

Special Meeting of the Colfax City Council

COUNCIL CHAMBERS, 33 SOUTH MAIN STREET, COLFAX, CA

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

SPECIAL MEETING AGENDA – FISCAL YEARS 2024/2025 & 2025/2026 BUDGET WORKSHOP

May 29, 2024
Special Session 2:00 PM

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

ZOOM at

<https://us02web.zoom.us/j/84968570574>

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849 6857 0574

1 669 900 6833 / 1 669 444 9171 / 1 719 359 4580 / 1 253 205 0468

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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

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.



2 **Workshop Session**

2A. Annual Review of Administrative Policies and Procedures (Pages 3-12)

2B. Risk Assessment Process (Pages 13 - 15)

2C. Review of Fiscal Year 2024/2025 & 2025/2026 Preliminary Budget (Pages 16-61)

The purpose of this workshop is to review staff prepared analysis and provide Council and public input to the City of Colfax fiscal processes. Any recommendations or proposed amendments will be presented for Council review and approval at a future regularly scheduled Council meeting.

3 **ADJOURNMENT**

I, Amanda Ahre, 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/>



Amanda Ahre, City Clerk

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

LEVINE ACT WARNING: In certain instances, parties, participants, and their agents before the City Council are subject to the campaign disclosure provisions detailed in Government Code Section 84308, California Code of Regulations Sections 18438.1 through 18438.8, and Fair Political Practices Commission Opinion 0-22-002. All parties, participants, and their agents are hereby directed to review these sections for compliance. If you believe that these provisions apply to you or a Council Member, please inform the City Clerk at the earliest possible opportunity.



SPECIAL MEETING AGENDA PACKAGE
MAY 29, 2024
PUBLIC WORKSHOP SESSION: 2:00 PM

2A. Annual Review of Administrative Policies and Procedures

The City Financial Policies and Investment Policy which were both initially adopted by Resolution No. 29-2014 in October of 2014 stipulate that the policies will be reviewed annually as part of the Budget process.

City Staff has reviewed the policies and has no recommended changes to the Financial Policies and no recommended changes to the Investment Policy at this time. The policies are attached for review and consideration of recommended changes.

Attachments:

1. Financial Policies
2. Investment Policy

CITY OF COLFAX

ADMINISTRATIVE POLICIES AND PROCEDURES

Subject: Financial Policies
 Effective Date: June 09, 2021
 Resolution: Resolution №. 27-2021
 Previous Resolutions: Resolution No. 20-2019, Resolution No. 29-2014

PURPOSE

The City of Colfax is accountable to the community for the use of public dollars. Municipal resources will be used wisely to ensure adequate funding for the services, public facilities and infrastructure necessary to meet the community's present and future needs.

This policy document establishes a comprehensive set of financial guidelines for the City that will assist elected officials and staff in the development of fiscal management practices and serve as a guideline for operational and strategic decision-making related to financial management of the City.

These policies will be reviewed annually as part of the budget process and amended as necessary to guide the City in maintaining its financial stability.

GOALS AND OBJECTIVES

- Guide the City Council and management policy decisions that have significant fiscal impact
- Maintain and protect City assets and infrastructure
- Employ balanced and fair revenue policies that provide adequate funding for desired programs
- Set forth operating principles that minimize the cost of government services and minimize financial risk
- Promote sound financial management by providing accurate and timely information on the City's financial condition
- Ensure the legal use of financial resources through an effective system of internal controls
- Promote cooperation and coordination with other governments and the private sector in the financing and delivery of services
- Protect the City's credit rating and provide for adequate resources to meet the provision of the City's debt obligations on all municipal debt
- Maintain appropriate financial capacity for present and future needs

PROCEDURES AND GUIDELINES

This document discusses the most important elements of financial management in one comprehensive centralized format and is organized into the following areas of discussion:

- A. Operating Budget
- B. Revenues
- C. Expenditures
- D. Cash Management and Investments
- E. Capital Financing and Debt Management
- F. Fund Accounting and Reserve Fund Policies
- G. Financial Reporting

A. Operating Budget

1. The budget will be adopted by the City Council no later than June 30th of each year.
 - a. The City Manager will develop and present a biennial budget.
 - b. The City should strive to develop a multi-year financial plan that is updated as part of the periodic budget process.
2. A calendar of events related to budget development will be presented to City Council by April 1st of each year.
 - a. Scheduled activities will encourage early involvement with the City Council and the public.
3. A balanced provisional budget will be presented to City Council for review and adoption with total projected expenditures not exceeding total estimated revenues.
 - a. The budget will be developed in a way that facilitates public study and effectively communicates key economic and fiscal issues to City Council and the public.
 - b. Actual revenues, expenditures, reserve balances and fund balances for the prior fiscal year and estimates for the current year will be provided.
 - c. Forecasts require clearly stated assumptions. Estimations should be conservative but reasonable.
 - d. The City budget must comply with the annual determination of the City's appropriations limit calculated in accordance with Article XIII B of the Constitution of the State of California and must adopt an annual resolution to this effect.
 - e. One-time revenue sources are not to be relied upon to fund ongoing operations.
 - f. Should it be necessary, City Council may approve a planned use of accumulated fund balances in prior years for inclusion in the budget.
 - g. A multi-year capital improvement plan should be developed so that project priorities and debt capacity can be analyzed.
4. The Finance Department will maintain a system for monitoring the City's budget performance.
 - a. The City Manager will provide the City Council with a mid-year review of the City's financial activities. The review will be presented in February and compare annual budget projections with actual results.

B. Revenues

1. The City will strive to maintain a diversified and stable revenue base to minimize the impact of economic fluctuation.
 - a. Revenue forecasts shall be realistically estimated and based on the best information available. The City will follow a vigorous policy of collecting revenues.
 - b. Trends analyzing the dependence on distinct revenue sources shall be included in the budget documents for consideration by the City Council.
2. The City will seek out, apply for, and effectively administer federal, state, and other grants that address the City's current operating and capital priorities.
 - a. All potential grants will be carefully examined for matching requirements.
 - b. Grants may be rejected if programs must be continued with local resources after grant funds are exhausted.
3. The City shall develop and maintain a comprehensive list of various fees and charges.
 - a. The City should strive to cover the full cost of providing non-tax and discretionary fee-based service operations except to the extent that City Council approves defined subsidy levels by program area.
 - b. Enterprise funds will have revenues sufficient to meet all cash operating expenses, capital expenses, approved cash reserves and any debt service.
 - c. Rate studies should be conducted periodically (three to five years) to ensure the proper balance of costs and service charges.
4. Economic downturns and gaps in cash flow will be addressed as soon as recognized.
 - a. Council must approve inter-fund loans, except for short-term working capital loans.
 - i. Short-term inter-fund loans for working capital to provide cash for Council-approved reimbursable grants and projects, are permitted.
 - ii. Short-term working capital loans are also permitted for temporary (less than one year) timing differences in cash flows when expenditures are incurred before revenue is collected.
 - iii. Interfund loans will not be used to solve ongoing structural budget issues and will not hinder the accomplishment of any function or project for which the lending fund was established.
 - b. Deficit financing and borrowing to support on-going operations is not the policy of the City as a response to long-term revenue shortfalls
 - i. Revenue forecast will be revised and expenses will be reduced to conform to the revised long-term forecast
 - ii. Revenue increases will be considered as appropriate.
5. The City will review contracts and leases, which result in revenues to the City on a timely basis in order to provide for careful evaluation by the City Council.

C. Expenditures

1. The City will propose operating expenditures, which can be supported from ongoing revenues.
 - a. Before the City undertakes any agreements that would create fixed on-going expenses, the cost implications of such agreements will be fully determined for current and future years.

- b. The City will invest in technology and other efficiency tools to maximize productivity
 - c. The City will hire additional staff only after the need of such positions has been demonstrated and documented.
 - d. The City will strive to pay competitive market level compensation to its employees.
 - e. All compensation planning and collective bargaining will focus on the total cost of compensation, which includes salary, health care benefits, paid leave, pension contribution and other benefits.
2. The City will maintain expenditure categories according to state statute and administrative regulation.
 3. Costs of service will be budgeted and charged to the fund performing the service. Cost allocation methodology will be reviewed and approved in the annual budgeting process.

D. Cash Management and Investments

1. The City's investment policy will be reviewed annually as part of the budget process.
2. The responsibility of investing City funds rests with the City Manager and Finance Director who are to exercise due diligence to adhere to the investment policy. Quarterly (or more frequent) reports will be provided to City Council presenting a summary of the portfolio status and compliance with the conditions set forth in the investment policy.
3. Investments shall be made in conformance with the City's investment policy with the primary objectives of:
 - a. Preservation of Capital and protection of Principal
 - b. Maintenance of sufficient liquidity to meet operating needs
 - c. Security of City Funds and investments
 - d. Maximization of return on the portfolio

E. Capital Financing and Debt Management

1. The City will seek to maintain a high credit rating through sound financial practices as a basis for minimizing borrowing costs.
2. Major capital improvement projects will be funded using the most financially prudent method available.
 - a. The City will make every effort to use pay-as-you-go financing for capital improvement projects. Debt financing for a project can be used if the overall project cost exceeds anticipated available resources and/or if the cost of financing is favorable as compared to the use of City investment holdings over the financing term.
3. The City will monitor all forms of debt annually in conjunction with the budget preparation process and report concerns and remedies, if necessary, to City Council. The City will diligently monitor its compliance with bond covenants.
4. The City will not issue long-term debt to finance current operations. Debt financing should only be used for long-term capital improvement projects with a useful life exceeding the term of the financing and for which the project revenues or specific identified revenue sources are sufficient to service the long term debt.
5. The City will use a lease-purchase method of financing for equipment if the lease rates are more favorable than the City's expected overall investment rate of return.

