

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

September 9, 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

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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.



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.

September 9, 2026
Colfax Council Agenda

2A. City Projects Report (Pages 4-7)

Recommended Action: Accept report.

2B. Minutes – August 26, 2026 Regular Meeting (Pages 8-12)

Recommended Action: Approve the Colfax City Council minutes dated August 26, 2026 (Regular 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 - 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. 4Leaf Progress Report on the FEMA Home Hardening and Defensible Space Program (Pages 13-18)

Recommended action: Receive Report and Provide Direction to Staff



8B. Event Donations Policy (Pages 19-28)
Recommended action: Review and Direct Staff

8C. Flock Cameras in Colfax (Pages 29-40)
Recommended action: Receive Report and Provide Direction to Staff

8D. Adoption of City Council Policy Manual (Pages 41-173)
Recommended action: Adopt City Council Policy Manual by Resolution

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 (NONE)

ADJOURNMENT

I, Gabrielle Christakes, City Clerk for the City of Colfax, declare that this agenda was posted September 4, 2026 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/>



Gabrielle Christakes, 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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September 9, 2026
Colfax Council Agenda



Staff Report to City Council

FOR SEPTEMBER 9, 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 August 16 -22, 2026

City Manager

- Inspected Skate Park progress.
- Met with City Clerk to discuss upcoming election.
- Met with staff to discuss the Caboose Move.
- Weekly staff meeting.
- Resolution Indexing.
- Met with maintenance to discuss Arbor Park rehabilitation project.

Planning Department

- City received a use permit application to establish a special events facility for outdoor entertainment, supported by 16 food trucks to operate every day from 10 a.m. To 10 p.m. To accommodate up to 500 people at 701 Highway 174.
 - Distributed plan set to outside agencies for comment
 - Followed up with the applicant on planning entitlement fees.
- Responded to email requests.
- Review setbacks for proposed house on 15 Sunset.
- Continued work on the National Historic Register nomination.

Maintenance Department

- Worked with PCWA at Arbor Park to have them shut off the water at their meter so we can remove the old irrigation line and install new irrigation.
- Installed new irrigation valve at Arbor Park for both stations.
- Set in new irrigation boxes and filled with wire and pea gravel.
- Relocated irrigation timer for Arbor Park.
- Mowed all City Parks, except for Arbor Park.

Wastewater Treatment Plant/Sewer

- No issues in collection system.
- Weed abatement around the plant.
- Washer and dryer delivered.

- Processing water out of pond 3. Pond has 8.6 Mg left
- Replacement Influent pump arrived Waiting to install next week.

City Clerk

- Tyler University training
- Agenda Prep
- Minutes 07/22/26
- Training on website
- Processed 3 Public Records Request (PRA's).

Administrative Services

- Worked on bank reconciliation for July 2026. Remains out of balance, still researching to determine outage.
- Calculated quarterly LAIF interest allocation and posted journal entries.
- Met with RGS conversion consultant, Heather and worked on filling out security roles for all Colfax Tyler users.
- Deposits for July 2026 were incorrectly backdated to June 2026 accounting period incorrectly. Reversed all of these deposits and posted them into the correct accounting period, July 2026.
- Posted 4Q LAIF interest allocation and set up receivable for year end.
- Met with consultant, Heather regarding conversion and began filling out the spreadsheet for Tyler issuing Colfax users permission and settings and provided back to Tyler set up team.
- Reviewed and approved payable batch focusing on making sure all invoices are posted into the correct fiscal year.
- Worked on reconciling the prepaid G.L. account for year-end audit.
- Updated the newly approved employee handbook with language changes for new payroll pay date of Friday, and when pay changes for COLA's and evaluations take effect. All language changes have been agreed upon by the Union and the updates can be handled administratively.
- Attended Score teleconference BOD meeting Friday 8/21/2026.

Engineering

- Emails and general coordination; complaints.
- Skatepark construction coordination.
- CDBG – construction coordination.
- Sewer evaluations.
- Caboose relocation coordination.
- Encroachment permits and coordination with PW staff.

Building/Code Enforcement

- Many weed abatement complaints. Following up on the Notice of Violations. Majority have been completed.
- Working with the Foreman at the skate park. Next concrete pour on the 11th. Flatwork, steps, landing poured this week. Three pours next week. Mostly flatwork.

- Working with contractor at 325 Hunter after he moved footings. Still met setbacks and footing inspection passed. Engineering submitted for the structural changes made.
- Had 2 meetings about moving the Caboose. Contacted structural engineer to review and stamp the plans.

Week of August 23 -29, 2026

City Manager

- Inspected Skate Park progress.
- Weekly staff meeting.
- Met with maintenance to discuss Arbor Park rehabilitation project.
- Attended City Council Meeting.
- Attended Prop64 Grant Training.

Planning Department

- 30-day incomplete letter for Special event facility.
- Review of proposals.
- Continued work on National Register nomination.
- Revision to the 2024 Annual Progress Report for HCD.
- Turned in final AFFH plan to HCD.

Maintenance Department

- Removed unlevel bricks at Arbor Park, added sand, and reset and leveled the bricks.
- Completed installation of the drip irrigation line at Arbor Park.
- Cody completed OSHA 10 certification.
- Completed the Church St. sidewalk repair.
- Cleaned up all trash and pallets in the upper Recology yard. Installed T-stakes and temporary fencing to help prevent future dumping.
- Filled potholes on S. Auburn St.
- Repaired sidewalks on Colver St.
- Repaired sidewalks on Grass Valley St., from the top of the hill to Colver St.
- Repaired concrete at Arbor Park from the water meter to the deck.
- Mowed all City parks.

Wastewater Treatment Plant/Sewer

- No issues in collection system.
- Weed abatement around the plant.
- Processing water out of pond 3. Pond has 7.6 Mg left

City Clerk

- Training on Website.
- 3 PRA's processed.
- Coded AP invoices.
- Council script for Mayor.
- Researched Codified Ordinances.
- Staff meeting.

Administrative Services

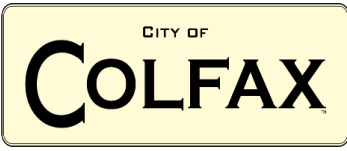
- Worked on bank reconciliation for July 2026. Remains out of balance, still researching to determine outage.
- Worked on the reconciling event deposits balance sheet account for events (100-000-2180), there is an undetermined balance that has been carried from previous fiscal years that will need to be journaled out of the account to get it in balance.
- Continued to work on balancing the prepaid account so that journal entries can be posted for prepaid payables. This account is also out of balance.
- Met with RGS consultant, Heather and worked on developing project categories and getting into Tyler Admin. Center to setup employee users.
- Reviewed and approved payable batch focusing on making sure all invoices are posted into the correct fiscal year.
- Reviewed and approved multiple cashiering batches.
- Reviewed and approved weekly deposit.
- Reviewed and approved bi-weekly payroll.
- Attended Proposition 64, Cohort 4 grant orientation 08/26 & 08/27/2026.
- Worked on getting Shady Glen reimbursement #2 together for Wood Rodgers, as of 06/30/2026 reimbursement billing to SWRCB.

Engineering

- Emails and general coordination; staff meeting; complaints.
- Public record requests.
- Skatepark construction and signage coordination.
- CDBG – construction coordination.
- Caboose relocation coordination.
- Encroachment permits and coordination with PW staff.

Building/Code Enforcement

- More weed abatement complaints, Noise complaints of the concrete plant. Worked with City attorney to issue cease and desist order and a letter with fines.
- Following up on the Notice of Violations. Majority have been completed.
- Working with the foreman at the skate park. Checking forms and rebar before pours. Worked with designers to change plans to show retaining wall and swale as one unit. Had the retaining wall move away from the hillside to avoid tree damage.
- Caboose new landing. Structural engineer recommended using UP standards for static load. Asked designer to research and specify soil ballast equal to UP specs.
- New home at 413 Rubicon: reviewed documents and BV approved plans. Issued permit.
- Messaged owner of 7 N. Main St asking them to start deck repair and to take down rear non-compliant fence.



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 MINUTES

August 26, 2026
Open Session 6:00 PM

1 OPEN SESSION

1A. Call Open Session to Order

The August 26, 2026 City of Colfax City Council was called to order at 6:03 p.m. by Mayor McCully.

1B. Pledge of Allegiance

1C. Roll Call

Present: Councilmembers Kim Douglass, Councilmember Trinity Burruss, Councilmember 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: The agenda order was approved unanimously.

Ayes: Councilmembers Kim Douglass, Sean Lomen, Trinity Burruss, 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 CONSENT CALENDAR

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Action: With a motion by Councilmember Sean Lomen and a second by Councilmember Kim Douglass, ☐



moved to approve the Consent Calendar, excluding Item 2(B). Councilmember Burruss seconded the motion, and the motion was adopted unanimously.

Item 2(B) – Minutes – July 22, 2026 Regular Meeting: Councilmember Hillberg requested that this item be pulled from the Consent Calendar for separate consideration. The Council discussed whether the minutes accurately reflected the discussion and action taken on Agenda Item 8(A), “Consideration to Recombine Economic Development — Community Support and Events Appropriations Into a Single Budget Line Item,” from the July 22, 2026 City Council meeting. Councilmember Hillberg questioned the accuracy of the minutes, and the City Council directed staff to review the recordings of the June 23 and July 22, 2026 meetings.

Later in the meeting, Councilmember Lomen stated that he had reviewed the recording of the July 22, 2026 meeting and confirmed that the minutes accurately reflected his motion. The City Attorney asked the Councilmembers to confirm the accuracy of the minutes for Agenda Item 8(A), and the Councilmembers confirmed that the minutes were accurate.

Action: Councilmember Burruss moved to approve the July 22, 2026 Regular Meeting minutes.

Councilmember Lomen seconded the motion, and the motion was adopted unanimously.

2A. City Projects Report

Recommended Action: Accept report.

2B. Minutes – July 22, 2026 Regular Meeting

Recommended Action: Approve the Colfax City Council minutes dated July 22, 2026 (Regular Meeting)

3 AGENCY REPORTS

3A. Placer County Sheriff’s Office

Sgt. Tobi Williams reported:

- 176 Calls for service, 20 Transient, 19 Traffic, 12 Arrests
- Robbery at Chevron – Suspect apprehended
- 2 New Deputies – Traffic and Search and Rescue

3B. California Highway Patrol

- None

3C. Placer County Fire Department/CALFIRE

- 29 Vegetation Fires, 1 structure fire, 8 vehicle fires, 13 false alarms
- Zone 0 Defensible space

3D. Caltrans

- None.

3E. Non-Profits



- Colfax Elementary School Superintendent Andy Giannini announced new Principal Valarie Buckingham

4 **PRESENTATIONS**

- None

5 **PUBLIC HEARING**

- None

5A. Affirmatively Furthering Fair Housing Plan (AFFH)

Recommended Action: Conduct a public hearing and adopt a resolution adopting the City's Affirmatively Furthering Fair Housing Plan.

Action: With a Motion by Councilmember Trinity Burruss and a second by Councilmember Sean Lomen, Council voted 5/0 to approve Resolution 2026-35

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

Noes: None

Abstain: None

Absent: 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.

No public comment received

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: Firesafe Meeting 8/27/26
- Councilmember Douglass: Nothing to report out



- Mayor Pro Tem Hillberg: Sierra Vista Center Board Meeting, Central MAC meeting uneventful
- Councilmember Burruss: Nothing to report out
- Mayor McCully: SACOG 2 different meetings w/ Ami Bera

7B. City Operations Update – City Manager

- Indexed all Resolutions from 1949-2006
- Building Permit Fees
- Prop 64 Grant
- Maintenance at Arbor Park

8 COUNCIL BUSINESS

8A. Consideration to Recombine Economic Development – Community Support and Events Appropriations into a single budget line item

Action: With a Motion by Mayor Pro Tem Larry Hillberg and a second by Councilmember Sean Lomen, Council voted 5/0 to the City Manager to execute a Professional Services Agreement and Budget with PlaceWorks

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

Noes: None

Abstain: None

Absent: None

Public comment received from members of the public.

8B Council Policy Manual

Action: With a Motion by Councilmember Trinity Burruss and a second by Councilmember Sean Lomen to continue this item to the 9/9/26 Council Meeting with changes

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

Noes: None

Abstain: None

Absent: None

No comment received from 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 Lomen –
 - None
- Councilmember Douglass –
 - Discuss term limits
- Mayor Pro Tem Hillberg –
 - Would like to agendize Flock cameras, Will give City Manager 5-10 questions to discuss at Flock meeting
- Mayor McCully –
 - None

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.

No Public Comment received on Good of the Order.

10 CLOSED SESSION

No Public Comment received.

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

Number of potential cases: 1

No reportable action taken.

ADJOURNMENT

The July 22, 2026 City of Colfax City Council was adjourned at 7:16 p.m. by Mayor McCully.

Gabrielle Christakes, City Clerk





Staff Report to City Council

FOR THE SEPTEMBER 9, 2026, REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Ron Walker, City Manager, and Mike Luken, 4Leaf, Inc., Program Manager
Subject: Progress Report on the FEMA Home Hardening and Defensible Space Program, Phase 1 Time Extension to March 11, 2027, and Outstanding Program Issues

Budget Impact Overview:

N/A:	Funded: X	Un-funded:	Amount: See Below	Fund(s):
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RECOMMENDED ACTION: Receive a report from the City Manager and 4Leaf, Inc. on the status of the Home Hardening and Defensible Space Program; and direct staff to (1) begin preparing a request to Cal OES and FEMA for a time extension beyond March 11, 2027 to accommodate Phase 2 (contractor bidding and construction), working with the City's state and federal representatives, the Placer County Legislative Affairs Director, and the Placer County Water Agency Director of Strategic Affairs, and securing letters of support from partner agencies; and (2) work with Cal OES and FEMA to reclassify parcels that were conservatively flagged for archaeological constraints but have no actual archaeological impact, through a separate, fully documented submittal that does not put the approved "No Issue" batches at risk.

Summary/Background

The City of Colfax (City) and its program manager, 4Leaf, Inc. (4Leaf), continue to work with the California Governor's Office of Emergency Services (Cal OES) and the Federal Emergency Management Agency (FEMA) to implement the City's Home Hardening and Defensible Space Program. The program is funded through a FEMA Hazard Mitigation Grant Program (HMGP) award (Disaster DR-4619, Cal OES Project AP00866). Its purpose is to implement defensible space and structure retrofit measures on existing residential homesites within the City limits to reduce wildfire losses. The program targets approximately 100 homes, with each participating property eligible for up to \$60,000 in eligible costs, of which the grant pays 90 percent and the homeowner contributes 10 percent.

The project is structured in two phases. Phase 1 consists of environmental and historic preservation (EHP) clearance, program setup, outreach, homeowner intake, property assessments, and the preparation of property-specific scopes of work and "property packages" for FEMA review. Phase 2 consists of contractor procurement, FEMA and Cal OES approval of the individual properties, and construction. Phase 1 funding has been obligated by FEMA; Phase 2 funding has not yet been obligated and cannot be released until FEMA completes its programmatic and EHP review of the Phase 1 deliverables.

When the City Council last received an update on January 14, 2026, staff reported that FEMA and Cal OES had advised all jurisdictions to expect substantial delays in approvals, that the program was at risk of being placed on hold until 2027–2028, and that the City had completed the Phase I EHP review that sorted the City's residential parcels into a "No Issue" list and an "Issue" list. This report updates the Council on what has happened since. In summary, the program has moved from planning into active implementation: homeowner assessments began in May 2026, the first two batches of homes have been submitted to FEMA, Cal OES approved a Phase 1 time extension to March 11, 2027, and community outreach is producing a steady pipeline of applicants. Two significant issues require the Council's attention: the March 11, 2027, deadline cannot accommodate Phase 2 bidding and construction, and a group of parcels that were conservatively flagged for archaeological constraints appears might not have no actual archaeological impact and needs a path to eligibility.

Program Progress

The table below summarizes program status as reported by 4Leaf on August 27, 2026 and confirmed by the City's grant compliance consultant, Adams Ashby Group, on August 31, 2026.

Program Measure	Status (as of August 31, 2026)
Home hardening and defensible space assessments completed	53
Additional assessments scheduled (through September 15, 2026)	10
Preliminary Commitment Letters signed by homeowners	26
Batch 1 – homes submitted to FEMA	6 (completed and forwarded to FEMA by Cal OES)
Batch 2 – homes submitted to Cal OES	8 (Cal OES forwarding to FEMA the week of August 31)
Total homes batched to date	14
Batch 3 – homes in preparation for Cal OES	9 to 13
Contractors and vendors expressing interest in bidding	10 contractors, 2 vendors

Assessments began on May 21, 2026. The pipeline has grown steadily since: 10 assessments were completed by mid-June, 25 by mid-July, 44 by August 14, 53 by August 27 and it is estimated that 60 will be completed by September 8th. Each participating property moves through a defined sequence: the homeowner requests an inspection through the City's program webpage; 4Leaf screens the parcel against the EHP "No Issue" list and City boundary; 4Leaf field staff conduct an exterior assessment using the Fire Aside assessment platform and release a property report to the homeowner; 4Leaf prepares separate preliminary Defensible Space and Home Hardening scopes of work/preliminary cost estimates; 4Leaf conducts a walkthrough with the homeowner to review the scopes; the homeowner signs a non-binding Preliminary Commitment Letter that reserves a place in line; and the property package is assembled into a batch for Cal OES and FEMA review. Scope-of-work production is the pacing item in this sequence, and walkthroughs currently run a few weeks behind assessments.

4Leaf is also preparing to release a Request for Qualifications (RFQ) for construction contractors. Because of the volume of contractor interest, the solicitation will be organized into two categories, defensible space contractors and general contractors. Contractor procurement must follow federal procurement standards (2 CFR Part 200) and prevailing wage requirements, and 4Leaf and Adams Ashby Group are structuring the solicitation accordingly. Ten contractors and two vendors have already contacted the program expressing interest.

Phase 1 Time Extension to March 11, 2027

FEMA's original May 13, 2024, approval letter set a Phase 1 completion date of August 13, 2026, and provided that work performed after that date without an approved time extension would not be eligible for federal funding. Because FEMA's own review delays consumed much of the original 27-month Phase 1 schedule, the City Manager signed a time extension request on June 15, 2026. Cal OES advised that it would not consider the request until the City demonstrated progress by submitting its first batch of homes. Batch 1 was submitted to Cal OES in early July, and the revised extension request was processed after Cal OES's review of that batch.

On August 14, 2026, Cal OES approved the Phase 1 time extension. The revised Phase 1 deadlines are as follows:

Milestone	Original Date	Revised Date
Complete Phase 1 scope of work (assessments, scopes of work, property packages)	August 13, 2026	December 11, 2026
Submit Phase 1 deliverables and reimbursement claims to Cal OES	August 13, 2026	February 9, 2027
Phase 1 period of performance ends	August 13, 2026	March 11, 2027

The extension gives the program the time needed to complete the Phase 1 pipeline of roughly 100 homes and to submit the remaining batches. It does not, however, provide time for Phase 2 activities, which is discussed under Outstanding Issues below.

Submittal of the First Two Batches of Homes to FEMA

Cal OES and FEMA review properties in batches rather than individually. Each batch consists of a property package for every home (the Fire Aside assessment report, the preliminary Defensible Space and Home Hardening scopes of work, and the signed Preliminary Commitment Letter), a submittal letter on City letterhead signed by the City Manager, a batch summary, an EHP checklist that ties each property to the Phase I EHP findings, and the EHP parcel map with the batch properties highlighted. Packages are delivered through a Cal OES SharePoint folder.

Batch 1 (6 homes). Batch 1 was assembled and submitted to Cal OES on July 3, 2026. On July 22, 2026, Cal OES transmitted its Phase I EHP review and reported that its EHP team concurred with the program's environmental and cultural resources analysis, an important milestone because it validates the No Issue/Issue parcel approach for all subsequent batches. Cal OES then requested formatting and labeling revisions (deliverable labels matching the award letter, a table of contents on City letterhead, and a revised EHP checklist citing document names and page numbers). Those revisions were completed in early August, and Cal OES forwarded Batch 1 to FEMA on August 13, 2026.

Batch 2 (8 homes). Batch 2 was submitted to Cal OES with the same structure as Batch 1. By August 12, 2026, 4Leaf had revised the Batch 2 submittal letter and environmental checklist and added a table of contents consistent with Batch 1. At Cal OES's request, the environmental checklist now includes latitude and longitude coordinates for each property and a statement that Issue parcels remain a secondary priority requiring future Cal OES and FEMA approval. Cal OES is forwarding Batch 2 to FEMA the week of August 31. With Batch 2, a total of 14 homes have been batched for FEMA review.

Batch 3 (9 to 13 homes). Batch 3 is being prepared for Cal OES now. Batches are treated as a rolling intake; homes are added as homeowners complete their walkthroughs and sign Preliminary Commitment Letters. Cal OES had asked the program to hold further submittals until Batch 1 reached FEMA; that hold has been lifted.

FEMA has not yet acted on Batch 1. Staff will report FEMA's response to the Council when it is received, because the turnaround on Batch 1 will be the best indicator of how quickly the remaining batches, and ultimately Phase 2, can be approved.

Community Outreach and Marketing

Outreach has been targeted first at the 288 No Issue parcels, since those homeowners can proceed immediately, while owners of Issue parcels are placed on a waitlist rather than turned away. Outreach activities completed to date include:

- Direct mailers to all 288 No Issue parcels.
- 158 door hangers delivered to eligible homes.
- Facebook posts on the City's page and by the Mayor, and a program flyer distributed to local merchants.

- The Mayor's television appearance on KCRA 3 in late July, which generated 31 applications in a single day (most from outside the City limits).
- Leads referred by City Council members, word of mouth from participating homeowners, the program webpage at colfax-ca.gov/homehardening, and the Colfax Connections newsletter.
- An update to the Placer Sierra Fire Safe Council on August 27, 2026 (see below).

Colfax Railroad Days Booth, September 12–13, 2026

The City and 4Leaf will staff a program booth at Colfax Railroad Days on Saturday and Sunday, September 12 and 13, 2026, from 10:00 a.m. to 5:00 p.m. in Downtown Colfax. The booth will feature the program banner, flyers, and sign-up information, and 4Leaf staff will be available to answer homeowner questions, check parcel eligibility on the spot, and schedule assessments. Council members are encouraged to stop by the booth. Railroad Days is the largest community gathering of the year and is expected to be the single most productive outreach event for reaching No Issue parcel owners who have not yet applied.

Placer Sierra Fire Safe Council Update, August 27, 2026

On August 27, 2026, City staff and 4Leaf presented a program update to the Placer Sierra Fire Safe Council. The update covered program eligibility, the assessment and scope-of-work process, the No Issue/Issue parcel framework, current participation numbers, and the Phase 1 time extension. The Fire Safe Council is a key regional partner identified in the City's Implementation Manual, and its members are trusted messengers to homeowners throughout the Colfax area. The Council was also briefed on the need for a further time extension for Phase 2 and on the archaeological parcel issue discussed below, both of which will benefit from the Fire Safe Council's support with Cal OES, FEMA, and regional partners.

Cal OES Subrecipient Compliance Review

Cal OES is conducting a subrecipient compliance and monitoring review of the City's administration of the grant (Cal OES Case CR#26-03819). The City transmitted its Compliance Assessment Response on August 4, 2026, and, with Adams Ashby Group, has responded to each follow-up request from Cal OES since then, including documentation of the City Council's approval of the 4Leaf agreement (Resolution No. 7-2025), the City's procurement process, and the City's oversight of 4Leaf's work. Final items were transmitted to Cal OES on August 31, 2026. One item identified during the review is that the City does not currently have an adopted digital security and information technology policy; the City Manager is working with the City Attorney on this and will bring a policy to the Council under separate cover.

Outstanding Issues

1. A Time Extension Beyond March 11, 2027 Will Be Needed for Phase 2 (Bidding and Construction)

The Phase 1 extension to March 11, 2027, addresses only the completion of Phase 1 deliverables. Phase 2, which includes contractor solicitation and award, FEMA and Cal OES approval of the individual properties, obligation of Phase 2 funding, construction on up to 100 homes, and final inspections and closeout, cannot realistically be completed by that date. FEMA's approval letter is explicit that Phase 2 activities may not begin until FEMA issues written approval, that any Phase 2 work performed before approval may be de-obligated, and that work performed outside the approved period of performance is not eligible for federal funding. FEMA has not yet acted on Batch 1, and in January Cal OES and FEMA advised jurisdictions to expect approval delays of one to two years.

Staff's experience with the Phase 1 extension is instructive: Cal OES would not consider the request until the City demonstrated progress, and the approval took roughly two months from submittal. A Phase 2 extension will require a similar showing of progress, and it will be far stronger if the request is supported by the City's regional partners and elected representatives. Consistent with the Council's direction in January, 4Leaf will work with the City's state and federal representatives on the extension, and will also coordinate with the Placer County

Legislative Affairs Director and the Placer County Water Agency Director of Strategic Affairs so that the City's request is aligned with the County's and the Agency's legislative advocacy on wildfire resilience. In addition, Mike Luken of 4Leaf will attend the Placer County Business Alliance trip on November 17–20, 2026, which provides an opportunity to raise the City's extension request directly with federal representatives and agency staff. Staff therefore recommends that the Council direct staff to begin the groundwork now rather than waiting for FEMA's action on the first batches. Specifically, staff proposes to:

- Raise the Phase 2 schedule with Cal OES at the program's regular bi-weekly progress meeting and request Cal OES's guidance on the timing and form of a Phase 2 time extension request.
- Request letters of support for the extension from the Placer Sierra Fire Safe Council, CAL FIRE, the Placer Hills Fire Protection District, Placer County, the Placer County Water Agency, and the City's State Senate, Assembly, and Congressional representatives, building on the preliminary discussions with Congressional staff reported to the Council in January.
- Document the program's progress (assessments, commitment letters, and batches submitted) in a form that can accompany the request.
- Brief the City's state and federal representatives, the Placer County Legislative Affairs Director, and the Placer County Water Agency Director of Strategic Affairs on the program's progress and the extension need ahead of the November Placer County Business Alliance trip.
- Return to the Council with the extension request for authorization once the schedule for Phase 2 is better defined by FEMA's action on Batches 1 and 2.

Delay is not cost-free. Every month of delay prolongs wildfire exposure for participating homeowners, and in other jurisdictions per-home costs for fire-resistant materials have already risen from roughly \$40,000 to more than \$60,000, the program's per-home cap.

2. Parcels Flagged for Archaeological Constraints That Do Not Have Actual Archaeological Impacts

The Phase I EHP review, which Cal OES's EHP team concurred with on July 22, 2026, sorted every residential parcel in the City into either the No Issue list or the Issue list. The current parcel counts are as follows:

Parcel Category	Parcels	Share
Residential parcels within the City of Colfax	657	100%
No Issue parcels (Eligible to advance through the current review process)	288	44%
Issue parcels (deferred pending Phase II EHP review)	369	56%
Archaeological constraint	62	9%
Historical (age of structure) constraint	271	41%
Biological (wetland proximity) constraint	36	5%

The three Issue categories are very different in nature. The 271 historical parcels were flagged because of the age of the structure, which requires review under Section 106 of the National Historic Preservation Act before exterior modifications such as vents, siding, or windows are made. The 36 biological parcels intersect a mapped wetland or a 150-foot wetland buffer. The 62 archaeological parcels were flagged by a desktop review conducted by the program's archaeologist (EMC Planning Group) on the basis of proximity to recorded cultural resource sites and parcel topography; no field survey was conducted, and the flag was applied conservatively.

This conservative approach, mandated by FEMA, has produced a problem in at least one subdivision, where an entire cluster of parcels was flagged as archaeologically sensitive and neighboring parcels were not. Several homeowners in that area applied to the program, have been placed on the waitlist, and have raised legitimate questions about why some homes on their street are eligible and others are not. The program's archaeologist has

since reviewed the area and believes the flag on some of the parcels may be applied in error and has noted that where the home hardening measures involve no ground disturbance (for example, vents, gutters, siding, and windows), the archaeological concern does not apply in any event. The program's archaeologist has also recommended that the City provide the subdivision's original environmental Initial Study, which may resolve the question.

The difficulty is procedural. Cal OES has advised that a parcel can be moved from the Issue list to the No Issue list only with separate written justification to Cal OES and FEMA, and that including a reclassified parcel in a regular batch could jeopardize approval of the entire batch. Staff therefore does not intend to mix these parcels into Batches 1 through 3. Instead, staff recommends that the Council direct staff to work with Cal OES and FEMA on a separate submittal for the affected parcels, consisting of a Subject Matter Expert property review by the program's archaeologist under the 2019 Programmatic Agreement among FEMA, Cal OES, and the State Historic Preservation Officer, the subdivision's prior environmental documentation, and a written justification for reclassification. This approach allows the affected homeowners to be served without putting the clean No Issue batches at risk. Because this issue has been raised directly with Council members by residents, staff wanted the Council to be aware of the approach before it is presented to Cal OES and FEMA. Staff will continue to waitlist, rather than decline, all Issue parcel applicants, and the remaining Issue parcels will be addressed in the Phase II EHP review as the program progresses.

