

City Council Meeting

COUNCIL CHAMBERS, 33 SOUTH MAIN STREET, COLFAX, CA



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

REGULAR MEETING AGENDA

February 23, 2022

Regular Session: 6:00PM

This Regular Meeting of the City Council is being held pursuant to Government Code Section 54953(e) which authorizes meetings to be held by teleconference. The Governor’s proclaimed state of emergency remains in effect and the City Council has made or will make the legal findings necessary to hold meetings by teleconference. You may access the meeting and address the Council by any of the following means:

ZOOM at

<https://us02web.zoom.us/j/81854546231>

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

818 5454 6231

1 (669) 900-6833

1 (346) 248-7799

1 (312) 626-6799

1 (929) 205-6099

1 (253) 215-8782

1 (301) 715-8592

Facebook Live on our City of Colfax page: City of Colfax, California.

You may also submit written comments to the City Clerk via email at city.clerk@colfax-ca.gov, via regular mail to P.O. Box 702, Colfax CA 95713, or by dropping them off at City Hall, 33 S. Main Street, Colfax CA 95713. Please submit written comments by 4:00 pm on the day of the meeting. Comments received will be submitted to Council and made a part of the record.

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

2 **OPEN SESSION**

- 2A. **Call Open Session to Order**
- 2B. **Report from Closed Session**
- 2C. **Pledge of Allegiance**
- 2D. **Roll Call**
- 2E. **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 **CONSENT CALENDAR**

Matters on the Consent Calendar are routine in nature and will be approved by one blanket motion with a Council vote.



Colfax City Council Meetings are ADA compliant. If you need disability-related modification or accommodation including auxiliary aids or services 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.

February 23, 2022

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

- 3A. **Cash Summary – January 2022** (Pages 4-11)
Recommendation: Accept and File.
- 3B. **Minutes** (Pages 12-14)
Recommendation: By Motion, approve the Colfax City Council minutes of 2/9/22
- 3C. **Sheriff Substation Emergency Facility Repairs** (Pages 15-19)
Recommendation: Adopt Resolution __-2022 authorizing the City Manager to expense funding for the Belfor Property Restoration Inc. invoice for the Placer County Sheriff Substation emergency repairs, in an amount not to exceed \$22,428.
*** End of Consent Calendar ***

4 AGENCY REPORTS

- 4A. **Placer County Sheriff Department**
- 4B. **CHP**
- 4C. **Placer County Fire Department/CALFIRE**
- 4D. **Chamber of Commerce**

5 PRESENTATION

- 5A. **Winter Storm After Action Strategy**

6 PUBLIC HEARING (NO PUBLIC HEARING)

7 PUBLIC COMMENT

Members of the public are permitted to address the Council orally or in writing on matters of concern to the public within the subject matter jurisdiction of the City that are not listed on this agenda. Please make your comments as succinct as possible. Oral comments made at the meeting may not exceed three (3) minutes per speaker. Written comments should not exceed 500 words. Written comments received before the close of an agenda item may be read into the record, with a maximum allowance of three (3) minutes in length. Council cannot act on items not listed on this agenda but may briefly respond to statements made or questions posed, request clarification, refer the matter to staff, or place the matter on a future 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. **Mid-Year Budget Review FY 2021-2022** (Pages 20-27)

10 **GOOD OF THE ORDER**

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

11 **ADJOURNMENT**

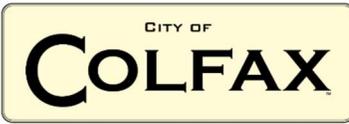
I, Marguerite Bailey, City Clerk for the City of Colfax, declare that this agenda was posted in accordance with the Brown Act at Colfax City Hall and Colfax Post Office. The agenda is also available on the City website at <http://colfax-ca.gov/>

Marguerite Bailey

Marguerite Bailey, 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





Staff Report to City Council

FOR THE FEBRUARY 23, 2022 REGULAR CITY COUNCIL MEETING

From: Wes Heathcock, City Manager
Prepared by: Laurie Van Groningen, Finance Director
Subject: Cash Summary – January 2022

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 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 January 2022. Some monthly highlights are listed below:

- January revenues included:
 - First allocation (55%) of fiscal year 2021-2022 property tax and from Placer County.
 - Allocation for Sales Tax revenues reported/paid to the State for the month of November 2021 (two-month lag).
 - Quarterly revenues for Cannabis business tax, Transient Occupancy Tax, and franchise fees for quarter ended December 31, 2021.
- January expenditures included:
 - Quarterly payment for Animal Control services.
 - Quarterly workers compensation insurance premiums.
 - Ongoing monthly operating expenses and approved capital project expenditures.
- Negative cash fund balances at the end of January are due to timing of funding allocations and reimbursements:
 - Fund 203 – Cares Act Funding CDBG. This grant funding was for City Subsistence Assistance program. The City has elected to close this program due to lack of participation. Grant closeout and request for reimbursement of expenses is expected in 2022-Q1.
 - Fund 250 – Streets – Roads/Transportation. These expenses are funded by annual Transportation funding through Placer County Transportation Agency (PCTPA), City Gas Tax revenues, and a General Fund allocation. PCTPA Funding was requested in December and initial allocation is expected in early 2022.

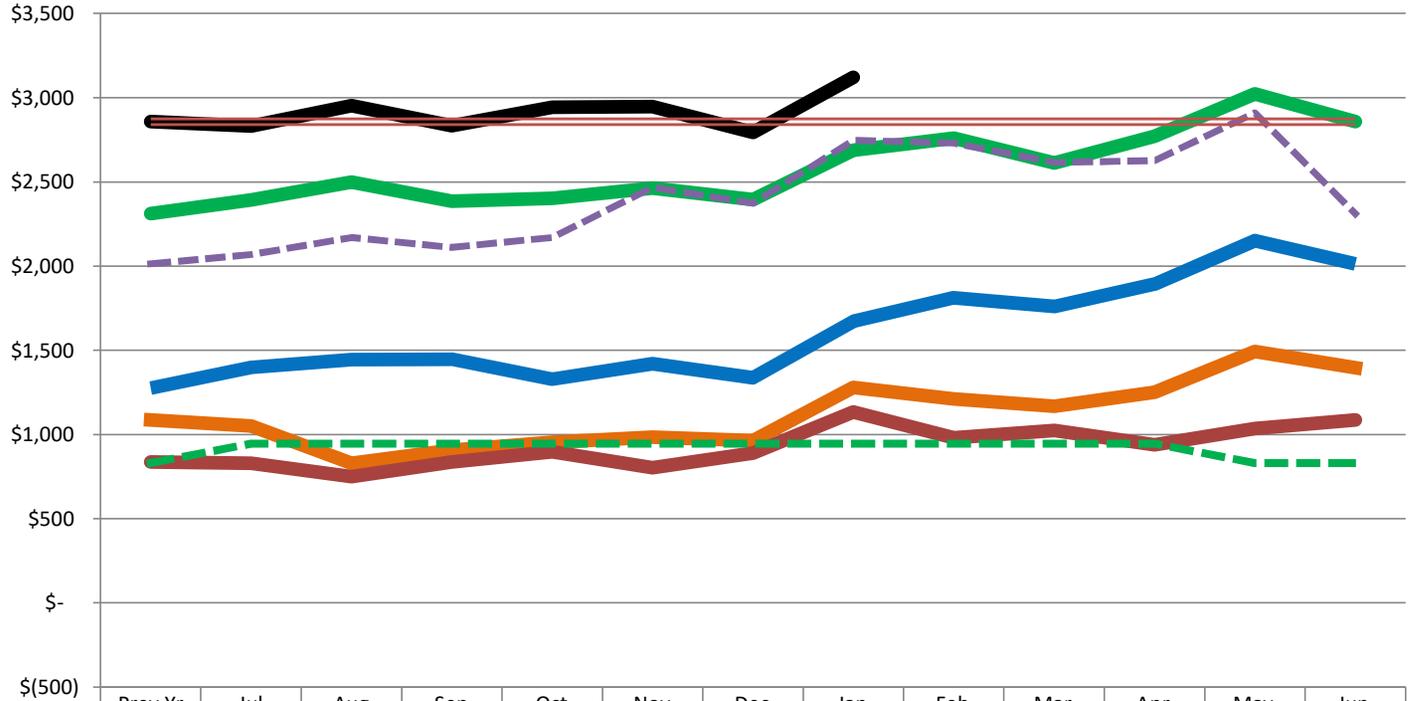
- Fund 358 – CDBG Road Rehabilitation. This is a reimbursable grant – final funding of the grant is still pending. CDBG has approved the start date of expenditures. Any unfunded expenditures would require allocation from General Fund.
- Fund 367 – SB2 Planning Grant – this is a reimbursable grant. Second round of Reimbursement requests are now scheduled to be submitted in February and include all expenses through the end of 2021.
- Fund 373 – S Auburn/Whitcomb improvements. This project will be funded with Road Mitigation fees at project completion. Final costs and fund transfers are pending final negotiation of shared costs with Placer County Water Agency.
- Fund 575 – WWTP Construction Grant. This is a reimbursable grant. Reimbursement requests are scheduled to be submitted quarterly – the final grant award was processed in December and the first reimbursement request is anticipated to be submitted in February.
- Fund 576 – Phase II – Pond 3 Fissure Repair. This project is anticipated to be funded by insurance. The project is on hold until the end of winter weather season.
- Fund 585 – Lift station #5 Force Main repair. Current expenditures include design work being performed by GHD (approved \$50K). Future repair work estimated at \$532K and will be funded at completion by Sewer Connection fees and American Rescue Plan Act (ARPA) funding.
- Anticipated revenues/expenditures for February include:
 - Revenues
 - Allocation for Sales Tax revenues reported/paid to the State for the month of December 2021 (two-month lag).
 - Expenditures
 - Ongoing monthly operating expenses and approved capital project expenditures.

