

City Council Meeting

COUNCIL CHAMBERS, 33 SOUTH MAIN STREET, COLFAX, CA

← Mayor Trinity Burruss · Mayor Pro Tem Kim Douglass
Councilmembers Caroline McCully · Larry Hillberg · Sean Lomen →

REGULAR MEETING AGENDA

December 13, 2023

Regular Session 6:00 PM

Closed Session to Follow

You may access the meeting and address the Council by the following means:

ZOOM at

<https://us02web.zoom.us/j/81717602169>

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

817 1760 2169

1 (669) 900-6833

1 (346) 248-7799

1 (312) 626-6799

1 (929) 205-6099

1 (253) 215-8782

1 (301) 715-8592

Councilmember Larry Hillberg attending via teleconference at 255 Jay Street, Colfax CA 95713. The teleconference location will not be accessible if Councilmember Hillberg attends the meeting in person.

View Only on 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 OPEN SESSION

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

1B. **Pledge of Allegiance**

1C. **Roll Call**

1D. **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.

1E. **Statement of Conflict of Interest**

2 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



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.

December 13, 2023

- 2A. **Minutes** (Pages 4-8)
Recommendation: By Motion, approve the Colfax City Council minutes of 11/29/2023.
- 2B. **Second Reading of Ordinance 556 Amending Colfax Municipal Code Title 17-Zoning** (Pages 9-19)
Recommendation: Waive the second reading and adopt Ordinance 556 updating the Zoning Code and Zoning Map, to be effective 30 days after adoption.
- 2C. **Administrative Services Officer – Amendments to Salary Schedule** (Pages 20-22)
Recommendation: Approve Resolution__-2023 amending the city salary schedule for the Administrative Services Officer position.
- 2D. **Rail Tie Donation to the Nevada County Narrow Gauge Railroad & Transportation Museum** (Pages 23-24)
Recommendation: Approve Resolution__-2023 approving a donation of rail ties to the Nevada County Narrow Gauge Railroad & Transportation Museum
- 2E. **Supplemental Planning Services – Management Advisory Services (MAS)** (Pages 25-26)
Recommendation: Authorize the Interim City Manager to increase the contract with Management Advisory Services (MAS) from \$50,000 to \$75,000 for additional supplemental planning services.
- 2F. **Lift Station #5 Pump Motor Rebuild – G3 Engineering, Inc.** (Pages 27-30)
Recommendation: Approve Resolution__-2023 authorizing the Interim City Manager to enter into agreement with G3 Engineering, Inc. to rebuild Lift Station #5 pump in the amount not to exceed \$40,571.

*** End of Consent Calendar ***

3 AGENCY REPORTS

- 3A. **Placer County Sheriff’s Office**
- 3B. **California Highway Patrol**
- 3C. **Placer County Fire Department/CALFIRE**
- 3D. **Non-Profits**

4 PRESENTATION (None)

5 PUBLIC HEARING (None)

6 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.



7 **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.

7A. **Committee Reports and Colfax Informational Items – All Councilmembers**

7B. **City Operations Update – City Manager**

8 **COUNCIL BUSINESS**

8A. **Consider canceling the December 27, 2023, Regular City Council Meeting**

8B. **Rotation of City Council Officers: Mayor and Mayor Pro Tem** (Pages 31-32)
Recommendation: Rotation of City Council Officers: Mayor and Mayor Pro Tem

9 **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.

9A. **Public Comment on Good of the Order**

Members of the public are permitted to address the Council on matters that relate to general welfare of the City that have not been previously discussed on this agenda. Oral comments may not exceed five (5) minutes. Written comments should not exceed 800 words.

10 **CLOSED SESSION**

10A. **Call Closed Session to Order**

10B. **Roll Call**

10C. **Public Comment (On the Closed Session item)**

10D. **(a) Conference with legal counsel – existing litigation pursuant to Government Code Section 54956.9(d)(1): ColfaxNet vs City of Colfax, United States District Court for the Eastern District of California Case Number 2:19-cv-02167-WBS-CKD**

10E. **Report from Closed Session**

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

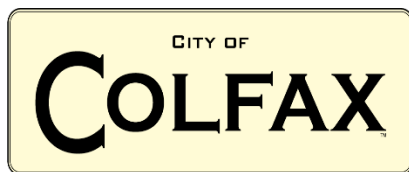
Marguerite Bailey, City Clerk

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.



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December 13, 2023



City Council Minutes

Regular Meeting of Colfax City Council

Wednesday, November 29, 2023

City Hall Council Chambers, 33 S Main Street,

Colfax CA and attended via Teleconference through ZOOM

OPEN SESSION

1

- 1A. **Call Open Session to Order** – Mayor Burruss called the Open Session to order at 6:07 p.m.
- 1B. **Pledge of Allegiance**
- 1C. **Roll Call**
Present: Councilmember Lomen, Mayor Pro Tem Douglass, Councilmember McCully, Mayor Burruss
Absent: Councilmember Hillberg
- 1D. **Approval of Agenda Order**
MOTION made by Councilmember Lomen, and seconded by Councilmember McCully, and approved by the following vote:
AYES: Lomen, Douglass, McCully, Burruss
NOES:
ABSTAIN:
ABSENT: Hillberg
- 1E. **Statement of Conflict of Interest** – No conflicts were identified by the Council or the public.

CONSENT CALENDAR

- 2A. **Minutes**
Recommendation: By Motion, approve the Colfax City Council minutes of 11/8/2023.
- 2B. **Cash Summary – October 2023**
Recommendation: Accept and File.
- 2C. **Construction Support Contract Amendment with Wood Rodgers**
Recommendation: Adopt Resolution 40-2023 authorizing an amendment to the existing contract with Wood Rodgers for Construction Management and Support for the SWRCB Construction Grant projects.
- 2D. **SCADA Upgrades for Algae Reduction Project**
Recommendation: Adopt Resolution 41-2023 authorizing the Interim City Manager to enter into a professional services contract with ControlPoint Engineering for the design, programming, and installation of control programming and a SCADA system at the City’s Waste Water Treatment Plant.
- 2E. **Planning Application for the Shady Glen Community Sewer Consolidation Project**
Recommendation: Adopt Resolutions 42-2023 and 43-2023 authorizing the City Manager, Mayor, or Mayor Pro Tem to sign and file a Financial Assistance Application for a financing agreement for the State Water Resources Control Board for the planning, design and construction of the Shady Glen Sewer Consolidation Project.
- 2F. **Administrative Services Officer Position / City Hall Administrative Adjustments**
Recommendation: Approve Resolution 44-2023 creating the Administrative Services Officer job

description, eliminating the Public Works Director position, approving front office staffing adjustments and authorizing the Interim City Manager to contract with 4LeafInc for training services.

2G. Construction Management Contract Amendment with Psomas

Recommendation: Adopt Resolution 45-2023 authorizing the Interim City Manager to execute an amendment to the existing contract with Psomas for Construction Management and Inspection for the SWRCB Construction Grant projects.

