



City Council Meeting

COUNCIL CHAMBERS, 33 SOUTH MAIN STREET, COLFAX, CA

Mayor Joe Fatula • Mayor Pro Tem Marnie Mendoza
Councilmembers • Kim Douglass • Sean Lomen • Trinity Burruss

REGULAR MEETING AGENDA

June 12, 2019

Regular Session: 7:00PM

1 CLOSED SESSION (NO CLOSED SESSION ITEMS)

2 OPEN SESSION

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

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

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

3 PRESENTATION

- 3A. Presentation to Colfax High School Baseball Team
In recognition of 2019 San Joaquin Section Championship

4 PUBLIC HEARING

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

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

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

- 4A. **Public Hearing on the Conditional Use Permit for 1033 S. Auburn Street**
Staff Presentation: Amy Feagans, Planning Director
Recommendation: Conduct a Public Hearing, discuss and consider adopting Resolution 17-2019 approving the Conditional Use Permit for 1033 S. Auburn Street to allow a Single-Family Residence in a CH (Highway Commercial) Zone.
- 4B. **Public Hearing on the Ordinance Introduction and Public Hearing on the Planned Development Permit and Design Review for the Shadow Wood Residential Development Project**
Staff Presentation: Amy Feagans, Planning Director
Recommendation: Conduct a Public Hearing, discuss and consider adopting Resolution 18-2019 approving the Planned Development Permit and Design Review of the Shadow Wood Development Project and Introduce Ordinance No. 539 Amending the Colfax



Colfax City Council Meetings are ADA compliant. If you need special assistance to participate in this meeting, please contact the City Clerk at (530) 346-2313 at least 72 hours prior to make arrangements for ensuring your accessibility.

June 12, 2019

Page 1 of 3

Municipal Code Chapter 16.24 to Allow Amendment or Correction of Final Subdivision Maps (First Reading).

5 CONSENT CALENDAR

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

Recommended Action: Approve Consent Calendar

5A. Minutes – Regular Meeting of May 22, 2019

Recommendation: Approve the Minutes of the Regular Meeting of May 22, 2019.

5B. Sales Tax Analysis – Quarter Ending March 31, 2019

Recommendation: For information only

5C. Fiscal Year 2019-2020 Budget Amendments

Recommendation: Adopt Resolution 19-2019 amending the Fiscal Year 2019-2020 Operating Budget.

5D. Annual Review of Administrative Policies and Procedures – Financial Policies

Recommendation: Adopt Resolution 20-2019 revising Administrative Policies and Procedures – Financial Policies dated October 8, 2014.

5E. Cash Summary – May 2019

Recommendation: Accept and file.

6 PUBLIC COMMENT

Members of the audience are permitted to address the Council on matters of concern to the public within the subject matter jurisdiction of the City Council that are not listed on this agenda. Please make your comments as brief as possible, not to exceed three (3) minutes in length. The Council cannot act on items not included on this agenda; however, if action is required it will be referred to staff.

7 COUNCIL STAFF AND OTHER REPORTS

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

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

7B. City Operations Update – City Manager

7C. Agency Partner Reports

8 COUNCIL BUSINESS

8A. Sheriff Contract Amendment #4 – Fiscal Year 2019-2020

Staff Presentation: Wes Heathcock, City Manager

Recommendation: Discuss and consider adopting Resolution 21-2019 authorizing the City Manager to enter into a contract extension with Placer County Sheriff-Coroner-Marshall's Office with the desired service level option for Fiscal Year 2019/2020.



8B. Sierra Property Development Static Billboard Agreement

Staff Presentation: Wes Heathcock, City Manager

Recommendation: Discuss consider and adopting Resolution 22-2019 authorizing the City Manager to enter into an agreement with Sierra Property Development for a three-year term with the option to extend the term two additional years.

9 GOOD OF THE ORDER

Informal statements, observation reports and inquiries regarding the business of the City may be presented by council members under this agenda item or requests for placement of items of interest on a future agenda. No action will be taken.

10 ADJOURNMENT

I, Wes Heathcock, City Manager for the City of Colfax declare that this agenda was posted at Colfax City Hall and the Colfax Post Office. The agenda is also available on the City website at www.Colfax-ca.gov.



Wes Heathcock, City Manager

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





Staff Report to City Council

FOR THE JUNE 12, 2019 REGULAR CITY COUNCIL MEETING

From: Amy Feagans, City Planner
Prepared by: Wes Heathcock, City Manager
Subject: Public Hearing on the Conditional Use Permit for 1023 S. Auburn Street
Budget Impact Overview:

N/A: ✓	Funded:	Un-funded:	Amount:	Fund(s):
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RECOMMENDED ACTION: Conduct a Public Hearing, discuss and consider adopting Resolution 17-2019 approving the Conditional Use Permit for 1033 S. Auburn Street to allow a Single-Family Residence in a CH (Highway Commercial) Zone.

Project Notice

This public hearing has been noticed in accordance with the requirements of California Government Code Title 7, Division 1 “Planning and Land Use” section 65000 et seq., as amended.

Project Information

Project Title: Pannu Conditional Use Permit
Applicant/Owner: Paul and Baljinder Pannu
Location: 1033 S. Auburn Street
Land Use (existing): Developed with log cabin structure. Most recently was the home of C.O.R.E. Public Charter School

Assessor’s Parcel Number: 100-230-030
Zoning District: CH – Highway Commercial
General Plan Designation: Commercial

Surrounding Uses/Zoning
North: Colfax Car Wash / CH - Highway Commercial
South: Placer Co. Maintenance Yard / CH - Highway Commercial
East: S. Auburn Street, Interstate 80
West: Mink Creek Subdivision / R-MHS Residential Mobile Home Subdivision

Project Description /Request

The owners of the property, Paul and Baljinder Pannu, are requesting a conditional use permit to allow the existing log cabin structure to be used as a single-family residential home. The one-acre parcel at the corner of S. Auburn Street and Mink Creek Drive is zoned CH, Highway Commercial and

developed with a log cabin and associated parking. The zoning code allows residential uses in commercial zones with an approved use permit.

Summary/Background

The log cabin was built in 1992 to serve as a sales office for “Real Log Homes”. It has also been occupied as a real estate office and most recently has been the home for the C.O.R.E. Public Charter School.

The School is closing at the end of June and the property owner is requesting the conditional use permit (CUP) to convert the building to a residential use.

Project Analysis

The zoning ordinance allows residential uses within a commercial zone upon approval of a conditional use permit. The surrounding neighborhood is a mix of commercial and residential uses as indicated on the aerial exhibit (Attachment 2).

The structure is a two-story, 4,631 square foot log cabin designed as a residential home. The conversion from the school use to the residential use will not require much renovation other than cleaning and new carpeting as outlined in the project description provided by the owner (Attachment 3). Converting the building to residential will not create any significant impacts and because the zoning will remain commercial, the opportunity to establish a commercial use in the future will exist without requiring any rezoning of the property.

Once the structure is converted to a single family residence, the conditional use permit will be in place and remain vested as long as the use remains single family residential regardless of ownership. Should the structure be converted back to a commercial use for more than twelve months, the CUP would be invalidated and a new CUP would be required for any future residential use. It should also be noted that this CUP is for a single family home. Any different use of the structure (other than as allowed CH zone) such as multiple residential units or mixed use may require an amendment to the existing CUP or approval of a new permit.

In order to approve a conditional use permit, the following findings must be made:

1. The proposed use or development is substantially consistent with the City of Colfax general plan and any applicable specific plan.
2. The proposed use or development generally conforms with all applicable standards and requirements of this title.
3. The location, size, design and operating characteristics of the use or development is generally compatible with and shall not adversely affect or be materially detrimental to the health, safety, or welfare of persons residing or working in the area, or be detrimental or injurious to public or private property or improvements.

4. The proposed use will not interfere with the nature and condition of the adjacent uses and structures.

Along with the findings, conditions of approval have been prepared to ensure the use does not expand, remains a single-family use, and that new owners are notified that the property is zoned commercial.

Environmental Review

The project has been determined to be exempt from CEQA requirements per section 15301, existing facilities and no additional environmental review is required.

Staff Recommendation

Staff recommends the City Council adopt the attached resolution approving the conditional use permit for 1033 S. Auburn Street.

Attachments

1. Resolution 17-2019
2. Location Exhibit
3. Project Description
4. Photographs provided by the applicant

City of Colfax

City Council

Resolution № 17-2019

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLFAX APPROVING THE CONDITIONAL USE PERMIT FOR 1033 S. AUBURN STREET TO ALLOW A SINGLE-FAMILY RESIDENCE IN A CH (HIGHWAY COMMERCIAL) ZONE

WHEREAS, the property owner, Paul Pannu has applied for a conditional use permit to convert the log cabin structure at 1033 S Auburn Street to single family residential use; and

WHEREAS, the project was noticed as a public hearing as required by state law and City Code; and

WHEREAS, the project has been determined to be exempt from CEQA per section 15301, existing facilities and no additional environmental review is required; and

WHEREAS, the conditions of approval have been prepared and are attached as Exhibit A to this Resolution; and

WHEREAS, the following findings are required

Conditional Use Permit Findings:

1. The proposed use or development is substantially consistent with the City of Colfax general plan in that the property is designated commercial and the residential use is allowed with a conditional use permit.
2. The proposed use or development generally conforms with the applicable standards and requirements of this title. The site as developed meets or exceeds all standards and regulations to establish a residential use in a commercial zone.
3. The location, size, design and operating characteristics of the use or development is generally compatible with and shall not adversely affect or be materially detrimental to the health, safety, or welfare of persons residing or working in the area, or be detrimental or injurious to public or private property or improvements in that the residential use is situated on a one acre parcel with access and parking exceeding code requirements.
4. The proposed use will not interfere with the nature and condition of the adjacent uses and structures in that surrounding uses consist of both commercial and residential uses compatible with the proposed use.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at the Regular Meeting of the City Council of the City of Colfax held on the 12th day of June 2019 by the following vote of the Council:

AYES:

NOES:

ABSTAIN:

ABSENT:

Joe Fatula, Mayor

ATTEST:

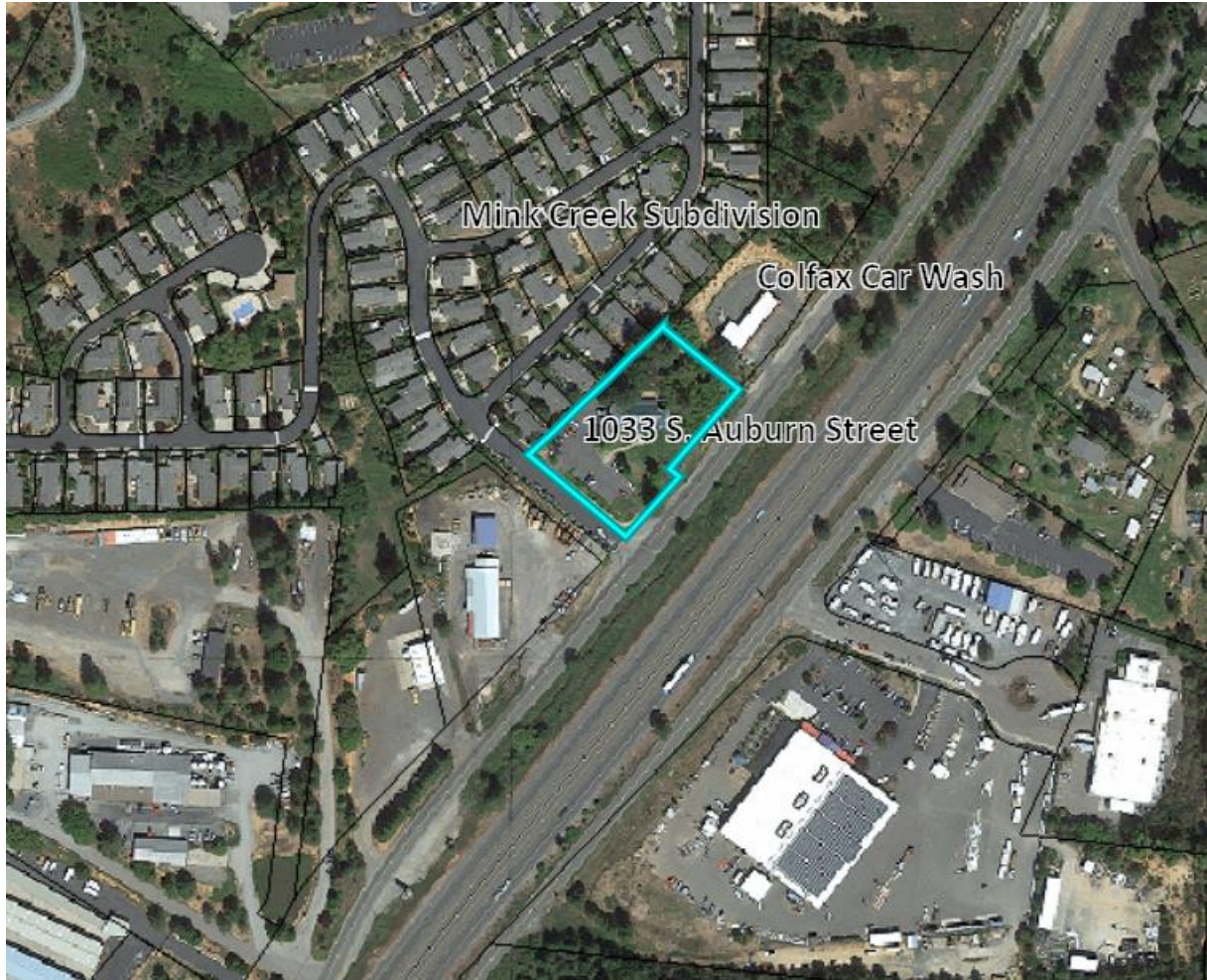
Wes Heathcock, City Manager

Exhibit A**1033 S. Auburn Street
Pannu Conditional Use Permit
Conditions of Approval**

1. This conditional use permit shall expire and become null and void if not effectuated within twenty-four (24) months after the effective date of approval (valid through June 12, 2021).
2. This conditional use permit approved for the conversion of the log cabin structure at 1033 S. Auburn Street from a commercial business to a single family residential unit. Any other use of the structure such as to mixed use commercial/residential or to multifamily units may require amending the existing permit or approval of a new permit.
3. Upon any change of ownership, notice shall be provided to the new owners of the current commercial zoning status of the property and of the existence of the approved conditional use permit allowing the single family residence.

Location Map

Pannu Conditional Use Permit



April 12, 2019

Paul Pannu
3103 Sparrow Drive
Sacramento, CA 95834
(916) 710-3561
paulpannu@gmail.com

To Whom It May Concern at City of Colfax:

I own the following property which is currently being used by Core Placer Charter School:
1033 S. Auburn Street
Colfax, CA 95713

It was originally built as a log cabin in 1990, and subsequently used as a log cabin model home for Real Log Homes. At some point, it was then leased to Core Placer Charter School.

By the end of June 2019, the school will be closing and no longer continue to occupy this space. Once the school is closed, I would like to use this as my personal log cabin for my family. We would like to use the cabin as a residence.

It already has everything set up in side like a regular home (ie, kitchen, bathrooms, bedrooms, living room, garage, etc.). Aside from cleaning the interior and perhaps replacing the carpet, we are not planning on doing any remodeling or construction.

Thank you for your consideration.

Best Regards,



Paul Pannu







Staff Report to City Council

FOR THE JUNE 12, 2019 REGULAR CITY COUNCIL MEETING

From: Amy Feagans, City Planner
Prepared by: Wes Heathcock, City Manager
Subject: Ordinance Introduction and Public Hearing on the Planned Development Permit and Design Review for the Shadow Wood Residential Development Project

Budget Impact Overview:

N/A: ✓	Funded:	Un-funded:	Amount:	Fund(s):
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RECOMMENDED ACTION: Conduct a Public Hearing, discuss and consider adopting Resolution 18-2019 approving the Planned Development Permit and Design Review of the Shadow Wood Development Project and Introduce Ordinance 539 Amending the Colfax Municipal Code Chapter 16.24 to Allow Amendment or Correction of Final Subdivision Maps (First Reading)

Project Notice

This public hearing has been noticed in accordance with the requirements of California Government Code Title 7, Division 1 "Planning and Land Use" section 65000 et seq., as amended.

Project Information

Project Title: Shadow Wood Planned Development and Design Review Permit
 Applicant/Owner: David Carter / Judy Lay
 Location: Shadow Wood Place and Kneeland Street
 Land Use (existing): Vacant with some exposed retaining walls from previous construction, property was recently cleared of shrubbery and debris.

Assessor's Parcel Number: 006-061-023 thru 006-061-042 (20 lots)
 Zoning District: RM-2; Multi-family Residential High Density; Historic Overlay
 General Plan Designation: Medium-high Residential

Surrounding Uses/Zoning
 North: Depot Street, Single family residential; R-1-5
 South: Single family residential; RM-2, CR
 East: Single family residential; CR
 West: Single family residential; RM-2

Project Description /Request

The Shadow Wood development as proposed is a 20-unit, small lot, single family residential development project located on Shadow Wood Place, west of Kneeland Street and south of Depot Street, just west of downtown.

The applicant is requesting approval of a planned development permit to allow development of the houses on the small lots and to allow modification of the parking requirements as it relates to location and placement of off street parking spaces on the small lots. The PD permit process is designed to allow flexibility from the underlying code requirements (such as setbacks lot coverage, and parking requirements) without going through the Variance process for master planned projects such as this where it can be demonstrated that such flexibility from the code allows for a more creative and efficient use of the land.

The design review entitlement is required for approval of the master design plans prior to construction of the houses on the lots.

Background

Original Approval

The Shadow Wood project was originally approved in 1978. The entitlements approved at that time include the twenty lot tentative subdivision map, a planned unit development permit, and a variance for reduced setbacks and for the hammerhead turn around at the end of the street. The project as designed was more of a townhouse concept with According to the current project engineer, improvement plans were approved by the City in 1979 and site work and construction for the site work and underground utilities (water, sewer and dry utilities) started including constructing the existing retaining walls and pad grading. The final subdivision map (Attachment 3) creating the twenty lots was recorded on July 16, 1980.

Project Analysis

Planned Development Permit

As stated in section 17.88.010, the purpose of the planned development is to “allow diversification in the relationships between building, design, placement, and open spaces. . .” This subdivision was originally approved as a “planned development” but that entitlement expired when construction was discontinued and the project was not fully vested. Therefore a new planned development permit (PD permit) is required with this current project request. The PD permit addresses the following:

- Setbacks
- Lot coverage
- Open space requirements
- Parking requirements
- Street Design

The twenty lots are small in size for development with single family homes and therefore require unique design applications such as reduced setbacks/minimum open space requirements, and increased lot coverage. On a lot by lot basis, the following modifications are proposed:

Lot No.	Coverage	Lot Width	Min. Setback		
<i>Code:</i>	40%	50'	<i>Front 20'</i>	<i>Side 6'</i>	<i>Rear 20'</i>
1	32.8	37	20	5	16' 8"
2	37.7	32	20	5	16' 8"
3	37.7	32	20	5	16' 8"
4	37.7	32	20	5	16' 8"
5	37.7	32	20	5	16' 8"
6	37.7	32	20	5	16' 8"
7	37.7	32	20	5	16' 8"
8	37.7	32	20	5	16' 8"
9	35.3	38	5	5	16' 8"
10	29.9	43.67	4	9.5	18.4
11	37.1	39.81	5	8	<10'
12	40.8	38	5	5	<10'
13	44.2	32	20	5	<10'
14	44.4	32	20	5	<10'
15	44.5	32	20	5	<10'
16	44.6	32	20	5	<10'
17	44.6	32	20	5	<10'
18	44.7	32	20	5	<10'
19	44.8	32	20	5	<10'
20	35.8	33.04	20	5	<10'

Open Space

The zoning code requires minimum of 200 square feet of “private” open space per lot. This is achieved in the side and rear yards.

Parking

The zoning code requires two parking spaces for single family residential lots. Parking is to be located outside of the front yard setback. Given the small size and width of these lots – this requirement is not feasible. The two spaces will be located within the front yard for the majority of the lots. With lots 9, 10, 11 and 12, parking will be provided along the side of the house in tandem style. There will also be six on-street guest parking spaces (three on each side of the street located mid-block).

Shadow Wood Place Street Design

The street design for Shadow Wood Place has 40 feet of right of way with curb and gutter on both sides and a four-foot sidewalk on the south side; in front of lots 11 – 20 (refer to Attachment 4). The street has been redesigned from the original 1980s approval of a hammer head turn-around at the end to now be a cul-de-sac design as requested by the Fire Marshal.

Design Review Permit

The design review process addresses architectural design and colors, landscaping and fencing, and site planning.

Architecture

The Shadow Wood development proposes both one and two story homes. Lots 1 through 10 on the north side of the street are designated for the two-story homes and lots 11 through 20 will be developed with the single story homes. There is one model for the single story house, Plan A (Attachment 5a). are two façade designs submitted for the two-story homes, Plans B and C (Attachments 5b & c) and All the designs are in the craftsman style with two-foot eave over-hangs on all four elevations, gabled roofs, decorative brackets and double-hung windows on the front and side elevations and architectural grade composite shingle roofs. Siding will be paintable fiber cement lap siding (Hardie-plank type) continuing the craftsman look and in keeping with the goals of the historic district design styles.

The houses are designed to fit the small lots. Model A - the single story is 1188 square feet, Model B – is 1,236 (2 story) square feet and Model C, the largest house is 1,440 square feet (2 story).

Color Palette

The colors were selected from the list of approved paint colors for projects within the Historic District. Four color schemes are proposed. The color board will be available at the meeting.

Landscaping and fencing

Landscaping will be minimal as the yards are small and the off street parking will be within the front yards, in front of the homes. The project states there will be artificial turf but it is not clear from the site plan where this is proposed. Staff does not support the use of artificial turf and would instead recommend native plantings. There will be no side yard fences between the lots.

The existing retaining walls that were built in 1984 have been recently re-certified by the project structural engineer, the city engineer however, has not completed his review of the existing correspondence and his final decision is pending.

There is also a private drainage 15' wide easement that runs along the south side of the property lines (behind lots 11 through 20). These lots will be developed with the houses built over this sloped easement with the houses built on piers. (Refer to Attachment 6)

Subdivision Ordinance Amendment

This project includes a request to amend Chapter 16 of the Colfax Municipal Code – the Subdivision Ordinance to allow minor modifications and configurations to final maps that do not change the boundaries of the mapped area. Once approved, this will allow minor adjustments to the property lines between the individual lots; specifically, lot lines need to be adjusted to redesign the hammer-head turn around to a more traditional cul-de-sac as requested by the City Fire Marshal.

The ordinance has been prepared by the City Attorney (Attachment 2)

Environmental Review

This project has been determined to be exempt from CEQA requirements per section 15332, in-fill development projects. The project is consistent with the City General Plan and Zone District, is less than five acres and is substantially surrounded by urban use. The site has no value for endangered species and can be served by utilities. The project will not result in significant traffic, noise, air quality, or water quality impacts. Therefore the project complies with the guidelines for an exemption.

Outside Agency Review and Comment

The project description and site plan/map was circulated to those agencies and departments that are required to review or have expressed an interest in reviewing and commenting on development projects within the City of Colfax. Where appropriate, the project has been modified or conditions of approval have been included based on comments received.

Staff Recommendation

Staff recommends the City Council adopt the attached resolution to: Approved the Planned Development permit and Design Review permit for the Shadow Wood Development project and introduce the attached ordinance to amend the subdivision ordinance to allow for minor adjustments to final maps.

Attachments

1. Resolution No. 18-2019
2. Ordinance No. 539
3. Original 1980 recorded final subdivision map
4. Site Plan/ Lot Layout
5. Model Units A, B and C plans
6. Easement/ exhibit
7. Colored elevation renderings
8. Project description
9. Existing site conditions - photographs

City of Colfax

City Council

Resolution № 18-2019

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLFAX APPROVING THE PLANNED DEVELOPMENT PERMIT AND DESIGN REVIEW OF THE SHADOW WOOD DEVELOPMENT PROJECT

WHEREAS, the property owner/applicant, David Carter has submitted an application for a Planned Development Permit and Design Review Permit; and

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

WHEREAS, the project is exempt from CEQA requirements in accordance with section 15332, in-fill development projects; and

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

WHEREAS, the conditions of approval have been prepared and are attached as Exhibit A to this Resolution; and

WHEREAS, the proposed planned development design meets the findings as follows:

Planned Development Findings:

1. The use and design of the proposed development conforms with the requirements of the relevant planned development zone district in the design allows for the creative and efficient use of the land.
2. The location, size, design and operating characteristics of the use or development is compatible with and will not adversely affect or be materially detrimental to the health, safety, or welfare of persons residing or working in the area, and will not be detrimental or injurious to public or private party improvements in that the design of the subdivision and the design of the homes is compatible with surrounding development; and

WHEREAS, the proposed project complies with the intent and purpose of the development standards of the City; and

WHEREAS, the proposed project meets the required Historic District Design Review findings as follows:

Design Review Findings:

1. The project will maintain the small-town character that makes Colfax a desirable place to live in that the homes are designed to fit on the small lots
2. The project will maintain and enhance the City's character and visual appearance in order to create a quality future community in that the homes are of a craftsman style design with exterior paint colors selected from the list of approved paint colors for the historic district.
3. The project will maintain and enhance the historic resources, qualities, and character of the historic district.