Attachments:

1. General Fund Reserved Cash Analysis Graph
2. Cash Activity Reports
 - a. Cash Summary
 - b. Cash Transactions Report – by individual fund
 - c. Check Register Report - Accounts Payable

City of Colfax - January 2022 General Fund Reserved Cash Analysis (Dollars in Thousands)

Fiscal Year 2021-22 >>



	Prev Yr	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
— Cash Balance FY2021-22	\$2,857	\$2,831	\$2,953	\$2,833	\$2,943	\$2,946	\$2,794	\$3,120					
— Cash Balance FY2020-21	\$2,311	\$2,392	\$2,497	\$2,386	\$2,402	\$2,463	\$2,393	\$2,688	\$2,760	\$2,612	\$2,771	\$3,023	\$2,857
- - - 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)	\$830	\$945	\$945	\$945	\$945	\$945	\$945	\$945	\$945	\$945	\$945	\$830	\$830
— Budget FY2021-22	\$2,857	\$2,857	\$2,857	\$2,857	\$2,857	\$2,857	\$2,857	\$2,857	\$2,857	\$2,857	\$2,857	\$2,857	\$2,857

**City of Colfax
Cash Summary
January 31, 2022**

	Balance 12/31/2021	Revenues In	Expenses Out	Transfers	Balance 01/31/2022
US Bank	\$ 222,063.53	\$ 901,322.38	\$ (418,520.70)	\$ (500,000.00)	\$ 204,865.21
LAIF	\$ 8,018,368.46	\$ 4,583.59		\$ 500,000.00	\$ 8,522,952.05
Total Cash - General Ledger	<u>\$ 8,240,431.99</u>	<u>\$ 905,905.97</u>	<u>\$ (418,520.70)</u>	<u>\$ -</u>	<u>\$ 8,727,817.26</u>
Petty Cash (In Safe)	\$ 300.00				\$ 300.00
Total Cash	<u>\$ 8,240,731.99</u>	<u>\$ 905,905.97</u>	<u>\$ (418,520.70)</u>	<u>\$ -</u>	<u>\$ 8,728,117.26</u>

Change in Cash Account Balance - Total \$ 487,385.27

Attached Reports:

1. Cash Transactions Report (By Individual Fund)		
2. Check Register Report (Accounts Payable)	\$ (232,309.77)	
Cash Receipts	\$ 554,962.35	
Payroll Checks and Tax Deposits	\$ (72,722.04)	
Utility Billings - Receipts	\$ 232,037.80	
CalPERS EFT (check date Nov)	\$ -	
Void Check/Reissued	\$ 833.34	
LAIF Interest	\$ 4,583.59	
	<u>\$ 487,385.27</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 - January 2022

	Beginning Balance	Debit Revenues	Credit (Expenditures)	Ending Balance
Fund Type: 1.11 - General Fund - Unassigned				
Fund: 100 - General Fund	\$ 2,697,313.16	\$ 479,133.27	\$ (123,538.81)	\$ 3,052,907.62
Fund: 120 - Land Development Fees	\$ 95,631.96	\$ -	\$ (29,687.10)	\$ 65,944.86
Fund: 200 - Cannabis Application	\$ 1,392.99	\$ -	\$ -	\$ 1,392.99
Fund Type: 1.11 - General Fund - Unassigned	\$ 2,794,338.11	\$ 479,133.27	\$ (153,225.91)	\$ 3,120,245.47
Fund Type: 1.14 - General Fund - Restricted				
Fund: 205 - Escrow Funds	\$ 117,157.00	\$ -	\$ -	\$ 117,157.00
Fund: 571 - AB939 Landfill Diversion	\$ 24,517.26	\$ -	\$ (1,200.00)	\$ 23,317.26
Fund: 572 - Landfill Post Closure Maintenance	\$ 772,790.98	\$ 24,907.02	\$ (10,870.41)	\$ 786,827.59
Fund Type: 1.14 - General Fund - Restricted	\$ 914,465.24	\$ 24,907.02	\$ (12,070.41)	\$ 927,301.85
Fund Type: 1.24 - Special Rev Funds - Restricted				
Fund: 201 - CARES Act Funding	\$ -	\$ -	\$ -	\$ -
Fund: 202 - ARPA American Rescue Plan Act	\$ 239,601.43	\$ 134.72	\$ -	\$ 239,736.15
Fund: 203 - CARES Act Funding - CDBG	\$ (16,409.27)	\$ -	\$ -	\$ (16,409.27)
Fund: 210 - Mitigation Fees - Roads	\$ 338,658.10	\$ 158.83	\$ (71,632.74)	\$ 267,184.19
Fund: 211 - Mitigation Fees - Drainage	\$ 5,390.92	\$ 3.04	\$ -	\$ 5,393.96
Fund: 212 - Mitigation Fees - Trails	\$ 74,891.18	\$ 41.90	\$ -	\$ 74,933.08
Fund: 213 - Mitigation Fees - Parks/Rec	\$ 191,793.94	\$ 106.77	\$ -	\$ 191,900.71
Fund: 214 - Mitigation Fees - City Bldgs	\$ 101,180.92	\$ 46.78	\$ -	\$ 101,227.70
Fund: 215 - Mitigation Fees - Vehicles	\$ 22,097.77	\$ 10.16	\$ -	\$ 22,107.93
Fund: 217 - Mitigation Fees - DT Parking	\$ 73,676.66	\$ 33.12	\$ (30,430.50)	\$ 43,279.28
Fund: 218 - Support Law Enforcement	\$ 55,839.01	\$ 14,366.04	\$ -	\$ 70,205.05
Fund: 244 - CDBG Program Inc - ME Lending	\$ 5,001.19	\$ 1,002.25	\$ -	\$ 6,003.44
Fund: 250 - Streets - Roads/Transportation	\$ (66,141.06)	\$ -	\$ (18,636.63)	\$ (84,777.69)
Fund: 253 - Gas Taxes	\$ 24,152.06	\$ -	\$ (1,258.03)	\$ 22,894.03
Fund: 258 - Road Maintenance - SB1/RSTBG	\$ 140,878.84	\$ 3,652.51	\$ -	\$ 144,531.35
Fund: 270 - Beverage Container Recycling	\$ 19,089.78	\$ 10.74	\$ -	\$ 19,100.52
Fund: 280 - Oil Recycling	\$ 3,764.06	\$ 2.12	\$ -	\$ 3,766.18
Fund: 292 - Fire Department Capital Funds	\$ 93,212.63	\$ 52.41	\$ -	\$ 93,265.04
Fund: 342 - Fire Construction - Mitigation	\$ 75,737.83	\$ 42.56	\$ -	\$ 75,780.39
Fund: 343 - Recreation Construction	\$ 75,738.30	\$ 42.56	\$ -	\$ 75,780.86
Fund Type: 1.24 - Special Rev Funds - Restricted	\$ 1,458,154.29	\$ 19,706.51	\$ (121,957.90)	\$ 1,355,902.90
Fund Type: 1.34 - Capital Projects - Restricted				
Fund: 300 - FY2021 ADA Project	\$ -	\$ -	\$ -	\$ -
Fund: 367 - SB2 - Planning Grant	\$ (47,063.34)	\$ -	\$ (525.00)	\$ (47,588.34)
Fund: 358 - CDBG Pavement	\$ (92,621.34)	\$ -	\$ -	\$ (92,621.34)
Fund: 373 - S Auburn/Whitcomb Imp	\$ (126,307.15)	\$ -	\$ -	\$ (126,307.15)
Fund: 374 - Roundabout Monument	\$ (71,442.48)	\$ 71,632.74	\$ (190.26)	\$ (0.00)
Fund: 377 - 101 Railroad Parking Lot	\$ (30,430.50)	\$ 30,430.50	\$ -	\$ -
Fund Type: 1.34 - Capital Projects - Restricted	\$ (367,864.81)	\$ 102,063.24	\$ (715.26)	\$ (266,516.83)
Fund Type: 2.11 - Enterprise Funds				
Fund: 560 - Sewer	\$ 1,419,129.43	\$ 191,050.17	\$ (98,923.57)	\$ 1,511,256.03
Fund: 561 - Sewer Liftstations	\$ 739,267.36	\$ 22,572.64	\$ (22,527.65)	\$ 739,312.35
Fund: 563 - Wastewater Treatment Plant	\$ 639,399.90	\$ 65,688.72	\$ -	\$ 705,088.62
Fund: 564 - Sewer Connections	\$ 443,017.95	\$ -	\$ -	\$ 443,017.95
Fund: 574 - OES PSPS Grant	\$ 282,453.32	\$ 158.86	\$ -	\$ 282,612.18
Fund: 575 - WWTP Construction Grant	\$ (14,560.00)	\$ -	\$ (2,500.00)	\$ (17,060.00)
Fund: 576 - Phase II - Pond 3 Fissure Repair	\$ (17,856.11)	\$ -	\$ (6,600.00)	\$ (24,456.11)
Fund: 585 - LS #5 Force Main Repairs	\$ (50,512.65)	\$ -	\$ -	\$ (50,512.65)
Fund Type: 2.11 - Enterprise Funds - Unassigned	\$ 3,440,339.20	\$ 279,470.39	\$ (130,551.22)	\$ 3,589,258.37
Fund Type: 9.0 - CLEARING ACCOUNT				
Fund: 998 - PAYROLL CLEARING FUND	\$ 999.96	\$ 625.54	\$ -	\$ 1,625.50
Fund Type: 9.0 - CLEARING ACCOUNT	\$ 999.96	\$ 625.54	\$ -	\$ 1,625.50
Grand Totals:	\$ 8,240,431.99	\$ 905,905.97	\$ (418,520.70)	\$ 8,727,817.26

