

# City Council Meeting

COUNCIL CHAMBERS, 33 SOUTH MAIN STREET, COLFAX, CA

← Mayor Sean Lomen · Mayor Pro Tem Trinity Burruss  
Councilmembers · David Ackerman · Joe Fatula · Marnie Mendoza →

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## SPECIAL MEETING AGENDA

March 11, 2021

Special Meeting Session: 10:00 AM

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**This meeting will be performed via TELECONFERENCE**

Join via ZOOM on a computer or mobile device by visiting  
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1 **CLOSED SESSION** (NO CLOSED SESSION)

2 **OPEN SESSION**

- 2A. **Call Open Session to Order**
- 2B. **Pledge of Allegiance**
- 2C. **Roll Call**
- 2D. **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.

3 **PRESENTATIONS** (NO PRESENTATIONS)

4 **PUBLIC HEARING** (NO PUBLIC HEARING)

5 **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, please notify the Mayor.*

**Recommended Action: Approve Consent Calendar**

5A. **Quarterly Sales Tax Analysis – 2020 Quarter 4** (Pages 3-5)

**Recommended Action:** Accept and File.



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.

**March 11, 2021**

**5B. Administrative Analyst/Public Works Director Job Description and Salary Approval** (Pages 6-15)

**Recommended Action:** By Resolution \_\_-2021, approve the Administrative Analyst/Public Works Director Job Descriptions and Salary Range

**5C. Green Machine Event Funding Request** (pages 16-18)

**Recommended Action:** By Resolution \_\_-2021, authorize the City to donate \$1,000 to the Green Machine for the annual Crab Feed Event.

**5D. Minutes of the Colfax City Council** (pages 19-26)

**Recommended Action:** By Motion, approve the City Council Minutes of 2/10/2021 and 2/24/2021.

**6 PUBLIC COMMENT**

*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.*

**7 COUNCIL BUSINESS**

**7A. Council Committee Assignments – Pioneer Energy Alternate and Flood Control District**

**Alternate** (pages 27-29)

**Presentation:** Wes Heathcock, City Manager

**Recommendation:** Discuss item and assign Council Members

**8 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.*

**9 ADJOURNMENT**

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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](http://www.Colfax-ca.gov).

*Amy M. Lind*

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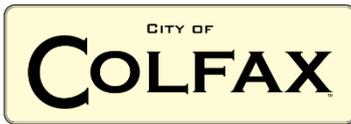
Amy Lind, Interim City Clerk

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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.

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# Staff Report to City Council

## FOR THE MARCH 11, 2021 SPECIAL CITY COUNCIL MEETING

**From:** Wes Heathcock, City Manager  
**Prepared by:** Laurie Van Groningen, Finance Director  
**Subject:** Quarterly Sales Tax Analysis – 2020-Q4

*Budget Impact Overview:*

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

#### Summary/Background

The City has received the final Accounting for Sales and Use Tax revenues for the quarter ended December 31, 2020.

Forecasting Sales and Use Tax Revenue is a challenge under normal circumstances – and the COVID-19 Pandemic has added a new level of uncertainty. For the fiscal year 2020-2021 budget, the City elected to adopt a very conservative forecast which was a 20% decrease of FY 2018-2019 sales tax revenues. At the mid-year budget review (February 2021) our analysis indicated higher receipts and we elected to increase the budget forecast for the current fiscal year by \$125,000 (approximately 11% of adopted budget).

The chart below reflects sales tax revenue trends for the past two fiscal years – and the current forecast and adopted budget for the new fiscal year 2020-2021 which began July 1<sup>st</sup>. The current fiscal year 2020-2021 forecast (highlighted green in chart) was updated at the midyear budget review and remains a very conservative estimate.

	QE 09/30	QE 12/31	QE 03/31	QE 06/30	TOTAL	Budget	% of Budget	Budget Diff
Fiscal Year 2020-2021	\$ 391,444	\$ 340,379	<i>MYR Budget Estimate</i>		\$ 1,250,000	\$ 1,125,000	111%	\$ 125,000
Fiscal Year 2019-2020	\$ 457,737	\$ 320,975	\$ 370,903	\$ 374,688	\$ 1,524,302	\$ 1,450,000	105%	\$ 74,302
Fiscal Year 2018-2019	\$ 354,152	\$ 353,870	\$ 336,721	\$ 356,865	\$ 1,401,608	\$ 1,350,000	104%	\$ 51,608
% Change - Previous Calendar Qtr	4%	-13%						
% Change - Same Qtr - Prev Year	-14%	6%			-18%			

