



425 Webster Street
Colusa, CA 95932

CITY COUNCIL REGULAR MEETING AGENDA

March 1, 2022

Closed Session 5:00 pm, Regular Session 6:00 pm

City Hall – City Council Chambers

Public comments can be emailed to: cityclerk@cityofcolusa.com, or dropped off at City Hall by 3:00 pm, March 1, 2022. Council Chambers are open to the public.

Members of the public can view the regular meeting live through Zoom:

<https://us06web.zoom.us/j/86465138081>

Or, join from a phone: (346)248-7799, (720)707-2699, (646)558-8656

Webinar ID: 864 6513 8081

Mayor – Thomas Reische
Mayor Pro Tem – Daniel Vaca
Council Member- Denise Conrado
Council Member – Greg Ponciano
Council Member – Josh Hill

CALL TO ORDER / ROLL CALL

PUBLIC COMMENTS *(The public may comment on item scheduled to be heard during the Closed Session Meeting)*

CLOSED SESSION MEETING – 5:00 PM

- CONFERENCE WITH LEGAL COUNSEL – Existing Litigation Government Code Section 54956.9(d)(1) Colusa County v. City of Colusa, Colusa Industrial Properties, Inc., Superior Court Colusa County, CV 24579.
- CONFERENCE WITH REAL PROPERTY NEGOTIATIONS (§ 54956.8) Property: for 513 Market Street, Colusa, CA; Agency Negotiations: Jesse Cain, City Manager, and Ryan Jones, City Attorney; Under Negotiation: price and terms of payment
- Public Employee Performance Evaluation (§ 54957) Title: City Manager

REGULAR MEETING – 6:00 PM

REPORT ON CLOSED SESSION

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

PUBLIC COMMENTS *(The public to address any item of City business NOT appearing on this Agenda. Speakers must limit their comments to three (3) minutes each. Please note that per Government Code Section 54954.3(a), the City Council cannot take action or express a consensus of approval or disapproval on any public comments regarding matters which do not appear on the printed agenda)*

PRESENTATION –Flowerpots in Downtown– Presenters: Patty Hickel and City Manger Cain

CONSENT CALENDAR - *All items listed on the Consent Calendar are considered by the Council to be routine in nature and will be enacted by one motion unless an audience member or Council member requests otherwise, in which case, the item will be removed for separate consideration.*

1. Council Draft Minutes - February 15th
2. City Treasurer's Monthly Reports – Oct. Nov., Dec.
3. Application for the Colusa Fair Parade on June 10, 2022 from 5:00-8:00 pm

RECOMMENDED

Approve
Receive & File
Approve

COUNCIL MEMBER AND CITY MANAGER REPORTS

COUNCIL CONSIDERATION

4. **Subject:** Commission Appointments

Recommendation:

- Council to appoint three (3) of the four (4) applicants: John Martin, Dick Armocido, Glen Duncan and Vicky Willoh to the Planning Commission.
- Council to appoint Stacey Zwald Costello to the Heritage Preservation Commission.
- Council to appoint Madison Martin to the Parks Recreation and Tree Commission.

5. **Subject:** Consider commitment of ARPA funds to purchases two police cars and radios

Recommendation:

- Council to adopt Resolution 22-__ approving the use of ARPA Funds to purchase two police cars and radios.

6. **Subject:** Consideration of Resolution approving the maximum vacation accrual limit and the requirements to sell back vacation accruals for all groups except the Fire Fighter Association. Also, consider approving the Bilingual pay for all groups.

Recommendation:

- Council to approve the attached side letter to clean up the MOU content for all groups as listed above.
- Council to adopt Resolution 22-__ adopting the amendment to vacation accrual and vacation sell-back plan and bilingual pay as stated in the side letter.

7. **Subject:** Consideration of Resolution related to City Sponsored Events

Recommendation:

- Council to adopt Resolution 22-__ approving the City of Colusa Sponsored Events for 2022.

8. **Subject:** Consideration of Resolution related to City of Colusa recreation programs.

Recommendation:

- Council to adopt Resolution 22-__ approving bringing back the City of Colusa Recreation Programs.

