



**AGENDA
REGULAR MEETING
CITY COUNCIL OF THE TOWN OF COLMA
Wednesday, January 12, 2022
Closed Session - 6:00 PM
Regular Session - 7:00 PM**

The City Council meeting will be conducted virtually pursuant to the provisions of Assembly Bill 361 amending the Ralph M. Brown Act and Government Code Section 54953(e) (and without compliance with section 54953(b)(3)) related to conducting public meetings during the COVID-19 pandemic based on the current State of Emergency and the existing State recommendations on social distancing. The Council Chambers will not be open to the public for this City Council meeting.

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)
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+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. Verbal comments will also be accepted during the meeting.

CLOSED SESSION – 6:00 PM

1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Pursuant to Government Code Section 54956.9(d)(4)
Town as Plaintiff

PLEDGE OF ALLEGIANCE AND ROLL CALL – 7:00 PM

REPORT FROM CLOSED SESSION

ADOPTION OF AGENDA

PRESENTATION

- Holiday House Decorating Award Recipients
- Peninsula Humane Society Update
- Introduction of New Recreation Coordinator Daisy Esquivas
- Police Department Year in Review

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 December 2, 2021 Special Meeting.
3. Motion to Accept the Minutes from the December 7, 2021 Special Meeting.
4. Motion to Accept the Minutes from the December 8, 2021 Regular Meeting.
5. Motion to Approve Report of Checks Paid for December 2021.
6. Motion to Accept Informational Report on Recreation Department Programs, Activities, Events, and Trips for the Fourth Quarter of 2021.
7. Motion to Reconfirm Findings and Determinations Under Resolution No. 2021-33 and Assembly Bill 361 for the Continuation of Virtual Meetings.
8.
 - a. Motion to Adopt a Resolution Directing Town Staff to Fly the National Flag of Israel at the Community Center in Lieu of the Town Flag on May 5, 2022 Until Sunset.
 - b. Motion to Adopt Resolution Directing Town Staff to Fly Various Commemorative Flags in Lieu of the Town of Colma Flag at the Colma Community Center.

NEW BUSINESS

9. FOURTH AMENDMENT TO EMPLOYMENT CONTRACT FOR CITY MANAGER

Consider: Motion to Adopt a Resolution Approving Fourth Amendment to Employment Contract With Brian Dossey.

STUDY SESSION

10. SANITARY SEWER ENTERPRISE FUND

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. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**
Pursuant to Government Code Section 54956.9(d)(4)
Town as Plaintiff

This is a Closed Session item; there is no staff report for this item.



**MINUTES
SPECIAL MEETING**

City Council of the Town of Colma
Meeting Held Remotely via Zoom.us
Thursday, December 2, 2021
5:30 PM

PLEDGE OF ALLEGIANCE AND ROLL CALL

Mayor Diana Colvin called the meeting to order at 5:31 p.m.

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

Staff Present – City Manager Brian Dossey, City Attorney Christopher Diaz, Administrative Services Director Pak Lin, Chief of Police John Munsey, Police Commander Sherwin Lum, Director of Public Works Brad Donohue, City Planner Farhad Mortazavi, and City Clerk Caitlin Corley were in attendance.

The Mayor announced, “Welcome to another of our completely remote Council Meeting. As always, we are accepting public comments through email or the zoom chat function—you can email our City Clerk at ccorley@colma.ca.gov or use the chat function to let her know which item you would like to speak on. Please keep your comments to 3 minutes or less. Thank you.”

ADOPTION OF THE AGENDA

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

Action: Vice Mayor Fiscaro 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	
Diana Colvin, Mayor	✓				
Helen Fiscaro	✓				
Raquel Gonzalez	✓				
Joanne F. del Rosario	✓				
John Irish Goodwin	✓				
	5	0			

NEW BUSINESS

1. PLEDGE OF \$5,000 TO CRIME STOPPERS

City Manager Brian Dossey presented the staff report. Mayor Colvin opened the public comment period at 5:37 p.m. and seeing no one request to speak she closed the public comment period. Council discussion followed.

Action: Vice Mayor Fiscaro moved to Adopt a Resolution Pledging \$5,000 to Crime

Stoppers for Information Leading to the Capture and Conviction of the Person/s Responsible for the Crimes Against Retired Colma Police Sergeant Kevin Nishita and Making Public Purpose Findings; the motion was seconded by Council Member Goodwin and carried by the following vote:

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

ADJOURNMENT

Mayor Colvin adjourned the meeting at 5:40 p.m.

Respectfully submitted,

Caitlin Corley
City Clerk

**MINUTES
SPECIAL MEETING**

City Council of the Town of Colma
Meeting Held Remotely via Zoom.us
Tuesday, December 7, 2021
6:00 p.m.

CALL TO ORDER

Mayor Colvin called the Special Meeting of the City Council to order at 6:00 p.m.

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

Staff Present – City Manager Brian Dossey, City Attorney Christopher Diaz, Chief of Police John Munsey, Administrative Services Director Pak Lin, Director of Public Works Brad Donohue, City Engineer Cyrus Kianpour, City Planner Farhad Mortazavi and City Clerk Caitlin Corley, were in attendance.

INTRODUCTIONS

Mayor Colvin welcomed the audience and acknowledged local dignitaries and elected officials in attendance:

- Kevin Mullin, California Assembly Member
- Dennis Fiscaro, Former Colma Mayor
- Mary Brodzin, Former Colma Council Member
- Maureen O'Connor, President of the Colma Historical Association
- Felicia Leong, CEO of the Colma Daly City Chamber of Commerce
- Alex Walker, Assemblymember Phil Ting's Office

REMARKS BY OUT-GOING MAYOR

Mayor Colvin made remarks as the out-going Mayor. The City Council presented her with a proclamation, a gavel, flowers and a donation to the Colma Historical Association. They also presented her with a photobook of her representing the Town at various events this year, as a special thank you for serving during an especially difficult time.

The following people made remarks thanking Mayor Colvin for her service:

- Colma Historical Association President Maureen O'Connor
- Felicia Leong, CEO of the Colma Daly City Chamber of Commerce
- Alex Walker, representative from Assemblymember Phil Ting's office
- Dustin Chase, General Manager of Lucky Chances
- California Assemblymember Kevin Mullin

NOMINATION AND APPOINTMENT OF MAYOR

The Mayor called upon the Council for nominations for Mayor. Council Member Goodwin nominated Helen Fiscaro for Mayor, and the nomination was seconded by Council Member del Rosario. There were no other nominations, and Mayor Colvin closed the nominations for Mayor and called for a vote.

Action: Council Member Goodwin moved to select Helen Fiscaro as Mayor, and 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	
Diana Colvin, Mayor	✓				
Helen Fisicaro	✓				
Raquel Gonzalez	✓				
Joanne F. del Rosario	✓				
John Irish Goodwin	✓				
	5	0			

ADMINISTRATION OF THE OATH OF OFFICE TO NEW MAYOR

Assemblymember Kevin Mullin administered the Oath of Office to the new Mayor Helen Fisicaro. Outgoing Mayor Diana Colvin announced that the Council sent flowers to Mayor Fisicaro's home to celebrate her new term as Mayor. Mayor Fisicaro introduced her guests and gave her remarks as the in-coming Mayor.

NOMINATION AND APPOINTMENT OF VICE MAYOR

Mayor Fisicaro called upon the Council to make nominations for Vice Mayor. Council Member del Rosario nominated Raquel Gonzalez for Vice Mayor, and the nomination was seconded by Council Member Colvin. There were no other nominations, and Mayor Fisicaro closed the nominations for Vice Mayor and called for a vote.

Action: Council Member del Rosario moved to select Raquel Gonzalez as Vice Mayor, and the motion was seconded by Council Member Colvin and carried by the following vote:

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

ADMINISTRATION OF THE OATH OF OFFICE TO VICE MAYOR

Ken Gonzalez administered the Oath of Office to the new Vice Mayor Raquel Gonzalez. Vice Mayor Gonzalez introduced her guests and gave her remarks as the in-coming Vice Mayor.

SIGNING OF THE VALUES BASED CODE OF CONDUCT

Mayor Fisicaro announced, "In 2009, the City Council adopted the Values Based Code of Conduct to promote and maintain the highest standards of personal and professional conduct in the Town's government. Last year, Council and staff participated in a team building exercise and worked together to revise and update the pledge. The newly updated Code of Conduct includes the longstanding values of fairness, honesty and integrity, responsibility, vision and respect, and focuses on practical ways to live up to these values while highlighting the importance of trust, communication, collaboration and compassion.

Council will now sign this pledge. Town Staff will also sign it and it will be posted on our website as a reminder of our commitment to the public and to each other."

The Mayor and each member of Council signed the pledge.

ADJOURNMENT AND CLOSE IN MEMORY

Mayor Fiscaro announced, "It is with great sadness that we close tonight's meeting in memory of retired Colma Police Sergeant Kevin Nishita.

Last month, Kevin was providing security as an armed guard for a media crew working on a story in Oakland. The media crew was confronted by armed suspects and Kevin was struck by gunfire.

Kevin came to the Colma Police Department in February 2012 and served in Colma until his retirement in 2018. He was a remarkable police officer and a very active member of the Colma community, both on and off duty.

Kevin was the recipient of numerous awards and commendations, including the 2018 Chief's Award, which is given annually to an employee who "embodies a high moral character and demonstrates exemplary performance in all areas of police work, sworn and non-sworn alike, and more importantly, demonstrates our core values and strives to help the community in which he or she serves. This employee gives more of him or herself than asked, and often makes sacrifices to benefit the greater good, without expectation of acknowledgment.

Kevin was a son, a husband, father, a grandfather, a co-worker, and a friend. He will be dearly missed."

Mayor Fiscaro adjourned the Special Meeting at 6:54 p.m. and thanked everyone for attending.

Respectfully submitted,

Caitlin Corley
City Clerk



**MINUTES
REGULAR MEETING**

City Council of the Town of Colma
Meeting Held Remotely via Zoom.us
Wednesday, December 8, 2021
Closed Session - 6:00 PM
Regular Session - 7:00 PM

CLOSED SESSION – 6:00 PM

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

Agency Negotiator: Mayor
Unrepresented Employees: City Manager

PLEDGE OF ALLEGIANCE AND ROLL CALL – 7:00 PM

Mayor Helen Fiscaro called the meeting to order at 7:02 p.m.

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

Staff Present – City Manager Brian Dossey, City Attorney Christopher Diaz, Administrative Services Director Pak Lin, Chief of Police John Munsey, Director of Public Works Brad Donohue, City Planner Farhad Mortazavi, and City Clerk Caitlin Corley were in attendance.

The Mayor announced, “Welcome to another of our completely remote Council Meeting. As always, we are accepting public comments through email or the zoom chat function—you can email our City Clerk at ccorley@colma.ca.gov or use the chat function to let her know which item you would like to speak on. Please keep your comments to 3 minutes or less. Thank you.”

REPORT FROM CLOSED SESSION

Mayor Fiscaro announced, “There was no reportable action at the end of tonight’s closed session.”

ADOPTION OF THE AGENDA

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

Action: Council Member 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	
Helen Fiscaro, Mayor	✓				
Raquel Gonzalez	✓				
Joanne F. del Rosario	✓				
John Irish Goodwin	✓				
Diana Colvin	✓				
	5	0			

PUBLIC COMMENTS

Mayor Fiscaro opened the public comment period at 7:03 p.m. Resident Laura Walsh requested that Council consider raising the Israeli flag in recognition of Israeli Independence Day. The Mayor closed the public comment period at 7:05 p.m.

CONSENT CALENDAR

2. Motion to Accept the Minutes from the November 10, 2021 Special Meeting.
3. Motion to Accept the Minutes from the November 10, 2021 Regular Meeting.
4. Motion to Approve Report of Checks Paid for November 2021.
5. Motion to Reconfirm Findings and Determinations Under Resolution No. 2021-33 and Assembly Bill 361 for the Continuation of Virtual Meetings.
6. Motion Approving and Accepting the Development Impact Fee Report for Fiscal Year Ending June 30, 2021.
7. Motion Accepting the Fiscal Year 2020-21 Annual Investment Report Through June 30, 2021.
8. Motion to Adopt a Resolution Amending Colma Administrative Code Subchapter 1.15, Relating to an Environmentally Preferable & Recovered Waste Organic Product Procurement Policy.

Action: Council Member del Rosario moved to approve the consent calendar items #2 through 8; the motion was seconded by Council Member Goodwin and carried by the following vote:

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

NEW BUSINESS

9. MEMORANDUMS OF UNDERSTANDING AND COST OF LIVING INCREASES

City Manager Brian Dossey presented the staff report. Mayor Fiscaro opened the public comment period at 7:16 p.m. and seeing no one request to speak she closed the public comment period. Council discussion followed.