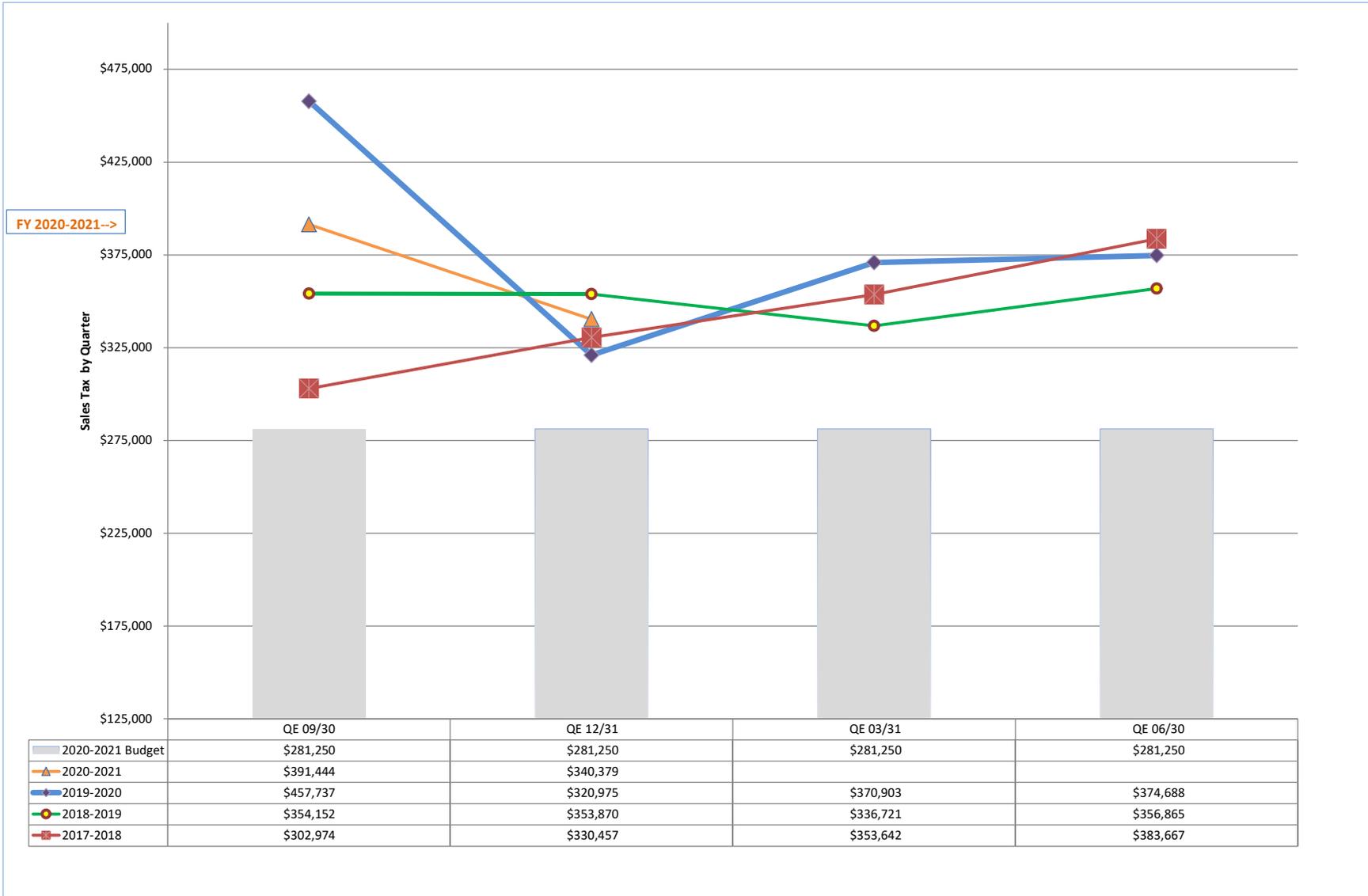
#### Fiscal and Budget Impacts

Our businesses continue to face challenging times and we likely have not seen all of the true impact of the Covid-19 Pandemic. Staff will continue to monitor and provide updates as additional information is available.

#### Attachments:

1. Graph – City of Colfax – Sales and Use Tax Revenues
2. Chart – City of Colfax – Sales and Use Tax Revenues History

## City of Colfax Sales and Use Tax Revenues (Actuals Through Quarter Ended 12/31/2020)



# City of Colfax

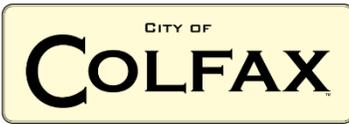
## Sales and Use Tax Revenues

Item 5a

### City of Colfax Sales and Use Tax Revenue History

	Actuals	Change	% Change
1999-2000	\$ 478,169		
2000-2001	\$ 484,801	\$ 6,632	1%
2001-2002	\$ 592,392	\$ 107,591	22%
2002-2003	\$ 581,749	\$ (10,643)	-2%
2003-2004	\$ 601,276	\$ 19,527	3%
2004-2005	\$ 707,515	\$ 106,239	18%
2005-2006	\$ 749,583	\$ 42,068	6%
2006-2007	\$ 752,431	\$ 2,848	0%
2007-2008	\$ 648,989	\$ (103,442)	-14%
2008-2009	\$ 540,051	\$ (108,938)	-17%
2009-2010	\$ 538,549	\$ (1,502)	0%
2010-2011	\$ 551,953	\$ 13,404	2%
2011-2012	\$ 571,943	\$ 19,990	4%
2012-2013	\$ 706,828	\$ 134,885	24%
2013-2014	\$ 928,729	\$ 221,901	31%
2014-2015	\$ 956,342	\$ 27,613	3%
2015-2016	* \$ 1,104,357	\$ 148,015	15%
2016-2017	\$ 1,103,560	\$ (797)	0%
2017-2018	\$ 1,370,741	\$ 267,181	24%
2018-2019	\$ 1,401,608	\$ 30,867	2%
2019-2020	\$ 1,524,302	\$ 122,694	9%

*\*Included true up and final adjustments related to the end of the decade old triple flip sales tax program which ended December 31, 2015*



# Staff Report to City Council

## FOR MARCH 11, 2021 SPECIAL CITY COUNCIL MEETING

**From:** Wes Heathcock, City Manager  
**Prepared by:** Wes Heathcock, City Manager  
**Subject:** Administrative Analyst/Public Works Director Job Description and Salary Approval

*Budget Impact Overview:*

N/A: ✓	Funded:	Un-funded:	Amount:	Fund(s):
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**RECOMMENDED ACTION:** Approve the Administrative Analyst and Public Works Director job descriptions and the Administrative Analyst salary schedule.

### Summary/Background

Staff has reviewed the administrative needs of the City and determined the need to modify or create the following positions.

The first position (Administrative Analyst) better reflects requirements of the front office at City Hall that the current Accounting Technician is performing out of class. The Administrative Analyst position combines the accounting duties, Human Resource duties, and the supervisory role that is necessary in the front office. The position better reflects the current and future needs of the City of Colfax. In addition, staff has provided a salary schedule to reflect the level of complexity of the Administrative Analyst duties for approval.

The second position under review is the Community Services Director. Staff is proposing to change the title to a more traditional name as the Public Works Director. In addition, the job description was modified to better reflect the role of the Department Head. The job description changes are shown as tracked changes to the attachment. Staff is not proposing a salary schedule change to this position.

### Fiscal Impacts

The salary schedule for the Administrative Analyst position will be allocated based on the current Accounting Technician distribution.

