

City Council Meeting

COUNCIL CHAMBERS, 33 SOUTH MAIN STREET, COLFAX, CA

Mayor Joe Fatula · Mayor Pro Tem Marnie Mendoza
Councilmembers · Kim Douglass · Sean Lomen · Trinity Burruss

REGULAR MEETING AGENDA

July 24, 2019

Regular Session: 7:00PM

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.

2 PRESENTATION (NO PRESENTATIONS SCHEDULED)

Notice to the Public: City Council, when considering a matter scheduled for hearing, will take the following actions:

- 1. Presentation by Staff
- 2. Open the Public Hearing
- 3. Presentation, when applicable, by Applicant
- 4. Accept Public Testimony
- 5. When applicable, Applicant rebuttal period
- 6. Close Public Hearing (No public comment is taken, hearing is closed)
- 7. Council comments and questions
- 8. City Council Action

Public Hearings that are continued will be so noted. The continued Public Hearing will be listed on a subsequent council agenda and posting of that agenda will serve as notice

3 CONSENT CALENDAR

Matters on the Consent Agenda 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 Consent Calendar

3A. [Minutes – Regular Meeting of June 26, 2019](#)

Recommendation: Approve the Minutes of the Regular Meeting of June 26, 2019.

3B. [Cash Summary Report - June 2019](#)

Recommendation: Receive and File

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

4 PUBLIC COMMENT

Members of the audience are permitted to address the Council on matters of concern to the public within the subject matter jurisdiction of the City Council that are not listed on this agenda. Please make your comments as brief as possible; not to exceed three (3) minutes in length. The Council cannot act on items not included on this agenda; however, if action is required it will be referred to staff.



Colfax City Council Meetings are ADA compliant. If you need special assistance 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.

July 24, 2019

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5 COUNCIL STAFF AND OTHER REPORTS

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.

- 5A. **Committee Reports and Colfax Informational Items – All Councilmembers**
- 5B. **City Operations Update – City Manager**
- 5C. **Agency Partner Reports**

6 COUNCIL BUSINESS

- 6A. **Golden State Patient Care Commercial Cannabis Business Retail Annual Permit (Medicinal Only)**

RECOMMENDED ACTION: Discuss and consider adopting Resolution __-2019 authorizing the City Manager to issue a Commercial Cannabis Retail Type-M license valid for 1-year to Golden State Patient Care.

- 6B. **City Council Regular Session Meeting Time – Change**

RECOMMENDED ACTION: Discuss and consider adopting Resolution __-2019 changing the time for commencement of regular Council meetings from 7:00 p.m. to 6:00 p.m.

7 GOOD OF THE ORDER

Informal statements, observation reports and inquiries regarding the business of the City may be presented by council members under this agenda item or requests for placement of items of interest on a future agenda. No action will be taken.

8 ADJOURNMENT

I, Amy Lind, Interim City Clerk for the City of Colfax declare that this agenda was posted at Colfax City Hall and the Colfax Post Office. The agenda is also available on the City website at www.Colfax-ca.gov.

Amy M. Lind

Amy Lind, Interim City Clerk

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





City of Colfax
 City Council Minutes
 Regular Meeting of Wednesday, June 26, 2019
 City Hall Council Chambers
 33 S. Main Street, Colfax CA

1 CLOSED SESSION

There was no closed session at this meeting. The scheduled closed session was canceled.

2 OPEN SESSION

2A. **Call Open Session to Order**

Mayor Fatula called the open session to order at 7:00P.M.

2B. **Pledge of Allegiance**

Taylor Juchau led the Pledge of Allegiance.

2C. **Roll Call**

Council members present: Burruss, Douglass, Fatula, Lomen, Mendoza

2D. **Approval of Agenda Order**

Agenda Item 8A was pulled from the agenda at the request of the applicant's attorney. On a motion by Councilmember Lomen, seconded by Councilmember Burruss, the City Council unanimously approved the agenda order with Item 8A removed.

AYES: Burruss, Douglass, Fatula, Lomen, Mendoza

3 PRESENTATION

There were no presentations at this meeting.

4 PUBLIC HEARING

4A **Public Hearing on the written report of delinquent sewer service charges and delinquent refuse collection fees.**

Recommendation: Conduct a Public Hearing to consider public and staff comments and adopt separate resolutions 23-2019 and 24-2019 requesting collection of delinquent sewer and refuse collection fees on the Placer County Tax Roll for Tax Year 2019-2020.

Laurie Van Groningen presented the staff report. She explained that the proposed action is the annual process of collecting delinquent sewer service and refuse collection charges on the Placer County Tax Roll. All delinquent accounts have received notice of the proposed action and the public hearing. The resolutions will be forwarded to the County Tax Collector for processing. Staff will credit all payments received until the resolutions are sent to the County. Mayor Fatula asked how much

the delinquencies were last year. Staff reported that the delinquencies this year are about the same as last year.

Mayor Fatula opened the public hearing at 7:04 p.m. There were no public comments, so the public hearing was closed at 7:04 p.m.

On a motion by Council Member Lomen, seconded by Councilmember Burruss, Council present unanimously adopted Resolutions 23-2019 and 24-2019 authorizing collection of delinquent sewer and refuse collection fees on the Placer County Tax Roll for Tax Year 2019-2020.

AYES: Burruss, Douglass, Fatula, Lomen, Mendoza

4B Public Hearing on the Site Plan Review for Lorang Brothers RV and Self-Storage at 1175 S. Auburn Street.

Staff Presentation: Amy Feagans, Planning Director

Recommendation: Conduct a Public Hearing, discuss and consider adopting Resolution 25-2019 approving the Site Plan Review for 1175 S. Auburn Street to develop an RV and Self-Storage Facility.

Planning Director Amy Feagans presented the staff report. She explained that the project is on two parcels totaling 7.3 acres adjacent to Mink Creek and the former Crispin Cider sites. The property is in an industrial zone near the City limits. Storage facilities will include 357 8'x20'x8' containers, 14 8'x40'x8' containers, 10 12'x25' RV parking spaces and 7 12'x40' RV parking spaces. The site has been walked and approved by the fire marshal. Some re-landscaping will be required to better screen the project from Mink Creek, although existing screening is good. One letter expressing concerns about traffic has been received. With that exception, no concerns about the project have been received. Staff recommends approval.

Mayor Fatula opened the public hearing at 7:12 p.m. The following individuals provided comments during the public hearing:

- An unidentified individual asked whether the project will generate any City tax. The Planning Director and Mayor explained that the property will be reassessed so there will be an increase in property tax, part of which is paid to the City.

Mayor Fatula closed the public hearing at 7:14 p.m. Council had the following questions and comments:

1. Council Member Burruss:

- Asked about security and strongly encouraged the applicant to link on-site cameras with the Sheriff's "Eagle-Eye". The Planning Director said that the project will also be fenced. The applicant's engineer Greg Stedfield said the cameras will be linked with Eagle Eye.

- Asked whether power will be run to the units. The applicant's engineer Greg Stedfield said power will not be run to the units.

2. Mayor Fatula:

- Asked about the condition of the storage units. The applicant's engineer said that the containers are "one-trip" containers and are "like new". Mayor Fatula wants to make sure the containers do not fall into disrepair and become old and rusty. The Planning Director said that code enforcement will become involved if they do.
- Asked about the debris on site. The applicant's engineer said the site will be cleaned and all debris removed as part of this project. The applicant's equipment will be moved.
- Allowed one speaker to suggest a "CCR restriction" to keep the units painted and possibly cover the RVs so the project will not fall into disrepair.

On a motion by Mayor Pro Tem Mendoza, seconded by Council Member Lomen, and passed unanimously by Council present, the Council adopted Resolution 25-2019 approving the Site Plan Review for 1175 S. Auburn Street to develop an RV and Self-Storage Facility.

AYES: Burruss, Douglass, Fatula, Lomen, Mendoza

5 CONSENT CALENDAR

5A. Minutes - Regular Meeting June 12, 2019

Recommendation: Approve the Minutes of the Regular Meeting of June 12, 2019.

5B. Fiscal Year 2019-2020 Rate Adjustments

Recommendation: Information only.

5C. Unfunded Pension Liability

Recommendation: Information only.

5D. Sierra Oaks Improvements – Notice of Completion

Recommendation: Adopt Resolution 26-2019 accepting the Sierra Sanitary Sewer Improvement Project as complete and authorizing the recording of the Notice of Completion.

5E. Sierra Oaks Subdivision Improvements – Notice of Completion

Recommendation: Adopt Resolution 27-2019 accepting the Sierra Oaks Subdivision Improvements as complete and authorizing the recording of the Notice of Completion.

5F. Culver Street Rehabilitation Project – Phase I

Recommendation: Adopt Resolution 28-2019 accepting the design and specification and authorizing the City Manager to solicit bids for the construction of the Culver Street Rehabilitation Project – Phase I.

Mayor Pro Tem Mendoza pulled Item 5A for discussion. On a motion by Council Member Lomen, seconded by Mayor Pro Tem Mendoza, Council present unanimously approved Consent Calendar items 5B-5F.

AYES: Burruss, Douglass, Fatula, Lomen, Mendoza

Mayor Pro Tem Mendoza asked for a correction to Item #3 on page 4 of the June 12 minutes. She asked how long it takes for the artificial turf to break down if removed and would like the minutes to be corrected in that regard.

Council Member Lomen asked for a correction to Item #1 on page 4 of the June 12 minutes in that he said that the drainage plan is adequate, and his concern was ingress and egress.

On a motion by Council Member Lomen, seconded by Mayor Pro Tem Mendoza, Council present unanimously approved Consent Calendar item 5A with the corrections as noted.

AYES: Burruss, Douglass, Fatula, Lomen, Mendoza

6 PUBLIC COMMENT

- a. Andrea Harrison, Colfax Green provided the following on the 3rd of July event:
 - There will be 47 vendors, 4 of which are food, including a burger trailer
 - A vodka distillery will do tasting in the beer garden
 - The Kid Zone will be open from 2-8:30 p.m.; wrist bands cost \$10
 - The Chamber will have a rock wall and dunk tan.
 - Performances will include a DJ playing 80s mix music
 - Fireworks are scheduled to begin at 9:30 sharp.
 - \$7,800 has been raised. They are looking for more donations. They can be contacted at info@colfaxgreenmachine.org or P.O. Box 1541, Colfax. There is also a GoFundMe page at which donations can be made.
- b. Don Rawls, realtor, discussed the burden of increasing sewer rates on the ability of people to afford homes in Colfax.
- c. Jim Dion asked why fireworks are not mentioned on the billboard. Melissa Bailey explained that fireworks can never be guaranteed because the right to display them can be lost at the last minute, so they are not advertised.
- d. Nancy Hagman discussed the Heritage Trail. Adults can join, visit all museums and become eligible for a prize drawing. There is a scavenger hunt for students who can also win prizes.