End of Consent Calendar

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

AYES: Lomen, Douglass, McCully, Burruss

NOES:

ABSTAIN:

ABSENT: Hillberg

- 3A. Placer County Sheriff's Office** – Sergeant Kevin Griffiths spoke about performing search and rescue training with the Colfax resident deputies. He said they were also working on tow abatement before snowfall comes. He will be bringing in the Traffic Speed Trailer to help decrease speeding vehicles.
- 3B. CHP** – Officer Jason Lyman, Public Information Officer presented arrest and citation statistics for the month. He stressed the importance of making travelers are prepared when they get on the roads and that they have sufficient gas in their tanks during winter weather conditions.
- 3C. Placer County Fire/CALFIRE** – Placer County Fire/CALFIRE Battalion Chief Jeff Loveless provided an overview of call statistics from the month of October. He stated that the firefighters distributed more than 100 lbs. of candy during the annual Trunk or Treat. He explained that a crew would be performing hydrant flow testing soon. He also stressed the importance of cleaning fireplace flues to decrease residential fires.
- 3D. Non-Profits** – Lauriana Cecchi, Colfax Chamber of Commerce Executive Director provided a schedule of the events happening at Winterfest, scheduled for Saturday, December 9th. Noon – 8 pm. She also stressed that volunteers were very much needed and appreciated.

4 **PRESENTATION (None)**

5 **PUBLIC HEARING**

1. **Presentation by Staff** – Planning Director, Emmanuel Ursu presented the report and ordinance.
2. **Open the Public Hearing** – Mayor Burruss opened the public hearing.
3. **Presentation, when applicable, by Applicant** – There was no applicant.
4. **Accept Public Testimony** – No Public Testimony was given.
5. **When applicable, Applicant rebuttal period** – Not applicable.
6. **Close Public Hearing (No public comment is taken, hearing is closed)**
7. **Council comments and questions** – Council had no comments or questions.
8. **City Council Action**

5A. Certification of the 2040 General Plan Update Environmental Impact Report, Adoption of the 2040 General Plan, and introduction and waiver of the first reading of Ordinance 556 to update the Zoning Code and Zoning Map.

Recommendation: Approve Resolution 46-2023 certifying the Final EIR for the 2040 General Plan Update and adopting the 2040 General Plan, and introducing the proposed ordinance by title only, waving the first reading and scheduling the proposed ordinance for a second reading, public hearing and adoption at the next regular City Council meeting currently scheduled for December 13, 2023, to be effective 30 days after adoption.

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

AYES: Lomen, Douglass, McCully, Burruss

NOES:

ABSTAIN:

ABSENT: Hillberg

6 PUBLIC COMMENT

There was no public comment provided.

7 COUNCIL AND STAFF

7A. Committee Reports and Colfax Informational Items – All Councilmembers. Councilmember Douglass said he attended a successful Craft Fair at the Community Center that hosted many quality vendors. Councilmember McCully expressed thanks to the Lyons Club for having a wonderful Thanksgiving Dinner the night before Thanksgiving. Mayor Burruss said that there was an upcoming PCTPA Board Meeting next week and that she would be bringing up previously discussed tax-sharing agreements with the City's expectations.

7B. City Operations Update – City Manager

Interim City Manager, Mike Luken explained that the City procured a banner for Winterfest. He said that staff had reached out to private homeowner associations to plan for snow removal services ahead of winter. He explained that prevailing wages would apply to any snow removal services that the City would have to contract out for. He stated that the City was working on a temporary permit that could be allowed administratively for food trucks to operate outside of special events while a permanent solution could be developed for Council consideration. He explained that the Shady Glen owners requested to postpone the upcoming community meeting to discuss the proposed sewer project. The CDBG project was going out to bid and would be brought for awarding soon.

8 COUNCIL BUSINESS

Discussion, Consideration and Possible Action to Adopt a Resolution Appointing Ronald Walker as City Manager effective January 15, 2024

Recommendation: Discuss, consider and adopt Resolution 47-2023 approving an employment contract with Ronald Walker for City Manager and appointing Ronald Walker as City Manager effective January 15, 2024.

Interim City Manager Mike Luken explained that a National search was conducted to find a new City Manager. Narrowed down from 35 applicants, Council unanimously selected Ronald Walker to fill the position based on his prior training, experience, and proposed commitment to the community. Ronald Walker introduced himself, spoke about coming from the City of Live Oak, and said that he had been working his entire career for this opportunity. He expressed the sentiment that Colfax was where he wanted to be and that becoming the City Manager was the job he wanted to be doing. Council spoke about their excitement for Mr. Walker to join the City.

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

AYES: Lomen, Douglass, McCully, Burruss

NOES:

ABSTAIN:

ABSENT: Hillberg

9 **GOOD OF THE ORDER**

- 9A.** Councilmember Lomen announced that the Colfax Firefighters Association would be holding the annual Santa Tour in Colfax neighborhoods on December 16th with the help of PCSO and CALFIRE. Mayor Pro Tem Douglass stated working with Council to hire the next City Manager reminded him of the quote about democracy; to “expect extraordinary results from ordinary people”. Mayor Burruss said that the Meadow Vista Friendly Neighbors Association reached out for assistance in finding volunteers and donations. Mayor Burruss asked for the Emergency Services Ad Hoc Committee to be sent the proposed PCSO contract. Interim City Manager Luken said that there was a recent request to donate some historical rail tires to the Nevada County Narrow Gauge Railroad.

CLOSED SESSION

- 10A.** Call Closed Session to Order – Closed Session called to order at 7:04 p.m.
- 10B.** **Present:** Councilmember Lomen, Mayor Pro Tem Douglass, Councilmember McCully, Mayor Burruss
Absent: Councilmember Hillberg
- 10C.** Public Comment (On Closed Session Item) No Public Comment was provided.
- 10D.** **(a) Conference with legal counsel – existing litigation pursuant to Government Code Section 54956.9(d)(1): ColfaxNet vs City of Colfax, United States District Court for the Eastern District of California Case Number 2:19-cv-02167-WBS-CKD.**
- 10E.** **Conference with legal counsel – existing litigation pursuant to Government Code Section 54956.9(d)(1): People of the State of California, ex rel Alfred Cabral, City Attorney of the City of Colfax, a Municipal Corporation vs Snapdragon Provisions et al, Placer County Superior Court Case Number SCV0050502**
- 10F.** **Report from Closed Session -** The City Council approved a final settlement of the Snapdragon litigation, People of the State of California, ex rel Alfred Cabral, City Attorney of the City of Colfax, a Municipal Corporation vs Snapdragon Provisions et al, Placer County Superior Court Case Number SCV0050502, and authorized the Mayor to sign settlement agreements with all defendants. The vote was 4-0 with Lomen, McCully, Douglass and Burruss voting in favor and Hillberg absent. That action was publicly announced when the Council returned to open session.

11

ADJOURNMENT

As there was no further business on the agenda, Mayor Burruss adjourned the meeting, by motion and without objection at 8:19 p.m. Respectfully submitted to City Council this 13th day of December, 2023.



Marguerite Bailey, City Clerk



Staff Report to City Council

FOR THE DECEMBER 13, 2023, REGULAR CITY COUNCIL MEETING

From: Mike Luken, Interim City Manager
Prepared by: Emmanuel Ursu, Planning Director
Subject: Second Reading of Ordinance 556 Amending Colfax Municipal Code Title 17 - Zoning

Budget Impact Overview:

N/A: ✓	Funded:	Un-funded:	Amount:	Fund(s):
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RECOMMENDED ACTION: Waive the second reading and adopt Ordinance 556 updating the Zoning Code and Zoning Map, to be effective 30 days after adoption.

