

City Council Meeting

COUNCIL CHAMBERS, 33 SOUTH MAIN STREET, COLFAX, CA

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

REGULAR MEETING AGENDA

June 12, 2024

Regular Session 6:00 PM

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

ZOOM at

<https://us02web.zoom.us/j/84968570574>

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

849 6857 0574

1 669 900 6833 / 1 669 444 9171 / 1 719 359 4580 / 1 253 205 0468

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 **CLOSED SESSION (None)**

2 **OPEN SESSION**

2A. Call Open Session to Order

2B. Pledge of Allegiance

2C. Roll Call

2D. Approval of Agenda Order

This is the time for changes to the agenda to be considered including removal, postponement, or change to the agenda sequence.

Recommended Action: By motion, accept the agenda as presented or amended.

2E. Statement of Conflict of Interest

3 **CONSENT CALENDAR**

Matters on the Consent Calendar are routine in nature and will be approved by one blanket motion with a Council vote. No discussion of these items ensues unless specific items are pulled for discussion and separate action. If you wish to have an item pulled from the Consent Agenda for discussion, please notify the Mayor.

Recommended Action: Approve Consent Calendar

3A. Minutes (Pages 5-10)

Recommended Action: By Motion, approve the Colfax City Council minutes of 5/22/2024.



- 3B. Minutes** (Pages 11-12)
Recommended Action: By Motion, approve the Colfax City Council minutes of 5/29/2024.
- 3C. Annual Appropriation Limits** (Pages 13-21)
Recommended Action: Adopt Resolution __-2024 certifying compliance with the fiscal Year 2023-2024 Appropriation Limitation and Establishing the Appropriation Limitation for the Fiscal Year 2024-2025.
- 3D. 2024 Local Agency Biennial Notice** (Pages 22-29)
Recommended Action: Adopt Resolution __-2024 filing the 2024 Local Agency Biennial Notice.
- 3E. Workplace Violence Prevention Policy** (Pages 30-47)
Recommended Action: Adopt Resolution __-2024 approving the revised Workplace Violence Prevention Policy as part of the City of Colfax Employee Handbook
- 3F. Construction Management Contract Amendment with Psomas** (Pages 48-51)
Recommended Action: Adopt Resolution __-2024 authorizing an amendment to the existing contract with Psomas for Construction Management and Inspection for the SWRCB Construction Grant project for \$866,130 for a \$53,870 contingency for a total not to exceed amount of \$920,000

*** End of Consent Calendar ***

4 AGENCY REPORTS

- 4A. Placer County Sheriff's Office**
- 4B. California Highway Patrol**
- 4C. Placer County Fire Department/CALFIRE**
- 4D. Non-Profits**

5 PRESENTATION (NONE)

6 PUBLIC HEARING

Notice to the Public: City Council, when considering a matter scheduled for hearing, will take the following actions:

1. Presentation by Staff
2. Open the Public Hearing
3. Presentation, when applicable, by Applicant
4. Accept Public Testimony
5. When applicable, Applicant rebuttal period
6. Close Public Hearing (No public comment is taken, hearing is closed)
7. Council comments and questions
8. City Council Action

Public Hearings that are continued will be so noted. The continued Public Hearing will be listed on a subsequent council agenda and posting of that agenda will serve as notice.



- 6A. Delinquent Sewer Service Charges and Refuse Collection Fees** (Pages 52-62)
Recommended Action: Conduct a public hearing to consider public and staff comments and adopt separate Resolutions __-2024 and __-2024 requesting collection of delinquent sewer and refuse collection fees on the Placer County Tax Roll for Tax Year 2024-2025.

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

- 9A. Proposed Budget – Fiscal years 2024-2025 and 2025-2026** (Pages 63-110)
Recommended Action: Adopt Resolution __-2024 Adopting Annual Operating Budget for Fiscal Years 2024-2025 and 2025-2026
- 9B. Agreement Between the City of Colfax and the County of Placer for the Construction of a Skatepark Feature at Lion’s Park** (Pages 111-183)
Recommended Action: Adopt Resolution __-2024 authorizing the City Manager to execute an agreement with Placer County for funding to build a skate park.
- 9C. City Attorney Recruitment AD Hoc Committee Assignment** (Page 184)
Recommended Action: Discuss and Appoint an Ad HOC Committee for the purpose of retaining a City Attorney.
- 9D. November 5, 2024 Election** (Pages 185-187)
Recommended Action: Adopt Resolution __-2024 (1) calling and giving notice of a general municipal election to be held on Tuesday, November 5, 2024, requesting consolidation of that election with the statewide general election and requesting services from the Placer County Clerk with respect to that election; and (2) Notice of City Officer Elections



9E. Public Hearing to Review Potential Projects for 2024 Community Development Block Grant Program – Council Directive (Pages 188-199)

Recommended Action: Review public meeting information in accordance with the CDBG requirements, review 2024 CDBG Funding opportunities and direct staff to begin engineering and prepare for the 2024 CDBG Application submittal anticipated in August 2024

9F. “Big Boy” Whistle Stop Event Funding Request (Pages 200-202)

Recommended Action: Discuss and Adopt Resolution __-2024 approving the Colfax Area Chamber of Commerce request of \$2,000 for the “Big Boy” Whistle Stop Event

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.

10A. 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.

11 ADJOURNMENT

I, Amanda Ahre, 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/>



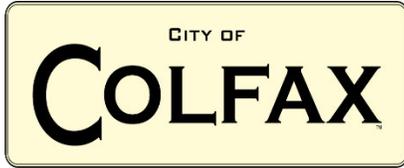
Amanda Ahre, City Clerk

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.

LEVINE ACT WARNING: In certain instances, parties, participants, and their agents before the City Council are subject to the campaign disclosure provisions detailed in Government Code Section 84308, California Code of Regulations Sections 18438.1 through 18438.8, and Fair Political Practices Commission Opinion 0-22-002. All parties, participants, and their agents are hereby directed to review these sections for compliance. If you believe that these provisions apply to you or a Council Member, please inform the City Clerk at the earliest possible opportunity.



City Council Minutes



Regular Meeting of Colfax City Council

Wednesday, May 22, 2024

City Hall Council Chambers, 33 S Main Street,

Colfax CA and attended via Teleconference through ZOOM

2 OPEN SESSION

2A. **Call Open Session to Order** – Mayor Douglass called the Open Session to order at 6:03 p.m.

2B. **Pledge of Allegiance** – A resident lead the Pledge of Allegiance.

2C. **Roll Call**

Present: Councilmember Hillberg, Mayor Pro Tem Lomen, Councilmember McCully, Mayor Douglass

Absent: Councilmember Burruss

2D. **Approval of Agenda Order**

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

AYES: Hillberg, Lomen, McCully, Douglass

NOES:

ABSTAIN:

ABSENT: Burruss

2E. **Statement of Conflict of Interest** – No conflicts were identified by the Council or the public.

3 CONSENT CALENDAR

Item 3A was pulled by Councilmember Hillberg

Item 3C was pulled by Councilmember Lomen

3B. **Cash Summary – April 2024**

Recommended Action: Accept and file.

3D. **FY 2024/2025 SB 1 Funding Project List**

Recommended Action: Adopt Resolution 24-2024 adopting a list of potential projects to be funded in full or in part by SB 1: The Road Repair and Accountability Act, ensuring eligibility for State of California Road Maintenance and Rehabilitation Account (RMRA) revenues.

3E. **Tentative Map Extension Village Oaks Subdivision**

Recommended Action: Adopt Resolution 25-2024 extending the Village Oaks Vesting Tentative Subdivision Map for one year.

MOTION made by Mayor Pro Tem Lomen, Seconded by Councilmember Hillberg and approved by the following vote:

AYES: Hillberg, Lomen, McCully, Douglass

NOES:
ABSTAIN:
ABSENT: Burruss

3A. Minutes

Recommended Action: By Motion, approve the Colfax City Council minutes of 5/22/2024

Councilmember Hilberg asked for clarification on his vote on item 9B

3C. Cooperative Fire Service Agreement with Placer County Extension

Recommended Action: Adopt Resolution 23-2024 authorizing the City Manager to execute a 3-year extension of the cooperative agreement with Placer County to Provide Fire Protection, Fire Prevention, Rescue, Fire Marshal, and Medical Emergency Services for the City of Colfax.

Mayor Pro Tem Lomen asked Bob Counts, Cal Fire Chief, to discuss the benefits of this contract, the loss of volunteers, and the loss of an apparatus.

MOTION made by Mayor Pro Tem Lomen to approve 3A. and 3C, Seconded by Councilmember Hillberg and approved by the following vote:

AYES: Hillberg, Lomen, McCully, Douglass

NOES:

ABSTAIN:

ABSENT: Burruss

4 Agency Reports

4A. Placer County Sheriff's – Sherrif Griffiths reported on educating community members about riding dirt bikes through town and near the railroad tracks, and that the transient camp under the 174 bridge has been mostly cleaned up.

Councilmember McCully brought up concerns about drivers making u-turns in front of Starbucks, and the speeding of cars through town.

4B. CHP – Officer Lyman mentioned the fatality from the past weekend, noting that CHP was not in active pursuit at the time of the crash.

4C. Placer County Fire/CALFIRE – Chief Counts reported on the 6 million dollar FEMA grant that Colfax received.

4D. Non-Profits – Colfax Elementary School District Superintendent Andrew Giannini discussed the discussed their district's new control accountability plan and the 3 goals that have been set.

5 PRESENTATION (None)

PUBLIC HEARING**6A. Adopt Wastewater Rate Study and Establish Sewer Service Charges**

Recommended Action: Conduct a public hearing, review and tabulate any valid protests received and, if there is not a majority protest, adopt Resolution __-2024 adopting the City of Colfax Wastewater Rate Study and Establishing Sewer Service Charges for Fiscal Years 2024/2025, 2025/2026, 2026/2027, 2027/2028, and 2028/2029

City Manager Walker Presented this Item.

Catherine Hansford gave a brief presentation on the wastewater sewer rate study.

Steve Harvey questioned what year the EDU process for determining usage, and questioned the water flow.

Paul Borchering discussed the operating costs of Donner Summit Utility District, and the water Flow, questioned how the rates are structured, and expressed concerns over high-flow days when the freeway is closed and restaurants/gas stations are busy.

Kevin Patterson asked why the rate adaption is not on the general election ballot in November.

Council discussed rate options.

MOTION made by Councilmember Hillberg for a 3% rate increase cap, but to start the first year with only 2%, Seconded by Mayor Pro Tem Lomen and approved by the following vote:

AYES: Hillberg, Lomen, McCully, Douglass

NOES:

ABSTAIN:

ABSENT: Burruss

6B. Short-Term Rental Ordinance

Recommended Action: Introduce the proposed ordinance by title only, conduct a public hearing, wave the first reading and schedule the proposed ordinance for a second reading and adoption at the next regular City Council meeting currently scheduled for June 12, 2024 to be effective 30 days after adoption.

City Manager Walker Introduced City Planner Kathy Pease to present this item

City Planner Pease gave a brief presentation on the proposed Short-Term Rental Ordinance

Harry Anderson expressed concerns over the city making it to easy for landlords to obtain a permit.

City Planner discussed permit fees at \$1500 for initial permitting, with a \$500 yearly renewal.

Ingrid Elsel stated she has had an Air BNB for 7 years.

Council discussed permitting regulations, the appeal process for those that are denied, owner responsibilities as well as what rights proposed property locations neighbors would have.

MOTION made by Councilmember Hillberg, Seconded by Mayor Pro Tem Lomen and approved by the following vote:

AYES: Hillberg, Lomen, McCully, Douglass

NOES:
ABSTAIN:
ABSENT: Burruss

6C. MU-1 Zoning Code Amendment, Ground Floor Retail Ordinance

Recommended Action: Introduce the proposed ordinance by title only, conduct a public hearing, waive the first reading and schedule the proposed ordinance for a second reading and adoption at the next regular City Council meeting currently scheduled for June 12, 2024, to be effective 30 days after adoption.

City Planner Kathy Pease did a brief presentation on this item.

Harry Anderson expressed concerns in how the City is marketing the Downtown and signage to direct people to that area.

Councilmember Hillberg agrees that marketing for the Downtown could be improved.

Councilmember McCully questioned how the City can make sure that the businesses that will be allowed to open will be customer-based and bring foot traffic to downtown.

Councilmember Hillberg expressed concerns over losing sales tax revenue if the stores are not strictly retail.

MOTION made by Mayor Pro Tem Lomen to introduce the proposed ordinance by title only, conduct a public hearing, waive the first reading and schedule the proposed ordinance for a second reading and adoption at the next regular City Council meeting currently scheduled for June 12, 2024, to be effective 30 days after adoption, Seconded by Councilmember Hillberg and approved by the following vote:

AYES: Hillberg, Lomen, McCully, Douglass

NOES:

ABSTAIN:

ABSENT: Burruss

7 PUBLIC COMMENT

Ingrid Elsel, member of the Garden Club and the Downtown Beautification Committee, spoke about first-place awards the club has received, and to show her appreciation she invited all of Council to her home to celebrate the Garden Club’s awards.

Councilmember Hillberg questioned the Garden Club’s non-profit status.

8 COUNCIL AND STAFF

8A. Committee Reports and Colfax Informational Items – All Councilmembers.

Mayor Pro Tem Lomen reported that the Placer Sierra Fire Safe Council has their meeting 5/9/2024, where he will be talking about the FEMA grant that the City just received and the positive impact that grant should have on the City.

Councilmember Hillberg attended the Sierra Vista Community Center meeting, and the WAC/MAC meeting.

Councilmember McCully attended the Flood Control Board meeting and a SACOG meeting, and that the Colfax Chamber will be hosting a “block party” for the Big Boy event. Mayor Douglass attended the Sierra Vista Community Center meeting and met with the schools regarding a music program, and plans for the July 14th “Big Boy” stop.

8B. City Operations Update – City Manager

Reported on the CDBG projects, the I&I project, the delivery of the metal buildings at the WWTP and Corp Yard, and the FEMA grant that was just received.

9 COUNCIL BUSINESS

9A. 3rd of July Event Funding for Fireworks

Recommended Action: Adopt Resolution 27-2024 approving a \$5,000 to \$8,000 donation to Festivals-of-Cali-805 to help fund fireworks for the 2024 3rd of July Event.

City Manager Walker introduced this item.

Lisa Green, of Festivals-Of-Cali-805, requested a donation of \$5,000-\$8,000.

Council questioned vendor quotes, and direct payment from the City Council to the Fireworks vendor.

MOTION made by Mayor Pro Tem Lomen to donate \$10,000 to cover the cost of the fireworks with proof of an acceptable contract, and an amendment to the budget, Seconded by Councilmember McCully and approved by the following vote:

AYES: Hillberg, Lomen, McCully, Douglass

NOES:

ABSTAIN:

ABSENT: Burruss

10 GOOD OF THE ORDER

Mayor Pro Tem Lomen had nothing to report.

Councilmember Hillberg wants to make sure that public comment is watched and that members of the public are all timed and held to the 5-minute limit.

Councilmember McCully had nothing to report.

Mayor Douglass would like City Attorney Cabral to come up with suggestions as to how the City could work with the Movie Theater to open.

10A. Public Comment on Good of the Order

No Public Comment on Good of the Order.

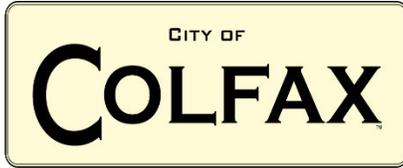
11

ADJOURNMENT

As there was no further business on the agenda, Mayor Douglass adjourned the meeting, by motion and without objection at 8:24 p.m. Respectfully submitted to City Council this 12th day of June 2024.

A handwritten signature in blue ink that reads "Amanda Ahre". The signature is written in a cursive style and is positioned above a horizontal line.

Amanda Ahre, City Clerk



City Council Minutes

Special Meeting of Colfax City Council

Wednesday, May 29, 2024

City Hall Council Chambers, 33 S Main Street,

Colfax CA and attended via Teleconference through ZOOM

1. OPEN SESSION

1A. Call Open Session to Order – Mayor Douglass called the Open Session to order at 2:03 p.m.

1B. Pledge of Allegiance

1C. Roll Call

Present: Councilmember Hillberg, Mayor Pro Tem Lomen, Councilmember McCully, Mayor Douglass

Absent: Councilmember Burruss

PUBLIC COMMENT

Support of 3rd of July to get foot traffic to the Downtown area, why donate to the Garden Club that doesn't generate tax revenue? Amazon shipments hurting small businesses, concerns over inflation rates, desire of a letter of financial support to Big Government, and concerns of cutting fire stations and education, and questioning a bond to fix Colfax Schools.

2. Workshop Session

2A. Annual Review of Administrative Policies and Procedures

Laurie Van Groningen reviewed this item, and did not have any suggestions to change administrative policies and procedures.

2B. Risk Assessment Process

No new risks were identified.

2C. Review of Fiscal Year 2024/2025 & 2025/2026 Preliminary Budget

City Manager Walker introduced this item. He discussed the City Manager's salary and training, and event funding.

Councilmember McCully discussed increasing event funding, and possibly increasing event funding to \$25,000 - \$30,000 and splitting the fund 60/40 between events and non-profits. That way the event planners know what their maximum support will be and can fundraise appropriately.

Mayor Pro Tem agrees that these events bring people to Colfax, but feels it could be hard to know the exact costs of these events, but is not opposed to setting a cap to event funding per event.

Councilmember Hillberg likes setting a cap for events, and would like to see non-profits be able to use this fund as well and split the event fund into two line items to be able to track event support and non-profit support.

Laurie Van Groningen requested clarification of direction to staff as to the events fund.

Mayor Douglass discussed possible scholarships to the schools, and would like to see how Council can help get instruments for the schools. He would also like to discuss the possibility of having a drone show instead of fireworks.

The direction to staff is to increase the events fund to \$30,000 with a 60/40 split between events and non-profits.

Public comment about Council Concerns about events and getting people downtown for those, but not as concerned about getting people downtown on a daily basis.

City Manager Walker brought up the Downtown dining area.

Councilmember McCully requested waiting until September to discuss this item because a grant request has been submitted to help with funding for this.

Laurie Van Groningen suggested making a line item in the Capital budget fund for this project.

City Manager Walker brought up the City Manager's salary that is paid out of the sewer.

Councilmember McCully suggested moving 10-15% of the City Manager's salary to the general fund.

Councilmember Hillberg would like to be transparent about city staff salaries and what percentage comes from each fund.

Laurie Van Groningen stated the current percentages of the City Manager's salary and gave an overview of budget estimations for the 2024/2025 & 2025/2026 Fiscal Years.

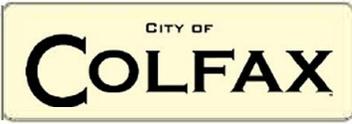
Mayor Pro Tem Lomen had questions about the 292 fund and allocations of those funds.

11 ADJOURNMENT

As there was no further business on the agenda, Mayor Douglass adjourned the meeting, by motion and without objection at 3:12 p.m. Respectfully submitted to City Council this 12th day of June 2024.



Amanda Ahre, City Clerk



Staff Report to City Council

FOR THE JUNE 12, 2024 REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Shanna Stahl, Administrative Services Officer
Subject: Annual Appropriation Limits

Budget Impact Overview:

N/A: ✓	Funded:	Un-funded:	Amount:	Fund(s):
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RECOMMENDED ACTION: Adopt Resolution __-2024 certifying compliance with the Fiscal Year 2023-2024 Appropriation Limitation and establishing the Appropriation Limitation for the Fiscal Year 2024-2025

Summary/Background

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

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

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

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

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

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

For the 2024-2025 Appropriation Limit calculation, the growth in Placer County population of .67% is more favorable than the City of Colfax percent decline of -1.09% and has therefore been utilized in the calculation. For the price factor, the percentage change in State per capita income of 3.62% is used to calculate the Limitation. The population and price factors are multiplied together for a combined factor of 1.043. The combined growth factor is applied to the fiscal year 2023-2024 Appropriation limit of \$7,342,508 to determine the fiscal year 2024-2025 limit of \$7,659,282.

Based on the estimated actuals for fiscal year 2023-2024 and the proposed fiscal year 2024-2025 budget the city will be well under its Appropriation Limit for both years.

Attachments

1. Public Notice – Notice of Determination of appropriations Limit for the Fiscal Year 2024-2025.
2. Resolution __-2024
 - a. Attachment 1 – Estimated actual appropriation for the fiscal year 2023-2024.
 - b. Attachment 2 – Appropriation Limit Calculation for fiscal year 2024-2025
3. Department of Finance Price and Population information for use in calculations for fiscal year 2024-2025 appropriations limit – April 30, 2024.



City Of Colfax
33 SOUTH MAIN STREET, COLFAX, CA

PUBLIC NOTICE

NOTICE OF DETERMINATION OF APPROPRIATIONS LIMIT
FOR THE FISCAL YEAR 2024-2025

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

Set below is the methodology to be used to calculate the Fiscal Year 2024-2025 appropriations limit for the City. The limit is set forth below and will be considered and adopted at the regularly scheduled meeting of the Colfax City Council on June 12, 2024.

Table with 3 columns: Category, 2024-2025 Value, and Source/Note. Rows include Appropriations Limit for FY 2023-2024 (\$7,342,508), Price Factor (Change in California per capita: 1.0362), Population Factor (Placer County: 1.0067), Combined Growth Factor (1.043), and Appropriations Limit for FY 2024-2025 (\$7,659,282).

Note: *Fiscal year 2024-2025 elected to use population factor for Placer County versus City of Colfax

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

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

Amanda Ahre, City Clerk

May 29, 2024

City of Colfax City Council

Resolution No. __-2024

CERTIFYING COMPLIANCE WITH THE 2023-2024 APPROPRIATION LIMITATION AND ESTABLISHING THE APPROPRIATION LIMITATION FOR THE 2024-2025 FISCAL YEAR

WHEREAS, the City Council of the City of Colfax hereby certifies that the estimated actual appropriations for the Fiscal Year 2023-2024 will fall within the appropriation limitation for the 2023-2024 Fiscal Year as demonstrated in Attachment 1; and,

WHEREAS, the City Council of the city of Colfax must establish the appropriation limitation for the fiscal year 2024-2025, as calculated in Attachment 2; and,

NOW THEREFORE, BE IT RESOLVED BY the City Council of the City of Colfax that the 2023-2024 Fiscal Year expenditures fall within the established limitations and the limitations for the 2024-2025 Fiscal Year are hereby established at \$7,659,282.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at the Regular Meeting of the City Council of the City of Colfax held on the 12th day of June 2024 by the following vote of Council:

AYES: Lomen, Douglass, Hillberg, McCully, Burruss

NOES:

ABSTAIN:

ABSENT:

Kim Douglass, Mayor

Amanda Ahre, City Clerk

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

<i>Tax Revenues to be included in calculation:</i>		2023-2024 Actuals*
100-000-4010	Property Taxes	\$ 465,000
100-000-4020	Sales and Use Taxes	\$ 1,336,734
100-000-4040	Transient Occupancy Taxes	\$ 130,000
100-000-4100	Franchises	\$ 100,000
100-000-4200	Business Licenses	\$ 38,000
100-000-4700	State Motor Vehicle License	\$ 2,500
100-000-4710	Motor Vehicle In Lieu	\$ 164,000
100-000-4030	Cannabis Business Tax	\$ 37,000
	Total Tax Revenue	\$ 2,273,234
Calculated Appropriation Limit Fiscal Year 2023-2024		\$ 7,342,508
<i>Remaining appropriation limit capacity</i>		\$ 5,069,274 69%

*Estimate as of Mid-Year Budget review February 2024

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

Fiscal Year	Computed Limit Previous Year	Cost of Living Factor	Population Factor County	Population Factor City	Combined Growth Factor	Computed Limit	Population Factor Election*
2009-2010	\$ 3,519,759	1.0062	1.0174	1.0097	1.0237	\$ 3,603,205	County
2010-2011	\$ 3,603,205	0.9746	1.0170	1.0567	1.0299	\$ 3,710,796	City
2011-2012	\$ 3,710,796	1.0251	1.0151	1.0072	1.0406	\$ 3,861,377	County
2012-2013	\$ 3,861,377	1.0377	1.0110	1.0056	1.0491	\$ 4,051,027	County
2013-2014	\$ 4,051,027	1.0512	1.0056	0.9960	1.0571	\$ 4,282,287	County
2014-2015	\$ 4,282,287	0.9977	1.0147	1.0050	1.0124	\$ 4,335,243	County
2015-2016	\$ 4,335,243	1.0382	1.0076	0.9970	1.0461	\$ 4,535,055	County
2016-2017	\$ 4,535,055	1.0537	1.0096	1.0019	1.0638	\$ 4,824,462	County
2017-2018	\$ 4,824,462	1.0369	1.0176	1.0369	1.0551	\$ 5,090,529	County
2018-2019	\$ 5,090,529	1.0367	1.0166	1.0014	1.0539	\$ 5,364,955	County
2019-2020	\$ 5,364,955	1.0385	1.0185	1.0010	1.0577	\$ 5,674,579	County
2020-2021	\$ 5,674,579	1.0373	1.0195	1.0146	1.0575	\$ 6,001,022	County
2021-2022	\$ 6,001,022	1.0573	1.0150	1.0084	1.0732	\$ 6,440,054	County
2022-2023	\$ 6,440,054	1.0755	1.0037	1.0129	1.0894	\$ 7,015,627	City
2023-2024	\$ 7,015,627	1.0444	1.0021	0.9892	1.0466	\$ 7,342,508	County
2024-2025	\$ 7,342,508	1.0362	1.0067	0.9891	1.0431	\$ 7,659,282	County

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



Gavin Newsom ■ Governor

1021 O Street, Suite 3110 ■ Sacramento CA 95814 ■ www.dof.ca.gov

April 30, 2024

Dear Fiscal Officer:

Price Factor and Population Information

Appropriations Limit

California Revenue and Taxation Code section 2227 requires the Department of Finance to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2024, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2024-25. Attachment A provides the change in California's per capita personal income and an example for utilizing the factors to calculate the 2024-25 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts

Some special districts must establish an annual appropriations limit. [California Revenue and Taxation Code section 2228](#) provides additional information regarding the appropriations limit. [Article XIII B, section 9\(C\) of the California Constitution](#) exempts certain special districts from the appropriations limit calculation mandate. Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

Population Certification

The population certification program applies only to cities and counties. California Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2024.** Please note: The prior year's city population estimates may be revised. The per capita personal income change is based on historical data.

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

/s Richard Gillihan

RICHARD GILLIHAN
Chief Operating Officer

Attachment

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2024-25 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2024-25	3.62

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2024-25 appropriation limit.

2024-25:

Per Capita Cost of Living Change = 3.62 percent
 Population Change = 0.17 percent

Per Capita Cost of Living converted to a ratio: $\frac{3.62 + 100}{100} = 1.0362$

Population converted to a ratio: $\frac{0.17 + 100}{100} = 1.0017$

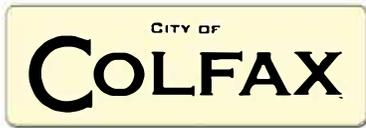
Calculation of factor for FY 2024-25: $1.0362 \times 1.0017 = 1.0379$

Fiscal Year 2024-25

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2023 to January 1, 2024 and Total Population, January 1, 2024

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	23-24	1-1-23	1-1-24	1-1-24
Placer				
Auburn	-0.94	13,344	13,218	13,218
Colfax	-1.09	2,010	1,988	1,988
Lincoln	1.79	52,296	53,231	53,231
Loomis	0.06	6,597	6,601	6,601
Rocklin	0.26	71,420	71,609	71,609
Roseville	1.05	152,726	154,329	154,329
Unincorporated	0.16	111,692	111,868	111,868
County Total	0.67	410,085	412,844	412,844

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



Staff Report to City Council

FOR THE JUNE 12, 2024 REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Alfred A. "Mick" Cabral, City Attorney
 Shanna Stahl, Administrative Services Officer
Subject: 2024 Local Agency Biennial Notice

Budget Impact Overview:

N/A: ✓	Funded:	Un-funded:	Amount:	Fund(s):
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RECOMMENDED ACTION: Adopt Resolution __-2024 filing the 2024 Local Agency Biennial Notice.

Summary/Background

The Political Reform Act of 1974 was enacted to prevent public officials from using their official positions to influence governmental decisions in which they have a financial interest. The Political Reform Act requires every government agency to adopt a Conflict of Interest Code (the Code) and to review the code biennially on even numbered years. The City of Colfax Conflict of Interest Code was adopted in 2002 by Resolution 44-2002 as required by the Political Reform Act of 1974 (Government Code §87100 et seq.). The Code was last amended in June 2022 by Resolution 19-2022.

Staff conducted a biennial review to ensure the agency’s code includes disclosure by those agency officials who make or participate in making governmental decisions. Staff has determined that no revisions are necessary.

Fiscal Impact

N/A

Attachments:

1. Resolution 19-2022
2. 2024 Local Agency Biennial Notice

City of Colfax

City Council

Resolution № 19-2022

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

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

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

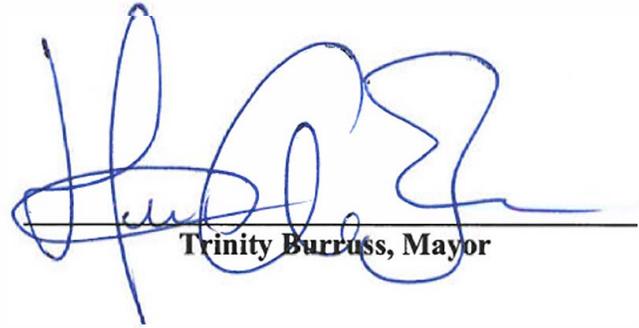
WHEREAS, It is necessary to amend the Colfax Conflict of Interest Code to amend the list of individuals required to disclose economic interests and to review the disclosure categories to incorporate the model disclosure categories prepared by the State of California Fair Political Practices Commission.

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

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

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

AYES: Lomen, Ackerman, Fatula, Burruss
NOES:
ABSTAIN:
ABSENT: Mendoza



Trinity Burruss, Mayor

ATTEST:



Marguerite Bailey City Clerk

City of Colfax Conflict of Interest Code

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

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

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

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

**CITY OF COLFAX
CONFLICT OF INTEREST CODE
APPENDIX "A"
LIST OF DESIGNATED EMPLOYEES**

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

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

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

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

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

Notes: Consultants. 2 Cal. Code Regs §18700.3(a) defines "consultant" as an individual who pursuant to a contract with a state or local government agency.

- A. Makes a government decision whether to:
 - i. Approve a rate, rule, or regulation;
 - ii. Adopt or enforce a law;
 - iii. Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order or similar authorization or entitlement;
 - iv. Authorize the agency to enter into, modify, or renew a contract provided it is the type of contract that requires agency approval;
 - v. Grant agency approval to a plan, design, report, study or similar item;
 - vi. Adopt, or grant agency approval of, policies, standards, or guidelines for the agency, or for any subdivision thereof; or
- B. Serves in a staff capacity with the agency and in that capacity participates in making a governmental decision as defined in regulation 18704(a) & (b) or performs the same

or substantially all the same duties for the agency that would otherwise be performed by an individual holding a position specified in the agency's Conflict of Interest Code under section 87302

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

EXHIBIT B
DISCLOSURE CATEGORIES

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

2024 Local Agency Biennial Notice

Name of Agency: City of Colfax

Mailing Address: PO Box 702

Contact Person: Amanda Ahre Phone No. (530) 346-2313

Email: city.clerk@colfax-ca.gov Alternate Email: _____

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

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

- An amendment is required. The following amendments are necessary:**
(Check all that apply.)
 - Include new positions
 - Revise disclosure categories
 - Revise the titles of existing positions
 - Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
 - Other *(describe)* _____

- The code is currently under review by the code reviewing body.**
- No amendment is required.** (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

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

Signature of Chief Executive Officer

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2024**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.



Staff Report to City Council

FOR THE JUNE 12, 2024 REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Shanna Stahl, Administrative Services Officer
Subject: Workplace Violence Prevention Policy

Budget Impact Overview:

N/A: ✓	Funded:	Un-funded:	Amount:	Fund(s):
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RECOMMENDED ACTION: Adopt resolution __-2024 approving the revised Workplace Violence Prevention Policy as part of the City of Colfax Employee Handbook.

Summary/Background

The City of Colfax adopted the current version of the Employee Handbook with resolution 24-2017 in July 2017. The Employee Handbook has a section titled “Workplace Violence” on pages 48-49; however, new regulations deem this policy insufficient.

SB 553 requires employers to establish, implement, and maintain an effective written Workplace Violence Prevention Plan (WVPP) which includes:

- The names of persons responsible for plan implementation.
- Effective procedures for employee involvement in developing and implementing the plan.
- Methods to coordinate implementation of the plan with other employers, when applicable.
- Procedures for employers to handle and respond to reports of workplace violence while ensuring no retaliation against the reporting employee.
- Procedures to ensure compliance from employees, including supervisors.
- Procedures to communicate with employees regarding workplace violence matters.
- Emergency response protocols.
- Training provisions.
- Procedures to identify and evaluate workplace violence hazards that include inspections with the following frequency:
 - When the plan is first set up.
 - Periodically scheduled.
 - After violent incidents.
 - Whenever a new hazard becomes known.
- Procedures to timely correct workplace violence hazards identified and evaluated.
- Procedures for post-incident response and investigation.
- Procedures that allow for plan review
 - Annually.
 - When a deficiency is observed or becomes apparent.
 - After a workplace violence incident.
- Any other procedure necessary for employee health and safety as required by the Division and Standards Board.
- The plan must be in effect at all times and in all work areas and be specific to the hazards and corrective measures for each work area and operation.
- The written plan may be incorporated as a stand-alone section in the written injury and illness prevention program required by section 3203 of title 8 of the California Code of Regulations or maintained as a separate document.

Recommendation

Review attached WVPP and adopt it as part of the Employee Handbook approved in July 2017.

Fiscal Impacts

None

Attachments:

1. Resolution __-2024
2. Workplace Violence Prevention Policy

City of Colfax

City Council

Resolution No -2024

APPROVE THE REVISED WORKPLACE VIOLENCE PREVENTION POLICY AS PART OF THE CITY
OF COLFAX EMPLOYEE HANDBOOK

WHEREAS, the City of Colfax adopted the current version of the Employee Handbook with Resolution 24-2017; and,

WHEREAS, SB 553 requires employers to establish, implement, and maintain an effective written Workplace Violence Prevention Plan with specific elements; and,

WHEREAS, the City staff have prepared a comprehensive Workplace Violence Prevention Plan that meets the requirements of the new regulations.

NOW THEREFORE, BE IT RESOLVED the City Council of the City of Colfax approves the revised Workplace Violence Prevention Policy as part of the City of Colfax Employee Handbook.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at the Regular Meeting of the City Council of the City of Colfax held on the 12th of June 2024 by the following vote of the Council:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Kim Douglass, Mayor

Amanda Ahre, City Clerk

WORKPLACE VIOLENCE PREVENTION PROGRAM for City of Colfax

Our establishment's Workplace Violence Prevention Plan (WVPP) addresses the hazards known to be associated with the four types of workplace violence as defined by Labor Code (LC) section 6401.9.

Date of Last Review: April 8, 2024

Date of Last Revision(s): April 8, 2024

DEFINITIONS

Emergency - Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

Engineering controls - An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.

Log - The violent incident log required by LC section 6401.9.

Plan - The workplace violence prevention plan required by LC section 6401.9.

Serious injury or illness - Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

Threat of violence - Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

Workplace violence - Any act of violence or threat of violence that occurs in a place of employment.

Workplace violence includes, but is not limited to, the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
- The following four workplace violence types:

Type 1 violence - Workplace violence committed by a person who has no legitimate business at the worksite, and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.

Type 2 violence - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

Type 3 violence - Workplace violence against an employee by a present or former employee, supervisor, or manager.

Type 4 violence - Workplace violence committed in the workplace by a person who does not work there, but has or is known to have had a personal relationship with an employee.

Workplace violence does not include lawful acts of self-defense or defense of others.

Work practice controls - Procedures and rules which are used to effectively reduce workplace violence hazard

RESPONSIBILITY

The WVPP administrator, the City Manager, has the authority and responsibility for implementing the provisions of this plan for the City of Colfax. If there are multiple persons responsible for the plan, their roles will be clearly described.

Example:

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
Ron Walker	City Manager	Overall responsibility for the plan; Ron approves the final plan and any major changes.	(530) 346-2313	City.manager@colfax-ca.gov
Shanna Stahl	Administrative Services Officer	Responsible for employee involvement and training; Shanna updates training materials, and handles any reports of workplace violence.	(530) 346-2313	Accounting@colfax-ca.gov

All managers and supervisors are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the WVPP.

EMPLOYEE ACTIVE INVOLVEMENT

The City of Colfax ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan:

- Management will work with and allow employees and authorized employee representatives to participate in:
 - Identifying, evaluating, and determining corrective measures to prevent workplace violence.

Management will have regular safety meetings with employees and their representatives to discuss identification of workplace violence related concerns/hazards, evaluate those hazards and/or concerns, and how to correct them. These meetings could involve brainstorming sessions, discussions of recent incidents, and reviews of safety procedures.
 - Designing and implementing training

Employees are encouraged to participate in designing and implementing training programs, and their suggestions are incorporated into the training materials. For example, an employee might suggest a new training scenario based on a recent incident.
 - Reporting and investigating workplace violence incidents. Employees may report an incident to any supervisor or manager. A third-party investigation may be conducted if necessary. All inappropriate acts will be taken seriously, and will lead to discipline up to and including termination.
- Management will ensure that all workplace violence policies and procedures within this written plan are clearly communicated and understood by all employees. Managers and supervisors will enforce the rules fairly and uniformly.
- All employees will follow all workplace violence prevention plan directives, policies, and procedures, and assist in maintaining a safe work environment. It is every employee's responsibility to assist in establishing and maintaining a violence-free work environment. Therefore, each employee is expected and encouraged to report any incident which may be threatening to you or your co-workers or any event which you reasonably believe is threatening or violent.

- The plan shall be in effect at all times and in all work areas and be specific to the hazards and corrective measures for each work area and operation.

EMPLOYEE COMPLIANCE

Our system to ensure that employees comply with the rules and work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions which create a security hazard for others in the workplace, include at a minimum:

- Training employees, supervisors, and managers in the provisions of The City of Colfax Workplace Violence Prevention Plan (WVPP)
- Effective procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP. The City of Colfax has a zero-tolerance policy for acts of violence and threats of violence.
- Provide retraining to employees whose safety performance is deficient with the WVPP.
- Recognizing employees who demonstrate safe work practices that promote the WVPP in the workplace by acknowledging their situation during the next WVPP training session.
- Discipline employees for failure to comply with the WVPP. The City of Colfax has a zero-tolerance policy for acts of violence and threats of violence. All inappropriate acts will be taken seriously and will lead to discipline up to and including termination.

COMMUNICATION WITH EMPLOYEES

We recognize that open, two-way communication between our management team, staff, and other employers, about workplace violence issues is essential to a safe and productive workplace. The following communication system is designed to facilitate a continuous flow of workplace violence prevention information between management and staff in a form that is readily understandable by all employees, and consists of one or more of the following:

- New employee orientation includes workplace violence prevention policies and procedures.
- Workplace violence prevention training programs.
- Regularly scheduled meetings that address security issues and potential workplace violence hazards
- Effective communication between employees and supervisors about workplace violence prevention and violence concerns including regular staff training.
- Posted or distributed workplace violence prevention information.
- How employees can report a violent incident, threat, or other workplace violence concern to employer or law enforcement without fear of reprisal or adverse action.
 - Employees can anonymously report a violent incident, threat, or other violence concerns.
 - In the event of an emergency, call 911. Then call Ron Walker, City Manager, at 530-604-3829 or Shanna Stahl at 805-469-5412
- Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety. Employees' concerns will be investigated in a timely manner and they will be informed of the results of the investigation.

Updates on the status of investigations and corrective actions are provided to employees through email and at safety meetings. These updates could include information about the progress of investigations, the results of investigations, and any corrective actions taken.

Updates during daily/weekly/monthly/quarterly meetings with other employers in the building (at or near

and around the same worksite) to discuss the plan and any updates. These meetings could involve sharing updates to the plan, discussing recent incidents, and coordinating training sessions.

Sharing training materials and incident reports with other employers to ensure a coordinated response to any incidents. This could involve sending copies of training materials and incident reports to other employers.

COORDINATION WITH OTHER EMPLOYERS

The City of Colfax will implement the following effective procedures and ensure that employees understand their respective roles and rights while working with outside employers or vendors, as provided in the plan.

- All employees will be trained on workplace violence prevention.
- Workplace violence incidents involving any employee are reported, investigated, and recorded.

WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

The City of Colfax will implement the following effective procedures to ensure that:

- All threats or acts of workplace violence are reported to an employee’s supervisor or manager, who will inform the WVPP administrator. This will be accomplished by phone call or email. If that’s not possible, employees will report incidents directly to the WVPP administrator, Ron Walker, City Manager.

Employees can report incidents to their supervisor, HR, or through an anonymous hotline.

- Workplace Violence Reporting Hotline: 530-604-3829
- Workplace Violence Reporting form: confidential@colfax-ca.gov

A strict non-retaliation policy is in place, and any instances of retaliation are dealt with swiftly and decisively. An employee who retaliates against a coworker for reporting an incident could be disciplined or terminated.

EMERGENCY RESPONSE PROCEDURES

City of Colfax has in place the following specific measures to handle actual or potential workplace violence emergencies:

- Effective means to alert employees of the presence, location, and nature of workplace violence emergencies by the following: phone, text or email depending on the threat.
- City of Colfax will have evacuation or sheltering plans. Staff should evacuate their location and meet remaining staff at Roy Tom’s Plaza on W. Grass Valley Street.
- If there is immediate danger, call for emergency assistance by dialing (9) 9-1-1, and then notify Ron. In the event of an emergency, including a Workplace Violence Emergency, contact the following:

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
Ron Walker	City Manager	Responsible for emergency response, hazard identification, and coordination with other employers	530-604-3829	City.manager@colfax-ca.gov

- You can also reach Shanna Stahl, Administrative Services Officer at 805-469-5412.

WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

The following policies and procedures are established and required to be conducted by City of Colfax to ensure that workplace violence hazards are identified and evaluated:

- Inspections shall be conducted when the plan is first established, after each workplace violence incident, and whenever the employer is made aware of a new or previously unrecognized hazard.

Review all submitted/reported concerns of potential hazards:

- Online form for reporting workplace violence hazards
- Voicemail/email/text messages

Periodic Inspections

Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. This may require assessment for more than one type of workplace violence. Periodic Inspections shall be conducted quarterly.

Periodic inspections to identify and evaluate workplace violence and hazards will be performed by the following designated personnel in the following areas of the workplace:

Specific Person Name/Job Title	Area/Department/Specific location
Ron Walker	Public Works, WWTP
Shanna Stahl	City Hall

Inspections for workplace violence hazards include assessing:

- The exterior and interior of the workplace for its attractiveness to robbers.
- The need for violence surveillance measures, such as mirrors and cameras.
- Procedures for employee response during a robbery or other criminal act, including our policy prohibiting employees, who are not security guards, from confronting violent persons or persons committing a criminal act.
- Procedures for reporting suspicious persons or activities.
- Posting of emergency telephone numbers for law enforcement, fire, and medical services.
- Whether employees have access to a telephone with an outside line.
- Whether employees have a designated safe area where they can go to in an emergency.

- Adequacy of workplace security systems, such as door locks, physical barriers, and restraint systems.
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
- Employees' skill in safely handling threatening or hostile service recipients (example: security guards).
- The use of work practices such as the "buddy" system for specified emergency events.
- How well our establishment's management and employees communicate with each other.
- Access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one of our employees is having a dispute.
- Frequency and severity of employees' reports of threats of physical or verbal abuse by managers, supervisors, or other employees.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.

WORKPLACE VIOLENCE HAZARD CORRECTION

Workplace violence hazards will be evaluated and corrected in a timely manner. The City of Colfax will implement the following effective procedures to correct workplace violence hazards that are identified:

- If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s), all exposed employee(s) will be removed from the situation except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition will be provided with the necessary protection. This typically applies to the office staff inside City Hall. Violent members of the public will be asked to leave while safe staff members gather in another location.
- All corrective actions taken will be documented and dated on the appropriate forms. The incident and corrective action will be documented in the Workplace Violence Log.
- Corrective measures for workplace violence hazards will be specific to a given work area.
 - Make the workplace unattractive to robbers by:
 - Improve lighting around and at the workplace.
 - Provide workplace violence systems, such as door locks and physical barriers.
 - Ensure the adequacy of workplace violence systems
 - Post emergency telephone numbers for law enforcement, fire, and medical services
 - Control, access to, and freedom of movement within, the workplace by non-employees, include recently discharged employees or persons with whom one of our employees is having a dispute.
 - Ensure employees have access to a telephone with an outside line. Provide employee training/re-training(refreshers) on the WVPP, which could include but not limited to the following:
 - Recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
 - Ensure that all reports of violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace are handled effectively by person management and that the person making the report is not subject to retaliation by the person

making the threat.

- Improve how well our establishment's management and employees communicate with each other.
 - Procedures for reporting suspicious persons, activities, and packages.
 - Provide/review employee, supervisor, and management training on emergency action procedures.
- Increase awareness by employees, supervisors, and managers of the warning signs of potential workplace violence through regular training.
 - Ensure that employee disciplinary and discharge procedures address the potential for workplace violence.
 - Establish a policy for prohibited practices.
 - Limit the amount of cash on hand and use time access safes for large bills.
 - Provide procedures for a "buddy" system for specified emergency events.

PROCEDURES FOR POST INCIDENT RESPONSE AND INVESTIGATION

After a workplace incident, the WVPP administrator or their designee will implement the following post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable.
- Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- Review security footage of existing security cameras if applicable.
- Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the cause of the incident.
- Take corrective action to prevent similar incidents from occurring.
- Record the findings and ensuring corrective actions are taken.
- Obtain any reports completed by law enforcement.
- The violent incident log will be used for every workplace violence incident and will include information, such as:
 - The date, time, and location of the incident.
 - The workplace violence type or types involved in the incident.
 - A detailed description of the incident.
 - A classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.

- A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.
- A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
- The type of incident, including, but not limited to, whether it involved any of the following:
 - Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
 - Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
 - Threat of physical force or threat of the use of a weapon or other object.
 - Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
 - Animal attack.
 - Other.
- Consequences of the incident, including, but not limited to:
 - Whether security or law enforcement was contacted and their response.
 - Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
 - Information about the person completing the log, including their name, job title, and the date completed.
- Reviewing all previous incidents.

Support and resources, such as counseling services, are provided to affected employees through the Employee Assistance Program.

Ensure that no personal identifying information is recorded or documented in the written investigation report. This includes information which would reveal identification of any person involved in a violent incident, such as the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity.

TRAINING AND INSTRUCTION

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace violence practices. These sessions could involve presentations, discussions, and practical exercises. Training and instruction will be provided as follows:

- When the WVPP is first established.
- Annually to ensure all employees understand and comply with the plan.
- Whenever a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan. The additional training may be limited to addressing the new workplace violence hazard or changes to the plan.

City of Colfax will provide its employees with training and instruction on the definitions found on page 1 of this plan and the requirements listed below:

- The employer's WVPP, how to obtain a copy of the employer's plan at no cost, and how to participate in development and implementation of the employer's plan.
- How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal.
- Workplace violence hazards specific to the employees' jobs, the corrective measures the City of Colfax has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- The violent incident log and how to obtain copies of records pertaining to hazard identification, evaluation and correction, training records, and violent incident logs.
- Opportunities the City of Colfax has for interactive questions and answers with a person knowledgeable about the City of Colfax plan.
- Strategies to avoid/prevent workplace violence and physical harm, such as:
 - How to recognize workplace violence hazards including the risk factors associated with the four types of workplace violence.
 - Ways to defuse hostile or threatening situations.
- How to recognize alerts, alarms, or other warnings about emergency conditions and how to use identified locations for sheltering.
- Emergency medical care provided in the event of any violent act upon an employee
- Post-event trauma counseling for employees desiring such assistance.

Note: *Employers must use training material appropriate in content and vocabulary to the educational level, literacy, and language of employees.*

EMPLOYEE ACCESS TO THE WRITTEN WVPP

City of Colfax ensures that the WVPP plan shall be in writing and shall be available and easily accessible to employees, authorized employee representatives, and representatives of Cal/OSHA at all times. This will be accomplished by:

- Whenever an employee or designated representative requests a copy of the written WVPP, we will provide the requester with a printed copy of the WVPP, unless the employee or designated representative agrees to receive an electronic copy.
- We will provide unobstructed access through the City's website <https://colfax-ca.gov/government/city-administration/human-resources/>, which allows an employee to review, print, and email the current version of the written WVPP. Unobstructed access means that the employee, as part of their regular work duties, predictably and routinely uses the electronic means to communicate with management or co-employees.

RECORDKEEPING

City of Colfax will:

- Create and maintain records of workplace violence hazard identification, evaluation, and correction, for a minimum of five (5) years.

- Create and maintain training records for a minimum of one (1) year and include the following:
 - Training dates.
 - Contents or a summary of the training sessions.
 - Names and qualifications of persons conducting the training.
 - Names and job titles of all persons attending the training sessions.
- Maintain violent incident logs for minimum of five (5) years.
- Maintain records of workplace violence incident investigations for a minimum of five (5) years.
 - The records shall not contain medical information per subdivision (j) of section 56.05 of the Civil Code.
- All records of workplace violence hazard identification, evaluation, and correction; training, incident logs and workplace violence incident investigations required by LC section 6401.9(f), shall be made available to Cal/OSHA upon request for examination and copying.

EMPLOYEE ACCESS TO RECORDS

The following records shall be made available to employees and their representatives, upon request and without cost, for examination and copying within **15 calendar days of a request**:

- Records of workplace violence hazard identification, evaluation, and correction.
- Training records.
- Violent incident logs.

REVIEW AND REVISION OF THE WVPP

The City of Colfax WVPP will be reviewed for effectiveness:

- At least annually.
- When a deficiency is observed or becomes apparent.
- After a workplace violence incident.
- As needed.

Review and revision of the WVPP will include the procedures listed in the EMPLOYEE ACTIVE INVOLVEMENT section of this WVPP, as well as the following procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan's effectiveness:

- Review of City of Colfax's WVPP should include, but is not limited to:
 - Review of incident investigations and the violent incident log.
 - Assessment of the effectiveness of security systems, including alarms, emergency response, and security personnel availability (if applicable).
- Review that violence risks are being properly identified, evaluated, and corrected. Any necessary revisions are made promptly and communicated to all employees. [These revisions could involve changes to procedures, updates to contact information, and additions to training materials.]

EMPLOYER REPORTING RESPONSIBILITIES

As required by California Code of Regulations (CCR), Title 8, Section 342(a). Reporting Work-Connected Fatalities and Serious Injuries, City of Colfax will immediately report to Cal/OSHA any serious injury or illness (as defined by CCR, Title 8, Section 330(h)), or death (including any due to Workplace Violence) of an employee occurring in a place of employment or in connection with any employment.

I, Ron Walker, City Manager of City of Colfax, hereby authorize and ensure the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. I am committed to ensuring the safety and well-being of our employees and believe that these policies and procedures will help us achieve that goal.

Ron Walker, City Manager

Date

Violent Incident Log

This log must be used for every workplace violence incident that occurs in our workplace. At a minimum, it will include the information required by LC section 6401.9(d).

The information that is recorded will be based on:

- Information provided by the employees who experienced the incident of violence.
- Witness statements.
- All other investigation findings.

All information that personally identifies the individual(s) involved will be omitted from this log, such as:

- Names
- Addresses – physical and electronic
- Telephone numbers
- Social security number

[Enter the date the incident occurred (Day, Month, Year)]

[Enter the time (or approximate time) that the incident occurred]a.m./p.m.

Location(s) of Incident	Workplace Violence Type (Indicate which type(s) (Type 1, 2,3,4)

Check which of the following describes the type(s) of incident, and explain in detail:

Note: *It's important to understand that "Workplace Violence Type" and "Type of Incident" have separate requirements. For this part of the log, "Type of Incident" specifically refers to the nature or characteristics of the incident being logged. It does not refer to the type of workplace violence.*

- Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
- Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
- Threat of physical force or threat of the use of a weapon or other object.
- Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
- Animal attack.
- Other.

Indicate here if there were any injuries, if so, provide description of the injuries

- Were emergency medical responders other than law enforcement contacted, such as a Fire Department, Paramedics, On-site First-aid certified personnel? Yes or No. If yes, explain below:

[

]

Did the severity of the injuries require reporting to Cal/OSHA? If yes, document the date and time this was done, along with the name of the Cal/OSHA representative contacted.

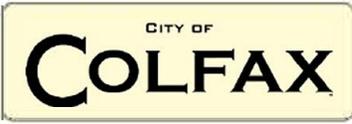
A copy of this violent incident log needs to be provided to the employer. Indicate when it was provided and to whom.

This violent incident log was completed by:

Printed Name & Title

Date

Signature



Staff Report to City Council

FOR THE JUNE 12, 2024 REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Ron Walker, City Manager
Subject: Construction Management Contract Amendment with Psomas

Budget Impact Overview:

N/A:	Funded: √	Un-funded:	Amount: \$177,540	Fund(s): 575
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RECOMMENDED ACTION: Adopt Resolution __-2024 authorizing an amendment to the existing contract with Psomas for Construction Management and Inspection for the SWRCB Construction Grant projects for \$866,130 with a \$53,870 contingency for a total not to exceed amount of \$920,000.

Summary/Background

The City of Colfax entered into a Construction Grant Agreement with the State Water Resources Control Board (SWRCB) in 2021 for the construction of the Solar, Algae Reduction, and I&I Mitigation Projects. The grant totaled \$5,596,191. Due to rising costs and expansion of the projects, the grant was increased to \$13,297,674. While the projects were originally expected to conclude by December 2023, the current expected completion date is March 2025.

On March 9, 2022, the City of Colfax and Psomas entered into an agreement for consultant services for \$374,490 to provide construction management and inspection (CM&I) services for the Solar, Algae Reduction and I&I Mitigation projects funded with State Water Resource Control Board (SWRCB) Clean Water State Revolving Funds (CWSRF). At that time, the projects were expected to proceed concurrently with one inspector overseeing all three projects each day. Ultimately, the I&I Mitigation project was delayed by one year, starting in July 2023 at the same time that construction of the Solar project concluded.

On November 8, 2023, the agreement was amended to \$688,590. The amendment provided funding to extend CM&I service through October 2024. It was anticipated that the I&I Mitigation project would be completed in April 2024 and the Algae Reduction project in October 2024.

At this time, it is anticipated that the I&I Mitigation project will be completed in June 2024. Construction for the Algae Reduction project began in March 2024 with scheduled completion expected in April 2025.

Construction Management Amendment

With further extension of the completion dates for the I&I Mitigation and Algae Reduction Projects, staff has determined that the current agreement funding is insufficient for CM&I services through April 2025. Psomas provided the attached cost projection. Under this scenario, Psomas will provide daily CM&I services for the I&I Mitigation and Algae Reduction projects through June 2024. After June 2024, the Algae Reduction project is not anticipated to need daily inspection so, as shown in the attachment, the monthly CM&I costs are significantly lower.

Conclusions and Findings

The City has been working with Psomas over the past two years as they successfully manage the contractors and construction. As shown in their attached cost projection, this amendment to their agreement increases the budget by \$177,540, from \$688,590 to 866,130.

Staff recommends that City Council authorize amendment of Psomas' agreement as outlined in their attached cost projection. Staff further recommends that City Council authorize the City Manager to expend an additional \$53,870, as a contingency, without Council authorization.

Fiscal Impacts

The additional \$177,540 and contingency cost will be reimbursed by the State through the amended CWSRF funding Agreement No. D2101007 executed between the City and SWRCB on December 6, 2023.

Attachments:

1. Psomas Cost Projection
2. Resolution __-2024

City of Colfax

City of Colfax WWTP and I&I Projects
Period Ending 03/28/2024

Psomas Job Number: 6COL030300

PERIOD ENDING	Cliff Watson			Vitaliy Serduke			Vitaliy Serduke			Laura Riley		
	PM/RE			Inspector			Inspector OT			Admin		
	BUDGET	Projected	ACTUAL	BUDGET	Projected	ACTUAL	BUDGET	Projected	ACTUAL	BUDGET	Projected	ACTUAL
3/31/2022	40				0					0		
4/28/2022	42	12	12		0						7.00	7.0
6/2/2022	44	6	6		0						0.75	0.75
6/30/2022	40	3	2.5		0							
7/28/2022	46				0							
08/25/2022	69	6	5.5		0							
9/29/2022	69	6	6		0							
10/27/2022	40	6	6		0							
11/24/2022	42	7	6.5		0							
12/29/2022	42	8	7.5		0							
2/2/2023	40	9	8.50		0							
3/2/2023	40	4	4.00		0							
3/30/2023	40				0							
4/27/2023	40	1	1.00		0							
6/1/2023	40	2	1.50		0							
6/30/2023	40	1.5	1.50		4	4.00					0.5	0.50
7/27/2023					108	108.00					31.5	31.50
8/24/2023		5.5	5.50		160	160.00		8	7.50		9	9.00
9/28/2023		6	6.00		176	176.00		4	3.50		4	4.00
10/26/2023		6	6.00		136	136.00		4	4.00		3.75	3.75
11/23/2023		5	5.00		144	144.00		10	9.50		10	10.00
12/28/2023		14	14.00		144	144.00		4	4.00		31.5	31.50
2/1/2024		33	33.00		152	152.00		8	7.50		57.25	57.25
2/29/2024		30	30		123	123.00		9	9.00		29.258	29.25
3/28/2024		28.5	28.50		152	152.00		5	5.00		21.75	21.75
4/24/2024		24			160			4			24	
5/31/2024		24			160			4			24	
6/28/2024		24			160			4			24	
7/26/2024		12			48						24	
8/30/2024		12			48						24	
9/27/2024		8			48						24	
10/25/2024		8			48						24	
11/29/2024		8			48						24	
12/27/2024		8			48						24	
1/24/2025		8			48						24	
2/28/2025		8			48						24	
3/28/2025		8			48						12	
4/25/2025		8			48						12	
Hours	714	317	79	0	1779	272	0	8	8	0	53	49
Rate	\$230.00	\$230.00	\$230.00	\$200.00	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$93.00	\$93.00	\$93.00
Rate 07/01				\$200.00	\$200.00	\$200.00	\$266.00	\$266.00	\$266.00	\$93.00	\$93.00	\$93.00
Total	\$164,220.00	\$72,795.00	\$18,170.00	\$0.00	\$355,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,905.75	\$4,533.75

PERIOD ENDING TOTALS			CUMULATIVE TOTALS		
BUDGET	Projected	ACTUAL	BUDGET	Projected	ACTUAL
\$ 17,280.00	\$ 7,125.00	\$ 7,125.00	\$ 17,280.00	\$ 7,125.00	\$ 7,125.00
\$ 22,110.00	\$ 16,521.00	\$ 16,521.00	\$ 39,390.00	\$ 23,646.00	\$ 23,646.00
\$ 23,140.00	\$ 16,724.75	\$ 16,724.75	\$ 62,530.00	\$ 40,370.75	\$ 40,370.75
\$ 21,080.00	\$ 8,175.00	\$ 8,175.00	\$ 83,610.00	\$ 48,545.75	\$ 48,545.75
\$ 46,020.00	\$ 14,350.00	\$ 14,350.00	\$ 129,630.00	\$ 62,895.75	\$ 62,895.75
\$ 48,270.00	\$ 10,955.00	\$ 10,955.00	\$ 177,900.00	\$ 73,850.75	\$ 73,850.75
\$ 48,270.00	\$ 10,975.00	\$ 10,975.00	\$ 226,170.00	\$ 84,825.75	\$ 84,825.75
\$ 32,480.00	\$ 18,080.00	\$ 18,080.00	\$ 258,650.00	\$ 102,905.75	\$ 102,905.75
\$ 34,080.00	\$ 18,595.00	\$ 18,595.00	\$ 292,730.00	\$ 121,500.75	\$ 121,500.75
\$ 34,080.00	\$ 21,770.00	\$ 21,770.00	\$ 326,810.00	\$ 143,270.75	\$ 143,270.75
\$ 24,880.00	\$ 16,680.00	\$ 16,680.00	\$ 351,690.00	\$ 159,950.75	\$ 159,950.75
\$ 24,880.00	\$ 8,235.00	\$ 8,235.00	\$ 376,570.00	\$ 168,185.75	\$ 168,185.75
\$ 24,880.00	\$ 1,140.00	\$ 1,140.00	\$ 401,450.00	\$ 169,325.75	\$ 169,325.75
\$ 24,880.00	\$ 4,220.00	\$ 4,220.00	\$ 426,330.00	\$ 173,545.75	\$ 173,545.75
\$ 24,880.00	\$ 1,865.00	\$ 1,865.00	\$ 451,210.00	\$ 175,410.75	\$ 175,410.75
\$ 24,400.00	\$ 22,139.00	\$ 22,139.00	\$ 475,610.00	\$ 197,549.75	\$ 197,549.75
\$ -	\$ 40,979.50	\$ 40,979.50	\$ 475,610.00	\$ 238,529.25	\$ 238,529.25
\$ -	\$ 52,547.00	\$ 52,547.00	\$ 475,610.00	\$ 291,076.25	\$ 291,076.25
\$ -	\$ 55,133.00	\$ 55,133.00	\$ 475,610.00	\$ 346,209.25	\$ 346,209.25
\$ -	\$ 46,742.75	\$ 46,742.75	\$ 475,610.00	\$ 392,952.00	\$ 392,952.00
\$ -	\$ 48,857.00	\$ 48,857.00	\$ 475,610.00	\$ 441,809.00	\$ 441,809.00
\$ -	\$ 43,313.50	\$ 43,313.50	\$ 475,610.00	\$ 485,122.50	\$ 485,122.50
\$ -	\$ 45,309.25	\$ 45,309.25	\$ 475,610.00	\$ 530,431.75	\$ 530,431.75
\$ -	\$ 36,614.99	\$ 36,614.25	\$ 475,610.00	\$ 567,046.74	\$ 567,046.00
\$ -	\$ 40,307.75	\$ 40,307.75	\$ 475,610.00	\$ 607,354.49	\$ 607,353.75
\$ -	\$ 40,816.00	\$ -	\$ 475,610.00	\$ 648,170.49	\$ 567,046.00
\$ -	\$ 40,816.00	\$ -	\$ 475,610.00	\$ 688,986.49	\$ 567,046.00
\$ -	\$ 40,816.00	\$ -	\$ 475,610.00	\$ 729,802.49	\$ 567,046.00
\$ -	\$ 14,592.00	\$ -	\$ 475,610.00	\$ 744,394.49	\$ 567,046.00
\$ -	\$ 14,592.00	\$ -	\$ 475,610.00	\$ 758,986.49	\$ 567,046.00
\$ -	\$ 13,672.00	\$ -	\$ 475,610.00	\$ 772,658.49	\$ 567,046.00
\$ -	\$ 13,672.00	\$ -	\$ 475,610.00	\$ 786,330.49	\$ 567,046.00
\$ -	\$ 13,672.00	\$ -	\$ 475,610.00	\$ 800,002.49	\$ 567,046.00
\$ -	\$ 13,672.00	\$ -	\$ 475,610.00	\$ 813,674.49	\$ 567,046.00
\$ -	\$ 13,672.00	\$ -	\$ 475,610.00	\$ 827,346.49	\$ 567,046.00
\$ -	\$ 13,672.00	\$ -	\$ 475,610.00	\$ 841,018.49	\$ 567,046.00
\$ -	\$ 12,556.00	\$ -	\$ 475,610.00	\$ 853,574.49	\$ 567,046.00
\$ -	\$ 12,556.00	\$ -	\$ 475,610.00	\$ 866,130.49	\$ 567,046.00
\$ -	\$ -	\$ -	\$ 475,610.00	\$ 866,130.49	\$ 567,046.00

Budget	\$374,490.00
Modification 12/19/2023	\$314,100.00
Spent	\$607,353.75
Budget Remaining	\$81,236.25
Projected through April 2025	\$866,130.49
Over/Under Budget	\$177,540.49

Assumptions from October 2023:

- I&I will complete construction in April 2024
- ACS construction will commence in April of 2024 and complete in October of 2024
- Inspection and RE services will be needed for one month past construction for closeout
- For budgeting, we have Cliff taking over the RE role when Fred retires. It is likely we will have another staff member take over in February
- ACS only requires spot inspection. This may be performed by someone other than Vitaliy if Vitaliy's FT assignment is not conducive to short colfax visits.
- Inspector OT will not be charged to Colfax when ACS is the only project

Evaluation of 2023 assumptions, April 2024:

- I&I will continue through June
- ACS started in late March, so consistent with previous assumption
- ACS is projected to complete construction in March of 2025, five months longer than originally anticipated
- We did not have another staff member take over for Cliff, other projects were delayed enabling Cliff to stay on longer
- Vitaliy will continue to provide PT inspection on ACS while I&I is underway
- Once I&I is complete, bring in one of our PT inspectors to provide inspection on ACS. Assume 4 hrs/day 3 days/week. We will coordinate with the contractor to schedule critical inspections on one of the scheduled days.
- ACS is demanding more time than anticipated during the intital phases. Likely less management needed once they are out of the ground, submittals are in, and major changes or resolved.

City of Colfax

City Council

Resolution No. __-2024

AUTHORIZING AN AMENDMENT TO THE EXISTING CONTRACT WITH PSOMAS FOR CONSTRUCTION MANAGEMENT AND INSPECTION FOR THE SWRCB CONSTRUCTION GRANT PROJECTS FOR A \$866,130 WITH A \$53,870 CONTINGENCY FOR A TOTAL NOT TO EXCEED AMOUNT OF \$920,000

WHEREAS, The City of Colfax entered into an agreement for consultant services with Psomas on March 9, 2022 and the PSA was amended on November 8, 2023 with a current contract amount of \$688,590 to provide construction management and inspection services for the Sewer Collection and Wastewater Treatment Plant Improvements Project funded by Clean Water State Revolving Funds (Grant); and,

WHEREAS, The Project consists of three major sub-projects, including a Solar Array and an Algae Reduction System at the wastewater treatment plant, and sewer collection system replacement and reconstruction throughout the City; and,

WHEREAS, Psomas based its cost estimate on the assumptions that construction of all three projects would occur concurrently over a ten month period; however, the projects are occurring consecutively and will likely take 34 months to complete; and,

WHEREAS, Psomas provided an updated time and cost projection of their construction management and inspection services through April 2025, with an estimated final cost of \$886,130, with a budget gap of \$177,540.

NOW THEREFORE, BE IT RESOLVED the City Council of the City of Colfax amends the aforementioned Agreement for Consultant Services with an additional \$177,540, resulting in a new contract budget of \$866,130 and a \$53,870 contingency for a total not to exceed amount of \$920,000.

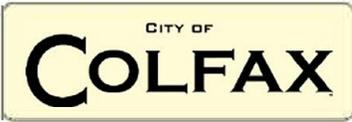
THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at the Regular Meeting of the City Council of the City of Colfax held on the 12th day of June 2024 by the following vote of the Council:

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

Kim Douglass, Mayor

ATTEST:

Amanda Ahre, City Clerk



Staff Report to City Council

FOR THE JUNE 12, 2024 REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Shanna Stahl, Administrative Services Officer
Subject: Public Hearing: Delinquent Sewer Service Charges and Refuse Collection Fees

Budget Impact Overview:

N/A: ✓	Funded:	Un-funded:	Amount:	Fund(s):
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RECOMMENDED ACTION: Conduct a public hearing to consider public and staff comments and adopt separate resolutions - 2024 and -2024 requesting collection of delinquent sewer and refuse collection fees on the Placer County Tax Roll for Tax Year 2024-2025.

Summary/Background

Colfax Municipal Code (the “Code”) Title 8 and Title 13, authorizes the City to collect delinquent sewer service charges and delinquent refuse collection fees on the secured tax roll at the same time as general property taxes. The Code requires the City Council to adopt a Resolution(s) in order to collect the delinquent charges on the tax roll.

Separate written reports for collection of delinquent sewer service charges and delinquent charges for refuse collection services have been prepared and are on file with the City. The written report for delinquent sewer service charges contains a description of each parcel receiving sewer services and facilities and the amount of the delinquent sewer service charges. The written report for delinquent refuse collection charges includes the parcel number of each parcel of real property upon which the charges are delinquent, the name(s) of the owner(s) of the real property to which refuse collection services were provided, the street address of the property served, the period of service, and the amounts due including reasonable administrative charges. All charges reflected in the written report have been computed in conformity with the Code.

A public hearing is required before the proposed Resolutions can be adopted. Notice of the Public Hearing regarding the delinquent accounts was published in the Auburn Journal once each week for two successive weeks prior to the hearing in compliance with the Code. All property owners with a delinquent balance were notified in writing of the public hearing process within the times required by the Code.

The purpose of the hearing is to allow the Council to hear objections and protests to the reports. At the conclusion of the hearing, the Council may adopt, revise, change, reduce or modify any sewer service charge or charge for refuse collection services in either report, sustain or overrule any objections to either report and adopt or decline to adopt the reports as modified. If the reports are adopted with or without modification, the City will file them with the County Auditor-Controller. The charges reflected in the final reports will be collected at the same time as ad valorem property taxes and remitted to the City, subject to a 1% County administrative charge. Placer County requires a resolution containing specific provisions to be adopted to collect the delinquent charges on the property tax roll.

Fiscal Impacts

This process is essential to properly collecting delinquent sewer service charges and delinquent refuse collection fees on the annual County tax roll. Without this process, the City would have to pursue separate collection efforts against each property owner.

There are \$166,386.11 in delinquent Sewer charges and \$6,924.15 delinquent refuse collection fees due as of June 5, 2024. Applicable interest, penalty, and administrative fees will be added to the account balance before transfer to the County. These amounts will be paid to the City and deposited into the applicable funds and/or transferred to Recology as appropriate.

Attachments:

1. Exhibit A – Report of Delinquent Sewer Service Charges and Refuse Collection Fees (Revised Report Date June 5, 2024)
2. Resolution __-2024 – A Resolution of the City of Colfax requesting collection of sewer service charges on the Placer county tax roll for tax year 2024-2025.
3. Resolution __-2024 – A Resolution of the City Council of the City of Colfax confirming the report of delinquent refuse collection accounts and placing liens on said properties and special assessments upon property taxes pursuant to City of Colfax Municipal Code Section 8.20.130.

City of Colfax

Delinquent Sewer Service Charges and Refuse

Collection Fees Report Date: **June 5, 2024**

The attached reports includes:

1. Delinquent sewer accounts as of June 5, 2024 by individual account.
2. Delinquent refuse collection accounts as of June 5, 2024

Delinquent balances that remain unpaid as of the County filing deadlines will be placed on the tax rolls for 2024-2025.

1. Unsecured (denoted as "US" on report) direct charges will be transferred to County by June 29, 2024.
 2. Secured direct charges which represent the balance of the delinquent accounts will be transferred to County by July 24, 2024.
- Applicable interest, penalty, and administrative fees will be added to the account balance before transfer to the County.

Location ID	Service Address	Total Due	Name
AUBS-000002-0000-00	2 S AUBURN ST	\$1,238.97	GOZA/BEN & AMOS//
AUBS-000015-0000-00	15 S AUBURN ST	\$1,238.97	VINTAGE DEVELOPMENT &
AUBS-000150-0000-00	150 S AUBURN ST	\$1,888.50	GARGAN/STEPHANIE//
AUBS-000303-0000-00	303 S AUBURN ST	\$2,088.13	WHEELER/KATHERINE//
AUBS-000309-0000-00	309 S AUBURN ST	\$1,888.50	WILLIAMS/JENNIFER//
AUBS-000313-0000-03	313 S AUBURN ST	\$1,562.31	BASQUIAL/THOMAS & BETTY//
AUBS-000320-0000-00	320 S AUBURN ST	\$1,888.50	KNIGHT/VICTOR & CHELSEA//
CACC-000214-0000-00	214 CANYON CREEK CIR	\$1,888.50	CHAVEZ/JOSE//
CACC-000238-0000-00	238 CANYON CREEK CIR	\$1,888.50	GUDINO/TONY & KELLY//
CACC-000300-0000-00	300 CANYON CREEK CIR	\$1,888.50	KEANE/LISETTE//
CANN-000300-0000-00	300 N CANYON WAY	\$4,721.35	VALERO GAS
CANS-000400-0000-01	400 S CANYON WAY	\$3,777.04	ORION PETROLEUM MARKETING II
COLF-000040-0000-02	40 COLFAX AVE	\$2,217.56	SCHILLING/JENNA//
CULV-000005-0000-01	5 CULVER ST	\$1,888.50	DIETZ-CHRISMAN/PATRICK//
CULV-000015-0000-00	15 CULVER ST	\$1,888.50	RAMEY/B.L.//
CULV-000133-0000-00	133 CULVER ST	\$2,454.95	ALPINE/JOSHUA//
DEPO-000110-0000-00	110 DEPOT STREET	\$1,888.50	BANGERT/BEAU//
DINK-000202-0000-00	202 DINKY AVE	\$1,888.50	DOWLING/LUANA//
FOHN-000120-0000-00	120 N FORESTHILL AVENUE	\$2,217.56	FATULA/JOE & MARY//
FORS-000034-0000-00	34 S FOREST HILL AVE.	\$1,207.93	TAFT/RUSSELL//
FORS-000128-0000-00	128 S FOREST HILL AVE.	\$1,888.50	REYES/DIEGO//
FOST-000204-0000-02	204 FOSTER RD	\$1,888.50	TURNER/BRITTANY//
FOST-000207-0000-01	207 FOSTER RD	\$1,448.20	MASHBURN/PAUL & JEANINE//
GLEN-000220-0001-00	220 GLENDALE RD	\$1,625.41	FAITZ/KURT//
GLEN-000222-0000-00	222 GLENDALE RD	\$1,581.26	HERRERA/TERESA//
GLEN-000230-0000-00	230 GLENDALE RD	\$2,217.56	LYMAN/TYLER & ALICIA//
GRAV-023755-0000-00	23755 GRAND VIEW AVE	\$1,888.50	OSGOOD/BOB//
H174-000745-0000-00	745 HWY 174	\$8,375.73	JOHNSON/LINDA//
INCL-000217-0000-00	217 INCLINE DR	\$918.50	GAETA/KENDALL//
INCL-000230-0000-00	230 INCLINE DR	\$918.50	MCCORMICK/CHRIS//
LINC-000029-0000-00	29 LINCOLN ST	\$1,888.50	CRESTVIEW INVESTMENTS LLC
LINC-000033-0000-03	33 LINCOLN ST	\$1,966.85	FOLEY/CHERYL//
MAIN-000007-0000-00	7 N MAIN ST	\$8,127.94	TODD/GARY//
MAIN-000054-0000-00	50/54 N MAIN STREET	\$5,287.85	FATULA/MARY//
MAIN-000130-0000-02	130 N MAIN ST	\$3,106.14	KORAF CORPORATION
MAIN-000222-0000-00	222 N MAIN ST	\$1,888.50	QUANDT/CHRIS//
MINC-000116-0000-01	116 MINK CREEK DR	\$1,268.74	BARR/JASON//
MINC-000118-0000-00	118 MINK CREEK DR	\$2,217.56	HEATER/KEVIN & KAELI//
MOON-000560-0000-00	560 MOONRISE LN	\$1,888.50	FEDERAL NATIONAL MORTGAGE F
NEWM-000021-0000-00	21 NEWMAN ST	\$1,272.81	WREN/DOUG AND ROBYNN//
OAKE-000010-0000-00	10 E OAK ST	\$1,888.50	CAMPBELL/MARTHA//
OAKE-000145-000A-00	145 E OAK STREET	\$1,725.33	RUSSELL/ANTHONY//
OAKH-000102-0000-00	102 OAK HILL DR	\$1,888.50	MORSE/KENNETH//
OAKH-000105-0000-02	105 OAK HILL DR	\$1,888.50	MOREY/BRANDIE//
OAKH-000108-0000-00	108 OAK HILL DR	\$1,078.87	SCHWARTZ/KRISTY & CYNTHIA//
OAKH-000140-0000-02	140 OAK HILL DR	\$1,888.50	PLATZER/MICHAEL//
OAKR-001329-0000-00	1329 OAK RIDGE DR	\$757.20	ALLBRIGHT/ANGELA//
OAKR-001332-0000-00	1332 OAK RIDGE DR	\$2,394.72	FELIZ/JAMES//
OAKR-001334-0000-00	1334 OAK RIDGE DR	\$1,888.50	SHOBERG/KERRY//
OAKR-001356-0000-02	1356 OAK RIDGE DR	\$1,442.26	DICKSON/JARED//
OAKR-001376-0000-00	1376 OAK RIDGE DR	\$1,888.50	PEREZ/JEANETTE//

OAKW-000211-0000-00	211 W OAK ST	\$1,888.50	GONZALES/JIMMY & TIFFANY//
OAKW-000216-0001-00	216 W OAK ST	\$7,539.77	WIESE INVESTMENTS, INC.
OAKW-000233-0000-00	233 W OAK ST	\$752.55	BOZZA/FRANK//
PINE-000212-0000-00	212 PINE CT	\$1,888.50	ROSALES/MARCELLA//
PINS-000155-0000-00	155 PINE ST	\$3,399.35	SMITH/VICKI//
PLEA-000150-0000-00	150 PLEASANT ST	\$1,888.50	MARKLE TRUST/HELEN//
POUN-000055-0000-02	55 POUNDS CT	\$1,888.50	MUSQUIZA/CARLOS//
RISS-000230-0000-00	230 RISING SUN RD	\$1,888.50	HOLDERFIELD/GLEN & KELLEY//
SHAD-000102-0000-00	102 SHADOW WOOD PL	\$1,562.31	EDWARDS/KENNETH//
SHAD-000108-0000-00	108 SHADOW WOOD PL	\$1,888.50	BERGLAND/MICHAEL//
SHAD-000111-0000-00	111 SHADOW WOOD PL	\$1,766.32	GREEN/RUTH//
SHAD-000113-0000-00	113 SHADOW WOOD PL	\$893.53	JONES/RONNIE//
SHOL-000232-0000-00	232 SCHOLTZ AVE	\$1,888.50	FALTERSACK/KIRK//
SHOL-000236-0000-00	236 SCHOLTZ AVE	\$1,047.28	MAGORIAN/SHEILA//
SHOL-000444-0000-00	444 SCHOLTZ AVE	\$1,888.50	PRICE/WAYNE//
SIER-001124-0000-00	1124 SIERRA OAKS DR	\$2,549.47	MARTINEZ/ANDREW//
TREA-000151-0000-02	151 TREASURTON ST	\$1,888.50	MARK/LISA//
TREA-000170-0000-02	170 TREASURTON ST	\$1,888.50	BROWN/TRACY//
TREA-000172-0000-00	172 TREASURTON ST	\$918.50	HECK/JENNIFER
TREA-000203-0000-00	203 TREASURTON ST	\$1,888.50	KLOSSNER/BRADLEY & KATIE//
TREA-000211-0000-02	211 TREASURTON ST	\$1,888.50	BRACKEN/JAMES & THERESA//
TREA-000222-0000-00	222 TREASURTON ST	\$970.12	ENGLAND/RUSSEL//
VIST-000222-0002-00	222 VISTA AVE	\$1,888.50	BOWEN/BRENT & LAUREN//
WALN-000041-0000-00	41 WALNUT ST	\$1,600.68	FEENEY/MICHAEL//
WALN-000044-0000-00	44 WALNUT ST	\$1,888.50	MCSHANE/BETH//
WASH-000051-0000-00	51 WASHINGTON ST	\$918.50	KIBEL/DONALD//
WIND-000103-0000-03	103 WINDER RD	\$1,888.50	NOTTER/BRIAN//
WIND-000105-0000-03	105 WINDER RD	\$2,137.03	JURADO/ELIZABETH//

79	\$166,386.11
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Parcel #	house #	Street name	unit #	owner	Lien Amount
100-250-002-000	1306	OAK RIDGE DR		KELLISON, ASHLY & IONA	\$95.82
006-044-011-000	225	VISTA AVE		KELLER, SONJA	\$95.82
100-090-027-000	1071	HWY 174		WAER, GEORGE	\$83.10
101-200-040-000	256	CANYON CREEK CIR		MARSTON, LOUIS	\$131.13
006-043-010-000	120	N FOREST HILL AVE		FATULA, MARY	\$191.64
100-250-044-000	1334	OAK RIDGE DR		SHOBERG, KERRY	\$192.51
101-010-044-000	1149	HWY 174		BOROW, PATRICK & JERRI	\$196.10
006-030-006-000	150	PLEASANT ST		MARKLE, HELEN	\$196.10
100-130-056-000	424	SCHOLTZ AVE		RADFORD, LINDA	\$196.94
006-044-007-000	210	SUNRISE AVE		BACK, GEORGE & DOROTHY	\$196.10
006-103-006-000	150	S. AUBURN ST.		GARGAN, STEPHANIE	\$200.72
100-250-050-000	1356	OAK RIDGE DR		DICKSON, JERED	\$230.17
006-051-003-000	1	SUNSET AVE		RAMIREZ, EDWARD	\$229.20
006-142-042-000	145	E OAK ST		RUSSELL, ANTHONY	\$239.70
006-131-004-000	44	LINCOLN ST		GLENN, DAMON & STEFANIE	\$175.94
100-270-045-000	230	GLENDALE RD		LYMAN, ALICIA & TYLER	\$275.04
006-063-005-000	5	CULVER ST		DEITZ, PATRICK	\$276.04
006-133-005-000	44	WALNUT ST		KOERBER, ELIZABETH	\$281.44
006-010-052-000	504	PLEASANT ST	B	MINCHAU,DIANE	\$220.03
100-160-010-000	603	RAILROAD AVE		CARNALL, BETHANIE &	\$208.30
101-210-034-000	1115	SIERRA OAKS DR		CATANZARO, JAMES	\$299.00
006-080-042-000	230	RISING SUN RD		HOLDERFIELD, KELLEY	\$365.72
100-260-006-000	170	TREASURTON ST		BROWN, TRACY	\$367.10
100-250-001-000	1302	OAK RIDGE DR	4	GJERTSEN,LILTH	\$364.96
006-080-032-000	211	W OAK ST		GONZALES, JIMMY	\$596.83
006-143-004-000	320	S AUBURN ST		KNIGHT, CHELSEA	\$418.94
100-130-050-000	444	SCHOLTZ AVE		PRICE, WAYNE	\$599.76

\$6,924.15

City of Colfax

City Council

Resolution No. __-2024

REQUESTING COLLECTION OF SEWER SERVICE CHARGES ON THE PLACER COUNTY TAX ROLL FOR TAX YEAR 2024-2025

WHEREAS, Colfax Municipal Code Title 13, Chapter 13.08, Article VI authorizes the City of Colfax (the “City”) to collect delinquent sewer services charges which have accrued on the secured and unsecured tax roll in the same manner and at the same time as general property taxes; and,

WHEREAS, a written report attached as Exhibit A to this Resolution (the “Report”) containing a description of each parcel of real property receiving sewer services and the amount of delinquent charges for each parcel has been prepared and filed with the City Clerk in accordance with Colfax Municipal Code §13.08.320; and,

WHEREAS, notice of the filing of the Report and notice of the time and place of the hearing thereon by the City Council has been duly given and published as required by Colfax Municipal Code §13.08.330; and,

WHEREAS, at the June 12, 2024 hearing the City Council heard and considered all objections and protests to the Report and determined that protests were not made by the owners of a majority of the separate parcels of property described in the Report; and,

WHEREAS, at the conclusion of the hearing, after incorporating all revisions to the Report that the Council deemed necessary and after addressing or overruling all objections to the Report the Council found and determined that each charge as described in the Report is due, owing and unpaid; and,

WHEREAS, the County has required as a condition of the collection of said charges that the City warrant the legality of said charges and defend and indemnify the County from any challenge to the legality thereof.

