

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

December 11, 2024
Regular Session 6:00 PM
Closed Session to Follow

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

ZOOM at

<https://us02web.zoom.us/j/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 OPEN SESSION

- 1A. **Call Open Session to Order**
- 1B. **Pledge of Allegiance**
- 1C. **Roll Call**
- 1D. **Approval of Agenda Order**

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

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

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

2 CONSENT CALENDAR

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

Recommended Action: Approve Consent Calendar

2A. **Minutes** *Pages 5-9*

Recommended Action: By Motion, approve the Colfax City Council minutes of 11/13/2024.

2B. **Cash Summary – October 2024** *Pages 10-16*

Recommended Action: Accept and File.



2C. General Plan Housing Element Required Action Items – Zoning Code Amendments *Pages 17-28*
Recommended Action: Conduct a second reading and adopt the attached Ordinance amending the City of Colfax Municipal Code Sections: 17.47.012, 17.74.020, and 17.74 consistent with State Law, to be effective 30 days after adoption.

2D. Fiscal Year 2024-2025 Local Transportation Funds and State Transit Assistance Funds *Pages 29-53*
Claim Document

Recommended Action: Adopt Resolution __-2024 authorizing the City Manager to file claims or execute agreements for:

1. Fiscal Year 2024-2025 Local Transportation Funds in the amount of \$139,964 for streets and roads purposes (Article 8 – Section 99400 of the California Public Utilities Code), and
2. Fiscal Year 2024-2025 State Transit Assistance Funds of \$17.697 for contracted transit services (Article 6.5 Chapter 4, Section 99313 of the California Public Utilities Code).

*** End of Consent Calendar ***

3 AGENCY REPORTS

3A. Placer County Sheriff’s Office

3B. California Highway Patrol

3C. Placer County Fire Department/CALFIRE

3D. Non-Profits

4 PRESENTATIONS (NONE)

5 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.

5A. New Sidewalk Repair Maintenance and Liability Ordinance *Pages 54-68*

Recommended Action: Introduce the proposed ordinance by title only, conduct a public hearing to adopt a Sidewalk Repair Ordinance, 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 January 11, 2025, to be effective 30 days after adoption.

5B. Mitigation Impact Fees – Annual Report *Pages 69-75*

Recommended Action: Conduct a public hearing, review annual report, consider public and staff comments, accept report and adopt Resolution __-2024: Accepting and Approving the Annual AB1600 Mitigation Fee Report and Making Finding Pursuant to Colfax Municipal Code Chapter 3.56 and the Mitigation Fee Act (Government Code §66000 Et Seq).



6 **PUBLIC COMMENT**

Members of the public are permitted to address the Council orally or in writing on matters of concern to the public within the subject matter jurisdiction of the City that are not listed on this agenda. Please make your comments as succinct as possible. Oral comments made at the meeting may not exceed five (5) minutes per speaker. Written comments should not exceed 800 words. Written comments received before the close of an agenda item may be read into the record, with a maximum allowance of five (5) minutes in length. Council cannot act on items not listed on this agenda but may briefly respond to statements made or questions posed, request clarification, refer the matter to staff, or place the matter on a future agenda.

7 **COUNCIL AND STAFF**

The purpose of these reports is to provide information to the Council and public on projects, programs, and issues discussed at committee meetings and other items of Colfax related information. No decisions will be made on these issues. If a member of the Council prefers formal action be taken on any committee reports or other information, the issue will be placed on a future Council meeting agenda.

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

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

8 **COUNCIL BUSINESS (None)**

8A. **Billboard Photography Contest**

Page 76

Recommended Action: Review and decide upon the winning photograph to be displayed on the digital billboards.

8B. **City Procurement Policy Amendment - City Manager Purchase Authority**

Pages 77-90

Recommended Action: Adopt Resolution __-2024 amending the City's Purchasing Policy, increasing the City Manager's purchasing authority to \$25,000.00.

8C. **SVCC Request to have the Sewer Lateral Certification Mandate Waived**

Pages 91-102

Recommended Action: Adopt Resolution __-2024 authorizing the City Manager to Waive the Sewer Lateral Certification Mandate for the Sierra Vista Community Center.

8D. **Oath of Office and Seating of New Councilmembers**

Pages 103-112

Recommended Action: Oath of Office of newly elected Councilmembers from the term beginning December 11, 2024 through the first City Council Meeting after the Certification of the November 2028 election.

8E. **Rotation of City Council Officers: Mayor and Mayor Pro Tem**

Pages 113-116

Recommended Action: By separate motions, select a Mayor and Mayor Pro Tem

9 **GOOD OF THE ORDER**

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

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

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

10 **CLOSED SESSION**

10A. **Public Comment (On Closed Session Items only)**



- 10B. **By Consensus of the Council, adjourn to a Closed Session**
- 10C. **Roll Call**
- 10D. **Public Employee Performance Evaluation Pursuant to Government Code Section 54957
Title: City Manager**
- 10E. **CONFERENCE WITH LABOR NEGOTIATOR (Gov. Code § 54957.6)
Name of City Negotiator to Attend Closed Session: Ron Walker
Unrepresented Employee: City Manager**

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/>



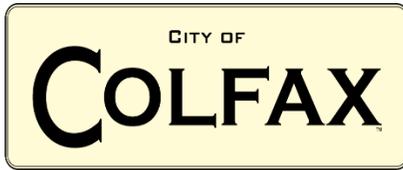
Amanda Ahre, City Clerk

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, November 13, 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 6:00 p.m.

1B. **Pledge of Allegiance** – Sergeant Williams lead the Pledge of Allegiance.

1C. **Roll Call**

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

Absent:

1D. **Approval of Agenda Order**

MOTION made by Councilmember Burruss to approve the agenda order, seconded by Councilmember Hillberg, and approved by the following vote:

AYES: Burruss, Hillberg, Lomen, McCully, Douglass

NOES:

ABSTAIN:

ABSENT:

1E. **Statement of Conflict of Interest** – No conflicts were identified by the Council or the public.

2

CONSENT CALENDAR

2A. **Minutes**

Recommended Action: By Motion, approve the Colfax City Council minutes of 10/23/2024

2B. **Quarterly Investment Report – Quarter ended September 30, 2024**

Recommended Action: Accept and File

2C. **CDBG – Public Participation Plan**

Recommended Action: Adopt Resolution 54-2024 Public Participation Plan in accordance with 24 CFR and HCD's Public Participation Plan and Chapter 4 of the Grants Management Manual

MOTION made by Councilmember Hillberg to approve the consent calendar Seconded by Councilmember Burruss, and approved by the following vote:

AYES: Burruss, Hillberg, Lomen, McCully, Douglass

NOES:

ABSTAIN:

ABSENT:

3

Agency Reports

3A. **Placer County Sheriff's** – Sergeant Toby Williams introduced himself and stated he will be taking Sergeant Kevin Griffiths's assignment in Colfax. Deputy Dan King reported on statistics from October, and spoke on about a case of stolen motorcycles that lead to an arrest and recovery of several people's stolen property. Deputy King also informed the Council that starting in January he will be serving his

time in the Jail in Auburn and will be leaving Colfax.

- 3B. **CHP** – Officer Lyman reported on statistics for citations, enforcement contacts, arrests, and collisions for October.
- 3C. **Placer County Fire/CALFIRE** – Assistant Chief Counts reported on incidents for the month of October, and the current contract status of the helicopter and the fixed-wing aircraft in Grass Valley.
- 3D. **Non-Profits** – Amanda Palmquist, President of the Colfax Area Chamber of Commerce, talked about Coffee and Conversations and Winterfest.

4 **PRESENTATION**

4A. **Approval of Contract with Eco Green Solutions**

Recommended Action: Adopt Resolution 55-2024 authorizing the City Manager to execute an agreement with Eco Green Solutions to Provide LED lighting Replacement at the Lion’s Children’s Park, and the Sheriff’s Substation

Anthony Mitchell, Managing Director of Eco Green Solutions, gave a brief presentation on this item.

Councilmember Burruss recused herself from the discussion on this item.

Council discussed this item, questioning the lighting compliance with the City’s outdoor lighting ordinance.

MOTION made by Mayor Pro Tem Lomen to approve the Contract with Eco Green Seconded by Councilmember McCully, and approved by the following vote:

AYES: Hillberg, Lomen, McCully, Douglass

NOES:

ABSTAIN:

ABSENT: Burruss

Councilmember Burruss rejoined the Dias.

5 **PUBLIC HEARING**

5A. **Short-Term Rental Planning Deposit Fee Schedule Amendment**

Recommended Action: Adopt Resolution 56-2024 to adopt an amendment to the Standard Planning Application Planning Deposit Fee Schedule to establish a Short-Term Rental Fee.

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

Linda Hooper thanked Kathy for her work on reducing the permitting fees.

MOTION made by Councilmember Burruss to approve the STR planning Deposit Fee Schedule, Seconded by Councilmember Hillberg, and approved by the following vote:

AYES: Burruss, Hillberg, Lomen, McCully, Douglass

NOES:

ABSTAIN:

ABSENT:

5B. General Plan Housing element Required Action Items – Zoning Code Amendments

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 December 11, 2024, to be effective 30 days after adoption.

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

Council discussed.

MOTION made by Councilmember Hillberg to approve the zoning code amendments, seconded by Mayor Pro Tem Lomen, and approved by the following vote:

AYES: Burruss, Hillberg, Lomen, McCully, Douglass

NOES:

ABSTAIN:

ABSENT:

6 PUBLIC COMMENT

Harry Anderson advertised his “Make Colfax Great Again” merchandise.

Tom Parnham would like to see Council discuss with CalTrans that Port-A-Potties be available for when CalTrans closes the freeway. He also questioned if Council and Staff could ask the Sheriff’s department if Deputy King’s time in the jail be postponed to keep him in Colfax longer.

7 COUNCIL AND STAFF

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

Mayor Pro Tem Lomen – nothing

Councilmember Hillberg – nothing

Councilmember McCully – nothing

Councilmember Burruss – nothing

Mayor Douglass – attended the Pioneer Energy meeting.

7B. City Operations Update – City Manager

Nothing to report

8 COUNCIL BUSINESS

8A. The Railroad Heritage Park Committee Request for Funding

Recommended Action: Adopt Resolution 57-2024 authorizing a donation of \$5,000 for the Relocation of the Caboose, and the development of a Rail Park Museum

Rick Nelo and Roger Staab gave Council a brief presentation and breakdown of the project.

Council discussed and asked for clarification on the 501C status of the Railroad Heritage Park Committee. Railroad Days will hold the funds in their 501C until the Railroad Heritage Park Committee

receives their 501C approval.

MOTION made by Councilmember Burruss to approve the \$5,000 donation, seconded by Mayor Pro Tem Lomen, and approved by the following vote:

AYES: Burruss, Hillberg, Lomen, McCully, Douglass

NOES:

ABSTAIN:

ABSENT:

8B. 2024 Winterfest Celebration Funding Request

Recommended Action: Adopt Resolution 58-2024 approving a \$7,000.00 donation to the Colfax Area Chamber of Commerce to help fund fireworks for the 2024 Winterfest Celebration.

Lorianna, Executive Director of the Colfax Area Chamber of Commerce presented this request.

Council asked about fundraising and donations, and vendor sign-ups.

MOTION made by Mayor Pro Tem Lomen to approve the \$7,000 donation, seconded by Councilmember Burruss, and approved by the following vote:

AYES: Burruss, Hillberg, Lomen, McCully, Douglass

NOES:

ABSTAIN:

ABSENT:

9 GOOD OF THE ORDER

Mayor Pro Tem Lomen attended a Pioneer Energy meeting, talked about Winterfest, and the Santa City tour currently scheduled for December 21st.

Councilmember Hillberg has a WAC/MAC meeting next week, and talked about the brainstorming session with the Colfax area Chamber of Commerce and the public to come up with ideas for Colfax’s Brand.

Councilmember McCully stated that Winterfest is in need of volunteers, and talked about the free craft day at the VFW, and the High School Play.

Councilmember Burruss discussed election results and rotations of Placer County officials, and the sudden passing of Councilmember William “Bill” Lauritsen from Lincoln.

Mayor Douglass recited a quote from Ronald Reagan: “Politics is a fine art of getting votes from the poor and campaign funds from the rich by promising to protect each from the other.”

9A. Public Comment on Good of the Order

No public comment on good of the order.

10 CLOSED SESSION

10A. Public Comment (On the Closed Session Item only)

No public comment on the closed session item.

10B. By Consensus of the Council, adjourn to a Closed Session.

Council adjourned to a Closed Session at 7:14 pm.

10C. Roll Call

Present: Councilmember Burruss, Councilmember Hillberg, Mayor Pro Tem Lomen, Mayor Douglass
Absent:

10D. Conference with Real Property Negotiator (Gov. Code, § 54956.8)

Property Address: 962 South Canyon Way; 1534 South Canyon Way; 1624 South Canyon Way
Agency Negotiator: Ron Walker
Negotiating Parties: David Gard; Sierra Property Development; Winner Chevrolet
Under Negotiation: Price and terms of payment

10E. Conference with Real Property Negotiator (Gov. Code, 54956.8)

Property address: 99 Railroad St.
Agency Negotiator: Ron Walker
Negotiating Parties: Tammy Hampshire
Under Negotiation: Price and terms of payment

**10F. Public Employee Performance Evaluation Pursuant to Government Code Section 54957
Title: City Manager**

10E. Report from Closed Session

10D: Council gave direction to staff.
10E: The City Council unanimously approved an agreement to extend the lease of the City-owned railcar at 99 Rail Street to Rainbow Music (lessee) for a one-year term at a rate of \$400 per month. Lessee agrees to maintain the landscaping around the railcar.
10F: Council gave direction to staff.

11 ADJOURNMENT

As there was no further business on the agenda, Mayor Douglass adjourned the meeting, by motion and without objection at 8:30 p.m. Respectfully submitted to City Council this 11th day of December, 2024.



Amanda Ahre, City Clerk



Staff Report to City Council

FOR THE DECEMBER 11, 2024 REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Shanna Stahl – Administrative Services Officer
Subject: Cash Summary – October 2024

Budget Impact Overview:

N/A: ✓	Funded:	Un-funded:	Amount:	Fund(s):
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RECOMMENDED ACTION: Accept and File.

Summary/Background

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

The attached reports reflect an overview of the financial transactions of the City of Colfax in October 2024. Some monthly highlights are listed below:

- October revenues included:
 - Allocation for Sales Tax revenues reported/paid to the State for the month of August 2024 (two-month lag).
 - Laif Interest for quarter ending September 30, 2024.
- October expenditures included:
 - Approved capital project expenditures – expenditures on WWTP Construction Grant and CDBG Road Rehabilitation Project
- Negative cash fund balances at the end of October are primarily due to the timing of funding allocations and reimbursements:
 - Fund 250 – Streets – Roads/Transportation. These expenses are funded by annual Transportation funding through Placer County Transportation Agency (PCTPA), transfer of City Gas Tax revenues, and a General Fund allocation. PCTPA funding request will be presented to Council in December 2024.
 - Fund 358 – CDBG Road Rehabilitation. This is a reimbursable grant – the final funding of the grant was awarded in November 2023. The City has begun the reimbursement process. SB1 Funds received will also help pay for the City’s match obligation.
 - Fund 386 – Caboose Relocation. These expenses are being tracked for the relocation of the downtown caboose.
 - Fund 575 – WWTP Construction Grant. This is a reimbursable grant. Reimbursement requests are scheduled to be submitted at least quarterly.

- Fund 590 – Sewer Consolidation Planning Grant. This is a reimbursable grant – reimbursement requests are scheduled to be submitted quarterly upon final award of application grant. Tentatively scheduled for Spring 2025.
- Anticipated revenues/expenditures for November include:
 - Revenues
 - Allocation for Sales Tax revenues reported/paid to the State for the month of September 2024 (two-month lag).
 - Capital project reimbursements.
 - Expenditures
 - Approved capital project expenditures. We anticipate continued large expenditures for the Wastewater Treatment Plant Construction project as the Algae Reduction phase continues construction. The CDBG project will also have additional expenses.
 - Ongoing monthly operating expenses.

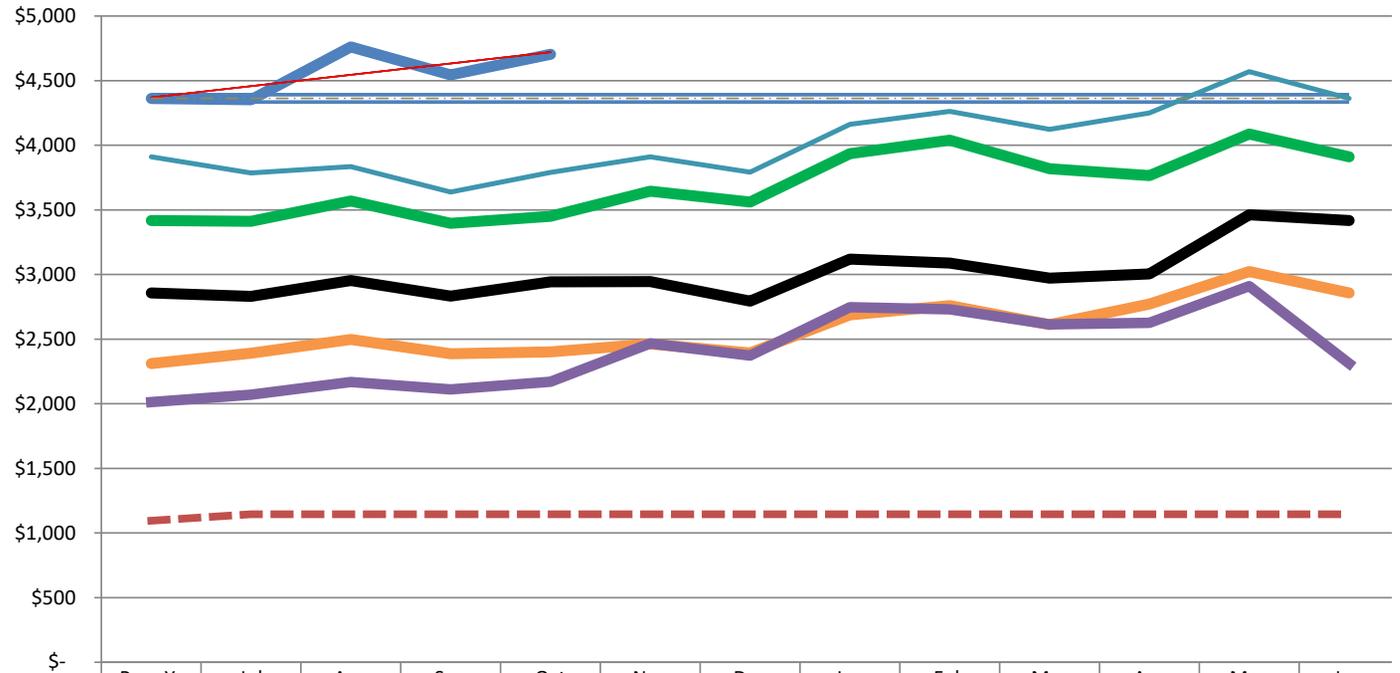
Attachments:

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

City of Colfax - October 2024 General Fund Reserved Cash Analysis

(Dollars in Thousands)

Fiscal Year 2024-25 >>



	Prev Yr	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Cash Balance FY2024-25	\$4,363	\$4,352	\$4,761	\$4,545	\$4,705								
Budget FY2024-25	\$4,363	\$4,363	\$4,363	\$4,363	\$4,363	\$4,363	\$4,363	\$4,363	\$4,363	\$4,363	\$4,363	\$4,363	\$4,363
Cash Balance FY2023-24	\$3,911	\$3,785	\$3,834	\$3,638	\$3,789	\$3,911	\$3,791	\$4,162	\$4,263	\$4,124	\$4,251	\$4,570	\$4,363
Cash Balance FY2022-23	\$3,418	\$3,412	\$3,568	\$3,396	\$3,451	\$3,644	\$3,560	\$3,935	\$4,039	\$3,819	\$3,765	\$4,087	\$3,911
Cash Balance FY2021-22	\$2,857	\$2,831	\$2,953	\$2,833	\$2,943	\$2,946	\$2,794	\$3,120	\$3,088	\$2,971	\$3,004	\$3,462	\$3,418
Cash Balance FY2020-21	\$2,311	\$2,392	\$2,497	\$2,386	\$2,402	\$2,463	\$2,393	\$2,688	\$2,760	\$2,612	\$2,771	\$3,023	\$2,857
Cash Balance FY2019-20	\$2,013	\$2,069	\$2,169	\$2,110	\$2,170	\$2,467	\$2,373	\$2,747	\$2,730	\$2,615	\$2,627	\$2,910	\$2,311
*Reserves (Ops, Cap, Pen)	\$1,095	\$1,145	\$1,145	\$1,145	\$1,145	\$1,145	\$1,145	\$1,145	\$1,145	\$1,145	\$1,145	\$1,145	\$1,145

