



City Council Meeting

COUNCIL CHAMBERS, 33 SOUTH MAIN STREET, COLFAX, CA

← · Mayor Sean Lomen · Mayor Pro Tem Trinity Burruss
Councilmembers · David Ackerman · Joe Fatula · Marnie Mendoza →

REGULAR MEETING AGENDA

January 27, 2021

Regular Session: 6:00PM

The open session will be performed via TELECONFERENCE

Join via ZOOM on a computer or mobile device by visiting

<https://us02web.zoom.us/j/86492250163>

Dial in by calling one of the numbers listed below and enter the Webinar ID:

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Submit comments to the City Clerk via email at city.clerk@colfax-ca.gov, by mail to PO BOX 702, Colfax CA 95713, or drop them off in the office at 33 S. Main Street, Colfax CA 95713.

Comments received will be submitted to Council and made part of the record.

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**

4 **PRESENTATION** (NO PRESENTATIONS)



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.

Pages 5-14

5A. Public Hearing – CDBG – CV 2/3 Coronavirus Aid, Relief, and Economic Security Act

Recommended Action: Open the public hearing and receive public comment regarding the Community Development Block Grant Coronavirus Aid, Relief and Economic Security Act (CDBG-CV2 and CV3) program and possible activities and projects to be considered for funding under the upcoming Notice of Funding Availability (NOFA) process;
and 2) Provide direction for staff to prepare an application (when available) in response to the release of the Notice of Funding Availability (NOFA) for CDBG-CV2 and CV3 funds for COVID-19 related activities that benefit low and moderate-income residents.

Pages 15-22

5B. Public Hearing - Fireworx Farms, LLC Commercial Cannabis Cultivation Business Permit

Recommended Action: Receive a presentation from SCI Consulting, conduct a public hearing, discuss and consider adopting Resolution__-2021 authorizing the City Manager to issue a Commercial Cannabis Cultivation Business Permit valid for 1-year to Fireworx Farms, LLC.

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. Cash Summary – December 2020 Pages 23-34

Recommendation: Accept and File.

6B. Unconditional Acceptance of an Existing Public Storm Drainage Easement on John McLaughlin Properties Pages 35-40

Recommendation: Adopt Resolution __-2020 Authorizing Unconditional Acceptance of an Existing Storm Drainage Easement on John McLaughlin Properties (APN 006-061-43 & 44).

6C. Minutes Pages 41-46

Recommendation: By Motion, approve the Colfax City Council minutes of 1/13/2021.



- 6D. **Kneeland Street Pavement Rehabilitation Project – Notice of Completion** Pages 47-50
Recommendation: Adopt Resolution ___-2021 accepting the Kneeland Street Pavement Rehabilitation Project as complete and authorizing the recording of the notice of completion.

- 6E. **Shadow Wood Place Subdivision – Notice of Completion** Pages 51-54
Recommendation: Adopt Resolution ___-2021 accepting the Shadow Wood Place Subdivision Improvements as complete and authorizing the recording of the Notice of Completion.

*** End of Consent Calendar ***

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. **Colfax Fire Service Placer County – Ad hoc Committee** Pages 55-56
Recommendation: Discuss establishing an Ad hoc committee for the Colfax Fire Service Placer County contract renewal.

- 9B. **Small Business Grant Program – Colfax CARES** Pages 57-58
Recommendation: Discuss and direct staff on how to disburse the remaining grant funding.

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**

I, Amy Lind, Interim City Clerk for the City of Colfax, declare that this agenda was posted at Colfax City Hall and Colfax Post Office. The agenda is also available on the City website at <http://colfax-ca.gov/>

Amy M. Lind

Amy Lind, Interim City Clerk

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.



Colfax City Council Meetings are ADA compliant. If you need special assistance to participate in this meeting, please contact the City Clerk at (530) 346-2313 at least 72 hours prior to make arrangements for ensuring your accessibility.

January 27, 2021

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Staff Report to City Council

FOR THE JANUARY 27, 2021 REGULAR CITY COUNCIL MEETING

From: Wes Heathcock, City Manager
Prepared by: Wes Heathcock, City Manager
Subject: Public Hearing – CDBG – CV 2/3 Coronavirus Aid, Relief, and Economic Security Act

Budget Impact Overview:

N/A: √	Funded:	Un-funded:	Amount:	Fund(s):
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RECOMMENDED ACTION: The recommendation is as follows:

- 1) Open the public hearing and receive public comment regarding the Community Development Block Grant Coronavirus Aid, Relief and Economic Security Act (CDBG-CV2 and CV3) program and possible activities and projects to be considered for funding under the upcoming Notice of Funding Availability (NOFA) process; and
- 2) Provide direction for staff to prepare an application (when available) in response to the release of the Notice of Funding Availability (NOFA) for CDBG-CV2 and CV3 funds for COVID-19 related activities that benefit low and moderate-income residents.

Summary/Background

On March 27, 2020, Congress passed the Coronavirus Aid, Relief, and Economic Security (CARES) Act in response to the impacts of the COVID-19 pandemic. The California State Department of Housing and Community Development (HCD) published a Notice of Funding Availability (NOFA) for Community Development Block Grant Coronavirus Aid, Relief, and Economic Security (CDBG-CV1) funds on June 5, 2020 for \$18.7 million in funds. Additional funding has been made available to the department and will be allocated to the Cities and Counties and the NOFA was released late December. The State has received a total \$113,263,490 in CV2 and \$18,031,478 in CV3 funding and the City of Colfax has been allocated \$219,150.00.

The City has already made application for CV 1 Funds for a Subsistence Payment Program and staff is awaiting our contract to begin implementation. A maximum of two (2) additional activities will be allowed under this application cycle. Each activity must expend all funds within 24-months of the contract execution. The City may also allocate additional funding to the Subsistence Payment Program awarded under the CV1 funding contract.

Eligible activities paid for with State CDBG funds must meet one of the three National Objectives listed in CDBG Federal Statutes as follows: benefit to low-income households or persons (also called Low/Mod Benefit), slum and blight (addressing physical problems in specific neighborhoods) or meeting urgent community development need (a need resulting from a state or federal declared disaster or posing unforeseen risks to health and safety). In addition, eligible activities must be used directly to prevent, prepare for or respond to COVID-19 and meet CDBG requirements as provided and directed by HCD in the published NOFA and outlined in their plan as follows:

- Public services to respond to COVID-19 impacts
- Public facility improvements to increase capacity for healthcare facilities and improve public facility safety
- Housing facilities for persons experiencing homelessness, including acquisition and rehabilitation

- Economic development to support needs of local businesses to retain and bring back jobs impacted by COVID-19

All activities are required to meet a National Objective as outlined under Section IV.

Before submitting an application, the first step required is to hold a public hearing. The purpose of the public hearing is to gather information regarding the needs of the community and business community. Staff will then work to prepare the final application for approval at a future meeting. The deadline for the submittal is on a rolling due date beginning February 12, 2021.

For the CDBG-CV NOFA, the following activities are permitted:

A. Community Development

1. Public Services to respond to COVID-19 impacts, including short-term subsistence payments for households at risk of eviction and/or homelessness and housing costs for those exiting homelessness, homeless shelter operations, and health and education support services
2. Public Facility and Infrastructure improvements with a documented COVID-19 nexus
3. Public facility acquisition, including healthcare facilities, emergency shelters, and housing for persons experiencing homelessness in response to COVID-19 impacts
4. Housing Assistance
 - a. Acquisition and/or rehabilitation of Low-Mod Income Housing in response to COVID-19 impacts on vulnerable populations or individuals including households experiencing homelessness

B. Economic Development

1. Business assistance to help businesses retain employees, or in the case of businesses re-starting after mandated COVID-19 related shut-downs, adding employees
2. Microenterprise assistance (including Micro-financial assistance and Technical assistance) for businesses impacted by COVID-19 with five or fewer employees, including the business owner

The funds can be used to contract with a service provider to provide the desired program or to administer a program. It is important to note that the funding includes extensive requirements for administration and data on both contractors and recipients of the services; therefore, it is preferable to plan a project or program and avoid dividing it into small sub-recipient grants to avoid duplicative administrative work. In addition, the data that needs to be collected from recipients of the services may limit the types of services the funding can feasibly be used for. Additionally, funds can be combined with other agency funding through MOU's to combine funding to one project or program for maximum results.

Environmental Review:

CEQA and NEPA review will be considered based on the project or program selected. Programs are provided an exemption and documents will be completed accordingly.

Alternatives:

The following alternatives are provided for consideration:

1. Receive public input and direct staff to prepare and submit an application for funding for an appropriate program.
2. Receive public input and direct staff to prepare and submit an application for funding for another program or programs;
3. Direct staff to solicit additional public input;

4. Direct staff to not prepare or submit an application for funding; or
5. Provide other direction to staff.

Based on staff's analysis of options available, staff recommends the following considerations:

1. Provide additional funding to the Subsistence Payment Program

Fiscal Impacts

It is estimated that the City will be eligible to receive up to \$219,150.00 based on a formula provided by HCD. Of that amount, approximately 13% can be used towards administration, which will include the consultant's cost for administering the grant and reimbursement of staff time. The project funding is as follows:

General Administration:	\$ 28,490
Project/Program Funding:	\$190,660

Attachments:

1. CDBG – CV 2/3 Public Hearing Presentation

CDBG-CV 2/3

Notice of Funding Availability

City of Colfax Public Hearing

January 19, 2021



Background

- HUD provided \$18.7 million in CARES Act funding to the State Non-Entitlement CDBG program in response to Coronavirus. (CDBG-CV1) and additional \$77.1 million in funding has been provided under the CDBG CV 2/3.
- Funds are being distributed by the Department of Housing and Community Development (HCD) CDBG Program through a method of distribution allocation
- Each city is scheduled to receive an amount as determined by CDBG: City of Colfax \$219,150.00
- Applications are due on a rolling timeline – first application due February 12, 2021 through March 12, 2021
- Activities are limited to **(3)** per applicant (City of Colfax may apply for (2))
- All funds must be **expended in 24 months** from Contract
- All Activities must meet a National Objective (Low-to-Moderate Income; LMI Job Retention, Limited Clientele, Low Mod Area, LMI Housing, and/or Urgent Need)
- Funds may be combined with other City's and County
- City must be in good standing and meet Threshold Requirements to be eligible

CDBG-CV 2/3 – Permitted Activities

Community Development

1. Public Services to respond to COVID-19 impacts:
 - a) Including short-term subsistence payments for households at risk of eviction and/or
 - b) Homelessness and housing costs for those exiting homelessness, homeless shelter operations, and health and education support services
2. Public Facility and Infrastructure improvements with a **documented COVID-19 nexus**
3. Public facility acquisition
 - a) Including healthcare facilities, emergency shelters, and housing for persons experiencing homelessness in response to COVID-19 impacts
4. Housing Assistance
 - a) Acquisition and/or rehabilitation of Low-Mod Income Housing in response to COVID-19 impacts on vulnerable populations or individuals including households experiencing homelessness

CDBG-CV 2/3 – Permitted Activities

Economic Development

1. Business assistance to help businesses retain employees, or in the case of businesses re-starting after mandated COVID-19 related shut-downs, adding employees
2. Microenterprise assistance (including Micro-financial assistance and Technical assistance) for businesses impacted by COVID-19 with five or fewer employees, including the business owner

Public Hearing Process

- Citizen Participation is a key component of the CDBG Program.
- Here today to allow an opportunity to pose questions and provide input on the program and receive answers
- We will now open the hearing and begin the Public Hearing Process. The process will include tracking your comments and answers provided to document the outreach. Please provide your name and then your comment or question.



Resources

- CDBG-CV2 Notice of Funding Availability

https://www.hcd.ca.gov/grants-funding/active-funding/cdbg/docs/cdbg_cv2_3_nofa_final_do_approved_12_15.pdfCDBG –

Public Hearing Review

- Close Public Hearing
- Review the discussion and ideas identified during the hearing
- Review next steps
- Adjourn

Thank you for your participation!



Staff Report to City Council

FOR THE JANUARY 27, 2021 REGULAR CITY COUNCIL MEETING

From: Wes Heathcock, City Manager
Prepared by: Wes Heathcock, City Manager
Subject: Public Hearing - Fireworx Farms, LLC Commercial Cannabis Cultivation Business Permit

Budget Impact Overview:

N/A: ✓	Funded:	Un-funded:	Amount:	Fund(s):
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RECOMMENDED ACTION: Receive a presentation from SCI Consulting, conduct a public hearing, discuss and consider adopting Resolution -2021 authorizing the City Manager to issue a Commercial Cannabis Cultivation Business Permit valid for 1-year to Fireworx Farms, LLC.

Summary/Background

On July 8, 2020, Council adopted its Ordinance 542 by which it established permissible commercial cannabis activities and zoning regulations. Ordinance 542 became effective August 8, 2020. Council next directed staff to develop procedures for processing Commercial Cannabis Business Permits and a fee structure that would allow the City to recover its cost of establishing and implementing the commercial cannabis regulation program through equitable allocation between permittees.

On August 26, 2020, the City Council adopted Resolution No. 53-2020 approving the Commercial Cannabis Business Permit Application Procedure Guidelines, which directed City staff to open the process for accepting applications for Commercial Cannabis Business Permit(s). Staff released the Commercial Cannabis Business Permit application notification on September 25, 2020 and the application period to submit a Commercial Cannabis Business Permit Application closed on November 24, 2020. The City received one application submitted by Fireworx Farms, LLC for Commercial Cannabis Cultivation.

