

# City Council Meeting

COUNCIL CHAMBERS, 33 SOUTH MAIN STREET, COLFAX, CA



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

## REGULAR MEETING AGENDA

**August 10, 2022**

Closed Session: 5:00PM

Regular Session: 6:00 PM

This Regular Meeting of the City Council is being held pursuant to Government Code Section 54953(e) which authorizes meetings to be held by teleconference. The Governor’s proclaimed state of emergency remains in effect and the City Council has made or will make the legal findings necessary to hold meetings by teleconference. You may access the meeting and address the Council by any of the following means:

ZOOM at

<https://us02web.zoom.us/j/82897505350>

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

**828 9750 5350**

1 (669) 900-6833

1 (346) 248-7799

1 (312) 626-6799

1 (929) 205-6099

1 (253) 215-8782

1 (301) 715-8592

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

### 1 CLOSED SESSION

1A. Call Closed Session to Order

1B. Roll Call

1C. Public Comment on Closed Session Items

1D. Closed Session:

(a) Conference with legal counsel – existing litigation pursuant to Government Code Section 54956.9(d)(1): ColfaxNet vs City of Colfax, United States District Court for the Eastern District of California Case Number 2:19-cv-02167-WBS-CKD

### 2 OPEN SESSION

2A. Call Open Session to Order

2B. Report from Closed Session



Colfax City Council Meetings are ADA compliant. If you need disability-related modification or accommodation including auxiliary aids or services to participate in this meeting, please contact the City Clerk at (530) 346-2313 at least 72 hours prior to make arrangements for ensuring your accessibility.

**August 10, 2022**

- 2C. Pledge of Allegiance
- 2D. Roll Call
- 2E. 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 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

- 3A. **Authorize remote teleconference meetings pursuant to Government Code Section 54953(e) [AB 361]** (Pages 5-8)  
**Recommendation:** Adopt Resolution \_\_-2022 authorizing remote teleconference meetings pursuant to Government Code Section 54953(e) [AB 361].
- 3B. **Minutes** (Pages 9-11)  
**Recommendation:** By Motion, approve the Colfax City Council minutes of 6/22/2022.
- 3C. **December 2021 Storms – California Disaster Assistance Act (CDAA) Funding** (Pages 12-20)  
**Recommendation:** Adopt Resolution \_\_-2022 approving the designation of the City Manager as an authorized agent to execute and request disaster/grant funding.
- 3D. **Sheriff Contract Amendment #7** (Pages 21-25)  
**Recommendation:** Adopt Resolution \_\_-2022 authorizing the City Manager to enter into a contract extension with the Placer County Sheriff-Coroner-Marshall’s Office for Fiscal Year 2022/2023.
- 3E. **Cash Summary – June 2022** (Pages 26-33)  
**Recommendation:** Accept and File.
- 3F. **Quarterly Investment Report – Quarter ended 06/30/2022** (Pages 34-42)  
**Recommendation:** Accept and File.

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

### 4 AGENCY REPORTS

- 4A. Placer County Sheriff Department
- 4B. CHP
- 4C. Placer County Fire Department/CALFIRE
- 4D. Non-Profits

### 5 PRESENTATION

- 5A. **Presentation by Cindy Gustafson, Chair of the Placer County Board of Supervisors** (Page 43)  
**Colfax Winter Storm Heroes**



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**August 10, 2022**

**5B. Presentation by Fred and Reene Abbott (Pages 44-46)  
2022 Colfax Railroad Days**

**6 PUBLIC HEARING**

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

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

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

**6A. Ordinance Amending Colfax Municipal Code Section 17.112.180 I 4 Regulating Time Limits for Posting Election Campaign Signs (Pages 47-51)**

**Recommendation:** Introduce the proposed ordinance by title only, conduct a public hearing, waive the first reading and schedule the proposed ordinance for second reading and adoption at the next regular City Council meeting currently scheduled for July 27, 2022, to be effective 30 days after adoption.

**6B. Village Oaks Tentative Subdivision Map – Extension August 14, 2023 (Page 52-62)**

**Recommendation:** Adopt Resolution \_\_-2022 approving a one-year extension of the Village Oaks Vesting Tentative Subdivision Map to August 14, 2023.

**7 PUBLIC COMMENT**

*Members of the public are permitted to address the Council orally or in writing on matters of concern to the public within the subject matter jurisdiction of the City that are not listed on this agenda. Please make your comments as succinct as possible. Oral comments made at the meeting may not exceed three (3) minutes per speaker. Written comments should not exceed 500 words. Written comments received before the close of an agenda item may be read into the record, with a maximum allowance of three (3) minutes in length. Council cannot act on items not listed on this agenda but may briefly respond to statements made or questions posed, request clarification, refer the matter to staff, or place the matter on a future agenda.*

**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. Parking on Narrow Streets** (Pages 63-64)

**Recommendation:** Discuss the need for and feasibility of an ordinance that will allow the City Engineer to propose restricted or prohibited parking on narrow residential streets, with prior Council approval, and 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 Councilmembers under this agenda item or requests for placement of items of interest on a future agenda. No action will be taken.*

**11 ADJOURNMENT**

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I, Marguerite Bailey, City Clerk for the City of Colfax, declare that this agenda was posted in accordance with the Brown Act at Colfax City Hall and Colfax Post Office. The agenda is also available on the City website at <http://colfax-ca.gov/>

*Marguerite Bailey*

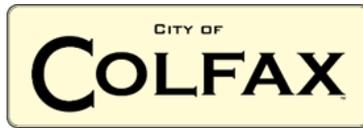
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Marguerite Bailey, City Clerk

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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.





# Staff Report to City Council

## FOR THE AUGUST 10, 2022, REGULAR CITY COUNCIL MEETING

**From:** Wes Heathcock, City Manager  
**Prepared by:** Wes Heathcock, City Manager  
 Alfred A. "Mick" Cabral, City Attorney  
**Subject:** Authorize remote teleconference meetings pursuant to Government Code Section 54953(e) [AB 361]

*Budget Impact Overview:*

N/A: ✓	Funded:	Un-funded:	Amount:	Fund(s):
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**RECOMMENDED ACTION:** Adopt Resolution \_\_-2022 authorizing remote teleconference meetings pursuant to Government Code Section 54953(e) [AB 361].

### Summary/Background

The proposed Resolution, if adopted, will authorize the City Council to conduct its meetings virtually or in person under the teleconference rules contained in Government Code Section 54953(e).

On March 4, 2020, the Governor proclaimed a state of emergency to address the threat of the COVID-19 pandemic. That proclamation remains in effect.

On March 17, 2020, Governor Newsom signed Executive Order N-29-20 which allowed Council to meet virtually under relaxed teleconferencing rules. Council did so until Executive Order N-29-20 expired on September 30, 2021, and was replaced by different rules under Government Code Section 54953(e) [AB 361] effective October 1, 2021. Council initially elected to resume meeting in person, but the persistence of the COVID pandemic has prompted Council and staff to consider resuming its virtual meetings.

Government Code Section 54953(e) authorizes Council to use teleconferencing to hold its meetings during a proclaimed state of emergency when state or local officials have imposed or recommended measures to promote social distancing. "State of Emergency" is narrowly defined such that one only exists when the Governor has proclaimed one under the authority of Government Code Section 8625, which occurred on March 4, 2020, and remains in effect.

If Council adopts the recommended Resolution, meetings must meet the following requirements:

1. Agendas and notice of the meeting must be posted, but not at all teleconference locations. (GC 54953(e)(2)(A)).
2. Members of the public must be allowed to access the meeting and address the Council. The agenda must (1) include notice of the means by which members of the public can access the meeting and comment, and (2) identify and include an opportunity for all persons to attend via call-in option or internet-based service option, but the City is not required to provide a physical location from which the public may attend or comment. (GC 54953(e)(2)(B)).
3. Teleconference meetings must protect the statutory and constitutional rights of all parties and members of the public appearing before Council. (GC 54953(e)(2)(C)).

4. If a disruption occurs that prevents the city from broadcasting the meeting or that prevents the public from participating or commenting using the call-in option, no further action on the agenda items can be taken until the disruption is remedied. (GC 54953(e)(2)(D)).
5. The City cannot require public comments to be submitted in advance of the meeting and must allow for comments to be made in “real time”. This does not require the city to provide a physical location from which the public may attend or comment. (GC 54953(e)(2)(E)).
6. GC Section 54953.3 precludes the City from requiring meeting attendees to register his or her name or to provide other information, complete a questionnaire, or fulfill any other condition precedent to attendance. AB 361 provides that individuals who want to provide public comment through the use of an internet website or other online platform not under the City’s control may nevertheless be required to register as required by that third-party internet website or online platform to participate. (GC 54953(e)(2)(F)).
7. Colfax takes public comment separately on each agenda item so it will have to allow a reasonable amount of time per agenda item for the public to register or be recognized for the purpose of providing public comment. (GC 54953(e)(2)(G)(ii)). This generally applies to the public comment period on matters within the City’s subject matter jurisdiction.
8. The following findings must be made within 30 days after teleconferencing under AB 361 for the first time without complying with Government Code Section 54953(b)(3) and every 30 days thereafter: (A) The Council has reconsidered the circumstances of the state of emergency, (B) Either the state of emergency continues to directly impact the ability of the Council to meet safely in person, or state or local officials continue to impose or recommend measures to promote social distancing. (GC 54953(e)(3)). Staff plans to place this periodic review on the Consent Calendar.

Staff is prepared to implement these requirements and will be available to answer any questions.

**Fiscal Impact**

None

**Attachments:**

1. Resolution \_\_-2022

# City of Colfax

## City Council

Resolution No. \_\_-2022

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AUTHORIZING REMOTE TELECONFERENCE MEETINGS PURSUANT TO GOVERNMENT CODE  
SECTION 54953(e) [AB 361]

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**WHEREAS**, Government Code Section 54953(e), as adopted by Assembly Bill 361 (AB 361) allows the Council to hold open meetings by teleconference without reference to otherwise applicable requirements of Government Code Section 54953(b)(3), so long as Council complies with legally-imposed requirements, there exists a declared state of emergency, and one of the following circumstances is met: (1) State or local officials have imposed or recommended measures to promote social distancing, (2) Council is holding the meeting for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health and safety of attendees, and (3) Council has determined, by majority vote, that as a result of the emergency, meeting in person would present imminent risks to the health and safety of attendees; and,

**WHEREAS**, on March 4, 2020, the Governor proclaimed a state of emergency pursuant to Government Code Section 8625, and that proclamation remains in effect; and,

**WHEREAS**, the City Council, having reconsidered the circumstances of the state of emergency, hereby declares that a state of emergency as a result of the threat of COVID-19 still exists and continues to impact the ability of members of the public, the City Council, Council subcommittees, City staff and consultants to meet safely in person.

**NOW THEREFORE, BE IT RESOLVED BY** the City Council of the City of Colfax as follows:

1. The foregoing recitals are true and correct statements of fact and are incorporated into this Resolution by this reference.
2. The City Council hereby finds and declares the following conditions are met as required by Government Code Section 54953(e)(3):
  - (i) The Governor of California proclaimed a state of emergency on March 4, 2020, pursuant to Government Code Section 8625, which remains in effect.
  - (ii) The City Council has determined that, as a result of the emergency, meeting in person would present imminent risks to the health and safety of attendees.
3. The City Manager is authorized to utilize teleconferencing to conduct all City of Colfax public meetings pursuant to AB 361 and Government Code Section 54953(e).
4. In accordance with AB 361, the City Council shall reconsider the passage of this Resolution not less than every 30 days to determine whether a state of emergency continues to directly impact the ability of the Council to meet safely in person, or whether state or local officials continue to impose or recommend social distancing, until this Resolution is rescinded.

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** at a regular meeting of the City Council of the City of Colfax held on the 10<sup>th</sup> of August, 2022, by the following vote of the Council:

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

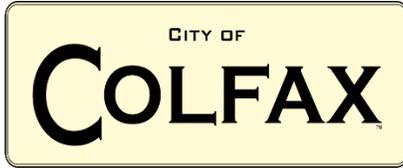
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**Trinity Burruss, Mayor**

**ATTEST:**

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**Marguerite Bailey City Clerk**



# City Council Minutes

Regular Meeting of Colfax City Council

Wednesday, June 22, 2022

City Hall Council Chambers, 33 S Main Street,

Colfax CA and attended via Teleconference through ZOOM

1 **CLOSED SESSION** (No Closed Session)

2 **OPEN SESSION**

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

Mayor Burruss called the open session to order at 6:00 pm.

2B. **Report from Closed Session**

2C. **Pledge of Allegiance**

2D. **Roll Call**

Present: Councilmember Lomen, Councilmember Ackerman, Councilmember Fatula, Mayor Pro Tem Mendoza, and Mayor Burruss.

2E. **Approval of the Agenda Order**

By motion, accept the agenda as presented with the exception of Items 3F and 9B which were pulled from the agenda.

**MOTION** made by Councilmember Lomen and seconded by Councilmember Ackerman, and unanimously approved.

3 **CONSENT CALENDAR**

3A. **Authorize remote teleconference meetings pursuant to Government Code Section 54953(e)[AB 361]**

**Recommendation:** Adopt Resolution 24-2022 authorizing remote teleconference meetings pursuant to Government Code Section 54953(e) [AB 361].

3B. **Cash Summary – May 2022**

**Recommendation:** Accept and File.

3C. **Minutes**

**Recommendation:** By Motion, approve the Colfax City Council minutes of 6/8/2022.

3D. **Quarterly Sales Tax Analysis – Quarter Ended March 31, 2022**

**Recommendation:** Accept and File.

3E. **Surveying Services for the 2022 City of Colfax Storm Water Inflow and Ground water Infiltration (I&I) Mitigation Project – Clear Path**

**Recommendation:** Adopt Resolution 23-2022 authorizing the City Manager to execute an agreement with Clear Path Land Evolvment Inc for surveying services for the Storm Water Inflow and Ground Water Infiltration (I&I) Mitigation Project in an amount not to exceed \$38,340.

3F. ~~**Medical Leave of Absence for Mayor Pro Tem Mendoza**~~

~~**Recommendation:** Adopt Resolution \_\_\_-2022 approving a medical leave of absence for Mayor Pro Tem Mendoza.~~

3G. **Fiscal year 2022-2023 Rate Adjustments**

**Recommendation:** Information Only.

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

By **MOTION**, approve the consent calendar with the exception of Item 3A.

**MOTION** made by Councilmember Fatula and seconded by Councilmember Ackerman, and unanimously approved.

Councilmember Fatula requested Item 3A to be pulled for discussion and inquired about changing the language of the Resolution in Item 3A. City Attorney, Alfred “Mick” Cabral stated there was limited flexibility in wording.

By **MOTION**, approve Item 3A.

**MOTION** made by Mayor Pro Tem Mendoza and seconded by Councilmember Ackerman, and approved by the following vote:

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

**NOES:** Fatula

**ABSTAIN:**

**ABSENT:**

**4**     **AGENCY REPORTS**

- 4A.    **Placer County Sheriff Office** – Sgt Kevin Griffiths spoke about special operations, training events, and water safety.
- 4B.    **CHP** – Public Information Officer Chris Nave spoke about collision/traffic safety with the upcoming 4<sup>th</sup> of July holiday.
- 4C.    **Placer County Fire/CALFIRE** – Fire Chief Brian Estes provided an update on apparatus status in the City and the region. He announced an illegal fireworks campaign and produced an annual report from the Grass Valley Emergency Command Center.
- 4D.    **Non-Profits** – Tim Ryan with the Chamber of Commerce spoke about events the Chamber was promoting, visiting the Heritage Museum and the caboose and the Dunk Tank on the 3<sup>rd</sup> of July. Justin Farwell, Board Member with the Sierra Vista Community Center provided an update on recent events and requested the community’s input for new programs. Green Machine President, Andrea Harrison provided an update and schedule of events for the upcoming 3<sup>rd</sup> of July event.

**5**     **PRESENTATION (No Presentation)**

**6**     **PUBLIC HEARING**

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

**6A.**    **Delinquent Sewer Service Charges and Refuse Collection Fees**

**Recommendation:** Conduct a public hearing to consider public and staff comments and adopt separate Resolutions 25-2022 and 26-2022 requesting collection of delinquent sewer and refuse collection fees on the Placer County Tax Roll for Tax Year 2022-2023. Finance Director, Laurie Van Groningen presented the item. No public testimony was taken.

By **MOTION**, approve the Item 6A.

**MOTION** made by Councilmember Ackerman and seconded by Councilmember Fatula, and unanimously approved.

**7**     **PUBLIC COMMENT**

Public comment received by Tim Dion requesting clarification of the Cannabis Ordinance.