NOW THEREFORE, BE IT RESOLVED, that the City Council approves the Planned Development Permit and the Design Review Permit for the Shadow Wood Development project.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at the Regular Meeting of the City Council of the City of Colfax held on the 12th day of June 2019 by the following vote of the Council:

AYES:

NOES:

ABSTAIN:

ABSENT:

Joe Fatula, Mayor

ATTEST:

Wes Heathcock, City Manager

Exhibit A
Shadow Wood Subdivision
Conditions of Approval

Planning

1. The applicant shall submit final site development plans to the City that substantially conform to the exhibits referenced in the staff report dated June 12, 2019.
2. The owner/applicant shall consult with the Sheriff's Department to incorporate all reasonable crime prevention measures. The following security/safety measures shall be considered:
 - a. A security guard on-duty at all times at the site or a six-foot security fence shall be constructed around the perimeter of the construction areas.
 - b. Security measures for the safety of all construction equipment and unit appliances.
 - c. Landscaping shall not cover exterior doors or windows, block line-of-site at intersections or screen overhead lighting.
3. Prior to grading and/or construction, a Traffic Control Plan for roadways and intersections affected by construction shall be prepared. The traffic control plan shall be reviewed and approved by the city prior to grading and/or construction. The Traffic Control Plan shall designate haul routes and comply with requirements in the encroachment permits issued by City of Colfax Public Works. The Traffic Control Plan prepared by the project construction contractor(s) shall, at minimum, include the following measures: Maintaining the maximum amount of travel lane capacity during non-construction periods, possible, and advanced notice to drivers through the provision of construction signage. Maintaining alternate one-way traffic flow past the laydown area and site access when feasible.
4. Concrete pads (or similar material) for the storage of garbage and recycling bins shall be designated on the site plan and incorporated into the side yards or somewhere on site away from public view to the extent possible. This plan shall be submitted for review and approval by the planning director and community services director prior to issuance of any building permit.
5. Construction equipment noise shall be minimized during project construction by muffling and shielding intakes and exhaust on construction equipment (per the manufacturer's specifications) and by shrouding or shielding impact tools, where used. The City's construction specifications shall also require that the contractor select staging areas as far as feasibly possible from sensitive receptors.

6. Construction contractors shall locate fixed construction equipment (such as compressors and generators) and construction staging areas as far as possible from nearby residences. If feasible, noise barriers shall be used at the construction site and staging area. Temporary walls, stockpiles of excavated materials, or moveable sound barrier curtains would be appropriate in instances where construction noise would exceed 90 dBA and occur within less than 50 feet from a sensitive receptor. The final selection of noise barriers will be subject to the City's approval and shall provide a minimum 10 dBA reduction in construction noise levels.
7. No amplified sources (e.g., stereo "boom boxes") shall be used in the vicinity of residences during project construction.
8. Prior to the commencement of grading and/or construction activities, the owner/applicant shall submit an erosion control plan to the City for review and approval. The plan shall identify protective measures to be taken during excavation, temporary stockpiling, any reuse or disposal, and revegetation. These measures shall conform to geotechnical reports, the City of Colfax requirements and the County of Placer Erosion and Sedimentation Control Standards and Specifications.
9. The use of artificial turf shall not be allowed in the historic district if visible from any public right of way.
10. The residential building permit plans shall be in substantial compliance with the plans approved with this submittal dated 6-12 19.

PUBLIC WORKS/ENGINEERING

1. The applicant shall be responsible for all City map check, plan check and inspection costs. The Applicant shall establish a Developer Deposit Account with the City upon the initiation of plan check services.
2. The applicant will provide improvement security in conformance with CMC 16.48.030.
3. All improvements shall be designed in accordance with the City of Colfax Municipal Code, and applicable City, Placer County and Placer County Water Agency (PCWA) public works standards (Public Works Standards), except as specifically noted otherwise in these conditions.
4. All existing and proposed new utilities to serve the project, both on-site and along project frontages, shall be placed underground. Exceptions may be allowed for surface mounted transformers, pedestal mounted terminal boxes and meter cabinets.

5. A detailed Soils Investigation/Geotechnical Report shall be prepared and submitted for review. The report shall address, at a minimum, potential geologic hazards in the area, potential historic mine shafts and vents, possible presence of asbestos-bearing rock, R-values, expansive soils and seismic risk. The improvement plans shall incorporate all design and construction criteria recommended in the Geotechnical Report.
6. Dust control specifications shall be included on the improvement plans to minimize dust nuisance during construction. Dust control measures shall be developed to take into account the possible presence of asbestos bearing rock formations and the measures necessary to deal with this type of dust.
7. The applicant shall re-vegetate cut and fill areas as soon as possible using native seed mixes and compatible plantings as specified by the City Engineer and the Soil Conservation Service.
8. The applicant shall conduct all soil stabilization activities pursuant to City Engineering Department and Soil Conservation Service practices and techniques. Stabilization details shall be shown on the improvement plans for temporary and permanent conditions.
9. Any retaining walls necessary as a part of the site grading shall be included on the grading plan for review and approval of the City Engineer. Any retaining walls in excess of 3-ft in exposed height or that may be influenced by adjacent structures (existing or future structures) shall have design calculations prepared and submitted to the City Engineer and Building Department for review.
10. A drainage report prepared by a California Registered Civil Engineer shall be submitted for review with the initial submittal of the Improvement Plans for the entire subdivision. The report shall include hydrologic and hydraulic calculations to support the design and sizing of all public and private drainage facilities including storm drains, detention facilities and weirs.
11. Storm-water detention shall be provided per the requirements of the final on-site project drainage analysis and meet local and State drainage requirements. Design of storm water detention facilities shall be subject to City standards and the review and approval of the City Engineer. Stormwater plans shall include the following:
 - a. The velocity of concentrated storm flows from impervious surfaces should be reduced by the use of energy dissipaters. These structures should be placed so that the velocity reduction occurs before water enters existing erodible areas such as wetlands, creeks or ditches.
 - b. The perimeter of the development shall be protected against surface runoff from adjacent properties in a manner acceptable to the City Engineer.

12. For the construction phase, the applicant shall comply with Placer County Air Pollution Control District regulations.
13. The project applicant shall prepare a Fugitive Dust Control Plan to acknowledge the state and local fugitive dust emission laws and approved fugitive dust control measures for implementation. The Plan shall be submitted prior to issuance of grading permits.
14. An Amended Final Map, as defined in the Subdivision Map Act, shall be prepared by a licensed surveyor or civil engineer.
15. The Applicant shall secure all necessary rights-of-way and public and private easements for both onsite and offsite improvements to the satisfaction of the City Engineer. Rights-of-way and easements shall be dedicated on the map or granted by separate instrument. The Applicant shall prepare all necessary legal descriptions and deeds.
16. The Applicant shall transmit by certified mail a copy of the conditionally approved Vesting Tentative Map together with a copy of Section 66436 of the State Subdivision Map Act to each public entity or public utility that is an easement holder of record.
17. Applicant shall submit site Improvement Plans, prepared by a registered Civil Engineer, for review and approval of the City. No final grading or other construction shall be performed until the Improvement Plans have been approved. The applicant shall not begin clearing, grubbing, or rough grading at the site prior to approval of the Improvement Plans, unless explicitly approved by the City through the standard grading and utilities only permit process. Securities for grading, erosion control, winterization operations and site restoration and any necessary inspection fees shall be posted prior to permit issuance.
18. An Encroachment Permit is required for any work within City rights-of-way. Encroachment Permits will not be issued prior to the approval of the Improvement Plans.
19. All public water service laterals or services (domestic water and fire water supply) shall include approved backflow prevention devices as may be required by PCWA.
20. The Applicant shall keep adjoining public streets free and clean of project dirt, mud, materials, and debris during the construction period, as is found necessary by the City Engineer.
21. The developer, at his sole expense, shall repair existing public and private facilities damaged during the course of construction to the satisfaction of the City Engineer.

22. If any hazardous material is encountered during the construction of this project, all work shall be immediately stopped and the Cal Fire, Placer County Department of Environmental Health or other designated agency, and the City Inspector shall be notified immediately. Work shall not proceed until clearance has been issued by all of these agencies.
23. Prior to final preparation of the road subgrade and placement of road base materials, all underground utilities shall be installed and service connections terminated (stubbed-out) to a point at least behind the planned sidewalk or, in the case where no sidewalk is planned, a point should be a minimum of 5 feet beyond the edge of the street or road. Public utilities, Cable TV, sanitary sewers, and water lines, shall be installed in a manner that will not disturb the street pavement, curb, gutter and sidewalk, when future service connections or extensions are made.
24. Where soil or geologic conditions encountered in grading operations are different from that anticipated in the soil and/or geologic investigation report, or where such conditions warrant changes to the recommendations contained in the original soil investigation, a revised soil or geologic report shall be submitted for approval by the City Engineer. Additionally, if field conditions warrant installation of any subdrains, the location, size and construction details must be provided to the City for review and approval prior to construction and documented on as-built plans.
25. All new fire hydrants shall be securely covered with burlaps sacks or heavy-duty plastic until the hydrants have been tested and found to be in conformance with City flow requirements. No storage of combustible materials or construction of building shall be permitted until all hydrants meet City flow requirements.
26. Prior to placing the final lift of asphalt, all public storm drains and sanitary sewer lines shall be video inspected at the Applicant's expense. All video tapes shall be submitted to the City Engineer for review. If any inadequacies are found, they shall be repaired prior to the placement of the final lift of asphalt.
27. All streets, curbs, gutters, sidewalks or other public facilities damaged in the course of construction associated with this Project shall be the responsibility of the Applicant and shall be repaired to the satisfaction of the City Engineer at the Applicant's expense.
28. After all of the new underground utilities within existing public streets have been installed, the affected areas shall be milled and repaved (overlaid) to present a neat finished and smooth pavement area. Multiple trench patches are not acceptable.
29. All construction stormwater pollution prevention best management practices (BMP's) shall be installed as the first order of work and in accordance with the *State Water Resources Control Board's General Construction Permit for Stormwater Discharges Associated with Construction and Land Disturbance Activities* and the Applicant's Storm

Water Pollution Prevention Plan (SWPPP). All stormwater BMP's shall be maintained to the satisfaction of the Qualified SWPPP Developer (QSD), Qualified SWPPP Practitioner (QSP), and the City Engineer.

30. All construction and grading activities on the site shall be governed by the City's noise ordinance and be limited to between 7:00 a.m. and 7:00 p.m. Monday through Friday and 8:00 a.m. to 7:00 a.m. on Saturday. No work shall be performed on Sunday or state and federal recognized holidays, unless approved by City engineer.
31. Rough grading shall be performed over the subdivision for future building pads to the extent necessary to prevent the need for grading across newly created lot lines.
32. Prior to SUBMITTAL OF THE IMPROVEMENT PLANS, the applicant shall:
 - a. Provide a preliminary report and schematic plan prepared by a registered Civil Engineer of the proposed public potable water system with sufficient detail for PCWA to perform a hydraulic model of the proposed improvements to verify its ability to meet all of the system requirements.
 - b. Provide a report, including calculations, demonstrating sufficient water pressure and flow for operation of fire hydrants and individual fire sprinklers systems to each building can be provided.
33. Prior to APPROVAL OF THE IMPROVEMENT PLANS, the applicant shall:
 - a. Provide written acknowledgment by the Geotechnical Engineer of Record that the Plans incorporate all design and construction criteria specified in the Geotechnical Report.
 - b. Submit a copy of the Notice of Intent and WDID# for coverage under the State Water Resources Control Board' General Construction Permit for Stormwater Discharges Associated with Construction and Land Disturbance Activities (Order 2009-0009-DWQ).
 - c. To the satisfaction of the PCWA, provide a final PS&E (plans, specifications, and estimate) package for the water system improvements including pressure reducing station, mains, valves and all associated piping.
 - d. Provide the following:
 - 1) Public Street Repair Plan
 - 2) Utility Plan and Joint Trench Plan
 - 3) Construction Storm Water Pollution Prevention Plan (SWPPP)
 - 4) Drainage Report

- 5) Post-Construction Stormwater Runoff Management Plan (SRMP)
- 6) Geotechnical Report
- 7) Construction Traffic Control Plan.

34. Prior to COMMENCEMENT OF CONSTRUCTION ACTIVITIES, the Applicant shall:

- a. Pay off all current cash deposit account balances with the City.
- b. Pay an inspection fee in an amount to be determined at the time of commencement for the City's inspection of the public improvements.
- c. Conduct a pre-construction meeting with representatives of the City whereby the Applicant, the Legally Responsible Party (LRP), Qualified SWPPP Practitioner (QSP), Qualified SWPPP Developer (QSD), and/or the Contractor provides the following:
 - (1) Six (6) full-size bond copies of the approved Improvement Plans for the City's use.
 - (2) One (1) job-site copy of the latest edition of the Public Works Standards for the Contractor use.
 - (3) One (1) job-site copy of the SWPPP for use by the LRP, QSP, QSD, and Contractor.

35. Prior to RECORDATION OF THE AMENDED FINAL MAP, the Applicant shall:

- a. Construct all public and private improvements to the satisfaction of the City Engineer. Alternatively, the Applicant may enter into a Subdivision Improvement Agreement with the City agreeing for completion all of the public and private Improvements prior to occupancy of the first unit. Such an agreement will require the Applicant to provide bonds, proof of workers compensation insurance, and general liability insurance in the forms and amounts as deemed satisfactory to the City.
- b. Abandon any existing easements that are relocated or otherwise no longer needed.
- c. Submit signed deeds with Certificates of Acceptance for all dedications to the City of Colfax.

36. Prior to APPROVAL OF A BUILDING PERMIT, the Applicant shall:

- a. Pay all cash deposit account balances and current City, PCWA, School and Fire fees (Mitigation & Capacity) based on the rate in effect at the time of permit issuance, irrespective of the date of vesting of the Vesting Tentative Map.

- b. Complete the required PCWA water system improvements including the pressure reducing station and all necessary piping up to, and including the points of connection to the private water system. Said improvements shall be tested to the satisfaction of the PCWA, City Engineer and Fire.

37. Prior to OCCUPANCY OF ANY BUILDING, the Applicant shall:

- a. Submit an inspector's punch list indicating that all of the improvements for each phase are constructed to the satisfaction of the City Engineer.
- b. Restore all adjacent off-site road surfaces to pre-project conditions.
- c. Submit a certification by the Geotechnical Engineer of Record that all the work has been completed in substantial conformance with the recommendations in Soils Investigation/Geotechnical Report.
- d. Submit testing certification all backflow devices installed.
- e. Provide a Mylar and digital copy of the Improvement Plans that include all as-built or field changes, in digital AutoCAD (.dwg) and (.shp) format (void of any AutoCAD block entities preventing full editing capabilities of the drawings), compatible with the City's current version, and tied to the City's coordinate system.
- f. Provide a letter stating that all of the Developer's Conditions of Approval have been met.
- g. Provide a letter from the Civil Engineer of Record certifying that all the site improvements were constructed and inspected in substantial conformance with the approved plans and City Standards.
- h. Provide letter(s) from the Architect of Record, Structural Engineer of Record and all other design professionals who signed the building permit plan submittal indicating that all the building improvements have been constructed in substantial conformance with their plans.
- g. Either enter into and record a Post-Construction Stormwater Operations and Maintenance Agreement with the City that shall be transferrable to the established HOA, or include the post construction stormwater operations and maintenance obligation in the CC&Rs.

END OF CONDITIONS

CITY OF COLFAX

ORDINANCE NO. 539

**AN ORDINANCE OF THE CITY OF COLFAX AMENDING COLFAX MUNICIPAL
CODE CHAPTER 16.24 TO ALLOW AMENDMENT OR CORRECTION OF
FINAL SUBDIVISION MAPS**

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

Section 1:

Colfax Municipal Code Chapter 16.24 is hereby amended by adding Section 16.24.060 as provided in the Ordinance attached hereto as Exhibit A which is incorporated herein by this reference.

Section 2. Superceding Provisions

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

Section 3. Severability

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

Section 4. California Environmental Quality Act Findings

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

FINDING OF NO PROJECT

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

FINDING OF EXEMPTION

In the event that it is found that the said action constitutes a "Project" as defined by or used in CEQA or the CEQA Guidelines, which finding would be contrary to the City's opinion of its action, the City of Colfax hereby finds that said action is exempt from compliance with CEQA and the CEQA Guidelines, for the following reasons: The action falls within the exemptions provided by Senate Bill 94, and within the "common sense" CEQA exemption provided in 14 CCR 15061(b)(3) in that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the action may have a significant effect on the

environment, the action is not subject to CEQA. CEQA Guidelines, Section 15061(b)(3). It can be seen with certainty that adoption of this ordinance and its provisions cannot possibly have a significant effect on the environment.

Section 5. Effective Date

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

The foregoing Ordinance was introduced at a regular meeting of the City Council of the City of Colfax held on the ____ day of _____, 2019, and passed at a regular meeting of the City Council held on the ____ day of _____, 2019, at a duly held regular meeting of the City of Colfax, by the following vote:

AYES:
NOES:
ABSENT:

Joe Fatula, Mayor

APPROVED AS TO FORM:

ATTEST:

Alfred A. Cabral
City Attorney

Wes Heathcock
City Manager

CITY OF COLFAX
ORDINANCE NO. 539

**AN ORDINANCE OF THE CITY OF COLFAX
AMENDING COLFAX MUNICIPAL CODE CHAPTER 16.24
TO ALLOW MODIFICATION, AMENDMENT OR CORRECTION OF
FINAL SUBDIVISION MAPS**

Colfax Municipal Code Chapter 16.24 is hereby amended by adding Section 16.24.060 as follows:

16.24.060 Correction And Amendment Of Final Maps

After a final map is filed in the office of the County Recorder, such final map may be modified, corrected or amended as provided for in the provisions of the California Subdivision Map Act that pertain or relate to correction and amendment of maps (California Government Code §§66469 – 66472.1) as amended, modified, supplemented, expanded or replaced from time-to-time.

OWNER'S CERTIFICATE

THE UNDERSIGNED HEREBY CERTIFY THEY ARE THE ONLY PERSONS HAVING RECORD TITLE INTEREST IN THE REAL PROPERTY INCLUDED WITHIN THIS SUBDIVISION, AND THEY SATISFY HERETO THE PREPARATION AND RECORDING OF THIS MAP; AND THEY OFFER FOR DEDICATION TO THE PUBLIC FOR ROAD PURPOSES, THE ROAD AS SHOWN HEREON; AND THEY DO HEREBY DEDICATE FOR THE HEREINAFTER DESCRIBED PURPOSES THE FOLLOWING:

1. A 16 FOOT WIDE STRIP OVER, ON, ACROSS, AND UNDER ALL LAND ADJACENT TO ALL ROADS THIS SHALL BE A MULTIPURPOSE PUBLIC ENVIRONMENT (MPRE), CONSISTING OF NON-EXCLUSIVE EASEMENTS TO BE ADMINISTERED BY THE CITY OF COLFAX FOR THE FOLLOWING PURPOSES:
 - (A) UNDERGROUND WEBS, CONDUITS, AND APPURTENANCES THEREFOR FOR ELECTRIC AND COMMUNICATION SERVICES.
 - (B) DRAINAGE, EARTH SHORES, AND EROSION CONTROL AND ALL APPURTENANCES THEREFOR, AND CLEARING SIGHT DISTANCES AFFECTING TRAVELED WAY.
 - (C) TO TRIM AND REMOVE AS OFTEN AS NECESSARY, TREES, LIMBS, AND BRUSH.
2. PUBLIC UTILITY EASEMENTS OVER, ON, ACROSS, AND UNDER STRIPS OF LAND DESIGNATED ON THIS MAP 'P.U.E.' FOR WATER, GAS, SEWER, AND DRAINAGE PIPES, AND APPURTENANCES THEREFOR, AND FOR POLES, WEBS, CONDUITS, AND APPURTENANCES THEREFOR FOR ELECTRIC AND COMMUNICATION SERVICES. ALL EASEMENTS HEREUNDER ARE NON-EXCLUSIVE AND INCLUDE THE RIGHT TO TRIM AND REMOVE AS OFTEN AS NECESSARY TREES, LIMBS, AND BRUSH.
3. A DRAINAGE EASEMENT FOR THE FLOW OF DRAINAGE WATERS THROUGH THE DRAINAGE CHANNEL AS SHOWN ON THIS MAP SHALL BE PROTECTED, CONSERVED, AND MAINTAINED FOR DRAINAGE PURPOSES. IMPROVEMENTS SHALL NOT BE CONSTRUCTED, NOR SHALL ANY WORK INCLUDING BUT NOT LIMITED TO: CUTTING TREES, EXCAVATING, BORING, OR REMOVAL OF VEGETATION, BE DONE WITHOUT PRIOR WRITTEN APPROVAL OF THE CITY OF COLFAX AFTER SHOWING BY COMPETENT EVIDENCE THAT THE PROPOSED IMPROVEMENT OR WORK WILL NOT INCREASE OR ALTER IN ANY MANNER THE NATURAL FLOW OF WATER OR BE DETRIMENTAL TO THE ENVIRONMENT WITHIN AND ADJACENT TO THE DRAINAGE EASEMENT.

SHADOW WOOD PLACE VENTURE**A CO-VENTURESHIP**

TYLUX INVESTMENTS INC., A CALIFORNIA CORPORATION, A
GENERAL PARTNER.

Jim Raby
VICE PRESIDENT

Ray Hutchings
GENERAL PARTNER

Alfred C. McCue
VICE PRESIDENT, SECRETARY

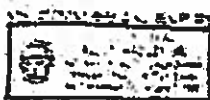
TREASURER

**STATE OF CALIFORNIA
COUNTY OF SUTTER**

ON JUNE 11, 1978, BEFORE ME THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED RAY HUTCHINGS KNOWN TO ME TO BE ONE OF THE PARTNERS OF THE PARTNERSHIP "A" EXECUTED THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT SAID PARTNERSHIP EXECUTED THE SAME.

IN A TRUST WHEREOF I HAVE HERETO SET MY HAND AND AFFIRMED MY OFFICIAL SEAL IN THE COUNTY OF SUTTER, THE DAY AND YEAR IN THIS CERTIFICATE FIRST ABOVE WRITTEN.

Alfred C. McCue
NOTARY PUBLIC
STATE OF CALIFORNIA

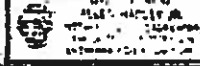
**STATE OF CALIFORNIA
COUNTY OF SUTTER**

ON THIS 11th DAY OF JUNE, 1978, BEFORE ME THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR SAID STATE, PERSONALLY APPEARED RAY RABY AND JOHN C. HUTCHINGS KNOWN

TO ME TO BE THE PRESIDENT AND SECRETARY TREASURER (RESPECTIVELY), OF THE CORPORATION THAT EXECUTED THE WITHIN INSTRUMENT AND KNOWN TO ME TO BE TWO PERSONS WHO EXECUTED THE WITHIN INSTRUMENT ON BEHALF OF SAID CORPORATION AND CORPORATION BEING KNOWN TO ME TO BE ONE OF THE PARTNERS OF THE PARTNERSHIP THAT EXECUTED THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT SAID CORPORATION EXECUTED THE SAME AS SUCH PARTNER AND THAT SAID PARTNERSHIP EXECUTED THE SAME.

IN WITNESS WHEREOF I HAVE HERETO SET MY HAND AND AFFIRMED MY OFFICIAL SEAL IN THE COUNTY OF SUTTER, THE DAY AND YEAR IN THIS CERTIFICATE FIRST ABOVE WRITTEN.

Alfred C. McCue
NOTARY PUBLIC
STATE OF CALIFORNIA

**SURVEYOR'S CERTIFICATE**

I, EMERSON L. SMITH, HEREBY CERTIFY THAT THIS MAP CORRECTLY REPRESENTS A SURVEY MADE UNDER MY DIRECTION IN MARCH, 1978; THAT THE SURVEY IS TRUE AND COMPLETE AS SHOWN; THAT ALL MONUMENTS SHOWN HEREON WILL BE OF THE CHARACTER SHOWN AND WILL OCCUPY THE POSITIONS INDICATED ON OR BEFORE DECEMBER 31, 1980 AND THAT SAID MONUMENTS WILL BE SUFFICIENT TO ENABLE THE SURVEY TO BE RE-TRACED.

MY 2ND 1980
DATE

Emerson L. Smith
EMERSON L. SMITH - L.S. 5062

TRACT NO 469**SHADOW WOOD PLACE****A PLANNED DEVELOPMENT**

BEING A PORTION OF BLOCK C OF COLFAX AND A PORTION OF LOT 6 OF BLOCK 4 OF ADDITION TO COLFAX, BEING ALSO A PORTION OF THE SE 1/4 OF SECTION 32, TOWNSHIP 15 NORTH, RANGE 9 EAST, N.D.M. AND THE NE 1/4 OF SECTION 3, TOWNSHIP 14 NORTH, RANGE 9 EAST, N.D.M.

COUNTY OF PLACER**CITY OF COLFAX****STATE OF CALIFORNIA**

SCALE 1" = 40'

FEBRUARY, 1978

EMERSON L. SMITH
PRO CROCKETT RD
ALBURN, CALIF 95603

L.S. 5062

SHEET 1 OF 2

CITY ENGINEER'S CERTIFICATE

I, W.G. STEPHENSON, HEREBY CERTIFY THAT I HAVE EXAMINED THIS FINAL MAP THAT THE SUBDIVISION IS SUBSTANTIALLY THE SAME AS IT APPEARED ON THE TENTATIVE MAP AS APPROVED BY THE PLANNING COMMISSION THAT ALL PROVISIONS OF THE SUBDIVISION MAP ACT AND ORDINANCES APPLICABLE AT THE TIME OF APPROVAL OF THE TENTATIVE MAP HAVE BEEN COMPLIED WITH, AND THAT I AM SATISFIED THAT SAID MAP IS TECHNICALLY CORRECT.

DATE 1-11-80

W.G. Stephenson
CITY ENGINEER

PLANNING COMMISSION'S CERTIFICATE

THE PLANNING COMMISSION OF THE CITY OF COLFAX, ON THIS 11th DAY OF February, 1978, DID REVIEW AND FORWARDED THIS MAP TO THE COLFAX CITY COUNCIL RECOMMENDING APPROVAL.

