



# City Council Meeting

COUNCIL CHAMBERS, 33 SOUTH MAIN STREET, COLFAX, CA

Mayor Marnie Mendoza · Mayor Pro Tem Sean Lomen  
Councilmembers · Kim Douglass · Trinity Burruss · Joe Fatula

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## REGULAR MEETING AGENDA

January 8, 2020

Closed Session: 5:00PM

Regular Session: 6:00PM

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### 1 CLOSED SESSION

1A. **Call Closed Session to Order**

1B. **Roll Call**

1C. **Public Comment on Closed Session Items**

1D. **Closed Session**

(a) Conference with legal counsel – existing litigation pursuant to Government Code Section 54956.9 (d) (1): ColfaxNet vs City of Colfax, United States District Court for the Eastern District of California Case Number 2:19-cv-02167-WBS-CKD.

(b) Public employee performance evaluation pursuant to Government Code Section 54957.  
Title: City Manager

### 2 OPEN SESSION

2A. **Call Open Session to Order**

2B. **Pledge of Allegiance**

2C. **Roll Call**

2D. **Approval of Agenda Order**

*This is the time for changes to the agenda to be considered including removal, postponement, or change to the agenda sequence.*

**Recommended Action:** By motion, accept the agenda as presented or amended.

### 3 AGENCY REPORTS

3A. **Placer County Sheriff**

3B. **CALFIRE**

3C. **CHP**

3D. **Event Liaison**

3E. **Colfax Chamber of Commerce**

3F. **Sierra Vista Community Center**

### 4 PRESENTATION

4A. **City of Colfax Audit Report as of Fiscal Year Ended June 30, 2019** (Pages 4-77)  
**Presentation By:** Ingrid Sheipline, Managing Partner (Richardson and Co.), Auditor  
**Recommendation:** Receive Audit Reports as of June 30, 2019 - Discuss and approve as appropriate.

4B. **Sierra Vista Community Center Bianchini Annual Update** (Pages 78-84)



## 5 PUBLIC HEARING

**Notice to the Public:** *City Council, when considering a matter scheduled for hearing, will take the following actions:*

1. Presentation by Staff
2. Open the Public Hearing
3. Presentation, when applicable, by Applicant
4. Accept Public Testimony
5. When applicable, Applicant rebuttal period
6. Close Public Hearing (No public comment is taken, hearing is closed)
7. Council comments and questions
8. City Council Action

*Public Hearings that are continued will be so noted. The continued Public Hearing will be listed on a subsequent council agenda and posting of that agenda will serve as notice.*

### 5A. **Staff Presentation, Public Hearing, First Reading for the Sewer Ordinance 475 Appendix A Language Clarification** (Pages 85-102)

**Staff Presentation:** Wes Heathcock, City Manager

**Recommendation:** Receive a presentation from Bartle Wells Associates, introduce the proposed ordinance amending Colfax Municipal Code Chapter 13.08 by title only, conduct a public hearing, waive the first reading and schedule the proposed ordinance for adoption at the January 22, 2020 regular meeting.

## 6 CONSENT CALENDAR

*Matters on the Consent Calendar are routine in nature and will be approved by one blanket motion with a Council vote. No discussion of these items ensues unless specific items are pulled for discussion and separate action. If you wish to have an item pulled from the Consent Agenda for discussion, please notify the Mayor.*

**Recommended Action: Approve Consent Calendar**

### 6A. **Minutes – Special Meeting/Workshop of December 11, 2019 – Closed Session and Commercial Cannabis Microbusiness Workshop** (Pages 103-108)

**Recommendation:** Approve the Minutes of the Special Meeting of December 11, 2019.

### 6B. **Minutes – Regular Meeting of December 11, 2019** (Pages 109-112)

**Recommendation:** Approve the Minutes of the Regular Meeting of December 11, 2019.

### 6C. **Cash Summary Report – November 2019** (Pages 113-124)

**Recommendation:** Accept and file.

### 6D. **Sales Tax Analysis – Quarter Ended 09/30/2019** (Pages 125-127)

**Recommendation:** Information only.

### 6E. **Shadow Wood Place Subdivision Amended Final Map Approval** (Pages 128-134)

**Recommendation:** Adopt Resolution \_\_-2020 approving the Amended Final Map for the Shadow Wood Place subdivision.

### 6F. **LED Lighting Upgrade – PG&E On-Bill-Financing** (Pages 135-137)

**Recommendation:** Adopt Resolution \_\_-2020 authorizing the City Manager to submit an application and sign contracts with Pacific Gas and Electric (PG&E) for the purpose of upgrading the City's buildings lighting to LED lighting using PG&E's On-Bill-Financing (OBF).

### 6G. **SCI Consulting Group Contract – Commercial Cannabis Ordinance and Fee Development** (Pages 138-152)

**Recommendation:** Discuss and consider adopting Resolution \_\_-2020 authorizing the City Manager to enter into an agreement with SCI Consulting Group for commercial cannabis ordinance and fee development in an amount not to exceed \$25,00.



## 7 PUBLIC COMMENT

*The purpose of these reports is to provide information to the Council and public on projects, programs, and issues discussed at committee meetings and other items of Colfax related information. No decisions will be made on these issues. If a member of the Council prefers formal action be taken on any committee reports or other information, the issue will be placed on a future Council meeting agenda.*

## 8 COUNCIL AND STAFF

*The purpose of these reports is to provide information to the Council and public on projects, programs, and issues discussed at committee meetings and other items of Colfax related information. No decisions will be made on these issues. If a member of the Council prefers formal action be taken on any committee reports or other information, the issue will be placed on a future Council meeting agenda.*

8A. **Committee Reports and Colfax Informational Items – All Councilmembers**

8B. **City Operations Update – City Manager**

## 9 COUNCIL BUSINESS

9A. **South Auburn Street Hotel Roundabout Fair Share Fee Reimbursement** (Pages 153-155)

**Staff Presentation:** Larry Wing, City Engineer

**Recommendation:** Discuss and consider adopting Resolution \_\_-2020 approving splitting the Roundabout Fair Share Reimbursement Fee for development of the South Auburn Hotel with half of the fees due when the building permit is approved (\$16,292) and the balance due (\$16,292) when the occupancy permit is issued for the project.

9B. **Mitigation Fees Ad Hoc Committee Assignment** (Page 156)

**Staff Presentation:** Wes Heathcock, City Manager

**Recommendation:** Assign two Council members to serve on Ad Hoc Committee to review development impact fees for development projects.

9C. **Council Committee Assignments** (Pages 157-160)

**Staff Presentation:** Wes Heathcock, City Manager

**Recommendation:** Review and approve the City Council Committee Assignments for 2020.

## 10 GOOD OF THE ORDER

*Informal statements, observation reports and inquiries regarding the business of the City may be presented by council members under this agenda item or requests for placement of items of interest on a future agenda. No action will be taken.*

## 11 ADJOURNMENT

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I, Jaclyn Collier, City Clerk for the City of Colfax declare that this agenda was posted at Colfax City Hall and the Colfax Post Office. The agenda is also available on the City website at [www.Colfax-ca.gov](http://www.Colfax-ca.gov).

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Administrative Remedies must be exhausted prior to action being initiated in a court of law. If you challenge City Council action in court, you may be limited to raising only those issues you or someone else raised at a public hearing described in this notice/agenda, or in written correspondence delivered to the City Clerk of the City of Colfax at, or prior to, said public hearing.

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**CITY OF COLFAX – Audit Report Presentation  
Fiscal Year Ended June 30, 2019**

**Presented by: Ingrid Shepline, Managing Partner  
Richardson & Company, LLP**

The Fiscal Year ended June 30, 2019 Audit Report includes the following communications required by Generally Accepted Auditing Standards:

Reports issued:

1. Audited Financial Statements with auditors opinion
2. Internal control and compliance report
3. Governance (required communications) letter
4. Management letter with recommendations
5. Appropriations limit testing report

1) **Audited Financial Statements with auditors opinion**

Independent Auditor's Report

Unmodified (clean) opinion

**Governmental Activities** (Includes General Fund, Special Revenues, Capital projects) revenues exceeded expenses by \$1,655,000 – allocated to fund categories as follows:

	Begin Balance	FY 2018-2019	End Balance
Investment in Fixed Assets, net of annual depreciation	\$ 5,946,000	\$ 348,000	\$ 6,294,000
Restricted Funds - Capital Projects, Mitigation Fees, Etc	\$ 765,000	\$ 629,000	\$ 1,394,000
Unrestricted - Committed (Operating, Capital, Pension)	\$ 595,000	\$ 50,000	\$ 645,000
Unrestricted - Unassigned	\$ 1,062,000	\$ 628,000	\$ 1,690,000
<b>Total</b>	<b>\$ 8,368,000</b>	<b>\$ 1,655,000</b>	<b>\$ 10,023,000</b>

General Fund revenues exceeded budget by \$490,000—higher taxes and development fees of \$210,000 not budgeted. This amount is reflected in Unrestricted – Unassigned Fund balance.

**Business Activities** (Sewer Enterprise Fund) Revenues exceed liabilities by \$468,000 – allocated to fund categories as follows:

	Begin Balance	FY 2018-2019	End Balance
Investment in Fixed Assets, net of annual depreciation	\$ 10,132,000	\$ (131,000)	\$ 10,001,000
Restricted Funds - Debt Reserves, Insurance/Capital funds	\$ 610,000	\$ 345,000	\$ 955,000
Unrestricted - Committed (Operating, Capital)	\$ 325,000	\$ 100,000	\$ 425,000
Unrestricted - Unassigned	\$ 1,124,000	\$ 154,000	\$ 1,278,000
<b>Total</b>	<b>\$ 12,191,000</b>	<b>\$ 468,000</b>	<b>\$ 12,659,000</b>

Sewer Enterprises expenses were lower than budget primarily due to delayed filling of new Operator and Operator in Training positions.

Debt of \$7,922,000 to fund sewer system upgrades

**Total City Comments**

Unfunded pension liability—nominal \$92,000

January 8, 2020

**CITY OF COLFAX – Audit Report Presentation  
Fiscal Year Ended June 30, 2019**

**Presented by: Ingrid Shepline, Managing Partner  
Richardson & Company, LLP**

**2) Internal control and compliance report**

No internal control weaknesses  
City complied with laws, regulations material to the financials

**3) Governance (required communications) letter**

No audit adjustments  
No difficulties in performing the audit and no unusual accounting practices

**4) Management letter with recommendations**

No material weaknesses in internal control  
Good controls in place  
All prior year comments were addressed  
No new items noted

**5) Appropriations limit testing report**

No exceptions were noted

**CITY OF COLFAX, CALIFORNIA**

Audited Financial Statements and Supplemental Information

June 30, 2019

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CITY OF COLFAX, CALIFORNIA

Audited Financial Statements and Supplemental Information

June 30, 2019

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## INDEPENDENT AUDITOR'S REPORT

To the City Council  
Colfax, California

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Colfax, California as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City as of June 30, 2019, and the respective changes in financial position and, where applicable, cash flows thereof, and the respective budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

To the City Council  
City of Colfax, California

## Other Matters

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and the Schedule of Proportionate Share of the Net Pension Liability and Schedule of Contributions be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### *Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The combining and individual nonmajor fund financial statements are presented for purposes of additional analysis and are not a required part of the basic financial statements. The combining and individual nonmajor fund financial statements are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual nonmajor fund financial statements are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated December 10, 2019 on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulation, contracts, grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

*Richardson & Company, LLP*

December 10, 2019

## MANAGEMENT'S DISCUSSION AND ANALYSIS

As management of the City of Colfax (City), we offer readers of the City's financial statements this narrative overview and analysis of the financial activities of the City for the fiscal year ended June 30, 2019. We encourage the readers to consider the information presented here in conjunction with the accompanying basic financial statements and the additional information provided.

### FINANCIAL HIGHLIGHTS

- The assets of the City exceeded liabilities at the close of Fiscal Year 2018-2019 by \$22,681,312 (*Net Position*) which represents an increase of 10.3% or \$2,122,940. These assets are allocated as follows:
  - Net Investment in capital assets - \$16,295,025. Total capital additions for the fiscal year were \$975,632.
  - Restricted net position - \$2,348,704. This amount is for both governmental and business type activities and is restricted for capital projects, debt service and legally segregated taxes, grants and fees.
  - Unrestricted net position for combined governmental and business type activities - \$4,037,583. This is an increase of \$1,039,485 over the previous year. These funds may be used to meet ongoing obligations of the City. City established reserves for operations, capital improvements, and unfunded pension liability are included in unrestricted net position.
- Total revenue from all sources was \$6,350,924 of which \$864,191 was from capital grants and contributions. Total operating expenditures from all sources were \$4,227,984.

### USING THIS ANNUAL REPORT

This annual report consists of a series of financial statements. The Government-Wide Statement of Net Position on page 12 and the Government-Wide Statement of Activities on page 13 provide information about the activities as a whole and present a longer-term view of the City's finances. Fund financial statements start on page 14. For governmental activities, these statements explain how programs and services were financed in the short term (the most recently completed fiscal year), as well as the amounts remaining available for future spending. Fund financial statements report the City's operations in more detail than the government-wide statements by providing information about the City's most significant funds. Fund financial statements also provide financial information about activities for which the City acts solely as a trustee or agent (fiduciary) for the benefit of individuals and entities external to this governmental unit.

## Reporting the City as a Whole

Our analysis of the City as a whole begins on page 12. One of the most important questions asked about the City's finances is, "*Is the City as a whole better off or worse off as a result of the year's activities?*" The Statement of Net Position and the Statement of Activities report information about the City as a whole and about its activities in a way that helps answer this question. These statements include *all* assets and liabilities, using the *accrual basis of accounting*, which is similar to the accounting used by most private-sector business entities. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

These two statements report the City's net position and related changes. You can think of the City's net position – the difference between assets and liabilities – as one way to measure the City's financial health, or *financial position*. Over time, *increases or decreases* in the City's net position are one indicator of whether its *financial health* is improving or deteriorating. To reach a conclusion on this issue, you may need to consider other matters of a non-financial nature, such as:

- the condition of the City's infrastructure (streets and roadways, storm drainage improvements, sewer system, city hall), or
- the economic vitality of the core business districts, or
- the adequacy of emergency response times of police and fire personnel, in order to properly assess the *overall health* of the City.

In the Statement of Net Position and the Statement of Activities, we divide the City into two (2) kinds of activities:

1. Governmental activities: most of the City's basic services are reported here, including the operations of the sheriff, fire, building inspection, public works and general administration. Taxes (primarily property and sales), licenses, permits, state and federal grants, and franchise payments finance most of these activities.
2. Business-type activities: the City charges fees to customers to cover most of the cost of certain services and programs it provides. The City's wastewater treatment operations are reported here.

## Reporting the City's Most Significant Funds

Our analysis of the City's major funds begins on page 14. The fund financial statements provide detailed information about the most significant funds – not the City as a whole. Some funds are required to be established by State law (Gas Tax and Law Enforcement Grants funds). However, the City Council establishes many other funds to help it control and manage money for particular purposes or to show that it is meeting legal responsibilities for using certain taxes, grants and other money. The City's two (2) kinds

of funds – *governmental* and *proprietary* (business activities/enterprise funds) – use different accounting approaches:

- **Governmental funds:** Most of the City’s basic services are reported in governmental funds, which focus on how money flows into and out of those funds, and the balances left at year-end that may be available for future spending. These funds are reported using an accounting method described as *modified accrual* accounting. This accounting method (basis) measures the availability of cash and all other financial assets that can readily be converted into cash. The governmental fund statements provide a detailed *short-term view* of the City’s general government operations, and the basic services it provides to residents and visitors of the City. Governmental fund information helps you to determine what financial resources are available to be spent in the near future to finance the City’s programs. We describe the relationship (or differences) between governmental *activities* (reported in the Statement of Net Position and the Statement of Activities) and the governmental *funds*, in a reconciliation (see pages 15 and 17).
- **Proprietary funds:** When the City charges customers for the full cost for the services it provides, those services are generally reported in proprietary funds. Proprietary funds are reported in the same way that all activities are reported in the Statement of Net Position and the Statement of Activities. The City’s enterprise funds (Sewer Operations) are the business-type activities that we report in the government-wide statements, but provide more detail and additional information, such as cash flows.

## THE CITY AS A WHOLE

As noted earlier, net position may serve over time as a useful indicator of a government’s financial position. In the case of the City of Colfax, assets exceeded liabilities by \$22,681,312 at the close of the current fiscal year.

By far the largest portion of the City’s net position reflects its investment in capital assets (e.g., land, street, sewer and storm drain systems, buildings and park assets, machinery and equipment), less any related debt used to acquire those assets that is still outstanding. The City uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the City’s investment in its capital assets is reported net of related debts, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

The City’s combined net position for the years ending June 30, 2019 and 2018 are summarized (Table 1), as follows:

**Table 1**  
**City of Colfax, Net Position**  
**(in Thousands)**

	Governmental Activities		Business Activities		Total	
	2019	2018	2019	2018	2019	2018
<b>Assets:</b>						
Current and other assets	\$ 4,320	\$ 3,168	\$ 2,130	\$ 1,729	\$ 6,450	\$ 4,897
Non-current and Capital assets	6,373	6,036	18,808	18,997	25,181	25,033
<b>Total Assets</b>	10,693	9,204	20,938	20,726	31,631	29,930
<b>Deferred Outflows of Resources</b>						
Pension Contributions made subsequent to measurement date	63	75	72	75	135	150
<b>Liabilities:</b>						
Long-term liabilities	487	505	7,752	7,981	8,239	8,486
Other liabilities	244	404	598	627	842	1,031
<b>Total Liabilities</b>	731	909	8,350	8,608	9,081	9,517
<b>Deferred Inflows of Resources</b>						
Unamortized gains on pension investment	2	2	2	2	4	4
<b>Net Position:</b>						
Net Investment in capital assets	6,294	5,946	10,001	10,132	16,295	16,078
Restricted	1,394	872	954	610	2,348	1,482
Unrestricted	2,335	1,549	1,703	1,449	4,038	2,998
<b>Total Net Position</b>	<b>\$10,023</b>	<b>\$ 8,367</b>	<b>\$12,658</b>	<b>\$12,191</b>	<b>\$22,681</b>	<b>\$20,558</b>

The amount reported for net position of Governmental activities does not include the value of the City's infrastructure (roadways, bridges and storm drainage improvements) constructed prior to July 1, 2003.

### Governmental Activities

Total revenues for Governmental Activities increased 28% in fiscal year 2018-2019 as compared to the previous year. The majority of the increase can be attributed to an increase in land development activity. The increased activity resulted in increased building permits and plan reviews, service charges for planning and engineering services and the collection of mitigation fees. The City also had an increase in capital grants and contributions primarily related to the Construction of a Roundabout project. The City's governmental activities net position increased by \$1,655,406 (20%) for the fiscal year. Approximately \$870,000 of this increase is for Restricted Activities or invested in Capital Assets. Sources of revenue and expenditures are noted in Table 2 below.

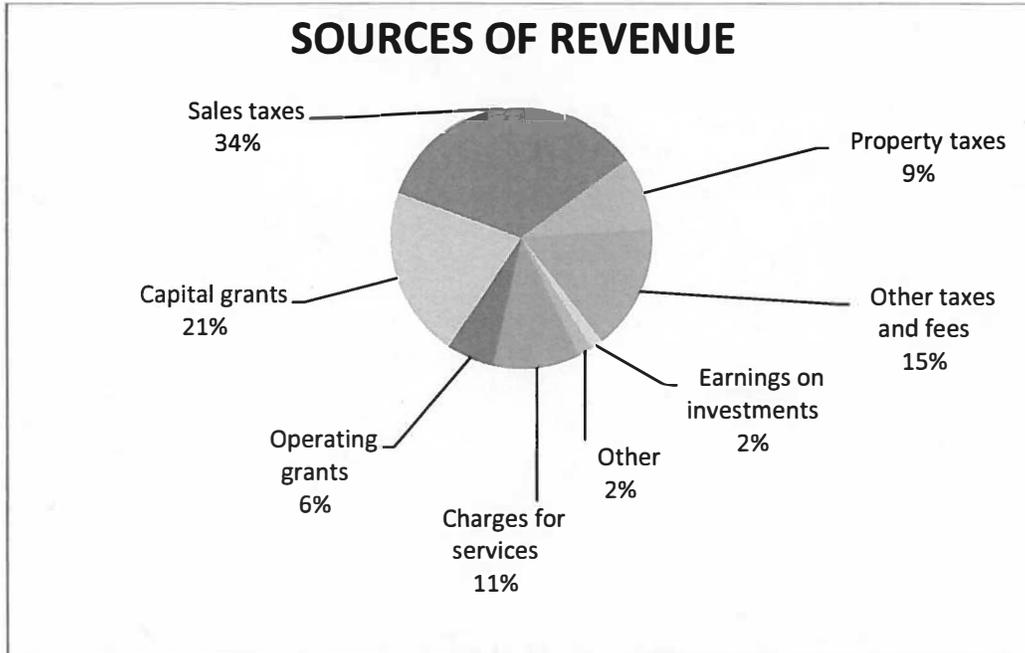
## Business-Type Activities

Business-type activities increased the City of Colfax's net position by \$467,534 for the fiscal year. A large portion of this increase (\$292,194) is Insurance Funding and is restricted to repairs at the Waste Water Treatment Plant – Pond 3 Fissure project. Detailed revenues and expenditures are reported in Table 2 below.

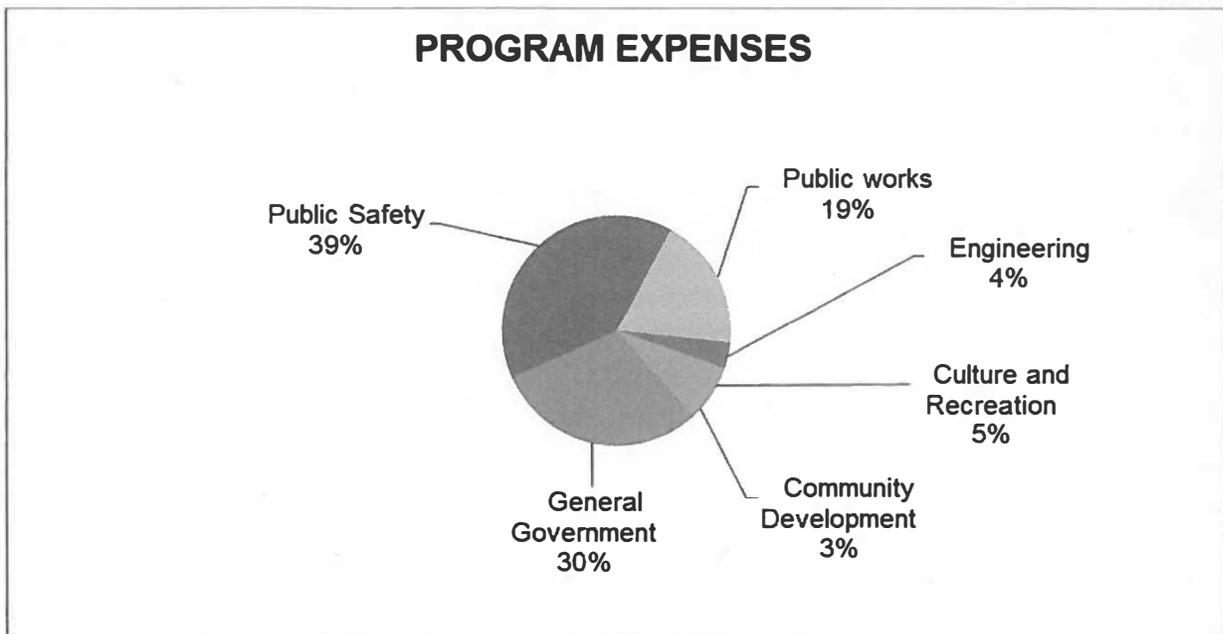
**Table 2**  
**City of Colfax, Change in Net Position**  
**(in Thousands)**

	Governmental Activities		Business Activities		Total	
	2019	2018	2019	2018	2019	2018
<b>Revenues:</b>						
Program revenues:						
Charges for services	\$ 438	\$ 234	\$ 2,213	\$ 1,941	\$ 2,651	\$ 2,175
Operating grants and contributions	241	189	-	-	241	189
Capital grants and contributions	859	509	5	-	864	509
General revenues:						
Sales taxes	1,402	1,371	-	-	1,402	1,371
Property taxes	369	346	-	-	369	346
Other taxes and fees	631	433	-	-	631	433
Earnings on investments	63	32	59	31	122	63
Other	71	76	-	-	71	76
<b>Total revenues</b>	<b>4,074</b>	<b>3,190</b>	<b>2,277</b>	<b>1,972</b>	<b>6,351</b>	<b>5,162</b>
<b>Expenses:</b>						
General government	726	679	-	-	726	679
Public Safety	955	824	-	-	955	824
Public works	456	491	-	-	456	491
Engineering	86	83	-	-	86	83
Culture and recreation	126	128	-	-	126	128
Community development	68	68	-	-	68	68
Interest on long term debt	1	34	80	84	81	118
Sewer	-	-	1,730	1,803	1,730	1,803
Garbage	-	-	-	-	-	-
<b>Total expenses</b>	<b>2,418</b>	<b>2,307</b>	<b>1,810</b>	<b>1,887</b>	<b>4,228</b>	<b>4,194</b>
Change in net position	1,656	883	467	85	2,123	968
Net position, July 1	8,367	7,484	12,191	12,106	20,558	19,590
Net position, June 30	<u>\$ 10,023</u>	<u>\$ 8,367</u>	<u>\$ 12,658</u>	<u>\$ 12,191</u>	<u>\$ 22,681</u>	<u>\$ 20,558</u>

**Fiscal Year 2018-2019**  
**Governmental Activities – Sources of Revenue**  
(Graphic representation of Table 2 in percentages)



**Fiscal Year 2018-2019**  
**Governmental Activities – Program Expenses**  
(Graphic representation of Table 2 in percentages)



## CAPITAL ASSET AND DEBT ADMINISTRATION

### Capital Assets

The capital assets of the City are those assets that are used in performance of City functions including infrastructure assets. Capital assets include police, fire and public works equipment, vehicles, buildings, roads, wastewater treatment facilities and sewer lines. At June 30, 2019, net capital assets of the governmental activities totaled \$6,293,927 and the net capital assets of the business-type activities totaled \$18,184,192. Depreciation on capital assets is recognized in the Government-Wide financial statements. (See table 3 and Note D to the financial statements.)

**Table 3**  
**City of Colfax, Capital Assets**  
**(in Thousands)**

	Governmental Activities		Business Activities		Total	
	2019	2018	2019	2018	2019	2018
Land	\$ 1,355	\$ 1,309	\$ 135	\$ 135	\$ 1,490	\$ 1,444
Construction in progress	574	362	75	185	649	547
Building and Improvements	5,676	5,387	24,841	24,343	30,517	29,730
Vehicles	663	663	46	14	709	677
Furniture and Fixtures	19	19	-	-	19	19
Machinery and equipment	461	453	683	683	1,144	1,136
Accumulated depreciation	(2,454)	(2,247)	(7,596)	(6,951)	(10,050)	(9,198)
<b>Total Assets</b>	<b>\$ 6,294</b>	<b>\$ 5,946</b>	<b>\$ 18,184</b>	<b>\$ 18,409</b>	<b>\$ 24,478</b>	<b>\$ 24,355</b>

The City invested \$975,632 in Capital asset improvements and additions during the current fiscal year included the following:

- Purchase of new truck for Waste Water Treatment Plant operations
- Wastewater Treatment Plant Pond Levee and Fissure repair
- Sewer infrastructure in new Development project
- Street Repairs and improvements
- Park improvements
- Land purchase

## Long-Term Debt

At the end of fiscal year 2018-2019, the City of Colfax had total long-term debts outstanding of \$8,748,005, as compared to a total of \$8,884,831 last year (See Table 4 and Note E to the financial statements).

**Table 4**  
**City of Colfax, Outstanding Debt**  
**(in Thousands)**

	Governmental Activities		Business Activities		Total	
	2019	2018	2019	2018	2019	2018
Note Payable	\$ -	\$ -	\$ 262	\$ -	\$ 262	\$ -
Compensated absences	16	13	21	21	37	34
Landfill Closure	436	450	-	-	436	450
State Loans	-	-	7,921	8,278	7,921	8,278
Legal Settlements	-	-	-	26	-	26
Pension Liability	43	48	49	48	92	96
<b>Total Long-term Debt</b>	<b>\$ 495</b>	<b>\$ 511</b>	<b>\$ 8,253</b>	<b>\$ 8,373</b>	<b>\$ 8,748</b>	<b>\$ 8,884</b>

The City's long-term debt includes: compensated absences due employees for accrued vacation and sick leave pay, Post Closure expenses related to the City's closed landfill site, notes payable for the construction of the sewer plant and improvements projects, legal settlements, and the pension liability.

Major activity in outstanding debt for the fiscal year ended was:

- Annual payment on the State loan associated with Pond 3 liner, I&I mitigation and SCADA project which started in fiscal year 2011-2012. This project completed in early fiscal year 2013-2014.
- Paid off Legal settlement

## ECONOMIC FACTORS AND NEXT YEAR'S BUDGET

In considering the City Budget for fiscal year 2019-2020, the City Council and management were cautiously optimistic as to the growth of revenues and expenditures.

Operating revenues and expenses are projected to remain fairly level in fiscal year 2018-2019 with anticipated growth of 3-5%. The budget is balanced, with expenditure amounts in the General Fund and Enterprise Fund within projected revenues and available funds, while providing for contributions toward prudent fund balance reserves and capital asset additions. Staffing projections remain consistent with previous year's projections and no additional staffing is anticipated.

**CONTACTING THE CITY'S FINANCIAL MANAGEMENT**

This financial report is designed to provide our citizens, taxpayers, customers, and investors and creditors with a general overview of the City's finances, and to show the City's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the Director of Finance, City of Colfax, 33 S. Main Street, Colfax, California 95713.

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**BASIC FINANCIAL STATEMENTS**

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## CITY OF COLFAX

## GOVERNMENT-WIDE STATEMENT OF NET POSITION

June 30, 2019

	Governmental Activities	Business-type Activities	Total
<b>ASSETS</b>			
Current assets:			
Cash and cash equivalents	\$ 3,764,950	\$ 1,971,453	\$ 5,736,403
Accounts receivable, net of allowance for doubtful accounts	173,445	137,732	311,177
Due from other government agencies	362,257	5,255	367,512
Interest receivable	18,938	14,550	33,488
Prepaid expenses		996	996
Total current assets	<u>4,319,590</u>	<u>2,129,986</u>	<u>6,449,576</u>
Noncurrent assets:			
Restricted cash		606,539	606,539
Notes receivable	78,702	17,696	96,398
Capital assets, net of accumulated depreciation			
Non-depreciable	1,929,216	209,831	2,139,047
Depreciable	4,364,711	17,974,361	22,339,072
Total capital assets, net of accumulated depreciation	<u>6,293,927</u>	<u>18,184,192</u>	<u>24,478,119</u>
Total assets	<u>10,692,219</u>	<u>20,938,413</u>	<u>31,630,632</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>			
Pension	<u>63,396</u>	<u>71,777</u>	<u>135,173</u>
<b>LIABILITIES</b>			
Current liabilities:			
Accounts payable	104,113	34,798	138,911
Accrued expenses	6,322	61,412	67,734
Unearned revenue	17,486		17,486
Deposits	108,570		108,570
Current portion of long-term liabilities	7,882	501,141	509,023
Total current liabilities	<u>244,373</u>	<u>597,351</u>	<u>841,724</u>
Long-term liabilities:			
Notes and settlement payable		7,692,550	7,692,550
Postclosure landfill costs	435,572		435,572
Compensated absences	7,882	10,598	18,480
Net pension liability	43,326	49,054	92,380
Total long-term liabilities	<u>486,780</u>	<u>7,752,202</u>	<u>8,238,982</u>
Total liabilities	<u>731,153</u>	<u>8,349,553</u>	<u>9,080,706</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Pension	<u>1,776</u>	<u>2,011</u>	<u>3,787</u>
<b>NET POSITION</b>			
Net investment in capital assets	6,293,927	10,001,098	16,295,025
Restricted net position	1,394,079	954,625	2,348,704
Unrestricted net position	<u>2,334,680</u>	<u>1,702,903</u>	<u>4,037,583</u>
Total net position	<u>\$ 10,022,686</u>	<u>\$ 12,658,626</u>	<u>\$ 22,681,312</u>

The accompanying notes are an integral part of these financial statements.

## CITY OF COLFAX

## GOVERNMENT-WIDE STATEMENT OF ACTIVITIES

For the Year Ended June 30, 2019

	Program Revenues				Governmental Activities	Business-type Activities	Total
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions			
Governmental Activities							
General government	\$ 725,812	\$ 348,222			\$ (377,590)		\$ (377,590)
Public safety	955,045	85,000	\$ 176,284	\$ 144,821	(548,940)		(548,940)
Public works	455,824		56,126	714,115	314,417		314,417
Community development	68,260		8,807		(59,453)		(59,453)
Engineering services	85,651				(85,651)		(85,651)
Culture and recreation	126,614	4,853			(121,761)		(121,761)
Interest on long term debt	723				(723)		
Total governmental activities	<u>2,417,929</u>	<u>438,075</u>	<u>241,217</u>	<u>858,936</u>	<u>(879,701)</u>		<u>(878,978)</u>
Business-type activities:							
Sewer	1,729,652	2,213,627		5,255		\$ 489,230	489,230
Interest on long-term debt	80,403					(80,403)	(80,403)
Total business-type activities	<u>1,810,055</u>	<u>2,213,627</u>		<u>5,255</u>		<u>408,827</u>	<u>408,827</u>
Total government	<u>\$ 4,227,984</u>	<u>\$ 2,651,702</u>	<u>\$ 241,217</u>	<u>\$ 864,191</u>	<u>(879,701)</u>	<u>408,827</u>	<u>(470,151)</u>
General revenues							
Taxes:							
Sales and use taxes					1,401,608		1,401,608
Property taxes					369,106		369,106
Transient occupancy tax					14,431		14,431
Franchises					88,004		88,004
Gas taxes					47,532		47,532
Construction fee assessments					16,056		16,056
Mitigation fees					319,869		319,869
Motor vehicle in-lieu					145,368		145,368
Investment income					62,406	58,707	121,113
Rental income					61,155		61,155
Miscellaneous					9,572		9,572
Total general revenues					<u>2,535,107</u>	<u>58,707</u>	<u>2,593,814</u>
Changes in net position					1,655,406	467,534	2,122,940
Net position, beginning of year					<u>8,367,280</u>	<u>12,191,092</u>	<u>20,558,372</u>
Net position, end of year					<u>\$ 10,022,686</u>	<u>\$ 12,658,626</u>	<u>\$ 22,681,312</u>

The accompanying notes are an integral part of these financial statements.

CITY OF COLFAX  
BALANCE SHEET  
GOVERNMENTAL FUNDS

June 30, 2019

	<u>Major Funds</u>			Total
	<u>General Fund</u>	<u>Capital Projects Fund</u>	<u>Nonmajor Governmental Funds</u>	
<b>ASSETS</b>				
Cash and cash equivalents	\$ 2,893,095	\$ 184,370	\$ 687,485	\$ 3,764,950
Accounts receivable, net of allowance for doubtful accounts	83,795	89,650		173,445
Due from other governmental agencies	319,964	33,820	8,473	362,257
Interest receivable	16,166	(318)	3,090	18,938
Notes receivable	51,594		27,108	78,702
Due from other funds	439			439
<b>TOTAL ASSETS</b>	<b><u>\$ 3,365,053</u></b>	<b><u>\$ 307,522</u></b>	<b><u>\$ 726,156</u></b>	<b><u>\$ 4,398,731</u></b>
<b>LIABILITIES AND FUND BALANCES</b>				
<b>Liabilities:</b>				
Accounts payable	\$ 80,492	\$ 21,275	\$ 2,346	\$ 104,113
Accrued expenses	4,138		2,184	6,322
Unearned revenue	17,486			17,486
Due to other funds		439		439
Deposits	108,570			108,570
<b>TOTAL LIABILITIES</b>	<b><u>210,686</u></b>	<b><u>21,714</u></b>	<b><u>4,530</u></b>	<b><u>236,930</u></b>
<b>Fund balances:</b>				
Nonspendable	51,594		27,108	78,702
Committed	645,000			645,000
Restricted	822,217	285,808	694,518	1,802,543
Unassigned	1,635,556			1,635,556
<b>TOTAL FUND BALANCES</b>	<b><u>3,154,367</u></b>	<b><u>285,808</u></b>	<b><u>721,626</u></b>	<b><u>4,161,801</u></b>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS AND FUND BALANCES</b>	<b><u>\$ 3,365,053</u></b>	<b><u>\$ 307,522</u></b>	<b><u>\$ 726,156</u></b>	<b><u>\$ 4,398,731</u></b>

The accompanying notes are an integral part of these financial statements.

## CITY OF COLFAX

RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET  
TO GOVERNMENT-WIDE STATEMENT OF NET POSITION

June 30, 2019

Total Governmental Fund Balances	\$ 4,161,801
Amounts reported for governmental activities in the statement of net position are different because:	
Pension contributions subsequent to the valuation measurement date and other items will reduce the pension liability in the future and are reported as deferred outflows of resources on the statement of net position.	63,396
Capital assets used in governmental activities are not financial resources and therefore are not reported in the governmental funds balance sheet.	6,293,927
Long-term liabilities are not due and payable in the current period and therefore are not reported in the governmental funds balance sheet.	
Compensated absences	(15,764)
Postclosure landfill liability	(435,572)
Net pension liability	(43,326)
Employee pension differences to be recognized in the future as pension expense are reported as deferred inflows of resources on the statement of net position.	<u>(1,776)</u>
Net Position of Governmental Activities	<u>\$ 10,022,686</u>

The accompanying notes are an integral part of these financial statements.

