



**AGENDA  
REGULAR MEETING  
CITY COUNCIL OF THE TOWN OF COLMA**

**Wednesday, July 8, 2020  
7:00 PM**

*On March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings completely telephonically or by other electronic means. Pursuant to the Shelter-in-Place Orders issued by the San Mateo County Health Officer on March 16, 2020 and March 31, 2020, the statewide Shelter-in-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020, and the CDC's social distancing guidelines which discourage large public gatherings, the Council Chamber will not be open to the public for this Town of Colma City Council Meeting. The purpose of these orders was to provide the safest environment for Council Members, staff and the public while allowing for public participation.*

*Members of the public may view the meeting by attending, via telephone or computer, the Zoom Meeting listed below:*

**Join Zoom Meeting: <https://us02web.zoom.us/j/83128484426>  
Password: 130789**

**Meeting ID: 831 2848 4426  
Password: 130789**

**One tap mobile**

**+16699006833,,83128484426#,,,,0#,,130789# US (San Jose)  
+12532158782,,83128484426#,,,,0#,,130789# US (Tacoma)**

**Dial by your location**

**+1 669 900 6833 US (San Jose)  
+1 253 215 8782 US (Tacoma)  
+1 346 248 7799 US (Houston)  
+1 312 626 6799 US (Chicago)  
+1 929 205 6099 US (New York)  
+1 301 715 8592 US (Germantown)**

**Meeting ID: 831 2848 4426  
Password: 130789**

**Find your local number: <https://us02web.zoom.us/u/kdbX9Y9ZCg>**

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

## **PLEDGE OF ALLEGIANCE AND ROLL CALL**

## **ADOPTION OF AGENDA**

## **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 June 24, 2020 Regular Meeting.
2. Motion to Approve Report of Checks Paid for June 2020.
3. Motion to Accept Informational Report on the Recreation Department Programs, Activities, Events, and Trips for the Second Quarter of 2020.
4. Motion to Adopt a Resolution Ratifying the Salary Schedules Between July 1, 2016 and July 1, 2020.

## **NEW BUSINESS**

### **5. COMPENSATION AND CLASSIFICATION STUDY FOR CHIEF OF POLICE**

- a. *Consider:* Motion to Introduce and Waive a Further Reading of an Ordinance Amending Colma Municipal Code Section 1.03.040 (a), Regarding the Appointment of the Chief of Police.
- b. *Consider:* Motion to Adopt a Resolution to Adopt the Chief of Police Salary.

### **6. CONDEMNING RACISM**

*Consider:* Motion to Adopt a Resolution Affirming the Town's Commitment to Stand in Solidarity with the Black Community and Condemn Racism.

## **STUDY SESSION**

### **7. POLICE USE OF FORCE**

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

## **REPORTS**

Mayor/City Council  
City Manager

## **ADJOURNMENT**

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

### Reasonable Accommodation

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

**MINUTES  
REGULAR MEETING**

City Council of the Town of Colma  
Meeting Held Remotely via Zoom.us

**Wednesday, June 24, 2020**

**7:00 PM**

**CALL TO ORDER**

Mayor John Irish Goodwin called the meeting to order at 7:00 p.m.

Council Present – Mayor John Irish Goodwin, Vice Mayor Diana Colvin, Council Members Helen Fisicaro, Raquel Gonzalez and Joanne F. del Rosario were all present.

Staff Present – City Manager Brian Dossey, City Attorney Christopher Diaz, Chief of Police Kirk Stratton, Commander Sherwin Lum, Administrative Services Director Pak Lin, Director of Public Works Brad Donohue, City Engineer Cyrus Kianpour, City Planner Michael Laughlin, and City Clerk Caitlin Corley were in attendance.

The Mayor announced, “Welcome to another of our completely remote Council Meeting. A few notes about tonight’s meeting: We are accepting public comments through email— please email [ccorley@colma.ca.gov](mailto:ccorley@colma.ca.gov) to submit a public comment. You can also use the chat function to chat directly to our city clerk and she will be able to let us know that you would like to make a comment when your item comes up in the agenda. Also, please note that the city clerk has control over everyone’s video and audio, so if you would like to use your video or audio, you will need to chat with her directly to request it. Thank you.”

**ADOPTION OF THE AGENDA**

Mayor Goodwin asked if there were any changes to the agenda; none were requested. He asked for a motion to adopt the agenda.

**Action:** Council Member Fisicaro moved to adopt the agenda; the motion was seconded by Council Member del Rosario and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
John Irish Goodwin, Mayor	✓				
Diana Colvin	✓				
Helen Fisicaro	✓				
Raquel Gonzalez	✓				
Joanne F. del Rosario	✓				
	5	0			

**PRESENTATION**

- Commander Sherwin Lum introduced Reserve Police Officer Ricardo Escobar and new Police Officer Marcos Perez. Because our meetings are currently being conducted remotely, both Officer Escobar and Officer Perez were officially sworn in by Chief Stratton on their first days at work.

- Recognition of Retiring Police Chief Kirk Stratton: Mayor Goodwin read a proclamation in honor of Chief Stratton's 27 years of service and made remarks congratulating him. He then invited Council to make remarks and present a few tokens of the Town's appreciation. Vice Mayor Colvin presented a commemorative plaque. Council Member Fisicaro shared that the Town sent flowers to the Chief's wife as a thank you for her and their children sharing him and his time with the Town these many years. Council Member Gonzalez shared that a donation has been made in the Chief's name to the One Hundred Club of San Mateo County. Council Member del Rosario presented a "It's great to be alive in Colma! T-shirt, to serve as a reminder of his many years in Colma. Maureen O'Connor of the Colma Historical presented a certificate in honor of the Chief's retirement.

## PUBLIC COMMENTS

Mayor Goodwin opened the public comment period at 7:23 p.m. and seeing no one request to speak, he closed the public comment period.

## CONSENT CALENDAR

1. Motion to Accept the Minutes from the June 10, 2020 Regular Meeting.
2. Motion to Adopt a Resolution Adopting the FY 2020-21 Appropriation Limit.

**Action:** Council Member del Rosario moved to approve the Consent Calendar items #1 and 2; the motion was seconded by Council Member Gonzalez and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
John Irish Goodwin, Mayor	✓				
Diana Colvin	✓				
Helen Fisicaro	✓				
Raquel Gonzalez	✓				
Joanne F. del Rosario	✓				
	5	0			

## PUBLIC HEARING

### 3. APPROVAL OF ENGINEER'S REPORT FOR FY2020-21

Director of Public Works Brad Donohue presented the staff report. Mayor Goodwin opened the public hearing at 7:32 p.m. and seeing no one request to speak, he closed the public hearing. Council discussion followed.

**Action:** Council Member Fisicaro moved to Adopt a Resolution Overruling Protests to and Adopting Engineer's Report on Sewer Service Charges for Fiscal Year 2020-21, Directing the City Engineer to File a Copy of the Engineer's Report with the San Mateo County Tax Collector, and Authorizing the County Tax Collector to Place the Charges on the Property Tax Roll and Direct the City Attorney to remove alternate provisions in sections 2a, 3a and 3b; the motion was seconded by Vice Mayor Colvin and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
John Irish Goodwin, Mayor	✓				
Diana Colvin	✓				
Helen Fisticaro	✓				
Raquel Gonzalez	✓				
Joanne F. del Rosario	✓				
	5	0			

**NEW BUSINESS**

**4. APPOINTMENT OF INTERIM CHIEF OF POLICE**

City Manager Brian Dossey presented the staff report. Mayor Goodwin opened the public comment period at 7:38 p.m. and seeing no one request to speak, he closed the public comment period. Council discussion followed.

**Action:** Council Member Fisticaro moved to Adopt a Resolution Appointing Robert Lotti as Interim Police Chief; the motion was seconded by Council Member del Rosario and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
John Irish Goodwin, Mayor	✓				
Diana Colvin	✓				
Helen Fisticaro	✓				
Raquel Gonzalez	✓				
Joanne F. del Rosario	✓				
	5	0			

**5. MISSION ROAD PROJECT AWARD**

Mayor Goodwin announced, "Because I own property in close proximity to this project, I will not be participating in this item to avoid a conflict of interest. I will hand the meeting over to Vice Mayor Colvin, and the city clerk will remove my video and audio capabilities." The clerk removed his audio and video capabilities and Vice Mayor Colvin took over the meeting.

Director of Public Works Brad Donohue and City Engineer Cyrus Kianpour presented the staff report. Vice Mayor Colvin opened the public comment period at 7:58 p.m. Business owner Olga Garcia made a comment. The Vice Mayor closed the public comment period at 8:04 p.m. Council discussion followed.

**Action:** Council Member Fisticaro moved to Adopt a Resolution Awarding a Construction Contract to and Directing the City Manager to Execute the Construction Contract with RK Engineering, Inc. for Mission Road Bicycle and Pedestrian Improvement (CIP 903), Amend Project Budget to be \$2,800,000 and Release and Transfer a Total of \$1,138,000 Funding to

Mission Road Project; the motion was seconded by Council Member del Rosario and carried by the following vote:

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

Vice Mayor Colvin asked the Clerk to bring Mayor Goodwin back into the meeting.

## 6. GENERAL PLAN EIR SCOPING

City Planner Michael Laughlin and CSG Consultant Anna Choudhuri presented the staff report. Mayor Goodwin opened the public comment period at 8:40 p.m. and seeing no one request to speak, he closed the public comment period. Council discussion followed.

**Action:** Council Member Gonzalez moved to Receive a Presentation From Staff Regarding the Scope of the Environmental Impact Report (EIR) for Town of Colma General Plan Update; Take Testimony from Members of the Public; and Direct Staff to Include Environmental Issues to be Potentially Addressed in the EIR; the motion was seconded by Council Member del Rosario and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
John Irish Goodwin, Mayor	✓				
Diana Colvin	✓				
Helen Fiscaro	✓				
Raquel Gonzalez	✓				
Joanne F. del Rosario	✓				
	5	0			

## 7. RAISING THE NATIONAL FLAG OF THE PHILIPPINES

City Clerk Caitlin Corley presented the staff report. Mayor Goodwin opened the public comment period at 8:47 p.m. Resident Maureen O'Connor asked a question, which staff addressed. The Mayor closed the public comment period at 8:51 p.m. Council discussion followed.

**Action:** Council Member del Rosario moved to Adopt a Resolution Directing Town Staff to Fly the National Flag of the Philippines at the Community Center in Lieu of the Town Flag From June 25, 2020 to July 1, 2020, in Honor of Philippine Independence Day; the motion was seconded by Council Member del Rosario and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
John Irish Goodwin, Mayor	✓				
Diana Colvin	✓				
Helen Fisicaro	✓				
Raquel Gonzalez	✓				
Joanne F. del Rosario	✓				
	5	0			

## COUNCIL CALENDARING

The next Regular Meeting will be on Wednesday, July 8, 2020 at 7:00 p.m. and it will be conducted remotely.

## REPORTS

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

- Along with Council Member Gonzalez, the City Manager presented Pacific Islands Together with a proclamation in honor of the amazing work they have done to help feed the community in this challenging time.
- Chief Stratton's retirement farewell will be on Friday from 1pm to 2pm. Masks and social distance required.

## ADJOURNMENT

Mayor Goodwin adjourned the meeting at 8:58 p.m.





Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51757	6/2/2020	00003		4/30/2019	11/16/18 BATHROOM CIRCUIT	395.00	395.00
51758	6/2/2020	00071	7494	5/26/2020	CSG	110,408.25	110,408.25
51759	6/2/2020	00093	03/28/20-04/24/2	5/16/2020	TRAFFIC SIGNAL MAINTENAI	1,082.50	1,082.50
51760	6/2/2020	00254	CITY OF SOUTH SAN FRANCISCO	6/1/2020	MAINTENANCE CONTRACT	602.00	602.00
51761	6/2/2020	00307	METRO MOBILE COMMUNICA	5/20/2020	PG&E	3,425.84	
			PACIFIC GAS & ELECTRIC	5/26/2020	PG&E	1,610.90	
				5/20/2020	PG&E	88.42	5,125.16
51762	6/2/2020	00421	U.S. POSTAL SERVICE	4/20/2020	PERMIT #1433 PI FIRST-CLAS	240.00	240.00
51763	6/2/2020	01030	STEPFORD, INC.	6/1/2020	1 DNSMADEEASY SUBSCRIP	104.80	104.80
51764	6/2/2020	01031	A-1 RHINO LININGS, LLC	3/16/2020	LINER HOOD, LABOR, TOP C	311.10	311.10
51765	6/2/2020	01037	COMCAST CABLE	5/25-06/24 Inte	8155 20 022 0097051 Internet	290.06	
				5/25-06/24 427	8155 20 022 0097028 427 F ST	290.06	
				5/27-06/26 XFII	8155 20 022 0002770 1520 HIL	10.99	591.11
51766	6/2/2020	01340	NAVIA BENEFIT SOLUTIONS	5/29/2020	SECTION 125 PARTICIPANT &	97.10	97.10
51767	6/2/2020	01344	PROJECT READ - NORTH SAN JAN - March 202	5/29/2020	PROJECT READ	265.00	265.00
51768	6/2/2020	01370	VERIZON WIRELESS SERVICE	5/15/2020	CELL PHONE SERVICE	342.09	342.09
51769	6/2/2020	01565	BAY CONTRACT MAINTENAN	5/10/2020	JANITORIAL SERVICES	7,530.83	7,530.83
51770	6/2/2020	01813	JON'S FLAGS & POLES INC.	9/23/2019	4 X 6 FT. NYLON ITALY FLAG	57.64	57.64
51771	6/2/2020	02468	ULINE, INC.	3/30/2020	3 TYVEK COVERALL W/HOO	564.50	564.50
51772	6/2/2020	02499	GE CAPITAL INFORMATION	5/26/2020	TH COPY MACHINE A11	512.58	
				5/27/2020	PD COPY MACHINE RENTAL/	274.44	
				5/15/2020	STERLING PARK COPY MACH	76.06	863.08
51773	6/2/2020	02773	GRAPHICS ON THE EDGE	5/20/2020	SUV #2 DRIVER'S SIDE FRON	99.63	99.63
51774	6/2/2020	02793	DITO'S MOTORS	5/22/2020	OIL & FILTER CHANGE	65.90	
				5/22/2020	SERVICE	56.00	121.90
51775	6/2/2020	03015	U.S. BANK CORPORATE PMT	5/22/2020	CREDIT CARD PURCHASE	1,018.74	
				5/22/2020	CREDIT CARD PURCHASE	577.73	
				5/22/2020	CREDIT CARD PURCHASE	451.45	
				5/22/2020	CREDIT CARD PURCHASE	208.53	
				5/22/2020	CREDIT CARD PURCHASE	150.00	
				5/22/2020	CREDIT CARD PURCHASE	145.93	
				5/22/2020	CREDIT CARD PURCHASE	134.71	
				5/22/2020	CREDIT CARD PURCHASE	40.94	2,728.03
51776	6/2/2020	03034	FLEX ADVANTAGE	5/31/2020	FLEX PROCESSING FEES	360.00	360.00

Bank : first TRI COUNTIES BANK (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51777	6/2/2020	03232	JOHN MITRACOS AND COMP/20-257	5/28/2020	STERLING PARK CABINETS F	6,000.00	6,000.00
51778	6/2/2020	03257	THE LEW EDWARDS GROUP 007	5/30/2020	MAY 2020 CONTENT FOR TOI	5,500.00	5,500.00
51779	6/2/2020	03267	ACC BUSINESS 201317731	5/27/2020	ETHERNET ACCESS	674.58	674.58
51780	6/2/2020	03273	THE HOME DEPOT PRO	5/21/2020	PW PURCHASES	147.23	147.23
51781	6/2/2020	03330	PANG, DARRYL	May 2020 Polygr	MAY 15 & 19, 2020 POLYGRAF	600.00	600.00
6044137	6/2/2020	00282	CALIFORNIA PUBLIC EMPLOY 1000000160441:	5/14/2020	MEDICAL INSURANCE	5,349.51	5,349.51
<b>Sub total for TRI COUNTIES BANK:</b>						<b>150,161.04</b>	

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26 checks in this report.

Grand Total All Checks: 150,161.04

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51782	6/5/2020	01340	NAVIA BENEFIT SOLUTIONS 06052020 B	6/5/2020	DEPENDENT CARE: PAYMENT	589.69	
			06052020 B	6/5/2020	FLEX 125 PLAN: PAYMENT	473.46	1,063.15
51783	6/5/2020	01375	NATIONWIDE RETIREMENT S:06052020 B	6/5/2020	NATIONWIDE: PAYMENT	4,400.00	
			06052020 M	6/5/2020	NATIONWIDE: PAYMENT	950.00	5,350.00
51784	6/5/2020	02377	CALIFORNIA STATE DISBURS:06052020 B	6/5/2020	WAGE GARNISHMENT: PAYM	871.38	871.38
51785	6/5/2020	02944	PEACE OFFICERS RESEARCH:06052020 B	6/5/2020	PORAC: PAYMENT	27.00	27.00
51786	6/5/2020	02945	PORAC LEGAL DEFENSE FUN:06052020 B	6/5/2020	PORAC LDF: PAYMENT	172.80	172.80
94193	6/5/2020	00521	UNITED STATES TREASURY 06052020 M	6/5/2020	FEDERAL TAX: PAYMENT	911.05	911.05
94194	6/5/2020	01360	VANTAGE TRANSFER AGENT:06052020 M	6/5/2020	ICMA CONTRIBUTION: PAYME	464.42	464.42
94195	6/5/2020	00631	P.E.R.S. 06052020 M	6/5/2020	PERS MISC NON-TAX: PAYME	660.21	660.21
94196	6/5/2020	00282	CALIFORNIA PUBLIC EMPLOY:06052020 M	6/5/2020	JUNE 2020 ACTIVE PREMIUM	7,498.96	7,498.96
94197	6/5/2020	00130	EMPLOYMENT DEVELOPMEN:06052020 B	6/5/2020	CALIFORNIA STATE TAX: PAY	11,478.13	11,478.13
94198	6/5/2020	00521	UNITED STATES TREASURY 06052020 B	6/5/2020	FEDERAL TAX: PAYMENT	52,841.33	52,841.33
94199	6/5/2020	00282	CALIFORNIA PUBLIC EMPLOY:06052020 B	6/5/2020	JUNE 2020 ACTIVE PREMIUM	65,328.85	65,328.85
94200	6/5/2020	00631	P.E.R.S. 06052020 B	6/5/2020	PERS - BUYBACK: PAYMENT	42,087.72	42,087.72
94201	6/5/2020	01360	VANTAGE TRANSFER AGENT:06052020 B	6/5/2020	ICMA CONTRIBUTION: PAYME	4,838.56	4,838.56
94202	6/5/2020	00068	COLMA PEACE OFFICER'S 06052020 B	6/5/2020	COLMA PEACE OFFICERS: P/	554.90	554.90

Sub total for TRI COUNTIES BANK:

194,148.46

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15 checks in this report.

Grand Total All Checks: 194,148.46

## Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51787	6/9/2020	00003	8483	5/25/2020	INSTALL SECURITY LIGHTING	5,825.00	5,825.00
51788	6/9/2020	00013	May 2020	5/31/2020	TIRE SERVICE	88.76	88.76
51789	6/9/2020	00051	CALIFORNIA WATER SERVICE	5/27/2020	WATER BILL	3,740.69	3,740.69
51790	6/9/2020	00159	GRAPHIC TECHNICS/GRAPH T14682	5/29/2020	SIX 8" DIAMETER DECAL FOF	98.33	98.33
51791	6/9/2020	00181	IEDA	6/8/2020	LABOR RELATIONS CONSUL	1,469.00	1,469.00
51792	6/9/2020	00364	SMC SHERIFF'S OFFICE	5/31/2020	LAB FEES	450.00	450.00
51793	6/9/2020	00411	TURBO DATA SYSTEMS	5/31/2020	CITATION PROCESSING	99.41	99.41
51794	6/9/2020	00464	HINDERLITER, DE LLAMAS	5/11/2020	SALES TAX SERVICES	4,373.24	4,373.24
51795	6/9/2020	00500	SMC CONTROLLERS OFFICE	6/2/2020	ALLOCATION OF PARKING PE	900.70	900.70
51796	6/9/2020	01037	COMCAST CABLE	5/26/2020	8155 20 022 0094769 TOWN C	15,230.55	15,230.55
51797	6/9/2020	01995	CELESTE, MIKE L.	5/27/2020	8155 20 022 0097069 INTERNI	295.06	15,525.61
51798	6/9/2020	02216	RAMOS OIL CO. INC.	6/1/2020	BACKGROUND INVESTIGAT	1,000.00	1,000.00
51799	6/9/2020	02392	MIG	5/31/2020	PD GASOLINE PURCHASES 2	1,367.53	1,367.53
51800	6/9/2020	02499	GE CAPITAL INFORMATION	5/20/2020	PD GASOLINE PURCHASES 1	1,011.61	1,011.61
51801	6/9/2020	02660	FEISTER, WILLIAM J.	5/10/2020	PD GASOLINE PURCHASES 1	917.09	3,296.23
51802	6/9/2020	02793	DITO'S MOTORS	4/20/2020	MARCH 2020 775 SERRAMON	16,758.74	16,758.74
51803	6/9/2020	02799	WAVE	5/31/2020	CCC COPY MACHINE A10	274.44	274.44
51804	6/9/2020	02816	SANCHEZ, TIFFANY SHARON	6/1/2020	MAY 22 & 28, 2020 PRE-EMPL	900.00	900.00
51805	6/9/2020	02967	GOVINVEST INC.	6/2/2020	SERVICE	433.00	433.00
51806	6/9/2020	03170	ACTION TOWING AND ROAD	6/3/2020	SERVICE	284.55	284.55
51807	6/9/2020	03273	THE HOME DEPOT PRO	6/1/2020	OIL & FILTER CHANGE	54.00	771.55
51808	6/9/2020	03356	GONZALEZ, ALEJANDRA	5/31/2020	RIMS INTERNET W/SSF	400.00	400.00
51809	6/9/2020	03357	SWEET ART BY JENNIFER	5/28/2020	05.28.20 COVID-10 RENTAL R	350.00	350.00
51810	6/9/2020	03358	BAIRD + DRISCOLL COMMUNI	6/2/2020	06.02.20 COVID-19 RENTAL R	350.00	350.00
				6/2/2020	05.28.20 DEPOSIT REFUND	300.00	300.00
				6/2/2020	06.02.20 DEPOSIT REFUND	300.00	300.00
				3/16/2020	Annual Licensing - Pension Mo	300.00	300.00
				6/1/2020	'17 FORD EXPLORER TOW FI	8,500.00	8,500.00
				4/8/2020	24 1QT DISINFECT SOLUTION	125.00	125.00
				7/30/2019	5 RENOWN LINER 24X32 .7MI	166.91	166.91
				6/2/2020	06.02.20 COVID-19 RENTAL R	164.59	331.50
				6/2/2020	06.02.20 DEPOSIT REFUND	470.00	470.00
				6/4/2020	06.17/20 40 CHOCOLATE	300.00	770.00
				6/1/2020	21 ELEMENTS	130.00	130.00
						3,900.00	3,900.00

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Sub total for TRI COUNTIES BANK: 71,028.20

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24 checks in this report.

Grand Total All Checks: 71,028.20



Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51811	6/16/2020	00051	CALIFORNIA WATER SERVICE05/29/2020	5/29/2020	WATER BILL	137.68	137.68
51812	6/16/2020	00054	C/CAG 14911	10/17/2019	C/CAG-NPDES FEES FY 19-20	3,468.20	3,468.20
51813	6/16/2020	00174	HOME DEPOT CREDIT SERV(May 18-20, 2020	5/29/2020	PW SUPPLY PURCHASES	311.56	311.56
51814	6/16/2020	00254	METRO MOBILE COMMUNICA055741	6/9/2020	ADDED ACCESSORY PLUG T	451.50	451.50
51815	6/16/2020	00280	OFFICE DEPOT, INC. 502290835001	5/29/2020	OFFICE SUPPLIES	66.28	66.28
51816	6/16/2020	00307	PACIFIC GAS & ELECTRIC 9248309814-8	5/26/2020	9248309814-8 601 F STREET	250.39	250.39
51817	6/16/2020	00339	0567147369-1	6/1/2020	PG&E	190.25	440.64
51818	6/16/2020	00412	SALVADOR, FEM 2002057.003	6/7/2020	06.07.20 COVID-19 RENTAL R	350.00	650.00
51819	6/16/2020	00414	TELECOMMUNICATIONS ENG46576	6/7/2020	06.07.20 DEPOSIT REFUND	300.00	1,328.00
51820	6/16/2020	00623	TERMINEX INTERNATIONAL L397129161	6/10/2020	Facilities Mgmt & Maintenance	1,328.00	229.00
51821	6/16/2020	00807	ARAMARK May 2020	6/10/2020	PEST CONTROL	229.00	432.00
51822	6/16/2020	00830	CACHUELA, ERLINDA 2002053.003	5/31/2020	UNIFORM SERVICE	432.00	350.00
51823	6/16/2020	01450	STAPLES BUSINESS CREDIT 1629286669	6/7/2020	06.07.20 COVID-19 RENTAL R	300.00	650.00
51824	6/16/2020	01531	SAN MATEO LAWN MOWER 201857	6/7/2020	06.07.20 DEPOSIT REFUND	300.00	222.04
51825	6/16/2020	02182	STEWART CHEV CAD CHRY J144249	5/29/2020	OFFICE SUPPLIES	292.55	292.55
51826	6/16/2020	02216	DALY CITY KUMON CENTER April 2020	5/31/2020	GUARD, HEAD, TRIMMER LIN	57,245.73	57,245.73
51827	6/16/2020	02382	RAMOS OIL CO. INC. 699189	6/15/2020	PW 2020 CHEVY WHITE SILV	4,670.00	4,670.00
51828	6/16/2020	02499	GONZALEZ, MARIA 2002055.003	5/31/2020	TUTORING	55.74	55.74
51829	6/16/2020	02793	GE CAPITAL INFORMATION 5059708251	6/7/2020	RECREATION GASOLINE PUF	770.00	1,070.00
51830	6/16/2020	02827	DITO'S MOTORS 22238	6/7/2020	06.07.20 COVID-19 RENTAL R	300.00	1,291.11
51831	6/16/2020	02863	CORODATA SHREDDING, INC.RS3181234	6/15/2020	TH COPY FEES	1,291.11	1,291.11
51832	6/16/2020	03061	PLACEWORKS, INC. 72224	6/12/2020	SERVICE	442.57	433.35
51833	6/16/2020	03170	NORTH BAY PETROLEUM 2148564	6/8/2020	2006 FORD F-150 XL	433.35	918.42
51834	6/16/2020	03273	ACTION TOWING AND ROAD :20-06-8692	5/31/2020	OIL & FILTER CHANGE	42.50	83.45
51835	6/16/2020	03281	THE HOME DEPOT PRO 554540138	5/31/2020	STORAGE, PICKUP/DELIVER	83.45	2,836.88
51836	6/16/2020	03359	GACHINA LANDSCAPE MANA(F179875	5/31/2020	MAY 2020 GENERAL PLAN UF	2,836.88	318.30
			F180005	5/31/2020	PW GAS PURCHASES	318.30	300.00
			2002051.003	6/11/2020	06.11.20 2003 ACURA TOW FF	300.00	154.74
			2002052.003	6/5/2020	OXIVIR TB WIPES 11X12 160	154.74	13,398.93
				6/1/2020	MAINTENANCE CONTRACT	13,398.93	624.00
				5/31/2020	WORK ORDER	624.00	300.00
				6/7/2020	06.07.20 COVID-19 RENTAL R	300.00	275.00
				6/7/2020	06.07.20 DEPOSIT REFUND	275.00	575.00

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Sub total for TRI COUNTIES BANK: 92,221.75

26 checks in this report.

Grand Total All Checks: 92,221.75

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51837	6/19/2020	00047	C.L.E.A.	6/19/2020	CLEA: PAYMENT	245.00	245.00
51838	6/19/2020	01340	NAVIA BENEFIT SOLUTIONS	6/19/2020	DEPENDENT CARE: PAYMENT	589.69	589.69
51839	6/19/2020	01375	NATIONWIDE RETIREMENT S	6/19/2020	FLEX 125 PLAN: PAYMENT	473.46	1,063.15
51840	6/19/2020	02224	STANDARD INSURANCE COM	6/19/2020	NATIONWIDE: PAYMENT	4,400.00	4,400.00
51841	6/19/2020	02377	CALIFORNIA STATE DISBURS	6/19/2020	LIFE INSURANCE: PAYMENT	627.00	627.00
94204	6/19/2020	00130	EMPLOYMENT DEVELOPMEN	6/19/2020	WAGE GARNISHMENT: PAYM	871.38	871.38
94205	6/19/2020	00521	UNITED STATES TREASURY	6/19/2020	CALIFORNIA STATE TAX: PAY	14,148.68	14,148.68
94206	6/19/2020	00631	P.E.R.S.	6/19/2020	FEDERAL TAX: PAYMENT	62,081.45	62,081.45
94207	6/19/2020	01360	VANTAGE TRANSFER AGENT	6/19/2020	PERS - BUYBACK: PAYMENT	42,090.16	42,090.16
94208	6/19/2020	00068	COLMA PEACE OFFICER'S	6/19/2020	ICMA CONTRIBUTION: PAYME	4,835.65	4,835.65
					COLMA PEACE OFFICERS: P/	554.90	554.90
<b>Sub total for TRI COUNTIES BANK:</b>							130,917.37

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10 checks in this report.

Grand Total All Checks: 130,917.37

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51842	6/17/2020	00307	PACIFIC GAS & ELECTRIC	06/10/2020	PG&E	5,598.13	5,598.13
51843	6/17/2020	00623	ARAMARK	May 2020	FIRST AID SUPPLIES	65.20	65.20
51844	6/17/2020	01037	COMCAST CABLE	06/11-07/10 601	8155 20 022 0096715 601 F ST	110.06	110.06
51845	6/17/2020	02849	U.S. BANK PARS ACCOUNT, 6 May & June 2021	6/16/2020	OPEB CONTRIBUTION	134,115.00	134,115.00
51846	6/17/2020	03334	AT&T MOBILITY NATIONAL AC287296200335X	6/2/2020	2020 Wireless	963.30	963.30
51847	6/17/2020	03355	CALIFORNIA CITIES GAMING 2021A	5/23/2020	JPA ANNUAL FUNDING MAY 2	30,000.00	30,000.00
<b>Sub total for TRI COUNTIES BANK:</b>							170,851.69

6 checks in this report.

Grand Total All Checks: 170,851.69

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51848	6/23/2020	01183	BEST BEST & KRIEGER LLP	879297	6/16/2020	CITY ATTORNEY SERVICES	19,315.00
				879298	6/16/2020	CITY ATTORNEY THIRD PART	5,214.15
51849	6/23/2020	02793	DITO'S MOTORS	22252	6/16/2020	SERVICE	34.00
51850	6/23/2020	03034	FLEX ADVANTAGE	July 2020	6/18/2020	HEALTH REIMBURSEMENT AI	49,959.78
51851	6/23/2020	03156	LINDEBURG AND COMPANY	109886	6/15/2020	2 AWARD PLAQUES WITH EN	317.55
51852	6/23/2020	03273	THE HOME DEPOT PRO	554301622	6/4/2020	PW PURCHASES	470.27
<b>Sub total for TRI COUNTIES BANK:</b>							<b>75,310.75</b>



5 checks in this report.

Grand Total All Checks: 75,310.75

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51853	6/23/2020	00004	000014894963	6/13/2020	C3-A/B-12-10-TS-01	1,626.29	1,626.29
51854	6/23/2020	00020	120060089	6/1/2020	WATERLOGIC RENTAL	40.00	
			120060088	6/1/2020	MTN H/C BWC	9.00	49.00
51855	6/23/2020	00051	1727052702	6/11/2020	1727052702 JSB ACROSS FR	76.45	76.45
51856	6/23/2020	01037	06/17-07/16	6/12/2020	8155 20 022 0188769 HD TECI	54.63	54.63
51857	6/23/2020	01280	9102033446	6/10/2020	VEST SURVEYORS LIME 2-LC	176.33	176.33
51858	6/23/2020	01565	BAY CONTRACT MAINTENAN(23911	4/28/2020	COVID-19 PD BASE LINE DEC	14,250.00	14,250.00
51859	6/23/2020	02392	MIG	5/21/2020	APRIL 2020 775 SERRAMONTE	12,517.85	
			0064380	6/12/2020	MAY 2020 775 SERRAMONTE	8,431.63	20,949.48
51860	6/23/2020	02787	AECO SYSTEMS, INC.	6/10/2020	INTERMITTENT LOW BATTER	280.00	280.00
51861	6/23/2020	02793	DITO'S MOTORS	6/15/2020	SERVICE	408.57	408.57
<b>Sub total for TRI COUNTIES BANK:</b>							<b>37,870.75</b>

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9 checks in this report.

Grand Total All Checks: 37,870.75

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51862	6/29/2020	00051	CALIFORNIA WATER SERVICE6544607057	6/16/2020	6544607057 SW CORNER HIL	467.49	467.49
51863	6/29/2020	00071	CSG CONSULTANTS, INC. 04/25/20-05/31/2	6/26/2020	CSG	132,968.50	132,968.50
51864	6/29/2020	00095	CLEARLITE TROPHIES 86378	6/22/2020	CLEAR ACRYLIC AWARD W/R	119.63	119.63
51865	6/29/2020	00188	IRVINE & JACHENS INC 3215	6/25/2020	#519E UNIFORM BADGE GOL	232.70	232.70
51866	6/29/2020	00307	PACIFIC GAS & ELECTRIC 1918250367-2	6/18/2020	1198 EL CAMINO	2,254.22	
			06/19/2020	6/19/2020	PG&E	100.28	2,354.50
51867	6/29/2020	00373	STATE CONTROLLER FTB-00002221	6/12/2020	JAN - DEC 2019 FTB OFFSET	20.01	20.01
51868	6/29/2020	00412	TELECOMMUNICATIONS ENG46580	6/11/2020	POLICE RADIO SYSTEM UPG	50,000.00	50,000.00
51869	6/29/2020	00563	PETTY CASH 06/15/20 Reimbt	6/15/2020	PETTY CASH REIMBURSEME	86.52	86.52
51870	6/29/2020	01370	VERIZON WIRELESS SERVICE19856700422	6/15/2020	CELL PHONE SERVICE	342.09	342.09
51871	6/29/2020	01565	BAY CONTRACT MAINTENANJune 2020	6/10/2020	JANITORIAL SERVICES	4,869.48	4,869.48
51872	6/29/2020	01816	QUALITY STRIPING, INC. 94004	6/24/2020	Restripe Existing Markings	21,000.00	21,000.00
51873	6/29/2020	01995	CELESTE, MIKE L. 20-0624	6/24/2020	CARDROOM BACKGROUND	770.00	770.00
51874	6/29/2020	02082	VINCE'S OFFICE SUPPLY, INC1646125	6/19/2020	OFFICE SUPPLIES	196.65	196.65
51875	6/29/2020	02182	DALY CITY KUMON CENTER May 2020	6/24/2020	TUTORING	4,900.00	4,900.00
51876	6/29/2020	02773	GRAPHICS ON THE EDGE 4120	6/24/2020	CROWN VIC #9 GRAPHICS P	652.38	652.38
51877	6/29/2020	02793	DITO'S MOTORS 22297	6/23/2020	SERVICE	256.30	
			22319	6/25/2020	REPLACE BATTERY	189.32	445.62
51878	6/29/2020	02970	PRODUCTIVE PRINTING & GR34681	6/19/2020	NCR FORMS	686.48	686.48
51879	6/29/2020	03015	U.S. BANK CORPORATE PMT 06/22/20 Abellan	6/22/2020	CREDIT CARD PURCHASE	2,505.43	
			06/22/20 Wollme	6/22/2020	CREDIT CARD PURCHASE	1,007.73	
			06/22/20 Gotelli	6/22/2020	CREDIT CARD PURCHASE	786.27	
			06/22/20 Dossey	6/22/2020	CREDIT CARD PURCHASE	666.40	
			06/22/20 Lum	6/22/2020	CREDIT CARD PURCHASE	407.27	
			06/232/20 Gogar	6/22/2020	CREDIT CARD PURCHASE	247.13	
			06/22/20 Corley	6/22/2020	CREDIT CARD PURCHASE	135.87	
			06/22/20 De Leo	6/22/2020	CREDIT CARD PURCHASE	80.53	
			06/22/20 Jordan	6/22/2020	CREDIT CARD PURCHASE	58.95	
			2152056	6/15/2020	PW GAS PURCHASES 1-15	342.02	5,895.58
51880	6/29/2020	03061	NORTH BAY PETROLEUM	6/15/2020	PW GAS PURCHASES 1-15	342.02	342.02
51881	6/29/2020	03102	REVEL ENVIRONMENTAL MFC45894	6/25/2020	STORM DRAIN CATCH BASIN	3,675.00	3,675.00
51882	6/29/2020	03117	KITTELSON & ASSOCIATES, I10110508	6/16/2020	MAY 2020 COLMA GPU SUPP	24,981.25	24,981.25
51883	6/29/2020	03262	FEHR & PEERS 138474-14	6/11/2020	BIKE PEDESTRIAN IMPROVEI	10,137.43	
			137362-12	4/15/2020	BIKE PEDESTRIAN IMPROVEI	7,474.29	
			137708-13	5/7/2020	BIKE PEDESTRIAN IMPROVEI	6,892.66	24,504.38

Bank : first TRI COUNTIES BANK (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
51884	6/29/2020	03267	ACC BUSINESS	201627751	6/27/2020	ETHERNET ACCESS	674.58	
51885	6/29/2020	03357	SWEET ART BY JENNIFER	06/26/20	Cupcak	6/23/2020	06/26/20 50 CHOCOLATE & Vf	160.00
51886	6/29/2020	03360	CARASOFT TECHNOLOGY	C21987542INV	6/22/2020	06/15/20-06/14/21 DOCUSIGN	3,105.00	
<b>Sub total for TRI COUNTIES BANK:</b>							283,449.86	

25 checks in this report.