Summary/Background

The proposed ordinance, if adopted, will make revisions necessary to comply with state law, reflect changes in the General Plan update, and update the Zoning Map.

This ordinance was introduced at the November 29, 2023, regular meeting, at which Council waived the first reading, conducted a public hearing and scheduled the second reading and adoption for this meeting. There have been no changes to the draft ordinance since its introduction on November 29, 2023.

Discussion

Changes to the Zoning Code contained in the attached Ordinance implement revisions to the General Plan and include the following:

- amending the zoning map to implement the new land use designations of the General Plan and to remove obsolete overlay districts;
- establishing development standards for the Civic District;
- establishing residential density standards for the MU1 and MU2 zones;
- in the Industrial Zone, establishing a conditional use permit (CUP) requirement for any use proposed in a new or existing building that occupies more than 15,000 square feet, amending the chart of uses to remove agricultural uses, consolidating the Light Industrial and Heavy Industrial use columns, requiring a CUP for self-service storage facilities, and adding storage facilities for recreational and large vehicles subject to a CUP; and
- repealing section 17.84.030 to remove the obsolete “SD” Special development overlay zone.

The amended Zoning Map includes two new zoning districts: Downtown Mixed Use (MU1) and Mixed Use (MU2); changes the name of the Special Public Service District (SPSD) to Civic District (CD); and removes the obsolete Agriculture Zone, the Industrial Greenbelt Overlay Zone, and the Residential Commercial Overlay Zone.

Fiscal Impacts

Adopting the proposed ordinance will not create an immediate financial impact or require budget amendment or augmentation.

Attachments:

1. Proposed ordinance.

CITY OF COLFAX

ORDINANCE NO. 556

**AN ORDINANCE OF THE CITY OF COLFAX AMENDING
TITLE 17 – ZONING OF THE COLFAX MUNICIPAL CODE**

The City Council of the City of Colfax does ordain as follows:

Section 1.

The following provisions of Colfax Municipal Code Title 17 are hereby amended in the form and substance contained in the Ordinance attached hereto as Exhibit A and incorporated by this reference. Exhibit A shows additions with double-underlined text and deletions with ~~strike-out text~~. The double underlined text and strike out text will not appear in the codified ordinance.

Chapter 17.20 amends the zoning map as shown in the updated zoning map and as indicated in the table attached hereto as Exhibit B;

Chapter 17.68 establishes development standards for the Civic District;

Chapter 17.74 establishes residential density standards for the MU1 and MU2 zones;

Chapter 17.80 establishes a conditional use permit (CUP) requirement for any use proposed that occupies more than 15,000 square feet in the industrial zone, amends the chart of industrial uses to remove agricultural uses, consolidates the Light Industrial and Heavy Industrial use columns, requires a CUP for self-service storage facilities, and adds storage facilities for recreational and large vehicles subject to a CUP.

Chapter 17.84 repeals section 17.84.030 to remove the “SD” Special development overlay zone.

Section 2. Superseding Provisions

The provisions of this Ordinance and any resolution adopted pursuant hereto shall supersede and repeal any previous Ordinance or resolution to the extent the same is in conflict herewith.

Section 3. Severability

If any section, phrase, sentence, or portion of this Ordinance is for any reason held invalid or unconstitutional by the final judgment of any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision; and such holding shall not affect the validity of the remaining portions hereof.

Section 4. California Environmental Quality Act Findings

The City of Colfax finds that, if the provisions of the California Environmental Quality Act, Public Resources Code section 21000 et seq (hereinafter “CEQA”) apply, the title of this ordinance would constitute a brief description of the “Project” as required by Section

15062(a)(1) of the Guidelines for Implementation of CEQA published by the State of California Office of Planning and Research (the “CEQA Guidelines”).

FINDING OF NO PROJECT

The City of Colfax finds that adoption of this ordinance does not constitute a “Project” as that term is defined by or used in CEQA, the CEQA Guidelines or any court or attorney general opinion construing the same. Accordingly, the City of Colfax finds that the provisions of CEQA and the CEQA Guidelines are not applicable to said action.

FINDING OF EXEMPTIONS

The City of Colfax finds that this ordinance is not subject to CEQA pursuant to CEQA Guidelines Sections 15305 (Minor Alterations in Land Use Limitations), 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment). Furthermore, this action is exempt from CEQA under CEQA Guidelines section 15061(b)(3) (the amendments are exempt because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment).

Section 5. Effective Date

This Ordinance, and all its provisions, shall take effect thirty (30) days after its adoption and shall, within 15 days after its adoption, be published or posted in accordance with Section 36933 of the Government Code of the State of California with the names of those City Council members voting for and against it.

The foregoing Ordinance was introduced at a duly held regular meeting of the City Council of the City of Colfax held on the 29th day of November 2023 and passed and adopted at a duly held regular meeting of the City Council held on the 13th day of December 2023 by the following vote:

AYES:

NOES:

ABSENT:

Trinity Burrus, Mayor

APPROVED AS TO FORM:

ATTEST:

Alfred Cabral
City Attorney

Marguerite Bailey
City Clerk

EXHIBIT A
CITY OF COLFAX
ORDINANCE NO. 556
AN ORDINANCE OF THE CITY OF COLFAX AMENDING TITLE 17- ZONING OF
THE COLFAX MUNICIPAL CODE

Section A. Colfax Municipal Code Title 17 is hereby amended to read as follows:

1. Civic District development standards.

Section 17.68.040 is added to the Municipal Code as follows:

17.68.040 Civic District development standards.

- A. Permitted uses and structures shall comply with the city's adopted community design guidelines and any other applicable requirements of this title.
- B. Structures within 20 feet of a property line in any single-family (R-1), multi-family (R-M) or mixed-use zone (MU) shall comply with the lesser of the setback and height standards of the adjacent zoning district or a minimum setback of 6 feet plus one foot for every foot above 10 feet in height.
- C. Additional development standards shall be determined as part of an administrative permit or conditional use permit.

2. Mixed Use Density Standards.

Section 17.74.040 is added to the Municipal Code as follows:

17.74.040 Mixed Use density standards.

In the Downtown Mixed-Use (MU-1) zone, the maximum floor area ratio (FAR) allowed is 2.0 and a minimum of 625 square feet of net parcel area is required per dwelling unit.

In the Mixed-Use (MU-2) zone, the maximum floor area ratio (FAR) is 1.5 and the allowed residential density is 10 to 29 dwelling units per acre.

For the purposes of this section, the calculation of FAR shall include all residential floor area on a parcel in addition to floor area as defined in section 17.12.030 of this title.

3. Industrial Zone.

Chapter 17.80 is amended as follows:

Chapter 17.80 INDUSTRIAL ZONES

17.80.010 Purpose.

This chapter provides regulations applicable to primary uses in the industrial zoning districts established by Section 17.16.10 (zoning districts established). ~~The industrial zoning districts are as follows:~~ The purposes of the industrial zoning district are to designate areas appropriate for the maintenance, establishment and protection of light industrial uses and heavy industrial uses, where uses do not produce objectionable effects observable beyond the boundaries of the site.

