



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

June 8, 2022

Regular Session: 6:00 PM

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/83938709921>

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

839 3870 9921

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. 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. 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. Minutes** (Pages 5-7)
Recommendation: By Motion, approve the Colfax City Council minutes of 5/25/2022.
- 3B. 2022 Local Agency Biennial Notice** (Pages 8-17)
Recommendation: Adopt Resolution __-2022 amending the City of Colfax Conflict of Interest Code and filing the 2022 Local Agency Biennial Notice.
- 3C. Annual Appropriation Limits** (Pages 18-26)
Recommendation: Adopt Resolution __-2022 certifying compliance with the fiscal Year 2021-2022 Appropriation Limitation and establishing the Appropriation Limitation for the Fiscal Year 2022-2023.
- 3D. Revisions to the City of Colfax Procurement Policies and Procedures** (Pages 27-39)
Recommendation: Approve the proposed revisions to the City of Colfax Procurement Policies and Procedures as recommended.
- 3E. First Amendment to Best Western Hotel Subdivision Improvement Agreement** (Pages 40-46)
Recommendation: Adopt Resolution __-2022 authorizing the City Manager to execute a First Amendment to the December 17, 2021, Subdivision Improvement Agreement.
- 3F. FY 2022/2023 SB 1 Funding Project List** (Pages 47-49)
Recommendation: Adopt Resolution __-2022 establishing a list of potential projects for Fiscal Year 2022-2023 to be funded in full or in part by SB1, the Road Repair and Accountability Act, ensuring eligibility for State of California Road Maintenance and Rehabilitation Account (RMRA) revenues.
- 3G. Sewer Lift Stations and Waste Water Treatment Plant Backup Diesel Powered Generator Replacement Project – Notice of Completion** (Pages 50-54)
Recommendation: Adopt Resolution __-2022 accepting the Sewer Lift Stations and Waste Water Treatment Plant Backup Diesel Powered Generator Replacement Project as complete and authorizing the recording of the Notice of Completion.
- 3H. Waste Water Treatment Plant Laboratory Services – 49er Water Services** (Pages 55-68)
Recommendation: Adopt Resolution __-2022 authorizing the City Manager to enter into a contract with 49er Water Services for wastewater laboratory services for a three-year term with an amount not to exceed \$163,925 and an optional fourth and fifth year.

*** End of Consent Calendar ***

4 AGENCY REPORTS

- 4A. Placer County Sheriff Department**
- 4B. CHP**
- 4C. Placer County Fire Department/CALFIRE**
- 4D. Non-Profits**

5 PRESENTATION



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.

June 8, 2022

- 5A. **Presentation by Mike Luken, Executive Director, Placer County Transportation Planning Agency** (Pages 69-82)
South Placer Transportation Sales Tax Measure and how it could impact the City of Colfax.
Discussion of other approaches to funding transportation infrastructure in Colfax.

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. **Proposed Budget – Fiscal years 2022-2023 and 2023-2024** (Pages 83-126)

Recommendation: Adopt Resolution __-2022 – Adopting Annual Operating Budget for Fiscal Years 2022-2023 and 2023-2024.

- 9B. **Parking on Narrow Streets** (Pages 127-128)

Recommendation: Discuss the need to restrict parking on narrow residential streets and the feasibility of adopting and enforcing an ordinance to that effect, and provide direction to staff.

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

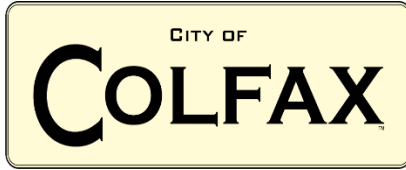
Marguerite Bailey, City Clerk

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.



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.

June 8, 2022



City Council Minutes

Regular Meeting of Colfax City Council

Wednesday, May 25, 2022

City Hall Council Chambers, 33 S Main Street,

Colfax CA and attended via Teleconference through ZOOM

1 **CLOSED SESSION** (No Closed Session)

2 **OPEN SESSION**

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

Mayor Burruss called the open session to order at 6:01 pm.

2B. **Report from Closed Session**

2C. **Pledge of Allegiance**

2D. **Roll Call**

Present: Councilmember Lomen, Councilmember Ackerman, Councilmember Fatula, and Mayor Burruss.

Absent: Mayor Pro Tem Mendoza

2E. **Approval of the Agenda Order**

By motion, accept the agenda as presented.

MOTION made by Councilmember Fatula and seconded by Councilmember Ackerman and approved by the following vote:

AYES: Lomen, Ackerman, Fatula, Burruss

NOES:

ABSTAIN:

ABSENT: Mendoza

3 **CONSENT CALENDAR**

3A. **Authorize Remote Teleconference Meetings Pursuant to Government Code Section 54953 (e)[AB 361]**

Recommendation: Adopt Resolution 14-2022 authorizing remote teleconference meetings pursuant to Government Code Section 54953 (e)[AB 361].

3B. **Cash Summary – April 2022**

Recommendation: Accept and File.

3C. **Minutes**

Recommendation: By Motion, approve the Colfax City Council minutes of 5/11/2022.

3D. **Rainbow Music Lease Renewal**

Recommendation: Authorize the City Manager to enter into a 1-year lease agreement with Rainbow Music for 99 Railroad Street Suite 4 with bartering terms.

End of Consent Calendar

By **MOTION**, approve the consent calendar

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

AYES: Lomen, Ackerman, Fatula, Burruss

NOES:

ABSTAIN:

ABSENT: Mendoza

4 **AGENCY REPORTS**

- 4A. **Placer County Sheriff Office** – Not in Attendance.
- 4B. **CHP** – Not in Attendance
- 4C. **Placer County Fire/CALFIRE** – Chief Brian Estes spoke and announced that Captain Nolan Hale had been promoted to Battalion Chief and would be overseeing the Training and EMS Bureau in the Nevada Yuba Placer Unit. Battalion Chief Jeff Loveless provided a department report.
- 4D. **Non-Profits** – Colfax Chamber of Commerce Tim Ryan spoke about upcoming events and new businesses joining the Chamber. Justin Farwell provided an update from the Sierra Vista Community Center and announced upcoming events. Foxey McCleary spoke about the ArtWalk and Cruise and VFW pancake breakfasts.

5 **PRESENTATION** (No Presentation)

6 **PUBLIC HEARING** (No Public Hearing)

7 **PUBLIC COMMENT**

Jan Swift praised Public Works Director, Martin Jones and Public Works staff and spoke about her concerns regarding smoking in front of the Caboose downtown. Tim Dion spoke about Adult Use Marijuana in Colfax.

8 **COUNCIL AND STAFF**

- 8A. **Committee Reports and Colfax Informational Items – All Councilmembers** – Mayor Burruss provided an overview of the Cap-to-Cap event and said it was very productive.
- 8B. **City Operations Update – City Manager** – City Manager, Wes Heathcock explained that along with the Chamber of Commerce, the City was reviewing the RFP proposals for the Downtown Sustainable Grant project to bring forward conceptual proposals to Council and the general public. He also shared that the 6.8 million dollar Home Hardening and Defensible Space grant moved from the Cal OES review to the FEMA review process without any requested revisions and thanked everyone involved in the project. He also provided an update on the CDBG Downtown Road Improvement grant.

9 **COUNCIL BUSINESS**

9A. **November 8,2022 Election**

Recommendation: Discuss and consider adopting Resolution 15-2022 Calling And Giving Notice Of A General Municipal Election To Be Held On Tuesday, November 8 2022, Requesting Consolidation Of That Election With The Statewide General Election, And Requesting Services From The Placer County Clerk With Respect To That Election; Notice Of City Officer Elections; And Notice Of The Submission Of Measure To The Voters Increasing And Expanding The Transient Occupancy Tax.

City Attorney Cabral presented the item. Councilmember Fatula requested that the vote be made in two parts.

By MOTION request services from the Placer County Clerk with respect to the Tuesday, November 8 20022 election; Notice of City Officer Elections.

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

AYES: Lomen, Ackerman, Fatula, Burruss

NOES:

ABSTAIN:

ABSENT: Mendoza

By MOTION request services from the Placer County Clerk with respect to the Tuesday, November 8 2022 election; Notice of The Submission of Measure To The Voters Increasing And Expanding The Transient Occupancy Tax.

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

AYES: Lomen, Ackerman, Fatula, Burruss

NOES:

ABSTAIN:

ABSENT: Mendoza

10 **GOOD OF THE ORDER**

Councilmember Lomen advertised the next Placer Sierra Fire Safe Council meeting. Councilmember Fatula explained that he had some contacts who offered to cut lumber for retirees and low-income community members to provide materials for chicken housing. Mayor Burruss spoke about the upcoming Job Fair in Colfax.

Late public comment on Facebook was received by Colin McSorley asking about chicken keeping.

11 **ADJOURNMENT**

As there was no further business on the agenda, Mayor Burruss adjourned the meeting, by motion and without objection at 6:47 pm. Respectfully submitted to City Council this 8th day of June 2022.



Marguerite Bailey, City Clerk



Staff Report to City Council

FOR THE JUNE 8, 2022, REGULAR CITY COUNCIL MEETING

From: Wes Heathcock, City Manager
Prepared by: Alfred A. "Mick" Cabral, City Attorney
 Marguerite Bailey, City Clerk
Subject: 2022 Local Agency Biennial Notice

Budget Impact Overview:

N/A: ✓	Funded:	Un-funded:	Amount:	Fund(s):
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RECOMMENDED ACTION: Adopt Resolution __-2022 amending the City of Colfax Conflict of Interest Code and filing the 2022 Local Agency Biennial Notice.

Summary/Background

The Political Reform Act of 1974 was enacted to prevent public officials from using their official positions to influence governmental decisions in which they have a financial interest. The Political Reform Act requires every government agency to adopt a Conflict of Interest Code (the Code) and to review the code biennially on even numbered years. The City of Colfax Conflict of Interest Code was adopted in 2002 by Resolution 44-2002 as required by the Political Reform Act of 1974 (Government Code §87100 et seq.). The Code was last amended in August, 2018 by Resolution 52-2018.

A biennial review was conducted by staff to ensure the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions. Staff has determined that an amendment is required due to the revision of job title of Community Services Director to Public Works Director and updated regulation numbers.

Fiscal Impact

N/A

Attachments:

1. Resolution __-2022
2. Amendment Conflict of Interest Code
3. Resolution 52-2018
4. 2022 Local Agency Biennial Notice

City of Colfax

City Council

Resolution No. __-2022

AMENDING THE CITY OF COLFAX CONFLICT OF INTEREST CODE AND FILING THE 2022 LOCAL AGENCY BIENNIAL NOTICE

WHEREAS, the City of Colfax has duly adopted a Conflict of Interest Code as required by law on July 23, 2022, namely through Resolution 44-2002; and,

WHEREAS, California Government Code §87306.5 requires that in each even-numbered year cities review their adopted Conflict of Interest Code and submit an amended Conflict of Interest Code in accordance with California Government Code §§87302(a) and 87303 if necessitated by changed circumstances; and,

WHEREAS, It is necessary to amend the Colfax Conflict of Interest Code to amend the list of individuals required to disclose economic interests and to review the disclosure categories to incorporate the model disclosure categories prepared by the State of California Fair Political Practices Commission.

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

1. The amendments to the Conflict of Interest Code of the City of Colfax attached to this Resolution are hereby approved.
2. The remainder of the City of Colfax Conflict of Interest Code shall be and remain in full force and effect subject to said amendments. For purposes of convenience, the following paragraphs 3 through 6, are inclusive, repeat the same provisions of Resolution 44-2002 pursuant to which the City's Conflict of Interest Code was adopted on July 23, 2002.
3. The terms of the Model Conflict of Interest Code prepared by the California Fair Political Practices Commission and set forth at Title 2, California Code of Regulations, Section 18730 and any amendments to that section which may be duly adopted by the Fair Political Practices Commission (hereafter "Section 18730") is hereby adopted by reference as the Conflict of Interest Code of the City of Colfax.
4. The list of designated employees contained in Appendix "A" to this Resolution and the list of disclosure categories contained in Appendix "B" to this Resolution are hereby adopted as the relevant Appendices referred to in subdivisions (b)(2) and (3) of section 18730.
5. Designated employees and individuals required to disclose their economic interests pursuant to Government Code Section 87200, shall file statements of economic interests with the City Clerk, who shall make the statements available for public inspection and reproduction.
6. Upon receipt of the statements of the Mayor and members of the City Council, the City Manager, the City Treasurer, and the City Attorney, the City Clerk shall make and retain a copy and forward the original of these statements to the offices of the Fair Political Practices Commission. Statements for all other designated employees shall be retained by the City Clerk.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at a regular meeting of the City Council of the City of Colfax held on the 8th of June, 2022, by the following vote of the Council:

AYES:

NOES:

ABSTAIN:

ABSENT:

Trinity Burruss, Mayor

ATTEST:

Marguerite Bailey City Clerk

City of Colfax Conflict of Interest Code

The Political Reform Act of 1974 (Government Code Section 81000 et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes.

The Fair Political Practices Commission ("FPPC") had adopted a regulation (2 Cal. Code of Regs. 18730) which contains the terms of a standard conflict of interest code which may be incorporated by reference in an agency's code, and which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act, following public notice and hearings.

Therefore, the terms of 2 Cal. Code of Regs. 18730 and any amendments to it duly adopted by the FPPC are hereby incorporated by reference. This Resolution and the attached Appendixes designating officials and employees and establishing disclosure categories shall constitute the Conflict of Interest code for the City of Colfax.

Designated employees shall file statements of economic interests with the City of Colfax. The City of Colfax shall make all statements available for public inspection and reproduction, pursuant to Government Code section 81008.

**CITY OF COLFAX
CONFLICT OF INTEREST CODE
APPENDIX "A"**

LIST OF DESIGNATED EMPLOYEES

The following is a listing of those persons who are required to submit Statements of Economic Interests pursuant to the Political Reform Act of 1974, as amended, excluding those persons who are already required to file the Form 700 pursuant to Government Code §87200. Designated employees shall file statements of economic interests with the City Clerk.

1. Members of Boards and Commissions who are required to file Form 700:

Citizen Boards/Commissions	Disclosure Category
Economic Development Commission	Category 1
Design Review Commission	Category 1
Ad-Hoc Finance Committee	Category 1
Parks & Recreation Commission	Category 1
All other Boards & Commissions	Category 1

Public works director

2. Persons occupying any of the following designated positions are required to file Form 700:

Department	Position	Disclosure Category
Administrative	City Manager	Category 1
	City Clerk	Category 1
Finance	Finance Director (Consultant)	Category 1
Planning	Planning Director (Consultant)	Category 1
Public Works	City Engineer (Consultant)	Category 1
	Community Services Director	Category 1
Building	Building Inspector (Consultant)	Category 1
Consultants	See Notes	

Notes: Consultants. 2 Cal.Code Regs §18701(a)(2) defines "consultant" as an individual who pursuant to a contract with a state or local government agency.

18700.3(a)

- A. Makes a government decision whether to:
 - i. Approve a rate, rule or regulation;
 - ii. Adopt or enforce a law;
 - iii. Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement;
 - iv. Authorize the agency to enter into, modify, or renew a contract provided it is the type of contract that requires agency approval;
 - v. Grant agency approval to a contract that requires approval and to which the agency is a party, or to the specifications for such a contract;
 - vi. Grant agency approval to a plan, design, report, study, or similar item;
 - vii. Adopt, or grant agency approval of, policies, standards, or guidelines for the agency, or for any subdivision thereof; or

18704(a) & (b)

- B. Serves in a staff capacity with the agency and in that capacity participates in making a governmental decision as defined in regulation 18702.2 or performs the same or substantially all the same duties for the agency that would otherwise be performed by an individual holding a position specified in the agency's Conflict of Interest Code.

The disclosure required of consultants shall be determined on a case by case basis by the City Manager in consultation with the City Attorney. The City Manager may make a determination as to what disclosure, if any, is required by any particular consultant. The City Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

under section 87302

EXHIBIT B
DISCLOSURE CATEGORIES

1. Full Disclosure. All interests in real property in the City of Colfax, as well as investments, business positions and sources of income, including gifts, loans and travel payments.
2. Full Disclosure Excluding Interests In Real Property. All investments, business positions and sources of income, including gifts, loans and travel payments.
3. Interests in Real Property. All interests in real property in the City of Colfax.
4. Contracting. All investments, business positions and income, including gifts, loans and travel payments, from sources that provide leased facilities, goods, equipment, vehicles, machinery or services, including training or consulting services, of the type used by the City of Colfax.
5. Regulatory, Permit or Licensing. All investments, business positions and income, including gifts, loans and travel payments, from sources that are subject to the regulatory, permit or licensing authority of, or have an application for a license or permit pending before the City of Colfax.

City of Colfax

City Council

Resolution № 52-2018

AMENDING THE CITY OF COLFAX CONFLICT OF INTEREST CODE

WHEREAS, the City of Colfax has duly adopted a Conflict of Interest Code as required by law on July 23, 2002, namely through Resolution 44-2002; and

WHEREAS, California Government Code §87306.5 requires that in each even-numbered year cities review their adopted Conflict of Interest Code and submit an amended Conflict of Interest Code in accordance with California Government Code §§87302(a) and 87303 if necessitated by changed circumstances; and

WHEREAS, it is necessary to amend the Colfax Conflict of Interest Code to amend the list of individuals required to disclose economic interests and to review the disclosure categories to incorporate the model disclosure categories prepared by the State of California Fair Political Practices Commission.

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

1. The amendments to the Conflict of Interest Code of the City of Colfax attached to this Resolution are hereby approved.

2. The remainder of the City of Colfax Conflict of Interest Code shall be and remain in full force and effect subject to said amendments. For purposes of convenience, the following paragraphs 3 through 6, inclusive, repeat the same provisions of Resolution 44-2002 pursuant to which the City's Conflict of Interest Code was adopted on July 23, 2002.

3. The terms of the Model Conflict of Interest Code prepared by the California Fair Political Practices Commission and set forth at Title 2, California Code of Regulations, Section 18730 and any amendments to that section which may be duly adopted by the Fair Political Practices Commission (hereafter "Section 18730") is hereby adopted by reference as the Conflict of Interest Code of the City of Colfax.

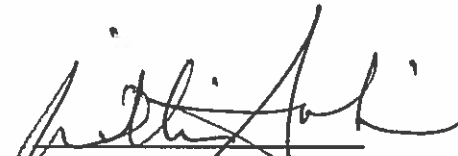
4. The list of designated employees contained in Appendix "A" to this Resolution and the list of disclosure categories contained in Appendix "B" to this Resolution are hereby adopted as the relevant Appendices referred to in subdivisions (b)(2) and (3) of section 18730.

5. Designated employees and individuals required to disclose their economic interests pursuant to Government Code Section 87200, shall file statements of economic interests with the City Clerk, who shall make the statements available for public inspection and reproduction.

6. Upon receipt of the statements of the Mayor and members of the City Council, the City Manager, the City Treasurer, and the City Attorney, the City Clerk shall make and retain a copy and forward the original of these statements to the offices of the Fair Political Practices Commission. Statements for all other designated employees shall be retained by the City Clerk.


THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at a regular meeting of the City Council of the City of Colfax held on the 8th day of August, 2018 by the following vote of the Council:

AYES: Douglass, Harvey, Mendoza, Stockwin
NOES:
ABSTAIN:
ABSENT:



 Will Stockwin, Mayor

ATTEST:



 Lorraine Cassidy, City Clerk

FAIR POLITICAL PRACTICES COMMISSION

2022 Conflict of Interest Code Biennial Notice Instructions for Local Agencies

The Political Reform Act requires every local government agency to review its conflict of interest code biennially. A conflict of interest code tells public officials, governmental employees, and consultants what financial interests they must disclose on their Statement of Economic Interests (Form 700).

By **July 1, 2022**: The code reviewing body must notify agencies and special districts within its jurisdiction to review their conflict of interest codes.

By **October 3, 2022**: The biennial notice must be filed with the agency's code reviewing body.

The FPPC has prepared a 2022 Local Agency Biennial Notice form for local agencies to complete or send to agencies within its jurisdiction to complete before submitting to the code reviewing body. The City Council is the code reviewing body for city agencies. The County Board of Supervisors is the code reviewing body for county agencies and any other local government agency whose jurisdiction is determined to be solely within the county (e.g., school districts, including certain charter schools). The FPPC is the code reviewing body for any agency with jurisdiction in **more than one county** and will contact them.

The Local Agency Biennial Notice is not forwarded to the FPPC.

If amendments to an agency's conflict of interest code are necessary, the amended code must be forwarded to the code reviewing body for approval within 90 days. An agency's amended code is not effective until it has been approved by the code reviewing body.

If you answer yes, to any of the questions below, your agency's code probably needs to be amended.

- Is the current code more than five years old?
- Have there been any substantial changes to the agency's organizational structure since the last code was approved?
- Have any positions been eliminated or re-named since the last code was approved?
- Have any new positions been added since the last code was approved?
- Have there been any substantial changes in duties or responsibilities for any positions since the last code was approved?

If you have any questions or are still not sure if you should amend your agency's conflict of interest code, please contact the FPPC. Additional information including an online webinar regarding how to amend a conflict of interest code is available on [FPPC's website](#).

2022 Local Agency Biennial Notice

Name of Agency: _____

Mailing Address: _____

Contact Person: _____ Phone No. _____

Email: _____ Alternate Email: _____

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that *(check one BOX)*:

An amendment is required. The following amendments are necessary:

(Check all that apply.)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other *(describe)* _____

The code is currently under review by the code reviewing body.

No amendment is required. (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.

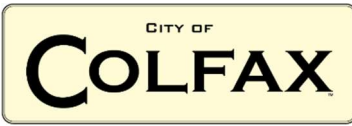
Signature of Chief Executive Officer

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2022**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.



Staff Report to City Council

FOR THE JUNE 8, 2022 REGULAR CITY COUNCIL MEETING

From: Wes Heathcock, City Manager
Prepared by: Laurie Van Groningen, Finance Director
Subject: Annual Appropriation Limits

Budget Impact Overview:

N/A: ✓	Funded:	Un-funded:	Amount:	Fund(s):
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RECOMMENDED ACTION: Adopt Resolution __-2022 certifying compliance with the Fiscal Year 2021-2022 Appropriation Limitation and establishing the Appropriation Limitation for the Fiscal Year 2022-2023.

Summary/Background

In 1979, California voters approved Proposition 4, an initiative that added Article XIII B to the *California Constitution*. This constitutional amendment, known as the Gann Initiative, placed limits on the growth of expenditures for publicly funded programs. Division 9 of Title 1, beginning with Section 7900 of the *Government Code*, was then added to law to specify the process for calculating state and local government appropriation limits and appropriations subject to limitation under Article XII B of the *Constitution*. These constitutional and statutory sections explain and define the appropriations limit and appropriations subject to limitation as they apply to state and local government, and require that each entity of government formally "adopt" its appropriations limit for a given fiscal year and certify actual appropriations limit for the preceding year.

The data required to complete the calculation is provided by the State of California, Department of Finance.

The appropriation limit is calculated based on two factors: a percentage change in population in conjunction with a change in the cost of living or price. Under Proposition 111, there are options available for each of the calculation factors:

- Population Factor – The City can elect to utilize the percent growth in City population or the percent growth in County population.
- Price Factor – The City can elect to use the percent growth in State per capita personal income or the percent change in assessed valuation in new non-residential construction.

The population and price factors are multiplied together to calculate the Growth factor. The Growth factor is applied to the previous year calculated appropriated limit to determine the current fiscal year appropriation limit.

The Appropriations Limitation (Limit) imposed by the Propositions creates a restriction on the amount of revenue which can be appropriated in any fiscal year. Not all revenues are restricted by the Limit, only those which are referred to as “proceeds of taxes”. During any fiscal year, a city may not appropriate any proceeds of taxes they receive in excess of their Limit. In fact, any excess funds remaining after two years must be returned to the taxpayers.

For the 2022-2023 Appropriation Limit calculation, the growth in City of Colfax population of 1.29% is more favorable than the Placer County percent growth of .37% and has therefore been utilized in the calculation. For the price factor, the percentage change in State per capita income of 7.55% is used to calculate the Limitation. The population and price factors are multiplied together for a combined factor of 1.073. The combined growth factor is applied to the fiscal year 2021-2022 Appropriation limit of \$6,644,054 to determine the fiscal year 2022-2023 limit of \$7,015,627.

Based on the estimated actuals for fiscal year 2021-2022 and the proposed fiscal year 2022-2023 budget the City will be well under its Appropriation Limit for both years.

Attachments

1. Public Notice – Notice of Determination of appropriations Limit for the Fiscal Year 2022-2023
2. Resolution __-2022
 - a. Attachment 1 – Estimated actual appropriation for the fiscal year 2021-2022
 - b. Attachment 2 – Appropriation Limit Calculation for fiscal year 2022-2023
3. Department of Finance Price and Population information for use in calculations for fiscal year 2022-2023 appropriations limit – May 2022.



City Of Colfax
33 SOUTH MAIN STREET, COLFAX, CA

PUBLIC NOTICE

NOTICE OF DETERMINATION OF APPROPRIATIONS LIMIT FOR THE FISCAL YEAR 2022-2023

Section 7910 of the California Government Code requires each local government agency to determine during each fiscal year the appropriations limit pursuant to Article XIII B of the California Constitution applicable during the fiscal year. The limit must be adopted at a regularly scheduled meeting or at a noticed special meeting, and the documentation used in determining the limit must be made available for public review fifteen days prior to such meeting.

Set below is the methodology to be used to calculate the Fiscal Year 2022-2023 appropriations limit for the City. The limit is set forth below and will be considered and adopted at the regularly scheduled meeting of the Colfax City Council on June 8, 2022.