Fiscal Impacts

The program is funded by the FEMA Hazard Mitigation Grant Program through Cal OES. Phase 1 funding totals \$534,517, with the City providing \$51,150 in matching funds as previously reported to the Council; the City also receives a Subrecipient Management Cost allowance of \$23,017.50 for grant administration. Phase 2 represents the remainder of the grant, and Phase 2 funding has not yet been obligated by FEMA. Participating homeowners contribute 10 percent of the cost of their individual home hardening and defensible space project, and the grant pays the remaining 90 percent, up to the \$60,000 per-property cap. Homeowners of single-family homes, duplexes, triplexes, fourplexes, and mobile homes within the City limits are eligible; apartments and commercial structures cannot be funded under the grant. There is no General Fund impact beyond City staff time to support marketing, the Cal OES compliance review, and financial management. Phase 1 costs incurred after March 11, 2027, without a further approved extension would not be eligible for reimbursement, which is the principal fiscal risk identified in this report.

Attachments:

None



Staff Report to City Council

FOR THE SEPTEMBER 9, 2026 REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Ron Walker, City Manager
Subject: Draft City Policy Regarding Event Donation

Budget Impact Overview:

N/A:	Funded:	Un-funded:	Amount:	Fund(s):
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RECOMMENDED ACTION: Review, Discuss, and provide Direction to Staff

Summary/Background

To ensure accountability, fairness, and consistency, City staff, under the direction of the City Council, will develop and implement a City policy governing event donations. Staff reviewed the City of Sacramento’s event support program and guidelines and used the documents as a template for the city.

City staff has attached draft Event Policies for the Council’s review, discussion, and direction. Following the completion of any requested revisions, staff will bring the special event program and guideline policies back to the Council for consideration and adoption.

Attachments:

- 1. Special Event Support Program Guidelines
- 2. Special Event Support Program Application

City of Colfax

Special Event Support Program Guidelines

I. Program Description

The City of Colfax Special Event Support Program is intended to incentivize the production of special events. The program assists special events from start-up through self-sufficiency within the Colfax downtown area (see Section VIII for boundaries).

Events must align with the City's goals by:

- Offering family-oriented themes, entertainment or activities;
- Showcasing Colfax's Historic Downtown, and regional identity;
- Promoting the City of Colfax, and/or;
- Generating substantial economic benefit as determined by the City Manager, or their designee(s) in their sole discretion.

Two types of support are available:

- A. City Services: Direct services provided by City staff.
- B. Financial support directly related to an event.

II. Award Criteria

Applications will be evaluated on the following factors:

- A. **Type of event** – New; Free or ticketed; family-oriented.
- B. **Economic Impact** – Hotel room nights, visitor spending, local spending, operational spending, other.
- C. **Community Involvement** – Volunteer programs, sponsorship programs, and identified partnerships.
- D. **Media Exposure** – Television, print plan, internet, and social media strategies.
- E. **Performance Rating** – Participants, spectators, media plan, and City support plans.
- F. **Required Documents** – Business, marketing, financial, and logistics plans.
- G. **Community Value** – image/recognition, spectator attendance, designation as a signature event.
- H. **Event History** – Past success, reliability, delivery of comparable events.
- I. **Type of Support Requested** – Financial, City Staff, or both.

III. Program Parameters

- A. Only events within the designated geographic boundary (Section VII) are eligible in this program.
- B. Unallocated funds may be reserved for future application or special opportunities.
- C. Priorities of Awards
 - a. City Services through Program Funds;
 - b. Financial support directly related to an event.
 - c. Free admission events over ticketed events.
- D. Funding may be revoked if:
 - a. The event fails to meet Program criteria; or
 - b. The event application falsifies information.
- E. Additional information may be requested at any stage. Failure to provide information will result in rejection of the application for the funding cycle it was originally submitted.
- F. Applicants must be registered and in good standing with the City of Colfax, California Secretary of State, Franchise Tax Board, and (if applicable) the Attorney General prior to applying. Applications will be denied if the applicant is in arrears with the City of Colfax or not current on their Business Operations Tax.
- G. Funding may be awarded for one or more events depending on scale. Continued support requires demonstration of event growth and alignment with Program goals.
- H. Application Review:
 - a. Media advertising of event and parking will be analyzed.
 - b. Marketing plans must include media/public relations and provide pre and post event reporting. The applicant is responsible for the submission of a complete media report to the City.
 - c. Financial submissions will be evaluated for break-even performance, profit carryover, and City cost recovery.
- I. A detailed business plan may be requested at any time during the application process. All elements will be carefully reviewed by the Committee, including cost, economic impact, and traffic, among other elements.
- J. The City Manager, or their designee(s), may reject an application or reserve funds for events expected to deliver the greatest community or economic benefit to the City of Colfax, as determined by the City Manager, or their designee(s), in their sole discretion.

IV. Application Process

- a. Applicants must submit the required documentation during the designated application period prior to the desired event date. Applicants will be notified of their status following committee review.

Application announcements will be made via the City's webpage;

<https://Colfax-ca.gov>

V. Post-Event Review and Analysis

- a. The approved applicants must submit a detailed post-event report within 30 days after the event, to include:

- Economic and/or social impact;
- Hotel occupancy levels;
- Incident logs;
- Financial summary) actual revenues and expenses);
- Spectator attendance

- b. Approved applicants must maintain a media log and affidavit for all paid and unpaid advertising.

- c. The City of Colfax may conduct an annual review/audit to confirm the event continues to meet Program criteria.

VI. Amendments. Program guidelines may be amended at any time by the City Manager to improve the program delivery.



City of Colfax
CITY SPECIAL EVENT SUPPORT PROGRAM
City Hall
33 South Main Street
Colfax Ca, 95713
530-346-2313

Application Instructions

Applications will become the property of the City of Colfax. Incomplete applications may not be processed. Email a completed application to:

city.clerk@colfax-ca.gov

Include the event name in the email subject line

Applications will be accepted on a continuous basis. Applications must be submitted no less than 20 calendar days prior to the event date for consideration by the city. The City encourages interested parties to submit applications as soon as possible.

The City of Colfax reserves the right to limit the number of program awards at its sole discretion.

Questions concerning the program may be directed to

Gabrielle Christakes
City Clerk

Gabrielle.christakes@colfax-ca.gov

STOP!

Review the program boundary map on the following page to verify that the location of your event is within the program boundary. Applications for events outside the program boundary cannot be accepted.





City of Colfax
CITY SPECIAL EVENT SUPPORT PROGRAM
City Hall
33 South Main Street
Colfax Ca, 95713
530-346-2313

Request for support application

PLEASE SUBMIT THE FOLLOWING WITH THIS APPLICATION

1. A full and complete Revenue and Expense Budget
2. A full and complete Business Plan
3. A full and complete Marketing plan
4. A full and complete Logistics Plan
5. A full and complete list of services requested by the City of Colfax staff.
6. Copy of 501(c) (3)(6) or other not-for-profit tax status, if applicable
7. Note: Past recipients must submit a post event report before any new applications will be reviewed.
8. Note: Incomplete application may not be processed.

The undersigned hereinafter referred to as the APPLICANT, hereby makes an application to request funding support to the CITY OF COLFAX SPECIAL EVENT SUPPORT PROGRAM as noted below on the dates(s) here specified for the purpose(s) indicated. All applications are subject to approval by the presiding panel of the CITY OF COLFAX SPECIAL EVENT SUPPORT PROGRAM.

1. Funding is awarded for the following:
 - a. Direct services provided by the City of Colfax staff; and/or,
 - b. Eligible event costs that exceed City services support, as determined by a screening panel of the City of Colfax special event support program.
2. Funding for City Services are the first priority for funding through this program.

TODAY'S DATE: Click or tap here to enter text.
COMPANY/ORGANIZATION: Click or tap here to enter text.
CONTACT NAME: Click or tap here to enter text.
ADDRESS: Click or tap here to enter text.
TELEPHONE NUMBER: Click or tap here to enter text.
EMAIL ADDRESS: Click or tap here to enter text.

COMPANY/ORGANIZATION STATUS: FORM OF BUSINESS ENTITY: CHECK MARK BOX	INSERT INFORMATION
--	--------------------

☐	NON-PROFIT (copy of 501 (c)(3)(6) OR OTHER NOT FOR PROFIT TAX STATUS REQUIRED)	FEDERAL ID#	Click or tap here to enter text.
☐	COMPANY	STATE REGISTERED ID#	Click or tap here to enter text.
☐	PARTNERSHIP	Business Operations Tax Certificate ID# or Exempt	Click or tap here to enter text.
☐	SOLE PROPRIETORSHIP	DATE COMPANY ESTABLISHED:	Click or tap here to enter text.
☐	ASSOCIATION		Click or tap here to enter text.

**CITY OF COLFAX SPECIAL EVENT SUPPORT PROGRAM
EVENT INFORMATION**

Event Title: Click or tap here to enter text.	
Summary/Purpose of event: Click or tap here to enter text.	
Requested Date(s) of Event: Click or tap here to enter text.	
Days of the Week: Click or tap here to enter text.	
Event Hours: Click or tap here to enter text.	
Set-Up Time/Days: Click or tap here to enter text.	
Please list all performers and entertainment acts. Performers/entertainment acts may not be charged without prior approval of the City of Colfax Event(s) Program. Click or tap here to enter text.	
Estimated Attendance: Click or tap here to enter text.	
<u>Tickets to be Sold</u> Yes	Price Per Ticket: \$Click or tap here to enter text.
<u>Types of Requested City Services:</u> Contact City Hall at 530-346-2313 or city.clerk@colfax-ca.gov for information regarding City requirements for Special Event Permits and estimated cost for City services	<u>Estimated Cost</u>
Parking for Street Closure, etc.	Click or tap here to enter text.
Sheriff Services	
Fire Services – CalFire	
Solid Waste for Bens, Dumpsters, Street Sweeping -	
Public Works for Electrical	
Other – Please Specify	
Sub-Total City Services Request:	Click or tap here to enter text.
<u>Non-City Services Support Request</u>	Estimated Costs:

CITY OF COLFAX SPECIAL EVENT SUPPORT PROGRAM REFERENCES

Please provide a list of up to four (4) of the most recent events you and/or your organization have produced in the City of Colfax in the last five (5) years; or if none within the City, outside of the City of Colfax.

EVENT NAME	BRIEFF DESCRIPTION OF EVENT	DATE/ATTENDANCE	REFERENCE NAME & CONTACT INFORMATION

Applicant hereby represents that he/she has made full and complete disclosure of all information, and that all of the above information and statements are true and correct. Applicant also hereby authorizes a representative of the City of Colfax Special Event Support Program to contact references and obtain information as related to this application. Please allow 20 working days for process of application.

Applicants Name (print):

Applicants Signature:

Title: _____

Date: _____

This application form is subject to change by the City of Colfax at any time without notice.

Attached: Business Plan

Logistics Plan

Marketing Plan

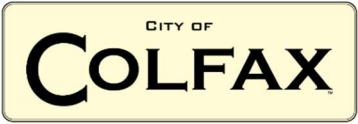
List of Services provided by the City of Colfax

Business Plan Checklist (Completed)

**CITY OF COLFAX SPECIAL EVENT SUPPORT PROGRAM
Business Plan Checklist**

This checklist must be submitted with the application package

<u>FINANCIAL</u>	
Revenue Sources and Amounts for Entire Event	☐
Expense Budget	☐
Sponsorship Program	☐
Economic Impact on the Community	
Hotel Room Nights (how will you measure)	☐
Visitor Spending	
Tickets/Non-Ticketed Pricing	☐
<u>Marketing</u>	
Attendance	☐
Media Plan	☐
PR Plan	☐
Marketing Plan	☐
<u>Logistical</u>	
Location of Event	☐
Map of Event Boundaries	☐
Parking Needs	
Proposed Location	☐
Partner Organizations	☐
Volunteer Program	☐



Staff Report to City Council

FOR THE SEPTEMBER 9, 2026 REGULAR COUNCIL MEETING

From: Ron Walker, City Manager; Conor Harkins, City Attorney
Prepared by: Conor Harkins, City Attorney
Subject: Flock Cameras in Colfax

Budget Impact Overview:

N/A: ✓	Funded:	Un-funded:	Amount:	Fund(s):
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RECOMMENDED ACTION: Receive Report and Provide Direction to Staff

Summary/Background

The City Council directed staff to investigate the installation of Flock cameras within the City. The City Manager and the City Attorney met with the Placer County Sheriff’s Office (PCSO) on two occasions. This memorandum summarizes staff’s investigation.

The Placer County Board of Supervisors entered into a two-year agreement with Flock on March 28, 2023.¹ The Board amended the contract on November 5, 2024.² Among other changes, the amendment authorized the Purchasing Manager to execute renewals.

According to PCSO, there are three Flock cameras installed in or near Colfax:

- 1. 174 and Lazarini Road (#35 Hwy 174 @ Lazzarini Rd - SB) - This was permitted with Caltrans D3 on permit 03-24-N-MC-0602 issued on 10/31/25
- 2. South Auburn and East Oak (#33 S Auburn St @ E Oak St - NB) - This was permitting with Placer County on permit ENCR23-00183 issued 5/03/23
- 3. Canyon Way at Canyon Creek (F#051 Canyon Way @ Canyon Creek Dr - NB) - This was permitted with the city on permit 2025-01 issued 1/21/25

The first camera at Highway 174 and Lazarini Road is not within the City’s boundaries or jurisdiction. The second camera at South Auburn and East Oak is within the City but, according to PCSO, was installed under a permit issued by the County. City staff requested a copy of this permit from PCSO but have not received it.

The third camera was installed under an encroachment permit issued by the City to Flock acting on behalf of PCSO. A copy of the permit is attached to this staff report. Staff may issue encroachment permits for obstruction of the public right-of-way without review or approval from the City Council. An encroachment permit grants a revocable license to the permit holder. The City may revoke the license if the encroachment violates any provision of chapter 15.12 of the Colfax Municipal Code.³ The City Council has authority to revoke the encroachment permit issued to Flock/PCSO, but doing so may require amending chapter 15.12 to prohibit encroachments by ALPR systems.

The City is not required to hold a hearing before issuing an encroachment permit for the installation of a Flock camera. An automated license plate recognition (ALPR) system is “a searchable computerized database resulting from the operation of one or more mobile or fixed cameras combined with computer algorithms to read and convert images of

¹ <https://www.placer.ca.gov/DocumentCenter/View/67722/24B>
² <https://www.placer.ca.gov/DocumentCenter/View/83823/26A>
³ Colfax Muni. Code, § 15.12.140.

registration plates and the characters they contain into computer-readable data.”⁴ An ALPR Operator is “a person that operates an ALPR system.”⁵ “A public agency that operates or intends to operate an ALPR system shall provide an opportunity for public comment at a regularly scheduled public meeting of the governing body of the public agency before implementing the program.”⁶ Under these definitions, the City is not an ALPR operator, and issuing an encroachment permit for an ALPR camera does not enable the City to operate an ALPR system.

The City’s contract with PCSO, which was renewed on July 22, 2026, does not specifically address Flock or ALPR systems. It very generally requires PCSO to “furnish all equipment ... necessary to perform its duties under this Agreement,” and it requires the City to generally cooperate with PCSO “in all activities by or relating to this Agreement.” Section 10, which addresses use of City facilities, does not address installation of ALPR cameras. A copy of the agreement for law enforcement services is attached to this staff report.

PCSO asked staff to emphasize Flock is instrumental in solving crime within the City, including the recent robbery of the Colfax Chevron. PCSO has used information from Flock cameras to solve murders. PCSO is available to meet with any councilmember who has concerns about the use of Flock.

Recommendation

Provide direction to staff.

Fiscal Impacts

n/a

Attachments:

- Encroachment Permit 2025-001
- Executed Agreement to Provide Law Enforcement Services

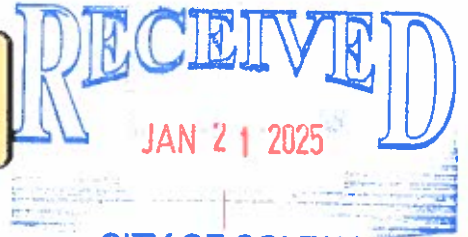
⁴ Civ. Code, § 1798.80.5, subd. (d).

⁵ Civ. Code, § 198.80.5, subd. (c).

⁶ Civ. Code, § 1798.80.55.



P. O. Box 702, Colfax, CA 95713

ENCROACHMENT PERMIT

APN: n/a Permit#: 2025-01
 Site Address: _____ Application Date: 12/5/24
 Subdivision: _____ Building Permit: _____
 Location of Work: Canyon Way between or near: Illinoistown Rd
 Description of Work: Install 1 solar powered ALPR camera on its own new 14' solid aluminum Flock Safety pole in the ROW on behalf of Placer County SO for the purpose of assisting with criminal investigations.

Construction:	Start Date: <u>1/6/25</u>	Completion Date: <u>1/6/25</u>
Information:	Owner Information:	Applicant Information:
	Name: <u>Placer County SO</u>	Name: <u>Flock Safety</u>
	Phone: _____	Phone: <u>470-256-2506</u>
	Address: _____	Address: <u>1170 Howell Mill Rd. Ste 210. Atlanta, GA 30318</u>
	Email: _____	Email: <u>Permit@FlockSafety.com</u>

Encroachment Permit Fee: \$60.00 Total fees paid: _____ Receipt# _____

Comments:

Declarations:

The City of Colfax, State of California, having received an application, hereby authorizes and grants revocable license to the owner/applicant of this permit to do the work, construction and/or otherwise encroach upon the right of way (City Roadway(s)), as described above, in accordance with City of Colfax Municipal Code Chapter 12 & 15 and the General Provision of Encroachment (attached to this permit as Exhibit A). In the event a future improvement of the highway necessitates the relocation of such encroachment(s) the permittee will relocate the same at his/her sole expense. This permit shall be void unless the work herein contemplated shall have been completed before the expiration date. Permit approved subject to payment of fees and CONDITION OF WORK and is revocable at any time.

I hereby apply for a permit to encroach on City of Colfax Right of Way and hereby agree to adhere to all Provisions of Encroachment stated in the General Provisions of Encroachment, all City Codes and Ordinances, Street and Highway Codes, Vehicle Codes and all special conditions placed on this permit if granted.

Applicant Signature: Jeremy Heusler Date: 12/5/24
 Approved By: Carl S. Moore Title: City Engineer
 Signature: [Signature] Date Issued: 1/17/2025 Date Expires: 7/17/2025
 Permit Specifications: _____ Excavation _____ Access Road _____ Obstruction _____ Improvement Plan
☒ Other Explanation: Per description of work

WORK TO CONFORM TO CURRENTLY ADOPTED CITY OF COLFAX IMPROVEMENT STANDARDS AND PROJECT PLANS & SPECIFICATIONS AS APPROVED BY THE COMMUNITY SERVICES DIRECTOR OR CITY ENGINEER

PERMIT SHALL BE PRESENT AT JOB SITE DURING ANY CONSTRUCTION

Updated 6/08/2020
 Ph: (530) 346-2313
 Fax: (530) 346-6214

Web: www.colfax-ca.gov
 info@colfax-ca.gov

FLOCK SAFETY EQUIPMENT INSTALLATION

CASE NUMBER: 00845990
PERMITTING JURISDICTION:
Colfax (City of), Right-of-Way

Colfax (City of), Right-of-Way

ON BEHALF OF

CA - Placer County SO

CONTACT LIST**PERMITTING**

jeremy.heusler@flocksafety.com

PROJECT MANAGER

halley.spessard@flocksafety.com

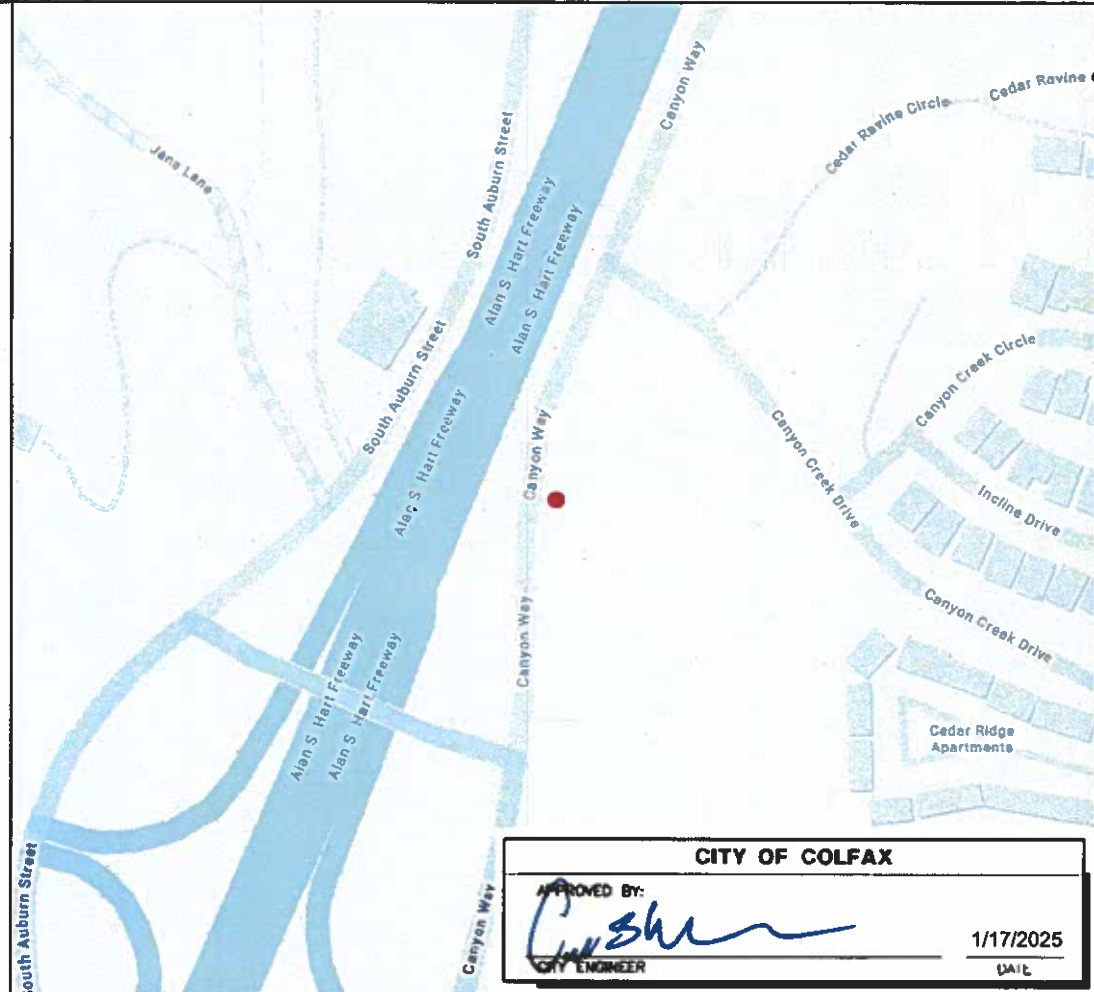
SEE APPROVED PERMIT FOR LISTED INSPECTOR*

DRAWING INDEX

T.01	COVER SHEET & LOCATION MAPS
GN.01	GENERAL NOTES
A.01	PLAN DRAWINGS
SPEC.01 - SPEC.02	EQUIPMENT & FOUNDATION DETAILS



Know what's below.
Call before you dig.

**CITY OF COLFAX**

APPROVED BY:

[Signature]

CITY ENGINEER

1/17/2025

DATE

(THIS SPACE LEFT INTENTIONALLY BLANK FOR STAMP)

CA - Placer County SO
 00845990

Flock Safety
 1170 HOWELL MILL ROAD SUITE 210
 ATLANTA, GA 30318

REV	DATE	BY	DESCRIPTION
-	-	-	-
-	-	-	-
-	-	-	-
0	01/14/2025	FLK	PRELIM

I HEREBY CERTIFY THIS DOCUMENT WAS PREPARED BY MYSELF OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED ENGINEER UNDER THE LAWS OF THE STATE OF CALIFORNIA.

Digitally signed by Michael B. Leeper
 Date: 2025.01.16 20:25:36 -08'00'

**FLOCK SAFETY EQUIPMENT INSTALLATION**

CASE NUMBER: 00845990
PERMITTING JURISDICTION: Colfax (City of),
Right-of-Way

COVER SHEET & LOCATION MAPS

SHEET:	REV:
T.01	0

THIS DOCUMENT HAS BEEN DRAWN BASED OFF THE MOST RECENT AVAILABLE DATA & AERIAL IMAGERY. THIS INCLUDES RIGHT OF WAY, EXISTING UTILITIES, & PRIVATE PROPERTY LINES. IT REMAINS THE RESPONSIBILITY OF OTHERS TO VERIFY ALL DATA PRIOR AND EXISTING SURROUNDING FACILITIES TO VERIFY & CONFLECTS ABOVE & BELOW GRADE. ALL CONSTRUCTION TO FOLLOW CALIFORNIA DEPARTMENT OF TRANSPORTATION GENERAL GUIDELINES. DO NOT SCALE DRAWINGS. CALL 811 PRIOR TO DIGGING.

GENERAL & CONSTRUCTION NOTES

1. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH STATE AND LOCAL AGENCY SPECIFICATIONS UNLESS SPECIFICALLY STATED OR SHOWN OTHERWISE HEREIN.
2. ALL WORK SHALL CONFORM TO ALL APPLICABLE ELECTRICAL CODES EXCEPT WHEN STATE DEPARTMENT OF TRANSPORTATION AND LOCAL AGENCY STANDARDS SUPERSEDE.
3. CONTRACTOR SHALL ENSURE ALL PROPOSED EQUIPMENT INSTALLED IS IN ACCORDANCE WITH NESC REQUIREMENTS AND CLEARANCES.
4. ALL CONSTRUCTION AND/OR MAINTENANCE ON THE CALIFORNIA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY SHALL CONFORM TO THE FEDERAL MANUAL ON UNIFORM TRAFFIC DEVICES, THE CALIFORNIA DEPARTMENT OF TRANSPORTATION ROADWAY AND TRAFFIC DESIGN STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION, PLANS PREPARATION MANUAL AND DRAINAGE MANUAL.
5. THE PERMITTING AGENCY RESERVES THE RIGHT TO MAKE ADJUSTMENTS TO ANY PERMITTED METHODS OF INSTALLATION, SCOPE OF WORK AND RESTORATION THAT MAY BE REQUIRED TO POSITIVELY SUPPORT LIFE, SAFETY AND ENVIRONMENTAL WELL BEING OF ALL USERS OF THE TRANSPORTATION SYSTEM.
6. SHOULD A CONFLICT ARISE BETWEEN THE DETAILS SHOWN IN THE PLANS AND THE DEPARTMENT OF TRANSPORTATION STANDARDS, THE ENGINEER/PERMITEE SHALL IMMEDIATELY CONFER WITH THE DEPARTMENT'S ENGINEER IN ORDER TO RESOLVE THE DISCREPANCY. IN NO CASE WILL ANYTHING LESS THAN THE DEPARTMENTS MINIMUM STANDARDS BE ALLOWED.
7. FLOCK SAFETY SHALL BE RESPONSIBLE FOR LOCATING ALL UNDERGROUND UTILITIES 48 HOURS PRIOR TO CONSTRUCTION.
- 7.1. INSTALLS INVOLVING FLOCK SAFETY PROVIDED POLES, A MINIMUM OF 2' SEPARATION SHALL BE MAINTAINED FROM ALL EXISTING UTILITIES AND STORM DRAIN STRUCTURES.
8. THE PERMITTED WORK SCHEDULE IS DEFINED AS MONDAY THROUGH FRIDAY 7:00AM TO 5:30PM UNLESS OTHERWISE NOTED WITHIN THE PERMIT. ANY WORK DESIRED OUTSIDE OF THIS PERIOD MUST BE REQUESTED IN ADVANCE AND APPROVED BEFORE WORKING THE ALTERNATE SCHEDULE.
9. FLOCK SAFETY SHALL BE RESPONSIBLE TO APPLY AND OBTAIN AN APPROVED TRAFFIC CONTROL PLAN IN ACCORDANCE WITH MUTCD AND LOCAL STANDARDS AS REQUIRED.
10. WORK INVOLVING TEMPORARY LANE CLOSURES ARE TO BE DONE BETWEEN THE HOURS OF 8:00AM AND 5:00PM, MONDAY THROUGH FRIDAY UNLESS OTHERWISE STATED BY THE DEPARTMENT OF TRANSPORTATION.
11. CONTRACTOR SHALL PROVIDE SAFE ACCESS PER CURRENT GENERAL STANDARDS FOR ALL PEDESTRIAN TRAFFIC REGULATIONS ON ALL EXCAVATIONS OPENED IN THE TRAFFIC ZONE CONTROL AREA.
12. NO PEDESTRIAN PATHWAY IS TO BE REMOVED, BLOCKED, OR DISTURBED WITHOUT HAVING A SUFFICIENT DESIGNATED TEMPORARY PEDESTRIAN PATHWAY WITH ALL APPROPRIATE PEDESTRIAN MAINTENANCE OF TRAFFIC SIGNS IN PLACE PRIOR TO PATHWAY BEING AFFECTED.
- 12.1. ALL TEMPORARY PEDESTRIAN PATHWAYS MUST BE FIRM AND UNYIELDING.
13. CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTY IN THE VICINITY OF THE CONSTRUCTION.
14. NO WORK SHALL BE PERFORMED DURING THE WEEKS OF ANY STATE OR FEDERAL HOLIDAYS UNLESS OTHERWISE APPROVED BY THE CALIFORNIA DEPARTMENT OF TRANSPORTATION.
15. ALL WORK ZONES ARE TO BE SET UP AND MAINTAINED BY SOMEONE WHO HAS THE CALIFORNIA DEPARTMENT OF TRANSPORTATION INTERMEDIATE TRAFFIC CONTROL LEVEL TRAINING OR EQUIVALENT.
16. THE PERMITTING AGENCY RETAINS THE RIGHT TO MAKE ALTERATIONS TO THE PERMIT, ATTACHED SKETCH OR CHARACTER OF WORK AS MAY BE CONSIDERED NECESSARY OR DESIRABLE DURING THE PROGRESS OF THE WORK FOR SATISFACTORY COMPLETION OF THE PROPOSED CONSTRUCTION.
17. THE PERMITEE SHALL NOTIFY THE PERMITTING AGENCY OF DATE OF COMPLETION, REQUEST A FINAL INSPECTION AND A NOTICE OF FINAL ACCEPTANCE.
18. IF THE PROPOSED CANNOT BE INSTALLED PER THE APPROVED PERMITTED PLAN AND BY GENERAL SPECIFICATIONS, A REVISED PLAN MUST BE PROVIDED TO THE DEPARTMENT FOR REVIEW AND APPROVAL PRIOR TO THE INSTALLATION OF PRODUCTS OR MATERIALS AT THE GIVEN LOCATIONS WHERE CONFLICTS OCCUR.
19. CONTRACTOR SHALL RESTORE RIGHT-OF-WAY TO EQUAL OR BETTER CONDITION UPON COMPLETION OF WORK AND TO THE SATISFACTION OF THE STATE DEPARTMENT OF TRANSPORTATION AND LOCAL AGENCY AT NO ADDITIONAL COMPENSATION.
- 19.1. RESTORATION MAY INCLUDE BUT IS NOT LIMITED TO GRADING AND SODDING IN ANY DISTURBED AREA.
- 19.2. ANY SIDEWALK DISTURBED WILL BE REPLACED BY SECTION WITHIN 72 HOURS TO THE STATE DEPARTMENT OF TRANSPORTATION SPECIFICATIONS.
20. IT WILL BE THE RESPONSIBILITY OF THE PERMITEE TO REPAIR ANY DAMAGE TO GENERAL FACILITIES AND/OR PRIVATE PROPERTY CAUSED BY CONSTRUCTION OF THE PROJECT.
21. ALL ROADWAY PAVEMENT, CURBS, GUTTERS AND STORM WATER COLLECTORS WILL BE KEPT FREE OF MUD AND OTHER DEBRIS AT ALL TIMES DURING CONSTRUCTION.
22. NO STOCKPILING, STORING OR SEMI PERMANENT USE OF THE RIGHT OF WAY IS AUTHORIZED UNLESS SPECIFICALLY IDENTIFIED WITHIN THE PERMIT.
23. THE CONTRACTOR SHALL HAVE AN AUTHORIZED PERSON AVAILABLE AT OR NEAR THE WORK SITE TO ADDRESS EMERGENCY ISSUES ASSOCIATED WITH THE PROJECT.