## CITY OF COLFAX

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES -  
GOVERNMENTAL FUNDS

For the Year Ended June 30, 2019

	Major Funds			Total Governmental Funds
	General Fund	Capital Projects Fund	Nonmajor Governmental Funds	
<b>REVENUES:</b>				
Taxes	\$ 1,873,149		\$ 89,384	\$ 1,962,533
Licenses, fees and permits	137,240	\$ 16,056	320,433	473,729
Intergovernmental revenues	173,805	219,663	426,245	819,713
Charges for services	296,590			296,590
Reimbursements		483,398		483,398
Fines, forfeitures and penalties	3,345			3,345
Use of money and property	117,509	(4,312)	10,364	123,561
Other revenue	15,295		3,760	19,055
Total revenues	<u>2,616,933</u>	<u>714,805</u>	<u>850,186</u>	<u>4,181,924</u>
<b>EXPENDITURES:</b>				
General government	715,037			715,037
Public safety	690,035		237,694	927,729
Public works	154,179		221,707	375,886
Engineering services	86,641			86,641
Cultural and recreation	111,519			111,519
Debt Service:				
Interest	723			723
Capital outlay	16,811	444,219	94,775	555,805
Total expenditures	<u>1,774,945</u>	<u>444,219</u>	<u>554,176</u>	<u>2,773,340</u>
Excess (deficiency) of revenues over (under) expenditures	<u>841,988</u>	<u>270,586</u>	<u>296,010</u>	<u>1,408,584</u>
<b>OTHER FINANCING SOURCES (USES):</b>				
Transfers in	10,330	55,367	73,215	138,912
Transfers out	(61,788)		(77,124)	(138,912)
Total other financing sources (uses)	<u>(51,458)</u>	<u>55,367</u>	<u>(3,909)</u>	<u>-</u>
Excess (deficiency) of revenues and other sources over expenditures and other uses	790,530	325,953	292,101	1,408,584
Fund balance - beginning of year	<u>2,363,837</u>	<u>(40,145)</u>	<u>429,525</u>	<u>2,753,217</u>
Fund balance - end of year	<u>\$ 3,154,367</u>	<u>\$ 285,808</u>	<u>\$ 721,626</u>	<u>\$ 4,161,801</u>

The accompanying notes are an integral part of these financial statements.

## CITY OF COLFAX

RECONCILIATION OF THE GOVERNMENTAL FUNDS STATEMENT OF  
REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES  
TO THE GOVERNMENT-WIDE STATEMENT OF ACTIVITIES

For the Year Ended June 30, 2019

Net Change in Fund Balances - Total Governmental Funds	\$ 1,408,584
<p>Amounts reported for governmental activities in the statement of activities are different because:</p>	
<p>Governmental funds report capital outlays as expenditures. However, in the government-wide statement of activities and changes in net position, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount of capital assets recorded in the current period.</p>	
Capital outlay	555,805
Depreciation expense	(207,593)
<p>Debt proceeds provide current financial resources to governmental funds, but issuing debt increases long-term liabilities in the Government-wide Statement of Net Position. Repayment of principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net position. These are the amount by which repayments exceed proceeds.</p>	
Postclosure landfill costs	14,301
<p>Some receivables are deferred in the governmental funds because the amounts do not represent current financial resources that are recognized under the accrual basis in the statement of activities.</p>	
Deferred revenue recognized	(107,599)
<p>Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not expenditures in the governmental funds.</p>	
Change in compensated absences	(2,524)
Change in deferred outflow/inflow of resources and net pension obligation	(5,568)
Change in Net Position of Governmental Activities	<u>\$ 1,655,406</u>

The accompanying notes are an integral part of these financial statements.

## CITY OF COLFAX

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES -  
BUDGET AND ACTUAL (BUDGETARY BASIS) - GENERAL FUND

For the Year Ended June 30, 2019

	Budgeted Amounts		Actual Amounts	Variance with
	Original	Final	(Budgetary Basis) (See Note A)	Final Budget Positive/ (Negative)
<b>Revenues:</b>				
Taxes	\$ 1,660,250	\$ 1,660,250	\$ 1,873,149	\$ 212,899
Licenses, fees and permits	64,750	64,750	137,240	72,490
Intergovernmental	161,500	161,500	173,805	12,305
Charges for services	162,100	162,100	296,590	134,490
Fines and forfeitures	2,500	2,500	3,345	845
Use of money and property	75,200	75,200	117,509	42,309
Other revenue	1,000	1,000	15,295	14,295
Total revenues	<u>2,127,300</u>	<u>2,127,300</u>	<u>2,616,933</u>	<u>489,633</u>
<b>Expenditures:</b>				
Current:				
General government and administration	713,230	713,230	715,037	(1,807)
Public safety	756,652	756,652	690,035	66,617
Public works	206,552	206,552	154,179	52,373
Engineering services	49,400	49,400	86,641	(37,241)
Culture and recreation	144,310	144,310	111,519	32,791
Debt Service:				
Principal	44,400	44,400		44,400
Interest			723	(723)
Capital outlay	138,778	138,778	16,811	121,967
Total expenditures	<u>2,053,322</u>	<u>2,053,322</u>	<u>1,774,945</u>	<u>278,377</u>
Excess (deficiency) of revenues over expenditures	73,978	73,978	841,988	768,010
<b>Other financing sources (uses):</b>				
Transfers in	6,000	6,000	10,330	4,330
Transfers out	(180,429)	(180,429)	(61,788)	118,641
Total other financing uses	<u>(174,429)</u>	<u>(174,429)</u>	<u>(51,458)</u>	<u>122,971</u>
Excess (deficiency) of revenues and other sources over expenditures and other uses	(100,451)	(100,451)	790,530	890,981
Fund balances - beginning of year	<u>2,363,837</u>	<u>2,363,837</u>	<u>2,363,837</u>	
Fund balances - end of year	<u>\$ 2,263,386</u>	<u>\$ 2,263,386</u>	<u>\$ 3,154,367</u>	<u>\$ 890,981</u>

The accompanying notes are an integral part of these financial statements.

## CITY OF COLFAX

STATEMENT OF NET POSITION  
PROPRIETARY FUND - SEWER FUND

June 30, 2019

## ASSETS:

## Current Assets:

Cash and cash equivalents	\$ 1,971,453
Accounts receivable, net of allowance for doubtful accounts of \$20,000	137,732
Due from other governmental agencies	5,255
Interest receivable	14,550
Prepaid expenses	<u>996</u>
Total current assets	<u>2,129,986</u>

## Noncurrent Assets:

Restricted cash	606,539
Notes receivable	17,696
Capital assets:	
Nondepreciable	209,831
Depreciable	<u>17,974,361</u>
Total capital assets, net of accumulated depreciation	<u>18,184,192</u>

Total assets	<u>20,938,413</u>
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## DEFERRED OUTFLOWS OF RESOURCES:

Pension contributions subsequent to measurement date	<u>71,777</u>
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## LIABILITIES:

## Current Liabilities:

Accounts payable	34,798
Accrued expenses	61,412
Current portion of long-term liabilities	<u>501,141</u>
Total current liabilities	<u>597,351</u>

## Long-term Liabilities:

Notes payable, long-term portion	7,692,550
Compensated absences	10,598
Net pension liability	<u>49,054</u>
Total long-term liabilities	<u>7,752,202</u>
Total liabilities	<u>8,349,553</u>

## DEFERRED INFLOWS OF RESOURCES:

Unamortized gains on pension investments	<u>2,011</u>
--	--------------

## NET POSITION:

Invested in capital assets, net of related debt	10,001,098
Restricted	954,625
Unrestricted	<u>1,702,903</u>
Total net position	<u>\$ 12,658,626</u>

The accompanying notes are an integral part of these financial statements.

## CITY OF COLFAX

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION  
PROPRIETARY FUND - SEWER FUND

For the Year Ended June 30, 2019

Operating revenues:	
Service charges	\$ 1,928,185
Miscellaneous	285,442
Total operating revenues	<u>2,213,627</u>
Operating expenses:	
Personnel services	517,004
Operation and maintenance	567,658
Depreciation	644,990
Total operating expenses	<u>1,729,652</u>
Income from operations	<u>483,975</u>
Non-operating revenues (expenses):	
Interest income	58,707
Interest expense	<u>(80,403)</u>
Total nonoperating revenues	<u>(21,696)</u>
Capital contributions:	
State grant revenue	<u>5,255</u>
Change in net position	467,534
Net position, beginning of year	<u>12,191,092</u>
Net position, end of year	<u><u>\$ 12,658,626</u></u>

The accompanying notes are an integral part of these financial statements.

CITY OF COLFAX  
STATEMENT OF CASH FLOWS  
PROPRIETARY FUND - SEWER FUND

For the Year Ended June 30, 2019

Cash Flows from Operating Activities:	
Cash received from customers	\$ 2,173,553
Cash paid to suppliers	(704,265)
Cash paid to employees and related benefits	(513,021)
Cash provided by operating activities	<u>956,267</u>
Cash Flows from Noncapital Financing Activities:	
Tax assessments received	<u>8,555</u>
Cash provided by noncapital financing activities	<u>8,555</u>
Cash Flows from Capital and Related Financing Activities:	
Capital expenditures paid	(100,438)
Debt principal paid	(356,196)
Settlements paid	(25,602)
Interest paid	(82,778)
Cash used for capital and related financing activities	<u>(565,014)</u>
Cash Flows from Investing Activities:	
Interest received	53,151
Payments received on issued notes	517
Cash used for investing activities	<u>53,668</u>
Increase in cash and cash equivalents	453,476
Cash and cash equivalents, beginning of year	<u>2,124,516</u>
Cash and cash equivalents, end of year	<u><u>\$ 2,577,992</u></u>
Reconciliation of cash and cash equivalents to the statement of net position:	
Cash and investments	\$ 1,971,453
Restricted cash and investments	<u>606,539</u>
Cash and cash equivalents	<u><u>\$ 2,577,992</u></u>
Reconciliation of operating income from operations to cash provided by operating activities:	
Operating income	\$ 483,975
Adjustments to reconcile operating income to cash provided by operating activities:	
Depreciation	644,990
(Increase) decrease in assets:	
Accounts receivable	17,746
(Decrease) increase in liabilities:	
Accounts payable	(136,607)
Accrued expenses	955
Accrued compensated absences	(160)
Pension liability	495
Deferred inflows (outflows) related to pension	<u>2,693</u>
Cash provided by operating activities	<u><u>\$ 1,014,087</u></u>

The accompanying notes are an integral part of these financial statements.

**NOTES TO THE BASIC FINANCIAL STATEMENTS**

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## CITY OF COLFAX, CALIFORNIA

## NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2019

## NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The City of Colfax was incorporated in 1910, under the laws and regulations of the State of California. The City operates under a Council-Manager form of government and provides the following services: public safety, highways and streets, sewer, culture-recreation, public improvements, planning and zoning, and general administrative services. The voters of the City of Colfax, California, give authority and responsibility for operations to the City Council. The City Council has the authority to employ administrative and support personnel to carry out its directives. The primary method used to monitor the performance of the City's management is the financial budget, which is adopted annually by the City Council.

The financial statements of the City have been prepared in accordance with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the standard-setting body for governmental accounting and financial reporting. On June 15, 1987, the GASB issued a codification of the existing Governmental Accounting and Financial Reporting Standards which, along with subsequent GASB pronouncements (Statements and Interpretations), constitutes GAAP for governmental units. The City applies all GASB pronouncements. In addition the City applies all Financial Accounting Standards Board (FASB) Statements and Interpretations, Accounting Principles Board (APB) Opinions and Accounting Research Bulletins (ARB) issued on or before November 30, 1989, unless they conflict with or contradict GASB pronouncements. The more significant of these accounting policies are described below and, where appropriate, subsequent pronouncements will be referenced.

Reporting Entity: The City operates as a self-governing local government unit within the state of California. It has limited authority to levy taxes and has the authority to determine user fees for the services that it provides. Voters elect a city council that passes laws and determines broad policies. The council also oversees the operations of the City and approves all budgets, fund transfers and fund balance reserves. The City's main funding sources include property taxes, sales taxes, other inter-governmental revenue from state and federal sources, user fees, and federal and state financial assistance.

Government-wide and Fund Financial Statements: The government-wide financial statements (i.e., the statement of net position and statement of activities) report information on all of the nonfiduciary activities of the primary government and its component units. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Certain indirect costs are included in the program expenses of most business-type activities. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services and privileges provided by a given function or segment, and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

## CITY OF COLFAX, CALIFORNIA

## NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2019

## NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

The accounts of the City are organized on the basis of funds. A fund is a separate self-balancing set of accounts. Each fund was established for the purpose of accounting for specific activities in accordance with applicable regulations, restrictions or limitations. Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, if any, even though the last is excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

Measurement Focus, Basis of Accounting and Basis of Presentation: The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary funds financial statements and fiduciary fund statements, with the exception of agency funds, which have no measurement focus. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements are met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. For this purpose, the City considers revenues to be available if they are collected within 90 days of the end of the current fiscal period, with the exception of property taxes. Property taxes are considered to be available if they are collected within 60 days of the current fiscal period. Amounts received after the availability period are reported as unavailable revenues. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments are recorded only when payment is due.

Major revenues that are determined to be susceptible to accrual include property taxes and assessments, sales taxes, franchise taxes, charges for services, intergovernmental revenues, and earnings on investments. Sales taxes collected and held by the state at year end on behalf of the government are also recognized as revenue. Other receipts and taxes become measurable and available when cash is received by the government and are recognized as revenue at that time. Entitlements and shared revenues (government mandated nonexchange transactions) are recognized when the City has satisfied all applicable eligibility requirements and if the amounts are measurable. If the grant funds are received before the revenue recognition criteria are satisfied, the unearned amounts are reported as unearned revenue.

The City reports the following major governmental funds:

General Fund – The General Fund is the primary operating fund of the City. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

Capital Projects Fund – The Capital Projects Fund is used to account for financial resources used for the acquisition or construction of major capital facilities.

The City reports the following major enterprise fund:

Sewer Fund – The Sewer Fund is used to account for the operations of the City's sewer services.

## CITY OF COLFAX, CALIFORNIA

## NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2019

## NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Additionally, the City reports the following fund types:

*GOVERNMENTAL FUNDS*

Special Revenue Funds – Special Revenue Funds are used to account for the proceeds of specific revenue sources (not including private purpose trusts or major capital projects) that are legally restricted to expenditures for specified purposes.

Capital Projects Funds – The Capital Projects Funds are used to account for financial resources used for the acquisition or construction of major capital facilities other than those financed by proprietary funds.

*PROPRIETARY FUNDS*

Enterprise Funds – Enterprise Funds are used to account for operations (a) that are financed and operated in a manner similar to private business enterprises - where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the City's enterprise fund are charges to customers or other funds for sales and services. Operating expenses for enterprise funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

Cash and Cash Equivalents: The City's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition, including the City's investment in California Local Agency Investment Fund (LAIF). Highly liquid money market investments with maturities of one year or less at time of purchase are stated at amortized cost.

Receivables and Payables: Sales, use, and utility user taxes related to the current fiscal year are accrued as revenue and accounts receivable and considered available if received within 90 days of year end. Property taxes related to the current fiscal year are accrued as revenue and accounts receivable and considered available if received within 60 days of year-end. Federal and State grants are considered receivable and accrued as revenue when reimbursable costs are incurred under the accrual basis of accounting in the government-wide statement of net position. The amount recognized as revenue under the modified accrual basis of accounting is limited to the amount that is deemed measurable and collectible. Unbilled utility revenue earned is recognized as revenue and accounts receivable in the enterprise funds.

## CITY OF COLFAX, CALIFORNIA

## NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2019

## NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Transactions between funds that represent lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either “due to/from other funds” (i.e., the current portion of interfund loans) or “advances to/from other funds” (i.e., the non-current portion of interfund loans). Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as “internal balances.” Eliminations have not been made between or within the fund types.

An allowance for doubtful accounts of \$20,000 has been provided for the Sewer Fund for accounts that are deemed uncollectible.

Property Taxes: The County of Placer (the County) is responsible for the collection and allocation of property taxes. Under California law, property taxes are assessed and collected by the County up to 1% of the full cash value of taxable property, plus other increases approved by the voters and distributed in accordance with statutory formulas. The City recognizes property taxes when the individual installments are due, provided they are collected within 60 days after year end. Secured property taxes are levied on or before January 1 of each year. They become a lien on real property on January 1. These taxes are paid in two equal installments; the first is due November 1 and delinquent with penalties after December 10; the second is due February 1 and delinquent with penalties after April 10. Secured property taxes, which are delinquent and unpaid as of June 30, are declared to be tax defaulted and are subject to redemption penalties, costs and interest when paid. These taxes are secured by liens on the property being taxed.

The term “unsecured” refers to taxes on personal property other than land and buildings. Property tax revenues are recognized in the fiscal year for which they are levied, provided they are due and collected within sixty days after fiscal year-end. The County apportions secured property tax revenue in accordance with the alternate methods of distribution, the “Teeter Plan,” as prescribed by Section 4717 of the California Revenue and Taxation code. Therefore, the City receives 100% of the secured property tax levies to which it is entitled, whether or not collected. Unsecured delinquent taxes are considered fully collectible.

These taxes are accrued as intergovernmental receivables only if they are received from the County within 60 days after year end for the governmental funds and are accrued when earned for government-wide presentation regardless of the timing of the related cash flows.

Capital Assets: Capital assets for governmental fund types of the City are not capitalized in the funds used to acquire or construct them. Capital acquisitions are reflected as expenditures in the governmental fund, and the related assets are reported in the government-wide financial statements at historical cost or estimated historical cost if purchased or constructed. Contributed capital assets are recorded at their estimated fair market value on the date donated.

Public domain (infrastructure) capital assets consisting of certain improvements other than buildings, but including roads, bridges, curbs and gutters, streets and sidewalks, drainage systems, and lighting systems have been capitalized prospectively beginning July 1, 2003.

## CITY OF COLFAX, CALIFORNIA

## NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2019

## NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not included in the current year's additions to governmental or business-type capital assets. Capital assets are depreciated using the straight-line method over the following useful lives:

Buildings and improvements	10 to 50 years
Sewer facility improvements and design costs	20 to 40 years
Safety equipment	5 to 10 years
Vehicles and heavy equipment	5 to 15 years
Furniture and other equipment	5 to 7 years

It is the policy of the City to capitalize all land, building, improvements, equipment, and eventually infrastructure assets, except assets costing less than \$5,000. Interest incurred during the construction phase of capital assets of business-type activities is reflected in the capitalized value of the asset constructed, net of interest earned on the invested proceeds over the same period. Costs of assets sold or retired and the resulting gain or loss is included in the operating statement of the related proprietary fund. In governmental funds, the sale of general capital assets is included in the statement of revenues, expenditures and changes in fund balances as proceeds from sale. The proceeds reported in the governmental fund are eliminated and the gain or loss on sale is reported in the government-wide presentation.

Compensated Absences: It is the City's policy to permit employees to accumulate earned but unused vacation. Vacation credits must be used during the next succeeding year. Vacation is accrued when incurred in the government-wide presentation and in the proprietary funds and reported as a fund liability. Amounts that are expected to be liquidated with expendable available financial resources, for example, as a result of employee resignations or retirements that are currently payable, are reported as expenditures and a fund liability of the governmental fund that will pay it. Amounts not expected to be liquidated with expendable available financial resources represent a reconciling item between the fund and government-wide presentation. No expenditure is reported in the governmental fund financial statements for these amounts.

Unused vacation is paid to employees upon termination after one year of service. The maximum accrual for all employees for vacation is one times the employees' annual vacation leave credits. There is no limit as to the accrual of sick leave. Sick leave is not payable upon termination, but may be converted to service credits under the City's defined benefit pension plan.

Long-term Obligations: Long-term debt of governmental funds are reported at face value in the government-wide financial statements and represent a reconciling item between the fund and government-wide presentation. Certain other governmental fund obligations not expected to be financed with current available financial resources are also reported in the government-wide financial statements and represent a reconciling item between the fund and government-wide presentation. Long-term debt and other obligations financed by proprietary funds are reported as liabilities in the appropriate funds.

For governmental fund types, proceeds from borrowing are reported as another financing source net of the applicable premium or discount. Issuance costs, even if withheld from the actual net proceeds received, are reported as debt service expenditures.

## CITY OF COLFAX, CALIFORNIA

## NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2019

## NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Deferred Outflows and Inflows of Resources: In addition to liabilities, the statement of financial position reports a separate section for deferred outflows and deferred inflows of resources. *Deferred outflows of resources* represent a consumption of net position by the government that is applicable to a future reporting period. *Deferred inflows of resources* represent an acquisition of net position that is applicable to a future reporting period. These amounts will not be recognized as an outflow of resources (expenditure/expense) or an inflow of resources (revenue) until the earnings process is complete. The governmental funds report unavailable revenues for grants and other revenues when the amounts meet the asset recognition criteria under GASB 33 and were accrued as receivables, but the amounts were not received in the availability period. Deferred outflows and inflows of resources include amounts deferred related to the City's pension plan under GASB 68 as described in Note G.

Pensions: For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Commission's California Public Employee's Retirement System (CalPERS) plans (Plans) and additions to/deductions from the Plans' fiduciary net position have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Fund Equity: In the fund financial statements, governmental funds report nonspendable, restricted, committed, assigned and unassigned balances.

Nonspendable Funds – Fund balance should be reported as nonspendable when the amounts cannot be spent because they are either not in spendable form, or are legally or contractually required to be maintained intact. Nonspendable balances are not expected to be converted to cash within the next operating cycle, which comprise prepaid items and long-term receivables.

Restricted Funds – Fund balance should be reported as restricted when constraints placed on the use of resources are either externally imposed by creditors, grantors, contributors, or laws or regulations of other governments, or imposed by law through constitutional provisions or enabling legislation.

Committed Funds – Fund balance should be reported as committed when the amounts can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority, the City Council. These amounts cannot be used for any other purpose unless the City Council modifies, or removes the fund balance commitment.

Assigned Funds – Fund balance should be reported as assigned when the amounts are constrained by the government's intent to be used for specific purposes, but are neither restricted nor committed.

Unassigned Funds – Unassigned fund balance is the residual classification of the City's funds and includes all spendable amounts that have not been restricted, committed, or assigned to specific purposes.

Net Position: The government-wide financial statements utilize a net position presentation. Net position is categorized as investment in capital assets (net of related debt), restricted and unrestricted.

Net Investment in Capital Assets – This category groups all capital assets into one component of net position. Accumulated depreciation and the outstanding balances of debt that are attributable to the acquisition, construction or improvement of these assets reduce the balance in this category.

CITY OF COLFAX, CALIFORNIA

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2019

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Restricted Net Position – This category presents external restrictions imposed by creditors, grantors, contributors or laws or regulations of other governments and restrictions imposed by law through constitutional provisions or enabling legislation.

Unrestricted Net Position – This category represents net position of the City not restricted for any project or other purpose.

The City Council establishes, modifies or rescinds fund balance commitments and assignments by passage of a resolution. When both restricted and unrestricted resources are available for use, it is the City’s policy to use restricted resources first, then unrestricted, committed, assigned and unassigned resources as they are needed. The City’s committed, assigned, or unassigned amounts are considered to have been spent when an expenditure is incurred for purposes for which amounts in any of those unrestricted fund balance classifications could be used.

Use of Estimates: The preparation of the financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Budgetary Information: The City Council annually adopts the budget resolution for all operating funds of the City. Budgetary control is legally maintained at the fund level. Department heads submit budget requests to the City Administrator. The Administrator prepares an estimate of revenues and prepares recommendations for the next year’s budget. The preliminary budget may or may not be amended by the City Council and is adopted by resolution by the City Council on or before June 30.

All budget amounts presented in the accompanying financial statements have been adjusted for legally authorized revisions of the annual budgets during the year. Appropriations, except open project appropriations, and unexpended grant appropriations, lapse at the end of each fiscal year. Amounts shown in the financial statements represent the original budgeted amounts and all supplemental appropriations. The supplemental appropriations were immaterial. The budgetary data is prepared on the modified accrual basis consistent with the related “actual” amounts. The City does not use encumbrance accounting.

Excess Expenditures Over Appropriations: The following funds had excess expenditures over appropriations. Total law enforcement expenditures were not increased but because more State funding was received, more of the expenses were paid from the Supplemental Law Enforcement Fund. Mitigation fund expenditures included the purchase of a lot that was budgeted in the prior fiscal year. Fire Capital fund expenditures were higher than budgeted because of expenditures to send strike teams to fight fires, which were reimbursed by the State.

Fund	Appropriations	Total Expenditures and Transfers Out	Excess Expenditures
Nonmajor Governmental Funds:			
Supplemental Law Enforcement Fund	\$ 100,000	\$ 148,747	\$ 48,747
Mitigation Funds	45,000	116,061	71,061
Fire Capital	5,000	88,947	83,947

## CITY OF COLFAX, CALIFORNIA

## NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2019

## NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

**New Pronouncements:** In January 2017, the GASB issued Statement No. 84, *Fiduciary Activities*. This Statement establishes criteria for identifying fiduciary activities of all state and local governments. The focus of the criteria generally is on (1) whether a government is controlling the assets of the fiduciary activity and (2) the beneficiaries with whom a fiduciary relationship exists. Separate criteria are included to identify fiduciary component units and postemployment benefit arrangements that are fiduciary activities. This Statement describes four fiduciary funds that should be reported, if applicable: (1) pension (and other employee benefit) trust funds, (2) investment trust funds, (3) private-purpose trust funds, and (4) custodial funds. The requirements of this Statement are effective for reporting periods beginning after December 15, 2018.

The City is currently analyzing the impact of the required implementation of this new statement.

In April 2018, the GASB issued Statement No. 88, *Certain Disclosures Related to Debt, Including Direct Borrowings and Direct Placements*. This Statement required the City to disclose terms specified in debt agreements related to significant events of default with finance-related consequences and significant subjective acceleration clauses. The requirements of this Statement were implemented for the year ended June 30, 2019.

## NOTE B – CASH AND INVESTMENTS

The City follows the practice of pooling cash and investments of all funds. Cash represents cash on hand, demand deposits in the bank and amounts invested in the State of California Local Agency Investment Fund (LAIF). Cash and investments at June 30, 2019 are classified in the accompanying financial statements as follows:

	<u>Governmental Activities</u>	<u>Business-Type Activities</u>	<u>Total</u>
Cash and cash equivalents	\$ 3,764,950	\$ 1,971,453	\$ 5,736,403
Restricted cash		606,539	606,539
	<u>\$ 3,764,950</u>	<u>\$ 2,577,992</u>	<u>\$ 6,342,942</u>

As of June 30, 2019, the City's cash and investments consisted of the following:

Cash on hand	\$ 300
Deposits in financial institutions	304,309
Investments	
California Local Agency Investment Fund	<u>6,038,333</u>
Total cash and investments	<u>\$ 6,342,942</u>

## CITY OF COLFAX, CALIFORNIA

## NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2019

## NOTE B – CASH AND INVESTMENTS (Continued)

**Investment policy:** California statutes authorize cities to invest idle or surplus funds in a variety of credit instruments as provided for in the California Government Code, Section 53600, Chapter 4 - Financial Affairs. The table below identifies the investment types that are authorized for the City by the California Government Code (or the City's investment policy, where more restrictive) that address interest rate risk, credit risk, and concentration of credit risk.

	<u>Maximum Maturity</u>	<u>Maximum Percentage Of Portfolio</u>	<u>Maximum Investment In One Issuer</u>
U.S. Treasury obligations	5 years	None	None
U.S. Agency securities	5 years	None	None
Local agency bonds	None	None	10%
Mortgage-back securities	None	20%	None
Bankers acceptances	180 days	40%	30%
High grade commercial paper	270 days	40%	10%
Negotiable certificates of deposit	None	None	None
LAIF	N/A	None	None
Medium term corporate notes	5 years	30%	5%
Repurchase Agreements	365 days	20%	None
Money market fund	None	None	None

The City complied with the provisions of California Government Code pertaining to the types of investments held, institutions in which deposits were made and security requirements. The City will continue to monitor compliance with applicable statutes pertaining to public deposits and investments.

**Interest Rate Risk:** Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The City's investment in LAIF has an average maturity of 173 days.

**Credit Risk:** Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The City's only investment is in LAIF, which is not rated.

**Custodial Credit Risk:** Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The California Government Code and the City's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits, other than the following provision for deposits: The California Governmental Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure public agency deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits. At June 30, 2019, the carrying amount of the City's deposits was \$304,309 and the balance in financial institutions was \$309,669. Of the balance in financial institutions, \$250,000 was covered by federal depository insurance

## CITY OF COLFAX, CALIFORNIA

## NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2019

## NOTE B – CASH AND INVESTMENTS (Continued)

and \$59,669 was covered by the pledging financial institution with assets held in a common pool for the City and other governmental agencies.

Investment in LAIF: LAIF is stated at amortized cost, which approximates fair value. The LAIF is a special fund of the California State Treasury through which local governments may pool investments. The total fair value amount invested by all public agencies in LAIF is \$105,814,483,092 managed by the State Treasurer. Of that amount, 1.77% is invested in structured notes and asset-backed securities. The Local Investment Advisory Board (Board) has oversight responsibility for LAIF. The Board consists of five members as designated by State Statute. The fair value of the City's investment in this pool is reported in the accompanying financial statements at amounts based upon the City's pro-rata share of the fair value provided by LAIF for the entire LAIF portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by LAIF, which are recorded on an amortized cost basis.

## NOTE C – INTERFUND TRANSACTIONS

Interfund balances at June 30 2019 were as follows:

<u>Due to Other Funds</u>	<u>Due from Other Funds General Fund</u>
Capital Projects Fund	<u>\$ 439</u>

The due to/from balance was to provide resources to the Capital Projects Fund to pay project expenditures until receivables are collected.

Transfers during the year ended June 30, 2019 were as follows:

<u>Transfers out</u>	<u>Transfers In</u>			<u>Total</u>
	<u>General</u>	<u>Capital Projects</u>	<u>Nonmajor Governmental Transportation and Road</u>	
Major Governmental Funds:				
General		\$ 20,903	\$ 40,885	\$ 61,788
Nonmajor Governmental Funds:				
CDBG	\$ 10,330	212		10,542
Gas Tax		11,976	32,330	44,306
Mitigation		22,276		22,276
	<u>\$ 10,330</u>	<u>\$ 55,367</u>	<u>\$ 73,215</u>	<u>\$ 138,912</u>

Transfers are used to move revenues from the fund that statute or budget requires to collect them to the fund that statute or budget requires to expend them.

## CITY OF COLFAX, CALIFORNIA

## NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2019

## NOTE D – CAPITAL ASSETS

Governmental capital assets activity for the year ended June 30, 2019 was as follows:

	Balance at June 30, 2018	Additions	Retirements	Transfers	Balance at June 30, 2019
Capital assets, not being depreciated:					
Land	\$ 1,308,766	\$ 46,125			\$ 1,354,891
Construction in progress	362,042	452,810		\$ (240,527)	574,325
Total capital assets, not being depreciated	1,670,808	498,935	-	(240,527)	1,929,216
Capital assets, being depreciated:					
Buildings and improvements	5,386,315	48,650		240,527	5,675,492
Vehicles	662,760				662,760
Machinery and equipment	453,219	8,220			461,439
Furniture and fixtures	19,298				19,298
Total capital assets, being depreciated	6,521,592	56,870	-	240,527	6,818,989
Less accumulated depreciation for:					
Buildings and improvements	(1,459,083)	(150,976)			(1,610,059)
Vehicles	(424,634)	(31,768)			(456,402)
Machinery and equipment	(353,518)	(23,058)			(376,576)
Furniture and fixtures	(9,450)	(1,791)			(11,241)
Total accumulated depreciation	(2,246,685)	(207,593)	-	-	(2,454,278)
Capital assets being depreciated, net	4,274,907	(150,723)	-	240,527	4,364,711
GOVERNMENTAL ACTIVITIES CAPITAL ASSETS, NET	\$ 5,945,715	\$ 348,212	\$ -	\$ -	\$ 6,293,927

Depreciation expense for governmental capital assets was charged to functions as follows:

General governmental	\$ 16,984
Public safety	27,316
Public works	79,938
Culture and recreation	15,095
Community development	68,260
Total governmental activities depreciation expense	\$ 207,593

## CITY OF COLFAX, CALIFORNIA

## NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2019

## NOTE D – CAPITAL ASSETS (Continued)

Business-type capital assets activities for the year ended June 30, 2019 was as follows:

	Balance at June 30, 2018	Additions	Retirements	Transfers	Balance at June 30, 2019
Capital assets, not being depreciated:					
Land	\$ 134,700				\$ 134,700
Construction in progress	185,487	\$ 68,944		\$ (179,300)	75,131
Total capital assets, not being depreciated	<u>320,187</u>	<u>68,944</u>		<u>(179,300)</u>	<u>209,831</u>
Capital assets, being depreciated:					
Buildings and improvements	24,342,595	319,389	\$ (360)	179,300	24,840,924
Vehicles	14,759	31,494			46,253
Machinery and equipment	683,471				683,471
Total capital assets, being depreciated	<u>25,040,825</u>	<u>350,883</u>	<u>(360)</u>	<u>179,300</u>	<u>25,570,648</u>
Less accumulated depreciation for:					
Buildings and improvements	(6,458,500)	(595,153)			(7,053,653)
Vehicles	(5,968)	(2,512)			(8,480)
Machinery and equipment	(486,829)	(47,325)			(534,154)
Total accumulated depreciation	<u>(6,951,297)</u>	<u>(644,990)</u>			<u>(7,596,287)</u>
Capital assets being depreciated, net	<u>18,089,528</u>	<u>(294,107)</u>	<u>(360)</u>	<u>179,300</u>	<u>17,974,361</u>
BUSINESS-TYPE ACTIVITIES CAPITAL ASSETS, NET	<u>\$ 18,409,715</u>	<u>\$ (225,163)</u>	<u>\$ (360)</u>	<u>\$ -</u>	<u>\$ 18,184,192</u>

Depreciation expense for business-type capital assets was charged to functions as follows:

Sewer	<u>\$ 644,990</u>
Total business-type activities depreciation expense	<u>\$ 644,990</u>

## CITY OF COLFAX, CALIFORNIA

## NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2019

## NOTE E – LONG-TERM LIABILITIES

Long-term liability activity for the year ended June 30, 2019 was as follows:

	Balance June 30, 2018	Additions	Payments	Balance June 30, 2019	Due Within One Year
<b>Governmental Activities:</b>					
Postclosure landfill costs	\$ 449,873		\$ (14,301)	\$ 435,572	
Compensated absences	13,240	\$ 2,524		15,764	\$ 7,882
Pension liability	48,481		(5,155)	43,326	
Governmental activities long-term liabilities	<u>\$ 511,594</u>	<u>\$ 2,524</u>	<u>\$ (19,456)</u>	<u>\$ 494,662</u>	<u>\$ 7,882</u>
<b>Business-Type Activities:</b>					
State loan - restructured Note Payable	\$ 8,277,721		\$ (356,196)	\$ 7,921,525	\$ 359,759
Legal settlement 2009	25,602	\$ 319,389	(57,820)	261,569	130,785
Total bonds, loans, settlements payable	8,303,323	319,389	(439,618)	8,183,094	490,544
Compensated absences	21,355		(160)	21,195	10,597
Pension liability	48,559	495		49,054	
Business-type activities long-term liabilities	<u>\$ 8,373,237</u>	<u>\$ 319,884</u>	<u>\$ (439,778)</u>	<u>\$ 8,253,343</u>	<u>\$ 501,141</u>

Long-term debt of the City's governmental activities consists of the following as of June 30, 2019:

**Postclosure landfill cost:** State and Federal laws and regulations require the City to perform certain maintenance and monitoring functions on its landfill for 30 years after closure. The City has recorded a liability for landfill closure in the General Fund in accordance with GASB 18, *Accounting for Municipal Solid Waste Landfill Closure and Postclosure Costs*. The City hired a private consultant to perform an analysis to determine estimated total cost of the landfill closure, postclosure care costs, total capacity and remaining life. The City's landfill closure liability, based on landfill capacity used to date, is recorded based on the information provided by the consultant's analysis. The consultant's analysis is an estimate only and is subject to change due to inflation or deflation, technology, or applicable laws and regulations. The City is currently estimating that 100% of the landfill is used and there is no remaining life. As of June 30, 2019, the remaining closure and postclosure maintenance costs to be recognized over the next 23 years is \$435,572.

CITY OF COLFAX, CALIFORNIA

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2019

NOTE E – LONG-TERM LIABILITIES (Continued)

Long-term debt of the City’s business-type activities consists of the following as of June 30, 2019:

State Loan: On September 19, 2011, the City entered into a loan agreement with the State Water Resource Control Board for \$12,825,600 at an interest rate of 1%. The City received proceeds of \$7,761,000, which includes the \$36,000 to refund the City's 1978 USDA Sewer Revenue Bond and \$7,725,000 to restructure the original loan. The State forgave \$3,319,000 of the loan principal during 2013. Additionally, the City received loan disbursements of \$982,088 during the fiscal years 2013 and 2014. Annual principal and interest payments of \$438,974 are due on October 1. The note matures in 2038. The loan is secured by a lien on and pledge of net revenues of the Sewer Fund. Should the City violate the terms of the loan agreement, the City will be required to pay all principal, accrued interest and penalties at the termination date. Interest will be accrued at the highest legal rate of interest from date of termination to the repayment date.

\$ 7,921,525

Notes Payable: On August 9, 2017, the City entered into an agreement with Sierra Oaks Estates, LLC to design and construct sewer improvements, whereby the City would reimburse Sierra Oaks actual costs. In lieu of actual payment, sewer impact fees for each unit in the development will be credited against the amount owed to Sierra Oaks Estate, LLC until the note is paid in full.

261,569

During 2009, the City settled a legal claim for \$450,000 related to the operations of its wastewater treatment plant. The City's insurance provider, SCORE, paid the entire \$450,000; however, the City was responsible for reimbursing \$226,601 to SCORE. This note was paid off during the year ended June 30, 2019.

\$ 8,183,094

Principal and interest payments on debt are due as follows:

June 30	State Loan - Restructured		Total
	Principal	Interest	
2020	\$ 359,759	\$ 79,015	\$ 438,774
2021	363,356	75,618	438,974
2022	366,990	71,984	438,974
2023	370,660	68,314	438,974
2024	374,366	64,608	438,974
2025-2029	1,928,740	266,129	2,194,869
2030-2034	2,027,125	167,744	2,194,869
2035-2039	2,130,529	64,340	2,194,869
Totals	<u>\$ 7,921,525</u>	<u>\$ 857,752</u>	<u>\$ 8,779,277</u>

## CITY OF COLFAX, CALIFORNIA

## NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2019

## NOTE F – NET POSITION/FUND BALANCE

The following are the purposes for which net positions are restricted:

	Governmental Activities	Business-Type Activities
Landfill	\$ 386,645	
Mitigation projects	344,404	
Economic development	229,867	
Street projects	36,560	
Fire Department	88,517	
Recycling	22,278	
Debt service reserve		\$ 438,974
Replacement of short-lived assets		167,565
Pond 3 fissure resource proceeds		292,194
Capital improvements	285,808	55,892
	<u>\$ 1,394,079</u>	<u>\$ 954,625</u>

In addition to these restricted amounts, the City Council had designated \$325,000 from the operating reserve and \$100,000 for capital projects in business-type activities at June 30, 2019.