	<u>2022-2023</u>					
Appropriations Limit for FY 2021-2022	\$6,440,054					
Price Factor						
Change in California per capita	1.0755		<i>Department of Finance - May 2022</i>			
Population Factor						
City of Colfax	1.0129		<i>Department of Finance - May 2022</i>			
Combined Growth Factor	1.089		<i>Price Factor x Population Factor</i>			
Appropriations Limit for FY 2022-2023	\$7,015,627		<i>Calculated Limit for fiscal year 2022-2023</i>			
Note: *Fiscal year 2022-2023 elected to use population factor for City of Colfax versus Placer County.						

Documentation may be requested from Colfax City Hall during regular work hours – Monday through Thursday, 8:00am to 5:00pm.

I, Marguerite Bailey, Interim City Clerk for the City of Colfax declare that this Notice was posted at Colfax City Hall and the Colfax Post Office. The Notice is also available on the City website at www.Colfax-ca.gov.

Marguerite Bailey

Marguerite Bailey, City Clerk

May 13, 2022

City of Colfax

City Council

Resolution No. __-2022

**CERTIFYING COMPLIANCE WITH THE 2021-2022 FISCAL YEAR
APPROPRIATION LIMITATION AND ESTABLISHING THE APPROPRIATION
LIMITATION FOR THE 2022-2023 FISCAL YEAR**

WHEREAS, the City Council of the City of Colfax hereby certifies that the estimated actual appropriations for the Fiscal Year 2021-2022 will fall within the appropriation limitation for the 2021-2022 Fiscal Year as demonstrated in Attachment 1; and

WHEREAS, the City Council of the City of Colfax must establish the appropriation limitation for the fiscal year 2022-2023, as calculated in Attachment 2; and,

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Colfax, that the 2021-2022 Fiscal Year expenditures fall within the established limitations and the limitations for the 2022-2023 Fiscal Year are hereby established at \$7,015,627.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at the Regular Meeting of the City Council of the City of Colfax held on the 8th of June 2022 by the following vote of the Council:

AYES:
NOES:
ABSTAIN:
ABSENT:

Trinity Burruss, Mayor

ATTEST:

Marguerite Bailey, City Clerk

**CITY OF COLFAX
APPROPRIATION LIMIT CALCULATION
Attachment 1**

<i>Tax Revenues to be included in calculation:</i>		2021-2022 Actuals*
100-000-4010	Property Taxes	\$ 420,000
100-000-4020	Sales and Use Taxes	\$ 1,260,000
100-000-4040	Transient Occupancy Taxes	\$ 30,000
100-000-4100	Franchises	\$ 100,000
100-000-4200	Business Licenses	\$ 38,000
100-000-4700	State Motor Vehicle License	\$ 2,500
100-000-4710	Motor Vehicle In Lieu	\$ 164,000
100-000-4030	Cannabis Business Tax	\$ 45,000
	Total Tax Revenue	\$ 2,059,500
Calculated Appropriation Limit Fiscal Year 2020-2021		\$ 6,440,054
<i>Remaining appropriation limit capacity</i>		\$ 4,380,554 68%

*Estimate as of 02/23/22 Mid-Year Budget review

**City of Colfax
Appropriation Limit Calculation
Attachment 2**

Fiscal Year	Computed Limit Previous Year	Cost of Living Factor	Population Factor County	Population Factor City	Combined Growth Factor	Computed Limit	Population Factor Election*
2009-2010	\$ 3,519,759	1.0062	1.0174	1.0097	1.0237	\$ 3,603,205	County
2010-2011	\$ 3,603,205	0.9746	1.0170	1.0567	1.0299	\$ 3,710,796	City
2011-2012	\$ 3,710,796	1.0251	1.0151	1.0072	1.0406	\$ 3,861,377	County
2012-2013	\$ 3,861,377	1.0377	1.0110	1.0056	1.0491	\$ 4,051,027	County
2013-2014	\$ 4,051,027	1.0512	1.0056	0.9960	1.0571	\$ 4,282,287	County
2014-2015	\$ 4,282,287	0.9977	1.0147	1.0050	1.0124	\$ 4,335,243	County
2015-2016	\$ 4,335,243	1.0382	1.0076	0.9970	1.0461	\$ 4,535,055	County
2016-2017	\$ 4,535,055	1.0537	1.0096	1.0019	1.0638	\$ 4,824,462	County
2017-2018	\$ 4,824,462	1.0369	1.0176	1.0369	1.0551	\$ 5,090,529	County
2018-2019	\$ 5,090,529	1.0367	1.0166	1.0014	1.0539	\$ 5,364,955	County
2019-2020	\$ 5,364,955	1.0385	1.0185	1.0010	1.0577	\$ 5,674,579	County
2020-2021	\$ 5,674,579	1.0373	1.0195	1.0146	1.0575	\$ 6,001,022	County
2021-2022	\$ 6,001,022	1.0573	1.0150	1.0084	1.0732	\$ 6,440,054	County
2022-2023	\$ 6,440,054	1.0755	1.0037	1.0129	1.0894	\$ 7,015,627	City

**The City can elect to utilize the percent growth in City population or the percent growth in County population. Note: In June 2019, the City recalculated the historical Appropriations limit from original adoption in fiscal year 1981 to June 30, 2019. The total growth factor for each year is the City population factor multiplied by the per capita income factor for fiscal years 1980 to 1987 and the larger of the City or County population factor multiplied by the per capita income factor for fiscal years subsequent to 1987. Independent Accountants Report dated June 3, 2019.*

Dear Fiscal Officer:

Subject: Price Factor and Population Information

Appropriations Limit

California Revenue and Taxation Code section 2227 requires the Department of Finance to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2022, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2022-23. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2022-23 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts

Some special districts must establish an annual appropriations limit. California Revenue and Taxation Code section 2228 provides additional information regarding the appropriations limit. Article XIII B, section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The code section and the California Constitution can be accessed at the following website: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

Population Certification

The population certification program applies only to cities and counties. California Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2022.**

Please Note: The prior year's city population estimates may be revised. The per capita personal income change is based on historical data.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

KEELY MARTIN BOSLER
Director
By:

ERIKA LI
Chief Deputy Director

Attachment

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2022-23 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2022-23	7.55

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2022-23 appropriation limit.

2022-23:

Per Capita Cost of Living Change = 7.55 percent
 Population Change = -0.30 percent

Per Capita Cost of Living converted to a ratio: $\frac{7.55 + 100}{100} = 1.0755$

Population converted to a ratio: $\frac{-0.30 + 100}{100} = 0.997$

Calculation of factor for FY 2022-23: $1.0755 \times 0.997 = 1.0723$

Fiscal Year 2022-23

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2021 to January 1, 2022 and Total Population, January 1, 2022

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2021-2022	1-1-21	1-1-22	1-1-2022
Placer				
Auburn	-1.36	13,795	13,608	13,608
Colfax	1.29	2,016	2,042	2,042
Lincoln	1.65	50,422	51,252	51,252
Loomis	-1.38	6,833	6,739	6,739
Rocklin	0.03	71,644	71,663	71,663
Roseville	1.51	148,794	151,034	151,034
Unincorporated	-1.16	114,013	112,687	112,687
County Total	0.37	407,517	409,025	409,025

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.



Staff Report to City Council

FOR THE JUNE 08, 2022 REGULAR CITY COUNCIL MEETING

From: Wes Heathcock, City Manager
Prepared by: Wes Heathcock, City Manager
Subject: Revisions to the City of Colfax Procurement Policies and Procedures

Budget Impact Overview:

N/A: ✓	Funded:	Un-funded:	Amount:	Fund(s):
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RECOMMENDED ACTION: Approve the proposed revisions to the City of Colfax Procurement Policies and Procedures as recommended.

Summary/Background

On November 3, 2020, the California Department of Resources, Recycling and Recovery (CalRecycle) received Notice of Approval of regulatory Action approving SB 1383 which requires all public agencies to adopt, or amend their purchasing policies to include and reference provisions, standards and goals set forth in SB 1383 to procure recycled organic material such as renewable energy, compost, and mulch.

The enforcement provisions in SB 1383 will assist with achieving the State’s climate goals and the 75 percent organic waste diversion goal by 2025 and into the future. Regulated entities, including the City, are required to maintain records that demonstrate how they are complying with the law.

The City must update its current Procurement Policies and Procedures in order to comply with State requirements as contained in 14 CCR Division 7, Chapter 12, Article 12 (SB 1383 procurement regulations) to procure a specified amount of Recovered Organic Waste Products (products made from California, landfill-diverted recovered Organic Waste processed at a permitted or otherwise authorized operation or facility) to support Organic Waste disposal reduction targets.

Below is a summary of the new practices that will help ensure the City’s participation in environmentally preferable purchasing:

- Make reasonable effort to purchase and use recycled-content office products, whenever practicable;
- Procure paper products including printing and writing paper consistent with the requirements of Sections 22150-22154 of the Public Contract Code, including paper products and printing and writing paper that contain a minimum of 30 percent by fiber weight, postconsumer content;
- Meet recordkeeping requirements for recycled content paper procurement: The City shall include all documents supporting its compliance with the recycled content paper procurement requirements;
- Include requirements in janitorial contracts, and direct City custodians to purchase and use environmentally preferable products, including janitorial paper products; and
- Use recycled mulch and compost in City landscaping projects whenever practicable and will include the same requirements in City landscaping contracts.

Fiscal Impacts

None anticipated unless enforcement becomes an issue.

Attachments:

1. Redlined Procurement Policies and Procedures.

City of Colfax

Procurement Policies and Procedures

1. **Purpose of procurement standards.** The purpose of these standards is to establish procedures for the City for the procurement of supplies and other expendable property, equipment, real property, and other services.

2. **Code of conduct.** No employee, officer, [councilmembers](#), or agent shall participate in the selection, award, or administration of a contract if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. The officers, employees, and agents of the City shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to subagreements except for where the financial interest is not substantial, or the gift is an unsolicited item of nominal value. Members of the City's board of directors shall comply with all relevant fiduciary duties, including those governing conflicts of interest, when they vote upon matters related to procurement contracts in which they have a direct or indirect financial or personal interest. Officers, employees, directors, and agents of the City shall be subject to disciplinary actions for violations of these standards.

3. **Competition.** All procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, open, and free competition. The City shall be alert to organizational conflicts of interest as well as noncompetitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, invitations for bids and/or requests for proposals shall be excluded from competing for such procurements. Awards shall be made to the bidder or offeror whose bid or offer is responsive to the solicitation and is most advantageous to the City, price, quality, and other factors considered. Solicitations shall clearly set forth all requirements that the bidder or offeror shall fulfill in order for the bid or offer to be evaluated by the City. Any and all bids or offers may be rejected when it is in the City's interest to do so. In all procurement the City shall avoid practices that are restrictive of competition. These include but are not limited to:

- (a) Placing unreasonable requirements on firms in order for them to qualify to do business,
- (b) Requiring unnecessary experience and excessive bonding,
- (c) Noncompetitive pricing practices between firms or between affiliated companies,
- (d) Noncompetitive awards to consultants that are on retainer contracts,
- (e) Organizational conflicts of interest,
- (f) Specifying only a brand name product instead of allowing an equal product to be offered and describing the performance of other relevant requirements of the procurement, and

(g) Any arbitrary action in the procurement process.

4. Methods of Procurement to be Followed.

(a) Procurement by small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the "Simplified Acquisition Threshold" fixed at 41 U.S.C. 403(11) (currently set at \$100,000) and where procurement by sealed bid is not required. If small purchase procedures are used, price or rate quotations shall be obtained from an adequate number of qualified sources to ensure that the selection process is competitive in accordance with these policies. City funded procurement is not subject to the procedures.

(b) Procurement by sealed bids (formal advertising). Bids are publicly solicited and a firm-fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price.

(i) The sealed bid method is the preferred method for procuring construction if the following conditions are present:

- (A) A complete, adequate, and realistic specification or purchase description is available;
- (B) Two or more responsible bidders are willing and able to compete effectively and for the business; and
- (C) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

(ii) If sealed bids are used, the following requirements apply:

- (A) The invitation for bids will be publicly advertised and bids shall be solicited from an adequate number of known suppliers, providing them sufficient time prior to the date set for opening the bids;
- (B) The invitation for bids, which will include any specifications and pertinent attachments, shall define the items or services in order for the bidder to properly respond;
- (C) All bids will be publicly opened at the time and place prescribed in the invitation for bids;
- (D) Any or all bids may be rejected if there is a sound documented reason.

(c) Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for

the use of sealed bids or small purchase procedures. If this method is used, the following requirements apply:

- (i) Requests for proposals will be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals shall be honored to the maximum extent practical;
 - (ii) Proposals will be solicited from an adequate number of qualified sources;
 - (iii) The City shall evaluate responses to its solicitations and select awardees in accordance the procedures outlined in section 5 below ("Procurement Procedures")
 - (iv) Awards will be made to the responsible firm whose proposal is most advantageous to the City with price and other factors considered; and
 - (v) The City may use the competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services, [consultant services, and other services](#) whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. A procurement process where price is not to be used as a stated selection factor can only be used in procurement of A/E professional services. It cannot be used to purchase other types of A/E firms are a potential source to perform the proposed effort.
- (d) Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source, or after solicitation of a number of sources, competition is determined inadequate.
- (i) Procurement by noncompetitive proposals may be used only when the award of a contract is infeasible under small purchase procedures, sealed bids, or competitive proposals and one of the following circumstances applies:
 - (A) The item is available only from a single source;
 - (B) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - (C) The funding source specifically authorizes the use of noncompetitive proposals; or
 - (D) After solicitation of a number of sources, competition is determined inadequate.
 - (ii) Cost analysis, i.e., verifying the proposed cost data, the projections of the data, and the evaluation of the specific elements of costs and profits, is required.
 - (iii) When using a noncompetitive process the City normally would be expected to submit

the proposed procurement to the relevant funding source for pre-award.

(iv) When the funding is from the local municipality.

5. Procurement procedures.

(a) All procurement by the City shall comply, at a minimum, with the requirements of subsections (i), (ii), and (iii) below:

- (i) the City avoid purchasing unnecessary items.
- (ii) Where appropriate, an analysis is made of lease and purchase alternatives to determine which would be the most economical and practical procurement.
- (iii) Solicitations for goods and services provide for all of the following.
 - (A) A clear and accurate description of the technical requirements for the material, product, or service to be procured. In competitive procurements, such a description shall not contain features which unduly restrict competition.
 - (B) Requirements which must be fulfilled and all other factors to be used in evaluating proposal submitted in response to solicitations.
 - (C) A description, whenever practicable, of technical requirements in terms of functions to be performed or performance required, including the range of acceptable characteristics or minimum acceptable standards.
 - (D) When relevant, the specific features of "brand name or equal" descriptions that are to be included in responses submitted to solicitation.
 - (E) The acceptance, to the extent practicable and economically feasible, of products and services dimensioned in the metric system of measurement.
 - (F) Preference, to the extent practicable and economically feasible, for products and services that conserve natural resources and protect the environment and are energy efficient.

(b) The type of procuring instruments used (e.g., fixed price contracts, cost reimbursable contracts, purchase orders, and incentive contracts) shall be determined by the City but shall be appropriate for the particular procurement and for promoting the best interest of the program or project involved. The "*cost-plus-a-percentage-of- cost" or "*percentage of construction cost" methods of contracting shall not be used.

* Cost-plus-percentage-of-cost is a contract under which the contractor is paid a percentage of the total actual expenses or costs in addition to the contractor's actual expenses or costs.

* Percentage-of-Construction-costs is a values set for the total estimated construction contract award amount, including of all built-in costs to set a contract.

(c) Contracts shall be made only with responsible contractors who possess the potential ability to perform successfully under the terms and conditions of the proposed procurement. Consideration shall be given to such matters as contractor integrity, record of past performance, financial and technical resources, or accessibility to other necessary resources.

(d) Debarment and Suspension – No contract shall be made to parties listed on the General Services Administration’s List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with E.O.s 12549 and 12689, “Debarment and Suspension.” Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding its exclusion status and that of its principal employees.

6. Environmental Preferable Purchasing.

(a) Purpose.

(i) It is the policy of the City to institute practices that reduce waste by increasing product efficiency and effectiveness, purchase products that minimize environmental impacts, toxics, pollution, and hazards to worker and community safety to the greatest extent practicable, and purchase products that include recycled content, are durable and long-lasting, conserve energy and water, reduce greenhouse gas emissions, use unbleached or chlorine-free manufacturing processes, are lead-free and mercury-free, and use wood from sustainably harvested forests.

(ii) This policy is adopted in order to support strong recycling markets, reduce materials that are landfilled, identify environmentally preferable products and distribution systems, increase the use and availability of environmentally preferable products that protect the environment, reward manufacturers and vendors that reduce environmental impacts in their production and distribution systems or services, and create a model for successfully purchasing environmentally preferable products that encourages other purchasers to adopt similar goals.

(iii) This policy shall comply with State requirements as contained in 14 CCR Division 7, Chapter 12, Article 12 (SB 1383 procurement regulations) to procure a specified amount of Recovered Organic Waste Products, to purchase Recycled-Content Paper Products, and Recycled-Content Printing and Writing Paper, and procure resources in a way that aligns with the City’s goals.

(b) Recycled Content Products.

(i) All products for which the United States Environmental Protection Agency (U.S. EPA) has established minimum recycled content standard guidelines, such as those for printing paper, office paper, janitorial paper, construction, landscaping, parks and recreation, transportation, vehicles, miscellaneous, and non-paper office products, shall contain the highest postconsumer content practicable, but no less than the minimum recycled content standards established by the U.S. EPA Guidelines.

- (ii) If fitness and quality of Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper are equal to that of non-recycled items, all departments and divisions of the City shall purchase Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper that consists of at least thirty percent (30%), by fiber weight, postconsumer fiber, whenever available at the same or a lesser total cost than non-recycled items, consistent with the requirements of the Public Contracts Code, Sections 22150 through 22154 and Sections 12200 and 12209, as amended.
- (iii) All Paper Products and Printing and Writing Paper shall be eligible to be labeled with an unqualified recyclable label as defined in Title 16 Code of Federal Regulations Section 260.12 (2013).
- (iv) Records must be submitted to the City of all Paper Products and Printing and Writing Paper purchases on a schedule to be determined by the City and not less than annually (both recycled-content and non-recycled content, if any is purchased) for all purchases made by a division or department or employee of the City.
- (v) All vendors that provide Paper Products (including janitorial Paper Products) and Printing and Writing Paper to the City shall:

 - (A) Provide Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper that consists of at least thirty percent (30%), by fiber weight, postconsumer fiber, if fitness and quality are equal to that of non-recycled item, and available at equal or lesser price.
 - (B) Certify in writing the minimum percentage of postconsumer material in the Paper Products and Printing and Writing Paper offered or sold to the City. This certification requirement may be waived if the percentage of postconsumer material in the Paper Products and/or Printing and Writing Paper can be verified by a product label, catalog, invoice, or a manufacturer or vendor internet website.
 - (C) Only provide Paper Products and Printing and Writing Papers that meet Federal Trade Commission Recyclability standard as defined.
 - (D) Provide records to the Recordkeeping Designee for all Paper Products and Printing and Writing Paper on a schedule to be determined by the Recordkeeping Designee.
 - (E) All vendors providing printing services to the City via a printing contract or written agreement, shall use Printing and Writing Paper that consists of at least thirty percent (30%), by fiber weight, postconsumer fiber, or as amended by Public Contract Code Section 12209.
- (vi) All pre-printed recycled content papers intended for distribution that are purchased or

produced shall contain a statement that the paper is recycled content.

(vii) Copiers and printers bought shall be compatible with the use of recycled content products.

(c) Green Building – Construction and Renovations

(i) All building and renovations undertaken by the City shall follow Green Building Practices for design, construction, and operation, where appropriate, as described in the *LEED™ Rating System and meet *CalGreen and *MWELO requirements. Building and landscaping products, purchases, and use by the City shall be consistent with CalGreen and MWELO requirements.

(d) Landscaping.

(i) All landscape renovations, construction, and maintenance by the City, including workers and contractors providing landscaping services for the City, shall employ sustainable landscape management techniques for design, construction, and maintenance whenever possible, including, but not limited to, integrated pest management, grasscycling, drip irrigation, composting, and procurement and use of mulch and compost.

(ii) The City, including through its direct service providers, will make every effort to meet its annual procurement target for *Recovered Organic Waste Products as determined by the State. Periodically, the City's Recordkeeping Designee shall distribute information to City Staff on the Procurement target and specific products that meet the SB 1383 procurement requirements. Divisions and departments responsible for landscaping maintenance shall:

(A) Use SB 1383 Eligible Compost and SB 1383 Eligible Mulch produced from recovered Organic Waste, as defined in the Definitions section of this Policy, for landscaping maintenance as practicable, whenever available, and capable of meeting quality standards and criteria specified.

* LEED – Leadership Energy and Environmental Design

• Recovered Organic Waste Products - means products made from California, landfill-diverted recovered Organic Waste processed at a permitted or otherwise authorized operation or facility, or as otherwise defined in 14 CCR Section 18982(a)(60).

* CalGreen – California state mandated green building code standards <https://calgreenenergyservices.com/knowledge-center/calgreen-code/>

*MWELo – Model Water Efficient Landscape Ordinance

*Recovered Organic Waste Products - means products made from California, landfill-diverted recovered Organic Waste processed at a permitted or otherwise authorized operation or facility, or as otherwise defined in 14 CCR Section 18982(a)(60).

- (B) Keep records, including invoices or proof of Recovered Organic Waste Product procurement (either through purchase or acquisition), and submit records to the City, on a schedule to be determined by City. General Procurement Records shall include: General description of how and where the product was used and applied, if applicable; Source of product including name, physical location, and contact information for each entity, operation, or facility from whom the Recovered Organic Waste Products were procured; Type of product; Quantity of each product; and, Invoice or other record demonstrating purchase or procurement.
 - (C) For Compost and SB 1383 Eligible Mulch provided to residents through giveaway events or other types of distribution methods, keep records of the Compost and SB 1383 Eligible Mulch provided. Records shall be maintained and submitted to the City in accordance with the requirements specified in Section 7 below.
 - (D) When a direct service provider for the City procures compost or mulch, enters into a written contract or agreement, or executes a purchase order between the City and direct service provider with enforceable provisions that include: Definitions and specifications for SB 1383 Eligible Mulch, Compost, Renewable Gas, and/or Electricity Procured from Biomass Conversion, and, an enforcement mechanism (e.g., termination or liquidated damages) in the event the direct service provider is not compliant with the requirements.
 - (E) Projects subject to California’s MWELo that will be used to meet the annual recovered organic waste product procurement target must comply with CCR Title 23, Division 2, Chapter 2.7, Sections 492.6 (a)(3)(B), (C), (D), and (G).
- (e) Gas and Oil Procurement.
- (i) For Renewable Gas procurement (used for fuel for transportation, electricity, or heating applications), the City shall:
 - (A) Procure Renewable Gas made from recovered Organic Waste for transportation fuel, electricity, and heating applications to the degree that it is appropriate and available for the Jurisdiction.
 - (B) Keep records in the same manner indicated in Section 7 below. for the amount of Renewable Gas procured and used by the Jurisdiction, including the general procurement record information specified in Section 7, and submit records to

the City on a schedule to be determined by the City and not less than annually. Jurisdiction shall additionally obtain the documentation and submit records specified in Section 7 below, if applicable.

7. Procurement records. Procurement records and files for purchases in excess of the small purchase threshold as fixed at 41 U.S.C. 403(11) (currently \$25,000) shall include the following at a minimum: (a) basis for contractor selection, (b) justification for lack of competition when competitive bids or offers are not obtained, and (c) basis for award cost or price.

(a) Record Keeping.

- (i) The City Manager shall select an employee to act as the Recordkeeping Designee that will be responsible for obtaining records pertaining to Procurement of Recovered Organic Waste Products, Recycled-Content Paper Products, and Recycled-Content Printing and Writing Paper. The Recordkeeping Designee will do the following to track Procurement of Recovered Organic Waste Products, Recycled-Content Paper Products, and Recycled-Content Printing and Writing Paper:
- (A) Collect and collate copies of invoices or receipts (paper or electronic) or other proof of purchase that describe the procurement of Printing and Writing Paper and Paper Products, including the volume and type of all paper purchases; and, copies of certifications and other required verifications from all departments and/or divisions procuring Paper Products and Printing and Writing Paper (whether or not they contain recycled content) and/or from the vendors providing Printing and Writing Paper and Paper Products. These records must be kept as part of the City's documentation of its compliance with 14 CCR Section 18993.3.
 - (B) If non-Recycled-Content Paper Products and/or non-Recycled-Content Printing and Writing Paper are provided, include a description of why Recycled-Content Paper Products and/or Recycled-Content Printing and Writing Paper were not purchased.
 - (C) Collect and collate copies of invoices or receipts or documentation evidencing procurement from all departments and divisions procuring Recovered Organic Waste Products and invoices or similar records from vendors/contractors /others procuring Recovered Organic Waste Products on behalf of the City to develop evidence of the City meeting its Annual Recovered Organic Waste Product Procurement Target. These records must be kept as part of the City's documentation of its compliance with 14 CCR Section 18993.1.
 - (D) Collect, collate, and maintain documentation submitted by the City's direct service providers, and/or vendors, including the information reported to the Recordkeeping Designee.
 - (E) Collect, collate, and maintain documentation submitted by the City's direct

service providers, and/or vendors, including the information reported to the Recordkeeping Designee.

- (ii) As required, compile data and report on the City's direct procurement, and vendor/other procurement on behalf of the City, of Recovered Organic Waste Products, Recycled-Content Paper Products, and Recycled-Content Printing and Writing Paper, consistent with the requirements for Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper procurement.

8. Contract administration. A system for contract administration shall be maintained to ensure contractor conformance with the terms, conditions, and specifications of the contract and to ensure adequate and timely follow up of all purchases. The City shall evaluate contractor performance and document, as appropriate, whether contractors have met the terms, conditions, and specifications of the contract.

