City Council Meeting

COUNCIL CHAMBERS, 33 SOUTH MAIN STREET, COLFAX, CA

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

REGULAR MEETING AGENDA

January 14, 2026
Regular Session 6:00 PM

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

ZOOM at

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

Dial in by calling one of the numbers listed below and enter the Webinar ID:
849 6857 0574
1 669 900 6833 / 1 669 444 9171 / 1 719 359 4580 / 1 253 205 0468
View Only on Facebook Live on our City of Colfax page: City of Colfax, California. You may also submit written comments to the City Clerk via email at city.clerk@colfax-ca.gov, via regular mail to P.O. Box 702, Colfax CA 95713, or by dropping them off at City Hall, 33 S. Main Street, Colfax CA 95713. Comments received will be submitted to Council and made a part of the record.

While the City makes every effort to allow public participation in City Council meetings via Zoom and Facebook Live as described above, we cannot guarantee these services will be accessible. We encourage interested members of the public to submit written comments in advance of the meeting or attend the meeting in person.

1 OPEN SESSION

1A. Call Open Session to Order

1B. Pledge of Allegiance

1C. Roll Call

1D. Approval of Agenda Order

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

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

1E. Statement of Conflict of Interest

2 CONSENT CALENDAR

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

Recommended Action: By motion, approve the Consent Calendar.

2A. City Projects Report ***(Pages 5-9)***
Recommended Action: Review and Comment.

2B. Minutes – December 10, 2025 ***(Pages 10-15)***
Recommended Action: Approve the Colfax City Council minutes dated December 10, 2025.

2C. Cash Summary – November 2025 ***(Pages 16-22)***
Recommended Action: Review and Comment.

2D. Quarterly Investment Report – Quarter Ended September 30, 2025 ***(Pages 23-28)***
Recommended Action: Accept and File.

2E. Quarterly Sales & Use Tax Analysis – Quarter Ended September 30, 2025 ***(Pages 29-20)***
Recommended Action: Accept and File.

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

3 AGENCY REPORTS

3A. Placer County Sheriff's Office

3B. California Highway Patrol

3C. Placer County Fire Department/CALFIRE

3D. Non-Profits

4 PRESENTATIONS

4A. Update on FEMA Home Hardening/Defensible Space Project ***(Pages 31-54)***
Recommended Action: Receive a report from the City Manager and 4Leaf Inc. on the status of the Home Hardening and Defensible Space Program.

5 PUBLIC HEARING

5A. Special Event Amendments Ordinance (Noticed December 24, 2025) ***(Pages 55-72)***
Recommended Action: Introduce the proposed ordinance by title only, conduct a public hearing, to adopt an Ordinance, updating the City's Municipal Code Section 5.24 to add special events to the Outdoor Festivals chapter, and amend the Zoning Code Section 17.64 to clarify requirements for special events; waive the first reading and schedule the proposed ordinance for a second reading and adoption at the next regular City Council meeting currently scheduled for February 11, 2026, to be effective 30 days after adoption and adopt Resolution _____-2026 approving a Special Events Policy.

6 PUBLIC COMMENT

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

7 COUNCIL AND STAFF

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

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

7B. City Operations Update – City Manager

8 COUNCIL BUSINESS

8A. Proclamation - Honoring the Military Service Mural and Recognizing Our Veteran's, VFW Post 2003, and American Legion Post 192 ***(Pages 73-74)***
Recommended Action: Receive and file.

8B. Sewer Priority for Affordable Housing Units (Noticed January 3, 2026) ***(Pages 75-79)***
Recommended Action: Adopt Resolution _____-2026 establishing policies and procedures regarding the provision of sewer services to proposed affordable housing units for lower income households.

8C. Christmas Decorating Contest Winners ***(Page 80)***
Recommended Action: Discuss and award the 1st, 2nd, and 3rd place participants.

(Page 81)
8D. Councilmember Burruss and City Manager Walker Attending Capital to Capital (Cap to Cap)
Recommended Action: By Motion, allocate funds for Councilmember Burruss to attend the annual Capital to Capital Program in Washington, D.C.

8E. Council Committee Assignments ***(Pages 82-86)***
Recommended Action: Approve City Council Committee Assignments for 2026.

8F. Rotation of City Council Officers: Mayor and Mayor Pro Tem ***(Pages 87-88)***

Recommendation Action: By separate motions, select a Mayor and Mayor Pro Tem.

9. GOOD OF THE ORDER

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

9A. Public Comment on Good of the Order
Members of the public are permitted to address the Council on matters that relate to general welfare of the City that have not been previously discussed on this agenda. Oral comments may not exceed five (5) minutes. Written comments should not exceed 800 words.

10. CLOSED SESSION (NONE)

ADJOURNMENT

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

Ron Walker

Ron Walker, Interim City Clerk

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

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

Staff Report to City Council

FOR THE JANUARY 14, 2026 REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Ron Walker, City Manager
Subject: City Projects Report

Budget Impact Overview:

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

RECOMMENDED ACTION: Review and Comment.

Summary/Background

The following is a list of projects, by department, which have either been completed or are in progress.

Week of November 9 - 15, 2025

City Manager

- Attended the dedication and ribbon cutting ceremony for the new Service Mural Wall at the Colfax Veterans Memorial Hall.
- Started working the Financial Services Contractor.
- Started working the Administrative Services Officer Services Contractor.
- Attended the November 12, 2025 City Council meeting.
- Attended SCADA project meeting.
- Worked on X-Mass Tree lighting event.
- Worked on Winterfest event.

Planning

- Developing a work plan to check off Housing Element items before HCD audit.
    - This included developing and maintaining an affordable housing developer list
    - Met with Adams Asby to coordinate outreach for affordable housing workshop- we are supposed to hold workshops twice a year.
    - Developed a handout describing SB 35 streamlined affordable housing requirements
    - Drafted resolution for wastewater priorities for affordable housing
- Respond to addressing requests and zoning information
- Follow up on Haz mitigation plan and Municipal Services surveys
    - Coordinated noticing requirement with the County for link to City's Fire Hazard Severity Zone map
- Attended a meeting with PGE on resiliency and completed a survey.

Administrative Services

- Continue to work with Auditors
- Journal entries as needed.
- Oversee daily accounting including utility billing, cash receipts, accounts payable and payroll.

Maintenance Department

- Picked up multiple loads of Blacktop and filled in the areas we grinded out in the sheriffs parking lot.
- Picked up sandbags off of Rising Sun and installed a new portion of blacktop curb.
- Cleaned gutters at the sheriff station.
- Cleared all weeds and overgrown trees at the Sherriff station.
- Picked up leaves off of Church St., Colver, GV St, S. Main St., and many other streets in town.
- Replaced toilet at the Corp Yard.
- Put together handicap ramps for the outdoor seating areas on Main St.
- Cleared multiple drains from leaves and other debris.
- Filled in huge potholes on Canyon Way and S. Auburn.
- Met with Red Huss from the Lyons Club and went over parade routes.
- Took down the umbrellas from outdoor dining area and stored them back at the Corp yard.
- All irrigation turned off at the parks.
- Trimmed back bushes on S. Auburn around storm drain to prevent flooding.

Wastewater Treatment Plant/Sewer

- Out of the office this week.

Engineering

- Out of the office this week.

Building/Code Enforcement

- Reviewing plans for a garage conversion to ADU at 406 N. Main St.
- Reviewed plans for O'Reilly's signs and sent to BV for structural review. BV approved sign plans. Preparing to send approved plans and permit to O'Reilly's.
- Organizing the share drive for the current jobs and starting to go back on older jobs.
- Orielly's submitted retaining wall plans. Prepared and sent to BV for plan review. Added a revision to the plan review. Received only 6 comments from BV. Sent comments to O'Reilly's.

<u>Week of November 16 - 22, 2025</u>

City Manager

- Signed agreement with Alliant to provide Insurance for Winterfest event.
- Picked up Winterfest Banners.
- Working with Administrative Services contractor to find temporary front staffing.
- Attended Bid Openings for Culver Street Drainage project.
- Attended Bid Openings for Skate Park project.

Planning

- Completed PGE climate resiliency survey.
- Filled out additional forms for the multi hazards mitigation plan.
- Coordinated additional MSR parks responses.
- Completed staff report for January City Council meeting for sewer priority resolution.
- Responded to an email to HCD confirming affordable housing complex data in Colfax.

- SACOG seminar on new housing laws.

Maintenance Department

- Continued on drywall at the Corp Yard.
- Filled potholes around Canyon Way and S. Auburn St.
- Cleaned leaves up around town.

Wastewater Treatment Plant/Sewer

- Continue working on SCADA upgrade.
- New monitoring equipment installation.

Administrative Services

- Continue to work with Auditors
- Journal entries as needed.
- Oversee daily accounting including utility billing, cash receipts, accounts payable and payroll.

Engineering

- Return from 3-week vacation
- Emails and coordination and attend staff meeting
- Encroachment permits and complaints
- Inspect various projects throughout city

Building/Code Enforcement

- Reviewing plans for a garage conversion to ADU at 406 N. Main St. Completed review and sent comments to designer and owner.
- Organizing the share drive for the current jobs and starting to go back on older jobs.
- 54 W. Oak St. sewer lateral replacement. Met plumber to discuss project after trenching was completed. Final completed.
- Empire Storage Retaining wall plans received and sent to BV for structural review. BV made comments and were sent to applicants to correct.
- Informing automotive shops that the wastewater plant is receiving automotive chemicals in the system and that we will be sampling laterals for traces of chemicals.
- Met with new business owner at 555 S. Auburn. Discussed permits needed before opening. He stated that he will be the manager of the entire building. Reviewing plans for a new Chinese bistro tenant improvement.

<u>Week of November 23 - 29, 2025</u>

City Manager

- Working with Administrative Services contractor to find temporary front staffing.
- Working with staff on Supervisory Control and Data Acquisition (SCADA) project.
- Working with staff on City Christmas Tree.

Planning Department

- Out of the office this week.

Maintenance Department

- Spent Monday at the City Landfill site picking up trash that was illegally dumped and also crack sealing.
- Put up the Christmas tree up and decorated for the lighting event Sunday.

Wastewater Treatment Plant/Sewer

- Continue working on SCADA upgrade.
- New monitoring equipment installation.

Administrative Services

- Journal entries as needed.
- Oversee daily accounting including utility billing, cash receipts, accounts payable and payroll.

Engineering

- Encroachment permits and complaints.
- Inspect various projects throughout city.

Building/Code Enforcement

- Training with Temporary front staff member.

<u>Week of November 30 – December 6, 2025</u>

City Manager

- Attended meeting with James Corless from Sacramento Area Council of Governments (SACOG).
- Helping with the coordination of the Winterfest event.
- Assisting with AOS recruitment.
- Assisting contractors with multiple office vacancies.

Planning Department

- Attended meeting with James Corless from Sacramento Area Council of Governments (SACOG).
- Helping with the coordination of the Winterfest event.
- Assisting with AOS recruitment.
- Assisting contractors with multiple office vacancies.

Maintenance Department

- Purchased a new Mini Melter for crack sealing from Craftco.
- Rented Manlift to change lights in the Depot parking lot. Converted all lights to LED doing a ballast bypass and all lights are now working.
- Picked up leaves from Depot, Roy Toms, and Arbor Park.
- Mowed Ball Field.
- Mowed Depot.
- Picked up leaves along Church St.
- Finished crack sealing the cap.
- Picked up leaves along Sheriff station.
- Mowed and weeded Art Park.
- Picked up leaves along GV St.

- Purchased new tires for dump trailer.
- Made a new frame for the Installed a sign on top of the Depot building.
- Mowed and weeded Arbor Park.

Wastewater Treatment Plant/Sewer

- No issues in collection system.
- Nitrate meter installed in the Aeration basin.
- Scada project at 80% completion
- Plant flows are down due to no rain.

Engineering

- Out of the office.

Building/Code Enforcement

- Reviewing plans for a garage conversion to ADU at 406 N. Main St. Completed review and sent comments to designer and owner. Reviewing corrected plans.
- Organizing the share drive for the current jobs and starting to go back on older jobs.
- Informing automotive shops that the wastewater plant is receiving automotive chemicals in the system and that we will be sampling laterals for traces of chemicals.
- 29 Lincoln St.: Building improvements under way. Demo permit was issued. Working with owner on application for remodel permit.
- Met with carpenter working on the Stairs and porch for 120 Pleasant.

City Council Meeting

COUNCIL CHAMBERS, 33 SOUTH MAIN STREET, COLFAX, CA

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

DRAFT MEETING MINUTES

December 10, 2025
Regular Session 6:00 PM

1 OPEN SESSION

1A. Call Open Session to Order

The December 10, 2025 Regular Meeting of the City of Colfax City Council was called to order at 6:00 p.m. by Mayor Lomen.

1B. Pledge of Allegiance

Roll Call

Present: Councilmembers Trinity Burruss, Kim Douglas, Larry Hillberg, Mayor Pro Tem Caroline McCully and Mayor Sean Lomen

Absent: None

1D. Approval of Agenda Order

Action: With a motion by Councilmember Burruss and a second by Mayor Pro Tem McCully, the Approval of the Agenda Order and recommendation to hear Item 8A, Donation to the Soroptimist International of Colfax Soup Kitchen Event, first was passed by a 5-0 vote as follows:

Ayes: Councilmembers Burruss, Douglas, Hillberg, Mayor Pro Tem McCully and Mayor Lomen
Noes: None
Abstain: None
Absent: None

1E. Statement of Conflict of Interest

No new conflicts were identified by the Council or the public.

2 CONSENT CALENDAR

Action: With a motion by Councilmember Hillberg and a second by Mayor Pro Tem, the Consent Calendar except for Item 2B, Accounting Software, was passed by a 5-0 vote as follows:

Ayes: Councilmembers Burruss, Douglas, Hillberg, Mayor Pro Tem McCully and Mayor Lomen
Noes: None
Abstain: None
Absent: None

2A. City Projects Report
Action: Reviewed and Commented.

2B. Accounting Software
Action: Adopted **Resolution 49-2025** authorizing the City Manager to enter into an agreement with Tyler Technologies to update the city's accounting system and provide annual service.

With a motion by Councilmember Burruss and a second by Mayor Pro Tem McCully, Item 2B was passed by a 5-0 vote as follows:

Ayes: Councilmembers Burruss, Douglas, Hillberg, Mayor Pro Tem McCully and Mayor Lomen
Noes: None
Abstain: None
Absent: None

2C. Minutes – October 22, 2025 and November 12, 2025.
Action: Approved the Colfax City Council minutes dated October 22, 2025 and November 12, 2025.

2D. Cash Summary – October 2025 (Continued from November 12, 2025)
Action: Reviewed and Commented.

*** End of Consent Calendar ***

3 AGENCY REPORTS

3A. Placer County Sheriff's Office

Sgt. Toby Williams reported:

- 173 total incidents in October vs. 129 in November; 25 transient calls in October vs. 7 in November; 14 arrests in October vs. 8 in November.
- Providing staffing at Winterfest.
- Deputy Brad Boyer provided a briefing on the OTS Traffic Safety and Enforcement grant received in the amount of $86K to be shared with the City of Loomis.
- Council comments and public comment received re: ebike concerns.

3B. California Highway Patrol

Officer Jason Lymen reported:

- In November, 211 citations issued, 111 verbal warnings, 201 motorist services, 7 arrests including 6 DUI's, 26 traffic collisions including 12 w/injuries, and 15 property damage.
- Status of construction up the hill and Highway 20 Bridge.

3C. Placer County Fire Department/CALFIRE

Representative from CALFIRE reported:

- 60 total calls in November: 1 vegetation fire, 2 structure fires, 6 vehicle fires,
- Providing staffing at Winterfest, Santa Parade and helped deliver and place tree.
- Currently no permits required for burning as long as it is a permitted burn day.
- CALFIRE conducting control burns.

3D. Non-Profits

- Caroline from 3rd of July reported on tree lighting.
- Brandy from the Chamber of Commerce announced quarterly meetings and board positions open.
- Erin from the Downtown Association reported on decorations, 2026 concert series, and asked about city policy for special events.

4 PRESENTATIONS

4A. Harry Anderson, "Back to the Drawing Board" Sign Company
Action: Reviewed and Considered Proposal.

Public comments received by members of the public.

5 PUBLIC HEARING (NONE)

6 PUBLIC COMMENT

Public comments received by members of the public.

7 COUNCIL AND STAFF

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

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

- Councilmember Douglass reported attending the Air Pollution Control Board Special Meeting regarding $400K for special study on Biomass.
- Councilmember Hillberg reported attending Chamber Coffee and Conversation and Sierra Vista Board meeting.
- Councilmember Burruss reported attending the PCTPA meeting and announced that Colfax coming up in the rotation to be Chair.
- Mayor Pro Tem McCully reported attending Lions Thanksgiving Dinner, Lions Board Meeting, Tree Lighting, Tour of Lime Kilns.
- Mayor Lomen reported attending Lions Club, Tree Lighting, Energy Fire Safe Meeting, PCFC, LAFCO, Winterfest Planning, Fourleaf meeting.

7B. City Operations Update – City Manager

City Manager Walker reported:

- Interviews for Admin Services position.
- Removal of dirt at McDonalds.
- Winterizing area.
- WWTP 85% complete
- Maintenance provided at Winterfest
- Hot patching Sheriff's station.

8 COUNCIL BUSINESS

8A. Donation to the Soroptimist International of Colfax Soup Kitchen Event.

Action: Adopted Resolution 48-2025 approving and authorizing the City Manager to Donate $1,000.00 to the Soroptimist International of Colfax to assist Community Members who may not normally be able to afford a ticket to participate in the event.

With a motion by Councilmember Burruss and a second by Councilmember Douglass, Council voted 5-0 approving Item 8A as follows:

Ayes: Councilmembers Burruss, Douglas, Hillberg, Mayor Pro Tem McCully and Mayor Lomen
Noes: None
Abstain: None
Absent: None

8B. Skate Park Bid Results

Action: Received status update on the bids for construction of the Colfax Skate Park and voted to continue this item to a future meeting with date to be determined.

With a motion by Councilmember Burruss and a second by Councilmember Hillberg, Council voted 5-0 to continue Item 8B to a future meeting with date to be determined.:

Ayes: Councilmembers Burruss, Douglas, Hillberg, Mayor Pro Tem McCully and Mayor Lomen
Noes: None
Abstain: None
Absent: None

Public comments received by members of the public.

8C. Bid Award for Culver St. Infiltration Trench

Action: Adopted Resolution 50-2025 awarding the construction bid and authorizing the City Manager to execute an agreement for the construction of the Culver St. Infiltration Trench Improvements.