F. Fund Accounting and Reserve Fund Policies

1. The City will use Governmental Accounting Standards Board (GASB) definitions of fund balance for the annual financial reports (audits) and for all other financial reporting.
2. Fund Descriptions are as follows:
 - a. Governmental Funds
 - i. General Fund – The General Fund is the primary operating fund of the City. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.
 - ii. Special Revenue Funds – Used to account for revenues derived from specific taxes or other earmarked revenue sources. They are usually required by statute or other local ordinance to finance particular governmental functions or activities.
 - iii. Capital Projects Funds – Used to account for and report financial resources that are restricted, committed or assigned to expenditures for capital outlays
 - iv. Debt Service Funds – Used to account for and report financial resources that are restricted, committed or assigned to expenditure for principal and interest, even if it is being accumulated for future year’s payments.
 - b. Business Activity Funds
 - i. Enterprise Funds (Sewer) – Used to account for the operations of self-supporting governmental activities that render services or goods to the public.
 1. The intent of the City is that the costs of providing goods and services to the general public on a continuing basis be financed and recovered primarily through user charges.
3. The City will maintain Reserve Fund Balances in an effort to stabilize the City’s fiscal base for unpredictable fluctuations in major revenues, protect against reducing service levels or raising taxes and fees due to revenue shortfalls or unpredicted one-time expenditures, and provide for innovative opportunities for the betterment of the community.
 - a. General Fund Revenue Reserve – The City’s fiscal goal is to maintain annual expenditure increases at a sustainable growth rate, and to limit expenditures to anticipated revenue in order to maintain a balanced budget. The City target is to maintain an unrestricted fund balance of 25% of annual operating expenditures for the fiscal year. This target will:
 - i. Provide liquidity necessary to accommodate the City’s uneven cash flow, which is inherent in its periodic tax collection schedule.
 - ii. Provide approximately three (3) months of operating expenses,
 - iii. Adhere to Government Finance Officers Association (GFOA) recommendation that a minimum General Fund unrestricted fund balance to be maintained of no less than either two (2) months of regular operating revenues or expenditures.
 - iv. Provide liquidity to respond to contingent liabilities.
 - b. Sewer Revenue Reserve – The City target is to maintain a fund balance reserve of 25% of annual operating expenditures for the fiscal year. This target will:
 - i. Provide approximately three (3) months of operating expenses.
 - c. General or Sewer Fund revenues remaining at the end of the City’s fiscal year, unless encumbered, will be allocated to the revenue reserves.
 - i. Additional reserve funds may be established by the City Council based on recommendation of the City Manager such as:
 1. Capital Improvement Reserve

2. Equipment Reserves
 3. Community Fund Reserve
- d. City Council action is required for appropriation of reserves (except replacement reserves).

G. Financial Reporting

1. The City's accounting and financial reports are to be maintained in conformance with Generally Accepted Accounting Practices (GAAP) as applied to governmental units.
2. An annual financial audit will be performed by an independent public accounting firm familiar with municipal government activities. The independent auditor will issue an audit opinion and will present the audit report and discuss audit findings to the City Council. The City encourages the rotation of audit service providers on a periodic basis.
3. A fiscal impact statement will be provided in each staff report submitted to the City Council as part of the City Council agenda process.
4. The City has established Capitalization thresholds as follows:
 - a. Land purchases at any value
 - b. Equipment - \$5,000
 - c. Buildings and facility improvements - \$25,000
 - d. Infrastructure - \$100,000
5. All grants and other federal and state funds shall be managed to comply with the laws, regulations, and guidance of the grantor.

CITY OF COLFAX

ADMINISTRATIVE POLICIES AND PROCEDURES

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

SCOPE AND AUTHORITY

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

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

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

INVESTMENT OBJECTIVES

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

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

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

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

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

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

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

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

INVESTMENT STRATEGY

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

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

ALLOWABLE INVESTMENT INSTRUMENTS

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

REPORTING 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.

SPECIAL MEETING AGENDA PACKAGE
MAY 29, 2024
PUBLIC WORKSHOP SESSION: 2:00 PM

2B. Risk Assessment Process

The Fiscal Year 2017-2018 audit report included a recommendation for the City to include a discussion in the annual budget process to identify risks with the City that could result in fraud or material misstatement. Staff met in May on this topic and the meeting minutes are attached. Council and public discussion is encouraged on this topic.

Attachments:

1. Risk Assessment Review Meeting – Meeting Summary Minutes

Risk Assessment Review Meeting

May 15, 2024

3:00 PM

Colfax City Hall

Meeting Summary Minutes

Attendees:

Walker, Ron - City Manager
Ryan, Tim - City Treasurer
Stahl, Shanna - Administrative Services Officer
Heath, Cecelia – Accounting Technician

This meeting was held at City Hall on Wednesday, May 15, 2024.

Risk Assessment Process: It was recommended in previous financial audit reports that the City expand its annual budget process to include a formal risk assessment process to identify risks within the City that could result in fraud or material misstatement of the financial statements, and then implementation of internal controls to mitigate those identified risks.

City staff has established the practice of meeting at least once annually to address and monitor this topic. This process is a tool to effectively identify areas of fraud risk within the organization and with a focus on the review of potential fraud schemes and the internal controls in place to prevent or detect those schemes.

At this meeting the following was reviewed:

- Reviewed list of “indicators” of financial stress (internet research) that could indicate fraud or misstatement of financials in an organization:
 - Not paying vendors timely
 - Not making loan payments
 - Allowing customers to remain delinquent
 - Weak or non-existent accounting practices
 - Exorbitant salaries
 - Misuse or lack of competitive bidding process
 - Making loans without expectation of payback
 - Related party transactions
 - Personal use of City assets
 - Falsification of public records
 - Absence of Management Reviews/Oversight on financial transactions
 - Inadequate or missing records

- Conducted a brainstorming session to review any City risk areas for fraud or material misstatement.
 - The primary way to prevent fraud is to reduce opportunities for fraud to occur.
- Discussed existence of current policies, procedures, and training to minimize fraud and/or misstatement of City Financials:
 - Whistleblower Policy,
 - Administrative Policies and Procedures
 - Investment Policy.
 - Employee Handbook (code of conduct)
 - Anonymous complaint process
 - Ethics Training
 - Form 700 Reporting
 - Cyber Security Training program for all staff and consultants (new)
 - Segregation of duties and multiple levels of review in financial processes
 - Annual Audit process which includes staff and council risk interviews.
 - Continued cyber security training program for all staff and consultants

SUMMARY

Staff did not identify any new risk areas for the City. Staff consensus is that current policies, procedures, training and oversight are adequate to reduce any opportunities for fraud within City operations or misstatement of City Financials. This report will be presented for information to the City Council at the budget workshop May 29, 2024.

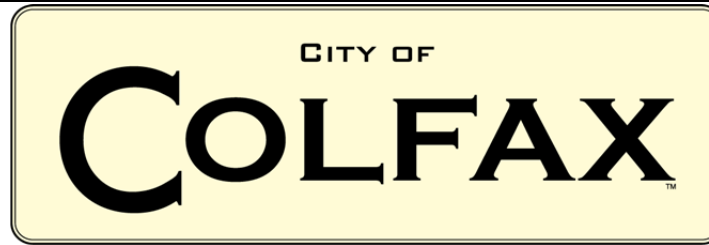
SPECIAL MEETING AGENDA PACKAGE
MAY 29, 2024
PUBLIC WORKSHOP SESSION: 2:00 PM

2C. Review of Fiscal Year 2024-2025 and Fiscal Year 2025-2026 Preliminary Budget

The City of Colfax staff has prepared a preliminary biennial budget for fiscal year 2024-2025 and 2025-2026.

Attachments:

1. Preliminary Budget – May 2024



CITY OF COLFAX - CALIFORNIA

BUDGET

FISCAL YEARS 2024-2025 AND 2025-2026

Preliminary for Budget Workshop – May 29, 2024

City Council

Kim Douglass, Mayor

Sean Lomen, Mayor Pro-Tem

Trinity Burruss, Council Member

Caroline McCully, Council Member

Larry Hillberg, Council Member

City Manager

Ron Walker

Administrative Services Officer

Shanna Stahl

**City of Colfax - Adopted Budget
For the Fiscal Years 2024-2025 and 2025-2026
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CITY OF COLFAX
Adopted Budget for Fiscal Years 2024-2025 and 2025-2026
Management Budget Memo

June 2024

Honorable Mayor and Members of the Colfax City Council

City staff is pleased to present the Fiscal Year 2024-2025 and Fiscal Year 2025-2026 Annual Operating Budgets for the City of Colfax. The Annual Budget provides the framework for the delivery of public services to the City. This budget document presents staff's recommendation of a spending plan consistent with projected funding availability, public and City Council goals, efficient and effective service delivery to the community, existing contractual agreements and legal requirements. The proposed budget is balanced, with expenditure amounts in the General Fund and Enterprise Funds within projected revenues and available non-restricted funds, while providing for contributions toward prudent fund balance reserves.

Budget Highlights and Assumptions

Staffing

The City directly allocates costs to the funds and departments that directly benefit from those costs. For payroll and employee benefit expenses, a percentage allocation is utilized during the payroll process. The percentage allocation is developed from a review of each staff position and its related functions during the budget review and preparation process. The cost of payroll related expense and employee benefits costs are allocated using the same percentage allocation.

Staffing levels for the forecasted two years are consistent with current approved staffing levels. Consistent with previous years, a Cost-of-

Living Adjustment (COLA) has been budgeted effective July 1, 2024 and July 1, 2025. The COLA in recent years has been based on Consumer Price Index for Urban Wage Earners and Clerical Workers. For budgeting purposes, an increase of 3% has been used for estimating labor costs. In addition, a provision has been estimated for between 2.5% or 5% in merit increases at employee anniversary dates. These increases are projected for both represented and non-represented employees. These estimates are in accordance with the current Memorandum of Understanding with our labor union which expires on June 30, 2026.

Payroll related expenses and employee benefit costs include: employer payroll taxes, workers compensation insurance, employer portion of CalPERS retirement benefits, health and dental insurance through a Section 125 Cafeteria plan, and life insurance for employees. The City also provides a Section 457 deferred compensation plan and Flexible Spending Account (FSA) plan – employee contributions only (no City cost).

Due to fluctuating needs of some administrative functions, the City continues to contract services with outside agencies and service providers. The functions that are currently contracted are:

- Attorney Services
- Finance Services
- Planner Services
- Building Services
- Engineering Services

Estimates for these functions are consistent with previous year's activity and current contracts. In addition to these ongoing functions an expense estimates are included for a Grant consultant and City newsletter editor. Expense estimates for Human Resource consulting,

Labor law assistance and Defense attorney services have also been included.

General Funds

Sales and Use Tax is the largest revenue source in the City General Fund and in recent years has accounted for 50-60% of total unrestricted revenues. Annual sales tax revenues have decreased slightly in the last couple of years. We are projecting a conservative 1% increase for both budget years over the projection for the current year. The total projection accounts for 50% of total General Fund revenues.

Property Taxes are the second largest revenue source in the General Fund and staff estimates growth of 5% in this revenue category for both budget years.

The new hotel on South Auburn Street has brought increased Transient Occupancy tax to the City. We have estimated a conservative 2% increase in this category for both budget years with the addition of short-term rentals.

We are estimating that other licenses and permit revenues (business licenses, plan check fees, building permits, etc) will remain at current levels and are budgeted at zero growth.

Approximately one-third of general fund expenditures are for public safety services and specifically for the City contracts with Placer County for Sheriff and Fire services. The budget projection reflects a 3.0% increase in contracted costs for both fiscal years for Fire services and a 5.5% increase to Sheriff services. City staff labor costs (increases discussed in staffing section of this memo) are the next highest expenditure category in the general fund.

The projected forecast for General Funds includes \$78,396 in fiscal year 2024-2025 and \$82,000 in fiscal year 2025-2026 for funding capital projects (refer to capital project listing), funding General Fund capital reserves, and the City’s annual contribution to Streets and Roads operating expenses.

The scrutiny of City General Funds has been exhaustive since the economic downturn in 2008 and has afforded the City to establish committed and unassigned reserve balances reflected in the chart below.