DISCUSSION ITEM - Tenant Estates Development – Presenter: City Engineer Swartz

FUTURE AGENDA ITEMS

ADJOURNMENT

POSTED: February 24, 2022


SHELLY KITTLE, CITY CLERK

The Regular Colusa City Council meetings are held the first and third Tuesdays of each month at 6:00 pm in the Colusa City Council Chambers located at 425 Webster Street, Colusa California unless otherwise noted above. Copies of open session agenda packets, which are distributed to the City Council, are available on the city's website beginning 72 hours in advance. Additionally, if any reports or documents, which are public records, are distributed to the City Council less than 72 hours before the meeting, those reports, and documents will also be available for public inspection on the website.

In compliance with the Americans with Disabilities Act, persons requiring accommodations for a disability at a public meeting should notify the City Clerk at least 48 hours prior to the meeting at (530) 458-4740 in order to allow the City sufficient time to make reasonable arrangements to accommodate participation in this meeting.

“This institution is an equal opportunity employer and provider.”



425 Webster Street
Colusa, CA 95932

CITY COUNCIL REGULAR MEETING MINUTES

February 15, 2022

Closed Session 5:00 pm, Regular Session 6:00 pm

City Hall – City Council Chambers

CALL TO ORDER / ROLL CALL – Mayor Reische called the meeting to order at 5:05 pm. Council Members Hill, Ponciano, Vaca, Conrado and Mayor Reische were all present.

PUBLIC COMMENTS – None.

CLOSED SESSION MEETING – 5:00 PM

- CONFERENCE WITH LEGAL COUNSEL – Existing Litigation Government Code Section 54956.9(d)(1) Colusa County v. City of Colusa, Colusa Industrial Properties, Inc., Superior Court Colusa County, CV 24579.
- CONFERENCE WITH REAL PROPERTY NEGOTIATIONS (§ 54956.8) Property: for 513 Market Street, Colusa, CA; Agency Negotiations: Jesse Cain, City Manager, and Ryan Jones, City Attorney; Under Negotiation: price and terms of payment
- Public Employee Performance Evaluation (§ 54957) Title: City Manager
- CONFERENCE WITH LABOR NEGOTIATORS (Section 54957.6) Agency designated representatives: City Manager Jesse Cain and Ryan Jones, City Attorney. Memorandum of Understandings (MOU's) for:
 - Professional Firefighters Association
 - Peace Officers Association
 - Department Heads
 - Middle Management
 - Miscellaneous Unit

REGULAR MEETING – 6:00 PM

REPORT ON CLOSED SESSION – Mayor Reische stated there was no reportable action.

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA – There was council consensus for agenda approval.

PUBLIC COMMENTS – None.

PROCLAMATION - Mayor Reische presented the Proclamation on Teen Dating Violence Awareness & Prevention Month for February to Magdalena Arroyo from Casa de Esperanza.

CONSENT CALENDAR - *All items listed on the Consent Calendar are considered by the Council to be routine in nature and will be enacted by one motion unless an audience member or Council member requests otherwise, in which case, the item will be removed for separate consideration.*

RECOMMENDED

- | | |
|---|---------------------------|
| 1. Council Draft Minutes - January 4 th , 18 th and February 1 st . | <i>Approve</i> |
| 2. Fire Department – January Report | <i>Receive & File</i> |
| 3. Finance Department January Report | <i>Receive & File</i> |
| 4. Warrants List –January | <i>Receive & File</i> |
| 5. Resolution approving the City’s Micro-Enterprise Grant/Loan guidelines and application | <i>Adopt</i> |
| 6. Resolution to approve the commitment of boat launch funds in the amount of \$5,000 per year to help maintain Roberts Ditch for public access | <i>Adopt</i> |

ACTION: Mayor Reische recused himself from the Warrants List due to his financial interest with George L. Messick as President. Motion by Council Member Ponciano, seconded by Council Member Conrado to approve the Consent Calendar. Motion passed 5-0 by the following roll-call vote:

AYES: Ponciano, Hill, Conrado, Vaca and Reische.

NOES: None.

ABSENT: None.

COUNCIL MEMBER AND CITY MANAGER REPORTS

Councilmember Ponciano provided updates on meetings he attended.