9. Contract provisions. The City shall include, in addition to provisions to define a sound and complete agreement, the following provisions in all contracts. The following provisions shall also be applied to subcontracts.

(a) Contracts in excess of the *Simplified Acquisition Threshold shall contain contractual provisions or conditions that allow for administrative, contractual, or legal remedies in instances in which a contractor violates or breaches the contract terms and provide for such remedial actions as may be appropriate.

(b) All contracts in excess of the Simplified Acquisition Threshold shall contain suitable provisions for termination by the City, including the manner by which termination shall be effected and the basis for settlement. In addition, such contracts shall describe conditions under which the contract may be terminated for default as well as conditions where the contract may be terminated because of circumstances beyond the control of the contractor.

(c) For contracts dealing with construction or facility improvements the City shall comply with all requirements imposed by its funding sources (and the government regulations applicable to those funding sources) with regard to construction bid guarantees, performance bonds, and payment bonds.

(d) All negotiated contracts (except those for less than the Simplified Acquisition Threshold) awarded by the City shall include a provision to the effect that the City shall have access to any books, documents, papers, and records of the contractor which are directly pertinent to a specific program for the purpose of making audits, examinations, excerpts, and transcriptions.

(e) All contracts, including small purchases, awarded by the City and their contractors where the source of the funds, directly or indirectly, is the federal government, shall contain the following procurement provisions as applicable.

[* Simplified Acquisition Threshold means the dollar amount below which a non-Federal entity may purchase property or services using](#)

[small purchase methods](#)

(i). Equal Employment Opportunity - All contracts, when funded in whole or part by monies derived from the Federal government (either directly or indirectly), shall contain a provision requiring compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

(ii). Copeland "Anti-Kickback" Act (18 U.S.C. 874 and 40 U.S.C. 276c) - All contracts in excess of \$2000 for construction or repair, when funded in whole or part by monies derived from the Federal government (either directly or indirectly) shall include a provision for compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874), as supplemented by Department of Labor regulations (29 CFR part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The recipient shall report all suspected or reported violations to the Federal awarding agency.

(iii). Davis-Bacon Act, as amended (40 U.S.C. 276a to a-7) - **When required by Federal program legislation**, all construction contracts awarded by the recipients and subrecipients of more than \$2000 shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 276a to a-7) and as supplemented by Department of Labor regulations (29 CFR part 5, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction"). Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the [State](#) Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The recipient shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The recipient shall report all suspected or reported violations to the Federal awarding agency.

(iv). Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333) - All contracts in excess of \$2000 for construction contracts and in excess of \$2500 for other contracts that involve the employment of mechanics or laborers, when funded in whole or part by monies derived from the Federal government (either directly or indirectly), shall include a provision for compliance with Sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), as supplemented by Department of Labor regulations (29 CFR part 5).

(v). Rights to Inventions Made Under a Contract or Agreement - Contracts or agreements for the performance of experimental, developmental, or research work, when funded in whole or part by monies derived from the Federal government (either directly or indirectly), shall provide for the rights of the Federal Government and the recipient in any resulting invention in

accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

(vi). Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended - Contracts and subgrants of amounts in excess of \$100,000, **when funded in whole or part by monies derived from the Federal government** (either directly or indirectly), shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(vii). Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) - Contacts for an amount above \$100,000, **when funded in whole or part by monies derived from the Federal government** (either directly or indirectly), shall include a certification by the contracting parties that they have not and will not use Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. and to further require disclosure of any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.

10. Effect Date. This policy shall take effect on June 09, 2022.



Staff Report to City Council

FOR THE JUNE 8, 2022, REGULAR CITY COUNCIL MEETING

From: Wes Heathcock, City Manager
Prepared by: Wes Heathcock, City Manager
 Alfred A. “Mick” Cabral, City Attorney
Subject: First Amendment to Best Western Hotel Subdivision Improvement Agreement
Budget Impact Overview:

N/A: ✓	Funded:	Un-funded:	Amount:	Fund(s):
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RECOMMENDED ACTION: Adopt Resolution __-2022 authorizing the City Manager to execute a First Amendment to the December 17, 2021, Subdivision Improvement Agreement with Colfax Hospitality Partners, LLC, for the Best Western Hotel Project.

Summary/Background

The proposed resolution, if adopted, will extend by three months until September 17, 2022, the Owner’s obligation to complete all public and private improvements for the Best Western Hotel, and will continue to require adequate security for completion of those improvements.

On June 13, 2018, the City Council adopted Resolution 43-2018 whereby it approved a mitigated negative declaration and design review DRP-2017-03 for the Best Western Hotel on South Auburn Street in the City (the “Project”). The conditions of Project approval impose upon the Project Owner the obligation to install several project improvements prior to obtaining a certificate of occupancy.

On December 17, 2021, upon request by the Owner and with the recommendation of City staff, the Council authorized execution of a Subdivision Improvement Agreement that allowed the Owner to receive a certificate of project occupancy before completing all required Project improvements. The Subdivision Improvement Agreement obliged the Owner to deposit \$113,920.00 as security for completion of the Project improvements and required the improvements to be completed no later than June 17, 2022. The Owner timely deposited the required security, which the City continues to hold.

Circumstances have changed since December 17, 2021, such that Owner will not be able to complete all Project Improvements by June 17, 2022. In particular, (a) a storm drainpipe on the Project site needs to be repaired or replaced, (b) various items detailed in a punch list dated May 12, 2022, need to be completed, and (c) the City and Owner are discussing the feasibility of relocating Project secondary access from the approved location off Whitcomb to an alternative location off South Auburn Street. These changed circumstances prompted the Owner to request, and staff to recommend, a three-month extension of the June 17, 2022, deadline to September 17, 2022. The City will continue to require adequate security for all improvements.

Discussions regarding relocating the secondary access are ongoing. Staff is evaluating whether access off South Auburn can comply with current building standards.

Staff recommends that Council adopt the proposed resolution authorizing the City Manager to execute the First Amendment to the Subdivision Improvement Agreement with Colfax Hospitality Partners, LLC.

Fiscal Impact

N/A

Attachments:

1. Resolution __-2022
2. First Amendment to Subdivision Improvement Agreement
3. City Engineer Letter

City of Colfax

City Council

Resolution No. __-2022

**AUTHORIZING THE CITY MANAGER TO EXECUTE THE FIRST AMENDMENT TO THE
SUBDIVISION IMPROVEMENT AGREEMENT WITH COLFAX HOSPITALITY PARTNERS LLC, FOR
THE BEST WESTERN HOTEL PROJECT**

WHEREAS, on June 13, 2018, the City Council adopted Resolution 43-2018 whereby, it approved a mitigated negative declaration and design review DRP-2017-03 for a Best Western Hotel on South Auburn Street in the City (the “Project”); and,

WHEREAS, the conditions of Project approval require the Project developer and owner, Colfax Hospitality Partners, LLC, to install various public and private Project improvements prior to issuance of a Project certificate of occupancy; and,

WHEREAS, on December 17, 2021, the City Council authorized the City Manager to execute a Subdivision Improvement Agreement that allowed the City to issue a certificate of occupancy for the Best Western Hotel in exchange for the Hotel Owner’s agreement to complete all project improvements no later than June 17, 2022, and the Owner’s deposit of a valid check in the amount of \$113,920.00 to secure completion of the Project improvements; and,

WHEREAS, circumstances have changed since December 17, 2021, such that Owner will not be able to complete all Project Improvements by June 17, 2022, and has requested, and City staff has recommended, a three-month extension to September 17, 2022, to complete all required project improvements; and,

WHEREAS, the City Council finds and determines that execution of an amendment to the subdivision improvement agreement in the form presented to Council and the deposit of security in the form and amount required by that amendment will adequately protect the City and is in the City’s best interests.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Colfax authorizes the City Manager to execute in the name of the City a First Amendment to Subdivision Improvement Agreement with Colfax Hospitality Partners, LLC, in the form presented to Council for approval and attached to this Resolution.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at a regular meeting of the City Council of the City of Colfax held on the 8th of June 2022 by the following vote of the Council:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST:

Trinity Burruss, Mayor

Marguerite Bailey City Clerk

**FIRST AMENDMENT TO
CITY OF COLFAX
SUBDIVISION IMPROVEMENT AGREEMENT
FOR THE BEST WESTERN HOTEL PROJECT**

This First Amendment to Subdivision Improvement Agreement for the Best Western Hotel Project (“First Amendment”) is made and entered by and among the City of Colfax, a Municipal Corporation of the State of California and General Law City (“City”), and Colfax Hospitality Partners, LLC, a California Limited Liability Company (“Owner”). The City and Owner may be referred to herein individually as a “Party” and collectively as the “Parties”.

RECITALS

This First Amendment is entered on the basis of the following facts, understandings and intentions of the Parties:

- A. On June 13, 2018, the City Council adopted Resolution 43-2018 whereby it approved a mitigated negative declaration and design review DRP-2017-03 for a Best Western Hotel on South Auburn Street in the City (the “Project”).
- B. The conditions of Project approval (the “Project Approvals”) impose upon the Owner a requirement that improvements installed by the Owner for the benefit of the Project shall contain supplemental size, capacity, number, or length for the benefit of property not within the development (the “Road Improvements”) and that the Road Improvements be dedicated to the public. The required project improvements include (a) the Road Improvements, (b) the items listed in a letter dated December 10, 2021, from Carl Moore, Contract City Engineer to Owner, , and (c) completion of a screen wall/fence along the Project property line. For purposes of this First Amendment, all public and private improvements required by the Project Approvals will be referred to collectively as the “Project Improvements”.
- C. The Project Conditions of Approval require the Owner to either construct all public and private Project Improvements to the satisfaction of the City or enter into a subdivision improvement agreement for completion of all public and private improvements prior to occupancy of the Project and provide bonds, proof of workers compensation insurance and general liability insurance in forms and amounts deemed satisfactory to and by the City.
- D. Colfax Municipal Code (“CMC”) Section 16.48.30 requires the Owner to provide various forms and amounts of security for completion of Project Improvements. CMC Section 16.48.030 D requires security in sufficient amount deemed necessary by the City to assure faithful performance of the Project Improvements in the event of default or, in the case of a subdivision, where a final map is not prepared and approved. Such security must be in a form acceptable to the City and be in the amount of one-hundred ten percent (110%) of the cost of the Project Improvements for Performance and fifty percent (50%) of the cost of the Project Improvements for Labor and Materials.
- E. As of December 17, 2021, the City and Owner estimated that the cost for completing the Project Improvements, which is the basis upon which the amount of all bonding or other security was required, was \$113,920.00, subject to adjustment as determined by the City.
- F. On December 17, 2021, the Colfax City Council authorized, and the Parties executed, a Subdivision Improvement Agreement for the Best Western Hotel Project (the “Subdivision Improvement Agreement”) that required, among other things, the Owner to complete all Project Improvements no later

than June 17, 2022, and to post security in the amount of \$113,920.00 (the “Security Deposit”). The Owner timely posted its check in the amount of \$113,920.00 as and for the Security Deposit, which the City continues to hold.

G. In accordance with the Subdivision Improvement Agreement, the City issued Owner a certificate of occupancy for the Project on December 17, 2021.

H. Circumstances have changed since December 17, 2021, such that Owner will not be able to complete all Project Improvements by June 17, 2022. In particular, (a) a storm drainpipe on the Project site needs to be repaired or replaced, (b) various items detailed in a punch list dated May 12, 2022, attached hereto and by this reference incorporated herein need to be completed, and (c) the Parties are discussing the feasibility of relocating Project secondary access from the approved location off Whitcomb to an alternative location off South Auburn Street. These changed circumstances and others warrant modification of the deadlines established in, and other provisions of, the Subdivision Improvement Agreement.

I. The Parties desire to amend the Subdivision Improvement Agreement to (a) extend the deadline for completing the Project Improvements either as approved or as subsequently modified, to the City’s satisfaction, and (b) to ensure that adequate security for the Project Improvements remains in place.

AGREEMENT

NOW THEREFORE, in consideration of the mutual covenants contained in this First Amendment, the City and Owner agree as follows:

Section 1: Incorporation of Recitals.

1.1 The foregoing Recitals are true and correct statements of fact and are incorporated into this First Amendment by this reference.

Section 2: Effective Date and Term.

2.1 **Effective Date.** This First Amendment shall be dated, and the obligations of the City and the Owner shall be effective as of the date upon which this First Amendment is executed by the City (the “Effective Date”).

2.2 **Term.** The Term of this First Amendment shall commence on the Effective Date and shall expire on the earlier of September 17, 2022, or when all Project Improvements are completed to the City’s satisfaction.

Section 3: Project Improvements.

3.1 The Parties acknowledge that the Owner timely posted the \$113,920.00 Security Deposit required by the Subdivision Improvement Agreement. The City shall continue to hold the Security Deposit until all Project Improvements as originally approved or as subsequently modified and approved by the City are completed to the City’s satisfaction. If the Owner fails to complete all Project Improvements to the City’s satisfaction by September 17, 2022, the City may, in its sole discretion, apply the Security Deposit toward the cost of completing the Project Improvements in accordance with Colfax Municipal Code Chapter 16.48. If the Owner completes the Project Improvements to the City’s satisfaction by September

17, 2022, the Security Deposit, or so much thereof that has not been applied to completion of the Project Improvements, will be released to the Owner in accordance with Colfax Municipal Code Chapter 16.48.

3.2 The City may require the Owner to replace the Security Deposit. If the City requires replacement of the Security Deposit, the Owner shall replace the Security Deposit with equal security, or such greater or lesser amount as the City may require any time prior to the completion of the Project Improvements.

Section 4. Subdivision Improvement Agreement Otherwise Unmodified.

4.1 The remainder of the Subdivision Improvement Agreement shall remain in full force and effect. All provisions of the Subdivision Improvement Agreement are applicable to and incorporated into this First Amendment, except to the extent that such provisions are inconsistent herewith. If any term, condition or provision of the Subdivision Improvement Agreement is inconsistent with the provisions of this First Amendment, then the provisions of this First Amendment shall control to the extent necessary to resolve or interpret any such inconsistency.

IN WITNESS WHEREOF, the Parties have executed this First Amendment as of the Effective Date.

CITY:

CITY OF COLFAX, a California municipal corporation

By: _____
Wes Heathcock, City Manager
Date:

OWNER:

COLFAX HOSPITALITY PARTNERS, LLC, a California Limited Liability Company

By: _____
Rajinder Singh, Manager
Date:



May 12, 2022

The following is a punch list notice of road improvements and onsite improvements that require corrections:

Road Improvement Items Identified

- The landscape area between the sidewalk and curb & gutter along S. Auburn where the swale was filled in and a culvert placed prior to the city receiving any revised plans will require treatment. Acceptable treatment includes removal of all vegetation (including invasive species) from the swale, installing a weed barrier and reinstalling riprap to secure the inorganic mulch layer. The amount of reinstalled riprap should be 2-3 times greater than what was originally installed.
- Remove garbage within the city right-of-way

List of onsite improvements previously identified that still require correction:

1. Per previous conversations at City Hall, the revised plan dated 9/10/2021 will be voided and construction will proceed along the access road per approval plans. The following items are outstanding and/or require an updated plan revision:
 - a) Access road off Whitcomb Ave requires paving.
 - b) AC curb to be added on both sides of the access road as a plan revision.
 - c) Complete the screen wall along the fire access road per plan. On the adjacent property owner side, add compacted dirt or aggregate base from the top of footing to form a smooth transition to existing grade. Install a fence on top of the 3' high CMU wall.
 - d) Provide a detail for the 4-block high screen wall including a fence to be installed on top of the screen wall to meet the code requirement of 4-6foot high screen wall as a plan revision.
 - e) Install on 18' x 18' drainage inlet on the adjacent property where the storm drain was intercepted and connect into existing storm drainpipe with 12" SD pipe as a plan revision. Though this was completed, the City will still need to receive inspection documents certifying that the pipe was installed to industry standards.
2. Hole in access road due to drainage needs to be excavated to repair pipe and backfill with competent material in the presence of the site geotechnical engineer and City Inspector.
3. Provide an appropriate cap to all screen walls per plan.

If items have change or have been completed, please make notations coupled with an explanation of the completed work or approved change order.



Staff Report to City Council

FOR THE June 8, 2022 REGULAR CITY COUNCIL MEETING

From: Wes Heathcock, City Manager
Prepared by: Martin Jones, Public Works Director
Subject: FY 2022/2023 SB 1 Funding Project List

Budget Impact Overview:

N/A: ✓	Funded:	Un-funded:	Amount:	Fund(s):
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RECOMMENDED ACTION: Adopt Resolution __-2022 establishing a list of potential projects for Fiscal Year 2022-2023 to be funded in full or in part by SB 1, the Road Repair and Accountability Act, ensuring eligibility for State of California Road Maintenance and Rehabilitation Account (RMRA) revenues.

Summary/Background

State Senate Bill (SB 1), also known as the Road Repair and Accountability Act (RMRA) of 2017, was signed into law by Governor Brown on April 28, 2017. SB 1 establishes funding to address deferred maintenance on the State highway system and local street and road systems. The bill provides that funds shall be used for: Road Maintenance and Rehabilitation, Safety Projects, Railroad Grade Separations, Complete Street Components or, Traffic Control Devices.

The City is expected to receive about \$49,510 in SB 1 Funds in Fiscal Year 2022-2023. SB 1 revenues should increase in subsequent years.

To be considered for funding, SB 1 requires all projects proposed for SB 1 Funding be named and acknowledged by resolution. Staff is recommending the following projects:

- **Culver Street (Phase III)** – This project involves reconstructing Culver Street from Church Street to W. Grass Valley Street. The project would complete the Culver Street corridor and is estimated at \$220,000. The project is intended to provide a new roadway surface to improve traffic flow and the quality of the roadway.
- **Pleasant Street** – This project involves reconstructing Pleasant Street from Depot Street to Parkhill Dr. The project is estimated at \$1,000,000 and is intended to provide a new roadway surface to improve traffic flow and quality of the roadway.
- **Depot Street** – This project involves reconstructing Depot Street from Kneeland Street to N. Main Street. The project is estimated at \$300,000 and is intended to provide a new roadway surface to improve traffic flow and quality of the roadway.
- **School Street** – This project involves reconstructing School Street form N. Main Street to Pleasant Street. The project is estimated at \$250,000 and is intended to provide a new roadway surface to improve traffic flow and quality of the roadway.
- **Forest Hill Street (All)** – This project involves reconstructing all of Forest Hill Street from Highway 174 to Dinky Avenue. The project is estimated a \$1.5 million and is intended to provide a new roadway surface to improve traffic flow and quality of roadway along this corridor.

The SB 1 funding will be used in conjunction with the Community Development Block Grant Over-the-Counter projects to maximize program administration efficiency.

Attachments:

1. Resolution __-2022

City of Colfax

City Council

Resolution No. __-2022

ESTABLISHING A LIST OF POTENTIAL PROJECTS FOR FISCAL YEAR 2022-2023 TO BE FUNDED IN FULL OR IN PART BY SB 1, THE ROAD REPAIR AND ACCOUNTABILITY ACT, ENSURING ELIGIBILITY FOR STATE OF CALIFORNIA ROAD MAINTENANCE AND REHABILITATION ACCOUNT (RMRA) REVENUES

WHEREAS, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 was passed by the State Legislature and signed into law by the Governor on April 2017 to address the significant multi-modal transportation funding shortfalls statewide; and,

WHEREAS, SB 1 includes accountability and transparency provisions that will ensure the residents of the City of Colfax are aware of the projects proposed for funding and which projects have been completed each fiscal year; and,

WHEREAS, the City of Colfax must adopt a resolution of all projects proposed to receive funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and,

WHEREAS, the City of Colfax, will receive an estimated \$49,510 in RMRA funding in FY 2022-2023 from SB 1; and,

WHEREAS, the City of Colfax adopted its City of Colfax 2018 Pavement Management Plan and used said Pavement Management Plan to develop the SB 1 project list for SB 1 funds that are being used on the highest priority projects and in the most cost-effective way; and,

WHEREAS, the funding from SB 1 will help the City of Colfax maintain and/or rehabilitate street/roads within the City of Colfax this year and similar projects in the future.

NOW THEREFORE, BE IT RESOLVED the City Council of the City of Colfax affirms the foregoing recitals are true and correct. The City of Colfax hereby adopts the following list of projects to be funded in part or solely with Fiscal Year 2022-2023 Road Maintenance and Rehabilitation Account revenues.

- Culver street Reconstruction (Phase III)
 - Description: Street reconstruction. The project is estimated at \$220,000. The project is intended to provide a new roadway surface to improve traffic flow and the quality of the roadway.
 - Location: Culver Street from Church Street to W. Grass Valley Street.
 - Estimated Useful Life of Project: 20 years.
 - Estimated Year of Construction: Fiscal Year 2022-2023

- Pleasant Street Project

- Description: Street reconstruction. The project is estimated at \$1,000,000. The project is intended to provide a new roadway surface to improve traffic flow and the quality of the roadway.
 - Location: Pleasant Street from Depot Street to Parkhill Drive.
 - Estimated Useful Life of Project: 20 years.
 - Estimated Year of Construction: Fiscal Year 2022-2023
- Depot Street Project
 - Description: Street reconstruction. The project is estimated at \$300,000. The project is intended to provide a new roadway surface to improve traffic flow and the quality of the roadway.
 - Location: Depot Street from Kneeland Street to North Main Street.
 - Estimated Useful Life of Project: 20 years.
 - Estimated Year of Construction: Fiscal Year 2022-2023
- School Street Project
 - Description: Street reconstruction. The project is estimated at \$250,000. The project is intended to provide a new roadway surface to improve traffic flow and the quality of the roadway.
 - Location: School Street from Pleasant Street to North Main Street.
 - Estimated Useful Life of Project: 20 years.
 - Estimated Year of Construction: Fiscal Year 2022-2023
- Forest Hill Project (All)
 - Description: Street reconstruction. The project is estimated at \$1.5 million. The project is intended to provide a new roadway surface to improve traffic flow and the quality of the roadway.
 - Location: Forest Hill Street from Highway 174 to Dinky Avenue.
 - Estimated Useful Life of Project: 20 years.
 - Estimated Year of Construction: Fiscal Year 2022-2023

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at the Regular Meeting of the City Council of the City of Colfax held on the 8th day of June 2022 by the following vote of the Council:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Trinity Burruss, Mayor

Marguerite Bailey, City Clerk



Staff Report to City Council

FOR THE JUNE 8, 2022, REGULAR CITY COUNCIL MEETING

From: Wes Heathcock, City Manager
Prepared by: Laurie Van Groningen, Finance Director
 Marguerite Bailey, City Clerk
Subject: Sewer Lift Stations and Waste Water Treatment Plant Backup Diesel Powered Generator Replacement Project – Notice of Completion

Budget Impact Overview:

N/A: ✓	Funded:	Un-funded:	Amount:	Fund(s):
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RECOMMENDED ACTION: Adopt Resolution __-2022 accepting the Sewer Lift Stations and Waste Water Treatment Plant Backup Diesel Powered Generator Replacement Project as complete and authorizing the recording of the Notice of Completion.

Summary/Background

On June 23, 2021 the City Council approved Resolution 32-2021 authorizing the City Manager to award a construction contract to Rosendin Electric to replace five backup diesel powered generators for the City sewer collections system and Waste Water Treatment Plant (WWTP) in an amount not to exceed \$447,569 which included a 10% contingency.

The City of Colfax was awarded \$300,000 for this project from Cal OES. The City sold the old generators for \$58,000 and applied \$89,569 in Federal Stimulus funding from ARPA (American Rescue Plan Act). The project was completed and commissioned on April 26, 2022. The City contracted \$406,881 with Rosendin and a single change order was approved by staff for \$2,501.25 for a final construction cost of \$409,382.25.

Staff recommends that the City Council adopt a Resolution accepting the WWTP Backup Diesel Powered Generator Replacement Project as complete and to authorize the City Clerk to file a Notice of Completion with the Placer County Recorder.

Fiscal Impact

N/A

City of Colfax							
Project Name	574 - Generator Replacement						
Status as of:	23-May-22						
Budget as of:	20-Sep-21						
	574 - Generator Replacement						
	OES Grant	ARPA 2021	Asset Sale	Interest Earnings	Total	Budget	Balance
Engineering Support	\$ 18,505	\$ 2,371	\$ -	\$ 3,230	\$ 24,105	\$ 25,000	\$ 895
Construction	\$ 275,732	\$ 75,650	\$ 58,000	\$ -	\$ 409,382	\$ 406,881	\$ (2,501)
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,688	\$ 40,688
Other	\$ 5,763	\$ 13	\$ -	\$ -	\$ 5,776	\$ -	\$ (5,776)
Total Expenses	\$ 300,000	\$ 78,034	\$ 58,000	\$ 3,230	\$ 439,264	\$ 472,569	\$ 33,305
Project Budget	\$ 300,000	\$ 114,569	\$ 58,000	\$ -	\$ 472,569		
Balance Remaining	\$ -	\$ 36,535	\$ -	\$ (3,230)	\$ 33,305		

Overall, the project completed at \$33,305 under final approved budget (with construction contingency).

Attachments:

1. Resolution __-2022
2. Resolution 32-2021
3. Recording Notice of Completion

City of Colfax

City Council

Resolution No. __-2022

**ACCEPTING THE SEWER LIFT STATIONS AND WASTE WATER TREATMENT PLANT BACKUP
DIESEL POWERED GENERATOR REPLACEMENT PROJECT AS COMPLETE AND AUTHORIZING
THE RECORDING OF THE NOTICE OF COMPLETION**

WHEREAS, On June 23, 2021 the City Council approved Resolution 32-2021 authorizing the City Manager to award a construction contract to Rosendin Electric to replace five backup diesel powered generators for the City sewer collections system and Waste Water Treatment Plant in an amount not to exceed \$447,569 which included a 10% contingency; and,

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

WHEREAS, overall, the project completed at \$33,305 under final approved budget (with construction contingency).