Industrial uses that have limited outdoor storage and the emission of limited amount of visible gasses, particulates, steam, heat, odor, vibration, glare, dust, and noise may be compatible operating in relatively close proximity to commercial and residential uses. These uses include indoor manufacturing, processing, assembly, high technology, research and development and storage uses.

Wholesale and heavy commercial activities and industrial processes are subject to approval of administrative permits or conditional use permits, and are to be limited to areas of the industrial zone not close to commercial and residential uses.

- ~~A. Light Industrial District. The purpose of the light industrial district (I-L) is intended to designate areas appropriate for light industrial uses such as manufacturing, processing, assembly, high technology, research and development and storage uses. The use types permitted within the I-L district do not include outdoor manufacturing but may include limited outdoor storage and the emission of limited amount of visible gasses, particulates, steam, heat, odor, vibration, glare, dust, and noise. These uses may be compatible operating in relatively close proximity to commercial and residential uses.~~
- ~~B. Heavy Industrial District. The purpose of the heavy industrial district (I-H) is to provide for areas in appropriate locations where wholesale and heavy commercial activities and industrial processes not producing objectionable effects observable beyond the boundaries of the site may be established, maintained and protected. The regulations of this district are designed to promote an environment in which industries and related activities requiring a reasonably high level of environmental quality and which themselves do not contribute to the deterioration of such environmental quality, may be conducted.~~

17.80.020 Permitted use types.

Primary uses are permitted in industrial zones subject to the requirements of this title as designated below:

- A. Principally permitted use, designated as "P";
- B. Conditionally permitted use, designated as "CUP"; and
- C. Administratively permitted use, designated as "AP."

Primary use types not listed or designated by a dash (-) are not permitted in that zone district. Any use that occupies more than 15,000 square feet of indoor area, outdoor area, or a combination of indoor and outdoor area in the Industrial zone is subject to a conditional use permit.

Accessory Uses and Structures are permitted in industrial zones subject to the requirements set forth in Chapter 17.96.

SEE CHAPTER 17.32 "PERMIT AND VARIANCE REQUIREMENTS" FOR INFORMATION ON USE PERMITS AND OTHER TYPES OF PERMITS THAT MAY BE REQUIRED, REGARDLESS OF HOW A USE IS CLASSIFIED IN THIS CHART

INDUSTRIAL ZONE DISTRICTS PERMITTED USES			
AGRICULTURAL AND OPEN SPACE USE TYPES	<u>I</u>	I-L	I-H
Agricultural		-	P
Resource Protection and Restoration	<u>P</u>	P	P
CIVIC USE TYPES			
Community Assembly ⁽⁸⁾	<u>CUP</u>	CUP	CUP
Community Services	<u>AP</u>	AP	P
Essential Services	<u>AP</u>	AP	P
Intensive Public Facilities	<u>CUP</u>	-	CUP
Power Generating Facilities ⁽⁷⁾			
Emergency	<u>P</u>	AP	AP
Supplemental/Individual Use	<u>CUP</u>	AP	CUP
General Power Production	<u>CUP</u>	AP	CUP
Passive Power	<u>P</u>	P	P
Public Parking Services	<u>P</u>	P	P
Schools			
College and University	<u>CUP</u>	AP	CUP
Social Services			
Food Distribution ⁽²⁾	<u>AP/CUP</u>	AP/CUP	AP/CUP
Food Service ⁽³⁾	<u>AP/CUP</u>	AP/CUP	AP/CUP
Emergency Shelter ⁽⁴⁾	<u>AP/CUP</u>	AP/CUP	AP/CUP
RESIDENTIAL USE TYPES			
Caretaker/Employee Housing	<u>AP</u>	AP	AP
COMMERCIAL USE TYPES			
Adult-Oriented Businesses	<u>CUP</u>	CUP	CUP
Animal Sales and Service ⁽¹⁰⁾			
Kennels ⁽⁹⁾	<u>P</u>	P	P
Veterinary Clinic	<u>AP</u>	-	P
Veterinary Hospital	<u>P</u>	P	P
Automotive and Equipment			
Automotive Body and Equipment Repair	<u>AP</u>	P	
Automotive Rental	<u>P</u>	P	-
Automotive Repairs	<u>AP</u>	P	CUP
Automotive Sales	<u>P</u>	P	-
Carwash and Detailing	<u>P</u>	P	CUP
Commercial Parking	<u>P</u>	P	P
Heavy Equipment Rental and Sales	<u>P</u>	P	P
Gasoline Sales	<u>P</u>	P	P
Impound Yards	<u>AP</u>	AP	P
Broadcasting and Recording Studios	<u>P</u>	P	P

Building Material Stores	<u>P</u>	P	P
Business Support Services	<u>P</u>	P	CUP
Commercial Cannabis Activities			
Cultivation	<u>P</u>	P	P
Cultivation Nursery	<u>P</u>	P	P
Distributor	<u>P</u>	P	P
Manufacturer	<u>P</u>	P	P
Microbusiness	<u>P</u>	P	P
Retailer	<u>P</u>	P	P
Testing Laboratory	<u>P</u>	P	P
Commercial Recreation			
Indoor Entertainment	<u>AP</u>	AP	CUP
Indoor Sports and Recreation	<u>P</u>	P	P
Outdoor Entertainment	<u>CUP</u>	AP	CUP
Outdoor Sports and Recreation	<u>P</u>	P	P
Large Amusement Complexes	<u>CUP</u>	AP	P
<u>Day Care Center, Secondary (Employees Only)</u>	<u>P</u>		
Eating and Drinking Establishments, Convenience	<u>P</u>	P	P
Maintenance and Repair	<u>P</u>	P	CUP
Nightclubs ⁽¹⁾	<u>CUP</u>	AP	CUP
Nursery, Retail	<u>P</u>	P	P
Offices, Professional	<u>P</u>	P	P
Personal Services	<u>AP</u>	AP	CUP
Retail Sales and Services	<u>P</u>	P	-
Specialized Education and Training			
Vocational Schools	<u>AP</u>	P	CUP
Specialty Schools	<u>AP</u>	AP	CUP
Storage Facility, Self-service ⁽¹¹⁾	<u>CUP</u>	P	P
<u>Storage Facility, Recreational and Large Vehicles</u>	<u>CUP</u>		
INDUSTRIAL USE TYPES			
<u>Day Care Center, Secondary (Employees Only)</u>		IL	IH
Equipment and Materials Storage Yards	<u>AP</u>	AP	P
General Industrial	<u>AP</u>	AP	P
Hazardous Materials Handling	<u>AP</u>	AP	P
Laundries, Commercial	<u>P</u>	P	P
Light Manufacturing	<u>P</u>	P	P
Mineral Extraction and Processing ⁽¹²⁾	<u>CUP</u>	CUP	CUP
Printing and Publishing	<u>P</u>	P	P
Recycling, Scrap and Dismantling			
Enclosed	<u>P</u>	P	P
Unenclosed	<u>AP</u>	AP	P
Research Services	<u>P</u>	P	P