Following the close of the application period, Fireworx Farms, LLC's application and supporting documentation was forwarded to SCI Consulting Group for review. On December 7, 2020, SCI Consulting Group completed the Phase 1 Review and determined the application was complete and the owner had passed the background check, satisfying the requirements of the Phase 1: Completeness Review and Determination of Eligibility.

City staff next directed SCI Consulting Group to begin the Phase 2: Third-Party Review. SCI conducted a detailed review of the application and scored the application based on the nine (9) criteria established by the Commercial Cannabis Business Permit Application Procedure Guidelines. On January 4, 2021, SCI notified the City that the applicant satisfied the Phase 2 requirement of a minimum score of 80%, by receiving a score of 95.22%. SCI Consulting Group Phase 2 Application Summary Report (Attachment 2) provides a detailed breakdown of the applicant's score.

Colfax Municipal Code Section 5.32.090(c) and Phase 3 of the application review requires the City Council to make a final determination regarding whether to issue a Commercial Cannabis Cultivation Business Permit. In addition, 5.32.170 (c) requires the City to provide 10 day notification to property owners within 300 feet of the proposed business location. Staff identified 10 properties that meet the 300 feet notification requirement and subsequently mailed notices to all 10 locations.

Colfax Municipal Code Section 5.32.100 provides that any permit the Council authorizes expires twelve months after the date of its issuance. The Council retains discretion to approve or disapprove renewal of the permit. If the Council approves to issue the requested permit, CMC Section 5.32.170 (e) states the permit is conditional upon the prevailing candidate obtaining all land use approvals. In this case, the permit would be issued upon completion of the necessary land improvements and will be valid for one year thereafter.

Staff is recommending the City of Colfax City Council authorize staff to issue Fireworx Farms, LLC a Commercial Cannabis Cultivation Business Permit valid for 1-year from the date of issuance, which includes payment of the annual regulatory fees established by Resolution 54-2020 used to reimburse the City and SCI Consulting Group for cannabis business permit implementation costs and on-going monitoring and compliance services.

Fiscal Impacts

There is no fiscal impact. The costs associated with reviewing the application were recovered through the application fee paid by Fireworx Farms, LLC. Future costs associated with the annual monitoring and compliance of the business will be recovered through the Annual Commercial Cannabis Business Permit Fee.

Attachments:

1. Resolution __ - 2020
2. Phase 2 Application Review Summary Report (Fireworx Farms, LLC)

City of Colfax

City Council

Resolution No. __-2021

AUTHORIZING THE CITY MANAGER TO ISSUE A COMMERCIAL CANNABIS CULTIVATION BUSINESS PERMIT VALID FOR 1-YEAR TO FIREWORX FARMS, LLC

WHEREAS, on August 26, 2020, the City Council of the City of Colfax adopted Resolution No. 53-2020 approving the Commercial Cannabis Business Permit Application Procedure Guidelines, which directed City staff to open the process for accepting applications for Commercial Cannabis Business Permit(s) on September 25, 2020; and,

WHEREAS, on November 24, 2020, the application period to submit a Commercial Cannabis Business Permit Application closed and the City received one application from Fireworx Farms, LLC for a Commercial Cannabis Cultivation business permit; and,

WHEREAS, SCI Consulting Group reviewed the Cultivation application and supporting documentation submitted by Fireworx Farms, LLC and determined that the applicant satisfied the Phase 1 and Phase 2 requirements of the Commercial Cannabis Business Permit Application Procedure Guidelines; and,

WHEREAS, Staff is recommending that the City Council authorize staff to issue a Commercial Cannabis Cultivation Business Permit to Fireworx Farms, LLC, valid for 1-year from the date of issuance, which includes payment of the annual regulatory fees established by Resolution 54-2020 used to reimburse the City and SCI Consulting Group for cannabis business implementation costs and on-going monitoring and compliance services.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Colfax as follows: The City Manager is authorized to issue one Commercial Cannabis Cultivation Permit to Fireworx Farms, LLC on the following conditions: (1) the permit issued shall be valid for 1-year from the date of issuance; (2) the City Council reserves the right to renew or decline to renew the permit at any time; (3) the permittee shall at all times comply with Ordinance No. 542: Colfax Municipal Code Chapter 5.32 (Commercial Cannabis Activity) and Title 17 (Zoning – Commercial Cannabis Activities), all applicable state and local laws, rules, regulations and ordinances that pertain to commercial cannabis activities, and all conditions imposed on the issued permit; and (4) the permittee shall pay all required fees prior to issuance of the permit authorized by this Resolution.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at the Regular Meeting of the City Council of the City of Colfax held on the January 27, 2021 by the following vote of the Council:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Sean Lomen, Mayor

Amy Lind, Interim City Clerk

CITY OF COLFAX NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Colfax City Council will hold a regularly scheduled meeting on **January 27, 2021 at 6:00 p.m.** at Colfax City Hall, 33 S. Main Street, in the City Council Chambers. The meeting will be performed via **TELECONFERENCE**

Join via Zoom on a computer or mobile device by visiting
<https://us02web.zoom.us/j/86492250163>

Dial in by calling one of the numbers listed below and enter the Webinar ID:
 864 9225 0163

1 (669) 900 6833	1 (346) 248 7799	1 (253) 215 8782
1 (929) 205 6099	1 (301) 715 8592	1 (312) 626 6799

Or join via Facebook Live on our City of Colfax page: City of Colfax California

During this meeting, the City Council will conduct a Public Hearing on the following project:

PROJECT: Commercial Cannabis Permit

APPLICANT: David Spradlin, Fireworx Farms, LLC

REQUEST: Commercial Cannabis Permit Approval

LOCATION: 1401 Hwy 174 (APN: 101-010-035)

DESCRIPTION OF PROJECT:

The proposed request is for approval of a Commercial Cannabis Permit for the purposes of developing a 20,000 square foot indoor cannabis cultivation facility. The project will include eight fully enclosed *NextG3n* commercial greenhouse structures on the 1.9 acre site.

The City has noticed individual property owners within 300 feet of the boundaries of the subject property. At the hearing, the City Council will take public testimony and consider permit approval. Interested persons should attend the public hearing or submit written comments prior to the public hearing. Written comments may be directed to the Colfax Planning Department, P.O. Box 702, Colfax, CA 95713.

This meeting will be done virtually via ZOOM, January 27, 2021 beginning at 6:00PM. To provide public comments on the matter, please contact the City Clerk by email to city.clerk@colfax-ca.gov, by phone at (530) 346-2313, or by visiting City Hall at 33 S. Main Street, Colfax CA 95713 Monday-Thursday 8AM-5PM. If you need special assistance to participate in this meeting, please contact the City Clerk using one of the options above at least 72 hours prior to the meeting start time to make arrangements for ensuring your accessibility.

This notice is posted in accordance with the provisions of the California Government Code Title 7 Chapter 65000, as amended. Administrative remedies must be exhausted prior to action being initiated in a court of law. If you challenge the proposed project in court, you may be limited to issues raised at the public hearing or in written correspondence delivered at or prior to the public hearing.

PHASE 2: THIRD-PARTY REVIEW (CULTIVATION)

Item 5b

Applicant: Fireworx Farms, LLC
David Spradlin, CEO/Owner



Evaluation Criteria		Points Awarded	Points Possible	Comments
Section 1: QUALIFICATIONS OF OWNERS/MANAGERS (45 Points)				
1.1	Description of owner qualifications. Resumes are not to exceed one (1) page per owner/manager and shall detail any special business or professional qualifications or licenses of Owners that would add to the quality of services that the cannabis business would provide, including in areas related to cannabis, such as scientific or health care fields. The experience can be in California or other states where recreational and/or medicinal cannabis is permitted.	5	5	Owner manages eight retail cannabis stores in California; Owner of 30k sq ft indoor cultivation facility in Sacramento; management team has extensive experience operating and managing retail and cultivation businesses
1.2	Proof that the Owner(s) and/or Manager(s) have experience operating a commercial cannabis business in any State or local jurisdiction where Medical and/or Adult Use Cannabis Business activities are permitted.	5	5	State License Numbers provided for 8 retail, 2 cultivation, and 1 distribution locations
1.3	State the extent to which the CCB will be a locally managed enterprise whose owners and/or managers reside in the City of Colfax or Placer County.	2.5	5	Mike Allarea (VP of Cultivation) resident of Auburn, Ca in Placer County since 1990; no owners (-2.5 points)
Section 1: Sub-Total of Points Possible:		12.5	15	
Council Multiplier (Points Awarded x 3)		37.5	45	
Section 2: PLANS, LOCATION, AND OTHER DIAGRAMS (40 Points)				
2.1	Site Development Plan. Provide information on existing conditions and proposed improvements to the site; show how it meets or will meet the development standards outlined in the Colfax Zoning Code (1/8 inch = 1 foot minimum scale).	5	5	No deductions
2.2	Floor plan showing information on existing layout and proposed layout to building interior (1/4 inch = 1 foot minimum scale).	5	5	No deductions
2.3	Building Elevations. Provide information on existing conditions and proposed improvements to building elevations (1/8 inch = 1 foot minimum scale).	5	5	No deductions
2.4	Preliminary grading plan.	5	5	No deductions
Section 2: Sub-Total of Points Possible:		20	20	
Council Multiplier (Points Awarded x 2)		40	40	
Section 3: BUSINESS PLAN (195 Points)				
3.1	A written description of the total square footage of the facility with estimated square footage of proposed uses (i.e. administrative, cultivation, manufacturing, shipping/receiving, laboratory, dispensary, etc.).	5	5	20,000 sq ft of cultivation canopy; 1,700 sq ft drying room; 2,550 sq ft processing room
3.2	An organizational chart of Owner/Leadership activity with business manager(s) and employees.	5	5	Organizational chart provided
3.3	Describe the owner's roles in day-to-day operations and decisions.	5	5	Owner will direct operations; involved in day-to-day decisions
3.4	Describe the number of employees, title/position and their respective responsibilities.	5	5	18-20 full-time employees; all titles/positions described
3.5	Describe compensation for employees and opportunities for continuing education.	5	5	Starting wages of \$17/hour; advanced training provided and encouraged
3.6	A schedule for beginning operations, including a narrative outlining any proposed construction improvements and a timeline for completion.	5	5	Schedule and narrative provided; Commence operations June 2021
3.7	A budget for construction, operation, maintenance, compensation of employees, equipment costs, utility costs and other operating costs.	5	5	No Deductions
3.8	A description of the sources(s) of capital funds. The budget must demonstrate sufficient capital in place to pay startup costs and at least three (3) months of operating costs.	5	5	Sufficient capital in place to cover start-up and initial operating costs
3.9	Proof of capitalization, in the form of documentation of cash or other liquid assets on hand, Letters of Credit or other equivalent assets.	5	5	Bank statements with account balance provided
3.10	A pro forma for at least three (3) years of operation.	5	5	5-year pro forma provided
3.11	Type of products being cultivated, manufactured or sold.	5	5	Cannabis flower and trim
3.12	Estimated quantity and value of product(s) to be cultivated, manufactured, or sold.	5	5	No deductions
3.13	Describe marketing procedures and tactics.	5	5	Marketing tactics consistent with State law

Evaluation Criteria		Points Awarded	Points Possible	Comments
Section 3: Sub-Total of Points Possible:		65	65	Item 5b
Council Multiplier (Points Awarded x 3)		195	195	
Section 4: OPERATIONS PLAN (75 Points)				
4.1	Day-to-day operations shall be provided for each license type being sought. The proposed operations should acknowledge both state and local laws and should be consistent with industry best practices.	5	5	Day-to-Day operations consistent with local and state regulations
4.2	Describe hours of operation and facility opening procedures.	5	5	6 am to 6pm 7 days per week
4.3	Describe cash handling procedures.	5	5	All currency handled by managers; stored in secured storage room in safe; monitored by security cameras
4.4	Describe inventory control procedures that will be included, identification of point-of sales and track and trace software. Explain how cannabis inventory will be tracked and monitored to prevent diversion.	5	5	Helix BioTrack System; Metrc State Tracking System; monthly audits
4.5	Describe transportation, loading and unloading, distribution, or delivery procedures.	5	5	Distributors verified by security; enclosed, secure loading area; video surveillance; staff monitoring
Section 4: Sub-Total of Points Possible:		25	25	
Council Multiplier (Points Awarded x 3)		75	75	
Section 5: SAFETY PLAN (225 Points)				
5.1	The Safety Plan shall be prepared and/or evaluated by a professional fire prevention and suppression consultant. A "professional fire prevention and suppression consultant" would include but not be limited to, an accreditation, certification, license, etc. related to fire safety.	5	5	Safety Plan prepared by Reax Engineering
5.2	Identify all gases, pesticides, and chemicals to be used and their storage locations.	5	5	No volatile solvents used; utilize nonvolatile organic products for cultivating and cleaning; storage areas identified
5.3	Identify all possible fire, hazardous material, and inhalation issues/threats. Include written and physical mechanisms proposed to deal with each specific situation.	5	5	No deductions
5.4	Identify fire alarm and monitoring system including the name and contact information for the alarm company.	3	5	Smoke alarms, sprinkler system, manual pull stations, and a horn; name and contact info for alarm company not provided (-2pts)
5.5	Description of accident and incident reporting procedures.	4	5	Procedures identify reporting and investigating after incident; implementing corrective measures and training not discussed (-1 point)
5.6	Description of evacuation routes.	5	5	Evacuation routes provided
5.7	Location of fire extinguishers and other fire suppression equipment.	5	5	No deductions
5.8	Description of procedures and training for emergency situations.	5	5	No deductions
5.9	Description and location of all gas monitoring equipment (for Cultivation and Manufacturing applicants only).	5	5	No gases will be used
Section 5: Sub-Total of Points Possible:		42	45	
Council Multiplier (Points Awarded x 5)		210	225	
Section 6: SECURITY PLAN (100 Points)				
6.1	The Security Plan shall be prepared and/or evaluated by a professional security consultant.	5	5	Security Plan prepared by Crime Alert Security
6.2	A premises diagram, which shall be accurate, dimensioned, and to scale (minimum scale = ¼" = 1'); the scale may be smaller if the proposed location exceeds a ½ acre parcel. The premises diagram shall include the following information:	4.5	5	Diagrams missing scale and north arrow (-0.5 points)
6.3	Written description of operational security, including but not limited to, general security policies for the facility, employee specific policies, training, sample written policies, transactional security, visitor security and 3rd party contractor security, and delivery security.	5	5	No Deductions
6.4	Identify intrusion alarm and monitoring system including the name and contact information for the monitoring company.	5	5	Crime Alert Security; 24-hour central monitoring and response system, door contacts, glass break detectors, and motion detectors
6.5	Discuss whether the CCB will utilize the services of on-site security guards. Please include the following in the description: - Number of guards. - Hours guards will be on-site. - Locations they will be positioned. - Their responsibilities.	5	5	One security guard posted at front gate 24/7; 1-2 additional guards during business hours

