

City Council Meeting

COUNCIL CHAMBERS, 33 SOUTH MAIN STREET, COLFAX, CA

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

REGULAR MEETING AGENDA

November 12, 2025
Regular Session 6:00 PM

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

ZOOM at

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

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

849 6857 0574

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

View Only on Facebook Live on our City of Colfax page: City of Colfax, California. You may also submit written comments to the City Clerk via email at city.clerk@colfax-ca.gov, via regular mail to P.O. Box 702, Colfax CA 95713, or by dropping them off at City Hall, 33 S. Main Street, Colfax CA 95713. Comments received will be submitted to Council and made a part of the record.

While the City makes every effort to allow public participation in City Council meetings via Zoom and Facebook Live as described above, we cannot guarantee these services will be accessible. We encourage interested members of the public to submit written comments in advance of the meeting or attend the meeting in person.

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: By motion, approve the Consent Calendar.



- 2A. **City Projects Report** (Pages 5-8)
Recommended Action: Review and Comment.
- 2B. **Cash Summary – October 2025** (Pages 9-16)
Recommended Action: Accept and File.
- 2C. **RGS Financial Services Support** (Pages 17-29)
Recommended Action: Adopt Resolution _____-2025 approving and authorizing the City Manager to execute an Agreement Amendment with RGS to Provide Financial Services.
- 2D. **PG&E Easement at 250 Rising Sun Road** (Pages 30-40)
Recommended Action: Adopt Resolution _____-2025 authorizing the City Manager to execute and record an easement for PG&E facilities at 250 Rising Sun Road.
- 2E. **Minutes – September 10, 2025 and September 24, 2025** (Pages 41-46)
Recommended Action: Approve the Colfax City Council minutes dated September 10, 2025 and September 24, 2025.

*** 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 (NONE)**

6 **PUBLIC COMMENT**

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

7 **COUNCIL AND STAFF**

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

- 7A. **Committee Reports and Colfax Informational Items – All Councilmembers**
- 7B. **City Operations Update – City Manager**



8 **COUNCIL BUSINESS**

8A. Policy Initiative – Establishment of a of a Public Trust Fund & Formation of the Colfax Community Foundation. (Pages 47-51)

Recommended Action: Adopt Resolution _____-2025 approving and authorizing the City Manager to Establish a Public Trust Fund and Authorizing the Formation of the Colfax Community Foundation.

8B. Denice Barnes Request to Honor Dr. Fox (Page 52)

Recommended Action: Review and Direct Staff.

8C. Brianna Harback Request to Rename the Art Park in her Father Name. (Pages 53-56)

Recommended Action: Review and Direct Staff.

8D. Halloween Decorating Contest (Page 57)

Recommended Action: Discuss and announce 1st, 2nd, & 3rd place winners.

8E. Winterfest Event Update. (Pages 58-61)

Recommended Action: Approving and Authorizing the City Manager to Administer and Coordinate the Winterfest Event, Including the Allocation and use of City Resources.

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 Closed Session

10C. Public Employee Performance Evaluation (Gov. Code § 54957)

Title: Ron Walker, City Manager

10D. Conference with Legal Counsel; Existing Litigation (Gov. Code § 54956.9(d)(1))

The City Council finds, based on advice from legal counsel, that discussion in open session will prejudice the position of the City in the litigation.

Name of Case: *People ex. rel. Cabral et al. v. Snapdragon Provisions et al.*, Super. Ct. Placer County, 2023, No. S-CV-0050502

Names of Parties or Claimants: Snapdragon Provisions, Kallie Moore, Clifford Young, and Young Family Cabin Ministries

Case No. or Claim No. No. S-CV-0050502

ADJOURNMENT



I, Ron Walker, Interim 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/>

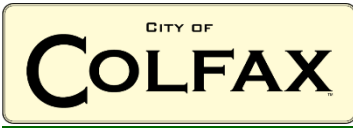


Ron Walker, Interim City Clerk

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.





Staff Report to City Council

FOR THE NOVEMBER 12, 2025 REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Ron Walker, City Manager
Subject: City Projects Report

Budget Impact Overview:

Table with 5 columns: N/A: X, Funded:, Un-funded:, Amount:, Fund(s):

RECOMMENDED ACTION: Review and Comment.

Summary/Background

The following is a list of projects, by department, which have either been completed or are in progress.

Week of – September 28 – October 4, 2025

City Manager

- I participated in the salsa competition held in the public seating area.
Agenda Preparation.
Attended the Union Pacific Heritage Fleet event.
Attended the First Responder event.
Attended the music event held in the Art Park.

Planning

- Follow up on Saterlee Event Center- more information is needed and follow up with Conor Harkins on draft Event Center zoning code amendment needed.
Revisions to A&A Concrete noise and nuisance violation letter.
Training Sherri Conway to provide backup when I'm out.

Maintenance Department

- Filled potholes along Depot St.
Filled potholes along Canyon Way.
Picked up sand and sandbags for the public.
Placed sandbags along Rising sun where there is no curb to prevent flooding to the house next to it.
Picked up trash from upper Corp Yard.
Picked up replacement lights from Platt for the Main St. lights and replaced two lights on Main St. and one at Roy Toms.
Started doing preventative maintenance storm drain cleaning and showing the new staff members how to operate the Vac-Trailer.
Purchased cold patch.
Installed replacement parts on 2 weed eaters.
Took down the fence at the ballpark because little league is over for the season.
Filled potholes on Sunset and Grass Valley St.
Stocked cleaning supplies at all locations.
Deep cleaned City Hall storage closet.

- Took down the Splash Pad.
- Picked up new Colfax signs for the top of the Depot building.
- Filled potholes on W. Oak St.
- Filled potholes on Quinz Ln.
- Re-arranged the tool room and cleaned it out.
- Helped Wastewater remove old air compressor.
- Performed inventory of street stencils.

Wastewater Treatment Plant/Sewer

- Working with control point on our plant Supervisory Control and Data Acquisition (SCADA). Control point has almost all of our system installed in the new SCADA system. We now have alarms for our most critical equipment.
- Plant is still diverting. Plant shows signs of recovering; we will be going back online next Wednesday Oct 1
- Plant staff working on weed abatement and clean up.
- No issues in the collection system.

Administrative Services

- Oversaw daily accounting including utility billing, cash receipts, payroll and accounts payable
- Worked on audit preparation - journal entries as needed
- Reviewed documentation and prepared agenda packet for 10/8/25 meeting
- Completed bank reconciliation for September 2025
- Started Cash Summary for September 2025

Engineering

- Skatepark coordination in preparation for bids.
- Encroachment permits.
- Empire Self Storage-continue submittal review
- Sewer evaluations.
- O'Reilly construction review and coordination.
- AMTRAK station coordination.
- CDBG 2025 coordination.
- Prepare the Staff Report and Resolution for the Culver St. Infiltration Trench improvements

Building/Code Enforcement

- Complaint from neighbor below 14 Foresthill Rd of a sewer smell coming from the pump tank in the back yard. Owner scheduled plumber to inspect with me present. Inspection did not reveal any issues, and the system is operating properly. Went back at the warmest part of the day and no smell. Checked other properties and no smell. May have to wait till a 100-degree day.
- ARCO TESLA project: BV approved plans after Civil engineer proved compaction. Putting together approved documents to issue permit. Waiting for grading permit approval. Reviewed civil changes and approved revisions. Permit approved and work is beginning.
- 411 Veda retaining wall: New Contractor and engineer. New plans reviewed by BV. Only a few corrections. Plans approved by BV and permit issued.
- Colfax Storage: BV sent 2nd round of comments to owner. Had another CASp certified staff member from BV work out the details on the plans. The review was approved with redlines. Just waiting for civil plans to be approved. Retaining wall plans received and sent to BV for structural review.

Week of October 5 - 11, 2025**City Manager**

- Agenda Preparation.
- Completed an agreement for interim City Clerk Services Consultant.
- Attended City Council meeting.
- Working on agreement for accounting services.
- Attended meeting with the Placer County Transportation Planning Agency (PCTPA).
- Attended meeting with 4-Leaf and CalOES to discuss FEMA grant reporting.

Planning

- Out of the office.

Maintenance Department

- Coordinated with Recology to remove dumpsters at the Ball Park, large boulders added in place of the dumpsters to prevent people from parking there and blocking access to the private road.
- Weeded and removed brush along Canyon Way.
- Picked up gravel that spilled on the intersection of Canyon Way and Iowa Hill.
- Street swept Rising Sun.
- Multiple 811 locates.
- Picked up over 20 bags of trash along Canyon Way while removing brush.
- Repaired the broken latch on the dump trailer.
- Serviced all small equipment.
- Fixed trailer lights on the dump trailer.
- Cleaned the inside of the Corp Yard shop.
- Repaired the lighting at Roy Toms bathrooms inside and out and reset the timer.
- Removed the latus covering the electrical panel at Arbor Park and painted it green to match the surrounding area.
- Searched Arbor Park for the irrigation control valves and traced the conduit from the timer under the decking.
- Picked up drywall and materials for the Corp Yard building ceiling.
- Weeded perimeter of Corp Yard fence.
- Purchased a new irrigation timer for Art Park.
- Picked up 3 more tons of Power Patch for pothole repair.
- Mowed, edged, and blew all City Parks and lawns.
- Cleaned gutters on the fire station on Church St.
- Picked up piles on Main St. left behind by the Garden Club.
- Washed all city vehicles.

Wastewater Treatment Plant/Sewer

- Plant is back online. Found several areas of concern related to flow design for the plant which are causing issues with the process and Biosolids growth.
- The sun hoods we ordered have been delivered and stating next week we will begin installing the new Instrumentation that the plant has purchased.
- No issues in the collection system.
- A.J. from the City maintenance Department will be starting next week.

Administrative Services

- Oversaw daily accounting including cash receipts, utility billing and accounts payable.
- Processed quarterly reports for Home Hardening Grant.
- Audit preparation and journal entries as needed.
- Home Hardening Grant meeting with 4Leaf and CalOES.
- HR Duties.
- Health open enrollment with all employees.

Engineering

- Emails and coordination and attend staff meeting.
- Coordinate 412 and 413 Rubicon Ct submittals.
- Coordinate with PCTPA on priority projects.
- Attend SACOG/PCTPA meeting.
- Review drainage patterns from E. Oak to Whitcomb for Empire Storage project.
- Empire Storage project plan review.
- Review irrigation with PW staff for Arbor Park.
- Encroachment permits.
- Review Culver St. Infiltration Trench project plans.
- Coordinate erosion control and schedule with O'Reilly Auto contractor and inspector.
- Coordinate inspections for Maidu Village retaining wall extension and Tesla installation.

Building/Code Enforcement

- Complaint from neighbor below 14 Foresthill Rd of a sewer smell coming from the pump tank in the back yard. Inspection did not reveal any issues, and the system is operating properly. Went back at the warmest part of the day and no smell. Checked other properties and no smell.
- ARCO TESLA project: BV approved plans after Civil engineer proved compaction. Putting together approved documents to issue permit. Waiting for grading permit approval. Reviewed civil changes and approved revisions. Permit approved and work is beginning.
- 411 Veda retaining wall: New Contractor and engineer. Plans approved, and permit issued.
- Colfax Storage: BV sent 2nd round of comments to owner. The review was approved with redlines. Waiting for civil plans to be approved. Retaining wall plans received and sent to BV for structural review.
- Addressing local yard sale leaving items out for several days.
- Addressing unsightly items on property, E. Oak Street.



Staff Report to City Council

FOR THE NOVEMBER 12, 2025 REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Shanna Stahl – Administrative Services Officer
Subject: Cash Summary – October 2025

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.

The attached reports reflect an overview of the financial transactions of the City of Colfax in October 2025. Some monthly highlights are listed below:

October revenues included:

- Allocation for Sales Tax revenues for the month of August 2025. (two-month lag).

October expenditures included:

- Regular monthly expenditures.
- Wastewater Treatment Plant construction grant expenditures
- Annual Loan Payment to the State Water Resources Control Board.
- Negative cash fund balances at the end of October are primarily due to the timing of funding allocations and reimbursements:
 - Fund 218 – Support Law Enforcement. Funds are received annually through Property Tax Allocations.
 - 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.
 - Fund 348 – Home Hardening. This is a reimbursable grant with a 10% City match requirement. Reports will be submitted quarterly.
 - Fund 358 – CDBG Road Rehabilitation. This is a reimbursable grant pending Phase II approval.
 - Fund 363 – Railroad Crossing. This is an agreement for railroad crossing upgrade engineering.
 - Fund 575 – WWTP Construction Grant. This is a reimbursable grant. Pending final reimbursement request.

- 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 Winter 2025.
- Anticipated revenues/expenditures for November include:
 - Revenues
 - Allocation for Sales Tax revenues reported/paid to the State for the month of September 2025 (two-month lag).
 - Capital project reimbursement.
 - Expenditures
 - Ongoing monthly operating expenses.
 - Capital project expenses.

