



**AGENDA
REGULAR MEETING
CITY COUNCIL OF THE TOWN OF COLMA
Wednesday, October 25, 2023
7:00 PM**

The City Council meeting will be held in person in the Council Chambers as detailed below. As a courtesy and technology permitting, the meeting will also be held virtually via Zoom Video Conference. However, the Town cannot guarantee that the public's access to the Zoom virtual platform will be uninterrupted, and technical difficulties may occur from time to time. In those instances, so long as the public may still attend the meeting in person, the meeting will continue.

To attend the meeting in person:

Town Hall, Council Chamber, 1198 El Camino Real, Colma CA 94014

To participate in the meeting via Zoom Video Conference:

Join Zoom Meeting:

<https://us02web.zoom.us/j/81289976261>

Passcode: 074407

Meeting ID: 812 8997 6261

Dial by your location:

+1 669 900 6833 US (San Jose)

+1 346 248 7799 US (Houston)

+1 253 215 8782 US (Tacoma)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

To provide Public Comment in person:

Members of the public wishing to speak are requested to complete a yellow speaker card and submit it to the City Clerk. Comments should be kept to three minutes or less.

To provide Public Comment via Zoom Video Conference:

Live verbal public comments may be made by requesting to speak using the "raise hand" feature in Zoom or, if calling in by phone, by pressing *9 on the telephone keypad prior to the consent calendar being heard, or prior to the close of the public comment period for agenda items or non-agenda items. In response, the Town will unmute the speaker and allow them to speak up to three minutes.

To provide Public Comment in writing:

Members of the public may provide written comments by email to the City Clerk at ccorley@colma.ca.gov before 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.

As a reminder, the Town cannot guarantee that the public's access to the Zoom virtual platform will be uninterrupted, and technical difficulties may occur from time to time. Therefore, if you want to ensure you are able to attend the meeting and/or make public comment, you may wish to attend in person.

PLEDGE OF ALLEGIANCE AND ROLL CALL

ADOPTION OF AGENDA

PRESENTATION

- Introduction of New Accounting Manager Jesse Bradley
- Introduction of New Human Resources Analyst Juan Rumayor

PUBLIC COMMENTS

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

CONSENT CALENDAR

1. Motion to Accept the Minutes from the October 11, 2023 Special Meeting.
2. Motion to Accept the Minutes from the October 11, 2023 Regular Meeting.
3. Motion Accepting the Electric Vehicle Charging Infrastructure Installation Project at the Colma Community Center as Complete and Directing the Director of Public Works to File a Notice of Completion for the Project with the San Mateo County Recorder's Office Pursuant to CEQA Guideline 15301 and 15303.
4. Motion to Adopt a Resolution Reappointing Laura Walsh to the Board of Trustees of the San Mateo County Mosquito and Vector Control District Pursuant to CEQA Guideline 15378.
5. Motion to Adopt a Resolution Adjusting Salary for Part-Time Staff to Meet the Minimum Wage Requirement Set Forth by the State of California and Amending the Salary Schedule, Pursuant to CEQA Guideline 15378.

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 650-997-8300 or email a request to citymanager@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.

**MINUTES
SPECIAL MEETING**

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

**Wednesday, October 11, 2023
11:00 A.M.**

CALL TO ORDER

Mayor Helen Fisicaro called the meeting to order at 11:06 a.m.

Council Present – Mayor Joanne F. del Rosario, Vice Mayor John Irish Goodwin and Council Members Ken Gonzalez, Carrie Slaughter and Helen Fisicaro were all present.

Staff Present – City Manager Daniel Barros, Chief of Police John Munsey, Director of Public Works Brad Donohue, Police Commander Sherwin Lum, Recreation Services Manager Angelika Abellana, City Clerk Caitlin Corley and Administrative Technician Abigail Dometita were in attendance.

WELCOME AND INTRODUCTION OF SPECIAL GUESTS

Mayor del Rosario welcomed special guests present from the local Italian community:

- Leo Pierini, President of the California Law Enforcement Columbia Association
- Al Casciato, Vice President of the California Law Enforcement Columbia Association
- Gianrico Pierucci, International Carabinieri Association
- Dennis Fisicaro, Former Colma Mayor
- Randie DuBois-Taini, Former Colma Council Member
- Reno Taini, Coined Colma's Town Motto
- Pamela Di Giovanni, Daly City Council Member
- Steve Chiappari, General Manager from the Italian Cemetery
- Felicia Leong, CEO of the Colma Daly City Chamber of Commerce

PROCLAMATION IN HONOR OF ITALIAN HERITAGE AND CULTURE MONTH

Mayor del Rosario stated, "It is an honor to have you all here with us today as we proclaim the month of October National Italian Heritage and Culture Month and raise the Italian Flag in recognition. Colma has such strong ties to the Italian Community, and we are so pleased and proud to be able to recognize the important contributions that they have made here in Colma and more broadly in the United States."