Action: Council Member Goodwin moved to Adopt a Resolution Approving Memorandum of Understanding Between the Town of Colma and the Colma Peace Officers Association for the Period of December 26, 2021 to June 30, 2024; the motion was seconded by Vice Mayor Gonzalez and carried by the following vote:

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

Action: Council Member del Rosario moved to Adopt a Resolution Approving Memorandum of Understanding Between the Town of Colma and the Colma Police Communication/Records Association for the Period of December 26, 2021 to June 30, 2024; the motion was seconded by Council Member Colvin and carried by the following vote:

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

Action: Council Member del Rosario moved to Adopt a Resolution Approving Cost of Living Salary Increases for Certain Unrepresented Employees and Modifying the Town’s Salary Schedule; the motion was seconded by Council Member Colvin and carried by the following vote:

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

Action: Vice Mayor Gonzalez moved to Adopt a Resolution Amending Colma Administrative Code Subchapter 3.01 Through 3.05, and Subchapter 4.04, Relating to Various Employment-Related Policies and Financial Management; the motion was seconded by Council Member Colvin and carried by the following vote:

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

10. **COUNCIL OF CITIES AND CITY SELECTION COMMITTEE**

City Clerk Caitlin Corley presented the staff report. Mayor Fiscaro opened the public comment period at 7:22 p.m. and seeing no one request to speak, the mayor closed the public comment period. Council discussion followed.

Action: Council Member Colvin moved to Confirm Designation of the Mayor as the Voting Member for the Council of Cities, Designating the Alternate Voting Member as the Vice Mayor and Each Council Member in Order of Seniority, and Giving the Voting Member Discretion on any and all Matters to be Considered; the motion was seconded by Vice Mayor Gonzalez and carried by the following vote:

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

11. **CITY COUNCIL COMMITTEE ASSIGNMENTS FOR 2022**

City Clerk Caitlin Corley presented the staff report. Mayor Fiscaro opened the public comment period at 7:25 p.m. and seeing no one come forward to speak, she closed the public comment period. Council discussion followed. Below is the list of 2022 Committee Assignments that the Council discussed and agreed on:

Committee Name	Primary	Secondary
Association of Bay Area Governments (ABAG) (GENERAL ASSEMBLY MEETS TWICE PER YEAR APRIL & OCTOBER)	del Rosario	Gonzalez
California Cities Gaming Authority (MEETS 3 RD WEDNESDAY, 10:00AM)	Fiscaro	Gonzalez
City/County Association of Governments (C/CAG) (MEETS 2 ND THURSDAY OF THE MONTH, 7:00PM)	Goodwin	Colvin
C/CAG Legislative Committee (MEETS 2 ND THURSDAYS AT 5:00PM)	Goodwin	
Colma Creek Flood District (MEETS QUARTERLY, 2 ND TUESDAY @ 3:00PM IN MARCH, JUNE, SEPTEMBER AND DECEMBER AT CITY HALL, SOUTH SAN FRANCISCO)	Fiscaro	
Emergency Services Council (MEETS QUARTERLY, 3 RD THURSDAY at 5:30PM IN JANUARY, APRIL, JUNE & SEPTEMBER, AT THE HALL OF JUSTICE, JURY ASSEMBLY ROOM IN REDWOOD CITY)	Colvin	del Rosario
Peninsula Clean Energy Board of Directors (MEETS 4 TH THURSDAY, 6:30PM AT THE COUNTY OFFICE OF EDUCATION BUILDING IN REDWOOD CITY)	Gonzalez	del Rosario
Peninsula Traffic Congestion Relief Alliance - "Commute.org" Board of Directors (6 X A YEAR, THURSDAY MORNINGS)	Gonzalez	Colvin
San Francisco International Airport Community Roundtable (MEETS 1 ST WEDNESDAY, 7:00PM AT MILLBRAE CITY HALL)	Goodwin	del Rosario
San Mateo County Council of Cities (MONTHLY DINNER AND MEETING)	Fiscaro	Gonzalez

Action: Council Member Goodwin moved to Approve Committee Assignments for 2022 and Grant to the Appointee Discretion in Voting on Matters Brought Before the Committee; the motion was seconded by Council Member Colvin and carried by the following vote:

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

12. 2024 GENERAL PLAN UPDATE – DRAFT ENVIRONMENTAL IMPACT REPORT

City Planner Farhad Mortazavi presented the staff report. Mayor Fiscaro opened the public comment period at 7:42 p.m. and seeing no one come forward to speak, she closed the public comment period. Council discussion followed.

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

COUNCIL CALENDARING

The Regular Meeting on Wednesday, December 22, 2021 will be cancelled.

The next Regular Meeting will be on Wednesday, January 12, 2022 at 7:00pm and it will be held remotely.

REPORTS

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

- The Breakfast with Santa event and Stuff the Cruiser toy drive were held on December 4 and were great successes.
- The Town received \$1.8 million Measure W grant for El Camino Real Bicycle and Pedestrian Improvement Project.
- The Council of Cities Dinner will be held on December 17 at the Colma Fire House.
- Candy Cane Day will be on Saturday, December 18. Colma Fire and Colma Police will be collecting toys and handing out candy canes throughout Town.

ADJOURNMENT AND CLOSE IN MEMORY

Mayor Fiscaro adjourned the meeting at 8:07 p.m. in memory of Patricia Hatfield, beloved longtime resident and Colma Historian. Pat played an essential role in establishing the Colma Historical Association, as one of it's co-founders and president for over 20 years. Even after her retirement as president, Pat was an active member of the CHA and a docent at the museum for several years. She was devoted to preserving the history of Colma and making the fascinating and important story of Colma available, not just to our community, but to the whole world. Pat would happily speak with anyone who wanted to learn more about our interesting little Town, she appeared in many news articles and shows, and was a producer of the Town's own 90th Anniversary documentary. Pat was very active in the recreation department and a fixture at Council Meetings for many years. She truly loved

this Town and spent her life making it better. Her passing is a great loss for Colma and she will be deeply missed.

Respectfully submitted,

Caitlin Corley
City Clerk



Final Check List
Town of Colma

apChkLst
11/30/2021 10:08:18AM

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
53975	12/1/2021	00032	BAYANIHAN EQUITY CENTER 2002164.003	11/15/2021	11.15.21 DEPOSIT REFUND	200.00	200.00
53976	12/1/2021	00051	CALIFORNIA WATER SERVICE6544607057	11/16/2021	CA WATER	453.98	453.98
53977	12/1/2021	00057	CINTAS CORPORATION #2 4102164453	11/18/2021	MAT CLEANING & SUPPLIES	477.97	
			4095373940	9/9/2021	MAT CLEANING & SUPPLIES	305.61	
			4102164388	11/18/2021	MAT CLEANING & SUPPLIES	275.69	
53978	12/1/2021	00093	CITY OF SOUTH SAN FRANCISCO:518625	11/16/2021	DISPATCH SERVICES	24,841.50	1,059.27
			518629	11/17/2021	TRAFFIC SIGNAL MAINTENANCE	2,875.00	
53979	12/1/2021	00093	CITY OF SOUTH SAN FRANCISCO:431197	10/11/2021	HUYLLAPUMA HW-2019-01 3#	1,080.83	27,716.50
53980	12/1/2021	00112	DEPARTMENT OF JUSTICE 544314	11/3/2021	HR ACCOUNT #145931	66.00	1,080.83
53981	12/1/2021	00117	DELTA DENTAL OF CALIFORNIA BE004716361	11/23/2021	DENTAL INSURANCE	12,797.60	66.00
53982	12/1/2021	00307	PACIFIC GAS & ELECTRIC 1918250367-2	11/17/2021	1198 EL CAMINO	3,336.55	12,797.60
			0512181543-4	11/10/2021	PG&E	1,577.48	
53983	12/1/2021	00432	VISION SERVICE PLAN 813733448	11/19/2021	VISION SERVICE PLAN	952.01	4,914.03
			813733449	11/19/2021	VSP COBRA	51.46	
53984	12/1/2021	00464	HINDERLITER, DE LLAMAS SIN012792	11/22/2021	SALES TAX SERVICES	20,393.82	1,003.47
53985	12/1/2021	00619	LUM, SHERWIN 2002172.003	11/22/2021	11.22.21 DEPOSIT REFUND	200.00	20,393.82
53986	12/1/2021	00649	DAVEY TREE EXPERT COMPANIES 16181395	11/15/2021	TREE SERVICE	6,250.00	200.00
53987	12/1/2021	00683	SMC PUBLIC SAFETY COMMUNICATIONS:CLMA-MSS 22-C	11/18/2021	MESSAGE SWITCH QUARTER	1,714.25	6,250.00
			CLMA-MSS 22-C	11/18/2021	MESSAGE SWITCH QUARTER	1,714.25	
53988	12/1/2021	01032	SHAUGHNESSY ROOFING, INC 0030333-IN	11/18/2021	1199 EL CAMINO CLEANED R	4,800.00	3,428.50
53989	12/1/2021	01036	MANAGED HEALTH NETWORK:PRM-067718	11/16/2021	EMPLOYEE ASSISTANCE PROGRAM	99.20	4,800.00
53990	12/1/2021	01037	COMCAST CABLE 11/17/21-12/16/2	11/12/2021	8155 20 022 0188769 HD TECH	55.18	99.20
53991	12/1/2021	01370	VERIZON WIRELESS SERVICES:9892885602	11/15/2021	CELL PHONE SERVICE	342.09	55.18
53992	12/1/2021	01511	GONZALEZ, ALEJANDRA 2002161.003	11/8/2021	11.08.21 DEPOSIT REFUND	300.00	342.09
53993	12/1/2021	01552	FORTE PRESS CORPORATION:55964	11/17/2021	BUSINESS CARDS 250 EA: AZ	210.13	300.00
53994	12/1/2021	01565	BAY CONTRACT MAINTENANCE:26577	11/22/2021	COVID-19 BASE LINE DECON	1,020.00	210.13
53995	12/1/2021	01653	KAISER PERMANENTE MEDICAL:October 8-29, 20	11/9/2021	HEALTH & SAFETY SERVICES	869.00	1,020.00
53996	12/1/2021	01882	PERDOMO, IRMA ESTELA 2002170.003	11/22/2021	11.22.21 DEPOSIT REFUND	50.00	869.00
53997	12/1/2021	02132	WOLLMAN, JASON 11/11/19/21 Rein	11/24/2021	11/19/21 REIMBURSEMENT F	65.60	50.00
53998	12/1/2021	02499	GE CAPITAL INFORMATION 105628569	11/19/2021	A11 TOWN HALL COPY MACH	513.17	65.60
			105603177	11/10/2021	A12 STERLING PARK COPY M	76.15	
53999	12/1/2021	02637	Z.A.P. MANUFACTURING INC. 6198	11/24/2021	Custom Sign	369.84	589.32
54000	12/1/2021	02709	GONZALEZ, CELESTE 2002173.003	11/22/2021	11.22.21 DEPOSIT REFUND	300.00	369.84
54001	12/1/2021	02849	U.S. BANK PARS ACCOUNT, 6 December 2021	12/1/2021	OPEB CONTRIBUTION	126,504.00	300.00
							126,504.00

Bank : first TRI COUNTIES BANK (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
54002	12/1/2021	02877	GUERRERO, CESAR	2002171.003	11/22/2021	11.22.21 DEPOSIT REFUND	50.00
54003	12/1/2021	03061	NICK BARBIERI TRUCKING, LI2282778	2002171.003	11/15/2021	PW GAS PURCHASES 1-15	225.22
54004	12/1/2021	03267	ACC BUSINESS	213148160	11/27/2021	ETHERNET ACCESS	674.58
54005	12/1/2021	03411	CLEAN WORLD GREASE TRAI0895	1000000165121	11/17/2021	30 GAL. DRUM EXCHANGE	100.00
120121	12/1/2021	00631	P.E.R.S.	1000000162105	8/6/2021	GASB-68 REPORTS & SCHED	2,100.00
2012021	12/1/2021	00282	CALIFORNIA PUBLIC EMPLOY	1000000162105	11/15/2021	MEDICAL INSURANCE	1,565.20
Sub total for TRI COUNTIES BANK:							219,853.36

33 checks in this report.

Grand Total All Checks: 219,853.36

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
54006	12/3/2021	01340	NAVIA BENEFIT SOLUTIONS 12032021 B	12/3/2021	DEPENDENT CARE: PAYMEN	1,516.66	
			12032021 B	12/3/2021	FLEX 125 PLAN: PAYMENT	597.83	2,114.49
54007	12/3/2021	01375	NATIONWIDE RETIREMENT S:12032021 B	12/3/2021	NATIONWIDE: PAYMENT	4,393.75	
			12032021 M	12/3/2021	NATIONWIDE: PAYMENT	1,150.00	5,543.75
54008	12/3/2021	02377	CALIFORNIA STATE DISBURS:12032021 B	12/3/2021	WAGE GARNISHMENT: PAYM	547.84	547.84
54009	12/3/2021	02944	PEACE OFFICERS RESEARCH:12032021 B	12/3/2021	PORAC: PAYMENT	33.00	33.00
54010	12/3/2021	02945	PORAC LEGAL DEFENSE FUN:12032021 B	12/3/2021	PORAC LDF: PAYMENT	168.00	168.00
94508	12/3/2021	00521	UNITED STATES TREASURY 12032021 M	12/3/2021	FEDERAL TAX: PAYMENT	901.93	901.93
94509	12/3/2021	01360	MISSIONSQUARE RETIREMEN:12032021 M	12/3/2021	ICMA CONTRIBUTION: PAYME	464.42	464.42
94510	12/3/2021	00631	P.E.R.S. 12032021 M	12/3/2021	PERS MISC NON-TAX: PAYME	871.61	871.61
94511	12/3/2021	00282	CALIFORNIA PUBLIC EMPLOY:12032021 M	12/3/2021	DECEMBER 2021 ACTIVE PRI	8,141.33	8,141.33
94512	12/3/2021	00130	EMPLOYMENT DEVELOPMEN:12032021 B	12/3/2021	CALIFORNIA STATE TAX: PAY	14,177.10	14,177.10
94513	12/3/2021	00521	UNITED STATES TREASURY 12032021 B	12/3/2021	FEDERAL TAX: PAYMENT	49,190.04	49,190.04
94514	12/3/2021	00282	CALIFORNIA PUBLIC EMPLOY:12032021 B	12/3/2021	DECEMBER 2021 ACTIVE PRI	63,151.70	63,151.70
94515	12/3/2021	00631	P.E.R.S. 12032021 B	12/3/2021	PERS - BUYBACK: PAYMENT	38,556.57	38,556.57
94516	12/3/2021	01360	MISSIONSQUARE RETIREMEN:12032021 B	12/3/2021	ICMA CONTRIBUTION: PAYME	5,563.95	5,563.95
94517	12/3/2021	00068	COLMA PEACE OFFICER'S 12032021 B	12/3/2021	COLMA PEACE OFFICERS: P/	574.76	574.76

Sub total for TRI COUNTIES BANK:

190,000.49

15 checks in this report.

