

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

October 14, 2026
Open Session 6:00 PM

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

ZOOM at

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

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

849 6857 0574

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

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

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

1 OPEN SESSION

1A. Call Open Session to Order

1B. Pledge of Allegiance

1C. Roll Call

1D. Approval of Agenda Order

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

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

1E. Statement of Conflict of Interest

2 CONSENT CALENDAR



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.

October 14, 2026
Colfax Council Agenda

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

Recommended Action: By motion, approve the Consent Calendar.

2A. City Projects Report (Pages 5-10)

Recommended Action: Accept report.

2B. Minutes – September 23, 2026 Regular Meeting (Pages 11-16)

Recommended Action: Approve the Colfax City Council minutes dated September 23, 2026 (Regular Meeting)

2C. Prop 64 Evaluator Professional Service Agreement (Pages 17-29)

Recommended Action: Adopt Resolution __-2026 authorizing the City Manager, or designee, to execute a Professional Services Agreement with Mulholland Research and Evaluation Services to conduct the Level One Evaluation required by the Board of State and Community Corrections (BSCC) for Proposition 64 Cohort 4 Grant.

2D. Amendment of Noise Ordinance (Pages 30-38)

Recommended Action:

Consider adopting Ordinance No. of the City of Colfax Municipal Code Regarding Noise Regulations, Introduced at the City Council meeting of September 23, 2026

Recommended Action: Waive further reading and adopt Ordinance No. [____].

*** 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

- 3rd of July – Caroline Glenn Presson
- Caboose Move – Phil Deak

5 PUBLIC HEARING –

CDGB Road Rehabilitation Project Closeout (Pages 39-41)

Recommended Action: Conduct a public hearing to receive comments on the completed CDBG Street Improvements Project, including the Phase II amendment, and authorize staff to submit the final reports and supporting documentation to the California Department of Housing and Community Development (HCD) for grant closeout. Adopt Resolution __- 2026 authorizing the City Clerk to execute and record a NOC for



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 UNFINISHED COUNCIL BUSINESS

Any agenda items not acted on during a previous City Council meeting appear here.

8A. Draft City Policy Regarding Event Donation (Pages 42-51)

Recommended Action: Review, Discuss, and Provide Direction

9 COUNCIL BUSINESS

9A. Reschedule November's Meeting (Pages 52-53)

Recommended action: Adopt Resolution ___-2026 approve and authorize the City Manager to change weekday of the City Council meeting scheduled for the second week of November 2026.

9B. Request of funding for Fireworks for December 12th. (Pages 54-56)

Recommended Action: Adopt Resolution No. ___-2026 authorizing the City Manager to allocate \$8,000 to the Colfax 3rd of July nonprofit organization for the purchase and display of fireworks in conjunction with the City's Winterfest celebration, traditionally held in December.

(Pages 57-59)

9C. Colfax Railroad Heritage Park Non-Profit Organization's Caboose Relocation Project

Recommended Action: Adopt Resolution ___-2026 authorizing the Colfax Railroad Heritage Park nonprofit organization to relocate the caboose from its current location at the corner of Grass Valley Street and Main Street to the Depot Park area, adjacent to and parallel with the Amtrak platform, and provide staff and equipment to assist with the move



10 FUTURE ADENDA ITEM REQUESTS

11 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.

11A. 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.

12 CLOSED SESSION (NONE)

13 ADJOURNMENT

I, Gabrielle Christakes, City Clerk for the City of Colfax, declare that this agenda was posted October 9, 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.





Staff Report to City Council

FOR OCTOBER 14, 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 September 13 - 19, 2026

City Manager

- Worked on agreement for road maintenance and snow plowing.
- Worked on agreement for Prop 64 Evaluator.
- Attended Railroad Days event.
- Weekly staff meeting.
- Council Meeting agenda preparation.
- Attended Floc meeting with Mayor Pro Tem Hillberg and PCSO representatives.
- Met with Mike Luken of 4 Leaf to discuss CalOES/FEMA Home Hardening, Defensible Space Grant.

Planning Department

- Comments period closed and comments received from Placer County and Caltrans on the Event Center. Incomplete application letter sent last week.
- Reached out to County to discuss tax share process for Shady Glenn annexation.
- Contacted three Phase I Environmental Site Assessment companies to get a proposal.
- Respond to email inquiries on zoning and signs.

Maintenance Department

- Removed the old bench boards at Arbor Park and installed new boards that were sanded and stained.
- Had the rug and chairs in the City Council Chambers cleaned.
- Cleared weeds and vegetation around the music rail car at the Depot.
- Smog-tested the City trucks.
- Placed an order for new American, POW/MIA, and California flags to replace old, faded, and damaged flags throughout the City.
- Placed an order with Waxie for additional supplies.
- Picked up fallen limbs and leaves around the Sheriff's Office.
- Repaired a broken water line at the Skate Park.
- Removed weeds and grass at Art Park and added bark to the barrier near the entrance. Also applied spray adhesive to secure the bark to the fabric and prevent it from sliding down and leaving the fabric exposed.

- Spent Friday at the shop organizing, cleaning, and straightening up the facility.

Wastewater Treatment Plant/Sewer

- Out of the Office.

City Clerk

- Prepare and Post Agenda.
- Staff Meeting.
- Responded to multiple Public Records Requests.
- Attended a Webinar: From Agenda to Access, AI and Integrated Workflows.
- Vision Quest Security training.
- Basic Agenda modifications. Within CivicPlus.
- Posted last Council Meeting to YouTube and Website.

Administrative Services

- Worked on bank reconciliation for August & September 2026 for go live. Remains out of balance, still researching to determine outage for correcting journal entry.
- Worked on Go live Monday through Thursday 9 am – 2/3 pm. Worked on accounts payable printer to get the font and alignment correct. Ran into issues with the printer and had IT come to address. They had to return it and get a new one.
- Worked on cashing for go live with Tyler – reviewing product codes and the corresponding GL accounts to be used.
- Worked on reconciling the prepaid gl account for year-end audit.
- Worked with RGS consultant, Heather to review and reconcile accounts payable.
- Worked with the EPL attorney on drafting a letter regarding an HR issue that has come up and needs to be addressed.
- Completed the survey for the FY 2027/2028 LAWGX renewal for the SCORE pool.
- Worked with Adams Ashby, Beth Dodd to gather backup support for final reimbursement submission to closeout the CDBG grant.
- Reviewed contract language for Mullholland contract for evaluation services for proposition 64 grant.
- Reviewed Finance and HR records retention policy signed off and submitted to the City Clerk.
- Worked with Cecelia, accounting technician on upcoming payroll changes.
- Setting calendar meetings with next Tyler team for accounts receivable module. conversion to begin the first week in October.

Engineering

- Emails and general coordination; staff meeting; complaints.
- Skatepark construction, signage, and Progress Status Report coordination.
- Coordinate with Caltrans regarding sewer on CA-174.
- Encroachment permits and coordination with PW staff.

Building/Code Enforcement

- Following up on the Notice of Violations. Majority have been completed.

- Working with the foreman at the skate park. Checking forms and rebar before concrete pours. Flatwork next to waterpark inspected for a Friday pour.
- Working with contractor at the commercial deck replacement at 233 S. Auburn. ADA ramp and landings must be reconfigured.

Week of September 20 - 26, 2026

City Manager

- Worked with City Clerk on Civics Plus Agenda Builder.
- Weekly staff meeting.
- Attended Council Meeting.
- Discussed maintenance projects with the Maintenance Supervisor.
- Met with 4Leaf to discuss EOS/FEMA Procurement Policy.

Planning Department

- Tax share agreement coordination with County regarding Shady Glenn.
- Review of Energy Audit report.
- Respond to planning requests.

Maintenance Department

- Mowed and edged all City parks.
- Applied fertilizer to Arbor Park and the Depot grass area.
- Cleaned out the splash pad storage room and painted the walls to cover graffiti.
- Provided traffic control for Wastewater operations while sewer lines were jetted along N. Main St.
- Installed a plaque at the ballpark.
- Completed multiple 811 utility locates.

Wastewater Treatment Plant/Sewer

- Out of the Office.

City Clerk

- CivicPlus – Update new agenda items.
- Webinar Best Practices Workshop.
- CivicPlus Next Request Zoom Discussion.
- Tyler Training – HRM End User HR Management Part I.
- Tyler Training – HRM End User HR Management Part II.
- Staff Meeting.
- Posted Public Notice for CDBG Closeout.

Administrative Services

- Worked on conversion to Tyler Bank Reconciliation with Jacqueline (Tyler) and Heather (RGS) and converted outstanding items and setup baseline bank reconciliation for August 31, 2026.