Check Register Report

Item 3A

Chrecks Processed January 2022

Date: 02/02/2022

Time: 12:00 pm

CITY OF COLFAX

BANK: US BANK

Page: 1

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
US BANK Checks								
57678	01/14/22	Reconciled		01/31/22	2087	BASIC PACIFIC	FSA BENEFIT PYMT	1,610.80
57712	01/05/22	Reconciled		01/31/22	03141	CALPERS	JAN 2022 HEALTH PREMIUMS	6,048.06
57713	01/07/22	Reconciled		01/31/22	01285	AEROMOD	WWTP PANEL GRATE	640.59
57714	01/07/22	Reconciled		01/31/22	01448	AMERIGAS - COLFAX	FIRE DEPT PROPANE	12.86
57715	01/07/22	Reconciled		01/31/22	01448	AMERIGAS - COLFAX	CITY HALL PROPANE	744.68
57716	01/07/22	Reconciled		01/31/22	01448	AMERIGAS - COLFAX	SHERIFF DEPT PROPANE	357.83
57717	01/07/22	Reconciled		01/31/22	01448	AMERIGAS - COLFAX	DEPOT PROPANE	594.80
57718	01/07/22	Reconciled		01/31/22	01766	AT&T MOBILITY	CITY CELL PHONES	732.51
57719	01/07/22	Reconciled		01/31/22	03121	CALIFORNIA BUILDING	GREEN FEES Q4 2021	21.60
57720	01/07/22	Reconciled		01/31/22	3425	CINTAS	UNIFORM SVCS DEC 2021	921.58
57721	01/07/22	Reconciled		01/31/22	3129	CPS HR CONSULTING	PW SUPERVISOR RECRUITING	6,500.00
57722	01/07/22	Reconciled		01/31/22	04234	DE LAGE LANDEN FINANCIAL	COPY MACH LEASE JAN 2022	420.76
57723	01/07/22	Reconciled		01/31/22	04250	DEPARTMENT OF CONSERVATION	SMIP FEES Q4 2021	3.71
57724	01/07/22	Reconciled		01/31/22	04532	DIVISION OF STATE ARCHITECT	SB1186 FEES Q4 2021	15.60
57725	01/07/22	Reconciled		01/31/22	5215	ENGINEERED SOIL REPAIRS, INC	POND III PHASE II TESTING	6,600.00
57726	01/07/22	Reconciled		01/31/22	06278	FRONTIER COMMUNICATIONS	WWTP PHONE	207.13
57727	01/07/22	Reconciled		01/31/22	14859	GHD INC.	GEN ENG SVCS DEC 2021	10,640.00
57728	01/07/22	Reconciled		01/31/22	14859	GHD INC.	GEN ENG SVCS NOV 2021	1,939.90
57729	01/07/22	Reconciled		01/31/22	07570	GRAINGER	WWTP SUPPLIES	2,029.52
57730	01/07/22	Reconciled		01/31/22	07570	GRAINGER	WWTP SUPPLIES	111.23
57731	01/07/22	Reconciled		01/31/22	08170	HILLS FLAT LUMBER CO	STMT 12/25/21	863.74
57732	01/07/22	Reconciled		01/31/22	08501	HOME DEPOT CREDIT SERVICES	SUPPLIES	199.93
57733	01/07/22	Reconciled		01/31/22	08660	HUNT AND SONS, INC.	FUEL	920.51
57734	01/07/22	Reconciled		01/31/22	10512	JPW COMMUNICATIONS	RECYCLING OUTREACH	1,200.00
57735	01/07/22	Reconciled		01/31/22	12180	LAWRENCE & ASSOCIATES INC	LANDFILL MONITORING NOV 2021	4,484.85
57736	01/07/22	Reconciled		01/31/22	13052	MAGEE, MICHAEL	2021 BOOT ALLOWANCE REIMB	275.00
57737	01/07/22	Reconciled		01/31/22	13207	MCCLEARY, FOXEY	TIRE DAMAGE REIMB	871.71
57738	01/07/22	Reconciled		01/31/22	14356	NORTHERN CALIFORNIA GLOVE	PW SUPPLIES	348.17
57739	01/07/22	Reconciled		01/31/22	16011(2)	PELLETREAU, ALDERSON & CABRAL	LEGAL SVCS DEC 2021	7,899.22
57740	01/07/22	Reconciled		01/31/22	03580	PLACER COUNTY HHS	ANIMAL & FIELD SVCS Q3	6,139.00
57741	01/07/22	Reconciled		01/31/22	16559	PLAZA TIRE AND AUTO SERVICE	TRACTOR SNOW CHAINS	438.24
57742	01/07/22	Reconciled		01/31/22	18400	NAPA AUTO PARTS	STMT 12/31/21	21.43
57743	01/07/22	Reconciled		01/31/22	19037	SAFE SIDE SECURITY	CORP YARD KEY FAUBS	90.00
57744	01/07/22	Reconciled		01/31/22	19070	SCORE - SMALL CITIES ORGANIZED	Q3 FY 21/22 WORKERS COMP	18,908.54
57745	01/07/22	Reconciled		01/31/22	19396	SIERRA SAFETY COMPANY	ST SIGN REPLACEMENT	143.72
57746	01/07/22	Reconciled		01/31/22	19743	WILL STOCKWIN	JAN 2022 COLFAX CONN EDITING	300.00
57747	01/07/22	Reconciled		01/31/22	20092	THUMBLER	PUBLIC OUTREACH CONSULTANT	514.50
57748	01/07/22	Reconciled		01/31/22	21560	US BANK CORPORATE PMT SYSTEM	STMT 12/22/21	4,183.48
57749	01/07/22	Reconciled		01/31/22	22106	VAN GRONINGEN & ASSOCIATES	FINANCIAL SVCS DEC 2021	4,420.00
57750	01/07/22	Reconciled		01/31/22	23169	WAVE BUSINESS SOLUTIONS	CITY HALL INTERNET	159.90
57751	01/07/22	Reconciled		01/31/22	23169	WAVE BUSINESS SOLUTIONS	DEPOT PHONE	18.88
57752	01/07/22	Reconciled		01/31/22	18883	WAXIE SANITARY SUPPLY	PW SUPPLIES	459.65
57753	01/07/22	Reconciled		01/31/22	23450	WINNER CHEVROLET, INC.	PW VEHICLE BATTERY	388.40
57754	01/19/22	Printed			1161	49ER WATER SERVICES	FATHEAD TESTING JAN 2022	1,485.00
57755	01/19/22	Reconciled		01/31/22	01414	ALHAMBRA & SIERRA SPRINGS	WATER	112.90
57756	01/19/22	Reconciled		01/31/22	01461	APWA	ANNUAL MEMBERSHIP	232.00
57757	01/19/22	Reconciled		01/31/22	01650	AQUA SIERRA CONTROLS INC.	SCADA RPRS	1,502.40

