

# City Council Meeting

COUNCIL CHAMBERS, 33 SOUTH MAIN STREET, COLFAX, CA

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

## REGULAR MEETING AGENDA

November 8, 2023

Regular Session 6:00 PM

Closed Session to Follow

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

ZOOM at

<https://us02web.zoom.us/j/84479842071>

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View Only on Facebook Live on our City of Colfax page: City of Colfax, California. You may also submit written comments to the City Clerk via email at [city.clerk@colfax-ca.gov](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 OPEN SESSION

1A. Call Open Session to Order

1B. Pledge of Allegiance

1C. Roll Call

1D. Approval of Agenda Order

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

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

1E. Statement of Conflict of Interest

### 2 CONSENT CALENDAR

*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

2A. Minutes (Pages 4-6)

**Recommendation:** By Motion, approve the Colfax City Council minutes of 10/25/2023.



**2B. Quarterly Investment Report – Quarter ended September 30, 2023** (Pages 7-15)

**Recommendation:** Accept and File.

**2C. Fiscal Year 2023-2024 Local Transportation Funds and State Transit Assistance Funds Claim Documentation** (Pages 16-40)

**Recommendation:** Adopt Resolution\_\_-2023 authorizing the City Manager to file claims or execute agreements for:

1. Fiscal Year 2023-2024 Local Transportation Funds in the amount of \$139,904 for streets and roads purposes (Article 8 – Section 99400 of the California Public Utilities Code), and
2. Fiscal year 2023-2024 State Transit Assistance Funds of \$5,585 for contracted transit services (Article 6.5, Chapter 4, Section 99313 of the California Public Utilities Code).
3. Fiscal Year 2023-2024 State Transit Assistance Funds of \$13,311 for transit capital (Article 6.5, Chapter 4, Section 99313 of the California Public Utilities Code).

**2D. Postponing the November 22, 2023, Regular City Council Meeting to November 29, 2023**

(Page 41-42)

**Recommendation:** Adopt Resolution\_\_-2023 Postponing the November 22, 2023, Regular City Council Meeting to November 29, 2023.

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

**3 PUBLIC COMMENT**

*Members of the public are permitted to address the Council orally or in writing on matters of concern to the public within the subject matter jurisdiction of the City that are not listed on this agenda. Please make your comments as succinct as possible. Oral comments made at the meeting may not exceed five (5) minutes per speaker. Written comments should not exceed 800 words. Written comments received before the close of an agenda item may be read into the record, with a maximum allowance of five (5) minutes in length. Council cannot act on items not listed on this agenda but may briefly respond to statements made or questions posed, request clarification, refer the matter to staff, or place the matter on a future agenda.*

**4 CLOSED SESSION**

**4A. Call Closed Session to Order**

**4B. Roll Call**

**4C. Public Employment Pursuant to Government Code Section 54957. Position to be Filled: City Manager.**

**4D. Report from Closed Session**

**5 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

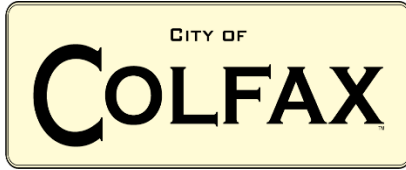
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Administrative Remedies must be exhausted prior to action being initiated in a court of law. If you challenge City Council action in court, you may be limited to raising only those issues you or someone else raised at a public hearing described in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



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.

**November 8, 2023**



# City Council Minutes

Regular Meeting of Colfax City Council

Wednesday, October 25, 2023

City Hall Council Chambers, 33 S Main Street,

Colfax CA and attended via Teleconference through ZOOM

## OPEN SESSION

1

- 1A. Call Open Session to Order** – Mayor Pro Tem Douglass called the Open Session to order at 6:04 p.m.
- 1B. Pledge of Allegiance** – Placer County Sheriff's Office led the pledge of allegiance
- 1C. Roll Call**  
**Present:** Councilmember Lomen, Mayor Pro Tem Douglass, Councilmember Hillberg, Councilmember McCully  
**Absent:** Mayor Burruss
- 1D. Approval of Agenda Order**  
**MOTION** made by Councilmember Lomen, and seconded by Councilmember McCully to approve the agenda order, and unanimously approved.
- 1E. Statement of Conflict of Interest** – No conflicts were identified by the Council or the public.

## CONSENT CALENDAR

- 2A. Minutes**  
**Recommendation:** By Motion, approve the Colfax City Council minutes of 10/11/2023.
- 2B. Cash Summary – September 2023**  
**Recommendation:** Accept and File.
- 2C. Metal Storage Buildings Grading and Foundation**  
**Recommendation:** Adopt Resolution 36-2023 authorizing the Interim City Manager to award a construction contract to Simpson & Simpson, Inc. in the amount of \$19,885 with a 10% contingency in an amount not to exceed \$21,874 for grading the two pads and installation of the Corporation Yard foundation for the metal equipment.

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

**MOTION** made to approve the consent calendar by Councilmember McCully and seconded by Councilmember Hillberg, and unanimously approved.

- 3A. Placer County Sheriff's Office** – Sergeant Kevin Griffiths spoke about the agency teamwork involved in extracting a young driver from a vehicle accident. He introduced Colfax's newest Resident Deputy Melissa Adams, the second female deputy in Colfax. She stated she was born and raised in the foothills and was thrilled to be working in Colfax, which she considers to be her community. She is also part of the Mounted Patrol Division.
- 3B. CHP** – Officer Jason Lyman, Public Information Officer said the first chain control of the season occurred due to substantial snow. He stated his office issued 217 total citations for the month, 15 total collisions, 4 DUIs, 1 stolen vehicle, and 1 hit-and-run report. He also reminded motorists to have appropriate tires/windshield wipers, to be well stocked, and have enough gas or electric charge in preparation of winter travel conditions.
- 3C. Placer County Fire/CALFIRE** – Placer County Fire/CALFIRE Assistant Chief Bob Counts spoke about the prescribed burn project at Mount Howell. He thanked the American Legion for putting on

the First Responder Appreciation Dinner. He also stated that they had been working on a Municipal Services Review with LAFCO and their consultant AP Triton and are anticipating a report soon. Councilmember McCully asked what the determining factors were for lifting the burn ban. Assistant Chief Counts stated that there were a number of determining factors including what had already occurred in the season, the totality of fuel moistures and soil moistures, as well as staffing and resources.

**3D. Non-Profits** – No reports from Non-Profits

4 **PRESENTATION (None)**

5 **PUBLIC HEARING**

1. **Presentation by Staff** – Finance Director, Laurie Van Groningen introduced the components of the report.
2. **Open the Public Hearing** – Mayor Pro Tem Douglass opened the public hearing.
3. **Presentation, when applicable, by Applicant** – There was no applicant.
4. **Accept Public Testimony** – No Public Testimony was given.
5. **When applicable, Applicant rebuttal period** – Not applicable.
6. **Close Public Hearing (No public comment is taken, hearing is closed)**
7. **Council comments and questions** – Council had no comments or questions.
8. **City Council Action**

**5A. Mitigation Impact Fees – Annual Report**

**Recommendation:** Conduct a public hearing, review the annual report, consider public and staff comments, accept the report, and adopt Resolution 37-2023: Accepting and Approving the Annual AB 1600 Mitigation Fee Report and Making Findings Pursuant to Colfax Municipal Code Chapter 3.56 and the Mitigation Fee Act (Government Code 66000 Et Seq)

**MOTION** made by Councilmember McCully and seconded by Councilmember Lomen to approve the agenda order, and unanimously approved.

6 **PUBLIC COMMENT**

There was no public comment provided. Councilmember Hillberg asked City Attorney Mick Cabral about cutting off public comments that are not germane to the subject matter of the City.

7 **COUNCIL AND STAFF**

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

Councilmember Douglass said that he attended a First Responders Appreciation Dinner and spoke at a local event for a Board of Realtors Meeting and that he also attended a Placer Air Pollution Control Meeting.

**7B. City Operations Update – City Manager**

Interim City Manager, Mike Luken said the upcoming November 8<sup>th</sup> meeting would have a short consent calendar, with the rest of the meeting consisting of a long Closed Session for the top 2 or 3 candidates for the City Manager position. He explained there would be a meeting on November 29<sup>th</sup> for the proposed City Manager contract and some items from the General Plan Update. He provided an update on the plan check comments that have been received back from the Historic Hotel owners. He said the City should be receiving the contract to execute the Community Development Block Grant (CDBG) program grant for the City's road project very soon and the project would be sent out to bid soon thereafter. He explained that the City was working with Golden State Patient Care (GSPC) on their permit and the overpayment of City fees and reconciliation of state sales tax. He stated, the City was working with Caltrans on the emergency repairs and a striping project and announced that the District 3 Director Amarjeet Benipal, who assisted with the roundabout project was retiring. He gave an update on the Skate Park Ad Hoc Committee's work on getting a consultant to provide an accurate cost update. He also explained that there was an inspection at the

closed landfill scheduled as well as a compliance check with the State for compliance with SB 1383. There would be a meeting of the Downtown Main Street Connectivity Committee on November 7<sup>th</sup>. He explained the City was working with CaLAFCO on a proposed planning grant and the scope of work that would be needed for the possibility of the annexation of Shady Glen. He said he was having a productive trip to Washington DC and meeting with the regional Business Alliance to help with regulatory relief of projects with local government and businesses.