- Worked on conversion to Tyler Bank Reconciliation with Jacqueline (Tyler) and Heather (RGS) to begin the reconciliation for September 2026.
- Tyler Conversion Project. Started Go Live side-by-side comparisons.
- Payroll.
- Attended City Council Meeting.

Engineering

- Emails and general coordination; staff meeting; complaints; public records request.
- Review Colfax Comprehensive Safety Action Plan (CSAP).
- Skatepark construction, signage, and Progress Status Report coordination.
- Coordinate with Caltrans regarding sewer on CA-174.
- Encroachment permits and coordination with PW staff.
- Amtrak coordination.
- PCTPA EV report review.
- CDBG coordination.

Building/Code Enforcement

- Working with contractor at the commercial deck replacement at 233 S. Auburn. ADA ramp and landings must be reconfigured. Parking stall has to be extended to meet accessibility compliance.
- Inspected Pizza Factory work without permit. Requested pics and possible removal of floor and sheetrock. Also need specifications of all new equipment to be installed and a layout of the space including proposed sinks, tables, chairs, counter heights, workstations and bathroom facilities

Week of September 27 – October 4, 2026

City Manager

- Worked with City Clerk on City Council Agenda.
- Worked with City Clerk on Town Hall Agenda.
- Worked with City Maintenance staff for skate park grand opening.
- Weekly staff meeting.
- Attend the Skate Park final construction inspection.
- Attended City Skate Park Opening.
- Discussed maintenance projects with the Maintenance Supervisor.
- Attended Salsa Showdown fundraiser.

Planning Department

- Need to schedule second reading for PQP zoning amendment- probably November 11. Prepared hearing notice/staff report.
- Draft historic district resources map.
- Zoning inquiries.

Maintenance Department

- Met with Precision Electric at the Splash Pad and had them rewire a circuit to get the Splash Pad back up and operational.
- Cleared a clogged drain in the gravel parking lot next to the Fruit Shed.
- Replaced faded flags throughout the City.
- Fertilized landscaping at Arbor Park.
- Ordered new swings for Lyons Park.
- Removed dead bushes, shrubs, and unwanted plants from the planters at Lyons Park.
- Used leftover bark from the Depot to refresh the planter beds at Lyons Park.
- Ordered additional playground bark for Lyons Park and spread it throughout the play area.
- Mowed the ballpark and flagged all irrigation lines to prevent damage over the weekend.
- Filled potholes on S. Auburn.
- Pressure-washed the Splash Pad parking lot.
- Cleaned bleacher area at Ball park.

Wastewater Treatment Plant/Sewer

- Out of the Office.

Engineering

- Emails and general coordination; complaints.
- Sewer evaluation.
- Skatepark construction, signage, final walk, and NOC staff report/resolution.
- Caboose relocation meeting.
- Encroachment permits and coordination with PW staff.
- Colfax.Net civil plan review.

City Clerk

- Changed ZOOM account contact.
- Posted Zoom to YouTube and Website.
- Processed minutes for 9/23/26.
- PCCOA Dinner invite to Council.
- Move Skatepark flyer to top of Webpage.
- Researched Ordinance not approved on 2nd reading. Add to 10/14/26 agenda.
- Municode ORD tutorial for new submission.
- MuniCode Codification for ORD 563.
- Record Retention schedules w/attorney.
- 2 PRA's (TOT, AP Register).

Administrative Services

- Posted ACH credit journal entries for deposits to the US Bank for the month of September 2026.
- Worked through cashiering batches for credit cards for miscellaneous payments with Cecelia and modified product codes in Tyler. Reviewed and approved the three batches.
- Worked with the EPL attorney on next steps for an HR issue.
- Assisted Carl in financial data for NOC CDBG staff report.

- Worked on accounts payable entry in Tyler with Cecelia and made some modifications to add availability of additional general ledger accounts.
- Worked on conversion to Tyler configuring project accounting module.
- Worked on modifications to the GL accounts in Tyler for accounts payable processing.

Building/Code Enforcement

- Skate park Final Inspection
- O'Reilly Auto Part store construction plan review.
- Hunter Road new home construction inspection.



City Council Meeting

COUNCIL CHAMBERS, 33 SOUTH MAIN STREET, COLFAX, CA

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

DRAFT REGULAR MEETING MINUTES

September 23, 2026
Open Session 6:00 PM

1 OPEN SESSION

1A. Call Open Session to Order

The September 23, 2026 City of Colfax City Council was called to order at 6:00 p.m. by Mayor McCully.

1B. Pledge of Allegiance

1C. Roll Call

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

Absent: None

1D. Approval of Agenda Order

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

Action: With a Motion by Councilmember Burruss and a second by Mayor Pro Tem Hillberg, Council voted 5/0 to approve the Agenda Order

Ayes: Councilmembers Douglass, Lomen, Burruss, Mayor Pro Tem Hillberg and Mayor 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

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.



- Action:** With a Motion by Councilmember Lomen and a second by Councilmember Burruss voted 5-0 approving the Consent Calendar
- Ayes:** Councilmembers Lomen, Douglass, Burruss, Mayor Pro Tem Larry Hillberg and Mayor Caroline McCully
- Noes:** None
- Abstain:** None
- Absent:** None

No comment received from members of the public.

2A. City Projects Report

Action: Accept report.

2B. Minutes – September 09, 2026 Regular Meeting

Action: Approve the Colfax City Council minutes dated September 09, 2026 (Regular Meeting)

2C. Rural Surface Transportation Block Grant Program (RSTBGP)

Recommended Action: Adopt Resolution __-2026 authorizing the City Manager to enter into an agreement with the Placer County Transportation Planning Agency (PCTPA) to perform contract management and oversight

2D. On-Call Services - Streets, Roads, Storm, Snow Plowing

Recommended Action: Adopt Resolution __-2026 Authorizing the City Manager to enter into an Agreement with Simpson & Simpson Inc. to provide On-Call Services for Streets, Roads, Storm Systems Maintenance, Repair & Snow Plowing for an amount not to exceed \$75,000.00.

3 AGENCY REPORTS

3A. Placer County Sheriff's Office

Sgt. Tobi Williams reported:

Iowa Hill incident. No law enforcement was hurt. Had support of 8 SWAT teams, OHV, Helicopter ready to go should the individual have escaped the PCSO perimeter.

Public comments received

3B. California Highway Patrol - No representative in attendance

3C. Placer County Fire Department/CALFIRE

Peter Paulus, Battalion Chief of CALFIRE/Placer County Fire Department

- Floriston Fire, resources have been moving back and forth
- Mineral Fire (Iowa Hill) Currently 17 acres 60% contained and staffing 24/7

No public comment received

3D. Caltrans – No representatives in attendance

3E. Non-Profits

Caroline Presson – 3rd of July nonprofit

- Salsa showdown this Sunday between 12 and 2pm. Currently 11 people signed up. Including CALFIRE, PCSO, and CHP.
- Chili cook-off October 25th from 12 to 2m. 7 sign-ups, with CALFIRE included.
- Trunk or Treat on October 31st. Taking donations of candy at Wrecking Crew, Hair Razor and Pharmacy.

Caroline McCully–Railroad Days nonprofit

- Has financial statement for 3rd of July.
- Railroad Days was a challenge when it came to attracting patrons, especially with the Gold Country Fair, Million Man March, and a couple of concerts all taking place at the same time. However, there was still a lot happening throughout the weekend.
- The vendors reported that their sales were only a smidgen below what they did last year, and they seemed very happy with the event and eager to return.
- Union Pacific delivered 100-fold and was a tremendous partner. I'm also excited to report that, through their community giving programs, Union Pacific donated \$10,000 to the City to support the revitalization of Arbor Park.

4 PRESENTATIONS

- Historic Downtown Association – Building Common Ground – Erin Newington

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.

- Harry Anderson expressed concerns over the cost of the Simpson and Simpson contract
- Charles Burke raised concerns about the price of permits and being required to get a sewer lateral
- Caroline Hickson shared concern over removal of trees
- Shirley Jacobs shared concern over removal of trees

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:

- Pioneer Meeting received an update on the PCIA that is going to be proposed for rate changes in 2027. Investigating a new market strategy and marketing message for the October 2027 planned expansion of Pioneer into 11 other jurisdictions.
- Adopted resolution authorizing the execution of a microgrid incentive program. And grant agreements with PG&E for Georgetown and Forest Hill microgrid projects.

Councilmember Douglass:

- No meetings, but talked to the Colfax Hotel owner, and the 23,000-pound concrete statue of Claude Chana is on its way home to Colfax.

Mayor Pro Tem Hillberg:

- Attended the Placer County Economic Development Board meeting. Mostly about Tahoe.
- Attended Sierra Vista Board Meeting. They're approaching \$40,000 now in the bank a year ago a year ago they were down to insufficient funds in their account and bouncing checks. So that's progress.
- Met with PCSO regarding FLOCK cameras and received a presentation and he asked if they could come to the City and give the presentation.