General Fund - Unrestricted	Projected Balance 06/30/2024
Unrestricted - Committed - Operating	\$ 600,000
Unrestricted - Committed - Capital	\$ 400,000
Unrestricted - Committed - Pension	\$ 145,000
Unrestricted - Unassigned	\$ 2,600,000
Total Unrestricted	\$ 3,745,000

We have budgeted increases in committed reserves as follows:

- Operating – Current policy dictates that operating reserve will be 25% of anticipated operating expenses
- Capital – Established practice to allocate \$50,000 per year for Capital Reserve

Special Revenue Funds

Special revenue funds include:

1. Mitigation Fees – Conservative estimates for mitigation fee revenues have been forecasted for the completion of the Sierra Oaks Estates Development. Other pending projects mitigation fee revenues will be updated at mid-year and fiscal year budget reviews.
2. Support for Law Enforcement – The proposed budget includes an estimate of \$100,000 per year from the COPS grant. The balance of costs for the Sheriff contract is budgeted in the General Fund.
3. Transportation/Streets & Roads – The City receives funding for transportation funds processed through Placer County Transportation Planning Agency (PCTPA). The forecast for fiscal year 2024-2025 is based on projections provided by PCTPA and fiscal year 2025-2026 is projected at the same value. Funds received via the Transportation Development Act Tax (TDA) are first allocated to Transit costs and then available for Street and Road operations and maintenance. Expenses for transportation and street maintenance exceed the transportation funding therefore, the fund is supplemented from unrestricted General Funds and Gas Tax revenues.
4. Gas Tax funds - These funds are used to maintain the City's street lights – with residual funding being allocated to Streets and Roads operating expenses. Revenues are projected based on the latest State of California estimates.

Capital Projects

The proposed capital project list provides a detailed project listing and includes both City and grant/developer funded projects. Funding

sources for each project are identified. The projected projects for the two budget years are forecasted at \$9.4 million – of which \$8.3 million (88%) is funded by grants. The balance is funded by mitigation fees and operating funds.

The Wastewater Treatment Improvements project (which includes new WWTP equipment and Inflow/Infiltration (I/I) system improvements) is 100% grant funded. We anticipate completion of this project in early 2025-2026. Anticipated savings from the previous solar installation are not expected to be realized until fiscal year 2024-2025. The Road Rehab Improvements (CDBG Construction Grant) project is 89% grant funded. This project is expected to be completed and reimbursed in early 2024-2025. There is also the Shady Glen sewer consolidation planning application that will be funded upon approval. The City has already expended funds towards the planning application. Project estimates for the Shady Glen sewer consolidation are not currently available. Reimbursement of the planning efforts are expected in mid-year 2024-2025.

Sewer Enterprise Fund

The City intends to follow the recommendations from the formal Wastewater Rate Study that will be adopted in May of 2024. The recommendations from the Study included:

- Recommended rate adjustment of 2%, 3% or 4% effective July 1st each year for five years (through July 1, 2029).
- Maintain established operating reserves, debt service reserves required by loan agreement, short lived asset reserve required by grant/loan agreement, and capital replacement reserve to be funded annually.

A new Wastewater Rate Study will not be completed until June 2029.

Sewer Enterprise Funds that are not invested in capital assets are listed in chart below.

Enterprise (Sewer) Fund	Projected Balance 06/30/2024
Restricted Funds - Debt Reserves, Capital funds	\$ 1,075,814
Unrestricted - Committed - Operating	\$ 460,000
Unrestricted - Committed - Capital	\$ 600,000
Unrestricted - Unassigned	\$ 2,210,000
Total	\$ 4,345,814

We have budgeted increases in committed reserves as follows:

- Operating – Current policy dictates that operating reserve will be 25% of anticipated operating expenses
- Capital – Established practice to allocate \$100,000 per year for Capital Reserve

Fiscal Challenges and Opportunities

Although the unrestricted general fund revenues are modeled after recent years trends, the future of the economy is expected to be unsettled for the next couple of years. In addition, the inflation rates

will continue to impact the jurisdiction’s purchase power for current and future projects.

Cal PERS Retirement expenses are expected to continue increasing over the next five years. It is anticipated that Unfunded liabilities will continue to increase.

Conclusion

As in previous years, we are challenged with minimal resources to provide solid local government services. City Council and staff must continue to focus on finding and securing new or improved sources of revenue and be good stewards of taxpayers’ monies. The continued commitment to business recruitment and community promotion will align with goals set by Council.

Ron Walker
City Manager

CITY OF COLFAX
Fund Summary - Projected Revenues, Expenditures, Transfers and Fund Balance
For Fiscal Year 2024-2025

Fund Description	Fund #	Fiscal Year 2024-2025							
		Projected Fund Balance 07/01/2024	Projected Revenues	Operating Expenses	Grants/Other	Capital Projects	Reserves	Fund Transfers In (Out)	Projected Fund Balance 06/30/2025
General Fund - Unrestricted	100/120/570	\$ 2,600,482	\$ 2,643,300	\$ (2,574,925)			\$ (95,000)	\$ (182,073)	\$ 2,391,784
General Fund - Restricted									
Operating Reserve - 25%	100	600,000	-	-			45,000	-	645,000
Pension Liability Reserve	100	145,000	-	-			-	-	145,000
Capital Project Reserve	100	400,000	-	-			50,000	-	450,000
2% AB939 Landfill Diversion	571	-	-	-		-	-	-	-
Landfill - Postclosure Maintenance	572	860,776	120,000	(103,368)			-	-	877,408
Total General Fund - Restricted		\$ 2,005,776	\$ 120,000	\$ (103,368)	\$ -	\$ -	\$ 95,000	\$ -	\$ 2,117,408
Special Revenues					\$ -				
Mitigation Funds	210-17	586,383	61,780	-	-	-	-	(100,000)	548,163
Support Law Enforcement	218	-	100,000	(100,000)	-	-	-	-	-
CDBG - Program Income	244	-	6,000	(6,000)	-	-	-	-	-
Transportation - Streets/Roads	250	-	167,638	(310,582)	-	-	-	142,944	0
Gas Taxes	253	-	61,267	(22,000)	-	-	-	(39,267)	-
STA - Transit Capital Funds	257	47,905	-	-	-	-	-	-	47,905
Road Maintenance - SB1, RSTBG	258	274,851	57,600	-	-	-	-	(572,065)	(239,614)
Beverage/Oil Recycling/SB1383	270/280/290	1,080	37,500	-	-	-	-	-	38,580
Fire Capital Fund	292	95,634	3,000	-	-	-	-	(50,000)	48,634
Fire Construction - Mitigation	342	78,855	7,000	-	-	-	-	-	85,855
Recreation Construction	343	78,856	7,000	-	-	-	-	-	85,856
Total Special Revenues		\$ 1,163,565	\$ 508,785	\$ (438,582)	\$ -	\$ -	\$ -	\$ (618,388)	\$ 615,380
Capital Projects - GF									
Administration/Planning		-	-	-	-	(40,000)	-	40,000	-
Buildings & Grounds		-	-	-	20,000	(88,396)	-	88,396	20,000
CDBG		(425,943)	-	-	3,482,644	(3,628,766)	-	572,065	-
Other		-	-	-	560,000	(660,000)	-	100,000	-
Total Capital Projects - GF		\$ (425,943)	\$ -	\$ -	\$ 4,062,644	\$ (4,417,162)	\$ -	\$ 800,461	\$ 20,000
Enterprise Funds									
WWTP, Collection System, Debt Service	560, 561, 563	2,209,889	2,319,838	(2,157,761)	-	-	(192,500)	(147,842)	2,031,624
Capital Projects		-	-	-	1,880,832	(2,048,674)	-	167,842	-
Operating Reserve - 25% (Restricted)		485,000	-	-	-	-	55,000	-	540,000
Sewer Connections - Restricted	564	321,775	-	-	-	-	-	-	321,775
Short Term Asset Reserve (Restricted)		315,065	-	-	-	-	37,500	(20,000)	332,565
Loan Payment Reserve (Restricted)		438,974	-	-	-	-	-	-	438,974
Capital Projects - Reserve		600,000	-	-	-	-	100,000	-	700,000
Total Enterprise Funds		\$ 4,370,703	\$ 2,319,838	\$ (2,157,761)	\$ 1,880,832	\$ (2,048,674)	\$ -	\$ -	\$ 4,364,938
TOTAL ALL FUNDS		\$ 9,714,583	\$ 5,591,923	\$ (5,274,637)	\$ 5,943,476	\$ (6,465,836)	\$ -	\$ -	\$ 9,509,509

CITY OF COLFAX
Fund Summary - Projected Revenues, Expenditures, Transfers and Fund Balance
For Fiscal Year 2025-2026

		Fiscal Year 2025-2026							
Fund Description	Fund #	Projected Fund Balance 07/01/2025	Projected Revenues	Projected Expenses	Grants/Other	Capital Projects	Reserves	Fund Transfers In (Out)	Projected Fund Balance 06/30/2026
General Fund - Unrestricted	100/120/570	\$ 2,391,784	\$ 2,685,965	\$ (2,615,217)		\$ -	\$ (60,000)	\$ (229,585)	\$ 2,172,946
General Fund - Restricted									
Operating Reserve - 25%	100	645,000	-	-			10,000	-	655,000
Pension Liability Reserve	100	145,000	-	-			-	-	145,000
Capital Project Reserve	100	450,000	-	-			50,000	-	500,000
AB939	571	-						-	-
Landfill - Postclosure Maintenance	572	877,408	120,000	(106,764)				-	890,644
Total General Fund - Restricted		\$ 2,117,408	\$ 120,000	\$ (106,764)	\$ -	\$ -	\$ 60,000	\$ -	\$ 2,190,644
Special Revenues					\$ -				
Mitigation Funds	210-17	548,163	37,320	-	-			-	585,483
Support Law Enforcement	218	-	100,000	(100,000)	-			-	-
CDBG - Program Income	244	-	6,000	(6,000)	-			-	-
Transportation - Streets/Roads	250	0	167,638	(334,490)	-	-		166,852	0
Gas Taxes	253	-	61,267	(22,000)	-	-		(39,267)	-
STA - Transit Capital Fund	257	47,905	-	-	-	-		-	-
Road Maintenance - SB1, RSTBG	258	(239,614)	57,600					-	(182,014)
Beverage/Oil Recycling/SB1383	270/280/290	38,580	37,500	0	-	-		-	76,080
Fire Capital Fund	292	48,634	3,000	-	-			-	51,634
Fire Construction - Mitigation	342	85,855	7,000	-	-			-	92,855
Recreation Construction	343	85,856	7,000	-	-			-	92,856
Total Special Revenues		\$ 615,380	\$ 484,325	\$ (462,490)	\$ -	\$ -	\$ -	\$ 127,585	\$ 716,895
Capital Projects - GF									
Administration/Planning		-	-	-	-	(50,000)		50,000	-
Buildings & Grounds		20,000	-	-	-	(40,000)		40,000	20,000
Streets & Roads - CDBG		-				(12,000)		12,000	-
Other									
Total Capital Projects - GF		\$ 20,000	\$ -	\$ -	\$ -	\$ (102,000)	\$ -	\$ 102,000	\$ 20,000
Enterprise Funds									
WWTP, Collection System, Debt Service	560, 561, 563	2,031,624	2,391,501	(2,208,514)	-	-	(147,500)	-	2,067,112
Capital Projects		-			2,114,331	(2,249,331)			(135,000)
Operating Reserve - 17% (Restricted)		540,000			-		10,000		550,000
Sewer Connections - Restricted		321,775	-		-				321,775
Short Term Asset Reserve (Restricted)		332,565			-	(47,000)	37,500		323,065
Loan Payment Reserve (Restricted)		438,974			-				438,974
Capital Projects - Reserve		700,000			-		100,000		800,000
Total Enterprise Funds		\$ 4,364,938	\$ 2,391,501	\$ (2,208,514)	\$ 2,114,331	\$ (2,296,331)	\$ -	\$ -	\$ 4,365,926
TOTAL ALL FUNDS		\$ 9,509,509	\$ 5,681,791	\$ (5,392,985)	\$ 2,114,331	\$ (2,398,331)	\$ -	\$ -	\$ 9,466,411