### Attachments:

1. Resolution \_\_ - 2021
2. Public Works Director Job Description
3. Administrative Analyst Job Description
4. Unrepresented Salary Schedule

# City of Colfax City Council

Resolution No. \_\_-2021

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APPROVING THE ADMINISTRATIVE ANALYST AND PUBLIC WORKS DIRECTOR JOB DESCRIPTIONS AND THE ADMINISTRATIVE ANALYST SALARY SCHEDULE

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**WHEREAS**, Staff has reviewed the administrative needs of the City and determined the need to modify or create positions; and,

**WHEREAS**, the Administrative Analyst position combines the accounting duties, Human Resource duties, and the supervisory role that is necessary in the front office; and,

**WHEREAS**, staff has provided a salary schedule to reflect the level of complexity of the Administrative Analyst duties for approval; and,

**WHEREAS**, Staff is proposing to change the Community Services Director title to a more traditional name as the Public Works Director and modify the job description to better reflect the role of the Department Head.

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Colfax approves the Administrative Analyst and Public Works Director job descriptions and the Administrative Analyst salary schedule.

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** at the Special Meeting of the City Council of the City of Colfax held on the March 11, 2021 by the following vote of the Council:

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

**ATTEST:**

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**Sean Lomen, Mayor**

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**Amy Lind, Interim City Clerk**

## Public Works DirectorCommunity Services Director

### OVERVIEW

The Public Works Director is a management level position. Under general direction of the City Manager, the Public WorksCommunity Services Director is responsible for the management of the City's infrastructure including capital improvement projects, streets drainage system, parks, street lights and traffic signage and controls. This position also oversees the full range of building inspection duties involved in the inspection of routine and complex structural building systems at various stages of construction, alteration, and repair for compliance with approved plans and codes; plumbing, electrical, and mechanical inspections; reviews building plans and specifications; and investigates violations and complaints, conducts enforcement actions, and secures compliance with building and zoning codes. Working with the City's Engineer, performs other field inspections associated with approved development and Public Works plans. The incumbent will exercise discretion in applying general goal and policy statements and in resolving organizational and service delivery problems and will participate in the development and implementation of goals, objectives, policies and priorities for assigned programs and ensure that assigned activities are completed in a timely and efficient manner consistent with defined policies and regulations.

### KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles of construction, repair and maintenance for streets, sidewalks, drainage systems.
- Principles of construction, repair and maintenance for irrigation and pumping systems.
- Principles of estimating public projects.
- Principles of employee safety during construction projects.
- Principles of personnel management, Supervision and training.
- Principles of budgeting and maintaining cost accounting records.
- Methods, materials, and progressive steps used in the construction of buildings and related structures.
- Pertinent uniform building related codes, ordinances, and regulations enforced by the City including the Uniform Building Code, plumbing, electrical, and mechanical codes, zoning ordinances, general land use codes, and related City codes.
- Principles and techniques used in building inspection work including those used to examine the quality of work and materials and to detect deviations from plans, regulations, and standard construction practices.
- Accepted building construction safety standards.
- Permit processing procedures.

Ability to:

- Assess functional capacities of basic infrastructure including streets, drainage system, traffic control, solid waste operations and parks.
- Understand, interpret, explain, and enforce provisions of applicable building, safety, and zoning codes and ordinance requirements to contractors, developers, and the general public.

- ~~• Perform the full range of building inspections including the more complex commercial and industrial related inspections.~~
- Examine workmanship and material and detect deviation from plans, regulations, and standard construction methods and requirements.
- Determine what construction systems conform to City code requirements.
- Analyze, interpret and accurately ~~review~~check building plans and specifications.
- Enforce necessary regulations with firmness and tact.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Use computer and other office tools and skills including word processing, creation of spreadsheets and database management efficiently.

## REGULAR DUTIES

This position is a Department Head position responsible for all aspects of the Public Works and also acts/oversees as the City's Building Official position. The Public WorksCommunity Services Director works closely with other City Department Heads in carrying out various aspects of the work including: the City Engineer, City Planner, Law Enforcement and Fire Chief. The Public WorksCommunity Services Director supervises ~~the~~ Public Works ~~crew~~ and will from time to to time act on behalf of the City Manager in his absence.

*Incumbents may not perform all ~~of the~~ listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. **Public Works:** Plans, organizes, directs and controls the operations of the Public Works and manages the day to to day operations of the City's infrastructure. Specific duties include:
  - Continuous assessment of each of the City's major facilities, identification of items needing attention and the direction of personnel and resources to ensure facility needs are addressed.
  - Develops and implements a budget for the Public WorksCommunity Services Department.
  - Reviews and authorizes expenditures. Recommends changes to budget as may be necessary.
  - Oversees the day-to-day maintenance of streets, storm drains, public buildings, parks, ~~pools~~, solid waste operations, landfill, and traffic controls.
  - ~~• Directly supervises Ppublic Wworks Supervisor assignments and evaluations. crewmembers, makes assignments and conducts evaluations.~~
  - Directs the maintenance on all Ceity vehicles and the removal of snow from public streets.
  - Meets with the general public and representatives of other agencies regarding work and or issues related to public infrastructure in the City.

- Works closely with the City Engineer in the development of Capital Improvement Programs.
- Interacts on behalf of the Department before the City Council, ~~Planning Commission~~ and other City commissions and boards.

2. **Building Official:** Specific duties include:

- Overseeing performance of field building inspections of complex industrial, commercial, and residential buildings during various stages of construction and remodeling to ensure that structures are being constructed in accordance with approved plans and specifications; inspection of all aspects of building construction, including plumbing, electrical, structural, and mechanical installations, for compliance with applicable codes, ordinances, and regulations and ensures the proper and safe installations of building systems; note defects in construction work and issues correction notices.
- Overseeing inspection of foundation, cement, framing, plastering, and a large variety of routine and/or complex structural building systems and elements including checking stud, joist, rafter spacing, and other structural member factors; examining grade, quality, and treatment of lumber; and examining cement, lath, wire, and composition.
- Confers with, coordinates with, and provides information and assistance to architects, engineers, contractors, builders, and the general public in the field and office; explains and interprets applicable codes, ordinances, and zoning regulations, requirements, and restrictions.
- ~~Assists at the public counter; reviews plans and specifications; issues permits and collect fees.~~
- Oversees ~~Makes~~ field review of plans and specifications.
- Oversees ~~Investigates~~ building violations investigation and complaints and conduct enforcement actions including preparation of letters or issuance of stop work orders for non-compliance and expired permits.
- Works with Planning Director to conduct zoning and general land use and code enforcement inspection work and performs follow-up investigations to ascertain remedial action has been taken, issues citations for code violations, prepares code violation cases for administrative hearing and as necessary for appeal hearings, compiles complete evidence files and exhibits; confers and coordinates with other agencies and the city attorney on investigation and disposition of nuisance housing, zone, building, sanitation and other code violations, responds to public inquiries regarding complaints, testifies in court proceedings as necessary.