Councilmember Burruss:

- Attended PCTPA where the majority of the conversation was around the surface transportation block grant funding that runs through SACOG (Sacramento Area Council of Governments).

Mayor McCully:

- Attended SACOG The board ended up voting to increase how much it was going to the maintenance on roads versus doing new projects.

City Operations Update – City Manager

- Met with 4Leaf to discuss the compliance assessment of the home hardening defensible space.
- Attended a Prop 64 workshop. Working on an agreement for an evaluator to evaluate the Prop 64 Program.
- Maintenance working of storm drain clean out in preparation for the winter rains.



8 UNFINISHED COUNCIL BUSINESS

9 COUNCIL BUSINESS

9A. PG&E Community Resource Center Sublet Agreement

Recommended action: Receive Report and Provide Direction to Staff

Direction to staff given to reach out to PG&E with options to move generator

9B. Event Donations Policy

Recommended action: Review, Discuss and Direct Staff bring back with changes

9C. Noise Ordinance

Recommended action: Adopt Recommended Amendments to Colfax Municipal Code Chapter 8.28

With a motion by Councilmember Burruss, and a second by Mayor Pro Tem Hillberg, Council voted 5-0 to introduce first reading, make modification to 9C, bring back for adoption at next meeting and bring back within 3 months for further consideration of potential special use permit exception.

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

Noes: None

Abstain: None

Absent: None

10 FUTURE AGENDA REQUESTS

Councilmember Burruss requested council provide direction to staff on whether to include the option for a special use permit for noise that would otherwise be in violation of the ordinance. Second by Councilmember Lomen

Councilmember Hillberg requested PCSO to bring the presentation on FLOCK camera. Second by Councilmember Burruss.

11 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 –
 - Firesafe Council meeting tomorrow. Skatepark Grand Opening October 3rd
- Councilmember Douglass –
 - Use Landfill as potential Amphitheater
- Mayor Pro Tem Hillberg –
 - None



- Mayor McCully –
 - Salsa Showdown. First fundraiser for the 2027 3rd of July on Sunday 9/27 and concert on Saturday 9/26/26
- City Manager
 - None

11A. 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.

12 CLOSED SESSION

No closed session items

13 ADJOURNMENT

The September 23, 2026 City of Colfax City Council was adjourned at 8:30 p.m. by Mayor McCully.

Gabrielle Christakes, City Clerk



Staff Report to City Council

FOR THE SEPTEMBER 23, 2026 REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Ron Walker, City Manager
Subject: Prop 64 Evaluator Professional Service Agreement

Budget Impact Overview:

N/A:	Funded:	Un-funded:	Amount: \$75,500.00	Fund(s):
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RECOMMENDED ACTION: Adopt Resolution __-2026 authorizing the City Manager, or designee, to execute a Professional Services Agreement with Mulholland Research and Evaluation Services to conduct the Level One Evaluation required by the Board of State and Community Corrections (BSCC) for Proposition 64 Cohort 4 Grant.

Summary/Background

This is a request to fund a professional services agreement with Mulholland Research and Evaluation Services to prepare the required on-going evaluation requirements of the Board of State and Community Corrections (BSCC) Prop 64, Cohort 4, grant requirements.

1. Approve a Professional Services Agreement with Mulholland Research and Evaluation Services for an amount not to exceed \$75,500.00 to meet the requirements of Proposition 64 Public Health and Safety grant program.
2. Authorize the City Manager or designee to execute all evaluation documents in the scope of the agreement.

Program 64 Public Health and Safety grant program (Prop 64), Board of State and Community Corrections (BSCC) requires grantees to complete a Level One Evaluation of their grant-funded project. A level One Evaluation focuses on achievement of the project’s goals and objectives. Demonstration of completing this requirement will require the submission of two documents, a Local Evaluation Plan and a Local Evaluation Report.

Conclusions and Findings

The Level One Evaluation requirements are more comprehensive than current City staffing levels can accommodate. Therefore, staff recommends that the City Council approve a Professional Services Agreement with Mulholland Research and Evaluation Services to complete the required evaluation.

Attachments:

1. Resolution __-2026
2. Agreement for Services

City of Colfax

City Council

Resolution № __-2026

AUTHORIZE THE CITY MANAGER, OR DESIGNEE, TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH MULHOLLAND RESEARCH AND EVALAUTION SERVICES TO CONDUCT THE LEVEL ONE EVALUATION REQUIRED BY THE BOARD OF STATE AND COMMUNITY CORRECTIONS (BSCC) FOR THE PROPOSITION 64, COHORT 4 GRANT.

WHEREAS, Program 64 Public Health and Safety grant program (Prop 64), Board of State and Community Corrections (BSCC) requires grantees to complete a Level One Evaluation of their grant-funded project; and,

WHEREAS, the Level One Evaluation requirements are more comprehensive than current City staffing levels can accommodate. Therefore, staff recommends that the City Council approve a Professional Services Agreement with Mulholland Research and Evaluation Services to complete the required evaluation; and,

WHEREAS, the City of Colfax wishes to execute an agreement with Mulholland Research and Evaluation Services the completion of the (BSCC) Prop 64, Cohort 4, grant Level One Evaluation requirements.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Colfax approves and authorizes the City Manager to execute an agreement with Mulholland Research and Evaluation Services for an amount not to exceed \$75,500.00.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at the Regular Meeting of the City Council of the City of Colfax held on October 14, 2026, by the following vote of the Council:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST:

Caroline McCully, Mayor

Gabrielle Christakes City Clerk

Scope of Services

Proposition 64 Evaluation Tasks & Deliverables by Activity & Costs

Submitted to the City of Colfax City – September 4, 2026

By Lori Mulholland, DBA Mulholland Research & Evaluation Services



The annual evaluation costs for Colfax City's Proposition 64 Grant from the Board of State and Community Corrections (BSCC) include the following tasks, deliverables, and associated costs as shown:

PROPOSITION 64 GRANT EVALUATION	Budget
Evaluation Planning: • In collaboration with designated staff, develop draft versions of Local Evaluation Plan (LEP) and Logic Models per BSCC requirements; • Discuss grant program activities and theory of action, LEP and logic models with grant program administrators and staff regarding the intent and actual implementation of the program and activities; • Participate in meetings, communicate with City staff and BSCC to finalize LEP and logic models; • Submit LEP and logic model drafts to grant staff for review and editing; • Submit final LEP and logic models to Colfax City designated staff for submission to BSCC on or before November 30, 2026; • Summarize progress toward goals and objectives and evaluation-related activities for Quarterly Progress Reports (QPRs), including quarterly totals of youth referred, served, and exited, as indicated for inclusion in QPRs; and, • Work collaboratively with key program staff to select/design needed data collection instruments, and any interview, focus group protocols, data collection procedures and databases that are needed.	\$20,385
Data Collection: • Provide staff training to ensure fidelity to data collection protocols, and accuracy of data collection; • Field calls and emails from staff about data collection; troubleshoot data collection and training needs; • Participate in conference calls and virtual meetings with City staff involved in skate park development, cannabis compliance staff, Placer County Sheriff's Office (PCSO), youth cannabis prevention/risk education provider (to be selected), and others as needed; • Conduct annual site visit to conduct any needed interviews and/or focus groups, and observe program activities; • Contact grant program staff and program partners responsible for data collection to gather updates needed for every QPR; and • Manage quarterly evaluation data, including quantitative and qualitative data, such as cleaning, transcribing, coding and analyzing qualitative data, and statistical analysis of quantitative data.	\$31,710
Data Reporting: • Provide written summaries of progress toward goals and objectives and evaluation-related activities for Quarterly Progress Reports (QPRs) and statistics for activities completed, and quarterly totals of youth served, youth exited, compliance activities as warranted based on program implementation for inclusion in QPRs; • Provide annual summary of attainment status toward grant goals and objectives, completion of all participant statistics. • Prepare final Local Evaluation Report per BSCC guidelines with analysis, findings on process/outcome objectives, and recommendations for continuous program improvement, for submission by Colfax City to BSCC on or before December 31, 2031.	\$23,405
Total Annual Cost	\$75,500
Monthly Cost (over 63 months from October 15, 2026 through December 31, 2031)	\$1,198.41

PROFESSIONAL SERVICES AGREEMENT FOR CONSULTANT SERVICES

(City of Colfax /Lori Mulholland, DBA Mulholland Research & Evaluation Services)

1. IDENTIFICATION

This PROFESSIONAL SERVICES AGREEMENT (“Agreement”) is entered into by and between the City of Colfax, a California municipal corporation (“City”), and **Lori Mulholland, DBA Mulholland Research & Evaluation Services a Sole Proprietorship** (“Consultant”).

