

City Council Meeting

COUNCIL CHAMBERS, 33 SOUTH MAIN STREET, COLFAX, CA

Mayor Trinity Burruss · Mayor Pro Tem Marnie Mendoza
Councilmembers · David Ackerman · Kim Douglass · Sean Lomen

REGULAR MEETING AGENDA

February 22, 2023

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/84110082319>

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

841 1008 2319

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



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

February 22, 2023

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. **Cash Summary – January 2023** (Pages 4-11)
Recommendation: Accept and File.
- 3B. **Minutes** (Pages 12-13)
Recommendation: By Motion, approve the Colfax City Council minutes of 2/8/2023.
- 3C. **Portable Changeable Message Signs – VER-MAC** (Pages 14-18)
Recommendation: Adopt Resolution __-2023 authorizing the City Manager to execute a purchase agreement with VER-MAC for two Portable Changeable Message Signs, with a not to exceed amount of \$35,920.
- 3D. **Fiscal Year 2022-2023 Mid-Year Operating Budget Review** (Pages 19-23)
Recommendation: Review fiscal year 2022-2023 mid-year budget report and approve budget amendments.

*** End of Consent Calendar ***

4 **AGENCY REPORTS**

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

5 **PRESENTATION (No Presentation)**

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 five (5) minutes per speaker. Written comments should not exceed 800 words. Written comments received before the close of an agenda item may be read into the record, with a maximum allowance of five (5) 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

Discussion on the following items will be limited so that every member of the public will be permitted to address the Council. Please make your comments as succinct as possible. Oral comments may not exceed one (1) minute per speaker. Written comments should not exceed 150 words. Written comments received before the close of the item may be read into the record, with a maximum allowance of one (1) minute in length.

9A. Review Colfax Municipal Code Chapter 5.32 (Commercial Cannabis Activity) for legal compliance and provide direction to staff. (Pages 24-27)

Presentation by: Alfred A. “Mick” Cabral, City Attorney

Recommendation: Review the current commercial cannabis activity and provide staff direction.

10 GOOD OF THE ORDER

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

11 ADJOURNMENT

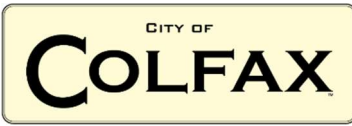
I, Marguerite Bailey, City Clerk for the City of Colfax, declare that this agenda was posted in accordance with the Brown Act at Colfax City Hall and Colfax Post Office. The agenda is also available on the City website at <http://colfax-ca.gov/>

Marguerite Bailey

Marguerite Bailey, City Clerk

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





Staff Report to City Council

FOR THE FEBRUARY 22, 2023 REGULAR CITY COUNCIL MEETING

From: Wes Heathcock, City Manager
Prepared by: Laurie Van Groningen, Finance Director
Subject: Cash Summary – January 2023

Budget Impact Overview:

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

RECOMMENDED ACTION: Accept and File.

Summary/Background

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

The attached reports reflect an overview of the financial transactions of the City of Colfax in January 2023. Some monthly highlights are listed below:

- January revenues included:
 - Allocation for Sales Tax revenues reported/paid to the State for the month of November 2022 (two-month lag).
 - Received first fiscal year 2022-2023 allocation (55%) of annual property tax and sewer delinquent charges from Placer County.
 - Reimbursement of expenditures for WWTP Construction Grant.
- January expenditures included:
 - Quarterly premiums for workers compensation insurance
 - Refund of performance bond for Colfax Hospitality Partners
 - Quarterly fire services payment
 - Approved capital project expenditures – significant expenditures on WWTP Construction Grant.
- Negative cash fund balances at the end of December are due to timing of funding allocations and reimbursements:
 - Fund 218 – Support Law Enforcement – These expenses are funded by COPS (Citizens Options Public Safety) grant. Negative balance due to timing differences of receipts and expenses.
 - Fund 250 – Streets – Roads/Transportation. These expenses are funded by annual Transportation funding through Placer County Transportation Agency (PCTPA), City Gas Tax revenues, and a General Fund allocation. PCTPA Funding request was submitted in October (approved by Council on 09/28/22).

- Fund 358 – CDBG Road Rehabilitation. This is a reimbursable grant – final funding of grant is still pending. CDBG has approved start date of expenditures. Any unfunded expenditures would require allocation from General Fund.
- Fund 367 – SB2 Planning Grant – this is a reimbursable grant. Second round of Reimbursement requests were submitted in February 2022 and are still pending. HCD has been backlogged and recently confirmed requests are approved and pending payment. Next reimbursement request delayed to February based on project activity.
- Fund 376 – Downtown Streetscape – This project is primarily (89%) funded with grant funds on a reimbursement basis. Reimbursement requests expected to be submitted on a quarterly basis. The second reimbursement request was received in January. The balance of funding (11%) will be a City General Fund match.
- Fund 378 – Zoning Code Update. This project is 100% funded with grant funds on a reimbursement basis. Reimbursement requests expected to be submitted on a quarterly basis. The first request was submitted in August and received in October. Next reimbursement request scheduled was submitted in January.
- Fund 575 – WWTP Construction Grant. This is a reimbursable grant. Reimbursement requests are scheduled to be submitted quarterly. Third reimbursement request was submitted in late November and we received payment in January. A fourth request was submitted in January.
- Anticipated revenues/expenditures for February include:
 - Revenues
 - Allocation for Sales Tax revenues reported/paid to the State for the month of December 2022 (two-month lag).
 - Expenditures
 - Ongoing monthly operating expenses.
 - Approved capital project expenditures.

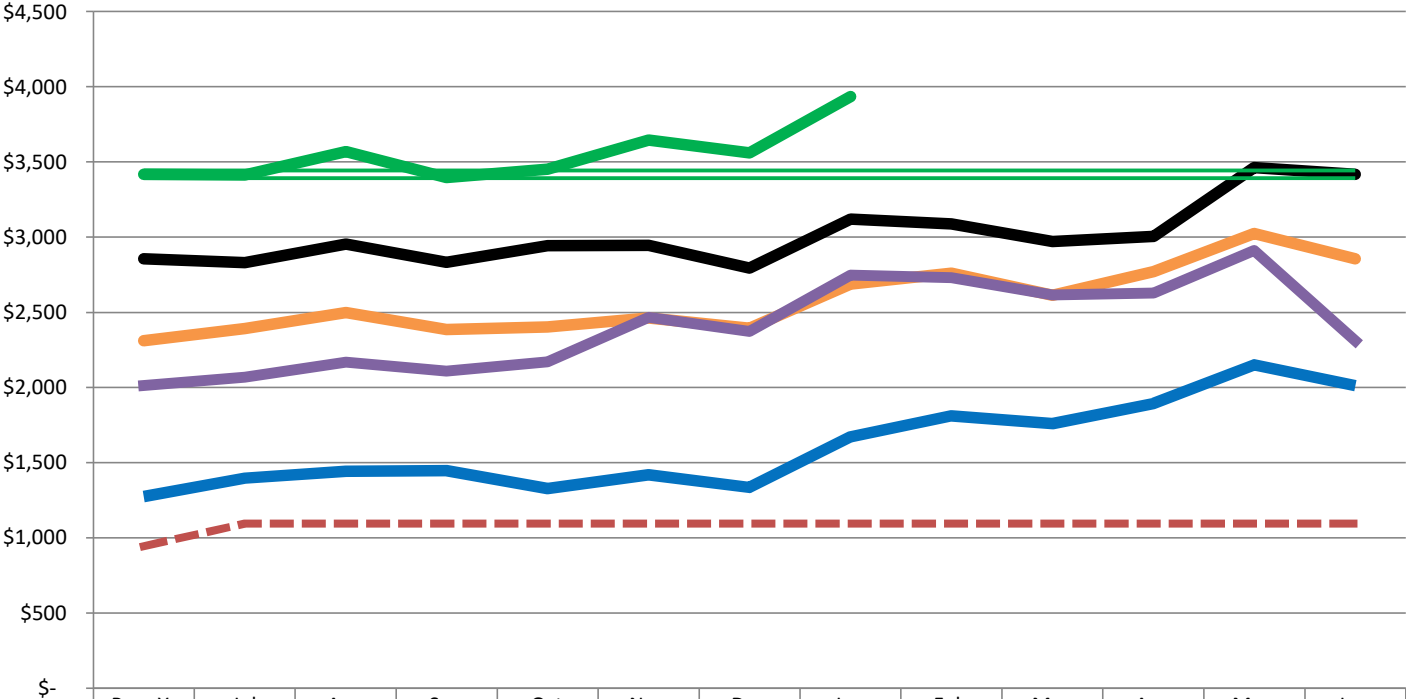
Attachments:

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

City of Colfax - January 2023 General Fund Reserved Cash Analysis

(Dollars in Thousands)