Evaluation Criteria		Points Awarded	Points Possible	Comments
Section 6: Sub-Total of Points Possible:		24.5	25	Item 5b
Council Multiplier (Points Awarded x 4)		98	100	
Section 7: NEIGHBORHOOD COMPATIBILITY PLAN (75 Points)				
7.1	Provide a "Good Neighbor Policy" that includes policies and measures in place to protect adjacent uses from any potential impacts (i.e. noise, light, odor, traffic, etc.) related to the proposed cannabis business. Describe how the cannabis business and its operating characteristics will be proactively managed so the business is not detrimental to the public health, safety, convenience, or welfare of persons residing, working, visiting or recreating in the surrounding area and will not result in the creation of a nuisance.	4	5	Implement a community relations contact to address any concerns; policies and measures provided for noise, odor and traffic; emphasis on safety and security; impacts related to lighting not addressed (- 1 pt)
7.2	Describe odor mitigation practices: - Identify potential sources of odors. - Describe the system design, operational processes along with staff training, and maintenance plan. Please do not include equipment literature for this criteria.	5	5	Utilize electronic and carbon air filtration systems; daily odor assessment; operational and training procedures described
7.3	Describe the waste management plan. The plan shall include waste disposal locations and their security measures, methods of rendering waste unusable and unrecognizable.	5	5	Waste disposal contracted through third-party, Easy Waste Management; waste stored in secured receptacles under video surveillance; entered into Metrc
7.4	Describe the facility's sustainability efforts; provide a pledge to use locally sourced, low VOC, and energy efficient and sustainable materials and techniques (i.e. solar panels, renewable energy, etc.).	4	5	Carbon Management - offset energy consumption through CarbonFund.org; green construction methods and materials; environmentally safe supplies; water conservation; waste reduction and recycling
7.5	Describe how the location will be provided with adequate electricity, sewerage disposal, water and storm drainage facilities for the intended purpose.	5	5	No Deductions
Section 7: Sub-Total of Points Possible:		23	25	
Council Multiplier (Points Awarded x 3)		69	75	
Section 8: COMMUNITY BENEFITS PLAN (20 Points)				
8.1	Describe benefits that the CCB would provide to the local community, such as employment for residents of the City, community contributions, or economic incentives to the City.	3	5	Partnerships with the following organizations: The Colfax Green Machine, First 5 Placer, and Friends of the Colfax Theater; Contributions not quantified (-2pts)
Section 8: Sub-Total of Points Possible:		3	5	
Council Multiplier (Points Awarded x 4)		12	20	
Section 9: LABOR AND EMPLOYMENT (30 Points)				
9.1	Provide number of new jobs created by proposed business.	5	5	18-20 full-time jobs; commitment to hire 90% of staff from Colfax community
9.2	Provide wage scales for all levels of employment.	5	5	Wage scale provided for all positions; starting wages of \$17/hour for entry level jobs; wage increases based on performance
9.3	Describe compensation and opportunities for continuing education and training of employees.	5	5	Benefits package (health, dental, sick pay); vacation time; retirement plan; advanced training provided and encouraged
Section 9: Sub-Total of Points Possible:		15	15	
Council Multiplier (Points Awarded x 2)		30	30	
Total Points:		766.5	805	
Application Score:		95.22%		

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Staff Report to City Council

FOR THE JANUARY 27, 2021 REGULAR CITY COUNCIL MEETING

From: Wes Heathcock, City Manager
Prepared by: Laurie Van Groningen, Finance Director
Subject: Cash Summary – December 2020

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 the 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 2020. Some monthly highlights are listed below:

- December Revenues included:
 - Allocation for Sales Tax revenues reported/paid to the State for the month of October 2020 (two month lag).
- December expenditures included:
 - Quarterly payment for Sheriff services.
- Negative cash fund balances at the end of November are due to timing of funding allocations and reimbursements:
 - Fund 570- Garbage Fund – Deficit balance remaining from previous Garbage contract. Balance is expected to zero out this fiscal year with franchise fees collected from Recology. Fund will be rolled into normal General Fund at that time.
 - Fund 200 – Cannabis Application. Balance is negative due to SCI services for assistance with Council workshops and development of new ordinance. It is anticipated that this fund will be made whole with future application fees.
 - Fund 218 – Support Law Enforcement. Negative balance is due to timing differences between allocations of grant funding (\$100K per year) and quarterly payments for Sheriff services. Fund will net to zero by end of fiscal year.
 - Fund 250 – Streets and Roads. This activity is funded by allocation from PCTPA, Gas taxes and General Fund transfer. Negative balance is typical for this early in the fiscal year. We are currently in the process of requesting annual funding from PCTPA, but full funding is not anticipated until the end of the fiscal year – June 30, 2021.

- Fund 300 – FY2020-21 ADA Improvements at the Sheriff substation - project is budgeted (\$20K) to be a transfer from General Funds. Project currently on hold due to estimates exceeding budgeted funding.
- Fund 358 – CDBG Road Rehabilitation. This is a reimbursable grant – final funding of grant was anticipated in September, but has been delayed to early in 2021. CDBG approved start date of expenditures. Any unfunded expenditures would require allocation from General Fund.
- Fund 365 – Kneeland Street project will be funded with transfer from Fund 258 – Road Maintenance reserved funding. Final project expenditures incurred in December will be paid in January.
- Fund 367 – SB2 Planning Grant – this is a reimbursable grant. First request for reimbursement expected to be submitted in January 2021.
- Fund 573 – WWTP Planning Grant - This is a reimbursable grant with the State Water Board. Reimbursement for quarter ended September 2020 was paid in November. New reimbursement request was submitted at end of December.
- Fund 585 – Lift station #5 Force Main repair - Current expenditures include design work being performed by GHD (approved \$50K). Funding to be allocated from Fund 564 – Sewer Connections. Future repair work estimated at \$165K.
- Anticipated revenues/expenditures for January include:
 - Revenues
 - First allocation (55%) of fiscal year Property Tax and delinquent sewer charges via Placer County Teeter allocation program.
 - Expenditures
 - No significant non operating expenses anticipated for January.

Attachments:

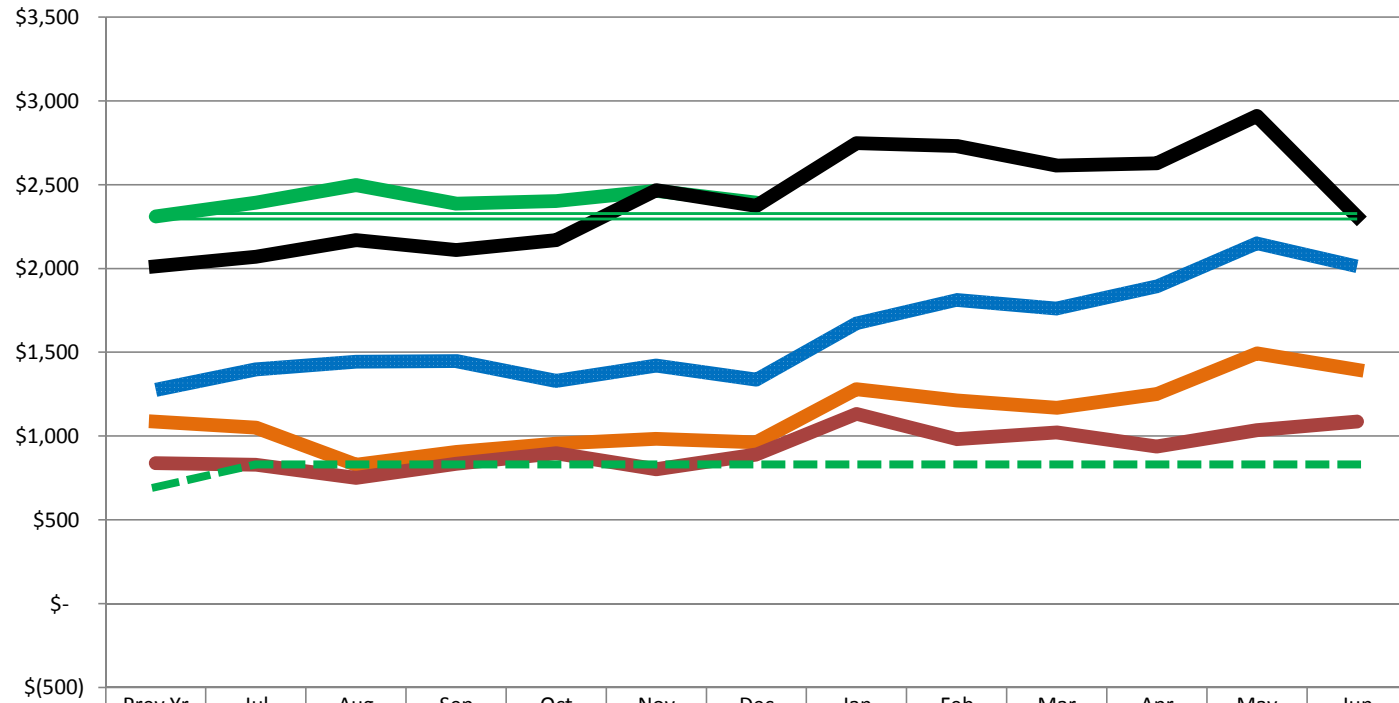
1. General Fund Reserved Cash Analysis Graphs
 - a. Cash Analysis – Balance
 - b. Expenses by Month
 - c. Revenues by Month
2. Cash Activity Reports
 - a. Cash Summary
 - b. Cash Transactions Report – by individual fund
 - c. Check Register Report - Accounts Payable
 - d. Daily Cash Summary Report (Cash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

City of Colfax - December 2020

General Fund Reserved Cash Analysis

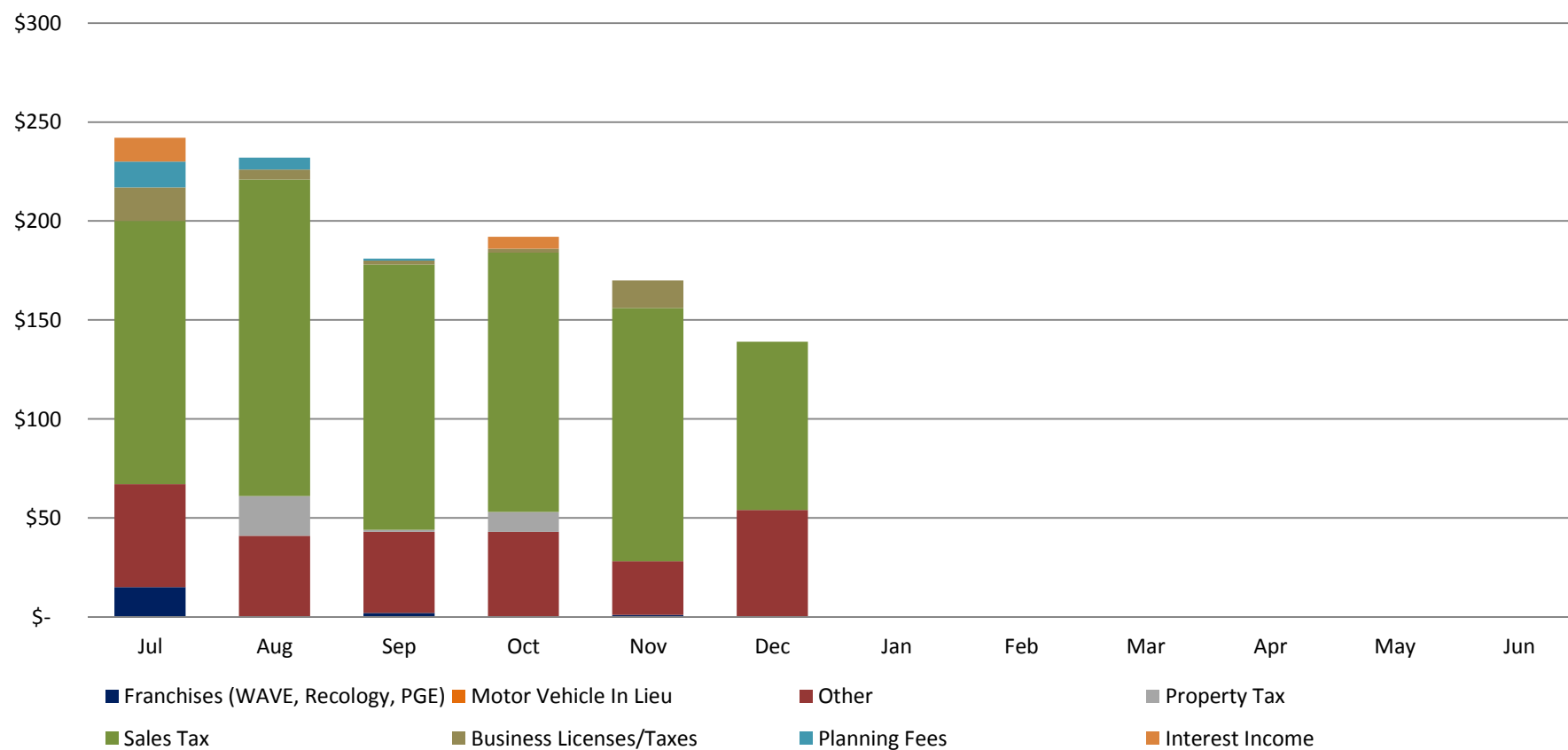
(Dollars in Thousands)

