

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 →

REGULAR MEETING AGENDA

April 28, 2021

Regular Session: 6:00PM

This meeting will be held at Colfax City Hall, 33 South Main Street, along with an option to join via zoom if preferred:

Join via ZOOM on a computer or mobile device by visiting

<https://us02web.zoom.us/j/83714421854>

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

837 1442 1854

1 (669) 900-6833

1 (346) 248-7799

1 (312) 626-6799

1 (929) 205-6099

1 (253) 215-8782

1 (301) 715-8592

Or join via Facebook Live on our City of Colfax page: City of Colfax California

Submit public comments to the City Clerk via email at city.clerk@colfax-ca.gov, by mail to PO Box 702, Colfax CA 95713, or drop them off in the office at 33 S. Main Street, Colfax CA 95713.

Comments received will be submitted to Council and made part of the record.

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 AGENCY REPORTS

3A. **Placer County Sheriff**

3B. **CHP**

3C. **City of Colfax Volunteer Fire Department/PCFD**

4 PRESENTATION (NO PRESENTATIONS)

5 PUBLIC HEARING (NO PUBLIC HEARING)



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.

April 28, 2021

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6 CONSENT CALENDAR

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

Recommended Action: Approve Consent Calendar

6A. **Cash Summary - March 2021** (pages 4-16)

Recommendation: Accept and File.

6B. **Quarterly Investment Report – Quarter ended 03/31/2021** (pages 17-26)

Recommendation: Accept and File.

6C. **2021/22 Budget Process** (page 27)

Recommendation: Information Only.

6D. **Minutes** (pages 28-34)

Recommendation: By Motion, approve the Colfax City Council minutes of 3/11/2021 and 3/24/2021.

6E. **South Auburn Street and Whitcomb Ave. – Best Western Hotel Offer of Dedication** (pages 35-40)

Recommendation: By Resolution __-2021 Accept an Offer of Dedication for a portion of South Auburn Street and Whitcomb Avenue associated with the Best Western Hotel Project, and directing the Recordation of the Offer of Dedication.

6F. **Placer County Vehicle Miles Traveled Tool** (pages 41-48)

Recommendation: By Resolution __-2021, authorize the City Manager to Execute an Agreement with Placer County for the use of their Vehicle Miles Traveled Tool.

7 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.

8 COUNCIL AND STAFF

The purpose of these reports is to provide information to the Council and public on projects, programs, and issues discussed at committee meetings and other items of Colfax related information. No decisions will be made on these issues. If a member of the Council prefers formal action be taken on any committee reports or other information, the issue will be placed on a future Council meeting agenda.

8A. **Committee Reports and Colfax Informational Items – All Councilmembers**

8B. **City Operations Update – City Manager**



9 **COUNCIL BUSINESS**

9A. **Council Technology Device Policy** (page 49)

Presentation: Wes Heathcock, City Manager

Recommendation: Discussion item; provide direction to staff.

10 **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.

11 **ADJOURNMENT**

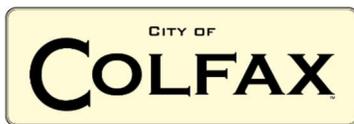
I, Amy Lind, Interim City Clerk for the City of Colfax, declare that this agenda was posted at Colfax City Hall and Colfax Post Office. The agenda is also available on the City website at <http://colfax-ca.gov/>

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.





Staff Report to City Council

FOR THE APRIL 28, 2021 REGULAR CITY COUNCIL MEETING

From: Wes Heathcock, City Manager
Prepared by: Laurie Van Groningen, Finance Director
Subject: Cash Summary - March 2021

Budget Impact Overview:

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

Summary/Background

The monthly financial report includes 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 the 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 March 2021. Some monthly highlights are listed below:

- March Revenues included:
 - Allocation for Sales Tax revenues reported/paid to the State for the month of January 2021 (two month lag).
- March expenditures included:
 - Quarterly payment for Sheriff contract.
 - Distribution of CARES Grant funding (Council approved General Fund program).
- Negative cash fund balances at the end of March are due to timing of funding allocations and reimbursements:
 - Fund 200 – Cannabis Application. Balance is negative due to SCI services for assistance with Council workshops and development of new ordinance. It is anticipated that this fund will be made whole with future application fees.
 - Fund 250 – Streets and Roads. This activity is funded by annual allocation from PCTPA, Gas taxes and General Fund transfer. Negative fund balance is typical until the end of the fiscal year. We have submitted the request for annual funding from PCTPA, but full funding is not anticipated until the end of the fiscal year – June 30, 2021.
 - Fund 300 – FY2020-21 ADA Improvements at the Sheriff substation - project is budgeted (\$20K) to be a transfer from General Funds. Project currently on hold due to estimates exceeding budgeted funding. Staff is reviewing project and evaluating what funds may be utilized to complete.

- Fund 358 – CDBG Road Rehabilitation. This is a reimbursable grant – final funding of grant was anticipated in September but has been delayed into 2021 and is now estimated to be awarded before end of current quarter (June 30). CDBG approved start date of expenditures. Any unfunded expenditures would require allocation from General Fund.
- Fund 367 – SB2 Planning Grant – this is a reimbursable grant. First request for reimbursement has been submitted in April 2021.
- Fund 573 – WWTP Planning Grant. This is a reimbursable grant with the State Water Board. Reimbursement for quarter ended December 2020 is expected in early April. Final reimbursement request was submitted at end of March.
- Fund 585 – Lift station #5 Force Main repair. Current expenditures include design work being performed by GHD (approved \$50K). Funding to be allocated from Fund 564 – Sewer Connections – allocation of funds will be made at design project completion. Future repair work estimated at \$165K.
- Anticipated revenues/expenditures for April include:
 - Revenues
 - Allocation for Sales Tax revenues reported/paid to the State for the month of February 2021 (two-month lag).
 - Expenditures
 - No expenditures outside normal operating expenses forecasted.

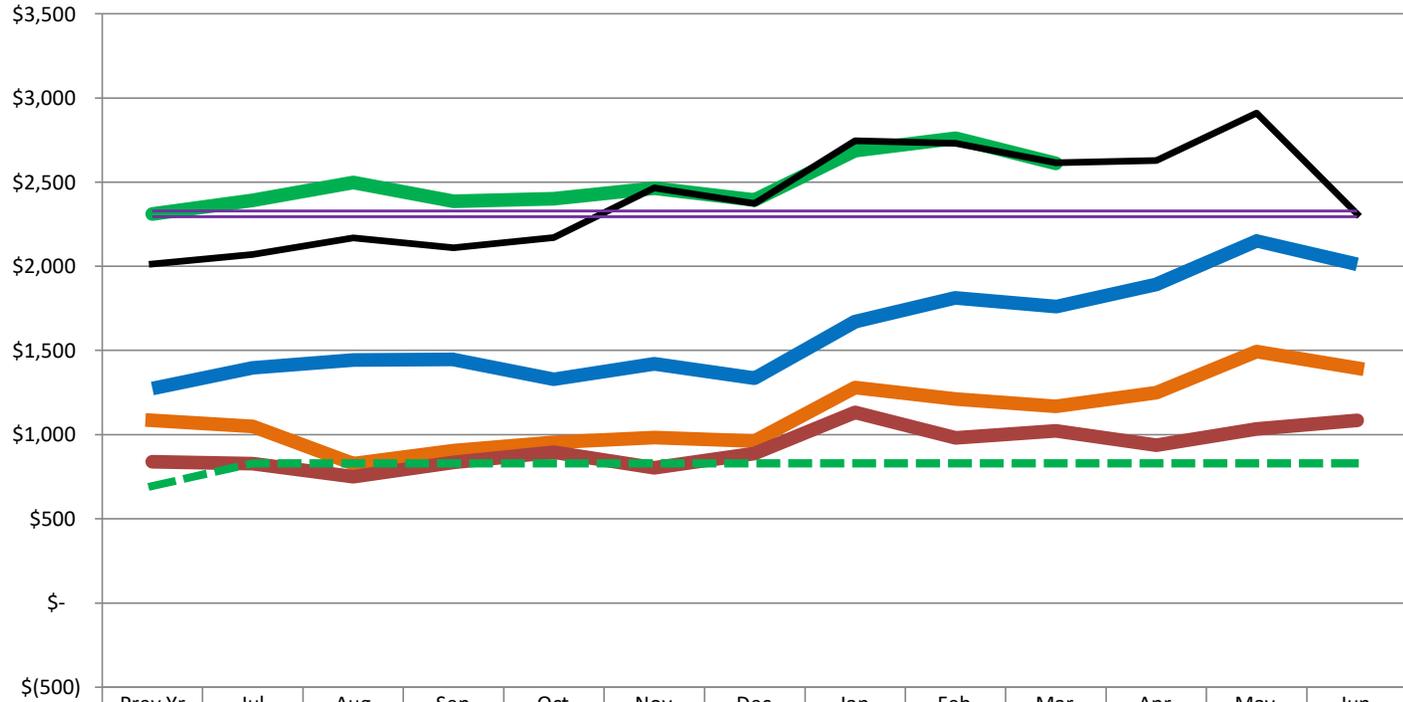
Attachments:

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 - March 2021 General Fund Reserved Cash Analysis

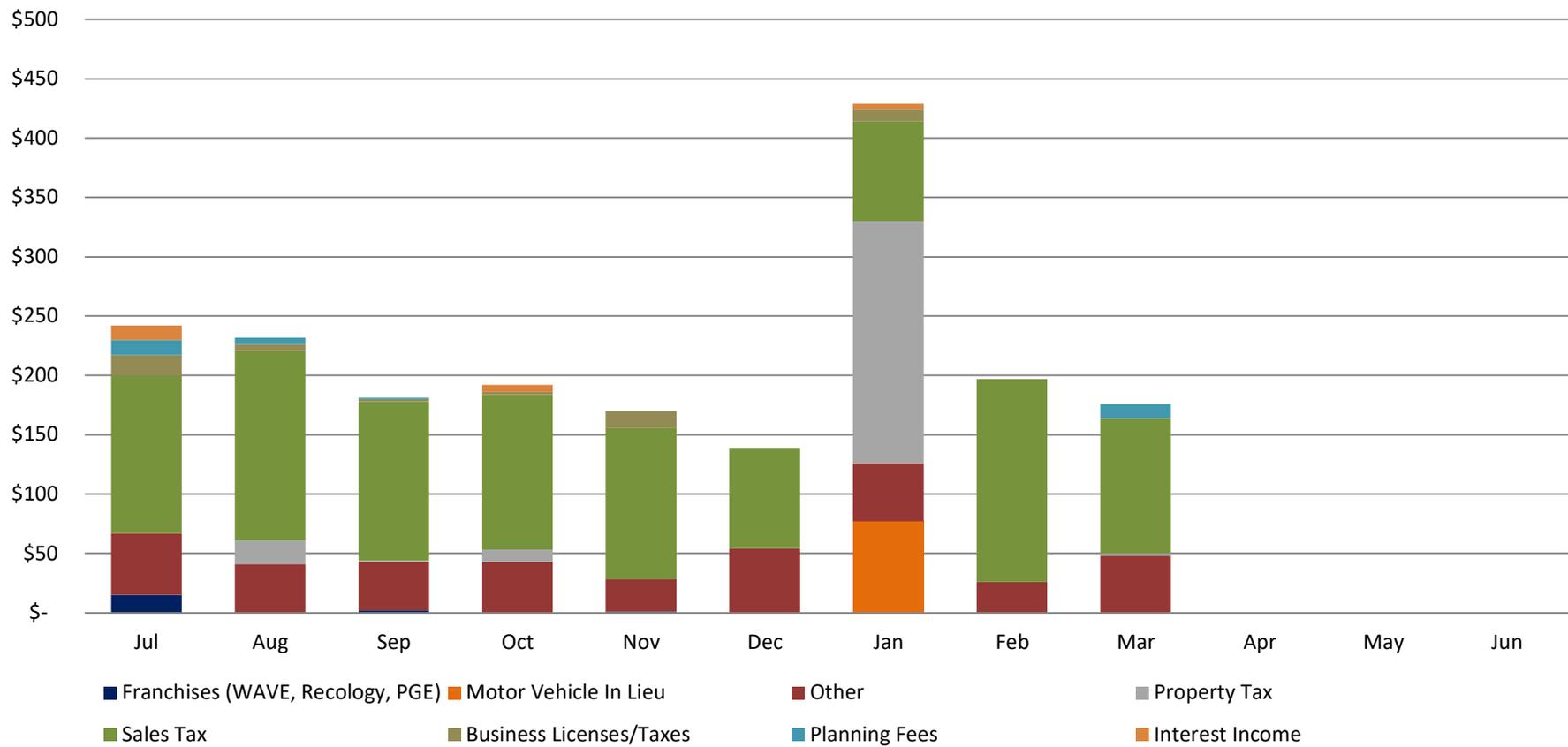
(Dollars in Thousands)