City of Colfax Cash Transactions Report - October 2024

	Beginning Balance	Debit Revenues	Credit (Expenditures)	Ending Balance
Fund Type: 1.11 - General Fund - Unassigned				
Fund: 100 - General Fund	\$ 4,322,808.52	\$ 283,157.69	\$ (121,533.46)	\$ 4,484,432.75
Fund: 120 - Land Development Fees	\$ 202,628.61	\$ 2,429.15	\$ (5,790.00)	\$ 199,267.76
Fund: 200 - Cannabis Application	\$ 20,288.46	\$ 1,086.91	\$ -	\$ 21,375.37
Fund Type: 1.11 - General Fund - Unassigned	\$ 4,545,725.59	\$ 286,673.75	\$ (127,323.46)	\$ 4,705,075.88
Fund Type: 1.14 - General Fund - Restricted				
Fund: 205 - Escrow Funds	\$ -	\$ -	\$ -	\$ -
Fund: 571 - AB939 Landfill Diversion	\$ 23,299.04	\$ -	\$ -	\$ 23,299.04
Fund: 572 - Landfill Post Closure Maintenance	\$ 885,027.97	\$ 30,945.65	\$ (4,825.85)	\$ 911,147.77
Fund Type: 1.14 - General Fund - Restricted	\$ 908,327.01	\$ 30,945.65	\$ (4,825.85)	\$ 934,446.81
Fund Type: 1.24 - Special Rev Funds - Restricted				
Fund: 210 - Mitigation Fees - Roads	\$ -	\$ -	\$ -	\$ -
Fund: 211 - Mitigation Fees - Drainage	\$ 5,755.71	\$ 69.33	\$ -	\$ 5,825.04
Fund: 212 - Mitigation Fees - Trails	\$ 79,958.02	\$ 963.09	\$ -	\$ 80,921.11
Fund: 213 - Mitigation Fees - Parks/Rec	\$ 198,700.22	\$ 2,393.32	\$ -	\$ 201,093.54
Fund: 214 - Mitigation Fees - City Bldgs	\$ 69,958.54	\$ 842.64	\$ -	\$ 70,801.18
Fund: 215 - Mitigation Fees - Vehicles	\$ 23,590.51	\$ 284.15	\$ -	\$ 23,874.66
Fund: 217 - Mitigation Fees - DT Parking	\$ 36,395.88	\$ 438.39	\$ -	\$ 36,834.27
Fund: 218 - Support Law Enforcement	\$ (25,000.00)	\$ 104,630.11	\$ -	\$ 79,630.11
Fund: 244 - CDBG Program Inc - ME Lending	\$ 1,800.00	\$ -	\$ -	\$ 1,800.00
Fund: 250 - Streets - Roads/Transportation	\$ (60,633.29)	\$ 90.00	\$ (16,500.46)	\$ (77,043.75)
Fund: 253 - Gas Taxes	\$ 8,881.61	\$ 5,801.84	\$ (3,179.75)	\$ 11,503.70
Fund: 257 - Street /Road - Transit Capital	\$ 61,657.04	\$ -	\$ -	\$ 61,657.04
Fund: 258 - Road Maintenance - SB1/RSTBG	\$ 4,514.57	\$ 4,570.66	\$ (1.43)	\$ 9,083.80
Fund: 270 - Beverage Container Recycling	\$ 20,381.43	\$ 245.50	\$ -	\$ 20,626.93
Fund: 280 - Oil Recycling	\$ 4,018.78	\$ 48.41	\$ -	\$ 4,067.19
Fund: 290 - SB1383 Implementation Grant	\$ 81,798.77	\$ 1,023.66	\$ (32,420.00)	\$ 50,402.43
Fund: 292 - Fire Department Capital Funds	\$ 99,519.31	\$ 1,198.70	\$ -	\$ 100,718.01
Fund: 342 - Fire Construction - Mitigation	\$ 84,481.62	\$ 1,017.57	\$ -	\$ 85,499.19
Fund: 343 - Recreation Construction	\$ 84,482.10	\$ 1,017.58	\$ -	\$ 85,499.68
Fund Type: 1.24 - Special Rev Funds - Restricted	\$ 780,260.82	\$ 124,634.95	\$ (52,101.64)	\$ 852,794.13
Fund Type: 1.34 - Capital Projects - Restricted				
Fund: 300 - GF Capital Projects	\$ -	\$ -	\$ -	\$ -
Fund: 358 - CDBG Pavement	\$ (1,033,112.36)	\$ 462,604.53	\$ (711,136.79)	\$ (1,281,644.62)
Fund: 386 - Caboose Relocation	\$ (570.00)	\$ -	\$ -	\$ (570.00)
Fund Type: 1.34 - Capital Projects - Restricted	\$ (1,033,682.36)	\$ 462,604.53	\$ (711,136.79)	\$ (1,282,214.62)
Fund Type: 2.11 - Enterprise Funds				
Fund: 560 - Sewer	\$ 1,949,496.09	\$ 137,726.16	\$ (108,239.14)	\$ 1,978,983.11
Fund: 561 - Sewer Liftstations	\$ 500,258.60	\$ 17,434.48	\$ (39,337.06)	\$ 478,356.02
Fund: 563 - Wastewater Treatment Plant	\$ 1,444,790.59	\$ 49,609.29	\$ (438,973.80)	\$ 1,055,426.08
Fund: 564 - Sewer Connections	\$ 321,774.88	\$ -	\$ -	\$ 321,774.88
Fund: 575 - WWTP Construction Grant	\$ (1,814,297.21)	\$ -	\$ (210,559.58)	\$ (2,024,856.79)
Fund: 577 - Capital Projects	\$ -	\$ -	\$ -	\$ -
Fund: 590 - Sewer Consolidation Planning	\$ (59,055.46)	\$ -	\$ (1,260.00)	\$ (60,315.46)
Fund Type: 2.11 - Enterprise Funds - Unassigned	\$ 2,342,967.49	\$ 204,769.93	\$ (798,369.58)	\$ 1,749,367.84
Fund Type: 9.0 - CLEARING ACCOUNT				
Fund: 998 - PAYROLL CLEARING FUND	\$ 4,187.46	\$ -	\$ (2,121.83)	\$ 2,065.63
Fund Type: 9.0 - CLEARING ACCOUNT	\$ 4,187.46	\$ -	\$ (2,121.83)	\$ 2,065.63
Grand Totals:	\$ 7,547,786.01	\$ 1,109,628.81	\$ (1,695,879.15)	\$ 6,961,535.67

Check Register Report

Item 2B

Date: 11/08/2024

Time: 9:32 am

Page: 1

CITY OF COLFAX

BANK: US BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
US BANK Checks								
61111	10/02/24	Reconciled		10/31/24	03141	CALPERS	HEALTH PREMIUMS OCT 24	12,836.88
61112	10/07/24	Reconciled		10/31/24	01448	AMERIGAS - COLFAX	CORP YARD PROPANE	116.63
61113	10/07/24	Reconciled		10/31/24	07570	GRAINGER	WWTP FILTERS Q	35.24
61114	10/07/24	Reconciled		10/31/24	07570	GRAINGER	WWTP FILTER	77.52
61115	10/07/24	Reconciled		10/31/24	08170	HILLS FLAT LUMBER CO	SUPPLIES	1,164.90
61116	10/07/24	Reconciled		10/31/24	08501	HOME DEPOT CREDIT SERVICES	SUPPLIES	682.80
61117	10/07/24	Reconciled		10/31/24	8661	HYDROCOMPLIANCE	WWTP QSP SEPT 24	1,400.00
61118	10/07/24	Reconciled		10/31/24	19390	MAR-VAL'S SIERRA MARKET	WATER/TOILET PAPER	47.39
61119	10/07/24	Reconciled		10/31/24	18400	NAPA AUTO PARTS	SUPPLIES	561.05
61120	10/07/24	Reconciled		10/31/24	14356	NORTHERN CALIFORNIA GLOVE	WWTP SUPPLIES	90.80
61121	10/07/24	Reconciled		10/31/24	16035	PG&E	ELECTRICITY SEPT 24	30,302.83
61122	10/07/24	Reconciled		10/31/24	03580	PLACER COUNTY HHS	ANIMAL & FIELD SVCS Q2 24/25	10,106.67
61123	10/07/24	Reconciled		10/31/24	19037	SAFE SIDE SECURITY	CORP YARD SECURITY OCT 24	155.00
61124	10/07/24	Reconciled		10/31/24	19037	SAFE SIDE SECURITY	WWTP SECURITY OCT 24	95.00
61125	10/07/24	Reconciled		10/31/24	19070	SCORE - SMALL CITIES ORGANIZED	Addl ACIP	52.00
61126	10/07/24	Reconciled		10/31/24	19396	SIERRA SAFETY COMPANY	SIGN FOR SCHULTZ GATE	38.61
61127	10/07/24	Reconciled		10/31/24	19743	WILLIAM STOCKWIN	OCTOBER 2024 COLFAX CONNECTION	300.00
61128	10/07/24	Reconciled		10/31/24	21560	US BANK CORPORATE PMT SYSTEM	SUPPLIES	594.61
61129	10/07/24	Reconciled		10/31/24	21500	USA BLUE BOOK, INC	WWTP SUPPLIES	53.43
61130	10/07/24	Reconciled		10/31/24	22134	VISION QUEST	TECH SUPPORT NOV 24	3,800.00
61131	10/07/24	Reconciled		10/31/24	22134	VISION QUEST	TECH SUPPLIES SEPT 24	930.96
61132	10/07/24	Reconciled		10/31/24	22240	VULCAN MATERIALS COMPANY	ASPHALT PATCH	348.57
61133	10/07/24	Reconciled		10/31/24	23169	WAVE BUSINESS SOLUTIONS	CITY HALL INTERNET	159.90
61134	10/07/24	Reconciled		10/31/24	18883	WAXIE SANITARY SUPPLY	SUPPLIES	55.43
61135	10/07/24	Reconciled		10/31/24	23451	WOOD RODGERS	SEWER CONSOLIDATION AUG 24	1,260.00
61136	10/07/24	Reconciled		10/31/24	23451	WOOD RODGERS	WWTP INSTRUMENTATION AUGUST 2024	120.00
61137	10/07/24	Reconciled		10/31/24	23451	WOOD RODGERS	WWTP FINAL DESIGN & CONST AUG 24	43,415.13
61138	10/15/24	Reconciled		10/31/24	01414	ALHAMBRA & SIERRA SPRINGS	WATER	407.21
61139	10/15/24	Reconciled		10/31/24	01448	AMERIGAS - COLFAX	SHERIFF DEPT PROPANE	51.95
61140	10/15/24	Reconciled		10/31/24	01766	AT&T MOBILITY	CITY HALL PHONES	806.99
61141	10/15/24	Printed			03121	CALIFORNIA BUILDING	Q1 24/25 GREEN FEES COLLECTED	62.10
61142	10/15/24	Reconciled		10/31/24	03160	CARTWRIGHT NOR CAL, INC.	ENG SVCS SEPT 24	13,790.00
61143	10/15/24	Reconciled		10/31/24	3494	COLANTUONO, HIGHSMITH &	LEGAL MATTERS SEPT 2024	8,325.00
61144	10/15/24	Printed			04532	DIVISION OF STATE ARCHITECT	SB1186 FEES Q1 24/25	72.00
61145	10/15/24	Reconciled		10/31/24	08660	HUNT AND SONS, LLC	FUEL	975.61
61146	10/15/24	Reconciled		10/31/24	13191	MANAGEMENT ADVISORY SERVICES	PLANNING SVCS SEPT 2024	5,571.15
61147	10/15/24	Reconciled		10/31/24	16202	PLACER COUNTY OES FISCAL UNIT	FIRE MARSHAL SVCS Q1 FY 24/25	20,488.63
61148	10/15/24	Reconciled		10/31/24	16821	PSOMAS	WWTP ALGAE/I&I MITIGATION	18,027.00
61149	10/15/24	Reconciled		10/31/24	17951	R3 CONSULTING GROUP	GRANT FUND MGMNT SEPT 24	4,957.50
61150	10/15/24	Reconciled		10/31/24	19591	SECURITAS TECHNOLOGY	DEPOT SECURITY Q2 FY 24/25	167.34
61151	10/15/24	Reconciled		10/31/24	01790	SIERRA OFFICE PRODUCTS	OFFICE SUPPLIES	222.57
61152	10/15/24	Reconciled		10/31/24	19650	STATE BOARD OF EQUALIZATION	Q1 24/25 SELF ASSESSED SLS TX	215.00
61153	10/15/24	Reconciled		10/31/24	19696	SWRCB	ANNUAL LOAN PYMT FY 24/25	438,973.80
61154	10/15/24	Reconciled		10/31/24	20538	TROJAN TECHNOLOGIES	WWTP SUPPLIES	879.45
61155	10/15/24	Reconciled		10/31/24	22106	VAN GRONINGEN & ASSOCIATES	FINANCIAL SVCS SEPTEMBER 24	918.75
61156	10/15/24	Reconciled		10/31/24	23169	WAVE BUSINESS SOLUTIONS	DEPOT PHONE	18.77
61157	10/15/24	Reconciled		10/31/24	23169	WAVE BUSINESS SOLUTIONS	CITY HALL PHONES	216.19
61158	10/15/24	Reconciled		10/31/24	23301	WESTERN PLACER WASTE	SLUDGE REMOVAL SEPT 24	204.49

Check Register Report

Item 2B

Date: 11/08/2024

Time: 9:32 am

Page: 2

CITY OF COLFAX

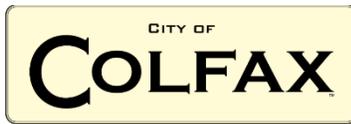
BANK: US BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
US BANK Checks								
61159	10/15/24	Reconciled		10/31/24	23453	WM LYLES	ALGAE REDUCTION SEPT 24	147,669.95
61160	10/17/24	Reconciled		10/31/24	19474	SIMPSON & SIMPSON	COMPOST PAD	27,815.00
61161	10/24/24	Void	10/31/24		19440	SIERRA VISTA CENTER, INC.	RENT FACILITY FOR PCCOA DINNER	0.00
61162	10/24/24	Printed			1131	ABC	PCCOA DINNER	75.00
61163	10/29/24	Printed			02901	BUREAU VERITAS NORTH AMERICA	BLDG OFFICIAL SVCS SEPT 24	5,040.00
61164	10/29/24	Printed			03300	CHAMBER OF COMMERCE	OKTOBERFEST EVENT REFUND	100.00
61165	10/29/24	Printed			03401	CHOICE BUILDER	PREMIUMS NOVEMBER 2024	711.06
61166	10/29/24	Printed			03540	COLFAX LIONS CLUB	Art Walk & Car Show Refund Dep	100.00
61167	10/29/24	Printed			03562	COMMERCIAL PUMP SERVICE, INC	LIFT STATION #5 LABOR/PUMP	17,805.58
61168	10/29/24	Printed			04592	DACOMM	WWTP INTERNET NOV 24	103.45
61169	10/29/24	Printed			04234	DE LAGE LANDEN FINANCIAL	COPY MACHINE LEASE NOV 24	504.79
61170	10/29/24	Printed			6203	FENNEMORE CRAIG, PC	LEGAL MATTERS SEPT 24	1,062.50
61171	10/29/24	Printed			07460	GOLD MOUNTAIN CALIFORNIA	PUBLIC NOTICES ZONING ORD	446.50
61172	10/29/24	Printed			08070	HANSEN BROS. ENTERPRISES	CDBG ROAD REHAB AUGUST 24	699,251.79
61173	10/29/24	Printed			08660	HUNT AND SONS, LLC	FUEL	386.32
61174	10/29/24	Printed			8530	JAMI JANES	REFUND DEPOSIT CORNHOLE TOURN	100.00
61175	10/29/24	Printed			23101	LARRY WALKER ASSOCIATES	NPDES PERMIT ASSIST. SEPT 24	391.50
61176	10/29/24	Printed			12180	LAWRENCE & ASSOCIATES INC	LANDFILL MONITORING SEPT 24	1,531.00
61177	10/29/24	Printed			12209	LIEBERT CASSIDY WHITMORE	HR LEGAL MATTERS SEPT 24	240.00
61178	10/29/24	Printed			16300	PCWA -PLACER COUNTY	WATER	2,506.91
61179	10/29/24	Printed			16035	PG&E	ELECTRICITY	24,488.80
61180	10/29/24	Printed			16821	PSOMAS	CDBG ROAD REHAB AUGUST 24	11,600.00
61181	10/29/24	Printed			19762	STS AUTOMATION INCORPORATED	LIFT STATION CONTROL PANEL	2,642.20
61182	10/29/24	Printed			20538	TROJAN TECHNOLOGIES	WWTP UV LAMPS/SLEEVES	25,906.99
61183	10/29/24	Printed			06740	TYLER TECHNOLOGIES	ANNUAL SOFTWARE MAINT.	6,586.47
61184	10/29/24	Printed			22240	VULCAN MATERIALS COMPANY	ASPHALT PATCH	330.87
61185	10/29/24	Printed			22240	VULCAN MATERIALS COMPANY	ASPHALT PATCH	356.61
61186	10/29/24	Printed			22240	VULCAN MATERIALS COMPANY	ASPHALT PATCH	222.14
61187	10/29/24	Printed			22240	VULCAN MATERIALS COMPANY	ASPHALT PATCH	359.29
61188	10/29/24	Printed			22240	VULCAN MATERIALS COMPANY	ASPHALT PATCH	656.59
61189	10/29/24	Printed			22240	VULCAN MATERIALS COMPANY	ASPHALT PATCH	276.27
61190	10/29/24	Printed			23169	WAVE BUSINESS SOLUTIONS	CORP YARD INTERNET	71.83

Total Checks: 80 **Checks Total (excluding void checks): 1,603,492.26**

Total Payments: 80 **Bank Total (excluding void checks): 1,603,492.26**

Total Payments: 80 **Grand Total (excluding void checks): 1,603,492.26**



Staff Report to City Council

FOR THE DECEMBER 11, 2024, REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Kathy Pease, AICP, Planning Consultant
Subject: General Plan Housing Element Required Action Items-Zoning Code Amendments.

Budget Impact Overview:

N/A:	Funded:	Un-funded: ✓	Amount:	Fund(s):
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RECOMMENDED ACTION: Conduct a second reading and adopt the attached Ordinance amending the City of Colfax Municipal Code Sections: 17.74.012, 17.74.020, and 17.74 consistent with State Law, to be effective 30 days after adoption.

Summary/Background

This is a proposal to consider adoption of several zoning code amendments that were identified as action items when the General Plan Housing Element for the planning cycle years 2021-2029 was adopted by the city in 2021. Many of these items were identified to be completed within one year of the Housing Element adoption (by 2022), however, due to staffing constraints these have not been completed yet.

This proposal adds definitions for Employee Housing, Single Room Occupancy (SRO)s and Low-Barrier Navigation Centers (LBNC). It also changes the zoning code to allow these uses in residential and mixed-use zoning districts consistent with current state law.

Discussion

The proposed Ordinance amendment would amend Chapter 17 of the Colfax Municipal Code, Sections 17.74.012, to expand the definitions to include three new definitions:

“Employee Housing is privately-owned housing that provides living quarters in connection with any work, whether or not rent is involved.”

“A Low-Barrier Navigation Center (LBNC) is a "Housing First," low barrier, temporary, service-enriched shelter that helps homeless individuals and families to quickly obtain permanent housing. It differs from homeless shelters in that it provides onsite services intended to provide long term housing solutions.

“Single Room Occupancy (SROs). A SRO is a single furnished room that can be rented month-to-month or for a more extended period. SROs usually provide common-area kitchens and bathrooms in lieu of separate facilities for each unit; however, a few units may have individual kitchens and bathrooms”. Because they are small in size they often provide low income housing options.

The proposed Ordinance amendment would amend Chapter 17 of the Colfax Municipal Code, Section 17.72.020 - Residential zone districts permitted uses and Section 17.74 Mixed Use zone district permitted use tables.

Employee housing is a use that is considered residential and would be added as a permitted use consistent with state law.

The proposed Ordinance amendment would add Low-barrier navigation centers (LNBCs) to the allowed uses in the residential and mixed-use zoning district consistent with California Government Code 65662. Assembly Bill 101 (AB 101) established requirements for local jurisdictions to allow LNBCs as a by-right use. The law defines the term “use by right” in this context to mean that the local government’s review of the Low Barrier Navigation Center development may not impose certain requirements, such as a conditional use permit or other discretionary review or approval. The bill also provides that CEQA does not apply to an action taken by a public agency to lease, convey, or encumber land owned by a public entity or to facilitate the lease, conveyance, or encumbrance of land owned by a public agency, or to provide financial assistance to, or otherwise approve, a Low Barrier Navigation Center constructed or allowed by this bill. In addition, the bill authorized Low Barrier Navigation Center developments to be a use by right under certain circumstances.

Finally, the proposed ordinance amendments would add the provision of SROs to the residential zone as a conditional use in the RM zone.

At its November 13, 2024 meeting, the City Council voted unanimously in favor of the ordinance amendment.

General Plan Consistency Findings:

The proposed Ordinance amending Chapter 17 of the Municipal Code is consistent with the General Plan and would make the Zoning Code consistent with the requirements of the Housing Element Chapter 6.6 Housing Goals, Policies and Implementation Measures.

The proposed Ordinance amending the Municipal Code would not be detrimental to the public interest, health, safety, convenience or welfare of the County because it will support residential uses consistent with state law.

The proposed Ordinance amending the Municipal Code is internally consistent with other applicable provisions of the Municipal Code.