Fiscal Year 2022-23 >>



	Prev Yr	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
— Cash Balance FY2022-23	\$3,418	\$3,412	\$3,568	\$3,396	\$3,451	\$3,644	\$3,560	\$3,935					
— Cash Balance FY2021-22	\$2,857	\$2,831	\$2,953	\$2,833	\$2,943	\$2,946	\$2,794	\$3,120	\$3,088	\$2,971	\$3,004	\$3,462	\$3,418
— Cash Balance FY2020-21	\$2,311	\$2,392	\$2,497	\$2,386	\$2,402	\$2,463	\$2,393	\$2,688	\$2,760	\$2,612	\$2,771	\$3,023	\$2,857
— Cash Balance FY2019-20	\$2,013	\$2,069	\$2,169	\$2,110	\$2,170	\$2,467	\$2,373	\$2,747	\$2,730	\$2,615	\$2,627	\$2,910	\$2,311
— Cash Balance FY2018-19	\$1,275	\$1,398	\$1,444	\$1,447	\$1,329	\$1,420	\$1,336	\$1,672	\$1,812	\$1,760	\$1,893	\$2,151	\$2,013
- - - *Reserves (Ops, Cap, Pen)	\$945	\$1,095	\$1,095	\$1,095	\$1,095	\$1,095	\$1,095	\$1,095	\$1,095	\$1,095	\$1,095	\$1,095	\$1,095
— Budget FY2022-23	\$3,418	\$3,418	\$3,418	\$3,418	\$3,418	\$3,418	\$3,418	\$3,418	\$3,418	\$3,418	\$3,418	\$3,418	\$3,418

**City of Colfax
Cash Summary
January 31, 2023**

	Balance 12/31/2022	Revenues In*	Expenses Out*	Transfers	Balance 01/31/2023
US Bank	\$ 148,904.27	\$ 1,397,186.97	\$ (736,974.95)	\$ (675,000.00)	\$ 134,116.29
LAIF	\$ 7,849,493.74	\$ 42,226.16	\$ -	\$ 675,000.00	\$ 8,566,719.90
Total Cash - General Ledger	<u>\$ 7,998,398.01</u>	<u>\$ 1,439,413.13</u>	<u>\$ (736,974.95)</u>	<u>\$ -</u>	<u>\$ 8,700,836.19</u>
Petty Cash (In Safe)	\$ 300.00				\$ 300.00
Total Cash	<u>\$ 7,998,698.01</u>	<u>\$ 1,439,413.13</u>	<u>\$ (736,974.95)</u>	<u>\$ -</u>	<u>\$ 8,701,136.19</u>

Change in Cash Account Balance - Total \$ 702,438.18

Attached Reports:

1. Cash Transactions Report (By Individual Fund)	
2. Check Register Report (Accounts Payable)	\$ (619,123.50)
Cash Receipts	\$ 1,183,849.54
Payroll Checks and Tax Deposits	\$ (102,410.69)
Utility Billings - Receipts	\$ 197,696.67
LAIF Interest	\$ 42,226.16
Voided Checks/Reissues	\$ 200.00
	<u><u>\$ 702,438.18</u></u>
	\$ -

*Does not include transfers between funds

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

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

City of Colfax
Cash Transactions Report - January 2023

	Beginning Balance	Debit Revenues	Credit (Expenditures)	Ending Balance
Fund Type: 1.11 - General Fund - Unassigned				
Fund: 100 - General Fund	\$ 3,398,152.71	\$ 498,696.93	\$ (126,613.67)	\$ 3,770,235.97
Fund: 120 - Land Development Fees	\$ 154,394.27	\$ 4,283.11	\$ (923.75)	\$ 157,753.63
Fund: 200 - Cannabis Application	\$ 7,424.99	\$ -	\$ -	\$ 7,424.99
Fund Type: 1.11 - General Fund - Unassigned	\$ 3,559,971.97	\$ 502,980.04	\$ (127,537.42)	\$ 3,935,414.59
Fund Type: 1.14 - General Fund - Restricted				
Fund: 205 - Escrow Funds	\$ 153,657.00	\$ -	\$ (113,920.00)	\$ 39,737.00
Fund: 571 - AB939 Landfill Diversion	\$ 23,317.26	\$ -	\$ -	\$ 23,317.26
Fund: 572 - Landfill Post Closure Maintenance	\$ 789,965.36	\$ -	\$ (10,768.17)	\$ 779,197.19
Fund Type: 1.14 - General Fund - Restricted	\$ 966,939.62	\$ -	\$ (124,688.17)	\$ 842,251.45
Fund Type: 1.24 - Special Rev Funds - Restricted				
Fund: 202 - ARPA American Rescue Plan Act	\$ -	\$ -	\$ -	\$ -
Fund: 210 - Mitigation Fees - Roads	\$ 141,970.31	\$ 740.91	\$ -	\$ 142,711.22
Fund: 211 - Mitigation Fees - Drainage	\$ 5,426.22	\$ 28.32	\$ -	\$ 5,454.54
Fund: 212 - Mitigation Fees - Trails	\$ 75,381.16	\$ 393.40	\$ -	\$ 75,774.56
Fund: 213 - Mitigation Fees - Parks/Rec	\$ 193,048.19	\$ 1,007.47	\$ -	\$ 194,055.66
Fund: 214 - Mitigation Fees - City Bldgs	\$ 101,833.00	\$ 531.44	\$ -	\$ 102,364.44
Fund: 215 - Mitigation Fees - Vehicles	\$ 22,240.14	\$ 116.07	\$ -	\$ 22,356.21
Fund: 217 - Mitigation Fees - DT Parking	\$ 43,538.08	\$ 227.22	\$ -	\$ 43,765.30
Fund: 218 - Support Law Enforcement	\$ (18,925.52)	\$ 16,872.31	\$ -	\$ (2,053.21)
Fund: 244 - CDBG Program Inc - ME Lending	\$ -	\$ -	\$ -	\$ -
Fund: 250 - Streets - Roads/Transportation	\$ (128,558.84)	\$ 18,998.00	\$ (18,749.17)	\$ (128,310.01)
Fund: 253 - Gas Taxes	\$ 50,599.63	\$ 9,550.89	\$ (1,325.98)	\$ 58,824.54
Fund: 258 - Road Maintenance - SB1/RSTBG	\$ 185,064.01	\$ 4,791.88	\$ -	\$ 189,855.89
Fund: 270 - Beverage Container Recycling	\$ 19,214.75	\$ 100.28	\$ -	\$ 19,315.03
Fund: 280 - Oil Recycling	\$ 3,788.71	\$ 19.78	\$ -	\$ 3,808.49
Fund: 290 - SB1383 Implementation Grant	\$ 20,294.73	\$ 105.92	\$ -	\$ 20,400.65
Fund: 292 - Fire Department Capital Funds	\$ 93,822.73	\$ 489.64	\$ -	\$ 94,312.37
Fund: 342 - Fire Construction - Mitigation	\$ 76,524.19	\$ 399.36	\$ -	\$ 76,923.55
Fund: 343 - Recreation Construction	\$ 76,524.66	\$ 399.37	\$ -	\$ 76,924.03
Fund: 367 - SB2 - Planning Grant	\$ (42,514.22)	\$ -	\$ -	\$ (42,514.22)
Fund: 376 - Downtown Streetscape	\$ (24,397.19)	\$ 10,239.10	\$ (14,719.38)	\$ (28,877.47)
Fund: 378 - Zoning Code Update	\$ (1,766.45)	\$ -	\$ -	\$ (1,766.45)
Fund Type: 1.24 - Special Rev Funds - Restrict	\$ 893,108.29	\$ 65,011.36	\$ (34,794.53)	\$ 923,325.12
Fund Type: 1.34 - Capital Projects - Restricted				
Fund: 358 - CDBG Pavement	\$ (92,621.34)	\$ -	\$ -	\$ (92,621.34)
Fund Type: 1.34 - Capital Projects - Restricted	\$ (92,621.34)	\$ -	\$ -	\$ (92,621.34)
Fund Type: 2.11 - Enterprise Funds				
Fund: 560 - Sewer	\$ 1,696,112.29	\$ 182,587.26	\$ (126,060.75)	\$ 1,752,638.80
Fund: 561 - Sewer Liftstations	\$ 720,595.51	\$ 19,622.86	\$ (25,492.83)	\$ 714,725.54
Fund: 563 - Wastewater Treatment Plant	\$ 800,521.21	\$ 55,987.30	\$ -	\$ 856,508.51
Fund: 564 - Sewer Connections	\$ 321,774.88	\$ -	\$ -	\$ 321,774.88
Fund: 575 - WWTP Construction Grant	\$ (903,955.03)	\$ 612,682.00	\$ (287,261.20)	\$ (578,534.23)
Fund: 576 - Phase II - Pond 3 Fissure Repair	\$ -	\$ -	\$ -	\$ -
Fund: 585 - LS #5 Force Main Repairs	\$ 33,815.80	\$ -	\$ (11,140.05)	\$ 22,675.75
Fund Type: 2.11 - Enterprise Funds - Unassign	\$ 2,668,864.66	\$ 870,879.42	\$ (449,954.83)	\$ 3,089,789.25
Fund Type: 9.0 - CLEARING ACCOUNT				
Fund: 998 - PAYROLL CLEARING FUND	\$ 2,134.81	\$ 542.31	\$ -	\$ 2,677.12
Fund Type: 9.0 - CLEARING ACCOUNT	\$ 2,134.81	\$ 542.31	\$ -	\$ 2,677.12
Grand Totals:	\$ 7,998,398.01	\$ 1,439,413.13	\$ (736,974.95)	\$ 8,700,836.19