2. RECITALS

- 2.1. City has determined that it requires the following professional services from a consultant: **The design and implementation of a local evaluation as required by the Board of State and Community Corrections (BSCC) for Proposition 64 Cohort 4 Grant to support a Level One Evaluation, including a Local Evaluation Plan (LEP) and Local Evaluation Report (LER) compliant with BSCC requirements.**
- 2.2. Consultant represents that it is fully qualified to perform such professional services by virtue of its experience and the training, education and expertise of its principals and employees. Consultant further represents that it is willing to accept responsibility for performing such services in accordance with the terms and conditions set forth in this Agreement.
- 2.3. Consultant represents that it has no known relationships with third parties, City Council members, or employees of City which would (1) present a conflict of interest with the rendering of services under this Agreement under Government Code Section 1090, the Political Reform Act (Government Code Section 81000 *et seq.*), or other applicable law, (2) prevent Consultant from performing the terms of this Agreement, or (3) present a significant opportunity for the disclosure of confidential information.

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

3. DEFINITIONS

- 3.1. “Scope of Services”: Such professional services as are set forth in Consultant’s **September 15, 2026**, proposal to City attached hereto as **Exhibit A** and incorporated herein by this reference.
- 3.2. “Agreement Administrator”: The Agreement Administrator for this project is **Ron Walker, City Manager**. The Agreement Administrator shall be the principal point of contact at the City for this project. All services under this Agreement shall be performed at the request of the Agreement Administrator. The Agreement Administrator will establish the timetable for completion of services and any

interim milestones. City reserves the right to change this designation upon written notice to Consultant

- 3.3. “Approved Fee Schedule”: Consultant’s compensation rates are set forth in the fee schedule attached hereto as **Exhibit A** and incorporated herein by this reference. This fee schedule shall remain in effect for the duration of this Agreement unless modified in writing by mutual agreement of the parties.
- 3.4. “Maximum Amount”: The highest total compensation and costs payable to Consultant by City under this Agreement. The Maximum Amount under this Agreement is **Seventy-Five Thousand Five Hundred Dollars (\$75,500.00)**.
- 3.5. “Commencement Date”: **October 15, 2026**
- 3.6. “Termination Date”: **December 31, 2031**

4. **TERM**

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

5. **CONSULTANT’S DUTIES**

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

6. **SUBCONTRACTING**

- 6.1. **General Prohibition.** This Agreement covers professional services of a specific and

Professional Services Agreement – Consultant Services

Page 2 of 10

unique nature. Except as otherwise provided herein, Consultant shall not assign or transfer its interest in this Agreement without amending this Agreement. Consultant may use subcontractors for discrete portions of the Scope of Work with prior written approval. All subcontractors shall be subject to the terms and conditions required herein. Consultant remains responsible for proper and complete implementation of this Agreement and shall ensure that any subcontracted work is closely monitored, reviewed and approved.

- 6.2. Furthermore, there is no intended third-party beneficiary of any right or obligation assumed by the parties.

7. COMPENSATION

- 7.1. **General.** City agrees to compensate Consultant for the services provided under this Agreement, and Consultant agrees to accept payment in accordance with the Fee Schedule in full satisfaction for such services. Compensation shall not exceed the Maximum Amount. Consultant shall not be reimbursed for any expenses unless provided for in this Agreement or authorized in writing by City in advance.
- 7.2. **Invoices.** Fees: Payment for the services provided under this agreement shall be based on a unit price at rates set forth for a fixed price, not to exceed amount of **\$75,500** The City agrees to pay, and the Consultant agrees to accept in full, payment for the work above agreed to be done, the payment of unit price for all work described herein subject to additions and deductions as provided in this contract.
- 7.3. **Payment.** Payment for services under this contract shall be due each month within 30 calendar days after the receipt of an invoice for payment from the Consultant by the City. The City agrees to pay the total of **\$75,500** in sixty-three (63) equal monthly installments of **\$1,198.41** from **October 15, 2026** through **October 31, 2028**.
- 7.4. With respect to additional services provided under this Contract as specified in paragraph 2 hereof, Consultant shall not be paid unless Consultant has received written authorization from City for the additional services prior to incurring the costs associated therewith.
- 7.5. **Taxes.** City shall not withhold applicable taxes or other payroll deductions from payments made to Consultant except as otherwise required by law. Consultant shall be solely responsible for calculating, withholding, and paying all taxes.
- 7.6. **Disputes.** The parties agree to meet and confer at mutually agreeable times to resolve any disputed amounts contained in an invoice submitted by Consultant. City shall not withhold undisputed amounts.
- 7.7. **Additional Work.** Consultant shall not be reimbursed for any expenses incurred for work performed outside the Scope of Services unless prior written approval is given by the City through a fully executed written amendment. Consultant shall not undertake any such work without prior written approval of the City.

8. OWNERSHIP OF WRITTEN PRODUCTS

All reports, documents or other written material, and all electronic files, including computer-aided design files, developed by Consultant in the performance of this Agreement (such written material and electronic files are collectively known as “written products”) shall be and remain the property of City without restriction or limitation upon its use or dissemination by City except as provided by law. Consultant may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by Consultant.

All data, documents, discussion, or other information developed or received by Consultant for performance of this Agreement are deemed confidential and Consultant shall not disclose it without prior written consent by City. City shall grant such consent if disclosure is legally required. All City data shall be returned to City upon the termination or expiration of this Agreement.

9. RELATIONSHIP OF PARTIES

9.1. **General.** Consultant is, and shall at all times remain as to City, a wholly independent contractor.

10. INDEMNIFICATION

10.1. **Definitions.** For purposes of this Section 10, “Consultant” shall include Consultant, its officers, employees, servants, agents, or subcontractors, or anyone directly or indirectly employed by either Consultant or its subcontractors, in the performance of this Agreement. “City” shall include City, its officers, agents, employees and volunteers.

10.2. **Consultant to Indemnify City.** To the fullest extent permitted by law, Consultant shall indemnify, hold harmless, and defend City from and against any and all claims, losses, costs or expenses for any personal injury or property damage arising out of or in connection with the alleged negligence, recklessness or willful misconduct or other wrongful acts, errors or omissions, or failure to comply with any provision in this Agreement by Consultant or its officers, employees, agents, or subcontractors.

11. INSURANCE

11.1. **Insurance Required.** Consultant shall maintain insurance as described in this section and shall require all of its subcontractors, consultants, and other agents to do the same. Approval of the insurance by the City shall not relieve or decrease any liability of Consultant. Any requirement for insurance to be maintained after completion of the work shall survive this Agreement.

11.2. **Documentation of Insurance.** City will not execute this agreement until it has received a complete set of all required documentation of insurance coverage. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant’s obligation to provide them. Consultant shall file with City:

- Certificate of Insurance, indicating companies acceptable to City, with a Best's Rating of no less than A:VII showing. The Certificate of Insurance must include the following reference: _____
- _____
- Documentation of Best's rating acceptable to the City.
- Original endorsements effecting coverage for all policies required by this Agreement.
- Complete, certified copies of all required insurance policies, including endorsements affecting the coverage.

12. COVERAGE AMOUNTS. Insurance coverage shall be at least in the following minimum amounts:

- Workers' Compensation (if applicable):
 - Workers' Compensation Statutory Limits
 - EL Each Accident \$1,000,000
 - EL Disease - Policy Limit \$1,000,000
 - EL Disease - Each Employee \$1,000,000
- Automobile Liability
 - Any vehicle, combined single limit \$1,000,000

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

13. NOTICES

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

If to City
 Ron Walker, City Manager

 City of Colfax
 33 South Main St.
 Colfax, CA 95713
 Telephone: (530) 346-2313
 Email: city.manager@colfax-ca.gov

If to Consultant
 Name: Lori Mulholland
 Address: 330 Silala Ln.
 Sebastopol, CA 9472
 Telephone: (602) 696-2991
 Email: lmterauds@gmail.com

With courtesy copy to:
Sara C. Lopez, Esq.
Colfax City Attorney
Colantuono, Highsmith & Whatley, PC
420 Sierra College Drive, Suite 140
Telephone: (530) 432-7357
Email: slopez@chwlaw.us

14. SEVERABILITY

If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to the extent necessary to, cure such invalidity or unenforceability, and shall be enforceable in its amended form. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

15. GOVERNING LAW

This Agreement shall be governed and construed in accordance with the laws of the State of California.

16. TERMINATION

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

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

“CITY”

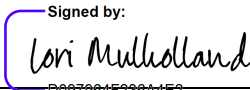
City of Colfax

“CONSULTANT”

Mulholland Research & Evaluation Services

Authorized Signatories:

Signature: _____

Signature:  _____
Signed by: D097904F230A4E2...