Councilmember Hillberg thanked the City for working cooperatively with the Historic Hotel owners and asked what the outlook planning was for the next round of CDBG funds. Interim City Manager Luken said the City was looking into identifying key roadways and thanked Mayor Pro Tem Douglass for being instrumental with the Historic Hotel movement.

**8**     **COUNCIL BUSINESS (None)**

**9**     **GOOD OF THE ORDER**

Councilmember McCully commended the Chamber of Commerce for putting on two back-to-back fun events including the first-ever Oktoberfest and a chili cookoff.

**9A.**    No comments on Good of the Order.

**CLOSED SESSION**

**10A.**    Call Closed Session to Order – Closed Session called to order at 7:06 p.m.

**10B.**    **Present:** Councilmember Lomen, Mayor Pro Tem Douglass, Councilmember Hillberg, Councilmember McCully

**Absent:** Mayor Burruss

**10C.**    Public Comment (On Closed Session Item) No Public Comment was provided.

**10D.**    Public Employment Pursuant to Government Code Section 54957. Position to be Filled: City Manager.

**10E.**    There were no reportable actions from Closed Session.

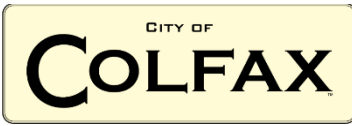
**11**     **ADJOURNMENT**

As there was no further business on the agenda, Mayor Burruss adjourned the meeting, by motion and without objection at 7:07 p.m. Respectfully submitted to City Council this 8<sup>th</sup> day of November, 2023.

*Marguerite Bailey*

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Marguerite Bailey, City Clerk



# Staff Report to City Council

## FOR THE NOVEMBER 8, 2023 REGULAR CITY COUNCIL MEETING

**From:** Mike Luken, Interim City Manager  
**Prepared by:** Laurie Van Groningen, Finance Director  
**Subject:** Quarterly Investment Report – Quarter ended September 30, 2023

*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 2023-2024 reflects just over \$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 September 30, 2023 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 3.30% for the quarter ended September 30, 2023.
- There are sufficient funds on deposit to meet all anticipated City expenditures for the period October 01, 2023, through March 31, 2024.

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 09/30/2023)
3. State of California – PMIA Average Monthly Effective Yields
4. Resolution 29-2014



**City of Colfax**  
**Analysis of Treasury Investment Pool**  
**Quarterly Analysis - FY2022-2023**  
**Report Date: 09/30/2023**

<b>Quarter Ended 09/30/2023</b>
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Type of Investment	Financial Institution	Date of Maturity	Investment Amount	% of Total Investment	Average Investment Yield
Investment Fund	State Local Agency Investment Fund (LAIF)	N/A	\$ 7,641,854	95%	3.42%
Corporate Checking	US Bank	N/A	\$ 385,570	5%	0.16%
<b>Total Investment Pool</b>			<b>\$ 8,027,424</b>	<b>100%</b>	<b>3.30%</b>



# PMIA/LAIF Performance Report as of 10/18/23



### Quarterly Performance Quarter Ended 09/30/23

LAIF Apportionment Rate <sup>(2)</sup> :	3.59
LAIF Earnings Ratio <sup>(2)</sup> :	0.00009812538629360
LAIF Administrative Cost <sup>(1)*</sup> :	0.29
LAIF Fair Value Factor <sup>(1)</sup> :	0.986307739
PMIA Daily <sup>(1)</sup> :	3.48
PMIA Quarter to Date <sup>(1)</sup> :	3.42
PMIA Average Life <sup>(1)</sup> :	256

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

September	<b>3.534</b>
August	3.434
July	3.305**
June	3.167
May	2.993
April	2.870

### Pooled Money Investment Account Monthly Portfolio Composition <sup>(1)</sup> 09/30/23 \$156.4 billion

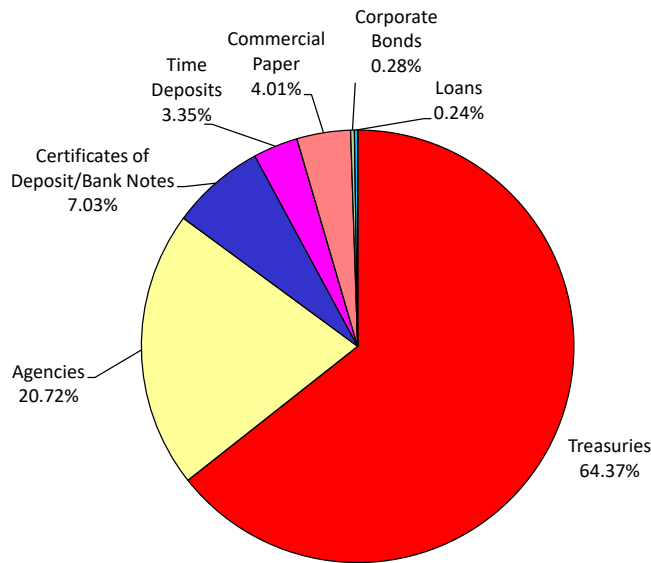


Chart does not include \$2,444,000.00 in mortgages, which equates to 0.002%. Percentages may not total 100% due to rounding.

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).

\*The percentage of administrative cost equals the total administrative cost divided by the quarterly interest earnings. The law provides that administrative costs are not to exceed 5% of quarterly EARNINGS of the fund. However, if the 13-week Daily Treasury Bill Rate on the last day of the fiscal year is below 1%, then administrative costs shall not exceed 8% of quarterly EARNINGS of the fund for the subsequent fiscal year.

\*\* Revised

Source:

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

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



California State Treasurer  
**Fiona Ma, CPA**



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**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	1.090	1.276	1.513	1.772	2.007	2.173
2023	2.425	2.624	2.831	2.870	2.993	3.167	3.305*	3.434	3.534			

\* Revised

# 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,

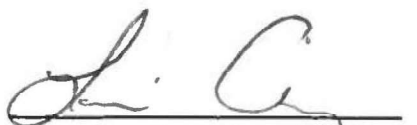
**Now Therefore, Be It Resolved** by the City Council of the City of Colfax that the administrative policies attached hereto are hereby affirmed.

**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.

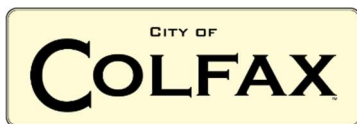
In selecting financial institutions for the deposit or investment of City funds, the City shall consider the credit-worthiness of the institution. Such credit-worthiness shall be monitored on a regular basis throughout the period in which City funds are deposited or invested.

- 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.



# Staff Report to City Council

## FOR THE NOVEMBER 8, 2023 REGULAR CITY COUNCIL MEETING

**From:** Mike Luken, Interim City Manager  
**Prepared by:** Laurie Van Groningen, Finance Director  
**Subject:** Fiscal Year 2023-2024 Local Transportation Funds and State Transit Assistance Funds Claim Documentation

*Budget Impact Overview:*

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

**RECOMMENDED ACTION:** Adopt Resolution XX-2023 authorizing the City Manager to file claims or execute agreements for :

1. Fiscal Year 2023-2024 Local Transportation Funds in the amount of \$139,904 for streets and roads purposes (Article 8 – Section 99400 of the California Public Utilities Code), and
2. Fiscal Year 2023-2024 State Transit Assistance Funds of \$5,585 for contracted transit services (Article 6.5, Chapter 4, Section 99313 of the California Public Utilities Code).
3. Fiscal Year 2023-2024 State Transit Assistance Funds of \$13,311 for transit capital (Article 6.5, Chapter 4, Section 99313 of the California Public Utilities Code).