Check Register Report

Item 3A

Checks Processed January 2022

Date: 02/02/2022

Time: 12:00 pm

CITY OF COLFAX

BANK: US BANK

Page: 2

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
US BANK Checks								
57758	01/19/22	Reconciled		01/31/22	03401	CHOICE BUILDER	FEB 2022 PREMIUMS	524.34
57759	01/19/22	Reconciled		01/31/22	4187	DAWSON OIL COMPANY	LS/WWTP DIESEL	203.74
57760	01/19/22	Reconciled		01/31/22	07460	GOLD COUNTRY MEDIA	MWI JOB POSTING	90.00
57761	01/19/22	Printed			8090	HERC RENTALS	CITY HALL GENERATOR RENTAL	1,175.55
57762	01/19/22	Reconciled		01/31/22	8661	HYDROCOMPLIANCE	WWTP CONST GRANT SWPPP	2,500.00
57763	01/19/22	Reconciled		01/31/22	19056	KELLER, DONOVAN	2022 BOOT ALLOWANCE	160.87
57764	01/19/22	Reconciled		01/31/22	16165	PLACER COUNTY ENVIRONMENTAL	LANDFILL TESTING Q2 FY 21/22	820.00
57765	01/19/22	Reconciled		01/31/22	16161	PLACER COUNTY EXECUTIVE OFFICE	FIRE SVCS Q2 FY 21/22	18,750.00
57766	01/19/22	Reconciled		01/31/22	16559	PLAZA TIRE AND AUTO SERVICE	WWTP TRUCK CHAINS	363.88
57767	01/19/22	Reconciled		01/31/22	19037	SAFE SIDE SECURITY	CORP YARD SECURITY	155.00
57768	01/19/22	Reconciled		01/31/22	19037	SAFE SIDE SECURITY	BALLPARK SECURITY	180.00
57769	01/19/22	Reconciled		01/31/22	19279	SERVICE ENGINEERING	LS #2 PUMP REPAIR	437.50
57770	01/19/22	Reconciled		01/31/22	01790	SIERRA OFFICE PRODUCTS	OFFICE SUPPLIES	124.10
57771	01/19/22	Reconciled		01/31/22	19474	SIMPSON & SIMPSON	SNOW PLOWING	7,792.00
57772	01/19/22	Reconciled		01/31/22	1435	STEVENS, ESPEN	2022 BOOT ALLOWANCE	257.34
57773	01/19/22	Reconciled		01/31/22	19696	SWRCB	WWTP ANNUAL PERMIT	7,596.00
57774	01/19/22	Reconciled		01/31/22	21042	UGSI CHEMICAL FEED	WWTP SUPPLIES	2,381.17
57775	01/19/22	Reconciled		01/31/22	21500	USA BLUE BOOK, INC	LS SUPPLIES	296.98
57776	01/19/22	Reconciled		01/31/22	22134	VISION QUEST	TECH SUPPORT SVCS DEC 2021	68.25
57777	01/19/22	Reconciled		01/31/22	22134	VISION QUEST	TECH SUPPORT FEB 2022	1,806.50
57778	01/19/22	Reconciled		01/31/22	23169	WAVE BUSINESS SOLUTIONS	FIRE DEPT PHONE	38.15
57779	01/19/22	Reconciled		01/31/22	23169	WAVE BUSINESS SOLUTIONS	CITY HALL PHONE	225.92
57780	01/19/22	Reconciled		01/31/22	23218	WENDEL ROSEN	LEGAL MATTER DEC 2021	170.00
57781	01/19/22	Reconciled		01/31/22	23301	WESTERN PLACER WASTE	DEC 2021 SLUDGE REMOVAL	1,151.00
57782	01/19/22	Reconciled		01/31/22	2087	BASIC PACIFIC	FSA BENEFIT PYMT	15.00
57783	01/27/22	Reconciled		01/31/22	1209	ACE ELECTRIC MOTOR &	WWTP RPRS	420.00
57784	01/27/22	Printed			01448	AMERIGAS - COLFAX	DEPOT PROPANE	672.09
57785	01/27/22	Printed			01500	ANDERSON'S SIERRA	WWTP SUPPLIES	32.59
57786	01/27/22	Printed			01650	AQUA SIERRA CONTROLS INC.	SCADA RPRS	500.00
57787	01/27/22	Printed			02901	BUREAU VERITAS NORTH AMERICA	BLDG OFFICIAL SVC NOV 21	5,040.00
57788	01/27/22	Printed			02901	BUREAU VERITAS NORTH AMERICA	PLAN REVIEW	460.00
57789	01/27/22	Printed			3484	CLEANNET USA	CLEANING SVCS JAN 2022	698.00
57790	01/27/22	Printed			03493	COASTLAND CIVIL ENGINEERING	BEST WESTERN INSPECTIONS	1,815.00
57791	01/27/22	Printed			04592	DACOMM	WWTP INTERNET	99.95
57792	01/27/22	Printed			04234	DE LAGE LANDEN FINANCIAL	COPY MACH LEASE FEB 2022	420.76
57793	01/27/22	Printed			05221	EOSI - ENVIRONMENT OPERATING	WWTP CHEMICALS	8,459.26
57794	01/27/22	Printed			06278	FRONTIER COMMUNICATIONS	WWTP PHONE	200.48
57795	01/27/22	Printed			07460	GOLD COUNTRY MEDIA	PUBLIC NOTICE CDBG CV 1	279.51
57796	01/27/22	Printed			07465	GOLD MINER PEST CONTROL	DEPOT PEST CONTROL	75.00
57797	01/27/22	Printed			07465	GOLD MINER PEST CONTROL	STATION 37 PEST CONTROL	74.00
57798	01/27/22	Printed			07465	GOLD MINER PEST CONTROL	STATION 36 PEST CONTROL	74.00
57799	01/27/22	Printed			07465	GOLD MINER PEST CONTROL	CORP YARD PEST CONTROL	100.00
57800	01/27/22	Printed			07570	GRAINGER	WWTP SUPPLIES	52.81
57801	01/27/22	Printed			07570	GRAINGER	WWTP SUPPLIES	1,256.66
57802	01/27/22	Printed			07570	GRAINGER	WWTP SUPPLIES	93.42
57803	01/27/22	Printed			08660	HUNT AND SONS, INC.	FUEL	1,946.16
57804	01/27/22	Printed			10796	KAESER COMPRESSORS	WWTP COMPRESSOR RPR	795.25
57805	01/27/22	Printed			23101	LARRY WALKER ASSOCIATES	NPDES PERMIT ASS DEC 2021	696.00
57806	01/27/22	Printed			12180	LAWRENCE & ASSOCIATES INC	LANDFILL MONITORING DEC 2021	1,216.25

Check Register Report

Item 3A

Checks Processed January 2022

Date: 02/02/2022

Time: 12:00 pm

Page: 3

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								
57807	01/27/22	Printed			12200	LEAGUE OF CALIFORNIA CITIES	2022 MEMBERSHIP DUES	1,621.00
57808	01/27/22	Printed			16300	PCWA -PLACER COUNTY	WATER	1,116.86
57809	01/27/22	Printed			16300	PCWA -PLACER COUNTY	WATER	833.34
57810	01/27/22	Printed			16035	PG&E	ELECTRICITY	18,778.56
57811	01/27/22	Printed			16559	PLAZA TIRE AND AUTO SERVICE	PW SNOW CHAINS	727.76
57812	01/27/22	Printed			18193	RECOLOGY AUBURN PLACER	TAX ROLL TEETER 55%	2,669.17
57813	01/27/22	Printed			19391	SIERRA MEDICAL PARTNERSHIP	NEW HIRE PHYSICALS	320.00
57814	01/27/22	Printed			20554	TRUEBLUE AUTOMATION SERVICES	LS VFD RPR	5,804.40
57815	01/27/22	Printed			21105	UNICO ENGINEERING	ARCO INSPECTIONS	25,052.10
57816	01/27/22	Reconciled		01/31/22	21452	URSU, EMMANUEL	PLANNING SVCS DEC 2021	5,670.00
57817	01/27/22	Printed			23169	WAVE BUSINESS SOLUTIONS	CORP YARD INTERNET	61.87
57818	01/27/22	Printed			23169	WAVE BUSINESS SOLUTIONS	CITY HALL INTERNET	159.90

Total Checks: 108

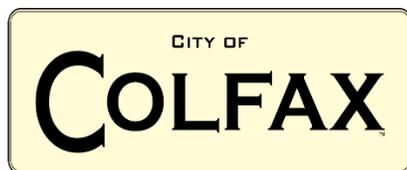
Checks Total (excluding void checks): 232,309.77

Total Payments: 108

Bank Total (excluding void checks): 232,309.77

Total Payments: 108

Grand Total (excluding void checks): 232,309.77



City Council Minutes

Regular Meeting of Colfax City Council

Wednesday, February 9, 2022

City Hall Council Chambers, 33 S Main Street,

Colfax CA and attended via Teleconference through ZOOM

1 CLOSEDSESSION

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

Mayor Burruss called the closed session to order at 5:33 PM.

1B. **Roll Call**

Present: Lomen (via ZOOM), Ackerman, Fatula, Burruss
Mendoza arrived at 5:34 PM.

1C. **No public comment on Closed Session Item**

1D. **Closed Session**

(a) Public employee performance evaluation pursuant to Government Code Section 54947
Title: City Manager.

2 OPENSESSION

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

Mayor Burruss called the open session to order at 6:00 PM.
No reportable action from Closed Session.

2B. **Pledge of Allegiance**

2C. **Roll Call**

Present: Councilmember Lomen (via ZOOM), Councilmember Ackerman, Councilmember Fatula, Mayor Pro Tem Mendoza, and Mayor Burruss.

2D. **Approval of Agenda Order**

Item 9A was clarified

MOTION made by Ackerman and seconded by Lomen, and approved by the following vote:

AYES: Lomen, Ackerman, Fatula, Mendoza, Burruss

NOES:

ABSTAIN:

ABSENT:

3 AGENCY REPORTS

3A. **Placer County Sheriff Office** – Lieutenant Connie Schmidt stated there was no reportable action.

3B. **CHP** – Public Information Officer Chris Nave provided a brief update of statistics in the County.

3C. **Placer County Fire/CALFIRE** – Captain Nolan Hale, the Department Captain of Station 30, and Career Captain overseeing Company 36, provided an update of recent events in the City.

3D. **Chamber of Commerce** – Not Present.

4 PRESENTATION

4A. **Annual Bianchini Update** – Connie Heilaman, President of the Sierra Vista Center presented the



Colfax City Council Meetings are ADA compliant. If you need disability-related modification or accommodation including auxiliary aids or services to participating in this meeting, please contact the City Clerk at (530) 346-2313 at least 72 hours prior to make arrangements for ensuring your accessibility.

2021 Annual Bianchini Report.

5 **PUBLIC HEARING** (NO PUBLIC HEARING)

6 **CONSENT CALENDAR**

- 6A. **Authorize Remote Teleconference Meetings Pursuant to Government Code Section 54953(e) [AB 361].**
Recommendation: Adopt Resolution __-2022 authorizing remote teleconference meetings pursuant to Government Code Section 54953(e)
- 6B. **Quarterly Investment Report – Quarter ended in 12/31/2021**
Recommendation: Accept and File.
- 6C. **Minutes**
Recommendation: By Motion, approve the Colfax City Council minutes of 1/26/22
- 6D. **Contract Award for Lift Station 5 Force Main Improvement Project – Lorang Brothers Construction, Inc.**
Recommendation: Adopt Resolution __-2022 authorizing the City Manager to award a construction contract to Lorang Brothers Construction, Inc. in the amount of \$449,500 with a 15% contingency in an amount not to exceed \$516,925 for the Lift Station 5 Force Main Improvement Project.
- 6E. **Shadow Wood Place Subdivision – Release of Maintenance Bond**
Recommendation: Adopt Resolution __-2022 authorizing the City Manger to release the Maintenance Bond for the Shadow Wood Place Subdivision Improvements.
- 6F. **Council Policy Ad hoc Committee**
Recommendation: Appoint Mayor Burruss and Councilmember Fatula to the Council Policy Ad hoc Committee.

end of consent calendar

MOTION made by Fatula to approve the consent calendar, and seconded by Ackerman and approved by the following vote:

AYES: Lomen, Ackerman, Fatula, Mendoza, Burruss

NOES:

ABSTAIN:

ABSENT:

7 **PUBLIC COMMENT**

Connie Heilaman spoke about the Colfax Art Walk. Colfax Resident spoke about the Board of Forestry and Fire Protections new fire safe proposals. Wade Johnson thanked the Mayor for the snow storm response. Dirk Gifford thanked the City for its hard work after the snow storm.