7. COUNCIL, STAFF AND OTHER REPORTS

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

1. *Council Member Lomen:*

- Attended the Chamber mixer on June 1
- Reported that PG&E will attend the Fire Safe Council meeting on June 27 at 6:00 p.m. The discussion will include power safe shutoffs.

2. *Council Member Douglass:*

- Attended two SACOG meetings. One involved reviewing pending legislation. The second meeting involved the Director of Transportation from Washington DC who said that express lanes will come to California; it's just a matter of time and will be expensive.
- SACOG has a policy and innovation subcommittee. The CEO will be present July 3 at 9:00 a.m. Colfax may be in line for some funding.
 - Pioneer has saved \$4 million for its customers.
 - Attended the Chamber mixer.
 - Attended Project Go in Roseville. They divided \$1 million among several recipients.
 - SVCC is looking for members and ideas.

3. *Mayor Pro Tem Mendoza:*

- Discussed the ground breaking the Coroner's office in Roseville. The current facility is 1500 square feet; the new facility will be 20,000 square feet.
- Emphasized the need to donate to July 3rd so the fireworks can be displayed.
- Discussed the July 4 event at 9:30 in front of the museum pertaining to the Chinese Builders of Gold Mountain.

4. *Council Member Burruss:*

- Attended PCTPA this morning. PCTPA conducted an interactive survey regarding funding priorities. She would like Colfax to include a similar service on its website.

5. *Mayor Fatula:*

- Discussed painting of all marquees downtown; most buildings will have new signs.
- Reported that there will be a lighting test on July 3. There will be two different colors on his shop. Everyone will be able to vote and give feedback.

7B City Operations Update – City Manager

1. *City Manager Heathcock*

- Reported that last year, the road improvement projects included \$210,000 for Rising Sun. This year, the City plans \$3.9 million of road improvements, \$3.4 million of which is funded by grants and \$500,000 from general fund revenues for street improvements. Council Member Burruss said the Culver Street improvement project was approved on the consent calendar.
- Will prepare a list of the top 20 street improvement projects and prioritize them.
- Made available to the public a copy of the list of the City's construction projects.

7C Agency Partner Reports

Brian Egan

- Discussed the FY 2019 grant for volunteer fire fighters. Invoices have been submitted for reimbursement, which is 50/50
- The fuel reduction pace has increased.
- Masticators were moved to the area above Iowa Hill Road mid-last week. This will tie into a 300' wide fire break.
- Reminded the community that safe and sane fireworks are illegal in Placer County; several illegal fireworks have been intercepted at the Nevada / California border.
- Is looking for a volunteer for the Mt. Howell lookout.

Ty Conners.

- Requested a moment of silence for slain officer Tara O'Sullivan.
- Explained the honor flag, its origin, its purpose and its travels over 7 million miles.
- Thanked the Green Machine for July 3rd.
- Described the new Facebook group for Colfax.
- Explained how Eagle-Eye helps law enforcement.
- Discussed the new Coroner facility.
- Advised contacting the Sheriff at (530) 886-5375 to report problems with homeless. Callers can request anonymity.

Will Stockwin

- Provided a handout on protection from mosquitos.
- Reported that the Mosquito & Vector Control Board signed 5-year MOUs with the employees and managerial staff.
- The District hired Leading Edge Associates to build a database.
- Agricultural areas are being treated with a biorational larvicide targeting specific species.
- Drone crews are flying areas in the Sierra, including Sugar Bowl and Squaw Valley, looking for hatching mosquitos.
- The District is looking for a program manager.
- Rainfall for the year was 62.7".

Foxy McCleary

- SVCC has a free yoga class on Sundays at 4 p.m. in C2, upper level.
- Sharon Conners donated her garden plot to 4H.
- SVCC will have ping pong this Friday.
- The Colfax Falcons volunteered to fix the parking area this weekend.
- The Flea Market is every third Saturday.
- SVCC will have paid parking during the 3rd of July event.
- SVCC hosts open studio on Tuesdays and Wednesdays, 1-4 p.m., in C4, upper level. The cost is \$5.
- The VFW second Sunday breakfast is 8-11.

- Legion dinners are at 5:30 on Thursdays.
- She will be painting the street for July 3rd on Monday.

Fred Abbott

- The July Colfax Connections is done except the calendar.
- This issue will feature high school and 8th grade graduations
- Fred asked where to buy Colfax Green Machine buttons. They are available at the Chamber, corner market and both smoke shops.
- Railroad Days fund raiser is August 10th. There are 40 vendors, only four of which are food vendors.
- Advertising for Railroad Days will be designed after the July 3 event.

8. COUNCIL BUSINESS

8A Colfax Net Variance to allow reduced setback to permit installation of a 60-80 foot high telecommunication tower with antennas.

Staff Presentation: Amy Feagans, Planning Director

Recommendation: Decide whether to grant, grant with modifications, or deny the requested variance.

Agenda Item 8A was removed from the agenda at the request of the applicant's attorney.

8B Annual Appropriations Limit

Staff Presentation: Laurie Van Groningen, Finance Director, and Amy Meyers of Meyers, Maze & Associates.

Recommendation: Adopt Resolution 29-2019 certifying compliance with the 2018-2019 Appropriation Limitation and establishing the Appropriation Limitation for the 2019-2020 Fiscal Year.

Laurie Van Groningen introduced this item and explained the basis for recalculating the City's appropriations limit. The City is allowed to use either the City's or Placer County's change in population as one of the factors when making the calculation. Recalculating based on the increase in County population produced a more accurate appropriations limit for the City.

Amy Maze of Maze & Associates was hired to independently recalculate the appropriations limit. She described the results of her efforts.

There was not public comment on this item.

On a motion by Council Member Burruss, seconded by Mayor Pro Tem Mendoza, and passed unanimously by the Council present, the Council adopted Resolution 29-2019 certifying compliance with the 2018-2019 Appropriation Limitation and establishing the Appropriation Limitation for the 2019-2020 Fiscal Year.

AYES: Burruss, Douglass, Fatula, Lomen, Mendoza

8C Clerk Services Agreement

Staff Presentation: Wes Heathcock, City Manager

Recommendation: Discuss and consider adopting Resolution 30-2019 authorizing the City Manager to enter into an agreement with the City of Auburn in an amount not to exceed \$29,530.

The City Manager introduced this item and explained the need for interim City Clerk services to while the City fills that position. The City of Auburn agreed to provide those services. The City Manager introduced Auburn City Clerk Amy Lind who expressed her willingness and excitement to provide the needed services.

There was no public comment on this item. Council Member Burruss asked whether Ms. Lind may be willing to help train the Colfax City Clerk once hired. The City Manager agreed to discuss that possibility when the time comes and mentioned that Auburn already expressed a willingness to extend the agreement if need be.

On a motion by Council Member Burruss, seconded by Mayor Pro Tem Mendoza, and passed unanimously by the Council present, the Council adopted Resolution 30-2019 authorizing the City Manager to enter into an agreement with the City of Auburn in an amount not to exceed \$29,530.

AYES: Burruss, Douglass, Fatula, Lomen, Mendoza

8D Ordinance No. 539 – An Ordinance Amending the Colfax Municipal Code Chapter 16.24 to Allow Amendment or Correction of Final Subdivision Maps.

Recommended Action: Waive the second reading and by motion adopt Ordinance No. 539 to allow Amendment or Correction of Final Subdivision Maps (Second Reading).

The City Attorney explained that one provision of the Subdivision Map Act allows technical corrections to final maps and a second section allows other types of changes only if the City has an ordinance allowing such other types of changes. The proposed ordinance allows all changes permitted by the Subdivision Map Act as currently constituted or subsequently amended. Without an ordinance of this nature, the Shadow Wood development’s final map could not be amended to address changed circumstances and the developer and staff would have to follow other processes.

There was no public comment on this item.

On a motion by Mayor Pro Tem Mendoza, seconded by Council Member Lomen, and passed unanimously by the Council present, the Council waived the second reading and adopted Ordinance No. 539 to allow Amendment or Correction of Final Subdivision Maps (Second Reading).

AYES: Burruss, Douglass, Fatula, Lomen, Mendoza

9. GOOD OF THE ORDER

Council Member Lomen:

- The Volunteer Fire Fighters cannot do the pancake breakfast this year.

Council Member Douglass:

- \$37,000,000 is being spent on the DeWitt Center.
- Wants to consider starting regular Council meetings at 6:00 p.m. instead of 7:00 and asked to have an item placed on the agenda to discuss and possibly take action to change the regular meeting time.

Mayor Pro Tem Mendoza:

- Commented on the July 4 Chinese parade.

Mayor Fatula:

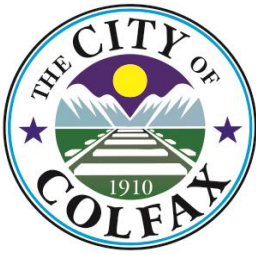
- Reported on the emergency vehicles at his shop on Tuesday morning. An individual in a truck in Mayor Fatula's parking lot had a medical emergency. Mayor Fatula was amazed to see how fast the emergency personnel arrived and thanked them for their diligence and expertise.

10. ADJOURNMENT

As there was no further business on the agenda, Mayor Fatula adjourned the meeting at 8:28 PM.

Respectfully submitted to City Council this 24th day of July 2019

Amy Lind, Interim City Clerk



Staff Report to City Council

FOR THE JULY 24, 2019 REGULAR CITY COUNCIL MEETING

From: Wes Heathcock, City Manager
Prepared by: Laurie Van Groningen, Finance Director
Subject: Cash Summary Report – June 2019

Budget Impact Overview:

N/A: ✓	Funded:	Un-funded:	Amount:	Fund(s):
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RECOMMENDED ACTION: Accept and file.