### Summary/Background

Staff has completed the required Claim Documentation for Local (LTF) and State (STA) Transportation Funds for the City allocation for Fiscal Year 2023-2024. The total amount allocated to the City of Colfax and being requested is \$158,800, which is 11% less than last fiscal year. The decrease is primarily due to less than anticipated sales tax revenues in Placer County and adjustments made for previous years' miscommunication between PCTPA and the County. It should be noted that the increase in 2021-2022 funding was directly attributable to carryover funds from the Fiscal Year 2020-2021 allocation which had been reduced by Placer County Transportation Planning Agency (PCTPA) based on estimated COVID-19 Sales Tax impacts to be a 20% decrease (over the previous year) and the actual results were reported at a 18.5% increase. The actual allocations for FY 2023-2024 are lower than estimates in the adopted budget by approximately \$5,000 – and will potentially increase required transfers from the General Fund to support Public Works operations costs.

Annual Allocation	Fiscal Year					
	2022-2023	2022-2023	2021-2022	2020-2021	2019-2020	2018-2019
LTF	\$ 139,904	\$ 160,130	\$ 184,435	\$ 93,867	\$ 138,622	118,653
STA	\$ 18,896	\$ 18,998	\$ 17,097	\$ 8,317	\$ 14,062	\$ 14,274
<b>TOTAL</b>	<b>\$ 158,800</b>	<b>\$ 179,128</b>	<b>\$ 201,532</b>	<b>\$ 102,184</b>	<b>\$ 152,684</b>	<b>\$ 132,927</b>
	-11%	-11%	97%	-33%	15%	
<b>Adopted Budget</b>						
LTF	\$ 148,062					
STA	\$ 15,611					
Permits	\$ 100					
Gas Tax	\$ 50,014					
General Fund Transfer	\$ 126,746					
<b>TOTAL</b>	<b>\$ 340,533</b>					



In addition to the current year STA funding available for Transit capital, the City has a carryover balance of \$47,905 to complete a capital improvement project at the Colfax Transit Center adjacent to the Depot. Total funding available for the project from STA funding will be \$61,216.

### **Recommendation**

Staff recommends approval of the Resolution and immediate submittal of claim forms for available funding and reallocation.

### **Attachments**

1. PCTPA – Final Findings of Apportionment for FY2023-2024
2. TDA Compliance Checklist
3. TDA Claim Worksheet
4. Claim for Local Transportation Funds – Streets and Road Purposes – Fiscal Year 2023-2024
5. Claim for State Transit Assistance Funds – Transit Capital and contracted transit services - Fiscal Year 2023-2024
6. TDA Annual Project and Financial Plan
7. Copy of Agreement with Placer County for Transit Services Fiscal Year 2023-2024
8. Resolution XX-2023

**FINAL FINDINGS OF APPORTIONMENT FOR FY 2023/2024**

**LOCAL TRANSPORTATION FUND (LTF)**

September 2023

		FY 2022/2023 Estimated Fund Balance Subtotal <sup>(1)</sup>	FY 2023/2024 Revenue Subtotal	FY 2023/2024 Apportionment Total
<b>PLACER COUNTY LTF REVENUE ESTIMATE</b>		(\$672,059)	\$32,151,144	<b>\$31,479,085</b>
TRPA Revenue Estimate <sup>(2)</sup>	2.42380668%		\$779,283	\$779,283
TRPA LTF Fund Balance		(\$108,595)		(\$108,595)
<b>TRPA TOTAL</b>			\$779,283	\$670,688
County Auditor Administrative Costs			\$264	\$264
<b>BALANCE AVAILABLE FOR APPORTIONMENT BY TRPA</b>				<b>\$670,424</b>
PCTPA Revenue Estimate	97.57619332%		\$31,371,862	\$31,371,862
PCTPA LTF Fund Balance		(\$563,463)		(\$563,463)
<b>PCTPA TOTAL</b>			\$31,371,862	<b>\$30,808,399</b>
County Auditor Administrative Costs			\$8,736	\$8,736
PCTPA Administrative and Planning Costs <sup>(3)</sup>			\$475,000	\$475,000
Pedestrian and Bicycle Allocation <sup>(4)</sup>		(\$11,269)	\$617,762.53	\$606,493
Community Transit Service Article 4.5 Allocation <sup>(5, 5.1)</sup>		(\$24,849)	\$757,894	\$733,045
<b>BALANCE AVAILABLE FOR APPORTIONMENT BY PCTPA</b>		(\$527,345)	\$29,512,470	<b>\$28,985,125</b>

Apportionment of FY 2023/2024 PCTPA LTF Revenue Estimate by Jurisdiction					
Jurisdiction	Population January 1, 2023	Percent (%)	FY 2023/2024 Allocation Subtotal	FY 2022/2023 Carryover Apportionment <sup>(6)</sup>	Revenue Apportionment
<b>PLACER COUNTY</b>	101,952	25.46508143%	\$7,515,374	(\$144,871)	\$7,370,503
<b>AUBURN</b>	13,365	3.33824558%	\$985,199	(\$19,185)	\$966,014
<b>COLFAX</b>	2,016	0.50354681%	\$148,609	(\$2,876)	\$145,733
<b>LINCOLN</b>	52,313	13.06649016%	\$3,856,244	(\$72,244)	\$3,784,000
<b>LOOMIS</b>	6,607	1.65026476%	\$487,034	(\$9,475)	\$477,559
<b>ROCKLIN</b>	71,179	17.77874913%	\$5,246,948	(\$101,109)	\$5,145,839
<b>ROSEVILLE</b>	152,928	38.19762214%	\$11,273,062	(\$213,703)	\$11,059,358
<b>TOTAL</b>	<b>400,360</b>	<b>100.00%</b>	<b>\$29,512,470</b>	<b>(\$563,463)</b>	<b>\$28,949,007</b>

Apportionment of FY 2023/2024 PCTPA LTF Revenue Estimate Available to Claimant			
Jurisdiction	Revenue Apportionment	Planning Contribution <sup>(7)</sup>	Available to Claimant <sup>(8)</sup>
<b>PLACER COUNTY</b>	\$7,370,503	(\$294,820)	\$7,075,683
<b>AUBURN</b>	\$966,014	(\$38,641)	\$927,374
<b>COLFAX</b>	\$145,733	(\$5,829)	\$139,904
<b>LINCOLN</b>	\$3,784,000	(\$151,360)	\$3,632,640
<b>LOOMIS</b>	\$477,559	(\$19,102)	\$458,456
<b>ROCKLIN</b>	\$5,145,839	(\$205,834)	\$4,940,006
<b>ROSEVILLE</b>	\$11,059,358	(\$442,374)	\$10,616,984
<b>TOTAL</b>	<b>\$28,949,007</b>	<b>(\$1,157,960)</b>	<b>\$27,791,047</b>

**NOTES:**

- 1) FY 2022/23 LTF balance based on August 4, 2022 Final LTF Fund Estimate provided by the Placer County Auditor.  
LTF balance has been adjusted for claims owed to jurisdictions and online sales tax adjustment per HDL to occur during FY 2023/24.
- 2) Tahoe Regional Planning Agency receives funds proportional to its population within Placer County (see box below).
- 3) Apportioned per Section 7.1 PCTPA Rules & Bylaws for FY 2022/23 Final Overall Work Program and Budget, May 25, 2022.
- 4) Pedestrian and Bicycle Allocation is 2% of the remaining apportionment, per PCTPA Board direction.
- 5) Community Transit Service Article 4.5 allocation is up to 5% of the remaining apportionment, per PCTPA Board direction.  
FY 2023/24 Article 4.5 allocation is set at 4.5%.
- 5.1) For FY 23/24, the Community Transit Service Article 4.5 allocation is set at 2.4%
- 6) FY 2022/23 carryover apportionment (see next page) uses May 2021 DOF population estimates.
- 7) PCTPA receives 4% of apportionment for regional planning purposes and implementation of federal planning requirements.
- 8) Assumes 0.4% growth in revenue over FY 2022/23 per HDL statewide sales tax projectio

January 1, 2023 DOF Population Estimates <sup>1</sup>		
TRPA Population <sup>2</sup>	9,945	2.42380668%
PCTPA Population	400,360	97.57619332%
<b>TOTAL</b>	<b>410,305</b>	<b>100.00000000%</b>

Sources:

1. Table E-1: City/County Population Estimates January 1, 2022 to January 1, 2023, DOF, released May 2, 2023.
2. Western Slope and Tahoe Basin for Placer County as of January 1, 2023, DOF, June 15, 2023.