With a motion by Councilmember Burruss and a second by Mayor Pro Tem McCully, Council voted 5-0 approving Item 8C as follows:

Ayes: Councilmembers Burruss, Douglas, Hillberg, Mayor Pro Tem McCully and Mayor Lomen
Noes: None
Abstain: None
Absent: None

8D. Policy Initiative – Establishment of a of a Public Trust Fund & Formation of the Colfax Community Foundation.

Action: Adopted Resolution 51-2025 approving and authorizing the City Manager to Establish a Public Trust Fund and Authorizing the Formation of the Colfax Community Foundation.

With a motion by Councilmember Burruss and a second by Councilmember Hillberg, Council voted 5-0 approving Item 8D as follows:

Ayes: Councilmembers Burruss, Douglas, Hillberg, Mayor Pro Tem McCully and Mayor Lomen
Noes: None
Abstain: None
Absent: None

8E. Wayfinding Signs

Action: Reviewed and directed staff to form a standing committee, advertise for members, review applications and appoint committee in January.

Public Comments received by members of the public.

8F. Winterfest Event Update.

Action: Council provided an update on the event.

8G. Response to 2025 Grand Jury Report

Action: Approved letter responding to the Grand Jury Report.

With a motion by Councilmember Burruss and a second by Mayor Lomen, Council voted 5-0 approving Item 8G as follows:

Ayes: Councilmembers Burruss, Douglas, Hillberg, Mayor Pro Tem McCully and Mayor Lomen
Noes: None
Abstain: None
Absent: None

8H. Rotation of City Council Officers: Mayor and Mayor Pro Tem

Action: By Separate motions, select a Mayor and Mayor Pro Tem.

With a motion by Councilmember Burruss and a second by Councilmember Hillberg, Council voted by roll call vote 5-0 to take separate votes for Mayor and Mayor Pro Tem as follows:

Ayes: Councilmembers Burruss, Douglas, Hillberg, Mayor Pro Tem McCully and Mayor Lomen
Noes: None
Abstain: None
Absent: None

Mayor Lomen made a motion nominating Mayor Pro Tem as Mayor for the 2026 calendar year. No second made so motion failed.

Mayor Lomen made a motion reappointing current Mayor and Mayor Pro Tem for the 2026 calendar year. No second made so motion failed.

Since no successful vote for Mayor or Mayor Pro Tem, Mayor Lomen closed the hearing on the agenda item.

Public Comments received by members of the public.

9. GOOD OF THE ORDER

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

Councilmember Douglass mentioned the Trust Foundation.

Mayor Pro Tem McCully mentioned Winterfest and Lions Pancake Breakfast.

Mayor Lomen mentioned Winterfest and the December 20 Colfax Firefighters Antique Engine Tour with Santa.

9A. Public Comment on Good of the Order

Members of the public are permitted to address the Council on matters that relate to general welfare of the City that have not been previously discussed on this agenda. Oral comments may not exceed five (5) minutes. Written comments should not exceed 800 words.

None

10. CLOSED SESSION (NONE)

ADJOURNMENT

The December 10, 2025 City of Colfax City Council was adjourned at 9:14 p.m. by Mayor Lomen.

/s/ Ron Walker
Ron Walker, Interim City Clerk

Staff Report to City Council

FOR THE JANUARY 14, 2026, REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Heather Ippoliti – Senior Advisor, Regional Government Services
Subject: Cash Summary – November 2025

Budget Impact Overview:

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

RECOMMENDED ACTION: Accept and File.

Summary/Background

The monthly Cash Summary report includes General Fund Reserved Cash Analysis Graphs and the City of Colfax Cash Summary Report (with supporting documentation). The purpose of these reports is to provide the status of funds and transparency for Council and the public regarding the financial transactions of the City. The reports are prepared monthly on a cash basis and are reconciled to the General Ledger accounting system and bank reconciliations. Detailed revenue and expense budget to actual figures will be in February during the mid-year report.

As of November 30, 2025

Total Cash		
Total Cash	$ 11,136,608.69	100%
General Fund	(7,871,179.31)	71%
Restricted Cash	$ 3,265,429.38	29%

General Fund Cash		
Total Cash	$ 7,871,179.31	100%
Restricted - Landfill	(959,033.27)	12%
Resricted Cash	$ 6,912,146.04	88%

The attached reports reflect an overview of the financial transactions of the City of Colfax in October 2025. Some monthly highlights are listed below:

November revenues included:

- Allocation for Sales Tax revenues for the month of September 2025.

November expenditures included:

- Regular monthly expenditures.
- Wastewater Treatment Plant construction grant expenditures
- Negative cash fund balances at the end of November are primarily due to the timing of funding allocations and reimbursements:

- Fund 218 – Support Law Enforcement. Funds are received annually through Property Tax Allocations.
- Fund 250 – Streets – Roads/Transportation. These expenses are funded by annual Transportation funding through Placer County Transportation Agency (PCTPA), transfer of City Gas Tax revenues, and a General Fund allocation.
- Fund 348 – Home Hardening. This is a reimbursable grant with a 10% City match requirement. Reports will be submitted quarterly.
- Fund 358 – CDBG Road Rehabilitation. This is a reimbursable grant pending Phase II approval.
- Fund 363 – Railroad Crossing. This is an agreement for railroad crossing upgrade engineering.
- Fund 575 – WWTP Construction Grant. This is a reimbursable grant. Pending final reimbursement request.
- Fund 590 – Sewer Consolidation Planning Grant. This is a reimbursable grant – reimbursement requests are scheduled to be submitted quarterly upon final award of application grant. Tentatively scheduled for Winter 2025.

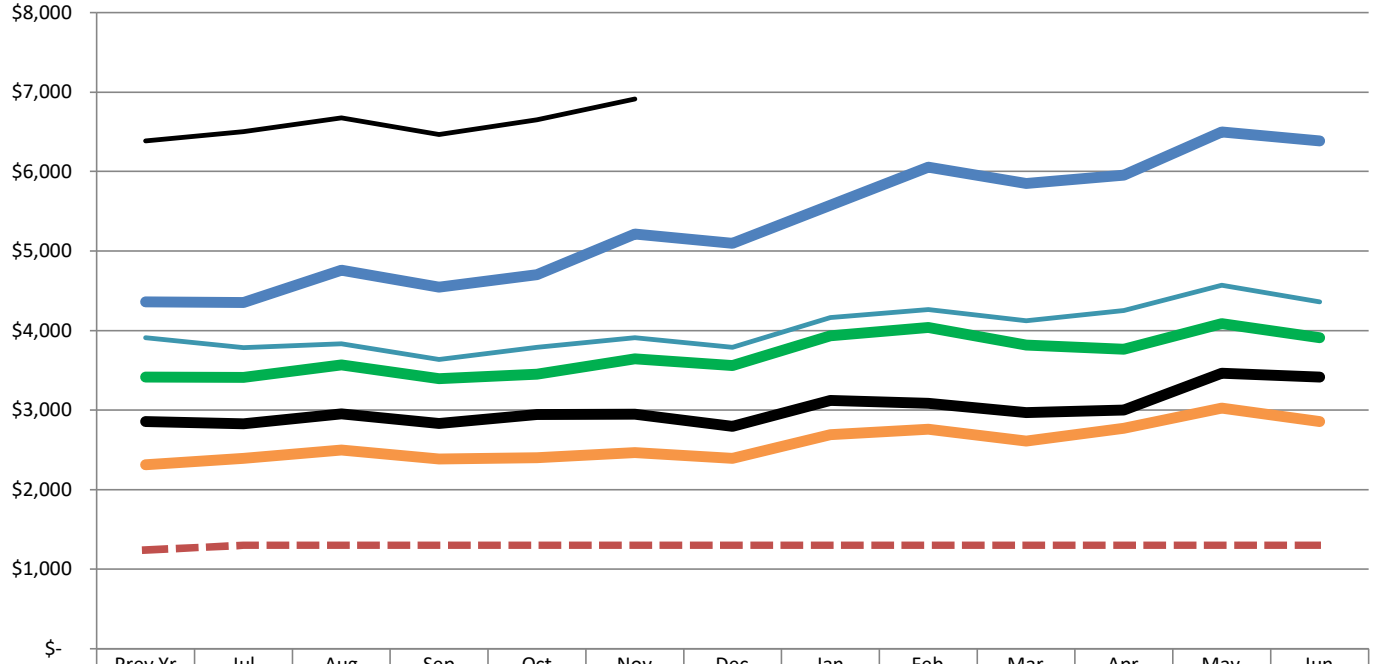
- Anticipated revenues/expenditures for December include:
  - Revenues
    - Allocation for Sales Tax revenues reported/paid to the State for the month of October 2025.
    - Property tax distribution.
    - Capital project reimbursement.
  - Expenditures
    - Ongoing monthly operating expenses.
    - Capital project expenses.

Attachments:

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

City of Colfax - November 2025
General Fund Unrestricted Cash Analysis
(Dollars in Thousands)

Fiscal Year 2025-26



	Prev Yr	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Unrestricted Cash FY 2025-26	$6,385	$6,503	$6,676	$6,465	$6,651	$6,912							
Unrestricted Cash FY 2024-25	$4,363	$4,352	$4,761	$4,545	$4,705	$5,212	$5,100	$5,577	$6,055	$5,853	$5,957	$6,500	$6,385
Unrestricted Cash FY 2023-24	$3,911	$3,785	$3,834	$3,638	$3,789	$3,911	$3,791	$4,162	$4,263	$4,124	$4,251	$4,570	$4,363
Unrestricted Cash FY 2022-23	$3,418	$3,412	$3,568	$3,396	$3,451	$3,644	$3,560	$3,935	$4,039	$3,819	$3,765	$4,087	$3,911
Unrestricted Cash FY 2021-22	$2,857	$2,831	$2,953	$2,833	$2,943	$2,946	$2,794	$3,120	$3,088	$2,971	$3,004	$3,462	$3,418
Unrestricted Cash FY 2020-21	$2,311	$2,392	$2,497	$2,386	$2,402	$2,463	$2,393	$2,688	$2,760	$2,612	$2,771	$3,023	$2,857
*Reserves (Ops, Cap, Pen)	$1,240	$1,300	$1,300	$1,300	$1,300	$1,300	$1,300	$1,300	$1,300	$1,300	$1,300	$1,300	$1,300

City of Colfax
Cash Summary
November 30, 2025

	Balance 10/31/2025	Revenues In*	Expenses Out*	Transfers	Balance 11/30/25
US Bank	$ 167,671.87	$ 518,210.57	$ (505,179.36)	$ 250,000.00	$ 430,703.08
LAIF	10,955,905.61		-	(250,000.00)	10,705,905.61
Total Cash - General Ledger	$ 11,459,751.93	$ 518,210.57	$ (505,179.36)	$ -	$ 11,136,608.69
Petty Cash (In Safe)	$ 300.00				$ 300.00
Total Cash	$ 11,460,051.93	$ 518,210.57	$ (505,179.36)	$ -	$ 11,136,908.69

Change in Cash Account Balance - Total **$ 13,031.21**

Attached Reports:
1. Cash Transactions Report (By Individual Fund)
2. Check Register Report (Accounts Payable) $ (415,335.18)

Cash Receipts	$	396,006.04
Payroll Checks and Tax Deposits	$	(89,844.18)
Utility Billings - Receipts	$	122,204.53
LAIF Interest	$	-
	$	**13,031.21**

$ (0.00)

*Does not include transfers between funds

Prepared by: Heather Ippoliti
Heather Ippoliti, Senior Advisor, Regional Government Services

Reviewed by: Ron Walker
Ron Walker, City Manager

City of Colfax

Cash by Fund - November 2025

	Beginning Balance	Debit Revenues	Credit (Expenditures)	Ending Balance
Fund Type: 1.11 - General Fund - Unassigned				
Fund: 100 - General Fund	$ 6,449,881.52	$ 387,256.81	$ (131,916.52)	$ 6,705,221.81
Fund: 120 - Land Development Fees	174,095.38	10,589.13	(5,250.00)	179,434.51
Fund: 200 - Cannabis Application	27,489.72	-	-	27,489.72
Fund Type: 1.11 - General Fund - Unassigned	**$ 6,651,466.62**	**$ 397,845.94**	**$ (137,166.52)**	**$ 6,912,146.04**
Fund Type: 1.14 - General Fund - Restricted				
Fund: 571 - AB939 Landfill Diversion	$ 23,317.26	$ -	$ -	$ 23,317.26
Fund: 572 - Landfill Post Closure Maintenance	939,289.17	-	(3,573.16)	935,716.01
Fund Type: 1.14 - General Fund - Restricted	**$ 962,606.43**	**$ -**	**$ (3,573.16)**	**$ 959,033.27**
Fund Type: 1.24 - Special Rev Funds - Restricted				
Fund: 210 - Mitigation Fees - Roads	$ 26,616.10			$ 26,616.10
Fund: 211 - Mitigation Fees - Drainage	25,773.85			25,773.85
Fund: 212 - Mitigation Fees - Trails	84,538.10			84,538.10
Fund: 213 - Mitigation Fees - Parks/Rec	210,508.96			210,508.96
Fund: 214 - Mitigation Fees - City Bldgs	83,937.03			83,937.03
Fund: 215 - Mitigation Fees - Vehicles	26,807.81			26,807.81
Fund: 217 - Mitigation Fees - DT Parking	46,995.05			46,995.05
Fund: 218 - Support Law Enforcement	(16,165.92)			(16,165.92)
Fund: 244 - CDBG Program Inc - ME Lending	1,500.00	500.00		2,000.00
Fund: 250 - Streets - Roads/Transportation	(97,847.10)	12.00	(20,053.33)	(117,888.43)
Fund: 253 - Gas Taxes	13,865.66	4,809.43	(3,210.20)	15,464.89
Fund: 257 - Street /Road - Transit Capital	64,969.60			64,969.60
Fund: 258 - Road Maintenance - SB1/RSTBG	134,928.34	5,327.58		140,255.92
Fund: 270 - Beverage Container Recycling	21,508.69			21,508.69
Fund: 280 - Oil Recycling	4,241.08			4,241.08
Fund: 290 - SB1383 Implementation Grant	31,389.07		(191.25)	31,197.82
Fund: 291 - City County Beverage Container	5,122.40			5,122.40
Fund: 292 - Fire Department Capital Funds	90,631.33		(11,905.60)	78,725.73
Fund: 342 - Fire Construction - Mitigation	106,151.58			106,151.58
Fund: 343 - Recreation Construction	106,152.13			106,152.13
Fund Type: 1.24 - Special Rev Funds - Restricted	**$ 971,623.76**	**$ 10,649.01**	**$ (35,360.38)**	**$ 946,912.39**
Fund Type: 1.34 - Capital Projects - Restricted				
Fund: 300 - GF Capital Projects	$ -			$ -
Fund: 348 - Home Hardening CalOES	(70,941.68)		(3,257.50)	(74,199.18)
Fund: 358 - CDBG Pavement	(6,639.25)		(2,000.00)	(8,639.25)
Fund: 363 - Railroad Street Crossing	(308.87)			(308.87)
Fund: 376 - Skate Park	-		(2,500.00)	(2,500.00)
Fund Type: 1.34 - Capital Projects - Restricted	**$ (77,889.80)**	**$ -**	**$ (7,757.50)**	**$ (85,647.30)**
Fund Type: 2.11 - Enterprise Funds				
Fund: 560 - Sewer	$ 2,233,493.37	$ 76,915.72	$ (84,314.65)	$ 2,226,094.44
Fund: 561 - Sewer Liftstations	286,114.02	13,221.81	(23,688.77)	275,647.06
Fund: 563 - Wastewater Treatment Plant	1,241,219.83	36,149.71	-	1,277,369.54
Fund: 564 - Sewer Connections	363,408.66		-	363,408.66
Fund: 575 - WWTP Construction Grant	(1,443,534.91)		(229,890.00)	(1,673,424.91)
Fund: 590 - Sewer Consolidation Planning	(65,840.38)	-	-	(65,840.38)
Fund Type: 2.11 - Enterprise Funds - Unassigned	**$ 2,614,860.59**	**$ 126,287.24**	**$ (337,893.42)**	**$ 2,403,254.41**
Fund Type: 9.0 - CLEARING ACCOUNT				
Fund: 998 - PAYROLL CLEARING FUND	$ 909.88	$ -	$ -	$ 909.88
Fund Type: 9.0 - CLEARING ACCOUNT	**$ 909.88**	**$ -**	**$ -**	**$ 909.88**
Grand Totals:	**$ 11,123,577.48**	**$ 534,782.19**	**$ (521,750.98)**	**$ 11,136,608.69**