Specialized Industrial	<u>AP</u>	<u>AP</u>	<u>CUP</u>
Wholesale and Distribution			
Light	<u>P</u>	<u>P</u>	<u>P</u>
Heavy	<u>CUP</u>	<u>AP</u>	<u>P</u>
TRANSPORTATION AND COMMUNICATION USE TYPES		<u>HL</u>	<u>IH</u>
Antennas and Communications Facilities ⁽⁵⁾			
Developed Lot	<u>AP</u>	<u>AP</u>	<u>P</u>
Undeveloped Lot	<u>AP</u>	<u>AP</u>	<u>CUP</u>
Heliport	<u>CUP</u>	<u>AP</u>	<u>CUP</u>
Intermodal Facilities ⁽⁶⁾	<u>AP</u>	<u>AP</u>	<u>P</u>
Telecommunication Facilities ⁽⁵⁾	<u>P/AP/CUP</u>	<u>AP</u>	<u>P/AP/CUP</u>

Notes:

- (1) Additional requirements are contained in Chapter 17.164.
- (2) Additional requirements are contained in Chapter 17.148.
- (3) Additional requirements are contained in Chapter 17.144.
- (4) Additional requirements are contained in Chapter 17.140.
- (5) Additional requirements are contained in Chapter 17.132.
- (6) Additional requirements are contained in Chapter 17.136.
- (7) Additional requirements are contained in Chapter 17.180.
- (8) Food service or distribution facilities are allowed in conjunction with this use with approval of an admin permit.
- (9) Kennels are also subject to the regulations set forth in Colfax Municipal Code Chapter 6.12 (kennels).
- (10) These establishments are exempt from Municipal Code Chapter 6.20 (limitations on number of animals).
- (11) Additional requirements are contained in Chapter 17.176.
- (12) Additional requirements are contained in Chapter 17.163.

4. Special development overlay zone.

Municipal Code section 17.84.030 "SD" Special development overlay zone is repealed and the section is reserved.

Section B. The remainder of Colfax Municipal Code Title 17-Zoning shall remain in full force and effect. If any of the provisions of Colfax Municipal Code Title 17 – Zoning are inconsistent with the provisions of this Ordinance, then this Ordinance and the provisions hereof shall control any inconsistent interpretation.

Ordinance 556

Exhibit B

Zoning Changes:

Assessor's Parcel Number	Zoning*		Assessor's Parcel Number	Zoning	
	Existing	Proposed		Existing	Proposed
006-022-024	SPSD	CD	006-067-008	CR	MU1
006-030-017	R-1-5	OS	006-067-009	CR	MU1
006-030-059	R-1-5	OS	006-067-010	CR	MU1
006-030-060	R-1-5	CD	006-067-011	CR	MU1
006-042-005	RM-2	CD	006-071-003	CR	MU2
006-043-002	CR	MU1	006-071-005	CR	MU2
006-043-003	CR	MU1	006-071-006	CR	MU2
006-043-004	CR	MU1	006-071-007	CR	MU1
006-043-006	CR	MU1	006-071-008	CR	MU2
006-043-007	CR	MU1	006-071-009	IL	MU2
006-043-013	IL	MU1	006-071-010	CR	MU1
006-043-013	IL	MU1	006-072-001	CR	MU2
006-051-001	OS	OS	006-091-002	CR	MU2
006-064-002	CR	MU2	006-091-003	CR	MU2
006-064-003	CR	MU2	006-091-006	CR	MU2
006-064-004	CR	MU2	006-091-007	CR	MU2
006-064-008	CR	MU2	006-091-025	CR	MU2
006-064-009	CR	MU2	006-091-029	CR	MU2
006-064-010	CR	MU2	006-091-030	CR	MU2
006-065-002	CR	MU2	006-091-031	CR	MU2
006-065-003	CR	MU2	006-091-032	CR	MU2
006-065-004	CR	MU2	006-093-019	IL	I

Assessor's Parcel Number	Zoning*		Assessor's Parcel Number	Zoning	
	Existing	Proposed		Existing	Proposed
006-065-005	CR	MU2	006-093-021	IL	I
006-065-006	CR	MU2	006-093-022	CR	MU2
006-066-001	CR	MU2	006-101-015	cr	MU2
006-066-004	CR	MU2	006-102-004	CR	MU2
006-066-005	CR	MU2	006-102-005	CR	MU2
006-066-006	CR	MU2	006-102-008	IL	MU2
006-066-007	CR	MU2	006-102-009	IL	MU2
006-066-009	CR	MU1	006-131-009	IL	I
006-066-010	CR	MU1	006-141-008	CR	MU2
006-066-011	CR	MU1	006-142-020	CR	MU2
006-066-012	CR	MU1	006-142-021	CR	MU2
006-066-013	CR	MU1	006-142-022	CR	MU2
006-066-014	CR	MU2	006-142-035	CR	MU2
006-066-016	CR	MU2	006-142-039	CR	MU2
006-066-017	CR	MU2	006-142-040	CR	MU2
006-066-018	CR	MU2	006-142-042	CR	MU2
006-066-019	CR	MU2	006-142-043	CR	MU2
006-066-020	CR	MU2	006-142-044	CR	MU2
006-066-021	CR	MU1	006-142-045	CR	MU2
006-066-024	CR	MU2	006-142-046	CR	MU2
006-066-025	CR	MU2	006-142-047	CR	MU2
006-066-026	CR	MU2	100-090-027	IL	I
006-066-027	CR	MU1	101-010-025	IL	I
006-066-028	CR	MU1	101-010-034	IL	I
006-066-029	CR	MU2	101-010-035	IL	I

Assessor's Parcel Number	Zoning*		Assessor's Parcel Number	Zoning	
	Existing	Proposed		Existing	Proposed
006-066-030	CR	MU2	101-010-039	IL	I
006-066-031	CR	MU2	101-010-042	IL	I
006-067-001	CR	MU1	101-010-044	IL	I
006-067-002	CR	MU1	101-010-046	IL	I
006-067-003	CR	MU1	101-010-047	IL	I
006-067-004	CR	MU1	101-040-021	SPSD	CD
006-067-005	CR	MU1	101-150-022	A-1	R-1-20
006-067-006	CR	MU1	101-161-059	SPSD	CD
006-067-007	CR	MU1	101-170-023	RM-1	MU2
			101-170-035	RM-1	MU2

* CR= Commercial Retail, I = Industrial, IL = Light Industrial, RM-1 = Multi-Family Residential-Medium Density, RM-2 – Multi-Family Residential- Medium High Denisty, R-1-20 = Single-Family Residential Low Density, MU1 = Mixed Use Downtown, MU2 = Mixed Use, SPSPD = Special Public Service District, OS = Open Space, A-1 = Agriculture, CD = Civic District



Staff Report to City Council

FOR DECEMBER 13, 2023 COUNCIL MEETING

From: Mike Luken, Interim City Manager
Prepared by: Mike Luken, Interim City Manager
Subject: Administrative Services Officer-Amendments to Salary Schedule

Budget Impact Overview:

N/A:	Funded: √	Un-funded:	Amount: \$111,701	Fund(s):
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RECOMMENDED ACTION: Approve Resolution ___-2023 amending the city salary schedule the Administrative Services Officer position.

Summary/Background

On November 29, the Council approved the creation of the Administrative Services Officer (ASO) position. This exempt executive position was not included in the city salary schedule. Staff recommends that the attached salary survey be approved by the Council.