Fiscal Year 2020-21 >>

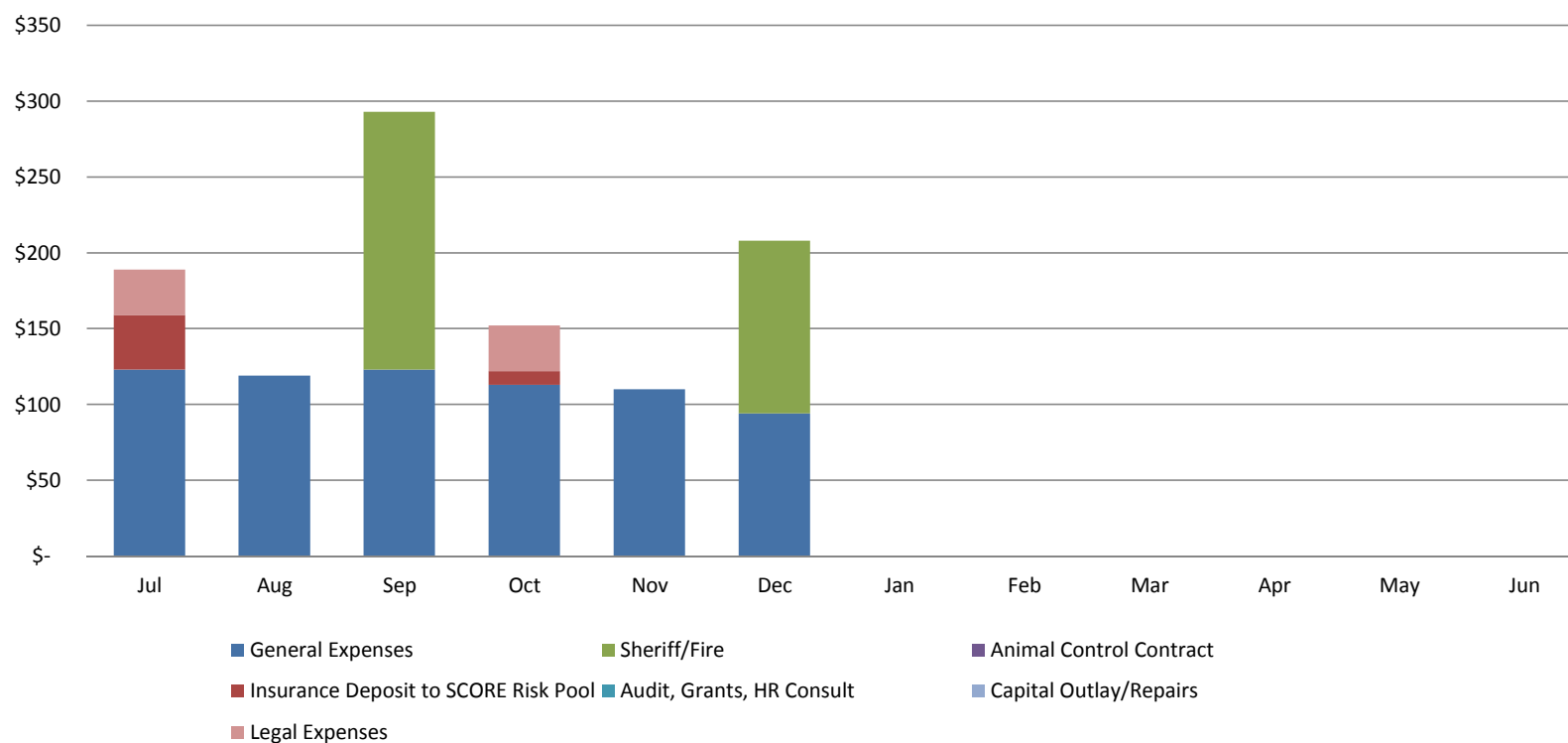


	Prev Yr	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Cash Balance FY2020-21	\$2,311	\$2,392	\$2,497	\$2,386	\$2,402	\$2,463	\$2,393						
Cash Balance FY2019-20	\$2,013	\$2,069	\$2,169	\$2,110	\$2,170	\$2,467	\$2,373	\$2,747	\$2,730	\$2,615	\$2,627	\$2,910	\$2,311
Cash Balance FY2018-19	\$1,275	\$1,398	\$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
*Reserves (Ops, Cap, Pen)	\$695	\$830	\$830	\$830	\$830	\$830	\$830	\$830	\$830	\$830	\$830	\$830	\$830
Budget FY2020-21	\$2,311	\$2,311	\$2,311	\$2,311	\$2,311	\$2,311	\$2,311	\$2,311	\$2,311	\$2,311	\$2,311	\$2,311	\$2,311

City of Colfax - December 2020 **General Fund Reserved Cash - Revenues by Month** (Dollars in Thousands)



City of Colfax - December 2020
General Fund Reserved Cash - Expenses by Month
(Dollars in Thousands)



**City of Colfax
Cash Summary
December 30, 2020**

	Balance 11/30/2020	Revenues In	Expenses Out	Transfers	Balance 12/31/2020
US Bank	\$ 152,128.29	\$ 315,463.87	\$ (519,044.15)	\$ 250,000.00	\$ 198,548.01
LAIF	\$ 6,614,482.19	\$ -		\$ (250,000.00)	\$ 6,364,482.19
Total Cash - General Ledger	<u>\$ 6,766,610.48</u>	<u>\$ 315,463.87</u>	<u>\$ (519,044.15)</u>	<u>\$ -</u>	<u>\$ 6,563,030.20</u>
Petty Cash (In Safe)	\$ 300.00				\$ 300.00
Total Cash	<u>\$ 6,766,910.48</u>	<u>\$ 315,463.87</u>	<u>\$ (519,044.15)</u>	<u>\$ -</u>	<u>\$ 6,563,330.20</u>

Change in Cash Account Balance - Total	<u><u>\$ (203,580.28)</u></u>
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Attached Reports:

1. Cash Transactions Report (By Individual Fund)		
2. Check Register Report (Accounts Payable)	\$ (454,779.40)	
3. Cash Receipts - Daily Cash Summary Report	\$ 152,976.22	
Payroll Checks and Tax Deposits	\$ (59,988.27)	
Utility Billings - Receipts	\$ 161,356.17	
Check - Voided	\$ (3,100.00)	
Nov EFT - processed Dec	\$ (45.00)	
	<u><u>\$ (203,580.28)</u></u>	\$ -

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

Reviewed by: Wes Heathcock, City Manager
Wes Heathcock, City Manager

City of Colfax
Cash Transactions Report -December 2020

	Beginning Balance	Debit Revenues	Credit (Expenditures)	Ending Balance
Fund Type: 1.11 - General Fund - Unassigned				
Fund: 100 - General Fund	\$ 2,387,567.67	\$ 138,620.79	\$ (206,376.13)	\$ 2,319,812.33
Fund: 120 - Land Development Fees	\$ 80,826.50	\$ -	\$ (1,945.00)	\$ 78,881.50
Fund: 570 - Garbage Fund	\$ (5,661.33)	\$ -	\$ -	\$ (5,661.33)
Fund Type: 1.11 - General Fund - Unassigned	\$ 2,462,732.84	\$ 138,620.79	\$ (208,321.13)	\$ 2,393,032.50
Fund Type: 1.14 - General Fund - Restricted				
Fund: 200 - Cannabis Application	\$ (1,806.51)	\$ -	\$ (5,737.00)	\$ (7,543.51)
Fund: 205 - Escrow Funds	\$ 3,237.00	\$ -	\$ -	\$ 3,237.00
Fund: 571 - AB939 Landfill Diversion	\$ 25,717.26	\$ -	\$ -	\$ 25,717.26
Fund: 572 - Landfill Post Closure Maintenance	\$ 784,253.47	\$ 57.10	\$ (19,464.91)	\$ 764,845.66
Fund Type: 1.14 - General Fund - Restricted	\$ 811,401.22	\$ 57.10	\$ (25,201.91)	\$ 786,256.41
Fund Type: 1.24 - Special Rev Funds - Restricted				
Fund: 201 - CARES Act Funding	\$ 3,800.10	\$ 1,000.00	\$ (4,800.10)	\$ -
Fund: 203 - CARES Act Funding - CDBG	\$ (445.00)	\$ 445.00	\$ -	\$ -
Fund: 210 - Mitigation Fees - Roads	\$ 231,130.07	\$ -	\$ -	\$ 231,130.07
Fund: 211 - Mitigation Fees - Drainage	\$ 4,449.25	\$ -	\$ -	\$ 4,449.25
Fund: 212 - Mitigation Fees - Trails	\$ 66,858.67	\$ -	\$ -	\$ 66,858.67
Fund: 213 - Mitigation Fees - Parks/Rec	\$ 142,926.18	\$ 10.85	\$ (23,207.29)	\$ 119,729.74
Fund: 214 - Mitigation Fees - City Bldgs	\$ 50,133.22	\$ -	\$ -	\$ 50,133.22
Fund: 215 - Mitigation Fees - Vehicles	\$ 10,464.96	\$ -	\$ -	\$ 10,464.96
Fund: 217 - Mitigation Fees - DT Parking	\$ 31,810.54	\$ -	\$ -	\$ 31,810.54
Fund: 218 - Support Law Enforcement	\$ 61,662.11	\$ 15,139.83	\$ (81,110.11)	\$ (4,308.17)
Fund: 244 - CDBG Program Inc - ME Lending	\$ 608.11	\$ 1,000.00	\$ -	\$ 1,608.11
Fund: 250 - Streets - Roads/Transportation	\$ (68,607.08)	\$ 342.63	\$ (42,016.34)	\$ (110,280.79)
Fund: 253 - Gas Taxes	\$ 14,921.04	\$ 9,442.24	\$ (1,226.14)	\$ 23,137.14
Fund: 258 - Road Maintenance - SB1/RSTBG	\$ 300,649.00	\$ 3,006.50	\$ -	\$ 303,655.50
Fund: 270 - Beverage Container Recycling	\$ 19,014.22	\$ -	\$ -	\$ 19,014.22
Fund: 280 - Oil Recycling	\$ 3,749.14	\$ -	\$ -	\$ 3,749.14
Fund: 292 - Fire Department Capital Funds	\$ 90,446.46	\$ -	\$ -	\$ 90,446.46
Fund: 342 - Fire Construction - Mitigation	\$ 50,444.46	\$ -	\$ -	\$ 50,444.46
Fund: 343 - Recreation Construction	\$ 50,444.93	\$ -	\$ -	\$ 50,444.93
Fund Type: 1.24 - Special Rev Funds - Restricted	\$ 1,064,460.38	\$ 30,387.05	\$ (152,359.98)	\$ 942,487.45
Fund Type: 1.34 - Capital Projects - Restricted				
Fund: 300 - FY2021 ADA Project	\$ (12,127.50)	\$ -	\$ -	\$ (12,127.50)
Fund: 357 - Culver Street Phase II	\$ -	\$ -	\$ -	\$ -
Fund: 365 - Kneeland Street Improv	\$ (190,009.72)	\$ -	\$ (11,399.67)	\$ (201,409.39)
Fund: 367 - SB2 - Planning Grant	\$ (43,211.77)	\$ -	\$ (17,352.00)	\$ (60,563.77)
Fund: 358 - CDBG Pavement	\$ (86,932.94)	\$ -	\$ (5,416.75)	\$ (92,349.69)
Fund: 385 - Roundabout	\$ -	\$ -	\$ -	\$ -
Fund Type: 1.34 - Capital Projects - Restricted	\$ (332,281.93)	\$ -	\$ (34,168.42)	\$ (366,450.35)
Fund Type: 2.11 - Enterprise Funds				
Fund: 560 - Sewer	\$ 927,211.62	\$ 102,431.99	\$ (86,092.70)	\$ 943,550.91
Fund: 561 - Sewer Liftstations	\$ 278,024.06	\$ 15,704.19	\$ (19,562.88)	\$ 274,165.37
Fund: 563 - Wastewater Treatment Plant	\$ 1,001,148.29	\$ 44,236.55	\$ -	\$ 1,045,384.84
Fund: 564 - Sewer Connections	\$ 279,350.63	\$ -	\$ -	\$ 279,350.63
Fund: 567 - Inflow & Infiltration	\$ -	\$ -	\$ -	\$ -
Fund: 573 - WWTP Planning Grant	\$ (19,723.41)	\$ -	\$ (2,487.35)	\$ (22,210.76)
Fund: 574 - OES PSPS Grant	\$ 301,671.39	\$ -	\$ -	\$ 301,671.39
Fund: 585 - LS #5 Force Main Repairs	\$ (8,692.25)	\$ -	\$ (6,977.50)	\$ (15,669.75)
Fund Type: 2.11 - Enterprise Funds - Unassigned	\$ 2,758,990.33	\$ 162,372.73	\$ (115,120.43)	\$ 2,806,242.63
Fund Type: 9.0 - CLEARING ACCOUNT				
Fund: 998 - PAYROLL CLEARING FUND	\$ 1,307.64	\$ 153.92	\$ -	\$ 1,461.56
Fund Type: 9.0 - CLEARING ACCOUNT	\$ 1,307.64	\$ 153.92	\$ -	\$ 1,461.56
Grand Totals:	\$ 6,766,610.48	\$ 331,591.59	\$ (535,171.87)	\$ 6,563,030.20