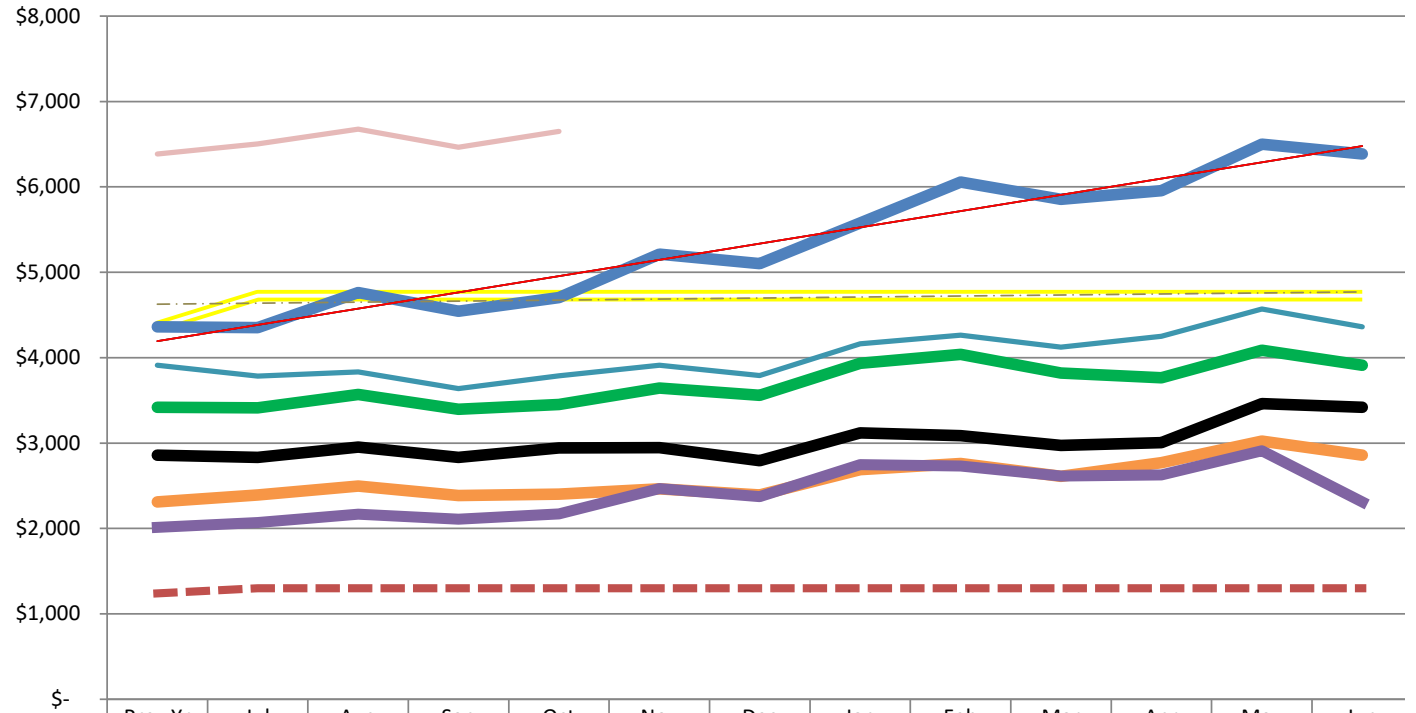
Attachments:

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 2025 General Fund Reserved Cash Analysis

(Dollars in Thousands)

Fiscal Year 2025-26



	Prev Yr	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
— Cash Balance FY2025-26	\$6,385	\$6,503	\$6,676	\$6,465	\$6,651								
— Budget FY2025-26	\$4,363	\$4,726	\$4,726	\$4,726	\$4,726	\$4,726	\$4,726	\$4,726	\$4,726	\$4,726	\$4,726	\$4,726	\$4,726
— Cash Balance FY2024-25	\$4,363	\$4,352	\$4,761	\$4,545	\$4,705	\$5,212	\$5,100	\$5,577	\$6,055	\$5,853	\$5,957	\$6,500	\$6,385
— 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)	\$1,240	\$1,300	\$1,300	\$1,300	\$1,300	\$1,300	\$1,300	\$1,300	\$1,300	\$1,300	\$1,300	\$1,300	\$1,300

**City of Colfax
Cash Summary
October 31, 2025**

	Balance 9/30/25	Revenues In*	Expenses Out*	Transfers	Balance 10/31/25
US Bank	\$ 272,358.76	\$ 466,427.83	<u>\$ (921,114.72)</u>	\$ 350,000.00	\$ 167,671.87
LAIF	\$ 11,187,393.17	\$ 118,512.44	\$ -	\$ (350,000.00)	\$ 10,955,905.61
Total Cash - General Ledger	<u>\$ 11,459,751.93</u>	<u>\$ 584,940.27</u>	<u>\$ (921,114.72)</u>	<u>\$ -</u>	<u>\$ 11,123,577.48</u>
Petty Cash (In Safe)	\$ 300.00				\$ 300.00
Total Cash	<u>\$ 11,460,051.93</u>	<u>\$ 584,940.27</u>	<u>\$ (921,114.72)</u>	<u>\$ -</u>	<u>\$ 11,123,877.48</u>

Change in Cash Account Balance - Total \$ (336,174.45)

Attached Reports:

1. Cash Transactions Report (By Individual Fund)
2. Check Register Report (Accounts Payable)

	\$ (810,031.08)	
Cash Receipts	\$ 302,106.90	
Payroll Checks and Tax Deposits	\$ (83,527.58)	
Utility Billings - Receipts	\$ 137,450.15	
LAIF Interest	\$ 118,512.44	
Cleared bank Sept - cleared sys Oct.	\$ (685.28)	
	<u>\$ (336,174.45)</u>	\$ -

*Does not include transfers between funds

Prepared by: Shanna Stahl, Administrative Services Officer
Shanna Stahl, Administrative Services Officer

Reviewed by: Ron Walker
Ron Walker, City Manager

City of Colfax
Cash Transactions Report - October 2025

	Beginning Balance	Debit Revenues	Credit (Expenditures)	Ending Balance
Fund Type: 1.11 - General Fund - Unassigned				
Fund: 100 - General Fund	\$ 6,249,632.49	\$ 346,967.62	\$ (146,718.59)	\$ 6,449,881.52
Fund: 120 - Land Development Fees	\$ 188,864.52	\$ 2,209.13	\$ (16,978.27)	\$ 174,095.38
Fund: 200 - Cannabis Application	\$ 27,489.72	\$ -	\$ -	\$ 27,489.72
Fund Type: 1.11 - General Fund - Unassigned	\$ 6,465,986.73	\$ 349,176.75	\$ (163,696.86)	\$ 6,651,466.62
Fund Type: 1.14 - General Fund - Restricted				
Fund: 205 - Escrow Funds	\$ -	\$ -	\$ -	\$ -
Fund: 571 - AB939 Landfill Diversion	\$ 23,317.26	\$ -	\$ -	\$ 23,317.26
Fund: 572 - Landfill Post Closure Maintenance	\$ 915,730.21	\$ 32,069.95	\$ (8,510.99)	\$ 939,289.17
Fund Type: 1.14 - General Fund - Restricted	\$ 939,047.47	\$ 32,069.95	\$ (8,510.99)	\$ 962,606.43
Fund Type: 1.24 - Special Rev Funds - Restricted				
Fund: 210 - Mitigation Fees - Roads	\$ 26,337.45	\$ 278.65	\$ -	\$ 26,616.10
Fund: 211 - Mitigation Fees - Drainage	\$ 25,504.01	\$ 269.84	\$ -	\$ 25,773.85
Fund: 212 - Mitigation Fees - Trails	\$ 83,653.05	\$ 885.05	\$ -	\$ 84,538.10
Fund: 213 - Mitigation Fees - Parks/Rec	\$ 208,305.10	\$ 2,203.86	\$ -	\$ 210,508.96
Fund: 214 - Mitigation Fees - City Bldgs	\$ 83,058.27	\$ 878.76	\$ -	\$ 83,937.03
Fund: 215 - Mitigation Fees - Vehicles	\$ 26,527.15	\$ 280.66	\$ -	\$ 26,807.81
Fund: 217 - Mitigation Fees - DT Parking	\$ 46,503.05	\$ 492.00	\$ -	\$ 46,995.05
Fund: 218 - Support Law Enforcement	\$ (25,000.00)	\$ 8,834.08	\$ -	\$ (16,165.92)
Fund: 244 - CDBG Program Inc - ME Lending	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00
Fund: 250 - Streets - Roads/Transportation	\$ (70,660.21)	\$ 1,359.86	\$ (28,546.75)	\$ (97,847.10)
Fund: 253 - Gas Taxes	\$ 8,009.54	\$ 5,856.12	\$ -	\$ 13,865.66
Fund: 257 - Street /Road - Transit Capital	\$ 64,969.60	\$ -	\$ -	\$ 64,969.60
Fund: 258 - Road Maintenance - SB1/RSTBG	\$ 129,383.18	\$ 5,545.16	\$ -	\$ 134,928.34
Fund: 270 - Beverage Container Recycling	\$ 21,283.51	\$ 225.18	\$ -	\$ 21,508.69
Fund: 280 - Oil Recycling	\$ 4,196.67	\$ 44.41	\$ -	\$ 4,241.08
Fund: 290 - SB1383 Implementation Grant	\$ 32,575.73	\$ 350.84	\$ (1,537.50)	\$ 31,389.07
Fund: 291 - City County Beverage Container	\$ 5,068.77	\$ 53.63	\$ -	\$ 5,122.40
Fund: 292 - Fire Department Capital Funds	\$ 100,048.42	\$ 1,058.51	\$ (10,475.60)	\$ 90,631.33
Fund: 342 - Fire Construction - Mitigation	\$ 105,057.57	\$ 1,094.01	\$ -	\$ 106,151.58
Fund: 343 - Recreation Construction	\$ 105,058.11	\$ 1,094.02	\$ -	\$ 106,152.13
Fund Type: 1.24 - Special Rev Funds - Restricted	\$ 981,378.97	\$ 30,804.64	\$ (40,559.85)	\$ 971,623.76
Fund Type: 1.34 - Capital Projects - Restricted				
Fund: 300 - GF Capital Projects	\$ -	\$ -	\$ -	\$ -
Fund: 348 - Home Hardening CalOES	\$ (61,234.21)	\$ -	\$ (9,707.47)	\$ (70,941.68)
Fund: 358 - CDBG Pavement	\$ (4,491.25)	\$ -	\$ (2,148.00)	\$ (6,639.25)
Fund: 363 - Railroad Street Crossing	\$ -	\$ -	\$ (308.87)	\$ (308.87)
Fund Type: 1.34 - Capital Projects - Restricted	\$ (65,725.46)	\$ -	\$ (12,164.34)	\$ (77,889.80)
Fund Type: 2.11 - Enterprise Funds				
Fund: 560 - Sewer	\$ 2,257,920.78	\$ 121,392.52	\$ (145,819.93)	\$ 2,233,493.37
Fund: 561 - Sewer Liftstations	\$ 295,370.44	\$ 14,474.08	\$ (23,730.50)	\$ 286,114.02
Fund: 563 - Wastewater Treatment Plant	\$ 1,643,171.30	\$ 37,022.33	\$ (438,973.80)	\$ 1,241,219.83
Fund: 564 - Sewer Connections	\$ 363,408.66	\$ -	\$ -	\$ 363,408.66
Fund: 575 - WWTP Construction Grant	\$ (1,356,126.46)	\$ -	\$ (87,408.45)	\$ (1,443,534.91)
Fund: 590 - Sewer Consolidation Planning	\$ (65,590.38)	\$ -	\$ (250.00)	\$ (65,840.38)
Fund Type: 2.11 - Enterprise Funds - Unassign	\$ 3,138,154.34	\$ 172,888.93	\$ (696,182.68)	\$ 2,614,860.59
Fund Type: 9.0 - CLEARING ACCOUNT				
Fund: 998 - PAYROLL CLEARING FUND	\$ 909.88	\$ -	\$ -	\$ 909.88
Fund Type: 9.0 - CLEARING ACCOUNT	\$ 909.88	\$ -	\$ -	\$ 909.88
Grand Totals:	\$ 11,459,751.93	\$ 584,940.27	\$ (921,114.72)	\$ 11,123,577.48