Check Register Report

Check Listing - November 2025

Date: 12/15/2025
Time: 11:07 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								
62241	11/04/25	Printed			03141	CALPERS	HEALTH PREMIUMS NOV 25	17,005.84
62242	11/05/25	Printed			01448	AMERIGAS - COLFAX	SHERIFF DEPT PROPANE	131.25
62243	11/05/25	Printed			01448	AMERIGAS - COLFAX	DEPOT PROPANE	325.25
62244	11/05/25	Printed			08170	HILLS FLAT LUMBER CO	SUPPLIES	1,184.99
62245	11/05/25	Printed			08501	HOME DEPOT CREDIT SERVICES	SUPPLIES	1,245.89
62246	11/05/25	Printed			08660	HUNT AND SONS, LLC	FUEL	863.89
62247	11/05/25	Printed			13191	MANAGEMENT ADVISORY SERVICES	PLANNING SVCS OCT 25	7,508.55
62248	11/05/25	Printed			14307	NEXGEN ASSET MANAGEMENT	ANNUAL SUBSCRIPTION FY 25/26	9,450.00
62249	11/05/25	Printed			16192	PLACER COUNTY DOCUMENT	ENVELOPES	167.47
62250	11/05/25	Printed			16202	PLACER COUNTY OES FISCAL UNIT	CIVIL DEFENSE FY 25/26	221.56
62251	11/05/25	Printed			18150	REACTIC LLC	CHURCH ST MOLD REMEDIATION	11,905.60
62252	11/05/25	Printed			19743	WILLIAM STOCKWIN	NOVEMBER 2025 COLFAX CONNECTIONS	300.00
62253	11/05/25	Printed			22134	VISION QUEST	CM NEW LAPTOP	1,946.57
62254	11/05/25	Printed			22134	VISION QUEST	TECH SUPPORT DEC 25	4,053.33
62255	11/05/25	Printed			23120	RON WALKER	CANDY FOR TRUNK OR TREAT	143.34
62256	11/05/25	Printed			23169	WAVE BUSINESS SOLUTIONS	DEPOT PHONE	18.55
62257	11/19/25	Printed			01500	ANDERSON'S SIERRA	WWTP SUPPLIES	69.34
62258	11/19/25	Printed			01766	AT&T MOBILITY	CITY CELL PHONES	828.07
62259	11/19/25	Printed			02833	BLUETRITON BRAND INC	WATER	248.19
62260	11/19/25	Printed			02901	BUREAU VERITAS NORTH AMERICA	BLDG OFFICIAL SVCS OCT 25	6,014.00
62261	11/19/25	Printed			02901	BUREAU VERITAS NORTH AMERICA	PLAN REVIEW	750.00
62262	11/19/25	Printed			02901	BUREAU VERITAS NORTH AMERICA	PLAN REVIEW	300.00
62263	11/19/25	Printed			03160	CARTWRIGHT NOR CAL, INC.	ENG SVCS OCT 25	16,050.00
62264	11/19/25	Printed			03401	CHOICE BUILDER	PREMIUMS DEC 25	1,000.93
62265	11/19/25	Printed			3425	CINTAS	UNIFORMS OCT 25	1,113.40
62266	11/19/25	Printed			3475	CLARK PEST CONTROL	PEST CONTROL NOV 25	559.00
62267	11/19/25	Printed			3555	COLFAX RAILROAD DAYS	REFUND DEPOSIT TRUNK OR TREAT	100.00
62268	11/19/25	Printed			03577	CONTROLPOINT ENGINEERING INC.	WWTP SCADA UPGRADE JAN - JUNE 30, 2025	35,880.00
62269	11/19/25	Printed			03577	CONTROLPOINT ENGINEERING INC.	WWTP SCADA UPGRADE JUL 25	16,770.00
62270	11/19/25	Printed			03577	CONTROLPOINT ENGINEERING INC.	WWTP SCADA UPGRADE AUG 25	61,050.00
62271	11/19/25	Printed			03577	CONTROLPOINT ENGINEERING INC.	WWTP SCADA UPGRADE SEPT 25	64,320.00
62272	11/19/25	Printed			03577	CONTROLPOINT ENGINEERING INC.	WWTP SCADA UPGRADE OCT 25	51,870.00
62273	11/19/25	Printed			08050	HACH COMPANY	WWTP POLE MOUNT SENSOR	847.80
62274	11/19/25	Printed			08070	HANSEN BROS. ENTERPRISES	CORP YARD FRENCH DRAIN	41.51
62275	11/19/25	Printed			08070	HANSEN BROS. ENTERPRISES	CORP YARD FRENCH DRAIN	79.75
62276	11/19/25	Printed			08070	HANSEN BROS. ENTERPRISES	CORP YARD FRENCH DRAIN	102.09
62277	11/19/25	Printed			08070	HANSEN BROS. ENTERPRISES	CORP YARD ROCK FOR FRENCH DRAIN	64.73
62278	11/19/25	Printed			08070	HANSEN BROS. ENTERPRISES	SAND FOR PUBLIC	90.30
62279	11/19/25	Printed			08660	HUNT AND SONS, LLC	FUEL	199.45
62280	11/19/25	Printed			18400	NAPA AUTO PARTS	SUPPLIES	357.15
62281	11/19/25	Printed			14356	NORTHERN CALIFORNIA GLOVE	PW SUPPLIES	58.69
62282	11/19/25	Printed			14356	NORTHERN CALIFORNIA GLOVE	PW BOOTS	146.82
62283	11/19/25	Printed			15900	PAC MACHINE CO., INC	WWTP SLIDING BRACKET	3,600.90

Check Register Report

Check Listing - November 2025

Date: 12/15/2025
Time: 11:07 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								
62284	11/19/25	Printed			16300	PCWA -PLACER COUNTY	WATER	1,392.72
62285	11/19/25	Printed			16560	PLATT ELECTRIC SUPPLY	MAIN STREET LIGHTS	408.78
62286	11/19/25	Printed			16040	PURCHASE POWER	POSTAGE	1,007.00
62287	11/19/25	Printed			17951	R3 CONSULTING GROUP	GRANT FUND MGMNT OCT 25	273.75
62288	11/19/25	Printed			18496	RIVER CITY RENTALS	CORP YARD SHEET ROCK JACK	475.00
62289	11/19/25	Printed			19037	SAFE SIDE SECURITY	CORP YARD SECURITY NOV 25	155.00
62290	11/19/25	Printed			19037	SAFE SIDE SECURITY	WWTP SECURITY NOV 25	95.00
62291	11/19/25	Printed			01790	SIERRA OFFICE PRODUCTS	SUPPLIES	143.44
62292	11/19/25	Printed			19440	SIERRA VISTA CENTER, INC.	REFUND DEPOSIT/FARMERS MARKET	100.00
62293	11/19/25	Printed			06740	TYLER TECHNOLOGIES	ANNUAL SOFTWARE MAINT	7,113.39
62294	11/19/25	Printed			21560	US BANK CORPORATE PMT SYSTEM	SUPPLIES	7,313.84
62295	11/19/25	Printed			21500	USA BLUE BOOK, INC	WWTP SUPPLIES	492.79
62296	11/19/25	Printed			23169	WAVE BUSINESS SOLUTIONS	CITY HALL PHONES	216.41
62297	11/19/25	Printed			23301	WESTERN PLACER WASTE	SLUDGE REMOVAL OCT 25	496.13
62298	11/21/25	Printed			01142	4LEAF, INC.	HOME HARDENING OCT 25	3,257.50
62299	11/21/25	Printed			01413	ALLIANT INSURANCE SERVICES,	WINTERFEST EVENT INSURANCE	1,254.00
62300	11/21/25	Printed			3494	COLANTUONO, HIGHSMITH &	LEGAL MATTERS OCT 25	21,950.00
62301	11/21/25	Printed			08050	HACH COMPANY	WWTP UPGRADE KIT LICENSING	985.95
62302	11/21/25	Printed			12209	LIEBERT CASSIDY WHITMORE	EMPLOYEE HANDBOOK OCT 25	1,318.00
62303	11/21/25	Printed			14356	NORTHERN CALIFORNIA GLOVE	PW BOOTS	146.82
62304	11/21/25	Printed			14356	NORTHERN CALIFORNIA GLOVE	PW SAFETY GLASSES	161.38
62305	11/21/25	Printed			16035	PG&E	ELECTRICITY	31,079.21
62306	11/21/25	Printed			16192	PLACER COUNTY DOCUMENT	WINTERFEST BANNERS	424.53
62307	11/21/25	Printed			19315	SHELBY HR SOLUTIONS INC	EMPLOYEE ENGAGEMENT SURVEY	15,000.00
62308	11/21/25	Printed			19393	SIERRA MOUNTAIN INTERNET	WWTP BACKUP INTERNET DEC 25	25.00
62309	11/21/25	Printed			22240	VULCAN MATERIALS COMPANY	ASPHALT PATCH	262.15
62310	11/21/25	Printed			22240	VULCAN MATERIALS COMPANY	ASPHALT PATCH	277.09
62311	11/21/25	Printed			22240	VULCAN MATERIALS COMPANY	ASPHALT PATCH	450.31
62312	11/21/25	Printed			23169	WAVE BUSINESS SOLUTIONS	CORP YARD INTERNET	75.79

Total Checks: 72 **Checks Total (excluding void checks): 415,335.18**

Total Payments: 72 **Bank Total (excluding void checks): 415,335.18**

Total Payments: 72 **Grand Total (excluding void checks): 415,335.18**

Staff Report to City Council

FOR THE JANUARY 14, 2026, REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Heather Ippoliti, Senior Advisor, Regional Government Services
Subject: Quarterly Investment Report – Quarter Ended September 30, 2025

Budget Impact Overview:

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

RECOMMENDED ACTION: Accept and File.

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

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

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

The City's investment policy is authorized under the California Government Code, section 53600, et. seq. as it applies to the investment of public funds. The Government Code governs the City's allowable investments, and the lengths of those investments. Our investment policy dictates that the City should have liquid short-term securities to meet six months of financial obligations. The budget for fiscal year 2025-26 reflects $5.3M in annual operating expenditures; therefore, our target for liquid short-term securities would be $2.65M.

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

- The investments held at September 30, 2025, conform to the City Investment Policy adopted by Resolution 15.2-2025.
- The composite yield of the City's investment pool (US Bank and LAIF) to be the rate of 4.25% for the quarter ended September 30, 2025.

- There are sufficient funds on deposit to meet all anticipated City expenditures for the period October 1, 2025, through March 31, 2026.

Historically, due to fluctuations in fund balances, investment opportunities outside the corporate checking and LAIF accounts have been somewhat limited. Staff will continue to review opportunities, but at this time will continue with the current investment structure.

Attachments:

1. Analysis of Treasury Investment Pool
2. State of California – PMIA and LAIF Performance Report (QE 9/30/2025)
3. State of California – PMIA Average Monthly Effective Yields

City of Colfax
Analysis of Treasury Investment Pool
Quarterly Analysis - FY 2025-26
Report Date: 9/30/25

Quarter Ended 9/30/25					
Type of Investment	**Financial Institution**	**Date of Maturity**	**Investment Amount**	**% of Total Investment**	**Average Investment Yield**
Investment Fund	State Local Agency Investment Fund (LAIF)	N/A	$ 11,187,393	97%	4.25%
Corporate Checking	US Bank	N/A	$ 349,348	3%	0.19%
	Total Investment Pool		**$ 11,536,741**	**100%**	**4.25%**

PMIA/LAIF Performance Report as of 10/15/25

Quarterly Performance Quarter Ended 9/30/25

LAIF Apportionment Rate[2]:	4.34
LAIF Earnings Ratio[2]:	0.00011893333163814
LAIF Administrative Cost[1]*:	TBD
LAIF Fair Value Factor[1]:	1.001929581
PMIA Daily[1]:	4.19
PMIA Quarter to Date[1]:	4.24
PMIA Average Life[1]:	254

PMIA Average Monthly Effective Yields[1]

September	**4.212**
August	4.251
July	4.258
June	4.269
May	4.272
April	4.281

Pooled Money Investment Account Monthly Portfolio Composition [1] 9/30/25 $161.7 billion

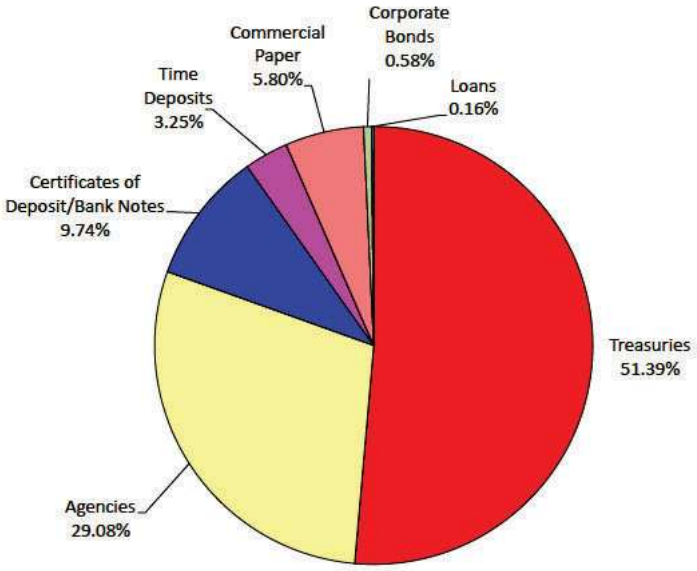


Chart does not include $987,000.00 in mortgages, which equates to 0.001%. Percentages may not total 100% due to rounding.

Daily rates are now available here. View PMIA Daily Rates

Notes: The apportionment rate includes interest earned on the CalPERS Supplemental Pension Payment pursuant to Government Code 20825 (c)(1) .

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

Source:
[1] State of California, Office of the Treasurer
[2] State of California, Office of the Controller

LOCAL AGENCY INVESTMENT FUND

PMIA Average Monthly Effective Yields

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

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	0.458	0.407	0.357	0.339	0.315	0.262	0.221	0.221	0.206	0.203	0.203	0.212
2022	0.234	0.278	0.365	0.523	0.684	0.861	1.090	1.276	1.513	1.772	2.007	2.173
2023	2.425	2.624	2.831	2.870	2.993	3.167	3.305*	3.434	3.534	3.670	3.843	3.929
2024	4.012	4.122	4.232	4.272	4.332	4.480	4.516	4.579	4.575	4.518	4.477	4.434
2025	4.366	4.333	4.313	4.281	4.272	4.269	4.258	4.251	4.212	4.150	4.096	

* Revised

© 2025 California State Treasurer's Office

Staff Report to City Council

FOR THE JANUARY 14, 2026 REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Heather Ippoliti, Senior Advisor, Regional Government Services
Subject: Quarterly Sales & Use Tax Analysis – Quarter Ended September 30, 2025

Budget Impact Overview:

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

RECOMMENDED ACTION: Accept and File.

Summary/Background

City staff provides a quarterly report on Sales and Use Tax revenues as quarterly information is available. We have received the information for the quarter ending September 30, 2025, first quarter of fiscal year 2025-26, from the City's Sales Tax Consultants, HDL.

As reported in the chart below, sales tax revenues for the quarter ended September 30, 2025, decreased 35% as compared to the same quarter last year, and was 12% lower as compared to the previous quarter (June 30, 2025).

	QE 09/30	QE 12/31	QE 03/31	QE 06/30	Total FY Actuals	Fiscal Year Budget	Actuals as % of FY Budget	Actuals to Budget Difference
Fiscal Year 2025-26	512,980	-	-	-	512,980	1,363,500	38%	(850,520)
Fiscal Year 2024-25	791,682	751,441	492,633	582,672	2,618,428	1,350,000	194%	1,268,428
Fiscal Year 2023-24	397,425	332,232	305,997	598,109	1,633,763	1,336,734	122%	297,029
Fiscal Year 2022-23	410,913	353,933	248,626	325,197	1,338,670	1,297,800	103%	40,870
Fiscal Year 2021-22	300,458	298,414	378,914	414,444	1,392,230	1,260,000	110%	132,230
% Change - Previous Qtr	*-12%*							
% Change - Same Qtr - P/Y	*-35%*							

Fiscal and Budget Impacts

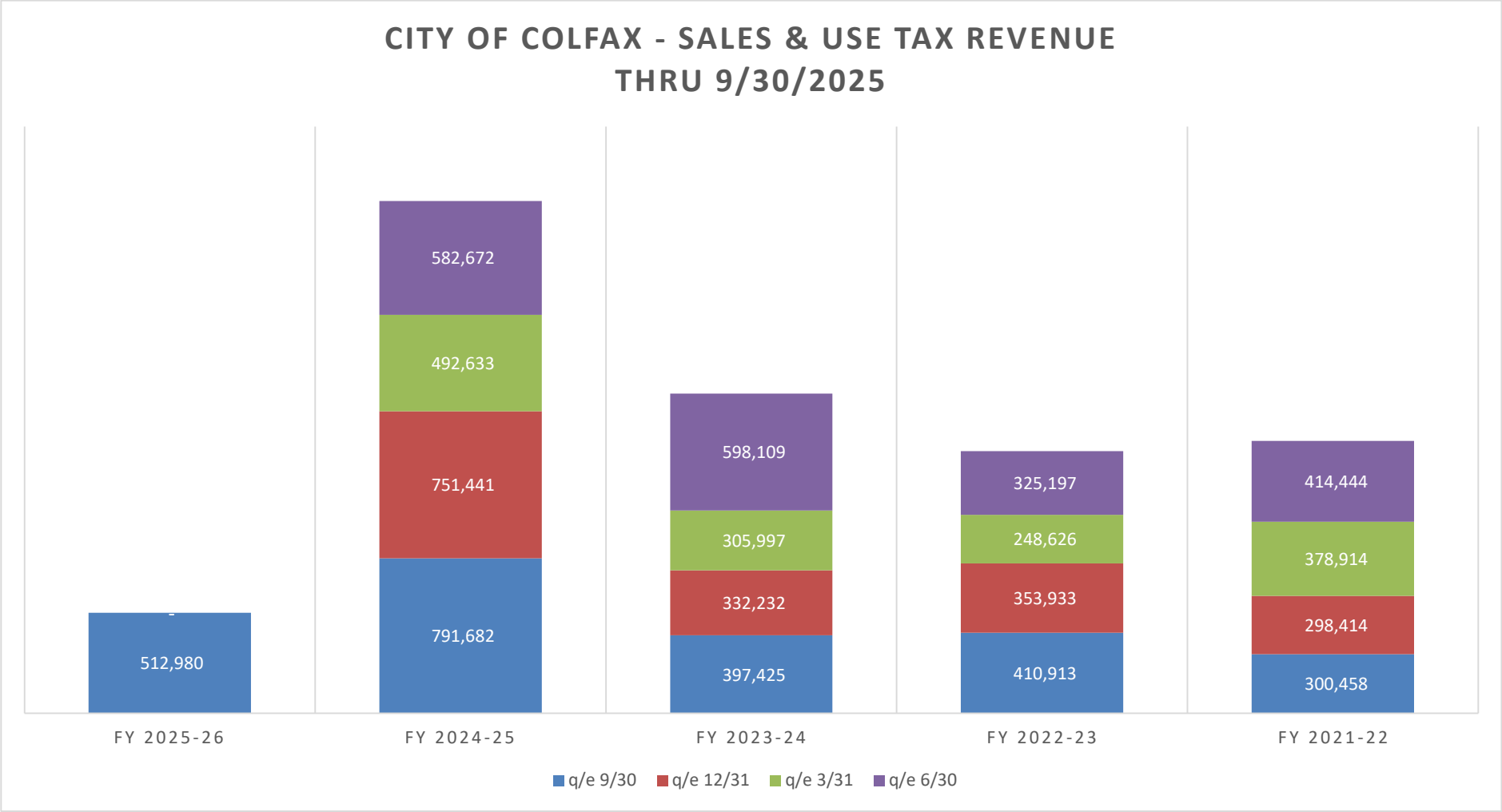
The City has received 38% of the budgeted revenue with 25% of the year elapsed. The budget for the current fiscal year was forecasted at a 1% growth over the fiscal year 2024-25 budget. Sales tax revenue accounts for 50.8% of the General Fund revenue.

While the City did experience an increase (60%) in the fiscal year 2024-25 revenue over fiscal year 2023-24, that increase is not projected to continue.

Staff will continue to monitor and provide updates as additional information is available.

Attachments:

1. Graph – Sales and Use Tax Revenues


CITY OF COLFAX - SALES & USE TAX REVENUE
THRU 9/30/2025
512,980
-
791,682
751,441
492,633
582,672
397,425
332,232
305,997
598,109
410,913
353,933
248,626
325,197
300,458
298,414
378,914
414,444
FY 2025-26
FY 2024-25
FY 2023-24
FY 2022-23
FY 2021-22
q/e 9/30
q/e 12/31
q/e 3/31
q/e 6/30

Staff Report to City Council

FOR THE JANUARY 14, 2026, REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Ron Walker, City Manager
Subject: Update on FEMA Home Hardening/Defensible Space Project

Budget Impact Overview:

N/A:	Funded: X	Un-funded:	Amount: See Below	Fund(s):

RECOMMENDED ACTION: Receive a report from the City Manager and 4Leaf Inc. on the status of the Home Hardening and Defensible Space Program.