Ray Raby
SECRETARY
PLANNING COMMISSION

Alfred C. McCue
CHAIRMAN
PLANNING COMMISSION

CITY COUNCIL'S CERTIFICATE

THE CITY COUNCIL OF THE CITY OF COLFAX ON THE 23 DAY OF APRIL, 1980 DID APPROVE THIS MAP OF SHADOW WOOD PLACE AND HAS ACCEPTED ON BEHALF OF PUBLIC, THE ROAD, RIGHTS-OF-WAY, AND EASEMENTS OFFERED FOR DEDICATION FOR PUBLIC USE IN CONFORMITY WITH THE TERMS OF DEDICATION. THE DEDICATION IS ACCEPTED FOR PUBLIC USE BUT NOT FOR MAINTENANCE ATTEST:

Ray Raby
CITY CLERK

Alfred C. McCue
MAYOR, CITY OF COLFAX

RECORDER'S CERTIFICATE

ACCEPTED FOR RECORD AND FILED IN THE OFFICE OF THE RECORDER OF PLACER COUNTY, STATE OF CALIFORNIA, AT THE REQUEST OF PLACER TITLE COMPANY AT 34 MINUTES PAST 2:00 O'CLOCK P.M. ON THE 11th DAY OF JULY, 1980, AND RECORDED IN BOOK M OF MAPS, ON PAGE 85.

FILE NO 25993

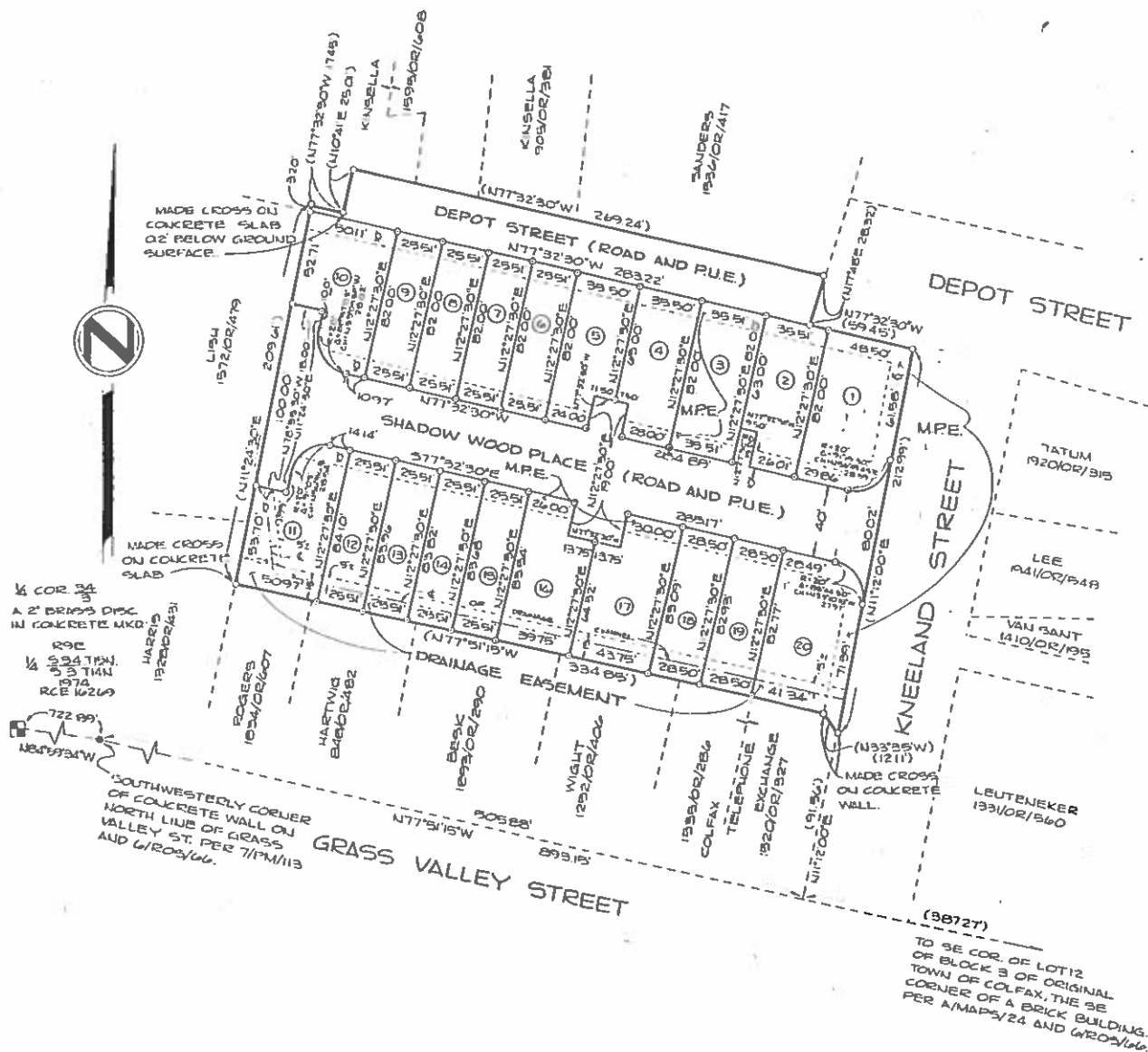
FEB. 1980

GIN TROMBLEY
PLACER COUNTY RECORDER

SOILS REPORT

Emerson B. Smith DEPUTY

A SOILS INVESTIGATION WAS PERFORMED IN AUGUST. THE RESULTS OF THAT INVESTIGATION ARE CONTAINED IN REPORT PREPARED BY TERRACON INC. DATED AUGUST 1978 & A COPY OF THIS REPORT IS ON FILE WITH THE CITY CLERK OF THE CITY OF COLFAX.



LEGEND

- SET 1/2" IRON BAR OR EQUIVALENT, OR MADE CROSS ON CONCRETE.
- SET 3/4" IRON BAR WITH COPPER SLEEVE MARKED L3 3062 UNLESS OTHERWISE NOTED.
- FOUND MONUMENT AS NOTED.
- ⊥ COMPUTED POINT- NOTHING FOUND OR SET.
- () RECORD PER 2112/02/6665

BASIS OF BEARING

THE MERIDIAN OF THIS SURVEY IS BASED UPON THE NORTHERLY LINE OF GRASS VALLEY STREET BETWEEN THE SOUTHWEST CORNER OF A CONCRETE WALL AND THE SOUTHEAST CORNER OF A BRICK BUILDING AT GRASS VALLEY AND MAIN STREETS AND IS IDENTICAL TO THAT OF 61003/464.

SOURCE OF METES AND BOUNDS

NETES AND BOUNDS INFORMATION TAKEN FROM 2112/OP/1065

TRACT NO. 469

SHADOW WOOD PLACE

A PLANNED DEVELOPMENT

BEING A PORTION OF BLOCK C OF COLFAX
AND A PORTION OF LOT 8 OF BLOCK 4
OF ADDITION TO COLFAX, BEING ALSO A
PORTION OF THE SE $\frac{1}{4}$ OF SECTION 34,
TOWNSHIP 15 NORTH, RANGE 9 EAST, M.D.M.
AND THE NE $\frac{1}{4}$ OF SECTION 3, TOWNSHIP
14 NORTH, RANGE 9 EAST, M.D.M.

COUNTY OF PLACER

CITY OF COLFAX STATE OF CALIFORNIA

SCALE 1"=40'

FEBRUARY, 1979

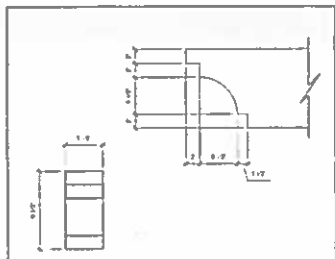
EMERSON L. SMITH
1980 CROCKETT RD
AUBURN, CALIF. 95602

L.S. 3062

SHEET 2 OF 2

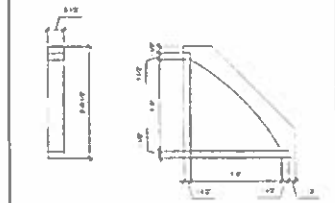


REVISIONS				BENCH MARK: _____	ELEV _____	FIELD BOOK _____	<h2 style="margin: 0;">CITY OF COLFAX</h2> <p style="margin: 0;">PLACER COUNTY, CALIFORNIA</p>			<p style="margin: 0;">PROPOSED IMPROVEMENTS FOR</p> <p style="margin: 0;">SHADOW WOOD SUBDIVISION</p> <p style="margin: 0;">GRADING PLAN</p>			 Gailiani & Kuli Auburn Inc. Post Box 786, Auburn, CA 95604 (530) 885-5107 Fax (530) 885-5157 Auburn • San Jose • Oakdale • Sacramento	SHEET 7 OF 15
NO.	DESCRIPTION	DATE	BY	DESCRIPTION SEE SHEET 1		SCALE HORIZ 1" = 20' VERT 1" = 10' 1" AT 100'		DRAWN BY _____ DATE 04/19	DESIGNED BY _____ DATE 04/19	CHECKED BY _____ RCE 04/19, DATE 04/19				



1) BEAM END CUT

SCALE 1/4" = 1'-0"

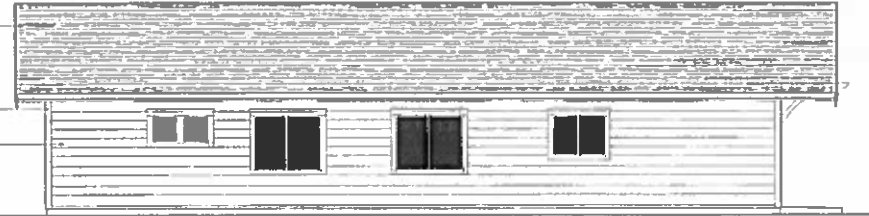


2) BRACKET

SCALE 1/4" = 1'-0"

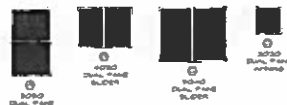
CLASS A CORP. ROOFING -
MANUFACTURE AND COLOR
TO BE SELECTED BY OWNER

2x6 CORNER TRIM
HARDWARE LIP
SEMS - SELECT
COLOR - COLOR AS
SELECTED BY OWNER



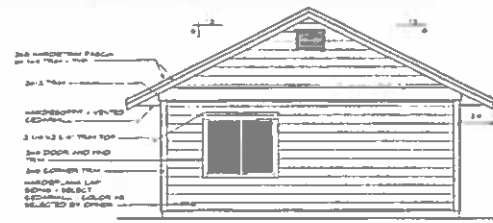
EAST ELEVATION

SCALE 1/4" = 1'-0"



WINDOW SCHEDULE

SCALE 1/4" = 1'-0"



SOUTH ELEVATION

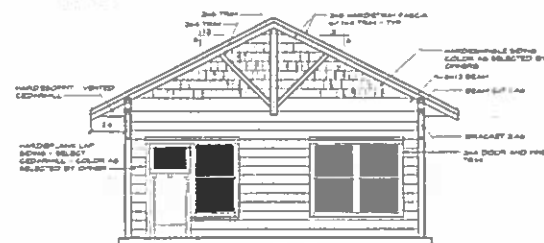
SCALE 1/4" = 1'-0"

CLASS A CORP. ROOFING -
MANUFACTURE AND COLOR
TO BE SELECTED BY OWNER



WEST ELEVATION

SCALE 1/4" = 1'-0"

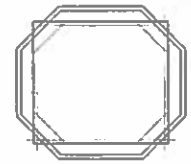


NORTH ELEVATION

SCALE 1/4" = 1'-0"

DATE	20-04-2017
DESIGN	10-01
BY	10-01
NO.	10-01

PROJECT: RESIDENTIAL DEVELOPMENT FOR DINC CONSTRUCTION SHADOW WOOD PLACE COLUMBIA, CALIFORNIA
DATE: 20-04-2017
BY: 10-01
NO.: 10-01



PROJECT: RESIDENTIAL DEVELOPMENT FOR DINC CONSTRUCTION SHADOW WOOD PLACE COLUMBIA, CALIFORNIA
DATE: 20-04-2017
BY: 10-01
NO.: 10-01

PROJECT: RESIDENTIAL DEVELOPMENT FOR DINC CONSTRUCTION SHADOW WOOD PLACE COLUMBIA, CALIFORNIA
DATE: 20-04-2017
BY: 10-01
NO.: 10-01

UNIT A2

A6

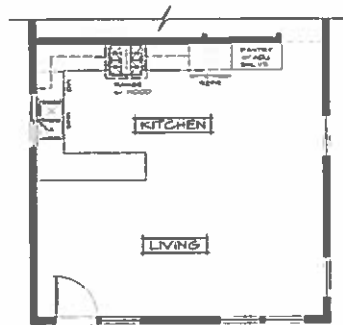
5-BAR WALL SCHEDULE

5-B	DETAILING	WALL	ANCHOR BOLTS
1	5" x 8" CON. PLTYD 5-B" DIA. ON 5" x 8" THU PLTYD SCHED	5-B WALL 8" x 8" OC EDGE AND 12" OC FIELD	1/2" AB 8" x 16" OC OR 1" AB WALL 8" x 8" OC STAGGERED AT SECOND FLOOR
2	5" x 8" CON. PLTYD 5-B" DIA. ON 5" x 8" THU PLTYD SCHED	5-B WALL 8" x 8" OC EDGE AND 12" OC FIELD	1/2" AB 8" x 16" OC OR 1" AB WALL 8" x 8" OC STAGGERED AT SECOND FLOOR IN 4 PANEL SERIES
3	5" x 8" CON. PLTYD 5-B" DIA. ON 5" x 8" THU PLTYD SCHED	5-B WALL 8" x 8" OC EDGE AND 12" OC FIELD	1/2" AB 8" x 16" OC OR 1" AB WALL 8" x 8" OC STAGGERED AT SECOND FLOOR IN 4 PANEL SERIES
4	5" x 8" CON. PLTYD 5-B" DIA. ON 5" x 8" THU PLTYD SCHED	5-B WALL 8" x 8" OC EDGE AND 12" OC FIELD	1/2" AB 8" x 16" OC OR 1" AB WALL 8" x 8" OC STAGGERED AT SECOND FLOOR IN 4 PANEL SERIES
5	5" x 8" CON. PLTYD 5-B" DIA. ON 5" x 8" THU PLTYD SCHED	5-B WALL 8" x 8" OC EDGE AND 12" OC FIELD	1/2" AB 8" x 16" OC OR 1" AB WALL 8" x 8" OC STAGGERED AT SECOND FLOOR IN 4 PANEL SERIES
6	5" x 8" CON. PLTYD 5-B" DIA. ON 5" x 8" THU PLTYD SCHED	5-B WALL 8" x 8" OC EDGE AND 12" OC FIELD	1/2" AB 8" x 16" OC OR 1" AB WALL 8" x 8" OC STAGGERED AT SECOND FLOOR IN 4 PANEL SERIES
7	5" x 8" CON. PLTYD 5-B" DIA. ON 5" x 8" THU PLTYD SCHED	5-B WALL 8" x 8" OC EDGE AND 12" OC FIELD	1/2" AB 8" x 16" OC OR 1" AB WALL 8" x 8" OC STAGGERED AT SECOND FLOOR IN 4 PANEL SERIES
8	5" x 8" CON. PLTYD 5-B" DIA. ON 5" x 8" THU PLTYD SCHED	5-B WALL 8" x 8" OC EDGE AND 12" OC FIELD	1/2" AB 8" x 16" OC OR 1" AB WALL 8" x 8" OC STAGGERED AT SECOND FLOOR IN 4 PANEL SERIES
9	5" x 8" CON. PLTYD 5-B" DIA. ON 5" x 8" THU PLTYD SCHED	5-B WALL 8" x 8" OC EDGE AND 12" OC FIELD	1/2" AB 8" x 16" OC OR 1" AB WALL 8" x 8" OC STAGGERED AT SECOND FLOOR IN 4 PANEL SERIES
10	5" x 8" CON. PLTYD 5-B" DIA. ON 5" x 8" THU PLTYD SCHED	5-B WALL 8" x 8" OC EDGE AND 12" OC FIELD	1/2" AB 8" x 16" OC OR 1" AB WALL 8" x 8" OC STAGGERED AT SECOND FLOOR IN 4 PANEL SERIES

NOTES:
 1. WHERE PLTYD OR CON ARE APPLIED TO BOTH SIDES OF A WALL AND RAFTERS/SLABS LESS THAN 8" OC ON EITHER SIDE FRAMING SHALL BE 8" ON INSIDE AND 16" ON OUTSIDE. ALL 8" STAGGERED. ALSO BRIDGE BOLTS AND WEAR STRAPS. CLAMPING SHALL BE REDUCED BY ONE HALF THE ONE TIMES INDICATED IN THE TABLE.
 2. FOR BRIDGE BOLTS, 1/2" AB 8" x 16" OC OR 1" AB WALL 8" x 8" OC STAGGERED AT SECOND FLOOR IN 4 PANEL SERIES.
 3. BRIDGE BOLTS SHALL BE STAGGERED.
 4. BRIDGE BOLTS SHALL BE STAGGERED.
 5. BRIDGE BOLTS SHALL BE STAGGERED.
 6. BRIDGE BOLTS SHALL BE STAGGERED.
 7. BRIDGE BOLTS SHALL BE STAGGERED.
 8. BRIDGE BOLTS SHALL BE STAGGERED.
 9. BRIDGE BOLTS SHALL BE STAGGERED.
 10. BRIDGE BOLTS SHALL BE STAGGERED.

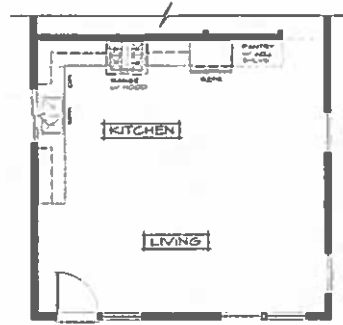
HOLD DOWN SCHEDULE

- 1. BRIDGE HOLD W/ 5/8" x 16" TO 24" POST
- 2. BRIDGE HOLD W/ 5/8" x 16" TO 24" POST
- 3. BRIDGE HOLD W/ 5/8" x 16" TO 24" POST



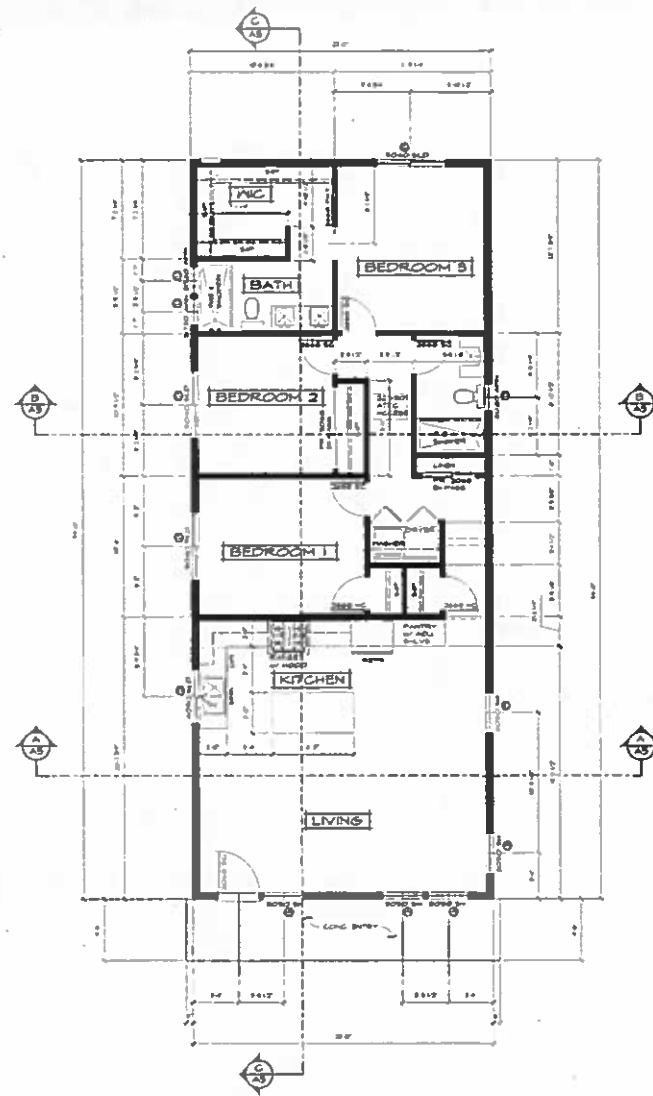
FLOOR PLAN

KITCHEN OPTION 3 SCALE 1/4" = 1'-0"



FLOOR PLAN

KITCHEN OPTION 2 SCALE 1/4" = 1'-0"



FLOOR PLAN

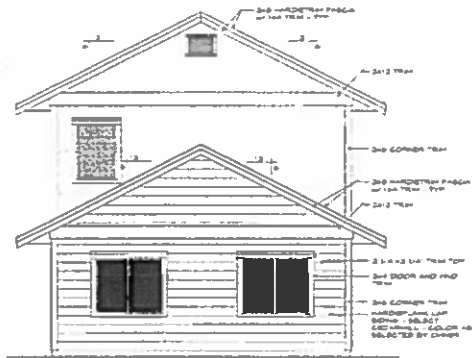
KITCHEN OPTION 1 SCALE 1/4" = 1'-0"

JULI HOUSTON-GRAY
 CONSULTING ENGINEER
 15301 15th Street, Suite 100
 Houston, Texas 77058

PROJECT: RESIDENTIAL DEVELOPMENT FOR
 DMC CONSTRUCTION
 SHADOW WOOD PLACE
 HOUSTON, TEXAS

A3

UNIT A2



NORTH ELEVATION

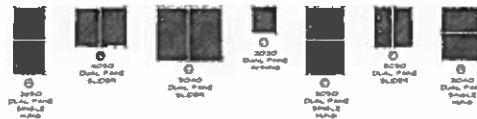
SCALE 1/4" = 1'-0"

CLASS A GOLF ROOFING -
MANUFACTURE AND COLOR
TO BE SELECTED BY OWNER



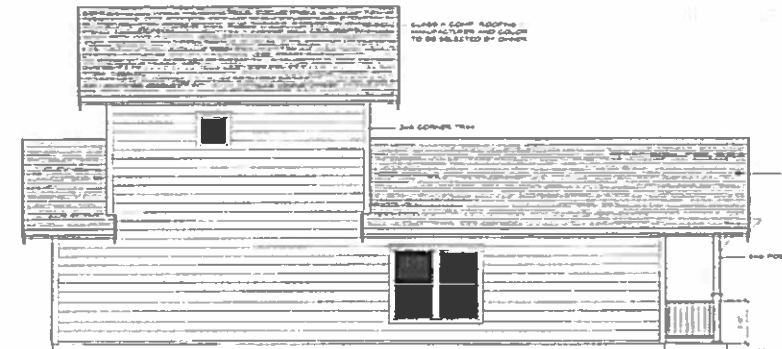
EAST ELEVATION

SCALE 1/4" = 1'-0"



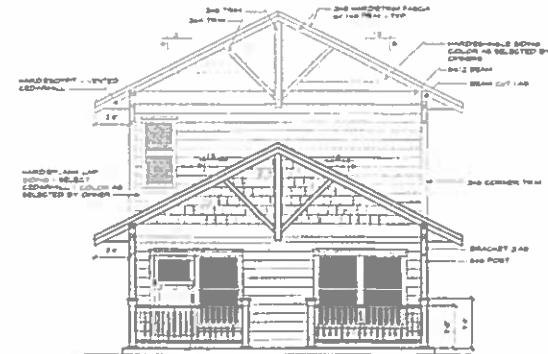
WINDOW SCHEDULE

SCALE 1/4" = 1'-0"



WEST ELEVATION

SCALE 1/4" = 1'-0"

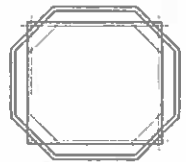


SOUTH ELEVATION

SCALE 1/4" = 1'-0"

DATE: 01-04-2014
JOB NO: 1001
JOB BY: J. S.
JOB NO: 1001

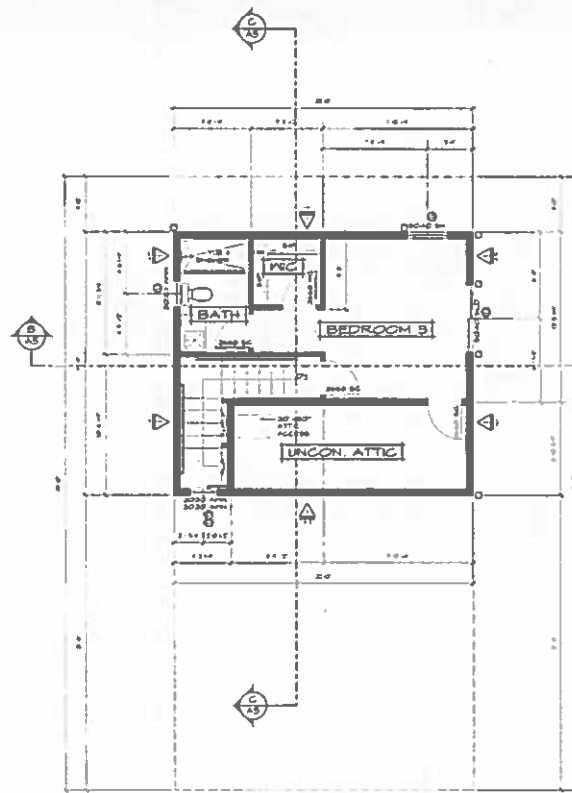
PROJECT: RESIDENTIAL DEVELOPMENT FOR
DING CONSTRUCTION
SHADOW WOOD PLACE
CULVER, CALIFORNIA 94023
(530) 344-1140
(530) 344-1140