## PHYSICAL DEMANDS AND WORKING ENVIRONMENT

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job junctions.*

- **Environment:** Standard office setting with travel to various locations to attend meetings and to perform inspections; the employee often works in and around building and construction sites and in outside weather conditions.
- **Physical:** Primary functions require sufficient physical ability to work in an office setting and in a field environment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate amounts of weights; operate assigned equipment and vehicles: verbally communicate to exchange information.
- **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.
- **Hearing:** Hear in the normal audio range with or without correction.

### TRAINING AND EXPERIENCE

- ~~An associate degree in public or business administration or similar field. Education may be substituted for 7-years of experience. Equivalent to the completion of the twelfth grade supplemented by college level or specialized training in public works, public administration, building technology, architecture, engineering, or a related field.~~
- Five years of experience in a public or community services management position including project management and supervisory duties.

### LICENSE AND CERTIFICATES

Possession of a valid California driver's license.

### FLSA

The Accounting Technician position is non-exempt in accordance with the provisions of the Fair Labor Standards Act.

## Administrative Analyst

### OVERVIEW

Under supervision of the City Manager or designee, the Administrative Analyst performs professional administrative, analytical and technical duties for the City's Administrative Services. This position is responsible for performing the standard accounting operations of the City and administering human resource policies and activities. Additionally, the Administrative Analyst provides highly complex staff assistance to the Finance Director and City Manager by managing, monitoring, reviewing and providing analysis on major activities and significant City-wide operations.

This employee works independently with a minimum of supervision and practices a moderate amount of discretion. The Administrative Analyst may supervise or lead other administrative personnel.

### KNOWLEDGE, SKILLS AND ABILITIES

To perform the essential duties of the position the employee has the knowledge of:

- Operational characteristics, services and activities of assigned program area.
- Principles, practices and methods of administrative and organizational analysis.
- Principles and practices of government financial reporting and general accounting/bookkeeping procedures
- Human resource management and administration.
- Public administration policies and procedures including principles, structuring and organization of municipal agencies, including applicable federal, state and local laws, codes and regulations
- Methods and techniques of scheduling work assignments.
- Standard office procedures, practices and equipment;
- Modern office equipment including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

The employee has the ability and skills to:

- Perform a full range of responsible analytical and administrative duties in support of assigned programs functions, and/or department involving the use of independent judgement and personal initiative.
- Analyze financial, budgetary, administrative, operational and organizational problems, evaluate alternatives and reach sound conclusions.
- Develop and coordinate human resource management.
- Research, compile, analyze, interpret and prepare a variety of fiscal, statistical and administrative reports. Create and manage Excel spreadsheets.
- Implement, explain and apply applicable laws, codes and regulations.
- Read, interpret and record data accurately.
- Make adjustments to standard operating procedures to improve effectiveness and comply with regulatory changes as appropriate.

- Work independently and as part of a team. Organize, prioritize and follow-up on work assignments.
- Make sound decisions within established guidelines.
- Observe safety principles and work in a safe manner.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with other staff members and the public
- Supervise or lead other employees

## REGULAR DUTIES

- ***Performs professional administrative, analytical and technical duties for City Administration Services***
  - Coordinates department budget, analysis and administration; monitors expenditures, and personnel management.
  - Conducts research and provides administrative assistance to the City Manager or designee.
  - Oversees a variety of special projects; prepares a wide variety of reports, manuals, procedures and publications.
  - Coordinates assigned work with related activities by other City departments, governmental organizations and public organizations; identifies interdepartmental cooperation opportunities.
  - Provide assistance in resolving operational and administration issues; identify issues and conduct research to find alternative solutions; make and assist in the implementation of recommendations.
  - Monitors contracts and agreements for compliance, achievement of objectives, and adherence to performance and fiscal requirements; assists with preparation of agreements and contract negotiations when appropriate.
- ***Performs standard accounting functions:***
  - Performs all utility billing functions including: maintaining and updating customer database, processing bi-monthly billings, receiving and posting receipts, preparing bank deposits, and responding to customer inquiries.
  - Processes Accounts Payable including: Validating city expenses and obtaining appropriate approvals, coding and entering invoices into Accounts Payable and obtaining approvals for processing, printing checks and submitting for signature, responding to vendor inquiries and general filing.
  - Responsible for preparation of payroll and payroll tax reporting. Monitors changes in payroll laws and taxes and ensures accuracy of employee payroll.
  - Process billing statements for Land Development accounts.
  - Administers process of issuing business licenses to qualified applicants; obtains necessary information; records data; advises applicants on requirements; collects fees; and issues licenses. Prepares and sends yearly renewals and delinquent notices to businesses for licenses.
  - Process general cash receipts, assign fund accounting and enter to accounting system, and prepare bank deposits. Records payments into a ledger or accounting software. Monitors outstanding receivables.

- Responsible for implementing the city’s travel administrative tasks. Ensures that travel requests / expenses are budgeted; calculates estimated travel rates and expenses, using items such as rate tables and calculators.
- Other accounting support, as needed.
- ***Performs Human Resource functions***
  - Coordinates recruitment and hiring of new employees including employment advertising, coordinating interview process, making job offers and other related activities.
  - Provides new hire packets and conducts employee new hire conference.
  - Review and coordination of employees leaves and absences.
  - Handles all internal and external employment reporting.
  - Compiles employee benefit packages and processes annual enrollment activities.
  - Monitors changes in employment law and ensures compliance with City policies. Makes recommendations for policy revisions as necessary.
  - Other human resource support, as needed.
- ***General office support as needed.***

#### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Physical: Primary functions require sufficient physical ability to work in an office environment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate amounts of weights; verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

#### **TRAINING AND EXPERIENCE**

Five to ten years of responsible administrative, analytical and technical experience including direct experience in accounting and human resource functions. An associate’s or business degree in finance, accounting, public administration, or a related field may be substituted for two to four years of experience.