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

1. The foregoing recitals are true and correct statements of fact and are hereby incorporated into this Resolution.
2. The Report attached as Exhibit A hereto is adopted and said adoption is final. The City Clerk is hereby directed to file with the Placer County Auditor-Controller a copy of this Resolution and the Report.
3. The Auditor-Controller of Placer County is requested to attach for collection on the County tax rolls those taxes, assessments, fees and/or charges, listed on the Report attached as Exhibit A attached hereto.

4. The City warrants and represents that the taxes, assessments, fees and/or charges imposed by the City and being requested to be collected by Placer County comply with all requirements of state law, including but not limited to Articles XIIC and XIID of the California Constitution (Proposition 218).

5. The City releases and discharges the County, and its officers, agents and employees from any and all claims, demands, liabilities, costs and expenses, damages, causes of action, and judgments, in any manner arising out of the collection by the County on the property tax roll of any taxes, assessments, fees and/or charges on behalf of the City.

6. In consideration for the County’s collection of the charge through the County’s property tax roll, the City agrees to and shall defend, indemnify and hold harmless the County, its officers, agents and employees (the “Indemnified Parties”) from any and all claims, demands, liabilities, costs and expenses, damages, causes of action, and judgments, in any manner arising out of the collection by the County of any of the City’s said taxes, assessments, fees and/or charges requested to be collected by the County for the City, or in any manner arising out of the City’s establishment and imposition of said taxes, assessments, fees and/or charges. The City agrees that, in the event a judgment is entered in a court of law against any of the Indemnified Parties as a result of the collection of one of the City’s taxes, assessments, fees and/or charges, the County may offset the amount of the judgment from any other monies collected by the County on behalf of the City, including property taxes.

7. The City agrees that its officers, agents and employees will cooperate with the County by responding to all inquiries referred to the City by the County from any person concerning the City’s taxes, assessments, fees and/or charges, and that the City will not refer such persons to the County officers and employees for response.

8. The City agrees to pay the County for the reasonable and ordinary charges to recoup its costs of placement and collection on the tax rolls at the agreed upon rate of 1% of the taxes, assessments, fees and/or charges, as provided by Government Code sections 29304 and 51800.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at the Regular Meeting of the City Council of the City of Colfax held on the 12th day of June 2024 by the following vote of the Council:

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

Kim Douglass, Mayor

ATTEST:

Amanda Ahre, City Clerk

City of Colfax

City Council

Resolution № __-2024

CONFIRMING THE REPORT OF DELINQUENT REFUSE COLLECTION
ACCOUNTS AND PLACING LIENS ON SAID PROPERTIES AND SPECIAL
ASSESSMENTS UPON PROPERTY TAXES PURSUANT TO CITY OF COLFAX
MUNICIPAL CODE SECTION 8.20.130

WHEREAS, pursuant to Colfax Municipal Code Title 8, Chapter 8.20, subscription to, and payment for, Refuse Collection Service for all occupied properties in the City of Colfax is mandatory; and,

WHEREAS, pursuant to the provisions of the Colfax Municipal Code, each owner of property for which there is a delinquency in payment for refuse collection services has been notified in writing of their obligation to subscribe to waste collection services and make payment for that service; and,

WHEREAS, said property owners have been notified in writing of the commencement of lien proceedings; and,

WHEREAS, Refuse Collection Service has been provided by Recology Auburn Placer to all properties described in the report attached hereto as Exhibit “A” and each of said properties remains delinquent in the payment for waste collection services in the amounts reflected in Exhibit A; and,

WHEREAS, said property owners have failed to make payments for sixty days or more for waste collection services as required; and,

WHEREAS, the City and Recology Auburn Placer have incurred collection and delinquency costs on the above described delinquent properties; and,

WHEREAS, City staff has established an administrative charge of \$40 per parcel for processing the delinquent accounts and recording the assessment lien; and,

WHEREAS, the City has, on June 12, 2024, held a duly noticed public hearing and afforded each delinquent property owner identified on Exhibit A to this Resolution the right to object to and protest the assessment lien for delinquent collection charges and administrative fees; and,

WHEREAS, the City Council has reviewed, considered, revised and corrected the delinquent accounts report as it deems just.

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

1. The City Council hereby confirms the report of delinquent accounts attached as Exhibit A hereto and made a part hereof and hereby places a lien and levies a special assessment against said properties in the amounts described.
2. The City Clerk is hereby authorized to record a certified copy of the confirmed report with the Placer County Recorder. Exhibit A may be amended to delete or reduce any enumerated refuse collection service charges and administrative costs paid before the special assessments authorized by this Resolution are forwarded to the Placer County Recorder.
3. The City Clerk is hereby directed to deliver a copy of this Resolution to the Placer County Auditor-Controller who is authorized to cause the above amounts to be collected in the manner provided by law for the collection of ad valorem taxes and special assessments.
4. The Auditor-Controller of Placer County is requested to attach for collection on the County tax rolls those taxes, assessments, fees and/or charges listed on Exhibit A attached hereto.
5. The City warrants and represents that the taxes, assessments, fees and/or charges imposed by the City and being requested to be collected by Placer County comply with all requirements of state law, including but not limited to Articles XIIC and XIID of the California Constitution (Proposition 218).
6. The City releases and discharges the County, and its officers, agents and employees from any and all claims, demands, liabilities, costs and expenses, damages, causes of action, and judgments, in any manner arising out of the collection by the County on the property tax roll of any taxes, assessments, fees and/or charges on behalf of the City.
7. In consideration for the County's collection of the charges through the County's property tax roll, the City agrees to and shall defend, indemnify and hold harmless the County, its officers, agents and employees (the "Indemnified Parties") from any and all claims, demands, liabilities, costs and expenses, damages, causes of action, and judgments, in any manner arising out of the collection by the County of any of the City's said taxes, assessments, fees and/or charges requested to be collected by the County for the City, or in any manner arising out of the City's establishment and imposition of said taxes, assessments, fees and/or charges. The City agrees that, in the event a judgment is entered in a court of law against any of the Indemnified Parties as a result of the collection of one of the City's taxes, assessments, fees and/or charges, the County may offset the amount of the judgment from any other monies collected by the County on behalf of the City, including property taxes.
8. The City agrees that its officers, agents and employees will cooperate with the County by responding to all inquiries referred to the City by the County from any person concerning the City's taxes, assessments, fees and/or charges, and that the City will not refer such persons to the County officers and employees for response.
9. The City agrees to pay the County for the reasonable and ordinary charges to recoup its costs of placement and collection on the tax rolls at the agreed upon rate of 1% of the taxes, assessments, fees and/or charges, as provided by Government Code sections 29304 and 51800.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at the Regular Meeting of the City Council of the City of Colfax held on the 12th day of June 2024 by the following vote of the Council:

AYES:

NOES:

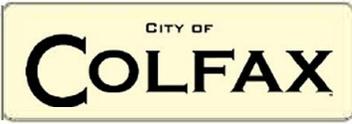
ABSTAIN:

ABSENT:

Kim Douglass, Mayor

ATTEST:

Amanda Ahre, City Clerk



Staff Report to City Council

FOR THE JUNE 12, 2024 REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Shanna Stahl, Administrative Services Officer
Subject: Proposed Budget – Fiscal Years 2024-2025 and 2025-2026

Budget Impact Overview:

N/A: ✓	Funded:	Un-funded:	Amount:	Fund(s):
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RECOMMENDED ACTION: Adopt Resolution __ -2024 Adopting Annual Operating Budget for Fiscal Years 2024-2025 and 2025-2026.

Summary/Background

In accordance with City Financial Policies, staff has compiled the final budget proposal for the fiscal years 2024-2025 and 2025-2026.

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

A draft proposed budget was presented and reviewed with the Council at a Special Meeting – Budget Workshop on May 29, 2024. Several amendments were proposed at the meeting and have been included in the proposed budget.

- Increase expenditure 100-110-8263 Economic Development – Event support to \$30,000 per fiscal year.
- Increase expenditure 100-100-5201 Material and Supplies by \$2,500 to allow Public Works staff to revamp the downtown dining area.
- Add a \$25,000 capital project for future potential downtown dining improvements.

It was recommended at the Special meeting that the \$50,000 earmarked for Fire Station mold remediation be expensed to fund 342 – Fire Construction Mitigation. The intent is to allow the fund 292 - Fire Department Capital funds to later be utilized towards the Home Hardening Grant project. Further grant details are pending.

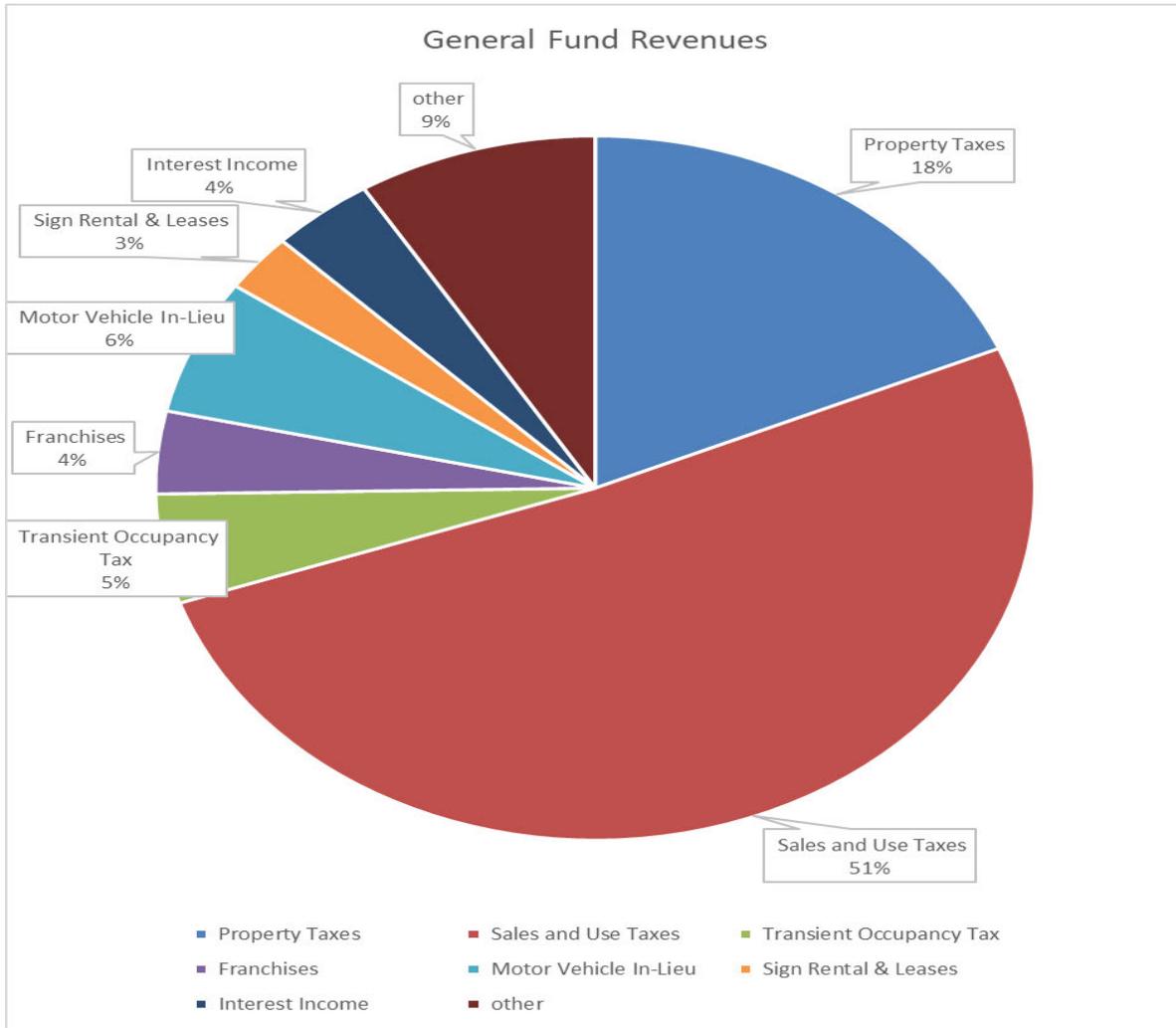
Annual Sheriff Contract – Clarification

The annual Sheriff contract with Placer County is paid from two City funds – therefore, must be combined to calculate the total annual cost. The City receives \$100,000 annually through the COPS Citizens Option for Public Safety fund for law enforcement. In October 2023, the City received additional funding through the ELEAS Special Growth Adjustment to reduce the commitment from the general fund monies. Although we have received this funding for the last several years, it is not guaranteed so we budget accordingly and adjust at the mid-year review.

	2023-2024	2024-2025	2025-2026
	MYR	Preliminary Budget	
Fund 100 - Department 300 Sheriff Department	\$ 735,329.00	\$ 872,170.00	\$ 925,639.00
Fund 218 - Supplemental Law Enforcement	\$ 186,000.00	\$ 100,000.00	\$ 100,000.00
TOTAL Annual Sheriff Contract	\$ 921,329.00	\$ 972,170.00	\$ 1,025,639.00
% Change		5.5%	5.5%

General Fund Revenue Clarification

Council requested information regarding the various revenue sources for the General Fund. The chart below represents the various revenues posted to the general fund.



Recommendation

Staff recommend adoption of the proposed budget for fiscal years 2024-2025 and 2025-2026.

Attachments:

1. Proposed Budget for Council Approval – Fiscal Years 2024-2025 and 2025-2026
2. Resolution __-2024 Adopting the Annual Operating Budget for Fiscal Year 2024-2025 and Fiscal Year 2025-2026



CITY OF COLFAX - CALIFORNIA

BUDGET

FISCAL YEARS 2024-2025 AND 2025-2026

City Council

Kim Douglass, Mayor

Sean Lomen, Mayor Pro-Tem

Trinity Burruss, Council Member

Caroline McCully, Council Member

Larry Hillberg, Council Member

City Manager

Ron Walker

Administrative Services Officer

Shanna Stahl

**City of Colfax - Adopted Budget
For the Fiscal Years 2024-2025 and 2025-2026
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CITY OF COLFAX
Adopted Budget for Fiscal Years 2024-2025 and 2025-2026
Management Budget Memo

June 2024

Honorable Mayor and Members of the Colfax City Council

City staff is pleased to present the Fiscal Year 2024-2025 and Fiscal Year 2025-2026 Annual Operating Budgets for the City of Colfax. The Annual Budget provides the framework for the delivery of public services to the City. This budget document presents staff's recommendation of a spending plan consistent with projected funding availability, public and City Council goals, efficient and effective service delivery to the community, existing contractual agreements and legal requirements. The proposed budget is balanced, with expenditure amounts in the General Fund and Enterprise Funds within projected revenues and available non-restricted funds, while providing for contributions toward prudent fund balance reserves.

Budget Highlights and Assumptions

Staffing

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

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

Living Adjustment (COLA) has been budgeted effective July 1, 2024 and July 1, 2025. The COLA in recent years has been based on Consumer Price Index for Urban Wage Earners and Clerical Workers. For budgeting purposes, an increase of 3% has been used for estimating labor costs. In addition, a provision has been estimated for between 2.5% or 5% in merit increases at employee anniversary dates. These increases are projected for both represented and non-represented employees. These estimates are in accordance with the current Memorandum of Understanding with our labor union which expires on June 30, 2026.

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

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

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

Estimates for these functions are consistent with previous year's activity and current contracts. In addition to these ongoing functions an expense estimates are included for a Grant consultant and City newsletter editor. Expense estimates for Human Resource consulting,

Labor law assistance and Defense attorney services have also been included.

General Funds

Sales and Use Tax is the largest revenue source in the City General Fund and in recent years has accounted for 50-60% of total unrestricted revenues. Annual sales tax revenues have decreased slightly in the last couple of years. We are projecting a conservative 1% increase for both budget years over the projection for the current year. The total projection accounts for 50% of total General Fund revenues.

Property Taxes are the second largest revenue source in the General Fund and staff estimates growth of 5% in this revenue category for both budget years.

The new hotel on South Auburn Street has brought increased Transient Occupancy tax to the City. We have estimated a conservative 2% increase in this category for both budget years with the addition of short-term rentals.

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

Approximately one-third of general fund expenditures are for public safety services and specifically for the City contracts with Placer County for Sheriff and Fire services. The budget projection reflects a 3.0% increase in contracted costs for both fiscal years for Fire services and a 5.5% increase to Sheriff services. City staff labor costs (increases discussed in staffing section of this memo) are the next highest expenditure category in the general fund.

The projected forecast for General Funds includes \$103,396 in fiscal year 2024-2025 and \$102,000 in fiscal year 2025-2026 for funding capital projects (refer to capital project listing), funding General Fund capital reserves, and the City’s annual contribution to Streets and Roads operating expenses.

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

General Fund - Unrestricted	Projected Balance 06/30/2024
Unrestricted - Committed - Operating	\$ 600,000
Unrestricted - Committed - Capital	\$ 400,000
Unrestricted - Committed - Pension	\$ 145,000
Unrestricted - Unassigned	\$ 2,600,000
Total Unrestricted	\$ 3,745,000

We have budgeted increases in committed reserves as follows:

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

Special Revenue Funds

Special revenue funds include:

1. Mitigation Fees – Conservative estimates for mitigation fee revenues have been forecasted for the completion of the Sierra Oaks Estates Development. Other pending projects mitigation fee revenues will be updated at mid-year and fiscal year budget reviews.
2. Support for Law Enforcement – The proposed budget includes an estimate of \$100,000 per year from the COPS grant. The balance of costs for the Sheriff contract is budgeted in the General Fund.
3. Transportation/Streets & Roads – The City receives funding for transportation funds processed through Placer County Transportation Planning Agency (PCTPA). The forecast for the fiscal year 2024-2025 is based on projections provided by PCTPA and fiscal year 2025-2026 is projected at the same value. Funds received via the Transportation Development Act Tax (TDA) are first allocated to Transit costs and then available for Street and Road operations and maintenance. Expenses for transportation and street maintenance exceed the transportation funding therefore, the fund is supplemented from unrestricted General Funds and Gas Tax revenues.
4. Gas Tax funds - These funds are used to maintain the City's streetlights – with residual funding being allocated to Streets and Roads operating expenses. Revenues are projected based on the latest State of California estimates.

Capital Projects

The proposed capital project list provides a detailed project listing and includes both City and grant/developer funded projects. Funding sources for each project are identified. The projected projects for the two budget years are forecasted at \$8.9 million – of which \$8 million (89%) is funded by grants. The balance is funded by mitigation fees and operating funds.

The Wastewater Treatment Improvements project (which includes new WWTP equipment and Inflow/Infiltration (I/I) system improvements) is 100% grant funded. We anticipate completion of this project in early 2025-2026. Anticipated savings from the previous solar installation are not expected to be realized until the fiscal year 2025-2026. The Road Rehab Improvements (CDBG Construction Grant) project is 89% grant funded. This project is expected to be completed and reimbursed in early 2024-2025. There is also the Shady Glen sewer consolidation planning application that will be funded upon approval. The City has already expended funds towards the planning application. Project estimates for the Shady Glen sewer consolidation are not currently available. Reimbursement of the planning efforts are expected in mid-year 2024-2025.

Sewer Enterprise Fund

The City will follow the recommendations from the formal Wastewater Rate Study that was adopted in May of 2024. The recommendations from the Study included:

- Maintain established operating reserves, debt service reserves required by loan agreement, short lived asset reserve required by grant/loan agreement, and capital replacement reserve to be funded annually.

- A maximum of 3% increase to be reviewed and adjusted on an annual basis was adopted. The sewer rate increase for 2024-2025 was set at 2%.
- A new Wastewater Rate Study will not be completed until June 2029.

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

Enterprise (Sewer) Fund	Projected Balance 06/30/2024
Restricted Funds - Debt Reserves, Capital funds	\$ 1,075,000
Unrestricted - Committed - Operating	\$ 485,000
Unrestricted - Committed - Capital	\$ 600,000
Unrestricted - Unassigned	\$ 2,210,000
Total	\$ 4,370,000

We have budgeted increases in committed reserves as follows:

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

Fiscal Challenges and Opportunities

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

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

Conclusion

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

Ron Walker
City Manager

CITY OF COLFAX
Fund Summary - Projected Revenues, Expenditures, Transfers and Fund Balance
For Fiscal Year 2024-2025

Fund Description	Fund #	Fiscal Year 2024-2025							
		Projected Fund Balance 07/01/2024	Projected Revenues	Operating Expenses	Grants/Other	Capital Projects	Reserves	Fund Transfers In (Out)	Projected Fund Balance 06/30/2025
General Fund - Unrestricted	100/120/570	\$ 2,600,482	\$ 2,643,300	\$ (2,584,425)			\$ (95,000)	\$ (207,073)	\$ 2,357,284
General Fund - Restricted									
Operating Reserve - 25%	100	600,000	-	-			45,000	-	645,000
Pension Liability Reserve	100	145,000	-	-			-	-	145,000
Capital Project Reserve	100	400,000	-	-			50,000	-	450,000
2% AB939 Landfill Diversion	571	-	-	-			-	-	-
Landfill - Postclosure Maintenance	572	860,776	120,000	(103,368)			-	-	877,408
Total General Fund - Restricted		\$ 2,005,776	\$ 120,000	\$ (103,368)	\$ -	\$ -	\$ 95,000	\$ -	\$ 2,117,408
Special Revenues					\$ -				
Mitigation Funds	210-17	586,383	61,780	-			-	(100,000)	548,163
Support Law Enforcement	218	-	100,000	(100,000)			-	-	-
CDBG - Program Income	244	-	6,000	(6,000)			-	-	-
Transportation - Streets/Roads	250	-	167,638	(310,582)			-	142,944	0
Gas Taxes	253	-	61,267	(22,000)			-	(39,267)	-
STA - Transit Capital Funds	257	47,905	-	-			-	-	47,905
Road Maintenance - SB1, RSTBG	258	274,851	57,600	-			-	(572,065)	(239,614)
Beverage/Oil Recycling/SB1383	270/280/290	1,080	37,500	-			-	-	38,580
Fire Capital Fund	292	95,634	3,000	-			-	-	98,634
Fire Construction - Mitigation	342	78,855	7,000	-			-	(50,000)	35,855
Recreation Construction	343	78,856	7,000	-			-	-	85,856
Total Special Revenues		\$ 1,163,565	\$ 508,785	\$ (438,582)	\$ -	\$ -	\$ -	\$ (618,388)	\$ 615,380
Capital Projects - GF									
Administration/Planning		-	-	-		(65,000)		65,000	-
Buildings & Grounds		-	-	-	20,000	(88,396)		88,396	20,000
CDBG		(425,943)	-	-	3,482,644	(3,628,766)		572,065	-
Other		-	-	-	560,000	(660,000)		100,000	-
Total Capital Projects - GF		\$ (425,943)	\$ -	\$ -	\$ 4,062,644	\$ (4,442,162)	\$ -	\$ 825,461	\$ 20,000
Enterprise Funds									
WWTP, Collection System, Debt Service	560, 561, 563	2,209,889	2,298,414	(2,157,761)			(192,500)	(147,842)	2,010,200
Capital Projects		-	-	-	1,880,832	(2,048,674)		167,842	-
Operating Reserve - 25% (Restricted)		485,000	-	-			55,000	-	540,000
Sewer Connections - Restricted	564	321,775	-	-					321,775
Short Term Asset Reserve (Restricted)		315,065	-	-			37,500	(20,000)	332,565
Loan Payment Reserve (Restricted)		438,974	-	-					438,974
Capital Projects - Reserve		600,000	-	-			100,000	-	700,000
Total Enterprise Funds		\$ 4,370,703	\$ 2,298,414	\$ (2,157,761)	\$ 1,880,832	\$ (2,048,674)	\$ -	\$ -	\$ 4,343,514
TOTAL ALL FUNDS		\$ 9,714,583	\$ 5,570,499	\$ (5,284,137)	\$ 5,943,476	\$ (6,490,836)	\$ -	\$ -	\$ 9,453,585

CITY OF COLFAX
Fund Summary - Projected Revenues, Expenditures, Transfers and Fund Balance
For Fiscal Year 2025-2026

		Fiscal Year 2025-2026							
Fund Description	Fund #	Projected Fund Balance 07/01/2025	Projected Revenues	Projected Expenses	Grants/Other	Capital Projects	Reserves	Fund Transfers In (Out)	Projected Fund Balance 06/30/2026
General Fund - Unrestricted	100/120/570	\$ 2,357,284	\$ 2,685,965	\$ (2,620,217)		\$ -	\$ (60,000)	\$ (229,585)	\$ 2,133,446
General Fund - Restricted									
Operating Reserve - 25%	100	645,000	-	-			10,000	-	655,000
Pension Liability Reserve	100	145,000	-	-			-	-	145,000
Capital Project Reserve	100	450,000	-	-			50,000	-	500,000
AB939	571	-						-	-
Landfill - Postclosure Maintenance	572	877,408	120,000	(106,764)				-	890,644
Total General Fund - Restricted		\$ 2,117,408	\$ 120,000	\$ (106,764)	\$ -	\$ -	\$ 60,000	\$ -	\$ 2,190,644
Special Revenues					\$ -				
Mitigation Funds	210-17	548,163	37,320	-				-	585,483
Support Law Enforcement	218	-	100,000	(100,000)				-	-
CDBG - Program Income	244	-	6,000	(6,000)				-	-
Transportation - Streets/Roads	250	0	167,638	(334,490)				166,852	0
Gas Taxes	253	-	61,267	(22,000)				(39,267)	-
STA - Transit Capital Fund	257	47,905	-	-				-	-
Road Maintenance - SB1, RSTBG	258	(239,614)	57,600					-	(182,014)
Beverage/Oil Recycling/SB1383	270/280/290	38,580	37,500	0				-	76,080
Fire Capital Fund	292	98,634	3,000	-				-	101,634
Fire Construction - Mitigation	342	35,855	7,000	-				-	42,855
Recreation Construction	343	85,856	7,000	-				-	92,856
Total Special Revenues		\$ 615,380	\$ 484,325	\$ (462,490)	\$ -	\$ -	\$ -	\$ 127,585	\$ 716,895
Capital Projects - GF									
Administration/Planning		-	-	-		(50,000)		50,000	-
Buildings & Grounds		20,000	-	-		(40,000)		40,000	20,000
Streets & Roads - CDBG		-	-	-		(12,000)		12,000	-
Other									
Total Capital Projects - GF		\$ 20,000	\$ -	\$ -	\$ -	\$ (102,000)	\$ -	\$ 102,000	\$ 20,000
Enterprise Funds									
WWTP, Collection System, Debt Service	560, 561, 563	2,010,200	2,369,271	(2,208,514)			(147,500)	-	2,023,458
Capital Projects		-			2,114,331	(2,249,331)			(135,000)
Operating Reserve - 17% (Restricted)		540,000					10,000		550,000
Sewer Connections - Restricted		321,775							321,775
Short Term Asset Reserve (Restricted)		332,565				(47,000)	37,500		323,065
Loan Payment Reserve (Restricted)		438,974							438,974
Capital Projects - Reserve		700,000					100,000		800,000
Total Enterprise Funds		\$ 4,343,514	\$ 2,369,271	\$ (2,208,514)	\$ 2,114,331	\$ (2,296,331)	\$ -	\$ -	\$ 4,322,272
TOTAL ALL FUNDS		\$ 9,453,585	\$ 5,659,561	\$ (5,397,985)	\$ 2,114,331	\$ (2,398,331)	\$ -	\$ -	\$ 9,383,257

City of Colfax
Budget - Staffing Personnel Equivalents
For the Fiscal Years 2024-2025 and 2025-2026

<u>Employees/Temporary Staff</u>	<u>Status</u>	<u>Union</u>	<u>Current</u>	<u>Budget</u>	
				<u>FY2024-2025</u>	<u>FY2025-2026</u>
City Manager	Full-time	No	1.0	1.0	1.0
City Clerk	Full-time	No	1.0	1.0	1.0
Customer Service Representative	Part-Time	No	0.5	0.5	0.5
Customer Service Representative	Part-Time	No	0.5	-	-
Accounting Technician	Full-time	No	1.0	1.0	1.0
Administrative Services Officer	Full-time	No	1.0	1.0	1.0
Chief Plant Operator	Full-time	Yes	1.0	1.0	1.0
Sewer Operator II	Full-time	Yes	1.0	1.0	1.0
Sewer Operator II	Full-time	Yes	1.0	1.0	1.0
Public Works Supervisor	Full-time	Yes	1.0	1.0	1.0
Maintenance Worker I/II	Full-time	Yes	1.0	1.0	1.0
Maintenance Worker I	Full-time	Yes	1.0	1.0	1.0
Maintenance Worker I	Full-time	Yes	1.0	1.0	1.0
Maintenance Worker I	Full-time	Yes	1.0	1.0	1.0
TOTAL			13.0	12.5	12.5

Consultants/Contract Services

Fire/Sheriff Services (Placer County)	Contracted Services
Attorney Services	Contracted Services
Building Services	Contracted Services
Engineering Services	Contracted Services
Finance Services	Contracted Services
Information Technology Support	Contracted Services
Planner Services	Contracted Services
Human Resources Consult Services	As Needed
Labor law Services/Defense Attorney	As Needed

City of Colfax Capital Expenditures Adopted Budget for Fiscal Year 2024-2025 and 2025-2026		Estimated Previous Year Expenditure	FY2024-2025 Capital Outlay	FY2025-2026 Capital Outlay	Estimated Future Year Expenditure	Total Project Cost	Funding and General Notes
Fund	Description						
Administration							
General Fund	Records Management System/Equipment	\$ -	\$ 40,000			\$ 40,000	
General Fund	Downtown Dining Improvements	\$ -	\$ 25,000			\$ 25,000	
General Fund	Accounting Software Upgrade			\$ 50,000		\$ 50,000	
	Total Administration	\$ -	\$ 65,000	\$ 50,000	\$ -	\$ 115,000	
Buildings & Grounds							
292 - Fire Capital	Mold Remediation - Fire Station 36		\$ 50,000			\$ 50,000	Estimate \$50K
General Fund	ADA Project - 2025		\$ 20,000	\$ -		\$ 20,000	One project per year
General Fund	ADA Project - 2026			\$ 20,000		\$ 20,000	One project per year
General Fund	Metal Storage Building for Corp Yard	\$ 18,947	\$ 18,396			\$ 37,343	Project carried forward from previous years - Increased cost
214	City Hall Lighting and Flooring upgrades		\$ -	\$ 20,000		\$ 20,000	City Hall upgrades to be funded by Mitigation Fees Fund 214 - City Buildings
	Total Buildings & Grounds	\$ 18,947	\$ 88,396	\$ 40,000	\$ -	\$ 147,343	
Streets & Roads							
Grant	Road Rehabilitation - CDBG Construction Grant/SB1 Funds	\$ 425,943	\$ 3,628,766	\$ -		\$ 4,054,709	CDBG Grant Funding and SB1 Road Maintenance Funds
Streets & Roads	Asphalt Roller	\$ -		\$ 12,000		\$ 12,000	
	Total Streets & Roads	\$ 425,943	\$ 3,628,766	\$ 12,000	\$ -	\$ 4,066,709	
Other							
Grant/Donations	Skate Park		\$ 660,000			\$ 660,000	Prop 68 Grant, Placer County Grant, Green Machine Donations, Local donations
	Total Other	\$ -	\$ 660,000	\$ -	\$ -	\$ 660,000	
Sewer Plant and Collection Systems							
Grant	CWSRF Construction Grant	\$ 7,460,511	\$ 1,822,832	\$ 2,114,331		\$ 11,397,674	SAF System, Solar, I&I repairs - 100% Grant
Grant	Sewer Consolidation Planning Application	\$ 52,000	\$ 58,000			\$ 110,000	
Sewer Operations	Metal Storage Building for WWTP	\$ 10,299	\$ 10,669			\$ 20,968	Project carried forward from previous years - Increased cost
Sewer Operations	Nitritax Sensor	\$ 10,705	\$ 17,173			\$ 27,878	Monitors wastewater nitrogen content
Sewer Operations	Pond 3 Access Road Improvements		\$ 70,000			\$ 70,000	
Sewer Operations	Crane Truck			\$ 100,000		\$ 100,000	Crane truck to pull pumps
Short term Asset Reserve	Membrane Filter Replacement		\$ -	\$ 27,000		\$ 27,000	Procure with short term asset reserve
Short term Asset Reserve	Spare Lift Station VFD's		\$ 20,000	\$ 20,000		\$ 40,000	Procure with short term asset reserve
Sewer Operations	Lift Station #5 Backup Motor		\$ 50,000			\$ 50,000	
Sewer Operations	Lift Station #2 Motor Replacement			\$ 35,000		\$ 35,000	
	WWTP	\$ 7,513,515	\$ 2,048,674	\$ 2,296,331	\$ -	\$ 11,878,520	
	TOTAL	\$ 7,978,464	\$ 6,490,836	\$ 2,396,331	\$ -	\$ 16,867,572	

CITY OF COLFAX
Fund Descriptions - General Funds

The General Fund receives all unrestricted money, which pays for departmental spending on the day-to-day operating costs for traditional City services. Major funding sources include property taxes, sales taxes, transient occupancy taxes, franchise fees, business license fees, building permits, and vehicle license fees. Most of the individual revenue sources are sensitive to changes in the economy, and most are not directly under the City's control.				
Fund	Dept	Fund Name	Fund Description	Budget Notes/Assumptions
100				
	100	Central Services	Central Service Department provides support for city-wide services consumed by all City departments. Services include copy machine costs, office supplies, animal control contracts. The department also includes an allocation for City wide audit services.	
	110	City Council	The City Council serves as the Board of Directors for the municipal organization providing policy direction and guidance to staff. The City Council consists of five members, elected at-large on a non-partisan basis. Members serve for four years, with overlapping terms. The City Council enacts city ordinances, establishes policies, hears appeals, adopts annual budget, sets salaries, represents the public, and maintains intergovernmental relations. The Mayor presides over the City Council meeting. Regular meetings of the Council are held on the second and fourth Wednesdays of every month. Council members also serve on regional and local boards, and on Council ad-hoc committees.	Council member stipends are projected at current rates of \$100 per month for members and \$150 per month for the mayor. The City Treasurer also receives a monthly stipend of \$100.
	120	Administration and Finance	The Administration and Finance Department implements the legislative actions of the City Council, provides for the City's administrative, fiscal, personnel, property management, public information, record keeping functions, maintaining the financial integrity, and managing the day-to-day financial operations of the City. In addition, staff manages labor relations and staff support, inter-governmental relations, business license administration, and insurance administration.	City staff and consultants are allocated to Fund/Departments based on annual estimates of tasks to be performed.
	160	City Attorney	The City Attorney prepares contracts, agreements, leases, and other legal documents, ordinances, and resolutions. The City Attorney advises the City Council and staff on legal matters, represents and defends the City in litigation and supervises outside Counsel activities in special areas.	City contracts with an outside attorney. Budget estimates of general fund legal expenses based on previous years' actual costs.
	200	Fire Department	The Fire Department's primary function and responsibility is to reduce the risk of life and property loss resulting from fire and hazardous materials incidents, and provide emergency medical assistance to the residents of Colfax. Fire protection services are provided primarily through the use of volunteers. Currently, management is provided by contract with Placer County using Cal Fire. Volunteer services are coordinated through the Cal Fire Fire Chief.	Budget estimates based on contract with Cal Fire - and projected expenses provided by Fire Chief.
	300	Sheriff	The Sheriff department is responsible for the enforcement of State laws and municipal ordinances, the prevention of crime, traffic, investigations, and apprehension of suspected criminals. The City contracts with Placer County for Sheriff services.	Budget estimates based on contract with Placer County. City also pays for booking fees when the 3-year average has been met.
	400	Building Dept	The Building Department administers and enforces the California Building Codes, other pertinent State and Federal Laws, and City ordinances regulating construction activities. The Department issues permits, collects fees, reviews construction plans for compliance, inspects construction projects, and provides information about the development.	City staff and consultants are allocated to Fund/Departments based on annual estimates of tasks to be performed.
	425	City Engineer	The Engineering Department is responsible for all engineering related functions of the City. The city engineer reviews development and construction plans for impact to road circulation, water drainage, and other City impacts. Additionally, the City Engineer is also responsible for the City's capital improvement program.	The City contracts with an outside Engineering firm on an hourly basis. Budget estimates of general fund engineering expenses based on previous years actual costs.
	450	Planning	The Planning Department oversees development and maintenance of the City General Plan, related community plans, design standards, zoning regulations and other development and design programs. It administers all City environmental review processes for public and private projects. Planning also coordinates projects through and administers all programs related to the Planning Commission. Planning also helps the City Manager develop and manage economic development programs.	The City contracts with an outside firm on an hourly basis. Budget estimates of general fund planning expenses based on previous years actual costs.