Grand Total All Checks: 283,449.86



# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Angelika Abellana, Recreation Coordinator  
 VIA: Brian Dossey, City Manager  
 MEETING DATE: July 8, 2020  
 SUBJECT: Recreation Services Department Quarterly Review, April - June 2020

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## RECOMMENDATION

Staff recommends that the City Council adopt:

MOTION TO ACCEPT INFORMATIONAL REPORT ON RECREATION DEPARTMENT PROGRAMS, ACTIVITIES, EVENTS, AND TRIPS FOR THE SECOND QUARTER OF 2020.

## EXECUTIVE SUMMARY

In the second quarter of 2020, a total of 1,362 participants attended 66 programs. This represents an increase of 154 participants from the second quarter of 2019. While staff realizes these numbers do not reflect traditional recreation services programming, however it is important to demonstrate the continued service to the community during the COVID-19 pandemic. Staff attributes the increase to essential service programming during shelter-in-place such as food program deliveries and senior luncheon deliveries.

Staff estimates that 30 percent of the population had a current Colma I.D. during the second quarter of 2020.

There were a total of 2 rentals, which is a decrease of 98 rentals from the second quarter of 2019.

Due to COVID-19 pandemic the Recreation Department had to cancel all programming per Shelter-in-Place orders. However, staff provided new programs which align with health recommendations and shelter-in-place orders such as Food Pantry Deliveries to seniors and populations in need, senior luncheon at home, grab and go summer food program for youth and summer camp care kits.

As we move into the summer, staff hopes to offer more programming per the shelter-in-place order permitting.

## **BACKGROUND**

### Participation

The Recreation Services Department offered programs, activities, events and trips for all age groups during the past quarter. Below is a summary of participation levels by demographic:

- A total of 0 adults and seniors participated in enrichment programs. This represents a decrease of 146 participants from the second quarter of 2019. Staff attributes the decrease in participation to due to the cancellation of all in-house programs per COVID-19 and Shelter-in-Place orders.
- A total of 37 adults and seniors participated in trips and events. This represents a decrease of 110 participants from the second quarter of 2019. Staff attributes the decrease in participation due to the cancellation of all programs per COVID-19 and Shelter-in-Place orders.
- A total of 260 youth and teens participated in Enrichment Programs. This represents a decrease of 243 participants from the second quarter of 2019. Staff attributes the decrease due to the cancellation of Summer Day Camp and all programs per COVID-19 and Shelter-in-Place orders.
- A total of 0 youths and teens participated in events and trips. This represents a decrease of 71 participants from the second quarter of 2019. Staff attributes the decrease to the cancellation of teen trips and teen programming due to COVID-19 and Shelter-in-Place orders.
- A total of 1065 youth, adults and seniors participated in Community Programs. This represents an increase of 724 participants from the second quarter of 2019. Staff attributes the increase due to Food Pantry Deliveries to seniors and veterans during Shelter-in-Place orders.
- When the Shelter in Place Order was put in place, almost all recreation programming was cancelled. In order to accommodate our community, staff created a virtual recreation page with web links to activities on the internet. The virtual recreation webpage received 417 visits during the second quarter of 2020. These numbers were not included in the participation total because we have no way of knowing if there was actual participation.

The attachment contains a detailed breakdown of participation by program.

### Rental Activity

The Colma Community Center was rented for 2 different events:

- Non-Resident Non-profit Groups (1 program)
- In House Reservations (1 meeting/training)

The Sterling Park Recreation Center was not rented for the second quarter of 2020.



## **ATTACHMENTS**

- A. 2020 Recreation Services Department Quarterly Review – Participation Detail



**Recreation Services Department Quarterly Review  
April - June 2020  
Participation Detail**

**Adult/Senior Enrichment Programs**

<b>Program</b>	<b>Registered</b>	<b>Sessions</b>	<b>New or Existing Program</b>
Boot Camp Fitness	Cancelled	1	Existing
Breakfast Bingo	Cancelled	3	Existing
Colma Ladies Social	Cancelled	3	Existing
Cooking Classes	Cancelled	3	Existing
CPR & First Aid	Cancelled	1	Existing
Creekside Villas Activities	Cancelled	3	Existing
Golf	Cancelled	3	Existing
Mixtiso's Adult Dance Class	Cancelled	1	<i>NEW</i>
Pizza and Puzzles	Cancelled	1	Existing
SWEET Scrabble	Cancelled	1	Existing
Walk about Mondays	Cancelled	1	<i>NEW</i>
Yoga	Cancelled	1	Existing
Zumba	Cancelled	1	Existing
Zumba Toning	Cancelled	1	Existing

**Adult & Senior Trips & Events**

<b>Program</b>	<b>Registered</b>	<b>Sessions</b>	<b>New or Existing Program</b>
Cypress Lawn Tour	Cancelled	1	<i>NEW</i>
Exploratorium After Dark	Cancelled	1	Existing
Friday Films	Cancelled	3	Existing
Golden Gate Fields	Cancelled	1	Existing
Senior Luncheon	37	3	Existing
Wine & Canvas	Cancelled	1	Existing

**Youth & Teen Enrichment Programs**

<b>Program</b>	<b>Registered</b>	<b>Sessions</b>	<b>New or Existing Program</b>
Ballet, Tap, Jazz & Hip Hop	Cancelled	1	Existing
Chamber Orchestra	Cancelled	2	Existing
Cooking	Cancelled	2	Existing
Early Childhood Music	Cancelled	1	Existing
Golf	Cancelled	3	Existing
Guitar Workshop	Cancelled	2	Existing
Kids' Club Afterschool Program	Cancelled	4	Existing
Kumon Math Tutoring	63	3	Existing
Kumon Reading Tutoring	51	3	Existing
Leaders in Training – Spring	Cancelled	1	Existing
Leaders in Training – Summer	Cancelled	1	Existing
Colma LEYP Workshops	Cancelled	3	Existing
Parents' Night Out	Cancelled	2	Existing
Piano Workshop	Cancelled	1	Existing
Spring Day Camp Early Morning Care	Cancelled	1	Existing

Spring Day Camp	Cancelled	1	Existing
Spring Day Camp Afternoon Care	Cancelled	1	Existing
Summer Camp Care Packages	14	2	<i>NEW</i>
Summer Food Program	132	1	<i>NEW</i>
Tae Kwon Do	Cancelled	3	Existing
Traditional Ukulele	Cancelled	1	Existing
Vibo Youth Ensemble	Cancelled	1	Existing
Violin Workshop	Cancelled	3	Existing

### Youth and Teen Events & Trips

Program	Registered	Sessions	New or Existing Program
Alternative Camp Program	Cancelled	1	Existing
Friday Night Lights – Teen Basketball	Cancelled	1	Existing
Ice Cream Arts & Crafts	Cancelled	1	Existing
Open Teen Center	Cancelled	1	Existing
Planet Granite – Teen Trip	Cancelled	1	<i>NEW</i>
SF Giants Game Day Camp Trip	Cancelled	1	Existing
Six Flags Discovery Kingdom – Teen Trip	Cancelled	1	<i>NEW</i>
Teen Glow-in-the Dark Egg Hunt	Cancelled	1	Existing

### Community Programs

Program	Registered	Sessions	New or Existing Program
Arbor Day & Earth Day	Cancelled	1	Existing
Coffee and Cars – Streets Alive	Cancelled	1	<i>NEW</i>
Eggstravaganza	Cancelled	1	Existing
Food Pantry Delivery Program	1065	1	<i>NEW</i>
Lumpia Rolling Demonstration	Cancelled	1	<i>NEW</i>
Project Read Learning Wheels	Cancelled	2	Existing
Project Read Nutrition Program	Cancelled	2	Existing
Project Read Science Club	Cancelled	2	Existing
Sensory Friendly Hometown Heros	Cancelled	1	<i>NEW</i>
Town Wide Clean Up Day Volunteers & Staff	Cancelled	1	Existing
Town Wide Garage Sale	Cancelled	1	Existing

### Virtual Recreation

Program	Visits to webpage	Sessions	New or Existing Program
DIY Time	74	1	<i>NEW</i>
Escape Reality	114	1	<i>NEW</i>
Senior Corner	128	1	<i>NEW</i>
Stay Fit Inside	101	1	<i>NEW</i>

Note: Programs were cancelled due to COVID-19.



# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Pak Lin, Administrative Services Director  
 VIA: Brian Dossey, City Manager  
 MEETING DATE: July 8, 2020  
 SUBJECT: Adoption of Salary Schedules per CalPERS

## RECOMMENDATION

Staff recommends that the City Council adopt:

RESOLUTION RATIFYING THE SALARY SCHEDULES BETWEEN JULY 1, 2016 THROUGH JULY 1, 2020

## EXECUTIVE SUMMARY

CalPERS reviewed the Town's pay schedule and labor contracts from July 1, 2016 through November 2019. The scope of the review is to verify compliance with Government Code Section 20636. Based on their review, CalPERS found that the Town's pay schedule were not approved by the City Council.

Since July 1, 2016, the Town made 23 changes to its pay schedule, through a combination of ordinances and resolutions. These changes include:

- Cost of Living Adjustments in 2017 and 2019;
- Contract amendments to the compensations for the Chief of Police's and City Manager;
- Reclassification of Police Department Administrative Technician III position to Executive Assistant to the Chief of Police;
- Addition of Recreation Manager;
- Reinstatement of Reserve Police Officer program; and
- Increase to Public Works stand-by benefits, part-time hourly wage in 2018 and 2019, and City Council compensation.

Exhibit A to the Resolution lists pay schedules to reflect all changes between July 1, 2016 and July 1, 2020.

## FISCAL IMPACT

There is no fiscal impact in approving the salary schedules between July 1, 2016 and July 1, 2020. This action is to comply with CalPERS' observation regarding the Town's pay schedules.

## BACKGROUND

The Town maintains an updated salary schedule on the Town of Colma Human Resources' webpage with each position and compensation modifications. The published salary schedule includes resolution numbers, approval dates, and effective dates. As the City Council approves changes to the Town's staffing and modifies the pay, the published salary schedule is updated. The entire salary schedule is presented to the City Council as part of the labor negotiation approval process.

In November 2019, CalPERS reviewed the Town's pay schedule and contracts for compliance with Government Code section 20636. In the review, CalPERS found that the Town's process for updating the salary schedule does not comply with the Government Code requirements for a publicly available pay schedule. In particular, CalPERS has informed staff, that the salary schedules themselves must be approved by the City Council not just the components of said schedules.

Attachment B is the final report from CalPERS stating that the Town's pay schedules were not approved by the governing body. As stated in Attachment C, "employer must present the 2016/2017; 2017/2018; 2018/2019; 2019/2020 and 2020/2021 pay schedules to their governing body for approval and adoption" and "employer must provide the approved and adopted pay schedules and approved board meeting minutes to CalPERS."

## ANALYSIS

Since FY 2016-17, there had been 23 salary changes. Each are documented below:

Fiscal Year	Effective Date	Description
2016-17	7/1/2016	A-1: 2% COLA for POA, CRA, and Unrepresented (Reso 2017-04, 2017-05, 2017-06)
	7/3/2016	A-2: 2% COLA for POA, CRA, and Unrepresented (Reso 2017-04, 2017-05, 2017-06)
	12/14/2016	A-3: Contract Amendment 2 for Chief of Police to increase compensation (Reso 2017-24)
	1/1/2017	A-4: 2% COLA for POA, CRA, and Unrepresented (Reso 2017-04, 2017-05, 2017-06)
	6/28/2017	A-5: Addiiton of Recreation Manager Classification and Compensation (Reso 2017-33)
2017-18	7/2/2017	A-6: 2% COLA for POA, CRA, and Unrepresented (Reso 2017-04, 2017-05, 2017-06)

Fiscal Year	Effective Date	Description
2017-18 (Cont)	11/1/2017	A-7: Contract Amendment 3 for Chief of Police to increase compensation (Reso 2017-65)
	12/13/2017	A-8: Reclassification of Police Admin Tech III to Executive Assistant to Chief of Police (Reso 2017-62)
	12/18/2017	A-9: Contract Agreement with Newly Appointed City Manager (Reso 2017-60)
	12/31/2017	A-10: 2% COLA for POA, CRA, and Unrepresented (Reso 2017-04, 2017-05, 2017-06)
	1/12/2018	A-11: Reinstatement of Reserve Officer Program (Ord 773)
2018-19	7/1/2018	A-12: 2% COLA for POA, CRA, and Unrepresented (Reso 2017-04, 2017-05, 2017-06, Reso 2018-29)
	7/11/2018	A-13: Contract Amendment 2 for City Manager to increase compensation (Reso 2018-33)
	12/30/2018	A-14: 2% COLA for POA, CRA, and Unrepresented (Reso 2017-04, 2017-05, 2017-06, 2018-29)
	1/1/2019	A-15: Part-Time pay to meet California Minimum Wage Law, effective January 1, 2019 (Reso 2018-41)
	1/12/2019	A-16: 4% increase to Mayor & City Council compensation, effective 30 after adoption, as allowed by Government Code Section 36516 (Ord 784)
	4/7/2019	A-17: 2% COLA for POA, CRA, and Unrepresented, additional of retention pay, adjustment to sick leave payout cap, and increase to part-time salary (Reso 2019-14, 2019-15, 2019-16, 2019-17)
	4/10/2019	A-18: Increase to Part-Time Recreation Compensations (Reso 2019-13)
	5/22/2019	A-19: Contract Amendment 4 (Reso 2019-31) for Chief of Police and Contract Amendment 2 (Reso 2019-32) for City Manager to increase compensation

Fiscal Year	Effective Date	Description
2019-20	7/1/2019 & 12/29/2019	The pay schedules effective July 1, 2019 and December 29, 2019 were approved on June 10, 2020.
	6/28/2020	A-20: 2% COLA for POA, CRA, and Unrepresented (Reso 2019-14, 2019-15, 2019-16, 2019-17)
2020-21	7/1/2020	A-21: 2% COLA for POA, CRA, and Unrepresented (Reso 2019-14, 2019-15, 2019-16, 2019-17)

Exhibit A to the Resolution reflects the effective dates and the schedule number listed in the table above.

### Reasons For the Recommended Action/Findings

Ratifying the salary schedules for FY 2016-17, FY 2017-18, FY 2018-19, FY 2019-20, and FY 2020-21 complies with the CalPERS directed resolution to their Observation #1 as stated in Attachment C.

### Council Adopted Values

Ratification of the two salary schedules is an example of the City Council's *integrity* through enhancing transparency.

### CONCLUSION

Since July 1, 2016, the Town had modified its employee compensation 23 times. Two of the pay schedules were approved on June 10, 2020. The remaining 21 schedules are attached in Exhibit A to the Resolution to bring the Town's pay schedules into compliance with the Public Employees Retirement Law.

### ATTACHMENTS

- A. Resolution
  - o Exhibit A: Pay Schedule Effective between July 1, 2016 and July 1, 2020
- B. Final CalPERS Report
- C. Direction from CalPERS Audit Compliance & Resolution Unit to Resolut Observation #1 as Stated in Final CalPERS Report



**RESOLUTION NO. 2020-##  
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION RATIFYING THE SALARY SCHEDULES BETWEEN JULY 1, 2016 AND  
JULY 1, 2020**

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

**1. Background**

(a) In November 2019, CalPERS reviewed the Town's salary schedule and found that the approval process for the salary schedule is not consistent with the requirements of Government Code section 20636;

(b) On June 4, 2020, CalPERS' Office of Audit Services issued their opinion on 60 public agency employers and made an observation that the Town's pay schedule in its entirety was not approved by the City Council with each revision;

(c) On June 12, 2020, the CalPERS Audit Compliance & Resolution Unit reached out to the Town and provided instructions to resolve Observation #1 per the CalPERS report, which involves the governing body approving and adopting all pay schedules between July 1, 2016 and July 1, 2020, and thereafter;

(d) Between July 1, 2016 and July 1, 2020, the City Council approved the Reso 2017-04 (1/25/2017), Reso 2017-15 (1/25/2017), Reso 2017-06 (1/25/2017), Reso 2017-24 (5/10/2017), Reso 2017-33 (6/28/2017), Reso 2017-45 (9/13/2017), Reso 2017-60 (11/22/2017), Ord 773 (12/13/2017), Reso 2017-62 (12/13/2017), Reso 2017-65 (12/13/2017), Reso 2018-29 (6/27/2018), Reso 2018-33 (7/25/2018), Reso 2018-41 (9/26/2018), Ord 784 (11/14/2018), Reso 2019-13 (4/10/2019), Reso 2019-14 (4/10/2019), Reso 2019-15 (4/10/2019), Reso 2019-16 (4/10/2019), Reso 2019-17 (4/10/2019), Reso 2019-31 (6/21/2019), and Reso 2019-32 (6/21/2019);

(e) On June 10, 2020, the City Council approved the pay schedule in effect July 1, 2019 and December 29, 2019;

(f) Exhibit A is a collection of the City Council approved pay schedules as listed:

Fiscal Year	Effective Date	Description
2016-17	7/1/2016	A-1: 2% COLA for POA, CRA, and Unrepresented (Reso 2017-04, 2017-05, 2017-06)
	7/3/2016	A-2: 2% COLA for POA, CRA, and Unrepresented (Reso 2017-04, 2017-05, 2017-06)
	12/14/2016	A-3: Contract Amendment 2 for Chief of Police to increase compensation (Reso 2017-24)
	1/1/2017	A-4: 2% COLA for POA, CRA, and Unrepresented (Reso 2017-04, 2017-05, 2017-06)

Fiscal Year	Effective Date		Description
2016-17 (Cont)	6/28/2017	A-5:	Addiiton of Recreation Manager Classification and Compensation (Reso 2017-33)
2017-18	7/2/2017	A-6:	2% COLA for POA, CRA, and Unrepresented (Reso 2017-04, 2017-05, 2017-06)
	11/1/2017	A-7:	Contract Amendment 3 for Chief of Police to increase compensation (Reso 2017-65)
	12/13/2017	A-8:	Reclassification of Police Admin Tech III to Executive Assistant to Chief of Police (Reso 2017-62)
	12/18/2017	A-9:	Contract Agreement with Newly Appointed City Manager (Reso 2017-60)
	12/31/2017	A-10:	2% COLA for POA, CRA, and Unrepresented (Reso 2017-04, 2017-05, 2017-06)
	1/12/2018	A-11:	Reinstatement of Reserve Officer Program (Ord 773)
2018-19	7/1/2018	A-12:	2% COLA for POA, CRA, and Unrepresented (Reso 2017-04, 2017-05, 2017-06, Reso 2018-29)
	7/11/2018	A-13:	Contract Amendment 2 for City Manager to increase compensation (Reso 2018-33)
	12/30/2018	A-14:	2% COLA for POA, CRA, and Unrepresented (Reso 2017-04, 2017-05, 2017-06, 2018-29)
	1/1/2019	A-15:	Part-Time pay to meet California Minimum Wage Law, effective January 1, 2019 (Reso 2018-41)
	1/12/2019	A-16:	4% increase to Mayor & City Council compensation, effective 30 after adoption, as allowed by Government Code Section 36516 (Ord 784)
	4/7/2019	A-17:	2% COLA for POA, CRA, and Unrepresented, additional of retention pay, adjustment to sick leave payout cap, and increase to part-time salary (Reso 2019-14, 2019-15, 2019-16, 2019-17)
	4/10/2019	A-18:	Increase to Part-Time Recreation Compensations (Reso 2019-13)
	5/22/2019	A-19:	Contract Amendment 4 (Reso 2019-31) for Chief of Police and Contract Amendment 2 (Reso 2019-32) for City Manager to increase compensation
2019-20	7/1/2019 & 12/29/2019	--	The pay schedules effective July 1, 2019 and December 29, 2019 were approved on June 10, 2020.
	6/28/2020	A-20:	2% COLA for POA, CRA, and Unrepresented (Reso 2019-14, 2019-15, 2019-16, 2019-17)
2020-21	7/1/2020	A-21:	2% COLA for POA, CRA, and Unrepresented (Reso 2019-14, 2019-15, 2019-16, 2019-17)

## 2. Findings and Order.

(a) That the City Council of the Town of Colma hereby adopts the pay schedules for Town employees attached hereto as Exhibit A and incorporated herein by this reference, with an

effective date as stated in each pay schedule and listed in the table above.

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### Certification of Adoption

I certify that the foregoing Resolution No. 2020-## was duly adopted at a regular meeting of the City Council of the Town of Colma held on July 8, 2020, by the following vote:

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

Dated \_\_\_\_\_

\_\_\_\_\_  
John Irish Goodwin, Mayor

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



**Town of Colma Pay Schedule (Effective Date @ July 1, 2016)  
Ratified July 8, 2020**

**Exhibit A-1**

Position Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Ord/Reso Number	Add'l Incentive	Payroll Ref
<b>Elected Officials (Monthly Compensation)</b>									
Mayor & City Council	924.00						<b>ORD 729</b>		
<b>Regular/Casual/Temporary Employees (hourly rate, compensated on a biweekly basis)</b>									
Accountant I	37.46	39.33	41.30	43.37	45.54		<a href="#">Reso 2017-06</a>		8acct
Accounting Technician	33.23	34.90	36.65	38.48	40.41		<a href="#">Reso 2017-06</a>		8acct
Administrative Services Director	70.34	73.86	77.55	81.43	85.50		<a href="#">Reso 2016-30</a>		8acm
Administrative Technician I	31.02	32.57	34.20	35.91	37.70		<a href="#">Reso 2017-06</a>		8at1
Administrative Technician II	32.57	34.20	35.91	37.70	39.59		<a href="#">Reso 2017-06</a>		8at2
Administrative Technician III	32.57	34.20	35.91	37.70	39.59	41.57	<a href="#">Reso 2017-06</a>		8at3
City Clerk	41.57	43.65	45.83	48.11	50.52		<a href="#">Reso 2017-06</a>		8clrk1
City Manager	91.35						<a href="#">Reso 2015-07</a>		mgr
Community Service Officer	30.26	31.77	33.36	35.04	36.78		<a href="#">Reso 2017-06</a>		8cso
Facility Attendant	13.15	13.81	14.50	15.22	15.98		<a href="#">Reso 2016-16</a>		8fa
Human Resources Manager	45.54	47.82	50.20	52.72	55.35		<a href="#">Reso 2017-06</a>		8hrm
Maintenance Technician I	30.34	31.85	33.44	35.11	36.87		<a href="#">Reso 2017-06</a>	(7)	8mt1
Maintenance Technician II	31.85	33.44	35.11	36.87	38.71		<a href="#">Reso 2017-06</a>	(7)	8mt2
Maintenance Technician III	31.85	33.44	35.11	36.87	38.71	40.65	<a href="#">Reso 2017-06</a>	(7)	8mt3
Police Chief	85.82						<a href="#">Reso 2016-06</a>	(1)	chief
Police Commander	61.35	64.41	67.64	71.02	74.57		<a href="#">Reso 2017-06</a>	(1)	8pcmd
Police Dispatcher/Records Supervisor	45.63	46.89	48.17	49.44	50.70		<a href="#">Reso 2017-05</a>	(2)(4)	supervisor
Police Dispatcher / Clerk	37.86	38.92	39.97	41.02	42.06		<a href="#">Reso 2017-05</a>	(6)(4)	clerical
Police Officer 1	42.37	44.49	46.72	49.05			<a href="#">Reso 2017-04</a>	(1)(3)(5)	8po1
Police Officer 2	44.06	46.27	48.58	51.01			<a href="#">Reso 2017-04</a>	(1)(3)(5)	8po2
Police Officer 3	44.92	47.17	49.52	51.99			<a href="#">Reso 2017-04</a>	(1)(3)(5)	8po3
Police Sergeant 1	53.70	54.82	55.95	59.04			<a href="#">Reso 2017-04</a>	(1)(3)(5)	8sgt1
Police Sergeant 2	55.85	57.01	58.18	61.41			<a href="#">Reso 2017-04</a>	(1)(3)(5)	8sgt2
Police Sergeant 3	56.92	58.10	59.29	62.59			<a href="#">Reso 2017-04</a>	(1)(3)(5)	8sgt3
Public Works Maintenance Supervisor	38.73	40.67	42.70	44.84	47.07		<a href="#">Reso 2017-06</a>	(7)	8mts
Recreation Coordinator	30.25	31.76	33.35	35.01	36.76		<a href="#">Reso 2017-06</a>		8recc
Recreation Leader	10.65	11.18	11.74	12.33	12.95		<a href="#">Reso 2016-16</a>		8ri
Senior Recreation Leader	13.15	13.81	14.50	15.22	15.98		<a href="#">Reso 2016-16</a>		8rls

**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 \$100 per week stand-by pay

**Summary of Effective Ordinance and Resolution**

- Ord 729 City Council Compensation (Adopted 11/13/2013)**
- [Reso 2004-36](#) **Establishment of Police Recruit Program - 95% of Police Officer Step 1 (5/12/2004)**
- [Reso 2015-07](#) **City Manager Compensation (Adopted 2/11/2015)**
- [Reso 2016-06](#) **Chief of Police Contract Amendment 1 (Adopted 2/10/2016)**
- [Reso 2016-16](#) **Estimated Part-Time Recreation Compensation (Adopted 03/23/2016)**
- [Reso 2016-30](#) **Add Administrative Services Director classification and compensation plan (Adopted 6/20/2016)**
- [Reso 2017-04](#) **2% COLA for POA from Jan 3, 2016 to Jul 1, 2016 (Adopted 1/25/2017)**
- [Reso 2017-05](#) **2% COLA for CRA from Jan 3, 2016 to Jul 1, 2016 (Adopted 1/25/2017)**
- [Reso 2017-06](#) **2% COLA for Unrepresented from Jan 3, 2016 to Jul 1, 2016 (Adopted 1/25/2017)**

**Town of Colma Pay Schedule (Effective Date @ July 3, 2016)  
Ratified July 8, 2020**

**Exhibit A-2**

Position Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Ord/Reso Number	Add'l Incentive	Payroll Ref
<b>Elected Officials (Monthly Compensation)</b>									
Mayor & City Council	924.00						<b>ORD 729</b>		
<b>Regular/Casual/Temporary Employees (hourly rate, compensated on a biweekly basis)</b>									
Accounting Technician	33.90	35.60	37.38	39.25	41.22		<i>Reso 2017-06</i>		8acct
Administrative Services Director	70.34	73.86	77.55	81.43	85.50		<i>Reso 2016-30</i>		8acm
Administrative Technician I	31.64	33.23	34.89	36.63	38.45		<i>Reso 2017-06</i>		8at1
Administrative Technician II	33.23	34.89	36.63	38.45	40.38		<i>Reso 2017-06</i>		8at2
Administrative Technician III	33.23	34.89	36.63	38.45	40.38	42.40	<i>Reso 2017-06</i>		8at3
City Clerk	42.40	44.52	46.75	49.08	51.53		<i>Reso 2017-06</i>		8clrk1
City Manager	91.35						<i>Reso 2015-07</i>		mgr
Community Service Officer	30.87	32.41	34.03	35.74	37.52		<i>Reso 2017-06</i>		8cso
Facility Attendant	13.15	13.81	14.50	15.22	15.98		<i>Reso 2016-16</i>		8fa
Human Resources Manager	46.45	48.77	51.21	53.77	56.46		<i>Reso 2017-06</i>		8hrm
Maintenance Technician I	30.94	32.47	34.11	35.81	37.61		<i>Reso 2017-06</i>	(7)	8mt1
Maintenance Technician II	32.49	34.11	35.81	37.61	39.49		<i>Reso 2017-06</i>	(7)	8mt2
Maintenance Technician III	32.49	34.11	35.81	37.61	39.49	41.47	<i>Reso 2017-06</i>	(7)	8mt3
Police Chief	85.82						<i>Reso 2016-06</i>	(1)	chief
Police Commander	62.58	65.70	68.99	72.44	76.06		<i>Reso 2017-06</i>	(1)	8pcmd
Police Dispatcher/Records Supervisor	46.54	47.83	49.13	50.43	51.72		<i>Reso 2017-05</i>	(2)(4)	supervisor
Police Dispatcher / Clerk	38.62	39.69	40.77	41.84	42.90		<i>Reso 2017-05</i>	(6)(4)	clerical
Police Officer 1	43.22	45.38	47.65	50.03			<i>Reso 2017-04</i>	(1)(3)(5)	8po1
Police Officer 2	44.95	47.20	49.56	52.08			<i>Reso 2017-04</i>	(1)(3)(5)	8po2
Police Officer 3	45.82	48.11	50.51	53.03			<i>Reso 2017-04</i>	(1)(3)(5)	8po3
Police Sergeant 1	54.78	55.91	57.07	60.22			<i>Reso 2017-04</i>	(1)(3)(5)	8sgt1
Police Sergeant 2	56.97	58.15	59.35	62.63			<i>Reso 2017-04</i>	(1)(3)(5)	8sgt2
Police Sergeant 3	58.06	59.26	60.48	63.85			<i>Reso 2017-04</i>	(1)(3)(5)	8sgt3
Public Works Maintenance Supervisor	39.50	41.48	43.55	45.74	48.01		<i>Reso 2017-06</i>	(7)	8mts
Recreation Coordinator	30.86	32.40	34.02	35.72	37.50		<i>Reso 2017-06</i>		8recc
Recreation Leader	10.65	11.18	11.74	12.33	12.95		<i>Reso 2016-16</i>		8rl
Senior Recreation Leader	13.15	13.81	14.50	15.22	15.98		<i>Reso 2016-16</i>		8rls

**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 \$100 per week stand-by pay

**Summary of Effective Ordinance and Resolution**

- Ord 729** City Council Compensation (Adopted 11/13/2013)
- Reso 2004-36* Establishment of Police Recruit Program - 95% of Police Officer Step 1 (5/12/2004)
- Reso 2015-07* City Manager Compensation (Adopted 2/11/2015)
- Reso 2016-06* Chief of Police Contract Amendment 1 (Adopted 2/10/2016)
- Reso 2016-16* Estimated Part-Time Recreation Compensation (Adopted 03/23/2016)
- Reso 2016-30* Add Administrative Services Director classification and compensation plan (Adopted 6/20/2016)
- Reso 2017-04* 2% COLA for POA from Jul 3, 2016 to Dec 31, 2016 (Adopted 1/25/2017)
- Reso 2017-05* 2% COLA for CRA from Jul 3, 2016 to Dec 31, 2016 (Adopted 1/25/2017)
- Reso 2017-06* 2% COLA for Unrepresented from Jul 3, 2016 to Dec 31, 2016 (Adopted 1/25/2017)

**Town of Colma Pay Schedule (Effective Date @ December 14, 2016)  
Ratified July 8, 2020**

**Exhibit A-3**

Position Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Ord/Reso Number	Add'l Incentive	Payroll Ref
<b>Elected Officials (Monthly Compensation)</b>									
Mayor & City Council	924.00						<b>ORD 729</b>		
<b>Regular/Casual/Temporary Employees (hourly rate, compensated on a biweekly basis)</b>									
Accounting Technician	33.90	35.60	37.38	39.25	41.22		<b>Reso 2017-06</b>		8acct
Administrative Services Director	70.34	73.86	77.55	81.43	85.50		<b>Reso 2016-30</b>		8acm
Administrative Technician I	31.64	33.23	34.89	36.63	38.45		<b>Reso 2017-06</b>		8at1
Administrative Technician II	33.23	34.89	36.63	38.45	40.38		<b>Reso 2017-06</b>		8at2
Administrative Technician III	33.23	34.89	36.63	38.45	40.38	42.40	<b>Reso 2017-06</b>		8at3
City Clerk	42.40	44.52	46.75	49.08	51.53		<b>Reso 2017-06</b>		8clrk1
City Manager	91.35						<b>Reso 2015-07</b>		mgr
Community Service Officer	30.87	32.41	34.03	35.74	37.52		<b>Reso 2017-06</b>		8cso
Facility Attendant	13.15	13.81	14.50	15.22	15.98		<b>Reso 2016-16</b>		8fa
Human Resources Manager	46.45	48.77	51.21	53.77	56.46		<b>Reso 2017-06</b>		8hrm
Maintenance Technician I	30.94	32.47	34.11	35.81	37.61		<b>Reso 2017-06</b>	(7)	8mt1
Maintenance Technician II	32.49	34.11	35.81	37.61	39.49		<b>Reso 2017-06</b>	(7)	8mt2
Maintenance Technician III	32.49	34.11	35.81	37.61	39.49	41.47	<b>Reso 2017-06</b>	(7)	8mt3
Police Chief	89.25						<b>Reso 2017-24</b>	(1)	chief
Police Commander	62.58	65.70	68.99	72.44	76.06		<b>Reso 2017-06</b>	(1)	8pcmd
Police Dispatcher / Clerk	38.62	39.69	40.77	41.84	42.90		<b>Reso 2017-05</b>	(6)(4)	clerical
Police Dispatcher/Records Supervisor	46.54	47.83	49.13	50.43	51.72		<b>Reso 2017-05</b>	(2)(4)	supervisor
Police Officer 1	43.22	45.38	47.65	50.03			<b>Reso 2017-04</b>	(1)(3)(5)	8po1
Police Officer 2	44.95	47.20	49.56	52.08			<b>Reso 2017-04</b>	(1)(3)(5)	8po2
Police Officer 3	45.82	48.11	50.51	53.03			<b>Reso 2017-04</b>	(1)(3)(5)	8po3
Police Sergeant 1	54.78	55.91	57.07	60.22			<b>Reso 2017-04</b>	(1)(3)(5)	8sgt1
Police Sergeant 2	56.97	58.15	59.35	62.63			<b>Reso 2017-04</b>	(1)(3)(5)	8sgt2
Police Sergeant 3	58.06	59.26	60.48	63.85			<b>Reso 2017-04</b>	(1)(3)(5)	8sgt3
Public Works Maintenance Supervisor	39.50	41.48	43.55	45.74	48.01		<b>Reso 2017-06</b>	(7)	8mts
Recreation Coordinator	30.86	32.40	34.02	35.72	37.50		<b>Reso 2017-06</b>		8recc
Recreation Leader	10.65	11.18	11.74	12.33	12.95		<b>Reso 2016-16</b>		8rl
Senior Recreation Leader	13.15	13.81	14.50	15.22	15.98		<b>Reso 2016-16</b>		8rls

