



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

May 13, 2026
Open Session 6:00 PM

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

ZOOM at

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

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

849 6857 0574

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

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

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

1 OPEN SESSION

1A. Call Open Session to Order

1B. Pledge of Allegiance

1C. Roll Call

1D. Approval of Agenda Order

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

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

1E. Statement of Conflict of Interest

2 CONSENT CALENDAR

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

Recommended Action: By motion, approve the Consent Calendar.



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.

May 13, 2026
Colfax Council Agenda

2A. City Projects Report (Pages 5-12)

Recommended Action: Accept report.

2B. Minutes – April 8, 2026 Regular Meeting, April 9, 2026 Town Hall Meeting, and April 16, 2026 Special Meeting (Pages 13-21)

Recommended Action: Approve the Colfax City Council minutes dated April 8, 2026 (Regular Meeting), April 9, 2026 (Town Hall Meeting), and April 16, 2026 (Special Meeting).

**** 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

5A. Add Chapter 12.28 to the Colfax Municipal Code Establishing an Entertainment Zone in the Downtown Historic District (Public Hearing Notice Published 05/02/2026; Ordinance to be published in its entirety within 15 days of adoption) (Pages 22-28)

Recommended Action: 1) Introduce the proposed ordinance by title only; 2) conduct a public hearing on an Ordinance to establish an Entertainment Zone in the Downtown Historic District; 3) waive the first reading; and 4) schedule the proposed ordinance for a second reading and adoption at the next regular City Council meeting currently scheduled for May 27, 2026, to be effective 30 days after adoption.

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. City Clerk Appointment – Gabrielle Christakes (Pages 29-30)

Recommended Action: Discuss and consider adopting Resolution __-2026 appointing Gabrielle Christakes as City Clerk.

8B. 3rd of July Funding Request (Pages 31-33)

Recommended Action: Adopt Resolution __-2026 authorizing the City Manager to donate \$5,000.00 to the 3rd of July non-profit organization to help fund the Fireworks Display.

8C. Fiscal Year 2024-2025 Local Transportation Funds and State Transit Assistance Funds Claim Documentation (Pages 34-47)

Recommended Action: Adopt Resolution __-2026 authorizing the City Manager to file claims or execute agreements for: 1) Fiscal Year 2025-2026 Local Transportation Funds in the amount of \$225,629 for streets and roads purposes (Article 8 – Section 99400 of the California Public Utilities Code); and 2) Fiscal Year 2024-2025 State Transit Assistance Funds of \$15,136 for contracted transit services (Article 6.5, Chapter 4, Section 99313 of the California Public Utilities Code).

8D. City of Colfax Budget Calendar FY 2026-27 Update (Pages 48-50)

Recommended Action: Review and approve the attached updated Budget Calendar with a revised Budget Workshop date for the recommended Operating and Capital Budget preparation schedule for Fiscal Year 2026-27.

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. Real Property Management Negotiation (Gov. Code 54956.8)

Property Address: 1456 Canyon Way
Agency Negotiator: Ron Walker
Negotiating Party: Dave Gard
Under Negotiation: Price and Terms of Payment

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

Name of Case: Witt v. City of Colfax et al.
Names of Parties or Claimants: Kathleen Witt
Case No. or Claim No. Super. Ct. Placer County, 2025, No. S-CV-0055378

ADJOURNMENT

I, Ron Walker, City Manager for the City of Colfax, declare that this agenda was posted in accordance with the Brown Act at Colfax City Hall, Colfax Post Office United States. The agenda is also available on the City website at <http://colfax-ca.gov/>

Ron Walker

Ron Walker, City Manager

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

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





Staff Report to City Council

FOR MAY 13, 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: √	Funded:	Un-funded:	Amount:	Fund(s):
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RECOMMENDED ACTION: Accept report.

Summary/Background

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

Week of March 29 – April 4, 2026

City Manager

- CalOES meeting to discuss FEMA grant.
- Agenda Development.
- Attended meeting with historical railroad park
- Communicated with City Attorney about noise ordinance.
- Received construction plans from Colfax Hotel.
- Met with Maintenance Supervisor to discuss the Big Boy event.

Planning Department

- Response to HCD comments on Housing Element outstanding items.
- Discovered that we didn't have a copy of the Housing Element that was adopted. Version in files was a draft. Will work to update version on website with correct version.
- Continuing clean up items on the municipal code.
- Response to zoning and sign permit inquiries.

Maintenance Department

- Picked up rocks out of the planter bed along Main St.
- Switched all outdoor dining to drip line now all the flowerpots are getting water.
- Finished weed eating S. Auburn and Canyon Way.
- Fertilized Art Park and the Depot.
- Purchased new lights for restrooms and installed them.
- Purchased up tune up kits for our weed eaters, blowers, and mowers and gave everything new spark plugs, air filters, and fuel filters.
- Cleared multiple storm drains.
- Held in-house safety training.

- Filled many potholes on S. Auburn and Canyon Way.
- Reorganized Corp Yard shop moved some items that aren't being used to Waste Water plant to give us more space in our building.
- Mowed all city parks but the baseball field.
- Tried to clean graffiti at the depot with the pressure washer.

Wastewater Treatment Plant/Sewer

- No issues in collection system.
- Performed weed abatement around the plant.
- The Plant flows are normal this week.

Administrative Services

- Continued to work on the annual FY 2026-27 budget, focusing on general fund expenses and streets revenue and expenses.
- Worked on PCTPA TDA claim submission and reporting.
- Attended ERP Pro 10 training on configuration for general ledger and bank reconciliation.
- Meeting with RGS consultant Heather regarding ERP Pro 10 implementation schedule.
- Meeting with RGS consultant Heather and ERP Pro 10 Project Manager Matthew regarding ERP Pro 10 project alignment.
- Prepared draft recruitment for the City Clerk position.
- Drafted the Staff Report for the sewer and garbage delinquency timeline/calendar.
- Reviewed and approved payroll.

Engineering

- Emails and general coordination; staff meeting.
- Placer County ArcGIS login and research.
- 2030 census block boundary coordination w/ Placer County.
- Review and coordinate Pavement Management Program.
- Skatepark coordination.
- CDBG bid package preparation and upload.
- Encroachment permits.
- Complaints.

Building/Code Enforcement

- Reviewing deck repair plans for 7 N. Main St. Redlined comments for owner to add info and clarify the project.
- Met with two different owners at the corner of Walnut and Rose to discuss weed abatement in that area. Met with Public works to discuss our responsibility in the area.
- Organizing the share drive for the current jobs and starting to go back on older jobs.
- Sent owner of 1 N. Main St. code enforcement letter to fix the facade of the building. Daily fines are pending.

- 412 Rubicon re-submitted plans for review. Prepared plans and documents for BV plan review. designer sent the signed special inspection form. Sent to BV for plan review.

Week of April 5 - 11, 2026

City Manager

- City Council meeting.
- Preparing for Cap-to-Cap.
- Attended Skat Park Discussions.
- Attended a CalOES meeting discussing Phase II of the FEMA grant project.
- Contracted PCSO to set meeting for a discussion about law enforcement priorities throughout the City.
- Participated in a Union Contract Negotiation session.

Planning

- APR accepted by HCD.
- Coordinate additional information for Entertainment Zones/Requirements.
- Zoning and addressing questions.
- Continued research on updating building fees.

Maintenance Department

- Prepped and painted the inside and outside of Roy Toms bathrooms, along with swapping out the deadbolts and handles to all have matching keys in case of anyone locking themselves in.
- Completed landfill inspection.
- Mowed the ballpark and fixed broken irrigation.
- Dethatched Ballpark.
- Limbed up and weeded Roy Toms and cleaned the whole area.
- Met with Precision Electric to get a quote for what it would take to re-do the electrical at Arbor Park.
- Got a date set to have the brakes repaired on the backhoe.
- Filled potholes along S. Auburn and Canyon Way.
- Staged all the barricades for the Big Boy event on the 12th.
- Put in an order with Nor Cal glove to get stocked up on Personal Protective Equipment (PPE).
- Trained Tommy to perform 811 locates.
- Blew Main St. and used street sweeper to pick up debris.

Wastewater Treatment Plant/Sewer

- No issues in collection system.
- Performing Bioassay this week
- Weed abatement around the plant.
- The Plant flows are high due to storm events this week.

Administrative Services

- Worked on covering phones and helping customers at the counter.
- Continued to work on PCTPA TDA claim submission and reporting.

- Prepared for reporting on City sewer and garbage delinquency process for City Council meeting.
- Posted City Clerk recruitment and worked on updating interview questions.
- Reviewed and approved accounts payable batch.
- Worked on salary and benefit schedule for the FY 2026-27 budget process.