NOW THEREFORE, BE IT RESOLVED the City Council of the City of Colfax, accepts the Sewer Lift Stations and Waste Water Treatment Plant Backup Diesel Powered Generator Replacement Project as complete 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 8th of June, 2022, by the following vote of the Council:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST:

Trinity Burruss, Mayor

Marguerite Bailey City Clerk

City of Colfax

City Council

Resolution № 32-2021

AUTHORIZING THE CITY MANAGER TO EXECUTE A CONSTRUCTION SERVICES AGREEMENT WITH ROSENDIN ELECTRIC TO REPLACE FIVE EXISTING BACKUP DIESEL GENERATORS AT THE SEWER COLLECTION LIFT STATIONS AND WASTEWATER TREATMENT PLANT IN AN AMOUNT NOT TO EXCEED \$447,569 INCLUDING A 10% CONTINGENCY

WHEREAS, On October 2018 the City of Colfax experienced an excessive level of power interruptions due to Public Safety Power Shutoffs (PSPS); and,

WHEREAS, the City Council authorized the City Manager to apply for the replacement of the Wastewater Treatment Plant (WWTP) and sewer collection system generators; and,

WHEREAS, a grant was awarded to the City of Colfax in the amount of \$300,000 by CalOES for communities impacted by PSPS events, with the requirement that the project needed to be completed by October 31, 2022; and,

WHEREAS, On April 15, 2021, staff solicited proposals to replace four sewer collection system lift station generators and the WWTP generator; and,

WHEREAS, On May 13, 2021, three proposals were received with Rosendin Electric being selected as the lowest qualified bid in the amount of \$406,881.

WHEREAS, the City Council finds and determines that it is in the City's best interests to authorize the City Manager to execute a contract with Rosendin Electric for construction services for the replacement of the Waste Water Treatment Plant (WWTP) and sewer collection system generators.

NOW THEREFORE, BE IT RESOLVED the City Council of the City of Colfax authorizes the City Manager to execute a Construction Services Contract with Rosendin Electric to replace five backup diesel powered generators for the City sewer collections system and WWTP in the amount of \$447,569 which includes a 10% contingency.

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 June 2021 by the following vote of the Council:

AYES: Mendoza, Ackerman, Burruss, Fatula, Lomen

NOES:

ABSTAIN:

ABSENT:

ATTEST:



Amy Lind, Interim City Clerk



Sean Lomen, Mayor

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 Rosendin Electric, Inc. 1338 N. Market Blvd. Sacramento, CA 95834 performed and completed for the City of Colfax the following contract, Wastewater Backup Diesel Powered Generator Replacement which consisted of replacing five existing backup diesel generators at the sewer collection lift stations and wastewater treatment plant in amount not to exceed \$447,569 including a 10% contingency. 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 April 29, 2022.

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 June ____, 2022 at Colfax, California.

City of Colfax

Wes Heathcock, City Manager

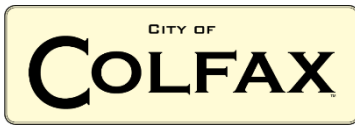
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Placer

On June ____, 2022 before me, Marguerite Bailey, City Clerk, 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.

Marguerite Bailey, City Clerk



FOR THE JUNE 8, 2022 CITY COUNCIL MEETING

From: Wes Heathcock, City Manager
Prepared by: Devon Morris, Chief Plant Operator
Subject: Waste Water Treatment Plant Laboratory Services – 49er Water Services

Budget Impact Overview:

N/A:	Funded: √	Un-funded:	Amount: \$163,925	Fund(s): 560
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RECOMMENDED ACTION: Adopt Resolution __-2022 authorizing the City Manager to enter into a contract with 49er Water Services for wastewater laboratory services for a three-year term with an amount not to exceed \$163,925 and an optional fourth and fifth year.

Summary/Background

The City of Colfax Wastewater Treatment Plant has utilized 49er Water Services for the required laboratory testing services since 2017 to comply with the NPDES permit requirements and the contract for services has expired. Staff believes 49er Water Services is the best choice for wastewater laboratory services based on their first-hand knowledge of the plant, flexibility of sampling, consistency, and their familiarity with the permit requirements. The recommendation is for a three-year contract term with an optional fourth and fifth year.

Fiscal Impact

The initial 3-year term will result in an amount not to exceed \$163,925 budgeted in the Sewer Fund 560. Any future changes to the City’s permit requirements may result in additional expenses.

Attachments:

1. Resolution __-2022
2. Attachment B - 49er Water Services Price Quote Form
3. Contract for Services

City of Colfax

City Council

Resolution No. __-2022

AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH 49ER WATER SERVICES FOR WASTEWATER LABORATORY SERVICES FOR A THREE-YEAR TERM WITH AN AMOUNT NOT TO EXCEED \$163,925 AND AN OPTIONAL FOURTH AND FIFTH YEAR

WHEREAS, The City has been utilizing 49er Water Services for required laboratory testing services since 2017; and,

WHEREAS, Staff believes 49er Water Services is the best choice for wastewater laboratory services based on their first-hand knowledge of the plant, sampling flexibility, consistency and their familiarity with the permit requirements.

NOW THEREFORE, BE IT RESOLVED THAT the City Council of the City of Colfax authorizes the City Manager to enter into an agreement with 49er Water Services for City Wastewater Treatment Plant laboratory services for a three-year term with an optional fourth and fifth year.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at the Regular Meeting of the City Council of the City of Colfax held on the 8th of June 2022 by the following vote of the Council:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Trinity Burruss, Mayor

Marguerite Bailey, City Clerk

City of Colfax Wastewater Treatment Facility NPDES Order
R5-2018-002

**Attachment "B" Price
Quote Form**

Monitoring Location	Analysis	Composite/Grab	Frequency	#/Year	Cost/Unit	Cost/Year	Contracted Lab	Analytical Method
Influent INF-001	Biological Oxygen Demand	C	Weekly	52	37	1924	49er	SM 5210
	Total Suspended Solids	C	Weekly	52	15	780	49er	SM 2540D
Effluent EFF-001	Biological Oxygen Demand	C	Weekly	52	37	1924	49er	SM 5210
	Total Suspended Solids	C	Weekly	52	15	780	49er	SM 2540D
	Ammonia Nitrogen, Total (as N)	G	Weekly	52	25	1300	49er	SM 4500NH3-C
	Nitrate + Nitrite, Total (as N)	G	Weekly	52	18	936	49er	EPA 300.0
	Settleable Solids	G	Weekly	52	15	780	49er	SM 2540E
	Dissolved Oxygen	G	3X Week	156	5	780	49er	SM 4500O
	pH	G	3X Week	156	0	0	49er	SM 4500H+
	Temperature	G	3X Week	156	0	0	49er	Temp
	Total Coliform 15 Tube	G	3X Week	156	35	5460	49er	SM 9221C,E
	Electrical Conductivity @ 25c	G	Monthly	12	15	180	49er	SM 2510B
	Hardness (CaCO3)	G	Monthly	12	15	180	49er	SM 3450C
	Total Dissolved Solids	G	Monthly	12	15	180	49er	SM 2540C
	*Priority Pollutants	C	Quarterly	4	1450	5800	Multiple Labs	Multiple
	*Acute Toxicity	C	Annually	1	350	350	49er	EPA 4000
*Chronic Toxicity (3 Species)	C	Annually	1	4000	4000	49er	EPA1000-1003	
*Standard Minerals	G	Annual	1	325	325	49er/CEI	Multiple	

Receiving Waters (RSW-001U)

Ammonia (as N)	G	Weekly	52	25	1300	49er	SM 4500NH3-C
Dissolved Oxygen	G	Weekly	52	0	0	49er	SM 4500O
Dissolved Oxygen % Saturation	G	Weekly	52	0	0	49er	SM 4500O
Electrical Conductivity @ 25c	G	Weekly	52	5	260	49er	SM 2510B
Fecal Coliform (5 per Month)	G	Weekly	60	35	2100	49er	SM 9221 C,E
Hardness, Total (CaCO3)	G	Weekly	52	15	780	49er	SM 2340C
pH	G	Weekly	52	0	0	49er	SM 4500H+
Temperature , Deg. Fahrenheit	G	Weekly	52	0	0	49er	temp
Turbidity	G	Weekly	52	15	780	49er	SM 2130
*Priority Pollutants	G	Weekly	4	1450	5800	Multiple Labs	Multiple

Receiving Waters (RSW-002D)

Ammonia (as N)	G	Weekly	52	25	1300	49er	SM 4500NH3-C
Dissolved Oxygen	G	Weekly	52	0	0	49er	SM 4500O
Dissolved Oxygen % Saturation	G	Weekly	52	0	0	49er	SM 4500O
Electrical Conductivity @ 25c	G	Weekly	52	5	260	49er	SM 2510B
Fecal Coliform (5 per Month)	G	Weekly	60	35	2100	49er	SM 9221 C,E
Hardness, Total (CaCO3)	G	Weekly	52	15	780	49er	SM 2340C
pH	G	Weekly	52	0	0	49er	SM 4500H+
Temperature , Deg. Fahrenheit	G	Weekly	52	0	0	49er	Temp
Turbidity	G	Weekly	52	15	780	49er	SM 2130
*Priority Pollutants	G	Weekly	4	1450	5800	Multiple Labs	Multiple

Pond 1 (PND-001)

pH	G	Weekly	52	0	0	49er	SM 4500H+
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Dissolved Oxygen	G	Weekly	52	0	0	49er	SM 45000
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**Pond 2
(PND-002
)**

pH	G	Weekly	52	0	0	49er	SM 4500H+
Dissolved Oxygen	G	Weekly	52	0	0	49er	SM 45000

**Pond 3
(PND-003
)**

pH	G	Weekly	52	0	0	49er	SM 4500H+
Dissolved Oxygen	G	Weekly	52	0	0	49er	SM 45000

**Domestic Water Supply
(SPL-001)**

Total Dissolved Solids	G	Annually	1	15	15	49er	SM 2540C
Electrical Conductivity @ 25c	G	Annually	1	15	15	49er	SM 2510B

0

**Biosolids
(BIO-001)**

*Percent Solids	G	Annually	1	15	15	49er	SM 2540G
*Title 22 Metals	G	Annually	1	125	125	Excel	EPA 200.7/200.8
*Priority Pollutants	G	Annually	1	785	785	Excel	Multiple

**Pond Liner Project
(PLD-A,
PLD-B,
PND-003)**

Standard Mineral-Liner	G	Quarterly	4	375	1500	49er/CEI	Multiple
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Sample Pick-up	Courier/Sampler Service	3x/Week	Weekly	156	40	6240	49er
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*All analysis must be done pursuant to the NPDES Permit requirements. Read requirements carefully.

AGREEMENT FOR CONSULTANT SERVICES

THIS AGREEMENT is made and entered into on this 8th day of June, 2022 by and between the City of Colfax, a municipal corporation of the State of California ("City") and 49er Water Laboratory ("Consultant".)

RECITALS

A. The City desires to retain Consultant to provide the Services set forth in detail in Exhibit A hereto (the "Services") subject to the terms and conditions of this Agreement.

B. Consultant is duly licensed and sufficiently experienced to undertake and perform the Services in a skilled and workmanlike manner and desires to do so in accordance with the terms and conditions of this Agreement.

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

Section 1. Services.

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

Section 2. Time of Completion.

Consultant's schedule for performance of the Services is set forth in Exhibit A hereto which is incorporated herein by this reference. Consultant shall commence performance of the Services promptly upon receipt of written notice from the City to proceed. Performance of the Services shall progress and conclude in accordance with the schedule set forth in Exhibit A. During the performance of the Services, Consultant shall provide the City with written progress reports at least once each month and at such additional intervals as City may from time to time request.

Section 3. Compensation.

A. Except as may otherwise be provided in Exhibit A or elsewhere in this Agreement or its exhibits, Consultant shall invoice City once each month for the Services performed during the preceding month. Such invoices shall itemize all charges in such detail as may reasonably be required by City in the usual course of City business but shall include at least (i) the date of performance of each of the Services, (ii) identification of the person who performed the Services, (iii) a detailed description of the Services performed on each date, (iv) the hourly rate at which the Services on each date are charged, (v) an itemization of all costs incurred and (vi) the total charges for the Services for the month invoiced. As long as the Consultant performs the Services to the satisfaction of the City, the City shall pay the Consultant an all inclusive compensation that shall

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

B. The Consultant's compensation for the Services shall be full compensation for all indirect and direct personnel, materials, supplies, equipment and services incurred by the Consultant and used in carrying out or completing the Services. Payments shall be in accordance with the payment schedule established in Exhibit A or elsewhere in this Agreement or its exhibits.

C. The City shall have the right to receive, upon request, documentation substantiating charges billed to the City pursuant to this Agreement. The City shall have the right to perform an audit of the Consultant's relevant records pertaining to the charges.

D. Any Services performed more than sixty (60) days prior to the date upon which they are invoiced to the City shall not be compensable, if applicable and under contract.

Section 4. Professional Ability; Standard of Quality.

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

Section 5. Indemnification.

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

Section 6. Insurance.

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

subcontractor.

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

the City or its elected or appointed officers, officials, employees, agents or volunteers shall be in excess of this insurance and shall not contribute with it.

4. The insurance shall not be suspended, voided, cancelled, or reduced in coverage or in limits except after thirty (30) days prior written notice has been provided to the City.
 5. Any failure to comply with the reporting requirements of any policy shall not affect coverage provided to the City, its elected or appointed officers, officials, employees, or agents.
- E. Professional Liability Coverage. If required by the City, Consultant shall also take out and maintain professional liability, errors and omissions insurance in an amount not less than \$1 million. The professional liability insurance policy shall be endorsed with a provision stating that it shall not be suspended, voided, cancelled, or reduced in coverage or in limits except after thirty (30) days written notice has been provided to the City.
- F. Insurance Certificates and Endorsements. Prior to commencing the Services under this Agreement, Consultant shall submit to the City documentation evidencing the required insurance signed by the insurance agent and the companies named. This documentation shall be on forms which are acceptable to the City and shall include all required endorsements and verify that coverage is actually in effect. This Agreement shall not be effective until the required insurance forms and endorsements are submitted to and approved by the City. Failure to provide these forms within the time period specified by City may result in the award of this Agreement to another Consultant should the City, in its sole discretion, decide to do so. Current certification of insurance shall be kept on file with the City at all times during the term of this Agreement.
- G. Deductible and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by City.
- H. Termination of Insurance. If the City receives notification that Consultant's insurance will be suspended, voided, cancelled or reduced in coverage or in limits, and if the Consultant does not provide for either the reinstatement of that insurance or for the furnishing of alternate insurance containing all of the terms and provisions specified above prior to the termination of that insurance, City may either terminate this Agreement for that breach, or City may secure the required insurance to satisfy the conditions of this Agreement and deduct the cost thereof from compensation which would otherwise be due and payable to the Consultant for Services rendered under the terms of this Agreement.

Section 7. Subcontracts.

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

payment of any monies due to any such subcontractor except as otherwise is required by law.

Section 8. Assignment.

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

Section 9. Entire Agreement.

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

Section 10. Jurisdiction.

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

Section 11. Suspension of Services.

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

Section 12. Termination of Services.

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

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

Agreement.

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

Section 13. Independent Contractor.

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

Section 14. Ownership of Documents.

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

Section 15. Changes and/or Extra Work.

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

awarded to Consultant for performance of the Services under this Agreement, a supplemental agreement providing for such compensation shall be prepared and shall be executed by the Consultant and the necessary City officials before the extra and/or changed Services are provided.

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

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

Section 17. Retention of Records.

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

Section 18. Alternative Dispute Resolution

- A. Before resorting to mediation, arbitration or other legal process, the primary contacts of the parties shall meet and confer and attempt to amicably resolve any dispute arising from or relating to this Agreement subject to the following provisions. Any party desiring to meet and confer shall so advise the other party pursuant to a written notice. Within 15 days after provision of that written notice by the party desiring to meet and confer, the primary contacts for each party shall meet in person and attempt to amicably resolve their dispute. Each primary contact, or the person acting in their absence with full authority to resolve the dispute, shall attend the meeting and shall be prepared to devote an entire day thereto. If any dispute remains unresolved at the end of the meeting, any party to this Agreement shall have the right to invoke the mediation process provided for in the subparagraph **B** below.
- B. Subject to the provisions of subparagraph A, any dispute that remains unresolved after the meet and confer shall immediately be submitted to non-binding neutral mediation, before a mutually acceptable, neutral retired judge or justice at the Sacramento Office of the Judicial Arbitration and Mediation Service ("JAMS"). If within five days after the meet and confer the parties are unable to agree upon the selection of a neutral mediator, then the first available retired judge or justice at the Sacramento office of JAMS shall serve as the neutral mediator. The parties agree to commit to at least one full day to the mediation process. Additionally, to expedite the resolution of any dispute that is not resolved by mediation, the parties agree to each bring to the neutral mediation a list of at least five neutral arbitrators, including their resumes, whose availability for an arbitration hearing within 30 days after the mediation has been confirmed.

- C. If mediation is unsuccessful, before the mediation concludes, the parties shall mediate the selection of a neutral arbitrator to assist in the resolution of their dispute. If the parties are unable to agree on an arbitrator, the parties agree to submit selection of an arbitrator to the mediator, whose decision shall be binding on the parties. In that case, the mediator shall select a neutral arbitrator from the then active list of retired judges or justices at the Sacramento Office of the JAMS. The arbitration shall be conducted pursuant to the provisions of the California Arbitration Act, sections 1280-1294.2 of the California Code of Civil Procedure. In such case, the provisions of Code of Civil Procedure Section 1283.05 and 1283.1 shall apply and are hereby incorporated into this Agreement.
- D. This section 18 shall survive the termination or expiration of this Agreement. If there is no Sacramento office of JAMS, then the office of JAMS closest to the City shall be used instead of a Sacramento office.

Section 19. Severability.

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

Section 20. Entire Agreement; Amendment.

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

Section 21. Time of the Essence.

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

Section 22. Written Notification.

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

If to City:

City of Colfax
33 S. Main Street
Colfax, CA 95713

If to Consultant:

49er Water Laboratory
245 New York Ranch Road, Suite A
Jackson, CA 95642

Section 23. Execution.

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

Section 24. Successors. This Agreement shall be binding on and inure to the benefit of the respective parties hereto except to the extent of any contrary provision in this Agreement.

Section 25. Attorney's Fees. If any party to this Agreement commences legal proceedings to enforce any of its terms or to recover damages for its breach, the prevailing party shall be entitled to recover its reasonable attorney's fees, costs, and the expenses of expert witnesses, including any such fees costs and expenses incurred on appeal.

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

City		Consultant	
Signature		Signature	
Printed Name		Printed Name	
Title		Title	
Date		Date	

APPROVED AS TO FORM:

City Attorney _____



Placer Regional Transportation Challenges & Needs-Colfax

June 8, 2022

Who is PCTPA & What do we do?

- ✓ Regional agency that oversees all transportation projects and programs in Placer County
- ✓ Plan regional transportation projects and programs
- ✓ Find money to fund projects
- ✓ Make sure projects are completed on time and on budget



Placer Transportation Challenges

- ❑ South Placer is a Pro-Growth Fast Growing Community
- ❑ Placer needs all forms of transportation
 - ❑ Roads
 - ❑ Transit
 - ❑ Bike/Ped
- ❑ State has decided to not allow Communities to Expand Highways-Climate Action Plan For Transportation (CAPTI)
- ❑ Immediate Action-No Phase Out
- ❑ Federal Government May Follow State Lead
- ❑ Redesign Infrastructure at What Cost?



CAPTI

Climate Action Plan for
Transportation Infrastructure

Filling the Gap (South Placer County)

Over \$3 Billion

Placer County has over **\$3 Billion** of planned transportation infrastructure needs



Over \$1 Billion remains unfunded



\$2 Billion will be paid by the building community

Funding Then vs Now

DECADES AGO

90%

STATE AND FEDERAL
GOVERNMENT FUNDING

10%
LOCAL
FUNDING

NOW

50%

STATE AND FEDERAL
GOVERNMENT FUNDING

FUNDING GAP

10%
LOCAL
FUNDING



The Road Repair and Accountability Act

SB1 IS FUNDING



Public Transit

Maintenance, Accessibility and Operation Costs



Pedestrian Safety

ADA Compliance, Sidewalks, Pedestrian Paths



Local Congestion Management

Traffic Signals, Roundabouts and Technology



Road & Bridge Maintenance

Safety Upgrades, Repairs and General Improvements

SB1

IS NOT FUNDING

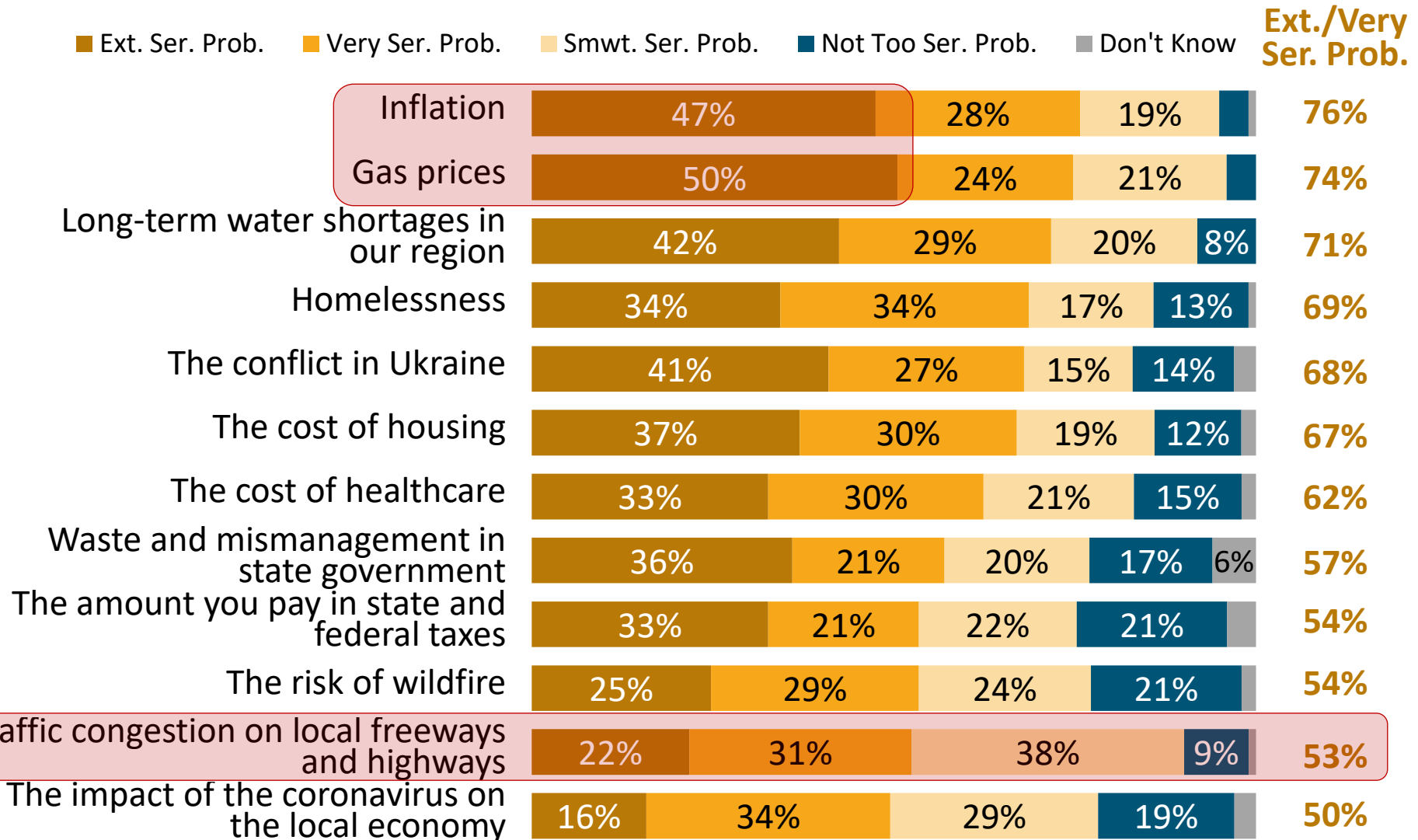
- I-80/65 Interchange Improvements
- Highway 65 Widening
- Horseshoe Bar or Nelson Lane Interchange Improvements
- Placer Parkway



Voter Support for a Potential South Placer County Transportation Sales Tax Measure

**Key Findings of a Survey Conducted:
April 10-16, 2022**

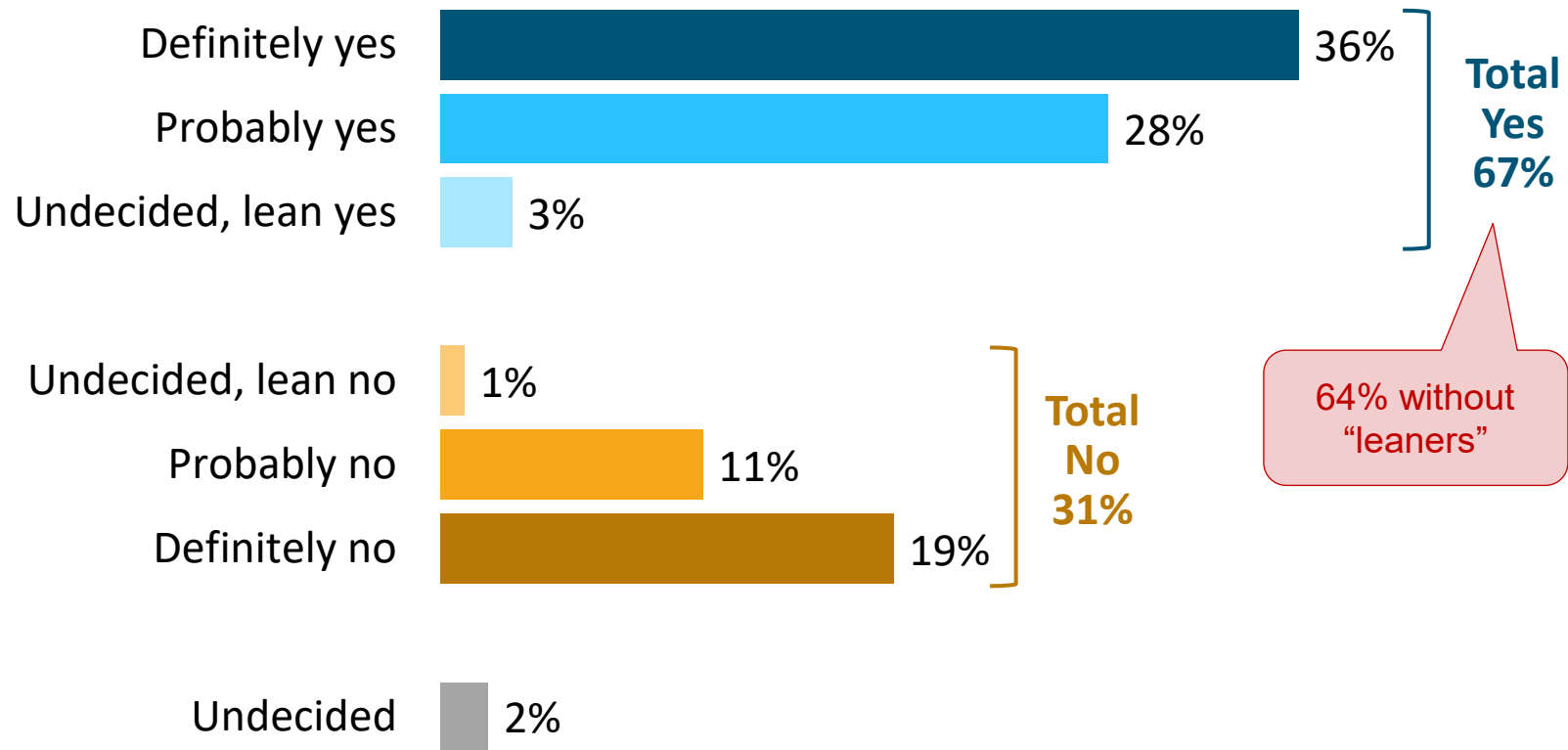
Cost of living issues of inflation and gas prices are voters' top concerns.