8

**COUNCIL AND STAFF**

- 8A. **Committee Reports and Colfax Informational Items – All Councilmembers** – Councilmember Fatula stated he would be designing a smaller prototype for chicken coops relating to the Poultry Ordinance. Mayor Pro Tem Mendoza stated that she was impressed by the consolidated Public Safety Training that she attended. Mayor Burruss conveyed that the Placer County Transportation Planning Agency (PCTPA) was looking for a new Executive Director to replace the retirement of Mike Luken. She stated that the Sacramento Area Council of Governments (SACOG) was working on language for a tax measure that would regulate carbon emission standards.
- 8B. **City Operations Update – City Manager** – City Manager, Wes Heathcock said that the City was preparing for the next steps in the Downtown Sustainable Grant Project and had narrowed down the design prospects to 2 groups. He asked the Public Works Director, Martin Jones to provide an update on the clearing of the defensible space areas that were of concern during the last Council meeting.

9

**COUNCIL BUSINESS**

- 9A. **Information Technology Services – Vision Quest Information Solutions, Inc**  
**Recommendation:** Adopt Resolution 27-2022 authorizing the City Manager to enter into a professional services agreement with Vision Quest Information Solutions, Inc. for a five-year term. Mayor Burruss provided explanation that there was a typographical error with the word “five” on the agenda. Paul Deniz with Vision Quest gave a presentation and Council discussed Information Technology services that would be provided and the costs.  
 By **MOTION**, approve Item 9A.  
**MOTION** made by Councilmember Lomen and seconded by Mayor Pro Tem Mendoza, and approved by the following vote:  
**AYES:** Lomen, Ackerman, Mendoza, Burruss  
**NOES:** Fatula  
**ABSTAIN:**  
**ABSENT:**
- 9B. ~~**Appointment of Interim Mayor Pro Tem**~~  
~~**Recommendation:** Discuss and consider appointing a member of the Council to serve as Interim Mayor Pro Tem during Mayor Pro Tem Mendoza’s leave of absence.~~

10

**GOOD OF THE ORDER** – (Nothing for Good of the Order)

11

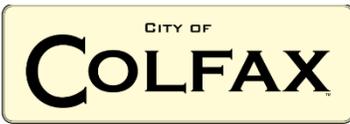
**ADJOURNMENT**

As there was no further business on the agenda, Mayor Burruss adjourned the meeting, by motion and without objection at 7:28 pm. Respectfully submitted to City Council this 10th day of August 2022.




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Marguerite Bailey, City Clerk



# Staff Report to City Council

## FOR THE AUGUST 10, 2022, REGULAR CITY COUNCIL MEETING

**From:** Wes Heathcock, City Manager  
**Prepared by:** Laurie Van Groningen, Finance Director  
 Marguerite Bailey, City Clerk  
**Subject:** December 2021 Storms – California Disaster Assistance Act (CDAA) Funding

*Budget Impact Overview:*

<b>N/A:</b> ✓	<b>Funded:</b>	<b>Un-funded:</b>	<b>Amount:</b>	<b>Fund(s):</b>
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**RECOMMENDED ACTION:** Adopt Resolution \_\_-2022 approving the designation of the City Manager as an authorized agent to execute and request disaster/grant funding.

### Summary/Background

On December 30, 2021, a Governor’s Proclamation was issued to secure funding to help multiple counties including Placer, to respond to and recover from the catastrophic December 2021 Storms. The City of Colfax is eligible for disaster assistance from the CDAA (California Disaster Assistance Act). The incident period is December 10, 2021 through January 1, 2022.

Cities are one of the local government entities that are eligible for assistance from the CDAA. Available assistance is provided through the Public Assistance Program. The State shares 75 percent of the eligible costs. The types of work eligible are:

**EMERGENCY WORK**

- Debris Removal **(Category A)**
- Emergency Response and Protective Measures **(Category B)**

**PERMANENT WORK**

- Roads and Bridges **(Category C)**
- Water Control Facilities **(Category D)**
- Buildings and Equipment **(Category E)**
- Utilities **(Category F)**
- Parks, Recreational Facilities, Other Items **(Category G)**

**Note: Force Account Labor** Permanent Work - Regular and overtime is eligible.

**Note: Force Account Labor** Emergency Work - Only overtime is eligible.

The December 2021 Storms Incident (CDAA-2022-03) makes available CDAA funding for eligible costs. The attached designation resolution authorization is required for the City of Colfax to solicit winter storm impacts reimbursement that occurred during the specified time period.

**Fiscal Impacts**

None

**Attachments:**

1. Resolution \_\_-2022 State of California Governor's Office of Emergency Services Cal OES ID No: \_\_\_\_ Cal OES 130
2. CalOES Form 126
3. CalOES Fact Sheet

**DESIGNATION OF APPLICANT'S AGENT RESOLUTION FOR  
NON-STATE AGENCIES**

BE IT RESOLVED BY THE \_\_\_\_\_ OF THE \_\_\_\_\_  
(Governing Body) (Name of Applicant)

THAT \_\_\_\_\_, OR  
(Title of Authorized Agent)

\_\_\_\_\_, OR  
(Title of Authorized Agent)

\_\_\_\_\_  
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the \_\_\_\_\_,  
(Name of Applicant)

a public entity established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining federal financial assistance for any existing or future grant program, including, but not limited to any of the following:

- **Federally declared Disaster (DR), Fire Mitigation Assistance Grant (FMAG), California State Only Disaster (CDAA), Immediate Services Program (ISP), Hazard Mitigation Grant Program (HMGP), Building Resilient Infrastructure and Communities (BRIC), Legislative Pre-Disaster Mitigation Program (LPDM)**, under
- Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.
- **Flood Mitigation Assistance Program (FMA)**, under Section 1366 of the National Flood Insurance Act of 1968.
- **National Earthquake Hazards Reduction Program (NEHRP)** 42 U.S. Code 7704 (b) ((2) (A) (ix) and 42 U.S. Code 7704 (b) (2) (B) National Earthquake Hazards Reduction Program, and also The Consolidated Appropriations Act, 2018, Div. F, Department of Homeland Security Appropriations Act, 2018, Pub. L. No. 115-141
- **California Early Earthquake Warning (CEEW)** under CA Gov Code – Gov, Title 2, Div. 1, Chapter 7, Article 5, Sections 8587.8, 8587.11, 8587.12

That the \_\_\_\_\_, a public entity established under the  
(Name of Applicant)

laws of the State of California, hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

STATE OF CALIFORNIA  
GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
**Cal OES 130**

**Please check the appropriate box below**

- This is a universal resolution and is effective for all open and future disasters/grants declared up to three (3) years following the date of approval.
- This is a disaster/grant specific resolution and is effective for only disaster/grant number(s): \_\_\_\_\_

Passed and approved this \_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

**CERTIFICATION**

I, \_\_\_\_\_, duly appointed and \_\_\_\_\_ of  
(Name) (Title)

\_\_\_\_\_, do hereby certify that the above is a true and  
(Name of Applicant)

correct copy of a resolution passed and approved by the \_\_\_\_\_  
(Governing Body)

of the \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.  
(Name of Applicant)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

STATE OF CALIFORNIA  
GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
**Cal OES 130 - Instructions**

**Cal OES Form 130 Instructions**

**A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted resolution is older than three (3) years from the last date of approval, is invalid, or has not been submitted.**

When completing the Cal OES Form 130, Applicants should fill in the blanks on pages 1 and 2. The blanks are to be filled in as follows:

**Resolution Section:**

**Governing Body:** This is the group responsible for appointing and approving the Authorized Agents.

Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

**Name of Applicant:** The public entity established under the laws of the State of California.

Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

**Authorized Agent:** These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the California Governor's Office of Emergency Services regarding grants for which they have applied. There are two ways of completing this section:

1. **Titles Only:** The titles of the Authorized Agents should be entered here, not their names. This allows the document to remain valid if an Authorized Agent leaves the position and is replaced by another individual. If "Titles Only" is the chosen method, this document must be accompanied by either a cover letter naming the Authorized Agents by name and title, or the Cal OES AA Names document. The supporting document can be completed by any authorized person within the Agency (e.g., administrative assistant, the Authorized Agent, secretary to the Director). It does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document, or their title changes.

STATE OF CALIFORNIA  
GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
**Cal OES 130 - Instructions**

**Checking Universal or Disaster-Specific Box:** A Universal resolution is effective for all past disasters and for those declared up to three (3) years following the date of approval. Upon expiration it is no longer effective for new disasters, but it remains in effect for disasters declared prior to expiration. It remains effective until the disaster goes through closeout unless it is superseded by a newer resolution.

**Governing Body Representative:** These are the names and titles of the approving Board Members.

Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents. A minimum of three (3) approving board members must be listed. If less than three are present, meeting minutes must be attached in order to verify a quorum was met.

**Certification Section:**

**Name and Title:** This is the individual in attendance who recorded the creation and approval of this resolution.

Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member. If a person holds two positions (such as City Manager and Secretary to the Board) and the City Manager is to be listed as an Authorized Agent, then that person could sign the document as Secretary to the Board (not City Manager) to eliminate "Self-Certification."



**Cal OES**  
GOVERNOR'S OFFICE  
OF EMERGENCY SERVICES

<i>For Internal Use Only</i>
Cal OES Application #: _____
Disaster No #: _____
DUNS #: _____

**PROJECT APPLICATION**  
**CALIFORNIA DISASTER ASSISTANCE ACT PROGRAM**

**1. APPLICANT'S NAME AND ADDRESS**

APPLICANT: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY & ZIP: \_\_\_\_\_  
PHONE: \_\_\_\_\_

**2. APPLICANT'S AUTHORIZED AGENT**  
(Attach Resolution of Designation unless an accurate "universal" resolution is on file.)

NAME: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY & ZIP: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
FACSIMILE: \_\_\_\_\_  
E-MAIL: \_\_\_\_\_

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**3. PROJECT SUMMARY** – Attach a List of Projects as defined in Title 19 of the California Code of Regulations, Section 2970(a)(4).

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**ASSURANCES AND AGREEMENTS**

- A. The applicant certifies (to the best of his knowledge and belief) the disaster relief work herein described for which state financial assistance is requested, is eligible in accordance with the criteria contained in the Disaster Assistance Act (Government Code, Section 8680 et seq).
- B. The applicant is the legal entity responsible under law for the performance of the work detailed and accepts such responsibility.
- C. The applicant certifies that the disaster relief work herein described for which state assistance is requested hereunder, does not or will not duplicate benefits received for the same loss from another source.
- D. The applicant certifies that they have undertaken to recover maximum federal participation in funding street and highway project and public facility projects.
- E. The applicant certifies that all information given herein is to the best of its knowledge and belief, true and correct.
- F. The applicant agrees to (1) provide without cost to the state all lands, easements, and rights-of-way necessary for accomplishment of the approved work and  
  
(2) The applicant agrees to hold and save the State of California, its officers, agents and employees free from damages due to the approved work.
- G. (1) The applicant agrees to comply with Section 3700 of the Labor Code, which requires every employee to be insured against liability for Workmen's Compensation, or to undertake self-insurance in accordance with provisions of the code; and will comply with such provisions before commencing the performance of the work.  
  
(2) The applicant agrees to comply with the Fair Practices Act in connection with the performance of work under this agreement wherein it agrees it will not willfully discriminate against any employee or applicant for employment because of race, color, religion, ancestry, sex, age or national origin; and it agrees to take affirmative action to insure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, ancestry, sex, age or national origin, and hereby gives assurance that it will immediately take any measures necessary to effectuate this agreement.

**PROJECT APPLICATION**  
**CALIFORNIA DISASTER ASSISTANCE ACT PROGRAM**

(3) If any real property or structure thereon is provided or improved with the aid of the state financial assistance extended to the applicant, this assurance shall obligate the applicant, or in the case of such property, any transferee for the period during which the provision of similar services of benefits. If any personal property is so provided, this assurance shall obligate the applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the applicant for the period during which the state financial assistance is extended to it by the agency.

(4) This assurance is given in consideration of, and for the purpose of obtaining any and all state grants, loans, reimbursement, advances, contracts, property, discount, or other state financial assistance extended after the date hereon to the applicant. The applicant recognizes and agrees that such state financial assistance will be extended in reliance on the representations and agreements made in this assurance and that the state shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the applicant, its successors, transferees and assignees, and a person or persons whose signatures appear on this form, or is authorized to sign this assurance on behalf of the applicant.

- H. The applicant certifies that all financial assistance received under this application will be, or has been, expended in accordance with applicable laws and regulations. The applicant certifies that any work performed by a state agency at their request shall be agreed upon in writing and be subject to the State Contract Act. The applicant certifies that the work performed, or to be performed, is in accordance with the state and local laws governing the performance of such work.
- I. The applicant certifies compliance with Standardized Emergency Management System (SEMS) requirements as stated in the California Emergency Services Act, Government Code, Chapter 7 of Division 1 of Title 2, Section 8607.1(e) and CCR Title 19, Sections 2445, 2446, 2447 and 2448.
- J. The applicant certifies that on contracts involving expenditures in excess of \$25,000, it obtained from the contractor a payment bond in accordance with Sections 3247 through 3252 of the Civil Code.
- K. **BY ACCEPTING THESE FUNDS, THE APPLICANT IS NOT FORFEITING ANY RIGHTS WHATSOEVER, INCLUDING THE RIGHT TO A FAIR HEARING.**

**4. SIGNATURE OF APPLICANT'S AUTHORIZED AGENT**

"I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized by the above named subgrantee to enter into this agreement for and on behalf of the said subgrantee, and by my signature do bind the subgrantee to the terms thereof."

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_

**5. Cal OES APPROVAL**

SIGNATURE: \_\_\_\_\_ DATE APPROVED: \_\_\_\_\_

TITLE: \_\_\_\_\_



# Fact Sheet

## Governor's Proclamation

### CDA-2022-03 December 2021 Storms - California Disaster Assistance Act Funding

## CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES

On December 30, 2021, a Governor's Proclamation was issued to secure funding to help Amador, Calaveras, Humboldt, Nevada, Placer, Santa Cruz, Sierra, and Trinity counties and the cities of Arcadia, Malibu, Monrovia, and Yucaipa respond to and recover from the December 2021 Storms. This fact sheet contains information regarding the available assistance and California Disaster Assistance Act (CDA) application information.

### Important Disaster Information

The incident period is December 10, 2021 through January 1, 2022.

The December 2021 Storms incident (CDA-2022-03) makes available CDA funding for eligible costs in Amador, Calaveras, Humboldt, Nevada, Placer, Santa Cruz, Sierra, and Trinity counties and the cities of Arcadia, Malibu, Monrovia, and Yucaipa.

### Applicants Eligible for Assistance

The following local government entities are eligible for disaster assistance under CDA:

- Cities
- Counties
- Special Districts
- School Districts
- Community College Districts
- Certain Private Non-profit Organizations

### Eligible Private Non-Profit Reimbursement

An eligible private non-profit (PNP) applicant may receive state financial assistance as reimbursement for the performance of essential community services, provided such expenditures meet all the eligibility requirements. PNP activities resulting from self-deployment will not be eligible for reimbursement.



### Available Assistance – Public Assistance Program

State cost shares 75 percent and local 25 percent of eligible costs. The types of work eligible are illustrated below:

#### EMERGENCY WORK

- Debris Removal (Category A)
- Emergency Response and Protective Measures (Category B)

**Note: Force Account Labor**  
Emergency Work - Only overtime is eligible.

#### PERMANENT WORK

- Roads and Bridges (**Category C**)
- Water Control Facilities (**Category D**)
- Buildings and Equipment (**Category E**)
- Utilities (**Category F**)
- Parks, Recreational Facilities, Other Items (**Category G**)

**Note: Force Account Labor**  
Permanent Work - Regular and overtime is eligible.

### Important Application Information

All forms are available by visiting our website:

[Recovery Forms](#)

[www.caloes.ca.gov/cal-oes-divisions/recovery/forms](http://www.caloes.ca.gov/cal-oes-divisions/recovery/forms)

CDA application packets must contain the following:

- ✓ Project Application California Disaster Assistance Act Program (Cal OES 126)
- ✓ List of Projects (Cal OES 95)
- ✓ Designation of Applicant's Agent Resolution (Cal OES 130)

CDA application packets must be received by email at [DisasterRecovery@CalOES.ca.gov](mailto:DisasterRecovery@CalOES.ca.gov) or at the address below no later than **August 1, 2022**.

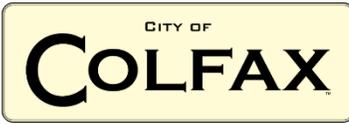
Mr. David Gillings  
 State Public Assistance Officer  
 California Governor's Office of  
 Emergency Services  
 Public Assistance Division  
 3650 Schriever Avenue  
 Mather, CA 95655  
 Attn: CDA-2022-03



3650 SCHRIEVER AVENUE, MATHER, CA 95655  
 RECOVERY SECTION • PUBLIC ASSISTANCE DIVISION  
 (916) 845-8200 TELEPHONE • (916) 845-8388 FAX

[www.CalOES.ca.gov](http://www.CalOES.ca.gov)





# Staff Report to City Council

## FOR THE AUGUST 10, 2022 REGULAR CITY COUNCIL MEETING

**From:** Wes Heathcock, City Manager  
**Prepared by:** Wes Heathcock, City Manager  
**Subject:** Sheriff Contract Amendment #7

*Budget Impact Overview:*

N/A:	Funded: √	Un-funded:	Amount: \$873,448	Fund(s): 100-300, 218-000
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**RECOMMENDED ACTION:** Adopt Resolution \_\_-2022 authorizing the City Manager to enter into a contract extension with the Placer County Sheriff-Coroner-Marshal's Office for Fiscal Year 2022/2023.