Engineering

- Emails and general coordination; staff meeting.
- Skatepark coordination, staff report, coordinate property lines and easements.
- CDBG respond to requests for bidders list.
- PCTPA coordination.
- Sewer evaluations.
- Review Shady Glen contract and coordinate revisions.
- Encroachment permits.
- Complaints.

Building/Code Enforcement

- Working with the designer for the Colfax Hotel on the last few requirements for permit approval. met with HVAC contractor about the intake ventilation and they specified a ceiling head unit that brings in fresh air.
- Reviewed plans for Colfax Hotel. Approved plans with redlines and sent to designer for stamping from engineer. Waiting for plans to return to be stamped for permit issuance.
- Met with owner of Gordan's Gym to discuss sewer issues and what's needed for permit and inspection.

Week of April 12 - 18, 2026

City Manager

- Preparing for Cap-to-Cap.
- Attending meeting with Placer County Sheriff's Office to discuss increasing drug enforcement throughout the city.
- Responded to a Public Records Request.
- Attended FEMA/OES meeting.
- Attended Skate Park meeting.
- Attended Drug Enforcement meeting with Placer County Sheriff's Office representatives.

Planning Department

- Working on agenda items for May 13th Council meeting (entertainment zones and residential care facilities)
- Reviewing updated Safety Element Requirements. Safety element has to be updated in conjunction with the Housing Element update by 2028/2029. SACOG will start working on RHNA numbers this summer. Spoke with a consultant to get an estimate on HE and SE update costs. Safety Element alone could cost \$80,000 to update.
- Responded to zoning questions

Maintenance Department

- Reinstalled the remainder of the lights in the Corp Yard Shop.
- Performed maintenance service on all lawn mowing equipment.
- Weed wacked behind the Corp Yard shop.
- Filled potholes and cleared storm drains throughout the city.
- Hung ladder rack in the back of Corp Yard shop.
- Mowed and weed wacked Sheriffs building and surrounding area.

Wastewater Treatment Plant/Sewer

- No issues in collection system.
- AJ returned to work on Monday.
- Weed abatement around the plant.
- The Plant flows are high due to storm events this week.
- Collected Storm water samples

Engineering

- Emails and general coordination; staff meeting.
- Skatepark coordination, coordinate property lines and easements, attend special council meeting.
- CDBG-open bids, notify bidders of apparent low bidder, coordination for testing and inspection services.
- Attend annual project coordination meeting with PCWA.
- Tesla at Maidu-meet w/ Unico re: slopes.
- Sewer evaluations.
- Encroachment permits.
- Complaints.

Administrative Services

- Updated City Clerk interview questions.
- Worked with City Manager to interview City Clerk applicant.
- Configuration training meeting with ERP Pro staff for GL chart of accounts conversion.
- Configuration training for ERP Pro 10 cashiering administration.
- Reviewed and approved accounts payable batch and cashiering batch.
- Continued work on FY 2026-2027 proposed budget and year end estimates.
- Attended ERP Pro status update meeting with project manager.
- Reviewed and approved payroll.
- Posted all journal entry activity to the GL.

Building/Code Enforcement

- Received final plans for Colfax Hotel. Stamped the plans and sent them for permit issuance.
- Met with owner of 1 N. Main St. Allowed a temporary fix to the facade of the building. Pending a future remodel of the building.

- 412 Rubicon: Received just structural comments from BV and reviewed before sending them to designer.
- 421 S. Auburn Tesla project: Met with Somas inspector to confirm slope issues in a few spots. Confirming if both ADA stalls are required.
- Met with City Manager, City Engineer and 2 council members to discuss possible inspections for the new skate park.

Week of April 19 -25, 2026

City Manager

- Attended Cap-to-Cap.

Planning Department

- Out of the office

Maintenance Department

- Picked up plumbing supplies for splash pad bathrooms and stock.
- Cleaned up leaves and trash from Shell Station to Marvin St. on S. Auburn.
- Staff attended a Fire extinguisher safety training.
- Cleaned headliner in truck # C-1.
- Performed repair work on backhoe.
- Weed wacked Iowa Hill Rd.
- Hung up flowerpots provided by the Garden Club along Main St. and Roy Toms.

Wastewater Treatment Plant/Sewer

- No issues in collection system.
- Power pole at lift station 5 was hit by a car and the Generator failed to start. Blue ribbon pumping, pumped out to pump station until C&D power could repair the generator.
- Weed abatement around the plant.
- The Plant flows are high due to storm events this week.

Engineering

- Emails and general coordination; staff meeting.
- Skatepark coordination, coordinate property lines and easements, attend special council meeting.
- Coordinate CDBG bids with Adams Ashby and review roads for potential extra scope.
- Research and coordinate potential paving of access to lift station 2.
- Skatepark coordination and meeting.
- Tesla at Maidu coordinate pavement slopes with contractor.
- Encroachment permits.
- Coordination regarding vacant lot on Kneeland.
- Coordinate with PG&E regarding future city projects.
- Coordinate with PCWA regarding the slope failure above their water tank and temp meter/sediment issue at Canyon and Siems.

- Review Shadow Wood Drainage with Casey and Ron.

Administrative Services

- Continued work on FY 2026-2027 proposed budget and year end estimates.
- Met with RGS consultant Heather regarding brainstorming for chart of accounts conversion. Discussed other miscellaneous City business.
- Worked on bank/cash reconciliation for February 2026
- Completed Federal and State payroll tax returns.
- Began chart of account conversion spreadsheet for FB to ERP Pro GL mapping.
- Reviewed and approved cashiering/deposit batch.
- Reviewed and approved payroll.

Building/Code Enforcement

- 412 Rubicon: Received revised plans designer. Sent to BV and it looks like this should be ready for approval soon.
- 421 S. Auburn Tesla project: Reviewed the plans and met with City Engineer on site to inspect site for ADA compliance. Verified measurements but we will need to meet with contractor to confirm the areas of concern. Fill and grind will be necessary.
- Orielly's submitted revised retaining wall plans. Prepared and sent to BV for plan review. This should be ready for approval soon.
- NID building - 148 Whitcomb – reviewed plans and documents before sending them to BV for review.

Week of April 26 – May 2

City Manager

- Agreement Preparation.
- Prepared Draft RFP for On-Call Road Repair Services.
- Union Negotiations.
- Met with Chief Plant Operator Matt Anderson to discuss the Supervisory Control and Data Acquisition project.

Planning Department

- Started working on the General Plan housing element and safety element update.
- Reviewed Zoning Code amendment for Residential Care Facilities.

Maintenance Department

- Removed low hanging limbs and weed wacked around the Splash Pad. Removed old twisted up fencing along the hill side.
- Weed whacked Rising Sun.
- Weed whacked Church St., Culver St., and behind the Sheriff's office.
- Picked up the bark for the playground at the ballpark and spread it out.
- Weed whacked S. Main from Arbor Park to the gate. Also limbed up trees.
- Installed video cameras at Roy Toms restroom.

- Weed whacked the exit to the ball field.
- Filled multiple potholes along Canyon Way and S. Auburn.

Wastewater Treatment Plant/Sewer

- No issues in collection system.
- Weed abatement around the plant.
- Cleaning and organizing buildings around plant
- The Plant flows are high due to storm events this week.

Engineering

- Emails and general coordination; staff meeting.
- Skatepark coordination and meeting.
- Encroachment permits.

Administrative Services

- Continued work on FY 2026-2027 proposed budget and year end estimates.
- Submitted Government Compensation State Controllers Report
- ERP Pro to FB 1st Data Pull and pulled all requested FB reports from GL, PR, and AP modules.
- Worked on bank/cash reconciliation for March 2026.
- Completed TDA claim for May 13, 2026, agenda packet.
- Continued to work on brainstorming chart of accounts mapping.
- Reviewed and approved payroll.

Building/Code Enforcement

- 421 S. Auburn Tesla project: Reviewed the plans and met with contractor to confirm ADA compliance and to have them move bollards in front of charging stations. Also requested the raised edge of charging platforms must be painted yellow.
- Orielly's: Discussion with BV about plan review. Designer added shoring to the plans that were incomplete and they changed Geotech companies and didn't provide full analysis. Plans will need corrections.
- 203/211 Grass Valley: met owner to discuss gravity drain option for water heater in basement.
- 411 Veda retaining wall: completed. Inspected and reviewed plans and finalizing fees.
- Signed permit for the Colfax Hotel.



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

DRAFT MEETING MINUTES

April 8, 2026

Regular Session 6:00 PM

1 OPEN SESSION

1A. Call Open Session to Order

The April 8, 2026 City of Colfax City Council was called to order at 6:04 p.m. by Mayor McCully.

1B. Pledge of Allegiance

1C. Roll Call

Present: Councilmembers Trinity Burruss (attended remotely per Brown Act §54953.8.3 under “Just Cause”), Sean Lomen, Mayor Pro Tem Larry Hillberg and Mayor Caroline McCully

Absent: Councilmember Kim Douglass

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.