Check Register Report

Item 2B

Date: 11/05/2025

Time: 10:12 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								
62135	10/01/25	Void	10/01/25		04247	DELUXE	AP CHECKS	0.00
62137	10/02/25	Reconciled		10/31/25	03141	CALPERS	HEALTH PREMIUMS OCT 25	14,969.81
62138	10/06/25	Reconciled		10/31/25	03540	COLFAX LIONS CLUB	REFUND DEPOSIT CRUISE'N	100.00
62139	10/06/25	Printed			3555	COLFAX RAILROAD DAYS	REFUND DEPOSIT FOR RR DAYS	100.00
62140	10/06/25	Reconciled		10/31/25	04234	DE LAGE LANDEN FINANCIAL	COPY MACH LEASE OCT 25	504.79
62141	10/06/25	Reconciled		10/31/25	06278	FRONTIER COMMUNICATIONS	WWTP PHONE	362.03
62142	10/06/25	Reconciled		10/31/25	08050	HACH COMPANY	WWTP REPAIR	11,245.80
62143	10/06/25	Reconciled		10/31/25	09540	INTERSTATE SALES	STREET SIGN	1,153.98
62144	10/06/25	Reconciled		10/31/25	09540	INTERSTATE SALES	STREET SIGN	68.64
62145	10/06/25	Reconciled		10/31/25	13191	MANAGEMENT ADVISORY SERVICES	PLANNING SVCS SEPT 25	5,697.30
62146	10/06/25	Printed			14275	NEWINGTON, ERIN	REFUND DEPOSIT ROCK THE VOTE	100.00
62147	10/06/25	Reconciled		10/31/25	03580	PLACER COUNTY HHS	ANIMAL & FIELD SVCS Q2 FY 25/26	10,416.95
62148	10/06/25	Reconciled		10/31/25	16820	PSI	UTILITY BILLING POSTCARDS	401.35
62149	10/06/25	Reconciled		10/31/25	18407	RIGHT STRIPING	DOWNTOWN STRIPING	4,961.00
62150	10/06/25	Reconciled		10/31/25	19037	SAFE SIDE SECURITY	CORP YARD SECURITY OCT 25	155.00
62151	10/06/25	Reconciled		10/31/25	19037	SAFE SIDE SECURITY	WWTP SECURITY OCT 25	95.00
62152	10/06/25	Reconciled		10/31/25	19193	SECURE RECORD MANAGEMENT	SHREDDING SVCS Q2 FY 25/26	75.00
62153	10/06/25	Reconciled		10/31/25	1791	SIERRA PROPERTY DEVELOPMENT	BILLBOARD LIGHTS RPR	400.00
62154	10/06/25	Reconciled		10/31/25	19396	SIERRA SAFETY COMPANY	PW SAFETY PANTS/JACKET	416.67
62155	10/06/25	Printed			19530	SPOORS HEATING AND AC	REFUND BUILDING PERMIT #25053 NOT IN COLFAX JURISDICTION	248.25
62156	10/06/25	Reconciled		10/31/25	19743	WILLIAM STOCKWIN	OCTOBER COLFAX CONNECTIONS	300.00
62157	10/06/25	Reconciled		10/31/25	19696	SWRCB	ANNUAL LOAN PYMT FY 25/26	438,973.80
62158	10/06/25	Void	10/07/25		20570	TIMOTHY JONES	FINANCIAL SVCS SEPT 25	0.00
62159	10/06/25	Reconciled		10/31/25	20506	TOWN OF LOOMIS	PCCOA DINNER	80.00
62160	10/06/25	Reconciled		10/31/25	21105	UNICO ENGINEERING	O'REILLY CONST INSP AUG 25	9,292.92
62161	10/06/25	Reconciled		10/31/25	22134	VISION QUEST	TECH SUPPORT NOV 25	4,053.33
62162	10/06/25	Reconciled		10/31/25	23169	WAVE BUSINESS SOLUTIONS	CITY HALL INTERNET	159.90
62163	10/06/25	Reconciled		10/31/25	23169	WAVE BUSINESS SOLUTIONS	DEPOT PHONE	18.55
62164	10/08/25	Reconciled		10/31/25	01142	4LEAF, INC.	HOME HARDENING SEPT 25	9,707.47
62165	10/08/25	Reconciled		10/31/25	20570	TIMOTHY JONES	FINANCIAL SVCS SEPT 25	8,749.60
62166	10/23/25	Reconciled		10/31/25	01766	AT&T MOBILITY	CITY CELL PHONES	820.79
62167	10/23/25	Reconciled		10/31/25	01794	AUBURN SAW INC	SUPPLIES	159.77
62168	10/23/25	Reconciled		10/31/25	30025	BORROTO, DAVID	OP II CERTIFICATE RENEWAL	274.00
62169	10/23/25	Reconciled		10/31/25	03160	CARTWRIGHT NOR CAL, INC.	ENG SVCS SEPT 25	16,748.00
62170	10/23/25	Reconciled		10/31/25	03401	CHOICE BUILDER	PREMIUMS NOV 25	826.99
62171	10/23/25	Printed			3425	CINTAS	UNIFORMS SEPT 25	424.12
62172	10/23/25	Printed			3475	CLARK PEST CONTROL	PEST CONTROL OCT 25	559.00
62173	10/23/25	Reconciled		10/31/25	3470	ANN CLARK	REFUND EVENT DEPOSIT 10/04/25	100.00
62174	10/23/25	Printed			3506	COLFAX CAR WASH	CAR WASH CARDS	425.00
62175	10/23/25	Reconciled		10/31/25	08050	HACH COMPANY	WWTP ETHERNET KIT	1,171.29
62176	10/23/25	Reconciled		10/31/25	08070	HANSEN BROS. ENTERPRISES	SAND FOR PUBLIC	47.43
62177	10/23/25	Printed			08159	HILL BROTHERS CHEMICAL CO.	WWTP CHEMICALS	8,042.15
62178	10/23/25	Reconciled		10/31/25	08170	HILLS FLAT LUMBER CO	SUPPLIES	428.48
62179	10/23/25	Printed			08501	HOME DEPOT CREDIT SERVICES	SUPPLIES	337.27
62180	10/23/25	Reconciled		10/31/25	08660	HUNT AND SONS, LLC	FUEL	552.26
62181	10/23/25	Reconciled		10/31/25	18400	NAPA AUTO PARTS	SUPPLIES	212.03
62182	10/23/25	Printed			14275	NEWINGTON, ERIN	REFUND FOR EVENT 10/4/25	100.00
62183	10/23/25	Reconciled		10/31/25	14356	NORTHERN CALIFORNIA GLOVE	PW BOOTS	293.63
62184	10/23/25	Printed			16140	PLACER COUNTY AIR POLLUTION	PER CAPITA ASSESSMENT FY 25/26	998.00
62185	10/23/25	Printed			17951	R3 CONSULTING GROUP	GRANT FUND MGMNT SEPT 25	1,537.50

Check Register Report

Item 2B

Date: 11/05/2025

Time: 10:12 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								
62186	10/23/25	Reconciled		10/31/25	18150	REACTIC LLC	MOLD REMEDIATION 50% DOWN	10,475.60
62187	10/23/25	Reconciled		10/31/25	19070	SCORE - SMALL CITIES ORGANIZED	WORKERS COMP Q2 FY 25/26	24,854.80
62188	10/23/25	Reconciled		10/31/25	01790	SIERRA OFFICE PRODUCTS	SUPPLIES	110.83
62189	10/23/25	Printed			19399	SIERRA SOAR	DONATION FOR BASKETBALL PROGRAM	2,800.00
62190	10/23/25	Printed			19797	SWANA	LEGISLATIVE TASK FORCE	750.00
62191	10/23/25	Reconciled		10/31/25	21131	UNION PACIFIC RAILROAD COMPANY	UPRR PED XING	308.87
62192	10/23/25	Printed			21560	US BANK CORPORATE PMT SYSTEM	SUPPLIES	5,352.61
62193	10/23/25	Printed			22135	VISTA COMPLETE CARE	NEW HIRE PHYSICALS	540.00
62194	10/23/25	Reconciled		10/31/25	22240	VULCAN MATERIALS COMPANY	ASPHALT PATCH	305.67
62195	10/23/25	Printed			23169	WAVE BUSINESS SOLUTIONS	CITY HALL PHONES	216.68
62196	10/23/25	Reconciled		10/31/25	23301	WESTERN PLACER WASTE	SLUDGE REMOVAL SEPT 25	390.31
62197	10/23/25	Reconciled		10/31/25	23453	WM LYLES	ALGAE REDUCTION JUL 25	86,808.45
62198	10/31/25	Printed			1161	49ER WATER SERVICES	WWTP TESTING JUL 25	1,375.00
62199	10/31/25	Printed			1161	49ER WATER SERVICES	WWTP TESTING SEPT 25	90.00
62200	10/31/25	Printed			01427	ALL WEST EQUIPMENT COMPANY	WWTP BUTTERFLY VALVE	10,420.01
62201	10/31/25	Printed			01448	AMERIGAS - COLFAX	CORP YARD PROPANE	221.85
62202	10/31/25	Printed			01448	AMERIGAS - COLFAX	CITY HALL PROPANE	10.34
62203	10/31/25	Printed			01500	ANDERSON'S SIERRA	WWTP SUPPLIES	1,528.20
62204	10/31/25	Printed			2819	BIG BRAND TIRE & SERVICE	ASPHALT TRAILER TIRE	152.05
62205	10/31/25	Printed			02831	BOARD OF EQUALIZATION	Q1 FY 25/26 SELF ASSESSED SALES TAX	75.00
62206	10/31/25	Printed			02901	BUREAU VERITAS NORTH AMERICA	BLDG OFFICIAL SVCS SEPT 25	6,450.50
62207	10/31/25	Printed			02901	BUREAU VERITAS NORTH AMERICA	PLAN REVIEW	238.00
62208	10/31/25	Printed			02901	BUREAU VERITAS NORTH AMERICA	PLAN REVIEW	1,289.50
62209	10/31/25	Printed			03121	CALIFORNIA BUILDING	GREEN FEES COLLECTED LESS 10%	21.60
62210	10/31/25	Printed			03196	CD & POWER	LS #5 YRLY SVC/INSPECTION	1,875.00
62211	10/31/25	Printed			04234	DE LAGE LANDEN FINANCIAL	COPY MACH ANNUAL TAX	4.00
62212	10/31/25	Printed			04234	DE LAGE LANDEN FINANCIAL	COPY MACH LEASE NOV 25	504.79
62213	10/31/25	Printed			04250	DEPARTMENT OF CONSERVATION	SMIP FEES COLLECTED LESS 5%	131.95
62214	10/31/25	Printed			04258	DEPARTMENT OF MOTOR VEHICLES	VACTRON REGISTRATION	42.00
62215	10/31/25	Printed			04532	DIVISION OF STATE ARCHITECT	Q1 FY 25/26 SB1186 FEES COLLECTED LESS 90%	46.80
62216	10/31/25	Printed			06424(2)	FLO-LINE TECHNOLOGY, INC	WWTP RAIL BRACKET	1,166.74
62217	10/31/25	Printed			06278	FRONTIER COMMUNICATIONS	WWTP PHONE	350.63
62218	10/31/25	Printed			07460	GOLD MOUNTAIN CALIFORNIA	SKATE PARK NOTICE TO BIDDERS	307.72
62219	10/31/25	Printed			07460	GOLD MOUNTAIN CALIFORNIA	CULVER ST INFILTRATION NOTICE TO BIDDERS	215.32
62220	10/31/25	Printed			07570	GRAINGER	WWTP FILTERS	49.40
62221	10/31/25	Printed			08050	HACH COMPANY	WWTP SUPPLIES	27,429.51
62222	10/31/25	Printed			08059	HAMMITT, CODY	BOOT ALLOWANCE	225.21
62223	10/31/25	Printed			08660	HUNT AND SONS, LLC	FUEL	769.01
62224	10/31/25	Printed			09540	INTERSTATE SALES	SIGNS	186.62
62225	10/31/25	Printed			12180	LAWRENCE & ASSOCIATES INC	LANDFILL MONITORING SEPT 25	2,528.35
62226	10/31/25	Printed			12209	LIEBERT CASSIDY WHITMORE	EMPLOYEE HANDBOOK SEPT 25	8,011.50
62227	10/31/25	Printed			12209	LIEBERT CASSIDY WHITMORE	LEGAL MATTERS SEPT 25	450.50
62228	10/31/25	Printed			19390	MAR-VAL'S SIERRA MARKET	SUPPLIES	7.18
62229	10/31/25	Printed			15900	PAC MACHINE CO., INC	WWTP SWING CHECK VALVE	5,035.25

Check Register Report

Item 2B

Date: 11/05/2025

Time: 10:12 am

Page: 3

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								
62230	10/31/25	Printed			16300	PCWA -PLACER COUNTY	WATER	3,156.58
62231	10/31/25	Printed			16202	PLACER COUNTY OES FISCAL UNIT	FIRE MARSHAL SVCS QTR 1 FY 25/26	21,103.29
62232	10/31/25	Printed			19393	SIERRA MOUNTAIN INTERNET	WWTP BACKUP INTERNET NOV25	25.00
62233	10/31/25	Printed			20538	TROJAN TECHNOLOGIES	WWTP LAMPS/CANISTERS	12,131.28
62234	10/31/25	Printed			21105	UNICO ENGINEERING	O'REILLY CONST INSP SEPT 25	5,722.85
62235	10/31/25	Printed			21500	USA BLUE BOOK, INC	WWTP WATERPILOT TRANSMTR	3,707.25
62236	10/31/25	Printed			22240	VULCAN MATERIALS COMPANY	ASPHALT PATCH	491.67
62237	10/31/25	Printed			23169	WAVE BUSINESS SOLUTIONS	CORP YARD INTERNET	75.79
62238	10/31/25	Printed			23169	WAVE BUSINESS SOLUTIONS	CITY HALL INTERNET	159.90
62239	10/31/25	Printed			23450	WINNER CHEVROLET, INC.	PW TRK C4 REPAIRS	2,219.27
62240	10/31/25	Printed			23451	WOOD RODGERS	SEWER CONSOLIDATION SEPT25	250.00

Total Checks: 105

Checks Total (excluding void checks):

810,031.08

Total Payments: 105

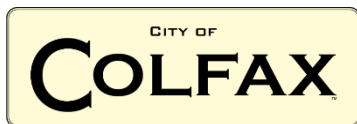
Bank Total (excluding void checks):

810,031.08

Total Payments: 105

Grand Total (excluding void checks):

810,031.08



Staff Report to City Council

FOR THE NOVEMBER 12, 2025 REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Ron Walker, City Manager
Subject: RGS Agreement Amendment

Budget Impact Overview:

N/A:	Funded:	Un-funded:	Amount: \$100,000.00	Fund(s):
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RECOMMENDED ACTION: Adopt Resolution __-2025 Approving and Authorizing the City Manager to Amend the Agreement with Regional Government Services (RGS) to continue to provide Financial Services through the Request for Proposals (RFP) process.

Summary/Background

On October 31, 2025, the City Manager executed an agreement with Regional Government Services (RGS) for financial services to support City operations during the recruitment process to replace the recently departed Administrative Services Officer (ASO). The agreement was approved under the City Manager's spending authority to enable an RGS consultant to collaborate with the ASO before their final day in the office.

The current agreement with RGS will expire on February 2, 2025. Staff is requesting that the Council approve an amendment to increase the contract amount to a not-to-exceed total of \$100,000 to ensure continuity of service. This extension will allow staff to work with the Administrative Services Officer (ASO) services contractor to evaluate the City's current finance duties, which are divided between the ASO and the Finance Services contractor, and to begin the finance software update. Once staff has developed a plan for how to proceed, a new contract will be negotiated with RGS. According to our Community Development Block Grant (CDBG) services contractor, RGS is a Joint Powers Authority (JPA), and therefore a Request for Proposals (RFP) is not required.