Summary/Background

These monthly financial reports include General Fund Reserved Cash Analysis Graphs and the City of Colfax Cash Summary Report (with supporting documentation). The reports are prepared monthly on a cash basis and are reconciled to the General Ledger accounting system, previous reports, and bank statements. Detailed budget comparisons are provided as a mid-year report and also as part of the proposed budget process each year.

The purpose of these reports is to provide status of funds and transparency for Council and the public of the financial transactions of the City.

The attached reports reflect an overview of the financial transactions of the City of Colfax in June 2019. Monthly highlights include:

- Cash balance increases for June included:
 - Fund 351 – We received \$100,000 RSTP funding from the Department of Transportation for the Rising Sun project and transferred \$12,000 of SB1 Road Funds from Fund 253 to close out the project.
 - Fund 385 - For the Roundabout project we transferred \$450,000 from Fund 205 Escrow funds based on the Road Mitigation and Developers Fair Share agreement. The balance of the Developer Road Improvements in the amount of \$84,000 will be received and recorded in July.
- Cash balance decreases for June included:
 - Quarterly payment for Sheriff services \$169,000.
- Negative cash fund balances are due to timing of funding allocations and reimbursements.
 - Fund 250 – Full funding of budgeted transfers from Gas Tax Fund and General Fund will be recorded in fiscal year end closing process.

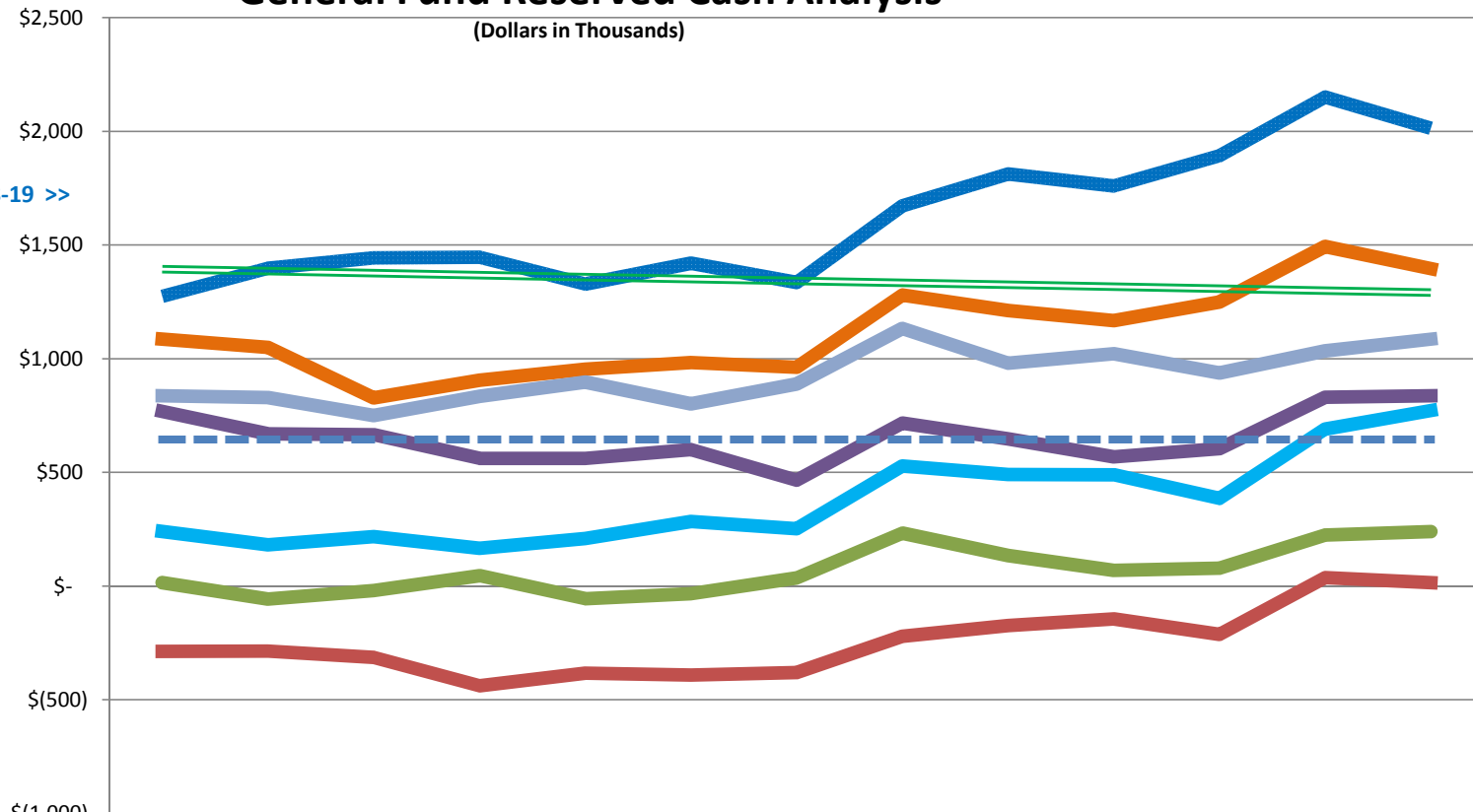
Attachments

1. General Fund Reserved Cash Analysis Graphs
 - a. Cash Analysis – Balance
 - b. Expenses by Month
 - c. Revenues by Month
2. Cash Activity Reports
 - a. Cash Summary
 - b. Cash Transactions Report – by individual fund
 - c. Check Register Report - Accounts Payable
 - d. Daily Cash Summary Report (Cash Receipts)

City of Colfax - June 2019 General Fund Reserved Cash Analysis

(Dollars in Thousands)