**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 \$100 per week stand-by pay

**Summary of Effective Ordinance and Resolution**

- Ord 729** City Council Compensation (Adopted 11/13/2013)
- Reso 2004-36** Establishment of Police Recruit Program - 95% of Police Officer Step 1 (5/12/2004)
- Reso 2015-07** City Manager Compensation (Adopted 2/11/2015)
- Reso 2016-16** Estimated Part-Time Recreation Compensation (Adopted 03/23/2016)
- Reso 2016-30** Add Administrative Services Director classification and compensation plan (Adopted 6/20/2016)
- Reso 2017-04** 2% COLA for POA from Jul 3, 2016 to Dec 31, 2016 (Adopted 1/25/2017)
- Reso 2017-05** 2% COLA for CRA from Jul 3, 2016 to Dec 31, 2016 (Adopted 1/25/2017)
- Reso 2017-06** 2% COLA for Unrepresented from Jul 3, 2016 to Dec 31, 2016 (Adopted 1/25/2017)
- Reso 2017-24** Chief of Police Contract Amendment 2 (Adopted 5/10/2017)

**Town of Colma Pay Schedule (Effective Date @ January 1, 2017)  
Ratified July 8, 2020**

**Exhibit A-4**

Position Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Ord/Reso Number	Add'l Incentive	Payroll Ref
<b>Elected Officials (Monthly Compensation)</b>									
Mayor & City Council	924.00						<b>ORD 729</b>		
<b>Regular/Casual/Temporary Employees (hourly rate, compensated on a biweekly basis)</b>									
Accounting Technician	34.58	36.31	38.13	40.03	42.04		<i>Reso 2017-06</i>		8acct
Administrative Services Director	70.34	73.86	77.55	81.43	85.50		<i>Reso 2016-30</i>		8acm
Administrative Technician I	32.27	33.89	35.59	37.36	39.22		<i>Reso 2017-06</i>		8at1
Administrative Technician II	33.89	35.59	37.36	39.22	41.19		<i>Reso 2017-06</i>		8at2
Administrative Technician III	33.89	35.59	37.36	39.22	41.19	43.25	<i>Reso 2017-06</i>		8at3
City Clerk	43.24	45.41	47.68	50.06	52.56		<i>Reso 2017-06</i>		8clrk1
City Manager	95.92						<i>Reso 2017-25</i>		mgr
Community Service Officer	31.48	33.06	34.71	36.45	38.27		<i>Reso 2017-06</i>		8cso
Facility Attendant	13.15	13.81	14.50	15.22	15.98		<i>Reso 2016-16</i>		8fa
Human Resources Manager	47.37	49.75	52.23	54.85	57.59		<i>Reso 2017-06</i>		8hrm
Maintenance Technician I	31.56	33.14	34.79	36.53	38.36		<i>Reso 2017-06</i>	(7)	8mt1
Maintenance Technician II	33.14	34.79	36.53	38.36	40.28		<i>Reso 2017-06</i>	(7)	8mt2
Maintenance Technician III	33.14	34.79	36.53	38.36	40.28	42.30	<i>Reso 2017-06</i>	(7)	8mt3
Police Chief	89.25						<i>Reso 2017-24</i>	(1)	chief
Police Commander	63.83	67.01	70.37	73.89	77.58		<i>Reso 2017-06</i>	(1)	8pcmd
Police Dispatcher/Records Supervisor	47.47	48.78	50.11	51.43	52.75		<i>Reso 2017-05</i>	(2)(4)	supervisor
Police Dispatcher / Clerk	39.39	40.49	41.59	42.67	43.76		<i>Reso 2017-05</i>	(6)(4)	clerical
Police Officer 1	44.08	46.29	48.61	51.03			<i>Reso 2017-04</i>	(1)(3)(5)	8po1
Police Officer 2	45.84	48.14	50.55	53.07			<i>Reso 2017-04</i>	(1)(3)(5)	8po2
Police Officer 3	46.73	49.07	51.52	54.10			<i>Reso 2017-04</i>	(1)(3)(5)	8po3
Police Sergeant 1	55.87	57.03	58.21	61.43			<i>Reso 2017-04</i>	(1)(3)(5)	8sgt1
Police Sergeant 2	58.11	59.31	60.53	63.89			<i>Reso 2017-04</i>	(1)(3)(5)	8sgt2
Police Sergeant 3	59.22	60.44	61.69	65.12			<i>Reso 2017-04</i>	(1)(3)(5)	8sgt3
Public Works Maintenance Supervisor	40.29	42.31	44.42	46.65	48.97		<i>Reso 2017-06</i>	(7)	8mts
Recreation Coordinator	31.47	33.05	34.70	36.43	38.25		<i>Reso 2017-06</i>		8recc
Recreation Leader	10.65	11.18	11.74	12.33	12.95		<i>Reso 2016-16</i>		8rl
Senior Recreation Leader	13.15	13.81	14.50	15.22	15.98		<i>Reso 2016-16</i>		8rls

**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 \$100 per week stand-by pay

**Summary of Effective Ordinance and Resolution**

- Ord 729** City Council Compensation (Adopted 11/13/2013)
- Reso 2004-36* Establishment of Police Recruit Program - 95% of Police Officer Step 1 (5/12/2004)
- Reso 2016-16* Estimated Part-Time Recreation Compensation (Adopted 03/23/2016)
- Reso 2016-30* Add Administrative Services Director classification and compensation plan (Adopted 6/20/2016)
- Reso 2017-04* 2% COLA for POA from Jan 1, 2017 to Jul 1, 2017 (Adopted 1/25/2017)
- Reso 2017-05* 2% COLA for CRA from Jan 1, 2017 to Jul 1, 2017 (Adopted 1/25/2017)
- Reso 2017-06* 2% COLA for Unrepresented from Jan 1, 2017 to Jul 1, 2017 (Adopted 1/25/2017)
- Reso 2017-24* Chief of Police Contract Amendment 2 (Adopted 5/10/2017)
- Reso 2017-25* City Manager Contract (Adopted 5/10/2017)



**Town of Colma Pay Schedule (Effective Date @ June 28, 2017)  
Ratified July 8, 2020**

**Exhibit A-5**

Position Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Ord/Reso Number	Add'l Incentive	Payroll Ref	
<b>Elected Officials (Monthly Compensation)</b>										
Mayor & City Council	924.00						ORD 729			
<b>Regular/Casual/Temporary Employees (hourly rate, compensated on a biweekly basis)</b>										
Accounting Technician	34.58	36.31	38.13	40.03	42.04		Reso 2017-06		8acct	
Administrative Services Director	70.34	73.86	77.55	81.43	85.50		Reso 2016-30		8acm	
Administrative Technician I	32.27	33.89	35.59	37.36	39.22		Reso 2017-06		8at1	
Administrative Technician II	33.89	35.59	37.36	39.22	41.19		Reso 2017-06		8at2	
Administrative Technician III	33.89	35.59	37.36	39.22	41.19	43.25	Reso 2017-06		8at3	
City Clerk	43.24	45.41	47.68	50.06	52.56		Reso 2017-06		8clrk1	
City Manager	95.92						Reso 2017-25		mgr	
Community Service Officer	31.48	33.06	34.71	36.45	38.27		Reso 2017-06		8cso	
Facility Attendant	13.15	13.81	14.50	15.22	15.98		Reso 2016-16		8fa	
Human Resources Manager	47.37	49.75	52.23	54.85	57.59		Reso 2017-06		8hrm	
Maintenance Technician I	31.56	33.14	34.79	36.53	38.36		Reso 2017-06	(7)	8mt1	
Maintenance Technician II	33.14	34.79	36.53	38.36	40.28		Reso 2017-06	(7)	8mt2	
Maintenance Technician III	33.14	34.79	36.53	38.36	40.28	42.30	Reso 2017-06	(7)	8mt3	
Police Chief	89.25						Reso 2017-24	(1)	chief	
Police Commander	63.83	67.01	70.37	73.89	77.58		Reso 2017-06	(1)	8pcmd	
Police Dispatcher / Clerk	39.39	40.49	41.59	42.67	43.76		Reso 2017-05	(6)(4)	clerical	
Police Dispatcher/Records Supervisor	47.47	48.78	50.11	51.43	52.75		Reso 2017-05	(2)(4)	supervisor	
Police Officer 1	44.08	46.29	48.61	51.03			Reso 2017-04	(1)(3)(5)	8po1	
Police Officer 2	45.84	48.14	50.55	53.07			Reso 2017-04	(1)(3)(5)	8po2	
Police Officer 3	46.73	49.07	51.52	54.10			Reso 2017-04	(1)(3)(5)	8po3	
Police Sergeant 1	55.87	57.03	58.21	61.43			Reso 2017-04	(1)(3)(5)	8sgt1	
Police Sergeant 2	58.11	59.31	60.53	63.89			Reso 2017-04	(1)(3)(5)	8sgt2	
Police Sergeant 3	59.22	60.44	61.69	65.12			Reso 2017-04	(1)(3)(5)	8sgt3	
Public Works Maintenance Supervisor	40.29	42.31	44.42	46.65	48.97		Reso 2017-06	(7)	8mts	
Recreation Coordinator	31.47	33.05	34.70	36.43	38.25		Reso 2017-06		8recc	
Recreation Leader	10.65	11.18	11.74	12.33	12.95		Reso 2016-16		8rl	
Recreation Manager	39.13	41.08	43.14	45.29	47.56		Reso 2017-33		recmgr	
Senior Recreation Leader	13.15	13.81	14.50	15.22	15.98		Reso 2016-16		8rls	

**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 \$100 per week stand-by pay

**Summary of Effective Ordinance and Resolution**

- Ord 729 City Council Compensation (Adopted 11/13/2013)**
- Reso 2004-36 Establishment of Police Recruit Program - 95% of Police Officer Step 1 (5/12/2004)**
- Reso 2016-16 Estimated Part-Time Recreation Compensation (Adopted 03/23/2016)**
- Reso 2016-30 Add Administrative Services Director classification and compensation plan (Adopted 6/20/2016)**
- Reso 2017-04 2% COLA for POA from Jan 1, 2017 to Jul 1, 2017 (Adopted 1/25/2017)**
- Reso 2017-05 2% COLA for CRA from Jan 1, 2017 to Jul 1, 2017 (Adopted 1/25/2017)**
- Reso 2017-06 2% COLA for Unrepresented from Jan 1, 2017 to Jul 1, 2017 (Adopted 1/25/2017)**
- Reso 2017-24 Chief of Police Contract Amendment 2 (Adopted 5/10/2017)**
- Reso 2017-25 City Manager Contract (Adopted 5/10/2017)**
- Reso 2017-33 Add Recreation Manager classification and compensation plan (Adopted 6/28/2017)**

**Town of Colma Pay Schedule (Effective Date @ July 2, 2017)  
Ratified July 8, 2020**

**Exhibit A-6**

Position Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Ord/Reso Number	Add'l Incentive	Payroll Ref	
<b>Elected Officials (Monthly Compensation)</b>										
Mayor & City Council	924.00						ORD 729			
<b>Regular/Casual/Temporary Employees (hourly rate, compensated on a biweekly basis)</b>										
Accounting Technician	35.27	37.03	38.89	40.83	42.88		Reso 2017-06		8acct	
Administrative Services Director	70.34	73.86	77.55	81.43	85.50		Reso 2016-30		8acm	
Administrative Technician I	32.92	34.57	36.30	38.11	40.01		Reso 2017-06		8at1	
Administrative Technician II	34.57	36.30	38.11	40.01	42.01		Reso 2017-06		8at2	
Administrative Technician III	34.57	36.30	38.11	40.01	42.01	44.11	Reso 2017-06		8at3	
City Clerk	44.11	46.32	48.63	51.06	53.61		Reso 2017-06		8clrk1	
City Manager	95.92						Reso 2017-25			
Community Service Officer	32.11	33.72	35.40	37.18	39.04		Reso 2017-06		8cso	
Facility Attendant	13.15	13.81	14.50	15.22	15.98		Reso 2016-16		8fa	
Human Resources Manager	48.32	50.74	53.28	55.95	58.74		Reso 2017-06		8hrm	
Maintenance Technician I	32.19	33.80	35.48	37.26	39.13		Reso 2017-06	(7)(8)	8mt1	
Maintenance Technician II	33.80	35.48	37.26	39.13	41.08		Reso 2017-06	(7)(8)	8mt2	
Maintenance Technician III	33.80	35.48	37.26	39.13	41.08	43.14	Reso 2017-06	(7)(8)	8mt3	
Police Chief	89.25						Reso 2017-24 (1) chief			
Police Commander	65.11	68.35	71.78	75.37	79.13		Reso 2017-06	(1)	8pcmd	
Police Dispatcher / Clerk	40.18	41.30	42.42	43.53	44.63		Reso 2017-05	(6)(4)	clerical	
Police Dispatcher/Records Supervisor	48.42	49.76	51.12	52.46	53.81		Reso 2017-05	(2)(4)	supervisor	
Police Officer 1	44.96	47.21	49.58	52.06			Reso 2017-04	(1)(3)(5)	8po1	
Police Officer 2	46.76	49.10	51.56	54.14			Reso 2017-04	(1)(3)(5)	8po2	
Police Officer 3	47.67	50.05	52.55	55.18			Reso 2017-04	(1)(3)(5)	8po3	
Police Sergeant 1	56.99	58.17	59.37	62.66			Reso 2017-04	(1)(3)(5)	8sgt1	
Police Sergeant 2	59.27	60.49	61.74	65.17			Reso 2017-04	(1)(3)(5)	8sgt2	
Police Sergeant 3	60.40	61.65	62.92	66.43			Reso 2017-04	(1)(3)(5)	8sgt3	
Public Works Maintenance Supervisor	41.10	43.16	45.31	47.58	49.95		Reso 2017-06	(7)(8)	8mts	
Recreation Coordinator	32.10	33.71	35.39	37.16	39.01		Reso 2017-06		8recc	
Recreation Leader	10.65	11.18	11.74	12.33	12.95		Reso 2016-16		8rl	
Recreation Manager	39.13	41.08	43.14	45.29	47.56		Reso 2017-33		recmgr	
Senior Recreation Leader	13.15	13.81	14.50	15.22	15.98		Reso 2016-16		8rls	

**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 \$100 per week stand-by pay. Effective 9/13/2017, stand-by pay changed to \$120 per week
- (8) Effective 9/13/2017, these positions receive an in kind uniform allowance of \$68.67 per pay period

**Summary of Effective Ordinance and Resolution**

- Ord 729 City Council Compensation (Adopted 11/13/2013)**
- Reso 2004-36 Establishment of Police Recruit Program - 95% of Police Officer Step 1 (5/12/2004)**
- Reso 2016-16 Estimated Part-Time Recreation Compensation (Adopted 03/23/2016)**
- Reso 2016-30 Add Administrative Services Director classification and compensation plan (Adopted 6/20/2016)**
- Reso 2017-04 2% COLA for POA from Jul 2, 2017 to Dec 30, 2017 (Adopted 1/25/2017)**
- Reso 2017-05 2% COLA for CRA from Jul 2, 2017 to Dec 30, 2017 (Adopted 1/25/2017)**
- Reso 2017-06 2% COLA for Unrepresented from Jul 2, 2017 to Dec 30, 2017 (Adopted 1/25/2017)**
- Reso 2017-24 Chief of Police Contract Amendment 2 (Adopted 5/10/2017)**
- Reso 2017-25 City Manager Contract (Adopted 5/10/2017)**
- Reso 2017-33 Add Recreation Manager classification and compensation plan (Adopted 6/28/2017)**

**Town of Colma Pay Schedule (Effective Date @ November 1, 2017)  
Ratified July 8, 2020**

**Exhibit A-7**

Position Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Ord/Reso Number	Add'l Incentive	Payroll Ref	
<b>Elected Officials (Monthly Compensation)</b>										
Mayor & City Council	924.00						ORD 729			
<b>Regular/Casual/Temporary Employees (hourly rate, compensated on a biweekly basis)</b>										
Accounting Technician	35.27	37.03	38.89	40.83	42.88		Reso 2017-06		8acct	
Administrative Services Director	70.34	73.86	77.55	81.43	85.50		Reso 2016-30		8acm	
Administrative Technician I	32.92	34.57	36.30	38.11	40.01		Reso 2017-06		8at1	
Administrative Technician II	34.57	36.30	38.11	40.01	42.01		Reso 2017-06		8at2	
Administrative Technician III	34.57	36.30	38.11	40.01	42.01	44.11	Reso 2017-06		8at3	
City Clerk	44.11	46.32	48.63	51.06	53.61		Reso 2017-06		8clrk1	
City Manager	95.92						Reso 2017-25		mgr	
Community Service Officer	32.11	33.72	35.40	37.18	39.04		Reso 2017-06		8cso	
Facility Attendant	13.15	13.81	14.50	15.22	15.98		Reso 2016-16		8fa	
Human Resources Manager	48.32	50.74	53.28	55.95	58.74		Reso 2017-06		8hrm	
Maintenance Technician I	32.19	33.80	35.48	37.26	39.13		Reso 2017-06	(7)(8)	8mt1	
Maintenance Technician II	33.80	35.48	37.26	39.13	41.08		Reso 2017-06	(7)(8)	8mt2	
Maintenance Technician III	33.80	35.48	37.26	39.13	41.08	43.14	Reso 2017-06	(7)(8)	8mt3	
Police Chief	92.82						Reso 2017-65		(1) chief	
Police Commander	65.11	68.35	71.78	75.37	79.13		Reso 2017-06	(1)	8pcmd	
Police Dispatcher / Clerk	40.18	41.30	42.42	43.53	44.63		Reso 2017-05	(6)(4)	clerical	
Police Dispatcher/Records Supervisor	48.42	49.76	51.12	52.46	53.81		Reso 2017-05	(2)(4)	supervisor	
Police Officer 1	44.96	47.21	49.58	52.06			Reso 2017-04	(1)(3)(5)	8po1	
Police Officer 2	46.76	49.10	51.56	54.14			Reso 2017-04	(1)(3)(5)	8po2	
Police Officer 3	47.67	50.05	52.55	55.18			Reso 2017-04	(1)(3)(5)	8po3	
Police Sergeant 1	56.99	58.17	59.37	62.66			Reso 2017-04	(1)(3)(5)	8sgt1	
Police Sergeant 2	59.27	60.49	61.74	65.17			Reso 2017-04	(1)(3)(5)	8sgt2	
Police Sergeant 3	60.40	61.65	62.92	66.43			Reso 2017-04	(1)(3)(5)	8sgt3	
Public Works Maintenance Supervisor	41.10	43.16	45.31	47.58	49.95		Reso 2017-06	(7)(8)	8mts	
Recreation Coordinator	32.10	33.71	35.39	37.16	39.01		Reso 2017-06		8recc	
Recreation Leader	10.65	11.18	11.74	12.33	12.95		Reso 2016-16		8rl	
Recreation Manager	39.13	41.08	43.14	45.29	47.56		Reso 2017-33		recmgr	
Senior Recreation Leader	13.15	13.81	14.50	15.22	15.98		Reso 2016-16		8rls	

**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 \$100 per week stand-by pay. Effective 9/13/2017, stand-by pay changed to \$120 per week
- (8) Effective 9/13/2017, these positions receive an in kind uniform allowance of \$68.67 per pay period

**Summary of Effective Ordinance and Resolution**

- Ord 729 City Council Compensation (Adopted 11/13/2013)**
- Reso 2004-36 Establishment of Police Recruit Program - 95% of Police Officer Step 1 (5/12/2004)**
- Reso 2016-16 Estimated Part-Time Recreation Compensation (Adopted 03/23/2016)**
- Reso 2016-30 Add Administrative Services Director classification and compensation plan (Adopted 6/20/2016)**
- Reso 2017-04 2% COLA for POA from Jul 2, 2017 to Dec 30, 2017 (Adopted 1/25/2017)**
- Reso 2017-05 2% COLA for CRA from Jul 2, 2017 to Dec 30, 2017 (Adopted 1/25/2017)**
- Reso 2017-06 2% COLA for Unrepresented from Jul 2, 2017 to Dec 30, 2017 (Adopted 1/25/2017)**
- Reso 2017-25 City Manager Contract (Adopted 5/10/2017)**
- Reso 2017-33 Add Recreation Manager classification and compensation plan (Adopted 6/28/2017)**
- Reso 2017-65 Chief of Police Contract Amendment 3 (Adopted 12/13/2017)**

**Town of Colma Pay Schedule (Effective Date @ December 13, 2017)  
Ratified July 8, 2020**

**Exhibit A-8**

Position Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Ord/Reso Number	Add'l Incentive	Payroll Ref	
<b>Elected Officials (Monthly Compensation)</b>										
Mayor & City Council	924.00						ORD 729			
<b>Regular/Casual/Temporary Employees (hourly rate, compensated on a biweekly basis)</b>										
Accounting Technician	35.27	37.03	38.89	40.83	42.88		Reso 2017-06	(10)	8acct	
Administrative Services Director	70.34	73.86	77.55	81.43	85.50		Reso 2016-30		8acm	
Administrative Technician I	32.92	34.57	36.30	38.11	40.01		Reso 2017-06	(10)	8at1	
Administrative Technician II	34.57	36.30	38.11	40.01	42.01		Reso 2017-06	(10)	8at2	
Administrative Technician III	34.57	36.30	38.11	40.01	42.01	44.11	Reso 2017-06	(10)	8at3	
City Clerk	44.11	46.32	48.63	51.06	53.61		Reso 2017-06	(10)	8clrk1	
City Manager	95.92						Reso 2017-60	(9)	mgr	
Community Service Officer	32.11	33.72	35.40	37.18	39.04		Reso 2017-06	(10)	8cso	
Executive Assistant to Chief of Police	34.57	36.30	38.11	40.01	42.01	44.11	Reso 2017-62	(10)	8at3	
Facility Attendant	13.15	13.81	14.50	15.22	15.98		Reso 2016-16		8fa	
Human Resources Manager	48.32	50.74	53.28	55.95	58.74		Reso 2017-06	(10)	8hrm	
Maintenance Technician I	32.19	33.80	35.48	37.26	39.13		Reso 2017-06	(7)(8)(10)	8mt1	
Maintenance Technician II	33.80	35.48	37.26	39.13	41.08		Reso 2017-06	(7)(8)(10)	8mt2	
Maintenance Technician III	33.80	35.48	37.26	39.13	41.08	43.14	Reso 2017-06	(7)(8)(10)	8mt3	
Police Chief	92.82						Reso 2017-65	(1)	chief	
Police Commander	65.11	68.35	71.78	75.37	79.13		Reso 2017-06	(1)	8pcmd	
Police Dispatcher / Clerk	40.18	41.30	42.42	43.53	44.63		Reso 2017-05	(6)(4)	clerical	
Police Dispatcher/Records Supervisor	48.42	49.76	51.12	52.46	53.81		Reso 2017-05	(2)(4)	supervisor	
Police Officer 1	44.96	47.21	49.58	52.06			Reso 2017-04	(1)(3)(5)	8po1	
Police Officer 2	46.76	49.10	51.56	54.14			Reso 2017-04	(1)(3)(5)	8po2	
Police Officer 3	47.67	50.05	52.55	55.18			Reso 2017-04	(1)(3)(5)	8po3	
Police Sergeant 1	56.99	58.17	59.37	62.66			Reso 2017-04	(1)(3)(5)	8sgt1	
Police Sergeant 2	59.27	60.49	61.74	65.17			Reso 2017-04	(1)(3)(5)	8sgt2	
Police Sergeant 3	60.40	61.65	62.92	66.43			Reso 2017-04	(1)(3)(5)	8sgt3	
Public Works Maintenance Supervisor	41.10	43.16	45.31	47.58	49.95		Reso 2017-06	(7)(8)(10)	8mts	
Recreation Coordinator	32.10	33.71	35.39	37.16	39.01		Reso 2017-06	(10)	8recc	
Recreation Leader	10.65	11.18	11.74	12.33	12.95		Reso 2016-16		8rl	
Recreation Manager	39.13	41.08	43.14	45.29	47.56		Reso 2017-33	(10)	recmgr	
Senior Recreation Leader	13.15	13.81	14.50	15.22	15.98		Reso 2016-16		8rls	

**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) Effective 12/13/2017, these positions may received 5% out of class pay

**Summary of Effective Ordinance and Resolution**

- Ord 729 City Council Compensation (Adopted 11/13/2013)**
- Reso 2004-36 Establishment of Police Recruit Program - 95% of Police Officer Step 1 (5/12/2004)**
- Reso 2016-16 Estimated Part-Time Recreation Compensation (Adopted 03/23/2016)**
- Reso 2016-30 Add Administrative Services Director classification and compensation plan (Adopted 6/20/2016)**
- Reso 2017-04 2% COLA for POA from Jul 2, 2017 to Dec 30, 2017 (Adopted 1/25/2017)**
- Reso 2017-05 2% COLA for CRA from Jul 2, 2017 to Dec 30, 2017 (Adopted 1/25/2017)**
- Reso 2017-06 2% COLA for Unrepresented from Jul 2, 2017 to Dec 30, 2017 (Adopted 1/25/2017)**
- Reso 2017-33 Add Recreation Manager classification and compensation plan (Adopted 6/28/2017)**
- Reso 2017-60 City Manager New Contract (Adopted 11/22/2017)**
- Reso 2017-62 Add Executive Assistant to the Chief of Police classification and compensation plan (adopted 12/13/2017)**
- Reso 2017-65 Chief of Police Contract Amendment 3 (Adopted 12/13/2017)**

**Town of Colma Pay Schedule (Effective Date @ December 18, 2017)  
Ratified July 8, 2020**

**Exhibit A-9**

Position Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Ord/Reso Number	Add'l Incentive	Payroll Ref	
<b>Elected Officials (Monthly Compensation)</b>										
Mayor & City Council	924.00						ORD 729			
<b>Regular/Casual/Temporary Employees (hourly rate, compensated on a biweekly basis)</b>										
Accounting Technician	35.27	37.03	38.89	40.83	42.88		Reso 2017-06	(10)	8acct	
Administrative Services Director	70.34	73.86	77.55	81.43	85.50		Reso 2016-30		8acm	
Administrative Technician I	32.92	34.57	36.30	38.11	40.01		Reso 2017-06	(10)	8at1	
Administrative Technician II	34.57	36.30	38.11	40.01	42.01		Reso 2017-06	(10)	8at2	
Administrative Technician III	34.57	36.30	38.11	40.01	42.01	44.11	Reso 2017-06	(10)	8at3	
City Clerk	44.11	46.32	48.63	51.06	53.61		Reso 2017-06	(10)	8clrk1	
City Manager	91.35						Reso 2017-60	(9)	mgr	
Community Service Officer	32.11	33.72	35.40	37.18	39.04		Reso 2017-06	(10)	8cso	
Executive Assistant to Chief of Police	34.57	36.30	38.11	40.01	42.01	44.11	Reso 2017-62	(10)	8at3	
Facility Attendant	13.15	13.81	14.50	15.22	15.98		Reso 2016-16		8fa	
Human Resources Manager	48.32	50.74	53.28	55.95	58.74		Reso 2017-06	(10)	8hrm	
Maintenance Technician I	32.19	33.80	35.48	37.26	39.13		Reso 2017-06	(7)(8)(10)	8mt1	
Maintenance Technician II	33.80	35.48	37.26	39.13	41.08		Reso 2017-06	(7)(8)(10)	8mt2	
Maintenance Technician III	33.80	35.48	37.26	39.13	41.08	43.14	Reso 2017-06	(7)(8)(10)	8mt3	
Police Chief	92.82						Reso 2017-65	(1)	chief	
Police Commander	65.11	68.35	71.78	75.37	79.13		Reso 2017-06	(1)	8pcmd	
Police Dispatcher / Clerk	40.18	41.30	42.42	43.53	44.63		Reso 2017-05	(6)(4)	clerical	
Police Dispatcher/Records Supervisor	48.42	49.76	51.12	52.46	53.81		Reso 2017-05	(2)(4)	supervisor	
Police Officer 1	44.96	47.21	49.58	52.06			Reso 2017-04	(1)(3)(5)	8po1	
Police Officer 2	46.76	49.10	51.56	54.14			Reso 2017-04	(1)(3)(5)	8po2	
Police Officer 3	47.67	50.05	52.55	55.18			Reso 2017-04	(1)(3)(5)	8po3	
Police Sergeant 1	56.99	58.17	59.37	62.66			Reso 2017-04	(1)(3)(5)	8sgt1	
Police Sergeant 2	59.27	60.49	61.74	65.17			Reso 2017-04	(1)(3)(5)	8sgt2	
Police Sergeant 3	60.40	61.65	62.92	66.43			Reso 2017-04	(1)(3)(5)	8sgt3	
Public Works Maintenance Supervisor	41.10	43.16	45.31	47.58	49.95		Reso 2017-06	(7)(8)(10)	8mts	
Recreation Coordinator	32.10	33.71	35.39	37.16	39.01		Reso 2017-06	(10)	8recc	
Recreation Leader	10.65	11.18	11.74	12.33	12.95		Reso 2016-16		8rl	
Recreation Manager	39.13	41.08	43.14	45.29	47.56		Reso 2017-33	(10)	recmgr	
Senior Recreation Leader	13.15	13.81	14.50	15.22	15.98		Reso 2016-16		8rls	

**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) Effective 12/13/2017, these positions may received 5% out of class pay

**Summary of Effective Ordinance and Resolution**

- Ord 729 City Council Compensation (Adopted 11/13/2013)**
- Reso 2004-36 Establishment of Police Recruit Program - 95% of Police Officer Step 1 (5/12/2004)**
- Reso 2016-16 Estimated Part-Time Recreation Compensation (Adopted 03/23/2016)**
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- Reso 2017-60 City Manager New Contract (Adopted 11/22/2017)**
- Reso 2017-62 Add Executive Assistant to the Chief of Police classification and compensation plan (adopted 12/13/2017)**
- Reso 2017-65 Chief of Police Contract Amendment 3 (Adopted 12/13/2017)**

**Town of Colma Pay Schedule (Effective Date @ December 31, 2017)  
Ratified July 8, 2020**

**Exhibit A-10**

Position Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Ord/Reso Number	Add'l Incentive	Payroll Ref	
<b>Elected Officials (Monthly Compensation)</b>										
Mayor & City Council	924.00						ORD 729			
<b>Regular/Casual/Temporary Employees (hourly rate, compensated on a biweekly basis)</b>										
Accounting Technician	35.97	37.77	39.67	41.65	43.74		Reso 2017-06	(10)	8acct	
Administrative Services Director	70.34	73.86	77.55	81.43	85.50		Reso 2016-30		8acm	
Administrative Technician I	33.57	35.26	37.02	38.87	40.81		Reso 2017-06	(10)	8at1	
Administrative Technician II	35.26	37.02	38.87	40.81	42.85		Reso 2017-06	(10)	8at2	
Administrative Technician III	35.26	37.02	38.87	40.81	42.85	45.00	Reso 2017-06	(10)	8at3	
City Clerk	44.99	47.24	49.61	52.08	54.69		Reso 2017-06	(10)	8clrk1	
City Manager	91.35						Reso 2017-60	(9)	mgr	
Community Service Officer	32.76	34.39	36.11	37.92	39.82		Reso 2017-06	(10)	8cso	
Executive Assistant to Chief of Police	35.26	37.02	38.87	40.81	42.85	45.00	Reso 2017-62	(10)	8at3	
Facility Attendant	13.15	13.81	14.50	15.22	15.98		Reso 2016-16		8fa	
Human Resources Manager	49.29	51.76	54.34	57.07	59.91		Reso 2017-06	(10)	8hrm	
Maintenance Technician I	32.84	34.47	36.19	38.01	39.91		Reso 2017-06	(7)(8)(10)	8mt1	
Maintenance Technician II	34.47	36.19	38.01	39.91	41.90		Reso 2017-06	(7)(8)(10)	8mt2	
Maintenance Technician III	34.47	36.19	38.01	39.91	41.90	44.00	Reso 2017-06	(7)(8)(10)	8mt3	
Police Chief	92.82						Reso 2017-65	(1)	chief	
Police Commander	66.41	69.72	73.22	76.88	80.72		Reso 2017-06	(1)	8pcmd	
Police Dispatcher / Clerk	40.98	42.12	43.27	44.40	45.53		Reso 2017-05	(6)(4)	clerical	
Police Dispatcher/Records Supervisor	49.39	50.75	52.14	53.51	54.88		Reso 2017-05	(2)(4)	supervisor	
Police Officer 1	45.86	48.16	50.57	53.10			Reso 2017-04	(1)(3)(5)	8po1	
Police Officer 2	47.70	50.08	52.59	55.22			Reso 2017-04	(1)(3)(5)	8po2	
Police Officer 3	48.62	51.05	53.60	56.28			Reso 2017-04	(1)(3)(5)	8po3	
Police Sergeant 1	58.13	59.33	60.56	63.91			Reso 2017-04	(1)(3)(5)	8sgt1	
Police Sergeant 2	60.45	61.70	62.98	66.47			Reso 2017-04	(1)(3)(5)	8sgt2	
Police Sergeant 3	61.61	62.88	64.18	67.75			Reso 2017-04	(1)(3)(5)	8sgt3	
Public Works Maintenance Supervisor	41.92	44.02	46.22	48.54	50.95		Reso 2017-06	(7)(8)(10)	8mts	
Recreation Coordinator	32.74	34.38	36.10	37.90	39.79		Reso 2017-06	(10)	8recc	
Recreation Leader	10.65	11.18	11.74	12.33	12.95		Reso 2016-16		8rl	
Recreation Manager	39.13	41.08	43.14	45.29	47.56		Reso 2017-33	(10)	recmgr	
Senior Recreation Leader	13.15	13.81	14.50	15.22	15.98		Reso 2016-16		8rls	

**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

**Summary of Effective Ordinance and Resolution**

- Ord 729 City Council Compensation (Adopted 11/13/2013)**
- Reso 2004-36 Establishment of Police Recruit Program - 95% of Police Officer Step 1 (5/12/2004)**
- Reso 2016-16 Estimated Part-Time Recreation Compensation (Adopted 03/23/2016)**
- Reso 2016-30 Add Administrative Services Director classification and compensation plan (Adopted 6/20/2016)**
- Reso 2017-04 2% COLA for POA from Dec 31, 2017 to Jun 30, 2018 (Adopted 1/25/2017)**
- Reso 2017-05 2% COLA for CRA from Dec 31, 2017 to Jun 30, 2018 (Adopted 1/25/2017)**
- Reso 2017-06 2% COLA for Unrepresented from Dec 31, 2017 to Jun 30, 2018 (Adopted 1/25/2017)**
- Reso 2017-33 Add Recreation Manager classification and compensation plan (Adopted 6/28/2017)**
- Reso 2017-60 City Manager New Contract (Adopted 11/22/2017)**
- Reso 2017-62 Add Executive Assistant to the Chief of Police classification and compensation plan (adopted 12/13/2017)**
- Reso 2017-65 Chief of Police Contract Amendment 3 (Adopted 12/13/2017)**