Attachments:

1. Resolution __-2025
2. RGS Agreement

City of Colfax

City Council

Resolution No. __-2025

APPROVING AND AUTHORIZING THE CITY MANAGER TO AMEND THE AGREEMENT WITH REGIONAL GOVERNMENT SERVICES (RGS) TO CONTINUE TO PROVIDE FINANCIAL SERVICES THROUGH THE THE FINANCE DEPARTMENTS DUTIES EVALUATION.

WHEREAS, On October 31, 2025, the City Manager executed an agreement with Regional Government Services (RGS) for financial services to support City operations during the recruitment process to replace the recently departed Administrative Services Officer (ASO); and,

WHEREAS, the current agreement with RGS will expire on February 2, 2025. Staff is requesting that the Council approve an amendment to increase the contract amount to a not-to-exceed total of \$100,000 to ensure continuity of service; and,

WHEREAS, this extension will allow staff to work with the Administrative Services Officer (ASO) services contractor to evaluate the City's current finance duties, which are divided between the ASO and the Finance Services contractor, and to begin the finance software update; and,

WHEREAS, once staff has developed a plan for how to proceed, a new contract will be negotiated with RGS. According to our Community Development Block Grant (CDBG) services contractor, RGS is a Joint Powers Authority (JPA), and therefore a Request for Proposals (RFP) is not required.

WHEREAS, the City of Colfax wishes to amend the agreement with RGS for financial services.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Colfax approves and authorizes the City Manager to amend the agreement with RGS for a dollar Amount not to exceed One Hundred Thousand Dollars, (\$100,000.00).

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at the Regular Meeting of the City Council of the City of Colfax held on the 12th day of November, 2025, by the following vote of the Council:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Sean Lomen, Mayor

Ron Walker, Interim City Clerk

**PROFESSIONAL SERVICES AGREEMENT
FOR CONSULTANT SERVICES**

(City of Colfax / Regional Government Services Authority)

1. IDENTIFICATION

This PROFESSIONAL SERVICES AGREEMENT (“Agreement”) is entered into by and between the City of Colfax, a California municipal corporation (“City”), and Regional Government Services Authority, a Joint Powers Authority (“Consultant”).

2. RECITALS

- 2.1. City has determined that it requires the following professional services from a consultant: Public Agency Finance Services
- 2.2. Consultant represents that it is fully qualified to perform such professional services by virtue of its experience and the training, education and expertise of its principals and employees. Consultant further represents that it is willing to accept responsibility for performing such services in accordance with the terms and conditions set forth in this Agreement.
- 2.3. Consultant represents that it has no known relationships with third parties, City Council members, or employees of City which would (1) present a conflict of interest with the rendering of services under this Agreement under Government Code Section 1090, the Political Reform Act (Government Code Section 81000 *et seq.*), or other applicable law, (2) prevent Consultant from performing the terms of this Agreement, or (3) present a significant opportunity for the disclosure of confidential information.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, City and Consultant agree as follows:

3. DEFINITIONS

- 3.1. “Scope of Services”: Such professional services as are set forth in Consultant’s October 8, 2025 proposal to City attached hereto as Exhibit A and incorporated herein by this reference.
- 3.2. “Agreement Administrator”: The Agreement Administrator for this project is Ron Walker, City Manager. The Agreement Administrator shall be the principal point of contact at the City for this project. All services under this Agreement shall be performed at the request of the Agreement Administrator. The Agreement Administrator will establish the timetable for completion of services and any interim milestones. City reserves the right to change this designation upon written notice to Consultant

- 3.3. “Approved Fee Schedule”: Consultant’s compensation rates are set forth in the fee schedule attached hereto as Exhibit B and incorporated herein by this reference. This fee schedule shall remain in effect for the duration of this Agreement unless modified in writing by mutual agreement of the parties.
- 3.4. “Maximum Amount”: The highest total compensation and costs payable to Consultant by City under this Agreement. The Maximum Amount under this Agreement is Twenty-Four Thousand Dollars (\$24,000).
- 3.5. “Commencement Date”: November 3, 2025
- 3.6. “Termination Date”: February 2, 2026

4. TERM

The term of this Agreement shall commence at 12:00 a.m. on the Commencement Date and shall expire at 11:59 p.m. on the Termination Date unless extended by written agreement of the parties or terminated earlier under Section 16 (“Termination”) below. Consultant may request extensions of time to perform the services required hereunder. Such extensions shall be effective if authorized in advance by City in writing and incorporated in written amendments to this Agreement.

5. CONSULTANT’S DUTIES

- 5.1. **Services.** Consultant shall perform the services identified in the Scope of Services. City shall have the right to request, in writing, changes in the Scope of Services. Any such changes mutually agreed upon by the parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement.
- 5.2. **Business License.** If required, Consultant shall obtain and maintain in force a City business license for the duration of this Agreement.
- 5.3. **Campaign Contributions.** This Agreement is subject to Government Code section 84308, as amended by Senate Bill 1439 (2022), Senate Bill 1181 (2024), and Senate Bill 1243 (2024). Consultant shall disclose any contribution to an elected or appointed City official’s campaign or committee in an amount of more than five hundred dollars (\$500) made within 12 months preceding the Commencement Date, by Consultant, its, her, or his agent, or another party affiliated with Consultant. Consultant shall provide a signed copy of the attached Campaign Contribution Disclosure Form to City prior to, or concurrent with, Consultant's execution of this Agreement and no later than the Commencement Date. .

6. SUBCONTRACTING

- 6.1. **General Prohibition.** This Agreement covers professional services of a specific and unique nature. Except as otherwise provided herein, Consultant shall not assign or transfer its interest in this Agreement or subcontract any services to be performed without amending this Agreement.

7. COMPENSATION

- 7.1. **General.** City agrees to compensate Consultant for the services provided under this Agreement, and Consultant agrees to accept payment in accordance with the Fee Schedule in full satisfaction for such services. Compensation shall not exceed the Maximum Amount. Consultant shall not be reimbursed for any expenses unless provided for in this Agreement or authorized in writing by City in advance.
- 7.2. **Invoices.** Consultant shall submit to City an invoice, on a monthly basis or as otherwise agreed to by the Agreement Administrator, for services performed pursuant to this Agreement. Each invoice shall identify the Maximum Amount, the services rendered during the billing period, the amount due for the invoice, and the total amount previously invoiced. All labor charges shall be itemized by employee name and classification/position with the firm, the corresponding hourly rate, the hours worked, a description of each labor charge, and the total amount due for labor charges.
- 7.3. **Taxes.** City shall not withhold applicable taxes or other payroll deductions from payments made to Consultant except as otherwise required by law. Consultant shall be solely responsible for calculating, withholding, and paying all taxes.
- 7.4. **Disputes.** The parties agree to meet and confer at mutually agreeable times to resolve any disputed amounts contained in an invoice submitted by Consultant.
- 7.5. **Additional Work.** Consultant shall not be reimbursed for any expenses incurred for work performed outside the Scope of Services unless prior written approval is given by the City through a fully executed written amendment. Consultant shall not undertake any such work without prior written approval of the City.

8. OWNERSHIP OF WRITTEN PRODUCTS

All reports, documents or other written material, and all electronic files, including computer-aided design files, developed by Consultant in the performance of this Agreement (such written material and electronic files are collectively known as “written products”) shall be and remain the property of City without restriction or limitation upon its use or dissemination by City except as provided by law. Consultant may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by Consultant. Notwithstanding the foregoing and for the avoidance of doubt, Consultant shall not be responsible for any unauthorized modification or use of such information for other than its intended purpose.

9. RELATIONSHIP OF PARTIES

- 9.1. **General.** Consultant is, and shall at all times remain as to City, a wholly independent contractor. Further, City confirms that Consultant employees are not assuming and are not expected to assume any City staff position(s).

10. INDEMNIFICATION

- 10.1. **Definitions.** For purposes of this Section 10, “Consultant” shall include Consultant, its officers, employees, servants, agents, or subcontractors, or anyone directly or indirectly employed by either Consultant or its subcontractors, in the performance of this Agreement. “City” shall include City, its officers, agents, employees and volunteers.
- 10.2. **Consultant to Indemnify City.** To the fullest extent permitted by law, Consultant shall indemnify, hold harmless, and defend City from and against any and all third party claims, losses, costs or expenses for any personal injury or property damage to the extent arising out of or in connection with Consultant’s alleged negligence, recklessness or willful misconduct or other wrongful acts, errors or omissions of Consultant or failure to comply with any provision in this Agreement. Notwithstanding the foregoing and for the avoidance of doubt, nothing herein shall be interpreted as obligating Consultant to indemnify City against its own negligence or willful misconduct.

11. INSURANCE

- 11.1. **Insurance Required.** Consultant shall maintain insurance as described in this section and shall require all of its subcontractors, consultants, and other agents to do the same. Approval of the insurance by the City shall not relieve or decrease any liability of Consultant Any requirement for insurance to be maintained after completion of the work shall survive this Agreement.
- 11.2. **Documentation of Insurance.** Consultant shall not begin work until City has received a complete set of all required documentation of insurance coverage. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant’s obligation to provide them. Consultant shall file with City:
- Certificate of Insurance, indicating companies acceptable to City, with a Best's Rating of no less than A:VII showing. The Certificate of Insurance must include the following reference: City of Colfax Accounting Services.
 - Documentation of Best’s rating acceptable to the City.
 - Original endorsements effecting coverage for all policies required by this Agreement.
 - Complete, certified copies of all required insurance policies, including endorsements affecting the coverage.

Notwithstanding the foregoing, City acknowledges that Consultant, as a public agency can, pursuant to California Government Code Section 990, satisfy the insurance requirements set forth herein with a combination of self-insurance and self-insured pool insurance.

12. Coverage Amounts. Insurance coverage shall be at least in the following minimum amounts:

- Professional Liability Insurance: \$1,000,000 per occurrence,
\$2,000,000 aggregate
- General Liability:
 - General Aggregate: \$2,000,000
 - Products Comp/Op Aggregate \$2,000,000
 - Personal & Advertising Injury \$1,000,000
 - Each Occurrence \$1,000,000
 - Fire Damage (any one fire) \$ 50,000
 - Medical Expense (any 1 person) \$ 5,000
- Workers' Compensation:
 - Workers' Compensation Statutory Limits
 - EL Each Accident \$1,000,000
 - EL Disease - Policy Limit \$1,000,000
 - EL Disease - Each Employee \$1,000,000
- Automobile Liability
 - Any vehicle, combined single limit \$1,000,000

Any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements or limits shall be available to the additional insured. Furthermore, the requirements for coverage and limits shall be the greater of (1) the minimum coverage and limits specified in this Agreement, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured.

13. NOTICES

Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on: (i) the day of delivery if delivered by hand, email, or overnight courier service during Consultant's and City's regular business hours; or (ii) on the third business day following deposit in the United States mail if delivered by mail, postage prepaid, to the addresses listed below (or to such other addresses as the parties may, from time to time, designate in writing).

If to City

Ron Walker

City of Colfax

33 South Main St.

Colfax, CA 95713

If to Consultant

Name: Sophia Selivanoff, Executive Director

Address: P. O. Box 1350

Carmel Valley CA 93924

Telephone: 650-587-7300

Email: contracts@rgs.ca.gov

With courtesy copy to:

Conor W. Harkins, Esq.

Colfax City Attorney

Colantuono, Highsmith & Whatley, PC

420 Sierra College Drive, Suite 140

Telephone: (530) 432-7357

Email: charkins@chwlaw.us

14. TERMINATION

Either party may terminate this Agreement for any reason on seven calendar days' written notice to the other party. Consultant agrees to cease all work under this Agreement on or before the effective date of any notice of termination. All City data, documents, objects, materials or other tangible things shall be returned to City upon the termination or expiration of this Agreement. Upon termination, Consultant shall be paid based on the work satisfactorily performed at the time of termination. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the services required by this Agreement.

TO EFFECTUATE THIS AGREEMENT, the parties have caused their duly authorized representatives to execute this Agreement on the dates set forth below.

“CITY”
City of Colfax

“CONSULTANT”
Regional Government Services Authority

Authorized Signatories:

Signed by:
Signature: Ron Walker, Colfax City Manager
2E5347EB7C5943F...

Signed by:
Signature: Sophia Selivanoff
3825EF3025FC4BC...

Printed: Ron Walker

Printed: Sophia Selivanoff

Title: City Manager

Title: Executive Director

Date: 10/30/2025

Date: 11/4/2025

Attest:

Signed by:
Signature: Ron Walker, Colfax City Manager
2E5347EB7C5943F...

Printed: Ron Walker, Colfax City Manager

Title: City Clerk

Date: 10/31/2025

Approved as to form:

Signed by:
Signature: Conor Harkins, Colfax City Attorney
4C18EBE6BDF54FB...

Printed: Conor Harkins, Colfax City Attorney

Title: City Attorney

Date: 10/30/2025

CAMPAIGN CONTRIBUTION DISCLOSURE PROVISIONS

Cities are subject to the campaign disclosure provisions detailed in Government Code Section 84308.

Please carefully read the following information to determine if the provisions apply to you. If you determine that the provisions are applicable, the Campaign Disclosure Form must be completed and returned to the City with your application.

1. No City councilmember or commissioner shall accept, solicit, or direct a contribution of more than \$500 from any party,¹ financially interested participant,² or agent³ while a proceeding is pending or for 12 months subsequent to the date a final decision is rendered by the City. This prohibition commences when your application has been filed, or the proceeding is otherwise initiated.