Mayor del Rosario Fisicaro then read a proclamation in recognition of honor of October as Italian Culture and Heritage Month. She presented it to Leo Pierini, President of the California Law Enforcement Columbia Association. He thanked Colma for the recognition and made remarks.

RAISING OF THE ITALIAN FLAG

Colma Police Officers raised the Italian Flag.

REMARKS BY VICE MAYOR AND COUNCIL MEMBERS

Council Member Fiscaro made remarks.

ADJOURNMENT

Mayor del Rosario adjourned the meeting at 11:30 a.m. and invited everyone to stay for coffee and Italian treats.

Respectfully submitted,

Caitlin Corley
City Clerk

**MINUTES
REGULAR MEETING**

City Council of the Town of Colma
Town Hall Council Chamber
1198 El Camino Real, Colma CA
Also Accessible via Zoom.us
Wednesday, October 11, 2023
7:00 PM

PLEDGE OF ALLEGIANCE AND ROLL CALL

Mayor del Rosario called the meeting to order at 7:02 p.m.

Council Present – Mayor Joanne F. del Rosario, Vice Mayor John Irish Goodwin, Council Members Ken Gonzalez, Carrie Slaughter and Helen Fisicaro were all present.

Staff Present – City Manager Daniel Barros, City Attorney Christopher Diaz, Police Chief John Munsey, Administrative Services Director Pak Lin, Director of Public Works and Planning Brad Donohue, City Clerk Caitlin Corley and Administrative Technician III Abigail Dometita were in attendance.

The Mayor announced, “Regarding Public Comment: Members of the public who are here in person are requested to complete a yellow speaker card and submit it to the City Clerk. Those of you on Zoom may make public comments by using the “raise hand” feature in Zoom or, if calling in by phone, by pressing *9 on the telephone keypad. The City Clerk will unmute your microphone and allow you to speak. Comments should be kept to three minutes or less.”

ADOPTION OF THE AGENDA

Mayor del Rosario asked if there were any changes to the agenda. None were requested. The Mayor asked for a motion to adopt the agenda.

Action: Vice Mayor Goodwin moved to adopt the agenda; the motion was seconded Council Member Gonzalez by and carried by the following vote:

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

PRESENTATIONS

- **Italian Flag Raising Recognition**

The Mayor stated, “This morning, we had a wonderful event at the Community Center to raise the Italian Flag, and present a proclamation in honor of Italian Heritage and Culture Month. We were so pleased to be joined by members of the local Italian American

community to help celebrate this month.”

She then read a proclamation in recognition of Italian Heritage and Culture Month.

- **Proclamation in honor of the 20th Anniversary of ALLICE Kumares and Kumpares**

The Mayor presented the proclamation to Dr. Jei Africa, ALLICE's Clinical Director and Director of San Mateo County Behavioral Health and Recovery Services.

- **Proclamation in honor of Domestic Violence Awareness Month**

The Mayor presented the proclamation to Junior Flores, ALLICE's Co-President.

PUBLIC COMMENTS

Mayor del Rosario opened the public comment period at 7:17 p.m. The City Clerk read an anonymous written comment regarding illegal parking on E Street. Seeing no one else request to speak, the Mayor closed the public comment period at 7:18 p.m.

CONSENT CALENDAR

1. Motion to Accept the Minutes from the September 13, 2023 Special Meeting.
2. Motion to Accept the Minutes from the September 13, 2023 Regular Meeting.
3. Motion Approving the Town's Response to the Grand Jury Report Dated July 10, 2023, Titled "Bike Safety In San Mateo County: Making Bicycling Safer In The County" Pursuant To CEQA Guideline 15378.

Action: Council Member Gonzalez moved to approve the consent calendar items #1 through 3; the motion was seconded by Vice Mayor Goodwin and carried by the following vote:

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

COUNCIL CALENDARING

There will be a Special Meeting for the Raising of the Italian Flag in recognition of Italian Heritage Month on Wednesday, October 11, 2023 at 11:00am at the Colma Community Center.

The next Regular Meeting will be on Wednesday, October 11, 2023 at 7:00pm at Town Hall.