Fiscal Year 2020-21 >>

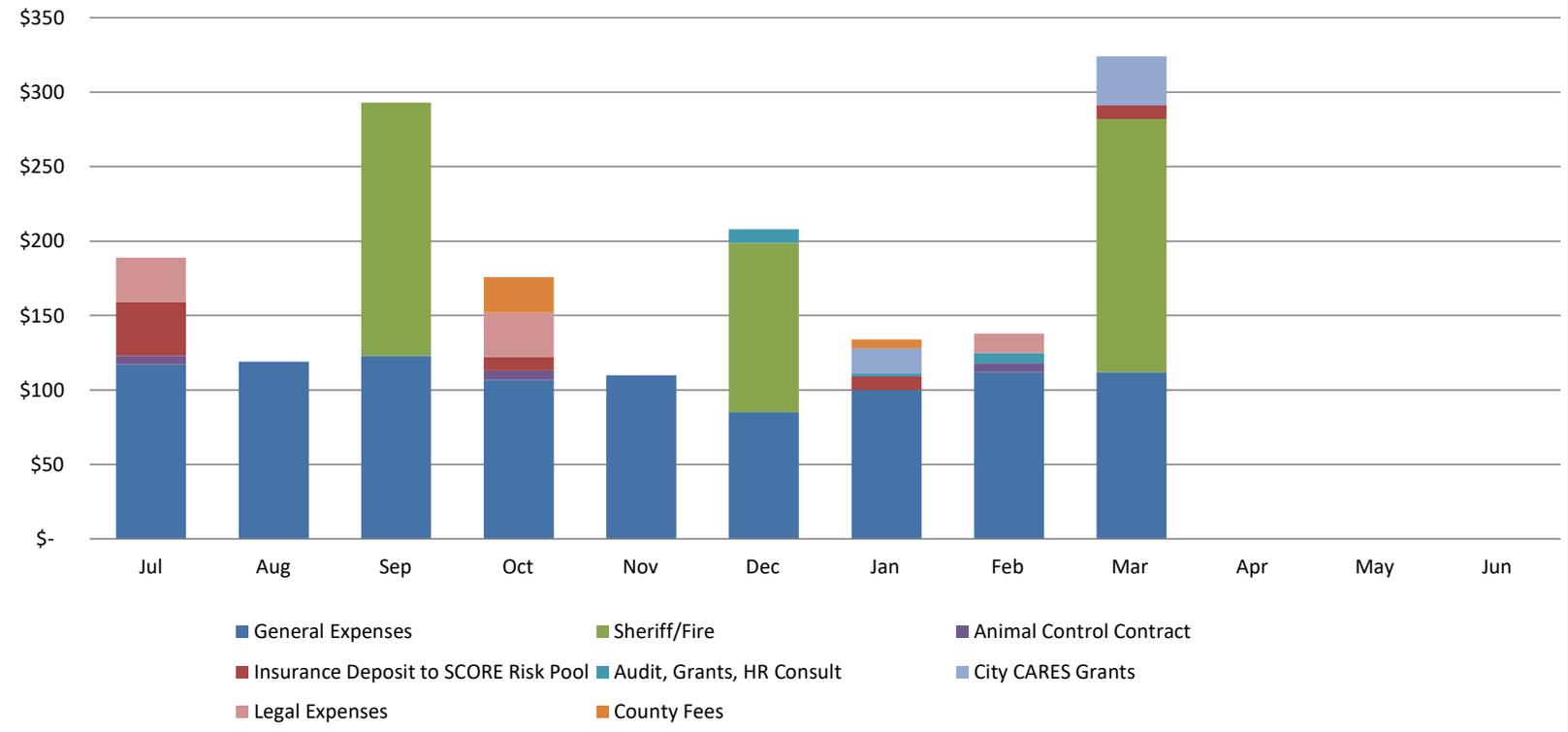


	Prev Yr	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
— Cash Balance FY2020-21	\$2,311	\$2,392	\$2,497	\$2,386	\$2,402	\$2,463	\$2,393	\$2,688	\$2,760	\$2,612			
— Cash Balance FY2019-20	\$2,013	\$2,069	\$2,169	\$2,110	\$2,170	\$2,467	\$2,373	\$2,747	\$2,730	\$2,615	\$2,627	\$2,910	\$2,311
— Cash Balance 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
- - *Reserves (Ops, Cap, Pen)	\$695	\$830	\$830	\$830	\$830	\$830	\$830	\$830	\$830	\$830	\$830	\$830	\$830
— Budget FY2020-21	\$2,311	\$2,311	\$2,311	\$2,311	\$2,311	\$2,311	\$2,311	\$2,311	\$2,311	\$2,311	\$2,311	\$2,311	\$2,311

City of Colfax - March 2021 General Fund Reserved Cash - Revenues by Month (Dollars in Thousands)



City of Colfax - March 2021 General Fund Reserved Cash - Expenses by Month (Dollars in Thousands)



City of Colfax
Cash Summary
March 31, 2021

	Balance 02/28/2021	Revenues In	Expenses Out	Transfers	Balance 03/31/2021
US Bank	\$ 279,247.97	\$ 503,170.36	\$ (552,267.95)	\$ (100,000.00)	\$ 130,150.38
LAIF	\$ 6,850,032.60	\$ -		\$ 100,000.00	\$ 6,950,032.60
Total Cash - General Ledger	\$ 7,129,280.57	\$ 503,170.36	\$ (552,267.95)	\$ -	\$ 7,080,182.98
Petty Cash (In Safe)	\$ 300.00				\$ 300.00
Total Cash	\$ 7,129,580.57	\$ 503,170.36	\$ (552,267.95)	\$ -	\$ 7,080,482.98

Change in Cash Account Balance - Total \$ (49,097.59)

Attached Reports:

- 1. Cash Transactions Report (By Individual Fund)
 - 2. Check Register Report (Accounts Payable) \$ (440,958.64)
 - 3. Cash Receipts - Daily Cash Summary Report \$ 278,985.11
 - Payroll Checks and Tax Deposits \$ (99,938.43)
 - Utility Billings - Receipts \$ 210,518.32
 - Check - Voided \$ 2,530.25
 - EFT's recorded March \$ (234.20)
- \$ (49,097.59) \$ 0.00

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

Reviewed by: Wes Heathcock, City Manager
Wes Heathcock, City Manager

City of Colfax
Cash Transactions Report - March 2021

	Beginning Balance	Debit Revenues	Credit (Expenditures)	Ending Balance
Fund Type: 1.11 - General Fund - Unassigned				
Fund: 100 - General Fund	\$ 2,685,956.19	\$ 165,115.63	\$ (320,454.94)	\$ 2,530,616.88
Fund: 120 - Land Development Fees	\$ 81,156.19	\$ 10,984.35	\$ (3,158.75)	\$ 88,981.79
Fund: 200 - Cannabis Application	\$ (7,543.51)	\$ -	\$ -	\$ (7,543.51)
Fund Type: 1.11 - General Fund - Unassigned	\$ 2,759,568.87	\$ 176,099.98	\$ (323,613.69)	\$ 2,612,055.16
Fund Type: 1.14 - General Fund - Restricted				
Fund: 205 - Escrow Funds	\$ 3,237.00	\$ -	\$ -	\$ 3,237.00
Fund: 571 - AB939 Landfill Diversion	\$ 25,717.26	\$ -	\$ (1,200.00)	\$ 24,517.26
Fund: 572 - Landfill Post Closure Maintenance	\$ 778,754.23	\$ 235.00	\$ (5,399.18)	\$ 773,590.05
Fund Type: 1.14 - General Fund - Restricted	\$ 807,708.49	\$ 235.00	\$ (6,599.18)	\$ 801,344.31
Fund Type: 1.24 - Special Rev Funds - Restricted				
Fund: 201 - CARES Act Funding	\$ -	\$ -	\$ -	\$ -
Fund: 203 - CARES Act Funding - CDBG	\$ (750.00)	\$ -	\$ -	\$ (750.00)
Fund: 210 - Mitigation Fees - Roads	\$ 231,489.91	\$ -	\$ -	\$ 231,489.91
Fund: 211 - Mitigation Fees - Drainage	\$ 4,456.18	\$ 552.58	\$ -	\$ 5,008.76
Fund: 212 - Mitigation Fees - Trails	\$ 66,962.76	\$ 251.90	\$ -	\$ 67,214.66
Fund: 213 - Mitigation Fees - Parks/Rec	\$ 119,940.22	\$ 1,300.16	\$ -	\$ 121,240.38
Fund: 214 - Mitigation Fees - City Bldgs	\$ 50,211.27	\$ 19,575.54	\$ -	\$ 69,786.81
Fund: 215 - Mitigation Fees - Vehicles	\$ 10,481.26	\$ 3,705.45	\$ -	\$ 14,186.71
Fund: 217 - Mitigation Fees - DT Parking	\$ 31,860.07	\$ 16,625.79	\$ -	\$ 48,485.86
Fund: 218 - Support Law Enforcement	\$ 29,347.92	\$ 15,399.98	\$ (25,000.00)	\$ 19,747.90
Fund: 244 - CDBG Program Inc - ME Lending	\$ 1,001.47	\$ -	\$ -	\$ 1,001.47
Fund: 250 - Streets - Roads/Transportation	\$ (142,437.52)	\$ -	\$ (14,004.99)	\$ (156,442.51)
Fund: 253 - Gas Taxes	\$ 24,511.80	\$ 7,250.78	\$ (1,505.99)	\$ 30,256.59
Fund: 258 - Road Maintenance - SB1/RSTBG	\$ 105,865.74	\$ 2,883.35	\$ -	\$ 108,749.09
Fund: 270 - Beverage Container Recycling	\$ 19,043.83	\$ -	\$ -	\$ 19,043.83
Fund: 280 - Oil Recycling	\$ 3,754.98	\$ -	\$ -	\$ 3,754.98
Fund: 292 - Fire Department Capital Funds	\$ 90,587.28	\$ -	\$ -	\$ 90,587.28
Fund: 342 - Fire Construction - Mitigation	\$ 50,523.00	\$ 7,460.00	\$ -	\$ 57,983.00
Fund: 343 - Recreation Construction	\$ 50,523.47	\$ 7,460.00	\$ -	\$ 57,983.47
Fund Type: 1.24 - Special Rev Funds - Restrict	\$ 747,373.64	\$ 82,465.53	\$ (40,510.98)	\$ 789,328.19
Fund Type: 1.34 - Capital Projects - Restricted				
Fund: 300 - FY2021 ADA Project	\$ (12,127.50)	\$ -	\$ -	\$ (12,127.50)
Fund: 367 - SB2 - Planning Grant	\$ (71,117.82)	\$ 294.95	\$ (805.00)	\$ (71,627.87)
Fund: 358 - CDBG Pavement	\$ (92,349.69)	\$ -	\$ (294.95)	\$ (92,644.64)
Fund Type: 1.34 - Capital Projects - Restricted	\$ (175,595.01)	\$ 294.95	\$ (1,099.95)	\$ (176,400.01)
Fund Type: 2.11 - Enterprise Funds				
Fund: 560 - Sewer	\$ 1,061,100.46	\$ 133,855.20	\$ (128,889.72)	\$ 1,066,065.94
Fund: 561 - Sewer Liftstations	\$ 266,412.98	\$ 20,857.68	\$ (22,384.53)	\$ 264,886.13
Fund: 563 - Wastewater Treatment Plant	\$ 1,139,551.98	\$ 59,583.19	\$ -	\$ 1,199,135.17
Fund: 564 - Sewer Connections	\$ 279,350.63	\$ 27,017.82	\$ -	\$ 306,368.45
Fund: 573 - WWTP Planning Grant	\$ (40,179.51)	\$ 2,530.25	\$ (29,074.90)	\$ (66,724.16)
Fund: 574 - OES PSPS Grant	\$ 298,648.55	\$ -	\$ -	\$ 298,648.55
Fund: 585 - LS #5 Force Main Repairs	\$ (16,429.75)	\$ -	\$ (95.00)	\$ (16,524.75)
Fund Type: 2.11 - Enterprise Funds - Unassign	\$ 2,988,455.34	\$ 243,844.14	\$ (180,444.15)	\$ 3,051,855.33
Fund Type: 9.0 - CLEARING ACCOUNT				
Fund: 998 - PAYROLL CLEARING FUND	\$ 1,769.24	\$ 230.76	\$ -	\$ 2,000.00
Fund Type: 9.0 - CLEARING ACCOUNT	\$ 1,769.24	\$ 230.76	\$ -	\$ 2,000.00
Grand Totals:	\$ 7,129,280.57	\$ 503,170.36	\$ (552,267.95)	\$ 7,080,182.98