2. A party to a City proceeding shall disclose on the record of the proceeding any contribution of more than \$500 made to any councilmember or commissioner by the party, or agent, during the preceding 12 months. No party to or participant in a City proceeding shall make a contribution of more than \$500 to a councilmember or commissioner during the proceeding and for 12 months following the date a final decision is rendered by the City. No agent to a party or participant shall make a contribution in any amount to a councilmember or commissioner during the proceeding and for 12 months following the date a final decision is rendered by the City.

3. Prior to rendering a decision on a City proceeding, any councilmember or commissioner who received contribution of more than \$500 within the preceding 12 months from any party, or agent, to a proceeding shall disclose that fact on the record of the proceeding, and shall be disqualified from participating in the proceeding. However, if any councilmember or commissioner receives a contribution that otherwise would require disqualification, and returns the contribution within 30 days of making the decision, or knowing about the contribution and the relevant proceeding, whichever comes last, that councilmember or commissioner shall be permitted to participate in the proceeding.

¹ "Party" is defined as any person who files an application for, or is the subject of, a proceeding.² "Participant" is defined as any person who actively supports or opposes a particular decision in a proceeding.

³ "Agent" is defined as a person who represents a party in connection with a proceeding for compensation who appears before or otherwise communicates with the City for the purpose of influencing the proceeding. If an individual acting as an agent also is acting as an employee or member of a law, architectural, engineering, or consulting firm, or a similar entity or corporation, both the individual and the entity or corporation are agents. When a closed corporation is a party to a proceeding, the majority shareholder is subject to these provisions.

To determine whether a campaign contribution of more than \$500 has been made by you or your agent to a councilmember or commissioner within the preceding 12 months, all contributions made by you or your agent during that period must be aggregated.

Names of current City councilmembers and commissioners are available on the City's website. If you have questions about Government Code Section 84308, FPPC regulations, or the Campaign Disclosure Form, please contact the City Clerk.

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

(a) Document:

- License
- Lease
- Permit
- Franchise
- Other Contract
- Other Entitlement

Name and address of any party, participant, or agent who has contributed more than \$500 to any councilmember or commissioner within the preceding 12 months:

1. NONE
2. _____
3. _____

(b) Date and amount of contribution:

Date _____ Amount \$ _____

Date _____ Amount \$ _____

Date _____ Amount \$ _____

(c) Name of councilmember or commissioner to whom contribution was made:

1. _____
2. _____
3. _____

(d) I certify that the above information is provided to the best of my knowledge.

Printed Name Sophia Selivanoff

Signature *Sophia Selivanoff*

Date 11/4/2025 Phone 1

(650) 587-7315

To be completed by City:

Document No: _____

Exhibit A Scope of Services

Scope of Services. Subject to the terms and conditions of this Agreement, Regional Government Services Authority (RGS) shall perform the functions as described below, which may include but are not limited to:

1.1 Collaborate with the City Manager in the development and implementation of financial strategies that align with the City's mission, values, and long-term goals. This includes guiding the leadership team through the construction of long-term budgetary planning, cost management strategies and forecasting scenarios.

- Project management and implementation of the annual budgeting process, including managing results of budget-to-actual results throughout the year. Responsible for development of City Budget.
- Effectively communicate and present critical financial matters to the Administrative Services Officer, City Manager, and City Council members; provide strategic recommendations based on financial analysis and projections, cost identification and allocation, and revenue/expense analysis.
- Attend City Council meetings (regular and special) as requested. This is usually done remotely.
- Monitor and communicate analysis of contracts, labor, and other earned revenue projects.
- Communicate information to various stakeholders (board, donors, funders, and partners).
- Providing recommendations for planning and oversight for all fiscal functions of the organization including accounting, grants administration and management, periodic reporting, budgeting, and cash flow.
- Facilitate the City Manager to Implement and track Federal Grant funds in accordance with 2 CFR Part 200 et. al. 376914.1
- Work with the Administrative Services Officer to analyze and present financial reports in an accurate and timely manner; clearly communicate periodic and annual financial statements to the City Council and City Manager.
- Work with Administrative Services Officer to maintain a robust and responsive grants/contracts management system.
- Collaborate with Administrative Services Officer to maintain a robust and responsive grants/contracts management system.
- Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual.
- Review and provide quality control to ensure accurate financial records and systems in accordance with GAAP and budget audit requirements.

1.2 Staff Development

- Participate in the ongoing financial literacy development of Administrative Services Officer and City Manager, and other executive and management city staff.
- Coach and mentor Finance Staff as needed.

1.3 General Development

- Collaborate with the City Manager and the Development team on long-term strategic planning aligned with the City's overall programmatic objectives and financial goals.
- Provide the Development Team with financial data for grant proposals that are current, accurate and reflective of grant objectives.
- Provide the City Manager and the Administrative Services Officer with recommendations and materials for the mid-year and annual financial reports to the City Council.
- Collaborate with the City Manager to Develop and monitor periodic reconciliation of financial reports.

1.4 As Needed Additional Professional Services

Additional Professional Services may be needed beyond those provided for Financial Services. These services may be driven by peak workload periods and/or special expertise needed. The need for these services will be determined by the City Manager.

Additionally, RGS will develop and enhance finance staff capacity in these and other areas of public agency finance.

A team of RGS employees will deliver finance services. Services will reflect best management practices appropriate for a Public Agency. RGS Advisors will be reasonably available to perform the services during the normal work week, which may be performed on site or remotely.

RGS Team members will maintain open communication lines with each other and Agency staff through written documentation, video conference calls, phone, and e-mail as needed to accomplish agreed-upon projects.

The work will be done remotely or onsite. RGS Advisors may occasionally work at Agency worksites with the pre-approval of the RGS Lead Advisor.

This is a time and materials project. The Agency will only be invoiced for the actual hours worked. The cost estimate is based on our experience with similar projects. The availability of information and data from the agency can impact the effort required.

External costs, such as postage, courier services, or other tracked, delivery confirmation fees for shipped materials, and RGS advisor travel will be invoiced at cost to the Agency with no markup. All such costs will fall outside the NTE amount for services provided.

The RGS team assigned will be led by a Lead Advisor, who will both perform work and direct projects to other RGS staff as needed. RGS staff, with equal or lower bill rates, will be assigned to projects or tasks at Lead Advisor's discretion.

RGS employees/advisors will be supervised by RGS administrators, not by any Agency employee, and will not report to any Agency employee. No Agency employee shall have any reporting obligation to the RGS employee/advisor. RGS employees/advisors shall have no authority to execute any document on behalf of the Agency. To the extent that any RGS employee/advisor is identified in any Agency publication, agendas or minutes, the name of the RGS employee/advisor shall be noted therein as "RGS employee/advisor."

**Exhibit B
Fee Schedule**



**RGS 2025-2026
RATE SHEET**

Title	Hourly Rate
Agency Executive	\$222
Strategic Services Consultant	\$191
Senior Advisor	\$161
Advisor	\$137
Technical Specialist	\$121
Admin Specialist	\$108

Effective July 1, 2025. Regional Government Services may charge travel expenses at the current Federal rate for agreed-upon advisor travel.



Staff Report to City Council

FOR THE NOVEMBER 12, 2025 REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Carl Moore, City Engineer
Subject: 250 Rising Sun PG&E Easement

Budget Impact Overview:

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

RECOMMENDED ACTION: Adopt Resolution __-2025 authorizing the City Manager to execute and record an easement for PG&E facilities.

Summary/Background

PG&E notified city staff on September 17th, 2025 that they are planning to underground a portion of overhead power lines along Tokayana Way, just south of Rising Sun Road, as part of their System Hardening and Undergrounding program that includes 10,000 linear miles of above ground power lines.

To complete the work, PG&E will require access to a small portion of city property (APN# 006-080-019), also used as the city corporation yard, and PG&E will require an easement to allow the work to be completed. Total easement area is approximately 2,240 square feet and PG&E will compensate the city \$500.00 for the Right of Entry Agreement and Easement.

The City Manager, Ron Walker, and City Engineer, Carl Moore, walked the site with PG&E staff on September 25th, 2025 and the easement area is located on the steep slope down from Tokayana Way down to the usable area on city property so it does not appear that it will impact city operations nor use of the city parcel.

The City Attorney, Conor Harkins, has reviewed the easement of compensation offer letter and has coordinated with PG&E to amend verbiage to meet the city needs and limit PG&E’s use of the easement area.

Conclusions

Staff recommends the City Council authorize the City Manager to execute and record the easement and compensation offer offered by PG&E.

Attachments:

- Resolution __-2025
- Easement Deed and Plat
- PG&E System Hardening and Undergrounding Program Work letter

City of Colfax

City Council

Resolution No. __-2025

AUTHORIZING THE CITY MANAGER TO EXECUTE AND RECORD AN EASEMENT FOR PG&E FACILITIES

WHEREAS, PG&E notified city staff on September 17th, 2025 that they are planning to underground a portion of overhead power lines along Tokayana Way, just south of Rising Sun Road, as part of their System Hardening and Undergrounding program that includes 10,000 linear miles of above ground power lines; and

WHEREAS, to complete the work, PG&E will require access to a small portion of city property (APN# 006-080-019), also used as the city corporation yard, and PG&E will require an easement to allow the work to be completed; and

WHEREAS, PG&E will compensate the city \$500.00 for the Right of Entry Agreement and Easement; and

WHEREAS, the City Manager, Ron Walker, and City Engineer, Carl Moore, walked the site with PG&E staff on September 25th, 2025 and the easement area is located on the steep slope down from Tokayana Way; and

WHEREAS, The City Attorney, Conor Harkins, has reviewed the easement of compensation offer letter and has coordinated with PG&E to amend verbiage to meet the city needs and limit PG&E’s use of the easement area.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Colfax authorize the City Manager execute and record the easement and compensation offer offered by PG&E..

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at the Regular Meeting of the City Council of the City of Colfax held on the 12th day of November, 2025, by the following vote of the Council:

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

Sean Lomen, Mayor

ATTEST:

Ron Walker, Interim City Clerk

RECORDING REQUESTED BY AND RETURN TO:

***PACIFIC GAS AND ELECTRIC COMPANY
300 Lakeside Drive, Suite 210
Oakland, CA 94612
Attn: Land Rights Library***

Location: City/Uninc _____
Recording Fee \$ _____
Document Transfer Tax \$ _____

- This is a conveyance where the consideration and Value is less than \$100.00 (R&T 11911).
- Computed on Full Value of Property Conveyed, or
- Computed on Full Value Less Liens & Encumbrances Remaining at Time of Sale
- Exempt from the fee per GC 27388.1 (a) (2); This document is subject to Documentary Transfer Tax

(SPACE ABOVE FOR RECORDER'S USE ONLY)

Signature of declarant or agent determining tax

LD# 2114-09-10056

EASEMENT DEED

CITY OF COLFAX, a municipal corporation,

hereinafter called Grantor, hereby grants to PACIFIC GAS AND ELECTRIC COMPANY, a California corporation, hereinafter called Grantee, the right from time to time to excavate for, construct, reconstruct, install, replace (of initial or any other size), remove, maintain, inspect and use facilities of the type hereinafter specified, together with a right of way therefor, on, over, and under the easement area as hereinafter set forth, and also ingress thereto and egress therefrom, over and across the lands of Grantor situated in the City of Colfax, County of Placer, State of California, described as follows:

(APN 006-080-019)

The parcel of land described in the deed from Colfax Youth Center, Incorporated to City of Colfax dated April 27, 1954 and recorded in Volume 651 of Official Records at page 578, Placer County Records.

The facilities and easement area are described as follows:

Such poles, aerial wires, cables, electrical conductors with associated crossarms, braces, transformers, anchors, guy wires and cables; and such underground conduits, pipes, manholes, service boxes, wires, cables, and electrical conductors; aboveground marker posts, risers, and service pedestals; underground and aboveground switches, fuses, terminals, and transformers with associated concrete pads; and fixtures and appurtenances necessary to any and all thereof, as Grantee deems necessary for the distribution of electric energy and communication purposes; located within the strip of land of the uniform width of 32 feet, the centerline of which is shown upon Grantee's Drawing No. L-14-09-03, labeled as EXHIBIT "A", attached hereto and made a part hereof; said centerline being more particularly described as follows:

Commencing at the north quarter corner on the North line of Section 3, Township 14 North, Range 9 East, MDB&M; thence along said North line

(a) West 56.50 feet;

thence along the westerly line of said lands

(b) south 55° 22' west 99.90 feet, more or less,

to a corner on said westerly line; thence

(c) south 27° 42' west 48.90 feet;

to a corner on said westerly line and the TRUE POINT OF BEGINNING; thence leaving said westerly line

(1) north 46° 07' 32" east 70 feet, to the terminus of said strip.

The basis of bearings used is based on a course in the North line of Section 3, Township 14 North, Range 9 East, MDB&M which course according to the deed dated April 27, 1954 and recorded in Volume 651 of Official Records at page 578, Placer County Records, has a bearing of West and a distance of 56.50 feet.

Grantor further grants to Grantee the right, from time to time, to trim or to cut down, without Grantee paying compensation, any and all trees and brush now or hereafter within said easement area, and shall have the further right, from time to time, to trim and cut down trees and brush along each side of said easement area which now or hereafter in the opinion of Grantee may interfere with or be a hazard to the facilities installed hereunder, or as Grantee deems necessary to comply with applicable state or federal regulations.

Grantor also grants to Grantee the right to temporarily use such portion of said lands contiguous to said easement area from time to time as may be reasonably necessary in connection with the excavation, construction, reconstruction, replacement, removal, maintenance and inspection of said facilities. Should staging be required, Grantor's prior written consent as to the time period for use of such staging areas, the size and boundaries of such staging areas, and Grantor's reasonable rules and regulations for use of such staging areas shall be secured. Grantor shall be solely responsible for securing and safeguarding any and all equipment, materials, and associated construction equipment and vehicles in connection with such use of such staging areas.