City of Colfax
Budget - Staffing Personnel Equivalents
For the Fiscal Years 2024-2025 and 2025-2026

<u>Employees/Temporary Staff</u>	<u>Status</u>	<u>Union</u>	<u>Current</u>	<u>Budget</u>	
				<u>FY2024-2025</u>	<u>FY2025-2026</u>
City Manager	Full-time	No	1.0	1.0	1.0
City Clerk	Full-time	No	1.0	1.0	1.0
Customer Service Representative	Part-Time	No	0.5	0.5	0.5
Customer Service Representative	Part-Time	No	0.5	-	-
Accounting Technician	Full-time	No	1.0	1.0	1.0
Administrative Services Officer	Full-time	No	1.0	1.0	1.0
Chief Plant Operator	Full-time	Yes	1.0	1.0	1.0
Sewer Operator II	Full-time	Yes	1.0	1.0	1.0
Sewer Operator II	Full-time	Yes	1.0	1.0	1.0
Public Works Supervisor	Full-time	Yes	1.0	1.0	1.0
Maintenance Worker I	Full-time	Yes	1.0	1.0	1.0
Maintenance Worker I	Full-time	Yes	1.0	1.0	1.0
Maintenance Worker I	Full-time	Yes	1.0	1.0	1.0
Maintenance Worker I	Full-time	Yes	1.0	1.0	1.0
TOTAL			13.0	12.5	12.5

<u>Consultants/Contract Services</u>	
Fire/Sheriff Services (Placer County)	Contracted Services
Attorney Services	Contracted Services
Building Services	Contracted Services
Engineering Services	Contracted Services
Finance Services	Contracted Services
Information Technology Support	Contracted Services
Planner Services	Contracted Services
Human Resources Consult Services	As Needed
Labor law Services/Defense Attorney	As Needed

City of Colfax Capital Expenditures Adopted Budget for Fiscal Year 2024-2025 and 2025-2026		Estimated Previous Year Expenditure	FY2024-2025 Capital Outlay	FY2025-2026 Capital Outlay	Estimated Future Year Expenditure	Total Project Cost	Funding and General Notes
Fund	Description						
Administration							
General Fund	Records Management System/Equipment	\$ -	\$ 40,000			\$ 40,000	
General Fund	Accounting Software Upgrade			\$ 50,000		\$ 50,000	
	Total Administration	\$ -	\$ 40,000	\$ 50,000	\$ -	\$ 90,000	
Buildings & Grounds							
292 - Fire Capital	Mold Remediation - Fire Station 36		\$ 50,000			\$ 50,000	Estimate \$50K
General Fund	ADA Project - 2025		\$ 20,000			\$ 20,000	One project per year
General Fund	ADA Project - 2026			\$ 20,000		\$ 20,000	One project per year
General Fund	Metal Storage Building for Corp Yard	\$ 18,947	\$ 18,396			\$ 37,343	Project carried forward from previous years - Increased cost
214	City Hall Lighting and Flooring upgrades		\$ -	\$ 20,000		\$ 20,000	City Hall upgrades to be funded by Mitigation Fees Fund 214 - City Buildings
	Total Buildings & Grounds	\$ 18,947	\$ 88,396	\$ 40,000	\$ -	\$ 147,343	
Streets & Roads							
Grant	Road Rehabilitation - CDBG Construction Grant/SB1 Funds	\$ 425,943	\$ 3,628,766	\$ -		\$ 4,054,709	CDBG Grant Funding and SB1 Road Maintenance Funds
Streets & Roads	Asphalt Roller	\$ -		\$ 12,000		\$ 12,000	
	Total Streets & Roads	\$ 425,943	\$ 3,628,766	\$ 12,000	\$ -	\$ 4,066,709	
Other							
Grant/Donations	Skate Park		\$ 660,000			\$ 660,000	Prop 68 Grant, Placer County Grant, Green Machine Donations, Local donations
	Total Other	\$ -	\$ 660,000	\$ -	\$ -	\$ 660,000	
Sewer Plant and Collection Systems							
Grant	CWSRF Construction Grant	\$ 7,460,511	\$ 1,822,832	\$ 2,114,331		\$ 11,397,674	SAF System, Solar, I&I repairs - 100% Grant
Grant	Sewer Consolidation Planning Application	\$ 52,000	\$ 58,000			\$ 110,000	
Sewer Operations	Metal Storage Building for WWTP	\$ 10,299	\$ 10,669			\$ 20,968	Project carried forward from previous years - Increased cost
Sewer Operations	Nitritax Sensor	\$ 10,705	\$ 17,173			\$ 27,878	Monitors wastewater nitrogen content
Sewer Operations	Pond 3 Access Road Improvements		\$ 70,000			\$ 70,000	
Sewer Operations	Crane Truck			\$ 100,000		\$ 100,000	Crane truck to pull pumps
Short term Asset Reserve	Membrane Filter Replacement		\$ -	\$ 27,000		\$ 27,000	Procure with short term asset reserve
Short term Asset Reserve	Spare Lift Station VFD's		\$ 20,000	\$ 20,000		\$ 40,000	Procure with short term asset reserve
Sewer Operations	Lift Station #5 Backup Motor		\$ 50,000			\$ 50,000	
Sewer Operations	Lift Station #2 Motor Replacement			\$ 35,000		\$ 35,000	
	WWTP	\$ 7,533,515	\$ 2,048,674	\$ 2,296,331	\$ -	\$ 11,878,520	
	TOTAL	\$ 7,978,404	\$ 6,465,836	\$ 2,398,331	\$ -	\$ 16,842,572	

CITY OF COLFAX
Fund Descriptions - General Funds

The General Fund receives all unrestricted money, which pays for departmental spending on the day-to-day operating costs for traditional City services. Major funding sources include property taxes, sales taxes, transient occupancy taxes, franchise fees, business license fees, building permits, and vehicle license fees. Most of the individual revenue sources are sensitive to changes in the economy, and most are not directly under the City's control.				
Fund	Dept	Fund Name	Fund Description	Budget Notes/Assumptions
100				
	100	Central Services	Central Service Department provides support for city-wide services consumed by all City departments. Services include copy machine costs, office supplies, animal control contracts. The department also includes an allocation for City wide audit services.	
	110	City Council	The City Council serves as the Board of Directors for the municipal organization providing policy direction and guidance to staff. The City Council consists of five members, elected at-large on a non-partisan basis. Members serve for four years, with overlapping terms. The City Council enacts city ordinances, establishes policies, hears appeals, adopts annual budget, sets salaries, represents the public, and maintains intergovernmental relations. The Mayor presides over the City Council meeting. Regular meetings of the Council are held on the second and fourth Wednesdays of every month. Council members also serve on regional and local boards, and on Council ad-hoc committees.	Council member stipends are projected at current rates of \$100 per month for members and \$150 per month for the mayor. The City Treasurer also receives a monthly stipend of \$100.
	120	Administration and Finance	The Administration and Finance Department implements the legislative actions of the City Council, provides for the City's administrative, fiscal, personnel, property management, public information, record keeping functions, maintaining the financial integrity, and managing the day-to-day financial operations of the City. In addition, staff manages labor relations and staff support, inter-governmental relations, business license administration, and insurance administration.	City staff and consultants are allocated to Fund/Departments based on annual estimates of tasks to be performed.
	160	City Attorney	The City Attorney prepares contracts, agreements, leases, and other legal documents, ordinances, and resolutions. The City Attorney advises the City Council and staff on legal matters, represents and defends the City in litigation and supervises outside Counsel activities in special areas.	City contracts with an outside attorney. Budget estimates of general fund legal expenses based on previous years' actual costs.
	200	Fire Department	The Fire Department's primary function and responsibility is to reduce the risk of life and property loss resulting from fire and hazardous materials incidents, and provide emergency medical assistance to the residents of Colfax. Fire protection services are provided primarily through the use of volunteers. Currently, management is provided by contract with Placer County using Cal Fire. Volunteer services are coordinated through the Cal Fire Fire Chief.	Budget estimates based on contract with Cal Fire - and projected expenses provided by Fire Chief.
	300	Sheriff	The Sheriff department is responsible for the enforcement of State laws and municipal ordinances, the prevention of crime, traffic, investigations, and apprehension of suspected criminals. The City contracts with Placer County for Sheriff services.	Budget estimates based on contract with Placer County. City also pays for booking fees.
	400	Building Dept	The Building Department administers and enforces the California Building Codes, other pertinent State and Federal Laws, and City ordinances regulating construction activities. The Department issues permits, collects fees, reviews construction plans for compliance, inspects construction projects, and provides information about the development.	City staff and consultants are allocated to Fund/Departments based on annual estimates of tasks to be performed.
	425	City Engineer	The Engineering Department is responsible for all engineering related functions of the City. The city engineer reviews development and construction plans for impact to road circulation, water drainage, and other City impacts. Additionally, the City Engineer is also responsible for the City's capital improvement program.	The City contracts with an outside Engineering firm on an hourly basis. Budget estimates of general fund engineering expenses based on previous years actual costs.
	450	Planning	The Planning Department oversees development and maintenance of the City General Plan, related community plans, design standards, zoning regulations and other development and design programs. It administers all City environmental review processes for public and private projects. Planning also coordinates projects through and administers all programs related to the Planning Commission. Planning also helps the City Manager develop and manage economic development programs.	The City contracts with an outside firm on an hourly basis. Budget estimates of general fund planning expenses based on previous years actual costs.