REPORTS

City Manager Daniel Barros gave an update on the following topics:

- We are still working to identify the cause of the sink hole on Junipero Serra Boulevard; we will keep you updated on what we discover.
- The Colma Fire Protection District is hosting a Spaghetti Feed on Saturday, October 14.
- The final Cinema in the Cemetery for this year will be on Saturday, October 14.

ADJOURNMENT AND CLOSE IN MEMORY

The Mayor stated, "Before we close, I'd like to take a moment to extend our compassion and support to the people of Israel and the global Jewish community. It is heartbreaking to witness the pain and suffering they are contending with. We condemn the unjustified, terrorist actions of Hamas and wish for a swift end to the violence plaguing the region."

Mayor del Rosario adjourned the meeting at 9:20 p.m. in memory of Senator Dianne Feinstein and Manuel Lopez, father of San Mateo County Treasurer and Tax Collector Sandie Arnott.

Respectfully submitted,

Caitlin Corley
City Clerk





STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Brad Donohue, Director of Public Works
 VIA: Daniel Barros, City Manager
 MEETING DATE: October 25, 2023
 SUBJECT: Acceptance and Notice of Completion-Community Center Electrical Vehicle Charging Project

RECOMMENDATION

Staff recommends that the City Council make the following motion:

MOTION ACCEPTING THE ELECTRIC VEHICLE CHARGING INFRASTRUCTURE INSTALLATION PROJECT AT THE COLMA COMMUNITY CENTER AS COMPLETE AND DIRECTING THE DIRECTOR OF PUBLIC WORKS TO FILE A NOTICE OF COMPLETION FOR THE PROJECT WITH THE SAN MATEO COUNTY RECORDER'S OFFICE PURSUANT TO CEQA GUIDELINE 15301 AND 15303

EXECUTIVE SUMMARY

On or about September 29, 2023, Quantum Energy Services & Technologies Inc. (Quest) completed all their contract obligations regarding the Electric Vehicle Charging Infrastructure Installation Project at the Colma Community Center ("Project"). With the Project complete, the Town may now accept the Project and direct the Director of Public Works to file a Notice of Completion for the Project.

FISCAL IMPACT

The project was funded with San Mateo County Measure K funds (\$120,000) and Peninsula Clean Energy grant funds, (\$20,000) for a total project budget of \$140,000.

The City Council at their July 26th City Council meeting awarded a construction contract to Quest in the amount of \$99,631.00. Final Construction costs came in at \$99,631.00 with no change orders.

BACKGROUND

The City Council awarded a construction contract to Quest to install 4 Electrical Vehicle Charging Stations at the Colma Community Center (CCC). The Electric Vehicle Charging Infrastructure Installation Project at the CCC consisted of the following elements: miscellaneous

demolition of the parking lot sidewalk areas to accommodate placement of the new chargers and installing of ADA ramps, undergrounding of electrical conduits from the various charging stations to the CCC electrical room, installing new electrical components and systems to the CCC electrical room to accommodate the EV Chargers, and installation of 4 new level 2 EV Chargers.

ANALYSIS

The project was awarded in July of 2023, the contract was executed in late August, and the project commenced in early September. Quest completed the project and was final by the Building Department September 22nd. The Project was completed and signed off by the Engineering Department September 29th, with the project was on time and on budget.

Staff requests the City Council accept the Project and authorize the Director of Public Works to file a Notice of Completion with the San Mateo County Recorder's Office.

The filing of the Notice of Completion means:

- The Town accepts the Project as complete.
- The time frame for the filing of stop payment notice claims is shortened once the Notice of Completion has been timely filed with the San Mateo County Recorder's Office.

To date there have been no stop notices or claims filed with the Town for the Project.

ENVIRONMENTAL

The City Council's action in accepting the project as complete is exempt from environmental review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guideline 15303 as the vehicle charging project installed new small infrastructure on the existing Community Center property for electric vehicle charging. The City Council's action is also exempt pursuant to CEQA Guideline 15301 as the minor alteration of an existing public facility involving negligible or no expansion of use.

Council Adopted Values

By accepting the Project as complete, the City Council has reviewed and approved the work performed by Quest thus taking a ***Responsible*** position requesting that the Notice of Completion be filed with the County Recorder's Office and that final payment be made to the Contractor.

Alternatives

The City Council can choose not to accept the Project and direct the filing of the Notice of Completion for the Project. The Town would then not accept the Project as complete and file the Notice of Completion with the San Mateo County Recorder's Office. Such action would increase the time for subcontractors and material suppliers to file claims.

CONCLUSION

Staff has reviewed the completed Project and recommends that the City Council make a motion to accept the Project as complete and authorize the Director of Public Works to file a Notice of Completion with the San Mateo County Recorder's Office.