PROJECT: RESIDENTIAL DEVELOPMENT FOR
DING CONSTRUCTION
SHADOW WOOD PLACE
CULVER, CALIFORNIA 94023
(530) 344-1140
(530) 344-1140

FRONT VIEW
ELEVATION
A6

UNIT B



UPPER FLOOR PLAN

249 SQ. FT.
SCALE 1/4" = 1'-0"

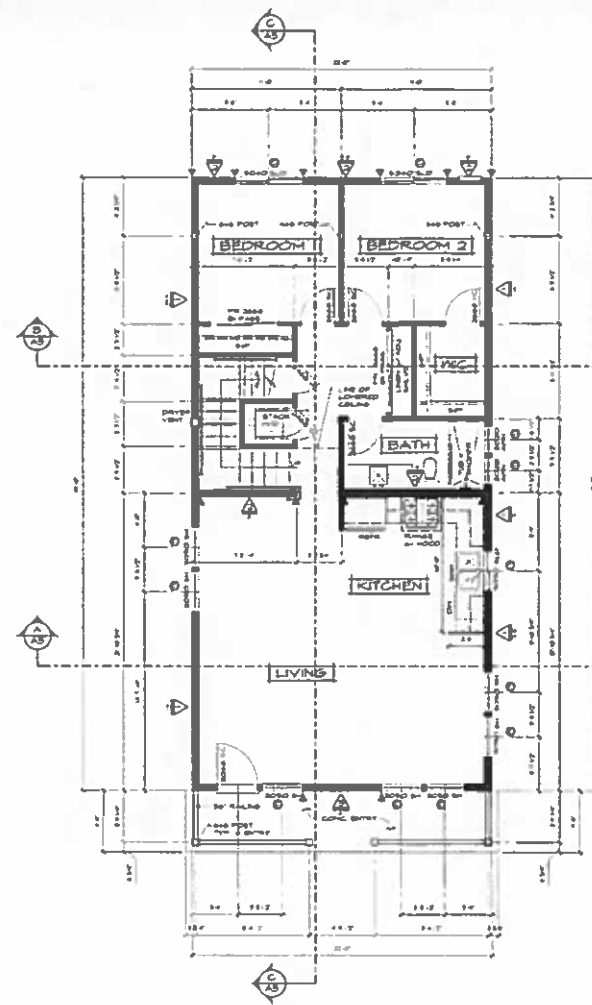
HOLD DOWN SCHEDULE

- ▲ SHEAR WALLS w/ 6075-48 TO DOUBLE STUD
- ▼ SHEAR WALLS w/ 6075-24 TO 48 POST
- SHEAR HOLD w/ 6075-24 TO 48 POST
- SHEAR HOLD w/ 6075-24 TO 48 POST

SHEAR WALL SCHEDULE

WALL	REINFORCEMENT	WALLS	ANCHOR BOLTS
▲	5" x 8" CM PLTYD 5" x 8" CM OR 5" x 8" 11" PLTYD 5" x 8" CM	24 WALS 6" x 8" CM 24" x 8" CM 24" x 8" CM	1/2" AB 6" x 8" CM OR 1/2" AB 6" x 8" CM STAGGERED AT SECOND FLOOR
▲	5" x 8" CM PLTYD 5" x 8" CM OR 5" x 8" 11" PLTYD 5" x 8" CM	24 WALS 6" x 8" CM 24" x 8" CM 24" x 8" CM	1/2" AB 6" x 8" CM OR 1/2" AB 6" x 8" CM STAGGERED AT SECOND FLOOR - IN 2 PANELS, 24" x 8" CM
▲	5" x 8" CM PLTYD 5" x 8" CM OR 5" x 8" 11" PLTYD 5" x 8" CM	24 WALS 6" x 8" CM 24" x 8" CM 24" x 8" CM	1/2" AB 6" x 8" CM OR 1/2" AB 6" x 8" CM STAGGERED AT SECOND FLOOR - IN 2 PANELS, 24" x 8" CM
▲	5" x 8" CM PLTYD 5" x 8" CM OR 5" x 8" 11" PLTYD 5" x 8" CM	24 WALS 6" x 8" CM 24" x 8" CM 24" x 8" CM	1/2" AB 6" x 8" CM OR 1/2" AB 6" x 8" CM STAGGERED AT SECOND FLOOR - IN 2 PANELS, 24" x 8" CM
▲	5" x 8" CM PLTYD 5" x 8" CM OR 5" x 8" 11" PLTYD 5" x 8" CM	24 WALS 6" x 8" CM 24" x 8" CM 24" x 8" CM	1/2" AB 6" x 8" CM OR 1/2" AB 6" x 8" CM STAGGERED AT SECOND FLOOR - IN 2 PANELS, 24" x 8" CM
▲	5" x 8" CM PLTYD 5" x 8" CM OR 5" x 8" 11" PLTYD 5" x 8" CM	24 WALS 6" x 8" CM 24" x 8" CM 24" x 8" CM	1/2" AB 6" x 8" CM OR 1/2" AB 6" x 8" CM STAGGERED AT SECOND FLOOR - IN 2 PANELS, 24" x 8" CM
▲	5" x 8" CM PLTYD 5" x 8" CM OR 5" x 8" 11" PLTYD 5" x 8" CM	24 WALS 6" x 8" CM 24" x 8" CM 24" x 8" CM	1/2" AB 6" x 8" CM OR 1/2" AB 6" x 8" CM STAGGERED AT SECOND FLOOR - IN 2 PANELS, 24" x 8" CM
▲	5" x 8" CM PLTYD 5" x 8" CM OR 5" x 8" 11" PLTYD 5" x 8" CM	24 WALS 6" x 8" CM 24" x 8" CM 24" x 8" CM	1/2" AB 6" x 8" CM OR 1/2" AB 6" x 8" CM STAGGERED AT SECOND FLOOR - IN 2 PANELS, 24" x 8" CM

NOTES:
1. REINFORCEMENT ON ONE SIDE OF A WALL AND WALLPACING IS LESS THAN 4" CM OR EITHER SIDE REINFORCEMENT IS LESS THAN 4" CM, REINFORCEMENT SHALL BE STAGGERED. ALSO, ANCHOR BOLT AND ANCHOR PLATE PACEMENT SHALL BE REDUCED BY ONE HALF THE DISTANCE INDICATED IN THE TABLE.
2. FOR REINFORCEMENT TYPES 1, 2, 3, AND 4, ALL REINFORCEMENT SHALL BE STAGGERED FROM ALL OTHER REINFORCEMENT. REINFORCEMENT SHALL NOT BE LESS THAN 4" CM FROM ALL OTHER REINFORCEMENT.
3. REINFORCEMENT SHALL BE STAGGERED.
4. REINFORCEMENT SHALL BE STAGGERED.
5. REINFORCEMENT SHALL BE STAGGERED.
6. ALL BOLTS TO BE EMBEDDED IN CONCRETE.
7. USE 3/4" x 8" CM PLATE WELDING. ALL 3/4" x 8" CM.
8. NO FLOOR JOINTS SHALL BE IN SHEAR WALLS. ALL MATERIAL TO BE 60 KSI OR BETTER.



MAIN FLOOR PLAN

249 SQ. FT.
SCALE 1/4" = 1'-0"

UNIT B

JULI HOUSTON-GRAY
1001 LEAN COURT
ARLINGTON, CALIFORNIA 94005
(930) 348-1140
(930) 348-1140

Project: RESIDENTIAL DEVELOPMENT FOR
DING CONSTRUCTION
SHADOW WOOD PLACE
COLUMBIA, CALIFORNIA

1" = 1'-0" SCALE
UNIT B
A3



SCALE 1/4" = 1'-0"



SCALE 1/4" = 1'-0"



SCALE 1/4" = 1'-0"



SCALE 1/4" = 1'-0"



SCALE 1/4" = 1'-0"

UNIT C

drafts:
JULI HOUSTON-GRAY
1001 LEAH COURT
AUBURN, CALIFORNIA 95603
(930) 269-4930
(930) 264-1140



project: RESIDENTIAL DEVELOPMENT FOR:
DWC CONSTRUCTION
SHADOW WOOD PLACE
COLIFAX, CALIFORNIA

2000 1000 500 0

— 2004 —

A6



HOLD DOWN SCHEDULE

- ▶ 1st week: 100% of 100% = 100% of 100% = 100%
- ▶ 2nd week: 100% of 100% = 100% of 100% = 100%
- ▶ 3rd week: 100% of 100% = 100% of 100% = 100%
- ▶ 4th week: 100% of 100% = 100% of 100% = 100%

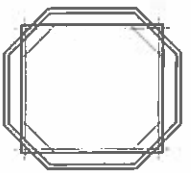
MAIN FLOOR PLAN

SCALE 1/4" = 4'-0"

UNIT C

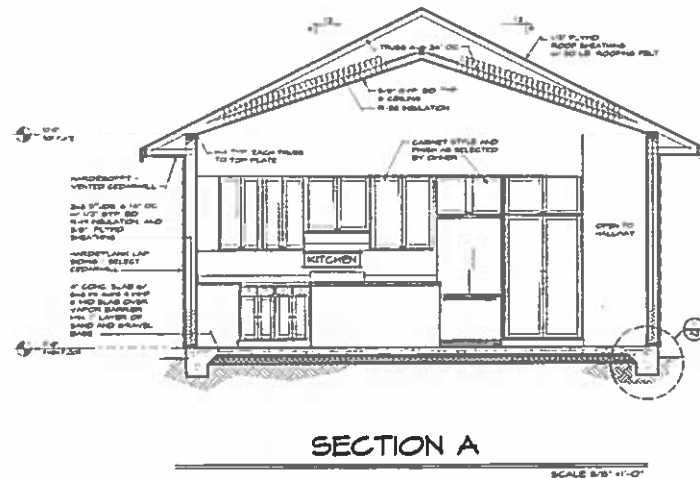
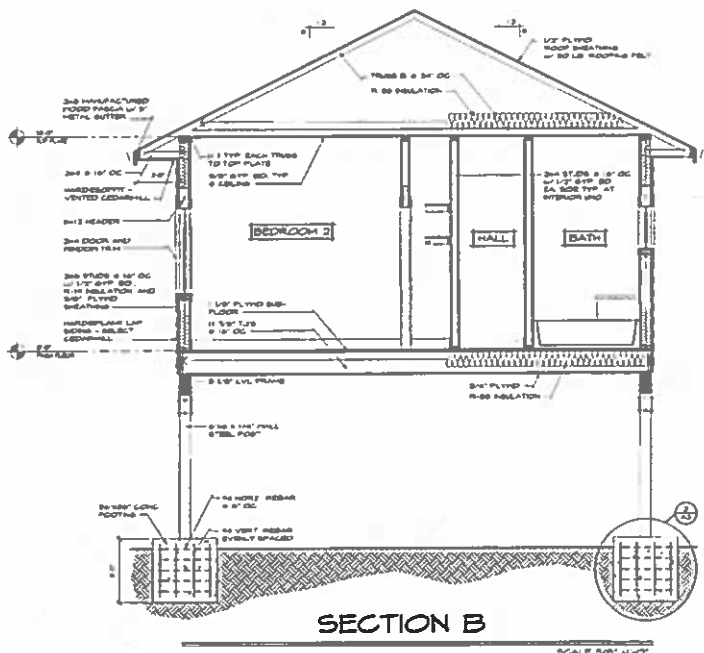
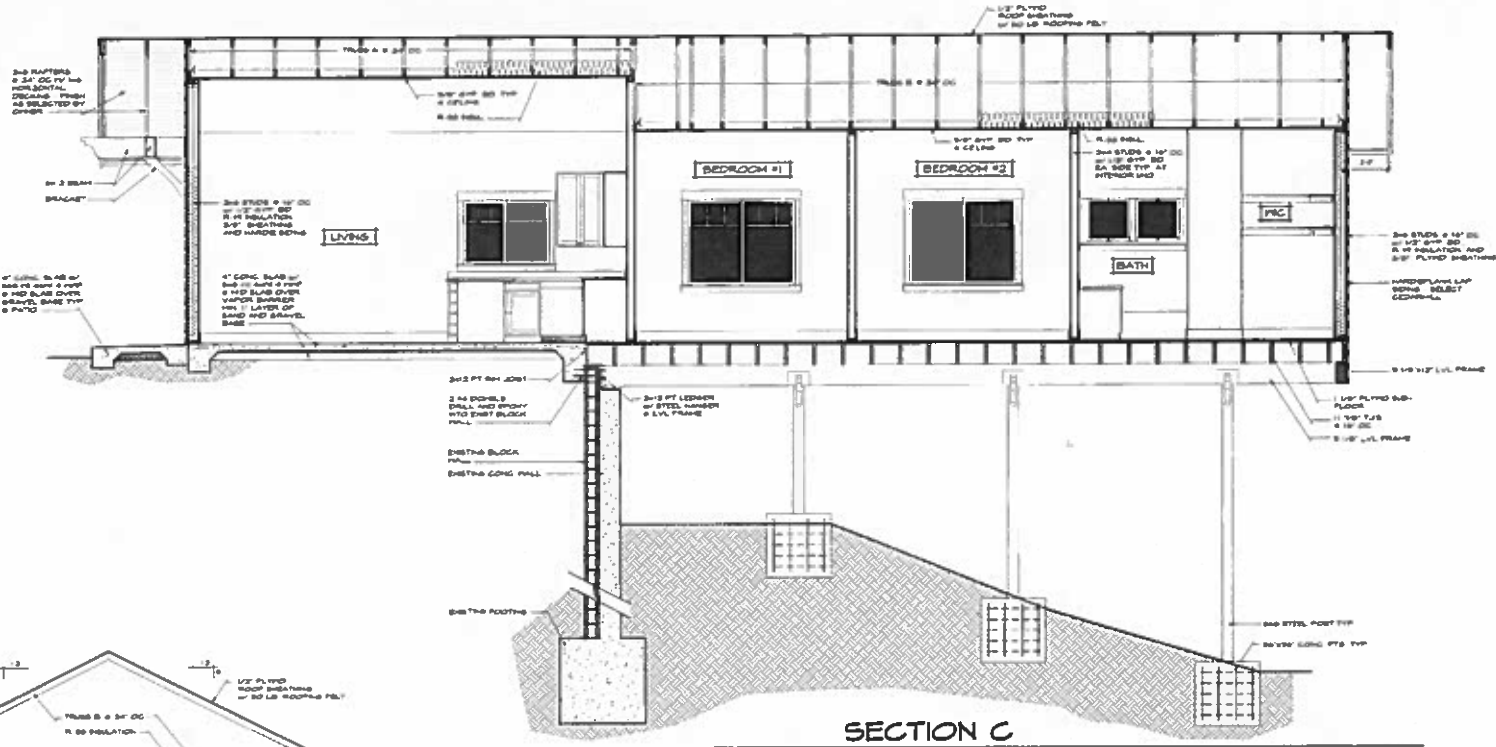
date	05-07-2014
by	MD
check by	
rev	

drafter:
JILL HOUSTON GRAY
100 LEWIS COURT
ALBANY, CA 94706
(925) 340-9900
(925) 340-1140



PROJECT: RESIDENTIAL DEVELOPMENT FOR
DNC CONSTRUCTION
SHADOW WOOD PLACE
CALIFORNIA

drawing content:
SECTION A-C
drawing no:
A5



UNIT A2



RECEIVED
APR 04 2018
CITY OF COLFAX

Attach. 7

Shadow Wood Place Subdivision Project Description

I – Current Project Conditions

This project was previously approved for twenty (20) lots by filling a final subdivision map recorded on July 16, 1980 as Shadow Wood Place Tract No. 469 in Book M of Maps, at Page 84. The approval was for a twenty (20) lot Planned Unit Development for Townhouse lots on November 30, 1978 and re-approved in November 1992. The project's assessor parcel numbers are as follows: 006-061-023 through 032 (lots 1 thru 10 respectively), and 033 through 042 (lots 11 thru 20 respectively).

The project CC&R's were recorded for the project in July 16, 1980 in Book 2276 of official records page 563, serial number 1980-25994, Placer County and a modification made of the CC&R's to update the project CC&R's August 7, 1991 in official records serial number 1991-047638. I have provided the best copy I could per your request. The modifications to the CC&R's are under contract with the project's attorney. When available I will provide the City with a copy.

The existing twenty (20) lots are vacant and the earth pads and street subgrade for Shadow Wood Place has been graded along with concrete building footings/retaining walls with approved City of Colfax improvement plans dated March 30, 1979. The project underground infrastructure was also constructed for the following:

- 6-inch looped water main to Depot Street and 10 double 1-inch water services (serving two lots), and a fire hydrant was excepted by PG&E and placed into service. The water system has been tested by the City continually since that time. There was a transfer of the water system ownership to PCWA shortly after construction.
- 6-inch VCP sewer main with manholes and twenty 4-inch services to each lot (not connected into Kneeland Street). The sewer main and services were tested in 1992 and found to be good condition.
- The dry utilities (telephone and electric) were constructed
- Depot Street retaining wall was constructed with a 6-foot chain link fence with steel posts embedded in the top of the wall. Depot street was reconstructed with a pavement section.

The street frontage improvements for Shadow Wood Place and Kneeland Street were not completed at that time.

The subgrade of Shadow Wood Place slopes (5% to 10%) from west to east through the center of the project. There are three existing retaining walls creating the stepped building pads from north to south with a vertical difference of 65 feet in elevation. The depot Street retaining wall varies from 9-feet to 2-feet west to east respectfully. A 3-foot retaining wall/foundation exists 18-feet south of the Depot Street retaining wall south face at the rear of the original townhouse buildings. The third retaining wall/foundation is constructed 20-

Page 2
Shadow Wood Place
Project Description

feet south of the existing 40-foot right of way of Shadow Wood Place. There are no trees on the property,

The applicant has already provided structural calculations for the existing retaining wall along Depot Street and the existing combination onsite retaining wall/foundations which was reviewed and approved by the City prior to the above applications. The existing six-foot-high change link at the top of the retaining wall on the south side of Depot Street has been repaired. The south face of the Depot Street retaining wall has been cleaned and painted green.

II – Application Requests

The applicant is requesting approval for an **Amended Subdivision Map** of Shadow Wood Place Tract No. 469 as shown on the official plat filed in Book M of Maps, Page 84 pursuant to Section 66472.1 of the Subdivision Map Act. The amended subdivision map will provide changes to the recorded map for the following items:

- Modify the widths of the existing 20 lots to accommodate 20 single family detached homes with standard front and side yard setbacks except the four (4) lots to accommodate the fire turn around cul-de-sac
- Dedicate a portion of lot 1 to permit a standard curb return for Depot Street on to Kneeland Street
- Change the hammer head fire turn around to a cul-de-sac
- Abandonment and dedication of easements

The applicant is submitting a **New PUD Plan** because the existing PUD Plan has expired. The New PUD Plan shall address the following items:

- Modify the house architecture to meet the City's core area District ordinance
- Eliminated attached housing for single family detached homes with a cottage style consistent with the city core area
- Provide two on-site parking spaces for each home with no garage or shade structure.
- Provide six public on street parking spaces on Shadow Wood Place and additional spaces along Kneeland Street
- Provided a standard cul-de-sac turn around for Shadow Wood Place
- Provide modifications to standard zoning setbacks and lot standards
- The houses cantilever over this drainage easement a maximum of 6-feet on lot 20 to 4.5-feet on lot 11 as was approved in the last two PUD approvals

The applicant is proposing **Setback Reductions** be one of the items mitigated with the Development Agreement to be entered between the Owner/Developer and the City of Colfax. The City of Colfax setback requirements do not allow adequate lot depth for the

Page 3
Shadow Wood Place
Project Description

proposed homes in this development. The setback reductions shown on the Tentative Subdivision Map are as follows:

- The rear Set Back Lines (SBL) for Lots 1 through 10 are reduced from the required 20-foot rear to 18-foot. The usable back yard width is reduced to 5 to 7-feet with a rockery retaining wall, varying width planter at the top of rockery wall, and two feet of the Depot Street retaining wall base are occupying the balance of the space
- The front SBL for Lots 9, 11, and 12 fronting the cul-de-sac are reduced from the required 20-foot front SBL to 5-feet. The front SBL for Lot 10 fronting the cul-de-sac is reduced from the required 20-foot front SBL to 4-feet. These short distances only occur on a radial line at a house corner and increases across the width of the house (see PUD plan)
- The usable rear yard for lots 11 thru 12 is part of an active controlled drainage easement of 15-feet. There will be constructed a six (6) foot natural looking cobble stream bed

III. Project Planned Unit Development

Shadow Wood Place is a 20-unit single family housing PUD development in the City of Colfax, CA. The project area is in the center of the City, substantially surrounded by residential development. The applicant's purpose is to offer a quality, moderately priced homes in walking distance to local businesses, schools, and community events.

The single-story houses located on lots 11 through 20 have 10-foot interior ceilings throughout the house and the living room will have a 13-foot ceiling. The overall height of the single-family home is approximately 14' tall and 22 feet wide and 54 feet long and contains eleven hundred eighty-eight square feet (1188 SF – floor plan A).

The two-story homes located on lots 1 through 10 will also have 10-foot interior ceilings throughout the house and a 13-foot ceiling height in the living room and kitchen area. The overall height of the exterior of the home is approximately 24 foot tall. The smaller of the two-story house is twelve hundred thirty-six square feet (1236 SF - floor plan B) and the larger of the two story's is fourteen hundred forty square feet 1440 SF – floor plan C).

There are no side yard fences planned. The property line delineation shall use 3:1 grading and landscaping hedges or bushes. The south rear boundary is already fenced and those that are not fenced will be shared with the neighbor. There will be constructed a six (6) foot natural looking cobble stream bed with boulders and natural grasses over the drainage pipe with in the drainage easement.

The front and side yard landscaping shall use artificial turf, shrubs, ground cover and trees (all native plant types) to the area.

IV - Engineering Site Design Discussions

The existing lot pad grading does not conform to the proposed amended lot layout or the subgrade of Shadow Wood Place and both shall be re-graded accordingly.

Shadow Wood Place will be constructed to the existing 40-foot street standard having 17 feet of pavement, 3 foot rolled curb and gutter on the north side of the street and having 13 feet of pavement, 3 foot rolled curb including a 4-foot sidewalk on the south side of the street. A total of six on-street parking shall be staggered on both sides of the street as detailed on the PUD map. Each proposed house will have two off-street parking spaces. There will not be a monument sign or special landscaping at the entrance to Shadow Wood Place.

Kneeland Street will be constructed at a 60-foot street standard having 23 feet of pavement, 3-foot vertical curb and gutter with a 4-foot sidewalk within a 30-foot half right-of-way section from the south subdivision property line to Shadow Wood Place. Kneeland Street pavement section from Shadow Wood Place north to Depot Street shall be reduced to 19-feet to accommodate a new curb return at Depot Street and the steep grade of the existing street (see the PUD plan). Kneeland Street is currently constructed mostly on the east side of centerline to accommodate Depot street vertical alignment and drainage. The new construction of the west side of Kneeland Street centerline shall maintain the existing east side grading of the street for an additional 14-foot travel lane and then create a shoulder grade break at 2 percent to the lip. This design will stop the sheet flow of the upper drainage shed of Depot Street draining onto the lots on the east side of the street. A valley gutter shall be constructed across the entrance to Shadow Wood Place do to intersection grading needed raising to balance the dirt on-site, reduce the on-site rear retaining walls heights on lots 1 thru 10, and eliminate the drainage crossing that is in conflict with PCWA required pipe separations public water and drain pipes. On-street parking shall be provided.

Depot Street shall not have any on-street parking for this proposed subdivision or for adjacent properties. "No Parking" signs shall be installed. The project will not have any additional street improvements for Depot Street. Depot Street is not needed for access to this proposed subdivision. Public access and public utility rights to Depot Street will be preserved as dedicated in the recorded subdivision.

The existing onsite 6" sewer line will remain in place and used in the project design. The sewer line shall be inspected, tested and repaired in coordination with the City Engineer. There are 20 existing sewer services and 10 will be utilized and extended to the right of way. The remaining 10 existing sewer services will be abandoned to the satisfaction of the City Engineer.

Page 5
Shadow Wood Place
Project Description

The existing onsite 6" water main in Shadow Wood Place will remain in place and in use. The loop portion in Lot 10 will be abandoned to the satisfaction of PCWA and removed. There are 10 existing water services and 10 will be utilized and extended to the right of way as needed. The project shall install 10 new water services so that each lot shall have a separate 1-inch service to the satisfaction of PCWA.

The project drainage and off-site drainage shall be defined by a drainage study per placer county design standards. The project is required to detain the increase in runoff between the pre and post drainage flows for the project site only. The project shall submit a drainage report during the processing of the improvement plans.

There are two off-site surface drainage areas crossing the project property. The first is collecting along Depot Street and empties onto Kneeland Street at the projects northeast corner draining partially along the west side of Kneeland Street at low flows and the majority across the paved street onto the lots on the south side of the street at peak flows. The second drainage area is directed to the 15-foot drainage easement dedicated to the City of Colfax on the south side of the project's rear yards of lots 11 through 20 adjacent to the existing residents rear yards abutting this project.

There will be constructed a six (6) foot natural looking cobble stream bed with boulders and natural grasses over the drainage pipe. The only visible water anticipated would be when drainage system exceeds the capacity of the design (10-year to 100-year storm events) or poor maintenance.

The existing dry utilities joint trench with its existing facilities will be abandoned to the satisfaction of the utility companies. A new dry utilities joint trench with its new facilities will be constructed in its appropriate location.

There will not be a monument sign or special landscaping at the entrance to Shadow Wood Place.