**Calculation of FY 2022/2023 PCTPA LTF Carryover**

**Using 2022 Population - Western Slope**

Amount of FY 2022/2023 Carryover: **(\$563,463)**

<b>POPULATION</b>				
<b>JURISDICTION</b>	<b>January 1, 2022<sup>(1)</sup></b>	<b>PERCENT</b>	<b>FY 2022/2023 CARRYOVER ALLOCATION</b>	<b>TOTAL CARRYOVER ALLOCATION</b>
<b>PLACER COUNTY</b>	102,669	25.71%	(\$144,871)	(\$144,871)
<b>AUBURN</b>	13,596	3.40%	(\$19,185)	(\$19,185)
<b>COLFAX</b>	2,038	0.51%	(\$2,876)	(\$2,876)
<b>LINCOLN</b>	51,199	12.82%	(\$72,244)	(\$72,244)
<b>LOOMIS</b>	6,715	1.68%	(\$9,475)	(\$9,475)
<b>ROCKLIN</b>	71,655	17.94%	(\$101,109)	(\$101,109)
<b>ROSEVILLE</b>	151,450	37.93%	(\$213,703)	(\$213,703)
<b>TOTAL</b>	<b>399,322</b>	<b>100.00%</b>	<b>-\$563,463</b>	<b>-\$563,463</b>

**Sources:**

1. Table E-1: City/County Population Estimates January 1, 2021 to January 1, 2022, DOF, May 1, 2022.
2. FY 2022/23 LTF balance based on August 2023 Final LTF Fund Estimate provided by the Placer County Auditor (adjusted for farebox penalties being held, capital reserve, and anticipated online sales tax adjustments).

**PLACER COUNTY TRANSPORTATION PLANNING AGENCY  
FY 2023/24 STATE TRANSIT ASSISTANCE (STA) FUND FINAL ALLOCATION ESTIMATE  
(EXCLUDING TAHOE BASIN)  
August 2023**

PUC 99313 Allocation	\$3,929,356
PUC 99314 Allocation	\$558,784
Total STA Allocation <sup>(1)</sup>	\$4,488,140

4.5 Percent Allocation of PUC 99313 to WPCTSA<sup>(2)</sup> \$176,821

Total PUC 99313 Allocation Available to Jurisdictions: \$3,752,535

**FY 2023/2024 Jurisdiction PUC Section 99313 STA Fund Allocation**

Jurisdiction	January 2023 Population <sup>(3)</sup>	PUC 99313 Population Percentage	PUC 99313 Population Allocation
Placer County	101,952	25.47%	\$955,586
Auburn	13,365	3.34%	\$125,269
Colfax	2,016	0.50%	\$18,896
Lincoln	52,313	13.07%	\$490,325
Loomis	6,607	1.65%	\$61,927
Rocklin	71,179	17.78%	\$667,154
Roseville	152,928	38.20%	\$1,433,379
<b>TOTAL</b>	<b>400,360</b>	<b>100.00%</b>	<b>\$3,752,535</b>

**Notes:** (1) 2023/2024 State Transit Assistance Allocation Final Estimate, California State Controller Division of Accounting and Reporting, August 1, 2023.

(2) 4.5% of unencumbered PUC 99313 Allocation is allocated to WPCTSA.

(3) Table E-1: City/County Population Estimates January 1, 2022 to January 1, 2023, DOF, released May 2, 2023.

PUC = Public Utilities Code

**FY 2023/2024 Jurisdiction PUC 99314 STA Fund Allocation**

Jurisdiction	PUC 99314 Fare Revenue Basis <sup>(4)</sup>	PUC 99314 Fare Revenue Percentage	PUC 99314 Fare Revenue Allocation	Total Jurisdiction Allocation
Placer County	\$5,410,141	81.9%	\$457,505	\$1,413,091
Auburn	\$21,830	0.3%	\$1,846	\$127,115
Colfax	\$0	0.0%	\$0	\$18,896
Lincoln	\$0	0.0%	\$0	\$490,325
Loomis	\$0	0.0%	\$0	\$61,927
Rocklin	\$0	0.0%	\$0	\$667,154
Roseville	\$1,175,827	17.8%	\$99,433	\$1,532,812
<b>TOTAL</b>	<b>\$6,607,798</b>	<b>100.0%</b>	<b>\$558,784</b>	<b>\$4,311,319</b>

**Notes:** (4) 2023/2024 State Transit Assistance Allocation Preliminary Estimate, California State Controller Division of Accounting and Reporting, August 1, 2023.

# City of Colfax

## ANNUAL VERIFICATION OF TDA COMPLIANCE TO ACCOMPANY LTF AND STA CLAIMS FOR TRANSIT / STREETS AND ROADS PURPOSES

### ***PART I – ALL CLAIMANTS***

1. Date annual TDA fiscal and compliance audit was approved by PCTPA Board:  
5/24/2023
2. Is the claimant's retirement system fully funded?  
 YES  
 NO
3. Is the claimant using the maximum Federal funds available for transit and/or streets/roads purposes?  
 YES  
 NO

### ***PART II – TRANSIT CLAIMANTS***

4. Date Transit Operator's Financial Transaction Report was submitted to State Controller's Office: [Click or tap to enter a date.](#) Attach copy of dated, signed cover sheet from report.
5. Are public transit vehicles routinely staffed with one driver?  
 YES  
 NO (Explain) [Click or tap here to enter text.](#)
6. Has the proposed transit operating budget changed by more than 15% compared to the previous year?  
 Yes (Explain) [Click or tap here to enter text.](#)  
 NO
7. Did the transit operator meet its minimum farebox recovery requirement during the previous fiscal year? (requirement: 15% - Roseville; 12.94% - Placer County; 10% - Auburn)<sup>1</sup>  
 YES  
 NO (see below)

If the farebox recovery requirement was not met, then claimant must complete the following worksheet for the most recent fiscal year.

<sup>1</sup>Assembly Bill 90, 2019-20 [Reg. Session] temporarily prohibits the penalty for non-compliance with farebox recovery ratio requirement during FY 2019-20 and 2020-21. The claimant should still identify whether the requirement was met. AB 149 of 2021 extends the non-compliance relief through FY 2022/23, and AB 125 of 2023 further extended it through FY 2025/26.

# City of Colfax

Transit Operating Expenses:	enter text.	+	
Capital Purchases/Reserves:	enter text.	=	LTF spent in most
Subtotal:	enter text.	-	recent fiscal year
Federal Revenues:	enter text.	=	cannot exceed
STA Revenues:	enter text.	-	result below.
Total:	enter text.	* 0.5=	enter text.

8. Is there a prohibition on the employment of part-time drivers or on contracting with common carriers?

- YES
- NO (Explain) [Click or tap here to enter text.](#)

9. Are STA funds being used for transit operating purposes this fiscal year?

- YES (see below)
- NO

If STA funds are being used for transit operating purposes, indicate which efficiency standard was met. In calculating the operating cost, operators may exclude costs that exceed prior year costs, as adjusted by the CPI. *Notes: (1) Use the STA Qualifying Criteria worksheet contained in the TDA Claim workbook to determine eligible exclusions. (2) These items may also be excluded when computing the farebox recovery ratio. (3) You may refer to operating cost figures from TDA fiscal audits for the applicable fiscal year.*

Efficiency Standard #1:  Yes  No<sup>2</sup>

Efficiency Standard #2:  Yes  No<sup>2</sup>

If neither efficiency standard was met, list the percentage of STA Funding limited to:  
 Capital Expenditures: Enter %% Operating Expenditures: Enter %.%

10. Describe or attach current fare structure:

[Click or tap here to enter text.](#)

11. Attach copy of latest CHP terminal inspection report.

12. Each transit claimant must report on efforts to implement recommendations included in the FY 2018/19 through FY 2020/21 Triennial Performance Audit, which was completed in 2022 (attach additional pages as necessary).

[Click or tap here to enter text.](#)

<sup>2</sup>Assembly Bill 90, 2019-20 [Reg. Session] temporarily prohibits the penalty for non-compliance with required STA efficiency standards during FY 2019-20 and 2020-21. The claimant should still identify whether the standards was met. AB 149 of 2021 extends the non-compliance relief through FY 2022/23, and AB 125 of 2023 further extended it through FY 2025/26.