The following are the components of the Governmental Funds fund balances:

	General	Capital Projects	Nonmajor Governmental Funds	Total Governmental Funds
Fund balances:				
Nonspendable:				
Long-term receivables	\$ 51,594		\$ 27,108	\$ 78,702
Total Nonspendable	<u>51,594</u>		<u>27,108</u>	<u>78,702</u>
Committed for:				
Operating Reserve	450,000			450,000
Pension Reserve	45,000			45,000
Capital Reserve	150,000			150,000
Total committed	<u>645,000</u>	-	-	<u>645,000</u>
Restricted for:				
Street projects			36,560	36,560
Landfill closure	822,217			822,217
Economic redevelopment			202,759	202,759
Recycling			22,278	22,278
Fire Department			88,517	88,517
Capital projects		\$ 285,808		285,808
Mitigation projects			344,404	344,404
Total Restricted	<u>822,217</u>	<u>285,808</u>	<u>694,518</u>	<u>1,802,543</u>
Unassigned	1,635,556			1,635,556
Total Unassigned	<u>1,635,556</u>	-		<u>1,635,556</u>
TOTAL FUND BALANCES	<u>\$ 3,154,367</u>	<u>\$ 285,808</u>	<u>\$ 721,626</u>	<u>\$ 4,161,801</u>

## CITY OF COLFAX, CALIFORNIA

## NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2019

## NOTE G – PENSION PLANS

**Plan Descriptions:** All qualified permanent and probationary employees are eligible to participate in the City's cost-sharing multiple employer defined benefit pension plans administered by the California Public Employees' Retirement System (CalPERS). The City has the following cost-sharing rate plans:

- Miscellaneous Plan
- PEPRA Miscellaneous Plan

Benefit provisions under the Plan are established by State statute and Council resolution. CalPERS issues publicly available reports that include a full description of the pension plans regarding benefit provisions, assumptions and membership information that can be found on the CalPERS website at [www.calpers.ca.gov](http://www.calpers.ca.gov).

**Benefits Provided:** CalPERS provides service retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full time employment. Members with five years of total service are eligible to retire at age 50 (52 for PEPRA Miscellaneous Plan) with statutorily reduced benefits. All members are eligible for non-duty disability benefits after 10 years of service. The death benefit is the Optional Settlement 2W Death Benefit. The cost of living adjustments for each plan are applied as specified by the Public Employees' Retirement Law.

The Plan's provisions and benefits in effect at June 30, 2019, are summarized as follows:

Hire date	Miscellaneous Plan (Prior to January 1, 2013)	Miscellaneous Plan (On or after January 1, 2013)
Benefit formula (at full retirement)	2.0% @ 60	2.0% @ 62
Benefit vesting schedule	5 years service	5 years service
Benefit payments	monthly for life	monthly for life
Retirement age	50 - 63	52 - 67
Monthly benefits, as a % of eligible compensation	1.092% to 2.418%	1.0% to 2.5%
Required employee contribution rates	7.000%	6.250%
Required employer contribution rates	8.099%	6.842%

In addition to the contribution rates above, the City was also required to make payments of \$4,735 toward its unfunded actuarial liability during the year ended June 30, 2019. The Miscellaneous Plan is closed to new members that are not already CalPERS eligible participants.

**Contributions:** Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. Funding contributions for the Plan are determined annually on an actuarial basis as of June 30 by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The City is required to contribute the difference between the actuarially determined rate and the contribution rate of employees.

## CITY OF COLFAX, CALIFORNIA

## NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2019

## NOTE G – PENSION PLANS (Continued)

For the year ended June 30, 2019, the employer contribution made to the Plan was \$52,523 for the year ended June 30, 2019.

Pension Liabilities, Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions:  
As of June 30, 2019, the City reported a net pension liability for its proportionate share of the net pension liability of \$92,380.

The City's net pension liability is measured as the proportionate share of the net pension liability. The net pension liability of the Plan is measured as of June 30, 2018, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2017 rolled forward to June 30, 2018 using standard update procedures. The City's proportion of the net pension liability was based on a projection of the City's long-term share of contributions to the pension plans relative to the projected contributions of all participating employers, actuarially determined. The City's proportionate share of the net pension liability for the Plan as of June 30, 2019 and 2018 was as follows:

	<u>Miscellaneous Plan</u>
Proportion - June 30, 2018	0.00246%
Proportion - June 30, 2019	0.00245%
Change - Increase (Decrease)	-0.00001%

For the year ended June 30, 2019, the City recognized a pension expense of \$63,930. At June 30, 2019, the City reported deferred outflows of resources and deferred inflows of resources related to the Plan combined from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Pension contributions subsequent to measurement date	\$ 52,523	
Change in assumptions	10,531	\$ (2,581)
Net differences between projected and actual earnings on plan investments	457	
Difference between actual and allocated contributions	32,683	
Difference between expected and actual experience	3,544	(1,206)
Adjustment due to differences in proportions	<u>35,435</u>	
Total	<u>\$ 135,173</u>	<u>\$ (3,787)</u>

CITY OF COLFAX, CALIFORNIA

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2019

NOTE G – PENSION PLANS (Continued)

The \$52,523 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2020. Other amounts reported as net deferred inflows of resources related to pensions will be recognized as pension expense as follows:

Fiscal Year Ended June 30	
2020	\$ 42,840
2021	31,069
2022	5,785
2023	<u>(831)</u>
	<u>\$ 78,863</u>

Actuarial Assumptions: The total pension liabilities in the actuarial valuations for the Plan was determined using the following actuarial assumptions:

Valuation Date	June 30, 2017
Measurement Date	June 30, 2018
Actuarial Cost Method	Entry-Age Normal Cost Method
<b>Actuarial Assumptions:</b>	
Discount Rate	7.15% (a)
Inflation	2.50%
Payroll Growth	3.0%
Projected Salary Increase	3.3% - 12.2% (b)
Mortality <sup>1</sup>	Derived using CalPERS Membership Data for all Funds

(a) Net of pension plan investment expenses, including inflation

(b) Depending on entry age and service

<sup>1</sup> The mortality table used was developed based on CalPERS-specific data. The table includes 15 years of mortality improvements using Society of Actuaries Scale 90% of scale MP 2016. For more details on this table, please refer to the December 2017 experience study report (based on CalPERS demographic data from 1997 to 2015) that can be found on the CalPERS website.

Discount Rate: The discount rate used to measure the total pension liability was 7.15% for the Plan. To determine whether the municipal bond rate should be used in the calculation of a discount rate for the plan, CalPERS stress tested plans that would most likely result in a discount rate that would be different from the actuarially assumed discount rate. Based on the testing, none of the tested plans run out of assets. Therefore, the current discount rate is adequate and the use of the municipal bond rate calculation is not necessary. The long term expected discount rate is applied to all plans in the Public Employees Retirement Fund. The stress test results are presented in a detailed report that can be obtained from the CalPERS website.

## CITY OF COLFAX, CALIFORNIA

## NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2019

## NOTE G – PENSION PLANS (Continued)

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Using historical returns of all the funds' asset classes, expected compound returns were calculated over the short-term (first 10 years) and the long-term (11-60 years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and rounded down to the nearest one quarter of one percent.

The table below reflects the long-term expected real rate of return by asset class for the Plan. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation. These rates of return are net of administrative expenses.

Asset Class (c)	New Strategic Allocation	Real Return Years 1 - 10(a)	Real Return Years 11+(b)
Global Equity	50.0%	4.80%	5.98%
Fixed Income	28.0%	1.00%	2.62%
Inflation Sensitive	0.0%	0.77%	1.81%
Private Equity	8.0%	6.30%	7.23%
Real Estate	13.0%	3.75%	4.93%
Liquidity	1.0%	(0.00)%	(0.92)%
Total	100.0%		

(a) An expected inflation of 2.0% used for this period.

(b) An expected inflation of 2.92% used for this period.

(c) In the CalPERS CAFR, Fixed Income is included in Global Debt Securities; Liquidity is included in short-term investments; Inflation Assets are included in both Global Equity Securities and Global Debt Securities.

## CITY OF COLFAX, CALIFORNIA

## NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2019

## NOTE G – PENSION PLANS (Continued)

Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate: The following presents the City's proportionate share of the net pension liability for the Plans, calculated using the discount rate for the Plans, as well as what the City's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower or 1-percentage point higher than the current rate:

1% Decrease		6.15%
Net Pension Liability	\$	197,712
Current Discount Rate		7.15%
Net Pension Liability	\$	92,380
1% Increase		8.15%
Net Pension Liability	\$	5,428

Pension Plan Fiduciary Net Position: Detailed information about each pension plan's fiduciary net position is available in the separately issued CalPERS financial reports.

## NOTE H – INSURANCE

The City is a member of the Small Cities Organized Risk Effort (SCORE) with other northern California cities. SCORE is a joint powers authority organized in accordance with Article 1, Chapter 5, Division 7, Title I of the California Government Fund Programs. The purpose is to create a common pool of funds to be used to meet obligations of the parties to provide workers' compensation benefits for their employees and to provide liability insurance. SCORE provides claims processing administrative services, risk management services and actuarial studies. A member from each city governs SCORE. The City of Colfax council members do not have significant oversight responsibility, since they evenly share all factors of responsibility with the other cities. The City does not retain the risk of loss. However, ultimate liability for payment of claims and insurance premiums resides with member cities. SCORE is empowered to make supplemental assessments as needed to eliminate deficit positions of member cities. If SCORE becomes insolvent, the City is responsible only to the extent of any deficiency in its equity balance. SCORE establishes claims liabilities based on estimates of the ultimate cost of claims (including future claims settlement expenses) that have been reported but not settled, plus estimates of claims that have been incurred but not reported. Because actual claims costs depend on various factors, the claims liabilities are recomputed periodically using a variety of actuarial and statistical techniques to produce current estimates that reflect recent settlements, claim frequency, and other economic and social factors. A provision for inflation is implicit in the calculation of estimated future claims costs. Adjustments to claims liabilities are charged or credited to expense in the periods in which they are made.

## CITY OF COLFAX, CALIFORNIA

## NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

June 30, 2019

## NOTE H – INSURANCE (Continued)

The City's insurance coverage and the respective coverage providers are as follows:

Coverage	SCORE	Excess	Banking Layer/ Deductible
Liability	\$ 500,000	\$ 39,500,000	\$ 25,000
Employers liability	250,000	4,750,000	
Property	1,000,000,000		5,000
Boiler and machinery	100,000,000		2,500
Mobile equipment	7,000,000		10,000
Workers Compensation liability	250,000	4,750,000	

The City also carries commercial insurance for additional liability and property insurance coverage. There have been no significant reductions in insurance coverage from coverage in the prior fiscal year. Also, settlements have not exceeded the insurance coverage for the past three fiscal years. The audited financial statements of SCORE are available at SCORE's office.

## NOTE I – COMMITMENTS AND CONTINGENCIES

The City participates in various federal and state assisted grant programs. These programs are subject to program compliance audits by the grantors. The audits by the grantors for the year ended June 30, 2019, have not yet been conducted. The amount, if any, of expenditures which may be disallowed by the granting agencies cannot be determined at this time although the City expects such amounts, if any, to be immaterial.

The City is party to various claims, legal actions and complaints that arise in the normal operation of business. Management and the City's legal counsel believe that there are no material loss contingencies that would have a material adverse impact on the financial position of the City.

In May 2019, the City entered into an agreement with a construction company for the South Auburn Street and I-80 Roundabout Project totaling \$2,735,073. No amounts were expended under this contact as of June 30, 2019.

## NOTE J – JOINT VENTURE

The City participates in a Joint Exercise of Powers Agreement with the County of Placer establishing the Sierra Valley Energy Authority (the Authority). This agreement was amended in February 2017 to include the unincorporated areas of Placer County and five cities in Placer County. The name was changed to Pioneer Community Energy (Pioneer) on July 17, 2017. Pioneer was established to provide assistance with the development, financing and implementation of public and private sector energy and resource development and conservation programs. The City has not had a financial activity related to the Authority during the year ended June 30, 2019.

## NOTE K – SUBSEQUENT EVENTS

In August 2019, the City entered into an agreement with a contractor for the Culver Street Pavement Rehabilitation Project totaling \$227,453.

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**REQUIRED SUPPLEMENTARY INFORMATION**

## CITY OF COLFAX

## REQUIRED SUPPLEMENTARY INFORMATION

For the Year Ended June 30, 2019

**SCHEDULE OF THE PROPORTIONATE SHARE OF THE  
NET PENSION LIABILITY - MISCELLANEOUS PLAN (UNAUDITED)  
Last 10 Years**

	June 30, 2019	June 30, 2018	June 30, 2017	June 30, 2016	June 30, 2015
Proportion of the net pension liability	0.00245%	0.00246%	0.00202%	0.00169%	0.00231%
Proportionate share of the net pension liability	\$ 92,380	\$ 97,040	\$ 70,057	\$ 46,274	\$ 57,010
Covered payroll - measurement period	\$ 615,095	\$ 595,177	\$ 456,524	\$ 367,481	\$ 353,250
Proportionate share of the net pension liability as a percentage of covered payroll	15.02%	16.30%	15.35%	12.59%	16.14%
Plan fiduciary net position as a percentage of the total pension liability	88.14%	84.22%	83.56%	78.40%	79.82%

## Notes to Schedule:

Change in Benefit Terms: The figures above do not include any liability impact that may have resulted from plan changes which occurred after June 30, 2013 as they have minimal cost impact. This applies for voluntary benefit changes as well as any offers of Two Years Additional Service Credit (a.k.a. Golden Handshakes).

Changes in assumptions: The discount rate was changed from 7.50% in 2015 to 7.65% in 2016 and to 7.15% in 2018.

Omitted years: GASB Statement No. 68 was implemented during the year ended June 30, 2015. No information was available prior to this date.

**SCHEDULE OF CONTRIBUTIONS TO THE PENSION PLAN - MISCELLANEOUS PLAN (UNAUDITED)  
Last 10 Years**

	June 30, 2019	June 30, 2018	June 30, 2017	June 30, 2016	June 30, 2015
Contractually required contribution (actuarially determined)	\$ 52,523	\$ 44,554	\$ 48,319	\$ 33,408	\$ 30,589
Contributions in relation to the actuarially determined contributions	(52,523)	(44,554)	(48,319)	(33,408)	(30,589)
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -
Covered payroll - fiscal year	\$ 639,107	\$ 615,095	\$ 595,177	\$ 456,524	\$ 367,481
Contributions as a percentage of covered payroll	8.22%	7.24%	8.12%	7.32%	8.32%
Valuation date:	June 30, 2016	June 30, 2015	June 30, 2014	June 30, 2013	June 30, 2012

## Methods and assumptions used to determine contribution rates:

Amortization cost method		Entry age normal			
Amortized method		Level percentage of payroll, closed			
Remaining amortization period		Varies, not more than 30 years			
	Market Value	Market Value	Market Value	Market Value	15-year smoothed market
Asset valuation method					
Inflation	2.75%	2.75%	2.75%	2.75%	2.75%
Salary increases		Varies by Entry Age and Service			
Payroll growth	3.00%	3.00%	3.00%	3.00%	3.00%
Investment rate of return	7.375%	7.50%	7.50%	7.50%	7.50%

Omitted years: The year ended June 30, 2015 was the first year of implementation of GASB Statement No. 68, the information prior to this date were not presented.

**COMBINING STATEMENTS AND INDIVIDUAL FUND STATEMENTS**

CITY OF COLFAX  
 COMBINING BALANCE SHEET  
 NONMAJOR GOVERNMENTAL FUNDS

June 30, 2019

	Special Revenue			
	CDBG	Transportation & Road Fund	Gas Tax	Mitigation Funds
<b>ASSETS:</b>				
Cash and cash equivalents	\$ 201,563	\$ 5,942	\$ 28,151	\$ 343,119
Due from other governmental agencies			7,037	
Interest receivable	1,196	(403)	363	1,285
Notes receivable	27,108			
<b>Total assets</b>	<b>\$ 229,867</b>	<b>\$ 5,539</b>	<b>\$ 35,551</b>	<b>\$ 344,404</b>
<b>LIABILITIES AND FUND BALANCE:</b>				
<b>Liabilities:</b>				
Accounts payable		\$ 1,059	\$ 1,287	
Accrued expenses		2,184		
<b>Total liabilities</b>		<b>3,243</b>	<b>1,287</b>	
<b>Fund balance:</b>				
Nonspendable	\$ 27,108			
Restricted	202,759	2,296	34,264	\$ 344,404
<b>Total fund balance</b>	<b>229,867</b>	<b>2,296</b>	<b>34,264</b>	<b>344,404</b>
<b>Total liabilities and fund balance</b>	<b>\$ 229,867</b>	<b>\$ 5,539</b>	<b>\$ 35,551</b>	<b>\$ 344,404</b>

The accompanying notes are an integral part of these financial statements.

<u>Special Revenue</u>			<u>Total Nonmajor Governmental Funds</u>
<u>Beverage Recycling</u>	<u>Oil Grant</u>	<u>Fire Capital</u>	
\$ 18,501	\$ 3,648	\$ 86,561	\$ 687,485
		1,436	8,473
108	21	520	3,090
			27,108
<u>\$ 18,609</u>	<u>\$ 3,669</u>	<u>\$ 88,517</u>	<u>\$ 726,156</u>
			\$ 2,346
			2,184
			4,530
			27,108
<u>\$ 18,609</u>	<u>\$ 3,669</u>	<u>\$ 88,517</u>	<u>694,518</u>
<u>18,609</u>	<u>3,669</u>	<u>88,517</u>	<u>721,626</u>
<u>\$ 18,609</u>	<u>\$ 3,669</u>	<u>\$ 88,517</u>	<u>\$ 726,156</u>

## CITY OF COLFAX

COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES  
NONMAJOR GOVERNMENTAL FUNDS

For the Year Ended June 30, 2019

	Special Revenue			
	Supplemental Law Enforcement	CDBG	Transportation & Road Fund	Gas Tax
REVENUES:				
Tax revenues				\$ 89,384
Licenses, fees and permits			\$ 564	
Intergovernmental revenues	\$ 148,747		132,927	
Use of money and property		\$ 5,397	(1,260)	836
Other revenue			2,520	
Total revenues	<u>148,747</u>	<u>5,397</u>	<u>134,751</u>	<u>90,220</u>
EXPENDITURES:				
General government				
Public safety	148,747			
Public works			205,670	16,037
Capital outlay				
Total expenditures	<u>148,747</u>	<u></u>	<u>205,670</u>	<u>16,037</u>
Excess (deficiency) of revenues over (under) expenditures	<u>-</u>	<u>5,397</u>	<u>(70,919)</u>	<u>74,183</u>
OTHER FINANCING SOURCES (USES):				
Transfers in			73,215	
Transfers out		(10,542)		(44,306)
Total other financing sources (uses)	<u></u>	<u>(10,542)</u>	<u>73,215</u>	<u>(44,306)</u>
Net change in fund balance	-	(5,145)	2,296	29,877
Fund balances - beginning of year		235,012		4,387
Fund balances - end of year	<u>\$ -</u>	<u>\$ 229,867</u>	<u>\$ 2,296</u>	<u>\$ 34,264</u>

The accompanying notes are an integral part of these financial statements.

Special Revenue				Total
Mitigation Funds	Beverage Recycling	Oil Grant	Fire Capital	Nonmajor Governmental Funds
				\$ 89,384
\$ 319,869				320,433
			\$ 144,571	426,245
3,424	\$ 410	\$ 80	1,477	10,364
990			250	3,760
<u>324,283</u>	<u>410</u>	<u>80</u>	<u>146,298</u>	<u>850,186</u>
			88,947	237,694
94,775				221,707
<u>94,775</u>			<u>88,947</u>	<u>94,775</u>
				554,176
229,508	410	80	57,351	296,010
				73,215
(22,276)				(77,124)
(22,276)				(3,909)
207,232	410	80	57,351	292,101
137,172	18,199	3,589	31,166	429,525
<u>\$ 344,404</u>	<u>\$ 18,609</u>	<u>\$ 3,669</u>	<u>\$ 88,517</u>	<u>\$ 721,626</u>

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**OTHER REPORTS**

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550 Howe Avenue, Suite 210  
Sacramento, California 95825

Telephone: (916) 564-8727  
FAX: (916) 564-8728

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF  
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH  
GOVERNMENT AUDITING STANDARDS

City Council  
City of Colfax, California  
Colfax, California

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the City of Colfax, California (the City) as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated December 10, 2019.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the City's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

To the City Council  
City of Colfax, California

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Richardson & Company, LLP*

December 10, 2019



50 Howe Avenue, Suite 210  
Sacramento, California 95825

Telephone: (916) 564-8727  
FAX: (916) 564-8728

## GOVERNANCE LETTER

To the City Council  
City of Colfax  
Colfax, California

We have audited the financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of the City of Colfax, California (the City), for the year ended June 30, 2019, and have issued our report thereon dated December 10, 2019. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards (and, if applicable, *Government Auditing Standards*), as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated June 24, 2019. Professional standards also require that we communicate to you the following information related to our audit.

### Our Responsibility under U.S. Generally Accepted Auditing Standards and *Government Auditing Standards*

As stated in our engagement letter dated June 24, 2019, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

As part of our audit, we will consider the internal control of the City. Such considerations are solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will also perform tests of the City's compliance with certain provisions of laws, regulations, contracts, and grants. However, providing an opinion on compliance with those provisions is not an objective of our audit.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to management's discussion and analysis, which supplements the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited and, because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

### Planned Scope and Timing of the Audit

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit involves judgment about the number of transactions to be examined and the areas to be tested.

To the City Council  
Page 2

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We noted no material weaknesses in internal controls as a result of our audit.

#### Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City are described in Note A to the financial statements. The City adopted Governmental Accounting Standards Board (GASB) Statement No. 88, *Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements* as of June 30, 2019. Implementation of GASB No. 88 resulted in additional required disclosures in Note E to the financial statements. No other new accounting policies were adopted, and the application of existing policies were not changed during the year. We noted no transaction entered into by the City during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statement prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the City's financial statements were determining the valuation of sewer improvements constructed by a developer on behalf of the City, the depreciable lives and methods used for capital assets, allowance for doubtful accounts and the accrual of the unfunded pension liability. We evaluated the key factors and assumptions used to develop the estimates in determining that they are reasonable in relation to the financial statements taken as a whole. The accrual for the unfunded pension liability was determined by an actuarial valuation performed by CalPERS.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements was the following:

- Information on the City's pension plans including the City's share of the unfunded pension liability, is shown in Note G. The City's share of the unfunded pension liability at June 30, 2018, the most recent measurement date, was \$92,380, which is reflected as a liability in the City's financial statements as of June 30, 2019.

The financial statement disclosures are neutral, consistent, and clear.

#### Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

#### Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. No adjustments or uncorrected misstatements were identified during the audit.

#### Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or

To the City Council  
Page 3

the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

#### Management Representations

We have requested certain representations from management that are included in the management representation letter dated December 10, 2019.

#### Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the City's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

#### Issues Discussed Prior to Retention of Independent Auditors

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

#### Other Matters

We applied certain limited procedures to the required supplementary information (RSI) listed in the table of contents, which are RSI that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the Combining and Individual Statements, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with the accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

#### Restriction on Use

This information is intended solely for the use of the City Council and management of the City and is not intended to be, and should not be, used by anyone other than these specified parties.

*Richardson & Company, LLP*

December 10, 2019



550 Howe Avenue, Suite 210  
Sacramento, California 95825

Telephone: (916) 564-8727  
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## MANAGEMENT LETTER

City Council  
City of Colfax  
Colfax, California

In planning and performing our audit of the financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of the City of Colfax (the City) for the year ended June 30, 2019, in accordance with auditing standards generally accepted in the United States of America, we considered the City's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. Given these limitations during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

All prior year comments have been adequately addressed.

We would like to take this opportunity to acknowledge the courtesy and assistance extended to us during the course of the audit. This report is intended solely for the information and use of the City Council, management, and others within the organization and does not affect our report dated December 10, 2019 on the financial statements of the City.

*Richardson & Company, LLP*

December 10, 2019



550 Howe Avenue, Suite 210  
Sacramento, California 95825

Telephone: (916) 564-8727  
FAX: (916) 564-8728

INDEPENDENT ACCOUNTANTS' REPORT ON AGREED-UPON PROCEDURES  
APPLIED TO APPROPRIATIONS LIMIT TESTING

City Council  
City of Colfax  
Colfax, California

We have performed the procedures enumerated below to the accompanying calculation of the Appropriation Limit of the City of Colfax for the year ended June 30, 2019. These procedures, which were agreed to by the City of Colfax and the League of California Cities (as presented in the publication entitled Article XIII-B *Agreed-upon Procedures Applied to the Appropriations Limitation Prescribed By of the California Constitution*) were performed solely to assist the City of Colfax in meeting the requirements of Section 1.5 of Article XIII-B of the California Constitution. The City of Colfax management is responsible for the appropriations limit calculation. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures performed and our findings were as follows:

1. We obtained the City's calculation of the 2018/2019 appropriations limit and compared the limit and annual adjustment factors included in the calculation to the limit and annual adjustment factors that were adopted by resolution of the City Council.

Finding: No exceptions were noted as a result of our procedures.

2. We compared the methodology used to determine the cost of living adjustment component to Article XIII B which states that the City may annually adjust the component for either the change in California per capita personal income or, the percentage change in the City's assessed valuation which is attributable to non-residential new construction. We recalculated the factor based on the above information.

Finding: No exceptions were noted as a result of our procedures.

3. We compared the methodology used to determine the population adjustment component to Article XIII B which states that the City may annually choose to adjust the component for either the change in population in the County in which the City is located, or the change in population within the unincorporated area of the County in which the City is located. We recalculated the factor based on the above information.

Finding: No exceptions were noted as a result of our procedures.

City Council  
City of Colfax  
Page 2

4. We compared the prior year appropriations limit presented in the accompanying Appropriations Limit Calculation to the prior year appropriations limit adopted by the City Council for the prior year.

Finding: No exceptions were noted as a result of our procedures.

5. We recalculated the 2018/2019 Appropriation Limit by multiplying the product of the two above factors by the 2017/2018 appropriation limit.

Finding: No exceptions were noted as a result of our procedures.

6. We compared the City's actual revenues to the computed appropriation limit for fiscal year 2018/2019.

Finding: For the 2018/2019 fiscal year, the City's actual revenues subject to the appropriations limit did not exceed the appropriation limit adopted by resolution of the City Council.

We were not engaged to, and did not, perform an audit, the objective of which would be the expression of an opinion on the accompanying Appropriations Limit calculation. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you. No procedures have been performed with respect to the determination of the appropriation limit for the base year, as defined by Article XIII-B of the California Constitution.

This report is intended solely for the use of the City of Colfax and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. However, this report is a matter of public record and its distribution is not limited.

*Richardson & Company, LLP*

December 10, 2019

## APPENDIX A

CITY OF COLFAX  
 APPROPRIATION LIMIT CALCULATION  
 Year Ended June 30, 2019

**APPROPRIATION LIMIT  
 ADOPTED BY CITY:**

Recorded in Final 2018/2019 Budget	\$ 2,357,490
------------------------------------	--------------

**APPROPRIATION LIMIT  
 COMPUTATION PER REVIEW:**

2017/2018 Appropriation Limit	\$ 2,236,900	
Cost of living factor:		
Change in California per capita income	1.0367	
Population Adjustment Factor:		
Population change in County of Placer	<u>1.0166</u>	
Auditor computed limitation		<u>2,357,490</u>
Variance		<u>\$ 0</u>

APPENDED JOURNAL ENTRIES

From 108696 To 108696

City of Colfax

JE #	App JE #	Entry Date	Post Date	Type	Description 1	Description 3	Source Desc	Credit Amount
					Description 2	Source	Debit Amount	
					GL #	Line Distribution Description		
108696	2	11/07/2019	10/22/2019	AP	SMARTCOVER SYSTEMS	INV#: 13784		
		SHANNA	Auto		WWTP IMP GRANT FLOW SENSOR	42250	AP REF# (VND#: 14989 )	
		Posted			573-000-7201	FLOW SENSOR	29,871.27	0.00
		Posted			573-000-2000		0.00	29,871.27
		Posted			100-000-2430	SALES TAX	0.00	2,019.27
		Posted			100-000-2000		2,019.27	0.00
							<u>31,890.54</u>	<u>31,890.54</u>

**TAX YEAR 2018**

Page 1

**Date Prepared: February 15, 2019**

CHARLES SCHWAB & CO., INC.  
211 MAIN STREET  
SAN FRANCISCO, CA 94105

0079407 0233823

SIERRA VISTA COMMUNITY CENTER  
INC BIANCHINI INVESTMENT FUND  
P O BOX 57  
COLFAX CA 95713

**Federal ID Number:** 94-1737782

**Account Number:** VL 8077-3749

**Taxpayer ID Number:** 68-0087395

The Account Summary is a comprehensive report covering the following information for 2018 :

Dividends and Distributions

Interest Information

Investment Activity

The information in this report is **not** being reported to the IRS by Charles Schwab. Please refer to the back of this document for additional information.

If you should have any questions regarding the Account Summary please call us at 1-800-435-4000 (Select "tax" from the menu of choices on the automated system).



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**TAX YEAR 2018**

Account Number: VL 8077-3749  
Taxpayer ID Number: 68-0087395

**DETAIL INFORMATION**

**Dividends and Distributions**

<i>Cusip Number</i>	<i>Description</i>	<i>Paid in 2018</i>	<i>Paid/Adjusted in 2019 for 2018</i>	<i>Amount</i>
<b>Ordinary Dividends</b>				
<b>Non-Qualified Dividends</b>				
464288687	ISHARES U.S. PREFERRED	\$ 4,441.25	\$ (3,081.36)	\$ 1,359.89
921908844	VANGUARD DIVIDEND	2,333.16	(2,333.16)	0.00
921946406	VANGUARD HIGH DIVIDEND	3,621.45	(3,621.45)	0.00
<b>Total Non-Qualified Dividends</b>		<b>\$ 10,395.86</b>	<b>\$ (9,035.97)</b>	<b>\$ 1,359.89</b>

<i>Cusip Number</i>	<i>Description</i>	<i>Paid in 2018</i>	<i>Paid/Adjusted in 2019 for 2018</i>	<i>Amount</i>
<b>Qualified Dividends</b>				
464288687	ISHARES U.S. PREFERRED	\$ 0.00	\$ 3,081.36	\$ 3,081.36
921908844	VANGUARD DIVIDEND	0.00	2,333.16	2,333.16
921946406	VANGUARD HIGH DIVIDEND	0.00	3,621.45	3,621.45
<b>Total Qualified Dividends</b>		<b>\$ 0.00</b>	<b>\$ 9,035.97</b>	<b>\$ 9,035.97</b>
<b>Total Ordinary Dividends (Non-Qualified Dividends and Qualified Dividends)</b>		<b>\$ 10,395.86</b>	<b>\$ 0.00</b>	<b>\$ 10,395.86</b>

**Interest Earned**

<i>Cusip Number</i>	<i>Description</i>	<i>Paid in 2018</i>	<i>Paid/Adjusted in 2019 for 2018</i>	<i>Amount</i>
<b>Interest Earned (Includes Interest on Corporate Bonds, U.S. Savings Bonds &amp; Treasury Obligations)</b>				
	DEPOSIT INTEREST	\$ 192.76	\$ 0.00	\$ 192.76
<b>Total Interest Earned</b>		<b>\$ 192.76</b>	<b>\$ 0.00</b>	<b>\$ 192.76</b>



Schwab One® Account  
Account Number: 8077-3749

Statement Period: November 1, 2019 to November 30, 2019  
Page 1 of 4

Last Statement: October 31, 2019

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Switch to eStatements at [schwab.com/lesspaper](http://schwab.com/lesspaper).  
Questions? Call 1-800-435-4000  
Banking Inquiries: Call 1-800-435-4000

**Account Of**

SIERRA VISTA COMMUNITY CENTER  
INC BIANCHINI INVESTMENT FUND  
P O BOX 57  
COLFAX CA 95713-0057

**Mall To**

AB 01 106496 57827 H 192 A  
SIERRA VISTA COMMUNITY CENTER  
INC BIANCHINI INVESTMENT FUND  
P O BOX 57  
COLFAX CA 95713-0057



**Account Value Summary**

Cash, Bank Sweep, and Money Market	\$ 83,323.30
Total Investments Long	\$ 342,153.02
Total Investments Short	\$ 0.00
<b>Total Account Value</b>	<b>\$ 425,476.32</b>

**Change in Account Value**

Starting Account Value	\$ 419,581.76
Transactions & Income	\$ 346.83
Income Reinvested	\$ 0.00
Change in Value of Investments	\$ 5,547.73
<b>Ending Account Value</b>	<b>\$ 425,476.32</b>
Year-to-Date Change in Value Since 1/1/19	\$ 35,392.81

Please see "Endnotes For Your Account" section for an explanation of the endnote codes and symbols on this statement.

SIPC has taken the position that it will not cover the balances held in your deposit accounts maintained under programs like our Bank Sweep feature. Please see your Cash Feature Disclosure Statement for more information on insurance coverage.



**Income Summary**

Description	This Period	Year to Date
<b>Federally Taxable</b>		
Bank Sweep Interest	6.05	225.34
Cash Dividends	340.78	8,025.41
<b>Total Income</b>	<b>346.83</b>	<b>8,250.75</b>

**Investment Detail**

Description	Starting Balance	Ending Balance
<b>Cash and Bank Sweep</b>		
BANK SWEEP X,Z	82,976.47	83,323.30

Description	Symbol	Quantity	Price	Market Value
<b>Investments</b>				
ISHARES PREFERRED INCOME SEC ETF	PFF	2,054.0000	37.20000	76,408.80
VANGUARD DIVIDEND APPRECIATION ETF	VIG	1,145.0000	122.54000	140,308.30
VANGUARD HIGH DIVIDEND YIELD ETF	VYM	1,367.0000	91.76000	125,435.92
<b>Total Account Value</b>				<b>425,476.32</b>

**Transaction Detail**

<b>Settle Trade</b>						
Date	Date	Transaction	Description	Quantity	Price	Total
<b>Cash, Bank Sweep, and Money Market Funds Activity</b>						
11/07	11/07	Cash Dividend	ISHARES PREFERRED INCOME SEC ETF: PFF			340.78
11/18	11/15	Bank Interest <sup>X,Z</sup>	BANK INT 101619-111519 SCHWAB BANK			6.05

**Bank Sweep Activity**

					Opening Balance <sup>X,Z</sup> : 82,976.47
Trans Date	Transaction	Description	Withdrawal	Deposit	
11/08	Auto Transfer	BANK CREDIT FROM BROKERAGE <sup>X</sup>		340.78	
11/15	Interest Paid <sup>X,Z</sup>	BANK INTEREST		6.05	
<b>Total Activity</b>			<b>0.00</b>	<b>346.83</b>	
					<b>Ending Balance<sup>X,Z</sup>: 83,323.30</b>

Bank Sweep: Interest rate as of 11/29/19 was 0.06%. Your interest period was 10/16/19 - 11/15/19. <sup>Z</sup>

Please see "Endnotes For Your Account" section for an explanation of the endnote codes and symbols on this statement.

106488 2/2

106488 2/2

## Bianchini Capital Improvement Fund Expenditures

2019 Projects:

**ADA compliance in C wing**

3/18/2019 – Bisbee Northcott (ADA compliance)

	\$ 181.00
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**\$ 181.00**

**ADA compliance main gym entrance**

**Health and Safety**

2/6/2019 – Flying Squirrel / Emergency Tree Removal	\$ 1950.00
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4/15/2019 – Zoro / Diesel Tank Fence and Gate	\$ 199.39
---	-----------

4/15/2019 – Steve Conklin / Ball field fencing (kids safety issue)	\$ 1761.23
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**\$3,910.23**

**Total: \$4091.23**

SIERRA VISTA CENTER

BIANCHINI ADVISORY BOARD ANNUAL MEETING

July 15, 2019 11:00 AM

1. Attendance NANCY HAGMAN BETH MILLER  
FOXSEY McCLEARY JENNY WIESZ  
MARNIE MENDOZA

2. Request and recommendation for allocation of Bianchini Investment Fund annual dividends of \$10,395.86 for SVC insurance (\$7,668.44 approximately) with the remainder to be directed to building improvements.

INSURANCE \$ 7,913.00  
BUILDING \$ 2,482.86

SIERRA VISTA CENTER & CITY OF COLFAX  
Joint Assistance Program / 2019

<b><u>January</u></b>	Food Train (Nutrition education / food giveaway)	\$200
<b><u>February</u></b>	Food Train (Nutrition education / food giveaway)	\$200
<b><u>March</u></b>	Food Train (Nutrition education / food giveaway)	\$200
(2 <sup>nd</sup> )	VFW (making gift baskets for community use)	\$ 30
(31 <sup>st</sup> )	American River Watershed (educational/film festival)	\$200
<b><u>April</u></b>	Food Train (Nutrition education / food giveaway)	\$200
(19 <sup>th</sup> )	Colfax Ministerial Association (Good Friday Service)	\$ 70
(20 <sup>th</sup> )	Gold Country Lioness (Community rock painting)	\$105
(23 <sup>rd</sup> )	Cub Scouts / BSA (Pinewood Derby races)	\$ 60
<b><u>May</u></b>	Food Train (Nutrition education / food giveaway)	\$200
<b><u>August</u></b>	Colfax Todd Valley Consolidated Tribe	\$305
<b><u>September</u></b>	Food Train (Nutrition education / food giveaway)	\$100
<b><u>October</u></b>	Food Train (Nutrition education / food giveaway)	\$100
(30 <sup>th</sup> )	City of Colfax Community Dinner	\$ 80
(31 <sup>st</sup> )	Colfax Baptist Church Harvest Festival	\$120
<b><u>November</u></b>	Food Train (Nutrition education / food giveaway)	\$100
(11 <sup>th</sup> )	Colfax Junior Falcon's Awards Dinner	\$120
(27 <sup>th</sup> )	Colfax Lion's Club Thanksgiving Dinner	\$300
<b><u>December</u></b>	Food Train (Nutrition education / food giveaway)	\$100
(14 <sup>th</sup> )	Soroptimist of Colfax / Gold Country Lioness (coat giveaway)	\$100
(17 <sup>th</sup> )	Colfax Moms (Children making gingerbread houses)	\$ 60

\$ 2950



# Staff Report to City Council

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## FOR THE JANUARY 8, 2020 REGULAR CITY COUNCIL MEETING

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**From:** Wes Heathcock, City Manager  
**Prepared by:** Wes Heathcock, City Manager; Alfred A. “Mick” Cabral, City Attorney  
**Subject:** Staff Presentation, Public Hearing, First Reading for the Sewer Ordinance 475 Appendix A Language Clarification

*Budget Impact Overview:*

N/A: √	Funded:	Un-funded:	Amount:	Fund(s):
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**RECOMMENDED ACTION:** Receive a presentation from Bartle Wells Associates, introduce the proposed ordinance amending Colfax Municipal Code Chapter 13.08 by title only, conduct a public hearing, waive the first reading and schedule the proposed ordinance for adoption at the January 22, 2020 regular meeting.