ATTACHMENTS

- A. Notice of Completion – Electric Vehicle Charging Infrastructure Installation Project at the Colma Community Center



<p>RECORDING REQUESTED BY AND WHEN RECORDED MAIL TO:</p> <p>Town of Colma 1198 El Camino Real Colma, CA 94014-3212 Attn: Brad Donohue, PW Director</p>	<p>THE AREA ABOVE IS RESERVED FOR RECORDER'S USE</p>
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TOWN OF COLMA

NOTICE OF COMPLETION

PURSUANT TO CALIFORNIA CIVIL CODE 9204

(This Document is exempt from Recording Fee (Govt. Code § 27383))

NOTICE IS HEREBY GIVEN THAT:

1. The Town of Colma is the owner of a work of improvement consisting of the construction of improvements for the Community Center Electrical Vehicle Charging Project as described in the project plan and specifications dated July 20, 2023 (hereafter, the "Work"), and of the real property on which the Work is situated, which real property is located in the County of San Mateo, State of California and specifically described as follows: 1520 Hillside Boulevard, Colma Ca. 94014
2. **Quantum Energy Services & Technologies Inc.**, the Contractor, was awarded the construction contract by the Town of Colma for the Work, and
3. The Work was completed by Quantum Energy Services and Technology Inc. accepted by the Town of Colma on October 25,2023; and
4. The nature of the interest of the Town of Colma is as a fee simple owner in the above-described real property; and
5. The name and address of the Town of Colma is 1198 El Camino Real, Colma, California 94014; and
6. I, Brad Donohue, Public Works Director of the Town of Colma, am authorized by the City Council of the Town of Colma to execute and file this Notice with the County Recorder of the County of San Mateo as an authorized agent of the Town of Colma. I have read the Notice of Completion and know the contents thereof; the same is true of my own knowledge.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

(Date and Place)

Brad Donohue
Director of Public Works



STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Caitlin Corley, City Clerk
 VIA: Daniel Barros, City Manager
 MEETING DATE: October 25, 2023
 SUBJECT: Mosquito and Vector Control District Board of Trustee Reappointment

RECOMMENDATION

Staff recommends that City Council adopt the following:

RESOLUTION REAPPOINTING LAURA WALSH TO THE BOARD OF TRUSTEES OF THE SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT PURSUANT TO CEQA GUIDELINE 15378

EXECUTIVE SUMMARY

Staff recommends the City Council reappoint Laura Walsh to the San Mateo County Mosquito and Vector Control District Board of Trustees. Staff conducted a recruitment process in November 2019 and found Ms. Walsh to be qualified and committed to serve on the Board of Trustees. City Council reappointed her in October 2021 for another two year term. Her performance as a representative of the Town from 2020 to the present has been exemplary and, because she has expressed interest in continuing to serve, staff is recommending that she be reappointed to the Board of Trustees.

If City Council reappoints Laura Walsh, staff will forward the attached letter (attachment B) to the San Mateo County Mosquito and Vector Control District, informing the District of Ms. Walsh's reappointment.

If reappointed, Ms. Walsh will serve a four-year term, from the first Monday in January 2024 to the first Monday in January 2028 or until a successor has been appointed.

FISCAL IMPACT

None

ENVIRONMENTAL

The City Council's action is not a project subject to the California Environmental Quality Act (CEQA) pursuant to CEQA Guideline 15378 as the action is considered an organizational or administrative activity of the Town that will not result in a direct or indirect physical change in the environment.

BACKGROUND

Qualifications

The District is governed by a 21-member Board of Trustees, each of whom is a resident of a city in the District and is appointed for either a two or four year term at the discretion of his or her respective City Council. The candidate must be a resident of the appointing city, at least 21 years old, and interested in learning what the District does and in sharing that information. Experience or specialized knowledge in biology or any other health-related sciences is not required.

Under California Health & Safety Code section 2024, the term of office for a member of the board of trustees shall be for a term of two or four years, at the discretion of the appointing authority, commencing at noon on the first Monday in January.

Previous Terms

Ms. Walsh has served the Town well during her previous two terms. She has been able to attend the monthly Board of Trustee meetings and has kept Town staff updated on the District's activities. She has been available to present updates to City Council whenever requested by staff. She also coordinated with staff to arrange for the Town to present a proclamation in honor of National Mosquito Control Awareness Week at a Council Meeting, and for District staff to provide a very informative presentation.