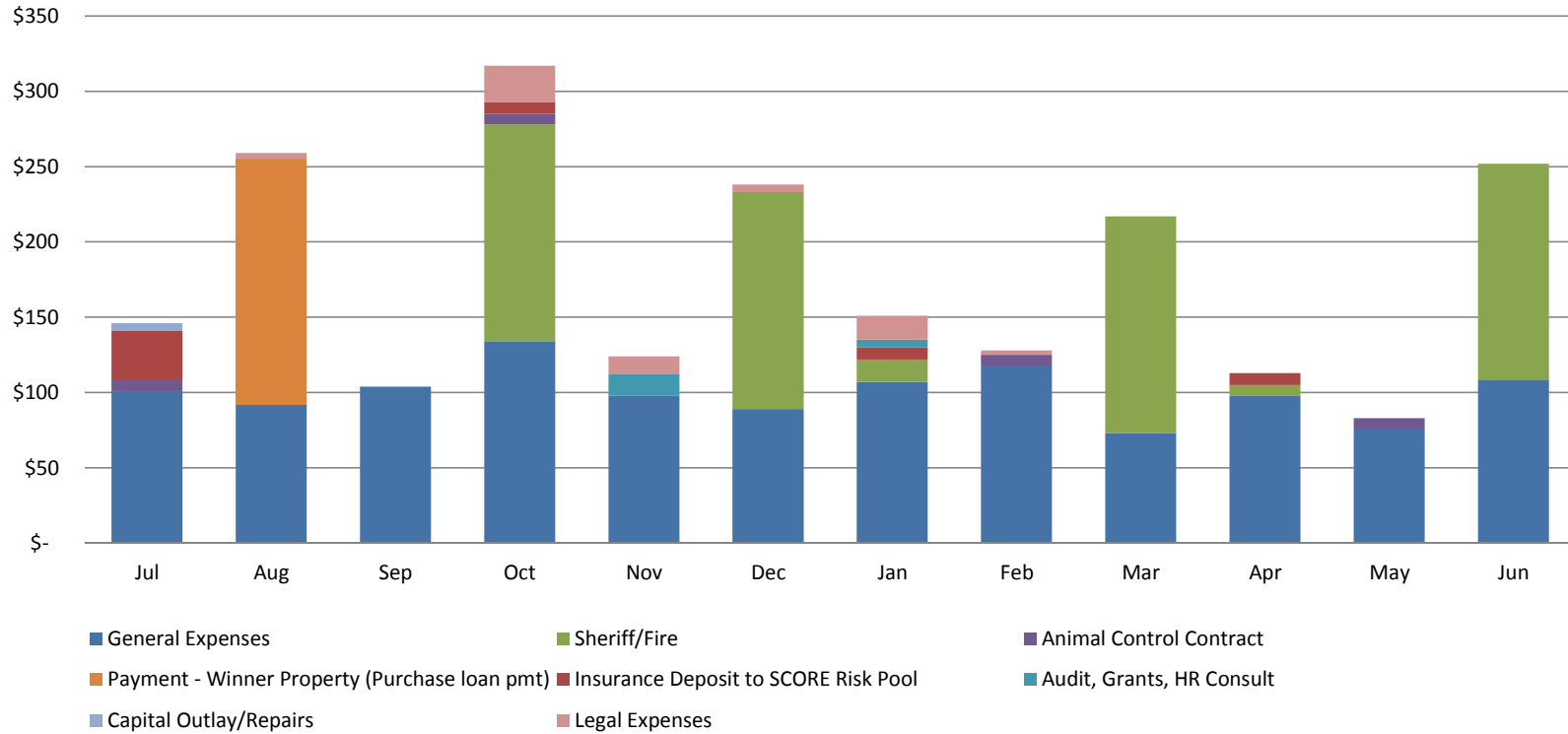
Fiscal Year 2018-19 >>



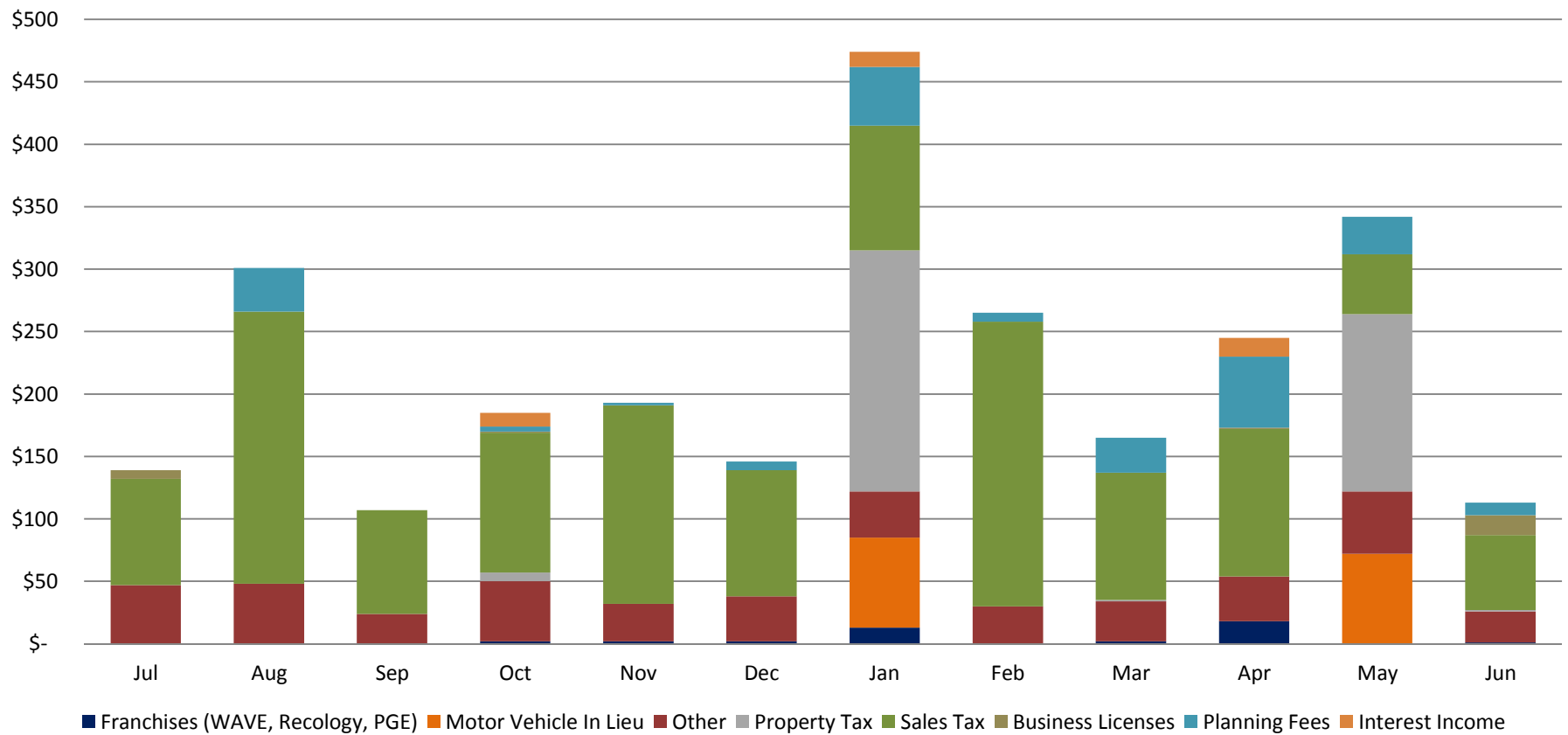
	Prev Yr	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Cash Balance FY2018-19	\$1,275	\$1,398	\$1,444	\$1,447	\$1,329	\$1,420	\$1,336	\$1,672	\$1,812	\$1,760	\$1,893	\$2,151	\$2,013
Cash Balance FY2017-18	\$1,086	\$1,050	\$828	\$905	\$954	\$983	\$962	\$1,280	\$1,212	\$1,168	\$1,250	\$1,493	\$1,396
Cash Balance FY2016-17	\$838	\$829	\$750	\$835	\$897	\$802	\$889	\$1,133	\$981	\$1,022	\$938	\$1,034	\$1,086
Cash Balance FY2015-16	\$768	\$670	\$666	\$562	\$561	\$601	\$466	\$717	\$647	\$569	\$605	\$831	\$838
Cash Balance FY2014-15	\$240	\$181	\$217	\$167	\$209	\$284	\$253	\$528	\$491	\$489	\$385	\$691	\$773
Cash Balance FY2013-14	\$15	\$(57)	\$(20)	\$45	\$(55)	\$(34)	\$36	\$233	\$134	\$69	\$79	\$225	\$240
Cash Balance FY2012-13	\$(287)	\$(286)	\$(314)	\$(438)	\$(383)	\$(391)	\$(380)	\$(221)	\$(173)	\$(144)	\$(212)	\$37	\$15
*Reserves (Ops, Cap, Pen)	\$645	\$645	\$645	\$645	\$645	\$645	\$645	\$645	\$645	\$645	\$645	\$645	\$645
Budget FY2018-19	\$1,393	\$1,385	\$1,376	\$1,368	\$1,359	\$1,351	\$1,342	\$1,334	\$1,325	\$1,317	\$1,308	\$1,300	\$1,291

* General Fund (GF) Reserves per adopted budget.

City of Colfax - June 2019
General Fund Reserved Cash - Expenses by Month
(Dollars in Thousands)



City of Colfax - June 2019 General Fund Reserved Cash - Revenues by Month (Dollars in Thousands)



**City of Colfax
Cash Summary
June 30, 2019**

	Balance 05/31/2019	Revenues In	Expenses Out	Transfers	Balance 06/30/2019
US Bank	\$ 919,947.72	\$ 512,855.54	\$ (528,494.65)	\$ (600,000.00)	\$ 304,308.61
LAIF	\$ 5,438,334.13	\$ -		\$ 600,000.00	\$ 6,038,334.13
Total Cash - General Ledger	<u>\$ 6,358,281.85</u>	<u>\$ 512,855.54</u>	<u>\$ (528,494.65)</u>	<u>\$ -</u>	<u>\$ 6,342,642.74</u>
Petty Cash (In Safe)	\$ 300.00				\$ 300.00
Total Cash	<u>\$ 6,358,581.85</u>	<u>\$ 512,855.54</u>	<u>\$ (528,494.65)</u>	<u>\$ -</u>	<u>\$ 6,342,942.74</u>

Change in Cash Account Balance - Total \$ (15,639.11)

Attached Reports:

1. Cash Transactions Report (By Individual Fund)		
2. Check Register Report (Accounts Payable)	\$ (334,619.83)	
3. Cash Receipts - Daily Cash Summary Report	\$ 221,352.27	
Payroll Checks and Tax Deposits	\$ (71,566.30)	
Utility Billings - Receipts	\$ 169,194.75	
Service Charge/Adj/Voids	\$ -	
Developer Deposit - Escrow Acct	\$ -	
	<u>\$ (15,639.11)</u>	\$ 0.00

Prepared by: Laurie Van Groningen
Laurie Van Groningen, Finance Director

Reviewed by: Wes Heathcock
Wes Heathcock, City Manager

City of Colfax
Cash Transactions Report - June 2019

	Beginning Balance	Debit Revenues	Credit (Expenditures)	Ending Balance
Fund Type: 1.11 - General Fund - Unassigned				
Fund: 100 - General Fund	\$ 2,192,682.47	\$ 102,835.79	\$ (240,285.63)	\$ 2,055,232.63
Fund: 120 - Land Development Fees	\$ 40,348.28	\$ 10,459.74	\$ (11,211.30)	\$ 39,596.72
Fund: 570 - Garbage Fund	\$ (81,578.95)	\$ -	\$ -	\$ (81,578.95)
Fund Type: 1.11 - General Fund - Unassigned	\$ 2,151,451.80	\$ 113,295.53	\$ (251,496.93)	\$ 2,013,250.40
Fund Type: 1.14 - General Fund - Restricted				
Fund: 200 - Cannabis Application	\$ 4,155.00	\$ -	\$ -	\$ 4,155.00
Fund: 205 - Escrow Funds	\$ 551,645.49	\$ 2.08	\$ (450,024.34)	\$ 101,623.23
Fund: 571 - AB939 Landfill Diversion	\$ 26,917.26	\$ -	\$ -	\$ 26,917.26
Fund: 572 - Landfill Post Closure Maintenance	\$ 791,063.72	\$ -	\$ (5,620.12)	\$ 785,443.60
Fund Type: 1.14 - General Fund - Restricted	\$ 1,373,781.47	\$ 2.08	\$ (455,644.46)	\$ 918,139.09
Fund Type: 1.24 - Special Rev Funds - Restricted				
Fund: 210 - Mitigation Fees - Roads	\$ 163,604.00	\$ -	\$ -	\$ 163,604.00
Fund: 211 - Mitigation Fees - Drainage	\$ 3,163.23	\$ -	\$ -	\$ 3,163.23
Fund: 212 - Mitigation Fees - Trails	\$ 45,344.28	\$ -	\$ -	\$ 45,344.28
Fund: 213 - Mitigation Fees - Parks/Rec	\$ 4,867.64	\$ -	\$ -	\$ 4,867.64
Fund: 214 - Mitigation Fees - City Bldgs	\$ 4,788.00	\$ -	\$ -	\$ 4,788.00
Fund: 215 - Mitigation Fees - Vehicles	\$ 910.00	\$ -	\$ -	\$ 910.00
Fund: 217 - Mitigation Fees - DT Parking	\$ -	\$ -	\$ -	\$ -
Fund: 218 - Support Law Enforcement	\$ 25,000.00	\$ -	\$ (25,000.00)	\$ -
Fund: 244 - CDBG Program Inc - ME Lending	\$ 208,729.71	\$ -	\$ (7,750.85)	\$ 200,978.86
Fund: 250 - Streets - Roads/Transportation	\$ (53,579.35)	\$ 90.00	\$ (13,783.17)	\$ (67,272.52)
Fund: 253 - Gas Taxes/SB1 Road Maint	\$ 66,210.91	\$ 7,381.24	\$ (13,110.99)	\$ 60,481.16
Fund: 270 - Beverage Container Recycling	\$ 18,500.54	\$ -	\$ -	\$ 18,500.54
Fund: 280 - Oil Recycling	\$ 3,647.84	\$ -	\$ -	\$ 3,647.84
Fund: 292 - Fire Department Capital Funds	\$ 89,434.09	\$ -	\$ -	\$ 89,434.09
Fund: 342 - Fire Construction - Mitigation	\$ 10,547.69	\$ -	\$ -	\$ 10,547.69
Fund: 343 - Recreation Construction	\$ 10,548.15	\$ -	\$ -	\$ 10,548.15
Fund Type: 1.24 - Special Rev Funds - Restrict	\$ 601,716.73	\$ 7,471.24	\$ (59,645.01)	\$ 549,542.96
Fund Type: 1.34 - Capital Projects - Restricted				
Fund: 300 - Capital Projects - Gen (ADA project)	\$ -	\$ -	\$ -	\$ -
Fund: 351 - Rising Sun Project	\$ (111,975.65)	\$ 111,975.65	\$ -	\$ -
Fund: 355 - CDBG Pavement - Culver	\$ (16,773.86)	\$ 17,083.86	\$ (310.00)	\$ -
Fund: 385 - Roundabout	\$ (154,763.31)	\$ 450,000.00	\$ (11,521.00)	\$ 283,715.69
Fund Type: 1.34 - Capital Projects - Restricted	\$ (283,512.82)	\$ 579,059.51	\$ (11,831.00)	\$ 283,715.69
Fund Type: 2.11 - Enterprise Funds - Unassigned				
Fund: 560 - Sewer	\$ 1,096,471.21	\$ 116,058.65	\$ (114,206.45)	\$ 1,098,323.41
Fund: 561 - Sewer Liftstations	\$ 332,136.07	\$ 15,787.44	\$ (14,104.50)	\$ 333,819.01
Fund: 563 - Wastewater Treatment Plant	\$ 514,253.49	\$ 44,812.89	\$ -	\$ 559,066.38
Fund: 564 - Sewer Connections	\$ 41,080.00	\$ 14,801.90	\$ -	\$ 55,881.90
Fund: 567 - Inflow & Infiltration	\$ 530,903.90	\$ -	\$ -	\$ 530,903.90
Fund Type: 2.11 - Enterprise Funds - Unassign	\$ 2,514,844.67	\$ 191,460.88	\$ (128,310.95)	\$ 2,577,994.60
Fund Type: 9.0 - CLEARING ACCOUNT				
Fund: 998 - PAYROLL CLEARING FUND	\$ -	\$ -	\$ -	\$ -
Fund Type: 9.0 - CLEARING ACCOUNT	\$ -	\$ -	\$ -	\$ -
Grand Totals:	\$ 6,358,281.85	\$ 891,289.24	\$ (906,928.35)	\$ 6,342,642.74