**PLACER COUNTY TRANSPORTATION PLANNING AGENCY  
TRANSPORTATION DEVELOPMENT ACT CLAIM WORKSHEET**

FISCAL YEAR: 2023/24

CITY/COUNTY OF: City of Colfax

Part 1 of 4

**ESTIMATED PUBLIC TRANSIT REVENUES AND EXPENSES FOR FISCAL  
YEAR 2022/23**

**I. FY 2022/23 AVAILABLE RESOURCES**

<b>A. Carryover from prior fiscal year</b> (Unexpended prior year transit cash receipts held in claimants treasury as of June 30, 2022. From TDA Financial Audit Report)	\$ 29,362.00
<b>B. Interest Earnings through June 30, 2022.</b>	\$ -
<b>C. Federal Grants &amp; Reimbursements received in 2022/23:</b>	
1. FTA Planning Assistance	\$ -
2. FTA Operating Assistance	\$ -
3. FTA Capital Assistance	\$ -
4. Other (list) _____	\$ -
<b>D. State Grants (Source/Amount):</b>	\$ -
<b>E. Local Cash Grants:</b>	
1. LTF-Operations (PUC 99260a; Article 4)	\$ -
2. LTF-Capital (PUC 99260a; Article 4)	\$ -
3. LTF-Community Transit Services(PUC 99275; Article 4.5)	\$ -
4. LTF-Contracted Transit Service (PUC 99400c; Article 8c)	\$ -
5. LTF-Capital Reserve Contribution (CCR 6648)	\$ -
6. LTF-Capital expenses for contracted transit services (PUC 99400e; Article 8e)	\$ -
7. STAF-Operations (CCR 6730a)	\$ -
8. STAF-Capital (CCR 6730b)	\$ 18,543.00
9. STAF-Community Transit Services (CCR 6730d; <CTSA>)	\$ 455.00
10. STAF-Contracted Service (CCR 6731b)	\$ -
11. SGR-Capital (CCR 6730b)	\$ -
12. Other (list) _____	\$ -
<b>F. Operating Revenues:</b>	
1. Passenger Fares	\$ -
2. Charters	\$ -
3. Other (list) _____	\$ -
<b>G. Other Revenues</b>	\$ -
<b>H. TOTAL FY 2022/23 AVAILABLE RESOURCES (A+B+C+D+E+F+G)</b>	\$ 48,360.00

## II. FY 2022/23 PROJECTED EXPENSES & USES

<b>I. Personnel</b>	
1. Administrative Salaries and Wages	\$ -
2. Operating Salaries and Wages	\$ -
3. Other Salaries and Wages	\$ -
4. Fringe Benefits	\$ -
<b>J. Services and Supplies</b>	
1. Professional Services	\$ -
2. Maintenance Services	\$ -
3. Other Services	\$ -
4. Vehicle Materials & Supplies	\$ -
5. Utilities	\$ -
6. Insurance	\$ -
7. Purchased Transit Services	\$ -
8. Miscellaneous	\$ -
9. Interest	\$ -
10. Leases & Rentals	\$ -
<b>K. Capital Assets (Itemize)</b>	
1.	\$ -
2.	\$ -
3.	\$ -
4.	\$ -
5.	\$ -
<b>L. Other Uses:</b>	
Capital Outlay Reserve Contribution (CCR 6648)	\$ -
<b>M. TOTAL FY 2022/23 EXPENSES &amp; USES (I+J+K+L)</b>	<b>\$ -</b>
<b>N. Estimated Deferred Revenue as of June 30, 2023 (H-M)</b>	<b>\$ 48,360.00</b>



## Part 2 of 4

**BUDGETED PUBLIC TRANSIT REVENUES & EXPENSES FOR FISCAL YEAR  
2023/24**
**I. FY 2023/24 NON-TDA BUDGETED RESOURCES & DEFERRED REVENUE**

<b>A. Carryover from prior fiscal year</b> (Unexpended prior year transit cash receipts held in claimants treasury as of June 30, 2023-- From Part 1, line N)	\$	48,360.00
<b>B. Interest earnings through June 30, 2023</b>	\$	-
<b>C. Federal Grants &amp; Reimbursements</b>		
1. FTA Planning Assistance	\$	-
2. FTA Operating Assistance	\$	-
3. FTA Capital Assistance	\$	-
4. Other (list) _____	\$	-
<b>D. State Grants (Source/Amount):</b>		
1.	\$	-
2.	\$	-
<b>E. Local Non-TDA Cash Grants:</b>		
1.	\$	-
2.	\$	-
3.	\$	-
<b>F. Operating Revenues:</b>		
1. Passenger Fares	\$	-
2. Charters	\$	-
3. Other (list) _____	\$	-
<b>G. Other Revenues</b>		
1.	\$	-
<b>H. TOTAL FY 2023/24 CARRYOVER &amp; NON-TDA BUDGETED RESOURCES (A+B+C+D+E+F+G)</b>	<b>\$</b>	<b>48,360.00</b>

<b>I. TOTAL FY 2023/24 CARRYOVER &amp; NON-TDA BUDGETED RESOURCES (From Line H)</b>		<b>\$ 48,360.00</b>
<b>II. FY 2023/24 PROJECTED EXPENSES &amp; USES</b>		
<b>J. Personnel:</b>		
1. Administrative Salaries and Wages	\$	-
2. Operating Salaries and Wages	\$	-
3. Other Salaries and Wages	\$	-
4. Fringe Benefits	\$	-
<b>K. Services and Supplies:</b>		
1. Professional Services	\$	-
2. Maintenance Services	\$	-
3. Other Services	\$	-
4. Vehicle Materials & Supplies	\$	-
5. Utilities	\$	-
6. Insurance	\$	-
7. Purchased Transit Services	\$	6,040.00
8. Miscellaneous	\$	-
9. Interest	\$	-
10. Leases & Rentals	\$	-
<b>L. Capital Assets (Itemize):</b>		
Transit Center Improvements	\$	61,216.00
2.	\$	-
3.	\$	-
4.	\$	-
5.	\$	-
<b>M. Other Uses:</b>		
1. Capital Outlay Reserve Contribution.(CCR 6648)	\$	-
2.	\$	-
<b>N. TOTAL FY 2023/24 EXPENSES &amp; USES (J+K+L+M)</b>		<b>\$ 67,256.00</b>
<b>O. Unfunded Balance (I - N)</b>		<b>\$ (18,896.00)</b>

<b>O. Unfunded Balance (I - N)</b>	<b>\$ (18,896.00)</b>
<b>III. FY 2023/24 TDA TRANSIT CLAIMS</b>	
<b>P. FY 2023/24 LTF TRANSIT CLAIMS:</b>	
1. LTF-Operations (PUC 99260a; Article 4)	\$ -
2. LTF-Capital (PUC 99260a; Article 4)	\$ -
3. LTF-Community Transit Services (PUC 99275; Article 4.5)	\$ -
4. LTF-Contracted Transit Service (PUC 99400c: Article 8c)	\$ -
5. LTF-Capital Reserve Contribution (CCR 6648)	\$ -
6. LTF-Capital for contracted transit service (PUC 99400e; Article 8e)	\$ -
<b>7. TOTAL LTF CLAIM (P1+P2+P3+P4+P5)</b>	<b>\$ -</b>
<b>Q. FY 2023/24 STAF CLAIMS:</b>	
1. STAF-Operations (CCR 6730a)	\$ -
2. STAF-Capital (CCR 6730b)	\$ 13,311.00
3. STAF-Community Transit Services (CCR 6730d) / CTSA	\$ 5,585.00
4. STAF-Contracted Service (CCR 6731b)	\$ -
<b>5. TOTAL STF CLAIM (Q1+Q2+Q3+Q4)</b>	<b>\$ 18,896.00</b>
<b>R. FY 2023/24 SGR CLAIMS:</b>	
1. SGR-Capital (CCR 6730b)	\$ -
<b>2. TOTAL SGR CLAIM (R1)</b>	<b>\$ -</b>
<b>S. TOTAL 2022/23 TRANSIT CLAIMS (P6 + Q5 + R2)</b>	<b>\$ 18,896.00</b>

## Part 3 of 4

**ESTIMATED STREETS AND ROADS TDA EXPENDITURES FOR FISCAL YEAR 2022/23**

<b>I. FY 2022/23 AVAILABLE TDA STREET AND ROAD RESOURCES</b>	
<b>A. Carryover from prior fiscal year</b> (Actual Unexpended Prior Year TDA Streets And Roads Cash Receipts Held in Claimant's Treasury as of June 30, 2022. From TDA Fiscal Audits)	\$ -
<b>B. FY 2022/23 TDA Cash Receipts from LTF trust fund for streets and roads purposes (PUC 99400a).</b>	\$ 160,130.00
<b>C. Interest Earned on claimant TDA streets and roads cash balances through June 30, 2023.</b>	\$ -
<b>D. Total FY 2022/23 Available TDA Street and Road Resources. (A+B+C)</b>	\$ 160,130.00
<b>II. FY 2022/23 TDA STREET AND ROAD EXPENDITURES</b>	
<b>E. Administration and Engineering</b>	\$ 15,046.90
<b>F. Maintenance</b>	\$ 116,188.05
<b>G. Construction</b>	\$ -
<b>H. Equipment</b>	\$ 28,895.05
<b>I. Other</b>	\$ -
<b>J. TOTAL FY 2022/23 EXPENDITURES (E+F+G+H+I)</b>	\$ 160,130.00
<b>K. Estimated Carryover of TDA Street and Road Revenues at June 30, 2023 (D-J)</b>	\$ -