History

Prior to Ms. Walsh's tenure, the Town has had frequent turnover in the Town's representation on the Board of Trustees. Previously, resident Joe Silva served from 2017 to 2019; resident Carrie Slaughter served from January 2016 to November 2016; and resident Louis Gotelli served from January 2014 to January 2016. Prior to Mr. Gotelli's appointment, Colma's seat on the Board went unfilled due to lack of interest. The Town has never appointed a Council Member because the Board Meetings, held on the second Wednesday of the month, conflict with City Council Meetings.

Alternatives

The City Council could choose not to adopt the resolution reappointing Laura Walsh to the Board of Trustees of the Mosquito and Vector Control Abatement District, and hold an open recruitment for the position. However, staff has had no issues with Ms. Walsh's performance and sees value in having continuity in the Town's representation on the Board of Trustees.

CONCLUSION

Staff recommends the City Council adopt the resolution to reappoint Laura Walsh to the San Mateo County Mosquito and Vector Control District Board of Trustees.

ATTACHMENTS

- A. Resolution
- B. Reappointment Letter to SMCMVCD

RESOLUTION NO. 2023-____
OF THE CITY COUNCIL OF THE TOWN OF COLMA

**RESOLUTION REAPPOINTING LAURA WALSH TO THE BOARD OF TRUSTEES OF THE
SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT PURSUANT TO
CEQA GUIDELINE 15378**

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

1. Background

(a) The San Mateo County Mosquito and Vector Control District (District) is an independent, property-tax-funded district within San Mateo County that provides the following services to each of its member cities and their residents: mosquito surveillance and control, yellow jacket nest removal, insect identification, and vector-borne disease surveys.

(b) The District is governed by a 21 member Board of Trustees, each of whom is a resident of a city in the District and is appointed for either a two or four year term at the discretion of his or her respective City Council. The candidate must be a resident of the appointing city, at least 21 years old, and interested in learning what the District does and in sharing that information. Experience or specialized knowledge in biology or any other health-related sciences is not required.

(c) Under California Health & Safety Code section 2024, the term of office for a member of the board of trustees shall be for a term of two or four years, at the discretion of the appointing authority, commencing at noon on the first Monday in January. Any person appointed to fill a vacant office shall fill the balance of the unexpired term.

(d) Laura Walsh is the Town's current representative on the board. She was first appointed in October 2019. She was reappointed in October 2021; her term expires in January 2024. She has expressed interested in continuing to serve for an additional term.

(e) Based on experience, qualifications, ability and interest to serve, and past performance, staff recommends Laura Walsh be reappointed to the Board of Trustees as the Town representative.

2. Order

(a) The City Council reappoints Laura Walsh as trustee to the San Mateo County Mosquito and Vector Control District from first Monday in January 2024 to the first Monday in January 2028 or until a successor has been appointed.

(b) Ms. Walsh shall represent the interests of the public as a whole and not solely the interests of the Colma City Council.

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Certification of Adoption

I certify that the foregoing Resolution No. 2023-____ was duly adopted at our regular meeting of the City Council of the Town of Colma held on October 25, 2023, by the following vote:

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

Dated _____

Joanne F. del Rosario, Mayor

ATTEST: _____
Caitlin Corley, City Clerk



TOWN OF COLMA

1198 El Camino Real • Colma, California • 94014-3212
Tel 650.997.8300 • Fax 650.997.8308

October 26, 2023

Brian Weber, District Manager
San Mateo County Mosquito and Vector Control District
1351 Rollins Road
Burlingame, CA 94010

Dear Mr. Weber:

Please accept this letter confirming the reappointment of Laura Walsh to the Board of Trustees for the San Mateo County Mosquito and Vector Control District. Ms. Walsh's next term as the Town of Colma's board representative will be from the first Monday in January 2024 to the first Monday in January 2028. The resolution approving this reappointment is attached.

If you have any questions or need additional information, please do not hesitate to contact City Clerk Caitlin Corley at 650.997.8311 or ccorley@colma.ca.gov.

Sincerely,

Joanne F. del Rosario
Mayor, Town of Colma

Joanne F. del Rosario, Mayor
John Irish Goodwin, Vice Mayor
Ken Gonzalez, Council Member • Carrie Slaughter, Council Member • Helen Fisicaro, Council Member
Daniel Barros, City Manager





STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Pak Lin, Administrative Services Director
 VIA: Daniel Barros, City Manager
 MEETING DATE: October 25, 2023
 SUBJECT: Minimum Wage Adjustment for Part-Time Staff

RECOMMENDATION

Staff recommends that the City Council adopt:

RESOLUTION ADJUSTING SALARY FOR PART-TIME STAFF TO MEET THE MINIMUM WAGE REQUIREMENT SET FORTH BY THE STATE OF CALIFORNIA AND AMENDING THE SALARY SCHEDULE, PURSUANT TO CEQA GUIDELINE 15378