Attachments:

1. Resolution __ – 2023
2. Proposed Salary Schedule

City of Colfax

City Council

Resolution No. __-2023

APPROVING AN UPDATE OF THE CITY SALARY SCHEDULE
FOR THE ADMINISTRATIVE SERVICES OFFICER POSITION

WHEREAS, the Council approved the creation of the position of Administrative Services Officer (ASO) position on November 29, 2023, which combines the management of the financial, risk management and human resource duties of the City, and the supervisory role of the front office of City Hall; and,

WHEREAS, the salary schedule of the city must be amended to incorporate this new exempt executive position in City Hall.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Colfax approves the attached amendment of the salary schedule to incorporate the Administrative Services Officer (ASO) position.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at the Regular Meeting of the City Council of the City of Colfax held on December 13, 2023, by the following vote of the Council:

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

ATTEST:

Marguerite Bailey, City Clerk

Trinity Burruss, Mayor

Pay Scale as of 7/1/23 for non-represented employees

Step		1	2	3	4	5	6	7	8	9	10	11
City Clerk	Monthly	\$ 5,073.47	\$ 5,201.73	\$ 5,333.47	\$ 5,466.93	\$ 5,603.87	\$ 5,744.27	\$ 5,888.13	\$ 6,035.47	\$ 6,188.00	\$ 6,342.27	\$ 6,501.73
	Hourly	\$ 29.27	\$ 30.01	\$ 30.77	\$ 31.54	\$ 32.33	\$ 33.14	\$ 33.97	\$ 34.82	\$ 35.70	\$ 36.59	\$ 37.51
	Annual	\$ 60,881.60	\$ 62,420.80	\$ 64,001.60	\$ 65,603.20	\$ 67,246.40	\$ 68,931.20	\$ 70,657.60	\$ 72,425.60	\$ 74,256.00	\$ 76,107.20	\$ 78,020.80
Accounting Technician	Monthly	\$ 4,711.20	\$ 4,830.80	\$ 4,950.40	\$ 5,075.20	\$ 5,203.47	\$ 5,335.20	\$ 5,468.67	\$ 5,605.60	\$ 5,746.00	\$ 5,889.87	\$ 6,037.20
	Hourly	\$ 27.18	\$ 27.87	\$ 28.56	\$ 29.28	\$ 30.02	\$ 30.78	\$ 31.55	\$ 32.34	\$ 33.15	\$ 33.98	\$ 34.83
	Annual	\$ 56,534.40	\$ 57,969.60	\$ 59,404.80	\$ 60,902.40	\$ 62,441.60	\$ 64,022.40	\$ 65,624.00	\$ 67,267.20	\$ 68,952.00	\$ 70,678.40	\$ 72,446.40
Public Works Director	Monthly	\$ 8,377.20	\$ 8,588.67	\$ 8,805.33	\$ 9,027.20	\$ 9,254.27	\$ 9,486.53	\$ 9,724.00	\$ 9,968.40	\$ 10,218.00	\$ 10,474.53	\$ 10,738.00
	Hourly	\$ 48.33	\$ 49.55	\$ 50.80	\$ 52.08	\$ 53.39	\$ 54.73	\$ 56.10	\$ 57.51	\$ 58.95	\$ 60.43	\$ 61.95
	Annual	\$ 100,526.40	\$ 103,064.00	\$ 105,664.00	\$ 108,326.40	\$ 111,051.20	\$ 113,838.40	\$ 116,688.00	\$ 119,620.80	\$ 122,616.00	\$ 125,694.40	\$ 128,856.00
Customer Service Rep	Monthly	\$ 3,170.27	\$ 3,250.00	\$ 3,331.47	\$ 3,416.40	\$ 3,503.07	\$ 3,591.47	\$ 3,681.60	\$ 3,775.20	\$ 3,870.53	\$ 3,969.33	\$ 4,069.87
	Hourly	\$ 18.29	\$ 18.75	\$ 19.22	\$ 19.71	\$ 20.21	\$ 20.72	\$ 21.24	\$ 21.78	\$ 22.33	\$ 22.90	\$ 23.48
	Annual	\$ 38,043.20	\$ 39,000.00	\$ 39,977.60	\$ 40,996.80	\$ 42,036.80	\$ 43,097.60	\$ 44,179.20	\$ 45,302.40	\$ 46,446.40	\$ 47,632.00	\$ 48,838.40
Customer Service Rep	Monthly	\$ 3,170.27	\$ 3,328.00	\$ 3,496.13	\$ 3,671.20	\$ 3,854.93	\$ 3,952.00	\$ 4,050.80	\$ 4,154.80	\$ 4,258.80	N/A	N/A
GFE**	Hourly	\$ 18.29	\$ 19.20	\$ 20.17	\$ 21.18	\$ 22.24	\$ 22.80	\$ 23.37	\$ 23.97	\$ 24.57	N/A	N/A
	Annual	\$ 38,043.20	\$ 39,936.00	\$ 41,953.60	\$ 44,054.40	\$ 46,259.20	\$ 47,424.00	\$ 48,609.60	\$ 49,857.60	\$ 51,105.60	N/A	N/A
Administrative Analyst	Monthly	\$ 5,728.67	\$ 5,872.53	\$ 6,019.87	\$ 6,170.67	\$ 6,326.67	\$ 6,484.40	\$ 6,647.33	\$ 6,815.47	\$ 6,985.33	\$ 7,160.40	\$ 7,340.67
	Hourly	\$ 33.05	\$ 33.88	\$ 34.73	\$ 35.60	\$ 36.50	\$ 37.41	\$ 38.35	\$ 39.32	\$ 40.30	\$ 41.31	\$ 42.35
	Annual	\$ 68,744.00	\$ 70,470.40	\$ 72,238.40	\$ 74,048.00	\$ 75,920.00	\$ 77,812.80	\$ 79,768.00	\$ 81,785.60	\$ 83,824.00	\$ 85,924.80	\$ 88,088.00
Administrative Analyst	Monthly	\$ 5,728.67	\$ 6,014.67	\$ 6,316.27	\$ 6,633.47	\$ 6,964.53	\$ 7,139.60	\$ 7,318.13	\$ 7,501.87	\$ 7,690.80	N/A	N/A
GFE**	Hourly	\$ 33.05	\$ 34.70	\$ 36.44	\$ 38.27	\$ 40.18	\$ 41.19	\$ 42.22	\$ 43.28	\$ 44.37	N/A	N/A
	Annual	\$ 68,744.00	\$ 72,176.00	\$ 75,795.20	\$ 79,601.60	\$ 83,574.40	\$ 85,675.20	\$ 87,817.60	\$ 90,022.40	\$ 92,289.60	N/A	N/A