ADA COMPLIANCE NOTES

1. ALL SIDEWALK CONSTRUCTION SHALL BE IN ACCORDANCE WITH ADA TITLE II AND ALL STATE DEPARTMENT OF TRANSPORTATION AND LOCAL STANDARDS. USE STATE DEPARTMENT OF TRANSPORTATION CURRENT EDITION STANDARDS FOR PEDESTRIAN CONTROL PLANS FOR CLOSURE OF SIDEWALK.
2. MINIMUM SIDEWALK CLEAR PEDESTRIAN ACCESS ROUTE (PAR) IS 48" WIDE.
3. NO OBSTRUCTION IS PERMITTED ALONG THE WIDTH OF THE SIDEWALK UP TO 7'-0" IN HEIGHT.

DRAWINGS

1. THE WORK SHALL BE PERFORMED IN STRICT ACCORDANCE WITH THE FOLLOWING ATTACHED DRAWINGS THAT ARE HEREBY MADE A PART OF THE STATEMENT OF WORK, BY THIS REFERENCE.

SPECIFICATIONS

1. THE WORK SHALL BE PERFORMED IN STRICT ACCORDANCE WITH THE SPECIFICATIONS CONTAINED IN THAT CERTAIN "MASTER AGREEMENT, OUTSIDE PLANT MAINTENANCE CONSTRUCTION SERVICES," PROVIDED THAT SUCH AN AGREEMENT EXISTS BETWEEN FLOCK SAFETY AND CONTRACTOR. IN THE ABSENCE OF SUCH AN AGREEMENT, THE SPECIFICATIONS CONTAINED IN AN AGREEMENT TO BE EXECUTED BY THE PARTIES PRIOR TO THE COMMENCEMENT OF WORK SHALL GOVERN.

MATERIALS

1. INSTALLER SHALL RECEIVE FLOCK SAFETY MATERIALS AT A FLOCK SAFETY LEASED WAREHOUSE FACILITY OR AT THE LOCAL TSO LOCATED AT (CONTACT 24 HOURS IN ADVANCE): 1170 HOWELL MILL RD NW, ATLANTA, GA 30318.
- 1.1. ALL UNUSED AND REQUESTED SALVAGED MATERIAL TO BE RETURNED TO SAME ADDRESS.
2. THE RECEIPT OF ALL MATERIALS SHALL BE CONSTRUED AS CONCLUSIVE EVIDENCE THAT THE CONTRACTOR HAS MADE ALL NECESSARY EXAMINATION AND INSPECTIONS, AND IS SATISFIED AS TO THE QUALITY AND QUANTITY OF MATERIALS RECEIVED.
3. ANY AND ALL MATERIALS THAT MAY BECOME LOST, STOLEN OR DAMAGED SHALL BE REPLACED BY THE CONTRACTOR AT THE CONTRACTOR'S SOLE EXPENSE, AND ANY DELAY INCURRED SHALL NOT BE CAUSE FOR AN EXTENSION IN TIME.

SAFETY AND PRECAUTIONS

1. ALL PERSONNEL ARE REQUIRED TO ABIDE BY ALL RULES AND REGULATIONS SET FORTH IN THE FLOCK SAFETY REQUIREMENTS, RAILROAD SAFETY CODE AND GOVERNING JURISDICTION.
2. THE WORK UNDER THIS INSTALLATION WILL BE CONSTRUCTED ALONG RIGHTS OF WAY THAT MAY CONTAIN EXISTING AND OPERATIONAL UTILITIES. THE CONTRACTOR SHALL BE FULLY RESPONSIBLE FOR LOCATING EXISTING UTILITIES AND FOR COMPLIANCE WITH THE REQUIREMENTS OF ANY STATEWIDE AND/OR LOCAL AREA IN ADVANCE OF ANY EXCAVATION, BORING OR PLACING WORK AND THE CONTRACTOR SHALL LOCATE AND EXPOSE BY HAND ALL EXISTING SUBSURFACE PLANT. ANY DAMAGE CAUSED BY THE CONTRACTOR SHALL BE REPAIRED BY THE CONTRACTOR AT THE CONTRACTOR'S SOLE EXPENSE AND ANY DELAY INCURRED SHALL NOT BE CAUSE FOR AN EXTENSION IN THE TIME OF THE CONTRACT.
3. INSTALLER SHALL BE RESPONSIBLE FOR THE PROTECTION AND MAINTENANCE OF PUBLIC AND PRIVATE PROPERTIES. INSTALLER SHALL PROTECT, SHORE, BRACE, SUPPORT AND MAINTAIN ALL UNDERGROUND PIPES, CONDUITS, DRAINS AND OTHER SUBSURFACE STRUCTURES UNCOVERED OR OTHERWISE AFFECTED BY THE WORK.
4. INSTALLER SHALL BE RESPONSIBLE FOR ALL DAMAGE TO STREETS, ROADS, HIGHWAYS, SHOULDERS, DITCHES, EMBANKMENTS, CULVERTS, BRIDGES OR OTHER PUBLIC OR PRIVATE PROPERTY OR FACILITY, REGARDLESS OF LOCATION OR CHARACTER, WHICH MAY BE CAUSED BY THE WORK, OR BY MOVING, HAULING, OR OTHERWISE TRANSPORTING EQUIPMENT, MATERIALS OR WORKERS TO OR FROM WORK OR ANY SITE THEREOF, WHETHER BY THE CONTRACTOR OR SUBCONTRACTORS.

STAKING AND SCHEDULING

1. ALL STAKING WILL BE PROVIDED BY FLOCK SAFETY. REQUIRED RIGHT OF WAY CLEARING SHALL BE COMPLETED PRIOR TO STAKING. THEREFORE, THE INSTALLER SHALL COORDINATE ALL CLEARING AND PLACING OPERATIONS WITH THE FLOCK SAFETY PROJECT SUPERVISOR TO AVOID DELAYS AND INTERFERENCE.
2. FLOCK SAFETY WILL PROVIDE RAILROAD, FLAGMEN AND SIGNALMEN AS REQUIRED; HOWEVER, THE CONTRACTOR SHALL BE REQUIRED TO COORDINATE ITS NEEDS FOR SUCH SIGNALMEN AND FLAGMEN WITH FLOCK SAFETY.
3. IN ADDITION TO THE SCHEDULING REQUIREMENTS IN THE GENERAL PROVISIONS, UPON REQUEST THE CONTRACTOR SHALL ALSO SUBMIT TO THE FLOCK SAFETY PROJECT SUPERVISOR, DAILY CREW ASSIGNMENT REPORTS SPECIFYING CREW AND CREW COMPOSITION AND WORK LOCATION.

PERMITS

1. FLOCK SAFETY HAS OBTAINED OR WILL OBTAIN PERMITS FROM DEPARTMENTS AND/OR AGENCIES OF CITIES, COUNTIES, STATES, FEDERAL GOVERNMENT, RAILROAD OR OTHER ENTITIES, WHICH PROVIDE FOR THE PLACING OF PIPES AND/OR CABLE UNDER DITCH, TRACKS AND ROADS AND PLACING PIPES AND/OR CABLE ALONG AND WITHIN PUBLIC OR PRIVATE ROAD RIGHTS OF WAY AND RAILROAD RIGHTS.
2. CONTRACTOR SHALL OBTAIN ADDITIONAL PERMITS, IF REQUIRED, FOR EQUIPMENT ACCESS OR MOVEMENT ON PUBLIC ROADS AND RAILROADS. COPIES OF SUCH PERMITS SHALL BE FURNISHED TO FLOCK SAFETY. ALL TRAFFIC CONTROL, IF APPLICABLE, SHALL BE IN ACCORDANCE WITH LOCAL, STATE, COUNTY, OR PERMITTING AGENCY LAWS, REGULATIONS, AND REQUIREMENTS, AND WILL BE THE CONTRACTOR'S RESPONSIBILITY. TRAFFIC CONTROL PLANS PROVIDED BY CURRENT CALIFORNIA DEPARTMENT OF TRANSPORTATION DESIGN STANDARDS.

SCOPE OF WORK

1. THIS PROJECT SHALL CONSIST OF THE FOLLOWING OPERATIONS: THE WORK PACKAGE IS FOR THE INSTALLATION OF FLOCK SAFETY ALPR CAMERAS WHICH INCLUDES BUT IS NOT LIMITED TO: FLOCK SAFETY PROVIDED POLES, POLE MOUNTED SOLAR PANELS, AND EXTERNAL BATTERY PACKAGES.

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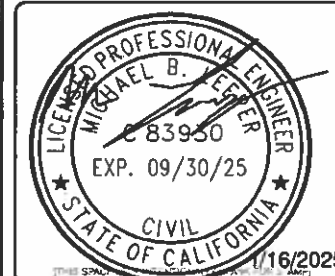
CA - Placer County SO

00845990

Flock Safety
1170 HOWELL MILL ROAD SUITE 210
ATLANTA, GA 30318

REV	DATE	BY	DESCRIPTION
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I HEREBY CERTIFY THIS DOCUMENT WAS PREPARED BY MYSELF OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED ENGINEER UNDER THE LAWS OF THE STATE OF CALIFORNIA



FLOCK SAFETY EQUIPMENT INSTALLATION

CASE NUMBER: 00845990
PERMITTING JURISDICTION: Colfax (City of),
Right-of-Way

COVER SHEET & LOCATION MAPS

SHEET:
GN.01REV:
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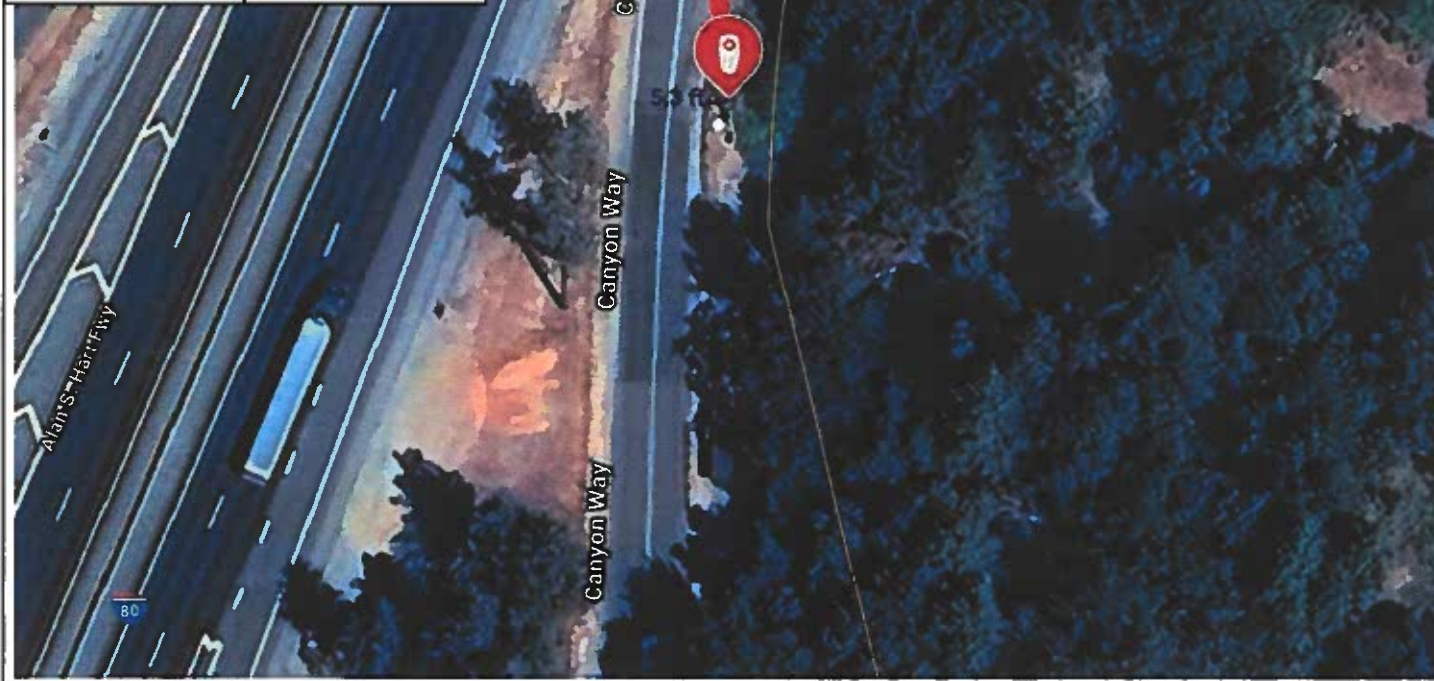
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FLOCK LOCATION DETAILS

LOCATION NAME: F#051 Canyon Way @ Canyon Creek Dr- NB
 GEOGRAPHIC COORDINATES:
 39.07921397112754, -120.95897684421654



STREET NAME/SR #	SPEED LIMIT	TRAFFIC VOLUME	EOP DISTANCE
24508 Canyon Way	25	4000	5.3 ft
Corresponding Spec Sheet		SPEC.01-02	



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CA - Placer County SO
 00845990

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SHEET: A.01	REV: 0
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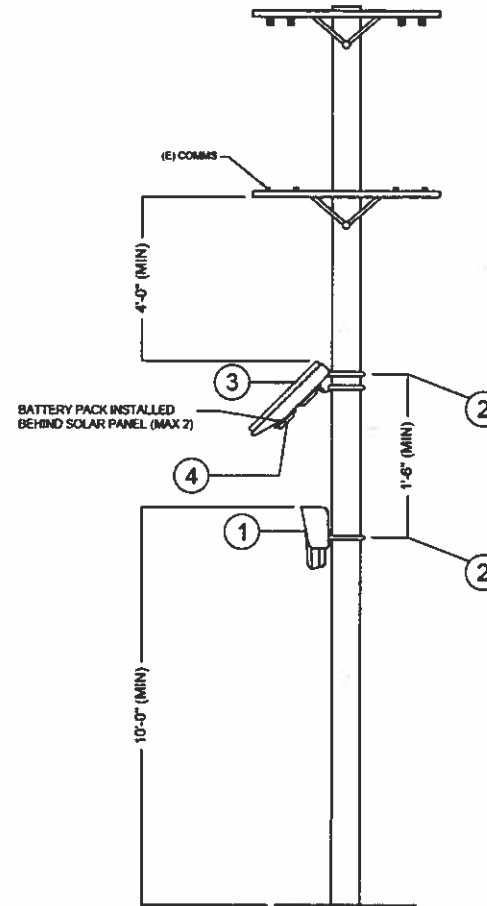
GENERAL & CONSTRUCTION NOTES

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2. CONTRACTOR SHALL RESTORE ALL DISTURBED AREAS TO ORIGINAL SITE CONDITION TO THE SATISFACTION OF STATE DEPARTMENT OF TRANSPORTATION AND LOCAL JURISDICTION.
3. ALL WORK SHALL CONFORM TO APPLICABLE ELECTRICAL CODES EXCEPT WHEN STATE DEPARTMENT OF TRANSPORTATION OR LOCAL JURISDICTION STANDARDS SUPERSEDE.
4. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH SPECIFICATIONS DEFINED BY THE STATE DEPARTMENT OF TRANSPORTATION OR LOCAL JURISDICTION, UNLESS SPECIFICALLY STATED OR SHOWN OTHERWISE HEREIN.

ADA COMPLIANCE NOTES

1. ALL SIDEWALK CONSTRUCTION SHALL BE IN ACCORDANCE WITH ADA TITLE II, STATE DEPARTMENT OF TRANSPORTATION, AND LOCAL JURISDICTION STANDARDS.
2. STATE DEPARTMENT OF TRANSPORTATION CURRENT EDITION STANDARDS SHALL BE USED FOR PEDESTRIAN CONTROL PLANS WHEN CLOSURE OF SIDEWALK IS REQUIRED FOR CONSTRUCTION.
3. MINIMUM CLEAR PEDESTRIAN ACCESS ROUTE (PAR) SHALL BE 48" WIDE.
4. NO OBSTRUCTION IS PERMITTED ALONG THE WIDTH OF THE SIDEWALK UP TO AN ELEVATION OF 7'-0" ABOVE GRADE.

ITEM NO.	PART NUMBER	DESCRIPTION	TOTAL WEIGHT (LBS)	QTY.
1	701-00059	FLOCK SAFETY CAMERA	3.5	1
2	201-00067	MOUNTING CLAMP	2.0	3
3	205-00810	60W SOLAR KIT	17.0	1
4	701-00111	EXTERNAL BATTERY PACK	6.0	2 (MAX)



1 POLE ELEVATION DETAIL

SCALE: N/A

NOTE:
DRAWINGS BASED ON TYPICAL UTILITY POLE

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CA - Placer County SO
00845990

Flock Safety
1170 HOWELL MILL ROAD SUITE 210
ATLANTA, GA 30318

REV	DATE	BY	DESCRIPTION
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FLOCK SAFETY EQUIPMENT INSTALLATION
CASE NUMBER: 00845990
PERMITTING JURISDICTION: Colfax (City of),
Right-of-Way

COVER SHEET & LOCATION MAPS
SHEET: SPEC.01
REV: 0

1 6 NOT USED FLOCK SAFETY "FALCON" CAMERA MOUNTING HARDWARE TO BE PROVIDED BY FLOCK SAFETY 2 8 NOT USED 60 WATT SOLAR PANEL DETAIL (SIDE MOUNTED) MOUNTING HARDWARE TO BE PROVIDED BY FLOCK SAFETY 3 MOUNTING CLAMP MCMETER-CARRI QUICK-RELEASE CLAMP FOR PVM HOSE AND TUBE. 304 STAINLESS STEEL WITH 440 STAINLESS STEEL SCREW PART NUMBER: 522702A 7 NOT USED MOUNTING CLAMP MOUNTING HARDWARE TO BE PROVIDED BY FLOCK SAFETY 4 8 NOT USED EXTERNAL BATTERY PACK MODEL 701-00111 SUPPLIED BY FLOCK SAFETY MOUNTING HARDWARE TO BE PROVIDED BY FLOCK SAFETY	CA - Placer County SO 00845990 Flock Safety 1170 HOWELL MILL ROAD SUITE 210 ATLANTA, GA 30318 <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th>REV</th> <th>DATE</th> <th>BY</th> <th>DESCRIPTION</th> </tr> </thead> <tbody> <tr><td>-</td><td>-</td><td>-</td><td>-</td></tr> <tr><td>-</td><td>-</td><td>-</td><td>-</td></tr> <tr><td>-</td><td>-</td><td>-</td><td>-</td></tr> <tr><td>-</td><td>-</td><td>-</td><td>-</td></tr> <tr> <td>0</td> <td>01/14/2025</td> <td>FLK</td> <td>PRELIM</td> </tr> </tbody> </table> I HEREBY CERTIFY THIS DOCUMENT WAS PREPARED BY MYSELF OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED ENGINEER UNDER THE LAWS OF THE STATE OF CALIFORNIA. FLOCK SAFETY EQUIPMENT INSTALLATION CASE NUMBER: 00845990 PERMITTING JURISDICTION: Colfax (City of), Right-of-Way <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <tr> <th colspan="2">COVER SHEET & LOCATION MAPS</th> </tr> <tr> <td style="width: 50%;">SHEET: SPEC.02</td> <td style="width: 50%;">REV: 0</td> </tr> </table>	REV	DATE	BY	DESCRIPTION	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	01/14/2025	FLK	PRELIM	COVER SHEET & LOCATION MAPS		SHEET: SPEC.02	REV: 0
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Attachment A

CONTRACT NO.

ADMINISTERING AGENCY: Placer County Sheriff-Coroner-Marshal

AGREEMENT TO PROVIDE LAW ENFORCEMENT SERVICES

THIS AGREEMENT is by and between the COUNTY OF PLACER, Office of the Sheriff-Coroner-Marshal, a political subdivision of the State of California, hereinafter referred to as "COUNTY" and the CITY OF COLFAX, a municipal corporation, herein referred to as "CITY".

1. DURATION OF AGREEMENT

This Agreement shall commence on July 1, 2026, for a period of three years, expiring on June 30, 2029, unless terminated as provided herein.

2. TERMINATION

A. Terms and conditions specifying the level of service and the amounts of payment for services are set out in this Agreement. In the event of unforeseen circumstances affecting the obligations of the parties, or their ability to perform, each party to this Agreement may terminate all obligations and duties agreed to herein by providing to the other party not less than 120 days advance written notice of termination.

B. In the event CITY fails to make the payments required by Section 6, the COUNTY shall be relieved of all obligations to provide the services set out in this Agreement thirty (30) days after such default.

3. DUTIES OF COUNTY

A. COUNTY shall provide law enforcement services as defined herein within the jurisdiction of the CITY. For this purpose, law enforcement services mean services generally provided within the boundaries of a city by a city police department, including, but not limited to the enforcement of state and local criminal laws. Such services include patrol, detectives, juvenile services, traffic enforcement, and traffic accident investigation.

B. COUNTY shall provide and supervise all personnel, furnish all equipment, and except as hereafter provided those supplies necessary to perform its duties under this Agreement. CITY shall provide all supplies bearing the name of, or relating specifically to the CITY, such as stationery, forms, and notices. For CITY specific specialized programs, including radar speed enforcement, the CITY shall purchase and maintain the required equipment.

C. COUNTY alone shall control and determine the performance of County personnel serving under this Agreement, including, but not limited to the standards of personnel performance and discipline.

D. COUNTY shall provide CITY with annual reports and statistics regarding the services performed by it under this Agreement, such report to be in a form mutually agreed upon by CITY and the Sheriff of COUNTY.

E. COUNTY shall give CITY the full cooperation and assistance of its officers, agents, and employees.

4. DUTIES OF CITY

A. CITY shall designate the Sheriff of COUNTY as Chief of Police for CITY during the term of this Agreement. The Sheriff will designate a liaison officer to work closely with the CITY.

B. CITY shall give COUNTY the full cooperation and assistance of its officers, agents and employees. The CITY Manager and other persons designated by the CITY Council shall coordinate with the Sheriff in all activities by or relating to this Agreement.

5. STATUS OF PERSONNEL UTILIZED

A. COUNTY shall utilize COUNTY personnel to perform its duties under the terms of this Agreement. They shall not have, nor acquire, any CITY pension, or civil service or other benefits or rights which CITY may confer upon CITY employees, except that for the purpose of giving them official status in the performance of their duties, such personnel shall be deemed to be officers and agents of CITY.

B. CITY shall not be liable for the payment of any salaries, wages, or other benefits or compensation to any COUNTY personnel performing duties under this Agreement. CITY shall not be liable for compensation or indemnity to any COUNTY personnel for injury or sickness arising out of the performance of their duties under this Agreement.

6. PAYMENT FOR SERVICES

For Fiscal Year 2026-2027 (July 1, 2026-June 30, 2027) during the Agreement period, CITY agrees to pay COUNTY the sum of \$1,082,050, due in quarterly installments of \$270,513, as outlined in Exhibit A "Compensation". For Fiscal Year

2027-2028 (July 1, 2027 - June 30, 2028) during the Agreement period, CITY agrees to pay COUNTY the sum of \$1,141,563, due in quarterly installments of \$285,391, as outlined in Exhibit A "Compensation". For Fiscal Year 2028-2029 (July 1, 2028 - June 30, 2029) during the Agreement period, CITY agrees to pay COUNTY the sum of \$1,204,349, due in quarterly installments of \$301,087, as outlined in Exhibit A "Compensation".

Nothing in this Agreement is intended to alter the effect of any statute or County Ordinance related to fees for housing of inmates sustained for City Ordinance violations or for Criminal Justice Administration fees, (i.e., Government Code Section 29550, et seq., Placer County Code Section 50).

7. LEVEL OF SERVICE

For the term of this Agreement beginning July 1, 2026 and ending June 30, 2029, both dates inclusive, COUNTY shall provide routine patrol and related services for the CITY on a 24-hour per day basis within CITY boundaries. The dedicated FTEs by classification are outlined in Exhibit B "Staffing Levels". Dedicated FTEs will remain unchanged throughout the Agreement period unless both parties agree to adjustments, which may result in changes to compensation.

Additional services associated with special events within the CITY boundaries may incur additional cost. COUNTY and CITY shall discuss and agree upon the additional services and additional costs necessary to support the special event.

In the event the CITY's General Fund financial condition substantially changes, both PARTIES agree to meet and re-evaluate the Agreement and service levels provided herein.

8. INDEMNIFICATION

Except as hereinafter provided, COUNTY shall indemnify and hold harmless CITY, its officers and employees, from any and all claims, actions, or proceedings, or liability for injuries or damages to persons and property caused by COUNTY'S performance of services under this Agreement. COUNTY shall defend on behalf of CITY, at COUNTY'S sole expense, any such actions or proceedings and shall pay, when final, any judgments, awards or settlements in any such actions or proceedings. Neither COUNTY nor any officer or employee thereof, shall be responsible for injuries or damages to persons or property occurring by reason of anything done or omitted to be done by CITY under or in connection with this Agreement. CITY shall defend, indemnify and hold harmless COUNTY from liability from such actions or omissions.

9. FINES, FORFEITURES

- A. Except as provided in subparagraph "B" below, CITY shall receive proceeds of all fines, forfeitures, penalties and payments for infractions, including all traffic citation proceeds.
- B. All forfeitures under federal law or the California Control of Profits of Organized Crime Act (Penal Code Sec. 186 et seq.) shall be disbursed as provided in federal law or Penal Code Sec. 186.8.

10. CITY FACILITIES

- A. The CITY will provide the COUNTY adequate office space for law enforcement related needs as agreed upon by the CITY and the COUNTY.
- B. CITY will provide adequate lighting of the parking area in front of the Colfax Substation where patrol unit(s) will be parked.
- C. CITY will pay for all normal utility services for such space, including telephone services consisting of at least two phone lines (excluding any long-distance phone calls).
- D. CITY will also pay for custodial/maintenance service to the office space they provide to the COUNTY.