**Summary/Background:**

At the August 14, 2019 regular meeting, the City Council appointed then Mayor Fatula and then Mayor Pro Tem Mendoza to the Sewer Ad Hoc committee (Committee). The Committee was tasked with reviewing Colfax Municipal Code Chapter 13.08.180, Appendix A (Sewer User Groups) to determine whether the methodology for assessing commercial sewer service rates should be modified. The City procured Doug Dove with Bartle Wells Associates to assist with the Appendix A analysis and provide appropriate changes to recommend.

The Committee conducted two meetings to study this issue and determine whether to recommend amending Appendix A. At the second meeting on December 6, 2019, the Committee determined that minor clarifying changes should be made to Appendix A to more equitably allocate sewer service charges on multi-tenant commercial buildings. The recommended changes include: (1) Assign a minimum of one equivalent dwelling unit (EDU) to the first 1,000 square feet of a multi-tenant commercial building, unless otherwise noted, and (2) not apply that minimum charge to ancillary uses so the additional charge for ancillary uses will be based upon the burden ancillary uses place on the sewer system, which can be more or less than one EDU. The attached Appendix A reflects the clarifying language that was developed during the Committee meetings.

Colfax Municipal Code Chapter 13.08 was adopted by Ordinance 475 and can only be amended by ordinance. This requires introduction of the proposed changes at one regular Council meeting and adoption at a second regular Council meeting that occurs at least five days after the first. Staff recommends that the Council receive a presentation from Bartle Wells Associates, introduce the proposed ordinance amending Chapter 13.08 by title only, conduct a public hearing, waive the first reading of the ordinance and schedule it for adoption at the January 22, 2020 regular City Council meeting. If the public hearing is conducted on January 8, the ordinance can be placed on the January 22, 2020 consent calendar for adoption.

The proposed ordinance does not change the established sewer service charge rates. It only slightly modifies the methodology for applying those rates to multi – tenant commercial buildings. Therefore, the proposed ordinance does not require the notice and hearing Proposition 218 requires for rate adjustments.

**Fiscal Impact:**

Adopting the proposed ordinance is anticipated to cause a slight reduction in sewer service charges collected from multi – tenant commercial users.

**Attachments:**

1. Colfax Sewer Recommendations
2. Ordinance 540

Attachment 1

**BARTLE WELLS ASSOCIATES**  
INDEPENDENT PUBLIC FINANCE ADVISORS

1889 Alcatraz Avenue  
Berkeley, CA 94703  
T: 510-653-3399  
www.bartlewells.com

**DATE:** December 23, 2019

**TO:** Wes Heathcock, City Manager and Larry Wing, City Engineer, Colfax CA

**FROM:** Doug Dove, President

**SUBJECT:** Proposed Sewer EDU Adjustments

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MEMORANDUM

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**Background:** The City of Colfax recently implemented a multi-year sewer rate increase. The current sewer rates are \$133 per month per equivalent dwelling unit (EDU) as defined in “Appendix A”. Several commercial sewer customers have recently complained about their EDU assignments and overall sewer costs. The City maintains a list of customers and their assigned EDUs for billing purposes. For the City as a whole, the sewer system serves 1,204 EDUs as shown in Table 1. Commercial customers account for about 260 EDUs or 22% of the City’s total EDUs. A survey of the current sewer rates for the surrounding communities is attached for information. The survey also includes current population estimates for each community surveyed.

**Recommendation:** The City of Colfax should consider making some minor administrative adjustments to its sewer EDU definitions in “Appendix A”. This can be done at the staff and City Council level without triggering a new Prop 218 noticing process. By doing this, the City can improve the equity of the sewer rates and allow those who believe they are not getting a fair EDU assignment to request a re-rating. The recommended adjustments to Appendix A include the following:

- A minimum of 1 EDU is assigned per sewer service connection/parcel unless otherwise noted in Appendix A.
- Ancillary uses should not be subject to a minimum EDU assignment.
- The minimum EDU assignment should include the first 1,000 sq. ft. building area, unless otherwise noted.
- The existing category of Additional “Granny House” should be renamed Accessory Dwelling Unit and the EDU assignments should be based on square footage to comply with recent state law changes.

The proposed changes are noted in red on the attached Appendix A.

By making these changes, the EDU assignment process will be more equitable. Customers that request a re-rating based on the new Appendix A will have to live with the results which may cause their EDU rating to go up or down. Customers that do not request a re-rating would keep their current (historical) EDU assignments.

**Attachment 1**

The impacts of implementing the recommended adjustments to Appendix A would likely be a modest reduction in total commercial EDUs billed by the City. Table 2 shows three examples of ratings of commercial and residential customers under the updated Appendix A. It is unknown exactly how many EDUs would be lost in a re-rating process but BWA estimates somewhere between 10 and 30 EDUs may be lost. In monetary terms, at about \$1,600 per EDU per year, this translates to about a \$16,000 to \$48,000 annual reduction in revenues. Compare this with the total annual budget of just over \$2 million (including operations debt service and reserve funding).

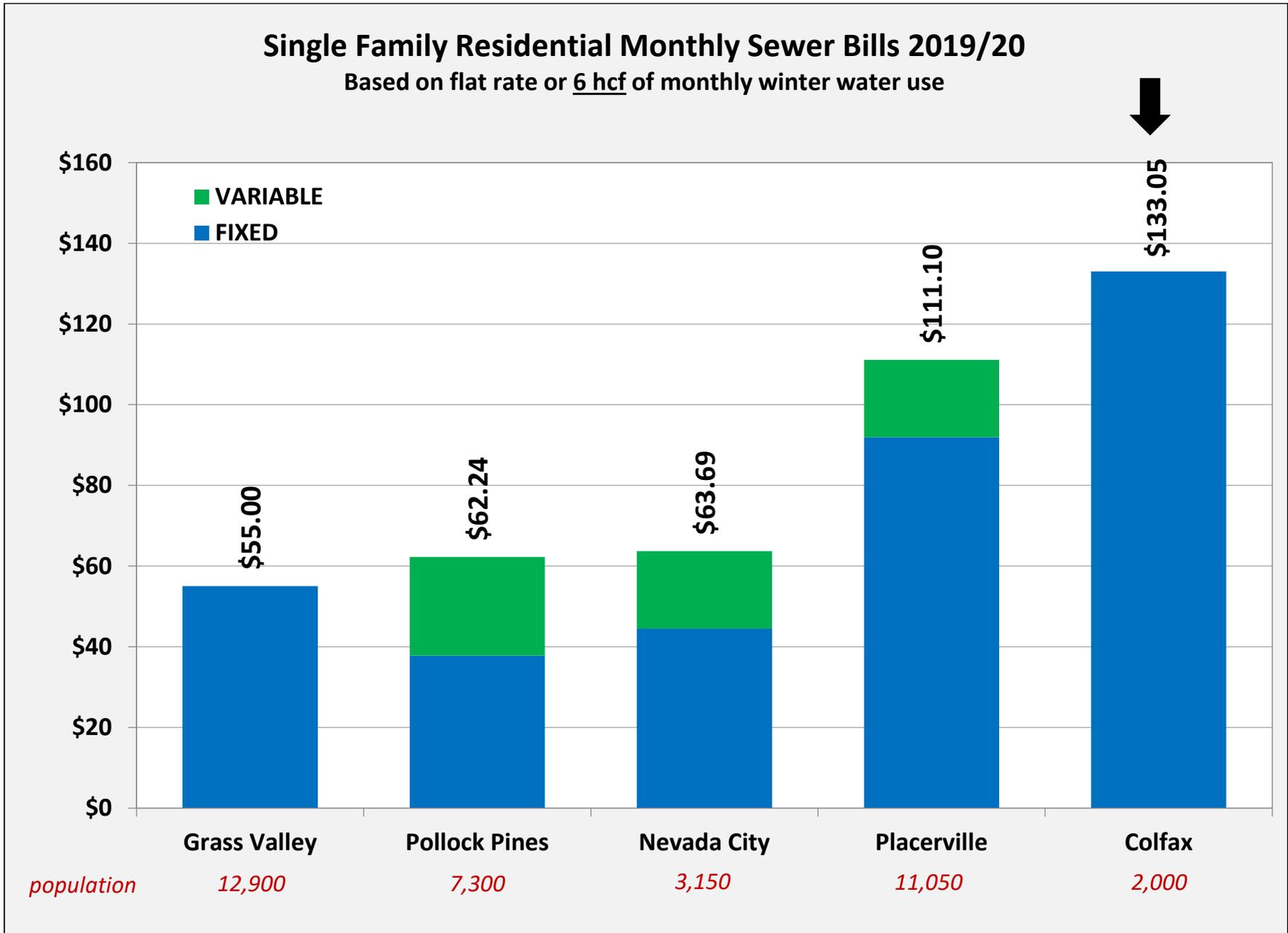
At some point in the future (probably around 2022) when a full sewer rate study is required, the City could revisit the EDU ratings by doing an in-depth water consumption analysis of the various customers. This would require getting the water consumption data from Placer County Water Agency, the water purveyor that serves Colfax.

**Attachment 1**

Table 1. City of Colfax Sewer EDU Summary

Customer Class	2018 Rate	Current
	Study EDUs	2019 EDUs
Single-Family Residential	818.20	552.10
Multi-Family Residential	21.40	280.00
Church	15.00	15.00
Commercial	202.77	259.47
Government	8.08	10.08
Schools	58.30	58.30
Railroad Property	35.50	30.00
Other	1.80	
<b>Total EDUs</b>	<b>1,161.05</b>	<b>1,204.95</b>

Attachment 1



## Attachment 1

APPENDIX A  
SEWER USER GROUPS

(with proposed January 2020 clarifications)

User Group Code	Main Group	Subcategory	EDU Rate Factor		EDU Basis
			Base	Add'l	
<b>100. RESIDENTIAL</b>					
110	Single Family Dwellings		1.0		
	110.1	Accessory Dwelling Unit Additional "Granny House"		0.8	Per 1000 sq. ft. Colfax Ordinance
	Ancillary Uses (1)	Non-Commercial Swimming Pool			Exempt from additional charges
		Seperate Business Structure			Seperate account required.
120	Multiple Family Dwellings (incl. Commercial)		1.0		Minimum 1 EDU for first unit, plus:
	120.1	Apartments, Duplex, Triplex		0.8	Per each additional dwelling unit.
	120.2	Bed & Breakfast, Boarding Houses		0.4	Per each additional rental / sleeping room.
	120.3	Convalescent Homes, Community		0.6	Per each additional rental / sleeping room.
	120.4	Hotels, Motels, Resorts		0.3	Per unit
	120.5	Trailer Parks, Mobile Home Parks		0.8	Per pad or space
	Ancillary Uses (1)	Examples: Coffee shop or Restaurant (220), Health Studio and/or Spa/Gym (211), Self-serve Laundry facilities (213), Halls / Auditoriums (210), & similar uses other than units for rent. Pool; Sanitary Dump Station = 1 EDU each.			
<b>200. NON-RESIDENTIAL COMMERCIAL</b>					
201	Auto Dealerships (New and Used)		1.0	0.2	1 EDU min., to 1000 sq ft ; 0.2 EDU each additional 1000 sq. ft. gross floor area
	Ancillary Uses (1)	Examples: Garage & Equipment Rental / Service Yards (209), Car Wash (206), Service Stations for vehicle fueling (223) similiar commerical services.			
202	Banks & Financial Institutions		1.0	0.3	1 EDU min., to 1000 sq ft ; 0.3 EDU each additional 1000 sq. ft. gross floor area
	Ancillary Uses (1)	Examples:			
203	Bakeries		2.0	1.7	2 EDU min., to 1000 sq ft ; 1 EDU each additional 1000 sq. ft. gross floor area
	Ancillary Uses (1)	Examples: Coffee Shop or Restaurant (220).			
204	Bars & Taverns		1.0	1.0	1 EDU min to 1000 sq ft ; 1 EDU each additional 1000 sq. ft.
	Ancillary Uses (1)	Examples: Coffee Shop or Restaurant (220).			
205	Bowling Alleys		1.0	0.4	1 EDU minimum to 1000 sq. ft., plus 0.4 EDU each additional 1000 sq. ft. gross floor area
	Ancillary Uses (1)	Examples: Restaurant (220), Bar (204), Retail Store (221).			
206	Car Wash		1.0		1 EDU minimum (if stand alone), plus
	206.1	Self-Service		1.0	1 EDU per stall
	206.2	Automatic		3.0	3 EDU per wash rack
	Ancillary Uses (1)	Examples: Coffee Shop or Restaurant (220).			

## Attachment 1

User Group Code	Main Group	Subcategory	EDU Rate Factor		EDU Basis
			Base	Add'l	
207		Dry Cleaners, Commercial/Industrial Laundries	1.7	1.7	1.7 EDU minimum up to 1000 sq. ft., plus 1.7 EDU per additional 1000 sq. ft. floor space
	Ancillary Uses (1)	Examples: Self-service Laundry (213)			
208		Fire Stations	1.0	0.6	1 EDU up to 1000 sq. ft. ; 0.6 EDU each additional 1000 sq. ft.
	Ancillary Uses (1)	Not applicable - Base Rate Factor for Fire Stations includes all rooming and cooking facilities for staff, all equipment and vehicle service and fueling.			
209		Garages & Equipment Rental / Service Yards	1.0	1.0	1 EDU minimum (if stand alone), plus 1 EDU per 10 repair bays.
	Ancillary Uses (1)	Examples: Car Wash (206), Service Station (223), Industrial (400).			
	Note	Production and release of hazardous wastes to sewer very possible; may require mitigation.			
210		Halls, Lodges & Auditoriums	1.0	0.3	1 EDU minimum to 1000 sq. ft., plus 0.3 EDU each 1000 sq. ft. floor space.
	Ancillary Uses (1)	Examples: Coffee Shop or Restaurant (220), Bars & Taverns (204), Pool.			
211		Health Studios, Beauty Salons, Spas & Gyms	2.0	1.0	2 EDU minimum up to 1000 sq. ft.; 1 EDU each additional 1000 sq. ft.
	Ancillary Uses (1)	Examples: Food preparation and service area, equivalent of "Restaurant" (220); Pool.			
212		Hospitals, Medical Clinics, EMT Facilities	2.0	1.0	2 EDU minimum (if stand alone), plus 1 EDU per 10 licensed beds or equivalent care stations.
	Ancillary Uses (1)	Examples: Coffee Shop or Restaurant (220), Commercial/Industrial Laundry (207).			
	Note	Wastewater may require treatment for chemical, biological, radiological hazards.			
213		Laundries: Self-Service Laundromats	1.0	0.3	1 EDU minimum (if stand alone), plus 0.3 EDU per washing machine.
	Ancillary Uses (1)	Examples:			
	Note	Wastewater may require treatment for high chemical loading.			
214		Markets, & "Mini-marts"	1.0	0.5	1 EDU minimum to 1000 sq. ft., plus 0.5 EDU each additional 1000 sq. ft.
	Ancillary Uses (1)	Examples: Coffee shop, food prep and service to public, equivalent of "Restaurant" (220), Bakeries (203).			
215		Medical & Dental Offices	1.0	0.5	1 EDU minimum to 1000 sq. ft., plus 0.5 EDU each additional 1000 sq. ft.
	Ancillary Uses (1)	Examples: Hospital (including laboratory preparation area) (212).			
	Note	Wastewater may require treatment for chemical, biological, radiological hazards.			

Attachment 1

User Group Code	Main Group	Subcategory	EDU Rate Factor		EDU Basis
			Base	Add'l	
216	Mortuaries		1.0	1.0	1 EDU minimum, plus 1 EDU per "slumber room."
	Ancillary Uses (1)	Examples: Hospital (including laboratory / forensics preparation area) (212).			
217	Office Buildings		1.0	0.2	1 EDU minimum to 1000 sq. ft. (if stand alone); plus 0.2 EDU per additional 1000 sq. ft. gross floor area.
	Ancillary Uses (1)	Examples: Complex may provide common facilities: pool, gym with showers (211); cafeteria (220)			
	Note	May have high chemical (cleaning product) loading. Rapid change in tenancy can dramatically impact sewer characteristics.			
218	Parks & Fairgrounds		1.0	1.0	1 EDU minimum, 1 EDU per restroom ("comfort station") complex: (men's, women's and janitorial supply).
	Ancillary Uses (1)	Examples: Trailer / RV spaces (120); Spa / Gym w/ Showers (211); Halls, Auditoriums (210) permanent food service area(s), as equivalent of "Restaurant" (220); Equipment service, storage and/or maintenance yards (209). Sanitary dump stations = 1 EDU each; Pool.			
	Note	May include confined animal facilities; if sewer, consider additional impacts.			
219	Places of Worship		2.0	0.2	2 EDU per facility, up to 10,000 sq. ft. gross floor space, plus 0.2 EDU per each additional 1000 sq. ft. 1 EDU additional per each residence on site.
	Ancillary Uses (1)	Examples: Full kitchen, for food preparation & service equivalent to "Restaurant" (220); Community Care rooms rented (120).			
220	Restaurants				Base EDU min to 1000 sq. ft., (if stand alone), plus:
	220.1 Take-out Only		1.0	1.0	1 EDU per 1000 sq. ft. additional gross floor area
	Full Service		2.0	2.0	2 EDU per 1000 sq. ft. additional gross floor space
	Ancillary Uses (1)	Examples: Bar (204); Market (214); Retail "gift shop" (221).			
221	Retail Stores		1.0	0.5	1 EDU minimum to 1000 sq. ft.; 0.5 EDU per each additional 1000 sq. ft. gross floor area
	Ancillary Uses (1)	Examples: Complex may include coffee shop, cafeteria or Restaurant (220).			
	Note	Rapid change in tenancy, as with Office Buildings, can result in dramatic change in sewage			
222	Schools				
	222.1 Elementary		1.0	1.0	1 EDU minimum, 1 EDU per 20 students (ADA) plus Staff.
	222.2 Secondary		2.0	1.0	2 EDU minimum, 1 EDU per 10 students (ADA) plus Staff.
	Ancillary Uses (2)	Not applicable: Ancillary facilities weighed in rate factor.			
	Note	"ADA" = Average Daily Attendance, or the actual number of students attending class.			
223	Service Stations		1.0	0.1	1 EDU minimum plus 0.1 EDU per pump
	Ancillary Uses (1)	Examples: Car Wash (206); Garage, Equipment service / repair (209); Market or "mini-mart" (214); Food; service (220); Industrial: "Paint & Body Shop" (400).			
	Note	Production and release of hazardous wastes to sewer very possible: may require mitigation.			

**Attachment 1**

User Group Code	Main Group	Subcategory	EDU Rate Factor		EDU Basis
			Base	Add'l	
224	Theaters		1.0	0.4	1 EDU minimum to 1000 sq. ft., plus 0.4 EDU per additional 1000 sq. ft. Snack Bar included in base allocation.
	Ancillary Uses (1)	Examples: Full Service Restaurant (220); Retail sales area (221); if life production theater: may provide Gym with showers (211).			
225	Warehouses & Storage Facilities		1.0	1.0	1 EDU minimum, 1 EDU per 10,000 sq. ft. plus 1 EDU if manager's quarters on-site
	Ancillary Uses (1)	Examples: Industrial / manufacturing activities (400).			
300	Non-defined Commercial		1.0		1 EDU minimum, plus additional allocation on per-case basis.
	Ancillary Uses (1)	Examples: Attempt should be made to assign undefined commercial user to one or more existing User Group, based on assumed sewage characteristics. New User, or significant changes in flow volume/loading at existing facility, will need to be re-characterized and reported at user's expense. Wholly new categories should be considered for addition by amendment to Ordinance.			
400	Industrial & Manufacturing		2.0		2 EDU minimum, plus additional allocation on per-case basis, plus additional applicable industrial wastewater fees.
	Ancillary Uses (1)	Examples: Garage, equipment / vehicle repair (209); Storage (225).			
	Note	Production and release of hazardous wastes to sewer very possible: may require mitigation. Industrial Wastewater Discharge Permit may be required.			

(1) Ancillary Uses: EDU allocation increases for each ancillary use provided on premises. Ancillary Uses are added to the Base Allocation, according to criteria for each category of use. Minimum requirement in each category does not apply for Ancillary Uses.

(2) EDU Allocations for schools are based on standard strength characteristics and average sewer flows provided by the State Water Resources Control Board.

## Attachment 1

**Table 2. City of Colfax Updated EDU Calculation Examples**
**Example 1                      Mixed Use Development on Single Sewer Connection/Account**

Use	User Group	Square Footage	Primary Use Base Rate EDU	Primary Use Additional Footage EDU	Ancillary Use Additional Footage EDU	Total EDU's
Office	217 General Office	1,500	1.0	0.1	N/A	1.1
	221 Retail Store					
Antique Store	221 Retail Store	560	N/A	N/A	0.3	0.3
Drug Store	221 Retail Store	750	N/A	N/A	0.4	0.4
Multi-Family Residence	120 Multi-Family		N/A	N/A	0.8	0.8
	120 Multi-Family		N/A	N/A	0.8	0.8
Bar	204 Bars & Taverns	1,000	N/A	N/A	1.0	1.0
	220 - 1 Take-out					
Take-out Restaurant	Restaurant	900	N/A	N/A	0.9	0.9
<b>Total</b>		<b>4,710</b>				<b>5.3</b>

**Example 2                      Mixed Use Development on Single Sewer Connection/Account**

Use	User Group	Square Footage	Primary Use Base Rate EDU	Primary Use Additional Footage EDU	Ancillary Use Additional Footage EDU	Total EDU's
Bakery	203 Bakeries	1,600	2.0	1.0	N/A	3.0
	217 Office Buildings					
Office	217 Office Buildings	500	N/A	N/A	0.1	0.1
Beauty Salon	211 Health Studios, Beauty Salons, Spas & Gyms	600	N/A	N/A	0.6	0.6
	215 Medical & Dental Offices					
Medical Office	215 Medical & Dental Offices	1,000	N/A	N/A	0.5	0.5
Full-Service Restaurant	220 - 2 Full-Service	900	N/A	N/A	1.8	1.8
	Restaurant					
<b>Total</b>		<b>4,600</b>				<b>6.0</b>

**Example 3                      Single-Family + 500 sq ft Accessory Dwelling Unit**

Use	User Group	Square Footage	Primary Use Base Rate EDU	Primary Use Additional Footage EDU	Ancillary Use Additional Footage EDU	Total EDU's
Single-Family Residence	110 Single-Family Dwellings	N/A	1.0	N/A	N/A	1.0
	110.1 Accessory Dwelling Unit					
Accessory Dwelling Unit	110.1 Accessory Dwelling Unit	500	N/A	N/A	0.4	0.4
<b>Total</b>						<b>1.4</b>

**Attachment 2**

CITY OF COLFAX

ORDINANCE NO. 540

**AN ORDINANCE OF THE CITY OF COLFAX AMENDING COLFAX MUNICIPAL CODE CHAPTER 13.08, APPENDIX A TO CLARIFY THE METHODOLOGY FOR ASSESSING SEWER SERVICE CHARGES ON MULTI-TENANT COMMERCIAL BUILDINGS**

The City Council of the City of Colfax does ordain as follows:

Section 1:

Colfax Municipal Code Chapter 13.08 is hereby amended in accordance with the provisions of the Ordinance attached hereto as Exhibit A which is incorporated herein by this reference.

Section 2. Superceding Provisions

The provisions of this Ordinance and any resolution adopted pursuant hereto shall supersede and repeal any previous Ordinance or resolution to the extent the same is in conflict herewith.

Section 3. Severability

If any section, phrase, sentence or portion of this Ordinance is for any reason held invalid or unconstitutional by the final judgment of any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision; and such holding shall not affect the validity of the remaining portions hereof.

Section 4. California Environmental Quality Act Findings

The City of Colfax finds that, if the provisions of the California Environmental Quality Act, Public Resources Code §21000 et seq (hereinafter "CEQA") apply, the title of this ordinance would constitute a brief description of the "Project" as required by Section 15062(a)(1) of the Guidelines for Implementation of the California Environmental Quality Act published by the State of California Office of Planning and Research (the "CEQA Guidelines").

FINDING OF NO PROJECT

The City of Colfax finds that adoption of this ordinance does not constitute a "Project" as that term is defined by or used in CEQA, the CEQA Guidelines or any court or attorney general opinion construing the same. Accordingly, the City of Colfax finds that the provisions of CEQA and the CEQA Guidelines are not applicable to said action.

FINDING OF EXEMPTION

In the event that it is found that the said action constitutes a "Project" as defined by or used in CEQA or the CEQA Guidelines, which finding would be contrary to the City’s opinion of its action, the City of Colfax hereby finds that said action is exempt from compliance with CEQA and the CEQA Guidelines, for the following reasons: The action falls within the exemptions provided by Senate Bill 94, and within the “common sense” CEQA exemption provided in 14 CCR 15061(b)(3) in that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the action may have a significant effect on the

**Attachment 2**

environment, the action is not subject to CEQA. CEQA Guidelines, Section 15061(b)(3). It can be seen with certainty that adoption of this ordinance and its provisions cannot possibly have a significant effect on the environment.

Section 5. Effective Date

This Ordinance, and all of its provisions, shall take effect thirty (30) days after its adoption and shall, within 15 days after its adoption, be published or posted in accordance with Section 36933 of the Government Code of the State of California with the names of those City Council members voting for and against it.

The foregoing Ordinance was introduced at a duly held regular meeting of the City Council of the City of Colfax held on the 8<sup>th</sup> day of January, 2020, and passed at a duly held regular meeting of the City Council held on the 22<sup>nd</sup> day of January, 2020, by the following vote:

AYES:  
NOES:  
ABSENT:

\_\_\_\_\_  
Marnie Mendoza, Mayor

APPROVED AS TO FORM:

ATTEST:

\_\_\_\_\_  
Alfred Cabral  
City Attorney

\_\_\_\_\_  
Jaclyn Collier  
City Clerk

**Attachment 2**

**EXHIBIT A**

**CITY OF COLFAX**

**ORDINANCE NO. 504**

**AN ORDINANCE OF THE CITY OF COLFAX AMENDING COLFAX MUNICIPAL CODE CHAPTER 13.08, APPENDIX A TO CLARIFY THE METHODOLOGY FOR ASSESSING SEWER SERVICE CHARGES ON MULTI-TENANT COMMERCIAL BUILDINGS**

The City Council of the City of Colfax does ordain as follows:

Colfax Municipal Code Title 13, Chapter 13.08 is hereby amended by replacing Appendix A, “Sewer User Groups” with the Appendix A attached hereto and by this reference incorporated herein.

## Attachment 2

**APPENDIX A**  
**SEWER USER GROUPS**  
**(with January 2020 clarifications)**

User Group Code	Main Group	Subcategory	EDU Rate Factor		EDU Basis
			Base	Add'l	
<b>100. RESIDENTIAL</b>					
110	Single Family Dwellings		1.0		
	110.1	Accessory Dwelling Unit Additional "Granny House"		0.8	Per 1000 sq. ft. Colfax Ordinance
	Ancillary Uses (1)	Non-Commercial Swimming Pool			Exempt from additional charges
		Seperate Business Structure			Seperate account required.
120	Multiple Family Dwellings (incl. Commercial)		1.0		Minimum 1 EDU for first unit, plus:
	120.1	Apartments, Duplex, Triplex		0.8	Per each additional dwelling unit.
	120.2	Bed & Breakfast, Boarding Houses		0.4	Per each additional rental / sleeping room.
	120.3	Convalescent Homes, Community		0.6	Per each additional rental / sleeping room.
	120.4	Hotels, Motels, Resorts		0.3	Per unit
	120.5	Trailer Parks, Mobile Home Parks		0.8	Per pad or space
	Ancillary Uses (1)	Examples: Coffee shop or Restaurant (220), Health Studio and/or Spa/Gym (211) , Self-serve Laundry facilities (213), Halls / Auditoriums (210), & similar uses other than units for rent. Pool; Sanitary Dump Station = 1 EDU each.			
<b>200. NON-RESIDENTIAL COMMERCIAL</b>					
201	Auto Dealerships (New and Used)		1.0	0.2	1 EDU min., to 1000 sq ft ; 0.2 EDU each additional 1000 sq. ft. gross floor area
	Ancillary Uses (1)	Examples: Garage & Equipment Rental / Service Yards (209), Car Wash (206), Service Stations for vehicle fueling (223) similiar commerical services.			
202	Banks & Financial Institutions		1.0	0.3	1 EDU min., to 1000 sq ft ; 0.3 EDU each additional 1000 sq. ft. gross floor area
	Ancillary Uses (1)	Examples:			
203	Bakeries		2.0	1.7	2 EDU min., to 1000 sq ft ; 1 EDU each additional 1000 sq. ft. gross floor area
	Ancillary Uses (1)	Examples: Coffee Shop or Restaurant (220).			
204	Bars & Taverns		1.0	1.0	1 EDU min to 1000 sq ft ; 1 EDU each additional 1000 sq. ft.
	Ancillary Uses (1)	Examples: Coffee Shop or Restaurant (220).			
205	Bowling Alleys		1.0	0.4	1 EDU minimum to 1000 sq. ft., plus 0.4 EDU each additional 1000 sq. ft. gross floor area
	Ancillary Uses (1)	Examples: Restaurant (220), Bar (204), Retail Store (221).			
206	Car Wash		1.0		1 EDU minimum (if stand alone), plus
	206.1	Self-Service		1.0	1 EDU per stall
	206.2	Automatic		3.0	3 EDU per wash rack
	Ancillary Uses (1)	Examples: Coffee Shop or Restaurant (220).			

## Attachment 2

User Group Code	Main Group	Subcategory	EDU Rate Factor		EDU Basis
			Base	Add'l	
207		Dry Cleaners, Commercial/Industrial Laundries	1.7	1.7	1.7 EDU minimum up to 1000 sq. ft., plus 1.7 EDU per additional 1000 sq. ft. floor space
	Ancillary Uses (1)	Examples: Self-service Laundry (213)			
208		Fire Stations	1.0	0.6	1 EDU up to 1000 sq. ft. ; 0.6 EDU each additional 1000 sq. ft.
	Ancillary Uses (1)	Not applicable - Base Rate Factor for Fire Stations includes all rooming and cooking facilities for staff, all equipment and vehicle service and fueling.			
209		Garages & Equipment Rental / Service Yards	1.0	1.0	1 EDU minimum (if stand alone), plus 1 EDU per 10 repair bays.
	Ancillary Uses (1)	Examples: Car Wash (206), Service Station (223), Industrial (400).			
	Note	Production and release of hazardous wastes to sewer very possible; may require mitigation.			
210		Halls, Lodges & Auditoriums	1.0	0.3	1 EDU minimum to 1000 sq. ft., plus 0.3 EDU each 1000 sq. ft. floor space.
	Ancillary Uses (1)	Examples: Coffee Shop or Restaurant (220), Bars & Taverns (204), Pool.			
211		Health Studios, Beauty Salons, Spas & Gyms	2.0	1.0	2 EDU minimum up to 1000 sq. ft.; 1 EDU each additional 1000 sq. ft.
	Ancillary Uses (1)	Examples: Food preparation and service area, equivalent of "Restaurant" (220); Pool.			
212		Hospitals, Medical Clinics, EMT Facilities	2.0	1.0	2 EDU minimum (if stand alone), plus 1 EDU per 10 licensed beds or equivalent care stations.
	Ancillary Uses (1)	Examples: Coffee Shop or Restaurant (220), Commercial/Industrial Laundry (207).			
	Note	Wastewater may require treatment for chemical, biological, radiological hazards.			
213		Laundries: Self-Service Laundromats	1.0	0.3	1 EDU minimum (if stand alone), plus 0.3 EDU per washing machine.
	Ancillary Uses (1)	Examples:			
	Note	Wastewater may require treatment for high chemical loading.			
214		Markets, & "Mini-marts"	1.0	0.5	1 EDU minimum to 1000 sq. ft., plus 0.5 EDU each additional 1000 sq. ft.
	Ancillary Uses (1)	Examples: Coffee shop, food prep and service to public, equivalent of "Restaurant" (220), Bakeries (203).			
215		Medical & Dental Offices	1.0	0.5	1 EDU minimum to 1000 sq. ft., plus 0.5 EDU each additional 1000 sq. ft.
	Ancillary Uses (1)	Examples: Hospital (including laboratory preparation area) (212).			
	Note	Wastewater may require treatment for chemical, biological, radiological hazards.			

## Attachment 2

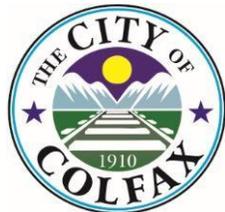
User Group Code	Main Group	Subcategory	EDU Rate Factor		EDU Basis
			Base	Add'l	
216	Mortuaries		1.0	1.0	1 EDU minimum, plus 1 EDU per "slumber room."
	Ancillary Uses (1)	Examples: Hospital (including laboratory / forensics preparation area) (212).			
217	Office Buildings		1.0	0.2	1 EDU minimum to 1000 sq. ft. (if stand alone); plus 0.2 EDU per additional 1000 sq. ft. gross floor area.
	Ancillary Uses (1)	Examples: Complex may provide common facilities: pool, gym with showers (211); cafeteria (220)			
	Note	May have high chemical (cleaning product) loading. Rapid change in tenancy can dramatically impact sewer characteristics.			
218	Parks & Fairgrounds		1.0	1.0	1 EDU minimum, 1 EDU per restroom ("comfort station") complex: (men's, women's and janitorial supply).
	Ancillary Uses (1)	Examples: Trailer / RV spaces (120); Spa / Gym w/ Showers (211); Halls, Auditoriums (210) permanent food service area(s), as equivalent of "Restaurant" (220); Equipment service, storage and/or maintenance yards (209). Sanitary dump stations = 1 EDU each; Pool.			
	Note	May include confined animal facilities; if sewer, consider additional impacts.			
219	Places of Worship		2.0	0.2	2 EDU per facility, up to 10,000 sq. ft. gross floor space, plus 0.2 EDU per each additional 1000 sq. ft. 1 EDU additional per each residence on site.
	Ancillary Uses (1)	Examples: Full kitchen, for food preparation & service equivalent to "Restaurant" (220); Community Care rooms rented (120).			
220	Restaurants				Base EDU min to 1000 sq. ft., (if stand alone), plus:
	220.1 Take-out Only		1.0	1.0	1 EDU per 1000 sq. ft. additional gross floor area
	Full Service		2.0	2.0	2 EDU per 1000 sq. ft. additional gross floor space
	Ancillary Uses (1)	Examples: Bar (204); Market (214); Retail "gift shop" (221).			
221	Retail Stores		1.0	0.5	1 EDU minimum to 1000 sq. ft.; 0.5 EDU per each additional 1000 sq. ft. gross floor area
	Ancillary Uses (1)	Examples: Complex may include coffee shop, cafeteria or Restaurant (220).			
	Note	Rapid change in tenancy, as with Office Buildings, can result in dramatic change in sewage			
222	Schools				
	222.1 Elementary		1.0	1.0	1 EDU minimum, 1 EDU per 20 students (ADA) plus Staff.
	222.2 Secondary		2.0	1.0	2 EDU minimum, 1 EDU per 10 students (ADA) plus Staff.
	Ancillary Uses (2)	Not applicable: Ancillary facilities weighed in rate factor.			
	Note	"ADA" = Average Daily Attendance, or the actual number of students attending class.			
223	Service Stations		1.0	0.1	1 EDU minimum plus 0.1 EDU per pump
	Ancillary Uses (1)	Examples: Car Wash (206); Garage, Equipment service / repair (209); Market or "mini-mart" (214); Food; service (220); Industrial: "Paint & Body Shop" (400).			
	Note	Production and release of hazardous wastes to sewer very possible: may require mitigation.			

## Attachment 2

User Group Code	Main Group	Subcategory	EDU Rate Factor		EDU Basis
			Base	Add'l	
224	Theaters		1.0	0.4	1 EDU minimum to 1000 sq. ft., plus 0.4 EDU per additional 1000 sq. ft. Snack Bar included in base allocation.
	Ancillary Uses (1)	Examples: Full Service Restaurant (220); Retail sales area (221); if life production theater: may provide Gym with showers (211).			
225	Warehouses & Storage Facilities		1.0	1.0	1 EDU minimum, 1 EDU per 10,000 sq. ft. plus 1 EDU if manager's quarters on-site
	Ancillary Uses (1)	Examples: Industrial / manufacturing activities (400).			
300	Non-defined Commercial		1.0		1 EDU minimum, plus additional allocation on per-case basis.
	Ancillary Uses (1)	Examples: Attempt should be made to assign undefined commercial user to one or more existing User Group, based on assumed sewage characteristics. New User, or significant changes in flow volume/loading at existing facility, will need to be re-characterized and reported at user's expense. Wholly new categories should be considered for addition by amendment to Ordinance.			
400	Industrial & Manufacturing		2.0		2 EDU minimum, plus additional allocation on per-case basis, plus additional applicable industrial wastewater fees.
	Ancillary Uses (1)	Examples: Garage, equipment / vehicle repair (209); Storage (225).			
	Note	Production and release of hazardous wastes to sewer very possible: may require mitigation. Industrial Wastewater Discharge Permit may be required.			

