



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

**Wednesday, October 14, 2020  
Closed Session - 5:45 PM  
Regular Session - 7:00 PM**

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

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

**Join Zoom Meeting: <https://us02web.zoom.us/j/81289976261>  
Passcode: 074407**

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

**One tap mobile**

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

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

**Dial by your location**

**+1 669 900 6833 US (San Jose)**

**+1 346 248 7799 US (Houston)**

**+1 253 215 8782 US (Tacoma)**

**+1 312 626 6799 US (Chicago)**

**+1 929 205 6099 US (New York)**

**+1 301 715 8592 US (Germantown)**

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

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

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

## **CLOSED SESSION – 5:45PM**

1. **In Closed Session Pursuant to Government Code Section 54956.9(d)(1)** – Conference with Legal Council – Existing Litigation.  
*Friends of Serramonte Blvd. v. Town of Colma, T. Wayne Bogard TWM & Associates, Cornerstone Automotive Group*  
San Mateo County Superior Court Case No. 20CIV04130
2. **In Closed Session Pursuant to Government Code Section 54957.6** – Conference with Labor Negotiators.  
Agency Negotiator: Brian Dossey, City Manager  
Austris Rungis, IEDA  
Employee Organizations: Colma Peace Officers Association and Colma Communications/Records Association  
Unrepresented Employees: All

## **PLEDGE OF ALLEGIANCE AND ROLL CALL – 7:00PM**

### **REPORT FROM CLOSED SESSION**

### **ADOPTION OF AGENDA**

### **PRESENTATION**

- Italian Heritage Month and Italian Flag Raising
- Proclamation in honor of Domestic Violence Awareness Month
- Recognition of Recreation and Public Works Staff

### **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**

3. Motion to Accept the Minutes from the September 23, 2020 Regular Meeting.
4. Motion to Approve the Report of Checks Paid for September 2020.
5. Motion to Accept Informational Report on Recreation Department Programs, Activities, Events, and Trips for the Third Quarter of 2020.
6. 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.

### **STUDY SESSION**

#### **7. GUN SAFETY ORDINANCE**

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

## REPORTS

Mayor/City Council  
City Manager

## ADJOURNMENT

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

### Reasonable Accommodation

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



1. In Closed Session Pursuant to Government Code Section 54956.9(d)(1) – Conference with Legal Council – Existing Litigation.

*Friends of Serramonte Blvd. v. Town of Colma, T. Wayne Bogard TWM & Associates, Cornerstone Automotive Group*

San Mateo County Superior Court Case No. 20CIV04130

*There is no staff report for this item.*



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

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

*There is no staff report for this item.*





**MINUTES  
REGULAR MEETING**

City Council of the Town of Colma  
Meeting Held Remotely via Zoom.us  
**Wednesday, September 23, 2020**  
**Closed Session - 6:30 PM**  
**Regular Session - 7:00 PM**

**CLOSED SESSION – 6:30PM**

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

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

**PLEDGE OF ALLEGIANCE AND ROLL CALL – 7:00PM**

Mayor John Irish Goodwin called the meeting to order at 7:02 p.m.

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

Staff Present – City Manager Brian Dossey, City Attorney Christopher Diaz, Interim Chief of Police Bob Lotti, Commander Sherwin Lum, Administrative Services Director Pak Lin, Director of Public Works Brad Donohue, City Planner Michael Laughlin, City Clerk Caitlin Corley, and Administrative Technician Darcy De Leon were in attendance.

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

**REPORT FROM CLOSED SESSION**

Mayor Goodwin announced, “No action was taken at tonight’s closed session.”

**ADOPTION OF THE AGENDA**

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

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

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

## PRESENTATION

- Mayor Goodwin presented a proclamation in honor of National Hispanic Heritage Month.

## PUBLIC COMMENTS

Mayor Goodwin opened the public comment period at 7:08 p.m. and seeing no one come forward to speak, he closed the public comment period.

## CONSENT CALENDAR

2. Motion to Accept the Minutes from the September 9, 2020 Regular Meeting.

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

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

## PUBLIC HEARING

### 3. SERRA CENTER SIGN PROGRAM

City Planner Michael Laughlin presented the staff report. Mayor Goodwin opened the public hearing at 7:18 p.m. Catherine Hughes, owner of Serra Center, made a comment. The Mayor closed the public hearing at 7:19 p.m. Council discussion followed.

**Action:** Council Member Fisicaro moved to Adopt a Resolution Approving Revisions to the Master Sign Program for Serra Center Pursuant to CEQA Guideline 15311; the motion was seconded by Council Member Gonzalez and carried by the following vote:

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

## STUDY SESSION

### 4. FY 2020-21 NON-PROFIT GRANT FUNDING

The Mayor reminded members of the public to please email of chat with the City Clerk to request to speak during the public comment period. Administrative Technician Darcy De Leon presented the staff report. Mayor Goodwin opened the public comment period at 7:38 p.m. The following people spoke:

Mike Stancil, Executive Director of Daly City Partnership  
 Monica Devincenzi, Board Member of Daly City Public Library Associates  
 Jonathan Portney, Executive Director of Daly City Youth Health Center  
 Sara Watson, North Peninsula Food Pantry & Dining Center of Daly City  
 Ariel Cherbowsky, Director of San Bruno Mountain Watch  
 Christine Kohl-Zaugg, Executive Director, Sustainable San Mateo County  
 Frankie Sapp, SMC Pride Center Director  
 Cherie Colin, Skyline College  
 Dustin Chase, Colma/Daly City Chamber of Commerce  
 Pat Bohm, Operation Santa Claus  
 Chris Sturken, HIP Housing  
 Thom Taylor, resident and volunteer with Ombudsman Services of SMC

The Mayor closed the public comment period at 8:06 p.m. Council discussion followed. Council made several changes to the staff recommended funding amounts, which are marked in red below:

Grantee	Staff Proposed Grant Amount	Council Approved
Clinic by the Bay	\$3,500	<b>\$4,000</b>
Colma - Daly City Chamber of Commerce	N/A (did not submit application)	N/A (did not submit application)
Community Gatepath	\$6,500	\$6,500
CORA	\$3,000	<b>\$5,000</b>
Daly City Peninsula Partnership Collaborative	\$15,000	\$15,000
Daly City Public Library Associates	\$5,000	<b>\$5,220</b>
Daly City Youth Health Center	\$6,000	\$6,000

Grantee	Staff Proposed Grant Amount	Council Approved
Human Investment Project, Inc. (HIP Housing)	\$5,000	\$5,000
Jefferson Union School District (Community Environmental Education Program)	\$6,000	\$6,000
LifeMoves	\$4,000	\$4,000
North Peninsula Food Pantry & Dining Center of Daly City	\$12,500	\$15,000
Ombudsman Services SMC	\$2,000	\$2,000
Operation Santa Claus	\$1,000	\$1,500
Peninsula Conflict Resolution Center (PCRC)	\$0	\$0
Peninsula Volunteers, Inc. Meals on Wheels	\$5,000	\$5,000
San Bruno Mountain Watch	\$2,000	\$2,000
Sitike Counseling Center	\$6,500	\$6,500
SMC Community College Foundation	\$3,500	\$4,000
SMC Jobs for Youth	\$2,500	\$3,000
SMC Pride Center	\$3,000	\$3,000
Sustainable San Mateo County	\$2,500	\$1,000
Veterans Sportsman Alliance (VSA)	\$0	\$0
West Bay Alano Club	\$0	\$0
<b>TOTAL</b>	<b>\$94,500</b>	<b>\$99,720</b>

