



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

**Thursday, November 12, 2020
Closed Session - 6:00 PM
Regular Session - 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/81289976261>
Passcode: 074407**

**Meeting ID: 812 8997 6261
Passcode: 074407**

One tap mobile

**+16699006833,,81289976261#,,,,,0#,,074407# US (San Jose)
+13462487799,,81289976261#,,,,,0#,,074407# US (Houston)**

Dial by your location

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

**Meeting ID: 812 8997 6261
Passcode: 074407**

Find your local number: <https://us02web.zoom.us/u/kco5bgxkcc>

Members of the public may provide written comments by email to the City Clerk at 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.

CLOSED SESSION – 6:00PM

1. **In Closed Session Pursuant to Government Code Section 54957.6** – Conference with Labor Negotiators.

Agency Negotiator: Brian Dossey, City Manager
Austris Rungis, IEDA
Employee Organizations: Colma Peace Officers Association and Colma
Communications/Records Association
Unrepresented Employees: All

PLEDGE OF ALLEGIANCE AND ROLL CALL – 7:00PM

REPORT FROM CLOSED SESSION

ADOPTION OF AGENDA

PRESENTATION

- Halloween House Decorating Contest Winners
- Introduction of New Chief of Police John Munsey
- Veterans Day Recognition
- Annual Employee Recognition

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

2. Motion to Accept the Minutes from the October 28, 2020 Regular Meeting.
3. Motion to Approve the Report of Checks Paid for October 2020.
4. Motion to Adopt a Resolution Amending the Colma Salary Schedule for Chief of Police Position.

PUBLIC HEARING

5. **SAFE STORAGE OF FIREARMS ORDINANCE**

Consider: Motion to Introduce and Waive Further Reading of an Ordinance Adding Colma Municipal Code Subchapter 2.09 to Require Safe Storage of Firearms in a Residence.

STUDY SESSION

6. **BROWN ACT REFRESHER AND UPDATE**

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 or at Colma Town Hall, 1198 El Camino Real, Colma, CA. Persons interested in obtaining an agenda via e-mail should call Caitlin Corley, City Clerk at 650-997-8300 or email a request to 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. Please allow two business days for your request to be processed.



1. In Closed Session Pursuant to Government Code Section 54957.6 – Conference with Labor Negotiators

Agency Negotiators:	Brian Dossey, City Manager Austris Rungis, IEDA
Employee Organizations:	Colma Peace Officers Association and Colma Communications/Records Association
Unrepresented Employees:	All

There is no staff report for this item.



**MINUTES
REGULAR MEETING**

City Council of the Town of Colma
Meeting Held Remotely via Zoom.us
Wednesday, October 28, 2020
7:00 PM

PLEDGE OF ALLEGIANCE AND ROLL CALL

Mayor John Irish Goodwin called the meeting to order at 7:01 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, Administrative Services Director Pak Lin, Assistant City Attorney Martin de los Angeles, Director of Public Works Brad Donohue, City Engineer Cyrus Kianpour, City Planner Michael Laughlin, Sustainability Programs Manager Kathleen Gallagher, Associate Planner Jonathan Kwan, 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 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. 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: Vice Mayor Colvin 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			

PUBLIC COMMENTS

Mayor Goodwin opened the public comment period at 7:04 p.m. and seeing no one come forward to speak, he closed the public comment period.

CONSENT CALENDAR

1. Motion to Accept the Minutes from the October 28, 2020 Regular Meeting.
2. Motion Accepting the Fiscal Year 2018-19 Annual Investment Report Through June 30, 2020.

Action: Council Member Gonzalez moved to approve the Consent Calendar item #1 - 2; 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			

NEW BUSINESS

3. CLIMATE ACTION PLAN 2030 UPDATE

Sustainability Programs Manager Kathleen Gallagher and Associate Planner Jonathan Kwan presented the staff report. Mayor Goodwin opened the public comment period at 7:50 p.m. and seeing no one come forward to speak, closed the public comment period. Council discussion followed.

Action: Council Member Fiscaro moved to Accept the Climate Action Plan 2030 Update; 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			

At 8:11 p.m., the Mayor invited Victoria Magbilang, Executive Director Daly City Public Library Associates, to make a comment as she missed the Public Comment Period due to technical difficulties. She announced the DCPLA's new Youth Poet Laureate program, which is open to Colma youth who attend school in Daly City.

4. **CAPITAL PROJECT UPDATE FOR FY 2019-20 AND AMENDMENT FOR FY 2020-21**

Administrative Services Director Pak Lin presented the staff report. Mayor Goodwin opened the public comment period at 8:38 p.m. and seeing no one come forward to speak, closed the public comment period. Council discussion followed.

Action: Council Member Fiscaro moved to Adopt a Resolution Amending the Fiscal Year 2020-21 Capital Improvement Budget to \$3,062,788, Including Closing Out 10 Capital Projects, Transferring \$86,265 to General Plan Update Project, Returning \$86,062 of Unspent Funding Back to Fleet Replacement Fund 61; and Drawing Down On Capital Reserve Fund 31 By \$3,085 to Supplement Budget Shortfall in the General Plan Update Project; 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 Fiscaro	✓				
Raquel Gonzalez	✓				
Joanne F. del Rosario	✓				
	5	0			

5. **FY 2019-20 FINANCIAL UPDATE AND FY 2020-21 BUDGET AMENDMENT**

Administrative Services Director Pak Lin presented the staff report. Mayor Goodwin opened the public comment period at 9:15 p.m. and seeing no one come forward to speak, closed the public comment period. Council discussion followed.

Action: Council Member Fiscaro moved to Adopt a Resolution Appropriating Funds and Amending Annual Budget for the Fiscal Year 2020-21; 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 Fiscaro	✓				
Raquel Gonzalez	✓				
Joanne F. del Rosario	✓				
	5	0			

COUNCIL CALENDARING

Due to the Veterans Day holiday on November 11th, the next Regular City Council Meeting will be on Thursday, November 12, 2020 at 7:00pm and it will be held remotely.

REPORTS

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

- There will be a Veteran's Recognition at Veterans Village on Tuesday, November 10th at 11am. There will be 9 new names added to the Town's Veteran Plaque.
- There will be a Closed Session on Thursday, November 12, 2020 at 6:00 p.m.
- There are 40 families registered for the Town's Trick or Treat Drive Thru event.
- Early Voting at the Colma Community Center opens on Saturday, October 31, 2020.
- The November 25, 2020 Council Meeting will be cancelled.

ADJOURNMENT AND CLOSE IN MEMORY

Mayor Goodwin adjourned the meeting at 9:29 p.m. in memory of Alice Masini, longtime community member. She was known for creating many of the colors of primrose plants at the world's largest primrose ranch which was located where Lucky Chances is today. The Masini family were well known in Colma and Daly City. She was very helpful when we were doing Colma's 90th anniversary video and shared many stories and photos with us.