Check Register Report

Checks Processed June 2019

Date: 07/03/2019

Time: 1:36 pm

Page: 1

CITY OF COLFAX

BANK: US BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
US BANK Checks								
54718	06/03/2019	Printed			2087	BASIC PACIFIC	FSA BENEFIT PAYMENT	400.00
54719	06/06/2019	Printed			03141	CALPERS	HEALTH PREMIUMS JUNE 2019	7,747.94
54720	06/04/2019	Printed			01448	AMERIGAS - COLFAX	SHERIFF DEPT PROPANE	48.28
54721	06/04/2019	Printed			01500	ANDERSON'S SIERRA	WWTP PLUMBING SUPPLIES	590.75
54722	06/04/2019	Printed			02829	BLUE RIBBON PERSONNEL SERVICES	WWTP TEM LABOR THRU 5/16/19	512.40
54723	06/04/2019	Printed			04220	DC FROST ASSOCIATES, INC.	WWTP CLEANING SUPPLIES	238.84
54724	06/04/2019	Printed			4403	DIAMOND PACIFIC	CORP YARD ROOF REPLACEMENT	8,590.89
54725	06/04/2019	Printed			08050	HACH COMPANY	WWTP LAB SUPPLIES	57.68
54726	06/04/2019	Printed			08159	HILL BROTHERS CHEMICAL CO	WWTP CHEMICALS	6,728.78
54727	06/04/2019	Printed			08170	HILLS FLAT LUMBER CO	STMT 5/25/19	495.42
54728	06/04/2019	Printed			08501	HOME DEPOT CREDIT SERVICES	STMT 5/21/19	140.91
54729	06/04/2019	Printed			13203	MENDOZA, MARNIE	CAP TO CAP EXPENSE REIMB	212.26
54730	06/04/2019	Printed			14356	NORTHERN CALIFORNIA GLOVE	WWTP SAFETY SUPPLIES	71.73
54731	06/04/2019	Printed			16011(2)	PELLETREAU, ALDERSON & CABRAL	LEGAL SVCS MAY 2019	4,883.90
54732	06/04/2019	Printed			16040A	PITNEY BOWES	POSTAGE MACH LEASE	167.84
54733	06/04/2019	Printed			16200	PLACER COUNTY SHERIFF DEPT.	FY 18/19 Q4 SHERIFF CONT PYMT	169,038.00
54734	06/04/2019	Printed			16559	PLAZA TIRE AND AUTO SERVICE	VACTOR TRAILER TIRE RPR	20.00
54735	06/04/2019	Printed			19797	SWANA	LEGISLATIVE TASK FORCE ASSESS	750.00
54736	06/04/2019	Printed			21560	US BANK CORPORATE PMT SYSTEM	STMT 5/22/19	2,492.19
54737	06/04/2019	Printed			23169	WAVE BUSINESS SOLUTIONS	FIRE DEPT PHONE	35.19
54738	06/04/2019	Printed			23169	WAVE BUSINESS SOLUTIONS	FIRE DEPT CABLE	5.22
54739	06/04/2019	Printed			23169	WAVE BUSINESS SOLUTIONS	CITY HALL PHONE	214.29
54740	06/11/2019	Printed			01414	ALHAMBRA & SIERRA SPRINGS	WWTP WATER	254.31
54741	06/11/2019	Printed			01424	ALL PRO BACKFLOW	BACKFLOW TESTING	692.45
54742	06/11/2019	Printed			01413	ALLIANT INSURANCE SERVICES,	19/20 ACIP CRIME RENEWAL	950.00
54743	06/11/2019	Printed			01448	AMERIGAS - COLFAX	DEPOT PROPANE	84.65
54744	06/11/2019	Printed			01460	AMERIPRIDE UNIFORM SERVICE	UNIFORM SVCS MAY 2019	662.20
54745	06/11/2019	Printed			03401	CHOICE BUILDER	JULY 2019 PREMIUMS	755.11
54746	06/11/2019	Printed			04234	DE LAGE LANDEN FINANCIAL	COPY MACH MAINT JUNE 2019	468.34
54747	06/11/2019	Printed			04541	DOG WASTE DEPOT	DOG WASTE BAGS	149.15
54748	06/11/2019	Printed			07220	GENERAL WHOLESALE ELECTRIC	LIGHTS	247.64
54749	06/11/2019	Printed			07460	GOLD COUNTRY MEDIA	SHADOWWOOD PUBLIC NOTICE	861.61
54750	06/11/2019	Printed			07570	GRAINGER	WWTP SUPPLIES	105.53
54751	06/11/2019	Printed			08086	HBE RENTALS	LANDFILL CRACK SEAL PROPANE	17.23
54752	06/11/2019	Printed			08200	HINDERLITER, DE LLAMAS & ASSOC	Q2 SALES TAX AUDIT SVCS	648.91
54753	06/11/2019	Printed			08500	HOLT OF CALIFORNIA	BACKHOE RPR BUSHING	18.92
54754	06/11/2019	Printed			08660	HUNT AND SONS, INC.	PW/WWTP FUEL	627.77
54755	06/11/2019	Printed			11105	KOFF & ASSOCIATES	HR SVCS MAY 2019	520.00
54756	06/11/2019	Printed			16035	PG&E	ELECTRICITY	17,787.41
54757	06/11/2019	Printed			16040A	PITNEY BOWES	Q3 FY 18/19 POSTAGE MACH LEASE	503.52
54758	06/11/2019	Printed			16040	PURCHASE POWER	POSTAGE REFILL	503.50
54759	06/11/2019	Printed			18400	RIEBES AUTO PARTS	STMT 6/1/19	215.38
54760	06/11/2019	Printed			19037	SAFE SIDE SECURITY	CORP YARD SECURITY APR 2019	95.00
54761	06/11/2019	Printed			19397	SIERRA SAW	PW EDGER BLADE	32.87
54762	06/11/2019	Printed			19591	STANLEY CONVERGENT SECURITY	DEPOT SECURITY MONITORING	148.95
54763	06/11/2019	Printed			22106	VAN GRONINGEN & ASSOCIATES	FINANCIAL SVCS MAY 2019	6,037.50
54764	06/11/2019	Printed			22134	VISION QUEST	TECH SUPPORT JULY 2019	1,494.00