Fiscal

This action is an unfunded mandate but has minimal impact on the City’s General Fund as a result of this amendment, except for staff time in preparing and researching this ordinance amendment

Environmental Review

The proposed Ordinance qualifies under the “common sense” CEQA exemption pursuant to CEQA Guidelines Section 15060(c)(2) and 15061(b)(3), which provides that, where it can be seen with certainty that there is no possibility that a project may have a significant effect on the

environment, the project is not subject to CEQA. CEQA only applies to projects that have the potential for causing a significant effect on the environment – either through direct impact or reasonably foreseeable indirect impact. The proposed Ordinance does not have that possibility. Direct impact of the proposed Ordinance on the environment will be minor. It is not expected to prompt any new development or direct physical effects. Accordingly, the City believes the “common sense” exemption is most appropriate for this project.

Attachments

1. Ordinance Cover
2. Zoning Code Amendment Ordinance
3. Chapter 17 Proposed Amendments

CITY OF COLFAX

ORDINANCE NO. 559

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COLFAX AMENDING COLFAX MUNICIPAL CHAPTER 17.12, 17.72 and 17.74 TO AMEND THE ZONING CODE TO IMPLEMENT PROVISIONS OF THE GENERAL PLAN HOUSING ELEMENT IMPLEMENTATION MEASURES IN THE RESIDENTIAL AND MIXED-USE ZONING DISTRICTS.

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

Section 1:

Title 17, Chapters 17.12, 17.72 and 17.74 of the Colfax Municipal Code is hereby amended as set forth in Exhibit A attached hereto and by this reference incorporated herein.

Section 2. Superceding Provisions

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

Section 3. Severability

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

Section 4. California Environmental Quality Act Findings

The City of Colfax finds that these amendments are consistent with the Addendum prepared for the 1998 General Plan Environmental Impact Report (State Clearinghouse 1998072025) pursuant to the California Environmental Quality Act (CEQA), for the 2021-2029 Housing Element. There are no substantial changes in circumstances and represents no changes to the impacts that were identified by the General Plan EIR.

This ordinance shall, within 15 days after its adoption, be published or posted in accordance with Section 36933 of the Government Code of the State of California with the names of those City Council members voting for and against it.

The foregoing ordinance was introduced at a duly held regular meeting of the City Council of the City of Colfax on the ___ day of _____ 2024 and passed and adopted at a duly held regular meeting of the City Council on the ___ day of _____ 2024, by the following vote:

- AYES:
- NOES:
- ABSENT:

Kim Douglass
Mayor

APPROVED AS TO FORM:

ATTEST:

Conor W. Harkins
City Attorney

City Clerk

**EXHIBIT A
CITY OF COLFAX
ORDINANCE NO. 559**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COLFAX AMENDING
COLFAX MUNICIPAL CODE TITLES 17.72 AND 17.74 DEFINITIONS AND
PERMITTED USE TYPES CONSISTENT WITH THE GENERAL PLAN HOUSING
ELEMENT 2021-2029 IMPLEMENTATION STRATEGIES.**

THE CITY COUNCIL OF THE CITY OF COLFAX DOES ORDAIN AS FOLLOWS:

17.72.020 - Residential zone districts permitted uses

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

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

Primary use types not listed or designated by a dash (-) are not permitted in that zone district.

Accessory uses and structures are permitted in residential zones subject to the requirements set forth in [Chapter 17.96](#).

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

RESIDENTIAL USE TYPES	R-1	R-M	R-MHS
Accessory Dwelling Unit (see also Junior ADU)	P	P	-
Community Care Facilities, Small	P	P	P
Dwelling ⁽⁶⁾			
Multi-Family	-	P	-
Single-Family	P	P	P

RESIDENTIAL USE TYPES	R-1	R-M	R-MHS
<u>Employee Housing</u>	P	P	P
Family Day Care Homes, Small	P	P	P
Family Day Care Homes, Large ⁽³⁾	AP	AP	AP
Junior Accessory Dwelling Unit	P	P	-
<u>Low-Barrier Navigation Centers</u>	-	P ¹⁰	-
Mobilehome Park	-	-	CUP
Rooming and Boarding House	-	P	-
Supportive and Transitional Housing	P	P	P
<u>Single Room Occupancy (SRO)</u>	-	<u>CUP</u>	-

COMMERCIAL USE TYPES	R-1	R-M	R-MHS
Commercial Recreation, Residential Recreation Facilities	CUP	CUP	CUP
Community Care Facility	-	P	-
Lodging services ⁽⁴⁾	AP	AP	-
Long-Term Care Facility	-	CUP	-

COMMERCIAL USE TYPES	R-1	R-M	R-MHS
Neighborhood Commercial	-	CUP	-

TRANSPORTATION AND COMMUNICATION USE TYPES	R-1	R-M	R-MHS
Telecommunication Facilities ⁽⁵⁾	AP	AP	AP

Notes:

- (1) Additional requirements are contained in [Chapter 17.180](#).
- (2) See [Chapter 17.196](#) for second dwelling unit regulations.
- (3) See [Chapter 17.160](#) for large family day care home regulations.
- (4) Bed and Breakfast establishments only, with five or fewer rooms.
- (5) Additional requirements are contained in [Chapter 17.136](#).
- (6) Supportive and transitional housing are considered residential use types.
- (7) Food service or distribution facilities are allowed in conjunction with this use with approval of an admin permit.
- (8) Subject to the limitations set forth in Colfax Municipal Code [Chapter 6.20](#) (Limitations on Number of Animals).
- (9) Employee housing serving six (6) or fewer persons is considered single family,
- (10) (a) Low Barrier Navigation Centers requires that it: offers services to connect people to permanent housing through a services plan that identifies services staffing.
- (b) It is linked to a coordinated entry system, so that staff in the interim facility or staff who co-locate in the facility may conduct assessments and provide services to connect people to permanent housing. "Coordinated entry system" means a centralized or coordinated assessment system developed pursuant to Section 576.400(d) or Section 578.7(a)(8), as applicable, of Title 24 of the Code of Federal Regulations, as those sections read on January 1, 2020, and any related requirements, designed to coordinate program participant intake, assessment, and referrals.
- (c) It complies with Chapter 6.5 (commencing with Section 8255) of Division 8 of the Welfare and Institutions Code.

(d) It has a system for entering information regarding client stays, client demographics, client income, and exit destination through the local Homeless Management Information System as defined by Section 578.3 of Title 24 of the Code of Federal Regulations.

Chapter 17.74 MIXED USE ZONES

17.74.020 Permitted use types.

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

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

Primary use types not listed or designated by a dash (-) are not permitted in that zone district. Any single use that occupies more than 5,000 square feet in the MU-1 zone or more than 8,000 square feet in the MU-2 zone is subject to a conditional use permit.

Accessory uses and structures are permitted in mixed use zones subject to the requirements set forth in Chapter 17.96.

OPEN SPACE USE TYPE	R-1	R-M	R-MHS
Animal Keeping	AP ⁽⁸⁾	-	-
Resource Protection and Restoration	P	P	P
Resource Related Recreation	P	P	P

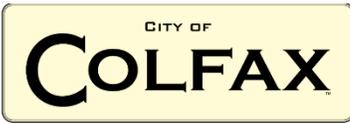
CIVIC USE TYPES	MU-1	MU-2
Community Assembly ⁽²⁾	P ⁽¹⁾	P
Community Services	P	P
Essential Services	P	P
Libraries and museums	P	P
Power Generating Facilities ⁽³⁾		
Emergency	P	P
Passive Power	P	P

Public Parking Services	-	AP
Social Services		
Food Distribution ⁽⁴⁾	CUP	CUP
Food Service ⁽⁵⁾	CUP	CUP
Emergency Shelter ⁽⁶⁾	-	CUP
RESIDENTIAL USE TYPES	MU-1	MU-2
Community Care Facilities, Small		
Dwelling		
Accessory Dwelling Unit	P ⁽¹⁾	P
Junior Accessory Dwelling Unit	P ⁽¹⁾	P
Multi-Family	P ⁽¹⁾	P
Single-Family	P ⁽¹⁾	P
<u>Employee Housing</u>	<u>P⁽¹⁾</u>	<u>P</u>
Family Day Care Homes, Small	P ⁽¹⁾	P
Family Day Care Homes, Large ⁽⁷⁾	P ⁽¹⁾	P
<u>Low-barrier Navigation Centers</u>	<u>P²</u>	<u>P²</u>
Rooming and Boarding House	P ⁽¹⁾	P
Supportive and Transitional Housing	P ⁽¹⁾	P
COMMERCIAL USE TYPES	MU-1	MU-2
Animal Sales and Service ⁽⁸⁾		
Grooming and Pet Stores	P	P
Veterinary Clinic	P	P
Automotive and Equipment		
Automotive Body and Equipment Repair	-	CUP
Automotive Rentals	AP	AP
Automotive Repairs	-	CUP
Automotive Sales	-	-
Carwash and Detailing	-	CUP
Commercial Parking	-	CUP

Gasoline Sale	-	CUP
Banks and Financial Services	P	P
Bars and Drinking Places	AP	AP
Broadcasting and Recording Studios	p ⁽⁺⁾	P
Business Support Services	p ⁽⁺⁾	P
Community Care Facility	-	AP
Day Care Center	AP ⁽¹⁾	AP
Eating and Drinking Establishments		
Fast Food with Drive-Through	-	-
Convenience	P	P
Full Services	P	P
Food and Beverage Retail Sales	P	P
Lodging	p ⁽⁺⁾	P
Long-Term Care Facility	CUP	-
Maintenance and Repair	p ⁽¹⁾	P
Medical Services, General	p ⁽¹⁾	P
Neighborhood Commercial	P	P
Nightclubs ⁽⁹⁾	AP	-
Offices, Professional	p ⁽¹⁾	P
Personal Services	p ⁽¹⁾	P
Retail Sales and Services	P	P
Specialized Education and Training		
Vocational Schools	p ⁽¹⁾	P
Specialty Schools	p ⁽¹⁾	P
TRANSPORTATION AND COMMUNICATION USE TYPES	MU-1	MU-2
Telecommunication Facilities ⁽¹⁰⁾	-	P/AP/CUP

(1) Only allowed on the second story or on ground floor portions of buildings that are no less than 30 feet from the front property line.

- (2) (a) It offers services to connect people to permanent housing through a services plan that identifies services staffing.
- (b) It is linked to a coordinated entry system, so that staff in the interim facility or staff who co-locate in the facility may conduct assessments and provide services to connect people to permanent housing. "Coordinated entry system" means a centralized or coordinated assessment system developed pursuant to Section 576.400(d) or Section 578.7(a)(8), as applicable, of Title 24 of the Code of Federal Regulations, as those sections read on January 1, 2020, and any related requirements, designed to coordinate program participant intake, assessment, and referrals.
- (c) It complies with Chapter 6.5 (commencing with Section 8255) of Division 8 of the Welfare and Institutions Code.
- (d) It has a system for entering information regarding client stays, client demographics, client income, and exit destination through the local Homeless Management Information System as defined by Section 578.3 of Title 24 of the Code of Federal Regulations



Staff Report to City Council

FOR THE DECEMBER 11, 2024 REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Shanna Stahl, Administrative Services Officer
Subject: Fiscal Year 2024-2025 Local Transportation Funds and State Transit Assistance Funds Claim Documentation

Budget Impact Overview:

N/A: ✓	Funded:	Un-funded:	Amount:	Fund(s):
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RECOMMENDED ACTION: Adopt Resolution __-2024 authorizing the City Manager to file claims or execute agreements for :

1. Fiscal Year 2024-2025 Local Transportation Funds in the amount of \$139,964 for streets and roads purposes (Article 8 – Section 99400 of the California Public Utilities Code), and
2. Fiscal Year 2024-2025 State Transit Assistance Funds of \$17,697 for contracted transit services (Article 6.5, Chapter 4, Section 99313 of the California Public Utilities Code).

Summary/Background

Staff has completed the required Claim Documentation for Local (LTF) and State (STA) Transportation Funds for the City allocation for Fiscal Year 2024-2025. The total amount allocated to the City of Colfax and being requested is \$157,661, which is 1% less than last fiscal year. The actual allocations for FY 2024-2025 are lower than estimates in the adopted budget by approximately \$10,000 – and will potentially increase required transfers from the General Fund to support Public Works operations costs.

Annual Allocation	Fiscal Year						
	2023-2024	2022-2023	2022-2023	2021-2022	2020-2021	2019-2020	2018-2019
LTF	139964	\$ 139,904	\$ 160,130	\$ 184,435	\$ 93,867	\$ 138,622	118653
STA	17697	\$ 18,896	\$ 18,998	\$ 17,097	\$ 8,317	\$ 14,062	\$ 14,274
TOTAL	\$ 157,661	\$ 158,800	\$ 179,128	\$ 201,532	\$ 102,184	\$ 152,684	\$ 132,927
	-1%	-11%	-11%	97%	-33%	15%	
Adopted Budget							
LTF	\$ 149,272						
STA	\$ 18,266						
Permits	\$ 100						
Gas Tax	\$ 61,267						
General Fund Transfer	\$ 103,677						
TOTAL	\$ 332,582						

In addition to the current year STA funding available for Transit Services, the City has a carryover balance of \$61,656 to complete a capital improvement project at the Colfax Transit Center adjacent to the Depot.

Recommendation

Staff recommends approval of the Resolution and immediate submittal of claim forms for available funding and reallocation.

Attachments

1. PCTPA – Final Findings of Apportionment for FY2024-2025
2. TDA Compliance Checklist
3. TDA Claim Worksheet
4. Claim for Local Transportation Funds – Streets and Road Purposes – Fiscal Year 2024-2025
5. Claim for State Transit Assistance Funds – Transit Capital and contracted transit services - Fiscal Year 2024-2025
6. TDA Annual Project and Financial Plan
7. Copy of Agreement with Placer County for Transit Services Fiscal Year 2024-2025
8. Resolution __-2024

PLACER COUNTY TRANSPORTATION PLANNING AGENCY (PCTPA)

FINAL FINDINGS OF APPORTIONMENT FOR FY 2024/2025

LOCAL TRANSPORTATION FUND (LTF)

September 2024

		FY 2023/2024 Estimated Fund Balance Subtotal ⁽¹⁾	FY 2024/2025 Revenue Subtotal	FY 2024/2025 Apportionment Total
PLACER COUNTY LTF REVENUE ESTIMATE		\$933,882	\$32,109,843	\$32,945,558
TRPA Revenue Estimate ⁽²⁾	2.44923904%		\$770,305	\$770,305
TRPA LTF Fund Balance		\$110,085		\$110,085
TRPA TOTAL			\$770,305	\$880,390
County Auditor Administrative Costs			\$264	\$264
BALANCE AVAILABLE FOR APPORTIONMENT BY TRPA				\$880,126
PCTPA Revenue Estimate	97.55076096%		\$31,339,538	\$31,339,538
PCTPA LTF Fund Balance		\$823,797		\$725,630
PCTPA TOTAL			\$31,339,538	\$32,065,168
County Auditor Administrative Costs			\$8,736	\$8,736
PCTPA Administrative and Planning Costs ⁽³⁾			\$475,000	\$475,000
Pedestrian and Bicycle Allocation ⁽⁴⁾		\$16,476	\$617,116.04	\$633,592
Community Transit Service Article 4.5 Allocation ⁽⁵⁾		\$36,329	\$1,360,741	\$1,397,070
BALANCE AVAILABLE FOR APPORTIONMENT BY PCTPA		\$770,992	\$28,877,945	\$29,550,770

Apportionment of FY 2024/2025 PCTPA LTF Revenue Estimate by Jurisdiction						
Jurisdiction	Population January 1, 2024	Percent (%)	FY 2024/2025	FY 2023/2024 Carryover	Revenue	
			Allocation Subtotal	Apportionment ⁽⁶⁾	Apportionment	
PLACER COUNTY	101,964	25.30500819%	\$7,282,725	\$195,099	\$7,477,825	
AUBURN	13,218	3.28038914%	\$944,089	\$25,292	\$969,380	
COLFAX	1,988	0.49337370%	\$141,992	\$3,804	\$145,796	
LINCOLN	53,231	13.21065171%	\$3,801,996	\$101,853	\$3,903,849	
LOOMIS	6,601	1.63820916%	\$471,473	\$12,630	\$484,103	
ROCKLIN	71,609	17.77162853%	\$5,114,635	\$137,018	\$5,251,653	
ROSEVILLE	154,329	38.30073956%	\$11,022,868	\$295,295	\$11,318,163	
TOTAL	402,940	100.00%	\$28,779,778	\$770,992	\$29,550,770	

Apportionment of FY 2024/2025 PCTPA LTF Revenue Estimate Available to Claimant			
Jurisdiction	Revenue Apportionment	Planning Contribution ⁽⁷⁾	Available to Claimant ⁽⁸⁾
PLACER COUNTY	\$7,477,825	(\$299,113)	\$7,178,712
AUBURN	\$969,380	(\$38,775)	\$930,605
COLFAX	\$145,796	(\$5,832)	\$139,964
LINCOLN	\$3,903,849	(\$156,154)	\$3,747,695
LOOMIS	\$484,103	(\$19,364)	\$464,739
ROCKLIN	\$5,251,653	(\$210,066)	\$5,041,587
ROSEVILLE	\$11,318,163	(\$452,727)	\$10,865,437
TOTAL	\$29,550,770	(\$1,182,031)	\$28,368,739

NOTES:

- 1) FY 2023/24 LTF balance based on August 1, 2024 Final LTF Fund Estimate provided by the Placer County Auditor
LTF balance has been adjusted for claims owed to jurisdictions and online sales tax adjustment per HDL to occur during FY 2024/25.
- 2) Tahoe Regional Planning Agency receives funds proportional to its population within Placer County (see box below).
- 3) Apportioned per Section 7.1 PCTPA Rules & Bylaws for FY 2022/23 Final Overall Work Program and Budget, May 25, 2022.
- 4) Pedestrian and Bicycle Allocation is 2% of the remaining apportionment, per PCTPA Board direction.
- 5) Community Transit Service Article 4.5 allocation is up to 5% of the remaining apportionment, per PCTPA Board direction.
FY 2024/25 Article 4.5 allocation is set at 4.5%.
- 6) FY 2023/24 carryover apportionment (see next page) uses May 2024 DOF population estimates.
- 7) PCTPA receives 4% of apportionment for regional planning purposes and implementation of federal planning requirements.
- 8) Assumes 0% growth in revenue over FY 2024/25 per LAO sales tax projections.

January 1, 2024 DOF Population Estimates ¹		
TRPA Population ²	9,904	2.39896910%
PCTPA Population	402,940	97.60103090%
TOTAL	412,844	100.00000000%

Sources:

1. Table E-1: City/County Population Estimates January 1, 2023 to January 1, 2024, DOF, released May 2, 2024.
2. Western Slope and Tahoe Basin for Placer County as of January 1, 2024, DOF, June 28, 2024.

Calculation of FY 2024/2025 PCTPA LTF Carryover

Using 2024 Population - Western Slope

Amount of FY 2023/2024 Carryover: **\$770,992**

POPULATION				
JURISDICTION	January 1, 2024⁽¹⁾	PERCENT	FY 2024/2025 CARRYOVER ALLOCATION	TOTAL CARRYOVER ALLOCATION
PLACER COUNTY	101,964	25.31%	\$195,099	\$195,099
AUBURN	13,218	3.28%	\$25,292	\$25,292
COLFAX	1,988	0.49%	\$3,804	\$3,804
LINCOLN	53,231	13.21%	\$101,853	\$101,853
LOOMIS	6,601	1.64%	\$12,630	\$12,630
ROCKLIN	71,609	17.77%	\$137,018	\$137,018
ROSEVILLE	154,329	38.30%	\$295,295	\$295,295
TOTAL	402,940	100.00%	\$770,992	\$770,992

Sources:

1. Table E-1: City/County Population Estimates January 1, 2023 to January 1, 2024, DOF, May 2, 2024.
2. FY 2023/24 LTF balance based on August 1, 2024 Final LTF Fund Estimate provided by the Placer County Auditor (adjusted for anticipated online sales tax adjustments).

**PLACER COUNTY TRANSPORTATION PLANNING AGENCY
 FY 2024/25 STATE TRANSIT ASSISTANCE (STA) FUND FINAL ALLOCATION ESTIMATE
 (EXCLUDING TAHOE BASIN)
 September 2024**

PUC 99313 Allocation	\$3,755,942
PUC 99314 Allocation	\$534,814
Total STA Allocation ⁽¹⁾	\$4,290,756
Less 4.5 Percent Allocation of PUC 99313 to WPCTSA ⁽²⁾	\$169,017
Total STA Allocation Available to Jurisdictions	\$4,121,739

FY 2024/2025 Jurisdiction PUC Section 99313 STA Fund Allocation

Jurisdiction	January 2024 Population ⁽³⁾	PUC 99313 Population Percentage	PUC 99313 Population Allocation
Placer County	101,964	25.31%	\$907,672
Auburn	13,218	3.28%	\$117,665
Colfax	1,988	0.49%	\$17,697
Lincoln	53,231	13.21%	\$473,856
Loomis	6,601	1.64%	\$58,761
Rocklin	71,609	17.77%	\$637,455
Roseville	154,329	38.30%	\$1,373,819
TOTAL	402,940	100.00%	\$3,586,925

Notes: (1) 2024/2025 State Transit Assistance Allocation Final Estimate, California State Controller Division of Accounting and Reporting, August 1, 2024.
 (2) 4.5% of unencumbered PUC 99313 Allocation is allocated to WPCTSA.
 (3) Table E-1: City/County Population Estimates January 1, 2023 to January 1, 2024, DOF, released May 2, 2024.
 PUC = Public Utilities Code

**PUC Section 99313 +
99314**

FY 2023/2024 Jurisdiction PUC 99314 STA Fund Allocation

Jurisdiction	PUC 99314 Fare Revenue Basis ⁽⁴⁾	PUC 99314 Fare Revenue Percentage	PUC 99314 Fare Revenue Allocation	Total Jurisdiction Allocation
Placer County	\$5,410,141	81.9%	\$437,879	\$1,345,551
Auburn	\$21,830	0.3%	\$1,767	\$119,432
Colfax	\$0	0.0%	\$0	\$17,697
Lincoln	\$0	0.0%	\$0	\$473,856
Loomis	\$0	0.0%	\$0	\$58,761
Rocklin	\$0	0.0%	\$0	\$637,455
Roseville	\$1,175,827	17.8%	\$95,168	\$1,468,986
TOTAL	\$6,607,798	100.0%	\$534,814	\$4,121,739

Notes: (4) 2024/2025 State Transit Assistance Allocation Preliminary Estimate, California State Controller Division of Accounting and Reporting, February 1, 2024.