CITY OF COLFAX
Fund Descriptions - General Funds

<p>The General Fund receives all unrestricted money, which pays for departmental spending on the day-to-day operating costs for traditional City services. Major funding sources include property taxes, sales taxes, transient occupancy taxes, franchise fees, business license fees, building permits, and vehicle license fees. Most of the individual revenue sources are sensitive to changes in the economy, and most are not directly under the City's control.</p>				
Fund	Dept	Fund Name	Fund Description	Budget Notes/Assumptions
	500	City Buildings	The Building and Grounds Department is responsible for the maintenance of all City-owned buildings and adjacent grounds areas. Included are City Hall, Fire Stations, Depot, Sheriff Station, and the Corporation Yard.	City staff and consultants are allocated to Fund/Departments based on annual estimates of tasks to be performed.
	530	Parks and Rec	The Park and Recreation Department is responsible for maintaining the City's park and recreation gathering areas, and for the maintenance and upkeep of the landscaped areas surrounding City facilities.	City staff and consultants are allocated to Fund/Departments based on annual estimates of tasks to be performed.
571	N/A	2% AB939	State Assembly Bill 939 requires the reduction of Solid waste going into landfills through "diversion" - diverting garbage away from landfills and into recycling programs.	This surcharge is no longer collected.
572	N/A	27% Landfill	The City of Colfax adopted Resolution 20-92 on March 10, 1992 implementing a surcharge on all refuse disposal fees for costs of closure of the Colfax Landfill.	City is required to maintain a fund balance to cover postclosure period (30 years initially)

City of Colfax
 Proposed Budget
 For the Fiscal Year 2024-2025 and 2025-2026

General Fund
 Summary

Description	Actuals	Estimate	Preliminary Budget	
	2022-2023	2023-2024 MYR	2024-2025	2025-2026

REVENUES BY MAJOR CATEGORY

Property, Sales, and TOT Taxes	\$ 1,987,652	\$ 1,988,734	\$ 2,028,850	\$ 2,071,415
Franchise Fees	71,888	100,000	100,000	100,000
Licenses and Permits	109,547	98,292	82,700	82,700
Charges for Current Services	107,351	104,550	45,250	45,250
Revenue from Other Agencies	268,951	196,500	196,500	196,500
Other Sources of Revenues	178,596	203,500	184,000	184,100
Transfers In	3,009	6,000	6,000	6,000
TOTAL REVENUES	\$ 2,726,993	\$ 2,697,576	\$ 2,643,300	\$ 2,685,965

EXPENDITURES BY DEPARTMENT

100 Central Services	287,261	265,010	256,910	220,460
110 City Council	82,520	127,300	51,800	56,300
120 Administration and Finance	294,239	295,514	385,549	400,016
160 City Attorney	114,012	104,500	171,000	171,000
200 Fire Department	84,774	85,700	87,154	89,613
300 Sheriff Department	719,016	744,829	883,170	936,639
400 Building Department	78,210	75,000	80,400	85,400
425 Engineering	112,933	100,000	160,000	160,000
450 Planning	59,411	60,000	60,000	60,000
500 Buildings & Property	175,427	197,972	204,871	193,269
530 Parks And Recreation	141,364	163,472	157,571	161,519
120-XXX Land Development Fees	71,908	76,000	86,000	86,000
TOTAL EXPENDITURES	\$ 2,221,074	\$ 2,295,297	\$ 2,584,425	\$ 2,620,217

City of Colfax
 Proposed Budget
 For the Fiscal Year 2024-2025 and 2025-2026

General Fund
 Revenue Detail

Description	Actuals	Estimate	Preliminary Budget	
	2022-2023	2023-2024 MYR	2024-2025	2025-2026
<u>PROPERTY AND SALES TAXES</u>				
4010 Property Taxes	\$ 462,189	465,000	488,250	512,663
4015 Real Property Transaction Tax	7,754	20,000	15,000	15,000
4020 Sales and Use Taxes	1,338,670	1,336,734	1,350,000	1,363,500
4030 Cannabis Business Tax	37,033	37,000	43,000	45,000
4040 Transient Occupancy Tax	142,007	130,000	132,600	135,252
TOTAL TAXES	1,987,652	1,988,734	2,028,850	2,071,415
<u>FRANCHISES</u>				
4100 Franchises	71,888	100,000	100,000	100,000
TOTAL FRANCHISES	71,888	100,000	100,000	100,000
<u>LICENSES AND PERMITS</u>				
4200 Business Licenses	38,959	38,000	38,000	38,000
4205 SB1186 Fees Collected - 90%				
4210 Plan Check Fees	23,174	12,000	12,000	12,000
4220 Building Permits	42,801	30,000	30,000	30,000
4230 Nuisance Abatement Fees	600		600	600
4240 Encroachment Permits	2,580	1,500	1,500	1,500
4270 Sign Permits	1,433	500	600	600
4305 Fair Share Reimbursements	0	16,292	0	0
TOTAL LICENSES & PERMITS	109,547	98,292	82,700	82,700
<u>CURRENT SERVICE CHARGES</u>				
4605 Recreation Fees	1,328	3,500	4,000	4,000

City of Colfax
 Proposed Budget
 For the Fiscal Year 2024-2025 and 2025-2026

General Fund
 Revenue Detail

Description	Actuals	Estimate	Preliminary Budget	
	2022-2023	2023-2024 MYR	2024-2025	2025-2026
4620 Planning & Zoning Fees (Fund 120)	102,714	100,000	40,000	40,000
4630 Court Fines	3,296	1,000	1,200	1,200
4640 Copies & Reports	14	50	50	50
TOTAL CURRENT SERVICE CHARGES	107,351	104,550	45,250	45,250
REVENUE FROM OTHER AGENCIES				
4700 State Motor Vehicle License	2,093	2,500	2,500	2,500
4710 Motor Vehicle In-Lieu	184,726	164,000	164,000	164,000
4720 Revenues from Other Agencies	-	-	-	-
4760 Prop 172 - Public Safety	37,800	30,000	30,000	30,000
4560 State Grant	44,332	-	-	-
TOTAL FROM OTHER AGENCIES	268,951	196,500	196,500	196,500
OTHER SOURCES OF FUNDS				
4800 Rents and Leases	(3,364)	13,000	13,500	13,600
4810 Sign Rental & Leases	79,011	70,000	70,000	70,000
4815 Digital Sign Fees	600	500	500	500
4900 Miscellaneous	840	-	-	-
4905 Chicken Permits	2	-	-	-
4962 Reimbursements & Restitutions	-	-	-	-
4964 Accounting & Admin Reimb	-	-	-	-
4970 Insurance Refunds	-	-	-	-
4980 Interest Income	101,508	120,000	100,000	100,000
TOTAL OTHER SOURCES OF FUNDS	178,596	203,500	184,000	184,100

City of Colfax
 Proposed Budget
 For the Fiscal Year 2024-2025 and 2025-2026

General Fund
 Revenue Detail

Description		Actuals	Estimate	Preliminary Budget	
		2022-2023	2023-2024 MYR	2024-2025	2025-2026
TRANSFERS IN					
4998	Transfer In	3,009	6,000	6,000	6,000
	TOTAL TRANSFERS IN	3,009	6,000	6,000	6,000
	TOTAL GENERAL FUND REVENUE	\$ 2,726,993	\$ 2,697,576	\$ 2,643,300	\$ 2,685,965

City of Colfax
 Proposed Budget
 For the Fiscal Year 2024-2025 and 2025-2026

General Fund Departmental Detail
 Department 100
 Central Services

Description	Actuals	Estimate	Preliminary Budget	
	2022-2023	2023-2024 MYR	2024-2025	2025-2026
SUPPLIES AND EQUIPMENT				
5201 Materials and Supplies	\$ 6,291	\$ 10,000	\$ 11,500	\$ 9,000
5220 Copy Machine	3,287	4,000	4,000	4,000
COMMUNICATIONS				
5410 Postage	2,667	3,000	3,500	3,500
5420 Telephone/Internet	8,021	8,500	8,500	8,500
5440 Printing and Advertising	2,063	3,310	3,310	3,310
CONTRACTED SERVICES				
5510 Animal Control Contract	25,292	25,000	40,400	40,400
5560 Software Maintenance Contract	1,776	3,500	1,500	1,500
5650 Auditors	10,677	13,500	13,500	13,500
5660 Professional Services	14,282	4,000	3,000	3,000
5665 Legal Fees	137,417	100,000	70,000	30,000
RESOURCE DEVELOPMENT				
5810 Memberships and Dues	5,006	5,000	5,500	5,500
OCCUPANCY				
6120 Utilities	13,188	13,000	14,000	14,000
MISCELLANEOUS				
8250 Miscellaneous	1,309	-	-	-
8252 Bank Charges	3,274	3,400	3,400	3,400
8260 Property Tax Admin Costs	7,632	8,000	8,500	8,500
8300 Payment to Other Agencies	3,399	3,500	3,500	3,500
8320 LAFCO Fees - Placer County	2,302	2,300	2,300	2,300
8400 Insurance and Bonds	39,380	55,000	60,500	66,550
TOTALS	\$ 287,261	\$ 265,010	\$ 256,910	\$ 220,460

City of Colfax
 Proposed Budget
 For the Fiscal Year 2024-2025 and 2025-2026

General Fund Department Detail
 Department 110
 City Council

Description	Actuals	Estimate	Preliminary Budget	
	2022-2023	2023-2024 MYR	2024-2025	2025-2026
PERSONNEL				
5060 Council Member Stipends	\$ 6,600	\$ 7,800	\$ 7,800	\$ 7,800
5110 Social Security Taxes	505	650	650	650
SUPPLIES AND EQUIPMENT				
5201 Materials and Supplies	200	1,000	1,000	1,000
COMMUNICATIONS				
5430 Internet/Website	-	1,500	1,500	1,500
5440 Printing & Advertising	-	250	250	250
CONTRACTED SERVICES				
5660 Professional Services	50,667	93,600	3,600	3,600
RESOURCE DEVELOPMENT				
5815 Conferences & Meetings	3,048	1,000	5,500	10,000
5820 Education and Training	-	1,000	1,000	1,000
5830 Travel and Mileage Reimbursement	-	500	500	500
MISCELLANEOUS				
8263 Economic Development - Community support	21,500	20,000	30,000	30,000
TOTALS	\$ 82,520	\$ 127,300	\$ 51,800	\$ 56,300

City of Colfax
 Proposed Budget
 For the Fiscal Year 2024-2025 and 2025-2026

General Fund Departmental Detail
 Department 120
 Administration and Finance

Description	Actuals	Estimate	Preliminary Budget	
	2022-2023	2023-2024 MYR	2024-2025	2025-2026
PERSONNEL				
5010 Salaries and Wages	\$ 144,303	\$ 120,000	\$ 197,426	\$ 211,578
5110 Social Security Taxes	11,739	11,226	15,103	16,186
5115 Employment & Training Tax	620	863	1,168	1,176
5120 Worker's Compensation	9,038	12,100	17,302	18,285
5130 Health & Life Insurance	21,318	16,515	31,636	31,636
5160 Retirement	18,589	12,110	17,214	18,455
5170 Auto Allowance	2,310	2,400	5,200	5,200
5175 Temporary Services	-	-	-	-
5180 Cell Phone Allowance	-	-	1,300	1,300
SUPPLIES AND EQUIPMENT				
5201 Materials & Supplies	959	-	-	-
COMMUNICATIONS				
5425 Cell Phone and Pagers	441	1,200	1,200	1,200
5440 Printing and Advertising	5,014	10,000	10,000	10,000
CONTRACTED SERVICES				
5560 Software Maintenance Contract	2,823	4,000	7,000	7,500
5660 Professional Services	64,719	90,000	60,000	60,000
RESOURCE DEVELOPMENT				
5815 Conference & Meetings	1,727	1,600	1,500	1,500
5820 Education & Training	2,225	5,000	8,000	8,000
5830 Travel & Mileage Reimbursement	1,688	3,000	3,500	3,500
MISCELLANEOUS				
8250 Miscellaneous	283	1,000	1,000	1,000
8270 Medical Expenses	2,140	2,000	1,000	1,000
8550 Election Costs	2,264	-	3,500	-
8600 Codification	2,040	2,500	2,500	2,500
TOTALS	\$ 294,239	\$ 295,514	\$ 385,549	\$ 400,016

City of Colfax
 Proposed Budget
 For the Fiscal Year 2024-2025 and 2025-2026

General Fund Departmental Detail
 Department 160
 City Attorney and Legal Fees

Description	Actuals	Estimate	Preliminary Budget	
	2022-2023	2023-2024 MYR	2024-2025	2025-2026

CONTRACTED SERVICES

5665 Legal Fees - City Attorney

114,012	104,500	171,000	171,000
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TOTALS

\$ 114,012	\$ 104,500	\$ 171,000	\$ 171,000
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City of Colfax
 Proposed Budget
 For the Fiscal Year 2024-2025 and 2025-2026

General Fund Departmental Detail
 Department 200
 Fire Department

Description	Actuals	Estimate	Preliminary Budget	
	2022-2023	2023-2024 MYR	2024-2025	2025-2026
PERSONNEL				
5120 Worker's Compensation	-	-	-	-
SUPPLIES AND EQUIPMENT				
5201 Materials & Supplies	-	-	-	-
5320 Vehicle Repairs & Maintenance	-	-	-	-
5325 Gas & Oil	-	-	-	-
COMMUNICATIONS				
5420 Telephone/internet	455	500	-	-
CONTRACT SERVICES				
5620 Fire Protection Services	77,250	80,000	81,954	84,413
5660 Professional Services	226	-	-	-
RESOURCE DEVELOPMENT				
5820 Education and Training	-	-	-	-
OCCUPANCY				
6120 Utilities	2,027	1,500	1,500	1,500
6125 Water	1,001	1,200	1,200	1,200
6140 Building Repairs & Maintenance	3,814	2,500	2,500	2,500
MISCELLANEOUS				
8250 Miscellaneous	-	-	-	-
8270 Medical Expenses	-	-	-	-
TOTALS	\$ 84,774	\$ 85,700	\$ 87,154	\$ 89,613

City of Colfax
 Proposed Budget
 For the Fiscal Year 2024-2025 and 2025-2026

General Fund Departmental Detail
 Department 300
 Sheriff Department

Description	Actuals	Estimate	Preliminary Budget	
	2022-2023	2023-2024 MYR	2024-2025	2025-2026
CONTRACTED SERVICES				
5580 Booking Fees	-	1,000	1,000	1,000
5600 Placer County Sheriffs	708,177	735,329	872,170	925,639
OCCUPANCY				
6120 Utilities	9,581	8,500	10,000	10,000
6140 Building Repairs & Maintenance	1,258			
TOTALS	\$ 719,016	\$ 744,829	\$ 883,170	\$ 936,639

City of Colfax
 Proposed Budget
 For the Fiscal Year 2024-2025 and 2025-2026

General Fund Departmental Detail
 Department 400
 Building Department

Description	Actuals	Estimate	Preliminary Budget	
	2022-2023	2023-2024 MYR	2024-2025	2025-2026
SUPPLIES AND EQUIPMENT				
5201 Materials & Supplies	1,541	-	400	400
CONTRACTED SERVICES				
5660 Professional Services	76,669	75,000	80,000	85,000
TOTALS	\$ 78,210	\$ 75,000	\$ 80,400	\$ 85,400

City of Colfax
 Proposed Budget
 For the Fiscal Year 2024-2025 and 2025-2026

General Fund Departmental Detail
 Department 425
 Engineering

Description	Actuals	Estimate	Preliminary Budget	
	2022-2023	2023-2024 MYR	2024-2025	2025-2026
CONTRACTED SERVICES				
5540 Engineering Services	112,933	100,000	160,000	160,000
TOTALS	\$ 112,933	\$ 100,000	\$ 160,000	\$ 160,000

City of Colfax
 Proposed Budget
 For the Fiscal Year 2024-2025 and 2025-2026

General Fund Departmental Detail
 Department 450
 Planning

Description	Actuals	Estimate	Preliminary Budget	
	2022-2023	2023-2024 MYR	2024-2025	2025-2026

CONTRACTED SERVICES

5570 Planning Services	59,411	60,000	60,000	60,000
8300 Payments to Other Agencies	-	-	-	-

TOTALS	\$ 59,411	\$ 60,000	\$ 60,000	\$ 60,000
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City of Colfax
 Proposed Budget
 For the Fiscal Year 2024-2025 and 2025-2026

General Fund Departmental Detail
 Department 500
 Buildings

Description	Actuals	Estimate	Preliminary Budget	
	2022-2023	2023-2024 MYR	2024-2025	2025-2026
PERSONNEL				
5010 Salaries and Wages	\$ 60,325	\$ 65,000	\$ 54,807	\$ 57,785
5040 Salary - Call back	3,663	-		-
5110 Social Security Taxes	4,810	5,795	4,193	4,421
5115 Unemployment and Training tax	769	445	324	321
5120 Worker's Compensation	4,709	5,939	6,725	6,992
5130 Health & Life Insurance	15,430	15,960	15,370	15,370
5150 Uniform Allowances	1,492	1,500	1,500	1,500
5160 Retirement	3,837	5,382	3,902	4,131
5175 Temporary Services	-	-	-	-
SUPPLIES AND EQUIPMENT				
5201 Materials and Supplies	18,495	25,000	30,000	30,000
5300 Equip. Repairs & Maintenance	1,519	2,500	2,000	2,500
5320 Vehicle Repairs & Maintenance	5,021	2,500	2,500	2,500
5325 Gas and Oil	2,834	3,500	3,500	3,500
5350 Tools Rental	511	1,500	1,500	1,500
COMMUNICATIONS				
5425 Cell phone and pagers	1,258	1,250	1,500	1,500
RESOURCE DEVELOPMENT				
5820 Education and Training	1,057	1,000	1,500	1,500
5830 Travel and Mileage Reimbursement	-	500	500	500
OCCUPANCY				
6100 Rents and Leases	5,000	5,000	5,000	5,000
6120 Utilities	22,973	27,000	32,000	32,000
6125 Water	3,206	4,200	4,300	4,500
6140 Building Repairs & Maintenance	11,907	20,000	30,000	14,000
6160 Security	6,611	4,000	3,750	3,750
TOTALS	\$ 175,427	\$ 197,972	\$ 204,871	\$ 193,269

City of Colfax
 Proposed Budget
 For the Fiscal Year 2024-2025 and 2025-2026

General Fund Departmental Detail
 Department 530
 Parks and Recreation

Description	Actuals	Estimate	Preliminary Budget	
	2022-2023	2023-2024 MYR	2024-2025	2025-2026
PERSONNEL				
5010 Salaries and Wages	\$ 59,541	\$ 65,000	\$ 54,807	\$ 57,785
5040 Salary - Call Back	3,663	-	-	-
5110 Social Security Taxes	4,750	5,795	4,193	4,421
5115 Unemployment and Training Tax	746	445	324	321
5120 Worker's Compensation	4,709	5,939	6,725	6,992
5130 Health Insurance	11,630	15,960	15,370	15,370
5150 Uniform Allowance	1,492	1,500	1,500	1,500
5160 Retirement	3,847	5,382	3,902	4,131
5175 Temporary Services	-	-	-	-
SUPPLIES AND EQUIPMENT				
5201 Materials and Supplies	14,790	16,000	17,000	17,000
5300 Equipment Repairs and Maintenance	4,113	3,000	3,000	3,000
5320 Vehicle Repair and Maintenance	5,121	2,500	2,500	2,500
5325 Gas & Oil	2,713	3,250	3,500	3,500
5350 Tool Rental	667	2,750	2,500	2,750
COMMUNICATIONS				
5425 Cell Phone and Pagers	1,258	1,200	1,500	1,500
RESOURCE DEVELOPMENT				
5820 Education and Training	1,057	1,000	1,500	1,500
5830 Travel and Mileage	-	500	500	500
OCCUPANCY				
6120 Utilities	5,271	5,000	5,500	5,500
6125 Water	13,912	22,000	22,000	22,000
6140 Repairs and Maintenance	1,325	5,000	10,000	10,000
6160 Security	760	1,250	1,250	1,250
TOTALS	\$ 141,364	\$ 163,472	\$ 157,571	\$ 161,519

City of Colfax
 Proposed Budget
 For the Fiscal Year 2024-2025 and 2025-2026

General Fund Departmental Detail
 Department 120-XXX
 Land Development Fees

Description	Actuals	Estimate	Preliminary Budget	
	2022-2023	2023-2024 MYR	2024-2025	2025-2026
COMMUNICATIONS				
5440 Printing and Advertising	865	1,000	1,000	1,000
CONTRACTED SERVICES				
5540 Engineering Services	14,829	20,000	20,000	20,000
5570 Planning Services	30,450	50,000	60,000	60,000
5660/65 Professional Services	28,804	5,000	5,000	5,000
8250 Miscellaneous	(3,040)			
TOTALS	\$ 71,908	\$ 76,000	\$ 86,000	\$ 86,000

City of Colfax
 Proposed Budget
 For the Fiscal Year 2024-2025 and 2025-2026

Landfill Post Closure Maintenance
 Fund #572

NUMBER	DESCRIPTION	Actuals	Estimate	Preliminary Budget	
		2022-2023	2023-2024 MYR	2024-2025	2025-2026
REVENUES					
4660	Landfill Closure Surcharge	\$ 157,095	\$ 95,000	\$ 120,000	\$ 120,000
	TOTAL REVENUE	\$ 157,095	\$ 95,000	\$ 120,000	\$ 120,000
EXPENDITURES					
5010	Salaries and Wages	34,310	23,000	29,002	30,894
5040	Salary - Call Back	625	800	800	800
5110	Social Security Taxes	2,568	2,934	2,219	2,363
5115	Unemployment & Training Tax	207	225	172	172
5120	Workmen's Compensation	2,360	3,007	3,558	3,738
5130	Health Insurance	5,116	6,225	5,510	5,510
5150	Uniform and Shoe Allowance	150	200	200	200
5160	Retirement	2,434	3,047	2,607	2,786
5175	Temporary Services	-	-	-	-
5201	Materials and Supplies	1,216	\$2,000	3,500	3,500
5325	Gas & Oil	565	700	700	700
5425	Cell Phone and Pagers	392	600	600	600
5660	Professional Services	6,498	13,000	7,500	7,500
5810	Membership and Dues	320	-	-	-
8300	Payments to Other Agencies	13,931	15,000	17,000	17,000
8400	Bonds and Insurance	3,321	6,000	6,000	6,000
8525	Testing and Monitoring	23,199	20,000	24,000	25,000
	TOTAL EXPENDITURES	\$ 97,210	\$ 96,738	\$ 103,368	\$ 106,764

CITY OF COLFAX
Fund Descriptions - Special Revenue Funds

Special Revenue Funds are used to account for revenues derived from specific taxes or other earmarked revenue sources. They are usually required by statute, or local ordinance to finance particular governmental functions or activities.

Fund	Fund Name	Fund Description	Budget Notes/Assumptions
210-17	Mitigation Funds	The development fees for mitigation of traffic, drainage, trails, parks and recreation, city buildings, vehicles, and downtown parkings are necessary for community safety, welfare, and continued economic viability. The fees collected shall be expended only for the purposes mentioned.	The Skate Park is a planned capital project to utilize some of the parks & recreation mitigation fees.
218	Support Law Enforcement	Support Law Enforcement and COPS (Citizen Option for Public Safety): State of California appropriated special revenue funds to enhance law enforcement efforts in communities throughout the state. The funds are used primarily to enhance communications and records management, to improve information available to officers in patrol and other police services. The City has a contract with Placer County for police protection.	Budget assumes that the City will continue to receive annual COPS grant in the amount of \$100K. Funding is not constitutionally protected and is subject to reappropriation each year and may be eliminated at the discretion of the State Legislature, or by a veto of the Governor.
244	CDBG - Program Income	CDBG Program Income carried forward from previous years. Funds are restricted within CDBG guidelines.	Program Income less than \$25K per year can be "defederalized" and transferred to City General Funds.
250	Transportation /Streets & Roads	California Transportation Commission allocates funds for transit and transportation needs. Funds flow to the City as Local Transportation Funds (LTF) and State Transit Assistance (STA) through Placer County Transportation Planning Agency. STA funds can only be used for transit services. LTF funds must first be used on transit services, additional funds can be used for other transportation needs and streets/roads projects.	Funding levels based on Adopted apportionment approved by PCTPA.
253	Gas Taxes	The State currently imposes a 14 cent tax per gallon of gasoline, and allocates part of it to cities and counties on the basis of population and statutory formulas. These funds are restricted to use of street maintenance, traffic safety, and construction.	Expenses in fund include cost of street and traffic lights - residual of funds are transferred to Fund 250.
258	SB1 Road Maintenance & Rehabilitation	This funding will be apportioned by formula to eligible cities and counties pursuant to Streets and Highways Code section 2032(h) for basic road maintenance, rehabilitation, and critical safety projects on the local streets and roads system.	This funding is being utilized to fund the CDBG Road Rehabilitation city match requirement.
270	Beverage Recycling	The Department of Resources Recycling and Recovery (CalRecycle) funds beverage container recycling and litter abatement projects. Expenses can be for education, recycling containers, etc.	No planned activity.
280	Oil Grant	The Department of Resources Recycling and Recovery (CalRecycle) funds	No planned activity.
290	SB1383 Local Assistance Grant	This Program provides funds to local jurisdictions to help implement SB 1383 requirements.	The City is working with R3 Consulting to manage the grant process and expenditures.
292	Fire Capital Fund	The City on occasion "rents" equipment and volunteers to help with out of county fires (strike team coverage). Net revenues of this fund is designated for capital costs associated with the Fire Department.	Balance in fund is reserved for facility improvements.
342	Fire Construction	The City collects .5 percent on the value of new construction. Net revenues of this fund is designated for capital costs associated with the Fire Department.	Balance in fund is reserved for facility improvements.
343	Recreation Construction	The City collects .5 percent on the value of new construction. Net revenues of this fund is designated for capital costs associated with City Recreation construction.	Balance in fund is reserved for replacement of current equipment and facility improvements.

City of Colfax
 Proposed Budget
 For the Fiscal Year 2024-2025 and 2025-2026

Supplemental Law Enforcement
 Fund #218

NUMBER	DESCRIPTION	Actuals	Estimate	Preliminary Budget	
		2022-2023	2023-2024 MYR	2024-2025	2025-2026

REVENUES

4560	State Grant	\$ 165,271	\$ 186,000	\$ 100,000	\$ 100,000
TOTAL REVENUE		165,271	186,000	100,000	100,000

EXPENDITURES

5600	Sheriff Protection Services	165,271	186,000	100,000	100,000
TOTAL EXPENDITURES		165,271	186,000	100,000	100,000

City of Colfax
 Proposed Budget
 For the Fiscal Year 2024-2025 and 2025-2026

Streets and Roads
 Fund #250

NUMBER	DESCRIPTION	Actuals	Estimate	Preliminary Budget	
		2022-2023	2023-2024 MYR	2024-2025	2025-2026

TRANSPORTATION FUND REVENUE

4280	Transportation Permit	\$ 180	\$ 100	\$ 100	\$ 100
4540	Local Transportation Fund	160,130	139,904	149,272	149,272
4541	State Transit Assistance Fund	18,998	18,896	18,266	18,266
4998	Transfer In	198,130	-	-	-
4980	Interest Earnings	-	-	-	-
	Total Transportation Revenue	377,438	158,900	167,638	167,638

PERSONNEL

5010	Salaries and Wages	82,817	90,000	82,210	86,677
5040	Salary - Call Back	5,303	-	-	-
5110	Social Security Taxes	6,632	8,160	6,289	6,631
5115	Unemployment & Training Tax	1,100	627	486	482
5120	Worker's Compensation	6,628	8,362	10,087	10,487
5130	Health & Life Insurance	19,919	22,950	23,055	23,055
5150	Uniforms	1,830	1,500	1,500	1,500
5160	Retirement	5,328	7,551	5,854	6,197
5175	Temporary Services	-	-	-	-

SUPPLIES AND EQUIPMENT

5201	Materials and Supplies	19,822	20,000	28,000	28,000
5215	Snow Plowing	13,983	-	-	-
5219	Street Repair and Maintenance	96,468	100,000	100,000	100,000
5300	Equip. Repairs & Maintenance	11,300	3,000	3,000	3,000
5320	Vehicle Repairs	8,957	6,000	2,500	2,500
5325	Gas & Oil	4,247	6,000	6,000	6,000
5350	Tool Rental	5,006	1,750	1,500	1,750

City of Colfax
 Proposed Budget
 For the Fiscal Year 2024-2025 and 2025-2026

Streets and Roads
 Fund #250

NUMBER	DESCRIPTION	Actuals	Estimate	Preliminary Budget	
		2022-2023	2023-2024 MYR	2024-2025	2025-2026
COMMUNICATIONS					
5425	Cell phone and pagers	1,748	1,750	1,750	1,750
CONTRACTED SERVICES					
5540	Engineering Services	665	-	-	-
5560	Software Maintenance Contract	1,000	1,250	1,250	1,250
5590	Transit Services	-	-	-	15,611
5650	Auditors	1,109	1,500	1,500	1,500
5660	Professional Services	13,518	13,000	12,100	12,500
RESOURCE DEVELOPMENT					
5810	Membership and Dues	200	500	500	500
5820	Education and Training	1,838	1,000	1,500	1,500
5830	Travel and Mileage Reimbursement	-	350	250	250
OCCUPANCY					
6100	Rents and Leases	250	250	250	250
MISCELLANEOUS					
8400	Bonds and Insurance	13,604	19,000	21,000	23,100
TOTAL EXPENDITURES		323,271	314,501	310,582	334,490

City of Colfax
 Proposed Budget
 For the Fiscal Year 2024-2025 and 2025-2026

Gas Tax Fund
 Fund #253

NUMBER	DESCRIPTION	Actuals	Estimate	Preliminary Budget	
		2022-2023	2023-2024 MYR	2024-2025	2025-2026
REVENUE					
4050	Gas Tax 2103	\$ 16,643	\$ 21,392	\$ 17,902	\$ 17,902
4051	Gas Tax 2105	11,624	14,013	12,516	12,516
4052	Gas Tax 2106	12,241	13,485	12,744	12,744
4053	Gas Tax 2107	16,841	20,124	18,105	18,105
4980	Interest Income	-	-	-	-
	Total Gas Tax Revenues	57,349	69,014	61,267	61,267
EXPENDITURES					
		-	-	-	-
SUPPLIES AND EQUIPMENT					
5300	Equip. Repairs & Maintenance	-	3,000	3,000	3,000
OCCUPANCY					
6120	Utilities	16,011	19,000	19,000	19,000
8250	Miscellaneous	-	-	-	-
9998	Transfer Out	68,463			
CAPITAL OUTLAY					
7010	Truck	-	-	-	-
7100	Streets & Road Repairs	-	-	-	-
	TOTALS EXPENDITURES	84,474	22,000	22,000	22,000

City of Colfax
 Proposed Budget
 For the Fiscal Year 2024-2025 and 2025-2026

Beverage Recycling Fund
 Fund 270

NUMBER	DESCRIPTION	Budget		Preliminary Budget	
		2022-2023	2023-2024	2024-2025	2025-2026

REVENUES

4560	Grant Income	\$0	\$0		
4980	Interest	450	450		
TOTAL REVENUE		0	450	0	0

EXPENDITURES

5300	Equipment Repairs & Maintenance	0	0		
5440	Printing & Advertising	0	0		
5660	Professional Services	0	0		
TOTAL EXPENDITURES		0	0	0	0

City of Colfax
 Proposed Budget
 For the Fiscal Year 2024-2025 and 2025-2026

Oil Grant
 Fund 280

NUMBER	DESCRIPTION	Budget		Preliminary Budget	
		2022-2023	2023-2024	2024-2025	2025-2026

REVENUES

4560	Grant Income	\$0	\$0		
4980	Interest	100	100		
TOTAL REVENUE		0	100	0	0

EXPENDITURES

5300	Equipment Repairs & Maintenance	0	0		
5440	Printing & Advertising	0	0		
5660	Professional Services	0	0		
TOTAL EXPENDITURES		0	0	0	0

City of Colfax
 Proposed Budget
 For the Fiscal Year 2024-2025 and 2025-2026

SB1383
 Fund 290

NUMBER	DESCRIPTION	Budget		Preliminary Budget	
		2022-2023	2023-2024	2024-2025	2025-2026
REVENUES					
4560	Grant Income	\$0	\$0	37500	37500
4980	Interest	400	400		
	TOTAL REVENUE	0	400	37500	37500
EXPENDITURES					
5300	Equipment Repairs & Maintenance	0	0		
5440	Printing & Advertising	0	0		
5660	Professional Services	0	0		
	TOTAL EXPENDITURES	0	0	0	0

CITY OF COLFAX
Fund Descriptions - Enterprise Funds

Enterprise Funds are used to account for the operations of self-supporting governmental activities that render services or goods to the public. The accounting records are maintained on an accrual basis. The intent of the City is that the costs (expenses and depreciation) of providing goods and services to the general public on a continuing basis be financed and recovered primarily through user charges.

Fund	Fund Name	Fund Description	Budget Notes/Assumptions
560	Sewer WWTP Maintenance & Operations	This fund is for Sewer/Wastewater Treatment Plant maintenance and operations.	
561	Sewer Collections Systems	This fund is for the sewer collection system including the four lift stations maintained by the City of Colfax. Sewer collection fees are billed on a bi-monthly basis.	
563	WWTP Debt Service	Fund originally set up for tracking costs on WWTP project funded by SRF loan.	Funds to be used for debt servicing on loan associated with building of WWTP.

City of Colfax
 Proposed Budget
 For the Fiscal Year 2024-2025 and 2025-2026

Sewer WWTP Maint and Ops
 Fund #560

NUMBER	DESCRIPTION	Actuals	Estimate	Preliminary Budget	
		2022-2023	2023-2024 MYR	2024-2025	2025-2026
REVENUES					
4660	Sewer Service Charges	\$ 1,332,447	\$ 1,372,768	\$ 1,370,611	\$ 1,414,407
4800	Rent	3,000	3,000	3,000	3,000
4900	Miscellaneous Revenue	-	-	-	-
4980	Interest Income	72,437	65,000	65,000	65,000
4982	Interest/Late Charges	23,557	18,000	18,000	18,000
	TOTAL REVENUE	1,431,441	1,458,768	1,456,611	1,500,407
PERSONNEL					
5010	Salaries and Wages	308,805	320,000	387,578	413,268
5030	Overtime	-	4,000	4,000	4,000
5040	Salary - Call back/Standby	19,472	18,480	-	-
5110	Social Security Taxes	25,254	29,468	29,650	31,615
5115	Unemployment and Training Tax	2,494	2,265	2,293	2,296
5120	Worker's Compensation	23,927	30,197	33,967	35,716
5130	Health & Life Insurance	64,015	53,940	76,360	76,360
5150	Uniform & Shoe Allowances	3,046	3,500	3,500	3,500
5160	Retirement	30,794	28,571	30,361	32,488
5161	Temporary	-	-	-	-
SUPPLIES AND EQUIPMENT					
5201	Materials and Supplies	27,440	70,000	60,000	60,000
5220	Copy Machine	1,641	3,000	3,000	3,000
5300	Equipment Repairs and Maintenance	43,139	60,000	90,000	90,000
5320	Vehicle Repairs and Maintenance	3,544	3,000	2,500	2,500
5325	Gas & Oil	9,258	5,000	5,000	5,000
5340	Chemicals	198,927	140,000	170,000	170,000
5350	Tools Rental	5,176	2,000	6,000	5,000

City of Colfax
 Proposed Budget
 For the Fiscal Year 2024-2025 and 2025-2026

Sewer WWTP Maint and Ops
 Fund #560

NUMBER	DESCRIPTION	Actuals	Estimate	Preliminary Budget	
		2022-2023	2023-2024 MYR	2024-2025	2025-2026
COMMUNICATIONS					
5410	Postage	1,784	1,750	1,750	2,000
5420	Telephone/Internet	4,137	4,200	4,200	4,200
5425	Cell phone and pagers	3,889	3,800	4,400	4,400
5440	Printing and Advertising	1,699	1,000	1,000	1,000
CONTRACT SERVICES					
5540	City Engineering Services	25,935	9,000	10,000	5,000
5560	Software Maintenance Contracts	11,215	11,500	11,500	11,500
5650	Auditors	11,085	15,000	15,000	15,000
5660	Professional Services	83,949	80,000	55,250	56,250
5665	Legal Fees	8,599	5,500	9,000	9,000
5660	Professional Services - Rate Study	-	32,978	-	-
RESOURCE DEVELOPMENT					
5810	Membership and Dues	3,909	3,500	3,500	3,500
5815	Conferences and Meetings		500	500	500
5820	Education & Training	1,074	2,500	2,500	2,500
5830	Travel and Mileage	-	500	500	500
OCCUPANCY					
6120	Utilities	157,031	185,000	190,000	190,000
6140	Repairs & Maintenance	4,679	5,000	5,000	5,000
6160	Security	1,283	3,500	3,500	3,500

City of Colfax
 Proposed Budget
 For the Fiscal Year 2024-2025 and 2025-2026

Sewer WWTP Maint and Ops
 Fund #560

NUMBER	DESCRIPTION	Actuals	Estimate	Preliminary Budget	
		2022-2023	2023-2024 MYR	2024-2025	2025-2026
MISCELLANEOUS					
8250	Miscellaneous	19,579	1,000	1,000	1,000
8270	Medical Expenses	219	1,000	1,000	1,000
8280	Sludge Removal	14,785	15,000	15,000	15,000
8300	Payments to Other Agencies	27,366	30,000	30,000	30,000
8400	Bonds and Insurance	38,776	60,000	65,000	75,000
8525	Testing and Monitoring	32,432	30,000	33,000	35,000
8530	Bacteria and Lab Test Supplies	3,201	35,000	12,000	12,000
8532	Acute and Chronic Testing	4,720	4,500	5,000	5,000
	TOTAL EXPENDITURES	1,228,275	1,315,149	1,383,808	1,422,592

City of Colfax
 Proposed Budget
 For the Fiscal Year 2024-2025 and 2025-2026

Collection Systems/Lift Stations
 Fund #561

NUMBER	DESCRIPTION	Actuals	Estimate	Preliminary Budget	
		2022-2023	2023-2024 MYR	2024-2025	2025-2026
REVENUES					
4680	Lift Charges/Collection System	\$ 208,762	\$ 212,016	\$ 211,709	\$ 218,472
4672	Inspection Fees	10,582	10,000	6,500	7,000
4998	Transfer In	3,479			
	TOTAL REVENUE	222,823	222,016	218,209	225,472
EXPENDITURES					
PERSONNEL					
5010	Salaries and Wages	105,560	117,000	145,023	154,456
5040	Salary - Call Back	6,196	4,600	-	-
5110	Social Security Taxes	8,410	9,810	11,094	11,816
5115	Unemployment & Training Tax	1,017	754	858	858
5120	Worker's Compensation	7,991	10,052	12,710	13,349
5130	Health & Life Insurance	21,698	19,050	31,067	31,067
5150	Uniform & Shoe Allowance	1,284	1,200	1,200	1,200
5160	Retirement	7,445	9,168	10,678	11,402
5175	Temporary Services	-	-	-	-
SUPPLIES AND EQUIPMENT					
5201	Materials and Supplies	2,587	7,000	3,000	3,000
5220	Copy Machine	545	600	650	700
5300	Equipment Repairs & Maintenance	18,959	90,000	20,000	20,000
5320	Vehicle Repairs & Maintenance	326	2,000	2,000	2,000
5325	Gas & Oil	4,498	8,000	6,500	6,500
5350	Tools Rental	4,316	22,000	5,000	5,000
COMMUNICATIONS					
5410	Postage	870	1,000	1,000	1,000
5425	Cell Phones and Pagers	1,243	1,300	2,100	2,100

City of Colfax
 Proposed Budget
 For the Fiscal Year 2024-2025 and 2025-2026

Collection Systems/Lift Stations
 Fund #561

NUMBER	DESCRIPTION	Actuals	Estimate	Preliminary Budget	
		2022-2023	2023-2024 MYR	2024-2025	2025-2026
5440	Printing and Advertising	-	500	500	500
CONTRACT SERVICES					
5540	City Engineers	16,388	5,000	5,000	5,000
5560	Software Maintenance Contract	847	2,000	2,000	2,000
5660	Professional Services	13,689	13,000	12,100	12,500
5820	Education and Training	833	-	-	-
5830	Travel and Mileage Reimbursement	-	500	500	500
OCCUPANCY					
6120	Utilities	25,471	23,000	28,000	28,000
6125	Water	513	500	500	500
6140	Building Repairs and Maintenance	236	500	500	500
6160	Security	-	1,000	1,000	1,000
MISCELLANEOUS					
8250	Miscellaneous	-	-	-	-
8300	Payments to Other Agencies	5,362	7,000	7,000	7,000
8400	Bonds and Insurance	16,496	25,000	25,000	25,000
	TOTAL EXPENDITURES	272,780	381,534	334,979	346,947

City of Colfax
 Proposed Budget
 For the Fiscal Year 2024-2025 and 2025-2026

WWTP/Debt Service
 Fund #563

NUMBER	DESCRIPTION	Actuals	Estimate	Preliminary Budget	
		2022-2023	2023-2024 MYR	2024-2025	2025-2026
REVENUES					
4662	Debt Service Charges	\$ 599,436	\$ 617,565	\$ 616,594	\$ 636,393
4940	Sale of Property	\$ -			
4982	Interest/Late Charges	8,823	5,000	7,000	7,000
	TOTAL REVENUE	608,259	622,565	623,594	643,393
EXPENDITURES					
8710	Interest Expense	65,843	79,500	70,000	70,000
8250	Miscellaneous - Loan Principal	373,131	359,474	368,974	368,974
	TOTAL EXPENDITURES	438,974	438,974	438,974	438,974

ACRONYMS

AB939	Assembly Bill 939- California Integrated Waste Management Act	
ADA	Americans with Disabilities Act	
ARPA	American Rescue Plan Act of 2021 - Covid Relief Funds (Federal)	
CDBG	Community Development Block Grant Program - US Department of Housing and Urban Development	
COPS	Citizens Option for Public Safety - California Assembly Bill 3229 adopted in 1990	
LAFCo	Local Agency Formation Commission - Placer County	
LEAP	Local Early Action Planning Grant Program - California Department of Housing and Community Development	
LTF	Local Transportation Fund - Transportation Development Act of 1971	Local Transportation Fund (LTF), is derived from a ¼ cent of the general sales tax collected statewide. The State Board of Equalization, based on sales tax collected in each county, returns the general sales tax revenues to each county's LTF. Each county then apportions the LTF funds within the county based on population.
Prop 68	California Proposition 68 - California drought, water, parks, climate, coastal protection, and outdoor access for all Act of 2018	
Prop 172	California Proposition 172 - Local Public Safety approved in November 1993	Proposition 172, which established a permanent statewide half-cent sales tax for support of local public safety functions in cities and counties
REAP	Regional Early Action Planning Grant Program - California Department of Housing and Community Development	
RSTBG	Regional Surface Transportation Funding Block Grant - Special Federal Aid Funding	The funds can be used to preserve and improve the conditions and performance on highways, bridges, tunnels, pedestrian facilities, bicycle infrastructure, and transit capital projects.
SAF	Suspended Air Flotation	
SB1	California Senate Bill 1 - Road Repair and Accountability Act of 2017	
SB2	California Senate Bill 2 - The Building Homes and Job Act of 2017.	
CWSRF	Clean Water State Revolving Fund - California State Water Resources Control Board	Clean Water State Revolving Fund - Provides low cost financing to protect California's waters from pollution
STA	State Transit Assistance - Transportation Development Act of 1971	The STA funds are appropriated by the legislature to the State Controller's Office (SCO). The SCO then allocates the tax revenue, by formula, to planning agencies and other selected agencies. Statute requires that 50% of STA funds be allocated according to population and 50% be allocated according to transit operator revenues from the prior fiscal year.
VFD	Variable Frequency Drive (aka constant pressure pump)	
WWTP	Waste Water Treatment Plant	

City of Colfax

City Council

Resolution No. __-2024

ADOPTING THE ANNUAL OPERATING BUDGET FOR FISCAL YEAR 2024-2025 AND FISCAL YEAR 2025-2026

WHEREAS, the proposed budget for the City of Colfax is entitled “Annual Operating Budget, Fiscal Years 2024-2025 and 2025-2026”, a copy of which is on file in City Hall for public review; and,

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

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

WHEREAS, this Resolution is required for the orderly operation and maintenance of municipal activities and the usual and current expenses of the City during the 2024-2025 and 2025-2026 Fiscal Years beginning July 1, 2024 and ending June 30, 2026; and,

NOW THEREFORE, BE IT RESOLVED the City Council of the City of Colfax adopts the Fiscal Year 2024-2025 and Fiscal Year 2024-2025 Annual Operating Budget.

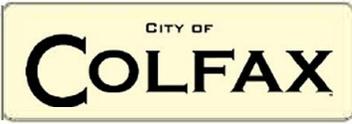
THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at the Regular Meeting of the City Council of the City of Colfax held on the 12th of June 2024 by the following vote of the Council:

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

ATTEST:

Amanda Ahre, City Clerk

Kim Douglass, Mayor



Staff Report to City Council

FOR THE JUNE 12, 2024 REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Ron Walker, City Manager
Subject: Agreement Between the City of Colfax and the County of Placer for the Construction of a Skatepark Feature at Lion’s Park.

Budget Impact Overview:

N/A:	Funded:	Un-funded:	Amount: \$0	Fund(s):
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RECOMMENDED ACTION: Adopt Resolution -2023 authorizing the City Manager to execute an agreement with Placer County for funding to build a skate park.

Summary/Background

On October 23, 2019, the City Council adopted Resolution 51 - 2019 which formally approved locating the Skate Park adjacent to the Splash pad at the Lion’s Park. This project has experienced multiple delays and has yet to be completed. The skate park, a Colfax Green Machine Project, for which donations have been promised and/or collected from the community over the years.

In 2022 the City entered into an agreement with the County of Placer in which the County agreed to provide Park Dedication Fees to the City in an amount not to exceed Seventy-Five Thousand and no/100 Dollars (\$75,000.00) for the procurement and installation of a new skatepark feature at the Lyons Park.

Due to escalating costs, notably prevailing wage expenses, surpassing the project budget, there's a risk of further project delays. In March 2024, the Colfax Green Machine requested additional financial support from the County of Placer for the skate park project. The County agreed to provide the City an extra \$130,000, for a total of \$205,000.00 (the original \$75,000.00 + \$130,000.00).

