

# 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 22, 2020

Regular Session: 6:00PM

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1 **CLOSED SESSION** (NO CLOSED SESSION)

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** (NO PRESENTATION)

5 **PUBLIC HEARING** (NO 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.**



## 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 – Regular Meeting of January 8, 2020** (Pages 4-7)

**Recommendation:** Approve the Minutes of the Regular Meeting of January 8, 2020.

#### 6B. **Cash Summary Report – December 2019** (Pages 8-17)

**Recommendation:** Accept and file.

#### 6C. **Budget Process and Calendar of Activities** (Pages 18-20)

**Recommendation:** For Information Only.

#### 6D. **Ordinance No. 540 – Sewer Ordinance 475 Appendix A Language Clarification** (Pages 21-29)

**Recommendation:** By motion, waive the second reading and adopt Ordinance 540 amending Colfax Municipal Code Chapter 13.08, Appendix A to clarify the methodology for assessing sewer service charges on multi-tenant commercial buildings.

#### 6E. **Culver Street Pavement Rehabilitation Project – Phase I – Notice of Completion** (Pages 30-33)

**Recommendation:** Adopt Resolution \_\_\_-2020 accepting the Culver Street Pavement Rehabilitation Project – Phase I as complete and authorizing the recording of the Notice of Completion.

## 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. **Extension of Village Oaks Tentative Subdivision Map** (Pages 34-40)

**Staff Presentation:** Amy Feagans, City Planner

**Recommendation:** Adopt Resolution \_\_\_-2020 extending the Village Oaks Vesting Tentative Subdivision Map for 12 months.

#### 9B. **Chinese Monument – City Attorney Monument Removal Commitment Letter** (Page 41)

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

**Recommendation:** Discuss and consider authorizing the City Attorney to draft a letter stating the City of Colfax assumes the financial responsibility of removing the Chinese Monument.



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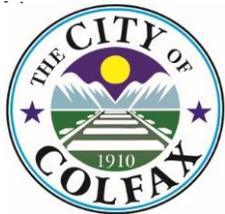
I, Jaelyn Collier, City Clerk for the City of Colfax declare that this agenda was posted at Colfax City Hall and the Colfax Post Office. The agenda is also available on the City website at [www.Colfax-ca.gov](http://www.Colfax-ca.gov).

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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 Council Minutes

Regular Meeting of Wednesday, January 08, 2020  
City Hall Council Chambers  
33 S. Main Street, Colfax CA

## 1 CLOSED SESSION

### 1A. Call Closed Session to Order

Mayor Mendoza called the closed session to order at 5:05PM

### 2B. Roll Call

Present: Mendoza, Lomen, Douglass, Fatula

Absent: Burruss

Councilmember Fatula recused himself for Closed Session Item 1D(a)

## 2 OPEN SESSION

### 2A. Call Open Session to Order

Mayor Mendoza called the open session to order at 6:00PM

### 2B. Pledge of Allegiance

Foxy McCleary led the Pledge of Allegiance

### 2C. Roll Call

Present: Mendoza, Lomen, Douglass, Burruss, Fatula

Absent:

Closed Session: No reportable action

### 2D. Approval of Agenda Order

Councilmember Fatula requested Item 6G be corrected.

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

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

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

**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**

- 4A. **City of Colfax Audit Report as of Fiscal Year Ended June 30, 2019**  
**Presentation by:** Ingrid Sheipline, Managing Partner (Richardson an Co.), Auditor  
**Recommendation:** Receive Audit Reports as of June 30, 2019 – Discuss and Approve as appropriate.
- 4B. **Sierra Vista Community Center Bianchini Annual Update**  
**Presentation by:** Connie Heilaman, Sierra Vista Community Center

**5 PUBLIC HEARING**

- 5A. **Staff Presentation, Public Hearing, First Reading for the Sewer Ordinance 475 Appendix A Language Clarification**  
**Staff Presentation:** Wes Heathcock, City Manager  
**Recommendation:** Receive a presentation from Bartle Wells Associates, introduce the proposed ordinance amending the 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.

MOTION made by Mayor Pro Tem Lomen and seconded by Councilmember Fatula to waive the first reading and schedule proposal for adoption on the January 22<sup>nd</sup> meeting and approved by the following voice vote:

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

**NOES:**

**ABSTAIN:**

**ABSENT:**

**Break called 7:05PM**

**Council Meeting Resumed 7:15PM**

**6 CONSENT CALENDAR**

- 6A. **Minutes – Special Meeting/Workshop of December 11, 2019 – Close Session and Commercial Cannabis Microbusiness Workshop**  
**Recommendation:** Approve the Minutes of the Special Meeting of December 11, 2019.
- 6B. **Minutes – Regular Meeting of December 11, 2019**  
**Recommendation:** Approve the Minutes of the Regular Meeting of December 11, 2019.
- 6C. **Cash Summary Report – November 2019**  
**Recommendation:** Accept and file.
- 6D. **Sales Tax Analysis – Quarter Ended 09/20/2019**  
**Recommendation:** Information only.
- 6E. **Shadow Wood Place Subdivision Amended Final Map Approval**  
**Recommendation:** Adopt Resolution 01-2020 approving the Amended Final Map for the Shadow Wood Place Subdivision.

**6F. LED Lighting Upgrade – PG&E On-Bill-Financing**

**Recommendation:** Adopt Resolution 02-2020 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 lighting to LED lighting using PG&E’s On-Bill-Financing (OBF).

**6G. SCI Consulting Group Contract - Commercial Cannabis Ordinance and Fee Development**

**Recommendation:** Discuss and consider adopting Resolution 03-2020 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.

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

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

**NOES:**

**ABSTAIN:**

**ABSENT:**

Item 6G corrected to \$25,000, not \$2,500.

MOTION made by Councilmember Burruss and seconded by Mayor Pro Tem Lomen to approve Items 6G and approved by the following voice vote:

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

**NOES:**

**ABSTAIN:**

**ABSENT:**

**7 PUBLIC COMMENT**

**8 COUNCIL AND STAFF REPORTS**

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

**9 COUNCIL BUSINESS**

**9A South Auburn Street Hotel Roundabout Fair Share Fee Reimbursement**

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

**Recommendation:** Discuss and consider adopting Resolution 04-2020 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 dues (\$16,292) when the occupancy permit for the project.

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

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

**NOES:**

**ABSTAIN:**

**ABSENT:**

**9B Mitigation Fees Ad Hoc Committee Assignment**

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

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

MOTION made by Councilmember Fatula and seconded by Mayor Pro Tem Lomen to assign Mayor Mendoza and Councilmember Fatula to the Ad Hoc Committee and approved by the following voice vote:

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

**NOES:**

**ABSTAIN:**

**ABSENT:**

**9C Council Committee Assignments**

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

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

Councilmember Douglass requested to be removed as the school representative, suggested to be replaced with Councilmember Burruss. - Councilmember Burruss accepted.

Mayor Pro Tem Lomen confirmed Will Stockwin is willing to remain on Placer County Mosquito Vector Board. - Mr. Stockwin agreed.

MOTION by Councilmember Fatula and seconded by Councilmember Burruss to approve Council Committee Assignments with noted changes and approved by the following voice vote:

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

**NOES:**

**ABSTAIN:**

**ABSENT:**

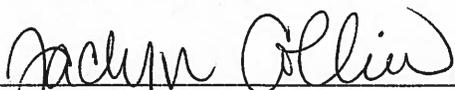
**10 GOOD OF THE ORDER**

Mayor Mendoza requested to return to Cap to Cap.

**11 ADJOURNMENT**

As there was no further business on the agenda, Mayor Mendoza adjourned the meeting, without objection at 7:48PM.

Respectfully submitted to City Council this 22<sup>nd</sup> day of January, 2020.

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



# Staff Report to City Council

## FOR THE JANUARY 22, 2020 REGULAR CITY COUNCIL MEETING

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

- Quarterly contract payments for Sheriff and Animal Control services were processed in December.
- Negative cash fund balances are due to timing of funding allocations and reimbursements.
  - Fund 355 – CDBG Pavement Culver – Pending fund transfer from Fund 244. This project is near final completion and final payments to Contractor are to be processed in January 2020 and final accounting fund transfers from CDBG PI Waiver are expected no later than February.
  - Fund 357 – Culver Street Phase II and Fund 365 - Kneeland Street Improvements – These new projects are 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 367 – SB2 Planning Grant – this is a reimbursable grant.
  - Fund 385 – Roundabout - Reimbursements for Roundabout project were received in December. Final expenditures and reimbursements/fund transfers are expected in January to March.

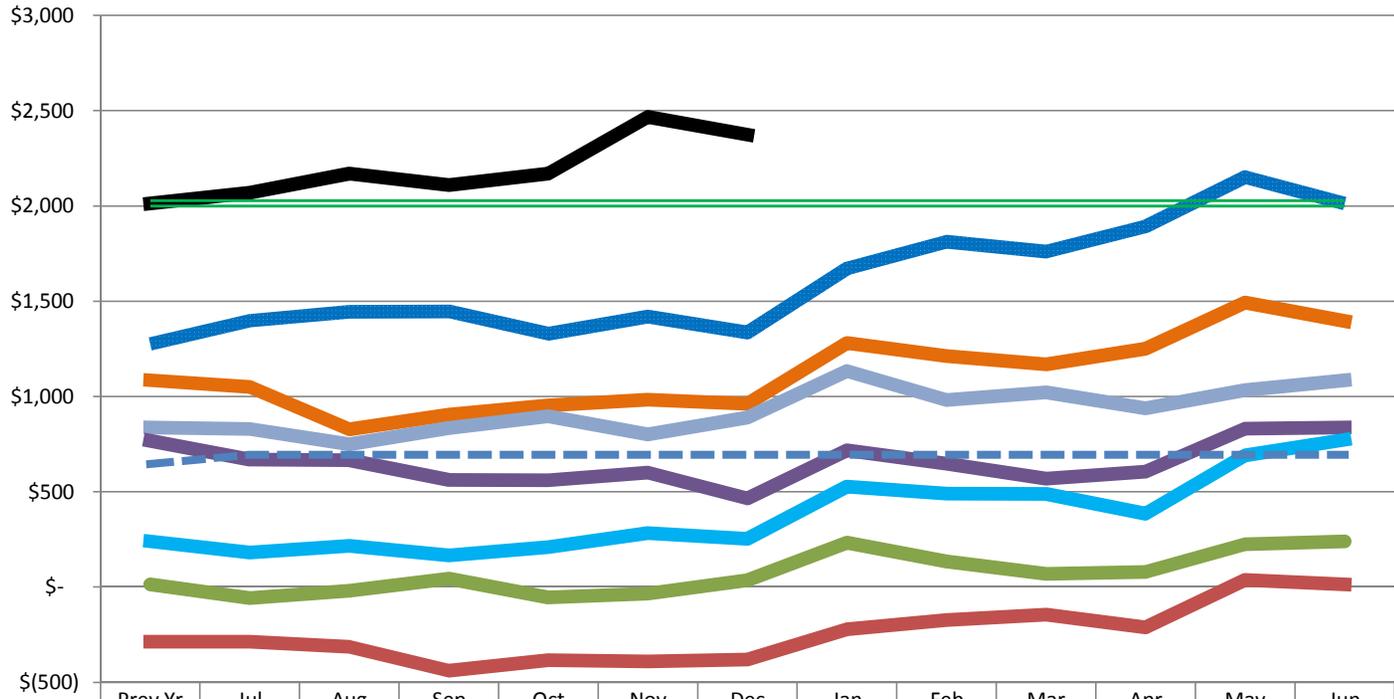
### Attachments:

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

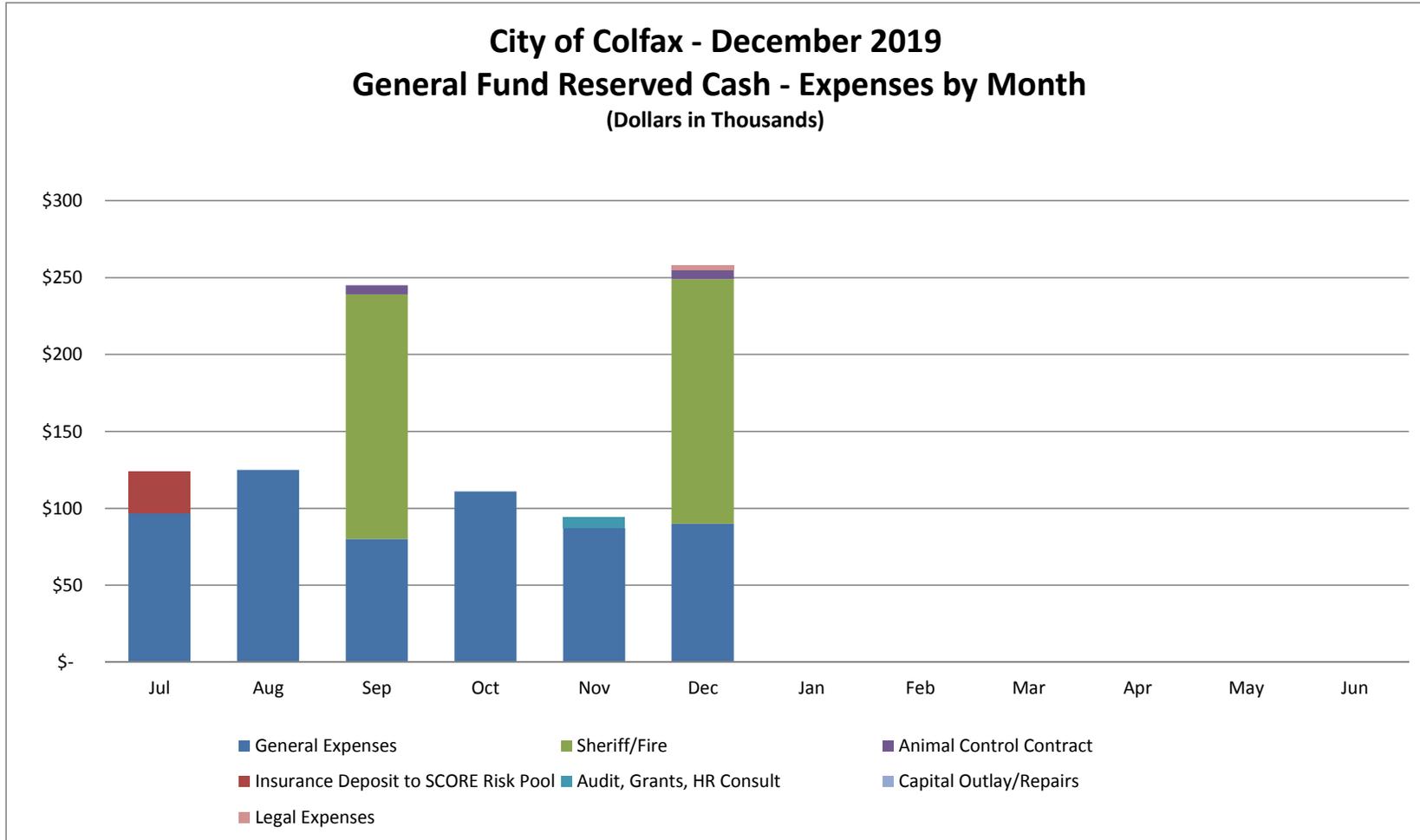
**City of Colfax - December 2019**  
**General Fund Reserved Cash Analysis**  
 (Dollars in Thousands)

Fiscal Year 2019-20 >>



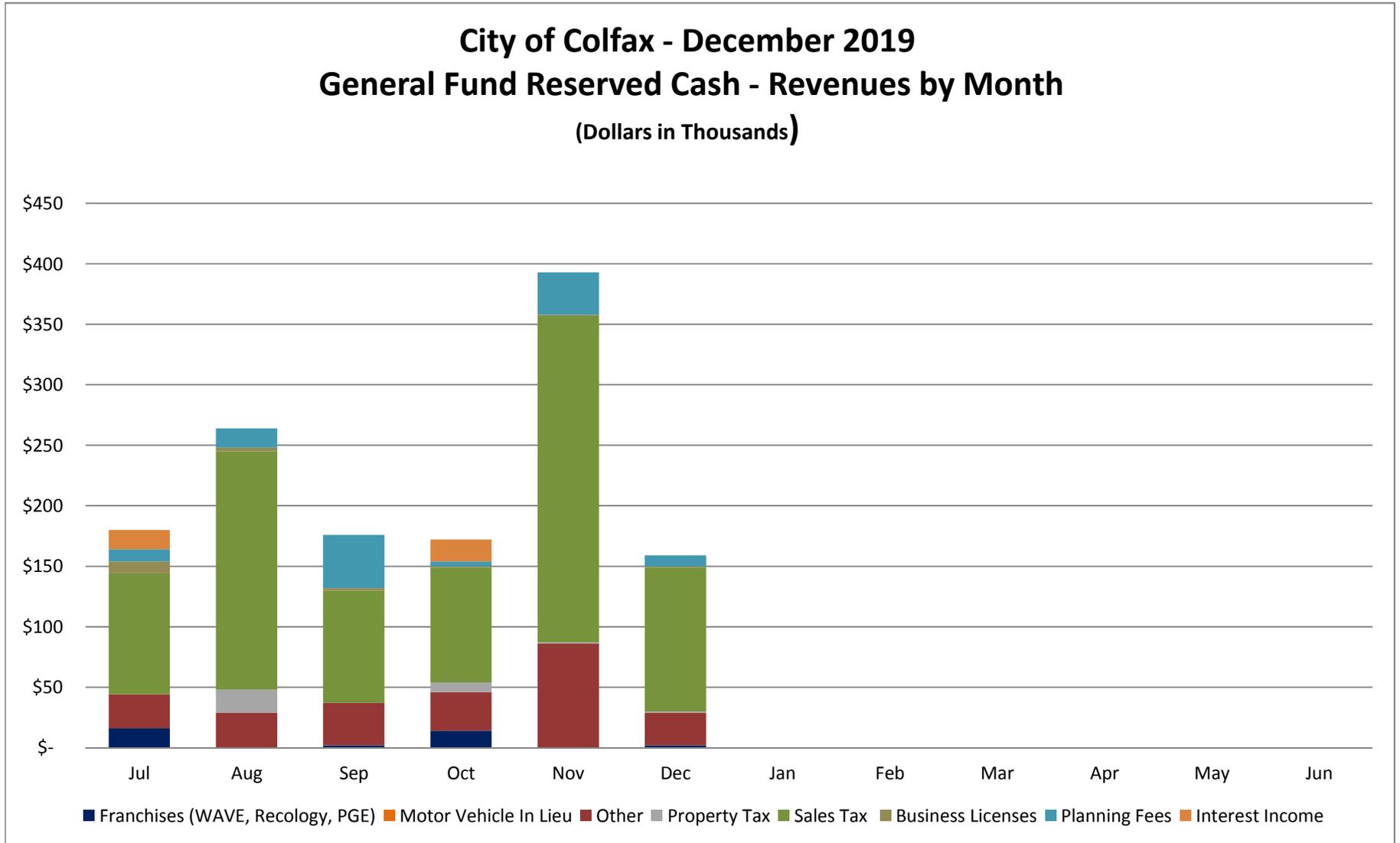
	Prev Yr	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Cash Balance FY2019-20	\$2,013	\$2,069	\$2,169	\$2,110	\$2,170	\$2,467	\$2,373						
Cash Balance FY2018-19	\$1,275	\$1,398	\$1,444	\$1,447	\$1,329	\$1,420	\$1,336	\$1,672	\$1,812	\$1,760	\$1,893	\$2,151	\$2,013
Cash Balance FY2017-18	\$1,086	\$1,050	\$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 - December 2019**  
**General Fund Reserved Cash - Revenues by Month**  
 (Dollars in Thousands)



**Attachment 2a**

**City of Colfax  
Cash Summary  
December 31, 2019**

	<b>Balance 11/30/2019</b>	<b>Revenues In</b>	<b>Expenses Out</b>	<b>Transfers</b>	<b>Balance 12/31/2019</b>
US Bank	\$ 490,371.33	\$ 1,073,124.03	\$ (669,440.95)	\$ (500,000.00)	\$ 394,054.41
LAIF	\$ 5,158,904.09	\$ -		\$ 500,000.00	\$ 5,658,904.09
<b>Total Cash - General Ledger</b>	<b>\$ 5,649,275.42</b>	<b>\$ 1,073,124.03</b>	<b>\$ (669,440.95)</b>	<b>\$ -</b>	<b>\$ 6,052,958.50</b>
Petty Cash (In Safe)	\$ 300.00				\$ 300.00
<b>Total Cash</b>	<b>\$ 5,649,575.42</b>	<b>\$ 1,073,124.03</b>	<b>\$ (669,440.95)</b>	<b>\$ -</b>	<b>\$ 6,053,258.50</b>

**Change in Cash Account Balance - Total** \$ 403,683.08

Attached Reports:

1. Cash Transactions Report (By Individual Fund)	
2. Check Register Report (Accounts Payable)	\$ (581,895.86)
3. Cash Receipts - Daily Cash Summary Report	\$ 904,091.67
Payroll Checks and Tax Deposits	\$ (76,833.71)
Utility Billings - Receipts	\$ 155,303.57
Voided Check	\$ 3,017.41
LAIF Interest	\$ -
	<u><u>\$ 403,683.08</u></u> \$