**Town of Colma Pay Schedule (Effective Date @ January 12, 2018)  
Ratified July 8, 2020**

**Exhibit A-11**

Position Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Ord/Reso Number	Add'l Incentive	Payroll Ref	
<b>Elected Officials (Monthly Compensation)</b>										
Mayor & City Council	924.00						ORD 729			
<b>Regular/Casual/Temporary Employees (hourly rate, compensated on a biweekly basis)</b>										
Accounting Technician	35.97	37.77	39.67	41.65	43.74		Reso 2017-06	(10)	8acct	
Administrative Services Director	70.34	73.86	77.55	81.43	85.50		Reso 2016-30		8acm	
Administrative Technician I	33.57	35.26	37.02	38.87	40.81		Reso 2017-06	(10)	8at1	
Administrative Technician II	35.26	37.02	38.87	40.81	42.85		Reso 2017-06	(10)	8at2	
Administrative Technician III	35.26	37.02	38.87	40.81	42.85	45.00	Reso 2017-06	(10)	8at3	
City Clerk	44.99	47.24	49.61	52.08	54.69		Reso 2017-06	(10)	8clrk1	
City Manager	91.35						Reso 2017-60			
Community Service Officer	32.76	34.39	36.11	37.92	39.82		Reso 2017-06	(10)	8cso	
Executive Assistant to Chief of Police	35.26	37.02	38.87	40.81	42.85	45.00	Reso 2017-62	(10)	8at3	
Facility Attendant	13.15	13.81	14.50	15.22	15.98		Reso 2016-16		8fa	
Human Resources Manager	49.29	51.76	54.34	57.07	59.91		Reso 2017-06	(10)	8hrm	
Maintenance Technician I	32.84	34.47	36.19	38.01	39.91		Reso 2017-06	(7)(8)(10)	8mt1	
Maintenance Technician II	34.47	36.19	38.01	39.91	41.90		Reso 2017-06	(7)(8)(10)	8mt2	
Maintenance Technician III	34.47	36.19	38.01	39.91	41.90	44.00	Reso 2017-06	(7)(8)(10)	8mt3	
Police Chief	92.82						Reso 2017-65			
Police Commander	66.41	69.72	73.22	76.88	80.72		Reso 2017-06	(1)	8pcmd	
Police Dispatcher / Clerk	40.98	42.12	43.27	44.40	45.53		Reso 2017-05	(6)(4)	clerical	
Police Dispatcher/Records Supervisor	49.39	50.75	52.14	53.51	54.88		Reso 2017-05	(2)(4)	supervisor	
Police Officer - Reserve	45.86						Ord 773			
Police Officer 1	45.86	48.16	50.57	53.10			Reso 2017-04	(1)(3)(5)	8po1	
Police Officer 2	47.70	50.08	52.59	55.22			Reso 2017-04	(1)(3)(5)	8po2	
Police Officer 3	48.62	51.05	53.60	56.28			Reso 2017-04	(1)(3)(5)	8po3	
Police Sergeant 1	58.13	59.33	60.56	63.91			Reso 2017-04	(1)(3)(5)	8sgt1	
Police Sergeant 2	60.45	61.70	62.98	66.47			Reso 2017-04	(1)(3)(5)	8sgt2	
Police Sergeant 3	61.61	62.88	64.18	67.75			Reso 2017-04	(1)(3)(5)	8sgt3	
Public Works Maintenance Supervisor	41.92	44.02	46.22	48.54	50.95		Reso 2017-06	(7)(8)(10)	8mts	
Recreation Coordinator	32.74	34.38	36.10	37.90	39.79		Reso 2017-06	(10)	8recc	
Recreation Leader	10.65	11.18	11.74	12.33	12.95		Reso 2016-16		8ri	
Recreation Manager	39.13	41.08	43.14	45.29	47.56		Reso 2017-33	(10)	recmgr	
Senior Recreation Leader	13.15	13.81	14.50	15.22	15.98		Reso 2016-16		8rls	

**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

**Summary of Effective Ordinance and Resolution**

- Ord 729 City Council Compensation (Adopted 11/13/2013)**
- Ord 773 Reinstatement of Reserve Officer Program - up to 4 Reserve Officers (Adopted 12/13/2017)**
- Reso 2004-36 Establishment of Police Recruit Program - 95% of Police Officer Step 1 (5/12/2004)**
- Reso 2016-16 Estimated Part-Time Recreation Compensation (Adopted 03/23/2016)**
- Reso 2016-30 Add Administrative Services Director classification and compensation plan (Adopted 6/20/2016)**
- Reso 2017-04 2% COLA for POA from Dec 31, 2017 to Jun 30, 2018 (Adopted 1/25/2017)**
- Reso 2017-05 2% COLA for CRA from Dec 31, 2017 to Jun 30, 2018 (Adopted 1/25/2017)**
- Reso 2017-06 2% COLA for Unrepresented from Dec 31, 2017 to Jun 30, 2018 (Adopted 1/25/2017)**
- Reso 2017-33 Add Recreation Manager classification and compensation plan (Adopted 6/28/2017)**
- Reso 2017-60 City Manager New Contract (Adopted 11/22/2017)**
- Reso 2017-62 Add Executive Assistant to the Chief of Police classification and compensation plan (adopted 12/13/2017)**
- Reso 2017-65 Chief of Police Contract Amendment 3 (Adopted 12/13/2017)**

**Town of Colma Pay Schedule (Effective Date @ July 1, 2018)  
Ratified July 8, 2020**

**Exhibit A-12**

Position Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Ord/Reso Number	Add'l Incentive	Payroll Ref
<b>Elected Officials (Monthly Compensation)</b>									
Mayor & City Council	924.00						<b>ORD 729</b>		
<b>Regular/Casual/Temporary Employees (hourly rate, compensated on a biweekly basis)</b>									
Accounting Technician	36.69	38.53	40.46	42.48	44.61		<b>Reso 2017-06</b>	(10)	8acct
Administrative Services Director	70.34	73.86	77.55	81.43	85.50		<b>Reso 2016-30</b>		8acm
Administrative Technician I	34.25	35.96	37.76	39.65	41.62		<b>Reso 2017-06</b>	(10)	8at1
Administrative Technician II	35.96	37.76	39.65	41.62	43.71		<b>Reso 2017-06</b>	(10)	8at2
Administrative Technician III	35.96	37.76	39.65	41.62	43.71	45.90	<b>Reso 2017-06</b>	(10)	8at3
City Clerk	45.89	48.19	50.60	53.12	55.78		<b>Reso 2017-06</b>	(10)	8clrk1
City Manager	91.35						<b>Reso 2017-60</b>	(9)	mgr
Community Service Officer	33.41	35.08	36.84	38.68	40.61		<b>Reso 2017-06</b>	(10)	8cso
Executive Assistant to Chief of Police	35.96	37.76	39.65	41.62	43.71	45.90	<b>Reso 2017-62</b>	(10)	8at3
Facility Attendant	13.15	13.81	14.50	15.22	15.98		<b>Reso 2016-16</b>		8fa
Human Resources Manager	50.27	52.79	55.43	58.21	61.11		<b>Reso 2017-06</b>	(10)	8hrm
Maintenance Technician I	33.49	35.16	36.92	38.77	40.71		<b>Reso 2017-06</b>	(7)(8)(10)	8mt1
Maintenance Technician II	35.16	36.92	38.77	40.71	42.74		<b>Reso 2017-06</b>	(7)(8)(10)	8mt2
Maintenance Technician III	35.16	36.92	38.77	40.71	42.74	44.88	<b>Reso 2017-06</b>	(7)(8)(10)	8mt3
Police Chief	92.82						<b>Reso 2017-65</b>	(1)	chief
Police Commander	67.74	71.12	74.68	78.41	82.33		<b>Reso 2017-06</b>	(1)	8pcmd
Police Dispatcher / Clerk	41.80	42.97	44.13	45.28	46.44		<b>Reso 2017-05</b>	(6)(4)	clerical
Police Dispatcher/Records Supervisor	50.38	51.77	53.18	54.58	55.98		<b>Reso 2017-05</b>	(2)(4)	supervisor
Police Officer - Reserve	46.78						<b>Ord 773</b>		pdres
Police Officer 1	46.78	49.12	51.58	54.16			<b>Reso 2017-04</b>	(1)(3)(5)	8po1
Police Officer 2	48.65	51.09	53.64	56.32			<b>Reso 2017-04</b>	(1)(3)(5)	8po2
Police Officer 3	49.59	52.08	54.68	57.41			<b>Reso 2017-04</b>	(1)(3)(5)	8po3
Police Sergeant 1	59.29	60.52	61.77	65.19			<b>Reso 2017-04</b>	(1)(3)(5)	8sgt1
Police Sergeant 2	61.66	62.94	64.24	67.80			<b>Reso 2017-04</b>	(1)(3)(5)	8sgt2
Police Sergeant 3	62.84	64.14	65.46	69.11			<b>Reso 2017-04</b>	(1)(3)(5)	8sgt3
Public Works Maintenance Supervisor	42.76	44.90	47.14	49.51	51.97		<b>Reso 2017-06</b>	(7)(8)(10)	8mts
Recreation Coordinator	33.40	35.07	36.82	38.66	40.59		<b>Reso 2017-06</b>	(10)	8recc
Recreation Leader	10.65	11.18	11.74	12.33	12.95		<b>Reso 2016-16</b>		8ri
Recreation Manager	39.91	41.91	44.00	46.20	48.51		<b>Reso 2018-29</b>	(10)	recmgr
Senior Recreation Leader	13.15	13.81	14.50	15.22	15.98		<b>Reso 2016-16</b>		8rls

**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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- (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

**Summary of Effective Ordinance and Resolution**

- Ord 729** *City Council Compensation (Adopted 11/13/2013)*
- Ord 773** *Reinstatement of Reserve Officer Program - up to 4 Reserve Officers (Adopted 12/13/2017)*
- Reso 2004-36** *Establishment of Police Recruit Program - 95% of Police Officer Step 1 (5/12/2004)*
- Reso 2016-16** *Estimated Part-Time Recreation Compensation (Adopted 03/23/2016)*
- Reso 2016-30** *Add Administrative Services Director classification and compensation plan (Adopted 6/20/2016)*
- Reso 2017-04** *2% COLA for POA from Jul 1, 2018 to Dec 29, 2018 (Adopted 1/25/2017)*
- Reso 2017-05** *2% COLA for CRA from Jul 1, 2018 to Dec 29, 2018 (Adopted 1/25/2017)*
- Reso 2017-06** *2% COLA for Unrepresented from Jul 1, 2018 to Dec 29, 2018 (Adopted 1/25/2017)*
- Reso 2017-60** *City Manager New Contract (Adopted 11/22/2017)*
- Reso 2017-62** *Add Executive Assistant to the Chief of Police classification and compensation plan (adopted 12/13/2017)*
- Reso 2017-65** *Chief of Police Contract Amendment 3 (Adopted 12/13/2017)*
- Reso 2018-29** *2% COLA for Rec Manager from Jul 1, 2018 to Dec 29, 2018 (Adopted 6/27/2018)*



**Town of Colma Pay Schedule (Effective Date @ July 11, 2018)  
Ratified July 8, 2020**

**Exhibit A-13**

Position Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Ord/Reso Number	Add'l Incentive	Payroll Ref	
<b>Elected Officials (Monthly Compensation)</b>										
Mayor & City Council	924.00						ORD 729			
<b>Regular/Casual/Temporary Employees (hourly rate, compensated on a biweekly basis)</b>										
Accounting Technician	36.69	38.53	40.46	42.48	44.61		Reso 2017-06	(10)	8acct	
Administrative Services Director	70.34	73.86	77.55	81.43	85.50		Reso 2016-30		8acm	
Administrative Technician I	34.25	35.96	37.76	39.65	41.62		Reso 2017-06	(10)	8at1	
Administrative Technician II	35.96	37.76	39.65	41.62	43.71		Reso 2017-06	(10)	8at2	
Administrative Technician III	35.96	37.76	39.65	41.62	43.71	45.90	Reso 2017-06	(10)	8at3	
City Clerk	45.89	48.19	50.60	53.12	55.78		Reso 2017-06	(10)	8clrk1	
City Manager	95.92						Reso 2018-33			
Community Service Officer	33.41	35.08	36.84	38.68	40.61		Reso 2017-06	(10)	8cso	
Executive Assistant to Chief of Police	35.96	37.76	39.65	41.62	43.71	45.90	Reso 2017-62	(10)	8at3	
Facility Attendant	13.15	13.81	14.50	15.22	15.98		Reso 2016-16		8fa	
Human Resources Manager	50.27	52.79	55.43	58.21	61.11		Reso 2017-06	(10)	8hrm	
Maintenance Technician I	33.49	35.16	36.92	38.77	40.71		Reso 2017-06	(7)(8)(10)	8mt1	
Maintenance Technician II	35.16	36.92	38.77	40.71	42.74		Reso 2017-06	(7)(8)(10)	8mt2	
Maintenance Technician III	35.16	36.92	38.77	40.71	42.74	44.88	Reso 2017-06	(7)(8)(10)	8mt3	
Police Chief	92.82						Reso 2017-65			
Police Commander	67.74	71.12	74.68	78.41	82.33		Reso 2017-06	(1)	8pcmd	
Police Dispatcher / Clerk	41.80	42.97	44.13	45.28	46.44		Reso 2017-05	(6)(4)	clerical	
Police Dispatcher/Records Supervisor	50.38	51.77	53.18	54.58	55.98		Reso 2017-05	(2)(4)	supervisor	
Police Officer - Reserve	46.78						Ord 773			
Police Officer 1	46.78	49.12	51.58	54.16			Reso 2017-04	(1)(3)(5)	8po1	
Police Officer 2	48.65	51.09	53.64	56.32			Reso 2017-04	(1)(3)(5)	8po2	
Police Officer 3	49.59	52.08	54.68	57.41			Reso 2017-04	(1)(3)(5)	8po3	
Police Sergeant 1	59.29	60.52	61.77	65.19			Reso 2017-04	(1)(3)(5)	8sgt1	
Police Sergeant 2	61.66	62.94	64.24	67.80			Reso 2017-04	(1)(3)(5)	8sgt2	
Police Sergeant 3	62.84	64.14	65.46	69.11			Reso 2017-04	(1)(3)(5)	8sgt3	
Public Works Maintenance Supervisor	42.76	44.90	47.14	49.51	51.97		Reso 2017-06	(7)(8)(10)	8mts	
Recreation Coordinator	33.40	35.07	36.82	38.66	40.59		Reso 2017-06	(10)	8recc	
Recreation Leader	10.65	11.18	11.74	12.33	12.95		Reso 2016-16		8ri	
Recreation Manager	39.91	41.91	44.00	46.20	48.51		Reso 2018-29	(10)	recmgr	
Senior Recreation Leader	13.15	13.81	14.50	15.22	15.98		Reso 2016-16		8rls	

**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

**Summary of Effective Ordinance and Resolution**

- Ord 729 City Council Compensation (Adopted 11/13/2013)**
- Ord 773 Reinstatement of Reserve Officer Program - up to 4 Reserve Officers (Adopted 12/13/2017)**
- Reso 2004-36 Establishment of Police Recruit Program - 95% of Police Officer Step 1 (5/12/2004)**
- Reso 2016-16 Estimated Part-Time Recreation Compensation (Adopted 03/23/2016)**
- Reso 2016-30 Add Administrative Services Director classification and compensation plan (Adopted 6/20/2016)**
- Reso 2017-04 2% COLA for POA from Jul 1, 2018 to Dec 29, 2018 (Adopted 1/25/2017)**
- Reso 2017-05 2% COLA for CRA from Jul 1, 2018 to Dec 29, 2018 (Adopted 1/25/2017)**
- Reso 2017-06 2% COLA for Unrepresented from Jul 1, 2018 to Dec 29, 2018 (Adopted 1/25/2017)**
- Reso 2017-62 Add Executive Assistant to the Chief of Police classification and compensation plan (adopted 12/13/2017)**
- Reso 2017-65 Chief of Police Contract Amendment 3 (Adopted 12/13/2017)**
- Reso 2018-29 2% COLA for Rec Manager from Jul 1, 2018 to Dec 29, 2018 (Adopted 6/27/2018)**
- Reso 2018-33 City Manager Contract Amendment 1 (Adopted 7/25/2018)**

**Town of Colma Pay Schedule (Effective Date @ December 30, 2018)  
Ratified July 8, 2020**

**Exhibit A-14**

Position Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Ord/Reso Number	Add'l Incentive	Payroll Ref
<b>Elected Officials (Monthly Compensation)</b>									
Mayor & City Council	924.00						<b>ORD 729</b>		
<b>Regular/Casual/Temporary Employees (hourly rate, compensated on a biweekly basis)</b>									
Accounting Technician	37.43	39.30	41.27	43.33	45.51		<b>Reso 2017-06</b>	(10)	8acct
Administrative Services Director	70.34	73.86	77.55	81.43	85.50		<b>Reso 2016-30</b>		8acm
Administrative Technician I	34.93	36.68	38.52	40.44	42.46		<b>Reso 2017-06</b>	(10)	8at1
Administrative Technician II	36.68	38.52	40.44	42.46	44.58		<b>Reso 2017-06</b>	(10)	8at2
Administrative Technician III	36.68	38.52	40.44	42.46	44.58	46.81	<b>Reso 2017-06</b>	(10)	8at3
City Clerk	46.81	49.15	51.61	54.18	56.89		<b>Reso 2017-06</b>	(10)	8clrk1
City Manager	95.92						<b>Reso 2018-33</b>	(9)	mgr
Community Service Officer	34.08	35.78	37.57	39.46	41.42		<b>Reso 2017-06</b>	(10)	8cso
Executive Assistant to Chief of Police	36.68	38.52	40.44	42.46	44.58	46.81	<b>Reso 2017-62</b>	(10)	8at3
Facility Attendant	13.15	13.81	14.50	15.22	15.98		<b>Reso 2016-16</b>		8fa
Human Resources Manager	51.28	53.85	56.54	59.37	62.34		<b>Reso 2017-06</b>	(10)	8hrm
Maintenance Technician I	34.16	35.87	37.66	39.54	41.52		<b>Reso 2017-06</b>	(7)(8)(10)	8mt1
Maintenance Technician II	35.87	37.66	39.54	41.52	43.60		<b>Reso 2017-06</b>	(7)(8)(10)	8mt2
Maintenance Technician III	35.87	37.66	39.54	41.52	43.60	45.78	<b>Reso 2017-06</b>	(7)(8)(10)	8mt3
Police Chief	92.82						<b>Reso 2017-65</b>	(1)	chief
Police Commander	69.09	72.54	76.18	79.98	83.98		<b>Reso 2017-06</b>	(1)	8pcmd
Police Dispatcher / Clerk	42.64	43.83	45.01	46.19	47.37		<b>Reso 2017-05</b>	(6)(4)	clerical
Police Dispatcher/Records Supervisor	51.39	52.80	54.25	55.67	57.10		<b>Reso 2017-05</b>	(2)(4)	supervisor
Police Officer - Reserve	47.71						<b>Ord 773</b>		pdres
Police Officer 1	47.71	50.10	52.61	55.24			<b>Reso 2017-04</b>	(1)(3)(5)	8po1
Police Officer 2	49.62	52.11	54.71	57.45			<b>Reso 2017-04</b>	(1)(3)(5)	8po2
Police Officer 3	50.58	53.12	55.77	58.55			<b>Reso 2017-04</b>	(1)(3)(5)	8po3
Police Sergeant 1	60.48	61.73	63.01	66.49			<b>Reso 2017-04</b>	(1)(3)(5)	8sgt1
Police Sergeant 2	62.90	64.20	65.52	69.15			<b>Reso 2017-04</b>	(1)(3)(5)	8sgt2
Police Sergeant 3	64.10	65.42	66.77	70.49			<b>Reso 2017-04</b>	(1)(3)(5)	8sgt3
Public Works Maintenance Supervisor	43.62	45.80	48.08	50.50	53.01		<b>Reso 2017-06</b>	(7)(8)(10)	8mts
Recreation Coordinator	34.07	35.77	37.56	39.43	41.40		<b>Reso 2017-06</b>	(10)	8recc
Recreation Leader	10.65	11.18	11.74	12.33	12.95		<b>Reso 2016-16</b>		8rl
Recreation Manager	40.71	42.75	44.88	47.13	49.48		<b>Reso 2018-29</b>	(10)	recmgr
Senior Recreation Leader	13.15	13.81	14.50	15.22	15.98		<b>Reso 2016-16</b>		8rls

**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

**Summary of Effective Ordinance and Resolution**

- Ord 729 City Council Compensation (Adopted 11/13/2013)**
- Ord 773 Reinstatement of Reserve Officer Program - up to 4 Reserve Officers (Adopted 12/13/2017)**
- Reso 2004-36 Establishment of Police Recruit Program - 95% of Police Officer Step 1 (5/12/2004)**
- Reso 2016-16 Estimated Part-Time Recreation Compensation (Adopted 03/23/2016)**
- Reso 2016-30 Add Administrative Services Director classification and compensation plan (Adopted 6/20/2016)**
- Reso 2017-04 2% COLA for POA from Dec 30, 2018 to Jun 30, 2019 (Adopted 1/25/2017)**
- Reso 2017-05 2% COLA for CRA from Dec 30, 2018 to Jun 30, 2019 (Adopted 1/25/2017)**
- Reso 2017-06 2% COLA for Unrepresented from Dec 30, 2018 to Jun 30, 2019 (Adopted 1/25/2017)**
- Reso 2017-62 Add Executive Assistant to the Chief of Police classification and compensation plan (adopted 12/13/2017)**
- Reso 2017-65 Chief of Police Contract Amendment 3 (Adopted 12/13/2017)**
- Reso 2018-29 2% COLA for Rec Manager from Jul 1, 2018 to Dec 29, 2018 (Adopted 6/27/2018)**
- Reso 2018-33 City Manager Contract Amendment 1 (Adopted 7/25/2018)**

**Town of Colma Pay Schedule (Effective Date @ January 1, 2019)  
Ratified July 8, 2020**

**Exhibit A-15**

Position Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Ord/Reso Number	Add'l Incentive	Payroll Ref
<b>Elected Officials (Monthly Compensation)</b>									
Mayor & City Council	924.00						<b>ORD 729</b>		
<b>Regular/Casual/Temporary Employees (hourly rate, compensated on a biweekly basis)</b>									
Accounting Technician	37.43	39.30	41.27	43.33	45.51		Reso 2017-06	(10)	8acct
Administrative Services Director	70.34	73.86	77.55	81.43	85.50		Reso 2016-30		8acm
Administrative Technician I	34.93	36.68	38.52	40.44	42.46		Reso 2017-06	(10)	8at1
Administrative Technician II	36.68	38.52	40.44	42.46	44.58		Reso 2017-06	(10)	8at2
Administrative Technician III	36.68	38.52	40.44	42.46	44.58	46.81	Reso 2017-06	(10)	8at3
City Clerk	46.81	49.15	51.61	54.18	56.89		Reso 2017-06	(10)	8clrk1
City Manager	95.92						Reso 2018-33	(9)	mgr
Community Service Officer	34.08	35.78	37.57	39.46	41.42		Reso 2017-06	(10)	8cso
Executive Assistant to Chief of Police	36.68	38.52	40.44	42.46	44.58	46.81	Reso 2017-62	(10)	8at3
Facility Attendant	14.11	14.81	15.55	16.33			Reso 2018-41		8fa
Human Resources Manager	51.28	53.85	56.54	59.37	62.34		Reso 2017-06	(10)	8hrm
Maintenance Technician I	34.16	35.87	37.66	39.54	41.52		Reso 2017-06	(7)(8)(10)	8mt1
Maintenance Technician II	35.87	37.66	39.54	41.52	43.60		Reso 2017-06	(7)(8)(10)	8mt2
Maintenance Technician III	35.87	37.66	39.54	41.52	43.60	45.78	Reso 2017-06	(7)(8)(10)	8mt3
Police Chief	92.82						Reso 2017-65	(1)	chief
Police Commander	69.09	72.54	76.18	79.98	83.98		Reso 2017-06	(1)	8pcmd
Police Dispatcher / Clerk	42.64	43.83	45.01	46.19	47.37		Reso 2017-05	(6)(4)	clerical
Police Dispatcher/Records Supervisor	51.39	52.80	54.25	55.67	57.10		Reso 2017-05	(2)(4)	supervisor
Police Officer - Reserve	47.71						Ord 773		pdres
Police Officer 1	47.71	50.10	52.61	55.24			Reso 2017-04	(1)(3)(5)	8po1
Police Officer 2	49.62	52.11	54.71	57.45			Reso 2017-04	(1)(3)(5)	8po2
Police Officer 3	50.58	53.12	55.77	58.55			Reso 2017-04	(1)(3)(5)	8po3
Police Sergeant 1	60.48	61.73	63.01	66.49			Reso 2017-04	(1)(3)(5)	8sgt1
Police Sergeant 2	62.90	64.20	65.52	69.15			Reso 2017-04	(1)(3)(5)	8sgt2
Police Sergeant 3	64.10	65.42	66.77	70.49			Reso 2017-04	(1)(3)(5)	8sgt3
Public Works Maintenance Supervisor	43.62	45.80	48.08	50.50	53.01		Reso 2017-06	(7)(8)(10)	8mts
Recreation Coordinator	34.07	35.77	37.56	39.43	41.40		Reso 2017-06	(10)	8recc
Recreation Leader	12.00	12.60	13.23	13.90			Reso 2018-41		8rl
Recreation Manager	40.71	42.75	44.88	47.13	49.48		Reso 2018-29	(10)	recmgr
Senior Recreation Leader	14.11	14.81	15.55	16.33			Reso 2018-41		8rls

**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

**Summary of Effective Ordinance and Resolution**

- Ord 729 City Council Compensation (Adopted 11/13/2013)**
- Ord 773 Reinstatement of Reserve Officer Program - up to 4 Reserve Officers (Adopted 12/13/2017)**
- Reso 2004-36 Establishment of Police Recruit Program - 95% of Police Officer Step 1 (5/12/2004)**
- Reso 2016-30 Add Administrative Services Director classification and compensation plan (Adopted 6/20/2016)**
- Reso 2017-04 2% COLA for POA from Dec 30, 2018 to Jun 30, 2019 (Adopted 1/25/2017)**
- Reso 2017-05 2% COLA for CRA from Dec 30, 2018 to Jun 30, 2019 (Adopted 1/25/2017)**
- Reso 2017-06 2% COLA for Unrepresented from Dec 30, 2018 to Jun 30, 2019 (Adopted 1/25/2017)**
- Reso 2017-62 Add Executive Assistant to the Chief of Police classification and compensation plan (adopted 12/13/2017)**
- Reso 2017-65 Chief of Police Contract Amendment 3 (Adopted 12/13/2017)**
- Reso 2018-29 2% COLA for Rec Manager from Jul 1, 2018 to Dec 29, 2018 (Adopted 6/27/2018)**
- Reso 2018-33 City Manager Contract Amendment 1 (Adopted 7/25/2018)**
- Reso 2018-41 Increase Part-Time Recreation Compensation (Adopted 09/26/2018)**

**Town of Colma Pay Schedule (Effective Date @ January 12, 2019)  
Ratified July 8, 2020**

**Exhibit A-16**

Position Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Ord/Reso Number	Add'l Incentive	Payroll Ref
<b>Elected Officials (Monthly Compensation)</b>									
Mayor & City Council	961.00						<i>ORD 784</i>		
<b>Regular/Casual/Temporary Employees (hourly rate, compensated on a biweekly basis)</b>									
Accounting Technician	37.43	39.30	41.27	43.33	45.51		<i>Reso 2017-06</i>	(10)	8acct
Administrative Services Director	70.34	73.86	77.55	81.43	85.50		<i>Reso 2016-30</i>		8acm
Administrative Technician I	34.93	36.68	38.52	40.44	42.46		<i>Reso 2017-06</i>	(10)	8at1
Administrative Technician II	36.68	38.52	40.44	42.46	44.58		<i>Reso 2017-06</i>	(10)	8at2
Administrative Technician III	36.68	38.52	40.44	42.46	44.58	46.81	<i>Reso 2017-06</i>	(10)	8at3
City Clerk	46.81	49.15	51.61	54.18	56.89		<i>Reso 2017-06</i>	(10)	8clrk1
City Manager	95.92						<i>Reso 2018-33</i>	(9)	mgr
Community Service Officer	34.08	35.78	37.57	39.46	41.42		<i>Reso 2017-06</i>	(10)	8cso
Executive Assistant to Chief of Police	36.68	38.52	40.44	42.46	44.58	46.81	<i>Reso 2017-62</i>	(10)	8at3
Facility Attendant	14.11	14.81	15.55	16.33			<i>Reso 2018-41</i>		8fa
Human Resources Manager	51.28	53.85	56.54	59.37	62.34		<i>Reso 2017-06</i>	(10)	8hrm
Maintenance Technician I	34.16	35.87	37.66	39.54	41.52		<i>Reso 2017-06</i>	(7)(8)(10)	8mt1
Maintenance Technician II	35.87	37.66	39.54	41.52	43.60		<i>Reso 2017-06</i>	(7)(8)(10)	8mt2
Maintenance Technician III	35.87	37.66	39.54	41.52	43.60	45.78	<i>Reso 2017-06</i>	(7)(8)(10)	8mt3
Police Chief	92.82						<i>Reso 2017-65</i>	(1)	chief
Police Commander	69.09	72.54	76.18	79.98	83.98		<i>Reso 2017-06</i>	(1)	8pcmd
Police Dispatcher / Clerk	42.64	43.83	45.01	46.19	47.37		<i>Reso 2017-05</i>	(6)(4)	clerical
Police Dispatcher/Records Supervisor	51.39	52.80	54.25	55.67	57.10		<i>Reso 2017-05</i>	(2)(4)	supervisor
Police Officer - Reserve	47.71						<i>Ord 773</i>		pdres
Police Officer 1	47.71	50.10	52.61	55.24			<i>Reso 2017-04</i>	(1)(3)(5)	8po1
Police Officer 2	49.62	52.11	54.71	57.45			<i>Reso 2017-04</i>	(1)(3)(5)	8po2
Police Officer 3	50.58	53.12	55.77	58.55			<i>Reso 2017-04</i>	(1)(3)(5)	8po3
Police Sergeant 1	60.48	61.73	63.01	66.49			<i>Reso 2017-04</i>	(1)(3)(5)	8sgt1
Police Sergeant 2	62.90	64.20	65.52	69.15			<i>Reso 2017-04</i>	(1)(3)(5)	8sgt2
Police Sergeant 3	64.10	65.42	66.77	70.49			<i>Reso 2017-04</i>	(1)(3)(5)	8sgt3
Public Works Maintenance Supervisor	43.62	45.80	48.08	50.50	53.01		<i>Reso 2017-06</i>	(7)(8)(10)	8mts
Recreation Coordinator	34.07	35.77	37.56	39.43	41.40		<i>Reso 2017-06</i>	(10)	8recc
Recreation Leader	12.00	12.60	13.23	13.90			<i>Reso 2018-41</i>		8rl
Recreation Manager	40.71	42.75	44.88	47.13	49.48		<i>Reso 2018-29</i>	(10)	recmgr
Senior Recreation Leader	14.11	14.81	15.55	16.33			<i>Reso 2018-41</i>		8rls

**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

**Summary of Effective Ordinance and Resolution**

- Ord 773 Reinstatement of Reserve Officer Program - up to 4 Reserve Officers (Adopted 12/13/2017)*
- Ord 784 City Council Compensation (Adopted 11/14/2018)*
- Reso 2004-36 Establishment of Police Recruit Program - 95% of Police Officer Step 1 (5/12/2004)*
- Reso 2016-30 Add Administrative Services Director classification and compensation plan (Adopted 6/20/2016)*
- Reso 2017-04 2% COLA for POA from Dec 30, 2018 to Jun 30, 2019 (Adopted 1/25/2017)*
- Reso 2017-05 2% COLA for CRA from Dec 30, 2018 to Jun 30, 2019 (Adopted 1/25/2017)*
- Reso 2017-06 2% COLA for Unrepresented from Dec 30, 2018 to Jun 30, 2019 (Adopted 1/25/2017)*
- Reso 2017-62 Add Executive Assistant to the Chief of Police classification and compensation plan (adopted 12/13/2017)*
- Reso 2017-65 Chief of Police Contract Amendment 3 (Adopted 12/13/2017)*
- Reso 2018-29 2% COLA for Rec Manager from Jul 1, 2018 to Dec 29, 2018 (Adopted 6/27/2018)*
- Reso 2018-33 City Manager Contract Amendment 1 (Adopted 7/25/2018)*
- Reso 2018-41 Increase Part-Time Recreation Compensation (Adopted 09/26/2018)*

**Town of Colma Pay Schedule (Effective Date @ April 7, 2019)  
Ratified July 8, 2020**

**Exhibit A-17**

Position Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Ord/Reso Number	Add'l Incentive	Payroll Ref
<b>Elected Officials (Monthly Compensation)</b>									
Mayor & City Council	961.00						<i>ORD 784</i>		
<b>Regular/Casual/Temporary Employees (hourly rate, compensated on a biweekly basis)</b>									
Accounting Technician	38.18	40.09	42.09	44.20	46.42		<i>Reso 2019-16</i>	(10)(11)	8acct
Administrative Services Director	71.75	75.34	79.10	83.06	87.21		<i>Reso 2019-16</i>	(11)	8acm
Administrative Technician I	35.63	37.42	39.29	41.25	43.31		<i>Reso 2019-16</i>	(10)(11)	8at1
Administrative Technician II	37.42	39.29	41.25	43.31	45.47		<i>Reso 2019-16</i>	(10)(11)	8at2
Administrative Technician III	37.42	39.29	41.25	43.31	45.47	47.75	<i>Reso 2019-16</i>	(10)(11)	8at3
City Clerk	47.75	50.13	52.64	55.26	58.03		<i>Reso 2019-16</i>	(10)(11)	8clrk1
City Manager	95.92						<i>Reso 2018-33</i>	(9)	mgr
Community Service Officer	34.76	36.50	38.32	40.25	42.25		<i>Reso 2019-16</i>	(10)(11)	8cso
Executive Assistant to Chief of Police	37.42	39.29	41.25	43.31	45.47	47.75	<i>Reso 2019-16</i>	(10)(11)	8at3
Facility Attendant	14.11	14.81	15.55	16.33			<i>Reso 2018-41</i>	(11)	8fa
Human Resources Manager	52.31	54.93	57.67	60.56	63.58		<i>Reso 2019-16</i>	(10)(11)	8hrm
Maintenance Technician I	34.85	36.58	38.41	40.33	42.35		<i>Reso 2019-16</i>	(7)(8)(10)(11)	8mt1
Maintenance Technician II	36.58	38.41	40.33	42.35	44.47		<i>Reso 2019-16</i>	(7)(8)(10)(11)	8mt2
Maintenance Technician III	36.58	38.41	40.33	42.35	44.47	46.70	<i>Reso 2019-16</i>	(7)(8)(10)(11)	8mt3
Police Chief	92.82						<i>Reso 2017-65</i>	(1)	chief
Police Commander	70.48	73.99	77.70	81.58	85.66		<i>Reso 2019-16</i>	(1)(11)	8pcmd
Police Dispatcher / Clerk	43.49	44.70	45.91	47.11	48.31		<i>Reso 2019-15</i>	(6)(4)(11)	clerical
Police Dispatcher/Records Supervisor	52.42	53.86	55.33	56.79	58.24		<i>Reso 2019-15</i>	(2)(4)(11)	supervisor
Police Officer - Reserve	48.67						<i>Ord 773</i>		pdres
Police Officer 1	48.67	51.11	53.66	56.35			<i>Reso 2019-14</i>	(1)(3)(5)(11)	8po1
Police Officer 2	50.62	53.15	55.81	58.60			<i>Reso 2019-14</i>	(1)(3)(5)(11)	8po2
Police Officer 3	51.60	54.18	56.88	59.73			<i>Reso 2019-14</i>	(1)(3)(5)(11)	8po3
Police Sergeant 1	61.69	62.97	64.27	67.82			<i>Reso 2019-14</i>	(1)(3)(5)(11)	8sgt1
Police Sergeant 2	64.16	65.48	66.83	70.54			<i>Reso 2019-14</i>	(1)(3)(5)(11)	8sgt2
Police Sergeant 3	65.38	66.73	68.11	71.90			<i>Reso 2019-14</i>	(1)(3)(5)(11)	8sgt3
Public Works Maintenance Supervisor	44.49	46.71	49.05	51.51	54.07		<i>Reso 2019-16</i>	(7)(8)(10)(11)	8mts
Recreation Coordinator	34.75	36.49	38.31	40.22	42.23		<i>Reso 2019-16</i>	(10)(11)	8recc
Recreation Leader	12.00	12.60	13.23	13.90			<i>Reso 2018-41</i>	(11)	8rl
Recreation Manager	41.52	43.61	45.78	48.07	50.47		<i>Reso 2019-16</i>	(10)(11)	recmgr
Senior Recreation Leader	14.11	14.81	15.55	16.33			<i>Reso 2018-41</i>	(11)	8rls