11. NOTIFICATION

Any notice or demand desired or required to be given hereunder shall be in writing and deemed given when personally delivered or deposited in the mail, postage prepaid, and addressed to the parties as follows:

Placer County Sheriff's Office

Attn: Jerry Rogers
2929 Richardson Drive
Auburn, CA 95603

Phone: (530) 889-6965
Fax: (530) 886-3833

City of Colfax

Attn: City Manager
PO Box 702
Colfax, CA 95713

Phone: (530) 346-2313
Fax: (530) 346-6214

Any notice so delivered personally shall be deemed to be received on the date of delivery, and any notice mailed shall be deemed to be received five (5) days after the date on which it was mailed.

IN WITNESS WHEREOF, the parties hereto have caused their duly authorized representatives to execute this Agreement.

CITY OF COLFAX ("CITY")

<u>Ron Walker</u> <u>Ron Walker (Aug 18, 2026 13:40:38 PDT)</u> City Manager 08/18/2026 Date: _____
Approved as to Form City of Colfax Counsel <u>Conor W. Harkins</u> <u>Conor W. Harkins (Aug 20, 2026 10:24:38 PDT)</u> 08/20/2026 Date: _____

COUNTY OF PLACER ("COUNTY")

<u>Wayne Woo</u> Wayne Woo, Sheriff-Coroner-Marshal 08/14/2026 Date: _____
Approved as to Form Office of Placer County Counsel <u>Greg Warner</u> <u>Greg Warner (Jul 14, 2026 14:26:57 PDT)</u> 07/14/2026 Date: _____

EXHIBITS:

Exhibit A: Compensation

Exhibit B: Staffing Levels

EXHIBIT A COMPENSATION

For Fiscal Year 2026-2027 (July 1, 2026-June 30, 2027) during the Agreement period, CITY agrees to pay COUNTY the sum of \$1,082,050, due in quarterly installments of \$270,513, as outlined in Exhibit A "Compensation". For Fiscal Year 2027-2028 (July 1, 2027 - June 30, 2028) during the Agreement period, CITY agrees to pay COUNTY the sum of \$1,141,563, due in quarterly installments of \$285,391, as outlined in Exhibit A "Compensation". For Fiscal Year 2028-2029 (July 1, 2028 - June 30, 2029) during the Agreement period, CITY agrees to pay COUNTY the sum of \$1,204,349, due in quarterly installments of \$301,087.

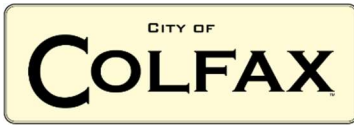
Quarterly installments shall be due on October 1, January 1, April 1 and August 1 of each year of the Agreement period.

Term	Annual Amount	Quarterly Installment
July 1, 2026 to June 30, 2027	\$1,082,050	\$270,513
July 1, 2027 to June 30, 2028	\$1,141,563	\$285,391
July 1, 2028 to June 30, 2029	\$1,204,349	\$301,087

EXHIBIT B STAFFING LEVELS

Dedicated FTEs will remain unchanged throughout the Agreement period unless both parties agree to adjustments, which may result in changes to compensation.

Classification	FTE
Sergeant	0.5
Deputy Sheriff II	2.25
Detective (Deputy Sheriff II)	0.1



Staff Report to City Council

FOR THE SEPTEMBER 9, 2026 REGULAR COUNCIL MEETING

From: Conor Harkins, City Attorney
Prepared by: Conor Harkins, City Attorney
Subject: Adoption of City Council Policy Manual

Budget Impact Overview:

N/A: ✓	Funded:	Un-funded:	Amount:	Fund(s):
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RECOMMENDED ACTION: Adopt City Council Policy Manual By Resolution

Summary/Background

On August 26, 2026, the City Council reviewed the policy manual proposed by the City Attorney. The attached draft includes the changes requested by the City Council:

- Added penalties for failure to complete mandatory training to a new standalone policy 1-10 (includes revisions to policy 1-8)
- Modifies policy 2-2, decorum, to only apply to councilmembers and staff
- Modifies policy 2-6, consideration of agenda items, to include council deliberation as a separate step
- Modifies policy 2-9, public participation, to give each speaker 5 minutes for public comment
- Modifies policy 2-10, disruptions, to apply to service disruptions only when the City is required by law to provide remote access
- Modifies policy 3-2, future agenda items, to state that the public can comment during any meeting, not just regular meetings (in accordance with the Brown Act)
- Adds notice of whistleblower laws to policy 4-3
- Modifies policy 4-5 by noting any councilmember can request legal analysis from the City Attorney in accordance with policy 3-2.

Recommendation

Adopt City Council Policy Manual as the policies and procedures of the City Council of the City of Colfax

Fiscal Impacts

Staff time

Attachments:

City Council Policy Manual (Council edits - redline)
 Resolution Adopting City Council Policy Manual

CITY COUNCIL OF THE CITY OF COLFAX POLICY MANUAL

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Policy	Title	Adopted	Revised
0-0	City Council Policy Manual		
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Appendices			
1-1	Oath of Office		
1-5	Expense Reimbursement Form		
1-6	Committee Assignments		
1-7(A)	Conflicts of Interest Code: 2 CCR 18730		
1-7(B)	Conflicts of Interest Code: Designated Persons		
1-7(C)	Conflicts of Interest Code: Disclosure Categories		
2-1	Rosenberg’s Rules of Order		

Policy 0-0: City Council Policy Manual

Purpose. This Policy Manual establishes procedures and guidelines for the City Council to conduct its business in an orderly, consistent, and fair manner. It supplements, but does not replace, the Colfax Municipal Code, the Ralph M. Brown Act (Government Code § 54950 et seq.), and other applicable laws. Where this manual conflicts with state law or the municipal code, those laws control.

Amendment. A majority of the City Council may amend this manual by resolution. The City Clerk, in consultation with the City Attorney, is authorized to update this manual to conform to changes in the law. The City Clerk shall notify the City Council and the City Manager of any required updates. City staff shall monitor legal developments and propose discretionary updates to keep this manual current.

Distribution. The City Manager shall provide a copy of this manual to each councilmember upon taking office and maintain the current version on the City's website.

SECTION 1: COUNCIL ORGANIZATION AND ADMINISTRATION

Policy 1-1: New Members

Oath of Office. Each newly elected or appointed councilmember shall take the oath of office required by the California Constitution and Government Code section 1360 et seq. before assuming the duties of office. The City Clerk shall administer the oath at the first regular meeting following certification of election results, or as soon thereafter as practicable. The standard oath of office is included in this manual as appendix 1-1.

Orientation. The City Manager shall arrange an orientation for each new councilmember, which shall include:

- a. A meeting with the City Manager to review current City operations, pending projects, and the operating budget.
- b. A meeting with the City Attorney to review legal obligations, including the Brown Act, conflict of interest laws, the City Council Handbook, and this Policy Manual.
- c. A tour of City facilities.
- d. Distribution of this Policy Manual, the Ralph M. Brown Act, the current budget, the City Council Handbook, and any other relevant documents.

Policy 1-2: Selection of Mayor and Mayor Pro Tem

Annual Selection. At the first regular meeting following the certification of the results of the municipal election, or at the first regular meeting in December of each year in which no election is held, the City Council shall select a Mayor and a Mayor Pro Tem from among its members.

Procedure. The City Council shall select a Mayor and Mayor Pro Tem by two separate motions. Any member may move to appoint herself or any other member Mayor or Mayor Pro Tem. A majority of the City Council (three of the five members) must vote to adopt the motion — a majority of a quorum (two out of three members present) is not sufficient.

Term. The Mayor and Mayor Pro Tem shall serve from the date of their appointment through the date of the appointment of their successor. The City Council may select a new Mayor or Mayor Pro Tem at any time before the end of their terms by directing the City Manager to add the selection to an upcoming agenda in accordance with Section 3 of this manual.

Policy 1-3: Duties of Mayor

The Mayor shall:

- a. Preside at all meetings of the City Council, enforce rules of parliamentary procedure, preserve order and decorum, and announce the Council's decisions.
- b. Sign ordinances, resolutions, contracts, and other documents on behalf of the City as authorized by the Council.
- c. Serve as the official representative of the City for ceremonial purposes and in communications with other governmental agencies, unless the Council designates another representative.
- d. Have the same voting rights as any other councilmember. The Mayor has no veto power.

In the absence of the Mayor, the Mayor Pro Tem shall perform the duties of the Mayor. If both the Mayor and Mayor Pro Tem are absent, the councilmembers present shall select a temporary presiding officer by majority vote.

Policy 1-4: Councilmember Compensation

Under Colfax Municipal Code section 2.24.030, the salary for the Mayor is \$150 per month, and the salary for other city councilmembers is \$100 per month. The City Council may increase their salary by amending this ordinance in accordance with Government Code section 36516.

Policy 1-5: Expense Reimbursement

City Council members may be reimbursed for actual and necessary expenses incurred in the performance of official duties. If an expense requires City Council approval to be eligible for reimbursement, the expense must be approved before it is incurred.

Expense Budget. To ensure responsible stewardship of public funds, the following fiscal controls apply:

- **Annual Appropriation.** Each councilmember is entitled to an equal share of an appropriation for conferences, training, and travel established by the City Council during the annual budget process. The City Manager shall track individual expenditures.
- **Per-Event Cap.** No single conference, seminar, training, or event shall result in total reimbursable costs (registration, travel, lodging, and meals combined) exceeding \$1,500 per councilmember without prior City Council approval.
- **Out-of-State Travel.** All out-of-state travel requires advance approval by the City Council.
- **Budget Exhaustion.** Once a councilmember's share of the expense budget is fully expended, that councilmember may only incur additional expenses with City Council approval. Funds may not be transferred between councilmembers.

Reimbursable activities:

- Attending meetings of the City Council, or of a board, commission, or committee to which the councilmember has been appointed or designated by the City Council.
- Attending conferences, educational seminars, or organized training programs directly related to the councilmember's municipal duties.
- Participating in activities of regional, state, or national organizations in which the City holds membership or in which the councilmember participates at the direction of the City Council (e.g., Sacramento Metropolitan Chamber of Commerce's Cap-to-Cap program; League of California Cities' annual conference).
- Communicating with representatives of regional, state, or federal government on policy matters officially adopted or directed by the City Council.
- Meeting with City staff on matters relating to City business when travel is required.
- Attending City-sponsored or City-endorsed events in an official capacity.

Reimbursable Expenses:

Registration and Tuition Fees. Conference registration fees, seminar tuition, and similar event fees directly related to a reimbursable activity are reimbursable.

Transportation.

- **Mileage.** Personal vehicle mileage shall be reimbursed at the current IRS standard mileage rate. This rate covers gasoline, insurance, maintenance,

and depreciation. Bridge and road tolls are separately reimbursable with receipts.

- **Airfare.** Coach/economy class only. The most economical fare reasonably available shall be used.
- **Car Rental.** Standard or compact class only. Fuel for rental vehicles is reimbursable with receipts.
- **Taxis, Rideshare, and Shuttles.** Reimbursable when the cost is equal to or less than car rental, gasoline, and parking combined, or when necessary for time efficiency. A gratuity of up to 15% per fare is reimbursable.
- **Parking.** Airport long-term parking must be used for travel exceeding 24 hours. Other parking at the most economical rate reasonably available.

Lodging. Councilmembers shall select the most cost-effective lodging reasonably available.

- If lodging is associated with a conference, the councilmember shall use the conference hotel at the published group rate, if available at the time of booking.
- If no conference-associated lodging exists, lodging shall not exceed the applicable U.S. General Services Administration (GSA) per diem rate for the location. The GSA cap applies to the room rate only; applicable taxes and mandatory fees are separately reimbursable.
- Government rates shall be requested when available.
- Only standard single-room rates are reimbursable. Upgrades and additional charges for non-business purposes are the councilmember's personal responsibility.

Meals. Meals during authorized travel are reimbursable up to the applicable GSA per diem rate for the location. Meals included in a conference registration shall be deducted from the per diem. Because meal reimbursement is limited to the GSA per diem, itemized meal receipts are not required; however, the councilmember shall report per diem amounts claimed on the expense report. **Alcohol is not reimbursable under any circumstance.**

Communications. Actual telephone, cellular, fax, and internet access charges incurred on City business while traveling are reimbursable. Telephone records must identify which charges relate to City business.

Non-Reimbursable Expenses. The City shall not reimburse any of the following:

- The personal portion of any trip.
- Expenses of family members or companions, including incremental hotel charges for additional occupants.

- Political contributions or expenses related to political events.
- Entertainment expenses, including movies, sporting events, or cultural events not part of an authorized conference program.
- Alcoholic beverages.
- Non-mileage personal automobile expenses, including vehicle repairs, traffic citations, insurance, or gasoline for personal vehicles (these are covered by the IRS mileage rate).
- Expenses exceeding the rates or caps established by this policy that have not been approved in advance by the City Council pursuant to Government Code section 53232.2, subdivision (f).
- Any expense when the councilmember is not in compliance with policies 1-8 (requiring financial literacy and ethics training) or 1-9 (requiring sexual harassment prevention training).

Pre-Approval. For conferences, seminars, and training events, the councilmember shall submit a request to the City Manager in advance of registration. The request shall include the name, date, and location of the event; a description of its relevance to the councilmember's duties; and an itemized estimate of anticipated expenses. Events within the councilmember's remaining annual allocation and within the per-event cap may be approved administratively by the City Manager. Events exceeding the per-event cap, the councilmember's remaining allocation, or requiring out-of-state travel require City Council approval.

Reimbursement Procedures.

- **Timing.** Reimbursement requests must be submitted within 30 calendar days after the expense is incurred.
- **Form.** Expense reports must be submitted on the form attached to this Policy Manual as Appendix 1-5.
- **Receipts.** Itemized receipts are required for all expenses except meals reimbursed at the GSA per diem rate.
- **Oral Report.** Councilmembers shall provide a brief oral report on each meeting or conference attended at City expense at the next regular meeting of the City Council.
- **Public Records.** All expense reports and supporting documentation are public records subject to disclosure under the California Public Records Act.

Policy 1-6: Committee Assignments

Assignment. The City Council shall review assignments to the City's standing and ad-hoc committees and to regional boards and committees every year in January. The City Manager and the Mayor shall recommend committee assignments to the City Council, and the City Council may adopt the recommendation or make a different assignment.

Removal and Termination. The City Council may remove any committee member at any time. A councilmember's committee assignment terminates automatically when the councilmember's term of office expires.

Reporting. Any councilmember may ask a standing committee formed by the City Council to report on its activities.

Current Assignments. A list of current Council committee assignments and regional body assignments is attached to this Policy Manual as Appendix 1-6. The City Manager shall circulate an updated appendix following assignments under this policy.

Policy 1-7: Conflicts of Interest Code (Financial Disclosures)

Adoption of FPPC Regulation. The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (California Code of Regulations, title 2, section 18730 ("section 18730")) that contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices, designating positions and establishing disclosure categories, shall constitute the conflict of interest code of the City of Colfax (City).

Individuals holding designated positions shall file their statements of economic interests with the City, which will make the statements available for public inspection and reproduction (Gov. Code Sec. 81008). All statements will be retained by the City.

The version of section 18730 in effect when this policy was last amended is included in this policy manual as Appendix 1-7(A). A more recent regulation adopted by the FPPC supersedes Appendix 1-7(A). The City Clerk or his or her designee may update Appendix 1-7(A) with the current version of the FPPC's standard code.

Persons Subject to City's Conflicts Policy. The officials, employees, and contractors listed in Appendix 1-7(B) to this policy are "Designated Persons." It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on economic interests.

Disclosure Categories. The persons designated in Appendix 1-7(B) shall disclose the information listed in Appendix 1-7(C) to this policy to the City Clerk (persons designated under this policy) or to the FPPC (persons listed in Gov. Code, § 87200). The City Clerk shall maintain a public database of statements of economic interest for a minimum of five (5) years.

Policy 1-8: Financial Literacy and Ethics Training

Ethics Training. The Designated Persons listed in Appendix 1-7(B) shall complete two hours of AB 1234 ethics training required under Government Code sections 53234–53235.2 and two hours of fiscal and financial training required under Government Code sections 53238–53238.4.

Tracking. The City Clerk shall:

1. Provide written notice of training deadlines to all individuals subject to this Section;
2. Track completion dates; and
3. Maintain a database of proof-of-completion certificates for a minimum of five (5) years.

Financial Disclosures. Financial disclosure forms (FPPC form 700) shall be filed:

- Upon assuming office (within 30 days),
- Annually (by April 1), and
- Upon leaving office (within 30 days)

as set forth in section 18730(b)(5) of title 2 of the California Code of Regulations.

~~Penalties~~**Annual report.** At the first regular Council meeting of each calendar year, the City Clerk shall present to the City Council a report summarizing Form 700 filing, ethics training compliance, and fiscal and financial training compliance for the prior year. The report shall identify any delinquent filings or training and the status of corrective action. ~~If any Designated Person fails to complete the required training or file a statement of economic interest on time, the City Manager shall:~~

- ~~1. Issue a formal written warning to the individual;~~
- ~~2. Withhold compensation, stipend, or expense reimbursement until the filing is complete;~~
~~or~~
- ~~3. For appointed officials, recommend removal from the board or commission to the City Council.~~

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Policy 1-9: Sexual Harassment Prevention Training

Training Requirement. Government Code sections 53237 through 53237.5 (AB 1661) require local agency officials, including City Councilmembers, to receive at least two hours of sexual harassment prevention training and education if the agency provides any type of compensation, salary, or stipend to those officials.

Training opportunities are available through the City, the League of California Cities, the Institute for Local Government, the California Civil Rights Department, and other qualified providers identified by the City Clerk. Training through a councilmember's employer or another public agency that meets the requirements of Government Code section 53237.1, subdivision (d), satisfies this policy if the councilmember provides the City Clerk with a certificate of completion.

Deadlines. Each Councilmember shall complete sexual harassment prevention training and education that complies with Government Code section 53237.1 within six (6) months of taking office and every two (2) years thereafter.

Certificate of Completion. Upon completing the required training, each Councilmember shall provide a certificate or other written proof of completion to the City Clerk. The certificate shall state the date the councilmember completed the training and the entity that provided the training. Certificates of completion are public records.

Clerk's Duties. The City Clerk shall recommend in writing training to councilmembers once before assuming a new position and every two years thereafter. The City Clerk shall maintain training records for five years in accordance with Government Code section 53237.2.

Policy Scope. This Section addresses the sexual harassment prevention training requirement for City Councilmembers under Government Code sections 53237 through 53237.5. The City's separate citywide anti-harassment policy in the Employee Handbook governs the substantive standards of conduct, prohibited behavior, reporting, and complaint procedures applicable to all City officials and employees.

Policy 1-10: Failure to Complete Mandatory Training

If any elected or appointed official fails to complete training required by federal or state law, City ordinance, or City Policy, the City Manager shall:

1. Issue a formal written warning to the individual;
2. Withhold compensation, stipend, or expense reimbursement until the filing is complete;
or
3. For appointed officials, recommend removal from the board or commission to the City Council.

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Section 2: Meeting Procedures

Policy 2-1: Rules of Procedure

The City Council adopts Rosenberg’s Rules of Order, Revised 2011 (or the most current edition), as the parliamentary authority for the conduct of Council meetings. A copy of Rosenberg’s Rules shall be kept by the City Clerk and made available at all Council meetings.

For purposes of counting votes, the City Council adopts a “present and voting” rule: only councilmembers present and voting are counted to determine whether a motion pending before the City Council passes or fails. Councilmembers who abstain from voting are counted for determining a quorum, but not for determining whether the motion passes. When a state law or City ordinance requires action by a majority of the whole Council, not just a majority of members present and voting, abstentions are counted as “no” votes.

Where Rosenberg’s Rules are silent, the presiding officer shall rule on questions of procedure, subject to appeal to the full Council by any member. An appeal requires a majority vote to overturn the ruling of the chair.

The Council may, by two-thirds majority vote, suspend any procedural rule in this manual for the duration of a single meeting, except where the rule implements a requirement of state law.

The current edition of Rosenberg’s Rules is attached to this Policy Manual as Appendix 2-1. The City Clerk shall maintain Appendix 2-1 with the current version of Rosenberg’s rules.

Policy 2-2: Decorum

Councilmembers, ~~and~~ staff, ~~and members of the public~~ shall conduct themselves with courtesy and respect during Council meetings in a manner that maintains the dignity and integrity of the City Council.

Councilmembers.

- Councilmembers shall address their remarks to the Mayor and not directly to other councilmembers, staff, or audience members during formal deliberation.
- A councilmember who wishes to speak shall be recognized by the Mayor before speaking.
- Councilmembers shall refrain from personal attacks, impugning the motives of other members, or disruptive behavior.

Staff. Staff members attending City Council meetings shall respond to questions through the Mayor or as directed. Staff shall provide objective, factual information and professional recommendations. Staff shall not be expected to express personal opinions on policy matters.

All City Representatives. All City officials, employees, and agents appearing at City Council meetings on behalf of the City shall:

- Maintain a professional demeanor and appearance while seated at the dais or addressing the Council and the public. Dress and personal hygiene shall meet the standards expected of professionals conducting serious affairs on behalf of the public. Business casual clothing is preferred.
- Refrain from chewing, smoking, vaping, or using other tobacco or nicotine products;¹ drinking alcohol; or eating at the dais. Nonalcoholic beverages in appropriate containers are permitted provided they do not disrupt proceedings.

¹ Lab. Code, § 6404.5; Health & Saf. Code, § 118950; Cal. Code Regs., tit. 8, § 5148.

Policy 2-3: Meeting Schedule and Attendance

Regular Meetings. Regular meetings of the City Council are held on the second and fourth Wednesdays of each month, or on such other days and times as established by resolution of the Council, as provided in Colfax Municipal Code § 2.04.010.

Attendance. Councilmembers are expected to attend all regular and special meetings. Absences shall be governed by Colfax Municipal Code § 2.04.020. A councilmember who will be absent shall notify the Mayor or City Manager as far in advance as practicable.

Quorum. Three members of the City Council constitute a quorum for the transaction of business. In the absence of a quorum, no business may be transacted, and the meeting shall be adjourned.

Rule of Necessity. When enough councilmembers are disqualified (e.g. by a conflict of interest) that a quorum cannot be met, the disqualified councilmembers shall draw lots to rehabilitate a sufficient number of members to permit Council action. Those rehabilitated members may only participate to the minimum extent necessary for the City Council to act. Direction from the City Attorney should be sought to determine that real conflict exists to necessitate invoking the Rule of Necessity.

Policy 2-4: Teleconferencing Procedures

Applicability. This policy applies to all meetings of the City at which remote public participation is offered or required under the Brown Act. Consistent with the Brown Act, this policy shall not apply to the following meetings:

1. Meetings held to attend a judicial or administrative proceeding to which the City is a party.
2. Meetings held to inspect real or personal property provided that the topic of the meeting is limited to items directly related to the real or personal property.
3. Meetings held to meet with elected or appointed officials of the United States or the State of California, solely to discuss a legislative or regulatory issue affecting the City and over which the federal or state officials have jurisdiction.
4. Meetings held to meet in or nearby a facility owned by the agency, provided that the topic of the meeting is limited to items directly related to the facility.
5. Meet in an emergency situation pursuant to Government Code section 54956.5.

If a legislative body of the City other than the City Council holds a meeting subject to this policy, "City Council" shall refer to the legislative body holding the meeting; "councilmember" shall refer to a member of the subject body; "Mayor" shall refer to the chair of the meeting; and "City Clerk" shall refer to the clerk, secretary, or other person responsible for keeping minutes of the legislative body.

Remote Attendance. Members of the City Council shall attend all regular and special meetings of the City Council in person unless the member notifies the City Manager of his or her absence or the member qualifies for one of the following teleconferencing exceptions:

Remote Meeting Exceptions	Traditional Exception (GC 54953(b))	Disability Exception (GC 54953(c))	State of Emergency Exception (GC 54953.8.2)	Just Cause Exception (GC 54953.8.3)	Eligible Subsidiary Body Exception (GC 54953.8.6)	Eligible Multijurisdictional Body Exception (GC 54953.8.7)
Reason for Teleconferencing	No reason required	Disability or reasonable accommodation	Proclaimed State of Emergency or local emergency	- childcare or caregiving need, - contagious illness, - physical or mental condition, - physical or family medical emergency - agency-related travel - military service - immunocompromised family member	No reason required	No reason required

Remote Meeting Exceptions	Traditional Exception (GC 54953(b))	Disability Exception (GC 54953(c))	State of Emergency Exception (GC 54953.8.2)	Just Cause Exception (GC 54953.8.3)	Eligible Subsidiary Body Exception (GC 54953.8.6)	Eligible Multijurisdictional Body Exception (GC 54953.8.7)
Teleconferencing Member Counts Toward Quorum	No	Yes	Yes	No	No	No
Method of Teleconferencing	Audio or Audio-Visual	Audio-Visual only	Audio or Audio-Visual	Audio-Visual Only	Audio-Visual only	Audio-Visual only
Requires Opportunity for Public Participation	Yes, in-person at each teleconference location	No	Yes, call-in or internet-based	Yes, call-in or internet-based and in-person	Yes, call-in or internet-based and in-person	Yes, call-in or internet-based and in-person
Teleconferencing Approved by the Legislative Body	No	No	Yes	No	Yes, approved by legislative body that created subsidiary body	Yes
Votes Taken by Roll Call	Yes	Yes	Yes	Yes	Yes	Yes
Teleconference Location Included on Agenda/Posting Requirements	Yes	No	No	No	No	No, unless member is compensated
Disruption in Teleconferencing	Meeting proceeds	No further action taken	No further action taken	No further action taken	No further action taken	No further action taken

Remote Meeting Exceptions	Traditional Exception (GC 54953(b))	Disability Exception (GC 54953(c))	State of Emergency Exception (GC 54953.8.2)	Just Cause Exception (GC 54953.8.3)	Eligible Subsidiary Body Exception (GC 54953.8.6)	Eligible Multijurisdictional Body Exception (GC 54953.8.7)
Limits on the Number of Times Teleconferencing May be Used	None	For the duration of the disability	For the duration of the emergency, to be reauthorized every 45 days	2 meetings per calendar year (if body meets once per month) 5 meetings per year (if body meets twice per month) 7 meetings per year (if body meets three or more times per month)	For the duration of the legislative body's approval, to be reauthorized every 6 months	2 meetings per calendar year (if body meets once per month) 5 meetings per year (if body meets twice per month) 7 meetings per year (if body meets three or more times per month)

Recusal During Teleconferenced Meetings. Any member of the City Council who has a conflict of interest, or who is required to recuse himself or herself under Government Code section 87100, shall comply with the following procedures during a teleconferenced or otherwise remote public meeting:

- **Public Identification of the Conflict.** Immediately before consideration of the affected agenda item, the member shall publicly identify the conflict of interest on the record and disclose the circumstances giving rise to the conflict in sufficient detail to be understood by the public.
- **Non-Participation.** The member shall recuse himself from all discussion, deliberation, and action on the matter by turning off his or her audio and video feed and shall not attempt to influence the decision in any manner.
- **Rejoining Meeting.** Upon conclusion of a discussion, vote, and any other disposition of the matter, the Mayor shall announce that the member may turn on his or her audio and video feed to rejoin the meeting.

Policy 2-5: Order of Business

The order of business at regular meetings shall be as set forth in the posted agenda. The standard order of business shall be:

1. Call to Order
 - a. Pledge of Allegiance
 - b. Roll Call
 - c. Approval of Agenda
 - d. Statement of Conflicts of Interest
2. Consent Calendar
3. Agency Reports
4. Presentations
5. Public Hearings
6. Public Comment
7. Council and Staff Reports
 - a. Committee Reports
 - b. City Operations Update
8. Unfinished Council Business
9. New Council Business
10. Future Agenda Item Requests
11. Good of the Order
12. Closed Session
13. Adjournment

Policy 2-6: Consideration of Agenda Items

For agenda items requiring deliberation, the standard procedure is:

1. Mayor introduces the item as described on the agenda
2. Staff presentation
3. Questions from the Council to staff
4. Public comment
- ~~4.~~5. Council Deliberation
- ~~5.~~6. Motion, second
- ~~6.~~7. ~~Council~~ Deliberation of motion; alternative motions
- ~~7.~~8. Vote

The Mayor may modify this sequence as the circumstances of a particular item require.

Policy 2-7: Public Hearings

When the law requires the City Council to hold a public hearing on an agenda item, the hearing shall proceed as follows:

1. The presiding officer opens the public hearing and states the matter under consideration
2. Staff presents the item and any staff recommendation
3. The applicant or proponent presents (if applicable)
4. Public testimony is received
5. The applicant or proponent may respond to public testimony (if applicable)
6. Staff responds to testimony and questions from the City Council
7. The presiding officer closes the public hearing
8. Council deliberates and takes action

Once the public hearing is closed, no further public testimony shall be received unless the Council votes to reopen the hearing.

Policy 2-8: Unfinished Business

If the Council does not complete action on an agenda item during the meeting at which it is considered, the item is automatically continued to the next regular meeting and shall appear under “Unfinished Business” on the agenda for that meeting. This default rule applies unless:

1. The Council votes to continue the item to a specific future date; or
2. The Council votes to remove the item from further consideration.

An item that has been automatically continued twice without action shall be placed on the agenda for discussion of whether to continue, reschedule, or remove the item.