**PLACER COUNTY TRANSPORTATION PLANNING AGENCY
 FY 2024/2025 STATE OF GOOD REPAIR (SGR) FINAL ALLOCATION ESTIMATE
 (EXCLUDING TAHOE BASIN)
 September 2024**

PUC 99313 Allocation	\$561,914
PUC 99314.8 Allocation	\$80,012
Total SGR Allocation ⁽¹⁾	\$641,926
Less Percent Allocation of PUC 99313 to WPCTSA (5% max)	\$0
Total SGR Allocation Available to Jurisdictions	\$641,926

FY 2024/2025 Jurisdiction PUC Section 99313 SGR Fund Allocation

Jurisdiction	January 2024 Population ⁽²⁾	PUC 99313 Population Percentage	PUC 99313 Population Allocation	Reallocation to Transit Operator ⁽³⁾	PUC 99313 Total Allocation
Placer County	101,964	25.31%	\$142,192	\$186,071	\$328,264
Auburn	13,218	3.28%	\$18,433	\$0	\$18,433
Colfax	1,988	0.49%	\$2,772	(\$2,772)	\$0
Lincoln	53,231	13.21%	\$74,233	(\$74,233)	\$0
Loomis	6,601	1.64%	\$9,205	(\$9,205)	\$0
Rocklin	71,609	17.77%	\$99,861	(\$99,861)	\$0
Roseville	154,329	38.30%	\$215,217	\$0	\$215,217
TOTAL	402,940	100.00%	\$561,914	(\$0)	\$561,914

Notes: (1) FY 2024/2025 State of Good Repair Final Allocation Estimate, California State Controller Division of Accounting and Reporting, February 1, 2024
 (2) Table E-1: City/County Population Estimates January 1, 2023 to January 1, 2024, DOF, released May 2, 2024.
 (3) Placer County Transit will apply the equivalent SGR PUC 99313 shares from the Cities of Colfax, Lincoln, Rocklin, and the Town of Loomis to preventive maintenance.

FY 2024/2025 Jurisdiction PUC Section 99314 SGR Fund Allocation

Jurisdiction	PUC 99314 Fare Revenue Basis ⁽⁴⁾	PUC 99314 Fare Revenue Percentage	PUC 99314 Fare Revenue Allocation	Total Jurisdiction Allocation
Placer County	\$5,410,141	81.9%	\$65,510	\$393,774
Auburn	\$21,830	0.3%	\$264	\$18,697
Colfax	\$0	0.0%	\$0	\$0
Lincoln	\$0	0.0%	\$0	\$0
Loomis	\$0	0.0%	\$0	\$0
Rocklin	\$0	0.0%	\$0	\$0
Roseville	\$1,175,827	17.8%	\$14,238	\$229,455
TOTAL	\$6,607,798	100.0%	\$80,012	\$641,926

Notes: (4) FY 2024/2025 State of Good Repair Final Allocation Estimate, California State Controller Division of Accounting and Reporting, August 1, 2024.

FY 2024/2025 SGR Project Summary

Jurisdiction	Project Title	FY 2024/25 Allocation Amount
Placer County	Maintenance and Replacement of 35' Bus	\$393,774
Auburn	Ford E-Transit Van Purchase	\$18,697
Roseville	Bus Stop Improvement and Replacement Program	\$229,455
	FY 2024/25 Total	\$641,926

ANNUAL VERIFICATION OF TDA COMPLIANCE TO ACCOMPANY LTF AND STA CLAIMS FOR TRANSIT / STREETS AND ROADS PURPOSES

PART I – ALL CLAIMANTS

1. Date annual TDA fiscal and compliance audit was approved by PCTPA Board:
12/6/2023
2. Is the claimant's retirement system fully funded?
 YES
 NO
3. Is the claimant using the maximum Federal funds available for transit and/or streets/roads purposes?
 YES
 NO

PART II – TRANSIT CLAIMANTS

4. Date Transit Operator's Financial Transaction Report was submitted to State Controller's Office: [Click or tap to enter a date.](#) Attach copy of dated, signed cover sheet from report.
5. Are public transit vehicles routinely staffed with one driver?
 YES
 NO (Explain) [Click or tap here to enter text.](#)
6. Has the proposed transit operating budget changed by more than 15% compared to the previous year?
 Yes (Explain) [Click or tap here to enter text.](#)
 NO
7. Did the transit operator meet its minimum farebox recovery requirement during the previous fiscal year? (requirement: 15% - Roseville; 12.94% - Placer County; 10% - Auburn)¹
 YES
 NO (see below)

If the farebox recovery requirement was not met, then claimant must complete the following worksheet for the most recent fiscal year.

¹Assembly Bill 90, 2019-20 [Reg. Session] temporarily prohibits the penalty for non-compliance with farebox recovery ratio requirement during FY 2019-20 and 2020-21. The claimant should still identify whether the requirement was met. AB 149 of 2021 extends the non-compliance relief through FY 2022/23, and AB 125 of 2023 further extended it through FY 2025/26.

Transit Operating Expenses:	enter text.	+	
Capital Purchases/Reserves:	enter text.	=	LTF spent in most
Subtotal:	enter text.	-	recent fiscal year
Federal Revenues:	enter text.	=	cannot exceed
STA Revenues:	enter text.	-	result below.
Total:	enter text.	* 0.5=	enter text.

8. Is there a prohibition on the employment of part-time drivers or on contracting with common carriers?

- YES
- NO (Explain) [Click or tap here to enter text.](#)

9. Are STA funds being used for transit operating purposes this fiscal year?

- YES (see below)
- NO

If STA funds are being used for transit operating purposes, indicate which efficiency standard was met. In calculating the operating cost, operators may exclude costs that exceed prior year costs, as adjusted by the CPI. *Notes: (1) Use the STA Qualifying Criteria worksheet contained in the TDA Claim workbook to determine eligible exclusions. (2) These items may also be excluded when computing the farebox recovery ratio. (3) You may refer to operating cost figures from TDA fiscal audits for the applicable fiscal year.*

Efficiency Standard #1: Yes No²

Efficiency Standard #2: Yes No²

If neither efficiency standard was met, list the percentage of STA Funding limited to:

Capital Expenditures: Enter %% Operating Expenditures: Enter %.%

10. Describe or attach current fare structure:

[Click or tap here to enter text.](#)

11. Attach copy of latest CHP terminal inspection report.

12. Each transit claimant must report on efforts to implement recommendations included in the FY 2018/19 through FY 2020/21 Triennial Performance Audit, which was completed in 2022 (attach additional pages as necessary).

[Click or tap here to enter text.](#)

²Assembly Bill 90, 2019-20 [Reg. Session] temporarily prohibits the penalty for non-compliance with required STA efficiency standards during FY 2019-20 and 2020-21. The claimant should still identify whether the standards was met. AB 149 of 2021 extends the non-compliance relief through FY 2022/23, and AB 125 of 2023 further extended it through FY 2025/26.

**PLACER COUNTY TRANSPORTATION PLANNING AGENCY
TRANSPORTATION DEVELOPMENT ACT CLAIM WORKSHEET**

FISCAL YEAR: 2024/25

CITY/COUNTY OF: City of Colfax

Part 1 of 4

**ESTIMATED PUBLIC TRANSIT REVENUES AND EXPENSES FOR FISCAL YEAR
2023/24**

I. FY 2023/24 AVAILABLE RESOURCES

A. Carryover from prior fiscal year (Unexpended prior year transit cash receipts held in claimants treasury as of June 30, 2023. From TDA Financial Audit Report)	\$ 48,360.00
B. Interest Earnings through June 30, 2023.	
C. Federal Grants & Reimbursements received in 2023/24:	
1. FTA Planning Assistance	\$ -
2. FTA Operating Assistance	\$ -
3. FTA Capital Assistance	\$ -
4. Other (list) _____	\$ -
D. State Grants (Source/Amount):	\$ -
E. Local Cash Grants:	
1. LTF-Operations (PUC 99260a; Article 4)	\$ -
2. LTF-Capital (PUC 99260a; Article 4)	\$ -
3. LTF-Community Transit Services(PUC 99275; Article 4.5)	\$ -
4. LTF-Contracted Transit Service (PUC 99400c; Article 8c)	\$ -
5. LTF-Capital Reserve Contribution (CCR 6648)	\$ -
6. LTF-Capital expenses for contracted transit services (PUC 99400e; Article 8e)	\$ -
7. STAF-Operations (CCR 6730a)	\$ -
8. STAF-Capital (CCR 6730b)	\$ 13,311.00
9. STAF-Community Transit Services (CCR 6730d; <CTSA>)	\$ 5,585.00
10. STAF-Contracted Service (CCR 6731b)	\$ -
11. SGR-Capital (CCR 6730b)	\$ -
12. Other (list) _____	\$ -
F. Operating Revenues:	
1. Passenger Fares	\$ -
2. Charters	\$ -
3. Other (list) _____	\$ -
G. Other Revenues	\$ -
H. TOTAL FY 2023/24 AVAILABLE RESOURCES (A+B+C+D+E+F+G)	\$ 67,256.00

II. FY 2023/24 PROJECTED EXPENSES & USES

I. Personnel	
1. Administrative Salaries and Wages	\$ -
2. Operating Salaries and Wages	\$ -
3. Other Salaries and Wages	\$ -
4. Fringe Benefits	\$ -
J. Services and Supplies	
1. Professional Services	\$ -
2. Maintenance Services	\$ -
3. Other Services	\$ -
4. Vehicle Materials & Supplies	\$ -
5. Utilities	\$ -
6. Insurance	\$ -
7. Purchased Transit Services	\$ 4,037.00
8. Miscellaneous	\$ -
9. Interest	\$ -
10. Leases & Rentals	\$ -
K. Capital Assets (Itemize)	
1.	\$ -
2.	\$ -
3.	\$ -
4.	\$ -
5.	\$ -
L. Other Uses:	
Capital Outlay Reserve Contribution (CCR 6648)	\$ -
M. TOTAL FY 2023/24 EXPENSES & USES (I+J+K+L)	\$ 4,037.00
N. Estimated Deferred Revenue as of June 30, 2024 (H-M)	\$ 63,219.00

Part 2 of 4

BUDGETED PUBLIC TRANSIT REVENUES & EXPENSES FOR FISCAL YEAR 2024/25

I. FY 2024/25 NON-TDA BUDGETED RESOURCES & DEFERRED REVENUE

A. Carryover from prior fiscal year (Unexpended prior year transit cash receipts held in claimants treasury as of June 30, 2024-- From Part 1, line N)	\$ 63,219.00
B. Interest earnings through June 30, 2024	\$ 441.00
C. Federal Grants & Reimbursements	
1. FTA Planning Assistance	\$ -
2. FTA Operating Assistance	\$ -
3. FTA Capital Assistance	\$ -
4. Other (list) _____	\$ -
D. State Grants (Source/Amount):	
1.	\$ -
2.	\$ -
E. Local Non-TDA Cash Grants:	
1.	\$ -
2.	\$ -
3.	\$ -
F. Operating Revenues:	
1. Passenger Fares	\$ -
2. Charters	\$ -
3. Other (list) _____	\$ -
G. Other Revenues	
1.	\$ -
H. TOTAL FY 2024/25 CARRYOVER & NON-TDA BUDGETED RESOURCES (A+B+C+D+E+F+G)	\$ 63,660.00

I. TOTAL FY 2024/25 CARRYOVER & NON-TDA BUDGETED RESOURCES (From Line H)	\$ 63,660.00
II. FY 2024/25 PROJECTED EXPENSES & USES	
J. Personnel:	
1. Administrative Salaries and Wages	\$ -
2. Operating Salaries and Wages	\$ -
3. Other Salaries and Wages	\$ -
4. Fringe Benefits	\$ -
K. Services and Supplies:	
1. Professional Services	\$ -
2. Maintenance Services	\$ -
3. Other Services	\$ -
4. Vehicle Materials & Supplies	\$ -
5. Utilities	\$ -
6. Insurance	\$ -
7. Purchased Transit Services	\$ 19,863.00
8. Miscellaneous	\$ -
9. Interest	\$ -
10. Leases & Rentals	\$ -
L. Capital Assets (Itemize):	
Transit Center Improvements	\$ 61,494.00
2.	\$ -
3.	\$ -
4.	\$ -
5.	\$ -
M. Other Uses:	
1. Capital Outlay Reserve Contribution.(CCR 6648)	\$ -
2.	\$ -
N. TOTAL FY 2024/25 EXPENSES & USES (J+K+L+M)	\$ 81,357.00
O. Unfunded Balance (I - N)	\$ (17,697.00)

O. Unfunded Balance (I - N)	\$ (17,697.00)
III. FY 2024/25 TDA TRANSIT CLAIMS	
P. FY 2024/25 LTF TRANSIT CLAIMS:	
1. LTF-Operations (PUC 99260a; Article 4)	\$ -
2. LTF-Capital (PUC 99260a; Article 4)	\$ -
3. LTF-Community Transit Services (PUC 99275; Article 4.5)	\$ -
4. LTF-Contracted Transit Service (PUC 99400c; Article 8c)	\$ -
5. LTF-Capital Reserve Contribution (CCR 6648)	\$ -
6. LTF-Capital for contracted transit service (PUC 99400e; Article 8e)	\$ -
7. TOTAL LTF CLAIM (P1+P2+P3+P4+P5)	\$ -
Q. FY 2024/25 STAF CLAIMS:	
1. STAF-Operations (CCR 6730a)	\$ -
2. STAF-Capital (CCR 6730b)	\$ -
3. STAF-Community Transit Services (CCR 6730d) / CTSA	\$ -
4. STAF-Contracted Service (CCR 6731b)	\$ 17,697.00
5. TOTAL STF CLAIM (Q1+Q2+Q3+Q4)	\$ 17,697.00
R. FY 2024/25 SGR CLAIMS:	
1. SGR-Capital (CCR 6730b)	\$ -
2. TOTAL SGR CLAIM (R1)	\$ -
S. TOTAL 2024/25 TRANSIT CLAIMS (P6 + Q5 + R2)	\$ 17,697.00

Part 3 of 4

ESTIMATED STREETS AND ROADS TDA EXPENDITURES FOR FISCAL YEAR 2023/24

I. FY 2023/24 AVAILABLE TDA STREET AND ROAD RESOURCES	
A. Carryover from prior fiscal year (Actual Unexpended Prior Year TDA Streets And Roads Cash Receipts Held in Claimant's Treasury as of June 30, 2023. From TDA Fiscal Audits)	\$ -
B. FY 2023/24 TDA Cash Receipts from LTF trust fund for streets and roads purposes (PUC 99400a).	\$ 139,904.00
C. Interest Earned on claimant TDA streets and roads cash balances through June 30, 2024.	\$ -
D. Total FY 2023/24 Available TDA Street and Road Resources. (A+B+C)	\$ 139,904.00
II. FY 2023/24 TDA STREET AND ROAD EXPENDITURES	
E. Administration and Engineering	\$ 32,549.38
F. Maintenance	\$ 99,888.25
G. Construction	\$ -
H. Equipment	\$ 7,466.37
I. Other	\$ -
J. TOTAL FY 2023/24 EXPENDITURES (E+F+G+H+I)	\$ 139,904.00
K. Estimated Carryover of TDA Street and Road Revenues at June 30, 2024 (D-J)	\$ -

Part 4 of 4

STREETS AND ROADS TDA BUDGET FOR FISCAL YEAR 2024/25

I. FY 2024/25 AVAILABLE TDA STREET AND ROAD RESOURCES	
A. Carryover as of June 30, 2024 (From Part 3, Line K.)	\$ -
B. 2024/25 TDA Funds Available For Streets And Roads	
1. FY 2024/25 LTF Total Apportionment (From PCTPA)	\$ 139,964.00
2. FY 2024/25 LTF Transit Claim (From Part 2, Line P6)	\$ -
3. Balance of 2024/25 LTF Apportionment (B1-B2)	\$ 139,964.00
4. FY 2024/25 LTF Apportionment To be Claimed for Streets and Roads Purposes Pursuant to PUC 99400a. (Can Not Exceed Line B3)	\$ 139,964.00
C. FY 2023/24 Estimated Interest Earned on TDA Cash Balances through June 30, 2025.	\$ -
D. Total Estimated FY 2024/25 Available TDA Resources. (A+B4+C)	\$ 139,964.00

II. FY 2024/25 ESTIMATED EXPENDITURES	
H. Administration and Engineering	\$ 32,384.90
I. Maintenance	\$ 99,383.47
J. Construction	\$ -
K. Equipment	\$ 7,428.63
L. Transportation Planning Process (P.U.C. 99402)	\$ 767.00
M. Other	\$ -
N. Total FY 2024/25 Estimated Expenditures (H+I+J+K+L+M)	\$ 139,964.00
O. Estimated Carryover as of June 31, 2025 (D-N)	\$ -

CLAIM FOR LOCAL TRANSPORTATION FUNDS

TO: PLACER COUNTY TRANSPORTATION PLANNING AGENCY
2260 DOUGLAS BLVD, SUITE 130; ROSEVILLE, CA 95661

FROM:

CLAIMANT: City of Colfax
ADDRESS: Po Box 702
Colfax, CA 95713

CONTACT PERSON: Shanna Stahl
Phone:530-346-2313 Email:accounting@colfax-ca.gov

The City of Colfax hereby requests, in accordance with the State of California Public Utilities Code, commencing with Section 99200 and the California Code of Regulations commencing with Section 6600, that this claim for Local Transportation Funds be approved for Fiscal Year 2024/25, in the following amounts for the following purposes to be drawn from the Local Transportation Fund deposited with the Placer County Treasurer:

P.U.C. 99260a, Article 4, Transit Operations:	\$ <u>Click or tap here to enter \$</u>
P.U.C. 99260a, Article 4, Transit Capital:	\$ <u>Click or tap here to enter \$</u>
P.U.C. 99275, Article 4.5, Community Transit Services	\$ <u>Click or tap here to enter \$</u>
P.U.C. 99400a, Article 8a, Local Streets and Roads	\$ <u>139197</u>
P.U.C. 99402, Article 8a, Transportation Planning Process	\$ <u>767</u>
P.U.C. 99400c, Article 8c, Contracted Transit Services:	\$ <u>Click or tap here to enter \$</u>
P.U.C. 99400e, Article 8e, Capital for Contracted Services:	\$ <u>Click or tap here to enter \$</u>
C.C.R. 6648, Capital Reserve:	\$ <u>Click or tap here to enter \$</u>

When approved, this claim will be transmitted to the Placer County Auditor for payment. Approval of the claim and payment by the County Auditor to the applicant is subject to such monies being available for distribution, and to the provisions that such monies will be used only in accordance with the terms of the approved annual financial plan and budget. Claimant must submit a complete Fiscal and Compliance Audit for the prior fiscal year prior to issuance of instructions to the County Auditor to pay the claimant in full.

APPROVED:
PLACER COUNTY
TRANSPORTATION PLANNING AGENCY
BOARD OF DIRECTORS

APPLICANT:

BY: _____ BY: _____
(signature) (signature)

TITLE: _____ TITLE: _____

DATE: _____ DATE: _____

CLAIM FOR STATE TRANSIT ASSISTANCE FUNDS

TO: PLACER COUNTY TRANSPORTATION PLANNING AGENCY
2260 DOUGLAS BLVD, SUITE 130; ROSEVILLE, CA 95661

FROM:

CLAIMANT: City of Colfax
ADDRESS: PO Box 702
Colfax, CA 95713

CONTACT PERSON: Shanna Stahl
Phone:530-346-2313 Email:accounting@colfax-ca.gov

The Choose Agency hereby requests, in accordance with the State of California Public Utilities Code commencing with Section 99200 and the California Code of Regulations commencing with Section 6600, that this claim for State Transit Assistance be approved in the amount of \$Click or tap here to enter \$ for Fiscal Year Choose FY , in the following amounts for the following purposes to be drawn from the State Transit Assistance fund deposited with the Placer County Treasurer:

Transit Operations (6730a):	<u>\$Click or tap here to enter \$</u>
Transit Capital (6730a):	<u>\$Click or tap here to enter \$</u>
Contracted Transit Services (6731b):	<u>\$17697</u>
Community Transit Services Provided by WPCTSA (6731.1):	<u>\$Click or tap here to enter \$</u>

When approved, this claim will be transmitted to the Placer County Auditor for payment. Approval of the claim and payment by the County Auditor to the applicant is subject to such monies being available for distribution, and to the provisions that such monies will be used only in accordance with the terms of the approved annual financial plan and budget.