Check Register Report

Item 3A

AP Checks - January 2023

Date: 02/03/2023

Time: 11:14 am

CITY OF COLFAX

BANK: US BANK

Page: 1

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
US BANK Checks								
58945	01/05/23	Reconciled		01/31/23	03141	CALPERS	HEALTH PREMIUMS JAN 2023	13,810.27
58946	01/04/23	Reconciled		01/31/23	01448	AMERIGAS - COLFAX	DEPOT PROPANE	475.80
58947	01/04/23	Reconciled		01/31/23	01448	AMERIGAS - COLFAX	DEPOT PROPANE	297.32
58948	01/04/23	Reconciled		01/31/23	03121	CALIFORNIA BUILDING	Q4 2022 GREEN FEES COLLECTED	28.80
58949	01/04/23	Reconciled		01/31/23	03650	CRANMER ENGINEERING, INC.	LANDFILL MONITORING DEC 2022	640.00
58950	01/04/23	Reconciled		01/31/23	4187	DAWSON OIL COMPANY	GENERATOR FUEL	466.68
58951	01/04/23	Reconciled		01/31/23	04234	DE LAGE LANDEN FINANCIAL	COPY MACH LEASE JAN 2023	444.96
58952	01/04/23	Reconciled		01/31/23	04532	DIVISION OF STATE ARCHITECT	Q4 2022 SB1186 FEES COLLECTED	13.60
58953	01/04/23	Reconciled		01/31/23	05221	EOSI - ENVIRONMENT OPERATING	WWTP CHEMICALS	9,061.81
58954	01/04/23	Reconciled		01/31/23	06278	FRONTIER COMMUNICATIONS	WWTP PHONE	252.54
58955	01/04/23	Reconciled		01/31/23	7798	G&T TRUCK REPAIR	ROLLER RPR	1,522.54
58956	01/04/23	Reconciled		01/31/23	07460	GOLD MOUNTAIN CALIFORNIA	MWI JOB POSTING	292.80
58957	01/04/23	Void	01/24/23		07460	GOLD MOUNTAIN CALIFORNIA	PUBLIC HEARING NOTICE	0.00
58958	01/04/23	Reconciled		01/31/23	08050	HACH COMPANY	WWTP SENSORS	3,651.36
58959	01/04/23	Reconciled		01/31/23	08070	HANSEN BROS. ENTERPRISES	CEMENT BLOCKS	64.35
58960	01/04/23	Reconciled		01/31/23	08070	HANSEN BROS. ENTERPRISES	SANDBAGS	226.46
58961	01/04/23	Reconciled		01/31/23	08170	HILLS FLAT LUMBER CO	SUPPLIES	840.69
58962	01/04/23	Reconciled		01/31/23	8501	HOLT RENEWABLES	WWTP SOLAR PROGRESS PAY	164,029.70
58963	01/04/23	Reconciled		01/31/23	08501	HOME DEPOT CREDIT SERVICES	SUPPLIES	603.98
58964	01/04/23	Reconciled		01/31/23	08660	HUNT AND SONS, INC.	FUEL	667.18
58965	01/04/23	Reconciled		01/31/23	8661	HYDROCOMPLIANCE	WWTP MONTHLY QSP SVCS	1,800.00
58966	01/04/23	Reconciled		01/31/23	10796	KAESER COMPRESSORS	WWTP MOTOR RPR	1,141.65
58967	01/04/23	Reconciled		01/31/23	12564	LORANG BROTHERS CONSTRUCTION	LS 5 FORCE MAIN RPRS	9,514.25
58968	01/04/23	Reconciled		01/31/23	14356	NORTHERN CALIFORNIA GLOVE	PW GLOVES	82.07
58969	01/04/23	Reconciled		01/31/23	14356	NORTHERN CALIFORNIA GLOVE	WWTP/LS GLOVES	136.03
58970	01/04/23	Reconciled		01/31/23	16300	PCWA -PLACER COUNTY	WATER	869.43
58971	01/04/23	Reconciled		01/31/23	16011(2)	PELLETREAU, ALDERSON & CABRAL	LEGAL SVCS DEC 2022	10,345.57
58972	01/04/23	Reconciled		01/31/23	16192	PLACER COUNTY DOCUMENT	ENVELOPES	252.44
58973	01/04/23	Reconciled		01/31/23	18378	RICHARDSON & COMPANY, LLP	AUDIT SVCS FY 21/22	3,870.00
58974	01/04/23	Reconciled		01/31/23	19037	SAFE SIDE SECURITY	WWTP SECURITY JAN 2023	95.00
58975	01/04/23	Reconciled		01/31/23	19037	SAFE SIDE SECURITY	CORP YARD SECURITY JAN 2023	155.00
58976	01/04/23	Reconciled		01/31/23	19070	SCORE - SMALL CITIES ORGANIZED	Q3 22/23 WORKERS COMP	17,677.20
58977	01/04/23	Reconciled		01/31/23	19743	WILLIAM STOCKWIN	COLFAX CONN EDITING JAN 2023	300.00
58978	01/04/23	Reconciled		01/31/23	21500	USA BLUE BOOK, INC	WWTP SUPPLIES	1,059.71
58979	01/04/23	Reconciled		01/31/23	22106	VAN GRONINGEN & ASSOCIATES	FINANCIAL SVCS DEC 2022	4,868.75
58980	01/04/23	Reconciled		01/31/23	22240	VULCAN MATERIALS COMPANY	ASPHALT	292.94
58981	01/04/23	Reconciled		01/31/23	22240	VULCAN MATERIALS COMPANY	ASPHALT	200.78
58982	01/04/23	Reconciled		01/31/23	23169	WAVE BUSINESS SOLUTIONS	CITY HALL INTERNET	159.90
58983	01/04/23	Reconciled		01/31/23	23169	WAVE BUSINESS SOLUTIONS	DEPOT PHONE	18.99
58984	01/04/23	Reconciled		01/31/23	18883	WAXIE SANITARY SUPPLY	PW SUPPLIES	697.51
58985	01/04/23	Reconciled		01/31/23	23450	WINNER CHEVROLET, INC.	PW VEHICLE RPR	290.72
58986	01/06/23	Reconciled		01/31/23	19278	SERGEANT, PHIL	2022 BOOT ALLOWANCE FINAL	130.22
58987	01/18/23	Reconciled		01/31/23	01414	ALHAMBRA & SIERRA SPRINGS	WATER	27.46