**Additional Incentive**

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

**Summary of Effective Ordinance and Resolution**

- Ord 773 Reinstatement of Reserve Officer Program - up to 4 Reserve Officers (Adopted 12/13/2017)*
- Ord 784 City Council Compensation (Adopted 11/14/2018)*
- Reso 2004-36 Establishment of Police Recruit Program - 95% of Police Officer Step 1 (5/12/2004)*
- Reso 2017-65 Chief of Police Contract Amendment 3 (Adopted 12/13/2017)*
- Reso 2018-33 City Manager Contract Amendment 1 (Adopted 7/25/2018)*
- Reso 2018-41 Increase Part-Time Recreation Compensation (Adopted 09/26/2018)*
- Reso 2019-14 2% COLA for POA from Apr 4, 2019 to Dec 28, 2019 (Adopted 4/10/2019)*
- Reso 2019-15 2% COLA for CRA from Apr 4, 2019 to Dec 28, 2019 (Adopted 4/10/2019)*
- Reso 2019-16 2% COLA for Unrepresented from Apr 4, 2019 to Dec 28, 2019 (Adopted 4/10/2019)*



**Town of Colma Pay Schedule (Effective Date @ April 10, 2019)  
Ratified July 8, 2020**

**Exhibit A-18**

Position Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Ord/Reso Number	Add'l Incentive	Payroll Ref
<b>Elected Officials (Monthly Compensation)</b>									
Mayor & City Council	961.00						<i>ORD 784</i>		
<b>Regular/Casual/Temporary Employees (hourly rate, compensated on a biweekly basis)</b>									
Accounting Technician	38.18	40.09	42.09	44.20	46.42		<i>Reso 2019-16</i>	(10)(11)	8acct
Administrative Services Director	71.75	75.34	79.10	83.06	87.21		<i>Reso 2019-16</i>	(11)	8acm
Administrative Technician I	35.63	37.42	39.29	41.25	43.31		<i>Reso 2019-16</i>	(10)(11)	8at1
Administrative Technician II	37.42	39.29	41.25	43.31	45.47		<i>Reso 2019-16</i>	(10)(11)	8at2
Administrative Technician III	37.42	39.29	41.25	43.31	45.47	47.75	<i>Reso 2019-16</i>	(10)(11)	8at3
City Clerk	47.75	50.13	52.64	55.26	58.03		<i>Reso 2019-16</i>	(10)(11)	8clrk1
City Manager	95.92						<i>Reso 2018-33</i>	(9)	mgr
Community Service Officer	34.76	36.50	38.32	40.25	42.25		<i>Reso 2019-16</i>	(10)(11)	8cso
Executive Assistant to Chief of Police	37.42	39.29	41.25	43.31	45.47	47.75	<i>Reso 2019-16</i>	(10)(11)	8at3
Facility Attendant	16.46	17.28	18.14	19.05			<i>Reso 2019-13</i>	(11)	8fa
Human Resources Manager	52.31	54.93	57.67	60.56	63.58		<i>Reso 2019-16</i>	(10)(11)	8hrm
Maintenance Technician I	34.85	36.58	38.41	40.33	42.35		<i>Reso 2019-16</i>	(7)(8)(10)(11)	8mt1
Maintenance Technician II	36.58	38.41	40.33	42.35	44.47		<i>Reso 2019-16</i>	(7)(8)(10)(11)	8mt2
Maintenance Technician III	36.58	38.41	40.33	42.35	44.47	46.70	<i>Reso 2019-16</i>	(7)(8)(10)(11)	8mt3
Police Chief	92.82						<i>Reso 2017-65</i>	(1)	chief
Police Commander	70.48	73.99	77.70	81.58	85.66		<i>Reso 2019-16</i>	(1)(11)	8pcmd
Police Dispatcher / Clerk	43.49	44.70	45.91	47.11	48.31		<i>Reso 2019-15</i>	(6)(4)(11)	clerical
Police Dispatcher/Records Supervisor	52.42	53.86	55.33	56.79	58.24		<i>Reso 2019-15</i>	(2)(4)(11)	supervisor
Police Officer - Reserve	48.67						<i>Ord 773</i>		pdres
Police Officer 1	48.67	51.11	53.66	56.35			<i>Reso 2019-14</i>	(1)(3)(5)(11)	8po1
Police Officer 2	50.62	53.15	55.81	58.60			<i>Reso 2019-14</i>	(1)(3)(5)(11)	8po2
Police Officer 3	51.60	54.18	56.88	59.73			<i>Reso 2019-14</i>	(1)(3)(5)(11)	8po3
Police Sergeant 1	61.69	62.97	64.27	67.82			<i>Reso 2019-14</i>	(1)(3)(5)(11)	8sgt1
Police Sergeant 2	64.16	65.48	66.83	70.54			<i>Reso 2019-14</i>	(1)(3)(5)(11)	8sgt2
Police Sergeant 3	65.38	66.73	68.11	71.90			<i>Reso 2019-14</i>	(1)(3)(5)(11)	8sgt3
Public Works Maintenance Supervisor	44.49	46.71	49.05	51.51	54.07		<i>Reso 2019-16</i>	(7)(8)(10)(11)	8mts
Recreation Coordinator	34.75	36.49	38.31	40.22	42.23		<i>Reso 2019-16</i>	(10)(11)	8recc
Recreation Leader	13.00	13.65	14.33	15.06			<i>Reso 2019-13</i>	(11)	8ri
Recreation Manager	41.52	43.61	45.78	48.07	50.47		<i>Reso 2019-16</i>	(10)(11)	recmgr
Senior Recreation Leader	16.46	17.28	18.14	19.05			<i>Reso 2019-13</i>	(11)	8rls

**Additional Incentive**

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

**Summary of Effective Ordinance and Resolution**

- Ord 773 Reinstatement of Reserve Officer Program - up to 4 Reserve Officers (Adopted 12/13/2017)*
- Ord 784 City Council Compensation (Adopted 11/14/2018)*
- Reso 2004-36 Establishment of Police Recruit Program - 95% of Police Officer Step 1 (5/12/2004)*
- Reso 2017-65 Chief of Police Contract Amendment 3 (Adopted 12/13/2017)*
- Reso 2018-33 City Manager Contract Amendment 1 (Adopted 7/25/2018)*
- Reso 2019-13 Increase Part-Time Recreation Compensation (Adopted 04/10/2019)*
- Reso 2019-14 2% COLA for POA from Apr 4, 2019 to Dec 28, 2019 (Adopted 4/10/2019)*
- Reso 2019-15 2% COLA for CRA from Apr 4, 2019 to Dec 28, 2019 (Adopted 4/10/2019)*
- Reso 2019-16 2% COLA for Unrepresented from Apr 4, 2019 to Dec 28, 2019 (Adopted 4/10/2019)*

**Town of Colma Pay Schedule (Effective Date @ May 22, 2019)  
Ratified July 8, 2020**

**Exhibit A-19**

Position Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Ord/Reso Number	Add'l Incentive	Payroll Ref
<b>Elected Officials (Monthly Compensation)</b>									
Mayor & City Council	961.00						<i>ORD 784</i>		
<b>Regular/Casual/Temporary Employees (hourly rate, compensated on a biweekly basis)</b>									
Accounting Technician	38.18	40.09	42.09	44.20	46.42		<i>Reso 2019-16</i>	(10)(11)	8acct
Administrative Services Director	71.75	75.34	79.10	83.06	87.21		<i>Reso 2019-16</i>	(11)	8acm
Administrative Technician I	35.63	37.42	39.29	41.25	43.31		<i>Reso 2019-16</i>	(10)(11)	8at1
Administrative Technician II	37.42	39.29	41.25	43.31	45.47		<i>Reso 2019-16</i>	(10)(11)	8at2
Administrative Technician III	37.42	39.29	41.25	43.31	45.47	47.75	<i>Reso 2019-16</i>	(10)(11)	8at3
City Clerk	47.75	50.13	52.64	55.26	58.03		<i>Reso 2019-16</i>	(10)(11)	8clrk1
City Manager	105.30						<i>Reso 2019-32</i>	(9)	mgr
Community Service Officer	34.76	36.50	38.32	40.25	42.25		<i>Reso 2019-16</i>	(10)(11)	8cso
Executive Assistant to Chief of Police	37.42	39.29	41.25	43.31	45.47	47.75	<i>Reso 2019-16</i>	(10)(11)	8at3
Facility Attendant	16.46	17.28	18.14	19.05			<i>Reso 2019-13</i>	(11)	8fa
Human Resources Manager	52.31	54.93	57.67	60.56	63.58		<i>Reso 2019-16</i>	(10)(11)	8hrm
Maintenance Technician I	34.85	36.58	38.41	40.33	42.35		<i>Reso 2019-16</i>	(7)(8)(10)(11)	8mt1
Maintenance Technician II	36.58	38.41	40.33	42.35	44.47		<i>Reso 2019-16</i>	(7)(8)(10)(11)	8mt2
Maintenance Technician III	36.58	38.41	40.33	42.35	44.47	46.70	<i>Reso 2019-16</i>	(7)(8)(10)(11)	8mt3
Police Chief	99.41						<i>Reso 2019-31</i>	(1)	chief
Police Commander	70.48	73.99	77.70	81.58	85.66		<i>Reso 2019-16</i>	(1)(11)	8pcmd
Police Dispatcher / Clerk	43.49	44.70	45.91	47.11	48.31		<i>Reso 2019-15</i>	(6)(4)(11)	clerical
Police Dispatcher/Records Supervisor	52.42	53.86	55.33	56.79	58.24		<i>Reso 2019-15</i>	(2)(4)(11)	supervisor
Police Officer - Reserve	48.67						<i>Ord 773</i>		pdres
Police Officer 1	48.67	51.11	53.66	56.35			<i>Reso 2019-14</i>	(1)(3)(5)(11)	8po1
Police Officer 2	50.62	53.15	55.81	58.60			<i>Reso 2019-14</i>	(1)(3)(5)(11)	8po2
Police Officer 3	51.60	54.18	56.88	59.73			<i>Reso 2019-14</i>	(1)(3)(5)(11)	8po3
Police Sergeant 1	61.69	62.97	64.27	67.82			<i>Reso 2019-14</i>	(1)(3)(5)(11)	8sgt1
Police Sergeant 2	64.16	65.48	66.83	70.54			<i>Reso 2019-14</i>	(1)(3)(5)(11)	8sgt2
Police Sergeant 3	65.38	66.73	68.11	71.90			<i>Reso 2019-14</i>	(1)(3)(5)(11)	8sgt3
Public Works Maintenance Supervisor	44.49	46.71	49.05	51.51	54.07		<i>Reso 2019-16</i>	(7)(8)(10)(11)	8mts
Recreation Coordinator	34.75	36.49	38.31	40.22	42.23		<i>Reso 2019-16</i>	(10)(11)	8recc
Recreation Leader	13.00	13.65	14.33	15.06			<i>Reso 2019-13</i>	(11)	8ri
Recreation Manager	41.52	43.61	45.78	48.07	50.47		<i>Reso 2019-16</i>	(10)(11)	recmgr
Senior Recreation Leader	16.46	17.28	18.14	19.05			<i>Reso 2019-13</i>	(11)	8rls

**Additional Incentive**

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

**Summary of Effective Ordinance and Resolution**

- Ord 773 Reinstatement of Reserve Officer Program - up to 4 Reserve Officers (Adopted 12/13/2017)*
- Ord 784 City Council Compensation (Adopted 11/14/2018)*
- Reso 2004-36 Establishment of Police Recruit Program - 95% of Police Officer Step 1 (5/12/2004)*
- Reso 2019-13 Increase Part-Time Recreation Compensation (Adopted 04/10/2019)*
- Reso 2019-14 2% COLA for POA from Apr 4, 2019 to Dec 28, 2019 (Adopted 4/10/2019)*
- Reso 2019-15 2% COLA for CRA from Apr 4, 2019 to Dec 28, 2019 (Adopted 4/10/2019)*
- Reso 2019-16 2% COLA for Unrepresented from Apr 4, 2019 to Dec 28, 2019 (Adopted 4/10/2019)*
- Reso 2019-31 Chief of Police Contract Amendment 4 (Adopted 6/21/2019)*
- Reso 2019-32 City Manager Contract Amendment 2 (Adopted 6/21/2019)*

**Town of Colma Pay Schedule (Effective Date @ June 28, 2020)  
Ratified July 8, 2020**

**Exhibit A-20**

Position Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Ord/Reso Number	Add'l Incentive	Payroll Ref
<b>Elected Officials (Monthly Compensation)</b>									
Mayor & City Council	961.00						<i>ORD 784</i>		
<b>Regular/Casual/Temporary Employees (hourly rate, compensated on a biweekly basis)</b>									
Accounting Technician	39.72	41.71	43.79	45.99	48.29	-	<i>Reso 2019-16</i>	(10)(11)	8acct
Administrative Services Director	74.65	78.38	82.30	86.41	90.73	-	<i>Reso 2019-16</i>	(11)	8acm
Administrative Technician I	37.07	38.93	40.88	42.92	45.06	-	<i>Reso 2019-16</i>	(10)(11)	8at1
Administrative Technician II	38.93	40.88	42.92	45.06	47.31	-	<i>Reso 2019-16</i>	(10)(11)	8at2
Administrative Technician III	38.93	40.88	42.92	45.06	47.31	49.68	<i>Reso 2019-16</i>	(10)(11)	8at3
City Clerk	49.68	52.16	54.77	57.50	60.37	-	<i>Reso 2019-16</i>	(10)(11)	8clrk1
City Manager	107.40						<i>Reso 2019-57</i>	(9)	mgr
Community Service Officer	36.16	37.97	39.87	41.87	43.96	-	<i>Reso 2019-16</i>	(10)(11)	8cso
Executive Assistant to Chief of Police	38.93	40.88	42.92	45.06	47.31	49.68	<i>Reso 2019-16</i>	(10)(11)	8at3
Intern	17.00	19.00	21.00	23.00	25.00		<i>Reso 2020-07</i>		intr
Facility Attendant	16.46	17.28	18.14	19.05		-	<i>Reso 2019-13</i>	(11)	8fa
Human Resources Manager	54.42	57.14	60.00	63.00	66.15	-	<i>Reso 2019-16</i>	(10)(11)	8hrm
Maintenance Technician I	36.25	38.06	39.96	41.96	44.06	-	<i>Reso 2019-16</i>	(7)(8)(10)(11)	8mt1
Maintenance Technician II	38.06	39.96	41.96	44.06	46.27	-	<i>Reso 2019-16</i>	(7)(8)(10)(11)	8mt2
Maintenance Technician III	38.06	39.96	41.96	44.06	46.27	48.58	<i>Reso 2019-16</i>	(7)(8)(10)(11)	8mt3
Police Chief	101.40						<i>Reso 2019-56</i>	(1)	chief
Police Commander	73.32	76.98	80.84	84.88	89.12		<i>Reso 2019-16</i>	(1)(11)	8pcmd
Police Dispatcher / Clerk	45.25	46.51	47.77	49.02	50.27		<i>Reso 2019-15</i>	(6)(4)(11)	clerical
Police Dispatcher/Records Supervisor	54.53	56.04	57.57	59.08	60.60		<i>Reso 2019-15</i>	(2)(4)(11)	supervisor
Police Officer - Reserve	50.64						<i>Ord 773</i>		pdres
Police Officer 1	50.64	53.17	55.83	58.62	-		<i>Reso 2019-14</i>	(1)(3)(5)(11)	8po1
Police Officer 2	52.66	55.30	58.06	60.97	-		<i>Reso 2019-14</i>	(1)(3)(5)(11)	8po2
Police Officer 3	53.68	56.37	59.18	62.14	-		<i>Reso 2019-14</i>	(1)(3)(5)(11)	8po3
Police Sergeant 1	64.18	65.51	66.86	70.56	-		<i>Reso 2019-14</i>	(1)(3)(5)(11)	8sgt1
Police Sergeant 2	66.75	68.13	69.53	73.39	-		<i>Reso 2019-14</i>	(1)(3)(5)(11)	8sgt2
Police Sergeant 3	68.02	69.43	70.86	74.81	-		<i>Reso 2019-14</i>	(1)(3)(5)(11)	8sgt3
Public Works Maintenance Supervisor	46.29	48.60	51.03	53.59	56.26		<i>Reso 2019-16</i>	(7)(8)(10)(11)	8mts
Recreation Coordinator	36.15	37.96	39.86	41.85	43.94		<i>Reso 2019-16</i>	(10)(11)	8recc
Recreation Leader	13.00	13.65	14.33	15.06			<i>Reso 2019-13</i>	(11)	8rl
Recreation Manager	43.20	45.37	47.63	50.01	52.51		<i>Reso 2019-16</i>	(10)(11)	recmgr
Senior Recreation Leader	16.46	17.28	18.14	19.05			<i>Reso 2019-13</i>	(11)	8rls
Student Aide	13.00	13.65	14.33	15.06			<i>Reso 2020-07</i>		

**Additional Incentive**

**Summary of Effective Ordinance and Resolution**

*Ord 773 Reinstatement of Reserve Officer Program - up to 4 Reserve Officers (Adopted 12/13/2017)*

*Ord 784 City Council Compensation (Adopted 11/14/2018)*

*Reso 2004-36 Establishment of Police Recruit Program - 95% of Police Officer Step 1 (5/12/2004)*

*Reso 2019-13 Increase Part-Time Recreation Compensation (Adopted 04/10/2019)*

*Reso 2019-14 2% COLA for POA from Jun 28, 2020 to Dec 26, 2020 (Adopted 4/10/2019)*

*Reso 2019-15 2% COLA for CRA from Jun 28, 2020 to Dec 26, 2020 (Adopted 4/10/2019)*

*Reso 2019-16 2% COLA for Unrepresented from Jun 28, 2020 to Dec 26, 2020 (Adopted 4/10/2019)*

*Reso 2019-56 Chief of Police Contract Amendment 5 (Adopted 12/11/2019)*

*Reso 2019-57 City Manager Contract Amendment 3 (Adopted 12/11/2019)*

*Reso 2020-07 Addition of Intern and Student Aide Classification and Compensation (Adopted 2/26/2020)*

- (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 Date @ July 1, 2020)  
Ratified July 8, 2020**

**Exhibit A-21**

Position Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Ord/Reso Number	Add'l Incentive	Payroll Ref
<b>Elected Officials (Monthly Compensation)</b>									
Mayor & City Council	961.00						<i>ORD 784</i>		
<b>Regular/Casual/Temporary Employees (hourly rate, compensated on a biweekly basis)</b>									
Accounting Technician	39.72	41.71	43.79	45.99	48.29	-	<i>Reso 2019-16</i>	(10)(11)	8acct
Administrative Services Director	74.65	78.38	82.30	86.41	90.73	-	<i>Reso 2019-16</i>	(11)	8acm
Administrative Technician I	37.07	38.93	40.88	42.92	45.06	-	<i>Reso 2019-16</i>	(10)(11)	8at1
Administrative Technician II	38.93	40.88	42.92	45.06	47.31	-	<i>Reso 2019-16</i>	(10)(11)	8at2
Administrative Technician III	38.93	40.88	42.92	45.06	47.31	49.68	<i>Reso 2019-16</i>	(10)(11)	8at3
City Clerk	49.68	52.16	54.77	57.50	60.37	-	<i>Reso 2019-16</i>	(10)(11)	8clrk1
City Manager	107.40						<i>Reso 2019-57</i>	(9)	mgr
Community Service Officer	36.16	37.97	39.87	41.87	43.96	-	<i>Reso 2019-16</i>	(10)(11)	8cso
Executive Assistant to Chief of Police	38.93	40.88	42.92	45.06	47.31	49.68	<i>Reso 2019-16</i>	(10)(11)	8at3
Facility Attendant	16.46	17.28	18.14	19.05	-	-	<i>Reso 2019-13</i>	(11)	8fa
Human Resources Manager	54.42	57.14	60.00	63.00	66.15	-	<i>Reso 2019-16</i>	(10)(11)	8hrm
Intern	17.00	19.00	21.00	23.00	25.00		<i>Reso 2020-07</i>		intr
Maintenance Technician I	36.25	38.06	39.96	41.96	44.06	-	<i>Reso 2019-16</i>	(7)(8)(10)(11)	8mt1
Maintenance Technician II	38.06	39.96	41.96	44.06	46.27	-	<i>Reso 2019-16</i>	(7)(8)(10)(11)	8mt2
Maintenance Technician III	38.06	39.96	41.96	44.06	46.27	48.58	<i>Reso 2019-16</i>	(7)(8)(10)(11)	8mt3
Police Chief	101.40						<i>Reso 2019-56</i>	(1)	chief
Police Commander	73.32	76.98	80.84	84.88	89.12		<i>Reso 2019-16</i>	(1)(11)	8pcmd
Police Dispatcher / Clerk	45.25	46.51	47.77	49.02	50.27		<i>Reso 2019-15</i>	(6)(4)(11)	clerical
Police Dispatcher/Records Supervisor	54.53	56.04	57.57	59.08	60.60		<i>Reso 2019-15</i>	(2)(4)(11)	supervisor
Police Officer - Reserve	50.64						<i>Ord 773</i>		pdres
Police Officer 1	50.64	53.17	55.83	58.62	-		<i>Reso 2019-14</i>	(1)(3)(5)(11)	8po1
Police Officer 2	52.66	55.30	58.06	60.97	-		<i>Reso 2019-14</i>	(1)(3)(5)(11)	8po2
Police Officer 3	53.68	56.37	59.18	62.14	-		<i>Reso 2019-14</i>	(1)(3)(5)(11)	8po3
Police Sergeant 1	64.18	65.51	66.86	70.56	-		<i>Reso 2019-14</i>	(1)(3)(5)(11)	8sgt1
Police Sergeant 2	66.75	68.13	69.53	73.39	-		<i>Reso 2019-14</i>	(1)(3)(5)(11)	8sgt2
Police Sergeant 3	68.02	69.43	70.86	74.81	-		<i>Reso 2019-14</i>	(1)(3)(5)(11)	8sgt3
Public Works Maintenance Supervisor	46.29	48.60	51.03	53.59	56.26		<i>Reso 2019-16</i>	(7)(8)(10)(11)	8mts
Recreation Coordinator	36.15	37.96	39.86	41.85	43.94		<i>Reso 2019-16</i>	(10)(11)	8recc
Recreation Leader	13.00	13.65	14.33	15.06			<i>Reso 2019-13</i>	(11)	8rl
Recreation Manager	43.20	45.37	47.63	50.01	52.51		<i>Reso 2019-16</i>	(10)(11)	recmgr
Senior Recreation Leader	16.46	17.28	18.14	19.05			<i>Reso 2019-13</i>	(11)	8rls
Student Aide	13.00	13.65	14.33	15.06			<i>Reso 2020-07</i>		

**Additional Incentive**

**Summary of Effective Ordinance and Resolution**

*Ord 773 Reinstatement of Reserve Officer Program - up to 4 Reserve Officers (Adopted 12/13/2017)*

*Ord 784 City Council Compensation (Adopted 11/14/2018)*

*Reso 2004-36 Establishment of Police Recruit Program - 95% of Police Officer Step 1 (5/12/2004)*

*Reso 2019-13 Increase Part-Time Recreation Compensation (Adopted 04/10/2019)*

*Reso 2019-14 2% COLA for POA from Jun 28, 2020 to Dec 26, 2020 (Adopted 4/10/2019)*

*Reso 2019-15 2% COLA for CRA from Jun 28, 2020 to Dec 26, 2020 (Adopted 4/10/2019)*

*Reso 2019-16 2% COLA for Unrepresented from Jun 28, 2020 to Dec 26, 2020 (Adopted 4/10/2019)*

*Reso 2019-56 Chief of Police Contract Amendment 5 (Adopted 12/11/2019)*

*Reso 2019-57 City Manager Contract Amendment 3 (Adopted 12/11/2019)*

*Reso 2020-07 Addition of Intern and Student Aide Classifications and Compensations (Adopted 2/26/2020)*

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- (11) These positions may receive retention pay (2.5% @ 10 years; 5.0% @ 20 years)



# Pay Schedule Review

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## CalPERS Office of Audit Services Employer Compliance Review

Job Number: P19-001

June 2020



California Public Employees' Retirement System

Office of Audit Services

400 Q Street, Sacramento, CA 95811 | Phone: (916) 795-0422

888 CalPERS (or 888-225-7377) | TTY: (877) 249-7442 | [www.calpers.ca.gov](http://www.calpers.ca.gov)

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## Memorandum

June 4, 2020

**To:** CALPERS PUBLIC AGENCIES AND GOVERNING BODIES PER ATTACHMENT

**From:** BELIZ CHAPPUIE, Chief  
Office of Audit Services

Original signed by Beliz Chappuie

**Subject:** Pay Schedule Review

Enclosed is our final report on the results of our Pay Schedule review for 60 public agency employers (Employers). The Office of Audit Services (OFAS) prepared one final report that includes the results of the 60 Employers reviewed. The observations identified and the details of the impacted employees have been shared with each Employer through a draft report. Employers' responses have been summarized in their respective final reports included in the appendix to this report. Employers' full responses to the draft reports have been forwarded to the appropriate CalPERS division and are also on file at OFAS and are available upon request.

In accordance with our resolution policy, we have referred the issues identified in the report to the appropriate division at CalPERS. Employers should work with the division to address the recommendations specified in our report. It was our pleasure to work with each Employer, and we appreciate their time and assistance during this review.

Attachment

cc: Risk and Audit Committee Members  
Matthew G. Jacobs, General Counsel, CalPERS  
Anthony Suine, Deputy Executive Officer, CSS, CalPERS  
Renee Ostrander, Chief, EAMD, CalPERS  
Kimberlee Pulido, Chief, RBSD, CalPERS  
Don Martinez, Chief, MAMD, CalPERS

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Results in Brief..... 2

Conclusion ..... 7

Employer Reports.....Appendix A

## Objective

The objective of our review was to determine whether public employer (Employer) pay schedules complied with the Public Employees' Retirement Law (PERL) and the Public Employees' Pension Reform Act of 2013 (PEPRA) and whether the payrates contained in the pay schedules included any additional types of compensation. Government Code sections 20636 and 7522.34 and California Code of Regulations (CCR) sections 570.5 and 571.1 require employers to report payrates as reflected in publicly available pay schedules that meet all of the following requirements: (1) has been duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meetings laws; (2) identifies the position title for every employee position; (3) shows the payrate for each identified position, which may be stated as a single amount or as multiple amounts within a range; (4) indicates the time base, including, but not limited to, whether the time base is hourly, daily, bi-weekly, monthly, bi-monthly, or annually; (5) is posted at the office of the employer or immediately accessible and for public review; (6) indicates an effective date and date of any revisions; (7) is retained by the employer and available for public inspection for not less than five years; and (8) does not reference another document in lieu of disclosing the payrate.

Government Code section 20636 defines payrate as the normal monthly rate of pay or base pay of the member paid pursuant to publicly available pay schedules for services rendered on a

full-time basis during normal working hours. Government Code section 7522.34 defines pensionable compensation, which includes payrate, for new members as the member's normal monthly rate of pay or base pay paid pursuant to publicly available pay schedules. Payrates must meet the requirements of a pay schedule as defined in CCR sections 570.5 and 571.1, and must be reported separately from additional compensation, such as special compensation. Pay schedules that are not in compliance with the PERL may result in the following: miscalculation of employer contributions, delays in processing member retirement benefits, inaccurate retirement estimates, incorrect payment of benefits, a reduction in benefits, and increased administrative costs for employers for processing required corrections to all impacted employee accounts for the period the misreporting occurred.

## Scope

To achieve the review objective, the Office of Audit Services (OFAS) selected a sample of 60 contracting employers for examination. The review included procedures to determine whether employer pay schedules were immediately accessible for public scrutiny and met all of the criteria listed under CCR sections 570.5 and 571.1. In addition, the review included procedures to determine whether reported payrates included additional compensation. Our review covered the period of July 1, 2017 through August 31, 2019. Unless otherwise specified, OFAS did not review the employers' compliance with the PERL in regard to any other issue, including but not limited to the

reportability of special compensation, regular earnings, member contributions, membership enrollment, and employment after retirement.

## Results in Brief

OFAS completed the review of 60 employers and included the individual final reports in Appendix A. Results of the review showed that 40 of the 60 employers (67 percent) did not maintain pay schedules in compliance with the Government Code and CCR. See Table 1 on page 5. Specifically, pay schedules: were not approved by the employer's governing body, did not list all position titles, did not list a payrate

for all positions, did not list a time base, did not identify the effective date or date of revisions, were separated by hiring dates, and were not consistent for all employees in the same group or class. Figure 1 lists the identified pay schedule exceptions by type. In addition, results showed that 14 of the 60 employers (23 percent) reported payrates that included additional compensation such as: Longevity Pay, Educational Incentive Pay, Bilingual Pay, Board Meeting Pay, and non-reportable compensation. Figure 2 lists the percentage of employers with payrate exceptions.

**Figure 1**  
**Percentage of Employers with Pay Schedule Exceptions by Type**

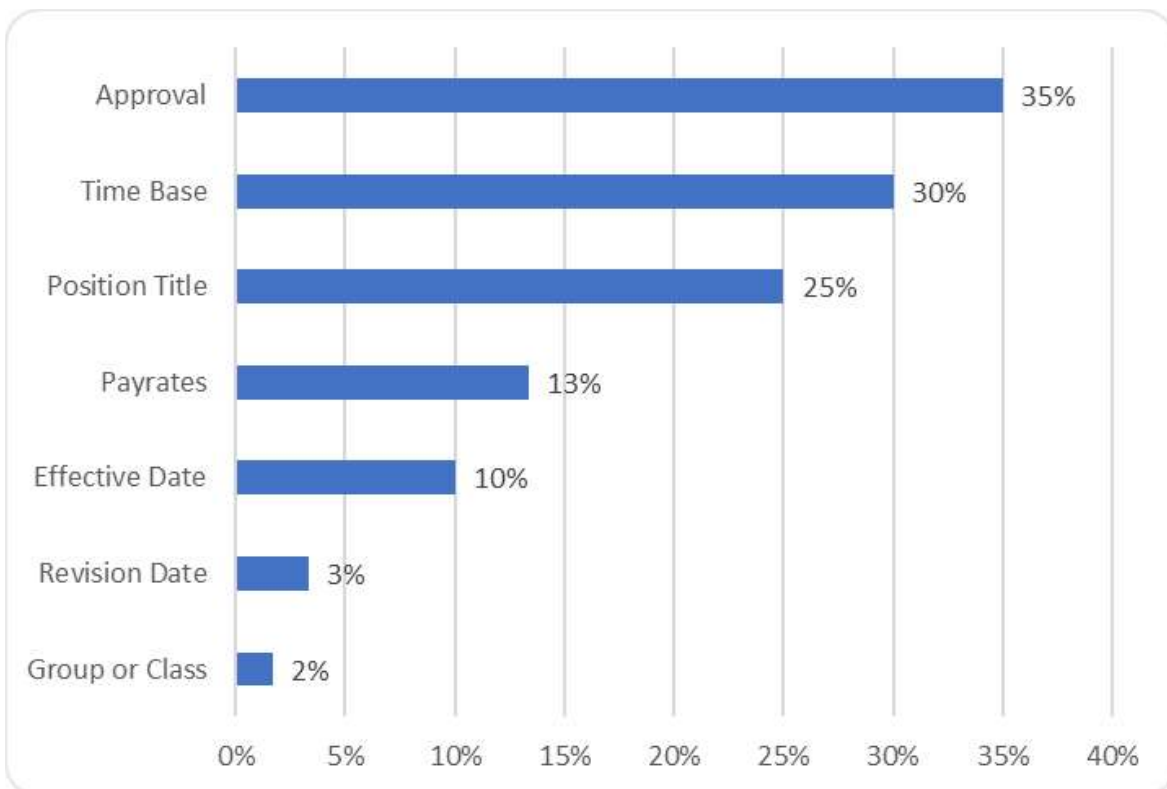
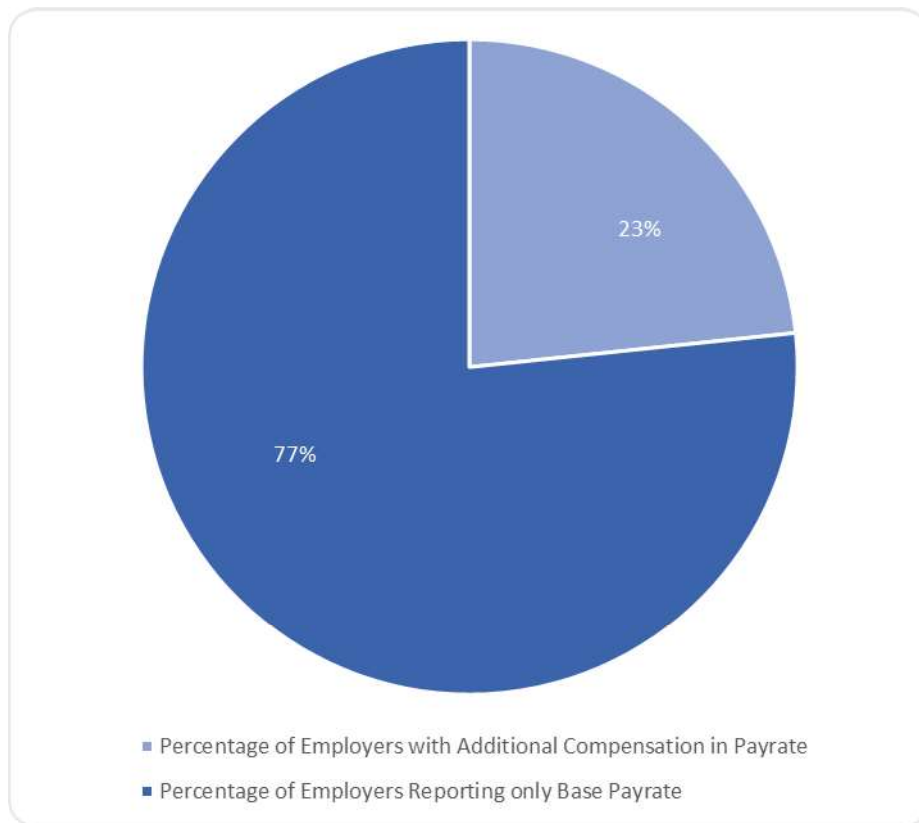


Figure 2  
Percentage of Employers with Payrate Exceptions



## Other Matters

OFAS identified other matters for 18 employers that were outside the scope of this review. Examples of these included: payrates that exceeded the pay schedule, incorrect payrates, over and underreported payrates, issues with optional membership, incorrect scheduled work week hours, and reporting lump sum amounts. See Table 1 on page 5. These matters were discussed with the employers and also included in the employers' reports. OFAS encourages the employers to work with CalPERS to ensure the other matters identified above are resolved.