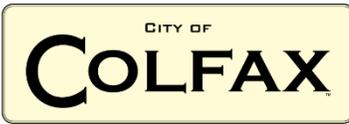
Human Resource Certification highly desired.

#### **FLSA/Other**

The Administrative Analyst position is non-exempt in accordance with the provisions of the Fair Labor Standards Act. This position is considered Confidential and is a non-represented position.

## City of Colfax – Salary Range Schedule Non-Represented Employees

		Step				
		1	2	3	4	5
City Clerk	Monthly	\$4,596.66	\$4,826.49	\$5,067.81	\$5,321.20	\$5,587.26
	Hourly	\$ 26.52	\$ 27.85	\$ 29.24	\$ 30.70	\$ 32.23
	Annual	\$55,159.86	\$57,917.86	\$ 60,813.75	\$ 63,854.44	\$ 67,047.16
Accounting Technician	Monthly	\$4,269.57	\$4,483.05	\$4,707.21	\$4,942.57	\$5,189.69
	Hourly	\$ 24.63	\$ 25.86	\$ 27.16	\$ 28.51	\$ 29.94
	Annual	\$51,234.89	\$53,796.64	\$ 56,486.47	\$ 59,310.79	\$ 62,276.33
Public Works Director	Monthly	\$7,592.95	\$7,972.60	\$8,371.23	\$8,789.79	\$9,229.28
	Hourly	\$ 43.81	\$ 46.00	\$ 48.30	\$ 50.71	\$ 53.25
	Annual	\$91,115.40	\$95,671.17	\$100,454.73	\$105,477.47	\$110,751.34
Customer Service Rep	Monthly	\$2,871.69	\$3,015.28	\$3,166.04	\$3,324.34	\$3,490.56
	Hourly	\$ 16.57	\$ 17.40	\$ 18.27	\$ 19.18	\$ 20.14
	Annual	\$34,460.31	\$36,183.33	\$ 37,992.49	\$ 39,892.12	\$ 41,886.72
Administrative Analyst	Monthly	\$5,189.60	\$5,449.60	\$5,721.73	\$6,007.73	\$6,307.60
	Hourly	\$ 29.94	\$ 31.44	\$ 33.01	\$ 34.66	\$ 36.39
	Annual	\$62,275.20	\$65,395.20	\$68,660.80	\$72,092.80	\$75,691.20



# Staff Report to City Council

## FOR MARCH 11, 2021 SPECIAL CITY COUNCIL MEETING

**From:** Wes Heathcock, City Manager  
**Prepared by:** Wes Heathcock, City Manager  
**Subject:** Green Machine Crab Feed Event Donation Request

*Budget Impact Overview:*

<b>N/A:</b>	<b>Funded:</b> √	<b>Un-funded:</b>	<b>Amount:</b> \$1,000	<b>Fund(s):</b> 100-110
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**RECOMMENDED ACTION:** Authorize a \$1,000 donation to Green Machine Crab Feed event.

### Summary/Background

The City Council of the City of Colfax traditionally donates \$1,000 to City sponsored events (3<sup>rd</sup> of July, Railroad Days, and Winterfest). The pandemic has prevented the events from occurring this past year, which has placed a financial hardship on the 3<sup>rd</sup> of July event coordinator, Green Machine.

Green Machine is proposing to continue the Crab Feed fundraiser event in hope that the 2021 3<sup>rd</sup> of July is allowed to occur. Green Machine is requesting the annual \$1,000 donation from the City of Colfax for the Crab Feed fundraiser. The Crab Feed event is scheduled for March 20, 2021 from 5-9 pm. More details are available on the attached flyer.

### Fiscal Impacts

Funding is within the City Council's budget for Economic Development from Fund 100-110.

### Attachments:

1. Resolution \_\_ - 2021
2. Green Machine Crab Feed Event Flyer

# City of Colfax

## City Council

Resolution No. \_\_-2021

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### AUTHORIZING A \$1,000 DONATION TO GREEN MACHINE CRAB FEED EVENT

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**WHEREAS**, The City Council of the City of Colfax traditionally donates \$1,000 to City sponsored events; and,

**WHEREAS**, Green Machine is proposing to continue the Crab Feed fundraiser event in hope that the 2021 3<sup>rd</sup> of July is allowed to occur; and,

**WHEREAS**, Green Machine is requesting the annual \$1,000 donation from the City of Colfax for the Crab Feed fundraiser.

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Colfax authorizes a \$1,000 donation to Green Machine Crab Feed event.

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** at the Special Meeting of the City Council of the City of Colfax held on the March 11, 2021 by the following vote of the Council:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

**ATTEST:**

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**Sean Lomen, Mayor**

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**Amy Lind, Interim City Clerk**

# Colfax Green Machine's 14th Annual Crab Feed Fundraiser



## "Crab n' Go" (Covid Style)

Saturday, March 20th, 2021  
Pick-up from 5-9 pm  
Sierra Vista Community Center  
55 School Street, Colfax

Tickets are \$50 per person

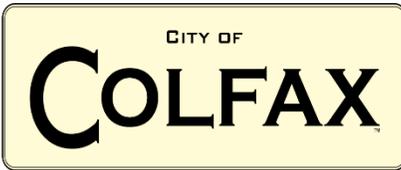
<https://colfaxgreenmachinecrabngo2021.eventbrite.com>

Each to-go meal includes 2 lbs of crab,  
shrimp cocktail, pasta, salad, bread & dessert

Wine and Mixed drinks available "to go"

Virtual Silent Auction runs March 13-19th  
Details to follow





# City Council Minutes

Regular Meeting of Wednesday, February 10, 2021

City Hall Council Chambers

33 S. Main Street, Colfax CA via Zoom Meetings

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## 1 CLOSED SESSION

### 1A. Call Closed Session to Order

Mayor Lomen called the closed session to order at 5:30PM

### 1B. Roll Call

Present: Mendoza, Ackerman, Burruss, Fatula, Lomen

Absent:

### 1C. No public comment on Closed Session Items

### 1D. Closed Session:

Conference with Labor Negotiators pursuant to Government Code Section 54957.6.

City's designated representatives: City Manager Wes Heathcock and Labor Consultant Dennis Batchelder.