Check Register Report

Item 3A

AP Checks - January 2023

Date: 02/03/2023

Time: 11:14 am

CITY OF COLFAX

BANK: US BANK

Page: 2

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
US BANK Checks								
58988	01/18/23	Reconciled		01/31/23	01448	AMERIGAS - COLFAX	DEPOT PROPANE	329.58
58989	01/18/23	Reconciled		01/31/23	01766	AT&T MOBILITY	CITY CELL PHONES	781.97
58990	01/18/23	Reconciled		01/31/23	3425	CINTAS	UNIFORM SVCS DEC 2022	293.93
58991	01/18/23	Reconciled		01/31/23	3468	CIVICWELL	STREETSCAPE NOV2022	1,198.75
58992	01/18/23	Reconciled		01/31/23	3475	CLARK PEST CONTROL	PEST CONTROL	508.00
58993	01/18/23	Reconciled		01/31/23	08050	HACH COMPANY	NITRATAX ANALYZER	10,704.62
58994	01/18/23	Reconciled		01/31/23	08070	HANSEN BROS. ENTERPRISES	SANDBAGS	91.16
58995	01/18/23	Reconciled		01/31/23	08070	HANSEN BROS. ENTERPRISES	SANDBAGS	122.89
58996	01/18/23	Printed			08086	HBE RENTALS	SNAKE RENTAL	65.00
58997	01/18/23	Reconciled		01/31/23	08660	HUNT AND SONS, INC.	FUEL	323.39
58998	01/18/23	Reconciled		01/31/23	18400	NAPA AUTO PARTS	STMT 12/31/22	413.29
58999	01/18/23	Reconciled		01/31/23	20092	PAMELA BIERY-WINKS	PUBLIC OUTREACH	600.00
59000	01/18/23	Reconciled		01/31/23	16025	PERFORMANCE MARINE & AUTO	SNOW PLOW RPR	290.00
59001	01/18/23	Reconciled		01/31/23	16161	PLACER COUNTY EXECUTIVE OFFICE	Q2 FY 22/23 FIRE SVCS	18,750.00
59002	01/18/23	Reconciled		01/31/23	03580	PLACER COUNTY HHS	ANIMAL & FIELD SVC Q3 22/23	6,323.00
59003	01/18/23	Reconciled		01/31/23	16040	PURCHASE POWER	POSTAGE REFILL	503.50
59004	01/18/23	Reconciled		01/31/23	19193	SECURE RECORD MANAGEMENT	SHREDDING SVCS Q2 22/23	75.00
59005	01/18/23	Reconciled		01/31/23	19278	SERGEANT, PHIL	2023 BOOT ALLOWANCE	232.71
59006	01/18/23	Reconciled		01/31/23	01790	SIERRA OFFICE PRODUCTS	OFFICE SUPPLIES	94.73
59007	01/18/23	Reconciled		01/31/23	19650	STATE BOARD OF EQUALIZATION	Q2 FY 22/23	9.00
59008	01/18/23	Reconciled		01/31/23	21560	US BANK CORPORATE PMT SYSTEM	STMT 12/22/22	3,128.63
59009	01/18/23	Reconciled		01/31/23	23169	WAVE BUSINESS SOLUTIONS	CITY HALL PHONE	228.17
59010	01/18/23	Reconciled		01/31/23	23169	WAVE BUSINESS SOLUTIONS	FIRE DEPT PHONE	38.58
59011	01/18/23	Reconciled		01/31/23	23301	WESTERN PLACER WASTE	SLUDGE REMOVAL DEC 2022	1,175.00
59012	01/20/23	Reconciled		01/31/23	2087	BASIC PACIFIC	FSA BENEFIT PYMT	512.47
59013	01/30/23	Printed			01448	AMERIGAS - COLFAX	DEPOT PROPANE	117.70
59014	01/30/23	Printed			01448	AMERIGAS - COLFAX	DEPOT PROPANE	134.46
59015	01/30/23	Printed			01448	AMERIGAS - COLFAX	DEPOT PROPANE	130.83
59016	01/30/23	Printed			01448	AMERIGAS - COLFAX	CITY HALL PROPANE	2,589.39
59017	01/30/23	Printed			01448	AMERIGAS - COLFAX	FIRE DEPT PROPANE	89.73
59018	01/30/23	Printed			01448	AMERIGAS - COLFAX	SHERIFF DEPT PROPANE	1,776.54
59019	01/30/23	Printed			02901	BUREAU VERITAS NORTH AMERICA	BLDG PLAN RVW	292.50
59020	01/30/23	Printed			02901	BUREAU VERITAS NORTH AMERICA	BLDG OFFICIAL DEC 2022	5,310.00
59021	01/30/23	Printed			02901	BUREAU VERITAS NORTH AMERICA	CHEVRON CANOPY BLDG PLAN RVW	235.00
59022	01/30/23	Printed			03401	CHOICE BUILDER	PREMIUMS FEB 2023	801.66
59023	01/30/23	Printed			3468	CIVICWELL	STREETSCAPE CONSULTING DEC	13,520.63
59024	01/30/23	Printed			3475	CLARK PEST CONTROL	PEST CONTROL JAN 2023	508.00
59025	01/30/23	Printed			3517	COLFAX HOSPITALITY PARTNERS	PERFORMANCE SECURITY REFUND	113,920.00
59026	01/30/23	Printed			04592	DACOMM	WWTP INTERNET	103.45
59027	01/30/23	Printed			04234	DE LAGE LANDEN FINANCIAL	COPY MACH LEASE FEB 2022	444.96
59028	01/30/23	Printed			14859	GHD INC.	ENG SVCS DEC 2022	12,586.00
59029	01/30/23	Printed			07460	GOLD MOUNTAIN CALIFORNIA	MWI JOB POSTING	97.60
59030	01/30/23	Printed			07460	GOLD MOUNTAIN CALIFORNIA	RFP NOTICE	980.02
59031	01/30/23	Printed			07460	GOLD MOUNTAIN CALIFORNIA	RFP NOTICE	319.18
59032	01/30/23	Printed			07570	GRAINGER	WWTP SUPPLIES	696.47
59033	01/30/23	Printed			07570	GRAINGER	WWTP SUPPLIES	173.26
59034	01/30/23	Printed			07570	GRAINGER	WWTP SUPPLIES	7.33

Check Register Report

Item 3A

AP Checks - January 2023

Date: 02/03/2023

Time: 11:14 am

CITY OF COLFAX

BANK: US BANK

Page: 3

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
US BANK Checks								
59035	01/30/23	Printed			07570	GRAINGER	WWTP OIL	122.11
59036	01/30/23	Printed			08159	HILL BROTHERS CHEMICAL CO.	WWTP CHEMICALS	9,636.09
59037	01/30/23	Printed			08660	HUNT AND SONS, INC.	FUEL	525.87
59038	01/30/23	Printed			12180	LAWRENCE & ASSOCIATES INC	LANDFILL MONITORING	4,054.10
59039	01/30/23	Reconciled		01/31/23	12201	MARK LEATHERS	2023 BOOT ALLOW REIMBURSEMENT	219.86
59040	01/30/23	Printed			12209	LIEBERT CASSIDY WHITMORE	HR LEGAL MATTER	774.50
59041	01/30/23	Printed			14356	NORTHERN CALIFORNIA GLOVE	RAIN GEAR	62.49
59042	01/30/23	Printed			16300	PCWA -PLACER COUNTY	WATER	902.35
59043	01/30/23	Printed			16035	PG&E	ELECTRICITY	18,436.55
59044	01/30/23	Printed			16165	PLACER COUNTY ENVIRONMENTAL	LANDFILL MONITORING Q2 FY 22/2	728.00
59045	01/30/23	Printed			19037	SAFE SIDE SECURITY	CORP YARD SECURITY RPR	391.90
59046	01/30/23	Printed			19387(2)	SIERRA FOOTHILLS LITTLE LEAGUE	LL EVENT DEPOSIT REFUND	200.00
59047	01/30/23	Printed			19391	SIERRA MEDICAL PARTNERSHIP	NEW HIRE PHYSICAL	90.00
59048	01/30/23	Printed			21105	UNICO ENGINEERING	LS 5 CONST MAN INSPECT DEC 22	1,625.80
59049	01/30/23	Printed			22240	VULCAN MATERIALS COMPANY	ASPHALT	293.06
59050	01/30/23	Printed			22240	VULCAN MATERIALS COMPANY	ASPHALT	304.64
59051	01/30/23	Printed			23169	WAVE BUSINESS SOLUTIONS	CORP YARD INTERNET	64.67
59052	01/30/23	Printed			23169	WAVE BUSINESS SOLUTIONS	CITY HALL INTERNET	159.90
59053	01/30/23	Printed			18883	WAXIE SANITARY SUPPLY	PW SUPPLIES	42.37
59054	01/30/23	Printed			23450	WINNER CHEVROLET, INC.	PW VEHICLE RPR	3,162.40
59055	01/30/23	Printed			23451	WOOD RODGERS	SSMP UPDATE	4,190.00
59056	01/30/23	Printed			23451	WOOD RODGERS	WWTP CONST DEC 2022	120,132.30

Total Checks: 112

Checks Total (excluding void checks):

619,123.50

Total Payments: 112

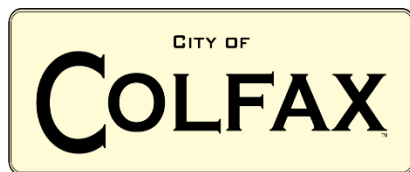
Bank Total (excluding void checks):

619,123.50

Total Payments: 112

Grand Total (excluding void checks):

619,123.50



City Council Minutes

Regular Meeting of Colfax City Council

Wednesday, February 8, 2023

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 6:02 pm.
 - 2B. **Report from Closed Session** – No Closed Session
 - 2C. **Pledge of Allegiance**
 - 2D. **Roll Call**
Present: Councilmember Lomen, Councilmember Douglass, Mayor Burruss
 Councilmember Ackerman joined the meeting via ZOOM at 6:04 pm
Absent: Mayor Pro Tem Mendoza
 - 2E. **Approval of the Agenda Order**
 By **MOTION**, accept the agenda as presented.
MOTION made by Councilmember Lomen and seconded by Councilmember Douglass, and unanimously approved.
- 3 **CONSENT CALENDAR**
 - 3A. **Authorize Remote Teleconference Meetings Pursuant to Government Code Section 54953(e)[AB 361]**
Recommendation: Adopt Resolution 07-2023 Authorizing Remote Teleconference Meetings Pursuant to Government Code Section 54953(e)[AB 361].
 - 3B. **Minutes**
Recommendation: By Motion, approve the Colfax City Council minutes of 1/25/2023.
 - 3C. **Quarterly Investment Report – Quarter ended 12/31/22**
Recommendation: Accept and File.
 - 3D. **Property Management Agreement**
Recommendation: Adopt Resolution 08-2023 authorizing the City Manager to enter into a professional services agreement with Foothill Properties to set fair market rates, solicit tenants, and manage tenant contracts for City-owned properties for a three-year term with an option to renew for an additional two years.
 - 3E. **Records Retention Schedule**
Recommendation: Adopt Resolution 09-2023 and the Records Retention Schedules.
 End of Consent Calendar
 By **MOTION**, approve the consent calendar.
MOTION made by Councilmember Lomen and seconded by Councilmember Douglass, and approved unanimously.
- 4 **AGENCY REPORTS**
 - 4A. **Placer County Sheriff Office** – Deputy Tannarome provided December statistics in Placer County and the City of Colfax.