(1) Ancillary Uses: EDU allocation increases for each ancillary use provided on premises. Ancillary Uses are added to the Base Allocation, according to criteria for each category of use. Minimum requirement in each category does not apply for Ancillary Uses.

(2) EDU Allocations for schools are based on standard strength characteristics and average sewer flows provided by the State Water Resources Control Board.



# City Council Minutes

Special Meeting/Workshop of Wednesday, December 11, 2019  
 City Hall Council Chambers  
 33 S. Main Street, Colfax CA

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## 1 CLOSED SESSION

### 1A. Call Closed Session to Order

### 1B. Roll Call

### 1C. Public Comment on Closed Session Items

### 1D. Closed Session

(a) Conference with Labor Negotiators pursuant to Government Code Section 54957.6. City's designated representatives: City Manager Wes Heathcock and Labor Consultant Dennis Batchelder. Employee organization: General unit employees represented by IUOE, Stationary Engineers, Local 39.

(b) Conference with legal counsel – existing litigation pursuant to Government Code Section 54959.9 (d) (1): ColfaxNet vs City of Colfax, United States District Court for the Eastern District of California Case Number 2:19-cv-02167-WBS-CKD.

(c) Public employee performance evaluation pursuant to Government Code Section 54957. Title: City Manager.

Council directed staff to place Item 1D(c) on the January 8<sup>th</sup> Closed Session meeting agenda.

**Report on Closed Session Items:** No reportable action.

## 2 OPEN SESSION

### 2A. Call Open Session to Order

Mayor Fatula called the Open Session to order at 11:13AM

### 2B. Pledge of Allegiance

### 2C. Roll Call

**Present:** Fatula, Mendoza, Douglass, Burruss, Lomen

**Absent:**

## 3 PUBLIC COMMENT

No Public Comment

## 4 WORKSHOP

### 4A. Commercial Cannabis Microbusiness

**Action:** Discuss and provide staff with direction

City Manager Heathcock discussed items to be addressed; Ordinance to be modified and cost proposal of \$25,000 for the SCI Consulting contract. He requested Council present questions.

Mayor Fatula requested to hear about the development agreement.

City Attorney Cabral stated there are a few steps to regulate cannabis and explained them. He stated way Council moves forward would result in the same outcome.

Member of the public Rich Miller stated reasons for a development agreement which included the revenue to the City. He talked about his time working at the State level for approval of adult cannabis use ordinances. Rich pointed out the City is not benefiting by only issuing one business license for retail and gave reasons why adult use should be approved.

Councilmember Burruss requested confirmation on revenue for cannabis. She and Rich had a discussion regarding revenue, confirmation of where the money would come from, and how the City could receive revenue. Councilmember Burruss stressed the need to have a number for revenue, places the revenue would go, including infrastructure and funding necessary changes, stated she is not interested in discussing adult use at the current meeting.

Councilmember Lomen agreed with Councilmember Burruss to not discuss adult use at the current meeting. He further stated the current ordinance would need to be revised to include distribution and manufacturing, to use the current business model to see if the cannabis industry is successful, and that he is open to discussions in the future regarding other options.

Councilmember Burruss again stated she is not prepared to push adult use forward.

Rich advised this would mean no revenue to the City.

Councilmember Burruss stated the City is not looking to make money on medical cannabis as it is a medicine and that the City doesn't want to profit from medication.

Council members Burruss and Lomen discussed Measure C.

Councilmember Lomen stated there is already a measure in place and questioned whether or not the City should invoke SCI Consulting to change the ordinance for distribution and manufacturing medical cannabis for the current business in Colfax.

City Attorney Cabral discussed the series of actions applicable to amending the current ordinance.

City Attorney Cabral and Mr. Dion discussed the current retail permit.

Councilmember Burruss requested clarification from SCI Consulting and whether or not they would mediate the process of changing and ordinance and what the ordinance would look like at the end of the process. She also stated the contract comes at a price additional to the current licensing, requested clarification of where the additional monies would come from.

Ms. Dion discussed the fees associated with the current State mandates, testing fees in California, and how getting locally grown product would mean lower costs for their patients. She stated some patients who are not looking to sell have less strict guidelines for growing personal use medical cannabis.

Discussion had between Mr. Dion, Ms. Dion, and member Rich.

Mr. Dion questioned whether or not City Attorney Cabral could re-write the ordinance, having written the current ordinance.

City Attorney Cabral confirmed writing the ordinance would be a great expense to the City.

Councilmember Lomen requested clarification on a timeframe for a new ordinance.

SCI Consultant, Kyle Tanard, stated what the proposed fees cover has been submitted to Council. He stated it includes three meetings with stake holders, and one meeting with Council. Mr. Tankard explained the timeframe, starting in January, would be approximately one to three months, depending on the direction Council wishes to take, but that changes can be made relatively quickly.

City Manager Heathcock and SCI Consultant Tankard had a discussion about the proposal not including setbacks and whether or not zoning would need to be considered, zoning for cultivation, growing, commercial use and whether or not those costs were included in the contract proposal from SCI Consulting. Mr. Tankard confirmed they were and explained the items included in the contract estimate presented to Council including \$2,000 per meeting and the different “pass” or phases of the contract.

Mr. Dion requested to confirm whether or not fewer meetings would result in a lesser fee.

Mr. Tankard agreed and added that the City would not be locked into a set number of meetings.

City Manager Heathcock requested clarification on how long the meetings would be for to which Mr. Tankard answered anywhere from one to three hours, and the number quoted at the bottom of the proposal contract is based on the maximum hourly rate charged by SCI Consulting.

City Manager Heathcock inquired about other questions regarding the proposed timeline of one to three months, resulting in May being the month for the item to be voted on by Council.

Mr. Tankard stated the amendment would have to go to planning.

Councilmember Burruss inquired about when permits would be issued if approved in May.

City Attorney Cabral explained the 30 day “cooling off period”.

Mayor Pro Tem Mendoza inquired as to whether or not SCI Consulting was new.

City Manager Heathcock explained SCI Consulting replaced HDL.

Discussion had between Mayor Pro Tem Mendoza and City Manager Heathcock regarding the current cost.

Discussion had between Councilmember Burruss, Ms. Dion, and Rich regarding business licenses, current population, and current demand for medical cannabis.

Councilmember Burruss talked about the need to explain to the public where the funds have gone and where they will go, regarding contract to possibly amend the current cannabis ordinance.

Councilmember Lomen discussed the issue that once Council decided to allow one cannabis license in the City, it became their responsibility to keep up to date and invest funds to maintain compliance with regulations set by California and that these would constantly be changing.

Councilmember Burruss stated the need to be proactive when changing the current ordinance, if done, to allow for easier additions and/or changes if needed to maintain compliance with the California regulations.

Mayor Fatula discussed annual cost going forward to maintain compliance with California regulations. He questioned whether or not the City is receiving a return on the investment made into cannabis.

Ms. Dion clarified the fees paid to the City are part of this return.

Mr. Dion stated allowing for distribution and manufacturing could provide a way for the City to recoup their funds.

Councilmember Burruss stated the new ordinance will not be written for only one retail business.

Councilmember Lomen reiterated that the ordinance is currently for one “pilot” retail business to determine it’s benefits to the City, also that a full understanding still isn’t known yet.

Councilmember Lomen, City Manager Heathcock, and Mayor Fatula discussed delivery and current inability to regulate this within the City due to the current ordinance.

Mr. Nick Dion stated current patients in Colfax can have deliveries made from Nevada City.

Discussion between Rich, Mr. Dion, and Ms. Dion regarding the current licensing structure for the City of Colfax allowing for only one medical cannabis retail shop.

*Mayor Fatula called a recess at 12:01PM*

*Mayor Fatula called the meeting called back to order at 12:09PM*

City Manager Heathcock requested Council provide direction to continue.

Councilmember Lomen stated he would like to have staff work with SCI Consulting to provide direction to which Councilmember Burruss agreed.

Mayor Pro Tem Mendoza stated she doesn’t want to spend City money on a cannabis ordinance.

City Manager Heathcock and Mayor Fatula discussed each fee on the contract as it pertains to the City and its members.

Mayor Fatula stated that in the Colfax City Limits there is not enough land to grow cannabis. He presented three options for resolution, to continue and make necessary changes without knowing the total cost to the City in the end, freeze the process and continue with everything the way it is, or terminate the current ordinance and cannabis business. Mayor Fatula shared his current concerns for the City, including fire safety and power safety. He shared he preferred to keep the ordinance as it is currently, discussed alternatives to where City funds could be used, and reported his direction for staff would be to freeze the process and continue with the ordinance as is.

Councilmember Lomen stated freezing the process can lead to the failure of the current business, and that no business can be successful without change.

A discussion was had between Mayor Fatula and Councilmember Lomen about the benefits and repercussions to the current cannabis business if the process is frozen.

Council members Burruss and Lomen, along with Mayor Fatula, discussed licensing expansion, zoning and requested clarification on the current State Regulation regarding the amount of plants one can grow personally.

City Attorney Cabral stated the current regulation allows for six plants.

Discussion was had regarding sale versus growing personal plants.

Councilmember Burruss stated she would like to give direction to have staff move forward with the contract with SCI Consulting not to exceed \$25,000.

Mr. Nick Dion and Ms. Dion expressed their concerns about the welfare of their business and their father's health.

Councilmember Douglass inquired into the legalities if the current cannabis business matched City funds.

City Cabral stated this is done through taxes.

Discussion between Mayor Fatula, Council members Burruss and Lomen, and City Manager Heathcock regarding the current amount that has been used from community funds to look into the cannabis ordinance, and how they can be recouped, as well as funding to maintain compliance with State regulations as they change.

Councilmember Burruss stated she wished to move forward with a clean slate regarding the money that has been spent so far.

Mr. Tankard stated part of the fees in the contract include a built-in cost recovery system.

Councilmember Lomen stated the City could prepare a fee schedule.

Discussion had between Council members Burruss and Lomen, and Mayor Fatula about the ordinance, current licensing fees, additional licensing fees and current amount spent on the cannabis ordinance.

Mr. Tankard stated SCI Consulting doesn't foresee the State making changes to the current regulations, but SCI Consulting can develop a structure allowing for maintenance of the City's current ordinance, making changes when necessary to maintain compliance with state regulations.

A discussion was had between Mayor Fatula, Council members Lomen and Burruss regarding the SCI Consulting contract amount, the amount of licensing fees each year, and the number and types of licenses that can be issued.

Councilmember Burruss inquired if Mr. Dion was prepared to pay the full cost of three separate licenses – manufacturing, distribution, and retail cannabis – as well as the cost of the SCI Consulting contract, as there is only one retail cannabis license currently allowed due to the City's current ordinance.

Mr. Dion stated he was, if he was issued the manufacturing and distribution licenses.

Mayor Fatula requested confirmation that Council agreed the total cost would include three separate license fees, the SCI Consulting contract fee, and all costs incurred by staff time. Council members Douglass, Burruss, and Lomen, as well as Mayor Pro Tem Mendoza all agreed.

Councilmember Burruss stated she would like to offer direction for Council to proceed with SCI's services not to exceed \$25,000 and a stipulation to recoup fees used by the City. Additionally, she requested to confirm staff time would be presented prior in the form of an estimate for the Dion's and that Council time is not applicable. Councilmember Lomen and Mayor Pro Tem Mendoza agreed.

City Attorney Cabral requested confirmation of the direction Council would be taking.

A citizen stated he wished to make a comment and wanted Council to understand the benefits of medical cannabis for its patients.

Discussion between Mayor Fatula and Councilmember Lomen regarding the "black marked deliveries" being used at this time by some patients.

Mr. Dion inquired as to whether or not the City can partner with his retail business, allowing the City to profit specifically, if there is a building the City can rent to him to make the money each month.

City Attorney Cabral stated no, Councilmember Burruss restated the City is not looking to make money off of the medical cannabis industry.

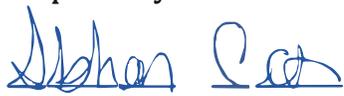
Discussion between Mayor Fatula and City Manager Heathcock was had about the total fees that would be applied to the cannabis ordinance.

Mr. Tankard stated there is an option to set up payment over 10-15 years, and in the event the City changes the ordinance later and wishes to add more retail licensing, the Dion family will not have paid the entire contract amount, covering the cost of future businesses.

## **5 ADJOURNMENT**

Mayor Fatula stated he felt the workshop complete with everything it was set out to do complete, he adjourned the meeting without objection at 12:42PM.

Respectfully submitted to City Council this 8<sup>th</sup> day of January 2020.



Siobhan Cox, Customer Service Representative



# City Council Minutes

Regular Meeting of Wednesday, December 11, 2019

City Hall Council Chambers

33 S. Main Street, Colfax CA

## **1 CLOSED SESSION** (NO CLOSED SESSION ITEMS)

## **2 OPEN SESSION**

### **2A. Call Open Session to Order**

Mayor Fatula called the open session to order at 6:02PM

### **2B. Pledge of Allegiance**

Myrtle Findley led the Pledge of Allegiance

### **2C. Roll Call**

Present: Fatula, Mendoza, Douglass, Burruss, Lomen

Absent:

### **2D. Approval of Agenda Order**

City Manager Heathcock reported Item 4A (SVCC Bianchini Annual Update) is not going to be presented, requested to remove the item from the agenda.

Mayor Fatula confirmed the presentation would occur at the next meeting, requested Item 4A be removed from the agenda.

**Recommendation:** By motion, accept the agenda as presented or amended.

MOTION made by Mayor Pro Tem Mendoza and seconded by Councilmember Burruss and approved by the following voice vote:

**AYES:** Fatula, Mendoza, Douglass, Burruss, Lomen

**NOES:**

**ABSTAIN:**

**ABSENT:**

## **3 AGENCY REPORTS**

### **3A. Placer County Sheriff**

### **3B. CALFIRE**

### **3C. CHP**

### **3D. Event Liaison**

### **3E. Colfax Chamber of Commerce**

### **3F. Sierra Vista Community Center**

## **4 PRESENTATION**

### **4B. CERT Presentation**

## **5 PUBLIC HEARING** (NO PUBLIC HEARING ITEMS)

**6 CONSENT CALENDAR**

- 6A. Minutes – Special Meeting/Workshop of October 23, 2019 – Commercial Cannabis Microbusiness Workshop**  
**Recommendation:** Approve the Minutes of the Special Meeting of October 23, 2019.
- 6B. Minutes – Special Meeting of October 23, 2019**  
**Recommendation:** Approve the Minutes of the Special Meeting of October 23, 2019.
- 6C. Minutes – Special Meeting of October 30, 2019**  
**Recommendation:** Approve the Minutes of the Special Meeting of October 30, 2019.
- 6D. Minutes – Regular Meeting of November 13, 2019**  
**Recommendation:** Approve the Minutes of the Regular Meeting of November 13, 2019.
- 6E. Minutes – Special Meeting of November 23, 2019**  
**Recommendation:** Approve the Minutes of the Special Meeting of November 25, 2019.
- 6F. Cash Summary Report – October 2019**  
**Recommendation:** Accept and file.
- 6G. Exterior Painting of City Hall and The Depot**  
**Recommendation:** Adopt Resolution \_\_-2019 authorizing the City Manager to enter into a contract agreement with DWS Painting for the exterior painting of City Hall and The Depot in an amount not to exceed \$16,000.
- 6H. The Batchelder Group Chief Negotiator Consultant Agreement**  
**Recommendation:** Adopt Resolution \_\_-2019 authorizing the City Manager to enter into a contract agreement with the Batchelder Group in an amount not to exceed \$12,000.
- 6I. OMNIA Partners – U.S. Communities Agreement**  
**Recommendation:** Adopt Resolution \_\_-2019 approving the application for eligibility and authorizing the City Manager and/or Community Services Director to participate in Omnia Partner's U.S. Communities purchasing program.
- 6J. Hazardous Vegetation Ordinance Update**  
**Recommendation:** Informational item only.

**Recommendation:** Approve Consent Calendar

Councilmember Burruss requested to pull Item 6I from the Consent Calendar.

Mayor Fatula requested to pull Item 6J from the Consent Calendar.

MOTION made by Councilmember Burruss and seconded by Mayor Pro Tem to approve the Consent Calendar with the exception of Items 6I and 6J and approved by the following voice vote:

**AYES:** Fatula, Mendoza, Douglass, Burruss, Lomen

**NOES:**

**ABSTAIN:**

**ABSENT:**

City Manager Heathcock provided information and answered questions on Items 6I and 6J.

MOTION made by Councilmember Burruss and seconded by Councilmember Lomen to approve Items 6I and 6J and approved by the following voice vote:

**AYES:** Fatula, Mendoza, Douglass, Burruss, Lomen

**NOES:**

**ABSTAIN:**

**ABSENT:**

**7 PUBLIC COMMENT**

**8 COUNCIL AND STAFF REPORTS**

- Councilmember Lomen
- Councilmember Douglass
- Mayor Pro Tem Mendoza
- Councilmember Burruss
- Mayor Fatula
- City Manager, Wes Heathcock

**9 COUNCIL BUSINESS**

**9A Thumbler – Community Branding Marketing Campaign Consultant Agreement**

**Staff Presentation:** Wes Heathcock, City Manager

**Recommendation:** Discuss and consider adopting Resolution \_\_-2019 authorizing the City Manager to enter into an agreement with Thumbler for a 1-year term with an optional second year in the amount of \$12,440.

MOTION made by Councilmember Burruss, seconded by Councilmember Lomen and approved by the following voice vote:

**AYES:** Fatula, Mendoza, Douglass, Burruss, Lomen

**NOES:**

**ABSTAIN:**

**ABSENT:**

**9B Amendment to the Antique Fire Truck Donation Resolution 59-2018**

**Staff Presentation:** Wes Heathcock, City Manager

**Recommendation:** Discuss and consider adopting Resolution\_-2019 amending Resolution 59-2018 to allow storage of the antique vehicles on city property under the outlined conditions.

MOTION made by Mayor Pro Tem Mendoza and seconded by Councilmember Lomen and approved by the following voice vote:

**AYES:** Fatula, Mendoza, Douglass, Burruss, Lomen

**NOES:**

**ABSTAIN:**

**ABSENT:**

**9C Rotation of City Council Officers: Mayor and Mayor Pro Tem**

**Staff Presentation:** Wes Heathcock, City Manager

**Recommendation:** Select Mayor and Mayor Pro Tem for 2020.

MOTION by Mayor Fatula and seconded by Councilmember Burruss to select Marnie Mendoza as Mayor, approved by the following voice vote:

**AYES:** Fatula, Mendoza, Douglass, Burruss, Lomen

**NOES:**

**ABSTAIN:**

**ABSENT:**

MOTION by Mayor Fatula and seconded by Councilmember Douglass to select Sean Lomen as Mayor Pro Tem, approved by the following voice vote:

**AYES:** Fatula, Mendoza, Douglass, Burruss, Lomen

**NOES:**

**ABSTAIN:**

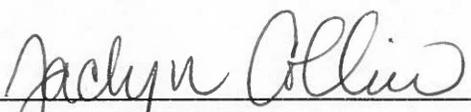
**ABSENT:**

**10 GOOD OF THE ORDER**

**11 ADJOURNMENT**

As there was no further business on the agenda, Mayor Fatula adjourned the meeting, without objection at 8:11PM.

Respectfully submitted to City Council this 8<sup>th</sup> day of January, 2020.

  
\_\_\_\_\_  
Jaclyn Collier, City Clerk



# Staff Report to City Council

## FOR THE JANUARY 8, 2020 REGULAR CITY COUNCIL MEETING

**From:** Wes Heathcock, City Manager  
**Prepared by:** Laurie Van Groningen, Finance Director  
**Subject:** Cash Summary Report – November 2019

*Budget Impact Overview:*

N/A: ✓	Funded:	Un-funded:	Amount:	Fund(s):
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**RECOMMENDED ACTION:** Accept and file.

### Summary/Background

The monthly financial report includes General Fund Reserved Cash Analysis Graphs and the City of Colfax Cash Summary Report (with supporting documentation). The reports are prepared monthly on a cash basis and are reconciled to the General Ledger accounting system, previous reports, and bank statements. Detailed budget comparisons are provided as a mid-year report and also as part of the proposed budget process each year.

The purpose of these reports is to provide status of funds and transparency for Council and the public of the financial transactions of the City.

The attached reports reflect an overview of the financial transactions of the City of Colfax in November 2019.

- Received final amount of Sales Tax revenues for the quarter ended September 30, 2019. Total sales tax for the quarter was the highest in City history and reflects a 30% growth over prior year quarterly average. Staff will continue to monitor and provide budget updates as additional fiscal year activity is reported.
- Application, permit and mitigation fees for the initial phase of the Shadow Wood project (10 homes) were received in November – approximately \$256,000.
- Negative cash fund balances are due to timing of funding allocations and reimbursements.
  - Fund 365 - Kneeland Street Improvements – This new project is the first of the General Fund budgeted street improvements for fiscal year 2019-2020. Funding will be transferred from General Fund as appropriate per approved budget.
  - Fund 355 – CDBG Pavement Culver – Pending fund transfer from Fund 244. This project is near final completion and we expect final payments to Contractor to be processed in December 2019.
  - Fund 385 – Roundabout Project – The primary funding for this project is disbursed on a reimbursement basis, therefore, a negative balance is anticipated until the end of the project. Reimbursements are being requested as soon as possible based on Grant and

Partner agreements. The City has received all Developer share of costs, and \$270,000 of these funds are in Fund 210 – Mitigation Fees Road projects and are budgeted to be used for the project (to be transferred as necessary at project completion)

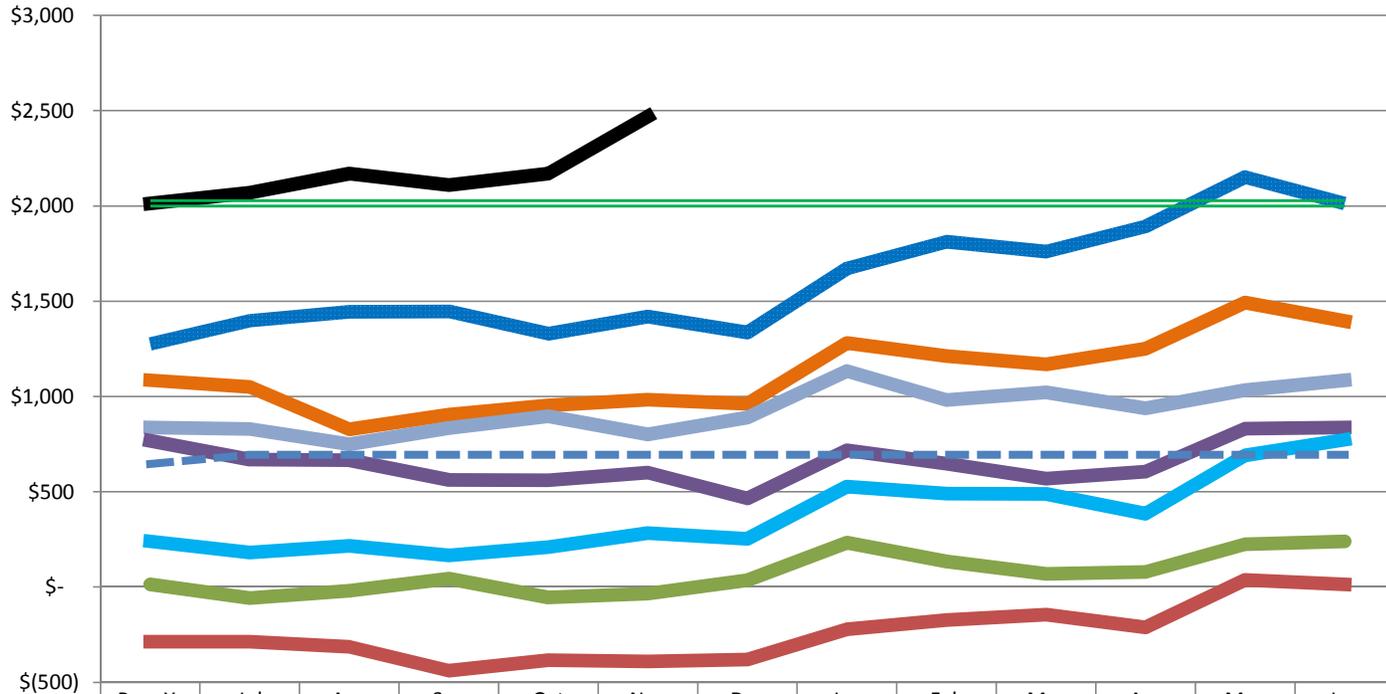
**Attachments**

1. General Fund Reserved Cash Analysis Graphs
  - a. Cash Analysis – Balance
  - b. Expenses by Month
  - c. Revenues by Month
2. Cash Activity Reports
  - a. Cash Summary
  - b. Cash Transactions Report – by individual fund
  - c. Check Register Report - Accounts Payable
  - d. Daily Cash Summary Report (Cash Receipts)

Attachment 1a

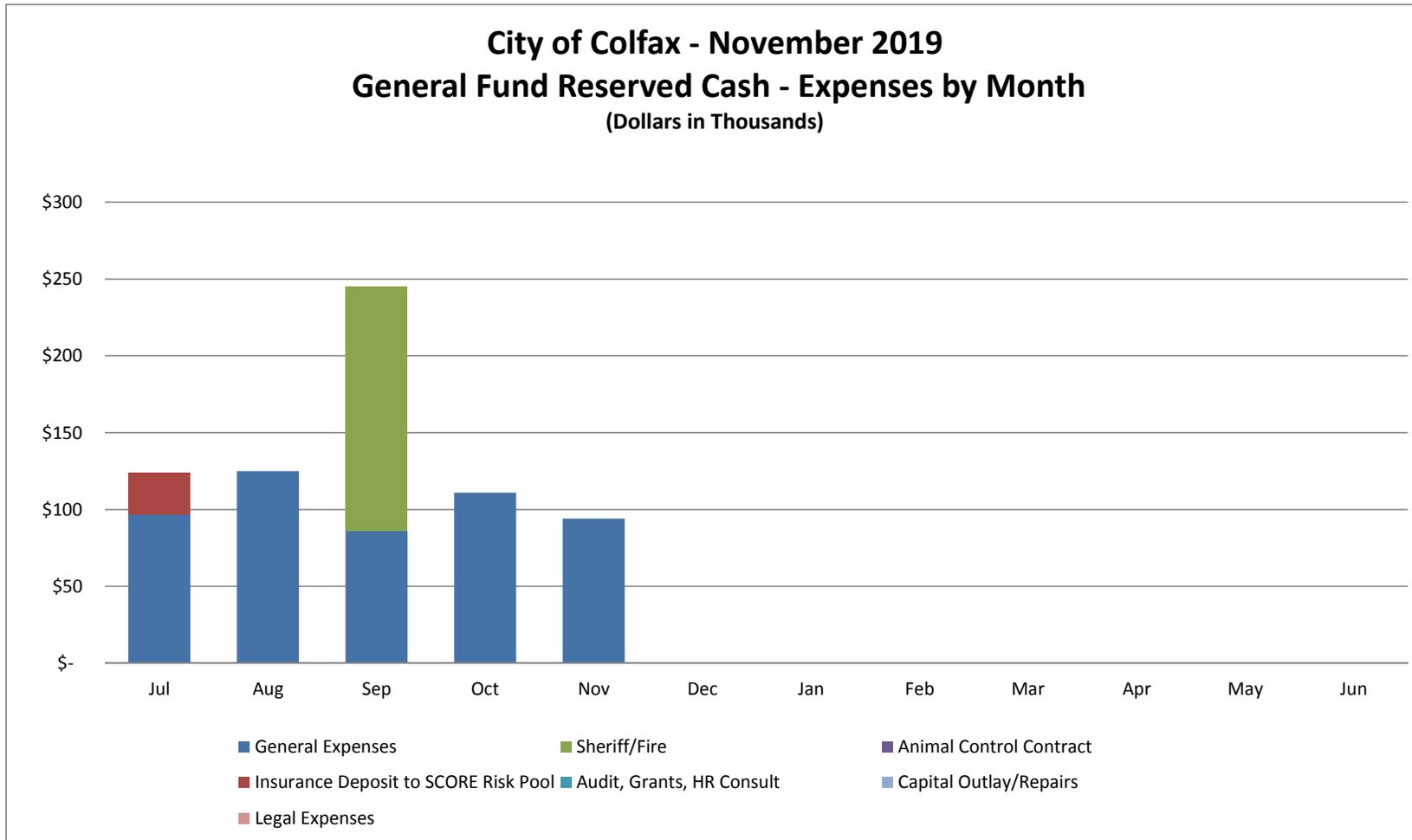
**City of Colfax - November 2019**  
**General Fund Reserved Cash Analysis**  
 (Dollars in Thousands)

Fiscal Year 2019-20 >>



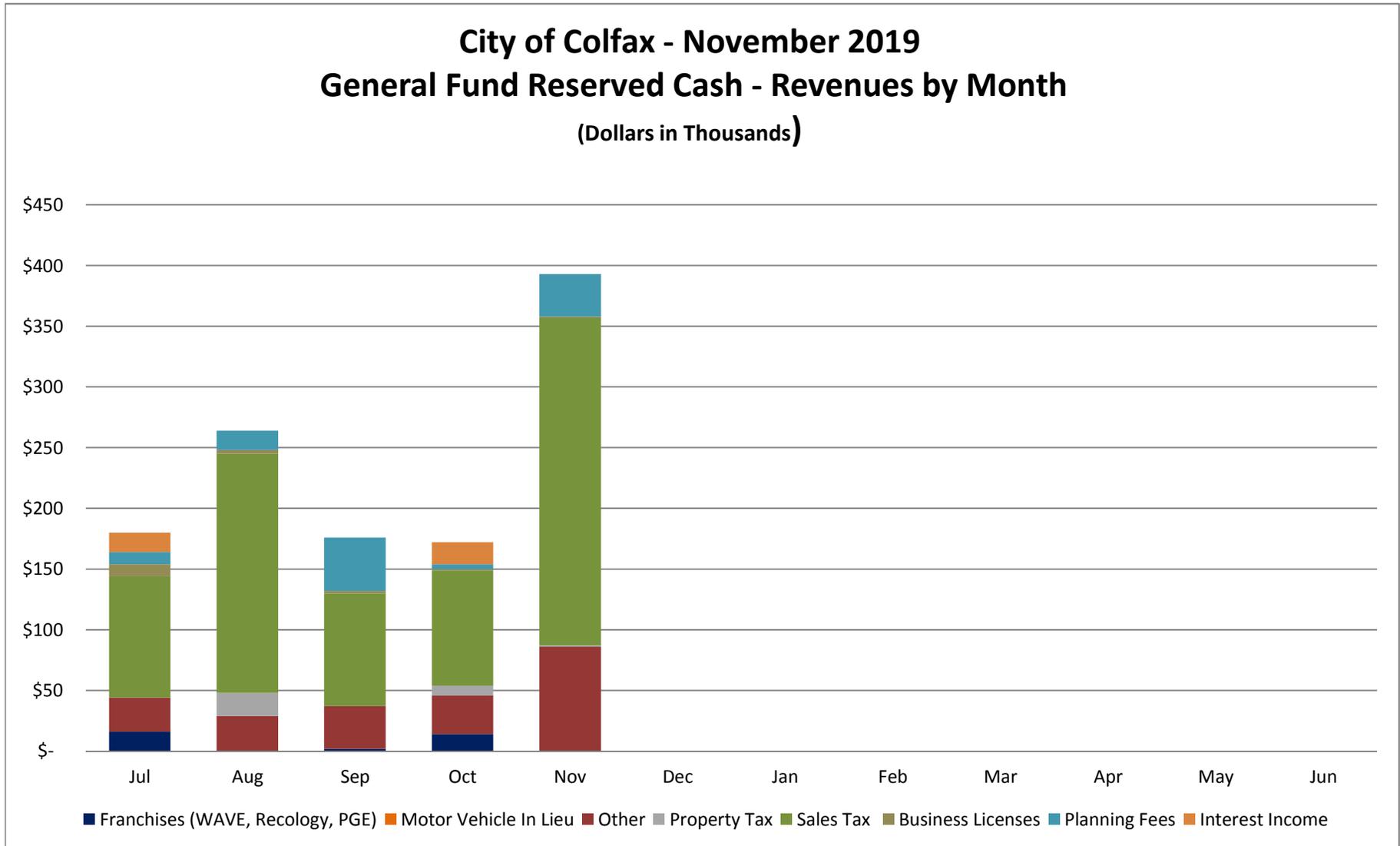
	Prev Yr	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
— Cash Balance FY2019-20	\$2,013	\$2,069	\$2,169	\$2,110	\$2,170	\$2,469							
— Cash Balance FY2018-19	\$1,275	\$1,398	\$1,444	\$1,447	\$1,329	\$1,420	\$1,336	\$1,672	\$1,812	\$1,760	\$1,893	\$2,151	\$2,013
— Cash Balance FY2017-18	\$1,086	\$1,050	\$828	\$905	\$954	\$983	\$962	\$1,280	\$1,212	\$1,168	\$1,250	\$1,493	\$1,396
— Cash Balance FY2016-17	\$838	\$829	\$750	\$835	\$897	\$802	\$889	\$1,133	\$981	\$1,022	\$938	\$1,034	\$1,086
— Cash Balance FY2015-16	\$768	\$670	\$666	\$562	\$561	\$601	\$466	\$717	\$647	\$569	\$605	\$831	\$838
— Cash Balance FY2014-15	\$240	\$181	\$217	\$167	\$209	\$284	\$253	\$528	\$491	\$489	\$385	\$691	\$773
— Cash Balance FY2013-14	\$15	\$(57)	\$(20)	\$45	\$(55)	\$(34)	\$36	\$233	\$134	\$69	\$79	\$225	\$240
— Cash Balance FY2012-13	\$(287)	\$(286)	\$(314)	\$(438)	\$(383)	\$(391)	\$(380)	\$(221)	\$(173)	\$(144)	\$(212)	\$37	\$15
— *Reserves (Ops, Cap, Pen)	\$645	\$695	\$695	\$695	\$695	\$695	\$695	\$695	\$695	\$695	\$695	\$695	\$695
— Budget FY2018-19	\$2,013	\$2,013	\$2,013	\$2,013	\$2,013	\$2,013	\$2,013	\$2,013	\$2,013	\$2,013	\$2,013	\$2,013	\$2,013

Attachment 1b



Attachment 1c

**City of Colfax - November 2019**  
**General Fund Reserved Cash - Revenues by Month**  
 (Dollars in Thousands)



**Attachment 2a**

**City of Colfax  
Cash Summary  
November 30, 2019**

	<b>Balance 10/31/2019</b>	<b>Revenues In</b>	<b>Expenses Out</b>	<b>Transfers</b>	<b>Balance 11/30/2019</b>
US Bank	\$ 262,476.22	\$ 1,441,589.07	\$ (1,363,693.96)	\$ 150,000.00	\$ 490,371.33
LAIF	\$ 5,308,904.09	\$ -		\$ (150,000.00)	\$ 5,158,904.09
Total Cash - General Ledger	\$ 5,571,380.31	\$ 1,441,589.07	\$ (1,363,693.96)	\$ -	\$ 5,649,275.42
Petty Cash (In Safe)	\$ 300.00				\$ 300.00
Total Cash	\$ 5,571,680.31	\$ 1,441,589.07	\$ (1,363,693.96)	\$ -	\$ 5,649,575.42

**Change in Cash Account Balance - Total** \$ 77,895.11

Attached Reports:

- 1. Cash Transactions Report (By Individual Fund)
  - 2. Check Register Report (Accounts Payable) \$ (1,264,012.21)
  - 3. Cash Receipts - Daily Cash Summary Report \$ 1,267,270.58
    - Payroll Checks and Tax Deposits \$ (74,947.56)
    - Utility Billings - Receipts \$ 149,584.27
    - Bank Adjustment \$ 0.03
    - LAIF Interest \$ -
- \$ 77,895.11 \$