Printed: Ron Walker

Printed: Lori Muholland

Title: City Manager

Title: Owner/Principal

Date: _____

Date: 10/7/2026

Attest:

Signature: _____

Printed: Gabrielle Christakes

Title: City Clerk

Date: _____

Approved as to form:

Signature: _____

Printed: Sara C Lopez

Title: City Attorney

Date: _____

CAMPAIGN CONTRIBUTION DISCLOSURE PROVISIONS

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

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

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

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

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

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

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

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

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

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

(a) Document:

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

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

1. _____
2. _____
3. _____

(b) Date and amount of contribution:

Date _____ Amount \$ _____

Date _____ Amount \$ _____

Date _____ Amount \$ _____

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

1. _____
2. _____
3. _____

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

Printed Name _____

Signed by: Lori Mulholland
Signature _____

Date 10/7/2026 Phone _____

To be completed by City:

Document No: _____

Exhibit A
Scope of Services/Fee Schedule

Scope of Services

Proposition 64 Evaluation Tasks & Deliverables by Activity & Costs

Submitted to the City of Colfax City – September 15, 2026

By Lori Mulholland, DBA Mulholland Research & Evaluation Services



The evaluation of Colfax City's BSCC Cohort 4 Prop 64 Grant include the following tasks, deliverables, and costs:

PROPOSITION 64 GRANT EVALUATION	Budget
Evaluation Planning: • In collaboration with designated staff, develop draft versions of Local Evaluation Plan (LEP) and Logic Models per BSCC requirements; • Discuss grant program activities and theory of action, LEP and logic models with grant program administrators and staff regarding the intent and actual implementation of the program and activities; • Participate in meetings, communicate with City staff and BSCC to finalize LEP and logic models; • Submit LEP and logic model drafts to grant staff for review and editing; • Submit final LEP and logic models to Colfax City designated staff for submission to BSCC on or before November 30, 2026; • Summarize progress toward goals and objectives and evaluation-related activities for Quarterly Progress Reports (QPRs), including quarterly totals of youth referred, served, and exited, as indicated for inclusion in QPRs; and, • Work collaboratively with key program staff to select/design needed data collection instruments, and any interview, focus group protocols, data collection procedures and databases that are needed.	\$20,385
Data Collection: • Provide staff training to ensure fidelity to data collection protocols, and accuracy of data collection; • Field calls and emails from staff about data collection; troubleshoot data collection and training needs; • Participate in conference calls and virtual meetings with City staff involved in skate park development, cannabis compliance staff, Placer County Sheriff's Office (PCSO), youth cannabis prevention/risk education provider (to be selected), and others as needed; • Conduct annual site visit to conduct any needed interviews/focus groups/observe program activities; • Contact grant program staff and program partners responsible for data collection to gather updates needed for every QPR; and • Manage quarterly evaluation data, including quantitative and qualitative data, such as cleaning, transcribing, coding and analyzing qualitative data, and statistical analysis of quantitative data.	\$31,710

Data Reporting: • Provide written summaries of progress toward goals and objectives and evaluation-related activities for Quarterly Progress Reports (QPRs) and statistics for activities completed, and quarterly totals of youth served, youth exited, compliance activities as warranted based on program implementation for inclusion in QPRs; • Provide annual summary of attainment status toward grant goals and objectives, completion of all participant statistics. • Prepare final Local Evaluation Report per BSCC guidelines with analysis, findings on process/outcome objectives, and recommendations for continuous program improvement, for submission by Colfax City to BSCC on or before December 31, 2031.	\$23,405
Total Cost	\$75,500
Monthly Cost (over 63 months from October 15, 2026 through December 31, 2031)	\$1,198.41



Staff Report to City Council

FOR THE OCTOBER 14, 2026 REGULAR COUNCIL MEETING

From: Sara C Lopez, City Attorney
Prepared by: Conor Harkins, City Attorney
Subject: Amendment of Noise Ordinance

Budget Impact Overview:

N/A: ✓	Funded:	Un-funded:	Amount:	Fund(s):
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Consider adopting Ordinance No. of the City of Colfax Municipal Code Regarding Noise Regulations, introduced at the City Council meeting of September 23, 2026.

RECOMMENDED ACTION: Waive further reading and adopt Ordinance No. [].

Summary/Background

Chapter 8.28 of the Colfax Municipal Code regulates noises. The current ordinance only applies to noises “not in the normal or usual conduct of commercial or industrial business.” It also declares violations to be an infraction.

This amendment would remove the limitation to usual commercial or industrial activities. It adds a new section prohibiting nighttime commercial and industrial operations between 10:00 p.m. and 6:00 a.m. And it gives the City Attorney discretion to charge any violation as a misdemeanor or infraction. The proposed ordinance makes conforming changes throughout chapter 8.28.

The proposed amendments respond to recent complaints about disruptive noises in residential areas by clarifying and bolstering the City’s enforcement authority.

Recommendation

Adopt ordinance as recommended.

Fiscal Impacts

Staff time; increases financial penalty for violation of ordinance.

Attachments:

DRAFT amendments to Colfax Muni. Code ch. 8.28 (Noise Standards)

ORDINANCE NO. _____**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COLFAX AMENDING
SECTION 8.28.010 OF CHAPTER 8.28 (NOISE STANDARDS)****THE CITY COUNCIL OF THE CITY OF COLFAX DOES ORDAIN AS FOLLOWS:****SECTION 1. CODE AMENDMENT.**

Section 8.28.010 of the Colfax Municipal Code is hereby amended and restated as set forth in Exhibit A attached to this ordinance and incorporated herein by reference, with additions in underline and deletions in ~~strike through~~:

SECTION 2. CEQA.

The City Council finds that adoption of this ordinance is exempt under CEQA Guidelines section 15061(b)(3) because it can be seen with certainty that there is no possibility that strengthening the City's noise regulations would have a significant effect on the environment. Alternatively, the City Council finds adoption of this ordinance is exempt under title 14, section 15307 of the California Code of Regulations because the City's action assures the maintenance, restoration, or enhancement of a natural resource where the regulatory process involves procedures for protection of the environment. Alternatively, the City Council finds adoption of this ordinance is exempt under title 14, section 15308 of the California Code of Regulations as it is an action taken by a regulatory agency to assure the maintenance, restoration, enhancement, or protection of the environment where the regulatory process involves procedures for protection of the environment. Further, the City Council finds that no exception listed under title 14, section 15300.2 of the California Code of Regulations applies to this ordinance. The City Council hereby directs the City Manager or his designee to take all steps necessary to file a notice of exemption for this ordinance.

SECTION 3. SEVERABILITY.

If any section, subsection, paragraph, sentence, clause, phrase, or portion of this ordinance, or its application to any person or circumstance, is for any reason held invalid or unconstitutional by the final decision of any court of competent jurisdiction, that decision shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances. The City Council declares that it would have adopted this ordinance and each section, subsection, paragraph, sentence, clause, phrase, and portion thereof irrespective of the invalidity of any other portion, and irrespective of the invalidity of its application to any person or circumstance.

SECTION 4. INCONSISTENT PROVISIONS.

Any provision of the Colfax Municipal Code or appendices thereto inconsistent with the provisions of this Ordinance, to the extent such inconsistencies and no further, is hereby repealed or modified to the extent necessary to implement the provisions of this Ordinance.

SECTION 5. EFFECTIVE DATE AND PUBLICATION.

This ordinance shall take effect thirty (30) days after its adoption pursuant to California Government Code section 36937. The City Clerk shall cause this ordinance, or a summary thereof, to be published in the manner required by California Government Code section 36933.

This ordinance was introduced at a regular meeting of the City Council of the City of Colfax held on September 23, 2026, and was adopted at a regular meeting of the City Council held on October 14, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Caroline McCully
Mayor, City of Colfax

ATTEST:

Gabrielle Christakes
City Clerk, City of Colfax

APPROVED AS TO FORM:

Conor Harkins
City Attorney, City of Colfax

EXHIBIT A

8.28.010 – Noise standards.

A. It is unlawful for any person to make or continue or cause to be made or continued, any ~~loud, unnecessary or unusual noise or any noise which either annoys, disturbs, injures, or endangers the comfort, repose, health, safety or peace of others within the city when not in the normal or usual conduct of commercial or industrial business~~ is loud, raucous, or disturbing to a reasonable person of ordinary sensitivity. Factors to consider in determining whether a noise violates this ordinance shall include, but not be limited to, the following: (1) the volume and intensity of the noise; (2) the time of day or night at which the noise occurs; (3) the duration of the noise and whether it is recurrent, intermittent, or constant; and (4) the zoning and character of the area from which the noise emanates and of the area where it is perceived.