Summary/Background

The City of Colfax (City) and its contractor, 4Leaf, Inc. (4Leaf), are currently working with Cal OES to implement measures identified in the City's adopted Home Hardening and Defensible Space Program. The program is funded through a Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant. As a condition of the grant, participating homeowners are required to provide a percentage funding match, as determined by the City's Home Hardening Program (HHP). The Home Hardening initiative is intended to implement defensible space and retrofit measures on existing residential homesites to mitigate wildfire losses. The program originally proposed targeting one hundred thirty-seven (137) residential units eligible for home hardening and defensible space improvements. In addition, sixty-three (63) units were identified as eligible for defensible space improvements only.

The project is structured in two phases. Phase 1 consists of environmental clearance and project setup. Phase 2 includes outreach and marketing, homeowner intake, project development, and construction of home hardening and defensible space improvements for private homeowners in Colfax. FEMA, through Cal OES, awards funding in phases (see attached letter). Phase 1 funding totals $534,517, with the City of Colfax providing $51,150 in matching funds. Phase 2 represents the remainder of the grant, totaling $6,315,483. Homeowners will provide matching funds for Phase 2 by contributing 10 percent of construction costs. Phase 1 funding has been obligated; however, Phase 2 funding has not yet been obligated by FEMA.

4Leaf has completed the environmental review and prepared a list of "no issue" parcels that have cleared environmentally, as well as parcels that have not yet cleared and may require additional analysis. "No issue" homes have no identified environmental, cultural, or historic preservation constraints and will be prioritized by Cal OES and FEMA. This list will be submitted to Cal OES and FEMA this month. In addition, 4Leaf will complete the program setup materials, program guidelines, and marketing plan for submission to Cal OES and FEMA this month. Upon approval of these materials, the City may formally request Phase 2 funding.

The FEMA Hazard Mitigation Program that funds Colfax's program has not been eliminated. However, other programs under the Building Resilient Infrastructure and Communities (BRIC) initiative have been eliminated by the Administration. FEMA and its parent agency, the Department of Homeland Security, have significantly slowed implementation across all FEMA programs due to internal restructuring and reorganization. These impacts, combined with the federal government shutdown, have further delayed FEMA approvals. At this time, FEMA and Cal OES have advised all jurisdictions to expect a one- to two-year delay in approvals for subsequent project phases. A survey of other California Hazard Mitigation Program recipients indicates they are experiencing similar delays. City staff and 4Leaf staff, including Adams Ashby, have met with Cal OES, which has confirmed these delays.

For Colfax, this means a significant delay in project implementation. Without intervention, the program could be placed on hold until 2027–2028. This delay prolongs wildfire risk for homeowners and increases the likelihood of higher project costs. In other jurisdictions, project costs have already increased from approximately $40,000 per home to more than $60,000 per home due to inflation and supply constraints related to fire-resistant materials.

City staff and 4Leaf have initiated preliminary discussions with staff from local congressional offices. There may also be opportunities to coordinate with other jurisdictions experiencing similar delays.

Fiscal Impacts

Funds for this program are entirely paid for by the FEMA Grant. The program required the homeowner to contribute 10% of the cost of the individual home hardening and/or defensible space project. The remainder of the project up to 90% is paid for by the grant. All homeowners with single-family homes, duplexes, triplexes and mobile homes are eligible. Apartments and commercial structures cannot be funded under the regulatory framework of the grant. City staff time will be needed to help 4Leaf market the program and for financial management.

Attachment:

FEMA May 13, 2024 Project Approval Letter

U.S. Department of Homeland Security
FEMA Region 9
1111 Broadway, Suite 1200
Oakland, CA 94607

FEMA

CFR 2 CFR200

May 13, 2024

Robyn Fennig
Assistant Director Hazard Mitigation Section
Governor's Authorized Representative
California Offices of Emergency Services
3650 Schriever Avenue
Mather, CA 95655

Reference: Application Approval, HMGP DR 4619-866-9R
City of Colfax
Community Home Hardening and Defensible Space, Phase 1
FIPS Code: 061-14498, Supplement 15

Dear Robyn Fennig:

We approve and issue Hazard Mitigation Grant Program (HMGP) funds for the City of Colfax, DR 4619-866-9R, Community Home Hardening and Defensible Space, Phase 1.

The total project cost for phase one is $511,500. As shown in the enclosed Obligation Report - Supplement 15, we are obligating $460,350 for the 90 percent Federal share; the 10 percent non-Federal share is $51,150. We are obligating $23,017.50 for the 100% Federal share Subrecipient Management Costs. These funds are available in SmartLink for immediate and eligible disbursements. The following is a summary of the approved funding:

Project Phase:	Federal Share:	Non-Federal Share:	Total Project Cost:
Phase 1, Supplement 15	$460,350	$51,150	$ 511,500
Phase 1, Management Costs	$23,017.50	$0	$23,017.50

This HMGP project approval and obligation of funds are subject to the following conditions:

1. **Scope of Work (SOW)** – Phase 1 activities will include the development of program documentation, program training, homeowner outreach and education, community workshops, property inspections and assessments, property list development, data gathering for CEQA/NEPA, and preparation of "property packages" for FEMA review. There will be no ground disturbing activities or alterations to existing structures during Phase 1 of the project; if the project scope of work changes to include such actions, additional environmental review will be required.

The following Phase 1 activities and deliverables are expected:

Phase 1 Activity	Estimated Timeline
Develop Program Documents	3 Months
Education and Outreach	3 Months
Inspection and Application	3 Months (per project batch months 1-27)

Deliverables: property inspections and assessments, property list development, data gathering for CEQA/NEPA, and preparation of "property packages" for FEMA review.

Please provide the above-referenced deliverables once completed to the assigned FEMA Hazard Mitigation Assistant (HMA) Specialist for review and inclusion within the official grant file.

2. **Phase 1 Completion Date** – The work schedule included with the project application indicates that Phase 1 will take up to 27 months to complete; therefore, the Phase 1 completion date is August 13, 2026. All Phase 1 project deliverables must be submitted to the assigned FEMA HMA Specialist by the Phase 1 completion date. Please inform the sub-recipient that work completed after this date is not eligible for federal funding, and that federal funds may be de-obligated for work completed outside the completion date when there is no approved time extension.

3. **Phase 2 Approval** – Please inform the sub-recipient that Phase 2 approval is contingent on programmatic review and Environmental and Historical Preservation (EHP) approval. Phase 2 activities may not commence until written approval has been received. Any Phase 2 activities completed prior to approval may be de-obligated. In addition, if Phase 2 is unapproved, federal funds may be de-obligated for previously completed Phase 1 activities.

4. **Record of Environmental Considerations (REC)** – This Phase 1 project has been determined to be Categorically Excluded from the need to prepare either an Environmental Impact Statement or Environmental Assessment in accordance with FEMA Instruction 108-1-1 and FEMA Directive 108-1-1 as authorized by DHS Instruction Manual 023-01-001-01, Revision 1. Categorical Exclusions A4 (Information gathering, data analysis and processing, information dissemination, review, interpretation, and development of documents) and A7 (the commitment of resources, personnel, and funding to conduct audits, surveys, and data collection of a minimally intrusive nature) have been applied. Particular attention should be given to the project conditions before and during project implementation. Failure to comply with these conditions may jeopardize federal assistance including funding.

5. **Standard Conditions** – This project approval is subject to the enclosed *Standard Mitigation Grant Program (HMGP) Conditions,* amended August 2018. Please note that federal funds may be de-obligated for work that does not comply with these conditions.

If you have any questions please contact Andrea Harvey, Sr. Grants Management Specialist, by email at andrea.harvey@fema.dhs.gov, or phone (202) 430-4878.

Sincerely,

KATHRYN J LIPIECKI Digitally signed by KATHRYN J LIPIECKI
Date: 2024.05.13 19:25:08 -07'00'

Kathryn Lipiecki
Director, Mitigation Division
FEMA Region 9

Enclosures (3):
- Obligation Report - Supplement 15
- Record of Environmental Considerations (REC)
- Standard Mitigation Grant (HMGP) Conditions

cc: Melissa Boudrye: Resilience Branch Chief, California Governor's Office of Emergency Services
Concepcion Chavez: Technical Assistance Division Chief, California Governor's Office of Emergency Services
Ron Miller: Hazard Mitigation Assistance Branch Chief, California Governor's Office of Emergency Services
Joe Purvis: HM Grants Division Chief, California Governor's Office of Emergency Services
Ryan Massello: HM Quality Assurance Division Chief, California Governor's Office of Emergency Services
Robert McCord, Chief, Hazard Mitigation Assistance Branch, FEMA Region 9

4/19/2024
2:10 PM

FEDERAL EMERGENCY MANAGEMENT AGENCY
HAZARD MITIGATION GRANT PROGRAM

HMGP-OB-01

Obligation

Disaster No	FEMA Project No	Amendment No	State Application ID	Action No	Supplemental No	State	Recipient
4619	9 -R	0	866	1	15	CA	Statewide

Subrecipient: Colfax
Subrecipient FIPS Code: 061-14498

Project Title : City of Colfax Project- Community Home Hardening and Defensible Space

Total Amount Previously Allocated	Total Amount Previously Obligated	Total Amount Pending Obligation	Total Amount Available for New Obligation
$460,350.00	$460,350.00	$0.00	$0.00

Project Amount	Subrecipient Management Cost Amount	Total Obligation	IFMIS Date	IFMIS Status	FY
$460,350.00	$23,017.50	$483,367.50	03/28/2024	Accept	2024

Comments

Date: 03/28/2024 User Id: SSCOTT39

Comment: Approved funding for 4619-866-9R-City of Colfax-$460,350.00 Federal Share and $23,017.50 Sub Recipient Management Costs.

Authorization

Preparer Name: STEVEN SCOTT

Preparation Date: 03/28/2024

HMO Authorization Name: ANDREA HARVEY

HMO Authorization Date: 03/28/2024

03/15/2024
18:41:30

FEDERAL EMERGENCY MANAGEMENT AGENCY

REC-01

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project HMGP-4619-0009-CA (4619-866-009) (1)

Title: City of Colfax Project - Community Home Hardening and Defensible Space (Phase 1)

NEPA DETERMINATION

Non Compliant Flag: No **EA Draft Date:** **EA Final Date:**

EA Public Notice Date: **EA Fonsi** **Level:** CATEX

EIS Notice of Intent **EIS ROD Date:**

Comment City of Colfax proposes a community home hardening and defensible space project to protect and increase resilience to wildfire in the City of Colfax, California (39.099807, -120.953929). This will be a phased project and this review covers Phase 1 actions only.

Phase 1 will include the development of program documentation, program training, homeowner outreach and education, community workshops, property inspections and assessments, property list development, data gathering for CEQA/NEPA, and preparation of "property packages" for FEMA review. There will be no ground disturbing activities or alterations to existing structures during Phase 1 of the project; if the project scope of work changes to include such actions, additional environmental review will be required.

This Phase 1 project has been determined to be Categorically Excluded from the need to prepare either an Environmental Impact Statement or Environmental Assessment in accordance with FEMA Instruction 108-1-1 and FEMA Directive 108-1-1 as authorized by DHS Instruction Manual 023- 01-001-01, Revision 1. Categorical Exclusions A4 (Information gathering, data analysis and processing, information dissemination, review, interpretation, and development of documents) and A7 (the commitment of resources, personnel, and funding to conduct audits, surveys, and data collection of a minimally intrusive nature) have been applied. Particular attention should be given to the project conditions before and during project implementation. Failure to comply with these conditions may jeopardize federal assistance including funding.
- rbaile11 - 03/15/2024 15:42:49 GMT

CATEX CATEGORIES

Catex Category Code	Description	Selected
a4	(a4) Information gathering, data analysis and processing, information dissemination, review, interpretation, and development of documents. If any of these activities result in proposals for further action, those proposals must be covered by an appropriate CATEX. Examples include but are not limited to: (a) Document mailings, publication and distribution, training and information programs, historical and cultural demonstrations, and public affairs actions. (b) Studies, reports, proposals, analyses, literature reviews; computer modeling; and non-intrusive intelligence gathering activities.	Yes
a7	(a7) The commitment of resources, personnel, and funding to conduct audits, surveys, and data collection of a minimally intrusive nature. If any of these commitments result in proposals for further action, those proposals must be covered by an appropriate CATEX. Examples include, but are not limited to: (a) Activities designed to support the improvement or upgrade management of natural resources, such as surveys for threatened and endangered species, wildlife and wildlife habitat, historic properties, and archeological sites; wetland delineations; timber stand examination; minimal water, air, waste, material and soil sampling; audits, photography, and interpretation. (b) Minimally-intrusive geological, geophysical, and geo-technical activities, including mapping and engineering surveys. (c) Conducting Facility Audits, Environmental Site Assessments and Environmental Baseline Surveys, and (d) Vulnerability, risk, and structural integrity assessments of infrastructure.	Yes

EXTRAORDINARY

NOTE: All times are GMT using a 24-hour clock.

FEDERAL EMERGENCY MANAGEMENT AGENCY

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project HMGP-4619-0009-CA (4619-866-009) (1)

Title: City of Colfax Project - Community Home Hardening and Defensible Space (Phase 1)

Extraordinary Circumstance Code	Description	Selected ?
	No Extraordinary Circumstances were selected	

ENVIRONMENTAL LAW / EXECUTIVE ORDER

Environmental Law/ Executive Order	Status	Description	Comment
Clean Air Act (CAA)	Completed	Project will not result in permanent air emissions - Review concluded	The scope of work associated with this project would not cause emissions of criteria pollutants or their precursors. Therefore, the scope of work associated with this undertaking is exempt from a conformity determination under the General Conformity Rule. - rbaile11 - 03/15/2024 15:47:52 GMT
Coastal Barrier Resources Act (CBRA)	Completed	Project is not on or connected to CBRA Unit or otherwise protected area - Review concluded	
Clean Water Act (CWA)	Completed	Project would not affect any water of the U.S. - Review concluded	
Coastal Zone Management Act (CZMA)	Completed	Project is not located in a coastal zone area and does not affect a coastal zone area - Review concluded	
Executive Order 11988 - Floodplains	Completed	No effect on floodplain/flood levels and project outside floodplain - Review concluded	Project is Phase 1 for planning and design, which does not involve potential impacts to the floodplain. - rbaile11 - 03/15/2024 15:49:05 GMT
Executive Order 11990 - Wetlands	Completed	No effects on wetlands and project outside wetlands - Review concluded	Project is Phase 1 for planning and design, which does not involve potential impacts to wetlands. - rbaile11 - 03/15/2024 15:49:28 GMT
Executive Order 12898 - Environmental Justice for Low Income and Minority Populations	Completed	No Low income or minority population in, near or affected by the project - Review concluded	This project has been determined to have limited or no potential to adversely affect minority or low -income populations according to Exemption VI.h (Planning-related activities) in Step 1 of the EO 12898 Interim Guidance, dated September 2023. FEMA has no further EO 12898 responsibilities with regard to these activities. - rbaile11 - 03/15/2024 15:49:47 GMT
Endangered Species Act (ESA)	Completed	Listed species and/or designated critical habitat present in areas affected directly or indirectly by the federal action	A No Effect Memorandum has been prepared as it has been determined that the proposed actions would result in No Effect to federally listed species or designated critical habitat. Consultation with the US Fish and Wildlife Service and/or the National Marine Fisheries Service is not required. See attached No Effect Memorandum. - rbaile11 - 03/15/2024 15:46:57 GMT

NOTE: All times are GMT using a 24-hour clock.

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project HMGP-4619-0009-CA (4619-866-009) (1)

Title: City of Colfax Project - Community Home Hardening and Defensible Space (Phase 1)

Environmental Law/ Executive Order	Status	Description	Comment
	Completed	No effect to species or designated critical habitat (See comments for justification) - Review concluded	
Farmland Protection Policy Act (FPPA)	Completed	Project does not affect designated prime or unique farmland - Review concluded	
Fish and Wildlife Coordination Act (FWCA)	Completed	Project does not affect, control, or modify a waterway/body of water - Review concluded	
Migratory Bird Treaty Act (MBTA)	Completed	Project located within a flyway zone	
	Completed	Project does not have potential to take migratory birds - Review concluded	
Magnuson-Stevens Fishery Conservation and Management Act (MSA)	Completed	Project not located in or near Essential Fish Habitat - Review concluded	
National Historic Preservation Act (NHPA)	Completed	Not type of activity with potential to affect historic properties - Review concluded</br>	Pursuant to Stipulation I.A.7.f (Assistance provided for planning, studies, design and engineering costs that involve no commitment of resources other than staffing and associated funding) of the Programmatic Agreement among the Federal Emergency Management Agency (FEMA), the California State Historic Preservation Officer (SHPO) and the California Governor's Office of Emergency Services (Cal OES), signed October 29, 2019, FEMA has determined that the undertaking as described will have no potential to effect historic properties. Thus, the undertaking does not require SHPO review, and FEMA has no further Section 106 responsibilities in accordance with 36 CFR 800.3(a)(1). - rbaile11 - 03/15/2024 15:46:36 GMT
Wild and Scenic Rivers Act (WSR)	Completed	Project is not along and does not affect Wild and Scenic River - Review concluded	

CONDITIONS

Standard Conditions:

FEDERAL EMERGENCY MANAGEMENT AGENCY

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project HMGP-4619-0009-CA (4619-866-009) (1)

Title: City of Colfax Project - Community Home Hardening and Defensible Space (Phase 1)

Any change to the approved scope of work will require re-evaluation for compliance with NEPA and other Laws and Executive Orders.

This review does not address all federal, state and local requirements. Acceptance of federal funding requires recipient to comply with all federal, state and local laws. Failure to obtain all appropriate federal, state and local environmental permits and clearances may jeopardize federal funding.

If ground disturbing activities occur during construction, applicant will monitor ground disturbance and if any potential archeological resources are discovered, will immediately cease construction in that area and notify the State and FEMA.

