

City Council Meeting

COUNCIL CHAMBERS, 33 SOUTH MAIN STREET, COLFAX, CA

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

REGULAR MEETING AGENDA

January 28, 2026
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>

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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 5-12)

Recommended Action: Review and Comment.



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

January 28, 2026

2B. Minutes – December 10, 2025 (Continued from 01/14/2026) (Pages 13-18)

Recommended Action: Approve the Colfax City Council minutes dated December 10, 2025.

2C. Amendment to Snapdragon Settlement (Pages 19-23)

Recommended Action: Approve amendment to settlement with Snapdragon Provisions and Kallie Moore.

2D. RGS Agreement Amendment (Pages 24-27)

Recommended Action: Adopt Resolution _____-2026 Approving and Authorizing the City Manager to execute an Agreement with a not to exceed amount of \$291,000.00 with Regional Government Services (RGS) to continue to provide Financial Services to support the Administrative Services Officer with City accounting, and the accounting software upgrade project.

2E. Special Event Amendments Ordinance (Noticed 12/24/2025; First Reading 01/14/2026) (Pages 28-37)

Recommended Action: Conduct a second reading and adopt Ordinance _____-2026, updating the City’s Municipal Code Section 5.24 to add special events to the Outdoor Festivals chapter, and amending the Zoning Code Section 17.64 to clarify requirements for special events; to be effective 30 days after adoption.

**** End of Consent Calendar ****

3 AGENCY REPORTS

- 3A. Placer County Sheriff’s Office**
- 3B. California Highway Patrol**
- 3C. Placer County Fire Department/CALFIRE**
- 3D. Caltrans**
- 3E. 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. Skate Park Project Bid Results *(Pages 38-39)*

Recommended Action: Status update on the bids received for construction of the Colfax Skate Park and request for direction.

8B. SCADA for Lift Stations *(Pages 40-47)*

Recommended Action: Adopt Resolution _____-2026 authorizing the City Manager to execute an agreement with Control Point Engineering with a not to exceed amount of \$157,140 for the completion and integration of the four City sewer lift stations into the new Supervisory Control and Data Acquisition (SCADA) system.

8C. Councilmember Burruss and City Manager Walker Attending Capital to Capital (Cap to Cap)
(Continued from 01/14/2026) *(Pages 48-53)*

Recommended Action: By Motion, allocate funds for Councilmember Burruss to attend the annual Capital to Capital Program in Washington, D.C.

8D. Council Committee Assignments (Continued from 01/14/2026) *(Pages 54-59)*

Recommended Action: Approve City Council Committee Assignments for 2026.

8E. Town Hall Meeting Schedule *(Pages 60-61)*

Recommendation Action: Council will discuss whether to hold Town Hall Meetings on a regular schedule and determine the appropriate frequency.

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. Real Property Negotiation (Gov. Code § 54956.8)

Property Address: 22 Grass Valley Street, 1456 Canyon Way

Agency Negotiator: Ron Walker, City Manager

Negotiating Parties: Dave Gard & Winner Chevrolet

Under Negotiation: Price and terms of payment

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

Ron Walker, Interim City Clerk



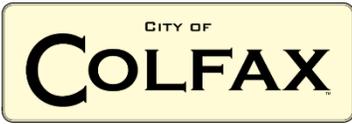
Administrative Remedies must be exhausted prior to action being initiated in a court of law. If you challenge City Council action in court, you may be limited to raising only those issues you or someone else raised at a public hearing described in this notice/agenda, or in written correspondence delivered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



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January 28, 2026



Staff Report to City Council

FOR THE JANUARY 28, 2026 REGULAR CITY COUNCIL MEETING

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

Budget Impact Overview:

N/A: X	Funded:	Un-funded:	Amount:	Fund(s):
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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 December 7 – 13, 2025

City Manager

- Helped with the coordination of the Winterfest event.
- Performing Administrative Services Officer interviews.
- Working with Contract Administrative Services Officer to get them up to speed.

Planning Department

- Letter to Kevin Kiley asking for support in advocating for USPS AMS physical addresses
- Draft Letter to Sacramento regional post office requesting addition to AMS for physical address.
- Completed Public Policy Institute survey regarding the Housing Element process.
- Prepared public notice for special event code amendments for January 14th meeting.

Maintenance Department

- Cleaned up Lincoln St., Main St., Walnut St., Washington St., Newman St., and Pine St.
- Continued drywall project at the Corp Yard.
- Cleaned up recycling area in upper Corp Yard area.
- Scheduled Public Works trucks for smog inspection.
- Completed landfill inspection.
- Hung up no parking signs along North Main and South Main St. for Winterfest event.
- Installed 2 new handicap ramps on Main St. for outdoor dining.
- Hung up Christmas Reeth's along Main St.
- Changed out street light bulbs along Main St.
- Set out barricades for Winterfest event.
- Cleared out manhole on Culver St. so it could be inspected by City Engineer and Manager.
- Set out message board on Church St. to inform public of new parade route.

Wastewater Treatment Plant/Sewer

- No issues in collection system.
- Started working on end of year reports to the state.
- Plant flows are down due to no rain.
- Blower #2 VFD failed. We have ordered another and are waiting for it to be installed.

Administrative Services

- Journal entries as needed.
- Oversee daily accounting including utility billing, cash receipts, accounts payable and payroll.

Engineering

- Emails and coordination.
- Site visit to the Colfax lime kiln w/ Caroline McCully.
- Attend staff meeting and City Council meeting.
- Encroachment permits.
- Meet with resident regarding Canyon Creek Village streetlight and paving complaint.

Building/Code Enforcement

- Met with carpenter working on the Stairs and porch for 120 Pleasant.
- Orielly's submitted retaining wall plans. Prepared and sent to BV for plan review. Added a revision to the plan review. Received only 6 comments from BV. Sent comments to O'Reilly's. Oreilly's revised the building plans and were sent to BV for review. Within a week BV responded to revision with some comments that I reviewed with BV and sent to O'Reilly's.
- ARCO TESLA project: Met with electrical contractor installing the underground conduit for the project. Inspected underground before slurry backfill.

Week of December 14 - 20, 2025

City Manager

- Attended meeting with James Corless from Sacramento Area Council of Governments (SACOG) to discuss funding options for the Bunch Creek Trail project.
- The State Water Board's legal Department approved the Shady Glenn agreement; next the funding requests moves to the Deputy Director.

Planning

- Attended meeting with James Corless from Sacramento Area Council of Governments (SACOG) to discuss funding for the Bunch Creek Trail project.
- The State Water Board's legal Department approved the Shady Glenn agreement; next the funding requests moves to the Deputy Director.

Maintenance Department

- Mowed, dethatched, seeded and fertilized ballpark.
- Filled potholes on S. Auburn St.
- Cleaned up Main St.
- Replaced motion sensor in the Depot bathroom.
- Replaced jacks on the landscaping trailer and dump trailer.
- Cleaned up Art Park from hey bails and extra straw left behind from Winterfest.
- Picked up barricades from Winterfest.
- Cleaned leaves around storm drains.

Wastewater Treatment Plant/Sewer

- No issues in collection system.
- Continue working on end of year reports to the state.

Administrative Services

- Journal entries as needed.
- Oversee daily accounting including utility billing, cash receipts, accounts payable and payroll.
- Emails and coordination, attend staff meeting
- Respond to public record requests.

Engineering

- Out of the office this week.

Building/Code Enforcement

- Organizing the share drive for the current jobs and starting to go back on older jobs.
- 158 Whitcomb. Planning how to do a sewer evaluation for each of the 12 units. Met with property managers with city engineer and completed a use survey.
- 29 Lincoln St.: Building improvements under way. Demo permit was issued. Working with owner on application for remodel permit. Basic plans were submitted for the permit application for the work required for permitting.

Week of December 21 – 27, 2025

City Manager

- Out of the office this week.

Planning Department

- Out of the office this week.

Maintenance Department

- Picked up leaves up on Grass Valley St.
- Filled in massive potholes on Vista and Marvin and used roller to compact.
- Cleared out ditch at the bottom of the splash pad entrance. (trailer full).
- Picked up dumped trash on Depot St. and trash on S. Auburn.
- Purchased more sand and sandbags for the public.
- Purchased more Pothole Patch material.
- Continued drywall installation at the Corp yard.
- Placed sandbags on Foresthill Rd.
- Fixed the bathroom at the Depot and cleared toilet drain line. Cleaned, desensitized the bathroom.

Wastewater Treatment Plant/Sewer

- No issues in collection system.
- Plant flows are down due to no rain.

Administrative Services

- Journal entries as needed.
- Oversee daily accounting including utility billing, cash receipts, accounts payable and payroll.
- Emails and coordination, attend staff meeting.

Engineering

- Out of the office this week.

Building/Code Enforcement

- Met with carpenter working on the Stairs and porch for 120 Pleasant. Inspected the framing and answered several questions about some of the issues with this project.
- Orielly's submitted retaining wall plans. Prepared and sent to BV for plan review. Added a revision to the plan review. Received only 6 comments from BV. Sent comments to O'Reilly's. Oreilly's revised the building plans and were sent to BV for review. Within a week BV responded to revision with some comments that I reviewed with BV and sent to O'Reilly's
- 29 Lincoln St.: Building improvements under way. Demo permit was issued. Working with owner on application for remodel permit. Basic plans were submitted for the permit application for the work required for permitting. Reviewing plans.

Week of December 28 – Jan 3, 2026

City Manager

- Worked with Public Works to prepare for winter storm events.
- Worked with contract Administrative Services Officer.
- Worked with contract Finance Staff.

Planning Department

- Out of the office this week.

Maintenance Department

- Picked up debris piles along Auburn Ave and Depot. Also debris along Church St.
- Fixed the side of the road where it washed out on Rose Ave.
- Blew and picked up leaves from Rose Ave. down to Arbor Park.
- Cleaned up Church St. to Marvin Ave.
- Cleared drains behind Bistro, 3 behind Arbor Park, Roy Toms drain, one on Auburn Ave, Oak St., Kneeland and also GV St..
- During the storms a tree fell over across from the Corp Yard in the parking area so it got chopped up and removed.
- Fixed a pothole at the Marvel entrance.
- Fixed potholes by Hills flat and Siems.
- Cleaned up Splash Pad area and Playground to the basketball courts.
- Blew off Main St..
- Blew and picked up debris in the Depot parking lot.
- Cleared Depot drain.
- Cleaned up trash on the side of Canyon by Hills Flat.
- Restocked all closets in the buildings we do rounds in every morning.
- Masticated all the debris at the Corp Yard from the streets and filled the dumpster up with grindings.
- Potholes on S. Auburn.
- Picked up 2.5 tons of power patch.
- Picked up more sand and sandbags for public.
- Continued with Corp Yard remodeling when time allowed.

Wastewater Treatment Plant/Sewer

- No issues in collection system.
- Working on end of year reports to the state.
- Plant flows are up due to no rain.
- Blower #2 VFD installed and running perfectly
- Scheduled commercial pump to help with installing the pond 2 pump and check valves for the influent pumps.

Administrative Services

- Journal entries as needed.
- Oversee daily accounting including utility billing, cash receipts, accounts payable and payroll.

Engineering

- Out of the office this week.

Building/Code Enforcement

- ARCO TESLA project: Met with electrical contractor installing the underground conduit for the project. Inspected underground before slurry backfill.

- 29 Lincoln St.: Building improvements under way. Demo permit was issued. Working with owner on application for remodel permit. Basic plans were submitted for the permit application for the work required for permitting. Plan review.

Week of Jan 4 - 10, 2026

City Manager

- Worked on the agenda.
- Worked with contract Administrative Services Officer.
- Worked with contract Finance Staff.

Planning Department

- Special Events Ordinance staff report and PowerPoint, coordination with Sherrif's department on draft ordinance.
- Sewer service to proposed affordable housing PowerPoint.
- Draft Senate Bill 35 policy for affordable housing.
- Counter questions regarding ADUs and repainting a church.
- Follow up on emails and coordination.

Maintenance Department

- Attended a 2-hour meeting with our union rep about contract negotiations.
- Finished Sanding the mud in the Corp yard and returned the scaffolding.
- Almost finished texturing the ceiling at the Corp Yard.
- Began tearing all the stuff off the walls on the inside of the Corp Yard to wipe down with TSP before texturing and painting.
- Picked up more lighting materials for Depot and main St. lights.
- Cleared out drain on Colver St. across from Sheriff station for Carl to have inspected.
- Multiple potholes on S. Auburn and Canyon.

Wastewater Treatment Plant/Sewer

- Worked with Control Point Engineering SCADA project.
- Continue working on treatment plant equipment upgrades.

Administrative Services Officer

- Journal entries as needed.
- Addressed H.R. issues.

Engineering

- Reviewed impact fees.
- Worked on ATP concept drawing.
- Worked of CBDG Phase II project.