Check Register Report

Item 6a

Date: 01/19/2021

Time: 11:41 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
US BANK Checks								
56438	12/04/2020	Reconciled		12/31/2020	03141	CALPERS	HEALTH PREMIUMS DEC 2020	4,005.73
56440	12/01/2020	Reconciled		12/31/2020	1434	STEWART TITLE	LOT OF ART FINAL PYMT	23,082.29
56441	12/02/2020	Reconciled		12/31/2020	1434	STEWART TITLE	LOT OF ART NOTARY FEE	125.00
56442	12/04/2020	Reconciled		12/31/2020	01448	AMERIGAS - COLFAX	DEPOT PROPANE	163.94
56443	12/04/2020	Reconciled		12/31/2020	01548	APPLEGATE GARAGE	DUMP TRUCK SMOG	105.00
56444	12/04/2020	Reconciled		12/31/2020	01460	ARAMARK	UNIFORM SVCS NOV 2020	487.84
56445	12/04/2020	Reconciled		12/31/2020	2848	BLAKE NEEP HEAVY	DOZER RPR	202.50
56446	12/04/2020	Reconciled		12/31/2020	03164	CASH- PETTY CASH	PETTY CASH REIMBURSEMENT	107.72
56447	12/04/2020	Reconciled		12/31/2020	03650	CRANMER ENGINEERING, INC.	INCLANDFILL MONITORING	540.00
56448	12/04/2020	Reconciled		12/31/2020	3652	CRAWFORD & ASSOCIATES	ROAD REHAB GEOTECH	742.50
56449	12/04/2020	Reconciled		12/31/2020	04234	DE LAGE LANDEN FINANCIAL	COPY MACH LEASE OCT 2020	399.72
56450	12/04/2020	Reconciled		12/31/2020	04234	DE LAGE LANDEN FINANCIAL	COPY MACH LEASE NOV 2020	399.72
56451	12/04/2020	Reconciled		12/31/2020	06424(2)	FLO-LINE TECHNOLOGY, INC	ABS PUMP REPLACEMENT	1,296.24
56452	12/04/2020	Reconciled		12/31/2020	07465	GOLD MINER PEST CONTROL	WWTP/LIFT STATION PEST CONTROL	210.00
56453	12/04/2020	Reconciled		12/31/2020	07570	GRAINGER	PW KEYS	324.87
56454	12/04/2020	Reconciled		12/31/2020	08070	HANSEN BROS. ENTERPRISES	DEPOT ST ROCK	46.87
56455	12/04/2020	Reconciled		12/31/2020	08070	HANSEN BROS. ENTERPRISES	ARBOR PARK BARK	202.70
56456	12/04/2020	Reconciled		12/31/2020	08170	HILLS FLAT LUMBER CO	STMT 11/25/20	461.90
56457	12/04/2020	Reconciled		12/31/2020	08501	HOME DEPOT CREDIT SERVICES	STMT 11/20/20	156.03
56458	12/04/2020	Reconciled		12/31/2020	08660	HUNT AND SONS, INC.	FIRE DEPT FUEL	103.71
56459	12/04/2020	Reconciled		12/31/2020	08660	HUNT AND SONS, INC.	FIRE DEPT FUEL	191.29
56460	12/04/2020	Reconciled		12/31/2020	08660	HUNT AND SONS, INC.	PW/WWTP FUEL	516.22
56461	12/04/2020	Reconciled		12/31/2020	09455	INLAND BUSINESS SYSTEMS	COPY MACH CHARGES	5.25
56462	12/04/2020	Reconciled		12/31/2020	12180	LAWRENCE & ASSOCIATES INC.	INCLANDFILL MONITORING OCT 2020	275.00
56463	12/04/2020	Reconciled		12/31/2020	13243	MEDICH ELECTRIC	DEPOT LIGHTING	5,237.00
56464	12/04/2020	Printed			16011(2)	PELLETREAU, ALDERSON & CABRAL	LEGAL SVCS NOV 2020	7,563.83
56465	12/04/2020	Reconciled		12/31/2020	16040A	PITNEY BOWES	POSTAGE MACH LEASE	167.84
56466	12/04/2020	Reconciled		12/31/2020	16200	PLACER COUNTY SHERIFF DEPT.	Q2 FY 20/21 SHERIFF CONTRACT	195,404.00
56467	12/04/2020	Reconciled		12/31/2020	18400	RIEBES AUTO PARTS	STMT 12/1/20	36.95
56468	12/04/2020	Reconciled		12/31/2020	19193	SECURE RECORD MANAGEMENT	Q4 2020 SHREDDING SVC	45.00
56469	12/04/2020	Reconciled		12/31/2020	19474	SIMPSON & SIMPSON	DEPOT ST RETAINING WALL	8,472.00
56470	12/04/2020	Reconciled		12/31/2020	19743	WILL STOCKWIN	DEC 2020 COLFAX CONN EDITING	300.00
56471	12/04/2020	Reconciled		12/31/2020	19696	SWRCB	ANNUAL PERMIT FEE WWTP	18,824.00
56472	12/04/2020	Reconciled		12/31/2020	22134	VISION QUEST	TECH SUPPORT SVCS JAN 2021	1,621.00
56473	12/04/2020	Reconciled		12/31/2020	23169	WAVE BUSINESS SOLUTIONS	DEPOT PHONE	18.39
56474	12/04/2020	Reconciled		12/31/2020	18883	WAXIE SANITARY SUPPLY	PW SUPPLIES	219.62
56475	12/14/2020	Reconciled		12/31/2020	01448	AMERIGAS - COLFAX	DEPOT PROPANE	117.92
56476	12/14/2020	Reconciled		12/31/2020	01448	AMERIGAS - COLFAX	FIRE DEPT PROPANE	38.08
56477	12/14/2020	Reconciled		12/31/2020	01448	AMERIGAS - COLFAX	CITY HALL PROPANE	210.14
56478	12/14/2020	Reconciled		12/31/2020	01448	AMERIGAS - COLFAX	SHERIFF DEPT PROPANE	164.05
56479	12/14/2020	Reconciled		12/31/2020	01766	AT&T MOBILITY	CITY CELL PHONES	951.50
56480	12/14/2020	Reconciled		12/31/2020	03401	CHOICE BUILDER	JAN 2021 PREMIUMS	399.32
56481	12/14/2020	Printed			3496	COLEMAN ENGINEERING	WWTP OPERATOR CONSULTANT	19,245.00
56482	12/14/2020	Reconciled		12/31/2020	5183	ELLIS & MAKUS LLP	LEGAL MATTER	1,908.50
56483	12/14/2020	Printed			7798	G&T TRUCK REPAIR	BRUSH 37 RPRS	13,691.53
56484	12/14/2020	Reconciled		12/31/2020	07465	GOLD MINER PEST CONTROL	FIRE STATION 36 PEST CONTROL	74.00
56485	12/14/2020	Reconciled		12/31/2020	07570	GRAINGER	WWTP MANHOLE HOOKS	154.96
56486	12/14/2020	Reconciled		12/31/2020	08070	HANSEN BROS. ENTERPRISES	CULVER ST ROCK	49.92
56487	12/14/2020	Reconciled		12/31/2020	11105	KOFF & ASSOCIATES	HR SVCS NOV 2020	155.00
56488	12/14/2020	Reconciled		12/31/2020	23101	LARRY WALKER ASSOCIATES	NPDES PERMIT ASSIST OCT 2020	464.00
56489	12/14/2020	Reconciled		12/31/2020	14356	NORTHERN CALIFORNIA GLOVE	PW SUPPLIES	160.88

Check Register Report

Item 6a

Date: 01/19/2021

Time: 11:41 am

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
US BANK Checks								
56490	12/14/2020	Reconciled		12/31/2020	16035	PG&E	ELECTRICITY	16,249.85
56491	12/14/2020	Reconciled		12/31/2020	18378	RICHARDSON & COMPANY, LLC	AUDIT SVCS FY 19/20	19,295.00
56492	12/14/2020	Reconciled		12/31/2020	19037	SAFE SIDE SECURITY	CORP YARD MONITORING DEC 2020	155.00
56493	12/14/2020	Reconciled		12/31/2020	19391	SIERRA MEDICAL PARTNERSHIP	NEW HIRE EXAM	160.00
56494	12/14/2020	Void	01/13/2021		19810	SYNERGY MAPPING, INC.	LANDFILL AERIAL MAPPING	0.00
56495	12/14/2020	Reconciled		12/31/2020	20391	TREGGAN MULLENIX	PW ZIPPER RPR REIMBURSEMENT	30.00
56496	12/14/2020	Reconciled		12/31/2020	21560	US BANK CORPORATE PMT SYSTEM	STMT 11/23/20	3,969.31
56497	12/14/2020	Reconciled		12/31/2020	22106	VAN GRONINGEN & ASSOCIATES	FINANCIAL SVCS NOV 2020	3,900.00
56498	12/14/2020	Reconciled		12/31/2020	23169	WAVE BUSINESS SOLUTIONS	FIRE DEPT PHONE	37.95
56499	12/14/2020	Reconciled		12/31/2020	23169	WAVE BUSINESS SOLUTIONS	CITY HALL PHONE	225.95
56500	12/14/2020	Reconciled		12/31/2020	23218	WENDEL ROSEN	LEGAL SVCS NOV 2020	3,486.00
56501	12/14/2020	Reconciled		12/31/2020	23301	WESTERN PLACER WASTE	SLUDGE REMOVAL NOV 2020	621.66
56502	12/14/2020	Reconciled		12/31/2020	23451	WOOD RODGERS	WWTP IMP PLANNING NOV 2020	2,487.35
56503	12/22/2020	Printed			01414	ALHAMBRA & SIERRA SPRINGS	WWTP/CITY HALL WATER	111.66
56504	12/22/2020	Reconciled		12/31/2020	01448	AMERIGAS - COLFAX	DEPOT PROPANE	102.55
56505	12/22/2020	Printed			01500	ANDERSON'S SIERRA	WWTP SUPPLIES	69.04
56506	12/22/2020	Reconciled		12/31/2020	02901	BUREAU VERITAS NORTH AMERICA	BLDG OFFICIAL SVCS NOV 2020	4,420.00
56507	12/22/2020	Printed			3496	COLEMAN ENGINEERING	WWTP OPERATOR SVC SEPT 2020	8,535.50
56508	12/22/2020	Printed			04592	DACOMM	WWTP INTERNET	99.95
56509	12/22/2020	Reconciled		12/31/2020	06278	FRONTIER COMMUNICATIONS	WWTP PHONE	194.93
56510	12/22/2020	Reconciled		12/31/2020	14859	GHD INC.	ENGINEERING SVCS NOV 2020	24,722.29
56511	12/22/2020	Reconciled		12/31/2020	08660	HUNT AND SONS, INC.	PW/WWTP FUEL	593.49
56512	12/22/2020	Printed			12180	LAWRENCE & ASSOCIATES INC	CANDFILL MONITORING NOV 2020	3,911.00
56513	12/22/2020	Reconciled		12/31/2020	14356	NORTHERN CALIFORNIA GLOVE	PW SUPPLIES	83.55
56514	12/22/2020	Printed			16052	PLACEWORKS	GEN PLAN/HOUSING ELEM NOV 2020	12,852.00
56515	12/22/2020	Printed			18407	RIGHT STRIPING	DOWNTOWN ST STRIPING	4,183.04
56516	12/22/2020	Reconciled		12/31/2020	18562	ROGERS, KEVIN	2020 BOOT ALLOWANCE	275.00
56517	12/22/2020	Reconciled		12/31/2020	01790	SIERRA OFFICE PRODUCTS	OFFICE SUPPLIES	105.06
56518	12/22/2020	Reconciled		12/31/2020	19474	SIMPSON & SIMPSON	DEPOT ST RETAINING WALL	23,786.00
56519	12/22/2020	Printed			21105	UNICO ENGINEERING	KNEELAND ST PAVING CONST MAN	9,217.17
56520	12/22/2020	Reconciled		12/31/2020	23169	WAVE BUSINESS SOLUTIONS	CORP YARD PHONE	54.90
56521	12/22/2020	Reconciled		12/31/2020	18883	WAXIE SANITARY SUPPLY	PW SUPPLIES	212.41
56522	12/22/2020	Reconciled		12/31/2020	18883	WAXIE SANITARY SUPPLY	PW SUPPLIES	785.32

Total Checks: 84

Checks Total (excluding void checks):

454,779.40

Total Payments: 84

Bank Total (excluding void checks):

454,779.40

Total Payments: 84

Grand Total (excluding void checks):