On April 4, 2024 the City received a new agreement from the County of Placer to reflect the additional \$130,000.00 for the Skate Park project. This new agreement, if approved by the City Council and signed by the City Manager will terminate the March 9, 2022 agreement, and is between the City and the County. The City essentially acts as a conduit for the grant funds. The agreement also asserts that the City has determined that construction of a pool onsite is not feasible.

This is a reimbursement type agreement; the City must incur funds and provide detailed invoicing to the County, the city must allocate \$369,000.00 to the project, including fees, grants and donations. All plans must be submitted to the County for approval before any work is done, the construction must be completed by December 31, 2026, and all improvements become City property. This is a 20-year agreement, terminable on 60 days’ notice.

At the May 8, 2024, Council meeting, Council discussed whether the City should negotiate a “force majeure” and/or a “good faith” provision to mitigate the required reimbursement if the City either terminates the agreement or fails to maintain and operate a skate park for twenty years.

Conclusions and Findings

After consideration the City legal department recommends the City does not move forward to negotiate a “force majeure” and/or a “good faith” provision to mitigate the required reimbursement if the City either terminates the agreement or fails to maintain and operate a skate park for twenty years.

Staff is asking City Council to approve and authorize the City Manager to execute an agreement with the County of Placer to receive Park Dedication Fees in the amount of \$205,000.00.

Fiscal Impacts

The fiscal impact of accepting the agreement from Placer County will be contingent upon the duration for which the facility is operated and maintained.

Attachments:

1. Resolution __-2024
2. Placer County 2022 Agreement
3. Placer County 2024 Agreement

City of Colfax City Council

Resolution No. __-2024

APPROVING AND AUTHORIZING THE CITY MANAGER TO SIGN A CONSTRUCTION
FUNDING AGREEMENT WITH THE COUNTY OF PLACER FOR A SKATE PARK

WHEREAS, in 2022 the City entered into an agreement with the County of Placer in which the County agreed to provide Park Dedication Fees to the City in an amount not to exceed Seventy-Five Thousand dollars for a Skate Park to be constructed; and,

WHEREAS, due to escalating construction related costs surpassing the project budget, an additional \$130,000 of financial support was later requested from the county; and,

WHEREAS, on April 4, 2024 the city received a new agreement from the County of Placer reflecting the additional \$130,000 of financial support for a total of \$205,000; and,

WHEREAS, the April 4, 2024 agreement will terminate the March 9, 2024 agreement.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Colfax approves and authorizes the City Manager to execute an agreement with the County of Placer to receive Park Dedication Fees in the amount of \$205,000.00

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at the Regular Meeting of the City Council of the City of Colfax held on June 12, 2024, by the following vote of the Council:

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

ATTEST:

Amanda Ahre, City Clerk

Kim Douglass, Mayor



March 17, 2022

City Manager
City of Colfax
33 S. Main St.
P.O. Box 702

Re: Agreement Between the City of Colfax and the County of Placer

Please find signed copies of the Agreement between the City of Colfax and the County of Placer for construction of a skatepark feature at Lyons Par.

Placer County Parks Administrator
County of Placer
Department of Parks and Open Space
3091 County Center Dr. Ste 220
Auburn, CA 95603

RECEIVED
MAR 28 2022
CITY OF COLFAX

AGREEMENT NO: 0013000

DESCRIPTION: **AGREEMENT BETWEEN THE CITY OF COLFAX AND THE COUNTY OF PLACER FOR CONSTRUCTION OF A SKATEPARK FEATURE AT LYONS PARK**

THIS AGREEMENT is made and entered into this _____ day of _____, 2022, by and between the COUNTY OF PLACER, hereinafter referred to as "COUNTY", and the CITY OF COLFAX, hereinafter referred to as "CITY", to provide funding for a skatepark feature at Lyons Park in Colfax, California.

WHEREAS, COUNTY has received funds for public parks and recreation facilities pursuant to California Government Code Section 66477, commonly known as the Quimby Act, and Placer County Code Sections 15.34.010, 16.08.100 and/or 17.54.100 (D); and,

WHEREAS, CITY owns a 2.7-acre park called Lyons Park (previously referred to as "Colfax Regional Park" in agreements referenced below), located at 101 Park Hill Drive in the City of Colfax; and,

WHEREAS, Lyons Park was constructed with active and passive recreational facilities including a swimming pool, ballpark, picnic area, basketball court and children's play area; and,

WHEREAS, the swimming pool facility was antiquated and not up to current building and accessibility standards, and was therefore demolished in 2010; and,

WHEREAS, on December 13, 2011, the COUNTY Board of Supervisors appropriated \$100,000 in park fees to the CITY for the construction of a new 45' x 75' heated swimming pool, but after the CITY was unsuccessful in securing matching funds for the project, on August 21, 2012, the Board of Supervisors redirected the funds to construction of a splash play area adjacent to the pool location, which was subsequently constructed; and,

WHEREAS, given the cost of construction and operation, the CITY considers the construction and operation of a swimming pool at the previously identified location to be infeasible in the foreseeable future, and continues to seek an alternate location and partnership for development of a swimming pool to serve the greater Colfax area; and,

WHEREAS, the parties are interested in constructing a skatepark feature at the prior pool location since the skatepark would have public benefits, including providing a safe environment for skateboarding, giving physical and mental health benefits to the users, promoting healthy and active lifestyles, and reducing damage to private property; and,

WHEREAS, the skatepark feature will serve the recreational needs of residents of the CITY and COUNTY in a cost effective manner.

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES HEREIN CONTAINED, IT IS AGREED AS FOLLOWS:

1. COUNTY will provide Park Dedication Fees to the CITY in an amount not to exceed **Seventy-Five Thousand and no/100 Dollars (\$75,000.00)** (the "Funds") for the procurement and installation of a new skatepark feature at Lyons Park (the "Project" or "Improvements").

**AGREEMENT BETWEEN PLACER COUNTY AND COLFAX
FOR A SKATEPARK FEATURE AT COLFAX REGIONAL PARK**

12. Either party may terminate this Agreement, without cause, upon providing a minimum sixty (60) days advanced written notice to the other party. If CITY terminates this Agreement or otherwise fails to maintain and operate the Project during the twenty (20) year term of this Agreement, CITY shall reimburse COUNTY a specified percentage of the Funds, not to exceed the amount specified in Section 1, in accordance with the following schedule:

<u>Years in use</u>	<u>Percent to be Reimbursed by CITY</u>	<u>Years in use</u>	<u>Percent to be Reimbursed by CITY</u>
1	95	11	45
2	90	12	40
3	85	13	35
4	80	14	30
5	75	15	25
6	70	16	20
7	65	17	15
8	60	18	10
9	55	19	5
10	50	20 or more	0

13. All notices to either Party that may be required or authorized by this Agreement shall be in writing and either deposited in the United States Mail, postage prepaid, or personally delivered. The notice shall be effective upon the date of personal delivery or date of mailing. Notices regarding this Agreement shall be sent or delivered to CITY or COUNTY at:

COUNTY: Placer County Parks Administrator
County of Placer
Department of Parks & Open Space
3091 County Center Dr., Ste 220
Auburn, CA 95603

CITY/Remit To: City Manager
City of Colfax
33 S. Main Street
P.O. Box 702
Colfax, CA 95713

14. CITY hereby agrees to protect, defend, indemnify, and hold COUNTY free and harmless from any and all losses, claims, liens, demands, and causes of action of every kind and character including, but not limited to, the amounts of judgments, penalties, interest, court costs, legal fees, and all other expenses incurred by COUNTY incident to, in connection with, or arising directly or indirectly out of, this Agreement, including but not limited to the completion of the Project and subsequent use of the Improvements. CITY agrees to investigate, respond to, provide defense for, and defend any such claims, demands, or suits at the sole expense of CITY. CITY also agrees to bear all other costs and expenses related thereto, even if the claim or claims alleged are groundless, false, or fraudulent. As used in this section, the term COUNTY means Placer County or its officers, agents, employees, and volunteers. This section shall survive expiration or termination of this Agreement.

**AGREEMENT BETWEEN PLACER COUNTY AND COLFAX
FOR A SKATEPARK FEATURE AT COLFAX REGIONAL PARK.**

15. This Agreement shall inure to the benefit of, and bind the parties hereto, and their successors and assigns, including any and all public agencies to which the real property and facilities herein referred to may be transferred by reason of incorporation, annexation, unification, consolidation or for any other reason.

16. If any provision of this Agreement, as applicable to either party, or to any other person or circumstance, is for any reason held to be invalid, it shall not affect the validity of any other provision of this Agreement.

17. Any waiver of any covenant, obligation or requirement under this Agreement must be in writing and signed by both parties. Waiver by either party of a breach of any covenant or a waiver of any obligation of this Agreement shall not constitute a waiver of any subsequent breach or obligation of this Agreement.

18. This is an integrated Agreement and contains all of the terms, conditions, understandings and promises of the parties. The terms of this Agreement may not be modified except upon the mutual written consent of the parties.

19. Each person executing this Agreement on behalf of a party represents and warrants that such person is duly and validly authorized to do so on behalf of the entity which it purports to bind

20. This Agreement may be executed in electronically and/or in counterparts, each of which shall be deemed an original, and all of which when affixed together shall constitute but one and the same instrument.

**** REMAINDER OF PAGE LEFT BLANK ****

AGREEMENT BETWEEN PLACER COUNTY AND COLFAX
FOR A SKATEPARK FEATURE AT COLFAX REGIONAL PARK.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed
by the persons duly authorized on behalf of the governing boards of the parties hereto.

City of Colfax (CITY)

By: Us Date: 3/1/2022
Title: City Manager

Placer County (COUNTY)

By: Kon Graham Date: Mar 9, 2022
Kon Graham (Mar 9, 2022 06:12P S)
Director of the Department of Public Works

Approved as to Form:

By: mtidely Date: Mar 8, 2022
Placer County Counsel

Approved as to Funds:

By: Andy Sisk Date: Mar 8, 2022
Andy Sisk (Mar 8, 2022 06:26 PST)
Placer County Auditor

Exhibit A: Insurance Requirements

**AGREEMENT BETWEEN PLACER COUNTY AND COLFAX
FOR A SKATEPARK FEATURE AT COLFAX REGIONAL PARK.**

**EXHIBIT A
INSURANCE REQUIREMENTS**

1. It is agreed that CITY shall maintain at all times during the performance of this Agreement insurance coverage or self-insurance in the amounts of not less than One Million Dollars (\$1,000,000) to cover all of its operations, including, but not limited to not less than One Million Dollars (\$1,000,000) general liability, One Million Dollars (\$1,000,000) automobile Liability, and One Million Dollars (\$1,000,000) workers' compensation.

RE: Skatepark - property deed restrictions**Wes Heathcock** <Wes.Heathcock@colfax-ca.gov>

Wed 11/17/2021 12:14 PM

To: Ted Rel <TRel@placer.ca.gov>

Cc: Ty Conners <TConners@placer.ca.gov>; Andy Fisher <AFisher@placer.ca.gov>

Thank you Ted, we call the recorder as well which stated Exhibit B is not recorded. I agree it is more likely to be a typo.

Thank you,

Wes Heathcock
City Manager
City of Colfax
P.O. Box 702
Colfax, CA
530-346-2313



From: Ted Rel [mailto:TRel@placer.ca.gov]
Sent: Wednesday, November 17, 2021 12:13 PM
To: Wes Heathcock
Cc: Ty Conners; Andy Fisher
Subject: RE: Skatepark - property deed restrictions

Hi Wes,

We came to the same conclusion when we checked the recorded doc. We were just trying to get a bead on what exactly the restriction was if it comes up. I'm not sure if "exhibit B" is a typo and is actually pointing to the legal description that is exhibit A. We couldn't find what the restriction is or was, which is why we reached out.

-Ted

From: Wes Heathcock <Wes.Heathcock@colfax-ca.gov>
Sent: Wednesday, November 17, 2021 11:30 AM
To: Ted Rel <TRel@placer.ca.gov>
Cc: Ty Conners <TConners@placer.ca.gov>; Andy Fisher <AFisher@placer.ca.gov>
Subject: [EXTERNAL] RE: Skatepark - property deed restrictions

Hi Ted,

I went back to review our files and we do not have an "Exhibit B" attached to the Deed. Conversely, the County Recorder declaration of restrictions for the parcels does not show any restrictions. Furthermore, the site was formally the Colfax Swimming Pool, which is consistent with the proposed use.

I can do more research if you still feel that is necessary.

Thank you,

3/26/24, 11:41 AM

Mail - Z_Wes Heathcock_ARCHIVE-9/19/2023 - Outlook

Wes Heathcock
City Manager
City of Colfax
P.O. Box 702
Colfax, CA
530-346-2313



From: Ted Rel [<mailto:TRel@placer.ca.gov>]
Sent: Wednesday, November 17, 2021 9:47 AM
To: Wes Heathcock
Cc: Ty Conners; Andy Fisher
Subject: Skatepark - property deed restrictions

Good Morning Wes,

I was reading through the deed restrictions, and it wasn't clear what the restrictions were in the document provided (attached)? In paragraph VI it states the restrictions are set forth with an "exhibit B" but could not find the corresponding exhibit in the provided document. Do you have a copy of exhibit B?

-Ted

Ted D. Rel, Associate Planner
Placer County | Department of Parks and Open Space
3091 County Ctr Dr, Suite 220, Auburn, CA 95603
(530) 889-6807 office | (530) 889-4901 mainline | placer.ca.gov
Mobile (530) 308-2749 text -or- call

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RE: Park development fees - Revised Agreement - Skatepark**Wes Heathcock** <Wes.Heathcock@colfax-ca.gov>

Tue 3/1/2022 10:19 AM

To: Ted Rel <TRel@placer.ca.gov>

Cc: Andy Fisher <AFisher@placer.ca.gov>; Ty Conners <TConners@placer.ca.gov>; Tracy Hodgson <thodgson@placer.ca.gov>; Marguerite Bailey <city.clerk@colfax-ca.gov>

📎 1 attachments (48 KB)

2022 2 22.22 DPW Consent Item - City of Colfax Park Fee Agreement - Skate Park - AGREEMENTv2.docx

Hi Ted,

I can have the City Clerk mail the executed agreement. First, I need the blank information lines on the agreement filled out. Do you want me to do that?

Thank you,

Wes Heathcock
City Manager
City of Colfax
P.O. Box 702
Colfax, CA
530-346-2313

**From:** Ted Rel <TRel@placer.ca.gov>**Sent:** Thursday, February 24, 2022 5:04 PM**To:** Wes Heathcock <Wes.Heathcock@colfax-ca.gov>**Cc:** Andy Fisher <AFisher@placer.ca.gov>; Ty Conners <TConners@placer.ca.gov>; Tracy Hodgson <thodgson@placer.ca.gov>**Subject:** RE: Park development fees - Revised Agreement - Skatepark

Wes,

Are you going to be mailing a signed copy of the agreement so we can get it executed here on our end? We can come pick it up also, if need be. Just let us know.

-Ted

Ted D. Rel, Associate Planner

Placer County | Department of Parks and Open Space

3091 County Ctr Dr, Suite 220, Auburn, CA 95603

(530) 889-6807 office | (530) 889-4901 mainline | placer.ca.gov

Mobile (530) 308-2749 text -or- call

3/26/24, 11:44 AM

Mail - Z_Wes Heathcock_ARCHIVE-9/19/2023 - Outlook

From: Wes Heathcock <Wes.Heathcock@colfax-ca.gov>
Sent: Wednesday, February 16, 2022 8:28 AM
To: Ted Rel <TRel@placer.ca.gov>
Cc: Andy Fisher <AFisher@placer.ca.gov>; Ty Conners <TConners@placer.ca.gov>; Margaret Tides <mtides@placer.ca.gov>
Subject: [EXTERNAL] RE: Park development fees - Revised Agreement - Skatepark

Hi Ted,

Thank you for the quick response. Your response make sense, therefore, I do not have any issues moving forward with the resolution as presented. Thanks again for considering funding the Colfax project. 😊

What time should we be at the meeting?

Thank you,

Wes Heathcock
City Manager
City of Colfax
P.O. Box 702
Colfax, CA
530-346-2313



From: Ted Rel [<mailto:TRel@placer.ca.gov>]
Sent: Tuesday, February 15, 2022 5:21 PM
To: Wes Heathcock
Cc: Andy Fisher; Ty Conners; Margaret Tides
Subject: RE: Park development fees - Revised Agreement - Skatepark

Hi Wes,

I'll provide answers in RED below. Let me know if you have any questions beyond this ASAP as we will have to get your approval by tomorrow to stay on the 2/22 agenda, otherwise we'll have to kick it to 3/08.

-Ted

Ted D. Rel, Associate Planner
Placer County | Department of Parks and Open Space
3091 County Ctr Dr, Suite 220, Auburn, CA 95603
(530) 889-6807 office | (530) 889-4901 mainline | placer.ca.gov
Mobile (530) 308-2749 text -or- call

From: Wes Heathcock <Wes.Heathcock@colfax-ca.gov>
Sent: Tuesday, February 15, 2022 3:39 PM
To: Ted Rel <TRel@placer.ca.gov>
Cc: Andy Fisher <AFisher@placer.ca.gov>; Ty Conners <TConners@placer.ca.gov>; Margaret Tides

<mtides@placer.ca.gov>

Subject: [EXTERNAL] RE: Park development fees - Revised Agreement - Skatepark

Hi Ted,

I have a couple comments/questions.

1) Why does the agreement specifically call-out a project that was previous completed based on the terms of the agreement (Splash Pad/Swimming Pool)? The splash pad/swimming pool was mentioned to demonstrate that the park fees previously requested had been used in a manner that satisfied the agreement terms for that previous request and is this project is not being used in any way to meet any perceived unmet terms from the previous request.

2) If you are going to mention the prior project, you should add the statement the City met their financial obligation. The splash pad project must be maintained for a full 20 years (or the terms in the agreement) before any reimbursement obligations are completely satisfied. Again, we just mentioned it in the agreement so there is arm's length separation between the two requests.

3) Is there a reason that the skate feature project was not mentioned as satisfying the PC recreational planning document? I brought this up to Andy and he said that is a good point and was not intentional. The master plan has not yet been approved and the project is highlighted in the "other agency" section.

4) Is there a reason why 20 year reimbursement scheduled was selected? Is that a standard clause or is this being required because of public/elected comments? 20 year reimbursement schedule is standard unless the amenities have a lesser useful life, such as a playground, that has a 10-12 year replacement expectation.

Thank you,

Wes Heathcock
City Manager
City of Colfax
P.O. Box 702
Colfax, CA
530-346-2313



From: Ted Rel [<mailto:TRel@placer.ca.gov>]

Sent: Tuesday, February 15, 2022 9:18 AM

To: Wes Heathcock

Cc: Andy Fisher; Ty Conners; Margaret Tides

Subject: Park development fees - Revised Agreement - Skatepark

Good Morning Wes,

I wanted to pass along a revised version of the agreement for the Skate Park use of park development fees. This is scheduled to be heard by the Board on Thursday, Feb 22, 2022. Please let me know if you have any comments or please provide a signed copy prior to the meeting date. Please see attached.

Ted D. Rel, Associate Planner
Placer County | Department of Parks and Open Space
3091 County Ctr Dr, Suite 220, Auburn, CA 95603

3/26/24, 11:44 AM

Mail - Z_Wes Heathcock_ARCHIVE-9/19/2023 - Outlook

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AGREEMENT NO: _____

DESCRIPTION: **AGREEMENT BETWEEN THE CITY OF COLFAX AND THE COUNTY OF PLACER FOR CONSTRUCTION OF A SKATEPARK FEATURE AT LYONS PARK**

THIS AGREEMENT is made and entered into this ____ day of _____, 2022, by and between the COUNTY OF PLACER, hereinafter referred to as "COUNTY", and the CITY OF COLFAX, hereinafter referred to as "CITY", to provide funding for a skatepark feature at Lyons Park in Colfax, California.

WHEREAS, COUNTY has received funds for public parks and recreation facilities pursuant to California Government Code Section 66477, commonly known as the Quimby Act, and Placer County Code Sections 15.34.010, 16.08.100 and/or 17.54.100 (D); and,

WHEREAS, CITY owns a 2.7-acre park called Lyons Park (previously referred to as "Colfax Regional Park" in agreements referenced below), located at 101 Park Hill Drive in the City of Colfax; and,

WHEREAS, Lyons Park was constructed with active and passive recreational facilities including a swimming pool, ballpark, picnic area, basketball court and children's play area; and,

WHEREAS, the swimming pool facility was antiquated and not up to current building and accessibility standards, and was therefore demolished in 2010; and,

WHEREAS, on December 13, 2011, the COUNTY Board of Supervisors appropriated \$100,000 in park fees to the CITY for the construction of a new 45' x 75' heated swimming pool, but after the CITY was unsuccessful in securing matching funds for the project, on August 21, 2012, the Board of Supervisors redirected the funds to construction of a splash play area adjacent to the pool location, which was subsequently constructed; and,

WHEREAS, given the cost of construction and operation, the CITY considers the construction and operation of a swimming pool at the previously identified location to be infeasible in the foreseeable future, and continues to seek an alternate location and partnership for development of a swimming pool to serve the greater Colfax area; and,

WHEREAS, the parties are interested in constructing a skatepark feature at the prior pool location since the skatepark would have public benefits, including providing a safe environment for skateboarding, giving physical and mental health benefits to the users, promoting healthy and active lifestyles, and reducing damage to private property; and,

WHEREAS, the skatepark feature will serve the recreational needs of residents of the CITY and COUNTY in a cost effective manner.

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES HEREIN CONTAINED, IT IS AGREED AS FOLLOWS:

1. COUNTY will provide Park Dedication Fees to the CITY in an amount not to exceed **Seventy-Five Thousand and no/100 Dollars (\$75,000.00)** (the "Funds") for the procurement and installation of a new skatepark feature at Lyons Park (the "Project" or "Improvements").

AGREEMENT BETWEEN PLACER COUNTY AND COLFAX
FOR A SKATEPARK FEATURE AT COLFAX REGIONAL PARK.

2. Prior to release of the Funds, the CITY must provide the COUNTY with detailed invoice(s) identifying the total costs incurred by the CITY. COUNTY Funds shall not exceed actual costs incurred. After the Improvements are complete, COUNTY shall perform an audit of all expenses incurred and may also physically inspect the facility before releasing any Funds.
3. Prior to beginning work on this Project, CITY shall submit plans and/or specifications to COUNTY for review to verify the work to be done is consistent with the scope of work specified in this Agreement.
4. CITY shall post a sign near the Improvements during the term of this Agreement recognizing County funding was used to pay for a portion of Project costs.
5. Construction shall be completed by December 31, 2024, unless COUNTY grants an extension in writing.
6. CITY shall comply, to the extent applicable, with the California Environmental Quality Act (California Public Resources Code Section 21000 et seq.) with regard to its use of the Funds received hereunder.
7. CITY, at its sole cost and expense, shall obtain all necessary permits, provide all utilities for the Improvements, shall maintain the insurance levels set forth in Exhibit A, and shall operate, maintain, and repair the Improvements during the term of this Agreement as set forth below.
8. All Improvements purchased and/or installed by CITY pursuant to this Agreement shall become the sole and separate property of CITY as of the time said Improvements are installed.
9. CITY agrees the Funds shall not be used for any purpose not specified in this Agreement.
10. CITY shall keep detailed accounting records. COUNTY shall have the right to inspect said records at any reasonable time.

AGREEMENT BETWEEN PLACER COUNTY AND COLFAX
FOR A SKATEPARK FEATURE AT COLFAX REGIONAL PARK.

11. The term of this Agreement shall be for a period of twenty (20) years commencing on the _____ day of _____, 2022 and ending on the _____ day of _____, 2042.

12. Either party may terminate this Agreement, without cause, upon providing a minimum sixty (60) days advanced written notice to the other party. If CITY terminates this Agreement or otherwise fails to maintain and operate the Project during the twenty (20) year term of this Agreement, CITY shall reimburse COUNTY a specified percentage of the Funds, not to exceed the amount specified in Section 1, in accordance with the following schedule:

<u>Years in use</u>	<u>Percent to be Reimbursed by CITY</u>	<u>Years in use</u>	<u>Percent to be Reimbursed by CITY</u>
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5	75	15	25
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8	60	18	10
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Department of Parks & Open Space
3091 County Center Dr., Ste 220
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CITY/Remit To: City Manager
City of Colfax
33 S. Main Street
Colfax, CA 95713

14. CITY hereby agrees to protect, defend, indemnify, and hold COUNTY free and harmless from any and all losses, claims, liens, demands, and causes of action of every kind and character including, but not limited to, the amounts of judgments, penalties, interest, court costs, legal fees, and all other expenses incurred by COUNTY incident to, in connection with, or arising directly or indirectly out of, this Agreement, including but not limited to the completion of the Project and subsequent use of the Improvements. CITY agrees to investigate, respond to, provide defense for, and defend any such claims, demands, or suits at the sole expense of CITY. CITY also agrees to bear all other costs and expenses related thereto, even if the claim or claims alleged are groundless, false, or fraudulent. As used in this section, the term COUNTY means Placer County

AGREEMENT BETWEEN PLACER COUNTY AND COLFAX
FOR A SKATEPARK FEATURE AT COLFAX REGIONAL PARK.

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15. This Agreement shall inure to the benefit of, and bind the parties hereto, and their successors and assigns, including any and all public agencies to which the real property and facilities herein referred to may be transferred by reason of incorporation, annexation, unification, consolidation or for any other reason.

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19. Each person executing this Agreement on behalf of a party represents and warrants that such person is duly and validly authorized to do so on behalf of the entity which it purports to bind

20. This Agreement may be executed in electronically and/or in counterparts, each of which shall be deemed an original, and all of which when affixed together shall constitute but one and the same instrument.

**** REMAINDER OF PAGE LEFT BLANK ****

AGREEMENT BETWEEN PLACER COUNTY AND COLFAX
FOR A SKATEPARK FEATURE AT COLFAX REGIONAL PARK

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed
by the persons duly authorized on behalf of the governing boards of the parties hereto.

City of Colfax (CITY)

By: _____
Title:

Date: _____

Placer County (COUNTY)

By: _____
Director of the Department of Public Works

Date: _____

Approved as to Form:

By: _____
Placer County Counsel

Date: _____

Approved as to Funds:

By: _____
Placer County Auditor

Date: _____

Exhibit A: Insurance Requirements

AGREEMENT BETWEEN PLACER COUNTY AND COLFAX
FOR A SKATEPARK FEATURE AT COLFAX REGIONAL PARK.

**EXHIBIT A
INSURANCE REQUIREMENTS**

1. It is agreed that CITY shall maintain at all times during the performance of this Agreement insurance coverage or self-insurance in the amounts of not less than One Million Dollars (\$1,000,000) to cover all of its operations, including, but not limited to not less than One Million Dollars (\$1,000,000) general liability, One Million Dollars (\$1,000,000) automobile Liability, and One Million Dollars (\$1,000,000) workers' compensation.

To: Placer County Parks Commission

From: Wes Heathcock, City Manager
Martin Jones, Public Works Director

Subject: Park Dedication Fee Request for the Colfax Skatepark Feature at Lions Park

PROJECT TITLE / RECOMMENDATION: Recommend the Placer County Park Commission approve the request of the City of Colfax for \$75,000.00 of the Placer County Dedication Fee Program from Recreation District #5, West Slope for a Skatepark feature at Lions Park in Colfax. Wes Heathcock, City Manager and Martin Jones, Public Works Director are the requestors of these fees, contact information is as follows:

Wes Heathcock
City Manager
33 S. Main St.
Colfax, CA 95713
(530) 346-2313
Wes.Heathcock@colfax-ca.gov

Martin Jones
Public Works Director
33 S. Main St.
Colfax, CA 95713
(530) 346-2313
Directorpw@colfax-ca.gov

PROJECT SUMMARY:

Sergeant Ty Conners with the Placer County Sheriff's Office and past Colfax Station Commander has been working in collaboration with the community to build a public Skatepark for our community's youth. Both the "Colfax Skatepark Committee" and "The Colfax Green Machine" (a non-profit 501(c)(3) organization) envision creating a vibrant community center for engaging the youth of Colfax and the surrounding area. The Skatepark will facilitate developing civic identity and community interaction that will engage hundreds of children and young adults in our community that are passionate about skateboarding, BMX, scootering, and rollerblading. Currently, the City of Colfax does not provide a safe area for these athletes to pursue their sport. Their passion and athletic drive should be supported by a safe, sanctioned place to exercise, socialize, and develop skills that will be useful throughout their lives. The coordination of this project has been in process for over 7 years, numerous venues have been reviewed, including a downtown location and an area at the Sierra Vista Community Center. Although these locations did not prove to be viable locations the city was able to allocate an old pool site at Lions Park adjacent to a baseball field, splash park, and children's play area. The pool area was filled in numerous years ago has since been unutilized. The item was brought before City Council and the land use plan for a Skatepark was granted through city resolution. The total size of the area is 21,780 square feet or half an acre that would incorporate transition features and bowls for these athletes to traverse. Additionally, the site would be ADA (American Disability Act) compliant that has prompted a partnership with SkateMD, a non-profit group that provides skate camps for developmentally disadvantaged kids. SkateMD has stated that upon completing the build of this skatepark they will move their camps from Sacramento to Colfax. The current operational hours for Lion's Park will be applicable to this skatepark feature. The ballfield, basketball court, children's play area and skatepark features will be operational 365 days a year between the hours of dusk and dawn.

Placer County Park Dedication Fee Program Application
City of Colfax, Recreation Area #5

NEED FOR THE PROJECT:

Colfax is a small rural city located in the foothills of the Sierra Mountains that currently contains one community park and two pocket parks. Other than some after school programs and school sport activities provided by Colfax High School and Colfax Elementary School, the children and young adults have limited opportunities for outdoor activities. The city municipal code does not allow skateboarding on the streets and sidewalks, which can lead to confrontations with pedestrians and the pursuit of these activities is on-going. Providing a dedicated location for these young residents to express themselves and participate in their preferred activity within a safe environment is a driving force for this project. The proposed use of this area has been approved by the Colfax City Council and is currently zoned for recreational activities. The Lions Community Park has a baseball field, children's play area with swings and play structure, a splash park in the summer, a basketball court, and now a proposed skatepark. This is a rural community with very few amenities to provide to the youth. If kids like to hike or mountain bike ride, this area is perfect. But if you want to skateboard, scooters, or rollerblade, you have to travel 20 miles to the nearest skateparks. In the City of Colfax and other rural communities nearby, parents have to work out of town, therefore making it difficult for parents to take their children to the nearest skatepark for after-school activities. The location of this skatepark will be within a short safe walking distance to both Colfax High School and Colfax Elementary School.

The need for this project is supported not just by the youth of Colfax but also from numerous dignitaries, non-profit groups and local businesses. The project has also been featured in the Auburn Journal and Sacramento Bee newspapers along with various social media platforms. Moreover, Beach Hut Deli, a local business in Colfax has partnered with this project along with other persons and groups that are listed as follows:

- Placer County Board of Supervisor Cindy Gustafson
- Robert Dugan: CEO of CALCIMA
- Colfax City Council Members: David Ackerman, Mayor Pro Tem Trinity Burruss, Joe Fatula, Mayor Sean Lomen, Marnie Mendoza,

School Support:

- Principal Colfax High School Paul Lundberg
- Superintendent/Principal Colfax Elementary John Baggett

Various Groups and non-profits in support of the project:

- Colfax Chamber of Commerce
- Colfax Lyons Club
- Colfax Green Machine
- Colfax Lioness Club
- United Auburn Indian Community
- Motherload Foundation
- Placer Deputy Sheriff's Association
- Colfax Kiwanis Club
- Skatepark Project (formally Tony Hawk Foundation)
- SkateMD Organization

Placer County Park Dedication Fee Program Application
City of Colfax, Recreation Area #5

- Project-Cornerstone

Various local business supporters:

- Main Street Pizza Colfax
- Colfax Market
- Colfax Chevron
- Milo Sports Auburn
- Snowboard Academy Auburn
- Robinsons Gravel
- Diamond Pacific
- Teichert Construction
- Camblin Steel
- Quality Graphics
- Carpe Vino
- Hills Flat Lumber
- River City Rentals
- Beach Hut Deli

Although this project has gained a lot of support and notoriety, there is also opposition. To date, the only opposition the organizers of this project have received has been from a couple residents that live adjacent to the proposed location for the skatepark feature. The resident has expressed concern over the possibility of increased noise and crime associated with this project. The City of Colfax has mitigated these concerns with a pledge to install additional camera systems to their existing system to reduce after-hour problems. Additionally, monies were raised by the primary organizers of the project to pay for a noise (decibel) study to ensure that neighboring properties would not be disturbed. The report generated from this study stated that the decibel readings recorded at the proposed location of the skatepark are below the acceptable noise levels as described in the "Colfax Municipal Code 8.28.010 – Noise Standards".

- b. Any noise from the above activities, including from any equipment used therewith, shall not produce noise levels in excess of the following:*
- i. Saturdays: eighty (80) dBA when measured at the property line or at a distance of twenty-five (25) feet, whichever is greater.*
 - ii. Sundays and observed holidays: seventy (70) dBA when measured at the property line or at distance of twenty-five (25) feet, whichever is greater.*

The project has been submitted to Placer County Recreation and has been included in the April, 2021 "Public Draft Placer County Parks & Trails Master Plan Volume 1" as a "Tier 1" project. Additional information for the location of this project has been listed in Appendix A of the Volume 1 draft.

Over the past 7-years, the coordinators of the project have completed numerous fund raisers that have generated \$240,952.00 towards the completion of this project. This amount includes awarded grants and donated materials from numerous local businesses, which is approximated at \$250,000. The addition of the \$75,000.00 the City of Colfax is requesting for this project, will be pooled with the already pledged assets to pay for the labor needed to complete the build. If program fundings are not

Placer County Park Dedication Fee Program Application
City of Colfax, Recreation Area #5

awarded, fundraising efforts will need to continue to generate the funds needed and the project timeline will be further delayed.

Maintenance Plan:

One of the many benefits associated with this feature are the materials that will be utilized to complete the build. The use of concrete and steel not only make this feature durable and long lasting but also minimize the maintenance needed to keep the feature functional. Primary activities associated with maintaining this feature will include:

- Removal of debris daily
- Removal of trash from the receptacles that will be located around the feature
- Removal of any graffiti
- Daily inspections of the concrete and steel to identify any potential structural problems.

The labor (maintenance) needed to maintain this area would be a very minimal increase from the daily schedule that is completed in this park. There would be no need for budgetary increases as the minimal activities would be included within the current fiscal budget for this community park.

Budget:

The funding requested from the County Park Dedication Fees, would be allocated towards the labor budget for this project. All materials have been secured through donations from local businesses, which allows for the remaining funds that have been secured to be utilized solely for labor. The current allocation of funding is as follows:

Funding sources for cash:

- Prop 68: \$177,952
- Skatepark Project Grant: up to \$25,000 in process of the application
- Placer County Park and Rec fees: \$75,000 (To be determined)
- Fundraising efforts: \$58,000 (Fundraising efforts will continue until the skatepark is built)
- Home Depot Community Grant: \$5000

Total cash funds for labor costs \$340,952.00

In-Kind Donations for all materials and equipment needs: (All companies listed are dedicated to filling the needs for the skatepark)

- All aggregate, fill dirt, and concrete needs: **Teichert Construction**
- All lumber/forming material: **Diamond Pacific Lumber**
- Land preparation/grading and hauling: **Triton Construction**
- Dumpster needs: **Auburn Recology**
- Hauling/transport of fill dirt needs: **Robinsons Grading and Paving**
- Equipment Rentals: **River City Rentals**
- Rebar: **Camblin Steel**
- Living arrangements: **Pending**

In-kind donations is approximately \$250,000 in value.

Background Information:

The half-acre parcel located at Lion's Park, is the proposed location for this project, which is owned and maintained by the City of Colfax. The deed and legal description from the Placer County Accessors Office are included in the attachments.

Lion's Park is the sole community park in Colfax, it is an attraction that brings users year-round to play baseball, basketball along with various other activities. All activities are free to the public with the exception of Little League and Junior Falcons Football that pay a small field use fee for their season. The proposed skatepark will be a feature that will be free to the public, whether they are City of County residents.

This project is vital to our community, not only because it provides a safe location for residents to enjoy their sport but also because of the scope of the design that incorporates both old and new forms of street skating in a safe area. The design illustrates a bowl design with various transition ramps and rails that have become very popular with the newer generation of street skaters. Creativity and safety have been incorporated into this design by keeping these obstacles at a height that is manageable for all users. Having personally viewed a similar project in Oak Park, Sacramento I can testify that these features are very well received by athletes of all ages and all skill levels. Furthermore, upon surveying communities within the vicinity of Colfax, we found that the nearest location to experience a skatepark is currently 20 miles away, which emphasizes the need for this attraction in our park not just for Colfax residents but also for residents of nearby communities. As we move into the construction phase, Colfax will utilize our City Engineer and City Inspector along with additional inspectors from either UNICO or Coastland Engineering to oversee the build. Ensuring that all aspects of these skatepark features are properly installed assures us that safety and long-term minimal maintenance will be observed.

Fun and safety is a message that has been publicized since the conception of this project, to date there have been numerous publications in the Colfax Record, Auburn Journal, Sacramento Bee along with numerous posts on various social media outlets. In addition to these publications, Green Machine and the Colfax Skatepark Committee have hosted multiple fund raiser events to solicit support while promoting the exciting idea of a permanent skatepark feature within the city boundaries.

Feedback from a Municipal Advisory Council:

The organizers of this project are currently scheduled to take this item before the Weimar / Applegate / Colfax Municipal Advisory Council (MAC) on November 17, 2021. There is a high level of confidence that the MAC will be in approval of this project based on the tremendous support received from the local communities.

Regulatory Requirements:

All permits required for this project shall be provided by the City of Colfax at no cost, regulatory approvals for this project have been granted by both City Council and has been included in the Placer County Recreation Master Plan. The only approval that is still in process is from the Weimar / Applegate / Colfax Municipal Advisory Council (MAC), which will occur on November 17, 2021.

California Environmental Quality Act:

October 15, 2021 the City of Colfax received a California Environmental Quality Act (CEQA) Compliance Certification for the Skatepark feature to be constructed at 101 Parkhill Drive, Lion's Children's Park.

Project Completion Information:

The tasks required to complete the project will be the construction phase of the project, which is tentatively scheduled for the Spring 2023.

Attachments

- Location Map
- Authorization to Apply
- Letters of Support
- Photographs of Project Site
- Site Plan
- CEQA Compliance Certificate
- News Articles Supporting the Project
- Photographs of Fundraising Events



State of California – The Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

CEQA Compliance Certification

GRANTEE: City of Colfax

Project Name:

Project Address: 101 PARKHILL DRIVE, COLFAX, CA 95713

Is CEQA complete? Yes No Is completing CEQA a PROJECT SCOPE item? Yes No

What document was filed, or is expected to be filed for this project's CEQA analysis:

- Date complete/expected to be completed
- Notice of Exemption (attach recorded copy if filed) August 3, 2021
 - Notice of Determination (attach recorded copy if filed)
 - Other:

If CEQA is complete, and a Notice of Exemption or Notice of Determination was not filed, attach a letter from the Lead Agency explaining why, certifying the project has complied with CEQA and noting the date that the project was approved by the Lead Agency.

Lead Agency Contact Information	
Agency Name: CITY OF COLFAX	
Contact Person: WES HEATHCOCK, CITY MANAGER	
Mailing Address: PO BOX 702 COLFAX, CA 95713	
Phone: () (530) 346-2313	Email: <i>wes.heathcock@colfax-ca.gov</i>

Certification:

I hereby certify that the above referenced Lead Agency has complied or will comply with the California Environmental Quality Act (CEQA) and that the project is described in adequate and sufficient detail to allow the project's construction or acquisition.

I further certify that the CEQA analysis for this project encompasses all aspects of the work to be completed with grant funds.

[Signature] _____ 10/15/2021
Date

AUTHORIZED REPRESENTATIVE Signature

WES HEATHCOCK, CITY MANAGER

Print Name and Title

FOR OGALS USE ONLY

CEQA Document	Date Received	PO Initials
<input type="checkbox"/> NOE <input type="checkbox"/> NOD		

RETURN TO:

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



NOTICE OF EXEMPTION

TO: Placer County Recorder's Office
 2954 Richardson Drive
 Auburn, CA 95603

TO: Office of Planning and Research
 P.O. Box 3044, Rm 113
 Sacramento, CA 95812-3044

Project Title: Lions Children's Park Skate Feature

Project Location: Lions Children's Park, 101 Parkhill Dr., Colfax, CA 95713

Project Applicant: Colfax Green Machine Inc.

Project Description: Construction and operation of an approximately 11,860-square foot skate feature and remodel and partial demolition of an adjacent 1,216-square foot structure within the bounds of the developed portion of Lions Children's Park in the center of Colfax in a fenced and lighted area of the park that has a long history of various recreational uses including a public swimming pool.

EXEMPT STATUS: (CHECK ONE)

Statutory Exemptions (Article 18:Section 21080; 15260)		Categorical Exemptions (Article 19:Section 21084; 15300)	
<input type="checkbox"/>	Ministerial (Sec.15268)	<input checked="" type="checkbox"/>	Existing Facilities (Sec.15301 (a) &(d))
<input type="checkbox"/>	Feasibility/Planning Study (Sec.15262)	<input checked="" type="checkbox"/>	Replacement or Reconstruction (Sec.15302)
<input type="checkbox"/>	Emergency Project (Sec.15269)	<input checked="" type="checkbox"/>	Normal Operations of Facilities for Public Gatherings (Sec.15323)
<input type="checkbox"/>	General Rule (Sec.15061(b)(3))	<input checked="" type="checkbox"/>	In-fill Development Projects (Sec.15332)
<input type="checkbox"/>	Other: (Sec.)		

Reasons why project is exempt:

Existing Facilities 15301(a)&(d): This exemption applies to the remodel and partial demolition of the existing 1,216-square foot structure.