Check Register Report

Checks Processed June 2019

Date: 07/03/2019

Time: 1:36 pm

Page: 2

CITY OF COLFAX

BANK: US BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
US BANK Checks								
54765	06/11/2019	Printed			23169	WAVE BUSINESS SOLUTIONS CORP	YARD INTERNET	54.90
54766	06/11/2019	Printed			18883	WAXIE SANITARY SUPPLY	SUPPLIES	292.94
54767	06/13/2019	Printed			2087	BASIC PACIFIC	FSA BENEFIT PAYMENT	2,000.00
54768	06/19/2019	Printed			01766	AT&T MOBILITY	CITY CELL PHONES	699.36
54769	06/19/2019	Printed			1492	ATLANTIS DIVING & SALVAGE CO.	POND 3 GATE INSPECTION	525.00
54770	06/19/2019	Printed			02901	BUREAU VERITAS NORTH AMERICA	MAY 2019 ENG SVCS	11,230.00
54771	06/19/2019	Printed			03493	COASTLAND CIVIL ENGINEERING	ENG SVCS MAY 2019	2,790.00
54772	06/19/2019	Printed			04592	DACOMM	WWTP INTERNET	99.95
54773	06/19/2019	Printed			7223	GEOCON CONSULTANTS INC.	POND 3 GEOTECHNICAL	1,897.50
54774	06/19/2019	Printed			14859	GHD INC.	ROUNDAABOUT ENG MAY 2019	3,996.99
54775	06/19/2019	Printed			07460	GOLD COUNTRY MEDIA	LORANG BROS PUBLIC NOTICE	517.53
54776	06/19/2019	Printed			07570	GRAINGER	WWTP SUPPLIES	39.47
54777	06/19/2019	Printed			08050	HACH COMPANY	WWTP LAB SUPPLIES	586.98
54778	06/19/2019	Printed			08159	HILL BROTHERS CHEMICAL CO	WWTP CHEMICALS	1,407.46
54779	06/19/2019	Printed			08660	HUNT AND SONS, INC.	FIRE DEPT FUEL	222.06
54780	06/19/2019	Printed			23101	LARRY WALKER ASSOCIATES	NPDES PERMIT ASSISTANCE	7,670.75
54781	06/19/2019	Printed			13205	MAZE & ASSOCIATES	GANN LIMIT AUDITING	1,550.00
54782	06/19/2019	Printed			13560	MUNICIPAL CODE CORPORATION	MUNICODE SUPPORT	225.00
54783	06/19/2019	Printed			16300	PCWA -PLACER COUNTY	WATER	2,044.44
54784	06/19/2019	Printed			16040A	PITNEY BOWES	POSTAGE MACHINE INK	182.30
54785	06/19/2019	Printed			18252	RENTAL GUYS	CULVER ST MIXER RENTAL	137.04
54786	06/19/2019	Printed			18496	RIVER CITY RENTALS	CULVER ST RPR	126.53
54787	06/19/2019	Printed			23603	SATTERLEE, KIRA	EVENT DEPOSIT REFUND	100.00
54788	06/19/2019	Printed			01790	SIERRA OFFICE PRODUCTS	STMT 5/31/19	412.79
54789	06/19/2019	Printed			22240	VULCAN MATERIALS COMPANY	GRASS VALLEY ST RPR	342.93
54790	06/19/2019	Printed			23169	WAVE BUSINESS SOLUTIONS	CITY HALL INTERNET	159.90
54791	06/19/2019	Printed			23705	WRIGHT'S ALL PHASE AUTO	PW VEHICLE RPR	100.82
54792	06/27/2019	Printed			03430	CITY CLERKS ASSOCIATION	CITY CLERK JOB POSTING	200.00
54793	06/27/2019	Printed			3505	COLFAX AUBURN LLC	INTEREST ON DEV AGRMT DEPOSIT	24.34
54794	06/27/2019	Printed			03650	CRANMER ENGINEERING, INC.	INCLANDFILL TESTING	1,005.00
54795	06/27/2019	Printed			06278	FRONTIER COMMUNICATIONS	WWTP PHONE	182.71
54796	06/27/2019	Printed			08070	HANSEN BROS. ENTERPRISES	ROY TOM'S BASE ROCK REPLACE	85.37
54797	06/27/2019	Printed			08159	HILL BROTHERS CHEMICAL CO	WWTP CHEMICALS	6,728.78
54798	06/27/2019	Printed			08660	HUNT AND SONS, INC.	PW/WWTP FUEL	582.89
54799	06/27/2019	Printed			09455	INLAND BUSINESS SYSTEMS	COPY MACH OVERAGE CHARGES	500.15
54800	06/27/2019	Printed			10510	JOSEPH SCHWIND	BACKHOE RPR	250.00
54801	06/27/2019	Printed			16821	PSOMAS	ROUNDAABOUT PROJ MGMT	5,104.00
54802	06/27/2019	Printed			18194	RGS - REGIONAL GOV SERVICES	PLANNING SVCS MAY 2019	5,302.50
54803	06/27/2019	Printed			18407	RIGHT STRIPING	MTN VILLAGE RESTRIPIING	1,802.51
54804	06/27/2019	Printed			21131	UNION PACIFIC RAILROAD COMPANY	LAND LEASE 7/15/19-7/24/20	250.00
54805	06/27/2019	Printed			22134	VISION QUEST	WEBSITE REVAMPING	1,072.50
54806	06/27/2019	Printed			23169	WAVE BUSINESS SOLUTIONS	DEPOT PHONE	17.21
54807	06/27/2019	Printed			18883	WAXIE SANITARY SUPPLY	SUPPLIES	177.28
54808	06/27/2019	Printed			23450	WINNER CHEVROLET, INC.	WWTP NEW VEHICLE	31,559.99
54809	06/27/2019	Printed			23451	WOOD RODGERS	S AUBURN/WHITCOMB SEWER CAP	2,992.50
54811	06/28/2019	Printed			2087	BASIC PACIFIC	FSA PLAN FEES JUNE 2019	45.00

Total Checks: 93

Checks Total (excluding void checks):

334,619.83

Total Payments: 93

Bank Total (excluding void checks):

334,619.83

DAILY CASH SUMMARY REPORT

Cash Receipts - June 2019
06/01/2019 - 06/30/2019

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7/10/2019
3:39 pm

City of Colfax

		Debit	Credit	Net Chng
Fund: 100 - General Fund				
06/03/2019	Daily Totals	339.25	0.00	339.25
06/05/2019	Daily Totals	41.50	0.00	41.50
06/06/2019	Daily Totals	6,107.55	0.00	6,107.55
06/07/2019	Daily Totals	41.50	0.00	41.50
06/10/2019	Daily Totals	3,270.50	0.00	3,270.50
06/14/2019	Daily Totals	3,380.02	0.00	3,380.02
06/15/2019	Daily Totals	5.00	261.91	-256.91
06/18/2019	Daily Totals	7,166.74	0.00	7,166.74
06/19/2019	Daily Totals	1,314.00	0.00	1,314.00
06/21/2019	Daily Totals	2,086.50	0.00	2,086.50
06/24/2019	Daily Totals	63,048.41	0.00	63,048.41
06/25/2019	Daily Totals	284.00	0.00	284.00
06/26/2019	Daily Totals	1,137.25	0.00	1,137.25
Fund: 100 - General Fund	TOTALS:	88,222.22	261.91	87,960.31
Fund: 120 - Land Development Fees				
06/06/2019	Daily Totals	6,738.70	0.00	6,738.70
06/14/2019	Daily Totals	356.21	0.00	356.21
06/24/2019	Daily Totals	3,364.83	0.00	3,364.83
Fund: 120 - Land Development Fees	TOTALS:	10,459.74	0.00	10,459.74
Fund: 205 - Escrow Account - Developers				
06/30/2019	Daily Totals	2.08	0.00	2.08
Fund: 205 - Escrow Account - Developers	TOTALS:	2.08	0.00	2.08
Fund: 250 - Streets - Roads/Transportation				
06/14/2019	Daily Totals	90.00	0.00	90.00
Fund: 250 - Streets - Roads/Transportation	TOTALS:	90.00	0.00	90.00
Fund: 253 - Gas Taxes				
06/21/2019	Daily Totals	2,974.23	0.00	2,974.23
06/28/2019	Daily Totals	4,407.01	0.00	4,407.01

DAILY CASH SUMMARY REPORT

Cash Receipts - June 2019
06/01/2019 - 06/30/2019

Page: 2
7/10/2019
3:39 pm

City of Colfax

		Debit	Credit	Net Chng
Fund: 253 - Gas Taxes				
TOTALS:		7,381.24	0.00	7,381.24
Fund: 351 - Rising Sun Project				
06/14/2019	Daily Totals	100,000.00	0.00	100,000.00
TOTALS:		100,000.00	0.00	100,000.00
Fund: 560 - Sewer				
06/05/2019	Daily Totals	250.00	0.00	250.00
TOTALS:		250.00	0.00	250.00
Fund: 561 - Sewer Liftstations				
06/14/2019	Daily Totals	407.00	0.00	407.00
TOTALS:		407.00	0.00	407.00
Fund: 564 - Sewer Connections				
06/06/2019	Daily Totals	14,801.90	0.00	14,801.90
TOTALS:		14,801.90	0.00	14,801.90
GRAND TOTALS:		221,614.18	261.91	221,352.27



Staff Report to City Council

FOR THE JULY 24, 2019 REGULAR CITY COUNCIL MEETING

From: Wes Heathcock, City Manager
Prepared by: Wes Heathcock, City Manager
Subject: Golden State Patient Care Commercial Cannabis Business Retail Annual License (Medicinal Only)

Budget Impact Overview:

N/A: ✓	Funded:	Un-funded:	Amount:	Fund(s):
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RECOMMENDED ACTION: Discuss and consider adopting Resolution __-2019 authorizing the City Manager to issue a Commercial Cannabis Retail Type-M license valid for 1-year to Golden State Patient Care.

Summary/Background

At the regular February 13, 2019 Colfax City Council meeting, the Council directed staff to open the commercial cannabis business retailer permit application process to one applicant. Council identified Golden State Patient Care (GSPC) as the sole applicant and for medicinal use only. In addition, Council directed staff to procure professional services to replace HdL and administer the application process and on-going monitoring tasks.

Staff solicited proposals from two firms providing commercial cannabis business compliance services, Helix Environmental and SCI Consulting Group. Helix Environmental declined to provide a cost proposal. SCI Consulting Group provided a cost proposal that mirrors the HdL fee structure with an additional option for on-going monitoring and mitigation services. Ultimately, Council awarded a contract with SCI Consulting Group at the February 27, 2019 City Council meeting (Resolution 06-2019).

Staff released the Commercial Cannabis Business application notification to GSPC on April 2, 2019 with a deadline to submit an application by April 16, 2019. During the application process, GSPC requested a two-week deadline extension. Staff granted the deadline extension, thereby changing the submission deadline to April 30, 2019. GSPC submitted their application by the revised deadline.

SCI Consulting Group reviewed the application documentation submitted by GSPC for compliance with the Colfax Municipal Code Chapter 5.32 and Resolution 12-2018. The review developed several clarification requests to the applicant. GSPC provided all requested information. SCI Consulting Group Retail Application Summary Report (Attachment 2) findings show GSPC is compliant in all component areas required by the application process.

Colfax Municipal Code Section 5.32.090(c) requires the City Council to make a final determination regarding whether to issue a commercial cannabis permit. GSPC's application is for a Retailer M-type license which, if issued, will restrict GSPC to commercial sale of medicinal cannabis only and not allow adult-use sale. Colfax Municipal Code Section 5.32.100 provides that any permit the Council authorizes expires twelve months after the date of its issuance. If the Council directs staff to issue the requested permit, the applicant will have to apply for renewal one year later. The Council retains discretion to approve or disapprove renewal of the permit.

GSPC has paid all required application fees. If this permit is issued, GSPC will be required to pay an additional \$8,000 for compliance mitigation services.

Staff is recommending the City of Colfax City Council issue GSPC a Retailer M-type (medicinal) License valid for 1-year from the date of issuance, which includes payment of the \$8,000 annual fee used to reimburse SCI Consulting Group for on-going non-compliant mitigation services.

Budget Impacts

Cost to administer and monitor annual permit are covered by the pass-through permit fee of \$8,000.