454,779.40

DAILY CASH SUMMARY REPORT

Item 6a

Cash Receipts - December 2020
12/01/2020 - 12/31/2020Page: 1
1/19/2021
5:09 pm

City of Colfax

		Debit	Credit	Net Chng
Fund: 100 - General Fund				
12/01/2020	Daily Totals	1,649.37	0.00	1,649.37
12/04/2020	Daily Totals	1,825.25	0.00	1,825.25
12/08/2020	Daily Totals	3,990.17	0.00	3,990.17
12/14/2020	Daily Totals	5,358.00	0.00	5,358.00
12/15/2020	Daily Totals	1,163.04	231.26	931.78
12/16/2020	Daily Totals	3,560.24	0.00	3,560.24
12/21/2020	Daily Totals	971.23	0.00	971.23
12/22/2020	Daily Totals	4,128.43	0.00	4,128.43
12/24/2020	Daily Totals	85,766.92	0.00	85,766.92
12/30/2020	Daily Totals	14,464.37	0.00	14,464.37
Fund: 100 - General Fund	TOTALS:	122,877.02	231.26	122,645.76
Fund: 201 - Covid Relief Funds				
12/21/2020	Daily Totals	1,000.00	0.00	1,000.00
Fund: 201 - Covid Relief Funds	TOTALS:	1,000.00	0.00	1,000.00
Fund: 213 - Mitigation Fees - Parks/Rec				
12/14/2020	Daily Totals	10.85	0.00	10.85
Fund: 213 - Mitigation Fees - Parks/Rec	TOTALS:	10.85	0.00	10.85
Fund: 218 - Support Law Enforcement				
12/16/2020	Daily Totals	15,139.83	0.00	15,139.83
Fund: 218 - Support Law Enforcement	TOTALS:	15,139.83	0.00	15,139.83
Fund: 244 - CDBG ME Lending/Prog Income				
12/01/2020	Daily Totals	1,000.00	0.00	1,000.00
Fund: 244 - CDBG ME Lending/Prog Income	TOTALS:	1,000.00	0.00	1,000.00
Fund: 253 - Gas Taxes				
12/01/2020	Daily Totals	4,541.23	0.00	4,541.23
12/30/2020	Daily Totals	4,901.01	0.00	4,901.01

DAILY CASH SUMMARY REPORT

Item 6a

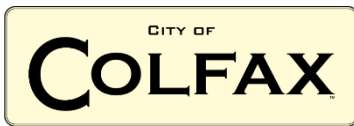
Cash Receipts - December 2020
12/01/2020 - 12/31/2020

Page: 2
1/19/2021
5:09 pm

City of Colfax

		Debit	Credit	Net Chng
Fund: 253 - Gas Taxes	TOTALS:	9,442.24	0.00	9,442.24
Fund: 258 - Road Maintenance - SB1/RSTBG				
12/22/2020	Daily Totals	3,006.50	0.00	3,006.50
Fund: 258 - Road Maintenance - SB1/RSTBG	TOTALS:	3,006.50	0.00	3,006.50
Fund: 560 - Sewer				
12/04/2020	Daily Totals	250.00	0.00	250.00
12/21/2020	Daily Totals	74.04	0.00	74.04
Fund: 560 - Sewer	TOTALS:	324.04	0.00	324.04
Fund: 561 - Sewer Liftstations				
12/08/2020	Daily Totals	407.00	0.00	407.00
Fund: 561 - Sewer Liftstations	TOTALS:	407.00	0.00	407.00
GRAND TOTALS:		153,207.48	231.26	152,976.22

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Staff Report to City Council

FOR THE JANUARY 27, 2021 REGULAR CITY COUNCIL MEETING

From: Wes Heathcock, City Manager
Prepared by: Larry Wing, City Engineer
Subject: Unconditional Acceptance of an Existing Public Storm Drainage Easement on John McLaughlin Properties (APN 006-061-43 & 44)

Budget Impact Overview:

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

RECOMMENDED ACTION: Adopt Resolution __-2020 Authorizing Unconditional Acceptance of an Existing Storm Drainage Easement on John McLaughlin Properties (APN 006-061-43 & 44)

Summary/Background

In November 2003, Parcel Map Book 31, Page 104 recorded which created two (2) lots on John McLaughlin's property off of Depot Drive. The Assessor's Parcel Numbers are 006-061-43 & 44. In the Owner's Statement of the map, Mr. McLaughlin offered for dedication Item (A) which was for Area "L" to be used for Public Storm Drainage Purposes.

In the Mayor's Statement, it states "The City of Colfax does hereby accept *for recordation only* on behalf of the Public Item (A) Area "L", as offered for public use in conformity with the terms of the offer." The statement was signed by then Mayor Sherrie Blackman. The term *for recordation only* was handwritten into the Mayor's Statement with no explanation as to what the term meant. Staff has researched the term *for recordation only* and have not been able to determine an adequate definition of its meaning and believe it may create a cloud on the use of this Drainage Easement.

To correct this issue, staff worked with Mr. McLaughlin to create a process wherein the Storm Drain Easement could be perfected and unconditionally accepted by the City Council. The agreed to process included two items of construction which the City was to accomplish: 1) Replace approximately 20-lineal feet of storm drain pipeline on Mr. McLaughlin's property that was not installed per City Standards, and 2) Replace approximately 30-lineal feet of existing railroad tie retaining wall along Depot Street that was failing with a cement block retaining wall.

On August 12, 2020, the City Council awarded a contract to Simpson & Simpson in the not to exceed amount of \$28,543.20 with Resolution 47 - 2020. The proposed work consisted of replacing the storm drain pipe and the retaining wall as stipulated in the Agreement with Mr. McLaughlin. The work has been accomplished and is acceptable to both the City and Mr. McLaughlin. The terms of the Agreement with Mr. McLaughlin have been satisfied and it is now time for the City Council to unconditionally accept the Storm Drain Easement on Mr. McLaughlin's properties.

Therefore, staff recommends that the City Council adopt Resolution __-2021 which would unconditionally accept Area "L" for Public Storm Drainage Purposes on John McLaughlin properties (APN 006-061-43 & 44) and thus eliminate any question as to its ownership and intended use.

Fiscal Impacts

None

Attachments:

1. Resolution __ - 2021
2. Parcel Map Book 31 of Parcel Maps, Page 104

City of Colfax

City Council

Resolution № __-2021

UNCONDITIONALLY ACCEPTING AN EXISTING PUBLIC DRAINAGE EASEMENT ON JOHN
MCLAUGHLIN PROPERTIES (APN 006-061-43 & 44)

WHEREAS, the Parcel Map for John McLaughlin (the “McLaughlin Map”, attached to this Resolution) was recorded on December 5, 2003 in the Official Records of Placer County, California at Book 31 of Parcel Maps, Page 104; and,

WHEREAS, the Owners Statement on Sheet 1 of 2 of the McLaughlin Map offered for dedication the following described Public Drainage Easement as depicted on Sheet 2 of 2 of the McLaughlin Map: “[A] for Public Storm Drainage Purposes – Area “L”” (the “Public Drainage Easement”); and,

WHEREAS, on October 28, 2003, the City Council of the City of Colfax adopted its Resolution No. 47-2003 whereby the City of Colfax accepted the offer of dedication of the Public Drainage Easement “for recordation only” and authorized the then Mayor to sign the McLaughlin Map offer of dedication of the Public Drainage Easement; and,

WHEREAS, in the Mayor’s Statement on the McLaughlin Map accepting dedication of the Public Drainage Easement, the phrase “*for recordation only*” was added by a handwritten note; and,

WHEREAS, addition of the phrase “*for recordation only*” to the Mayor’s Statement on the McLaughlin Map and Resolution 47-2003 has no legal meaning and created ambiguity in that it cannot be definitively ascertained whether the City’s acceptance of the offer of dedication of the Public Drainage Easement was conditional or unconditional; and,

WHEREAS, City staff worked with Mr. McLaughlin to develop an Agreement whereby the City would replace approximately 20 lineal feet of storm drain that was not installed to City standards, and replace an existing failing railroad tie retaining wall along Depot Street with a concrete block retaining wall (the “John McLaughlin Property Storm Drain Easement Improvements”); and,

WHEREAS, on August 12, 2020, the City Council adopted Resolution 47-2020 whereby it awarded a contract to Simpson & Simpson to construct and install the John McLaughlin Property Storm Drain Easement Improvements, which have been completed; and,

WHEREAS, on January 13, 2021, the City Council adopted its Resolution 04-2021 whereby it accepted the John McLaughlin Property Storm Drain Easement Improvements and authorized the recording of a Notice of Completion; and,

WHEREAS, the City desires to continue to use the Public Drainage Easement for Public Storm Drainage Purposes and, to that end, to unconditionally accept the offer of dedication of the Public Drainage Easement.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Colfax as follows:

1. The City of Colfax hereby unconditionally accepts the Public Drainage Easement as offered on Sheet 1 of 2 and depicted on Sheet 2 of 2 of the Parcel Map for John McLaughlin recorded on December 5, 2003 in the Official Records of Placer County, California at Book 31 of Parcel Maps, Page 104 and depicted on Sheet 2 of 2 thereof as “Area “L” Public Drainage Easement”.

2. The City Manager is authorized to record a certified copy of this Resolution in the Official Records of Placer County, California and to sign and, if necessary or proper, record all documents and take all other actions necessary or proper to memorialize and perfect the City’s unconditional acceptance of the Public Drainage Easement.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at the Regular Meeting of the City Council of the City of Colfax held on the 27th day of January 2021 by the following vote of the Council:

AYES:

NOES:

ABSTAIN:

ABSENT:

Sean Lomen, Mayor

ATTEST:

Amy Lind, Interim City Clerk

PARCEL MAP FOR:
JOHN McLAUGHLIN

BEING A PORTION OF LOTS 7 & 8 OF BLOCK 4 OF THE ADDITION TO THE
TOWNSITE OF THE CITY OF COLFAX, AND A PORTION OF THE NORTHEAST
QUARTER OF SECTION 3, T. 14 N. R. 9 E. M.D.M.

IN THE INCORPORATED TERRITORY OF THE CITY OF COLFAX, COUNTY OF PLACER, STATE OF CALIFORNIA.
SCALE 1"=20' MARCH 2003

DUNDAS & DUNDAS

GRASS VALLEY, CA

OWNERS STATEMENT:


THE UNDERSIGNED HEREBY STATE THAT THEY ARE THE ONLY
PERSONS HAVING ANY RECORD TITLE INTEREST IN THE REAL
PROPERTY INCLUDED WITHIN THE SUBDIVISION SHOWN UPON THIS
MAP AND THEY HEREBY CONSENT TO THE PREPARATION AND
RECORDATION OF THIS MAP AND THEY DO HEREBY OFFER FOR
DEDICATION FOR THE HEREINAFTER DESCRIBED PURPOSES THE
FOLLOWING:

[A] FOR PUBLIC STORM DRAINAGE PURPOSES - AREA "L".


JOHN HENRY McLAUGHLIN, III

MAYOR'S STATEMENT:

THE CITY OF COLFAX DOES HEREBY ACCEPT ON BEHALF OF THE
PUBLIC ITEM [A], AREA "L", AS OFFERED FOR PUBLIC USE IN
CONFORMITY WITH THE TERMS OF THE OFFER OF DEDICATION.


SHERRIE BLACKMAN, MAYOR
CITY OF COLFAX

ACKNOWLEDGMENT:

STATE OF CALIFORNIA
COUNTY OF Placer

ON 11-5-03 BEFORE ME, A NOTARY PUBLIC IN AND
FOR THE STATE OF CALIFORNIA, PERSONALLY APPEARED
John Henry McLaughlin, III
PERSONALLY KNOWN TO ME TO BE (OR PROVED TO ME ON THE
BASIS OF SATISFACTORY EVIDENCE) TO BE THE PERSON(S) WHOSE
NAME(S) ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND
ACKNOWLEDGE TO ME THAT HE/SHE/THEY EXECUTED THE SAME IN
HIS/HER/THEIR AUTHORIZED CAPACITY(IES), AND THAT BY
HIS/HER/THEIR SIGNATURES ON THE THE INSTRUMENT PERSON(S)
ACTED, EXECUTED THE INSTRUMENT.

NOTARY PUBLIC: Cindy Bigelow

NOTARY PUBLIC: Cindy Bigelow

COUNTY OF: Placer

MY COMMISSION EXPIRES ON: 11-11-03
COMMISSION # 1241465

TRUSTEE STATEMENT:

FIRST SANTA CLARA CORPORATION, AS TRUSTEE UNDER DEED OF
TRUST RECORDED JUNE 21, 2002 AS DOCUMENT NO. 2002-71404 OF
OFFICIAL RECORDS OF PLACER COUNTY AGAINST THE LAND HEREIN
SHOWN, CONSENTS TO THE MAKING AND FILING OF THIS MAP.

BY:  BY: 

ACKNOWLEDGMENT:

STATE OF CALIFORNIA
COUNTY OF Contra Costa

ON 11-10-03 BEFORE ME, A NOTARY PUBLIC IN AND
FOR THE STATE OF CALIFORNIA, PERSONALLY APPEARED
D. Rebar + S. Norman
PERSONALLY KNOWN TO ME TO BE (OR PROVED TO ME ON THE
BASIS OF SATISFACTORY EVIDENCE) TO BE THE PERSON(S) WHOSE
NAME(S) ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND
ACKNOWLEDGE TO ME THAT HE/SHE/THEY EXECUTED THE SAME IN
HIS/HER/THEIR AUTHORIZED CAPACITY(IES), AND THAT BY
HIS/HER/THEIR SIGNATURES ON THE THE INSTRUMENT PERSON(S)
ACTED, EXECUTED THE INSTRUMENT.