Replacement or Reconstruction 15302: The proposed skate feature is a recreational feature proposed in a portion of an existing public park that has a history of various recreational uses. The size and capacity of the skate feature is comparable to the size and capacity of the prior recreational uses on the site and its hours of operation will be within the same hours of the Lions Children's Park in which the skate feature is proposed.

Normal Operations of Facilities for Public Gatherings 15323: The proposed skate feature is for public recreational use in an existing public park which has been in continuous operation for many decades. It has the same purpose to the historic and on-going uses of the park to provide recreational opportunities for the youth and families of Colfax. Current and prior uses of the park include sports field, water feature/splash park, playground and climbing structures, swimming pool, and basketball courts. The skate feature would not result in a change in hours of operation of the park.

In-Fill development 15332: (a)The purpose of the land use designation for the site includes residential parks and playgrounds and the zoning allows public parks by right, (b) the project site is less than five acres, (c) the project site is bare dirt and ruderal grasses with no suitable habitat and is in an urbanized area surrounded by developed property, (d) the project would have no significant traffic effects due to its central location within walking distance of the adjacent residential neighborhoods, would not create significant noise impacts as documented in the August 2, 2021 Noise Assessment prepared by Saxelby Acoustics, and would not significantly affect air or water quality (e) all utilities and public services necessary to construct and operate the skate feature are available.

Lead Agency: City of Colfax, 33 S. Main Street, Colfax, CA 95713

Department/Contact Person: Emmanuel Ursu **Phone:** (530) 346-2313

Planning Director

August 3, 2021
 Date

Pursuant to Section 711.4(d)(2) of the Fish and Game Code, statutory and categorical exemptions are exempt from Department of Fish and Wildlife filing fees.



Search Details



History: 2013-0009354 DECLARATION OF RES



Document Number: 2013-0009354

Book / Page:

Sequence #: 1

Document Type: DECLARATION OF RESTRICTIONS

Number of Pages: 6

AMES

Grantor:

Grantee:

CITY OF COLFAX

PN Numbers

APN 1:

October 21, 2021

To: Colfax Green Machine - Colfax Skatepark
Atten.: Ty Connors

From: Debra A Smith
Trustee, Smith Family Trust

Subject: Smith Family Trust Sponsorship/Donation to Colfax Skatepark

We, Debra A Smith, and son, Spencer A Smith, have pledged a total donation of \$30,000.00 to the completion of a new skatepark in Colfax.

A check for one half of that amount, \$15,000.00 has been presented to this project.

The remaining \$15,000.00 will be paid in early 2022, or when actual construction of The skatepark commences.

All questions should be directed to me via email at:



Sincerely,

Debra A Smith

Spencer A Smith

P.S. FUNDS CONTRIBUTED BY
SMITH FAMILY TRUST TO BE USED
SOLELY FOR COLFAX SKATEPARK.
FUNDS TO BE COMPLETELY REFUNDED
IF SKATEPARK NOT COMPLETED BY JANUARY,
2023.

1 RECORDING REQUESTED BY:
2 California Department of Parks and Recreation
Office of Grants and Local Services

01/30/2013, 2013-0009354

3 WHEN RECORDED MAIL TO:
4 Office of Grants and Local Services
5 PO Box 942896
6 Sacramento, CA 94296-0001
7 Attn: Lowell Landowski

Hand delivered and
recorded 1/30/13
by Karen Pierce

8 DEED RESTRICTION

9
10 I. WHEREAS, THE CITY OF COLFAX, A MUNICIPAL
11 CORPORATION (hereinafter referred to as "Owner(s)" is/are recorded
12 owner(s) of the real property described in Exhibit A, attached and incorporated herein by reference
13 (hereinafter referred to as the "Property"); and

14 II. WHEREAS, the California Department of Parks and Recreation (hereinafter referred to
15 as "DPR") is a public agency created and existing under the authority of section 5001 of the California
16 Public Resources Code (hereinafter referred to as the "PRC"). And

17 III. WHEREAS, Owner(s) (or Applicants) applied to DPR for grant funds available pursuant
18 to the 2002 Resources Bond Act, Per Capita Program for Make improvements to an existing ball park
19 in Colfax. on the Property; and

20 IV. WHEREAS, on July 1, 2011, DPR's Office of Grants and Local Services conditionally
21 approved Grant 02-31-025, (hereinafter referred to as "Grant") for Make improvements to an existing
22 ball park in Colfax. on the Property, subject to, among other conditions, recordation of this Deed
23 Restriction on the Property; and

24 V. WHEREAS, but for the imposition of the Deed Restriction condition of the Grant, the
25 Grant would not be consistent with the public purposes of the 2002 Resources Bond Act, Per Capita and
26 the funds that are the subject of the Grant could therefore not have been granted; and
27

1 **VI. WHEREAS, Owner(s) has/ve elected to comply with the Deed Restriction of the Grant,**
 2 so as to enable Owner(s), to receive the Grant funds and perform the work described in the Grant;

3 **NOW, THEREFORE, in consideration of the issuance of the Grant funds by DPR, the**
 4 **undersigned Owner(s) for himself/herself/themselves and for his/her/their heirs, assigns, and successors-**
 5 **in-interest, hereby irrevocably covenant(s) with DPR that the condition of the grant (set forth at**
 6 **paragraph(s) 1 through 5 and in Exhibit B hereto) shall at all times on and after the date on which this**
 7 **Deed Restriction is recorded constitute for all purposes covenants, conditions and restrictions on the use**
 8 **and enjoyment of the Property that are hereby attached to the deed to the Property as fully effective**
 9 **components thereof.**

10 **1. DURATION.** (a) This Deed Restriction shall remain in full force and effect and shall
 11 bind Owner(s) and all his/her/their assigns or successors-in-interest for the period running from July 1,
 12 2011 through June 30, 2031.

13 **2. TAXES AND ASSESSMENTS.** It is intended that this Deed Restriction is irrevocable
 14 and shall constitute an enforceable restriction within the meaning of a) Article XIII, section 8, of the
 15 California Constitution; and b) section 402.1 of the California Revenue and Taxation Code or successor
 16 statute. Furthermore, this Deed Restriction shall be deemed to constitute a servitude upon and burden to
 17 the Property within the meaning of section 3712(d) of the California Revenue and Taxation Code, or
 18 successor statute, which survives a sale of tax-deeded property.

19 **3. RIGHT OF ENTRY.** DPR or its agent or employees may enter onto the Property at times
 20 reasonably acceptable to Owner(s) to ascertain whether the use restrictions set forth above are being
 21 observed.
 22

23 **4. REMEDIES.** Any act, conveyance, contract, or authorization by Owner(s) whether
 24 written or oral which uses or would cease to be used or would permit use of the Property contrary to the
 25 terms of this Deed Restriction will be deemed a violation and a breach hereof. DPR may pursue any and
 26 all available legal and/or equitable remedies to enforce the terms and conditions of this Deed Restriction.
 27

1 In the event of a breach, any forbearance on the part of DPR to enforce the terms and provisions hereof
2 shall not be deemed a waiver of enforcement rights regarding any subsequent breach.

3 5. **SEVERABILITY.** If any provision of these restrictions is held to be invalid, or for any
4 reason becomes unenforceable, no other provision shall be affected or impaired.

5
6 Dated: January 29, 20 13

7
8 Business Name (if property is owned by a business): _____

9
10 Signed: Bruce Kranz

Signed: _____

11 **Bruce Kranz, City Manager**
12 PRINT/TYPE NAME & CAPACITY OF ABOVE
(GRANTEE'S AUTHORIZED REPRESENTATIVE)

PRINT/TYPE NAME & CAPACITY OF ABOVE
(ADDITIONAL SIGNATURE AS REQUIRED)

13
14
15
16
17
18
19 ****NOTARY ACKNOWLEDGMENT ON THE NEXT PAGE****
20
21
22
23
24
25
26
27

1 State of California

2 County of Placer

3 On 1/29/13 before me Karen M. Pierce, a Notary Public,
4 personally appeared Bruce Krane, who proved to me on the basis of
5 satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and
6 acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that
7 by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the
8 person(s) acted, executed the instrument.

9 I certify under PENALTY OF PERJURY under the laws of the State of California that the
10 foregoing paragraph is true and correct.

11 WITNESS my hand and official seal.

12 Signature Karen M. Pierce



13
14
15 State of California

16 County of _____

17 On _____ before me, _____, a Notary Public,
18 personally appeared _____, who proved to me on the basis of
19 satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and
20 acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that
21 by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the
22 person(s) acted, executed the instrument.

23 I certify under PENALTY OF PERJURY under the laws of the State of California that the
24 foregoing paragraph is true and correct.

25 WITNESS my hand and official seal.

26 Signature _____

(Seal)

**EXHIBIT A
LEGAL DESCRIPTION**

PLACER COUNTY, CALIFORNIA ASSESSOR'S PARCEL 006-030-059-000:

All that certain real property situate in the Southeast quarter of Section 34, Township 15 North, Range 9 East, M.D.B. & M., in the City of Colfax, County of Placer, State of California, described as follows:

Parcel One:

All that portion of that certain parcel described in deed to Jensen, recorded April 24, 1980, in book 2250 of Official Records at page 573, in the office of the Placer County Recorder, more particularly described as follows:

Beginning at the Southwest corner of said Jensen parcel, also being the Northeast corner of the Western Addition to the City of Colfax as shown on the Official Plat thereof filed in Book C of Maps at page 47, in the office of the Placer County Recorder, and said point being marked in the ground by a 1 ½" pipe tagged RCE 11572; thence from said Point of Beginning along the South line of said Jensen property South 78° 33' 24" East 142.15 feet to a ½" pipe with an eyebolt alongside; thence continuing along said South line of said Jensen parcel South 76° 47' 08" East 153.29 feet to a ¼" iron bar with copper sleeve stamped LS 3062; thence leaving said South Line of said Jensen parcel North 09° 10' East 57.80 feet to a nail and survey tag stamped LS 4585; thence North 76° 47' 08" West 30.01 feet to a 1" capped iron pipe stamped LS 4585; thence North 88° 37' 32" West 90.83 feet to a 1" capped iron pipe stamped LS 4585; thence North 83° 59' 54" West 65.44 feet to a 1" capped iron pipe stamped LS 4584; thence North 38° 35' 20" West 129.33 feet to a P.G. & E. power pole; thence North 83° 28' 29" West 24.92 feet to a point on the West line of said Jensen parcel, from which point the Point of Beginning bears South 03° 36' 45" West 113.85 feet; thence along said West line of said Jensen parcel South 03° 36' 45" West 113.85 feet to the Point of Beginning, and containing 0.41 acres more or less.

Reserving therefrom and easement for road and utility purposes over the East 40.00 feet of Parcel One described above.

Parcel Two:

Commencing at the Southwest corner of the aforementioned Jensen parcel, also being the Northeast corner of the said Western Addition to the City of Colfax, and being marked in it the ground by a 1 ½" pipe tagged RCE 11572; thence from said Point of Commencement along the West line of said Jensen parcel and its Northerly extension thereof North 03° 36' 45" East 251.42 feet to a ¼" iron bar with a copper sleeve stamped LS 3062 on the North line of said Jensen parcel; thence along said North line of said Jensen parcel due West 334.25 feet to the True Point of Beginning of herein described parcel; thence from said True Point of Beginning continuing along said North line of said Jensen parcel due West 268.45 feet to the Northwest corner thereof, being a point on the North - South centerline of said Section 34; thence along said North - South center line of said Section 34 South 01° 52' 44" West 22.57 feet, more or

less, to the Northwest corner of that certain parcel described in deed to the City of Colfax, recorded in book 544 of, Official Records at page 417, in the office of the Placer County Recorder, thence along the North line of said City of Colfax parcel South 87° 15' 24" East 267.26 feet to a point which bears South 03° 36' 45" West from the Point of Beginning; thence North 03° 36' 45" East 35.42 feet to the Point of Beginning, and containing 0.18 acres, more or less area.

PLACER COUNTY, CALIFORNIA ASSESSOR'S PARCELS 006-030-017-000, 006-051-001-000, 006-052-002-000 AND 006-052-ROW-000:

All those certain lots, pieces or parcels of land situate in the City of Colfax, County of Placer, State of California, and bounded and described as follows, to-wit:

Lots 3, 4, 7, 8, 9, 10, 11, 12, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 46, 47, 48, 49, 50, 51, 52, and 53 of Western Addition to City of Colfax, as per map filed in the office of the County Recorder of Placer County, California, together with the tenements, hereditaments, and appurtenances thereto belonging or appertaining, and the reversion and reversions, remainder and remainders, rents, issues, and profits thereof.

PLACER COUNTY, CALIFORNIA ASSESSOR'S PARCEL 006-051-ROW-000:

That certain real property, situate in the City of Colfax, County of Placer, State of California, described as follows:

Lot 45, as said lot 45 is delineated and so designated upon the map of the Jeannie K. Lobner Western Addition to the City of Colfax filed for record in the office of the County Recorder of said County of Placer.

**City of Colfax Per Capita Application for the Colfax Skatepark
Location Photos**

Local Context: Project Location Circled (Source: Google Earth)



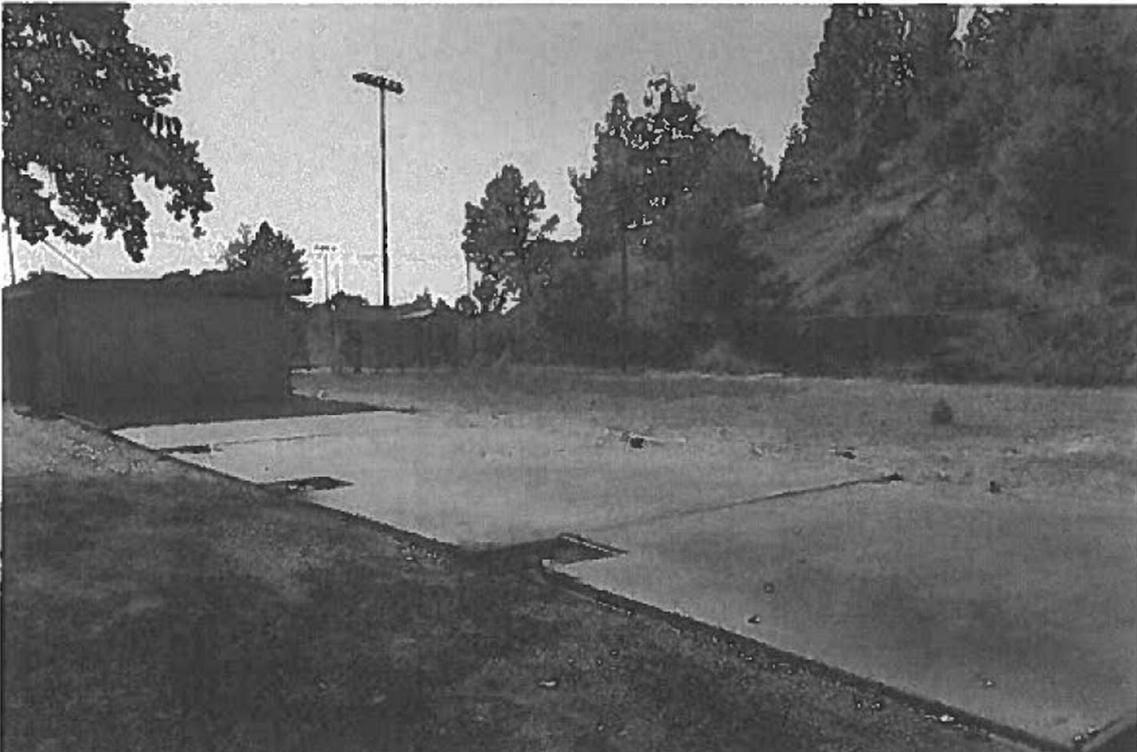
**City of Colfax Per Capita Application for the Colfax Skatepark
Location Photos**

Site Photos, Taken September 21, 2021



**City of Colfax Per Capita Application for the Colfax Skatepark
Location Photos**

Site Photos, Taken September 21, 2021



City of Colfax City Council

Resolution No 01-2017

AUTHORIZING A DONATION OF \$5,000 TO THE SKATEPARK FUND TO DEMONSTRATE CITY OF COLFAX SUPPORT TO BUILD A SKATEPARK ADJACENT TO THE COLFAX SPLASH PARK

WHEREAS, the youth of Colfax would benefit from a Park designed for Skateboarding;
and,

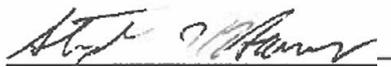
WHEREAS, the City of Colfax owns property adjacent to the Colfax Splash Park that
is not currently being used for Recreational Purposes; and

WHEREAS, Citizens and Law Enforcement of the City of Colfax have expressed
support of a Skatepark and plan to raise funds to construct such a facility,

NOW THEREFORE, BE IT RESOLVED the City Council of the City of Colfax
authorizes a donation of \$5,000 to the Skatepark fund to demonstrate City of Colfax
support to build a Skatepark adjacent to the Colfax Splash Park.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at the
Regular Meeting of the City Council of the City of Colfax held on the 11th day of January,
2017 by the following vote of the Council:

AYES: Douglass, Harvey, Hesch
NOES: Stockwin
ABSENT: None
ABSTAIN: None


Stephen Harvey, Mayor

ATTEST:


Lorraine Cassidy, City Clerk

City of Colfax City Council

Resolution № 20-2021

**APPROVING THE PRELIMINARY PLANS FOR THE COLFAX SKATE PARK AND SKATE PARK
LOCATION ADJACENT TO THE SPLASH PAD.**

WHEREAS, City Council approved Resolution 47 – 2015 which authorized a fundraising effort for the Skate park to be located adjacent to the Splash Pad in the Colfax City park; and,

WHEREAS, on October 23, 2019, the City Council adopted Resolution 51 - 2019 which formally approved locating the Skate Park adjacent to the Splash pad; and,

WHEREAS, on June 10, 2020, the City Council approved a design concept with a stipulation that staff would bring engineered plans back to the City Council for approval of the plans and proposed location; and,

WHEREAS, the Colfax Green Machine engaged consultants to prepare the preliminary design, wherein the preliminary plans are attached hereto; and,

WHEREAS, the very preliminary cost estimate for the project is in the range of \$535,000 - \$660,000; and,

WHEREAS, proposed funding for the project consists of a Proposition 68 grant in the amount of \$175,000, a grant through Placer County in the amount of \$75,000 - \$100,000, Green Machine \$33,000 in cash and donations of materials from local contractors.

NOW THEREFORE, BE IT RESOLVED the City Council of the City of Colfax, that the City Council approves the Preliminary Plans for the Colfax Skate Park and Skate Park location adjacent to the Splash Pad.

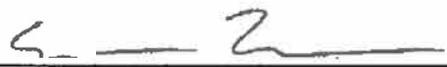
THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at the regular Meeting of the City Council of the City of Colfax held on the 24th day of March 2021 by the following vote of the Council:

AYES: Mendoza, Ackerman, Burruss, Fatula, Lomen

NOES:

ABSTAIN:

ABSENT:



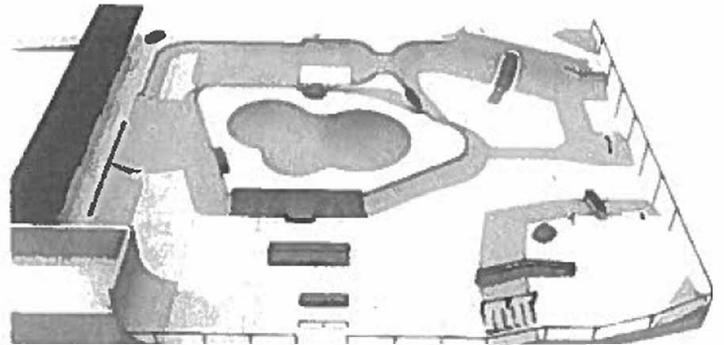
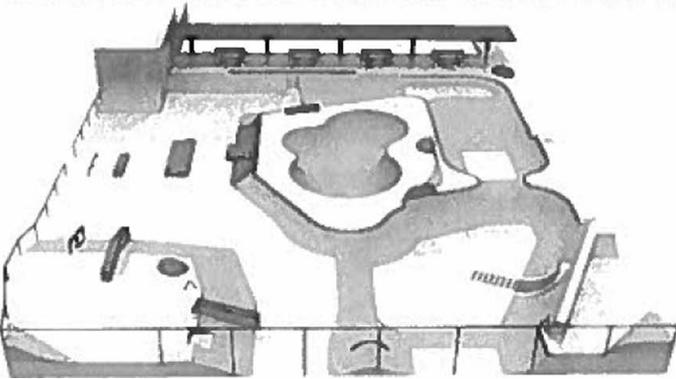
Sean Lomen, Mayor

ATTEST:



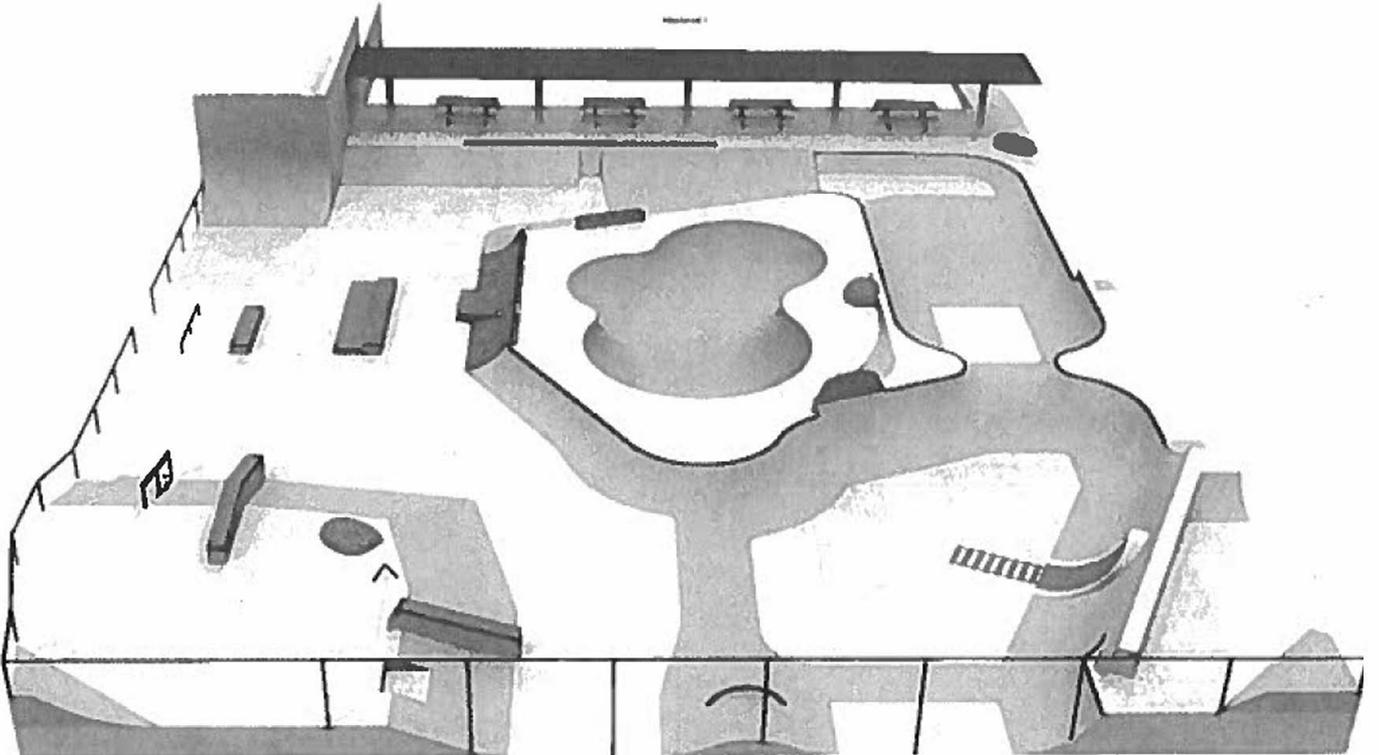
Amy Lind, Interim City Clerk

Attachment 1

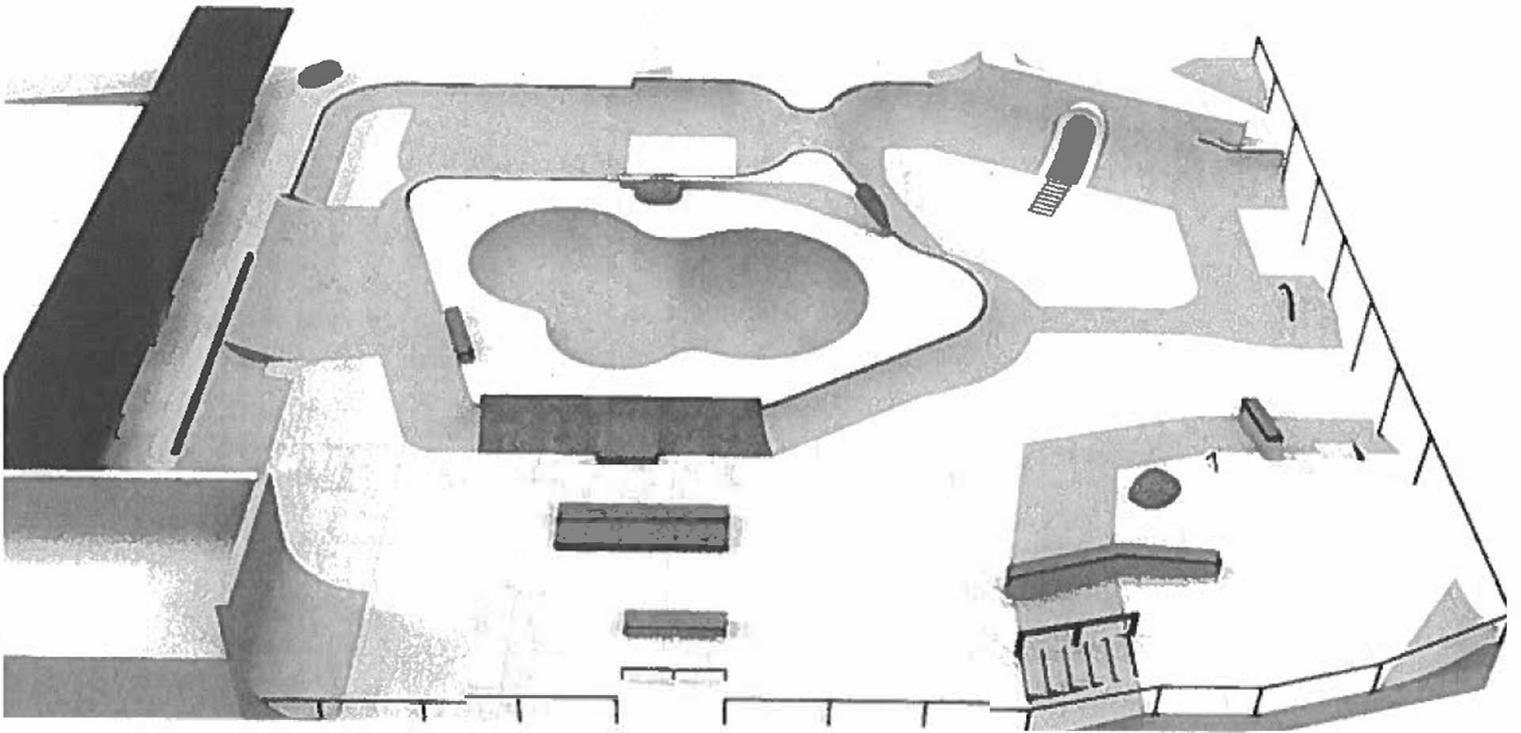


**Colfax Skatepark Concept
Colfax, CA**

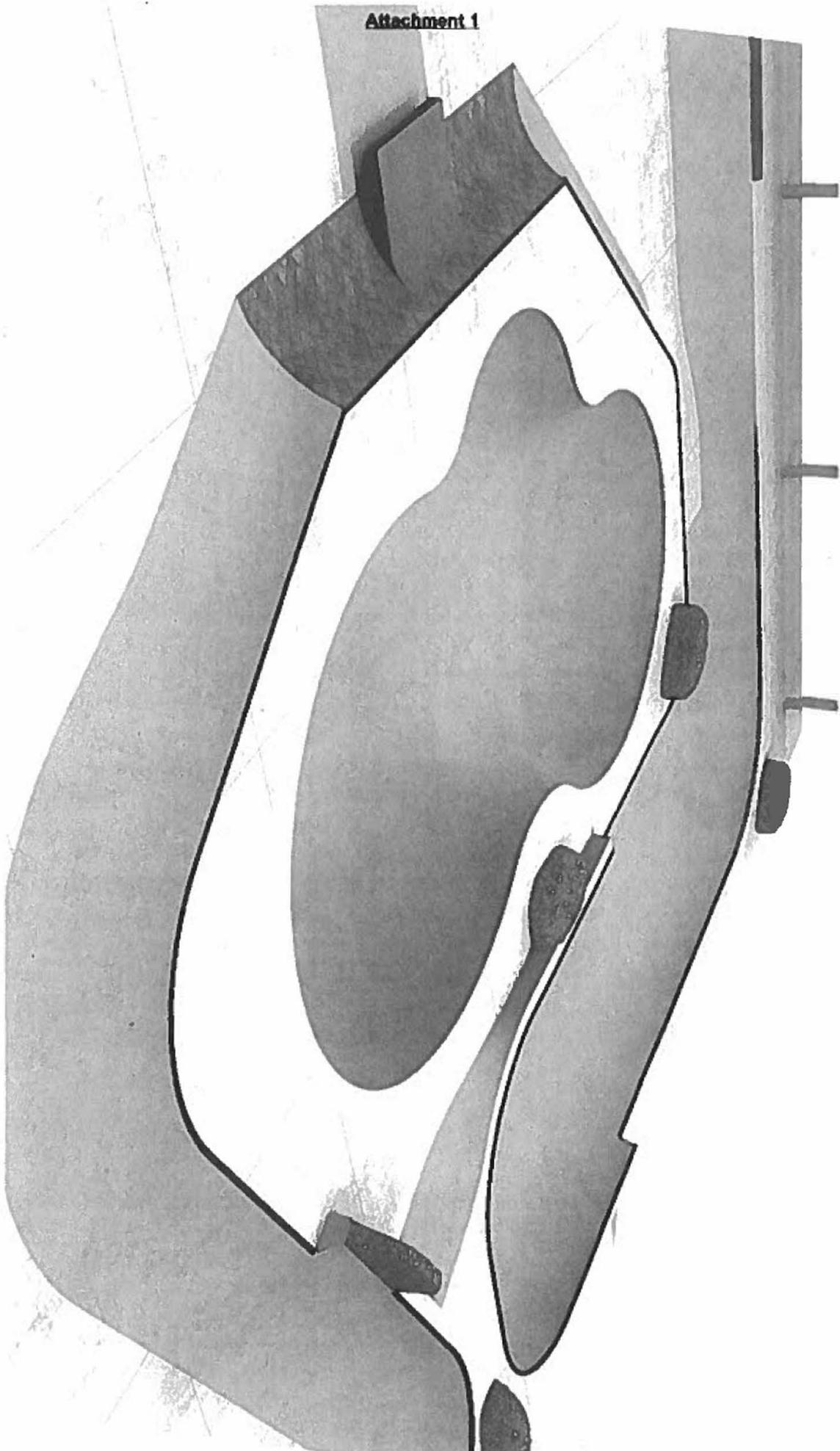
2024.01.15



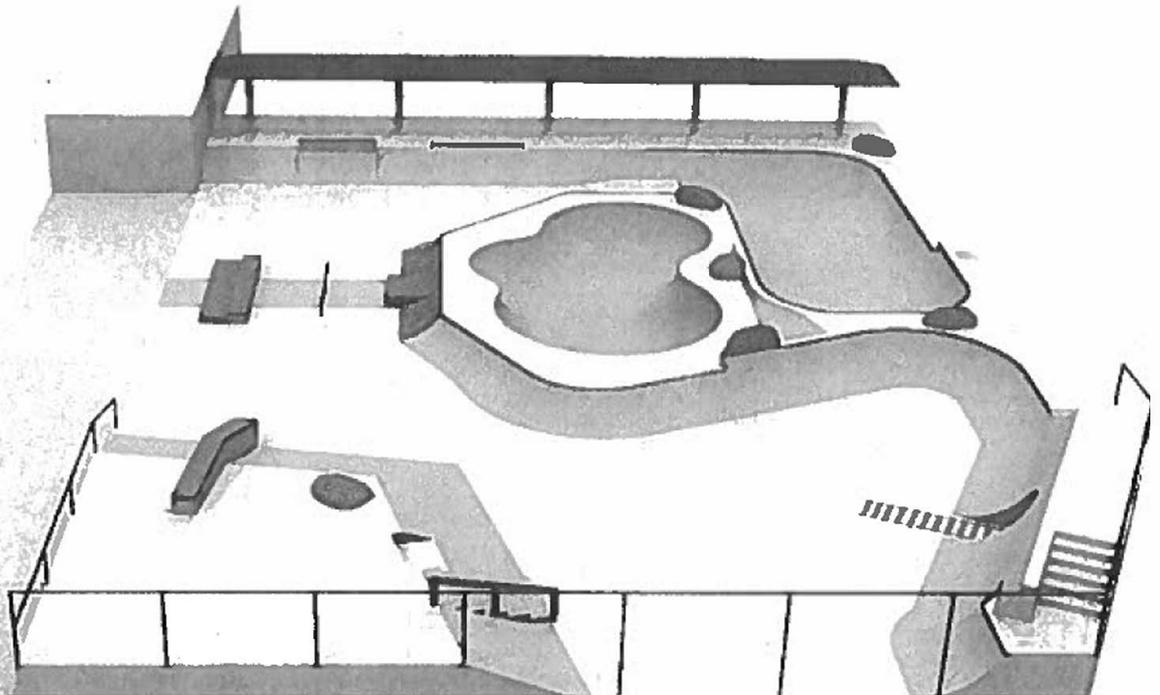
Attachment 1



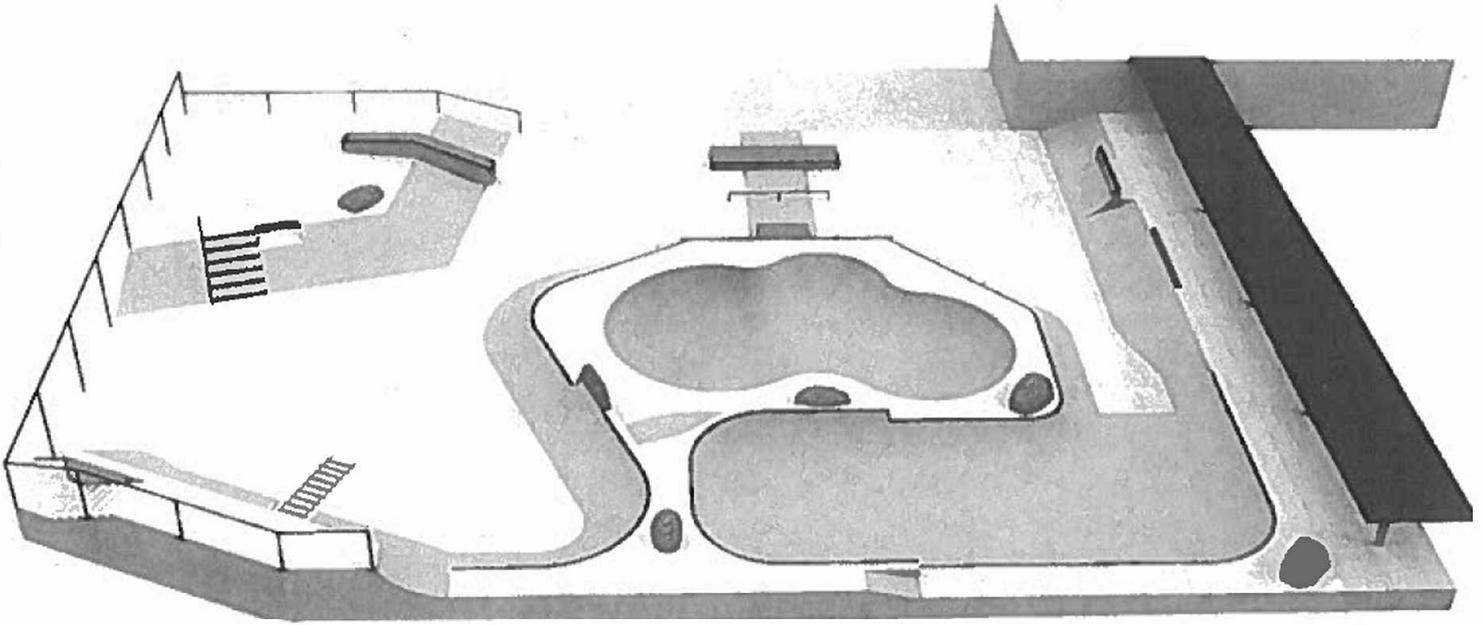
Attachment 1



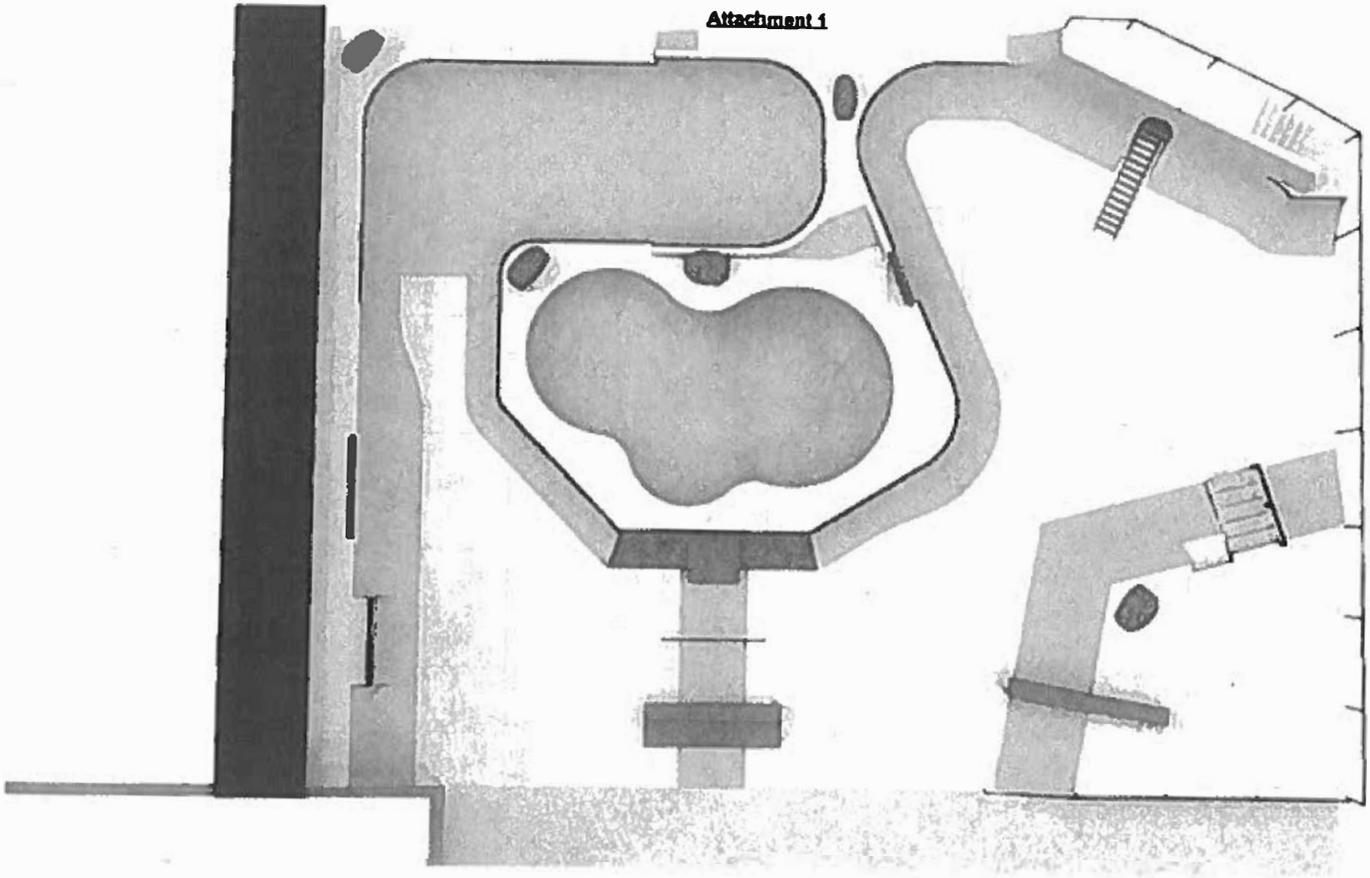
Attachment 1



Attachment 1



Attachment 1



City of Colfax City Council

Resolution № 47-2015

AUTHORIZING A FUNDRAISING DRIVE FOR A PORTABLE SKATE PARK TO BE LOCATED ADJACENT TO THE COLFAX SPLASH PARK

WHEREAS, the youth of Colfax would benefit from a Park Designed for Skateboarding;
and,

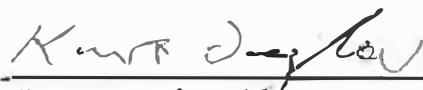
WHEREAS, the City of Colfax owns property adjacent to the Colfax Splash Park that
is not currently being used for Recreational Purposes; and

WHEREAS, Citizens and Law Enforcement of the City of Colfax have expressed
support of a Skate Park and plan to raise funds to construct such a facility,

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Colfax that
Citizens and Law Enforcement of the City of Colfax are Authorized to Raise Funds for
Construction of a Skate Park adjacent to the Colfax Splash Park.