Part 4 of 4

**STREETS AND ROADS TDA BUDGET FOR FISCAL YEAR 2022/23****I. FY 2022/23 AVAILABLE TDA STREET AND ROAD RESOURCES**

<b>A. Carryover as of June 30, 2023 (From Part 3, Line K.)</b>	<b>\$ -</b>
<b>B. 2023/24 TDA Funds Available For Streets And Roads</b>	
1. FY 2023/24 LTF Total Apportionment (From PCTPA)	\$ 139,904.00
2. FY 2023/24 LTF Transit Claim (From Part 2, Line P6)	\$ -
3. Balance of 2023/24 LTF Apportionment (B1-B2)	\$ 139,904.00
4. FY 2023/24 LTF Apportionment To be Claimed for Streets and Roads Purposes Pursuant to PUC 99400a. (Can Not Exceed Line B3)	\$ 139,904.00
<b>C. FY 2023/24 Estimated Interest Earned on TDA Cash Balances through June 30, 2024.</b>	<b>\$ -</b>
<b>D. Total Estimated FY 2023/24 Available TDA Resources. (A+B4+C)</b>	<b>\$ 139,904.00</b>

**II. FY 2023/24 ESTIMATED EXPENDITURES**

<b>H. Administration and Engineering</b>	<b>\$ 13,146.32</b>
<b>I. Maintenance</b>	<b>\$ 101,512.36</b>
<b>J. Construction</b>	<b>\$ -</b>
<b>K. Equipment</b>	<b>\$ 25,245.32</b>
<b>L. Transportation Planning Process (P.U.C. 99402)</b>	<b>\$ -</b>
<b>M. Other</b>	<b>\$ -</b>
<b>N. Total FY 2023/24 Estimated Expenditures (H+I+J+K+L+M)</b>	<b>\$ 139,904.00</b>
<b>O. Estimated Carryover as of June 31, 2024 (D-N)</b>	<b>\$ -</b>

# City of Colfax

## CLAIM FOR LOCAL TRANSPORTATION FUNDS

TO: PLACER COUNTY TRANSPORTATION PLANNING AGENCY  
299 NEVADA STREET, AUBURN, CA 95603

FROM:

CLAIMANT: City of Colfax  
ADDRESS: PO Box 702  
Colfax, CA 95713

CONTACT PERSON: Laurie Van Groningen  
Phone: (530) 346-2313 Email: laurie.vangroningen@colfax-ca.gov

The City of Colfax hereby requests, in accordance with the State of California Public Utilities Code, commencing with Section 99200 and the California Code of Regulations commencing with Section 6600, that this claim for Local Transportation Funds be approved for Fiscal Year 2023/24, in the following amounts for the following purposes to be drawn from the Local Transportation Fund deposited with the Placer County Treasurer:

P.U.C. 99260a, Article 4, Transit Operations:	\$ <u>Click or tap here to enter \$</u>
P.U.C. 99260a, Article 4, Transit Capital:	\$ <u>Click or tap here to enter \$</u>
P.U.C. 99275, Article 4.5, Community Transit Services	\$ <u>Click or tap here to enter \$</u>
P.U.C. 99400a, Article 8a, Local Streets and Roads	\$ <u>139,904</u>
P.U.C. 99402, Article 8a, Transportation Planning Process	\$ <u>Click or tap here to enter \$</u>
P.U.C. 99400c, Article 8c, Contracted Transit Services:	\$ <u>Click or tap here to enter \$</u>
P.U.C. 99400e, Article 8e, Capital for Contracted Services:	\$ <u>Click or tap here to enter \$</u>
C.C.R. 6648, Capital Reserve:	\$ <u>Click or tap here to enter \$</u>

When approved, this claim will be transmitted to the Placer County Auditor for payment. Approval of the claim and payment by the County Auditor to the applicant is subject to such monies being available for distribution, and to the provisions that such monies will be used only in accordance with the terms of the approved annual financial plan and budget. Claimant must submit a complete Fiscal and Compliance Audit for the prior fiscal year prior to issuance of instructions to the County Auditor to pay the claimant in full.

APPROVED:  
PLACER COUNTY  
TRANSPORTATION PLANNING AGENCY  
BOARD OF DIRECTORS

APPLICANT: City of Colfax

BY: \_\_\_\_\_ (signature) BY: \_\_\_\_\_ (signature)  
TITLE: \_\_\_\_\_ TITLE: Interim City Manager  
DATE: \_\_\_\_\_ DATE: November 9, 2023

# City of Colfax

## CLAIM FOR STATE TRANSIT ASSISTANCE FUNDS

TO: PLACER COUNTY TRANSPORTATION PLANNING AGENCY  
299 NEVADA STREET, AUBURN, CA 95603

FROM: CLAIMANT: City of Colfax  
ADDRESS: PO Box 702  
Colfax, CA 95713

CONTACT PERSON: Laurie Van Groningen  
Phone: (530) 346-2313 Email: laurie.vangroningen@colfax-ca.gov

The Choose Agency hereby requests, in accordance with the State of California Public Utilities Code commencing with Section 99200 and the California Code of Regulations commencing with Section 6600, that this claim for State Transit Assistance be approved in the amount of \$18,896 for Fiscal Year 2023/24 , in the following amounts for the following purposes to be drawn from the State Transit Assistance fund deposited with the Placer County Treasurer:

Transit Operations (6730a):	<u>\$Click or tap here to enter \$</u>
Transit Capital (6730a):	<u>\$13,311</u>
Contracted Transit Services (6731b):	<u>\$5,585</u>
Community Transit Services Provided by WPCTSA (6731.1):	<u>\$Click or tap here to enter \$</u>

When approved, this claim will be transmitted to the Placer County Auditor for payment. Approval of the claim and payment by the County Auditor to the applicant is subject to such monies being available for distribution, and to the provisions that such monies will be used only in accordance with the terms of the approved annual financial plan and budget.

APPROVED:  
PLACER COUNTY  
TRANSPORTATION PLANNING AGENCY  
BOARD OF DIRECTORS

APPLICANT: City of Colfax

BY: \_\_\_\_\_ (signature) BY: \_\_\_\_\_ (signature)

TITLE: \_\_\_\_\_ TITLE: Interim City Manager

DATE: \_\_\_\_\_ DATE: November 9, 2023

# City of Colfax

## CLAIM FOR LOCAL TRANSPORTATION FUNDS

TO: PLACER COUNTY TRANSPORTATION PLANNING AGENCY  
299 NEVADA STREET, AUBURN, CA 95603

FROM:

CLAIMANT: City of Colfax  
ADDRESS: PO Box 702  
Colfax, CA 95713

CONTACT PERSON: Laurie Van Groningen  
Phone:(530) 346-2313 Email:lvangroningen@colfax-ca.gov

The City of Colfax hereby requests, in accordance with the State of California Public Utilities Code, commencing with Section 99200 and the California Code of Regulations commencing with Section 6600, that this claim for Local Transportation Funds be approved for Fiscal Year 2023/24, in the following amounts for the following purposes to be drawn from the Local Transportation Fund deposited with the Placer County Treasurer:

P.U.C. 99260a, Article 4, Transit Operations:	\$ <u>Click or tap here to enter \$</u>
P.U.C. 99260a, Article 4, Transit Capital:	\$ <u>Click or tap here to enter \$</u>
P.U.C. 99275, Article 4.5, Community Transit Services	\$ <u>Click or tap here to enter \$</u>
P.U.C. 99400a, Article 8a, Local Streets and Roads	\$ <u>139,904</u>
P.U.C. 99402, Article 8a, Transportation Planning Process	\$ <u>Click or tap here to enter \$</u>
P.U.C. 99400c, Article 8c, Contracted Transit Services:	\$ <u>Click or tap here to enter \$</u>
P.U.C. 99400e, Article 8e, Capital for Contracted Services:	\$ <u>Click or tap here to enter \$</u>
C.C.R. 6648, Capital Reserve:	\$ <u>Click or tap here to enter \$</u>

When approved, this claim will be transmitted to the Placer County Auditor for payment. Approval of the claim and payment by the County Auditor to the applicant is subject to such monies being available for distribution, and to the provisions that such monies will be used only in accordance with the terms of the approved annual financial plan and budget. Claimant must submit a complete Fiscal and Compliance Audit for the prior fiscal year prior to issuance of instructions to the County Auditor to pay the claimant in full.