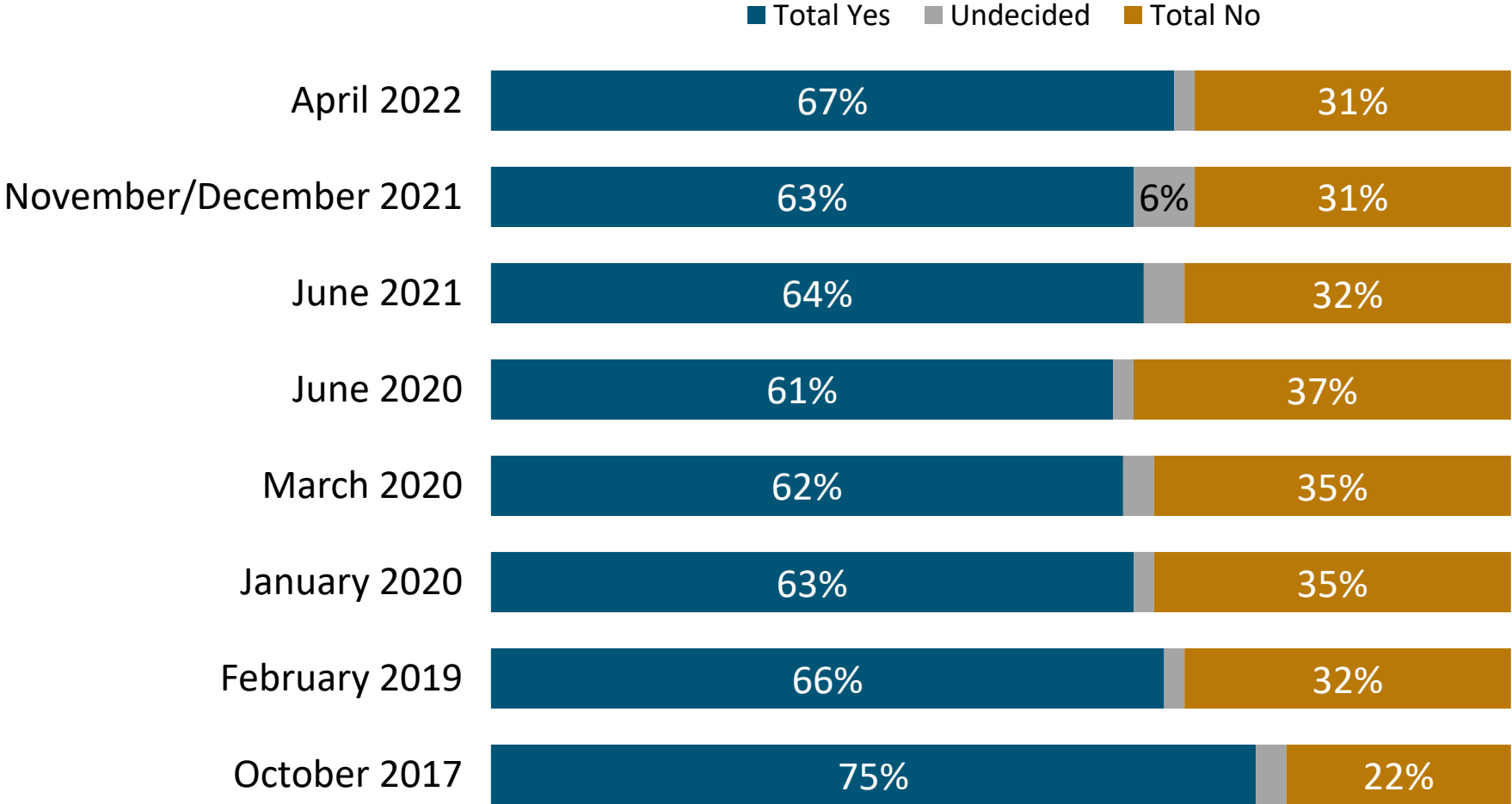
Q4. I'd like to read you a brief list of issues that could be problems for people living in your local area. Please tell me whether you personally consider it to be an extremely serious problem, a very serious problem, a somewhat serious problem, or a not too serious problem at all for people living in your area. Split Sample

Two-thirds of voters support the measure initially.

Do you think you would vote "yes" or "no" on this measure?



This is the strongest level of initial support for the measure since 2017.



Colfax/Colfax Area Projects



City of Colfax Projects

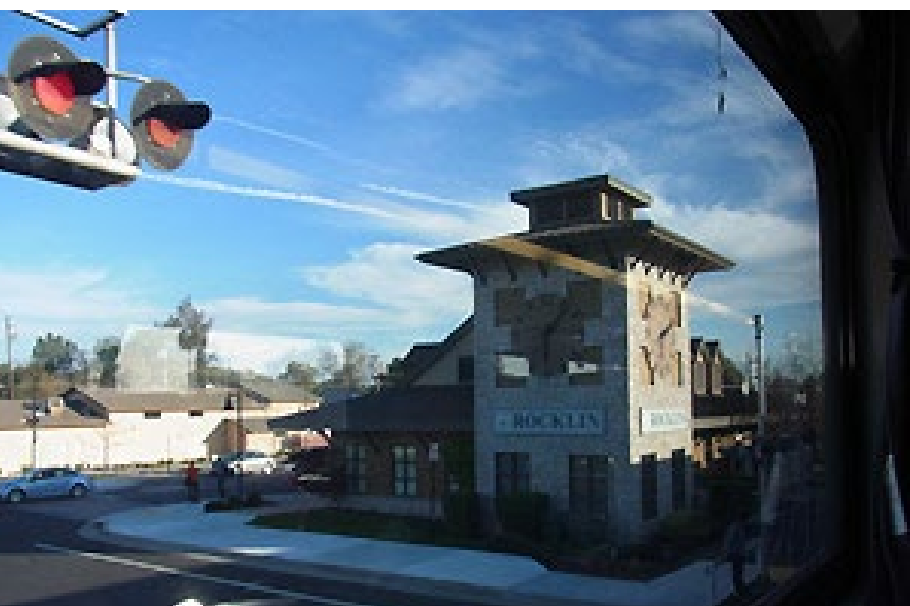
- Bunch Creek Trail Project
- South Auburn Street and Witcomb Avenue Pedestrian and Road Improvement Project
- Colfax CDBG Road Rehab Project (Various Streets)
- Downtown Streetscape Project
- Colfax Roundabout Project

County Placer East Road Projects (Shoulder Widening/Bridge Projects)

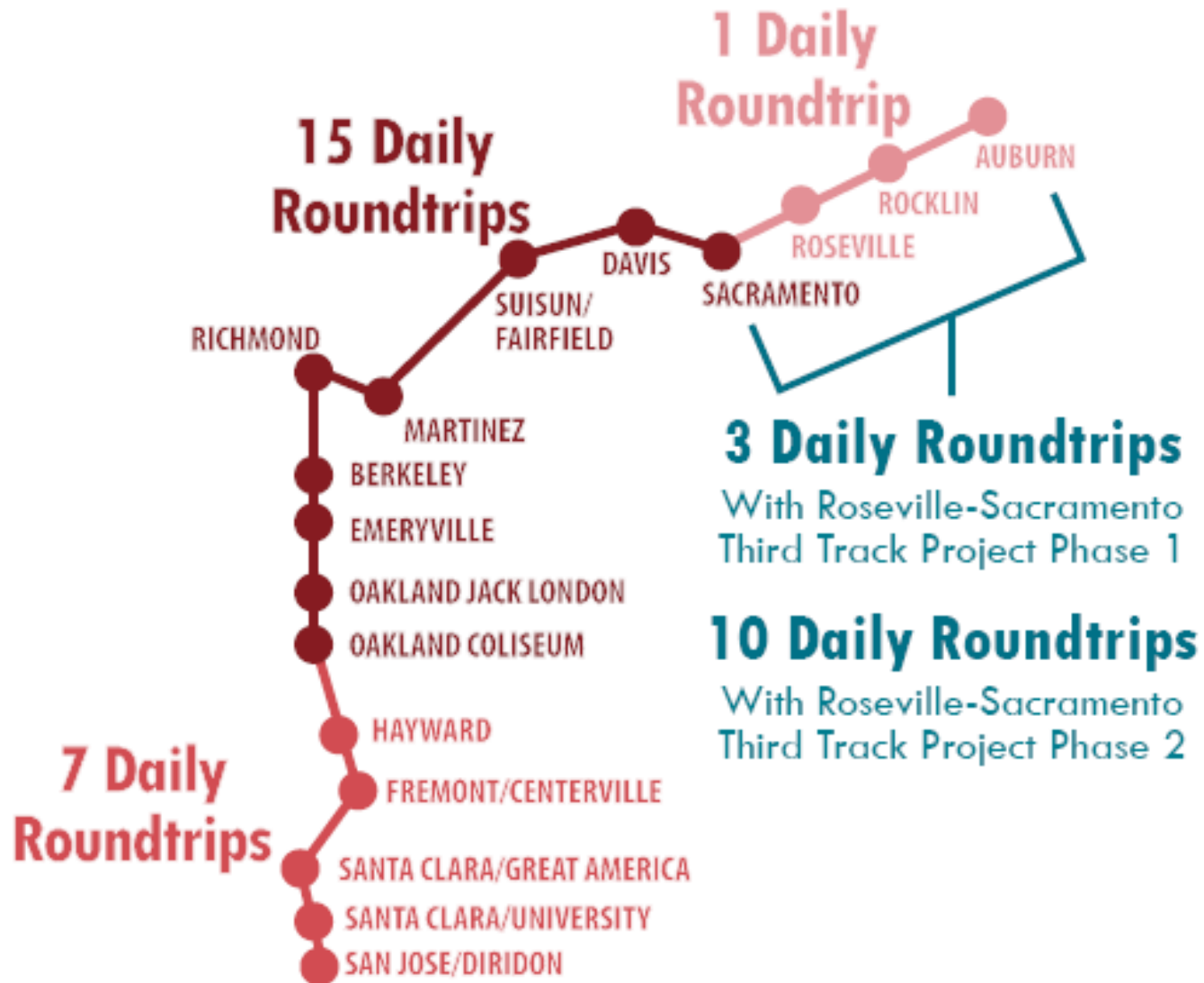
- Applegate Rd
- Bonneybrook Rd
- Canyon Wy
- Crother Rd
- Giesendorfer Rd
- Gold Run Rd
- Hampshire Rocks Rd
- Lincoln Rd
- Magra Rd
- Paoli Ln
- Placer Hills Rd.
- Ponderosa Wy
- Ridge Rd
- Rollins Lake Rd
- Tokayana Rd
- Weimer Cross Rd
- State Route 174 to Rollins Lake
- Yankee Jims Bridge



Capitol Corridor Intercity Rail



Capitol Corridor Third Track



Thank you!

Better
Let's Move [^] in Placer

5A
KEEP PLACER
MOVING



Placer County Transportation Planning Agency

Mike Luken

Executive Director

mluken@pctpa.net

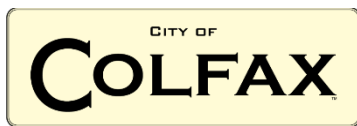
(530)823-4035

Rick Carter

Deputy Executive Director

rcarter@pctpa.net

(530)823-4033



Staff Report to City Council

FOR THE JUNE 8, 2022 REGULAR CITY COUNCIL MEETING

From: Wes Heathcock, City Manager
Prepared by: Laurie Van Groningen, Finance Director
Subject: Proposed Budget – Fiscal Years 2022-2023 and 2023-2024

Budget Impact Overview:

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

RECOMMENDED ACTION: Adopt Resolution __-2022 – Adopting Annual Operating Budget for Fiscal Years 2022-2023 and 2023-2024.

Summary/Background

In accordance with City Financial Policies, staff has compiled the final budget proposal for the fiscal years 2022-2023 and 2023-2024.

The proposed budget is balanced, with expenditure amounts in the General Fund and Enterprise Funds within projected revenues and available non-restricted funds, while providing for contributions toward prudent fund balance reserves. The key assumptions utilized in the forecasting process are outlined in the Management Budget Memo. The estimations are conservative, but reasonable.

A draft proposed budget was presented and reviewed with Council at a Special Meeting – Budget Workshop on May 16, 2022. One amendment was proposed at the meeting and has been included in the proposed budget.

- Increase expenditure 100-110-8263 Economic Development – Event support to \$20,000 per fiscal year.

It was recommended at the Special meeting that Council have a discussion regarding the establishment of a General Fund reserve for response to Emergencies.

Recommendation

Staff recommends adoption of the proposed budget for fiscal years 2022-2023 and 2023-2024.

Attachments:

1. Proposed Budget for Council Approval – Fiscal Years 2022-2023 and 2023-2024
2. Resolution __-2022 Adopting the Annual Operating Budget for Fiscal Year 2022-2023 and Fiscal Year 2023-2024

City of Colfax

City Council

Resolution No. __-2022

ADOPTING THE ANNUAL OPERATING BUDGET FOR FISCAL YEAR 2022-2023 AND FISCAL YEAR 2023-2024

WHEREAS, the proposed budget for the City of Colfax is entitled “Annual Operating Budget, Fiscal Years 2022-2023 and 2023-2024”, a copy of which is on file in City Hall for public review; and,

WHEREAS, the proposed expenditures shown in the summaries of expenditures by fund which is attached hereto are hereby appropriated to the departments, offices and operations in the amount and for the objects and purposes as set forth in the budget document; and

WHEREAS, it is ordered that a copy of this Resolution and the budget documents be made available for public review in Colfax City Hall and that the budget document be certified by the City Clerk and filed in the Office of the City Clerk; and,

WHEREAS, this Resolution is required for the orderly operation and maintenance of municipal activities and the usual and current expenses of the City during the 2022-2023 and 2023-2024 Fiscal Years beginning July 1, 2022 and ending June 30, 2024; and,

NOW THEREFORE, BE IT RESOLVED the City Council of the City of Colfax adopts the Fiscal Year 2022-2023 and Fiscal Year 2023-2024 Annual Operating Budget.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at the Regular Meeting of the City Council of the City of Colfax held on the 8th of June 2022 by the following vote of the Council:

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

ATTEST:

Trinity Burruss, Mayor

Marguerite Bailey, City Clerk

**City of Colfax - Proposed Budget
For the Fiscal Years 2022-2023 and 2023-2024
TABLE OF CONTENTS**

	Page No.		Page No.
<u>Budget Memo</u>		<u>Operating Revenues & Expenditures (continued)</u>	
Management Budget Memo	1 - 4	Special Revenues	
<u>Fund Summary</u>		Fund Descriptions	29
Fiscal Year 2022-2023	5	<u>Special Revenues - Department Revenues and Expenditures</u>	
Fiscal Year 2023-2024	6	218 000 Supplemental Law Enforcement	30
<u>Staffing Personnel Equivalents</u>		250 000 Streets and Roads	31-32
Fiscal Year 2022-2023 and 2023-2024	7	253 000 Gas Tax Fund	33
<u>Capital Projects</u>		Enterprise Funds	
Fiscal Year 2022-2023 and 2023-2024	8	Fund Descriptions	34
<u>Operating Revenues & Expenditures</u>		<u>Enterprise Funds - Department Revenues and Expenditures</u>	
General Fund		560 000 WWTP Maintenance and Operations	35-37
Fund Descriptions	9	561 000 Sewer Collection Systems	38-39
General Fund Summary	10	563 000 Debt Service	40
General Fund Revenue Detail	11-12	<u>Acronyms</u>	41
<u>General Fund - Department Revenues and Expenditures</u>		<u>Annual Appropriations Limit</u>	TBD
100 100 Central Services	13	<u>Budget Resolutions</u>	TBD
100 110 City Council	14		
100 120 Administration and Finance	15-16		
100 160 City Attorney	17		
100 200 Fire Department	18		
100 300 Sheriff Services	19		
100 400 Building Department	20		
100 425 City Engineer	21		
100 450 Planning	22		
100 500 Buildings	23-24		
100 530 Parks and Recreation	25-26		
120 000 Land Development Fees	27		
572 000 Landfill Post Closure Maintenance	28		

CITY OF COLFAX
Proposed Budget for Fiscal Years 2022-2023 and 2023-2024
Management Budget Memo

June 2022

Honorable Mayor and Members of the Colfax City Council

City staff is pleased to present the Fiscal Year 2022-2023 and Fiscal Year 2023-2024 Annual Operating Budgets for the City of Colfax. The Annual Budget provides the framework for the delivery of public services to the City. This budget document presents staff's recommendation of a spending plan consistent with projected funding availability, public and City Council goals, efficient and effective service delivery to the community, existing contractual agreements and legal requirements. The proposed budget is balanced, with expenditure amounts in the General Fund and Enterprise Funds within projected revenues and available non-restricted funds, while providing for contributions toward prudent fund balance reserves.

Budget Highlights and Assumptions

Staffing

The City directly allocates costs to the funds and departments that directly benefit from those costs. For payroll and employee benefit expenses, a percentage allocation is utilized during the payroll process. The percentage allocation is developed from a review of each staff position and its related functions during the budget review and preparation process. The cost of payroll related expense and employee benefits costs are allocated using the same percentage allocation.

Staffing levels for the forecasted two years are consistent with current approved staffing levels. Consistent with previous years, a Cost-of-

Living Adjustment (COLA) has been budgeted effective July 1, 2022 and July 1, 2023. The COLA in recent years has been based on Consumer Price Index for Urban Wage Earners and Clerical Workers. For budgeting purposes, an increase of 3% has been used for estimating labor costs. In addition, a provision has been estimated for between 2.5% or 5% in merit increases at employee anniversary dates. These increases are projected for both represented and non-represented employees. These estimates are in accordance with the current Memorandum of Understanding with our labor union which expires on June 30, 2026.

Payroll related expenses and employee benefit costs include: employer payroll taxes, workers compensation insurance, employer portion of CalPERS retirement benefits, health and dental insurance through a Section 125 Cafeteria plan, Flexible Spending Account (FSA) plan and life insurance for employees. The City also provides a Section 457 deferred compensation plan – employee contributions only (no City cost).

Due to fluctuating needs of some administrative functions, the City continues to contract services with outside agencies and service providers. The functions that are currently contracted are:

- Attorney Services
- Finance Services
- Planner Services
- Building Services
- Engineering Services

Estimates for these functions are consistent with previous year's activity and current contracts. In addition to these ongoing functions an expense estimates are included for a Grant consultant, City newsletter editor, marketing consultants, economic development

consultant, and rate study and tax measure consultants. Expense estimates for Human Resource consulting, Labor law assistance and Defense attorney services on an as needed basis have also been included.

General Funds

Sales and Use Tax is the largest revenue source in the City General Fund and in recent years has accounted for 50-60% of total unrestricted revenues. Annual sales tax revenues have decreased in the last couple of years – presumably due to the Covid Pandemic. It is anticipated that we are at the end of the decline, therefore projecting a conservative 3% increase for both budget years over the projection for the current year. The total projection accounts for 53% of total General Fund revenues.

Property Taxes are the second largest revenue source in the General Fund and staff estimates a modest growth of 3% in this revenue category for both budget years.

The new hotel on South Auburn Street which just opened in the current fiscal year will bring additional Transient Occupancy Tax to the City. We have estimated an 85% increase in this category for both budget years. This is a conservative estimate until we can obtain more actual data.

We are estimating that other licenses and permit revenues (business licenses, plan check fees, building permits, etc) will remain at current levels and are budgeted at zero growth.

Approximately one-third of general fund expenditures are for public safety services and specifically for the City contracts with Placer County for Sheriff and Fire services. The budget projection reflects a 3.0% increase in contracted costs for both fiscal years. City staff labor costs

(increases discussed in staffing section of this memo) are the next highest expenditure category in the general fund.

The projected forecast for General Funds includes \$468,000 in fiscal year 2022-2023 and \$351,000 in fiscal year 2023-2024 for funding capital projects (refer to capital project listing), funding General Fund capital reserves, and the City’s annual contribution to Streets and Roads operating expenses.

The scrutiny of City General Funds has been exhaustive since the economic downturn in 2008 and has afforded the City to establish committed and unassigned reserve balances reflected in the chart below.

General Fund - Unrestricted	Projected Balance 06/30/2022
Unrestricted - Committed - Operating	\$ 500,000
Unrestricted - Committed - Capital	\$ 300,000
Unrestricted - Committed - Pension	\$ 145,000
Unrestricted - Unassigned	\$ 2,358,000
Total Unrestricted	\$ 3,303,000

We have budgeted increases in committed reserves as follows:

- Operating – Current policy dictates that operating reserve will be 25% of anticipated operating expenses
- Capital – Established practice to allocate \$50,000 per year for Capital Reserve

Special Revenue Funds

Special revenue funds include:

1. Mitigation Fees – Conservative estimates for mitigation fee revenues have been forecasted for the completion of the Sierra Oaks Estates Development. Other pending projects mitigation fee revenues will be updated at mid-year and fiscal year budget reviews.
2. Support for Law Enforcement – The proposed budget includes an estimate of \$100,000 per year from the COPS grant. The balance of costs for the Sheriff contract is budgeted in the General Fund.
3. Transportation/Streets & Roads – The City receives funding for transportation funds processed through Placer County Transportation Planning Agency (PCTPA). The forecast for fiscal year 2022-2023 is based on projections provided by PCTPA and fiscal year 2023-2024 is projected at the same value. Funds received via the Transportation Development Act Tax (TDA) are first allocated to Transit costs and then available for Street and Road operations and maintenance. Expenses for transportation and street maintenance exceed the transportation funding therefore, the fund is supplemented from unrestricted General Funds and Gas Tax revenues.
4. Gas Tax funds - These funds are used to maintain the City's street lights – with residual funding being allocated to Streets and Roads operating expenses. Revenues are projected based on the latest State of California estimates.

Capital Projects

The proposed capital project list provides a detailed project listing and includes both City and grant/developer funded projects. Funding

sources for each project are identified. The projected projects for the two budget years are forecasted at \$9.5 million – of which \$8.4 million (91%) is funded by grants. The balance is funded by mitigation fees and operating funds.

The largest projects are the Wastewater Treatment Improvements project (which includes installation of Solar at the WWTP, new WWTP equipment and Inflow/Infiltration (I/I) system improvements) and the Road Improvements (CDBG Construction Grant) project. Both projects are 100% grant funded. The Wastewater Treatment Improvements project was started in the current fiscal year and is anticipated to complete in fiscal year 2022-2023. Anticipated savings from the solar installation are not expected to be realized until fiscal year 2024-2025. The Road Improvements project is pending final distribution of funding.

Sewer Enterprise Fund

The City continues to follow the recommendations from the formal Wastewater Rate Study that was adopted in June of 2018. The recommendations from the Study included:

- Recommended rate adjustment of 2.45% effective July 1st each year for five years (through July 1, 2022)
- Maintain established operating reserves, debt service reserves required by loan agreement, short lived asset reserve required by grant/loan agreement, and capital replacement reserve to be funded annually.

A new Wastewater Rate Study is due in June 2023 and the cost has been projected in the fiscal year 2022-2023.

Sewer Enterprise Funds that are not invested in capital assets are listed in chart below.

Enterprise (Sewer) Fund	Projected Balance 06/30/2022
Restricted Funds - Debt Reserves, Capital funds	\$ 933,000
Unrestricted - Committed - Operating	\$ 360,000
Unrestricted - Committed - Capital	\$ 400,000
Unrestricted - Unassigned	\$ 1,924,000
Total	\$ 3,617,000

We have budgeted increases in committed reserves as follows:

- Operating – Current policy dictates that operating reserve will be 25% of anticipated operating expenses
- Capital – Established practice to allocate \$100,000 per year for Capital Reserve

Fiscal Challenges and Opportunities

Although the unrestricted general fund revenues are modeled after recent years trends, the future of the economy is expected to be unsettled for the next couple of years. In addition, the inflation rates will continue to impact the jurisdiction's purchase power for current and future projects.