**Table 1**  
**Summary of Individual Employer Exceptions and Other Matters**

#	Employer	Pay Schedule Exception Type	Payrate Exception Type	Other Matters	Appendix Page Number
1	Amador Water Agency	Approval	None	None	A-1
2	Butte County Air Quality Management District	None	None	None	A-3
3	City of Aliso Viejo	Position Title Time Base	None	None	A-5
4	City of Belvedere	None	None	None	A-7
5	City of Burbank	None	None	Payrate	A-9
6	City of Calabasas	Position Title	None	None	A-11
7	City of Calistoga	Time Base	None	Payrate	A-13
8	City of El Cajon	Time Base	Additional Compensation	Payrate	A-15
9	City of Folsom	Time Base	Additional Compensation	Payrate	A-19
10	City of Garden Grove	Approval	None	None	A-23
11	City of Greenfield	Time Base Effective Date Revision Date	None	None	A-25
12	City of Hidden Hills	None	None	Payrate	A-27
13	City of Irvine	None	None	None	A-29
14	City of Lynwood	None	None	None	A-31
15	City of Menlo Park	Position Title	None	Reporting Error	A-33
16	City of Morgan Hill	Approval	Additional Compensation	Payrate	A-35
17	City of Mountain View	Position Title	None	None	A-39
18	City of Ojai	None	None	Payrate	A-41
19	City of Orange	None	None	None	A-43
20	City of Palm Springs	None	Additional Compensation	None	A-45
21	City of Rancho Mirage	Position Title Group or Class	Additional Compensation	Payrates Reporting Error	A-47
22	City of Rancho Palos Verdes	None	None	None	A-51
23	City of Richmond	Approval Time Base	None	Reporting Error	A-53
24	City of San Dimas	Position Title	None	None	A-57
25	City of San Gabriel	Time Base	None	Pay Schedule	A-59

#	Employer	Pay Schedule Exception Type	Payrate Exception Type	Other Matters	Appendix Page Number
26	City of Santa Ana	Approval	None	None	A-63
27	City of Santa Barbara	Approval	None	Optional Membership	A-65
28	City of Torrance	Payrate	None	Optional Membership	A-69
29	City of West Hollywood	Approval Payrate	None	Reporting Error	A-73
30	County of Amador	Approval Position Title	Additional Compensation	None	A-77
31	County of Plumas	Approval Payrate Effective Date Revision Date	Additional Compensation	Written Labor Policy Reporting Error	A-81
32	County of Shasta	None	None	None	A-85
33	County of Siskiyou	Position Title Time Base Effective Date	Additional Compensation	Reporting Error	A-87
34	County of Tehama	Approval Time Base Position Title	Additional Compensation	None	A-91
35	Desert Water Agency	Position Title	Additional Compensation	None	A-95
36	Diablo Water District	None	None	None	A-99
37	Eastern Municipal Water District	None	None	Payrate	A-101
38	Helendale Community Services District	None	None	None	A-103
39	Inland Empire Health Plan	Position Title Time Base	None	None	A-105
40	Ironhouse Sanitary District	None	None	None	A-107
41	MT. View Sanitary District of Contra Costa County	Approval	None	None	A-109
42	Padre Dam Municipal Water District	None	None	None	A-111
43	Peninsula Health Care District	Approval Payrate Time Base Effective Date	None	None	A-113
44	Pleasant Hill Recreation and Park District	Approval	None	Payrate	A-115
45	Riverside Transit Agency	Approval Position Title Payrate Time Base	None	None	A-117

#	Employer	Pay Schedule Exception Type	Payrate Exception Type	Other Matters	Appendix Page Number
46	Rosedale-Rio Bravo Water Storage District	Position Title Payrate Time Base Effective Date	None	None	A-121
47	Rowland Water District	Time Base	None	None	A-123
48	San Francisco Bay Area Water Emergency Transportation Authority	None	None	None	A-125
49	San Luis Obispo Cal Poly Associated Students, Inc.	Approval	None	None	A-127
50	Santa Ana Watershed Project Authority	Approval Position Title Time Base	None	None	A-129
51	Santa Clara County Superior Court	Approval	None	None	A-131
52	Santa Cruz County Regional Transportation Commission	Approval	Additional Compensation	None	A-133
53	Sausalito-Marín City Sanitary District	Approval Position Title	Additional Compensation	None	A-137
54	Silicon Valley Animal Control Authority	Payrate Time Base	Additional Compensation	None	A-141
55	South Coast Water District	None	None	None	A-145
56	Three Valleys Municipal Water District	None	None	None	A-147
57	Town of Colma	Approval	None	None	A-149
58	Tri-City Mental Health Center	Time Base	Additional Compensation	None	A-151
59	Valley County Water District	None	None	Payrate	A-155
60	Yolo County Federal Credit Union	Approval Payrate Time Base Effective Date	None	None	A-157

# TOWN OF COLMA

Objective and Scope		
CaIPERS ID	Job Number	Contract Date
1705206551	1P19-057	June 1, 1973

The objective of this Office of Audit Services (OFAS) review was to determine whether public agency employer (Employer) pay schedules complied with the Public Employees’ Retirement Law (PERL) and whether the payrates contained in the pay schedules included any additional types of compensation. Government Code sections 20636 and 7522.34 and California Code of Regulations (CCR) sections 570.5 and 571.1 require employers to report payrates as reflected in publicly available pay schedules.

Government Code section 20636 defines payrate as the normal monthly rate of pay or base pay of the member paid pursuant to publicly available pay schedules for services rendered on a full-time basis during normal working hours. Government Code section 7522.34 defines pensionable compensation, which includes payrate, for new members as the member’s normal monthly rate of pay or base pay paid pursuant to publicly available pay schedules. Payrates must be contained in a publicly available pay schedule that meets the requirements of CCR sections 570.5 and 571.1, and must be reported separately from additional compensation, such as special compensation.

Pay schedules that are not in compliance with the PERL may result in the following: miscalculation of employer contributions, delays in processing member retirement benefits, inaccurate retirement estimates, incorrect payment of benefits, a reduction in benefits, and increased administrative costs for employers for processing required corrections to all impacted employee accounts for the period the misreporting occurred.

OFAS’s review was limited to the examination of a sample of employee records for the period of July 1, 2017 through August 31, 2019. Unless otherwise specified, OFAS did not review areas outside the scope described herein, including, but not limited to, special compensation, regular earnings, member contributions and membership enrollment, and employment after retirement.

Results in Brief			
	Area	Exception	Observation
1	Pay Schedule	Approval	The Employer’s pay schedule in effect June 12, 2019 was not approved by the governing body. Therefore, reported payrates did not meet the definition of payrate and cannot be used to calculate retirement benefits. Government Code sections 20636 and 7522.34 and 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. The Employer was not

# TOWN OF COLMA

	Area	Exception	Observation
			aware each revised pay schedule required the Board's approval.

## Recommendation and Criteria

The Employer should ensure reported payrates are set forth in publicly available pay schedules and meet the definition of payrate under Government Code sections 20636 and 7522.34 and corresponding regulations under CCR sections 570.5 and 571.1. The Employer should work with the CalPERS Employer Account Management Division to identify all active and retired members impacted and to determine what adjustments are needed to correct pay schedules and/or improperly reported pay amounts. To the extent that any amounts of pay were improperly included in the retirement allowance of retired members, a correction to the retirement allowance should be made pursuant to Government Code section 20160.

Government Code: § 20120, § 20121, § 20122, § 20160, § 20636, § 7522.34  
 CCR: § 570.5, § 571.1

## Conclusion

OFAS limited this review to the areas specified in the objective and scope section of this report. Sample testing procedures provide reasonable, but not absolute, assurance that the Employer complied with the specified provisions of the PERL. The results outlined in this report are based on information made available or otherwise obtained at the time this report was prepared. This report does not constitute a final determination with regard to the results noted within the report. The appropriate CalPERS divisions will notify the Employer of the final determinations and provide appeal rights, if applicable, at that time.

## Summarized Response

The Employer agreed with the Observation noted in the report.



**From:** [Covert, LeiAnne](#)  
**To:** [Pak Lin](#); [Brian Dossey](#)  
**Cc:** [Lau, Kevin](#); [Camacho Jr., Samuel](#); [Lungan, Walt Josef](#)  
**Subject:** Town of Colma Initial Notification of Compliance & Resolution for Employer Compliance Review  
**Date:** Friday, June 12, 2020 8:04:33 AM  
**Attachments:** [Final Report Town of Colma.pdf](#)

---

Greetings,

The Town of Colma (Employer) was provided with the attached Employer Compliance Review (ECR), formally known as the Public Agency Review, audit conducted by CalPERS' Office of Audit Services on **June 4, 2020**. The ECR should be reviewed in its entirety, as it affects the Employer's ability to contract with CalPERS to provide retirement benefits to employees. As a contracting employer with CalPERS, the Employer agreed to comply with the California Code of Regulations (CCR) and Government (Gov.) Code contained within the Public Employees' Retirement Law (PERL).

The ECR identified areas where the Employer is not in compliance with the PERL and is therefore in violation of their Contract with CalPERS. It is the Employer's responsibility to comply with all terms and conditions set forth therein. The Employer is hereby directed to work with CalPERS' designated program liaisons to obtain full resolution of ER by **October 31, 2020**.

Timely resolution of these matters is a priority to CalPERS as unresolved observations may pose significant financial, contractual, and operational risks for the Employer and its members such as:

- Delay in retirement benefits for members
- Improper payment of benefit allowance which may result in overpayment incurred by the Employer and its members

Pursuant to Gov. Codes sections 20221, 20222.5 and 20465, employers must furnish CalPERS with any member information that is required for the administration of the System; therefore, upon the receipt of this email, the Employer shall establish communication with CalPERS and propose an action plan to resolve the observations within the ECR.

For this ER, I will be your liaison along with my colleague, Sam Camacho at 916-795-3026, and my manager, Kevin Lau at 916.795.2665. We represent the Compensation Compliance & Audit Resolution Unit at CalPERS' Employer Account Management Division.

**Prior to our communication**, the following information and/or documentation shall be provided pertaining to each observation:

- *Salary Schedules, if applicable*
- *Labor Policies or Agreements, if applicable*
- *Impacted Members List and CalPERS ID per Each Observations, if applicable*

## **Observations:**

### **1. Pay Schedule**

The Employer's pay schedule in effect June 12, 2019, was not approved by the governing body. Therefore, reported payrates did not meet the definition of payrate and cannot be used to calculate retirement benefits. Government Code

sections 20636 and 7522.34 and 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. The Employer was not aware each revised pay schedule required the Board's approval.

**To resolve Observation #1, the Employer will need the following:**

1. Employer must present the 2016/2017; 2017/2018;2018/2019; 2019/2020 and 2020/2021 pay schedules to their governing body for approval and adoption.
2. Employer must provide the approved and adopted pay schedules and approved board meeting minutes to CalPERS.

It is the Employer's responsibility to comply with all terms and conditions of resolution and compliance set forth in the Employer's Contract with CalPERS.

We appreciate your prompt attention to this matter, and we hope to hear from you and/or your team soon.

Thank you,

**Lei Anne Covert**, Associate Governmental Program Analyst | Audit Compliance & Resolution Unit| Employer Account Management Division | California Public Employees' Retirement System (CalPERS) | 916.795.1503





# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Brian Dossey, City Manager  
 MEETING DATE: July 8, 2020  
 SUBJECT: Compensation and Classification Study for Chief of Police

---

## RECOMMENDATION

Staff recommends that the City Council:

Introduce the following:

ORDINANCE AMENDING COLMA MUNICIPAL CODE SECTION 1.03.040 (a), REGARDING THE APPOINTMENT OF THE CHIEF OF POLICE;

Adopt the following:

RESOLUTION TO ADOPT THE CHIEF OF POLICE SALARY SCALE

## EXECUTIVE SUMMARY

The position of Chief of Police reports to and is supervised by the City Manager. However, in order to hire the Chief of Police or approve changes in compensation, pursuant to Colma Municipal Code Section 1.03.040(a), the City Manager has historically done this through City Council approval of an employment agreement or any amendment to that employment agreement. In preparation for the upcoming vacancy, Town staff conducted a position and salary survey revealing a common hiring and employee designation structure of the Chief of Police. The Town also reviewed Colma Municipal Code and Administrative Code and found inconsistencies in regard to hiring and salary adjustments. Based on the survey and findings within the Town's code, staff's recommendation is for Council to establish the Chief of Police as an unrepresented regular, exempt position without an individual employment contract and for Council to adopt a salary schedule for the position.

Staff recommends the City Council introduce an ordinance amending the Colma Municipal Code, Section 1.03.040(a) (attachment A) removing the "*subject to confirmation by the City Council*" language.

Staff also recommends the City Council adopt a resolution (attachment B) approving the salary schedule for the Chief of Police position.

## FISCAL IMPACT

The salary survey (attachment C) revealed the proposed salary of Chief of Police position to be below the County's average salary by -12%. However, the total compensation is below the County's average by 2.2%. At this time, staff is not recommending any changes to the proposed salary schedule; however, the salary schedule does include the 2% percent cost of living adjustment all employees received on June 28, 2020.

## BACKGROUND

Town records show that since 1979 the employment of the Chief of Police has been through an individual employment agreement approved by the City Council. However, the hiring, daily operation and supervision of the Chief of Police is the responsibility of the City Manager. Annually, the City Manager evaluates and provides feedback on the Chief's performance. Upon receiving a satisfactory performance from the City Manager, the City Manager then has to present to the City Council an amendment to the Chief of Police's agreement to receive a merit increase. Also, the City Manager is responsible for the hiring of the Chief of Police, however the final approval must be confirmed by the City Council pursuant to the Municipal Code. These practices are somewhat conflicting between the municipal code (CMC 1.03.040a) and administrative code (CAC 3.02.080), and often creates a level of uncertainty for both the City Manager and Chief of Police.

Due to the retirement of the current Chief of Police in late June of 2020, staff conducted a compensation and position structure survey (attachment D) of the Chief of Police position within San Mateo County. Staff conducted the survey to stay competitive as well as to provide information on common structure to the position. The survey took into consideration the Chief's salary, benefits and organizational structure. In addition, information was supplemented from neighboring law enforcement agencies in comparison, as well as discussions with the City Attorney and City Manager regarding the current structure and historical information of the Town's Chief of Police appointments.

## ANALYSIS

Staff reviewed the classification of the Chief of Police position and salaries for Police Chiefs in other cities in San Mateo County. Based on this, staff is recommending that the City Council amend the Colma Municipal Code 1.03.040 (a), to remove the "*subject to confirmation by the City Council*" language. This change will bring CMC 1.03.040 and CAC 3.02 (Attachment E) into alignment and allow for the Chief of Police to be an unrepresented, regular, exempt employee without an individual employment agreement.

Staff also recommends adopting the salary schedule below. The survey shows that Colma's Chief of Police total compensation pay schedule is 2.2% below the county average. The schedule below is consistent with the Chief of Police's current salary.

### **Chief of Police – proposed salary schedule**

	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
<b>Hourly</b>	\$82.57	\$86.70	\$91.04	\$94.68	\$98.26

<b>Monthly</b>	\$14,312.13	\$15,028	\$15,780.27	\$16,411.20	\$17,031.73
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All agencies surveyed (with a Police Chief/police department) except one (San Mateo) reveal that they all are hired by and report to the City Manager and are employees without employment agreements as part of the classification structure which include salary adjustment responsibilities.

By having the position appointment and salary adjustments confirmed by the City Council, it may impact our candidate pool, potential candidates may question the difference in the chain of command in Colma.

**Council Adopted Values**

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

- *Fairness*: Make decisions based on the merits of the issue; and
- *Responsibility*: Make decisions after prudent consideration of their financial impact, taking into account the long-term financial needs of the agency, especially its financial stability.

**Alternatives**

Council keep the current structure and not adopt the salary schedule

**CONCLUSION**

The proposed recommendation to change the position of Chief of Police from a structure of agreement/contract by City Council to an unrepresented, regular, exempt employee will align the position within the Town's Administrative Code 3.02. Also, staff recommends the City Council adopt the proposed salary schedule for the Chief of Police position, which is consistent with the position's base salary.

**ATTACHMENTS**

- A. Ordinance
- B. Resolution
  - o Exhibit A to Resolution: Colma Salary Schedule
- C. Salary Survey
- D. Neighboring Agency Survey
- E. CMC 1.03.040 and CAC 3.02.



**ORDINANCE NO. \_\_\_\_**  
**OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**ORDINANCE AMENDING COLMA MUNICIPAL CODE SECTION 1.03.040 (a),  
REGARDING THE APPOINTMENT OF THE CHIEF OF POLICE**

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

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**ARTICLE 1. RECITALS.**

(a) The hiring, evaluation, daily operation and supervision of the Chief of Police is the responsibility of the City Manager in accordance with Subchapter 3.02 of the Colma Municipal Code. The Chief of Police reports to and is supervised by the City Manager.

(b) However, pursuant to Colma Municipal Code Section 1.03.040(a), the City Manager requires approval from the City Council in order to hire the Chief of Police or approve changes in compensation. This has historically been done through City Council approval of or amendment to the employment agreement of the Chief of Police.

(c) Due to the retirement of the Town's current Chief of Police in June 2020, staff conducted a compensation and position structure survey of the Chief of Police position in cities within San Mateo County. All agencies surveyed with a Police Chief/Police Department, except one, reported that their Chief of Police is hired by and reports to the City Manager rather than the City Council, and does not have an employment agreement.

(d) Based on the survey findings and to provide consistency within the Town's code on the appointment of the Police Chief, staff's recommendation is for the City Council to establish the Chief of Police without an individual employment contract by amending Colma Municipal Code Section 1.03.040(a) to remove the need for City Council approval for hiring and adjustments to salary of the Chief of Police.

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**ARTICLE 2. INCORPORATION OF RECITALS.**

The City Council hereby finds that the foregoing recitals and the staff report presented herewith are true and correct and are hereby incorporated and adopted as findings of the City Council as if fully set forth herein.

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**ARTICLE 3. CMC SECTION 1.03.040 AMENDED.**

Subsection (a) of Section 1.03.040 of the Colma Municipal Code is hereby amended to remove the language of "subject to confirmation by the City Council" from the existing subsection to read as follows:

**1.03.040 Chief of Police**

(a) The Chief of Police shall be appointed by the City Manager, ~~subject to confirmation by the City Council~~, and shall serve at the will of the City Manager.

**ARTICLE 4. SEVERABILITY**

If any section, sentence, clause or phrase of this Ordinance or the application thereof to any entity, person or circumstance is held for any reason to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect other provisions or applications of this Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are severable. The Town Council of the Town of Colma hereby declares that it would have adopted this Ordinance and each section, sentence, clause or phrase thereof, irrespective of the fact that any one or more section, subsections, sentences, clauses or phrases be declared invalid or unconstitutional.

**ARTICLE 5. CEQA EXEMPTION**

This Ordinance is not a project within the meaning of Section 15378 of the State of California Environmental Quality Act ("CEQA") Guidelines, because it has no potential for resulting in physical change in the environment, directly or indirectly. The City Council further finds, under Title 14 of the California Code of Regulations, Section 15061(b)(3), that this Ordinance is nonetheless exempt from the requirements of CEQA in that the activity is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. The City Council, therefore, directs that a Notice of Exemption be filed with the County Clerk of the County of San Mateo in accordance with CEQA Guidelines.

**ARTICLE 6. EFFECTIVE DATE.**

This Ordinance shall be posted on the three (3) official bulletin boards of the Town of Colma and within fifteen (15) days of its passage and is to take effect thirty (30) days after its passage.

**Certificate of Adoption**

I certify that the foregoing Ordinance No. XX was introduced at a regular meeting of the City Council of the Town of Colma held on July 8, 2020, and duly adopted at a regular meeting of said City Council held on \_\_\_\_\_ by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
John Irish Goodwin, Mayor					

Diana Colvin					
Raquel Gonzalez					
Helen Fiscaro					
Joanne F. del Rosario					
Voting Tally					

Dated \_\_\_\_\_

\_\_\_\_\_  
John Irish Goodwin, Mayor

\_\_\_\_\_  
Caitlin Corley, City Clerk





**RESOLUTION NO. 2020-XX**  
**Of the City Council of the Town of Colma**

**RESOLUTION TO ADOPT THE CHIEF OF POLICE SALARY SCALE**

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

**1. Background.**

(a) Due to the retirement of the Town's current Chief of Police in late June of 2020, Town staff conducted a compensation and position structure survey of the Chief of Police position in other cities in San Mateo County.

(b) The survey took into consideration the salary, benefits, classification, and structure of the Chief of Police position at other agencies.

(c) Staff recommends adopting the salary schedule in Section 2 below. The survey shows that the Town's current Chief of Police total compensation pay schedule is 2.2% below the San Mateo County average. The schedule below is consistent with the Chief of Police's current salary.

**2. Salary Scale for Police Chief Position.**

(a) The Town shall pay the Chief of Police, an unrepresented, regular, exempt employee, the respective hourly wage shown below, with the City Manager determining the appropriate step in accordance with Subchapter 3.02 of the Colma Administrative Code relating to Employment:

	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
<b>Hourly</b>	\$82.57	\$86.70	\$91.04	\$94.68	\$98.26
<b>Monthly</b>	\$14,312.13	\$15,028	\$15,780.27	\$16,411.20	\$17,031.73

(b) The amended salary schedule is attached hereto as Exhibit "A" and is hereby incorporated by this reference.

**3. No Contract.** Nothing herein shall be construed as a contract with any employee, and the City Council shall have the discretion to modify the respective salaries in accordance with any applicable state or local provisions.

**4. Effective Date.** This resolution shall become effective upon adoption.

**Certification of Adoption**

I certify that the foregoing Resolution No. 2020-XX was duly adopted at a regular meeting of said City Council held on July 8, 2020 by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
John Irish Goodwin, Mayor					
Diana Colvin					
Raquel Gonzalez					
Helen Fisicaro					
Joanne F. del Rosario					
Voting Tally					

Dated \_\_\_\_\_

\_\_\_\_\_  
John Irish Goodwin, Mayor

\_\_\_\_\_  
Caitlin Corley, City Clerk

**Town of Colma Pay Schedule (Effective Date @ July 8, 2020)  
Adopted July 8, 2020**

**Exhibit A**

Position Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Ord/Reso Number	Add'l Incentive	Payroll Ref
<b>Elected Officials (Monthly Compensation)</b>									
Mayor & City Council	961.00						<b>ORD 784</b>		
<b>Regular/Casual/Temporary Employees (hourly rate, compensated on a biweekly basis)</b>									
Accounting Technician	39.72	41.71	43.79	45.99	48.29	-	<b>Reso 2019-16</b>	(10)(11)	8acct
Administrative Services Director	74.65	78.38	82.30	86.41	90.73	-	<b>Reso 2019-16</b>	(11)	8acm
Administrative Technician I	37.07	38.93	40.88	42.92	45.06	-	<b>Reso 2019-16</b>	(10)(11)	8at1
Administrative Technician II	38.93	40.88	42.92	45.06	47.31	-	<b>Reso 2019-16</b>	(10)(11)	8at2
Administrative Technician III	38.93	40.88	42.92	45.06	47.31	49.68	<b>Reso 2019-16</b>	(10)(11)	8at3
City Clerk	49.68	52.16	54.77	57.50	60.37	-	<b>Reso 2019-16</b>	(10)(11)	8clrk1
City Manager	107.40						<b>Reso 2019-57</b>	(9)	mgr
Community Service Officer	36.16	37.97	39.87	41.87	43.96	-	<b>Reso 2019-16</b>	(10)(11)	8cso
Executive Assistant to Chief of Police	38.93	40.88	42.92	45.06	47.31	49.68	<b>Reso 2019-16</b>	(10)(11)	8at3
Facility Attendant	16.46	17.28	18.14	19.05	-	-	<b>Reso 2019-13</b>	(11)	8fa
Human Resources Manager	54.42	57.14	60.00	63.00	66.15	-	<b>Reso 2019-16</b>	(10)(11)	8hrm
Intern	17.00	19.00	21.00	23.00	25.00		<b>Reso 2020-07</b>		intr
Maintenance Technician I	36.25	38.06	39.96	41.96	44.06	-	<b>Reso 2019-16</b>	(7)(8)(10)(11)	8mt1
Maintenance Technician II	38.06	39.96	41.96	44.06	46.27	-	<b>Reso 2019-16</b>	(7)(8)(10)(11)	8mt2
Maintenance Technician III	38.06	39.96	41.96	44.06	46.27	48.58	<b>Reso 2019-16</b>	(7)(8)(10)(11)	8mt3
<b>Police Chief</b>	<b>82.57</b>	<b>86.70</b>	<b>91.04</b>	<b>94.68</b>	<b>98.26</b>		<b>* Pending</b>	(1)	chief
Police Commander	73.32	76.98	80.84	84.88	89.12		<b>Reso 2019-16</b>	(1)(11)	8pcmd
Police Dispatcher / Clerk	45.25	46.51	47.77	49.02	50.27		<b>Reso 2019-15</b>	(6)(4)(11)	clerical
Police Dispatcher/Records Supervisor	54.53	56.04	57.57	59.08	60.60		<b>Reso 2019-15</b>	(2)(4)(11)	supervisor
Police Officer - Reserve	50.64						<b>Ord 773</b>		pdres
Police Officer 1	50.64	53.17	55.83	58.62	-		<b>Reso 2019-14</b>	(1)(3)(5)(11)	8po1
Police Officer 2	52.66	55.30	58.06	60.97	-		<b>Reso 2019-14</b>	(1)(3)(5)(11)	8po2
Police Officer 3	53.68	56.37	59.18	62.14	-		<b>Reso 2019-14</b>	(1)(3)(5)(11)	8po3
Police Sergeant 1	64.18	65.51	66.86	70.56	-		<b>Reso 2019-14</b>	(1)(3)(5)(11)	8sgt1
Police Sergeant 2	66.75	68.13	69.53	73.39	-		<b>Reso 2019-14</b>	(1)(3)(5)(11)	8sgt2
Police Sergeant 3	68.02	69.43	70.86	74.81	-		<b>Reso 2019-14</b>	(1)(3)(5)(11)	8sgt3
Public Works Maintenance Supervisor	46.29	48.60	51.03	53.59	56.26		<b>Reso 2019-16</b>	(7)(8)(10)(11)	8mts
Recreation Coordinator	36.15	37.96	39.86	41.85	43.94		<b>Reso 2019-16</b>	(10)(11)	8recc
Recreation Leader	13.00	13.65	14.33	15.06			<b>Reso 2019-13</b>	(11)	8rl
Recreation Manager	43.20	45.37	47.63	50.01	52.51		<b>Reso 2019-16</b>	(10)(11)	recmgr
Senior Recreation Leader	16.46	17.28	18.14	19.05			<b>Reso 2019-13</b>	(11)	8rls
Student Aide	13.00	13.65	14.33	15.06			<b>Reso 2020-07</b>		

**Additional Incentive**

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

**Summary of Effective Ordinance and Resolution**

- Ord 773** **Reinstatement of Reserve Officer Program - up to 4 Reserve Officers (Adopted 12/13/2017)**
- Ord 784** **City Council Compensation (Adopted 11/14/2018)**
- Reso 2004-36** **Establishment of Police Recruit Program - 95% of Police Officer Step 1 (5/12/2004)**
- Reso 2019-13** **Increase Part-Time Recreation Compensation (Adopted 04/10/2019)**
- Reso 2019-14** **2% COLA for POA from Jun 28, 2020 to Dec 26, 2020 (Adopted 4/10/2019)**
- Reso 2019-15** **2% COLA for CRA from Jun 28, 2020 to Dec 26, 2020 (Adopted 4/10/2019)**
- Reso 2019-16** **2% COLA for Unrepresented from Jun 28, 2020 to Dec 26, 2020 (Adopted 4/10/2019)**
- Reso 2019-56** **Chief of Police Contract Amendment 5 (Adopted 12/11/2019)**
- Reso 2019-57** **City Manager Contract Amendment 3 (Adopted 12/11/2019)**
- Reso 2020-07** **Addition of Intern and Student Aide Classifications and Compensations (Adopted 2/26/2020)**
- \* Pending** **Reclassify Chief of Police employment from contract to appointed by City Manager (CC Mtg 7/8/2020)**



AGENCY	CLASSIFICATION TITLE	RANGE MIN	SPREAD	RANGE MAX CP FR	RETIREMENT	INSURANCE	OTHER	USER TOTAL	EFFECTIVE (% of adjustment)	NEXT INCREASE
Atherton	Chief of Police	\$15,623	15.80%	\$18,085	\$13,550.36	\$2,202.73	\$0.00	\$33,838.09	7/1/19-3%	Unknown
Belmont	Police Chief	\$15,338	25.00%	\$19,173	\$15,922.16	\$2,226.71	\$466.67	\$37,788.54	7/1/19-4%	Unknown
Brisbane	Police Chief	\$15,643	21.50%	\$19,013	\$11,427.39	\$2,626.52	\$0.00	\$33,066.91	1/1/20-2%	7/1/20-2%
Burlingame	Police Chief	\$15,887	21.50%	\$19,303	\$11,868.85	\$2,920.04	\$1,123.83	\$35,215.72	1/1/20-3%	1/1/21-3%
Colma	Police Chief	\$14,312	16.00%	\$17,032	\$11,987.78	\$3,304.09	\$85.42	\$32,408.29	6/29/20-2%	12/27/20-2%
Daly City	Police Chief	\$15,073	21.50%	\$18,321	\$8,776.67	\$1,405.00	\$1,907.10	\$30,409.77	10/6/18-3%	Unknown
East Palo Alto	Police Chief	\$13,916	21.60%	\$16,916	\$3,443.42	\$1,572.41	\$0.00	\$21,931.83	7/1/18-2%	Unknown
Foster City	Chief of Police	\$15,358	21.60%	\$18,668	\$12,342.54	\$2,266.55	\$76.84	\$33,353.93	7/1/19-2%	Expires 6/30/20
Hillsborough	Police Chief	\$15,899	21.50%	\$19,325	\$10,158.76	\$3,117.04	\$244.17	\$32,844.97	1/6/20-3%	Unknown
Los Gatos	Chief of Police	\$13,974	35.00%	\$18,865	\$10,691.17	\$2,039.23	\$150.00	\$31,745.40	7/1/19-3%	Unknown
Menlo Park	Police Chief	\$14,435	44.40%	\$20,848	\$10,292.66	\$3,229.53	\$578.00	\$34,948.19	7/1/19-2.5%	Unknown
Pacifica	Police Chief	\$15,720	15.00%	\$18,080	\$10,942.92	\$2,405.21	\$66.67	\$31,494.80	7/6/19-2%	7/4/20-2%
Redwood City	Police Chief	\$17,032	35.00%	\$22,993	\$10,995.71	\$1,949.49	\$191.67	\$36,129.87	7/1/19-3%	Unknown
San Bruno	Chief of Police	\$14,968	22.70%	\$18,367	\$11,156.67	\$2,301.47	\$212.50	\$32,037.64	1/1/19-3%	Expires 12/31/19
San Mateo	Police Chief	\$20,217	10.20%	\$22,289	\$11,613.68	\$2,183.52	\$1,227.36	\$37,313.56	9/8/19-2%	Unknown
South San Francisco	Police Chief	\$17,916	21.00%	\$21,677	\$10,947.10	\$3,028.94	\$62.08	\$35,715.12	7/1/19-3%	7/1/20-3%
<b>Averages</b>		<b>\$15,707</b>		<b>\$19,310</b>				<b>\$33,140</b>		
<b>Colma Difference from Averages</b>				<b>12% below Average</b>				<b>2.2% below Average</b>		
<b>Medians</b>		<b>\$15,501</b>		<b>\$18,939</b>				<b>\$32,956</b>		
<b>Colma Difference from Medians</b>				<b>10% below Median</b>				<b>1.7% below Median</b>		



COP Reporting & Hired By			
City	Reports to	Selection Made By	Comments
Atherton	City Manager	City Manager	N/A
Belmont	City Manager	City Manager	N/A
Brisbane	City Manager	City Manager	<p>1) When you last recruited for your Police Chief, did you hold a closed/promotional or open recruitment? We did a closed/promotional recruitment.</p> <p>2) Did you hire a consultant, or did HR conduct the recruitment? I arranged the recruitment, we had an internal (department heads) and external (police chiefs) board</p> <p>3) Is your Police Chief a city employee or hired by contract? She is a city employee, but falls under an agreement.</p> <p>4) Who has full authority over hiring? City Manager has full authority to hire the Police Chief as a department head.</p> <p>5) Who has authority over Police Chief – hiring, supervision, discipline, raises? City Council or City Manager? City Manager</p>
Burlingame	City Manager	City Manager	<p>Our police chief is an at will, City, position, so the City Manager has appointed the last couple, no recruitment. The position (as with all department head positions) serves at the pleasure of the City Manager, so the City Manager has full responsibility for hiring, managing, raises, and disciplining, but the salary is a part of the Department Head/ Unrepresented group, and the salary ranges are approved by Council. Where the Chief is hired at on the set salary range is up to the City Manager.</p> <p>The last time we did an external Police recruitment for a management position was in 2012, we hired a captain, who we then appointed chief a few years later.</p>
Daly City	City Manager	City Manager	N/A
East Palo Alto	City Manager	City Manager	N/A
Foster City	City Manager	City Manager	N/A
Half Moon Bay	SM County Sheriff	n/a	N/A

Hillsborough	City Manager	City Manager	<p>1. When you last recruited for your Police Chief, did you hold a closed/promotional or open recruitment? <a href="#">Internal</a></p> <p>2. Did you hire a consultant, or did HR conduct the recruitment? <a href="#">HR</a></p> <p>3. Is your Police Chief a city employee or hired by contract? <a href="#">employee</a></p> <p>4. Who has full authority over hiring? Is it the City Council or City Manager? <a href="#">City Manager appoints all department heads</a></p> <p>5. Who has authority over Police Chief – hiring, supervision, discipline, raises? City Council or City Manager? <a href="#">City Manager</a></p>
Los Altos Hills	SM County Sheriff	n/a	N/A
Menlo Park			N/A
Millbrae	SM County Sheriff	n/a	The City of Millbrae has contracted with the San Mateo County for law enforcement services since 2012. As part of the agreement one of their Captains is appointed as our Chief of Police.
Mountain View			Job Discription does not specify
Pacifica	City Manager	City Manager	<p>1. When you last recruited for your Police Chief, did you hold a closed/promotional or open recruitment? <a href="#">Open recruitment</a></p> <p>2. Did you hire a consultant, or did HR conduct the recruitment? <a href="#">Consultant as we had internal candidates</a></p> <p>3. Is your Police Chief a city employee or hired by contract? <a href="#">City employee</a></p> <p>4. Who has full authority over hiring? Is it the City Council or City Manager? <a href="#">City Manager as the Police Chief directly reports to the CM</a></p> <p>5. Who has authority over Police Chief – hiring, supervision, discipline, raises? City Council or City Manager? <a href="#">City Manager</a></p>
Portola Valley	n/a	n/a	N/A
Palo Alto	City Manager	City Manager	N/A
Redwood City	City Manager	City Manager	N/A
San Bruno	City Manager	City Manager	<p>1) When you last recruited for your Police Chief, did you hold a closed/promotional or open recruitment? <a href="#">Open recruitment</a></p> <p>2) Did you hire a consultant, or did HR conduct the recruitment? <a href="#">HR conducted the recruitment</a></p> <p>3) Is your Police Chief a city employee or hired by contract? <a href="#">City employee</a></p> <p>4) Who has full authority over hiring? Is it the City Council or City Manager? <a href="#">City Manager</a></p> <p>5) Who has authority over Police Chief – hiring, supervision, discipline, raises? City Council or City Manager? <a href="#">City Manager</a></p>



San Carlos	SM County Sheriff	SM County Shefiff	N/A
San Mateo	City Manager (See HR notes)	City Council (See HR notes)	<p>1. When you last recruited for your Police Chief, did you hold a closed/promotional or open recruitment? <a href="#">recently</a></p> <p>2. Did you hire a consultant, or did HR conduct the recruitment? <a href="#">Open/used Terry Black to do the recruitment..</a></p> <p>3. Is your Police Chief a city employee or hired by contract? <a href="#">City Employee</a></p> <p>4. Who has full authority over hiring? Is it the City Council or City Manager? <a href="#">City Manager has input, but final decision is City Council.</a></p> <p>5. Who has authority over Police Chief – hiring, supervision, discipline, raises? City Council or City Manager? <a href="#">City Manager is the supervisor. Discipline, City Council. Salary increases for department heads is by City Council Action.</a></p>
South San Francisco	City Manager	City Manager	Paul Kimura with Avery & Associates. It was open competitive and our internal candidate was selected/appointed. For 4 & 5, it was City Manager.
Woodside	SM County Sheriff		N/A



## CHAPTER ONE: ORGANIZATION, FUNCTIONS, AND GENERAL PROVISIONS

### Subchapter 1.03: Officers and Employees

#### 1.03.010 Officers and Employees Authorized.

(a) The City Council authorizes and establishes the following offices to perform the duties set forth in the state laws: City Manager, City Attorney, Chief of Police, City Engineer, Building Official, City Planner and Zoning Administrator.