Final Check List
Town of Colma

apChkLst
10/06/2020 11:44:00AM

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
52288	10/6/2020	00051	CALIFORNIA WATER SERVICE09/25/2020	9/25/2020	WATER BILL	5,505.01	5,505.01
52289	10/6/2020	00071	CSG CONSULTANTS, INC. July 1-31, 2020	9/30/2020	CSG	181,897.46	181,897.46
52290	10/6/2020	00076	COSTCO MEMBERSHIP Nov 2020 Renew	10/1/2020	000111862573205 MEMBERSH	240.00	240.00
52291	10/6/2020	00181	IEDA 23154	10/1/2020	LABOR RELATIONS CONSUL-	1,520.00	1,520.00
52292	10/6/2020	00188	IRVINE & JACHENS INC 8337	9/25/2020	L MELENDREZ ADD TOP RIBE	38.24	38.24
52293	10/6/2020	00254	METRO MOBILE COMMUNICA201014	10/1/2020	MAINTENANCE CONTRACT	602.00	602.00
52294	10/6/2020	00280	OFFICE DEPOT, INC. 127945618001	10/1/2020	OFFICE SUPPLIES	59.76	
			124083325001	9/14/2020	OFFICE SUPPLIES	16.98	
52295	10/6/2020	00307	PACIFIC GAS & ELECTRIC 09/23/2020	9/23/2020	PG&E	2,011.69	76.74
52296	10/6/2020	00311	PITNEY BOWES INC. 09/29/2020	9/29/2020	0567147369-1 JSB S/O SERRA	196.98	2,208.67
52297	10/6/2020	00411	TURBO DATA SYSTEMS 3104224337	9/30/2020	POSTAGE METER RENTAL	898.83	898.83
52298	10/6/2020	00500	SMC CONTROLLERS OFFICE 33412	9/30/2020	CITATION PROCESSING	519.50	519.50
52299	10/6/2020	00623	ARAMARK September 2020	10/2/2020	ALLOCATION OF PARKING PE	3,260.60	3,260.60
52300	10/6/2020	00830	STAPLES BUSINESS CREDIT 1631062211	9/30/2020	UNIFORM SERVICE	431.92	431.92
52301	10/6/2020	01030	STEPFORD, INC. 2001706	9/25/2020	OFFICE SUPPLIES	210.72	210.72
52302	10/6/2020	01037	COMCAST CABLE October 2020	9/20/2020	MONTHLY SERVICE CONTRA	5,886.25	5,886.25
52303	10/6/2020	01340	NAVIA BENEFIT SOLUTIONS 10290385	9/26/2020	8155 20 022 0094769 TOWN C	15,232.37	15,502.38
52304	10/6/2020	01355	THE BANK OF NEW YORK ME 10/15/2020 Inter	9/27/2020	8155 20 022 0097069 INTERNI	270.01	97.10
52305	10/6/2020	01565	BAY CONTRACT MAINTENAN(24403 August 2020	9/30/2020	SECTION 125 PARTICIPANT &	87,179.18	87,179.18
			94114	8/28/2020	COVID-19 AUGUST 2020 BAS	11,400.00	11,400.00
52306	10/6/2020	01816	QUALITY STRIPING, INC. 09/23/20 Reimbl	8/10/2020	JANITORIAL SERVICES	7,530.83	18,930.83
52307	10/6/2020	02132	WOLLMAN, JASON 5060329558	9/28/2020	F ST. & CLARK AVE. ONE COI	1,720.00	1,720.00
52308	10/6/2020	02499	GE CAPITAL INFORMATION 104163128	10/5/2020	09.23.20 FORCE OPTIONS TR	33.36	33.36
52309	10/6/2020	02499	GE CAPITAL INFORMATION 104163128	9/1/2020	TH COPY FEES	1,512.49	1,512.49
			104167929	9/25/2020	TH COPY MACHINE A11	512.58	
52310	10/6/2020	02566	STARVISTA 5577	9/25/2020	PD COPY MACHINE RENTAL/	274.44	1,061.46
52311	10/6/2020	02643	ENVIRONMENTAL SYSTEMS F93906109	9/25/2020	CCC COPY MACHINE A10	274.44	3,385.42
52312	10/6/2020	02849	U.S. BANK PARS ACCOUNT, 6 October 2020 Of	9/25/2020	FIRST CHANGE PROGRAM	3,385.42	1,500.00
52313	10/6/2020	02992	GCS ENVIRONMENTAL EQUIP22057	9/21/2020	10/01/20-09/30/21 ARCGIS DE	1,500.00	61,496.92
52314	10/6/2020	03034	FLEX ADVANTAGE 124471	10/6/2020	OPEB CONTRIBUTION	61,496.92	403.50
52315	10/6/2020	03196	ARROW SIGN COMPANY 109941	9/21/2020	CURTAIN SET-210/435, ELEMII	403.50	185.00
				9/30/2020	FLEX PROCESSING FEES	185.00	600.00
				9/28/2020	COVID-19 CUSTOM A.2 COUN	600.00	

Bank : first TRI COUNTIES BANK (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
52316	10/6/2020	03204	WATERLOGIC AMERICAS LLC216165	9/30/2020	SERVICE AGREEMENT 42726	203.21	203.21
52317	10/6/2020	03205	IDEMIA IDENTITY & SECURITY132785	10/5/2020	ANNUAL MAINTENANCE, TP-I	2,694.00	2,694.00
52318	10/6/2020	03224	DECORATIVE PLANT SERVICE0021534	10/1/2020	MAINTENANCE GUARANTEE	157.31	157.31
52319	10/6/2020	03281	GACHINA LANDSCAPE MANA(F183449 F183450	9/28/2020	WORK ORDER	1,300.62	
52320	10/6/2020	03301	NINYO & MOORE GEOTECHN242495	9/28/2020	WORK ORDER	722.58	2,023.20
52321	10/6/2020	03378	ESCOBAR, RICARDO 09/30/20 Reimbu	9/30/2020	AUGUST 2020 MATERIALS TE	1,936.00	1,936.00
0062020	10/6/2020	00282	CALIFORNIA PUBLIC EMPLOY1000000161800	10/5/2020	09/30/20 DRIVING FORCE OP	17.00	17.00
				9/14/2020	MEDICAL INSURANCE	5,457.80	5,457.80
Sub total for TRI COUNTIES BANK:						409,392.10	

35 checks in this report.

Grand Total All Checks: 409,392.10

Bank : first TRI COUNTIES BANK

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Invoice</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount Paid</u>	<u>Check Total</u>
52322	10/6/2020	03274 EIDE BAILLY LLP	E101034281	9/22/2020	FINAL AUDIT BILLING FOR LU	44,661.72	44,661.72

Sub total for TRI COUNTIES BANK:

44,661.72

1 checks in this report.