Building/Code Enforcement

- Reviewing plans for a garage conversion to JADU at 406 N. Main St. Completed review and sent comments to designer and owner. Reviewing corrected plans. Approved plans and permit issued. Met concrete contractor to do a discovery of the existing shop foundation. Shop was built on a slab and has to have a footing put in under the perimeter of the building.
- 745 HWY 174: New restaurant opened without business license. Discovered they were using an unpermitted hood installed by the building owner without permit. Had to shut down operation due to the safety concerns of the hood. Got engineer of the previous tenant improvement to reach out to the business owner.

Week of Jan 11 - 17, 2026

City Manager

- Attended Cit Council Meeting.
- Negotiated contract with Administrative Services candidate.
- Met with Matt Anderson to discuss sewer plant repairs.
- Met with Carl Moore to discuss Culver Street drainage repair.

Planning Department

- Follow up with HCD on next steps for Housing Element compliance.
- Work on SB 35 policy.
- Review of business licenses.
- Drafted a support letter to the CPUC supporting renewal of the Northern Rural Energy Network, supporting rural community upgrades.

Maintenance Department

- Pothole repair throughout the city.
- Equipment repair.
- Sign repair/replacement throughout the city.

Wastewater Treatment Plant/Sewer

- No issues in collection system.
- Working on end of year reports to the state.
- Plant flows are calm and steady with the nice weather we had this week
- Commercial Pump Contractor came out Monday and Thursday for pond 2 pump install, new check valve installation for the influent pumps and New Diversion valve install.
- New Effluent weir back to the shop for modifications.

Administrative Services Officer

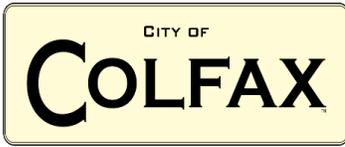
- Journal entries as needed.
- Addressed H.R. issues.

Engineering

- Emails, coordination, and staff meeting.
- Complaints.
- Bunch Creek mitigation fee research.
- Culver St. Infiltration Trench project coordination. Project to start 1/16 thru 1/21.
- CDBG plan review and coordination.
- Sewer evaluations and encroachment permits.

Building/Code Enforcement

- 745 HWY 174: New restaurant opened without business license. Discovered they were using an unpermitted hood installed by the building owner without permit. Had to shut down operation due to the safety concerns of the hood. Got engineer of the previous tenant improvement to reach out to the business owner. Received/reviewed plans for hood with the structural calculations and observation. Received the fire protection certification letter. Fire is waiting for the fire protection plans to be reviewed. Processing permit application.
- ARCO TESLA project: Met with electrical contractor installing the underground conduit for the project. Inspected underground before slurry backfill. Met electrical contractor installing service conduit from future PGE transformer to the tesla vault. PGE bored their service conduit to future transformer.
- Met with Colfax Hotel designer. We went over some of the responses to my review. Reviewing new re-submitted plans.



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

DRAFT MEETING MINUTES

December 10, 2025
Regular Session 6:00 PM

1 OPEN SESSION

1A. Call Open Session to Order

The December 10, 2025 Regular Meeting of the City of Colfax City Council was called to order at 6:00 p.m. by Mayor Lomen.

1B. Pledge of Allegiance

Roll Call

Present: Councilmembers Trinity Burruss, Kim Douglas, Larry Hillberg, Mayor Pro Tem Caroline McCully and Mayor Sean Lomen

Absent: None

1D. Approval of Agenda Order

Action: With a motion by Councilmember Burruss and a second by Mayor Pro Tem McCully, the Approval of the Agenda Order and recommendation to hear Item 8A, Donation to the Soroptimist International of Colfax Soup Kitchen Event, first was passed by a 5-0 vote as follows:

Ayes: Councilmembers Burruss, Douglas, Hillberg, Mayor Pro Tem McCully and Mayor Lomen

Noes: None

Abstain: None

Absent: None

1E. Statement of Conflict of Interest

No new conflicts were identified by the Council or the public.

2 CONSENT CALENDAR

Action: With a motion by Councilmember Hillberg and a second by Mayor Pro Tem, the Consent Calendar except for Item 2B, Accounting Software, was passed by a 5-0 vote as follows:

Ayes: Councilmembers Burruss, Douglas, Hillberg, Mayor Pro Tem McCully and Mayor Lomen

Noes: None

Abstain: None

Absent: None



2A. City Projects Report

Action: Reviewed and Commented.

2B. Accounting Software

Action: Adopted **Resolution 49-2025** authorizing the City Manager to enter into an agreement with Tyler Technologies to update the city's accounting system and provide annual service.

With a motion by Councilmember Burruss and a second by Mayor Pro Tem McCully, Item 2B was passed by a 5-0 vote as follows:

Ayes: Councilmembers Burruss, Douglas, Hillberg, Mayor Pro Tem McCully and Mayor Lomen

Noes: None

Abstain: None

Absent: None

2C. Minutes – October 22, 2025 and November 12, 2025.

Action: Approved the Colfax City Council minutes dated October 22, 2025 and November 12, 2025.

2D. Cash Summary – October 2025 (Continued from November 12, 2025)

Action: Reviewed and Commented.

*** End of Consent Calendar ***

3 AGENCY REPORTS**3A. Placer County Sheriff's Office**

Sgt. Toby Williams reported:

- 173 total incidents in October vs. 129 in November; 25 transient calls in October vs. 7 in November; 14 arrests in October vs. 8 in November.
- Providing staffing at Winterfest.
- Deputy Brad Boyer provided a briefing on the OTS Traffic Safety and Enforcement grant received in the amount of \$86K to be shared with the City of Loomis.
- Council comments and public comment received re: ebike concerns.

3B. California Highway Patrol

Officer Jason Lyman reported:

- In November, 211 citations issued, 111 verbal warnings, 201 motorist services, 7 arrests including 6 DUI's, 26 traffic collisions including 12 w/injuries, and 15 property damage.
- Status of construction up the hill and Highway 20 Bridge.

3C. Placer County Fire Department/CALFIRE

Representative from CALFIRE reported:

- 60 total calls in November: 1 vegetation fire, 2 structure fires, 6 vehicle fires,
- Providing staffing at Winterfest, Santa Parade and helped deliver and place tree.
- Currently no permits required for burning as long as it is a permitted burn day.
- CALFIRE conducting control burns.



3D. Non-Profits

- Caroline from 3rd of July reported on tree lighting.
- Brandy from the Chamber of Commerce announced quarterly meetings and board positions open.
- Erin from the Downtown Association reported on decorations, 2026 concert series, and asked about city policy for special events.

4 PRESENTATIONS**4A. Harry Anderson, “Back to the Drawing Board” Sign Company**

Action: Reviewed and Considered Proposal.

Public comments received by members of the public.

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

Public comments received by members of the public.

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

- Councilmember Douglass reported attending the Air Pollution Control Board Special Meeting regarding \$400K for special study on Biomass.
- Councilmember Hillberg reported attending Chamber Coffee and Conversation and Sierra Vista Board meeting.
- Councilmember Burruss reported attending the PCTPA meeting and announced that Colfax coming up in the rotation to be Chair.
- Mayor Pro Tem McCully reported attending Lions Thanksgiving Dinner, Lions Board Meeting, Tree Lighting, Tour of Lime Kilns.
- Mayor Lomen reported attending Lions Club, Tree Lighting, Energy Fire Safe Meeting, PCFC, LAFCO, Winterfest Planning, Fourleaf meeting.

7B. City Operations Update – City Manager

City Manager Walker reported:

- Interviews for Admin Services position.
- Removal of dirt at McDonalds.
- Winterizing area.
- WWTP 85% complete
- Maintenance provided at Winterfest
- Hot patching Sheriff’s station.



8 COUNCIL BUSINESS

8A. Donation to the Soroptimist International of Colfax Soup Kitchen Event.

Action: Adopted Resolution 48-2025 approving and authorizing the City Manager to Donate \$1,000.00 to the Soroptimist International of Colfax to assist Community Members who may not normally be able to afford a ticket to participate in the event.

With a motion by Councilmember Burruss and a second by Councilmember Douglass, Council voted 5-0 approving Item 8A as follows:

Ayes: Councilmembers Burruss, Douglas, Hillberg, Mayor Pro Tem McCully and Mayor Lomen
Noes: None
Abstain: None
Absent: None

8B. Skate Park Bid Results

Action: Received status update on the bids for construction of the Colfax Skate Park and voted to continue this item to a future meeting with date to be determined.

With a motion by Councilmember Burruss and a second by Councilmember Hillberg, Council voted 5-0 to continue Item 8B to a future meeting with date to be determined.:

Ayes: Councilmembers Burruss, Douglas, Hillberg, Mayor Pro Tem McCully and Mayor Lomen
Noes: None
Abstain: None
Absent: None

Public comments received by members of the public.

8C. Bid Award for Culver St. Infiltration Trench

Action: Adopted Resolution 50-2025 awarding the construction bid and authorizing the City Manager to execute an agreement for the construction of the Culver St. Infiltration Trench Improvements.

With a motion by Councilmember Burruss and a second by Mayor Pro Tem McCully, Council voted 5-0 approving Item 8C as follows:

Ayes: Councilmembers Burruss, Douglas, Hillberg, Mayor Pro Tem McCully and Mayor Lomen
Noes: None
Abstain: None
Absent: None

8D. Policy Initiative – Establishment of a of a Public Trust Fund & Formation of the Colfax Community Foundation.

Action: Adopted Resolution 51-2025 approving and authorizing the City Manager to Establish a Public Trust Fund and Authorizing the Formation of the Colfax Community Foundation.

With a motion by Councilmember Burruss and a second by Councilmember Hillberg, Council voted 5-0 approving Item 8D as follows:

Ayes: Councilmembers Burruss, Douglas, Hillberg, Mayor Pro Tem McCully and Mayor Lomen
Noes: None
Abstain: None
Absent: None



8E. Wayfinding Signs

Action: Reviewed and directed staff to form a standing committee, advertise for members, review applications and appoint committee in January.

Public Comments received by members of the public.

8F. Winterfest Event Update.

Action: Council provided an update on the event.

8G. Response to 2025 Grand Jury Report

Action: Approved letter responding to the Grand Jury Report.

With a motion by Councilmember Burruss and a second by Mayor Lomen, Council voted 5-0 approving Item 8G as follows:

Ayes: Councilmembers Burruss, Douglas, Hillberg, Mayor Pro Tem McCully and Mayor Lomen

Noes: None

Abstain: None

Absent: None

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

Action: By Separate motions, select a Mayor and Mayor Pro Tem.

With a motion by Councilmember Burruss and a second by Councilmember Hillberg, Council voted by roll call vote 5-0 to take separate votes for Mayor and Mayor Pro Tem as follows:

Ayes: Councilmembers Burruss, Douglas, Hillberg, Mayor Pro Tem McCully and Mayor Lomen

Noes: None

Abstain: None

Absent: None

Mayor Lomen made a motion nominating Mayor Pro Tem as Mayor for the 2026 calendar year. No second made so motion failed.

Mayor Lomen made a motion reappointing current Mayor and Mayor Pro Tem for the 2026 calendar year. No second made so motion failed.

Since no successful vote for Mayor or Mayor Pro Tem, Mayor Lomen closed the hearing on the agenda item.

Public Comments received by members of the public.

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 mentioned the Trust Foundation.

Mayor Pro Tem McCully mentioned Winterfest and Lions Pancake Breakfast.

Mayor Lomen mentioned Winterfest and the December 20 Colfax Firefighters Antique Engine Tour with Santa.



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

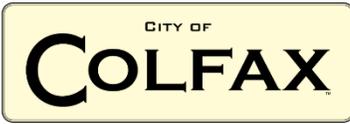
10. CLOSED SESSION (NONE)

ADJOURNMENT

The December 10, 2025 City of Colfax City Council was adjourned at 9:14 p.m. by Mayor Lomen.

/s/ Ron Walker
Ron Walker, Interim City Clerk





Staff Report to City Council

FOR THE DATE REGULAR COUNCIL MEETING

From: Conor Harkins, City Attorney
Prepared by: Conor Harkins, City Attorney
Subject: Amendment to Snapdragon Settlement

Budget Impact Overview:

N/A:	Funded:	Un-funded: ✓	Amount:	Fund(s):
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RECOMMENDED ACTION: Approve amendment to settlement with Snapdragon Provisions and Kallie Moore.

Summary/Background

On or about December 5, 2023, the City entered into a settlement agreement with Snapdragon Provisions and Kallie Moore requiring both to operate a retail food business within the City for 60 months (the “Snapdragon Settlement”). Ms. Moore and Snapdragon Provisions requested an amendment to the Snapdragon Settlement allowing for a temporary closure and reduced hours for up to 12 months. On November 12, 2025, the City Council directed the City Attorney to prepare an amendment to the Snapdragon Settlement to allow for a temporary closure of Snapdragon Provisions. Ms. Moore and Snapdragon Provisions have agreed to the terms of the attached amendment.

Recommendation

Approve the First Amendment to Settlement and Release between the City, Snapdragon Provisions, and Kallie Moore.