8 **COUNCIL AND STAFF**

- 8A. No reportable actions
- 8B. No reportable actions

9 **COUNCIL BUSINESS**

- 9A. **Adult Use Cannabis**
Recommendation: Discuss whether to expand the scope of permissible licenses to include



and authorize adult use cannabis retail sales in Colfax and provide direction to staff.

Item 3B

Public Comment was provided

Don Mackintosh, Neil Nedley, Gary Howard, Lt Connie Schmidt, Lori Bergenstock, Diane Greene, Elizabeth Vincent, Melinda Neely, Maryann Kruegar, Brett Krueger, Sgt. Kevin Griffith, Nathan Crabtree, Wanda Shatford Swensen, Alec Bivens, Simone Farinholt, Glenn Young, Nathaniel Jensen, Abigail Cornelius, Dirk Gifford, Ruth Conger, and Annie Aubrey provided statement in opposition to expansion and a petition with 15 signatures from residents in and around the City in opposition was produced.

Nick Dion, Tim Dion, Jim Dion, Wade Johnson, Lauren Spencer, Amy Louise Morse, Caroline Glenn Presson, Cassia Jaide Parham, Elissa Eggen, Christine Desmerais, Frank Raniolo, Tom Parnham, Howard White, Jaime Pope, Jd Tomason, Charlene Baker, Lauren Bowen, Brian Noble, Sara Gaines, Chris Slack, Patrick Dietz, Carrie Conyers, Steffanie Dickson, Alexandra Kubricky, Alexandria Collier, Scott Perry, George Kofoed, Diamond Amil, Dale Bridges, Michael Kesti, Susan King, Robb Castillo, Jordan Kubat, Amy Kubat, Tessa Bonomolo, Christian Elliott, Nicole Abney, Tim Carlson, David Woodford, Tracey Vogel, John Patrick, Tracey Jojo, Karrie Taylor, Teresa Herrera, Suzie Springer, Sarah Murphy, Donna Dion, Sonja Keller, Alexis McKelvey, John Riga, Nicolette Dalpino, Melissa Belis, Kelly and D'Philip Chalmers, PM Simpson, Karla Jameson, Julianne Oster, Cheyanne Baldwin, Shiloh Howard, Evonne Madison, Denise Helling-Brooks, Karrie Wheeler Taylor, George Kofoed, and Jehann Importante provided statement favoring expansion.

Council discussed the item. The item did not receive a council majority support; therefore, no further action was taken.

10 GOOD OF THE ORDER

Funeral Services reminder for Colfax community member Kelly Ladner

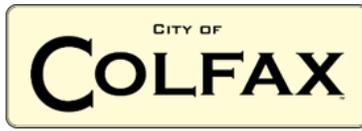
11 ADJOURNMENT

As there was no further business on the agenda, Mayor Burruss adjourned the meeting, by motion and without objection at 9:10 pm. Respectfully submitted to City Council this 23rd day of February, 2022.

Marguerite Bailey

Marguerite Bailey, City Clerk





Staff Report to City Council

FOR THE FEBRUARY 23, 2022 REGULAR CITY COUNCIL MEETING

From: Wes Heathcock, City Manager
Prepared by: Martin Jones, Public Works Director
Subject: Sheriff Substation Emergency Facility Repairs

Budget Impact Overview:

N/A:	Funded: √	Un-funded:	Amount: \$22,428	Fund(s): 100
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RECOMMENDED ACTION: Adopt Resolution __-2022 authorizing the City Manager to expense funding for the Belfor Property Restoration Inc. invoice for the Placer County Sheriff Substation emergency repairs, in an amount not to exceed \$22,428.

Summary/Background

On November 19, 2021, Public Works staff were called out to the Placer County Sheriff Substation at 10 Culver Street to assess a plumbing leak in the women's restroom. Upon completing the inspection, it was determined that the fill valve in the tank had become stuck allowing the water to run for approximately two hours flooding the restroom, hallway and adjacent office. City staff contacted Belfor Property Restoration Inc. to complete a clean-up of the site and inspect for damages.

After removing all the standing water and utilizing portable heaters to dry the remaining areas, a final inspection was completed identifying saturation of the drywall and insulation along the hallway and adjacent office. Additionally, the carpet was required to be removed and replaced with new flooring due to the nature of the flooding. The damage required an emergency repair to reduce further damage and keep the facility functional.

Belfor Property Management Inc. in conjunction with subcontractors, replaced all water damaged drywall and insulation, textured and painted to match existing walls, replaced flooring throughout the hallway, restroom and adjacent office with a faux wood vinyl.

Based on the information provided, staff recommends City Council authorize the City Manager to utilize monies from the general fund to pay for emergency repairs to the Placer County Sheriff Substation.

Fiscal Impact

The fiscal impact of this project is \$22,428, which can be funded through Fund 100 to expense funding for the Belfor Property Restoration Inc. invoice for the Placer County Sheriff Substation emergency repairs.

Attachments:

1. Resolution__-2022
2. Invoices

City of Colfax

City Council

Resolution No. ___-2022

AUTHORIZING THE CITY MANAGER TO EXPENSE FUNDING FOR THE BELFOR PROPERTY RESTORATION INC. INVOICE FOR THE PLACER COUNTY SHERIFF SUBSTATION EMERGENCY REPAIRS IN AN AMOUNT NOT TO EXCEED \$28,428

WHEREAS, City staff received a request on November 19, 2021 to complete emergency repairs to the Sheriff Substation due to flooding; and,

WHEREAS, Belfor Property Restoration Inc., provided materials and labor to complete the emergency clean up and repairs to the substation hallway, restroom and adjacent office; and,

WHEREAS, the emergency repairs included removal and replacement of drywall, insulation and flooring; and,

WHEREAS, the total cost of the rendered services and materials was \$22,427.11 (Twenty-Two Thousand Four Hundred Twenty-Seven Dollars and Eleven Cents); and,

NOW THEREFORE, BE IT RESOLVED the City Council of the City of Colfax authorizes the City Manager to expense funding for the Belfor Property Restoration Inc invoice for the Placer County Sheriff Substation emergency repairs in an amount not to exceed \$28,428.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at the Regular Meeting of the City Council of the City of Colfax held on the 23rd day of February 2022 by the following vote of the Council:

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

ATTEST:

Marguerite Bailey, City Clerk

Trinity Burruss, Mayor

BELFOR PROPERTY RESTORATION
 3132 DWIGHT RD, SUITE 300
 ELK GROVE, CA 95758
 916-399-1865

Federal Tax ID #: 84-1309171

Claim #:	
Invoice Due Date	1/27/2022
Invoice Number	1628087
Invoice Date	12/28/2021
Job / Project Number	105912993
Project Manager	ROB SEDGWICK

BILL TO INFORMATION:

PLACER CO SHERIFFS DEPT
 10 CULVER ST
 COLFAX, CA 95713

PROJECT INFORMATION:

Attn:
 PLACER CO SHERIFFS DEPT
 10 CULVER ST
 COLFAX, CA 95713

INVOICE SUMMARY DETAIL

Billing Categories Billing Details Attached	INVOICE	Invoice Category Totals
Billable Labor		\$5,532.75
Associated Labor Fees		\$71.40
Materials and Consumables		\$86.10
Equipment and Tools		\$4,075.00
Subcontractors and Vendors		\$1,788.05
Reimbursable Items		\$310.40
Equipment Term Discount		(\$250.00)
REMIT PAYMENT TO:	Invoice Sub Total	\$11,613.70
BELFOR PROPERTY RESTORATION	ECONOMIC SURCHARGE	\$732.39
3132 DWIGHT RD, SUITE 300	AIG EQUIPMENT TERM DISCOUNT	\$0.00
ELK GROVE, CA 95758	Tax Total	\$0.00
	Previous Payments / Credits	\$0.00
	Invoice Total Amount Due	\$12,346.09

Bill Processed By T&M Pro™ - T & M Billing System

Job / Project Number
 105912993

Invoice Number
 1628087

Due to the current economic conditions and cost increases, this loss will have a 7.5% surcharge applied to the labor, equipment and material portion of all invoices.