**Action:** Council Member Fiscaro moved to Adopt a Resolution Determining Eligibility for Grant Funding, Approving Grants to Eligible Organizations, Finding That Each Approved Grant Serves a Public Purpose, and Authorizing Contracts with Each Eligible Organization for the Use of Town Funds; the motion was seconded by Council Member Gonzalez and carried by the following vote:

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

## COUNCIL CALENDARING

The next Regular Meeting will be on Wednesday, October 14, 2020 at 7:00pm and it will be held remotely.

## **REPORTS**

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

- The Town's Census response rate is just .03% shy of the 2010 Census rate. Staff is hopeful we will meet that goal by the end of the month
- The Age Friendly City kickoff presentation early today went well, and staff is working closely with Supervisor Canepa's office and AARP on the project.
- Good news: San Mateo County has moved into the Red Tier of the State's COVID-19 Reopening Plan, which allows for more businesses to operate at a higher capacity.
- National Night Out will be a Drive Thru event this year at the Community Center on October 6<sup>th</sup>.
- Police and Recreation are coordinating on a Drive Thru Trick or Treating event for Halloween.

## **ADJOURNMENT AND CLOSE IN MEMORY**

Mayor Goodwin adjourned the meeting at 8:52 p.m. in memory of Orlando Frank Cortopassi, longtime property owner in Sterling Park. He closed the meeting with a moment of silence to honor Ruth Bader Ginsberg, the pioneering Supreme Court justice who became the second female on the nation's highest court, noting that, "Her remarkable career in law, even before her appointment to the Supreme Court, has no doubt shaped the fabric of our nation, and we would be remiss if we did not acknowledge and honor her service to this county."



Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
52185	9/8/2020	00013	August 2020	8/31/2020	TIRE SERVICE	514.74	514.74
52186	9/8/2020	00093	CITY OF SOUTH SAN FRANCISCO	8/27/2020	TRAFFIC SIGNAL MAINTENANCE	2,180.65	2,180.65
52187	9/8/2020	00254	METRO MOBILE COMMUNICA	9/1/2020	MAINTENANCE CONTRACT	602.00	602.00
52188	9/8/2020	00307	PACIFIC GAS & ELECTRIC	8/24/2020	PG&E	2,105.98	2,105.98
52189	9/8/2020	00323	JORDAN, ROGER	9/4/2020	08/31/20 GAS PURCHASE ON	52.49	52.49
52190	9/8/2020	00364	SMC SHERIFF'S OFFICE	8/31/2020	FLAT FEE CONTRIBUTION	4,146.31	4,146.31
52191	9/8/2020	00411	TURBO DATA SYSTEMS	8/31/2020	CITATION PROCESSING	493.03	493.03
52192	9/8/2020	00649	DAVEY TREE EXPERT COMP	8/24/2020	SYCAMORE TREE REMOVAL	325.00	325.00
52193	9/8/2020	00830	STAPLES BUSINESS CREDIT	8/25/2020	OFFICE SUPPLIES	409.77	409.77
52194	9/8/2020	01037	COMCAST CABLE	8/20/2020	8155 20 022 0097028 427 F ST	290.06	290.06
52195	9/8/2020	01340	NAVIA BENEFIT SOLUTIONS	8/31/2020	8155 20 022 0097051 Internet	290.06	580.12
52196	9/8/2020	02182	DALY CITY KUMON CENTER	8/31/2020	SECTION 125 PARTICIPANT &	97.10	97.10
52197	9/8/2020	02337	AXON ENTERPRISES, INC.	8/31/2020	TUTORING	3,485.00	3,485.00
52198	9/8/2020	02392	MIG	8/26/2020	10 GB EVIDENCE.COM A-LA-C	8.00	8.00
52199	9/8/2020	02499	GE CAPITAL INFORMATION	8/28/2020	JULY 1 TO AUGUST 31, 2020	4,016.25	4,016.25
52200	9/8/2020	02637	Z.A.P. MANUFACTURING INC.	8/24/2020	MARCH 1 TO JULY 31, 2020 M	3,779.50	7,795.75
52201	9/8/2020	02662	DAVE'S CARPET INSTALLATIC	8/26/2020	TH COPY MACHINE A11	512.58	787.02
52202	9/8/2020	02680	CSDA DESIGN GROUP	8/27/2020	PD COPY MACHINE RENTAL /	274.44	445.23
52203	9/8/2020	02849	U.S. BANK PARS ACCOUNT, 6	8/26/2020	2 EACH, R3-4 18X18 & 24X24	445.23	445.23
				8/28/2020	UNIT J CARPET PURCHASE &	2,745.87	5,459.53
				8/28/2020	UNIT A CARPET PURCHASE &	2,713.66	5,459.53
				8/14/2020	JULY 2020 GENERAL PLAN UI	1,218.75	1,468.75
				6/10/2020	MAY 2020 GENERAL PLAN UF	250.00	1,468.75
				9/8/2020	OPEB CONTRIBUTION	61,496.92	61,496.92

Bank : first TRI COUNTIES BANK (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
52204	9/8/2020	03015	U.S. BANK CORPORATE PMT	08/24/20	Dossey 8/24/2020 CREDIT CARD PURCHASE	3,673.89	
				08/24/20	Abellan 8/24/2020 CREDIT CARD PURCHASE	1,282.49	
				08/24/20	Jordan 8/24/2020 CREDIT CARD PURCHASE	430.23	
				08/24/20	Lum 8/24/2020 CREDIT CARD PURCHASE	351.85	
				08/24/20	Wollme 8/24/2020 CREDIT CARD PURCHASE	248.82	
				08/24/20	Velasq 8/24/2020 CREDIT CARD PURCHASE	189.99	
				08/24/20	Lotti 8/24/2020 CREDIT CARD PURCHASE	165.27	
				08/24/20	Gogan 8/24/2020 CREDIT CARD PURCHASE	76.98	
				08/24/20	Navarr 8/24/2020 CREDIT CARD PURCHASE	54.35	
				08/24/20	Goodw 8/24/2020 CREDIT CARD PURCHASE	50.00	
				08/24/20	Gotelli 8/24/2020 CREDIT CARD PURCHASE	36.93	6,560.80
52205	9/8/2020	03034	FLEX ADVANTAGE	123620	8/31/2020 FLEX PROCESSING FEES	185.00	185.00
52206	9/8/2020	03224	DECORATIVE PLANT SERVICE	1065	9/1/2020 MAINTENANCE GUARANTEE	157.31	157.31
52207	9/8/2020	03262	FEHR & PEERS	139762-16	8/14/2020 JULY 2020 EL CAMINO REAL I	11,182.63	11,182.63
52208	9/8/2020	03273	THE HOME DEPOT PRO	568929608	8/24/2020 COVID-19 16OZ. HAND SANIT	523.88	
				568737589	8/24/2020 ULTRA2000 BUTYL DEBRSR )	306.06	829.94
52209	9/8/2020	03373	RK ENGINEERING, INC.	145.01.1	8/6/2020 WORK PERFORMED THROU	159,511.65	159,511.65
52210	9/8/2020	03374	FIVE POINTS TIRE IMPORTS,	292904	8/31/2020 2015 FORD EXPLORER INTEF	8,679.77	8,679.77
52211	9/8/2020	03375	T-MOBILE USA, INC.	9407394792	8/6/2020 GPS LOCATE	51.00	51.00
9082020	9/8/2020	00282	CALIFORNIA PUBLIC EMPLOY	1000000161438	9/1/2020 MEDICAL INSURANCE	5,465.80	5,465.80
<b>Sub total for TRI COUNTIES BANK:</b>						<b>285,077.29</b>	