NOTARY PUBLIC: Susan O'Sullivan

NOTARY PUBLIC: Susan O'Sullivan

COUNTY OF: Contra Costa

MY COMMISSION EXPIRES ON: 08-15-07
COMMISSION # 1435037

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 JOHN McLAUGHLIN, IN MARCH
2003. I HEREBY STATE THAT THIS PARCEL 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, OR WILL BE, SUFFICIENT TO ENABLE THE SURVEY
TO BE RETRACED.





RONALD S. DUNDAS P.L.S 4415
LICENSE EXPIRES 09/30/05

DATE: 10/31/03

CITY ENGINEER'S STATEMENT:

I HEREBY STATE THAT I HAVE EXAMINED THIS MAP, THAT THIS PARCEL
MAP IS SUBSTANTIALLY THE SAME AS IT APPEARED ON THE APPROVED
TENTATIVE MAP; 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 AND THAT I AM
SATISFIED THAT THIS MAP IS TECHNICALLY CORRECT.

DATED: Nov. 14, 2003


RCE 14320
CITY ENGINEER
LICENSE EXPIRES 3/31/05

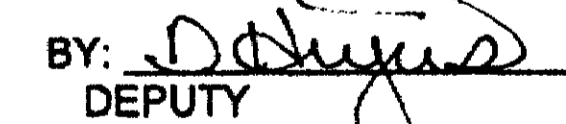
RECORDER'S STATEMENT:

FILED THIS 5th DAY OF December, 2003, AT 10:51 A.M.
IN BOOK 31 OF PARCEL MAPS, AT PAGE 104,
AT THE REQUEST OF RONALD S. DUNDAS.

FILE NO: 2003-202562

FEE: \$ 11.00


JIM McCauley
COUNTY RECORDER

BY: 
DEPUTY

PARCEL MAP FOR:
JOHN McLAUGHLIN

BEING A PORTION OF LOTS 7 & 8 OF BLOCK 4 OF THE ADDITION TO THE
TOWNSITE OF THE CITY OF COLFAX, AND A PORTION OF THE NORTHEAST
QUARTER OF SECTION 3, T. 14 N. R. 9 E. M.D.M.

IN THE INCORPORATED TERRITORY OF THE CITY OF COLFAX, COUNTY OF PLACER, STATE OF CALIFORNIA.
SCALE 1"=20' MARCH 2003

DUNDAS & DUNDAS
GRASS VALLEY, CA

BASIS OF BEARING:

THE MERIDIAN OF THIS SURVEY IS IDENTICAL TO THAT OF
SUBDIVISION MAP RECORDED IN BOOK M OF MAPS AT PAGE 84,
PLACER COUNTY RECORDS, AND IS BASED UPON MONUMENTS
SHOWN AS FOUND.

RECORD REFERENCES:

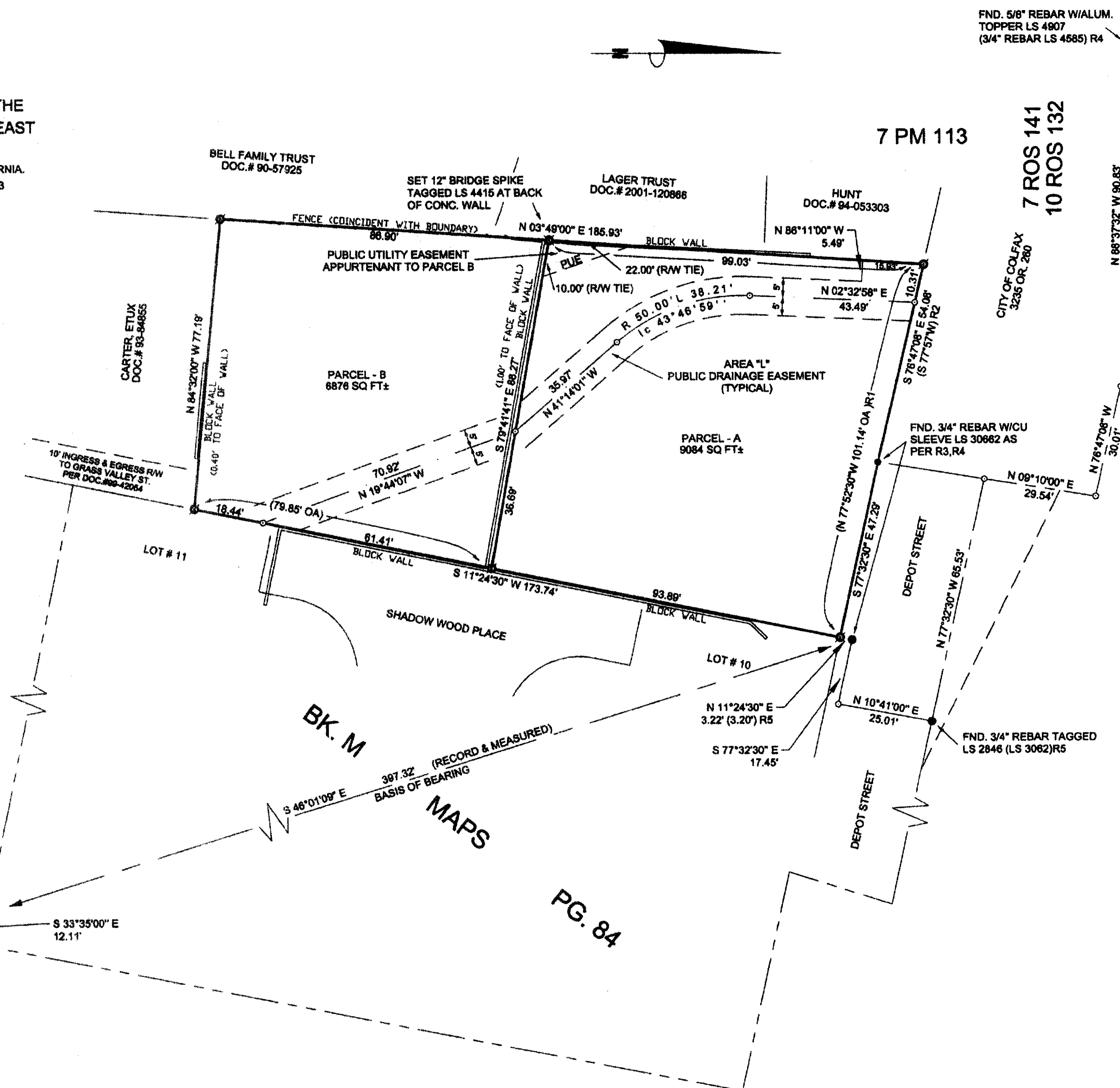
- R1 - DOC. # 99-42054
- R2 - 7 PM 113
- R3 - 7 ROS 141
- R4 - 10 ROS 132
- R5 - M MAPS 84

LEGEND:

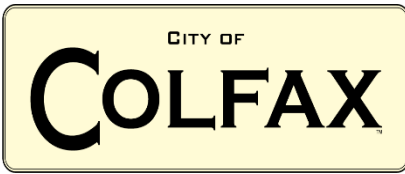
- FOUND MONUMENT AS NOTED
- ⊙ SET 5/8" REBAR TAGGED L.S. 4415
- ⊙ SET MONUMENT AS NOTED
- DIMENSION POINT - NOTHING FOUND OR SET -

NOTES:

1. SOURCE OF METES AND BOUNDS: DOC. NO. 99-4205
2. ~~AREA "L" IS A STORM DRAINAGE EASEMENT IRREVOCABLY
OFFERED TO THE CITY OF COLFAX IN INSTRUMENT NO. _____
PLACER COUNTY RECORDS~~
3. EASEMENT RECORDED IN BOOK 66 OF DEEDS AT PAGE 97, IN
FAVOR OF SOUTH YUBA WATER COMPANY, IS INDETERMINATE AS TO
EXACT LOCATION, AND IS NOT SHOWN HEREON.
4. SITE GRADING PLAN AND DRAINAGE CALCULATIONS WILL BE
SUBMITTED TO THE CITY ENGINEER AND APPROVED PRIOR TO THE
APPLICATION FOR A BUILDING PERMIT ON PARCEL A.



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City Council Minutes

Regular Meeting of Wednesday, January 13, 2021
 City Hall Council Chambers
 33 S. Main Street, Colfax CA via Zoom Meetings

1 CLOSED SESSION

1A. Call Closed Session to Order

Mayor Lomen called the closed session to order at 5:00PM

1B. Roll Call

Present: Mendoza, Ackerman, Burruss, Fatula, Lomen

Absent:

1C. No public comment on Closed Session Items

1D. Closed Session

(a) Public employee performance evaluation pursuant to Government Code Section 54947

Title: City Manager

2 OPEN SESSION

2A. Call Open Session to Order

Mayor Lomen called the open session to order at 6:10PM

Mayor Lomen stated there was no reportable action out of closed session.

2B. Pledge of Allegiance

Council Member Fatula led the Pledge of Allegiance

2C. Roll Call

Present: Mendoza, Ackerman, Burruss, Fatula, Lomen (Mendoza joined at 6:15p.m.)

Absent:

2D. Approval of Agenda Order

Recommendation: By motion, accept the agenda as presented.

MOTION made by Councilmember Burruss and seconded Councilmember Ackerman and approved by the following roll call vote:

AYES: Mendoza, Ackerman, Burruss, Fatula, Lomen

NOES:

ABSTAIN:

ABSENT:

3 AGENCY REPORTS

3A. Colfax Station Commander Sgt. Ty Conners provided an annual report for the year 2020 and introduced Sgt. Kevin Griffiths. Sgt. Griffiths addressed Council as well.

3B. CAL FIRE Battalion Chief Eagan provided an annual report for the year 2020. Joining him were Chief Estes, Deputy Chief Jim Hudson and Chief Mike Rufenacht.

3C. Colfax Chamber of Commerce President Sally Laughlin provided a report on COVID operations and grants.

4 PRESENTATION

4A. Colfax Bike Park

Presentation: Local High School Student Griffin Vernon provided a proposal for a bike park in Colfax.

Discussion followed and consensus of the Council was to create a subcommittee to look into this proposal. This subcommittee will be determined during item 9B tonight.

Public comment: Tim Ryan, resident of Colfax, Sgt. Ty Conners, Kellie Judeen.

5 PUBLIC HEARING

None

6 CONSENT CALENDAR

Council Member Fatula asked City Manager Heathcock to provide brief explanations on items 6C, 6H and 6I without removing them from the consent calendar.

6A. **Minutes**

Recommendation: By Motion, approve the City Council Minutes of 12/9/2020.

6B. **City Planner Contract – Emmanuel Ursu**

Recommendation: By Resolution 1-2021, authorize the City Manager to enter into a Contract Agreement with URSU Consulting for City Planning Services for a term of three years in an amount not to exceed \$270,021.

6C. **WWTP Planning Grant – Graham Environmental Budget Amendment**

Recommendation: By Resolution, 2-2021, authorize the City Manager to increase the Graham Environmental budget in an amount of \$26,125 for a total amount not to exceed \$89,947.

6D. **Cash Summary – November 2020**

Recommendation: Accept and File.

6E. **Temporary Wastewater Operator Services – Coleman Engineering Budget Amendment**

Recommendation: By Resolution 3-2021, authorize the City Manager to increase the Coleman Engineering contract in an amount of \$60,000 for a total amount not to exceed \$122,000.

6F. **Quarterly Sales Tax Analysis – 2020-Q3**

Recommendation: Accept and File

6G. **State of California declaring Auburn Endurance Events as the Official State 100-Mile**

Endurance Event

Recommendation: By Motion, approve and sign support letter.

6H. **John McLaughlin Property Storm Drain Easement Improvements – Notice of Completion**

Recommendation: By Resolution 4-2021 accept the John McLaughlin Property Storm Drain Easement Improvements as complete and authorizing the recording of the Notice of Completion

6I. **WWTP Pond III Fissure Repair (Phase II) – GHD Budget Amendment**

Recommendation: By Resolution 5-2021, authorize the City Manager to increase the GHD contract in the amount of \$12,500 for a total amount not to exceed \$41,000 for Pond III Fissure Repair Phase II.

6J. **Employee Share Agreement with Auburn for City Clerk Services**

Recommendation: By Resolution 6-2021, authorize the City Manager to sign an Employee Share Agreement with the City of Auburn for part-time City Clerk services, as needed.

*** End of Consent Calendar ***

By MOTION, approve the consent calendar.

MOTION made by Councilmember Fatula and seconded by Council Member Mendoza and approved by the following roll call vote:

AYES: Mendoza, Ackerman, Burruss, Fatula, Lomen

NOES:

ABSTAIN:

ABSENT:

7 PUBLIC COMMENT

Tim Ryan, resident of Colfax, asked for the Council Members to be on screen during Zoom meetings.

8 COUNCIL AND STAFF REPORTS

8A.Council Member Mendoza reported on COVID vaccines, and asked for a moment of silence for her friend and community member Theresa Hill, who recently passed away.

Mayor Lomen spoke about recent COVID vaccines and county actions.

8B. City Manager Heathcock reported on microgrid stations and the Colfax Cares business grant, along with other available grants.

9 COUNCIL BUSINESS

9A. Abbott Letter of Recognition

Mayor Lomen and the City Council presented letter of recognition to Fred and Reese Abbott.

Mr. and Mrs. Abbott then spoke about the community and continuing their effort on Railroad Days.

9B. Council Committee Assignments

City Manager Heathcock presented this item.

The Bike Park Subcommittee was created, and Council Members Fatula and Ackerman were assigned. Council Member Burruss and Mendoza will continue to serve on the Skate Park Committee. A correction to the assignments was made to appoint Trinity Burruss as the school liaison.

By MOTION, approve City Council Committee Assignments for 2021 as amended and approve the tentative FPPC Form 806 listing compensated Councilmember appointments to boards and commissions.