Grand Total All Checks: 190,000.49

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
54011	12/7/2021	00064	3755	12/3/2021	WHITE W/BLUE RIBBON COR	120.31	
			3756	12/3/2021	DESIGNER'S CHOICE VASE A	82.03	
			3757	12/3/2021	DESIGNER'S CHOICE VASE A	82.03	284.37
54012	12/7/2021	00095	87871	11/29/2021	10" WALNUT GAVEL W/GOLD	58.23	58.23
54013	12/7/2021	00181	23583	12/1/2021	LABOR RELATIONS CONSUL	1,573.00	1,573.00
54014	12/7/2021	00236	LAURETTA PRINTING COMP	11/17/2021	300 BLUE HORIZONTAL CEN	678.91	678.91
54015	12/7/2021	00280	OFFICE DEPOT, INC.	11/17/2021	OFFICE SUPPLIES	76.13	
			209046282001	11/17/2021	OFFICE SUPPLIES	35.35	
			209041818001	11/17/2021	OFFICE SUPPLIES	12.85	124.33
			209046288001	11/17/2021	OFFICE SUPPLIES	76.04	76.04
54016	12/7/2021	00307	11/23/2021	11/23/2021	PG&E	30,904.23	
54017	12/7/2021	01030	2101756	12/1/2021	REPLACEMENT DATA 911 IN-	7,020.00	
			2101736	11/20/2021	MONTHLY CONTRACT SERVI	6,529.65	
			2101751	12/1/2021	REPLACEMENT COMPUTERS	15,257.73	44,453.88
54018	12/7/2021	01037	COMCAST CABLE	December 2021	8155 20 022 0094769 TOWN C	245.08	
			12/02/21-01/01/2	11/27/2021	8155 20 022 0097069 INTERNI	240.08	
			11/25-12/24 427	11/20/2021	8155 20 022 0097028 427 F ST	240.08	
			11/25-12/24 Inter	11/20/2021	8155 20 022 0097051 Internet	240.08	
			11/27-12/26 XFIR	11/17/2021	8155 20 022 0002770 1520 HIL	10.94	15,993.91
54019	12/7/2021	01183	BEST BEST & KRIEGER LLP	922911	CITY ATTORNEY SERVICES	19,859.00	
			922912	12/6/2021	CITY ATTORNEY SPECIAL SE	5,316.60	25,175.60
54020	12/7/2021	01340	NAVIA BENEFIT SOLUTIONS	10391216	SECTION 125 PARTICIPANT &	117.70	117.70
54021	12/7/2021	01629	R. J. RICCIARDI INC., CPAS	12792	AUDIT SERVICES	1,625.00	1,625.00
54022	12/7/2021	01687	UNITED SITE SERVICES OF	114-12633352	STANDARD AND REGULAR SI	154.53	154.53
54023	12/7/2021	02082	VINCE'S OFFICE SUPPLY, INC	1720595	OFFICE SUPPLIES	55.44	55.44
54024	12/7/2021	02182	DALY CITY KUMON CENTER	September 2021	TUTORING	1,620.00	
			October 2021	11/8/2021	TUTORING	1,350.00	2,970.00
54025	12/7/2021	02352	GUTIERREZ, IMELDA	2002175.003	11/29/2021 11.29.21 DEPOSIT REFUND	300.00	300.00
54026	12/7/2021	02499	GE CAPITAL INFORMATION	5063337489	TH COPY FEES	1,323.77	1,323.77
54027	12/7/2021	02499	GE CAPITAL INFORMATION	105631698	A10 CCC COPY MACHINE	274.76	274.76
54028	12/7/2021	02606	F. FERRANDO & CO.	42978	FURNISH & INSTALL NEW TR	6,380.00	6,380.00
54029	12/7/2021	02787	AECO SYSTEMS, INC.	54749	REPLACED SMOKE DETECTC	683.75	
			22155	11/30/2021	POLICE STATION FIRE ALARM	45.00	728.75
54030	12/7/2021	02877	GUERRERO, CESAR	2002174.003	11/29/2021 11.29.21 DEPOSIT REFUND	50.00	50.00

Final Check List
Town of Colma

apChkLst
12/07/2021 11:55:47AM

Bank : first TRI COUNTIES BANK (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
54031	12/7/2021	03015	U.S. BANK CORPORATE PMT	11/22/2021	Abell 11/22/2021 CREDIT CARD PURCHASE	4,179.86	
				11/22/2021	Wolfr 11/22/2021 CREDIT CARD PURCHASE	2,354.14	
				11/22/2021	Velas 11/22/2021 CREDIT CARD PURCHASE	2,107.87	
				11/22/2021	Lum 11/22/2021 CREDIT CARD PURCHASE	2,074.79	
				11/22/2021	De L 11/22/2021 CREDIT CARD PURCHASE	1,385.39	
				11/22/2021	Gote 11/22/2021 CREDIT CARD PURCHASE	1,283.00	
				11/22/2021	Corle 11/22/2021 CREDIT CARD PURCHASE	1,244.57	
				11/22/2021	Lin 11/22/2021 CREDIT CARD PURCHASE	697.37	
				11/22/2021	Nave 11/22/2021 CREDIT CARD PURCHASE	630.85	
				11/22/2021	Doss 11/22/2021 CREDIT CARD PURCHASE	372.00	16,329.84
54032	12/7/2021	03208	AAA BUSINESS SUPPLIES & I	12/2/2021	COFFEE, REG, VERANDA 3 B	180.36	180.36
54033	12/7/2021	03224	DECORATIVE PLANT SERVICE	12/1/2021	MAINTENANCE GUARANTEE	157.45	157.45
54034	12/7/2021	03391	PEREZ, MARCOS	11.30.21	Reimbl 11/30/2021 11.30.21 CPR TRAINING COFI	17.95	17.95
54035	12/7/2021	03433	ABARA, STEVE PERALTA	Citation CO0568	11/26/2021 CITATION CO056896 REFUNC	298.00	298.00
Sub total for TRI COUNTIES BANK:						119,381.82	

25 checks in this report.

Grand Total All Checks: 119,381.82

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
54036	12/14/2021	00013	ANDY'S WHEELS & TIRES	11/30/2021	TIRE SERVICE	231.29	231.29
54037	12/14/2021	00051	CALIFORNIA WATER SERVICE	11/29/2021	WATER BILLS	5,592.22	5,592.22
54038	12/14/2021	00057	CINTAS CORPORATION #2	12/2/2021	MAT CLEANING & SUPPLIES	566.62	566.62
				12/2/2021	MAT CLEANING & SUPPLIES	323.74	890.36
54039	12/14/2021	00065	COLMA HISTORICAL ASSOCIATION	12/10/2021	DONATION IN HONOR OF DIA	100.00	100.00
54040	12/14/2021	00174	HOME DEPOT CREDIT SERVICE	11/29/2021	PW PURCHASES	682.14	682.14
54041	12/14/2021	00307	PACIFIC GAS & ELECTRIC	11/30/2021	PG&E	1,628.31	1,628.31
54042	12/14/2021	00364	SMC SHERIFF'S OFFICE	11/30/2021	LAB FEES	1,272.00	1,272.00
54043	12/14/2021	00366	CRITICAL REACH, INC.	12/7/2021	APBNET LAW ENFORCEMENT	275.00	275.00
54044	12/14/2021	00388	SONITROL	12/2/2021	MONTHLY MONITORING	1,109.81	1,109.81
54045	12/14/2021	00414	TERMINEX INTERNATIONAL	12/8/2021	PEST CONTROL	141.00	141.00
				12/8/2021	601 F St.	83.00	224.00
54046	12/14/2021	00623	ARAMARK	11/30/2021	UNIFORM SERVICE	570.80	809.20
				11/30/2021	FIRST AID SUPPLIES	238.40	50.00
54047	12/14/2021	00866	LOPEZ, HADA	12/6/2021	12.06.21 DEPOSIT REFUND	50.00	50.00
54048	12/14/2021	01031	A-1 RHINO LININGS, LLC	12/7/2021	SIDE STEP	781.25	781.25
54049	12/14/2021	01125	GUTIERREZ, MILAGRO	12/13/2021	12.13.21 DEPOSIT REFUND	50.00	50.00
54050	12/14/2021	01276	GONZALEZ, RAE	12/6/2021	12.06.21 DEPOSIT REFUND	300.00	300.00
54051	12/14/2021	01367	DUO DANCE ACADEMY	Sept-Nov 2021	DANCE CLASSES	960.00	960.00
54052	12/14/2021	01414	VERANO OWNERS ASSOCIATION	11/1/2022	VERANO OWNERS ASSOCIATION	350.00	350.00
54053	12/14/2021	01511	GONZALEZ, ALEJANDRA	12/6/2021	12.06.21 DEPOSIT REFUND	50.00	50.00
54054	12/14/2021	02216	RAMOS OIL CO. INC.	11/20/2021	PD GASOLINE PURCHASES 1	2,469.73	2,469.73
				11/30/2021	PD GASOLINE PURCHASES 2	1,963.43	1,963.43
				11/10/2021	PD GASOLINE PURCHASES 1	1,942.82	1,942.82
				11/30/2021	RECREATION GASOLINE PUF	72.77	6,448.75
54055	12/14/2021	02827	CORODATA SHREDDING, INC.	11/30/2021	STORAGE, PICKUP/DELIVER	108.81	108.81
54056	12/14/2021	02877	GUERRERO, CESAR	12/6/2021	12.06.21 DEPOSIT REFUND	50.00	50.00
				12/13/2021	12.13.21 DEPOSIT REFUND	50.00	100.00
54057	12/14/2021	02993	MOSQUEDA VELEZ, VANESSA	Sept 28-Nov 30,	YOGA	800.00	800.00
				Sept 30-Dec 9, 2	CHAIR YOGA	800.00	1,600.00
				12/6/2021	MUTTT MITT	1,604.24	1,604.24
54058	12/14/2021	03009	MUTT MITT	11/30/2021	FLEX PROCESSING FEES	195.00	195.00
54059	12/14/2021	03034	FLEX ADVANTAGE	11/30/2021	PW GAS PURCHASES	463.42	463.42
54060	12/14/2021	03061	NICK BARBIERI TRUCKING	11/30/2021	PW GAS PURCHASES	225.00	225.00
54061	12/14/2021	03096	RANGEL, NAYELI SARABIA	12/6/2021	12.06.21 DEPOSIT REFUND	225.00	225.00

Bank : first TRI COUNTIES BANK (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
54062	12/14/2021	03260	2002185.003	12/13/2021	12.13.21 DEPOSIT REFUND	300.00	300.00
54063	12/14/2021	03434	2002182.003	12/13/2021	12.13.21 DEPOSIT REFUND	275.00	275.00
54064	12/14/2021	03435	2002181.003	12/13/2021	12.13.21 REFUND	650.00	650.00

Sub total for TRI COUNTIES BANK: 27,325.80

29 checks in this report.

Grand Total All Checks: 27,325.80

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>
54065	12/15/2021	03034	JANUARY 2022	12/15/2021	HRA RETIREES	56,600.82	56,600.82
Sub total for TRI COUNTIES BANK:						56,600.82	56,600.82

1 checks in this report.

Grand Total All Checks: 56,600.82

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
54066	12/17/2021	00047	12172021 B	12/17/2021	CLEA: PAYMENT	196.00	196.00
54067	12/17/2021	01340	12172021 B	12/17/2021	DEPENDENT CARE: PAYMEN	1,516.66	2,114.49
			12172021 B	12/17/2021	FLEX 125 PLAN: PAYMENT	597.83	4,493.75
54068	12/17/2021	01375	12172021 B	12/17/2021	NATIONWIDE: PAYMENT	4,493.75	437.00
54069	12/17/2021	02224	12172021 B	12/17/2021	LIFE INSURANCE: PAYMENT	437.00	547.84
54070	12/17/2021	02377	12172021 B	12/17/2021	WAGE GARNISHMENT: PAYM	547.84	13,688.88
94519	12/17/2021	00130	12172021 B	12/17/2021	CALIFORNIA STATE TAX: PAY	13,688.88	48,535.06
94520	12/17/2021	00521	12172021 B	12/17/2021	FEDERAL TAX: PAYMENT	48,535.06	36,818.88
94521	12/17/2021	00631	12172021 B	12/17/2021	PERS - BUYBACK: PAYMENT	36,818.88	5,624.65
94522	12/17/2021	01360	12172021 B	12/17/2021	ICMA CONTRIBUTION: PAYME	5,624.65	574.76
94523	12/17/2021	00068	12172021 B	12/17/2021	COLMA PEACE OFFICERS: P/	574.76	

Sub total for TRI COUNTIES BANK: 113,031.31

10 checks in this report.