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28 checks in this report.

Grand Total All Checks: 285,077.29

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
52212	9/11/2020	01340	NAVIA BENEFIT SOLUTIONS 09112020 B	9/11/2020	DEPENDENT CARE: PAYMEN	557.69	
			09112020 B	9/11/2020	FLEX 125 PLAN: PAYMENT	473.46	1,031.15
52213	9/11/2020	01375	NATIONWIDE RETIREMENT S 09112020 B	9/11/2020	NATIONWIDE: PAYMENT	3,650.00	
			09112020 M	9/11/2020	NATIONWIDE: PAYMENT	950.00	4,600.00
52214	9/11/2020	02377	CALIFORNIA STATE DISBURSI 09112020 B	9/11/2020	WAGE GARNISHMENT: PAYM	547.84	547.84
52215	9/11/2020	02944	PEACE OFFICERS RESEARCH 09112020 B	9/11/2020	PORAC: PAYMENT	27.00	27.00
52216	9/11/2020	02945	PORAC LEGAL DEFENSE FUN 09112020 B	9/11/2020	PORAC LDF: PAYMENT	172.80	172.80
94246	9/11/2020	00521	UNITED STATES TREASURY 09112020 M	9/11/2020	FEDERAL TAX: PAYMENT	911.05	911.05
94247	9/11/2020	01360	VANTAGE TRANSFER AGENT; 09112020 M	9/11/2020	ICMA CONTRIBUTION: PAYME	464.42	464.42
94248	9/11/2020	00631	P.E.R.S. 09112020 M	9/11/2020	PERS MISC NON-TAX: PAYME	694.17	694.17
94249	9/11/2020	00282	CALIFORNIA PUBLIC EMPLOY 09112020 M	9/11/2020	SEP 2020 ACTIVE PREMIUMS	7,498.96	7,498.96
94250	9/11/2020	00130	EMPLOYMENT DEVELOPMEN 09112020 B	9/11/2020	CALIFORNIA STATE TAX: PAY	13,335.73	13,335.73
94251	9/11/2020	00521	UNITED STATES TREASURY 09112020 B	9/11/2020	FEDERAL TAX: PAYMENT	59,984.27	59,984.27
94252	9/11/2020	00282	CALIFORNIA PUBLIC EMPLOY 09112020 B	9/11/2020	SEP 2020 ACTIVE PREMIUMS	69,815.60	69,815.60
94253	9/11/2020	00631	P.E.R.S. 09112020 B	9/11/2020	PERS - BUYBACK: PAYMENT	41,862.52	41,862.52
94254	9/11/2020	01360	VANTAGE TRANSFER AGENT; 09112020 B	9/11/2020	ICMA CONTRIBUTION: PAYME	4,933.82	4,933.82
94255	9/11/2020	00068	COLMA PEACE OFFICER'S 09112020 B	9/11/2020	COLMA PEACE OFFICERS: P/	574.76	574.76

Sub total for TRI COUNTIES BANK:

206,454.09

15 checks in this report.

Grand Total All Checks: 206,454.09

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
52217	9/15/2020	00003	A. S. F. ELECTRIC	8/28/2020	FLAG POLE LIGHTING REWIF	789.50	789.50
52218	9/15/2020	00020	ASSOCIATED SERVICES INC	9/1/2020	WATERLOGIC RENTAL	40.00	
			120090039	9/1/2020	MTN H/C BWC	9.00	
52219	9/15/2020	00051	CALIFORNIA WATER SERVICE	9/15/2020	WATER BILL	6,855.41	49.00
52220	9/15/2020	00174	HOME DEPOT CREDIT SERVICE	8/30/2020	PW SUPPLY PURCHASES	270.51	6,855.41
52221	9/15/2020	00181	IEDA	9/1/2020	LABOR RELATIONS CONSUL	1,520.00	270.51
52222	9/15/2020	00211	KELLY-MOORE PAINTS	8/31/2020	PAINT AND SUPPLIES	346.82	1,520.00
52223	9/15/2020	00280	OFFICE DEPOT, INC.	8/20/2020	OFFICE SUPPLIES	127.39	346.82
			118203923001	8/20/2020	OFFICE SUPPLIES	119.99	
			120911226001	8/31/2020	OFFICE SUPPLIES	113.30	
			114931682-001	8/9/2020	OFFICE SUPPLIES	113.30	
52224	9/15/2020	00307	PACIFIC GAS & ELECTRIC	8/28/2020	PG&E	195.42	360.68
52225	9/15/2020	00414	TERMINEX INTERNATIONAL	9/14/2020	PEST CONTROL	111.00	195.42
52226	9/15/2020	00433	GRAINGER INC	9/8/2020	ACCESS DOOR, MEDIUM SEC	114.85	111.00
52227	9/15/2020	00464	HINDERLITER, DE LLAMAS	8/28/2020	SALES TAX SERVICES	7,301.26	114.85
52228	9/15/2020	00623	ARAMARK	8/31/2020	UNIFORM SERVICE	431.97	7,301.26
52229	9/15/2020	00659	ADAMSON POLICE PRODUCT	9/3/2020	2 FIRST DEFENSE OC/CS, M#	80.48	431.97
52230	9/15/2020	01037	COMCAST CABLE	8/26/2020	8155 20 022 0094769 TOWN C	15,232.37	80.48
			09/02-10/01/20	8/27/2020	8155 20 022 0097069 INTERNI	295.06	
52231	9/15/2020	02149	HDL COREN & CONE	9/9/2020	2019-20 CAFR STATISTICAL F	645.00	15,232.37
52232	9/15/2020	02216	RAMOS OIL CO. INC.	8/31/2020	PD GASOLINE PURCHASES 2	1,958.33	645.00
			711779	9/20/2020	PD GASOLINE PURCHASES 1	1,520.04	
			710320	8/10/2020	PD GASOLINE PURCHASES 1	1,406.08	
			708880	8/28/2020	CCC COPY MACHINE A10	287.00	
52233	9/15/2020	02499	GE CAPITAL INFORMATION	9/1/2020	POLICE STATION FIRE ALARM	45.00	4,884.45
52234	9/15/2020	02787	AECO SYSTEMS, INC.	9/1/2020	RIMS INTERNET W/SSF	400.00	287.00
52235	9/15/2020	02799	WAVE	8/31/2020	PRE-EMPLOYMENT	42.00	45.00
52236	9/15/2020	03060	PREFERRED ALLIANCE, INC.	6/30/2020	PRE-EMPLOYMENT	42.00	400.00
			0158913-IN	8/31/2020	PRE-EMPLOYMENT	42.00	
			0158237-IN	8/31/2020	PW GAS PURCHASES	387.36	
52237	9/15/2020	03061	NORTH BAY PETROLEUM	8/31/2020	PW GAS PURCHASES	387.36	84.00
			2175117	8/31/2020	PW GAS PURCHASES	387.36	387.36
					<b>Sub total for TRI COUNTIES BANK:</b>		<b>40,687.14</b>