Grand Total All Checks: 44,661.72

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
52323	10/9/2020	01340	NAVIA BENEFIT SOLUTIONS 10092020 B	10/9/2020	FLEX 125 PLAN: PAYMENT	976.66	
			10092020 B	10/9/2020	DEPENDENT CARE: PAYMENT	365.39	1,342.05
52324	10/9/2020	01375	NATIONWIDE RETIREMENT S:10092020 B	10/9/2020	NATIONWIDE: PAYMENT	3,650.00	
			10092020 M	10/9/2020	NATIONWIDE: PAYMENT	950.00	4,600.00
52325	10/9/2020	02377	CALIFORNIA STATE DISBURS:10092020 B	10/9/2020	WAGE GARNISHMENT: PAYM	547.84	547.84
94262	10/9/2020	00521	UNITED STATES TREASURY 10092020 M	10/9/2020	FEDERAL TAX: PAYMENT	911.05	911.05
94263	10/9/2020	01360	VANTAGE TRANSFER AGENT:10092020 M	10/9/2020	ICMA CONTRIBUTION: PAYME	464.42	464.42
94264	10/9/2020	00631	P.E.R.S. 10092020 M	10/9/2020	PERS MISC NON-TAX: PAYME	694.17	694.17
94265	10/9/2020	00282	CALIFORNIA PUBLIC EMPLOY 10092020 M	10/9/2020	OCT 2020 ACTIVE PREMIUMS	7,498.96	7,498.96
94266	10/9/2020	00130	EMPLOYMENT DEVELOPMEN 10092020 B	10/9/2020	CALIFORNIA STATE TAX: PAY	13,079.79	13,079.79
94267	10/9/2020	00521	UNITED STATES TREASURY 10092020 B	10/9/2020	FEDERAL TAX: PAYMENT	52,291.62	52,291.62
94268	10/9/2020	00282	CALIFORNIA PUBLIC EMPLOY 10092020 B	10/9/2020	OCT 2020 ACTIVE PREMIUMS	66,051.53	66,051.53
94269	10/9/2020	00631	P.E.R.S. 10092020 B	10/9/2020	PERS - BUYBACK: PAYMENT	44,081.79	44,081.79
94270	10/9/2020	01360	VANTAGE TRANSFER AGENT:10092020 B	10/9/2020	ICMA CONTRIBUTION: PAYME	5,019.42	5,019.42
94271	10/9/2020	00068	COLMA PEACE OFFICER'S 10092020 B	10/9/2020	COLMA PEACE OFFICERS: P/	613.45	613.45

Sub total for TRI COUNTIES BANK:

197,196.09

13 checks in this report.

Grand Total All Checks:

197,196.09

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
52326	10/13/2020	00013	September 2020	9/30/2020	TIRE SERVICE	1,858.44	1,858.44
52327	10/13/2020	00051	September 08/28/2020	10/7/2020	WATER BILL	1,688.35	1,688.35
52328	10/13/2020	00093	CITY OF SOUTH SAN FRANCISCO:518218	9/22/2020	TRAFFIC SIGNAL MAINTENANCE	1,408.00	1,408.00
52329	10/13/2020	00111	DEPARTMENT OF CONSERVATION July - Sept 2020	10/2/2020	SMIP FEES	354.45	354.45
52330	10/13/2020	00174	HOME DEPOT CREDIT SERVICE:Sept 2-25, 2020	9/29/2020	PW SUPPLY PURCHASES	616.35	616.35
52331	10/13/2020	00211	KELLY-MOORE PAINTS Sept 2020	9/30/2020	PAINT AND SUPPLIES	50.69	50.69
52332	10/13/2020	00357	SIERRA DISPLAY, INC. 25315	9/2/2020	2020 HOLIDAY SEASON: INST	10,670.00	10,670.00
52333	10/13/2020	00388	SONITROL 1356850	10/1/2020	MONTHLY MONITORING	1,109.81	1,109.81
52334	10/13/2020	00649	DAVEY TREE EXPERT COMPANY:915046627	9/2/2020	TREE SERVICE	4,575.00	4,575.00
			915070054	9/28/2020	TREE SERVICE	2,835.00	7,410.00
52335	10/13/2020	00955	DIVISION OF THE STATE July - Sept 2020	10/2/2020	DISABILITY ACCESS & EDUCATION	6.00	6.00
52336	10/13/2020	01101	TERRYBERRY COMPANY LLC:H89817	10/8/2020	SERVICE AWARDS ~	811.01	811.01
52337	10/13/2020	02183	EWING IRRIGATION PRODUCTS:12680827	9/25/2020	IRRIGATION DRIP TUBING FC	236.62	236.62
52338	10/13/2020	02244	CALIFORNIA BUILDING STANDARDS:July - Sept 2020	10/2/2020	BSASRF	79.00	79.00
52339	10/13/2020	02787	AECO SYSTEMS, INC. 21193	10/1/2020	POLICE STATION FIRE ALARM	45.00	45.00
52340	10/13/2020	02793	DITOS MOTORS 22847	10/5/2020	#1 OIL & FILTER CHANGE	42.00	42.00
52341	10/13/2020	02799	WAVE 103745301-0008	10/1/2020	RIMS INTERNET W/SSF	400.00	400.00
52342	10/13/2020	02935	EMCOR SERVICES-MESA ENERGY:2044	9/28/2020	LEAK BY WOMEN'S LOCKER	387.00	387.00
52343	10/13/2020	02967	GOVINVEST INC. 2020-2927	10/7/2020	GASB 75 ROLL FORWARD VA	3,500.00	3,500.00
52344	10/13/2020	03015	U.S. BANK CORPORATE PMT 09/22/20	9/22/2020	CREDIT CARD PURCHASE	1,087.99	1,087.99
			Gogan	9/22/2020	CREDIT CARD PURCHASE	1,032.00	1,032.00
			Gotelli	9/22/2020	CREDIT CARD PURCHASE	1,001.65	1,001.65
			Abellan	9/22/2020	CREDIT CARD PURCHASE	462.17	462.17
			Wollme	9/22/2020	CREDIT CARD PURCHASE	347.61	347.61
			De Leo	9/22/2020	CREDIT CARD PURCHASE	273.28	273.28
			Goodw	9/22/2020	CREDIT CARD PURCHASE	150.00	150.00
			Corley	9/22/2020	CREDIT CARD PURCHASE	147.78	147.78
			Jordan	9/22/2020	CREDIT CARD PURCHASE	123.82	123.82
			Lotti	9/22/2020	CREDIT CARD PURCHASE	30.49	30.49
			Navarr	9/22/2020	CREDIT CARD PURCHASE	16.76	16.76
			Velasq	9/22/2020	CREDIT CARD PURCHASE	479.71	479.71
52345	10/13/2020	03061	NORTH BAY PETROLEUM 2181932	10/8/2020	PW GAS PURCHASES	182.82	182.82
52346	10/13/2020	03086	TAPCO 1680278	10/1/2020	STREET SIGN HARDWARE 12	9,986.57	9,986.57
52347	10/13/2020	03262	FEHR & PEERS 141187	10/5/2020	BIKE PEDESTRIAN IMPROVEMENT	739.63	739.63
52348	10/13/2020	03273	THE HOME DEPOT PRO 576144315	10/1/2020	PW PURCHASES		

Sub total for TRI COUNTIES BANK: 46,735.00

23 checks in this report.