Grand Total All Checks: 113,031.31

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
54071	12/20/2021	00004	000017470335	12/13/2021	C3-A/B-12-10-TS-01	1,513.74	1,513.74
54072	12/20/2021	00020	121120029	12/11/2021	WATERLOGIC RENTAL	40.00	
			121120028	12/11/2021	MTN H/C BWC	9.00	49.00
54073	12/20/2021	00057	November 2021	11/30/2021	NOV 2021 OUTSIDE & INSIDE	399.66	399.66
54074	12/20/2021	00071	CSG CONSULTANTS, INC.	Sept 25-Oct 29, ;	12/10/2021 CSG	128,075.80	128,075.80
54075	12/20/2021	00254	METRO MOBILE COMMUNICA211212	12/1/2021	MAINTENANCE CONTRACT	602.00	602.00
54076	12/20/2021	00307	PACIFIC GAS & ELECTRIC	12/09/2021	PG&E	3,513.57	
			11/30/2021	11/30/2021	9248309814-8 601 F ST.	600.30	
			12/01/2021	12/1/2021	0567147369-1 JSB S/O SERRA	176.79	4,290.66
54077	12/20/2021	00411	TURBO DATA SYSTEMS	36318	11/30/2021 CITATION PROCESSING	325.29	325.29
54078	12/20/2021	00412	TELECOMMUNICATIONS ENG47398		12/10/2021 Facilities Mgmt & Maintenance	1,515.00	1,515.00
54079	12/20/2021	00534	SMC INFORMATION SERVICE:1YCL12111		11/30/2021 MICROWAVE MUX DSO	82.25	82.25
54080	12/20/2021	00539	FIREMASTER DEPT 1019	0000867769	7/31/2021 1500 HILLSIDE MAINTENANC	395.00	
				0000867770	7/13/2021 1198 EL CAMINO MAINTENAN	233.00	
				0000867771	7/13/2021 427 F STREET MAINTENANCI	89.00	717.00
54081	12/20/2021	00609	SMC MANAGER'S OFFICE	ASC21-22-Colm:	7/15/2021 FY 2021-22 ANIMAL CARE SH	3,980.00	3,980.00
54082	12/20/2021	00623	ARAMARK	Nov 2021 #8600	11/30/2021 FIRST AID SUPPLIES	79.50	79.50
54083	12/20/2021	00830	STAPLES BUSINESS CREDIT	1638998722	11/25/2021 OFFICE SUPPLIES	599.01	599.01
54084	12/20/2021	01030	STEPFORD, INC.	2106719	12/14/2021 EDEN UPDATE	697.50	697.50
54085	12/20/2021	01037	COMCAST CABLE	12/11-1/10/22 60	12/7/2021 8155 20 022 0096715 601 F ST	110.08	110.08
54086	12/20/2021	01399	WESTLAKE ECO SOFT TOUCH	November 2021	12/1/2021 PD CAR WASH	11.95	11.95
54087	12/20/2021	01565	BAY CONTRACT MAINTENAN	December 2021	12/10/2021 JANITORIAL SERVICES	10,442.63	
				26653	12/10/2021 COVID-19 BASE LINE DECON	7,885.10	18,327.73
54088	12/20/2021	02499	GE CAPITAL INFORMATION	105628570	11/19/2021 A9 PD COPY MACHINE RENT,	274.76	274.76
54089	12/20/2021	02637	Z.A.P. MANUFACTURING INC.	6216	12/10/2021 R10-11 18X24 SIGN H.I.P. NO	182.66	182.66
54090	12/20/2021	02773	GRAPHICS ON THE EDGE	4526	12/8/2021 SILVER VEHICLE NUMBERS/L	496.88	496.88
54091	12/20/2021	02787	AECO SYSTEMS, INC.	22191	12/7/2021 FIRE ALARM MONITORING 12	480.00	
				54737	12/7/2021 SR. HOUSING SET UP FIRE A	310.00	790.00
54092	12/20/2021	02799	WAVE	103745301-0005	12/1/2021 RIMS INTERNET W/SSF	400.00	400.00
54093	12/20/2021	02827	CORODATA SHREDDING, INC	DN1342651	11/30/2021 SHREDDING SERVICE	111.74	111.74
54094	12/20/2021	02886	READY REFRESH BY NESTLE	01L0036457661	12/8/2021 BOTTLED WATER SERVICE	73.44	73.44
54095	12/20/2021	03022	RANGEL, LAURA	2002186.003	12/15/2021 12.15.21 REFUND RENTAL AN	795.00	795.00
54096	12/20/2021	03273	THE HOME DEPOT PRO	656752037	12/7/2021 PW PURCHASES	1,066.15	1,066.15
54097	12/20/2021	03334	AT&T MOBILITY NATIONAL	AC287296200335X	12/2/2021 WIRELESS	1,472.97	1,472.97

Bank : first TRI COUNTIES BANK (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
54098	12/20/2021	03385	INVCOR191	12/14/2021	12.14.21 TO 12.13.22 CORDIC	15,000.00	15,000.00
54099	12/20/2021	03392	ROMEOPACKINGCOMPANY 154814	12/2/2021	10 RANGER PRO (2.5 GAL) 4	568.75	568.75
54100	12/20/2021	03396	NAVARRO, DINORA 12/08/21 Reimbu	12/10/2021	12/08/21 REIMBURSEMENT Fi	14.04	14.04
54101	12/20/2021	03430	REPUBLIC SERVICES, INC., A0893-000176608	11/30/2021	NOV 5-26, 2021 601 F STREE	2,207.48	2,207.48
54102	12/20/2021	03436	CSM AIRPORT COMMUNITY FY 2021-2022	12/13/2021	FY 21-22 SMC SFO AIRPORT/	1,000.00	1,000.00
Sub total for TRI COUNTIES BANK:						185,830.04	

32 checks in this report.

Grand Total All Checks: 185,830.04

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
54103	12/28/2021	00051	CALIFORNIA WATER SERVICE1727052702	12/13/2021	CA WATER	98.29	98.29
54104	12/28/2021	00117	DELTA DENTAL OF CALIFORN BE004751056	1/1/2022	DENTAL INSURANCE	13,926.80	13,926.80
54105	12/28/2021	00307	PACIFIC GAS & ELECTRIC 12/09/2021	12/9/2021	PG&E	1,582.56	1,582.56
54106	12/28/2021	00323	JORDAN, ROGER Refund Aug 2021	12/21/2021	REFUND AUGUST 2022 COBF	25.73	25.73
54107	12/28/2021	00716	SMPCPSA 2022 Associatio	12/1/2021	ANNUAL DUES	1,000.00	1,000.00
54108	12/28/2021	00803	GONZALEZ, ANITA 2002188.003	12/20/2021	12.20.21 DEPOSIT REFUND	150.00	150.00
54109	12/28/2021	01037	COMCAST CABLE 12/17/21-01/16/2	12/12/2021	8155 20 022 0188769 HD TECI	55.18	55.18
54110	12/28/2021	01118	SWRCB ACCOUNTING OFFICIWD-0193237	12/8/2021	COLMA STORM WATER	3,326.00	3,326.00
54111	12/28/2021	02110	DEPT OF INDUSTRIAL RELATIS 1841620 OA	12/12/2021	PD ELEVATOR INSPECTION 1	675.00	675.00
54112	12/28/2021	02224	STANDARD INSURANCE COMJanuary 2022	12/15/2021	LIFE INSURANCE	226.82	226.82
54113	12/28/2021	02499	GE CAPITAL INFORMATION 105697938	12/10/2021	A12 STERLING PARK COPY IV	76.15	76.15
54114	12/28/2021	02877	GUERRERO, CESAR 2002190.003	12/20/2021	12.20.21 DEPOSIT REFUND	50.00	50.00
54115	12/28/2021	03437	FLORES, EDUARDO 2002189.003	12/20/2021	12.20.21 DEPOSIT REFUND	50.00	50.00
54116	12/28/2021	03438	BOHORQUEZ, MANUEL 2002187.003	12/20/2021	12.20.21 DEPOSIT REFUND	200.00	200.00
Sub total for TRI COUNTIES BANK:						21,442.53	

14 checks in this report.

Grand Total All Checks: 21,442.53

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
54117	12/30/2021	01340	NAVIA BENEFIT SOLUTIONS 12302021 B	12/30/2021	DEPENDENT CARE: PAYMEN	1,516.66	
			12302021 B	12/30/2021	FLEX 125 PLAN: PAYMENT	597.83	2,114.49
54118	12/30/2021	02377	CALIFORNIA STATE DISBURS 12302021 B	12/30/2021	WAGE GARNISHMENT: PAYM	547.84	547.84
94526	12/30/2021	00130	EMPLOYMENT DEVELOPMEN 12302021 B	12/30/2021	CALIFORNIA STATE TAX: PAY	14,948.83	14,948.83
94527	12/30/2021	00521	UNITED STATES TREASURY 12302021 B	12/30/2021	FEDERAL TAX: PAYMENT	52,222.43	52,222.43
94528	12/30/2021	00631	P.E.R.S. 12302021 B	12/30/2021	PERS - BUYBACK: PAYMENT	36,672.17	36,672.17
94529	12/30/2021	01360	MISSIONSQUARE RETIREMEN12302021 B	12/30/2021	RETIREMENT HEALTH SAVIN	1,135.05	1,135.05
94530	12/30/2021	00068	COLMA PEACE OFFICER'S 12302021 B	12/30/2021	COLMA PEACE OFFICERS: P/	574.76	574.76
Sub total for TRI COUNTIES BANK:						108,215.57	

7 checks in this report.

Grand Total All Checks: 108,215.57



STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Angelika Abellana, Recreation Manager
 VIA: Brian Dossey, City Manager
 MEETING DATE: January 12, 2022
 SUBJECT: Recreation Quarterly Review, October - December 2021

RECOMMENDATION

Staff recommends that the City Council adopt:

MOTION TO ACCEPT INFORMATIONAL REPORT ON RECREATION DEPARTMENT
 PROGRAMS, ACTIVITIES, EVENTS, AND TRIPS FOR THE FOURTH QUARTER OF 2021.

EXECUTIVE SUMMARY

In the fourth quarter of 2021, a total of 1,797 participants attended 41 programs. This represents an increase of 543 participants from the fourth quarter of 2020. Staff attributes the increase to the outdoor Halloween & Holiday Events and modified Day Camps. 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 estimates that 29 percent of the population had a current Colma I.D. during the fourth quarter of 2021.

There was a total of 48 rentals which is a increase of 47 rentals from the fourth quarter of 2020.

Due to COVID-19 pandemic and unforeseen variants, the Recreation Department had to reevaluate and modify its regular programs. Staff provided new programs which align with health recommendations and guidelines such as virtual Armchair Travel and Breakfast and Bingo to enhance socialization between adults and older adults. Staff provided Ladies Social and Friday Films in person to enhance socialization of older adults who may not have electronic devices and internet access.

For the youth population, staff was able to provide Holiday programs such as our Pumpkin Carving Party, Trunk or Treat, and a grab and go Breakfast with Santa event at limited numbers.

As we move into the Spring, staff plans to offer more programming depending on the status of the pandemic.

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 116 adults and seniors participated in enrichment programs. This represents an increase of 49 participants from the fourth quarter of 2020. Staff attributes the increase in participation due to restarting our contracted fitness classes, and offering two in person programs (Ladies Social and Friday Films).
- A total of 145 adults and seniors participated in trips and events. This represents a decrease of 45 participants from the fourth quarter of 2020. Staff attributes the decrease in participation due to the cancellation of the Adult Holiday event, Holiday Senior Luncheon and all in-house programs per COVID-19.
- A total of 143 youth and teens participated in Enrichment Programs. This represents an increase of 22 participants from the fourth quarter of 2020. Staff attributes the increase due to safely restarting modified programs such as After School Program Fall and Winter Camp in person.
- A total of 425 youths and teens participated in events and trips. This represents an increase of 304 participants from the fourth quarter of 2020. Staff attributes the increase to safely increasing allotted participation and the addition of the Trunk or Treat event.
- A total of 968 youth, adults and seniors participated in Community Programs. This represents an increase of 146 participants from the fourth quarter of 2020. Staff attributes the increase due to outdoor programs such as Cinema at the Cemetery, Día De Los Muertos Celebration and Holiday Tree Lighting.

The attachment contains a detailed breakdown of participation by program.