Check Register Report

Item 6A

Checks March 2021

Date: 04/02/2021

Time: 10:56 am

CITY OF COLFAX

BANK: US BANK

Page: 1

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
US BANK Checks								
56750	03/04/21	Reconciled		03/31/21	03141	CALPERS	HEALTH PREMIUMS MAR 2021	4,241.07
56751	03/03/21	Reconciled		03/31/21	16162	PLACER COUNTY CLERK-RECORDER	MIT NEG DEC WWTP IMP FILING FE	2,480.25
56752	03/03/21	Reconciled		03/31/21	16162	PLACER COUNTY CLERK-RECORDER	NOD FILING FEE WWTP IMP PLAN	50.00
56753	03/04/21	Reconciled		03/31/21	01448	AMERIGAS - COLFAX	DEPOT PROPANE	81.09
56754	03/04/21	Reconciled		03/31/21	01448	AMERIGAS - COLFAX	CITY HALL PROPANE	543.75
56755	03/04/21	Reconciled		03/31/21	01448	AMERIGAS - COLFAX	FIRE DEPT PROPANE	83.55
56756	03/04/21	Reconciled		03/31/21	01448	AMERIGAS - COLFAX	SHERIFF DEPT PROPANE	345.60
56757	03/04/21	Reconciled		03/31/21	01500	ANDERSON'S SIERRA	PARK DRINKING FOUNTAIN RPR	55.63
56758	03/04/21	Reconciled		03/31/21	1690	ASTRO AIR DESIGN, INC.	RAILCAR HVAC RPR	8,976.00
56759	03/04/21	Reconciled		03/31/21	02829	BLUE RIBBON PERSONNEL SERVICES	TEMP LABOR	528.36
56760	03/04/21	Reconciled		03/31/21	06200	FEHR & PEERS ASSOCIATES, INC.	VMT TOOL JAN 2021	1,175.90
56761	03/04/21	Reconciled		03/31/21	08050	HACH COMPANY	WWTP LAB SUPPLIES	40.72
56762	03/04/21	Reconciled		03/31/21	08159	HILL BROTHERS CHEMICAL CO.	WWTP CHEMICALS	7,677.19
56763	03/04/21	Reconciled		03/31/21	08170	HILLS FLAT LUMBER CO	STMT 2/25/21	1,756.85
56764	03/04/21	Reconciled		03/31/21	08660	HUNT AND SONS, INC.	PW/WWTP/FIRE DEPT FUEL	463.69
56765	03/04/21	Reconciled		03/31/21	09455	INLAND BUSINESS SYSTEMS	COPY MACH LEASE	5.63
56766	03/04/21	Reconciled		03/31/21	23101	LARRY WALKER ASSOCIATES	NPDES PERMIT ASS JAN 2021	696.00
56767	03/04/21	Reconciled		03/31/21	12209	LIEBERT CASSIDY WHITMORE	HR LEGAL ASSISTANCE JAN 2021	1,129.50
56768	03/04/21	Reconciled		03/31/21	13266	MIKE BLANCHAR	2021 BOOT ALLOWANCE REIMB	275.00
56769	03/04/21	Reconciled		03/31/21	14356	NORTHERN CALIFORNIA GLOVE	PW SUPPLIES	96.81
56770	03/04/21	Reconciled		03/31/21	16011(2)	PELLETREAU, ALDERSON & CABRAL	LEGAL SVCS FEB 2021	10,115.46
56771	03/04/21	Reconciled		03/31/21	16200	PLACER COUNTY SHERIFF DEPT.	SHERIFF CONTRACT Q3 FY 20/21	195,404.00
56772	03/04/21	Reconciled		03/31/21	18378	RICHARDSON & COMPANY, LLP	FY 19/20 FINANCIAL AUDIT SVCS	3,405.00
56773	03/04/21	Reconciled		03/31/21	19193	SECURE RECORD MANAGEMENT	SHREDDING SVCS Q3 20/21	45.00
56774	03/04/21	Reconciled		03/31/21	19743	WILL STOCKWIN	MAR 2021 COLF CONN EDITING	300.00
56775	03/04/21	Reconciled		03/31/21	20054	TARGET SPECIALTY PRODUCTS	LAWN CARE SUPPLIES	1,104.09
56776	03/04/21	Reconciled		03/31/21	21560	US BANK CORPORATE PMT SYSTEM	STMT 2/22/21	1,080.63
56777	03/04/21	Reconciled		03/31/21	22106	VAN GRONINGEN & ASSOCIATES	FINANCIAL SVCS FEB 2021	5,906.25
56778	03/04/21	Reconciled		03/31/21	23169	WAVE BUSINESS SOLUTIONS	DEPOT PHONE	18.88
56779	03/12/21	Reconciled		03/31/21	01500	ANDERSON'S SIERRA	DRINKING FOUNTAIN RPRS	37.50
56780	03/12/21	Reconciled		03/31/21	01766	AT&T MOBILITY	CITY CELL PHONE	816.50
56781	03/12/21	Reconciled		03/31/21	02829	BLUE RIBBON PERSONNEL SERVICES	TEMP LABOR	478.04
56782	03/12/21	Reconciled		03/31/21	02901	BUREAU VERITAS NORTH AMERICA	BLDG OFFICIAL SVC FEB 2021	3,400.00
56783	03/12/21	Reconciled		03/31/21	02901	BUREAU VERITAS NORTH AMERICA	SHADOWWOOD PLAN REVISION	135.00
56784	03/12/21	Reconciled		03/31/21	03128(2)	CALIFORNIA RURAL WATER ASSOC	ANNUAL MEMBERSHIP	643.00
56785	03/12/21	Reconciled		03/31/21	3425	CINTAS	UNIFORM SVCS FEB 2021	200.53
56786	03/12/21	Reconciled		03/31/21	3496	COLEMAN ENGINEERING	WWTP OPERATOR COSULTANT	20,380.00
56787	03/12/21	Reconciled		03/31/21	07591	COLFAX GREEN MACHINE	ANNUAL CRAB FEED EVENT DONATIO	1,000.00
56788	03/12/21	Reconciled		03/31/21	4261	DEPAUL, ERIC	2021 BOOT ALLOWANCE REIMB	275.00
56789	03/12/21	Reconciled		03/31/21	7798	G&T TRUCK REPAIR	FIRE TRUCK RPR	2,531.08
56790	03/12/21	Reconciled		03/31/21	07220	GENERAL WHOLESALE ELECTRIC	LIGHTS	45.05
56791	03/12/21	Reconciled		03/31/21	07465	GOLD MINER PEST CONTROL	DEPOT PEST CONTROL	75.00
56792	03/12/21	Reconciled		03/31/21	07465	GOLD MINER PEST CONTROL	FIRE DEPT 37 PEST CONTROL	74.00
56793	03/12/21	Reconciled		03/31/21	07465	GOLD MINER PEST CONTROL	CORP YARD PEST CONTROL	100.00

Check Register Report

Item 6A

Checks March 2021

Date: 04/02/2021

Time: 10:56 am

CITY OF COLFAX

BANK: US BANK

Page: 2

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
US BANK Checks								
56794	03/12/21	Reconciled		03/31/21	07570	GRAINGER	WWTP SUPPLIES	121.01
56795	03/12/21	Reconciled		03/31/21	08050	HACH COMPANY	WWTP LAB SUPPLIES	267.06
56796	03/12/21	Reconciled		03/31/21	08086	HBE RENTALS	PW TOOL RENTAL	26.00
56797	03/12/21	Reconciled		03/31/21	16035	PG&E	ELECTRICITY	19,412.76
56798	03/12/21	Reconciled		03/31/21	18400	RIEBES AUTO PARTS	STMT 2/28/21	259.74
56799	03/12/21	Reconciled		03/31/21	19037	SAFE SIDE SECURITY	CORP YARD SECURITY	155.00
56800	03/12/21	Reconciled		03/31/21	19375	SIERRA BUSINESS COUNCIL	CARES BUS/NON PROFIT GRANT	33,200.00
56801	03/12/21	Reconciled		03/31/21	01790	SIERRA OFFICE PRODUCTS	OFFICE SUPPLIES	384.42
56802	03/12/21	Reconciled		03/31/21	19591	STANLEY CONVERGENT SECURITY	DEPOT SECURITY JAN-MAR 2021	157.86
56803	03/12/21	Reconciled		03/31/21	21452	URSU, EMMANUEL	PLANNING SVCS FEB 2021	6,056.68
56804	03/12/21	Reconciled		03/31/21	22134	VISION QUEST	TECH SUPPORT SVCS APR 2021	1,683.50
56805	03/12/21	Reconciled		03/31/21	22134	VISION QUEST	TECH SUPPORT SUPPLIES	236.81
56806	03/12/21	Reconciled		03/31/21	23169	WAVE BUSINESS SOLUTIONS	FIRE DEPT PHONE	38.22
56807	03/12/21	Reconciled		03/31/21	23169	WAVE BUSINESS SOLUTIONS	CITY HALL PHONE	227.10
56808	03/12/21	Reconciled		03/31/21	23218	WENDEL ROSEN	LEGAL MATTER FEB 2021	85.00
56809	03/12/21	Reconciled		03/31/21	23301	WESTERN PLACER WASTE	WWTP SLUDGE REMOVAL FEB 2021	1,279.98
56810	03/12/21	Reconciled		03/31/21	2087	BASIC PACIFIC	FSA BENEFIT PYMT	273.00
56811	03/19/21	Reconciled		03/31/21	1161	49ER WATER SERVICES	Q1 2021 PRIORITY POLLUTANTS	3,513.00
56812	03/19/21	Printed			01270	ADAMS ASHBY GROUP, INC.	CV 2/3 GRANT APPLICATION	500.00
56813	03/19/21	Reconciled		03/31/21	01650	AQUA SIERRA CONTROLS INC.	SCADA ON DEMAND TRAINING	1,297.75
56814	03/19/21	Printed			2084	BATCHELDER GROUP	LABOR NEGOTIATOR FEB 2021	3,000.00
56815	03/19/21	Reconciled		03/31/21	03493	COASTLAND CIVIL ENGINEERING	ENG SVCS FEB 2021	1,240.00
56816	03/19/21	Reconciled		03/31/21	04592	DACOMM	WWTP INTERNET	99.95
56817	03/19/21	Reconciled		03/31/21	05221	EOSI - ENVIRONMENT OPERATING	WWTP CHEMICALS	4,958.68
56818	03/19/21	Reconciled		03/31/21	10512	JPW COMMUNICATIONS	RECYCLING OUTREACH PROGRAM	1,200.00
56819	03/19/21	Printed			19390	MAR-VAL'S SIERRA MARKET	CITY COUNCIL WATER	5.49
56820	03/19/21	Printed			29999	MYERS, ELIZABETH	REFUND OF ESCROW OVERPAY	490.71
56821	03/19/21	Reconciled		03/31/21	14356	NORTHERN CALIFORNIA GLOVE	PW RAIN GEAR	157.12
56822	03/19/21	Reconciled		03/31/21	14356	NORTHERN CALIFORNIA GLOVE	PW RAIN GEAR	604.87
56823	03/19/21	Reconciled		03/31/21	16300	PCWA -PLACER COUNTY	WATER	816.80
56824	03/19/21	Reconciled		03/31/21	16040	PURCHASE POWER	POSTAGE REFILL	503.50
56825	03/19/21	Reconciled		03/31/21	19037	SAFE SIDE SECURITY	SECURITY SYSTEM RPR	165.00
56826	03/19/21	Reconciled		03/31/21	19446	SIERRA WEST LAND DEVELOPMENT	WWTP VEGETATION CLEARING	14,850.00
56827	03/19/21	Reconciled		03/31/21	23169	WAVE BUSINESS SOLUTIONS	CORP YARD INTERNET	54.90
56828	03/19/21	Reconciled		03/31/21	18883	WAXIE SANITARY SUPPLY	PW SUPPLIES	956.08
56829	03/22/21	Reconciled		03/31/21	2087	BASIC PACIFIC	FSA BENEFIT PYMT	15.00
56830	03/30/21	Printed			02829	BLUE RIBBON PERSONNEL SERVICES	CSR TEMP LABOR	162.40
56831	03/30/21	Printed			3120	CALIFORNIA ALL STEEL	WWTP METAL BLDG DEP	2,639.25
56832	03/30/21	Printed			03401	CHOICE BUILDER	DENTAL PREMIUMS APR 2021	494.14
56833	03/30/21	Printed			04234	DE LAGE LANDEN FINANCIAL	COPY MACH LEASE APR 2021	399.72
56834	03/30/21	Printed			06200	FEHR & PEERS ASSOCIATES, INC.	VMT TOOL FEB 2021	525.00
56835	03/30/21	Printed			06278	FRONTIER COMMUNICATIONS	WWTP PHONE	205.23
56836	03/30/21	Printed			07220	GENERAL WHOLESALE ELECTRIC	ST LIGHTING SUPPLIES	261.14
56837	03/30/21	Printed			14859	GHD INC.	ENG SVCS FEB 2021	10,070.00
56838	03/30/21	Printed			7560	GRAHAM, ADRIENNE	WWTP IMPROVEMENT ENV RVW	3,444.65
56839	03/30/21	Printed			07570	GRAINGER	LAB SUPPLIES	24.80
56840	03/30/21	Printed			08660	HUNT AND SONS, INC.	FUEL	311.43
56841	03/30/21	Printed			23101	LARRY WALKER ASSOCIATES	NPDES PERMIT ASSISTANCE	1,918.50