APPROVED:  
PLACER COUNTY  
TRANSPORTATION PLANNING AGENCY  
BOARD OF DIRECTORS

APPLICANT: City of Colfax

BY: \_\_\_\_\_ BY: \_\_\_\_\_  
(signature) (signature)

TITLE: \_\_\_\_\_ TITLE: Interim City Manager

DATE: \_\_\_\_\_ DATE: November 9, 2023



# City of Colfax

## TDA ANNUAL PROJECT AND FINANCIAL PLAN

This form will show the planned expenditures of all TDA funds claimed for the fiscal year in addition to any TDA funds carried over from previous years. Briefly describe all operational, capital and/or streets and roads projects which will be funded by TDA moneys. **Please show BOTH prior year TDA funds (if any) and current year TDA funds to be used**, provide the total cost of each project, and indicate all other sources of funding associated with each project. For capital projects, the projects listed, and their associated costs and funding sources should be consistent with the budget developed in the TDA Claim Worksheet completed for the submittal of this claim. The total project cost and total funding source(s) listed below should balance for each project. See attached sample plan for additional guidance.

Claimant: City of Colfax

Fiscal Year: FY 2023/24

<u>Brief Project Description</u>	<u>Project Cost</u>	<u>Source of Funding &amp; Amount</u>	
TDA Streets and Roads  Roadway maintenance, construction, and related equipment	Streets and Roads Operating expenses per adopted budget for FY2023-2024 =\$324,922	LTF Gas Tax Fund Transfer	\$139,904 \$ 50,014 \$135,004
Capital Improvements at Colfax Transit Center	Anticipated capital expenditures in the amount of \$61,216	STA FY2019-2020 STA FY2020-2021 STA FY2021-2022 STA FY2022-2023 STA FY2023-2024	\$ 3,948 \$ 8,317 \$17,097 \$18,543 \$13,311
Public Transit with Placer County	\$ 6,040  Placer County Transit Services Agreement	STA FY2022-2023 STA FY2023-2024	\$ 455 \$ 5,585



May 1, 2023

Wes Heathcock  
City Manager  
City of Colfax  
PO Box 702  
Colfax, CA 95713

**RE: TRANSIT SERVICE AGREEMENT WITH THE CITY OF COLFAX, CONTRACT #12368 –  
FY23/24 EXHIBITS**

Dear Wes,

As agreed in Contract #12368, which automatically renews on July 1, 2023, please find updated Exhibits A-E for your review. These exhibits list transit service schedules and cost details for fiscal year 2023/24. This is being sent to satisfy Section II C of our agreement. The total estimated cost for FY 2023/24 is \$6,040. As a result of COVID-19, continued stimulus funds will offset a portion of the City of Colfax's costs (\$13,400).

Colfax is also receiving an annual credit from formula FTA 5311 funds in the amount of \$16,950 and State of Good Repair funds through Placer County Transportation Planning Agency in the amount of \$2,511.

If you have any questions or would like to discuss the schedules and cost details further, please call me at (530) 745-7582.

Sincerely,

A handwritten signature in blue ink that reads "Jaime Wright".

Jaime Wright  
Transit Manager  
Attachments: Exhibits A -E

## Exhibit A Intercity Route Service Schedule

<b>Colfax / Alta</b>		
<b>This service is available on weekdays only.</b>		
<i>Reservations required for Alta destinations.</i>		
<b>Eastbound</b>	<b>A.M.</b>	<b>P.M.</b>
Auburn Station	7:00	3:15
Elder's	By Reservation Only	By Reservation Only
Bowman	By Reservation Only	By Reservation Only
Meadow Vista	By Reservation Only	By Reservation Only
Applegate	By Reservation Only	By Reservation Only
Weimar	By Reservation Only	By Reservation Only
Colfax Amtrak	7:20	3:45
Gold Run	By Reservation Only	By Reservation Only
Dutch Flat	By Reservation Only	By Reservation Only
Alta Store	8:00	4:15
<b>This service is available on weekdays only.</b>		
<i>Reservations required for Alta destinations.</i>		
<b>Westbound</b>	<b>A.M.</b>	<b>P.M.</b>
Alta Store	8:00	4:15
Dutch Flat	By Reservation Only	By Reservation Only
Gold Run	By Reservation Only	By Reservation Only
Colfax Amtrak	8:20	4:45
Weimar	By Reservation Only	By Reservation Only
Applegate	By Reservation Only	By Reservation Only
Meadow Vista	By Reservation Only	By Reservation Only
Bowman	By Reservation Only	By Reservation Only
Elder's	By Reservation Only	By Reservation Only
Auburn Station	Drop Off Only	Drop Off Only

For information, call Placer County Transit at (530) 885-BUSS or (916) 784-6177, or send email to [pct@placer.ca.gov](mailto:pct@placer.ca.gov)

**Service does not operate on New Year's Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.**

## Exhibit B Regional Fixed Route Service Schedule

Connection with Taylor Road Shuttle made at Sierra College:  
Westbound at: 17 minutes past the hour and eastbound at :40 minutes past the hour.

**PCT operates Monday - Saturday. No service on Sunday.**

Auburn to Light Rail															
											Saturday times appear shaded				
	A.M.							P.M.							
Auburn Station	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00
Sierra College	5:17	6:17	7:17	8:17	9:17	10:17	11:17	12:17	1:17	2:17	3:17	4:17	5:17	6:17	7:17
Galleria	5:30	6:30	7:30	8:30	9:30	10:30	11:30	12:30	1:30	2:30	3:30	4:30	5:30	6:30	7:30
Louis Ln & Orlando	5:40	6:40	7:40	8:40	9:40	10:40	11:40	12:40	1:40	2:40	3:40	4:40	5:40	6:40	7:40
Light Rail-Watt/I-80	6:00	7:00	8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00

**PCT operates Monday - Saturday. No service on Sunday.**

Light Rail to Auburn															
(First bus holds for 6:10 LRT arrival)										Saturday times appear shaded					
	A.M.							P.M.							
Light Rail-Watt/I-80	6:10	7:00	8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00
Louis Ln & Orlando	6:15	7:10	8:10	9:10	10:10	11:10	12:10	1:10	2:10	3:10	4:10	5:10	6:10	7:10	8:10
Galleria	6:30	7:30	8:30	9:30	10:30	11:30	12:30	1:30	2:30	3:30	4:30	5:30	6:30	7:30	8:30
Sierra College	6:40	7:40	8:40	9:40	10:40	11:40	12:40	1:40	2:40	3:40	4:40	5:40	*6:40	7:40	8:40
Auburn Station	7:00	8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00

For information, call Placer County Transit at (530) 885-BUSS or (916) 784-6177, or send email to [pct@placer.ca.gov](mailto:pct@placer.ca.gov)

**Service does not operate on New Year’s Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.**

## Exhibit C Commuter Bus Service

Operates on Monday through Friday only

Does not operate on New Year's Day, Martin Luther King Jr. Day,  
President's Day, Cesar Chavez Day, Memorial Day, Independence Day, Labor Day,  
Columbus Day, Veterans Day, Thanksgiving and Day After, and Christmas Day

### Placer Commuter Express Bus Schedule - Effective May 27, 2008

	Morning Departures - AM				Evening Departures - PM				
	Bus 1	Bus 2	Bus 3	Bus 4	Bus 1	Bus 2	Bus 3	Bus 4	
Colfax Depot - Main St	5:20	5:40	6:23	****	J St. & 4th St.	4:17	4:22	4:32	5:15
Clipper Gap Park 'n' Ride	5:32	5:52	6:35	****	J St. & 8th St.	4:19	4:24	4:34	5:17
Auburn Station - Nevada St	5:43	6:03	****	6:37	J St. & 11 St.	4:21	4:26	4:36	5:19
Penryn Park 'n' Ride	5:55	6:15	6:50	****	15th St. & K St.	4:24	4:29	4:39	5:22
Loomis Station - Taylor/Horseshoe Bar	5:59	6:19	****	6:53	15th St. & N St.	4:25	4:30	4:40	5:23
Rocklin Station - Pacific St/Rocklin Rd	6:06	6:26	****	7:00	P St. & 13th St.	4:27	4:32	4:42	5:25
Roseville - Taylor Rd Park 'n' Ride next to Sunsplash	6:15	6:35	7:00	****	P St. & 9th St.	4:30	4:35	4:45	5:28
**** Buses 3 and 4 depart from select bus stops only.					P St. & 5th St.	4:32	4:37	4:47	5:30

	Morning Arrivals - AM				Evening Arrivals - PM				
	Bus 1	Bus 2	Bus 3	Bus 4	Bus 1	Bus 2	Bus 3	Bus 4	
J St. & 4th St.	6:50	7:10	7:40	7:40	Roseville - Taylor Rd Park 'n' Ride next to Sunsplash	5:12	****	5:27	6:10
J St. & 8th St.	6:51	7:11	7:41	7:41	Rocklin Station - Pacific St/Rocklin Rd	****	5:17	5:35	6:18
J St. & 11 St.	6:52	7:12	7:42	7:42	Loomis Station - Taylor/Horseshoe Bar	****	5:24	5:42	6:25
15th St. & K St.	6:55	7:15	7:45	7:45	Penryn Park 'n' Ride	5:24	****	5:49	6:32
15th St. & N St.	6:56	7:16	7:46	7:46	Auburn Station - Nevada St	****	5:40	6:00	6:43
P St. & 13th St.	6:57	7:17	7:47	7:47	Clipper Gap Park 'n' Ride	5:39	****	6:12	6:55
P St. & 9th St.	6:58	7:18	7:48	7:48	Colfax Depot - Main St	5:51	****	6:24	7:07
P St. & 5th St.	7:00	7:20	7:50	7:50	**** Buses 1 and 2 return to select bus stops only.				