Action: With a motion by Councilmember Sean Lomen and a second by Mayor Pro Tem Hillberg, Council voted by roll call vote 4-0 to accept the Agenda Order as presented.

Ayes: Councilmembers Trinity Burruss, Sean Lomen, Mayor Pro Tem Larry Hillberg and Mayor Caroline McCully

Noes: None

Abstain: None

Absent: Councilmember Kim Douglass

1E. Statement of Conflict of Interest

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

2 CONSENT CALENDAR

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



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April 8, 2026
DRAFT Meeting Minutes

Action: With a motion by Mayor Pro Tem Larry Hillberg and a second by Councilmember Sean Lomen, Council voted by roll call vote 4-0 approving the Consent Calendar.

Ayes: Councilmembers Trinity Burruss, Sean Lomen, Mayor Pro Tem Larry Hillberg and Mayor Caroline McCully

Noes: None

Abstain: None

Absent: Councilmember Kim Douglass

2A. City Projects Report

Action: Accepted report.

2B. Minutes – March 25, 2026

Action: Approved the Colfax City Council minutes dated March 25, 2026.

2C. Emergency Power Restoration at the Wastewater Treatment Plant.

Action: Adopt Resolution 12-2026 Authorizing the City Manager to approve payment of TW Power Line Construction Invoice No. 655 in the amount of \$48,227.24.

2D. Schedule of Activities for Collecting Delinquent Sewer and Garbage Charges on Annual Tax Rolls

Action: No action required; information only.

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

3 AGENCY REPORTS -

3A. Placer County Sheriff's Office

Sgt. Toby Williams reported:

- March total calls: 229 incidents, 15 reports, 23 traffic stops, 2 arrests.
- Announced increasing patrols in problem areas.

3B. California Highway Patrol

- None.

3C. Placer County Fire Department/CALFIRE

Battalion Chief Yosh White reported:

- A new battalion chief has been hired to provide 7th day coverage.
- Control burns are occurring; pretty dry conditions resulting in burning quickly.
- Burn ban effective date to be determined.



3D. Caltrans

Sean Shaw, District 3 Project Manager, I-80 Corridor reported:

- Kicking off constructions including: bridges, retaining wall, truck climbing lanes, widening/resurfacing, new signs.
- There are links on-line showing different projects.
- Bridge inspections occur every 24-48 months; normal for bridges to bounce.
- Concern about traffic backing up on to highway shoulder at Colfax exit; warning sign boards would be helpful.

Public comment received by members of the public.

3E. Non-Profits

- Caroline McCully of Colfax Railroad Days reported:
 - Big Boy arriving on Sunday rain or shine; scheduled 10-1:30 including local band, vendors, train cars, food with businesses open.

4 PRESENTATIONS**4A. Draft Placer County Countywide Activation Transportation Plan**

Public comment received by members of the public.

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.

Public comment 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 Lomen reported attending Pioneer, Skate Park and Firesafe meetings.
- Mayor Pro Tem Hillberg reported Bob is interested in legacy for family investment in downtown Colfax to move caboose onto grass with playground, kiosk with information on Colfax, solar power, picnic area and wifi.
- Mayor McCully reported Youth Coalition Grass Valley and Auburn grant to support youth, caboose meeting, SACOG, SacBee regarding entertainment zone.

7B. City Operations Update – City Manager

- Colfax Hotel plans under review.
- Maintenance getting ready for Big Boy event.
- Preparing City park spaces for Spring/Summer.

8 COUNCIL BUSINESS (NONE)**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 Lomen announced there will be a special meeting next week on the Skate Park; thanked City Manager and Mayor for all your time.
- Mayor Pro Tem Hillberg requested a presentation on the Hotel Project.
- Mayor McCully reminded of the Big Boy event on Sunday and will include Americal Legion Color Guard.

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

No Public Comment received on either of the Closed Session items.

10A. Real Property Management Negotiation (Gov. Code 54956.8)

Property Address: 1456 Canyon Way

Agency Negotiator: Ron Walker

Negotiating Party: Dave Gard

Under Negotiation: Price and Terms of Payment

Action: No reportable action taken.



10B. Conference with Legal Counsel; Initiation of Litigation (Gov. Code § 54956.9(d)(4))

Number of Potential Cases: 1

Action: No reportable action taken.

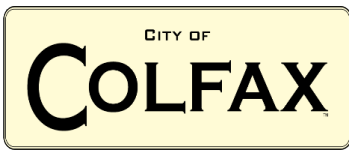
ADJOURNMENT

The April 8, 2026 City of Colfax City Council was adjourned at 7:06 p.m. by Mayor McCully.

/s/ Ron Walker

Ron Walker, City Manager





City Council Town Hall Meeting

COUNCIL CHAMBERS, 33 SOUTH MAIN STREET, COLFAX, CA

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

TOWN HALL MEETING DRAFT MINUTES

April 9, 2026
Open Session 6:00 PM

1. OPEN SESSION

1A. Call Open Session to Order

The April 9, 2026 City of Colfax City Council Town Hall Meeting was called to order at 6:12 p.m. by Mayor McCully.

1B. Pledge of Allegiance

1C. Roll Call

Present: Councilmember Sean Lomen, Mayor Pro Tem Larry Hillberg and Mayor Caroline McCully

Absent: Councilmembers Trinity Burruss and Kim Douglass

2. Public Comment

*Members of the audience are permitted to address the Council on matters of concern to the public within the subject matter jurisdiction of the City Council that are only listed on this workshop agenda. Please make your comments as brief as possible; not to exceed **three (3) minutes** in length. This is the only opportunity for the public to comment during this workshop.*

Public comments received by members of the public.

3. Discussion Items

3A. Possible Tax Measure or Sales Tax Increase

City Council, staff and members of the public discussed Possible Tax Measure or Sales Tax Increase.

3B. 2026 City Council Elections

City Council, staff and members of the public discussed 2026 City Council Elections.

4. Next Town Hall Meeting Agenda Items

The next City of Colfax City Council Town Hall Meeting is scheduled on June 11, 2026 at 6:00 p.m.



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.

April 9, 2026
Town Hall DRAFT Minutes

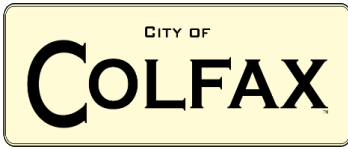
5. **Adjournment**

The April 9, 2026 City of Colfax City Council Town Hall Meeting was adjourned at 7:02 p.m. by Mayor McCully.

/s/ Ron Walker

Ron Walker, City Manager





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

SPECIAL MEETING DRAFT MINUTES

April 16, 2026
Open Session 6:00 PM

1 OPEN SESSION

1A. Call Open Session to Order

The April 16, 2026 Special Meeting of the City of Colfax City Council was called to order at 6:07 p.m. by Mayor McCully.

1B. Pledge of Allegiance

1C. Roll Call

Present: Councilmembers Trinity Burruss (attended remotely per Brown Act §54953.8.3 under “Just Cause”), Kim Douglass, Sean Lomen, Mayor Pro Tem Larry Hillberg and Mayor Caroline McCully

Absent: None

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.

Action: With a motion by Councilmember Lomen and a second by Mayor Pro Tem Hillberg, Council voted by roll call vote 5-0 to accept the Agenda Order as presented.

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

Noes: None

Abstain: None

Absent: None

1E. Statement of Conflict of Interest

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



2 COUNCIL BUSINESS

2A. Bid Award for Skate Park Project

Action: Adopted Resolution 13-2026 awarding the construction bid and authorizing the City Manager to execute agreements for the construction, testing, and inspection of the Skate Park Project Improvements.

With a motion by Councilmember Lomen and a second by Councilmember Burruss, Council voted by roll call vote 4-0 approving Item 2A, Bid Award for Skate Park Project.

Ayes: Councilmembers Trinity Burruss, Kim Douglass, Sean Lomen, and Mayor Caroline McCully

Noes: None

Abstain: Mayor Pro Tem Larry Hillberg (Recusal)

Absent: None

Public comment received by members of the public.

ADJOURNMENT

The April 16, 2026 Special Meeting of the City of Colfax City Council was adjourned at 6:53 p.m. by Mayor McCully.

/s/ Ron Walker

Ron Walker, City Manager





Staff Report to City Council

FOR THE May 13, 2026, REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Kathy Pease, AICP, Planning Consultant
Subject: Add Chapter 12.28 to the Colfax Municipal Code Establishing an Entertainment Zone in the Downtown Historic District (To be published in its entirety within 15 days of adoption)

Budget Impact Overview:

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

RECOMMENDED ACTION: 1) Introduce the proposed ordinance by title only; 2) conduct a public hearing on an Ordinance to establish an Entertainment Zone in the Downtown Historic District; 3) waive the first reading; and 4) schedule the proposed ordinance for a second reading and adoption at the next regular City Council meeting currently scheduled for May 27, 2026, to be effective 30 days after adoption.