The following acts, ~~among others,~~ are declared to be ~~loud, unnecessary~~ unreasonably disturbing ~~and unnecessary~~ noises in violation of the provisions of this chapter, but such enumeration shall not be deemed to be exclusive:

1. Horns, Signaling Devices and the Like. The sounding of any horn or signaling device on any automobile, motorcycle, bus, train or other vehicle on any street or public place of the city, except as a danger warning or as required by federal or state statute; the creation by means of any such signaling device of any ~~unreasonably~~ disturbing ~~loud or harsh~~ sound, the sounding of any such device for an ~~unnecessary and~~ unreasonable period of time; the use of any horn, whistle or other device operated by engine exhaust; and the use of any such signaling device when traffic is for any reason held up;
2. Radios, Phonographs and the Like. The using, operating or permitting to be played, used or operated of any radio receiving set, musical instrument, phonograph or other such machine or device for the producing or reproducing of sound in such a manner as to unreasonably disturb the peace, quiet and comfort of the neighboring inhabitants or at any time with louder volume than is necessary for convenient hearing for the persons who are in the room, vehicle or chamber in which such machine or device is operated and who are voluntary listeners thereto; and the operation of any such set, instrument, phonograph, machine or device between the hours of ~~eleven (11) p.m. to ten o'clock p.m. (10:00 p.m.) and seven a.m. to six o'clock a.m. (6:00 a.m.)~~ eleven (11) p.m. to ten o'clock p.m. (10:00 p.m.) and seven a.m. to six o'clock a.m. (6:00 a.m.) in such a manner as to be plainly audible at a distance of fifty (50) feet from the building, structure or vehicle in which such sound is located shall be prima facie evidence of a violation of the provisions of this section;
3. Loudspeakers and Amplifiers for Advertising. The using, operating or permitting to be played, used or operated of any radio receiving set, musical instrument, phonograph, loudspeaker, sound amplifier or other machine or device for the producing or reproducing of sound which is cast upon the public streets for the purpose of commercial advertising or attracting the attention of the public to any building or structure;
4. Yelling, Shouting and the Like. Yelling, shouting, hooting, whistling or singing on the public streets particularly between the hours of ~~eleven (11) p.m. to ten o'clock p.m. (10:00 p.m.) and seven a.m. to six o'clock a.m. (6:00 a.m.)~~ eleven (11) p.m. to ten o'clock p.m. (10:00 p.m.) and seven a.m. to six o'clock a.m. (6:00 a.m.) or at any time or place or as to ~~unreasonably annoy or~~

disturb the quiet, comfort or repose of persons of ordinary sensitivity in any office or in any dwelling, hotel or other type of residence or of any person in the vicinity;

5. Animals and Birds. The keeping of any animal or bird which, by causing frequent or long continued noise, shall unreasonably disturb the comfort or repose of any persons of ordinary sensitivity in the vicinity;

6. Steam Whistles. The blowing of any locomotive steam whistle or steam whistle attached to any stationary boiler, except to give notice of the time to begin or stop work or as a warning of fire or danger or upon the request of proper city authorities;

7. Exhausts. The discharge into the open air of the exhaust of any steam engine, stationary internal combustion engine, motor boat or motor vehicle, except through a muffler or other device which will effectively prevent loud or explosive noises therefrom;

8. Defects in Vehicles or Loads. The use of any automobile, motorcycle or vehicle so out of repair, so loaded or in such a manner as to create loud and ~~unnecessary~~ unreasonably disturbing grating, grinding, rattling or other noise;

9. Construction or Repair of Buildings.

a. The performance of any construction, alteration or repair activities which require the issuance of any building, grading or other permit may occur only during the following hours:

i. Monday through Friday: six a.m. to six p.m.;

ii. Saturdays: eight a.m. to five p.m.;

iii. Sundays and observed holidays: eight a.m. to five p.m.

b. Any noise from the above activities, including from any equipment used therewith, shall not produce noise levels in excess of the following:

i. Saturdays: eighty (80) dBA when measured at the property line or at a distance of twenty-five (25) feet, whichever is greater.

ii. Sundays and observed holidays: seventy (70) dBA when measured at the property line or at distance of twenty-five (25) feet, whichever is greater.

c. The building official or City Manager may ~~grant a permit for building~~ authorize in writing construction, alteration, or repair activities during other time periods for emergency work or extreme hardship. "Emergency work" means work made necessary to restore property to a safe condition following a public calamity or work required to protect persons or property from an imminent exposure to danger. Any ~~permit so granted~~ authorization shall be of specified limited duration and may be subject to any conditions necessary to limit or minimize the effect of any noise permitted thereby.

10. Schools, Courts, Churches and Hospitals. The creation of any ~~excessive~~ noise on any street adjacent to any school, institution of learning, church or court while they are in use or adjacent to any hospital, which noise unreasonably interferes with the workings of such institution or unreasonably disturbs or ~~unduly annoys~~ patients in the hospital provided conspicuous signs are displayed in such streets indicating that the building is a school, hospital or court street;

11. Hawkers and Peddlers. The shouting and crying of peddlers, hawkers and vendors which unreasonably disturbs the peace and quiet of the neighborhood;

12. Drums. The use of any drum or other instrument or device for the purpose of attracting attention to any performance, show or sale by the creation of noise;

13. Transportation of Metal Rails, Pillars and Columns. The transportation of rails, pillars or columns of iron, steel or other materials over and along the streets and other public places upon carts, drays, cars or trucks or in any other manner as to cause loud noises ~~or~~ which unreasonably disturb the peace and quiet of such streets or other public places between the hours of ten o'clock p.m. (10:00 p.m.) ~~p.m. and six a.m. and six o'clock a.m. (6:00 a.m.);~~

14. Pile Drivers, Hammers and the Like. The operation between the hours of ~~ten (10) p.m. and seven a.m.~~ ten o'clock p.m. (10:00 p.m.) and six o'clock a.m. (6:00 a.m.) of any pile driver, steam shovel, pneumatic hammer, derrick, steam or electric hoist or other appliance the use of which is attended by ~~loud or unusual~~ noise that is unreasonably disturbing to a person of ordinary sensitivity;

15. Blowers. The operation of any noise-creating blower or power fan or any internal combustion engine the operation of which causes noise due to the explosion of operating gases or fluids, unless the noise from such blower or fan is muffled and such engine is equipped with a muffler device sufficient to deaden such noise; and

16. Nighttime Commercial and Industrial Operations. The operation or sustained use between the hours of ten o'clock p.m. (10:00 p.m.) and six o'clock a.m. (6:00 a.m.) of any fixed or mobile machinery, equipment, motor, engine, pump, compressor, generator, conveyor, mixer, batch plant, crusher, screen, hopper, loader, forklift, or other mechanical device, or the loading, unloading, staging, idling, or maneuvering of trucks, trailers, or heavy equipment, in connection with any commercial or industrial operation, in such a manner as to be unreasonably disturbing to a person of ordinary sensitivity. This paragraph shall not apply to activity expressly authorized by, and conducted in conformity with, subsection A.9.c of this Section. Nothing in this section is intended to authorize the general prohibition on unreasonably disturbing noises from commercial or industrial operations that occur after six o'clock a.m. (6:00 a.m.) and before ten o'clock p.m. (10:00 p.m.) in subparagraph A of this section.

B. Exceptions. The provisions of this section shall not apply to any regularly scheduled activities sponsored by a municipal corporation, political subdivision of the state or special district or any activities being held on land owned or controlled by a municipal corporation, political subdivision of the state or special district.

C. ~~Remedies and Penalties for Violation.~~ Violations.

1. ~~Violation and Infraction.~~ A person who violates any provision of this section shall be deemed guilty of an infraction upon conviction thereof, punishable pursuant to the provisions of this code. Unless specified otherwise, a violation of any provision of this chapter shall be punishable as an infraction or misdemeanor in the discretion of the city attorney and may be punished by a fine as established by Government Code Section 36900, in addition to all other remedies or penalties available under this Code or under any other laws.

2. ~~Violation~~ a Public Nuisance. A violation of this section is a public nuisance and may be abated by a civil action, including a restraining order or injunction.

Road Rehabilitation Project Closeout

City Council Staff Report

Meeting date: October 14, 2026

Grant agreement: 22-CDBG-NH-00052

RECOMMENDATION

Conduct a public hearing to receive comments on the completed CDBG Street Improvements Project, including the Phase II amendment, and authorize staff to submit the final reports and supporting documentation to the California Department of Housing and Community Development (HCD) for grant closeout.

BACKGROUND

The City of Colfax used Community Development Block Grant (CDBG) funding to rehabilitate deteriorated streets serving residential neighborhoods. The project addressed road conditions and improved access within the project service area. The grant identified Low- and Moderate-Income Area Benefit (LMA) as its national objective.

On May 20, 2020, the City Council adopted Resolution 23-2020, authorizing an application of up to \$3.5 million for street improvements and authorizing the City Manager to execute the grant agreement and subsequent amendments. The City submitted its application on May 21, 2020. The project was subsequently funded under Agreement 22-CDBG-NH-00052.