Check Register Report

Item 6A

Checks March 2021

Date: 04/02/2021

Time: 10:56 am

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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								
56842	03/30/21	Printed			12209	LIEBERT CASSIDY WHITMORE	HR LEGAL ASSISTANCE	1,036.50
56843	03/30/21	Printed			14362	NORTH, KIMBERLY	EVENT DEPOSIT REFUND	100.00
56844	03/30/21	Printed			14356	NORTHERN CALIFORNIA GLOVE	PW SUPPLIES	80.44
56845	03/30/21	Printed			19070	SCORE - SMALL CITIES ORGANIZED	WORKERS COMP INS Q4 FY 20/21	18,771.45
56846	03/30/21	Printed			20092	THUMBLER	PUBLIC OUTREACH CONSULTANT	518.50
56847	03/30/21	Printed			23169	WAVE BUSINESS SOLUTIONS	CITY HALL INTERNET	264.90
56848	03/30/21	Printed			23451	WOOD RODGERS	WWTP IMP PLANNING	2,900.00
56849	03/30/21	Printed			23451	WOOD RODGERS	WWTP INSTRUMENTATION SURVEY	50.00
56850	03/30/21	Printed			23451	WOOD RODGERS	WWTP IMP PLANNING	20,200.00
56852	03/29/21	Reconciled		03/31/21	2087	BASIC PACIFIC	FSA BENEFIT PYMT	15.00

Total Checks: 102

Checks Total (excluding void checks): 440,958.64

Total Payments: 102

Bank Total (excluding void checks): 440,958.64

Total Payments: 102

Grand Total (excluding void checks): 440,958.64

DAILY CASH SUMMARY REPORT

Item 6A

March 2021 Cash Receipts
03/01/2021 - 03/31/2021

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4/2/2021
1:49 pm

City of Colfax

		Debit	Credit	Net Chng
Fund: 100 - General Fund				
03/03/2021	Daily Totals	25,066.90	0.00	25,066.90
03/09/2021	Daily Totals	1,578.38	0.00	1,578.38
03/10/2021	Daily Totals	60.00	0.00	60.00
03/11/2021	Daily Totals	9,648.63	0.00	9,648.63
03/15/2021	Daily Totals	525.28	171.42	353.86
03/19/2021	Daily Totals	2,932.88	0.00	2,932.88
03/22/2021	Daily Totals	418.00	0.00	418.00
03/24/2021	Daily Totals	114,163.14	0.00	114,163.14
03/26/2021	Daily Totals	2,786.58	0.00	2,786.58
03/29/2021	Daily Totals	483.00	0.00	483.00
03/30/2021	Daily Totals	60.00	0.00	60.00
Fund: 100 - General Fund	TOTALS:	157,722.79	171.42	157,551.37
Fund: 120 - Land Development Fees				
03/03/2021	Daily Totals	727.40	0.00	727.40
03/11/2021	Daily Totals	3,422.24	0.00	3,422.24
03/26/2021	Daily Totals	6,834.71	0.00	6,834.71
Fund: 120 - Land Development Fees	TOTALS:	10,984.35	0.00	10,984.35
Fund: 211 - Mitigation Fees - Drainage				
03/03/2021	Daily Totals	552.58	0.00	552.58
Fund: 211 - Mitigation Fees - Drainage	TOTALS:	552.58	0.00	552.58
Fund: 212 - Mitigation Fees - Trails				
03/03/2021	Daily Totals	251.90	0.00	251.90
Fund: 212 - Mitigation Fees - Trails	TOTALS:	251.90	0.00	251.90
Fund: 213 - Mitigation Fees - Parks/Rec				
03/03/2021	Daily Totals	1,300.16	0.00	1,300.16
Fund: 213 - Mitigation Fees - Parks/Rec	TOTALS:	1,300.16	0.00	1,300.16

DAILY CASH SUMMARY REPORT

Item 6A

March 2021 Cash Receipts
03/01/2021 - 03/31/2021

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4/2/2021
1:49 pm

City of Colfax

		Debit	Credit	Net Chng
Fund: 214 - Mitigation Fees - City Bldgs				
03/03/2021	Daily Totals	19,575.54	0.00	19,575.54
Fund: 214 - Mitigation Fees - City Bldgs		TOTALS:	19,575.54	0.00
Fund: 215 - Mitigation Fees - Vehicles				
03/03/2021	Daily Totals	3,705.45	0.00	3,705.45
Fund: 215 - Mitigation Fees - Vehicles		TOTALS:	3,705.45	0.00
Fund: 217 - Mitigation Fees - DT Parking				
03/03/2021	Daily Totals	16,625.79	0.00	16,625.79
Fund: 217 - Mitigation Fees - DT Parking		TOTALS:	16,625.79	0.00
Fund: 218 - Support Law Enforcement				
03/19/2021	Daily Totals	15,399.98	0.00	15,399.98
Fund: 218 - Support Law Enforcement		TOTALS:	15,399.98	0.00
Fund: 253 - Gas Taxes				
03/01/2021	Daily Totals	3,096.75	0.00	3,096.75
03/30/2021	Daily Totals	4,154.03	0.00	4,154.03
Fund: 253 - Gas Taxes		TOTALS:	7,250.78	0.00
Fund: 258 - Road Maintenance - SB1/RSTBG				
03/22/2021	Daily Totals	2,883.35	0.00	2,883.35
Fund: 258 - Road Maintenance - SB1/RSTBG		TOTALS:	2,883.35	0.00
Fund: 342 - Fire Construction - Mitigation				
03/03/2021	Daily Totals	7,460.00	0.00	7,460.00
Fund: 342 - Fire Construction - Mitigation		TOTALS:	7,460.00	0.00
Fund: 343 - Recreation Construction				
03/03/2021	Daily Totals	7,460.00	0.00	7,460.00
Fund: 343 - Recreation Construction		TOTALS:	7,460.00	0.00
Fund: 560 - Sewer				

DAILY CASH SUMMARY REPORT

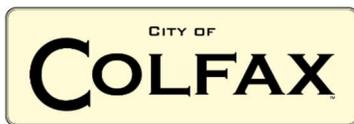
Item 6A

March 2021 Cash Receipts
03/01/2021 - 03/31/2021

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4/2/2021
1:49 pm

City of Colfax

		Debit	Credit	Net Chng
03/03/2021	Daily Totals	250.00	0.00	250.00
03/11/2021	Daily Totals	74.04	0.00	74.04
Fund: 560 - Sewer		TOTALS:	324.04	0.00
				324.04
Fund: 561 - Sewer Liftstations				
03/31/2021	Daily Totals	407.00	0.00	407.00
Fund: 561 - Sewer Liftstations		TOTALS:	407.00	0.00
				407.00
Fund: 564 - Sewer Connections				
03/03/2021	Daily Totals	27,017.82	0.00	27,017.82
Fund: 564 - Sewer Connections		TOTALS:	27,017.82	0.00
				27,017.82
Fund: 572 - Landfill Post Closure Mainten				
03/03/2021	Daily Totals	235.00	0.00	235.00
Fund: 572 - Landfill Post Closure Mainten		TOTALS:	235.00	0.00
				235.00
GRAND TOTALS:		279,156.53	171.42	278,985.11



Staff Report to City Council

FOR THE APRIL 28, 2021 REGULAR CITY COUNCIL MEETING

From: Wes Heathcock, City Manager
Prepared by: Laurie Van Groningen, Finance Director
Subject: Quarterly Investment Report – Quarter ended 03/31/2021

Budget Impact Overview:

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

RECOMMENDED ACTION: Accept and File.

California Government Code Section 53646 and the City of Colfax Investment Policy require a quarterly investment report be submitted to the City Council. Such report shall include at least the following information:

- Types of Investments;
- Name of the institution in which funds are invested or deposited;
- Date of Maturity, if applicable;
- Par and dollar amount investment for all securities;
- Percent distribution of each type of investment or deposit; current market value as of the date of the report, including source of the valuation except those under LAIF;
- Rate of interest;
- Average weighted yield of all investments;
- A statement relating the report to the City’s Investment Policy; and
- A statement that there are sufficient funds to meet the City’s next six months financial obligations.

The current practice for cash management is to maintain an operating balance between \$75,000 and \$150,000 in the City’s US Bank Corporate checking account. This account accumulates Earnings Credits based on the account balance which offset/reduce monthly service charges. City funds in excess of targeted operating balance are transferred to the State of California Local Agency Investment Fund (LAIF) on a weekly basis. The checking account balance may be reported at an amount higher than the target balance by the Bank due to the timing of City checks being processed by vendors/service providers.

The City’s investment policy is authorized under the California Government Code, section 53600, et. seq. as it applies to the investment of public funds. The Government Code governs the City’s allowable investments, and the lengths of those investments. Our investment policy dictates that the City should have liquid short term securities to meet six months financial obligations. The budget for fiscal year 2020-2021 reflects nearly \$4.2M in annual operating expenditures; therefore, our target for liquid short term securities would be \$2.1M.

The attached schedule Analysis of Treasury Investment Pool satisfies the State’s reporting requirements. Additionally, we have determined:

- The investments held at March 31, 2021 conform to the City Investment Policy adopted by Resolution 29-2014.
- The composite yield of the City’s investment pool (US Bank and LAIF) to be the rate of .40% for the quarter ended March 31, 2021.
- There are sufficient funds on deposit to meet all anticipated City expenditures for the period April 1, 2021 through September 30, 2021.

Historically, due to fluctuations in fund balances, investment opportunities outside the corporate checking and LAIF accounts have been somewhat limited. With several years of solid funding levels, the City staff has reviewed additional investment opportunities. We have seriously considered the process of opening an account for some short term Certificates of Deposit (CD) investments. In recent months, the rates for CD's have dropped creating a narrow gap between the two investment options. Staff will continue to review for opportunities, but at this time will continue with the current investment structure.

Attachments:

1. Analysis of Treasury Investment Pool
2. State of California – PMIA and LAIF Performance Report (QE 03/31/2021)
3. State of California – PMIA Average Monthly Effective Yields
4. Resolution 29-2014

City of Colfax
Analysis of Treasury Investment Pool
Quarterly Analysis - FY2020-2021
Report Date: 03/31/2021

Quarter Ended 03/31/2021					
Type of Investment	Financial Institution	Date of Maturity	Investment Amount	% of Total Investment	Average Investment Yield
Investment Fund	State Local Agency Investment Fund (LAIF)	N/A	\$ 6,950,033	97%	0.41%
Corporate Checking	US Bank	N/A	\$ 198,482	3%	0.16%
Total Investment Pool			\$ 7,148,515	100%	0.40%

Quarter Ended 12/31/2020					
Type of Investment	Financial Institution	Date of Maturity	Investment Amount	% of Total Investment	Average Investment Yield
Investment Fund	State Local Agency Investment Fund (LAIF)	N/A	\$ 6,364,482	96%	0.58%
Corporate Checking	US Bank	N/A	\$ 275,190	4%	0.16%
Total Investment Pool			\$ 6,639,672	100%	0.56%

Quarter Ended 09/30/2020					
Type of Investment	Financial Institution	Date of Maturity	Investment Amount	% of Total Investment	Average Investment Yield
Investment Fund	State Local Agency Investment Fund (LAIF)	N/A	\$ 7,274,095	96%	0.80%
Corporate Checking	US Bank	N/A	\$ 290,744	4%	0.16%
Total Investment Pool			\$ 7,564,839	100%	0.77%



PMIA/LAIF Performance Report as of 04/15/21



PMIA Average Monthly Effective Yields⁽¹⁾

Mar	0.357
Feb	0.407
Jan	0.458

Quarterly Performance Quarter Ended 03/31/21

LAIF Apportionment Rate ⁽²⁾ :	0.44
LAIF Earnings Ratio ⁽²⁾ :	0.00001214175683392
LAIF Fair Value Factor ⁽¹⁾ :	1.001269853
PMIA Daily ⁽¹⁾ :	0.35%
PMIA Quarter to Date ⁽¹⁾ :	0.41%
PMIA Average Life ⁽¹⁾ :	220

Pooled Money Investment Account Monthly Portfolio Composition ⁽¹⁾ 03/31/21 \$126.7 billion

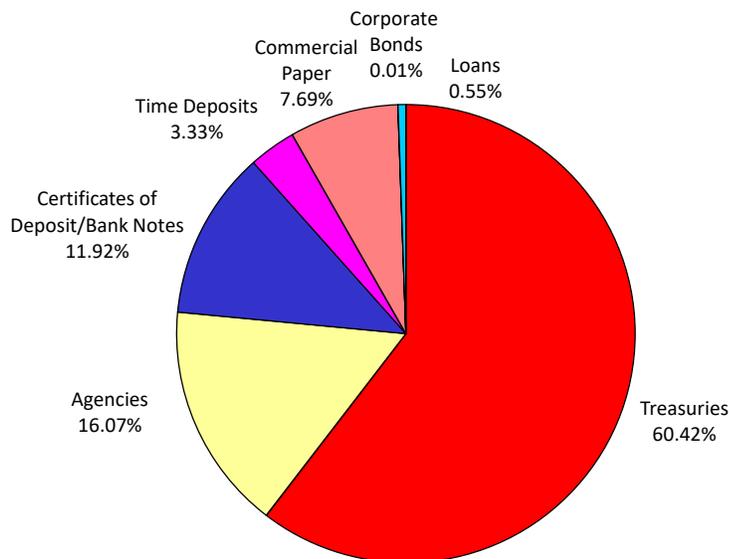


Chart does not include 0.01% of mortgages. Percentages may not total 100% due to rounding.