Grantor also grants to Grantee the right, at Grantee's sole cost and expense, to excavate, grade, and level the ground, including the right to construct, reconstruct, replace (of initial size or any other size), remove, maintain, and inspect walls to maintain the graded slopes for the protection of Grantee's public utility facilities located within the easement area, together with the right to construct and maintain drainage facilities and other appurtenances in connection with the walls. Grantee shall, at its sole cost and expense, repair and maintain any such walls, drainage facilities and other appurtenances.

Grantor hereby covenants and agrees not to place or construct, nor allow a third party authorized by Grantor to occupy Grantor's property to place or construct, any building or other structure, or store flammable substances, or drill or operate any well, or construct any reservoir or other obstruction within said easement area, or diminish or substantially add to the ground level within said easement area, or construct any fences within the easement area that will interfere with the maintenance and operation of said facilities.

All installation, construction, excavation, inspection, maintenance, replacement, modification, or removal work to be performed by Grantee within the easement area shall not unreasonably interfere with Grantor's operations, in non-emergency situations. Grantee agrees to use reasonable efforts to provide prior notice to Grantor of such installation, construction, excavation, inspection, maintenance,

replacement, modification, or removal work except in such cases where the work must be performed due to emergency conditions.

Grantee shall perform all installation, construction, excavation, inspection, maintenance, replacement, modification, or removal work in a good and workmanlike manner, in conformance with any and all applicable federal, state, or local laws, rules and regulations. Grantee shall maintain the easement area and its facilities, improvements and equipment in connection therewith in a clean and safe condition, free and clear of debris. Grantee shall promptly backfill any excavations made by it on the easement area, and repair any damage, as nearly as practicable, caused by Grantee to property within or contiguous to the easement area.

Grantee agrees to indemnify and hold harmless Grantor from any and all loss, damages or liability connected with Grantee's occupation of said premises or resulting from the injury to or death of any person, or damage to or loss or destruction of any property arising out of Grantee's negligent acts or omissions or willful misconduct; provided, however, that this indemnity shall not extend to that portion of such loss or damage that shall have been caused by Grantor's comparative negligence or willful misconduct.

Grantee certifies it is insured under a major risk management program with large self-insured retentions, with the minimum amount of \$1,000,000 covering Grantee's use of the easement area under this grant, and Grantee shall maintain such coverage.

The legal description herein, or the map attached hereto, defining the location of this utility distribution easement, was prepared by Grantee pursuant to Section 8730 (c) of the Business and Professions Code.

This document may be executed in multiple counterparts, each of which shall be deemed an original, but all of which, together, shall constitute one and the same instrument.

The provisions hereof shall inure to the benefit of and bind the successors and assigns of the respective parties hereto, and all covenants shall apply to and run with the land.

Dated: _____, _____.

CITY OF COLFAX, a municipal corporation,

Name
Title

Name
Title

I hereby certify that a resolution was adopted on the ____ day of _____, 20____, by the _____ authorizing the foregoing grant of easement.
By _____

RECORD THIS PAGE.

LD: 2114-09-10056
Area, Region or Location: 6
Land Service Office: Sacramento
Line of Business: Electric Distribution (43)
Business Doc Type: Easements
MTRSQ: 21.14.09.03.41
FERC License Number: N/A
PG&E Drawing Number: L-14-09-03
Plat No.: P11, P1119
LD of Affected Documents: N/A
LD of Cross Referenced Documents: N/A
Type of interest: Electric Underground (4), Communications (6)
SBE Parcel: N/A
% Being Quitclaimed: N/A
Order or PM: 35526461
JCN: N/A
County: Placer
Utility Notice Number: N/A
851 Approval Application No: N/A; Decision: N/A
Prepared By: DMGV
Checked By: DYMT
Approved: TKP5

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

State of California
County of _____)

On _____, before me, _____ Notary Public,
Insert name
personally appeared _____

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

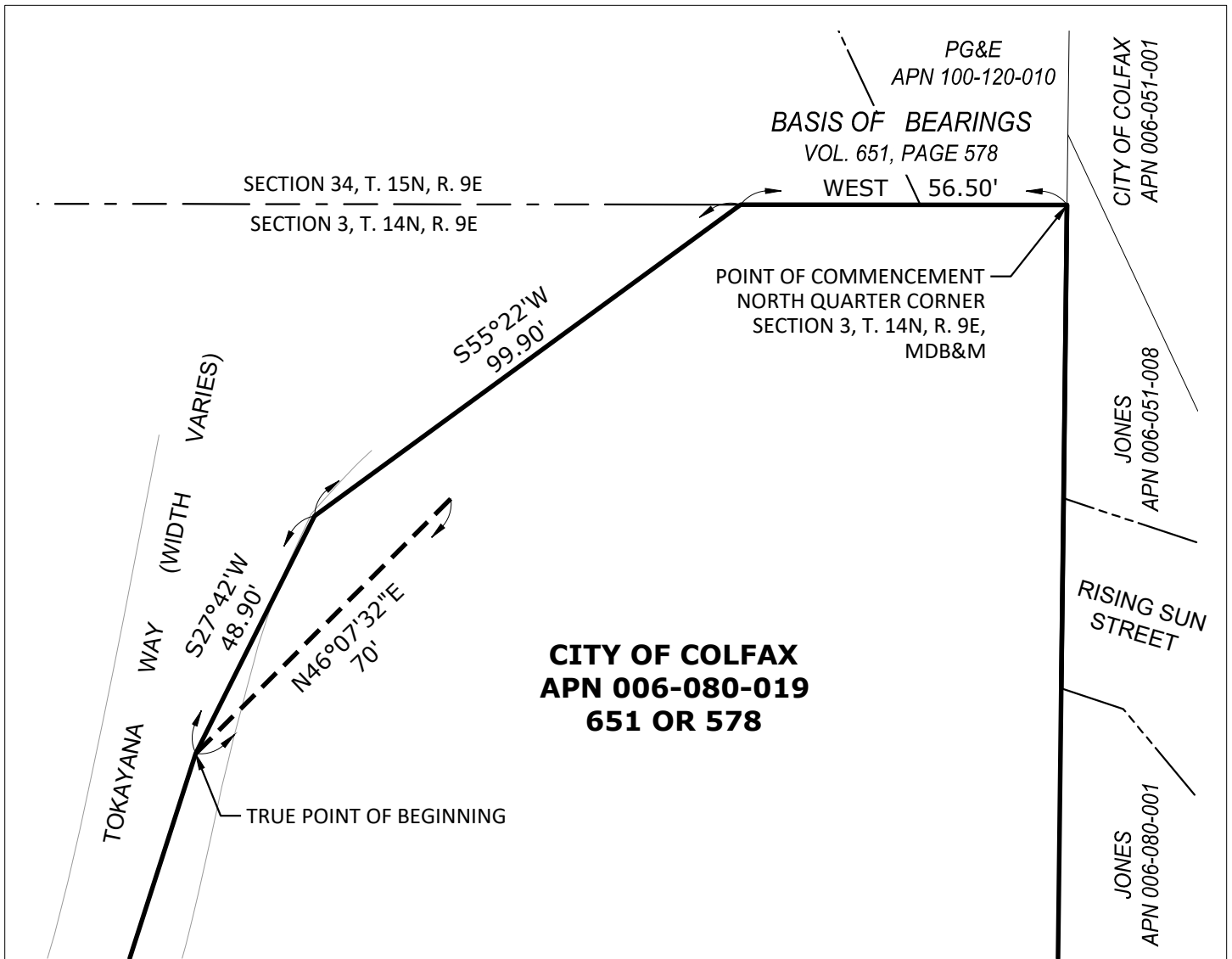
I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature of Notary Public (Seal)

CAPACITY CLAIMED BY SIGNER

- Individual(s) signing for oneself/themselves
- Corporate Officer(s) of the above named corporation(s)
- Trustee(s) of the above named Trust(s)
- Partner(s) of the above named Partnership(s)
- Attorney(s)-in-Fact of the above named Principal(s)
- Other _____



**CITY OF COLFAX
APN 006-080-019
651 OR 578**

LEGEND

- ROAD RIGHT OF WAY
- APPROXIMATE CENTERLINE
- SUBJECT PROPERTY LINE
- 32' WIDE EASEMENT AREA (2240 SQ FT +/-)
- ADJACENT PROPERTY LINES
- EDGE OF ROAD
- SECTION LINE



PROPERTY LINES SHOWN ARE APPROXIMATE AND FOR REFERENCE PURPOSES ONLY.
UNLESS OTHERWISE SHOWN, ALL COURSES EXTEND TO OR ALONG BOUNDARIES OR LINES.

SHEET 1 OF 1
EXHIBIT "A"

PG&E - CWSP - SHADY GLEN 110132726 PH 1.1						SCALE 1" = 30'	DATE 11/7/2025
SECTION NE¼ NW¼ 03	TOWNSHIP 14N	RANGE 9E	MERIDIAN MDB&M	COUNTY OF: PLACER	F.B.: N/A	CITY OF: COLFAX	CH.BY: DYMT
PLAT MAP REFERENCES P11, P1119				PG&E	SIERRA DIVISION	35526461 AUTHORIZE	L-14-09-03 DRAWING NO.



September 17, 2025

**Re: PG&E System Hardening and Undergrounding Program Work
APN 006-080-019**

To Karl Moore,

I'm reaching out to you regarding the PG&E System Hardening and Undergrounding Project (SHUG) that is currently underway statewide. We are planning for a portion of the project that will take place in Colfax. This project in Placer County will be a part of the 10,000-mile PG&E SHUG program. This project will help make the community safer by preventing wildfires that could be caused by overhead distribution equipment. Additionally, this will reduce power outages, decrease costs associated with maintenance and vegetation work and help make the electrical grid more reliable.

Enclosed you will find the Easement document and the project mapping for your property. As well as some additional information on the PG&E System Hardening and Undergrounding Project.

The Undergrounding and System Hardening Project

We are focusing undergrounding in areas that are at the highest risk of wildfire so we can have the greatest impact on reducing wildfire risk.

Meeting our state's climate challenges requires bold action. That is why we plan to underground 10,000 miles, or approximately one-third of our overhead powerlines in high wildfire-risk areas. This is the largest program of its kind in the U.S. Undergrounding reduces ignition risk by nearly 99% in that location.

Expanding our underground electric system will:

- Help prevent wildfires caused by equipment
- Reduce public safety power shutoffs (PSPS)
- Decrease the need for future tree work
- Protect the environment
- Beautify our hometowns

For more information on the PG&E Undergrounding and System Hardening Program please visit. [Electric System Hardening and Vegetation Management \(pge.com\)](http://ElectricSystemHardeningandVegetationManagement.pge.com)

Project Description

The new underground line will run along Tokayana Way to replace the existing overhead power lines. The underground line runs on the east side of Tokayana Way and crosses Tokayana to a new power pole that will be installed along the road on the City of Colfax property. The underground line will run up that pole north to another pole at the intersection of Tokayana and Rising Sun Rd. This is the area where the easement is needed.

To the southwestern corner of the property a hardened overhead power line will cross onto the property to an existing power pole and will run from that pole to serve the existing structure on the property. An easement is not needed for this work.

Below is an aerial image highlighting the work to be completed in the project. The dark red line represents the subject property boundaries. The green lines represent existing high voltage transmission power lines. The yellow line represents the new underground distribution line. The bright purple lines represent new hardened overhead lines - one of which provides power to the existing structure to the southern end of the property. The teal line to the northwest corner of the property is the stretch of land where the underground line rises up the new pole (the black x symbol) to overhead, and this is where the easement is needed. The location of the lines and the equipment shown in the aerial are only approximate.

Aerial Image:



Total Easement Area

The total square footage needed for the easement will be approximately 2,240± square feet (70' length for the overhead line, and 32' width).

Easement/ROE Compensation

PG&E will pay \$500.00 for the Right of Entry Agreement and Easement. PG&E will require that a W9 be filled out and signed prior to releasing compensation for the Right of Entry Agreement.

PLEASE MAKE SURE YOU USE THE MAILING ADDRESS WHERE YOU WANT THE CHECK DELIVERED ON THE W9.

The City of Colfax can expect to receive payment within 30-60 days from signing the Easement and W9.

If the city is in agreement, the Easement will need to be signed and notarized. PG&E will pay for the notarization and recording of the easement. We will need to make that the signer of the Easement has the authority from the City of Colfax to sign legal documents.

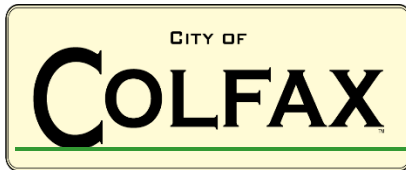
Please let me know if you have any questions!

Sincerely,



Justin Dobrinski
Right of Way Agent
Pacific Gas and Electric Company
660 Auburn Folsom Road #203
Auburn, CA 95603
Mobile: (530) 215-4613
justin.dobrinski@pge.com

City Council Minutes



Regular Meeting of Colfax City Council

Wednesday, September 10, 2025

City Hall Council Chambers, 33 S Main Street, Colfax, CA

OPEN SESSION

1

1A. Call Open Session to Order – Mayor Sean Lomen called the Open Session to order at 6:00 p.m.

1B. Pledge of Allegiance – Mayor Lomen lead the Pledge of Allegiance.

1C. Roll Call

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

Absent: Councilmember Burruss

1D. Approval of Agenda Order

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

AYES: Douglass, Hillberg, McCully, Lomen

NOES: None

ABSTAIN: None

ABSENT: Burruss

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

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. City Projects Report (Pages 4-8)

Recommended Action: Review and comment.

2B. Cash Summary – September 2025 (Pages 9-16)

Recommended Action: Accept and File.