Rental Activity

The Colma Community Center was rented for 36 different events:

- Resident Rentals (19 social events and 1 funeral reception)
- Non-Resident Rentals (2 funeral receptions and 1 social event)
- Non-Resident Non-profit Groups (1 program)
- In House Reservations (12 events/programs)

The Sterling Park Recreation Center was rented for 14 different events:

- Sterling Park Resident Rentals (14 social events)

ATTACHMENTS

A. 2021 Recreation Services Department Quarterly Review – Participation Detail



**Recreation Services Department Quarterly Review
October - December 2021
Participation Detail**

Adult/Senior Enrichment Programs

Program	Registered	Sessions	New or Existing Program
Arm Chair Travel	6	1	Existing
Boot Camp Fitness	5	1	Existing
Creekside Crafts	31	1	Existing
Dragon Boat for Beginners	Cancelled	1	Existing
First Aid & CPR Training	Cancelled	1	Existing
Friday Films	12	1	Existing
Happy Chair Yoga	8	1	Existing
Ladies Social	14	1	Existing
Mixtiso Yoga	9	1	<i>NEW</i>
Tae Kwon Do	2	1	Existing
Virtual Breakfast and Bingo	20	1	Existing
Zumba Toning	9	1	Existing

Adult & Senior Trips & Events

Program	Registered	Sessions	New or Existing Program
Adult Holiday Party	Cancelled	1	Existing
Senior Luncheon Deliveries	136	3	Existing
Wine and Canvas (to go)	9	1	<i>NEW</i>

Youth & Teen Enrichment Programs

Program	Registered	Sessions	New or Existing Program
Duo Dance	5	1	Existing
Fall Camp	15	1	Existing
Kid's Club After School Program	54	7	Existing
Kumon Math Tutoring	18	3	Existing
Kumon Reading Tutoring	15	3	Existing
Open Teen Center	Cancelled	1	Existing
PNO to GO	Cancelled	1	Existing
Winter Day Camp	36	1	Existing

Youth and Teen Events & Trips

Program	Registered	Sessions	New or Existing Program
Dessert and Arts & Crafts	Cancelled	1	Existing
Holiday Breakfast with Santa (to go)	67	4	Existing
Ice Skating at Union Square	Cancelled	1	<i>NEW</i>
Letters to Santa	15	1	Existing
Open Teen Center	Cancelled	1	Existing
Pumpkin Carving Party	42	1	Existing
San Francisco Giants Game – Teen Trip	Cancelled	1	<i>NEW</i>

Trunk or Treat	301	1	<i>NEW</i>
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Community Programs

Program	Registered	Sessions	New or Existing Program
Cinema at the Cemetery	350	1	Existing
CAPE	8	1	Existing
Dia de los Muertos	200	1	Existing
Food Pantry Delivery Program	108	1	Existing
Halloween House Decorating Contest	23	1	Existing
Holiday Craft Night	61	1	Existing
Holiday House Decorating Contest	63	1	Existing
Holiday Pet Photos	Cancelled	1	Existing
Holiday Tree Lighting	100	1	Existing
Parol Lantern Workshop at Home	25	1	Existing
Veterans Village ID Day	30	1	<i>NEW</i>



STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Christopher J. Diaz, City Attorney
 VIA: Brian Dossey, City Manager
 MEETING DATE: January 12, 2022
 SUBJECT: Motion to Reconfirm Findings and Determinations Under Resolution No. 2021-33 and Assembly Bill 361 for the Continuation of Virtual Meetings

RECOMMENDATION

Staff recommends that the City Council make the following motion:

MOTION TO RECONFIRM FINDINGS AND DETERMINATIONS UNDER RESOLUTION NO. 2021-33 AND ASSEMBLY BILL 361 FOR THE CONTINUATION OF VIRTUAL MEETINGS

EXECUTIVE SUMMARY

On March 17, 2020, in the face of the COVID-19 pandemic, Governor Gavin Newsom 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.

The provisions in the Brown Act that were suspended by the Governor's Executive Order are contained at Government Code Section 54953(b)(3) and require that when teleconferencing is used, outside of a statewide emergency, that the following occur:

- An agenda is required to be posted at all locations, including any teleconference locations
- Each teleconference location must be identified on the actual agenda
- Each teleconference location shall be accessible to the public
- A quorum of the legislative body must be in the jurisdiction

With the Governor's Executive Order, the four above requirements were suspended allowing councilmembers to not have to post an agenda at their teleconference location, not have to identify their location on the meeting agenda, not have to ensure public accessibility at the teleconference location, and the legislative body did not need a quorum in the jurisdiction. As the

City Council is well aware, this allowed City Council meetings to be conducted by Zoom with councilmembers, staff, and the public, all joining from remote virtual locations.

The suspension of certain provisions of the Brown Act was further extended by the Governor on June 11, 2021 by the issuance of Executive Order N-08-21 which continued to allow for complete virtual meetings until September 30, 2021.

With the expiration of the Governor's Executive Order along with the uncertainty that surrounded the Governor's potential recall, the State Legislature also took the remote meeting issue into its own hands through the adoption of Assembly Bill 361, which is explained more in depth in the Analysis section below.

On October 13, 2021 the City Council adopted Resolution No.2021-33 making findings under AB 361 that state or local officials continue to recommend social distancing measures to prevent the spread of COVID-19 and including reference in particular to Cal-OSHA regulation 3205, which recommends physical distancing in the workplace. By motion and majority vote, the City Council may renew the findings of Resolution No. 2021-33 to continue to hold virtual meetings pursuant to AB 361.

ANALYSIS

On September 16, 2021, the Governor signed AB 361, which allows legislative bodies to meet virtually provided there is a state of emergency declared by the Governor, and either:

- (1) state or local officials have imposed or recommended measures to promote social distancing; or
- (2) the legislative body determines by majority vote that meeting in person would present imminent risks to the health and safety of attendees.

The Governor by executive order signed on September 20, 2021, suspended the effective date of AB 361 to October 1, 2021. As a result, if the City desires to have virtual meetings on or after October 1, 2021, it must do so consistent with the requirements of AB 361.

AB 361 preserves many of the provisions of the earlier executive orders, including the suspension of the four teleconferencing requirements noted above, while also adding new requirements to the management of remote and teleconference public meetings in order to better achieve the levels of transparency that the Brown Act demands. Specifically, AB 361 imposes two new rules on remote public meetings:

1. Local governments and agencies hosting teleconference meetings in lieu of traditional in-person public meetings must permit direct public comment during the teleconference, and must leave open the opportunity for public comment until the comment period for a given item is closed during the ordinary course of the meeting. The opportunity to make public comment must be of a sufficient duration so as to allow actual public participation.
2. Any action by the governing body during a public teleconference meeting must occur while the agency is actively and successfully broadcasting to members of the public through a call-in option or an internet-based service option. If a technical disruption within the

agency's control prevents members of the public from either viewing the meeting of the public agency, or prevents members of the public from offering public comment, the agency must cease all action on the meeting agenda until the disruption ends and the broadcast is restored. Action taken during an agency-caused disruption may be challenged as a violation of the Brown Act.

In order to continue to qualify for AB 361's waiver of in-person meeting requirements, the City Council must, within thirty (30) days of its first meeting under AB 361, and every thirty (30) days thereafter, make findings that (a) state or local officials continue to recommend measures to promote social distancing, or that (b) an in-person meeting would constitute an imminent risk to the safety of attendees.

The above conditions continue to exist at this time, and staff recommends the City Council by motion reconfirm the findings and determinations made in Resolution No. 2021-33 so that the City Council may continue to meet virtually under AB 361.

Lastly, it is important to note that AB 361 is optional. If the City Council wishes, it may meet in person. In addition, hybrid meetings are permissible where Council attends in person and the public attends remotely via Zoom.

FISCAL IMPACT

The City Council's motion to continue with virtual meetings will maintain the status quo and no financial impact is anticipated.

ENVIRONMENTAL ISSUES

The City Council's approval of a motion to reconfirm findings does not constitute a project under the California Environmental Quality Act (CEQA) Guideline 15378(b)(5) as it constitutes an organizational or administrative activity of the government that will not result in direct or indirect physical changes in the environment. Further, virtual meetings are likely to reduce certain impacts associated with vehicular travel related to in-person public meetings.

RECOMMENDATION

Move to reconfirm the findings and determinations made in Resolution No. 2021-33 and under Assembly Bill 361 for the continuation of virtual meetings.





STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Caitlin Corley, City Clerk
 VIA: Brian Dossey, City Manager
 MEETING DATE: January 13, 2021
 SUBJECT: Israeli Flag Raising and Commemorative Flag Schedule 2022

RECOMMENDATION

Staff recommends that the City Council adopt:

RESOLUTION DIRECTING TOWN STAFF TO FLY THE NATIONAL FLAG OF ISRAEL AT THE COMMUNITY CENTER IN LIEU OF THE TOWN FLAG ON MAY 5, 2022 UNTIL SUNSET

RESOLUTION DIRECTING TOWN STAFF TO FLY VARIOUS COMMEMORATIVE FLAGS IN LIEU OF THE TOWN OF COLMA FLAG AT THE COLMA COMMUNITY CENTER

EXECUTIVE SUMMARY

On June 26, 2019, the City Council of the Town of Colma adopted a new flag policy, codified as Subchapter 1.18 of the Colma Administrative Code, which states that Council may by resolution direct Town staff to fly commemorative flags in lieu of the Town of Colma flag on the flagpole located at Town Hall or at the Colma Community Center, as an expression of the Town's official sentiments, consistent with the Town's vision, mission, and guiding principles, incorporating themes of diversity, equity, social justice, and inclusion. Commemorative flags shall be displayed for a period of time that is reasonable or customary for the subject that is to be commemorated, but no longer than 30 continuous days.

The first proposed resolution would authorize the flying of the National Flag of Israel, at the Colma Community Center in lieu of the Town of Colma Flag on May 5, 2022 until sundown.

The second proposed resolution would authorize the commemorative flag schedule of 2022, which includes the flying of the three commemorative flags that the City Council has previously authorized, the Philippine Flag, the LGBT/Pride Flag, and the Italian Flag, as well as the Israeli Flag, should it be approved.

FISCAL IMPACT

The proposed resolution would have minimal fiscal impacts; the cost of any new flags could be absorbed into the existing budget.

ANALYSIS

When the policy was adopted, staff indicated that for expediency, rather than approve each commemorative flag individually each year, the schedule of various commemorative flags could be adopted in each year in January.

Council has previously discussed and approved the flying of three commemorative flags. On June 26, 2019, Council approved a resolution to fly the LGBT/Pride Commemorative flag in recognition of June being Pride Month. On September 25, 2019, Council approved a resolution to fly the Italian flag in recognition of October being Italian Heritage and Culture Month. On June 24, 2020, Council approved a resolution to fly the Philippine flag in recognition of Philippine Independence Day on June 12.

Israeli Flag

At the December 8, 2021 Council Meeting, Council requested that staff bring back a proposed resolution that would authorize the flying of the Israeli Flag in recognition of Israeli Independence Day on May 5th.

Independence Day is founded on the declaration of the establishment of the State of Israel by the Jewish leadership headed by future Prime Minister David Ben-Gurion on 14 May 1948. Recognizing this event offers our community an opportunity to honor and celebrate the rich heritage and contributions of our Jewish and Israeli American residents. The Town of Colma has strong ties to the Jewish community; several of our oldest businesses are Jewish cemeteries. Hills of Eternity, Home of Peace and Salem Cemeteries were all established in 1889, and Eternal Home Cemetery was established in 1901.

Israeli Flag protocol does not allow the flag to be flown after sunset except in special circumstances. For this reason, staff is proposing that the Israeli Flag will be flown only on May 5th at the Colma Community Center in lieu of the Town of Colma flag and removed at sunset.

By adopting the first proposed resolution, Council could choose to recognize its Jewish community through the flying of the National Flag of Israel. This would be an expression of one of the Town's guiding principles of celebrating diversity, through celebrating its Jewish community, and recognizing the lasting and important cultural impact the community has had on the Town.

Proposed Schedule

The second proposed resolution would authorize the commemorative flag schedule of 2022, which includes the flying of the three commemorative flags previously approved, as well as the newly proposed Israeli Flag, should it be approved.

To simplify the schedule, staff is proposing that commemorative flags, with the previously noted exception of the Israeli Flag, be flown for one week at the Colma Community Center in lieu of the

Town of Colma flag, beginning on the date of a Council Meeting, to allow for a ceremonial flag raising if Council wishes.

The resolution directs staff to fly the following flags on the following dates:

Commemorative Flag	Occasion	Duration
Israeli Flag	Israeli Independence Day	May 5, 2022 until sundown
Philippine Flag	Philippine Independence Day	June 8, 2022 to June 15, 2022
LGBT/Pride Flag	Pride Month	June 22, 2022 to June 29, 2022
Italian Flag	Italian Heritage and Culture Month	October 12, 2022 to October 19, 2022

This resolution does not prohibit Council from flying additional commemorative flags throughout the year. Per the policy, to allow the flying of a commemorative flag, any single Council Member may make a request to the City Manager to allow for the Council to consider the flying of the commemorative flag. The Council would then discuss the issue at a Council Meeting and decide whether to authorize the flying of the commemorative flag. If additional flags are considered and approved, they would be added to the commemorative flag schedule that would be approved for the following year.

Alternatives

The City Council could choose not to approve the flying of the National Flag of Israel and instead approve the commemorative flag schedule without it.

The City Council could also choose not to approve a commemorative flag schedule, and instead approve each flag individually throughout the year. Staff does not recommend this, however, as a single schedule approval is a more efficient use of Council and staff time.