Councilmember Ackerman joined the meeting.

- 4B. **CHP** – Public Information Officer Jason Lyman spoke about increasing the following distance and slowing down in poor weather conditions.
- 4C. **Placer County Fire/CALFIRE** – Assistant Chief Bob Counts described incidents in Colfax’s district. Recent rescue training. Burn permit process
- 4D. **Non-Profits** –None

5 **PRESENTATION (None)**6 **PUBLIC HEARING (None)**7 **PUBLIC COMMENT**

Tim Dion spoke about medical and retail cannabis licensing in the City of Colfax and distributed documents for public comment.

8 **COUNCIL AND STAFF**

- 8A. **Committee Reports and Colfax Informational Items – All Councilmembers** – Councilmember Douglass provided an update on meeting with students from the Elementary School and forming connections with the schools for the upcoming Youth Commission. Councilmember Lomen announced that tickets are on sale for the March 11th Green Machine’s Crab Feed to dine in person or To-Go. Mayor Burruss provided an update on the Youth Commission process.
- 8B. **City Operations Update – City Manager** – City Manager Heathcock announced a public meeting on February 21st at City Hall that Cal Trans will be having regarding an I 80 repavement program.

9 **COUNCIL BUSINESS**9A. **Railroad Street Easement Acquisition**

Presentation by: Wes Heathcock, City Manager

Recommendation: Discuss and consider authorizing the City Manager to purchase Railroad Street roadway easement from Union Pacific in an amount not to exceed \$154,688.

The City Manager provided an overview of the project and a hypothetical timeline was discussed.

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

AYES: Lomen, Ackerman, Douglass, Burruss

NOES:

ABSTAIN:

ABSENT: Mendoza

9B. **Update on the Process for attending Meetings by Teleconference Under the Brown Act**

Presentation by: Alfred A. “Mick” Cabral, City Attorney

Recommendation: Review public forum options and provide staff direction.

The City Attorney presented the item and specifications.

10 **GOOD OF THE ORDER**

Councilmember Lomen inquired if the City needed to have a proclamation for the end of the State of Emergency.

11 **ADJOURNMENT**

As there was no further business on the agenda, Mayor Burruss adjourned the meeting, by motion and without objection at 6:34 pm. Respectfully submitted to City Council this 22nd day of February, 2023.

Marguerite Bailey

Marguerite Bailey, City Clerk



Staff Report to City Council

FOR THE FEBRUARY 22, 2023 REGULAR CITY COUNCIL MEETING

From: Wes Heathcock, City Manager
Prepared by: Martin Jones, Public Works Director
Subject: Portable Changeable Message Signs – VER-MAC

Budget Impact Overview:

N/A:	Funded: √	Un-funded:	Amount: \$35,920	Fund(s): 250
-------------	------------------	-------------------	-------------------------	---------------------

RECOMMENDED ACTION: Adopt Resolution __-2023 authorizing the City Manager to execute a purchase agreement with VER-MAC for two Portable Changeable Message Signs, with a not to exceed amount of \$35,920.

Summary/Background

February 23, 2022, city staff presented the “Winter Storm After Action Strategy” at the regular City Council meeting, summarizing the issues encountered during the December 26, 2021 snow event. One of the primary issues encountered during the event, was the inability to provide the general public with noticing for services such as warming/charging centers. In an effort to increase emergency service messaging, City Council directed staff to purchase two Portable Changeable Message Signs (PCMS) that would provide valuable information to city residents during potential future emergencies. This council directive was reinforced with the approval of \$50,000 in the FY 2022-2023 budget to complete the purchase. The PCMS are valuable tools for Public Works Department to communicate traffic hazards and project information as well.

Staff contacted three vendors and requested quotes based on similar dimensions and amenities. Quotes were received from VER-MAC, WANCO and SMC. All PCMS are comparable in display panel operations and come standard with solar charging. However, VER-MAC includes a 4G modem and 10 year cell plan to enable message changes from any location, additionally the design contains a patented stealth technology to keep batteries safe from theft.

Message Board Pricing Comparison

Vendor	Display Panel Dimensions	Total Cost
VER-MAC	53” x 91”	\$35,920
WANCO	55” x 96”	\$39,481
SMC	48” x 96”	\$39,300

Staff recommends that City Council authorize the City Manager to execute a purchase agreement with VER-MAC for two PCMS, with a not to exceed amount of \$35,920. The cost of the message board units includes tax and freight charges.

Fiscal Impact

The fiscal impact of this purchase agreement is for a not to exceed amount of \$35,920. Funds will be transferred from Fund 100 (General Fund) to Fund 250 (Streets & Roads).

Attachments:

1. Resolution __-2023
2. VER-MAC Quote and Product Sheet

City of Colfax

City Council

Resolution No. __-2023

AUTHORIZING THE CITY MANAGER TO EXECUTE A PURCHASE AGREEMENT WITH VER-MAC FOR TWO PORTABLE CHANGEABLE MESSAGE SIGNS WITH A NOT TO EXCEED AMOUNT OF \$35,920

WHEREAS, On February 23, 2022, City Council directed City staff to purchase two Portable changeable message signs; and

WHEREAS, City staff solicited three quotes for emergency message boards to increase public service announcements during disaster events; and

WHEREAS, proposals were received from VER-MAC, SMC, and WANCO for medium-sized full-matrix message boards; and

WHEREAS, After reviewing the proposals, VER-MAC was selected as the lowest qualified bid in the amount of \$35,920.

NOW THEREFORE, BE IT RESOLVED the City Council of the City of Colfax authorizes the City Manager to execute a purchase agreement with VER-MAC for two portable changeable messages signs with a not to exceed amount of \$35,920.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at the Regular Meeting of the City Council of the City of Colfax held on the 22nd day of February 2023 by the following vote of the Council:

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

ATTEST:

Trinity Burruss, Mayor

Marguerite Bailey, City Clerk



PCMS-3812 TRAILER-MOUNTED MESSAGE SIGN

Ver-Mac's PCMS-3812 is a mid-size full-matrix portable changeable message sign. It displays 3 lines and 8 characters (12 in.) per line by default, with the ability of displaying multiple fonts, lines of text and graphics.

This unit comes equipped with our Stealth Technology, NTCIP-compliant V-Touch Controller, V-Sync Wi-Fi communication and JamLogic® Fleet Management Software. The PCMS-3812 combines cutting-edge technology, energy-efficient design and high-quality construction to provide the most reliable, cost-effective and safe to operate message sign on the market. It is the perfect versatile model for highway construction projects, for lower speed roadways, and urban areas.