MOTION made by Councilmember Mendoza and seconded by Council Member Burruss and approved by the following roll call vote:

AYES: Mendoza, Ackerman, Burruss, Fatula, Lomen

NOES:

ABSTAIN:

ABSENT:

9C. 2020 ISO Rating

Mayor Lomen presented this item. He explained the Insurance Services Office (ISO) Rating. Council questions and comments followed.

Chief Estes spoke about potential misinformation and missing elements from the report that could result in a better rating.

By MOTION, create subcommittee of Mayor Lomen and Council Member Fatula to look into this issue.

MOTION made by Councilmember Mendoza and seconded Councilmember Burruss and approved by the following roll call vote:

AYES: Mendoza, Ackerman, Burruss, Fatula, Lomen

NOES:

ABSTAIN:

ABSENT:

10 GOOD OF THE ORDER

Council Member Burruss spoke about the Colfax Cares Program. She said she would like one last round of applications accepted, grants awarded, and then split the remaining balance between non-profits in community. She would like this on the agenda at the next meeting.

Mayor Lomen spoke about Cal Fire cooperative administrative agreement (3 year agreement) and would like it on the next agenda, with possibly a subcommittee to work on the agreement.

Tim Ryan spoke about his appreciation for the time and effort the Council puts into the community. He also recognized city staff for all their work.

11 ADJOURNMENT

As there was no further business on the agenda, Mayor Lomen adjourned the meeting, by motion and without objection at 8:32 p.m.

Respectfully submitted to City Council this 27th day of January, 2021

Amy Lind, Interim City Clerk

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Staff Report to City Council

FOR THE JANUARY 27, 2021 REGULAR CITY COUNCIL MEETING

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

Budget Impact Overview:

N/A: ✓	Funded:	Un-funded:	Amount:	Fund(s):
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RECOMMENDED ACTION: Adopt Resolution __-2021 accepting the Kneeland Street Pavement Rehabilitation Project as complete and authorizing the recording of the notice of completion.

Summary/Background

On August 12, 2020 the City Council approved Resolution 44 - 2020 authorizing the City Manager to:

1. Award a construction contract to Simpson & Simpson, Inc. in the amount of \$162,618.00 and authorize the City Manager to execute 15% change orders in a total amount not to exceed \$187,010.70 for the Kneeland Street Pavement Rehabilitation Project
2. Approve a General Fund Transfer to the Road Maintenance Fund in the amount of \$20,000.00.

Final inspection of the project was performed on November 12, 2020. Staff has determined that the work performed by Simpson & Simpson, Inc. is complete and in conformance with the contract terms.

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

- CCO #1 - \$20,366.48
 - Additional PVC drain pipe; drainage inlet; additional Class 2 Aggregate Base; Additional Hot Mix Asphalt; and Headwall and Curb.
- CCO #2 - \$4,500.00
 - Form and pour 21 lineal feet of new curb and gutter on Grass Valley Street at Kneeland Street intersection.

Fiscal Impacts

The project was funded with SB1 – Road Maintenance and Rehabilitation and General Fund – Budget Allocation.

Under the original contract of \$162,618.00 there were several items for which their construction was not needed. These included a storm drain drop inlet, 8-inch PVC pipe, and 12-inch RCP pipe. These equated to a credit to the original bid price of \$11,656.00. Overall, the project is completing at \$10,793.09 under budget.

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

	General Fund / SB1 Funds	Budget	Balance
Preliminary Engineering	\$ 42,848.00	\$ 40,000.00	(\$ 2,848.00)
Construction	\$262,154.00	\$273,336.00	\$11,182.00
Construction Management	\$ 20,760.91	\$ 23,220.00	\$ 2459.09
Total Expenses	\$325,762.91	\$336,556.00	\$10793.09

Conclusion

Staff recommends that the City Council adopt a Resolution accepting the Kneeland 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 __-2021
2. Notice of Completion

City of Colfax

City Council

Resolution № __-2021

ACCEPTING THE KNEELAND STREET PAVEMENT REHABILITATION PROJECT IMPROVEMENTS AS COMPLETE AND AUTHORIZING THE RECORDING OF THE NOTICE OF COMPLETION

WHEREAS, On August 12, 2020, the City Council approved Resolution 44 - 2020 authorizing the City Manager to award a construction contract to Simpson & Simpson, Inc. in the amount of \$162,618.00 and authorizing the City Manager to execute 15% change order authority in a total budget amount not to exceed \$187,010.70; and,

WHEREAS, staff has determined that the work performed by Simpson & Simpson is complete and in conformance with the contract terms; and,

WHEREAS, there were two Change Orders in the amount \$24,866.48 for additional drainage pipe, drainage inlet, additional aggregate base, additional hot mix asphalt, and concrete headwall and curb; and,

WHEREAS, there were several items under the original contract which were not needed including a storm drain inlet, 8-inch PVC pipe, and 12-inch RCP resulting in a savings of \$11,656.00 from the original bid contract; and all costs for the project were within the 15% contingency amount authorized by the City Council; and,

WHEREAS, overall, the project was completed under allocated Streets and Roads funding.

NOW THEREFORE, BE IT RESOLVED the City Council of the City of Colfax, hereby accepts the Kneeland Street Paving and Rehabilitation Project and authorizes the recording of the Notice of Completion.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at the Regular Meeting of the City Council of the City of Colfax held on the 27th of January 2021 by the following vote of the Council:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Sean Lomen, Mayor

Amy Lind, Interim City Clerk

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., 10001 Ophir Road, Newcastle, CA 95658 performed and completed for the City of Colfax the following contract, Kneeland Street Pavement Rehabilitation which consisted of removal of existing roadway section and driveway section and replacing both with asphalt concrete, asphalt concrete dike, storm drain construction and modification, and resetting existing utilities to grade, 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 November 12, 2020.

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 ____, 2021 at Colfax, California.

City of Colfax

Wes Heathcock, City Manager

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 January ____, 2021 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, Accounting Technician

Staff Report to City Council

FOR THE JANUARY 27, 2021 REGULAR CITY COUNCIL MEETING

From: Wes Heathcock, City Manager
Prepared by: Larry Wing, City Engineer
Subject: Shadow Wood Place Subdivision – Notice of Completion

Budget Impact Overview:

N/A: ✓	Funded:	Un-funded:	Amount:	Fund(s):
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RECOMMENDED ACTION: Adopt Resolution __ - 2021 accepting the Shadow Wood Place Subdivision Improvements as complete and authorizing the recording of the Notice of Completion

Summary/Background

On June 12, 2019, the City Council adopted Resolution 18, 2019 approving the Planned Unit Development Permit and Design Review of the Shadow Wood Place Development Project located off of Kneeland Street between Depot Street and Grass Valley Street. The developer of the project has been installing the improvements as per the Conditions of Approval, and on December 21, 2020 all improvements were deemed to be complete and installed per City standards.

The developer wishes to have a Notice of Completion filed for the project. The City's Municipal Code, Section 16.48.040 – Acceptance of the Work, states that “Upon the satisfactory completion of all the improvements and other obligations under an agreement, the city shall accept and/or approve the work and discharge the faithful performance security, except for that portion of the security required for a one-year ten (10) percent guarantee and warranty of the work as authorized by the Subdivision Map Act of the state.”

In order to file the Notice of Completion, the developer needs to provide a Maintenance Bond in the amount of 10% of the installed improvements. The Performance bond issued for the project as stated in the Subdivision Improvement Agreement dated November 26, 2019 included a bond amount of \$250,000.00. Therefore, the Maintenance Security needs to be in the amount of 10%, which the Developer has provided.

Staff recommends that the City Council adopt a Resolution accepting the Shadow Wood Place Subdivision Improvements as complete and authorize the City Clerk to file a Notice of Completion with the Placer County Recorder.

Fiscal Impacts

None, this is a private subdivision.

Attachments:

1. Resolution __ - 2021
2. Notice of Completion

City of Colfax

City Council

Resolution № __-2021

ACCEPTING THE SHADOW WOOD PLACE SUBDIVISION IMPROVEMENTS AS COMPLETE AND AUTHORIZING THE RECORDING OF THE NOTICE OF COMPLETION

WHEREAS, On June 12, 2019 the City Council approved Resolution 18-2019 approving the Planned Unit Development Permit and Design Review of the Shadow Wood Place Development Project, which is located off of Kneeland Street between Grass Valley Street and Depot Street; and,

WHEREAS, the developer of the project has been installing the improvements as per the approved Conditions of Approval, and on December 21, 2020 all improvements were deemed to be complete and installed per City standards; and,

WHEREAS, the developer wishes to have a Notice of Completion filed; and,

WHEREAS, Section 16.48.040 of the Municipal Code requires that security for a one-year period in the amount of 10% of the improvements be provided at the time of Notice of Completion, which the developer has provided.

NOW THEREFORE, BE IT RESOLVED the City Council of the City of Colfax, hereby accepts the Shadow Wood Place Subdivision Improvements and authorizes the recording of the Notice of Completion.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at the Regular Meeting of the City Council of the City of Colfax held on the 27th of January 2021 by the following vote of the Council:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Sean Lomen, Mayor

Amy Lind, Interim City Clerk

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 Shadow Wood Place Ventura LLC, 2959 Alderwood Court, Napa, CA 94558 performed and completed for the City of Colfax the following contract, Shadow Wood Place Subdivision Improvements, which consisted of 12-inch storm drain pipe, construction of rockery retaining wall, 6-inch sanitary sewer pipe; concrete curb, gutter and sidewalk; storm drain and sanitary sewer manholes; and asphalt concrete paving, 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 December 30, 2020.

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 ____, 2021 at Colfax, California.

City of Colfax

Wes Heathcock, City Manager

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.

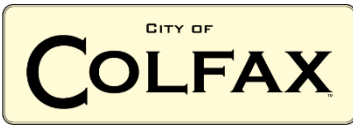
State of California
County of Placer

On January ____, 2021 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, Accounting Technician

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Staff Report to City Council

FOR THE JANUARY 27, 2021 REGULAR CITY COUNCIL MEETING

From: Wes Heathcock, City Manager
Prepared by: Wes Heathcock, City Manager
Subject: Colfax Fire Service Placer County – Ad hoc Committee

Budget Impact Overview:

N/A: ✓	Funded:	Un-funded:	Amount:	Fund(s):
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RECOMMENDED ACTION: Discuss establishing an Ad hoc committee for the Colfax Fire Service Placer County contract renewal.

Summary/Background

At the January 13th City Council meeting, Mayor Lomen recommended council consider establishing an Ad hoc committee for the upcoming Placer County/CalFIRE contract renewal. The Ad hoc committee would review the current contract and review the recommended changes.

The current Placer County/CalFIRE contract is scheduled to expire June 30, 2021.

Fiscal Impacts

N/A

Attachments:

1. N/A

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Staff Report to City Council

FOR THE JANUARY 27, 2021 REGULAR CITY COUNCIL MEETING

From: Wes Heathcock, City Manager
Prepared by: Laurie Van Groningen, Finance Director
Subject: Small Business Grant Program – Colfax CARES

Budget Impact Overview:

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

Summary/Background

The federal CARES Act was signed into law on March 27, 2020. One aspect of the CARES Act established the Coronavirus Relief Fund (CRF) to be used to reimburse states, territories, tribal and local governments for specified Coronavirus/Covid-19 related expenses. The City of Colfax was eligible for \$50,000 allocation of CRF funding through the State of California Department of Finance. The City Council elected to allocate a large percentage of the funding allocation to establish a Small Business Grant Program (Colfax CARES) for eligible City businesses.

The City developed Colfax CARES with the assistance of Sierra Business Council (SBC), and through two different phases we were able to assist 15 businesses for a total grant amount of \$41,500. The balance of funding was spent on program assistance to SBC and City eligible COVID expenses – as depicted below:

Coronavirus Aid, Relief, & Economic Security (CARES) Act Funding	# of Businesses	Funding
Small Business Grant - Colfax Cares 1A	11	\$ 31,500
Small Business Grant - Colfax Cares 1B	4	\$ 10,000
Grant Program Administration - SBC		\$ 2,500
City Expenses - PPE, etc		\$ 6,000
Total		\$ 50,000

The City Council at a special meeting on December 16, 2020 authorized the use of \$50,000 of General Fund monies to continue the Colfax Cares program for the City of Colfax Businesses. This action was in direct response to the Governor's supplemental order dated December 6, 2020 which required business closure (except for critical infrastructure and retail) for a minimum of 3 weeks effective December 10, 2020. Eligibility for this program was expanded and \$1,000 grants/per business were made available. Applications for this new program closed on January 8th and we have 17 applications pending final review/approval for an estimated \$17,000 distribution. SBC also assisted with this program and their expenses are estimated in the chart below.

Colfax Cares - General Fund allocation	# of Businesses	Funding
Small Business Grant - Colfax Cares	17	\$ 17,000
Grant Program Administration - SBC		\$ 2,500
Other		\$ -
Total		\$ 19,500
General Fund Allocation		\$ 50,000
Balance Remaining		\$ 30,500

In addition to these two specific funding programs, the City has been working closely with the Colfax Chamber to apply for Placer County CARES funding that would benefit the entire Colfax Chamber region (Meadow Vista to Emigrant Gap). One of the components of this funding would be a small business grant program (\$2,000 per business) for business sectors impacted by the recent State stay at home orders.

Recommendation

The Colfax CARES program funded by General Fund has a remaining balance of \$30,500. It has been suggested that the City opens grant applications for yet one more round of funding, after which any remaining balance would be put to a grant program for City non-profit organizations.