CITY OF COLFAX
Fund Descriptions - General Funds

The General Fund receives all unrestricted money, which pays for departmental spending on the day-to-day operating costs for traditional City services. Major funding sources include property taxes, sales taxes, transient occupancy taxes, franchise fees, business license fees, building permits, and vehicle license fees. Most of the individual revenue sources are sensitive to changes in the economy, and most are not directly under the City's control.				
Fund	Dept	Fund Name	Fund Description	Budget Notes/Assumptions
	500	City Buildings	The Building and Grounds Department is responsible for the maintenance of all City-owned buildings and adjacent grounds areas. Included are City Hall, Fire Stations, Depot, Courthouse, and the Corporation Yard.	City staff and consultants are allocated to Fund/Departments based on annual estimates of tasks to be performed.
	530	Parks and Rec	The Park and Recreation Department is responsible for maintaining the City's park and recreation gathering areas, and for the maintenance and upkeep of the landscaped areas surrounding City facilities.	City staff and consultants are allocated to Fund/Departments based on annual estimates of tasks to be performed.
571	N/A	2% AB939	State Assembly Bill 939 requires the reduction of Solid waste going into landfills through "diversion" - diverting garbage away from landfills and into recycling programs.	This surcharge is no longer collected.
572	N/A	27% Landfill	The City of Colfax adopted Resolution 20-92 on March 10, 1992 implementing a surcharge on all refuse disposal fees for costs of closure of the Colfax Landfill.	City is required to maintain a fund balance to cover postclosure period (30 years initially)

City of Colfax
 Proposed Budget
 For the Fiscal Year 2024-2025 and 2025-2026

General Fund
 Summary

Description	Actuals	Estimate	Preliminary Budget	
	2022-2023	2023-2024 MYR	2024-2025	2025-2026

REVENUES BY MAJOR CATEGORY

Property, Sales, and TOT Taxes	\$ 1,987,652	\$ 1,988,734	\$ 2,028,850	\$ 2,071,415
Franchise Fees	71,888	100,000	100,000	100,000
Licenses and Permits	109,547	98,292	82,700	82,700
Charges for Current Services	107,351	104,550	45,250	45,250
Revenue from Other Agencies	268,951	196,500	196,500	196,500
Other Sources of Revenues	178,596	203,500	184,000	184,100
Transfers In	3,009	6,000	6,000	6,000
TOTAL REVENUES	\$ 2,726,993	\$ 2,697,576	\$ 2,643,300	\$ 2,685,965

EXPENDITURES BY DEPARTMENT

100 Central Services	287,261	265,010	254,410	220,460
110 City Council	82,520	127,300	44,800	51,300
120 Administration and Finance	294,239	295,514	385,549	400,016
160 City Attorney	114,012	104,500	171,000	171,000
200 Fire Department	84,774	85,700	87,154	89,613
300 Sheriff Department	719,016	744,829	883,170	936,639
400 Building Department	78,210	75,000	80,400	85,400
425 Engineering	112,933	100,000	160,000	160,000
450 Planning	59,411	60,000	60,000	60,000
500 Buildings & Property	175,427	197,972	204,871	193,269
530 Parks And Recreation	141,364	163,472	157,571	161,519
120-XXX Land Development Fees	71,908	76,000	86,000	86,000
TOTAL EXPENDITURES	\$ 2,221,074	\$ 2,295,297	\$ 2,574,925	\$ 2,615,217

City of Colfax
 Proposed Budget
 For the Fiscal Year 2024-2025 and 2025-2026

General Fund
 Revenue Detail

		Actuals	Estimate	Preliminary Budget	
Description		2022-2023	2023-2024 MYR	2024-2025	2025-2026
<u>PROPERTY AND SALES TAXES</u>					
4010	Property Taxes	\$ 462,189	465,000	488,250	512,663
4015	Real Property Transaction Tax	7,754	20,000	15,000	15,000
4020	Sales and Use Taxes	1,338,670	1,336,734	1,350,000	1,363,500
4030	Cannabis Business Tax	37,033	37,000	43,000	45,000
4040	Transient Occupancy Tax	142,007	130,000	132,600	135,252
TOTAL TAXES		1,987,652	1,988,734	2,028,850	2,071,415
<u>FRANCHISES</u>					
4100	Franchises	71,888	100,000	100,000	100,000
TOTAL FRANCHISES		71,888	100,000	100,000	100,000
<u>LICENSES AND PERMITS</u>					
4200	Business Licenses	38,959	38,000	38,000	38,000
4205	SB1186 Fees Collected - 90%				
4210	Plan Check Fees	23,174	12,000	12,000	12,000
4220	Building Permits	42,801	30,000	30,000	30,000
4230	Nuisance Abatement Fees	600		600	600
4240	Encroachment Permits	2,580	1,500	1,500	1,500
4270	Sign Permits	1,433	500	600	600
4305	Fair Share Reimbursements	0	16,292	0	0
TOTAL LICENSES & PERMITS		109,547	98,292	82,700	82,700
<u>CURRENT SERVICE CHARGES</u>					
4605	Recreation Fees	1,328	3,500	4,000	4,000

City of Colfax
Proposed Budget
For the Fiscal Year 2024-2025 and 2025-2026

General Fund
Revenue Detail

	Description	Actuals	Estimate	Preliminary Budget	
		2022-2023	2023-2024 MYR	2024-2025	2025-2026
4620	Planning & Zoning Fees (Fund 120)	102,714	100,000	40,000	40,000
4630	Court Fines	3,296	1,000	1,200	1,200
4640	Copies & Reports	14	50	50	50
TOTAL CURRENT SERVICE CHARGES		107,351	104,550	45,250	45,250
REVENUE FROM OTHER AGENCIES					
4700	State Motor Vehicle License	2,093	2,500	2,500	2,500
4710	Motor Vehicle In-Lieu	184,726	164,000	164,000	164,000
4720	Revenues from Other Agencies	-	-	-	-
4760	Prop 172 - Public Safety	37,800	30,000	30,000	30,000
4560	State Grant	44,332	-	-	-
TOTAL FROM OTHER AGENCIES		268,951	196,500	196,500	196,500
OTHER SOURCES OF FUNDS					
4800	Rents and Leases	(3,364)	13,000	13,500	13,600
4810	Sign Rental & Leases	79,011	70,000	70,000	70,000
4815	Digital Sign Fees	600	500	500	500
4900	Miscellaneous	840	-	-	-
4905	Chicken Permits	2	-	-	-
4962	Reimbursements & Restitutions	-	-	-	-
4964	Accounting & Admin Reimb	-	-	-	-
4970	Insurance Refunds	-	-	-	-
4980	Interest Income	101,508	120,000	100,000	100,000
TOTAL OTHER SOURCES OF FUNDS		178,596	203,500	184,000	184,100

City of Colfax
 Proposed Budget
 For the Fiscal Year 2024-2025 and 2025-2026

General Fund
 Revenue Detail

	Description	Actuals	Estimate	Preliminary Budget	
		2022-2023	2023-2024 MYR	2024-2025	2025-2026
TRANSFERS IN					
4998	Transfer In	3,009	6,000	6,000	6,000
	TOTAL TRANSFERS IN	3,009	6,000	6,000	6,000
	TOTAL GENERAL FUND REVENUE	\$ 2,726,993	\$ 2,697,576	\$ 2,643,300	\$ 2,685,965

City of Colfax
Proposed Budget
For the Fiscal Year 2024-2025 and 2025-2026

General Fund Departmental Detail
Department 100
Central Services

Description	Actuals	Estimate	Preliminary Budget	
	2022-2023	2023-2024 MYR	2024-2025	2025-2026
SUPPLIES AND EQUIPMENT				
5201 Materials and Supplies	\$ 6,291	\$ 10,000	\$ 9,000	\$ 9,000
5220 Copy Machine	3,287	4,000	4,000	4,000
COMMUNICATIONS				
5410 Postage	2,667	3,000	3,500	3,500
5420 Telephone/Internet	8,021	8,500	8,500	8,500
5440 Printing and Advertising	2,063	3,310	3,310	3,310
CONTRACTED SERVICES				
5510 Animal Control Contract	25,292	25,000	40,400	40,400
5560 Software Maintenance Contract	1,776	3,500	1,500	1,500
5650 Auditors	10,677	13,500	13,500	13,500
5660 Professional Services	14,282	4,000	3,000	3,000
5665 Legal Fees	137,417	100,000	70,000	30,000
RESOURCE DEVELOPMENT				
5810 Memberships and Dues	5,006	5,000	5,500	5,500
OCCUPANCY				
6120 Utilities	13,188	13,000	14,000	14,000
MISCELLANEOUS				
8250 Miscellaneous	1,309	-	-	-
8252 Bank Charges	3,274	3,400	3,400	3,400
8260 Property Tax Admin Costs	7,632	8,000	8,500	8,500
8300 Payment to Other Agencies	3,399	3,500	3,500	3,500
8320 LAFCO Fees - Placer County	2,302	2,300	2,300	2,300
8400 Insurance and Bonds	39,380	55,000	60,500	66,550
TOTALS	\$ 287,261	\$ 265,010	\$ 254,410	\$ 220,460

City of Colfax
 Proposed Budget
 For the Fiscal Year 2024-2025 and 2025-2026

General Fund Department Detail
 Department 110
 City Council

Description	Actuals	Estimate	Preliminary Budget	
	2022-2023	2023-2024 MYR	2024-2025	2025-2026
PERSONNEL				
5060 Council Member Stipends	\$ 6,600	\$ 7,800	\$ 7,800	\$ 7,800
5110 Social Security Taxes	505	650	650	650
SUPPLIES AND EQUIPMENT				
5201 Materials and Supplies	200	1,000	1,000	1,000
COMMUNICATIONS				
5430 Internet/Website	-	1,500	1,500	1,500
5440 Printing & Advertising	-	250	250	250
CONTRACTED SERVICES				
5660 Professional Services	50,667	93,600	3,600	3,600
RESOURCE DEVELOPMENT				
5815 Conferences & Meetings	3,048	1,000	5,500	10,000
5820 Education and Training	-	1,000	1,000	1,000
5830 Travel and Mileage Reimbursement	-	500	500	500
MISCELLANEOUS				
8263 Economic Development - Event support	21,500	20,000	23,000	25,000
TOTALS	\$ 82,520	\$ 127,300	\$ 44,800	\$ 51,300

City of Colfax
 Proposed Budget
 For the Fiscal Year 2024-2025 and 2025-2026

General Fund Departmental Detail
 Department 120
 Administration and Finance

Description	Actuals	Estimate	Preliminary Budget	
	2022-2023	2023-2024 MYR	2024-2025	2025-2026
PERSONNEL				
5010 Salaries and Wages	\$ 144,303	\$ 120,000	\$ 197,426	\$ 211,578
5110 Social Security Taxes	11,739	11,226	15,103	16,186
5115 Employment & Training Tax	620	863	1,168	1,176
5120 Worker's Compensation	9,038	12,100	17,302	18,285
5130 Health & Life Insurance	21,318	16,515	31,636	31,636
5160 Retirement	18,589	12,110	17,214	18,455
5170 Auto Allowance	2,310	2,400	5,200	5,200
5175 Temporary Services	-	-	-	-
5180 Cell Phone Allowance	-	-	1,300	1,300
SUPPLIES AND EQUIPMENT				
5201 Materials & Supplies	959	-	-	-
COMMUNICATIONS				
5425 Cell Phone and Pagers	441	1,200	1,200	1,200
5440 Printing and Advertising	5,014	10,000	10,000	10,000
CONTRACTED SERVICES				
5560 Software Maintenance Contract	2,823	4,000	7,000	7,500
5660 Professional Services	64,719	90,000	60,000	60,000
RESOURCE DEVELOPMENT				
5815 Conference & Meetings	1,727	1,600	1,500	1,500
5820 Education & Training	2,225	5,000	8,000	8,000
5830 Travel & Mileage Reimbursement	1,688	3,000	3,500	3,500
MISCELLANEOUS				
8250 Miscellaneous	283	1,000	1,000	1,000
8270 Medical Expenses	2,140	2,000	1,000	1,000
8550 Election Costs	2,264	-	3,500	-
8600 Codification	2,040	2,500	2,500	2,500
TOTALS	\$ 294,239	\$ 295,514	\$ 385,549	\$ 400,016