Summary/Background

Effective January 1, 2025, California Senate Bill No. 969 (SB 969) authorizes cities to establish “entertainment zones” where patrons can consume alcohol, purchased from local bars and restaurants, on public streets, sidewalks and rights-of-ways. A local ordinance must be adopted to designate these areas. The attached proposed ordinance would add a new chapter to the Colfax Municipal Code to allow this use.

Downtown Historic District Map



Discussion

This amendment would add a new chapter 12.28 to title 12 (Streets, Sidewalks and Public Places) of the Colfax Municipal Code to establish an Entertainment Zone within the Downtown Historic District and would include public sidewalks, plazas and parks within this area.

The zone would operate Friday and Saturday and Holidays, from 10:00 a.m. to 10:00 p.m. and Sunday from 10:00 a.m. to 9:00 p.m.

The intent is to promote increased economic vitality in communities throughout the state.

Permitted beverages within the zones are limited to beer (12 ounces or less), wine (5-ounces or less) and mixed drinks (12 ounces or less containing no more than one and one-half ounce of distilled spirits).

All beverages must be served in City-approved non-glass, non-metal containers, such as branded plastic cups. Persons in possession of alcoholic beverages must be 21 or older and identifiable by a City-approved wristband, stamp or similar method.

Participation is voluntary and all participating establishments must comply with state Alcoholic Beverage Control (ABC) licensing requirements.

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 would be paid for through the General Fund. There is no identified fee for establishing the Entertainment Zone. If the City Council would like to amend the fee schedule to institute a fee, it could direct staff to come back for an amendment.

Environmental Review

The City of Colfax finds that adoption of this ordinance would be exempt from CEQA (*CEQA Guidelines § 15061(b)(3) and Section 15305 Minor Alterations to Land Use*).

Attachments

1. Ordinance Cover
 - Exhibit A Chapter 12.28 Zoning Code Amendment Ordinance
 - Exhibit B Downtown Historic District Map

CITY OF COLFAX

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COLFAX AMENDING COLFAX MUNICIPAL CODE CHAPTER 12 STREETS, SIDEWALKS AND RIGHT OF WAY TO INCLUDE A NEW SECTION 12.28 ESTABLISHING AN ENTERTAINMENT ZONE IN THE DOWNTOWN HISTORIC DISTRICT

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

Section 1: Findings and Purpose

The City Council finds that creating a designated Entertainment Zone in the Downtown Historic District will promote a lively, welcoming atmosphere, encourage public gathering and enhance economic activity while providing for the responsible consumption of alcohol in public areas. The Entertainment Zone shall be managed to ensure safety and compliance with all applicable laws.

Section 2. Code Amendment

Chapter 12 is hereby amended to read as follows adding Chapter 12.28:

12.28 Entertainment Zones

This chapter establishes entertainment zones within Downtown Historic District of Colfax to create managed, safe, and enjoyable public spaces where residents and visitors may gather, explore, and enjoy the districts. By authorizing the responsible consumption of specified alcoholic beverages on designated public streets, sidewalks, and rights-of-way, this chapter provides for orderly public enjoyment consistent with public safety. Entertainment zones must be operated in conjunction with City sponsored special events such as 3rd of July, Railroad Days etc.

12.28.010 Location and Hours

- A. Downtown Historic District as defined.
- B. Hours of operation:

- Friday and Saturday: 10:00 a.m. to 10:00 p.m.
- Sunday: 10:00 a.m. to 9:00 p.m.
- Designated local, state or federal Holidays 10:00 a.m. to 9:00 p.m.

12.28.020 Conditions and Operating Standards

- A. Permitted alcoholic beverages within the entertainment zone

- i. Beer: 12 ounces or less
- ii. Wine: 5 ounces or less
- iii. Mixed drinks: 12 ounces or less, containing no more than 1 ounce of distilled spirits

- B. Alcoholic beverages may only be transported and consumed in City-approved non-glass and non-metal containers.

C. Persons in possession of alcoholic beverages must be 21 or older and identifiable by wristband, stamp, or other City-approved method.

D. All businesses selling alcoholic beverages must comply with all applicable federal, state, and local laws, including all California Department of Alcoholic Beverage Control (“ABC”) licensing requirements, Business and Professions Code sections 23357, 23358, 23396, and the Colfax Municipal Code.

E. Open alcoholic beverages consumed within the entertainment zone must be purchased from authorized premises within the entertainment zone or organizations authorized under ABC permits or licenses.

F. Delivery of alcoholic beverages within the entertainment zone is prohibited, except to residential buildings or private businesses.

G. No alcoholic beverages purchased at licensed premises may leave in open glass or metal containers for consumption in the entertainment zone.

H. Participation in the program is voluntary; businesses are not required to sell alcohol for off-premises consumption.

I. Nothing in this Chapter shall be construed to permit the sale or purchase of any alcoholic beverage during the hours when sales of alcoholic beverages are prohibited under Business and Professions Code section 25631.

J. Alcoholic beverages may only be sold during the hours in which at least one licensee within the boundaries of the entertainment zone is permitted to sell alcoholic beverages for consumption on the premises.

12.28.030 Entertainment Zone Permit

A. No business shall sell alcoholic beverages for consumption on public streets, sidewalks, and rights-of-way in the entertainment zone without first applying for and obtaining a permit from the City Manager or designee. A business must have a valid permit in effect and not suspended to sell alcoholic beverages for consumption on public streets, sidewalks, and right-of-way in the entertainment zone.

B. The permits issued pursuant to this section shall be valid for one year and shall automatically renew for additional one-year terms unless and until the permit is revoked, suspended, or modified by the City after providing notice to the business and the reasons therefore as provided in this section.

C. The issuance of a permit pursuant to this section does not excuse a person selling alcoholic beverages in the entertainment zone from complying with all applicable state and local laws and regulations

12.28.032 Implementation

A. The City Manager shall, in consultation with the Chief of Police, provide the following information to ABC:

- i. A copy of the ordinance establishing or modifying the entertainment zone

ii. Information as may be necessary to identify the boundaries of the entertainment zone.

iii. The days and hours of operation of the entertainment zone entertainment zone

iv. The types of alcoholic beverages permitted within the entertainment zone entertainment zone

v. The approved non-glass and nonmetal containers in which alcoholic beverages may be authorized

12.28.034 Review, Modification, or Suspension

A. The City shall review entertainment zone operations every two years following the adoption of this chapter to ensure the entertainment zone is being maintained in a manner that protects the health and safety of the general public. Reviews shall involve local law enforcement, and reports shall be made available to ABC upon request. Participating businesses must respond promptly to requests for information; failure may result in modification or suspension of one or both entertainment zone

B. The Placer County Sherrif or designee may request and perform a review of entertainment zone operations at any time to ensure the entertainment zone is being maintained in a manner that protects the health and safety of the general public. Participating businesses must respond promptly to requests for information; failure may result in modification or suspension of the entertainment zone. Any review initiated pursuant to this subsection is in addition to the review required in subsection A. above.

C. Following the review required or allowed pursuant to subsection A. or B. above, the City Council may adopt a resolution modifying or suspending the entertainment zone for a period of time or indefinitely to protect the health and safety of the general public.

12.28.036 Violations and Enforcement

A. Any violation of this chapter is a public nuisance.

B. Any violation of this chapter or any condition imposed on a permit pursuant to this chapter may be enforced by the City, the Placer County Sheriff or an enforcement officer in accordance with the procedures set forth in this code, relating to the issuance of citations, imposition of administrative fines, right to appeal, and the right to an administrative hearing, and shall be subject to the imposition and payment of administrative fines and penalties, in addition to any other legal or equitable enforcement remedy available under law, statute, regulation, and this code.

Section 3. Superceding Provisions

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

Section 4. 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 5. California Environmental Quality Act Findings

The City of Colfax finds that adoption of this ordinance would be exempt from CEQA (*CEQA Guidelines § 15061(b)(3) and Section 15305 Minor Alterations to Land Use*).

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:

Caroline McCully
Mayor

APPROVED AS TO FORM:

ATTEST:

Conor Harkins
City Attorney

Ron Walker
City Manager

Exhibit B Downtown Historic District Boundary





Staff Report to City Council

FOR THE MAY 13, 2026 REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Ron Walker, City Manager
Subject: City Clerk Appointment – Gabrielle Christakes

Budget Impact Overview:

N/A:	Funded: √	Un-funded:	Amount:	Fund(s): 100-120, 560, 561
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RECOMMENDED ACTION: Discuss and consider adopting Resolution __-2026 appointing Gabrielle Christakes as City Clerk.