(b) The City Manager is authorized to establish additional offices to perform the duties necessary to implement the Town's policies, programs and regulations.

(c) The following departments are established: the Public Works and Planning Department, City Manager/City Clerk Department, City Attorney's Department, Police Department, Recreation Services, and such other departments as are authorized from time to time by resolution of the City Council.

(d) Except as otherwise limited in this Code or by the City Council, the City Manager is authorized to assign Town employees and Town operations to the department that will best serve the needs of the public, and to hire and appoint all officers and employees. However, the City Manager may not hire officers or employees beyond the number and classifications of officers and employees shown in the Town's budget or in a separate resolution establishing the authorized staffing level for the Town.

[*History:* formerly § 1.401, ORD. 205, 12/8/76; ORD. 258, 02/11/81; ORD. 283, 2/9/83; ORD. 296, 04/11/84; ORD. 620, 9/8/04; ORD. 666, 2/13/08; ORD. 711, 10/10/12]

[*Reference:* GOVT CODE § 36502, 36503, 36505, 41801 et seq.]

#### 1.03.015 Public Works and Planning Director

(a) The Director of the Public Works and Planning Department shall be appointed by the City Manager, subject to confirmation by the City Council, and shall serve at the will of the City Manager.

(b) The duties of the Director of Public Works and Planning shall be to supervise and manage all CSG and Town employees providing engineering, building code, planning services and code enforcement services to or on behalf of the Town.

[*History:* New, ORD. 711, 10/10/12]

#### 1.03.020 City Manager.

(a) *Office Created.* The office of the City Manager of the Town of Colma is hereby created and established. The City Manager shall be appointed by the City Council wholly on the basis of administrative and executive ability and qualifications, and shall hold office for and during the pleasure of the City Council.

(b) *Eligibility.* No member of the City Council shall be eligible for appointment as City Manager until one year has elapsed after such Council member shall have ceased to be a member of the City Council. Nothing herein shall either preclude or require that the position of City Manager be held by a City Clerk or a Deputy City Clerk.

(c) [Omitted]

(d) *Acting City Manager.* The Assistant City Manager, if any, shall serve as manager pro tempore during any temporary absence or disability of the City Manager. In the event there is no Assistant City Manager, the City Council may designate a qualified city employee to exercise the powers and perform the duties of City Manager during the City Manager's temporary absence or disability. In the event the City Manager's absence or disability extends over a two-month period, the City Council may, after the two-month period, appoint an Acting City Manager.

(e) *Compensation.* The City Manager shall receive such compensation as the City Council shall from time to time determine.

(f) *Powers and Duties.* The City Manager shall be the administrative head of the government of the City under the direction and control of the City Council, except as otherwise provided in this ordinance. The City Manager shall be responsible for the efficient administration of all the affairs of the City which are under his or her control. In addition to the City Manager's general powers as administrative head, and not as a limitation thereon, it shall be the City Manager's duty and the City Manager shall have the powers set forth in the following subsections.

(1) *Law Enforcement.* It shall be the duty of the City Manager to enforce all laws and ordinances of the City and to see that all franchises, contracts, permits and privileges granted by the City Council are faithfully observed.

(2) *Authority Over Employees.* It shall be the duty of the City Manager, and the City Manager shall have the authority to control, order and give directions to all heads of departments and to subordinate officers and employees of the City under the City Manager's jurisdiction through their department heads.

(3) *Power of Appointment, Discipline, and Removal.* The City Manager shall, in accordance with all applicable personnel ordinances, rules and regulations, appoint, discipline, remove, promote and demote any and all officers and employees of the Town of Colma, except for the City Treasurer, City Clerk, and City Attorney.

(4) *Ordinances.* It shall be the duty of the City Manager, and the City Manager shall recommend to the City Council for adoption such measures and ordinances as the City Manager deems necessary.

(5) *Attendance at Council Meetings.* It shall be the duty of the City Manager to attend all meetings of the City Council unless, at the City Manager's request, the City Manager is excused there from by the Mayor individually or the City Council, except when the City Manager's removal is under consideration.

(b) The duties of the City Attorney shall be those now or hereafter fixed by the laws of the State of California and by this Code, including, but not limited to, the duties to advise the City officials in all legal matters pertaining to City business and draft and review all proposed ordinances, resolutions and other legal documents.

[*History:* formerly § 1.402, ORD. 205, 12/8/76; ORD. 283 2/9/83; ORD. 620, 9/8/04; ORD. 681, 9/9/09]

[*Reference:* :GOV'T CODE § 36505, 36506, 41801-41803]

#### **1.03.040 Chief of Police.**

(a) The Chief of Police shall be appointed by the City Manager, subject to confirmation by the City Council, and shall serve at the will of the City Manager.

(b) The Chief of Police shall, subject to the overall management and supervision of the City Manager, manage, supervise, and direct the operations of the Police Department; appoint, discipline, remove, promote and demote any and all officers and employees of the Police Department, whether sworn or unsworn, in accordance with all applicable personnel ordinances, rules and regulations; and perform such other duties as may be required by law or assigned by the City Manager.

[*History :* formerly § 1.403 ORD. 205, 12/8/76; ORD. 283, 2/9/83; ORD. 513, 5/14/97; ORD. 540, 10/14/98; ORD. 283, 2/9/83; ORD. 620, 9/8/04; ORD. 681, 9/9/09]

[*Reference::* GOV'T CODE § 36505, 36506, 41601, 41603, 41605-41611]

#### **1.03.050 City Engineer.**

(a) The City Engineer shall be appointed by the City Manager and shall serve at its pleasure the will of the City Manager. The City Engineer may be an independent contractor retained by the Town.

(b) The duties of the City Engineer shall be those now or hereafter fixed by this Code, the City Manager, and the laws of the State of California for a civil engineer and the superintendent of streets.

[*History:* formerly § 1.404, ORD. 205, 12/8/76; ORD. 283, 2/9/83; ORD. 620, 9/8/04; ORD. 681, 9/9/09; ORD. 711, 10/10/12]

[*Reference::* GOV'T CODE § 36505, 36506]

#### **1.03.060 Building Official.**

(a) The City Building Official shall be appointed by the City Manager and shall serve at its pleasure the will of the City Manager. The City Building Official may be an independent contractor retained by the Town.

(b) The duties of the Building Official shall be those now or hereafter fixed by the laws of the State of California, The Colma Building Code and the City Manager.

(6) Financial Reports. It shall be the duty of the City Manager to keep the City Council at all times fully advised as to the financial condition and needs of the City.

(7) It shall be the duty of the City Manager to prepare and submit the proposed annual budget and the proposed annual salary plan to the City Council for its approval.

(8) Expenditure Control and Purchasing. It shall be the duty of the City Manager to see that no expenditures shall be submitted or recommended to the City Council, except on approval of the City Manager or the City Manager's authorized representative. The City Manager, or the City Manager's authorized representative, shall be responsible for the purchase of all supplies for all the departments or divisions of the City. The City Manager may delegate to the Chief of Police responsibility for purchase of equipment and supplies to be used by the Police Department.

(9) Additional Duties. It shall be the duty of the City Manager to perform such other duties and exercise such other powers as may be delegated to the City Manager from time to time by ordinance or resolution or other official action of the City Council.

(g) Termination.

(1) Unless there is a written contract to the contrary, the City Council may at any time, in its sole and absolute discretion, terminate the employment of the City Manager, with or without cause, upon a vote of at least three members.

(2) Notwithstanding (1) above, the City Manager shall not be removed from office, other than for misconduct as defined in the Town of *Colma Personnel Policies and Procedures Manual*, within a period of 90 days next succeeding any general or special municipal election held in which a member or members of the City Council is elected, or within a period of 90 days next following the appointment of new member to the City Council. The purpose and intent of this provision is to allow any newly elected or appointed member of the City Council or a reorganized City Council to observe the actions and ability of the City Manager in the performance of the powers and duties of that office. After the expiration of said 90-day period the provisions of section (I) above shall apply.

(h) *Agreements on Employment.* Nothing in this ordinance shall be construed as a limitation on the power or authority of the City Council to enter into any supplemental agreement with the City Manager delineating additional terms and conditions of employment not inconsistent with any provisions of this ordinance.

[*History:* formerly § 1.407, ORD. 258, 2/11/81; ORD. 291, 8/10/83; ORD. 291, 8/10/83; ORD. 513, 5/14/97; ORD. 540, 10/14/98; ORD. 620, 9/8/04]

[*Reference:* GOVT CODE § 36518, 41801-41803]

### **1.03.030 City Attorney.**

(a) The City Attorney shall be appointed by and shall serve at the will of the City Council. The City Attorney may be an independent contractor retained by Colma.

[History: formerly § 1.405, ORD. 205, 12/8/76; ORD. 283, 2/9/83; ORD. 422, 03/13/91; ORD. 620, 9/8/04; ORD. 681, 9/9/09; ORD. 711, 10/10/12; ORD. 737, 1/14/15; ORD. 738, 1/14/15]

[Reference: GOV'T CODE § 36505, 36506]

**1.03.070 Health Officer.**

(a) The Town of Colma hereby consents to the San Mateo County Health Officer enforcing and observing in the Town, orders and quarantine regulations prescribed by the California Department of Health Services and the San Mateo County Health Department, other regulations issues under the Health and Safety Code, and all other statutes and regulations relating to the public health.

(b) The County Health Officer shall be and hereby is designated the City Health Officer for the Town of Colma. The duties of the City Health Officer shall be those now or hereafter fixed by the laws of the State of California and by this Code. The City Health Officer shall not receive any compensation from the Town of Colma in addition to his compensation from the County of San Mateo, but Colma may reimburse the County for such salaries and expenses as are mutually agreed upon.

[History: formerly § 1.406 ORD. 205, 12/8/76; ORD. 283, 2/9/83; ORD. 620, 9/8/04; ORD. 671, 7/9/08; ORD. 681, 9/9/09]

[Reference: GOV'T CODE §36505; Health & Safety Code § 101375]

**1.03.080 City Planner; Zoning Administrator.**

(a) The City Planner shall be appointed by the City Manager and shall serve at the will of the City Manager. The City Planner may be an independent contractor retained by the City.

(b) The duties of the City Planner shall be those now or hereafter fixed by the laws of the State of California and by this Code, and the City Manager.

(c) The office of Zoning Administrator is hereby created and established. The City Planner shall serve as the Zoning Administrator. The Zoning Administrator shall decide only those applications for land use entitlements and other permits that are expressly assigned by the City Council to the Zoning Administrator under this Code; all other applications for conditional uses or other land use entitlements and permits shall be decided by the City Council.

[History: formerly § 1.408, ORD. 283, 2/9/83; ORD. 620, 9/8/04; ORD. 681, 9/9/09; ORD. 706, 3/14/12; ORD. 711, 10/10/12]

[Reference: GOV'T CODE §36505; 65900-65902]

**1.03.090 City Clerk.**

The City Clerk shall be appointed by the City Manager and shall serve at the will of the City Manager. The duties of the City Clerk shall be those now or hereafter fixed by the laws of the State of California, the City Council and/or the City Manager.

[*History:* formerly § 1.303, ORD. 205, 12/8/76; ORD. 528, 4/14/98; ORD. 620, 9/8/04; ORD. 747, 9/9/15]

[*Reference:* GOV'T CODE §36501, 36502, 36503, 40801 et seq.]

### **1.03.100 City Treasurer.**

The City Treasurer shall be appointed by the City Council of the Town of Colma. The duties of the City Treasurer shall be those now or hereafter fixed by the laws of the State of California, and by the City Council.

[*History:* formerly § 1.301, ORD. 205, 12/8/76; ORD. 620, 9/8/04; Ord. 693-A, 11/2/10]

[*Reference:* GOV'T CODE §36501, 36502, 36503, 41001 et seq.]

### **1.03.105 City Treasurer's Duties.**

(a) *City Council.* The City Council has ultimate authority and direction over all Town finances and investments.

(b) *City Manager.* The City Manager is responsible for the overall management of the financial affairs of the Town.

(c) *City Treasurer.* Subject to the City Council's overall management and supervision, the City Treasurer shall manage the day-to-day accounting and cash management functions of the Town; receive and safely keep Town funds; transfer Town funds from or to the different Town accounts; pay Town obligations; receive and hold bonds or other security instruments; establish and maintain a system of internal controls over Town assets; submit financial reports to the City Council on a timely basis, and have the ability to appoint a Deputy Treasurer(s) who can act in the absence of the City Treasurer.

[*History:* ORD. 737, 1/14/15; ORD. 765, 10/12/16]

[*Reference:* GOV'T CODE §36501, 36502, 36503, 41001 et seq.]

### **1.03.110 Public Officials' Bonds.**

The Town shall obtain a master surety bond, as authorized by law, for the faithful performance of all duties by each public official of the Town, including the accounting for and payment of all funds coming into the official's possession or control, in an amount to be approved from time to time by the City Council. Any premium for such bond shall be a proper charge against the Town's General Fund.

[*History:* ORD. 205, 12/8/76; ORD. 620, 9/8/04]

[*Reference:* GOV'T CODE § 1481]



**CHAPTER THREE: PERSONNEL POLICIES****SUBCHAPTER 3.02: EMPLOYMENT****Division 1: General****3.02.010 Equal Employment Opportunity Policy**

- (a) The Town of Colma is an equal employment opportunity employer. The Town will not unlawfully discriminate against qualified applicants and employees with respect to any terms or conditions of employment based on any Protected Characteristic.
- (b) The goals and objectives of the Equal Employment Opportunity Policy are to:
- (1) Establish fair treatment and non-discrimination in the terms and conditions of employment of all persons;
  - (2) Provide compliance with state and federal laws; and
  - (3) Encourage those who do business with the Town to practice equal employment opportunity.

**3.02.020 ADA Compliance**

The Town will provide reasonable accommodation in compliance with the Americans with Disabilities Act (ADA).

**3.02.030 Equal Employment Opportunity Officer**

The City Manager shall serve as the Equal Employment Opportunity Officer to carry out the Equal Employment Opportunity Policy and Program for all departments. The City Manager shall advise and assist staff and management personnel in all matters regarding implementation of and compliance with the Equal Employment Opportunity Policy, and be responsible for the successful execution of the program, utilizing the assistance of appropriate state and community agencies. The Equal Employment Opportunity Officer will have the responsibility to examine existing internal policies or procedures that may serve as barriers to implementing the Equal Employment Opportunity Program.

**3.02.040 Equal Employment Opportunity Practices**

- (a) The City Manager shall undertake the following actions to assure equal employment opportunities in the Town:
- (1) Periodically review all position qualifications and job descriptions to establish requirements that are relevant to the tasks to be performed and to delete requirements not reasonably related to the tasks to be performed;
  - (2) Periodically review Town practices for compliance with the Equal Employment Opportunity Policy;

(3) Inform and provide guidance to staff and management personnel who make employment decisions to ensure such decisions are considered without unlawful discrimination and that all applicants be given equal opportunity;

(4) Hire only qualified candidates who were selected through an open hiring process in order to encourage diversity and establish equal employment opportunity in hiring; and

(5) Provide orientation for all new employees specifically emphasizing how the Town assures equal opportunity.

(b) Applications for employment will include an equal opportunity clause.

### **3.02.050 Nepotism**

Any person who is a Close Relative of an employee or elected official of the Town may not be employed in a position where it is reasonably foreseeable that such person may be directly or indirectly supervised by his or her Close Relative, or be the supervisor of his or her Close Relative. For purposes of this section only, the term "Close Relative" means, whether related by blood, marriage or registered domestic partner, a spouse, registered domestic partner, child, parent, grandparent, grandchild, brother, sister, nephew, niece, aunt, uncle, first cousin, or the spouse of any such persons and any person who resides in the subject person's home.

### **3.02.060 Employment Eligibility**

An applicant may be disqualified from employment for any of the following reasons:

(1) Failure to possess the qualifications for the job;

(2) Inability to perform the essential functions of the job with or without accommodations;

(3) Making a false statement of any material fact or practicing deception in his or her application;

(4) Not being within the legal age limits prescribed by law;

(5) Failing to pass a required pre-employment physical examination; or

(6) Failure to pass a required background investigation.

## **Division 2: Qualifications**

### **3.02.061 Presumption of Unfitness for Employees and Police Officers**

(a) In performing the function of hiring persons to be employed by the Town of Colma, the City Manager shall determine whether the candidate is fit for the position for which he or she is being considered. A person may be disqualified from consideration because of a criminal record that indicates that he or she may be unfit for the position.

(b) When candidates have been convicted of a felony or a misdemeanor involving moral turpitude, it will be presumed that those candidates are not fit for the position.

[History: Res 2014-32, 6/11/14]

### **3.02.062 Rebuttal of the Presumption**

If a presumption is established that a candidate is unfit for a position, the presumption may be rebutted in the following manner by any of the following factors or a combination thereof:

(a) *Time elapsed since conviction:* Where, in the judgment of the City Manager, the conviction occurred so long ago and was an isolated incident in the remote past, the City Manager may, in his/her discretion, determine that the conviction is not grounds for disqualification and deem the presumption to be rebutted.

(b) *Age at time of conviction:* Where, in the judgment of the City Manager the conviction came when the applicant was young and appears to be caused by a lapse or absence of mature judgment, the City Manager may, in his/her discretion, determine that the conviction is not grounds for disqualification and deem the presumption to be rebutted.

(c) *Rehabilitation:* If, in the judgment of the City Manager, there is affirmative evidence that the applicant has been rehabilitated and is no longer likely to exercise similar criminal behavior, the City Manager may, in his/her discretion, determine that the conviction is not grounds for disqualification and deem the presumption to be rebutted.

(d) *Nexus:* If, in the judgment of the City Manager, the conviction is not related to and would not impact the scope of duties, the City Manager may, in his/her discretion, determine that the conviction is not grounds for disqualification and deem the presumption to be rebutted.

[History: Res 2014-32, 6/11/14]

### **3.02.063 Peace Officers**

Despite the ability of the City Manager to rebut a presumption of unfitness, the Town shall never hire a person to be a peace officer if the applicant has been:

(a) Convicted of a felony.

(b) Convicted of an offense in any other jurisdiction that would have been a felony if committed in the State of California.

(c) Convicted of a crime based upon a verdict or finding of guilt of a felony by the trier of fact, or upon the entry of a plea of guilty or nolo contendere to a felony.

(d) Charged with a felony and adjudged by a superior court to be mentally incompetent.

(e) Found not guilty of a felony crime by reason of insanity.

(f) Determined to be a mentally disordered sex offender pursuant to Article 1 (commencing with Section 6300) of Chapter 2 of Part 2 of Division 6 of the Welfare and Institutions Code.

(g) Adjudged addicted, or in danger of becoming addicted, to narcotics, and convicted and committed to a state institution.

[History: Res 2014-32, 6/11/14]

### **3.02.064 Recreational Department Employees and Volunteers**

(a) Despite the ability of the City Manager to rebut a presumption of unfitness, the Town shall never hire a person, or select a volunteer, to perform services at a park, playground or recreational center where the position has supervisory or disciplinary authority over a minor if the person or volunteer has been convicted of any of the following:

(1) A violation or attempted violation of Section 220, 261.5, 262, 273a, 273d, or 273.5 of the Penal Code, or a sex offense listed in Section 290 of the Penal Code, except for the offense specified in subdivision (d) of Section 243.4 of the Penal Code.

(2) A felony or misdemeanor conviction specified in subparagraph (3) below within 10 years of the date of the Town's request for criminal history information.

(3) A felony conviction that is over 10 years old, if the person or volunteer was incarcerated within 10 years of the Town's request for criminal history information, for a violation or attempted violation of:

- an offense specified in Chapter 3 (commencing with Section 207) of Title 8 of Part 1 of the Penal Code, Section 211 or 215 of the Penal Code, wherein it is charged and proved that the defendant personally used a deadly or dangerous weapon, as provided in subdivision (b) of Section 12022 of the Penal Code, in the commission of that offense,
- Section 217.1 of the Penal Code;
- Section 236 of the Penal Code,
- an offense specified in Chapter 9 (commencing with Section 240) of Title 8 of Part 1 of the Penal Code, or
- an offense specified in subdivision (c) of Section 667.5 of the Penal Code.

(b) The Town may charge a prospective employee, or volunteer, a fee to cover the actual costs to the Town in verifying criminal history information pursuant to this section.

[History: Res 2014-32, 6/11/14]

## **Division 3: Hiring**

### **3.02.070 Hiring Process – General**

(a) The City Manager may not hire any employee, except a temporary employee, without going through the Hiring Process.

(b) The City Manager will administer and coordinate the Hiring Process for all position vacancies. The City Manager is responsible for compliance with contractual, legal and equal employment opportunity requirements.

(c) Special preference may be extended to veterans in the Hiring Process, e.g., veteran status may be a factor in selecting which applicants may be identified to participate in the Hiring Process.

[History: Adopted by Res 2008-03, 2/13/08; Amended by Res 2014-04, 2/13/14]

### **3.02.080 Hiring Process – Notice**

(a) Job announcements for regular and casual employment positions shall be publicly posted at City Hall for a minimum of ten work days whether recruitment is internal or external.

(b) If there are one or more qualified, in-house, regular employees who were hired through the Hiring Process consistent with the provisions of this section, the City Manager may determine, in his or her discretion, to hire or promote an in-house employee to a job vacancy without external recruitment. If there are no qualified in-house, regular employees who were recruited through an open hiring process, an announcement of the position must be circulated, posted or published in accordance with the provisions of the next paragraph.

(c) In cases of external recruitment, job announcements must be circulated, posted or published in media reaching out to a substantial audience in San Mateo and San Francisco Counties such as local newspapers, local college placement services, community-based organizations, local governments, Town newsletter and other recruitment services. The Town may use for job referral purposes only those recruitment services that do not discriminate on the basis of any Protected Characteristic.

(d) Applications for a position may be accepted after the published application deadline if the City Manager determines that there were an insufficient number of applications received as of the application deadline.

### **3.02.090 Hiring Process – Applicant Expenses**

The Town shall not reimburse any applicant for travel or re-location costs in conjunction with the Hiring Process without express, written authorization from the City Manager.

### **3.02.100 Hiring Process – Testing**

(a) Examinations may be developed for certain positions based on the position's responsibilities, the qualifications required and resources available.

(b) The examination may consist of an oral interview, an application review, a structured questionnaire, practical tests, written tests, in-basket exercise or assessment center, etc. In all cases, the testing will be job related and designed to determine the candidate's knowledge, skills and abilities for the position.

(c) The City Manager shall develop the examination. Examination contents are confidential, and an unauthorized disclosure to any candidate is grounds for discipline.

(d) The City Manager shall provide reasonable accommodations for testing of persons with disabilities. Testing announcements shall advise applicants of special accommodation provisions.

### **3.02.110 Hiring Process – Interviews**

(a) The primary function of the interview is to obtain data or certain knowledge, skills, and abilities of an applicant not available through review of resumes or other testing mechanisms.

(b) The City Manager shall select panel members who will be objective in evaluating candidates. An applicant's Immediate Relatives will, and close personal friends may, be excluded from serving on the panel. Generally, a panel member should have technical expertise, knowledge or experience in the position being filled, experience in personnel administration, or experience in evaluating applicants.

(c) The City Manager shall supervise the interview process. The questions must be job related and all applicants must be asked substantially the same questions. Questions will be designed to measure job knowledge, experience, and education or to solicit responses that reflect those personal traits that are job related. Questions that pertain to Protected Characteristics or other inquiries that tend to directly or indirectly disclose such information are prohibited. Inquiries as to an applicant's ability to read, write or speak foreign languages are permitted when such inquiries are based on job requirements.

### **3.02.120 Hiring Process – Reference Checks**

(a) Before making any offer of employment to a new employee or promoting or transferring an existing employee, the City Manager shall conduct a reference check on the prospective or subject employee.

(b) A basic reference check includes verification of employment duties, date of employment, work record, attendance record, strengths, weaknesses, safety record and other pertinent information.

(c) Applicants shall be required to undergo a thorough background check by the Police Department.

- (1) Positions in the Police Department;
- (2) Positions with supervisory or disciplinary authority over minors; and
- (3) Positions with access to substantial amounts of Town funds.

(d) No reference check or background investigation will be conducted without first notifying the applicant or employee of the investigation and obtaining a signed release from the subject authorizing the reference check. The Town will provide the applicant or employee a copy of any public records received within seven days of receipt of the information. Further, the Town will notify the subject of the report as to who issued the report and how the subject can contact that person if he or she has questions.

(e) In the event that the Town contracts with a third party to conduct any reference check or background investigation, the Town will comply with applicable provisions of the Fair Credit

Reporting Act (15 U.S.C. §§ 1681 *et seq.*) and the Investigative Consumer Reporting Agencies Act (CIVIL CODE §§ 1786 *et seq.*).

[Reference: CIVIL CODE §§ 1786 *et seq.*; GOV'T CODE § 1031; PUBLIC RESOURCES CODE § 5164]

[*History:* Res 2014-32, 6/11/14]

### **3.02.130 Hiring Process – List of Qualified Persons**

The City Manager may hire from a list of qualified persons for one year from the date of conclusion of the testing process.

### **3.02.140 Orientation**

New employees will be oriented on Town policies and operations.

### **3.02.150 Probation Period**

(a) *Appointment.*

- (1) An employee hired for appointment to a regular position must serve a period of probation of at least one year. During this period, the Town may terminate a probationary employee without cause and without advance notice, except that the Town may not terminate a probationary employee for any reason prohibited by law. Upon successful completion of the probation, a probationary employee will be considered a regular employee.
- (2) Informal performance evaluations will be conducted during the course of the probation period to assess performance and to advise an employee of expectations regarding performance. Significant job deficiencies shall be documented in the employee's personnel file. After six months and at the end of the probation period, the employee will be formally evaluated and provided written documentation of progress.
- (3) If an employee is granted a leave of absence during his or her probationary period, such time off will not be considered as time worked towards completion of the probation period.

(b) *Promotion.*

- (1) A regular employee promoted to a higher position must serve a period of probation of six months from the date of promotion, unless specifically waived by the City Manager. During the probationary period, a promoted employee shall receive all benefits included with the new position.
- (2) Informal performance evaluations will be conducted during the course of the probation period to assess performance and to advise an employee of expectations regarding performance. Significant job deficiencies shall be

documented in the employee's personnel file. After six months, the employee will be formally evaluated and provided written documentation of progress.

- (3) At any time during the probationary period, the Town may rescind the promotion without cause and without advance notice. An employee whose promotion has been rescinded has the right to be reinstated to his or her former position, only if the position has not been filled. If the promoted employee's former position has been filled, the promoted employee may be placed in a vacant position for which he or she qualifies with substantially the same pay and benefits that the employee possessed in his or her former position. If there is no available position with substantially the same pay and benefits that the employee possessed in his or her former position, the employee may be terminated. An employee shall have no right to appeal or otherwise challenge the rescinding of his or her promotion, except where the rescission of the promotion results in a termination of employment, in which case the employee is entitled to a hearing in accordance with Subchapter 3.04 of this Chapter.
- (4) If an employee is granted a leave of absence during his or her probationary period, such time off will not be considered as time worked towards completion of the probation period.
- (5) Notwithstanding the foregoing, the Town shall, upon request of an employee, conduct a "liberty interest" hearing when the Town intends to rescind a promotion based on charges of misconduct or mismanagement which stigmatizes his or her reputation, seriously impairs his or her opportunity to earn a living, or seriously damages his or her standing in the community. Charges concerning competency or inability to get along with others do not warrant a liberty interest hearing. The sole purpose of the liberty interest hearing is to afford the employee an opportunity to clear his or her name and refute the charges, not to have his or her job or promotion reinstated or termination rescinded.

### **3.02.160 Special Employment Programs**

The Hiring Process shall not apply to people hired under any Special Employment Program funded or managed by an outside agency such as youth training programs, AARP Senior Placement Program, university internships, work training programs, etc.

### **3.02.170 Volunteers**

- (a) The Hiring Process shall not apply to volunteers.
- (b) Volunteers shall receive no pay or benefits, except that the Town shall maintain workers' compensation insurance on volunteers.

### **3.02.180 Outside Employment**

- (a) An employee may not carry on, concurrently with their public employment, any other employment, business or activity, which conflicts or interferes with his or her Town employment.



(b) An employee may not perform any function related to outside employment or activities during Town working hours.

(c) Prior to commencing or changing outside employment or business, a regular, probationary, casual or temporary employee must report to the City Manager the name of firm, nature of employment, business or undertaking, hours of work, and address where the work will be performed.

[Reference: GOV'T CODE § 1126]

[History: Adopted by Res 2008-03, 2/13/08; Amended by Res 2014-04, 2/13/14]

#### **Division 4: Promotions and Demotions**

##### **3.02.190 Employee Development**

The City Manager shall:

- (1) Actively encourage all employees to increase their skills and job potential through training and educational opportunities; and
- (2) Offer guidance and counseling in developing programs tailored to individual aptitudes and desires.

##### **3.02.200 Promotions**

(a) The City Manager may promote a regular employee to a higher classification without following the Hiring Process described in this Subchapter, except that the noticing provisions of section 3.02.080 shall be followed. In all other cases, the City Manager shall follow the Hiring Process before promoting an employee.

(b) Unless otherwise authorized by the City Manager, whenever an employee is promoted to a new position, that employee will enter the salary range for the new position at the step that increases salary at least five percent. If the top step of the new position is not at least five percent greater, the employee will be placed at the top step.

(c) Promotions do not change the person's date of hire. However, the Review Date for future pay increases will be revised to coincide with obtaining regular status in the new position.

(d) A promoted employee shall serve a period of probation, as specified in section 3.02.150.

##### **3.02.205 Transfers**

(a) The City Manager may transfer a regular employee to a different classification without following the Hiring Process described in this Subchapter, except that the noticing provisions of section 3.02.080 shall be followed.

(b) Unless otherwise authorized by the City Manager, whenever an employee is transferred to a new position, that employee will enter the salary range for the new position at the step that is closest to his or her then current salary without decreasing salary.

(c) A transfer does not change the employee's date of hire or Review Date.

### **3.02.210 Temporary Assignments**

The City Manager may temporarily assign an employee to work out of classification for a specified time, and the salary shall be adjusted in accordance with section 3.02.320, entitled "Pay for Working in a Higher Classification." Upon completion of the temporary assignment, the employee shall return to his or her previous classification and pay.

### **3.02.220 Demotions**

(a) An employee may be reassigned to a position in a lower classification for disciplinary reasons, in lieu of layoff, as an accommodation, or as a result of a re-classification study. The employee shall receive pay commensurate with the nature of the demotion as determined by the Department Director in consultation with the City Manager. This may result in a reduction of pay.

(b) Demotions do not change the person's date of hire. However, the Review Date shall change for future salary increases.

(c) An employee may not be demoted to a position for which he or she does not possess the minimum qualifications.

(d) The City Manager may reconsider the demotion when the employee's previous position is reopened.

(e) Any demotion for disciplinary reasons shall be conducted in conformance with Subchapter 3.04. An employee reassigned to a position in a lower classification in lieu of layoff, as an accommodation, or as a result of a re-classification study is not entitled to an evidentiary hearing.

## **Division 5: Compensation and Hours**

### **3.02.230 Compensation Plan**

(a) The City Council shall from time to time adopt a compensation plan applicable to all employees except employees covered by a labor agreement whose compensation shall be provided in the agreement.

(b) The City Manager shall be responsible for the continuous maintenance and administration of the Town's compensation plan, which shall include an analysis of prevailing rates of pay for similar positions in comparable labor markets, cost-of-living factors, budgetary considerations, information exchanged with representatives of Recognized Employee Organizations and other related factors. On the basis of this information, the City Manager shall recommend to the City Council changes to keep the plan current, uniform and equitable.

(c) The compensation plan for members of Recognized Employee Organizations shall be reviewed when the labor agreements are up for renewal and re-negotiation.

(d) The compensation plan for unrepresented employees may be reviewed annually.

### **3.02.235 Starting Step and Step Increases**

- (a) A probationary or casual employee, other than a Police Recruit, shall be hired at Step One upon appointment.
- (b) A person hired as a Police Recruit shall receive 95% of Police Officer's Step One salary during academy training. After a Police Recruit is sworn as a public safety officer, his or her salary shall increase to Step One.
- (c) After each Review Date, a regular or casual employee shall advance to the next higher step until the employee has reached the top step, provided that the employee has received a satisfactory performance evaluation. An employee shall be deemed to have received a satisfactory performance evaluation if:
  - (1) the employee's supervisor rates the employee's overall performance as satisfactory or "exceeds standards," and the employee's performance evaluation is approved on review by the next higher level of management; or
  - (2) the employee's supervisor fails to perform a written performance evaluation of the employee within three months following the employee's Review Date.
- (d) If an employee is denied a step or salary increase because of a performance evaluation that is less than satisfactory, the City Manager shall establish a schedule for the supervisor to conduct periodic performance evaluations of the employee and shall determine whether or not the missed step increase shall become effective when the employee receives an interim satisfactory performance evaluation.
- (e) Any change in salary will take effect the first day of the pay period following the date of the qualifying event.
- (f) Notwithstanding the foregoing:
  - (1) the City Manager may, at the recommendation of the Department Director and because of relevant experience or qualifications of the employee, hire a person at Step Two or higher; and
  - (2) the City Manager may, at the recommendation of the Chief of Police, grant a newly-hired sworn peace officer a step increase after completing six continuous months of satisfactory service in the step at which the employee was hired.

### **3.02.240 Classification**

- (a) The City Manager shall create a list of every category of all regular and casual employee job positions in the Town together with a job description for each class, which shall be consistent with the staffing level authorized by the City Council.
- (b) All job descriptions shall consist of the position title, department, essential functions, basic tasks performed, description of typical duties and responsibilities and minimum qualifications, including physical qualifications, if any.

(c) The position description does not constitute an employment agreement between the Town and the employee and is subject to change as the needs of the Town and the requirements of the job change.

### **3.02.250      Reclassification Procedure**

The City Manager shall periodically examine the nature of all positions and allocate them to existing or newly created classes, make changes in the classification plan as are made necessary by changes in the duties and responsibilities of existing positions, and recommend to the City Council appropriate changes in the classification plan and salary schedules.

### **3.02.260      Work Period**

(a) *Public Safety Officers.* Pursuant to FLSA Section 207(k), the work period established for public safety officers is a regularly recurring period of 84 hours in 14 consecutive days.

(b) *Other Employees.* The work period for all employees other than public safety officers begins 00:01 each Monday and ends at 24:00 the following Sunday.

### **3.02.270      Work Hours**

(a) Normal working hours for all employees shall be determined by the City Manager.

(b) Shift assignments shall be established by the Department Director.

### **3.02.271      After Work Hour Communications**

It is recognized that sometimes a non-exempt employee may receive a work related email, text, phone call, or other form of communication after working hours. The Town does not expect or require non-exempt employees to act upon such a communication. To the contrary, non-exempt employees are not permitted to respond to such communications during non-working hours unless (a) there is an emergency, (b) the employee is on call or standby, or (c) the employee has been given specific direction and permission by his or her supervisor to respond after work hours due to special, temporary circumstances, and time spent responding to such communication is recorded on employee's timecard as time worked. This policy applies whether the after work hour communication is sent to or received by a personal device or Town owned device.

[History: Res 2016-17, 4/13/16]

### **3.02.272      Standby Duty**

(a) Public Works Department employees are specifically assigned duty to be available outside their normal work schedule to provide urgent repairs or maintenance, access to facilities, or other necessary tasks, as determined by the City Manager or designee.

(b) An employee on standby must be ready and able to report to the Town of Colma within one hour of being contacted. Specifically, but without limitation, the employee must not be under the influence of alcohol or a controlled substance while on standby duty.

(c) The routine standby period rotates amongst employees on a weekly basis. The standby period includes all periods of time outside of normal working hours during that week which the employee is scheduled on standby. The Public Works Director shall be responsible for creating the standby schedule and for ensuring the schedule is delivered to the Colma Police Department.

(d) An employee scheduled for standby duty may trade with another eligible employee to fill his/her standby commitment. The employee initiating the trade is responsible for notifying his/her department head of the replacement at least two days before standby week commences. If the employee cannot find a replacement, he or she is responsible to work standby as assigned.