Grand Total All Checks: 46,735.00

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
52349	10/20/2020	00020	ASSOCIATED SERVICES INC 120100042	10/1/2020	WATERLOGIC RENTAL	40.00	
			120100041	10/1/2020	MTN H/C BWC	9.00	49.00
52350	10/20/2020	00055	CORA				
52351	10/20/2020	00071	FY 2020-2021 G	10/6/2020	COUNCIL APPROVED GRANT	5,000.00	5,000.00
			CSG CONSULTANTS, INC.	August 1-30, 202	CSG	165,979.51	
				08/31/20-09/25/2	CSG	117,714.42	283,693.93
52352	10/20/2020	00112	DEPARTMENT OF JUSTICE 473021	10/5/2020	HR ACCOUNT #145931	98.00	98.00
52353	10/20/2020	00201	JEFFERSON UNION HIGH SCH	10/6/2020	COUNCIL APPROVED GRANT	6,000.00	6,000.00
52354	10/20/2020	00307	PACIFIC GAS & ELECTRIC	10/8/2020	PG&E	5,483.08	5,483.08
52355	10/20/2020	00360	SAN MATEO COUNTY COMM	10/6/2020	COUNCIL APPROVED GRANT	4,000.00	4,000.00
52356	10/20/2020	00391	SUSTAINABLE SAN MATEO C	10/6/2020	COUNCIL APPROVED GRANT	1,000.00	1,000.00
52357	10/20/2020	00412	TELECOMMUNICATIONS ENG	10/10/2020	Facilities Mgmt & Maintenance	1,515.00	1,515.00
52358	10/20/2020	00414	TERMINEX INTERNATIONAL	10/14/2020	PEST CONTROL	244.00	
			L400969829				
			400969830	10/14/2020	601 F St.	75.00	319.00
52359	10/20/2020	00433	GRAINGER INC	10/8/2020	GROMMETS, HOLD PLUG, BL	26.30	26.30
52360	10/20/2020	00456	NORTH PENINSULA FOOD PA	10/6/2020	COUNCIL APPROVED GRANT	15,000.00	15,000.00
52361	10/20/2020	00534	SMC INFORMATION SERVICE	10/9/2020	MICRO CHANNEL & LINES	801.25	801.25
52362	10/20/2020	00551	DALY CITY SAW & LAWN	9/30/2020	FINE 5 BL (105)	65.00	65.00
52363	10/20/2020	00553	PACIFIC NURSERIES	10/6/2020	LANTANA RED & YELLOW, G/	177.04	
			SI-431619				
			SI-429060	10/6/2020	HEMEROCALLIS HYBRID REI	167.81	344.85
52364	10/20/2020	00623	ARAMARK	9/30/2020	FIRST AID SUPPLIES	130.40	130.40
52365	10/20/2020	00649	DAVEY TREE EXPERT COMP	10/5/2020	REMOVE BROKEN CYPRESS	550.00	550.00
52366	10/20/2020	00654	SITIKE COUNSELING CENTE	10/6/2020	COUNCIL APPROVED GRANT	6,500.00	6,500.00
52367	10/20/2020	00716	SMCPCSA	10/5/2020	ANNUAL DUES	1,000.00	1,000.00
52368	10/20/2020	00831	SANTA ROSA JR. COLLEGE	10/13/2020	DEC 13-16 DEFENSIVE TACTI	51.00	51.00
52369	10/20/2020	01023	PRIORITY 1	10/8/2020	4 REPLACEMENT KNOB FOR	37.10	37.10
52370	10/20/2020	01037	COMCAST CABLE	10/7/2020	8155 20 022 0096715 601 F ST	110.06	110.06
52371	10/20/2020	01355	THE BANK OF NEW YORK	10/7/2020	COP FEES	1,250.00	1,250.00
52372	10/20/2020	01364	VIGIL, CHRISTINA	10/13/2020	10.13.20 COVID-19 RENTAL R	350.00	650.00
			2002102.003				
			2002103.003	10/13/2020	10.13.20 DEPOSIT REFUND	300.00	335.00
52373	10/20/2020	01414	VERANO HOMEOWNERS ASS	11/1/2020	VERANO OWNERS ASSOCIAT	335.00	335.00
52374	10/20/2020	01565	BAY CONTRACT MAINTENAN	10/10/2020	JANITORIAL SERVICES	7,530.83	
			October 2020				
			24560	9/30/2020	CARPET EXTRACTION PD	360.00	7,890.83
52375	10/20/2020	01586	OMBUDSMAN SERVICES OF	10/6/2020	COUNCIL APPROVED GRANT	2,000.00	2,000.00
52376	10/20/2020	02119	GRANT, CHRISTOPHER	10/15/2020	09.30.20 MEAL & MILEAGE RE	33.36	33.36

Bank : first TRI COUNTIES BANK (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
52377	10/20/2020	02128	CA LAW ENFORCEMENT ASS/2021 Calendar Y	10/15/2020	2021 CALENDAR YEAR MEME	50.00	50.00
52378	10/20/2020	02182	DALY CITY KUMON CENTER September 2020	10/14/2020	TUTORING	3,485.00	3,485.00
52379	10/20/2020	02216	RAMOS OIL CO. INC.	9/20/2020	PD GASOLINE PURCHASES 1	1,497.66	1,497.66
				9/10/2020	PD GASOLINE PURCHASES 1	1,367.43	1,367.43
				9/30/2020	PD GASOLINE PURCHASES 2	1,354.53	1,354.53
				9/30/2020	RECREATION GASOLINE PUF	53.50	53.50
52380	10/20/2020	02330	FOREMOST PROMOTIONS 518307	10/5/2020	250 EA. HALLOWEEN POLICE	991.24	991.24
52381	10/20/2020	02453	DALY CITY PUBLIC LIBRARY AFY Grant 2020-2	10/13/2020	FY Council Approved Grant	5,220.00	5,220.00
52382	10/20/2020	02491	DALY CITY YOUTH HEALTH CIFY 2020-2021 G	10/6/2020	COUNCIL APPROVED GRANT	6,000.00	6,000.00
52383	10/20/2020	02635	VOLUNTEERS IN MEDICINE - FY 2020-2021 G	10/6/2020	COUNCIL APPROVED GRANT	4,000.00	4,000.00
52384	10/20/2020	02740	FIGLIETTI, CRYSTAL 2002100.003	10/13/2020	10.13.20 COVID-19 RENTAL R	350.00	350.00
				10/13/2020	10.13.20 DEPOSIT REFUND	300.00	300.00
52385	10/20/2020	02827	CORODATA SHREDDING, INC.RS3215264	9/30/2020	STORAGE, PICKUP/DELIVER	136.56	136.56
52386	10/20/2020	02988	DALY CITY PENINSULA FY 2020-2021 G	10/6/2020	COUNCIL APPROVED GRANT	15,000.00	15,000.00
52387	10/20/2020	02989	LIFEMOVES FY 2020-2021 G	10/6/2020	COUNCIL APPROVED GRANT	4,000.00	4,000.00
52388	10/20/2020	03034	FLEX ADVANTAGE November 2020	10/19/2020	HEALTH REIMBURSEMENT A/	51,733.20	51,733.20
52389	10/20/2020	03174	MALDONADO, VICTOR 2002104.003	10/13/2020	10.13.20 COVID-19 RENTAL R	300.00	300.00
				10/13/2020	10.13.20 DEPOSIT REFUND	275.00	275.00
52390	10/20/2020	03191	MAZE & ASSOCIATES 37624	9/30/2020	GASB 68	950.00	950.00
52391	10/20/2020	03244	WRIGHT LINE LLC 004135921	9/23/2020	2 EA. DYNAMIC HEIGHT ADJ (730.88	730.88
52392	10/20/2020	03273	THE HOME DEPOT PRO 577222060	10/7/2020	PW PURCHASES	372.32	372.32
				10/7/2020	PW PURCHASES	189.08	189.08
				10/7/2020	PW PURCHASES	174.78	174.78
52393	10/20/2020	03281	GACHINA LANDSCAPE MANA(F183745	10/1/2020	MAINTENANCE CONTRACT	13,398.93	13,398.93
52394	10/20/2020	03324	NAVARRO, GABRIELA 2002106.003	10/13/2020	10.13.20 COVID-19 RENTAL R	350.00	350.00
				10/13/2020	10.13.20 DEPOSIT REFUND	300.00	300.00
52395	10/20/2020	03334	AT&T MOBILITY NATIONAL AC287296200335X	10/2/2020	WIRELESS	1,403.40	1,403.40
52396	10/20/2020	03341	FERRO, SYLVIA 2002108.003	10/13/2020	10.13.20 COVID-19 RENTAL R	300.00	300.00
				10/13/2020	10.13.20 DEPOSIT REFUND	275.00	275.00
52397	10/20/2020	03374	FIVE POINTS TIRE IMPORTS, 293525	10/10/2020	ENGINE SIDE MOUNT, ENGIN	450.79	450.79
52398	10/20/2020	03378	ESCOBAR, RICARDO 09/30/20 Mileage	9/30/2020	09.30.20 MILEAGE REIMBURS	16.36	16.36
52399	10/20/2020	03379	MELENDREZ, LUIS Sept 28-30 Reim	10/13/2020	SEPT 28-30 MEAL & MILEAGE	96.85	96.85
				10/06/20	Reimbu 10/13/2020 10.06.20 MEAL & MILEAGE RE	33.36	33.36
52400	10/20/2020	03380	LINARES, OSCAR G JR. Refund CO05351	9/24/2020	REFUND CITATION CO053562	328.00	328.00