Cal PERS Retirement expenses are expected to continue increasing over the next five years. It is anticipated that Unfunded liabilities will continue to increase.

The ongoing and new Development projects will bring an increase in economic vitality to the City and increases in sales tax and transient

occupancy tax revenues. Additionally, Mitigation Fees from Development projects will provide much needed funding for City Infrastructure projects.

Conclusion

As in previous years, we are challenged with minimal resources to provide solid local government services. City Council and staff must continue to focus on finding and securing new or improved sources of revenue and be good stewards of taxpayers' monies. The continued commitment to business recruitment and community promotion will align with goals set by Council.

Wes Heathcock
City Manager

CITY OF COLFAX
Fund Summary - Projected Revenues, Expenditures, Transfers and Fund Balance
For Fiscal Year 2022-2023

		Fiscal Year 2022-2023							
Fund Description	Fund #	Projected Fund Balance 07/01/2022	Projected Revenues	Operating Expenses	Grants/Other	Capital Projects	Reserves	Fund Transfers In (Out)	Projected Fund Balance 06/30/2023
General Fund - Unrestricted	100/120/570	\$ 2,357,537	\$ 2,469,142	\$ (2,390,306)		\$ -	\$ (150,000)	\$ (347,771)	\$ 1,938,602
General Fund - Restricted									
Operating Reserve - 25%	100	500,000	-	-			100,000	-	600,000
Pension Liability Reserve	100	145,000	-	-			-	-	145,000
Capital Project Reserve	100	300,000	-	-			50,000	-	350,000
2% AB939 Landfill Diversion	571	23,317	-	-			-	-	23,317
Landfill - Postclosure Maintenance	572	788,820	95,000	(99,886)			-	-	783,934
Total General Fund - Restricted		\$ 1,757,137	\$ 95,000	\$ (99,886)	\$ -	\$ -	\$ 150,000	\$ -	\$ 1,902,251
Special Revenues					\$ -				
Mitigation Funds	210-17	852,366	57,973	-	-	-		(47,341)	862,998
Support Law Enforcement	218	-	100,000	(100,000)	-	-		-	-
CDBG - Program Income	244	-	6,000	(6,000)	-	-		-	-
Transportation - Streets/Roads	250	29,362	163,773	(330,038)	-	-		166,265	29,362
Gas Taxes	253	-	69,014	(19,000)	-	-		(50,014)	-
Road Maintenance - SB1, RSTBG	258	165,217	-	-	-	-		-	165,217
Beverage/Oil Recycling	270/280	22,840	-	-	-	-		-	22,840
Fire Capital Fund	292	93,158	-	-	-	-		(80,000)	13,158
Fire Construction - Mitigation	342	94,343	8,875	-	-	-		-	103,218
Recreation Construction	343	94,344	8,875	-	-	-		-	103,219
Total Special Revenues		\$ 1,351,630	\$ 414,510	\$ (455,038)	\$ -	\$ -	\$ -	\$ (11,090)	\$ 1,300,012
Capital Projects - GF									
Administration/Planning		-	-	-	120,000	(163,025)		43,025	-
Buildings & Grounds		-	-	-	-	(138,700)		138,700	-
Streets & Roads - CDBG		(92,621)	-	-	2,954,172	(2,961,346)		99,795	-
Other		-	-	-	851,030	(928,371)		77,341	-
Total Capital Projects - GF		\$ (92,621)	\$ -	\$ -	\$ 3,925,202	\$ (4,191,442)	\$ -	\$ 358,861	\$ -
Enterprise Funds									
WWTP, Collection System, Debt Service	560, 561, 563	1,924,561	2,180,874	(1,929,645)	-	-	(200,000)	(129,078)	1,846,712
Capital Projects		-	-	-	4,460,554	(4,700,520)		239,966	-
Operating Reserve - 25% (Restricted)		360,000	-	-	-	-	100,000	-	460,000
Sewer Connections - Restricted	564	253,864	-	-	-	-		(68,388)	185,476
Short Term Asset Reserve (Restricted)		240,065	-	-	-	-		(42,500)	197,565
Loan Payment Reserve (Restricted)		438,974	-	-	-	-		-	438,974
Capital Projects - Reserve		400,000	-	-	-	-	100,000	-	500,000
Total Enterprise Funds		\$ 3,617,464	\$ 2,180,874	\$ (1,929,645)	\$ 4,460,554	\$ (4,700,520)	\$ -	\$ -	\$ 3,628,727
TOTAL ALL FUNDS		\$ 8,991,147	\$ 5,159,526	\$ (4,874,875)	\$ 8,385,756	\$ (8,891,962)	\$ -	\$ -	\$ 8,769,593

CITY OF COLFAX
Fund Summary - Projected Revenues, Expenditures, Transfers and Fund Balance
For Fiscal Year 2023-2024

		Fiscal Year 2023-2024							
Fund Description	Fund #	Projected Fund Balance 07/01/2023	Projected Revenues	Projected Expenses	Grants/Other	Capital Projects	Reserves	Fund Transfers In (Out)	Projected Fund Balance 06/30/2024
General Fund - Unrestricted	100/120/570	\$ 1,938,602	\$ 2,525,436	\$ (2,405,576)		\$ -	\$ (50,000)	\$ (355,589)	\$ 1,652,873
General Fund - Restricted									
Operating Reserve - 25%	100	600,000	-	-			-	-	600,000
Pension Liability Reserve	100	145,000	-	-			-	-	145,000
Capital Project Reserve	100	350,000	-	-			50,000	-	400,000
AB939	571	23,317						(23,317)	-
Landfill - Postclosure Maintenance	572	783,934	95,000	(103,991)				-	774,944
Total General Fund - Restricted		\$ 1,902,251	\$ 95,000	\$ (103,991)	\$ -	\$ -	\$ 50,000	\$ (23,317)	\$ 1,919,944
Special Revenues					\$ -				
Mitigation Funds	210-17	862,998	1,085	-	-			-	864,083
Support Law Enforcement	218	-	100,000	(100,000)	-			-	-
CDBG - Program Income	244	-	6,000	(6,000)	-			-	-
Transportation - Streets/Roads	250	29,362	163,773	(340,533)	-	-		176,760	29,362
Gas Taxes	253	-	69,014	(19,000)	-	-		(50,014)	-
Road Maintenance - SB1, RSTBG	258	165,217							165,217
Beverage/Oil Recycling	270/280	22,840						(22,840)	-
Fire Capital Fund	292	13,158						-	13,158
Fire Construction - Mitigation	342	103,218	100	-	-			-	103,318
Recreation Construction	343	103,219	100	-	-			-	103,319
Total Special Revenues		\$ 1,300,012	\$ 340,072	\$ (465,533)	\$ -	\$ -	\$ -	\$ 103,906	\$ 1,278,457
Capital Projects - GF									
Administration/Planning		-		-	-			-	-
Buildings & Grounds		-		-	-	(100,000)		100,000	-
Streets & Roads - CDBG		-		-	-	(175,000)		175,000	-
Other									
Total Capital Projects - GF		\$ -	\$ -	\$ -	\$ -	\$ (275,000)	\$ -	\$ 275,000	\$ -
Enterprise Funds									
WWTP, Collection System, Debt Service	560, 561, 563	1,846,712	2,248,349	(1,939,187)	-	-	(137,500)	-	2,018,374
Capital Projects									
Operating Reserve - 17% (Restricted)		460,000					-		460,000
Sewer Connections - Restricted		185,476							185,476
Short Term Asset Reserve (Restricted)		197,565					37,500		235,065
Loan Payment Reserve (Restricted)		438,974							438,974
Capital Projects - Reserve		500,000					100,000		600,000
Total Enterprise Funds		\$ 3,628,727	\$ 2,248,349	\$ (1,939,187)	\$ -	\$ -	\$ -	\$ -	\$ 3,937,889
TOTAL ALL FUNDS		\$ 8,769,593	\$ 5,208,857	\$ (4,914,286)	\$ -	\$ (275,000)	\$ -	\$ -	\$ 8,789,163

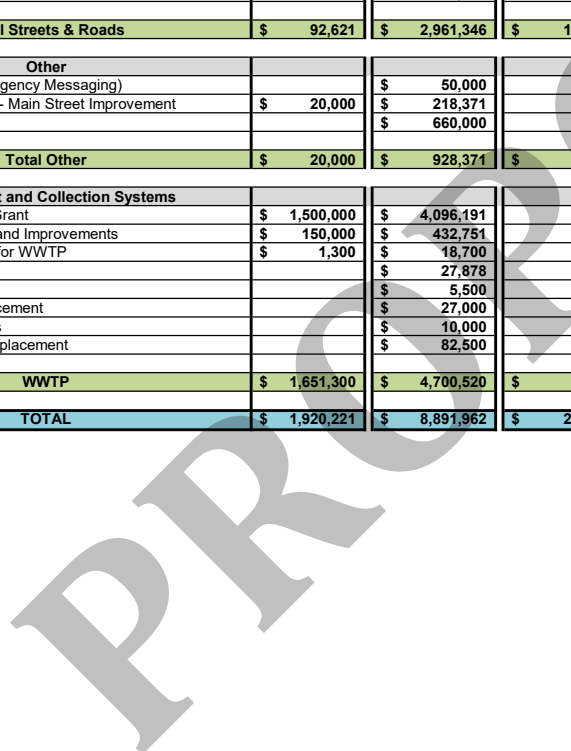
**City of Colfax
Budget - Staffing Personnel Equivalents
For the Fiscal Years 2022-2023 and 2023-2024**

<u>Employees/Temporary Staff</u>	<u>Status</u>	<u>Union</u>	<u>Current</u>	<u>Budget</u>	
				<u>FY2022-2023</u>	<u>FY2023-2024</u>
City Manager	Full-time	No	1.0	1.0	1.0
City Clerk	Part-Time	No	0.8	0.8	0.8
Public Works Director	Full-time	No	1.0	1.0	1.0
Customer Service Representative	Part-Time	No	0.5	0.5	0.5
Administrative Analyst	Full-time	No	1.0	1.0	1.0
Chief Plant Operator	Full-time	Yes	1.0	1.0	1.0
Sewer Operator II	Full-time	Yes	1.0	1.0	1.0
Sewer Operator II	Full-time	Yes		1.0	1.0
Public Works Supervisor	Full-time	Yes	1.0	1.0	1.0
Maintenance Worker II	Full-time	Yes		1.0	1.0
Maintenance Worker I	Full-time	Yes	1.0	1.0	1.0
Maintenance Worker I	Full-time	Yes	1.0	1.0	1.0
Maintenance Worker I	Full-time	Yes		1.0	1.0
TOTAL			9.3	12.3	12.3

Consultants/Contract Services

Fire/Sheriff Services (Placer County)	Contracted Services
Attorney Services	Contracted Services
Building Services	Contracted Services
Engineering Services	Contracted Services
Finance Services	Contracted Services
Information Technology Support	Contracted Services
Planner Services	Contracted Services
Human Resources Consult Services	As Needed
Labor law Services/Defense Attorney	As Needed
Grant Consultant	As Needed - Individual Projects
Rate Study Consultant	As Needed - Individual Projects
Branding and Retail Strategy Services	As Needed

City of Colfax Capital Expenditures Proposed Budget for Fiscal Year 2022-2023 and 2023-2024		Estimated Previous Year Expenditure	FY2022-2023 Capital Outlay	FY2023-2024 Capital Outlay	Estimated Future Year Expenditure	Total Project Cost	Funding and General Notes
Fund	Description						
Administration							
Grant	General Plan Update	\$ 150,000	\$ 85,000			\$ 235,000	SB2 Grant - \$160,000 , LEAP - \$65,000, REAP - \$10,000 REAP Grant - \$40,000, City match \$3,025
Grant/General Fund	Zoning Update	\$ 5,000	\$ 38,025			\$ 43,025	
General Fund	Records Management System/Equipment	\$ -	\$ 40,000			\$ 40,000	
						\$ -	
	Total Administration	\$ 155,000	\$ 163,025	\$ -	\$ -	\$ 318,025	
Buildings & Grounds							
270/571/General Fund	Corp Yard Security/Recycling Improvements		\$ -	\$ 80,000		\$ 80,000	Estimate \$80K - Project moved forward from previous years
292 - Fire Capital	Roof Replacement - Fire Station 36		\$ 80,000			\$ 80,000	Estimate \$80K - Project moved forward from previous years
General Fund	ADA Project - 2023		\$ 20,000	\$ -		\$ 20,000	One project per year
General Fund	ADA Project - 2024			\$ 20,000		\$ 20,000	One project per year
General Fund	Metal Storage Building for Corp Yard	\$ 1,300	\$ 18,700			\$ 20,000	Project carried forward from previous years - Increased cost
214	City Hall Lighting and Flooring upgrades		\$ 20,000			\$ 20,000	City Hall upgrades to be funded by Mitigation Fees Fund 214 - City Buildings
	Total Buildings & Grounds	\$ 1,300	\$ 138,700	\$ 100,000	\$ -	\$ 240,000	
Streets & Roads							
Grant	Road Rehabilitation - CDBG Construction Grant/SB1 Funds	\$ 92,621	\$ 2,861,551	\$ -		\$ 2,954,172	CDBG Grant Funding and SB1 Road Maintenance Funds
General Fund	Caterpillar Loader/Backhoe			\$ 175,000		\$ 175,000	General Fund Transfer to Streets and Roads
General Fund	Bobcat Skid Steer		\$ 99,795			\$ 99,795	General Fund Transfer to Streets and Roads
	Total Streets & Roads	\$ 92,621	\$ 2,961,346	\$ 175,000	\$ -	\$ 3,228,967	
Other							
General Fund	Message Boards (Emergency Messaging)		\$ 50,000			\$ 50,000	General Fund Transfer to Streets and Roads
Grant/217	Downtown connectivity - Main Street Improvement	\$ 20,000	\$ 218,371			\$ 238,371	Grant funded - 11% City Match required - \$27,341 Mitigation Fees - Downtown Parking
Grant/Donations	Skate Park		\$ 660,000			\$ 660,000	Prop 68 Grant, Placer County Grant, Green Machine Donations, Local donations
	Total Other	\$ 20,000	\$ 928,371	\$ -	\$ -	\$ 948,371	
Sewer Plant and Collection Systems							
Grant	CWSRF Construction Grant	\$ 1,500,000	\$ 4,096,191			\$ 5,596,191	SAF System, Solar, Lift Station #3 Force Main, I&I repairs - 100% Grant
Grant ARPA/564	Lift Station 5 - Repairs and Improvements	\$ 150,000	\$ 432,751				ARPA Grant - \$364,363. Balance from Fund 564 Sewer Connections \$218,388
Sewer Operations	Metal Storage Building for WWTP	\$ 1,300	\$ 18,700				Project carried forward from previous years - Increased cost
Sewer Operations	Nitritax Sensor		\$ 27,878				Monitors wastewater nitrogen content
Short term Asset Reserve	Spare blower mower		\$ 5,500				Procure with short term asset reserve
Short term Asset Reserve	Membrane Filter Replacement		\$ 27,000				Procure with short term asset reserve
Short term Asset Reserve	Spare Lift Station VFD's		\$ 10,000				Procure with short term asset reserve
Sewer Operations	Lift Station #5 Motor Replacement		\$ 82,500				Procure with short term asset reserve
	WWTP	\$ 1,651,300	\$ 4,700,520	\$ -	\$ -	\$ 5,596,191	
	TOTAL	\$ 1,920,221	\$ 8,891,962	\$ 275,000	\$ -	\$ 10,331,554	



City of Colfax - Fund Descriptions

Governmental Activities - General Fund

The General Fund receives all unrestricted money, which pays for departmental spending on the day-to-day operating costs for traditional City services. Major funding sources include property taxes, sales taxes, transient occupancy taxes, franchise fees, business license fees, building permits, and vehicle license fees. Most of the individual revenue sources are sensitive to changes in the economy, and most are not directly under the City's control.

Fund	Dept	Fund/Dept Name	Description
100	100	Central Services	Central Service Department provides support for city-wide services consumed by all City departments. Services include copy machine costs, office supplies, animal control contracts. The department also includes an allocation for City wide audit services.
100	110	City Council	The City Council serves as the Board of Directors for the municipal organization providing policy direction and guidance to staff. The City Council consists of five members, elected at-large on a non-partisan basis. Members serve for four years, with overlapping terms. The City Council enacts city ordinances, establishes policies, hears appeals, adopts annual budget, sets salaries, represents the public, and maintains intergovernmental relations. The Mayor presides over the City Council meeting. Regular meetings of the Council are held on the second and fourth Wednesdays of every month. Council members also serve on regional and local boards, and on Council ad-hoc committees.
100	120	Administration and Finance	The Administration and Finance Department implements the legislative actions of the City Council, provides for the City's administrative, fiscal, personnel, property management, public information, record keeping functions, maintaining the financial integrity, and managing the day-to-day financial operations of the City. In addition, staff manages labor relations and staff support, inter-governmental relations, business license administration, and insurance administration.
100	160	City Attorney	The City Attorney prepares contracts, agreements, leases, and other legal documents, ordinances, and resolutions. The City Attorney advises the City Council and staff on legal matters, represents and defends the City in litigation and supervises outside Counsel activities in special areas.
100	200	Fire Services	The Fire Department's primary function and responsibility is to reduce the risk of life and property loss resulting from fire and hazardous materials incidents, and provide emergency medical assistance to the residents of Colfax. The City contracts with Placer County/CalFire for Fire Services. The City is responsible for maintenance and utilities for City owned fire stations.
100	300	Sheriff Services	The Sheriff department is responsible for the enforcement of State laws and municipal ordinances, the prevention of crime, traffic, investigations, and apprehension of suspected criminals. The City contracts with Placer County for Sheriff services.
100	400	Building Department	The Building Department administers and enforces the California Building Codes, other pertinent State and Federal Laws, and City ordinances regulating construction activities. The Department issues permits, collects fees, reviews construction plans for compliance, inspects construction projects, and provides information about the development.
100	425	City Engineer	The Engineering Department is responsible for all engineering related functions of the City. The city engineer reviews development and construction plans for impact to road circulation, water drainage, and other City impacts.
100	450	Planning	The Planning Department oversees development and maintenance of the City General Plan, related community plans, design standards, zoning regulations and other development and design programs. It administers all City environmental review processes for public and private projects. Planning also helps the City Manager develop and manage economic development programs.
100	500	Buildings	The Building and Grounds Department is responsible for the maintenance of all City-owned buildings and adjacent grounds areas. Included are City Hall, Fire Stations, Depot, Courthouse, and the Corporation Yard.
100	530	Parks and Recreation	The Park and Recreation Department is responsible for maintaining the City's park and recreation gathering areas, and for the maintenance and upkeep of the landscaped areas surrounding City facilities.
571	N/A	AB939 Landfill Diversion	State Assembly Bill 939 requires the reduction of Solid waste going into landfills through "diversion" - diverting garbage away from landfills and into recycling programs. This surcharge is not longer collected. Fund balance has been identified to help fund Security/Recycling improvements at the City Corporation Yard.
572	N/A	Landfill Post Closure Maintenance	The City of Colfax adopted Resolution 20-92 on March 10, 1992 implementing a surcharge on all refuse disposal fees for costs of closure of the Colfax Landfill and ongoing monitoring costs. City is required to maintain a fund balance to cover postclosure period (30 years initially to 15 year minimum)

City of Colfax
Proposed Budget
For the Fiscal Year 2022-2023 and 2023-2024

General Fund
Summary

Description	Actuals	Estimate	Budget	
	2020-2021	2021-2022 MYR	2022-2023	2023-2024
REVENUES BY MAJOR CATEGORY				
Property, Sales, and TOT Taxes	\$ 1,887,345	\$ 1,755,000	\$ 1,869,800	\$ 1,921,094
Franchise Fees	82,891	100,000	100,000	100,000
Licenses and Permits	140,771	101,292	101,292	101,292
Charges for Current Services	73,486	126,050	106,050	106,050
Revenue from Other Agencies	207,127	196,500	196,500	196,500
Other Sources of Revenues	114,971	93,000	89,500	94,500
Transfers In	20,146	6,000	6,000	6,000
TOTAL REVENUES	\$ 2,526,737	\$ 2,377,842	\$ 2,469,142	\$ 2,525,436
EXPENDITURES BY DEPARTMENT				
100 Central Services	224,817	185,066	252,210	258,710
110 City Council	67,978	52,700	178,025	127,300
120 Administration and Finance	265,888	306,665	288,517	297,269
160 City Attorney	112,919	97,000	104,500	104,500
200 Fire Department	78,304	82,200	83,700	85,700
300 Sheriff Department	633,535	675,026	761,722	787,289
400 Building Department	60,882	60,500	75,000	75,000
425 Engineering	85,842	100,000	160,000	160,000
450 Planning	44,752	45,000	50,000	50,000
500 Buildings & Property	162,158	184,149	192,566	207,529
530 Parks And Recreation	112,600	137,978	168,066	176,279
120-XXX Land Development Fees	47,074	116,000	76,000	76,000
TOTAL EXPENDITURES	\$ 1,896,750	\$ 2,042,283	\$ 2,390,306	\$ 2,405,576

City of Colfax
Proposed Budget
For the Fiscal Year 2022-2023 and 2023-2024

General Fund
Revenue Detail

Description		Actuals	Estimate	Budget	
		2020-2021	2021-2022 MYR	2022-2023	2023-2024
PROPERTY AND SALES TAXES					
4010	Property Taxes	\$ 381,360	\$ 400,000	412,000	424,360
4015	Real Property Transaction Tax	20,160	20,000	20,000	20,000
4020	Sales and Use Taxes	1,424,798	1,260,000	1,297,800	1,336,734
4030	Cannabis Business Tax	47,466	45,000	45,000	45,000
4040	Transient Occupancy Tax	13,561	30,000	95,000	95,000
TOTAL TAXES		1,887,345	1,755,000	1,869,800	1,921,094
FRANCHISES					
4100	Franchises	82,891	100,000	100,000	100,000
TOTAL FRANCHISES		82,891	100,000	100,000	100,000
LICENSES AND PERMITS					
4200	Business Licenses	37,586	38,000	38,000	38,000
4210	Plan Check Fees	30,501	15,000	15,000	15,000
4220	Building Permits	65,225	30,000	30,000	30,000
4230	Nuisance Abatement Fees	920			
4240	Encroachment Permits	5,840	1,500	1,500	1,500
4270	Sign Permits	700	500	500	500
4305	Fair Share Reimbursements	0	16,292	16,292	16,292
TOTAL LICENSES & PERMITS		140,771	101,292	101,292	101,292
CURRENT SERVICE CHARGES					
4605	Recreation Fees	3,480	3,500	3,500	3,500
4620	Planning & Zoning Fees (Fund 120)	68,360	120,000	100,000	100,000
4630	Court Fines	1,580	2,500	2,500	2,500
4640	Copies & Reports	66	50	50	50

City of Colfax
 Proposed Budget
 For the Fiscal Year 2022-2023 and 2023-2024

General Fund
 Revenue Detail

Description	Actuals	Estimate	Budget	
	2020-2021	2021-2022 MYR	2022-2023	2023-2024
TOTAL CURRENT SERVICE CHARGES	73,486	126,050	106,050	106,050
REVENUE FROM OTHER AGENCIES				
4700 State Motor Vehicle License	1,578	2,500	2,500	2,500
4710 Motor Vehicle In-Lieu	174,121	164,000	164,000	164,000
4720 Revenues from Other Agencies	2,078	-	-	-
4760 Prop 172 - Public Safety	29,350	30,000	30,000	30,000
TOTAL FROM OTHER AGENCIES	207,127	196,500	196,500	196,500
OTHER SOURCES OF FUNDS				
4800 Rents and Leases	10,110	9,000	9,000	9,000
4810 Sign Rental & Leases	75,014	70,000	70,000	70,000
4815 Digital Sign Fees	300	500	500	500
4900 Miscellaneous	2,971	1,000	-	-
4964 Accounting & Admin Reimb	1,789	-	-	-
4970 Insurance Refunds	6,756	3,500	-	-
4980 Interest Income	18,030	9,000	10,000	15,000
TOTAL OTHER SOURCES OF FUNDS	114,971	93,000	89,500	94,500
TRANSFERS IN				
4998 Transfer In	20,146	6,000	6,000	6,000
TOTAL TRANSFERS IN	20,146	6,000	6,000	6,000
TOTAL GENERAL FUND REVENUE	\$ 2,526,737	\$ 2,377,842	\$ 2,469,142	\$ 2,525,436