Summary/Background

Staff recently advertised the City Clerk position. The interview panel unanimously ranked Gabrielle Christakes as the top candidate. Ms. Christakes has expressed interest in the role and has accepted a conditional offer of employment, pending Council approval. She is an experienced City Clerk with a strong background in supporting City Council meetings, administering council elections, and managing ballot measures. She also brings additional experience in finance, administrative operations, and human resources.

Colfax Municipal Code Chapter 2.12 states that the City Council, upon recommendation of the City Manager, appoints the City Clerk. The City Manager wholeheartedly recommends that the City Council appoints Gabrielle Christakes as Colfax City Clerk.

FISCAL IMPACT:

The position is allocated across Funds 100-120, 560 and 561.

Attachments

1. Resolution __-2026

City of Colfax

City Council

Resolution No. _ 2026

APPOINTING GABRIELLE CHRISTAKES AS CITY CLERK

WHEREAS, Municipal Code 2.12 creates the position of City Clerk and authorizes City Council to appoint an individual to fill that position based on the recommendation of the City Manager; and,

WHEREAS, the City Manager conducted a recruitment for the position of City Clerk and as a result of the recruitment Gabrielle Christakes was selected as the top candidate; and,

WHEREAS, the City Manager recommends Ms. Christakes to fill the position of City Clerk.

NOW THEREFORE, BE IT RESOLVED, the City Council of the City of Colfax appoints Gabrielle Christakes as City Clerk.

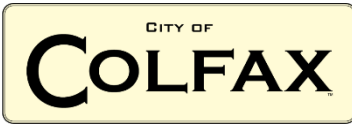
THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at the Regular Meeting of the City Council of the City of Colfax held on the 13th of May 2026 by the following vote of the Council:

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

ATTEST:

Caroline McCully, Mayor

Ron Walker, City Manager



Staff Report to City Council

FOR THE MAY 13, 2026 REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Ron Walker, City Manager
Subject: 3rd of July Funding Request

Budget Impact Overview:

N/A:	Funded:	Un-funded:	Amount: \$5,000.00	Fund(s): 8263
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RECOMMENDED ACTION: Adopt Resolution __-2026 Authorizing the City Manager to donate \$5,000.00 to the 3rd of July non-profit organization to help fund the Fireworks Display.

Summary/Background

The annual 3rd of July event has been traditionally put on by a non-profit, and the city has in the past donated money to help pay for fireworks and general event costs.

Caroline Glenn Presson, of the 3rd of July Organization is requesting funding for the annual 3rd of July event in the amount of \$5,000.00 to help pay for Fireworks. The 3rd of July Organization is contracting Pyro Guys from Reno Nv, the same organization that has done the Fireworks for 3rd of July 2024 & 2025 and Winterfest 2025. After the awesome display at Winterfest 2025, the communities call was for a similarly spectacular display for 2026, especially as we are celebrating the USA's 250th birthday.

The total cost for a similar display this July is \$16,000, and the 3rd of July Organization is requesting \$5,000 in support from the City to help make this Fireworks display possible. Since January, the 3rd of July Organization has partnered with local businesses from Colfax to Auburn to host two plus fundraising events each month and they brought back the tradition of "I bought the works" Buttons for sale. Sadly, the weather this year has negatively impacted the possibility of holding their historically successful car washes and lessened the participation in the restaurant fundraisers as well.

Conclusions and Findings

Staff is requesting the council discuss the 3rd of July Organization request for donation and provide direction.

Attachments:

1. Resolution __-2026
2. Request Letter

City of Colfax City Council

Resolution No. __-2026

APPROVING AND AUTHORIZING THE CITY MANAGER TO DONATE \$5,000.00 TO THE 3RD OF JULY NON-PROFIT ORGANIZATION TO HELP FUND THE FIREWORKS DISPLAY

WHEREAS, the City Council of the City of Colfax traditionally donates funds to support certain city-wide events each year; and,

WHEREAS, the City requires the event organizer to request the funding amount and how the money will be spent; and,

WHEREAS, the City contributions to events are funded by Fund 100 (General Fund). The current year (fiscal year 2025-2026) budget was adopted in the amount of \$30,000, of which \$14,400.00 has already been expended – leaving a budget balance of \$13,600.00; and,

WHEREAS, the 3rd of July Organization, the organizers of the 2026 3rd of July event have requested \$5,000.00 to go towards the purchase of fireworks for the event which is scheduled for July 3rd, 2026..

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Colfax approves and authorizes the City Manager to donate \$5,000.00 to the 3rd of July Non-Profit to help fund the 2026 Fireworks Display.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at the Regular Meeting of the City Council of the City of Colfax held on May 13, 2026, by the following vote of the Council:

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

ATTEST:

Ron Walker, City Manager

Caroline McCully, Mayor

To City Council,

The annual 3rd of July event has been traditionally put on by a non-profit and the city has in the past donated money to help pay for fireworks and general event costs.

Caroline Glenn Presson, of the 3rd of July Organization is requesting funding for the annual 3rd of July event in the amount of \$5,000.00 to help pay for Fireworks. The 3rd of July Organization is contracting Pyro Guys from Reno Nv, the same organization that has done the Fireworks for 3rd of July 2024 & 2025 and Winterfest 2025. After the awesome display at Winterfest 2025, the communities call was for a similarly spectacular display for 2026, especially as we are celebrating the USA's 250th birthday.

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Thank you.

Caroline Glenn Presson



Staff Report to City Council

FOR THE MAY 13, 2026 REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Catrina Olson, Administrative Services Officer
Subject: Fiscal Year 2025-2026 Local Transportation Funds and State Transit Assistance Funds Claim Documentation

Budget Impact Overview:

N/A: ✓	Funded:	Un-funded:	Amount:	Fund(s):
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RECOMMENDED ACTION: Adopt Resolution XX-2026 authorizing the City Manager to file claims or execute agreements for:

1. Fiscal Year 2025-2026 Local Transportation Funds in the amount of \$225,629 for streets and roads purposes (Article 8 – Section 99400 of the California Public Utilities Code), and
2. Fiscal Year 2023-2024 State Transit Assistance Funds of \$15,136 for contracted transit services (Article 6.5, Chapter 4, Section 99313 of the California Public Utilities Code).

Summary/Background

Staff has completed the required Claim Documentation for Local (LTF) and State (STA) Transportation Funds for the City allocation for Fiscal Year 2025-26. The total amount allocated to the City of Colfax and being requested is \$225,269 for LTF, included in that total is \$81,111 for the Colfax Roseville fund swap per Resolution 25-22. The actual LTF allocation (removing the \$81,111 for the swap) is \$144,518, which is 3.3% higher than the previous fiscal year. The total amount of STA funds allocated to the City for Fiscal Year 2025-26 is \$15,136 which is -14.5% less than the prior fiscal year. Overall, including the \$81,111 swap funds the City is receiving 53% more in LTF and STA funding.

Annual Allocation	Fiscal Year							
	2025-26	2024-25	2023-24	2022-23	2021-22	2020-21	2019-20	2018-19
LTF	\$ 225,629	\$ 139,964	\$ 139,904	\$ 160,130	\$ 184,435	\$ 93,867	\$ 138,622	\$ 118,653
STA	\$ 15,136	\$ 17,697	\$ 18,896	\$ 18,998	\$ 17,097	\$ 8,317	\$ 14,062	\$ 14,274
TOTAL	\$ 240,765	\$ 157,661	\$ 158,800	\$ 179,128	\$ 201,532	\$ 102,184	\$ 152,684	\$ 132,927
	53%	-1%	-11%	-11%	97%	-33%	15%	
Adopted Budget								
LTF	\$ 149,272							
STA	\$ 18,266							
Permits	\$ 100							
Gas Tax	\$ 61,267							
General Fund Transfer	\$ 103,677							
TOTAL	\$ 332,582							

In addition to the current year STA funding available for Transit capital, the City has a carryover balance of \$63,661 from 2024-25 and increased to \$63,661 to complete a capital improvement project at the Colfax Transit Center adjacent to the Depot.