Sub total for TRI COUNTIES BANK: 459,417.03

52 checks in this report.

Grand Total All Checks: 459,417.03

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
52401	10/23/2020	00047	10232020 B	10/23/2020	CLEA: PAYMENT	245.00	245.00
52402	10/23/2020	01340	10232020 B	10/23/2020	FLEX 125 PLAN: PAYMENT	976.66	
			10232020 B	10/23/2020	DEPENDENT CARE: PAYMEN'	365.39	1,342.05
52403	10/23/2020	01375	10232020 B	10/23/2020	NATIONWIDE: PAYMENT	3,650.00	3,650.00
52404	10/23/2020	02224	10232020 B	10/23/2020	LIFE INSURANCE: PAYMENT	632.50	632.50
52405	10/23/2020	02377	10232020 B	10/23/2020	WAGE GARNISHMENT: PAYM	547.84	547.84
94274	10/23/2020	00130	10232020 B	10/23/2020	CALIFORNIA STATE TAX: PAY	12,300.64	12,300.64
94275	10/23/2020	00521	10232020 B	10/23/2020	FEDERAL TAX: PAYMENT	48,408.13	48,408.13
94276	10/23/2020	00631	10232020 B	10/23/2020	PERS - BUYBACK: PAYMENT	44,440.85	44,440.85
94277	10/23/2020	01360	10232020 B	10/23/2020	ICMA CONTRIBUTION: PAYME	5,054.95	5,054.95
94278	10/23/2020	00068	10232020 B	10/23/2020	COLMA PEACE OFFICERS: P/	613.45	613.45

Sub total for TRI COUNTIES BANK:

117,235.41

10 checks in this report.

Grand Total All Checks: 117,235.41

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
52406	10/27/2020	00004	000015462628	10/13/2020	C3-A/B-12-10-TS-01	1,569.09	1,569.09
52407	10/27/2020	00051	AT&T	10/13/2020	CALIFORNIA WATER SERVICE	213.20	213.20
52408	10/27/2020	00093	1727052702	10/16/2020	1727052702 JSB ASCROSS FF	24,354.50	24,354.50
52409	10/27/2020	00112	CITY OF SOUTH SAN FRANCISCO	10/16/2020	DISPATCH SERVICES	32.00	32.00
52410	10/27/2020	00117	DEPARTMENT OF JUSTICE	10/16/2020	PD ACCOUNT #140503	13,362.20	13,362.20
52411	10/27/2020	00177	DELTA DENTAL OF CALIFORNIA	11/1/2020	DENTAL INSURANCE	5,000.00	5,000.00
52412	10/27/2020	00300	HUMAN INVESTMENT PROJ	10/6/2020	FY 2020/2021 Council Approval	6,500.00	6,500.00
52413	10/27/2020	00352	COMMUNITY GATEPATH	10/6/2020	FY 2020-2021 COUNCIL APPR	225.00	225.00
52414	10/27/2020	00364	SERRAMONTE FORD, INC.	8/11/2020	CAR REPAIR	77.37	302.37
52415	10/27/2020	00394	SMC SHERIFF'S OFFICE	9/25/2020	CAR REPAIR	3,214.00	3,214.00
52416	10/27/2020	00432	TENNANT	9/30/2020	LAB FEES	564.00	564.00
52417	10/27/2020	00460	VISION SERVICE PLAN	10/13/2020	SWEeper/SCRUBBER, RIDEI	1,080.66	1,080.66
52418	10/27/2020	00623	VISION SERVICE PLAN	10/19/2020	VISION SERVICE PLAN	25.73	25.73
52419	10/27/2020	01036	SMC JOBS FOR YOUTH	10/19/2020	VSP COBRA	3,000.00	3,000.00
52420	10/27/2020	01037	ARAMARK	10/6/2020	FY 2020-2021 COUNCIL APPR	1,011.62	1,011.62
52421	10/27/2020	01370	MANAGED HEALTH NETWORK	9/18/2020	COVID-19 REUSABLE FACE M	282.96	282.96
52422	10/27/2020	01399	COMCAST CABLE	6/3/2020	COVID-19 REUSABLE FACE M	99.20	99.20
52423	10/27/2020	01565	VERIZON WIRELESS SERVICE	10/17/2020	EMPLOYEE ASSISTANCE PRG	54.63	54.63
52424	10/27/2020	01687	WESTLAKE ECO SOFT TOUCH	10/12/2020	8155 20 022 0188769 HD TECI	342.09	342.09
52425	10/27/2020	02182	BAY CONTRACT MAINTENANCE	10/15/2020	CELL PHONE SERVICE	23.90	23.90
52426	10/27/2020	02224	UNITED SITE SERVICES OF	10/15/2020	PD CAR WASH	1,140.00	1,140.00
52427	10/27/2020	02499	UNITED SITE SERVICES OF	10/15/2020	COVID-19 COMMUNITY CENT	1,140.00	2,280.00
52428	10/27/2020	02605	DALY CITY KUMON CENTER	4/20/2020	COVID-19 COMMUNITY CENT	174.31	174.31
52429	10/27/2020	02612	STANDARD INSURANCE	4/20/2020	STANDARD AND REGULAR SI	174.31	174.31
			STANDARD INSURANCE	5/15/2020	STANDARD AND REGULAR SI	174.31	174.31
			GE CAPITAL INFORMATION	6/22/2020	STANDARD AND REGULAR SI	174.31	174.31
			GUERRERO, SAUL	7/15/2020	STANDARD AND REGULAR SI	174.31	174.31
			WBE NETWORK SYSTEMS, IN	8/17/2020	STANDARD AND REGULAR SI	174.31	174.31
			WBE NETWORK SYSTEMS, IN	9/10/2020	STANDARD AND REGULAR SI	174.31	174.31
			WBE NETWORK SYSTEMS, IN	10/9/2020	STANDARD AND REGULAR SI	174.31	174.31
			WBE NETWORK SYSTEMS, IN	10/21/2020	TUTORING	3,180.00	3,180.00
			WBE NETWORK SYSTEMS, IN	10/15/2020	LIFE INSURANCE	215.00	215.00
			WBE NETWORK SYSTEMS, IN	10/16/2020	STERLING PARK COPY MACH	76.06	76.06
			WBE NETWORK SYSTEMS, IN	10/18/2020	09/21-25 & 09/28-10/2 SUPER	620.20	620.20
			WBE NETWORK SYSTEMS, IN	9/28/2020	COLMA PD MAIN ENTRY DOC	3,859.57	3,859.57