**GFE Employees started prior to 7/1/21

Administrative Services Officer	Monthly	\$ 7,160.83	\$ 7,340.67	\$ 7,524.83	\$ 7,713.33	\$ 7,908.33	\$ 8,105.50	\$ 8,309.17	\$ 8,519.33	\$ 8,731.67	\$ 8,950.50	\$ 9,175.83
25% above Analyst	Hourly	\$ 41.31	\$ 42.35	\$ 43.41	\$ 44.50	\$ 45.63	\$ 46.76	\$ 47.94	\$ 49.15	\$ 50.38	\$ 51.64	\$ 52.94
	Annual	\$ 85,930.00	\$ 88,088.00	\$ 90,298.00	\$ 92,560.00	\$ 94,900.00	\$ 97,266.00	\$ 99,710.00	\$ 102,232.00	\$ 104,780.00	\$ 107,406.00	\$ 110,110.00
Administrative Services Officer	Monthly	\$ 7,160.83	\$ 7,518.33	\$ 7,895.33	\$ 8,291.83	\$ 8,705.67	\$ 8,924.50	\$ 9,147.67	\$ 9,377.33	\$ 9,613.50	N/A	N/A
(25% above Analyst)	Hourly	\$ 41.31	\$ 43.38	\$ 45.55	\$ 47.84	\$ 50.23	\$ 51.49	\$ 52.78	\$ 54.10	\$ 55.46	N/A	N/A
GFE**	Annual	\$ 85,930.00	\$ 90,220.00	\$ 94,744.00	\$ 99,502.00	\$ 104,468.00	\$ 107,094.00	\$ 109,772.00	\$ 112,528.00	\$ 115,362.00	N/A	N/A



Staff Report to City Council

FOR DECEMBER 13, 2023 COUNCIL MEETING

From: Mike Luken, Interim City Manager
Prepared by: Mike Luken, Interim City Manager
Subject: Rail Tie Donation to the Nevada County Narrow Gauge Railroad & Transportation Museum

Budget Impact Overview:

N/A: ✓	Funded:	Un-funded:	Amount:	Fund(s):
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RECOMMENDED ACTION: Approve Resolution ___-2023 approving a donation of rail ties to the Nevada County Narrow Gauge Railroad & Transportation Museum

Summary/Background

The City has for some years stored a former donation of 20 rail ties at the corporation yard that were to be used to construct an exhibit at the depot of rail equipment. This exhibit has never been completed. The Nevada County Narrow Gauge Railroad & Transportation Museum has a current use for these ties that could benefit the region with another rail exhibit in Nevada City.

This rail was originally acquired by the Nevada County Narrow Gauge Railroad and Transportation Museum from the Union Pacific Railroad some twenty-five years ago when they donated all the rail materials located on the former Western Pacific Yuba City wye. At the time, the City of Colfax wanted to put in a section of narrow-gauge railroad track near the Colfax depot that was then being restored. The Nevada County Narrow Gauge Railroad and Transportation Museum actually delivered the sections of rail and associated hardware for the Colfax project, but it was never put to use.

The Nevada County Narrow Gauge Railroad and Transportation Museum requests Colfax re-donate the rail back to their museum. The Nevada County Narrow Gauge Railroad and Transportation Museum would remove the rail from the corporation yard and bring these materials to Nevada City for their railroad project here. They are one of four museums in Nevada County overseen by the Nevada County Historical Society and would appreciate getting the rail and putting it to good use.

The Historical Society has recommended that the City donate this material as it has not been able to be used.

Staff estimates the value of these 20-25 rail ties is approximately \$1,700-\$3,000 based upon online and local research.

Attachments:

1. Resolution __ – 2023

City of Colfax

City Council

Resolution No. __-2023

APPROVING THE DONATION OF RAIL TO THE NEVADA COUNTY NARROW GAUGE
RAILROAD AND TRANSPORTATION MUSEUM

WHEREAS, Rail material was originally acquired by the Nevada County Narrow Gauge Railroad and Transportation Museum from the Union Pacific Railroad some twenty-five years ago when they donated all the rail materials located on the former Western Pacific Yuba City wye. At the time, the City of Colfax wanted to put in a section of narrow-gauge railroad track near the Colfax depot that was then being restored; and,

WHEREAS, The Nevada County Narrow Gauge Railroad and Transportation Museum delivered the sections of rail and associated hardware for the Colfax project, but it was never used; and,

WHEREAS, The city has for some years stored a former donation of 20 rail ties at the corporation yard that were to be used to construct an exhibit at the depot of rail equipment. This exhibit has never been completed; and,

WHEREAS, The Nevada County Narrow Gauge Railroad & Transportation Museum has a current use for these ties that could benefit the region with another rail exhibit in Nevada City; and,

WHEREAS, the value of this rail is approximately \$1,700-\$3,000 and would be donated to a local non-profit organization to create a new rail exhibit for the benefit of the local community.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Colfax approves the donation of 20-25 rail sticks to the Nevada County Narrow Gauge Railroad & Transportation Museum who will pick up and haul said materials to Nevada City for their beneficial use.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at the Regular Meeting of the City Council of the City of Colfax held on December 13, 2023, 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 DECEMBER 13, 2023 COUNCIL MEETING

From: Mike Luken, Interim City Manager
Prepared by: Mike Luken, Interim City Manager
Subject: Supplemental Planning Services – Management Advisory Services (MAS)

Budget Impact Overview:

N/A:	Funded: √	Un-funded:	Amount: \$25,000	Fund(s):
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RECOMMENDED ACTION: Authorize the Interim City Manager to increase the contract with Management Advisory Services (MAS) from \$50,000 to \$75,000 for additional supplemental planning services.

Summary/Background

On September 13, 2023 the Council authorized the Interim City Manager to execute a contract with Management Advisory Services (MAS) for \$50,000 for supplemental planning services for the Colfax.net development project. On December 4, 2023, the Interim City Manager ended services with Ursu Consulting effective December 11, 2023, for regular contract planning services. Staff requests that the Council approve authorizing the Interim City Manager to increase the current contract with MAS of Auburn from \$50,000 to \$75,000 to cover the costs of regular planning services previously supplied by Ursu Consulting.

If approved by the Council, Kathy Pease, former Principal Planner with the City of Roseville, would provide these planning services until such time that the city can issue a request for proposals and award a contract for ongoing contract planning services.

City of Colfax City Council

Resolution No. __-2023

AUTHORIZING THE INTERIM CITY MANAGER TO INCREASE THE CONTRACT WITH MANAGEMENT ADVISORY SERVICES (MAS) FROM \$50,000 TO \$75,000 FOR ADDITIONAL SUPPLEMENTAL PLANNING SERVICES

WHEREAS, on September 13, 2023 the Council authorized the Interim City Manager to execute a contract with Management Advisory Services (MAS) for \$50,000 for supplemental planning services for the Colfax.net development project; and,

WHEREAS, on December 4, 2023, the Interim City Manager ended services with Ursu Consulting effective December 11, 2023, for regular contract planning services; and,

WHEREAS, staff requests that the Council approve authorizing the Interim City Manager to increase the current contract with MAS of Auburn from \$50,000 to \$75,000 to cover the costs of regular planning services previously supplied by Ursu Consulting.

NOW THEREFORE, BE IT RESOLVED the City Council of the City of Colfax, authorizes the Interim City Manager to enter into agreement with MAS for an amount of \$25,000, which is in addition to the previous amount of \$50,000, for an amount not to exceed \$75,000 for planning services.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at the Regular Meeting of the City Council of the City of Colfax held on the 13th day of December 2023 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 DECEMBER 13, 2023 REGULAR CITY COUNCIL MEETING

From: Mike Luken, Interim City Manager
Prepared by: Mike Luken, Interim City Manager
Subject: Lift Station #5 Pump Motor Rebuild – G3 Engineering, Inc.