City of Colfax
Proposed Budget
For the Fiscal Year 2022-2023 and 2023-2024

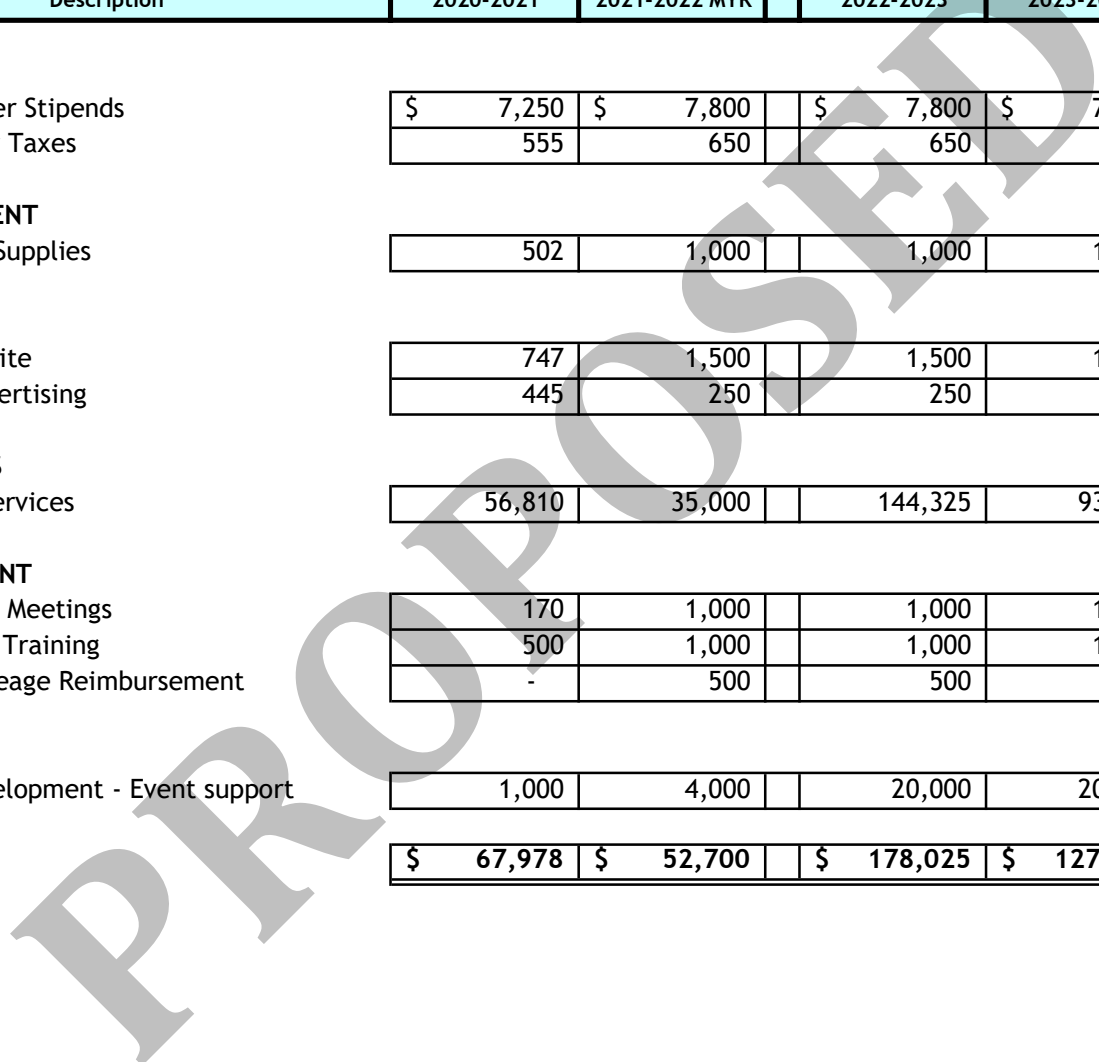
General Fund Departmental Detail
Department 100
Central Services

Description	Actuals	Estimate	Budget	
	2020-2021	2021-2022 MYR	2022-2023	2023-2024
SUPPLIES AND EQUIPMENT				
5201 Materials and Supplies	\$ 8,296	\$ 8,900	\$ 10,000	\$ 10,000
5220 Copy Machine	2,907	6,000	4,000	4,000
COMMUNICATIONS				
5410 Postage	2,582	2,100	2,500	3,000
5420 Telephone/Internet	7,362	8,500	8,500	8,500
5440 Printing and Advertising	1,993	3,310	3,310	3,310
CONTRACTED SERVICES				
5510 Animal Control Contract	23,073	24,806	25,000	25,000
5560 Software Maintenance Contract	3,246	2,000	3,500	3,500
5650 Auditors	12,430	11,250	13,500	13,500
5660 Professional Services	3,514	6,500	4,000	4,000
5665 Legal Fees	102,549	35,000	100,000	100,000
RESOURCE DEVELOPMENT				
5810 Memberships and Dues	4,674	4,800	5,000	5,000
OCCUPANCY				
6120 Utilities	10,017	11,000	12,000	13,000
MISCELLANEOUS				
8250 Miscellaneous	62	4,000	-	-
8252 Bank Charges	2,758	3,400	3,400	3,400
8260 Property Tax Admin Costs	6,908	8,000	8,000	8,000
8300 Payment to Other Agencies	1,131	3,500	3,500	3,500
8320 LAFCO Fees - Placer County	974	1,000	1,000	1,000
8400 Insurance and Bonds	30,339	41,000	45,000	50,000
TOTALS	\$ 224,817	\$ 185,066	\$ 252,210	\$ 258,710

City of Colfax
 Proposed Budget
 For the Fiscal Year 2022-2023 and 2023-2024

General Fund Department Detail
 Department 110
 City Council

Description	Actuals	Estimate	Budget	
	2020-2021	2021-2022 MYR	2022-2023	2023-2024
PERSONNEL				
5060 Council Member Stipends	\$ 7,250	\$ 7,800	\$ 7,800	\$ 7,800
5110 Social Security Taxes	555	650	650	650
SUPPLIES AND EQUIPMENT				
5201 Materials and Supplies	502	1,000	1,000	1,000
COMMUNICATIONS				
5430 Internet/Website	747	1,500	1,500	1,500
5440 Printing & Advertising	445	250	250	250
CONTRACTED SERVICES				
5660 Professional Services	56,810	35,000	144,325	93,600
RESOURCE DEVELOPMENT				
5815 Conferences & Meetings	170	1,000	1,000	1,000
5820 Education and Training	500	1,000	1,000	1,000
5830 Travel and Mileage Reimbursement	-	500	500	500
MISCELLANEOUS				
8263 Economic Development - Event support	1,000	4,000	20,000	20,000
TOTALS	\$ 67,978	\$ 52,700	\$ 178,025	\$ 127,300



City of Colfax
Proposed Budget
For the Fiscal Year 2022-2023 and 2023-2024

General Fund Departmental Detail
Department 120
Administration and Finance

Description	Actuals	Estimate	Budget	
	2020-2021	2021-2022 MYR	2022-2023	2023-2024
PERSONNEL				
5010 Salaries and Wages	\$ 114,555	\$ 134,600	\$ 136,699	\$ 146,751
5110 Social Security Taxes	13,211	13,000	10,457	11,226
5115 Employment & Training Tax	1,359	1,500	856	863
5120 Worker's Compensation	9,483	11,013	11,420	11,504
5130 Health & Life Insurance	18,114	19,002	16,515	16,515
5160 Retirement	14,724	16,000	11,270	12,110
5170 Auto Allowance	2,410	2,400	2,400	2,400
5175 Temporary Services	4,581	3,000		
SUPPLIES AND EQUIPMENT				
5201 Materials & Supplies	864	5,000	-	-
COMMUNICATIONS				
5425 Cell Phone and Pagers	689	800	1,200	1,200
5440 Printing and Advertising	8,269	9,000	10,000	10,000
CONTRACTED SERVICES				
5560 Software Maintenance Contract	2,561	3,000	3,500	4,000
5660 Professional Services	64,074	80,000	66,200	66,200
RESOURCE DEVELOPMENT				
5815 Conference & Meetings	357	500	1,000	1,000
5820 Education & Training	4,303	2,000	5,000	5,000
5830 Travel & Mileage Reimbursement	19	500	3,000	3,000
MISCELLANEOUS				
8250 Miscellaneous	903	1,000	1,000	1,000
8270 Medical Expenses		2,000	2,000	2,000

City of Colfax
 Proposed Budget
 For the Fiscal Year 2022-2023 and 2023-2024

General Fund Departmental Detail
 Department 120
 Administration and Finance

	Description	Actuals	Estimate	Budget	
		2020-2021	2021-2022 MYR	2022-2023	2023-2024
8550	Election Costs	2,021	-	3,500	-
8600	Codification	3,392	2,350	2,500	2,500
TOTALS		\$ 265,888	\$ 306,665	\$ 288,517	\$ 297,269

PROPOSED

City of Colfax
 Proposed Budget
 For the Fiscal Year 2022-2023 and 2023-2024

General Fund Departmental Detail
 Department 160
 City Attorney and Legal Fees

Description	Actuals	Estimate	Budget	
	2020-2021	2021-2022 MYR	2022-2023	2023-2024

CONTRACTED SERVICES

5665 Legal Fees - City Attorney

112,919	97,000	104,500	104,500
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TOTALS

\$ 112,919	\$ 97,000	\$ 104,500	\$ 104,500
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PROPOSED

City of Colfax
Proposed Budget
For the Fiscal Year 2022-2023 and 2023-2024

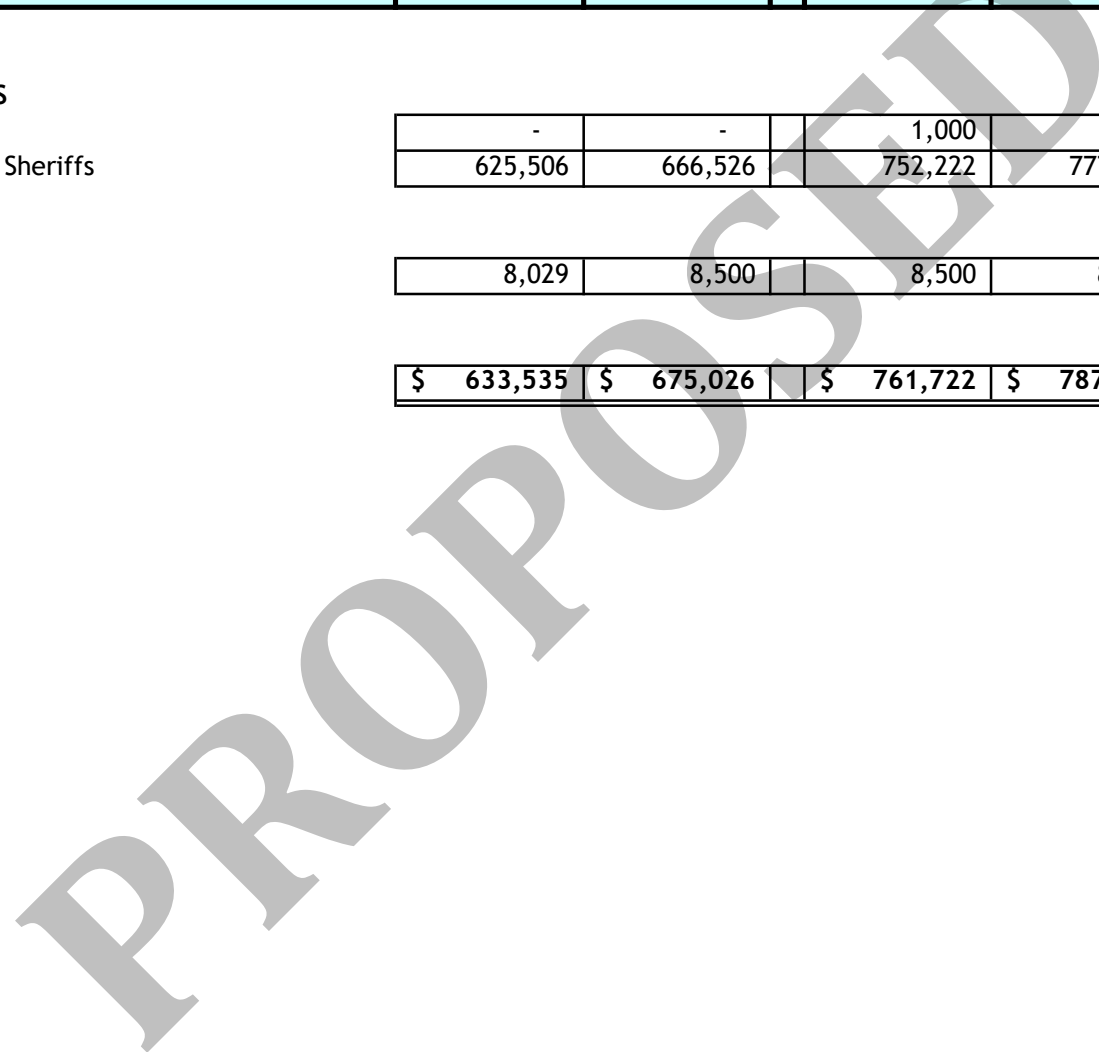
General Fund Departmental Detail
Department 200
Fire Department

Description	Actuals	Estimate	Budget	
	2020-2021	2021-2022 MYR	2022-2023	2023-2024
PERSONNEL				
5120 Worker's Compensation	\$12,014	-	-	-
SUPPLIES AND EQUIPMENT				
5201 Materials & Supplies	3,865	1,000	-	-
5320 Vehicle Repairs & Maintanance	28,058	-	-	-
5325 Gas & Oil	2,568	500	-	-
COMMUNICATIONS				
5420 Telephone/internet	1,741	500	500	500
CONTRACT SERVICES				
5620 Fire Protection Services	25,000	75,000	78,000	80,000
5660 Professional Services	(198)	-	-	-
RESOURCE DEVELOPMENT				
5820 Education and Training	92	-	-	-
OCCUPANCY				
6120 Utilities	1,790	1,500	1,500	1,500
6125 Water	1,217	1,200	1,200	1,200
6140 Building Repairs & Maintenance	1,698	2,500	2,500	2,500
MISCELLANEOUS				
8250 Miscellaneous	239	-	-	-
8270 Medical Expenses	220	-	-	-
TOTALS	\$ 78,304	\$ 82,200	\$ 83,700	\$ 85,700

City of Colfax
 Proposed Budget
 For the Fiscal Year 2022-2023 and 2023-2024

General Fund Departmental Detail
 Department 300
 Sheriff Department

Description	Actuals		Estimate		Budget	
	2020-2021	2021-2022 MYR	2022-2023	2023-2024	2022-2023	2023-2024
CONTRACTED SERVICES						
5580 Booking Fees	-	-	1,000	1,000		
5600 Placer County Sheriffs	625,506	666,526	752,222	777,789		
OCCUPANCY						
6120 Utilities	8,029	8,500	8,500	8,500		
TOTALS	\$ 633,535	\$ 675,026	\$ 761,722	\$ 787,289		



City of Colfax
 Proposed Budget
 For the Fiscal Year 2022-2023 and 2023-2024

General Fund Departmental Detail
 Department 400
 Building Department

Description	Actuals	Estimate	Budget	
	2020-2021	2021-2022 MYR	2022-2023	2023-2024
SUPPLIES AND EQUIPMENT				
5201 Materials & Supplies	17	500	-	-
CONTRACTED SERVICES				
5660 Professional Services	60,865	60,000	75,000	75,000
TOTALS	\$ 60,882	\$ 60,500	\$ 75,000	\$ 75,000

PROPOSED

City of Colfax
 Proposed Budget
 For the Fiscal Year 2022-2023 and 2023-2024

General Fund Departmental Detail
 Department 425
 Engineering

Description	Actuals	Estimate	Budget	
	2020-2021	2021-2022 MYR	2022-2023	2023-2024
CONTRACTED SERVICES				
5540 Engineering Services	85,842	100,000	160,000	160,000
TOTALS	\$ 85,842	\$ 100,000	\$ 160,000	\$ 160,000

PROPOSED

City of Colfax
 Proposed Budget
 For the Fiscal Year 2022-2023 and 2023-2024

General Fund Departmental Detail
 Department 450
 Planning

	Description	Actuals	Estimate	Budget	
		2020-2021	2021-2022 MYR	2022-2023	2023-2024
CONTRACTED SERVICES					
5570	Planning Services	44,752	45,000	50,000	50,000
	TOTALS	\$ 44,752	\$ 45,000	\$ 50,000	\$ 50,000

PROPOSED

City of Colfax
Proposed Budget
For the Fiscal Year 2022-2023 and 2023-2024

General Fund Departmental Detail
Department 500
Buildings

Description	Actuals	Estimate	Budget	
	2020-2021	2021-2022 MYR	2022-2023	2023-2024
PERSONNEL				
5010 Salaries and Wages	\$ 47,107	\$ 70,000	\$ 71,224	\$ 75,757
5040 Salary - Call back	3,960	-		-
5110 Social Security Taxes	3,761	5,922	5,449	5,795
5115 Unemployment and Training tax	422	477	446	445
5120 Worker's Compensation	5,339	8,500	5,950	5,939
5130 Health & Life Insurance	13,140	15,000	15,960	15,960
5150 Uniform Allowances	1,282	1,000	1,500	1,500
5160 Retirement	3,512	5,000	5,037	5,382
5175 Temporary Services	-	1,000	-	-
SUPPLIES AND EQUIPMENT				
5201 Materials and Supplies	21,398	20,000	23,000	25,000
5300 Equip. Repairs & Maintenance	3,898	500	2,000	2,500
5320 Vehicle Repairs & Maintenance	916	2,500	2,500	2,500
5325 Gas and Oil	1,872	3,000	3,000	3,000
5350 Tools Rental	563	1,500	1,500	1,500
COMMUNICATIONS				
5425 Cell phone and pagers	1,100	1,250	1,250	1,250
RESOURCE DEVELOPMENT				
5820 Education and Training	-	1,000	1,000	1,000
5830 Travel and Mileage Reimbursement	-	500	500	500

City of Colfax
 Proposed Budget
 For the Fiscal Year 2022-2023 and 2023-2024

General Fund Departmental Detail
 Department 500
 Buildings

Description	Actuals	Estimate	Budget	
	2020-2021	2021-2022 MYR	2022-2023	2023-2024
OCCUPANCY				
6100 Rents and Leases	-	5,000	5,000	5,000
6120 Utilities	18,398	25,000	25,000	27,000
6125 Water	3,279	3,500	3,500	3,750
6140 Building Repairs & Maintenance	28,894	10,000	15,000	20,000
6160 Security	3,317	3,500	3,750	3,750
TOTALS	\$ 162,158	\$ 184,149	\$ 192,566	\$ 207,529

PROPOSED

City of Colfax
Proposed Budget
For the Fiscal Year 2022-2023 and 2023-2024

General Fund Departmental Detail
Department 530
Parks and Recreation

Description	Actuals		Estimate		Budget	
	2020-2021	2021-2022 MYR	2022-2023	2023-2024	2022-2023	2023-2024
PERSONNEL						
5010 Salaries and Wages	\$ 34,335	\$ 50,000	\$ 71,224	\$ 75,757		
5040 Salary - Call Back	2,808	-	-	-		
5110 Social Security Taxes	2,785	4,300	5,449	5,795		
5115 Unemployment and Training Tax	345	346	446	445		
5120 Worker's Compensation	3,874	6,000	5,950	5,939		
5130 Health Insurance	8,633	11,000	15,960	15,960		
5150 Uniform Allowance	1,200	1,000	1,500	1,500		
5160 Retirement	2,507	4,331	5,037	5,382		
5175 Temporary Services	-	1,000	-	-		
SUPPLIES AND EQUIPMENT						
5201 Materials and Supplies	19,334	12,500	14,000	16,000		
5300 Equipment Repairs and Maintenance	4,351	2,500	2,750	3,000		
5320 Vehicle Repair and Maintenance	950	2,500	2,500	2,500		
5325 Gas & Oil	1,779	2,500	3,000	3,000		
5350 Tool Rental	212	2,500	2,500	2,750		
COMMUNICATIONS						
5425 Cell Phone and Pagers	896	1,000	1,000	1,000		
RESOURCE DEVELOPMENT						
5820 Education and Training	-	1,000	1,000	1,000		
5830 Travel and Mileage	-	500	500	500		

City of Colfax
 Proposed Budget
 For the Fiscal Year 2022-2023 and 2023-2024

General Fund Departmental Detail
 Department 530
 Parks and Recreation

Description	Actuals	Estimate	Budget	
	2020-2021	2021-2022 MYR	2022-2023	2023-2024
OCCUPANCY				
6120 Utilities	2,897	4,000	4,000	4,500
6125 Water	18,719	20,000	20,000	20,000
6140 Repairs and Maintenance	1,762	10,000	10,000	10,000
6160 Security	5,214	1,000	1,250	1,250
TOTALS	\$ 112,600	\$ 137,978	\$ 168,066	\$ 176,279

PROPOSED

City of Colfax
 Proposed Budget
 For the Fiscal Year 2022-2023 and 2023-2024

General Fund Departmental Detail
 Department 120-XXX
 Land Development Fees

Description	Actuals	Estimate	Budget	
	2020-2021	2021-2022 MYR	2022-2023	2023-2024
COMMUNICATIONS				
5440 Printing and Advertising	309	1,000	1,000	1,000
CONTRACTED SERVICES				
5540 Engineering Services	32,840	30,000	20,000	20,000
5570 Planning Services	7,382	20,000	50,000	50,000
5660/65 Professional Services	10,690	65,000	5,000	5,000
8250 Miscellaneous	(4,147)			
TOTALS	\$ 47,074	\$ 116,000	\$ 76,000	\$ 76,000

PROPOSED

City of Colfax
Proposed Budget
For the Fiscal Year 2022-2023 and 2023-2024

Landfill Post Closure Maintenance
Fund #572

NUMBER	DESCRIPTION	Actuals	Estimate	Budget	
		2020-2021	2021-2022 MYR	2022-2023	2023-2024
REVENUES					
4660	Landfill Closure Surcharge	\$ 85,823	\$ 95,000	\$ 95,000	\$ 95,000
	TOTAL REVENUE	\$ 80,000	\$ 95,000	\$ 95,000	\$ 95,000
EXPENDITURES					
5010	Salaries and Wages	22,400	34,315	35,685	38,353
5040	Salary - Call Back	547	800	800	800
5110	Social Security Taxes	1,694	2,625	2,730	2,934
5115	Unemployment & Training Tax	127	211	224	225
5120	Workmen's Compensation	2,358	2,736	2,981	3,007
5130	Health Insurance	4,077	6,198	6,225	6,225
5150	Uniform and Shoe Allowance	158	200	200	200
5160	Retirement	1,787	3,044	2,841	3,047
5201	Materials and Supplies	344	500	500	500
5325	Gas & Oil	349	600	600	600
5425	Cell Phone and Pagers	399	600	600	600
5660	Professional Services	10,510	7,000	6,500	6,500
5810	Membership and Dues	298	-	-	-
8300	Payments to Other Agencies	13,122	15,000	15,000	15,000
8400	Bonds and Insurance	2,515	3,500	5,000	6,000
8525	Testing and Monitoring	26,631	20,000	20,000	20,000
	TOTAL EXPENDITURES	\$ 87,316	\$ 97,330	\$ 99,886	\$ 103,991

City of Colfax - Fund Descriptions

Governmental Activities - Special Revenues

Special Revenue Funds are used to account for revenues derived from specific taxes or other earmarked revenue sources. They are usually required by statute, or local ordinance to finance particular governmental functions or activities			
Fund	Dept	Fund/Dept Name	Description
210-217	N/A	Mitigation Fees	Mitigation fees (development impact fees) are levied on developers to offset impacts on infrastructure or other public facilities related to the approval and construction of new projects. For each mitigation impact fee hereby established, the city council shall, by resolution: establish the specific amount of the fee; identify the purpose of the fee; identify the specific use to which the fee is to be put; determine how there is a reasonable relationship between the fee's use and the type of development project on which the fee is imposed; determine how there is a reasonable relationship between the need for the public facility and the impacts caused by the type of development project on which the fee is imposed; and determine how there is a reasonable relationship between the amount of the fee and the cost of the public facility or portion of the public facility attributable to the development project for which the fee is imposed.
218	N/A	Support Law Enforcement	Citizens Option for Public Safety (COPS) provides funding for "front line law enforcement services". Funding is allocated by the State Controller to each city and county based on population with a minimum \$100,000 grant.
244	N/A	CDBG - ME Lending/Program Income	The City previously received Community Development Block Grant (CDBG) funding for a Micro-Enterprise loan program. CDBG has since reclassified all the remaining funding as Program Income. The City has one outstanding loan and all annual revenues under \$35K can be "defederalized" and become unrestricted for City use (transfer to General Fund revenues).
250	N/A	Streets - Roads/Transportation	The base sales tax rate in Placer County includes .5% for County Transportation Funds. These funds flow to the City as Local Transportation Funds (LTF) and State Transit Assistance (STA) through Placer County Transportation Planning Agency. STA funds can only be used for transit services. LTF funds must first be used on transit services, additional funds can be used for other transportation needs and streets/roads projects. This fund is used for costs associated with City Streets and Roads maintenance.
253		Gas Taxes	The State of California imposes taxes on various transportation fuels, including gasoline and diesel. The revenues are essentially allocated to cities based on population. Motor vehicle fuel tax revenues may be expended for research, planning, construction, improvement, maintenance and operation of public streets and highways or public mass transit guideways. Direct expenses in this fund include City street lights - balance of funding is allocated to Fund 250.
258	N/A	Road Maintenance - SB1/RSTBG	Senate Bill (SB) 1, Chapter 5, Statutes of 2017, created the Road Maintenance and Rehabilitation Program (RMRP) to address deferred maintenance on the State Highway System and the local street and road system, and the Road Maintenance and Rehabilitation Account (RMRA) for the deposit of various funds for the program. A percentage of this new RMRA funding will be apportioned by formula to eligible cities and counties pursuant to Streets and Highways Code section 2032(h) for basic road maintenance, rehabilitation, and critical safety projects on the local streets and roads system. This fund is also used to hold/segregate other restricted funds for road maintenance and improvements such as RSTBG funding.
270/280	N/A	Beverage Container and Oil Recycling	The Department of Resources Recycling and Recovery (CalRecycle) granted funding for beverage container and oil recycling and litter abatement projects. Expenses can be for education, recycling containers, etc. Funding has been terminated and fund balance has been identified to help fund Security/Recycling improvements at the City Corporation Yard.
292	N/A	Fire Department - Capital Funds	In the past, the City "rented" equipment and volunteers to help with out of county fires (strike team coverage). Net revenues of this fund is designated for capital costs associated with the Fire Department.
342	N/A	Construction Fees - Fire	A residential construction tax is imposed on the privilege of constructing any mobilehome lot or residential dwelling unit in the City. One-half of all taxes collected shall be expended for the acquisition of additional firefighting and fire prevention vehicles, equipment, supplies and inventory and to provide for the replacement of the same as deemed necessary by the council.
343	N/A	Construction Fees - Recreation	A residential construction tax is imposed on the privilege of constructing any mobilehome lot or residential dwelling unit in the City. One-half of all taxes collected shall be expended for the acquisition, improvement and expansion of the public park, playground and recreational facilities of the city in accordance with the parks and recreational element of the general plan of the City.