(Continued)

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
52430	10/27/2020	02795	10/15/20	Reimbl	10/15/2020	10/15/20 FORCE OPTION/DRI	17.00
52431	10/27/2020	02827	CORODATA SHREDDING, INC.DN1288155	9/30/2020	SHREDDING SERVICE	52.87	52.87
52432	10/27/2020	03061	NORTH BAY PETROLEUM 2185567	10/15/2020	PW GAS PURCHASES 1-15	295.01	295.01
52433	10/27/2020	03086	TAPCO I680698	10/7/2020	BLINKERSIGN, W3-1, 30", STC	3,099.75	3,099.75
52434	10/27/2020	03117	KITTELSON & ASSOCIATES, II0113292	10/16/2020	SEPT 2020 GPU SUPPORT	1,650.00	1,650.00
52435	10/27/2020	03228	OPERATION SANTA CLAUS FY 2020-2021 G	10/6/2020	FY 2020-2021 COUNCIL APPR	1,500.00	1,500.00
52436	10/27/2020	03381	PENINSULA VOLUNTEERS, INFY 2020-2021 G	10/6/2020	FY 2020-2021 COUNCIL APPR	5,000.00	5,000.00

Sub total for TRI COUNTIES BANK: 84,097.78

31 checks in this report.

Grand Total All Checks: 84,097.78





STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Pak Lin, Administrative Services Director
 VIA: Brian Dossey, City Manager
 MEETING DATE: November 12, 2020
 SUBJECT: Salary Schedule Update – Chief of Police

RECOMMENDATION

Staff recommends that the City Council adopt:

RESOLUTION AMENDING THE COLMA SALARY SCHEDULE FOR CHIEF OF POLICE POSITION

EXECUTIVE SUMMARY

With the conclusion of the Chief of Police recruitment, the Town's salary schedule needs to reflect the City Council actions on July 8, 2020. The Council's actions include the establishment of a new step and pay structure for the Chief of Police. The attached *Exhibit A to the Resolution* includes the updated steps and pay rates for the Chief of Police position and complies with Government Code 20636.

FISCAL IMPACT

There is no fiscal impact in approving the updated salary schedules.

ANALYSIS

On July 8, 2020, the City Council adopted the ordinance amending the Colma Municipal Code Section 1.03.040 and aligned the Chief of Police position to be an unrepresented, at-will, regular, exempt employee, without an individual employment agreement. During the same meeting, the City Council adopted the resolution setting the new proposed salary schedule as follows:

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

For CalPERS compliance reasons, the updating of the Town's salary schedule was postponed until the hiring of the new Chief of Police. The Chief of Police recruitment is coming to a close and the Town's Salary Schedule must be updated with the steps and pay rates above. The updated Salary Schedule can be found as *Exhibit A to the Resolution*.

Reasons for the Recommended Action/Findings

Updating the Town's Salary Schedule will comply with Title 2 of the California Code of Regulations, section 570.5, Government Code Section 20636, and 2019-20 CalPERS audit finding.

Council Adopted Values

Approving the updated salary schedule is an example of the City Council's *integrity* through enhancing transparency.

CONCLUSION

The attached Exhibit A to the Resolution is an updated salary schedule in accordance with Resolution 2020-32, Title 2 of the California Code of Regulations, section 570.5 and Government Code 20636 pertaining to public employee compensation.

ATTACHMENTS

- A. Resolution
 - o Exhibit A to Resolution: Updated Salary Schedule

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

**RESOLUTION AMENDING THE COLMA SALARY SCHEDULE FOR CHIEF OF POLICE
POSITION**

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

1. Background

- (a) On July 8, 2020, the City Council adopted resolution 2020-32 to establish the Chief of Police steps and pay rates with the hiring of the new Chief of Police;
- (b) The Town's Salary Schedule, effective July 1, 2020, did not need to be updated until the hiring of the new Chief of Police;
- (c) With the conclusion of the Chief of Police recruitment, the Town's Salary Schedule needs to be updated to comply with Title 2 of the California Code of Regulations, section 570.5 and Government Code Section 20636;

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 November 12, 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 @ November 12, 2020)
Adopted November 12, 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
Elected Officials (Monthly Compensation)									
Mayor & City Council	961.00						ORD 784		
Regular/Casual/Temporary Employees (hourly rate, compensated on a biweekly basis)									
Accounting Technician	39.72	41.71	43.79	45.99	48.29	-	Reso 2019-16	(10)(11)	8acct
Administrative Services Director	74.65	78.38	82.30	86.41	90.73	-	Reso 2019-16	(11)	8acm
Administrative Technician I	37.07	38.93	40.88	42.92	45.06	-	Reso 2019-16	(10)(11)	8at1
Administrative Technician II	38.93	40.88	42.92	45.06	47.31	-	Reso 2019-16	(10)(11)	8at2
Administrative Technician III	38.93	40.88	42.92	45.06	47.31	49.68	Reso 2019-16	(10)(11)	8at3
City Clerk	49.68	52.16	54.77	57.50	60.37	-	Reso 2019-16	(10)(11)	8clrk1
City Manager	107.40						Reso 2019-57	(9)	mgr
Community Service Officer	36.16	37.97	39.87	41.87	43.96	-	Reso 2019-16	(10)(11)	8cso
Executive Assistant to Chief of Police	38.93	40.88	42.92	45.06	47.31	49.68	Reso 2019-16	(10)(11)	8at3
Facility Attendant	16.46	17.28	18.14	19.05	-	-	Reso 2019-13	(11)	8fa
Human Resources Manager	54.42	57.14	60.00	63.00	66.15	-	Reso 2019-16	(10)(11)	8hrm
Intern	17.00	19.00	21.00	23.00	25.00		Reso 2020-07		intr
Maintenance Technician I	36.25	38.06	39.96	41.96	44.06	-	Reso 2019-16	(7)(8)(10)(11)	8mt1
Maintenance Technician II	38.06	39.96	41.96	44.06	46.27	-	Reso 2019-16	(7)(8)(10)(11)	8mt2
Maintenance Technician III	38.06	39.96	41.96	44.06	46.27	48.58	Reso 2019-16	(7)(8)(10)(11)	8mt3
Police Chief	82.57	86.70	91.04	94.68	98.26		Reso 2020-32	(1)(11)	chief
Police Commander	73.32	76.98	80.84	84.88	89.12		Reso 2019-16	(1)(11)	8pcmd
Police Dispatcher / Clerk	45.25	46.51	47.77	49.02	50.27		Reso 2019-15	(6)(4)(11)	clerical
Police Dispatcher/Records Supervisor	54.53	56.04	57.57	59.08	60.60		Reso 2019-15	(2)(4)(11)	supervisor
Police Officer - Reserve	50.64						Ord 773		pdres
Police Officer 1	50.64	53.17	55.83	58.62	-		Reso 2019-14	(1)(3)(5)(11)	8po1
Police Officer 2	52.66	55.30	58.06	60.97	-		Reso 2019-14	(1)(3)(5)(11)	8po2
Police Officer 3	53.68	56.37	59.18	62.14	-		Reso 2019-14	(1)(3)(5)(11)	8po3
Police Sergeant 1	64.18	65.51	66.86	70.56	-		Reso 2019-14	(1)(3)(5)(11)	8sgt1
Police Sergeant 2	66.75	68.13	69.53	73.39	-		Reso 2019-14	(1)(3)(5)(11)	8sgt2
Police Sergeant 3	68.02	69.43	70.86	74.81	-		Reso 2019-14	(1)(3)(5)(11)	8sgt3
Public Works Maintenance Supervisor	46.29	48.60	51.03	53.59	56.26		Reso 2019-16	(7)(8)(10)(11)	8mts
Recreation Coordinator	36.15	37.96	39.86	41.85	43.94		Reso 2019-16	(10)(11)	8recc
Recreation Leader	13.00	13.65	14.33	15.06			Reso 2019-13	(11)	8rl
Recreation Manager	43.20	45.37	47.63	50.01	52.51		Reso 2019-16	(10)(11)	recmgr
Senior Recreation Leader	16.46	17.28	18.14	19.05			Reso 2019-13	(11)	8rls
Student Aide	13.00	13.65	14.33	15.06			Reso 2020-07		