Policy 2-9: Public Participation

Public Comment on Non-Agenda Items. Members of the public may address the Council on any matter within the Council's jurisdiction that is not on the agenda during the public comment period. Speakers shall be limited to ~~three~~-five (35) minutes. The Council may not discuss, deliberate, or take action on matters raised during public comment that are not on the posted agenda, except as permitted by the Brown Act.

Public Comment on Agenda Items. Members of the public may comment on any item on the agenda when that item is called for discussion. Speakers shall be limited to ~~three~~-five (35) minutes per item, unless the Mayor adjusts the time limit due to the number of speakers or the complexity of the issue. The Mayor may extend an individual's time for public comment if dialog with the City Council or staff prevent the person from speaking for their entire three minutes. Councilmembers may, but are not required to, respond to public comment.

Written Communications. Written communications received regarding an agenda item shall be distributed to the Council and made part of the public record. Written communications received after the agenda packet has been distributed shall be provided to the Council as soon as practicable and made available to the public at the meeting.

Policy 2-10: Disruptions by the Public

DEFINITIONS

“Meeting Disruption” means behavior during a meeting of a legislative body that actually disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting and includes, but is not limited to, the following:

- A failure to comply with reasonable and lawful regulations adopted by City or the City Council;
- Engaging in behavior that constitutes use of force or a true threat of force.

“True threat of force” means a threat that has sufficient indicia of intent and seriousness, that a reasonable observer would perceive it to be an actual threat to use force by the person making the threat.

“Service Disruption” means any failure, outage, or other interruption to the City’s remote access services that prevents members of the public from participating in a legislative body’s meeting through the remote access service [when the City is required by law to provide remote access](#).

“Remote access services” means the two-way telephonic service and/or two-way audiovisual platform used to provide real-time remote public attendance and observation of meetings.

“Two-way audiovisual platform” means an online platform that provides participants with the ability to participate in a meeting via both an interactive video conference and a two-way telephonic service.

“Two-way telephonic platform” means a telephone service that does not require internet access and allows participants to dial a telephone number to listen and verbally participate.

MEETING DISRUPTION

Individual Disruption. The Mayor is responsible for maintaining order during City Council meetings. The Mayor shall respond to public disruptions as follows:

1. Warn the person(s) that continued disruption will result in removal.
2. Order a recess.
3. Order the person removed from the meeting.

General Disruption. If a general disruption makes the orderly conduct of business impossible, the Mayor may order the meeting room cleared. Representatives of the press shall be allowed to remain unless they are participating in the disruption.

Remote Disruption. If the Mayor or City Clerk becomes aware of a member of the public who is attending through remote access services and is disrupting in a manner that impedes the orderly conduct of the meeting or prevents other members of the public from attending or observing the meeting remotely or in-person:

1. The Mayor or City Clerk shall warn the person who is participating through remote access services that he or she is disrupting the meeting and his or her failure to cease that behavior may result in his or her removal.
2. If the person to whom the Mayor or City Clerk gave the above warning persists in disrupting the meeting, the Mayor shall order staff to:
 - a. mute the individual's audio feed, if the disruption is auditory;
 - b. turn off the individual's video feed, if the disruption is visual; or
 - c. remove the individual from the meeting if paragraphs (a) & (b) do not address the disrupting behavior.

SERVICE DISRUPTION

If the Mayor or City Clerk becomes aware of a service disruption:

1. The Mayor or City Clerk shall immediately announce the disruption to the public.
2. The Mayor shall call for a recess of the open session and may convene the legislative body in closed session, consistent with the Brown Act. The recess shall last for one hour or until service is restored, whichever is earlier.

During the recess, agency staff shall make a good faith effort to diagnose and restore the disrupted service.

Reconvening the Open Session. After the expiration of the hour, if service has not been restored, the Mayor or City Clerk shall report on the status of staff's efforts to restore remote access services, and the City Council may reconvene to:

1. Adjourn the meeting;
2. Extend the recess to allow staff more time to make a good faith effort to restore remote access services; or
3. Continue the meeting in open session by adopting, by roll call vote, the following or a substantially similar finding:

"The [Agency Name] has made good faith efforts to restore telephonic or internet service in accordance with its adopted policy, and the public interest in continuing the meeting outweighs the public interest in remote public access."

Upon adoption of the finding, the legislative body may continue the meeting in open session despite the fact that remote access services have not been restored.

Recordkeeping. The Clerk shall enter a brief statement into the meeting minutes, including:

- The nature and time of the service disruption;
- The time the meeting was reconvened (if applicable);
- Any findings.

REVIEW AND UPDATES.

This policy may only be amended by the City Council at a noticed public meeting in open session. Amendments may not be placed on the consent calendar.

Section 3: Meeting Agenda**Policy 3-1: Agenda Preparation**

The City Manager is solely and exclusively responsible for preparing the agenda for all meetings of the City Council. The City Manager shall coordinate with the Mayor, the City Clerk, the City Attorney, and department heads in preparing agenda items and supporting materials.

Each agenda item shall include a staff report describing the matter, the relevant background, available options, a staff recommendation (where appropriate), and any fiscal impact.

Policy 3-2: Placing Items on Future Agendas

City Manager Sets Agenda. The City Manager may place items on the agenda as necessary for the conduct of City business without Council pre-approval. This includes items required by law, time-sensitive matters, routine administrative items, and matters the City Manager determines require Council action.

Agenda Item to Discuss Future Agendas. Each regular meeting agenda shall include a standing item titled "Future Agenda Item Requests." During this item, any councilmember may move to add an item to a future agenda. A simple majority of councilmembers present may approve the motion.

Motions directing staff to develop future agenda items should be as specific as possible so that staff has enough information to analyze and respond to questions and further direction on the item. The City Council should focus on policies and outcomes councilmembers would like to achieve rather than the process by which staff implements Council direction. Councilmembers should refrain from debating the merits of the proposal and vote on whether the proposal is an appropriate item of business for the City Council to consider.

When the Council approves a future agenda item, the City Manager shall place the item on the earliest regular meeting agenda that allows staff adequate time to respond to the item, unless the Council specifies a date. The City Manager shall inform the requesting councilmember of the anticipated date the item will appear on the Council's agenda.

Requests to City Manager For Future Agenda Items. Any councilmember may ask the City Manager to place an item on a future agenda. The City Manager, at his or her sole, exclusive, and absolute discretion, may:

- Act on the request administratively;
- Place the item on future agenda;
- Add the request under "Future Agenda Item Requests" so that the Council can decide whether to consider the request as a future agenda item; or
- Take no action on the request.

Neither the Mayor, Mayor Pro Tem, nor any individual councilmember may dictate future agenda items.

Requests from the Public. Members of the public may ask the City Council to consider an agenda item via public comment. Public comments may be made in writing to the City Clerk or orally to the City Council during the general public comment period at a ~~regular~~ City Council meeting.

Policy 3-3: Requests for Staff Analysis

A councilmember may ask the City Manager to prepare a memorandum, analysis, or report on a particular matter. Councilmembers may request information from City staff, but they may not require staff to prepare an analysis or report, or otherwise direct City staff.

Requests that require significant staff time or resources are subject to the agenda request process in policy 3-2. The City Manager shall determine whether a request will require significant staff time requiring City Council approval. The City Manager may prioritize requests for memoranda from staff in light of existing workload.

The City Manager shall ensure that any request, analysis, or report is communicated to all councilmembers. The City Manager shall ensure these communications do not lead to a discussion that violates the Brown Act's notice requirements.

Policy 3-4: Meeting Minutes

The City Clerk shall keep an accurate record of the substance of the City Council's proceedings. These minutes are the official record of the City Council's actions. A councilmember may ask the Clerk to enter councilmembers' votes on a motion in the record.

The City Clerk shall submit draft minutes to the City Manager for approval by the City Council during a subsequent meeting. Any councilmember may propose corrections to the meeting minutes either by contacting the City Clerk directly or by moving to correct the minutes during the agenda item for approval of previous meetings' minutes.

Section 4: Communications

Policy 4-1: Representing the City

Official Spokesperson. The Mayor, or in the Mayor's absence the Mayor Pro Tem, is the official spokesperson for the City Council. When speaking or writing in an official capacity, the Mayor shall represent the positions adopted by the Council as a body.

Individual Councilmembers. Individual councilmembers may express their personal views on any matter of public concern. When doing so, a councilmember shall clearly state that the views expressed are personal and do not represent the official position of the City of Colfax or the City Council, unless the Council has expressly authorized the communication.

Communications with Other Agencies. Councilmembers who serve as the City's representative on regional bodies or intergovernmental organizations shall represent the official positions of the City Council. On matters where the Council has not taken a position, the representative shall either seek Council direction before the vote or, if time does not permit, exercise independent judgment and report back to the Council.

Any councilmember may communicate with other legislative bodies, agencies, or officials on matters of personal interest. When doing so, the councilmember shall clearly identify the communication as reflecting personal views and not the official position of the City.

Designated Representatives. The Council may, by majority vote, designate any councilmember or the City Manager to speak on behalf of the City on a specific matter or before a specific body.

Policy 4-2: Use of City Letterhead and Seal

City letterhead and the City seal shall be used only for official City business. A councilmember may use City letterhead only when:

- Communicating the official position of the City as authorized by the Council; or
- Conducting routine correspondence in the councilmember's official capacity, such as responding to constituent inquiries.

City letterhead and the City seal shall not be used to express personal opinions, endorse candidates or ballot measures (unless the Council has taken an official position on a ballot measure), or for any private purpose.

Policy 4-3: Resident Complaints

When a councilmember receives a complaint from a resident about City services or employees, the councilmember shall refer the complaint to the City Manager. Councilmembers shall not attempt to resolve operational complaints directly or direct staff to take action in response to individual complaints.

The City Manager shall investigate the complaint, take appropriate action, and report back to the referring councilmember. If the councilmember is dissatisfied with the City Manager's response, the councilmember may request that the matter be placed on a future agenda through the process described in policy 3-2.

[This policy shall not prohibit any person from exercising whistleblowing protections, including, but not limited to Government Code sections 3502, 12653 \(California False Claims Act\), 12940, or 53296–53299; Labor Code section 1102.5; title 31, section 3730 of the United States Code \(federal False Claims Act\), or title 41, section 4712 of the United States Code \(mismanagement of federal funds\).](#)

Policy 4-4: Communications Between Council and Staff

General Principle. The City operates under a council-manager form of government: the City Council sets policy and appoints a City Manager to supervise staff in carrying out that policy. Individual councilmembers do not supervise, direct, or manage City employees. The City Manager is the sole direct report to the City Council for administrative matters.

Information Requests. Councilmembers may contact the City Manager or department heads to request information within the scope of their responsibilities. Requests for information that require significant staff time or the preparation of new analysis shall be directed to the City Manager. The City Manager shall ensure that information provided to one councilmember is shared with the full Council.

Prohibited Conduct. Councilmembers shall not:

- Give direction to any City employee other than the City Manager or City Attorney.
- Attempt to influence the City Manager's hiring, firing, promotion, discipline, or assignment of specific employees.
- Interfere with the City Manager's administration of departments, including the scheduling of work, development of staff recommendations, or execution of departmental priorities.
- Create the appearance of directing staff action through requests that, by their nature or frequency, function as de facto instructions.

Nothing in this policy prevents a councilmember from interacting socially with City employees or asking brief factual questions of staff members encountered in the normal course of City business.

Staff Obligations. City employees who receive direction from an individual councilmember that appears to conflict with this policy shall advise the councilmember of this policy and notify the City Manager.

Policy 4-5: Communications with City Attorney

The City Attorney represents the City Council as a body, not individual councilmembers, the City Manager, or individual staff members.

A councilmember may contact the City Attorney to ask questions about legal matters affecting the City. The City Attorney shall inform the City Manager of material requests from individual councilmembers and shall share any written legal opinion or significant legal advice provided to one councilmember with the full Council and the City Manager.

Requests that require substantial legal research or the preparation of a formal opinion shall be directed through the City Manager so that the work can be coordinated with other City priorities. The City Manager shall forward such requests to the City Attorney and keep the requesting councilmember informed of the timeline. [Any councilmember may request legal analysis from the City Attorney in accordance with policy 3-2.](#)

APPENDIX 1-1: Oath of Office

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

STATE OF CALIFORNIA
COUNTY OF PLACER

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

[OFFICE], [NAME]

Subscribed and sworn to before me this [DATE]

[NAME], City Clerk

APPENDIX 1–5: Expense Reimbursement Form

CITY OF COLFAX COUNCILMEMBER EXPENSE REIMBURSEMENT REPORT

Appendix 1-5 to the City Council Policy Manual • Policy 1-5 (Expense Reimbursement)

Government Code sections 36514.5, 53232.2 and 53232.3

Submit this report, with itemized receipts attached, to the City Manager within 30 calendar days after the expense is incurred. Meals reimbursed at the GSA per diem rate do not require receipts. This report and all supporting documentation are public records subject to disclosure under the California Public Records Act.

1. Councilmember Information

Name		Date Submitted	
-------------	--	-----------------------	--

2. Event or Activity

Event / Activity		Date(s)	
Location		Out-of-State?	☐ Yes ☐ No

Reimbursable activity (check the category under Policy 1-5 that applies):

- ☐ Meeting of the City Council, or of a board, commission, or committee to which the councilmember was appointed or designated by the City Council
- ☐ Conference, educational seminar, or organized training program directly related to municipal duties
- ☐ Activity of a regional, state, or national organization in which the City holds membership or in which the councilmember participates at the direction of the City Council
- ☐ Communication with representatives of regional, state, or federal government on policy matters officially adopted or directed by the City Council
- ☐ Meeting with City staff on City business requiring travel
- ☐ City-sponsored or City-endorsed event attended in an official capacity

3. Pre-Approval (conferences, seminars, and training events)

Pre-approval obtained from:	Approval required by Council?	Date approved
☐ City Manager	☐ Exceeds \$1,500 per-event cap	
☐ City Council	☐ Exceeds remaining annual allocation	
	☐ Out-of-state travel	

4. Itemized Expenses

List each expense separately. Attach an itemized receipt for every expense except meals claimed at the GSA per diem rate. Alcohol is not reimbursable under any circumstance.

Category	Date	Description	Amount	Receipt attached?
Registration / tuition fee			\$	☐ Yes ☐ N/A
Mileage (____ miles × IRS rate of \$____/mile)			\$	☐ Yes ☐ N/A
Tolls / parking			\$	☐ Yes ☐ N/A
Airfare (coach/economy only)			\$	☐ Yes ☐ N/A
Car rental / rental fuel (standard or compact class)			\$	☐ Yes ☐ N/A
Taxi / rideshare / shuttle (incl. gratuity ≤ 15%)			\$	☐ Yes ☐ N/A

Category	Date	Description	Amount	Receipt attached?
Lodging (room rate ≤ GSA per diem or conference group rate)			\$	☐ Yes ☐ N/A
Lodging taxes and mandatory fees			\$	☐ Yes ☐ N/A
Communications (phone / internet on City business)			\$	☐ Yes ☐ N/A
Other (describe)			\$	☐ Yes ☐ N/A

5. Meals (GSA Per Diem)

Meals are reimbursed up to the applicable GSA per diem rate for the location. Meals included in the conference registration must be deducted. Itemized meal receipts are not required, but per diem amounts claimed must be reported below.

GSA per diem rate for location	No. of days	Gross per diem	Less: meals provided by conference	Meals claimed
\$ /day		\$	(\$)	\$

6. Total Reimbursement Requested

TOTAL (Sections 4 and 5 combined)	\$
--	----

7. Councilmember Certification

By signing below, I certify under penalty of perjury that:

1. The expenses listed above are actual and necessary expenses incurred in the performance of my official duties, and each expenditure complies with Policy 1-5 of the City Council Policy Manual;
2. This report is submitted within 30 calendar days after the expenses were incurred, and itemized receipts are attached for all expenses other than meals claimed at the GSA per diem rate;
3. No amount claimed includes alcoholic beverages, the personal portion of any trip, expenses of family members or companions, political or entertainment expenses, or any other non-reimbursable expense under Policy 1-5;
4. Any expense exceeding the rates or caps established by Policy 1-5 received advance approval of the City Council pursuant to Government Code section 53232.2, subdivision (f);
5. I have completed the ethics training required by Government Code section 53234 et seq.; and
6. I will provide a brief oral report on this meeting or event at the next regular meeting of the City Council, as required by Government Code section 53232.3, subdivision (d).

Councilmember Name	Councilmember Signature	Date

8. For Administrative Use Only

☐ Report submitted within 30 days	☐ Pre-approval on file (if required)
☐ Receipts verified	☐ Ethics training current (AB 1234)
☐ Rates and caps verified (IRS / GSA / \$1,500 per-event)	☐ Charged to correct budget account
Councilmember's annual allocation remaining before this claim: \$	Remaining after this claim: \$
Amount approved for reimbursement	\$
City Manager (or designee) signature / date	

**APPENDIX 1–6: Committee Assignments
(Updated 2026)**

Board or Committee	2026	Meeting Information	Meeting Location	Stipend
Placer County Economic Development Board (PCEDB)	Larry Hillberg Alt: Trinity Burruss	11:30 AM 3rd Thursday 4x/yr (Jan., Apr., July, Sept.)	Auburn City Hall, 1225 Lincoln Way Room 10 and Via Zoom	No Stipend
Bianchini Advisory Board	Sean Lomen Larry Hillberg			No Stipend
Colfax Schools Liaison	Trinity Burruss Alt: Sean Lomen			No Stipend
Colfax Skate Park	Sean Lomen Alt: Caroline McCully	As Needed	To Be Announced	No Stipend
Colfax Youth Commission	5 Students (3 Highschool, 2 Sixth–Eighth Graders)	Once Per Month	Colfax Elementary School	TBA
Council Policy Ad Hoc	Caroline McCully Trinity Burruss	As Needed	To Be Announced	No Stipend
Economic Development Committee	Sean Lomen Larry Hillberg	As Needed	To Be Announced	TBA
Emergency Services	Trinity Burruss Sean Lomen	As Needed	To Be Announced	No Stipend
League of California Cities Sacramento Valley Division Liaison	Kim Douglas Alt: Sean Lomen	See website		No Stipend
Local Agency Formation Commission	Sean Lomen Alt Trinity Burruss	4:00 PM 2nd Wednesday Every Month	BOS Chambers 175 Fulweiler Ave Auburn	\$100

Board or Committee	2026	Meeting Information	Meeting Location	Stipend
Pioneer Community Energy	Sean Lomen Alt: Kim Douglas	3:00 PM 3rd Thursday	2510 Warren Drive, Suite B Rocklin, CA 95677	No Stipend
Placer County Air Pollution Control District (PCAPCD)	Caroline McCully Alt: Kim Douglas	2:30 PM 2nd Thursday 6x/yr	BOS Chambers 175 Fulweiler Ave Auburn	\$100 Stipend Pending
Placer County Flood Control and Water Conservation District (Board of Directors)	Sean Lomen Alt: Caroline McCully	4:00 PM 2nd Monday Every Month	Rocklin City Council Chambers 390 Rocklin Rd.	\$100 Stipend
Placer County Selection Committee	Mayor	Yealy		No Stipend
Placer County Transportation Planning Agency (PCTPA)	Trinity Burruss Alt: Caroline McCully	9:00 Am 4th Wednesday /Every Month	BOS Chambers 175 Fulweiler Ave Auburn	\$100 Stipend
Placer Mosquito & Vector Control District (PMVCD)	Will Stockwin Alt: Larry Hillberg	4:30 PM 3rd Monday/Every Month	2021 Opportunity Dr. Roseville	\$100 Stipend
Placer Sierra Fire Safe Council	Sean Lomen Alt: Kim Douglas	6:00 PM 4th Thursday/Every Month	City of Colfax Council Chambers Location TBA	No Stipend
Project Go	Kim Douglas Alt: Sean Lomen	5:30 PM 3rd Thursday	801 Vernon St. Roseville	No Stipend
Sacramento Area Council of Governments (SACOG) Board of Directors	Caroline McCully Alt: Trinity Burruss	9:30 AM 3rd Thursday	1415 L. Street Suite 300 Sacramento and Via Zoom	\$100 Stipend
Shady Glenn Sewer	Trinity Burruss Sean Lomen	As Needed	To Be Announced	TBA

Board or Committee	2026	Meeting Information	Meeting Location	Stipend
Integration Project				
Sierra Vista Community Center Liaison	Larry Hillberg Alt: Sean Lomen	6:00 PM 3rd Wednesday	Community Center	No Stipend
Small City Organized Rick Effort (SCORE) Representative	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
Solid Waste Taskforce	Kim Douglass 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
Weimar, Applegate, Colfax Municipal Advisory Council (WAC/MAC)	Larry Hillberg Alt: Kim Douglas	6:00PM 3rd Wednesday every other month - Jan, Mar, May/July/Sept /Nov	Colfax City Hall	No Stipend
Youth Commission Selection Committee	TBA, 2- Elementary Teachers, 2- Highschool Teachers	TBA	City Hall, Colfax Elementary, Colfax High School	No Stipend

**APPENDIX 1-7(A): California Code of Regulations, title 2, section 18730
(as of April 7, 2026)**

(a) Incorporation by reference of the terms of this regulation along with the designation of employees and the formulation of disclosure categories in the Appendix referred to below constitute the adoption and promulgation of a conflict of interest code within the meaning of Section 87300 or the amendment of a conflict of interest code within the meaning of Section 87306 if the terms of this regulation are substituted for terms of a conflict of interest code already in effect. A code so amended or adopted and promulgated requires the reporting of reportable items in a manner substantially equivalent to the requirements of article 2 of chapter 7 of the Political Reform Act, Sections 81000, et seq. The requirements of a conflict of interest code are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in Section 87100, and to other state or local laws pertaining to conflicts of interest.

(b) The terms of a conflict of interest code amended or adopted and promulgated pursuant to this regulation are as follows:

(1) Section 1. Definitions.

The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (Regulations 18110, et seq.), and any amendments to the Act or regulations, are incorporated by reference into this conflict of interest code.

(2) Section 2. Designated Employees.

The persons holding positions listed in the Appendix are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on economic interests.

(3) Section 3. Disclosure Categories.

This code does not establish any disclosure obligation for those designated employees who are also specified in Section 87200 if they are designated in this code in that same capacity or if the geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction in which those persons must report their economic interests pursuant to article 2 of chapter 7 of the Political Reform Act, Sections 87200, et seq.

In addition, this code does not establish any disclosure obligation for any designated employees who are designated in a conflict of interest code for another agency, if all of the following apply:

(A) The geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction of the other agency;

(B) The disclosure assigned in the code of the other agency is the same as that required under article 2 of chapter 7 of the Political Reform Act, Section 87200; and

(C) The filing officer is the same for both agencies.¹
Such persons are covered by this code for disqualification purposes only. With respect to all other designated employees, the disclosure categories set forth in the Appendix specify which kinds of economic interests are reportable. Such a designated employee shall disclose in the employee's statement of economic interests those economic interests the employee has which are of the kind described in the disclosure categories to which the employee is assigned in the Appendix. It has been determined that the economic interests set forth in a designated employee's disclosure categories are the kinds of economic interests which the employee foreseeably can affect materially through the conduct of the employee's office.

(4) Section 4. Statements of Economic Interests: Place of Filing.

The code reviewing body shall instruct all designated employees within its code to file statements of economic interests with the agency or with the code reviewing body, as provided by the code reviewing body in the agency's conflict of interest code or with the Fair Political Practices Commission using the Commission's electronic filing system as required under Section 87500.²

(5) Section 5. Statements of Economic Interests: Time of Filing.

(A) Initial Statements. All designated employees employed by the agency on the effective date of this code, as originally adopted, promulgated and approved by the code reviewing body, shall file statements within 30 days after the effective date of this code. Thereafter, each person already in a position when it is

designated by an amendment to this code shall file an initial statement within 30 days after the effective date of the amendment.

(B) Assuming Office Statements. All persons assuming designated positions after the effective date of this code shall file statements within 30 days after assuming the designated positions, or if subject to State Senate confirmation, 30 days after being nominated or appointed.

(C) Annual Statements. All designated employees shall file statements no later than April 1. If a person reports for military service as defined in the Servicemember's Civil Relief Act, the deadline for the annual statement of economic interests is 30 days following the person's return to office, provided the person, or someone authorized to represent the person's interests, notifies the filing officer in writing prior to the applicable filing deadline that the person is subject to that federal statute and is unable to meet the applicable deadline, and provides the filing officer verification of the person's military status.

(D) Leaving Office Statements. All persons who leave designated positions shall file statements within 30 days after leaving office.

(5.5) Section 5.5. Statements for Persons Who Resign Prior to Assuming Office.

Any person who resigns within 12 months of initial appointment, or within 30 days of the date of notice provided by the filing officer to file an assuming office statement, is not deemed to have assumed office or left office, provided the person did not make or participate in the making of, or use the person's position to influence any decision and did not receive or become entitled to receive any form of payment as a result of the person's appointment. Such persons shall not file either an assuming or leaving office statement.

(A) Any person who resigns a position within 30 days of the date of a notice from the filing officer shall do both of the following:

- (1) File a written resignation with the appointing power; and
- (2) File a written statement with the filing officer declaring under penalty of perjury that during the period between appointment and resignation the person did not make, participate in the making, or use the position to

influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

(6) Section 6. Contents of and Period Covered by Statements of Economic Interests.

(A) Contents of Initial Statements.

Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the code and income received during the 12 months prior to the effective date of the code.

(B) Contents of Assuming Office Statements.

Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office or, if subject to State Senate confirmation or appointment, on the date of nomination, and income received during the 12 months prior to the date of assuming office or the date of being appointed or nominated, respectively.

(C) Contents of Annual Statements.

Annual statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the code or the date of assuming office whichever is later, or for a board or commission member subject to Section 87302.6, the day after the closing date of the most recent statement filed by the member pursuant to Regulation 18754.

(D) Contents of Leaving Office Statements.

Leaving office statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.

(7) Section 7. Manner of Reporting.

Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the agency, and shall contain the following information:

(A) Investment and Real Property Disclosure.

When an investment or an interest in real property³ is required to be reported,⁴ the statement shall contain the following:

1. A statement of the nature of the investment or interest;
2. The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
3. The address or other precise location of the real property;
4. A statement whether the fair market value of the investment or interest in real property equals or exceeds \$2,000, exceeds \$10,000, exceeds \$100,000, or exceeds \$1,000,000.

(B) Personal Income Disclosure.

When personal income is required to be reported,⁵ the statement shall contain:

1. The name and address of each source of income aggregating \$500 or more in value, or \$50 or more in value if the income was a gift, and a general description of the business activity, if any, of each source;
2. A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was \$1,000 or less, greater than \$1,000, greater than \$10,000, or greater than \$100,000;
3. A description of the consideration, if any, for which the income was received;

4. In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received;

5. In the case of a loan, the annual interest rate and the security, if any, given for the loan and the term of the loan.

(C) Business Entity Income Disclosure.

When income of a business entity, including income of a sole proprietorship, is required to be reported,⁶ the statement shall contain:

1. The name, address, and a general description of the business activity of the business entity;
2. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than \$10,000.

(D) Business Position Disclosure.

When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which the employee is a director, officer, partner, trustee, employee, or in which the employee holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.

(E) Acquisition or Disposal During Reporting Period.

In the case of an annual or leaving office statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

(8) Section 8. Prohibition on Receipt of Honoraria.

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept any honorarium from any source, if the member or employee would be required to report the receipt of income or gifts from that source on the member's or employee's statement of economic interests.

(B) This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

(C) Subdivisions (a), (b), and (c) of Section 89501 shall apply to the prohibitions in this section.

(D) This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Section 89506.

(8.1) Section 8.1. Prohibition on Receipt of Gifts in Excess of \$630.

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept gifts with a total value of more than \$630 in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on the member's or employee's statement of economic interests.

(B) This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

(C) Subdivisions (e), (f), and (g) of Section 89503 shall apply to the prohibitions in this section.

(8.2) Section 8.2. Loans to Public Officials.

(A) No elected officer of a state or local government agency shall, from the date of the election to office through the date that the officer vacates office, receive a personal loan from any officer, employee, member, or consultant of the state or

local government agency in which the elected officer holds office or over which the elected officer's agency has direction and control.

(B) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the public official holds office or over which the public official's agency has direction and control. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(C) No elected officer of a state or local government agency shall, from the date of the election to office through the date that the officer vacates office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status.

(D) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while the official holds office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(E) This section shall not apply to the following:

1. Loans made to the campaign committee of an elected officer or candidate for elective office.
2. Loans made by a public official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such persons, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
3. Loans from a person which, in the aggregate, do not exceed \$500 at any given time.
4. Loans made, or offered in writing, before January 1, 1998.

(8.3) Section 8.3. Loan Terms.

(A) Except as set forth in subdivision (B), no elected officer of a state or local government agency shall, from the date of the officer's election to office through the date the officer vacates office, receive a personal loan of \$500 or more, except when the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan and the amount of the payments, and the rate of interest paid on the loan.

(B) This section shall not apply to the following types of loans:

1. Loans made to the campaign committee of the elected officer.
2. Loans made to the elected officer by his or her spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such person, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
3. Loans made, or offered in writing, before January 1, 1998.

(C) Nothing in this section shall exempt any person from any other provision of Title 9 of the Government Code.

(8.4) Section 8.4. Personal Loans.