Standard Mitigation Grant Program (HMGP) Conditions

FEMA Region IX, August, 2018

The following list applies to Recipients and Subrecipients accepting HMGP funds from the Federal Emergency Management Agency (FEMA) of the Department of Homeland Security (DHS):

1. **Applicable Federal, State, and Local Laws and Regulations.** The Recipient/Subrecipient must comply with all applicable Federal, State, and Local laws and regulations, regardless of whether they are on this list or other project documents. DHS financial assistance Recipients and Subrecipients are required to follow the provisions of the State HMGP Administrative Plan, applicable Hazard Mitigation Assistance Uniform Guidance, and Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located in Title 2 of the Code of Federal Regulations (CFR) Part 200, adopted by DHS in 2 CFR 3002.

2. **Financial Management Systems.** The Recipient and Subrecipient must maintain financial management systems to account for and track funds, as referenced in 2 CFR 200.302.

3. **Match or Cost Share.** Non-federal match or cost share must comply with 2 CFR 200.306, the scope of work (SOW), and any agreements among the Subrecipient, the Recipient, and FEMA.

4. **Budget Changes.** Unanticipated adjustments are permitted within the approved total cost. However, if costs exceed the federal share, the Subrecipient must notify the Governor's Authorized Representative (GAR) of overruns before implementation. The GAR shall submit a written request for approval to FEMA Region IX. The subaward must continue to meet HMGP requirements, including cost effectiveness and cost share. Refer to 2 CFR 200.308 for additional information.

5. **Real Property and Land.** The acquisition, use, and disposition must comply with 2 CFR 200.311.

6. **Equipment.** The acquisition, use, and disposition must comply with 2 CFR 200.313.

7. **Supplies.** Upon project completion, FEMA must be compensated for unused supplies, exceeding $5,000 (fair market value), and not needed for other federal programs. Refer to 2 CFR 200.314.

8. **Procurement.** Procurement procedures must be in conformance with 2 CFR 200.318-320.

9. **Monitoring and Reporting Program Performance.** The Recipient and Subrecipient must submit quarterly progress reports, as referenced in the 2 CFR 200.328 and State HMGP Administrative Plan.

10. **Records Retention.** In accordance with 2 CFR 200.333, financial/ programmatic records related to expenditures must be maintained at least 3 years after the date of Recipient's final expenditure report.

11. **Enforcement and Termination.** If the Recipient or Subrecipient fails to comply with the award or subaward terms, whether stated in a Federal statute or regulation, the State HMGP Administrative Plan, subpplication, a notice of award, an assurance, or elsewhere, FEMA may take one or more of the actions outlined in 2 CFR 200.338, including termination or partial termination of the award or subaward outlined in 2 CFR 200.339.

12. **Allowable Costs.** Funds are to be used for allowable costs in compliance with 2 CFR 200.403, the approved SOW, and any agreements among the Subrecipient, Recipient, and FEMA.

13. **Non-Federal Audit.** The Recipient and Subrecipient are responsible for obtaining audits in accordance with the Single Audit Act of 1984, in compliance with 2 CFR 200.501.

14. **Debarred and Suspended Parties.** Recipients and Subrecipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, and 2 CFR 180. These regulations restrict federal financial assistance awards, subawards, and contracts with parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in the federal assistance programs or activities.

15. **Equipment Rates.** Rates claimed for use of Subrecipient-owned equipment in excess of the FEMA-approved rates must be approved under State guidelines issued by the State Comptroller's Office or must be certified by the Recipient to include only those costs attributable to equipment usage less any fixed overhead and/or profit.

16. **Duplication of Funding between Public Assistance (PA) and HMGP.** Funding for PA Section 406 and HMGP Section 404 are permitted on the same facility/location, but the activities identified under each program must be distinct with separately accounted funds. At closeout, FEMA may adjust the funding to ensure the Subrecipient was reimbursed for eligible work from only one funding source.

17. **Historic Properties and Cultural Resources.** In compliance with 2 CFR 800, if a potential historic property or cultural resource is discovered during construction, the Subrecipient must cease work in the area and take all reasonable measures to avoid or minimize harm to the discovered property/resource. During construction, the Subrecipient will monitor ground disturbance activity, and if any potential archeological resources are discovered, will immediately cease work in that area, and notify the Recipient and FEMA. Construction in the area may resume with FEMA's written approval after FEMA's consultation, if applicable, with the State Historic Preservation Officer (SHPO).

18. **NEPA and Changes to the Scope of Work (SOW).** To comply with the National Environmental Policy Act (NEPA), and other Laws and Executive Orders, any change to the approved SOW shall be re-evaluated before implementation. Construction associated with a SOW change, prior to FEMA approval, may be ineligible for funding. Acceptance of federal funding requires environmental permits and clearances in compliance with all appropriate federal, state and local laws, and failure to comply may jeopardize funding.

    Within their authority, the Recipient and Subrecipient must use of all practicable means, consistent with other essential policies, to create and maintain productive harmony for people and nature, and fulfill the social, economic, and other needs of present and future generations of Americans.

KEY SOW ELEMENTS – PHASE II
Issue parcels & Any parcel with a Scope of Work Flag

Phase I environmental review for the California Wildfire Mitigation Program – Home Hardening Initiative included a review by subject matter experts (SMEs) of the project areas as well as specific parcels within the project area boundaries. Biology and botany reviews included an analysis of data available through the US Fish and Wildlife Service (USFWS) Environmental Conservation Online System Threatened and Endangered Species Active Critical Habitat mapper, California Natural Diversity Database (CNDDB), USFWS Information for Planning and Consultation (IPaC) database, California Vegetation (CAL VEG) database, USFWS National Wetland Inventory, and other databases as necessary. SMEs conducted their analysis with a 3-mile buffer around the project area boundaries for the area-level review and provided an opinion as to the impacts to any species identified within this search area that may result from program activities. Any parcels that may impact identified Federally protected Threatened and Endangered, plant or animal species were flagged for removal from a "No Issue" properties list.

Historic and cultural reviews included the identification of parcels with buildings and structures featuring year-built dates of 45 years or less according to property assessor records. For these parcels, SMEs also reviewed data available through the California Historical Resources Information System (CHRIS), National Register of Historic Places (NRHP) inventory, Native American Heritage Commission (NAHC) Sacred Lands File Search results, and other available sources of state and local information to determine if any known historic or culturally significant resources were associated with the parcel. SMEs provided an opinion and removed from the list any property to which the work performed by the program would impact historic or cultural resources. FEMA completed notification and consultation with all tribes who may have an interest in the project area.

These Phase I reviews resulted in the identification of parcels within the project area boundaries that conformed with the "CA Home Hardening HMGP Program Phase I "No Issue" Property Conditions" listing. As homeowners from within the project area apply to the program and are determined to be eligible (confirmed to be the legal owner who authorizes access to the property), local project staff will complete a home assessment and prepare a Scope of Work with proposed defensible space and retrofit measures to harden the homesite against the risk of wildfire. Local project staff will determine if the homesite is on the previously approved "No Issue" parcel list and if the proposed Scope of Work exceeds any of the property conditions established for the program under the "Site Specific Checklist" developed by Cal OES and FEMA.

Any property that was not identified as a "No Issue" parcel will be referred to the Phase II SME by local project staff for further review and analysis. Additionally, any "No Issue" property with a Scope of Work Flag that exceeds the property conditions established by FEMA for the program will be referred to the Phase II SMEs for review.

KEY SOW ELEMENTS – PHASE II
Issue parcels & Any parcel with a Scope of Work Flag

SMEs[1] in the fields of Biology, Botany, Architectural History/Historic Architecture, and Archeology are required to support the program with site specific reviews of the defensible space and retrofit measures to be performed at specific homesites that are determined to be "Issue" properties and/or that have a Scope of Work Flag.

"Issue" properties are those within the project area that are located on a parcel

- In a special flood area;
- Within or within 150 feet of Federally designated critical habitat;
- Within or within 150 feet of a California Natural Diversity Database Endangered Species Act (ESA) species observation polygon;
- Containing a wetland or a body of water or are within 150 feet from one;
- With a property that is individually listed or eligible for listing in the National Register of Historic Places (NRHP) or within an NRHP-listed or NRHP-eligible historic district;
- With a Mills Act property or a property in or adjacent to a state or local historic district as verified by County or other local sources.
- With a building or structure that would be subject to home hardening and was constructed 45 years ago or greater at the time of application to the program;
- Where the proposed Scope of Work exceeds any of the property conditions on the "Phase I Property Conditions" document.

SMEs will review the property package, which will include the "Site Specific Checklist" (indicating the factors which prevented the parcel from being "No-Issue") and the home assessment report (includes pictures of the parcel that depict the overall home site, structure, and areas where work is proposed, and a summary of the defensible space and retrofit measures proposed to be performed by the program).

FEMA will receive an Environmental and Historic Preservation (EHP) deliverable package prior to the commencement of site work for any "Issue" property or any property with a Scope of Work Flag. The EHP deliverable package for each of these specific properties will include a

- Home Assessment Report (including pictures of the overall homesite, structure, and areas where work is proposed as well as a summary of the defensible space and retrofit measures proposed to be performed by the program);
- Site Specific Checklist (including Scope of Work Flags and maps);

[1] A Subject Matter Expert in Archaeology or Architectural History is someone that meets the *Secretary of the Interior's Historic Preservation Professional Qualification Standards* in their respective field. A Subject Matter Expert in Biology or Botany is someone with at least one year of experience conducting reviews in California and experience with the pertinent species of concern for management areas.

KEY SOW ELEMENTS – PHASE II
Issue parcels & Any parcel with a Scope of Work Flag

- Subject Matter Expert Review and Certification Form (indicating no adverse impact or concerns, alternate methods or materials, or proposed mitigations along with any additional reports requested by the SME)

Architectural History

SME will:

- Review the reports prepared by SMEs during Phase I of the project, as applicable.
- Review home assessment report/site specific Scope of Work for homesites with a year-built date of 45 years or greater for which a home hardening retrofit activity is proposed.
- Review the home assessment report for any properties that are determined to be of historical or cultural significance due to their listing on a local register, the California Register of Historical Resources (CRHR), or NRHP as an individual property or element of a historic district; their status as indicated in the California Built Environment Resources Directory; their status as a Mills Act property, as verified by County or other local sources; and/or California Historic Resources Information System (CHRIS) records indicating the property is in or adjacent to a state or local historic district.
- Review the home hardening retrofit Scope of Work against the Programmatic Allowances in Appendix B of the 2019 Programmatic Agreement among FEMA, Cal OES, and the California State Historic Preservation Officer. If the retrofit does not meet Programmatic Allowances, the SME will evaluate the building or structure for listing in the National Register of Historic Places (NRHP) following significance criteria under 36 CFR 60. The SME also will assess whether the proposed scope would result in an adverse effect to the building or structure per Section 106 of the National Historic Preservation Act.
- Participate in consultation(s) with FEMA and other federal, state, or local partners as necessary if the building or structure is determined to be NRHP-eligible in order to develop and agree upon the scope and materials used. This may require field visits.

Upon review of specific properties and measures proposed to be performed by the program, the SME will provide input regarding whether the project should be approved as proposed with no concerns or will propose alternative methods or materials to best preserve the historical integrity of the property and avoid adverse effects. SMEs should meet Secretary of the Interior-qualifications and have experience conducting NRHP evaluations within the project vicinity.

Deliverable: California Wildfire Mitigation Program (CWMP) SME Review Form or equivalent

Archaeology

SME will:

KEY SOW ELEMENTS – PHASE II
Issue parcels & Any parcel with a Scope of Work Flag

- Review the reports and maps prepared by SMEs during Phase I of the project, as applicable.
- Review the home assessment report/site specific Scope of Work to determine if project activities meet Programmatic Allowances II.F.2.a-d (see Bullet 8 above for definition of "Issue" properties) for defensible space measures.
- Review CHRIS records, NAHC Sacred Lands File search results, and other available sources of information to determine if a property contains any identified archaeological sites, other recorded cultural resources, identified tribal cultural resources, or may possess a high likelihood of containing cultural materials on the ground surface in the location where the work is proposed if the home assessment report/site specific Scope of Work does not meet Allowances II.F.2.a-d.
- Participate in consultation(s) with FEMA and other federal, state, or local partners as necessary.
- If requested, provide technical expertise and support related to the assessment, NRHP evaluation, and avoidance or mitigation of unexpected discoveries (prehistoric or historic period cultural materials or features).

Upon review of specific properties and measures proposed to be performed by the program, the SME will provide input regarding whether the project should be approved as proposed or will propose alternative methods or mitigation measures to avoid adverse effects to any cultural resources associated with the property. SMEs should meet appropriate Secretary of the Interior-qualifications and have experience conducting NRHP evaluations of archaeological resources within the project vicinity.

Deliverable: CWMP SME Review Form or equivalent

<u>Biological & Botany Resources Support</u>
Reviews must be completed by a Biologist and Botanist with at least one year of experience conducting reviews in California and one year of experience with the pertinent species of concern for the management areas. These SME's will:

- Review the reports and maps prepared by Subject Matter Experts during Phase I of the project, as applicable.
- Review proposed measures to be performed at homes located within wetland, special flood, or critical habitat areas based upon:
  - US Fish and Wildlife Service (USFWS) Information for Planning and Consultation (IPaC) reports and maps of the project area showing critical habitat for any ESA species within the property area or within a 3-mile buffer.

KEY SOW ELEMENTS – PHASE II
Issue parcels & Any parcel with a Scope of Work Flag

- California Natural Diversity Database report showing that the property is within or adjacent to ESA species sighting polygons. Occurrences in CNDDB greater than 75 years old may be removed from the analysis.
- USFWS National Wetland Inventory map showing that the vegetation clearance zone is within 150 feet of a wetland or waterway.

- In addition to reviewing "Issue" parcels and those with scope of work flags as previously described, the SME will:
  - If work must be performed during bird nesting season (Feb 1 – Aug 31), compliance with Migratory Bird Treaty Act and California Fish and Game Code is required. A qualified USFWS-approved avian biologist must perform nesting bird surveys no more than seven days prior to the commencement of site work ~~during Migratory Bird Season (February 1 – August 31)~~ and, if work pauses for more than seven days to locate nests within and adjacent to (150 feet beyond) the proposed work area., perform another nesting bird survey before construction resumes. If no protected nesting birds are detected, the work may proceed, however if construction activities pause for more than 7 days, another nesting bird survey must be conducted before construction can resume.

  If an active nest is detected during the survey, either work must be suspended until the young have fledged OR the following will apply:

  a. An exclusionary buffer will be established around the nest. The buffer distance will be determined by the USFWS-approved biologist considering several factors: presence of natural buffers (vegetation/topography), nest height, location of foraging territory, nature of the proposed activities, and baseline levels of noise and human activity. The buffer may range from 50 feet to over 250 feet in width.

  b. The biologist must monitor the nest during construction for signs of adverse effects including distress/disturbance (since "take" is not authorized). If adverse effects are detected, then the biologist will have the authority to stop all construction activity in the vicinity of the nest.

  c. The biologist must continue to monitor the nest and will determine when young have fledged. Once young have left the nest the buffer and exclusion zone may be removed and construction activities within these areas may resume.
     - The survey should extend 150 feet beyond the proposed work area.
     - No work will occur within 500 feet of an active Federally protected Threatened or Endangered species nest, for all other species, if an active nest of any bird species is identified, the project biologist will designate a species-specific no equipment/no activity buffer of a minimum of 100 feet (2,640 feet for eagles) around the nest. The biologist will assess each active nest for the

KEY SOW ELEMENTS – PHASE II
Issue parcels & Any parcel with a Scope of Work Flag

species tolerance to human activity, vegetation or other materials that may screen the nest from noise or view of the work, the nature of the work, or other environmental factors.

- Monitor the nest during construction for signs of species disturbance (since "take" is not authorized).
- If adverse effects are detected, request that construction activity in the vicinity of the nest be halted.
- Continue to monitor the nest and determine when young have fledged.
- Once young have left the nest OR the beginning of the nonbreeding season is reached, the exclusionary buffer may be removed and construction activities within these areas may resume.

- Participate in consultation(s) with FEMA and other federal, state, or local partners as necessary.
- Conduct field visits as required.

Upon review of specific properties and measures proposed to be performed by the program, the SME will provide input to either approve those measures as proposed or provide alternative methods or mitigations to best preserve the environmental integrity of the property.

Deliverable: CWMP SME Review Form or equivalent

SUBJECT MATTER EXPERT PROPERTY REVIEW FORM

CWMP Application #: **Parcel Number:**

Property Address:

BIOLOGY/BOTANY

I have reviewed the parcel as it relates to

- US Fish and Wildlife Service (USFWS) Information for Planning and Consultation (IPaC) report and maps of the project area, showing critical habitat for any Endangered Species Act (ESA) species within the property area.
- California Natural Diversity Database report showing that the property is in or within 150' of ESA species sighting polygons.
- USFWS National Wetland Inventory map showing that the vegetation clearance zone is within 150 feet of a wetland or waterway.
- Section 1 of the Site-Specific Checklist – Scope of Work Flags.

I have reviewed the home assessment report and proposed defensible space and/or retrofit measures to be performed by the program and determined the following:

☐ No Significant Adverse Effect

☐ Finding of Possible Effect. Attach the report or provide recommended mitigations or alternate methods below.

X _____

CWMP Application #:

Could Make This Electronic Signature/PDF ...

X _____

Date

SUBJECT MATTER EXPERT PROPERTY REVIEW FORM

CWMP Application #: **Parcel Number:**

Property Address:

HISTORIC ARCHITECT or ARCHITECTURAL HISTORIAN

I have reviewed the property and its proximity as it relates to:

- Local, State, or National Register of Historic Places or historic district
- California Built Environment Resources Directory (BERD)
- California Historic Resources Information System (CHRIS) records
- Mills Act property, as verified by County or other local sources.

I have reviewed the home assessment report, retrofit measures, and proposed materials to be used on all architectural features (roof, windows, doors, etc. – if applicable) to be performed by the program and determined the following:

☐ Property has no historical significance.

☐ Property has historical significance, but there is no impact on the scope of work to be performed or materials proposed.

☐ Property has historical significance or project impacts a property of historic significance. Attach the report or provide recommended materials or methods below.

X _____

CWMP Application #:

Could Make This Electronic Signature/PDF ...

X _____

Date

SUBJECT MATTER EXPERT PROPERTY REVIEW FORM

CWMP Application #: **Parcel Number:**

Property Address:

ARCHEOLOGIST

I have reviewed the property and its proximity as it relates to:

- Programmatic Allowances II.F.2.a-d. in Appendix B of the 2019 Programmatic Agreement among FEMA, Cal OES, and CA SHPO
- California Historic Resources Information System (CHRIS) records
- CA Native American Heritage Commission Sacred Lands File Search, and other available sources of information that the property does not contain any identified archaeological sites or other recorded cultural resources, any identified tribal cultural resources, and the property doesn't possess a high likelihood of containing cultural materials on the ground surface in the location where the work is proposed at each property
- Section 1 of the Site-Specific Checklist – Scope of Work Flags.