21 checks in this report.

Grand Total All Checks: 40,687.14

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>
52238	9/15/2020	03034	October 2020	9/15/2020	HEALTH REIMBURSEMENT A	52,271.87	52,271.87
Sub total for TRI COUNTIES BANK:						52,271.87	52,271.87

1 checks in this report.

Grand Total All Checks:

52,271.87

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
52239	9/22/2020	00004	000015319897	9/13/2020	C3-A,-B,- F & C4 CONTRACTS	1,554.30	1,554.30
52240	9/22/2020	00051	CALIFORNIA WATER SERVICE6544607057	9/16/2020	6544607057 SW CORNER HIL	546.59	
			1727052702	9/16/2020	1727052702 JSB ACROSS FR	191.51	738.10
52241	9/22/2020	00220	LC ACTION POLICE SUPPLY, 1415512	9/21/2020	SBA-SX02-3A VEST W/BLACK	1,004.60	1,004.60
52242	9/22/2020	00307	PACIFIC GAS & ELECTRIC	9/9/2020	PG&E	5,591.64	
			0007950426-2	9/15/2020	EP 1773 MISSION ROAD DEPI	2,500.00	8,091.64
52243	9/22/2020	00364	SMC SHERIFF'S OFFICE	8/31/2020	LAB FEES	5,066.00	5,066.00
52244	9/22/2020	00388	SONITROL	9/1/2020	MONTHLY MONITORING	1,109.81	1,109.81
52245	9/22/2020	00412	TELECOMMUNICATIONS ENG46720	9/10/2020	Facilities Mgmt & Maintenance	1,515.00	1,515.00
52246	9/22/2020	00534	SMC INFORMATION SERVICE:1YCL2008	9/9/2020	MICRO CHANNEL & LINES	690.29	690.29
52247	9/22/2020	00623	ARAMARK	8/31/2020	FIRST AID SUPPLIES	163.00	163.00
52248	9/22/2020	01037	COMCAST CABLE	09/11-10/10/2020	8155 20 022 0096715 601 F ST	110.06	
			09/17-10/16/20	9/12/2020	8155 20 022 0188769 HD TECI	54.63	164.69
52249	9/22/2020	01183	BEST BEST & KRIEGER LLP	9/15/2020	CITY ATTORNEY SERVICES	19,527.00	
			885930	9/16/2020	CITY ATTORNEY THIRD PART	4,196.70	
			885931	9/15/2020	CITY ATTORNEY SPECIAL SE	2,009.88	
			885932	9/15/2020	EMPLOYEE BENEFITS/TAX	655.20	26,388.78
52250	9/22/2020	01312	MOSS RUBBER AND EQPMT (CA94-961921	9/1/2020	3/8" X 1" HYD HOSE	103.17	103.17
52251	9/22/2020	01399	WESTLAKE ECO SOFT TOUCHAugust 2020	9/1/2020	PD CAR WASH	83.65	83.65
52252	9/22/2020	01414	VERANO HOMEOWNERS ASS10	10/1/2020	VERANO OWNERS ASSOCIAT	335.00	335.00
52253	9/22/2020	01565	BAY CONTRACT MAINTENAN(24519	9/10/2020	COVID-19 SEPT 2020 PD DEC	14,277.68	
			September 2020	9/10/2020	JANITORIAL SERVICES	7,530.83	21,808.51
52254	9/22/2020	02542	JOHNSON CONTROLS SECUF34836628	9/5/2020	FIRE SYSTEM AT SR. HOUSIN	551.61	551.61
52255	9/22/2020	02583	CRIME SCENE CLEANERS, IN 78514	9/11/2020	#4 CLEAN & DISINFECT, REM	70.00	70.00
52256	9/22/2020	02637	Z.A.P. MANUFACTURING INC. 3990	9/21/2020	SIGNS FOR LAWNDALE BLVC	1,563.95	1,563.95
52257	9/22/2020	02827	CORODATA SHREDDING, INC.RS3206724	8/31/2020	STORAGE, PICKUP/DELIVER	76.81	76.81
52258	9/22/2020	02830	BAILEY FENCE COMPANY, IN(80186	9/1/2020	CHAINLINK GATE REPAIR	617.50	617.50
52259	9/22/2020	02863	PLACEWORKS, INC.	8/31/2020	AUGUST 2020 GENERAL PLA	12,975.68	12,975.68
52260	9/22/2020	03130	BAY AREA AIR QUALITY	6/2/2020	ADDITIONAL FEES DUE	109.00	109.00
52261	9/22/2020	03273	THE HOME DEPOT PRO	9/16/2020	PW PURCHASES	428.16	
			T115415 Balanc	9/2/2020	COVID-19 24 DISINFECTING 1	131.89	662.07
			573069887	9/2/2020	PW PURCHASES	102.02	
			570846527	9/15/2020	PW PURCHASES	102.02	662.07
			573008570	9/10/2020	WORK ORDER	1,472.52	
52262	9/22/2020	03281	GACHINA LANDSCAPE MANA(F183320	9/10/2020	WORK ORDER	580.03	2,052.55
			F183319				



Bank : first TRI COUNTIES BANK (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
52263	9/22/2020	03361	GATCHALIAN, NESTOR M.	9/17/2020	1466B C&D REFUND (7/2020)	100.00	100.00
52264	9/22/2020	03373	RK ENGINEERING, INC.	9/8/2020	MISSION ROAD BICYCLE & PI	251,214.52	251,214.52
52265	9/22/2020	03376	NATIONAL STOCK SIGN CO.	9/10/2020	12" X 18" NO PARKING SIGNS	344.14	344.14

Sub total for TRI COUNTIES BANK: 339,154.37

27 checks in this report.