APPROVED:
PLACER COUNTY
TRANSPORTATION PLANNING AGENCY
BOARD OF DIRECTORS

APPLICANT:

BY: _____ (signature)	BY: _____ (signature)
TITLE: _____	TITLE: _____
DATE: _____	DATE: _____

TDA ANNUAL PROJECT AND FINANCIAL PLAN

This form will show the planned expenditures of all TDA funds claimed for the fiscal year in addition to any TDA funds carried over from previous years. Briefly describe all operational, capital and/or streets and roads projects which will be funded by TDA moneys. **Please show BOTH prior year TDA funds (if any) and current year TDA funds to be used**, provide the total cost of each project, and indicate all other sources of funding associated with each project. For capital projects, the projects listed, and their associated costs and funding sources should be consistent with the budget developed in the TDA Claim Worksheet completed for the submittal of this claim. The total project cost and total funding source(s) listed below should balance for each project. See attached sample plan for additional guidance.

Claimant: City of Colfax

Fiscal Year: FY 2024/25

<u>Brief Project Description</u>	<u>Project Cost</u>	<u>Source of Funding & Amount</u>
TDA Streets and Roads	Streets and Roads Operating expenses per adopted budget for FY 2024-2025= \$310,582	LTF \$139,964 Gas Tas \$ 39,267 Fund Transfer \$131,351
Capital Improvements at Colfax Transit Center	Anticipated capital expenditures in the amount of \$61,216	STA FY2019-2020 \$ 3,948 STA FY2020-2021 \$ 8,317 STA FY2021-2022 \$ 17,097 STA FY2022-2023 \$ 18,543 STA FY2023-2024 \$ 13,311
Public Transit with Placer County	\$19,863 Placer County Transit Services Agreement	STA FY2022-2023 \$ 455 STA FY2023-2024 \$ 1,548 STA FY2024-2025 \$17,697



June 1, 2024

Ronald Walker
City Manager
City of Colfax
PO Box 702
Colfax, CA 95713

**RE: TRANSIT SERVICE AGREEMENT WITH THE CITY OF COLFAX, CONTRACT #12368 –
FY24/25 EXHIBITS**

Dear Mr. Walker,

As agreed in Contract #12368, which automatically renews on July 1, 2024, please find updated Exhibits A-E for your review. These exhibits list transit service schedules and cost details for fiscal year 2024/25. This is being sent to satisfy Section II C of our agreement. The total estimated cost for FY 2024/25 is \$19,863.

Colfax is also receiving an annual credit from formula FTA 5311 funds in the amount of \$17,444 and State of Good Repair funds through Placer County Transportation Planning Agency in the amount of \$2,580.

If you have any questions or would like to discuss the schedules and cost details further, please call me at (530) 745-7582.

Sincerely,

Jaime Wright
Transit Manager
Attachments: Exhibits A -E

Exhibit A Intercity Route Service Schedule

Colfax / Alta		
This service is available on weekdays only.		
<i>Reservations required for Alta destinations.</i>		
Eastbound	A.M.	P.M.
Auburn Station	7:00	3:15
Elder's	By Reservation Only	By Reservation Only
Bowman	By Reservation Only	By Reservation Only
Meadow Vista	By Reservation Only	By Reservation Only
Applegate	By Reservation Only	By Reservation Only
Weimar	By Reservation Only	By Reservation Only
Colfax Amtrak	7:20	3:45
Gold Run	By Reservation Only	By Reservation Only
Dutch Flat	By Reservation Only	By Reservation Only
Alta Store	8:00	4:15
This service is available on weekdays only.		
<i>Reservations required for Alta destinations.</i>		
Westbound	A.M.	P.M.
Alta Store	8:00	4:15
Dutch Flat	By Reservation Only	By Reservation Only
Gold Run	By Reservation Only	By Reservation Only
Colfax Amtrak	8:20	4:45
Weimar	By Reservation Only	By Reservation Only
Applegate	By Reservation Only	By Reservation Only
Meadow Vista	By Reservation Only	By Reservation Only
Bowman	By Reservation Only	By Reservation Only
Elder's	By Reservation Only	By Reservation Only
Auburn Station	Drop Off Only	Drop Off Only

For information, call Placer County Transit at (530) 885-BUSS or (916) 784-6177, or send email to pct@placer.ca.gov

Service does not operate on New Year's Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

Exhibit B Regional Fixed Route Service Schedule

Connection with Taylor Road Shuttle made at Sierra College:
Westbound at: 17 minutes past the hour and eastbound at :40 minutes past the hour.

PCT operates Monday - Saturday. No service on Sunday.

Auburn to Light Rail															
											Saturday times appear shaded				
	A.M.							P.M.							
Auburn Station	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00
Sierra College	5:17	6:17	7:17	8:17	9:17	10:17	11:17	12:17	1:17	2:17	3:17	4:17	5:17	6:17	7:17
Galleria	5:30	6:30	7:30	8:30	9:30	10:30	11:30	12:30	1:30	2:30	3:30	4:30	5:30	6:30	7:30
Louis Ln & Orlando	5:40	6:40	7:40	8:40	9:40	10:40	11:40	12:40	1:40	2:40	3:40	4:40	5:40	6:40	7:40
Light Rail-Watt/l-80	6:00	7:00	8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00

PCT operates Monday - Saturday. No service on Sunday.

Light Rail to Auburn															
(First bus holds for 6:10 LRT arrival)											Saturday times appear shaded				
	A.M.							P.M.							
Light Rail-Watt/l-80	6:10	7:00	8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00
Louis Ln & Orlando	6:15	7:10	8:10	9:10	10:10	11:10	12:10	1:10	2:10	3:10	4:10	5:10	6:10	7:10	8:10
Galleria	6:30	7:30	8:30	9:30	10:30	11:30	12:30	1:30	2:30	3:30	4:30	5:30	6:30	7:30	8:30
Sierra College	6:40	7:40	8:40	9:40	10:40	11:40	12:40	1:40	2:40	3:40	4:40	5:40	*6:40	7:40	8:40
Auburn Station	7:00	8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00

For information, call Placer County Transit at (530) 885-BUSS or (916) 784-6177, or send email to pct@placer.ca.gov

Service does not operate on New Year's Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

Exhibit C Commuter Bus Service

Operates on Monday through Friday only

Does not operate on New Year's Day, Martin Luther King Jr. Day,
President's Day, Cesar Chavez Day, Memorial Day, Independence Day, Labor Day,
Columbus Day, Veterans Day, Thanksgiving and Day After, and Christmas Day

Placer Commuter Express Bus Schedule - Effective May 27, 2008

	Morning Departures - AM				Evening Departures - PM				
	Bus 1	Bus 2	Bus 3	Bus 4	Bus 1	Bus 2	Bus 3	Bus 4	
Colfax Depot - Main St	5:20	5:40	6:23	****	J St. & 4th St.	4:17	4:22	4:32	5:15
Clipper Gap Park 'n' Ride	5:32	5:52	6:35	****	J St. & 8th St.	4:19	4:24	4:34	5:17
Auburn Station - Nevada St	5:43	6:03	****	6:37	J St. & 11 St.	4:21	4:26	4:36	5:19
Penryn Park 'n' Ride	5:55	6:15	6:50	****	15th St. & K St.	4:24	4:29	4:39	5:22
Loomis Station - Taylor/Horseshoe Bar	5:59	6:19	****	6:53	15th St. & N St.	4:25	4:30	4:40	5:23
Rocklin Station - Pacific St/Rocklin Rd	6:06	6:26	****	7:00	P St. & 13th St.	4:27	4:32	4:42	5:25
Roseville - Taylor Rd Park 'n' Ride next to Sunsplash	6:15	6:35	7:00	****	P St. & 9th St.	4:30	4:35	4:45	5:28
**** Buses 3 and 4 depart from select bus stops only.					P St. & 5th St.	4:32	4:37	4:47	5:30

	Morning Arrivals - AM				Evening Arrivals - PM				
	6:50	7:10	7:40	7:40	5:12	****	5:27	6:10	
J St. & 4th St.	6:50	7:10	7:40	7:40	Roseville - Taylor Rd Park 'n' Ride next to Sunsplash	5:12	****	5:27	6:10
J St. & 8th St.	6:51	7:11	7:41	7:41	Rocklin Station - Pacific St/Rocklin Rd	****	5:17	5:35	6:18
J St. & 11 St.	6:52	7:12	7:42	7:42	Loomis Station - Taylor/Horseshoe Bar	****	5:24	5:42	6:25
15th St. & K St.	6:55	7:15	7:45	7:45	Penryn Park 'n' Ride	5:24	****	5:49	6:32
15th St. & N St.	6:56	7:16	7:46	7:46	Auburn Station - Nevada St	****	5:40	6:00	6:43
P St. & 13th St.	6:57	7:17	7:47	7:47	Clipper Gap Park 'n' Ride	5:39	****	6:12	6:55
P St. & 9th St.	6:58	7:18	7:48	7:48	Colfax Depot - Main St	5:51	****	6:24	7:07
P St. & 5th St.	7:00	7:20	7:50	7:50	**** Buses 1 and 2 return to select bus stops only.				

Exhibit D

Calculation of Bus Replacement Costs for Placer County Transit

City of Colfax

Total Bus Cost for 5 year Plan	\$	569,403
Grant Funds (credit)	\$	-
Remaining Cost to County	\$	569,403
Number of buses		9
Cost per bus (after grants)	\$	63,267.00
Lifetime bus miles		200,000
Cost per lifetime bus mile	\$	0.3163
LRT Extension Miles		387
Colfax Service Miles		8,230
Reimbursement for FY 2022/23	\$	-
Total Annual Charge	\$	2,726

Allocation of Service Miles

Local Service	8,230
LRT Extension	<u>360</u>
Total	8,590

Exhibit E Calculation of Transit Services



City of Colfax
Exhibit E
FY 2024/25 Calculation of Transit Service Charges

Local Intercity Route Service		
Total cost per VSH		\$194.01
Estimated Fare per VSH		<u>(\$1.94)</u>
Charge per VSH		\$192.67
Minutes per round trip allocated to Colfax		25
Number of round trips per weekday		2
Number of round trips per Saturday		0
Number of weekdays in service per year		252
Number of Saturdays in service per year		0
Total round trips per year	(2x 252)	504
Total VSH per year	(504 x 25 min)/(60 min)	210
Total	(\$194.01 x 210)	\$27,861
Regional Fixed Route Service		
Fuel cost per service mile		\$0.33
Maintenance cost per service Mile		<u>\$0.54</u>
Milage Cost per unit		\$0.87
Total Cost per VSH		\$194.01
Estimated Fare per VSH		<u>(\$6.65)</u>
Charge per VSH		\$127.36
Total Placer County West Slope Population		400,360
Percentage of Population in Colfax	(2,016 / 400,360)	0.50%
Service Added in 2001 for Auburn - Light Rail Route:		
Miles per run added for extension to Light Rail		15.17
Number of runs per weekday		15
Number of runs per Saturday		10
Vehicle Service Hours added per weekday		2
Vehicle Service Hours added per Saturday		2
Number of weekdays in service per year		252
Number of Saturdays in service per year		52
Total number of runs on Express Route per year	(15 x 252) + (10 x 52)	4,300
Total miles added on Express Route for Extension to Light Rail	(4,300 x 15.17)	65,231
Total Number of Service Hours added per year	(2 x 252) + (2 x 52)	608
Milage extension allocated to Colfax	(65,231 x .50%)	\$28.47
Added service hours allocated to Colfax	(608 x .50%)	3.06
	(\$28.47 x \$5.87)	\$285.77
	(\$3.06 x \$127.36)	<u>\$389.72</u>
Total		\$675
Commuter Bus Service		
MV Transportation, Inc & PCT Costs - FY 23/24		\$797,789
Fare Revenue Credit		<u>(\$355,000)</u>
		\$402,789
Colfax Commuters - 2017 On-Board Survey		0.90%
Total	(\$402,789 x .90%)	\$3,625
Bus Replacement Charge		\$2,726
Microtransit Technology Enhancements		\$5,000
TOTAL Transit Charges		\$39,887
Funding Credits		
SB1 SGR		(\$2,580)
FTA 5311		(\$17,444)
CARES FTA 5311		\$0
Subtotal Operating Charges & Credits		\$19,863

City of Colfax

City Council

Resolution No. __-2024

AUTHORIZING THE CITY MANAGER TO FILE CLAIMS OR EXECUTE AGREEMENTS FOR:

- LOCAL TRANSPORTATION FUNDS IN THE AMOUNT OF \$139,964 FOR STREETS AND ROADS PURPOSES (ARTICLE 8 – SECTION 99400 OF THE CALIFORNIA PUBLIC UTILITIES CODE),
 - STATE TRANSIT ASSISTANCE FUNDS IN THE AMOUNT OF \$17,697 FOR CONTRACTED TRANSIT SERVICES (SECTION 99313 OF THE CALIFORNIA PUBLIC UTILITIES CODE)
-

WHEREAS, Title 21, Chapter 3 of the California Administrative Code establishes procedures for applying for Local Transportation Funds; and,

WHEREAS, the Placer County Transportation Planning Agency is authorized to receive and approve all claims for Local Transportation Funds and State Transit Assistance Funds.

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

1. The foregoing recitals are true and correct statements of facts and are incorporated by reference into this resolution.
2. The City Manager is authorized to submit claims to the Placer County Transportation Planning Agency for the City of Colfax’s Article 8 Local Transportation Funds and State Transit Assistance Funds.

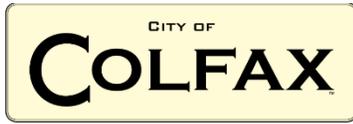
THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at the Regular Meeting of the City Council of the City of Colfax held on the 11th day of December 2024, by the following roll call vote of the Council:

AYES:
NOES:
ABSTAIN:
ABSENT:

Kim Douglass , Mayor

ATTEST:

Amanda Ahre, City Clerk



Staff Report to City Council

FOR THE DECEMBER 11, 2024, REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Kathy Pease, AICP, Planning Consultant
Subject: New Sidewalk Repair Maintenance and Liability Ordinance

Budget Impact Overview:

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

RECOMMENDED ACTION: Introduce the proposed ordinance by title only, conduct a public hearing, to adopt a Sidewalk Repair Ordinance, 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 January 8, 2025, to be effective 30 days after adoption.

Summary/Background

This is a proposal to consider adoption of a Municipal Code amendment to add a new section 12.24, which will clarify that it will be the responsibility of the property owner to maintain sidewalks abutting their property.

Discussion

The responsibility of an owner to maintain sidewalks is found in the California Streets and Highways Code Section 5610, which establishes adjacent property owner’s obligation to repair a defective sidewalk. The State Legislature further supported this in 1935 with the approval of Assembly Bill 1194, which also provided for maintenance of sidewalks by adjacent property owners.

Keeping sidewalks in good condition is important from both a legal standpoint, to reduce liability for dangerous conditions, and the requirement to maintain an accessible sidewalk under the Americans with Disabilities Act. Maintained sidewalks should provide safe and attractive travel paths for pedestrians to enjoy their neighborhoods and commercial areas.

Notice

If the City receives a complaint, or City staff identify a defective sidewalk, staff will prepare a written notice to repair the sidewalk to the property owner. A copy of a draft notice is attached (Attachment 4).

The Owner shall commence the repairs required by the notice to repair within sixty (60) days after the Owner elects either to perform the repairs as outlined in Section 12.24.090 E, or within sixty (60) days after service of the second notice, whichever occurs first.

If, after notice to repair has been served, the Owner fails to make the repairs required by the notice within the time set forth in this chapter or fails to respond and execute the agreement, the Director shall, within a reasonable period of time, cause the city to make the required repairs, and the cost

shall be a lien on the lot or lots of the Owner fronting the defective sidewalk. If the city is required to make the repairs because the Owner fails to respond and execute the agreement or fails to make the repairs required by the notice, the city will repair the defective sidewalk by means of removal and replacement of the existing sidewalk.

If the Owner has not provided payment thirty (30) days after receipt of an invoice for the work provided by the city for repair of a defective sidewalk, the Finance Department may initiate proceedings to make the cost of the work performed by the City a special assessment against the parcel(s) of property fronting the repaired sidewalk(s).

If the Owner demonstrates to the reasonable satisfaction of the city Finance Department that payment of the cost of repair of the defective sidewalk will constitute a severe financial hardship on the Owner, then no action shall be taken to collect the repair cost provided that the Owner enters into an agreement to pay the costs on terms acceptable to the Finance Department. The City Manager shall have the authority to enter into and execute the agreement for the city.

There is also a process to protest the charges. City staff would investigate the protest and provide a written findings of facts letter to the property owner. If the Owner disagrees with city staff they may request a formal hearing before the City Council.

Fiscal

This action has minimal impact on the City's General Fund as a result of this amendment. The City of Colfax has limited staff and General Fund resources available to make sidewalk repairs without a revenue source. This amendment would be consistent with the State Highways code, that repairs are the responsibility of the abutting property owner.

Environmental Review

The City of Colfax finds that adoption of this ordinance does not constitute a project under the California Environmental Quality Act (CEQA), and further sidewalk repair would qualify for a Class 1 Existing Facilities exemption (repair, maintenance or minor alteration of an existing structure).

Attachments

1. Ordinance Cover
2. Chapter 12.24 Proposed Amendments
3. Draft Sample Sidewalk Repair Notice
4. City Council Presentation

CITY OF COLFAX

ORDINANCE NO. 560

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COLFAX ADDING A NEW CHAPTER 12.24 TO THE CITY’S MUNICIPAL CODE, SIDEWALK REPAIR, MAINTENANCE AND LIABILITY.

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

Section 1:

A new Chapter 12.24 to the Colfax Municipal Code is hereby added as set forth in Exhibit A attached hereto and by this reference incorporated herein.

Section 2. Superceding Provisions

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

Section 3. Severability

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

Section 4. California Environmental Quality Act Findings

The City of Colfax hereby finds that said action is exempt CEQA and the CEQA Guidelines, for the following reasons: The action falls the Class 1 CEQA exemption provided in 14 CCR 15061(c). Sidewalks are considered existing facilities and are exempt from CEQA under the Class 1 exemption, also known as the "existing facilities" exemption. This exemption applies to the repair, maintenance, or minor alteration of existing public or private structures.

This ordinance shall, within 15 days after its adoption, be published or posted in accordance with Section 36933 of the Government Code of the State of California with the names of those City Council members voting for and against it.

The foregoing ordinance was introduced at a duly held regular meeting of the City Council of the City of Colfax on the ___ day of _____ 2024 and passed and adopted at a duly held regular meeting of the City Council on the ___ day of _____ 2025, by the following vote:

- AYES:
- NOES:
- ABSENT:

Kim Douglass
Mayor

APPROVED AS TO FORM:

ATTEST:

Connor W. Harkins
City Attorney

City Clerk

Example Notification Letter of Needed Sidewalk Repair

Re: Request for Required Sidewalk Repairs

Dear Mr. Smith:

A recent inspection indicated that the sidewalk adjacent to your property located at 123 Main Street is in need of repair. In accordance with the recently adopted City of Colfax Municipal code § 12.24, property owners are responsible for keeping the sidewalks adjacent to their properties in good repair.

Enclosed with this letter are photographs and/or a report showing or describing the portions of your sidewalk that are in need of repair.

The City of Colfax has provided for your convenience on the back of this letter, a list of concrete contractors who can assist you with these repairs.

We request that the sidewalk repairs take place within sixty (60) days from the date this letter was postmarked.

If you need assistance and/or require further direction on this matter, please feel free to contact me at engineering@colfax-ca.us or 530-346-2313 Ext. 204

I would be happy to assist you with any questions on finding a solution to your damaged sidewalk.

Sincerely,

Carl Moore, PE

City Engineer

cc: Building Inspector

SIDEWALK REPAIR MAINTENANCE AND LIABILITY ORDINANCE CITY COUNCIL MEETING DECEMBER 11, 2024

Item 5A

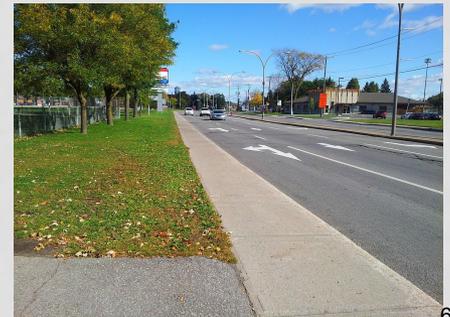


SIDEWALK REPAIR ORDINANCE

California Streets and Highways Code Section 5610- establishes adjacent property owner's obligation to repair a defective sidewalks

In 1935- Assembly Bill 1194 also provided for maintenance of sidewalks by adjacent property owners

A majority of California cities have adopted Sidewalk ordinances.



SIDEWALK REPAIR PURPOSE

- Maintained sidewalks provide safe and attractive travel paths for pedestrians, and others, to enjoy their neighborhoods, cityscape, and commercial areas.