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)
- Reso 2020-32** Reclassify Chief of Police employment from contract to appointed by City Manager (CC Mtg 7/08/2020)





STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Bob Lotti, Interim Chief of Police
 VIA: Brian Dossey, City Manager
 MEETING DATE: November 12, 2020
 SUBJECT: Safe Storage of Firearms Ordinance

RECOMMENDATION

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

ORDINANCE ADDING COLMA MUNICIPAL CODE SUBCHAPTER 2.09 TO REQUIRE SAFE STORAGE OF FIREARMS IN A RESIDENCE

EXECUTIVE SUMMARY

At the July 8, 2020 City Council meeting, a presentation was made by a member of the public regarding firearms safety and a request was made to study an ordinance that requires certain measures for the safe storage and handling of firearms. This request was made and is supported by data that shows that firearms are responsible for a considerable number of deaths both nationally and locally.

Subsequent to that presentation, staff researched and found that in addition to the County of San Mateo, several cities within San Mateo County have also adopted such an ordinance. On October 14, 2020, staff presented a study session regarding the proposed ordinance and was given direction to bring an ordinance regarding gun safety back for consideration.

Therefore, staff recommends that the City Council introduce and adopt an ordinance that requires residents of the Town to adhere to important safety rules for the storage and handling of firearms kept within residences.

FISCAL IMPACT

Not more than \$1,000 for outreach and materials.

BACKGROUND

Effective March 26, 2019, the San Mateo County Board of Supervisors adopted an ordinance that requires the safe storage of firearms by residents living in unincorporated areas within San

Mateo County. Subsequent to the ordinance being adopted, several cities within the County also adopted similar ordinances, including Hillsborough, Foster City, San Carlos and Redwood City. On July 8, 2020, a member of the public requested that the Council consider such an ordinance. Based on Council direction, staff presented a study session to the Council and is now presenting the staff report recommending that the Council introduce and adopt the attached Ordinance in an effort to improve the safe storage of firearms within the Town.

ENVIRONMENTAL

None.

ANALYSIS

The attached Ordinance defines a firearm, locked container, trigger lock, and residence and has the following requirements regardless of whether or not the firearm is loaded:

All firearms stored in a residence, as defined in the Ordinance, must be stored in a locked container as defined in the California Penal Code (§16850), or disabled with a California Department of Justice approved trigger locking device.

Failure to store the firearm, as defined in the Ordinance, is an infraction and a person guilty of said infraction is subject to a fine. The person may be fined for each day that the firearm is unsecured. If the Ordinance is adopted, it can be enforced through the administrative citation process versus general enforcement and criminal prosecution.

For the purposes of this Ordinance, a firearm as defined under §16520 of the California Penal Code.

A locked container is defined under California Penal Code § 16850. For the purposes of this Ordinance, a locked container does not include a bag or other container made of fabric or other penetrable material, such as a regular purse, backpack, or gym bag.

A residence means any structure intended or used for human habitation, including but not limited to houses, condominiums, rooms, accessory dwelling units, motels, hotels, single room occupancy units, time shares, recreational vehicles, and other vehicles where human habitation occurs.

A trigger lock means a device that is listed on the California Department of Justice Bureau of Firearms roster of approved firearms safety devices and that is identified as appropriate for that firearm by reference to either the manufacturer and model of the firearm or to the physical characteristics of the firearm that match those listed on the roster for use with the device under California Penal Code §23635.

The trigger locking devices and/or cable locks for firearms can be purchased for \$10.00 apiece. Trigger locks are not recommended for loaded firearms (per manufacturer recommendations) and certain firearms cannot be rendered safe with them (lever action and single shot firearms).

Reasons for Considering a Safe Storage of Firearms Ordinance

The safe storage of firearms in the home, whether with trigger lock devices or gun safes, reduces the risk of firearm related injury and death. This is especially important when the gun owner is not at home or when others are in the home and the firearm is accessible to them. In addition to reducing accidental injuries and death, having the firearm safely secured reduces the likelihood that it will be used for criminal activity or to commit suicide. In homes where children are present, the safe storage of firearms is imperative to protect the lives of those children.

According to a 2008 report published in the New England Journal of Medicine, living in a home where firearms are kept increased an individual's death by homicide between 40% to 170%. Other studies support this data, including a 2004 national study related to gun violence and homicide.

In addition to the statistics above, other studies show that children are at particular risk of firearm related injury or death when the firearms are not safely stored in the home. Most of the accidental deaths and injuries to children from firearms occur in the home and with a firearm that is left unsecured.

In a poll of persons turning in firearms for destruction at a San Mateo County gun buyback event, between 27% and 60% of the people turning in firearms did so for safety reasons. Nearly half of those who responded to the poll did not know how to safely store a firearm.

While any discussion about firearms can evoke an emotional response in this day and age, it is important to understand that the adoption of the proposed Ordinance in no way restricts the right to own or store a firearm in a residence in Colma. The proposed Ordinance merely requires that the firearms are stored safely in order to reduce both intentional and accidental injury and/or death from these firearms. In addition, the Ordinance mimics in many ways the California Penal Code language as it applies to the safe storage of firearms.

Application and Enforcement Concept

Based on feedback received from the Council at the study session on October 14, 2020, staff recommends the following application and enforcement action, along with the use of the Town website to promote the safe storage of firearms:

It is recommended that enforcement of this Ordinance occur when police officers or other Town staff are at a defined residence for another legal purpose and come across a firearm not stored in accordance with the law. No research will be conducted by police officers to specifically enforce the provisions of this Ordinance unless they are on scene and observe a violation.