EXECUTIVE SUMMARY

On July 31, 2023, California's Director of Finance certified that the state's minimum wage for all employers will increase to \$16 per hour, effective on January 1, 2024. Subsequently, on September 26, 2023, the Department of Industrial Relations announced that the minimum wage is \$16.00/hour for organizations with 26 or more employees. The positions impacted by this change are Recreation Leader, Senior Recreation Leader, Facility Attendant, Student Aide, and Intern. The proposed salary schedule attached as *Exhibit A to the Resolution* meets the minimum wage requirement of \$16.00/hour. It remains consistent with the Town's compensation differential (pay increase formula) between steps and classification.

The adoption of the resolution adjusting the salary schedule will meet minimum wage requirements for 2024. Annually, staff will continue to present to the City Council amendments to the salary schedule to remain in alignment with state-required minimum wage.

FISCAL IMPACT

Though the hourly rate will increase for these specific positions, the Recreation Coordinators and Recreation Manager will be able to successfully manage the staffing needs while staying within the Recreation Department's current budget. If a budget adjustment is needed, staff will bring it before the City Council as part of a later financial update.

BACKGROUND

On April 4, 2016, California Governor Jerry Brown signed legislation (SB 3, Leno) raising California's minimum wage to \$15.00/hour by 2022. After January 1, 2023, future wage increases

are tied to inflation, reflecting increases in the Consumer Price Index up to 3.5% per year. Under this state law, the Governor may temporarily suspend the minimum wage increase during an economic downturn. On July 31, 2023, California’s Director of Finance certified that the state’s minimum wage for all employers will increase to \$16 per hour, effective on January 1, 2024. This determination was made after analyzing inflationary factors as required by SB 3. Subsequently, on September 26, 2023, the Department of Industrial Relations published the minimum wage as \$16.00/hour for organizations with 26 or more employees effective January 1, 2024.

The increased minimum wage levels are applied uniformly across the state. Local governments retain the ability to adopt local minimum wage ordinances that increase the minimum wage more rapidly than the statewide time frame or increase the minimum wage level. SB 3 gives California one of the highest minimum wages in the country along with jurisdictions like Washington, New York, Washington, D.C., and Massachusetts.

Positions that are affected by this update to the minimum wage are Recreation Leader, Student Aide, Senior Recreation Leader, Facility Attendant, and Intern. The current Step 1 hourly wage for Recreation Leader and Student Aide is \$15.50/hour.

ANALYSIS

The current pay schedule for part-time employees includes a 5% differential between steps and a 9% differential between classifications.

Current Pay Schedule	Step 1	Step 2	Step 3	Step 4	Step 5
Recreation Leader and Student Aide	15.50	16.30	17.10	18.00	--
Senior Recreation Leader and Facility Attendant	19.60	20.60	21.60	22.70	--
Intern	24.75	26.00	27.30	28.70	30.15

The proposed salary schedule sets the minimum wage at \$16.00/hour and maintains the incremental pay increases through favorable performance.

Effective December 25, 2022	Step 1	Step 2	Step 3	Step 4	Step 5
Recreation Leader and Student Aide	16.00	16.82	17.64	18.56	--
Senior Recreation Leader and Facility Attendant	20.21	21.24	22.27	23.40	--
Intern	25.52	26.81	28.15	29.59	31.08

Future adjustments will be proposed annually. By updating the minimum wage annually, the Town’s salary schedule will align with the mandated minimum wage schedule.

Council Adopted Values

Adoption of the resolution is the *fair* course of action because the City Council will be bringing the salaries in alignment with the minimum wage set forth by the State of California. Adoption of the resolution is also the *responsible* course of action because the Council is satisfying the requirement to meet the State minimum wage law.

Alternatives

The Council could choose to not adopt the proposed resolution or to request modifications to the proposed salary ranges. Doing so is not recommended, as the Town could be in violation of State law because the salary ranges are based on meeting the minimum wage requirements set forth by the State of California.

The Council could increase the hourly rate for Step 1 Recreation Leader above \$16.00 per hour.

CONCLUSION

Staff recommends the adoption of the resolution adjusting the salary for part-time staff to meet the minimum wage requirement set forth by the State of California, and amending the Town's salary schedule.