Prepared by: Laurie Van Groningen  
Laurie Van Groningen, Finance Director

Reviewed by: Wes Heathcock  
Wes Heathcock, City Manager

## Attachment 2b

## City of Colfax

## Cash Transactions Report - November 2019

	Beginning Balance	Debit Revenues	Credit (Expenditures)	Ending Balance
<b>Fund Type: 1.11 - General Fund - Unassigned</b>				
Fund: 100 - General Fund	\$ 2,157,146.87	\$ 364,189.59	\$ (84,236.41)	\$ 2,437,100.05
Fund: 120 - Land Development Fees	\$ 69,058.90	\$ 28,801.97	\$ (9,893.75)	\$ 87,967.12
Fund: 570 - Garbage Fund	\$ (56,537.89)	\$ -	\$ -	\$ (56,537.89)
<b>Fund Type: 1.11 - General Fund - Unassigned</b>	<b>\$ 2,169,667.88</b>	<b>\$ 392,991.56</b>	<b>\$ (94,130.16)</b>	<b>\$ 2,468,529.28</b>
<b>Fund Type: 1.14 - General Fund - Restricted</b>				
Fund: 200 - Cannabis Application	\$ 9,916.33	\$ -	\$ -	\$ 9,916.33
Fund: 205 - Escrow Funds	\$ 101,627.93	\$ 0.83	\$ -	\$ 101,628.76
Fund: 571 - AB939 Landfill Diversion	\$ 26,917.26	\$ -	\$ -	\$ 26,917.26
Fund: 572 - Landfill Post Closure Maintenance	\$ 798,595.44	\$ 470.00	\$ (14,482.72)	\$ 784,582.72
<b>Fund Type: 1.14 - General Fund - Restricted</b>	<b>\$ 937,056.96</b>	<b>\$ 470.83</b>	<b>\$ (14,482.72)</b>	<b>\$ 923,045.07</b>
<b>Fund Type: 1.24 - Special Rev Funds - Restricted</b>				
Fund: 210 - Mitigation Fees - Roads	\$ 292,091.85	\$ 18,020.00	\$ -	\$ 310,111.85
Fund: 211 - Mitigation Fees - Drainage	\$ 3,200.76	\$ 740.00	\$ -	\$ 3,940.76
Fund: 212 - Mitigation Fees - Trails	\$ 46,321.01	\$ 11,250.00	\$ -	\$ 57,571.01
Fund: 213 - Mitigation Fees - Parks/Rec	\$ 17,848.68	\$ 57,310.00	\$ -	\$ 75,158.68
Fund: 214 - Mitigation Fees - City Bldgs	\$ 6,887.46	\$ 6,840.00	\$ -	\$ 13,727.46
Fund: 215 - Mitigation Fees - Vehicles	\$ 1,309.03	\$ 1,300.00	\$ -	\$ 2,609.03
Fund: 217 - Mitigation Fees - DT Parking	\$ -	\$ 5,810.00	\$ -	\$ 5,810.00
Fund: 218 - Support Law Enforcement	\$ 42,989.49	\$ -	\$ -	\$ 42,989.49
Fund: 244 - CDBG Program Inc - ME Lending	\$ 205,984.06	\$ -	\$ -	\$ 205,984.06
Fund: 250 - Streets - Roads/Transportation	\$ 16,745.03	\$ 90.00	\$ (16,140.71)	\$ 694.32
Fund: 253 - Gas Taxes/SB1 Road Maint	\$ 57,300.59	\$ 3,420.40	\$ (1,168.18)	\$ 59,552.81
Fund: 270 - Beverage Container Recycling	\$ 18,719.95	\$ -	\$ -	\$ 18,719.95
Fund: 280 - Oil Recycling	\$ 3,691.11	\$ -	\$ -	\$ 3,691.11
Fund: 292 - Fire Department Capital Funds	\$ 89,046.81	\$ -	\$ -	\$ 89,046.81
Fund: 342 - Fire Construction - Mitigation	\$ 14,153.46	\$ 7,675.77	\$ -	\$ 21,829.23
Fund: 343 - Recreation Construction	\$ 14,153.95	\$ 7,675.80	\$ -	\$ 21,829.75
<b>Fund Type: 1.24 - Special Rev Funds - Restrict</b>	<b>\$ 830,443.24</b>	<b>\$ 120,131.97</b>	<b>\$ (17,308.89)</b>	<b>\$ 933,266.32</b>
<b>Fund Type: 1.34 - Capital Projects - Restricted</b>				
Fund: 357 - Culver Street Phase II	\$ -	\$ -	\$ (4,788.50)	\$ (4,788.50)
Fund: 365 - Kneeland Street Imprpv	\$ (2,930.87)	\$ -	\$ (740.00)	\$ (3,670.87)
Fund: 367 - SB2 - Planning Grant	\$ (1,080.00)	\$ -	\$ (2,160.00)	\$ (3,240.00)
Fund: 355 - CDBG Pavement - Culver	\$ (2,703.31)	\$ 1,017.50	\$ (22,817.69)	\$ (24,503.50)
Fund: 385 - Roundabout	\$ (740,814.11)	\$ 683,242.84	\$ (1,064,809.07)	\$ (1,122,380.34)
<b>Fund Type: 1.34 - Capital Projects - Restricted</b>	<b>\$ (747,528.29)</b>	<b>\$ 684,260.34</b>	<b>\$ (1,095,315.26)</b>	<b>\$ (1,158,583.21)</b>
<b>Fund Type: 2.11 - Enterprise Funds</b>				
Fund: 560 - Sewer	\$ 1,146,898.39	\$ 94,787.95	\$ (91,233.49)	\$ 1,150,452.85
Fund: 561 - Sewer Liftstations	\$ 321,496.12	\$ 15,756.03	\$ (20,715.09)	\$ 316,537.06
Fund: 563 - Wastewater Treatment Plant	\$ 330,976.19	\$ 43,536.55	\$ (82.08)	\$ 374,430.66
Fund: 564 - Sewer Connections	\$ 55,881.90	\$ 89,500.00	\$ -	\$ 145,381.90
Fund: 567 - Inflow & Infiltration	\$ 531,230.52	\$ -	\$ -	\$ 531,230.52
Fund: 573 - WWTP Planning Grant	\$ (5,434.88)	\$ -	\$ (30,426.27)	\$ (35,861.15)
<b>Fund Type: 2.11 - Enterprise Funds - Unassigne</b>	<b>\$ 2,381,048.24</b>	<b>\$ 243,580.53</b>	<b>\$ (142,456.93)</b>	<b>\$ 2,482,171.84</b>
<b>Fund Type: 9.0 - CLEARING ACCOUNT</b>				
Fund: 998 - PAYROLL CLEARING FUND	\$ 692.28	\$ 153.84	\$ -	\$ 846.12
<b>Fund Type: 9.0 - CLEARING ACCOUNT</b>	<b>\$ 692.28</b>	<b>\$ 153.84</b>	<b>\$ -</b>	<b>\$ 846.12</b>
<b>Grand Totals:</b>	<b>\$ 5,571,380.31</b>	<b>\$ 1,441,589.07</b>	<b>\$ (1,363,693.96)</b>	<b>\$ 5,649,275.42</b>

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Date: 12/03/2019

Time: 9:21 am

Page: 1

CITY OF COLFAX

BANK: US BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>US BANK Checks</b>								
55196	11/07/2019	Reconciled		11/30/2019	01448	AMERIGAS - COLFAX	SHERIFF DEPT PROPANE	45.83
55197	11/07/2019	Reconciled		11/30/2019	01448	AMERIGAS - COLFAX	CITY HALL PROPANE	164.54
55198	11/07/2019	Reconciled		11/30/2019	01448	AMERIGAS - COLFAX	FIRE DEPT PROPANE	21.56
55199	11/07/2019	Reconciled		11/30/2019	01460	AMERIPRIDE UNIFORM SERVICE	UNIFORM SVCS OCT 2019	645.96
55200	11/07/2019	Reconciled		11/30/2019	01650	AQUA SIERRA CONTROLS	INCREPLACE FLOW METER WWTP	743.63
55201	11/07/2019	Reconciled		11/30/2019	03482	CLEAR PATH LAND	SHADOWWOOD MAP REVIEW	1,200.00
55202	11/07/2019	Reconciled		11/30/2019	03502	COLFAX AREA CHAMBER OF	TRUNK OR TREAT EVENT DEP REF	100.00
55203	11/07/2019	Printed			03516	COLFAX JR FALCONS	FOOTBALL PRACTICE DEPOSIT REF	100.00
55204	11/07/2019	Reconciled		11/30/2019	3499	COLFAX-TODDS VALLEY	ROUNDAABOUT CULTURAL	1,235.00
55205	11/07/2019	Reconciled		11/30/2019	07220	GENERAL WHOLESALE ELECTRIC	CITY HALL GENERATOR HOOK UP	102.81
55206	11/07/2019	Reconciled		11/30/2019	14859	GHD INC.	ENG SVCS SEPT 2019	12,678.98
55207	11/07/2019	Reconciled		11/30/2019	07460	GOLD COUNTRY MEDIA	PUBLIC NOTICE	326.09
55208	11/07/2019	Reconciled		11/30/2019	07570	GRAINGER	WWTP SUPPLIES	21.64
55209	11/07/2019	Reconciled		11/30/2019	8090	HERC RENTALS	CITY HALL GENERATOR RENTAL	437.23
55210	11/07/2019	Reconciled		11/30/2019	08159	HILL BROTHERS CHEMICAL	WWTP CHEMICALS	6,954.57
55211	11/07/2019	Reconciled		11/30/2019	08660	HUNT AND SONS, INC.	WWTP/PW FUEL	880.10
55212	11/07/2019	Reconciled		11/30/2019	16011(2)	PELLETREAU, ALDERSON & CABRAL	LEGAL SVCS OCT 2019	9,056.08
55213	11/07/2019	Reconciled		11/30/2019	16165	PLACER COUNTY ENVIRONMENTAL	Q3 2019 LANDFILL TESTING	776.00
55214	11/07/2019	Reconciled		11/30/2019	18400	RIEBES AUTO PARTS	STMT 10/31/19	278.50
55215	11/07/2019	Reconciled		11/30/2019	19037	SAFE SIDE SECURITY	CORP YARD SECURITY	95.00
55216	11/07/2019	Reconciled		11/30/2019	14989	SMARTCOVER SYSTEMS	WWTP IMP GRANT FLOW SENSOR	27,852.00
55217	11/07/2019	Reconciled		11/30/2019	19319	SOLACE GRAPHICS	BRANDING CONSULTANTS	375.00
55218	11/07/2019	Reconciled		11/30/2019	19743	WILL STOCKWIN	NOV 2019 COLFAX CONN EDITING	300.00
55219	11/07/2019	Reconciled		11/30/2019	22106	VAN GRONINGEN & ASSOCIATES	FINANCIAL SVCS OCT 2019	7,031.25
55220	11/07/2019	Reconciled		11/30/2019	22134	VISION QUEST	TECH SUPPORT - NEW COMP	2,530.00
55221	11/07/2019	Reconciled		11/30/2019	23169	WAVE BUSINESS SOLUTIONS	FIRE DEPT PHONE	36.58
55222	11/07/2019	Reconciled		11/30/2019	23169	WAVE BUSINESS SOLUTIONS	CITY HALL PHONE	220.45
55223	11/07/2019	Reconciled		11/30/2019	23169	WAVE BUSINESS SOLUTIONS	FIRE DEPT CABLE	5.22
55224	11/08/2019	Printed			03141	CALPERS	HEALTH PREMIUMS NOV 2019	7,751.03
55225	11/15/2019	Printed			01270	ADAMS ASHBY GROUP, INC.	CDBG PROJECT LABOR COMPLIANCE	510.00
55226	11/15/2019	Reconciled		11/30/2019	01414	ALHAMBRA & SIERRA SPRINGS	CITY HALL/WWTP WATER	226.88
55227	11/15/2019	Reconciled		11/30/2019	01766	AT&T MOBILITY	CITY CELL PHONES OCT 2019	805.63
55228	11/15/2019	Reconciled		11/30/2019	20026	BOX CAST INC.	COUNCIL MEETING BROADCASTING	1,197.99
55229	11/15/2019	Reconciled		11/30/2019	02901	BUREAU VERITAS NORTH AMERICA	BLDG OFFICIAL SVCS OCT 2019	4,845.00
55230	11/15/2019	Reconciled		11/30/2019	03401	CHOICE BUILDER	DEC 2019 PREMIUMS	754.18
55231	11/15/2019	Reconciled		11/30/2019	03450	CITY OF LINCOLN	PCCOA DINNER	125.00
55232	11/15/2019	Reconciled		11/30/2019	03493	COASTLAND CIVIL ENGINEERING	ENG SVCS OCT 2019	155.00
55233	11/15/2019	Printed			03510	COLFAX GLASS	DEPOT BUS SHELTER GLASS RPLC	206.87
55234	11/15/2019	Reconciled		11/30/2019	04234	DE LAGE LANDEN FINANCIAL	COPY MACH MAINT NOV 2019	468.34
55235	11/15/2019	Reconciled		11/30/2019	05184	BRET ELLIS	2019 BOOT ALLOWANCE	214.98
55236	11/15/2019	Reconciled		11/30/2019	07465	GOLD MINER PEST CONTROL	DEPOT PEST CONTROL	149.00
55237	11/15/2019	Reconciled		11/30/2019	07570	GRAINGER	WWTP SUPPLIES	94.96
55238	11/15/2019	Reconciled		11/30/2019	08070	HANSEN BROS. ENTERPRISES	NEWMAN ST BASE ROCK	224.15
55239	11/15/2019	Reconciled		11/30/2019	08086	HBE RENTALS	SAW RENTAL CULVER ST RPR	55.00
55240	11/15/2019	Reconciled		11/30/2019	08562	HOWELL'S GARAGE DOORS, INC	FIRE DEPT DOOR RPR	115.00
55241	11/15/2019	Reconciled		11/30/2019	11105	KOFF & ASSOCIATES	HR SVCS OCT 2019	227.50
55242	11/15/2019	Reconciled		11/30/2019	13560	MUNICIPAL CODE CORPORATION	ONLINE MUNICODE	350.00

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Date: 12/03/2019

Time: 9:21 am

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CITY OF COLFAX

BANK: US BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>US BANK Checks</b>								
55243	11/15/2019	Reconciled		11/30/2019	16035	PG&E	ELECTRICITY	15,821.47
55244	11/15/2019	Reconciled		11/30/2019	18089	RAMOS OIL INC.	WWTP/LIFT STATION GEN FUEL	4,756.47
55245	11/15/2019	Reconciled		11/30/2019	18194	RGS - REGIONAL GOV SERVICES	PLANNING SVCS OCT 2019	4,158.00
55246	11/15/2019	Reconciled		11/30/2019	18378	RICHARDSON & COMPANY, LLP	18/19 FINANCIAL AUDIT	14,768.00
55247	11/15/2019	Reconciled		11/30/2019	01790	SIERRA OFFICE PRODUCTS	OFFICE SUPPLIES	291.97
55248	11/15/2019	Reconciled		11/30/2019	19421	SIERRA TRENCH PROTECTION	ROUNDABOUT PLATE LIFTING TOOL	45.00
55249	11/15/2019	Reconciled		11/30/2019	19696	SWRCB	ANNUAL PERMIT FEE LANDFILL	18,023.00
55250	11/15/2019	Reconciled		11/30/2019	23301	WESTERN PLACER WASTE	SLUDGE REMOVAL OCT 2019	1,043.00
55251	11/25/2019	Printed			1161	49ER WATER SERVICES	SEPT 2019 WWTP TESTING	2,223.00
55252	11/25/2019	Printed			01448	AMERIGAS - COLFAX	DEPOT PROPANE	204.23
55253	11/25/2019	Printed			01448	AMERIGAS - COLFAX	CORP YARD PROPANE	240.32
55254	11/25/2019	Printed			02901	BUREAU VERITAS NORTH AMERICA	SHADOWWOOD BLDG PLAN CHKS	4,212.50
55255	11/25/2019	Printed			04592	DACOMM	WWTP INTERNET	99.95
55256	11/25/2019	Printed			06278	FRONTIER COMMUNICATIONS	WWTP PHONE	198.08
55257	11/25/2019	Printed			14859	GHD INC.	ENG SVCS OCT 2019	32,081.19
55258	11/25/2019	Printed			07570	GRAINGER	WWTP SUPPLIES	38.47
55259	11/25/2019	Printed			07575	GRANITE CONSTRUCTION	ROUNDABOUT PROGRESS PYMT	992,452.10
55260	11/25/2019	Printed			08050	HACH COMPANY	WWTP LAB SUPPLIES	438.74
55261	11/25/2019	Printed			08086	HBE RENTALS	AUGER RENTAL - CHRISTMAS TREE	37.20
55262	11/25/2019	Reconciled		11/30/2019	08660	HUNT AND SONS, INC.	PW/WWTP FUEL	674.38
55263	11/25/2019	Printed			09540	INTERSTATE SALES	CRACK FILLER FOR LANDFILL/STS	170.53
55264	11/25/2019	Printed			12180	LAWRENCE & ASSOCIATES INC	CANDFILL MONITORING OCT 2019	315.00
55265	11/25/2019	Printed			14356	NORTHERN CALIFORNIA GLOVE	WWTP SUPPLIES	252.57
55266	11/25/2019	Printed			16300	PCWA -PLACER COUNTY	CITY WATER	1,570.72
55267	11/25/2019	Printed			16161	PLACER COUNTY EXECUTIVE LEADERSHIP FORUM CONT OFFICE		250.00
55268	11/25/2019	Printed			16821	PSOMAS	ROUNDABOUT PROJ MAN OCT 2019	71,076.97
55269	11/25/2019	Printed			18089	RAMOS OIL INC.	WWTP/LS GEN FUEL	3,017.41
55270	11/25/2019	Printed			18496	RIVER CITY RENTALS	CHRISTMAS TREE PLACEMENT	217.99
55271	11/25/2019	Reconciled		11/30/2019	19396	SIERRA SAFETY COMPANY	SHERIFF DEPT RPR	56.05
55272	11/25/2019	Printed			22240	VULCAN MATERIALS COMPANY	ASPHALT	941.87
55273	11/25/2019	Printed			23169	WAVE BUSINESS SOLUTIONS	CORP YARD PHONE	54.90
55274	11/25/2019	Printed			18883	WAXIE SANITARY SUPPLY	PW SUPPLIES	570.99
55275	11/25/2019	Printed			23226	WESTECH	WWTP EQUIP REPAIRS	877.57
55276	11/25/2019	Printed			23230	JEFF WHEELER	LOT OF ART WATER	142.04

Total Checks: 81

Checks Total (excluding void checks): 1,264,012.21

Total Payments: 81

Bank Total (excluding void checks): 1,264,012.21

Total Payments: 81

Grand Total (excluding void checks): 1,264,012.21

11/01/2019 - 11/30/2019

City of Colfax

		Debit	Credit	Net Chng	
<b>Fund: 100 - General Fund</b>					
11/01/2019	Daily Totals	8,783.72	0.00	8,783.72	
11/04/2019	Daily Totals	1,175.00	0.00	1,175.00	
11/06/2019	Daily Totals	126.40	0.00	126.40	
11/08/2019	Daily Totals	2,106.17	0.00	2,106.17	
11/13/2019	Daily Totals	732.35	0.00	732.35	
11/15/2019	Daily Totals	0.00	236.22	-236.22	
11/18/2019	Daily Totals	2,327.73	0.00	2,327.73	
11/19/2019	Daily Totals	79.00	0.00	79.00	
11/21/2019	Daily Totals	3,809.55	0.00	3,809.55	
11/22/2019	Daily Totals	458.25	0.00	458.25	
11/25/2019	Daily Totals	274,731.46	25.00	274,706.46	
11/27/2019	Daily Totals	49,416.29	0.00	49,416.29	
<b>Fund: 100 - General Fund</b>		<b>TOTALS:</b>	<b>343,745.92</b>	<b>261.22</b>	<b>343,484.70</b>
<b>Fund: 120 - Land Development Fees</b>					
11/01/2019	Daily Totals	292.04	0.00	292.04	
11/06/2019	Daily Totals	13,260.00	0.00	13,260.00	
11/19/2019	Daily Totals	15,249.93	0.00	15,249.93	
<b>Fund: 120 - Land Development Fees</b>		<b>TOTALS:</b>	<b>28,801.97</b>	<b>0.00</b>	<b>28,801.97</b>
<b>Fund: 205 - Escrow Account - Developers</b>					
11/30/2019	Daily Totals	0.83	0.00	0.83	
<b>Fund: 205 - Escrow Account - Developers</b>		<b>TOTALS:</b>	<b>0.83</b>	<b>0.00</b>	<b>0.83</b>
<b>Fund: 210 - Mitigation Fees - Roads</b>					
11/27/2019	Daily Totals	18,020.00	0.00	18,020.00	
<b>Fund: 210 - Mitigation Fees - Roads</b>		<b>TOTALS:</b>	<b>18,020.00</b>	<b>0.00</b>	<b>18,020.00</b>
<b>Fund: 211 - Mitigation Fees - Drainage</b>					
11/27/2019	Daily Totals	740.00	0.00	740.00	
<b>Fund: 211 - Mitigation Fees - Drainage</b>		<b>TOTALS:</b>	<b>740.00</b>	<b>0.00</b>	<b>740.00</b>

11/01/2019 - 11/30/2019

City of Colfax

		Debit	Credit	Net Chng
<b>Fund: 212 - Mitigation Fees - Trails</b>				
11/27/2019	Daily Totals	11,250.00	0.00	11,250.00
<b>Fund: 212 - Mitigation Fees - Trails</b>		<b>TOTALS:</b>	<b>11,250.00</b>	<b>0.00</b>
<b>Fund: 213 - Mitigation Fees - Parks/Rec</b>				
11/27/2019	Daily Totals	57,310.00	0.00	57,310.00
<b>Fund: 213 - Mitigation Fees - Parks/Rec</b>		<b>TOTALS:</b>	<b>57,310.00</b>	<b>0.00</b>
<b>Fund: 214 - Mitigation Fees - City Bldgs</b>				
11/27/2019	Daily Totals	6,840.00	0.00	6,840.00
<b>Fund: 214 - Mitigation Fees - City Bldgs</b>		<b>TOTALS:</b>	<b>6,840.00</b>	<b>0.00</b>
<b>Fund: 215 - Mitigation Fees - Vehicles</b>				
11/27/2019	Daily Totals	1,300.00	0.00	1,300.00
<b>Fund: 215 - Mitigation Fees - Vehicles</b>		<b>TOTALS:</b>	<b>1,300.00</b>	<b>0.00</b>
<b>Fund: 217 - Mitigation Fees - DT Parking</b>				
11/27/2019	Daily Totals	5,810.00	0.00	5,810.00
<b>Fund: 217 - Mitigation Fees - DT Parking</b>		<b>TOTALS:</b>	<b>5,810.00</b>	<b>0.00</b>
<b>Fund: 250 - Streets - Roads/Transportation</b>				
11/26/2019	Daily Totals	90.00	0.00	90.00
<b>Fund: 250 - Streets - Roads/Transportation</b>		<b>TOTALS:</b>	<b>90.00</b>	<b>0.00</b>
<b>Fund: 253 - Gas Taxes</b>				
11/22/2019	Daily Totals	3,420.40	0.00	3,420.40
<b>Fund: 253 - Gas Taxes</b>		<b>TOTALS:</b>	<b>3,420.40</b>	<b>0.00</b>
<b>Fund: 342 - Fire Construction - Mitigation</b>				
11/27/2019	Daily Totals	7,675.77	0.00	7,675.77
<b>Fund: 342 - Fire Construction - Mitigation</b>		<b>TOTALS:</b>	<b>7,675.77</b>	<b>0.00</b>
<b>Fund: 343 - Recreation Construction</b>				
11/27/2019	Daily Totals	7,675.80	0.00	7,675.80

Limited to include: JE Types of: CR

11/01/2019 - 11/30/2019

City of Colfax

		Debit	Credit	Net Chng	
<b>Fund: 343 - Recreation Construction</b>		<b>TOTALS:</b>	<b>7,675.80</b>	<b>0.00</b>	<b>7,675.80</b>
<b>Fund: 385 - Roundabout Project</b>					
11/15/2019	Daily Totals	62,980.95	0.00	62,980.95	
11/21/2019	Daily Totals	558,968.23	0.00	558,968.23	
11/25/2019	Daily Totals	61,293.66	0.00	61,293.66	
<b>Fund: 385 - Roundabout Project</b>		<b>TOTALS:</b>	<b>683,242.84</b>	<b>0.00</b>	<b>683,242.84</b>
<b>Fund: 560 - Sewer</b>					
11/04/2019	Daily Totals	500.00	0.00	500.00	
11/05/2019	Daily Totals	250.00	0.00	250.00	
11/06/2019	Daily Totals	74.27	0.00	74.27	
<b>Fund: 560 - Sewer</b>		<b>TOTALS:</b>	<b>824.27</b>	<b>0.00</b>	<b>824.27</b>
<b>Fund: 561 - Sewer Liftstations</b>					
11/13/2019	Daily Totals	407.00	0.00	407.00	
11/15/2019	Daily Totals	407.00	0.00	407.00	
<b>Fund: 561 - Sewer Liftstations</b>		<b>TOTALS:</b>	<b>814.00</b>	<b>0.00</b>	<b>814.00</b>
<b>Fund: 564 - Sewer Connections</b>					
11/27/2019	Daily Totals	89,500.00	0.00	89,500.00	
<b>Fund: 564 - Sewer Connections</b>		<b>TOTALS:</b>	<b>89,500.00</b>	<b>0.00</b>	<b>89,500.00</b>
<b>Fund: 572 - Landfill Post Closure Mainten</b>					
11/27/2019	Daily Totals	470.00	0.00	470.00	
<b>Fund: 572 - Landfill Post Closure Mainten</b>		<b>TOTALS:</b>	<b>470.00</b>	<b>0.00</b>	<b>470.00</b>
<b>GRAND TOTALS:</b>		<b>1,267,531.80</b>	<b>261.22</b>	<b>1,267,270.58</b>	



# Staff Report to City Council

## FOR THE JANUARY 8, 2020 REGULAR CITY COUNCIL MEETING

**From:** Wes Heathcock, City Manager  
**Prepared by:** Laurie Van Groningen, Finance Director  
**Subject:** Sales Tax Analysis – Quarter Ended 09/30/2019

*Budget Impact Overview:*

<b>N/A:</b> ✓	<b>Funded:</b>	<b>Un-funded:</b>	<b>Amount:</b>	<b>Fund(s):</b>
---------------	----------------	-------------------	----------------	-----------------

**RECOMMENDED ACTION:** Information only.

### Summary/Background

The City has received the final accounting of Sales and Use Tax revenues for the quarter ended September 30, 2019.

A summary of sales tax revenues for fiscal year 2019-2020 and the previous fiscal year are reflected in the chart below.

	QE 09/30	QE 12/31	QE 03/31	QE 06/30	TOTAL	Budget	% of Budget
Fiscal Year 2019-2020	\$ 457,737	\$ -	\$ -	\$ -	\$ 457,737	\$ 1,400,000	33%
Fiscal Year 2018-2019	\$ 354,152	\$ 353,870	\$ 336,721	\$ 356,865	\$ 1,401,608	\$ 1,350,000	104%
% Change - Previous Calendar Qtr	28%						
% Change - Same Qtr - Prev Year	29%						

### **Fiscal Year 2019-2020 (Quarter Ended 09/30/2019)**

Total sales tax revenue for the quarter ended (QE) September 30, 2019 was \$457,737 which is the *highest quarter revenue* in City history. The quarter revenue is 28% higher than the previous calendar quarter (June 30) and 29% higher than the same quarter for last fiscal year. At the end of this fiscal quarter report (which is 25% of the fiscal year), the City is at 33% of the annual budget year.

Both the State (California) and County (Placer) experienced decreased revenues as compared to the same quarter last year. The State experienced a 9% decrease and the County experienced 14% decrease. Colfax was the only jurisdiction in the County that experienced an increase.

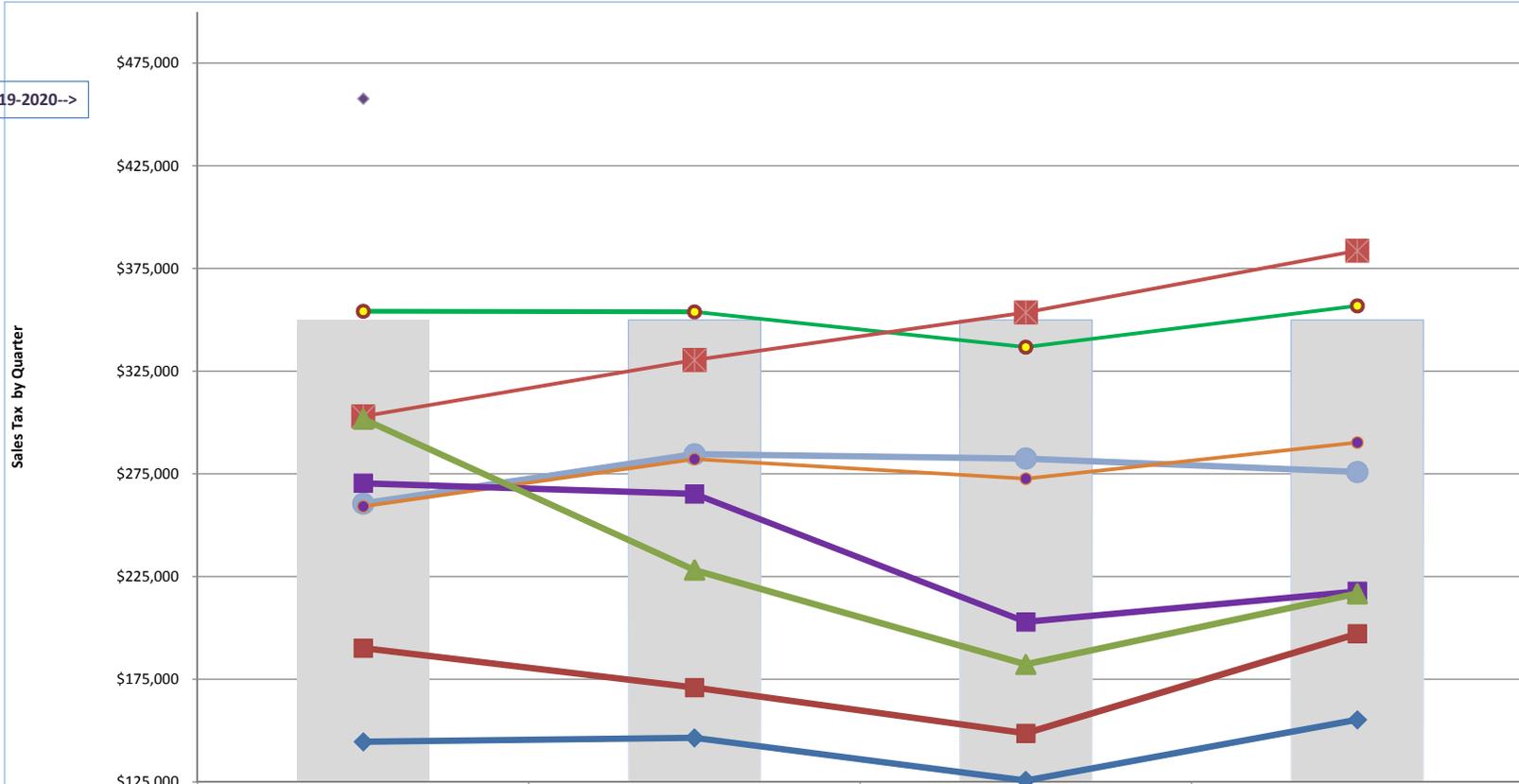
Staff will continue to monitor and provide budget updates as additional fiscal year activity is reported.

### Attachments

1. Graph – City of Colfax - Retail Sales Tax Revenues
2. Chart – City of Colfax – Retail Sales Tax History

## Attachment 1 City of Colfax Retail Sales and Use Tax Revenues (Actuals Through Quarter Ended 09/30/2019)

FY 2019-2020-->



	QE 09/30	QE 12/31	QE 03/31	QE 06/30
2019-2020 Budget	\$350,000	\$350,000	\$350,000	\$350,000
2019-2020	\$457,737			
2018-2019	\$354,152	\$353,870	\$336,721	\$356,865
2017-2018	\$302,974	\$330,457	\$353,642	\$383,667
2016-2017	\$260,536	\$284,588	\$282,486	\$275,950
2015-2016	\$259,216	\$282,233	\$272,685	\$290,223
2014-2015	\$270,405	\$265,207	\$202,928	\$217,802
2013-2014	\$301,739	\$228,157	\$182,183	\$216,650
2012-2013	\$190,104	\$170,947	\$148,672	\$197,105
2011-2012	\$144,554	\$146,466	\$125,690	\$155,233

# City of Colfax

## Retail Sales and Use Tax Revenues

### City of Colfax Sales and Use Tax Revenue History

	Actuals	Change	% Change
1999-2000	\$ 478,169		
2000-2001	\$ 484,801	\$ 6,632	1%
2001-2002	\$ 592,392	\$ 107,591	22%
2002-2003	\$ 581,749	\$ (10,643)	-2%
2003-2004	\$ 601,276	\$ 19,527	3%
2004-2005	\$ 707,515	\$ 106,239	18%
2005-2006	\$ 749,583	\$ 42,068	6%
2006-2007	\$ 752,431	\$ 2,848	0%
2007-2008	\$ 648,989	\$ (103,442)	-14%
2008-2009	\$ 540,051	\$ (108,938)	-17%
2009-2010	\$ 538,549	\$ (1,502)	0%
2010-2011	\$ 551,953	\$ 13,404	2%
2011-2012	\$ 571,943	\$ 19,990	4%
2012-2013	\$ 706,828	\$ 134,885	24%
2013-2014	\$ 928,729	\$ 221,901	31%
2014-2015	\$ 956,342	\$ 27,613	3%
2015-2016	* \$ 1,104,357	\$ 148,015	15%
2016-2017	\$ 1,103,560	\$ (797)	0%
2017-2018	\$ 1,370,741	\$ 267,181	24%
2018-2019	\$ 1,401,608	\$ 30,867	2%

*\*Included true up and final adjustments related to the end of the decade old triple flip sales tax program which ended December 31, 2015*



# Staff Report to City Council

## FOR THE JANUARY 8, 2020 REGULAR CITY COUNCIL MEETING

**From:** Wes Heathcock, City Manager  
**Prepared by:** Larry Wing, City Engineer  
**Subject:** Shadow Wood Place Subdivision, Amended Final Map Approval  
*Budget Impact Overview:*

N/A: √	Funded:	Un-funded:	Amount:	Fund(s):
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**RECOMMENDED ACTION:** Adopt Resolution \_\_-2020 approving the Amended Final Map for the Shadow Wood Place subdivision.

### Summary/Background

Shadow Wood Place Ventura, LLC (“Developer”) is the applicant and developer for the Shadow Wood Place Subdivision (“Subdivision”). The Subdivision is located off of Kneeland Street between Grass Valley Street and Depot Street. The Subdivision includes twenty (20) Single Family lots accessed via Shadow Wood Place which is proposed to be a public road and public utility easement.

The project was previously approved as Shadow Wood Place with the filing of a subdivision Final Map on July 16, 1980, and recorded in Book M of Maps, at Page 84, in the Records of Placer County. That approval was for a twenty (20) lot Planned Unit Development for Townhouse lots.

On June 12, 2019, the City Council approved Resolution 18-2019 which approved an Amended Tentative Map and the Planned Development Permit and Design Reviews for the Shadow Wood Place Development Project. This Resolution approved the Conditions of Approval for the Subdivision. The Council also adopted Ordinance No. 539 which amended the Colfax Municipal Code Chapter 16.24 to allow Amendments or Corrections of Final Subdivision Maps.

The Amended Subdivision Map provides changes to the existing recorded map including:

- Modify the widths of the existing 20 lots to accommodate 20 Single Family Detached Homes with standard front and side yard setbacks
- Dedicate a portion of Lot 1 to permit a standard curb return for Depot Street
- Change the hammer head Fire turn around to a cul-de-sac
- Abandon certain easements and dedicate new ones

A copy of the Amended Final Map and a copy of the previously approved and recorded Final Map are attached for reference.

Pursuant to the Conditions of Approval for the Subdivision, the Developer submitted to and received approval from the City of Colfax for the subdivision improvement plans associated with the Subdivision

including streets, storm drainage, sanitary sewer, domestic water, grading, and other public and private improvements.

Since the Improvements are not complete, and pursuant to Chapter 16.48 of the City of Colfax municipal code, the Council approved Resolution 53-2019, on November 25, 2019, which authorized the City Manager to execute a Subdivision Improvement Agreement. This Subdivision Improvement Agreement included security consisting of Labor and Materials, and Payment bonds. These bonds provide a guarantee that the improvements required of the Subdivision and not currently installed will be completed according to the approved plans.

In order to provide utility services and emergency vehicle access to serve the Subdivision, the Developer (in accordance with the Conditions of Approval for the project) will grant the utility and emergency vehicle easements as shown on the Amended Final Map by way of the dedications shown on Sheet 1 of the Amended Final Map.

City Staff has reviewed the Amended Final Map for conformity with the approved Planned Development Permit and has determined that the Amended Final Map substantially conforms with all requirements of the Planned Development Permit and the Conditions of Approval, the Colfax City Code and the Subdivision Map Act.

### **Fiscal Impact**

The Developer has paid deposits to cover the City's costs associated with the review and processing of the Subdivision. The City Manager will ensure that all of the associated fees and costs are paid prior to recordation of the Amended Final Map.

### **Attachments:**

1. Resolution \_\_-2020
2. Amended Final Map
3. Original Final Map, Book M of Maps Page 84

# City of Colfax

## City Council

Resolution No. \_\_-2020

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### APPROVE THE AMENDED FINAL MAP FOR THE SHADOW WOOD PLACE SUBDIVISION

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**WHEREAS**, Shadow Wood Place Ventura, LLC, (“Developer”) is the applicant and developer for the proposed Shadow Wood Place Subdivision; and

**WHEREAS**, on June 12, 2019, the City Council of the City of Colfax approved the Planned Development Permit and associated Conditions of Approval for the Subdivision; and

**WHEREAS**, the Developer has previously submitted to and received approval from the City of Colfax for subdivision improvements associated with the Subdivision; and

**WHEREAS**, in order to provide utility services and emergency vehicle access to serve the Subdivision, the Developer (in accordance with the Conditions of Approval for the project) will grant the utility and emergency vehicle easements shown as dedications on the Amended Final Map; and

**WHEREAS**, the Developer has filed with the City Engineer and requested approval of an amended final map entitled “Shadow Wood Place” (“Amended Final Map”); and

**WHEREAS**, the Developer has executed a Subdivision Improvement Agreement with the City of Colfax with accompanying bonds; and

**WHEREAS**, the City Engineer has reviewed the Amended Final Map for conformity with the approved Planned Development Permit and has determined that the Amended Final Map substantially conforms with all requirements of the Planned Development Permit and the approved Conditions of Approval, the City of Colfax Municipal Code and the Subdivision Map Act; and

**WHEREAS**, the Developer has paid all the necessary fees and made all deposits required to date.

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Colfax hereby approves the Amended Final Map and authorizes the Mayor to sign the Amended Final Map on behalf of the City of Colfax.

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** at the Regular Meeting of the City Council of the City of Colfax held on the 8<sup>th</sup> of January 2020 by the following vote of the Council:

- AYES:**
- NOES:**
- ABSTAIN:**
- ABSENT:**

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**Marnie Mendoza, Mayor**

**ATTEST:**

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**Jaelyn Collier, City Clerk**

**OWNER'S STATEMENT**

THE UNDERSIGNED HEREBY STATE THAT THEY ARE THE ONLY PERSONS HAVING ANY RECORD TITLE INTEREST IN THE REAL PROPERTY INCLUDED IN THIS SUBDIVISION, "SHADOW WOOD PLACE" AS SHOWN UPON THIS MAP, AND DO HEREBY CONSENT TO THE PREPARATION AND RECORDATION OF THIS MAP. WE HEREBY OFFER FOR DEDICATION AND DO HEREBY DEDICATE IN FEE AS PUBLIC RIGHTS-OF-WAY AND AS PUBLIC UTILITY EASEMENT "SHADOW WOOD PLACE", AND "DEPOT STREET", AS SHOWN HEREON. WE HEREBY OFFER THE FOLLOWING DESCRIBED EASEMENTS FOR PUBLIC PURPOSES.