Grand Total All Checks: 339,154.37

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
52266	9/25/2020	00047	09252020 B	9/25/2020	CLEA: PAYMENT	245.00	245.00
52267	9/25/2020	01340	09252020 B	9/25/2020	DEPENDENT CARE: PAYMEN	557.69	
			09252020 B	9/25/2020	FLEX 125 PLAN: PAYMENT	473.46	1,031.15
52268	9/25/2020	01375	09252020 B	9/25/2020	NATIONWIDE: PAYMENT	3,650.00	3,650.00
52269	9/25/2020	02224	09252020 B	9/25/2020	LIFE INSURANCE: PAYMENT	659.50	659.50
52270	9/25/2020	02377	09252020 B	9/25/2020	WAGE GARNISHMENT: PAYM	547.84	547.84
94256	9/25/2020	00130	09252020 B	9/25/2020	CALIFORNIA STATE TAX: PAY	12,714.45	12,714.45
94257	9/25/2020	00521	09252020 B	9/25/2020	FEDERAL TAX: PAYMENT	54,756.06	54,756.06
94258	9/25/2020	00631	09252020 B	9/25/2020	PERS - BUYBACK: PAYMENT	45,036.38	45,036.38
94259	9/25/2020	01360	09252020 B	9/25/2020	ICMA CONTRIBUTION: PAYME	5,058.81	5,058.81
94260	9/25/2020	00068	09252020 B	9/25/2020	COLMA PEACE OFFICERS: P/	613.45	613.45
<b>Sub total for TRI COUNTIES BANK:</b>						124,312.64	

10 checks in this report.

Grand Total All Checks:

124,312.64

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
52271	9/29/2020	00117	DELTA DENTAL OF CALIFORN BE004106105	10/1/2020	DENTAL INSURANCE	13,174.00	13,174.00
52272	9/29/2020	00307	PACIFIC GAS & ELECTRIC 09/18/2020	9/18/2020	PG&E	3,305.67	3,305.67
52273	9/29/2020	00412	TELECOMMUNICATIONS ENG46725	9/17/2020	POLICE RADIO SYSTEM UPG	167,660.93	167,660.93
52274	9/29/2020	00432	VISION SERVICE PLAN 810469340	9/20/2020	VISION SERVICE PLAN	1,054.93	
			810469349	9/20/2020	VSP COBRA	25.73	1,080.66
52275	9/29/2020	01036	MANAGED HEALTH NETWORKIPRM-056234	9/24/2020	EMPLOYEE ASSISTANCE PRC	99.20	99.20
52276	9/29/2020	01037	COMCAST CABLE 09/25-10/24 427	9/20/2020	8155 20 022 0097028 427 F ST	290.06	
			09/25-10/24 Inte	9/20/2020	8155 20 022 0097051 Internet	290.06	
			09/27-10/26 XFII	9/17/2020	8155 20 022 0002770 1520 HIL	10.99	591.11
52277	9/29/2020	01370	VERIZON WIRELESS SERVICE9862877443	9/15/2020	CELL PHONE SERVICE	342.09	342.09
52278	9/29/2020	02224	STANDARD INSURANCE COM October 2020	9/14/2020	LIFE INSURANCE	210.00	210.00
52279	9/29/2020	02499	GE CAPITAL INFORMATION 104136873	9/16/2020	STERLING PARK COPY MACH	76.06	76.06
52280	9/29/2020	02680	CSDA DESIGN GROUP 200815	9/11/2020	AUGUST 2020 GENERAL PLA	3,937.50	3,937.50
52281	9/29/2020	03061	NORTH BAY PETROLEUM 2178484	9/15/2020	PW GAS PURCHASES 1-15	274.16	274.16
52282	9/29/2020	03117	KITTELSON & ASSOCIATES, I10112737	9/18/2020	AUGUST 2020 GPU SUPPORT	5,370.00	5,370.00
52283	9/29/2020	03170	ACTION TOWING AND ROAD :20-2040945	9/1/2020	06.09.20 TOW '03 ACURA TLE	900.00	900.00
52284	9/29/2020	03262	FEHR & PEERS August 2020	9/9/2020	BIKE PEDESTRIAN IMPROVEI	8,797.69	8,797.69
52285	9/29/2020	03267	ACC BUSINESS 202547816	9/27/2020	ETHERNET ACCESS	674.58	674.58
52286	9/29/2020	03334	AT&T MOBILITY NATIONAL AC287296200335X	9/2/2020	WIRELESS	1,286.27	1,286.27
52287	9/29/2020	03377	ACME MEMORIAL CO. INC. 15123	9/17/2020	REMOVE COLMA SIGN FROM	950.00	950.00
9292020	9/29/2020	00631	P.E.R.S. 1000000161504	8/21/2020	GASB 64 REPORT	2,100.00	2,100.00
<b>Sub total for TRI COUNTIES BANK:</b>							<b>210,829.92</b>

18 checks in this report.

Grand Total All Checks:

210,829.92



# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Angelika Abellana, Recreation Coordinator  
 VIA: Brian Dossey, City Manager  
 MEETING DATE: October 5, 2020  
 SUBJECT: Recreation Services Department Quarterly Review, July - September 2020

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## RECOMMENDATION

Staff recommends that the City Council adopt:

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

## EXECUTIVE SUMMARY

In the third quarter of 2020, a total of 2,096 participants attended 13 programs. This represents a decrease of 833 participants from the third quarter of 2019. Staff attributes the decrease to the cancellation of the Town's Community Events and Summer Day Camp. 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 31 percent of the population had a current Colma I.D. during the third quarter of 2020.

There were a total of 2 rentals, which is a decrease of 69 rentals from the third quarter of 2019.

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

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

## **BACKGROUND**

### Participation

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

- A total of 25 adults and seniors participated in enrichment programs. This represents a decrease of 72 participants from the third quarter of 2019. Staff attributes the decrease in participation to due to the cancellation of all in-house programs per COVID-19 and Shelter-in-Place orders.
- A total of 114 adults and seniors participated in trips and events. This represents a decrease of 141 participants from the third quarter of 2019. Staff attributes the decrease in participation due to the cancellation of all programs per COVID-19 and Shelter-in-Place orders.
- A total of 812 youth and teens participated in Enrichment Programs. This represents a decrease of 68 participants from the third quarter of 2019. Staff attributes the decrease due to the cancellation of Summer Day Camp and all programs per COVID-19 and Shelter-in-Place orders.
- A total of 4 youths and teens participated in events and trips. This represents a decrease of 225 participants from the third quarter of 2019. Staff attributes the decrease to the cancellation of teen trips and teen programming due to COVID-19 and Shelter-in-Place orders.
- A total of 1,141 youth, adults and seniors participated in Community Programs. This represents a decrease of 327 participants from the third quarter of 2019. Staff attributes the decrease due to the cancellation of Community Fair, Summer Concert Series and Town Picnic due to COVID-19 and Shelter-in-Place orders. During the third quarter the second harvest food delivery program went from once a week delivery to once every two-week delivery due to Second Harvest Food scheduling.
- When the Shelter in Place Order was put in place, almost all recreation programming was cancelled. In order to accommodate our community, staff created a virtual recreation page with web links to activities on the internet. The virtual recreation webpage received 77 visits during the second quarter of 2020. These numbers were not included in the participation total because we have no way of knowing if there was actual participation.