ATTACHMENTS

- A. Resolution (includes Salary Schedule)



**RESOLUTION NO. 2023-XX
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION ADJUSTING SALARY FOR PART-TIME CASUAL STAFF TO MEET THE
MINIMUM WAGE REQUIREMENT SET FORTH BY THE STATE OF CALIFORNIA AND
AMENDING THE SALARY SCHEDULE, PURSUANT TO CEQA GUIDELINE 15378**

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

1. Background.

(a) On April 4, 2016, Governor Brown signed Senate Bill 3, which increases California's minimum wage annually, reaching \$15.00/hour for employers with 26 or more employees by January 1, 2022.

(b) Each year, thereafter, the Department of Industrial Relations publishes the new minimum wage with CPI adjustment.

(c) On September 26, 2023, the Department of Industrial Relations published the January 1, 2024 minimum wage as \$16.00 per hour for organizations with 26 or more employees.

(c) In order to ensure compliance with state law, the City Manager is, as he has in previous years, recommending that the City Council adjust the salary schedule as provided for in this Resolution, and continually adjust the salary on an annual basis to ensure compliance with state required minimum wage laws.

2. Salary Scale for Part-Time Staff (including Student Aide/Recreation Leader, Senior Recreation Leader/Facility Attendant, and Intern). The Town shall pay the part-time staff identified below at the respective hourly salaries shown below, with the City Manager determining the appropriate step in accordance with Subchapter 3.02 of the Colma Administrative Code relating to Employment (See Exhibit A for Full Salary Schedule):

Student Aide/Recreation Leader				
STEP	1	2	3	4
	16.00	16.82	17.64	18.56

Senior Recreation Leader/Facility Attendant				
STEP	1	2	3	4
	20.21	21.24	22.27	23.40

Intern					
STEP	1	2	3	4	5
	25.52	26.81	28.15	29.59	31.08

3. Salary Schedule Adopted.

(a) The City Council hereby amends the pay or salary schedule, effective January 1, 2024, as detailed in Exhibit A, attached hereto and incorporated by reference, to memorialize the changes proposed by this Resolution, with the applicable pay or salary for each position listed, in compliance with Title 2 of the California Code of Regulations Section 570.5.

(b) No changes in pay or salary are proposed for those positions on the pay or salary schedule, except for the part-time staff, as set by this Resolution.

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

5. Effective Date. This resolution shall become effective on January 1, 2024.

Certification of Adoption

I certify that the foregoing Resolution No. 2023-__ was duly adopted at a regular meeting of said City Council held on October 25, 2023 by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Joanne F. del Rosario, Mayor					
John Irish Goodwin					
Kenneth Gonzalez					
Carrie Slaughter					
Helen Fisicaro					
Voting Tally					