### Summary/Background

Effective July 1, 2016, the City and Placer County executed an amendment to the agreement for the provision of law enforcement services by the Placer County Sheriff-Coroner-Marshals Office (PCSO). The contract must be amended yearly due to annual adjustments which account for increases in salaries, liability insurance, vehicle rates and overall cost of living.

The City has amended the Sheriff contract each year since the first amendment in 2016. The 2022-2023 Amendment #7 includes a 5.57% increase raising the contract value by \$46,080 for a total cost of \$873,448.

### Fiscal Impacts

The contract amount is \$873,448 from Funds 100-300 and 218-000.

### Attachments

1. Resolution -2022
2. 2022-2023 Amendment #7

# City of Colfax

## City Council

### Resolution No. \_\_-2022

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AUTHORIZE THE CITY MANAGER TO ENTER INTO A CONTRACT EXTENSION WITH  
THE PLACER COUNTY SHERIFF-CORONER-MARSHAL’S OFFICE FOR FISCAL YEAR  
2022/2023

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**WHEREAS**, the County of Placer, Office of the Sheriff-Coroner-Marshal (“County”) and the City of Colfax (“City”) have previously contracted for the provision of law enforcement services; and,

**WHEREAS**, the contract must be amended yearly due to annual adjustments which account for increases in salaries, liability insurance, vehicle rates and overall cost of living; and,

**WHEREAS**, the 2022-2023 Amendment #7 includes a 5.57% increase raising the contract value by \$46,080 for a total cost of \$873,448.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Colfax authorizes the City Manager to enter into a contract extension with the Placer County Sheriff-Coroner-Marshal’s Office for Fiscal Year 2022/2023.

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** at the Regular Meeting of the City Council of the City of Colfax held on the 10<sup>th</sup> day of August 2022, by the following vote of the Council:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

\_\_\_\_\_  
**Trinity Burruss, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Marguerite Bailey, City Clerk**

PLACER COUNTY SHERIFF'S OFFICE  
 CITY OF COLFAX - CONTRACT SERVICES  
 FISCAL YEAR 2022-2023

Item 3D

**SALARY AND BENEFITS:**

Qty	Class/Description	Pay Type	Annual Hours/Units	Billable Hours/Units*	2021-2022 Hrly Rate	2022-23 Hryl Rate	2021-2022 Cost	2022-2023 Cost	Increase/Decrease
0.5	Sergeant	Regular Pay	2080	1040	133	141	\$ 137,852	\$ 146,816	\$ 8,964
0.5	Sergeant	Overtime	120	60	117	125	\$ 7,031	\$ 7,470	\$ 439
0.5	Sergeant	Holiday Overtime	48	24	171	183	\$ 4,104	\$ 4,390	\$ 286
2.25	Deputy II	Regular Pay	2080	4680	106	111	\$ 495,706	\$ 517,901	\$ 22,195
2.25	Deputy II	Overtime	127	286	92	95	\$ 26,278	\$ 27,266	\$ 988
2.25	Deputy II	Holiday Overtime	48	108	134	140	\$ 14,490	\$ 15,137	\$ 647
0.1	Detective (Deputy II)	Regular Pay	2080	208	120	125	\$ 24,906	\$ 25,972	\$ 1,066
0.1	Detective (Deputy II)	Overtime	127	13	104	108	\$ 1,320	\$ 1,374	\$ 54
0.1	Detective (Deputy II)	Holiday Overtime	48	5	152	159	\$ 728	\$ 763	\$ 35
<b>Total Personnel Costs</b>							<b>\$ 712,415</b>	<b>\$ 747,089</b>	<b>\$ 34,674</b>

**OTHER COSTS:**

Item	Description	2021-2022 Cost	2022-2023 Cost	Increase/ Decrease
Communication	IT Charges and Radio Costs	\$ 29,532	\$ 27,347	\$ (2,185)
Direct Operational Support	Direct operational staff support	\$ 35,621	\$ 37,354	\$ 1,733
Equipment & Supplies	Equipment & Supplies	\$ 8,261	\$ 8,520	\$ 259
Training	Specialized training which may include accident investigation training	\$ 8,474	\$ 6,986	\$ (1,488)
Vehicle Expenses	Vehicles charged @ \$7.19 per billable hours	\$ 33,066	\$ 46,151	\$ 13,085
<b>Total Other Costs</b>		<b>\$ 114,955</b>	<b>\$ 126,360</b>	<b>\$ 11,405</b>

<b>Total Contract Costs</b>	<b>\$ 827,369</b>	<b>\$ 873,448</b>	<b>\$ 46,080</b>
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<b>Total Contract Change</b>	<b>5.57%</b>
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<b>22-23 Base Quarterly Payments</b>	<b>\$ 218,362</b>
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**PLACER COUNTY SHERIFF'S OFFICE  
CITY OF COLFAX - CONTRACT SERVICES  
FISCAL YEAR 2022-2023**

<u>Cost Category</u>	<u>Explanation</u>
Personnel	Salaries & Benefits increases: General Wage Increase of 4.5% and other changes to Comp & Benefits BOS 9/14/21). Workers' Comp increased 62.5% department-wide and General Liability Insurance increased 27% department-wide.
Communication	Communication costs decreased due to decrease in the overall County IT charges.
Direct Operational Support	Direct operational support including dispatch, evidence, records and other direct support cost the Deputies and Sergeant assigned to Colfax increased due to increases in salaries and related expenses.
Equipment & Supplies	Minor increases in Supplies, no increases to personal duty equipment.
Training	Change in methodology to calculate Training Costs at deputy level; more accurately reflects actual training costs per deputy and results in decrease in costs.
Vehicle Expense	Vehicle rate increased due to supply chain issues resulting in increased expenses for parts and maintenance on vehicles.

BEGINS: July 1, 2022  
ADMINISTERING AGENCY: Sheriff-Coroner-Marshal

CONTRACT NO. 13508  
AMENDMENT NO. 7

DESCRIPTION: Contract amendment between County of Placer, Office of the Sheriff-Coroner-Marshal and the City of Colfax to update the annual cost of providing law enforcement services for FY 2022-23

THIS AMENDMENT No. 7 of contract No. 13508 is made as of July 1, 2022, by and between the COUNTY OF PLACER, Office of the Sheriff-Coroner-Marshal, a political subdivision of the State of California, hereinafter referred to as "COUNTY", and the CITY OF COLFAX, a municipal corporation, hereinafter referred to as "CITY".

The original contract No. 13508 is hereby amended as follows:

**Section 1 DURATION OF CONTRACT:** This agreement shall commence on July 1, 2022 for a period of one year, expiring on June 30, 2023, unless terminated under conditions of Section 2.

**Section 6 PAYMENT FOR SERVICES:** The cost of performing law enforcement services for the year beginning July 1, 2022 through June 30, 2023 both dates inclusive, will be agreed to in the amount of \$873,448 (EIGHT HUNDRED SEVENTY-THREE THOUSAND FOUR HUNDRED FORTY-EIGHT DOLLARS) per attached Exhibit A. This sum shall be paid in four equal quarterly installments of \$218,362 (TWO HUNDRED EIGHTEEN THOUSAND THREE HUNDRED SIXTY-TWO DOLLARS) to be paid on September 1, 2022; December 1, 2022; March 1, 2023; and June 1, 2023. The COUNTY will provide an amendment adjusting salaries, liability insurance, vehicle rates, and cost of living to the CITY each year for basic law enforcement services for adoption effective July 1 with an amendment approved by both parties.

All other terms and conditions set forth in the Agreement shall remain unchanged and in full force and effect.

IN WITNESS THEREOF, the parties hereto have executed this amendment the day and year first written above.

**CITY OF COLFAX**

**COUNTY OF PLACER**

By: \_\_\_\_\_  
City of Colfax

By: \_\_\_\_\_  
Chair, Board of Supervisors

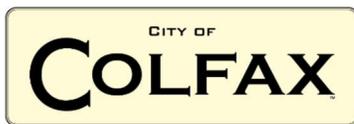
By: \_\_\_\_\_  
Wayne Woo  
Placer County Sheriff

Approved as to Form

Approved as to Form

By: \_\_\_\_\_  
City Attorney

By: \_\_\_\_\_  
County Counsel



# Staff Report to City Council

## FOR THE AUGUST 10, 2022 REGULAR CITY COUNCIL MEETING

**From:** Wes Heathcock, City Manager  
**Prepared by:** Laurie Van Groningen, Finance Director  
**Subject:** Cash Summary – June 2022

*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 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 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 as part of the proposed budget process each year.

The attached reports reflect an overview of the financial transactions of the City of Colfax in June 2022. Some monthly highlights are listed below:

- June revenues included:
  - Allocation for Sales Tax revenues reported/paid to the State for the month of April 2022 (two-month lag).
  - Collection of outstanding Land Development fees for ongoing development projects.
  - Final annual allocation of Transportation funding through Placer County Transportation Agency (PCTPA).
  - Received SB1383 Implementation Grant
- June expenditures included:
  - Ongoing monthly operating expenses
  - Quarterly payment for Sheriff services contract
  - Approved capital project expenditures and inter-fund transfers for project funding.
- Negative cash fund balances at the end of June are due to timing of funding allocations and reimbursements:
  - Fund 358 – CDBG Road Rehabilitation. This is a reimbursable grant – final funding of grant is still pending. CDBG has approved start date of expenditures. Any unfunded expenditures would require allocation from General Fund.
  - Fund 367 – SB2 Planning Grant – this is a reimbursable grant. Second round of Reimbursement requests were submitted in February and are still pending. HCD is backlogged and cannot commit to a payment date. Next reimbursement request scheduled to completed and submitted in July.

- Fund 376 – Downtown Streetscape – This project is primarily (89%) funded with grant funds on a reimbursement basis. Reimbursement requests expected to be submitted on a quarterly basis with the first request being anticipated at end of fiscal year to be submitted in July. The balance of funding will be a City General Fund match.
- Fund 378 – Zoning Code Update. This project is 100% funded with grant funds on a reimbursement basis. Reimbursement requests expected to be submitted on a quarterly basis with the first request being completed at end of fiscal year accounting to be submitted in July.
- Fund 575 – WWTP Construction Grant. This is a reimbursable grant. Reimbursement requests are scheduled to be submitted quarterly – final grant award was processed in December. The first reimbursement request was submitted in early March 2022 and received in May 2022. Next reimbursement request is in process and is anticipated to be submitted in July depending upon project progress.
- Fund 576 – Phase II – Pond 3 Fissure Repair. This project is being funded by insurance. Final Project costs were submitted for reimbursement in early March 2022 – 65% of costs were reimbursed in May – with the balance now expected in July.
- Anticipated revenues/expenditures for July include:
  - Revenues
    - Allocation for Sales Tax revenues reported/paid to the State for the month of May 2022 (two-month lag).
  - Expenditures
    - Ongoing monthly operating expenses.
    - Approved capital project expenditures – expect an increase as WWTP solar project and Lift Station #5 repair projects have expected increased activity.

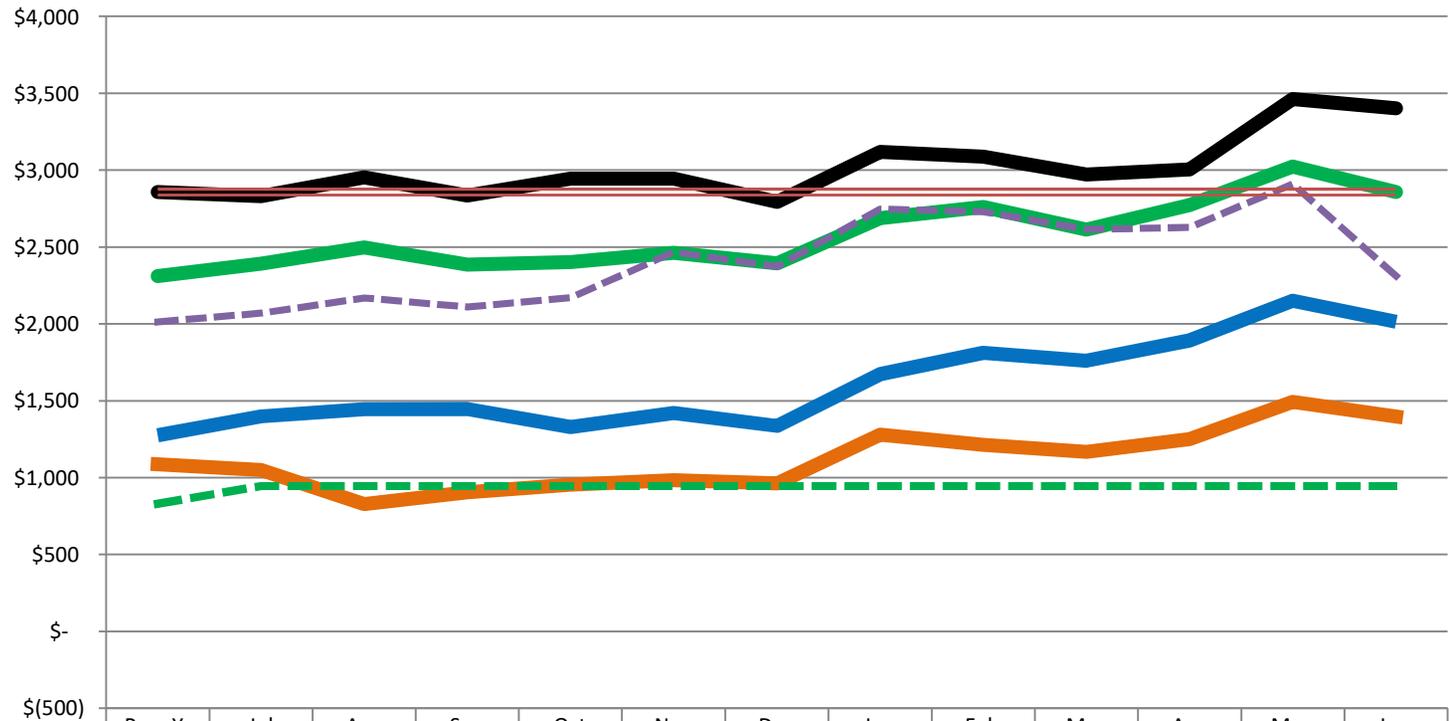
**Attachments:**

1. General Fund Reserved Cash Analysis Graph
2. Cash Activity Reports
  - a. Cash Summary
  - b. Cash Transactions Report – by individual fund
  - c. Check Register Report - Accounts Payable

## City of Colfax - June 2022 General Fund Reserved Cash Analysis

(Dollars in Thousands)

**Fiscal Year 2021-22 >>**



	Prev Yr	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
<b>—</b> Cash Balance FY2021-22	\$2,857	\$2,831	\$2,953	\$2,833	\$2,943	\$2,946	\$2,794	\$3,120	\$3,088	\$2,971	\$3,004	\$3,462	\$3,403
<b>—</b> Cash Balance FY2020-21	\$2,311	\$2,392	\$2,497	\$2,386	\$2,402	\$2,463	\$2,393	\$2,688	\$2,760	\$2,612	\$2,771	\$3,023	\$2,857
<b>- - -</b> 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
<b>—</b> 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
<b>—</b> 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
<b>- - -</b> *Reserves (Ops, Cap, Pen)	\$830	\$945	\$945	\$945	\$945	\$945	\$945	\$945	\$945	\$945	\$945	\$945	\$945
<b>—</b> Budget FY2021-22	\$2,857	\$2,857	\$2,857	\$2,857	\$2,857	\$2,857	\$2,857	\$2,857	\$2,857	\$2,857	\$2,857	\$2,857	\$2,857

\*City Administrative policy stipulates General Fund Reserve of 25% (3 months) of annual General Fund Revenues.