2C. Agreement with Local 39 and Approval of COLA for unrepresented staff (Pages 17-22)

Recommended Action: Adopt Resolution __ -2025: (1) Approving Side Letter with International of Operating Engineers, Stationary Engineers, Local 39 and (2) Approving Cost of Living Adjustment for unrepresented staff.

MOTION made by Councilmember Douglass to approve the consent calendar, seconded by Councilmember McCully, and approved by the following vote:

AYES: Douglass, Hillberg, McCully, Lomen

NOES: None

ABSTAIN: None

ABSENT: Burruss

3

Agency Reports

3A. Placer County Sheriff's Office. PCSO reported 142 incidents, including 14 transients and nine arrests. Traffic citations were down from August, possibly due to staffing. The Sheriff reported adequate staffing scheduled for Railroad Days – two cars assigned to Colfax from 12:00 p.m. to 6:00 p.m. Mayor Lomen asked whether City staff needs to report unpermitted food trucks for enforcement. Deputy Williams confirmed PCSO can conduct enforcement sua sponte by issuing a warning, then a citation.

3B. California Highway Patrol. CHP reported 695 citations and 332 warnings. Caltrans construction on Highway 80 is close to being complete. They hope to complete construction before snow. Mayor Pro Tem McCully requested extra signage near Buzz Through Joe's. Mayor Lomen asked about traffic backed up near

the 174 exit. There was a question from a member of the public about citations for speeding while towing, and CHP confirmed they do enforce the speed limit for towing. Councilmember Douglass asked about installing cameras on the highway to enforce the towing limit. CHP responded that the Legislature had previously considered similar proposals and declined to approve them.

3C. **Placer County Fire Department/CALFIRE.** No report.

3D. **Non-Profits.** Caroline McCully, on behalf of Railroad Days, provided an update on the upcoming Railroad Days event. The event is to include: - Presentation of a statute commemorating the U.S.-China railroad friendship – a model train display – a car show Saturday morning – gun fighters in the streets – streetside booths for local businesses.

4 **PRESENTATION (NONE)**

5 **PUBLIC HEARING (NONE)**

6 **PUBLIC COMMENT.** Amanda and Joe Schmidt asked whether the City can support extension of wired internet service to their neighborhood. City Manager and City Attorney offered to investigate.

The mayor re-opened public comment during the Good of the Order (item 9). During this period, Harry Anderson thanked the City for cleaning up the ball park. He made comments about the City's homeless population and expressed his support for local athletics programs.

Jackson Miles addressed the City Council about his family's legacy.

7 **COUNCIL AND STAFF**

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

Councilmember Douglass encouraged the public to vote for the City's application for grant funding for the Concerts in the Park grant.

Councilmember Hillberg affirmed the Concerts in the Park grant would be a boon for the City and expressed his support.

Mayor Pro Tem McCully attended a meeting of the Sacramento Area Council of Governments and meeting of the Soroptimist Club. The Soroptimists discussed running a soup kitchen for the City's Winterfest event.

Mayor Lomen attended meetings for Placer LAFCo, Placer Fire Safe Council, a meeting regarding the Concerts in the Park grant, and a meeting regarding restoration of the Colfax Hotel. He confirmed the hotel owner is pulling permits and that there is a plan for bringing the building up to code.

7B. **City Operations Update – City Manager.** City Manager reported that the Colfax Hotel project is moving forward. He reviewed the City's budget with the City's financial consultant, Tim Jones. The City repaired pavement damaged by water. The City is in the process of hiring additional maintenance workers. The City Manager attended a concert in the City, and assisted with vegetation maintenance around a park.

The City Manager expressed his appreciation for the hard work of Casey Merrill on a Saturday to clean up vegetation at the ball park.

8 **COUNCIL BUSINESS**

8A. **Sierra Soar - Colfax Boys Basketball Program** (Pages 23-26)

Recommended Action: Adopt Resolution __-2025 authorizing the City Manager to make a donation in an amount between \$0.00 - \$2,800.00 to the Sierra Soar Non-Profit in support of the Colfax Boys Basketball program.

Bob Morales of Sierra Soar requested \$2,800 to support the nonprofit's youth athletics programs. There was

disagreement between Mayor Pro Tem McCully and Councilmember Hillberg regarding the use of public funds for the program and whether the grant should be subject to conditions. Mayor Pro Tem McCully was concerned Sierra Soar was a new nonprofit with a vague mission and no track record of running youth athletics programs. Mr. Morales responded that Sierra Soar is affiliated with the long-running Colfax boy's basketball program, and that funding would support similar activities. Councilmember Hillberg voiced confidence for Sierra Soar and requested the funding be granted without restriction. One member of the public expressed support for the program.

Councilmember Hillberg moved to grant Sierra Soar \$2,800 in unrestricted funds. The motion was not seconded and therefore failed.

Councilmember McCully made a motion to grant \$1,000 in unrestricted funds. The motion was not seconded and failed.

Council gave staff direction to clarify the proposed use of funds and add the item to the next City Council agenda.

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.

Councilmember Douglass proposed a discussion of limitations on grants of public funds as a future agenda item.

Councilmember Hillberg proposed organizing a separate entity to manage the City's grants to nonprofits.

Mayor Pro Tem McCully stated there should be more process around distributing funds to non-profits. She opined accounting and reporting requirements would be appropriate.

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.

None (but see minutes of general public comment, *supra*, agenda item 6.)

10

CLOSED SESSION (NONE)

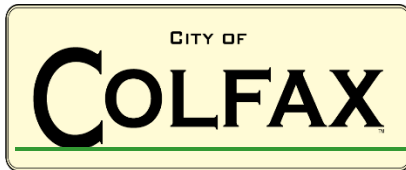
11

ADJOURNMENT. Mayor Lomen adjourned the meeting at 7:27 p.m.

/s/ Conor W. Harkins

Conor W. Harkins, City Attorney

City Council Minutes



Regular Meeting of Colfax City Council

Wednesday, September 24, 2025

City Hall Council Chambers, 33 S Main Street, Colfax, CA

OPEN SESSION

1

1A. Call Open Session to Order – Mayor Sean Lomen called the Open Session to order at 6:00 p.m.**1B. Pledge of Allegiance** – Mayor Lomen lead the Pledge of Allegiance.**1C. Roll Call****Present:** Councilmember Douglass, Councilmember Hillberg, Mayor Pro Tem McCully, Mayor Lomen**Absent:** Councilmember Burruss**1D. Approval of Agenda Order****MOTION** made by Councilmember McCully to approve the agenda order, seconded by Councilmember Hillberg, and approved by the following vote:**AYES:** Douglass, Hillberg, McCully, Lomen**NOES:** None**ABSTAIN:** None**ABSENT:** Burruss**1E. Statement of Conflict of Interest** – No new conflicts were identified by the Council or the public.

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. City Projects Report** (Pages 4-7)**Recommended Action:** Review and comment.**MOTION:** Hillberg, second: Douglass**AYES:** Lomen, McCully, Hillberg, Douglass**NOES:** none**ABSTAIN:** none**ABSENT:** Burrus

3

Agency Reports**3A. Placer County Sheriff's Office****3B. California Highway Patrol**

Reported a Fatality collision near Crystal Springs.

3C. Placer County Fire Department/CALFIRE

Reported 117 calls, 22 vegetation fires, 2 structure fires, seven vehicle fires. RCD will be doing a couple of small burns in the area of Boole Road, with plans to turn in the cemetery, the North Fork area.

3D. Non-Profits**3rd of July.** Caroline Glenn Presson is considering which non-profit to donate funds to. Salsa contest next Sunday, and chili cookoff next month. The 3rd of July will be sponsoring Trunk or Treat which will extend to South Main Street this year.**Railroad days.** Caroline McCiully report a lower turn out this year, but venders reported higher sales. Caroline thanks Union Pacific for all their participation for bringing up several pieces of equipment including a firefighting platform.

4 **PRESENTATION (NONE)**5 **PUBLIC HEARING (NONE)**6 **PUBLIC COMMENT**

Foxy McClure & Jim Bowers – would like to build a train themed clock tower in the Art Part above the stage, believing it would become a tourist destination.

Foxy also indicated they would like to change the mural on Quinn St.

Harry Anderson expressed concern about Car Trans and their level of control over areas of the City.

Lynn & Carol Fontana expressed their support for the Gordon's Gym project in their neighborhood.

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

Councilmember Douglass reported on his attendance at a recent meeting with the Economic Development Board.

Councilmember Hillberg shared that he has been in discussions with the Placer County Economic Development Board regarding the importance of the local music project. He noted that the project has advanced into the top 50 applicants for a potential grant.

Mayor Pro Tem McCully provided an update on the Railroad Days event, highlighting the time spent on team-building with various County organizations. He also noted that Supervisor Cindy Gustafson was in attendance.

Mayor Lomen reported on progress with the Fire Sensor Project, stating that sensors have been installed along the Bear River and in the dam area.

7B. City Operations Update – City Manager

City Manager Walker discussed his participation in Railroad Days, where he engaged with community members, County representatives, and Union Pacific personnel. He expressed appreciation for Union Pacific's strong role in the event through the provision of equipment and staff support. He also reported that the City's vacant Maintenance positions have now been filled.

8 **COUNCIL BUSINESS****8A. City Policy for Donating to Non-Profits. (Pages 8-10)**

Recommended Action: Discuss establishing a City Donation Policy.

Staff presented a report outlining options for developing a policy. Following extensive Council discussion, Mayor Lomen directed staff to return the item at the next Council meeting. Council members were asked to provide their thoughts and ideas to the City Manager for inclusion in the updated staff report.

No action taken.

8B. Sierra Soar Non-Profit Donation Request. (Pages 11-16)

Recommended Action: Adopt Resolution __-2025 authorizing the City Manager to make a donation in an amount up to \$2,800.00 to the Sierra Soar Non-Profit.

Bob Morales with Sierra Soar made a request for \$2,800.00 to support the Sierra Soar Non-Profit.

MOTION: Hillberg: Donate \$2,800 without restrictions on use of funds

SECOND: Douglass

AYES: Douglass, Hillberg, Lomen.

NOES: McCully

ABSTAIN: none

ABSENT: Burruss

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.

Councilman Douglass attended and enjoyed the Railroad Days Event.

Councilmen Hillberg asked that Winterfest be placed on the next agenda to talk about City involvement.

Mayor Pro Tem McCully stated that she would provide an update of vendors that have signed up for the Winterfest event.

Mayor Lomen thanked Mayor Pro Tem McCully for all she and her family did to make Railroad Days a successful event.

City Manager Walker expressed the importance of complying with State agencies and regulations.

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 (NONE)**

11 **ADJOURNMENT** The meeting adjourned at 8:03 p.m.

/s/ Conor W. Harkins

Conor W. Harkins, City Attorney



Staff Report to City Council

FOR THE NOVEMBER 12, 2025 REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Ron Walker, City Manager
Subject: Establishment of Public Trust Fund & Formation of the Colfax Community Foundation.

Budget Impact Overview:

N/A:	Funded:	Un-funded:	Amount:	Fund(s):
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RECOMMENDED ACTION: Adopt Resolution __-2025 approving and authorizing the City Manager to Establish a Public Trust Fund and Authorizing the Formation of the Colfax Community Foundation.

Summary/Background

The City of Colfax, like many small municipalities, faces growing demand for public-benefit programs—such as affordable housing, youth development, arts, library, and community improvement projects while operating within a limited and unpredictable fiscal environment.

Other jurisdictions within Placer County and throughout California have addressed similar challenges by establishing public trust funds, which create transparent, purpose-restricted accounts that accept both city allocations and voluntary public contributions. In some cases, these funds appear directly on the County property tax bill, allowing residents to voluntarily contribute small, tax-deductible amounts to causes they value, such as libraries or parks.

Public trust funds have proven to be an effective mechanism for:

- Unlocking state matching funds, such as through the California Department of Housing and Community Development’s (HCD) Local Housing Trust Fund Program (LHTF), which provides dollar-for-dollar state matches to locally capitalized housing funds;
- Demonstrating local cost-share eligibility for state programs offered by the California Arts Council, California State Library, California Department of Parks and Recreation, CalFire Urban Forestry, and the Strategic Growth Council; and
- Increasing public confidence and participation through transparent reporting of community-directed funds.

While government trust funds can accept tax-deductible contributions directly under IRS §170(c)(1), many private foundations, corporations, and donor-advised funds can only contribute to IRS-registered 501(c)(3) entities. Therefore, establishing a parallel nonprofit organization (the Colfax Community Foundation) would broaden access to charitable and corporate grant opportunities while remaining aligned with the City’s goals and priorities.

Issue

Colfax currently lacks a structured vehicle to (1) capture voluntary public donations, (2) meet matching requirements for state and federal programs, and (3) receive private foundation or corporate charitable funding. Without such mechanisms, the City forfeits access to potential millions of dollars in matching and philanthropic resources that could otherwise support community priorities.

Several peer jurisdictions have implemented similar models successfully:

Location	Program/Issue	Resolution
Placer County, CA	Residents wanted to contribute to libraries, animal services, and community programs.	County created opt-in property tax check-off trust funds; donations are tax-deductible and publicly reported.
Truckee, CA	Sought to increase local housing resources.	Town established a local housing trust fund that qualified for HCD’s LHFT matching program, doubling available dollars.
South Lake Tahoe, CA	Wanted to strengthen arts and community development grant competitiveness.	City established public benefit funds and partnered with a nonprofit foundation to attract private-sector matches.

To address these limitations, Councilmember Trinity Burruss, has initiated the legal formation of The Colfax Community Foundation, a California nonprofit public benefit corporation. Articles of Incorporation have already been filed with the Secretary of State.

Should the City Council choose to participate, the foundation would serve as a separate but affiliated entity, founded jointly by the City of Colfax, to manage private contributions and grants that align with city priorities, while maintaining legal separation and financial transparency.