PRO SERIES FEATURES

STEALTH TECHNOLOGY

Maintenance-free batteries
Anti-theft hidden battery compartment

V-SYNC WI-FI TECHNOLOGY

Change messages using your smartphone
Safely change messages away from traffic

ROBUST TRAILER DESIGN

Tongue wheel jack for safe and easy set up
Controller located away from the road
Rugged indexed rod mast brake

FULLY-INTEGRATED CELLULAR 4G LTE MODEM

No 3G upgrade needed
10-year fleet cell service
SWZ upgrade (optional)

JAMLOGIC® SOFTWARE

Hourly automated refresh and battery/GPS alerts & reports
Interactive map & list view of all equipment
Project folders to organize equipment
Logs date/time of all activated message

APPLICATIONS

- Highway construction
- Smart Work Zone
- Special events

4 WAYS TO CHANGE A MESSAGE



ON THE SIGN

Using our V-Touch Controller



NEAR THE SIGN

Using our V-SYNC Wi-Fi



REMOTELY

Using JamLogic® on your computer



REMOTELY

Using JamLogic® web on your smartphone or tablet

ENERGY-EFFICIENT DESIGN

HIGH-CONTRAST ELECTRONIC CARDS

Create bold and bright characters with greater angularity

SOLAR PANELS

Provide maximum solar recharging year-round

- Designed to run 12 months in most regions without manual charging

SOLAR REGULATOR

Protects the batteries against overcharge, over-discharge and short circuits

HIGH-QUALITY CONSTRUCTION

SUPERIOR POWDER COATING FINISH

Impact, humidity, salt spray and rust resistant

4 ADJUSTABLE STABILIZER LEGS

Stabilization and easy transportation

TONGUE WHEEL JACK

Easy and safe trailer set up

REMOVABLE TONGUE

Saves space for storage

MANUAL LIFT MECHANISM

For quick deployment

U-SHAPED CRADLE FOR THE SIGN

Ensures better support during transportation

RUGGED INDEXED ROD MAST BRAKE

The sign can be positioned at 209 degrees (17 degree increments)

HEAVY-DUTY PLASTIC FENDERS

For durability and easy replacement

LOCKABLE PLASTIC BOX

Protection for controller, modem, and other components

2 IN. (51 MM) COUPLER OR 3 IN. (76 MM) PINTLE EYE

For easy towing

DISPLAY

- Display panel: 53 x 91 in. (1336 x 2305 mm)
 - 27 x 48 pixels
 - 4 LEDs per pixel
 - 5 x 7 pixels (12 in.) characters (default)
 - 3 lines of 8 characters per line (default)
 - Up to 3 lines & 11 characters per line*
 - Plug-and-play display modules for simplified maintenance
- *With 3x7 font

DIMENSIONS AND WEIGHT

- Overall length: 133 in. (3374 mm)
- Operating width: 91 in. (2305 mm)
- Operating height: 141 in. (3583 mm)
- Traveling height: 99 in. (2504 mm)
- Traveling width: 70 in. (1787 mm)
- Weight (approx.): 610 kg (1,340 lb.)
- Axle/suspension: 907 kg (2,000 lb.)

OPTIONS

- Battery charger
 - Radar
 - Data logger (requires radar)
 - Fixed camera
 - Rear leveling swivel jacks
- Other options are available to meet your needs.

WARRANTY

- 1 year on complete trailer
- 2 years on electronic components manufactured by Ver-Mac



V-TOUCH CONTROLLER

NTCIP COMPLIANT

EASY-TO-READ

7-inch (178 mm) color LCD touchscreen display

USER-FRIENDLY

One-click icon-based menu items

TIME-SAVING

Create your own library of messages

SIMPLE TO OPERATE

Intuitive point-and-go icons make displaying and editing messages quick and easy to display

ADDITIONAL FUNCTIONALITIES

Scheduling, sign diagnostics, pin-protected security, and much more



VER-MAC

Quote

Ver-Mac HQ
 1781, Bresse street, QC
 G2G 2V2, Canada

Ver-Mac USA
 3479 Pollok Drive
 Conroe, TX, 77303, USA

Quote date: Feb 10, 2023
 Valid Until: Mar 12, 2023
 Quote #: VM71238

Subject: City of Colfax PCMS 3812 QTY 2 Quote 2.10.23

BILL TO: Martin Jones / City of Colfax CA, USA directorpw@colfax-ca.gov	SHIP TO: Colfax California, 95713 USA
---	---

Ver-Mac Sales Rep: Donny Jeffers
 Phone:
 E-Mail: donny.jeffers@ver-mac.com

Product Detail	Qty	Pricing	Total
PCMS-3812	2	\$ 15,510.00	\$ 31,020.00
Ver-Mac Pro Series New Mid Size Full Matrix Sign 53" x 91" display panel, 27 x 48 pixels, Manual winch lift 3 x 85 watt solar panel, Stealth batteries, Jamlogfic Refresh & Alerts 3 line of 8 characters, 12" characters std font NTCIP V-Touch Controller with V-Sync WI-FI 4G Modem & 10 year cell plan - Non SWZ			
FREIGHT	2	\$ 950.00	\$ 1,900.00
		Sub-Total	\$ 32,920.00
		Taxes	\$ 0.00
		Total	\$ 32,920.00

Hitch (Choose One): 2" Ball / 2" 5/16 Ball / 3" Pintle / Other _____

Plug (Choose One): 4 pin flat / 7 pin RV style / Other _____

Delivery Type (Choose One): **Dock:** tongues facing door / **Forklift:** tongues facing cab

Delivery Contact Name _____

Phone number: _____

Bill To Email: _____

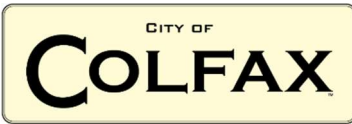
Additional Notes:

Terms & Conditions

Terms: Net 30 Days

SIGNATURE:

P.O NUMBER:



Staff Report to City Council

FOR THE FEBRUARY 22, 2023 REGULAR CITY COUNCIL MEETING

From: Wes Heathcock, City Manager
Prepared by: Laurie Van Groningen, Finance Director
Subject: Fiscal Year 2022-2023 Mid-Year Operating Budget Review

Budget Impact Overview:

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

RECOMMENDED ACTION: Review fiscal year 2022-2023 mid-year budget report and approve budget amendments.

Summary/Background

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

City staff has completed a review for Fiscal Year 2022-2023 of all Funds for operating revenue and expense accounts. The review is based on six months of actual revenues and expenditures (through December 31, 2022) and projections for the balance of the fiscal year based on current City activities and programs.

The attached Mid-Year Operating Budget Review – Fund Summary report provides a summarized comparison of fiscal year end projected actuals to the adopted budget by fund and department. The projected actuals reflect a 5.1% overall increase in revenues and a .9% decrease in expenses as further summarized in the chart below:

Classification	Projected Actuals 02/22/23	Adopted Budget FY2022-2023	Difference Recommended adjustments	Percent of Budget
Operating Revenues	\$ 5,424,064	\$ 5,159,526	\$ 264,538	5.1%
Operating Expenses	\$ 4,833,353	\$ 4,874,875	\$ (41,522)	-0.9%

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

Revenues

1. Property Taxes – The City has received the first allocation of annual property taxes which is higher than the adopted budget.
2. Transient Occupancy Taxes are projected higher based on actual receipts through December and to account for the change in rate effective January 1, 2023.
3. Increased COPS grant revenue (ELEAS credit) for law enforcement was not budgeted – this credit is not guaranteed each fiscal year. COPS grant revenue is reported in Fund 218 – the balance of the annual Sheriff contract is in Fund 100-300.

4. The City received a CalOES grant in the amount of \$44K for expenses incurred due to the Winter 2021 Storm.
5. Increase in LAIF interest rates resulting in an increase in projected interest earnings.

Expenses

1. Staffing vacancies across all field operations for the first half of the fiscal year are creating a decrease in personnel expenses for the fiscal year.
2. The City continues to rely on contracted services for Engineering, Planning, Legal and Finance services. Costs fluctuate based on City projects and activities.

The results of this Mid-Year Budget review will be incorporated into the review process of the Fiscal Year 2023-2024 budget to be present in June 2023. In addition to the budget review process, we will also be completing our regular annual financial processes:

- Review of Accounting Procedure
- Review of Investment Policy
- Establish Gann Appropriation Limit fiscal year 2022-2023
- Fraud/Risk Discussions

Staff recommends that Council accepts the Mid-Year Budget Report and Recommended budget adjustments for fiscal year 2022-2023 identified in the adjustments documents.

Attachments:

1. Mid-Year Operating Budget Review – Fund Summary
2. Mid-Year Operating Budget Review – Revenue Adjustments
3. Mid-Year Operating Budget Review – Expense Adjustments