PASSED AND ADOPTED at the Regular Meeting of the City Council of the City of
Colfax held on the 9th day of December, 2015 by the following vote of the Council:

AYES:	Douglass, Hesch, Parnham
NOES:	Stockwin
ABSENT:	Harvey
ABSTAIN:	None



Kim A. Douglass, Mayor

ATTEST:



Lorraine Cassidy, City Clerk



CITY OF COLFAX SKATEPARK

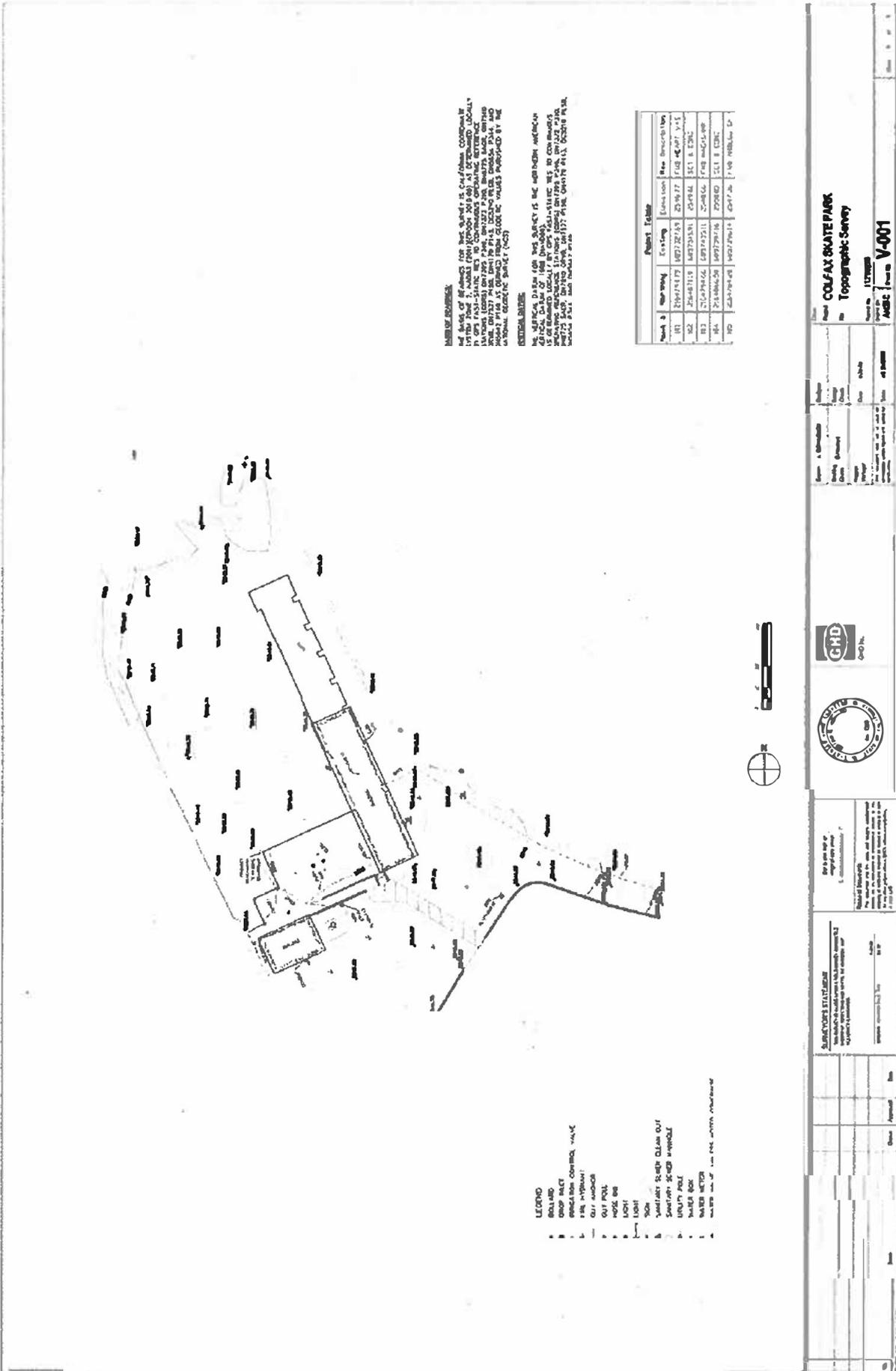
LIONS CHILDREN PARK
 PARKHILL DRIVE
 COLFAX CALIFORNIA 95713

	<p>PROJECT SUMMARY</p> <p>MapSheet 11 - See sheet 10 for details of the project area.</p> <p>DATE: 10/20/2020</p> <p>DESIGNED BY</p> <p>_____</p> <p>SECURITY MAP</p>
	<p>SHEET INDEX</p> <p>Sheet 10 - City of Colfax Sheet 11 - City of Colfax Sheet 12 - City of Colfax Sheet 13 - City of Colfax Sheet 14 - City of Colfax Sheet 15 - City of Colfax Sheet 16 - City of Colfax Sheet 17 - City of Colfax Sheet 18 - City of Colfax Sheet 19 - City of Colfax Sheet 20 - City of Colfax</p>

PRODUCED BY: VALLEY DESIGN INTERIORS

	<p>valley design P.O. BOX 4377 COLFAX, CA 95713 (916) 778-1444</p>
	<p>NO. 111</p>
<p>COLFAX SKATEPARK PARKHILL DRIVE COLFAX, CA</p>	<p>10-20-2020 TEAM</p>

DESIGN: JACOBUS DESIGN/VALLEY DESIGN



NUMBER OF POINTS:
 The total number of points for this project is 10,000. The points are distributed as follows:
 1. 10,000 points for the entire project area.
 2. 10,000 points for the entire project area.
 3. 10,000 points for the entire project area.

EXTERNAL NOTES:
 The project is located in the northern section of the city of Colfax, North Carolina. The project area is bounded by the city limits to the north and east, and the Colfax River to the south and west. The project area is approximately 100 feet wide and 200 feet long.

Point #	Northing	Easting	Remarks
101	10000.00	10000.00	Corner of lot 1
102	10000.00	10000.00	Corner of lot 2
103	10000.00	10000.00	Corner of lot 3
104	10000.00	10000.00	Corner of lot 4
105	10000.00	10000.00	Corner of lot 5

- LEGEND**
- 1. BOLLARD
 - 2. CONCRETE CURB
 - 3. CONCRETE CURB WITH CURB
 - 4. CONCRETE CURB WITH CURB AND SIDEWALK
 - 5. CONCRETE CURB WITH CURB AND SIDEWALK AND BIKEWAY
 - 6. CONCRETE CURB WITH CURB AND SIDEWALK AND BIKEWAY AND BIKEWAY
 - 7. CONCRETE CURB WITH CURB AND SIDEWALK AND BIKEWAY AND BIKEWAY AND BIKEWAY
 - 8. CONCRETE CURB WITH CURB AND SIDEWALK AND BIKEWAY AND BIKEWAY AND BIKEWAY AND BIKEWAY
 - 9. CONCRETE CURB WITH CURB AND SIDEWALK AND BIKEWAY AND BIKEWAY AND BIKEWAY AND BIKEWAY AND BIKEWAY
 - 10. CONCRETE CURB WITH CURB AND SIDEWALK AND BIKEWAY AND BIKEWAY AND BIKEWAY AND BIKEWAY AND BIKEWAY AND BIKEWAY

COLFAX SKATE PARK
 Topographic Survey
 Project No. 1177000
 Date: 11/17/2011
 ASCE Fund No. V-001



STATEMENT OF WORK
 The project is located in the northern section of the city of Colfax, North Carolina. The project area is bounded by the city limits to the north and east, and the Colfax River to the south and west. The project area is approximately 100 feet wide and 200 feet long.

DATE OF SURVEY
 11/17/2011

PROJECT NO.
 1177000

DATE OF SURVEY
 11/17/2011

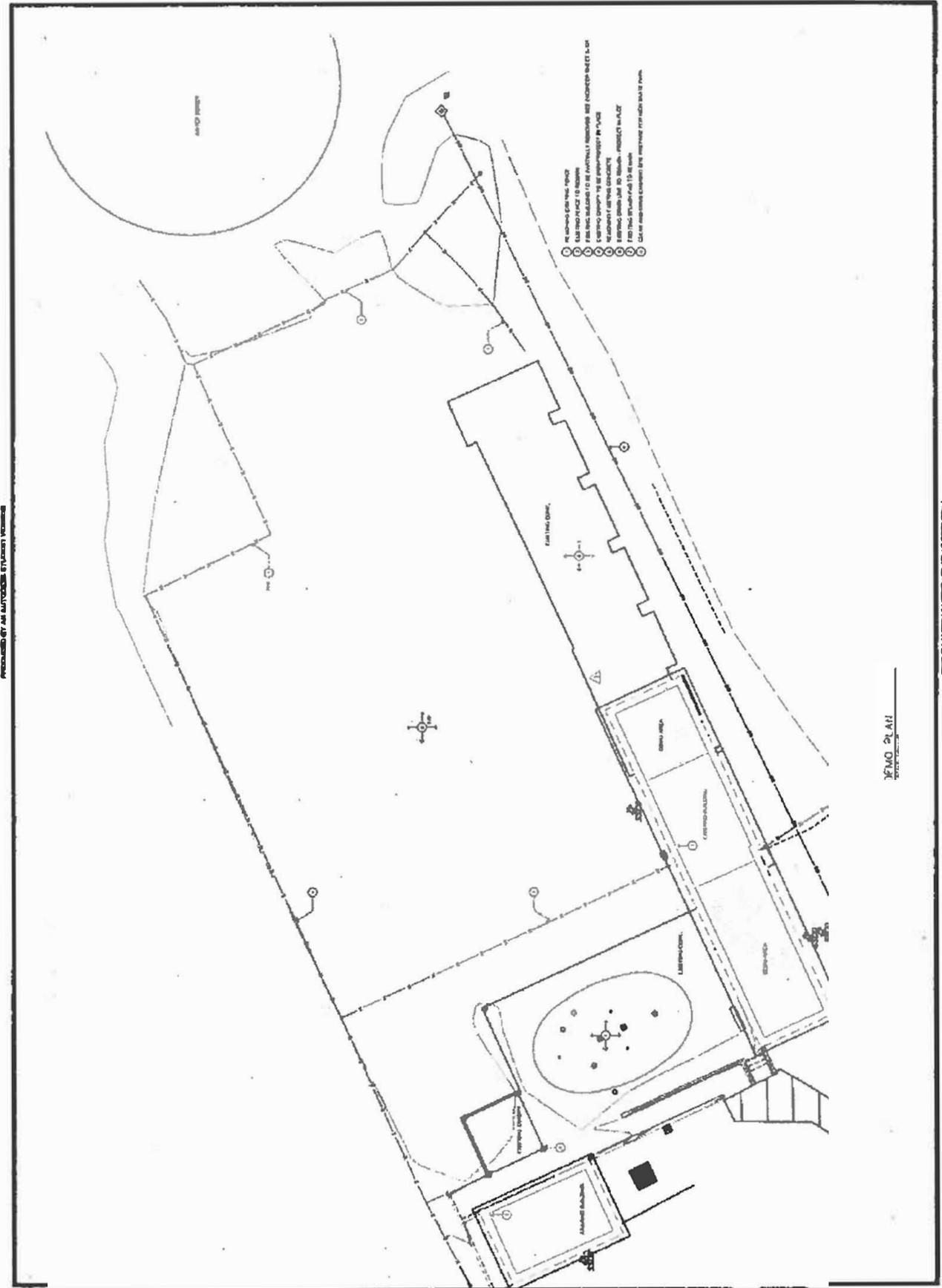
COLFAX SKATEPARK
 PARKHILL DRIVE
 COLFAX, CA

DEMO PLAN

valley design
 P.O. BOX 1201 COLFAX, CA 93223
 (509) 318-2828

SK-1
 TEAM
 DATE: 11-08-2020
 SCALE: 1/8" = 1'-0"

03.12.2021



DEMO PLAN

PRODUCED BY AN AUTOCAD STUDENT VERSION

DATE 03.12.2021	valley design © BOX 43, CHINA, CA 91723 (661) 795-5850	 GRADING PLAN <small>SHEET 04</small>	COLFAK SKATEPARK PARKHILL DRIVE COLFAK, CA SCALE: 1/8" = 1'-0" DRAWN BY: 11-06-2020 CHECKED BY: TEAM PROJECT NO: SK-2
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GRADING NOTES:

1. All elevations are in feet and inches. All elevations are rounded to the nearest 1/4" (0.25').

2. All elevations are based on the datum of Mean Sea Level (MSL).

3. All elevations are based on the datum of Mean Sea Level (MSL).

4. All elevations are based on the datum of Mean Sea Level (MSL).

5. All elevations are based on the datum of Mean Sea Level (MSL).

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9. All elevations are based on the datum of Mean Sea Level (MSL).

10. All elevations are based on the datum of Mean Sea Level (MSL).

ABBREVIATIONS:

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LINE TYPE LEGEND:

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9. All elevations are based on the datum of Mean Sea Level (MSL).

10. All elevations are based on the datum of Mean Sea Level (MSL).

SYMBOLS:

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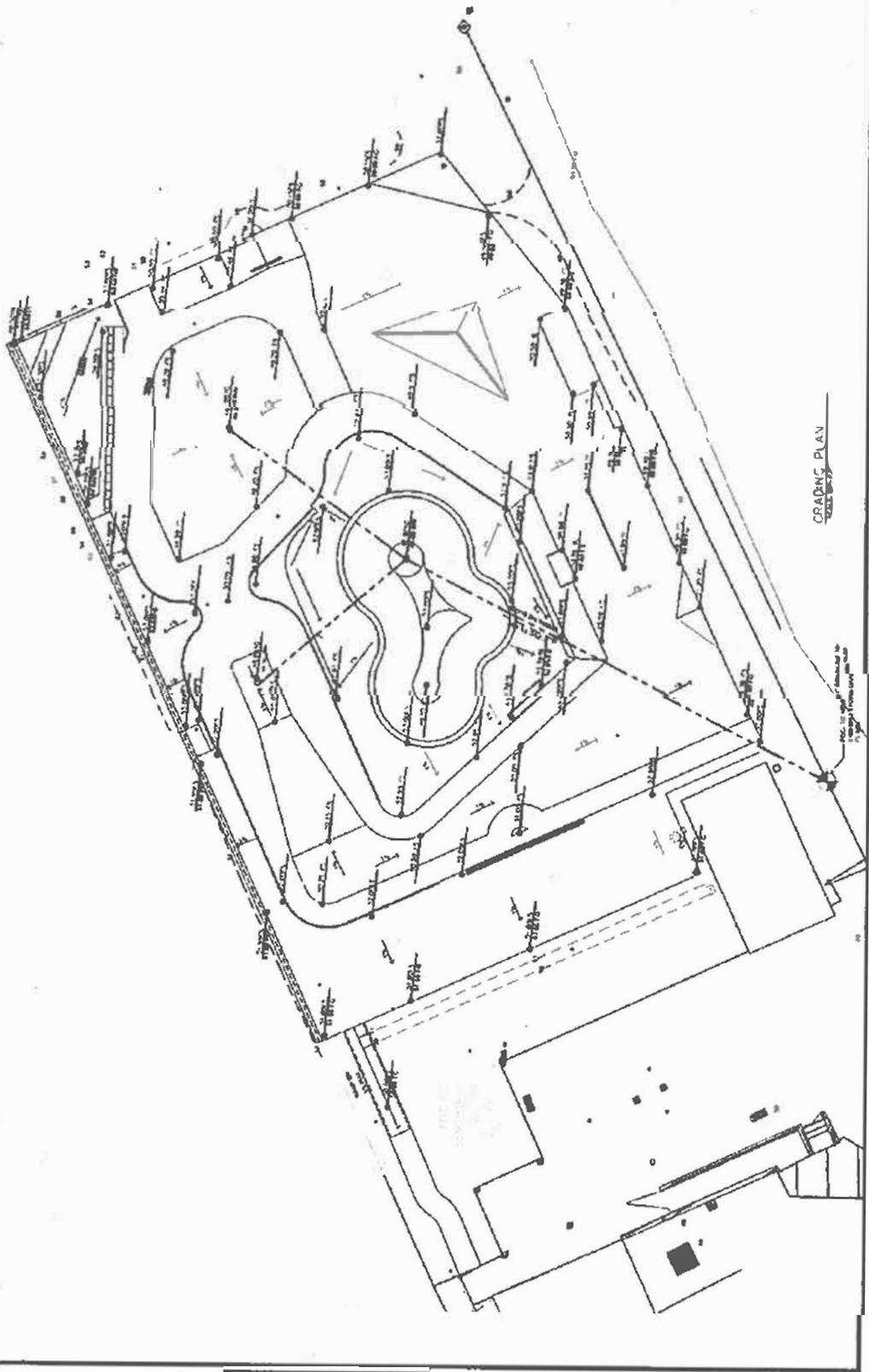
6. All elevations are based on the datum of Mean Sea Level (MSL).

7. All elevations are based on the datum of Mean Sea Level (MSL).

8. All elevations are based on the datum of Mean Sea Level (MSL).

9. All elevations are based on the datum of Mean Sea Level (MSL).

10. All elevations are based on the datum of Mean Sea Level (MSL).



PRODUCED BY AN AUTOCAD STUDENT VERSION

PRODUCED BY AN AUTOCAD STUDENT VERSION

DESIGNED BY AN ARCHITECT & LANDSCAPE ARCHITECT



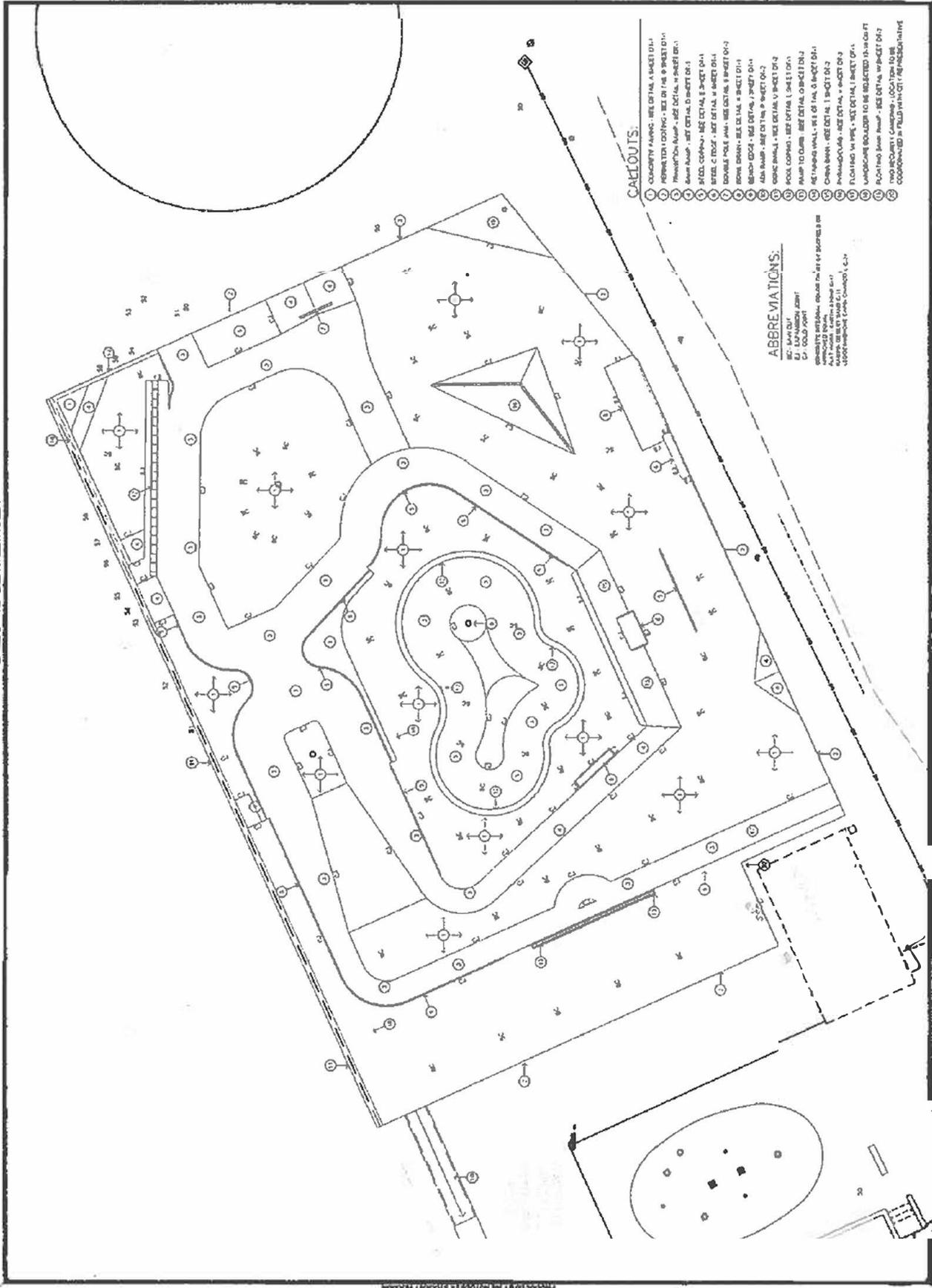
P.O. BOX 4378 COLFAX CA 95723
(916) 438-5458
valley design

CALL OUT PLAN

COLFAX SKATEPARK
PARKHILL DRIVE
COLFAX, CA

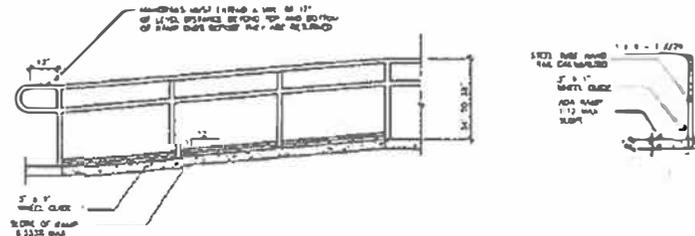
Scale: 1/8" = 1'-0"
11-06-2020
TEAM

SK-3

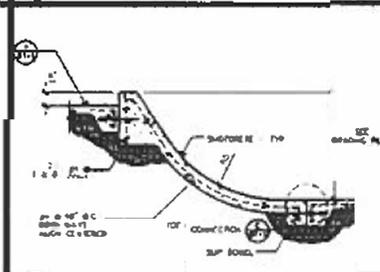


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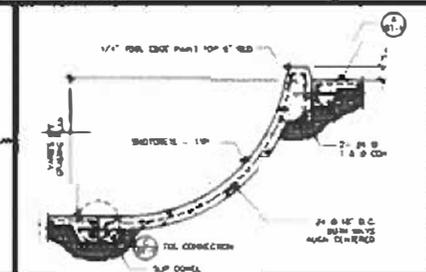
	<p>valley design 0 Box 5230 Covina, CA 91724 (709) 318-1888</p>	<p>DETAILS DATE: 11-05-2020</p>	<p>COLFAX SKATEPARK PARKHILL DRIVE COLFAX, CA</p> <p>AS NOTED 11-05-2020</p> <p>TEAM PROJECT NO. SK-01</p>
<p>A 4" CONCRETE PAVING NO SCALE</p> <p>1" CONC. ABOVE 3" BASE 1/2" EXP. JOINT 1" CONC. ABOVE 3" BASE 1/2" EXP. JOINT</p>	<p>B PERIMETER FOOTING NO SCALE</p> <p>4" CONC. FOOTING TO COVER ALL 4 SIDES OF WALL 12" HIGH WALL 4" CONC. FOOTING TO COVER ALL 4 SIDES OF WALL</p>	<p>C TOE CONNECTION NO SCALE</p> <p>12" HIGH WALL 4" CONC. FOOTING TO COVER ALL 4 SIDES OF WALL</p>	<p>D BANK RAMP NO SCALE</p> <p>12" HIGH WALL 4" CONC. FOOTING TO COVER ALL 4 SIDES OF WALL</p>
<p>E STEEL COPING NO SCALE</p> <p>1/2" THICK STEEL COPING 1/2" CONC. ABOVE 3" BASE 1/2" EXP. JOINT</p>	<p>F FLAT BAR NO SCALE</p> <p>FLAT BAR ON TOP OF WALL 1/2" CONC. ABOVE 3" BASE 1/2" EXP. JOINT</p>	<p>G RETAINING WALL NO SCALE</p> <p>12" HIGH WALL 4" CONC. FOOTING TO COVER ALL 4 SIDES OF WALL</p>	<p>H TRANSITION RAMP NO SCALE</p> <p>12" HIGH WALL 4" CONC. FOOTING TO COVER ALL 4 SIDES OF WALL</p>
<p>I FLOATING 1/4 PIPE NO SCALE</p> <p>1/4" PIPE ON TOP OF WALL 1/2" CONC. ABOVE 3" BASE 1/2" EXP. JOINT</p>	<p>J BENCH EDGE NO SCALE</p> <p>12" HIGH WALL 4" CONC. FOOTING TO COVER ALL 4 SIDES OF WALL</p>	<p>K BOWL DRAIN NO SCALE</p> <p>BOWL DRAIN ON TOP OF WALL 1/2" CONC. ABOVE 3" BASE 1/2" EXP. JOINT</p>	<p>L POOL COPING NO SCALE</p> <p>POOL COPING ON TOP OF WALL 1/2" CONC. ABOVE 3" BASE 1/2" EXP. JOINT</p>
<p>M STEEL C-EDGE NO SCALE</p> <p>STEEL C-CHANNEL ON TOP OF WALL 1/2" CONC. ABOVE 3" BASE 1/2" EXP. JOINT</p>	<p>N TYPICAL TIE DETAILS NO SCALE</p> <p>TYPICAL TIE DETAILS 1/2" CONC. ABOVE 3" BASE 1/2" EXP. JOINT</p>	<p>O TYP. REINFORCING DET. NO SCALE</p> <p>TYPICAL REINFORCING DETAILS 1/2" CONC. ABOVE 3" BASE 1/2" EXP. JOINT</p>	<p>P BANK RAMP NO SCALE</p> <p>12" HIGH WALL 4" CONC. FOOTING TO COVER ALL 4 SIDES OF WALL</p>



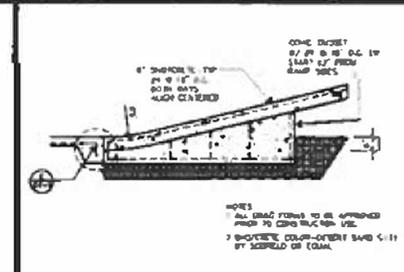
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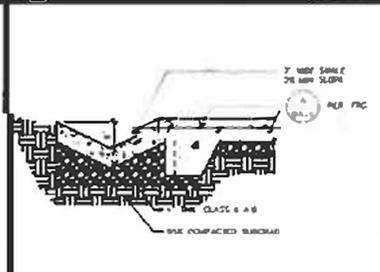
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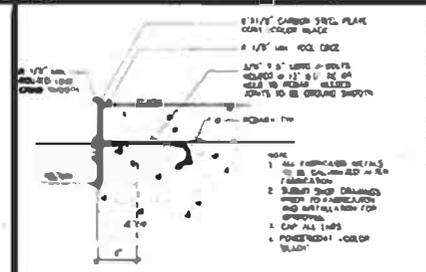
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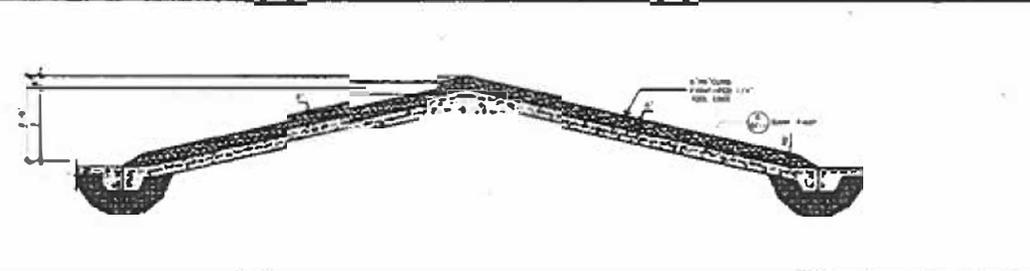
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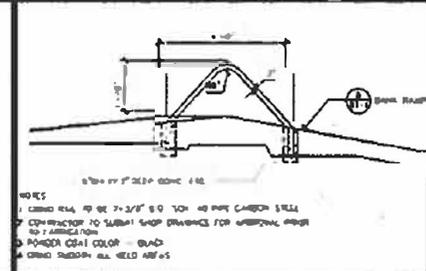
U CONCRETE SWALE NO SCALE



R STEEL EDGE FLUSH NO SCALE



V PYRAMID CURB NO SCALE



S POLE JAM NO SCALE

valley design
P.O. BOX 4371 CORVALLIS, OR 97331
503.338.3568

DETAILS

CLIENT
COJAX SKATEPARK
PARKHILL DRIVE
COJAX, CA

DATE
AS NOTED

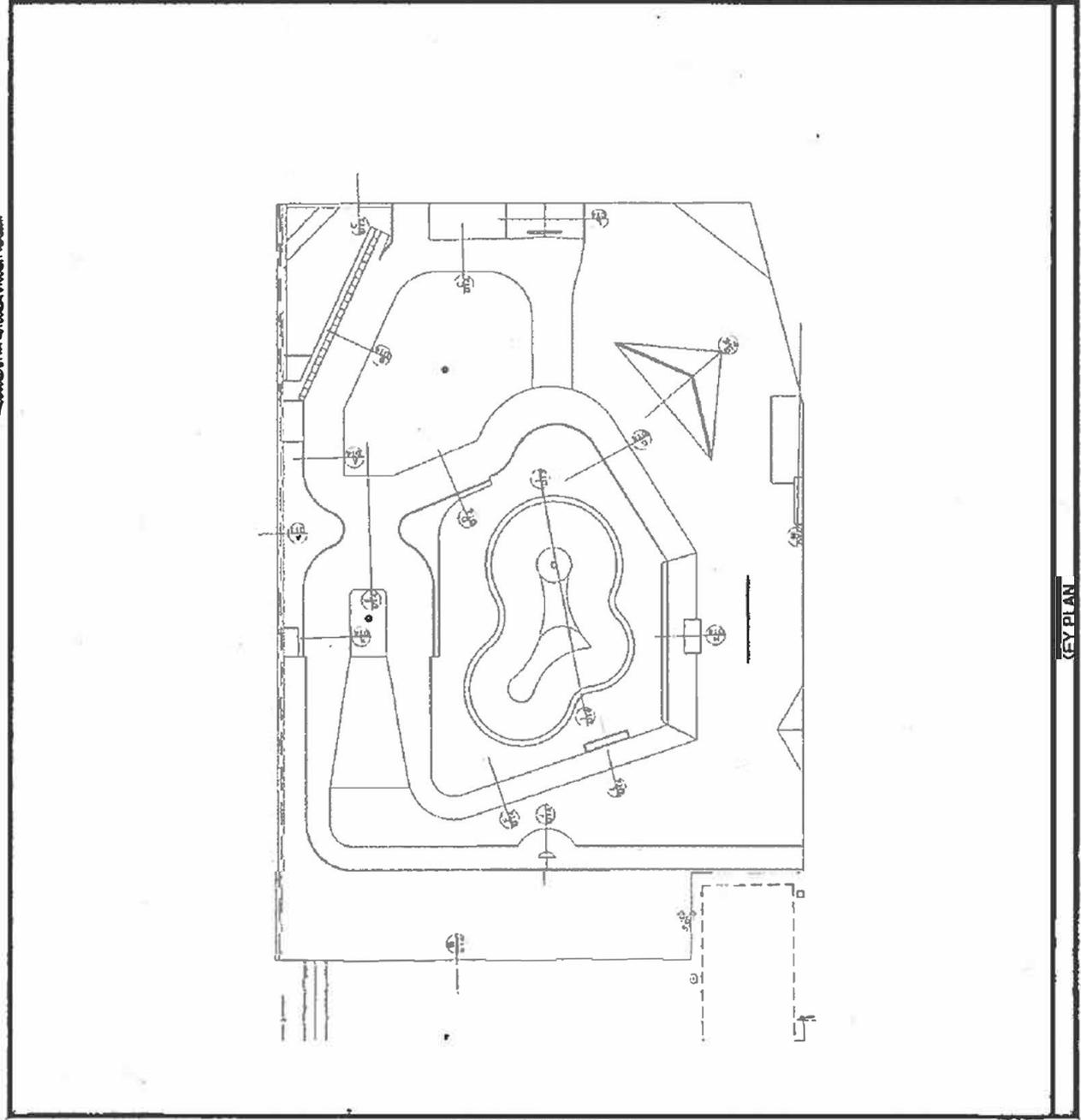
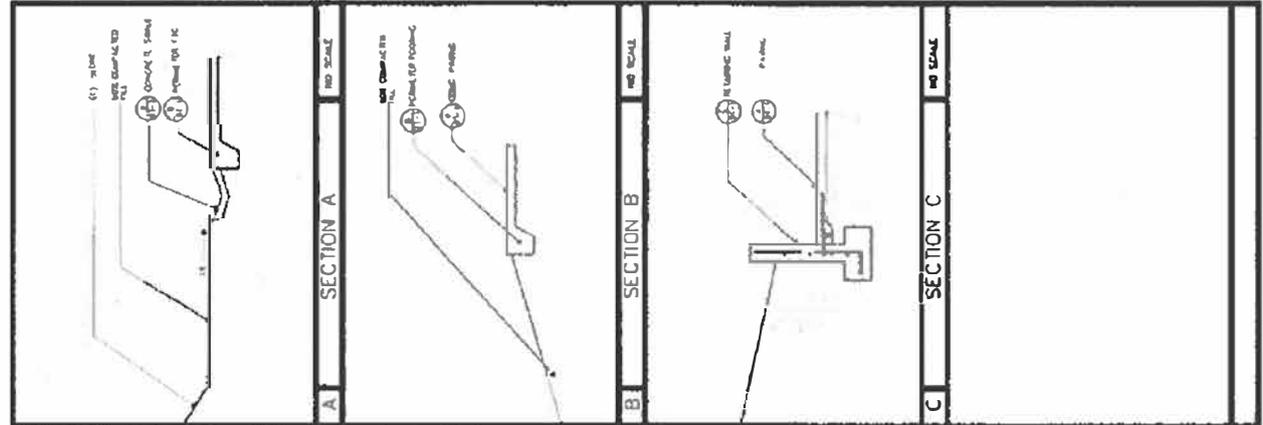
DATE
11-08-2023

PROJECT NO.
TEAM

DRAWN BY
SK-01-2

PRODUCED BY AN AUTODESK STUDENT VERSION

	PERIMETER SECTIONS COL FAX SKAT PARK PARKHILL DRIVE COL FAX, CA	NO. SCALE 14-05-2000 TEAM 15251	DT-3	P.O. BOX 4371 COL FAX, CA 91723 (909) 210-5854 valley design
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valley design
 P O BOX 1271 COLTON, CA 91725
 (951) 876-2825

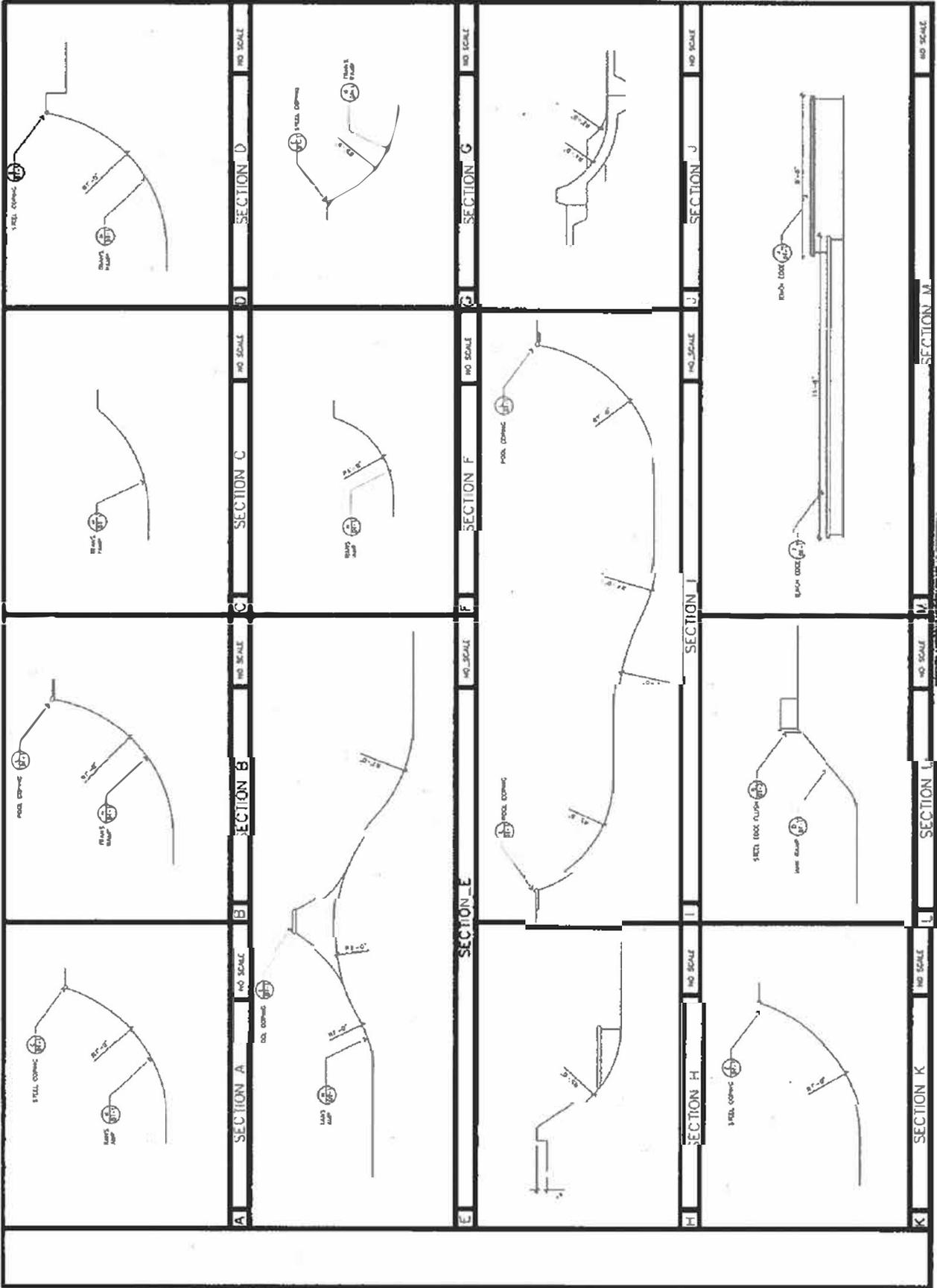


RAMP SECTIONS

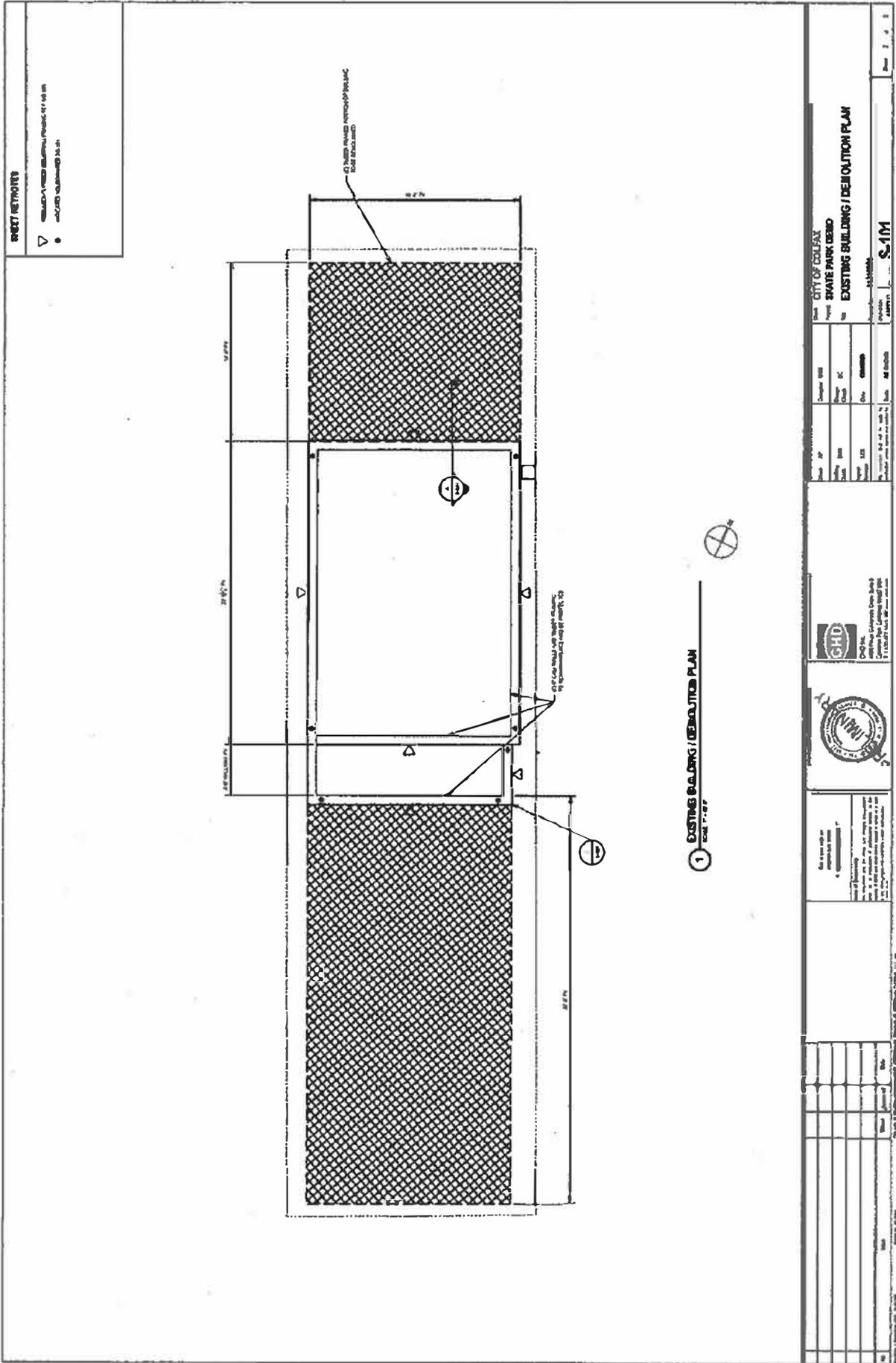
COLFAX SKATEPARK
 PARKHILL DRIVE
 COLFAX, CA

DATE: NO SCALE
 11-08-2020
 TEAM

01-4



PRODUCED BY AN AUTOMATIC REVISION SYSTEM



SHEET NOTES

- 1. ALL DIMENSIONS UNLESS OTHERWISE NOTED.
- 2. SEE GENERAL NOTES FOR ALL DETAILS.