IMPORTANCE OF SIDEWALK REPAIR

- Legal and fiscal impact of broken sidewalks:
 - Liability for dangerous conditions
 - Requirement to maintain an accessible sidewalk under the Americans with Disabilities Act

NOTICE TO REPAIR

- When the City receives a complaint or City staff identifies deficiencies, a written notice to repair the sidewalk would be provided to the property owner by the city.
- Property Owner will have 60 days to perform the repair.

Example Notification Letter of Needed Sidewalk Repair

Re: Request for Required Sidewalk Repairs

Dear Mr. Smith:

A recent inspection indicated that the sidewalk adjacent to your property located at 123 Main Street is in need of repair. In accordance with the recently adopted City of Colfax Municipal code § 12.24, property owners are responsible for keeping the sidewalks adjacent to their properties in good repair.

Enclosed with this letter are photographs and/or a report showing or describing the portions of your sidewalk that are in need of repair.

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I would be happy to assist you with any questions on finding a solution to your damaged sidewalk.

Sincerely,

Carl Moore, PE

City Engineer

cc: Building Inspector

FAILURE TO REPAIR

- If property owner fails to repair, the City will repair defective sidewalk
- The owner would still be responsible for paying the cost of all work, including repair, and administrative and inspection costs upon receipt of an invoice from the City.
- If payment is not received a lien on the property may be initiated.

FAILURE TO REPAIR

- If property owner fails to repair, the City will repair defective sidewalk
- The owner would still be responsible for paying the cost of all work, including repair, and administrative and inspection costs upon receipt of an invoice from the City.
- If payment is not received a lien on the property may be initiated.

ABILITY TO PROTEST

- Due to hardship, there is a process to protest the charges. City staff would investigate the protest and provide a written findings of facts letter to the property owner.
- If the Owner disagrees with city staff's assessment, they may request a formal hearing before the City Council who would be the final decision-maker.



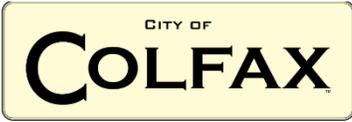
ENVIRONMENTAL REVIEW

- The adoption of this ordinance does not constitute a project under the California Environmental Quality Act (CEQA), and further sidewalk repair would qualify for a Class 1 Existing Facilities exemption (repair, maintenance or minor alteration of an existing structure).

RECOMMENDATION

- Introduce the proposed ordinance by title only, conduct a public hearing, waive the first reading and schedule the proposed ordinance for second reading and adoption at the next regular City Council meeting currently scheduled for January 11, 2024, to be effective 30 days after adoption.





Staff Report to City Council

FOR THE DECEMBER 11, 2024 REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Shanna Stahl, Administrative Services Officer
Subject: Mitigation Impact Fees – Annual Report

Budget Impact Overview:

N/A: ✓	Funded:	Un-funded:	Amount:	Fund(s):
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RECOMMENDED ACTION: Conduct public hearing, review annual report, consider public and staff comments, accept report and adopt Resolution __-2024: Accepting And Approving the Annual AB 1600 Mitigation Fee Report And Making Findings Pursuant To Colfax Municipal Code Chapter 3.56 And The Mitigation Fee Act (Government Code §66000 Et Seq)

Summary/Background

The State of California, through the enactment of Government Code Section 66000 et seq. (the “Mitigation Fee Act”), conferred upon local government units authority to adopt fees imposed on a broad class of projects and fees imposed on specific projects for the purpose of defraying all or a portion of the cost of public facilities related to the development project. The City of Colfax Municipal Code Chapter 3.56 established the local authority for imposing Mitigation Impact Fees as allowed by the Mitigation Fee Act.

Colfax Municipal Code §3.56.120B requires the City to complete an annual AB1600 Mitigation report and Council to review the annual report at a noticed public hearing. At the close of the hearing, the Council must determine whether the mitigation impact fee amounts continue to be reasonably related to the impact of development and whether the described public facilities are still needed. The Council is authorized to revise the mitigation impact fees to include additional projects not previously foreseen as being needed.

The City maintains separate fund accounts for each mitigation fee type. The City has established the following Mitigation Impact Fees:

1. Fund 210 - Roads
2. Fund 211 - Drainage
3. Fund 212 - Trails
4. Fund 213 - Parks and Recreation
5. Fund 214 - City Buildings
6. Fund 215 - City Vehicles
7. Fund 217 - Downtown Parking
8. Fund 342 - Fire Construction Fees
9. Fund 343 - Recreation Construction Fees

These funds earn and accumulate interest and all expenditures from these funds have been for the purpose for which the fees were collected. A detailed financial analysis by fund and a schedule of mitigation fees are attached as part of this report.

Mitigation Fees are accounted for using the accounting method known as FIFO (first in, first out), which means the first revenue received is assumed to be the first spent. State law and the Colfax Municipal Code require the City to prepare an annual report for each fund established to account for Mitigation Impact Fees. The report must

include (1) A brief description of the type of fee in the account or fund (Government Code §66006(b)(1)(A)), (2) the amount of the fee (Government Code §66006(b)(1)(B)), (3) the beginning and ending balance of the account or fund (Government Code §66006(b)(1)(C)), (4) the amount of the fees collected and the interest earned (Government Code §66006(b)(1)(D)), (5) an identification of each public improvement on which fees were expended and the amount of the expenditures on each improvement, including the total percentage of the cost of the public improvement that was funded with the fees (Government Code §66006(b)(1)(E)), (6) an identification of an approximate date by which the construction of the public improvement will commence if the city determines that sufficient funds have been collected to complete financing on an incomplete public improvement (Government Code §66006(b)(1)(F)), (7) a description of each inter-fund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned fees will be expended, and, in the case of an inter-fund loan, the date on which the loan will be repaid, and the rate of interest that the account or fund will receive on the loan (Government Code §66006(b)(1)(G)) and (8) the amount of refunds made and allocations made if the cost of making a refund exceeds the amount to be refunded.

Public Notice

This report was available at City Hall counter by: November 27, 2024

Notice of Public Hearing was published: Auburn Journal November 27, 2024

Staff recommends that Council Accepts And Approves the Annual AB 1600 Mitigation Fee Report And Makes Findings Pursuant To Colfax Municipal Code Chapter 3.56 And The Mitigation Fee Act (Government Code §66000 Et Seq).

Attachments:

1. Resolution __-2024
2. Annual AB1600 Report
3. Mitigation Fee Schedule

The 2006 Mitigation Fee Study and 2006 Mitigation Fee Council Minutes are available at City Hall.

City of Colfax City Council

Resolution No. __-2024

ACCEPTING AND APPROVING THE ANNUAL AB 1600 MITIGATION FEE REPORT AND MAKING FINDINGS PURSUANT TO COLFAX MUNICIPAL CODE CHAPTER 3.56 AND THE MITIGATION FEE ACT (GOVERNMENT CODE §66000 Et Seq)

WHEREAS, the State of California, through the enactment of Government Code Section 66000 et seq. (the “Mitigation Fee Act”), conferred upon local government unit’s authority to adopt fees imposed on a broad class of projects and fees imposed on specific projects for the purpose of defraying all or a portion of the cost of public facilities related to the development project; and,

WHEREAS, the City of Colfax Municipal Code Chapter 3.56 established the local authority for imposing Mitigation Impact Fees as allowed by the Mitigation Fee Act; and,

WHEREAS, Colfax Municipal Code §3.56.120B requires the City to complete an annual AB1600 Mitigation report and Council to review the annual report at a noticed public hearing; and,

WHEREAS, at the close of the hearing, the Council must determine whether the mitigation impact fee amounts continue to be reasonably related to the impact of development and whether the described public facilities are still needed; and,

WHEREAS, the Council is authorized to revise the mitigation impact fees to include additional projects not previously foreseen as being needed; and,

WHEREAS, the City maintains separate fund accounts for each mitigation fee type. The City has established the following Mitigation Impact Fees:

1. Fund 210 - Roads
2. Fund 211 - Drainage
3. Fund 212 - Trails
4. Fund 213 - Parks and Recreation
5. Fund 214 - City Buildings
6. Fund 215 - City Vehicles
7. Fund 217 - Downtown Parking
8. Fund 342 - Fire Construction Fees
9. Fund 343 - Recreation Construction Fees; and,

WHEREAS, these funds earn and accumulate interest and all expenditures from these funds have been for the purpose for which the fees were collected; and,

WHEREAS, a detailed financial analysis by fund and a schedule of mitigation fees are attached as part of this report; and,

WHEREAS, Mitigation Fees are accounted for using the accounting method known as FIFO (first in, first out), which means the first revenue received is assumed to be the first spent; and,

WHEREAS, State law and the Colfax Municipal Code require the City to prepare an annual report for each fund established to account for Mitigation Impact Fees; and,

WHEREAS, the report must include (1) A brief description of the type of fee in the account or fund (Government Code §66006(b)(1)(A)) , (2) the amount of the fee (Government Code §66006(b)(1)(B)), (3) the beginning and ending balance of the account or fund (Government Code §66006(b)(1)(C)), (4) the amount of the fees collected and the interest earned (Government Code §66006(b)(1)(D)), (5) an identification of each public improvement on which fees were expended and the amount of the expenditures on each improvement, including the total percentage of the cost of the public improvement that was funded with the fees (Government Code §66006(b)(1)(E)), (6) an identification of an approximate date by which the construction of the public improvement will commence if the city determines that sufficient funds have been collected to complete financing on an incomplete public improvement (Government Code §66006(b)(1)(F)), (7) a description of each inter-fund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned fees will be expended, and, in the case of an inter-fund loan, the date on which the loan will be repaid, and the rate of interest that the account or fund will receive on the loan (Government Code §66006(b)(1)(G)) and (8) the amount of refunds made and allocations made if the cost of making a refund exceeds the amount to be refunded; and,

WHEREAS, on December 11, 2024, pursuant to notice duly published and posted, the Colfax City Council opened a public hearing for the purpose of (1) reviewing the Mitigation Fee Report and the Mitigation Impact Fees and determining whether the Mitigation Impact Fee amounts continue to be reasonably related to the impact of development, (2) determining whether the described facilities are still needed, (3) determining whether the Mitigation Impact Fees should be revised to include additional projects not previously foreseen as being needed and (4) making other findings required by law; and,

WHEREAS, on December 11, 2024, the public hearing was closed after all public comments were received.

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 incorporated into this Resolution by reference.
2. Based upon all of the evidence in the record before it and the comments received from the public, the Colfax City Council hereby finds and determines:
 - a. The purpose to which each Mitigation Impact Fee identified in the Mitigation Fee Report is to be applied is adequately identified in Colfax Municipal Code §3.56.050 and the Major Projects and Mitigation Fee Study dated August 14, 2006, as amended.
 - b. It has been adequately demonstrated that there continues to be a reasonable relationship between each Mitigation Impact Fee and the purpose for which it is charged.
 - c. To the extent any improvements to be funded by Mitigation Impact Fees remain incomplete, the sources and amount of funding are identified in the Major Projects and Mitigation Fee Study dated August 14, 2006 as amended and include without limitation future development projects in Colfax.
 - d. The approximate dates on which funding for all projects to be funded by Mitigation Impact Fees will be deposited into the appropriate Mitigation Impact Fee Account or fund is presently unknown because development within the City is unpredictable but is estimated to beat approximately the same time as future development occurs.
 - e. The amounts of the Mitigation Impact Fees continue to be reasonably related to the impact of development.

- f. The public facilities described in the Major Projects and Mitigation Fee Study dated August 14, 2006, as amended, and as provided in Colfax Municipal Code §3.56.050 are still needed.
- 3. The Mitigation Fee Report is hereby approved.

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 December 2024 by the following vote of Council:

AYES:
NOES:
ABSTAIN:
ABSENT:

Kim Douglass, Mayor

Amanda Ahre, City Clerk

**City of Colfax
Annual Report on Mitigation Fees Per Government Code 66000
AB1600 Statement - Fiscal Year 2023-2024**

Analysis of Change in Fund Balance

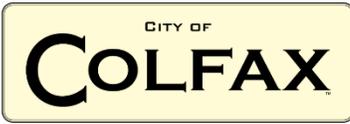
	Roads 210	Drainage 211	Trails 212	Parks & Rec 213	City Building 214	City Vehicle 215	Downtown Parking 217	Fire Construction 342	Recreation Construction 343	Total
Beginning Balance 07/01/22	\$ 144,711.37	\$ 5,531.00	\$ 76,836.57	\$ 196,775.42	\$ 103,799.12	\$ 22,669.55	\$ 34,975.01	\$ 78,755.45	\$ 78,755.93	\$ 742,809.42
REVENUE										
Fees Collected*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,461.05	\$ 2,461.05	\$ 4,922.10
Interest Earnings	\$ 5,878.83	\$ 224.71	\$ 3,121.45	\$ 7,774.80	\$ 4,216.80	\$ 920.96	\$ 1,420.87	\$ 3,265.12	\$ 3,265.12	\$ 30,088.66
Other Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers in	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 5,878.83	\$ 224.71	\$ 3,121.45	\$ 7,774.80	\$ 4,216.80	\$ 920.96	\$ 1,420.87	\$ 5,726.17	\$ 5,726.17	\$ 35,010.76
EXPENDITURES										
Project Expenditures	\$ 150,590.20	\$ -	\$ -	\$ 5,850.00	\$ 38,057.38	\$ -	\$ -	\$ -	\$ -	\$ 194,497.58
Refunds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers Out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 150,590.20	\$ -	\$ -	\$ 5,850.00	\$ 38,057.38	\$ -	\$ -	\$ -	\$ -	\$ 194,497.58
Revenue Over/(Under) Expenditures	\$ (144,711.37)	\$ 224.71	\$ 3,121.45	\$ 1,924.80	\$ (33,840.58)	\$ 920.96	\$ 1,420.87	\$ 5,726.17	\$ 5,726.17	\$ (159,486.82)
Ending Balance at 06/30/24	\$ -	\$ 5,755.71	\$ 79,958.02	\$ 198,700.22	\$ 69,958.54	\$ 23,590.51	\$ 36,395.88	\$ 84,481.62	\$ 84,482.10	\$ 583,322.60

Expenditures by Project

	Roads 210	Drainage 211	Trails 212	Parks & Rec 213	City Building 214	City Vehicle 215	Downtown Parking 217	Recreation Construction 342	Fire Construction 343	Total	Percentage Funded with Mitigation Fees
Project: CDBG Road Rehab	\$ 150,590	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,590	6%
Project: Park Shade Cover	\$ -	\$ -	\$ -	\$ 5,850	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,850	100%
Project: Corporation Yard Metal Building	\$ -	\$ -	\$ -	\$ -	\$ 38,057	\$ -	\$ -	\$ -	\$ -	\$ 38,057	100%
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Expenditures by Project	\$ 150,590	\$ -	\$ -	\$ 5,850	\$ 38,057	\$ -	\$ -	\$ -	\$ -	\$ 194,498	

**MITIGATION FEE BY LANDUSE & TYPE
COLFAX MITIGATION FEE STUDY**

Mitigation Fee 3.56		Single	Multi	Office	Retail	Industrial
Item	Code/Ordinance Section	Family	Family	Building	Building	Building
		per unit	per unit	per 1000 sf	per 1000 sf	per 1000 sf
Roads	3.56.030A	\$ 1,802	\$ 1,301	\$ 5,285	\$ 6,342	\$ 1,172
Drainage Study	3.56.030B	\$ 74	\$ 48	\$ 57	\$ 68	\$ 43
Drainage systems on e-w culverts	3.56.030C	\$ 3,416	\$ 2,216	\$ 2,616	\$ 3,139	\$ 1,962
Trails	3.56.030D	\$ 1,125	\$ 787	\$ 35	\$ 31	\$ 12
Park & Rec.	3.56.030E	\$ 5,731	\$ 4,011	\$ 178	\$ 160	\$ 63
City Buildings	3.56.030F	\$ 684	\$ 494	\$ 2,007	\$ 2,409	\$ 445
City Vehicles	3.56.030G	\$ 130	\$ 94	\$ 380	\$ 456	\$ 84
Downtown Parking	3.56030H	\$ 581	\$ 420	\$ 1,705	\$ 2,046	\$ 378
Mitigation Fee Study		\$ -	\$ -	\$ -	\$ -	\$ -
		per unit	per unit	Totals for a 10,000 sq building, example		
Total		\$ 13,543	\$ 9,372	\$ 122,628	\$ 146,522	\$ 41,595
Totals areas not using e-w culverts		\$ 10,126	\$ 7,156	\$ 96,465	\$ 115,128	\$ 21,974



Staff Report to City Council

FOR THE DECEMBER 11, 2024 REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Ron Walker, City Manager
Subject: Billboard Photography Contest

Budget Impact Overview:

N/A:	Funded:	Un-funded:	Amount:	Fund(s):
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RECOMMENDED ACTION: Review and decide upon the winning photograph to be displayed on the digital billboards.

Summary/Background

In an effort to engage community members and bring more positive attention to the City while keeping in compliance with our contract with the Digital Billboard agreement, the Colfax Historic Business Association has organized the first downtown Photography Contest.

The Colfax Historic Business Association promoted the contest through social media and received numerous photographs from our community. These images were then showcased in a "likes" contest on Facebook, and today, we are presenting the top two winners, selected based on their engagement.

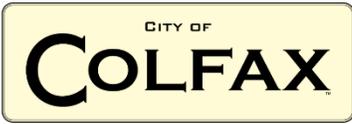
Conclusions and Findings

The photograph chosen by the Council will be displayed on digital billboards, replacing one of the two current City of Colfax banners, until the next contest, which is scheduled for late winter/early spring.

Fiscal Impacts

\$0.00

Attachments:



Staff Report to City Council

FOR THE DECEMBER 11, 2024 REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Ron Walker, City Manager
Subject: City Procurement Policy Amendment – City Manager Purchase Authority.

Budget Impact Overview:

N/A:	Funded:	Un-funded:	Amount:	Fund(s):
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RECOMMENDED ACTION: Adopt Resolution __-2024 amending the City’s Purchasing Policy, increasing the City Manager’s purchasing authority to \$25,000.

Summary/Background

The purpose of the City of Colfax Procurement Policies and Procedures is to establish procedures for the City for the procurement of supplies and other expendable property, equipment, real property, and other services. The current dollar amount of the City Manager’s purchase authority is set at \$10,000 with this authority written in the City Manager’s employment contract. The City Attorney has stated that this authority belongs in the City’s Procurement Policies and Procedures, and not in the City Manager’s contract.

During the September 11, 2024 City Council meeting, the Council directed the City Manager to update his purchasing authority dollar amount to a level that would better serve the City. After reviewing the purchasing authority dollar amount of neighboring cities, staff has determined that a \$25,000 limit of the City Manager’s purchasing authority will best serve the City.

Conclusions and Findings

Increasing the signing authority of the City Manager will improve efficiency and expedite the delivery of services, while keeping all purchases signed off by the City Manager within the City’s budget and within the parameters of the City’s Purchasing Policies.

Fiscal Impacts

None

Attachments:

1. Resolution __-2024
2. City of Colfax – Procurement Policies and Procedures

City of Colfax

City Council

Resolution No. __-2024

APPROVING AND AUTHORIZE AMENDING THE CITY’S PURCHASING POLICY TO REFLECT THE CITY MANAGER’S SIGNING AUTHORITY OF 25,000.00

WHEREAS, the purpose of the City of Colfax Procurement Policies and Procedures is to establish procedures for the City for the procurement of supplies and other expendable property, equipment, real property, and other services; and,

WHEREAS, the current dollar amount of the City Manager’s purchase authority is set at \$10,000; and,

WHEREAS, during the September 11, 2024 City Council meeting, the Council directed the City Manager to update his purchasing authority dollar amount to a level that would better serve the City. After reviewing the purchasing authority dollar amount of neighboring cities, staff has determined that a \$25,000 limit of the City Manager’s purchasing authority will best serve the City; and,

WHEREAS, increasing the signing authority of the City Manager will improve efficiency and expedite the delivery of services, while keeping all purchases signed off by the City Manager within the City’s budget and within the parameters of the City’s Purchasing Policies.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Colfax approves amending the City’s Purchasing Policy to increase the City Manager’s signing authority to \$25,000.00

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at the Regular Meeting of the City Council of the City of Colfax held on December 11, 2024, by the following vote of the Council:

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

ATTEST:

Kim Douglass, Mayor

Amanda Ahre, City Clerk

City of Colfax

Procurement Policies and Procedures

- 1. Purpose of procurement standards.** The purpose of these standards is to establish procedures for the City for the procurement of supplies and other expendable property, equipment, real property, and other services.
- 2. Code of conduct.** No employee, officer, councilmembers, or agent shall participate in the selection, award, or administration of a contract if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. The officers, employees, and agents of the City shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to subagreements except for where the financial interest is not substantial, or the gift is an unsolicited item of nominal value. Members of the City's board of directors shall comply with all relevant fiduciary duties, including those governing conflicts of interest, when they vote upon matters related to procurement contracts in which they have a direct or indirect financial or personal interest. Officers, employees, directors, and agents of the City shall be subject to disciplinary actions for violations of these standards.
- 3. Competition.** All procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, open, and free competition. The City shall be alert to organizational conflicts of interest as well as noncompetitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, invitations for bids and/or requests for proposals shall be excluded from competing for such procurements. Awards shall be made to the bidder or offeror whose bid or offer is responsive to the solicitation and is most advantageous to the City, price, quality, and other factors considered. Solicitations shall clearly set forth all requirements that the bidder or offeror shall fulfill in order for the bid or offer to be evaluated by the City. Any and all bids or offers may be rejected when it is in the City's interest to do so. In all procurement the City shall avoid practices that are restrictive of competition. These include but are not limited to:

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

(g) Any arbitrary action in the procurement process.