City of Colfax
 City Council Minutes
 Regular Meeting of Wednesday, May 22, 2019
 City Hall Council Chambers
 33 S. Main Street, Colfax CA

1 **CLOSED SESSION**

THERE WAS NO CLOSED SESSION AT THIS MEETING

2 **OPEN SESSION**

2A. **Call to Order**

Mayor Fatula called the open session to order at 7:00P.M.

2B. **Pledge of Allegiance**

Foxy McCleary, 127 Saunders Lane, led the Pledge of Allegiance.

2C. **Roll Call**

Council members present: Burruss, Douglass, Fatula, Lomen, Mendoza

2D. **Approval of Agenda Order**

Agenda item 8A was postponed to June 26 at the applicant's request. On a motion by Councilmember Burruss, seconded by Councilmember Lomen, the City Council approved the agenda order with the postponement 8A.

AYES: Burruss, Douglass, Fatula, Lomen, Mendoza

3 **PRESENTATION**

THERE WERE NO PUBLIC PRESENTATIONS AT THIS MEETING.

4 **PUBLIC HEARING**

There were no public hearings at this meeting

5 **CONSENT CALENDAR**

5A. **Minutes - Regular Meeting April 24, 2019**

Recommendation: Approve the Minutes of the Regular Meeting of April 24, 2019.

5B. **Quarterly Investment Report – Quarter Ending March 31, 2019**

Recommendation: For information only.

5C. **Cash Summary – April 2019**

Recommendation: Accept and file

5D. **City Funding Support for Colfax 3rd of July Event**

Recommendation: Adopt Resolution 14-2019 authorizing a \$500 donation to Colfax Green Machine, coordinators of the 2019 3rd of July event, to be used towards the purchase of fireworks for the 2019 3rd of July event.

On a motion by Council Member Burruss, seconded by Councilmember Lomen, Council approved the Consent Calendar.

AYES: Burruss, Douglass, Fatula, Lomen, Mendoza

6 PUBLIC COMMENT*Will Stockwin, Colfax resident*

- Brought two vehicle issues to the Council's attention. At 107 Pine, there is a vehicle that rolled end-over-end and has been there for over a month. On South Main, toward Newman, a blue Dodge van is impeding visibility around the curve. This turns South Main into a one lane street. Drivers going around the curve cannot see each other until they are in it. The City Manager said that a 30 day notice has been placed on the vehicle at 107 Pine and the Sheriff is working on it. He will ask the Sheriff to address both. Mayor Fatula also mentioned that there are people sleeping in cars behind Lumenaris. The City Manager will refer this to the Sheriff as well.

Tim Ryan

- Mr. Ryan knows the owner of the blue van and will talk to him. Joe and Mary Fatula, Colfax business owners

Andrea Harrison, Colfax Green Machine

- Ms. Harrison passed out 3rd of July shirts and buttons and thanked the Council for the \$500 donation. The goal is to raise \$15,000; they have raised \$1,100 so far. There will be a bingo fund raiser on July 3; the buy-in is \$20. Local businesses are being solicited. So far, there are 28 vendors with a DJ on one side and a country band (Tom Drennan) on the other. They are seeking other vendors.

7 COUNCIL, STAFF, AND OTHER REPORTS**7A. Committee Reports and Colfax Informational Items – All Councilmembers***Councilmember Douglass*

- Councilmember Douglass attended the April 25 City/County Dinner.
- He asked the City Manager to look into the cost of the City's animal control contract because the County's cost increased by \$60,000 and he wants to know how that will affect the City.
- He attended the wine and chocolate event on April 27.
- He reported that Pioneer Energy had a closed session but did not discuss the particulars. PG&E will evidently have a whole new Board. The Governor does not approve of the proposed replacements because he prefers local members.
- Mr. Douglass attended the May 16 SACOG meeting, the theme of which was how to successfully develop infill clusters.
- He reported the Project Go has money available to replace windows and insulate houses.
- He also attended the May 21 potluck, and the Chamber of Commerce mixer.

Council Member Mendoza

- Met with Adult Care and the president of a California mental health organization. She hopes to secure funding for mental health programs in Colfax.
- She reported on her attendance at events in Washington DC, including improving local response to catastrophic incidents, public safety, transportation. Public funds may be available to address the Wall fire.
- AB 477 (emergency preparedness) is moving forward. Colfax needs to watch this bill and be ready to go after funds when it is adopted.

- She will attend the elementary school graduation on May 30 and will meet with the new County supervisor on May 31. The Supervisor Gustafson wants to resume regular meetings.

Council Member Burruss

- Met with Robert Wells, national security advisor to Vice-President Pence and emphasized the need for local matching funds, especially in rural areas surrounded by forest.
- Reported on activities she attended in Washington DC on behalf of the Air Quality Board. All public transit must be zero emission by 2038. This will apply to passenger vehicles in 2040. Charging stations will be needed. This is a hardship for small rural communities. Cost of zero emission vehicles is estimated to be about the same as gas powered vehicles.
- She emphasized the need to represent the rural perspective because what works for Sacramento may not work for Colfax.
- She met with Representatives Ami Bera, McClintock, Garamendi and others, and reiterated the importance of adequate follow-up.
- She announced that PCTPA approved a \$350,000 grant to Colfax this afternoon and thanked the City Manager for his efforts.

Mayor Fatula

- Emphasized the need for the City Council, staff and the community to be involved.
- Met with the City Manager and Board of Realtors.
- Noted that Colfax is growing at twice the rate of other communities.

7B. City Operations – City Staff

City Manager Heathcock

- City Manager Heathcock reported that seven building permits are being finalized. Mitigation fees will be collected.
- Anticipates receiving Maidu improvement plans soon.
- The Best Western plan has been reviewed. Bonding will be required from the developer before the project moves forward.
- Shadow Wood design review will occur on June 14. An ordinance will be needed to amend the final map. Whitcomb and S. Auburn;

7C. Additional Reports – Agency Partners

Brian Egan

- Provided an extensive report on volunteer training, vegetation fires, two new CalFire hires, Engine 36 and 37 pump tests, annual ladder testing, firefighter for a day, CalFire grants for VFA, upgraded personal protective equipment, beginning of fire season, level 3 staffing in Placer and Nevada unit, fire lookouts, fire response plans, fuel breaks and pending fire permits.

Will Stockwin.

- Attended the May 22 Mosquito and Vector Control meeting and reported that the district adopted a \$4.7 million budget for FY 2019-20. There will be two assessments for continuing service on the July 15 agenda. They are looking for two seasoned employees for Roseville and Truckee. Heightened mosquito activity is anticipated.

- Reported that there have been 59.5 inches of rainfall with more to come.

Tim Ryan

- The Chamber's goal is to attend as many functions as possible
- Reported that the mixer was well attended and successful, and thanked the Mayor, Council Members Burruss and Douglass and the City Manager for attending.
- The Chamber is working on metal signs which he will give to Fred Abbott.

Fred Abbott

- Reported on the art walk and car show which were well attended in spite of poor weather.
- Is working with the Chamber on signage
- Gave an update on Colfax Connection. Articles are due by the 20th. So far, it has been well received

Sharon Conners

- Reported on the May 11 spring cleanup and thanked Council Members Douglass and Burruss.
- Reported on the May 15 election of officers. Council Member Douglass is now president of SVCC.
- Bingo will be on June 2. This is the end of the second quarter so lunch is free and the prize is a trip to Reno.
- They are working on ping pong tables and gift bags for members.

Foxy McCleary

- Reported on the Chocolate and Wine Event. She will be doing free portraits for certain individuals next year.
- Monday, May 27 is Memorial Day. Ceremonies will be held at various cemeteries.
- The VFW will meet on the second Sunday from 8-11 a.m.

8 **COUNCIL BUSINESS**

8A. **Colfax Net Variance:** Postponed to June 26.

8B. **Solace Graphics / Thumblr.net – Community Branding**

STAFF PRESENTATION: Wes Heathcock, City Manager

RECOMMENDED ACTION: Discuss and consider adopting Resolution 15-2019 authorizing the City Manager to enter into an agreement with Solace Graphics in an amount not to exceed \$4,110.

The vendor gave a lengthy presentation on the benefits of community branding. Discussion ensued regarding how the branding will be established and what it will be. Mayor Fatula and Council Member Burruss volunteered to participate in the branding process and discussions. All local stakeholders will also be solicited for input.

Council Member Lomen moved to adopt the recommended Resolution. The motion was seconded by Council Member Burruss and passed unanimously.

AYES: Burruss, Douglass, Fatula, Lomen, Mendoza

8C. **South Auburn Street and I-80 Roundabout Project (Federal Project No. CML-5187(010) – Award of Contract and budget amount.**

Staff Presentation: Wes Heathcock, City Manager

Recommendation: Discuss and consider adopting Resolution 15-2019 authorizing the City Manager to (1) Award a construction contract to Granite Construction Company in the amount of \$2,735,074.00 and authorize the City Manager to execute change orders up to the budgeted amount; and (2) Amend the project budget in the amount of \$401,980 from Fund 385 for a total project budge of \$3,711,040.00 including a 5.5% contingency. Receive update and direct staff as appropriate.

The City Manager presented the item and confirmed that there will be no City general fund money in the project. The project is funded by grants and development fees, including a \$350,000 PCTPA grant that was approved today. Discussion ensued regarding several individual line items in the construction bid which the City Manager will research and report on.

There was no public comment.

Council Member Lomen moved to adopt the recommended Resolution. The motion was seconded by Council Member Burruss and passed by the following vote of the Council”

AYES: Burruss, Douglass, Fatula, Lomen,

NOES: Mendoza

9 GOOD OF THE ORDER – INFORMAL COUNCIL STATEMENTS REGARDING THE BUSINESS OF THE CITY

Council Member Lomen reminded the community that the Colfax Net matter will be on the June 26 agenda and that the City is upgrading its media platform for streaming of Council meetings.

Council Member Douglass mentioned that AB 58 will allow bar to stay open until 4:00 a.m.

Council Member Burruss said that the Sheriff’s budget will be on the agenda for future discussion. She would like Sheriff hours to be increased to their previous level for at least a year, to be reviewed annually. The City Manager said this issue will be on an agenda in June.

10 ADJOURNMENT

As there was no further business on the agenda, Mayor Fatula adjourned the meeting at 9:19PM.

Respectfully submitted to City Council this 12th day of June 2019



Staff Report to City Council

FOR THE JUNE 12, 2019 REGULAR CITY COUNCIL MEETING

From: Wes Heathcock, City Manager
Prepared by: Laurie Van Groningen, Finance Director
Subject: Sales Tax Analysis – Quarter Ended 03/31/2019

Budget Impact Overview:

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

Summary

The City has received the final accounting of Sales and Use Tax revenues for the quarter ended March 31, 2019.

Analysis

A summary of sales tax revenues for last fiscal year and the first three quarters of the current fiscal year are reflected in the chart below. *(Note: Based on a business reporting error – the City had previously been over allocated \$74,952 in sales tax for the quarter ended 12/31/2018 which was included in the last Sales Tax Analysis report. The State has corrected the allocation and the correction is reflected in the applicable quarter).*

	QE 09/30	QE 12/31	QE 03/31	QE 06/30	TOTAL	Budget*	% of Budget
Fiscal Year 2017-2018	\$ 302,974	\$ 330,457	\$ 353,642	\$ 383,667	\$ 1,370,741	\$ 1,150,000	119%
Fiscal Year 2018-2019	\$ 354,152	\$ 353,870	\$ 336,721	\$ -	\$ 1,044,743	\$ 1,350,000	77%
% Change - Previous Calendar Qtr	-8%	0%	-5%				
% Change - Same Qtr - Prev Year	17%	7%	-5%				

*Fiscal Year 2018-2019 Budget is the Estimated Actual reported during Mid Year review - Adopted Budget estimate was \$1,207,500

Fiscal Year 2018-2019 (Quarter Ended 03/31/2019)

Total sales tax revenue for the quarter ended (QE) March 31, 2019 was \$336,721 which is 5% lower than the previous quarter and 5% lower than the same quarter for last fiscal year. At the end of this quarter report, we are at 77% of our annual budget (Mid-year review estimate). As mentioned in the mid-year budget review in February it is anticipated that we will exceed sales tax.

Sales and Use Tax Revenue History

The attached chart – Retail Sales and Use Tax History – reports the history of sales tax revenues since 1999. As reported previously, the fiscal 2015-2016 year included the true up and final adjustments related to the end of the decade old triple flip sales tax program which ended December 31, 2015. This final adjustment is estimated to be approximately \$100,000 of the growth reported for the 2015-2016 fiscal year. Considering this adjustment was related to the time period of the entire triple flip process it should be considered when reviewing year to year changes in revenues.

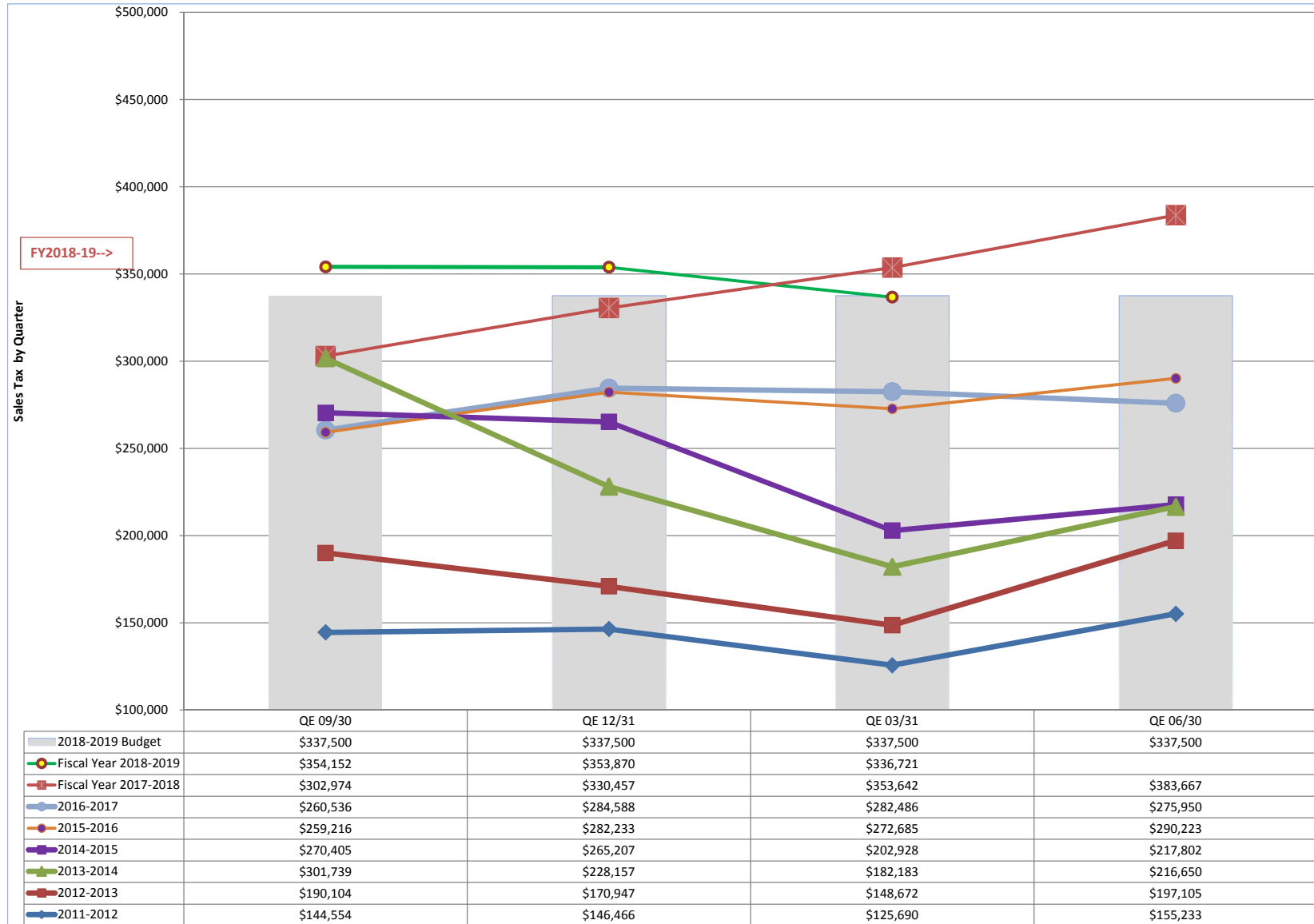
Attachments

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

City of Colfax
Retail Sales and Use Tax Revenues
(Actuals Through Quarter Ended 03/31/2019)

Item 5B

3 of 4



City of Colfax

Retail Sales and Use Tax Revenues

City of Colfax Sales and Use Tax Revenue History

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

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



Staff Report to City Council

FOR THE JUNE 12, 2019 REGULAR CITY COUNCIL MEETING

From: Wes Heathcock, City Manager
Prepared by: Laurie Van Groningen, Finance Director
Subject: Fiscal Year 2019-2020 Budget Amendments

Budget Impact Overview:

N/A:	Funded: ✓	Un-funded:	Amount:	Fund(s):
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RECOMMENDED ACTION: Adopt Resolution 19-2019 amending the Fiscal Year 2019-2020 Operating Budget

Summary

As part of the biennial budget process, the City Council approved the budget for Fiscal Year 2019-2020 in June of 2017.

Staff completed a review of the Fiscal Year 2019-2020 budget based on current staffing, capital project status, and current fiscal year actuals. A public workshop was held on May 15, 2019 to review status and staff recommendations for amendments. After discussions, Council requested staff to add an additional \$20,000 to the General Fund – City Council budget for additional contingency for grant writing expenses to ensure the City has ample resources for procuring Grant monies.

The most notable change in the proposed Budget Amendment is the increase in capital expenditures. The capital expenditure budget for the fiscal year was adopted at \$721K. The Budget Amendment is in excess of \$10M primarily due to grant funded projects rolled forward in the amount of \$3M, and anticipated new grant funding in the amount of \$6M. Attachment #4 details the total capital expenditure budget.

Recommendation

Staff recommends City Council adopt the Fiscal Year 2019-2020 Budget Amendment as attached.

Attachments

1. Resolution 19-2019
2. FY 2019-2020 – Budget Amendment – Fund Summary
3. FY 2019-2020 – Budget Amendment – Revenues/Expenses
4. FY 2019-2020 – Budget Amendment – Capital Expenditures

City of Colfax

City Council

Resolution № 19-2019

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLFAX AMENDING THE FISCAL YEAR 2019-2020 BUDGET

WHEREAS, the City Council of the City of Colfax 2019-2020 Operating Budget was adopted on May 23, 2018 as part of a two year budget; and,

WHEREAS, the City Council of the City of Colfax held a public meeting/budget workshop on May 15, 2019 and reviewed the budget for known differences; and,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Colfax that the 2019-2020 Annual Operating Budget be amended as reflected in the attached summary documents:

1. FY 2019-2020 – Budget Amendment – Fund Summary
2. FY 2019-2020 - Budget Amendment – Revenues/Expenses
3. FY 2019-2020 – Budget Amendment – Capital Expenditures

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at the Regular Meeting of the City Council of the City of Colfax held on the 12th day of June 2019 by the following vote of the Council:

AYES:

NOES:

ABSTAIN:

ABSENT:

Joe Fatula, Mayor

ATTEST:

Wes Heathcock, City Manager

City of Colfax - FY2019-2020
Fiscal Year Budget Amendment -Fund Summary
Review Date: May 15, 2019

Fund	Dept	Revenues			Expenses			Capital Projects/Transfers In(Out)			Net Change in Fund Balance (Revenues - Expenses)		
		Review 05/15/2019	Adopted Budget	Difference	Review 05/15/2019	Adopted Budget	Difference	Review 05/15/2019	Adopted Budget	Difference	Review 05/15/2019	Adopted Budget	Difference
	General Fund - Unrestricted												
100	000	2,243,688	2,159,563	84,126	-	-	-	(648,056)	(394,056)	(254,000)	1,595,632	1,765,507	(169,875)
100	100 Central Services	-	-	-	134,605	134,605	-	-	-	-	(134,605)	(134,605)	-
100	110 City Council	-	-	-	84,800	29,800	55,000	-	-	-	(84,800)	(29,800)	(55,000)
100	120 Administration/Finance	-	-	-	273,045	273,045	-	-	-	-	(273,045)	(273,045)	-
100	160 Legal	-	-	-	61,600	61,600	-	-	-	-	(61,600)	(61,600)	-
100	200 Fire	-	-	-	64,000	64,000	-	-	-	-	(64,000)	(64,000)	-
100	300 Sheriff	-	-	-	623,437	600,437	23,000	-	-	-	(623,437)	(600,437)	(23,000)
100	400 Building Department	-	-	-	108,900	108,900	-	-	-	-	(108,900)	(108,900)	-
100	425 Engineering	-	-	-	21,000	21,000	-	-	-	-	(21,000)	(21,000)	-
100	450 Planning	-	-	-	85,800	85,800	-	-	-	-	(85,800)	(85,800)	-
100	500 Buildings and Grounds	-	-	-	210,495	210,495	-	-	-	-	(210,495)	(210,495)	-
100	530 Parks	-	-	-	149,419	149,419	-	-	-	-	(149,419)	(149,419)	-
100	- Land Development	65,000	65,000	-	47,300	47,300	-	-	-	-	17,700	17,700	-
	Total General Fund - Unrestricted	2,308,688	2,224,563	84,126	1,864,401	1,786,401	78,000	(648,056)	(394,056)	(254,000)	(203,769)	44,105	(247,875)
	General Fund - Restricted												
XXX	- Capital Project Reserve	-	-	-	-	-	-	50,000	50,000	-	50,000	50,000	-
571	- AB939 Landfill Diversion	-	-	-	-	-	-	-	-	-	-	-	-
572	- Landfill - Postclosure Maint	80,000	80,000	-	88,134	88,134	-	-	-	-	(8,134)	(8,134)	-
	Total General Fund - Restricted	80,000	80,000	-	88,134	88,134	-	50,000	50,000	-	41,866	41,866	-
	Special Revenues												
210-17	- Mitigation Funds	224,000	71,640	152,360	-	-	-	(175,000)	-	(175,000)	49,000	71,640	(22,640)
218	- Support Law Enforcement	100,000	100,000	-	100,000	100,000	-	-	-	-	-	-	-
241-44	- CDBG Program Income	300	300	-	6,000	6,000	-	-	-	-	(5,700)	(5,700)	-
250	- Streets-Roads/Transportation	153,500	132,500	21,000	251,156	251,156	-	97,656	118,656	(21,000)	(0)	(0)	-
253	- Gas Taxes	41,600	41,600	-	19,000	19,000	-	(22,600)	(22,600)	-	-	-	-
270	- Beverage Recycling	-	-	-	-	-	-	-	-	-	-	-	-
292	- Fire Capital Fund	12,000	12,000	-	5,000	5,000	-	-	-	-	7,000	7,000	-
342/343	- Fire & Rec Const Mitigation	40,000	30,100	9,900	-	-	-	(20,000)	-	(20,000)	20,000	30,100	(10,100)
	Total Special Revenues	571,400	388,140	183,260	381,156	381,156	-	(119,944)	96,056	(216,000)	70,300	103,040	(32,740)
	Capital Projects												
3XX	- Wildland Fire Equipment	13,000	13,000	-	-	-	-	(13,000)	(13,000)	-	-	-	-
	Total Capital Projects	13,000	13,000	-	-	-	-	(13,000)	(13,000)	-	-	-	-
	Enterprise Funds												
560	- Sewer WWTP Maint and Ops	1,256,798	1,236,798	20,000	1,200,354	1,200,354	-	(30,000)	(160,000)	130,000	26,444	(123,556)	150,000
561	- Sewer Collections Systems	195,277	195,277	-	238,469	238,469	-	289,000	40,000	249,000	245,808	(3,192)	249,000
563	- WWTP/Debt Service	544,886	544,886	-	438,974	438,974	-	(437,500)	(437,500)	-	(331,588)	(331,588)	-
	Capital Projects	6,000,000	-	6,000,000	-	-	-	(6,000,000)	-	(6,000,000)	-	-	-
XXX	- Reserves	-	-	-	-	-	-	97,500	97,500	-	97,500	97,500	-
	Total Enterprise Funds	7,996,962	1,976,962	6,020,000	1,877,797	1,877,797	-	(6,081,000)	(460,000)	(5,621,000)	38,164	(360,836)	399,000
	TOTAL ALL FUNDS	10,970,050	4,682,664	6,287,386	4,211,489	4,133,489	78,000	(6,812,000)	(721,000)	(6,091,000)	(53,439)	(171,825)	118,386

<p align="center">City of Colfax - FY2019-2020</p> <p align="center">Fiscal Year Budget Amendment - Revenues/Expenses</p> <p align="center">Review Date: May 15, 2019</p>		
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General Fund - Unrestricted			
		Revenues	Expenses
1	Sales Tax Increase - Based on current revenues	\$ 132,126	\$ -
2	Decrease in TOT Revenues (Hotel delay to mid 2020)	\$ (100,000)	\$ -
3	Cannabis Business Tax - Increase - Not in adopted budget	\$ 32,000	\$ -
4	Interest Income - Increase due LAIF earning % and increased fund balance	\$ 20,000	\$ -
5	Grant Writer/Income Survey - Increase - Roll forward from FY2018-2019	\$ -	\$ 55,000
6	Sheriff Contract Increase - Based on current estimate (same service level)	\$ -	\$ 23,000
Total		\$ 84,126	\$ 78,000

Special Revenues/Capital Projects			
		Revenues	Expenses
7	Mitigation Fees - FY2019 Rollforward - Timing of new development projects	\$ 162,260	\$ -
8	Streets/Roads - Projected increase in LTF/STA Funding (PCTPA estimate)	\$ 21,000	\$ -
Total		\$ 183,260	\$ -

Enterprise Funds - Net Change			
		Revenues	Expenses
9	Interest Income - Increase due LAIF earning % and increased fund balance	\$ 20,000	\$ -
10	State Water Board Grant (All capital) - Pending	\$ 6,000,000	\$ -
Total		\$ 6,020,000	\$ -