**City of Colfax  
Cash Summary  
June 30, 2022**

	Balance 05/31/2022	Revenues In	Expenses Out	Transfers	Balance 06/30/2022
US Bank	\$ 617,692.44	\$ 542,216.58	\$ (790,526.42)	\$ (275,000.00)	\$ 94,382.60
LAIF	\$ 8,429,534.20	\$ -	\$ -	\$ 275,000.00	\$ 8,704,534.20
Total Cash - General Ledger	<u>\$ 9,047,226.64</u>	<u>\$ 542,216.58</u>	<u>\$ (790,526.42)</u>	<u>\$ -</u>	<u>\$ 8,798,916.80</u>
Petty Cash (In Safe)	\$ 300.00				\$ 300.00
Total Cash	<u>\$ 9,047,526.64</u>	<u>\$ 542,216.58</u>	<u>\$ (790,526.42)</u>	<u>\$ -</u>	<u>\$ 8,799,216.80</u>

**Change in Cash Account Balance - Total** \$ (248,309.84)

## Attached Reports:

1. Cash Transactions Report (By Individual Fund)		
2. Check Register Report (Accounts Payable)	\$ (722,101.71)	
Cash Receipts	\$ 375,328.13	
Payroll Checks and Tax Deposits	\$ (62,434.80)	
Utility Billings - Receipts	\$ 160,898.54	
Voided Check #57480	\$ -	
LAIF Interest	\$ -	
	<u>\$ (248,309.84)</u>	\$ -

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 - June 2022**

	Beginning Balance	Debit Revenues	Credit (Expenditures)	Ending Balance
<b>Fund Type: 1.11 - General Fund - Unassigned</b>				
Fund: 100 - General Fund	\$ 3,330,758.94	\$ 160,592.34	\$ (276,734.11)	\$ 3,214,617.17
Fund: 120 - Land Development Fees	\$ 131,676.53	\$ 74,801.36	\$ (26,088.60)	\$ 180,389.29
Fund: 200 - Cannabis Application	\$ (107.01)	\$ 8,091.00	\$ -	\$ 7,983.99
<b>Fund Type: 1.11 - General Fund - Unassigned</b>	<b>\$ 3,462,328.46</b>	<b>\$ 243,484.70</b>	<b>\$ (302,822.71)</b>	<b>\$ 3,402,990.45</b>
<b>Fund Type: 1.14 - General Fund - Restricted</b>				
Fund: 205 - Escrow Funds	\$ 117,157.00	\$ -	\$ -	\$ 117,157.00
Fund: 571 - AB939 Landfill Diversion	\$ 23,317.26	\$ -	\$ -	\$ 23,317.26
Fund: 572 - Landfill Post Closure Maintenance	\$ 793,341.45	\$ 494.45	\$ (3,354.93)	\$ 790,480.97
<b>Fund Type: 1.14 - General Fund - Restricted</b>	<b>\$ 933,815.71</b>	<b>\$ 494.45</b>	<b>\$ (3,354.93)</b>	<b>\$ 930,955.23</b>
<b>Fund Type: 1.24 - Special Rev Funds - Restricted</b>				
Fund: 202 - ARPA American Rescue Plan Act	\$ 161,886.72	\$ -	\$ (87,720.87)	\$ 74,165.85
Fund: 203 - CARES Act Funding - CDBG	\$ -	\$ -	\$ -	\$ -
Fund: 210 - Mitigation Fees - Roads	\$ 267,390.03	\$ -	\$ (126,307.15)	\$ 141,082.88
Fund: 211 - Mitigation Fees - Drainage	\$ 5,398.12	\$ -	\$ -	\$ 5,398.12
Fund: 212 - Mitigation Fees - Trails	\$ 74,990.81	\$ -	\$ -	\$ 74,990.81
Fund: 213 - Mitigation Fees - Parks/Rec	\$ 192,048.55	\$ -	\$ -	\$ 192,048.55
Fund: 214 - Mitigation Fees - City Bldgs	\$ 101,305.69	\$ -	\$ -	\$ 101,305.69
Fund: 215 - Mitigation Fees - Vehicles	\$ 22,124.97	\$ -	\$ -	\$ 22,124.97
Fund: 217 - Mitigation Fees - DT Parking	\$ 43,312.63	\$ -	\$ -	\$ 43,312.63
Fund: 218 - Support Law Enforcement	\$ 25,000.00	\$ -	\$ (25,000.00)	\$ -
Fund: 244 - CDBG Program Inc - ME Lending	\$ 1,004.31	\$ 3,000.00	\$ (4,004.31)	\$ -
Fund: 250 - Streets - Roads/Transportation	\$ (35,984.67)	\$ 94,687.69	\$ (28,666.95)	\$ 30,036.07
Fund: 253 - Gas Taxes	\$ 35,074.99	\$ 4,831.94	\$ (1,296.12)	\$ 38,610.81
Fund: 258 - Road Maintenance - SB1/RSTBG	\$ 158,617.04	\$ 3,530.91	\$ -	\$ 162,147.95
Fund: 270 - Beverage Container Recycling	\$ 19,115.24	\$ -	\$ -	\$ 19,115.24
Fund: 280 - Oil Recycling	\$ 3,769.09	\$ -	\$ -	\$ 3,769.09
Fund: 290 - SB1383 Implementation Grant	\$ -	\$ 20,214.00	\$ -	\$ 20,214.00
Fund: 292 - Fire Department Capital Funds	\$ 93,336.90	\$ -	\$ -	\$ 93,336.90
Fund: 342 - Fire Construction - Mitigation	\$ 75,838.78	\$ -	\$ -	\$ 75,838.78
Fund: 343 - Recreation Construction	\$ 75,839.25	\$ -	\$ -	\$ 75,839.25
Fund: 367 - SB2 - Planning Grant	\$ (50,102.84)	\$ -	\$ (995.23)	\$ (51,098.07)
Fund: 376 - Downtown Streetscape	\$ (1,509.12)	\$ -	\$ (961.38)	\$ (2,470.50)
Fund: 378 - Zoning Code Update	\$ (468.65)	\$ -	\$ (1,009.40)	\$ (1,478.05)
<b>Fund Type: 1.24 - Special Rev Funds - Restricted</b>	<b>\$ 1,267,987.84</b>	<b>\$ 126,264.54</b>	<b>\$ (275,961.41)</b>	<b>\$ 1,118,290.97</b>
<b>Fund Type: 1.34 - Capital Projects - Restricted</b>				
Fund: 358 - CDBG Pavement	\$ (92,621.34)	\$ -	\$ -	\$ (92,621.34)
Fund: 373 - S Auburn/Whitcomb Imp	\$ (126,307.15)	\$ 126,307.15	\$ -	\$ -
<b>Fund Type: 1.34 - Capital Projects - Restricted</b>	<b>\$ (218,928.49)</b>	<b>\$ 126,307.15</b>	<b>\$ -</b>	<b>\$ (92,621.34)</b>
<b>Fund Type: 2.11 - Enterprise Funds</b>				
Fund: 560 - Sewer	\$ 1,627,972.52	\$ 109,010.36	\$ (100,361.22)	\$ 1,636,621.66
Fund: 561 - Sewer Liftstations	\$ 742,658.75	\$ 19,057.58	\$ (11,542.79)	\$ 750,173.54
Fund: 563 - Wastewater Treatment Plant	\$ 893,620.81	\$ 43,751.11	\$ -	\$ 937,371.92
Fund: 564 - Sewer Connections	\$ 443,017.95	\$ -	\$ -	\$ 443,017.95
Fund: 574 - OES PSPS Grant	\$ 22,845.30	\$ -	\$ (22,845.30)	\$ -
Fund: 575 - WWTP Construction Grant	\$ (69,004.41)	\$ -	\$ (251,566.08)	\$ (320,570.49)
Fund: 576 - Phase II - Pond 3 Fissure Repair	\$ (9,784.71)	\$ -	\$ -	\$ (9,784.71)
Fund: 585 - LS #5 Force Main Repairs	\$ (51,620.87)	\$ 87,720.87	\$ (36,100.00)	\$ -
<b>Fund Type: 2.11 - Enterprise Funds - Unassigned</b>	<b>\$ 3,599,705.34</b>	<b>\$ 259,539.92</b>	<b>\$ (422,415.39)</b>	<b>\$ 3,436,829.87</b>
<b>Fund Type: 9.0 - CLEARING ACCOUNT</b>				
Fund: 998 - PAYROLL CLEARING FUND	\$ 2,317.78	\$ 153.84	\$ -	\$ 2,471.62
<b>Fund Type: 9.0 - CLEARING ACCOUNT</b>	<b>\$ 2,317.78</b>	<b>\$ 153.84</b>	<b>\$ -</b>	<b>\$ 2,471.62</b>
<b>Grand Totals:</b>	<b>\$ 9,047,226.64</b>	<b>\$ 756,244.60</b>	<b>\$ (1,004,554.44)</b>	<b>\$ 8,798,916.80</b>

Check Register Report

Item 3E

Checks - June 2022

Date: 07/01/2022

Time: 2:24 pm

CITY OF COLFAX

BANK: US BANK

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Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>US BANK Checks</b>								
58174	06/03/22	Printed			03141	CALPERS	JUNE HEALTH PREMIUMS	8,989.75
58175	06/01/22	Printed			01448	AMERIGAS - COLFAX	SHERIFF DEPT	67.84
58176	06/01/22	Printed			01448	AMERIGAS - COLFAX	CITY HALL PROPANE	259.76
58177	06/01/22	Printed			01448	AMERIGAS - COLFAX	FIRE DEPT PROPANE	12.86
58178	06/01/22	Printed			01500	ANDERSON'S SIERRA	IRRIGATION SUPPLIES	149.26
58179	06/01/22	Printed			01650	AQUA SIERRA CONTROLS INC.	SCADA RPRS	205.00
58180	06/01/22	Printed			23202	CAL TREE SERVICES	GRASS VALLEY ST TREE REMOVAL	3,449.00
58181	06/01/22	Printed			3129	CPS HR CONSULTING	OPERATOR II RECRUITING	1,000.00
58182	06/01/22	Printed			03650	CRANMER ENGINEERING, INC.	LANDFILL MONITORING	520.00
58183	06/01/22	Printed			04234	DE LAGE LANDEN FINANCIAL	COPY MACH LEASE JUNE 2022	444.96
58184	06/01/22	Printed			4235	DEB'S PROPERTY MANAGEMENT	UNUSED SEWER LAT PERMIT	407.00
58185	06/01/22	Printed			06278	FRONTIER COMMUNICATIONS	WWTP PHONE	202.15
58186	06/01/22	Printed			07460	GOLD COUNTRY MEDIA	CHICKEN ORDINANCE PUBLIC NOT	140.45
58187	06/01/22	Printed			07465	GOLD MINER PEST CONTROL	CORP YARD PEST CONTROL	100.00
58188	06/01/22	Printed			7577	GRASS VALLEY SEVENTH	EVENT DEPOSIT REFUND	100.00
58189	06/01/22	Printed			08086	HBE RENTALS	STUMP GRINDER RENTAL	200.00
58190	06/01/22	Printed			08159	HILL BROTHERS CHEMICAL CO.	WWTP CHEMICALS	8,011.31
58191	06/01/22	Printed			08170	HILLS FLAT LUMBER CO	SUPPLIES	361.28
58192	06/01/22	Printed			8501	HOLT RENEWABLES	WWTP SOLAR CONST PROGRESS PAY	64,866.55
58193	06/01/22	Printed			8661	HYDROCOMPLIANCE	WWTP MONTHLY QSP	1,800.00
58194	06/01/22	Printed			23101	LARRY WALKER ASSOCIATES	NPDES PERMIT ASS APR 2022	1,740.00
58195	06/01/22	Printed			12209	LIEBERT CASSIDY WHITMORE	LEGAL MATTER	102.00
58196	06/01/22	Printed			12551	LOCAL GOVERNMENT COMMISSION	STREETSCAPE CONSULTING	402.00
58197	06/01/22	Printed			13208	MCA DIRECT	ELECTION SUPPLIES	214.75
58198	06/01/22	Printed			14307	NEXGEN ASSET MANAGEMENT	WWTP GRANT ASSET MAN SYSTEM	4,700.00
58199	06/01/22	Printed			16040A	PITNEY BOWES	POSTAGE MACH LEASE Q2 2022	167.84
58200	06/01/22	Printed			16200	PLACER COUNTY SHERIFF DEPT.	Q4 FY 21/22 SHERIFF CONTRACT	206,843.00
58201	06/01/22	Printed			16559	PLAZA TIRE AND AUTO SERVICE	PW TIRE RPR	24.95
58202	06/01/22	Printed			18193	RECOLOGY AUBURN PLACER	40% TEETER FY 21/22 TAX ROLLS	1,941.22
58203	06/01/22	Printed			19743	WILL STOCKWIN	COLFAX CONN EDITING JUNE 2022	300.00
58204	06/01/22	Printed			21560	US BANK CORPORATE PMT SYSTEM	STMT 5/23/22	2,846.72
58205	06/01/22	Printed			23169	WAVE BUSINESS SOLUTIONS	CITY HALL INTERNET	159.90
58206	06/01/22	Printed			23169	WAVE BUSINESS SOLUTIONS	DEPOT PHONE	18.99
58207	06/01/22	Printed			18883	WAXIE SANITARY SUPPLY	PW SUPPLIES	400.87
58208	06/08/22	Printed			01414	ALHAMBRA & SIERRA SPRINGS	WATER`	73.90
58209	06/08/22	Printed			01766	AT&T MOBILITY	CITY CELL PHONES	770.29
58210	06/08/22	Printed			3484	CLEANNET USA	CLEANING SVCS JUNE 2022	698.00
58211	06/08/22	Printed			07591	COLFAX GREEN MACHINE	3RD OF JULY DONATION & FIREWX	11,000.00
58212	06/08/22	Printed			05221	EOSI - ENVIRONMENT OPERATING	WWTP CHEMICALS	8,586.89
58213	06/08/22	Printed			07460	GOLD COUNTRY MEDIA	MW1 JOB POSTING	288.00
58214	06/08/22	Printed			08200	HINDERLITER, DE LLAMAS & ASSOC	Q4 21/22 SALES TAX AUDIT	659.98
58215	06/08/22	Printed			8501	HOLT RENEWABLES	WWTP SOLAR CONST	152,192.23
58216	06/08/22	Printed			08660	HUNT AND SONS, INC.	FUEL	435.46
58217	06/08/22	Printed			12564	LORANG BROTHERS CONSTRUCTION	LS 5 IMPROVEMENTS MAY 2022	36,100.00
58218	06/08/22	Printed			19388	MARGHERITA, ANDY	EVENT REFUND	250.00
58219	06/08/22	Printed			18400	NAPA AUTO PARTS	WWTP SUPPLIES	57.35

Check Register Report

Item 3E

Checks - June 2022

Date: 07/01/2022

Time: 2:24 pm

CITY OF COLFAX

BANK: US BANK

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Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>US BANK Checks</b>								
58220	06/08/22	Printed			16011(2)	PELLETREAU, ALDERSON & CABRAL	LEGAL SVCS MAY 2022	12,055.79
58221	06/08/22	Printed			16191	PLACER COUNTY DEPARTMENT	ST STRIPING	4,658.51
58222	06/08/22	Printed			16821	PSOMAS	WWTP SOLAR CONST MAN APR 2022	16,521.00
58223	06/08/22	Printed			19037	SAFE SIDE SECURITY	CORP YARD SECURITY	155.00
58224	06/08/22	Printed			19037	SAFE SIDE SECURITY	WWTP SECURITY MAY 2022	95.00
58225	06/08/22	Printed			01790	SIERRA OFFICE PRODUCTS	OFFICE SUPPLIES	468.57
58226	06/08/22	Printed			19474	SIMPSON & SIMPSON	GRASS VALLEY SIDEWALK RPR	4,980.00
58227	06/08/22	Printed			19319	SOLACE GRAPHICS	DEPOT SIGNAGE	3,668.28
58228	06/08/22	Printed			21105	UNICO ENGINEERING	ARCO INSPECTIONS	10,937.20
58229	06/08/22	Printed			22106	VAN GRONINGEN & ASSOCIATES	FINANCIAL SVCS MAY 2022	5,376.25
58230	06/08/22	Printed			22134	VISION QUEST	TECH SUPPORT JULY 2022	1,844.00
58231	06/08/22	Printed			22134	VISION QUEST	TECH SUPPLIES MAY 2022	1,123.83
58232	06/08/22	Printed			23169	WAVE BUSINESS SOLUTIONS	FIRE DEPT PHONE	38.42
58233	06/08/22	Printed			23169	WAVE BUSINESS SOLUTIONS	CITY HALL PHONE	227.39
58234	06/17/22	Printed			1161	49ER WATER SERVICES	WWTP TESTING APR 2022	21,992.00
58235	06/17/22	Printed			01413	ALLIANT INSURANCE SERVICES,	CRIME RENEWAL 22/23	1,100.00
58236	06/17/22	Printed			03401	CHOICE BUILDER	PREMIUMS JULY 2022	449.86
58237	06/17/22	Printed			3425	CINTAS	UNIFORM SVCS MAY 2022	301.07
58238	06/17/22	Printed			04592	DACOMM	WWTP INTERNET	99.95
58239	06/17/22	Printed			07460	GOLD COUNTRY MEDIA	DELINQUENT SEWER PUBLIC NOTICE	186.34
58240	06/17/22	Printed			16035	PG&E	ELECTRICITY	17,014.72
58241	06/17/22	Printed			18581	ROSENDIN	GENERATOR RPLCMT RETENTION RLS	22,845.30
58242	06/17/22	Printed			19037	SAFE SIDE SECURITY	CORP YARD SECURITY JUNE 2022	155.00
58243	06/17/22	Printed			19037	SAFE SIDE SECURITY	WWTP SECURITY JUNE 2022	95.00
58244	06/17/22	Printed			19591	STANLEY CONVERGENT SECURITY	DEPOT SECURITY Q1 22/23	167.34
58245	06/17/22	Printed			20092	THUMBLER	PUBLIC OUTREACH RETENTION	600.00
58246	06/17/22	Printed			21105	UNICO ENGINEERING	ARCO INSPECTIONS MAY 2022	12,119.60
58247	06/17/22	Printed			18883	WAXIE SANITARY SUPPLY	PW SUPPLIES	7.64
58248	06/17/22	Printed			23301	WESTERN PLACER WASTE	SLUDGE REMOVAL MAY 2022	1,644.50
58249	06/21/22	Printed			2087	BASIC PACIFIC	FSA BENEFIT PYMT	15.00
58250	06/29/22	Printed			2087	BASIC PACIFIC	FSA BENEFIT PYMT	118.68
58251	06/30/22	Printed			01500	ANDERSON'S SIERRA	DEPOT IRRIGATION	11.76
58252	06/30/22	Printed			01500	ANDERSON'S SIERRA	PW SUPPLIES	14.22
58253	06/30/22	Printed			1512	API MARKETING	BANNER	139.43
58254	06/30/22	Printed			01650	AQUA SIERRA CONTROLS INC.	WWTP RPR	700.00
58255	06/30/22	Printed			02901	BUREAU VERITAS NORTH AMERICA	BLDG OFFICIAL SVCS MAY 2022	5,760.00
58256	06/30/22	Printed			04234	DE LAGE LANDEN FINANCIAL	COPY MACH LEASE JULY 2022	444.96
58257	06/30/22	Printed			06278	FRONTIER COMMUNICATIONS	WWTP PHONE	202.38
58258	06/30/22	Printed			07460	GOLD COUNTRY MEDIA	CAMPAIGN SIGN PUBLIC NOTICE	193.74
58259	06/30/22	Printed			07465	GOLD MINER PEST CONTROL	CITY HALL PEST CONTRL	125.00
58260	06/30/22	Printed			07570	GRAINGER	WWTP SUPPLIES	376.83
58261	06/30/22	Printed			08070	HANSEN BROS. ENTERPRISES	WWTP RPR	1,598.19
58262	06/30/22	Printed			08159	HILL BROTHERS CHEMICAL CO.	WWTP CHEMICALS	8,213.72
58263	06/30/22	Printed			08170	HILLS FLAT LUMBER CO	SUPPLIES	1,572.00
58264	06/30/22	Printed			08501	HOME DEPOT CREDIT SERVICES	SUPPLIES	146.48
58265	06/30/22	Printed			08660	HUNT AND SONS, INC.	FUEL	380.23
58266	06/30/22	Printed			19056	KELLER, DONOVAN	2022 FINAL BOOT REIMBURSEMENT	114.13
58267	06/30/22	Printed			23101	LARRY WALKER ASSOCIATES	NPDES PERMIT ASS MAY 2022	3,016.00