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 - December 2019**

	Beginning Balance	Debit Revenues	Credit (Expenditures)	Ending Balance
<b>Fund Type: 1.11 - General Fund - Unassigned</b>				
Fund: 100 - General Fund	\$ 2,435,080.78	\$ 151,079.84	\$ (248,582.91)	\$ 2,337,577.71
Fund: 120 - Land Development Fees	\$ 87,967.12	\$ 8,320.39	\$ (4,581.00)	\$ 91,706.51
Fund: 570 - Garbage Fund	\$ (56,537.89)	\$ -	\$ -	\$ (56,537.89)
<b>Fund Type: 1.11 - General Fund - Unassigned</b>	<b>\$ 2,466,510.01</b>	<b>\$ 159,400.23</b>	<b>\$ (253,163.91)</b>	<b>\$ 2,372,746.33</b>
<b>Fund Type: 1.14 - General Fund - Restricted</b>				
Fund: 200 - Cannabis Application	\$ 9,916.33	\$ -	\$ -	\$ 9,916.33
Fund: 205 - Escrow Funds	\$ 101,628.76	\$ 0.86	\$ -	\$ 101,629.62
Fund: 571 - AB939 Landfill Diversion	\$ 26,917.26	\$ -	\$ -	\$ 26,917.26
Fund: 572 - Landfill Post Closure Maintenance	\$ 784,582.72	\$ -	\$ (3,623.48)	\$ 780,959.24
<b>Fund Type: 1.14 - General Fund - Restricted</b>	<b>\$ 923,045.07</b>	<b>\$ 0.86</b>	<b>\$ (3,623.48)</b>	<b>\$ 919,422.45</b>
<b>Fund Type: 1.24 - Special Rev Funds - Restricted</b>				
Fund: 210 - Mitigation Fees - Roads	\$ 310,111.85	\$ -	\$ -	\$ 310,111.85
Fund: 211 - Mitigation Fees - Drainage	\$ 3,940.76	\$ -	\$ -	\$ 3,940.76
Fund: 212 - Mitigation Fees - Trails	\$ 57,571.01	\$ -	\$ -	\$ 57,571.01
Fund: 213 - Mitigation Fees - Parks/Rec	\$ 75,158.68	\$ -	\$ -	\$ 75,158.68
Fund: 214 - Mitigation Fees - City Bldgs	\$ 13,727.46	\$ -	\$ -	\$ 13,727.46
Fund: 215 - Mitigation Fees - Vehicles	\$ 2,609.03	\$ -	\$ -	\$ 2,609.03
Fund: 217 - Mitigation Fees - DT Parking	\$ 5,810.00	\$ -	\$ -	\$ 5,810.00
Fund: 218 - Support Law Enforcement	\$ 42,989.49	\$ 31,753.13	\$ (25,000.00)	\$ 49,742.62
Fund: 244 - CDBG Program Inc - ME Lending	\$ 205,984.06	\$ 700.00	\$ -	\$ 206,684.06
Fund: 250 - Streets - Roads/Transportation	\$ 694.32	\$ -	\$ (12,774.89)	\$ (12,080.57)
Fund: 253 - Gas Taxes/SB1 Road Maint	\$ 59,552.81	\$ 12,288.58	\$ (1,163.68)	\$ 70,677.71
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	\$ 21,829.23	\$ -	\$ -	\$ 21,829.23
Fund: 343 - Recreation Construction	\$ 21,829.75	\$ -	\$ -	\$ 21,829.75
<b>Fund Type: 1.24 - Special Rev Funds - Restricted</b>	<b>\$ 933,266.32</b>	<b>\$ 44,741.71</b>	<b>\$ (38,938.57)</b>	<b>\$ 939,069.46</b>
<b>Fund Type: 1.34 - Capital Projects - Restricted</b>				
Fund: 357 - Culver Street Phase II	\$ (4,788.50)	\$ -	\$ (142.00)	\$ (4,930.50)
Fund: 365 - Kneeland Street Imprpv	\$ (3,670.87)	\$ -	\$ (4,675.00)	\$ (8,345.87)
Fund: 367 - SB2 - Planning Grant	\$ (3,240.00)	\$ -	\$ (1,944.00)	\$ (5,184.00)
Fund: 355 - CDBG Pavement - Culver	\$ (24,503.50)	\$ -	\$ (1,686.63)	\$ (26,190.13)
Fund: 385 - Roundabout	\$ (1,122,380.34)	\$ 709,649.44	\$ (267,558.97)	\$ (680,289.87)
<b>Fund Type: 1.34 - Capital Projects - Restricted</b>	<b>\$ (1,158,583.21)</b>	<b>\$ 709,649.44</b>	<b>\$ (276,006.60)</b>	<b>\$ (724,940.37)</b>
<b>Fund Type: 2.11 - Enterprise Funds</b>				
Fund: 560 - Sewer	\$ 1,150,452.85	\$ 101,010.53	\$ (66,494.87)	\$ 1,184,968.51
Fund: 561 - Sewer Liftstations	\$ 316,537.06	\$ 15,879.33	\$ (12,256.44)	\$ 320,159.95
Fund: 563 - Wastewater Treatment Plant	\$ 374,430.66	\$ 42,441.93	\$ -	\$ 416,872.59
Fund: 564 - Sewer Connections	\$ 145,381.90	\$ -	\$ -	\$ 145,381.90
Fund: 567 - Inflow & Infiltration	\$ 531,230.52	\$ -	\$ -	\$ 531,230.52
Fund: 573 - WWTP Planning Grant	\$ (33,841.88)	\$ -	\$ (19,111.00)	\$ (52,952.88)
<b>Fund Type: 2.11 - Enterprise Funds - Unassigned</b>	<b>\$ 2,484,191.11</b>	<b>\$ 159,331.79</b>	<b>\$ (97,862.31)</b>	<b>\$ 2,545,660.59</b>
<b>Fund Type: 9.0 - CLEARING ACCOUNT</b>				
Fund: 998 - PAYROLL CLEARING FUND	\$ 846.12	\$ 153.92	\$ -	\$ 1,000.04
<b>Fund Type: 9.0 - CLEARING ACCOUNT</b>	<b>\$ 846.12</b>	<b>\$ 153.92</b>	<b>\$ -</b>	<b>\$ 1,000.04</b>
<b>Grand Totals:</b>	<b>\$ 5,649,275.42</b>	<b>\$ 1,073,277.95</b>	<b>\$ (669,594.87)</b>	<b>\$ 6,052,958.50</b>

# Attachment 2c

## Check Register Report

Item 6B

Checks Processed

Date: 01/08/2020

Time: 1:08 pm

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>								
55277	12/06/2019	Reconciled		12/31/2019	03141	CALPERS	HEALTH PREMIUMS DEC 2019	7,751.03
55278	12/05/2019	Reconciled		12/31/2019	01448	AMERIGAS - COLFAX	SHERIFF PROPANE	95.27
55279	12/05/2019	Reconciled		12/31/2019	01448	AMERIGAS - COLFAX	FIRE DEPT PROPANE	21.19
55280	12/05/2019	Reconciled		12/31/2019	01448	AMERIGAS - COLFAX	CITY HALL PROPANE	338.03
55281	12/05/2019	Reconciled		12/31/2019	01460	AMERIPRIDE UNIFORM SERVICE	UNIFORM SVCS NOV 2019	810.45
55282	12/05/2019	Reconciled		12/31/2019	02082	BARTLE WELLS ASSOCIATES	EDU REVIEW	3,916.31
55283	12/05/2019	Reconciled		12/31/2019	03502	COLFAX AREA CHAMBER OF COMMERCE	COUNCIL WINTERFEST DONATION	1,000.00
55284	12/05/2019	Reconciled		12/31/2019	07465	GOLD MINER PEST CONTROL	FIRE DEPT 36 PEST CONTROL	74.00
55285	12/05/2019	Reconciled		12/31/2019	07570	GRAINGER	WWTP SUPPLIES	24.10
55286	12/05/2019	Reconciled		12/31/2019	08050	HACH COMPANY	WWTP LAB SUPPLIES	2,253.18
55287	12/05/2019	Reconciled		12/31/2019	8090	HERC RENTALS	CITY HALL GENERATOR RENTAL	969.41
55288	12/05/2019	Reconciled		12/31/2019	08170	HILLS FLAT LUMBER CO	STMT 11/25/19	415.97
55289	12/05/2019	Reconciled		12/31/2019	08660	HUNT AND SONS, INC.	PW/WWTP FUEL	580.38
55290	12/05/2019	Reconciled		12/31/2019	23101	LARRY WALKER ASSOCIATES	NPDES PERMIT ASSISTANCE	1,362.00
55291	12/05/2019	Reconciled		12/31/2019	16011(2)	PELLETREAU, ALDERSON & CABRAL	LEGAL SVCS NOV 2019	11,231.01
55292	12/05/2019	Reconciled		12/31/2019	16200	PLACER COUNTY SHERIFF DEPT.	Q2 FY 19/20 SHERIFF CONTRACT	184,082.00
55293	12/05/2019	Reconciled		12/31/2019	16559	PLAZA TIRE AND AUTO SERVICE	PW TRUCK TIRE RPR	30.00
55294	12/05/2019	Reconciled		12/31/2019	19591	STANLEY CONVERGENT SECURITY	DEPOT SECURITY 1/1-3/31/20	148.95
55295	12/05/2019	Reconciled		12/31/2019	19743	WILL STOCKWIN	COLFAX CONNECTIONS EDITING	300.00
55296	12/05/2019	Reconciled		12/31/2019	21560	US BANK CORPORATE PMT SYSTEM	STMT 11/22/19	1,575.96
55297	12/05/2019	Reconciled		12/31/2019	22106	VAN GRONINGEN & ASSOCIATES	FINANCIAL SVCS NOV 2019	4,312.50
55298	12/05/2019	Reconciled		12/31/2019	22134	VISION QUEST	TECH SUPPORT SVCS JAN 2020	5,186.90
55299	12/05/2019	Reconciled		12/31/2019	23169	WAVE BUSINESS SOLUTIONS	CITY HALL INTERNET	159.90
55300	12/05/2019	Reconciled		12/31/2019	23169	WAVE BUSINESS SOLUTIONS	DEPOT PHONE	17.91
55301	12/09/2019	Reconciled		12/31/2019	16300	PCWA -PLACER COUNTY	ESTIMATE DEPOSIT - LOT OF ART	109.00
55302	12/11/2019	Reconciled		12/31/2019	01270	ADAMS ASHBY GROUP, INC.	CDBG PHASE I LABOR COMPLIANCE	170.00
55303	12/11/2019	Reconciled		12/31/2019	01414	ALHAMBRA & SIERRA SPRINGS	CITY HALL/WWTP WATER	93.92
55304	12/11/2019	Reconciled		12/31/2019	01500	ANDERSON'S SIERRA	CULVER ST DRAIN RPR	114.09
55305	12/11/2019	Reconciled		12/31/2019	02901	BUREAU VERITAS NORTH AMERICA	BLDG OFFICIAL SVCS NOV 2019	4,365.00
55306	12/11/2019	Reconciled		12/31/2019	06730	COLFAX FARM AND COUNTRY STORE	STMT 12/5/19	44.88
55307	12/11/2019	Reconciled		12/31/2019	04234	DE LAGE LANDEN FINANCIAL	COPY MACH MAINT DEC 2019	468.34
55308	12/11/2019	Reconciled		12/31/2019	14859	GHD INC.	ENG SVCS NOV 2019	8,040.98
55309	12/11/2019	Reconciled		12/31/2019	07570	GRAINGER	ICE MELT FOR ROADS	422.52
55310	12/11/2019	Reconciled		12/31/2019	08070	HANSEN BROS. ENTERPRISES	STORM DRAIN RPR	89.66
55311	12/11/2019	Printed			11105	KOFF & ASSOCIATES	HR SVCS NOV 2019	162.50
55312	12/11/2019	Reconciled		12/31/2019	16035	PG&E	ELECTRICITY	8,707.54
55313	12/11/2019	Reconciled		12/31/2019	16040A	PITNEY BOWES	Q2 FY 19/20 POSTAGE MACH LEASE	167.84
55314	12/11/2019	Reconciled		12/31/2019	03580	PLACER COUNTY HHS	Q2 FY 19/20 ANIMAL & FIELD SVCS	11,203.34
55315	12/11/2019	Reconciled		12/31/2019	18400	RIEBES AUTO PARTS	STMT 11/30/19	124.17
55316	12/11/2019	Reconciled		12/31/2019	19037	SAFE SIDE SECURITY	CORP YARD SECURITY	95.00
55317	12/11/2019	Printed			01790	SIERRA OFFICE PRODUCTS	STMT 12/2/19	335.41
55318	12/11/2019	Reconciled		12/31/2019	19576	STA-BULL FENCE	WWTP FENCE MATERIAL ONLY	10,157.25
55319	12/11/2019	Reconciled		12/31/2019	22240	VULCAN MATERIALS COMPANY	ASPHALT PATCH	306.30
55320	12/11/2019	Reconciled		12/31/2019	23169	WAVE BUSINESS SOLUTIONS	CITY HALL PHONE	220.45
55321	12/11/2019	Reconciled		12/31/2019	23301	WESTERN PLACER WASTE	SLUDGE REMOVAL NOV 2019	755.30
55322	12/11/2019	Printed			23451	WOOD RODGERS	WWTP IMP PLAN ENG OCT 2019	17,339.00
55323	12/18/2019	Reconciled		12/31/2019	01766	AT&T MOBILITY	CITY CELL PHONES NOV 2019	862.00
55324	12/18/2019	Reconciled		12/31/2019	02901	BUREAU VERITAS NORTH AMERICA	MAIDU VILLAGE PLAN CHK	3,827.50
55325	12/18/2019	Reconciled		12/31/2019	03401	CHOICE BUILDER	JAN 2020 PREMIUMS	715.29