4. Methods of Procurement to be Followed.

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

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

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

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

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

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

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

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

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

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

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

5. Procurement procedures.

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

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

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

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

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

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

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

6. Environmental Preferable Purchasing.

(a) Purpose.

- (i) It is the policy of the City to institute practices that reduce waste by increasing product efficiency and effectiveness, purchase products that minimize environmental impacts, toxics, pollution, and hazards to worker and community safety to the greatest extent practicable, and purchase products that include recycled content, are durable and long-lasting, conserve energy and water, reduce greenhouse gas emissions, use unbleached or chlorine-free manufacturing processes, are lead-free and mercury-free, and use wood from sustainably harvested forests.
- (ii) This policy is adopted in order to support strong recycling markets, reduce materials that are landfilled, identify environmentally preferable products and distribution systems, increase the use and availability of environmentally preferable products that protect the environment, reward manufacturers and vendors that reduce environmental impacts in their production and distribution systems or services, and create a model for successfully purchasing environmentally preferable products that encourages other purchasers to adopt similar goals.
- (iii) This policy shall comply with State requirements as contained in 14 CCR Division 7, Chapter 12, Article 12 (SB 1383 procurement regulations) to procure a specified amount of Recovered Organic Waste Products, to purchase Recycled-Content Paper Products, and Recycled-Content Printing and Writing Paper, and procure resources in a way that aligns with the City’s goals.

(b) Recycled Content Products.

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

- (ii) If fitness and quality of Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper are equal to that of non-recycled items, all departments and divisions of the City shall purchase Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper that consists of at least thirty percent (30%), by fiber weight, postconsumer fiber, whenever available at the same or a lesser total cost than non-recycled items, consistent with the requirements of the Public Contracts Code, Sections 22150 through 22154 and Sections 12200 and 12209, as amended.
- (iii) All Paper Products and Printing and Writing Paper shall be eligible to be labeled with an unqualified recyclable label as defined in Title 16 Code of Federal Regulations Section 260.12 (2013).
- (iv) Records must be submitted to the City of all Paper Products and Printing and Writing Paper purchases on a schedule to be determined by the City and not less than annually (both recycled-content and non-recycled content, if any is purchased) for all purchases made by a division or department or employee of the City.
- (v) All vendors that provide Paper Products (including janitorial Paper Products) and Printing and Writing Paper to the City shall:
 - (A) Provide Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper that consists of at least thirty percent (30%), by fiber weight, postconsumer fiber, if fitness and quality are equal to that of non-recycled item, and available at equal or lesser price.
 - (B) Certify in writing the minimum percentage of postconsumer material in the Paper Products and Printing and Writing Paper offered or sold to the City. This certification requirement may be waived if the percentage of postconsumer material in the Paper Products and/or Printing and Writing Paper can be verified by a product label, catalog, invoice, or a manufacturer or vendor internet website.
 - (C) Only provide Paper Products and Printing and Writing Papers that meet Federal Trade Commission Recyclability standard as defined.
 - (D) Provide records to the Recordkeeping Designee for all Paper Products and Printing and Writing Paper on a schedule to be determined by the Recordkeeping Designee.
 - (E) All vendors providing printing services to the City via a printing contract or written agreement, shall use Printing and Writing Paper that consists of at least thirty percent (30%), by fiber weight, postconsumer fiber, or as amended by Public Contract Code Section 12209.
- (vi) All pre-printed recycled content papers intended for distribution that are purchased or

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

- (vii) Copiers and printers bought shall be compatible with the use of recycled content products.
- (c) Green Building – Construction and Renovations
- (i) All building and renovations undertaken by the City shall follow Green Building Practices for design, construction, and operation, where appropriate, as described in the *LEED™ Rating System and meet *CalGreen and *MWELo requirements. Building and landscaping products, purchases, and use by the City shall be consistent with CalGreen and MWELo requirements.
- (d) Landscaping.
- (i) All landscape renovations, construction, and maintenance by the City, including workers and contractors providing landscaping services for the City, shall employ sustainable landscape management techniques for design, construction, and maintenance whenever possible, including, but not limited to, integrated pest management, grasscycling, drip irrigation, composting, and procurement and use of mulch and compost.
 - (ii) The City, including through its direct service providers, will make every effort to meet its annual procurement target for *Recovered Organic Waste Products as determined by the State. Periodically, the City’s Recordkeeping Designee shall distribute information to City Staff on the Procurement target and specific products that meet the SB 1383 procurement requirements. Divisions and departments responsible for landscaping maintenance shall:
 - (A) Use SB 1383 Eligible Compost and SB 1383 Eligible Mulch produced from recovered Organic Waste, as defined in the Definitions section of this Policy, for landscaping maintenance as practicable, whenever available, and capable of meeting quality standards and criteria specified.

* LEED – Leadership Energy and Environmental Design

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

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

*MWELo – Model Water Efficient Landscape Ordinance

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

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

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

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

(a) Record Keeping.

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

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

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

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

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

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

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

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

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

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

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

small purchase methods

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

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

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

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

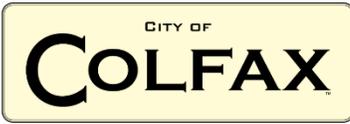
(v). Rights to Inventions Made Under a Contract or Agreement - Contracts or agreements for the performance of experimental, developmental, or research work, when funded in whole or part by monies derived from the Federal government (either directly or indirectly), shall provide for the rights of the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

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

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

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

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



Staff Report to City Council

FOR THE DECEMBER 11, 2024 REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Ron Walker, City Manager
Subject: SVCC Request to have the Sewer Lateral Certification Mandate Waived

Budget Impact Overview:

N/A:	Funded:	Un-funded:	Amount:	Fund(s):
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RECOMMENDED ACTION: Adopt Resolution __-2024 authorizing the City Manager to Waive the Sewer Lateral Certification Mandate for the Sierra Vista Community Center.

Summary/Background

The Sierra Vista Community Center (SVCC) has recently replaced a failing heating system which because of the dollar amount of the project has triggered a sewer lateral inspection to certify that it is in good working order and not allowing water intrusion into the collection system. The SVCC is requesting the City Council waive this inspection to avoid the inspection permit fee of \$407.00, and the cost of Close Circuit Television (CCTV) inspection.

The City Municipal code 13.08.520 – Testing of existing building sewer laterals, section B. Conditions requiring cleaning and testing of building sewer laterals, Part 2. reads: Whenever property located in the City is remodeled or modified with an estimated or actual remodel or modification cost or value of twenty thousand dollars (\$20,000.00) as determined by the City. Before final building inspection, all repairs or replacements necessary to bring the building sewer lateral(s) serving the remodeled or modified premises into compliance shall be completed.

Conclusions and Findings

The SVCC is a non-profit organization, and thus the City Council may want to consider waiving the sewer lateral inspection permit fee of \$407.00. However, the sewer lateral inspection mandate was added to the Municipal Code to protect the City Sewer system from excess water intrusion from rain and/or ground water. Excess water flow into the sewer collection system can have a negative impact on the City Sewer Treatment Plant possibly causing a plant upset and/or a discharge violation.

Fiscal Impacts

\$0.00

Attachments:

1. Resolution __-2024
2. SVCC Request Letter
3. 13.08.520 Municipal Code
4. Guidelines for sewer ordinance No. 499
5. Ordinance 499 – Private Sewer Laterals

City of Colfax

City Council

Resolution No. __-2024

APPROVE AND AUTHORIZE THE CITY MANAGER TO WAIVE THE SEWER LATERAL CERTIFICATION MANDATE FOR THE SIERRA VISTA COMMUNITY CENTER

WHEREAS, the Sierra Vista Community Center (SVCC) has recently replaced a failing heating system which because of the dollar amount of the project has triggered a sewer lateral inspection to certify that it is in good working order and not allowing water intrusion into the collection system; and,

WHEREAS, the SVCC is requesting the City Council waive this inspection to avoid the inspection permit fee of \$407.00, and the cost of Close Circuit Television (CCTV) inspection; and,

WHEREAS, the City Municipal code 13.08.520 – Testing of existing building sewer laterals, section B. Conditions requiring cleaning and testing of building sewer laterals, Part 2. reads: Whenever property located in the City is remodeled or modified with an estimated or actual remodel or modification cost or value of twenty thousand dollars (\$20,000.00) as determined by the City. Before final building inspection, all repairs or replacements necessary to bring the building sewer lateral(s) serving the remodeled or modified premises into compliance shall be completed; and,

WHEREAS, the SVCC is a non-profit organization, and thus the City Council is authorizing the City Manager to waiving the sewer lateral inspection, and inspection permit fee of \$407.00.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Colfax approves and authorizes the City Manager to waive the sewer lateral mandate for the Sierra Vista Community Center.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at the Regular Meeting of the City Council of the City of Colfax held on December 11, 2024, by the following vote of the Council:

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

ATTEST:

Kim Douglass, Mayor

Amanda Ahre, City Clerk

City Manager

From: Tammy Olkowski
Sent: Tuesday, October 29, 2024 9:23 AM
To: City Manager
Cc: building Inspector; Shanna Stahl; Amanda Ahre; Cecelia Heath
Subject: FW: 55 School St - Sierra Vista Community Center / HVAC c/o

Ron,

See message below concerning the sewer lateral for 55 School St.. Glenn Greenspan is the contact and his information is below. Please keep me in the loop on this.

Thank you,

Tammy Olkowski
 Customer Service Representative
 PO Box 702
 33 S Main Colfax, CA 95713
 (530) 346-2313



From: Shawna Gregory <shawna@t3-energy.com>
Sent: Thursday, October 24, 2024 2:55 PM
To: Tammy Olkowski <admin@colfax-ca.gov>
Subject: Re: 55 School St - Sierra Vista Community Center / HVAC c/o

Good afternoon,

The head of the community center will be taking care of the sewer lateral portion of this project, the contractor has sent over the following information as well:

I just got off the phone with the head of the community center. His name is Glenn Greenspan. He said you can refer the City of Colfax over to him since they will be responsible for that portion of the project.

What is happening is that one of the board members, BJ, and one of the city council members have already been speaking with the City of Colfax (I believe the city manager and someone else?) trying to get the sewer lateral certification mandate waived. So, I guess it's in limbo until there is a decision. Glenn said you can pass along his contact information (530) 346-8726 (office) or his personal cell (530) 444-0280.

Please let me know if anything else is needed at this point or if there are any other questions!

13.08.520 - Testing of existing building sewer laterals.

- A. General. Every property owner shall keep and maintain every building sewer lateral(s) connecting the property owner's premises to the public sewer main in good condition and repair. It shall be unlawful for any property owner of a house, building, property or other structure connected to the city's public sewer main to maintain a building sewer lateral in a defective condition. As used in this article, "defective condition" includes, but is not limited to:
1. Displaced joints;
 2. Root intrusion;
 3. Substantial deterioration;
 4. Damaged or missing cleanout;
 5. Damaged or missing backflow prevention device;
 6. In a condition that will allow infiltration and inflow of extraneous water or exfiltration of sewage;
 7. In a condition that materially increases the possibility of a blockage or overflow;
 8. Constructed without a proper permit or with materials not approved by the city;
 9. Lack of an approved manufactured connection to the city's public sewer main;
 10. Otherwise in violation of city requirements; or
 11. In such a condition that the tests required by this article cannot be accomplished to the satisfaction of the city.
- B. Conditions Requiring Cleaning and Testing of Building Sewer Laterals. All building sewer laterals, including but not limited to those serving residential, multiple residential, industrial, retail and commercial properties connected to the city's public sewer main shall be cleaned and tested, at the property owner's expense, when any of the following events occur:
1. The installation of additional plumbing facilities that produce a major increase, in the judgment of the city, in sewage flow from the house, building, property or other structure served;
 2. Whenever property located in the city is remodeled or modified with an estimated or actual remodel or modification cost or value in excess of twenty thousand dollars (\$20,000.00) as determined by the city. Before final building inspection, all repairs or replacements necessary to bring the building sewer lateral(s) serving the remodeled or modified premises into compliance shall be completed;
 3. A change of use of the house, building, property or other structure served from residential to business, commercial, or other nonresidential, or from nonresidential/nonrestaurant/nonindustrial to restaurant or industrial uses such as carwashes, cleaners and laundries;

4. Upon repair or replacement of any portion of the building sewer lateral;
 5. Upon a determination by the city that the cleaning, testing, repair or replacement is required for the protection of the public health, safety and welfare;
 6. Prior to the close of escrow upon a sale or other transfer of the house, building, property or other structure served or, if there is no escrow, prior to recording a deed or other document transferring title to the house, building, property or other structure served;
 7. In a probate or other testamentary proceeding or in the event of a transfer pursuant to the terms of a revocable living trust, joint tenancy termination or other similar instrument, within one hundred eighty (180) days after the sale, transfer or conveyance of the house, building, property or other structure connected to the city's public sewer main.
- C. Testing Criteria for Existing Building Sewer Laterals. The property owner or an agent of the property owner of a house, building, property or other structure connected to the city's public sewer main shall notify the city at least forty-eight (48) hours prior to testing so the city has the opportunity to witness the testing. All building sewer laterals shall be tested by closed circuit television video (CCTV) inspection method in accordance with all requirements imposed by the city. When cleaning and testing of an existing building sewer lateral is required, the building sewer lateral shall first be cleaned, and then tested via an internal CCTV inspection for the full length of the building sewer lateral. The internal CCTV inspection shall be performed by qualified individuals or entities with a minimum of three years' experience in the performance CCTV inspection. An individual or entity with less than three years' experience may perform the work if they can demonstrate to the satisfaction of the city that they have the capabilities and overall experience, equipment, and expertise to perform the work. Video recordings of the inspection shall be submitted to the city for verification of the condition of the building sewer lateral. A building lateral will comply with the provisions of this article if CCTV inspection verifies all of the following conditions as approved by the city:
1. The building sewer lateral is free of roots, grease deposits, and other solids which may impede or obstruct the transmission of sewage.
 2. There are no illicit or illegal connections to the building sewer lateral such as roof or yard drainage facilities.
 3. All joints in the building sewer lateral are tight and sufficiently sound to prevent the exfiltration of sewage or the infiltration of groundwater.
 4. The building sewer lateral is free of structural defects, cracks, breaks, or missing portions and the grade is reasonably uniform without major sags or offsets.
 5. The building sewer lateral is equipped with at least one cleanout located within five feet of the building footprint; and with a backflow protection device if required by the city.

A video inspection shall be valid for a period of six months from the date of the video. If a CCTV^{Item 8C} inspection cannot be performed on a building sewer lateral, that building sewer lateral shall be air tested, smoke tested or tested by any other method required by the city.

- D. **Testing Failure Mitigation.** When an existing building sewer lateral fails to comply with the provisions of this chapter, the property owner shall cause all repairs necessary to bring the building sewer lateral(s) to be made to the satisfaction of the city, or replace the building sewer lateral(s) in accordance with all city requirements. When replacement of a building sewer lateral(s) is required, the property owner shall install a cleanout at the property line nearest to the connection between the building sewer lateral and the public sewer main and, if required by the city, a backflow prevention device at the point within five feet of the building footprint, unless otherwise approved by the city to be placed in another location. All costs of repair or replacement of the building sewer lateral(s), cleanouts, and backflow prevention devices shall be borne by the property owner.
- E. **Repair or Replacement of Building Sewer Laterals Upon Sale or Transfer of Property.** The repairs or replacement of building sewer laterals that result from the testing required as a result of the sale or transfer of property in a nonprobate transaction shall be completed prior to the close of escrow of the sale or, if there is no escrow, prior to recording the deed or other document transferring title. For properties sold or transferred in a probate other testamentary proceeding, pursuant to the terms of a revocable living trust or similar instrument, or pursuant to the termination of a joint tenancy or similar proceeding, any repair or replacement of a building sewer lateral shall be completed within one hundred eighty (180) days after the probate sale or other transfer.
- F. **Hardship Deferrals for Building Sewer Lateral Repair or Replacement.** In the event that the property owner establishes to the satisfaction of the city that repair or replacement of the building sewer lateral(s) before the close of escrow in a nonprobate sale will result in undue hardship inconsistent with the purpose or intent of this chapter, a request for hardship status may be submitted to the city manager. The city manager shall make a hardship recommendation to the city council only if the requesting property owner presents facts that clearly demonstrate, in the city manager's sole discretion, that the property owner's payment for and completion of a building sewer lateral(s) repair or replacement at the required time would result in an undue hardship. The city manager shall submit his/her hardship recommendation to the city council which may grant or deny hardship status in its sole discretion. If hardship status is granted, the property owner who is selling the property (or the property owner who is purchasing the property) shall have up to one hundred eighty (180) days after the close of escrow or other transfer of the property to repair or replace the building sewer lateral(s).

1.

For purposes of this section, undue hardship shall be defined as (1) the severe illness or incapacitation of the property owner; (2) the immediate transfer or removal of the property owner from the state, thereby making the hiring of a contractor to repair or replace the building sewer lateral(s) impractical or overly burdensome; or (3) any physical or financial situation that would render compliance with the time limits for the repair or replacement of building sewer lateral(s) extraordinarily difficult or impractical. The property owner shall bear the burden of submitting documentation and proving the existence of such a bona fide hardship to the satisfaction of the city council.

2. Any property owner to whom a hardship finding is granted shall be given written notice of the finding. Said notice shall inform the property owner that the building sewer lateral(s) repair or replacement requirement is only deferred up to one hundred eighty (180) days after the close of escrow—not waived entirely. A copy of the notice shall be sent to both the property owner who is selling the property and to the purchaser of the property.
 3. In the event of a failure to comply with the this article within the allotted time, the city may bring an enforcement action and exercise any other remedy provided by the Code or other applicable law against the property owner and any other responsible party. In addition thereto, any property owner who fails to fully comply with this article shall be responsible for all damages that arise from or relate to such failure. For purposes of this section, "damages" include all compensatory damages, fines, penalties, assessments and other monetary exactions that may be awarded to, levied or assessed by any person, firm, corporation, company or public entity.
- G. Extension of Time for Building Sewer Lateral(s) Repairs and Replacements. A property owner may request that an extension of time be granted for repairs or replacements that are required as a result of testing associated with the sale or transfer of property in a nonprobate transaction. Extension requests shall be in writing and must include at the time of the extension request the name and contact information of the party responsible for accomplishing the repair or replacement of the building sewer lateral(s). The city will review the request and may grant a time extension of up to, but no more than, one hundred eighty (180) days after the close of escrow on the subject property.
- H. Common Interest Developments. The homeowners association of a common interest development shall provide closed circuit TV inspection of all building sewer lateral(s) within the common interest areas at least once every fifteen (15) years for compliance with the duties and obligations imposed by this article in relation to any building sewer lateral(s) located within a common area of the development. If no homeowners association exists, then the individual unit owners, both jointly and individually, shall be liable for compliance with the duties and obligations with respect to building sewer lateral(s) established by this the article.

(Ord. No. 499, 12-9-09)



GUIDELINES FOR ORDINANCE NO. 499

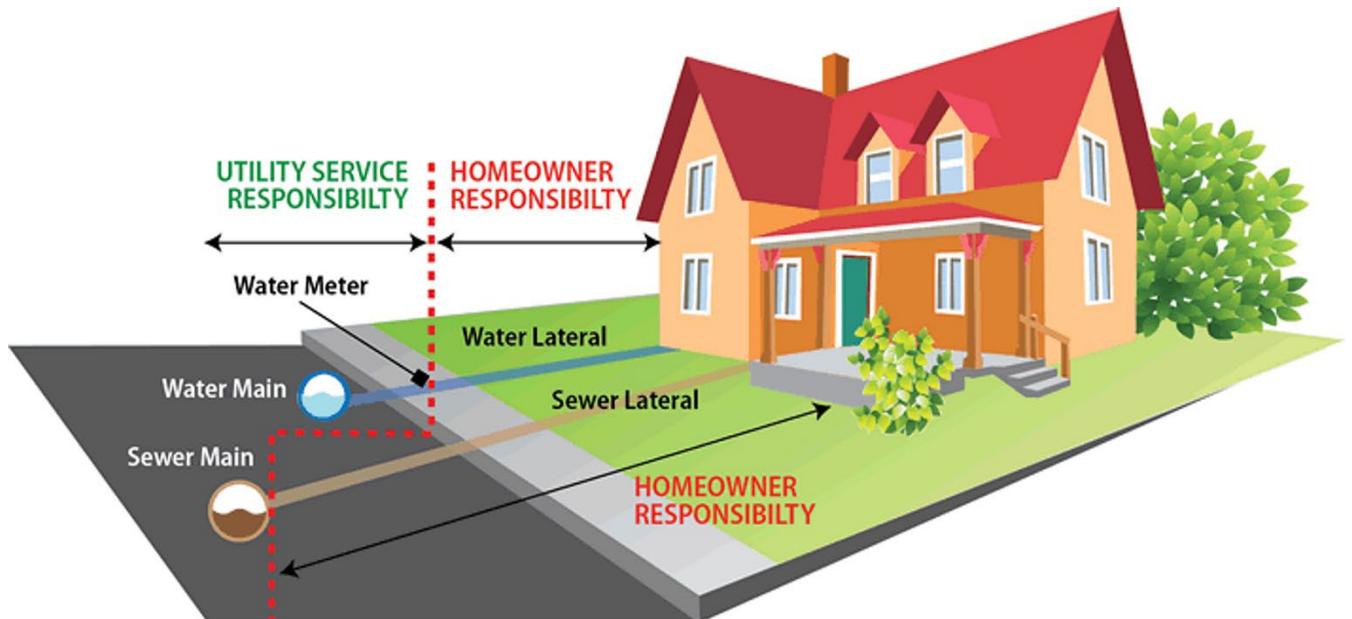
ORDINANCE REQUIRING TESTING, INSPECTION, REPAIR AND REPLACEMENT OF BUILDING SEWER LATERALS

FAQ's for the Property Owner

Q: Who is responsible for sanitary sewer repair?