(A) Except as set forth in subdivision (B), a personal loan received by any designated employee shall become a gift to the designated employee for the purposes of this section in the following circumstances:

1. If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired.
2. If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:
 - a. The date the loan was made.
 - b. The date the last payment of \$100 or more was made on the loan.
 - c. The date upon which the debtor has made payments on the loan aggregating to less than \$250 during the previous 12 months.

(B) This section shall not apply to the following types of loans:

1. A loan made to the campaign committee of an elected officer or a candidate for elective office.
2. A loan that would otherwise not be a gift as defined in this title.
3. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor has taken reasonable action to collect the balance due.
4. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor, based on reasonable business considerations, has not undertaken collection action. Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this paragraph

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has the burden of proving that the decision for not taking collection action was based on reasonable business considerations.

5. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.

(C) Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code.

(9) Section 9. Disqualification.

No designated employee shall make, participate in making, or in any way attempt to use the employee's official position to influence the making of any governmental decision which the employee knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of the official's immediate family or on:

(A) Any business entity in which the designated employee has a direct or indirect investment worth \$2,000 or more;

(B) Any real property in which the designated employee has a direct or indirect interest worth \$2,000 or more;

(C) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating \$500 or more in value provided to, received by or promised to the designated employee within 12 months prior to the time when the decision is made;

(D) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or

(E) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating \$630 or more provided to, received by, or promised to the designated employee within 12 months prior to the time when the decision is made.

(9.3) Section 9.3. Legally Required Participation.

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No designated employee shall be prevented from making or participating in the making of any decision to the extent the employee's participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make the employees' participation legally required for purposes of this section.

(9.5) Section 9.5. Disqualification of State Officers and Employees.

In addition to the general disqualification provisions of section 9, no state administrative official shall make, participate in making, or use the official's position to influence any governmental decision directly relating to any contract where the state administrative official knows or has reason to know that any party to the contract is a person with whom the state administrative official, or any member of the official's immediate family has, within 12 months prior to the time when the official action is to be taken:

(A) Engaged in a business transaction or transactions on terms not available to members of the public, regarding any investment or interest in real property; or

(B) Engaged in a business transaction or transactions on terms not available to members of the public regarding the rendering of goods or services totaling in value \$1,000 or more.

(10) Section 10. Disclosure of Disqualifying Interest.

When a designated employee determines that the employee should not make a governmental decision because the employee has a disqualifying interest in it, the determination not to act may be accompanied by disclosure of the disqualifying interest.

(11) Section 11. Assistance of the Commission and Counsel.

Any designated employee who is unsure of the duties under this code may request assistance from the Fair Political Practices Commission pursuant to Section 83114 and Regulations 18329 and 18329.5 or from the attorney for the employee's agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.

(12) Section 12. Violations.

This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Sections 81000-91014. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Section 87100 or 87450 has occurred may be set aside as void pursuant to Section 91003.

Footnotes

1. Designated employees who are required to file statements of economic interests under any other agency's conflict of interest code, or under article 2 for a different jurisdiction, may expand their statement of economic interests to cover reportable interests in both jurisdictions, and file copies of this expanded statement with both entities in lieu of filing separate and distinct statements, provided that each copy of such expanded statement filed in place of an original is signed and verified by the designated employee as if it were an original. See Section 81004.
2. See Section 81010 and Regulation 18115 for the duties of filing officers and persons in agencies who make and retain copies of statements and forward the originals to the filing officer.
3. For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.
4. Investments and interests in real property which have a fair market value of less than \$2,000 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10 percent or greater.
5. A designated employee's income includes the employee's community property interest in the income of the employee's spouse but does not include salary or reimbursement for expenses received from a state, local or federal government agency.
6. Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10 percent or greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the clients or customers are within one of the disclosure categories of the filer.

APPENDIX 1-7(B): Designated Persons

The following persons are subject to the City's Conflicts of Interest Code:

Government Body or City Department	Position
City Council	Councilmember
Local and Regional Boards and Commissions	All officers appointed by the City Council under policy 1-6 of this policy manual (Director, Commissioner, Board Member, etc.)
Appointed officials	Any official appointed by the City Council who, as part of their official duties, makes decisions or recommendations regarding financial administration, budgeting, or the use of public resources
City Administration	City Manager
	City Attorney
	City Clerk
	Administrative Services Officer
	Finance Director
City Planning Department	Planning Director
City Public Works Department	Public Works Director
	City Engineer
	Plant Manager

APPENDIX 1-7(C): Disclosure Categories

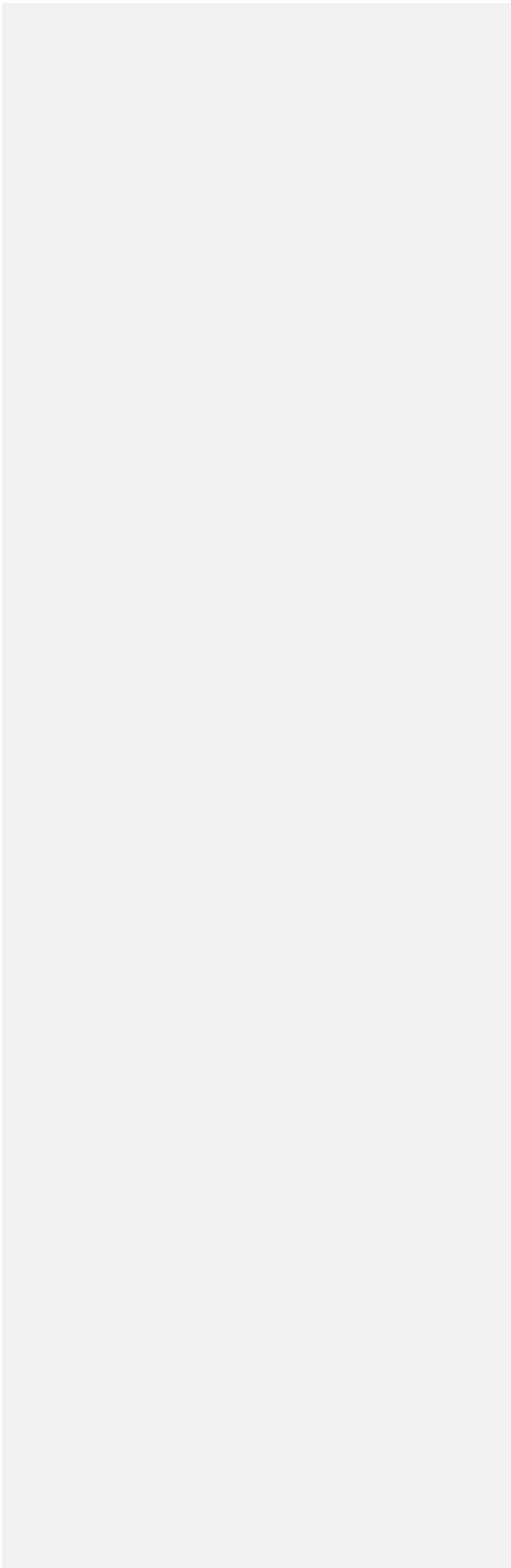
Each Designated Person listed in Appendix 1-7(B) shall disclose the following financial interests:

- Any business entity in which the Designated Person has a direct or indirect investment worth at least \$2,000
- Any real property in which the Designated Person has a direct or indirect interest of at least \$2,000, except the Designated Person's principal residence
- Any source of income amounting to a total of at least \$500, provided or promised to, and received by the Designated Person within 12 months before the date of disclosure
- Any business entity in which the Designated Person is a director, officer, partner, trustee, employee, or holds any position of management
- Any donor of, or any intermediary or agent for a donor of, a gift or gifts amounting to a total of at least \$630 provided to, received by, or promised to the Designated Person within 12 months before the date of disclosure

These disclosures are intended to be coextensive with the Political Reform Act's disclosure requirements for public officials under Government Code sections 87200–87211 and California Code of Regulations, title 2, sections 18722 to 18740. Any exceptions to those disclosure requirements apply equally to Designated Persons under the City's Conflict of Interest Code.

APPENDIX 2-1: Rosenberg’s Rules of Order

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City of Colfax

City Council

Resolution № __-2026

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLFAX ADOPTING A CITY COUNCIL POLICY MANUAL

WHEREAS, Government Code section 36813 authorizes the City Council to establish rules for the conduct of its proceedings;

WHEREAS; the City does not currently have a policy manual describing rules and procedures of the City Council; and

WHEREAS, the City Council directed staff to recommend policies for its self-governance;

WHEREAS, the City Attorney, City Manager, and the City's Policy Review Committee recommend the City Council Policy Manual attached to this Resolution as Exhibit A ("Policy Manual"), which reflects a review of applicable state law and of council policy manuals adopted by comparable California cities;

WHEREAS, the Policy Manual supplements, and does not supersede, the California Constitution, state and federal law, and the Colfax Municipal Code, and is intended to be interpreted and applied consistently with them;

NOW THEREFORE, the City Council of the City of Colfax does hereby resolve, declare, determine and order as follows:

SECTION 1. Incorporation of Recitals. The above recitals are true and correct and are incorporated herein.

SECTION 2. Adoption of Policy Manual. The City Council Policy Manual attached to this resolution is adopted as the policies of the City Council of the City of Colfax.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at the Regular Meeting of the City Council of the City of Colfax held on September 9, 2026, by the following vote of the Council:

AYES:

NOES:

ABSTAIN:

ABSENT:

Caroline McCully, Mayor

ATTEST:

Gabrielle Christakes, City Clerk

DRAFT

CITY COUNCIL OF THE CITY OF COLFAX POLICY MANUAL

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Policy 0-0: City Council Policy Manual

Purpose. This Policy Manual establishes procedures and guidelines for the City Council to conduct its business in an orderly, consistent, and fair manner. It supplements, but does not replace, the Colfax Municipal Code, the Ralph M. Brown Act (Government Code § 54950 et seq.), and other applicable laws. Where this manual conflicts with state law or the municipal code, those laws control.

Amendment. A majority of the City Council may amend this manual by resolution. The City Clerk, in consultation with the City Attorney, is authorized to update this manual to conform to changes in the law. The City Clerk shall notify the City Council and the City Manager of any required updates. City staff shall monitor legal developments and propose discretionary updates to keep this manual current.

Distribution. The City Manager shall provide a copy of this manual to each councilmember upon taking office and maintain the current version on the City's website.

SECTION 1: COUNCIL ORGANIZATION AND ADMINISTRATION

Policy 1-1: New Members

Oath of Office. Each newly elected or appointed councilmember shall take the oath of office required by the California Constitution and Government Code section 1360 et seq. before assuming the duties of office. The City Clerk shall administer the oath at the first regular meeting following certification of election results, or as soon thereafter as practicable. The standard oath of office is included in this manual as appendix 1-1.

Orientation. The City Manager shall arrange an orientation for each new councilmember, which shall include:

- a. A meeting with the City Manager to review current City operations, pending projects, and the operating budget.
- b. A meeting with the City Attorney to review legal obligations, including the Brown Act, conflict of interest laws, the City Council Handbook, and this Policy Manual.
- c. A tour of City facilities.
- d. Distribution of this Policy Manual, the Ralph M. Brown Act, the current budget, the City Council Handbook, and any other relevant documents.

Policy 1-2: Selection of Mayor and Mayor Pro Tem

Annual Selection. At the first regular meeting following the certification of the results of the municipal election, or at the first regular meeting in December of each year in which no election is held, the City Council shall select a Mayor and a Mayor Pro Tem from among its members.

Procedure. The City Council shall select a Mayor and Mayor Pro Tem by two separate motions. Any member may move to appoint herself or any other member Mayor or Mayor Pro Tem. A majority of the City Council (three of the five members) must vote to adopt the motion — a majority of a quorum (two out of three members present) is not sufficient.

Term. The Mayor and Mayor Pro Tem shall serve from the date of their appointment through the date of the appointment of their successor. The City Council may select a new Mayor or Mayor Pro Tem at any time before the end of their terms by directing the City Manager to add the selection to an upcoming agenda in accordance with Section 3 of this manual.

Policy 1-3: Duties of Mayor

The Mayor shall:

- a. Preside at all meetings of the City Council, enforce rules of parliamentary procedure, preserve order and decorum, and announce the Council's decisions.
- b. Sign ordinances, resolutions, contracts, and other documents on behalf of the City as authorized by the Council.
- c. Serve as the official representative of the City for ceremonial purposes and in communications with other governmental agencies, unless the Council designates another representative.
- d. Have the same voting rights as any other councilmember. The Mayor has no veto power.

In the absence of the Mayor, the Mayor Pro Tem shall perform the duties of the Mayor. If both the Mayor and Mayor Pro Tem are absent, the councilmembers present shall select a temporary presiding officer by majority vote.

Policy 1-4: Councilmember Compensation

Under Colfax Municipal Code section 2.24.030, the salary for the Mayor is \$150 per month, and the salary for other city councilmembers is \$100 per month. The City Council may increase their salary by amending this ordinance in accordance with Government Code section 36516.

Policy 1-5: Expense Reimbursement

City Council members may be reimbursed for actual and necessary expenses incurred in the performance of official duties. If an expense requires City Council approval to be eligible for reimbursement, the expense must be approved before it is incurred.

Expense Budget. To ensure responsible stewardship of public funds, the following fiscal controls apply:

- **Annual Appropriation.** Each councilmember is entitled to an equal share of an appropriation for conferences, training, and travel established by the City Council during the annual budget process. The City Manager shall track individual expenditures.
- **Per-Event Cap.** No single conference, seminar, training, or event shall result in total reimbursable costs (registration, travel, lodging, and meals combined) exceeding \$1,500 per councilmember without prior City Council approval.
- **Out-of-State Travel.** All out-of-state travel requires advance approval by the City Council.
- **Budget Exhaustion.** Once a councilmember's share of the expense budget is fully expended, that councilmember may only incur additional expenses with City Council approval. Funds may not be transferred between councilmembers.

Reimbursable activities:

- Attending meetings of the City Council, or of a board, commission, or committee to which the councilmember has been appointed or designated by the City Council.
- Attending conferences, educational seminars, or organized training programs directly related to the councilmember's municipal duties.
- Participating in activities of regional, state, or national organizations in which the City holds membership or in which the councilmember participates at the direction of the City Council (e.g., Sacramento Metropolitan Chamber of Commerce's Cap-to-Cap program; League of California Cities' annual conference).
- Communicating with representatives of regional, state, or federal government on policy matters officially adopted or directed by the City Council.
- Meeting with City staff on matters relating to City business when travel is required.
- Attending City-sponsored or City-endorsed events in an official capacity.

Reimbursable Expenses:

Registration and Tuition Fees. Conference registration fees, seminar tuition, and similar event fees directly related to a reimbursable activity are reimbursable.

Transportation.

- **Mileage.** Personal vehicle mileage shall be reimbursed at the current IRS standard mileage rate. This rate covers gasoline, insurance, maintenance,

and depreciation. Bridge and road tolls are separately reimbursable with receipts.

- **Airfare.** Coach/economy class only. The most economical fare reasonably available shall be used.
- **Car Rental.** Standard or compact class only. Fuel for rental vehicles is reimbursable with receipts.
- **Taxis, Rideshare, and Shuttles.** Reimbursable when the cost is equal to or less than car rental, gasoline, and parking combined, or when necessary for time efficiency. A gratuity of up to 15% per fare is reimbursable.
- **Parking.** Airport long-term parking must be used for travel exceeding 24 hours. Other parking at the most economical rate reasonably available.

Lodging. Councilmembers shall select the most cost-effective lodging reasonably available.

- If lodging is associated with a conference, the councilmember shall use the conference hotel at the published group rate, if available at the time of booking.
- If no conference-associated lodging exists, lodging shall not exceed the applicable U.S. General Services Administration (GSA) per diem rate for the location. The GSA cap applies to the room rate only; applicable taxes and mandatory fees are separately reimbursable.
- Government rates shall be requested when available.
- Only standard single-room rates are reimbursable. Upgrades and additional charges for non-business purposes are the councilmember's personal responsibility.

Meals. Meals during authorized travel are reimbursable up to the applicable GSA per diem rate for the location. Meals included in a conference registration shall be deducted from the per diem. Because meal reimbursement is limited to the GSA per diem, itemized meal receipts are not required; however, the councilmember shall report per diem amounts claimed on the expense report. **Alcohol is not reimbursable under any circumstance.**

Communications. Actual telephone, cellular, fax, and internet access charges incurred on City business while traveling are reimbursable. Telephone records must identify which charges relate to City business.

Non-Reimbursable Expenses. The City shall not reimburse any of the following:

- The personal portion of any trip.
- Expenses of family members or companions, including incremental hotel charges for additional occupants.

- Political contributions or expenses related to political events.
- Entertainment expenses, including movies, sporting events, or cultural events not part of an authorized conference program.
- Alcoholic beverages.
- Non-mileage personal automobile expenses, including vehicle repairs, traffic citations, insurance, or gasoline for personal vehicles (these are covered by the IRS mileage rate).
- Expenses exceeding the rates or caps established by this policy that have not been approved in advance by the City Council pursuant to Government Code section 53232.2, subdivision (f).
- Any expense when the councilmember is not in compliance with policies 1-8 (requiring financial literacy and ethics training) or 1-9 (requiring sexual harassment prevention training).

Pre-Approval. For conferences, seminars, and training events, the councilmember shall submit a request to the City Manager in advance of registration. The request shall include the name, date, and location of the event; a description of its relevance to the councilmember's duties; and an itemized estimate of anticipated expenses. Events within the councilmember's remaining annual allocation and within the per-event cap may be approved administratively by the City Manager. Events exceeding the per-event cap, the councilmember's remaining allocation, or requiring out-of-state travel require City Council approval.

Reimbursement Procedures.

- **Timing.** Reimbursement requests must be submitted within 30 calendar days after the expense is incurred.
- **Form.** Expense reports must be submitted on the form attached to this Policy Manual as Appendix 1-5.
- **Receipts.** Itemized receipts are required for all expenses except meals reimbursed at the GSA per diem rate.
- **Oral Report.** Councilmembers shall provide a brief oral report on each meeting or conference attended at City expense at the next regular meeting of the City Council.
- **Public Records.** All expense reports and supporting documentation are public records subject to disclosure under the California Public Records Act.

Policy 1-6: Committee Assignments

Assignment. The City Council shall review assignments to the City's standing and ad-hoc committees and to regional boards and committees every year in January. The City Manager and the Mayor shall recommend committee assignments to the City Council, and the City Council may adopt the recommendation or make a different assignment.

Removal and Termination. The City Council may remove any committee member at any time. A councilmember's committee assignment terminates automatically when the councilmember's term of office expires.

Reporting. Any councilmember may ask a standing committee formed by the City Council to report on its activities.

Current Assignments. A list of current Council committee assignments and regional body assignments is attached to this Policy Manual as Appendix 1-6. The City Manager shall circulate an updated appendix following assignments under this policy.

Policy 1-7: Conflicts of Interest Code (Financial Disclosures)

Adoption of FPPC Regulation. The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (California Code of Regulations, title 2, section 18730 (“section 18730”)) that contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency’s code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices, designating positions and establishing disclosure categories, shall constitute the conflict of interest code of the City of Colfax (City).

Individuals holding designated positions shall file their statements of economic interests with the City, which will make the statements available for public inspection and reproduction (Gov. Code Sec. 81008). All statements will be retained by the City.

The version of section 18730 in effect when this policy was last amended is included in this policy manual as Appendix 1-7(A). A more recent regulation adopted by the FPPC supersedes Appendix 1-7(A). The City Clerk or his or her designee may update Appendix 1-7(A) with the current version of the FPPC’s standard code.

Persons Subject to City’s Conflicts Policy. The officials, employees, and contractors listed in Appendix 1-7(B) to this policy are “Designated Persons.” It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on economic interests.

Disclosure Categories. The persons designated in Appendix 1-7(B) shall disclose the information listed in Appendix 1-7(C) to this policy to the City Clerk (persons designated under this policy) or to the FPPC (persons listed in Gov. Code, § 87200). The City Clerk shall maintain a public database of statements of economic interest for a minimum of five (5) years.

Policy 1-8: Financial Literacy and Ethics Training

Ethics Training. The Designated Persons listed in Appendix 1-7(B) shall complete two hours of AB 1234 ethics training required under Government Code sections 53234–53235.2 and two hours of fiscal and financial training required under Government Code sections 53238–53238.4.

Tracking. The City Clerk shall:

1. Provide written notice of training deadlines to all individuals subject to this Section;
2. Track completion dates; and
3. Maintain a database of proof-of-completion certificates for a minimum of five (5) years.

Financial Disclosures. Financial disclosure forms (FPPC form 700) shall be filed:

- Upon assuming office (within 30 days),
- Annually (by April 1), and
- Upon leaving office (within 30 days)

as set forth in section 18730(b)(5) of title 2 of the California Code of Regulations.

Annual report. At the first regular Council meeting of each calendar year, the City Clerk shall present to the City Council a report summarizing Form 700 filing, ethics training compliance, and fiscal and financial training compliance for the prior year. The report shall identify any delinquent filings or training and the status of corrective action.

Policy 1-9: Sexual Harassment Prevention Training

Training Requirement. Government Code sections 53237 through 53237.5 (AB 1661) require local agency officials, including City Councilmembers, to receive at least two hours of sexual harassment prevention training and education if the agency provides any type of compensation, salary, or stipend to those officials.

Training opportunities are available through the City, the League of California Cities, the Institute for Local Government, the California Civil Rights Department, and other qualified providers identified by the City Clerk. Training through a councilmember's employer or another public agency that meets the requirements of Government Code section 53237.1, subdivision (d), satisfies this policy if the councilmember provides the City Clerk with a certificate of completion.

Deadlines. Each Councilmember shall complete sexual harassment prevention training and education that complies with Government Code section 53237.1 within six (6) months of taking office and every two (2) years thereafter.

Certificate of Completion. Upon completing the required training, each Councilmember shall provide a certificate or other written proof of completion to the City Clerk. The certificate shall state the date the councilmember completed the training and the entity that provided the training. Certificates of completion are public records.

Clerk's Duties. The City Clerk shall recommend in writing training to councilmembers once before assuming a new position and every two years thereafter. The City Clerk shall maintain training records for five years in accordance with Government Code section 53237.2.

Policy Scope. This Section addresses the sexual harassment prevention training requirement for City Councilmembers under Government Code sections 53237 through 53237.5. The City's separate citywide anti-harassment policy in the Employee Handbook governs the substantive standards of conduct, prohibited behavior, reporting, and complaint procedures applicable to all City officials and employees.

Policy 1-10: Failure to Complete Mandatory Training

If any elected or appointed official fails to complete training required by federal or state law, City ordinance, or City Policy, the City Manager shall:

1. Issue a formal written warning to the individual;
2. Withhold compensation, stipend, or expense reimbursement until the filing is complete;
or
3. For appointed officials, recommend removal from the board or commission to the City Council.

Section 2: Meeting Procedures

Policy 2-1: Rules of Procedure

The City Council adopts Rosenberg's Rules of Order, Revised 2011 (or the most current edition), as the parliamentary authority for the conduct of Council meetings. A copy of Rosenberg's Rules shall be kept by the City Clerk and made available at all Council meetings.

For purposes of counting votes, the City Council adopts a "present and voting" rule: only councilmembers present and voting are counted to determine whether a motion pending before the City Council passes or fails. Councilmembers who abstain from voting are counted for determining a quorum, but not for determining whether the motion passes. When a state law or City ordinance requires action by a majority of the whole Council, not just a majority of members present and voting, abstentions are counted as "no" votes.

Where Rosenberg's Rules are silent, the presiding officer shall rule on questions of procedure, subject to appeal to the full Council by any member. An appeal requires a majority vote to overturn the ruling of the chair.

The Council may, by two-thirds majority vote, suspend any procedural rule in this manual for the duration of a single meeting, except where the rule implements a requirement of state law.

The current edition of Rosenberg's Rules is attached to this Policy Manual as Appendix 2-1. The City Clerk shall maintain Appendix 2-1 with the current version of Rosenberg's rules.

Policy 2-2: Decorum

Councilmembers and staff shall conduct themselves with courtesy and respect during Council meetings in a manner that maintains the dignity and integrity of the City Council.

Councilmembers.

- Councilmembers shall address their remarks to the Mayor and not directly to other councilmembers, staff, or audience members during formal deliberation.
- A councilmember who wishes to speak shall be recognized by the Mayor before speaking.
- Councilmembers shall refrain from personal attacks, impugning the motives of other members, or disruptive behavior.

Staff. Staff members attending City Council meetings shall respond to questions through the Mayor or as directed. Staff shall provide objective, factual information and professional recommendations. Staff shall not be expected to express personal opinions on policy matters.

All City Representatives. All City officials, employees, and agents appearing at City Council meetings on behalf of the City shall:

- Maintain a professional demeanor and appearance while seated at the dais or addressing the Council and the public. Dress and personal hygiene shall meet the standards expected of professionals conducting serious affairs on behalf of the public. Business casual clothing is preferred.
- Refrain from chewing, smoking, vaping, or using other tobacco or nicotine products;¹ drinking alcohol; or eating at the dais. Nonalcoholic beverages in appropriate containers are permitted provided they do not disrupt proceedings.

¹ Lab. Code, § 6404.5; Health & Saf. Code, § 118950; Cal. Code Regs., tit. 8, § 5148.

Policy 2-3: Meeting Schedule and Attendance

Regular Meetings. Regular meetings of the City Council are held on the second and fourth Wednesdays of each month, or on such other days and times as established by resolution of the Council, as provided in Colfax Municipal Code § 2.04.010.

Attendance. Councilmembers are expected to attend all regular and special meetings. Absences shall be governed by Colfax Municipal Code § 2.04.020. A councilmember who will be absent shall notify the Mayor or City Manager as far in advance as practicable.

Quorum. Three members of the City Council constitute a quorum for the transaction of business. In the absence of a quorum, no business may be transacted, and the meeting shall be adjourned.

Rule of Necessity. When enough councilmembers are disqualified (e.g. by a conflict of interest) that a quorum cannot be met, the disqualified councilmembers shall draw lots to rehabilitate a sufficient number of members to permit Council action. Those rehabilitated members may only participate to the minimum extent necessary for the City Council to act. Direction from the City Attorney should be sought to determine that real conflict exists to necessitate invoking the Rule of Necessity.

Policy 2-4: Teleconferencing Procedures

Applicability. This policy applies to all meetings of the City at which remote public participation is offered or required under the Brown Act. Consistent with the Brown Act, this policy shall not apply to the following meetings:

1. Meetings held to attend a judicial or administrative proceeding to which the City is a party.
2. Meetings held to inspect real or personal property provided that the topic of the meeting is limited to items directly related to the real or personal property.
3. Meetings held to meet with elected or appointed officials of the United States or the State of California, solely to discuss a legislative or regulatory issue affecting the City and over which the federal or state officials have jurisdiction.
4. Meetings held to meet in or nearby a facility owned by the agency, provided that the topic of the meeting is limited to items directly related to the facility.
5. Meet in an emergency situation pursuant to Government Code section 54956.5.

If a legislative body of the City other than the City Council holds a meeting subject to this policy, “City Council” shall refer to the legislative body holding the meeting; “councilmember” shall refer to a member of the subject body; “Mayor” shall refer to the chair of the meeting; and “City Clerk” shall refer to the clerk, secretary, or other person responsible for keeping minutes of the legislative body.

Remote Attendance. Members of the City Council shall attend all regular and special meetings of the City Council in person unless the member notifies the City Manager of his or her absence or the member qualifies for one of the following teleconferencing exceptions:

Remote Meeting Exceptions	Traditional Exception (GC 54953(b))	Disability Exception (GC 54953(c))	State of Emergency Exception (GC 54953.8.2)	Just Cause Exception (GC 54953.8.3)	Eligible Subsidiary Body Exception (GC 54953.8.6)	Eligible Multijurisdictional Body Exception (GC 54953.8.7)
Reason for Teleconferencing	No reason required	Disability or reasonable accommodation	Proclaimed State of Emergency or local emergency	- childcare or caregiving need, - contagious illness, - physical or mental condition, - physical or family medical emergency - agency-related travel - military service - immunocompromised family member	No reason required	No reason required

Remote Meeting Exceptions	Traditional Exception (GC 54953(b))	Disability Exception (GC 54953(c))	State of Emergency Exception (GC 54953.8.2)	Just Cause Exception (GC 54953.8.3)	Eligible Subsidiary Body Exception (GC 54953.8.6)	Eligible Multijurisdictional Body Exception (GC 54953.8.7)
Teleconferencing Member Counts Toward Quorum	No	Yes	Yes	No	No	No
Method of Teleconferencing	Audio or Audio-Visual	Audio-Visual only	Audio or Audio-Visual	Audio-Visual Only	Audio-Visual only	Audio-Visual only
Requires Opportunity for Public Participation	Yes, in-person at each teleconference location	No	Yes, call-in or internet-based	Yes, call-in or internet-based and in-person	Yes, call-in or internet-based and in-person	Yes, call-in or internet-based and in-person
Teleconferencing Approved by the Legislative Body	No	No	Yes	No	Yes, approved by legislative body that created subsidiary body	Yes
Votes Taken by Roll Call	Yes	Yes	Yes	Yes	Yes	Yes
Teleconference Location Included on Agenda/Posting Requirements	Yes	No	No	No	No	No, unless member is compensated
Disruption in Teleconferencing	Meeting proceeds	No further action taken	No further action taken	No further action taken	No further action taken	No further action taken

Remote Meeting Exceptions	Traditional Exception (GC 54953(b))	Disability Exception (GC 54953(c))	State of Emergency Exception (GC 54953.8.2)	Just Cause Exception (GC 54953.8.3)	Eligible Subsidiary Body Exception (GC 54953.8.6)	Eligible Multijurisdictional Body Exception (GC 54953.8.7)
Limits on the Number of Times Teleconferencing May be Used	None	For the duration of the disability	For the duration of the emergency, to be reauthorized every 45 days	2 meetings per calendar year (if body meets once per month) 5 meetings per year (if body meets twice per month) 7 meetings per year (if body meets three or more times per month)	For the duration of the legislative body's approval, to be reauthorized every 6 months	2 meetings per calendar year (if body meets once per month) 5 meetings per year (if body meets twice per month) 7 meetings per year (if body meets three or more times per month)

Recusal During Teleconferenced Meetings. Any member of the City Council who has a conflict of interest, or who is required to recuse himself or herself under Government Code section 87100, shall comply with the following procedures during a teleconferenced or otherwise remote public meeting:

- **Public Identification of the Conflict.** Immediately before consideration of the affected agenda item, the member shall publicly identify the conflict of interest on the record and disclose the circumstances giving rise to the conflict in sufficient detail to be understood by the public.
- **Non-Participation.** The member shall recuse himself from all discussion, deliberation, and action on the matter by turning off his or her audio and video feed and shall not attempt to influence the decision in any manner.
- **Rejoining Meeting.** Upon conclusion of a discussion, vote, and any other disposition of the matter, the Mayor shall announce that the member may turn on his or her audio and video feed to rejoin the meeting.