PROJECT COMPLETION

The City completed road rehabilitation under the Street Improvements Project. The project scope identified street segments on Culver Street, Church Street, Pleasant Street, School Street, Pine Street, and Forest Hill Street. The rehabilitation improved pavement conditions along routes used to access residential neighborhoods.

The scope identified the following segments: Culver Street from Church Street to Grass Valley/Oak Street; Church Street from Rising Sun to Culver Street; Pleasant Street from Depot Street to the water plant; School Street from Main Street to Pleasant Street; Pine Street from Newman Street to Pine Court; and Forest Hill Street from Vista Avenue to E. Oak St

PHASE II AMENDMENT

Phase I costs were lower than anticipated, leaving funds available within the existing award. The City used an amendment to extend the project and complete additional improvements rather than request an increase in grant funding. The amendment request was signed by City Manager Ron Walker on February 5, 2025.

The amendment added Phase II improvements on Depot Street, including street repairs and resurfacing, curb ramps, crosswalks and other accessibility features, and drainage improvements to address flooding and erosion concerns. This additional work expanded the benefits of the original project by improving travel conditions for motorists and pedestrians and access for people

with disabilities. The amendment also added Marvin Ave and E. Church Street between S. Auburn St. and N. Northstar Ave. and E. Oak St. between S. Auburn St. and State Route 174.

The closeout covers both the original road rehabilitation work and the additional improvements completed under the amendment. The project retained the LMA national objective identified in the grant documentation.

ALTERNATIVES

The Council may request additional information or direct staff to revise the closeout report before submission to HCD.

FISCAL IMPACT

2023 CDBG Road Rehabilitation Project

City Match: \$ 432,172.82

CDBG Grant: \$ 2,250,155.76

2026 CDBG Road Rehabilitation Project

City Match: \$ 0

CDBG Grant: \$ 837,266.43

Combined CDBG Projects

City Match: \$ 432,172.82

CDBG Grant: \$ 3,087,422.19

PUBLIC NOTIFICATION

Notice of the closeout public hearing was published in Auburn Journal on September 30, 2026, and posted at Colfax Post Office, Colfax City Hall, Colfax Facebook page, and Colfax Website on September 30, 2026. The public hearing was held on October 14, 2026, at 6:00 PM at Colfax City Hall to provide an opportunity for comments on the completed project and use of CDBG funds.



Staff Report to City Council

FOR THE OCTOBER 14, 2026 REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Carl Moore, City Engineer
Subject: Notice of Completion (NOC) for CDBG Road Rehabilitation Project 2026

Budget Impact Overview:

N/A: √	Funded:	Un-funded:	Amount:	Fund(s):
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RECOMMENDED ACTION: Adopt Resolution __ - 2026 authorizing the City Clerk to execute and record a NOC for the CDBG Road Rehabilitation Project 2026.

Summary/Background

In early 2021, the city started the design process in anticipation of a Community Development Block Grant (CDBG) award for city street improvements. On October 27, 2023, the city was notified of the CDBG award, the design of the roadway improvements were authorized to proceed, and bid responses received on January 18th, 2024 and the project was awarded to Hansen Bros. Enterprises with final completion issued on November 19th, 2024. The project was completed and the CDBG grant has a remaining amount of \$1,232,488.24 and the City match has a remaining amount of \$139,352.18 for a total of \$1,371,840.42.

On October 22, 2025, City Council authorized Cartwright Nor Cal’s design services agreement, via Resolution 44-2025, which included 4 tasks: Project Management, Topographical Survey, Geotechnical Study, and Plans, Specifications, and Estimate (PS&E). This project connects pavement projects that were completed in 2023 with S. Auburn St. and N. Main St. allowing for a smooth pavement transition in these areas.

In March 2026, city staff advertised and published the project for bidding with bids due April 16, 2026. 2 bids were received from Simpson & Simpson (\$711,652.55) and Knife River Construction (\$833,056.50) with Simpson & Simpson being the lowest bidder.

Construction started on July 13th, 2026 and was Substantially completed on August 5th, 2026. Psomas provided city inspection services and provided minor corrections to Simpson & Simpson which were completed on August 12th and also deemed complete by city staff on August 18th, 2026.

Project Cost

2023 CDBG Project Remaining Funding

Funding Source	Budget	Committed Amount	Remaining Amount
City Match	\$ 572,065.00	\$ 432,172.82	\$ 139,352.18
CDBG	\$ 3,482,644.00	\$ 2,250,155.76	\$ 1,232,488.24
Totals	\$ 4,054,709.00	\$ 2,682,868.58	\$ 1,371,840.42

2026 CDBG Project Costs

Funding Source	Budget	Spent Amount	Remaining Amount
City Contribution (not required)	\$ 139,352.18	\$ 0	\$139,352.18
CDBG	\$ 1,232,488.24	\$ 837,266.43	\$ 395,221.81
Totals	\$ 1,371,840.42	\$ 837,266.43	\$ 534,573.99

Conclusions and Findings

City staff recommends that City Council accept the CDBG Road Rehabilitation Project 2026 as complete and direct the City Clerk to file a NOC with the Placer County Recorder.

Attachments:

1. CDBG NOC

Recording Request by:

City of Colfax

When recorded return to:

**CITY OF COLFAX
PO BOX 702
COLFAX, CA 95713**

No Fee Per Gov. Code 27383

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN pursuant to California Civil Code §9204 that Simpson & Simpson, Inc., 10001 Ophir Rd., Newcastle, CA 95658 performed and completed for the City of Colfax the following contract, CDBG Road Rehabilitation 2026 which consisted of removal of existing pavement; installation of new pavement; installation of minor sidewalk concrete; installation of AC curb; installation of minor storm drainage; removal of minor storm drainage; adjust utilities to grade; and striping, , all within the Corporate City Limits of the City of Colfax (the "Project"). The owner of the Project and property is the City of Colfax at the above address. The Project was completed in accordance with the Project Plans and Specifications on August 18th, 2026.

Verification: I, Ron Walker, depose and say: I am the City Manager of the City of Colfax, the Owner identified in this Notice of Completion. I have read this notice of completion and know the contents thereof. The same is true of my own knowledge. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct. Executed on October ____, 2026 at Colfax, California.

City of Colfax

Ron Walker, City Manager

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

State of California
County of Placer

On October ____, 2026 before me, Gabrielle Christakes, City Clerk, personally appeared Ron Walker who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument. I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Gabrielle Christakes, City Clerk



Staff Report to City Council

FOR THE OCTOBER 14, 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.

On September 9, 2026, this item was discussed with the City Council, and staff received direction to make revisions to the documents. The requested changes had been incorporated, and the item was brought back to the Council for further review.

On September 23, 2026, this item was again discussed with the City Council, and staff received additional direction for document revisions. These revisions have been made to the document, and the item has been brought back to the Council for further review. Once the Council is satisfied with the revisions, staff will return the item for formal adoption at a future council meeting.

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 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; Previous, 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 City funds ~~may be reserved for future application or special opportunities.~~ Remaining at the end of the fiscal year may be reserved for future use 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;~~ does not take place. A meeting will be scheduled with the City Manager to review any expenses already incurred and determine whether any portion of the funding to be returned to the City; or
 - b. The event application ~~falsifies~~ contains false or misleading information.
- E. Additional information may be requested by the City Manager's office 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 City Manager, including cost, economic impact, and traffic, among other elements.
- J. The City Manager, or their designee(s), may reject an application in their sole discretion, 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~~ City Manager 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, may 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 [staff](#) 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 Council 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 60 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 "EVENT-ONLY" INFORMATION 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 OCTOBER 14, 2026 REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Ron Walker, City Manager
Subject: November City Council Meeting Schedule

Budget Impact Overview:

N/A:	Funded:	Un-funded:	Amount:	Fund(s):
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RECOMMENDED ACTION: Adopt Resolution __-2026 approve and authorize the City Manager to change the weekday of the City Council meeting scheduled for the second week of November 2026.

Summary/Background

Veterans Day is officially observed on November 11 each year, regardless of the day of the week on which it falls. In 2026, November 11 falls on the second Wednesday of the month, which is normally the first City Council meeting of the month.

Traditionally, the second City Council meeting in November is canceled to allow staff and Council members additional time to travel and spend the holiday with friends and family.

Staff is seeking direction from the City Council on whether to change the November City Council meeting date.

Attachments:

1. Resolution __-2026

City of Colfax

City Council

Resolution № __-2026

APPROVE AND THE CITY MANAGER TO CHANGE THE WEEKDAY OF THE CITY COUNCIL MEETING SCHEDULED FOR THE SECOND WEEK OF NOVEMBER 2026.