The attachment contains a detailed breakdown of participation by program.

### Rental Activity

The Colma Community Center was rented for 2 different events:

- Non-Resident Non-profit Groups
- In House Reservations (2 meeting/training)



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

**ATTACHMENTS**

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



**Recreation Services Department Quarterly Review  
July - September 2020  
Participation Detail**

**Adult/Senior Enrichment Programs**

Program	Registered	Sessions	New or Existing Program
Virtual Breakfast and Bingo	20	1	<i>NEW</i>
Let's Get Crafty	5	1	<i>NEW</i>

**Adult & Senior Trips & Events**

Program	Registered	Sessions	New or Existing Program
Senior Luncheon Deliveries	114	3	Existing

**Youth & Teen Enrichment Programs**

Program	Registered	Sessions	New or Existing Program
Kids' Club at Home	3	2	<i>NEW</i>
Kumon Math Tutoring	56	3	Existing
Kumon Reading Tutoring	46	3	Existing
PNO to GO	Cancelled	1	<i>NEW</i>
Summer Camp Care Packages	55	6	Existing
Summer Food Program	652	1	Existing

**Youth and Teen Events & Trips**

Program	Registered	Sessions	New or Existing Program
Dessert and Arts & Crafts	4	1	<i>NEW</i>

**Community Programs**

Program	Registered	Sessions	New or Existing Program
Virtual Family Bingo	48	2	<i>NEW</i>
Security Shredding & E-Waste Day	28	1	<i>NEW</i>
Second Harvest Food Delivery Program	1,065	1	Existing

**Virtual Recreation**

Program	Visits to webpage	Sessions	New or Existing Program
Virtual Recreation	77	1	Existing

Note: Traditional summer programming (i.e. Day Camp, Concerts, Community Fair, etc.) was cancelled due to COVID-19.





# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Pak Lin, Administrative Services Director  
 VIA: Brian Dossey, City Manager  
 MEETING DATE: October 14, 2020  
 SUBJECT: Minimum Wage Adjustment for Part-Time Staff

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## 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

## EXECUTIVE SUMMARY

On April 4, 2016, Governor Brown signed Senate Bill 3, which increases California’s minimum wage annually, potentially reaching \$15 per hour for employers with at least 26 employees by January 1, 2022. The schedule requires employers with 26 employees or more to maintain a minimum wage of \$14.00/hour effective January 1, 2021. On July 29, 2020, Governor Newsom confirmed that he will not suspend the scheduled minimum wage increases in 2021.

The positions impacted by this regulatory compliance are Recreation Leader, Senior Recreation Leader, Facility Attendant and Student Aide. The proposed salary schedule attached as *Exhibit A to the Resolution* meets the minimum wage requirement of \$14.00/hour. It remains consistent with the Town’s compensation differential (pay increase formula) between steps and classification.

The adoption of the resolution adjusting the part-time salary schedule will meet minimum wage requirements for 2021. 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 of part-time Recreation staff will increase, the Recreation Coordinators and Recreation Manager have successfully managed the staffing needs while staying within the Recreation Department proposed 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 per 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, scheduled wage increases may be temporarily suspended by the Governor during economic downturns. The increased minimum wage levels are applied uniformly across the state. Local governments retain the ability to adopt local wage ordinances that increase the minimum wage more rapidly than the statewide time frame or increase the minimum wage level. The law also maintains existing exemptions in the state's minimum wage law. This legislation gives California one of the highest minimum wages in the country along with jurisdictions like Washington, New York, Washington, D.C., and Massachusetts.

State of California Minimum Wage		
Effective Date	Employers w/ 25 Employees or Less	Employers w/ 26 Employees or More
January 1, 2016	\$10.00	\$10.00
January 1, 2017	\$10.00	\$10.50
January 1, 2018	\$10.50	\$11.00
January 1, 2019	\$11.00	\$12.00
January 1, 2020	\$12.00	\$13.00
January 1, 2021	\$13.00	\$14.00
January 1, 2022	\$14.00	\$15.00
January 1, 2023	\$15.00	\$15.00+CPI

Positions that are most affected by this law are Recreation Leader, Student Aide, Senior Recreation Leader and Facility Attendant. The current Step 1 hourly wage for Recreation Leader and Student Aide is \$13.00/hour.

As mentioned above, the Governor has authority to temporarily suspend the wage increase scheduled during an economic downturn. On July 29, 2020, Governor Newsom issued a news release stating the Minimum Wage schedule above will stay its course, even during the COVID-19 recession. (See Attachment B for the full news release). For the Town, this means increasing the hourly pay for Step 1 Recreation Leader and Student Aide to \$14.00/hour, a 7.7% pay increase.

## ANALYSIS

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

<b>Current Pay Schedule</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>
Recreation Leader and Student Aide	13.00	13.65	14.33	15.06
Senior Recreation Leader and Facility Attendant	16.46	17.28	18.14	19.05

The proposed salary schedule sets the minimum wage at \$14.00/hour and maintains the incremental pay increases through favorable performance.

<b>Effective First Pay Period Ending January 1 (or December 27, 2020)</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>
Recreation Leader and Student Aide	14.00	14.70	15.43	16.22
Senior Recreation Leader and Facility Attendant	17.73	18.61	19.54	20.52

The first pay period ending after January 1, 2021 is January 9, 2021 – with a beginning pay period date of December 27, 2020. Future adjustments will be proposed annually and be effective on the first pay period ending after January 1 of the respective year. By updating the minimum wage annually, the Town's salary schedule will align with the mandated minimum wage schedule in case of an economic downturn and the Governor suspends the increase for the upcoming year.

### Council Adopted Values

Adoption of the attached 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 City would 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.

## CONCLUSION

Staff recommends adoption of the attached resolution.

## ATTACHMENTS

- A. Resolution (includes Salary Schedule)
- B. July 29, 2020 Governor Newsom News Release





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

**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**

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, potentially reaching \$15 per hour for employers with at least 26 employees by January 1, 2022.

(b) The part-time recreation salary ranges may eventually be below any potentially increased state minimum wage, as it increases into the future.

(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 part-time 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 law.

**2. Salary Scale for Part-Time Staff (including Student Aide/Recreation Leader and Senior Recreation Leader/Facility Attendant).** The Town shall pay the part-time staff, 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):

<b>Student Aide/Recreation Leader</b>				
<b>STEP</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
	<b>14.00</b>	<b>14.70</b>	<b>15.43</b>	<b>16.22</b>

<b>Senior Recreation Leader/Facility Attendant</b>				
<b>STEP</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
	<b>17.73</b>	<b>18.61</b>	<b>19.54</b>	<b>20.52</b>

**3. Salary Schedule Adopted.**

(a) The City Council hereby amends the pay or salary schedule 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 upon adoption.