Attachments

1. Resolution __-2019
2. SCI Consulting Group GSPC Retail Application Summary Report

City of Colfax

City Council

Resolution № __-2019

AUTHORIZING THE CITY MANAGER TO ISSUE A COMMERCIAL CANNABIS RETAIL TYPE-M LICENSE VALID FOR 1-YEAR TO GOLDEN STATE PATIENT CARE

WHEREAS, at the February 13, 2019 regular Colfax City Council meeting, the Council directed staff to open the commercial cannabis business retailer permit application to one applicant, Golden State Patient Care; and

WHEREAS, the City Council directed staff to procure professional services to administer the commercial cannabis business permit process and monitoring; and

WHEREAS, the City contracted with SCI Consulting Group to administer the commercial cannabis application and monitoring process; and

WHEREAS, SCI Consulting Group reviewed the Retailer M-type application and supporting documentation submitted by Golden State Patient Care for compliance with Colfax Municipal Code Chapter 5.32 and Resolution 12-2018 and determined Golden State Patient Care is compliant in all required component areas; and

WHEREAS, Staff is recommending that the City Council authorize staff to issue a Retailer M-type (medicinal) Commercial Cannabis License to Golden State Patient Care, valid for 1-year from the date of issuance, which includes payment of the \$8,000 annual fee used to reimburse SCI Consulting Group for on-going mitigation and monitoring services.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Colfax as follows: The City Manager is authorized to issue one Commercial Cannabis Retail Type-M license to Golden State Patient Care on the following conditions: (1) the license issued shall be valid for 1-year from the date of issuance; (2) the City Council reserves the right to renew or decline to renew the license at any time; (3) the licensee shall at all times comply with Colfax Municipal Code Chapter 5.32, Colfax Resolution 12-2018, and all applicable state and local laws, rules, regulations and ordinances that pertain to commercial cannabis activities, and all conditions imposed on the issued license; and (4) the permittee shall pay all required fees prior to issuance of the license authorized by this Resolution.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at the Regular Meeting of the City Council of the City of Colfax held on the 24th day of July 2019, by the following vote of the Council:

AYES:

NOES:

ABSTAIN:

ABSENT:

Joe Fatula, Mayor

ATTEST:

Amy Lind, Interim City Clerk

Applicant CCB : Golden State Patient Care (GSPC)
 Applicant name: James Dion



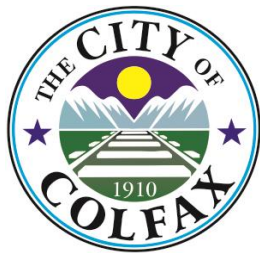
City of Colfax - Retail Application Summary Report

Application compliance components findings detailed below

Section	Code Section California Code of Regulations CCR - RCC Regs & CMC 5.32.	C, NC, NI, N/A	Comments
Application Compliance Checklist			
A. Owner Background Information			
1	Owner Background Information completed and Signed	Application	C
B Business Organizational Status			
1	Business Organizational Status is described and included	Application	C Limited Liability Corporation
2	Applicant provided proof of incorporation, bylaws, partnership agreements and other documentation	Application	C
C Commercial Cannabis Business Description and Location			
1	Statement of purpose of the Commercial Cannabis Business	Application	C
2	Proposed location and APN:	Application	C
3	Name and address of property owner matches property records	Application	C Verified via Parcelquest
4	Verify name and address of closest school and location	Application	C
5	Verify name and address of closest alcohol-related establishment and location	Application	C
6	Zoning Verification Letter included	Application	C
7	Verify nearby sensitive uses within 600 ft of the proposed location such as schools, youth centers, churches, parks, daycare centers, or libraries; transit access to site	Application	C Zoning Verification Letter included
7A	locational requirements as described in CMC Chapter 17.64, CMC Chapter 5.32.170 and 5.32.210. are met	CMC Chapter 17.64, Chapter 5.32.170, 5.32.210	C Zoning Verification Letter included
8	Site plan is dimensioned, to scale, and shows: entire parcel, parking and additional structures, and any exterior alterations. Elevation and photos are included.	Application	C
9	Site plan is dimensioned, to scale, and includes any interior alterations	Application	C
10	Signage Plan is included and conforms to municipal code	Application	C "Land Use Development / Planning Application" for sign permit included. Advertise through social media and leafly. Placed add on digital display on Hwy 80 (compliant with States' 15 mile radius requirement
10A	No signs placed on the premises of a commercial cannabis business shall obstruct any entrance or exit to the building or any window.	CMC 5.32.310(h2)	C
10B	Business identification signage shall be limited to that needed for identification only, and shall not contain any logos or information that identifies, advertises, or lists the services or the products offered. No commercial cannabis business shall advertise by having a person holding a sign and advertising the business	CMC 5.32.310(h4)	C
10C	Signage shall not be directly illuminated, internally or externally. No banners, flags, billboards or other prohibited signs may be used at anytime.	CMC 5.32.310(h5)	C
11	Vicinity map is included	Application	C
12	Photos of the proposed site and building are included	Application	C Photos included in application and in Security Plan
D Supplemental Information: Business Plan - Day-to-Day Operations			
Recordkeeping			
1	Maintain the following records related to commercial cannabis activity for at least seven years: financial, personnel, training, contracts, permits/licenses, security records, cannabis destruction, data/information entered into track and trace,	CCR § 5037(a)	C Security Plan (pg 23-24)
2	All required records shall be prepared and retained in accordance with the following conditions: legible; stored in secure area	CCR § 5037(b)	C Security Plan (pg 19) - personnel records stored in secure file cabinet.
3	Each owner and operator of a commercial cannabis business shall maintain accurate books and records in an electronic format, detailing all of the revenues and expenses of the business, and all of its assets and liabilities.	CMC 5.32.260	C Currently use quickbooks and square POS.
Miscellaneous Operational Requirement			
1	Operation hours of 6am to 10pm	CMC 5.32.330(b)	C open from 10am-6pm
2	No onsite consumption	CMC 5.32.310(b)	C Security plan (pg 18) - policy in place to contact authorities if consumption takes place in parking lot or anywhere on the property. All employees will be terminated if caught consuming cannabis
3	No cannabis or cannabis products or graphics depicting cannabis or cannabis products shall be visible from the exterior of any property	CMC 5.32.310(c)	C Security plan (pg 21) - All cannabis products kept in storage area.
4	No persons under the age of 18	CMC 5.32.310(i)	C Security plan (pg 24-25)
5	A "buzz-in" electronic/mechanical entry system shall be utilized to limit access to and entry to the dispensary, to separate it from the reception/lobby area.	CMC 5.32.330(d)	C Security plan (pg 11) - Premise has office/reception area which separates it from the retail sales area.
6	The commercial cannabis retailer may have on-site, in the retail sales area only that quantity of cannabis and cannabis products reasonably anticipated to meet the daily demand readily available for sale.	CMC 5.32.330(f)	C Business Plan - Each day display cases are stocked with inventory and at the end of the day the products are removed and placed in the vault or safe.
7	No Sale of alcohol and tobacco	CMC 5.32.280	C Security plan (pg 19)
Odor Control			
1	Provide a sufficient odor absorbing ventilation and exhaust system so that odor generated inside the commercial cannabis business that is distinctive to its operation is not detected outside of the facility	CMC 5.32.310(k)	C Air quality plan - products are in sealed packages. HVAC system filters circulating air
Inventory Control			
1	How medical and adult-use will be tracked	Application	C Business Plan - all products will be tracked using State track and trace system (METRC)
2	How inventory will be monitored to prevent diversion:	Application	C Security Plan (pg 18) - inventory reconciled every night. Any discrepancies will be investigated and reported to law enforcement and City Manager within 24 hours
3	Reconcile inventory every 30 days	CCR §40282	C Security Plan (pg 18) - inventory reconciled every night.
	(b) Prevent against theft or loss of cannabis and cannabis products. This includes but is not limited to: (1) Establishing an inventory system to track cannabis and cannabis products and the personnel responsible for processing it throughout the manufacturing process; (2) Limiting access of personnel within the premises to those areas necessary to complete job duties, and to those time-frames specifically scheduled for completion of job duties; (3) Supervising tasks or processes with high potential for diversion (including the loading and unloading of cannabis transportation vehicles); and (4) Providing designated areas in which personnel may store and access personal items.	CCR §40200 b	C