Recommendation

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

Attachments

1. PCTPA – Final Findings of Apportionment for FY 2025-26
2. TDA Compliance Checklist
3. TDA Claim Worksheet
4. Claim for Local Transportation Funds – Streets and Road Purposes – Fiscal Year 2025-26
5. Claim for State Transit Assistance Funds – Transit Capital and contracted transit services - Fiscal Year 2025-26
6. TDA Annual Project and Financial Plan
7. Copy of Agreement with Placer County for Transit Services Fiscal Year 2025-26
8. Resolution XX-2026

PLACER COUNTY TRANSPORTATION PLANNING AGENCY (PCTPA)

FINAL FINDINGS OF APPORTIONMENT FOR FY 2025/2026

LOCAL TRANSPORTATION FUND (LTF)

August 2025

		FY 2024/2025 Estimated Fund Balance Subtotal ⁽¹⁾	FY 2025/2026 Revenue Subtotal	FY 2025/2026 Apportionment Total
PLACER COUNTY LTF REVENUE ESTIMATE		\$1,662,406	\$33,562,102	\$35,224,508
TRPA Revenue Estimate ⁽²⁾	2.36898677%		\$795,082	\$795,082
TRPA LTF Fund Balance		\$132,254		\$132,254
TRPA TOTAL			\$795,082	\$927,336
County Auditor Administrative Costs			\$264	\$264
BALANCE AVAILABLE FOR APPORTIONMENT BY TRPA				\$927,072
PCTPA Revenue Estimate	97.63101323%		\$32,111,680	\$32,111,680
PCTPA LTF Fund Balance		\$1,530,152		\$1,530,152
PCTPA TOTAL			\$32,111,680	\$33,641,832
County Auditor Administrative Costs			\$8,736	\$8,736
PCTPA Administrative and Planning Costs ⁽³⁾			\$475,000	\$475,000
Pedestrian and Bicycle Allocation ⁽⁴⁾		\$30,603	\$632,559	\$663,162
Community Transit Service Article 4.5 Allocation ⁽⁵⁾		\$67,480	\$1,394,792	\$1,462,272
BALANCE AVAILABLE FOR APPORTIONMENT BY PCTPA		\$1,432,069	\$29,600,593	\$31,032,662

Apportionment of FY 2025/2026 PCTPA LTF Revenue Estimate by Jurisdiction						
Jurisdiction	Population January 1, 2025	Percent (%)	FY 2025/2026	FY 2024/2025 Carryover	Revenue	
			Allocation Subtotal	Apportionment ⁽⁶⁾	Apportionment	
PLACER COUNTY	103,305	25.10681424%	\$7,431,766	\$359,547	\$7,791,313	
AUBURN	13,286	3.22897376%	\$955,795	\$46,241	\$1,002,037	
COLFAX	1,996	0.48509947%	\$143,592	\$6,947	\$150,539	
LINCOLN	54,520	13.25031230%	\$3,922,171	\$189,754	\$4,111,925	
LOOMIS	6,689	1.62566653%	\$481,207	\$23,281	\$504,488	
ROCKLIN	73,172	17.78341621%	\$5,263,997	\$254,671	\$5,518,667	
ROSEVILLE	158,494	38.51971750%	\$11,402,065	\$551,629	\$11,953,694	
TOTAL	411,462	100.00%	\$29,600,593	\$1,432,069	\$31,032,662	

Apportionment of FY 2025/2026 PCTPA LTF Revenue Estimate Available to Claimant			
Jurisdiction	Revenue Apportionment	Planning Contribution ⁽⁷⁾	Available to Claimant ⁽⁸⁾
PLACER COUNTY	\$7,791,313	(\$311,653)	\$7,479,660
AUBURN	\$1,002,037	(\$40,081)	\$961,955
COLFAX	\$150,539	(\$6,022)	\$225,629
LINCOLN	\$4,111,925	(\$164,477)	\$3,947,448
LOOMIS	\$504,488	(\$20,180)	\$484,308
ROCKLIN	\$5,518,667	(\$220,747)	\$5,297,921
ROSEVILLE	\$11,953,694	(\$478,148)	\$11,394,435
TOTAL	\$31,032,662	(\$1,241,306)	\$29,791,356

increased by \$81,111 for Colfax/Roseville fund swap per Resolution 25-22

Reduced by \$81,111 for Colfax/Roseville fund swap per Resolution 25-22

NOTES:

- 1) FY 2025/26 LTF balance based on August 1, 2025 Estimated LTF Fund Estimate provided by the Placer County Auditor
- 2) Tahoe Regional Planning Agency receives funds proportional to its population within Placer County (see box below).
- 3) Apportioned per Section 7.1 PCTPA Rules & Bylaws for FY 2025/26 Final Overall Work Program and Budget, May 28, 2025.
- 4) Pedestrian and Bicycle Allocation is 2% of the remaining apportionment, per PCTPA Board direction.
- 5) Community Transit Service Article 4.5 allocation is up to 5% of the remaining apportionment, per PCTPA Board direction.
FY 2025/26 Article 4.5 allocation is set at 4.5%.
- 6) FY 2024/25 carryover apportionment (see next page) uses May 2025 DOF population estimates.
- 7) PCTPA receives 4% of apportionment for regional planning purposes and implementation of federal planning requirements.
- 8) Assumes 0.5% growth in revenue over FY 2024/25

January 1, 2025 DOF Population Estimates ¹		
TRPA Population ²	9,984	2.36898677%
PCTPA Population	411,462	97.63101323%
TOTAL	421,446	100.00000000%

Sources:

1. Table E-1: City/County Population Estimates January 1, 2024 to January 1, 2025, DOF, released May 1, 2025.
2. Western Slope and Tahoe Basin for Placer County as of January 1, 2025, DOF, June 6, 2025.

Calculation of FY 2025/2026 PCTPA LTF Carryover

Using 2025 Population - Western Slope

Amount of FY 2024/2025 Carryover: **\$1,432,069**

POPULATION				
JURISDICTION	January 1, 2025⁽¹⁾	PERCENT	FY 2024/2025 CARRYOVER ALLOCATION	TOTAL CARRYOVER ALLOCATION
PLACER COUNTY	103,305	25.11%	\$359,547	\$359,547
AUBURN	13,286	3.23%	\$46,241	\$46,241
COLFAX	1,996	0.49%	\$6,947	\$6,947
LINCOLN	54,520	13.25%	\$189,754	\$189,754
LOOMIS	6,689	1.63%	\$23,281	\$23,281
ROCKLIN	73,172	17.78%	\$254,671	\$254,671
ROSEVILLE	158,494	38.52%	\$551,629	\$551,629
TOTAL	411,462	100.00%	\$1,432,069	\$1,432,069

Sources:

1. Table E-1: City/County Population Estimates January 1, 2024 to January 1, 2025, DOF, May 1, 2025.
2. FY 2024/25 LTF balance based on August 1, 2025 Final LTF Fund Estimate provided by the Placer County Auditor

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

FISCAL YEAR: 2025/26

JURISDICTION: City of Colfax

Part 1 of 4

ESTIMATED PUBLIC TRANSIT REVENUES AND EXPENSES FOR FISCAL YEAR 2024/25

I. FY 2024/25 AVAILABLE RESOURCES

A. Carryover from prior fiscal year (Unexpended prior year transit cash receipts held in claimants treasury as of June 30, 2024. From TDA Financial Audit Report)	\$ 63,661.00
B. Interest Earnings through June 30, 2024.	\$ -
C. Federal Grants & Reimbursements received in 2024/25:	
1. FTA Planning Assistance	\$ -
2. FTA Operating Assistance	\$ -
3. FTA Capital Assistance	\$ -
4. Other (list) _____	\$ -
D. State Grants (Source/Amount):	\$ -
E. Local Cash Grants:	
1. LTF-Operations (PUC 99260a; Article 4)	\$ -
2. LTF-Capital (PUC 99260a; Article 4)	\$ -
3. LTF-Community Transit Services(PUC 99275; Article 4.5)	\$ -
4. LTF-Contracted Transit Service (PUC 99400c; Article 8c)	\$ -
5. LTF-Capital Reserve Contribution (CCR 6648)	\$ -
6. LTF-Capital expenses for contracted transit services (PUC 99400e; Article 8e)	\$ -
7. STAF-Operations (CCR 6730a)	\$ -
8. STAF-Capital (CCR 6730b)	\$ -
9. STAF-Community Transit Services (CCR 6730d; <CTSA>)	\$ 17,697.00
10. STAF-Contracted Service (CCR 6731b)	\$ -
11. SGR-Capital (CCR 6730b)	\$ -
12. Other (list) _____	\$ -
F. Operating Revenues:	
1. Passenger Fares	\$ -
2. Charters	\$ -
3. Other (list) _____	\$ -
G. Other Revenues	\$ -
H. TOTAL FY 2024/25 AVAILABLE RESOURCES (A+B+C+D+E+F+G)	\$ 81,358.00

II. FY 2024/25 PROJECTED EXPENSES & USES

I. Personnel	
1. Administrative Salaries and Wages	\$ -
2. Operating Salaries and Wages	\$ -
3. Other Salaries and Wages	\$ -
4. Fringe Benefits	\$ -
J. Services and Supplies	
1. Professional Services	\$ -
2. Maintenance Services	\$ -
3. Other Services	\$ -
4. Vehicle Materials & Supplies	\$ -
5. Utilities	\$ -
6. Insurance	\$ -
7. Purchased Transit Services	\$ 17,860.00
8. Miscellaneous	\$ -
9. Interest	\$ -
10. Leases & Rentals	\$ -
K. Capital Assets (Itemize)	
1.	\$ -
2.	\$ -
3.	\$ -
4.	\$ -
5.	\$ -
L. Other Uses:	
Capital Outlay Reserve Contribution (CCR 6648)	\$ -
M. TOTAL FY 2024/25 EXPENSES & USES (I+J+K+L)	\$ 17,860.00
N. Estimated Deferred Revenue as of June 30, 2025 (H-M)	\$ 63,498.00