BELFOR PROPERTY RESTORATION
 3132 DWIGHT RD, SUITE 300
 ELK GROVE, CA 95758
 916-399-1865

Federal Tax ID #: 84-1309171

Claim #:	
Invoice Due Date	2/24/2022
Invoice Number	1639221
Invoice Date	1/25/2022
Job / Project Number	105912993
Project Manager	ROB SEDGWICK

BILL TO INFORMATION:

PLACER CO SHERIFFS DEPT
 10 CULVER ST
 COLFAX, CA 95713

PROJECT INFORMATION:

Attn:
 PLACER CO SHERIFFS DEPT
 10 CULVER ST
 COLFAX, CA 95713

INVOICE SUMMARY DETAIL

Billing Categories Billing Details Attached	INVOICE	Invoice Category Totals
Billable Labor		\$199.50
Subcontractors and Vendors		\$9,866.56
REMIT PAYMENT TO:	Invoice Sub Total	\$10,066.06
BELFOR PROPERTY RESTORATION	ECONOMIC SURCHARGE	\$14.96
3132 DWIGHT RD, SUITE 300	AIG EQUIPMENT TERM DISCOUNT	\$0.00
ELK GROVE, CA 95758	Tax Total	\$0.00
	Previous Payments / Credits	\$0.00
	Invoice Total Amount Due	\$10,081.02

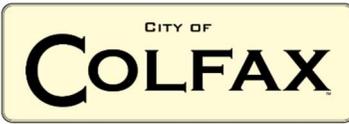
Bill Processed By T&M Pro™ - T & M Billing System

INVOICES #: 2

Job / Project Number
 105912993

Invoice Number
 1639221

Due to the current economic conditions and cost increases, this loss will have a 7.5% surcharge applied to the labor, equipment and material portion of all invoices.



Staff Report to City Council

FOR THE FEBRUARY 23, 2022 REGULAR CITY COUNCIL MEETING

From: Wes Heathcock, City Manager
Prepared by: Laurie Van Groningen, Finance Director
Subject: Fiscal Year 2021-2022 Mid-Year Operating Budget Review

Budget Impact Overview:

N/A: ✓	Funded:	Un-funded:	Amount:	Fund(s):
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RECOMMENDED ACTION: Review fiscal year 2021-2022 mid-year budget report and approve budget amendments

Summary/Background

In accordance with City financial policy, the City Manager will provide the City Council with a mid-year review of the City's financial activities. The review will be presented in February and compare annual budget projections (adopted budget) with actual results (projected actuals).

City staff has completed a detailed review for Fiscal Year 2021-2022 of all Funds for all operating revenue and expense accounts. The review is based on six months of actual revenues and expenditures (through December 31, 2020) and projections for the balance of the fiscal year based on current City activities and programs.

The attached Mid-Year Operating Budget Review – Fund Summary report provides a summarized comparison of fiscal year end projected actuals to the adopted budget by fund and department. The projected actuals reflect a slight overall increase in both revenues and expenses as further summarized in the chart below:

Classification	Projected Actuals 02/23/22	Adopted Budget FY2021-2022	<i>Difference</i> Recommended adjustments	Percent of Budget
Operating Revenues	\$ 5,277,167	\$ 5,230,156	\$ 47,011	0.9%
Operating Expenses	\$ 4,405,658	\$ 4,302,228	\$ 103,430	2.4%

Detailed schedules for the *Difference/Recommended adjustments* in revenues and expenditures by City fund, department, and account are attached to this report. A brief description for the projected difference is included for each line item. Some of the primary contributors to projected differences are described below:

1. Land Development Fees (Fund 120-000) - Increase in revenues and expenses primarily due to Best Western and Maidu developments (ARCO).
2. Transient Occupancy Taxes are projected lower than had been budgeted due to delay in Best Western opening.
3. Increased COPS grant revenue (ELEAS credit) for law enforcement was not budgeted – this credit is not guaranteed each fiscal year. COPS grant revenue is reported in Fund 218 – the balance of the annual Sheriff contract is in Fund 100-300.
4. Decrease in LAIF interest rates resulting in decrease in projected interest earnings.

5. Staffing vacancies across all operations resulted in decreased personnel expenses. The recruitment process has lengthened during the Pandemic due to lack of applicants.
6. The City continues to rely on contracted services for Engineering, Planning, Legal and Finance services. Costs fluctuate based on City projects and activities.
7. The budget for Sewer service charges included an increase in EDU billings due to new homes and projected hotel opening. Project delays resulted in a reduced revenue projection for the fiscal year.
8. The Solar project at the Wastewater Treatment plant was delayed due to the Grant award process with the State Water Board, therefore the anticipated reduction in utility costs will not be realized this fiscal year.
9. Revenue and expense category differences due to the change in contract with Placer County for fire services.
10. The COVID Pandemic continued to restrict some City activities such as Council and Staff attendance at trainings and conferences.

Recommendation

The results of this Mid-Year Budget review will be incorporated into the development of the Fiscal Year 2022-2023 and Fiscal Year 2023-2024 budgets. The calendar of activities for the biennial budget process has been developed and is included as an attachment to this report. In addition to the budget development, we will also be completing our regular annual financial processes:

- Review of Accounting Procedure
- Review of Investment Policy
- Establish Gann Appropriation Limit fiscal year 2021-2022
- Fraud/Risk Discussions

Staff recommends that Council accepts the Mid-Year Budget Report and Recommended budget adjustments for fiscal year 2021-2022.

Attachments:

1. Mid-Year Operating Budget Review – Fund Summary
2. Mid-Year Operating Budget Review – Revenue Adjustments
3. Mid-Year Operating Budget Review – Expense Adjustments
4. Budget Process – Calendar of Activities

City of Colfax - FY2021-2022
Mid Year Operating Budget Review - Fund Summary (Does not include capital expenditures, transfers and reserve allocations)

Revision Date: February 23, 2022

Fund	Dept	Revenues			Expenses			Net Change in Fund Balance (Revenues - Expenses)			
		Projected	Adopted Budget FY2021-2022	Difference Recommended adjustments	Projected	Adopted Budget FY2021-2022	Difference Recommended adjustments	Projected	Adopted Budget FY2021-2022	Difference Recommended adjustments	
		Actuals 02/23/22			Actuals 02/23/22			Actuals 02/23/22			
General Fund - Unrestricted											
100	000	2,237,842	2,205,110	32,732			-	2,237,842	2,205,110	32,732	
100	100	Central Services	-	-	185,066	184,866	200	(185,066)	(184,866)	(200)	
100	110	City Council	-	-	52,700	81,200	(28,500)	(52,700)	(81,200)	28,500	
100	120	Administration/Finance	-	-	306,665	312,320	(5,656)	(306,665)	(312,320)	5,656	
100	160	Legal	-	-	97,000	70,400	26,600	(97,000)	(70,400)	(26,600)	
100	200	Fire	-	-	82,200	68,500	13,700	(82,200)	(68,500)	(13,700)	
100	300	Sheriff	-	-	675,026	722,696	(47,670)	(675,026)	(722,696)	47,670	
100	400	Building Department	-	-	60,500	90,500	(30,000)	(60,500)	(90,500)	30,000	
100	425	Engineering	-	-	100,000	21,000	79,000	(100,000)	(21,000)	(79,000)	
100	450	Planning	-	-	45,000	40,000	5,000	(45,000)	(40,000)	(5,000)	
100	500	Buildings and Grounds	-	-	184,149	187,405	(3,256)	(184,149)	(187,405)	3,256	
100	530	Parks	-	-	137,978	142,046	(4,068)	(137,978)	(142,046)	4,068	
120	000	Land Development	120,000	65,000	55,000	116,000	68,400	47,600	4,000	(3,400)	7,400
Total General Fund - Unrestricted		2,357,842	2,270,110	87,732	2,042,283	1,989,333	52,950	315,559	280,777	34,782	
General Fund - Restricted											
200	000	Cannabis Application	17,500	-	17,500	15,000		15,000	2,500	-	2,500
572	000	Landfill - Postclosure Maint	95,000	80,000	15,000	97,330	94,878	2,452	(2,330)	(14,878)	12,548
Total General Fund - Restricted		112,500	80,000	32,500	112,330	94,878	17,452	170	(14,878)	15,048	
Special Revenues											
210-17	000	Mitigation Funds	187,929	214,520	(26,591)	-	-	-	187,929	214,520	(26,591)
218	000	Support Law Enforcement	160,000	100,000	60,000	160,000	100,000	60,000	-	-	-
244	000	CDBG Program Income	6,000	6,000	-	6,000	6,000	-	-	-	-
250	000	Streets-Roads/Transportation	137,300	137,300	-	227,509	266,887	(39,378)	(90,209)	(129,587)	39,378
253	000	Gas Taxes	57,844	97,096	(39,252)	19,000	19,000	-	38,844	78,096	(39,252)
258	000	Road Maintenance/SB1	39,252	-	39,252	-	-	-	39,252	-	39,252
292	000	Fire Capital Fund	-	12,000	(12,000)	-	5,000	(5,000)	-	7,000	(7,000)
342/343	000	Fire & Rec Const Mitigation	37,600	37,600	-	-	-	-	37,600	37,600	-
Total Special Revenues		625,925	604,516	21,409	412,509	396,887	15,622	213,416	207,629	5,787	
Enterprise Funds											
560	000	Sewer WWTP Maint and Ops	1,304,000	1,378,461	(74,461)	1,134,451	1,117,727	16,724	169,549	260,734	(91,185)
561	000	Sewer Collections Systems	205,000	211,886	(6,886)	265,111	264,429	682	(60,111)	(52,543)	(7,568)
563	000	WWTP/Debt Service	580,000	593,283	(13,283)	438,974	438,974	-	141,026	154,309	(13,283)
564	000	Sewer Connect - Restricted	91,900	91,900	0	-	-	-	91,900	91,900	0
Total Enterprise Funds		2,180,900	2,275,530	(94,630)	1,838,536	1,821,130	17,406	342,364	454,399	(112,036)	
TOTAL ALL FUNDS		5,277,167	5,230,156	47,011	4,405,658	4,302,228	103,430	871,509	927,927	(56,419)	
Percent of Adopted Budget		100.9%		0.9%	102.4%		2.4%	93.9%		-6.1%	