CONCLUSION

The City Council should adopt the proposed resolutions authorizing the flying of commemorative flags in 2022.

ATTACHMENTS

- A. Resolution Directing Town Staff to Fly the National Flag of Israel
- B. Resolution Directing Town Staff to Fly Various Commemorative Flags Throughout 2022.



**RESOLUTION NO. 2022-__
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION DIRECTING TOWN STAFF TO FLY THE NATIONAL FLAG OF
ISRAEL AT THE COMMUNITY CENTER IN LIEU OF THE TOWN FLAG on MAY 5,
2022 UNTIL SUNSET, IN HONOR OF ISRAELI INDEPENDENCE DAY**

The City Council of the Town of Colma hereby resolves:

1. Recitals and Background.

(a) On June 26, 2019, the City Council of the Town of Colma adopted a new flag policy codified at Subchapter 1.18 of the Colma Administrative Code to memorialize the fact that the Town's flag poles are a nonpublic forum.

(b) Pursuant to Subchapter 1.18 of the Colma Administrative Code, Council may by resolution direct Town staff to fly commemorative flags in lieu of the Town of Colma flag on the flag pole located at the Colma Community Center, as an expression of the Town's official sentiments, consistent with the Town's vision, mission, and guiding principles, incorporating themes of diversity, equity, social justice, and inclusion. Commemorative Flags shall be displayed for a period of time that is reasonable or customary for the subject that is to be commemorated, but no longer than 30 continuous days.

(c) The Town intends to fly the National Flag of Israel at the Colma Community Center in lieu of the Town of Colma Flag on May 5, 2022 until sunset in honor of Israeli Independence Day.

(d) This would be an expression of one of the Town's guiding principles of celebrating diversity, by celebrating its longstanding ties to the Jewish community and recognizing the lasting and important cultural impact the community has had on the Town.

2. Order.

(a) The City Council has considered the full record before and finds the recitals set forth above true and correct and hereby incorporates them by reference.

(b) Pursuant to Subchapter 1.18 of the Colma Administrative Code, the City Council hereby directs Town staff to fly the National Flag of Israel at the Colma Community Center in lieu of the Town of Colma Flag, on May 5, 2022 until sunset.

3. Effective Date.

(a) This resolution shall take effect immediately upon adoption.

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Certification of Adoption

I certify that the foregoing Resolution No. 2022-__ was adopted at a regular meeting of said City Council held on January 12, 2022 by the following vote:

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

Dated _____

Helen Fiscaro, Mayor

Attest: _____

Caitlin Corley, City Clerk

RESOLUTION NO. 2022-__
OF THE CITY COUNCIL OF THE TOWN OF COLMA

**RESOLUTION DIRECTING TOWN STAFF TO FLY VARIOUS COMMEMORATIVE FLAGS
IN LIEU OF THE TOWN OF COLMA FLAG AT THE COLMA COMMUNITY CENTER**

The City Council of the Town of Colma hereby resolves:

1. Recitals and Background.

(a) On June 26, 2019, the City Council of the Town of Colma adopted a new flag policy codified at Subchapter 1.18 of the Colma Administrative Code to memorialize the fact that the Town's flag poles are a nonpublic forum.

(b) Pursuant to Subchapter 1.18 of the Colma Administrative Code, Council may by resolution direct Town staff to fly commemorative flags in lieu of the Town of Colma flag on the flag pole located at Town Hall or at the Colma Community Center, as an expression of the Town's official sentiments, consistent with the Town's vision, mission, and guiding principles, incorporating themes of diversity, equity, social justice, and inclusion. Commemorative Flags shall be displayed for a period of time that is reasonable or customary for the subject that is to be commemorated, but no longer than 30 continuous days.

(c) The Council has previously approved the flying of three commemorative flags. On June 26, 2019, the City Council approved a resolution to fly the LGBT/Pride Commemorative flag in recognition of Pride Month; on September 25, 2019, the City Council approved a resolution to fly the Italian flag in recognition of Italian Heritage and Culture Month. On June 24, 2020, the City Council approved a resolution to fly the Philippine flag in recognition of Philippine Independence Day.

(d) On January 12, 2022, prior to the adoption of this resolution, the City Council will consider a resolution to fly the Israeli flag in recognition of Israeli Independence Day. Should that resolution be approved, the flying of the Israeli flag will be incorporated into this flag schedule.

(d) The flying of these commemorative flags is an expression of one of the Town's guiding principles of celebrating diversity; as such, the Town intends to fly these commemorative flags again in 2022.

(e) In honor of Israeli Independence Day on May 5, 2022, the Town intends to fly the Israeli flag in lieu of the Town of Colma Flag at the Colma Community Center on May 5, 2022 until sunset.

(f) In honor of Philippine Independence Day on June 12, 2021, the Town intends to fly the Philippine flag in lieu of the Town of Colma Flag at the Colma Community Center from June 9, 2021 to June 16, 2021.

(g) In honor of June as Pride Month, the Town intends to fly the LGBT/pride flag in lieu of the Town of Colma Flag at the Colma Community Center from June 23, 2021 to June 30, 2021.

(h) In honor of October as Italian Heritage and Culture Month, the Town intends to fly the Italian flag in lieu of the Town of Colma Flag at the Colma Community Center from October 13, 2020 to October 20, 2020.

2. Order.

(a) The City Council has considered the full record before and finds the recitals set forth above true and correct and hereby incorporates them by reference.

(b) Pursuant to Subchapter 1.18 of the Colma Administrative Code, the City Council hereby directs staff to fly:

(i) the Israeli flag in lieu of the Town of Colma Flag at the Colma Community Center on May 5, 2022 until sunset;

(ii) the Philippine flag in lieu of the Town of Colma Flag at the Colma Community Center from June 8, 2022 to June 15, 2022;

(iii) the LGBT/pride flag in lieu of the Town of Colma Flag at the Colma Community Center from June 22, 2022 to June 29, 2022; and

(iv) fly the Italian flag in lieu of the Town of Colma Flag at the Colma Community Center from October 12, 2022 to October 19, 2022.

3. Effective Date.

(a) This resolution shall take effect immediately upon adoption.

Certification of Adoption

I certify that the foregoing Resolution No. 2022-__ was adopted at a regular meeting of said City Council held on January 12, 2022 by the following vote:

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

Dated _____

Helen Fisicaro, Mayor

Attest: _____
Caitlin Corley, City Clerk





STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Christopher J. Diaz, City Attorney
 MEETING DATE: January 12, 2022
 SUBJECT: Fourth Amendment to Employment Contract for City Manager

RECOMMENDATION

Staff recommends that the City Council adopt the following resolution:

RESOLUTION APPROVING FOURTH AMENDMENT TO EMPLOYMENT CONTRACT WITH
 BRIAN DOSSEY

EXECUTIVE SUMMARY

In June and December of 2020, City employees received two separate 2% cost of living pay raises, for a total of a 4% salary increase. At that time, the City Manager did not receive the same cost of living increases and the City Manager has also foregone any merit based increases since 2019 based on the economic uncertainty surrounding the pandemic. An increase of 4% to the City Manager's base salary, for a new base salary of \$232,419.20 per year, is therefore consistent with the cost of living increases provided to all other employees of the Town in June and December of 2020.

The City Council and City Manager have discussed and agreed to a contract modification to the existing employment agreement to address this increase in base salary. As provided for in the fourth amendment to the employment agreement, the base salary will increase from roughly \$223,394.52 to \$232,419.20.

FISCAL IMPACT

The City Council's adoption of the resolution and execution of this Fourth Amendment will cause a slight financial impact to the Town based on the payment of a higher salary to the City Manager. This increase has been factored into the 2021/2022 budget.

BACKGROUND

On December 18, 2017, the City Council entered into an employment contract with Brian Dossey to serve as the Town's City Manager. On July 25, 2018, the City Council entered into a First Amendment to the employment contract to increase the base salary of the City Manager. On May 22, 2019, the City Council entered into a Second Amendment to the employment contract to increase the base salary of the City Manager. On December 29, 2019, the City

Council entered into a Third Amendment to the employment contract to further increase the salary of the City Manager. The City Council is now seeking to amend the City Manager's employment contract a fourth time to increase his base salary.

ANALYSIS

Under the terms of the Fourth Amendment, which modifies section 4(a) "Salary and Benefits" of the City Manager's employment contract, the City Manager's salary will increase from the current \$223,394.52 per year to \$232,419.20 per year, a total increase of \$9,024.65.

This change in salary is consistent with the 4% cost of living increases provided to all other City employees in June and December of 2020.

All other terms and conditions of the employment contract would remain unchanged.

Values

Approval of the Fourth Amendment to the City Manager's employment contract is a *responsible* action because the Council has already directed this modification to the contract and this amendment will formalize that direction.

Alternatives

The City Council could choose not to adopt the resolution and choose not to execute the Fourth Amendment to the City Manager's employment contract. Doing so is not recommended as the City Council has already directed this modification to the contract as a result of contract negotiations.

CONCLUSION

The City Council should adopt the resolution approving the Fourth Amendment to the employment contract with Mr. Dossey.

ATTACHMENTS

- A. Resolution
- B. Fourth Amendment
- C. Third Amendment
- D. Second Amendment
- E. First Amendment
- F. Original Employment Contract

**RESOLUTION NO. _____
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION APPROVING FOURTH AMENDMENT TO
EMPLOYMENT CONTRACT WITH BRIAN DOSSEY**

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

1. Background

- (a) On December 18, 2018, the City Council entered into an employment contract with Brian Dossey to serve as the Town's City Manager.
- (b) On July 25, 2018, the City Council entered into a First Amendment to the employment contract to increase the base salary of the City Manager.
- (c) On May 22, 2019, the City Council entered into a Second Amendment to the employment contract to increase the base salary of the City Manager.
- (d) On December 29, 2019, the City Council entered into a Third Amendment to the employment contract to increase the base salary of the City Manager.
- (e) The City Council now seeks to amend the City Manager's contract to address an increase in his base salary by 4%, subject to approval of an amendment to the employment contract. Such increase shall be effective January 12, 2021.

2. Order

- (a) The Fourth Amendment to the employment contract between the Town of Colma and Brian Dossey, a copy of which is on file with the City Clerk, shall be and hereby is approved by the City Council of the Town of Colma.
- (b) The Mayor shall be, and hereby is, authorized to execute this Fourth Amendment on behalf of the Town of Colma, with such technical amendments as may be deemed appropriate by the Mayor and the City Attorney.

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Certification of Adoption

I certify that the foregoing Resolution No. _____ was duly adopted at a regular meeting of said City Council held on January 12, 2022 by the following vote:

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

Dated _____

Helen Fiscaro, Mayor

Attest: _____
Caitlin Corley, City Clerk

**FOURTH AMENDMENT TO
EMPLOYMENT CONTRACT WITH BRIAN DOSSEY**

This Fourth Amendment is made and entered into by and between the Town of Colma, a municipal corporation and general law city ("Employer"), and Brian Dossey ("Employee"), who are sometimes individually referred to as a "Party" and collectively as "Parties" in this Fourth Amendment. For reference purposes, this Fourth Amendment is dated January 12, 2022.

1. Recitals. This Fourth Amendment is made with reference to the following facts:

(a) On December 18, 2017, Employer and Employee entered into an Employment Contract ("Contract") for Employee to serve as City Manager.

(b) On July 25, 2018, the City Council entered into a First Amendment to the Contract to increase the base salary of the City Manager.

(c) On May 22, 2019, the City Council entered into a Second Amendment to the Contract to increase the base salary of the City Manager.

(d) On December 29, 2019, the City Council entered into a Third Amendment to the Contract to further increase the base salary of the City Manager.

(e) Employer and Employee now desire to enter into this Fourth Amendment to increase Employee's base salary by 4% consistent with the cost of living increases provided to all other employees of the Town in June and December of 2020.

NOW, THEREFORE, BASED ON THE MUTUAL PROMISES AND CONSIDERATIONS CONTAINED IN THIS FOURTH AMENDMENT AND THE CONTRACT, THE PARTIES HEREBY AGREE AS FOLLOWS:

2. Subsection (a) of Section 4, "Salary and Benefits," of the Contract is hereby modified as follows:

(a) *Salary.* Employer shall pay Employee a salary of \$232,419.20 per year, or such greater amount as may hereafter be approved by the City Council, which shall be subject to all appropriate deductions and withholdings, and which shall be paid at the same time and in the same manner as salaries are usually paid to Miscellaneous Employees of the Town.

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Execution. In Witness thereof, the parties hereto have signed this Fourth Amendment on the respective dates shown below and this Fourth Amendment and the Contract constitutes the entire Agreement between the Parties.

Dated: _____

Brian Dossey, Employee

Dated: _____

TOWN OF COLMA (Employer)

By _____
Helen Fisicaro, Mayor

**THIRD AMENDMENT TO
EMPLOYMENT CONTRACT WITH BRIAN DOSSEY**

This Third Amendment is made and entered into by and between the Town of Colma, a municipal corporation and general law city ("Employer"), and Brian Dossey ("Employee"), who are sometimes individually referred to as a "Party" and collectively as "Parties" in this Third Amendment. For reference purposes, this Third Amendment is dated December 29, 2019.