Fiscal Impacts

Lost sales tax revenue from reduced hours and temporary closure.

Attachments:

First Amendment to Settlement and Release

FIRST AMENDMENT TO SETTLEMENT AGREEMENT AND RELEASE
(City of Colfax/Snapdragon Provisions/Kallie Moore/Clifford Young/Young Family Cabin Ministries)

This First Amendment to Settlement Agreement and Release (“First Amendment”) is entered into by and between the City of Colfax (“Plaintiff” or “City”) and Snapdragon Provisions and Kallie Moore (“Defendants”). This agreement refers to the City, Snapdragon Provisions, and Ms. Moore individually as a “Party” and collectively as the “Parties.”

1. RECITALS

- 1.1 On or about May 15, 2023, the City filed *People ex. rel. Cabral et al. v. Snapdragon Provisions et al.*, Super. Ct. Placer County, 2023, No. S-CV-0050502 alleging violations of business license, health and safety, and tax laws and regulations (the “Lawsuit”).
- 1.2 On or about November 29, 2023, the City and Snapdragon Provisions, Kallie Moore, Clifford Young, and Young Family Cabin Ministries agreed to settle the Lawsuit (the “Settlement”).
- 1.3 The Settlement requires Defendants to do the following:
 - 1.3.1 Maintain a Retail Food Business, as that term is defined in the Settlement, in the City for five years;
 - 1.3.2 Conduct point of sale transactions directly with members of the substantially similar to the transactions that Snapdragon had conducted at 228 South Auburn Street (“Sales”) for at 60 months; and
 - 1.3.3 Open for sales from 8:00 a.m. to 3:00 p.m. five days a week (or substantially similar hours).
- 1.4 Defendants wish to modify the Settlement to allow a temporary closure and reduced hours, and the City wants Defendants to maintain a Retail Food Business within the City for the full duration of the Settlement.
- 1.5 NOW, THEREFORE, the Parties agree as follows:

2. PARTIES TO FIRST AMENDMENT

- 2.1 The City of Colfax, Snapdragon Provisions, and Kallie Moore are the only parties to this First Amendment. Clifford Young and Young Family Cabin Ministries, defendants to the Lawsuit and parties to the Settlement, are not parties to this First Amendment to the Settlement.

3. INCORPORATION OF SETTLEMENT

- 3.1 The Settlement is incorporated by this reference as though fully restated herein. Except as specifically modified in this First Amendment, the Settlement remains in effect. Nothing in this First Amendment is intended to modify or waive Defendants' obligations under the Settlement unless expressly stated herein.

4. AMENDMENT TO HOURS OF OPERATION

4.1 Temporary Twelve-Week Closure.

- 4.1.1 Section 3.2 of the Settlement requires Defendants to maintain a Retail Food Business within the City for a total of 60 months. Under this First Amendment, Snapdragon may close the Retail Food Business for up to 12 consecutive weeks (the "Closure") on the condition Snapdragon provides notice to the City of the dates of closure at least one week (seven days) before closing the Retail Food Business.
- 4.1.2 If Snapdragon chooses to close the Retail Food Business for less than 12 consecutive weeks, it may not close the business at a later date for the difference of the maximum time allowed for Closure under this Agreement.
- 4.1.3 The Closure is not a violation of the Settlement, does not extend term of the Settlement, and does not count against Defendants Snapdragon Provisions and Kallie Moore's 60-month obligation on the condition the Retail Food Business resumes operation immediately after the Closure.

4.2 Reduced Hours of Operation.

- 4.2.1 Section 3.2 of the Settlement requires the Retail Food Business to be open to the public for Sales for a minimum of 35 hours per week. Under this First Amendment, Defendants may reduce the hours during which the Retail Food Business is open to the public for Sales by up to 10 hours per week.
- 4.2.2 Section 3.2 of the Settlement requires the Retail Food Business to be open to the public for Sales five days per week from 8:00 a.m. to 3:00 p.m. Under this First Amendment, Defendants may change the hours the Retail Food Business is open to the public for Sales to 8:00 a.m. to 1:00 p.m., or otherwise reduce the hours of operation to five hours per day between the hours of 8:00 a.m. and 3:00 p.m., or substantially similar hours, for up to 12 months following the Closure.
- 4.2.3 Notwithstanding any reduction in hours under section 4.2 of this First Amendment, the Retail Food Business shall be open to the public for Sales for five out of seven days each week.

- 4.2.4 If Defendants elect to change or reduce the Retail Food Business's hours of operation under this section, Defendants shall notify the City of their hours of operation at least 7 days before the reduced hours take effect.
- 4.2.5 Reducing the hours the Retail Food Business is open to the public for Sales is not a violation of the Settlement, does not extend the term of the Settlement, and does not count against Defendants Snapdragon Provisions and Kallie Moore's obligation to maintain a Retail Food Business within the City for 60 months.

5. GENERAL TERMS

- 5.1 **Recitals.** The Recitals in section 1 of this Agreement are incorporated herein by this reference.
- 5.2 **Agreement Subject to Approvals.** This Agreement is subject to approval by the Colfax City Council.
- 5.3 **Entire Agreement.** This First Amendment constitutes the entire agreement between the Parties regarding the matter set forth herein and may not be altered, amended, or modified in any respect, except by a writing duly executed by all Parties. All prior agreements and understandings, oral agreements, and writings regarding the matters set forth herein are expressly superseded hereby and are of no further force or effect.
- 5.4 **Successor and Assigns.** This Agreement shall inure to the benefit of all Parties and shall further inure to the benefit and bind each Party, their predecessors, successors, subsidiaries, affiliates, representatives, heirs, assigns, agents, partners, officers, directors, employees, and personal representatives, past, present, and future.
- 5.5 **Amendments in Writing.** This Agreement may not be altered, amended, modified, or otherwise changed in any respect except by a writing duly executed by the Parties. The Parties agree that they will make no claim at any time or place that this Agreement has been orally altered or modified or otherwise changed by oral communication of any kind or character.
- 5.6 **Counterparts.** This Agreement may be executed in counterparts and, as so executed, shall constitute an agreement that shall be binding upon all Parties hereto, notwithstanding that the signatures of all Parties and/or their designated representatives do not appear on the same page. This Agreement may be transmitted by facsimile or other electronic means and the reproduction of signatures by facsimile or other electronic means will be treated as binding as if originals. Any assembly of this Agreement with such signatures shall be deemed an original.
- 5.7 **Additional Acts.** The Parties agree to take such further actions and/or to execute, acknowledge, and deliver such additional documents as may be reasonably required to implement the terms and conditions of this Agreement. The Parties below named have

executed this Agreement as of the date and year appearing adjacent to the signatures of the parties as set forth below.

5.8 **Authority of Signers.** Each person who executes this Agreement on behalf of an LLC, corporation, partnership, joint venture, unincorporated association, trust, or other entity represents and warrants to each party hereto that he or she has the authority of the shareholders, members, trustee(s), or beneficiaries of said entity to do so and agrees to indemnify and hold harmless each other party from any claim that such authority did not exist.

5.9 **Effectiveness.** This Agreement shall become effective when it has been executed by all parties to this Agreement.

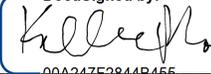
City of Colfax

Dated _____

Name: Ron Walker
Title: City Manager, City of Colfax

Snapdragon Provisions

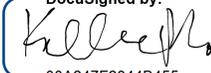
Dated 1/15/2026 _____

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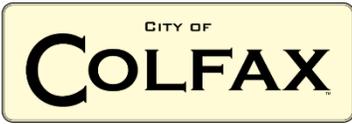
00A247F2844B455...
Name
Title:

Kallie Moore

Dated 1/15/2026 _____

DocuSigned by:


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Staff Report to City Council

FOR THE JANUARY 28, 2026 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: \$291,000.00	Fund(s): 100
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RECOMMENDED ACTION: Adopt Resolution _____-2026 Approving and Authorizing the City Manager to execute an Agreement with a not to exceed amount of \$291,000.00 with Regional Government Services (RGS) to continue to provide Financial Services to support the Administrative Services Officer with City accounting, and the accounting software upgrade project.

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.

On November 12, 2025 Council approved an amendment to increase the contract amount to a not-to-exceed total of \$100,000 to ensure continuity of service. This extension allowed 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.

The current agreement with RGS will expire on February 2, 2026. Staff is requesting that the Council approve a three (3) year agreement to manage the accounting software update and support the Administrative Services officer as needed with the annual budget process, grant funds tracking, and general accounting practices. All services are spelled out in Exhibit A, Scope of Services in the attached agreement for services.

Fiscal Impact

The three (3) year agreement is capped at a not-to-exceed amount of \$291,000.00.

Attachments:

1. Resolution _____-2026
2. RGS Agreement Amendment [TO BE DELIVERED]

City of Colfax

City Council

Resolution № -2026

APPROVING AND AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH A NOT TO EXCEED AMOUNT OF \$291,000.00 WITH REGIONAL GOVERNMENT SERVICES (RGS) TO CONTINUE TO PROVIDE FINANCIAL SERVICES TO SUPPORT THE ADMINISTRATIVE SERVICES OFFICER WITH CITY ACCOUNTING, AND THE ACCOUNTING SOFTWARE UPGRADE PROJECT.

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, on November 12, 2025 Council approved an amendment to increase the contract amount to a not-to-exceed total of \$100,000 to ensure continuity of service. This extension allowed 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,

WHEREAS, the current agreement with RGS will expire on February 2, 2026. An updated three (3) year agreement is required to manage the accounting software update and support the Administrative Services officer with the annual budget process, grant funds tracking, and general accounting practices; and,

WHEREAS, the City of Colfax wishes to execute an agreement with Regional Government Financial Services to support the Administrative Services Officer with City accounting, and the accounting software upgrade project.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Colfax approves and authorizes the City Manager to execute an agreement with a not to exceed amount of \$291,000.00 with Regional Government Services to provide support to the Administrative Services Officer with City accounting, and the accounting software upgrade project.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at the Regular Meeting of the City Council of the City of Colfax held on January 28, 2026, by the following vote of the Council:

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

Caroline McCully, Mayor

ATTEST:

Ron Walker, Interim City Clerk



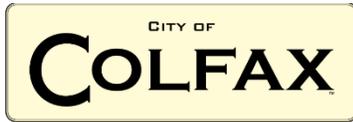
**City of Colfax City Council
January 28, 2026 – 6:00 p.m.**

Item 2D. RGS Agreement

Attachment:

2. RGS Agreement Amendment

[TO BE DELIVERED]



Staff Report to City Council

FOR THE JANUARY 28, 2026, REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Kathy Pease, AICP, Planning Consultant
Subject: Special Event Amendments Ordinance (Noticed 12/24/2026; First Reading 01/14/2026)

Budget Impact Overview:

N/A:	Funded:	Un-funded: ✓	Amount:	Fund(s):
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RECOMMENDED ACTION: Conduct a second reading and adopt Ordinance ____-2026, updating the City’s Municipal Code Section 5.24 to add special events to the Outdoor Festivals chapter, and amending the Zoning Code Section 17.64 to clarify requirements for special events; to be effective 30 days after adoption.

Summary/Background

This is a request to amend Chapter 5 of the Municipal Code to add Special Events to the Chapter relating to outdoor festivals and to amend Chapter 17.64 of the Zoning Code to add Special Events as an allowed use with a conditional use permit (CUP) in the Commercial (C-R Commercial Retail and C-H Highway Commercial) and Mixed Use (MU-1 and MU-2) Zoning Districts.

The City Council voted unanimously to adopt the Ordinance at its January 14, 2026, meeting and adopt a Special Event Facilities Policy.

Discussion

Chapter 5.24 for Outdoor Festivals is currently existing. This covers gatherings for street dances, or similar musical or theatrical performances which are periodic in nature. Special events differ from this because they would establish an ongoing use on a property.

Special events would be defined as an event venue or facility offered for use by third-party individuals for commercial purposes, or nonprofit entities for the conduct of non-commercial events, such as weddings, parties, or other similar private social gatherings, or for charitable or political fundraisers. A special events facility may include food preparation facilities and limited overnight lodging facilities for event attendees. A special events facility may be either a single-purpose facility or a secondary use of another type of facility that does not typically include an assembly group occupancy, such as an agricultural processing facility or a winery. Marketing or promotional events conducted by the business operator to promote the goods or services offered by the business, such as wine club events at a winery, are not special events for purposes of this definition but are subject to regulations applicable to the business operation.

It should be noted that private events on private property (such as Homeowners Association clubhouses, or private backyard gatherings) typically would not fall under the requirements.

Amendments to Chapter 17.64.90 would add a Special Events Facility definition and would Special Events as an allowed use with a conditional use permit to Table 17.64.020 Permitted Use

types for the MU-1, MU-2 and C-4 and C-H zoning districts. The conditional use permit process would require a public hearing by the City Council and the ability for the City to add conditions of approval to ensure that noise, odor, traffic etc., can be addressed to reduce potential impacts.