WHEREAS, Veterans Day is officially observed on November 11 each year, regardless of the day of the week on which it falls. In 2026, November 11 falls on the second Wednesday of the month, which is normally the first City Council meeting of the month; and,

WHEREAS, traditionally, the second City Council meeting in November is canceled to allow staff and Council members additional time to travel and spend the holiday with friends and family; and,

WHEREAS, staff is seeking direction from the City Council on whether to change the weekday of the City Council meeting scheduled for the second week of November 2026; and,

WHEREAS, the City of Colfax wishes to change the weekday of the City Council meeting scheduled for the second week of November 2026.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Colfax approves and authorizes the City Manager to change the weekday of the City Council meeting scheduled for the second week of November 2026.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at the Regular Meeting of the City Council of the City of Colfax held on October 14, 2026, by the following vote of the Council:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Caroline McCully, Mayor

Gabrielle Christakes, City Clerk



Staff Report to City Council

FOR THE OCTOBER 14, 2026 REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Ron Walker, City Manager
Subject: Request of funding for Fireworks for December 12th.

Budget Impact Overview:

N/A:	Funded:	Un-funded:	Amount: \$8,000.00	Fund(s): 100-1000-82570
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RECOMMENDED ACTION: Adopt Resolution No. ____-2026 authorizing the City Manager to allocate \$8,000 to the Colfax 3rd of July nonprofit organization for the purchase and display of fireworks in conjunction with the City’s Winterfest celebration, traditionally held in December.

Summary/Background

As it has become known that there is not a Winterfest celebration being planned at this time, Colfax 3rd of July nonprofit is requesting funding for fireworks to be held on the traditional date for the event, the 2nd Saturday December 12, 2026.

They have connected with the Pyro Guys, the same vendor who's done fireworks for the past several years, and he is available. If approved, they request that the check be mailed directly to him, as was done for the 3rd of July.

The organization is requesting that the \$3,000 previously earmarked for the Railroad Days event, along with the \$5,000 allocated for the Winterfest event, be redirected toward the fireworks, for a total City contribution of \$8,000.

In addition to the requested City funding, the Colfax 3rd of July and Railroad Days nonprofits have each pledged \$1,000 toward the fireworks. This would bring the total fireworks budget to **\$10,000**.

Attachments:

- 1. Resolution __-2026
- 2. Request Letter

City of Colfax

City Council

Resolution № __-2026

AUTHORIZING THE CITY MANAGER TO DONATE \$8,000.00 TO THE COLFAX 3RD OF JULY NONPROFIT FOR FIREWORKS TO BE HELD IN CONJUNCTION WITH THE WINTERFEST CELEBRATION ON DECEMBER 12, 2026.

WHEREAS, the Colfax 3rd of July nonprofit is requesting funding for fireworks for the Winterfest celebration scheduled for December 12, 2026; and,

WHEREAS, the organization is requesting that the \$3,000 previously earmarked for the Railroad Days event, along with the \$5,000 allocated for the Winterfest event, be redirected toward the fireworks, for a total City contribution of \$8,000; and,

WHEREAS, in addition to the requested City funding, the Colfax 3rd of July and Railroad Days nonprofits have each pledged \$1,000 toward the fireworks. This would bring the total fireworks budget to **\$10,000**; and,

WHEREAS, the City of Colfax wishes to provide a donation of \$8,000 to the Colfax 3rd of July nonprofit to fund a fireworks display in conjunction with the City's Winterfest celebration on December 12, 2026.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Colfax approves and authorizes the City Manager to donate an amount not to exceed \$8,000.00 to the Colfax 3rd of July nonprofit to provide fireworks in conjunction with the Winterfest celebration.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at the Regular Meeting of the City Council of the City of Colfax held on October 14, 2026, by the following vote of the Council:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Caroline McCully, Mayor

Gabrielle Christakes, City Clerk

From: [Caroline McCully](#)
To: [Gabrielle Christakes](#)
Cc: [City Manager](#)
Subject: Oct 14 agenda request...
Date: Monday, October 5, 2026 12:52:05 PM

Colfax 3rd of July is requesting to have items on the agenda.

1. A report out of the 2026 Colfax 3rd event, which I will make you a power point for and
2. Request of funding for Fireworks for December 12th. The request will be for the \$3000 that RR Days did not use and the \$5000 set aside for Winterfest , to be mailed directly to Pyro Guys. Both the Colfax 3rd of July & Railroad Days will be adding \$1000 each to this for a total of \$10,000 for Fireworks.

Caroline McCully
Mayor, City of Colfax
530-423-5599



Staff Report to City Council

FOR THE OCTOBER 14, 2026 REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Ron Walker, City Manager
Subject: Colfax Railroad Heritage Park Non-Profit Organization's Caboose Relocation Project

Budget Impact Overview:

N/A: X	Funded:	Un-funded:	Amount:	Fund(s):
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RECOMMENDED ACTION: Adopt Resolution ____-2026 authorizing the Colfax Railroad Heritage Park nonprofit organization to relocate the caboose from its current location at the corner of Grass Valley Street and Main Street to the Depot Park area, adjacent to and parallel with the Amtrak platform, and provide staff and equipment to assist with the move.

Summary/Background

The Caboose in Colfax holds significant historical value as a piece of railroad equipment. Originally serving on the Northwestern Pacific line, a Southern Pacific subsidiary, it is an exact replica of the prototype Southern Pacific caboose commonly used on the Donner Pass Route through Colfax. This makes it a valuable resource for promoting the railroad history of both the transcontinental rail line and the local community.

The Caboose is currently located at the Corner of Grass Valley and Main Street, and the Colfax Railroad Heritage Park non-profit organization would like to move it to the Depot area. The organization's long-term vision involves creating an outdoor railroad museum for the community to enjoy. This museum will provide educational opportunities for visitors of all ages, helping them to understand the significance of the caboose in railroad history and operations not only in California but also across the nation.

The Railroad Heritage Park has received a dedication of funding from Bob Lobner, owner of the Colfax General Store, to cover the costs associated with relocating the caboose. City staff have reviewed the plans and approved the required engineering and site planning for the caboose's new location.

The Colfax Railroad Heritage Park non-profit organization will need to partner with the City to complete the relocation. The City's assistance will include providing a backhoe, skid steer, and roller, as well as two City staff members to operate the equipment.

Phill Deak with the Colfax Railroad Heritage Park nonprofit organization is here tonight to provide an overview of the caboose relocation project and discuss the organization's long-term vision for creating an outdoor railroad museum. He will also be available to answer questions from community members and the City Council.

City of Colfax

City Council

Resolution № __-2026

AUTHORIZING THE COLFAX RAILROAD HERITAGE PARK NON-PROFIT ORGANIZATION
TO RELOCATE THE CABOOSE FROM ITS CURRENT LOCATION AT THE CORNER OF
GRASS VALLEY STREET AND MAIN STREET TO THE DEPOT PARK AREA, ADJACENT TO
AND PARALLEL WITH THE AMTRAK PLATFORM

WHEREAS, the Caboose in Colfax holds significant historical value as a piece of railroad equipment. Originally serving on the Northwestern Pacific line, a Southern Pacific subsidiary, it is an exact replica of the prototype Southern Pacific caboose commonly used on the Donner Pass Route through Colfax. This makes it a valuable resource for promoting the railroad history of both the transcontinental rail line and the local community; and,

WHEREAS, the Caboose is currently located at the Corner of Grass Valley and Main Street, and the Colfax Railroad Heritage Park non-profit organization would like to move it to the Depot area. The organization's long-term vision involves creating an outdoor railroad museum for the community to enjoy. This museum will provide educational opportunities for visitors of all ages, helping them to understand the significance of the caboose in railroad history and operations not only in California but also across the nation; and,

WHEREAS, the Railroad Heritage Park organization has received a dedication of funding from Bob Lobner, owner of the Colfax General Store, to cover the costs associated with relocating the caboose. City staff have reviewed the plans and approved the required engineering and site planning for the caboose's new location; and,

WHEREAS, the Colfax Railroad Heritage Park non-profit organization will need to partner with the City to complete the relocation. The City's assistance will include providing a backhoe, skid steer, and roller, as well as two City staff members to operate the equipment; and,

WHEREAS, the City of Colfax wishes to partner with the Colfax Railroad Heritage Park nonprofit organization to relocate the caboose from its current location at the corner of Grass Valley Street and Main Street to the Depot Park area, adjacent to and parallel with the Amtrak platform, and provide the needed equipment and staff.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Colfax authorizing the Colfax Railroad Heritage Park nonprofit organization to relocate the caboose.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at the Regular Meeting of the City Council of the City of Colfax held on October 14, 2026, by the following vote of the Council:

AYES:

NOES:

ABSTAIN:

ABSENT:

Caroline McCully, Mayor

ATTEST:

Gabrielle Christakes, City Clerk