Budget Impact Overview:

N/A:	Funded: √	Un-funded:	Amount: \$40,571	Fund(s): 561
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RECOMMENDED ACTION: Approve Resolution __ - 2023 authorizing the Interim City Manager to enter into agreement with G3 Engineering, Inc. to rebuild Lift Station #5 pump in the amount not to exceed \$40,571.

Summary/Background

The City owns and maintains four sewer lift stations. Lift Station #5 has two pump motors that alternate usage to reduce the wear on just one pump and allows for backup in case of failure. One of the two pumps in the series has failed, therefore, the lift station operation emergency backup is not currently possible.

G3 Engineering provided the attached proposal to rebuild the motor at \$40,571 which includes a 10% contingency. The quote provided does not include the repaired pump reinstallation, to be completed by others under separate contract.

Fiscal Impacts

The motor rebuild is funded with Fund 561 in the amount not to exceed \$40,571.

Attachments:

1. Resolution __-2023
2. Proposals G3 Engineering

City of Colfax City Council

Resolution No. __-2023

AUTHORIZING THE INTERIM CITY MANAGER TO ENTER INTO AGREEMENT WITH G3 ENGINEERING INC. TO REBUILD LIFT STATION #5 PUMP IN THE AMOUNT NOT TO EXCEED \$40,571

WHEREAS, Lift Station #5 has pump motors that are designed to alternate usage to reduce the wear on just one pump; and,

WHEREAS, One of the two pumps in the series has failed, therefore, the lift station operation redundancy is not currently possible; and,

WHEREAS, Staff believe it is prudent to rebuild the motor for the Lift Station.

NOW THEREFORE, BE IT RESOLVED the City Council of the City of Colfax, authorizing the Interim City Manager to enter into agreement with G3 Engineering Inc. to rebuild Lift Station #5 pump in the amount not to exceed \$40,571.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at the Regular Meeting of the City Council of the City of Colfax held on the 13th day of December 2023 by the following vote of the Council:

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

ATTEST:

Trinity Burruss, Mayor

Marguerite Bailey, City Clerk

G3 Engineering, Inc.
P.O. Box 2148, Granite Bay, CA 95746
Phone 916-797-1880 FAX 916-797-1881
www.g3engineering.com

August 4, 2023

City of Colfax
Attn: Devon Morris

**Subject: Grundfos (Yeomans) Pump Repair
Colfax Lift Station 5, Pump SN 9813-119-D
G3 Engineering Proposal CD1202**

Dear Devon,

Pursuant to your request, G3 Engineering is pleased to provide the enclosed proposal to repair the subject pump.

If you have any questions, or need additional information, please contact me.

Sincerely,

Christopher Davidson, P.E.
G3 Engineering, Inc.
(209) 225-5095
christopher@g3engineering.com

SCOPE OF REPAIR

- Disassemble & inspect motor & pump.
- Steam clean all parts.
- Check all mechanical fits & check shaft and rotor T.I.R.
- Dip & bake AC stator & rotor.
- Bore & sleeve PE endbell.
- Metal spray OPE shaft bearing journal.
- Dynamically balance rotor & fan.
- Install new seals and o-rings.
- Install new bearings.
- Replace impeller.
- Replace control cable
- Assemble motor & pump.
- Test seals integrity with air pressure Submerge in water tank 24 hours to test water intrusion integrity.
- Full voltage no-load test run motor.
- Megger, surge, and hi-potential test AC windings.
- Paint motor
- Return pump and old impeller back to the City and assist with installation and startup.

PRICE:	\$34,389.00 + tax
LEAD TIME:	14-16 weeks
FREIGHT:	Included



Staff Report to City Council

FOR THE DECEMBER 13, 2023 REGULAR CITY COUNCIL MEETING

From: Mike Luken, Interim City Manager
Prepared by: Mike Luken, Interim City Manager
Subject: Rotation of City Council Officers: Mayor and Mayor Pro Tem

Budget Impact Overview:

N/A: ✓	Funded:	Un-funded:	Amount:	Fund(s):
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RECOMMENDED ACTION: Select a Mayor and Mayor Pro Tem to serve in 2024.

Summary/Background

The ceremonial nature of the first Colfax City Council meeting in December usually involves rotating the Mayor and Mayor Pro Tem chairs. The rotation is typically accomplished by nominations to fill both seats and adoption of motions approving the nominations. This is not an election year so the statutory requirements and policy processes for choosing a Mayor and Mayor Pro Tem following the declaration of election results are not applicable.

Council adopted a policy to address the selection process not covered by the law. On October 23, 2019, the Council adopted the following policy regarding the selection of Mayor and Mayor Pro Tem:

“The Council’s general policy is that every member should have the opportunity to rotate into and serve as Mayor Pro Tem and Mayor for succeeding one-year terms in each position. The Council reserves discretion to vary from this policy and the procedures it establishes.

1. The Council will choose one of its members as Mayor and one of its members as Mayor Pro Tem as follows:
 - A. At the first regular Council meeting in December of each year during which there is no general election, the Council shall, by majority vote of a quorum present and voting, select its Mayor and Mayor Pro Tem for the ensuing calendar year.
 - B. In years during which there is an election of members of the Council, the selection shall be made following the declaration of the election results and installation of the members elected. That selection will be made at the first regular Council meeting in December provided, however, that if for any reason the declaration of election results is delayed beyond the first meeting in December, then the selection of Mayor and Mayor Pro Tem shall be made at the meeting at which the declaration of election results is made, and after the declaration and installation of the members elected.
2. This is the process the Council will follow each time a Mayor and Mayor Pro Tem is selected:
 - A. The Mayor Pro Tem shall be seated as Mayor.

- B. The Council shall by majority vote of a quorum present and voting select one of its members to serve as Mayor Pro Tem
- C. Council members who have served as Mayor Pro Tem or Mayor since their most recent election or appointment to the Council shall serve as Mayor Pro Tem after Council Members who have not served in either position
- D. The public shall be invited to comment on the selection of Mayor and Mayor Pro Tem before a vote of the Council on either office is taken.”

If the Council follows this most recently adopted policy, then Mayor Pro Tem Douglass will assume the position of Mayor and another member of the City Council will be seated as Mayor Pro Tem. The policy preserves the Council’s discretion to vary from the established rotation.

There is no legally defined process by which Council members are nominated for the office of Mayor or Mayor Pro Tem. Robert’s Rules of Order does not require nominations to be seconded, but Colfax has never formally adopted Robert’s Rules as its parliamentary procedure. The custom in Colfax is for nominations to be made and seconded. Once all nominations are made, those for which a second has also been made are voted on. The first nominee to receive the required number of votes is then seated.

The Council policy requires a majority vote of a quorum present and voting to select its Mayor and Mayor Pro Tem. If four or five Council members are present and voting, three affirmative votes are required to make the selection. If three Council members are present and voting, two affirmative votes are required to make the selection.

Selection of Mayor and Mayor Pro Tem is uniquely a function of the Council. The Council establishes City Policy which staff is bound to implement. It is not appropriate for staff to become involved in the Council’s selection of its officers except to provide factual information for Council’s consideration.