Dated _____

Joanne F. del Rosario, Mayor

Attest: _____
Caitlin Corley, City Clerk

**Town of Colma Pay Schedule (Effective December 24, 2023)
Proposed October 25, 2023**

Exhibit A to the Resolution

Position Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Ord/Reso Number	Add'l Incentive	Payroll Ref	
Elected Officials (Monthly Compensation)										
Mayor & City Council	961.00						ORD 784			
Regular/Casual/Temporary Employees (hourly rate, compensated on a biweekly basis)										
Accounting Manager	65.82	69.11	72.56	76.19	80.00	-	Reso 2023-20	(10)(11)	8hrm	
Accounting Technician	43.85	46.05	48.36	50.77	53.32	-	Reso 2021-44	(10)(11)	8acct	
Administrative Services Director	82.41	86.54	90.86	95.40	100.18	-	Reso 2021-44	(11)	8acm	
Administrative Technician I	40.93	42.98	45.13	47.38	49.74	-	Reso 2021-44	(10)(11)	8at1	
Administrative Technician II	42.98	45.13	47.38	49.74	52.24	-	Reso 2021-44	(10)(11)	8at2	
Administrative Technician III	42.98	45.13	47.38	49.74	52.24	54.85	Reso 2021-44	(10)(11)	8at3	
City Clerk	54.85	57.59	60.47	63.49	66.66	-	Reso 2021-44	(10)(11)	8clrk1	
City Manager	111.74	-	-	-	-	-	Reso 2022-03	(9)	mgr	
Community Service Officer	39.93	41.93	44.02	46.22	48.53	-	Reso 2021-44	(10)(11)	8cso	
Executive Assistant to Chief of Police	42.98	45.13	47.38	49.74	52.24	54.85	Reso 2021-44	(10)(11)	8at3	
Facility Attendant	20.21	21.24	22.27	23.40	-	-	Reso 2023-xx	(11)	8fa	
Human Resources Manager	60.08	63.09	66.24	69.56	73.04	-	Reso 2021-44	(10)(11)	8hrm	
Intern	25.52	26.81	28.15	29.59	31.08	-	Reso 2023-xx	(11)	intr	
Maintenance Technician I	40.02	42.02	44.12	46.33	48.65	-	Reso 2021-44	(7)(8)(10)(11)	8mt1	
Maintenance Technician II	42.02	44.12	46.33	48.65	51.08	-	Reso 2021-44	(7)(8)(10)(11)	8mt2	
Maintenance Technician III	42.02	44.12	46.33	48.65	51.08	53.64	Reso 2021-44	(7)(8)(10)(11)	8mt3	
Management Analyst I	45.58	47.86	50.25	52.76	55.40	-	Reso 2021-44	(11)	8ma1	
Management Analyst II	49.29	51.75	54.35	57.07	59.92	-	Reso 2021-44	(11)	8ma2	
Management Analyst III	53.31	55.97	58.77	61.71	64.80	-	Reso 2021-44	(11)	8ma3	
Police Chief	89.38	93.84	98.55	102.49	106.36	-	Reso 2021-44	(1)(11)	chief	
Police Commander	80.95	84.99	89.26	93.71	98.39	-	Reso 2021-44	(1)(11)	8pcmd	
Police Dispatcher / Clerk	49.96	51.34	52.74	54.12	55.49	-	Reso 2021-43	(6)(4)(11)	clerical	
Police Dispatcher/Records Supervisor	60.21	61.87	63.56	65.23	66.91	-	Reso 2021-43	(2)(4)(11)	supervisor	
Police Officer - Reserve	55.90	-	-	-	-	-	Ord 773			
Police Officer 1	55.90	58.70	61.64	64.72	-	-	Reso 2021-42	(1)(3)(5)(11)	8po1	
Police Officer 2	58.14	61.05	64.11	67.31	-	-	Reso 2021-42	(1)(3)(5)(11)	8po2	
Police Officer 3	59.27	62.24	65.35	68.60	-	-	Reso 2021-42	(1)(3)(5)(11)	8po3	
Police Sergeant 1	70.86	72.33	73.83	77.91	-	-	Reso 2021-42	(1)(3)(5)(11)	8sgt1	
Police Sergeant 2	73.69	75.22	76.77	81.03	-	-	Reso 2021-42	(1)(3)(5)(11)	8sgt2	
Police Sergeant 3	75.11	76.66	78.24	82.59	-	-	Reso 2021-42	(1)(3)(5)(11)	8sgt3	
Public Works Maintenance Supervisor	51.10	53.66	56.34	59.17	62.11	-	Reso 2021-44	(7)(8)(10)(11)	8mts	
Recreation Coordinator	39.91	41.91	44.01	46.20	48.50	-	Reso 2021-44	(10)(11)	8recc	
Recreation Leader	16.00	16.82	17.64	18.56	-	-	Reso 2023-xx	(11)	8rl	
Recreation Manager	47.70	50.08	52.58	55.22	57.97	-	Reso 2021-44	(10)(11)	recmgr	
Senior Recreation Leader	20.21	21.24	22.27	23.40	-	-	Reso 2023-xx	(11)	8rls	
Student Aide	16.00	16.82	17.64	18.56	-	-	Reso 2023-xx	(11)	8sta	

Additional Incentive

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

Summary of Effective Ordinance and Resolution

- Ord 773 Reinstatement of Reserve Officer Program - up to 4 Reserve Officers (Adopted 12/13/2017)
- Ord 784 City Council Compensation (Adopted 11/14/2018)
- Reso 2004-36 Establishment of Police Recruit Program - 95% of Police Officer Step 1 (5/12/2004)
- Reso 2020-07 Addition of Intern and Student Aide Classifications and Compensations (Adopted 2/26/2020)
- Reso 2020-32 Reclassify Chief of Police position from contract to appointed by City Manager (CC Mtg 7/8/2020)
- Reso 2021-03 Additional of Management Analyst I/II/III Series (CC Mtg 01/13/2021)
- Reso 2021-42 2% COLA for POA from Dec 26, 2021 to Jun 30, 2024 (CC Mtg 12/08/2021)
- Reso 2021-43 2% COLA for CRA from Dec 26, 2021 to Jun 30, 2024 (CC Mtg 12/08/2021)
- Reso 2021-44 2% COLA for Unrepresented from Dec 26, 2021 to Jun 30, 2024 (CC Mtg 12/08/2021)
- Reso 2022-03 City Manager Contract Amendment 4 (Adopted 1/12/2022)
- Reso 2023-20 Addition of Accounting Manager (CC Mtg 06/14/2023)
- Reso 2023-xx Minimum Wage Adjustment for Part-Time Staff (CC Mtg 10/25/2023)