# Attachment 2c

## Check Register Report

Item 6B

Checks Processed

Date: 01/08/2020

Time: 1:08 pm

Page: 2

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>								
55326	12/18/2019	Reconciled		12/31/2019	04592	DACOMM	WWTP INTERNET	99.95
55327	12/18/2019	Reconciled		12/31/2019	4403	DIAMOND PACIFIC	FIRE STATION REROOF MATERIALS	5,532.06
55328	12/18/2019	Printed			07268	GIULIANI & KULL - AUBURN, INC.	KNEELAND ST IMPROVEMENTS	4,675.00
55329	12/18/2019	Reconciled		12/31/2019	07575	GRANITE CONSTRUCTION	ROUNDAABOUT PROGRESS PYMT	204,782.81
55330	12/18/2019	Printed			08070	HANSEN BROS. ENTERPRISES	DEPOT BARK	294.40
55331	12/18/2019	Reconciled		12/31/2019	08660	HUNT AND SONS, INC.	PW/WWTP FUEL	663.08
55332	12/18/2019	Reconciled		12/31/2019	13405	MOTOR ELECTRIC	WWTP MIXER RPR	564.07
55333	12/18/2019	Reconciled		12/31/2019	16559	PLAZA TIRE AND AUTO SERVICE	PW TRUCK RPR	407.15
55334	12/18/2019	Reconciled		12/31/2019	16821	PSOMAS	ROUNDAABOUT PROJ MAN NOV 2019	62,406.16
55335	12/18/2019	Reconciled		12/31/2019	18194	RGS - REGIONAL GOV SERVICES	PLANNING SVCS NOV 2019	3,294.00
55336	12/18/2019	Printed			19065	SCI CONSULTING GROUP	CANNABIS COMPLIANCE MONITORING	1,509.30
55337	12/18/2019	Reconciled		12/31/2019	23169	WAVE BUSINESS SOLUTIONS	FIRE DEPT CABLE	5.22
55338	12/18/2019	Reconciled		12/31/2019	23169	WAVE BUSINESS SOLUTIONS	CORP YARD PHONE	54.90
55339	12/18/2019	Reconciled		12/31/2019	23169	WAVE BUSINESS SOLUTIONS	FIRE DEPT PHONE	36.58
55340	12/18/2019	Reconciled		12/31/2019	23230	JEFF WHEELER	LOT OF ART REIMBURSEMENT	155.45
55341	12/18/2019	Printed			23451	WOOD RODGERS	WWTP IMP PLANS ENG SEPT 2019	1,772.00
55342	12/23/2019	Reconciled		12/31/2019	2087	BASIC PACIFIC	FSA PLAN FEES	45.00
55343	12/31/2019	Reconciled		12/31/2019	2087	BASIC PACIFIC	FSA PLAN FEES DEC 2019	45.00

**Total Checks: 67**

**Checks Total (excluding void checks):**

**581,895.86**

**Total Payments: 67**

**Bank Total (excluding void checks):**

**581,895.86**

**Total Payments: 67**

**Grand Total (excluding void checks):**

**581,895.86**

**Attachment 2d**

**DAILY CASH SUMMARY REPORT**

**Item 6B**

Cash Receipts - Dec 2019  
12/01/2019 - 12/31/2019

Page: 1  
1/8/2020  
1:10 pm

City of Colfax

		Debit	Credit	Net Chng
<b>Fund: 100 - General Fund</b>				
12/03/2019	Daily Totals	2,474.99	0.00	2,474.99
12/04/2019	Daily Totals	1,000.00	0.00	1,000.00
12/05/2019	Daily Totals	10,014.36	0.00	10,014.36
12/06/2019	Daily Totals	293.50	0.00	293.50
12/09/2019	Daily Totals	1,354.98	0.00	1,354.98
12/10/2019	Daily Totals	100.00	0.00	100.00
12/13/2019	Daily Totals	0.00	165.50	-165.50
12/17/2019	Daily Totals	3,368.74	0.00	3,368.74
12/18/2019	Daily Totals	6,420.97	0.00	6,420.97
12/19/2019	Daily Totals	1,762.03	0.00	1,762.03
12/20/2019	Daily Totals	139.50	0.00	139.50
12/24/2019	Daily Totals	118,725.01	0.00	118,725.01
12/31/2019	Daily Totals	4,259.50	0.00	4,259.50
<b>Fund: 100 - General Fund</b>	<b>TOTALS:</b>	<b>149,913.58</b>	<b>165.50</b>	<b>149,748.08</b>
<b>Fund: 120 - Land Development Fees</b>				
12/03/2019	Daily Totals	205.50	0.00	205.50
12/05/2019	Daily Totals	5,000.00	0.00	5,000.00
12/31/2019	Daily Totals	3,114.89	0.00	3,114.89
<b>Fund: 120 - Land Development Fees</b>	<b>TOTALS:</b>	<b>8,320.39</b>	<b>0.00</b>	<b>8,320.39</b>
<b>Fund: 205 - Escrow Account - Developers</b>				
12/31/2019	Daily Totals	0.86	0.00	0.86
<b>Fund: 205 - Escrow Account - Developers</b>	<b>TOTALS:</b>	<b>0.86</b>	<b>0.00</b>	<b>0.86</b>
<b>Fund: 218 - Support Law Enforcement</b>				
12/17/2019	Daily Totals	31,753.13	0.00	31,753.13
<b>Fund: 218 - Support Law Enforcement</b>	<b>TOTALS:</b>	<b>31,753.13</b>	<b>0.00</b>	<b>31,753.13</b>
<b>Fund: 244 - CDBG MicroEnterprise Lending</b>				
12/06/2019	Daily Totals	700.00	0.00	700.00

Limited to include: JE Types of: CR,GJ

**Attachment 2d**

**DAILY CASH SUMMARY REPORT**

**Item 6B**

Cash Receipts - Dec 2019  
12/01/2019 - 12/31/2019

Page: 2  
1/8/2020  
1:10 pm

City of Colfax

		Debit	Credit	Net Chng
<b>Fund: 244 - CDBG MicroEnterprise Lending</b>				
<b>TOTALS:</b>		<b>700.00</b>	<b>0.00</b>	<b>700.00</b>
<b>Fund: 250 - Streets - Roads/Transportation</b>				
12/05/2019	Daily Totals	0.00	2,209.81	-2,209.81
<b>TOTALS:</b>		<b>0.00</b>	<b>2,209.81</b>	<b>-2,209.81</b>
<b>Fund: 253 - Gas Taxes</b>				
12/03/2019	Daily Totals	5,178.74	0.00	5,178.74
12/20/2019	Daily Totals	2,920.67	0.00	2,920.67
12/31/2019	Daily Totals	4,189.17	0.00	4,189.17
<b>TOTALS:</b>		<b>12,288.58</b>	<b>0.00</b>	<b>12,288.58</b>
<b>Fund: 385 - CP - Roundabout Project</b>				
12/19/2019	Daily Totals	709,649.44	0.00	709,649.44
<b>TOTALS:</b>		<b>709,649.44</b>	<b>0.00</b>	<b>709,649.44</b>
<b>Fund: 560 - Sewer</b>				
12/04/2019	Daily Totals	250.00	0.00	250.00
12/05/2019	Daily Totals	0.00	4,848.48	-4,848.48
12/31/2019	Daily Totals	227.05	0.00	227.05
<b>TOTALS:</b>		<b>477.05</b>	<b>4,848.48</b>	<b>-4,371.43</b>
<b>Fund: 561 - Sewer Liftstations</b>				
12/05/2019	Daily Totals	0.00	1,687.32	-1,687.32
12/18/2019	Daily Totals	407.00	0.00	407.00
<b>TOTALS:</b>		<b>407.00</b>	<b>1,687.32</b>	<b>-1,280.32</b>
<b>Fund: 572 - Landfill Post Closure Mainten</b>				
12/05/2019	Daily Totals	0.00	507.25	-507.25
<b>TOTALS:</b>		<b>0.00</b>	<b>507.25</b>	<b>-507.25</b>
<b>GRAND TOTALS:</b>		<b>913,510.03</b>	<b>9,418.36</b>	<b>904,091.67</b>



# Staff Report to City Council

## FOR THE JANUARY 22, 2020 REGULAR CITY COUNCIL MEETING

**From:** Wes Heathcock, City Manager  
**Prepared by:** Laurie Van Groningen, Finance Director  
**Subject:** Budget Process and Calendar of Activities

*Budget Impact Overview:*

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

**RECOMMENDED ACTION:** For Information Only.

### Summary/Background

Staff has initiated the biennial budget process for the 2020-2021 and 2021-2022 fiscal years. The budget process takes months of advance work and planning to ensure there is ample time for input and review. In addition, there are annual review and approval processes related to the budget that need to be completed. Staff has compiled an overview of the budget process and a detailed calendar of activities.

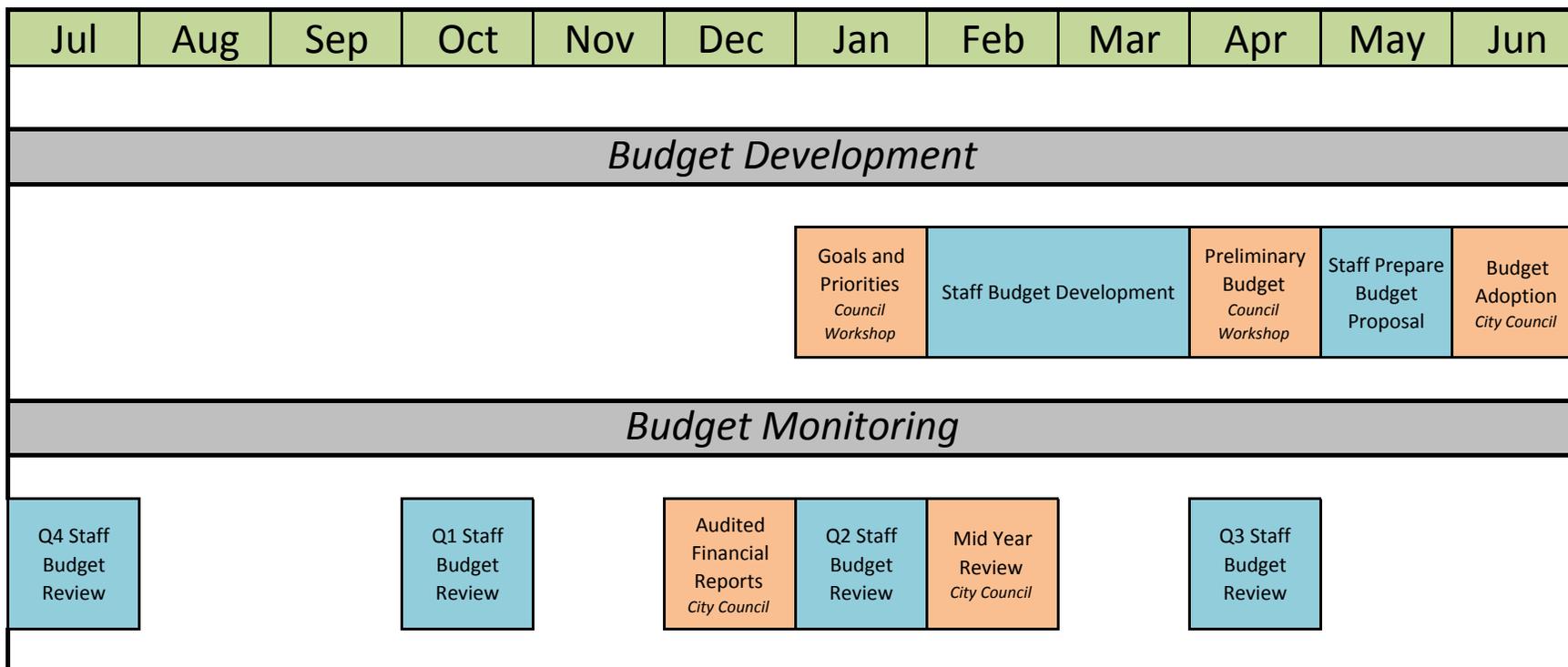
### Attachments:

1. Budget Process Overview
2. Budget Process – Calendar of Activities

Attachment 1

# City of Colfax - Budget Process Overview

Revision Date - January 10, 2020



## Attachment 2

## City of Colfax

### Budget Process - Calendar of Activities

Revision Date: January 10, 2020

Date	Type	Action	Comment
Wednesday, January 15, 2020	Council Workshop	Annual Council Goals	Council workshop for setting annual goals
Wednesday, February 26, 2020	City Council Meeting	Mid Year Review 2019-2020	Detailed Analysis of all Revenue and Expenditures during Current fiscal year. Review of budget adjustments as needed. Council to provide general direction for preparation of fiscal year budget
Wednesday, February 19, 2020	Staff	Staff Kick off Meeting	Review budget calendar and budget worksheets.
Wednesday, March 04, 2020	Staff	Department Reviews	Department Heads to review individual fund/department goals, operation expenses, and capital projects with City Manager
Wednesday, March 18, 2020	Staff	Final Budget Worksheets Deadline	Departments to submit final budget worksheets to Finance for review and consolidation
Wednesday, April 15, 2020	Staff	2020-2021 and 2021-2022 Preliminary Budget (Staff)	Analysis and projection of all revenue sources, departmental staff requirements and expenditures, Capital Improvements projects, Identification of Broad goals - Fund Reserve requirements and targets, identification of challenges and opportunities.
Wednesday, April 29, 2020	Council Review	Preliminary budget package to City Council for review	Preliminary budget package to be distributed to City Council for review prior to Budget Workshop
Wednesday, May 13, 2020	Council Workshop	Council/Public Budget Workshop <i>To be Scheduled during Work Day</i>	Council provides feedback and general direction to staff based on review of preliminary budget. Citizens have an opportunity to address Council and staff during this workshop. Workshop agenda to include annual review of financial policies and financial risk analysis.
Wednesday, June 10, 2020	City Council Meeting	Adopt 2020-2021 and 2021-2022 Budget	GANN Appropriation Limit for fiscal year 2020-2021 to be included for adoption at this meeting.
Wednesday, June 24, 2020	City Council Meeting	Contingency Meeting	Last date for adoption of budget
Wednesday, July 01, 2020	Staff	New Fiscal Year Begins	



# Staff Report to City Council

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## FOR THE JANUARY 22, 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:** Ordinance No. 540 – An Ordinance amending Colfax Municipal Code Chapter 13.08, Appendix A to clarify the methodology for assessing sewer service charges on multi-tenant commercial buildings.

*Budget Impact Overview:*

N/A: √	Funded:	Un-funded:	Amount:	Fund(s):
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**RECOMMENDED ACTION:** By motion, waive the second reading and adopt Ordinance 540 amending Colfax Municipal Code Chapter 13.08, Appendix A to clarify the methodology for assessing sewer service charges on multi-tenant commercial buildings.

**Summary/Background:**

During the January 8, 2020 Colfax City Council Regular Meeting, Ordinance No. 540 was introduced, the Public Hearing was conducted and closed. Council received no public comment during the Public Hearing. Notice was published in the Auburn Journal January 15<sup>th</sup>, 2020 informing the public of the ordinance adoption consideration by Council. The ordinance amends Colfax Municipal Code Chapter 13.08, Appendix A to clarify the methodology for assessing sewer service charges on multi-tenant commercial buildings.

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. Council received a presentation from Bartle Wells Associates, introduced the proposed ordinance amending Chapter 13.08 by title only, conducted a public hearing, waived the first reading of the ordinance and scheduled it for adoption at the January 22, 2020 regular City Council meeting. Being that the public hearing was conducted on January 8, the ordinance was 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. Ordinance 540

## 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

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

**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.

**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).			

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.			

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.			

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.



# Staff Report to City Council

## FOR THE JANUARY 22, 2020 REGULAR CITY COUNCIL MEETING

**From:** Wes Heathcock, City Manager  
**Prepared by:** Larry Wing, City Engineer  
**Subject:** Culver Street Pavement Rehabilitation Project – Phase I – Notice of Completion

*Budget Impact Overview:*

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

**RECOMMENDED ACTION:** Adopt Resolution \_\_\_-2020 accepting the Culver Street Pavement Rehabilitation Project – Phase I as complete and authorizing the recording of the notice of completion.

### Summary/Background

On August 14, 2019 the City Council approved Resolution 36-2019 authorizing the City Manager to:

1. Award a construction contract to Simpson and Simpson, Inc. in the amount of \$227,453 and authorize the City Manager to execute change orders up to the amended budget.
2. Adopt the total project budget for the Culver Street Pavement Rehabilitation Project – Phase I in the amount of \$307,045.

Final inspection of the project was performed on October 30, 2019. Staff has determined that the work performed by Simpson and Simpson, Inc. is complete and in conformance with the contract terms.

The project included three City Change Orders (CCO) as described below:

- CCO #1 - \$100.00
  - Increase pipe size of sewer lateral from 3-inch to 4-inch.
- CCO #2 - \$2,712.00
  - Increase street width paving by four (4) feet on east side of Culver Street near Oak Street. Extra paving width matches existing conditions better and allows for additional on-street parking.
- CCO #3 - \$4,274.76
  - Install additional class 2 base rock where necessary to smooth out existing grades to provide for better drainage.

### Fiscal Impacts

The project was funded with Community Development Block Grant – Program Income Waiver (CDBG – PI Waiver) funds, City streets/roads funds including Road Maintenance and Rehabilitation Account (RMRA SB1) funds at the City’s discretion; and a reimbursement agreement with Placer County Water Agency (PCWA).

Project Construction costs (including change orders) completed at \$11,578 under Contract and approved budget. Overall, the project is completing at \$41,237 under budget.

Funding sources and expense categories are outlined in the charts below:

<b>Project Funding</b>				
	<b>Original Project Estimates Jan 2018 Resolution 03-2018</b>	<b>Approved Budget Aug 2019 Resolution 36-2019</b>	<b>Actuals 12/31/2019</b>	<b>Under/(Over) Budget</b>
CDBG - PI Waiver	\$ 205,000	\$ 205,000	\$ 205,000	\$ -
City General Fund/Local Road Funds	\$ 15,000	\$ 43,910	\$ 19,059	\$ 24,851
PCWA Reimbursement Reimbursement	\$ -	\$ 58,135	\$ 41,749	\$ 16,386
<b>Total Project Funding</b>	<b>\$ 220,000</b>	<b>\$ 307,045</b>	<b>\$ 265,808</b>	<b>\$ 41,237</b>
<b>Project Costs</b>				
	<b>Original Project Estimates Jan 2018 Resolution 03-2018</b>	<b>Approved Budget Aug 2019 Resolution 36-2019</b>	<b>Actuals 12/31/2019</b>	<b>Under/(Over) Budget</b>
Environmental/Engineering/Design/Admin	\$ 15,000	\$ 23,772	\$ 25,681	\$ (1,909)
Construction	\$ 180,000	\$ 227,453	\$ 215,875	\$ 11,578
Contingency (10% City, 30% PCWA)	\$ 10,000	\$ 30,820		\$ 30,820
Construction Management and Inspection	\$ 15,000	\$ 25,000	\$ 24,252	\$ 748
<b>Total Project Costs</b>	<b>\$ 220,000</b>	<b>\$ 307,045</b>	<b>\$ 265,808</b>	<b>\$ 41,237</b>

### **Conclusion**

Staff recommends that the City Council adopt a Resolution accepting the Culver Street Pavement Rehabilitation Project as complete and authorize the City Clerk to file a Notice of Completion with the Placer County Recorder.

### **Attachments:**

1. Resolution \_\_-2020
2. Notice of Completion

# City of Colfax

## City Council

Resolution No. \_\_-2020

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### ACCEPTING THE CULVER STREET PAVEMENT REHABILITATION PROJECT AS COMPLETE AND AUTHORIZING THE RECORDING OF THE NOTICE OF COMPLETION

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**WHEREAS**, on August 15<sup>th</sup>, 2019 the City of Colfax entered into a contract with Simpson and Simpson, Inc. for the Culver Street Pavement Rehabilitation Project; and,

**WHEREAS**, all work with the above contract was completed on October 30, 2019, and inspected on October 30, 2019 to verify the work performed was in accordance with the plans and specifications; and,

**WHEREAS**, City staff recommends to the City Council that said completed project be accepted and a Notice of Completion be filed by the City.

**NOW THEREFORE, BE IT RESOLVED** the City Council of the City of Colfax, that construction on the above-mentioned contract is hereby accepted as being complete in accordance with the plans and specifications. City staff is directed to execute and record the Notice of Completion on said contract and project 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 22<sup>nd</sup> of January 2020 by the following vote of the Council:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

---

**Marnie Mendoza, Mayor**

**ATTEST:**

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**Jaclyn Collier, City Clerk**

**Attachment 2**

Recording Request by:

**City of Colfax**

When recorded return to:

**CITY OF COLFAX  
PO BOX 702  
COLFAX, CA 95713**

No Fee Per Gov. Code 27383

**NOTICE OF COMPLETION**

NOTICE IS HEREBY GIVEN pursuant to California Civil Code §9204 that Simpson and Simpson, Inc., PO Box 6746, Auburn, CA performed and completed for the City of Colfax the following contract, Culver Street Pavement Rehabilitation Phase I which consisted of resurfacing up to 350 linear feet of travel lanes on Culver Street, all within the Corporate City Limits of the City of Colfax (the "Project"). The owner of the Project and property is the City of Colfax at the above address. The Project was completed in accordance with the Project Plans and Specifications on October 30, 2019.

Verification: I, Wes Heathcock, depose and say: I am the City Manager of the City of Colfax, the Owner identified in this Notice of Completion. I have read this notice of completion and know the contents thereof. The same is true of my own knowledge. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct. Executed on January \_\_\_\_, 2020 at Colfax, California.

City of Colfax

\_\_\_\_\_  
Wes Heathcock, City Manager

State of California  
County of Placer

On January \_\_\_\_, 2020 before me, Shanna Stahl, Accounting Technician, personally appeared Wes Heathcock who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s) or the entity upon behalf of which the person(s) 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.

\_\_\_\_\_  
Shanna Stahl, City Accounting Technician



# Staff Report to City Council

## FOR THE JANUARY 22, 2020 REGULAR CITY COUNCIL MEETING

**From:** Wes Heathcock, City Manager  
**Prepared by:** Amy Feagans, City Planner  
**Subject:** Extension of Village Oaks Tentative Subdivision Map

*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:** Adopt Resolution \_\_-2020 extending the Village Oaks Vesting Tentative Subdivision Map for 12 months.

### Summary/Background

The Village Oaks vesting tentative map is a 39-lot single family development located adjacent to the Sierra Oaks Estates project. The project was approved on February 14, 2017 for the allowed twenty four months. The project is eligible for one 12-month extension per state law and City Code, which the owner Eric Stauss has requested.

Section 66452.6 of the Subdivision Map Act allows that “an approved or conditionally approved tentative map shall expire 24 months after its approval, or any additional approval period of time as may be prescribed by local ordinance, not to exceed an additional 12 months.” The City of Colfax Subdivision Ordinance section 16.12.080 states “the approval or conditional approval of a vesting tentative map shall expire at the end of the same time period and shall be subject to the same extensions as a tentative map.” Therefore, it is appropriate for the applicant/developer to request the one-time 12-month extension that would allow the Village Oaks vesting tentative subdivision map to remain valid for an additional 12 months from the date of approval or through February 14, 2021.

There have been no changes to the map or the conditions of approval as a result of this request.

Staff is recommending Council extending the Village Oaks Vesting Tentative Subdivision Map for 12 months to February 14, 2021.

### Attachments

1. Resolution \_\_-2020
2. Village Oaks Vesting Tentative Subdivision Map

# City of Colfax

## City Council

Resolution No. \_\_-2020

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### APPROVING THE 12-MONTH EXTENSION OF THE VILLAGE OAKS VESTING TENTATIVE SUBDIVISION MAP TO FEBRUARY 14, 2021

---

**WHEREAS**, on February 14, 2017, the City Council adopted Resolution 07-2018 the Village Oaks Vesting Tentative Subdivision Map for 24 months; and,

**WHEREAS**, the City Subdivision Ordinance and the Subdivision Map Act allow for a one-time 12-month extension; and,

**WHEREAS**, Eric Stauss, the owner/developer of the project has filed the request for an extension and paid the required application fees.

**NOW, THEREFORE, BE IT RESOLVED** the City Council of the City of Colfax, approves the request of Eric Stauss to extend the Village Oaks Vesting Tentative Subdivision Map for 12 months to February 14, 2021.