Daily rates are now available here. [View PMIA Daily Rates](#)

Notes: The apportionment rate includes interest earned on the CalPERS Supplemental Pension Payment pursuant to Government Code 20825 (c)(1) and interest earned on the Wildfire Fund loan pursuant to Public Utility Code 3288 (a).

Source:

⁽¹⁾ State of California, Office of the Treasurer

⁽²⁾ State of California, Office of the Controller



California State Treasurer
Fiona Ma, CPA



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[Home](#) --> [PMIA](#) --> PMIA Average Monthly Effective Yields



POOLED MONEY INVESTMENT ACCOUNT

PMIA Average Monthly Effective Yields

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1977	5.770	5.660	5.660	5.650	5.760	5.850	5.930	6.050	6.090	6.090	6.610	6.730
1978	6.920	7.050	7.140	7.270	7.386	7.569	7.652	7.821	7.871	8.110	8.286	8.769
1979	8.777	8.904	8.820	9.082	9.046	9.224	9.202	9.528	9.259	9.814	10.223	10.218
1980	10.980	11.251	11.490	11.480	12.017	11.798	10.206	9.870	9.945	10.056	10.426	10.961
1981	10.987	11.686	11.130	11.475	12.179	11.442	12.346	12.844	12.059	12.397	11.887	11.484
1982	11.683	12.044	11.835	11.773	12.270	11.994	12.235	11.909	11.151	11.111	10.704	10.401
1983	10.251	9.887	9.688	9.868	9.527	9.600	9.879	10.076	10.202	10.182	10.164	10.227
1984	10.312	10.280	10.382	10.594	10.843	11.119	11.355	11.557	11.597	11.681	11.474	11.024
1985	10.579	10.289	10.118	10.025	10.180	9.743	9.656	9.417	9.572	9.482	9.488	9.371
1986	9.252	9.090	8.958	8.621	8.369	8.225	8.141	7.844	7.512	7.586	7.432	7.439
1987	7.365	7.157	7.205	7.044	7.294	7.289	7.464	7.562	7.712	7.825	8.121	8.071
1988	8.078	8.050	7.945	7.940	7.815	7.929	8.089	8.245	8.341	8.397	8.467	8.563
1989	8.698	8.770	8.870	8.992	9.227	9.204	9.056	8.833	8.801	8.771	8.685	8.645
1990	8.571	8.538	8.506	8.497	8.531	8.538	8.517	8.382	8.333	8.321	8.269	8.279
1991	8.164	8.002	7.775	7.666	7.374	7.169	7.098	7.072	6.859	6.719	6.591	6.318
1992	6.122	5.863	5.680	5.692	5.379	5.323	5.235	4.958	4.760	4.730	4.659	4.647
1993	4.678	4.649	4.624	4.605	4.427	4.554	4.438	4.472	4.430	4.380	4.365	4.384
1994	4.359	4.176	4.248	4.333	4.434	4.623	4.823	4.989	5.106	5.243	5.380	5.528
1995	5.612	5.779	5.934	5.960	6.008	5.997	5.972	5.910	5.832	5.784	5.805	5.748
1996	5.698	5.643	5.557	5.538	5.502	5.548	5.587	5.566	5.601	5.601	5.599	5.574
1997	5.583	5.575	5.580	5.612	5.634	5.667	5.679	5.690	5.707	5.705	5.715	5.744
1998	5.742	5.720	5.680	5.672	5.673	5.671	5.652	5.652	5.639	5.557	5.492	5.374
1999	5.265	5.210	5.136	5.119	5.086	5.095	5.178	5.225	5.274	5.391	5.484	5.639
2000	5.760	5.824	5.851	6.014	6.190	6.349	6.443	6.505	6.502	6.517	6.538	6.535
2001	6.372	6.169	5.976	5.760	5.328	4.958	4.635	4.502	4.288	3.785	3.526	3.261
2002	3.068	2.967	2.861	2.845	2.740	2.687	2.714	2.594	2.604	2.487	2.301	2.201
2003	2.103	1.945	1.904	1.858	1.769	1.697	1.653	1.632	1.635	1.596	1.572	1.545
2004	1.528	1.440	1.474	1.445	1.426	1.469	1.604	1.672	1.771	1.890	2.003	2.134
2005	2.264	2.368	2.542	2.724	2.856	2.967	3.083	3.179	3.324	3.458	3.636	3.808
2006	3.955	4.043	4.142	4.305	4.563	4.700	4.849	4.946	5.023	5.098	5.125	5.129
2007	5.156	5.181	5.214	5.222	5.248	5.250	5.255	5.253	5.231	5.137	4.962	4.801
2008	4.620	4.161	3.777	3.400	3.072	2.894	2.787	2.779	2.774	2.709	2.568	2.353
2009	2.046	1.869	1.822	1.607	1.530	1.377	1.035	0.925	0.750	0.646	0.611	0.569
2010	0.558	0.577	0.547	0.588	0.560	0.528	0.531	0.513	0.500	0.480	0.454	0.462
2011	0.538	0.512	0.500	0.588	0.413	0.448	0.381	0.408	0.378	0.385	0.401	0.382
2012	0.385	0.389	0.383	0.367	0.363	0.358	0.363	0.377	0.348	0.340	0.324	0.326
2013	0.300	0.286	0.285	0.264	0.245	0.244	0.267	0.271	0.257	0.266	0.263	0.264
2014	0.244	0.236	0.236	0.233	0.228	0.228	0.244	0.260	0.246	0.261	0.261	0.267
2015	0.262	0.266	0.278	0.283	0.290	0.299	0.320	0.330	0.337	0.357	0.374	0.400
2016	0.446	0.467	0.506	0.525	0.552	0.576	0.588	0.614	0.634	0.654	0.678	0.719
2017	0.751	0.777	0.821	0.884	0.925	0.978	1.051	1.084	1.111	1.143	1.172	1.239
2018	1.350	1.412	1.524	1.661	1.755	1.854	1.944	1.998	2.063	2.144	2.208	2.291
2019	2.355	2.392	2.436	2.445	2.449	2.428	2.379	2.341	2.280	2.190	2.103	2.043
2020	1.967	1.912	1.787	1.648	1.363	1.217	0.920	0.784	0.685	0.620	0.576	0.540

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	0.458	0.407	0.357									

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City of Colfax City Council

Resolution No 29-2014

AFFIRMING ADMINISTRATIVE POLICIES AND PROCEDURES FOR FINANCIAL MANAGEMENT, INVESTMENT AND WHISTLEBLOWERS

Whereas, the Colfax City Council has determined that the administrative policies for financial management, investment and whistleblowers are important to the smooth and consistent financial operations of the City; and,

Whereas, these policies have not been updated for several years; and

Whereas, the annual independent audit recommended such policies be updated and in place; and,

Whereas, the Council has reviewed the attached policies,

Now Therefore, Be It Resolved by the City Council of the City of Colfax that the administrative policies attached hereto are hereby affirmed.

Passed and Adopted this 8th day of October by the following vote:

Ayes: Douglass, Hesch, McKinney, Parnham
Noes: None
Absent: Barkle



Tony Hesch, Mayor

ATTEST:



Lorraine Cassidy, City Clerk

CITY OF COLFAX
ADMINISTRATIVE POLICIES AND PROCEDURES

Subject: Investment Policy
 Effective Date: October 8, 2014
 Resolution: Resolution No. 29-2014

SCOPE AND AUTHORITY

The purpose of this policy is to establish a prudent and systematic Investment Policy, and to organize and formalize investment-related activities.

The City's Investment Policy is authorized under the California Government Code, section 53600, et, seq.as it applies to the investment of public funds.

It is intended that this policy cover all funds and investment activities under the direct authority of the City of Colfax. Investments authorized by Fiscal Agents pursuant to bonded debt are controlled by the terms and conditions of the specific bond, and may not necessarily coincide with the Investment Policy outlined herein. Investments must conform to Government Code Section 53600.5 concerning safekeeping of purchased securities by financial advisers, fiscal agent, or consultants. Wherever practical, investments made by a Fiscal Agent on behalf of the City will be consistent with this Policy.

INVESTMENT OBJECTIVES

Safety – It is the primary duty and responsibility of the City Staff to protect, preserve and maintain cash and investments on behalf of the citizens of Colfax.

Liquidity – An adequate percentage of the City's investment portfolio should be maintained in liquid short-term securities which can be converted to cash if necessary to meet disbursement requirements. Since all cash requirements cannot be anticipated, investments in securities with active secondary or resale markets is highly recommended. Emphasis should be on marketable securities with low sensitivity to market risk.

Yield – Yield should become a consideration only after the basic requirements of safety and liquidity have been met.

- A. The overall yield should be designed to attain a market-average rate of return throughout budgetary and economic cycles, taking into account the City's risk constraints, the cash flow characteristics of the portfolio, and State and local laws, ordinances or resolutions that restrict investments.

Public Trust – All participants in the investment process shall act as custodians of the public trust. Investment officials shall recognize that the investment portfolio is subject to public review and evaluation. The overall investment program shall be designed and managed with a degree of professionalism that is worthy of the public trust.

Diversification – The investment portfolio will be diversified to avoid incurring unreasonable and avoidable risks regarding specific security types or individual financial institutions.

- A. In a diversified portfolio it must be recognized that occasional measured losses are inevitable, and must be considered within the context of the overall portfolio's investment return, provided that adequate diversification has been implemented.

Prudence – The City adheres to the "prudent person rule" which obligates a fiduciary to insure that: "...investments shall be made with the exercise of that degree of judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation but for investment considering the probable safety of their capital as well as the probable income to be derived."

INVESTMENT STRATEGY

The most effective method of increasing investment yields without sacrificing safety is to extend the investment horizon commensurate with the City's cash requirements. To that end, improved cash forecasting and management is the preferred investment strategy for the City.

- A. Cash management activities include accurate cash projections, the expeditious collection of revenue, the control of disbursements, cost-effective banking relations, and a short-term borrowing program, when needed, that coordinates working capital requirements and investment opportunity.

ALLOWABLE INVESTMENT INSTRUMENTS

The Government Code, Sections 53601, 53601.1 and 53635 shall govern the City's allowable investments, and the length of those investments, unless specifically limited by this policy. Although the maximum maturity for any deposit or investment is five years, most investments should be for no longer than 2-3 years. All investments of City funds shall be made in accordance with California Government Code Sections 53601, et seq. and 53635 et seq., or in accordance with California Government Code 16429.1 authorizing investments into the State Local Agency Investment Fund (LAIF). Investments will be authorized by the City Manager, City Treasurer, Finance Director or Mayor only.

REPORTING REQUIREMENTS

City staff shall submit a quarterly investment report to the City Council. The report must be submitted to the City Manager for the agenda within 30 days following the end of the month covered by the report, and is required under Government Code Section 53646. Such report shall include at least the following information:

- Types of investments;
- Name of the institution in which funds are invested or deposited;
- Date of maturity, if applicable;
- Par and dollar amount investment for all securities;
- Percent distribution of each type of investment or deposit; current market value as of the date of the report, including source of the valuation except those under LAIF;
- Rate of interest;

- Average weighted yield of all investments;
- A statement relating the report to the City's Investment Policy; and
- A statement that there are sufficient funds to meet the City's next six months' financial obligations.

Staff shall also submit the above information annually to the external auditors.

Periodic reports shall be prepared as required by circumstances or as directed by Council. Such circumstances include, but are not limited to, notification that any City investment may be in jeopardy or a sudden and significant drop in the current market value of any City investment.

INTERNAL CONTROLS AND GENERAL GUIDELINES

A system of internal control shall be implemented to prevent losses of public funds arising from fraud, employee error, misrepresentation of third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the City.