Employee organization: General unit employees represented by IUOE, Stationary Engineers, Local 39

## 2 OPEN SESSION

### 2A. Call Open Session to Order

Mayor Lomen called the open session to order at 6:13PM

Mayor Lomen stated there was no reportable action out of closed session.

### 2B. Pledge of Allegiance

Council Member Fatula led the Pledge of Allegiance

### 2C. Roll Call

Present: Mendoza, Ackerman, Burruss, Fatula, Lomen

Absent:

### 2D. Approval of Agenda Order

By motion, accept the agenda as presented.

MOTION made by Councilmember Mendoza and seconded by Mayor Pro Tem Burruss and approved by the following roll call vote:

**AYES:** Mendoza, Ackerman, Burruss, Fatula, Lomen

**NOES:**

**ABSTAIN:**

**ABSENT:**

### **3 AGENCY REPORTS**

- 3A. **Placer County Sheriff** – no report.
- 3B. **CHP** – Officer Chris Nave provided a report.
- 3C. **City of Colfax Volunteer Fire Department/PCFD** - Battalion Chief Eagan, Placer County Chief Estes and Sergeant Griffiths provided reports.
- 3D. **Colfax Chamber of Commerce** – President Sally Laughlin provided a report.

### **4 PRESENTATION** (no presentations)

### **5 PUBLIC HEARING** (no public hearing)

### **6 CONSENT CALENDAR**

- 6A. **Minutes**  
**Recommendation:** By Motion, approve the Colfax City Council minutes of 1/27/2021.
  
- 6B. **CDBG CV 2/3 Application Approval**  
**Recommendation:** By Resolution 10-2021, authorize the City Manager to submit CDBG CV 2/3 grant application upon completion on behalf of the community.
  
- 6C. **WWTP Powerlines Vegetation Clearing**  
**Recommendation:** By Resolution 11-2021, authorize the City Manager to execute an agreement with Sierra West Development, LLC for the WWTP powerlines vegetation maintenance in an amount not to exceed \$14,850.
  
- 6D. **Kneeland Street Pavement Rehabilitation Project – Final Reconciliation**  
**Recommendation:** Review and file.

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

By MOTION, approve the consent calendar.

MOTION made by Mayor Pro Tem Burruss and seconded by Mayor Lomen and approved by the following roll call vote:

**AYES:** Mendoza, Ackerman, Burruss, Lomen

**NOES:**

**ABSTAIN:**

**ABSENT:** Fatula (technical difficulties during consent calendar, temporarily absent)

### **7 PUBLIC COMMENT** (none)

### **8 COUNCIL AND STAFF REPORTS**

- 8A. Council Member Mendoza reported on local vaccines, a theft in town today and a “BOLO” seen in the area.

Mayor Pro Tem Burruss reported on SACOG, the Colfax Green Machine crab feed, and a couple vacant Sierra Vista Community Center Board Member positions.  
Mayor Lomen reported on the County COVID call.

- 8B. City Manager Heathcock provided an update on the Caltrans Planning Grant.

## **9 COUNCIL BUSINESS**

9A. **City of Colfax Audit Report as of Fiscal Year Ended June 30, 2020**

Laurie Van Groningen, Finance Director, introduced this item.

A presentation followed by Brian Nash, Auditor, Managing Partner (Richardson and Co.).

Council thanked staff for all their work on this audit.

No public comment.

By consensus the Council received Audit Reports as of June 30, 2020

9B. **Council Committee Assignment – Flood Control District**

Wes Heathcock, City Manager presented this item.

Ken Grehm, Placer County Flood Control District, provided additional information.

No public comment.

By **MOTION**, appoint Mayor Lomen as a member of Council to the Flood Control District Board.

MOTION made by Councilmember Mendoza and seconded by Councilmember Fatula and approved by the following roll call vote:

**AYES:** Mendoza, Ackerman, Burruss, Fatula

**NOES:**

**ABSTAIN:** Lomen

**ABSENT:**

9C. **City Use Of Facebook And Other Social Media**

Wes Heathcock, City Manager presented this item.

Discussion followed regarding reaching the public via multiple social media sites.

Public comment was received regarding continuing the use of Facebook.

By **MOTION**, direct staff to investigate additional platforms (including YouTube and MeWe) to use in addition to Facebook.

MOTION made by Councilmember Fatula and seconded by Mayor Lomen and approved by the following roll call vote:

**AYES:** Mendoza, Ackerman, Burruss, Fatula, Lomen

**NOES:**

**ABSTAIN:**

**ABSENT:**

## **10 GOOD OF THE ORDER**

Councilmember Fatula spoke about the Fireworx Farms Tour.

Councilmember Ackerman thanked Mayor Lomen and Chief Estes for a tour of the fire station.

Councilmember Mendoza said she wants to look into ways to give recognition to employees and organizations in the area.

Mayor Lomen spoke about considering a California Cities for Local Control Resolution at the next meeting.

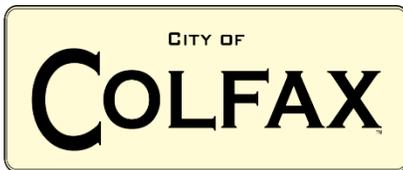
## **11 ADJOURNMENT**

As there was no further business on the agenda, Mayor Lomen adjourned the meeting, by motion and without objection at 7:35 p.m.

Respectfully submitted to City Council this 11<sup>th</sup> day of March, 2021

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Amy Lind, Interim City Clerk



# City Council Minutes

Regular Meeting of Wednesday, February 24, 2021

City Hall Council Chambers

33 S. Main Street, Colfax CA via Zoom Meetings

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## 1 CLOSED SESSION

### 1A. Call Closed Session to Order

Mayor Lomen called the closed session to order at 5:00PM

### 1B. Roll Call

Present: Mendoza, Ackerman, Burruss, Fatula, Lomen

Absent:

### 1C. No public comment on Closed Session Items

### 1D. Closed Session:

Conference with Labor Negotiators pursuant to Government Code Section 54957.6.

City's designated representatives: City Manager Wes Heathcock and Labor Consultant Dennis Batchelder.

Employee organization: General unit employees represented by IUOE, Stationary Engineers, Local 39

## 2 OPEN SESSION

### 2A. Call Open Session to Order

Mayor Lomen called the open session to order at 6:00PM

Mayor Lomen stated there was no reportable action out of closed session.