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** at the Regular Meeting of the City Council of the City of Colfax held on the 22<sup>nd</sup> day of January 2020 by the following vote of the Council:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

---

**Marnie Mendoza, Mayor**

**ATTEST:**

---

**Jaclyn Collier, City Clerk**

# VESTING TENTATIVE SUBDIVISION MAP

## VILLAGE OAKS

### COLFAX - IOWA HILL ROAD

### COLFAX, CA 95713

### APN: 101-170-029

**LEGEND**

PROPERTY LINE / LOT LINE

SETBACK LINE

AC DIKE

EASEMENT

MATCH EXISTING PROPERTY FENCE STYLE

6-FOOT SOLID WOOD FENCING

6-FOOT WROUGHT IRON FENCE

ACCESS GATE

**PROPERTY INFORMATION**

LOCATION: APN: 101-170-029  
COLFAX, CA 95713

PROPERTY AREA: PARCEL 4 OF 35 PM 103  
12.903 AC

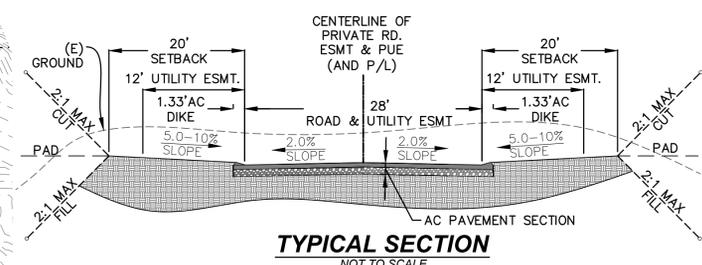
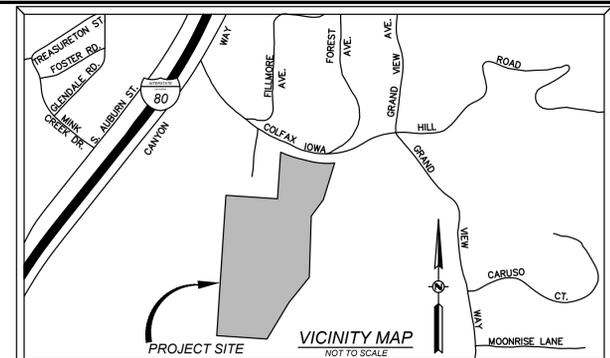
PARCEL 4 EXISTING ZONING: R-M-1

PERMITTED USE: SINGLE FAMILY

PROPOSED USE: SINGLE FAMILY

PROPOSED SFR LOTS: 39 TOTAL

- SHEET INDEX:**
- 1 of 5 VESTING TENTATIVE SUBDIVISION MAP
  - 2 of 5 POTENTIAL TREE IMPACT
  - 3 of 5 UTILITY PLAN
  - 4 of 5 GRADING PLAN
  - 5 of 5 FENCING PLAN



**PROPOSED DEVELOPMENT STANDARDS FOR PROJECT**

ITEM	DEVELOPMENT STANDARD
MINIMUM PARCEL AREA	5,300 SF
MINIMUM WIDTH	50 FT.
RESIDENTIAL DENSITY	1 DWELLING PER LOT
MINIMUM FRONT	20 FT. (UNLESS NOTED OTHERWISE)
MINIMUM SIDES	6 FT. (UNLESS NOTED OTHERWISE)
MINIMUM REAR	20 FT. (UNLESS NOTED OTHERWISE)
MAX. BUILDING HEIGHT	2-1/2 STORIES OR 30 FT. (VARIANCE TBD)
DENSITY	3.02 DU/AC

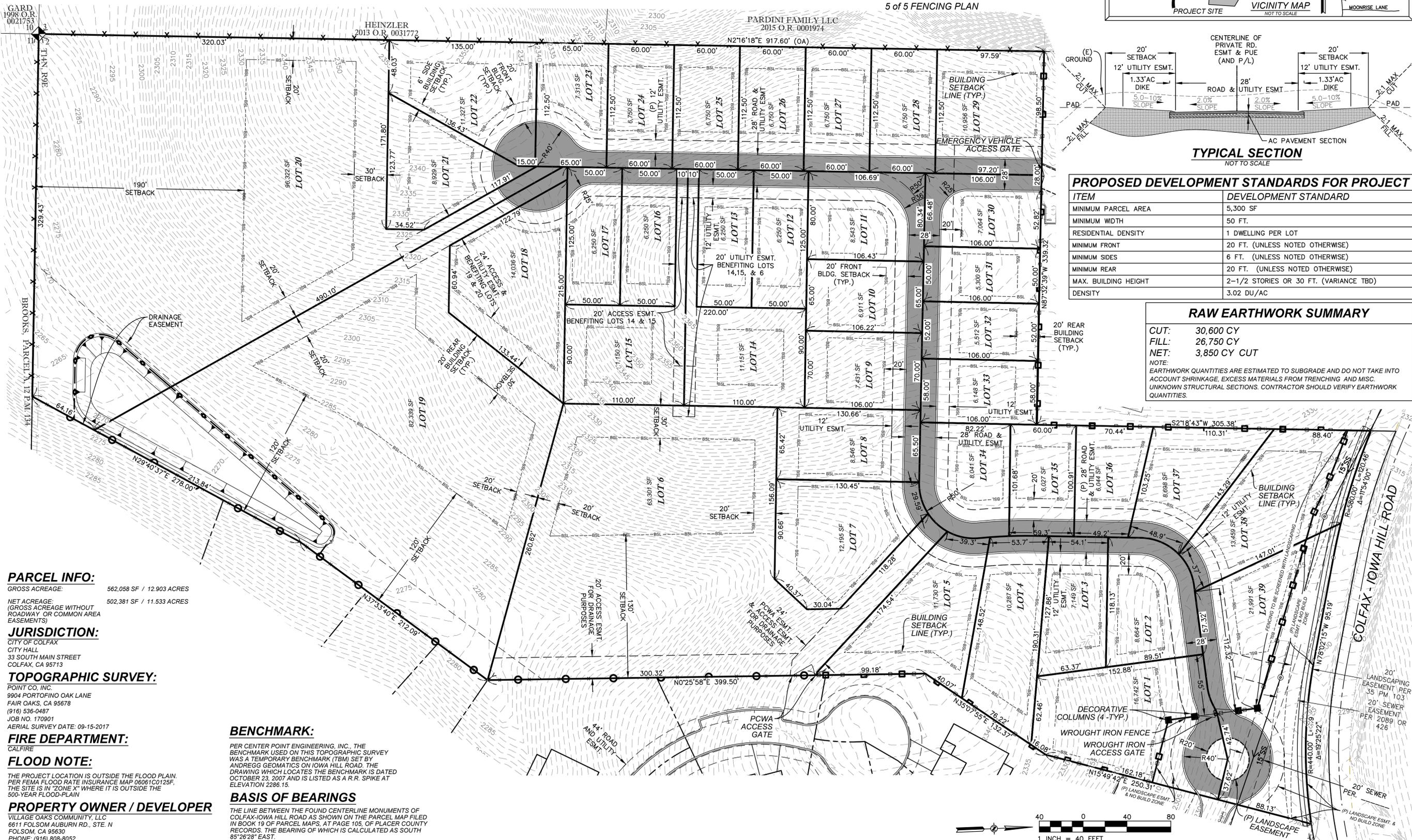
**RAW EARTHWORK SUMMARY**

CUT: 30,600 CY

FILL: 26,750 CY

NET: 3,850 CY CUT

NOTE: EARTHWORK QUANTITIES ARE ESTIMATED TO SUBGRADE AND DO NOT TAKE INTO ACCOUNT SHRINKAGE, EXCESS MATERIALS FROM TRENCHING, AND MISC UNKNOWN STRUCTURAL SECTIONS. CONTRACTOR SHOULD VERIFY EARTHWORK QUANTITIES.



**PARCEL INFO:**

GROSS ACREAGE: 562,058 SF / 12.903 ACRES

NET ACREAGE: (GROSS ACREAGE WITHOUT ROADWAY OR COMMON AREA EASEMENTS) 502,381 SF / 11.533 ACRES

**JURISDICTION:**

CITY OF COLFAX  
CITY HALL  
33 SOUTH MAIN STREET  
COLFAX, CA 95713

**TOPOGRAPHIC SURVEY:**

POINT CO. INC.  
9904 PORTOFINO OAK LANE  
FAIR OAKS, CA 95678  
(916) 536-0487  
JOB NO. 170901  
AERIAL SURVEY DATE: 09-15-2017

**FIRE DEPARTMENT:**

CALFIRE

**FLOOD NOTE:**

THE PROJECT LOCATION IS OUTSIDE THE FLOOD PLAIN. PER FEMA FLOOD RATE INSURANCE MAP 06061C0125F, THE SITE IS IN "ZONE X" WHERE IT IS OUTSIDE THE 500-YEAR FLOOD-PLAIN

**PROPERTY OWNER / DEVELOPER**

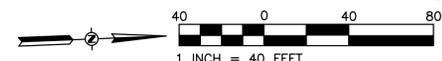
VILLAGE OAKS COMMUNITY, LLC  
6611 FOLSOM AUBURN RD., STE. N  
FOLSOM, CA 95630  
PHONE: (916) 808-8052

**BENCHMARK:**

PER CENTER POINT ENGINEERING, INC., THE BENCHMARK USED ON THIS TOPOGRAPHIC SURVEY WAS A TEMPORARY BENCHMARK (TBM) SET BY ANDREGG GEOMATICS ON IOWA HILL ROAD, THE DRAWING WHICH LOCATES THE BENCHMARK IS DATED OCTOBER 23, 2007 AND IS LISTED AS A R.R. SPIKE AT ELEVATION 2286.15.

**BASIS OF BEARINGS**

THE LINE BETWEEN THE FOUND CENTERLINE MONUMENTS OF COLFAX-IOWA HILL ROAD AS SHOWN ON THE PARCEL MAP FILED IN BOOK 19 OF PARCEL MAPS, AT PAGE 105, OF PLACER COUNTY RECORDS, THE BEARING OF WHICH IS CALCULATED AS SOUTH 85°26'28" EAST.



DESIGN	BY	CHECK	DATE	REVISION
DRAWN	BY	DATE		
QUANT.	BY	DATE		

APPROVED: [Signature]

DESIGNED BY: [Signature]

DRAWN BY: [Signature]

DATE: 11-14-2017

REVISION: 2

ORIGINAL SCALE IS IN INCHES

SCALE: 1" = 40'