Check Register Report

Item 3E

Checks - June 2022

Date: 07/01/2022

Time: 2:24 pm

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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
<b>US BANK Checks</b>								
58268	06/30/22	Printed			12551	LOCAL GOVERNMENT COMMISSION	STREETSCAPE CONSULTANT	559.38
58269	06/30/22	Printed			13209	MAYNARD, MATT	POLITICAL SIGN REFUND	50.00
58270	06/30/22	Printed			14356	NORTHERN CALIFORNIA GLOVE	GLOVES	278.79
58271	06/30/22	Printed			16300	PCWA -PLACER COUNTY	WATER	2,834.34
58272	06/30/22	Printed			16040A	PITNEY BOWES	POSTAGE MACH SUPPLIES	203.26
58273	06/30/22	Void	06/30/22		16192	PLACER COUNTY DOCUMENT	CITY HALL PEST CONTROL	0.00
58274	06/30/22	Printed			16052	PLACEWORKS	GEN PLAN/HOUSING ELEM MAY 2022	526.58
58275	06/30/22	Printed			19037	SAFE SIDE SECURITY	WWTP SECURITY RPR	142.50
58276	06/30/22	Printed			19279	SERVICE ENGINEERING	WWTP AERATOR RPR	230.00
58277	06/30/22	Printed			78462	SIERRA PROFESSIONAL AUDIO	CITY COUNCIL AUDIO SYSTEM	2,323.65
58278	06/30/22	Printed			19474	SIMPSON & SIMPSON	SIDEWALK RPR	7,949.00
58279	06/30/22	Printed			21452	URSU, EMMANUEL	PLANNING SVCS APRIL 2022	8,832.25
58280	06/30/22	Printed			23169	WAVE BUSINESS SOLUTIONS	CORP YARD INTERNET	61.87
58281	06/30/22	Printed			23169	WAVE BUSINESS SOLUTIONS	CITY HALL INTERNET	159.90
58282	06/30/22	Printed			23169	WAVE BUSINESS SOLUTIONS	DEPOT PHONE	18.99
58283	06/30/22	Printed			18883	WAXIE SANITARY SUPPLY	PW SUPPLIES	113.08
58284	06/30/22	Printed			23451	WOOD RODGERS	WWTP CONST GRANT MAY 2022	11,486.30

**Total Checks: 111** **Checks Total (excluding void checks): 722,101.71**

**Total Payments: 111** **Bank Total (excluding void checks): 722,101.71**

**Total Payments: 111** **Grand Total (excluding void checks): 722,101.71**



# Staff Report to City Council

## FOR THE AUGUST 10, 2022 REGULAR CITY COUNCIL MEETING

**From:** Wes Heathcock, City Manager  
**Prepared by:** Laurie Van Groningen, Finance Director  
**Subject:** Quarterly Investment Report – Quarter ended 06/30/2022

*Budget Impact Overview:*

N/A: ✓	<b>Funded:</b>	<b>Un-funded:</b>	<b>Amount:</b>	<b>Fund(s):</b>
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**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 of 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 the 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 of financial obligations. The budget for fiscal year 2022-2023 reflects nearly \$4.9M in annual operating expenditures; therefore, our target for liquid short term securities would be \$2.45M.

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

- The investments held at June 30, 2022 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 .67% for the quarter ended June 30, 2022.
- There are sufficient funds on deposit to meet all anticipated City expenditures for the period July 01, 2022 through December 31, 2022.

Historically, due to fluctuations in fund balances, investment opportunities outside the corporate checking and LAIF accounts have been somewhat limited. 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 06/30/2022)
3. State of California – PMIA Average Monthly Effective Yields
4. Resolution 29-2014

**City of Colfax**  
**Analysis of Treasury Investment Pool**  
**Quarterly Analysis - FY2021-2022**  
**Report Date: 06/30/2022**

**Quarter Ended 06/30/2022**

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	\$ 8,704,534	95%	0.69%
Corporate Checking	US Bank	N/A	\$ 473,729	5%	0.16%
<b>Total Investment Pool</b>			<b>\$ 9,178,263</b>	<b>100%</b>	<b>0.67%</b>

**Quarter Ended 03/31/2022**

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	\$ 8,522,952	97%	0.29%
Corporate Checking	US Bank	N/A	\$ 229,709	3%	0.16%
<b>Total Investment Pool</b>			<b>\$ 8,752,661</b>	<b>100%</b>	<b>0.29%</b>

**Quarter Ended 12/31/2021**

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	\$ 8,013,368	96%	0.21%
Corporate Checking	US Bank	N/A	\$ 327,548	4%	0.16%
<b>Total Investment Pool</b>			<b>\$ 8,340,916</b>	<b>100%</b>	<b>0.20%</b>

**Quarter Ended 09/30/2021**

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	\$ 8,188,495	97%	0.24%
Corporate Checking	US Bank	N/A	\$ 232,046	3%	0.16%
<b>Total Investment Pool</b>			<b>\$ 8,420,541</b>	<b>100%</b>	<b>0.24%</b>



# PMIA/LAIF Performance Report as of 07/18/22



## PMIA Average Monthly Effective Yields<sup>(1)</sup>

June	0.861
May	0.684
Apr	0.523

## Quarterly Performance Quarter Ended 06/30/22

LAIF Apportionment Rate <sup>(2)</sup> :	0.75
LAIF Earnings Ratio <sup>(2)</sup> :	0.00002057622201151
LAIF Fair Value Factor <sup>(1)</sup> :	0.987125414
PMIA Daily <sup>(1)</sup> :	0.99%
PMIA Quarter to Date <sup>(1)</sup> :	0.69%
PMIA Average Life <sup>(1)</sup> :	311

## Pooled Money Investment Account Monthly Portfolio Composition <sup>(1)</sup> 06/30/22 \$234.5 billion

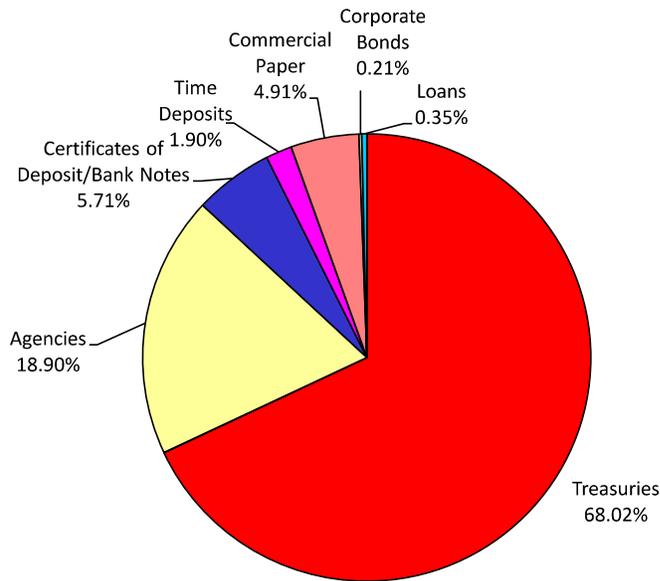


Chart does not include \$4,693,000.00 in mortgages, which equates to 0.002%. Percentages may not total 100% due to rounding.

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:

<sup>(1)</sup> State of California, Office of the Treasurer

<sup>(2)</sup> State of California, Office of the Controller



[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
2021	0.458	0.407	0.357	0.339	0.315	0.262	0.221	0.221	0.206	0.203	0.203	0.212
2022	0.234	0.278	0.365	0.523	0.684	0.861						

# City of Colfax City Council

## Resolution № 29-2014

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

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**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

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### 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 REQUIRMENTS**

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.

# Certificate of Recognition

From The County of Placer

*This certificate of special recognition is awarded to:*

Justin Rocky Farwell  
 Jillian Whitcomb  
 Donna Sehabiague  
 Kyle Tatum  
 Jordyn DiMaggio  
 Dominic DiMaggio  
 Caroline McCully  
 Wesley Willis  
 Christy M. Carlisles  
 Nick Dion  
 Ken Little  
 Jodi Henry  
 Lee Harrison  
 Dylan LaMadrid  
 Jeremy Rogers  
 Molly Perry  
 Sara Murphy  
 Rhonda Woods  
 Derek Ackley  
 Sara Perez  
 Gidget Van Damne Boudrot.  
 Jeff Boudrot  
 Marika Porter  
 Hank Silva  
 Rick Tetrault  
 Greg Westphalen

*in honor of your service to the community during the record-breaking December storms that affected so many residents in District 5 - Placer County. I commend you for your efforts during the winter storm event. You and others stepped up to assist the community by checking in on your neighbors, donating time and resources to others. Thank you for your incredible volunteer service and dedication to your community.*

*The County of Placer thanks you for your service and dedication to the community*

*Supervisor Cindy Gustafson, District 5*

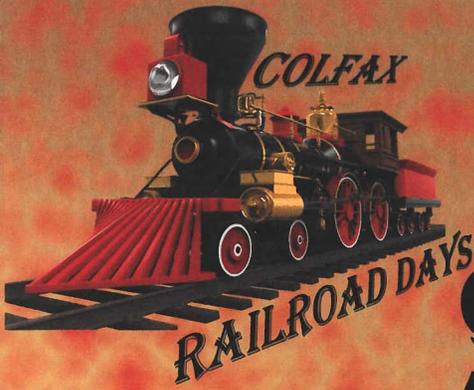


**This is a FREE  
Family Event in  
Downtown Colfax**

**SEPTEMBER  
17 & 18  
10 AM til 5 PM**

**Street Dance Saturday 5:30 pm 'til 9 pm**

- Union Pacific Railroad Display • Model Train Displays**
- Lego Train Display • Quilt Show • Craft Vendors**
- Food • Refreshments • Face Painters • Balloon Artist**
- Black Flag Gang • 1840's Re-enactment Camp**
- Saturday Evening Street Dance**
- Sierra Vista Community Center Flea Market**
- American Legion Pancake Breakfast 8 'til 10 am \$7**
- Sunday Car Show Open to Any Age Vehicle (awards)**



# CAR SHOW

Sponsored by The Colfax Lions

## SEPTEMBER 18<sup>TH</sup>

**OPEN TO  
VEHICLES  
OF ANY  
VINTAGE**

**\$10 ENTRANCE FEE**



**Colfax is celebrating its railroad history September 17th & 18th.**

**We would like you to participate in a car show on**

### **Sunday the 18<sup>th</sup> 10 AM til 5 PM**

**Pancake Breakfast by the American Legion 8 AM til 10 AM**

**Trophy Presentation 3 PM**

**Big Trains • Model Trains • 1840's Re-enactors**

**Craft Vendors • Food & Drink**

**Colfax Railroad Days is a FREE family event.**

**For more info call Dan at 530-263-4331 or Fred at 530-401-7760**

**Limited Space Available • Pre-registration recommended**

**First 50 cars registered receive plaques & goodie bags**

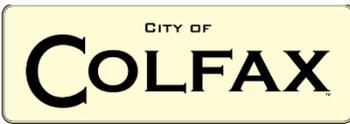
**Thanks for your support and have a fine time in Colfax.**

# SATURDAY NIGHT STREET DANCE DURING COLFAX RAILROAD DAYS

SEPTEMBER 17TH  
5:30 TIL 9 PM



***THIS IS A FREE EVENT SO BRING YOUR FRIENDS & DANCIN' SHOES  
A GREAT WAY TO END THE FIRST DAY OF COLFAX RAILROAD DAYS***



# Staff Report to City Council

## FOR THE AUGUST 10, 2022 REGULAR CITY COUNCIL MEETING

**From:** Wes Heathcock, City Manager  
**Prepared by:** Wes Heathcock, City Manager  
 Alfred A. “Mick” Cabral, City Attorney  
**Subject:** Ordinance Amending Colfax Municipal Code Section 17.112.180 I 4 Regulating Time Limits For Posting Election Campaign Signs

*Budget Impact Overview:*

N/A: ✓	Funded:	Un-funded:	Amount:	Fund(s):
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**RECOMMENDED ACTION:** Introduce the proposed ordinance by title only, conduct a public hearing, waive the first reading and schedule the proposed ordinance for second reading and adoption at the next regular City Council meeting currently scheduled for August 24, 2022, to be effective 30 days after adoption.

### Summary/Background

This proposed ordinance, if adopted, will delete the current restriction that forbids posting election campaign signs sooner than sixty days before the election to which the signs pertain. If adopted, this ordinance will allow election campaign signs to be posted more than 60 days before the election to which the signs apply. The basis for the proposed amendment is to address concerns that the time restrictions in the current ordinance may be unconstitutional and unenforceable.

Colfax Municipal Code Section 17.112.180 I 4 currently provides: “Time Limit for Posting, Removal Required. Election campaign signs may be posted no sooner than sixty (60) days before the applicable election, and shall be removed from public view no later than twenty-one (21) days after such election.” The specific changes being recommended are shown in red font:

“4. ~~Time Limit for Posting,~~ Removal Required. Election campaign signs ~~may be posted no sooner than sixty (60) days before the applicable election, and~~ shall be removed from public view no later than twenty-one (21) days after ~~such an election to which the signs apply.~~”

In the opinion of the City Attorney, the CMC provision that precludes posting election campaign signs no sooner than sixty days before a scheduled election is likely unconstitutional and unenforceable, but the requirement that such signs be removed from public view within 21 days after an election is enforceable at least for the time being.

Two published federal district court cases have directly addressed this question. In one case involving the City of Antioch, California, an identical sixty-day time limit was invalidated as unconstitutional because it denied candidates equal protection of the law and, in any event, the city could not meet the substantial burden of showing that the aesthetic problem created by political signage posted more than sixty days before an election was more important than the First Amendment right of political candidates to publicly advocate their candidacy. A case arising in New York struck down as unconstitutional a six-week time restriction on similar grounds.

The legal reasoning behind these decisions is lengthy and complex because the question turns on whether the regulation is permissible “time, place and manner” implementation or whether it impermissibly focuses on the contents of the signs. In a pertinent case decided by the United States Supreme Court in 2015, the Court noted, in part, that if the contents of a sign must be read to determine whether the sign is allowable, then the ordinance or regulation impermissibly infringes on a candidate’s, or any citizen’s, First Amendment rights.

A few cases have also addressed whether requiring election campaign signs to be removed within a specified time after an election is permissible. So far, post-election removal time restrictions have been upheld.