To further clarify expectations for Special Events Facilities, it is recommended that the City Council adopt a Special Events Policy.

Fiscal

This action has a small impact on the City's General Fund as a result of this amendment. Staff time to prepare the draft ordinance is an unfunded state mandate that is funded by the City's General Fund. Any special event facilities proposed would pay fees consistent with the City's Fee Schedule for processing of Conditional Use Permits.

Environmental Review

The City of Colfax finds that adoption of this ordinance does not constitute a project under the California Environmental Quality Act (CEQA).

Attachments

1. Ordinance Cover
2. Chapter 5.24
3. Chapter 7.64 Zoning Code Amendment Ordinance

CITY OF COLFAX

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY COUNCIL OF
THE CITY OF COLFAX AMENDING COLFAX MUNICIPAL CODE
CHAPTER 5.24 OUTDOOR FESTIVALS AND CHAPTER 17.64
COMMERCIAL USE TYPES ADDING SPECIAL EVENT FACILITIES
FOR ONGOING EVENTS AS AN APPROVED USE WITH A USE PERMIT.

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

Section 1:

Title 5, Chapter 5.24 and Title 17, Chapter 17.196.020 of the Colfax Municipal Code is hereby amended as set forth in Exhibit A and Exhibit B attached hereto and by this reference incorporated herein.

Section 2. Superceding Provisions

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

Section 3. Severability

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

Section 4. California Environmental Quality Act Findings

The City of Colfax finds that, if the provisions of the California Environmental Quality Act, Public Resources Code §21000 et seq (hereinafter "CEQA") apply, the title of this ordinance would constitute a brief description of the "Project" as required by Section 15062(a)(1) of the Guidelines for Implementation of the California Environmental Quality Act published by the State of California Office of Planning and Research (hereinafter the "CEQA Guidelines").

FINDING OF NO PROJECT

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

FINDING OF EXEMPTION

In the event that it is found that the said action constitutes a "Project" as defined by or used in CEQA or the CEQA Guidelines, which finding would be contrary to the City's opinion of its action, the City of Colfax hereby finds that said action is exempt from compliance with CEQA and the CEQA Guidelines, for the following reasons: The action falls within the "common sense" CEQA exemption provided in 14 CCR 15061(b)(3) in that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the action may have a significant effect on the environment, the action is not subject to CEQA. CEQA Guidelines, Section 15061(b)(3). It can be seen with certainty that adoption of this ordinance and its provisions cannot possibly have a significant effect on the environment. Any special events facilities that come forward would be required to complete environmental review as part of the entitlement process.

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

The foregoing ordinance was introduced at a duly held regular meeting of the City Council of the City of Colfax on the ___ day of _____ 2026 and passed and adopted at a duly held regular meeting of the City Council on the ___ day of _____ 2026, by the following vote:

AYES:
NOES:
ABSENT:

Sean Lomen
Mayor

APPROVED AS TO FORM:

ATTEST:

Conor Harkins
City Attorney

City Clerk

ATTACHMENT A

Chapter 5.24 - OUTDOOR FESTIVALS AND SPECIAL EVENTS

Sections:

5.24.010 - Festival and Special Events defined.

Festival. For the purposes of this chapter, unless otherwise apparent from the context, "festival" means and includes any gathering of individuals for the purpose of participating in street dances, outdoor "rock" dances and similar musical or theatrical type performances which are of a periodic nature and to which the public is admitted with or without the payment of an admission charge.

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Special events facility. An event venue or facility offered for use by third-party individuals for commercial purposes or nonprofit entities for the conduct of non-commercial events, such as weddings, parties, or other similar private social gatherings, or for charitable or political fundraisers. A special events facility may include food preparation facilities and limited overnight lodging facilities for event attendees. A special events facility may be either a single-purpose facility or a secondary use of another type of facility that does not typically include an assembly group occupancy, such as an agricultural processing facility or a winery. Marketing or promotional events conducted by the business operator to promote the goods or services offered by the business, such as wine club events at a winery, are not special events for purposes of this definition but are subject to regulations applicable to the business operation.

(Prior code § 5-5.01)

5.24.020 - Licenses—Required.

Any person desiring to operate, maintain, conduct, advertise or sell or furnish tickets or other types of written authority for admission to a festival within the city shall first obtain a license from the city to operate or conduct such festival.

(Prior code § 5-5.02)

5.24.030 - Licenses—Applications—Form—Fees.

Applications for licenses to conduct festivals shall be made in writing to the council accompanied by a fee of one hundred dollars (\$100.00) which shall be subject to waiver as set forth in this chapter, but which, unless waived, shall be a nonrefundable application fee filed with the city clerk. Such application shall contain as much of the following information as the nature of the proposed activity may require:

A. The name, age, residence, mailing address and telephone number of the applicant. If the application is made by a partnership, the names and addresses of all general partners shall be listed. If the application is made by a corporation, the application shall be signed by the president and attested by the secretary thereof, shall contain the names and addresses of all corporate officers and a certified copy of the articles of incorporation shall be attached to the application;

B. The location and the legal description of the place or premises where the festival is proposed to be conducted, including all areas to be used for parking or other uses incidental to the festival. The applicant shall submit proof of ownership of such place or premises or the written consent of the owners thereof for the proposed use;

C. The dates and the hours during which the festival is to be operated;

D. An estimate of the anticipated number of participants, spectators and other persons attending the festival for each day it is conducted;

E. A detailed explanation of the applicant's program and arrangements for security, public safety, water supply, food supply, sanitation facilities, emergency medical services, vehicle access and parking facilities, on-site traffic control, overnight accommodations in the event participants or spectators are expected to remain in the area for more than one day, lighting the festival areas and the cleanup of the festival areas and removal of rubbish after the festival ends; and

F. A detailed explanation of the applicant's plan for police protection during the festival, with particular emphasis on the control of the illegal use of alcohol and drugs.

(Prior code § 5-5.03)

5.24.040 - Licenses—Applications—Filing.

The application required by the provisions of this chapter shall be filed with the city clerk at least thirty (30) days prior to the date of the proposed festival. The city clerk shall review the application and, if complete, shall submit it to the council at its next regular meeting. No

license shall be issued by the city clerk until he or she is authorized to do so by resolution of the council made at a regular meeting of the council.

(Prior code § 5-5.04)

5.24.050 - Licenses—Applications—Investigations—Hearings—Notices.

A. Hearings—Time—Notices. Upon the receipt of the application and fee, if applicable, for the license required by the provisions of this chapter, the council shall set a time and date for a public hearing to be held at a regular meeting of the council not less than five days and not more than thirty (30) days, thereafter, but in no case less than fifteen (15) days prior to the proposed festival and shall notify the applicant of the hearing not less than five days prior to the time and date of the proposed hearing.

B. Investigations and Reports. ~~The chief of police~~Coordination shall occur with the Placer County Sheriff's Department shall be directed to investigate the matter and to report in writing to the council the results of his or her investigation and his or her recommendations regarding the proposal prior to the public hearing.

C. Notices to County and State Agencies. Copies of the application and notice of hearing shall be forwarded to the ~~Ce~~ounty ~~S~~heriff, ~~California Department of Transportation (CALTRANS) if adjacent to a state facility,~~ and ~~Placer County H~~health ~~O~~fficer and to the ~~California~~ Highway Patrol ~~of the state~~ for their information.

D. Hearings—Decisions. The ~~City Ce~~council, at the scheduled public hearing, shall consider all documents submitted and such further matter that may be presented and shall thereafter take appropriate action to either refuse to issue the license, grant the license without conditions imposed or impose conditions which shall be met before the license may be granted.

(Prior code § 5-5.05)

5.24.060 - Licenses—Conditions—Bonds.

A. Conditions. If conditions are imposed by the ~~City Ce~~council upon the issuance of the license required by the provisions of this chapter, the applicant shall furnish to the ~~Ce~~ity

Clerk proof that all such conditions have been met and that the required security, if any, has been given before the license may be issued by the city clerk.

B. Bonds. The security which the City Council may require may include the posting of an indemnity bond and/or performance bond in favor of the city in connection with the operation of the festival. Such bond shall be prepared by a corporate bonding company authorized to do business in the state by the Department of Insurance in an amount determined by the council. The bond shall indemnify the city and its City Council, agents, officers and employees against any and all losses, damages or injuries to either persons or property which may arise from the operation of the festival and shall further indemnify the city and owners of property affected by the operation of the festival against the costs of the cleanup and removal of debris and rubbish attributable to the festival activity.

(Prior code § 5-5.06)

5.24.070 - Licenses—Issuance—Fees.

Upon determining that the council has authorized the issuance of the license required by the provisions of this chapter and that all the conditions, if any, have been met, the city clerk shall collect a fee of one hundred fifty dollars (\$150.00) per day for each day the festival is to be conducted, or if an ongoing commercial or non-profit facility, submittal of a Conditional Use Permit per Title 17.64, Zoning Code and the payment of fees listed in the City's Fee Schedule. unless such fee is waived by the City Council and shall issue a license to the applicant for the dates and locations the council has approved and authorized.

(Prior code § 5-5.07)

5.24.080 - Licenses—Fees—Waivers.

The application and license fees required by the provisions of this chapter may be waived at the discretion of the City Council for a neighborhood or community benefit organization or for an organization having a charitable, religious or eleemosynary purpose provided the net proceeds from the operation of the festival do not inure to the benefit of any person.

(Prior code § 5-5.08)

5.24.090 - Licenses—Suspension or revocation.

A.Suspension. The chief of police may suspend the operation of and close any festival prior to the expiration of the license issued pursuant to the provisions of this chapter in the event of the occurrence of a riot, major disorder or serious breach of the peace when, in his or her opinion, it may become necessary to prevent injuries to persons or property.

B.Revocation. The ~~City-Ce~~council shall have the right to immediately revoke any license issued pursuant to the provisions of this chapter if:

- 1.The licensee fails, neglects or refuses to perform any of the conditions imposed upon the granting of the license;
- 2.The licensee permits the festival to be conducted in a disorderly manner or permits any person to remain on the premises while under the influence of liquor or drugs;
- 3.The licensee violates or attempts to violate the laws of the state, the county or the city; or
- 4.The licensee makes or is found to have made, a false or fraudulent statement of material fact in the application for the license or in the documents required to be submitted pursuant to the provisions of this chapter.

C.Revocation—Notices. Written notice of such revocation shall be forwarded by the city clerk to the chief of police and to the licensee at the address shown in the application. Such revocation shall be effective immediately upon the order being made by the council.

(Prior code § 5-5.09)

5.24.100 - Licenses—Nontransferable.

No license issued pursuant to the provisions of this chapter shall be transferred to any person or to any location not specified in the application and approved by the council.

(Prior code § 5-5.10)

~~5.20.080 - Public nuisances—Ab~~

ATTACHMENT B

17.64.90 Commercial use types

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Add the following definition the end of the list of commercial use types:

B.B Special Event Facilities. An event venue or facility offered for use by third-party individuals for commercial purposes, or nonprofit entities for the conduct of noncommercial events, such as weddings, parties, or other similar private social gatherings, or for charitable or political fundraisers. A special events facility may include food preparation facilities and limited overnight lodging facilities for event attendees. A special events facility may be either a single-purpose facility or a secondary use of another type of facility that does not typically include an assembly group occupancy, such as an agricultural processing facility or a winery. Marketing or promotional events conducted by the business operator to promote the goods or services offered by the business, such as wine club events at a winery, are not special events for purposes of this definition but are subject to regulations applicable to the business operation.

17.64.020 Permitted Use Types

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Add the following line to the bottom of the table as follows:

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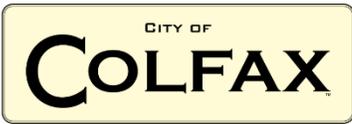
Commercial Use Types	MU-1	MU-2
<u>Special Event Facility</u>	<u>CUP</u>	<u>CUP</u>

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Add the following line between Specialized Education and Training and Storage Facility Self-Services to the table as follows:

Commercial Zone Districts Permitted Uses	C-R	C-H
<u>Special Event Facility</u>	<u>CUP</u>	<u>CUP</u>

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Staff Report to City Council

FOR THE JANUARY 28, 2026 REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Carl Moore, City Engineer
Subject: Skate Park Project Bid Results

Budget Impact Overview:

N/A: ✓	Funded:	Un-funded:	Amount:	Fund(s):
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RECOMMENDED ACTION: Status update on the bids received for construction of the Colfax Skate Park and request for direction.

This staff report was first introduced during the December 10, 2025 city council meeting but due to extenuating circumstances, City Council decided to postpone discussion on this item until the first city council meeting scheduled in January.

The bids received for the Colfax Skate Park are substantially greater than estimated. The purpose of this staff report is to provide information on the status of the bid process and request feedback from the City Council on how to proceed with next steps given an estimated shortfall for the project.