Staff also recommends that the Town provide appropriate links to the State of California, Department of Justice (DOJ) website that includes data related to approved DOJ locking and storage devices for firearm safety. In addition, staff recommends that the police department have a supply of such devices available for distribution. Distribution would be limited to

persons contacted who are in violation of the Ordinance and who do not have access to such a device to secure the firearm in question.

Council Adopted Values

Adopting a safe storage of firearms ordinance is the *responsible* action, for it can save lives from intentional and accidental deaths and/or injuries.

Alternatives

- The City Council could direct staff to lead a public safety campaign related to firearms safety in-lieu of the proposed Ordinance. Staff would recommend that a professional trainer provide services related to any public safety campaign, which likely would come with a cost to the Town.

CONCLUSION

Staff recommends that the City Council introduce and adopt the attached Safe Storage of Firearms Ordinance in an effort to curb injuries and death associated with firearms use and provide direction to staff.

ATTACHMENTS

- A. Safe Storage of Firearms Ordinance

ORDINANCE NO. ____
OF THE CITY COUNCIL OF THE TOWN OF COLMA

**ORDINANCE ADDING COLMA MUNICIPAL CODE SUBCHAPTER 2.09 TO REQUIRE
SAFE STORAGE OF FIREARMS IN A RESIDENCE**

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

ARTICLE 1. RECITALS.

(a) Having a loaded or unlocked gun in the home is associated with an increased risk of gun-related injury and death. According to a 2008 report published in the New England Journal of Medicine, living in a home where guns are kept increased an individual's risk of death by homicide by between 40% and 170%. Similarly, a 2004 national study determined that the presence of guns in the home increased an individual's risk of death by homicide by 90%.

(b) Firearm injuries have a significant public health impact. According to a 2015 study, researchers conservatively estimate that gun violence costs the American economy at least \$229 billion every year, including \$8.6 billion in direct expenses such as those for emergency and medical care. In California, the direct costs of hospital use for firearm assault injuries alone was estimated at \$87.4 million in 2010. 65% of these costs were borne by taxpayers.

(c) Children are particularly at risk of injury and death from firearms when firearms are not safely secured in their own homes or in homes they visit. According to national data, children and young adults (24 years of age and under) constitute 38% of all firearm deaths and non-fatal injuries. More than 75% of guns used in suicide attempts and unintentional injuries of children and young adults (0-19 years of age) were stored in the residence of the victim, a relative, or a friend. 89% of accidental shooting deaths among children occur in the home, and most of these deaths occur when children are playing with an unsecured loaded gun in their parents' absence.

(d) Applying trigger locks or using lock boxes when storing firearms in the home reduces the risk of firearm injury and death. Keeping a firearm locked when it is not being carried ensures that it cannot be accessed and used by others without the owner's knowledge or permission. This simple measure significantly decreases the risk that the gun will be used to commit suicide, homicide, or inflict injury, whether intentionally or unintentionally. Safe storage measures have a demonstrated protective effect in homes with children and teenagers where guns are stored.

(e) More local community action is needed to prevent gun violence. In San Mateo County, there have been 301 gun-related deaths over the past 10 years. According to data collected in 2018 by the Citizens for a San Mateo County Gun Buy Back from participants at two separate gun buy back events, a majority of respondents reported "hiding [the gun] in a discrete location" and/or "keeping it unloaded" as a safety measure, even though these methods are not generally considered safe storage. A large number of respondents (27% in May 2018 and 60% in December 2018) reported that they surrendered the firearms for "safety reasons," and nearly half of respondents indicated that they did not know how to properly store an inherited firearm.

ARTICLE 2. INCORPORATION OF RECITALS.

The City Council hereby finds that all of 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.

ARTICLE 3. CMC SUBCHAPTER 2.09 ADDED.

A new subchapter 2.09, Safe Storage of Firearms in a Residence, is hereby added to Chapter 2, Prohibited Activities, to read as follows:

Subchapter 2.09: Safe Storage of Firearms in a Residence

2.09.010 Application of Subchapter.

The provisions of this subchapter shall apply within the jurisdictional boundaries of the Town of Colma.

2.09.020 Definitions.

For the purpose of this subchapter, the following words shall have the meaning set forth herein:

- (a) "Firearm" means a firearm as defined in California Penal Code Section 16520.
- (b) "Locked Container" means a locked container, as defined in California Penal Code, Section 16850, listed on the California Department of Justice Bureau of Firearms roster of approved firearm safety devices. For purposes of this subchapter, a locked container does not include a bag or other container made of fabric or other penetrable material, such as a regular purse, backpack, or gym bag.
- (c) "Residence" means any structure intended or used for human habitation, including but not limited to, houses, condominiums, rooms, accessory dwelling units, motels, hotels, single room occupancy units, time shares, recreational vehicles, and other vehicles where human habitation occurs.
- (d) "Trigger lock" means a trigger lock that is listed on the California Department of Justice's roster of approved firearms safety devices and that is identified as appropriate for that firearm by reference to either the manufacturer and model of the firearm or to the physical characteristics of the firearm that match those listed on the roster for use with the device under California Penal Code Section 23635.

2.09.030 Safe Storage of Firearms in a Residence Required.

- (a) Except when carried on the person, no person shall keep a firearm in any residence unless the firearm is stored in a locked container or is disabled with a trigger lock.
- (b) To encourage reporting of lost or stolen firearms, a person who complies with California Penal Code Section 25250 by reporting the loss or theft of a firearm they own or possess to a local law enforcement agency within five days from the time they knew or reasonably should

have known the firearm had been lost or stolen shall not be prosecuted for violation of subsection (a).

2.09.040 Enforcement.

A violation of any provision of this subchapter is an infraction, punishable as set forth in subchapter 1.05 of the Colma Municipal Code. It can also be enforced through the Administrative Citation process contained at Colma Municipal Code Section 2.01.090(c).

ARTICLE 4. SEVERABILITY.

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

ARTICLE 5. NOT A CEQA PROJECT.

The City Council finds that this Ordinance is not subject to the California Environmental Quality Act (CEQA) pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

ARTICLE 6. EFFECTIVE DATE.

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

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Certificate of Adoption

I certify that the foregoing Ordinance No. ____ was duly introduced at a regular meeting of the City Council of the Town of Colma held on November 12, 2020 and duly adopted at a regular meeting of said City Council held on _____, 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



STAFF REPORT

TO: Mayor and Members of the City Council
FROM: Christopher J. Diaz, City Attorney
VIA: Brian Dossey, City Manager
MEETING DATE: November 12, 2020
SUBJECT: Brown Act Refresher and Update

RECOMMENDATION

This item is a study session only. No action will be taken at this meeting. However, City Councilmembers are welcome to ask questions and provide comments during or after the presentation.

EXECUTIVE SUMMARY

The City Attorney will provide a presentation regarding updates to the Brown Act, including rules on non-agenda items, best practices, and other updates recently enacted by the State legislature.

COUNCIL ADOPTED VALUES

It is *responsible* for the City Council to receive a refresher/update on and to be made aware of changes to the Brown Act in order to ensure legal compliance.

CONCLUSION

Staff recommends the City Council receive the Brown Act presentation.