City of Colfax - FY2022-2023

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

Revision Date: February 22, 2023

Fund	Dept	Revenues			Expenses			Net Change in Fund Balance (Revenues - Expenses)		
		Projected Actuals MYR	Adopted Budget FY2022-2023	Difference Recommended adjustments	Projected Actuals MYR	Adopted Budget FY2022-2023	Difference Recommended adjustments	Projected Actuals MYR	Adopted Budget FY2022-2023	Difference Recommended adjustments
General Fund - Unrestricted										
100	000	2,484,442	2,369,142	115,300			-	2,484,442	2,369,142	115,300
100	100	-		-	252,210	252,210	-	(252,210)	(252,210)	-
100	110	-		-	178,025	178,025	-	(178,025)	(178,025)	-
100	120	-		-	288,517	288,517	-	(288,517)	(288,517)	-
100	160	-		-	120,000	104,500	15,500	(120,000)	(104,500)	(15,500)
100	200	-		-	83,700	83,700	-	(83,700)	(83,700)	-
100	300	-		-	703,722	761,722	(58,000)	(703,722)	(761,722)	58,000
100	400	-		-	75,000	75,000	-	(75,000)	(75,000)	-
100	425	-		-	125,000	160,000	(35,000)	(125,000)	(160,000)	35,000
100	450	-		-	50,000	50,000	-	(50,000)	(50,000)	-
100	500	-		-	184,092	192,566	(8,474)	(184,092)	(192,566)	8,474
100	530	-		-	159,092	168,066	(8,974)	(159,092)	(168,066)	8,974
100	000	100,000	100,000	-	76,000	76,000	-	24,000	24,000	-
Total General Fund - Unrestricted		2,584,442	2,469,142	115,300	2,295,358	2,390,306	(94,948)	289,084	78,836	210,248
General Fund - Restricted										
572	000	95,000	95,000	-	99,886	99,886	-	(4,886)	(4,886)	-
Total General Fund - Restricted		95,000	95,000	-	99,886	99,886	-	(4,886)	(4,886)	-
Special Revenues										
210-17	000	57,973	57,973	-	-	-	-	57,973	57,973	-
218	000	160,000	100,000	60,000	160,000	100,000	60,000	-	-	-
241-44	000	6,000	6,000	-	6,000	6,000	-	-	-	-
250	000	192,011	163,773	28,238	323,688	330,038	(6,350)	(131,677)	(166,265)	34,588
253	000	69,014	69,014	-	19,000	19,000	-	50,014	50,014	-
292	000	-	-	-	-	-	-	-	-	-
342/343	000	17,750	17,750	-	-	-	-	17,750	17,750	-
Total Special Revenues		502,748	414,510	88,238	508,688	455,038	53,650	(5,940)	(40,528)	34,588
Enterprise Funds										
560	-	1,418,801	1,361,301	57,500	1,225,349	1,228,221	(2,872)	193,452	133,080	60,372
561	-	219,085	215,585	3,500	265,098	262,451	2,648	(46,013)	(46,866)	852
563	-	603,988	603,988	-	438,974	438,974	-	165,014	165,014	-
XXX	-	-	-	-	-	-	-	-	-	-
Total Enterprise Funds		2,241,874	2,180,874	61,000	1,929,422	1,929,645	(224)	312,453	251,229	61,224
TOTAL ALL FUNDS		5,424,064	5,159,526	264,538	4,833,353	4,874,875	(41,522)	590,712	284,652	306,060

**City of Colfax - FY2022-2023
Mid Year Operating Budget Review - Revenue Adjustments
Revision Date: February 22, 2023**

Fund	Dept	GL Code	Description	Projected Actuals 02/22/23	Adopted Budget FY2022-2023	Difference Recommended adjustments	Sub-total	Explanation
100	000	4010	Property Taxes	\$ 430,000	\$ 412,000	\$ 18,000		Based on actuals to date
100	000	4030	Cannabis Business Tax	\$ 40,000	\$ 45,000	\$ (5,000)		Based on actuals to date
100	000	4040	Transient Occupancy Tax	\$ 130,000	\$ 95,000	\$ 35,000		Based on actuals to date and increased rate January 1st
100	000	4710	Motor Vehicle Fees	\$ 180,000	\$ 164,000	\$ 16,000		Based on actuals to date
100	000	4560	State Grant	\$ 15,970	\$ -	\$ 11,300		CalOES grant received for Winter 2021 Storm
100	000	4980	Interest Income	\$ 50,000	\$ 10,000	\$ 40,000		Increase in interest rates
General Fund - Unrestricted							\$ 115,300	
218	000	4998	Transfer In - State Grant	\$ 160,000	\$ 100,000	\$ 60,000		Received ELEAS credit
250	000	4540	Local Transportation Funds	\$ 160,130	\$ 148,062	\$ 12,068		Actuals funding greater than budget
250	000	4541	State Transit Assistance Funds	\$ 18,998	\$ 15,611	\$ 3,387		Actuals funding greater than budget
250	000	4998	Transfer In - State Grant	\$ 12,783	\$ -	\$ 12,783		CalOES grant received for Winter 2021 Storm
Total Special Revenues							\$ 88,238	
560	000	4980	Interest Income (LAIF)	\$ 50,000	\$ 9,000	\$ 41,000		Increase in Interest rates
560	000	4998	Transfer In - State Grant	\$ 16,500	\$ -	\$ 16,500		CalOES grant received for Winter 2021 Storm
561	000	4998	Transfer in	\$ 3,500	\$ -	\$ 3,500		CalOES grant received for Winter 2021 Storm
Total Enterprise Funds							\$ 61,000	
Total City - Operating Revenue Adjustments							\$ 264,538	

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

--

**City of Colfax - FY2022-2023
Mid Year Operating Budget Review - Expense Adjustments
Revision Date: February 22, 2023**

Fund	Dept	GL Code	Description	Projected Actuals 02/22/23	Adopted Budget FY2022-2023	Difference Recommended adjustments	Sub-total	Explanation
100	160	5665	Legal Services - City Attorney	\$ 120,000	\$ 104,500	\$ 15,500		Based on actual expenditures and current activity
100	300	5600	Placer County Sheriff services	\$ 692,222	\$ 752,222	\$ (60,000)		Received ELEAS credit - reduces expense in 100-300 (See Fund 218)
100	300	6140	Building Repairs & Maintenance	\$ 2,000	\$ -	\$ 2,000		Based on actual expenditures and current activity
100	425	5540	Engineering Services	\$ 125,000	\$ 160,000	\$ (35,000)		Based on actual expenditures and current activity
100	500	5XXX	Personnel Expenses	\$ 60,000	\$ 71,224	\$ (11,224)		Based on actual expenditures and current activity - Staffing challenges
100	500	6160	Security	\$ 6,500	\$ 3,750	\$ 2,750		Based on actual expenditures and current activity
100	530	5XXX	Personnel Expenses	\$ 60,000	\$ 71,224	\$ (11,224)		Based on actual expenditures and current activity - Staffing challenges
100	530	5300	Equipment Repairs & Maintenance	\$ 5,000	\$ 2,750	\$ 2,250		Based on actual expenditures and current activity
Total General Fund - Unrestricted							\$ (94,948)	
218	000	5620	Sheriff Protection Services	\$ 160,000	\$ 100,000	\$ 60,000		Received ELEAS credit - reduces expense in 100-300
250	000	5XXX	Personnel Expenses	\$ 80,000	\$ 100,237	\$ (20,237)		Based on actual expenditures and current activity - Staffing challenges
250	000	5300	Equipment Repairs & Maintenance	\$ 8,000	\$ 2,500	\$ 5,500		Based on actual expenditures and current activity
250	000	5350	Tool Rental	\$ 6,500	\$ 1,500	\$ 5,000		Based on actual expenditures and current activity
250	000	5590	Transit Services	\$ 18,998	\$ 15,611	\$ 3,387		STA Funding to be used on Transit Center capital improvements
Total Special Revenue Funds							\$ 53,650	
560	000	5XXX	Personnel Expenses	\$ 322,000	\$ 361,872	\$ (39,872)		Based on actual expenditures and current activity - Staffing challenges
560	000	5201	Materials & Supplies	\$ 35,000	\$ 40,000	\$ (5,000)		Based on actual expenditures and current activity
560	000	5300	Equipment Repairs & Maintenance	\$ 50,000	\$ 60,000	\$ (10,000)		Based on actual expenditures and current activity
560	000	5320	Vehicle Repairs & Maint	\$ 4,000	\$ 1,500	\$ 2,500		Based on actual expenditures and current activity
560	000	5325	Gas & Oil	\$ 5,000	\$ 1,500	\$ 3,500		Based on actual expenditures and current activity
560	000	5340	Chemicals	\$ 180,000	\$ 121,000	\$ 59,000		Based on actual expenditures and current activity
560	000	5350	Tool Rental	\$ 6,000	\$ 2,000	\$ 4,000		Based on actual expenditures and current activity
560	000	5540	City Engineering	\$ 20,000	\$ 5,000	\$ 15,000		Increased Engineering support due to ongoing projects
560	000	5560	Software Maintenance Contracts	\$ 11,000	\$ 3,000	\$ 8,000		New asset mgmt software
560	000	8525	Testing and Monitoring	\$ 30,000	\$ 40,000	\$ (10,000)		Based on actual expenditures
560	000	8530	Lab Testing and Monitoring (in-house)	\$ 5,000	\$ 35,000	\$ (30,000)		Based on actual expenditures
561	000	5XXX	Personnel Expenses	\$ 105,000	\$ 120,852	\$ (15,852)		Based on actual expenditures and current activity - Staffing challenges
561	000	5350	Tool Rental	\$ 5,000	\$ 1,500	\$ 3,500		Based on actual expenditures
561	000	5540	City Engineering	\$ 20,000	\$ 5,000	\$ 15,000		Increased Engineering support due to ongoing projects
Total Enterprise Funds							\$ (224)	
Total City - Operating Expense Adjustments							\$ (41,522)	

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



Staff Report to City Council

FOR THE FEBRUARY 22, 2023, REGULAR CITY COUNCIL MEETING

From: Wes Heathcock, City Manager
Prepared by: Wes Heathcock, City Manager
 Alfred A. “Mick” Cabral, City Attorney
Subject: Review Colfax Municipal Code Chapter 5.32 (Commercial Cannabis Activity) for legal compliance and provide direction to staff

Budget Impact Overview:

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

RECOMMENDED ACTION: Review the current commercial cannabis activity ordinance and provide staff direction.