Summary/Background

On October 23, 2019, the City Council adopted Resolution 51 - 2019 which formally approved locating the Skate Park adjacent to the Splash pad. This project has experienced multiple delays and has yet to be completed.

On October 23, 2024, the City Council approved the revised footprint and preliminary plans and direction was provided to Colfax Green Machine to finalize the improvement plans for the Colfax Skate Park. New Line Skateparks provided the Colfax Skate Park, bid set issue date 2025-06-09 (Final Plans).

On July 9th, 2025, City Council approved the Final Plans and authorized the City Manager to solicit bids for the construction of the Colfax Skate Park project.

In October 2025, bids documents were issued and bids requested for the construction of the Colfax Skate Park with bids due and received on November 20, 2025. Two bids were received and are listed below:

Spohn Ranch, Inc	\$648,900.00 base bid + \$20,000.00 bid alt #1
Grindline Skateparks, Inc.	\$799,700.00 base bid + \$32,584.00 bid alt #1

The amounts above do not include the cost for testing and inspection services (T&I) nor time for city staff to monitor construction, which could add another \$50,000-\$100,000 bringing the low base bid plus T&I/city staff total cost to \$698,900-\$748,900. The available funding including the State grant, County grant, Green Machine donations, and city contribution is \$524,376 for a total funding shortage between \$174,524-\$224,524.

Conclusions and Findings

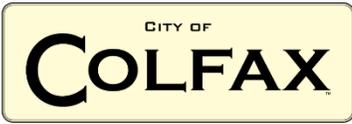
City staff recommends City Council review the following options and provide direction for city staff to proceed with the project:

1. City and Green Machine staff to review additional funding sources
2. City to provide additional funding to offset the funding shortfall
3. Rebid the project

4. Reject current bids and coordinate pricing with a contractor for the project on Sourcewell. If sufficient responses are not received utilizing this approach, staff is directed to reduce the experience requirements on the Contractor Qual Statement from 3 skatepark projects with a minimum area of 10,000 sf within the last 5 years to 2 skatepark projects with a minimum area of 8,000 sf within the last 10 years.
5. Reject all bids, return funding to source accounts, and notify grant issuers of status

Fiscal Impacts

N/A



Staff Report to City Council

FOR THE JANUARY 28, 2026 REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Matt Anderson, Chief Plant Operator
Subject: SCADA for Lift Stations

Budget Impact Overview:

N/A:	Funded: √	Un-funded:	Amount: \$154,140.00	Fund(s): 561
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RECOMMENDED ACTION: Adopt Resolution _____-2026 authorizing the City Manager to execute an agreement with Control Point Engineering with a not to exceed amount of \$157,140 for the completion and integration of the four City sewer lift stations into the new Supervisory Control and Data Acquisition (SCADA) system.

Summary/Background

SCADA System Upgrade – Project Overview and Justification

As part of the Suspended Air Flotation (S.A.F.) Project, it was determined that upgrading our existing SCADA system was essential to improving operations and ensuring regulatory compliance. After thorough evaluation, we selected *Ignition* as the SCADA platform due to its superior capabilities, widespread use across both large and small treatment facilities nationwide, and its flexibility to meet the current and future needs of our plant.

The initial groundwork for the Ignition SCADA system was laid in coordination with Control Point Engineering, a highly regarded firm in the field. Although the final phase of the project was initially intended to be completed by Telstar, it became evident that Control Point Engineering was better suited for the integration and completion of the system. As a result, the City made the decision to terminate Telstar’s involvement and appoint Control Point Engineering as the lead contractor.

Subsequent meetings between the City and Control Point Engineering revealed that the scope and quality of work previously commissioned by Telstar was insufficient to meet the project's goals. To move forward effectively, we requested a comprehensive quote from Control Point Engineering to complete the SCADA system for the city’s 4 lift stations in a way that ensures long-term functionality, flexibility, and reliability.

Currently, the wastewater treatment plant has a new SCADA system and a separate SCADA system for the lift stations which cannot be integrated into the new system due to the age of software and hardware. The current SCADA system for the lift stations are 17 versions away from current hardware and 20 versions away from the newest software. The systems hardware and software are too old to integrate into the new system leaving us again having to run 2 systems. The other issue with the current system is that the city cannot enable any alarms for lift station 1 because it faults the system due to bad programing and hardware. Lift station 2 has a total of 4 pumps but can only use 2 currently with the current system due to bad programing and old hardware and software. Currently we can see the lift stations in the new system but cannot control anything at the station and have minimal alarms due to old software.

The proposed Ignition SCADA system will fully automate the lift stations, providing:

- Real-time access to all equipment and process setpoints.
- Comprehensive alarm management and remote notifications.
- Immediate visibility into operational issues and equipment failures.

By implementing this upgraded system, we significantly reduce the risk of lift station problems due to failed equipment and/or overflows at the station which could turn into heavy fines from the state. The enhanced automation will ensure faster response times, increased efficiency, and greater operational reliability, safeguarding both the lift stations and public health.

Conclusions and Findings

After reviewing the quote, staff recommends the City Council authorize the City Manager to execute an agreement with Control Point Engineering for an amount not-to-exceed \$157,140 for the completion and integration of the SCADA system for the 4 lift stations.

Fiscal Impacts

\$154,140.00

Attachments:

1. Resolution _____-2026
2. Control Point Engineering Company Quote

City of Colfax

City Council

Resolution No. __-2026

APPROVING AND AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH CONTROL POINT ENGINEERING IN A NOT TO EXCEED AMOUNT OF \$157,140.00 FOR THE COMPLETION AND INTERGRATION OF THE FOUR (4) CITY SEWER LIFT STATIONS INOT THE NEW SUPERVISORY CONTROL AND DATE ACQUISITION (S.C.A.D.A.) SYSTEM.

WHEREAS, as part of the Suspended Air Flotation (S.A.F.) Project, it was determined that upgrading our existing SCADA system was essential to improving operations and ensuring regulatory compliance; and,

WHEREAS, Currently, the wastewater treatment plant has a new SCADA system and a separate SCADA system for the lift stations which cannot be integrated into the new system due to the age of software and hardware. The lift station SCADA system are 17 versions away from current hardware and 20 versions away from the newest software and thus are too old to integrate into the new SCADA system; and,

WHEREAS, additionally the lift station SCADA system is failing, and thus not providing monitoring required to assure safe operation of the system; and,

WHEREAS, the proposed Ignition SCADA system will fully automate the lift stations, providing:

- Real-time access to all equipment and process setpoints.
- Comprehensive alarm management and remote notifications.
- Immediate visibility into operational issues and equipment failures; and,

WHEREAS, by implementing this upgraded system, we significantly reduce the risk of lift station problems due to failed equipment and/or overflows at the station which could turn into heavy fines from the state. The enhanced automation will ensure faster response times, increased efficiency, and greater operational reliability, safeguarding both the lift stations and public health.; and,

WHEREAS, the City of Colfax wishes to execute another agreement with Control Point Engineering with a not to exceed amount of \$157,140 to build in the Sewer Lift Station integration into the New SCADA system and abandon the failing system.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Colfax approves and authorizes the City Manager to execute an agreement with agreement with Control Point Engineering with a not to exceed amount of \$157,140 to build in the Sewer Lift Station integration into the New SCADA system and abandon the failing system.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at the Regular Meeting of the City Council of the City of Colfax held on January 28, 2026, by the following vote of the Council:

AYES:

NOES:

ABSTAIN:

ABSENT:

Caroline McCully, Mayor

ATTEST:

Ron Walker, Interim City Clerk



December 24, 2025

Matt Anderson
 Chief Plant Operator
 City of Colfax
 P.O. Box 702
matthew.anderson@colfax-ca.gov

RE: Proposal for City of Colfax WWTP SCADA Upgrade – Amendment 2

Mr. Anderson:

This proposal from ControlPoint Engineering offers additional professional services for the City of Colfax Wastewater Treatment Plant (WWTP) SCADA Upgrade Project. This amendment provides the following improvements:

- New PLC processors at the Lift Stations to match recent PLC upgrades at the WWTP.
- New standard PLC program with features to match recent PLC upgrades at the WWTP.
- Replacement of aging and discontinued directional radios with new cellular modems.
- Removal of discontinued master Lift Station radio, discontinued data concentrator appliance, and aging SCADA interface hardware at the WWTP.
- Direct cellular connectivity between the SCADA application and the Lift Stations.
- New standard Lift Station SCADA application elements.
- Replacement of discontinued Lift Station Operator Interface Terminals (OITs).
- Removal of antiquated alarm autodialer hardware and associated wiring at each Lift Station.
- Installation of surveillance cameras at each Lift Station.

Scope of Work

Our offer includes additions to the following tasks in the original agreement:

1. Project Management
6. PLC Programming
7. SCADA Application Development
9. System Commissioning
11. Materials
13. Plant Improvements

Our offer also includes the following new tasks:

14. Operator Interface Terminal Development
15. Lift Station Improvements

1. Project Management

We have included time for project update meetings and ongoing project-related correspondence and coordination throughout the 3-month duration of the project. Weekly meetings, correspondence, and coordination will be required with City staff.

6. PLC Programming

A new, standard PLC program will be written for the four (4) Lift Stations. The program will be designed so that it can be downloaded to any of the Lift Station PLCs.



7. SCADA System Development

New and standardized Ignition® tags and graphics will be developed to visualize and control each of the four (4) Lift Stations.

9. System Commissioning

Each existing I/O point coming into the Lift Station PLCs will be loop checked to/from the corresponding field device or motor controls, into the PLC, and into the SCADA application. Once loop checks are completed, the functionality of the PLC code and SCADA application will be tested. We will demonstrate each upgraded Lift Station to Operations staff for Acceptance Testing.

11. Materials

We will provide the following equipment:

- 5069-L306ER Processors (5, including one spare)
- 5069-AENTR I/O Modules (5, including one spare)
- CM5-T7W Operator Interface Terminals (5, including one spare)
- Cellular Modems and MIMO Antennas (5, including one spare)
- Outdoor-rated Surveillance Cameras (5, one spare)
- 4 TB Drive for UDM Pro (makes it a DVR)

13. Plant Improvements

The following work will be performed at the WWTP:

- Remove existing Lift Stations Radio Enclosure from WWTP antenna tower.
- Remove Red Lion Enclosure from WWTP Control Room.
- Remove HyperTerminal (DFS) Enclosure from WWTP Control Room.
- Configure UDM Pro for DVR Capabilities (note 1)

Note 1: Plant staff will be able to view Lift Station camera feeds on smart phones via secure UI Protect App or from the plant SCADA PC via web browser.)

14. Operator Interface Terminal Development

A new standard Operator Interface Terminal (OIT) application will be built for local control and monitoring of each of the four (4) Lift Stations. The application will be designed so that it can be downloaded to any of the Lift Station OITs.

15. Lift Station Improvements

The following improvements will be made at each of the four (4) Lift Stations:

- Discovery, investigation, and site preparation.
 - Each Lift Station will be thoroughly investigated and prepared for cutover activities.
 - The existing RACO Autodialer hardware and associated discrete output wiring from the PLCs will be removed.
 - Cellular signal strength will be tested at each site.
- Replace L35ER PLC processors with L306ER processors and install AENTR modules.
 - New L306ER PLC processors will be mounted on the inner side wall of the control panel.



- New AENTR modules will be placed where the existing L35ER PLC processors are located and serve as a bridge between the new PLC processors and the existing I/O modules. The existing I/O modules will not be changed.
- New Ethernet cables will be installed between the new L306ER PLC processors and the new AENTR modules.
- Replace EA9-T6CL OITs with CM5-T7W.
 - The existing OITs will be replaced with new and slightly larger units.
- Install Cellular Modems and MIMO Antennas.
 - Existing directional radios will be removed from the control panel and replaced with cellular modems. New MIMO antennas will be installed on the outside of the control panels and connected to the new cellular modems.
- Configure Cellular Modems.
 - The new cellular modems will be configured for cellular connectivity to the WWTP.
- Install Surveillance Cameras.
 - New outdoor-rated surveillance cameras will be installed on the existing antenna poles.

Fee Schedule
(see Attachment 1 for more detail)

Task 1	Project Management	\$10,560
Task 6	PLC Programming	\$17,600
Task 7	SCADA Application Development	\$17,600
Task 9	System Commissioning	\$26,400
Task 11	Materials	\$29,000
Task 13	Plant Improvements	\$3,080
Task 14	Operator Interface Terminal Development	\$17,600
Task 15	Lift Station Improvements	\$35,200
Direct Costs	Mileage & Expenses	Included
Total		\$157,040

Total Cost

Our total fees for the **WWTP SCADA Upgrade – Amendment 2** will not exceed **\$157,040** and will be billed on a time and expense basis.

Attachments

1. Fee Summary
2. 2025 Rate Sheet (We are offering our 2025 rates for this work.)

ControlPoint Engineering, Inc.

Jeremy Pollet, P.E.