Councilmember Conrado provided updates on meetings she attended.

Councilmember Vaca didn’t have anything to report.

Councilmember Hill provided updates on meetings he attended.

Mayor Reische didn’t have anything to report.

City Manager Cain attended the California League of Cities City Manager’s Conference. Cain reported after meeting with States Parks, he will bring back a 20-year contract at the March 15th meeting.

COUNCIL CONSIDERATION

7. Subject: City of Colusa Fiscal Year 2021-2022 Mid-Year Budget Update

DISCUSSION: Finance Director Aziz-Khan provided an overhead presentation of the 2021-22 Mid-Year Budget Update. She took questions from council members.

ACTION: Motion by Council Member Conrado, seconded by Council Member Hill to adopt **Resolution 22-06** the Mid-Year Budget Updates for Fiscal Year 2021-22. Motion passed 5-0 by the following roll-call vote:

AYES: Ponciano, Hill, Conrado, Vaca and Reische.

NOES: None.

ABSENT: None.

ACTION: Motion by Council Member Vaca, seconded by Council Member Conrado to adopt **Resolution 22-07** making corrections to established appropriation limits for the Fiscal Year 2020-2021 and Fiscal Year 2021-2022. Motion passed 5-0 by the following roll-call vote:

AYES: Ponciano, Hill, Conrado, Vaca and Reische.

NOES: None.

ABSENT: None.

8. Subject: City-Wide Pavement Management Plan – Final Plan and Adoption

DISCUSSION: City Engineer Swartz presented details of the Pavement Management Plan, discussed grant opportunities, and answered questions from council.

ACTION: With no public comments, motion by Council Member Vaca, seconded by Council Member Hill to adopt **Resolution 22-08** accepting the City-Wide Pavement Management Plan 2021/22. Motion passed 5-0 by the following roll-call vote:

AYES: Ponciano, Hill, Conrado, Vaca and Reische.

NOES: None.

ABSENT: None.

9. Subject: Consideration of Commission Reappointments.

DISCUSSION: City Clerk reported on the vacancies and the reappointments.

ACTION: With no public comments, Council Member Hill made a motion, seconded by Council Member Vaca to reappoint Commissioners Gladys Garcia and Jon Wrysinski to the Heritage Preservation Commission for another four-year term. Motion passed 5-0 by the following roll-call vote:

AYES: Ponciano, Hill, Conrado, Vaca and Reische.

NOES: None.

ABSENT: None.

DISCUSSION ITEMS

Colusa Industrial Properties – Project Update

Ed Hulbert, with CIP provided a handout titled “Update on the Cannabis Projects at Colusa Industrial Park”. Hulbert stated he would continue to periodically provide Council with CIP updates.

Pirelli Update

City Manager Cain provided “Pirelli Building Project- February 2022 Update” and discussed grants and two possible leases.

City Sponsored Events and Recreation Activities for 2022

City Manager Cain provided a proposed events list from the Ad Hoc Committee. The Lyons Club and Rotary would help with the events. Cain provided a preliminary budget and stated the Recreational Activities item would be discussed at the next meeting along with more event details.

FUTURE AGENDA ITEMS

Council Member Ponciano requested a street update that City Engineer Swartz discussed in his presentation.

City Manager Cain will bring back additional information on the flowerpots.

ADJOURNED at 7:12 pm.

THOMAS REISCHE, MAYOR

SHELLY KITTLE, CITY CLERK



CITY OF COLUSA
425 Webster Street
Colusa, CA 95932
(530) 458-4941
Fax: (530) 458-8674

January 20, 2022

CONSENT ITEM FOR FEBRUARY 15, 2022

To: Colusa City Council Members

Re: Treasurer's Report for month ending October, 2021

Please find the attached financial reports for your review. Based on the information provided to me, this report represents a true and accurate financial record as of October 31, 2021. I have included a summary below:

Bank Balance as of October 31, 2021	\$ 3,704,855.47
Outstanding payables	(37,071.92)
LAIF Balance as of October 31, 2021	10,653,766.34
Petty Cash	500.00
Total Balance as of October 31, 2021	<u>\$14,322,049.89</u>