TOTAL ALL FUNDS		\$ 6,287,386	\$ 78,000
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City of Colfax Fiscal year Budget Amendment - Capital Expenditures Budget for Fiscal Year 2019-2020		FY 2019-2020 Adopted Budget	Rolled Forward from FY2018-2019 Budget	New	Total Projected FY2019-2020	Review Date: May 15, 2019
Fund	Description					
General Fund						
100-100	IT Equipment/Software	\$ 5,000			\$ 5,000	
100-100	Record Rooms Upgrades (FY2018-2019)	\$ -	\$ 5,000		\$ 5,000	Project rolled forward from FY2018-2019 Budget
100-100	New Accounting Software (FY2018-2019)	\$ -	\$ 30,000		\$ 30,000	Project rolled forward from FY2018-2019 Budget
		\$ -			\$ -	
Buildings & Grounds						
270/571	Corp Yard Security/Recycling Improvements	\$ -	\$ 46,078		\$ 46,078	Project rolled forward from FY2018-2019 Budget
100-500/2XX	Roof Replacement - Fire Station	\$ 30,000		\$ 15,000	\$ 45,000	Unknown structural improvements. Review possible USDA funding and fire impact fees
100-500	ADA Project			\$ 20,000	\$ 20,000	New budget item
100-500/2XX	Depot/City Hall Painting			\$ 25,000	\$ 25,000	Mitigation Fees to be used as appropriate
100-500/2XX	Septic system at Corp Yard			\$ 15,000	\$ 15,000	Mitigation Fees to be used as appropriate
100-530/2XX	Parking Improvements at Park			\$ 10,000	\$ 10,000	Mitigation Fees to be used as appropriate
100-530/2XX	Water Meter at Lot of Art			\$ 15,000	\$ 15,000	Mitigation Fees to be used as appropriate
100/250/560	New Dump Truck			\$ 100,000	\$ 100,000	To be used by Public Works and WWTP
Streets & Roads						
3XX	Street Project TBD - Pavement Management Plan	\$ 200,000		\$ 300,000	\$ 500,000	Mitigation Fees, Grants, General Funds. Anticipated value of projects increased.
385	Roundabout Project (FY2018-2019)	\$ -	\$ 3,200,000		\$ 3,200,000	Rolled forward from FY2018-2019 Budget - Current Estimate of Remaining balance
2XX	Culver St (CDBG Program Income)	\$ -	\$ 205,000		\$ 205,000	
Fire Capital						
100-200/292	Wildland Fire Equipment (VFA Grant)	\$ 26,000			\$ 26,000	50% Grant
100-200/292	Structural Turnouts		\$ -	\$ 20,000	\$ 20,000	10 Year service life - current equipment to be reviewed for testing. New budget item.
					\$ -	
Sewer Plant and Collection Systems						
560-000	DAF or SAF for Algae Control from Ponds*	\$ 200,000			\$ 200,000	To be included in Water Board Grant Request
561-000	Lift Station #3 Force Main*	\$ 199,000			\$ 199,000	To be included in Water Board Grant Request
560-000	Solar at WWTP*	\$ -		\$ 2,500,000	\$ 2,500,000	To be included in Water Board Grant Request
561-000	Colfax Ave Sewer Repair - I & I Mitigation project continuation*	\$ 50,000	\$ -	\$ 3,051,000	\$ 3,101,000	To be included in Water Board Grant Request - Review USDA funding.
561-000	Lift Station Pump and motor replacement	\$ 11,000	\$ 29,000		\$ 40,000	Project rolled forward from FY2018-2019 Budget (Short Lived Asset Reserve)
560-000	Pond 3 Fissure Repair (FY2018-2019) - Funded by Ins/FEMA	\$ -	\$ 415,000		\$ 415,000	Rolled forward from FY2018-2019 Budget - Current Estimate of Remaining balance
560-000	Fencing & Gate (FY2018-2019)		\$ 25,000	\$ 20,000	\$ 45,000	Project rolled forward from FY2018-2019 Budget
WWTP						
		\$ -				
TOTAL		\$ 721,000	\$ 3,955,078	\$ 6,091,000	\$ 10,767,078	

*City is actively pursuing grant fund opportunities

Note: As Mitigation Fees become available - application of fees to proposed capital projects will be reviewed



Staff Report to City Council

FOR THE JUNE 12, 2019 REGULAR CITY COUNCIL MEETING

From: Wes Heathcock, City Manager
Prepared by: Laurie Van Groningen, Finance Director
Subject: Annual Review of Administrative Policies and Procedures
Budget Impact Overview:

N/A:	Funded: ✓	Un-funded:	Amount:	Fund(s):
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RECOMMENDED ACTION: Adopt Resolution 20-2019 revising Administrative Policies and Procedures – Financial Policies dated October 8, 2014.

Summary

The City Administrative policies and procedures for 1) Financial Policies, and 2) Investment Policy were both adopted by Resolution No. 29-2014 in October of 2014 and stipulate that the policies will be reviewed annually as part of the budget process.

Staff completed a review of the policies and presented recommended revisions to the Financial Policies at the Public Workshop/Budget Review on May 15, 2019. There were no recommended changes to the Investment Policy.

Recommendation

Staff recommends City Council adopt Resolution 18-2019 revising Administrative Policies and Procedures – Financial Policies dated October 8, 2014.

Attachments

1. Resolution 20-2019
2. Financial Policies – Recommended revisions highlighted
3. Investment Policy

City of Colfax

City Council

Resolution № 20-2019

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLFAX REVISING ADMINISTRATIVE POLICIES AND PROCEDURES – FINANCIAL POLICIES DATED OCTOBER 8, 2014

WHEREAS, the Administrative Policies and Procedures were adopted by Resolution 29-2014 in October 2014, and

WHEREAS, the Administrative Policies and Procedures stipulate that the policies will be reviewed annually as part of the budget process, and

WHEREAS, the City Council of the City of Colfax held a public meeting/budget workshop on May 15, 2019 and reviewed staff recommendations for Financial Policies revisions;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Colfax that the Administrative Policies and Procedures – Financial Policies will be revised as reflected in the attached summary documents:

1. Financial Policies – Recommended revisions highlighted

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at the Regular Meeting of the City Council of the City of Colfax held on the 12th day of June 2019 by the following vote of the Council:

AYES:

NOES:

ABSTAIN:

ABSENT:

Joe Fatula, Mayor

ATTEST:

Wes Heathcock, City Manager

CITY OF COLFAX

ADMINISTRATIVE POLICIES AND PROCEDURES

Subject:	Financial Policies
Effective Date:	October 8, 2014 June 12, 2019
Resolution:	Resolution №. 29-2014 20-2019

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 may must approve inter-fund loans, except for short-term working capital loans, to address short term downturns in revenues or temporary gaps in cash flow.~~
 - 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 17% of annual operating expenditures for the fiscal year. This target will:
 - i. Provide approximately two (2) months of operating expenses which is the same as the bi-monthly billing cycle.

- 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 REQUIREMENTS

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

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

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

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

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

INTERNAL CONTROLS AND GENERAL GUIDELINES

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

Controls deemed most important include:

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

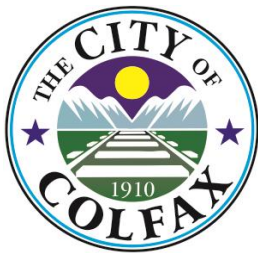
In selecting financial institutions for the deposit or investment of City funds, the City shall consider the credit-worthiness of the institution. Such credit-worthiness shall be monitored on a regular basis throughout the period in which City funds are deposited or invested.

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

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

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

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



Staff Report to City Council

FOR THE JUNE 12, 2019 REGULAR CITY COUNCIL MEETING

From: Wes Heathcock, City Manager
Prepared by: Laurie Van Groningen, Finance Director
Subject: Cash Summary Report – May 2019

Budget Impact Overview:

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

Summary/Background

These monthly financial reports include General Fund Reserved Cash Analysis Graphs and the City of Colfax Cash Summary Report (with supporting documentation). The reports are prepared monthly on a cash basis and are reconciled to the General Ledger accounting system, previous reports, and bank statements. Detailed budget comparisons are provided as a mid-year report and also as part of the proposed budget process each year.

The purpose of these reports is to provide status of funds and transparency for Council and the public of the financial transactions of the City.

The attached reports reflect an overview of the financial transactions of the City of Colfax in May 2019. Monthly highlights include:

- Cash balance increases for May included:
 - Fund 100 - Second allocation (45%) of FY 2018-2019 property taxes and delinquent sewer collections from Placer County. The remaining balance (5%) is scheduled for July 2019.
 - Fund 250 -Second/final allocation of Streets & Roads monies for fiscal year from PCTPA.
 - Fund 385 - For the Roundabout project we received the final reimbursement from Department of Transportation for its share of Preliminary Design and Engineering on Roundabout project (\$40K) and a drawdown of Escrow funds for Developer share of Road Improvements (\$120k).
 - Fund 100 and 2XX - Mitigation and building permit fees for the first seven homes being built at Sierra Oaks Estates Development. Note: The Mitigation Fees collected for Parks/Rec (Fund 213) were enough to “pay off” the inter-fund loan approved by Council last month (Resolution 13-2019) for the purchase of the Art Lot.

- Negative cash fund balances are due to timing of funding allocations and reimbursements.
 - Fund 250 –Full funding of budgeted transfers from Gas Tax Fund and General Fund will be recorded in fiscal year end closing process.
 - Fund 350 – We anticipate \$100K from Department of Transportation in June – balance to be recorded from SB1 Funding (in Fund 253) as part of fiscal year end accounting.
 - Fund 385 – We are requesting \$84K payment (balance of Developer Road Improvements) and \$450K drawdown of Developer Escrow funds (Road Mitigation and Developers Fair Share agreement) in June.

Attachments

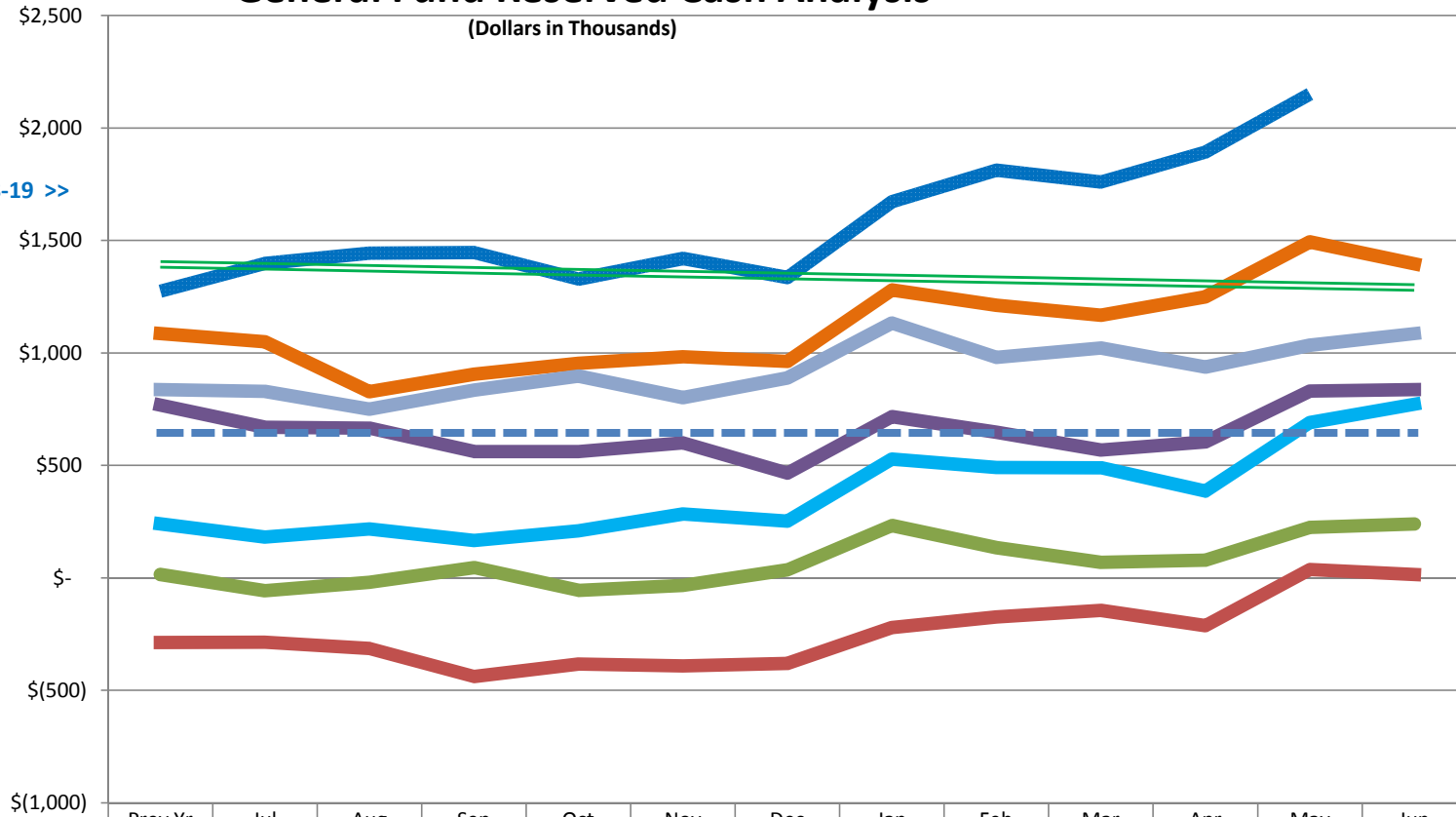
1. General Fund Reserved Cash Analysis Graphs
 - a. Cash Analysis – Balance
 - b. Expenses by Month
 - c. Revenues by Month
2. Cash Activity Reports
 - a. Cash Summary
 - b. Cash Transactions Report – by individual fund
 - c. Check Register Report - Accounts Payable
 - d. Daily Cash Summary Report (Cash Receipts)

City of Colfax - May 2019

General Fund Reserved Cash Analysis

(Dollars in Thousands)

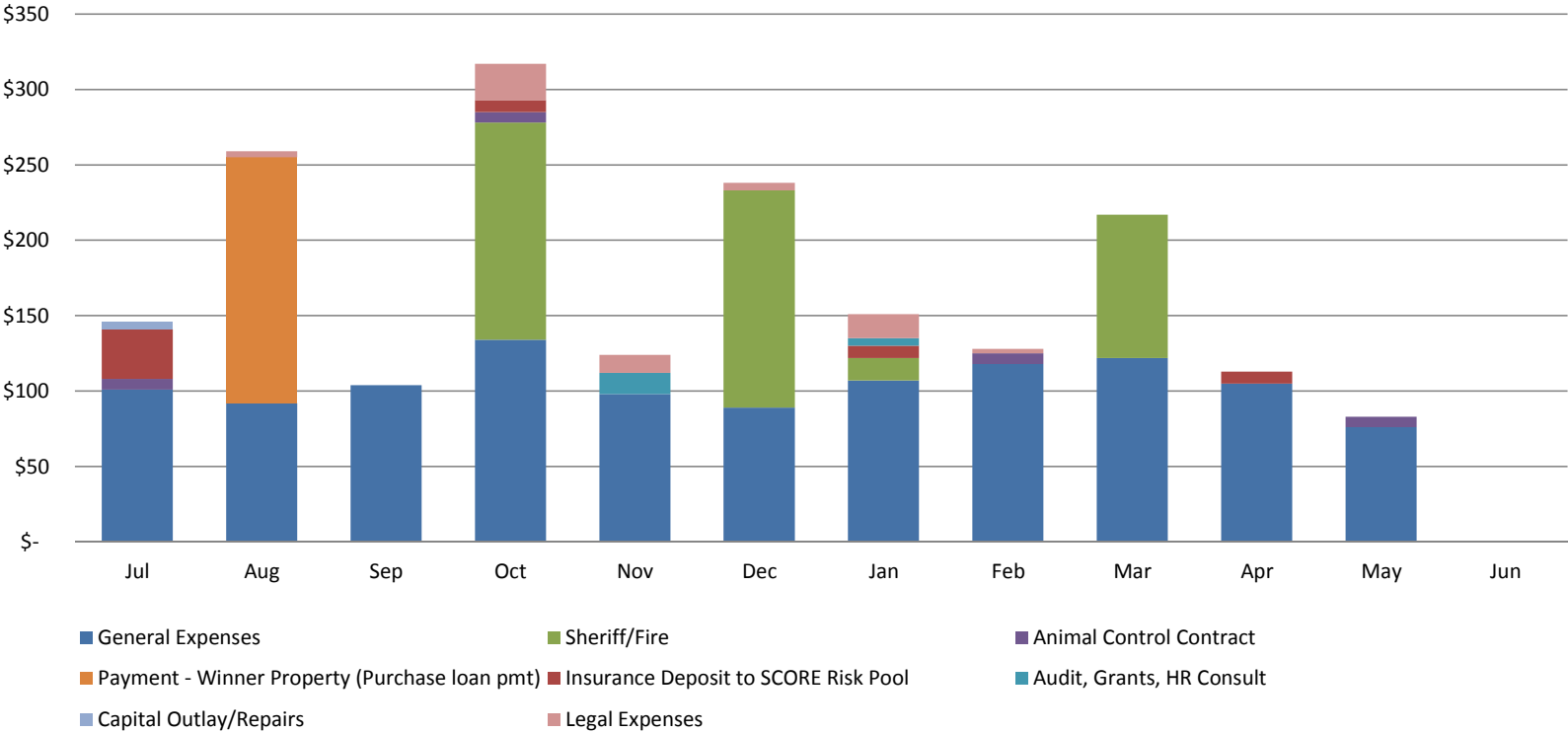
Fiscal Year 2018-19 >>



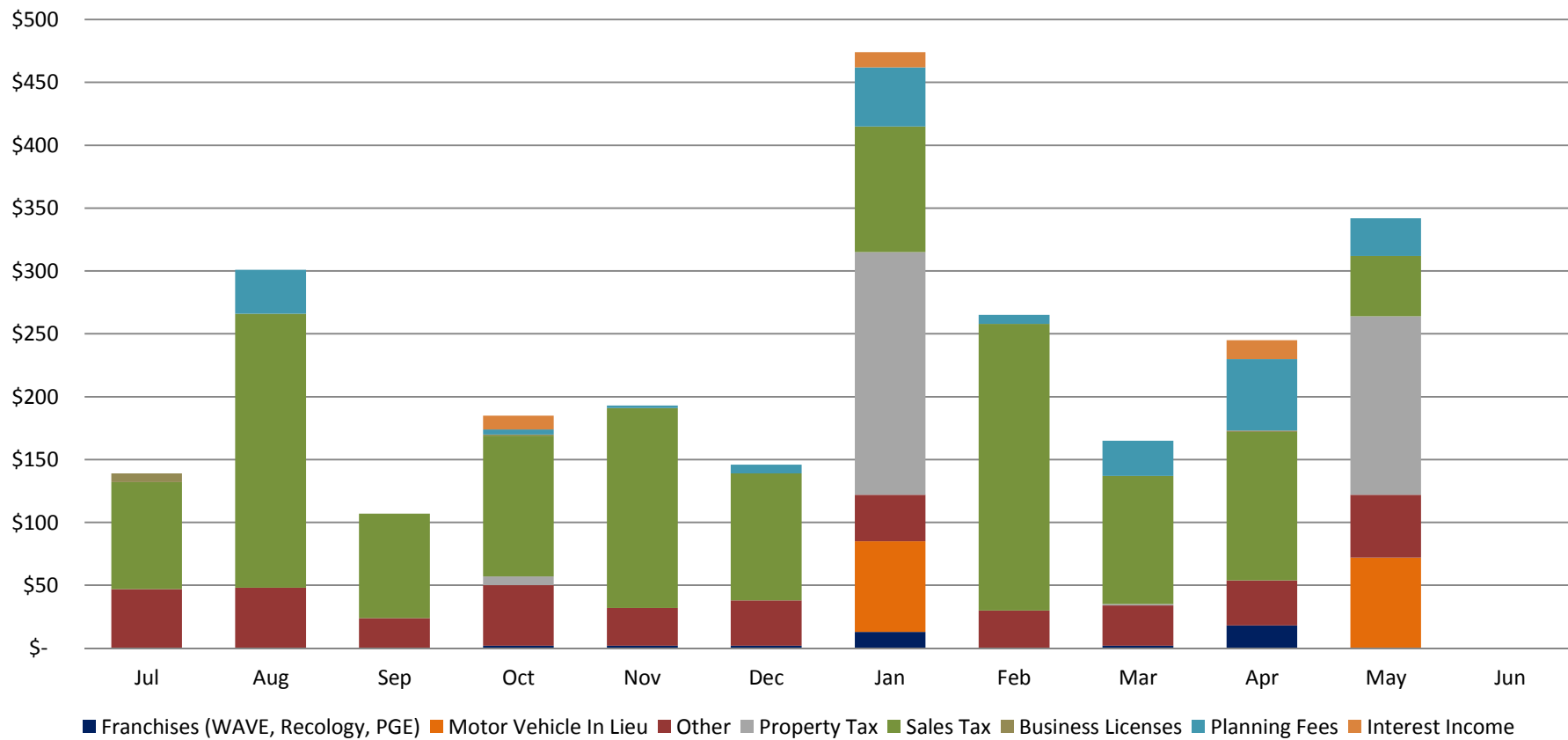
	Prev Yr	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Cash Balance FY2018-19	\$1,275	\$1,398	\$1,444	\$1,447	\$1,329	\$1,420	\$1,336	\$1,672	\$1,812	\$1,760	\$1,893	\$2,151	
Cash Balance FY2017-18	\$1,086	\$1,050	\$828	\$905	\$954	\$983	\$962	\$1,280	\$1,212	\$1,168	\$1,250	\$1,493	\$1,396
Cash Balance FY2016-17	\$838	\$829	\$750	\$835	\$897	\$802	\$889	\$1,133	\$981	\$1,022	\$938	\$1,034	\$1,086
Cash Balance FY2015-16	\$768	\$670	\$666	\$562	\$561	\$601	\$466	\$717	\$647	\$569	\$605	\$831	\$838
Cash Balance FY2014-15	\$240	\$181	\$217	\$167	\$209	\$284	\$253	\$528	\$491	\$489	\$385	\$691	\$773
Cash Balance FY2013-14	\$15	\$(57)	\$(20)	\$45	\$(55)	\$(34)	\$36	\$233	\$134	\$69	\$79	\$225	\$240
Cash Balance FY2012-13	\$(287)	\$(286)	\$(314)	\$(438)	\$(383)	\$(391)	\$(380)	\$(221)	\$(173)	\$(144)	\$(212)	\$37	\$15
*Reserves (Ops, Cap, Pen)	\$645	\$645	\$645	\$645	\$645	\$645	\$645	\$645	\$645	\$645	\$645	\$645	\$645
Budget FY2018-19	\$1,393	\$1,385	\$1,376	\$1,368	\$1,359	\$1,351	\$1,342	\$1,334	\$1,325	\$1,317	\$1,308	\$1,300	\$1,291

* General Fund (GF) Reserves per adopted budget.