City of Colfax
 Proposed Budget
 For the Fiscal Year 2024-2025 and 2025-2026

General Fund Departmental Detail
 Department 160
 City Attorney and Legal Fees

Description	Actuals	Estimate	Preliminary Budget	
	2022-2023	2023-2024 MYR	2024-2025	2025-2026

CONTRACTED SERVICES

5665 Legal Fees - City Attorney	114,012	104,500	171,000	171,000
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TOTALS	\$ 114,012	\$ 104,500	\$ 171,000	\$ 171,000
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City of Colfax
 Proposed Budget
 For the Fiscal Year 2024-2025 and 2025-2026

General Fund Departmental Detail
 Department 200
 Fire Department

Description	Actuals	Estimate	Preliminary Budget	
	2022-2023	2023-2024 MYR	2024-2025	2025-2026
PERSONNEL				
5120 Worker's Compensation	-	-	-	-
SUPPLIES AND EQUIPMENT				
5201 Materials & Supplies	-	-	-	-
5320 Vehicle Repairs & Maintanance	-	-	-	-
5325 Gas & Oil	-	-	-	-
COMMUNICATIONS				
5420 Telephone/internet	455	500	-	-
CONTRACT SERVICES				
5620 Fire Protection Services	77,250	80,000	81,954	84,413
5660 Professional Services	226	-	-	-
RESOURCE DEVELOPMENT				
5820 Education and Training	-	-	-	-
OCCUPANCY				
6120 Utilities	2,027	1,500	1,500	1,500
6125 Water	1,001	1,200	1,200	1,200
6140 Building Repairs & Maintenance	3,814	2,500	2,500	2,500
MISCELLANEOUS				
8250 Miscellaneous	-	-	-	-
8270 Medical Expenses	-	-	-	-
TOTALS	\$ 84,774	\$ 85,700	\$ 87,154	\$ 89,613

City of Colfax
 Proposed Budget
 For the Fiscal Year 2024-2025 and 2025-2026

General Fund Departmental Detail
 Department 300
 Sheriff Department

Description	Actuals	Estimate	Preliminary Budget	
	2022-2023	2023-2024 MYR	2024-2025	2025-2026

CONTRACTED SERVICES

5580 Booking Fees	-	1,000	1,000	1,000
5600 Placer County Sheriffs	708,177	735,329	872,170	925,639

OCCUPANCY

6120 Utilities	9,581	8,500	10,000	10,000
6140 Building Repairs & Maintenance	1,258			

TOTALS

\$ 719,016	\$ 744,829	\$ 883,170	\$ 936,639
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City of Colfax
 Proposed Budget
 For the Fiscal Year 2024-2025 and 2025-2026

General Fund Departmental Detail
 Department 400
 Building Department

Description	Actuals	Estimate	Preliminary Budget	
	2022-2023	2023-2024 MYR	2024-2025	2025-2026
SUPPLIES AND EQUIPMENT				
5201 Materials & Supplies	1,541	-	400	400
CONTRACTED SERVICES				
5660 Professional Services	76,669	75,000	80,000	85,000
TOTALS	\$ 78,210	\$ 75,000	\$ 80,400	\$ 85,400

City of Colfax
 Proposed Budget
 For the Fiscal Year 2024-2025 and 2025-2026

General Fund Departmental Detail
 Department 425
 Engineering

	Description	Actuals	Estimate	Preliminary Budget	
		2022-2023	2023-2024 MYR	2024-2025	2025-2026

CONTRACTED SERVICES

5540 Engineering Services

112,933	100,000	160,000	160,000
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TOTALS

\$ 112,933	\$ 100,000	\$ 160,000	\$ 160,000
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City of Colfax
 Proposed Budget
 For the Fiscal Year 2024-2025 and 2025-2026

General Fund Departmental Detail
 Department 450
 Planning

	Description	Actuals	Estimate	Preliminary Budget	
		2022-2023	2023-2024 MYR	2024-2025	2025-2026

CONTRACTED SERVICES

5570	Planning Services	59,411	60,000	60,000	60,000
8300	Payments to Other Agencies	-	-	-	-

TOTALS		\$ 59,411	\$ 60,000	\$ 60,000	\$ 60,000
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City of Colfax
 Proposed Budget
 For the Fiscal Year 2024-2025 and 2025-2026

General Fund Departmental Detail
 Department 500
 Buildings

Description	Actuals	Estimate	Preliminary Budget	
	2022-2023	2023-2024 MYR	2024-2025	2025-2026
PERSONNEL				
5010 Salaries and Wages	\$ 60,325	\$ 65,000	\$ 54,807	\$ 57,785
5040 Salary - Call back	3,663	-		-
5110 Social Security Taxes	4,810	5,795	4,193	4,421
5115 Unemployment and Training tax	769	445	324	321
5120 Worker's Compensation	4,709	5,939	6,725	6,992
5130 Health & Life Insurance	15,430	15,960	15,370	15,370
5150 Uniform Allowances	1,492	1,500	1,500	1,500
5160 Retirement	3,837	5,382	3,902	4,131
5175 Temporary Services	-	-	-	-
SUPPLIES AND EQUIPMENT				
5201 Materials and Supplies	18,495	25,000	30,000	30,000
5300 Equip. Repairs & Maintenance	1,519	2,500	2,000	2,500
5320 Vehicle Repairs & Maintenance	5,021	2,500	2,500	2,500
5325 Gas and Oil	2,834	3,500	3,500	3,500
5350 Tools Rental	511	1,500	1,500	1,500
COMMUNICATIONS				
5425 Cell phone and pagers	1,258	1,250	1,500	1,500
RESOURCE DEVELOPMENT				
5820 Education and Training	1,057	1,000	1,500	1,500
5830 Travel and Mileage Reimbursement	-	500	500	500
OCCUPANCY				
6100 Rents and Leases	5,000	5,000	5,000	5,000
6120 Utilities	22,973	27,000	32,000	32,000
6125 Water	3,206	4,200	4,300	4,500
6140 Building Repairs & Maintenance	11,907	20,000	30,000	14,000
6160 Security	6,611	4,000	3,750	3,750
TOTALS	\$ 175,427	\$ 197,972	\$ 204,871	\$ 193,269

City of Colfax
 Proposed Budget
 For the Fiscal Year 2024-2025 and 2025-2026

General Fund Departmental Detail
 Department 530
 Parks and Recreation

Description	Actuals	Estimate	Preliminary Budget	
	2022-2023	2023-2024 MYR	2024-2025	2025-2026
PERSONNEL				
5010 Salaries and Wages	\$ 59,541	\$ 65,000	\$ 54,807	\$ 57,785
5040 Salary - Call Back	3,663	-	-	-
5110 Social Security Taxes	4,750	5,795	4,193	4,421
5115 Unemployment and Training Tax	746	445	324	321
5120 Worker's Compensation	4,709	5,939	6,725	6,992
5130 Health Insurance	11,630	15,960	15,370	15,370
5150 Uniform Allowance	1,492	1,500	1,500	1,500
5160 Retirement	3,847	5,382	3,902	4,131
5175 Temporary Services	-	-	-	-
SUPPLIES AND EQUIPMENT				
5201 Materials and Supplies	14,790	16,000	17,000	17,000
5300 Equipment Repairs and Maintenance	4,113	3,000	3,000	3,000
5320 Vehicle Repair and Maintenance	5,121	2,500	2,500	2,500
5325 Gas & Oil	2,713	3,250	3,500	3,500
5350 Tool Rental	667	2,750	2,500	2,750
COMMUNICATIONS				
5425 Cell Phone and Pagers	1,258	1,200	1,500	1,500
RESOURCE DEVELOPMENT				
5820 Education and Training	1,057	1,000	1,500	1,500
5830 Travel and Mileage	-	500	500	500
OCCUPANCY				
6120 Utilities	5,271	5,000	5,500	5,500
6125 Water	13,912	22,000	22,000	22,000
6140 Repairs and Maintenance	1,325	5,000	10,000	10,000
6160 Security	760	1,250	1,250	1,250
TOTALS	\$ 141,364	\$ 163,472	\$ 157,571	\$ 161,519

City of Colfax
 Proposed Budget
 For the Fiscal Year 2024-2025 and 2025-2026

General Fund Departmental Detail
 Department 120-XXX
 Land Development Fees

Description	Actuals	Estimate	Preliminary Budget	
	2022-2023	2023-2024 MYR	2024-2025	2025-2026

COMMUNICATIONS

5440 Printing and Advertising	865	1,000	1,000	1,000
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CONTRACTED SERVICES

5540 Engineering Services	14,829	20,000	20,000	20,000
5570 Planning Services	30,450	50,000	60,000	60,000
5660/65 Professional Services	28,804	5,000	5,000	5,000
8250 Miscellaneous	(3,040)			

TOTALS	\$ 71,908	\$ 76,000	\$ 86,000	\$ 86,000
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City of Colfax
 Proposed Budget
 For the Fiscal Year 2024-2025 and 2025-2026

Landfill Post Closure Maintenance
 Fund #572

NUMBER	DESCRIPTION	Actuals	Estimate	Preliminary Budget	
		2022-2023	2023-2024 MYR	2024-2025	2025-2026
REVENUES					
4660	Landfill Closure Surcharge	\$ 157,095	\$ 95,000	\$ 120,000	\$ 120,000
	TOTAL REVENUE	\$ 157,095	\$ 95,000	\$ 120,000	\$ 120,000
EXPENDITURES					
5010	Salaries and Wages	34,310	23,000	29,002	30,894
5040	Salary - Call Back	625	800	800	800
5110	Social Security Taxes	2,568	2,934	2,219	2,363
5115	Unemployment & Training Tax	207	225	172	172
5120	Workmen's Compensation	2,360	3,007	3,558	3,738
5130	Health Insurance	5,116	6,225	5,510	5,510
5150	Uniform and Shoe Allowance	150	200	200	200
5160	Retirement	2,434	3,047	2,607	2,786
5175	Temporary Services	-	-	-	-
5201	Materials and Supplies	1,216	\$2,000	3,500	3,500
5325	Gas & Oil	565	700	700	700
5425	Cell Phone and Pagers	392	600	600	600
5660	Professional Services	6,498	13,000	7,500	7,500
5810	Membership and Dues	320	-	-	-
8300	Payments to Other Agencies	13,931	15,000	17,000	17,000
8400	Bonds and Insurance	3,321	6,000	6,000	6,000
8525	Testing and Monitoring	23,199	20,000	24,000	25,000
	TOTAL EXPENDITURES	\$ 97,210	\$ 96,738	\$ 103,368	\$ 106,764