**PROFESSIONAL ENGINEER**

STATE OF CALIFORNIA

NO. 03850

EXP. 03-31-18

**RFE ENGINEERING, INC.**

Civil Engineers - Planners - Surveyors

2280 RIVERVIEW DRIVE, SUITE 100  
COLFAX, CA 95713  
PHONE: (916) 772-7800 FAX: (916) 772-7804  
WWW.RFEENGINEERING.COM

**VILLAGE OAKS COMMUNITY, LLC**

6611 FOLSOM AUBURN RD., STE N  
FOLSOM, CA 95630  
PHONE: (916) 802-8052

**VILLAGE OAKS (PARCEL 4 OF 35 PM 103)**

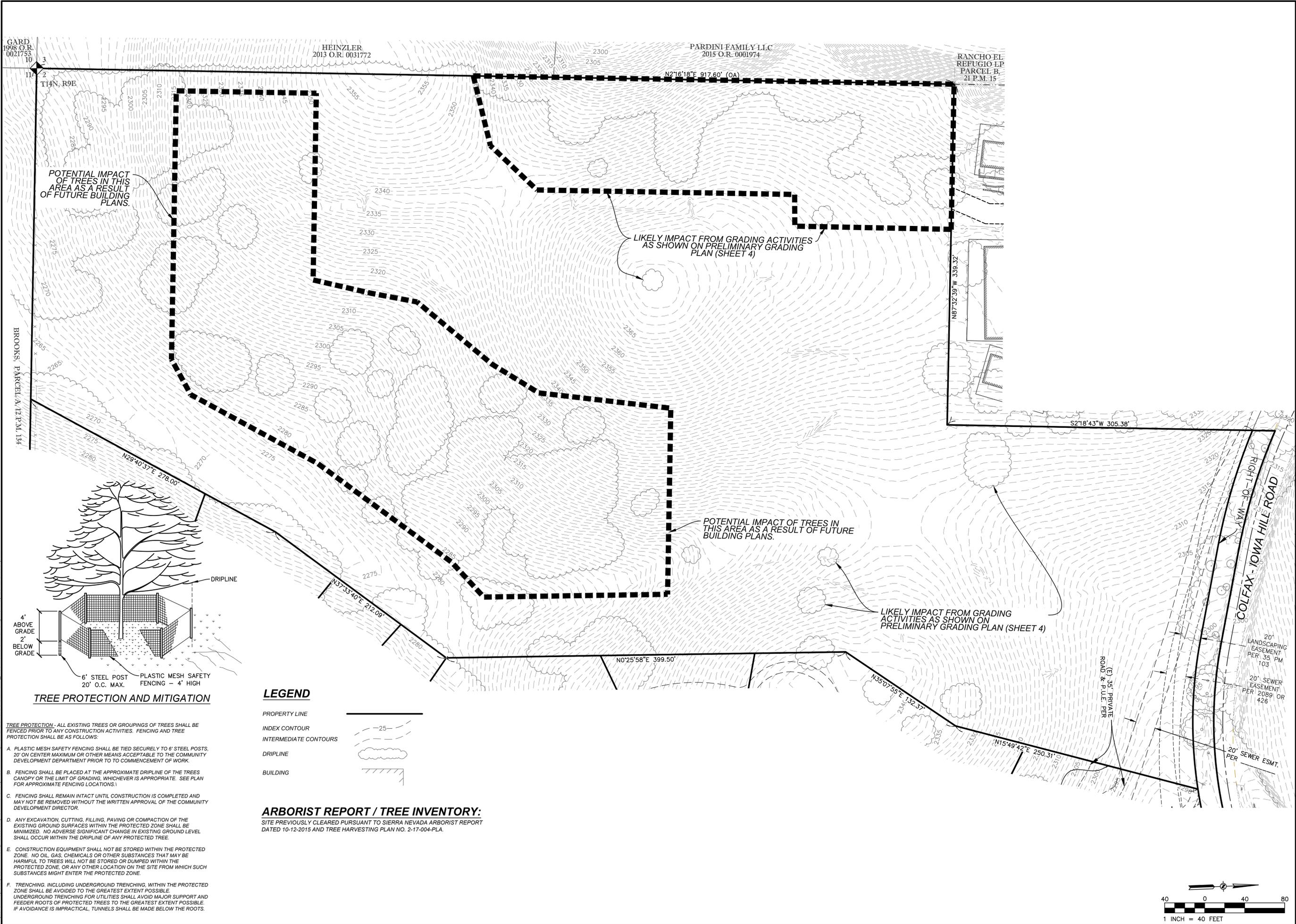
**VESTING TENTATIVE SUBDIVISION MAP**

Drawing of 1 of 5

Sheet 1 of 5

11-14-2017

RFE PROJECT 16034 - VILLAGE OAKS COLFAX, CA 95713



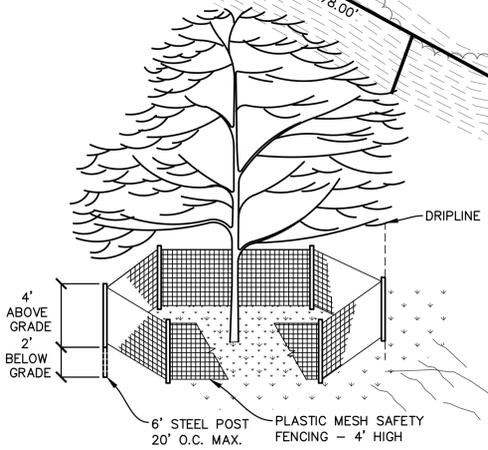
GARD 1998 O.R. 0021753 10  
 HEINZLER 2013 O.R. 0031772  
 PARDINI FAMILY LLC 2015 O.R. 0001974  
 RANCHO EL REFUGIO LP PARCEL B 21 P.M. 15  
 BROOKS, PARCEL A 12 P.M. 14

POTENTIAL IMPACT OF TREES IN THIS AREA AS A RESULT OF FUTURE BUILDING PLANS.

LIKELY IMPACT FROM GRADING ACTIVITIES AS SHOWN ON PRELIMINARY GRADING PLAN (SHEET 4)

POTENTIAL IMPACT OF TREES IN THIS AREA AS A RESULT OF FUTURE BUILDING PLANS.

LIKELY IMPACT FROM GRADING ACTIVITIES AS SHOWN ON PRELIMINARY GRADING PLAN (SHEET 4)



**TREE PROTECTION AND MITIGATION**

**LEGEND**

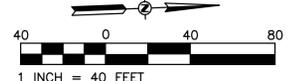
- PROPERTY LINE
- INDEX CONTOUR
- INTERMEDIATE CONTOURS
- DRIPLINE
- BUILDING

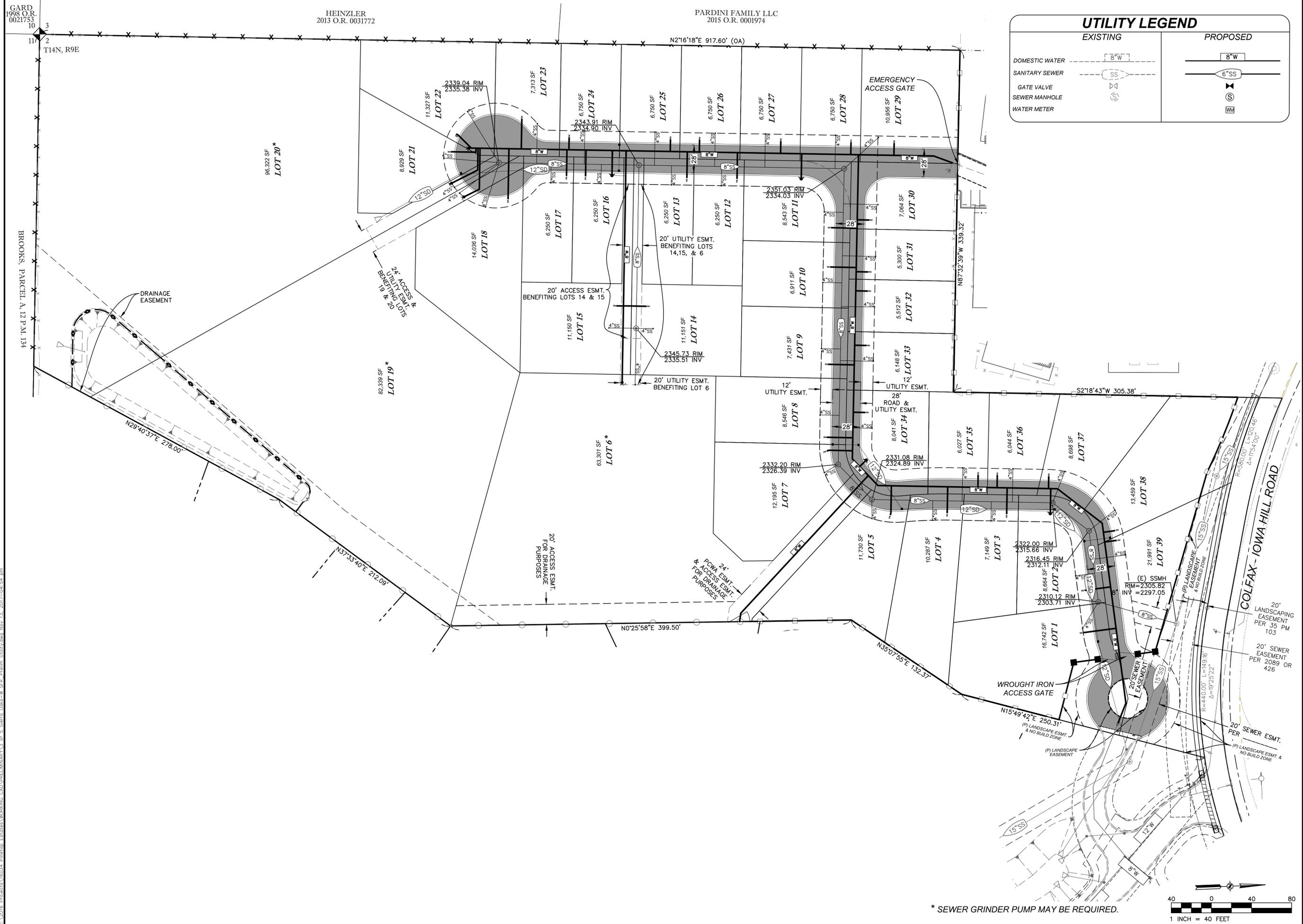
**ARBORIST REPORT / TREE INVENTORY:**

SITE PREVIOUSLY CLEARED PURSUANT TO SIERRA NEVADA ARBORIST REPORT DATED 10-12-2015 AND TREE HARVESTING PLAN NO. 2-17-004-PLA.

7.A.2018, Project 16034, Private, Est. 16034, Working CAD, 08/01/2018, 11:53 AM, Nov. 13, 2017, 04:53 pm

PROFESSIONAL ENGINEER RFE ENGINEERING, INC. No. 03850 Exp. 3-31-18 CIVIL/UTIC	
VILLAGE OAKS COMMUNITY, LLC 6611 FOLSOM AUBURN RD., STE N FOLSOM, CA 95630 PHONE: (916) 802-8052	
VILLAGE OAKS (PARCEL 4 OF 36 PM 103) <b>POTENTIAL TREE IMPACT</b>	
Drawing	Sheet
of	of
	2
	5
11-14-2017	





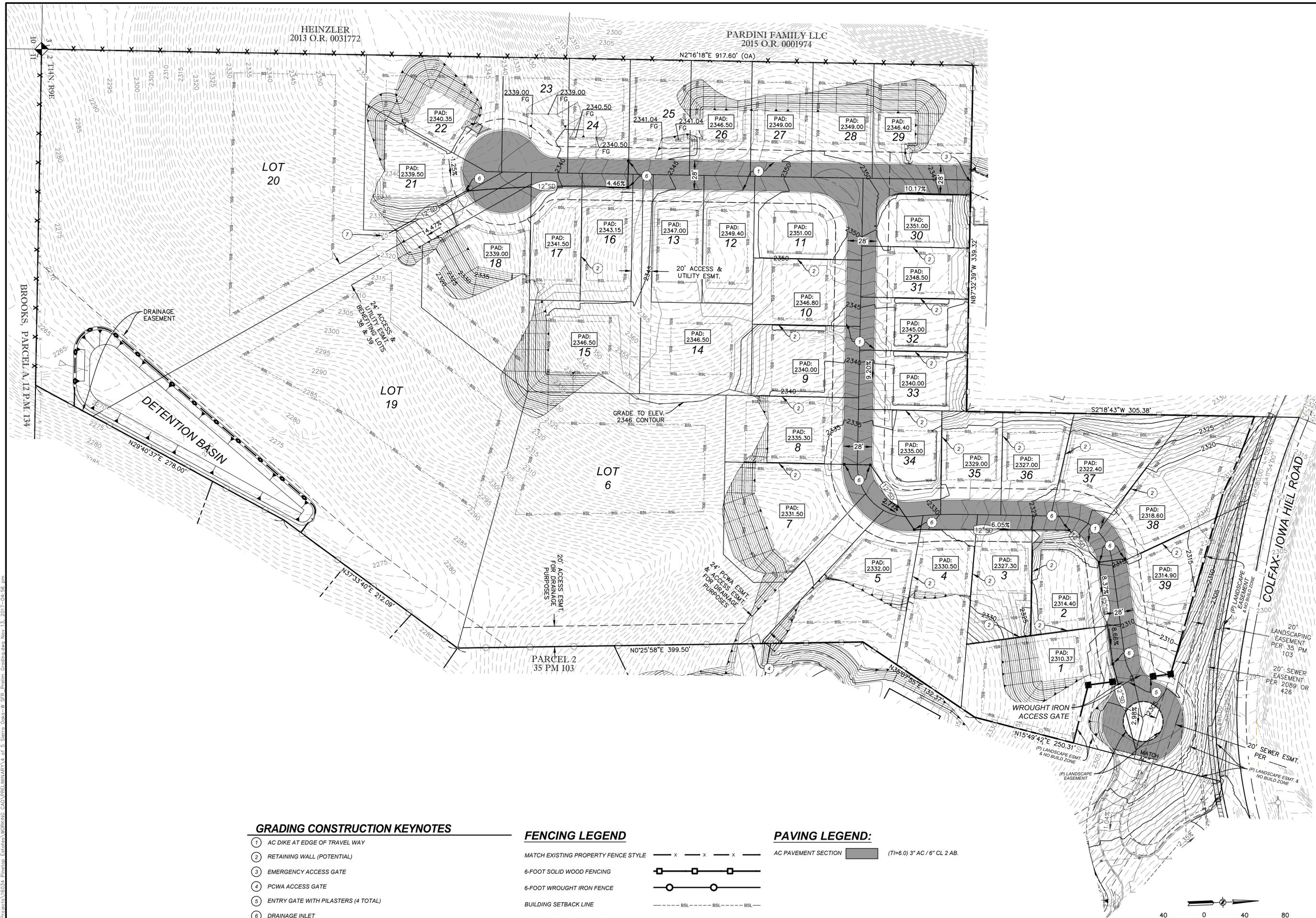
UTILITY LEGEND	
EXISTING	PROPOSED
DOMESTIC WATER 8" W	8" W
SANITARY SEWER 6" SS	6" SS
GATE VALVE GV	GV
SEWER MANHOLE SM	SM
WATER METER WM	WM