Controls deemed most important include:

- The control of collusion and separation of duties;
- Custodial safekeeping of funds invested or on deposit;
- Minimizing the number of authorized Investment Officers; and
- Written documentation of procedures and transactions.

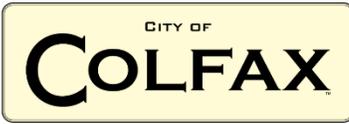
In selecting financial institutions for the deposit or investment of City funds, the City shall consider the credit-worthiness of the institution. Such credit-worthiness shall be monitored on a regular basis throughout the period in which City funds are deposited or invested.

- A. Any deposit or investment of funds shall be in writing, signed by the City and the authorized representative of the institution.
- B. All transfers must be made by authorized personnel and properly logged and documented.

City staff shall encourage peer review of the City's investments and investment practices. In addition, the City's cash management and investment practices shall be included in any outside financial audit of the City.

An annual Cash Flow Forecast may be prepared by the City, and would be used to assist in the development of the annual operating budget for the City.

This Investment Policy shall be reviewed by the City Council on an annual basis as part of the budget process.



Staff Report to City Council

FOR THE APRIL 28, 2021 REGULAR CITY COUNCIL MEETING

From: Wes Heathcock, City Manager
Prepared by: Laurie Van Groningen, Finance Director
Subject: 2021/22 Budget Process

Budget Impact Overview:

N/A: ✓	Funded:	Un-funded:	Amount:	Fund(s):
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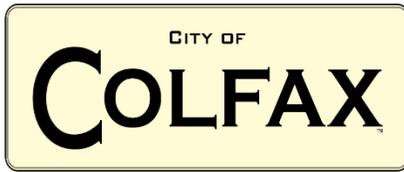
RECOMMENDED ACTION: Information Only

Summary/Background

In accordance with City Financial Policy, staff is providing a schedule of events for the upcoming fiscal year budget. Because the fiscal year 2021-2022 budget was adopted as part of the biennial budget process in June 2020, we have a condensed review process schedule this year.

There are annual review and approval processes related to the budget that need to be completed. Staff will be completing analysis and compiling required data in the following areas to be presented at the June 9, 2021 regularly scheduled Council meeting:

- Annual review of Investment and Financial Policies
- Annual review and adoption of GANN Appropriation Limits
- Financial risk review update
- Budget update: Review of major budgeted revenue and expense categories based on current year actual data and activities



City Council Minutes

Special Meeting of Colfax City Council

Thursday, March 11, 2021

City Hall Council Chambers

33 S. Main Street, Colfax CA via Zoom Meetings

1 CLOSED SESSION (No Closed Session)

2 OPEN SESSION

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

Mayor Lomen called the open session to order at 10:03AM

2B. **Pledge of Allegiance**

City Manager Wes Heathcock led the Pledge of Allegiance

2C. **Roll Call**

Present: Mendoza, Ackerman, Burruss, Lomen

Absent: Fatula

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, Lomen

NOES:

ABSTAIN:

ABSENT: Fatula

3 PRESENTATION (no presentations)

4 PUBLIC HEARING (no public hearing)

5 CONSENT CALENDAR

5A. **Quarterly Sales Tax Analysis – 2020 Quarter 4**

Recommended Action: Accept and File.

5B. **Administrative Analyst/Public Works Director Job Description and Salary Approval**

Recommended Action: By Resolution 16-2021, approve the Administrative Analyst/Public Works Director Job Descriptions and Salary Range

5C. **Green Machine Event Funding Request**

Recommended Action: By Resolution 17-2021, authorize the City to donate \$1,000 to the Green Machine for the annual Crab Feed Event.

5D. **Minutes of the Colfax City Council**

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

*** End of Consent Calendar ***

By MOTION, approve the consent calendar.

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

AYES: Mendoza, Ackerman, Burruss, Lomen

NOES:

ABSTAIN:

ABSENT: Fatula

6 PUBLIC COMMENT (no public comment received)

7 COUNCIL BUSINESS

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

By MOTION, appoint Councilmember Fatula to the Pioneer Energy Board as a Primary and appoint Mayor Pro Tem Burruss as an Alternate on Placer County Flood Control District Board. MOTION made by Mayor Pro Tem Burruss and seconded by Councilmember Mendoza and approved by the following roll call vote:

AYES: Mendoza, Ackerman, Lomen

NOES:

ABSTAIN: Burruss

ABSENT: Fatula

8 GOOD OF THE ORDER

Councilmember Ackerman asked about the Chamber of Commerce tents. City Manager Heathcock advised the Council they collapsed under a heavier than expected snow.

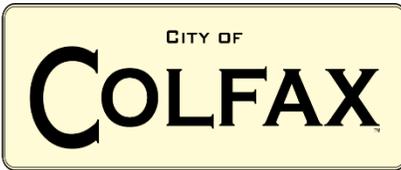
Mayor Lomen reminded the public the 1pm Special Session Workshop today to discuss Fire Services has been cancelled and is expected to be heard in early April.

9 ADJOURNMENT

As there was no further business on the agenda, Mayor Lomen adjourned the meeting, by motion and without objection at 10:16am

Respectfully submitted to City Council this 28th day of April 2021

Amy Lind, Interim City Clerk



City Council Minutes

Regular Meeting of Wednesday, March 24, 2021

City Hall Council Chambers

33 S. Main Street, Colfax CA via Zoom Meetings

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:**

Public employee performance evaluation pursuant to Government Code Section 54947

Title: City Manager

2 OPEN SESSION

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

Mayor Lomen called the open session to order at 6:02PM

City Attorney Mick Cabral reported the City Council voted and approved unanimously to authorize the City Manager to cash out up to 80 hours per year of approved leave.

2B. **Pledge of Allegiance**

City Manager Heathcock led the Pledge of Allegiance.

2C. **Roll Call**

Present: Mendoza, Ackerman, Burruss, Fatula, Lomen

Absent: None

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 regarding statistics for February.
- 3B. **CHP** – no report.
- 3C. **City of Colfax Volunteer Fire Department/PCFD** – Battalion Chief Estes and Chief Rufeancht provided a report.

4 PRESENTATION (no presentations)

5 PUBLIC HEARING (no public hearing)

6 CONSENT CALENDAR

- 6A. **Caltrans Sustainable Communities Grant – Application Approval**
Recommendation: By Resolution 18-2021, authorize the City Manager to receive a Caltrans Sustainable Communities Grant for the Downtown Streetscape Project outreach and design in the amount of \$211,030 with an 11.47% match of \$27,341 City general fund.
- 6B. **Cash Summary - February 2021**
Recommendation: Accept and File.
- 6C. **Schedule of Activities for Collecting Delinquent Sewer and Garbage Charges on Annual Tax Rolls**
Recommendation: Information Only.
- 6D. **Regional Early Action Planning Grant Application**
Recommendation: By Resolution 19-2021, authorize the following:
SECTION 1. The City Council of the City of Colfax hereby authorizes and directs the City Manager to apply for and submit to the California Department of Housing and Community Development (herein “department”) through Sacramento Council of Governments (SACOG) the Regional Early Action Planning (REAP) grant application.
SECTION 2. In connection with the REAP Grant, if the application is approved by SACOG, the City Manager of the City of Colfax is authorized to enter-into, execute, and deliver on behalf of the City, a State of California agreement (standard agreement) in the amount of \$40,000, or any and all other documents required or deemed necessary or appropriate to evidence and secure the REAP Grant, the applicant’s obligations related thereto, and all amendments thereto; and
SECTION 3. The City shall be subject to the terms and conditions as specified in the NOFA, and the standard agreement provided by the Department after approval. The application and any and all accompanying documents are incorporated in full as part of the standard agreement. Any and all activities funded, information provided, and timelines represented in the application will be enforceable through the fully executed standard agreement. Pursuant to the NOFA and in conjunction with the terms of the standard agreement, the applicant hereby agrees to use the funds for eligible uses and allowable expenditures in the manner presented and specifically identified in the approved application.
SECTION 4. The City Manager is authorized to execute the City of Colfax REAP Grant application, the REAP documents, and any amendments thereto on behalf of the City of Colfax as required by the Department upon receipt of the REAP Grant.

*** End of Consent Calendar ***

By MOTION, approve the consent calendar.

MOTION made by Mayor Pro Tem Burruss and seconded by Councilmember Mendoza 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 Fatula reported on Pioneer Community Energy. Mayor Pro Tem Burruss reported on Placer County Transportation Planning Agency. Mayor Lomen reported on the Placer County COVID meeting. He also spoke about the grant funding provided to the business community, in partnership with the Chamber of Commerce.
- 8B. City Manager Heathcock reported on a Rental Assistance Program through Placer County. He also reported on CDBG Grants available for people behind on utility payments or their mortgage.

9 COUNCIL BUSINESS

9A. Skate Park Preliminary Plans and Location Approval

Contract City Engineer Larry Wing provided background on this project.

Placer County Deputy Sheriff and Green Machine Board Member Ty Connors thanked everyone for the group effort on this project.

Public comment received from: Wendy Goebel, Patricia Kingston, Michelle Greenspan, Larry Hillberg, Karen Lober, Jarrett Cox, Debbie Mitchell and Andrea Harrison.

Council member discussion followed.

By Resolution 20-2021, approve the Preliminary Plans for the Colfax Skate Park and Skate Park location adjacent to the Splash Pad.

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

AYES: Mendoza, Ackerman, Burruss, Fatula, Lomen

NOES:

ABSTAIN:

ABSENT:

9B. **Roundabout Monument Sign Concept – Ad hoc Committee**

City Manager Wes Heathcock presented this item.

Council member discussion followed regarding involvement in this committee.

By MOTION, establish an Ad hoc committee for the Roundabout Monument Sign Concept consisting of Council Member Fatula and Mayor Lomen.

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

AYES: Mendoza, Ackerman, Burruss, Fatula, Lomen

NOES:

ABSTAIN:

ABSENT:

10 GOOD OF THE ORDER

Council Member Fatula spoke about the mountain slide project.

Council Member Ackerman spoke about the reopening of High School Sports.

Mayor Pro Tem Burruss spoke about upcoming events around town.

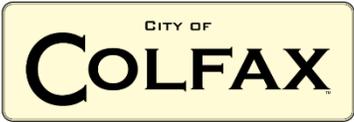
Mayor Lomen spoke of a residential structure fire on March 13th where a resident lost their life, stating his thoughts and prayers are with the family.

11 ADJOURNMENT

As there was no further business on the agenda, Mayor Lomen adjourned the meeting, by motion and without objection at 7:10 p.m.

Respectfully submitted to City Council this 28th day of April, 2021

Amy Lind, Interim City Clerk



Staff Report to City Council

FOR THE April 28, 2021 REGULAR CITY COUNCIL MEETING

From: Wes Heathcock, City Manager
Prepared by: Larry Wing, City Engineer
Subject: So. Auburn Street and Whitcomb Ave. – Best Western Hotel Offer of Dedication

Budget Impact Overview:

N/A: ✓	Funded:	Un-funded:	Amount:	Fund(s):
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RECOMMENDED ACTION: Accept an Offer of Dedication for a portion of South Auburn Street and Whitcomb Avenue associated with the Best Western Hotel Project, and directing the Recordation of the Offer of Dedication

Summary/Background

On June 13, 2018, Council approved Resolution 43-2018 adopting a Mitigated Negative Declaration and approving the design and site plan review for the South Auburn Hotel Project (Best Western) which includes a 69-room, three-story hotel on a 2.07-acre parcel of undeveloped land on South Auburn Street near the intersection of Whitcomb Avenue.

The Conditions of Approval for the Project, Specifically No. 58, states “Road rights-of-way along South Auburn Street and Whitcomb Avenue shall be dedicated to widths consistent with existing recent dedications for each street segment to the satisfaction of the City Engineer.” The Engineer for the project has determined the necessary right-of-way to be dedicated and has prepared the Offer of Dedication documentation, which has been executed by the property owner. The City Engineer and City Attorney have reviewed the provided documentation and concurs with the Offer of Dedication as submitted.

The City Engineer recommends that the City Council approved the Resolution which accepts the Offer of Dedication as submitted, and also recommends recording the Offer of Dedication with Placer County.

Fiscal Impacts

None

Attachments:

1. Resolution __ - 2021
2. Offer of Dedication

City of Colfax

City Council

Resolution No. __-2021

ACCEPTING AN OFFER OF DEDICATION FOR A PORTION OF SO. AUBURN ST. AND WHITCOMB AVE. ASSOCIATED WITH THE BEST WESTERN HOTEL, AND DIRECTING THE RECORDATION OF THE OFFER OF DEDICATION

WHEREAS, the Council approved Resolution 43-2018 on June 13, 2018 which approved a Mitigated Negative Declaration and the design and site plan for the South Auburn Hotel Project (Best Western); and,

WHEREAS, the Conditions of Approval for the project stated “Road Rights-of-Way along South Auburn Street and Whitcomb Avenue shall be dedicated to widths consistent with existing recent dedications for each street segment to the satisfaction of the City Engineer”; and,

WHEREAS, the Engineer for the project has prepared the required Offer of Dedication with a Legal Description and Plat Map which has been executed by the owner; and,

WHEREAS, the City Engineer and the City Attorney have reviewed the Offer of Dedication and find it acceptable.