1. Recitals. This Third Amendment is made with reference to the following facts:

(a) On December 18, 2017, Employer and Employee entered into an Employment Contract ("Contract") for Employee to serve as City Manager.

(b) On July 25, 2018, the City Council entered into a First Amendment to the employment contract to increase the base salary of the City Manager.

(c) On May 22, 2019, the City Council entered into a Second Amendment to the employment contract to increase the base salary of the City Manager.

(d) Employer and Employee now desire to enter into this Third Amendment to increase Employee's base salary by 2%. Such increase shall take effect on December 29, 2019 consistent with the 2% increase in the approved MOU's for Police and Communications/Records employee groups as well as for the unrepresented employees.

NOW, THEREFORE, BASED ON THE MUTUAL PROMISES AND CONSIDERATIONS CONTAINED IN THIS THIRD AMENDMENT AND THE CONTRACT, THE PARTIES HEREBY AGREE AS FOLLOWS:

2. Subsection (a) of Section 4, "Salary and Benefits," of the Contract is hereby modified as follows:

(a) *Salary.* Employer shall pay Employee a salary of \$223,394.55 per year, or such greater amount as may hereafter be approved by the City Council, which shall be subject to all appropriate deductions and withholdings, and which shall be paid at the same time and in the same manner as salaries are usually paid to Miscellaneous Employees of the Town.

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Execution. In Witness thereof, the parties hereto have signed this Third Amendment on the respective dates shown below and this Third Amendment and the Contract constitutes the entire Agreement between the Parties.

Dated: 12/12/19


Brian Dossey, Employee

Dated: 12/12/19

TOWN OF COLMA (Employer)

By 
John Irish Goodwin, Mayor

**SECOND AMENDMENT TO
EMPLOYMENT CONTRACT WITH BRIAN DOSSEY**

This Second Amendment is made and entered into by and between the Town of Colma, a municipal corporation and general law city ("Employer"), and Brian Dossey ("Employee"), who are sometimes individually referred to as a "Party" and collectively as "Parties" in this Second Amendment. For reference purposes, this Second Amendment is dated May 22, 2019.

Recitals.

This Second Amendment is made with reference to the following facts:

- (a) On December 18, 2017, Employer and Employee entered into an Employment Contract ("Contract") for Employee to serve as City Manager.
- (b) On July 25, 2018, the City Council entered into a First Amendment to the employment contract to increase the base salary of the City Manager.
- (c) The Employer and Employee now seek to further amend the Contract to increase the Employee's base salary pursuant to a performance review and salary negotiations that extend back to May 22, 2019.
- (d) Employer and Employee now desire to enter into this Second Amendment to increase Employee's base salary.

NOW, THEREFORE, BASED ON THE MUTUAL PROMISES AND CONSIDERATION CONTAINED IN THIS SECOND AMENDMENT AND THE CONTRACT, THE PARTIES HEREBY AGREE AS FOLLOWS:

1. Subsection (a) of Section 4, "Salary and Benefits," of the Contract is hereby modified as follows:

- (a) *Salary.* Employer shall pay Employee a salary of \$219,014.27 per year, or such greater amount as may hereafter be approved by the City Council, which shall be subject to all appropriate deductions and withholdings, and which shall be paid at the same time and in the same manner as salaries are usually paid to Miscellaneous Employees of the Town.

Execution. In Witness thereof, the parties hereto have signed this Second Amendment on the respective dates shown below and this Second Amendment, the First Amendment, and the Contract constitutes the entire Agreement between the Parties.

Dated: 6/12/19


Brian Dossey, Employee

Dated: 6/12/19

TOWN OF COLMA (Employer)

By: 
Joanne F. del Rosario, Mayor

**RESOLUTION NO. 2019-32
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION APPROVING SECOND AMENDMENT TO
EMPLOYMENT CONTRACT WITH BRIAN DOSSEY**

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

1. Background

- (a) On December 18, 2017, the City Council entered into an employment contract with Brian Dossey to serve as the Town's City Manager.
- (b) On July 25, 2018, the City Council entered into a First Amendment to the employment contract to increase the base salary provided to the City Manager.
- (c) The City Council now seeks to further amend the City Manager's contract to address an increase in his base salary, subject to approval of a Second Amendment to the employment contract. Such increase in salary shall be retroactive to May 22, 2019, when salary negotiations began.

2. Order

- (a) The Second Amendment to the employment contract between the Town of Colma and Brian Dossey, a copy of which is on file with the City Clerk, shall be and hereby is approved by the City Council of the Town of Colma.
- (b) The Mayor shall be, and hereby is, authorized to execute this Second Amendment on behalf of the Town of Colma, with such technical amendments as may be deemed appropriate by the Mayor and the City Attorney.

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Certification of Adoption

I certify that the foregoing Resolution No. 2019-32 was duly adopted at a regular meeting of said City Council held on June 12, 2019 by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Joanne F. del Rosario, Mayor	✓				
John Irish Goodwin	✓				
Diana Colvin	✓				
Helen Fisicaro	✓				
Raquel Gonzalez					✓
<i>Voting Tally</i>	4	0			

Dated 6/12/19



 Joanne F. del Rosario, Mayor

Attest: 

 Caitlin Corley, City Clerk



**FIRST AMENDMENT TO
EMPLOYMENT CONTRACT WITH BRIAN DOSSEY**

This First Amendment is made and entered into by and between the Town of Colma, a municipal corporation and general law city ("Employer"), and Brian Dossey ("Employee"), who are sometimes individually referred to as a "Party" and collectively as "Parties" in this First Amendment. For reference purposes, this First Amendment is dated July 11, 2018.

Recitals.

This First Amendment is made with reference to the following facts:

- (a) On December 18, 2017, Employer and Employee entered into an Employment Contract ("Contract") for Employee to serve as City Manager.
- (b) The Employer and Employee now seek to amend the Contract to increase the Employee's base salary pursuant to a performance review and salary negotiations that occurred on July 11, 2018.
- (c) Employer and Employee now desire to enter into this First Amendment to increase Employee's base salary.

NOW, THEREFORE, BASED ON THE MUTUAL PROMISES AND CONSIDERATION CONTAINED IN THIS FIRST AMENDMENT AND THE CONTRACT, THE PARTIES HEREBY AGREE AS FOLLOWS:

1. Subsection (a) of Section 4, "Salary and Benefits," of the Contract is hereby modified as follows:

- (a) *Salary.* Employer shall pay Employee a salary of \$199,508.40 per year, or such greater amount as may hereafter be approved by the City Council, which shall be subject to all appropriate deductions and withholdings, and which shall be paid at the same time and in the same manner as salaries are usually paid to Miscellaneous Employees of the Town.

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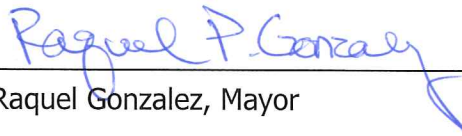
Execution. In Witness thereof, the parties hereto have signed this First Amendment on the respective dates shown below and this First Amendment and the Contract constitutes the entire Agreement between the Parties.

Dated: 7/26/18


Brian Dossey, Employee

Dated: 7/26/18

TOWN OF COLMA (Employer)

By 
Raquel Gonzalez, Mayor

EMPLOYMENT CONTRACT WITH BRIAN DOSSEY

This Employment Contract ("Contract") is made and entered into by and between the Town of Colma, a municipal corporation and general law city ("Employer"), and Brian Dossey ("Employee"), who are sometimes individually referred to as a "Party" and collectively as "Parties" in this Contract. For reference purposes, this Contract is effective December 18, 2017.

1. Recitals. This Contract is made with reference to the following facts:

- (a) Employer desires to employ the services of Employee as City Manager, as provided by the Municipal Code of the Town of Colma and by the laws of the State of California; and
- (b) Employee desires to serve as City Manager of the Town of Colma on the terms and conditions set forth herein.

2. Employment and Duties

- (a) Beginning December 18, 2017, Employer shall employ Employee as City Manager on the terms and conditions set forth herein, and Employee shall serve in said employment on these terms and conditions. Employment under this Contract shall continue until either party gives notice of termination as provided below.
- (b) Employee shall perform the functions and duties of a City Manager, as specified in the laws of the State of California and the ordinances and resolutions of the Town of Colma. Employee shall also perform such other legally permissible and proper duties and functions as the City Council shall, from time to time, assign.
- (c) Employee is expected to devote necessary time, within and outside normal business hours, to the business of the Town and to fulfill the duties of the City Manager, and Employee shall be allowed flexibility in setting his own office hours to accommodate such activities.
- (d) Employee has a duty of loyalty and a general fiduciary duty to the Town. Employee shall devote the whole of Employee's working time, skill, experience, knowledge, ability, labor, energy, attention and best effort exclusively to the Town's business and affairs. Employee shall remain in the exclusive employ of Employer until termination of employment as hereinafter provided
- (e) Employee shall not engage in any employment, activity, consulting service, or other enterprise, for compensation or otherwise, which is actually or potentially in conflict with or which interferes with the performance of Employee's duties to the Town. Further, Employee shall not, during the term of this Agreement, engage in any activity which is or may become a conflict of interest, prohibited contract, or which may create an incompatibility of office under California law. Employee will complete annual disclosure forms required by law.

(f) On reasonable notice to the City Council, Employee may, and is encouraged, to attend conferences, professional development meetings and conventions as a part of his duties, provided that the subject matter is related to Employee's duties and that attendance does not unduly interfere with performance of his regular duties.

(g) The City Manager shall be subject to and shall comply with the standards of conduct and ethical principles set forth in the Town's ordinances and resolutions, and with the ICMA Code of Ethics, a copy of which is attached as Exhibit A.

3. City Council Commitments

(a) *Annual Strategic Plan Workshops.* The City Council recognizes that to meet the challenges facing the Town, it must exercise decisive policy leadership. As one step in carrying out this leadership responsibility, the City Council commits to spending time each year outside of regular City Council meetings to work with the City Manager and staff on creating and revisiting the City's strategic plan, setting goals and priorities for the City government, and working on issues that may be inhibiting the maximum achievement of the Town's goals. Each year, between January 1 and March 31, the City Council and the City Manager shall meet at an Annual Strategic Plan Workshop to review the City's existing Strategic Plan, review and establish goals and priorities for the City Manager to implement prior to the City Manager's annual performance evaluation or such other dates as determined in the course of the meeting, and to establish a relative priority among those goals and objectives within the Strategic Plan.

(b) *Performance Evaluations.* Beginning in 2018, the City Council shall meet with the Employee during the month of May to conduct an initial performance evaluation and consider a potential salary increase. The City Council shall meet with the Employee each May thereafter to evaluate his performance, discuss performance expectations and other objectives, and consider an increase in his base salary. The annual performance review and evaluation shall be in accordance with specific criteria developed jointly by the City Council and the City Manager during the strategic planning and goal setting workshops. Such criteria may from time to time be added to or deleted as the City Council determines in consultation with the City Manager.

(c) *Standards of Conduct and Ethics.* Neither the City Council nor any of its members will give the City Manager any order, direction, or request that would require the City Manager to violate the ICMA Code of Ethics or the City Council Protocols set forth in the Colma Administrative Code, subchapter 1.02, as amended from time to time.

4. Salary and Benefits

(a) *Salary.* Employer shall pay Employee a salary of \$190,008.00 per year, or such greater amount as may hereafter be approved by the City Council, which shall be subject to all appropriate deductions and withholdings, and which shall be paid at the same time and in the same manner as salaries are usually paid to Miscellaneous Employees of the Town.

(b) *Deductions. CalPERS Contribution and Employment Taxes.* Employee shall be responsible for, and shall pay by deduction from Employee's pay check, Employee's contributions to the California Public Employees' Retirement System (Cal PERS) and all employment taxes to be paid by law by Employee including, but not limited to, the Federal Insurance Contributions Act (FICA), the Federal Unemployment Act (FUTA), and the State Unemployment Insurance Act (SUI).

(c) *No Reduction.* Employer shall not, at any time during this Contract, reduce the salary, compensation or other financial benefits of Employee except to the degree of such reduction across the board for all employees of Employer who are classified as "Local Miscellaneous Members" of the California Public Employees Retirement System.

(d) *Catch-all.* Except as specifically provided herein, Employee shall be entitled to receive all benefits of employment generally available to Employer's other executive and managerial employees when and as he becomes eligible for them.

(e) *Management leave.* Employee will accrue management leave in accordance with the Town's Personnel Policies and Procedures Manual. Under this Contract, Employee will be credited with ten (10) days on January 1, 2018, and annually thereafter.

(f) *Bonds.* Employer shall pay the cost of any employment bonds required for Employee by Employer.

(g) *Reservation of Rights.* Employer reserves the right to modify, suspend or discontinue any and all benefit plans, policies, and practices at any time without notice to or recourse by Employee, so long as such action is taken generally across the board for all employees of Employer.

(h) *Auto Allowance.* Employer shall provide Employee an auto allowance of \$300 per month for traveling to meetings, events, conferences and workshops.

5. Expenses and Allowances

(a) *Expense Policies.* Town shall pay for or provide the City Manager reimbursement for all actual business expenses consistent with Government Code section 53234 et seq., also known as "AB 1234" and subchapter 3.07 of the Colma Administrative Code.