**PUBLIC UTILITY EASEMENT (P.U.E.)**

AND THAT THEY HEREBY IRREVOCABLY OFFER TO DEDICATE TO PUBLIC USE PUBLIC UTILITY EASEMENTS ON, OVER, UNDER AND ACROSS THOSE STRIPS OF LAND DESIGNATED P.U.E. FOR ANY AND ALL UTILITY SERVICE FACILITIES INCLUDING BUT NOT LIMITED TO POLES, WIRES AND CONDUITS FOR ELECTRICAL, TELEPHONE, TELEVISION, GAS, STORM, SANITARY AND WATER SERVICES, AND ALL APPURTENANCES THERETO TOGETHER WITH THE RIGHT TO TRIM AND REMOVE TREES AND VEGETATION.

**MULTI PURPOSE EASEMENT (M.P.E.)**

A TEN (10.0) FOOT WIDE AND FIVE (5.0) FOOT WIDE (AS NOTED) MULTI-PURPOSE EASEMENT FOR INSTALLATION, MAINTENANCE, AND REPAIR OF THE FOLLOWING FACILITIES: FOR PLANTING AND MAINTAINING TREES, FOR ELECTROLIERS, CONDUITS, AND BOXES, TRAFFIC CONTROL DEVICES, WATER AND GAS PIPES, FOR UNDERGROUND WIRES, CONDUITS AND ELECTRICAL BOXES, TELEVISION, TELEPHONE, AND COMMUNICATION SERVICES, EARTH SLOPES TO SUPPORT THE PUBLIC ROAD, TOGETHER WITH ANY AND ALL APPURTENANCES PERTAINING THERETO OVER, ON, UNDER AND ACROSS THE STRIPS OF LAND LYING CONTIGUOUS TO THE PUBLIC WAY AS DELINEATED HEREON.

**DRAINAGE EASEMENT (D.E.)**

THE DRAINAGE EASEMENTS ARE FOR DRAINAGE PURPOSES, TO INCLUDE PROTECTION OF THE 100 YEAR FLOOD PLAIN ELEVATION, THE FIFTEEN (15.0') FOOT EASEMENT SETBACK FROM THE EXISTING STREAM CENTERLINE THREAD INCLUDING BUT NOT LIMITED TO NATURAL DRAINAGE CHANNELS, WATER QUALITY ELEMENTS, EROSION CONTROL, INLET AND OUTLET PIPES, AND SWALES OVER, ON, UNDER AND ACROSS THOSE AREAS SO DESIGNATED.

**PUBLIC SUPPORT EASEMENT (P.S.E.)**

AN EASEMENT FOR USE BY ALL PUBLIC UTILITIES, LAW ENFORCEMENT, FIRE PROTECTION, WELFARE AND OTHER RELATED PUBLIC OR COUNTY AGENCIES, THEIR VEHICLES AND PERSONNEL.

**EMERGENCY ACCESS EASEMENT (E.A.E.)**

AN EASEMENT FOR USE BY PUBLIC, COUNTY, AND STATE AGENCIES OR THEIR AGENT, AND THEIR VEHICLES, IN RESPONSE TO LAW ENFORCEMENT, FIRE, MEDICAL EMERGENCIES OR EMERGENCIES CAUSED BY NATURAL DISASTER.

SHADOW WOOD PLACE VENTURA, LLC, A CALIFORNIA LIMITED LIABILITY COMPANY

BY: \_\_\_\_\_  
DAVID WAYNE CARTER, REGISTERED AGENT

DATE \_\_\_\_\_

**OWNER'S ACKNOWLEDGMENT**

A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS CERTIFICATE VERIFIES ONLY THE IDENTITY OF THE INDIVIDUAL WHO SIGNED THE DOCUMENT TO WHICH THIS CERTIFICATE IS ATTACHED, AND NOT THE TRUTHFULNESS, ACCURACY, OR VALIDITY OF THAT DOCUMENT.

STATE OF CALIFORNIA  
COUNTY OF PLACER

ON \_\_\_\_\_, BEFORE ME \_\_\_\_\_, A NOTARY PUBLIC, PERSONALLY APPEARED DAVID WAYNE CARTER, WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE WITHIN INSTRUMENT AND THAT HE EXECUTED THE SAME IN HIS AUTHORIZED CAPACITY, AND THAT BY HIS SIGNATURE ON THIS INSTRUMENT PERSON, OR ENTITY UPON BEHALF OF WHICH THEY ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND AND OFFICIAL SEAL.

SIGNATURE \_\_\_\_\_

NAME \_\_\_\_\_

MY PRINCIPAL PLACE OF BUSINESS IS \_\_\_\_\_ COUNTY

MY COMMISSION NO. \_\_\_\_\_

MY COMMISSION EXPIRES \_\_\_\_\_

**CITY ENGINEER'S STATEMENT**

I LARRY M. WING, CITY ENGINEER, CITY OF COLFAX, STATE OF CALIFORNIA, DO HEREBY CERTIFY THAT I HAVE EXAMINED THIS FINAL MAP AND FOUND THAT THE SUBDIVISION IS SUBSTANTIALLY THE SAME AS IT APPEARED ON THE TENTATIVE MAP AND ANY APPROVED ALTERATIONS THEREOF AS APPROVED BY THE CITY COUNCIL, AND THAT ALL PROVISIONS OF THE SUBDIVISION MAP ACT AND LOCAL ORDINANCES APPLICABLE AT THE TIME OF APPROVAL OF THE TENTATIVE MAP HAVE BEEN COMPLIED WITH.

DATE \_\_\_\_\_



LARRY M. WING, CITY ENGINEER  
P.E. C29836  
LICENSE EXPIRES 03/31/21

**SOILS REPORT**

A SOILS REPORT HAS BEEN PREPARED BY SOIL SEARCH ENGINEERING, 4088 BRIDGE ST. #9, FAIR OAKS, CA 95628, DATED JUNE 11, 2019, JOB NO. 1934G.

**CITY COUNCIL'S STATEMENT**

THE CITY COUNCIL OF THE CITY OF COLFAX, COUNTY OF PLACER, STATE OF CALIFORNIA BY A RESOLUTION ADOPTED AT A REGULAR MEETING HELD ON THE \_\_\_\_\_TH DAY OF \_\_\_\_\_, 2020, DID APPROVE THIS MAP ENTITLED "SHADOW WOOD PLACE" AND ACCEPTS ON BEHALF OF THE PUBLIC ALL LANDS, EASEMENTS, AND RIGHTS-OF-WAY SHOWN AS PUBLIC WAYS TOGETHER WITH ANY AND ALL APPURTENANCES PERTAINING THERETO SUBJECT TO THE IMPROVEMENTS THEREOF.

THE FILING OF THIS AMENDED FINAL MAP SHALL CONSTITUTE THE ABANDONMENT OF ALL PUBLIC EASEMENTS AS SHOWN ON THE FINAL MAP FOR "SHADOW WOOD PLACE", FILED ON JULY 16, 1980 IN BOOK M OF MAPS AT PAGE 84, PLACER COUNTY RECORDS CONSISTENT WITH SMA 66434.

\_\_\_\_\_  
MAYOR, CITY OF COLFAX

**CITY SURVEYOR'S STATEMENT**

THIS MAP HAS BEEN EXAMINED BY ME AND I AM SATISFIED THAT THE SURVEY DATA IS TECHNICALLY CORRECT.

DATE \_\_\_\_\_

CHRISTINE JOHNSON, LS 6596  
CITY SURVEYOR  
LICENSE EXPIRES 12/31/21

**SURVEYOR'S STATEMENT**

THIS MAP WAS PREPARED BY ME OR UNDER MY DIRECTION AND IS BASED UPON A FIELD SURVEY IN CONFORMANCE WITH THE REQUIREMENTS OF THE SUBDIVISION MAP ACT AND LOCAL ORDINANCE AT THE REQUEST OF DAVID WAYNE CARTER, ON, JANUARY 1, 2019.

I HEREBY STATE THAT THIS FINAL MAP SUBSTANTIALLY CONFORMS TO THE APPROVED OR CONDITIONALLY APPROVED TENTATIVE MAP, IF ANY; THAT ALL MONUMENTS ARE OF THE CHARACTER AND OCCUPY THE POSITIONS INDICATED THAT THE MONUMENTS ARE SUFFICIENT TO ENABLE THE SURVEY TO BE RETRACED.

\_\_\_\_\_  
PATRICK R. DRUDING, P.L.S. No. 8933  
LICENSE EXPIRES: SEPT. 30, 2020



Post Box 786, Auburn, CA 95604  
(530) 885-5107 Fax (530) 885-5157  
Auburn • San Jose • Oakdale • Sacramento

**RECORDER'S STATEMENT**

FILED THIS \_\_\_\_\_, DAY OF \_\_\_\_\_, 2020 AT \_\_\_\_\_, \_\_\_\_\_M. IN BOOK \_\_\_\_\_ OF MAPS AT PAGE \_\_\_\_\_, AT THE REQUEST OF GIULIANI AND KULL-AUBURN, INC.

FILE NO. \_\_\_\_\_ BY: RYAN RONCO  
PLACER COUNTY RECORDER

FEE: \_\_\_\_\_ BY: \_\_\_\_\_  
DEPUTY RECORDER

AMENDED FINAL MAP  
CITY OF COLFAX  
**SHADOW WOOD PLACE**  
A PLANNED DEVELOPMENT

JANUARY 2020

BEING A RESUBDIVISION OF SHADOW WOOD PLACE, M MAP 84, PLACER COUNTY RECORDS. BEING ALSO A PORTION OF THE SE 1/4 OF SECTION 34, TOWNSHIP 15 NORTH, RANGE 9 EAST, M.D.M. AND THE NE 1/4 OF SECTION 3, TOWNSHIP 14 NORTH, RANGE 9 EAST, M.D.M.

COUNTY OF PLACER  
CITY OF COLFAX, STATE OF CALIFORNIA

SHEET 1 OF 2

**NOTES:**

1. SOURCE OF METES AND BOUNDS DOC. NO. 2019-001478 AND THE FINAL MAP FOR "SHADOW WOOD PLACE", FILED ON JULY 16, 1980 IN BOOK M1 OF MAPS AT PAGE 84, PLACER COUNTY RECORDS.

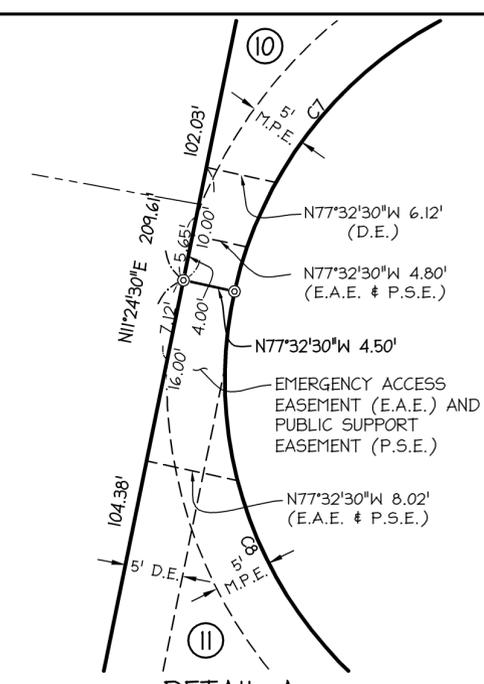
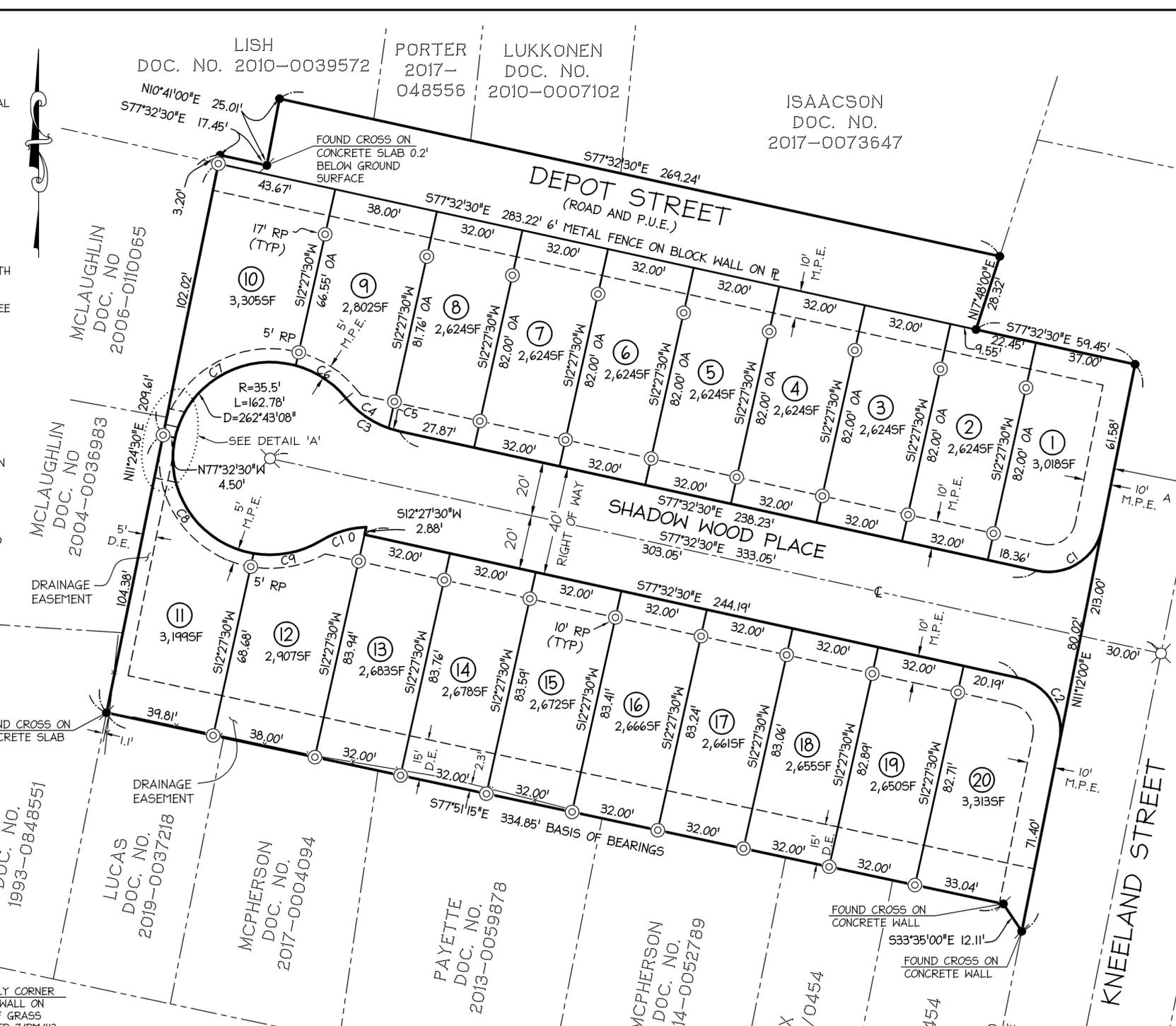
2. GROSS ACREAGE 1.79 AC±

3. THE FINAL MAP FOR "SHADOW WOOD PLACE", FILED ON JULY 16, 1980 IN BOOK M1 OF MAPS AT PAGE 84, PLACER COUNTY RECORDS IS HEREBY AMENDED, LOTS MERGED AND RESUBDIVIDED CONSISTENT WITH SMA 66424.1

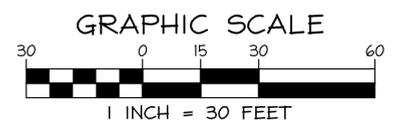
4. DIMENSIONS SHOWN HEREON AGREE WITH THE FINAL MAP FOR "SHADOW WOOD PLACE", FILED ON JULY 16, 1980 IN BOOK M1 OF MAPS AT PAGE 84, PLACER COUNTY RECORDS

**BASIS OF BEARING:**

THE MERIDIAN OF THIS SURVEY IS BASED UPON THE NORTHERLY LINE OF GRASS VALLEY STREET BETWEEN THE SOUTHWEST CORNER OF A CONCRETE WALL AND THE SOUTHEAST CORNER OF A BRICK BUILDING AT GRASS VALLEY AND MAIN STREETS AND IS IDENTICAL THE FINAL MAP FOR "SHADOW WOOD PLACE", FILED ON JULY 16, 1980 IN BOOK M1 OF MAPS AT PAGE 84, PLACER COUNTY RECORDS



- LEGEND**
- FOUND 3/4" REBAR STAMPED L5 2846
  - FOUND AS NOTED
  - ⊙ SET 3/4" REBAR WITH PLASTIC CAP L5 8933
  - ⊗ SET RR SPIKE STAMPED L5 8933
  - P.U.E. PUBLIC UTILITY EASEMENT
  - M.P.E. MULTI PURPOSE EASEMENT
  - D.E. DRAINAGE EASEMENT
  - ( ) RECORD PER 2112 OR 665
  - ADJACENT PROPERTY LINE
  - EASEMENT AS NOTED
  - CENTERLINE
  - INTERIOR LOT LINES ALSO CENTERLINE OF 5' DRAINAGE EASEMENT (TYPICAL)



AMENDED FINAL MAP  
CITY OF COLFAX  
**SHADOW WOOD PLACE**  
A PLANNED DEVELOPMENT  
SCALE: 1"=40' JANUARY 2020  
BEING A RESUBDIVISION OF SHADOW WOOD PLACE, M1 MAP 84, PLACER COUNTY RECORDS. BEING ALSO A PORTION OF THE SE 1/4 OF SECTION 34, TOWNSHIP 15 NORTH, RANGE 9 EAST, M.D.M. AND THE NE 1/4 OF SECTION 3, TOWNSHIP 14 NORTH, RANGE 9 EAST, M.D.M.  
COUNTY OF PLACER  
CITY OF COLFAX, STATE OF CALIFORNIA  
SHEET 2 OF 2

CURVE	LENGTH	DELTA	RADIUS	BEARING	DIST.
C1	31.86'	91°15'30"	20.00'	S56°49'45"W	28.59'
C2	30.98'	88°44'30"	20.00'	S33°10'15"E	27.97'
C3	23.41'	38°52'12"	34.50'	N58°06'24"W	22.96'
C4	19.27'	31°59'49"	34.50'	N54°40'12"W	19.02'
C5	4.14'	6°52'23"	34.50'	N74°06'19"W	4.14'
C6	22.28'	35°57'47"	35.50'	N56°39'11"W	21.92'
C7	57.56'	92°54'25"	35.50'	S58°54'42"W	51.46'
C8	57.49'	92°46'50"	35.50'	S33°55'55"E	51.41'
C9	25.45'	41°04'06"	35.50'	N79°08'37"E	24.90'
C10	17.53'	29°07'15"	34.50'	N73°10'11"E	17.35'

**GK** Giuliani & Kull Auburn, Inc.  
Engineers • Planners • Surveyors  
Post Box 786, Auburn, CA 95604  
(530) 885-5107 Fax (530) 885-5157  
Auburn • San Jose • Oakdale • Sacramento

OWNER'S CERTIFICATE

THE UNDERSIGNED HEREBY CERTIFY THEY ARE THE ONLY PERSONS HAVING RECORD TITLE INTEREST IN THE REAL PROPERTY INCLUDED WITHIN THIS SUBDIVISION; AND THEY HEREBY CONSENT TO THE PREPARATION AND RECORDING OF THIS MAP; AND THEY OFFER FOR DEDICATION TO THE PUBLIC, FOR ROAD PURPOSES, THE ROADS AS SHOWN HEREON; AND THEY DO HEREBY DEDICATE FOR THE HEREINAFTER DESCRIBED PURPOSES THE FOLLOWING:

1. A 10 FOOT WIDE STRIP OVER, ON, ACROSS, AND UNDER ALL LAND ADJACENT TO ALL ROADS. THIS SHALL BE A MULTIPURPOSE PUBLIC EASEMENT (M.P.E.) CONSISTING OF NON-EXCLUSIVE EASEMENTS TO BE ADMINISTERED BY THE CITY OF COLFAX FOR THE FOLLOWING PURPOSES:
  - (A) UNDERGROUND WIRES, CONDUITS AND APPURTENANCES THERETO FOR ELECTRIC AND COMMUNICATION SERVICES.
  - (B) DRAINAGE, EARTH SLOPES, AND EROSION CONTROL AND ALL APPURTENANCES THERETO, AND CLEARING SIGHT DISTANCES AFFECTING TRAVELED WAY.
  - (C) TO TRIM AND REMOVE AS OFTEN AS NECESSARY, TREES, LIMBS, AND BRUSH.
2. PUBLIC UTILITY EASEMENTS OVER, ON, ACROSS, AND UNDER STRIPS OF LAND DESIGNATED ON THIS MAP "P.U.E." FOR WATER, GAS, SEWER, AND DRAINAGE PIPES, AND APPURTENANCES THERETO, AND FOR POLES, WIRES, CONDUITS, AND APPURTENANCES THERETO FOR ELECTRIC AND COMMUNICATION SERVICES. ALL EASEMENTS HEREUNDER ARE NON-EXCLUSIVE AND INCLUDE THE RIGHT TO TRIM AND REMOVE AS OFTEN AS NECESSARY TREES, LIMBS, AND BRUSH.
3. A DRAINAGE EASEMENT FOR THE FLOW OF DRAINAGE WATERS THROUGH THE DRAINAGE CHANNEL AS SHOWN ON THIS MAP SHALL BE PROTECTED, CONSERVED, AND MAINTAINED, FOR DRAINAGE PURPOSES. IMPROVEMENTS SHALL NOT BE CONSTRUCTED, NOR SHALL ANY WORK INCLUDING BUT NOT LIMITED TO: CUTTING TREES, EXCAVATING, BENCHING, GRADING OR REMOVAL OF VEGETATION, BE DONE WITHOUT PRIOR WRITTEN APPROVAL OF THE CITY OF COLFAX AFTER SHOWING BY COMPETENT EVIDENCE THAT THE PROPOSED IMPROVEMENT OR WORK WILL NOT INCREASE OR ALTER IN ANY MANNER THE NATURAL FLOW OF WATER OR BE DETRIMENTAL TO THE ENVIRONMENT WITHIN AND ADJACENT TO THE DRAINAGE EASEMENT.

SHADOW WOOD PLACE VENTURE  
A CO-PARTNERSHIP

TUMAX INVESTMENTS INC., A CALIFORNIA CORPORATION, A GENERAL PARTNER.

Jim Roby  
JIM ROBY, PRESIDENT

John C. McCurry  
JOHN C. MCCURRY, SECRETARY  
TREASURER

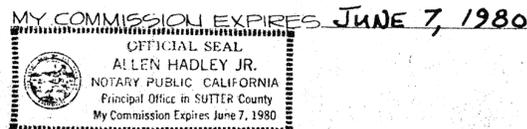
AND:  
Guy Hutchison  
GUY HUTCHISON, A GENERAL PARTNER

STATE OF CALIFORNIA  
COUNTY OF SUTTER

ON JUNE 11, 1979, BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED GUY HUTCHISON KNOWN TO ME TO BE ONE OF THE PARTNERS OF THE PARTNERSHIP THAT EXECUTED THE WITHIN INSTRUMENT, AND ACKNOWLEDGED TO ME THAT SUCH PARTNERSHIP EXECUTED THE SAME.

IN WITNESS WHEREOF I HAVE HEREUNTO SET MY HAND AND AFFIXED MY OFFICIAL SEAL IN THE COUNTY OF SUTTER THE DAY AND YEAR IN THIS CERTIFICATE FIRST ABOVE WRITTEN.

Allen Hadley, Jr.  
NOTARY PUBLIC,  
STATE OF CALIFORNIA



STATE OF CALIFORNIA  
COUNTY OF SUTTER

ON THIS 11<sup>TH</sup> DAY OF JUNE IN THE YEAR ONE THOUSAND NINE HUNDRED SEVENTY NINE, BEFORE ME, ALLEN HADLEY, JR., A NOTARY PUBLIC IN AND FOR SAID STATE, PERSONALLY APPEARED JIM ROBY AND JOHN C. MCCURRY KNOWN TO ME TO BE THE PRESIDENT AND SECRETARY TREASURER (RESPECTIVELY), OF THE CORPORATION THAT EXECUTED THE WITHIN INSTRUMENT AND KNOWN TO ME TO BE THE PERSONS WHO EXECUTED THE WITHIN INSTRUMENT ON BEHALF OF SAID CORPORATION, SAID CORPORATION BEING KNOWN TO ME TO BE ONE OF THE PARTNERS OF THE PARTNERSHIP THAT EXECUTED THE WITHIN INSTRUMENT, AND ACKNOWLEDGED TO ME THAT SUCH CORPORATION EXECUTED THE SAME AS SUCH PARTNER AND THAT SUCH PARTNERSHIP EXECUTED THE SAME.

IN WITNESS WHEREOF I HAVE HEREUNTO SET MY HAND AND AFFIXED MY OFFICIAL SEAL IN THE COUNTY OF SUTTER THE DAY AND YEAR IN THIS CERTIFICATE FIRST ABOVE WRITTEN.

Allen Hadley, Jr.  
NOTARY PUBLIC,  
STATE OF CALIFORNIA



SURVEYOR'S CERTIFICATE

I, EMERSON L. SMITH, HEREBY CERTIFY THAT THIS MAP CORRECTLY REPRESENTS A SURVEY MADE UNDER MY DIRECTION IN MARCH, 1979; THAT THE SURVEY IS TRUE AND COMPLETE AS SHOWN; THAT ALL MONUMENTS SHOWN HEREON WILL BE OF THE CHARACTER SHOWN AND WILL OCCUPY THE POSITIONS INDICATED ON OR BEFORE DECEMBER 31<sup>ST</sup>, 1980 AND THAT SAID MONUMENTS WILL BE SUFFICIENT TO ENABLE THE SURVEY TO BE RETRACED.

MAY 5<sup>TH</sup>, 1980  
DATE

Emerson L. Smith  
EMERSON L. SMITH - LS.3062

TRACT NO. 469

SHADOW WOOD PLACE

A PLANNED DEVELOPMENT

BEING A PORTION OF BLOCK C OF COLFAX  
AND A PORTION OF LOT 8 OF BLOCK 4  
OF ADDITION TO COLFAX, BEING ALSO A  
PORTION OF THE SE 1/4 OF SECTION 34,  
TOWNSHIP 15 NORTH, RANGE 9 EAST, M.D.M.  
AND THE NE 1/4 OF SECTION 3, TOWNSHIP  
14 NORTH, RANGE 9 EAST, M.D.M.

COUNTY OF PLACER

CITY OF COLFAX STATE OF CALIFORNIA

SCALE 1" = 40'

FEBRUARY, 1979

EMERSON L. SMITH  
1980 CROCKETT RD.  
AUBURN, CALIF. 95603

L.S. 3062

SHEET 1 OF 2

CITY ENGINEER'S CERTIFICATE

I W.G. ATTEBERRY, HEREBY CERTIFY THAT I HAVE EXAMINED THIS FINAL MAP, THAT THE SUBDIVISION IS SUBSTANTIALLY THE SAME AS IT APPEARED ON THE TENTATIVE MAP AS APPROVED BY THE PLANNING COMMISSION, THAT ALL PROVISIONS OF THE SUBDIVISION MAP ACT AND ORDINANCES APPLICABLE AT THE TIME OF APPROVAL OF THE TENTATIVE MAP HAVE BEEN COMPLIED WITH, AND THAT I AM SATISFIED THAT SAID MAP IS TECHNICALLY CORRECT.

DATE 6-11-80

W.G. Atteberry  
W.G. ATTEBERRY R.E. 13444

PLANNING COMMISSION'S CERTIFICATE

THE PLANNING COMMISSION OF THE CITY OF COLFAX, ON THIS 17<sup>TH</sup> DAY OF DECEMBER, 1978 DID REVIEW AND FORWARD THIS MAP TO THE COLFAX CITY COUNCIL RECOMMENDING APPROVAL.

Betty Delgado  
SECRETARY  
PLANNING COMMISSION

Charles L. Frim  
CHAIRMAN  
PLANNING COMMISSION

CITY COUNCIL'S CERTIFICATE

THE CITY COUNCIL OF THE CITY OF COLFAX ON THE 22<sup>ND</sup> DAY OF APRIL, 1980 DID APPROVE THIS MAP OF SHADOW WOOD PLACE AND HAS ACCEPTED ON BEHALF OF THE PUBLIC, THE ROADS, RIGHTS-OF-WAY, AND EASEMENTS OFFERED FOR DEDICATION FOR PUBLIC USE IN CONFORMITY WITH THE TERMS OF DEDICATION. THE DRAINAGE EASEMENT IS ACCEPTED FOR PUBLIC USE BUT NOT FOR MAINTAINANCE.

CITY CLERK

W.P. K... ..  
MAYOR, CITY OF COLFAX

RECORDER'S CERTIFICATE

ACCEPTED FOR RECORD AND FILED IN THE OFFICE OF THE RECORDER OF PLACER COUNTY, STATE OF CALIFORNIA, AT THE REQUEST OF PLACER TITLE COMPANY AT 34 MINUTES PAST 4:00 O'CLOCK P.M. ON THE 16<sup>TH</sup> DAY OF JULY, 1980, AND RECORDED IN BOOK M OF MAPS, ON PAGE 84.

FILE NO.: 25993

FEE: \$7.00

GAY TROMBLEY  
PLACER COUNTY RECORDER

SOILS REPORT

Eleanor B. Swisley  
DEPUTY

A SOILS INVESTIGATION WAS PERFORMED IN AUGUST, 1978. THE RESULTS OF THAT INVESTIGATION ARE CONTAINED IN A REPORT PREPARED BY TERRARESEARCH INC. DATED AUGUST 28, 1978. A COPY OF THIS REPORT IS ON FILE WITH THE CITY CLERK OF THE CITY OF COLFAX.





# Staff Report to City Council

## FOR THE JANUARY 8, 2020 REGULAR CITY COUNCIL MEETING

**From:** Wes Heathcock, City Manager  
**Prepared by:** Chris J. Clardy, Community Services Director  
**Subject:** LED Lighting Upgrade – PG&E On-Bill-Financing (OBF)

*Budget Impact Overview:*

N/A:	Funded:	Un-funded:	Amount:	Fund(s):
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**RECOMMENDED ACTION:** Adopt Resolution \_\_-2020 authorizing the City Manager to submit an application and sign contracts with Pacific Gas & Electric (PG&E) for the purpose of upgrading the City’s buildings lighting to LED lighting using PG&E’s On-Bill-Financing (OBF).

**Summary/Background**

During the first half of fiscal year 2019/20 staff has worked closely with Advanced Lighting Services Inc. in an effort to identify possible savings by upgrading the City’s buildings lighting to LED lighting and controls. Advanced Lighting Services Inc. is an energy services company partnered and authorized by Pacific Gas and Electric, in the State of California, to help local jurisdictions save energy and cut cost by leveraging the utilities available programs, along with their On-Bill-Financing with \$0 out of pocket.

Pacific Gas and Electric’s On-Bill-Financing for energy efficiency upgrades allow jurisdictions to lower their energy use and reduce monthly bills without outside financing and additional interest cost. The program helps customers pay for energy retrofit projects with zero interest, zero penalty loans that will be paid through their monthly billing.

At the request of staff, Advanced Lighting provided a no-cost energy assessment for nine City owned buildings as shown in attachment 2.

Some points to highlight are:

- All costs are inclusive of materials, labor and taxes
- Zero dollars out of pocket
- Billing will be Net Neutral
- Return on investment is 5 years
- 5-year warranty for interior lighting/controls, 7-10 year warranty with exterior lighting

Based on the information provided, staff recommends City Council authorize the City Manager to submit an application and sign contracts with Pacific Gas & Electric for the purpose of upgrading the City’s buildings lighting to LED lighting using PG&E’s On-Bill-Financing (OBF).

**Budget Impact**

The project will be net neutral for the first five years and is expected to see a total energy and maintenance annual savings of approximately \$24,000.

**Attachments:**

1. Resolution \_\_-2020
2. Energy Assessment

# City of Colfax

## City Council

Resolution No. \_\_-2020

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**AUTHORIZING THE CITY MANAGER TO SUBMIT AN APPLICATION AND SIGN CONTRACTS WITH PACIFIC GAS AND ELECTRIC (PG&E) FOR THE PURPOSE OF UPGRADING THE CITY’S BUILDINGS LIGHTING TO LED LIGHTING USING PG&E’S ON-BILL-FINANCING (OBF).**

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**WHEREAS**, during the first half of fiscal year 2019/20 staff has worked closely with Advanced Lighting Services Inc. in an effort to identify possible savings by upgrading the City’s buildings lighting to LED lighting and controls; and,

**WHEREAS**, at the request of staff, Advanced Lighting Services Inc. provided a no-cost energy assessment for the nine City owned buildings; and,

**WHEREAS**, PG&E On-Bill-Financing for energy efficiency upgrades allows jurisdictions to lower their energy use and reduce monthly bills without outside financing, additional interest cost, and zero money out of pocket; and,

**WHEREAS**, all costs are inclusive of materials, labor, and taxes. Billing will be net neutral with a return on investment in five years. Products have five year warranty for interior lighting/controls and seven to ten year warranty for exterior lighting/controls; and,

**NOW, THEREFORE, BE IT RESOLVED** the City Council of the City of Colfax authorizes the City Manager to submit an application and sign contracts with Pacific Gas and Electric (PG&E) for the purpose of upgrading the City’s buildings lighting to led lighting using PG&E’S On-Bill-Financing (OBF).

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** at the Regular Meeting of the City Council of the City of Colfax held on the 8<sup>th</sup> day of January 2020 by the following vote of the Council:

- AYES:**
- NOES:**
- ABSTAIN:**
- ABSENT:**

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**Marnie Mendoza, Mayor**

**ATTEST:**

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**Jaclyn Collier, City Clerk**

Attachment 2

# City of Colfax LED Lighting Upgrade with Controls Financial Summary

Location	ALS Quote #	kWh	Project Cost	Applicable Taxes (Material)	Total Project Cost (Taxes - Material)	Annual Payback - Energy Only	Annual Payback - Energy & Maintenance	kW Savings	kWh Savings	Number of Fixtures & Controls	Annual Energy Savings	Annual Maintenance Savings	Total Annual Energy & Maint Savings	Customer Out-Of-Pocket
City Hall & Train Depot	953/963	0.27	\$44,545.35	\$1,114.21	\$45,659.56	7.8	5.0	4.0	21804	87	\$5,820.00	\$3,234.00	\$9,054.00	\$0.00
Colfax Ball Park	955	0.32	\$4,056.35	\$73.93	\$4,130.28	8.1	6.2	1.5	7390	6	\$513.00	\$150.00	\$663.00	\$0.00
Public Works Corp Yard	957	0.26	\$20,168.94	\$421.41	\$20,590.35	8.4	6.0	1.7	10703	24	\$2,464.00	\$977.00	\$3,441.00	\$0.00
Roy Toms Restroom	959	0.25	\$7,050.47	\$74.68	\$7,125.15	5.7	4.6	2.9	12921	5	\$1,254.00	\$303.00	\$1,557.00	\$0.00
Splash Park	961	0.30	\$8,840.40	\$124.94	\$8,965.34	4.5	2.8	0.6	2154	12	\$1,990.00	\$1,247.00	\$3,237.00	\$0.00
Volunteer Fire Dept 1	965	0.30	\$19,651.31	\$411.90	\$20,063.21	8.6	6.3	0.3	2597	24	\$2,322.00	\$878.00	\$3,200.00	\$0.00
Volunteer Fire Dept 2	967	0.47	\$6,636.57	\$42.50	\$6,679.07	5.3	3.4	0.7	7732	3	\$1,267.00	\$718.00	\$1,985.00	\$0.00
Waste Water Plant	969	0.21	\$11,504.74	\$206.13	\$11,710.87	9.3	6.9	2.6	12353	10	\$1,255.00	\$435.00	\$1,690.00	\$0.00
			\$122,454.13	\$2,469.70	\$124,923.83	7.2	5.2	14.3	77,654	171	\$16,885.00	\$7,942.00	\$24,827.00	\$0.00



# Staff Report to City Council

## FOR THE JANUARY 8, 2020 REGULAR CITY COUNCIL MEETING

**From:** Wes Heathcock, City Manager  
**Prepared by:** Wes Heathcock, City Manager  
**Subject:** SCI Consulting Group Contract – Commercial Cannabis Ordinance and Fee Development

*Budget Impact Overview:*

<b>N/A:</b>	<b>Funded:</b> √	<b>Un-funded:</b>	<b>Amount:</b> \$25,000	<b>Fund(s):</b> 120
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**RECOMMENDED ACTION:** Discuss and consider adopting Resolution \_\_-2020 authorizing the City Manager to enter into an agreement with SCI Consulting Group for commercial cannabis ordinance and fee development in an amount not to exceed \$25,000.

**Summary/Background:**

City Council provided direction at the November 13, 2019 City Council meeting to provide additional information at a future commercial cannabis workshop. The items council requested included:

1. Development agreement as it would relate to commercial cannabis activity.
2. Quantify loss revenue due to the state authorized licensing of delivery services without local control.
3. Cost proposal from SCI Consulting Group (SCI) for ordinance and fee development.

Staff provided the requested information that was available to the City Council at the December 11, 2019 Commercial Cannabis Workshop.

The results of the workshop included council direction to track direct costs associated with developing and maintaining the commercial cannabis ordinance and fees, commercial cannabis permit fee needs to cover contracted and in-house staff costs, and execute an agreement with SCI Consulting Group to provide the necessary ordinance and fee framework in an amount not to exceed \$25,000.

The attached SCI contact scope meets the council’s objective to amend the appropriate ordinances and develop the necessary fees. Staff is recommends council authorize the City Manager to enter into an agreement with SCI for commercial cannabis ordinance and fee development in the amount specified.

**Fiscal Impact:**

The commercial cannabis project is funded from Fund 120. The goal is to establish fees that recover the contract cost at a future date.

**Attachments:**

1. Resolution \_\_-2020
2. Consultant Agreement

# City of Colfax

## City Council

Resolution No. \_\_-2020

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**AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH SCI CONSULTING GROUP FOR COMMERCIAL CANNABIS ORDINANCE AND FEE DEVELOPMENT IN AN AMOUNT NOT TO EXCEED \$25,000.**

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**WHEREAS**, City Council provided direction at the November 13, 2019 meeting to provide additional information at a future commercial cannabis workshop; and

**WHEREAS**, the City Council directed staff to bring forward a contract with SCI Consulting Group to develop the necessary commercial cannabis ordinances and fees at the December 11, 2019 Commercial Cannabis Workshop.