Part 2 of 4

**BUDGETED PUBLIC TRANSIT REVENUES & EXPENSES FOR FISCAL YEAR
2025/26**
I. FY 2025/26 NON-TDA BUDGETED RESOURCES & DEFERRED REVENUE

A. Carryover from prior fiscal year (Unexpended prior year transit cash receipts held in claimants treasury as of June 30, 2025-- From Part 1, line N)	\$	63,498.00
B. Interest earnings through June 30, 2025	\$	3,389.00
C. Federal Grants & Reimbursements		
1. FTA Planning Assistance	\$	-
2. FTA Operating Assistance	\$	-
3. FTA Capital Assistance	\$	-
4. Other (list) _____	\$	-
D. State Grants (Source/Amount):		
1.	\$	-
2.	\$	-
E. Local Non-TDA Cash Grants:		
1.	\$	-
2.	\$	-
3.	\$	-
F. Operating Revenues:		
1. Passenger Fares	\$	-
2. Charters	\$	-
3. Other (list) _____	\$	-
G. Other Revenues		
1.	\$	-
H. TOTAL FY 2025/26 CARRYOVER & NON-TDA BUDGETED RESOURCES (A+B+C+D+E+F+G)	\$	66,887.00

I. TOTAL FY 2025/26 CARRYOVER & NON-TDA BUDGETED RESOURCES (From Line H)	\$ 66,887.00
II. FY 2025/26 PROJECTED EXPENSES & USES	
J. Personnel:	
1. Administrative Salaries and Wages	\$ -
2. Operating Salaries and Wages	\$ -
3. Other Salaries and Wages	\$ -
4. Fringe Benefits	\$ -
K. Services and Supplies:	
1. Professional Services	\$ -
2. Maintenance Services	\$ -
3. Other Services	\$ -
4. Vehicle Materials & Supplies	\$ -
5. Utilities	\$ -
6. Insurance	\$ -
7. Purchased Transit Services	\$ 17,860.00
8. Miscellaneous	\$ -
9. Interest	\$ -
10. Leases & Rentals	\$ -
L. Capital Assets (Itemize):	
Transit Center Improvements	\$ 64,163.00
2.	\$ -
3.	\$ -
4.	\$ -
5.	\$ -
M. Other Uses:	
1. Capital Outlay Reserve Contribution.(CCR 6648)	\$ -
2.	\$ -
N. TOTAL FY 2025/26 EXPENSES & USES (J+K+L+M)	\$ 82,023.00
O. Unfunded Balance (I - N)	\$ (15,136.00)

O. Unfunded Balance (I - N)	\$ (15,136.00)
III. FY 2025/26 TDA TRANSIT CLAIMS	
P. FY 2025/26 LTF TRANSIT CLAIMS:	
1. LTF-Operations (PUC 99260a; Article 4)	\$ -
2. LTF-Capital (PUC 99260a; Article 4)	\$ -
3. LTF-Community Transit Services (PUC 99275; Article 4.5)	\$ -
4. LTF-Contracted Transit Service (PUC 99400c; Article 8c)	\$ -
5. LTF-Capital Reserve Contribution (CCR 6648)	\$ -
6. LTF-Capital for contracted transit service (PUC 99400e; Article 8e)	\$ -
7. TOTAL LTF CLAIM (P1+P2+P3+P4+P5)	\$ -
Q. FY 2025/26 STAF CLAIMS:	
1. STAF-Operations (CCR 6730a)	\$ -
2. STAF-Capital (CCR 6730b)	\$ -
3. STAF-Community Transit Services (CCR 6730d) / CTSA	\$ -
4. STAF-Contracted Service (CCR 6731b)	\$ 15,136.00
5. TOTAL STAF CLAIM (Q1+Q2+Q3+Q4)	\$ 15,136.00
R. FY 2025/26 SGR CLAIMS:	
1. SGR-Capital (CCR 6730b)	\$ -
2. TOTAL SGR CLAIM (R1)	\$ -
S. TOTAL 2025/26 TRANSIT CLAIMS (P6 + Q5 + R2)	\$ 15,136.00

Part 3 of 4

ESTIMATED STREETS AND ROADS TDA EXPENDITURES FOR FISCAL YEAR 2024/25**I. FY 2024/25 AVAILABLE TDA STREET AND ROAD RESOURCES**

A. Carryover from prior fiscal year (Actual Unexpended Prior Year TDA Streets And Roads Cash Receipts Held in Claimant's Treasury as of June 30, 2024. From TDA Fiscal Audits)	\$ -
B. FY 2024/25 TDA Cash Receipts from LTF trust fund for streets and roads purposes (PUC 99400a).	\$ 139,964.00
C. Interest Earned on claimant TDA streets and roads cash balances through June 30, 2025.	\$ -
D. Total FY 2024/25 Available TDA Street and Road Resources. (A+B+C)	\$ 139,964.00

II. FY 2024/25 TDA STREET AND ROAD EXPENDITURES

E. Administration and Engineering	\$ 36,575.97
F. Maintenance	\$ 93,094.70
G. Construction	\$ -
H. Equipment	\$ 10,293.33
I. Other	\$ -
J. TOTAL FY 2024/25 EXPENDITURES (E+F+G+H+I)	\$ 139,964.00
K. Estimated Carryover of TDA Street and Road Revenues at June 30, 2025 (D-J)	\$ -

Part 4 of 4

STREETS AND ROADS TDA BUDGET FOR FISCAL YEAR 2025/26

I. FY 2025/26 AVAILABLE TDA STREET AND ROAD RESOURCES	
A. Carryover as of June 30, 2025 (From Part 3, Line K.)	\$ -
B. 2025/26 TDA Funds Available For Streets And Roads	
1. FY 2025/26 LTF Total Apportionment (From PCTPA)	\$ 225,629.00
2. FY 2025/26 LTF Transit Claim (From Part 2, Line P6)	\$ -
3. Balance of 2025/26 LTF Apportionment (B1-B2)	\$ 225,629.00
4. FY 2025/26 LTF Apportionment To be Claimed for Streets and Roads Purposes Pursuant to PUC 99400a. (Can Not Exceed Line B3)	\$ 225,629.00
C. FY 2024/25 Estimated Interest Earned on TDA Cash Balances through June 30, 2025.	\$ -
D. Total Estimated FY 2025/26 Available TDA Resources. (A+B4+C)	\$ 225,629.00
II. FY 2025/26 ESTIMATED EXPENDITURES	
H. Administration and Engineering	\$ 58,962.30
I. Maintenance	\$ 150,073.34
J. Construction	\$ -
K. Equipment	\$ 16,593.36
L. Transportation Planning Process (P.U.C. 99402)	\$ -
M. Other	\$ -
N. Total FY 2025/26 Estimated Expenditures (H+I+J+K+L+M)	\$ 225,629.00
O. Estimated Carryover as of June 31, 2026 (D-N)	\$ -

**PLACER COUNTY TRANSPORTATION PLANNING AGENCY
 FY 2025/26 STATE TRANSIT ASSISTANCE (STA) FUND FINAL ALLOCATION ESTIMATE
 (EXCLUDING TAHOE BASIN)
 August 2025**

PUC 99313 Allocation	\$3,267,250
PUC 99314 Allocation	\$461,351
Total STA Allocation ⁽¹⁾	\$3,728,601
Less 4.5 Percent Allocation of PUC 99313 to WPCTSA ⁽²⁾	\$147,026
Total STA Allocation Available to Jurisdictions	\$3,581,575

FY 2025/2026 Jurisdiction PUC Section 99313 STA Fund Allocation

Jurisdiction	January 2025 Population ⁽³⁾	PUC 99313 Population Percentage	PUC 99313 Population Allocation
Placer County	103,305	25.11%	\$783,389
Auburn	13,286	3.23%	\$100,751
Colfax	1,996	0.49%	\$15,136
Lincoln	54,520	13.25%	\$413,439
Loomis	6,689	1.63%	\$50,724
Rocklin	73,172	17.78%	\$554,882
Roseville	158,494	38.52%	\$1,201,901
TOTAL	411,462	100.00%	\$3,120,224

Notes: (1) 2025/2026 State Transit Assistance Allocation Final Estimate, California State Controller Division of Accounting and Reporting, August 1, 2025.