Principal Engineer

3941 Park Drive, Unit 20-652

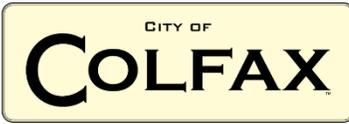
El Dorado Hills, CA 95762

Phone: 916.337.9697

jeremy.pollet@controlpointeng.com

City of Colfax
WWTP SCADA Upgrade
Amendment 2
Task List and Hourly Breakdown
Prepared by ControlPoint Engineering, Inc.
December 24, 2025

	Description	PM, EE, SCADA Developer	Lead SCADA Developer	Senior Field Engineer	Cost
Task 1	Project Management	16	16	16	\$10,560
1.4	Project Correspondence and Coordination for Amendment 2	16	16	16	\$10,560
Task 6	PLC Programming	80			\$17,600
6.16	Develop Standard Lift Station PLC Program	80			\$17,600
Task 7	SCADA Application Development		80		\$17,600
7.21	Develop Standard Lift Station SCADA Application Elements		80		\$17,600
Task 9	System Commissioning	30	30	60	\$26,400
9.7	Lift Stations Function Testing (4 stations)	20	20	40	\$17,600
9.8	Lift Stations Post-commissioning Punchlist (4 stations)	10	10	20	\$8,800
Task 11	Materials				\$29,000
11.14	5069-L306ER Processors (5, including one spare)				\$10,000
11.15	5069-AENTR I/O Modules (5, including one spare)				\$7,500
11.16	CM5-T7W Operator Interface Terminals (5, including one spare)				\$3,500
11.17	Cellular Modems and MIMO Antennas (5, including one spare)				\$6,000
11.18	Outdoor-rated Surveillance Cameras (5, one spare)				\$1,800
11.19	4 TB Drive for UDM Pro (makes it a DVR)				\$200
Task 13	Plant Improvements			14	\$3,080
13.6	Remove existing Lift Stations Radio Enclosure from WWTP antenna tower.			2	\$440
13.7	Remove Red Lion Enclosure from WWTP Control Room.			4	\$880
13.8	Remove HyperTerminal (DFS) Enclosure from WWTP Control Room.			4	\$880
13.9	Configure UDM Pro for DVR Capabilities.			4	\$880
Task 14	Operator Interface Terminal Development	40	40		\$17,600
14.1	Develop Standard Lift Station Operator Interface Application	40	40		\$17,600
Task 15	Lift Station Improvements (4 Stations)		20	140	\$35,200
15.1	Discovery, investigation, and site prep.			40	\$8,800
15.2	Replace L35ER PLC processors with L306ER and install AENTR modules.			40	\$8,800
15.3	Replace EA9-T6CL OITs with CM5-T7W.			20	\$4,400
15.4	Install Cellular Modems and MIMO Antennas.			20	\$4,400
15.5	Configure Cellular Modems.		20		\$4,400
15.6	Install Surveillance Cameras.			20	\$4,400
	Total	166 Hours	186 Hours	230 Hours	\$157,040



Staff Report to City Council

FOR THE JANUARY 28, 2026 REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Ron Walker, City Manager
Subject: Councilmember Burruss and City Manager Walker Attending Capital to Capital (Cap to Cap) (Continued from 01/14/2026)

Budget Impact Overview:

N/A:	Funded: √	Un-funded:	Amount: \$10,430.00	Fund(s): 110
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RECOMMENDED ACTION: By Motion, allocate funds for Councilmember Burruss to attend the annual Capital to Capital Program in Washington, D.C.

Summary/Background

Every year, the Sacramento Metro Chamber organizes a delegation of hundreds of area officials and business leaders to travel to Washington, D.C. and meet with federal representatives. The Capitol-to-Capital program is meant to secure funding and resources for high-priority projects in the region and raise local concerns to officials at the national level.

Cap-to-Cap helps provide a tremendous financial boost and investment in the Capital Region. And this funding, some of it to support workforce development, impacts all of our communities. The delegation has had an impact on resources around water/flood management/wildfire recovery, and so much more.

Conclusions and Findings

As a founding member of the Cap-to-Cap Wildfire team, Councilmember Burruss's continued engagement amplifies the city's voice, particularly in advocating for underrepresented communities most impacted by these decisions. The delegation, scheduled from April 17th to April 22nd, 2026, includes a rigorous lobbying schedule, networking events, and collaboration opportunities.

Attendance at this delegation will ensure The City of Colfax's continued participation in advancing the city's priorities and securing government funding opportunities in the face of a consistently turbulent political landscape.

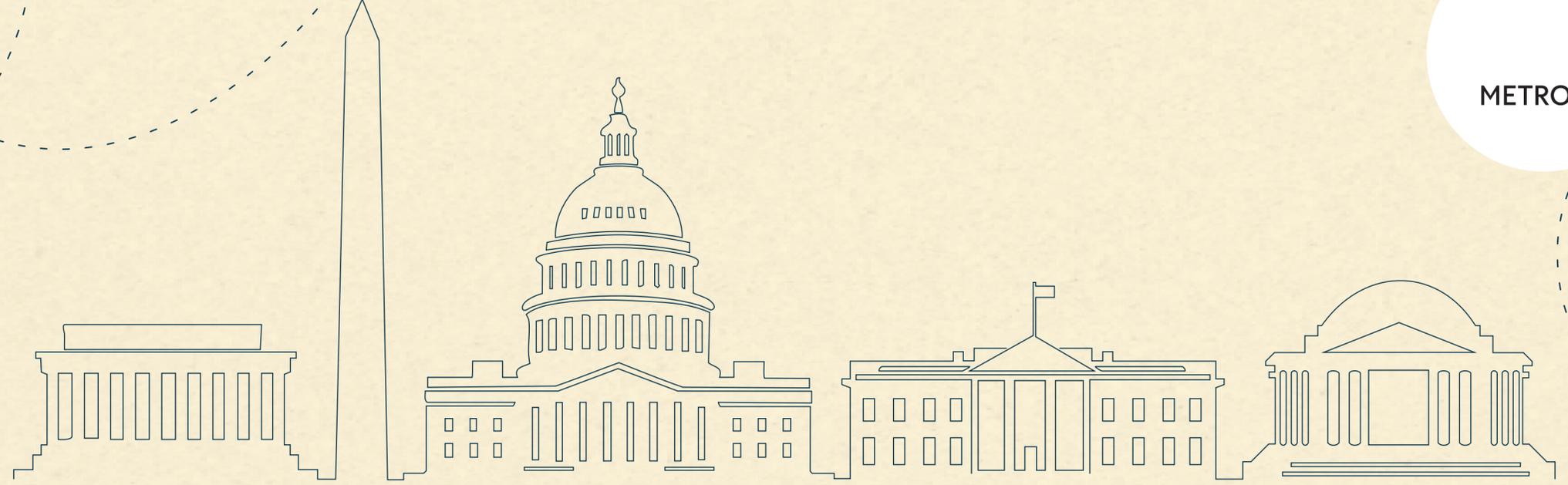
Fiscal Impacts

The requested city funding of \$10,430.00 (\$5,215.00 ea.) will cover the program fee, lodging, and airfare essential for Councilmember Burruss's participation. Councilmember Burruss will personally invest approximately \$5,246.15 to cover other necessary accommodations, including employment leave, ground transportation, mileage, parking, luggage, and per diem expenses.

Attachment:

1. Cap to Cap Brochure

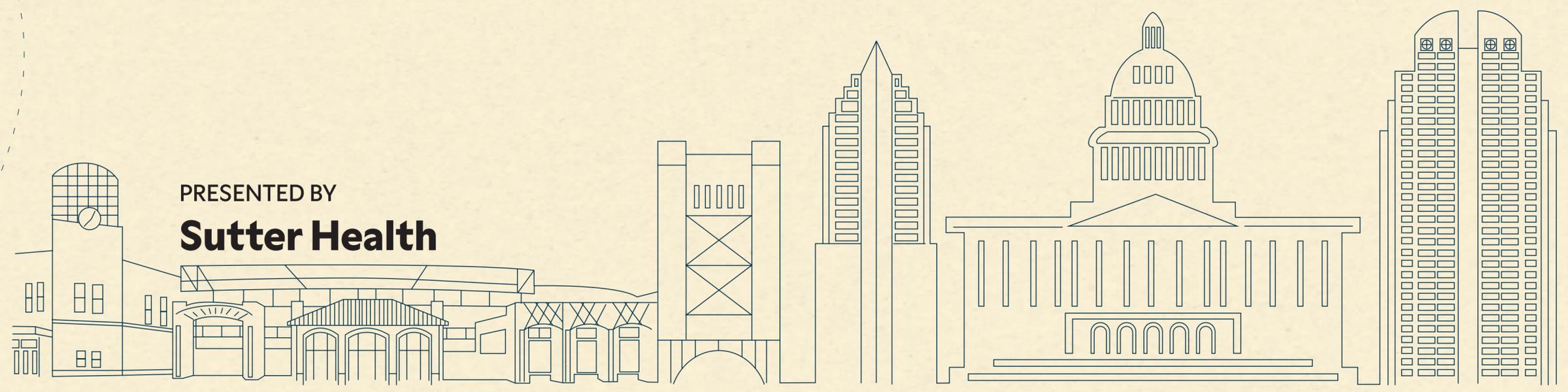
HOSTED BY THE SACRAMENTO
METROPOLITAN CHAMBER OF COMMERCE



CAP TO CAP

APRIL 18-22, 2026

PRESENTED BY
Sutter Health



MESSAGE FROM THE 2026 CHAIR TERRENCE MCNAMARA

COMMUNITY LEADERS:

Capitol-to-Capitol 2026 marks a pivotal moment for the Sacramento Metro Chamber’s flagship advocacy program, the largest and longest running of its kind in the nation. For more than five decades, Cap-to-Cap has united business, civic, and elected leaders to champion the issues that matter most to our region. From our roots as a small, scrappy group working to protect local military bases, this program has become the respected advocacy powerhouse that continues to drive growth and opportunity throughout the Capital Region.

As we look ahead, our region faces pressing challenges—from workforce development and innovation to infrastructure and government efficiency. Tackling these issues demands bold, unified leadership. Cap-to-Cap is where that collaboration happens.

At its core, Cap-to-Cap is guided by a simple but powerful principle: our political platform is pro-Sacramento Region. Our delegation represents diverse perspectives and industries, but we share one goal: advancing policies that strengthen our communities. In today’s divided political climate, Cap-to-Cap stands out as a model of what’s possible when business, government, and community leaders come together with a common purpose.

Join us to shape the future of the Capital Region. Whether you’re a returning participant or joining us for the first time, your voice matters. Cap-to-Cap is more than an advocacy program, it’s an opportunity to connect with peers, influence policy, and make a lasting impact on our future.



In Partnership,

Terrence McNamara
General Manager, Atlas Disposal
2026 Program Chair



CAP-TO-CAP AT A GLANCE

CHAIR’S RECEPTION:

This annual reception provides the Cap-to-Cap delegation with the opportunity to salute the dozens of local elected officials from throughout the Sacramento region who are an integral part of the program.

WELCOME BREAKFAST:

The historic Grand Ballroom of the Mayflower Hotel serves as the backdrop for our delegation to hear from key Administration and Congressional leaders ahead of energetic, team-oriented discussions while preparing for meetings on Capitol Hill.

CONGRESSIONAL LEADERSHIP FORUM:

Our delegation will convene in the Mayflower’s East & State Ballrooms to hear from key congressional officials concerning top issues. Featured presenters have included Speaker of the House Nancy Pelosi, former Secretary of State Madeleine Albright, and former Secretary of the Treasury Jack Lew.

THE LEGACY GALA:

After a successful day of lobbying, join us for a formal evening of fine food and entertainment to celebrate the legacy of our regional collaboration and historic wins for California’s Capital Region impact on our future.



CAP-TO-CAP AT A GLANCE

FRIDAY, APRIL 17

Early departures for D.C.

SATURDAY, APRIL 18

Main departures for D.C.

4:00 p.m. - 7:30 p.m.

Welcome Reception
The Mayflower Hotel, Palm Court

SUNDAY, APRIL 19

5:00 p.m. - 7:00 p.m.

Chair's Reception
Location TBD

MONDAY, APRIL 20

7:00 a.m. – 9:30 a.m.

Opening Breakfast & Program
Team Meetings
The Mayflower Hotel, Grand Ballroom

Morning / Afternoon

Lobbying Appointments by Team

10:00 a.m. – 11:00 a.m.

Policy Briefing | Civic Amenities
The Mayflower Hotel, Grand Ballroom

11:30 a.m. – 12:30 p.m.

Policy Briefing | Public Safety
Location TBD

1:00 p.m. – 2:00 p.m.

Policy Briefing | Non-Profits
Location TBD

2:00 p.m. – 3:30 p.m.

Policy Briefing | Infrastructure
Location TBD

TUESDAY, APRIL 21

8:00 a.m. – 9:30 a.m.