### 2B. Pledge of Allegiance

Sergeant Griffiths led the Pledge of Allegiance

### 2C. Roll Call

Present: Mendoza, Ackerman, Burruss, Fatula, Lomen

Absent:

### 2D. Approval of Agenda Order

By motion, accept the agenda as presented.

MOTION made by Mayor Pro Tem Burruss and seconded by Councilmember Ackerman and approved by the following roll call vote:

**AYES:** Mendoza, Ackerman, Burruss, Fatula, Lomen

**NOES:**

**ABSTAIN:**

**ABSENT:**

### **3 AGENCY REPORTS**

- 3A. **Placer County Sheriff** – Sergeant Griffiths provided a report.
- 3B. **CHP** – no report.
- 3C. **CalFIRE** – Battalion Chief Eagan provided a report.
- 3D. Councilmember Burruss reported for the Colfax Green Machine. They have requested a \$1,000 donation for their upcoming fundraiser. The consensus of the Council was to put this on the next agenda for discussion.

### **4 PRESENTATION** (no presentations)

### **5 PUBLIC HEARING** (no public hearing)

### **6 CONSENT CALENDAR**

Councilmember Fatula removed item 6C for further discussion and separate vote.

- 6A. **Pond 3 Fissure Repair Project – Notice of Completion**  
**Recommendation:** By Resolution 12-2021 accept the Pond 3 Fissure Repair Project as complete and authorize the recording of the Notice of Completion.
- 6B. **Cash Summary – January 2021**  
**Recommendation:** Accept and file.
- 6C. **Pond 3 Fissure Repair Project Phase II – ESR Investigative Work**  
Removed from the consent calendar, see item 6E.
- 6D. **Minutes**  
**Recommendation:** By Motion, approve the Colfax City Council special session workshop minutes of 2/10/2021.

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

By MOTION, approve the consent calendar excluding item 6C.

MOTION made by Councilmember Fatula and seconded by Mayor Pro Tem Burruss and approved by the following roll call vote:

**AYES:** Mendoza, Ackerman, Burruss, Fatula, Lomen

**NOES:**

**ABSTAIN:**

**ABSENT:**

- 6E. **Pond 3 Fissure Repair Project Phase II – ESR Investigative Work**  
Councilmember Fatula asked City Manager Heathcock to further explain this work.  
By Resolution 13-2021 authorize the City Manager to use \$16,328.00 of unspent budget from the Pond 3 Fissure Repair Project for the Phase II – ESR Investigative Work.  
MOTION made by Councilmember Fatula and seconded by Mayor Lomen and approved by the following roll call vote:  
**AYES:** Mendoza, Ackerman, Burruss, Fatula, Lomen

**NOES:**  
**ABSTAIN:**  
**ABSENT:**

**7 PUBLIC COMMENT (no public comment received)**

**8 COUNCIL AND STAFF REPORTS**

- 8A. Councilmember Mendoza reported the Colfax Pharmacy will not be giving vaccines at their location.  
Councilmember Ackerman reported on Pioneer Community Energy.  
Councilmember Fatula reported on Project Go.  
Mayor Pro Tem Burruss reported on the Placer County Air Pollution Control Agency, SACOG and Placer County Transportation Planning Agency. She also reported on Colfax Cares, the Board vacancies for the Sierra Vista Community Center and Colfax Green Machine.  
Mayor Lomen reported on the County COVID call and updates. He also reported on the Placer Sierra Fire Safe Council Meeting.
- 8B. City Manager Heathcock reported on Colfax Cares.

**9 COUNCIL BUSINESS**

- 9A. **Fiscal Year 2020-2021 Budget Review**  
Finance Director Laurie Van Groningen presented this item.  
No public comment.  
By Motion, accept the Mid-Year Budget Report Fiscal Year 2020-2021.  
MOTION made by Councilmember Mendoza and seconded by Councilmember Ackerman and approved by the following roll call vote:  
**AYES:** Mendoza, Ackerman, Burruss, Fatula, Lomen  
**NOES:**  
**ABSTAIN:**  
**ABSENT:**
- 9B. **Comprehensive Fire Service Analysis**  
Battalion Chief Eagan presented this item and reviewed the current fleet, the ISO Rating and repair/replacement options.  
Finance Director Laurie Van Groningen provided a financial analysis to purchase new equipment.  
Council member questions and comments followed regarding a Tactical Water Tender, proposal from Placer County on consolidation, budget, used equipment options, and ISO rating.  
Public comment by Stephen Harvey.  
City Council directed City Manager Heathcock to continue the discussion on integration with Placer County Fire (including the March 11<sup>th</sup> workshop), get cost estimate on repair to Engine 36, get proposals/data on used Tactical Water Tenders, and continue to study the upgrades needed at the Fire Station (behind City Hall).

9C. **Fireworx Farms, LLC Commercial Cannabis Cultivation Business Permit**

City Manager Heathcock introduced this item; it was continued from a public hearing on January 27, 2021. Council members took a tour of another facility during this time, and a response from PCWA on water usage has been provided.

Councilmember Fatula reviewed his notes from the tour of the facility in Sacramento.

Caity Maple, Angelica Sanchez, and Arturo Sanchez from Fireworx Farms spoke.

Public comment by Stephen Harvey, Fabrizio Sasso, Stephanie Brown, Nicole Trujillo, Jaime (last name not provided), Amber Baur, Will Stockwin, Kathleen Witt, Tom Parnham, Gloria Freeman and one anonymous commenter.

Council member comments followed regarding this permit.

By Resolution 14-2021 authorize the City Manager to issue a Commercial Cannabis Cultivation Business Permit valid for 1-year to Fireworx Farms, LLC.

MOTION made by Councilmember Burruss and seconded by Councilmember Ackerman and approved by the following roll call vote:

**AYES:** Mendoza, Ackerman, Burruss

**NOES:** Fatula, Lomen

**ABSTAIN:**

**ABSENT:**

9D. **California Cities for Local Control**

City Manager Wes Heathcock presented this item.

Charles Anderson, League of CA Cities, spoke to this item as well.

No public comment.

Council member comments followed.

By Resolution 15-2021, support California Cities for Local Control and their actions to strengthen local authority and control as related to local zoning and housing issues.