CITY OF COLFAX
Fund Descriptions - Special Revenue Funds

Special Revenue Funds are used to account for revenues derived from specific taxes or other earmarked revenue sources. They are usually required by statute, or local ordinance to finance particular governmental functions or activities.			
Fund	Fund Name	Fund Description	Budget Notes/Assumptions
210-17	Mitigation Funds	The development fees for mitigation of traffic, drainage, trails, parks and recreation, city buildings, vehicles, and downtown parkings are necessary for community safety, welfare, and continued economic viability. The fees collected shall be expended only for the purposes mentioned.	The Skate Park is a planned capital project to utilize some of the parks & recreation mitigation fees.
218	Support Law Enforcement	Support Law Enforcement and COPS (Citizen Option for Public Safety): State of California appropriated special revenue funds to enhance law enforcement efforts in communities throughout the state. The funds are used primarily to enhance communications and records management, to improve information available to officers in patrol and other police services. The City has a contract with Placer County for police protection.	Budget assumes that the City will continue to receive annual COPS grant in the amount of \$100K. Funding is not constitutionally protected and is subject to reappropriation each year and may be eliminated at the discretion of the State Legislature, or by a veto of the Governor.
244	CDBG - Program Income	CDBG Program Income carried forward from previous years. Funds are restricted within CDBG guidelines.	Program Income less than \$25K per year can be "defederalized" and transferred to City General Funds.
250	Transportation /Streets & Roads	California Transportation Commission allocates funds for transit and transportation needs. Funds flow to the City as Local Transportation Funds (LTF) and State Transit Assistance (STA) through Placer County Transportation Planning Agency. STA funds can only be used for transit services. LTF funds must first be used on transit services, additional funds can be used for other transportation needs and streets/roads projects.	Funding levels based on Adopted apportionment approved by PCTPA.
253	Gas Taxes	The State currently imposes a 14 cent tax per gallon of gasoline, and allocates part of it to cities and counties on the basis of population and statutory formulas. These funds are restricted to use of street maintenance, traffic safety, and construction.	Expenses in fund include cost of street and traffic lights - residual of funds are transferred to Fund 250. Revenues projected at 5% increase.
258	SB1 Road Maintenance & Rehabilitation	This funding will be apportioned by formula to eligible cities and counties pursuant to Streets and Highways Code section 2032(h) for basic road maintenance, rehabilitation, and critical safety projects on the local streets and roads system.	This funding is being utilized to fund the CDBG Road Rehabilitation city match requirement.
270	Beverage Recycling	The Department of Resources Recycling and Recovery (CalRecycle) funds beverage container recycling and litter abatement projects. Expenses can be for education, recycling containers, etc.	No planned activity.
280	Oil Grant	The Department of Resources Recycling and Recovery (CalRecycle) funds	No planned activity.
290	SB1383 Local Assistance Grant	This Program provides funds to local jurisdictions to help implement SB 1383 requirements.	The City is working with R3 Consulting to manage the grant process and expenditures.
292	Fire Capital Fund	The City on occasion "rents" equipment and volunteers to help with out of county fires (strike team coverage). Net revenues of this fund is designated for capital costs associated with the Fire Department.	Balance in fund is reserved for facility improvements.
342	Fire Construction	The City collects .5 percent on the value of new construction. Net revenues of this fund is designated for capital costs associated with the Fire Department.	Balance in fund is reserved for facility improvements.
343	Recreation Construction	The City collects .5 percent on the value of new construction. Net revenues of this fund is designated for capital costs associated with City Recreation construction.	Balance in fund is reserved for replacement of current equipment and facility improvements.

City of Colfax
 Proposed Budget
 For the Fiscal Year 2024-2025 and 2025-2026

Supplemental Law Enforcement
 Fund #218

NUMBER	DESCRIPTION	Actuals	Estimate	Preliminary Budget	
		2022-2023	2023-2024 MYR	2024-2025	2025-2026

REVENUES

4560	State Grant	\$ 165,271	\$ 186,000	\$ 100,000	\$ 100,000
TOTAL REVENUE		165,271	186,000	100,000	100,000

EXPENDITURES

5600	Sheriff Protection Services	165,271	186,000	100,000	100,000
TOTAL EXPENDITURES		165,271	186,000	100,000	100,000

City of Colfax
 Proposed Budget
 For the Fiscal Year 2024-2025 and 2025-2026

Streets and Roads
 Fund #250

NUMBER	DESCRIPTION	Actuals	Estimate	Preliminary Budget	
		2022-2023	2023-2024 MYR	2024-2025	2025-2026

TRANSPORTATION FUND REVENUE

4280	Transportation Permit	\$ 180	\$ 100	\$ 100	\$ 100
4540	Local Transportation Fund	160,130	139,904	149,272	149,272
4541	State Transit Assistance Fund	18,998	18,896	18,266	18,266
4998	Transfer In	198,130	-	-	-
4980	Interest Earnings	-	-	-	-
Total Transportation Revenue		377,438	158,900	167,638	167,638

PERSONNEL

5010	Salaries and Wages	82,817	90,000	82,210	86,677
5040	Salary - Call Back	5,303	-	-	-
5110	Social Security Taxes	6,632	8,160	6,289	6,631
5115	Unemployment & Training Tax	1,100	627	486	482
5120	Worker's Compensation	6,628	8,362	10,087	10,487
5130	Health & Life Insurance	19,919	22,950	23,055	23,055
5150	Uniforms	1,830	1,500	1,500	1,500
5160	Retirement	5,328	7,551	5,854	6,197
5175	Temporary Services	-	-	-	-

SUPPLIES AND EQUIPMENT

5201	Materials and Supplies	19,822	20,000	28,000	28,000
5215	Snow Plowing	13,983	-	-	-
5219	Street Repair and Maintenance	96,468	100,000	100,000	100,000
5300	Equip. Repairs & Maintenance	11,300	3,000	3,000	3,000
5320	Vehicle Repairs	8,957	6,000	2,500	2,500
5325	Gas & Oil	4,247	6,000	6,000	6,000
5350	Tool Rental	5,006	1,750	1,500	1,750

City of Colfax
 Proposed Budget
 For the Fiscal Year 2024-2025 and 2025-2026

Streets and Roads
 Fund #250

NUMBER	DESCRIPTION	Actuals	Estimate	Preliminary Budget	
		2022-2023	2023-2024 MYR	2024-2025	2025-2026
COMMUNICATIONS					
5425	Cell phone and pagers	1,748	1,750	1,750	1,750
CONTRACTED SERVICES					
5540	Engineering Services	665	-	-	-
5560	Software Maintenance Contract	1,000	1,250	1,250	1,250
5590	Transit Services	-	-	-	15,611
5650	Auditors	1,109	1,500	1,500	1,500
5660	Professional Services	13,518	13,000	12,100	12,500
RESOURCE DEVELOPMENT					
5810	Membership and Dues	200	500	500	500
5820	Education and Training	1,838	1,000	1,500	1,500
5830	Travel and Mileage Reimbursement	-	350	250	250
OCCUPANCY					
6100	Rents and Leases	250	250	250	250
MISCELLANEOUS					
8400	Bonds and Insurance	13,604	19,000	21,000	23,100
TOTAL EXPENDITURES		323,271	314,501	310,582	334,490

City of Colfax
 Proposed Budget
 For the Fiscal Year 2024-2025 and 2025-2026

Gas Tax Fund
 Fund #253

NUMBER	DESCRIPTION	Actuals	Estimate	Preliminary Budget	
		2022-2023	2023-2024 MYR	2024-2025	2025-2026
REVENUE					
4050	Gas Tax 2103	\$ 16,643	\$ 21,392	\$ 17,902	\$ 17,902
4051	Gas Tax 2105	11,624	14,013	12,516	12,516
4052	Gas Tax 2106	12,241	13,485	12,744	12,744
4053	Gas Tax 2107	16,841	20,124	18,105	18,105
4980	Interest Income	-	-	-	-
Total Gas Tax Revenues		57,349	69,014	61,267	61,267
EXPENDITURES					
		-	-	-	-
SUPPLIES AND EQUIPMENT					
5300	Equip. Repairs & Maintenance	-	3,000	3,000	3,000
OCCUPANCY					
6120	Utilities	16,011	19,000	19,000	19,000
8250	Miscellaneous	-	-	-	-
9998	Transfer Out	68,463			
CAPITAL OUTLAY					
7010	Truck	-	-	-	-
7100	Streets & Road Repairs	-	-	-	-
TOTALS EXPENDITURES		84,474	22,000	22,000	22,000

City of Colfax
 Proposed Budget
 For the Fiscal Year 2024-2025 and 2025-2026

Beverage Recycling Fund
 Fund 270

NUMBER	DESCRIPTION	Budget		Preliminary Budget	
		2022-2023	2023-2024	2024-2025	2025-2026
REVENUES					
4560	Grant Income	\$0	\$0		
4980	Interest	450	450		
	TOTAL REVENUE	0	450	0	0
EXPENDITURES					
5300	Equipment Repairs & Maintenance	0	0		
5440	Printing & Advertising	0	0		
5660	Professional Services	0	0		
	TOTAL EXPENDITURES	0	0	0	0

City of Colfax
 Proposed Budget
 For the Fiscal Year 2024-2025 and 2025-2026

Oil Grant
 Fund 280

NUMBER	DESCRIPTION	Budget		Preliminary Budget	
		2022-2023	2023-2024	2024-2025	2025-2026
REVENUES					
4560	Grant Income	\$0	\$0		
4980	Interest	100	100		
	TOTAL REVENUE	0	100	0	0
EXPENDITURES					
5300	Equipment Repairs & Maintenance	0	0		
5440	Printing & Advertising	0	0		
5660	Professional Services	0	0		
	TOTAL EXPENDITURES	0	0	0	0

City of Colfax
 Proposed Budget
 For the Fiscal Year 2024-2025 and 2025-2026

SB1383
 Fund 290

NUMBER	DESCRIPTION	Budget		Preliminary Budget	
		2022-2023	2023-2024	2024-2025	2025-2026
REVENUES					
4560	Grant Income	\$0	\$0	37500	37500
4980	Interest	400	400		
	TOTAL REVENUE	0	400	37500	37500
EXPENDITURES					
5300	Equipment Repairs & Maintenance	0	0		
5440	Printing & Advertising	0	0		
5660	Professional Services	0	0		
	TOTAL EXPENDITURES	0	0	0	0

CITY OF COLFAX
Fund Descriptions - Enterprise Funds

Enterprise Funds are used to account for the operations of self-supporting governmental activities that render services or goods to the public. The accounting records are maintained on an accrual basis. The intent of the City is that the costs (expenses and depreciation) of providing goods and services to the general public on a continuing basis be financed and recovered primarily through user charges.