4	Have in place a point-of-sale or management inventory tracking system to track and report on all aspects of the commercial cannabis business	CMC 5.32.310 (d)	C	Business Plan - Applicant will use State track and trace system (METRC)
Cannabis Waste Disposal				
1	Cannabis waste disposed in a secured waste receptacle or in a secured area on the premises. "Secure waste receptacle" or "secured area" means that physical access to the receptacle or area is restricted to the licensee and its employees and the local agency, or permitted private waste hauler. Public access to the designated receptacle or area is prohibited	CCR §5054-55	C	Security Plan (pg 21-23)
Cannabis Storage and Transportation Plan				
1	Describes procedures for safely and securely storing cannabis, cannabis products and currency	CMC 5.32.270(c)	C	Security Plan (pg 14) - all products and cash are secured in safe at the end of day Security Plan (pg 21) - all cannabis and currency stored in a locked room or safe.
2	Describes procedures for safely and securely transporting cannabis, cannabis products and currency	CMC 5.32.270(c)	C	Security Plan (pg 21) - cannabis deliveries are conducted through a licensed distributor. Transportation monitored by cameras.
D Supplemental Information: Business Plan Financial				
1	Budget for construction, operation, maintenance, payroll, equipment, ect.	Application	C	Applicant did not provide budget; but they are already operational and do not foresee any construction, maintenance, or equipment costs
2	Budget demonstrates sufficient capital in place to pay start up costs and source of funds	Application	C	Applicant is already operational
3	Proof of capitalization	Application	C	Applicant states they provided first quarter financial report for 2018 to the City.
4	Pro forma for 3 years of operation	Application	C	Pro Forma submitted 6/19
D Supplemental Information: Neighborhood Compatibility Plan				
1	Address how the CCB, including its exterior areas and surrounding public areas, will be managed to avoid becoming a nuisance or having impacts on its neighbors and the surrounding community.	Application	C	Maintain parking lot and landscaping; improved appearance of building location, building and property
D Supplemental Information: Safety Plan				
1	Fire Suppression and prevention	Application	C	Fire and Safety and Evacuation Plan - all employees have been trained according to OSHA guidelines. In the event of a fire, employees instructed to call 911 and escort customers outside Red Anchor Security Assessment (pg 9) - facility equipped with 3 fire extinguishers
2	HVAC	Application	C	Air Quality Plan - Facility equipped with HVAC system that filters circulating air
3	An assessment of the facility's fire safety by a qualified licensed fire prevention and suppression consultant is required	Application	C	Applicant hired Ryan Woessner who is a licensed fire inspector and fire safety expert. Ryan prepared GSPC Emergency Evacuation Plan.
4	Written and physical mechanisms to deal with issues/threats	Application	C	Security Plan (pg 14-15): applicant provides written procedures for fire, earthquakes, floods, power outages, robbery and burglary.
F. Supplemental Information: Security Plan				
1	Procedure for allowing individuals access to the premises; verify 21+ with valid identification; or 18+ with valid identification and physician's recommendation	CCR §5002.29Di; §5402	C	Facility access is permitted for medical patients and caregivers only. All patients are checked in at door and vetted by staff.
2	Non-employees and contractors will be escorted at all times by licensee or at least 1 employee when in limited-access areas of premises	CCR §5042	C	Security plan (pg 10)
3	All agents, officers, or other persons acting for or employed by a licensee will display a laminated or plastic-coated identification badge issued by licensee at all times while engaging in commercial cannabis activity. The ID badge will include business name and license #, employee's first name & ID #, color photo of employee at least 1 inch in width and 1.5 inches in height	CCR § 5043.	C	Security plan (pg 9-10)
4	Video surveillance system: a. Minimum 1280x720 pixel resolution; b. Able to effectively and clearly record images of area under surveillance; c. Each camera will be permanently mounted and in a fixed location allowing for clear recordings of activity within 20 feet of all points of entry and exit, and allows for clear ID of any person and activities in all areas in subsection e: d. Areas to be recorded on video surveillance system include: 1. Areas where cannabis goods are weighed, packed, stored, loaded and unloaded for transportation, prepared, or moved within the premises; 2. Limited-access areas; 3. Security rooms; 4. Areas storing a surveillance-system storage device with at least one camera recording the access points to the secured surveillance recording area; 5. Entrances and exits to the premises, which shall be recorded from both indoor and outdoor vantage points. e. Point of sale areas and areas where cannabis goods are displayed for sale; f. Continuous 24/7 recording 15fps; g. Physical media or storage device for video protected from tampering; h. Recording kept for minimum 90 days; j. Recorded images will clearly and accurately display time and date; k. Video surveillance system equipped with failure notification system notifying licensee of any interruption or failure of video surveillance system or storage device	CCR §5044	C	Security Plan (pg 3) - security system upgraded to meet State requirements.
5	Hire or contract security personnel licensed by Bureau of Security and Investigative Services	CCR §5045	C	Security Plan (pg 3) applicant has hired a state licensed guard service.
6	Security personnel shall be on-site 24 hours a day or alternative security as authorized by the City Manager or his/her designee(s)	CMC 5.32.270(a9)	C	Security Plan (pg 3) applicant has hired a state licensed guard service to patrol property 24/7
7	Limited-access areas secured with commercial grade locks	CCR §5046	C	Security plan (pg 3) - commercial grade locks placed on all exterior doors. Originally residential locks Security plan (pg 11) main entry and office equipped with commercial grade locks
8	Alarm system installed, maintained, monitored by licensed alarm company	CCR §5047	C	Security plan (pg 13) - alarm system maintained by Beam Security of Grass Valley
9	Sensors shall be installed to detect entry and exit from all secure areas	CMC 5.32.270(a5)	C	Security plan (pg 13) - 4 motion sensors provided by Beam Security
10	Panic buttons shall be installed in all commercial cannabis businesses	CMC 5.32.270(a6)	C	Security plan (pg 13) - panic buttons provided by Beam Security that directly contact law enforcement
11	Each commercial cannabis business shall have the capability to remain secure during a power outage and shall ensure that all access doors are not solely controlled by an electronic access panel to ensure that locks are not released during a power outage	CMC 5.32.270(a10)	C	Security plan (pg 12) - Camera and NVR systems are battery operated in event of power outage. Security plan (pg 13) - Alarm system battery operated back up system
12	Each commercial cannabis business shall identify a designated security representative/liaison	CMC 5.32.270(b)	C	James Dion
E Final Location Information				
1	Proof of property ownership or signed and notarized statement from property owner is included	Application	C	Signed and notarized statement from Property owner - Nicolette Dalpino
F Essential Supplemental Information: Community Benefits				
1	Describes benefits to local community - employment, community contributions, or economic incentives	Application	C	Started Youth awareness program. Funded various community events; donated our time as well as funds to many different youth organizations; cleaned up the parks and roadways; organized free youth activities; helped local families in need with various utility bills, medical costs, clothing needs, and housing needs; brought back food bank truck; adding 2-4 full time jobs and 3-6 part time jobs and will be hiring locally.
F Essential Supplemental Information: Enhanced Product Safety				
1	The application should state how the CCB will ensure enhanced consumer safety as required by State and/or local law.	Application	C	products purchased from licensed distributors; child resistant exit bags; staff trained to provide information on product usage and safety guidelines
F Essential Supplemental Information: Environmental Benefits				

1	Describes any proposed "green" business practices relating to energy and climate, water conservation, and materials and waste management	Application	C	Energy efficient lighting; drought resistant landscaping; customer discount incentive for package recycling and carpooling; purchase carbon credits
F Essential Supplemental Information: Labor & Employment				
1	Describes heightened pay and benefits standards and practices? Compensation for continuing education and training of employees?	Application	C	Wages decided by employees; offer group plan medical and dental insurance; offer compensation for any training.
2	Recognizes collective bargaining rights of employees?	Application	C	
3	Applications provide proof of the CCB policy and regulations to employees	Application	C	Security plan (pg 19) - employee training completed quarterly. Covers public safety issues.
F Essential Supplemental Information: Local Enterprise				
1	Application states the extent to which business is locally managed and principals reside in Colfax/Placer County	Application	C	Applicant has lived in Colfax since 2004; owned and operated Colfax theater for two years
F Essential Supplemental Information: Qualification of Owners				
1	Information provided concerning any special business or professional qualifications or licenses of principals that would add to the number or quality of services that the MCB would provide, especially in areas related to medical cannabis, such as scientific or health care fields.	Application	C	Applicant has been a participant in the medical cannabis industry since 1996; previously owned dispensary in Placer County; licensed EMT for over 18 years
F Essential Supplemental Information: Air Quality Plan				
1	Must demonstrate the air circulation does not impact the employees' health and welfare or the surrounding businesses	Application	C	Applicant utilizes HVAC system that filters circulation air. Since State regulations require all cannabis products to be prepackaged, odor is limited and typically not a nuisance. Onsite consumption is prohibited



Staff Report to City Council

FOR THE JULY 24, 2019 REGULAR CITY COUNCIL MEETING

From: Wes Heathcock, City Manager
Prepared by: Alfred "Mick" Cabral, City Attorney
Subject: City Council Regular Meeting Time Change

Budget Impact Overview:

N/A: ✓	Funded:	Un-funded:	Amount:	Fund(s):
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RECOMMENDED ACTION: Discuss and consider adopting Resolution __-2019 changing the time for commencement of regular Council meetings from 7:00 p.m. to 6:00 p.m.

Summary/Background

On September 8, 2009, the City Council adopted Ordinance 505 establishing the regular meeting days as the second and fourth Wednesday of each month and allowed the Council to establish meeting start times by Resolution. Ordinance 505 is codified as Colfax Municipal Code Sections 2.04.010 A and B. The Council set the time for beginning regular meetings as 7:00 p.m., with closed sessions, if needed, to precede the regular meetings. Closed sessions typically begin at 6:00 or 6:30 p.m.

On June 26, 2019, Council Member Douglass asked staff to present the Council with the opportunity to revise its schedule so regular meetings can start at 6:00 p.m., or at such other time as Council designates. He noted that Roseville, Rocklin and Lincoln start their regular meetings at 6:00 p.m. and an earlier start time for Colfax would be better for the public, Council and staff.

Staff surveyed several surrounding cities and ascertained the following:

1. Auburn's regular meetings begin at 6:00 p.m. Closed sessions, if needed, precede the regular meeting.
2. Lincoln's regular meetings begin at 6:00 p.m. Closed sessions, if needed, precede the regular meeting.
3. Rocklin's regular meetings begin at 6:00 p.m. Closed sessions, if needed, precede the regular meeting.
4. Roseville's regular meetings begin at 6:00 p.m. Closed sessions, if needed, are at the end of the regular meeting.
5. Truckee's regular meetings begin at 6:00 p.m. Closed sessions, if needed, precede the regular meeting.

Establishing the time for commencement of regular Council meetings is within the Council's discretion. Regular meetings are open to the public. Individuals interested in attending Council meetings deserve a reliable meeting schedule so they can arrange to attend. Staff, therefore, recommends the Council consider the convenience and accessibility of the regular meeting commencement time for the public, consultants, the Council and staff when deciding this issue.

If the Council decides to begin its regular meeting at 6:00 p.m., staff recommends adopting a resolution that creates a schedule that is easy to implement. The primary variable to consider is when closed sessions will be held in relation to the regular meeting commencement time. Staff recommends that the Council's resolution direct scheduling of closed sessions to precede the regular meeting. This means that most closed sessions will begin at 5:00 or 5:30 p.m. This will allow the Council to discuss in closed session any items on the public agenda that justify closed session discussion before they are discussed publicly.

Staff will be available to answer Council's questions.

Budget Impacts

Changing the regular meeting start time will have a negligible effect on the City's budget. If anything, it may reduce the cost of having essential staff attend Council meetings.

Attachments

1. Resolution __-2019

City of Colfax

City Council

Resolution № __-2019

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLFAX CHANGING THE
TIME FOR COMMENCEMENT OF REGULAR COUNCIL MEETINGS FROM
7:00PM to 6:00PM

WHEREAS, Colfax Municipal Code 2.04.010 A provides that regular meetings of the Council shall be held on the second and fourth Wednesday of each month at such times as the Council may establish by Resolution; and

WHEREAS, regular Council meetings currently begin at 7:00 p.m.; and

WHEREAS, the Council finds and determines that commencing its regular meetings at 6:00 p.m. is in the best interests of the public, the Council and City staff.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Colfax that, effective immediately, open session for regular City Council meetings, which shall continue to be held on the second and fourth Wednesday of each month, shall begin at 6:00 p.m., or as close as reasonably possible thereto. Closed sessions, if needed, shall be scheduled to precede or follow the regular meeting open sessions.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at the Regular Meeting of the City Council of the City of Colfax held on the 24th day of July 2019, by the following vote of the Council:

AYES:

NOES:

ABSTAIN:

ABSENT:

Joe Fatula, Mayor

ATTEST:

Amy Lind, Interim City Clerk