Respectfully submitted,


 Devin Kelley, City Treasurer

**CITY OF COLUSA, CALIFORNIA
BANK RECONCILIATION
FOR THE MONTH OCTOBER 2021**

Bank Records:

Wells Fargo Bank Balance - October 31, 2021	\$ 3,704,855.47
Wells Fargo Escrow Account Balance - October 31, 2021	-

ADD / SUBTRACT:

Outstanding Accounts Payable	(34,088.51)
Outstanding Payroll Payable	(2,983.41)

Reconciling Items:	-
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Reconciled Checking Balance - Wells Fargo Bank - October 31, 2021	3,667,783.55
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LAIF Balance - October 31, 2021	10,653,766.34
Petty Cash Balance - October 31, 2021	500.00

Total Reconciled Bank Balances - October 31, 2021	<u>\$ 14,322,049.89</u>
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City Records (Post Journal Entries):

10200 - Wells Fargo Bank Operating / USDA Loan Escrow	\$ 3,674,157.73
10995 - LAIF	10,653,766.34
10100 - Petty Cash	500.00

Total Checking and LAIF	\$ 14,328,424.07
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ADD / SUBTRACT:

Credit Card Deposits in MOMS - Not In Bank	(6,516.46)
MOMS Return Check plus fee	134.93
PERS Adjustment	7.35

Total Reconciled Book Balance - October 31, 2021	<u>\$ 14,322,049.89</u>
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CITY OF COLUSA
425 Webster Street
Colusa, CA 95932
(530) 458-4941
Fax: (530) 458-8674

January 20, 2022

CONSENT ITEM FOR FEBRUARY 15, 2022

To: Colusa City Council Members

Re: Treasurer's Report for month ending November, 2021

Please find the attached financial reports for your review. Based on the information provided to me, this report represents a true and accurate financial record as of November 30, 2021. I have included a summary below:

Bank Balance as of November 30, 2021	\$ 3,843,940.81
Outstanding payables	(169,931.66)
LAIF Balance as of November 30, 2021	10,653,766.34
Petty Cash	500.00
Total Balance as of November 30, 2021	<u>\$14,328,275.49</u>

Respectfully submitted,


Devin Kelley, City Treasurer

**CITY OF COLUSA, CALIFORNIA
BANK RECONCILIATION
FOR THE MONTH November 2021**

Bank Records:

Wells Fargo Bank Balance - November 30, 2021	\$ 3,843,940.81
Wells Fargo Escrow Account Balance - November 30, 2021	-
ADD / SUBTRACT:	
Outstanding Accounts Payable	(163,778.51)
Outstanding Payroll Payable	(6,153.15)
Reconciling Items:	-
<hr/>	
Reconciled Checking Balance - Wells Fargo Bank - November 30, 2021	3,674,009.15
LAIF Balance - November 30, 2021	10,653,766.34
Petty Cash Balance - November 30, 2021	500.00
<hr/>	
Total Reconciled Bank Balances - November 30, 2021	<u><u>\$ 14,328,275.49</u></u>

City Records (Post Journal Entries):

10200 - Wells Fargo Bank Operating / USDA Loan Escrow	\$ 3,679,703.93
10995 - LAIF	10,653,766.34
10100 - Petty Cash	500.00
<hr/>	
Total Checking and LAIF	\$ 14,333,970.27
ADD / SUBTRACT:	
Credit Card Deposits in MOMS - Not In Bank	(5,650.25)
HUTA Payment	
Return check reversed in August	
Return check reversed in August	-
Adjustment for PERS	(44.53)
Total Reconciled Book Balance - November 30, 2021	<u><u>\$ 14,328,275.49</u></u>



CITY OF COLUSA
425 Webster Street
Colusa, CA 95932
(530) 458-4941
Fax: (530) 458-8674

January 20, 2022

CONSENT ITEM FOR FEBRUARY 15, 2022

To: Colusa City Council Members

Re: Treasurer's Report for month ending December, 2021

Please find the attached financial reports for your review. Based on the information provided to me, this report represents a true and accurate financial record as of December 31, 2021. I have included a summary below:

Bank Balance as of December 31, 2021	\$ 3,852,148.03
Outstanding payables	(855,089.52)
LAIF Balance as of December 31, 2021	10,653,766.34
Petty Cash	500.00
Total Balance as of December 31, 2021	<u>\$13,651,324.85</u>

Respectfully submitted,


Devin Kelley, City Treasurer

**CITY OF COLUSA, CALIFORNIA
BANK RECONCILIATION
FOR THE MONTH DECEMBER 2021**

Bank Records:

Wells Fargo Bank Balance - December 31, 2021	\$ 3,852,148.03
Wells Fargo Escrow Account Balance - December 31, 2021	-
ADD / SUBTRACT:	
Outstanding Accounts Payable	(846,356.68)
Outstanding Payroll Payable	(8,732.84)
Reconciling Items:	-
<hr/>	
Reconciled Checking Balance - Wells Fargo Bank - December 31, 2021	2,997,058.51
LAIF Balance - December 31, 2021	10,653,766.34
Petty Cash Balance - December 31, 2021	500.00
<hr/>	
Total Reconciled Bank Balances - December 31, 2021	<u><u>\$ 13,651,324.85</u></u>

City Records (Post Journal Entries):

10200 - Wells Fargo Bank Operating / USDA Loan Escrow	\$ 3,001,546.27
10995 - LAIF	10,653,766.34
10100 - Petty Cash	500.00
<hr/>	
Total Checking and LAIF	\$ 13,655,812.61
ADD / SUBTRACT:	
Credit Card Deposits in MOMS - Not In Bank	(4,487.76)
HUTA Payment	
Return check reversed in January	
Return check reversed	
Adjustment for PERS	
Total Reconciled Book Balance - December 31, 2021	<u><u>\$ 13,651,324.85</u></u>

City of Colusa

Office Use Only
 Date Received _____
 Routing Date _____
 Date approved _____
 Notice Sent _____
 Insurance Cert. Rec'd _____

Application for Temporary Street Closure, Parades, Special Events and Festivals

NAME OF EVENT: County Fair Parade

DATE OF EVENT: Friday, June 10, 2022

Please read carefully:

- Application must be filed with the city clerk at least 30 days prior to the event to allow time for review and council action.
- Applications will be returned if incomplete
- There are no fees for street closure services
- Complete in the space provided a narrative explaining the specific purpose of the event including garbage clean-up plans.
- Submit a map in the space provided outlining the event's location and all street and/or parking lot closings
- Submit copies of flyers, posters or other materials that will advertise the event. The organizer is responsible for ensuring that all flyers, posters, etc. advertising the event are removed from public facilities. Failure to comply may impact approvals for future applications.
- Applicants must provide prior to the event a certificate of insurance meeting city insurance requirements—a minimum of \$1 million per occurrence naming the city as additional insured. Limit is subject to increase depending on event. The description must read: "The City of Colusa, its officials, employees and agents are named as Additional Insured with Waiver of Subrogation with respect to general liability."
- All applications are subject to approval by the city council
- Applicants will be notified when the request has been approved or if additional information is required. Inquiries about the status of an application may be directed to the city manager's office.
- All street closures must maintain adequate clearance for emergency vehicle access.
- If event will take place on the state highway, attach a copy of the Caltrans encroachment permit

Contact Information: (Please print)

Organization Colusa Lions Club
 Contact Person Dave Markss
 Address PO Box 8
 City Colusa
 Zip Code 95932

Phone (day) (530) 635-3239
 Phone (evening) (530) 635-3239
 Fax none
 E-mail Address dmarko352@gmail.com

Alternate Contact Jim Pingrey (530) 682-9755

(It is highly recommended that an alternate name & telephone number be provided)

RECEIVED

FEB 07 2022

CITY OF COLUSA

Event Details:

Location of Event	Start Date MM/DD/YY (Incl. set up)	Start Time	Finish Date MM/DD/YY (Incl. tear down)	Finish Time
Market/10th Streets	06/10/2022	5:00 <input type="checkbox"/> am <input checked="" type="checkbox"/> pm	06/10/2022	8:00 <input type="checkbox"/> am <input checked="" type="checkbox"/> pm