Congressional Leadership Forum
The Mayflower Hotel, East & State Ballrooms

Morning / Afternoon

Lobbying Appointments by Team

10:00 a.m. – 12:00 p.m.

Policy Briefing | Housing
Location TBD

1:30 p.m. – 2:30 p.m.

Policy Briefing | Tariffs, Trade & Economic Outlook
Location TBD

2:00 p.m. – 3:00 p.m.

Policy Briefing | Non-Profits
Location TBD

3:00 p.m. – 4:30 p.m.

Policy Briefing | Elected Officials Roundtables
Location TBD

6:30 p.m. – 9:30 p.m.

The Legacy Gala
Smithsonian National Air & Space Museum

WEDNESDAY, APRIL 22

Morning

Lobbying Appointments

10:30 a.m. – 11:30 a.m.

Policy Briefing | Healthcare
Location TBD

Afternoon

Main departures for Sacramento

Please note: Itinerary subject to change

CAP-TO-CAP REGISTRATION

TEAM TOPICS

Delegates will be organized into teams for lobbying appointments. When registering online, you will be asked to select your specific team choice or the General Policy Track*.

- » Business Climate
- » Civic Amenities
- » Community Resources
- » Education & Employment
- » Energy & Innovation
- » Flood Protection
- » Food & Agriculture
- » Healthcare
- » Land Use & Natural Resources
- » Public Safety
- » Transportation
- » Water Resources
- » Wildfire

** 2026 also brings something new in terms of participation. For those of you that don't want to align with a specific team, we are instituting a "General Policy Track" that will include policy briefings daily on a broad range of topics to ensure your participation remains substantive and valuable.*

STANDARD PER PERSON RATES:

		starting at
PROGRAM A:	Single Occupancy/One Participant	\$4,695
PROGRAM B:	Double Occupancy/Two Participant	\$4,495
PROGRAM C:	Double Occupancy/One Participant with registered Guest	\$4,695
PROGRAM D:	Team Participant Only (no air/hotel included)	\$2,695
PROGRAM E:	Guest (must accompany a Program C Participant)	\$2,750

Air/Hotel Included: Programs A, B, C & E include air and hotel cost. If you choose to book your own travel accommodations, a \$350-per-person air credit can be deducted when registering.

ADDITIONAL FEES:

	starting at
Additional Nights (per room, per night; inclusive of all taxes)	\$420
Suite Upgrade (per room, per night; inclusive of all taxes)	\$195

*Please Note: Pricing for Cap-to-Cap will be tiered in 2026

Before Jan.9 the single occupancy full package base rate will be	\$4,695.00
Between Jan. 9 – Feb. 13 the single occupancy full package base rate will be	\$4,795.00
Between Feb. 14 – Apr. 10 the single occupancy full package base rate will be	\$4,995.00

FLIGHTS

OPTION 1

United Airlines	Depart	Arrive
April 18 SMF/IAD #1100	7:03 a.m.	3:12 p.m.
April 22 IAD/SMF #2435	5:55 p.m.	8:53 p.m.

OPTION 2

United Airlines	Depart	Arrive
April 18 SMF/ORD #2370	7:00 a.m.	1:13 p.m.
April 18 ORD/DCA #1314	2:00 p.m.	4:52 p.m.
April 22 DCA/ORD #511	1:00 p.m.	2:04 p.m.
April 22 ORD/SMF #1920	3:55 p.m.	6:38 p.m.

OPTION 3

United Airlines	Depart	Arrive
April 18 SMF/IAD #1100	7:03 a.m.	3:12 p.m.
April 22 IAD/DEN #1587	12:40 p.m.	2:46 p.m.
April 22 DEN/SMF #1208	4:08 p.m.	5:46 p.m.

SMF = Sacramento International Airport
ORD = Chicago O’Hare International Airport
IAD = Washington, Dulles Airport
DCA = Ronald Reagan, Washington National Airport
DEN = Denver International Airport

SPONSORSHIP & EVENT INQUIRIES

Attn: Susan Harris Brazelton
Phone: 916-826-5410
Email: sharris@metrochamber.org

Attn: Amber Heinlein
Phone: 916-524-8176
Email: aheinlein@metrochamber.org

TRAVEL INQUIRIES I.S. TOURS

Attn: Mayes Alfaris
Phone: 916-850-1976 ext 102
Email: mayesa@istours.com

ACCOMODATIONS

Listed on the National Register of Historic Places, The Mayflower Hotel, part of Marriott’s Autograph Collection has been a vibrant social hub in Washington, DC since opening in 1925. Refreshed and contemporary, this historic hotel inspires the city for business or pleasure with its premier location on Connecticut Avenue. The Mayflower delights with a timeless luxury found sweeping marble lobby, picturesque ballrooms, in-house health club, and luxury-minded guestrooms, offering plush bedding, high-speed wireless internet, and flat screen TV’s. Enjoy a culinary delight at the lively American brasserie EDGAR, or step outside to experience the local flavor of Dupont Circle and other nearby attractions. Effortlessly blending historic tradition and modern luxury here in the heart of the nation’s capital, The Mayflower Hotel is national treasure hailed as “Washington’s 2nd Best Address”.



THE MAYFLOWER HOTEL
 1127 Connecticut Ave NW,
 Washington, DC 20036

MEMBERS ONLY POLICY

As space is limited, attendance will be awarded to Metro Chamber members only. Sponsorship remains a members-only benefit. Join today to guarantee your registration and other members-only benefits. Contact Membership at **916-552-6800** or membership@metrochamber.org.

**** Please note:** Group flights come with different restrictions than a standard ticket. We will do our best to accommodate all modifications to these flights to the best of our ability.

Registration: www.metrochamber.org/cap25



TERMS AND CONDITIONS

PAYMENTS:

Please make checks payable to I.S. Tours and mail to 2330 East Bidwell Street, Suite 201, Folsom CA 95630. Payment is due no later than March 17, 2026 (please refer to brochure pricing). All payments received on or after March 18, 2026 are considered late and may be charged a \$100.00 late processing fee. Re-confirmation at time of payment is subject to space availability and at prevailing rates.

NAME CHANGES:

All name changes will incur a \$50.00 charge through February 28, 2026. A charge of \$100 will apply to all name changes made on or after March 18, 2026. A name change form must be completed and submitted to mayesa@istsours.com. IST assumes no responsibility with respect to monies between participants.

CHANGE FEES:

If you need to make any flight changes within 30 days of departure and your airline tickets were purchased through IST, you will incur a \$50 change fee in addition to the fees that the airline may charge. A change form will be required for all change requests. You may request a change form from mayesa@istsours.com. Once the form is completed, please submit back to mayesa@istsours.com for processing.

EXPENSES:

Prices include only those services specifically stated in your tour package. Items such as room service, telephone calls, optional activities and other items not specifically stated in your package, are not included. Any tips or gratuities not specifically included in the total price are at your discretion.

PRICES:

Prices stated in your brochure are based on airfares and rates effective at time of booking and reflect a discount for payment by cash, check or money order. Payments by credit card (Visa, MasterCard or American Express) will incur a convenience fee of 3.1% of your total. Airfares and rates are subject to change. Changes could include fuel surcharges, tax increases and other unforeseeable fees assessed by the air carrier. Any deviations from brochure program may incur supplemental charges (e.g. transfers and additional room nights).

CANCELLATIONS:

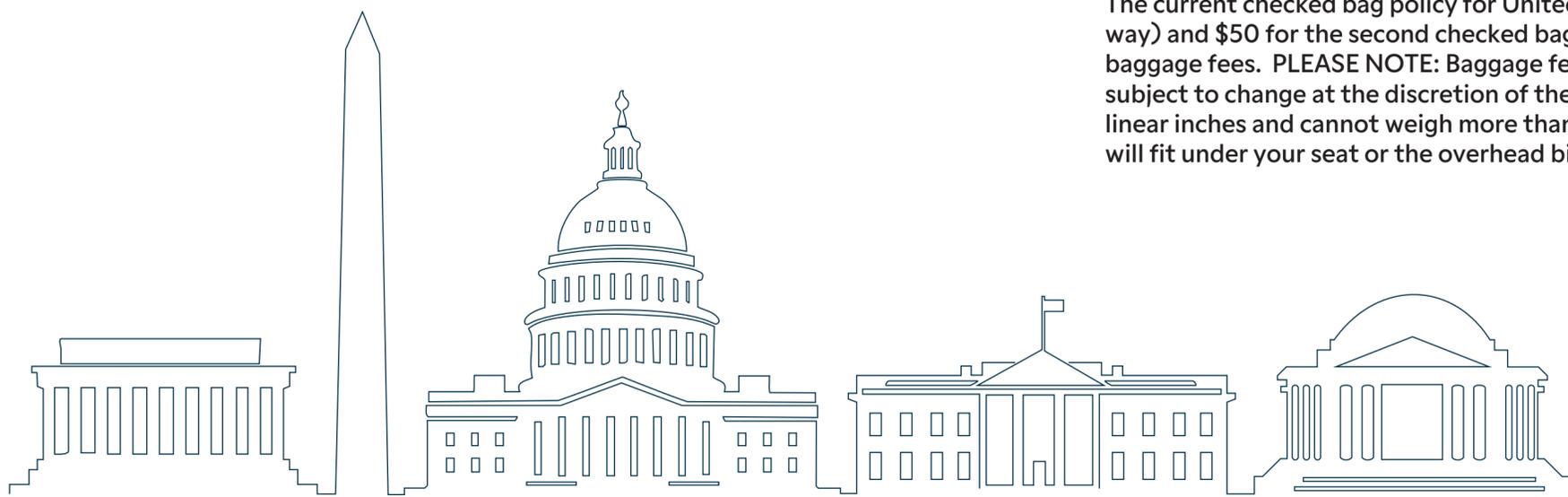
If you cancel your reservation, your right to refund is limited, as set forth below. Cancellations must be made in writing and must be emailed to mayesa@istsours.com. A \$500.00 per person cancellation fee plus any hotel and airline penalties will apply up to January 30, 2026. From January 31 – March 17, 2026, a cancellation charge of \$1,000.00 per person plus any hotel and airline penalties will apply. From March 18, 2026 to date of departure, the registration fee is non-refundable and may result in loss of the entire trip cost. There are no refunds for no-shows. It is your responsibility to confirm your air flights have been canceled prior to scheduled departure. Upon cancellation of the transportation where you, the customer, are not at fault and have not canceled in violation of the terms and conditions of the contract for transportation or travel costs, all sums paid to IST for services not received by you, will be promptly refunded by IST to you (or the organization who paid on your behalf) within 14 days after the cancellation, unless you otherwise advise IST in writing. The rights and remedies made available under this contract are in addition to any other rights or remedies available under applicable law. However, we offer refunds under this contract with the express understanding that receipt of that refund by a passenger waives any additional remedies.

ACKNOWLEDGMENT:

By registering for this program, you acknowledge your understanding of the contagious nature of COVID-19 and voluntarily assume the risk that you and/or your group could be exposed to and/or infected by COVID-19 while utilizing our services or components of our services, and that such exposure or infection could result in illness or death. IS Tours, the Sacramento Metro Chamber and all our vendors have put in place preventative measures to reduce the spread of COVID-19; however, a risk of exposure to COVID-19 may exist in any place where people are present. IS Tours and the Sacramento Metro Chamber cannot guarantee that you will not be exposed to COVID-19 during this program. As such, you voluntarily agree to assume all the foregoing risks and accept sole responsibility for any illness you may experience or incur in connection with our services. You hereby release covenant not to sue, discharge, and hold harmless IS Tours and the Sacramento Metro Chamber from any claims, including all liabilities or expenses of any kind arising out of or relating thereto contracting COVID-19.

BAGGAGE:

The current checked bag policy for United Airlines is a \$40 for the first checked bag (each way) and \$50 for the second checked bag (each way). Discounts apply for pre-payment of baggage fees. PLEASE NOTE: Baggage fees are not included in your program cost and are subject to change at the discretion of the airlines. Each checked bag must not exceed 62 linear inches and cannot weigh more than 50 pounds. A personal item and one carry-on that will fit under your seat or the overhead bin are allowed at no charge.



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CHAIR'S RECEPTION:



WELCOME BREAKFAST SPONSOR:



CONGRESSIONAL LEADERSHIP FORUM

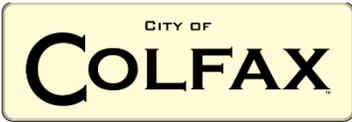


LEGACY GALA



THRIVE SUITE





Staff Report to City Council

FOR THE JANUARY 28, 2026 REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Ron Walker, City Manager
Subject: Council Committee Assignments

Budget Impact Overview:

N/A: ✓	Funded:	Un-funded:	Amount:	Fund(s):
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RECOMMENDED ACTION: Approve City Council Committee Assignments for 2026.

Summary/Background

Each year the Mayor recommends assignments for Councilmembers, staff or the public to serve on the boards of local agencies, advisory boards, and committees within the surrounding area. Generally, Councilmembers request their assignments and develop expertise to represent the City to improve resources or influence within the region.