NOW THEREFORE, BE IT RESOLVED the City Council of the City of Colfax, accepts the Offer of Dedication for a portion of So. Auburn Street and Whitcomb Ave. as described in the Offer of Dedication, authorizes the City Manager to execute the Certificate of Acceptance pursuant to Government Code Section 27281 for and on behalf of the City, and directs the recordation of the Offer of Dedication.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at the regular Meeting of the City Council of the City of Colfax held on the 28th of April 2021 by the following vote of the Council:

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

ATTEST:

Amy Lind, Interim City Clerk

Sean Lomen, Mayor

Project Name:
Colfax Hospitality Partners

Recoding Requested by:
City of Colfax

And when recorded return to:
City of Colfax, City Manager
P.O. Box 702
Colfax, CA 95713

APN: 100-230-062
100-230-063

Space above for Recorder's use only

**CITY OF COLFAX
OFFER OF DEDICATION**

For the receipt of good and valuable consideration,

the undersigned GRANTOR(S), HEREBY IRREVOCABLY OFFER(S) FOR DEDICATION TO THE CITY OF COLFAX, a political subdivision of the State of California, public road right-of-way for South Auburn Street and Whitcomb Avenue, over, under, and across the right-of-way with rights of ingress and egress.

The right of way hereby offered for dedication is more particularly described in Exhibit A attached hereto and by this reference incorporated herein and depicted in Exhibit B attached hereto and by this reference incorporated herein.

Any and all interest in the property conveyed by grantor to the City of Colfax pursuant to this instrument runs with the land and is binding on the heirs, assigns and successors of the grantor.

Dated this 17 day of February, 2021

GRANTOR(S)



RAJINDER SINGH

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

State of California)
County of Placer) ss.

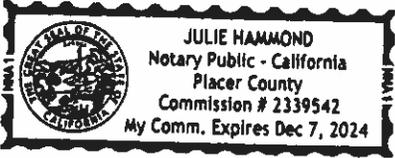
On February 17 2021, before me, Julie Hammond, Notary Public, personally appeared Rajinder Singh, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under penalty of PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature Julie Hammond

(Seal)



CONSENT TO RECORDATION:

The City of Colfax hereby consents to the recordation of the Offer of Dedication attached hereto and unconditionally accepts said offer of dedication, pursuant to authority in accordance with California law.

SIGNATURE

DATED: _____

TITLE:

**CERTIFICATE OF ACCEPTANCE
(Government Code §27281)**

Pursuant to Government Code Section 27281, this is to certify that the interest in real property conveyed by the foregoing offer of dedication, deed or grant deed dated from _____ to the City of Colfax, a municipal corporation, political corporation and/or governmental agency, is hereby accepted by order of the City Council of the City of Colfax pursuant to authority conferred by Resolution of the City Council of the City of Colfax adopted on _____, 2021, and the Grantee consents to the recordation thereof by its duly authorized officer.

Dated: _____

EXHIBIT A
Dedication to the City of Colfax

The land referred to herein below is situated in the City of Colfax, County of Placer, State of California, and is described as follows:

Beginning at a point on the west line of Parcel D as shown on the Parcel Map filed for record in the Office of the Recorder of the County of Placer, State of California, on November 29, 1979, in Book 15 of Parcel Maps, Page 111 distant thereon S 3°49'00" W 13.46 feet from the northwest corner of said Parcel D leaving said line; thence

S 88°11'00"E 165.93 feet; thence

S 45°00'07" E 21.57 feet; thence

S 3°15'00" W 150.36 feet; thence

N 86°42'04" W 2.40 feet; thence

S 7°07'12" W 71.98 feet; thence

S 45°58'33" W 21.86 feet; thence

S 19°16'29" E 12.62 feet; thence

S 27°59'17" W 85.96 feet; thence

S 60°42'33" E 5.00 feet to a point said the west line of So. Auburn Street which bears along a 3,450 feet radius curve to the left the chord length of which bears

N 27°40'19" E for a chord length of 125.21; thence

N 3°15'00" E 245.00 feet; thence

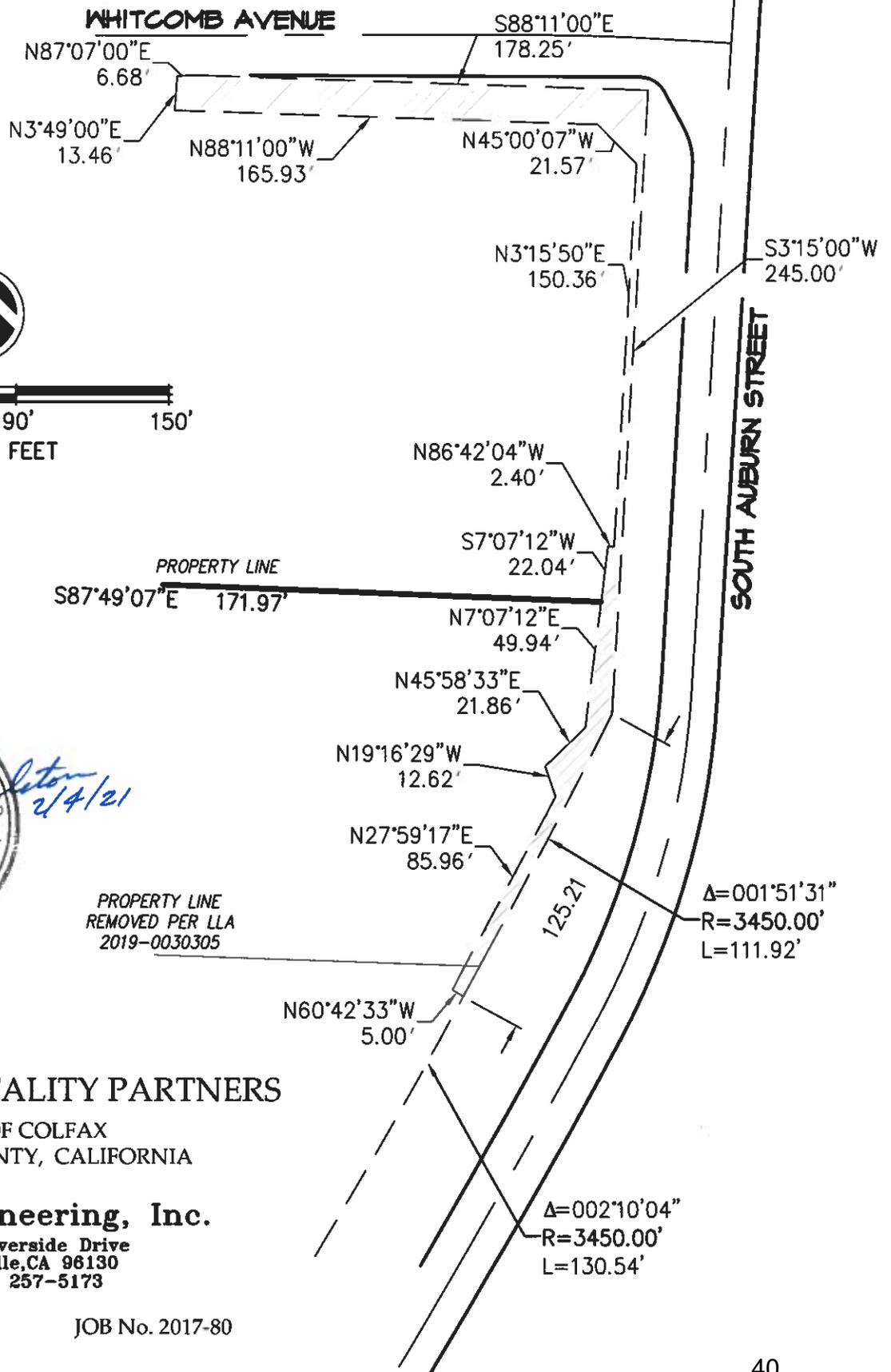
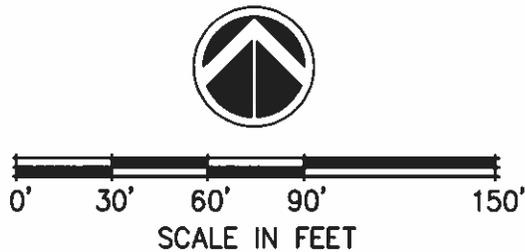
N 88°11'00" W 178.25 feet; thence

S 87°07'00" E 6.68 feet to the point of beginning.

Containing 4,475 sf. More or less

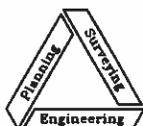


EXHIBIT B DEDICATION TO CITY OF COLFAX



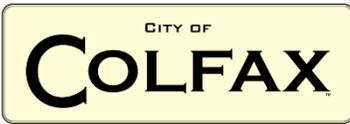
COLFAX HOSPITALITY PARTNERS

CITY OF COLFAX
PLACER COUNTY, CALIFORNIA



NST Engineering, Inc.

1495 Riverside Drive
Susanville, CA 96130
(530) 257-5173



Staff Report to City Council

FOR THE APRIL 28, 2021 REGULAR CITY COUNCIL MEETING

From: Wes Heathcock, City Manager
Prepared by: Larry Wing, City Engineer
Subject: Placer County Vehicle Miles Traveled Tool

Budget Impact Overview:

N/A:	Funded: ✓	Un-funded:	Amount: \$1,000 Annually	Fund(s): 100-425
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RECOMMENDED ACTION: Authorize the City Manager to Execute an Agreement with Placer County for the use of their Vehicle Miles Traveled Tool.

Summary/Background

SB 743 was signed in 2013 with the intent in part to balance the needs of traffic congestion with statewide goals related to infill development and the reduction of greenhouse gas emissions. The legislation required the Governor’s Office of Planning and Research (OPR) to identify new metrics for identifying and mitigating transportation impacts within CEQA. For land use projects, OPR identified Vehicles Miles Traveled (VMT) per capita, VMT per employee, and net VMT as the new metrics for transportation analysis. Statewide implementation occurred on July 1, 2020.

Staff was contacted by Placer County in July 2020 to determine if Colfax was interested in joining the Placer County VMT tool. Since the Tool would enable Colfax to adequately predict VMT for proposed development projects in Colfax, staff concurred that it would be beneficial to Colfax to be included in the VMT Tool. The Town of Loomis has also joined the collaborative use of the VMT Tool hosted by Placer County.

Staff contracted with the County’s consultant preparing the VMT Tool to develop the baseline average household VMT per resident and average work VMT per employee estimates, which were input into the Tool, and now the Tool is functional and able to be used by Colfax staff.

Placer County owns the Tool and with this Agreement is providing Colfax with a revocable license to use the VMT Tool as Colfax deems necessary. The Agreement has been reviewed by both the County Counsel and the City’s Attorney and they have agreed to the language as presented in the Agreement.

Staff is recommending that the Council adopt the Resolution authorizing the City Manager to execute the Agreement on behalf of the City.

Fiscal Impacts

The County will fund the cost of maintenance and hosting of the VMT Tool, which is anticipated to be approximately \$6,000 per year. The City of Colfax prorated per portion of the aforementioned value is anticipated to be less than a \$1,000 annually.

Attachments:

1. Resolution __ - 2021
2. Agreement

City of Colfax

City Council

Resolution No __-2021

AUTHORIZING CITY MANAGER TO EXECUTE AN AGREEMENT WITH PLACER COUNTY FOR THE USE OF THEIR VEHICLE MILES TRAVELLED TOOL

WHEREAS, SB 743 was signed in 2013 with the intent to balance the needs of traffic congestion with statewide goals related to infill development and the reduction of greenhouse gas emissions; and,

WHEREAS, the state Office of Planning and Research identified Vehicle Miles Travelled (VMT) per capita, VMT per employee, and net VMT as the new metrics for transportation analysis, with statewide implementation occurring on July 1, 2020; and,

WHEREAS, Placer County staff contacted Colfax staff in July 2020 to determine if Colfax was interested in inclusion in the Placer County VMT Tool; and,

WHEREAS, Colfax staff concurred that it would be beneficial to Colfax to be included in the Placer County VMT Tool; and,

WHEREAS, Colfax staff worked with the consultant preparing the VMT Tool for Placer County to insert the data necessary into the Tool for Colfax’s use; and,

WHEREAS, Placer County owns the VMT Tool and an Agreement is necessary to provide Colfax with a revocable license to use the Tool.