City of Colfax - May 2019
General Fund Reserved Cash - Expenses by Month
(Dollars in Thousands)



(Dollars in Thousands)



**City of Colfax
Cash Summary
May 31, 2019**

	Balance 04/30/2019	Revenues In	Expenses Out	Transfers	Balance 05/31/2019
US Bank	\$ 924,289.48	\$ 731,114.21	\$ (285,455.97)	\$ -	\$ 1,369,947.72
LAIF	\$ 4,988,334.13	\$ -	\$ -	\$ -	\$ 4,988,334.13
Total Cash - General Ledger	\$ 5,912,623.61	\$ 731,114.21	\$ (285,455.97)	\$ -	\$ 6,358,281.85
Petty Cash (In Safe)	\$ 300.00				\$ 300.00
Total Cash	\$ 5,912,923.61	\$ 731,114.21	\$ (285,455.97)	\$ -	\$ 6,358,581.85

Change in Cash Account Balance - Total

\$ 445,658.24

Attached Reports:

1. Cash Transactions Report (By Individual Fund)	
2. Check Register Report (Accounts Payable)	\$ (179,639.32)
3. Cash Receipts - Daily Cash Summary Report	\$ 551,119.87
Payroll Checks and Tax Deposits	\$ (66,829.04)
Utility Billings - Receipts	\$ 140,961.73
Service Charge/Adj/Voids	\$ 45.00
Developer Deposit - Escrow Acct	\$ -
	<u>\$ 445,658.24</u>

Prepared by: Laurie Van Groningen 6/5/19
Laurie Van Groningen, Finance Director

Reviewed by: Wes Heathcock
Wes Heathcock, City Manager

City of Colfax

Cash Transactions Report - May 2019

	Beginning Balance	Debit Revenues	Credit (Expenditures)	Ending Balance
Fund Type: 1.11 - General Fund - Unassigned				
Fund: 100 - General Fund	\$ 1,926,784.74	\$ 338,556.22	\$ (72,658.49)	\$ 2,192,682.47
Fund: 120 - Land Development Fees	\$ 47,455.78	\$ 3,000.00	\$ (10,107.50)	\$ 40,348.28
Fund: 570 - Garbage Fund	\$ (81,578.95)	\$ -	\$ -	\$ (81,578.95)
Fund Type: 1.11 - General Fund - Unassigned	\$ 1,892,661.57	\$ 341,556.22	\$ (82,765.99)	\$ 2,151,451.80
Fund Type: 1.14 - General Fund - Restricted				
Fund: 200 - Cannabis Application	\$ -	\$ 4,155.00	\$ -	\$ 4,155.00
Fund: 205 - Escrow Funds	\$ 671,658.63	\$ 11.70	\$ (120,024.84)	\$ 551,645.49
Fund: 571 - AB939 Landfill Diversion	\$ 26,917.26	\$ -	\$ -	\$ 26,917.26
Fund: 572 - Landfill Post Closure Maintenance	\$ 795,358.88	\$ 398.43	\$ (4,693.59)	\$ 791,063.72
Fund Type: 1.14 - General Fund - Restricted	\$ 1,493,934.77	\$ 4,565.13	\$ (124,718.43)	\$ 1,373,781.47
Fund Type: 1.24 - Special Rev Funds - Restricted				
Fund: 210 - Mitigation Fees - Roads	\$ 150,990.00	\$ 12,614.00	\$ -	\$ 163,604.00
Fund: 211 - Mitigation Fees - Drainage	\$ 3,163.23	\$ -	\$ -	\$ 3,163.23
Fund: 212 - Mitigation Fees - Trails	\$ 44,315.28	\$ 1,029.00	\$ -	\$ 45,344.28
Fund: 213 - Mitigation Fees - Parks/Rec	\$ 19,906.23	\$ 30,086.00	\$ (45,124.59)	\$ 4,867.64
Fund: 214 - Mitigation Fees - City Bldgs	\$ -	\$ 4,788.00	\$ -	\$ 4,788.00
Fund: 215 - Mitigation Fees - Vehicles	\$ -	\$ 910.00	\$ -	\$ 910.00
Fund: 217 - Mitigation Fees - DT Parking	\$ -	\$ -	\$ -	\$ -
Fund: 218 - Support Law Enforcement	\$ 27,006.37	\$ -	\$ (2,006.37)	\$ 25,000.00
Fund: 244 - CDBG Program Inc - ME Lending	\$ 207,729.71	\$ 1,000.00	\$ -	\$ 208,729.71
Fund: 250 - Streets - Roads/Transportation	\$ (87,217.41)	\$ 61,009.51	\$ (27,371.45)	\$ (53,579.35)
Fund: 253 - Gas Taxes/SB1 Road Maint	\$ 60,492.85	\$ 6,849.82	\$ (1,131.76)	\$ 66,210.91
Fund: 270 - Beverage Container Recycling	\$ 18,500.54	\$ -	\$ -	\$ 18,500.54
Fund: 280 - Oil Recycling	\$ 3,647.84	\$ -	\$ -	\$ 3,647.84
Fund: 292 - Fire Department Capital Funds	\$ 89,434.09	\$ -	\$ -	\$ 89,434.09
Fund: 342 - Fire Construction - Mitigation	\$ 2,519.59	\$ 8,028.10	\$ -	\$ 10,547.69
Fund: 343 - Recreation Construction	\$ 2,520.06	\$ 16,056.19	\$ (8,028.10)	\$ 10,548.15
Fund Type: 1.24 - Special Rev Funds - Restricted	\$ 543,008.38	\$ 142,370.62	\$ (83,662.27)	\$ 601,716.73
Fund Type: 1.34 - Capital Projects - Restricted				
Fund: 300 - Capital Projects - Gen (ADA project)	\$ -	\$ -	\$ -	\$ -
Fund: 351 - Rising Sun Project	\$ (111,975.65)	\$ -	\$ -	\$ (111,975.65)
Fund: 355 - CDBG Pavement - Culver	\$ (16,318.86)	\$ -	\$ (455.00)	\$ (16,773.86)
Fund: 385 - Roundabout	\$ (307,755.99)	\$ 160,024.84	\$ (7,032.16)	\$ (154,763.31)
Fund Type: 1.34 - Capital Projects - Restricted	\$ (436,050.50)	\$ 160,024.84	\$ (7,487.16)	\$ (283,512.82)
Fund Type: 2.11 - Enterprise Funds - Unassigned				
Fund: 560 - Sewer	\$ 1,053,467.28	\$ 136,617.83	\$ (93,613.90)	\$ 1,096,471.21
Fund: 561 - Sewer Liftstations	\$ 326,849.44	\$ 18,519.69	\$ (13,233.06)	\$ 332,136.07
Fund: 563 - Wastewater Treatment Plant	\$ 466,768.77	\$ 47,484.72	\$ -	\$ 514,253.49
Fund: 564 - Sewer Connections	\$ 41,080.00	\$ -	\$ -	\$ 41,080.00
Fund: 567 - Inflow & Infiltration	\$ 530,903.90	\$ -	\$ -	\$ 530,903.90
Fund Type: 2.11 - Enterprise Funds - Unassigned	\$ 2,419,069.39	\$ 202,622.24	\$ (106,846.96)	\$ 2,514,844.67
Fund Type: 9.0 - CLEARING ACCOUNT				
Fund: 998 - PAYROLL CLEARING FUND	\$ -	\$ -	\$ -	\$ -
Fund Type: 9.0 - CLEARING ACCOUNT	\$ -	\$ -	\$ -	\$ -
Grand Totals:	\$ 5,912,623.61	\$ 851,139.05	\$ (405,480.81)	\$ 6,358,281.85

Check Register Report

8 of 12

Checks Processed May 2019

Date: 06/05/2019

Time: 9:08 am

Page: 1

CITY OF COLFAX

BANK: US BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
US BANK Checks								
54595	05/08/2019	Reconciled		05/31/2019	03141	CALPERS	HEALTH PREMIUMS MAY 2019	7,747.94
54596	05/03/2019	Reconciled		05/31/2019	2087	BASIC PACIFIC	FSA BENEFIT PAYMENT	50.00
54639	05/07/2019	Reconciled		05/31/2019	1425	ALL STAR FIRE EQUIPMENT	FIRE DEPT HELMETS/VFA	265.95
54640	05/07/2019	Reconciled		05/31/2019	01448	AMERIGAS - COLFAX	FIRE DEPT PROPANE	61.05
54641	05/07/2019	Reconciled		05/31/2019	01448	AMERIGAS - COLFAX	SHERIFF DEPT PROPANE	37.73
54642	05/07/2019	Reconciled		05/31/2019	01448	AMERIGAS - COLFAX	CITY HALL PROPANE	144.20
54643	05/07/2019	Reconciled		05/31/2019	01460	AMERIPRIDE UNIFORM SERVICE	UNIFORM SVCS APR 2019	587.49
54644	05/07/2019	Reconciled		05/31/2019	07570	GRAINGER	WWTP RPR PARTS	6.66
54645	05/07/2019	Reconciled		05/31/2019	08050	HACH COMPANY	WWTP LAB SUPPLIES	374.86
54646	05/07/2019	Reconciled		05/31/2019	08070	HANSEN BROS. ENTERPRISES	PLANTER BOX BARK	364.86
54647	05/07/2019	Reconciled		05/31/2019	08170	HILLS FLAT LUMBER CO	STMT 4/25/19	586.85
54648	05/07/2019	Reconciled		05/31/2019	08660	HUNT AND SONS, INC.	PW/WWTP FUEL	622.63
54649	05/07/2019	Reconciled		05/31/2019	11105	KOFF & ASSOCIATES	HR SVCS APR 2019	130.00
54650	05/07/2019	Reconciled		05/31/2019	16166	PLACER COUNTY BOARD OF	CITY COUNTY DINNER 4/25/19	125.00
54651	05/07/2019	Reconciled		05/31/2019	16165	PLACER COUNTY ENVIRONMENTAL	Q1 2019 LANDFILL TESTING	748.00
54652	05/07/2019	Reconciled		05/31/2019	19193	SECURE RECORD MANAGEMENT	SHREDDING SVCS Q1 2019	45.00
54653	05/07/2019	Reconciled		05/31/2019	20054	TARGET SPECIALTY PRODUCTS	CITY LAWN CARE/WEED KILLER	530.06
54654	05/07/2019	Reconciled		05/31/2019	21560	US BANK CORPORATE PMT SYSTEM	STMT 4/22/19	609.82
54655	05/07/2019	Reconciled		05/31/2019	22106	VAN GRONINGEN & ASSOCIATES	FINANCIAL SVCS APR 2019	6,468.75
54656	05/07/2019	Reconciled		05/31/2019	23169	WAVE BUSINESS SOLUTIONS	FIRE DEPT CABLE	10.42
54657	05/07/2019	Reconciled		05/31/2019	18883	WAXIE SANITARY SUPPLY	SUPPLIES	78.74
54658	05/14/2019	Reconciled		05/31/2019	01414	ALHAMBRA & SIERRA SPRINGS	PW/WWTP WATER	67.46
54659	05/14/2019	Reconciled		05/31/2019	01448	AMERIGAS - COLFAX	CORP YARD PROPANE	171.07
54660	05/14/2019	Reconciled		05/31/2019	01500	ANDERSON'S SIERRA	IRRIGATION SUPPLY	83.52
54661	05/14/2019	Reconciled		05/31/2019	02829	BLUE RIBBON PERSONNEL SERVICES	WWTP TEMP LABOR THRU 4/29/19	1,024.80
54662	05/14/2019	Reconciled		05/31/2019	2854	BROWN, SHER	FIESTA DE MAYO EVENT DEP REF	100.00
54663	05/14/2019	Reconciled		05/31/2019	03493	COASTLAND CIVIL ENGINEERING	ENG SVCS APR 2019	2,066.25
54664	05/14/2019	Reconciled		05/31/2019	03558	COLFAX SMOG & AUTO REPAIR	PW VEHICLE REPAIR	205.08
54665	05/14/2019	Reconciled		05/31/2019	07220	GENERAL WHOLESALE ELECTRIC	SHOP LIGHTS	35.19
54666	05/14/2019	Reconciled		05/31/2019	14859	GHD INC.	ROUNABOUT ENG APR 2019	3,592.16
54667	05/14/2019	Reconciled		05/31/2019	07465	GOLD MINER PEST CONTROL	DEPOT PEST CONTROL	223.00
54668	05/14/2019	Reconciled		05/31/2019	08159	HILL BROTHERS CHEMICAL CO	WWTP CHEMICALS	6,928.01
54669	05/14/2019	Reconciled		05/31/2019	16011(2)	PELLETREAU, ALDERSON & CABRAL	LEGAL SVCS APR 2019	6,420.22
54670	05/14/2019	Reconciled		05/31/2019	16035	PG&E	ELECTRICITY	14,563.09
54671	05/14/2019	Reconciled		05/31/2019	16040A	PITNEY BOWES	POSTAGE	503.50
54672	05/14/2019	Reconciled		05/31/2019	03580	PLACER COUNTY HHS	Q4 18/19 ANIMAL & FIELD SVCS	7,014.83
54673	05/14/2019	Reconciled		05/31/2019	16767	POWELL, JUSTIN	EVENT DEPOSIT REFUND	100.00
54674	05/14/2019	Reconciled		05/31/2019	18400	RIEBES AUTO PARTS	STMT 4/30/19	86.54
54675	05/14/2019	Reconciled		05/31/2019	19037	SAFE SIDE SECURITY	CORP YARD SECURITY MAY 2019	95.00
54676	05/14/2019	Reconciled		05/31/2019	19070	SCORE - SMALL CITIES ORGANIZED	18/19 PROPERTY APPRAISAL FEE	3,280.00
54677	05/14/2019	Reconciled		05/31/2019	01790	SIERRA OFFICE PRODUCTS	STMT 5/1/19	399.23
54678	05/14/2019	Reconciled		05/31/2019	19397	SIERRA SAW	PW OIL	123.44
54679	05/14/2019	Reconciled		05/31/2019	1434	STEWART TITLE	LOT OF ART PURCHASE	44,674.59
54680	05/14/2019	Reconciled		05/31/2019	22134	VISION QUEST	TECH SUPPORT JUN 2019	1,494.00
54681	05/14/2019	Reconciled		05/31/2019	23169	WAVE BUSINESS SOLUTIONS	CORP YARD INTERNET	54.90
54682	05/20/2019	Reconciled		05/31/2019	2087	BASIC PACIFIC	FSA BENEFIT PAYMENT	50.00
54683	05/17/2019	Reconciled		05/31/2019	2087	BASIC PACIFIC	FSA BENEFIT PAYMENT	36.98
54684	05/21/2019	Reconciled		05/31/2019	1161	49ER WATER SERVICES	WWTP WELL DESTRUCTION	16,282.00
54685	05/21/2019	Reconciled		05/31/2019	01500	ANDERSON'S SIERRA	WWTP RPR PARTS	305.93
54686	05/21/2019	Reconciled		05/31/2019	01766	AT&T MOBILITY	CITY CELL PHONES	700.86

Check Register Report

9 of 12

Checks Processed May 2019

Date: 06/05/2019

Time: 9:08 am

Page: 2

CITY OF COLFAX

BANK: US BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
US BANK Checks								
54687	05/21/2019	Reconciled		05/31/2019	02829	BLUE RIBBON PERSONNEL SERVICES	WWTP TEMP LABOR THRU 5/9/19	1,024.80
54688	05/21/2019	Reconciled		05/31/2019	03401	CHOICE BUILDER	JUN 2019 PREMIUMS	751.80
54689	05/21/2019	Reconciled		05/31/2019	03482	CLEAR PATH LAND EVOLVEMENT,	FIRE DEPT LAND SURVEY	973.77
54690	05/21/2019	Reconciled		05/31/2019	03511	COLFAX GARDEN CLUB	SPRING PLANT SALE DEPOSIT REF	100.00
54691	05/21/2019	Reconciled		05/31/2019	04592	DACOMM	WWTP INTERNET	99.95
54692	05/21/2019	Reconciled		05/31/2019	04234	DE LAGE LANDEN FINANCIAL	COPY MACH MAINT MAY 2019	468.34
54693	05/21/2019	Reconciled		05/31/2019	06278	FRONTIER COMMUNICATIONS	WWTP PHONE	185.70
54694	05/21/2019	Reconciled		05/31/2019	7223	GEOCON CONSULTANTS INC.	POND 3 GEOTECHNICAL SVCS	2,082.50
54695	05/21/2019	Reconciled		05/31/2019	07465	GOLD MINER PEST CONTROL	WWTP/LIFT STATION PEST CONT	210.00
54696	05/21/2019	Reconciled		05/31/2019	08660	HUNT AND SONS, INC.	PW/WWTP FUEL	579.16
54697	05/21/2019	Reconciled		05/31/2019	10510	JOSEPH SCHWIND	BACKHOE RPR	250.00
54698	05/21/2019	Reconciled		05/31/2019	19390	MAR-VAL'S SIERRA MARKET	WATER	5.19
54699	05/21/2019	Reconciled		05/31/2019	16300	PCWA -PLACER COUNTY	CITY WATER	1,138.54
54700	05/21/2019	Reconciled		05/31/2019	16190	PLACER COUNTY DEPARTMENT OF	FY 18/19 TRANSIT SERVICES	12,079.00
54701	05/21/2019	Reconciled		05/31/2019	16559	PLAZA TIRE AND AUTO SERVICE	TIRE RPR	20.00
54702	05/21/2019	Reconciled		05/31/2019	18194	RGS - REGIONAL GOV SERVICES	PLANNING SVCS APR 2019	6,142.50
54703	05/21/2019	Reconciled		05/31/2019	23169	WAVE BUSINESS SOLUTIONS	CITY HALL INTERNET	159.90
54704	05/21/2019	Reconciled		05/31/2019	23169	WAVE BUSINESS SOLUTIONS	DEPOT PHONE	17.21
54705	05/21/2019	Reconciled		05/31/2019	18883	WAXIE SANITARY SUPPLY	SUPPLIES	194.89
54706	05/21/2019	Reconciled		05/31/2019	23451	WOOD RODGERS	2018 INSTRUMENTATION SURVEY	1,105.90
54707	05/30/2019	Printed			02901	BUREAU VERITAS NORTH AMERICA	BLDG OFFICIAL SVCS APR 2019	12,665.00
54708	05/30/2019	Printed			07591	COLFAX GREEN MACHINE	3RD OF JULY DONATION	500.00
54709	05/30/2019	Printed			08660	HUNT AND SONS, INC.	FIRE DEPT FUEL	112.47
54710	05/30/2019	Printed			12180	LAWRENCE & ASSOCIATES	INCANDFILL MONITORING SVCS APR	57.50
54711	05/30/2019	Printed			16021	PERRIN CONSTRUCTION INC.	S AUBURN PAVING LESS INSPECTOR	1,610.00
54712	05/30/2019	Printed			16821	PSOMAS	ROUNDABOUT PROJ MGMT	3,440.00
54713	05/30/2019	Printed			18193	RECOLOGY AUBURN PLACER	TAX ROLLS 18/19 40%	2,576.48
54714	05/30/2019	Printed			19791	SUTTER MEDICAL FOUNDATION	FIREMAN EXAM	240.00
54715	05/30/2019	Reconciled		05/31/2019	20391	TREGGAN MULLENIX	2019 PARTIAL BOOT ALLOWANCE	182.29
54716	05/30/2019	Printed			22240	VULCAN MATERIALS COMPANY	ASPHALT SUPPLIES	343.77
54717	05/31/2019	Printed			2087	BASIC PACIFIC	FSA PLAN FEES MAY 2019	45.00

Total Checks: 81

Checks Total (excluding void checks): 179,639.32

Total Payments: 81

Bank Total (excluding void checks): 179,639.32

Total Payments: 81

Grand Total (excluding void checks): 179,639.32

DAILY CASH SUMMARY REPORT

General Cash Receipts
05/01/2019 - 05/31/2019

10 of 12

Page: 1

6/5/2019

9:24 am

City of Colfax

		Debit	Credit	Net Chng
Fund: 100 - General Fund				
05/02/2019	Daily Totals	4,869.92	0.00	4,869.92
05/03/2019	Daily Totals	1,295.50	0.00	1,295.50
05/06/2019	Daily Totals	484.77	0.00	484.77
05/07/2019	Daily Totals	4,727.10	0.00	4,727.10
05/08/2019	Daily Totals	1,957.90	0.00	1,957.90
05/09/2019	Daily Totals	122.25	0.00	122.25
05/14/2019	Daily Totals	100.00	0.00	100.00
05/15/2019	Daily Totals	0.00	216.47	-216.47
05/16/2019	Daily Totals	708.87	0.00	708.87
05/20/2019	Daily Totals	300.00	0.00	300.00
05/23/2019	Daily Totals	214,675.84	0.00	214,675.84
05/24/2019	Daily Totals	59,310.31	0.00	59,310.31
05/28/2019	Daily Totals	164.25	0.00	164.25
05/29/2019	Daily Totals	122.75	0.00	122.75
05/31/2019	Daily Totals	39,983.54	0.00	39,983.54
Fund: 100 - General Fund		TOTALS:	328,823.00	216.47
				328,606.53
Fund: 120 - Land Development Fees				
05/03/2019	Daily Totals	3,000.00	0.00	3,000.00
Fund: 120 - Land Development Fees		TOTALS:	3,000.00	0.00
				3,000.00
Fund: 200 - Cannabis Application				
05/02/2019	Daily Totals	4,155.00	0.00	4,155.00
Fund: 200 - Cannabis Application		TOTALS:	4,155.00	0.00
				4,155.00
Fund: 205 - Escrow Account - Developers				
05/31/2019	Daily Totals	11.70	0.00	11.70
Fund: 205 - Escrow Account - Developers		TOTALS:	11.70	0.00
				11.70
Fund: 210 - Mitigation Fees - Roads				
05/31/2019	Daily Totals	12,614.00	0.00	12,614.00

DAILY CASH SUMMARY REPORT

General Cash Receipts
05/01/2019 - 05/31/2019

Item 5E

11 of 12
Page: 2
6/5/2019
9:24 am

City of Colfax

		Debit	Credit	Net Chng
<hr/>				
Fund: 210 - Mitigation Fees - Roads	TOTALS:	12,614.00	0.00	12,614.00
<hr/>				
Fund: 212 - Mitigation Fees - Trails				
05/31/2019	Daily Totals	1,029.00	0.00	1,029.00
<hr/>				
Fund: 212 - Mitigation Fees - Trails	TOTALS:	1,029.00	0.00	1,029.00
<hr/>				
Fund: 213 - Mitigation Fees - Parks/Rec				
05/31/2019	Daily Totals	30,086.00	0.00	30,086.00
<hr/>				
Fund: 213 - Mitigation Fees - Parks/Rec	TOTALS:	30,086.00	0.00	30,086.00
<hr/>				
Fund: 214 - Mitigation Fees - City Bldgs				
05/31/2019	Daily Totals	4,788.00	0.00	4,788.00
<hr/>				
Fund: 214 - Mitigation Fees - City Bldgs	TOTALS:	4,788.00	0.00	4,788.00
<hr/>				
Fund: 215 - Mitigation Fees - Vehicles				
05/31/2019	Daily Totals	910.00	0.00	910.00
<hr/>				
Fund: 215 - Mitigation Fees - Vehicles	TOTALS:	910.00	0.00	910.00
<hr/>				
Fund: 218 - Support Law Enforcement				
05/23/2019	Daily Totals	0.00	2,006.37	-2,006.37
<hr/>				
Fund: 218 - Support Law Enforcement	TOTALS:	0.00	2,006.37	-2,006.37
<hr/>				
Fund: 244 - CDBG MicroEnterprise Lending				
05/31/2019	Daily Totals	1,000.00	0.00	1,000.00
<hr/>				
Fund: 244 - CDBG MicroEnterprise Lending	TOTALS:	1,000.00	0.00	1,000.00
<hr/>				
Fund: 250 - Streets - Roads/Transportation				
05/02/2019	Daily Totals	90.00	0.00	90.00
05/07/2019	Daily Totals	1,593.51	0.00	1,593.51
05/08/2019	Daily Totals	59,326.00	0.00	59,326.00
<hr/>				
Fund: 250 - Streets - Roads/Transportation	TOTALS:	61,009.51	0.00	61,009.51
<hr/>				
Fund: 253 - Gas Taxes				
05/22/2019	Daily Totals	2,813.49	0.00	2,813.49

Limited to include: JE Types of: CR

DAILY CASH SUMMARY REPORT

General Cash Receipts
05/01/2019 - 05/31/2019

12 of 12
Page: 3
6/5/2019
9:24 am

City of Colfax

		Debit	Credit	Net Chng
05/30/2019	Daily Totals	4,036.33	0.00	4,036.33
Fund: 253 - Gas Taxes	TOTALS:	6,849.82	0.00	6,849.82
Fund: 343 - Recreation Construction				
05/31/2019	Daily Totals	16,056.19	0.00	16,056.19
Fund: 343 - Recreation Construction	TOTALS:	16,056.19	0.00	16,056.19
Fund: 385 - Roundabout Project				
05/08/2019	Daily Totals	40,000.00	0.00	40,000.00
Fund: 385 - Roundabout Project	TOTALS:	40,000.00	0.00	40,000.00
Fund: 560 - Sewer				
05/06/2019	Daily Totals	61.33	0.00	61.33
05/07/2019	Daily Totals	5,119.42	0.00	5,119.42
05/23/2019	Daily Totals	35,209.52	0.00	35,209.52
Fund: 560 - Sewer	TOTALS:	40,390.27	0.00	40,390.27
Fund: 561 - Sewer Liftstations				
05/07/2019	Daily Totals	1,814.79	0.00	1,814.79
05/21/2019	Daily Totals	407.00	0.00	407.00
Fund: 561 - Sewer Liftstations	TOTALS:	2,221.79	0.00	2,221.79
Fund: 572 - Landfill Post Closure Mainten				
05/07/2019	Daily Totals	398.43	0.00	398.43
Fund: 572 - Landfill Post Closure Mainten	TOTALS:	398.43	0.00	398.43
GRAND TOTALS:		553,342.71	2,222.84	551,119.87



Staff Report to City Council

FOR THE JUNE 12, 2019 REGULAR CITY COUNCIL MEETING

From: Wes Heathcock, City Manager
Prepared by: Wes Heathcock, City Manager
Subject: Sheriff Contract Amendment #4

Budget Impact Overview:

N/A:	Funded: √	Un-funded:	Amount: \$716,038 or \$736,328	Fund(s): 100-300, 218-000
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RECOMMENDED ACTION: Discuss and consider adopting Resolution 21-2019 authorizing the City Manager to enter into a contract extension with the Placer County Sheriff-Coroner-Marshall's Office with the desired service level option for Fiscal Year 2019/2020.

Summary/Background

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

The current amendment to the contract expires June 30, 2019. Staff received direction at the May 15, 2019 Budget Workshop to provide a cost option in acquisitioning the reduced deputy hours. The City received two cost proposals from PCSO that included the mandatory Proposition F increase, increased services, and overhead percentage cost.

The first proposal (Proposal A) included staying with the current service level with an increase contract value of \$39,886, or 5.90%. The current service model includes reduced services hours, which equates to 196 reduced hours annually. The total contract costs with current reduced hours (Proposal A) will be \$716,038.

The second proposal (Proposal B) included acquisitioning the reduced hours increasing the contract value \$60,176 or 8.90%. The total contract costs under Proposal B would be \$736,328.

Budget Impacts

Staff is requesting council consider the two options and provide direction.

- Proposal A total contract amount is \$716,038 from Funds 100-300 and 218-000.
- Proposal B total contract amount is \$736,328 from Funds 100-300 and 218-000.