MOTION made by Councilmember Fatula and seconded by Mayor Lomen and approved by the following roll call vote:

**AYES:** Mendoza, Ackerman, Burruss, Fatula, Lomen

**NOES:**

**ABSTAIN:**

**ABSENT:**

**10 GOOD OF THE ORDER** (none)

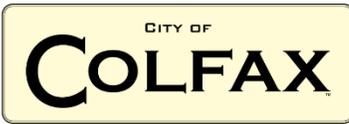
**11 ADJOURNMENT**

As there was no further business on the agenda, Mayor Lomen adjourned the meeting, by motion and without objection at 8:35 p.m.

Respectfully submitted to City Council this 11<sup>th</sup> day of March, 2021

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Amy Lind, Interim City Clerk



# Staff Report to City Council

## FOR MARCH 11, 2021 SPECIAL CITY COUNCIL MEETING

**From:** Wes Heathcock, City Manager  
**Prepared by:** Wes Heathcock, City Manager  
**Subject:** Council Committee Assignments – Pioneer Energy Board (Primary) and Flood Control District (Alternate)

*Budget Impact Overview:*

N/A: √	Funded:	Un-funded:	Amount:	Fund(s):
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**RECOMMENDED ACTION:** Discuss and assign committee assignments for the Pioneer Energy Board (Primary) and Flood Control District (Alternate).

### Summary/Background

Recent changes to Council availability to serve on Pioneer Energy Board and creation of Flood Control District requires Council to assign members for the aforementioned committees. The current primary Council representative on the Pioneer Energy Board stepped down from the position. The alternate Councilmember Ackerman is interested in staying the alternate and Councilmember Fatula has expressed interest in filling the primary role. Staff is requesting Council assign a member as the primary for the Pioneer Energy Board.

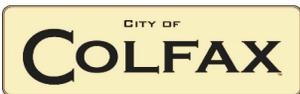
The City recently agreed to participate on the Flood Control District Board. Mayor Lomen is the primary on the Board. Staff is requesting council assign a member as the alternate for the Flood Control District.

### Fiscal Impacts

N/A

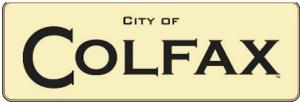
### Attachments:

1. 2021 Council Committee Assignments



**2021 Proposed Committee Assignment List**

<b>Board/Committee</b>	<b>Colfax Representative</b>	<b>Meeting Information</b>	<b>Meeting Location</b>	<b>Reimbursement/ Stipend</b>
Placer County Economic Development Board (PCEDB)	Marnie Mendoza Alt: Joe Fatula	3rd Thursday 4x/yr Jan/Apr/July/Sept	Currently Zoom / then Resource Center - Rocklin	No Stipend
Weimar, Applegate, Colfax/Municipal Advisory Council (WAC/MAC)	David Ackerman Alt: Joe Fatula	6:00PM 3rd Wednesday every other month - Jan/Mar/ay/July/Sept/Nov	Currently Cancelled / then Colfax City Hall	No Stipend
Sacramento Area Council of Governments (SACOG) Board of Directors	Trinity Burruss Alt: David Ackerman	9:30AM 3rd Thursday	Currently Zoom / then 1415 L. Street, Suite 300 Sacramento	\$100 Stipend
Placer County Air Pollution Control District (PCAPCD)	Trinity Burruss Alt: Marnie Mendoza	2:30PM 2nd Thursday 6x/yr	BOS Chambers 175 Fulweiler Ave Auburn	\$100 Stipend
Placer Mosquito & Vector Control District (PMVCD)	Will Stockwin Alt: Marnie Mendoza	4:30PM 3rd Monday / Every Month	2021 Opportunity Dr Roseville	\$100 Stipend
Project Go	Colfax is rotated out this year	5:30PM 3rd Thursday	801 Vernon St Roseville	No Stipend
Placer County Transportation Planning Agency (PCTPA)	Trinity Burruss Alt: Joe Fatula	9:00AM 4th Wednesday / Every Month	Currently Zoom / BOS Chambers 175 Fulweiler Ave Auburn	\$100 Stipend
Local Agency Formation Commission	Colfax is rotated out. TBD - Alt would be Trinity Burruss	4:00PM 2nd Wednesday / Every Month	BOS Chambers 175 Fulweiler Ave Auburn	\$100 Stipend
Solid Waste Task Force	Wes Heathcock Alt: Sean Lomen	9:00AM 1st Thursday 4x/yr Feb/May/Aug/Nov	CRDC Cypress Room, 2091 County Center Dr, Suite 170, Auburn	No Stipend
Placer Sierra Fire Safe Council	Sean Lomen Alt: Joe Fatula	6:00PM 4th Thursday / Every Month	City of Colfax Council Chambers Location TBD	No Stipend



**2021 Proposed Committee Assignment List**

Board/Committee	Colfax Representative	Meeting Information	Meeting Location	Reimbursement/ Stipend
Placer County Selection Committee	Mayor	Yearly		No Stipend
League of California Cities Sacramento Valley Division Liaison	Marnie Mendoza Alt: David Ackerman	4x/yr 12pm - 2pm Conf - 11:45am - 1pm	ZOOM - 2/19/2021 ZOOM - 5/28/2021 ZOOM - 7/16/2021 Ann Conf - 9/22/2021	No Stipend
Bianchini Advisory Board	Marnie Mendoza Alt: Trinity Burruss			No Stipend
Sierra Vista Community Center Liaison	David Ackerman Alt: Sean Lomen	6:00pm 3rd Wednesday	Community Center	No Stipend
Colfax Schools Liaison	Trinity Burruss Alt: Sean Lomen			No Stipend
Pioneer Community Energy	David Ackerman Alt:TBD	3:00PM 3rd Thursday	Currently Zoom / 2510 Warren Drive, Suite B Rocklin, CA 95677	No Stipend
Colfax Bike Park	Joe Fatula David Ackerman			
Colfax Skate Park	Trinity Burruss Marnie Mendoza			
ISO AdHoc	Joe Fatula Sean Lomen			
Placer County Flood Control & Water Conservation District (Board of Directors)	Sean Lomen Alt: TBD	2nd Monday Monthly 4:00pm	Currently Zoom, then Rocklin City Council Chambers	\$100 Stipend