(b) *Professional Development.* Employer shall pay for subscriptions, dues and membership fees and similar expenses to local, state and national professional associations and the International City Manager's Association (ICMA). Payment or reimbursement of reasonable travel, lodging and meals incurred in connection with attendance at professional meetings is subject to an annual limit of \$3,000.00, or such higher amount as may be approval by the City Council either through approval of the expense as a budget item or specific approval of a particular event.

(c) *Technology.* Employer shall, at Employer's expense, provide Employee with a Town-paid cell phone and laptop and associated phone and data plans.

6. Personnel Policies and Procedures Manual

(a) Except as explicitly provided to the contrary in this Contract, all provisions of the Town of Colma Personnel Policies and Procedures Manual in effect from time to time will be applicable to the City Manager.

(b) Employer may take disciplinary action relating to Employee without following the procedures set forth in the Colma Personnel Policies and Procedures Manual for imposing discipline. Nothing herein is intended to authorize any disciplinary action that would change Employee's status as an exempt employee under federal or state employment laws or as an at-will employee.

7. City Treasurer

(a) Employer may also appoint Employee as City Treasurer of the Town to perform the functions and duties specified in the Municipal Code of the Town of Colma and to perform other legally permissible and proper duties and functions as the City Council shall, from time to time, assign. There shall be no additional compensation for services as City Treasurer.

(b) Notwithstanding any other provision in this Contract, Employer may terminate Employee as City Treasurer at any time, and Employee shall not be entitled to any severance pay upon such termination.

8. At-will Employment; Termination by Employer; Severance Pay

(a) *At-will.* Notwithstanding any Town ordinance, resolution, or policy, this employment is "at-will," which may be terminated by either party, with or without notice, and with or without cause, except as expressly provided in this Contract. Employee understands and agrees that Employee has no constitutionally protected property or other interest in Employee's employment as City Manager. Employee understands and agrees that Employee works at the pleasure of the Council, and that Employee may be terminated, or asked to resign, at any time, with or without cause.

(b) *Termination for Cause.* Employer may terminate this Contract at any time for cause. No severance shall be paid in the event of termination for cause.

(i) For purposes of this Contract, "cause" shall mean willful commission of a material act of dishonesty; willful disclosure of confidential information without prior authorization by the City Council; commission of an act punishable as a felony under California law; the habitual or willful neglect of duties, commission of a material act of moral turpitude; the Town has a reasonable good faith belief that Employee has engaged in theft, embezzlement, fraud, or any other material act of dishonesty in matters affecting the Town, the inability to fully perform the essential duties of this contract due to drug or alcohol abuse; repeated and extended unexcused absences from the City Manager's office and duties; or a

willful and serious violation of the Town's Standards of Conduct, as set forth in subchapter 3.03 of the Colma Administrative Code.

(ii) Employer must give written notice of its intent to terminate for cause. The Town shall provide thirty (30) days' advance notice. Within three calendar (3) days after delivery to Employee of such notice of termination for cause, Employee may, by written notification to the City Council, request a name-clearing hearing before the City Council. Thereafter, the City Council shall fix a time for the hearing, which shall be held at the usual meeting place, and should be held within thirty (30) days of receipt of the written request from Employee, at which Employee shall appear and be heard, with or without counsel. The meeting shall be informal, and shall not involve the taking of testimony. The Parties agree that the purpose of this hearing is to allow Employee to present any "name-clearing" information he wishes to provide. The City Council has the sole and absolute discretion to terminate, and its action shall be final and binding and shall not depend upon any particular showing or degree of proof at the hearing.

(c) *Severance Pay.* If the City Council terminates Employee's employment without cause or requests the Employee's resignation, the Town shall pay Employee, on the effective date of termination, a lump sum cash payment equal to the Employee's base salary for six months, and shall pay COBRA premiums for medical and dental insurance for six months or until Employee becomes re-employed, whichever occurs first. The Employee's base salary shall be determined without regard to the value of any benefits provided to Employee.

9. Termination by Employee

(a) *Notice.* Subject to the limitation hereinafter set forth in this section, the Employee may resign at any time from the Employee's position with Employer upon giving the City Council at least thirty (30) days' notice in writing of Employee's intention to resign. No severance shall be paid in the event of Employee's voluntary resignation or retirement.

(b) *Not in May.* Notwithstanding the foregoing, Employee agrees that voluntary resignation shall not take effect during the month of May, unless the City Council expressly agrees thereto. The purpose of this restriction is to minimize disruption to year-end budget planning.

(c) *No Personal Leave.* During the 30-day period after giving notice of termination, Employee agrees not to take any vacation leave or management leave without the express consent of the City Council. Employee further agrees, during said period, to assist in transition of duties to the new City Manager as may be directed by the City Council.

(d) *No Other Restrictions.* Nothing in this Contract shall prevent, limit, or otherwise interfere with the right of the Employee to resign at any time from such position with Employer, subject only to the provisions set forth in this Contract.

10. Notice

Any notice required or permitted to be given under this Contract shall be sufficient if in writing and if sent by first class mail, postage prepaid, to Employee's residence in the case of the Employee, or to the City Attorney or to the Mayor in the case of the Employer.

11. Waiver of Terms

A waiver of any of the terms and conditions hereof shall not be construed as a general waiver by Employer, and the Employer shall be free to reinstate such part or clause.

12. Applicable Law

This Contract shall be governed by and shall be construed in accordance with the laws of the State of California.

13. Disputes

Any dispute that arises under or relates to this Contract (whether contract, tort, or both) shall be resolved in a court of competent jurisdiction located in San Mateo County. If an action is commenced by either party in connection with this Contract the prevailing party shall be entitled to an award of reasonable attorneys' fees

14. Investigation and Advice

Employee acknowledges that he has fully and independently apprized himself of the facts prior to entering into this contract and that he has been given a reasonable opportunity to consult with an attorney of his own choosing. Employee acknowledges that he has not received legal advice from the City Attorney and is not relying on any statements or representations of the City Attorney.

15. Entire Contract

This instrument supersedes all prior contracts between the parties and contains the entire contract of the parties. It may not be changed orally but only by an amendment in writing signed by the party (and, with respect to Employer, approved by the City Council) against whom enforcement of any waiver, change, modification, extension or discharge is sought.

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Execution. In Witness thereof, the parties hereto have signed this Contract on the respective dates shown below.

Dated 4/2/17


Brian Dossey, Employee

Dated: 12/6/17

TOWN OF COLMA (Employer)

By 
Helen Fiscaro, Mayor

**FIRST AMENDMENT TO
EMPLOYMENT CONTRACT WITH BRIAN DOSSEY**

This First Amendment is made and entered into by and between the Town of Colma, a municipal corporation and general law city ("Employer"), and Brian Dossey ("Employee"), who are sometimes individually referred to as a "Party" and collectively as "Parties" in this First Amendment. For reference purposes, this First Amendment is dated July 11, 2018.

Recitals.

This First Amendment is made with reference to the following facts:

- (a) On December 18, 2017, Employer and Employee entered into an Employment Contract ("Contract") for Employee to serve as City Manager.
- (b) The Employer and Employee now seek to amend the Contract to increase the Employee's base salary pursuant to a performance review and salary negotiations that occurred on July 11, 2018.
- (c) Employer and Employee now desire to enter into this First Amendment to increase Employee's base salary.

NOW, THEREFORE, BASED ON THE MUTUAL PROMISES AND CONSIDERATION CONTAINED IN THIS FIRST AMENDMENT AND THE CONTRACT, THE PARTIES HEREBY AGREE AS FOLLOWS:

1. Subsection (a) of Section 4, "Salary and Benefits," of the Contract is hereby modified as follows:

- (a) *Salary.* Employer shall pay Employee a salary of \$199,508.40 per year, or such greater amount as may hereafter be approved by the City Council, which shall be subject to all appropriate deductions and withholdings, and which shall be paid at the same time and in the same manner as salaries are usually paid to Miscellaneous Employees of the Town.

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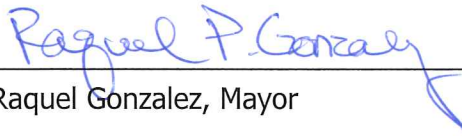
Execution. In Witness thereof, the parties hereto have signed this First Amendment on the respective dates shown below and this First Amendment and the Contract constitutes the entire Agreement between the Parties.

Dated: 7/26/18


Brian Dossey, Employee

Dated: 7/26/18

TOWN OF COLMA (Employer)

By 
Raquel Gonzalez, Mayor





STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Brad Donohue, Director of Public Works
 Cyrus Kianpour, City Engineer
 VIA: Brian Dossey, City Manager
 MEETING DATE: January 12, 2022
 SUBJECT: Sanitary Sewer Enterprise Fund Study Session

RECOMMENDATION

The main purpose of the Study Session is to provide preliminary analysis data and rate scenarios for City Council consideration with regards to shifting the true cost of the maintenance, operation, and capital improvement needs of the Town's annual sewer system currently funded from the general fund to the rate payers. No City Council action will take place at this meeting, however, the Sewer Rate Consultant will be presenting preliminary rate analysis and scenarios for discussion and will be seeking comments, questions, and feedback from the City Council during the study session for further refinement of the Sewer Rate scenarios.

EXECUTIVE SUMMARY

Staff has presented in previous Study Sessions with City Council the potential expansion of the sewer enterprise fund that would address "developing revenue strategies" discussed at this year's Town's Strategic Plan study session held in February. The main goal of the sewer enterprise expansion is to limit General fund expenses and liabilities by allowing for cost recovery of sewer treatment, conveyance, and maintenance through sewer fees.

FISCAL IMPACT

None

BACKGROUND

The Town's sewer system is comprised of two "Basins." One basin flows to the South San Francisco District, (SSF) and the other basin flows to NSMCSD, (Daly City). Current sewer service charges are calculated based on the water consumption from each property owner and the Town assesses charges based on the rates that are invoiced to us by each SSF or NSMCSD per the respective agreements with each agency. The Town recovers these costs by assessing each property owner annual sewer charges on the property tax rolls.

Currently, the associated cost of sewer administration including calculating the charges, publishing the Engineer Report, conducting Prop 218 when required and responding to inquiries from the public regarding charges and disputes utilize funds that are transferred from the General Fund. In addition, approximately \$75,000 that is expended for system repairs, video, cleaning, State, County annual fees and miscellaneous charges are paid for by fund transfers from the General Fund. Finally, Sewer CIP projects are also currently funded through the General Fund.

At the July 14, 2021 meeting, the City Council authorized staff to release a Request for Proposal for Professional Consulting Services to Prepare a Sewer Service Rate Study for the Town of Colma. The sewer service rate study is intended to provide the City Council and the public information and findings based on the analysis of the existing water consumption data and revenue requirements from both SSF and NSMCSD. Staff included the following work tasks under the Request for Proposal for the Sewer Rate Study:

- Review existing rate structures for SSF and NSMCSD (Daly City)
- Review revenue requirements for Administration, O&M and CIP
- Review data and develop Connection Fee options
- Evaluate citywide versus per basin rate options
- Develop rate alternatives for single family, commercial, and industrial customers
- Develop multi-year implementation schedule options
- Compare rates with neighboring communities
- Conduct study sessions with City Council
- Participate in the development of Public Outreach Plan
- Assist in the Prop 218 process

Staff received two responsive proposals from two well-respected Sewer Rate Study Consultants familiar with agencies in the South Bay and the Peninsula. Town staff reviewed both proposal and invited both firms to interview for the project. After further evaluation, the Town entered into a Professional Services Agreement with Bartle Wells as the Sewer Rate Study Consultant who will be tasked with providing analysis and development of the rate scenarios for City Council review and consideration.

ANALYSIS

At the November 8, 2021 Kickoff Meeting, Town staff and Bartle Wells set the following key Rate Study Goals for the Rate Study:

- Fund sewer collection system expenses via a new sewer enterprise
- Develop rates designed to recover the cost of service:
 - Annual operating & maintenance expenses
 - Costs for administration & management
 - Capital improvements & costs for replacement of aging facilities
- Review existing sewer rate structures and actual billings for South San Francisco and NSMCSD (Daly City).
- Develop rate alternatives for single family, commercial, and industrial customers with multi-year implementation options.

- Develop a sewer system capacity charge to recover the costs of infrastructure benefitting new development

Following the Kickoff Meeting, Town staff provided the preliminary information needs as requested by the consultant for them to begin their initial analysis of the data available.

At the December 13, 2021 Sewer Rate Study Progress Meeting, Bartle Wells presented the initial analysis findings for discussion with Staff. The Consultant prepared the following three (3) Collection System Only Rate Scenarios that would address the approximately annual \$250,000 cost recovery of the collection system O&M and CIP:

- Scenario 1: \$3.80/unit "Collection System Surcharge" volumetric rate. \$3.80/month minimum charge.
- Scenario 2: \$20.95 fixed monthly charge per meter equivalent collection system surcharge.
- Scenario 3: Fixed charge per meter equivalent for SSF & volumetric charge per unit for Daly City (aligned with current rate structure for residential customers)

The Consultant also developed two (2) Alternative Combined Treatment Scenarios for discussion and feedback:

- Scenario 4: Fixed charges
- Scenario 5: Volumetric charge with minimum charge

CONCLUSION

Staff is seeking questions, comments, and suggestions based on the Sewer Rate Study Presentation. No formal action is needed at this time.