(e) Standby pay shall be set by the City Council.

[History: Res 2014-44, 10/8/14]

### **3.02.273      Callback Pay**

An employee who is called to work on his/her day off or after having been relieved of duty for the day at least one hour prior shall earn overtime for the time the employee is called back.

- (1) An employee who is called back to work is paid a minimum of two hours of overtime.
- (2) Compensable time under this policy does not include travel time to or from the employee's residence to the Town Corporation Yard. Compensable time under this policy shall begin when the employee reaches the Town Corporation Yard and shall end when the employee returns to the Town Corporation Yard.

[History: Res 2014-44, 10/8/14]

### **3.02.274      Value of Uniforms for CalPERS Purposes**

(a) The Town shall report to CalPERS a uniform allowance as special compensation in the amount of \$68.67 per pay period for Public Works Maintenance Workers.

(b) The foregoing shall be subject to the provisions and limitations under the Public Employees Retirement Law, including the prohibition against reporting uniform allowance as pensionable compensation for "new members" under the Public Employees' Pension Reform Act of 2013.

[History: Res 2017-45, 9/13/17]

### **3.02.275      Non-Conflicting Provision**

Nothing in this policy shall conflict with provisions of any active and existing labor agreement with any recognized bargaining group within the Town. Should such a conflict arise with this policy and any provisions of any active and existing labor agreement, the labor agreement shall prevail.

[History: Res 2014-44, 10/8/14]

### **3.02.280 Overtime**

- (a) Unrepresented, non-exempt employees shall be paid one and one-half times his or her base rate of pay for time worked in excess of forty (40) hours in a work period.
- (b) FLSA overtime will be paid in accordance with the FLSA.
- (c) An employee may not work overtime without prior written authorization from his or her Department Director.

[Reference: 29 U.S.C. §§ 201-215]

[History: Res 2010-13, 4/14/2010]

### **3.02.290 Compensatory Time Off**

- (a) The City Manager may allow an employee to take compensatory time off instead of receiving overtime pay for overtime work, as provided herein.
- (b) Compensatory time off is earned at the same rate as overtime pay.
- (c) Compensatory time off may be accumulated to a maximum of 48 hours to be used by the employee at a later time upon approval of the City Manager except as otherwise defined in any applicable Memorandum of Understanding.
- (d) At any time, an employee may request that all or any part of his or her bank of compensatory time off hours be converted to the equivalent in pay.

### **3.02.300 Recognition of Longevity**

(a) *Recognition.* After the first and every fifth full year of service, the Town will recognize eligible employees with a tangible award. This program does not constitute a contract to make an award and may be amended or repealed in the sole and absolute discretion of the City Council.

(b) *Eligibility*

(1) To receive a recognition award, an employee must meet all of the following requirements:

(a) The employee must be a regular employee, a probationary employee or a casual employee who worked more than 300 hours in the twelve months prior to October 1;

(b) The employee must have reached his or her recognizable anniversary date on or before December 31 prior to the recognition event; and

(c) The employee must be on paid status on the date of the recognition

event.

- (2) Casual employees who work less than 300 hours in the twelve months prior to October 1, temporary employees and elected officials are not eligible to participate in the Town's Employee Recognition Program.

(c) *Gifts*

- (1) The amount of money allowed for gifts shall be established by the City Council from time to time in its discretion. The City Manager shall, in his or her discretion, select a vendor and shall designate the type(s) and value of gifts for the anniversaries to be recognized.
- (2) Elected Officials may not be given a gift, but may be given a commemorative item of nominal value, such as a Town logo pin recognizing the first anniversary of service.

(d) *Recognition Event.* The Employee Recognition Event occurs annually, usually immediately prior to the November City Council meeting. Residents and employees and their families are invited. Employees marking a service year that qualifies for recognition need not attend the event to receive a gift.

### **3.02.305 Retention Pay**

(a) Full-time employees will be eligible for retention pay in the amount of 2.5% for continuous ten (10) years of Town of Colma service, and an additional 2.5% for twenty (20) years of continuous Town of Colma service, to a combined maximum of 5% retention pay. The percentage of retention pay shall be calculated on the employee's base pay (not including incentive pay or any other differential pay). After the effective date above, employees are eligible for retention pay beginning in the first pay period following their anniversary date in which the employee meets the 10 year or 20 year of continuous Town service. For purposes of this section, "continuous" service shall include vacation, sick leave, other paid time off, as well as Town-approved leaves of absence and other leaves required by law.

(b) Part-time employees will be eligible for retention pay based on actual hours worked. Once a part-time employee has worked 2,080 hours, the part-time employee will be credited with one year of service credit for purposes of determining eligibility for retention pay. For purposes of applying this provision, "part-time employee" means an employee who normally works a schedule of less than 40 hours per week whether classified as "part-time" or "casual." For purposes of this section, "continuous" service shall include vacation, sick leave, other paid time off, as well as Town-approved leaves of absence and other leaves required by law. When applying service credit for any approved leaves of absence for part-time and casual employees, only the employee's anticipated scheduled hours will be credited. For casual employees, only the employee's anticipated scheduled hours will be credited. For casual employees who work intermittently, any period of the year when work is not assigned will not be counted.

[History: Adopted by Res 2019-17, 4/10/19]

### **3.02.310 Garnishment**

- (a) The City Manager will notify an employee who is subject to a wage garnishment, in writing, that a garnishment has been levied against the employee's pay.
- (b) Repeated garnishments may be considered a cause for disciplinary action.

### **3.02.320 Pay for Working in a Higher Classification**

- (a) Compensation for working out of classification is provided as monetary recognition to an employee for the assumption and performance of duties normally performed by an employee of higher classification.
- (b) Compensation for working out of classification will be provided only if each of the following conditions are met:
  - (1) The employee has assumed the full range of responsibilities of a vacant, higher classification for 30 consecutive days; and
  - (2) The City Manager has approved the assignment to the higher classification.
- (c) Working out of classification pay shall not be given to employees on temporary training assignments.
- (d) Thirty days after commencement of work in a higher classification, an employee's salary for working out of classification shall be increased to the starting salary of the higher classification in which the employee is working or five percent above the employee's then existing salary, whichever is higher. If the salary of the higher classification is set by contract approved by the City Council, then the employee's salary shall be increased by five percent over his or her then existing salary.
- (e) When the higher class assignment is completed, the employee's salary will be readjusted to its previous level. The employee's date of hire and Review Date will remain unchanged.

### **3.02.330 Pay Advance**

An advance in pay will not be granted except by the City Manager for a case of extreme hardship.

### **3.02.340 Time Sheets**

- (a) All non-exempt employees shall accurately and completely report time worked and leave taken on time sheets and shall sign and submit the time sheets to their respective Department Director for review and approval.
- (b) Exempt employees shall accurately report days not worked on an Exception Report.
- (c) Falsification of time sheets or Exception Reports shall be a ground for disciplinary action up to, and including, termination.



(d) An employee may not sign a time sheet or Exception Report for another person.

### **3.02.345 Payroll Errors**

(a) To ensure that system or other errors which affect an employee's pay are processed in an efficient and effective manner, once the Town detects a payroll error, it shall notice the affected employee as soon as practicable.

(b) Payroll errors detected by an employee shall, as soon as practicable, be communicated to the Finance Department.

(c) Under payments will be processed as soon as practicable.

(d) In the event of an overpayment, the Accountant or his or her designee will determine a reasonable repayment schedule and inform the employee of the schedule directly or through the Department Director. The affected employee shall be given an opportunity to discuss the repayment schedule and, if necessary, to request a reasonable adjustment to it. Factors considered in determining a reasonable adjustment to the repayment schedule include, but are not limited to, the employee's normal salary and other financial obligations of the employee. The Town will use any and all legal remedies to recover any salary overpayment made to the employee from the employee's wages in the event that (1) the employee does not respond within five working days of being notified of the overpayment or (2) mutual agreement on the repayment schedule is not achieved within 10 working days of the employee being notified of the overpayment.

### **3.02.350 Performance Evaluations**

(a) The functions of the employee performance evaluation are:

- (1) To provide each employee with timely reports of the employee's progress and allow for correction of deficiencies;
- (2) To provide the employee with positive recognition of strengths and special abilities and an opportunity to improve deficiencies;
- (3) To provide an ongoing performance record which may become part of documentation used in making personnel actions;
- (4) To provide a basis for step advancements and salary increases;
- (5) To provide the employee with an opportunity to discuss ways and means for improvement;
- (6) To serve as a mechanism for updating job descriptions;
- (7) To allow the employee to give feedback to her or his supervisor; and
- (8) To reflect higher performance expectations as a result of employee growth and development.

- (b) Each employee should be evaluated at least once a year.
- (c) Prior to an employee's Review Date, the employee's supervisor shall meet with the employee and evaluate the employee's overall job performance as exceeds standards, satisfactory, needs improvement or unsatisfactory. The City Manager may, for good cause, extend the time for a performance evaluation until after the employee's Review Date.
- (d) Performance evaluations may be considered by the City Manager in determining the advisability of transfers, the level of employee discipline, and in promotional examinations. Performance evaluations are maintained in the employee's personnel file and are available only to the employee's supervisor, the Human Resources Manager, the Department Director, the City Manager, and, when necessary, the City Attorney.
- (e) A performance evaluation is not subject to the grievance procedure.
- (f) The City Manager, in his or her sole discretion, may require varying levels of review in the evaluation process.

### **3.02.360 Change of Name, Address and Telephone Number**

- (a) Each employee or consultant functioning as an employee shall provide the City Manager with his or her current legal name, home address and home telephone number.
- (b) An employee must report any change of legal name, home address or telephone number within three business days of such change.
- (c) A violation of this policy may result in disciplinary action.

## **Division 6: Separation**

### **3.02.370 Resignation**

An employee wanting to resign in good standing with the Town shall provide a written resignation to his or her Department Director at least 14 calendar days prior to the effective date of resignation, shall be reasonably available for work during that period, and shall participate in an exit interview. Exceptions to the time limit requirement may be granted by the City Manager or Chief of Police. Providing less than two weeks notice may affect the employee's ability to be rehired.

### **3.02.380 Termination**

- (a) The Town may terminate a regular employee for cause which shall include, but not be limited to, any violation of this Chapter.
- (b) The Town may terminate an at-will, probationary or temporary employee at any time, with or without cause and with or without giving advance notice. At-will, probationary and temporary employees shall have no right to appeal or otherwise challenge the termination of their employment.

(c) Upon request of the employee, the Town shall conduct a "liberty interest" hearing when the Town terminates an employee based on charges of misconduct or mismanagement which stigmatizes his or her reputation, seriously impairs his or her opportunity to earn a living, or seriously damages his or her standing in the community. Charges concerning competency or inability to get along with others do not warrant a liberty interest hearing. The sole purpose of the liberty interest hearing is to afford the employee an opportunity to clear his or her name and refute the charges, not to have his or her job or promotion reinstated or termination rescinded.

### **3.02.390 Lay-offs; Re-Employment**

(a) If the City Council determines, in its discretion, to reduce the Town's workforce for economic reasons, regular employees in those classifications identified for reduction will be laid off in reverse order of seniority.

(b) Any former regular employee who resigned from the Town in good standing, who is terminated because of an abolishment of position, or who is laid off because of a reduction in workforce, is eligible for re-employment as a new employee. The employee must file a completed Town application form and proceed through the regular hiring procedures with other applicants as described in the Hiring Process.

(c) If a position that was abolished because of a reduction in workforce is reinstated within six months thereafter, the Town shall notify all former employees who had been laid off within six months prior to reinstatement of the position. An employee who was laid-off because of that reduction who applies for reemployment shall be given preference over other applicants for that position, and offers of re-employment will be made to former employees in order of seniority.

(d) Reemployment of an employee in the retirement system will be made in accordance with the rules and regulations as set by CalPERS.

(e) All individuals re-employed by the Town must complete a new probationary period.

### **3.02.400 Out-Processing**

An employee who resigns or is terminated for any reason must return all keys to Town buildings and Town automobiles, employee identification cards, all Town records, and uniforms and equipment purchased by the Town, and shall disclose in writing any and all passwords to files and documents created or used by the employee, whether authorized or unauthorized.





# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Brian Dossey, City Manager  
 MEETING DATE: July 8, 2020  
 SUBJECT: Resolution Condemning Racism

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## RECOMMENDATION

Staff recommends that the City Council adopt:

A RESOLUTION AFFIRMING THE TOWN'S COMMITMENT TO STAND IN  
 SOLIDARITY WITH THE BLACK COMMUNITY AND CONDEMN RACISM.

## EXECUTIVE SUMMARY

The Country is contending with the consequences of four hundred years of systemic violence towards black people and black communities. The most basic form of injustice and inequity occurs when a group of people feels their safety is placed into jeopardy by the very people entrusted with ensuring their safety. Recent events have reignited a movement where African Americans are seeking an end to the murders of black people at the hands of police officers.

Therefore, staff recommends the City Council adopt a resolution affirming the Town's commitment to stand in solidarity with the black community and condemn racism.

## FISCAL IMPACT

There is no fiscal impact associated with the adoption of this resolution.

## BACKGROUND

On May 25, 2020, George Floyd, a 46-year-old Black man, was killed during an arrest in Minneapolis, Minnesota. Shortly after George Floyd's death, a video of the arrest was released showing Derek Chauvin, a white police officer, kneeling on Floyd's neck for almost nine minutes while Floyd was handcuffed and lying face down in the street, begging for his life and repeatedly saying "I can't breathe"

George Floyd's murder was made public shortly after the murders of Breonna Taylor, a 26-year-old Black woman who was fatally shot in her home after Louisville police mistakenly executed a no-knock warrant at the wrong address in the middle of the night. Similarly, Ahmaud Arbery a

25-year-old Black man who was recently shot by a former police officer while Mr. Arbery was jogging in Brunswick, Georgia. In the aftermath of these murders, there were protests in over 100 cities across all 50 states and in multiple areas of San Mateo County, including a protest car parade through Colma.

While the protests over George Floyd's death were ongoing, Rayshard Brooks was shot and killed by a police officer in Atlanta, Georgia after being pulled over for falling asleep in fast food restaurant drive-through. This murder also sparked protests.

These protests are all part of the even larger #BlackLivesMatter movement, which began in February 2012 after the murder of Trayvon Martin and seeks to end the senseless murders of Black people at the hands of police officers. The Black Lives Matter movement advocates against systemic racism and police brutality, and promotes using anti-racist tactics to reevaluate policies, procedure, and programs which result in the deaths and disproportionate punishments of Black people.

## **ANALYSIS**

The recent protests have made it clear that Americans are rejecting the status quo and that we will not stand idly by as witnesses to this injustice. In addition to the horrific deaths which prompted this movement, there have also been multiple news accounts depicting the violation of people's civil rights during these protests. It is vital that the City Council take a stand on the right side of history during these troubling times.

The murders of George Floyd, Rayshard Brooks, Ahmaud Arbery, and Breonna Taylor are only the most recent instances of a continuing history of racial violence against Black people and Black communities.

The same racial inequity that we're seeing across the nation remains prevalent in our community, and communities of color continue to fight for equality. Therefore, we must strive to hold our Town departments and ourselves to the highest possible standards of equity and justice.

The Town of Colma is committed to the health, safety and equitable treatment of their residents, and strive to bolster the overall wellbeing of the Town by fostering the rights of people of color who have been oppressed for generations by structural racism.

Through this resolution, the City Council affirms its commitment to stand in solidarity with the Black community, condemns racism in all forms and violence against the Black community by law enforcement in particular, and does not tolerate discrimination, racial injustice, or police brutality.

The Town of Colma will oppose any attempts to undermine the safety, security, and rights of members of our community and will work proactively to ensure the rights and privileges of everyone in the City—regardless of race.

The Town of Colma also will promote safety, a sense of security, and equal protection of constitutional and human rights, leading by example through equitable treatment of all by City officials and departments

### **Council Adopted Values**

Adopting a resolution supporting the Black Lives Matter movement, condemning racism, and committing to stand in solidarity with the black community is the *responsible* action. This action is also in alignment with the value of *fairness* because it encourages the community to stand together through peaceful exchange and discourse to enact change and move forward towards a future with more equity and inclusion in Colma, California, and our country.

### **CONCLUSION**

Staff recommends the City Council adopt a resolution affirming the Town's commitment to stand in solidarity with the black community and condemn racism.

### **ATTACHMENTS**

- A. Resolution





**RESOLUTION NO. 2020-XX  
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION  
AFFIRMING THE TOWN'S COMMITMENT TO STAND IN SOLIDARITY WITH THE  
BLACK COMMUNITY AND CONDEMN RACISM**

**1. Background and Findings.**

- (a) As America contends with the consequences of 400 years of systemic violence and abuse towards Black people and Black communities.
- (b) The City Council acknowledges that Black Lives Matter.
- (c) , The City Council is committed to the health, safety and equitable treatment of Town residents, and strives to bolster the overall wellbeing of the Town by fostering the rights of people of color who have been historically disadvantaged by structural racism.
- (d) The City Council acknowledges that over the course of the past few weeks, we have been again reminded that police brutality and general disregard for Black people's lives is prevalent within the United States as evidenced by the horrific video depicting the murder of George Floyd by a Minneapolis police officer and Rayshard Brooks by an Atlanta police officer.
- (e) The murders of George Floyd, Ahmaud Arbery, and Breonna Taylor are only the most recent evidence of a long and ongoing history of racial violence against Black people and Black communities.
- (f) Police brutality and racism against the Black community has been persistent in our larger society, with the unrest regarding racial injustice, particularly towards the Black community, building up for decades.
- (g) The most basic form of injustice and inequity occurs when a group of people feels their safety is placed into jeopardy by the very people entrusted with ensuring their safety.
- (h) It is important that the Town take the lead, speak out against racial injustices, and stand in solidarity with Black communities across the country.
- (i) The Town of Colma is a diverse and multiracial community that supports positive relationships and mutual respect in order to build healthy and safe neighborhoods.

**2. Order.**

- (a) NOW, THEREFORE, BE IT RESOLVED that the City Council of the Town of Colma does hereby affirm its commitment to stand in solidarity with the Black community, and resolves as follows:

- i. The Town of Colma condemns racism in all forms and violence against the Black community by law enforcement in particular; and
- ii. The Town of Colma does not tolerate discrimination, racial injustice, or police brutality; and
- iii. The Town of Colma will oppose any attempts to undermine the safety, security, and rights of members of our community and will work proactively to ensure the rights and privileges of everyone in the City—regardless of race; and
- iv. The Town of Colma will promote safety, a sense of security, and equal protection of constitutional and human rights, leading by example through equitable treatment of all by City officials and departments; and
- v. The Town of Colma encourages the community to stand together through peaceful exchange and discourse to enact change and move forward towards a future with more equity and inclusion in Colma, California, and our country.

***Certification of Adoption***

I certify that the foregoing Resolution No. 2020-\_\_ was duly adopted at a regular meeting of the City Council of the Town of Colma held on July 8, 2020, by the following vote:

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

Dated \_\_\_\_\_

John Irish Goodwin, Mayor

Attest: \_\_\_\_\_

Caitlin Corley, City Clerk





# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Sherwin Lum, Police Commander  
 VIA: Brian Dossey, City Manager  
 MEETING DATE: July 8, 2020  
 SUBJECT: Colma Police Use of Force Policies

## RECOMMENDATION

Staff recommends that the City Council hear a presentation, about the Colma Police Department Use of Force Policies, specifically those mentioned in the "8 Can't Wait" campaign. Staff is seeking input and direction from the Council, along with comment from the community regarding these topics.

## EXECUTIVE SUMMARY

This study session is intended to be an opportunity for staff to provide information to the City Council and the community regarding Police Department policies, practices, and functions, and to hear from the Council and community regarding their thoughts and experiences about policing in Colma. Subsequent to this meeting, staff will take direction from City Council to implement or follow-up with any necessary steps to ensure that the Colma Police Department is meeting the needs of the community. Based on the input that we receive, staff will return with a response to those recommendations.

## FISCAL IMPACT

None

## BACKGROUND

Following the tragic homicide of George Floyd and resulting protests around the country calling for justice and racial equality, the Town of Colma is committed to transparency in the Police Department's Use of Force Policies ensuring fair and racially unbiased community policing.

### Use of Force Policy

The Colma Police Department's Use of Force Policy is in conformance with California's AB 392 (2019), known as the California Act to Save Lives, the most stringent use of deadly force law in

the nation. Recent national focus on use of force issues has caused the Colma Police Department to initiate a further review of the department's Use of Force Policy, which was last updated in March of 2020, to reflect changes as a result of AB392.

The Colma Police Department recognizes and respects the value of all human life and dignity without prejudice to anyone. Vesting officers with the authority to use reasonable force and to protect the public welfare requires sound policies monitoring, evaluation, and a careful balancing of all interests.

The Colma Police Policy Manual is primarily adopted from Lexipol, a company that provides public safety policies that are vetted by experts in related fields and attorneys that are subject matter experts. The use of Lexipol assures Colma Police policies are compliant with federal, state and case law, as well as conform to modern best practices in law enforcement. The type of agencies Lexipol provides services to are predominantly police departments, sheriffs' offices, fire departments, probation offices and district attorney's offices. Lexipol is currently being used in over 8,100 Public Safety Agencies nationwide and have over 800 accounts in California. Lexipol serves approximately 70% of all California police agencies.

The Colma Police Department's Use of Force Policy is a critical policy that provides guidelines on the reasonable and lawful use of force by officers. The Colma Police Department regularly reviews policies with Lexipol to ensure staff is providing best practices that are legal and worthy of community trust.

The use of force by law enforcement personnel is a matter of critical concern, both to the public and to the law enforcement community. Officers of the Colma Police Department are involved on a daily basis with numerous and varied interactions and, when warranted, may use reasonable force in carrying out their duties. Officers face situations where those arrested will forcefully resist being taken into custody, and situations where officers are forced to defend themselves against assault. Officers must have an understanding of, and true appreciation for, their authority and limitations. This is especially true with respect to overcoming resistance while engaged in the performance of law enforcement duties.

Below are the Policies that are currently being discussed in the community and are highlighted in the "8 Can't Wait" campaign. The "8 Can't Wait" campaign is a database that tracks eight Use of Force Policies that would curtail police violence and how those policies are employed in major cities.

- *De-escalation (Lexipol Policy #428.6):* The Colma Police Department trains on De-escalation tactics, Crisis Intervention Training and Advanced Crisis Intervention Training. De-escalation is also a component of all of the department's weapons/use of force/defensive tactics training. De-escalation training begins in the police academy training and continues throughout each officer's career.
- *Duty to intercede (Lexipol Policy # 300.2.1):* The Colma Police Department policy states " Any officer present and observing another officer using force that is clearly beyond that which is objectively reasonable under the circumstances shall, when in a position to do so, intercede to prevent the use of unreasonable force. An officer who observes another employee use force that exceeds the degree of force permitted by law should

promptly report these observations to a supervisor.

- *Exhaust all other means before shooting (Lexipol Policy # 300.4):* The Colma Police Department trains its employees that if an objectively reasonable officer would consider it safe and feasible to do so under the totality of the circumstances, officers should evaluate the use of other reasonably available resources and techniques then determine whether to use deadly force. The Colma Police Department adheres to the recent changes to California's use of force law, including but not limited to, Penal Code section 835(a), which outlines when deadly force is justified.
- *Warning Before Use of Deadly Force (Lexipol Policy 300.4 (b)):* Colma Police Department Policy states where feasible, the officer shall, prior to the use of force, make reasonable efforts to identify themselves as a peace officer and to warn that deadly force may be used, unless the officer has objectively reasonable grounds to believe the person is aware of those facts.
- *Comprehensive reporting (Lexipol Policy # 300.5):* Any use of force by a member of the Colma Police Department shall be documented promptly, completely and accurately in the appropriate report, depending on the nature of the incident. The officer should articulate the factors perceived and why he/she believed use of force was reasonable under the circumstances. To collect data, for purposes of training, resource allocation, analysis and related purposes, the Department may require completion of additional report forms, as specified in department policy.

The Colma Police Department reports statistical data regarding all officer-involved shootings and incidents involving use of force resulting in serious bodily injury to the California Department of Justice as required by Government Code § 12525.2.

- *Carotid Restraint Hold Lexipol Policy # 300.3.4):* The Colma Police Department does not use, train or allow the use of any chokeholds or strangleholds. Colma Officers are trained in the use of Carotid Restraint Hold, however effective June 18, 2020, the Colma Police Department suspended the use of the Carotid Restraint hold from policy as an approved use of force technique. The Chief of Police made this decision based on the evolution in recent years of modern use of force options available to officers. In light of these advancements and the community concern over the use of the carotid control hold, the Chief of Police determined the use of this force technique was not in the best interest of the community or the Department.
- *Ban Shooting at Moving Vehicles (Lexipol Policy # 300.4.1):* The Colma Police Officers should move out of the path of an approaching vehicle instead of discharging their firearm at the vehicle or any of its occupants. The Colma Police Policy allows officers to shoot at moving vehicles only when the officer reasonably believes there are no reasonable means available to avert the threat of the vehicle, or if deadly force other than the vehicle is directed at the officer or others. Officer should not shoot any part of a vehicle in an attempt to disable the vehicle.
- *Has Use of Force Continuum (Lexipol Policy 300. 3):* The Colma Police Polices require officers to use only the amount of force that reasonably appears necessary given the

facts and totality of the circumstances known to or perceived by the officer at the time of the event to accomplish a legitimate law enforcement purpose (Penal Code 835a). The reasonableness of force will be judged from the perspective of a reasonable officer on the scene at the time of the incident. Any evaluation of reasonableness must allow for the fact that officers are often forced to make split-second decisions about the amount of force that reasonably appears necessary in a particular situation, with limited information and in circumstances that are tense, uncertain and rapidly evolving. Given that no policy can realistically predict every possible situation an officer might encounter, officers are entrusted to use well-reasoned discretion in determining the appropriate use of force in each incident.

Over the previous 5 years, the Colma Police Department has averaged 8.4 uses of force per year, while during the same time period, responding to an average of 18,000 calls for service, which includes activity such as traffic and pedestrians stops that were initiated by officers. This equates to approximately .04% of service calls having resulted in use of force. From 2015-2019, The Colma Police Department had approximately 3,239 arrests and forced was used in 51 of those incidents, which equates to 1.5%. The National average is 4%. However, even though the City's use of force incidents are low, implementation of sound policy, appropriate reporting/evaluation, and training are still of critical importance and priority.

Colma Police Department staff reviews the Use of Force Policies by utilizing the Lexipol Daily Training Bulletin (DTB) system. In 2019, approximately 25% of the monthly Daily Training Bulletins covered our Use of Force Policies. The Colma Police Department understands the importance of training, Officers are required to complete Bias Based Policing Training and as of 2018 all Colma Police Officers were in compliance with California Peace Officer Standards and Training (P.O.S.T.). In addition, the department also sends staff to Crisis Intervention Training (C.I.T.). 100 % of Colma Police Officers were compliant in completing this 40-hours course, prior to the Covid-19 pandemic.

## **ANALYSIS**

Excessive Use of Force Incidents such as what occurred in Minneapolis can happen even with the best use of force policies in place. To prevent these types of incidents from occurring in Colma, officers are selected after a rigorous hiring process which involves a comprehensive background check as well as an intensive psychological examination. Once hired, officers are periodically trained and tested in use of force policy knowledge as well as their ability to use force techniques in a lawful, competent manner. Policies in place to assure appropriate supervision of officers as well as detailed internal reporting of use of force events provide the department the ability to continually review officer conduct and policies related to use of force. The leadership of the Colma Police Department, through these practices, maintains an organizational culture where excessive force events are not tolerated. The Colma Police Department recognizes this culture is critical in maintaining community trust.

In the implementation of these policies, the Colma Police Department understands the critical importance of achieving a balance of protecting the community, taking persons into custody with the least amount of force being used, while providing officers the ability to adequately protect themselves and others from injury or death.



Along with studying the Colma Police Department's Use of Force Policies, there have been other concerns raised regarding policing across the country.

- Defunding the Police - Reallocate some funds away from police department to social services.
- Ban Chokeholds - Colma Police Department banned Carotid Control Hold in June 2020.
- Collect Data on Police misconduct and Use of Force - creates misconduct registry to prevent problematic officers who are fired or leave one agency, from moving to another jurisdiction without any accountability.
- Mandatory Body Worn Cameras – staff has this program as part of a future capital improvement project

Next steps:

- Before taking action, should staff track and follow proposed police policies from Federal and State elected officials?
- What policies or programs would the City like to see staff explore further and bring back for further study?
- Would the City Council like staff to study other policing concerns such as Defunding the Police, Banning Chokeholds and Data collection on problematic officers?

## **COUNCIL ADOPTED VALUES**

Review and discuss current Colma Police Use of Force Policies, practices and functions to better address the concerns of the community is consistent with the Council's value of *responsibility* because Council is considering the negative impacts on the community and with the Council's *vision* to explore innovative ways to enhance the quality of police services to the Town of Colma residents, businesses and visitors.

## **ALTERNATIVES**

City Council does not review and discuss the Colma Police Use of Force Policies, practices and function and does not address the community's needs and concerns related to policing in the Town of Colma.

## **CONCLUSION**

During this difficult time for our nation and our communities, the Colma Police Department understands its role in earning and maintaining community trust. A key to this trust is transparency and being willing to have open, candid dialogue regarding these important issues. The Chief of Police looks forward to the opportunity to participate in these productive discussions with the community.

## **ATTACHMENTS**

- A. Lexipol - Use of Force Policies.



**Lexipol Policy**

**428.6 DE-ESCALATION**

Officers should consider that taking no action or passively monitoring the situation may be the most reasonable response to a mental health crisis. Once it is determined that a situation is a mental health crisis and immediate safety concerns have been addressed, responding members should be aware of the following considerations and should generally:

- (a) Evaluate safety conditions.
- (b) Introduce themselves and attempt to obtain the person's name.
- (c) Be patient, polite, calm, courteous and avoid overreacting.
- (d) Speak and move slowly and in a non-threatening manner.
- (e) Moderate the level of direct eye contact.
- (f) Remove distractions or disruptive people from the area.
- (g) Demonstrate active listening skills (e.g., summarize the person's verbal communication).
- (h) Provide for sufficient avenues of retreat or escape should the situation become volatile.

Responding officers generally should not:

- (a) Use stances or tactics that can be interpreted as aggressive.
- (b) Allow others to interrupt or engage the person.
- (c) Corner a person who is not believed to be armed, violent or suicidal.
- (d) Argue, speak with a raised voice or use threats to obtain compliance.

**300.2.1 DUTY TO INTERCEDE**

Any officer present and observing another officer using force that is clearly beyond that which is objectively reasonable under the circumstances shall, when in a position to do so, intercede to prevent the use of unreasonable force. An officer who observes another employee use force that exceeds the degree of force permitted by law should promptly report these observations to a supervisor.

**300.4 DEADLY FORCE APPLICATIONS**

If an objectively reasonable officer would consider it safe and feasible to do so under the totality of the circumstances, officers should evaluate the use of other reasonably available resources and techniques when determining whether to use deadly force. The use of deadly force is only justified in the following circumstances (Penal Code § 835a):

(a) An officer may use deadly force to protect him/herself or others from what he/she reasonably believes is an imminent threat of death or serious bodily injury to the officer or another person.

(b) An officer may use deadly force to apprehend a fleeing person for any felony that threatened or resulted in death or serious bodily injury, if the officer reasonably believes that the person will cause death or serious bodily injury to another unless immediately apprehended. Where feasible, the officer shall, prior to the use of force, make reasonable efforts to identify themselves as a peace officer and to warn that deadly force may be used, unless the officer has objectively reasonable grounds to believe the person is aware of those facts.

Officers shall not use deadly force against a person based on the danger that person poses to him/herself, if an objectively reasonable officer would believe the person does not pose an imminent threat of death or serious bodily injury to the officer or to another person (Penal Code § 835a).

An "imminent" threat of death or serious bodily injury exists when, based on the totality of the circumstances, a reasonable officer in the same situation would believe that a person has the present ability, opportunity, and apparent intent to immediately cause death or serious bodily injury to the officer or another person. An officer's subjective fear of future harm alone is insufficient as an imminent threat. An imminent threat is one that from appearances is reasonably believed to require instant attention (Penal Code § 835a).

### **300.5 REPORTING THE USE OF FORCE**

Any use of force by a member of this department shall be documented promptly, completely and accurately in an appropriate report, depending on the nature of the incident. The officer should articulate the factors perceived and why he/she believed the use of force was reasonable under the circumstances. To collect data for purposes of training, resource allocation, analysis and related purposes, the Department may require the completion of additional report forms, as specified in department policy, procedure or law.

### **300.3.4 CAROTID CONTROL HOLD**

The proper application of the carotid control hold may be effective in restraining a violent or combative individual. However, due to the potential for injury, the use of the carotid control hold is subject to the following:

(a) The officer shall have successfully completed department-approved training in the use

and application of the carotid control hold.

(b) The carotid control hold may only be used when circumstances perceived by the officer at the time indicate that such application reasonably appears necessary to control a person in any of the following circumstances:

1. The subject is violent or physically resisting.
2. The subject, by words or actions, has demonstrated an intention to be violent and reasonably appears to have the potential to harm officers, him/herself or others.

(c) The application of a carotid control hold on the following individuals should generally be avoided unless the totality of the circumstances indicates that other available options reasonably appear ineffective, or would present a greater danger to the officer, the subject or others, and the officer reasonably believes that the need to control the individual outweighs the risk of applying a carotid control hold:

1. Females who are known to be pregnant
2. Elderly individuals
3. Obvious juveniles
4. Individuals who appear to have Down syndrome or who appear to have obvious neck deformities or malformations, or visible neck injuries

(d) Any individual who has had the carotid control hold applied, regardless of whether he/she was rendered unconscious, shall be promptly examined by paramedics or other qualified medical personnel and should be monitored until examined by paramedics or other appropriate medical personnel.

(e) The officer shall inform any person receiving custody, or any person placed in a position of providing care, that the individual has been subjected to the carotid control hold and whether the subject lost consciousness as a result.

(f) Any officer attempting or applying the carotid control hold shall promptly notify a supervisor of the use or attempted use of such hold.

(g) The use or attempted use of the carotid control hold shall be thoroughly documented by the officer in any related reports.

### **300.4.1 SHOOTING AT OR FROM MOVING VEHICLES**

Shots fired at or from a moving vehicle are rarely effective. Officers should move out of the path of an approaching vehicle instead of discharging their firearm at the vehicle or any of its occupants. An officer should only discharge a firearm at a moving vehicle or its occupants when

the officer reasonably believes there are no other reasonable means available to avert the threat of the vehicle, or if deadly force other than the vehicle is directed at the officer or others.

Officers should not shoot at any part of a vehicle in an attempt to disable the vehicle.

### **300.3 USE OF FORCE**

Officers shall use only that amount of force that reasonably appears necessary given the facts and totality of the circumstances known to or perceived by the officer at the time of the event to accomplish a legitimate law enforcement purpose (Penal Code § 835a).

The reasonableness of force will be judged from the perspective of a reasonable officer on the scene at the time of the incident. Any evaluation of reasonableness must allow for the fact that officers are often forced to make split-second decisions about the amount of force that reasonably appears necessary in a particular situation, with limited information and in circumstances that are tense, uncertain, and rapidly evolving.

Given that no policy can realistically predict every possible situation an officer might encounter, officers are entrusted to use well-reasoned discretion in determining the appropriate use of force in each incident.

It is also recognized that circumstances may arise in which officers reasonably believe that it would be impractical or ineffective to use any of the tools, weapons, or methods provided by the Department. Officers may find it more effective or reasonable to improvise their response to rapidly unfolding conditions that they are confronting. In such circumstances, the use of any improvised device or method must nonetheless be objectively reasonable and utilized only to the degree that reasonably appears necessary to accomplish a legitimate law enforcement purpose.

While the ultimate objective of every law enforcement encounter is to avoid or minimize injury, nothing in this policy requires an officer to retreat or be exposed to possible physical injury before applying reasonable force.