(2) 4.5% of unencumbered PUC 99313 Allocation is allocated to WPCTSA.

(3) Table E-1: City/County Population Estimates January 1, 2024 to January 1, 2025, DOF, released May 1, 2025.

PUC = Public Utilities Code

PUC Section 99313 +
99314

FY 2025/2026 Jurisdiction PUC 99314 STA Fund Allocation

Jurisdiction	PUC 99314 Fare Revenue Basis ⁽⁴⁾	PUC 99314 Fare Revenue Percentage	PUC 99314 Fare Revenue Allocation
Placer County	\$5,410,141	81.9%	\$377,732
Auburn	\$21,830	0.3%	\$1,524
Colfax	\$0	0.0%	\$0
Lincoln	\$0	0.0%	\$0
Loomis	\$0	0.0%	\$0
Rocklin	\$0	0.0%	\$0
Roseville	\$1,175,827	17.8%	\$82,095
TOTAL	\$6,607,798	100.0%	\$461,351

Total Jurisdiction Allocation
\$1,161,120
\$102,275
\$15,136
\$413,439
\$50,724
\$554,882
\$1,283,997
\$3,581,575

Notes: (4) 2025/2026 State Transit Assistance Allocation Preliminary Estimate, California State Controller Division of Accounting and Reporting, August 1, 2025.



City of Colfax
Exhibit E
FY 2025/26 Calculation of Transit Service Charges

Local Intercity Route Service		
Total cost per VSH		\$138.03
Estimated Fare per VSH		<u>(\$1.50)</u>
Charge per VSH		\$136.53
Minutes per round trip allocated to Colfax		25
Number of round trips per weekday		2
Number of round trips per Saturday		0
Number of weekdays in service per year		252
Number of Saturdays in service per year		0
Total round trips per year	(2x 252)	504
Total VSH per year	(504 x 25 min)/(60 min)	210
Total	(\$134.01 x 210)	\$28,671
Regional Fixed Route Service		
Fuel cost per service mile		\$0.33
Maintenance cost per service Mile		<u>\$0.54</u>
Milage Cost per unit		\$0.87
Total Cost per VSH		\$138.03
Estimated Fare per VSH		<u>(\$7.14)</u>
Charge per VSH		\$130.89
Total Placer County West Slope Population		411,462
Percentage of Population in Colfax	(1,996 /411,462)	0.49%
Service Added in 2001 for Auburn - Light Rail Route:		
Miles per run added for extension to Light Rail		15.17
Number of runs per weekday		15
Number of runs per Saturday		10
Vehicle Service Hours added per weekday		2
Vehicle Service Hours added per Saturday		2
Number of weekdays in service per year		252
Number of Saturdays in service per year		52
Total number of runs on Express Route per year	(15 x 252) + (10 x 52)	4,300
Total miles added on Express Route for Extension to Light Rail	(4,300 x 15.17)	65,231
Total Number of Service Hours added per year	(2 x 252) + (2 x 52)	608
Mileage extension allocated to Colfax	(65,231 x .50%)	316.44
Added service hours allocated to Colfax	(608 x .50%)	2.95
	(328.47 x \$.87)	\$275.30
	(\$3.06 x \$127.36)	<u>\$375.71</u>
Total		\$651
Commuter Bus Service		
PCT Costs		\$815,049
Fare Revenue Credit		<u>(\$335,000)</u>
		\$480,049
Colfax Commuters - 2017 On-Board Survey		0.90%
Total	(\$402,789 x .90%)	\$4,320
Bus Replacement Charge		\$2,726
Microtransit Technology Enhancements		\$5,000
TOTAL Transit Charges		\$41,369
Funding Credits		
SB1 SGR		(\$2,580)
FTA 5311		(\$17,444)
CARES FTA 5311		\$0
Subtotal Operating Charges & Credits		\$21,345

City of Colfax

City Council

Resolution No. __-2026

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

- LOCAL TRANSPORTATION FUNDS IN THE AMOUNT OF \$225,629 FOR STREETS AND ROADS PURPOSES (ARTICLE 8 – SECTION 99400 OF THE CALIFORNIA PUBLIC UTILITIES CODE),
 - STATE TRANSIT ASSISTANCE FUNDS IN THE AMOUNT OF \$15,136 FOR CONTRACTED TRANSIT SERVICES (SECTION 99313 OF THE CALIFORNIA PUBLIC UTILITIES CODE)
-

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

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

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

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

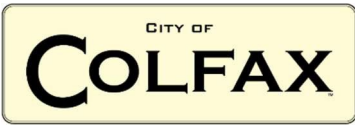
THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at the Regular Meeting of the City Council of the City of Colfax held on the 13th day of May 2026, by the following roll call vote of the Council:

AYES:
NOES:
ABSTAIN:
ABSENT:

Caroline McCully, Mayor

ATTEST:

Ron Walker, City Manager



Staff Report to City Council

FOR MAY 13, 2026 REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Catrina Olson, Administrative Services Officer
Subject: City of Colfax Fiscal Year 2026-27 Budget Calendar Update

Budget Impact Overview:

N/A: √	Funded:	Un-funded:	Amount:	Fund(s):
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RECOMMENDED ACTION: Review and approve the attached updated Budget Calendar with a revised Budget Workshop date for the recommended Operating and Capital Budget Preparation Schedule for Fiscal Year 2026-27.

Summary/Background

The City of Colfax prepares an operating and capital improvement budget every fiscal year. The upcoming budget cycle is for fiscal year 2026-27. On March 11, 2026, reviewed and approved the attached budget calendar. The calendar included a City Council budget workshop for April 29, 2026.

Discussion

It was proposed by the Administrative Services Officer, as the April 29th date was approaching that staff needed additional time to review the budget further in an effort to refine the departmental budgets. This would also allow further evaluation of the capital improvement projects to include in the fiscal year 2026-27 capital improvement plan. Staff requested that the workshop be postponed to a date to be determined. Staff are proposing that the City Council budget workshop date be set for May 20, 2026, at 6:00pm. The updated calendar has been updated and provided below. The highlighted items in red are the updated dates. The original calendar has also been provided.

UPDATED CALENDAR

Dates - 2026	Responsibility	Procedures or Actions to be Taken
March 11 th	City Council	Approves the budget calendar
March 12 th – March 25 th	ASO/Department Heads	Budget process begins, preparation of budget worksheets
March 25 th – March 30 th	ASO	Compile department budgets and prepare preliminary draft budget for review
March 30 th – April 6 th	CM/ASO/Department Heads	Budget review
April 6 th – April 30 th	CM/ASO	Review budget adjustments to 1 st draft
May 1 st – May 15 th	CM/ASO	Review final adjusted draft
May 15 th	CM/ASO	Post final draft budget for City Council budget workshop
May 20 th	CM/ASO/Department Heads/City Council/Public	City Council budget workshop

May 20 th – June 4 th	ASO	Update final draft budget with any revisions from the budget workshop
June 5 th	CM/ASO	Final draft budget posted in the City Council agenda packer
June 10 th	City Council	City Council adoption of final fiscal year 2026-27 budget

ORIGINAL CALENDER

Dates - 2026	Responsibility	Procedures or Actions to be Taken
March 11 th	City Council	Approves the budget calendar
March 12 th – March 25 th	ASO/Department Heads	Budget process begins, preparation of budget worksheets
March 25 th – March 27 th	ASO	Compile department budgets and prepare preliminary draft budget for review
March 30 th – April 3 rd	CM/ASO/Department Heads	Budget review
April 6 th – April 8 th	CM/ASO	Review budget adjustments to 1 st draft
April 6 th – April 8 th	CM/ASO	Review final adjusted draft
April 24 th	CM/ASO	Post final draft budget for City Council budget workshop
April 29 th	CM/ASO/Department Heads/City Council/Public	City Council budget workshop
April 30 th – May 29 th	ASO	Update final draft budget with any revisions from the budget workshop
June 5 th	CM/ASO	Final draft budget posted in the City Council agenda packer
June 10 th	City Council	City Council adoption of final fiscal year 2026-27 budget

UPDATED CALENDAR

March 25 th – March 30 th	ASO	Compile department budgets and prepare preliminary draft budget for review
March 30 th – April 6 th	CM/ASO/Department Heads	Budget review
April 6 th – April 30 th	CM/ASO	Review budget adjustments to 1 st draft
May 1 st – May 15 th	CM/ASO	Review final adjusted draft
May 15 th	CM/ASO	Post final draft budget for City Council budget workshop
May 20 th	CM/ASO/Department Heads/City Council/Public	City Council budget workshop
May 20 th – June 4 th	ASO	Update final draft budget with any revisions from the budget workshop
June 5 th	CM/ASO	Final draft budget posted in the City Council agenda packer
June 10 th	City Council	City Council adoption of final fiscal year

		2026-27 budget
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