Policy 2-5: Order of Business

The order of business at regular meetings shall be as set forth in the posted agenda. The standard order of business shall be:

1. Call to Order
 - a. Pledge of Allegiance
 - b. Roll Call
 - c. Approval of Agenda
 - d. Statement of Conflicts of Interest
2. Consent Calendar
3. Agency Reports
4. Presentations
5. Public Hearings
6. Public Comment
7. Council and Staff Reports
 - a. Committee Reports
 - b. City Operations Update
8. Unfinished Council Business
9. New Council Business
10. Future Agenda Item Requests
11. Good of the Order
12. Closed Session
13. Adjournment

Policy 2-6: Consideration of Agenda Items

For agenda items requiring deliberation, the standard procedure is:

1. Mayor introduces the item as described on the agenda
2. Staff presentation
3. Questions from the Council to staff
4. Public comment
5. Council Deliberation
6. Motion, second
7. Deliberation of motion; alternative motions
8. Vote

The Mayor may modify this sequence as the circumstances of a particular item require.

Policy 2-7: Public Hearings

When the law requires the City Council to hold a public hearing on an agenda item, the hearing shall proceed as follows:

1. The presiding officer opens the public hearing and states the matter under consideration
2. Staff presents the item and any staff recommendation
3. The applicant or proponent presents (if applicable)
4. Public testimony is received
5. The applicant or proponent may respond to public testimony (if applicable)
6. Staff responds to testimony and questions from the City Council
7. The presiding officer closes the public hearing
8. Council deliberates and takes action

Once the public hearing is closed, no further public testimony shall be received unless the Council votes to reopen the hearing.

Policy 2-8: Unfinished Business

If the Council does not complete action on an agenda item during the meeting at which it is considered, the item is automatically continued to the next regular meeting and shall appear under “Unfinished Business” on the agenda for that meeting. This default rule applies unless:

1. The Council votes to continue the item to a specific future date; or
2. The Council votes to remove the item from further consideration.

An item that has been automatically continued twice without action shall be placed on the agenda for discussion of whether to continue, reschedule, or remove the item.

Policy 2-9: Public Participation

Public Comment on Non-Agenda Items. Members of the public may address the Council on any matter within the Council's jurisdiction that is not on the agenda during the public comment period. Speakers shall be limited to five (5) minutes. The Council may not discuss, deliberate, or take action on matters raised during public comment that are not on the posted agenda, except as permitted by the Brown Act.

Public Comment on Agenda Items. Members of the public may comment on any item on the agenda when that item is called for discussion. Speakers shall be limited to five (5) minutes per item, unless the Mayor adjusts the time limit due to the number of speakers or the complexity of the issue. The Mayor may extend an individual's time for public comment if dialog with the City Council or staff prevent the person from speaking for their entire three minutes. Councilmembers may, but are not required to, respond to public comment.

Written Communications. Written communications received regarding an agenda item shall be distributed to the Council and made part of the public record. Written communications received after the agenda packet has been distributed shall be provided to the Council as soon as practicable and made available to the public at the meeting.

Policy 2-10: Disruptions by the Public

DEFINITIONS

“Meeting Disruption” means behavior during a meeting of a legislative body that actually disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting and includes, but is not limited to, the following:

- A failure to comply with reasonable and lawful regulations adopted by City or the City Council;
- Engaging in behavior that constitutes use of force or a true threat of force.

“True threat of force” means a threat that has sufficient indicia of intent and seriousness, that a reasonable observer would perceive it to be an actual threat to use force by the person making the threat.

“Service Disruption” means any failure, outage, or other interruption to the City’s remote access services that prevents members of the public from participating in a legislative body’s meeting through the remote access service when the City is required by law to provide remote access.

“Remote access services” means the two-way telephonic service and/or two-way audiovisual platform used to provide real-time remote public attendance and observation of meetings.

“Two-way audiovisual platform” means an online platform that provides participants with the ability to participate in a meeting via both an interactive video conference and a two-way telephonic service.

“Two-way telephonic platform” means a telephone service that does not require internet access and allows participants to dial a telephone number to listen and verbally participate.

MEETING DISRUPTION

Individual Disruption. The Mayor is responsible for maintaining order during City Council meetings. The Mayor shall respond to public disruptions as follows:

1. Warn the person(s) that continued disruption will result in removal.
2. Order a recess.
3. Order the person removed from the meeting.

General Disruption. If a general disruption makes the orderly conduct of business impossible, the Mayor may order the meeting room cleared. Representatives of the press shall be allowed to remain unless they are participating in the disruption.

Remote Disruption. If the Mayor or City Clerk becomes aware of a member of the public who is attending through remote access services and is disrupting in a manner that impedes the orderly conduct of the meeting or prevents other members of the public from attending or observing the meeting remotely or in-person:

1. The Mayor or City Clerk shall warn the person who is participating through remote access services that he or she is disrupting the meeting and his or her failure to cease that behavior may result in his or her removal.
2. If the person to whom the Mayor or City Clerk gave the above warning persists in disrupting the meeting, the Mayor shall order staff to:
 - a. mute the individual's audio feed, if the disruption is auditory;
 - b. turn off the individual's video feed, if the disruption is visual; or
 - c. remove the individual from the meeting if paragraphs (a) & (b) do not address the disrupting behavior.

SERVICE DISRUPTION

If the Mayor or City Clerk becomes aware of a service disruption:

1. The Mayor or City Clerk shall immediately announce the disruption to the public.
2. The Mayor shall call for a recess of the open session and may convene the legislative body in closed session, consistent with the Brown Act. The recess shall last for one hour or until service is restored, whichever is earlier.

During the recess, agency staff shall make a good faith effort to diagnose and restore the disrupted service.

Reconvening the Open Session. After the expiration of the hour, if service has not been restored, the Mayor or City Clerk shall report on the status of staff's efforts to restore remote access services, and the City Council may reconvene to:

1. Adjourn the meeting;
2. Extend the recess to allow staff more time to make a good faith effort to restore remote access services; or
3. Continue the meeting in open session by adopting, by roll call vote, the following or a substantially similar finding:

"The [Agency Name] has made good faith efforts to restore telephonic or internet service in accordance with its adopted policy, and the public interest in continuing the meeting outweighs the public interest in remote public access."

Upon adoption of the finding, the legislative body may continue the meeting in open session despite the fact that remote access services have not been restored.

Recordkeeping. The Clerk shall enter a brief statement into the meeting minutes, including:

- The nature and time of the service disruption;
- The time the meeting was reconvened (if applicable);
- Any findings.

REVIEW AND UPDATES.

This policy may only be amended by the City Council at a noticed public meeting in open session. Amendments may not be placed on the consent calendar.

Section 3: Meeting Agenda

Policy 3-1: Agenda Preparation

The City Manager is solely and exclusively responsible for preparing the agenda for all meetings of the City Council. The City Manager shall coordinate with the Mayor, the City Clerk, the City Attorney, and department heads in preparing agenda items and supporting materials.

Each agenda item shall include a staff report describing the matter, the relevant background, available options, a staff recommendation (where appropriate), and any fiscal impact.

Policy 3-2: Placing Items on Future Agendas

City Manager Sets Agenda. The City Manager may place items on the agenda as necessary for the conduct of City business without Council pre-approval. This includes items required by law, time-sensitive matters, routine administrative items, and matters the City Manager determines require Council action.

Agenda Item to Discuss Future Agendas. Each regular meeting agenda shall include a standing item titled "Future Agenda Item Requests." During this item, any councilmember may move to add an item to a future agenda. A simple majority of councilmembers present may approve the motion.

Motions directing staff to develop future agenda items should be as specific as possible so that staff has enough information to analyze and respond to questions and further direction on the item. The City Council should focus on policies and outcomes councilmembers would like to achieve rather than the process by which staff implements Council direction. Councilmembers should refrain from debating the merits of the proposal and vote on whether the proposal is an appropriate item of business for the City Council to consider.

When the Council approves a future agenda item, the City Manager shall place the item on the earliest regular meeting agenda that allows staff adequate time to respond to the item, unless the Council specifies a date. The City Manager shall inform the requesting councilmember of the anticipated date the item will appear on the Council's agenda.

Requests to City Manager For Future Agenda Items. Any councilmember may ask the City Manager to place an item on a future agenda. The City Manager, at his or her sole, exclusive, and absolute discretion, may:

- Act on the request administratively;
- Place the item on future agenda;
- Add the request under "Future Agenda Item Requests" so that the Council can decide whether to consider the request as a future agenda item; or
- Take no action on the request.

Neither the Mayor, Mayor Pro Tem, nor any individual councilmember may dictate future agenda items.

Requests from the Public. Members of the public may ask the City Council to consider an agenda item via public comment. Public comments may be made in writing to the City Clerk or orally to the City Council during the general public comment period at a City Council meeting.

Policy 3-3: Requests for Staff Analysis

A councilmember may ask the City Manager to prepare a memorandum, analysis, or report on a particular matter. Councilmembers may request information from City staff, but they may not require staff to prepare an analysis or report, or otherwise direct City staff.

Requests that require significant staff time or resources are subject to the agenda request process in policy 3-2. The City Manager shall determine whether a request will require significant staff time requiring City Council approval. The City Manager may prioritize requests for memoranda from staff in light of existing workload.

The City Manager shall ensure that any request, analysis, or report is communicated to all councilmembers. The City Manager shall ensure these communications do not lead to a discussion that violates the Brown Act's notice requirements.

Policy 3-4: Meeting Minutes

The City Clerk shall keep an accurate record of the substance of the City Council's proceedings. These minutes are the official record of the City Council's actions. A councilmember may ask the Clerk to enter councilmembers' votes on a motion in the record.

The City Clerk shall submit draft minutes to the City Manager for approval by the City Council during a subsequent meeting. Any councilmember may propose corrections to the meeting minutes either by contacting the City Clerk directly or by moving to correct the minutes during the agenda item for approval of previous meetings' minutes.

Section 4: Communications

Policy 4-1: Representing the City

Official Spokesperson. The Mayor, or in the Mayor's absence the Mayor Pro Tem, is the official spokesperson for the City Council. When speaking or writing in an official capacity, the Mayor shall represent the positions adopted by the Council as a body.

Individual Councilmembers. Individual councilmembers may express their personal views on any matter of public concern. When doing so, a councilmember shall clearly state that the views expressed are personal and do not represent the official position of the City of Colfax or the City Council, unless the Council has expressly authorized the communication.

Communications with Other Agencies. Councilmembers who serve as the City's representative on regional bodies or intergovernmental organizations shall represent the official positions of the City Council. On matters where the Council has not taken a position, the representative shall either seek Council direction before the vote or, if time does not permit, exercise independent judgment and report back to the Council.

Any councilmember may communicate with other legislative bodies, agencies, or officials on matters of personal interest. When doing so, the councilmember shall clearly identify the communication as reflecting personal views and not the official position of the City.

Designated Representatives. The Council may, by majority vote, designate any councilmember or the City Manager to speak on behalf of the City on a specific matter or before a specific body.

Policy 4-2: Use of City Letterhead and Seal

City letterhead and the City seal shall be used only for official City business. A councilmember may use City letterhead only when:

- Communicating the official position of the City as authorized by the Council; or
- Conducting routine correspondence in the councilmember's official capacity, such as responding to constituent inquiries.

City letterhead and the City seal shall not be used to express personal opinions, endorse candidates or ballot measures (unless the Council has taken an official position on a ballot measure), or for any private purpose.

Policy 4-3: Resident Complaints

When a councilmember receives a complaint from a resident about City services or employees, the councilmember shall refer the complaint to the City Manager. Councilmembers shall not attempt to resolve operational complaints directly or direct staff to take action in response to individual complaints.

The City Manager shall investigate the complaint, take appropriate action, and report back to the referring councilmember. If the councilmember is dissatisfied with the City Manager's response, the councilmember may request that the matter be placed on a future agenda through the process described in policy 3-2.

This policy shall not prohibit any person from exercising whistleblowing protections, including, but not limited to Government Code sections 3502, 12653 (California False Claims Act), 12940, or 53296–53299; Labor Code section 1102.5; title 31, section 3730 of the United States Code (federal False Claims Act), or title 41, section 4712 of the United States Code (mismanagement of federal funds).

Policy 4-4: Communications Between Council and Staff

General Principle. The City operates under a council-manager form of government: the City Council sets policy and appoints a City Manager to supervise staff in carrying out that policy. Individual councilmembers do not supervise, direct, or manage City employees. The City Manager is the sole direct report to the City Council for administrative matters.

Information Requests. Councilmembers may contact the City Manager or department heads to request information within the scope of their responsibilities. Requests for information that require significant staff time or the preparation of new analysis shall be directed to the City Manager. The City Manager shall ensure that information provided to one councilmember is shared with the full Council.

Prohibited Conduct. Councilmembers shall not:

- Give direction to any City employee other than the City Manager or City Attorney.
- Attempt to influence the City Manager's hiring, firing, promotion, discipline, or assignment of specific employees.
- Interfere with the City Manager's administration of departments, including the scheduling of work, development of staff recommendations, or execution of departmental priorities.
- Create the appearance of directing staff action through requests that, by their nature or frequency, function as de facto instructions.

Nothing in this policy prevents a councilmember from interacting socially with City employees or asking brief factual questions of staff members encountered in the normal course of City business.

Staff Obligations. City employees who receive direction from an individual councilmember that appears to conflict with this policy shall advise the councilmember of this policy and notify the City Manager.

Policy 4-5: Communications with City Attorney

The City Attorney represents the City Council as a body, not individual councilmembers, the City Manager, or individual staff members.

A councilmember may contact the City Attorney to ask questions about legal matters affecting the City. The City Attorney shall inform the City Manager of material requests from individual councilmembers and shall share any written legal opinion or significant legal advice provided to one councilmember with the full Council and the City Manager.

Requests that require substantial legal research or the preparation of a formal opinion shall be directed through the City Manager so that the work can be coordinated with other City priorities. The City Manager shall forward such requests to the City Attorney and keep the requesting councilmember informed of the timeline. Any councilmember may request legal analysis from the City Attorney in accordance with policy 3-2.

APPENDIX 1-1: Oath of Office

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

STATE OF CALIFORNIA
COUNTY OF PLACER

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

[OFFICE], [NAME]

Subscribed and sworn to before me this [DATE]

[NAME], City Clerk

APPENDIX 1–5: Expense Reimbursement Form

CITY OF COLFAX COUNCILMEMBER EXPENSE REIMBURSEMENT REPORT

Appendix 1-5 to the City Council Policy Manual • Policy 1-5 (Expense Reimbursement)

Government Code sections 36514.5, 53232.2 and 53232.3

Submit this report, with itemized receipts attached, to the City Manager within 30 calendar days after the expense is incurred. Meals reimbursed at the GSA per diem rate do not require receipts. This report and all supporting documentation are public records subject to disclosure under the California Public Records Act.

1. Councilmember Information

Name		Date Submitted	
-------------	--	-----------------------	--

2. Event or Activity

Event / Activity		Date(s)	
Location		Out-of-State?	☐ Yes ☐ No

Reimbursable activity (check the category under Policy 1-5 that applies):

- ☐ Meeting of the City Council, or of a board, commission, or committee to which the councilmember was appointed or designated by the City Council
- ☐ Conference, educational seminar, or organized training program directly related to municipal duties
- ☐ Activity of a regional, state, or national organization in which the City holds membership or in which the councilmember participates at the direction of the City Council
- ☐ Communication with representatives of regional, state, or federal government on policy matters officially adopted or directed by the City Council
- ☐ Meeting with City staff on City business requiring travel
- ☐ City-sponsored or City-endorsed event attended in an official capacity

3. Pre-Approval (conferences, seminars, and training events)

Pre-approval obtained from:	Approval required by Council?	Date approved
☐ City Manager ☐ City Council	☐ Exceeds \$1,500 per-event cap ☐ Exceeds remaining annual allocation ☐ Out-of-state travel	

4. Itemized Expenses

List each expense separately. Attach an itemized receipt for every expense except meals claimed at the GSA per diem rate. Alcohol is not reimbursable under any circumstance.

Category	Date	Description	Amount	Receipt attached?
Registration / tuition fee			\$	☐ Yes ☐ N/A
Mileage (____ miles × IRS rate of \$____/mile)			\$	☐ Yes ☐ N/A
Tolls / parking			\$	☐ Yes ☐ N/A
Airfare (coach/economy only)			\$	☐ Yes ☐ N/A
Car rental / rental fuel (standard or compact class)			\$	☐ Yes ☐ N/A
Taxi / rideshare / shuttle (incl. gratuity ≤ 15%)			\$	☐ Yes ☐ N/A

Category	Date	Description	Amount	Receipt attached?
Lodging (room rate $\leq$ GSA per diem or conference group rate)			\$	☐ Yes ☐ N/A
Lodging taxes and mandatory fees			\$	☐ Yes ☐ N/A
Communications (phone / internet on City business)			\$	☐ Yes ☐ N/A
Other (describe)			\$	☐ Yes ☐ N/A

5. Meals (GSA Per Diem)

Meals are reimbursed up to the applicable GSA per diem rate for the location. Meals included in the conference registration must be deducted. Itemized meal receipts are not required, but per diem amounts claimed must be reported below.

GSA per diem rate for location	No. of days	Gross per diem	Less: meals provided by conference	Meals claimed
\$ /day		\$	(\$)	\$

6. Total Reimbursement Requested

TOTAL (Sections 4 and 5 combined)	\$
--	----

7. Councilmember Certification

By signing below, I certify under penalty of perjury that:

1. The expenses listed above are actual and necessary expenses incurred in the performance of my official duties, and each expenditure complies with Policy 1-5 of the City Council Policy Manual;
2. This report is submitted within 30 calendar days after the expenses were incurred, and itemized receipts are attached for all expenses other than meals claimed at the GSA per diem rate;
3. No amount claimed includes alcoholic beverages, the personal portion of any trip, expenses of family members or companions, political or entertainment expenses, or any other non-reimbursable expense under Policy 1-5;
4. Any expense exceeding the rates or caps established by Policy 1-5 received advance approval of the City Council pursuant to Government Code section 53232.2, subdivision (f);
5. I have completed the ethics training required by Government Code section 53234 et seq.; and
6. I will provide a brief oral report on this meeting or event at the next regular meeting of the City Council, as required by Government Code section 53232.3, subdivision (d).

Councilmember Name	Councilmember Signature	Date

8. For Administrative Use Only

☐ Report submitted within 30 days	☐ Pre-approval on file (if required)
☐ Receipts verified	☐ Ethics training current (AB 1234)
☐ Rates and caps verified (IRS / GSA / \$1,500 per-event)	☐ Charged to correct budget account
Councilmember's annual allocation remaining before this claim: \$ _____	Remaining after this claim: \$ _____
Amount approved for reimbursement	\$ _____
City Manager (or designee) signature / date	

**APPENDIX 1–6: Committee Assignments
(Updated 2026)**

Board or Committee	2026	Meeting Information	Meeting Location	Stipend
Placer County Economic Development Board (PCEDB)	Larry Hillberg Alt: Trinity Burruss	11:30 AM 3rd Thursday 4x/yr (Jan., Apr., July, Sept.)	Auburn City Hall, 1225 Lincoln Way Room 10 and Via Zoom	No Stipend
Bianchini Advisory Board	Sean Lomen Larry Hillberg			No Stipend
Colfax Schools Liaison	Trinity Burruss Alt: Sean Lomen			No Stipend
Colfax Skate Park	Sean Lomen Alt: Caroline McCully	As Needed	To Be Announced	No Stipend
Colfax Youth Commission	5 Students (3 Highschool, 2 Sixth–Eighth Graders)	Once Per Month	Colfax Elementary School	TBA
Council Policy Ad Hoc	Caroline McCully Trinity Burruss	As Needed	To Be Announced	No Stipend
Economic Development Committee	Sean Lomen Larry Hillberg	As Needed	To Be Announced	TBA
Emergency Services	Trinity Burruss Sean Lomen	As Needed	To Be Announced	No Stipend
League of California Cities Sacramento Valley Division Liaison	Kim Douglas Alt: Sean Lomen	See website		No Stipend
Local Agency Formation Commission	Sean Lomen Alt Trinity Burruss	4:00 PM 2nd Wednesday Every Month	BOS Chambers 175 Fulweiler Ave Auburn	\$100

Board or Committee	2026	Meeting Information	Meeting Location	Stipend
Pioneer Community Energy	Sean Lomen Alt: Kim Douglas	3:00 PM 3rd Thursday	2510 Warren Drive, Suite B Rocklin, CA 95677	No Stipend
Placer County Air Pollution Control District (PCAPCD)	Caroline McCully Alt: Kim Douglas	2:30 PM 2nd Thursday 6x/yr	BOS Chambers 175 Fulweiler Ave Auburn	\$100 Stipend Pending
Placer County Flood Control and Water Conservation District (Board of Directors)	Sean Lomen Alt: Caroline McCully	4:00 PM 2nd Monday Every Month	Rocklin City Council Chambers 390 Rocklin Rd.	\$100 Stipend
Placer County Selection Committee	Mayor	Yealy		No Stipend
Placer County Transportation Planning Agency (PCTPA)	Trinity Burruss Alt: Caroline McCully	9:00 Am 4th Wednesday /Every Month	BOS Chambers 175 Fulweiler Ave Auburn	\$100 Stipend
Placer Mosquito & Vector Control District (PMVCD)	Will Stockwin Alt: Larry Hillberg	4:30 PM 3rd Monday/Every Month	2021 Opportunity Dr. Roseville	\$100 Stipend
Placer Sierra Fire Safe Council	Sean Lomen Alt: Kim Douglas	6:00 PM 4th Thursday/Every Month	City of Colfax Council Chambers Location TBA	No Stipend
Project Go	Kim Douglas Alt: Sean Lomen	5:30 PM 3rd Thursday	801 Vernon St. Roseville	No Stipend
Sacramento Area Council of Governments (SACOG) Board of Directors	Caroline McCully Alt: Trinity Burruss	9:30 AM 3rd Thursday	1415 L. Street Suite 300 Sacramento and Via Zoom	\$100 Stipend
Shady Glenn Sewer	Trinity Burruss Sean Lomen	As Needed	To Be Announced	TBA

Board or Committee	2026	Meeting Information	Meeting Location	Stipend
Integration Project				
Sierra Vista Community Center Liaison	Larry Hillberg Alt: Sean Lomen	6:00 PM 3rd Wednesday	Community Center	No Stipend
Small City Organized Rick Effort (SCORE) Representative	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
Solid Waste Taskforce	Kim Douglass 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
Weimar, Applegate, Colfax Municipal Advisory Council (WAC/MAC)	Larry Hillberg Alt: Kim Douglas	6:00PM 3rd Wednesday every other month - Jan, Mar, May/July/Sept /Nov	Colfax City Hall	No Stipend
Youth Commission Selection Committee	TBA, 2-Elementary Teachers, 2-Highschool Teachers	TBA	City Hall, Colfax Elementary, Colfax High School	No Stipend

**APPENDIX 1-7(A): California Code of Regulations, title 2, section 18730
(as of April 7, 2026)**

(a) Incorporation by reference of the terms of this regulation along with the designation of employees and the formulation of disclosure categories in the Appendix referred to below constitute the adoption and promulgation of a conflict of interest code within the meaning of Section 87300 or the amendment of a conflict of interest code within the meaning of Section 87306 if the terms of this regulation are substituted for terms of a conflict of interest code already in effect. A code so amended or adopted and promulgated requires the reporting of reportable items in a manner substantially equivalent to the requirements of article 2 of chapter 7 of the Political Reform Act, Sections 81000, et seq. The requirements of a conflict of interest code are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in Section 87100, and to other state or local laws pertaining to conflicts of interest.

(b) The terms of a conflict of interest code amended or adopted and promulgated pursuant to this regulation are as follows:

(1) Section 1. Definitions.

The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (Regulations 18110, et seq.), and any amendments to the Act or regulations, are incorporated by reference into this conflict of interest code.

(2) Section 2. Designated Employees.

The persons holding positions listed in the Appendix are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on economic interests.

(3) Section 3. Disclosure Categories.

This code does not establish any disclosure obligation for those designated employees who are also specified in Section 87200 if they are designated in this code in that same capacity or if the geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction in which those persons must report their economic interests pursuant to article 2 of chapter 7 of the Political Reform Act, Sections 87200, et seq.

In addition, this code does not establish any disclosure obligation for any designated employees who are designated in a conflict of interest code for another agency, if all of the following apply:

(A) The geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction of the other agency;

(B) The disclosure assigned in the code of the other agency is the same as that required under article 2 of chapter 7 of the Political Reform Act, Section 87200; and

(C) The filing officer is the same for both agencies.¹

Such persons are covered by this code for disqualification purposes only. With respect to all other designated employees, the disclosure categories set forth in the Appendix specify which kinds of economic interests are reportable. Such a designated employee shall disclose in the employee's statement of economic interests those economic interests the employee has which are of the kind described in the disclosure categories to which the employee is assigned in the Appendix. It has been determined that the economic interests set forth in a designated employee's disclosure categories are the kinds of economic interests which the employee foreseeably can affect materially through the conduct of the employee's office.

(4) Section 4. Statements of Economic Interests: Place of Filing.

The code reviewing body shall instruct all designated employees within its code to file statements of economic interests with the agency or with the code reviewing body, as provided by the code reviewing body in the agency's conflict of interest code or with the Fair Political Practices Commission using the Commission's electronic filing system as required under Section 87500.²

(5) Section 5. Statements of Economic Interests: Time of Filing.

(A) Initial Statements. All designated employees employed by the agency on the effective date of this code, as originally adopted, promulgated and approved by the code reviewing body, shall file statements within 30 days after the effective date of this code. Thereafter, each person already in a position when it is

designated by an amendment to this code shall file an initial statement within 30 days after the effective date of the amendment.

(B) Assuming Office Statements. All persons assuming designated positions after the effective date of this code shall file statements within 30 days after assuming the designated positions, or if subject to State Senate confirmation, 30 days after being nominated or appointed.

(C) Annual Statements. All designated employees shall file statements no later than April 1. If a person reports for military service as defined in the Servicemember's Civil Relief Act, the deadline for the annual statement of economic interests is 30 days following the person's return to office, provided the person, or someone authorized to represent the person's interests, notifies the filing officer in writing prior to the applicable filing deadline that the person is subject to that federal statute and is unable to meet the applicable deadline, and provides the filing officer verification of the person's military status.

(D) Leaving Office Statements. All persons who leave designated positions shall file statements within 30 days after leaving office.

(5.5) Section 5.5. Statements for Persons Who Resign Prior to Assuming Office.

Any person who resigns within 12 months of initial appointment, or within 30 days of the date of notice provided by the filing officer to file an assuming office statement, is not deemed to have assumed office or left office, provided the person did not make or participate in the making of, or use the person's position to influence any decision and did not receive or become entitled to receive any form of payment as a result of the person's appointment. Such persons shall not file either an assuming or leaving office statement.

(A) Any person who resigns a position within 30 days of the date of a notice from the filing officer shall do both of the following:

(1) File a written resignation with the appointing power; and

(2) File a written statement with the filing officer declaring under penalty of perjury that during the period between appointment and resignation the person did not make, participate in the making, or use the position to

influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

(6) Section 6. Contents of and Period Covered by Statements of Economic Interests.

(A) Contents of Initial Statements.

Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the code and income received during the 12 months prior to the effective date of the code.

(B) Contents of Assuming Office Statements.

Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office or, if subject to State Senate confirmation or appointment, on the date of nomination, and income received during the 12 months prior to the date of assuming office or the date of being appointed or nominated, respectively.

(C) Contents of Annual Statements.

Annual statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the code or the date of assuming office whichever is later, or for a board or commission member subject to Section 87302.6, the day after the closing date of the most recent statement filed by the member pursuant to Regulation 18754.

(D) Contents of Leaving Office Statements.

Leaving office statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.

(7) Section 7. Manner of Reporting.

Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the agency, and shall contain the following information:

(A) Investment and Real Property Disclosure.

When an investment or an interest in real property³ is required to be reported,⁴ the statement shall contain the following:

1. A statement of the nature of the investment or interest;
2. The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
3. The address or other precise location of the real property;
4. A statement whether the fair market value of the investment or interest in real property equals or exceeds \$2,000, exceeds \$10,000, exceeds \$100,000, or exceeds \$1,000,000.

(B) Personal Income Disclosure.

When personal income is required to be reported,⁵ the statement shall contain:

1. The name and address of each source of income aggregating \$500 or more in value, or \$50 or more in value if the income was a gift, and a general description of the business activity, if any, of each source;
2. A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was \$1,000 or less, greater than \$1,000, greater than \$10,000, or greater than \$100,000;
3. A description of the consideration, if any, for which the income was received;

4. In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received;

5. In the case of a loan, the annual interest rate and the security, if any, given for the loan and the term of the loan.

(C) Business Entity Income Disclosure.

When income of a business entity, including income of a sole proprietorship, is required to be reported,⁶ the statement shall contain:

1. The name, address, and a general description of the business activity of the business entity;

2. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than \$10,000.

(D) Business Position Disclosure.

When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which the employee is a director, officer, partner, trustee, employee, or in which the employee holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.

(E) Acquisition or Disposal During Reporting Period.

In the case of an annual or leaving office statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

(8) Section 8. Prohibition on Receipt of Honoraria.

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept any honorarium from any source, if the member or employee would be required to report the receipt of income or gifts from that source on the member's or employee's statement of economic interests.

(B) This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

(C) Subdivisions (a), (b), and (c) of Section 89501 shall apply to the prohibitions in this section.

(D) This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Section 89506.

(8.1) Section 8.1. Prohibition on Receipt of Gifts in Excess of \$630.

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept gifts with a total value of more than \$630 in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on the member's or employee's statement of economic interests.

(B) This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

(C) Subdivisions (e), (f), and (g) of Section 89503 shall apply to the prohibitions in this section.

(8.2) Section 8.2. Loans to Public Officials.

(A) No elected officer of a state or local government agency shall, from the date of the election to office through the date that the officer vacates office, receive a personal loan from any officer, employee, member, or consultant of the state or

local government agency in which the elected officer holds office or over which the elected officer's agency has direction and control.

(B) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the public official holds office or over which the public official's agency has direction and control. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(C) No elected officer of a state or local government agency shall, from the date of the election to office through the date that the officer vacates office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status.

(D) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while the official holds office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(E) This section shall not apply to the following:

1. Loans made to the campaign committee of an elected officer or candidate for elective office.
2. Loans made by a public official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such persons, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
3. Loans from a person which, in the aggregate, do not exceed \$500 at any given time.
4. Loans made, or offered in writing, before January 1, 1998.

(8.3) Section 8.3. Loan Terms.

(A) Except as set forth in subdivision (B), no elected officer of a state or local government agency shall, from the date of the officer's election to office through the date the officer vacates office, receive a personal loan of \$500 or more, except when the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan and the amount of the payments, and the rate of interest paid on the loan.

(B) This section shall not apply to the following types of loans:

1. Loans made to the campaign committee of the elected officer.
2. Loans made to the elected officer by his or her spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such person, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
3. Loans made, or offered in writing, before January 1, 1998.

(C) Nothing in this section shall exempt any person from any other provision of Title 9 of the Government Code.

(8.4) Section 8.4. Personal Loans.

(A) Except as set forth in subdivision (B), a personal loan received by any designated employee shall become a gift to the designated employee for the purposes of this section in the following circumstances:

1. If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired.
2. If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:
 - a. The date the loan was made.
 - b. The date the last payment of \$100 or more was made on the loan.
 - c. The date upon which the debtor has made payments on the loan aggregating to less than \$250 during the previous 12 months.

(B) This section shall not apply to the following types of loans:

1. A loan made to the campaign committee of an elected officer or a candidate for elective office.
2. A loan that would otherwise not be a gift as defined in this title.
3. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor has taken reasonable action to collect the balance due.
4. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor, based on reasonable business considerations, has not undertaken collection action. Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this paragraph

has the burden of proving that the decision for not taking collection action was based on reasonable business considerations.

5. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.

(C) Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code.

(9) Section 9. Disqualification.

No designated employee shall make, participate in making, or in any way attempt to use the employee's official position to influence the making of any governmental decision which the employee knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of the official's immediate family or on:

(A) Any business entity in which the designated employee has a direct or indirect investment worth \$2,000 or more;

(B) Any real property in which the designated employee has a direct or indirect interest worth \$2,000 or more;

(C) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating \$500 or more in value provided to, received by or promised to the designated employee within 12 months prior to the time when the decision is made;

(D) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or

(E) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating \$630 or more provided to, received by, or promised to the designated employee within 12 months prior to the time when the decision is made.

(9.3) Section 9.3. Legally Required Participation.

No designated employee shall be prevented from making or participating in the making of any decision to the extent the employee's participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make the employees' participation legally required for purposes of this section.

(9.5) Section 9.5. Disqualification of State Officers and Employees.

In addition to the general disqualification provisions of section 9, no state administrative official shall make, participate in making, or use the official's position to influence any governmental decision directly relating to any contract where the state administrative official knows or has reason to know that any party to the contract is a person with whom the state administrative official, or any member of the official's immediate family has, within 12 months prior to the time when the official action is to be taken:

(A) Engaged in a business transaction or transactions on terms not available to members of the public, regarding any investment or interest in real property; or

(B) Engaged in a business transaction or transactions on terms not available to members of the public regarding the rendering of goods or services totaling in value \$1,000 or more.

(10) Section 10. Disclosure of Disqualifying Interest.

When a designated employee determines that the employee should not make a governmental decision because the employee has a disqualifying interest in it, the determination not to act may be accompanied by disclosure of the disqualifying interest.

(11) Section 11. Assistance of the Commission and Counsel.

Any designated employee who is unsure of the duties under this code may request assistance from the Fair Political Practices Commission pursuant to Section 83114 and Regulations 18329 and 18329.5 or from the attorney for the employee's agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.

(12) Section 12. Violations.

This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Sections 81000-91014. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Section 87100 or 87450 has occurred may be set aside as void pursuant to Section 91003.

Footnotes

1. Designated employees who are required to file statements of economic interests under any other agency's conflict of interest code, or under article 2 for a different jurisdiction, may expand their statement of economic interests to cover reportable interests in both jurisdictions, and file copies of this expanded statement with both entities in lieu of filing separate and distinct statements, provided that each copy of such expanded statement filed in place of an original is signed and verified by the designated employee as if it were an original. See Section 81004.
2. See Section 81010 and Regulation 18115 for the duties of filing officers and persons in agencies who make and retain copies of statements and forward the originals to the filing officer.
3. For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.
4. Investments and interests in real property which have a fair market value of less than \$2,000 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10 percent or greater.
5. A designated employee's income includes the employee's community property interest in the income of the employee's spouse but does not include salary or reimbursement for expenses received from a state, local or federal government agency.
6. Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10 percent or greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the clients or customers are within one of the disclosure categories of the filer.

APPENDIX 1-7(B): Designated Persons

The following persons are subject to the City's Conflicts of Interest Code:

Government Body or City Department	Position
City Council	Councilmember
Local and Regional Boards and Commissions	All officers appointed by the City Council under policy 1-6 of this policy manual (Director, Commissioner, Board Member, etc.)
Appointed officials	Any official appointed by the City Council who, as part of their official duties, makes decisions or recommendations regarding financial administration, budgeting, or the use of public resources
City Administration	City Manager
	City Attorney
	City Clerk
	Administrative Services Officer
	Finance Director
City Planning Department	Planning Director
City Public Works Department	Public Works Director
	City Engineer
	Plant Manager

APPENDIX 1-7(C): Disclosure Categories

Each Designated Person listed in Appendix 1-7(B) shall disclose the following financial interests:

- Any business entity in which the Designated Person has a direct or indirect investment worth at least \$2,000
- Any real property in which the Designated Person has a direct or indirect interest of at least \$2,000, except the Designated Person's principal residence
- Any source of income amounting to a total of at least \$500, provided or promised to, and received by the Designated Person within 12 months before the date of disclosure
- Any business entity in which the Designated Person is a director, officer, partner, trustee, employee, or holds any position of management
- Any donor of, or any intermediary or agent for a donor of, a gift or gifts amounting to a total of at least \$630 provided to, received by, or promised to the Designated Person within 12 months before the date of disclosure

These disclosures are intended to be coextensive with the Political Reform Act's disclosure requirements for public officials under Government Code sections 87200–87211 and California Code of Regulations, title 2, sections 18722 to 18740. Any exceptions to those disclosure requirements apply equally to Designated Persons under the City's Conflict of Interest Code.

APPENDIX 2-1: Rosenberg's Rules of Order



Rosenberg's Rules of Order

REVISED 2011

Simple Rules of Parliamentary Procedure for the 21st Century

By Judge Dave Rosenberg



MISSION AND CORE BELIEFS

To expand and protect local control for cities through education and advocacy to enhance the quality of life for all Californians.

VISION

To be recognized and respected as the leading advocate for the common interests of California's cities.

About the League of California Cities

Established in 1898, the League of California Cities is a member organization that represents California's incorporated cities. The League strives to protect the local authority and autonomy of city government and help California's cities effectively serve their residents. In addition to advocating on cities' behalf at the state capitol, the League provides its members with professional development programs and information resources, conducts education conferences and research, and publishes Western City magazine.

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ABOUT THE AUTHOR

Dave Rosenberg is a Superior Court Judge in Yolo County. He has served as presiding judge of his court, and as presiding judge of the Superior Court Appellate Division. He also has served as chair of the Trial Court Presiding Judges Advisory Committee (the committee composed of all 58 California presiding judges) and as an advisory member of the California Judicial Council. Prior to his appointment to the bench, Rosenberg was member of the Yolo County Board of Supervisors, where he served two terms as chair. Rosenberg also served on the Davis City Council, including two terms as mayor. He has served on the senior staff of two governors, and worked for 19 years in private law practice. Rosenberg has served as a member and chair of numerous state, regional and local boards. Rosenberg chaired the California State Lottery Commission, the California Victim Compensation and Government Claims Board, the Yolo-Solano Air Quality Management District, the Yolo County Economic Development Commission, and the Yolo County Criminal Justice Cabinet. For many years, he has taught classes on parliamentary procedure and has served as parliamentarian for large and small bodies.

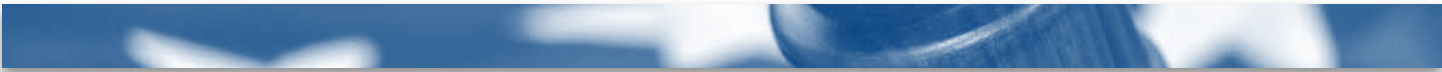


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INTRODUCTION

The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that has not always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules — *Robert's Rules of Order* — which are embodied in a small, but complex, book. Virtually no one I know has actually read this book cover to cover. Worse yet, the book was written for another time and for another purpose. If one is chairing or running a parliament, then *Robert's Rules of Order* is a dandy and quite useful handbook for procedure in that complex setting. On the other hand, if one is running a meeting of say, a five-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order.

Hence, the birth of *Rosenberg's Rules of Order*.

What follows is my version of the rules of parliamentary procedure, based on my decades of experience chairing meetings in state and local government. These rules have been simplified for the smaller bodies we chair or in which we participate, slimmed down for the 21st Century, yet retaining the basic tenets of order to which we have grown accustomed. Interestingly enough, *Rosenberg's Rules* has found a welcoming audience. Hundreds of cities, counties, special districts, committees, boards, commissions, neighborhood associations and private corporations and companies have adopted *Rosenberg's Rules* in lieu of *Robert's Rules* because they have found them practical, logical, simple, easy to learn and user friendly.

This treatise on modern parliamentary procedure is built on a foundation supported by the following four pillars:

1. **Rules should establish order.** The first purpose of rules of parliamentary procedure is to establish a framework for the orderly conduct of meetings.
2. **Rules should be clear.** Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate; and those who do not fully understand and do not fully participate.
3. **Rules should be user friendly.** That is, the rules must be simple enough that the public is invited into the body and feels that it has participated in the process.
4. **Rules should enforce the will of the majority while protecting the rights of the minority.** The ultimate purpose of rules of procedure is to encourage discussion and to facilitate decision making by the body. In a democracy, majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself, but not dominate, while fully participating in the process.

Establishing a Quorum

The starting point for a meeting is the establishment of a quorum. A quorum is defined as the minimum number of members of the body who must be present at a meeting for business to be legally transacted. The default rule is that a quorum is one more than half the body. For example, in a five-member body a quorum is three. When the body has three members present, it can legally transact business. If the body has less than a quorum of members present, it cannot legally transact business. And even if the body has a quorum to begin the meeting, the body can lose the quorum during the meeting when a member departs (or even when a member leaves the dais). When that occurs the body loses its ability to transact business until and unless a quorum is reestablished.

The default rule, identified above, however, gives way to a specific rule of the body that establishes a quorum. For example, the rules of a particular five-member body may indicate that a quorum is four members for that particular body. The body must follow the rules it has established for its quorum. In the absence of such a specific rule, the quorum is one more than half the members of the body.

The Role of the Chair

While all members of the body should know and understand the rules of parliamentary procedure, it is the chair of the body who is charged with applying the rules of conduct of the meeting. The chair should be well versed in those rules. For all intents and purposes, the chair makes the final ruling on the rules every time the chair states an action. In fact, all decisions by the chair are final unless overruled by the body itself.

Since the chair runs the conduct of the meeting, it is usual courtesy for the chair to play a less active role in the debate and discussion than other members of the body. This does not mean that the chair should not participate in the debate or discussion. To the contrary, as a member of the body, the chair has the full right to participate in the debate, discussion and decision-making of the body. What the chair should do, however, is strive to be the last to speak at the discussion and debate stage. The chair should not make or second a motion unless the chair is convinced that no other member of the body will do so at that point in time.

The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, often published agenda. Informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon roadmap for the meeting. Each agenda item can be handled by the chair in the following basic format:

First, the chair should clearly announce the agenda item number and should clearly state what the agenda item subject is. The chair should then announce the format (which follows) that will be followed in considering the agenda item.

Second, following that agenda format, the chair should invite the appropriate person or persons to report on the item, including any recommendation that they might have. The appropriate person or persons may be the chair, a member of the body, a staff person, or a committee chair charged with providing input on the agenda item.

Third, the chair should ask members of the body if they have any technical questions of clarification. At this point, members of the body may ask clarifying questions to the person or persons who reported on the item, and that person or persons should be given time to respond.

Fourth, the chair should invite public comments, or if appropriate at a formal meeting, should open the public meeting for public input. If numerous members of the public indicate a desire to speak to the subject, the chair may limit the time of public speakers. At the conclusion of the public comments, the chair should announce that public input has concluded (or the public hearing, as the case may be, is closed).

Fifth, the chair should invite a motion. The chair should announce the name of the member of the body who makes the motion.

Sixth, the chair should determine if any member of the body wishes to second the motion. The chair should announce the name of the member of the body who seconds the motion. It is normally good practice for a motion to require a second before proceeding to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the chair can proceed with consideration and vote on a motion even when there is no second. This is a matter left to the discretion of the chair.

Seventh, if the motion is made and seconded, the chair should make sure everyone understands the motion.

This is done in one of three ways:

1. The chair can ask the maker of the motion to repeat it;
2. The chair can repeat the motion; or
3. The chair can ask the secretary or the clerk of the body to repeat the motion.

Eighth, the chair should now invite discussion of the motion by the body. If there is no desired discussion, or after the discussion has ended, the chair should announce that the body will vote on the motion. If there has been no discussion or very brief discussion, then the vote on the motion should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, then it is normally best to make sure everyone understands the motion by repeating it.

Ninth, the chair takes a vote. Simply asking for the “ayes” and then asking for the “nays” normally does this. If members of the body do not vote, then they “abstain.” Unless the rules of the body provide otherwise (or unless a super majority is required as delineated later in these rules), then a simple majority (as defined in law or the rules of the body as delineated later in these rules) determines whether the motion passes or is defeated.

Tenth, the chair should announce the result of the vote and what action (if any) the body has taken. In announcing the result, the chair should indicate the names of the members of the body, if any, who voted in the minority on the motion. This announcement might take the following form: “The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring a 10-day notice for all future meetings of this body.”

Motions in General

Motions are the vehicles for decision making by a body. It is usually best to have a motion before the body prior to commencing discussion of an agenda item. This helps the body focus.

Motions are made in a simple two-step process. First, the chair should recognize the member of the body. Second, the member of the body makes a motion by preceding the member’s desired approach with the words “I move ...”

A typical motion might be: “I move that we give a 10-day notice in the future for all our meetings.”

The chair usually initiates the motion in one of three ways:

1. **Inviting the members of the body to make a motion**, for example, “A motion at this time would be in order.”
2. **Suggesting a motion to the members of the body**, “A motion would be in order that we give a 10-day notice in the future for all our meetings.”
3. **Making the motion**. As noted, the chair has every right as a member of the body to make a motion, but should normally do so only if the chair wishes to make a motion on an item but is convinced that no other member of the body is willing to step forward to do so at a particular time.

The Three Basic Motions

There are three motions that are the most common and recur often at meetings:

The basic motion. The basic motion is the one that puts forward a decision for the body’s consideration. A basic motion might be: “I move that we create a five-member committee to plan and put on our annual fundraiser.”

The motion to amend. If a member wants to change a basic motion that is before the body, they would move to amend it. A motion to amend might be: “I move that we amend the motion to have a 10-member committee.” A motion to amend takes the basic motion that is before the body and seeks to change it in some way.

The substitute motion. If a member wants to completely do away with the basic motion that is before the body, and put a new motion before the body, they would move a substitute motion. A substitute motion might be: “I move a substitute motion that we cancel the annual fundraiser this year.”

“Motions to amend” and “substitute motions” are often confused, but they are quite different, and their effect (if passed) is quite different. A motion to amend seeks to retain the basic motion on the floor, but modify it in some way. A substitute motion seeks to throw out the basic motion on the floor, and substitute a new and different motion for it. The decision as to whether a motion is really a “motion to amend” or a “substitute motion” is left to the chair. So if a member makes what that member calls a “motion to amend,” but the chair determines that it is really a “substitute motion,” then the chair’s designation governs.

A “friendly amendment” is a practical parliamentary tool that is simple, informal, saves time and avoids bogging a meeting down with numerous formal motions. It works in the following way: In the discussion on a pending motion, it may appear that a change to the motion is desirable or may win support for the motion from some members. When that happens, a member who has the floor may simply say, “I want to suggest a friendly amendment to the motion.” The member suggests the friendly amendment, and if the maker and the person who seconded the motion pending on the floor accepts the friendly amendment, that now becomes the pending motion on the floor. If either the maker or the person who seconded rejects the proposed friendly amendment, then the proposer can formally move to amend.

Multiple Motions Before the Body

There can be up to three motions on the floor at the same time. The chair can reject a fourth motion until the chair has dealt with the three that are on the floor and has resolved them. This rule has practical value. More than three motions on the floor at any given time is confusing and unwieldy for almost everyone, including the chair.

When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed *first* on the *last* motion that is made. For example, assume the first motion is a basic “motion to have a five-member committee to plan and put on our annual fundraiser.” During the discussion of this motion, a member might make a second motion to “amend the main motion to have a 10-member committee, not a five-member committee to plan and put on our annual fundraiser.” And perhaps, during that discussion, a member makes yet a third motion as a “substitute motion that we not have an annual fundraiser this year.” The proper procedure would be as follows:

First, the chair would deal with the *third* (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion *passed*, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be completed on the passage by the body of the third motion (the substitute motion). No vote would be taken on the first or second motions.

Second, if the substitute motion *failed*, the chair would then deal with the second (now the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five or 10 members). If the motion to amend *passed*, the chair would then move to consider the main motion (the first motion) as *amended*. If the motion to amend *failed*, the chair would then move to consider the main motion (the first motion) in its original format, not amended.

Third, the chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee), or if *amended*, would be in its amended format (10-member committee). The question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

To Debate or Not to Debate

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the chair must immediately call for a vote of the body without debate on the motion):

Motion to adjourn. This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. It requires a simple majority vote.

Motion to recess. This motion, if passed, requires the body to immediately take a recess. Normally, the chair determines the length of the recess which may be a few minutes or an hour. It requires a simple majority vote.

Motion to fix the time to adjourn. This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: “I move we adjourn this meeting at midnight.” It requires a simple majority vote.

Motion to table. This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on “hold.” The motion can contain a specific time in which the item can come back to the body. “I move we table this item until our regular meeting in October.” Or the motion can contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

Motion to limit debate. The most common form of this motion is to say, “I move the previous question” or “I move the question” or “I call the question” or sometimes someone simply shouts out “question.” As a practical matter, when a member calls out one of these phrases, the chair can expedite matters by treating it as a “request” rather than as a formal motion. The chair can simply inquire of the body, “any further discussion?” If no one wishes to have further discussion, then the chair can go right to the pending motion that is on the floor. However, if even one person wishes to discuss the pending motion further, then at that point, the chair should treat the call for the “question” as a formal motion, and proceed to it.

When a member of the body makes such a motion (“I move the previous question”), the member is really saying: “I’ve had enough debate. Let’s get on with the vote.” When such a motion is made, the chair should ask for a second, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body.

NOTE: A motion to limit debate could include a time limit. For example: “I move we limit debate on this agenda item to 15 minutes.” Even in this format, the motion to limit debate requires a two-thirds vote of the body. A similar motion is a *motion to object to consideration of an item*. This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

Majority and Super Majority Votes

In a democracy, a simple majority vote determines a question. A tie vote means the motion fails. So in a seven-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions come up when the body is taking an action which effectively cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super majority) to pass:

Motion to limit debate. Whether a member says, “I move the previous question,” or “I move the question,” or “I call the question,” or “I move to limit debate,” it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

Motion to close nominations. When choosing officers of the body (such as the chair), nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers and it requires a two-thirds vote to pass.

Motion to object to the consideration of a question. Normally, such a motion is unnecessary since the objectionable item can be tabled or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

Motion to suspend the rules. This motion is debatable, but requires a two-thirds vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to suspend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

Counting Votes

The matter of counting votes starts simple, but can become complicated.

Usually, it’s pretty easy to determine whether a particular motion passed or whether it was defeated. If a simple majority vote is needed to pass a motion, then one vote more than 50 percent of the body is required. For example, in a five-member body, if the vote is three in favor and two opposed, the motion passes. If it is two in favor and three opposed, the motion is defeated.

If a two-thirds majority vote is needed to pass a motion, then how many affirmative votes are required? The simple rule of thumb is to count the “no” votes and double that count to determine how many “yes” votes are needed to pass a particular motion. For example, in a seven-member body, if two members vote “no” then the “yes” vote of at least four members is required to achieve a two-thirds majority vote to pass the motion.

What about tie votes? In the event of a tie, the motion always fails since an affirmative vote is required to pass any motion. For example, in a five-member body, if the vote is two in favor and two opposed, with one member absent, the motion is defeated.

Vote counting starts to become complicated when members vote “abstain” or in the case of a written ballot, cast a blank (or unreadable) ballot. Do these votes count, and if so, how does one count them? The starting point is always to check the statutes.

In California, for example, for an action of a board of supervisors to be valid and binding, the action must be approved by a majority of the board. (California Government Code Section 25005.) Typically, this means three of the five members of the board must vote affirmatively in favor of the action. A vote of 2-1 would not be sufficient. A vote of 3-0 with two abstentions would be sufficient. In general law cities in

California, as another example, resolutions or orders for the payment of money and all ordinances require a recorded vote of the total members of the city council. (California Government Code Section 36936.) Cities with charters may prescribe their own vote requirements. Local elected officials are always well-advised to consult with their local agency counsel on how state law may affect the vote count.

After consulting state statutes, step number two is to check the rules of the body. If the rules of the body say that you count votes of “those present” then you treat abstentions one way. However, if the rules of the body say that you count the votes of those “present and voting,” then you treat abstentions a different way. And if the rules of the body are silent on the subject, then the general rule of thumb (and default rule) is that you count all votes that are “present and voting.”

Accordingly, under the “present and voting” system, you would **NOT** count abstention votes on the motion. Members who abstain are counted for purposes of determining quorum (they are “present”), but you treat the abstention votes on the motion as if they did not exist (they are not “voting”). On the other hand, if the rules of the body specifically say that you count votes of those “present” then you **DO** count abstention votes both in establishing the quorum and on the motion. In this event, the abstention votes act just like “no” votes.

How does this work in practice?

Here are a few examples.

Assume that a five-member city council is voting on a motion that requires a simple majority vote to pass, and assume further that the body has no specific rule on counting votes. Accordingly, the default rule kicks in and we count all votes of members that are “present and voting.” If the vote on the motion is 3-2, the motion passes. If the motion is 2-2 with one abstention, the motion fails.

Assume a five-member city council voting on a motion that requires a two-thirds majority vote to pass, and further assume that the body has no specific rule on counting votes. Again, the default rule applies. If the vote is 3-2, the motion fails for lack of a two-thirds majority. If the vote is 4-1, the motion passes with a clear two-thirds majority. A vote of three “yes,” one “no” and one “abstain” also results in passage of the motion. Once again, the abstention is counted only for the purpose of determining quorum, but on the actual vote on the motion, it is as if the abstention vote never existed — so an effective 3-1 vote is clearly a two-thirds majority vote.

Now, change the scenario slightly. Assume the same five-member city council voting on a motion that requires a two-thirds majority vote to pass, but now assume that the body **DOES** have a specific rule requiring a two-thirds vote of members “present.” Under this specific rule, we must count the members present not only for quorum but also for the motion. In this scenario, any abstention has the same force and effect as if it were a “no” vote. Accordingly, if the votes were three “yes,” one “no” and one “abstain,” then the motion fails. The abstention in this case is treated like a “no” vote and effective vote of 3-2 is not enough to pass two-thirds majority muster.

Now, exactly how does a member cast an “abstention” vote?

Any time a member votes “abstain” or says, “I abstain,” that is an abstention. However, if a member votes “present” that is also treated as an abstention (the member is essentially saying, “Count me for purposes of a quorum, but my vote on the issue is abstain.”) In fact, any manifestation of intention not to vote either “yes” or “no” on the pending motion may be treated by the chair as an abstention. If written ballots are cast, a blank or unreadable ballot is counted as an abstention as well.

Can a member vote “absent” or “count me as absent?” Interesting question. The ruling on this is up to the chair. The better approach is for the chair to count this as if the member had left his/her chair and is actually “absent.” That, of course, affects the quorum. However, the chair may also treat this as a vote to abstain, particularly if the person does not actually leave the dais.

The Motion to Reconsider

There is a special and unique motion that requires a bit of explanation all by itself; the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to consider is made and passed.

A motion to reconsider requires a majority vote to pass like other garden-variety motions, but there are two special rules that apply only to the motion to reconsider.

First, is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and, by a two-thirds majority, allow a motion to reconsider to be made at another time.)

Second, a motion to reconsider may be made only by certain members of the body. Accordingly, a motion to reconsider may be made only by a member who voted in the majority on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the body — including a member who voted in the minority on the original motion — may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of minority could make a motion to reconsider, then the item could be brought back to the body again and again, which would defeat the purpose of finality.

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.

Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. At the same time, it is up to the chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the chair before proceeding to speak.

The chair should always ensure that debate and discussion of an agenda item focuses on the item and the policy in question, not the personalities of the members of the body. Debate on policy is healthy, debate on personalities is not. The chair has the right to cut off discussion that is too personal, is too loud, or is too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body.

Can a member of the body interrupt the speaker? The general rule is “no.” There are, however, exceptions. A speaker may be interrupted for the following reasons:

Privilege. The proper interruption would be, “point of privilege.” The chair would then ask the interrupter to “state your point.” Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person’s ability to hear.

Order. The proper interruption would be, “point of order.” Again, the chair would ask the interrupter to “state your point.” Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

Appeal. If the chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded, and after debate, if it passes by a simple majority vote, then the ruling of the chair is deemed reversed.

Call for orders of the day. This is simply another way of saying, “return to the agenda.” If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the chair discovers that the agenda has not been followed, the chair simply reminds the body to return to the agenda item properly before them. If the chair fails to do so, the chair’s determination may be appealed.

Withdraw a motion. During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

Special Notes About Public Input

The rules outlined above will help make meetings very public-friendly. But in addition, and particularly for the chair, it is wise to remember three special rules that apply to each agenda item:

Rule One: Tell the public what the body will be doing.

Rule Two: Keep the public informed while the body is doing it.

Rule Three: When the body has acted, tell the public what the body did.



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