**NOW, THEREFORE, BE IT RESOLVED**, the City Council of the City of Colfax authorizes the City Manager to enter into an agreement with SCI Consulting Group for commercial cannabis ordinance and fee development in an amount not to exceed \$25,000.

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** at the Regular Meeting of the City Council of the City of Colfax held on the 8<sup>th</sup> day of January 2020, by the following vote of the Council:

- AYES:**
- NOES:**
- ABSTAIN:**
- ABSENT:**

\_\_\_\_\_  
**Marnie Mendoza, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Jaelyn Collier, City Clerk**

Attachment 2**AGREEMENT FOR CONSULTANT SERVICES**

THIS AGREEMENT is made and entered into on this 8<sup>th</sup> day of January, 2020 by and between the City of Colfax, a municipal corporation of the State of California ("City") and SCI Consulting Group ("Consultant").

**RECITALS**

- A. The City desires to retain Consultant to provide the Services set forth in detail in Exhibit A hereto (the "Services") subject to the terms and conditions of this Agreement.
- B. Consultant is duly licensed and sufficiently experienced to undertake and perform the Services in a skilled and workmanlike manner and desires to do so in accordance with the terms and conditions of this Agreement.

Now, therefore, in consideration of the mutual covenants, promises and conditions set forth in this Agreement, the City and Consultant agree as follows:

**Section 1. Services.**

Subject to the terms and conditions set forth in this Agreement, Consultant shall furnish and perform all of the Services described in detail in Exhibit A hereto and incorporated herein by this reference (the "Services") to the satisfaction of the City. Consultant shall not perform any work exceeding the scope of the Services described in Exhibit A without prior written authorization from the City.

**Section 2. Time of Completion.**

Consultant's schedule for performance of the Services is set forth in Exhibit A hereto which is incorporated herein by this reference. Consultant shall commence performance of the Services promptly upon receipt of written notice from the City to proceed. **The contract term is for (1) year commencing the day following the elected body approval.** During the performance of the Services, Consultant shall provide the City with written progress reports at least once each month and at such additional intervals as City may from time to time request.

**Section 3. Compensation.**

- A. Except as may otherwise be provided in Exhibit A or elsewhere in this Agreement or its exhibits, Consultant shall invoice City once each month for the Services performed during the preceding month in an amount not to exceed \$5000. Such invoices shall itemize all charges in such detail as may reasonably be required by City in the usual course of City business but shall include at least:
  - i. the date of performance of each of the Services,
  - ii. identification of the person who performed the Services,
  - iii. a detailed description of the Services performed on each date,
  - iv. the hourly rate at which the Services on each date are charged,
  - v. an itemization of all costs incurred and
  - vi. the total charges for the Services for the month invoiced.

**Attachment 2**

As long as the Consultant performs the Services to the satisfaction of the City, the City shall pay the Consultant an all-inclusive compensation that shall not exceed the amount as detailed in Exhibit A except pursuant to an authorized written change order issued pursuant to Section 15 of this Agreement before the Services requiring additional compensation are performed. City shall pay Consultant no later than thirty (30) days after approval of the monthly invoice by City's staff.

- B. The Consultant's compensation for the Services shall be full compensation for all indirect and direct personnel, materials, supplies, equipment and services incurred by the Consultant and used in carrying out or completing the Services. Payments shall be in accordance with the payment schedule established in Exhibit A or elsewhere in this Agreement or its exhibits.
- C. The City shall have the right to receive, upon request, documentation substantiating charges billed to the City pursuant to this Agreement. The City shall have the right to perform an audit of the Consultant's relevant records pertaining to the charges.
- D. Any Services performed more than sixty (60) days prior to the date upon which they are invoiced to the City shall not be compensable.

**Section 4. Professional Ability; Standard of Quality.**

City has relied upon the professional training and ability of Consultant to perform the Services described in Exhibit A as a material inducement to enter into this Agreement. Consultant shall therefore provide properly skilled professional and technical personnel to perform all Services under this Agreement. All Services performed by Consultant under this Agreement shall be in a skillful, workmanlike manner in accordance with applicable legal requirements and shall meet the standard of quality ordinarily to be expected of competent professionals in Consultant's field of expertise.

**Section 5. Indemnification.**

Consultant shall hold harmless and indemnify, including without limitation the cost to defend, the City and its officers, agents and employees from and against any and all claims, demands, damages, costs or liability that arise out of, or pertain to, or relate to the negligence, recklessness or willful misconduct of Consultant and/or its agents in the performance of the Services. This indemnity does not apply to liability for damages for death or bodily injury to persons, injury to property, or other loss, arising from the sole negligence, willful misconduct or material defects in design by the City or its agents, servants employees or independent contractors other than Consultant who are directly responsible to the City, or arising from the active negligence of the City officers, agents, employees or volunteers

**Attachment 2****Section 6. Insurance.**

Without limiting Consultant's indemnification obligations provided for above, Consultant shall take out before beginning performance of the Services and maintain at all times during the life of this Agreement the following policies of insurance with insurers possessing a Best rating of not less than A. Consultant shall not allow any subcontractor, professional or otherwise, to commence work on any subcontract until all insurance required of the Consultant has also been obtained by the subcontractor.

- A. Workers' Compensation Coverage. Statutory Workers' Compensation insurance and Employer's Liability Insurance to cover its employees. In the alternative, Consultant may rely on a self-insurance program to meet its legal requirements as long as the program of self-insurance complies fully with the provisions of the California Labor Code. Consultant shall also require all subcontractors, if such are authorized by the City, to similarly provide Workers' Compensation insurance as required by the Labor Code of the State of California for all of the subcontractor's employees. All Workers' Compensation policies shall be endorsed with the provision that the insurance shall not be suspended, voided, or cancelled until thirty (30) days prior written notice has been provided to City by the insurer. The Workers' Compensation insurance shall also contain a provision whereby the insurance company agrees to waive all rights of subrogation against the City and its elected or appointed officials, officers, agents, and employees for losses paid under the terms of such policy which arise from the Services performed by the insured for the City.
- B. General Liability Coverage. General liability insurance, including personal injury and property damage insurance for all activities of the Consultant and its subcontractors, if such are authorized by the City, arising out of or in connection with the Services. The insurance shall be written on a comprehensive general liability form and include a broad form comprehensive general liability endorsement. In the alternative, the City will accept, in satisfaction of these requirements, commercial general liability coverage which is equivalent to the comprehensive general liability form and a broad form comprehensive general liability endorsement. The insurance shall be in an amount of not less than \$1 million combined single limit personal injury and property damage for each occurrence. The insurance shall be occurrence based insurance. General liability coverage written on a claims made basis shall not be acceptable absent prior written authorization from the City.
- C. Automobile Liability Coverage. Automobile liability insurance covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with this Agreement, including coverage for owned, hired and non-owned vehicles, in an amount of not less than \$1 million combined single limit for each occurrence.
- D. Policy Endorsements. Each general liability and automobile liability insurance policy shall be endorsed with the following provisions:

**Attachment 2**

1. The City, and its elected or appointed officials, employees and agents shall be named as insureds or additional insureds with regard to damages and defenses of claims arising from activities performed by or on behalf of the Consultant.
  2. The insurance afforded by each policy shall apply separately to each insured who is seeking coverage or against whom a claim is made or a suit is brought, except with respect to the insurer's limits of liability.
  3. The insurance shall be primary insurance as respects the City and its elected or appointed officers, officials, employees and agents. Any other insurance maintained by the City or its elected or appointed officers, officials, employees, agents or volunteers shall be in excess of this insurance and shall not contribute with it.
  4. The insurance shall not be suspended, voided, cancelled, or reduced in coverage or in limits except after thirty (30) days prior written notice has been provided to the City.
  5. Any failure to comply with the reporting requirements of any policy shall not affect coverage provided to the City, its elected or appointed officers, officials, employees, or agents.
- E. Professional Liability Coverage. If required by the City, Consultant shall also take out and maintain professional liability, errors and omissions insurance in an amount not less than \$1 million. The professional liability insurance policy shall be endorsed with a provision stating that it shall not be suspended, voided, cancelled, or reduced in coverage or in limits except after thirty (30) days written notice has been provided to the City.
- F. Insurance Certificates and Endorsements. Prior to commencing the Services under this Agreement, Consultant shall submit to the City documentation evidencing the required insurance signed by the insurance agent and the companies named. This documentation shall be on forms which are acceptable to the City and shall include all required endorsements and verify that coverage is actually in effect. This Agreement shall not be effective until the required insurance forms and endorsements are submitted to and approved by the City. Failure to provide these forms within the time period specified by City may result in the award of this Agreement to another Consultant should the City, in its sole discretion, decide to do so. Current certification of insurance shall be kept on file with the City at all times during the term of this Agreement.
- G. Deductible and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by City.

## Attachment 2

- H. Termination of Insurance. If the City receives notification that Consultant's insurance will be suspended, voided, cancelled or reduced in coverage or in limits, and if the Consultant does not provide for either the reinstatement of that insurance or for the furnishing of alternate insurance containing all of the terms and provisions specified above prior to the termination of that insurance, City may either terminate this Agreement for that breach, or City may secure the required insurance to satisfy the conditions of this Agreement and deduct the cost thereof from compensation which would otherwise be due and payable to the Consultant for Services rendered under the terms of this Agreement.

### **Section 7. Subcontracts.**

Consultant may not subcontract any portion of the Services without the written authorization of City. If City consents to a subcontract, Consultant shall be fully responsible to the City and third parties for all acts or omissions of the subcontractor to which the Services or any portion thereof are subcontracted. Nothing in this Agreement shall create any contractual relationship between City and any subcontractor, nor shall it create any obligation on the part of the City to pay or cause the payment of any monies due to any such subcontractor except as otherwise is required by law.

### **Section 8. Assignment.**

Consultant shall not assign any right or obligation under this Agreement without the City's prior written consent. Any attempted assignment of any right or obligation under this Agreement without the City's prior written consent shall be void.

### **Section 9. Entire Agreement.**

This Agreement represents the entire understanding of City and Consultant as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered herein. This Agreement may not be modified or altered except in writing signed by both parties.

### **Section 10. Jurisdiction.**

This Agreement shall be administered and interpreted under the laws of the State of California. Jurisdiction over any litigation arising from this Agreement shall be in the Superior Court of the State of California with venue in Placer County, California.

### **Section 11. Suspension of Services.**

Upon written request by Consultant, City may suspend, in writing, all or any portion of the Services if unforeseen circumstances beyond the control of the City and Consultant make normal progress of the Services impossible, impractical or infeasible. Upon written City approval to suspend performance of the Services, the time for completion of the Services shall be extended by the number of days performance of the Services is suspended.

### **Section 12. Termination of Services.**

## Attachment 2

City may at any time, at its sole discretion, terminate all or any portion of the Services and this Agreement upon seven (7) days written notice to Consultant. Upon receipt of notice of termination, Consultant shall stop performance of the Services at the stage directed by City. Consultant shall be entitled to payment within thirty (30) days for Services performed up to the date of receipt of the written notice of termination. Consultant shall not be entitled to payment for any Services performed after the receipt of the notice of termination unless such payment is authorized in advance in writing by the City.

Should Consultant fail to perform any of the obligations required of Consultant within the time and in the manner provided for under the terms of this Agreement, or should Consultant violate any of the terms and conditions of this Agreement, City may terminate this Agreement by providing Consultant with seven (7) days written notice of such termination. The Consultant shall be compensated for all Services performed prior to the date of receipt of the notice of termination. However, the City may deduct from the compensation which may be owed to Consultant the amount of damage sustained or estimated by City resulting from Consultant's breach of this Agreement.

Consultant's obligations pursuant to Sections 5 and 6 of this Agreement shall survive termination, and continue in effect for as long as necessary to fulfill the purposes of Sections 5 and 6.

### **Section 13. Independent Contractor.**

Consultant shall in all respects be an independent contractor and not an agent or employee of City. Consultant has and shall retain the right to exercise full control and supervision of the means and methods of performing the Services. Consultant shall receive no premium or enhanced pay for Services normally understood as overtime; nor shall Consultant receive holiday pay, sick leave, administrative leave or pay for any other time not actually expended in the performance of the Services. It is intended by the parties that Consultant shall not be eligible for benefits and shall receive no compensation from the City, except as expressly set forth in this Agreement. Consultant shall submit completed W-9 and Report of Independent Contractor forms upon execution of this Agreement and prior to the payment of any compensation hereunder.

### **Section 14. Ownership of Documents.**

Within thirty (30) days after the Consultant substantially completes performance of the Services, or within thirty (30) days after the termination of this Agreement, the Consultant shall deliver to the City all files, records, materials and documents drafted or prepared by Consultant's in the performance of the Services. It is expressly understood and agreed that all such files, records, materials and documents are the property of the City and not the property of the Consultant. All finished and unfinished reports, plans, studies, documents and other writings prepared by and for Consultant, its officers, employees and agents in the course of performing the Services shall become the sole property of the City upon payment to Consultant for the Services, and the City shall have the exclusive right to use such materials in its sole discretion without further compensation to Consultant or to any other party. Consultant shall, at Consultant's expense, provide such reports, plans,

## Attachment 2

studies, documents and writings to City or any party the City may designate, upon written request. Consultant may keep file copies of all documents prepared for City. Use of any such documents by the City for projects that are not the subject of this Agreement or for purposes beyond the scope of the Services shall be at the City's sole risk without legal liability or expense to Consultant.

### **Section 15. Changes and/or Extra Work.**

Only the City Council may authorize extra and/or changed Services, modification of the time of completion of the Services, or additional compensation for the tasks to be performed by Consultant. Consultant expressly recognizes that other City personnel are without authorization to order extra and/or changed Services or to obligate the City to the payment of additional compensation. The failure of Consultant to secure the prior written authorization for such extra and/or changed Services shall constitute a waiver of any and all right to adjustment in the contract price due to such unauthorized Services, and Consultant thereafter shall not be entitled to any compensation whatsoever for the performance of such extra or changed Services. In the event Consultant and City agree that extra and/or changed Services are required, or that additional compensation shall be awarded to Consultant for performance of the Services under this Agreement, a supplemental agreement providing for such compensation shall be prepared and shall be executed by the Consultant and the necessary City officials before the extra and/or changed Services are provided.

### **Section 16. Compliance with Federal, State and Local Laws.**

Consultant shall comply with all applicable federal, state and local laws, statutes, ordinances, rules and regulations affecting the Services, including without limitation laws requiring licensing and prohibiting discrimination in employment because of race, creed, color, sex, age, marital status, physical or mental disability, national origin or other prohibited bases. City shall not be responsible or liable for Consultant's failure to comply with applicable laws, statutes, ordinances, rules or regulations.

### **Section 17. Retention of Records.**

Consultant and any subconsultants authorized by the terms of this Agreement shall keep and maintain full and complete documentation and accounting records, employees' time sheets, and correspondence pertaining to the Services, and Consultant shall make such documents available for review and/or audit by City and City's representatives at all reasonable times during performance of the Services and for at least four (4) years after completion of the Services and/or termination of this Agreement.

### **Section 18. Alternative Dispute Resolution**

**Attachment 2**

- A. Before resorting to mediation, arbitration or other legal process, the primary contacts of the parties shall meet and confer and attempt to amicably resolve any dispute arising from or relating to this Agreement subject to the following provisions. Any party desiring to meet and confer shall so advise the other party pursuant to a written notice. Within 15 days after provision of that written notice by the party desiring to meet and confer, the primary contacts for each party shall meet in person and attempt to amicably resolve their dispute. Each primary contact, or the person acting in their absence with full authority to resolve the dispute, shall attend the meeting and shall be prepared to devote an entire day thereto. If any dispute remains unresolved at the end of the meeting, any party to this Agreement shall have the right to invoke the mediation process provided for in the subparagraph B below.
- B. Subject to the provisions of subparagraph A, any dispute that remains unresolved after the meet and confer shall immediately be submitted to non-binding neutral mediation, before a mutually acceptable, neutral retired judge or justice at the Sacramento Office of the Judicial Arbitration and Mediation Service ("JAMS"). If within five days after the meet and confer the parties are unable to agree upon the selection of a neutral mediator, then the first available retired judge or justice at the Sacramento office of JAMS shall serve as the neutral mediator. The parties agree to commit to at least one full day to the mediation process. Additionally, to expedite the resolution of any dispute that is not resolved by mediation, the parties agree to each bring to the neutral mediation a list of at least five neutral arbitrators, including their resumes, whose availability for an arbitration hearing within 30 days after the mediation has been confirmed.
- C. If mediation is unsuccessful, before the mediation concludes, the parties shall mediate the selection of a neutral arbitrator to assist in the resolution of their dispute. If the parties are unable to agree on an arbitrator, the parties agree to submit selection of an arbitrator to the mediator, whose decision shall be binding on the parties. In that case, the mediator shall select a neutral arbitrator from the then active list of retired judges or justices at the Sacramento Office of the JAMS. The arbitration shall be conducted pursuant to the provisions of the California Arbitration Act, sections 1280-1294.2 of the California Code of Civil Procedure. In such case, the provisions of Code of Civil Procedure Section 1283.05 and 1283.1 shall apply and are hereby incorporated into this Agreement.
- D. This section 18 shall survive the termination or expiration of this Agreement. If there is no Sacramento office of JAMS, then the office of JAMS closest to the City shall be used instead of a Sacramento office.

**Section 19. Severability.**

## Attachment 2

The provisions of this Agreement are severable. If any portion of this Agreement is held invalid by an arbitrator or by a court of competent jurisdiction, the remainder of the Agreement shall remain in full force and effect unless amended or modified by the mutual written consent of the parties.

### **Section 20. Entire Agreement; Amendment.**

This Agreement, including all exhibits hereto, constitutes the complete and exclusive expression of the understanding and agreement between the parties with respect to the subject matter hereof. All prior written and oral communications, including correspondence, drafts, memoranda, and representations, are superseded in total by this Agreement. This Agreement may be amended or extended from time to time only by written agreement of the parties hereto.

### **Section 21. Time of the Essence.**

Time is of the essence in the performance of the Services. The Consultant will perform its Services with due and reasonable diligence consistent with sound professional practices and shall devote such time to the performance of the Services as may be necessary for their timely completion.

### **Section 22. Written Notification.**

Except as otherwise specified in this Agreement, any notice, demand, request, consent, approval or communications that either party desires or is required to give to the other party shall be in writing and either served personally or sent by first class mail, postage prepaid and addressed as follows. Either party may change its address by notifying the other party in writing of the change of address. Notice shall be deemed communicated within two business days from the time of mailing if mailed within the State of California as provided in this Section.

If to City:                   City of Colfax  
                                  33 S. Main Street  
                                  Colfax, CA 95713

If to Consultant:        SCI Consulting Group  
                                  4745 Mangels Boulevard  
                                  Fairfield, CA 94534

### **Section 23. Execution.**

This Agreement may be executed in original counterparts, each of which shall constitute one and the same instrument and shall become binding upon the parties when at least one original counterpart is signed by both parties hereto. In proving this Agreement, it shall not be necessary to produce or account for more than one such counterpart.

### **Section 24. Successors.**

**Attachment 2**

This Agreement shall be binding on and inure to the benefit of the respective parties hereto except to the extent of any contrary provision in this Agreement.

**Section 25. Attorney's Fees.**

If any party to this Agreement commences legal proceedings to enforce any of its terms or to recover damages for its breach, the prevailing party shall be entitled to recover its reasonable attorney's fees, costs and the expenses of expert witnesses, including any such fees costs and expenses incurred on appeal.

IN WITNESS WHEREOF, the parties hereby have executed this Agreement on the day first above written:

CITY

CONSULTANT

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

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<b>SCOPE OF WORK</b>
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**1.) Stakeholder Meetings and City Council Study Session**

SCI will plan, develop, and facilitate up to three (3) interactive stakeholder meetings and one (1) City Council Study session to provide outreach to stakeholders, City staff and the community. Our stakeholder meeting goals are twofold. First, we seek to educate and assess concerns, options and trends in the cannabis industry and with commercial cannabis regulation and implementation and second, gather input that will assist in the development of commercial cannabis regulations for the City. SCI will prepare a report with all significant data from the meetings as well as recommendations. Following the stakeholder meetings, SCI will meet with City Staff to schedule a City Council study session to present the results and to receive policy direction from Council.

**Deliverables:**

- Plan, develop and facilitate up to (3) stakeholder meetings
- Prepare report with findings and recommendations
- Present results at City Council Study Session

**2.) Cannabis Ordinance Review and Development**

Drafting a Health and Safety Regulatory and Zoning Ordinances is one of the most important tasks in the implementation process. After we work with City staff, stakeholders and the community to understand the goals and priorities of local cannabis policies, we will present options and advise on best strategies and practice approaches for the content of the ordinance, as well as key components of timing and development. In addition to establishing land use and operating criteria, the regulations must ensure compliance with all State regulations, reflect local preferences, be flexible enough to adapt to the dynamic aspects of this unique industry, and lay the foundation for monitoring and compliance activities so that appropriate regulatory fees can be calculated. We use the input gathered from the stakeholders and combine it with our knowledge of the regulations and industry and draft a set of comprehensive regulations. We include input from City staff and stakeholders to help determine where the City's best fit is on a continuum ranging from minimal to significant local control of the industry. We will consider the political nature of local governance and the City's desire to create jobs and revenue for its citizens.

We will use our established matrix of over 55 cannabis-related attributes to ensure completeness and highlight all areas that need expansion and/or reconsideration. We will include the best practices from other similar cannabis ordinances, as well as emerging or anticipated industry changes in the draft of the City's ordinance. Our work will be carefully documented with specific reference to the appropriate code or reason for a change. We will carefully research our work to be compliant with all local and State laws and regulations, but the final ordinances should be reviewed by the City's legal counsel prior to implementation. We will help shepherd the ordinance through the approval process.

**Deliverables:**

- Amend City's Commercial Cannabis Ordinances 5.32 and 17.162 to allow medicinal permits under the current prohibited activities (cultivation, manufacturing, distribution, delivery)

Exhibit A

- Ensure compliance with current State regulations
- Prepare resolutions, staff reports and supporting documentation for Planning Commission and Council adoption

**3.) Regulatory Fee Study Analysis**

The goal of regulatory fees is to assign responsibility to the industry participants for expenses incurred by the City for regulating industry activities, ensuring full cost recovery for all the City's cannabis-related activities. By assigning reimbursement for these costs to industry participants, the City protects the benefit of the general tax revenue for all the City's residents.

SCI will provide engineering services in developing the fees for ongoing monitoring and compliance of cannabis businesses in the City. SCI will develop regulatory fees for each of the desired permit types (cultivation, manufacturing, distribution, delivery). The goal is to establish a reliable, robust cannabis fee structure that is supported by the community and the local cannabis industry, is Proposition 26 justifiable, and adheres to all State and local regulations.

The first step for developing the specific fees is to work with the City to establish administrative process flow documentation for each fee type. Next, the process flow is divided into discrete tasks within a spreadsheet, with the associated time increment required to conduct each task for each staff position type and hourly rate. Finally, these data are analyzed to ensure that all costs are covered, and a final fee rate is established.

**Deliverables:**

- Develop fee study report
- Prepare resolution, staff report and supporting documentation for Council adoption

<b>PROJECT TEAM</b>
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**KYLE TANKARD, CANNABIS SERVICES GROUP LEADER/SENIOR CONSULTANT SCI**

Kyle Tankard, Senior Consultant, serves as the Cannabis Services Group Leader at SCI providing local cannabis policy expertise in California. He plays a diverse role, assisting municipalities with all aspects of local cannabis implementation including regulatory development, taxation policy and cost recovery, cannabis compliance, application review, and cannabis-related public education and outreach. In addition, Mr. Tankard brings seven years of project management experience to SCI, leading and assisting in the formation and administration of local revenue measures and their annual administration. He currently administers a variety of assessments and tax levies for a variety of special districts and cities throughout California.

**CHRIS COULTER, SENIOR CANNABIS CONSULTANT/SENIOR CONSULTANT SCI**

Chris Coulter, Senior Consultant, serves as a senior Cannabis Consultant at SCI contributing extensive experience assisting local agencies in developing cannabis policies for regulation, compliance, auditing and economic development. Mr. Coulter has developed high-profile commercial cannabis application selection processes for several jurisdictions in California and contributes comprehensive knowledge of implementing compliance regulations for all cannabis activities. Mr. Coulter also brings extensive consulting experience leading formation of proposition

<b>FEE SCHEDULE</b>
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In consideration for the work accomplished, as outlined in this proposal, SCI shall be compensated as detailed below:

1. Stakeholder Meetings and City Council Study Session      \$ 2,000 per meeting
  
2. Cannabis Ordinance Review and Development      \$ 7,500  
*(Billed upon an hourly basis, at the rates listed below)*
  - *Total compensation for the work performed shall be a minimum of \$5,000 which includes the initial 15 hours of consulting work.*
  - *Total compensation shall not exceed \$7,500 without permission from the City.*
  
3. Regulatory Fee Study Analysis      \$ 9,500  
*(Billed upon an hourly basis, at the rates listed below)*
  - *Total compensation shall not exceed \$9,500 without permission from the City*

Total compensations for Task 1-3 shall not exceed a total of \$25,000 without permission from the City.

SCI's hourly rates as shown in the table below:

<u>SCI Staff</u>	<u>Hourly Rates</u>
John Bliss, President, Fee Engineer	\$ 250
Kyle Tankard, Cannabis Consultant	\$ 200
Chris Coulter, Cannabis Consultant	\$ 185
Support Staff	\$ 65

Incidental costs incurred by SCI for the purchase of travel and other out-of-pocket expenses will be reimbursed at actual cost, with the total not to exceed \$1,500 without prior authorization from the City. The scope of services includes two face-to-face staff planning meetings. Any additional meetings, if required, shall be billed at the rate of \$1,050 per person, per meeting.



# Staff Report to City Council

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## FOR THE JANUARY 8, 2020 REGULAR CITY COUNCIL MEETING

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**From:** Wes Heathcock, City Manager  
**Prepared by:** Larry Wing, City Engineer  
**Subject:** South Auburn Street Hotel Roundabout Fair Share Fee Reimbursement

*Budget Impact Overview:*

<b>N/A:</b> √	<b>Funded:</b>	<b>Un-funded:</b>	<b>Amount:</b>	<b>Fund(s):</b>
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**RECOMMENDED ACTION:** Discuss and consider adopting Resolution \_\_-2020 approving splitting the Roundabout Fair Share Reimbursement Fee for development of the South Auburn Hotel with half of the fees due when the building permit is approved (\$16,292) and the balance due (\$16,292) when the occupancy permit is issued for the Project.

### Summary/Background

On June 13, 2018, Council approved Resolution 43-2018 adopting a Mitigated Negative Declaration (MND) and approving the design and site plan review for the South Auburn Hotel Project which includes a 69-room, three-story hotel on a 2.07 acre parcel of undeveloped land on South Auburn Street near the intersection of Whitcomb Avenue, generally described as Placer County Assessor’s Parcel Nos. 100-230-022, 100-230-023 and 100-230-024 (the “Project”).

Staff has determined that the South Auburn Hotel is subject to a Roundabout Reimbursement Fee. The fair share cost is covered under the purview of 14 CCR 15130(a)(3), which pertains to cumulative impacts provides “(3) An EIR may determine that a project’s contribution to a significant cumulative impact will be rendered less than cumulatively considerable and thus is not significant. A project’s contribution is less than cumulatively considerable if the project is required to implement or fund its fair share of mitigation measure or measures designed to alleviate the cumulative impact. The lead agency shall identify facts and analysis supporting its conclusion that the contribution will be rendered less than cumulatively considerable.”

In this case, the cumulative traffic impact includes the incremental increase the project will contribute to traffic at the intersections adjacent to the project. The Roundabout will alleviate that cumulative impact and reduce project impacts at the affected intersections to less than significant. The project’s “fair share”, therefore, is its proportionate share of Roundabout costs. This is a mitigation measure independent of the traffic mitigation fees the developer is otherwise required to pay.

This fee is for new development and is calculated using the anticipated AM peak and PM peak traffic volumes generated by the proposed project as a percentage of all the existing and projected traffic using the Roundabout.

Using the aforementioned methodology, staff calculated the fee to be \$32,584.00 and provided this information to the developer via email on December 5, 2019. Colfax Hospitality Partners, on December 13, 2019, requested the ability to split payments of the Roundabout Reimbursement Fee with half of the fees due when the building permit application is approved (\$16,292.00) and the balance due (\$16,292.00) when the occupancy permit is issued for the Project.

Splitting the fair share fees requires City of Colfax City Council approval. Staff has evaluated this request and recommends approval of allowing the developer to split the payments as stated.

The issuance of the building permit is anticipated to occur in January 2020. The final on the improvement (occupancy permit) would be approximately 1 ½ years (mid 2021) after the building permit is issued.

### **Budget Impacts**

The Roundabout Reimbursement Fee is a relatively new fee and was not budgeted in the FY2018-2020 budget. Because of the minor amount of the fee, the \$16,292.00 collected at the issuance of the Building Permit will have negligible effect on the budget.

### **Attachments:**

1. Resolution \_\_-2020

# City of Colfax

## City Council

Resolution No. \_\_-2020

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**APPROVING SPLITTING THE ROUNDABOUT FAIR SHARE REIMBURSEMENT FEE FOR DEVELOPMENT OF THE SOUTH AUBURN HOTEL WITH HALF OF THE FEES DUE WHEN THE BUILDING PERMIT IS APPROVED (\$16,292) AND THE BALANCE DUE (\$16,292) WHEN THE OCCUPANCY PERMIT IS ISSUED FOR THE PROJECT**

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**WHEREAS**, in June of 2018 the City Council approved the design and site plan for the South Auburn Hotel Project; and

**WHEREAS**, the Colfax Municipal Code subjects the Owner and Project to payment of Roundabout Fair Share Reimbursement Fees; and

**WHEREAS**, on December 5, 2019, the Developer was informed that the Roundabout Reimbursement Fee would be \$32,584.00; and

**WHEREAS**, the developers of the Project, Colfax Hospitality Partners, have requested the ability to split payments of the Roundabout Reimbursement Fee with half of the fees due when the building permit application is approved (\$16,292.00) and the balance due (\$16,292.00) when the occupancy permit is issued for the Project; and

**WHEREAS**, the City Council has determined it is in the best interest of the City to grant the request of the developer as stated.

**NOW THEREFORE, BE IT RESOLVED** the City Council of the City of Colfax approves splitting the Roundabout Fair Share Reimbursement Fee for development of the South Auburn Hotel with half of the fees due when the building permit is approved (\$16,292) and the balance due (\$16,292) when the occupancy permit is issued for the Project.

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** at the Regular Meeting of the City Council of the City of Colfax held on the 8<sup>th</sup> of January 2020 by the following vote of the Council:

- AYES:**
- NOES:**
- ABSTAIN:**
- ABSENT:**

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**Marnie Mendoza, Mayor**

**ATTEST:**

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**Jaclyn Collier, City Clerk**



# Staff Report to City Council

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## FOR THE JANUARY 8, 2020 REGULAR CITY COUNCIL MEETING

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**From:** Wes Heathcock, City Manager  
**Prepared by:** Amy Feagans, City Planner  
**Subject:** Mitigation Fees Ad Hoc Committee Assignment

*Budget Impact Overview:*

<b>N/A:</b> √	<b>Funded:</b>	<b>Un-funded:</b>	<b>Amount:</b>	<b>Fund(s):</b>
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**RECOMMENDED ACTION:** Assign two Council members to serve on Ad Hoc Committee to review development impact fees for development projects.

### Summary/Background

The Planning Department has received two separate applications for pending development projects. The Osborn Office and Self Storage project on South Canyon Way, and the Colfax RV Resort on South Auburn Street. Both project applicants have requested review of the development impact fees that may be open to negotiation.

In the past, the City Council has appointed two members to sit on an Ad Hoc advisory committee with the City Manager and other appropriate staff to review the existing fees and how they are applied to the specific development projects.

Once appointed, the Committee will meet to review existing impact fees and prepare a recommendation for final action by the City Council.

Discuss and appoint two Council members to participate on the Fee Impact Review Ad Hoc Committee.

### Budget Impacts

N/A



# Staff Report to City Council

## FOR THE JANUARY 8, 2020 REGULAR CITY COUNCIL MEETING

**From:** Wes Heathcock, City Manager  
**Prepared by:** Jaclyn Collier, City Clerk  
**Subject:** Council Committee Assignments

*Budget Impact Overview:*

N/A: ✓	Funded:	Un-funded:	Amount:	Fund(s):
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**RECOMMENDED ACTION: Review and approve the City Council Committee Assignments for 2020.**

### Summary/Background

Each year the Mayor recommends assignments for Council Members, staff or the public to serve on the boards of local agencies, advisory boards, and committees within the surrounding area. Generally, Council Members request their assignments and develop expertise to represent the City to improve resources or influence within the region.

A brief description of each board and its impact on the City is attached. The Mayor's recommendations for this year's appointments of Council Members to various Commissions, Boards, and Committees will be presented under separate cover.

### Attachments:

1. Committee Descriptions
2. 2020 Committee Assignments
3. 2020 Ad Hoc Committee Assignment List

### Committee Assignment Descriptions

Committee	Required/ Optional	Description
<b>Placer Sierra Fire Safe Council</b> City of Colfax Council Chambers	Optional	The Fire Safe Council evaluates fire threa, assures firefighting resources are available, develops a Community Fire Safe Plan and supports efforts for wild land and community fire management. <a href="https://www.placer.ca.gov/bos/committees-and-commissions/placer-sierra-fire-safe-council">https://www.placer.ca.gov/bos/committees-and-commissions/placer-sierra-fire-safe-council</a>
<b>Placer County Selection Committee</b>	Required	The Selection Committee consists of the Mayor of the seven Cities within Placer County. The Committee meets to appoint and confirm members of various boards and commissions within the County.
<b>League of California Cities Sacramento Valley Division Liaison</b>	Optional	The League is an association of city officials for training, information exchange, and combining of resources to influence State policy decisions that affect cities. The Sacramento Valley Division is a regional component of the League that insures Northern California cities have a voice in state policies. <a href="https://www.cacities.org/">https://www.cacities.org/</a>
<b>Bianchini Advisory Board</b>	Required	Carl Bianchini endowed the community a sizeable trust to be used for youth and senior programs. The Bianchini Advisory Board was created to oversee appropriations of the fund to the Sierra Vista Community Center.
<b>Sierra Vista Community Center Liaison</b>	Optional	Sierra Vista Community Center Liaison is ideally a different person than the Bianchini representative. The liaison attends Sierra Vista Community Center board meetings and reports information back to Council.
<b>Colfax Schools Liaison</b>	Optional	City Council created this position to ensure at least one Councilmember is tasked with fostering communication between Council and the two local schools.
<b>Pioneer Community Energy</b>	Required	Pioneer was established to provide electricity at lower rates than other providers. The board consists of elected representatives from the County and 5 Cities. <a href="https://pioneercommunityenergy.ca.gov/about-us/">https://pioneercommunityenergy.ca.gov/about-us/</a>
<b>Council Ad Hoc Committees</b>		
<b>Sewer Rate</b>		Meets with City Manager to discuss sewer related policy decisions.
<b>Land Use/Mitigation</b>		Meets with City Manager during negotiations of land development agreements.
<b>Landfill Use</b>		Meets with City Manager to discusses potential uses of the landfill as opportunities arise.

## 2020 Committee Assignments

Board/Committee	Colfax Representative	Meeting Information	Meeting Location	Reimbursement/Stipend
Placer County Economic Development Board (PCEDB)	Kim Douglass Alt: Marnie Mendoza	3rd Thursday 4x/yr	Various Meeting Locations	Submit to City/ No Stipend
Weimar, Applegate, Colfax/Municipal Advisory Council (WAC/MAC)	Sean Lomen Alt: Joe Fatula	6:00PM 3rd Wednesday	City of Colfax Council Chambers	No Stipend
Sacramento Area Council of Governments (SACOG)	Kim Douglass Alt: Trinity Burruss	9:30AM 3rd Thursday	1415 L. Street Sacramento	Submit to SACOG \$100 Stipend
Placer County Air Pollution Control District (PCAPCD)	Trinity Burruss Alt: Marnie Mendoza	2:30PM 2nd Thursday 6x/yr	BOS Chambers 175 Fulweiler Ave Auburn	Submit to PCAPCD \$100 Stipend
Placer Mosquito & Vector Control District (PMVCD)	Will Stockwin Alt 1: MarnieMendoza Alt 2: Trinity Burruss	4:30PM 3rd Monday	2021 Opportunity Dr Roseville	Submit to City \$100 Stipend
Project Go	Kim Douglas Alt: Marnie Mendoza	5:30PM 3rd Thursday	801 Vernon St Roseville	Submit to Project Go No Stipend
Placer County Transportation Planning Agency (PCTPA)	Trinity Burruss Alt: Joe Fatula	9:00AM 4th Wednesday	BOS Chambers 175 Fulweiler Ave Auburn	Submit to PCTPA \$100 Stipend
Local Agency Formation Commission	Colfax is rotated out Trinity Burruss, Marnie Mendoza	4:00PM 2nd Wednesday	BOS Chambers 175 Fulweiler Ave Auburn	Submit to City \$100 Stipend
Solid Waste Task Force	Wes Heathcock Alt: Sean Lomen	9:00AM 1st Thursday 4x/yr	Auburn Veterans Hall 100 East St Auburn	Submit to City No Stipend
Placer Sierra Fire Safe Council	Sean Lomen Alt: Joe Fatula	6:00PM 4th Thursday	City of Colfax Council Chambers	No Stipend
Placer County Selection Committee	Mayor	Yearly		Submit to City No Stipend
League of California Cities Sacramento Valley Division Liaison	Marnie Mendoza Alt: Trinity Burruss	4x/yr		Submit to City No Stipend
Bianchini Advisory Board	Marnie Mendoza Alt: Trinity Burruss			No Stipend
Sierra Vista Community Center Liaison	Kim Douglass Sean Lomen			No Stipend
Colfax Schools Liaison	Kim Douglass Sean Lomen			No Stipend
Pioneer Community Energy	Kim Douglass Alt: Trinity Burruss			Submit to City No Stipend

<b>2020 Ad Hoc Committee Assignment List</b>	
<b>Council Ad Hoc Committees</b>	
<b>Land Use/Mitigation Fees</b>	TBD
<b>Sewer Rate</b>	Joe Fatula, Marnie Mendoza
<b>Landfill Use</b>	Kim Douglas, Trinity Burruss