Attachments

1. Resolution 21-2019 (Options A and B)
2. 2019-2020 Amendment #4

**Measure F was a local initiative sponsored by the Placer County Deputy Sheriff's Association (PCDSA) and passed by the voters of Placer County, effective in 1977. Measure F, codified in Placer County Code § 3.12 040 (Appendix A) and its express terms, are mandatory. Measure F provides the required method for annually determining and setting salaries for specified peace officer classes in Placer County. The Measure F formula requires the County to annually: (1) determine maximum salaries for comparable classes of positions, as listed, in the 3 surrounding counties, El Dorado, Nevada and Sacramento; (2) calculate the average maximum salaries for those three agencies; and then, (3) set the salary of the Placer County comparable employees at a level equal to the average maximum salary of the other three counties. The required average maximums are used to set the salaries for the classifications of Undersheriff, Captain, Lieutenant, Sergeant, and Deputy Sheriff II, effective the first full pay period in February.*

City of Colfax

City Council

Resolution № __-2019

AUTHORIZE THE CITY MANAGER TO ENTER INTO A CONTRACT EXTENSION WITH
THE PLACER COUNTY SHERIFF-CORONER-MARSHAL'S OFFICE
MAINTAINING THE REDUCED SERVICES, IN AN AMOUNT NOT TO EXCEED
\$716,038 FOR FISCAL YEAR 2019/2020

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

WHEREAS, the City has had outstanding services provided by the County for law enforcement services; and

WHEREAS, the City Council has determined that it is in the best interests of the City to approve a Contract with County to continue providing law enforcement services, and maintain the reduced service level (Option A).

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Colfax authorize the City Manager to enter into a contract extension with the Placer County Sheriff-Coroner-Marshall's Office, maintaining the reduced services, in an amount not to exceed \$716,038 for fiscal year 2019/2020.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at the Regular Meeting of the City Council of the City of Colfax held on the 12th day of June 2019, by the following vote of the Council:

AYES:

NOES:

ABSTAIN:

ABSENT:

Joe Fatula, Mayor

ATTEST:

Wes Heathcock, City Manager

City of Colfax

City Council

Resolution № __-2019

AUTHORIZE THE CITY MANAGER TO ENTER INTO A CONTRACT EXTENSION WITH
THE PLACER COUNTY SHERIFF-CORONER-MARSHAL'S ACQUISITIONING
THE REMAINING 196 HOURS, IN AN AMOUNT NOT TO EXCEED \$736,328 FOR
FISCAL YEAR 2019/2020

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

WHEREAS, the City has had outstanding services provided by the County for law enforcement services; and

WHEREAS, the City Council has determined that it is in the best interests of the City to approve a Contract with County to continue providing law enforcement services, and acquisitioning the remaining 196 hours (Option B).

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Colfax authorize the City Manager to enter into a contract extension with the Placer County Sheriff-Coroner-Marshall's Office, acquisitioning the remaining 196 hours, in an amount not to exceed \$736,328 for fiscal year 2019/2020.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at the Regular Meeting of the City Council of the City of Colfax held on the 12th day of June 2019, by the following vote of the Council:

AYES:

NOES:

ABSTAIN:

ABSENT:

Joe Fatula, Mayor

ATTEST:

Wes Heathcock, City Manager

BEGINS: July 1, 2019

(Option A)

CONTRACT NO. 13508

ADMINISTERING AGENCY: Sheriff-Coroner-Marshal

AMENDMENT NO. 4

DESCRIPTION: Contract amendment between County of Placer, Office of the Sheriff-Coroner-Marshal and the City of Colfax to update the annual cost of providing law enforcement services for FY 2019-20

THIS AMENDEMENT No. 4 of contract No. 13508 is made as of July 1, 2019, by and between the COUNTY OF PLACER, Office of the Sheriff-Coroner-Marshal, a political subdivision of the State of California, hereinafter referred to as "COUNTY", and the CITY OF COLFAX, a municipal corporation, hereinafter referred to as "CITY".

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

Section 1 DURATION OF CONTRACT: This agreement shall commence on July 1, 2019 for a period of one year, expiring on June 30, 2020, unless terminated under conditions of Section 2.

Section 6 PAYMENT FOR SERVICES: The cost of performing law enforcement services for the year beginning July 1, 2019 through June 30, 2020 both dates inclusive, will be agreed to in the amount of \$716,038 (SEVEN HUNDRED SIXTEEN THOUSAND THIRTY EIGHT DOLLARS) per attached Exhibit A. This sum shall be paid in four equal quarterly installments of \$179,009 (ONE HUNDRED SEVENTY NINE THOUSAND AND NINE DOLLARS) to be paid on September 1, 2019; December 1, 2019; March 1, 2020; and June 1, 2020. The COUNTY will provide an amendment adjusting salaries, liability insurance, vehicle rates, and cost of living to the CITY each year for basic law enforcement services for adoption effective July 1 with an amendment approved by both parties.

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

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

CITY OF COLFAX

BY: _____
CITY MANAGER, CITY OF COLFAX

COUNTY OF PLACER

BY: _____
CHAIR, BOARD OF SUPERVISORS

BY: _____
PLACER COUNTY SHERIFF

APPROVED AS TO FORM

APPROVED AS TO FORM

BY: _____
CITY ATTORNEY

BY: _____
COUNTY COUNSEL

EXHIBIT A

Reduced Hours 2019/20 (Option A)

SALARY AND BENEFITS:

Qty	Class/Description	Pay Type	Annual Hours/Units	Billable Hours/Units*	2018-2019 Hrlly Rate	2019-2020 Hrlly Rate	2018-2019 Cost	2019-2020 Cost	Increase/Decrease
0.5	Sergeant	Regular Pay	2080	1040	111.58	119.80	\$ 116,039	\$ 124,592	\$ 8,553
0.5	Sergeant	Overtime	120	60	108.62	113.90	\$ 6,517	\$ 6,834	\$ 317
0.5	Sergeant	Holiday Overtime	48	24	150.70	158.24	\$ 3,617	\$ 3,798	\$ 181
2.25	Deputy II	Regular Pay *	2080	4484	87.66	93.78	\$ 393,335	\$ 420,529	\$ 27,194
2.25	Deputy II	Overtime	127	285.75	84.78	87.82	\$ 24,226	\$ 25,095	\$ 869
2.25	Deputy II	Holiday Overtime	48	108	115.15	120.25	\$ 12,436	\$ 12,987	\$ 551
0.1	Detective (Deputy II)	Regular Pay	2080	208	99.82	107.66	\$ 20,762	\$ 22,393	\$ 1,631
0.1	Detective (Deputy II)	Overtime	127	12.7	95.54	99.97	\$ 1,213	\$ 1,270	\$ 57
0.1	Detective (Deputy II)	Holiday Overtime	48	4.8	130.81	138.03	\$ 628	\$ 663	\$ 35
Total Personnel Costs							\$ 578,773	\$ 618,160	\$ 39,387

OTHER COSTS:

Item	Description	2018-2019 Cost	2019-2020 Cost	Increase/Decrease
Communication	Telecomm System Access and Radio Costs	\$ 16,890	\$ 18,038	\$ 1,148
Direct Administrative Support	5% overhead costs	\$ 28,939	\$ 30,908	\$ 1,969
Equipment & Supplies	Equipment & Supplies	\$ 10,000	\$ 10,000	\$ -
Training	Specialized training which may include accident investigation training 40 hour each	\$ 7,013	\$ 7,503	\$ 490
Vehicle Expenses	2.85 vehicles @ \$5.05 per hour	\$ 34,537	\$ 31,429	\$ (3,108)
Total Other Costs		\$ 97,379	\$ 97,878	\$ 499

Total Contract Costs	\$ 676,152	\$ 716,038	\$ 39,886
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Total Contract Change	5.90%
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18-19 Base Quarterly Payments	\$ 179,009.43
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BEGINS: July 1, 2019

(Option B)

CONTRACT NO. 13508

ADMINISTERING AGENCY: Sheriff-Coroner-Marshal

AMENDMENT NO. 4

DESCRIPTION: Contract amendment between County of Placer, Office of the Sheriff-Coroner-Marshal and the City of Colfax to update the annual cost of providing law enforcement services for FY 2019-20

THIS AMENDEMENT No. 4 of contract No. 13508 is made as of July 1, 2019, by and between the COUNTY OF PLACER, Office of the Sheriff-Coroner-Marshal, a political subdivision of the State of California, hereinafter referred to as "COUNTY", and the CITY OF COLFAX, a municipal corporation, hereinafter referred to as "CITY".

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

Section 1 DURATION OF CONTRACT: This agreement shall commence on July 1, 2019 for a period of one year, expiring on June 30, 2020, unless terminated under conditions of Section 2.

Section 6 PAYMENT FOR SERVICES: The cost of performing law enforcement services for the year beginning July 1, 2019 through June 30, 2020 both dates inclusive, will be agreed to in the amount of \$736,328 (SEVEN HUNDRED THIRTY SIX THOUSAND THREE HUNDRED TWENTY EIGHT DOLLARS) per attached Exhibit A. This sum shall be paid in four equal quarterly installments of \$184,082 (ONE HUNDRED EIGHTY FOUR THOUSAND AND EIGHTY TWO DOLLARS) to be paid on September 1, 2019; December 1, 2019; March 1, 2020; and June 1, 2020. The COUNTY will provide an amendment adjusting salaries, liability insurance, vehicle rates, and cost of living to the CITY each year for basic law enforcement services for adoption effective July 1 with an amendment approved by both parties.

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

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

CITY OF COLFAX

BY: _____

CITY MANAGER, CITY OF COLFAX

COUNTY OF PLACER

BY: _____

CHAIR, BOARD OF SUPERVISORS

BY: _____

PLACER COUNTY SHERIFF

APPROVED AS TO FORM

APPROVED AS TO FORM

BY: _____

CITY ATTORNEY

BY: _____

COUNTY COUNSEL

EXHIBIT A

Full Hours 2019/20 (Option B)

SALARY AND BENEFITS:

Qty	Class/Description	Pay Type	Annual Hours/Units	Billable Hours/Units*	2018-2019 Hrly Rate	2019-2020 Hrly Rate	2018-2019 Cost	2019-2020 Cost	Increase/Decrease
0.5	Sergeant	Regular Pay	2080	1040	111.58	119.80	\$ 116,039	\$ 124,592	\$ 8,553
0.5	Sergeant	Overtime	120	60	108.62	113.90	\$ 6,517	\$ 6,834	\$ 317
0.5	Sergeant	Holiday Overtime	48	24	150.70	158.24	\$ 3,617	\$ 3,798	\$ 181
2.25	Deputy II	Regular Pay *	2080	4680	87.66	93.78	\$ 393,335	\$ 438,911	\$ 45,576
2.25	Deputy II	Overtime	127	285.75	84.78	87.82	\$ 24,226	\$ 25,095	\$ 869
2.25	Deputy II	Holiday Overtime	48	108	115.15	120.25	\$ 12,436	\$ 12,987	\$ 551
0.1	Detective (Deputy II)	Regular Pay	2080	208	99.82	107.66	\$ 20,762	\$ 22,393	\$ 1,631
0.1	Detective (Deputy II)	Overtime	127	12.7	95.54	99.97	\$ 1,213	\$ 1,270	\$ 57
0.1	Detective (Deputy II)	Holiday Overtime	48	4.8	130.81	138.03	\$ 628	\$ 663	\$ 35
Total Personnel Costs							\$ 578,773	\$ 636,542	\$ 57,769

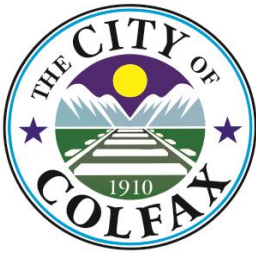
OTHER COSTS:

Item	Description	2018-2019 Cost	2019-2020 Cost	Increase/Decrease
Communication	Telecomm System Access and Radio Costs	\$ 16,890	\$ 18,038	\$ 1,148
Direct Administrative Support	5% overhead costs	\$ 28,939	\$ 31,827	\$ 2,888
Equipment & Supplies	Equipment & Supplies	\$ 10,000	\$ 10,000	\$ -
Training	Specialized training which may include accident investigation training 40 hour each	\$ 7,013	\$ 7,503	\$ 490
Vehicle Expenses	2.85 vehicles @ \$5.05 per hour	\$ 34,537	\$ 32,418	\$ (2,119)
Total Other Costs		\$ 97,379	\$ 99,786	\$ 2,407

Total Contract Costs	\$ 676,152	\$ 736,328	\$ 60,176
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Total Contract Change	8.90%
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18-19 Base Quarterly Payments	\$ 184,081.93
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Staff Report to City Council

FOR THE JUNE 12, 2019 REGULAR CITY COUNCIL MEETING

From: Wes Heathcock, City Manager
Prepared by: Wes Heathcock, City Manager
Subject: Sierra Property Development Static Billboard Agreement

Budget Impact Overview:

N/A: ✓	Funded:	Un-funded:	Amount:	Fund(s):
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RECOMMENDED ACTION: Discuss and consider adopting Resolution 22-2019 authorizing the City Manager to enter into an agreement with Sierra Property Development for a three-year term with the option to extend the term two additional years.

Summary/Background

The City of Colfax owns the vinyl billboard at 1142 S. Auburn Street (Attachment 2). Staff conducted research to see what options were available to maximize the vinyl billboard value to the community. The primary options appeared to include utilizing the space to promote the City or lease out the vinyl billboard directly or indirectly. During the process, staff discovered the City is currently not using the vinyl billboard since the community has contractual space available on the digital billboard located in the same general area, therefore, utilizing the asset for City promotion does not appear to be a logical choice.

The second option of leasing the vinyl billboard provides more opportunity in generating revenue for the community. Staff arrived at leasing the vinyl billboard indirectly would be the better solution to enhance the expected return through an advertisement firm experienced in this area.

The City of Colfax has an active working relationship with Sierra Property Management (SPD) through the revenue agreement for the existing billboard signs on the I-80 corridor in Colfax. Staff worked with SPD to find a fair revenue sharing option identified in the attached agreement. The agreement (Attachment 3) shows a 60/40 revenue split with the City receiving the 60%. The City is responsible for maintenance of the structure and SPD will have full responsibility in managing the advertisement. SPD estimated each side of the vinyl billboard would generate \$800-\$1,000 in gross revenue per month.

Staff is recommending council authorize the City Manager to enter into a lease agreement with SPD for a three year term with the option to extend the term two additional years.

Budget Impacts

Based on SPD's rental estimates, the City of Colfax could see \$11,520 - \$14,400 in revenue annually assuming the advertisement space is utilized year round.

Attachments

1. Resolution 22-2019
2. Vinyl Billboard Location
3. SPD Agreement

City of Colfax

City Council

Resolution № 22-2019

AUTHORIZE THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH SIERRA PROPERTY DEVELOPMENT FOR A THREE-YEAR TERM WITH THE OPTION TO EXTEND THE TERM TWO ADDITIONAL YEARS

WHEREAS, the City of Colfax owns a vinyl billboard located at 1142 South Auburn Street; and

WHEREAS, the City recognizes leasing the vinyl billboard indirectly would be the better solution to enhance the expected return through an advertisement firm experienced in this area; and

WHEREAS, the City has an active relationship with Sierra Property Development in an revenue agreement for the existing billboard signs on the I-80 corridor in Colfax; and

WHEREAS, the City negotiated a fair revenue sharing agreement with Sierra Property Development that includes a 60/40 split with the City receiving the 60%.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Colfax authorize the City Manager to enter into an agreement with Sierra Property Development for a three-year term with the option to extend the term two additional years.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at the Regular Meeting of the City Council of the City of Colfax held on the 12th day of June 2019, by the following vote of the Council:

AYES:

NOES:

ABSTAIN:

ABSENT:

Joe Fatula, Mayor

ATTEST:

Wes Heathcock, City Manager



OUTDOOR DISPLAY LEASE

1. This Outdoor Display Lease ("Lease") is entered into by and between the **City of Colfax**, hereinafter the **LESSOR**, and **Sierra Property Development**, a California partnership consisting of Robert Townsend and David Gard, hereinafter the **LESSEE**, for the express purpose of leasing to LESSEE an illuminated 12' x 24' east and west facing Outdoor Display (hereinafter the "Billboard") owned by LESSOR and located on Interstate 80, west of the main Colfax exit, 1142 South Auburn Street. Lessee will be subleasing the Billboard to bone fide clients (hereinafter "CLIENTS").

2. **TERM** The term of this Lease shall be for a period of three (3) years, commencing on June 13, 2019 and ending on May 31, 2022, subject to the timely exercise of Lessee's renewal option provided for in Section 9 of this Lease.

3. **RENT** The LESSEE agrees to pay LESSOR sixty per cent (60%) of the gross rent received from CLIENTS each month, or fraction thereof, that the Billboard is subleased by LESSEE to one or more of its CLIENTS; LESSEE will retain forty percent (40%) of such gross rent. Upon receipt of payment from the CLIENTS, LESSEE will remit payment to LESSOR for LESSOR's share. LESSEE shall, upon LESSOR's request, provide LESSOR with a true, correct and complete accounting of all gross rents received from LESSEE's CLIENTS for the Billboard.

4. ILLUMINATION & MAINTENANCE

A. Illumination of the Billboard shall be from dusk to dawn. LESSOR agrees to maintain the electrical components of the Billboard and will make a bona fide effort to monitor the status of the Billboard.

B. Remedy. Provided there is a CLIENT posted on the Billboard, and should LESSOR fail to authorize LESSEE to perform needed replacement or repairs that are LESSOR's responsibility within 48 hours of LESSOR's receipt of notice of the need to make repairs or replacements to the Billboard, LESSEE will be authorized to abate the daily rent to CLIENTS for up to \$25.00 per day, credit for which will applied against the rent owed LESSOR (after the initial 48 hours) until the repair or replacement is completed.

C. Maintenance. LESSOR agrees to maintain the structural integrity of the Billboard, and upon request to prune trees/shrubs and/or debris that may adversely affect the sight distance to the Billboard. Except as provided in Section

4A and this Section 4C, LESSEE shall, at LESSEE's expense, maintain and repair the Billboard during the term or any extension of this Lease.

D. Production And Installation. LESSOR and LESSEE acknowledge that from time to time, though infrequent, it may be necessary for LESSEE to offer a CLIENT a complimentary production and/or installation, in order for a CLIENT to commit to subleasing Billboard space. The cost of any such complimentary production and installation shall be subject to LESSOR's prior approval, which approval shall not be unreasonably withheld. LESSOR and LESSEE shall share the cost of such complimentary production and installation 60/40. LESSOR agrees to permit the addition of snipes, add-ons, overlays and extensions provided they do not violate any applicable laws, rules, regulations or ordinances.

5. DAMAGE TO BILLBOARD. LESSOR agrees that in the event the Billboard is damaged or destroyed, in whole or in part, except by an act or omission to act by LESSEE, then LESSOR will either (A) at LESSOR's expense, rebuild, replace, or restore the Billboard as quickly as reasonably possible, during which period the rent related to the damage or destruction will be abated until the rebuilding, replacement or restoration is complete, or (B) if LESSOR determines, in LESSOR's discretion, that the cost to rebuild, replace or restore is unfeasible, then LESSOR shall be entitled to terminate this Lease upon provision of written notice to LESSEE.

6. IMPOSSIBILITY OF PERFORMANCE It is mutually agreed that this Lease will be voided, absolving all parties of any further obligations under this Agreement, in the event there exists an impossibility of performance by and between the LESSOR or LESSEE and the U.S. Government, the State of California, the County of Placer, the City of Colfax, Caltrans, or any other entity which may exercise legal jurisdiction over the Billboard or the land upon which the Billboard is located.

7. ASSIGNMENT OR SUBLEASE. LESSEE shall not voluntarily or by operation of law assign or transfer all or any part of LESSEE's interest in this Lease or the Billboard without LESSOR's prior written consent, which consent shall not be unreasonably withheld. LESSEE shall be allowed to sublease Billboard space to bona fide CLIENTS on such terms and conditions as LESSOR and LESSEE deem reasonable.

8. INDEMNITY, HOLD HARMLESS & INSURANCE.

A. INDEMNITY/ HOLD HARMLESS. Except to the extent caused by the sole active negligence or willful misconduct of the LESSOR, the LESSEE shall defend, indemnify and save the LESSOR harmless from any and all loss, liability, claims, demands, penalties, fines, damages or expenses arising out of or in any way relating to or resulting from (A) the use of the Billboard by LESSEE or any of LESSEE's CLIENTS, (B) the activities of LESSEE, its agents, employees, contractors or invitees in or about the premises upon which the Billboard is

situated, (C) any failure of LESSEE or any of its CLIENTS to comply with any applicable law, rule or regulation, and (D) the character, content, or subject matter of any ad copy displayed on the Billboard. LESSEE warrants that the ad copy will be in compliance with the Federal Interstate Highways Act and the California Outdoor Advertising Act, any applicable regulations adopted pursuant thereto, and all other applicable laws, rules, ordinances and regulations.

B. INSURANCE. Throughout the term of this Lease, LESSEE shall, at LESSEE'S cost, procure and maintain comprehensive broad form public liability and property damage insurance providing coverage of not less than one million dollars (\$1,000,000.00) insuring against all claims and liability for personal injury, death or property damage occurring from any cause whatsoever in connection with the Billboard or LESSEE'S use thereof. All such public liability insurance and property damage insurance shall insure LESSEE'S performance of the indemnity/hold harmless provisions of this Lease. Both LESSOR and LESSEE shall be named as co-insureds, and the policy shall contain cross-liability endorsements.

9. OPTION TO RENEW In the event LESSEE has fully and faithfully performed each and all provisions contained in this Lease, and not less than thirty (30) days prior to the expiration of this Lease, LESSEE may renew this Lease for a period of two (2) years by providing LESSOR written notice of such renewal. Such renewal will be under the same terms and conditions of this Lease.

10. TERMINATION FOR DEFAULT. The occurrence of any of the following shall constitute an Event of Default by LESSEE: (a) Failure to pay or properly account for rent as and when due; (B) Failure to obtain or maintain any insurance as required in this Lease; (C) Abandonment or surrender of the Billboard or the Lease for thirty (30) consecutive days; (D) The making of a purported assignment which is not permitted by the terms of this Lease; (E) Failure to perform any other express or implied covenant or provision of this Lease or any warranty contained herein, if the failure to perform is not cured within twenty (20) days after written notice from LESSOR; (F) The subjection of any right or interest of LESSEE under this Lease to attachment, execution, order, levy, or to seizure under legal process, if not released within thirty (30) days; (G) An assignment by LESSEE for the benefit of creditors or the filing of a voluntary or involuntary petition by or against LESSEE under any law for the purposes of adjudicating LESSEE a bankrupt; and (H) The appointment of a receiver of LESSEE. If any Event of Default occurs, LESSOR shall have the right to terminate this Lease in addition to the right to pursue all other rights and remedies provided by law or equity.

11. DISPUTE RESOLUTION.

A. Before any lawsuit is initiated by either party to this Lease, the Parties shall meet and confer and attempt to amicably resolve any dispute arising from or relating to this Lease, subject to the following provisions. Any Party desiring to

meet and confer shall so advise the other Party pursuant to a written notice. Within 15 days after provision of that written notice by the Party desiring to meet and confer, the primary contacts for each Party shall meet in person and attempt to amicably resolve their dispute. Each primary contact, or the duly authorized person acting in their absence, shall attend the meeting, shall have full authority to resolve the dispute and shall be prepared to devote an entire day thereto. If any dispute remains unresolved at the end of the meeting, any Party to this Lease shall have the right to invoke the process provided for in subparagraph (B) below.

B. Subject to the provisions of subparagraph (A), any dispute that remains unresolved after the meet and confer shall immediately be submitted to non-binding neutral mediation, before a mutually acceptable, neutral retired judge or justice at the Office of the Judicial Arbitration and Mediation Service (JAMS) nearest to Colfax, or at such other similar service that the parties may agree to. If within five (5) days after the meet and confer the parties are unable to agree upon the selection of a neutral mediator, then the first available retired judge or justice at the Sacramento office of JAMS, or the JAMS office closest to Colfax if there is no Sacramento JAMS office, shall serve as the neutral mediator. The parties agree to commit to at least one full day to the mediation process, or two half days as may be arranged.

C. If mediation is unsuccessful, either Party may initiate litigation in a court of competent jurisdiction, or the Parties may pursue such other dispute resolution processes as they may agree upon during mediation or otherwise.

12. ENTIRE AGREEMENT; SUPERSEDES PRIOR AGREEMENTS. This instrument contains the entire agreement between the parties pertaining to the Billboard and supersedes all previous agreements related thereto. Any oral representations or modifications concerning this instrument shall be of no force and effect unless put in writing and signed by the party to be charged.

13. BINDING UPON HEIRS, SUCCESSORS AND ASSIGNS This Lease, its terms and conditions, are binding upon the heirs, successors and assigns of both the LESSOR and the LESSEE.

14. NEGATION OF PARTNERSHIP. The Parties specifically acknowledge that no Party is acting as the agent of the other in any respect hereunder, and that each Party is an independent contracting entity with respect to the terms, covenants and conditions contained in this Lease. None of the provisions of this Lease shall be deemed to create a partnership between or among the Parties in the businesses of LESSEE, or the affairs of the LESSOR or otherwise, nor shall it cause them to be considered joint ventures or members of any Joint enterprise. This Lease is not intended nor shall it be construed to create any third-party beneficiary rights in any person who is not expressly made a Party and signatory to this Agreement.

15. SEVERABILITY. Invalidation of any provision of this Lease, or of the application thereof to any person, by judgment or court order shall in no way affect any of the other provisions hereof or the application thereof to any other person or circumstances and the same shall remain in full force and effect, unless enforcement of this Lease as so invalidated would be unreasonable or grossly inequitable under all the circumstances or would frustrate the purposes of this Lease.

16. COUNTERPARTS. This Lease may be executed in multiple counterparts, each of which shall be deemed an original Agreement.

IN WITNESS WHEREOF, THIS LEASE IS HEREBY SIGNED BY THE PARTIES HERETO:

Dated

City of Colfax, LESSOR
by: Wes Heathcock, City Manager
P.O. Box 702
Colfax, CA 95713
Phone 530 346 2313; Fax 530 346 6214
Tax ID # 94 0801051

Dated

Sierra Property Development, LESSEE
By: Dave Gard, Partner
P.O. Box 604
Auburn, CA 95604-3335
Phone 530-349-4152
E-mail: dave@winnerchevy.com
Tax ID# 02-0570945