1 EXISTING BUILDING / RENOVATION PLAN
SCALE: 1/8" = 1'-0"



<p>City of Colfax Public Works Department 1000 1st Street, Colfax, CA 95710 Phone: (530) 422-1100 Fax: (530) 422-1101 Website: www.colfax.ca.gov</p>		<p>Project: SKATE PARK DEMO No. 1000 1st Street, Colfax, CA 95710 Date: 08/15/2018 Scale: AS SHOWN Author: J. Smith Check: M. Jones Date: 08/15/2018</p>	
<p>Client: CITY OF COLFAX Project: SKATE PARK DEMO No. 1000 1st Street, Colfax, CA 95710 Date: 08/15/2018 Scale: AS SHOWN Author: J. Smith Check: M. Jones Date: 08/15/2018</p>		<p>Scale: 1/8" = 1'-0"</p>	



DESIGN. BUILD. COME TOGETHER.

IN-KIND DONATION OPPORTUNITIES

COLFAX SKATEPARK - COLFAX, CA

MAY 21, 2021

ITEM:	SPECIFICATIONS:	QUANTITY:
RENTALS		
CREW LODGING	3 ROOMS (2 BEDS/ROOM)	4 MONTHS
TEMPORARY CONSTRUCTION FENCING	SUPPLY & INSTALL - 4' SNOW FENCE	600 LINEAR FEET
TEMPORARY DUMPSTER	10-20 YARD (FOR CONSTRUCTION DEBRIS)	3 HAULS
SKID STEER	CAT 257B OR EQUIVALENT (SMOOTH EDGE BUCKET & TRACKS)	4 MONTHS
MINI-EXCAVATOR	CAT 305 OR EQUIVALENT (TOOTHED BUCKET)	4 WEEKS
ROLLER	1.5 TON DOUBLE DRUM (SMOOTH)	4 WEEKS
LINE PUMP	MINIMUM 30 YD/HOUR SWING TUBE	4 WEEKS
COMPRESSOR	MINIMUM 185 CF/MINUTE	4 WEEKS
MATERIALS		
FORMING LUMBER	PLYWOOD (4' X 8' X 3/4" + 4' X 8' X 1/2")	80 SHEETS
FORMING LUMBER	2" X 4" X 10' + 2" X 6" X 10'	250 UNITS
FORMING LUMBER	BENDER BOARD	500 LINEAR FEET
FORMING SCREWS	25 LB. BOX OF 3" #9 TORX T25 DECK SCREWS	5 BOXES
SEALANT	SIXAFLEX JOINT SEALANT (20 OZ. TUBES)	5 CASES
DRAIN GRATES	6" BRASS GRATE BY NDS (OR APPROVED EQUAL)	3 GRATES
BASE COURSE	CLASS II AGGREGATE BASE COURSE	160 TONS
FILL MATERIAL	CLEAN (NO ORGANIC MATTER)	795 CUBIC YARDS
REBAR	20' STICKS (#3, GRADE 60)	1,300 STICKS
CONCRETE	7.5 SACK, 4,000 PSI	250 CUBIC YARDS
POOL COPING	5,000 PSI CONCRETE POOL BLOCK BY FEDERAL STONE (OR APPROVED EQUAL)	150 LINEAR FEET
LANDSCAPE BOULDERS	12-18 CUBIC FEET (LOCAL STANDARDS)	2 BOULDERS
ACCESSIBLE RAMP HANDRAILS	HOT-DIP GALVANIZED STEEL (1 1/2")	40 LINEAR FEET
LABOR		
CONSTRUCTION STAKING	STAKE CORNERS & CONTROL POINTS	25 POINTS
DEMOLITION - FENCE	REMOVAL, HAULING & DISPOSAL	330 LINEAR FEET
DEMOLITION - BUILDING	REMOVAL, HAULING & DISPOSAL	450 SQUARE FEET
DEMOLITION - CONCRETE SLAB	REMOVAL, HAULING & DISPOSAL	1,250 SQUARE FEET
CLEARING & GRUBBING	REMOVAL, HAULING & DISPOSAL	9,500 SQUARE FEET
DRAIN LINE	SUPPLY & INSTALL - SDR 35, 4" DIAMETER	160 LINEAR FEET
ROUGH GRADING & COMPACTION	+/- .1' OF SPECIFIED SUBGRADE ELEVATIONS	11,500 SQUARE FEET

[EXTERNAL] LOI Approval & Invitation t...

Download Save to OneDrive

Hide email

[EXTERNAL] LOI Approval & Invitation to Submit Full Proposal

Skate P

Some content in this message has been blocked because the sender isn't in your Safe senders list. [Show blocked content](#)

TP The Skatepark Project <administrator@grantinterface.com>
To: Ty Conners <TConners@placer.ca.gov> Tue 10/19/2021 10:23 AM
Cc: andre@skatepark.org

Dear Ty,

The Skatepark Project is pleased to invite your organization to submit a full grant for your Colfax Skatepark request as outlined in your LOI.

There is sufficient interest in your program(s) that we would like more information to evaluate whether your program(s) meet The Skatepark Project's highest funding criteria. Please be advised, however, that this invitation to submit a full proposal does not constitute a guarantee of funding.

Please log on to The Skatepark Project's online grant system, to access the full application. The full application will be accessible on your dashboard; click the blue Edit Application link on the right.

We look forward to reviewing your grant proposal.

Sincerely,
The Skatepark Project
<https://www.grantinterface.com/Home/Logon?urlkey=skatepark>

Applicant Information

Ty Conners
PO BOX 1541
Colfax, CA 95713
530-308-0849
tconners@placer.ca.gov

[EXTERNAL] RE: Colfax Skatepark

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**[EXTERNAL] RE: Colfax Skatepark**

Skate P

DD Dana Davis <DDavis@teichert.com> ...
 To: Ty Conners <TConners@placer.ca.gov> Mon 8/2/2021 3:35 PM
 Cc: Crystal Howard <crystal@project-cornerstone.org>

Ty –

I am following up on our conversation today. To summarize our commitment thus far...

Teichert Aggregates, a division of Teichert Materials, will donate 160 tons of Class II Aggregate Base Course, estimated value \$3000 FOB our Bear River Aggregate plant in Meadow Vista (Teichert does not have trucking services so we need to work to find one or more donors for trucking services).

Teichert Aggregates will donate 795 Cubic Yards of Fill Material, estimated value \$8000 FOB a Teichert site to be determined, likely Bear River Aggregate plant in Meadow Vista. Like the Base Course, we need to find one or more donors for trucking services.

Teichert Materials and A&A Concrete will together donate 250 cubic yards of Concrete, 7.5 sack, estimated value \$45,000. Teichert and A&A hope to attract other industry participants to help share in this donation however please assume the full value is committed. The cost includes delivery. .

Teichert Aggregates is also willing to donate the 2 boulders, FOB either from our Cool Cave or Bear River plant, assuming we have the boulders that satisfy your designers wishes.

In exchange, Teichert and A&A would like access to the site to promote concrete sustainability in construction and careers in the concrete industry. We wish to place a permanent kiosk on site (similar to what appears in community parks) promoting concrete in construction as a sustainable building material and the various careers in concrete from truck drivers to college graduates managing operations. One such program is the Concrete Industry Management Program at CSU Chico, for example. As part of this promotion, we envision periodic visits from film crews to capture footage with supportive commentary. To help offset these promotion costs which our industry will be responsible for, we will be reaching out to our industry associations for support – CalCIMA and NRMCA. Crystal Howard is coordinating this promotional activity and we will run any footage by your agency to confirm acceptance before publishing.

Thanks,
 Dana Davis
 President

Teichert Materials

AGREEMENT NO: _____

DESCRIPTION: **AGREEMENT BETWEEN THE CITY OF COLFAX AND THE COUNTY OF PLACER FOR CONSTRUCTION OF A SKATEPARK FEATURE AT LYONS PARK**

THIS AGREEMENT is made and entered into this ____ day of _____, 2024, by and between the COUNTY OF PLACER, hereinafter referred to as "COUNTY", and the CITY OF COLFAX, hereinafter referred to as "CITY", to provide funding for a skatepark feature at Lyons Park in Colfax, California.

WHEREAS, COUNTY has received funds for public parks and recreation facilities pursuant to California Government Code Section 66477, commonly known as the Quimby Act, and Placer County Code Sections 15.34.010, 16.08.100 and/or 17.54.100 (D); and,

WHEREAS, CITY owns a 2.7-acre park called Lyons Park (previously referred to as "Colfax Regional Park" in agreements referenced below), located at 101 Park Hill Drive in the City of Colfax; and,

WHEREAS, Lyons Park was constructed with active and passive recreational facilities including a swimming pool, ballpark, picnic area, basketball court and children's play area; and,

WHEREAS, the swimming pool facility was antiquated and not up to current building and accessibility standards, and was therefore demolished in 2010; and,

WHEREAS, the CITY had determined the construction and operation of a swimming pool at the previously identified location to be infeasible in the foreseeable future; and,

WHEREAS, the parties are interested in constructing a skatepark feature at the prior pool location since the skatepark would have public benefits, including providing a safe environment for skateboarding, giving physical and mental health benefits to the users, promoting healthy and active lifestyles, and reducing damage to private property; and,

WHEREAS, on February 22, 2022, the COUNTY Board of Supervisors appropriated \$75,000 in Area #3 park fees to the CITY for the construction of a new skatepark feature; and,

WHEREAS, since the 2022 appropriation of \$75,000 in park fees, the skatepark project proponents have determined the cost of the project has increased with inflation and regulations affecting contracting methodology; and,

WHEREAS, project proponents now require an additional \$130,000 to add to funding committed by the CITY and private donors in order to complete the necessary project funding; and,

WHEREAS, the skatepark feature will serve the recreational needs of residents of the CITY and COUNTY in a cost effective manner.

AGREEMENT BETWEEN PLACER COUNTY AND COLFAX
FOR A SKATEPARK FEATURE AT COLFAX REGIONAL PARK.

**NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES HEREIN CONTAINED,
IT IS AGREED AS FOLLOWS:**

1. The "Agreement between the City of Colfax and the County of Placer for Construction of a Skatepark Feature at Lyons Park", executed on March 9, 2022, is hereby terminated and replaced in its entirety by this Agreement.
2. COUNTY will provide Park Dedication Fees to the CITY in an amount not to exceed **Two Hundred Five Thousand and no/100 Dollars (\$205,000.00)** (the "Funds") for the procurement and installation of a new skatepark feature at Lyons Park (the "Project" or "Improvements").
3. Prior to release of the Funds, the CITY must provide the COUNTY with detailed invoice(s) identifying the total costs incurred by the CITY. COUNTY Funds shall not exceed actual costs incurred. After the Improvements are complete, COUNTY shall perform an audit of all expenses incurred and may also physically inspect the facility before releasing any Funds.
4. CITY has allocated a minimum of \$369,000 for the Project comprised of CITY generated fees, grants, and donations ("CITY Project Funding"). CITY shall exhaust all CITY Project Funding before requesting COUNTY Funding pursuant to this Agreement.
5. Prior to beginning work on this Project, CITY shall submit plans and/or specifications to COUNTY for review to verify the work to be done is consistent with the scope of work specified in this Agreement.
6. CITY shall post a sign near the Improvements during the term of this Agreement recognizing County funding was used to pay for a portion of Project costs.
7. Construction shall be completed by December 31, 2026, unless COUNTY grants an extension in writing.
8. CITY shall comply, to the extent applicable, with the California Environmental Quality Act (California Public Resources Code Section 21000 et seq.) with regard to its use of the Funds received hereunder.
9. CITY, at its sole cost and expense, shall obtain all necessary permits, provide all utilities for the Improvements, shall maintain the insurance levels set forth in Exhibit A, and shall operate, maintain, and repair the Improvements during the term of this Agreement as set forth below.
10. All Improvements purchased and/or installed by CITY pursuant to this Agreement shall become the sole and separate property of CITY as of the time said Improvements are installed.
11. CITY agrees the Funds shall not be used for any purpose not specified in this Agreement.
12. CITY shall keep detailed accounting records. COUNTY shall have the right to inspect said records at any reasonable time.

AGREEMENT BETWEEN PLACER COUNTY AND COLFAX
FOR A SKATEPARK FEATURE AT COLFAX REGIONAL PARK.

13. The term of this Agreement shall be for a period of twenty (20) years commencing on the _____ day of _____, 2024 and ending on the _____ day of _____, 2044.

14. Either party may terminate this Agreement, without cause, upon providing a minimum sixty (60) days advanced written notice to the other party. If CITY terminates this Agreement or otherwise fails to maintain and operate the Project during the twenty (20) year term of this Agreement, CITY shall reimburse COUNTY a specified percentage of the Funds, not to exceed the amount specified in Section 1, in accordance with the following schedule:

<u>Years in use</u>	<u>Percent to be Reimbursed by CITY</u>	<u>Years in use</u>	<u>Percent to be Reimbursed by CITY</u>
1	95	11	45
2	90	12	40
3	85	13	35
4	80	14	30
5	75	15	25
6	70	16	20
7	65	17	15
8	60	18	10
9	55	19	5
10	50	20 or more	0

15. All notices to either Party that may be required or authorized by this Agreement shall be in writing and either deposited in the United States Mail, postage prepaid, or personally delivered. The notice shall be effective upon the date of personal delivery or date of mailing. Notices regarding this Agreement shall be sent or delivered to CITY or COUNTY at:

COUNTY: Placer County Parks Administrator
County of Placer
Department of Agriculture, Parks, and Natural Resources
3091 County Center Dr., Ste 220
Auburn, CA 95603

CITY/Remit To: City Manager
City of Colfax
33 S. Main Street
Colfax, CA 95713

16. CITY hereby agrees to protect, defend, indemnify, and hold COUNTY free and harmless from any and all losses, claims, liens, demands, and causes of action of every kind and character including, but not limited to, the amounts of judgments, penalties, interest, court costs, legal fees, and all other expenses incurred by COUNTY incident to, in connection with, or arising directly or indirectly out of, this Agreement, including but not limited to the completion of the Project and subsequent use of the Improvements. CITY agrees to investigate, respond to, provide defense for, and defend any such claims, demands, or suits at the sole expense of CITY. CITY also agrees to

AGREEMENT BETWEEN PLACER COUNTY AND COLFAX
FOR A SKATEPARK FEATURE AT COLFAX REGIONAL PARK

bear all other costs and expenses related thereto, even if the claim or claims alleged are groundless, false, or fraudulent. As used in this section, the term COUNTY means Placer County or its officers, agents, employees, and volunteers. This section shall survive expiration or termination of this Agreement.

17. This Agreement shall inure to the benefit of, and bind the parties hereto, and their successors and assigns, including any and all public agencies to which the real property and facilities herein referred to may be transferred by reason of incorporation, annexation, unification, consolidation or for any other reason.

18. If any provision of this Agreement, as applicable to either party, or to any other person or circumstance, is for any reason held to be invalid, it shall not affect the validity of any other provision of this Agreement.

19. Any waiver of any covenant, obligation or requirement under this Agreement must be in writing and signed by both parties. Waiver by either party of a breach of any covenant or a waiver of any obligation of this Agreement shall not constitute a waiver of any subsequent breach or obligation of this Agreement.

20. This is an integrated Agreement and contains all of the terms, conditions, understandings and promises of the parties. The terms of this Agreement may not be modified except upon the mutual written consent of the parties.

21. Each person executing this Agreement on behalf of a party represents and warrants that such person is duly and validly authorized to do so on behalf of the entity which it purports to bind

22. This Agreement may be executed in electronically and/or in counterparts, each of which shall be deemed an original, and all of which when affixed together shall constitute but one and the same instrument.

**** REMAINDER OF PAGE LEFT BLANK ****

AGREEMENT BETWEEN PLACER COUNTY AND COLFAX
FOR A SKATEPARK FEATURE AT COLFAX REGIONAL PARK.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed
by the persons duly authorized on behalf of the governing boards of the parties hereto.

City of Colfax (CITY)

By: _____ Date: _____
Title:

Placer County (COUNTY)

By: _____ Date: _____
Director of the Department of Agriculture, Parks, and Natural Resources

Approved as to Form:

By: _____ Date: _____
Placer County Counsel

Exhibit A: Insurance Requirements

.....

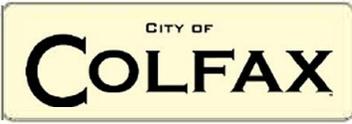
AGREEMENT BETWEEN PLACER COUNTY AND COLFAX
FOR A SKATEPARK FEATURE AT COLFAX REGIONAL PARK.

EXHIBIT A
INSURANCE REQUIREMENTS

1. It is agreed that CITY shall maintain at all times during the performance of this Agreement insurance coverage or self-insurance in the amounts of not less than One Million Dollars (\$1,000,000) to cover all of its operations, including, but not limited to not less than One Million Dollars (\$1,000,000) general liability, One Million Dollars (\$1,000,000) automobile Liability, and One Million Dollars (\$1,000,000) workers' compensation.

Signature:

Email: accounting@colfax-ca.gov



Staff Report to City Council

FOR THE JUNE 12, 2024 REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Ron Walker, City Manager
Subject: City Attorney Recruitment AD Hoc Committee Assignment

Budget Impact Overview:

N/A:	Funded: √	Un-funded:	Amount: \$0	Fund(s): 100
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RECOMMENDED ACTION: Discuss and Appoint an Ad HOC Committee for the purpose of retaining a City Attorney.

Summary/Background

The city is provided legal services through an agreement with Alfred A. Cabral, Inc., a professional corporation, doing business as the Law Offices of Pelletreau, Alderson, & Cabral. Alfred “Mick” Cabral has been acting as City Attorney since 2009.

On May 1, 2024 Mr. Cabral send an email addressed to Mayor Douglas and Council members announcing his retirement, and his intent to resign his position as City Attorney.

The city attorney shall be appointed by the council wholly on the basis of his or her legal ability and experience, particularly in the municipal law field. The city attorney shall be an attorney-at-law licensed to practice law in the state and shall be the chief officer of the city under the direction and control of the council.

The city attorney shall take his or her orders and instructions from the council only when sitting in a duly convened meeting of the council and no individual council member shall give any orders or instructions to the city attorney. However, any councilmember, as an individual, may request pertinent information on municipal affairs from the city attorney.

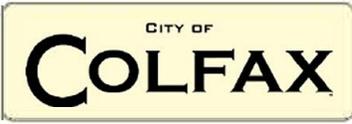
Conclusions and Findings

Staff is asking the City Council to discuss and appoint an Ad Hoc committee for the purpose of retaining a City Attorney.

Fiscal Impacts

There is no fiscal impact to the city.

Attachments:



Staff Report to City Council

FOR THE JUNE 12, 2024 REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Alfred A. “Mick” Cabral, City Attorney
 Amanda Abre, City Clerk
Subject: 1. Calling and giving notice of the November 5, 2024 General Municipal election, requesting consolidation of that election with the statewide general election and requesting services from the Placer County Clerk with respect to that election; and
 2. Notice of City Officer Elections.

Budget Impact Overview:

N/A:	Funded: X	Un-funded:	Amount: \$2,500	Fund(s): 100-120
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RECOMMENDED ACTION: Adopt Resolution __-2024 (1) calling and giving notice of a general municipal election to be held on Tuesday, November 5, 2024, requesting consolidation of that election with the statewide general election and requesting services from the Placer County Clerk with respect to that election; and (2) Notice of City Officer Elections.

Summary/Background

The proposed resolution, if adopted by Council majority, will call a general municipal election for November 5, 2024, request consolidation of that election with the statewide general election, request services from the Placer County Clerk with respect to that election and provide notice of City officer elections and the offices to be filled.

A regular, general municipal election is scheduled for November 5, 2024. The proposed resolution calls and gives notice of that election, including the City offices to be filled. It requests consolidation of the municipal election with the statewide general election as allowed by California Elections Code Section 10400, and requests the services of the Placer County Clerk regarding that election. Although the services of the Placer County Clerk are typically utilized for Colfax municipal elections, those services are not automatically provided and, under California Elections Code Section 10002, must be requested by resolution. The City will have to pay for the services provided by the County Clerk.

The proposed resolution is routine and made by the Council with every regular election.

Fiscal Impacts

The City will be required to pay the cost of the County Clerk’s services, estimated at \$2,500.

Attachments:

1. Resolution __-2024

City of Colfax

City Council

Resolution No. __-2024

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLFAX, CALIFORNIA DECLARING AN ELECTION TO BE HELD ON TUESDAY NOVEMBER 5, 2024, REQUESTING CONSOLIDATION OF THAT ELECTION WITH THE STATEWIDE GENERAL ELECTION, AND REQUESTING SERVICES FROM THE PLACER COUNTY CLERK WITH RESPECT TO THAT ELECTION; NOTICE OF CITY OFFICER ELECTIONS

WHEREAS, a statewide general election will be held on Tuesday, November 5, 2024; and,

WHEREAS, a general municipal election for the City of Colfax is scheduled for Tuesday, November 5, 2024; and,

WHEREAS, the interests of efficiency call for the consolidation of the City’s election with the statewide general election to be held on the same day; and,

WHEREAS, the Colfax City Council requests services from the Placer County Clerk for the conduct of that election;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COLFAX AS FOLLOWS:

Section 1. The city hereby finds and determines that the foregoing recitals are true and correct.

Section 2. The Colfax City Council hereby calls and orders a General Municipal election to be held on Tuesday, November 5, 2024 (the “Election”) for the purpose of electing municipal officers to fill the vacancies that will arise with the expiration of terms of the following City Council Members:

Larry Paul Hillberg	Councilmember	Regular Full Term
Caroline McCully	Councilmember	Regular Full Term
Timothy David Ryan	Treasurer	Regular Full Term

Officeholders for the City of Colfax are elected “At Large” as there are no divisions in the City. All Voters within the City vote for all candidates.

Section 3. Pursuant to Section 10400 et seq. of the Elections Code, the Board of Supervisors of Placer County is requested to consolidate the Election with other elections held on the same day in the same territory or in the territory that is in part the same. This Resolution shall constitute the request for consolidation required by California Elections Code Section 10403 and acknowledgment that the consolidated election will be held and conducted in the manner prescribed in Elections Code Section 10418.

Section 4. Notice of the time and place of holding the Election is hereby given, and the City Clerk is authorized, instructed and directed to give further or additional notice of the Election, in time, form and manner required by law. In all particulars, whether or not recited in this Resolution, the general election shall be held and conducted as provided by law. The City Clerk is hereby authorized, instructed and directed to procure and furnish, or cause to be procured and furnished, any and all official ballot notices, printed matter and all other supplies, materials, and equipment that may be necessary to prepare and lawfully conduct the Election.

Section 5. The Colfax City Council hereby determines the following Election particulars with respect to the election of officers: The length of each candidate statement shall not exceed **200 words**. The cost of each Candidate Statement shall be paid by the **Candidate**. In case of a tie vote, the Election shall be determined by **LOT**. If by the close of candidate filing, the number of qualified candidates does not exceed the number of seats to be filled in a particular office, the City Council shall, in accordance with Elections Code Section 10229(a), appoint to the office the person(s) who has been nominated and/or appoint to the office any eligible elector if no one has been nominated. The foregoing sentence shall not apply if (a) the number of nominees for another City office exceeds the number of seats to be filled, or (b) a City measure has qualified and is to be submitted to the voters at the Election. If either (a) or (b) occurs, all City offices will be put before the voters of the City, regardless of the number of nominees, in accordance with Elections Code Section 10229(b).

Section 6. The Board of Supervisors is authorized to canvass the returns of the Election pursuant to Section 10411 of the Elections Code.

Section 7. Pursuant to Section 10002 of the Elections Code, the Board of Supervisors is requested to permit the County Clerk to render all services specified by Section 10418 of the Elections Code relating to the Election, for which services the City agrees to reimburse the County, in accordance with current County pro-rations and allocation procedures.

Section 8. The City Clerk shall file a certified copy of this Resolution with the County Clerk.

Section 9. This Resolution shall be effective immediately upon adoption.

Section 10. There have been no City boundary changes since the City’s most recent election.

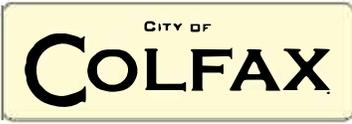
THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at the Regular Meeting of the City Council of the City of Colfax held on May __, 2024, by the following vote of the Council:

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

ATTEST:

Amanda Ahre, City Clerk

Kim Douglass, Mayor



Staff Report to City Council

FOR THE JUNE 12, 2024 REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Lorie Adams, Adams Ashby Group, Inc.
Subject: Public Hearing to Review Potential Projects for 2024 Community Development Block Grant Program – Council Directive

Budget Impact Overview:

N/A:	Funded: X	Un-funded:	Amount: \$517,000	Fund(s): 100-110
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RECOMMENDED ACTION: Review public meeting information in accordance with the CDBG requirements, review 2024 CDBG Funding opportunities and direct staff to begin engineering and prepare for the 2024 CDBG Application submittal anticipated in August 2024.

Summary/Background

The City held a special meeting on June 5, 2024 to engage with the community regarding the 2024 Community Development Block Grant Program and upcoming funding to be issued under a Notice of Funding Availability. Adams Ashby Group, Inc. provided information on the amount of CDBG funds expected to be made available for the current fiscal year; the range of activities that may be undertaken with the CDBG funds; the estimated amount of the CDBG funds proposed to be used for activities that will meet the national objective of benefit to low- and moderate-income persons; and if the proposed CDBG activities likely to result in displacement and the local government's anti-displacement and relocation plans required under 24 CFR 570.488. Additionally, the City provided information regarding the opportunities being considered for this funding cycle.

For review only:

The U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) program authorizes the use of funds to assist low- and moderate-income families or aid in the prevention or elimination of slums or blight. There are two types of CDBG programs: "entitlement" and "non-entitlement". Metropolitan cities and urban counties are entitled to receive annual grants under the "entitlement" program – direct from HUD. Metropolitan cities are principal cities or Metropolitan Areas (MAs) or other cities within MAs that have populations of at least 50,000. Urban Counties are within MAs that have population of 200,000 or more excluding the population of metropolitan cities within their boundaries. The "non-entitlement" program is administered by the State Department of Housing and Community Development (HCD) and where the City can apply for funding under a competitive application process.

The 2024 State Notice of Funding Availability (NOFA) involving approximately \$44 million in CDBG funds is anticipated to be released this summer (July 2024). It is anticipated that applicants will be allowed to apply for one project up to approximately \$3.3 million and up to two competitive applications, one program and one planning grant, each up to approximately \$300,000.

The City, as required by the State and HUD regulations and procedures, has conducted a public hearing to discuss the funding and potential application(s) and allow for public input. This is now the time for the staff to

provide recommendations for Council consideration and request Council review of potential CDBG programs/activities and provide direction on the projects/activities that staff should include in the application(s).

Project/Activity Selection

In order to be considered eligible, a suggested project/activity must meet one or more of the three National Objectives listed in CDBG Federal Statutes:

- Benefit to low- and moderate-income persons;
- Prevention or elimination of slums and blight; or
- Meeting an urgent community need which pose an immediate threat to the health and welfare of the community (State designates when the “urgent need” objective is allowed for a NOFA).

The benefit to low- and moderate-income persons is the most predominately used National Objective. In order to benefit low- or moderate-income persons, the project/activity must either benefit an area that is comprised of at least 51% low- or moderate-income households, or the program benefits individually qualified households (i.e., each participating household is income certified).

In addition to meeting one of the three National Objectives, the project/activity must also fall under the activity categories listed below.

Over the Counter Application (OTC)	Competitive Application
<ul style="list-style-type: none"> • Public Improvements 	<ul style="list-style-type: none"> • Public Service
<ul style="list-style-type: none"> • Housing Activities 	<ul style="list-style-type: none"> • Planning Technical Assistance
<ul style="list-style-type: none"> • Economic Development • Business Assistance 	
<ul style="list-style-type: none"> • Economic Development • Micro Enterprise Program 	
Application Due 8/2024	Applications Due 9/2024

A sample review of the project/programs that are eligible:

- Public Improvements: The improvements under this category are considered Over the Counter and include all publicly owned infrastructure and public facilities improvements and construction, including but not limited to, water, sewer, storm drainage, lighting, community centers, removal architectural barriers, ADA improvements, fire station improvements/construction, senior centers, park improvements/development, etc.
- Public Service: The applications under this category are considered Competitive and include the following examples: subsistence payments, security deposits, childcare, health care, recreation programs, fair housing counseling, drug and alcohol abuse counseling and testing, homeless services, senior services, and nutrition services benefitting low- and moderate-income persons.
- Planning and Technical Assistance: The product must show a connection to assisting with an eligible CDBG activity that, if implemented, meets a National Objective. Product(s) are submitted to the State at the time of completion. The grant may require a cash match to be expended prior to expenditure of CDBG funds. Examples include studies, analysis, and data gathering for master plans, energy efficiency programs, housing studies, environmental, engineering plans, etc.

- **Housing Activities:**
 - Code Enforcement Activity: this program must also provide a housing rehabilitation funding component.
 - Homeownership Assistance Program: assistance with loans for down-payment or closing costs.
 - Housing Rehabilitation Program for Single Family Homes: loans for repairs and improvements of owner-occupied units including energy efficiency and handicap accessible improvements.
 - Support of New Housing Construction: Acquisition of sites on which buildings will be constructed for use or resale as housing; clearing toxic contaminants on property to be used for new construction of housing; site improvements to publicly owned land to enable the property to be used for new construction of housing;

- **Business Assistance:** Examples include financing of working capital, furniture, equipment, and property repairs/improvements.

- **Microenterprise Assistance:** Examples providing technical assistance, advice, and business support services (including assistance, advice, and support relating to developing business plans, securing funding, conducting marketing, and otherwise engaging in microenterprise activities.

Conclusions and Findings

At this time the Council will review the project being recommended for the application process and direct staff, as appropriate, to begin the required application preparation, finalize design and complete the environmental process in order to prepare the application for submittal.

The public meeting reviewed all possible activities and had determined the following project to be the priority at this time:

- Street Improvements – Canyon Way

ALTERNATIVES

1. Provide other projects for consideration.
2. Direct staff to take other actions.

Fiscal Impacts

The costs for the application are estimated as follows:

Application preparation:	\$7,500	Adams Ashby Group, Inc.
Environmental:	\$9,500	Adams Ashby Group, Inc.
Engineering:	\$500,000	City Engineer

The costs associated with the preparation of **application** are an eligible expenditure of CDBG General Administration funds under the current grant contract.

Attachments

Presentation provided at the June 5, 2024 Public Meeting

2024 NOFA COMMUNITY DEVELOPMENT BLOCK GRANT

NOFA Public Hearing

Purpose:

- To provide an opportunity to educate and inform local residents about the program and project funding
- Provide forum for resident input regarding projects and programs being considered
- Obtain any housing and community development needs and other concerns

Potential Funding Limits – 2024 CDBG Program

Total NOFA anticipated funding allocation: \$44 million

Total funds available per Jurisdiction: \$3.6 million

Possible Applications:

1 OTC Project (\$3.3 million) + 1 OTC Program (\$1.5 Million) + 1 Competitive (\$300 thousand)

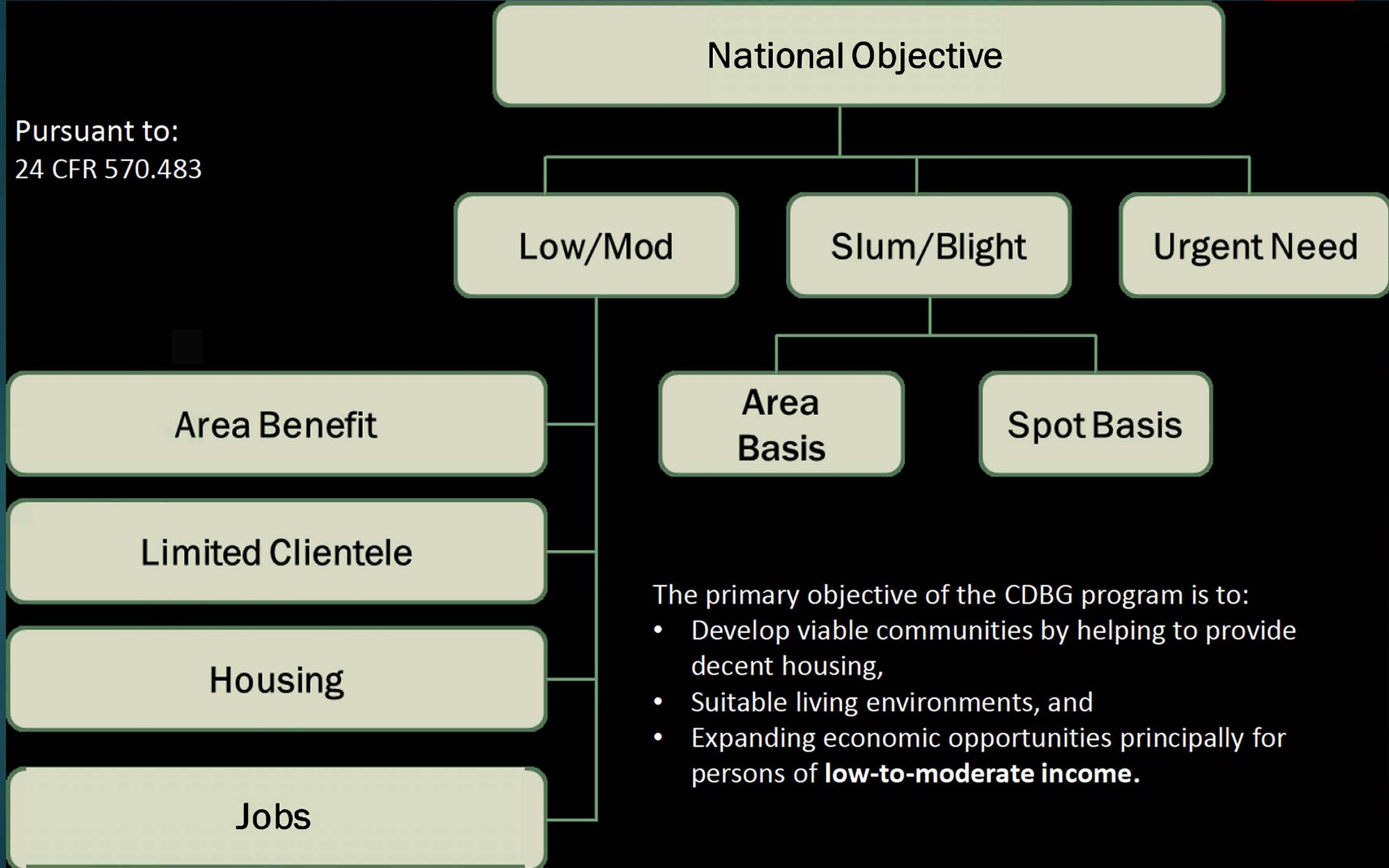
-OR-

1 OTC Project (\$3.3 million) + 2 Competitive (\$300 thousand, each)

-OR-

1 OTC Program (\$1.5 Million) + 2 Competitive (\$300 thousand, each) .

Pursuant to:
24 CFR 570.483



The primary objective of the CDBG program is to:

- Develop viable communities by helping to provide decent housing,
- Suitable living environments, and
- Expanding economic opportunities principally for persons of **low-to-moderate income**.

ELIGIBLE ACTIVITIES UNDER THE CDBG PROGRAM

Community Development
42 U.S. Code § 5305

Housing



- single and multi-family rehabilitation,
- rental housing acquisition or
- homeownership assistance, and
- activities that support new construction

Planning and Technical Assistance



- studies and plans for housing, public works, and community facilities that meet CDBG national objectives and provide principal benefit to low-income persons

Community Facilities



- day care centers,
- domestic violence shelters,
- food banks,
- community centers, medical and dental facilities, fire stations.



Public Improvements

- water and wastewater systems,
- rural utilities such as gas and electric services

Public Services



- staff and operating costs associated with community facilities
- Subsistence payments
- Security deposits
- Child/health care
- Recreation programs
- Fair Housing Counseling
- Drug and Alcohol Counseling/testing
- Homeless/senior/nutrition services

Native American/Colonia



- Housing and
- housing related activities, water, and sewer.

Eligible Activities

Economic Development

Enterprise Fund



- **Grants for loans to businesses for**
 - working capital,
 - land acquisition,
 - equipment purchase,
 - inventory purchase,
 - debt restructuring, and
 - other direct assistance.
- **Grants to support businesses by**
 - providing water and sewer services,
 - access roads, and
 - other public facilities.
- **Microenterprise funds may provide**
 - credit,
 - general support (e.g., Childcare, transportation), or
 - technical assistance for persons developing microenterprises

Over-the-Counter



- **Grants for the**
 - creation or retention of jobs for low-income workers.
- **May include loans or loan guarantees to businesses for**
 - construction,
 - on-site improvements,
 - equipment purchase,
 - working capital, and
 - site acquisition.
- **May also include loans for**
 - business start-ups,
 - grants for publicly-owned infrastructure, and
 - loans or grants for small business incubators.

Planning and Technical Assistance



- Studies and plans for economic development activities that
 - meet CDBG national objectives and
 - provide principal benefit to low-income persons

For Further
Information,
Assistance or
Comments:

city.clerk@colfax-ca.gov



Questions and Comments received will be responded to in writing within two weeks.

Review Status of Local Housing Element

The jurisdiction is in compliance, and this may be reviewed as a part of our General Plan and is located on our website at:

<https://colfax-ca.gov/government/planning/colfax-planning-documents/>

Residential Anti-Displacement and Relocation Assistance Plan 24 CFR 42.325

As part of the requirement of the funding source, the city will adopt a residential anti-displacement and relocation assistance plan.

The current proposed project will not cause any displacement.



Fair Housing: *More Than Just Words*

Fair Housing Resources

www.hud.gov/program_offices/fair_housing_equal_opp/fair_housing_resources

Region IX – Reporting Assistance

Arizona, American Samoa, California, Guam, Hawaii,
and Nevada

San Francisco Regional Office of FHEO
U.S. Department of Housing and Urban
Development

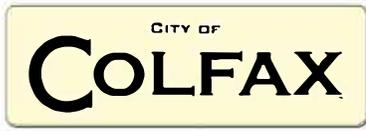
One Sansome Street Suite 1200
San Francisco, CA 94104

(415) 489-6524

(800) 347-3739

TTY (415) 436-6594





Staff Report to City Council

FOR THE JUNE 12, 2024 REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Amanda Ahre, City Clerk
Subject: “Big Boy” Whistle Stop Event Funding Request

Budget Impact Overview:

N/A:	Funded: √	Un-funded:	Amount: TBD	Fund(s): 100-110
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RECOMMENDED ACTION: Discuss and Adopt Resolution __-2024 approving the Colfax Area Chamber of Commerce request of \$2,000 for the “Big Boy” Whistle Stop Event.

Summary/Background

The City of Colfax sponsors three primary community events each year – 3rd of July, Railroad Days, and Winterfest. The City adopted budget for Fiscal Year 2023/2024 includes \$20,000 for Miscellaneous Economic Development – Event Support. The Colfax Area Chamber of Commerce is hosting the “Big Boy” Whistle Stop Event on Sunday, July 14th. They are requesting support for the event in the amount of \$2,000.

Fiscal Impact

The requested amount of \$2,000 will be funded by the Fund 100-110 (General Fund-City Council).

Attachments:

1. Colfax Area Chamber of Commerce Funding Request.
2. Resolution __-2024

Date: May 30, 2024 at 11:34:09 AM PDT
To: kim.douglass@colfax-ca.gov
Cc: colfaxareachamber@gmail.com, colfaxvisitorcenter@gmail.com, Kat Albright <kat@colfaxareachamber.com>, tdryan1970@gmail.com, randywley@att.net
Subject: CACC Request at next council meeting

Good afternoon Kim,

Can you please add to the next agenda (June 12) a request by the Chamber to obtain City funds for the purpose of promoting and hosting an event centered around Big Boy's whistle stop? We will be asking for \$2,000.00.

Please do not hesitate to reach out with any questions or clarifications.

Thank you,
Amanda

Amanda Palmquist
Board President | Real Estate Agent
(916) 591 9779



Alta

City of Colfax City Council

Resolution No. __-2024

APPROVING A \$2,000 DONATION TO THE COLFAX AREA CHAMBER OF COMMERCE TO
HELP FUND THE “BIG BOY” WHISTLE STOP EVENT

WHEREAS, the City Council of the City of Colfax traditionally donates funds to support certain city-wide events each year; and,

WHEREAS, The organizer must request the funding amount and provide details on how the money will be spent as required by the City; and,

WHEREAS, the Colfax Area Chamber of Commerce, organizers of the 2024 "Big Boy" Whistle Stop Event have requested \$2,000 to go towards the general funding for the event which is scheduled for July 14th, 2024.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Colfax approves a donation of \$2,000 to the Colfax Area Chamber of Commerce to go towards the general funding for the “Big Boy” Whistle Stop Event on July 14th,2024.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at the Regular Meeting of the City Council of the City of Colfax held on June 12, 2024, by the following vote of the Council:

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

Kim Douglass, Mayor

ATTEST:

Amanda Ahre, City Clerk