I have reviewed the home assessment report and proposed defensible space and/or retrofit measures to be performed by the program and determined the following:

☐ No Significant Concern

☐ Finding of Possible Effect. Attach report or provide recommended mitigations or alternate methods below.

X _____

CWMP Application #:

Could Make This Electronic Signature/PDF ...

X _____

Date

CA Home Hardening/Defensible Space 'No Issue' Property Deliverables

The below are materials required for all properties under FEMA review, including those that correlate with the 'No Issue' conditions list, in addition to the scope-of-work.

Biology and Botany

Reviews must be completed by a Biologist and Botanist with at least one year of experience conducting reviews in California, and experience with the pertinent species of concern for the management areas. These reviews should include the following:

1. Property address and latitude/longitude coordinates for each 'No Issue' parcel.
2. US Fish and Wildlife Service (USFWS) Information for Planning and Consultation (IPaC) report for the parcel.
3. California Natural Diversity Database report showing that the parcel is not in or adjacent to Federal ESA species sighting polygons. Dated reporting should be provided for Federally protected Threatened and Endangered* (T&E) wildlife and plant occurrences using a 3-mile buffer. A community level map of T&E species occurrences also should be provided for a 3-mile buffer around the project area boundaries with a legend symbolizing each T&E wildlife species. A community level map of plant occurrences with a 3-mile buffer applied around the project area boundaries also should be provided with a legend symbolizing each T&E plant species. If possible, display these data and the 'No Issue' parcels at a scale of 1:46,000. If unable to distinguish parcels at this scale, divide community level map(s) into different areas as necessary to show CNDDB data in relation to the project. If no wildlife or plant occurrences are visible within 3 miles of project area boundaries, extend the buffer further to show the nearest occurrences. Include an assessment of possible impacts and proposed protection measures.

   *Also include Proposed Threatened & Endangered species as of June 2023 (e.g.,).
4. Map printout of data from the USFWS Environmental Conservation Online System Threatened and Endangered Species Active Critical Habitat Report system showing that the property is not within critical habitat for any ESA species. A community level map with a 3-mile buffer applied around the project area boundaries showing critical habitat, scaled at 1:75,000 or as appropriate, with species legend should be provided. If no critical habitat is visible within a 3-mile buffer around project area boundaries, extend this buffer to show the nearest critical habitat to the project area boundaries.
5. USFWS National Wetland Inventory map showing that the vegetation clearance zone is not within 150 feet of a wetland or waterway. A community level map(s) at an appropriate scale should be provided showing any wetland areas within 3 miles of the project area boundaries. If no occurrences are visible within a 3 mile buffer around the project area boundaries, extend this buffer further to show the nearest wetland or waterway occurrences in relation to project area boundaries. If parcels are spread out or difficult to distinguish in relation to National Wetland Inventory data, provide parcel specific maps for each proposed 'No Issue' parcel with 150-foot buffer applied beyond the 100-foot construction/defensible space zone with a legend demonstrating that no wetlands or waterways are present within that area.
6. A statement indicating that no vegetation clearing work will occur during bird nesting season (February 1 through August 31). If work must occur during this time, for

CA Home Hardening/Defensible Space 'No Issue' Property Deliverables

compliance with the Migratory Bird Treaty Act and California Fish and Game Code, nesting bird surveys must be conducted by a qualified USFWS-approved avian biologist no more than 7 days prior to planned work to locate nests within and adjacent to (150 feet beyond) the proposed work area. If no protected nesting birds are detected, the work may proceed, however if construction activities pause for more than 7 days, another nesting bird survey must be conducted before construction can resume. Additional information on specific requirements if a nest is detected are detailed in the "CA Home Hardening Phase I Property Conditions" document. Post-clearance prior to or at grant closeout, proof of when vegetation clearing occurred, and the biological survey/monitoring having occurred (if required) will be necessary.

7. A community level USFS CalVeg Land Cover map with a 1-mile buffer applied beyond the project area boundaries and an assessment/discussion of findings. If these data fail to provide a clear picture of the surrounding land cover, this buffer should be extended to 3 miles or until a sufficient overview of the surrounding land cover is captured.
8. A report on the methodology and findings for each area of assessment above. The report should include a table with data fields for each Federally protected wildlife and plant species by scientific name, common name, ESA status, number of occurrences, growth form, habitat types, blooming period, indication if critical habitat, potential to occur within work area(s), and potential to be impacted by the project. Occurrences in CNDDB greater than 75 years old may be removed from the analysis. Note on the provided excel spreadsheet any parcels that should be removed from the proposed 'No Issue' properties list, noting the factor affecting removal (wetland, presence of critical habitat, etc.). These parcels will undergo additional review during Phase II of the project if the homeowner applies to the program.

<u>Architectural history</u>

1. Certification based on California Historical Resource Information System (CHRIS) records and other available sources of information that the property is not individually listed or eligible for listing in the National Register of Historic Places (NRHP) and not in or adjacent to a National Register of Historic Places (NRHP) listed or NRHP-eligible historic district as verified by CHRIS records.
2. Property address and parcel number.
3. Building year of construction.
4. Source of the information utilized to determine building age.

Provide a report of methodology and findings for each area of assessment. The report should identify the parcel number and address of all properties to be removed from the proposed 'No Issue' list. Also note on the provided excel spreadsheet any parcels that should be removed from the proposed 'No Issue' properties list, citing the factor affecting removal (age of building, NRHP status, etc.). These parcels will undergo additional review if the homeowner applies to the program.

<u>National Flood Insurance Program (NFIP)</u>

CA Home Hardening/Defensible Space 'No Issue' Property Deliverables

1. Verification of National Flood Insurance Program (NFIP) participation if the property address is located within a floodway or the 100-year floodplain as based on the Flood Insurance Rate Map (FIRM). A FIRMette can be utilized, which is a web-based tool that displays the FIRM or flood map index selected for specific areas of interest. If the entire area of assessment is outside of the 100-year floodplain, this may be demonstrated in community level map(s) at a scale of 1:45,000 or a scale similar to those provided for the biological review. Parcel-specific maps are requested for those properties inside the 100-year floodplain.

Archaeology

1. Certification based on CHRIS records, a California Native American Heritage Commission (NAHC) Sacred Lands File search, and other available sources of information that the property does not contain any identified archaeological sites, other recorded cultural resources, or identified tribal cultural resources and is not likely to contain cultural materials on the ground surface in the location where work is proposed.
2. Results of the California Native NAHC Sacred Lands File search and associated Native American contact list and their responses. A request for a search of the Sacred Lands File should be submitted by the Subapplicant's contractor, and the NAHC's response and a Native American contact list should be forwarded to FEMA. FEMA will contact the Tribes and individuals identified and share any responses with the Subapplicant's contractor for inclusion in the report.

Provide a report of methodology and findings for each area of assessment, noting parcels to be removed from the proposed 'No Issue' list. The report should identify the parcel number and address of all properties to be removed from the proposed 'No Issue' list. Also note on the provided excel spreadsheet any parcels that should be removed from the proposed 'No Issue' properties list, citing the factor affecting removal (proximity to known archaeological site, NAHC results, etc.). These parcels will undergo additional review if the homeowner applies to the program.

Staff Report to City Council

FOR THE JANUARY 14, 2026, REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Kathy Pease, AICP, Planning Consultant
Subject: Special Event Amendments Ordinance

Budget Impact Overview:

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

RECOMMENDED ACTION: Introduce the proposed ordinance by title only, conduct a public hearing, to adopt an Ordinance, updating the City's Municipal Code Section 5.24 to add special events to the Outdoor Festivals chapter, and amend the Zoning Code Section 17.64 to clarify requirements for special events; waive the first reading and schedule the proposed ordinance for a second reading and adoption at the next regular City Council meeting currently scheduled for February 11, 2026, to be effective 30 days after adoption and adopt Resolution _____-2026 approving a Special Events Policy.

Summary/Background

This is a request to amend Chapter 5 of the Municipal Code to add Special Events to the Chapter relating to outdoor festivals and to amend Chapter 17.64 of the Zoning Code to add Special Events as an allowed use with a conditional use permit (CUP) in the Commercial (C-R Commercial Retail and C-H Highway Commercial) and Mixed Use (MU-1 and MU-2) Zoning Districts.

Discussion

Currently ongoing commercial special events are not an allowed use in the zoning code. This has come to light because staff has been in discussions with a potential applicant regarding a property at 701 Highway 174 that would like to establish a permanent special events facility that would have outdoor music and food trucks on the weekends. This Municipal Code amendment would allow a path forward for uses such as this, or others like wedding venues.

Chapter 5.24 for Outdoor Festivals is currently existing. This covers gatherings for street dances, or similar musical or theatrical performances which are periodic in nature. Special events differ from this because they would establish an ongoing use on a property.

Special events would be defined as an event venue or facility offered for use by third-party individuals for commercial purposes, or nonprofit entities for the conduct of events, such as weddings, parties, or other similar private social gatherings, or for charitable or political fundraisers. A special events facility may include food preparation facilities and limited overnight lodging facilities for event attendees. A special events facility may be either a single-purpose facility or a secondary use of another type of facility that does not typically include an assembly group occupancy, such as an agricultural processing facility or a winery.

Marketing or promotional events conducted by the business operator to promote the goods or services offered by the business, such as wine club events at a winery, are not special events for purposes of this definition but are subject to regulations applicable to the business operation.

It should be noted that private events on private property (such as Homeowners Association clubhouses, or private backyard gatherings) typically would not fall under the requirements.

Amendments to Chapter 17.64.90 would add a Special Events Facility definition and would add Special Events as an allowed use with a conditional use permit to the Zoning Code, Table 17.64.020 Permitted Use Types for the MU-1, MU-2 and C-4 and C-H zoning districts. The conditional use permit process would require a public hearing by the City Council and the ability for the City to add conditions of approval to ensure that noise, odor, traffic etc., can be addressed to reduce potential impacts.

Special Event Policy

To further clarify expectations for Special Events Facilities, it is recommended that the City Council adopt a Special Events Policy. As outlined in the attached Draft Policy, the Policy would include expectations for:

- Access to site
- Secure County Health Permits
- Limit operations from 10 a.m.to 10:00 p.m. at night
- Establish parking standards of one space per 2.5 attendees.
- Provide adequate garbage receptacles.
- Provide notice of events to surrounding residents and law enforcement
- Provide adequate liability insurance
- Maintain noise levels of 65 dBA at property lines.
- Maintain onsite security as needed.

General Plan and Zoning Consistency

The proposed amendments would be consistent with the City's General Plan which include supporting economic development including the following policy:

> Policy 2.1A Support commercial development on arterial streets and at major intersections near I-80 Interchanges.

Fiscal

This action has a small impact on the City's General Fund as a result of this amendment. Staff time to prepare the draft ordinance is unfunded and is funded by the City's General Fund. Any proposed special event facilities would pay fees consistent with the City's Fee Schedule for processing Conditional Use Permits.

Environmental Review

The City of Colfax finds that adoption of this ordinance does not constitute a project under the California Environmental Quality Act (CEQA). Special Event/Conditional Use Permit Projects that come forward would be subject to environmental review.

Attachments

1. Ordinance Cover
   Attachment A Chapter 5.24 Ordinance Amendment
   Attachment B. Chapter 17.64 Zoning Code Amendment Ordinance
2. Special Events Facilities Policy Resolution
   Attachment A Special Events Policy

CITY OF COLFAX

ORDINANCE NO. ___

AN ORDINANCE OF THE CITY COUNCIL OF
THE CITY OF COLFAX AMENDING COLFAX MUNICIPAL CODE
CHAPTER 5.24 OUTDOOR FESTIVALS AND CHAPTER 17.64
COMMERCIAL USE TYPES ADDING SPECIAL EVENT FACILITIES
FOR ONGOING EVENTS AS AN APPROVED USE WITH A USE PERMIT.

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

Section 1:

Title 5, Chapter 5.24 and Title 17, Chapter 17.196.020 of the Colfax Municipal Code is hereby amended as set forth in Exhibit A and Exhibit B attached hereto and by this reference incorporated herein.

Section 2. Superceding Provisions

The provisions of this ordinance and any resolution adopted pursuant hereto shall supersede 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 any court of competent jurisdiction, the invalid or unconstitutional 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 (hereinafter 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 of 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 "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. Any special events facilities that come forward would be required to complete environmental review as part of the entitlement process.

This ordinance shall, within 15 days after its adoption, be published or posted in accordance with Section 36933 of the Government Code of the State of California with the names of those City Council members voting for and against it.

The foregoing ordinance was introduced at a duly held regular meeting of the City Council of the City of Colfax on the ___ day of _____ 2026 and passed and adopted at a duly held regular meeting of the City Council on the ___ day of _____ 2026, by the following vote:

AYES:
NOES:
ABSENT:

_____
Sean Lomen
Mayor

APPROVED AS TO FORM:

_____
Conor Harkins
City Attorney

ATTEST:

_____
City Clerk

ATTACHMENT A

Chapter 5.24 - OUTDOOR FESTIVALS AND SPECIAL EVENTS

Sections:

5.24.010 - Festival and Special Events defined.

Festival. For the purposes of this chapter, unless otherwise apparent from the context, "festival" means and includes any gathering of individuals for the purpose of participating in street dances, outdoor "rock" dances and similar musical or theatrical type performances which are of a periodic nature and to which the public is admitted with or without the payment of an admission charge.

Formatted: Font: Bold

Special events facility. An event venue or facility offered for use by third-party individuals for commercial purposes or nonprofit entities for the conduct of non-commercial events, such as weddings, parties, or other similar private social gatherings, or for charitable or political fundraisers. A special events facility may include food preparation facilities and limited overnight lodging facilities for event attendees. A special events facility may be either a single-purpose facility or a secondary use of another type of facility that does not typically include an assembly group occupancy, such as an agricultural processing facility or a winery. Marketing or promotional events conducted by the business operator to promote the goods or services offered by the business, such as wine club events at a winery, are not special events for purposes of this definition but are subject to regulations applicable to the business operation.

(Prior code § 5-5.01)

5.24.020 - Licenses—Required.

Any person desiring to operate, maintain, conduct, advertise or sell or furnish tickets or other types of written authority for admission to a festival within the city shall first obtain a license from the city to operate or conduct such festival.

(Prior code § 5-5.02)

5.24.030 - Licenses—Applications—Form—Fees.

Applications for licenses to conduct festivals shall be made in writing to the council accompanied by a fee of one hundred dollars ($100.00) which shall be subject to waiver as set forth in this chapter, but which, unless waived, shall be a nonrefundable application fee filed with the city clerk. Such application shall contain as much of the following information as the nature of the proposed activity may require:

A.The name, age, residence, mailing address and telephone number of the applicant. If the application is made by a partnership, the names and addresses of all general partners shall be listed. If the application is made by a corporation, the application shall be signed by the president and attested by the secretary thereof, shall contain the names and addresses of all corporate officers and a certified copy of the articles of incorporation shall be attached to the application;

B.The location and the legal description of the place or premises where the festival is proposed to be conducted, including all areas to be used for parking or other uses incidental to the festival. The applicant shall submit proof of ownership of such place or premises or the written consent of the owners thereof for the proposed use;

C.The dates and the hours during which the festival is to be operated;

D.An estimate of the anticipated number of participants, spectators and other persons attending the festival for each day it is conducted;

E.A detailed explanation of the applicant's program and arrangements for security, public safety, water supply, food supply, sanitation facilities, emergency medical services, vehicle access and parking facilities, on-site traffic control, overnight accommodations in the event participants or spectators are expected to remain in the area for more than one day, lighting the festival areas and the cleanup of the festival areas and removal of rubbish after the festival ends; and

F.A detailed explanation of the applicant's plan for police protection during the festival, with particular emphasis on the control of the illegal use of alcohol and drugs.

(Prior code § 5-5.03)

5.24.040 - Licenses—Applications—Filing.

The application required by the provisions of this chapter shall be filed with the city clerk at least thirty (30) days prior to the date of the proposed festival. The city clerk shall review the application and, if complete, shall submit it to the council at its next regular meeting. No

license shall be issued by the city clerk until he or she is authorized to do so by resolution of the council made at a regular meeting of the council.

(Prior code § 5-5.04)

5.24.050 - Licenses—Applications—Investigations—Hearings—Notices.

A.Hearings—Time—Notices. Upon the receipt of the application and fee, if applicable, for the license required by the provisions of this chapter, the council shall set a time and date for a public hearing to be held at a regular meeting of the council not less than five days and not more than thirty (30) days, thereafter, but in no case less than fifteen (15) days prior to the proposed festival and shall notify the applicant of the hearing not less than five days prior to the time and date of the proposed hearing.

B.Investigations and Reports. ~~The chief of police~~Coordination shall occur with the Placer County Sherrif's Department ~~shall be directed to investigate the matter and to report in writing to the council the results of his or her investigation and his or her recommendations~~regarding the proposal prior to the public hearing.

C.Notices to County and State Agencies. Copies of the application and notice of hearing shall be forwarded to the C~~c~~ounty S~~s~~heriff, California Department of Transportation (CALTRANS) if adjacent to a state facility, and Placer County H~~h~~ealth O~~o~~fficer and to the California Highway Patrol ~~of the state~~ for their information.

D.Hearings—Decisions. The City C~~c~~ouncil, at the scheduled public hearing, shall consider all documents submitted and such further matter that may be presented and shall thereafter take appropriate action to either refuse to issue the license, grant the license without conditions imposed or impose conditions which shall be met before the license may be granted.

(Prior code § 5-5.05)

5.24.060 - Licenses—Conditions—Bonds.

A. Conditions. If conditions are imposed by the City C~~c~~ouncil upon the issuance of the license required by the provisions of this chapter, the applicant shall furnish to the C~~c~~ity

Cclerk proof that all such conditions have been met and that the required security, if any, has been given before the license may be issued by the city clerk.

B. Bonds. The security which the City Ccouncil may require may include the posting of an indemnity bond and/or performance bond in favor of the city in connection with the operation of the festival. Such bond shall be prepared by a corporate bonding company authorized to do business in the state by the Department of Insurance in an amount determined by the council. The bond shall indemnify the city and its City Ccouncil, agents, officers and employees against any and all losses, damages or injuries to either persons or property which may arise from the operation of the festival and shall further indemnify the city and owners of property affected by the operation of the festival against the costs of the cleanup and removal of debris and rubbish attributable to the festival activity.

(Prior code § 5-5.06)

5.24.070 - Licenses—Issuance—Fees.