From a technical standpoint, the Colfax ordinance has not been formally declared by a court to be unconstitutional so it can arguably be enforced until that occurs. However, it is not fair, reasonable, or advisable to enforce an ordinance that appears to infringe on the legitimate First Amendment rights of candidates for office, or to wait until the pre-election time restriction is challenged to remove it. All candidates for office, and all proponents and opponents of measures on the ballot, deserve the opportunity to advocate their positions within the bounds of the law without worrying whether ill-advised enforcement proceedings will be initiated against them. If the proposed ordinance is adopted, all candidates for election at the November 2022 general election will be allowed to post their campaign signs on private property at any time before the election, and all citizens will also be able to post signs in favor of or in opposition to a City ballot measure so long as they comply with the remaining applicable provisions of CMC Chapter 17.112 that are not changed by the proposed amendment.

The proposed ordinance only removes the time restrictions on posting pre-election campaign signs. It does not affect the requirements for obtaining city-issued permits or any legitimate time, place and manner restrictions in the Colfax Municipal Code.

Staff will be available to answer questions or provide additional information.

### **Fiscal Impacts**

None anticipated unless enforcement becomes an issue.

### **Attachments:**

Draft Ordinance.

## CITY OF COLFAX

ORDINANCE NO. \_\_\_\_

**AN ORDINANCE OF THE CITY OF COLFAX AMENDING COLFAX MUNICIPAL SECTION 17.112.180 I 4 REGULATING TIME LIMITS FOR POSTING ELECTION CAMPAIGN SIGNS**

The City Council of the City of Colfax does ordain as follows:

Section 1:

Colfax Municipal Code Title 17, Chapter 17.112, Section 17.112.180 I 4 is hereby amended in the form and substance contained in the Ordinance attached hereto as Exhibit A and incorporated herein by this reference.

Section 2. Superceding Provisions

The provisions of this Ordinance and any resolution adopted pursuant hereto shall supersede and repeal any previous Ordinance or resolution to the extent the same is in conflict herewith.

Section 3. Severability

If any section, phrase, sentence, or portion of this Ordinance is for any reason held invalid or unconstitutional by the final judgment of any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision; and such holding shall not affect the validity of the remaining portions hereof.

Section 4. California Environmental Quality Act Findings

The City of Colfax finds that, if the provisions of the California Environmental Quality Act, Public Resources Code §21000 et seq (hereinafter "CEQA") apply, the title of this ordinance would constitute a brief description of the "Project" as required by Section 15062(a)(1) of the Guidelines for Implementation of the California Environmental Quality Act published by the State of California Office of Planning and Research (the "CEQA Guidelines").

## FINDING OF NO PROJECT

The City of Colfax finds that adoption of this ordinance does not constitute a "Project" as that term is defined by or used in CEQA, the CEQA Guidelines or any court or attorney general opinion construing the same. Accordingly, the City of Colfax finds that the provisions of CEQA and the CEQA Guidelines are not applicable to said action.

## FINDING OF EXEMPTION

In the event that it is found that the said action constitutes a "Project" as defined by or used in CEQA or the CEQA Guidelines, which finding would be contrary to the City's opinion of its action, the City of Colfax hereby finds that said action is exempt from compliance with CEQA and the CEQA Guidelines, for the following reasons: The action falls within the exemptions provided by Senate Bill 94, and within the "common sense" CEQA exemption provided in 14

CCR 15061(b)(3) in that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the action may have a significant effect on the environment, the action is not subject to CEQA. CEQA Guidelines, Section 15061(b)(3). It can be seen with certainty that adoption of this ordinance and its provisions cannot possibly have a significant effect on the environment.

Section 5. Effective Date

This Ordinance, and all of its provisions, shall take effect thirty (30) days after its adoption and shall, within 15 days after its adoption, be published or posted in accordance with Section 36933 of the Government Code of the State of California with the names of those City Council members voting for and against it.

The foregoing Ordinance was introduced at a duly held regular meeting of the City Council of the City of Colfax held on the 10<sup>th</sup> day of August, 2022, and passed and adopted at a duly held regular meeting of the City Council held on the 24<sup>th</sup> day of August, 2022, by the following vote:

AYES:  
NOES:  
ABSENT:

\_\_\_\_\_  
Trinity Burruss, Mayor

APPROVED AS TO FORM:

ATTEST:

\_\_\_\_\_  
Alfred Cabral  
City Attorney

\_\_\_\_\_  
Marguerite Bailey  
City Clerk

EXHIBIT A

CITY OF COLFAX

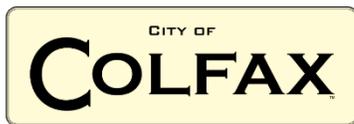
ORDINANCE NO. \_\_\_\_

**AN ORDINANCE OF THE CITY OF COLFAX  
AMENDING COLFAX MUNICIPAL SECTION 17.112.180 I 4 REGULATING  
TIME LIMITS FOR POSTING ELECTION CAMPAIGN SIGNS**

**Section 1.** Colfax Municipal Code Title 17, Chapter 17.112, Section 17.112.180 I 4 is hereby amended to read as follows:

“4. Removal Required. Election campaign signs shall be removed from public view no later than twenty-one (21) days after an election to which they apply.”

**Section 2.** The remainder of Colfax Municipal Code Chapter 17.112 shall remain in full force and effect. If any of the provisions of Colfax Municipal Code Chapter 17.112 are inconsistent with the provisions of this Ordinance, then this Ordinance and the provisions hereof shall control any inconsistent interpretation.



# Staff Report to City Council

## FOR THE AUGUST 10, 2022 REGULAR CITY COUNCIL MEETING

**From:** Wes Heathcock, City Manager  
**Prepared by:** Emmanuel Ursu, Planning Director  
**Subject:** Village Oaks Tentative Subdivision Map – Extension August 14, 2023

*Budget Impact Overview:*

N/A: ✓	Funded:	Un-funded:	Amount:	Fund(s):
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**RECOMMENDED ACTION:** Adopt Resolution\_-2022 approving a one-year extension of the Village Oaks Vesting Tentative Subdivision Map to August 14, 2023.

### Summary/Background

On February 14, 2018, the City Council adopted Resolution 07-2018 approving the Village Oaks Vesting Tentative Subdivision Map (VTSM) to subdivide a 12.9-acre lot into 39 lots for single-family development. The project site is located off Iowa Hill Road adjacent to the Sierra Oaks Estates subdivision. Resolution 07-2018 and the Village Oaks Vesting Tentative Subdivision Map are in **Attachment 2**.

Final map approval is required prior to expiration of the tentative subdivision map. To obtain final map approval, conditions of the tentative map must be met, and infrastructure improvements are required to be designed, approved and installed. Alternatively, the applicant may enter into a subdivision improvement agreement and provide security for completion of the infrastructure improvements.

The February 14, 2018 VTSM approval was valid for two years until February 14, 2020. At its January 22, 2020 meeting, the City Council approved the applicant's first extension request and extended validity of the map until February 14, 2021. By enactment of Assembly Bill 1561 in September 2020, housing entitlements throughout California, including vesting tentative subdivision maps, were extended by the State legislature for 18 months. The current expiration date of the Village Oaks VTSM is August 14, 2022.

Improvement plans for the Village Oaks Subdivision have been prepared and submitted to the City for review and approval. The plans are in substantial compliance with the approved VTSM and include minor modifications to the grading contours and retaining walls made at the request of staff to more closely implement the Hillside Design Guidelines of the General Plan and the applicant omitted two lots from the project as they were proposed on steep hillsides that would be infeasible to create. (See **Attachment 3**)

Section 66452.6(e) of the Subdivision Map Act allows a subdivision map to "be extended by the legislative body or by an advisory agency authorized to approve or conditionally approve tentative maps for a period or periods not exceeding a total of six years." The City of Colfax Subdivision Ordinance section 16.12.080 states "the approval or conditional approval of a vesting tentative map shall expire at the end of the same time period and shall be subject to the same extensions as a tentative map." Therefore, it is appropriate for the applicant/developer to request the one-year extension that would allow the Village Oaks Vesting Tentative Subdivision Map to remain valid for one additional year through August 14, 2023.

### Fiscal Impacts

N/A

**Attachments**

1. Resolution -2022
2. Resolution 07-2018 and Village Oaks Vesting Tentative Subdivision Map
3. Village Oaks Vesting Tentative Subdivision Map, minor modifications

# City of Colfax

## City Council

### Resolution N<sup>o</sup> -2022

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#### APPROVING A ONE-YEAR EXTENSION OF THE VILLAGE OAKS VESTING TENTATIVE SUBDIVISION MAP TO AUGUST 14, 2023

---

**WHEREAS**, on February 14, 2018, the City Council adopted Resolution 07-2018 approving the Village Oaks Vesting Tentative Subdivision Map to create 39 single-family lots on a 12.9-acre site; and

**WHREAS**, the approval granted on February 14, 2018 was valid for two years and on January 22, 2020, the City Council approved a one-year extension extending the validity of the Village Oaks Vesting Tentative Subdivision Map through February 14, 2021; and

**WHEREAS**, the validity of the Vesting Tentative Subdivision Map was extended through August 14, 2022 by enactment of Assembly Bill 1561 by the State legislature which extended housing entitlements, including vesting tentative subdivision maps, by 18 months; and

**WHEREAS**, under the City Subdivision Ordinance and the Subdivision Map Act the project qualifies for an additional one-year extension; and

**WHEREAS**, Eric Stauss, the owner/developer of the project has filed the request for an extension and paid the required application fees.

**NOW, THEREFORE, BE IT RESOLVED** the City Council of the City of Colfax, approves a one-year extension of the Village Oaks Vesting Tentative Subdivision Map to August 14, 2023.

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** at the Regular Meeting of the City Council of the City of Colfax held on the 10<sup>th</sup> day of August 2022 by the following vote of the Council:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

---

**Trinity Burruss, Mayor**

**ATTEST:**

---

**Marguerite Bailey, City Clerk**

# City of Colfax

## City Council

Resolution No. \_\_-2022

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APPROVING A ONE-YEAR EXTENSION OF THE VILLAGE OAKS VESTING TENTATIVE  
SUBDIVISION MAP TO AUGUST 14, 2023

---

**WHEREAS**, on February 14, 2018, the City Council adopted Resolution 07-2018 approving the Village Oaks Vesting Tentative Subdivision Map to create 39 single-family lots on a 12.9-acre site; and

**WHEREAS**, the approval granted on February 14, 2018 was valid for two years and on January 22, 2020, the City Council approved a one-year extension extending the validity of the Village Oaks Vesting Tentative Subdivision Map through February 14, 2021; and

**WHEREAS**, the validity of the Vesting Tentative Subdivision Map was extended through August 14, 2022 by enactment of Assembly Bill 1561 by the State legislature which extended housing entitlements, including vesting tentative subdivision maps, by 18 months; and

**WHEREAS**, under the City Subdivision Ordinance and the Subdivision Map Act the project qualifies for an additional one-year extension; and

**WHEREAS**, Eric Stauss, the owner/developer of the project has filed the request for an extension and paid the required application fees.

**NOW, THEREFORE, BE IT RESOLVED** the City Council of the City of Colfax, approves a one-year extension of the Village Oaks Vesting Tentative Subdivision Map to August 14, 2023.

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** at the Regular Meeting of the City Council of the City of Colfax held on the 10<sup>th</sup> day of August 2022 by the following vote of the Council:

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

---

**Trinity Burruss, Mayor**

**ATTEST:**

---

**Marguerite Bailey, City Clerk**

# City of Colfax City Council

## Resolution No 07-2018

### APPROVING THE 39-LOT VESTING TENTATIVE SUBDIVISION MAP FOR THE VILLAGE OAKS DEVELOPMENT PROJECT

---

**WHEREAS**, the property owner/applicant, Village Oaks Community LLC, a California limited liability company, has submitted an application for a Vesting Tentative Subdivision Map; and

**WHEREAS**, Notice of the meeting has been given at the time and in the manner required by State Law and City Code; and

**WHEREAS**, an Addendum to the previously adopted Mitigated Negative Declaration has been prepared in-accordance with CEQA requirements; and

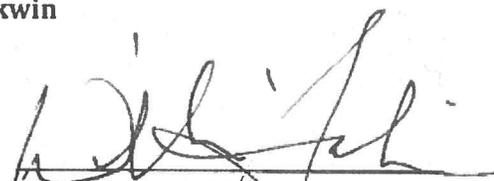
**WHEREAS**, the project as proposed is consistent with the City's General Plan, Zoning and the Colfax Municipal Code; and

**WHEREAS**, the proposed Vesting Tentative Subdivision map with the conditions of approval is consistent with the City's Subdivision Ordinance and the Subdivision Map Act.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Colfax approves the Vesting Tentative Subdivision Map for the Village Oaks Development Project.

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** at the Regular Meeting of the City Council of the City of Colfax held on the 14th day of February 2018 by the following vote of the Council:

<b>AYES:</b>	<b>Douglass, Harvey, Mendoza, Stockwin</b>
<b>NOES:</b>	<b>None</b>
<b>ABSTAIN:</b>	<b>None</b>
<b>ABSENT:</b>	<b>None</b>



**Will Stockwin, Mayor**

**ATTEST:**




---

**Lorraine Cassidy, City Clerk**

LEGEND	
PROPERTY LINE / LOT LINE	—
SETBACK LINE	---BSL---BSL---BSL---
AC DIKE	—
EASEMENT	- - - - -
MATCH EXISTING PROPERTY FENCE STYLE	- x - x - x -
6-FOOT SOLID WOOD FENCING	□ □ □ □ □
6-FOOT WROUGHT IRON FENCE	○ ○ ○ ○ ○
ACCESS GATE	—

PROPERTY INFORMATION	
LOCATION:	APN: 101-170-029 COLFAX, CA 95713
PROPERTY AREA:	PARCEL 4 OF 35 PM 103 12.903 AC
PARCEL 4 EXISTING ZONING:	R-M-1
PERMITTED USE:	SINGLE FAMILY
PROPOSED USE:	SINGLE FAMILY
PROPOSED SFR LOTS:	39 TOTAL

# VESTING TENTATIVE SUBDIVISION MAP

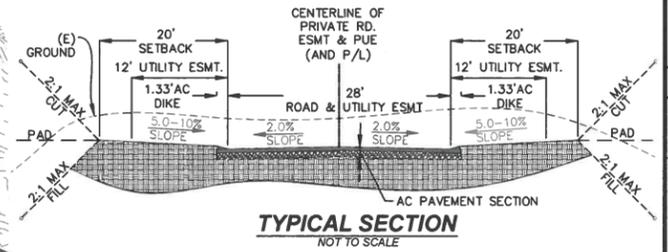
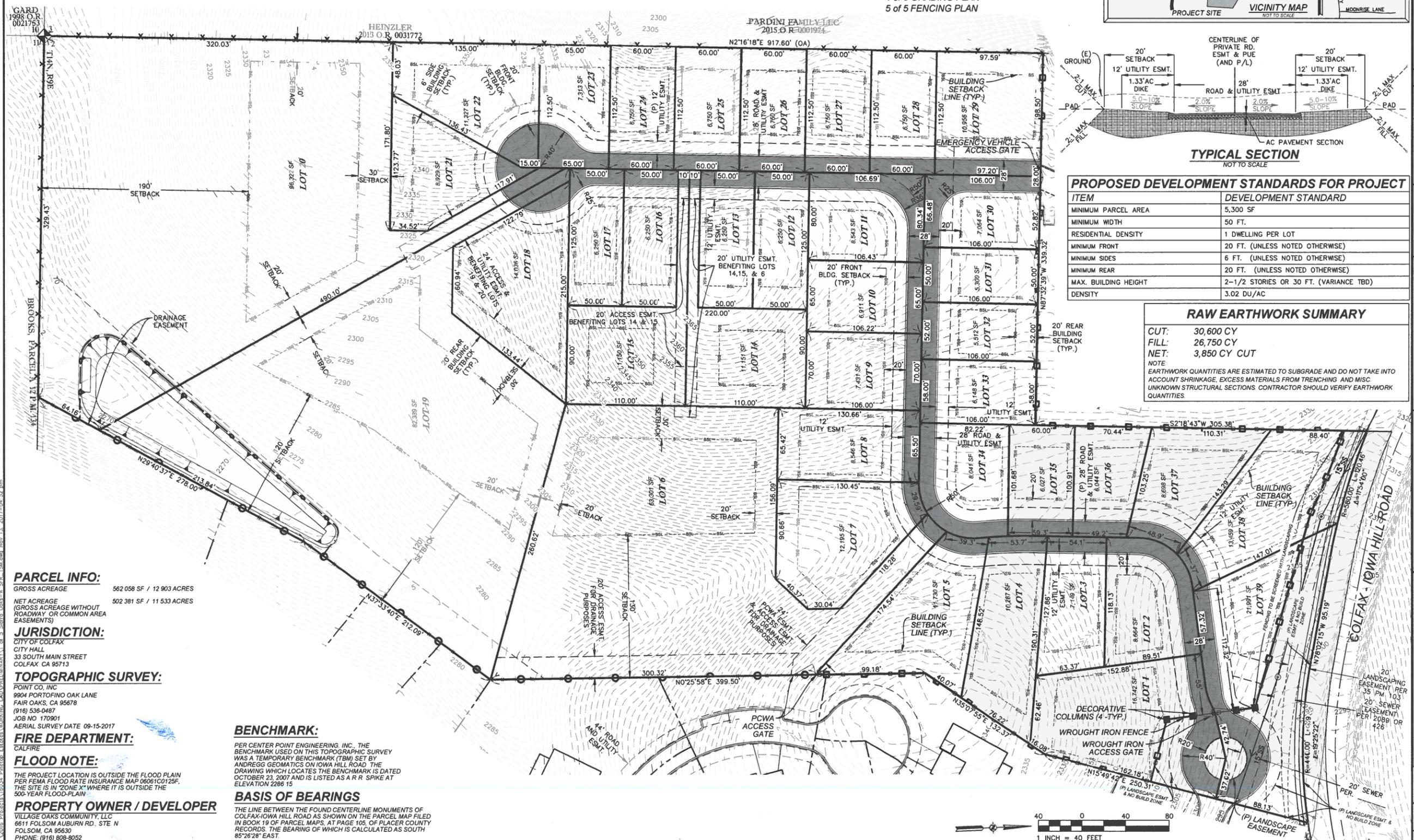
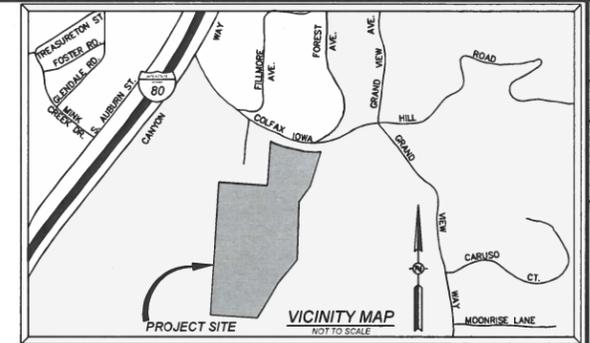
## VILLAGE OAKS