NOW THEREFORE, BE IT RESOLVED THAT the City Council of the City of Colfax authorizes the City Manager to execute an Agreement with Placer County in the form attached to this Resolution for use of their VMT Tool.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at the Regular Meeting of the City Council of the City of Colfax held on the 28th of April 2021 by the following vote of the Council:

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

ATTEST:

Amy Lind, Interim City Clerk

Sean Lomen, Mayor

AGREEMENT BETWEEN THE COUNTY OF PLACER AND THE CITY OF COLFAX

This Agreement is entered into on _____ between the County of Placer, a political subdivision of the State of California (hereinafter "County") and the City of Colfax (hereinafter "City", collectively "Parties").

Whereas, Placer County and the City contracted with Fehr & Peers to assist in developing an online tool for evaluating vehicle miles traveled ("VMT") for proposed development projects ("VMT Tool") within unincorporated Placer County, the City of Colfax, and the Town of Loomis; and

Whereas, the City contributed funding for the development of the VMT Tool; and

Whereas, the County owns the VMT Tool and is providing the City with a revocable license to use the VMT Tool while this Agreement is in place;

Whereas, the Parties wish to memorialize their commitment to mutually maintain and support the VMT Tool moving forward.

Therefore, it is agreed by the Parties to this Agreement as follows:

1. Term

Subject to the terms and conditions herein, the term of this Agreement shall become effective _____, 2021 and shall remain in full force and effect until terminated as hereinafter provided. The Parties may update the maintenance and hosting costs through the written Agreement of authorized representatives of each Party.

2. Permitted Use of the VMT Tool; Disclaimer

The City is authorized to use the VMT Tool, which includes access to data, and authorization to make changes to data within the City's jurisdiction and other jurisdiction-specific inputs (i.e. thresholds, mitigation measures, or other inputs that apply to the City only).

3. City Data

All data input by the City will remain in the VMT Tool unless/until this Agreement ends or is terminated. The City will retain the rights to its data. At the end of the Agreement or in the event of termination, City will be given a reasonable opportunity to download, copy, and/or transfer its data out of the VMT Tool. The City will be responsible for the financial cost of removing City data from the VMT Tool.

4. Cooperation, Collaboration, Contribution

City and County will cooperate with each other and with Fehr & Peers to support the functionality of the VMT Tool, and City specifically agrees to work in good faith with the County to keep the VMT Tool updated and functional.

The County will fund the cost of maintenance and hosting of the VMT Tool, which is anticipated to be approximately \$6,000 per year.

To the extent there are other costs associated with the VMT Tool, including but not limited to updates or fixes, the Parties will contribute on a pro rata basis based on population, unless otherwise agreed to in writing. An example of a cost that would not be split on a pro rata basis would be the cost for service that benefits one of the jurisdictions exclusively. In that case, the jurisdiction receiving the benefit would be expected to cover the cost, unless the Parties otherwise agree in writing.

5. Merger Clause; Amendments

This Agreement constitutes the sole Agreement between the Parties and correctly states the rights, duties, and obligations of each party as of this document's date. In the event that any term, condition, provision, requirement, or specification set forth in the body of this Agreement conflicts with or is inconsistent with any term, condition, provision, requirement, or specification in any Exhibit and/or Attachment to this Agreement, the provisions of the body of the Agreement shall prevail. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications or amendments to this Agreement shall be in writing and signed by the parties.

6. Warranty Disclaimer

A. Fehr & Peers and Placer County shall retain all rights, titles, and interests in the VMT Tool and its content, as well as all inventions, improvements, discoveries, methodologies, models, formats, software, algorithms, processes, procedures, designs, specifications, findings, other intellectual properties developed, gathered, compiled, or produced by Fehr & Peers in developing the VMT Tool, or which is otherwise incorporated in the VMT Tool, with the exception of data and information input by the City, which rights, title, and interests will be retained by the City.

B. Fehr & Peers and Placer County make no promise and give no guaranty regarding the accuracy, completeness, reliability, or functionality of the VMT Tool. Fehr & Peers and Placer County do not assume responsibility for any impact that the use of the VMT Tool may have on your or any third party's operational environment or CPU performance. Fehr & Peers and Placer County does not promise that the VMT Tool, Fehr & Peers' server, or Fehr & Peers' other electronic, digital, computing, or communication system, is free of bugs, viruses, Trojan horses, or other harmful, unlawful, or malicious materials. Fehr & Peers may change the data, functionality, interface, or availability of the VMT Tool at any time in its sole discretion.

C. THE VMT TOOL AND ANY ASSOCIATED DOCUMENTATION ARE MADE AVAILABLE "AS IS," WITHOUT ANY WARRANTY OF ANY KIND. THERE IS NO WARRANTY THAT THE VMT TOOL OR DOCUMENTATION WILL MEET THE CITY'S EXPECTATIONS OR REQUIREMENTS, OR THAT THE OPERATION OF THE VMT TOOL WILL BE UNINTERRUPTED OR ERROR-FREE, OR THAT THE VMT TOOL WILL FUNCTION AS DESCRIBED IN THE DOCUMENTATION. FEHR & PEERS AND THE COUNTY OF PLACER HEREBY DISCLAIM ANY AND ALL EXPRESS OR IMPLIED WARRANTIES, INCLUDING WITHOUT LIMITATION, ANY WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, OR INFRINGEMENT. IN NO EVENT WILL FEHR & PEERS OR THE COUNTY OF PLACER HAVE ANY LIABILITY TO THE CITY OR ANY OTHER PARTY FOR ANY LOSSES OR DAMAGES THAT MAY BE SUFFERED DIRECTLY OR INDIRECTLY, OR FOR ANY EXPENSE OR COSTS THE CITY MAY INCUR, IN CONNECTION WITH THE USE OF THE VMT TOOL. FEHR & PEERS AND THE COUNTY OF PLACER SHALL HAVE NO LIABILITY TO THE CITY OR ANY OTHER PARTY FOR LOST DATA, LOST PROFITS, BUSINESS INTERRUPTION, TIME, MONEY, GOODWILL AND ANY SPECIAL, INCIDENTAL,

INDIRECT OR CONSEQUENTIAL DAMAGES, WHETHER IN CONTRACT, TORT, STRICT LIABILITY OR OTHERWISE, ARISING OUT OF THE USE OR INABILITY TO USE THE TOOL, EVEN IF THE CITY HAS ADVISED FEHR & PEERS AND THE COUNTY OF PLACER OF THE POSSIBILITY OF SUCH LOSS OR DAMAGES. THE CITY'S SOLE AND EXCLUSIVE REMEDY SHALL BE TO TERMINATE THE USE OF THE TOOL.

7. Termination

A. Termination for Convenience. Either Party may terminate this agreement without cause by providing 30 days advance written notice to the other. The Agreement will terminate at the completion of the 30-day period without further action. City will be entitled to access the VMT Tool until termination.

B. Termination for Cause. Either party may terminate this agreement for cause. To terminate for cause, the terminating party must give the other party written notice of the alleged breach. The responding party has five (5) business days after receipt of notice to respond and a total of ten (10) calendar days after receipt of such notice to cure the alleged breach. If the responding party fails to cure the breach within this period, the terminating party may immediately terminate this Agreement without further action.

C. Data Transfer. If the Agreement is terminated, the County will provide the City with ten (10) calendar days to transfer data from the VMT Tool. The City will only be entitled to transfer data that was input by the City and shall not transfer any other data or program components. The Parties will mutually agree on the transfer time period, which may occur before or after termination but no later than 30 days following termination. The County will not be responsible for any lost or deleted data that the City fails to transfer within the transfer time period.

8. Relationship of Parties

Both Parties acknowledge that this Agreement does not create any employment relationship between them or their respective staff.

9. Hold Harmless & Indemnification

The City agrees to protect, defend, indemnify, and hold the County free and harmless from any and all losses, claims, liens, demands, and causes of action of every kind and character including, but not limited to, the amounts of judgments, penalties, interest, court costs, legal fees, and all other expenses incurred by PLACER COUNTY arising in favor of any party, including claims, liens, debts, personal injuries, death, or damages to property (including employees or property of the COUNTY) and without limitation by enumeration, all other claims or demands of every character occurring or in any way incident to, in connection with or arising directly or indirectly out of, the City's use of the VMT Tool or the performance by the City of its obligations pursuant to this Agreement. CITY OF COLFAX agrees to investigate, handle, respond to, provide defense for, and defend any such claims, demand, or suit at the sole expense of the CITY OF COLFAX. CITY OF COLFAX also agrees to bear all other costs and expenses related thereto, even if the claim or claims alleged are groundless, false, or fraudulent. This provision is not intended to create any cause of action in favor of any third party against CITY OF COLFAX or the COUNTY or to enlarge in any way the CITY OF COLFAX liability but is intended solely to provide for indemnification of PLACER COUNTY from liability for damages or injuries to third persons or property arising from CITY OF COLFAX use of the VMT Tool or performance of the City's obligations pursuant to this agreement.

As used above, the term PLACER COUNTY means Placer County or its officers, agents, employees, and volunteers.

10. Insurance

It is agreed that CITY OF COLFAX and COUNTY shall each maintain at all times during the performance of this Agreement insurance coverage or self-insurance in the amounts of not less than One Million Dollars (\$1,000,000) to cover all of its operations. Specifically, but not limited to not less than One Million Dollars (\$1,000,000) general liability, One Million Dollars (\$1,000,000) automobile Liability, One Million Dollars (\$1,000,000) workers' compensation, and One Million Dollars (\$1,000,000) professional liability (E&O).

11. Governing Law; Jurisdiction; Venue

The Parties enter into this Agreement in the County of Placer, California. The laws of the State of California shall govern its interpretation and effect. The parties agree that Placer County Superior Court is the proper venue for any dispute related to the Agreement.

12. Notices

Any notice, request, demand, or other communication required or authorized under this Agreement shall be deemed to be properly given when:

- A. Delivered personally to the person below, as of the date of delivery; or
- B. Mailed to the physical address listed below by U.S. Mail or similar service, with postage prepaid and properly addressed, as of the date of postmark; or
- C. Sent via electronic mail to the email address indicated below, as of the date of written notification of receipt, either by read receipt or written acknowledgement from the recipient.

In the case of County, to:

Name, Title: Katie Jackson, Associate Civil Engineer
 Address: 3091 County Center Drive, Suite 220, Auburn, CA 95603
 Telephone: (530) 745-7521
 Email: kjackson@placer.ca.gov

In the case of City, to:

Name, Title: Wes Heathcock, City Manager
 Address: P.O. Box 702, 33 So. Main Street, Colfax, CA 95713
 Telephone: 530-346-2313
 Email: wes.heathcock@colfax-ca.gov

13. Counterparts; Electronic Signature

This Agreement may be executed in duplicate counterparts. Each counterpart shall be an original and both together shall constitute but one and the same document. This Agreement shall not be deemed executed unless and until at least one counterpart bears the signatures of all parties' designated signatories.

In addition, this Agreement and future documents relating to this Agreement may be digitally signed in accordance with California law. Any party to this Agreement may revoke such agreement to permit electronic signatures at any time in relation to all future documents by providing notice pursuant to this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused their duly authorized representatives to execute this Agreement as of the day first above stated:

CITY OF COLFAX ("CITY")

Wes Heathcock
City Manager

Date: _____

COUNTY OF PLACER ("COUNTY")

Ken Grehm, Director
Department of Public Works

Date: _____

Approved as to Form
Alfred A. Cabral, City Attorney

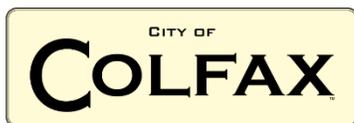
Print Name

Date: _____

Approved as to Form
Office of Placer County Counsel

Print Name

Date: _____



Staff Report to City Council

FOR THE APRIL 28, 2021 REGULAR CITY COUNCIL MEETING

From: Wes Heathcock, City Manager
Prepared by: Wes Heathcock, City Manager
Subject: Council Technology Device Policy

Budget Impact Overview:

N/A: ✓	Funded:	Un-funded:	Amount:	Fund(s):
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RECOMMENDED ACTION: Discuss and direct staff

Summary/Background

Staff has received recent requests from Council to provide technology devices for their City business use. At this time, only one Council Member has a technology device (cell phone) provided under a different administration.

Council does not have a policy established regarding what, if any, technology should be provided to Council Members for their City business use. Staff recommends that the Council consider the following policy questions and provide direction:

1. Does the Council want to provide Council Members with any type of technology devices at City expense for use in conducting City business? If the answer is “No”, the discussion can end here.
2. If “yes”, what type of technology devices does Council want to authorize the City to issue its members?
3. How much funding for such devices is the Council willing to authorize, and from what funding source?
4. Will this be a one-time authorization, an annual funding allocation, or an as-needed funding allocation?
5. What guidelines and restrictions will be established on the use of the technology devices?
6. How will the selection of devices be handled? For example, will each Council Member be able to choose his/her own device, or will each Council Member be limited to the same type of device?

Staff will be available to answer Council’s questions and provide needed information.

Fiscal Impacts

N/A

Attachments:

N/A