City of Colfax - FY2021-2022
Mid Year Operating Budget Review - Revenue Adjustments
Revision Date: February 23, 2022

Fund	Dept	GL Code	Description	Projected	Adopted Budget	Difference	Sub-total	Explanation
				Actuals 02/23/22	FY2021-2022	Recommended adjustments		
100	000	4030	Cannabis Business Tax	\$ 45,000	\$ 32,000	\$ 13,000		Based on actuals to date and previous year
100	000	4040	Transient Occupancy Tax	\$ 30,000	\$ 56,000	\$ (26,000)		Hotel opening later than budgeted forecast
100	000	4100	Franchises	\$ 100,000	\$ 82,000	\$ 18,000		Based on actuals to date
100	000	4200	Business Licenses	\$ 38,000	\$ 33,000	\$ 5,000		Based on actuals to date and previous year
100	000	4240	Encroachment Permits	\$ 1,500	\$ 1,000	\$ 500		Based on actuals to date
100	000	4305	Fair Share Reimbursement	\$ 16,292	\$ -	\$ 16,292		Not in budget - not anticipate
100	000	4620	Planing & Zoning (Land Dev)	\$ 120,000	\$ 65,000	\$ 55,000		Increase primarily due to Maidu Village Development
100	000	4700	State Motor Vehicle License	\$ 2,500	\$ 1,000	\$ 1,500		Based on actuals to date
100	000	4710	Motor Vehicle Fees	\$ 164,000	\$ 136,000	\$ 28,000		Based on actuals to date
100	000	4760	Prop 172 Public Safety	\$ 30,000	\$ 24,000	\$ 6,000		Based on actuals to date
100	000	4800	Rents & Leases	\$ 9,000	\$ 7,560	\$ 1,440		Based on actuals to date
100	000	4810	Sign Rent & Lease	\$ 70,000	\$ 63,000	\$ 7,000		Based on actuals to date
100	000	4815	Digital Sign Fees	\$ 500	\$ 1,000	\$ (500)		There has been no activity this year
100	000	4900	Miscellaneous	\$ 3,500	\$ -	\$ 3,500		Insurance reimbursement
100	000	4980	Interest Income	\$ 9,000	\$ 50,000	\$ (41,000)		Decreased interest earnings LAIF
General Fund - Unrestricted							\$ 87,732	
200	000	4200	Business Licenses	\$ 8,000		\$ 8,000		Ordinance support and compliance monitoring not in budget
200	000	4985	Program Income - Applications	\$ 9,500		\$ 9,500		Ordinance support and compliance monitoring not in budget
Cannabis Application							\$ 17,500	
210-17	000	4225	Mitigation Fees	\$ 187,929	\$ 214,520	\$ (26,591)		Covid Relief funds - Direct to City
Mitigation Fees							\$ (26,591)	
572	000	4660	Landfill Closure Surcharge	\$ 95,000	\$ 80,000	\$ 15,000		Covid Relief funds - Direct to City
Landfill Post Closure Maintenance							\$ 15,000	
218	000	4560	State Grant	\$ 160,000	\$ 100,000	\$ 60,000		Received ELEAS credit
Supplemental Law Enforcement							\$ 60,000	
292	000	4720	Revenues from Other Agencies		\$ 12,000	\$ (12,000)		Do not anticipate strike team Income for fiscal year
Fire Capital Fund							\$ (12,000)	
560	000	4660	Sewer Service Charges	\$ 1,275,000	\$ 1,307,461	\$ (32,461)		Anticipated development - new EDU's delayed
560	000	4980	Interest Income (LAIF)	\$ 8,000	\$ 50,000	\$ (42,000)		Decreased interest earnings LAIF
Sewer WWTP Maintenance & Operations							\$ (74,461)	
561	000	4660	Sewer Service Charges	\$ 195,000	\$ 201,886	\$ (6,886)		Anticipated development - new EDU's delayed
Sewer Lift Stations Maintenance & Operations							\$ (6,886)	
563	000	4660	Sewer Service Charges	\$ 575,000	\$ 588,284	\$ (13,284)		Anticipated development - new EDU's delayed
Sewer WWTP - Debt Service							\$ (13,284)	
Total City - Operating Expense Adjustments							\$ 47,011	

Note: Only accounts with projected differences are included on this report

City of Colfax - FY2021-2022
Mid Year Operating Budget Review - Expense Adjustments
Revision Date: February 23, 2022

Fund	Dept	GL Code	Description	Projected	Adopted Budget	Difference	Sub-total	Explanation	
				Actuals 02/23/22	FY2021-2022	Recommended adjustments			
100	100	5660	Software Maintenance	\$ 2,000	\$ 1,200	\$ 800		Based on actual expenditures and previous year	
100	100	5660	Professional Services	\$ 6,500	\$ 5,200	\$ 1,300		Based on actual expenditures and previous year	
100	100	5665	Legal Expenses (outside)	\$ 35,000	\$ 55,000	\$ (20,000)		City lawsuit defense	
100	100	8250	Miscellaneous	\$ 4,000	\$ 100	\$ 3,900		River Fire Assistance 2022	
100	100	8252	Bank Charges	\$ 3,400	\$ 2,500	\$ 900		Based on actual expenditures and previous year	
100	100	8300	Payments to Other Agencies/Grants	\$ 3,500	\$ 1,200	\$ 2,300		Based on actual expenditures and previous year	
100	100	8400	Insurance and Bonds	\$ 41,000	\$ 30,000	\$ 11,000		Increased costs	
Central Services								\$ 200	
100	110	5660	Professional Services	\$ 35,000	\$ 55,000	\$ (20,000)		Based on actual expenditures	
100	110	5815	Conferences & Meetings	\$ 1,000	\$ 5,000	\$ (4,000)		Reduced - Covid Restrictions	
100	110	5820	Education & Training	\$ 1,000	\$ 5,000	\$ (4,000)		Reduced - Covid Restrictions	
100	110	5830	Travel/mileage	\$ 500	\$ 1,000	\$ (500)		Reduced - Covid Restrictions	
City Council								\$ (28,500)	
100	120	5XXX	Personnel Expenses	\$ 200,515	\$ 198,271	\$ 2,244		Staffing voids	
100	120	5425	Cell Phones	\$ 800	\$ 1,200	\$ (400)		Based on actual expenditures	
100	120	5440	Printing/Advertising	\$ 9,000	\$ 500	\$ 8,500		Recruiting/Advertising Costs	
100	120	5660	Professional Services	\$ 80,000	\$ 90,000	\$ (10,000)		Reduced expenditures.	
100	120	5815	Conferences & Meetings	\$ 500	\$ 3,000	\$ (2,500)		Reduced - Covid Restrictions	
100	120	5820	Education & Training	\$ 2,000	\$ 4,000	\$ (2,000)		Reduced - Covid Restrictions	
100	120	5830	Travel/mileage	\$ 500	\$ 4,000	\$ (3,500)		Reduced - Covid Restrictions	
100	120	827	Medical Expense	\$ 2,000	\$ -	\$ 2,000		Covid Testing, etc	
Administration/Finance								\$ (5,656)	
100	160	5665	Legal Services - City Attorney	\$ 97,000	\$ 70,400	\$ 26,600		Based on actual expenditures and previous year	
City Attorney								\$ 26,600	
100	200	5120	Workers Compensation	\$ -	\$ 12,000	\$ (12,000)		Change in Fire Services Contract	
100	200	5201	Materials & Supplies	\$ 1,000	\$ 4,500	\$ (3,500)		Change in Fire Services Contract	
100	200	5300	Equipment Repairs & Maintenance	\$ -	\$ 2,000	\$ (2,000)		Change in Fire Services Contract	
100	200	5320	Vehicle Repair & Maintenance	\$ -	\$ 13,500	\$ (13,500)		Change in Fire Services Contract	
100	200	5325	Gas & Oil	\$ 500	\$ 2,000	\$ (1,500)		Change in Fire Services Contract	
100	200	5420	Telephone/Internet	\$ 500	\$ 300	\$ 200		Change in Fire Services Contract	
100	200	5660	Professional Services	\$ 75,000	\$ 27,000	\$ 48,000		Change in Fire Services Contract	
100	200	5820	Education & Training	\$ -	\$ 1,000	\$ (1,000)		Change in Fire Services Contract	
100	200	6120	Utilities	\$ 1,500	\$ 2,000	\$ (500)		Change in Fire Services Contract	
100	200	8532	Medical Screening/Exams	\$ -	\$ 500	\$ (500)		Change in Fire Services Contract	
Fire Department								\$ 13,700	
100	300	5580	Booking Fees	\$ -	\$ 1,000	\$ (1,000)		Based on actual expenditures and previous year	
100	300	5620	Sheriff Protection Services	\$ 666,526	\$ 715,696	\$ (49,170)		Received ELEAS credit - increases expense in 218.	
100	300	6120	Utilities	\$ 8,500	\$ 6,000	\$ 2,500		Increased cost per actual expenditures	
Sheriff Department								\$ (47,670)	
100	400	5660	Professional Services	\$ 60,000	\$ 90,000	\$ (30,000)		Based on actual expenditures and previous year	
Building Department								\$ (30,000)	
100	425	5540	Engineering Services	\$ 100,000	\$ 21,000	\$ 79,000		Based on actual expenditures and previous year	
Engineering Department								\$ 79,000	
100	450	5540	Planning Services	\$ 45,000	\$ 40,000	\$ 5,000		Based on actual expenditures and previous year	