City of Colfax
 Proposed Budget
 For the Fiscal Year 2022-2023 and 2023-2024

Supplemental Law Enforcement
 Fund #218

NUMBER	DESCRIPTION	Actuals	Estimate	Budget	
		2020-2021	2021-2022 MYR	2022-2023	2023-2024
REVENUES					
4560	State Grant	\$ 156,110	\$ 160,000	\$ 100,000	\$ 100,000
	TOTAL REVENUE	156,110	160,000	100,000	100,000
EXPENDITURES					
5600	Sheriff Protection Services	156,110	160,000	100,000	100,000
	TOTAL EXPENDITURES	156,110	160,000	100,000	100,000

PROPOSED

City of Colfax
Proposed Budget
For the Fiscal Year 2022-2023 and 2023-2024

Streets and Roads
Fund #250

NUMBER	DESCRIPTION	Actuals	Estimate	Budget	
		2020-2021	2021-2022 MYR	2022-2023	2023-2024
TRANSPORTATION FUND REVENUE					
4280	Transportation Permit	\$ 90	\$ 500	\$ 100	\$ 100
4540	Local Transportation Fund	93,867	124,200	148,062	148,062
4541	State Transit Assistance Fund	8,317	12,600	15,611	15,611
	Total Transportation Revenue	102,274	137,300	163,773	163,773
PERSONNEL					
5010	Salaries and Wages	65,630	80,000	100,237	106,671
5040	Salary - Call Back	5,291	-	-	-
5110	Social Security Taxes	5,244	7,967	7,668	8,160
5115	Unemployment & Training Tax	570	642	628	627
5120	Worker's Compensation	7,178	9,150	8,374	8,362
5130	Health & Life Insurance	17,350	20,000	22,950	22,950
5150	Uniforms	1,412	1,500	1,500	1,500
5160	Retirement	4,800	6,000	7,070	7,551
5175	Temporary Services	-	1,500	-	-
SUPPLIES AND EQUIPMENT					
5201	Materials and Supplies	12,015	20,000	20,000	20,000
5219	Street Repair and Maintenance	14,105	40,000	100,000	100,000
5300	Equip. Repairs & Maintenance	666	2,500	2,500	2,500
5320	Vehicle Repairs	3,652	2,000	2,000	2,000
5325	Gas & Oil	2,790	4,000	4,000	4,500
5350	Tool Rental	296	1,500	1,500	1,750

City of Colfax
Proposed Budget
For the Fiscal Year 2022-2023 and 2023-2024

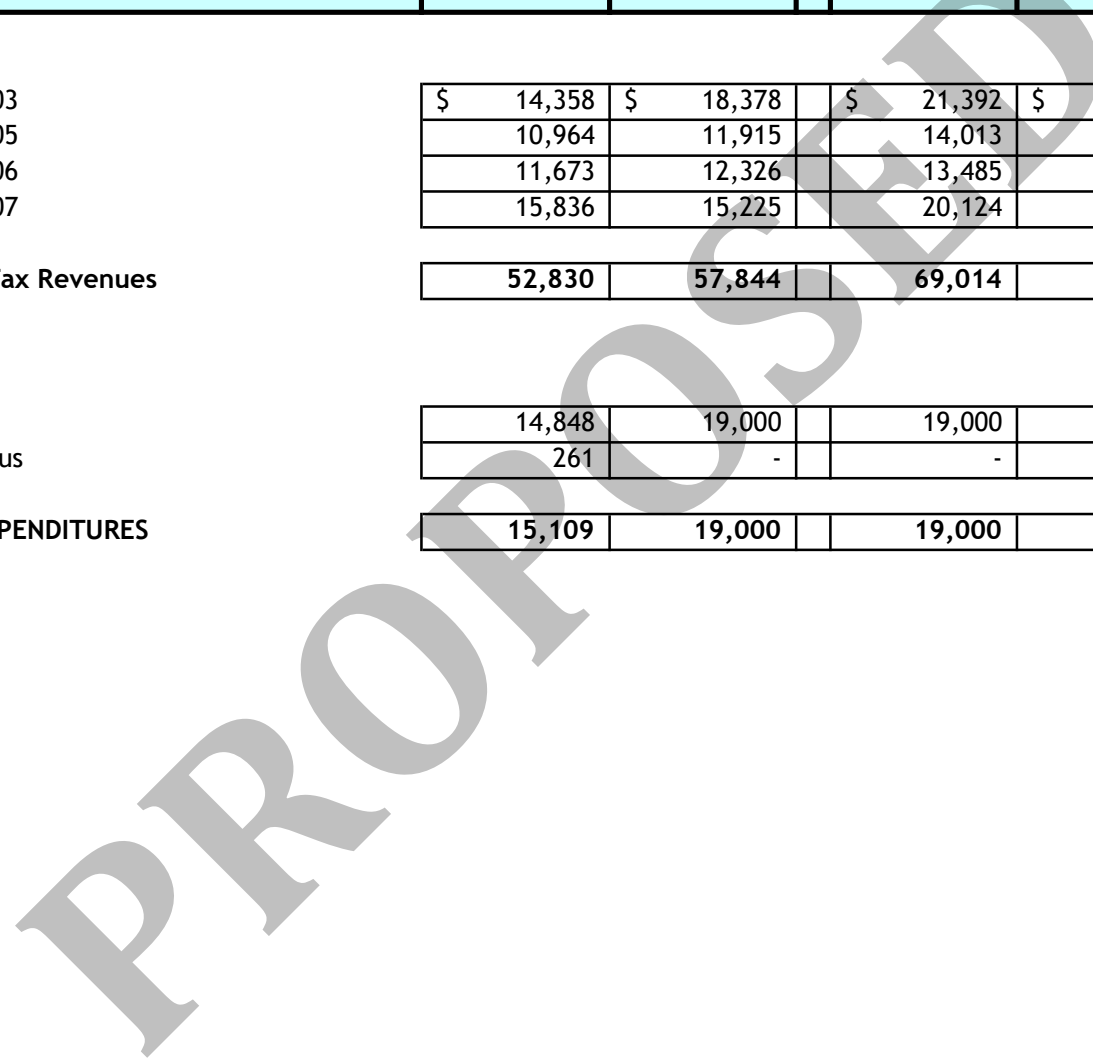
Streets and Roads
Fund #250

NUMBER	DESCRIPTION	Actuals	Estimate	Budget	
		2020-2021	2021-2022 MYR	2022-2023	2023-2024
COMMUNICATIONS					
5425	Cell phone and pagers	1,588	1,500	1,500	1,500
CONTRACTED SERVICES					
5560	Software Maintenance Contract	750	750	1,000	1,250
5590	Transit Services	-	-	15,611	15,611
5650	Auditors	1,270	2,000	1,500	1,500
5660	Professional Services	8,788	9,000	13,000	13,000
RESOURCE DEVELOPMENT					
5810	Membership and Dues	-	500	500	500
5820	Education and Training	-	1,000	1,000	1,000
5830	Travel and Mileage Reimbursement	-	250	250	350
OCCUPANCY					
6100	Rents and Leases	250	250	250	250
MISCELLANEOUS					
8400	Bonds and Insurance	11,830	15,500	17,000	19,000
TOTAL EXPENDITURES		165,476	227,509	330,038	340,533

City of Colfax
 Proposed Budget
 For the Fiscal Year 2022-2023 and 2023-2024

Gas Tax Fund
 Fund #253

NUMBER	DESCRIPTION	Actuals		Budget	
		2020-2021	2021-2022 MYR	2022-2023	2023-2024
REVENUE					
4050	Gas Tax 2103	\$ 14,358	\$ 18,378	\$ 21,392	\$ 21,392
4051	Gas Tax 2105	10,964	11,915	14,013	14,013
4052	Gas Tax 2106	11,673	12,326	13,485	13,485
4053	Gas Tax 2107	15,836	15,225	20,124	20,124
Total Gas Tax Revenues		52,830	57,844	69,014	69,014
EXPENDITURES					
OCCUPANCY					
6120	Utilities	14,848	19,000	19,000	19,000
8250	Miscellaneous	261	-	-	-
TOTALS EXPENDITURES		15,109	19,000	19,000	19,000



City of Colfax - Fund Descriptions

Proprietary Funds (Business Type-Activities) - WWTP and Lift Station Operations			
<p style="text-align: center;">Proprietary Funds are used to account for the operations of self-supporting governmental activities that render services or goods to the public. The accounting records are maintained on an accrual basis. The intent of the City is that the costs (expenses and depreciation) of providing goods and services to the general public on a continuing basis be financed and recovered primarily through user charges.</p>			
Fund	Dept	Fund/Dept Name	Description
560	N/A	Sewer Operations - WWTP	Operations and maintenance of the City Wastewater Treatment plant.
561	N/A	Lift Stations	Operations and maintenance of the City sewer collection system including the four lift stations currently in operation.
563	N/A	Debt Servicing	This fund is used for debt servicing on the State Water Resource Control Board loan associated with the building of the City wastewater treatment plant and collection systems.
564	N/A	Sewer Connections (Mitigation)	Any person making a new connection to the sewerage system of the city or expanding, modifying, enlarging or conducting any other activity that will increase the volume or change the physical character of the sewage already discharged from the city shall pay the appropriate sewer impact fee for connecting to the city sewerage system to pay their share of the capital investment in the city sewerage system. Revenues derived shall be used only for the acquisition, construction, reconstruction, maintenance and operation of the sewerage systems and facilities of the city and planning, engineering and administration related thereto, to repay the principal and interest on bonds issued for the acquisition, construction or reconstruction of such sewerage systems and facilities and to repay any federal or state loans or advances made for the construction or reconstruction of such sewerage systems and facilities.

PROPOSED

City of Colfax
Proposed Budget
For the Fiscal Year 2022-2023 and 2023-2024

Sewer WWTP Maint and Ops
Fund #560

NUMBER	DESCRIPTION	Actuals	Estimate	Budget	
		2020-2021	2021-2022 MYR	2022-2023	2023-2024
REVENUES					
4660	Sewer Service Charges	\$ 1,213,220	\$ 1,275,000	\$ 1,331,301	\$ 1,372,768
4800	Rent	3,000	3,000	3,000	3,000
4900	Miscellaneous Revenue	172	-	-	-
4980	Interest Income	15,709	8,000	9,000	10,000
4982	Interest/Late Charges	19,451	18,000	18,000	18,000
TOTAL REVENUE		1,251,551	1,304,000	1,361,301	1,403,768
PERSONNEL					
5010	Salaries and Wages	247,124	365,000	361,872	385,205
5030	Overtime	4,287	4,000	4,000	4,000
5040	Salary - Call back/Standby	15,545	-	-	-
5110	Social Security Taxes	20,407	29,451	27,683	29,468
5115	Unemployment and Training Tax	2,058	2,372	2,267	2,265
5120	Worker's Compensation	26,535	30,694	30,230	30,197
5130	Health & Life Insurance	44,178	67,479	53,940	53,940
5150	Uniform & Shoe Allowances	2,758	2,000	3,500	3,500
5160	Retirement	26,031	31,955	26,629	28,571
5161	Temporary	2,291	2,500	-	-
SUPPLIES AND EQUIPMENT					
5201	Materials and Supplies	13,644	40,000	40,000	40,000
5220	Copy Machine	1,451	3,000	3,000	3,000
5300	Equipment Repairs and Maintenance	17,448	60,000	60,000	60,000
5320	Vehicle Repairs and Maintenance	1,246	3,000	1,500	1,500
5325	Gas & Oil	4,654	15,000	1,500	1,500
5340	Chemicals	65,365	110,000	121,000	121,000
5350	Tools Rental	-	2,500	2,000	2,000

City of Colfax
Proposed Budget
For the Fiscal Year 2022-2023 and 2023-2024

Sewer WWTP Maint and Ops
Fund #560

NUMBER	DESCRIPTION	Actuals	Estimate	Budget	
		2020-2021	2021-2022 MYR	2022-2023	2023-2024
COMMUNICATIONS					
5410	Postage	1,669	1,500	1,500	1,500
5420	Telephone/Internet	3,721	4,000	3,800	3,800
5425	Cell phone and pagers	3,564	4,000	3,800	3,800
5440	Printing and Advertising	395	500	1,000	1,000
CONTRACT SERVICES					
5540	City Engineering Services	3,230	1,000	5,000	5,000
5560	Software Maintenance Contracts	1,951	2,000	3,000	3,500
5650	Auditors	12,700	12,500	15,000	15,000
5660	Professional Services	157,308	45,000	57,500	57,500
5665	Legal Fees	1,496	2,000	5,500	5,500
5660	Professional Services - Rate Study	-	-	40,000	-
RESOURCE DEVELOPMENT					
5810	Membership and Dues	643	3,500	3,500	3,500
5815	Conferences and Meetings	-	500	500	500
5820	Education & Training	2,058	7,000	2,500	2,500
5830	Travel and Mileage	-	500	500	500
OCCUPANCY					
6120	Utilities	158,393	160,000	176,000	185,000
6140	Repairs & Maintenance	141	5,000	5,000	5,000
6160	Security	-	4,000	3,500	3,500

City of Colfax
 Proposed Budget
 For the Fiscal Year 2022-2023 and 2023-2024

Sewer WWTP Maint and Ops
 Fund #560

NUMBER	DESCRIPTION	Actuals	Estimate	Budget	
		2020-2021	2021-2022 MYR	2022-2023	2023-2024
MISCELLANEOUS					
8250	Miscellaneous	952	1,000	1,000	1,000
8270	Medical Expenses	90	1,000	1,000	1,000
8280	Sludge Removal	9,763	10,000	10,000	10,000
8300	Payments to Other Agencies	23,168	25,000	25,000	25,000
8400	Bonds and Insurance	35,117	45,000	45,000	45,000
8525	Testing and Monitoring	39,827	10,000	40,000	40,000
8530	Bacteria and Lab Test Supplies	5,982	7,500	35,000	35,000
8532	Acute and Chronic Testing	4,350	13,000	4,500	4,500
TOTAL EXPENDITURES		961,541	1,134,451	1,228,221	1,224,746

PROPOSED

City of Colfax
Proposed Budget
For the Fiscal Year 2022-2023 and 2023-2024

Collection Systems/Lift Stations
Fund #561

NUMBER	DESCRIPTION	Actuals		Estimate		Budget	
		2020-2021	2021-2022 MYR	2022-2023	2023-2024	2022-2023	2023-2024
REVENUES							
4680	Lift Charges/Collection System	\$ 190,042	\$ 195,000	\$ 205,585	\$ 212,016		
4672	Inspection Fees	9,768	10,000	10,000	10,000		
	TOTAL REVENUE	199,810	205,000	215,585	222,016		
EXPENDITURES							
PERSONNEL							
5010	Salaries and Wages	78,138	110,000	120,852	128,233		
5040	Salary - Call Back	5,051	-	-	-		
5110	Social Security Taxes	6,387	9,212	9,245	9,810		
5115	Unemployment & Training Tax	794	742	757	754		
5120	Worker's Compensation	8,304	9,601	10,096	10,052		
5130	Health & Life Insurance	14,979	22,257	19,050	19,050		
5150	Uniform & Shoe Allowance	738	600	1,200	1,200		
5160	Retirement	6,226	7,500	8,550	9,168		
5175	Temporary Services	2,291	2,500	-	-		
SUPPLIES AND EQUIPMENT							
5201	Materials and Supplies	2,196	1,500	3,000	3,000		
5220	Copy Machine	482	600	600	600		
5300	Equipment Repairs & Maintenance	24,886	25,000	9,000	11,000		
5320	Vehicle Repairs & Maintenance	173	750	1,000	1,000		
5325	Gas & Oil	2,322	8,000	8,000	8,000		
5350	Tools Rental	-	-	1,500	1,500		
COMMUNICATIONS							
5410	Postage	863	750	1,000	1,000		
5425	Cell Phones and Pagers	1,011	1,100	1,100	1,100		

City of Colfax
Proposed Budget
For the Fiscal Year 2022-2023 and 2023-2024

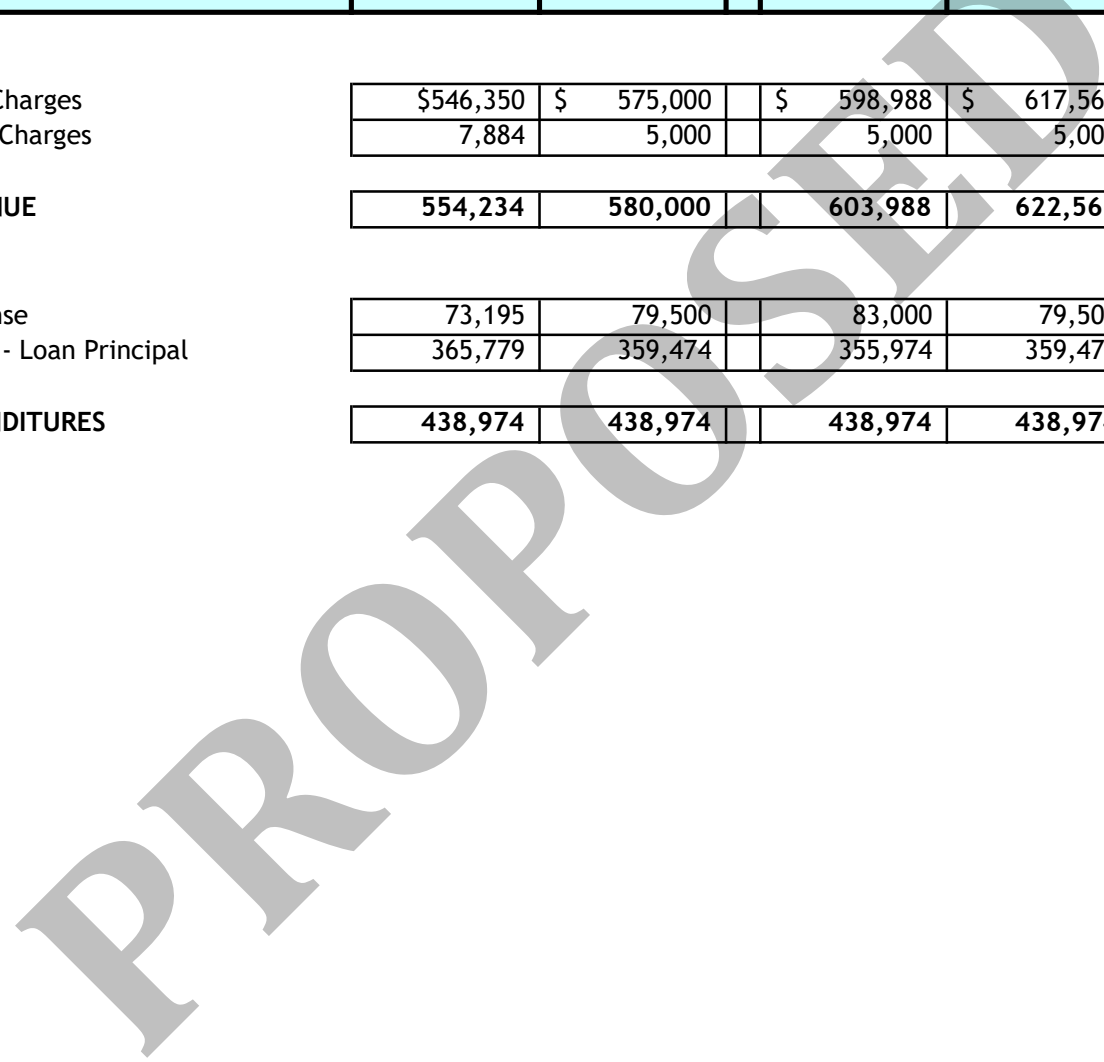
Collection Systems/Lift Stations
Fund #561

NUMBER	DESCRIPTION	Actuals	Estimate	Budget	
		2020-2021	2021-2022 MYR	2022-2023	2023-2024
5440	Printing and Advertising	200	-	500	500
CONTRACT SERVICES					
5540	City Engineers	2,960	2,500	5,000	5,000
5560	Software Maintenance Contract	768	1,000	1,500	2,000
5660	Professional Services	35,276	14,000	13,000	13,000
5820	Education and Training	61	2,000	-	-
5830	Travel and Mileage Reimbursement	-	500	500	500
OCCUPANCY					
6120	Utilities	16,732	19,000	21,000	23,000
6125	Water	483	500	500	500
6140	Building Repairs and Maintenance	564	500	500	500
6160	Security	1,778	1,000	1,000	1,000
MISCELLANEOUS					
8250	Miscellaneous	154	-	-	-
8300	Payments to Other Agencies	4,500	5,500	5,500	5,500
8400	Bonds and Insurance	14,345	18,500	18,500	18,500
TOTAL EXPENDITURES		232,660	265,111	262,451	275,467

City of Colfax
 Proposed Budget
 For the Fiscal Year 2022-2023 and 2023-2024

WWTP/Debt Service
 Fund #563

NUMBER	DESCRIPTION	Actuals	Estimate	Budget	
		2020-2021	2021-2022 MYR	2022-2023	2023-2024
REVENUES					
4662	Debt Service Charges	\$546,350	\$ 575,000	\$ 598,988	\$ 617,565
4982	Interest/Late Charges	7,884	5,000	5,000	5,000
	TOTAL REVENUE	554,234	580,000	603,988	622,565
EXPENDITURES					
8710	Interest Expense	73,195	79,500	83,000	79,500
8250	Miscellaneous - Loan Principal	365,779	359,474	355,974	359,474
	TOTAL EXPENDITURES	438,974	438,974	438,974	438,974



ACRONYMS

AB939	Assembly Bill 939- California Integrated Waste Management Act
ADA	Americans with Disabilities Act
ARPA	American Rescue Plan Act of 2021 - Covid Relief Funds (Federal)
CDBG	Community Development Block Grant Program - US Department of Housing and Urban Development
COPS	Citizens Option for Public Safety - California Assembly Bill 3229 adopted in 1996
LAFCo	Local Agency Formation Commission - Placer County
LEAP	Local Early Action Planning Grant Program - California Department of Housing and Community Development
LTF	Local Transportation Fund - Transportation Development Act of 1971
Prop 68	California Proposition 68 - California drought, water, parks, climate, coastal protection, and outdoor access for all Act of 2018
Prop 172	California Proposition 172 - Local Public Safety approved in November 1993
REAP	Regional Early Action Planning Grant Program - California Department of Housing and Community Development
RSTBG	Regional Surface Transportation Funding Block Grant - Special Federal Aid Funding
SAF	Suspended Air Flotation
SB1	California Senate Bill 1 - Road Repair and Accountability Act of 2017
SB2	California Senate Bill 2 - The Building Homes and Job Act of 2017.
CWSRF	Clean Water State Revolving Fund - California State Water Resources Control Board
STA	State Transit Assistance - Transportation Development Act of 1971
VFD	Variable Frequency Drive (aka..constant pressure pump)
WWTP	Waste Water Treatment Plant



Staff Report to City Council

FOR THE JUNE 8, 2022, REGULAR CITY COUNCIL MEETING

From: Wes Heathcock, City Manager
Prepared by: Wes Heathcock, City Manager
 Alfred A. “Mick” Cabral, City Attorney
Subject: Parking On Narrow Streets

Budget Impact Overview:

N/A: ✓	Funded:	Un-funded:	Amount:	Fund(s):
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RECOMMENDED ACTION: Discuss the need to restrict parking on narrow residential streets and the feasibility of adopting and enforcing an ordinance to that effect, and provide direction to staff.

Summary/Background

The primary issue for Council discussion is whether it wants to consider regulating or prohibiting parking on some narrow residential streets that are difficult to access by emergency, utility, and sanitation vehicles, and to a lesser extent normal traffic. If so, staff will present a regulatory ordinance for Council consideration at a future meeting. If not, no further staff action will be taken.

Colfax Municipal Code (“CMC”) regulates stopping, standing, and parking within the city. It generally allows the city to designate areas for prohibited parking but does not indicate how that designation is to be made. The two specific areas of the city designated as no parking areas are Foresthill Street between Oak Street and Central Street, except to load or unload, and South Auburn Street and Placer Hills Road beginning at the Canyon Way over crossing sign which reads “S. Auburn Street and Placer Hills Road” and extending along both sides of S. Auburn Street northward four hundred fifty (450) feet. See CMC 10.16.080.

State law, through the California Vehicle Code, includes a lengthy and complicated set of rules that regulate stopping, standing, and parking, but not upon narrow residential streets. The State has reserved to cities and counties the right, by ordinance or resolution, to prohibit or restrict the stopping, standing, or parking on certain streets, or portions thereof, during all or certain portions of the day. The ordinance or resolution to that effect does not apply until signs or other markings giving adequate notice of the restrictions have been placed. The ordinance or resolution can also include provisions issuing preferential parking privilege permits to residents and exempt them from the restrictions.

The Placer County Sheriff's Office is responsible for parking enforcement. See CMC 10.16.030. PCSO has indicated that if Colfax wants to restrict parking on certain residential streets, it will need to adopt an enforceable ordinance to that effect and post appropriate signage.

The Sheriff has received one complaint that vehicles parked along a narrow street prohibit safe passage by emergency, utility, and sanitation vehicles. Various members of the City Council and members of City staff have either received or are aware of multiple complaints to the same effect. Recology has apparently been unable to access one or more streets for refuse collection.

This is a policy issue for Council discussion and direction.

Staff will be available to answer questions or provide additional information.

Fiscal Impacts

Posting and maintaining the necessary signage will involve the expenditure of city funds. There will also be some level of enforcement cost.