A brief description of each board and its impact on the City is attached. The Mayor’s recommendations for this year’s appointments of Council Members to the Commissions, Boards, and Committees are attached.

Attachments:

1. Committee Descriptions
2. 2026 Council Committee Assignments

Committee Assignment Descriptions

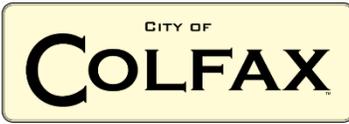
Committee	Required/ Optional	Description
Placer Sierra Fire Safe Council City of Colfax Council Chambers	Optional	The Fire Safe Council evaluates fire threat, assures firefighting resources are available, develops a Community Fire Safe Plan and supports efforts for wild land and community fire management. https://www.placer.ca.gov/bos/committees-and-commissions/placer-sierra-fire-safe-council
Placer County Selection Committee	Required	The Selection Committee consists of the Mayor of the seven Cities within Placer County. The Committee meets to appoint and confirm members of various boards and commissions within the County.
League of California Cities Sacramento Valley Division Liaison	Optional	The League is an association of city officials for training, information exchange, and combining of resources to influence State policy decisions that affect cities. The Sacramento Valley Division is a regional component of the League that insures Northern California cities have a voice in state policies. https://www.cacities.org/
Bianchini Advisory Board	Required	Carl Bianchini endowed the community a sizeable trust to be used for youth and senior programs. The Bianchini Advisory Board was created to oversee appropriations of the fund to the Sierra Vista Community Center.
Sierra Vista Community Center Liaison	Optional	Sierra Vista Community Center Liaison is ideally a different person than the Bianchini representative. The liaison attends Sierra Vista Community Center board meetings and reports information back to Council.
Colfax Schools Liaison	Optional	City Council created this position to ensure at least one Councilmember is tasked with fostering communication between Council and the two local schools.
Pioneer Community Energy	Required	Pioneer was established to provide electricity at lower rates than other providers. The board consists of elected representatives from the County and 5 Cities. https://pioneercommunityenergy.ca.gov/about-us/
Placer Regional Homelessness Action Plan Ad hoc	Required	Placer County is seeking to make homelessness rare, brief, and non-recurring by supporting our unhoused community members in a coordinated system of care as they work towards self-sustaining futures.
Colfax Bike Park	Required	Meets with City Manager to discuss potential development.
Colfax Skate Park	Required	Meets with City Manager to discuss ongoing development.
ISO Ad hoc	Required	Is needed to negotiate rates for the City's Fire Insurance and obtain the best coverage and lowest rates.
Placer County Flood Control and Water Conservation District (Board of Directors)	Required	The Board oversees the Placer County District in addressing flood control, drainage, and storm water management issues arising with development growth occurring in the region.
Weimar, Applegate, Colfax/ Municipal Advisory Council (WAC/MAC)	Optional	WACMAC is an advisory board of area volunteers which advises the Supervisor on matters of concern related to the area outside City limits. The City Councilmember serves as a Liaison between WACMAC and the Council.

Sacramento Area Council of Governments (SACOG) Board of Directors	Required	Association of local governments in the 6 county Sacramento region. Provides transportation planning and funding for the region, and serves as a forum for study and resolution of regional issues - affordable housing, clean air, bicycle networks, etc.
Placer County air Pollution Control District (PCAPCD)	Required	The District regulates and seeks reduction in air pollutant emissions; partners with local municipalities to develop and support emission reduction strategies; and leverages district and local funding with state and federal monies.
Placer County Mosquito and Vector Control District (PMVCD)	Required	The District controls vector populations to reduce their impact upon public health through public education, surveillance and control.
Project Go	Optional	Project Go is a non-profit organization which helps low to moderate income community members with energy needs.
Placer County Transportation Planning Agency (PCTPA)	Required	PCTPA makes decisions about the regional transportation system in Placer County. The agency develops plans and strategies to make the best use of state and federal transportation funds.
Local Agency Formation Commission (LAFCO)	Required	LAFCO is a state mandated independent regulator body whose role is to encourage orderly formation of local governmental agencies, preserve agricultural and open space resources and discourage urban sprawl. LAFCO oversees City boundaries.
Solid Waste Task Force	Required	Is needed to negotiate rates for the City's solid waste collection as well as oversee services to the community.
Placer County Economic Development Board (PCEDB)	Optional	Members of the board area responsible for brining economic development information back to the governments and organizations they represent to ensure there is a united effort to attract new jobs to the County.

External Boards/Committees	Current - Colfax Representatives	2026	Meeting Information	Meeting Location	Reimbursement/Stipend
Placer County Economic Developemnet Board (PCEDB)	Larry Hillberg Alt: Kim Douglass	Larry Hillberg Alt: Kim Douglass	11:30 AM 3rd Thursday 4x/yr Jan/Apr/July/Sept	Lincoln Way Room 10, and Via Zoom	No Stipend
Weimar, Applegate, Colfax Municipal Advisory Council (WAC/MAC)	Larry Hillberg Alt: Kim Douglas	Larry Hillberg Alt: Kim Douglas	6:00PM 3rd Wednesday every other month - Jan, Mar, May/July/Sept/Nov	Colfax City Hall	No Stipend
Sacramento Area Council of Governments (SACOG) Board of Directors	Caroline McCully Alt: Trinity Burruss	Caroline McCully Alt: Trinity Burruss	9:30 AM 3rd Thursday	1415 L. Street Suite 300 Sacramento and Via Zoom	\$100 Stipend
Placer county Air Pollution Control District (PCAPCD)	Caroline McCully Alt: Kim Douglas	Caroline McCully Alt: Kim Douglas	2:30 PM 2nd Thursday 6x/yr	BOS Chambers 175 Fulweiler Ave Auburn	\$100 Stipend Pending
Placer Mosquito & Vector Control District (PMVCD)	Will Stockwin Alt: Larry Hillberg	Will Stockwin Alt: Larry Hillberg	4:30 PM 3rd Monday/Every Month	2021 Opportunity Dr. Roseville	\$100 Stipend
Project Go	Kim Douglas Alt: Sen Lomen	Kim Douglas Alt: Sen Lomen	5:30 PM 3rd Thursday	801 Vernon St. Roseville	No Stipend
Placer County Transportation Agency (PCTPA)	Trintiy Burruss Alt: Sean Lomen	Trintiy Burruss Alt: Caroline McCully	9:00 Am 4th Wednesday /Every Month	BOS Chambers 175 Fulweiler Ave Auburn	\$100 Stipend
Local Agency Formation Commission	Sean Lomen	Sean Lomen	4:00 PM 2nd Wednesday/Every Month	BOS Chambers 175 Fulweiler Ave Auburn	\$100 Stipend
Solid Waste Taskforce	Ron Walker Alt: Sean Lomen	Kim douglas Alt: Sean Lomen	9:00 Am 1st Thursday 4x/yr Feb, May, Aug, Nov	CRDC Cypress Room, 2091 County Center Dr. Suite 170 Auburn	No Stipend
Placer Sierra Fire Safe Council	Sean Lomen Alt: Kim Douglas	Sean Lomen Alt: Kim Douglas	6:00 PM 4th Thursday/Every Month	City of Colfax Council Chambers Location TBA	No Stipend

External Boards/Committees	Current - Colfax Representatives	2026	Meeting Information	Meeting Location	Reimbursement/Stipend
Placer County Selection Committee	Mayor	Mayor	Yealy		No Stipend
League of California Cities sacramento Valley Division Liaison	Kim Douglas Alt: Sean Lomen	Kim Douglas Alt: Sean Lomen	1st meeting March 31, 2023 in person in Coulsa 4x/yr Additional Meetings TBA		No Stipend
Bianchini Advisory Board	Kim Douglass Alt: Caroline McCully	Sean Lomen Alt Caroline McCully			No Stipend
Sierra Vista Community Center Liason	Larry Hillberg Alt: Sean Lomen	Larry Hillberg Alt: Sean Lomen	6:00 PM 3rd Wednesday	Community Center	No Stipend
Colfax Schools Liason	Trinity Burruss Alt: Sean Lomen	Trinity Burruss Alt: Sean Lomen			No Stipend
Pioneer Community Energy	Sean Lomen Alt: Kim Douglas	Sean Lomen Alt: Kim Douglas	3:00 PM 3rd Thursday	2510 Warren Drive, Suite B Rocklin, CA 95677	No Stipend
Placer County Flood Control and Water Conservation District (Board of Directors)	Sean Lomen Alt: Caroline McCully	Sean Lomen Alt: Caroline McCully	4:00 PM 2nd Monday Every Month	Rocklin City Council Chmabers 390 Rocklin Rd.	\$100 Stipend
Small City Organized Rick Effort (SCORE) Represetnative	Shanna Alt: none	ASO Alt: Ron Walker	Jan 23 @ 9AM March 27 @ 9AM June 12 @ 9AM Aug 21 @ 9AM Oct 22 & 23 @ 9AM	Gaia Hotel & Spa 4125 Riverside PL, Anderson Ca 96007	No Stipend
Placer Regional Homelessness Action Plan Ad Hoc	Sean Lomen Alt: Kim Dougles	Discussion	As Needed	To Be Announced	No Stipend
Colfax Bike Park	Kim Douglas Alt: Open	Discussion	As Needed	To Be Announced	No Stipend

External Boards/Committees	Current - Colfax Representatives	2026	Meeting Information	Meeting Location	Reimbursement / Stipend
Colfax Skate Park	Sean Lomen Alt: Caroline McCully	Sean Lomen Alt: Caroline McCully	As Needed	To Be Announced	No Stipend
Emergency Services	Trinity Burruss Alt: Sean Lomen	Discussion	As Needed	To Be Announced	No Stipend
Council Policy Ad Hoc	Caroline McCully Alt: Trinity Burruss	Discussion	As Needed	To Be Announced	No Stipend
Youth Commission Selection Committee	Larry Hillberg, Alt: Kim Douglas, 2- Elementary Teachers, 2- Highschool Teachers	Discussion	TBA	City Hall, Colfax Elementry, Colfax High School	No Stipend
Colfax Youth Commission	5 Students (3- Highschoolers, 2 Sixth Eighth Graders)	Discussion	Once Per Month	Colfax Elementary School	TBA
Private Development Service Fee Ad Hoc Committee	Trinity Burruss Alt; Kim Douglass	Discussion	Once Per Month	To Be Determined	TBA
Revitalization of Historic Downtown Colfax Ad Hoc Committee	Sean Lomen Alt: Larry Hillberg	Discussion	As Needed	To Be Announced	TBA
Shady Glenn Sewer Intergration Project	Trinity Burruss Alt: Caroline McCully	Caroline McCully Alt Sean Lomen	As Needed	To Be Announced	TBA
Economic Development Committee		Trinity Burruss & Larry Hillberg	As Needed	To Be Announced	TBA



Staff Report to City Council

FOR THE JANUARY 28, 2026 REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Ron Walker, City Manager
Subject: Town Hall Meeting Schedule

Budget Impact Overview:

N/A:	Funded:	Un-funded:	Amount:	Fund(s):
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RECOMMENDED ACTION: Council will discuss whether to hold Town Hall meetings on a regular schedule and determine the appropriate frequency.

Summary/Background

Mayor McCully is requesting the City Council discuss holding regular Town Hall meetings to help the Council govern more effectively by keeping decision-makers connected to the people they serve while reinforcing transparency, trust, and community cohesion.

Key reasons for holding townhall meeting include:

1. **Direct citizen engagement**
Town halls give residents a face-to-face opportunity to ask questions, voice concerns, and share ideas. In small cities, personal access to leaders is especially valued and reinforces the idea that local government is accessible and accountable.
2. **Better-informed decisions**
Hearing directly from residents helps city councils and staff understand real-world impacts of policies before decisions are made. This local insight often surfaces issues or solutions that formal reports miss.
3. **Increased transparency and trust**
Open dialogue reduces misinformation and suspicion. When residents see how and why decisions are made, trust in city leadership increases—even when people disagree with outcomes.
4. **Early problem identification**
Town halls can reveal emerging issues (infrastructure, public safety, utilities, development concerns) before they escalate into larger conflicts or costly problems.
5. **Stronger community relationships**
Regular town halls foster a sense of shared ownership in the community. Residents feel heard, and officials better understand community values, which is critical in smaller cities where decisions have visible, immediate impacts.
6. **Improved communication**
Complex topics—budgets, capital projects, rate increases, zoning changes—are easier to explain and discuss in an interactive setting than through agendas or staff reports alone.
7. **Encouraging civic participation**
Town halls often motivate residents to attend council meetings, serve on boards or commissions, or volunteer. This helps develop future community leaders.
8. **Reducing conflict and polarization**
Providing a structured, respectful forum for discussion can reduce frustration and prevent issues from turning into adversarial public disputes or social media conflicts.

Conclusions and Findings

Council will discuss whether to hold Town Hall meetings on a regular schedule and determine the appropriate frequency.