City of Colfax - FY2021-2022
Mid Year Operating Budget Review - Expense Adjustments
Revision Date: February 23, 2022

Fund	Dept	GL Code	Description	Projected	Adopted Budget	Difference	Sub-total	Explanation
				Actuals 02/23/22	FY2021-2022	Recommended adjustments		
Planning Department							\$ 5,000	
100	500	5XXX	Personnel Expenses	\$ 106,899	\$ 116,555	\$ (9,656)		Staffing voids
100	500	5201	Materials & Supplies	\$ 20,000	\$ 25,000	\$ (5,000)		Based on actual expenditures
100	500	6100	Rents & Leases	\$ 5,000	\$ 100	\$ 4,900		New Parking Lot space - Railroad St
100	500	6120	Utilities	\$ 25,000	\$ 20,000	\$ 5,000		Based on actual expenditures
100	500	6160	Security	\$ 3,500	\$ 2,000	\$ 1,500		Based on actual expenditures
City Buildings							\$ (3,256)	
100	530	5XXX	Personnel Expenses	\$ 77,978	\$ 85,046	\$ (7,068)		Staffing voids
100	530	6120	Utilities	\$ 4,000	\$ 2,000	\$ 2,000		Based on actual expenditures and previous year
100	530	6160	Security	\$ 1,000	\$ -	\$ 1,000		Based on actual expenditures
Parks and Recreation							\$ (4,068)	
120	000	566X	Professional Services	\$ 116,000	\$ 68,400	\$ 47,600		Based on actual expenditures
Land Development Fees							\$ 47,600	
200	000	5660	Professional Services	\$ 15,000		\$ 15,000		Ordinance support and compliance monitoring not in budget
Cannabis Application							\$ 15,000	
572	000	8525	Bonds and Insurance	\$ 3,500	\$ 6,048	\$ (2,548)		Not in budget
572	000	8530	Testing and Monitoring	\$ 20,000	\$ 15,000	\$ 5,000		Not in budget
Landfill Post Closure Maintenance							\$ 2,452	
218	000	5620	Sheriff Protection Services	\$ 160,000	\$ 100,000	\$ 60,000		Received ELEAS credit - reduces expense in 100-300
Supplemental Law Enforcement							\$ 60,000	
250	000	5XXX	Personnel Expenses	\$ 126,759	\$ 156,387	\$ (29,628)		Staffing voids
250	000	5540	Engineering Services	\$ -	\$ 2,000	\$ (2,000)		Based on actual expenditures
250	000	5560	Software Maintenance	\$ 750		\$ 750		Not in budget
250	000	5590	Transit Services	\$ -	\$ 15,000	\$ (15,000)		No expenses for current year - Covid
250	000	5660	Professional Services	\$ 9,000	\$ -	\$ 9,000		Not in budget
250	000	8400	Bonds and Insurance	\$ 15,500	\$ 18,000	\$ (2,500)		Based on actual expenditures
Streets & Roads							\$ (39,378)	
292	000	5660	Professional Services	\$ -	\$ 5,000	\$ (5,000)		Do not anticipate strike team expenses for fiscal year
Fire Capital Fund							\$ (5,000)	
560	000	5XXX	Personnel Expenses	\$ 535,451	\$ 554,427	\$ (18,976)		Staffing voids
560	000	5320	Vehicle Repairs & Maint	\$ 3,000	\$ 1,500	\$ 1,500		Based on actual expenditures
560	000	5325	Gas & Oil	\$ 15,000	\$ 10,000	\$ 5,000		Negotiated new copier lease contract - lower rates
560	000	5350	Tool Rental	\$ 2,500	\$ -	\$ 2,500		Based on actual expenditures
560	000	5420	Telephone/Internet	\$ 4,000	\$ 3,500	\$ 500		Based on actual expenditures
560	000	5425	Cell Phones	\$ 4,000	\$ 3,500	\$ 500		Based on actual expenditures
560	000	5440	Printing/Advertising	\$ 500	\$ 1,000	\$ (500)		Based on actual expenditures
560	000	5540	City Engineering	\$ 1,000	\$ 7,700	\$ (6,700)		Based on actual expenditures
560	000	5560	Software Maintenance	\$ 2,000	\$ 3,500	\$ (1,500)		Based on actual expenditures
560	000	5660	Professional Services	\$ 45,000	\$ 60,000	\$ (15,000)		Based on actual expenditures
560	000	5665	Legal Fees	\$ 2,000	\$ 5,600	\$ (3,600)		Based on actual expenditures
560	000	5810	Memberships and Dues	\$ 3,500	\$ 2,000	\$ 1,500		Based on actual expenditures
560	000	5820	Education & Training	\$ 7,000	\$ 2,500	\$ 4,500		Aeromod Training
560	000	6120	Utilities	\$ 160,000	\$ 75,000	\$ 85,000		Delay to Solar project
560	000	6160	Security	\$ 4,000	\$ 2,500	\$ 1,500		New security system

City of Colfax - FY2021-2022
Mid Year Operating Budget Review - Expense Adjustments
Revision Date: February 23, 2022

Fund	Dept	GL Code	Description	Projected	Adopted Budget	Difference	Sub-total	Explanation
				Actuals 02/23/22	FY2021-2022	Recommended adjustments		
560	000	8400	Bonds and Insurance	\$ 45,000	\$ 40,000	\$ 5,000		Based on actual expenditures
560	000	8525	Lab Testing and Monitoring (contract)	\$ 10,000	\$ 40,000	\$ (30,000)		Based on actual expenditures
560	000	8530	Lab Testing and Monitoring (in-house)	\$ 7,500	\$ 35,000	\$ (27,500)		Based on actual expenditures
560	000	8532	Acute and Chronic Testing	\$ 13,000	\$ -	\$ 13,000		Based on actual expenditures
Sewer WWTP Maintenance & Operations							\$ 16,724	
561	000	5XXX	Personnel Expenses	\$ 162,411	\$ 175,329	\$ (12,918)		Staffing voids
561	0	5201	Materials & Supplies	\$ 1,500	\$ 3,000	\$ (1,500)		Based on actual expenditures
561	000	5201	Equipment Repairs & Maintenance	\$ 25,000	\$ 7,500	\$ 17,500		Lift Station VFD Repairs/replacement
561	000	5320	Vehicle Repair & Matenance	\$ 750	\$ 1,500	\$ (750)		Based on actual expenditures
561	000	5350	Tool Rental	\$ -	\$ 1,500	\$ (1,500)		Based on actual expenditures
561	000	5410	Postage	\$ 750	\$ 1,000	\$ (250)		Based on actual expenditures
561	000	5540	City Engineering	\$ 2,500	\$ 4,900	\$ (2,400)		Based on actual expenditures
561	000	5665	City Attorney	\$ -	\$ 4,000	\$ (4,000)		Based on actual expenditures
561	000	6120	Utilities	\$ 19,000	\$ 15,000	\$ 4,000		Based on actual expenditures
561	000	6160	Security	\$ 1,000	\$ -	\$ 1,000		Based on actual expenditures
561	000	8300	Payments to Other Agencies/Grants	\$ 5,500	\$ 5,000	\$ 500		Based on actual expenditures
561	000	8400	Bonds and Insurance	\$ 18,500	\$ 17,500	\$ 1,000		Based on actual expenditures
Sewer Lift Stations Maintenance & Operations							\$ 682	
Total City - Operating Expense Adjustments							\$ 103,430	

Note: Only accounts with projected differences are included on this report

City of Colfax

Biennial Budget Process - Fiscal Years 2022-2023 and 2023-2024

Calendar of Activities

Revision Date: February 23, 2022

Date	Type	Action	Comment
Wednesday, February 23, 2022	City Council Meeting	Mid Year Review 2021-2022	Comparative budget analysis of Revenue and Expenditures during Current fiscal year. Identification of budget adjustments if recommended. Presentation of budget process calendar of activities for biennial budget process (Fiscal year 2022-2023 and 2023-2024).
Thursday, February 24, 2022	Staff	Staff Kick off Meeting	Review budget calendar and budget worksheets.
Thursday, March 24, 2022	Staff	Department Reviews	Department Heads to review individual fund/department goals, operation expenses, and capital projects with City Manager
Friday, April 8, 2022	Staff	Final Budget Worksheets Deadline	Departments to submit final budget worksheets to Finance for review and consolidation
Thursday, April 21, 2022	Staff	2022-2023 and 2023-2024 Preliminary Budget (Staff)	Analysis and projection of all revenue sources, departmental staff requirements and expenditures, Capital Improvements projects, Identification of Broad goals - Fund Reserve requirements and targets, identification of challenges and opportunities.
Friday, April 29, 2022	Council Review	Preliminary budget package to City Council for review	Preliminary budget package to be distributed to City Council for review prior to Council Meeting Review
Wednesday, May 11, 2022	Council Workshop	Council/Public Budget Workshop <i>To be Scheduled during Work Day</i>	Council provides feedback and general direction to staff based on review of preliminary budget. Citizens have an opportunity to address Council and staff during this workshop. Workshop agenda to include annual review of financial policies and financial risk analysis.
Wednesday, June 8, 2022	City Council Meeting	Adopt 2022-2023 and 2023-2024 Budget	GANN Appropriation Limit for fiscal year 2022-2023 to be included for adoption at this meeting.
Wednesday, June 22, 2022	City Council Meeting	Contingency Meeting	Last date for adoption of budget
Friday, July 1, 2022	Staff	New Fiscal Year Begins	