The City would serve as a founding entity of the Foundation and shall retain two permanent board seats to ensure oversight and alignment with public objectives, while preserving the Foundation’s nonprofit independence as legally required.

Recommended Action

The City of Colfax should:

1. Establish a Series of Public Trust Funds dedicated to specific community benefit purposes, such as:
 - o *Affordable Housing Trust Fund*
 - o *Arts and Culture Trust Fund*
 - o *Library and Literacy Trust Fund*
 - o *Youth and Community Development Trust Fund*

2. Authorize the City Manager and Staff to work with Councilmember Burruss on the formation of the “Colfax Community Foundation,” a nonprofit 501(c)(3) organization that will serve as a fundraising and philanthropic partner to the City, eligible to receive foundation grants, corporate donations, and other private charitable contributions; with the intent that The City of Colfax will hold two permanent seats on the future board once structured.
3. Coordinate with Placer County to include voluntary contribution checkboxes for City trust funds on local property tax bills.
4. Direct City Finance Staff to establish and manage the restricted accounts, ensuring annual reporting, transparency, and public accessibility of fund balances and expenditures.
5. Publicize Deductibility and Transparency: Clearly communicate that contributions to City trust funds and the Foundation are tax-deductible, restricted to public purposes, and subject to annual reporting.

Attachments:

1. Resolution __-2025

City of Colfax

City Council

Resolution No. __-2025

APPROVING AND AUTHORIZING THE CITY MANAGER OF THE CITY OF COLFAX TO ESTABLISH PUBLIC TRUST FUNDS AND AUTHORIZING THE FORMATION OF THE COLFAX COMMUNITY FOUNDATION

WHEREAS, the City of Colfax seeks to enhance public benefit programs by creating transparent, community-driven funding mechanisms that expand eligibility for grants and matching programs; and,

WHEREAS, state and federal programs, including the California Department of Housing and Community Development's Local Housing Trust Fund Program, offer matching funds for locally capitalized housing and community initiatives; and,

WHEREAS, residents of Colfax and local businesses have expressed interest in contributing voluntarily to community programs in a manner that ensures transparency, accountability, and tax deductibility; and,

WHEREAS, public trust funds provide a proven structure for managing restricted-purpose contributions and for qualifying local dollars to receive state or federal matching fund; and,

WHEREAS, establishing a nonprofit charitable organization—the Colfax Community Foundation—will enable the City and its partners to pursue private foundation and corporate grants that cannot be awarded directly to a government entity; and,

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Colfax hereby establishes the following public trust funds:

1. Colfax Affordable Housing Trust Fund.
2. Colfax Arts and Culture Trust Fund.
3. Colfax Library and Literacy Trust Fund.
4. Colfax Youth and Community Development Trust Fund.

BE IT FURTHER RESOLVED that the City Council authorizes the City Manager and Staff to collaborate on legal formation for *The Colfax Community Foundation*, a nonprofit 501(c)(3) entity aligned with the City's mission to support public benefit programs and directs staff to assist in filing necessary incorporation and tax-exemption documents.

BE IT FURTHER RESOLVED that the City Council directs the City Manager and Finance Department to coordinate with the Placer County Tax Collector and other relevant agencies to facilitate voluntary contributions

to these funds through property tax check-offs or other donation mechanisms, and to issue annual public reports on fund balances and uses.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at the Regular Meeting of the City Council of the City of Colfax held on the 12th day of November, 2025, by the following vote of the Council:

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

ATTEST:

Ron Walker, Interim City Clerk

Sean Lomen, Mayor



Staff Report to City Council

FOR THE NOVEMBER 12, 2025 REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Ron Walker, City Manager
Subject: Request to Recognize Dr. Fox

Budget Impact Overview:

N/A:	Funded:	Un-funded:	Amount:	Fund(s):
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RECOMMENDED ACTION: Review and Direct Staff

Summary/Background

Staff received a request from Denice Barsness, daughter of Geraldine Bartlett, a longtime Colfax resident, past president of the Lionesses of Gold Country, and active volunteer at the Veterans Center, to honor Dr. Fox. Ms. Bartlett is currently in hospice care, and according to Ms. Barsness, one of her mother’s longtime wishes is to donate something to the City that would honor Dr. Fox. Possible options include a memorial plaque or a commemorative garden.

Attachments:

1. Request Letter



Staff Report to City Council

FOR THE NOVEMBER 12, 2025 REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Ron Walker, City Manager
Subject: Request to Rename the Art Park

Budget Impact Overview:

N/A:	Funded:	Un-funded:	Amount:	Fund(s):
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RECOMMENDED ACTION: Review and Direct staff.

Summary/Background

Brianna Harback, daughter of Scott Miles, is requesting the City rename the Art Park at 20 S. Main Street after her father Scott Miles. According to Brianna, Scott Miles purchased the property sometime in the early 2000’s and donated it to the City for preservation and community use, and now she would like the park renamed in honor of her father, Scott Miles.

There is currently a small two-tile boarder on the face of the stage with the tiles on the left side facing the stage reading The People of Colfax Thanks Scott Miles for his support & Generosity, Thank You Marson Family, and Thank You Mel Henderson. These tiles are starting to show their age and are broken in some areas. I had the maintenance team clen and polish the tiles, so they are easier to read.

Recent History of Park Name Changes

At its March 26, 2025, meeting, the City Council approved a request from the VFW Auxiliary Post 2003 to rename the ballpark Colfax Area Living Veterans War Memorial Park, contingent upon the organization covering all related expenses.

Attachments:

1. Briana Harback Request Letter
2. Tile Pictures.

Brianna Harback
PO Box 121
Dutch Flat, CA 95714
(530) 392-0884
brianna.harback@outlook.com

September 22, 2025

City of Colfax
22 S. Main Street
PO Box 702
Colfax, CA 95713

Re: Colfax Art Park (20 S. Main Street)

Dear City of Colfax:

My name is Brianna Harback, and I am the youngest daughter of Scott Miles. My father was a cherished member of the community for all of his 77 years, until he passed away on December 5, 2023, right here, in his beloved town of Colfax. I feel compelled to write to you with a unique request.

My dad was very proud of his deep roots and ties to Colfax, and he continually poured his heart and soul into our community. He graduated from Colfax High School in 1964, proudly being part of the first class to have attended CHS for all four years. He excelled in Football, Basketball, Baseball, and Track & Field; the school made an exception for him to play two sports at once, which was typically not allowed for student athletes. He obtained four varsity letters during his time there and earned the All Pioneer League Award of Merit for Athletic Achievement.

He was the proud owner of R.J. Miles Company until its closure in 2014. During that time, he was a mentor and a guide to the countless number of people who worked for him; he considered his employees as an extension of his own family and left an indelible mark on all those who worked for him. He even had one of his concrete mixer trucks specially-painted with a football rooting for Colfax High School and would always have it parked at the football field on Friday night to show his support and cheer on his favorite team.

The love he had for his community was unwavering. His fellow community members and friends were his chosen family. Without question, he would give the shirt off of his back if he saw someone who needed it. He would always donate to and sponsor local events. He did all of this quietly, in the background. Never did my dad ask for recognition, a pat on the back, or a thank you. Thank wasn't important to him. What was important to him was making sure our community and the people who live here always had the support they needed. He was a man of few words but countless expressions. His actions spoke louder than words, and his legacy continues to inspire those who knew him. His love for helping people was a testament to his generous spirit and kind heart. Quite simply, my dad was an exceptional man that paid no attention to limits or boundaries, and always did what his heart called him to do.

In the early 2000's my dad purchased the lot of property at 20 S. Main Street, now commonly referred to as the "Art Park", and donated it back to the City of Colfax for preservation and community use. This spot has since become a central location for community members to gather and host events. There is currently a small, two-tile border on the stage that reads: "The People of Colfax thank Scott Miles for his support and generosity." It is aged and broken, small and in the bottom corner; so inconspicuous that unless you were looking for it, you certainly would not notice it. I am sure at the time he donated the property to the city, they likely had to convince him to allow to have even that displayed. However, now that my father has passed away, it seems appropriate to thank him for his loyalty and support in a more robust way.

The purpose of this letter is to ask the City of Colfax to officially (re)name the property at 20 S. Main Street, in honor of my dad, Scott Miles. It would be an incredible honor and blessing to our family to have his name proudly carried on in this way, and I believe that he is more than deserving of this respect and recognition. His loss has left a void that cannot be filled, but his memory will live on in our hearts and minds forever. With help from the City of Colfax, we hope to have his name live on forever in our community, too. Renaming this property in his memory would be an exceptional way to do that.

You all are the heart of Colfax, and I thank you for all you do for the community. Thank you for your time and consideration with this request.

Sincerely,



Brianna Harback





Staff Report to City Council

FOR THE NOVEMBER 12, 2025 REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Ron Walker, City Manager
Subject: Halloween Decorating Contest

Budget Impact Overview:

N/A:	Funded:	Un-funded:	Amount:	Fund(s):
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Discuss and award the 1st, 2nd, and 3rd place participants.

Summary/Background

November 2025 was the first year of the annual Halloween Decorating Contest, and out of the many participants, the City Council members picked the 1st, 2nd, and 3rd place winners.



Staff Report to City Council

FOR THE NOVEMBER 12, 2025 REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Ron Walker, City Manager
Subject: Winterfest Planning Report

Budget Impact Overview:

N/A:	Funded:	Un-funded:	Amount:	Fund(s):
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RECOMMENDED ACTION: Adopt Resolution __-2025 approving and authorizing the City Manager to administer and coordinate the Winterfest Event, including the allocation and use of City resources.

Summary/Background

At tonight’s meeting, the Council will provide an updated planning report, review and discuss the budget, and consider a vote to formally authorize City management of the event.

On November 5, 2025, a Special Meeting was held to discuss the upcoming Winterfest event. Councilmembers provided updates on their progress in areas such as fundraising and logistics.

At the October 8, 2025 City Council meeting, staff was directed to bring back the item with a budget to be approved by council.

On July 10, 2025 a Public Workshop was held to discuss the annual Winterfest Event. At the Conclusion of the Workshop, it was determined by Council that the City Council & City Staff would manage the Winterfest event.

At the June 11, 2025 City Council meeting the Ad Hoc committee reported that they were unsuccessful in finding a non-profit to manage the annual Winterfest Event. During the same meeting, Mayor Lomen suggested holding a Winterfest Workshop.

At the May 28, 2025 City Council meeting an Ad Hoc committee made up of Council members Hillberg & Douglass was formed to find another non-profit to manage the annual Winterfest Event.

At the April 4, 2025 City Council meeting Lauriana with the Colfax Area Chamber of Commerce announced the Chamber would no longer be involved with managing the annual Winterfest event.

Attachments:

1. Resolution __-2025
2. Winterfest 2025 Budget Document

City of Colfax

City Council

Resolution No. __-2025

APPROVING AND AUTHORIZING THE CITY MANAGER TO ADMINISTER AND COORDINATE THE WINTERFEST EVENT, INCLUDING THE ALLOCATION AND USE OF CITY RESOURCES.

WHEREAS, on November 5, 2025, a Special Meeting was held to discuss the upcoming Winterfest event. Councilmembers provided updates on their progress in areas such as fundraising and logistics; and,

WHEREAS, On October 8, 2025, staff was directed to bring back the item with a budget to be approved by council; and,

WHEREAS, On July 10, 2025, a Public Workshop was held to discuss the annual Winterfest Event. At the conclusion of the workshop, it was determined by Council that the City Council & City Staff would manage the Winterfest Event; and,

WHEREAS, at the June 11, 2025, City Council meeting the Ad Hoc committee reported that they were unsuccessful in finding a non-profit to manage the annual Winterfest Event. During the same meeting, Mayor Lomen suggested holding a Winterfest Workshop; and,

WHEREAS, at the May 28, 2025, City Council meeting an Ad Hoc committee made up of Council members Hillberg & Douglass was formed to find another non-profit to manage the annual Winterfest Event; and,

WHEREAS, at the April 4, 2025, City Council meeting Lauriana with the Colfax Area Chamber of Commerce announced the Chamber would no longer be involved with managing the annual Winterfest Event; and,

WHEREAS, the City of Colfax wishes to use City resources to manage this year's Winterfest Event.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Colfax approves and authorizes the City Manager to administer and coordinate this year's Winterfest Event, including the allocation and use of City resources.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at the Regular Meeting of the City Council of the City of Colfax held on the 12th day of November 2025, by the following vote of the Council:

AYES:

NOES:

ABSTAIN:

ABSENT:

Sean Lomen, Mayor

ATTEST:

Ron Walker, Interim City Clerk

Income

Venders	Vender Fee's	QTY	
Single Food Space	\$ 150.00	4	\$ 600.00
Double Food Space	\$ 225.00	7	\$ 1,575.00
Craft	\$ 100.00	15	\$ 1,500.00
Non-Profit	\$ 30.00	0	\$ -
Store Front	\$ 50.00	1	\$ 50.00
First Responder Spaces	\$ -	0	\$ -
Pledged Donations (Estimate)			\$ -
	\$ 2,500.00	3	\$ 7,500.00
	\$ 1,000.00	4	\$ 4,000.00
			\$ -
Income Total			\$ 15,225.00

Expenses

Venders	Products	Price Estimates
Recology	Trash Cans & Dumpsters	Donation \$ -
Porters Potties	Regular/ADA/Wash	\$ 1,300.00
Pyro Guys	Fireworks	\$ 12,000.00
Alliant	Insurtance	\$ 1,254.00
Graphics	Marketing/Banners	\$ 435.33
County of Placer	Food Truck/Event Permit	\$ 497.00
Expense Total		\$ 15,486.33
	Income - Expenses	\$ (261.33)