A: The City of Colfax maintains all public sanitary sewer mains. This includes over 10 miles of pipelines which are generally located within public streets or easements dedicated for City use.

Each home or commercial building has a separate connection to the public sanitary sewer main called a building sewer lateral. In accordance with City Ordinance No. 499, it is the property owner's responsibility to maintain and repair their own building sewer lateral from the house up to the point of connection with the public sanitary sewer main. This includes both the portion on private property and the portion located beneath the sidewalk and street up to the point where the lateral connects to the public main. The drawing below illustrates the difference between a sewer lateral and a public sanitary sewer main.



Q: Why is the City concerned about the condition of the sewer lateral?

A: Sewer laterals which are in poor condition present two problems: (1) faulty sewer lines can leak raw sewage in the ground, which may be a public health issue; (2) storm water can invade poorly sealed sewer lines and can overload the sewer system, causing sanitary sewer overflows (SSOs) and backups, and can occasionally overload the wastewater treatment facilities, resulting in the discharge of partially treated wastewater.

Q: At what point(s) am I required to clean, test, repair or replace my sewer lateral?

A: You may voluntarily choose to repair or replace your sewer lateral at any time you feel it is necessary (for example, if you are experiencing frequent sewer backups or blockages). However, the City Municipal Code now requires that sewer laterals be cleaned and tested, and repaired or replaced as necessary and receive a Certificate of Compliance from the City under any of the following conditions:

(A) The installation of additional plumbing facilities that produce a major increase, in the judgment of the City of Colfax, in sewage flow from the house, building, property or other structure served.

(B) Whenever property located in the City of Colfax is remodeled or modified with an estimated or actual remodel or modification cost or value in excess of \$20,000 as determined by the City.

(C) A change of use of the house, building, property or other structure served from residential to business, commercial, or other non-residential, or from non-residential/non-restaurant/non-industrial to restaurant or industrial uses such as carwashes, cleaners and laundries.

(D) Upon repair or replacement of any portion of the Building Sewer Lateral.

(E) Upon a determination by the City of Colfax that the cleaning, testing, repair or replacement is required for the protection of the public health, safety and welfare.

(F) Prior to the close of escrow upon a sale or other transfer of the house, building, property or other structure served or, if there is no escrow, prior to recording a deed or other document transferring title to the house, building, property or other structure served.

(G) In a probate or other testamentary proceeding or in the event of a transfer pursuant to the terms of a revocable living trust, joint tenancy termination or other similar instrument, within 180 days after the sale, transfer or conveyance of the house, building, property or other structure connected to the City's Public Sewer Main.

Q: Do I need to obtain a Certificate if my home is under 10 years old?

A: All homes are subject to the Sewer Lateral Ordinance. A home that is newer than 10 years will likely have proof of a Sewer Lateral inspection on the building permit. If you can provide proof that the Sewer Lateral was tested, inspected and approved, then a new Certificate will not be necessary prior to the close of escrow or other transfer of the building.

Q: What if the House was sold within the last 10 years?

A: Call City Hall at (530) 346-2313 and ask if there is a Valid Sewer Lateral Certificate on file. If the Certificate is on file, then it is not necessary to obtain a permit for an inspection.

Q: What are the problems associated with sewer laterals?

A: Most homes in the City were built before 1950, and often have never replaced their original sewer laterals. Over time, these pipelines can crack, become disjointed, experience displacement, and/or be subjected to intrusion by roots, all of which can cause leakage and blockage. In addition, some sewer laterals lack proper "cleanouts," which provides access for clearing blockages.

Q: How do I find out where the problem is?

A: When a sewer backup or other problem occurs, in most cases it will not be obvious whether the problem area is in the sewer lateral or the public main. If this occurs, call the City at (530) 346-2313.

The City will come out to inspect the public sewer main free of charge. If a problem is found within the public main, it will be repaired as soon as possible. If the public main is found to be clear, the property owner will be informed that the blockage is probably in the sewer lateral. In this case, the property owner is responsible for maintenance or repair.

Caution: When trying to locate a sewer problem, never open manholes or other City structures. Due to potential hazards, only City personnel are authorized to open and inspect these structures.

Q: What are the steps to get a sewer lateral permit / inspection?

A: A permit is required for a sewer lateral inspection. The permit fee is \$407.00 and the application form is available at City Hall. After filling out the permit and paying the fee, a permit number will be assigned. Once you have the permit number, you must contact a licensed plumber or contractor to have the inspection done utilizing CCTV. The plumber / contractor must have a Business License with the City of Colfax. The Building Inspector must be present during the CCTV inspection and appointments are available on Tuesdays and Thursdays. Contact City Hall at 530-346-2313 to set up an appointment with the Building Inspector for the inspection. Once the inspection is complete, the plumber and Building Inspector will certify that the lateral passed inspection. City Hall will issue a Certificate of Compliance that is good for a 10-year period.

Q: What if the inspection fails?

A: If the sewer lateral inspection fails, the property owner can hire a contractor to make repairs or, if equipped, can make repairs themselves. Contractors must be licensed with the State as well as hold a City of Colfax Business License. If repairs are needed, a Building Permit Application must be submitted prior to starting repairs. This will be a no cost permit. After work is completed, a final inspection and an additional CCTV inspection are required. Once the inspection is complete, the plumber and Building Inspector will certify that the lateral passed inspection. City Hall will issue a Certificate of Compliance that is good for a 20-year period.

Q: What permits are required for repairs in a street?

A: If a sewer lateral repair involves digging in a street or other public right-of-way, in addition to the City Application for City Sewer Lateral Testing Permit package, an encroachment permit will also be required. Encroachment permits are available from the City. To obtain a City Encroachment Permit for repairs outside of the property line, call: (530) 346-2313

Q: How can I avoid damage to other utilities?

A: When digging to make sewer repairs, it is very important to know where other utilities are located so that damage can be avoided. Most utility companies belong to a locating service called Underground Service Alert (USA). By calling USA at 1-800-227-2600, the utility companies will be notified that you are planning to dig and will come out, free of charge, to mark the location of their utility lines.

Q: Where do I find a contractor to repair or replace my sewer lateral?

A: The City has a list of plumbing contractors that are registered with the City. If you wish to check a contractor's license, you may do so with the State's Contractors License Board, using their toll-free number or Web site. Most of these contractors are also able to make sewer videos.

Q: How do I obtain a Certificate of Compliance?

A: As a condition of obtaining a Certificate of Compliance, as a minimum, the Property Owner must submit an Application for a Sewer Lateral Testing Permit along with the Sewer Lateral Close Circuit Television (CCTV) Inspection Report demonstrating that the sewer lateral is in compliance with City Ordinance. The Building Inspector must be present at the site during the Sewer Lateral CCTV Inspection. Upon review of the Inspection Report and CCTV Videotape, if determined by the City that the Building Sewer Lateral(s) passes the testing procedure, required by City Ordinance 499, and upon payment of the fees required by the City, the City Engineer, or his or her designee, shall issue a signed Certificate of Compliance to the Property Owner.

CITY OF COLFAX

ORDINANCE NO. 499

AN ORDINANCE OF THE CITY OF COLFAX AMENDING CHAPTER 13.08 BY ADDING ARTICLE IX, PRIVATE SEWER LATERALS TO THE COLFAX MUNICIPAL CODE

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

Section 1:

Title 13, Chapter 13.08, Article IX "Private Laterals" is hereby added to the Colfax Municipal Code is as set forth in Exhibit A attached hereto and by this reference incorporated herein.

Section 2. Superceding Provisions

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

Section 3. Severability

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

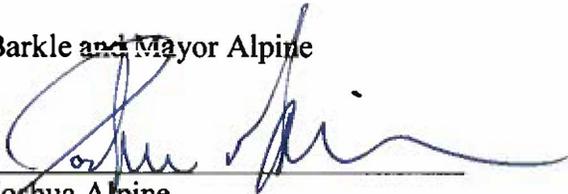
Section 4. Effective Date

This ordinance shall take effect thirty (30) days after its adoption.

This ordinance shall, within 15 days after its adoption, be published or posted in accordance with Section 36933 of the Government Code of the State of California with the names of those City Council members voting for and against it.

The foregoing ordinance was introduced at a regular meeting of the City Council of the City of Colfax held on the 11th day of November 2009, and passed and adopted at a regular meeting of the City Council held on the 9th day of December 2009, at a duly held regular meeting of the City of Colfax, by the following vote:

AYES: Council members Harvey, Roberts, Delfino, Barkle and Mayor Alpine
NOES: None
ABSENT: None



Joshua Alpine
Mayor

APPROVED AS TO FORM:

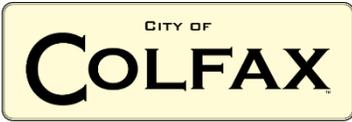


Alfred Cabral
City Attorney

ATTEST:



Karen Pierce
City Clerk



Staff Report to City Council

FOR THE DECEMBER 11, 2024 REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Amanda Ahre, City Clerk
Subject: Oath of Office and Seating of New Councilmembers

Budget Impact Overview:

N/A: <input checked="" type="checkbox"/>	Funded:	Un-funded:	Amount:	Fund(s):
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RECOMMENDED ACTION: Oath of Office of newly elected Councilmembers from the term beginning December 11, 2024 through the first City Council Meeting after the Certification of the November 2028 election.

Summary/Background

On June 12, 2024 the Colfax City Council adopted Resolution No. 35-2024 calling for an election to be held in the City of Colfax on Tuesday, November 5, 2024 for the purpose of filling two Council Member seats and one City Treasurer seat whose terms expire in November, 2024. At the end of the candidate filing period on August 9, 2024 incumbent Council Members Caroline McCully, and Larry Hillberg and City Treasurer Timothy Ryan were the only individuals to submit nomination papers for the election.

On August 22, 2024, the Colfax City Council adopted Resolution 46-2024 canceling the November 5, 2024 election and appointed the candidates running for vacant seats under Election Code section 10229.

Newly appointed City Councilmembers must take their Oath of Office before assuming the duties of their positions.

**OATH OF OFFICE
 FOR PUBLIC OFFICERS AND EMPLOYEES
 (State Constitution, Art. XX, Sec. 3 as amended)**

STATE OF CALIFORNIA

COUNTY OF PLACER

I, _____ do solemnly swear that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of Councilmember upon which I am about to enter into in and for the City of Colfax, County of Placer, State of California, according to the best of my ability.

 _____, Councilmember

Subscribed and sworn to before me this 11th day of December, 2024.

City Clerk

Attachments:

1. Resolution 35-2024
2. Resolution 46-2024
3. Conor Harkins Oath of Office
4. Larry Hillberg Oath of Office
5. Caroline McCully Oath of Office
6. Timothy Ryan Oath of Office

City of Colfax

City Council

Resolution № 35-2024

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. No measure has qualified for submission to the voters at this election, so the City will have no measures on this ballot.

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 June 12, 2024, by the following vote of the Council:

- AYES: Burruss, Hillberg, Lomen, McCully, Douglass**
- NOES:**
- ABSTAIN:**
- ABSENT:**



Kim Douglas, Mayor

ATTEST:


Amanda Ahre, City Clerk

City of Colfax

City Council

Resolution No 46-2024

CANCELING THE NOVEMBER 5, 2024 ELECTION FOR MEMBERS OF THE COLFAX CITY COUNCIL AND CITY TREASURER AND APPOINTING THE THREE NOMINATED CANDIDATES TO THE THREE SEATS WHICH WERE TO BE FILLED AT SAID ELECTION

WHEREAS, on June 12, 2024, the Colfax city council adopted Resolution No. 35-2024 calling for an election to be held in the City of Colfax on Tuesday, November 5, 2024 for the purpose of filling two Council Member seats and one City Treasurer seat whose terms expire in November, 2024; and

WHEREAS, August 9, 2024 was the 88th day prior to the November 5, 2024 election; and

WHEREAS, the nomination period for candidates to duly file for election to the two City Council seats and one City Treasurer seat subject to election on November 5, 2024 expired at 5:00 p.m. on August 9, 2024; and

WHEREAS, as of the close of the nomination period, incumbent Council Members Caroline McCully, and Larry Hillberg and City Treasurer Timothy Ryan were the only individuals to submit nomination papers for election; and

WHEREAS, members of the Colfax City Council and City Treasurer are elected at large; and

WHEREAS, the number of candidates nominated for election to the Colfax City Council and City Treasurer does not exceed the number of open seats; and

WHEREAS, in these circumstances California Election Code, Section 10229 allows the city Council the choice of either appointing to the City Council the individuals who have been duly nominated or holding the election; and

WHEREAS, the Colfax City Clerk, as the City’s elections official, has certified to the City Council that only the two incumbent City Council Members Caroline McCully and Larry Hillberg and one incumbent City Treasurer Timothy Ryan duly submitted nomination papers for reelection on November 5, 2024, that no other individuals filed for election and that the City Council may, at a regular or special meeting, either appoint to the Colfax City Council and the City Treasurer the individuals who have been duly nominated or hold the election; and

WHEREAS, in accordance with California Elections Code Section 10229(a), the Colfax City Clerk, as the City’s elections official, duly posted notice that the City Council may either appoint to the

Colfax City Council and City Treasurer the individuals who have been nominated or direct that an election be held in the City.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Colfax that the City Council hereby cancels the November 5, 2024 election only insofar as it affects the election of members of the Colfax City Council and City Treasurer and appoints the three nominated candidates, Caroline McCully and Larry Hillberg, and Timothy Ryan three seats which were to be filled at said election.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at the Special Meeting of the City Council of the City of Colfax held on the 22nd day of August 2024 by the following vote of the Council:

AYES: Burruss, Hillberg, Lomen, McCully, Douglass

NOES:

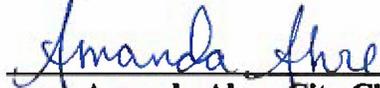
ABSTAIN:

ABSENT:



Kim Douglass, Mayor

ATTEST:



Amanda Ahre, City Clerk



P. O. Box 702, Colfax, CA 95713

OATH OF OFFICE
FOR PUBLIC OFFICERS AND EMPLOYEES
(State Constitution, Art. XX, Sec. 3 as amended)

STATE OF CALIFORNIA

COUNTY OF PLACER

I, Conor Harkins, do solemnly swear that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of Councilmember upon which I am about to enter into in and for the City of Colfax, County of Placer, State of California, according to the best of my ability.

Conor Harkins, City Attorney

Subscribed and sworn to before me this 11th day of December, 2024.

Amanda Ahre, City Clerk



P. O. Box 702, Colfax, CA 95713

OATH OF OFFICE
FOR PUBLIC OFFICERS AND EMPLOYEES
(State Constitution, Art. XX, Sec. 3 as amended)

STATE OF CALIFORNIA

COUNTY OF PLACER

I, Larry Hillberg, do solemnly swear that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of Councilmember upon which I am about to enter into in and for the City of Colfax, County of Placer, State of California, according to the best of my ability.

Larry Hillberg, Councilmember

Subscribed and sworn to before me this 11th day of December, 2024.

Amanda Ahre, City Clerk



P. O. Box 702, Colfax, CA 95713

OATH OF OFFICE
FOR PUBLIC OFFICERS AND EMPLOYEES
(State Constitution, Art. XX, Sec. 3 as amended)

STATE OF CALIFORNIA

COUNTY OF PLACER

I, Caroline McCully,, do solemnly swear that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of Councilmember upon which I am about to enter into in and for the City of Colfax, County of Placer, State of California, according to the best of my ability.

Caroline McCully, Councilmember

Subscribed and sworn to before me this 11th day of December, 2024.

Amanda Ahre, City Clerk



P. O. Box 702, Colfax, CA 95713

OATH OF OFFICE
FOR PUBLIC OFFICERS AND EMPLOYEES
(State Constitution, Art. XX, Sec. 3 as amended)

STATE OF CALIFORNIA

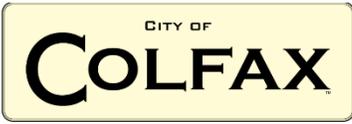
COUNTY OF PLACER

I, Timothy Ryan, do solemnly swear that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of Councilmember upon which I am about to enter into in and for the City of Colfax, County of Placer, State of California, according to the best of my ability.

Timothy Ryan, City Treasurer

Subscribed and sworn to before me this 11th day of December, 2024.

Amanda Ahre, City Clerk



Staff Report to City Council

FOR THE DECEMBER 11, 2024 REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Amanda Ahre, City Clerk
Subject: Rotation of City Council Officers: Mayor and Mayor Pro Tem

Budget Impact Overview:

N/A: ✓	Funded:	Un-funded:	Amount:	Fund(s):
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RECOMMENDED ACTION: By Separate motions, select a Mayor and Mayor Pro Tem.

Summary/Background

The Colfax City Council elects its Mayor and Mayor Pro Tem during the first City Council meeting in December.

Government Code section 36801 provides “The City Council shall meet at the meeting at which the declaration of election results for a general municipal election is made pursuant to Sections 10262 and 10263 of the Elections Code and, following the declaration of the election results and the installation of elected officials, choose one of its number as Mayor and one of its number as Mayor Pro Tem.” Section 36801 requires selection of a Mayor and Mayor Pro Tem, but it does not dictate how the Mayor and Mayor Pro Tem are selected.

On November 13, 2019, the Council adopted the following policy regarding the selection of Mayor and Mayor Pro Tem:

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

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

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

If the Council follows this policy, then Mayor Pro Tem Lomen will assume the role of Mayor and another member of the City Council will be seated as Mayor Pro Tem. The policy preserves the Council's discretion to vary from the established rotation.

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

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

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

Attachments:

- 3. Resolution 49-2019

City of Colfax

City Council

Resolution № 49-2019

APPROVING ADOPTING A POLICY FOR ANNUAL SELECTION OF MAYOR AND MAYOR PRO TEM

WHEREAS, The ceremonial nature of the first Colfax City Council meeting in December usually involves rotating the Mayor and Mayor Pro Tem chairs; and

WHEREAS, Government Code §36801 dictates what must be done in that a Mayor and Mayor Pro Tem must be selected but it does not dictate how the Mayor and Mayor Pro Tem are selected; and

WHEREAS, the Colfax City Council requested the Mayor and Mayor Pro Tem selection policy update; and

WHEREAS, staff provided an updated policy at the September 25th and received policy modifications reflected in the attached Mayor and Mayor Pro Tem Selection Policy.

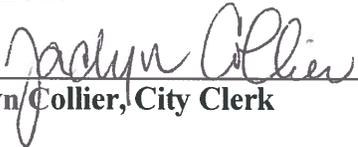
NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Colfax that the attached to this Resolution reflects the City Colfax Council policy changes request and are hereby approved and adopted by the City Council.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at the Regular Meeting of the City Council of the City of Colfax held on the 13th day of November 2019, by the following vote of the Council:

- AYES:** Fatula, Douglass, Burruss, Lomen
- NOES:**
- ABSTAIN:**
- ABSENT:** Mendoza



Joe Fatula, Mayor

ATTEST:


Jaclyn Collier, City Clerk

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

The Council will choose one of its members as Mayor and one of its members as Mayor Pro Tem as follows:

A. At the first regular Council meeting in December of each year during which there is no general election, the Council shall, by majority vote of a quorum present and voting, select its Mayor and Mayor Pro Tem for the ensuing calendar year.

B. In years during which there is an election of members of the Council, the selection shall be made following the declaration of the election results and installation of the members elected. That selection will be made at the first regular Council meeting in December provided, however, that if for any reason the declaration of election results is delayed beyond the first meeting in December, then the selection of Mayor and Mayor Pro Tem shall be made at the meeting at which the declaration of election results is made, and after the declaration and installation of the members elected.

This is the process the Council will follow ~~and the factors it will consider~~ each time a Mayor and Mayor Pro Tem is selected:

A. The Mayor Pro Tem shall be seated as Mayor.

B. ~~The Council Member with the longest tenure on the Council since his/her most recent election or his/her appointment, excluding the outgoing Mayor, shall be seated as Mayor Pro Tem. The outgoing Mayor shall be fourth in line for selection shall by majority vote of a quorum present and voting select one of its members to serve as Mayor Pro Tem.~~

~~C. — If multiple Council members have equal tenure, the selection of Mayor Pro Tem shall be based upon the number of votes each such Council member received at his/her most recent election, in descending order. In this case, appointees shall be deemed to have the lowest number of votes.~~

~~D.~~ Council members who have served as Mayor Pro Tem or Mayor since their most recent election or appointment to the Council shall serve as Mayor Pro Tem after Council Members who have not served in either position.

~~D. — The public shall be invited to comment on the selection of Mayor and Mayor Pro Tem before a vote of the Council on either office is taken.~~