**Exhibit D****Calculation of Bus Replacement Costs for Placer County Transit**

City of Colfax

Total Bus Cost for 5 year Plan	\$	569,403
Grant Funds (credit)	\$	-
Remaining Cost to County	\$	569,403
Number of buses		9
Cost per bus (after grants)	\$	63,267.00
Lifetime bus miles		200,000
Cost per lifetime bus mile	\$	0.3163
LRT Extension Miles		387
Colfax Service Miles		8,230
Reimbursement for FY 2022/23	\$	-
<b>Total Annual Charge</b>	<b>\$</b>	<b>2,726</b>

Allocation of Service Miles

Local Service	8,230
LRT Extension	<u>360</u>
Total	8,590



**City of Colfax  
Exhibit E  
FY 2023/24 Calculation of Transit Service Charges**

<b>Local Intercity Route Service</b>		
Total cost per VSH		\$129.48
Estimated Fare per VSH		<u>(\$1,471)</u>
Charge per VSH		\$128.01
Minutes per round trip allocated to Colfax		25
Number of round trips per weekday		2
Number of round trips per Saturday		0
Number of weekdays in service per year		252
Number of Saturdays in service per year		0
Total round trips per year	(2x 252)	504
Total VSH per year	(504 x 25 min)/(60 min)	210
<b>Total</b>	<b>(\$128.01 x 210)</b>	<b>\$26,882</b>
<b>Regional Fixed Route Service</b>		
Fuel cost per service mile		\$0.33
Maintenance cost per service Mile		<u>\$0.54</u>
Milage Cost per unit		\$0.87
Total Cost per VSH		\$129.48
Estimated Fare per VSH		<u>(\$2,721)</u>
Charge per VSH		\$121.71
Total Placer County West Slope Population		399,007
Percentage of Population in Colfax	(2,042 / 399,007)	0.51%
<b>Service Added in 2001 for Auburn - Light Rail Route:</b>		
Miles per run added for extension to Light Rail		15.17
Number of runs per weekday		15
Number of runs per Saturday		10
Vehicle Service Hours added per weekday		2
Vehicle Service Hours added per Saturday		2
Number of weekdays in service per year		252
Number of Saturdays in service per year		52
Total number of runs on Express Route per year	(15 x 252) + (10 x 52)	4,300
Total miles added on Express Route for Extension to Light Rail	(4,300 x 15.17)	65,231
Total Number of Service Hours added per year	(2 x 252) + (2 x 52)	608
Milage extension allocated to Colfax	(65,231 x .51%)	333.83
Added service hours allocated to Colfax	(608 x .51%)	3.11
	(333.83 x \$.87)	\$290.43
	<u>(\$3.11 x \$121.71)</u>	<u>\$378.52</u>
<b>Total</b>		<b>\$689</b>
<b>Commuter Bus Service</b>		
MV Transportation, Inc & PCT Costs - FY 23/24		\$737,789
Fare Revenue Credit		<u>(\$335,101)</u>
		\$402,688
Colfax Commuters - 2017 On-Board Survey		0.90%
<b>Total</b>	<b>(\$402,688 x .90%)</b>	<b>\$3,624</b>
<b>Bus Replacement Charge</b>		<b>\$2,726</b>
<b>Microtransit Technology Enhancements</b>		<b>\$5,000</b>
<b>TOTAL Transit Charges</b>		<b>\$38,901</b>
<b>Funding Credits</b>		
SBI SGR		<u>(\$2,511)</u>
FTA 5311		<u>(\$16,950)</u>
CARES FTA 5311		<u>(\$13,400)</u>
<b>Subtotal Operating Charges &amp; Credits</b>		<b>\$6,040</b>

# City of Colfax City Council

## Resolution No. \_\_-2023

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AUTHORIZING THE CITY MANAGER TO FILE CLAIMS OR EXECUTE AGREEMENTS FOR:

- LOCAL TRANSPORTATION FUNDS IN THE AMOUNT OF \$139,904 FOR STREETS AND ROADS PURPOSES (ARTICLE 8 – SECTION 99400 OF THE CALIFORNIA PUBLIC UTILITIES CODE).
  - STATE TRANSIT ASSISTANCE FUNDS IN THE AMOUNT OF \$5,585 FOR CONTRACTED TRANSIT SERVICES (SECTION 99313 OF THE CALIFORNIA PUBLIC UTILITIES CODE).
  - STATE TRANSIT ASSISTANCE FUNDS IN THE AMOUNT OF \$13,311 FOR TRANSIT CAPITAL (SECTION 99313 OF THE CALIFORNIA PUBLIC UTILITIES CODE CHAPTER 4, ARTICLE 6.5)
- 

**WHEREAS**, TITLE 21, Chapter 3 of the California Administrative Code establishes procedures for applying for Local Transportation Funds; and,

**WHEREAS**, the Placer County Transportation Planning Agency is authorized to receive and approve all claims for Local Transportation Funds and State Transit Assistance Funds.

**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 facts and are incorporated by reference into this resolution.
2. The City Manager is authorized to submit claims to the Placer County Transportation Planning Agency for the City of Colfax’s Article 8 Local Transportation Funds and State Transit Assistance Funds.

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** at the Regular Meeting of the City Council of the City of Colfax held on the 8<sup>th</sup> day of November 2023 by the following vote of the Council:

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

**ATTEST:**

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**Trinity Burruss, Mayor**

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**Marguerite Bailey, City Clerk**





# Staff Report to City Council

## FOR THE NOVEMBER 8, 2023, REGULAR CITY COUNCIL MEETING

**From:** Mike Luken, Interim City Manager  
**Prepared by:** Marguerite Bailey, City Clerk  
**Subject:** Postponing the November 22, 2023, Regular City Council Meeting to November 29, 2023

*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 \_\_-2023 Postponing the November 22, 2023, Regular City Council Meeting to November 29, 2023

### Summary/Background

According to the Colfax Municipal Code Section 2.04.010 A, the regular Colfax City Council meetings are held on the second and fourth Wednesdays of each month, or on such other days and times as may be established by resolution of the City Council. The fourth Wednesday of November 2023 is the evening before the Thanksgiving holiday, which the City of Colfax, the State of California and the Federal Government officially recognize.

It is in the best interest of the City to postpone the November 22, 2023 regular City Council meeting for one week from November 22, 2023 to November 29, 2023 in order to properly recognize the Thanksgiving holiday and allow essential City business to be conducted before the first regular City Council meeting in December 2023.

### Fiscal Impacts

None.

### Attachments:

1. Resolution \_\_-2023

# City of Colfax

## City Council

### Resolution No. \_\_-2023

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#### POSTPONING THE NOVEMBER 22, 2023, REGULAR CITY COUNCIL MEETING TO NOVEMBER 29, 2023

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**WHEREAS**, in accordance with Colfax Municipal Code Section 2.04.010 A, the regular Colfax City Council meetings are held on the second and fourth Wednesdays of each month, or on such other days and times as may be established by resolution of the City Council; and,

**WHEREAS**, the fourth Wednesday of November 2023 is the evening before the Thanksgiving holiday, which the City of Colfax, the State of California, and the Federal Government officially recognize; and,

**WHEREAS**, the City Council has determined to postpone the November 22, 2023, regular City Council meeting for one week from November 22, 2023, to November 29, 2023, in order to properly recognize the Thanksgiving holiday and allow essential City business to be conducted before the first regular City Council meeting in December 2023.

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Colfax that the November 22, 2023, regular City Council meeting shall be postponed one week until November 29, 2023, commencing at 6:00 p.m., at Colfax City Hall, 33 S. Main Street, Colfax, California, and that said postponed regular meeting is hereby established as the City Council’s second regular meeting of November 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 8<sup>th</sup> day of November 2023 by the following vote of Council:

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

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**Trinity Burruss, Mayor**

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**Marguerite Bailey, City Clerk**