Upon determining that the council has authorized the issuance of the license required by the provisions of this chapter and that all the conditions, if any, have been met, the city clerk shall collect a fee of one hundred fifty dollars ($150.00) per day for each day the festival is to be conducted, or if an ongoing commercial or non-profit facility, submittal of a Conditional Use Permit per Title 17.64, Zoning Code and the payment of fees listed in the City's Fee Schedule, unless such fee is waived by the City Ccouncil and shall issue a license to the applicant for the dates and locations the council has approved and authorized.

(Prior code § 5-5.07)

5.24.080 - Licenses—Fees—Waivers.

The application and license fees required by the provisions of this chapter may be waived at the discretion of the City Ccouncil for a neighborhood or community benefit organization or for an organization having a charitable, religious or eleemosynary purpose provided the net proceeds from the operation of the festival do not inure to the benefit of any person.

(Prior code § 5-5.08)

5.24.090 - Licenses—Suspension or revocation.

A.Suspension. The chief of police may suspend the operation of and close any festival prior to the expiration of the license issued pursuant to the provisions of this chapter in the event of the occurrence of a riot, major disorder or serious breach of the peace when, in his or her opinion, it may become necessary to prevent injuries to persons or property.

B.Revocation. The City ~~C~~council shall have the right to immediately revoke any license issued pursuant to the provisions of this chapter if:

1.The licensee fails, neglects or refuses to perform any of the conditions imposed upon the granting of the license;

2.The licensee permits the festival to be conducted in a disorderly manner or permits any person to remain on the premises while under the influence of liquor or drugs;

3.The licensee violates or attempts to violate the laws of the state, the county or the city; or

4.The licensee makes or is found to have made, a false or fraudulent statement of material fact in the application for the license or in the documents required to be submitted pursuant to the provisions of this chapter.

C. Revocation—Notices. Written notice of such revocation shall be forwarded by the city clerk to the chief of police and to the licensee at the address shown in the application. Such revocation shall be effective immediately upon the order being made by the council.

(Prior code § 5-5.09)

5.24.100 - Licenses—Nontransferable.

No license issued pursuant to the provisions of this chapter shall be transferred to any person or to any location not specified in the application and approved by the council.

(Prior code § 5-5.10)

~~5.20.080 - Public nuisances—Ab~~

ATTACHMENT B

17.64.90 Commercial use types

Formatted: Font: Bold

Add the following definition the end of the list of commercial use types:

B.B Special Event Facilities. An event venue or facility offered for use by third-party individuals for commercial purposes, or nonprofit entities for the conduct of noncommercial events, such as weddings, parties, or other similar private social gatherings, or for charitable or political fundraisers. A special events facility may include food preparation facilities and limited overnight lodging facilities for event attendees. A special events facility may be either a single-purpose facility or a secondary use of another type of facility that does not typically include an assembly group occupancy, such as an agricultural processing facility or a winery. Marketing or promotional events conducted by the business operator to promote the goods or services offered by the business, such as wine club events at a winery, are not special events for purposes of this definition but are subject to regulations applicable to the business operation.

17.64.020 Permitted Use Types

Formatted: Font: Bold

Formatted: Font: Bold

Add the following line to the bottom of the table as follows:

Formatted Table

Commercial Use Types	MU-1	MU-2
Special Event Facility	CUP	CUP

Add the following line between Specialized Education and Training and Storage Facility Self-Services to the table as follows:

Formatted: Font: Bold

Commercial Zone Districts Permitted Uses	C-R	C-H
Special Event Facility	CUP	CUP

Resolution No. XXXX-XXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLFAX APPROVING POLICIES AND PROCEDURES REGARDING ONGOING SPECIAL EVENT FACILITIES

WHEREAS, the City recognizes the cultural and economic benefits of special events but must protect the public health, safety and welfare;

WHEREAS, ongoing special events have the potential to cause noise, traffic, and nuisance, therefore, the City of Colfax is establishing a special events policy to manage public gatherings, requiring organizers to apply for permits, ensure public safety and mitigating risks through a clear process for event management.

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

SECTION 1. Purpose. To establish a framework for the review, approval and management of special events, ensuring community safety, minimal disruption and fair cost recovery where applicable.

SECTION 2. Definitions. Special events would be defined as an event venue or facility offered for use by third-party individuals for commercial purposes, or nonprofit entities for the conduct of events, such as weddings, parties, or other similar private social gatherings, or for charitable or political fundraisers. A special events facility may include food preparation facilities and limited overnight lodging facilities for event attendees. A special events facility may be either a single-purpose facility or a secondary use of another type of facility that does not typically include an assembly group occupancy, such as an agricultural processing facility or a winery.

SECTION 3. Proposed Special Events shall be reviewed and approved consistent with Attachment A Special Events Policy.

SECTION 4. Effective Date. This Resolution shall become effective on February 11, 2026

The foregoing Resolution was regularly introduced and adopted at a Regular Meeting of the City Council of the City of Colfax duly held on the _____ day of _____ 2026, by the following vote:

AYES:

NOES:

ABSENT:

ATTEST:

_____	_____
CITY/COUNTY CLERK	Sean Lomen, MAYOR

ATTACHMENT A

Special Events Policy

Ongoing Special Events in the City of Colfax must be consistent with the principles and policies below.

The following represent overarching requirements for the management of special events.

Special events will make a positive community contribution. Events will:

- Take precautions to protect the health and safety of participants, residents, businesses and visitors.
- Not adversely affect the long-term viability of other permanent businesses.
- Avoid disruptions to other community events and activities held at the same time.
- Seek to minimize adverse impacts on neighborhoods and essential public services.
- Create a positive experience for visitors and residents.

General Provisions

1. The City requires special event applicants to demonstrate they have the capacity and experience necessary to successfully carry to the event they proposed.
2. The City requires special event applicants to demonstrate they have taken steps to mitigate potential harm, negative impacts on essential public services and liability associated with their event. To that end, applicants must:
    a. Provide adequate insurance and bonding for their events
    b. Provide adequate event design, security services, transportation services and other services and precautions necessary to support a safe event with minimal negative impacts upon the community.

Requirements

More specifically, a commercial or ongoing non-profit special events facility may be permitted provided the facility complies with the following standards:

a. Access. A small or medium-special event facility may be located on a private road in compliance with the general requirements for public assembly uses. A large special event facility (accommodating over 100 guests) must be accessed via a public road.

b. Food Vendors. Permittee is responsible for ensuring the event organizer and food vendors utilized by the organizer secure food permits with Placer County Environmental Health.

c. Kitchen Facilities. Any kitchen at the facility used for the preparation, storage, handling, or service of food at events shall be permitted as a food facility by the Division of Environmental Health.

d. Hours of Operation. All events shall start no sooner than 10:00 a.m. and end by 10:00 p.m. each day. Facility setup and cleanup shall be allowed between the hours of 8:00 a.m. to 11:00 p.m. All guests of an event other than those staying in approved overnight lodging facilities shall be off the property by 11:00 p.m.

e. Parking. A special events facility must provide parking either on site or off site to accommodate all guests. No parking shall be allowed within any road right-of-way for 1,000 feet in either direction of any access point or access located on the site. The permittee shall place signs along the interior access ways and at 300-foot intervals on the applicant's property along the road right-of-way indicating this parking restriction. These signs shall be posted no earlier than the day before the event and shall be removed no later than the day following the event. Parking shall be provided as follows:

(1) On-Site Parking. On-site parking shall be located in an open area with a slope of 10 percent or less, at a minimum ratio of one space per 2.5 attendees, on a lot free of combustible material.

(2) Off-Site Parking. If off-site parking is utilized, then off-site parking must be located outside of a road right-of-way and within 1,000 walking feet of the event site or shuttles must be provided. Written consent shall be obtained from the owners of all off-site parking areas. A minimum of one parking attendant shall be present at each lot used for off-site parking to assist in parking vehicles. For each off-site parking lot containing 50 or more vehicles, one parking attendant per each 50 vehicles shall be provided. For temporary parking lots, signs and directional signs shall be posted no earlier than the day before the event and shall be removed no later than the day following the event. For events that will require off-site parking, monitors shall be provided to direct traffic at all points of ingress, egress, and forks in private access roads and to turn away vehicles when authorized parking capacity is reached. If off-site parking is proposed, it

shall be considered with the review of the Conditional Use Permit for the event site.

g. Sanitation. Permittee must provide sanitation facilities of adequate capacity that are accessible to attendees and event staff, including restrooms, refuse disposal receptacles, potable water and wastewater facilities.

h. Setbacks. A special events facility must be set back from any property line and 200 feet from any residence on an adjoining parcel.

i. Use of Existing Structures. Existing structures used as part of a special events facility must comply and be permitted for commercial and public assembly occupancy and be in compliance with Americans with Disabilities Act (ADA), where applicable.

j. Other Permits and Licenses. Must obtain any other permits required from Federal, State or local agencies. Shall obtain approvals from the Division of Environmental Health and the Fire Protection District, and applicable grading or building permits prior to operation.

l. Traffic Control. For any special event facility that will accommodate 100 people or more, the applicant shall prepare a diagram of proposed traffic routing and direction signs, along with an estimate of traffic volume expected for the facility. This shall be submitted with the Conditional Use permit application for the facility.

m. Notice of Events. A special event facility located on a private road shall provide notice of each event, at least 30 days in advance of the event, to all residents abutting the private road and to the City, Sheriff and the Fire Protection District. This requirement may be waived by the City Council based on input from the residents abutting the road and the affected agencies.

n. Insurance. The event organizer of a special event must possess or obtain comprehensive general liability insurance to protect the city against loss from liability imposed by law for damages on account of bodily injury and property damage arising from the special event. Such insurance shall name the city, its officers, employees, and agents, and, as required, any other public entity involved in the special event, as additional insured. Insurance coverage must be maintained for the duration of the special event. Notice of cancellation shall be provided immediately to the city.

(i) Except as provided in this section, the comprehensive general liability insurance coverage required shall be in a combined single limit of at least $1,000,000.

(ii) The insurance required by this section shall encompass all liability insurance requirements imposed for other permits required under other sections of this chapter and is to be provided for the benefit of the city and

not as a duty, express or implied, to provide insurance protection for spectators or participants.

(iii) The event organizer's current effective insurance policy, or copy, along with necessary endorsements, shall be filed with the city manager at least 30 calendar days before the special event, unless the city manager for good cause modifies the filing requirements.

o. Nuisance.

(1) Fugitive Dust. All events located on sites with access from unpaved dirt roads and events which proposed unpaved on-site access roads and parking areas shall require the use of water trucks, sprinkler system or other practices acceptable to the applicable Air Quality Management District, in sufficient quantities to prevent airborne dust.

(2) Noise. Outdoor amplified sound may only occur on sites which demonstrate through acoustic analysis that noise generated during proposed events will not exceed 65 dBA when measured at the property lines.

(3) Light and Glare. Any proposed outdoor lighting used during events shall be downcast and shielded so that neither the lamp nor the reflector interior surface is visible from any off-site location.

(4) Odor. Must take steps to minimize odor on adjacent properties.

(5) Garbage Collection and Removal. The permittee shall provide solid waste dumpsters to receive solid waste at a ratio of one cubic yard of available receptacle space for each 250 persons which the Conditional Use Permit allows to attend the special event and one 30-gallon trash container for every 100 persons which Conditional Use Permit allows to attend the special event.

(6) Restoration. After the conclusion of the special event and within the time frames specified in the Conditional Use Permit, the permittee shall clean and restore all areas used for the special event, including contiguous public roads, sidewalks, rights of-way, and easements. All areas must be restored to the same condition as existed prior to the special event.

(7) Lighting. If the special event occurs between sunset of one day and sunrise the following day, or if the Conditional Use Permit allows any participant or person in attendance to remain overnight, the permittee shall provide such lighting, including light standards and electrical switches, and such power supply as the Placer County Sheriff and building official find necessary for the public safety and welfare.

(8) Security Guards. As a condition of the Conditional Use Permit, the Sheriff's Department may establish the number of security guards the permittee is

required to hire in order to maintain the public peace and safety. Security guards shall be charged with preventing violations of law and enforcing compliance with the requirements of this chapter. Security guards shall be uniformed in such a manner so as to be readily identifiable by the public as a security guard and shall possess a valid and current security guard registration card as required by applicable provisions of state law. No security guard required pursuant to this chapter shall act as a door person, ticket seller, ticket taker, admittance person, or be responsible for event operations while acting as a security guard.

(9) **Intoxicated Persons**. The permittee and each responsible person shall make reasonable efforts to prevent the admittance to the special event of any obviously intoxicated person. For purposes of this section, a person is "obviously intoxicated" when he or she exhibits readily apparent outward manifestations of drug or alcohol intoxication, including, but not limited to, inability to walk or stand in a normal manner, bloodshot or glassy eyes, flushed face, incoherent or slurred speech, alcoholic breath, belligerence or other loud or boisterous conduct, extreme agitation or nervousness or mental confusion, where such manifestations lack other apparent cause.

(10) **Disorderly Conduct**. The permittee and each person responsible shall make reasonable efforts to prevent the admittance to the special event of any person whose conduct is unruly (fighting, loud noise, offensive words in public places) or as amended (disorderly conduct). The permittee and each person responsible shall also make reasonable efforts to remove any person exhibiting such conduct from the special event.

(11) **Fire Protection**. The permittee shall provide fire protection measures and equipment as the Cal Fire finds reasonably necessary to provide fire protection for the immediate and adjoining premises and to persons participating in and attending the special event.

(12) **Emergency Communications System**. At all times during the progress of a special event, the permittee shall maintain such emergency communications systems as Cal Fire/Sheriff's Office find reasonably necessary for fire and police protection.

(13) **Accessways**. The permittee shall provide all exterior and interior accessways which the Sheriff, Cal Fire, and Public Works Director and Building Official find necessary for the use of public safety and medical personnel and for the use of those attending the special event. All such accessways shall be clearly marked and delineated by means of curbs or temporary barriers on the ground.

(14) **Food**. Any person selling, preparing, delivering or serving food or beverages at a special event shall comply with the California Retail Food

Code, **California Health and Safety Code** Section 113700 et seq., as it may be amended.

(15) **Alcohol**. Any person selling or serving alcohol at a special event shall obtain all applicable licenses or permits as required by the City and the California Department of Alcoholic Beverage Control.

(16) **Water Quality**. The permittee shall ensure appropriate water quality controls are employed to prevent violation of any local, state or federal water quality standards or waste discharge requirements.

Staff Report to City Council

FOR THE JANUARY 14, 2026 REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Ron Walker, City Manager
Subject: Proclamation - Honoring the Military Service Mural and Recognizing Our Veteran's, VFW Post 2003, and American Legion Post 192

Budget Impact Overview:

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

Recommended Action: Receive and file.

Summary/Background

The City Council of the City of Colfax formally commemorates the completion of the Military Service Mural, extending its deepest gratitude to the artists whose vision and dedication brought the mural to life, and honoring the service and sacrifice of Colfax veterans. While a proclamation was previously presented to members of VFW Post 2003 and American Legion Post 192 on Veterans Day last November, Mayor Lomen will ceremonially read the proclamation aloud into the official City record at tonight's City Council meeting.

Attachments:

1. Proclamation Honoring the Military Service Mural and Recognizing Our Veteran's, VFW Post 2003, and American Legion Post 192.

Proclamation

Honoring the Military Service Mural and Recognizing Our Veteran's, VFW Post 2003, and American Legion Post 192

WHEREAS, the City of Colfax takes great pride in its tradition of patriotism and community service, and honors all who have worn the uniform of the United States Armed Forces; and

WHEREAS, a beautiful new mural has been completed in our city, created by local artists, depicting every branch of the U.S. Military—each one a tribute to courage, sacrifice, and love of country; and

WHEREAS, this mural stands as a lasting reminder of the freedoms we enjoy and of the brave men and women who have served to protect them; and

WHEREAS, Colfax is deeply grateful to the dedicated members of **VFW Post 2003** and **American Legion Post 192**, whose tireless efforts support our veterans, their families, and our entire community; and

WHEREAS, their commitment to service, remembrance, and education ensures that the legacy of our nation's heroes will continue to inspire generations to come;

NOW, THEREFORE, BE IT PROCLAIMED, that the **City Council of the City of Colfax** proudly recognizes the completion of the **Military Service Mural**, expresses heartfelt thanks to the artists who brought it to life, and honors the veterans of Colfax—especially **VFW Post 2003** and **American Legion Post 192**—for their enduring dedication to our veterans, our community, and our country.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Colfax to be affixed this 11th day of November 2025.

_____

Sean Lomen
Mayor, City of Colfax, California

***ATTEST*:**

_____

Ron Walker, City Manager/Interim City Clerk

Staff Report to City Council

FOR THE JANUARY 14, 2026, REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Kathy Pease, AICP, Planning Consultant
Subject: Sewer Priority for Affordable Housing Units (Noticed January 3, 2026)

Budget Impact Overview:

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

RECOMMENDED ACTION: Adopt a Resolution establishing policies and procedures regarding the provision of sewer services to proposed affordable housing units for lower income households

Summary/Background

The City of Colfax's General Plan Housing Element 2021-2029 identifies implementation measures to be completed to facilitate affordable housing including Program 6.4. In addition, California Government Code Section 65589.5 requires sewer providers to grant priority for sewer services to proposed developments that include housing units affordable to lower income households.

Discussion

Adoption of the resolution will identify sewer service to affordable housing units as a priority. Affordable units are defined as "proposed housing developments that include housing units affordable to lower income households" as defined as dwelling units that shall be sold or rented to lower income households, as defined in Section 50079.5 of the Health and Safety Code, at an affordable housing cost, or an affordable rent, as defined in Section 50053 of the Health and Safety Code.

The commonly used income categories are approximately as follows, average median income (AMI) subject to variations for household size and other factors:

- Extremely low-income (ELI): 0 to 30% of AMI
- Very low-income (VLI): 30% to 50% of AMI
- Low-income (LI): 50% to 80% of AMI (the term "lower income" may be used to mean all low-income categories, 0% to 80% of AMI)
- Moderate-income (Mod): 80% to 120% of AMI
- Above moderate-income (Above Mod): 120% of AMI and above

The City of Colfax shall not deny or condition the approval of an application for sewer services to, or reduce the amount of services applied for by a proposed housing development project that includes housing units affordable to lower income households unless the City makes specific written findings that the denial, condition, or reduction is necessary due to the existence of one (1) or more of the following conditions:

A. The City of Colfax does not have sufficient wastewater treatment or collection capacity to serve the needs of the proposed development as demonstrated by a written engineering analysis and report on the condition of the treatment or collection works; or

B. The City of Colfax is under an order issued by the Regional Water Quality Control Board that prohibits new sewer connections; or

C. The applicant proposing the development project has failed to agree to reasonable terms for sewer service from the City of Colfax, which are generally applicable to other development projects seeking sewer service from the City of Colfax including, but not limited to, the requirements of local, state, or federal laws and regulations or payment of any fee or charge authorized by Government Code Section 60013.