### COLFAX - IOWA HILL ROAD

#### COLFAX, CA 95713

#### APN: 101-170-029

- SHEET INDEX:**
- 1 of 5 VESTING TENTATIVE SUBDIVISION MAP
  - 2 of 5 POTENTIAL TREE IMPACT
  - 3 of 5 UTILITY PLAN
  - 4 of 5 GRADING PLAN
  - 5 of 5 FENCING PLAN



PROPOSED DEVELOPMENT STANDARDS FOR PROJECT	
ITEM	DEVELOPMENT STANDARD
MINIMUM PARCEL AREA	5,300 SF
MINIMUM WIDTH	50 FT.
RESIDENTIAL DENSITY	1 DWELLING PER LOT
MINIMUM FRONT	20 FT. (UNLESS NOTED OTHERWISE)
MINIMUM SIDES	6 FT. (UNLESS NOTED OTHERWISE)
MINIMUM REAR	20 FT. (UNLESS NOTED OTHERWISE)
MAX. BUILDING HEIGHT	2-1/2 STORIES OR 30 FT. (VARIANCE TBD)
DENSITY	3.02 DU/AC

RAW EARTHWORK SUMMARY	
CUT:	30,600 CY
FILL:	26,750 CY
NET:	3,850 CY CUT

NOTE: EARTHWORK QUANTITIES ARE ESTIMATED TO SUBGRADE AND DO NOT TAKE INTO ACCOUNT SHRINKAGE, EXCESS MATERIALS FROM TRENCHING AND MISC. UNKNOWN STRUCTURAL SECTIONS. CONTRACTOR SHOULD VERIFY EARTHWORK QUANTITIES.

**PARCEL INFO:**  
 GROSS ACREAGE: 562 058 SF / 12 903 ACRES  
 NET ACREAGE (GROSS ACREAGE WITHOUT ROADWAY OR COMMON AREA EASEMENTS): 502 381 SF / 11 533 ACRES

**JURISDICTION:**  
 CITY OF COLFAX  
 CITY HALL  
 33 SOUTH MAIN STREET  
 COLFAX, CA 95713

**TOPOGRAPHIC SURVEY:**  
 POINT CO. INC.  
 9904 PORTOFINO OAK LANE  
 FAIR OAKS, CA 95678  
 (916) 536-0487  
 JOB NO 170901  
 AERIAL SURVEY DATE 09-15-2017

**FIRE DEPARTMENT:**  
 CALFIRE

**FLOOD NOTE:**  
 THE PROJECT LOCATION IS OUTSIDE THE FLOOD PLAIN PER FEMA FLOOD RATE INSURANCE MAP 08061C0125F. THE SITE IS IN "ZONE X" WHERE IT IS OUTSIDE THE 500-YEAR FLOOD-PLAIN.

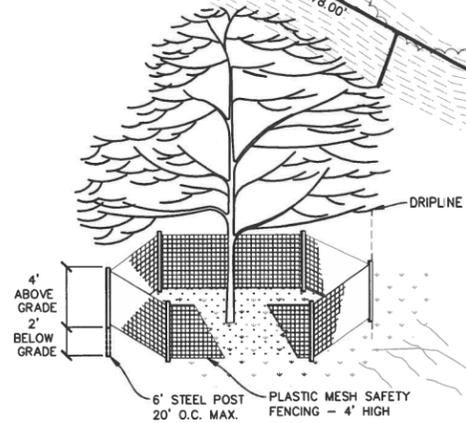
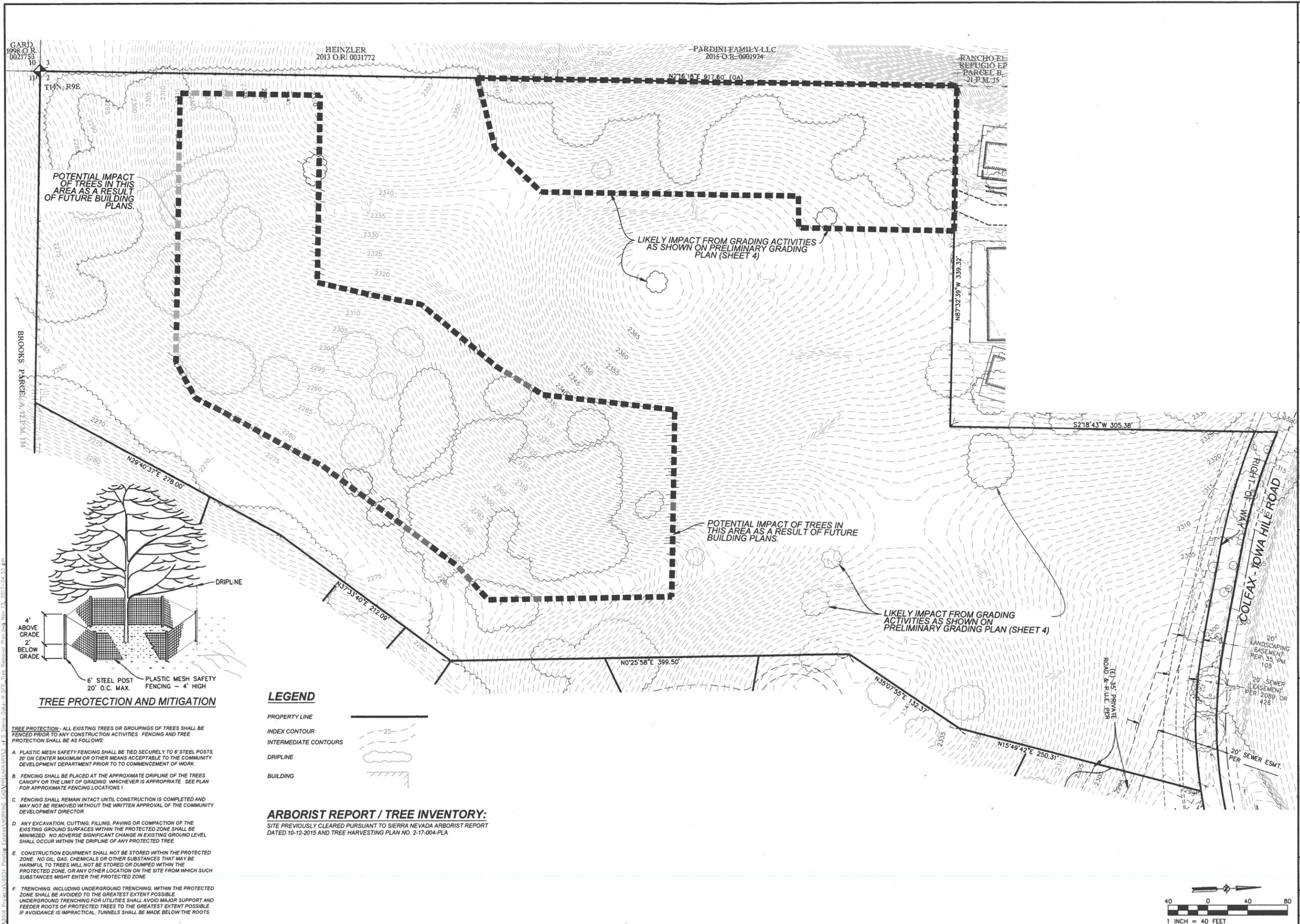
**PROPERTY OWNER / DEVELOPER**  
 VILLAGE OAKS COMMUNITY, LLC  
 6611 FOLSOM AUBURN RD., STE N  
 FOLSOM, CA 95630  
 PHONE: (916) 808-8052

**BENCHMARK:**  
 PER CENTER POINT ENGINEERING, INC., THE BENCHMARK USED ON THIS TOPOGRAPHIC SURVEY WAS A TEMPORARY BENCHMARK (TBM) SET BY ANDREGG GEOMATICS ON IOWA HILL ROAD. THE DRAWING WHICH LOCATES THE BENCHMARK IS DATED OCTOBER 23, 2007 AND IS LISTED AS A R R SPIKE AT ELEVATION 2288.15

**BASIS OF BEARINGS**  
 THE LINE BETWEEN THE FOUND CENTERLINE MONUMENTS OF COLFAX-IOWA HILL ROAD AS SHOWN ON THE PARCEL MAP FILED IN BOOK 19 OF PARCEL MAPS, AT PAGE 105, OF PLACER COUNTY RECORDS. THE BEARING OF WHICH IS CALCULATED AS SOUTH 85°28'28" EAST.



REVISION DATE BY APPR'D	CHECK NO. RFE TEE DESIGN DRAWN QUANT.	NO. 1 OF 5 SHEETS	ORIGINAL SCALE IS IN INCHES 1" = 40'	VILLAGE OAKS COMMUNITY, LLC 6611 FOLSOM AUBURN RD., STE N FOLSOM, CA 95630 PHONE: (916) 808-8052	VILLAGE OAKS (PARCEL 4 OF 35 PM 103) <b>VESTING TENTATIVE SUBDIVISION MAP</b>	Drawing Sheet of Total 1 of 5	11-14-2017
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**TREE PROTECTION AND MITIGATION**

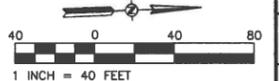
- TREE PROTECTION - ALL EXISTING TREES OR GROUPINGS OF TREES SHALL BE FENCED PRIOR TO ANY CONSTRUCTION ACTIVITIES. FENCING AND TREE PROTECTION SHALL BE AS FOLLOWS:**
- A. PLASTIC MESH SAFETY FENCING SHALL BE TIED SECURELY TO 6" STEEL POSTS 20' ON CENTER MAXIMUM OR OTHER MEANS ACCEPTABLE TO THE COMMUNITY DEVELOPMENT DEPARTMENT PRIOR TO COMMENCEMENT OF WORK.
  - B. FENCING SHALL BE PLACED AT THE APPROXIMATE DRIPLINE OF THE TREES CANOPY OR THE LIMIT OF GRADING, WHICHEVER IS APPROPRIATE. SEE PLAN FOR APPROXIMATE FENCING LOCATIONS.
  - C. FENCING SHALL REMAIN INTACT UNTIL CONSTRUCTION IS COMPLETED AND MAY NOT BE REMOVED WITHOUT THE WRITTEN APPROVAL OF THE COMMUNITY DEVELOPMENT DIRECTOR.
  - D. ANY EXCAVATION, CUTTING, FILLING, PAVING OR COMPACTION OF THE EXISTING GROUND SURFACES WITHIN THE PROTECTED ZONE SHALL BE MINIMIZED. NO ADVERSE SIGNIFICANT CHANGE IN EXISTING GROUND LEVEL SHALL OCCUR WITHIN THE DRIPLINE OF ANY PROTECTED TREE.
  - E. CONSTRUCTION EQUIPMENT SHALL NOT BE STORED WITHIN THE PROTECTED ZONE. NO OIL, GAS, CHEMICALS OR OTHER SUBSTANCES THAT MAY BE HARMFUL TO TREES WILL NOT BE STORED OR DUMPED WITHIN THE PROTECTED ZONE, OR ANY OTHER LOCATION ON THE SITE FROM WHICH SUCH SUBSTANCES MIGHT ENTER THE PROTECTED ZONE.
  - F. TRENCHING, INCLUDING UNDERGROUND TRENCHING, WITHIN THE PROTECTED ZONE SHALL BE AVOIDED TO THE GREATEST EXTENT POSSIBLE. UNDERGROUND TRENCHING FOR UTILITIES SHALL AVOID MAJOR SUPPORT AND FEEDER ROOTS OF PROTECTED TREES TO THE GREATEST EXTENT POSSIBLE. IF AVOIDANCE IS IMPRACTICAL, TUNNELS SHALL BE MADE BELOW THE ROOTS.

**LEGEND**

- PROPERTY LINE
- INDEX CONTOUR
- INTERMEDIATE CONTOURS
- DRIPLINE
- BUILDING

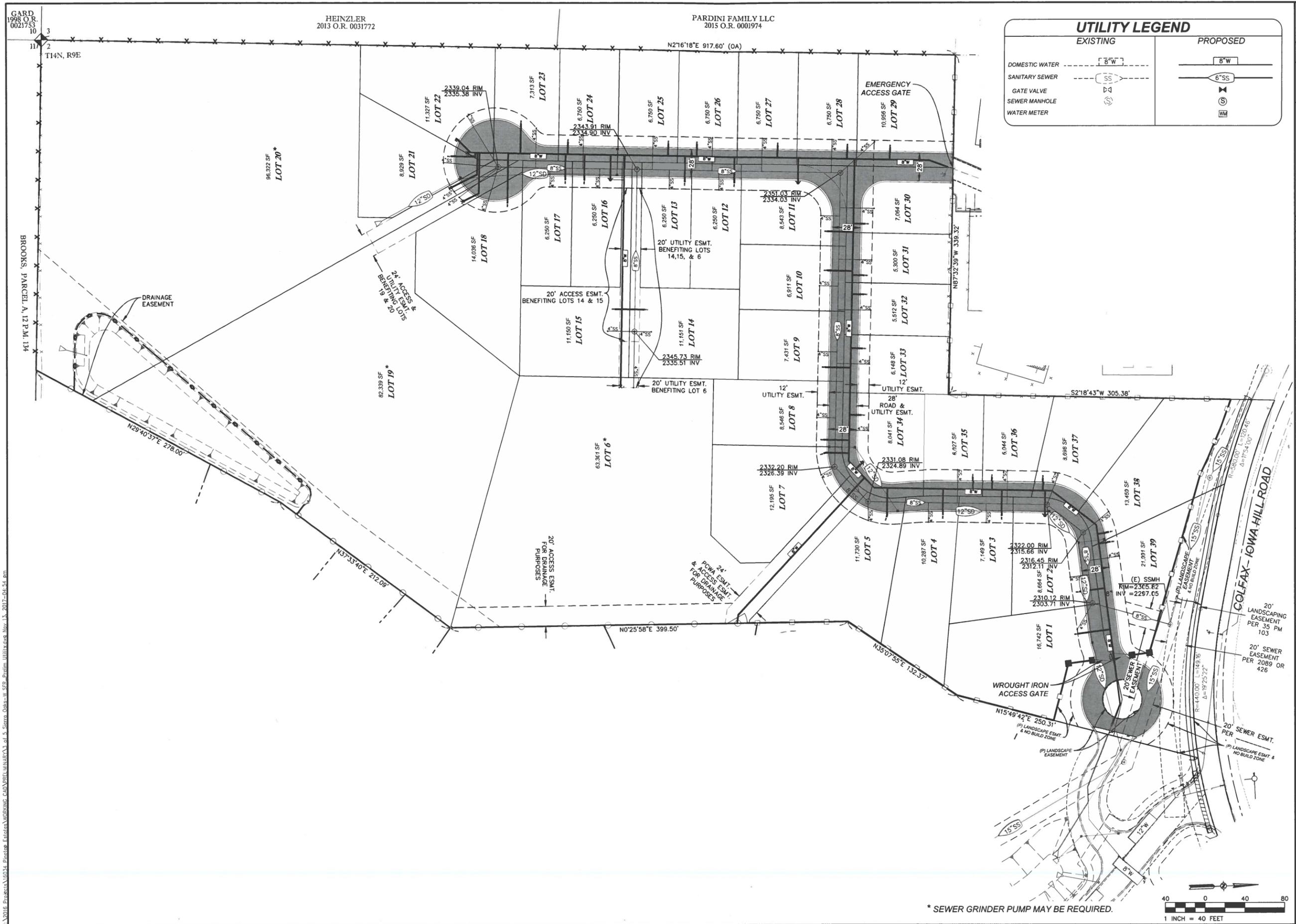
**ARBORIST REPORT / TREE INVENTORY:**

SITE PREVIOUSLY CLEARED PURSUANT TO SIERRA NEVADA ARBORIST REPORT DATED 10-12-2015 AND TREE HARVESTING PLAN NO. 2-17-004-PLA