**Certification of Adoption**

I certify that the foregoing Resolution No. 2020-\_\_ was duly adopted at a regular meeting of said City Council held on October 14, 2020 by the following vote:

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

Dated \_\_\_\_\_

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

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

**Town of Colma Pay Schedule (Effective Date @ December 27, 2020)  
Proposed Resolution October 14, 2020**

**Exhibit A to Resolution**

Position Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Ord/Reso Number	Add'l Incentive	Payroll Ref	
<b>Elected Officials (Monthly Compensation)</b>										
Mayor & City Council	961.00						ORD 784			
<b>Regular/Casual/Temporary Employees (hourly rate, compensated on a biweekly basis)</b>										
Accounting Technician	40.51	42.54	44.67	46.91	49.26	-	Reso 2019-16	(10)(11)	8acct	
Administrative Services Director	76.14	79.95	83.94	88.14	92.55	-	Reso 2019-16	(11)	8acm	
Administrative Technician I	37.81	39.71	41.70	43.77	45.96	-	Reso 2019-16	(10)(11)	8at1	
Administrative Technician II	39.71	41.70	43.77	45.96	48.26	-	Reso 2019-16	(10)(11)	8at2	
Administrative Technician III	39.71	41.70	43.77	45.96	48.26	50.67	Reso 2019-16	(10)(11)	8at3	
City Clerk	50.67	53.20	55.86	58.65	61.58	-	Reso 2019-16	(10)(11)	8clrk1	
City Manager	107.40						Reso 2019-57 (9) mgr			
Community Service Officer	36.89	38.73	40.67	42.71	44.84	-	Reso 2019-16	(10)(11)	8cso	
Executive Assistant to Chief of Police	39.71	41.70	43.77	45.96	48.26	50.67	Reso 2019-16	(10)(11)	8at3	
Facility Attendant	17.73	18.61	19.54	20.52	-	-	*pending	(11)	8fa	
Human Resources Manager	55.51	58.29	61.20	64.26	67.47	-	Reso 2019-16	(10)(11)	8hrm	
Intern	17.00						Reso 2020-07 intr			
Maintenance Technician I	36.98	38.82	40.76	42.80	44.94	-	Reso 2019-16	(7)(8)(10)(11)	8mt1	
Maintenance Technician II	38.82	40.76	42.80	44.94	47.19	-	Reso 2019-16	(7)(8)(10)(11)	8mt2	
Maintenance Technician III	38.82	40.76	42.80	44.94	47.19	49.56	Reso 2019-16	(7)(8)(10)(11)	8mt3	
Police Chief	101.40						Reso 2019-56 (1) chief			
Police Commander	74.79	78.52	82.46	86.57	90.90	-	Reso 2019-16	(1)(11)	8pcmd	
Police Dispatcher / Clerk	55.62	57.16	58.72	60.26	61.81	-	Reso 2019-15	(6)(4)(11)	clerical	
Police Dispatcher/Records Supervisor	46.15	47.44	48.72	50.00	51.27	-	Reso 2019-15	(2)(4)(11)	supervisor	
Police Officer - Reserve	51.65						Ord 773 pdres			
Police Officer 1	51.65	54.23	56.95	59.79	-	-	Reso 2019-14	(1)(3)(5)(11)	8po1	
Police Officer 2	53.71	56.40	59.22	62.19	-	-	Reso 2019-14	(1)(3)(5)(11)	8po2	
Police Officer 3	54.75	57.50	60.37	63.38	-	-	Reso 2019-14	(1)(3)(5)(11)	8po3	
Police Sergeant 1	65.47	66.82	68.20	71.97	-	-	Reso 2019-14	(1)(3)(5)(11)	8sgt1	
Police Sergeant 2	68.08	69.49	70.92	74.85	-	-	Reso 2019-14	(1)(3)(5)(11)	8sgt2	
Police Sergeant 3	69.38	70.82	72.28	76.30	-	-	Reso 2019-14	(1)(3)(5)(11)	8sgt3	
Public Works Maintenance Supervisor	47.21	49.57	52.05	54.66	57.38	-	Reso 2019-16	(7)(8)(10)(11)	8mts	
Recreation Coordinator	36.87	38.72	40.66	42.68	44.81	-	Reso 2019-16	(10)(11)	8recc	
Recreation Leader	14.00	14.70	15.43	16.22	-	-	*pending	(11)	8rl	
Recreation Manager	44.07	46.27	48.58	51.02	53.56	-	Reso 2019-16	(10)(11)	recmgr	
Senior Recreation Leader	17.73	18.61	19.54	20.52	-	-	*pending	(11)	8rls	
Student Aide	14.00						*pending			

**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 receive 5% out of class pay
- (11) These positions may receive retention pay (2.5% @ 10 years; 5.0% @ 20 years)

**Summary of Effective Ordinance and Resolution**

- Ord 773 Reinstatement of Reserve Officer Program - up to 4 Reserve Officers (Adopted 12/13/2017)
- Ord 784 City Council Compensation (Adopted 11/14/2018)
- Reso 2004-36 Establishment of Police Recruit Program - 95% of Police Officer Step 1 (5/12/2004)
- Reso 2019-14 2% COLA for POA from Jun 28, 2020 to Dec 26, 2020 (Adopted 4/10/2019)
- Reso 2019-15 2% COLA for CRA from Jun 28, 2020 to Dec 26, 2020 (Adopted 4/10/2019)
- Reso 2019-16 2% COLA for Unrepresented from Jun 28, 2020 to Dec 26, 2020 (Adopted 4/10/2019)
- Reso 2019-56 Chief of Police Contract Amendment 5 (Adopted 12/11/2019)
- Reso 2019-57 City Manager Contract Amendment 3 (Adopted 12/11/2019)
- Reso 2020-07 Addition of Intern and Student Aide Classifications and Compensations (Adopted 2/26/2020)
- Reso 2020-32 Reclassify Chief of Police position from contract to appointed by City Manager (CC Mtg 7/8/20)
- \*pending Minimum Wage Adjustment for Part-Time Staff (CC Mtg 10/14/2020)



# California Puts Money Back Into the Pockets of Millions of Working Californians Amid COVID-19 Recession

Published: Jul 29, 2020

*Over \$1 billion goes back into the pockets of more than 3.6 million Californians and their families, through the California Earned Income Tax Credit and Young Child Tax Credit*

*Nearly half a million families with children under the age of six benefit from the new Young Child Tax Credit*

*Governor ensures working Californians will receive scheduled minimum wage increase in 2021, up to \$14 per hour*

SACRAMENTO — Governor Gavin Newsom today announced that over \$1 billion has gone back into the pockets of more than 3.6 million working Californians and their families through the California Earned Income Tax Credit (CalEITC) and Young Child Tax Credit (YCTC). He also announced that Californians will get the raise they deserve, by declining to use his authority to suspend the scheduled minimum wage increase in 2021, up to \$14 per hour.