Fiscal

This action has a small impact on the City's General Fund as a result of this amendment. Staff time to prepare the draft ordinance is an unfunded state mandate that is funded by the City's General Fund.

Environmental Review

The City of Colfax finds that adoption of this resolution does not constitute a project under the California Environmental Quality Act (CEQA).

Attachments

1. Resolution

Resolution No. XXXX-XXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLFAX APPROVING POLICIES AND PROCEDURES REGARDING THE PROVISION OF SEWER SERVICES TO PROPOSED AFFORDABLE HOUSING UNITS FOR LOWER INCOME HOUSEHOLDS

WHEREAS, the California State Legislature ("Legislature") has declared the lack of affordable housing is a matter of vital statewide importance; and

WHEREAS, the Legislature enacted Chapter 727, Statutes of 2005 (Senate Bill 1087), which amended Government Code Section 65589.7 and requires water and sewer providers to grant priority for water and sewer service to proposed developments that include housing units affordable to lower-income households; and

WHEREAS, Government Code Section 65589.7 requires that the public agency that provides sewer services adopt written policies and procedures, not later than July 1, 2006, and at least once every five (5) years thereafter, to establish such priority for affordable housing projects; and

WHEREAS, the City of Colfax is the sewer provider for the City of Colfax and is, therefore, subject to the requirements of Government Code Section 65589.7; and

WHEREAS, the City of Colfax is continually evaluating system requirements and capacity, monitoring planned and proposed project development, and working to ensure there is adequate capacity for future development throughout the City's] service area; and

WHEREAS, the City of Colfax staff has prepared the required policies and procedures in conformance with Government Code Section 65589.7; and

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

SECTION 1. Priority Water and Sewer Service to Affordable Housing Units. The City of Colfax shall grant a priority for the provision of sewer services to proposed housing development projects that include residential units affordable to lower income households, implementing Program 6.4 of the Colfax Housing Element of the General Plan adopted by the City Council.

A. For the purposes of this Resolution, "proposed housing developments that include housing units affordable to lower income households" are defined as dwelling units that shall be sold or rented to lower income households, as defined in Section 50079.5 of the Health and Safety Code, at an affordable housing cost, as defined in Section 50052.5 of the Health and Safety Code, or an affordable rent, as defined in Section 50053 of the Health and Safety Code.

B. For the purposes of this Resolution, "sewer services" means supplying service through a pipe or other constructed conveyance for a residential purpose.

SECTION 2. Basis for Denial, Condition or Reduction. The City of Colfax shall not deny or condition the approval of an application for sewer services to, or reduce the amount

of services applied for by, a proposed housing development project that includes housing units affordable to lower income households unless the City makes specific written findings that the denial, condition, or reduction is necessary due to the existence of one (1) or more of the following conditions:

A. The City of Colfax does not have sufficient wastewater treatment or collection capacity to serve the needs of the proposed development as demonstrated by a written engineering analysis and report on the condition of the treatment or collection works; or

B. The City of Colfax is under an order issued by the Regional Water Quality Control Board that prohibits new sewer connections; or

C. The applicant proposing the development project has failed to agree to reasonable terms for sewer service from the City of Colfax, which are generally applicable to other development projects seeking sewer service from the City of Colfax including, but not limited to, the requirements of local, state, or federal laws and regulations or payment of any fee or charge authorized by Government Code Section 60013.

SECTION 3. Effective Date. This Resolution shall become effective on February 11, 2026

SECTION 4. Review of Service Policies and Procedures. At least once every (5) years after passage of this Resolution, the policies and procedures contained in this Resolution shall be presented to the City Council for review and evaluation of the written policies and procedures governing prioritization of water and sewer services to proposed housing development projects that include residential units affordable to lower income households.

The foregoing Resolution was regularly introduced and adopted at a Regular Meeting of the City Council of the City of Colfax duly held on the _____ day of _____ 2026, by the following vote:

AYES:

NOES:

ABSENT:

ATTEST:

_____ _____

CITY/COUNTY CLERK Sean Lomen, MAYOR

Staff Report to City Council

FOR THE JANUARY 14, 2026 REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Ron Walker, City Manager
Subject: Christmas Decorating Contest

Budget Impact Overview:

N/A:	Funded:	Un-funded:	Amount: $100.00	Fund(s): 8263

Recommended Action: Discuss and award the 1st, 2nd, and 3rd place participants.

Summary/Background

This year we had 7 entries for the Christmas Decorating Contest, and out of the many participants, the City Council members will pick the 1st, 2nd, and 3rd place winners.

Contest entries Names and Locations,

- Lynn Fontana 121 S. Auburn Street.
- Susan Hausler 44 W Church Street.
- Lauren Dillard 55 W. Church Street.
- The Wrecking Crew Bakery & Café / 30 N. Main Street.
- Coco's Creamery / 27 S Main Street.
- Jeff Hoge 48 Grass Valley Street.
- Kevin Hegenauer 131 W Oak Street.

Staff Report to City Council

FOR THE JANUARY 14, 2026 REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Ron Walker, City Manager
Subject: Councilmember Burruss and City Manager Walker Attending Capital to Capital (Cap to Cap)

Budget Impact Overview:

N/A:	Funded: √	Un-funded:	Amount: $10,430.00	Fund(s): 110

RECOMMENDED ACTION: By Motion, allocate funds for Councilmember Burruss to attend the annual Capital to Capital Program in Washington, D.C.

Summary/Background

Every year, the Sacramento Metro Chamber organizes a delegation of hundreds of area officials and business leaders to travel to Washington, D.C. and meet with federal representatives. The Capitol-to-Capital program is meant to secure funding and resources for high-priority projects in the region and raise local concerns to officials at the national level.

Cap-to-Cap helps provide a tremendous financial boost and investment in the Capital Region. And this funding, some of it to support workforce development, impacts all of our communities. The delegation has had an impact on resources around water/flood management/wildfire recovery, and so much more.

Conclusions and Findings

As a founding member of the Cap-to-Cap Wildfire team, Councilmember Burruss's continued engagement amplifies the city's voice, particularly in advocating for underrepresented communities most impacted by these decisions. The delegation, scheduled from April 17th to April 22nd, 2026, includes a rigorous lobbying schedule, networking events, and collaboration opportunities.

Attendance at this delegation will ensure The City of Colfax's continued participation in advancing the city's priorities and securing government funding opportunities in the face of a consistently turbulent political landscape.

Fiscal Impacts

The requested city funding of $10,430.00 ($5,215.00 ea.) will cover the program fee, lodging, and airfare essential for Councilmember Burruss's participation. Councilmember Burruss will personally invest approximately $5,246.15 to cover other necessary accommodations, including employment leave, ground transportation, mileage, parking, luggage, and per diem expenses.

Staff Report to City Council

FOR THE JANUARY 14, 2026 REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Ron Walker, City Manager
Subject: Council Committee Assignments

Budget Impact Overview:

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

RECOMMENDED ACTION: Approve City Council Committee Assignments for 2026.

Summary/Background

Each year the Mayor recommends assignments for Councilmembers, staff or the public to serve on the boards of local agencies, advisory boards, and committees within the surrounding area. Generally, Councilmembers request their assignments and develop expertise to represent the City to improve resources or influence within the region.

A brief description of each board and its impact on the City is attached. The Mayor's recommendations for this year's appointments of Council Members to the Commissions, Boards, and Committees are attached.

Attachments:

1. Committee Descriptions
2. 2026 Council Committee Assignments

Committee Assignment Descriptions		
Committee	**Required/ Optional**	**Description**
Placer Sierra Fire Safe Council City of Colfax Council Chambers	Optional	The Fire Safe Council evaluates fire threat, assures firefighting resources are available, develops a Community Fire Safe Plan and supports efforts for wild land and community fire management. https://www.placer.ca.gov/bos/committees-and-commissions/placer-sierra-fire-safe-council
Placer County Selection Committee	Required	The Selection Committee consists of the Mayor of the seven Cities within Placer County. The Committee meets to appoint and confirm members of various boards and commissions within the County.
League of California Cities Sacramento Valley Division Liaison	Optional	The League is an association of city officials for training, information exchange, and combining of resources to influence State policy decisions that affect cities. The Sacramento Valley Division is a regional component of the League that insures Northern California cities have a voice in state policies. https://www.cacities.org/
Bianchini Advisory Board	Required	Carl Bianchini endowed the community a sizeable trust to be used for youth and senior programs. The Bianchini Advisory Board was created to oversee appropriations of the fund to the Sierra Vista Community Center.
Sierra Vista Community Center Liaison	Optional	Sierra Vista Community Center Liaison is ideally a different person than the Bianchini representative. The liaison attends Sierra Vista Community Center board meetings and reports information back to Council.
Colfax Schools Liaison	Optional	City Council created this position to ensure at least one Councilmember is tasked with fostering communication between Council and the two local schools.
Pioneer Community Energy	Required	Pioneer was established to provide electricity at lower rates than other providers. The board consists of elected representatives from the County and 5 Cities. https://pioneercommunityenergy.ca.gov/about-us/
Placer Regional Homelessness Action Plan Ad hoc	Required	Placer County is seeking to make homelessness rare, brief, and non-recurring by supporting our unhoused community members in a coordinated system of care as they work towards self-sustaining futures.
Colfax Bike Park	Required	Meets with City Manager to discuss potential development.
Colfax Skate Park	Required	Meets with City Manager to discuss ongoing development.
ISO Ad hoc	Required	Is needed to negotiate rates for the City's Fire Insurance and obtain the best coverage and lowest rates.
Placer County Flood Control and Water Conservation District (Board of Directors)	Required	The Board oversees the Placer County District in addressing flood control, drainage, and storm water management issues arising with development growth occurring in the region.
Weimar, Applegate, Colfax/ Municipal Advisory Council (WAC/MAC)	Optional	WACMAC is an advisory board of area volunteers which advises the Supervisor on matters of concern related to the area outside City limits. The City Councilmember serves as a Liaison between WACMAC and the Council.

Sacramento Area Council of Governments (SACOG) Board of Directors	Required	Association of local governments in the 6 county Sacramento region. Provides transportation planning and funding for the region, and serves as a forum for study and resolution of regional issues - affordable housing, clean air, bicycle networks, etc.
Placer County air Pollution Control District (PCAPCD)	Required	The District regulates and seeks reduction in air pollutant emissions; partners with local municipalities to develop and support emission reduction strategies; and leverages district and local funding with state and federal monies.
Placer County Mosquito and Vector Control District (PMVCD)	Required	The District controls vector populations to reduce their impact upon public health through public education, surveillance and control.
Project Go	Optional	Project Go is a non-profit organization which helps low to moderate income community members with energy needs.
Placer County Transportation Planning Agency (PCTPA)	Required	PCTPA makes decisions about the regional transportation system in Placer County. The agency develops plans and strategies to make the best use of state and federal transportation funds.
Local Agency Formation Commission (LAFCO)	Required	LAFCO is a state mandated independent regulator body whose role is to encourage orderly formation of local governmental agencies, preserve agricultural and open space resources and discourage urban sprawl. LAFCO oversees City boundaries.
Solid Waste Task Force	Required	Is needed to negotiate rates for the City's solid waste collection as well as oversee services to the community.
Placer County Economic Development Board (PCEDB)	Optional	Members of the board area responsible for brining economic development information back to the governments and organizations they represent to ensure there is a united effort to attract new jobs to the County.

City of COLFAX

2026 Committee Assignment List

External Board/Committee	Colfax Representative	Meeting Information	Meeting Location	Reimbursement/Stipend
Placer County Economic Development Board (PCEDB)	Larry Hillberg Alt: Kim Douglass	11:30AM 3rd Thursday 4x/yr Jan/Apr/July/Sept	Auburn City Hall, 1225 Lincoln Way Room 10 and via ZOOM	No Stipend
Weimar, Applegate, Colfax/Municipal Advisory Council (WAC/MAC)	Larry Hillberg Alt: Kim Douglass	6:00PM 3rd Wednesday every other month - Jan/Mar/May/July/Sept/Nov	Colfax City Hall	No Stipend
Sacramento Area Council of Governments (SACOG) Board of Directors	Caroline McCully Alt: Trinity Burruss	9:30AM 3rd Thursday	Currently Zoom / then 1415 L. Street, Suite 300 Sacramento	$100 Stipend
Placer County Air Pollution Control District (PCAPCD)	Caroline McCully Alt: Kim Douglass	2:30PM 2nd Thursday 6x/yr	BOS Chambers 175 Fulweiler Ave Auburn	$100 Stipend
Placer Mosquito & Vector Control District (PMVCD)	Will Stockwin Alt. Larry Hillberg	4:30PM 3rd Monday / Every Month	2021 Opportunity Dr Roseville	$100 Stipend
Project Go	Kim Douglass Alt. Sean Lomen	5:30PM 3rd Thursday	801 Vernon St Roseville	No Stipend
Placer County Transportation Planning Agency (PCTPA)	Caroline McCully Alt: Sean Lomen	9:00AM 4th Wednesday / Every Month	BOS Chambers 175 Fulweiler Ave Auburn	$100 Stipend
Local Agency Formation Commission	Sean Lomen	4:00PM 2nd Wednesday / Every Month	BOS Chambers 175 Fulweiler Ave Auburn	$100 Stipend
Solid Waste Task Force	Ron Walker Alt: Sean Lomen	9:00AM 1st Thursday 4x/yr Feb/May/Aug/Nov	CRDC Cypress Room, 2091 County Center Dr, Suite 170, Auburn	No Stipend
Placer Sierra Fire Safe Council	Sean Lomen Alt: Kim Douglass	6:00PM 4th Thursday / Every Month	City of Colfax Council Chambers Location TBD	No Stipend
External Board/Committee (Continued)	**Colfax Representative**	**Meeting Information**	**Meeting Location**	**Reimbursement/Stipend**
Placer County Selection Committee	Mayor	Yearly		No Stipend
League of California Cities Sacramento Valley Division Liaison	Kim Douglass Alt: Sean Lomen	4x/yr Additional Meetings TBD		No Stipend
Bianchini Advisory Board	Kim Douglass Alt: Caroline McCully			No Stipend
Sierra Vista Community Center Liaison	Larry Hillberg Alt: Sean Lomen	6:00pm 3rd Wednesday	Community Center	No Stipend
Colfax Schools Liaison	Trinity Burruss Alt: Sean Lomen			No Stipend

2026 Committee Assignment List

Pioneer Community Energy	Sean Lomen Alt: Kim Douglass	3:00PM 3rd Thursday	2510 Warren Drive, Suite B Rocklin, CA 95677	No Stipend
Placer County Flood Control and Water Conservation District (Board of Directors)	Sean Lomen Alt: Caroline McCully	2nd Monday Monthly 4:00pm	Rocklin City Council Chambers 390 Rocklin Rd.	$100 Stipend
Placer Regional Homelessness Action Plan Ad hoc	Sean Lomen Kim Douglass	As Needed		
Internal Board/Committee	**Colfax Representative**	**Meeting Information**	**Meeting Location**	**Reimbursement/ Stipend**
Colfax Bike Park	Kim Douglass Open	As Needed	To Be Determined	No Stipend
Colfax Skate Park	Sean Lomen Alt: Caroline McCully	As Needed	To Be Determined	No Stipend
Emergency Services	Sean Lomen Alt: Trinity Burruss	As Needed	To Be Determined	No Stipend
Council Policy Ad hoc	Caroline McCully Alt: Trinity Burruss	As Needed	To Be Determined	No Stipend
Youth Commission Selection Committee	Larry Hillberg Alt: Kim Douglass 2-Elementary Teachers 2-High School Teachers	TBD	City Hall, Colfax Elementary, Colfax High School	No Stipend
Colfax Youth Commission	5 Students (3-High Schoolers, 2 Sixth-Eighth Graders)	Once per month	Colfax Elementary School	TBD
Private Development Service Fees Ad Hoc Committee	Trinity Burruss Alt: Kim Douglass	Once per month	To Be Determined	TBD
Revitalization of Historic Downtown Colfax Ad Hoc Committee	Sean Lomen Larry Hillberg	As Needed	To Be Determined	TBD
Shady Glen Sewer Integration Project	Sean Lomen Caroline McCully	As Needed	To Be Determined	TBD
Caboose Relocation Ad Hoc	Caroline McCully Larry Hillberg	As Needed	To Be Determined	TBD

Staff Report to City Council

FOR THE JANUARY 14, 2026 REGULAR COUNCIL MEETING

From: Conor Harkins, City Attorney
Prepared by: Conor Harkins, City Attorney
Subject: Selection of Mayor and Mayor Pro Tem

Budget Impact Overview:

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

RECOMMENDED ACTION: By separate motions, select Mayor and Mayor Pro Tem.

Summary/Background

The City Council's policy (attached) requires it to appoint a Mayor and a Mayor Pro Tem at the first regular meeting in December each year in which there is no election. The Council did not vote to appoint a new Mayor and Mayor Pro Tem during its December 10, 2025 meeting.

Recommendation

Select and seat a Mayor and Mayor Pro Tem for the 2026 calendar year.

Fiscal Impacts

None.

Attachments:

Policy on the rotation of Mayor and Mayor Pro Tem

City of Colfax
Selection of Mayor and Mayor Pro Tem

The Council's general policy is that every member should have the opportunity to rotate into and serve as Mayor Pro Tem and Mayor for succeeding one-year terms in each position. The Council reserves discretion to vary from this policy and the procedures it establishes.

The Council will choose one of its members as Mayor and one of its members as Mayor Pro Tem as follows:

A. At the first regular Council meeting in December of each year during which there is no general election, the Council shall, by majority vote of a quorum present and voting, select its Mayor and Mayor Pro Tem for the ensuing calendar year.

B. In years during which there is an election of members of the Council, the selection shall be made following the declaration of the election results and installation of the members elected. That selection will be made at the first regular Council meeting in December provided, however, that if for any reason the declaration of election results is delayed beyond the first meeting in December, then the selection of Mayor and Mayor Pro Tem shall be made at the meeting at which the declaration of election results is made, and after the declaration and installation of the members elected.

This is the process the Council will follow each time a Mayor and Mayor Pro Tem is selected:

A. The Mayor Pro Tem shall be seated as Mayor.

B. The Council shall by majority vote of a quorum present and voting select one of its members to serve as Mayor Pro Tem.

C. Council members who have served as Mayor Pro Tem or Mayor since their most recent election or appointment to the Council shall serve as Mayor Pro Tem after Council Members who have not served in either position.

D. The public shall be invited to comment on the selection of Mayor and Mayor Pro Tem before a vote of the Council on either office is taken.

Adopted November 13, 2019