Summary/Background

At the January 25, 2023, regular meeting, Council directed staff to review the City’s Commercial Cannabis Activity ordinance (Colfax Municipal Code [“CMC”] Chapter 5.32) for legal compliance. Staff retained SCI, the author of CMC Chapter 5.32 to undertake that review. SCI’s analysis is attached and confirms that CMC Chapter 5.32 complies with state law and regulations. This means that the law does not require changes to the City’s Commercial Cannabis Activity ordinance. Any changes to the ordinance will have to be based on policy direction from Council.

Council’s policy choices are:

1. Take no action and allow CMC Chapter 5.32 to remain intact. This would mean that the current medicinal cannabis retailer, GSPC, will be able to continue to engage in the retail sale of medicinal cannabis only unless its license is canceled or not renewed.
2. Direct staff to present proposed changes to the ordinance based on Council policy direction. Policy changes can include increasing or reducing the types or number of commercial cannabis licenses allowed under CMC Chapter 5.32. Any changes will have to be considered and acted upon at a future public meeting.
3. Direct staff to present an amendment that will repeal Chapter 5.32 and outlaw all cannabis sales in Colfax. Repealing Chapter 5.32 would have to be considered and acted upon at a future public meeting.

Staff will be available to answer any questions.

Fiscal Impacts

None of significance.

Attachments:

SCI February 10, 2023, Memorandum

Memorandum

To: Wes Heathcock, City Manager
City of Colfax

From: Kyle Tankard, Senior Consultant and Cannabis Business Leader
SCI Consulting Group

Date: February 10, 2023

Subject: **Analysis of Colfax Municipal Code Chapter 5.32 – Commercial Cannabis Activity for Compliance with State Law**

INTRODUCTION

On January 25, 2023, at a regular meeting of Colfax City Council, the Council directed staff and legal counsel to review the City of Colfax Municipal Code Chapter 5.32 (Commercial Cannabis Activity) for compliance with State law. The City of Colfax has engaged SCI Consulting Group, current cannabis consultant for the City, to assist in the review. This memorandum reviews CMC Chapter 5.32 and relevant State law to determine whether the City has the authority to restrict commercial cannabis retailers from operating as medicinal cannabis retailers only.

BACKGROUND

At the February 28, 2018 regular meeting, Council adopted Ordinance 536, codified as Colfax Municipal Code Chapter 5.32, which established regulations for commercial cannabis activities in Colfax and allowed for a maximum of two (2) medicinal cannabis retailers and two (2) adult-use cannabis retailers. Later that year, the City opened their application process and began accepting applications; however, on August 8, 2018, Council directed staff to stop the application process until further direction from Council. Council separately directed staff to allow Golden State Patient Care, to continue operating under a temporary business license pending further Council direction.

On February 13, 2019, Council unanimously directed staff as follows: (1) Staff shall resume the commercial cannabis application process by accepting one application for a medicinal cannabis permit and no others without further direction from the Council. (2) Golden State Patient Care shall be allowed to submit the only application for a medicinal cannabis permit at this time. (3) Since there will be only one application, staff will implement only Phase 1 of the required application process. If Golden State Patient Care successfully qualifies during the application process, its annual permit shall be submitted to the Council for approval. (4) Any medicinal cannabis permit issued to Golden State Patient Care shall expire one year after it is issued, unless it is renewed or revoked as allowed by CMC Chapter 5.32, shall be for medicinal cannabis only, and shall be valid only for Golden State Patient Care's current location. (5) Golden State Patient Care's temporary business license shall remain valid until it is issued, or fails to qualify for, a medicinal cannabis license under CMC Chapter 5.32, whichever is earlier. Golden State Patient Care has since been issued the medicinal cannabis license it requested.

In January 2020, the City contracted SCI Consulting Group to develop an ordinance amending CMC Chapter 5.32 to expand the permissible scope of commercial cannabis activities and consider issuing a microbusiness cannabis license. On July 8, 2020, Council adopted Ordinance 542 amending CMC Chapter 5.32 as follows:

1. The maximum number of permissible retail licenses will be reduced to one medicinal retail cannabis license, including microbusinesses with a medicinal retail cannabis component.
2. A total of ten licenses will be authorized with two allocated for each of the following activities: commercial cannabis cultivation, distribution, manufacturing, microbusiness, and testing, reserving discretion to shift one those licenses between the five categories. Regulations for each of these categories have been included in the draft ordinance.
3. Commercial cannabis cultivation will be allowed and regulated, but outdoor commercial cannabis cultivation remains prohibited.
4. Manufacturing activities that are allowed will not be allowed to use volatile solvents. Commercial cultivation and manufacturing facilities that discharge into the City's sewer system will be required to obtain an industrial wastewater permit.
5. Provisions for suspension and revocation of cannabis permits and monitoring commercial cannabis activities will be fortified, and all cannabis-related activities will be regulated.

ANALYSIS OF STATE LAW AND COLFAX MUNICIPAL CODE CHAPTER 5.32

At the State level, the main statute that governs commercial cannabis businesses is Division 10 (Cannabis) of the Business and Professions code. This legislative framework, known as the Medicinal and Adult Use Cannabis Regulation and Safety Act (MAUCRSA), was enacted by the California legislature in response to the passage of Proposition 64 by California voters in November 2016. MAUCRSA consolidated the state regulation of both medicinal and adult-use cannabis under a unified regulatory regime and outlines the licensing, oversight, and enforcement procedures related to cannabis businesses. Furthermore, MAUCRSA preserved authority for local governments to adopt and enforce local ordinances to regulate licensed cannabis businesses, including local zoning and land use requirements, business license requirements, or to completely prohibit the establishment or operation of one or more types of licensed cannabis businesses within the local jurisdiction.

Supplementing the provisions outlined in MAUCRSA, the Department of Cannabis Control developed the Medicinal and Adult-Use Commercial Cannabis Regulations, which are codified under Title 4, Division 19 of the California Code of Regulations. These comprehensive regulations, in conjunction with MAUCRSA, form the legal framework governing the licensing, oversight, and enforcement of medicinal and adult-use cannabis in California.

Division 10 of the Business and Professions Code makes a distinct categorization of medicinal and adult-use cannabis businesses. Cannabis licensees are either designated as an "A" or "M" license holder. An "A-License" signifies a state license issued for adult-use commercial cannabis activity. Conversely, an "M-License" represents a state license issued for medicinal commercial cannabis activity. Additionally, cannabis licensees can both hold both an M-license and A-license for the identical type of commercial cannabis activity.

Colfax Municipal Code Chapter 5.32, similar to state law, clearly distinguishes between medicinal and adult-use cannabis businesses. While both types of businesses are allowed to operate within the City,

CMC Section 5.32.080 sets a limit of only one medicinal retailer. This means that any business that has been granted a commercial cannabis business permit for retail is restricted to serving only medicinal cannabis customers and carrying out medicinal commercial cannabis activities.

Colfax Municipal Code Chapter 5.32, in concurrence with State law, definitively distinguishes between medicinal and adult-use cannabis operations. The City's code allows for both medicinal and adult-use cannabis businesses to operate in the City; however, CMC Section 5.32.080 restricts to number of cannabis retail businesses to a maximum of one Medicinal Retailer. As a result, any business issued a commercial cannabis business permit for retail is restricted to only conducting medicinal commercial cannabis activity and serving medicinal cannabis customers.

The local control provisions enshrined in MAUCRSA, empower local governments to regulate licensed cannabis businesses within their jurisdiction, including the ability to restrict or prohibit the establishment or operation of certain types of licensed cannabis businesses. This means that a California jurisdiction can choose to allow only medicinal cannabis businesses, allow both medicinal and adult-use cannabis businesses, or prohibit cannabis businesses altogether.

CONCLUSION

In conclusion, the Colfax Municipal Code Chapter 5.32 aligns with state law and the local control provisions established by the Medicinal and Adult Use Cannabis Regulation and Safety Act (MAUCRSA). The local control granted by MAUCRSA affords the City of Colfax the authority to restrict commercial cannabis retailers from operating as medicinal cannabis retailers only.

If you have any questions or require additional information, please do not hesitate to contact me. I can be reached at (707) 430-4300 or via email at kyle.tankard@sci-cg.com.

Sincerely,



Kyle Tankard
Senior Consultant and Cannabis Business Leader

cc: Alfred A. Cabral, City Attorney for City of Colfax