The COVID-19 recession has not only dealt a swift and broad-based blow to California's economy – it has taken a disproportionate toll on low-income Californians, worsening income disparities that predate the pandemic. The expansion of the CalEITC and the creation of the YCTC have provided much-needed financial relief to millions of Californians, especially families with young children.

As of Monday, more than 3.6 million filers claimed the CalEITC and YCTC, providing over \$1 billion back to hardworking Californians.

“The CalEITC is providing critical relief for millions of low-income Californians and their families, many of whom were struggling before the COVID-19 pandemic and have been hit especially hard during this time,” said Governor Newsom. “The CalEITC and the new Young Child Tax Credit are helping families make ends meet.”

CalEITC-eligible families with children under the age of six can also receive up to \$1,000 more by claiming the YCTC, established through the budget signed by Governor Newsom last year. Of the over \$1 billion distributed through CalEITC and YCTC, \$370 million was credited to 409,000 taxpayers who claimed the Young Child Tax Credit. This means money back in the pockets of almost half a million California families to help relieve their economic strain and address childhood poverty, building stronger, brighter futures.

Last year, Governor Newsom significantly [expanded CalEITC](#), investing \$1 billion to help Californians become more financially secure. He expanded the program so Californians making up to \$30,000 per year now qualify, and added a new Young Child Tax Credit for families with children under the age of six.

“The CalEITC is an important investment in California's families and our future,” said First Partner Jennifer Siebel Newsom. “I am grateful to the countless community organizations and volunteers who partnered with our Administration to ensure this benefit reached those who need it most, particularly California's kids.”

Governor Newsom also announced that although current economic conditions authorize him to suspend the scheduled increase in the minimum wage for 2021, he will move the increase forward as reflected in the 2020 state budget. The minimum wage will increase on January 1, to \$13.00 per hour for businesses with 25 or fewer employees, and to \$14.00 per hour for businesses with more than 25 employees.

“As we continue our efforts to slow the spread of COVID-19, we must also ensure that as our economy recovers, all Californians can benefit in its growth,” said Governor Newsom. “Not allowing this increase to go forward will only make life harder for those Californians who have already borne a disproportionate share of the economic hardship caused by this pandemic. Many of them are on the front lines of the pandemic, providing child care, working in our hospitals and nursing facilities and making sure there's food on grocery store shelves.”

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# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Bob Lotti, Interim Chief of Police  
 VIA: Brian Dossey, City Manager  
 MEETING DATE: October 14, 2020  
 SUBJECT: Gun Safety Ordinance Study Session

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## RECOMMENDATION

Staff recommends that the City Council study a Gun Safety Ordinance that requires residents of the Town to adhere to important safety rules for the storage and handling of firearms kept within residences, as defined in the Ordinance, in the Town of Colma. At the conclusion of the study session, the City Council should direct staff as to whether it would like to consider a Gun Safety Ordinance.

## EXECUTIVE SUMMARY

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

Subsequent to that presentation, staff researched and found that in addition to the County of San Mateo, several cities within San Mateo County that have also adopted such an ordinance. If an ordinance was considered and adopted at a future meeting, it would require that residents with firearms utilize an approved safety device for the storage of their firearms. Such devices can be found listed on the DOJ website and that link will be posted on the Town website as well.

## FISCAL IMPACT

None.

## BACKGROUND

Effective March 26, 2019, the San Mateo County Board of Supervisors (Board) adopted an ordinance that requires the safe storage of firearms by residents living in unincorporated areas within San Mateo County (Attachment A). Subsequent to the ordinance being adopted several

cities with the County also adopted a similar ordinance, including Hillsborough, Foster City, San Carlos and Redwood City. On July 8, 2020, a member of public requested that the Council consider such an ordinance. Based on Council direction staff has prepared this study session and attached a copy of San Mateo County's ordinance for Council's review.

## **ENVIRONMENTAL**

None.

## **ANALYSIS**

The sample ordinance attached defines a firearm, locked container, trigger lock, and residence and has the following requirements;

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

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

### **Reasons for considering a gun safety ordinance**

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

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

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

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

While any discussion about firearms can evoke an emotional response in this day and age, it is important to understand that an adoption of an ordinance in no way restricts the right to own or store a firearm in a residence in Colma. It merely requires that the firearms are stored safely



in an effort to reduce both intentional and accidental injury and/or death from these firearms. In addition, the sample ordinance attached, mimics in many ways the California Penal Code language as it applies to the safe storage of firearms.

### **Council Adopted Values**

Studying a gun safety ordinance is the *responsible* action, for it can save lives from intentional and accidental deaths and/or injuries.

### **Alternatives**

- The proposed safe storage ordinance would be consistent with, and build upon, existing state law which requires that safety devices such as safes or trigger locks accompany any firearms that are purchased or transferred by a licensed dealer. The proposed Town ordinance would go further than state law by requiring gun owners to actually use those safety devices when storing a firearm in the home. or;
- Council could direct staff to lead a public safety campaign related to firearms safety in-lieu of the proposed ordinance. Staff would recommend a professional trainer provide services related to any public safety campaign, which likely would come with a cost to the Town.

### **CONCLUSION**

Staff is recommending that Council study a gun safety ordinance in an effort to curb injuries and death associated to firearms use and provide direction to staff.

### **ATTACHMENTS**

- A. San Mateo County Ordinance



## Chapter 3.54 - SAFE STORAGE OF FIREARMS IN A RESIDENCE

### **Sections:**

#### 3.54.010 - Application of Chapter.

The provisions of this chapter shall apply within the unincorporated area of San Mateo County.

(Ord. No. 04809, § 2, 2-26-2019)

#### 3.54.020 - Definitions.

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

(Ord. No. 04809, § 2, 2-26-2019)

#### 3.54.030 - Safe storage of firearms in a residence required.

- (a) Except when carried on the person, no person shall keep a Firearm in any Residence unless the Firearm is stored in a Locked Container or is disabled with a Trigger Lock.
- (b) To encourage reporting of lost or stolen Firearms, a person who complies with California Penal Code section 25250 by reporting the loss or theft of a Firearm they own or possess to a local law enforcement agency within five days from the time they knew or reasonably should have known the Firearm had been lost or stolen shall not be prosecuted for violation of subsection (a).

(Ord. No. 04809, § 2, 2-26-2019)

#### 3.54.040 - Penalty.

A violation of this section shall be subject to enforcement through criminal prosecution and/or civil penalties, as provided herein.

- (a) Violation a Misdemeanor. A person who violates this chapter shall be guilty of a misdemeanor punishable by imprisonment in the county jail not exceeding six (6) months or by fine not exceeding one thousand dollars (\$1,000.00), or by both.
- (b) Civil Penalties. The County may assess civil penalties pursuant to San Mateo County Municipal Code Chapter 1.40 (Administrative Remedies) in the amounts provided in Section 1.40.070.
- (c) Each violation shall be deemed a distinct and separate offense.

(Ord. No. 04809, § 2, 2-26-2019)

3.54.050 - Effective Date.

This Ordinance shall be in effect thirty (30) days after adoption.

(Ord. No. 04809, § 2, 2-26-2019)