Fund	Fund Name	Fund Description	Budget Notes/Assumptions
560	Sewer WWTP Maintenance & Operations	This fund is for Sewer/Wastewater Treatment Plant maintenance and operations.	
561	Sewer Collections Systems	This fund is for the sewer collection system including the four lift stations maintained by the City of Colfax. Sewer collection fees are billed on a bi-monthly basis.	
563	WWTP Debt Service	Fund originally set up for tracking costs on WWTP project funded by SRF loan.	Funds to be used for debt servicing on loan associated with building of WWTP.

City of Colfax
 Proposed Budget
 For the Fiscal Year 2024-2025 and 2025-2026

Sewer WWTP Maint and Ops
 Fund #560

NUMBER	DESCRIPTION	Actuals	Estimate	Preliminary Budget	
		2022-2023	2023-2024 MYR	2024-2025	2025-2026
REVENUES					
4660	Sewer Service Charges	\$ 1,332,447	\$ 1,372,768	\$ 1,383,948	\$ 1,428,304
4800	Rent	3,000	3,000	3,000	3,000
4900	Miscellaneous Revenue	-	-	-	-
4980	Interest Income	72,437	65,000	65,000	65,000
4982	Interest/Late Charges	23,557	18,000	18,000	18,000
	TOTAL REVENUE	1,431,441	1,458,768	1,469,948	1,514,304
PERSONNEL					
5010	Salaries and Wages	308,805	320,000	387,578	413,268
5030	Overtime	-	4,000	4,000	4,000
5040	Salary - Call back/Standby	19,472	18,480	-	-
5110	Social Security Taxes	25,254	29,468	29,650	31,615
5115	Unemployment and Training Tax	2,494	2,265	2,293	2,296
5120	Worker's Compensation	23,927	30,197	33,967	35,716
5130	Health & Life Insurance	64,015	53,940	76,360	76,360
5150	Uniform & Shoe Allowances	3,046	3,500	3,500	3,500
5160	Retirement	30,794	28,571	30,361	32,488
5161	Temporary	-	-	-	-
SUPPLIES AND EQUIPMENT					
5201	Materials and Supplies	27,440	70,000	60,000	60,000
5220	Copy Machine	1,641	3,000	3,000	3,000
5300	Equipment Repairs and Maintenance	43,139	60,000	90,000	90,000
5320	Vehicle Repairs and Maintenance	3,544	3,000	2,500	2,500
5325	Gas & Oil	9,258	5,000	5,000	5,000
5340	Chemicals	198,927	140,000	170,000	170,000
5350	Tools Rental	5,176	2,000	6,000	5,000

City of Colfax
 Proposed Budget
 For the Fiscal Year 2024-2025 and 2025-2026

Sewer WWTP Maint and Ops
 Fund #560

NUMBER	DESCRIPTION	Actuals	Estimate	Preliminary Budget	
		2022-2023	2023-2024 MYR	2024-2025	2025-2026
COMMUNICATIONS					
5410	Postage	1,784	1,750	1,750	2,000
5420	Telephone/Internet	4,137	4,200	4,200	4,200
5425	Cell phone and pagers	3,889	3,800	4,400	4,400
5440	Printing and Advertising	1,699	1,000	1,000	1,000
CONTRACT SERVICES					
5540	City Engineering Services	25,935	9,000	10,000	5,000
5560	Software Maintenance Contracts	11,215	11,500	11,500	11,500
5650	Auditors	11,085	15,000	15,000	15,000
5660	Professional Services	83,949	80,000	55,250	56,250
5665	Legal Fees	8,599	5,500	9,000	9,000
5660	Professional Services - Rate Study	-	32,978	-	-
RESOURCE DEVELOPMENT					
5810	Membership and Dues	3,909	3,500	3,500	3,500
5815	Conferences and Meetings		500	500	500
5820	Education & Training	1,074	2,500	2,500	2,500
5830	Travel and Mileage	-	500	500	500
OCCUPANCY					
6120	Utilities	157,031	185,000	190,000	190,000
6140	Repairs & Maintenance	4,679	5,000	5,000	5,000
6160	Security	1,283	3,500	3,500	3,500

City of Colfax
 Proposed Budget
 For the Fiscal Year 2024-2025 and 2025-2026

Sewer WWTP Maint and Ops
 Fund #560

NUMBER	DESCRIPTION	Actuals	Estimate	Preliminary Budget	
		2022-2023	2023-2024 MYR	2024-2025	2025-2026
MISCELLANEOUS					
8250	Miscellaneous	19,579	1,000	1,000	1,000
8270	Medical Expenses	219	1,000	1,000	1,000
8280	Sludge Removal	14,785	15,000	15,000	15,000
8300	Payments to Other Agencies	27,366	30,000	30,000	30,000
8400	Bonds and Insurance	38,776	60,000	65,000	75,000
8525	Testing and Monitoring	32,432	30,000	33,000	35,000
8530	Bacteria and Lab Test Supplies	3,201	35,000	12,000	12,000
8532	Acute and Chronic Testing	4,720	4,500	5,000	5,000
	TOTAL EXPENDITURES	1,228,275	1,315,149	1,383,808	1,422,592

City of Colfax
 Proposed Budget
 For the Fiscal Year 2024-2025 and 2025-2026

Collection Systems/Lift Stations
 Fund #561

NUMBER	DESCRIPTION	Actuals	Estimate	Preliminary Budget	
		2022-2023	2023-2024 MYR	2024-2025	2025-2026
REVENUES					
4680	Lift Charges/Collection System	\$ 208,762	\$ 212,016	\$ 213,715	\$ 220,565
4672	Inspection Fees	10,582	10,000	6,500	7,000
4998	Transfer In	3,479			
	TOTAL REVENUE	222,823	222,016	220,215	227,565
EXPENDITURES					
PERSONNEL					
5010	Salaries and Wages	105,560	117,000	145,023	154,456
5040	Salary - Call Back	6,196	4,600	-	-
5110	Social Security Taxes	8,410	9,810	11,094	11,816
5115	Unemployment & Training Tax	1,017	754	858	858
5120	Worker's Compensation	7,991	10,052	12,710	13,349
5130	Health & Life Insurance	21,698	19,050	31,067	31,067
5150	Uniform & Shoe Allowance	1,284	1,200	1,200	1,200
5160	Retirement	7,445	9,168	10,678	11,402
5175	Temporary Services	-	-	-	-
SUPPLIES AND EQUIPMENT					
5201	Materials and Supplies	2,587	7,000	3,000	3,000
5220	Copy Machine	545	600	650	700
5300	Equipment Repairs & Maintenance	18,959	90,000	20,000	20,000
5320	Vehicle Repairs & Maintenance	326	2,000	2,000	2,000
5325	Gas & Oil	4,498	8,000	6,500	6,500
5350	Tools Rental	4,316	22,000	5,000	5,000
COMMUNICATIONS					
5410	Postage	870	1,000	1,000	1,000
5425	Cell Phones and Pagers	1,243	1,300	2,100	2,100

City of Colfax
 Proposed Budget
 For the Fiscal Year 2024-2025 and 2025-2026

Collection Systems/Lift Stations
 Fund #561

NUMBER	DESCRIPTION	Actuals	Estimate	Preliminary Budget	
		2022-2023	2023-2024 MYR	2024-2025	2025-2026
5440	Printing and Advertising	-	500	500	500
CONTRACT SERVICES					
5540	City Engineers	16,388	5,000	5,000	5,000
5560	Software Maintenance Contract	847	2,000	2,000	2,000
5660	Professional Services	13,689	13,000	12,100	12,500
5820	Education and Training	833	-	-	-
5830	Travel and Mileage Reimbursement	-	500	500	500
OCCUPANCY					
6120	Utilities	25,471	23,000	28,000	28,000
6125	Water	513	500	500	500
6140	Building Repairs and Maintenance	236	500	500	500
6160	Security	-	1,000	1,000	1,000
MISCELLANEOUS					
8250	Miscellaneous	-	-	-	-
8300	Payments to Other Agencies	5,362	7,000	7,000	7,000
8400	Bonds and Insurance	16,496	25,000	25,000	25,000
	TOTAL EXPENDITURES	272,780	381,534	334,979	346,947

City of Colfax
 Proposed Budget
 For the Fiscal Year 2024-2025 and 2025-2026

WWTP/Debt Service
 Fund #563

NUMBER	DESCRIPTION	Actuals	Estimate	Preliminary Budget	
		2022-2023	2023-2024 MYR	2024-2025	2025-2026
REVENUES					
4662	Debt Service Charges	\$ 599,436	\$ 617,565	\$ 622,676	\$ 642,633
4940	Sale of Property	\$ -			
4982	Interest/Late Charges	8,823	5,000	7,000	7,000
	TOTAL REVENUE	608,259	622,565	629,676	649,633
EXPENDITURES					
8710	Interest Expense	65,843	79,500	70,000	70,000
8250	Miscellaneous - Loan Principal	373,131	359,474	368,974	368,974
	TOTAL EXPENDITURES	438,974	438,974	438,974	438,974

ACRONYMS

AB939	Assembly Bill 939- California Integrated Waste Management Act	
ADA	Americans with Disabilities Act	
ARPA	American Rescue Plan Act of 2021 - Covid Relief Funds (Federal)	
CDBG	Community Development Block Grant Program - US Department of Housing and Urban Development	
COPS	Citizens Option for Public Safety - California Assembly Bill 3229 adopted in 1996	
LAFCo	Local Agency Formation Commission - Placer County	
LEAP	Local Early Action Planning Grant Program - California Department of Housing and Community Development	
LTF	Local Transportation Fund - Transportation Development Act of 1971	Local Transportation Fund (LTF), is derived from a ¼ cent of the general sales tax collected statewide. The State Board of Equalization, based on sales tax collected in each county, returns the general sales tax revenues to each county's LTF. Each county then apportions the LTF funds within the country based on population.
Prop 68	California Proposition 68 - California drought, water, parks, climate, coastal protection, and outdoor access for all Act of 2018	
Prop 172	California Proposition 172 - Local Public Safety approved in November 1993	Proposition 172, which established a permanent statewide half-cent sales tax for support of local public safety functions in cities and counties
REAP	Regional Early Action Planning Grant Program - California Department of Housing and Community Development	
RSTBG	Regional Surface Transportation Funding Block Grant - Special Federal Aid Funding	The funds can be used to preserve and improve the conditions and performance on highways, bridges, tunnels, pedestrian facilities, bicycle infrastructure, and transit capital projects.
SAF	Suspended Air Flotation	
SB1	California Senate Bill 1 - Road Repair and Accountability Act of 2017	
SB2	California Senate Bill 2 - The Building Homes and Job Act of 2017.	
CWSRF	Clean Water State Revolving Fund - California State Water Resources Control Board	Clean Water State Revolving Fund - Provides low cost financing to protect California's waters from pollution
STA	State Transit Assistance - Transportation Development Act of 1971	The STA funds are appropriated by the legislature to the State Controller's Office (SCO). The SCO then allocates the tax revenue, by formula, to planning agencies and other selected agencies. Statute requires that 50% of STA funds be allocated according to population and 50% be allocated according to transit operator revenues from the prior fiscal year.
VFD	Variable Frequency Drive (aka .constant pressure pump)	
WWTP	Waste Water Treatment Plant	