<b>RFE ENGINEERING, INC.</b> 2280 Douglas Blvd., Suite 150, Roseville, CA 95681 Ph: 916-772-7800 Fax: 916-772-7804 www.rfeengineering.com	
<b>VILLAGE OAKS COMMUNITY, LLC</b> 6811 FOLSOM ALBURN RD., STE. N FOLSOM, CA 95630 PHONE: (916) 802-8052	
<b>VILLAGE OAKS (PARCEL 4 OF 35 PM 103) POTENTIAL TREE IMPACT</b>	
Drawing	Sheet
	2 of Total
11-14-2017	

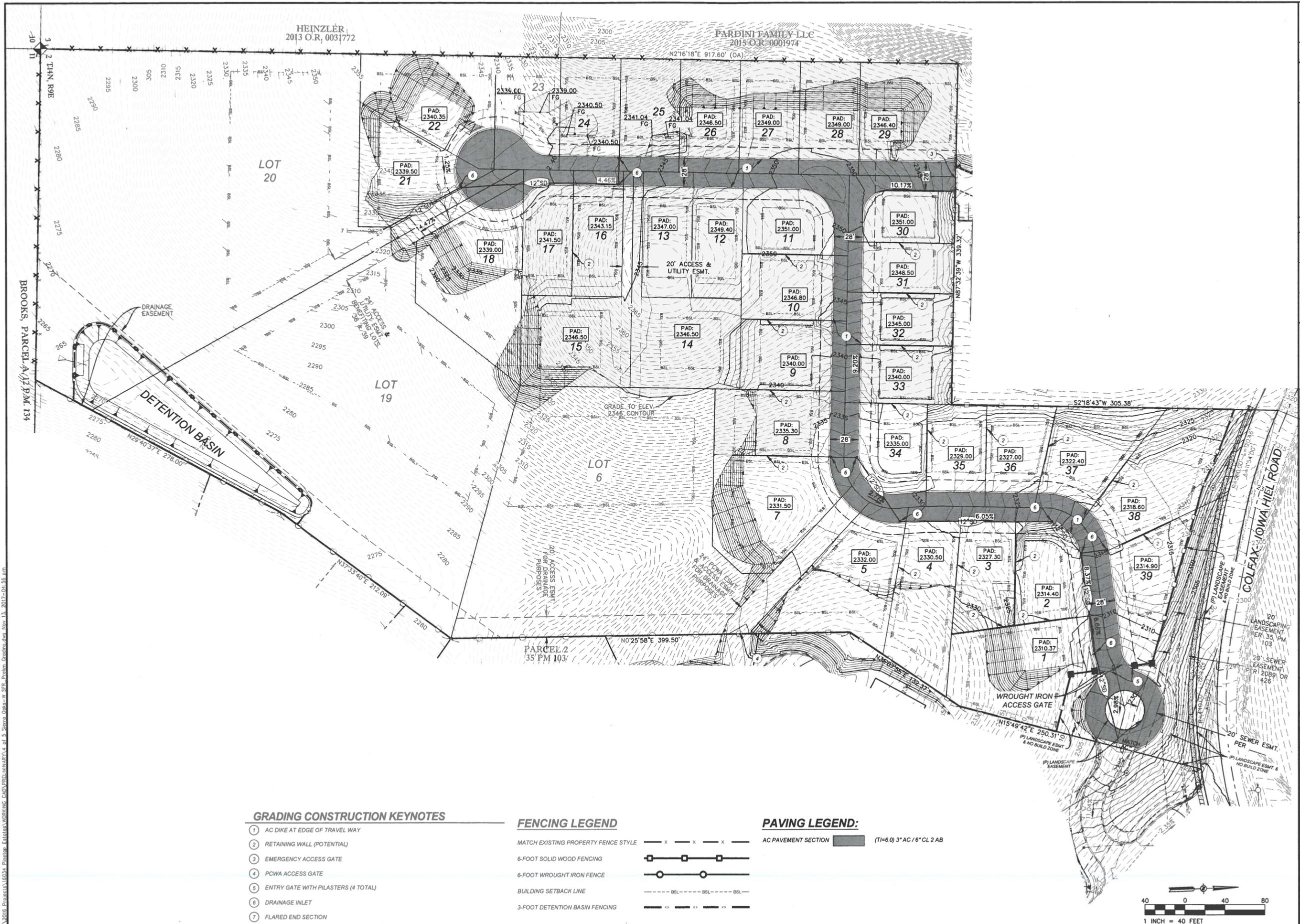
RFE PROJECT 16034 - VILLAGE OAKS COLFAX, CA 95713



UTILITY LEGEND	
EXISTING	PROPOSED
DOMESTIC WATER	
SANITARY SEWER	
GATE VALVE	
SEWER MANHOLE	
WATER METER	

<b>RFE ENGINEERING, INC.</b> 2700 Douglas Blvd, Suite 165, Roseville, CA 95678 Ph: 916-772-7800 Fax: 916-772-7804 www.RFEEngineering.com	
<b>VILLAGE OAKS COMMUNITY, LLC</b> 6611 FOLSOM AUBURN RD., STE N FOLSOM, CA 95630 PHONE: (916) 802-8052	
<b>VILLAGE OAKS (PARCEL 4 OF 35 PM 103) PRELIMINARY UTILITY PLAN</b>	
Drawing	Sheet
	3 of 5
11-14-2017	

GARD 1998 O.R. 0021753 10  
 HEINZLER 2013 O.R. 0031772  
 PARDINI FAMILY LLC 2015 O.R. 0001974  
 BROOKS, PARCEL A, 12 P.M. 134  
 7-2016 Project\6034\_Prelim\Utilities\6034\_Prelim\Utilities.dwg Nov 13, 2017-04:34 am  
 RFE PROJECT 16034 - VILLAGE OAKS COLFAX, CA 95713



**GRADING CONSTRUCTION KEYNOTES**

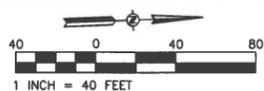
- 1 AC DIKE AT EDGE OF TRAVEL WAY
- 2 RETAINING WALL (POTENTIAL)
- 3 EMERGENCY ACCESS GATE
- 4 PCWA ACCESS GATE
- 5 ENTRY GATE WITH PILASTERS (4 TOTAL)
- 6 DRAINAGE INLET
- 7 FLARED END SECTION

**FENCING LEGEND**

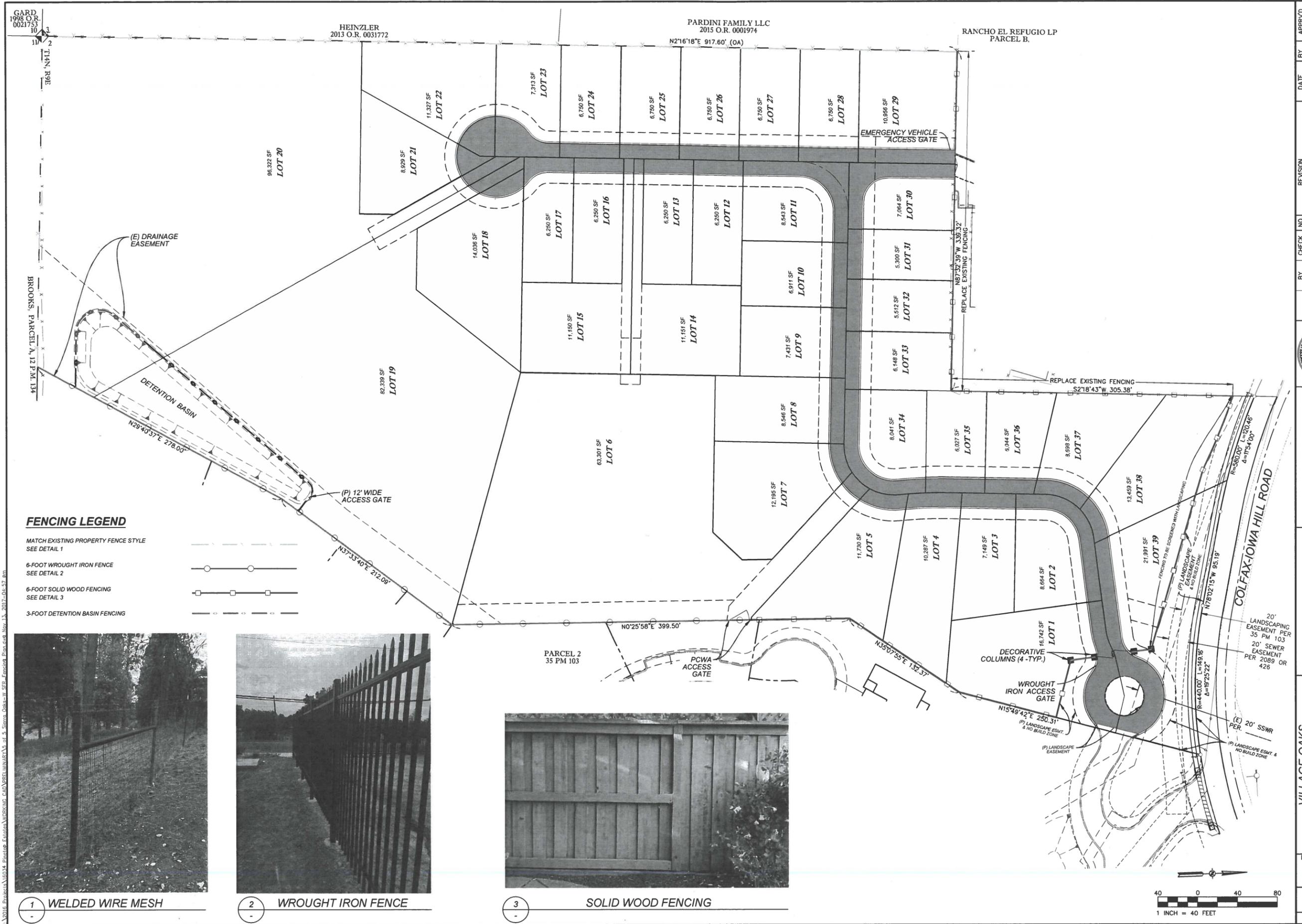
- MATCH EXISTING PROPERTY FENCE STYLE
- 6-FOOT SOLID WOOD FENCING
- 6-FOOT WROUGHT IRON FENCE
- BUILDING SETBACK LINE
- 3-FOOT DETENTION BASIN FENCING

**PAVING LEGEND:**

- AC PAVEMENT SECTION (TI=6.0) 3" AC / 6" CL 2 AB



<p><b>RFE ENGINEERING, INC.</b>                  2240 Douglas Blvd. Suite 150, Redwood, CA 95071                  Ph: 916-772-7800 Fax: 916-772-7804                  www.RFEEngineering.com</p>	
<p><b>VILLAGE OAKS COMMUNITY, LLC</b>                  6611 FOLSOM ALBURN RD., STE N                  FOLSOM, CA 95630                  PHONE: (916) 802-8052</p>	
<p><b>VILLAGE OAKS (PARCEL 4 OF 35 PM 103) PRELIMINARY GRADING PLAN</b></p>	
Drawing	Sheet
	4 of Total
11-14-2017	



DESIGN	DRAWN	QUANT.	BY	CHECK	NO.	REVISION	DATE	BY	APPROV

0 ORIGINAL SCALE IS IN INCHES

**PROFESSIONAL ENGINEER**  
 STATE OF CALIFORNIA  
 No. 63550  
 Exp. 3-31-18  
 C.E. VILLIERS  
 CIVIL

**RFE ENGINEERING, INC.**  
 2300 Douglas Blvd., Suite 150, Roseville, CA 95661  
 Ph: 916-772-7800 Fax: 916-772-7804  
 www.RFEEngineering.com

**VILLAGE OAKS COMMUNITY, LLC**  
 6611 FOLSOM AUBURN RD., STE N  
 FOLSOM, CA 95630  
 PHONE: (916) 802-8052

**VILLAGE OAKS (PARCEL 4 OF 35 PM 103)**

**FENCING PLAN**

Drawing Sheet  
 of Total  
 5 of 5

11-14-2017

VILLAGE OAKS COLFAX, CA 95713



# Staff Report to City Council

## FOR THE AUGUST 10, 2022, REGULAR CITY COUNCIL MEETING

**From:** Wes Heathcock, City Manager  
**Prepared by:** Wes Heathcock, City Manager  
 Alfred A. “Mick” Cabral, City Attorney  
**Subject:** Parking On Narrow Streets

*Budget Impact Overview:*

<b>N/A:</b> ✓	<b>Funded:</b>	<b>Un-funded:</b>	<b>Amount:</b>	<b>Fund(s):</b>
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**RECOMMENDED ACTION:** Discuss the need for and feasibility of an ordinance that will allow the City Engineer to propose restricted or prohibited parking on narrow residential streets, with prior Council approval, and provide direction to staff.

### Summary/Background

The primary issue for Council discussion is whether it wants to consider regulating or prohibiting parking on some narrow residential streets that are difficult to access by emergency, utility, and sanitation vehicles, and to a lesser extent normal traffic. If so, staff will present a regulatory ordinance for Council consideration at a future meeting. If not, no further staff action will be taken.

This issue was initially discussed at the June 8, 2022, regular City Council meeting. Staff was directed to propose language that can be added to Colfax Municipal Code (“CMC”) Chapter 10.16 to allow the City Engineer, with prior Council approval, to post signs restricting or prohibiting parking on narrow streets within City limits, and to consider whether an amendment to CMC Chapter 10.16 is needed to accomplish that result.

After reviewing ordinances from several municipalities, staff provides the following language for Council consideration which, if adopted as presented or subsequently modified, will be added as CMC Section 10.16.080 C:

“The city engineer, with prior approval of the City Council, is hereby authorized to place signs or markings indicating no parking upon any street when the width of the roadway does not exceed 20 feet, or upon one side of a street as indicated by such signs or markings when the width of the roadway does not exceed 30 feet. When official signs or markings restricting or prohibiting parking are erected upon narrow streets as authorized in this section, no persons shall stop, stand, or park a vehicle upon any such street in violation of any such sign or marking.”

Although the scope of this language is broad enough to encompass emergency and delivery vehicles, emergency vehicles are exempted by statute (California Vehicle Code Section 21055) and delivery vehicles while making deliveries are generally exempted by statute (California Vehicle Code Section 22507.5).

Council asked whether the current provisions of the Colfax Municipal Code authorize posting signs restricting parking. It was noted that there are areas within Colfax that already restrict or prohibit parking in certain areas, so that must have been authorized somewhere.

There are several provisions of state law that provide enforceable parking restrictions even when a City does not have an applicable ordinance. Examples include parking within an intersection, on a crosswalk, within a safety zone, within 15 feet of the driveway entrance to a fire station, in front of a public or private driveway, on a

sidewalk, double parking and the like. No state statute prohibits parking on narrow streets. Regulation of narrow street parking is left to the discretion of the city.

The Colfax Municipal Code vaguely addresses such authority in CMC Section 10.16.040: “The city may designate areas for diagonal, parallel, right angle, limited or prohibited parking. The director of public works shall erect signs and mark those portions of the streets and curbs designated for such parking.”

This general authorization is likely not sufficient to prohibit parking on narrow streets. CMC Section 10.16.080 on its face defines the areas within the City in which parking is prohibited. That section does not allow parking on narrow streets to be restricted or prohibited. Other portions of CMC Chapter 10.16 address specific types of parking the Council wanted to restrict or prohibit, none of which include parking on narrow streets. There is at best an ambiguity in the City’s existing regulatory authority, and at worst a lack of authority to regulate parking on narrow streets without amending the CMC.

The Placer County Sheriff’s Office is responsible for parking enforcement. See CMC 10.16.030. PCSO has indicated that if Colfax wants to restrict parking on certain residential streets, it will need to adopt an enforceable ordinance to that effect and post appropriate signage.

The Sheriff has received one complaint that vehicles parked along a narrow street prohibit safe passage by emergency, utility, and sanitation vehicles. Various members of the City Council and members of City staff have either received or are aware of multiple complaints to the same effect. Recology has apparently been unable to access one or more streets for refuse collection.

This continues to be a policy issue for Council discussion and direction.

Staff will be available to answer questions or provide additional information.

### **Fiscal Impacts**

Posting and maintaining the necessary signage will involve the expenditure of city funds. There will also be some level of enforcement cost.

### **Attachments:**

None.