PROFESSIONAL ENGINEER STATE OF CALIFORNIA No. 03850 Exp. 3-31-18 CIVIL RFE ENGINEERING, INC. Civil Engineers - Planners - Surveyors 2800 Pch. #16772-7800 Fax: 916-772-7804 www.RFEEngineering.com	VILLAGE OAKS COMMUNITY, LLC 6611 FOLSOM AUBURN RD., STE N FOLSOM, CA 95630 PHONE: (916) 902-8052	VILLAGE OAKS (PARCEL 4 OF 36 PM 103) <b>PRELIMINARY UTILITY PLAN</b>	Drawing of 3 of Total 5 11-14-2017	
	REVISION NO. DATE BY APPRVD	CHECK NO. DATE BY TEE RFE TEE RFE DRAWN QUANT.	ORIGINAL SCALE IS IN INCHES 1" = 40'	2
	DESIGN DRAWN QUANT.	TEE TEE 0	RFE RFE 0	2
	DATE BY APPRVD	TEE TEE 0	RFE RFE 0	2



\* SEWER GRINDER PUMP MAY BE REQUIRED.

7:\2018 Projects\16034\_Prelim\Estata\WORKING CAD\RECLINAR\3 of 5 Sierra Color - W\_SFP\_Prelim Utility.dwg, Nov. 13, 2017 - 04:54 pm  
 GARD 1998 O.R. 0021753  
 HEINZLER 2013 O.R. 0031772  
 PARDINI FAMILY LLC 2015 O.R. 0001974  
 BROOKS, PARCEL A, 12 P.M. 134



**GRADING CONSTRUCTION KEYNOTES**

- ① AC DIKE AT EDGE OF TRAVEL WAY
- ② RETAINING WALL (POTENTIAL)
- ③ EMERGENCY ACCESS GATE
- ④ PCWA ACCESS GATE
- ⑤ ENTRY GATE WITH PILASTERS (4 TOTAL)
- ⑥ DRAINAGE INLET
- ⑦ FLARED END SECTION

**FENCING LEGEND**

- MATCH EXISTING PROPERTY FENCE STYLE — x — x — x —
- 6-FOOT SOLID WOOD FENCING — [Symbol] — [Symbol] — [Symbol] —
- 6-FOOT WROUGHT IRON FENCE — [Symbol] — [Symbol] — [Symbol] —
- BUILDING SETBACK LINE — BSL — BSL — BSL — BSL —
- 3-FOOT DETENTION BASIN FENCING — [Symbol] — [Symbol] — [Symbol] —

**PAVING LEGEND:**

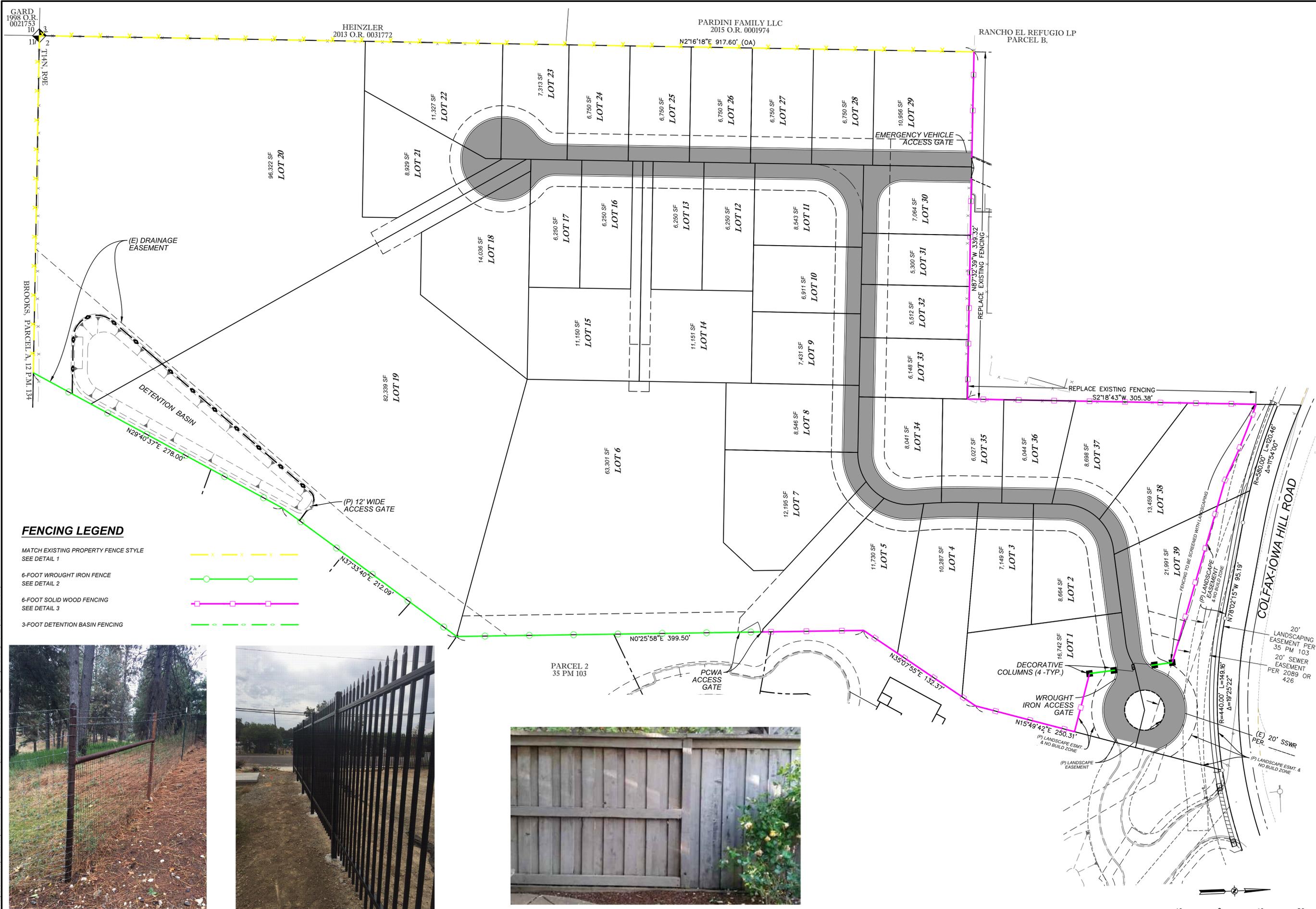
AC PAVEMENT SECTION [Symbol] (TI=6.0) 3" AC / 6" CL 2 AB.



<p><b>VILLAGE OAKS COMMUNITY, LLC</b> 6611 FOLSOM AUBURN RD., STE N FOLSOM, CA 95630 PHONE: (916) 802-8052</p>	<p><b>VILLAGE OAKS (PARCEL 4 OF 36 PM 103)</b> <b>PRELIMINARY GRADING PLAN</b></p>	<p>DESIGN</p>	<p>BY</p>	<p>CHECK</p>	<p>NO.</p>	<p>REVISION</p>	<p>DATE</p>	<p>BY</p>	<p>APPRVD</p>
		<p>DRAWN</p>	<p>TEE</p>	<p>TEE</p>	<p>RFE</p>	<p>RFE</p>	<p>1</p>	<p>2</p>	<p>11-14-2017</p>
<p>Drawing of Sheet</p>		<p>4 of Total</p>		<p>5</p>		<p>11-14-2017</p>			

RFE PROJECT 16034 - VILLAGE OAKS COLFAX, CA 95713

7. 2018, Project 16034, Parcel 4 of 36 PM 103, Prelim Grading Plan, Nov 13, 2017, 04:56 pm



**FENCING LEGEND**

- MATCH EXISTING PROPERTY FENCE STYLE  
SEE DETAIL 1
- 6-FOOT WROUGHT IRON FENCE  
SEE DETAIL 2
- 6-FOOT SOLID WOOD FENCING  
SEE DETAIL 3
- 3-FOOT DETENTION BASIN FENCING



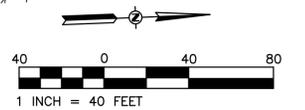
1 WELDED WIRE MESH



2 WROUGHT IRON FENCE



3 SOLID WOOD FENCING



BY	DATE	REVISION

**PROFESSIONAL ENGINEER**  
**FOR CALIFORNIA**  
 No. 03550  
 Exp. 3-31-18  
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 FOLSOM, CA 95630  
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**VILLAGE OAKS (PARCEL 4 OF 36 PM 103)**  
**FENCING PLAN**

Drawing	Sheet
of	5
Total	5
11-14-2017	

7/1/2018, Project: V16034\_Planetop\_Estimate\_WORKING\_CAD, PRELIMINARY, of: S. Sierra Oaks - W. SEP, Fencing Plan.dwg, Nov. 13, 2017 - 04:57 pm



# Staff Report to City Council

## FOR THE JANUARY 22, 2020 REGULAR CITY COUNCIL MEETING

**From:** Wes Heathcock, City Manager  
**Prepared by:** Wes Heathcock, City Manager  
**Subject:** Chinese Monument – City Attorney Monument Removal Commitment Letter

*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 authorizing the City Attorney to draft a letter stating the City of Colfax assumes the financial responsibility of removing the Chinese Monument.

### Summary/Background

Placer County has an extensive history of Chinese population contributing to the economic growth in the region. In the region’s early history, the Chinese workers were instrumental in the building of the first transcontinental railroad through the Sierra Nevada Range. The City of Colfax has an opportunity to provide a permanent location for the Chinese Monument memorializing the workers contributions to the region. Council authorized Mayor Mendoza to sign the Chinese Monument Letter of Intent at the September 11, 2019 City Council meeting.

The Chinese Monument founder Steven Lee is now requesting a letter from the City Attorney stating the City of Colfax will assume the responsibility in removing the monument in the future should it be necessary. The requirement to remove the monument at the City’s expense is a reasonable request. Staff believes the need to remove the Chinese Monument in the next 30-years is highly unlikely. Staff is recommending council authorize the City Attorney to draft a letter stating the City assumes the financial responsibility of removing the Chinese Monument.

The suggested location in Colfax is near the north side of the Depot Building.

### Fiscal Impacts

The commitment to remove the Chinese Monument at a future date is anticipated to cost up to \$20,000.