Electrical: Yes ☒ No ☐
 Selling Liquor: Yes ☐ No ☒
 Sound Amplification: Yes ☒ No ☐
 Food & Beverage: Yes ☐ No ☒
 Open Fire: Yes ☐ No ☒ (If yes, please explain (permit may be required))

Type of Event:

Parade

☒

Cycling

☐

Event/Festival

☐

Walkathon

☐

Run

☐

Other

☐

Please Specify _____

Attendance:

Number of Participants

300

Number of Booths/Stalls

0

Number of Vehicles

50

Number of Bands

2

Number of Floats

30

Please provide best estimates

Narrative and Map of Event:

(Be specific and include garbage clean-up plans, detailed map, route and/or site plan. Attach extra page if necessary)

Narrative:

Street closure for annual County Fair Parade. Parade will commence at 3rd and Market Streets and will end at 10th and Webster Streets.

Map, route, and/or site plan: (if insufficient space, please attach on separate sheet)

See attached map

Signature of Person Submitting Application: 

Date: February 07, 2022

Office Use Only**Public Works**

Approved

Denied

Date: _____

Comments: _____

Recreation

Approved

Denied

Date: _____

Comments: _____

Street/Parks

Approved

Denied

Date: _____

Comments: _____

Fire Dept.

Approved

Denied

Date: _____

Comments: _____

Police Dept.

Approved

Denied

Date: _____

Comments: _____

City Manager Review

Date: _____

Comments: _____





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/07/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER DSP Insurance Services, Inc. 1900 E. Golf Road, Suite 650 Schaumburg, IL 60173	CONTACT NAME: John Adams	
	PHONE (A/C, No, Ext): 1-800-316-6705 FAX (A/C, No): 847-934-6186	
	E MAIL ADDRESS: lionsclubs@dspins.com	
INSURED Colusa Lions Club Colusa California	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: ACE American Insurance Company	22667
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Agg. Per Named Insured is \$2,000,000 GENL AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC			HDOG72484757	09/01/2021	09/01/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/CP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			ISAH25550596	09/01/2021	09/01/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB DED. RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						WC STATUS: <input type="checkbox"/> TORY LIMITS: <input type="checkbox"/> OTHER: <input type="checkbox"/> E L EACH ACCIDENT \$ E L DISEASE - EA EMPLOYEE \$ E L DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Provisions of the policy apply to the named insureds participation in the following activity during the policy period shown above: County Fair Parade, June 10, 2022

*** City of Colusa ***

is included as an Additional Insured(s), but only with respect to General Liability arising out of the issuance of permit(s) to the Insured shown above and not out of the sole negligence of said additional insured.

PROVISIONS OF THE POLICY DO NOT APPLY TO THE SALE OR SERVING OF ALCOHOLIC BEVERAGES

CERTIFICATE HOLDER

CANCELLATION

City of Colusa
425 Webster Street
Colusa California 95932

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



City of Colusa California

STAFF REPORT

DATE: March 1, 2022
TO: Mayor and Council Members
FROM: City Clerk

AGENDA ITEM:

Subject: Commission Appointments

Recommendation: Council to appoint three (3) applicants to the Planning Commission, (1) applicant to the Heritage Preservation Commission and one (1) applicant to the Parks, Recreation and Tree Commission.

BACKGROUND ANALYSIS: Per Ordinance 473, members of commissions shall be appointed by the City Council and serve individual terms of four years. The City Council shall ensure that member terms are staggered so that no more than three commissioner terms expire in any single calendar year. Each member, unless sooner terminated, may serve until his or her successor is appointed or, qualified. There is no limit on the number of terms an individual may serve on a commission.

Commission Vacancies:

- Planning Commission –Two (2) four-year terms (2022-2026) and one (1) to fulfill the remaining term till 2024.
- Parks, Recreation & Tree (PRT) Commission, Two (2) full four-year terms (2022-2026).
- Heritage Preservation Commission, Two (2) seats to fill until 2024.

BUDGET IMPACT: None.

STAFF RECOMMENDATION: Council to appoint applicants to Planning, HPC and PRT.

ATTACHMENT: Applications: John Martin, Dick Armocido, Glen Duncan, Vicky Willoh, Stacey Zwald Costello and Madison Martin,

CITY OF COLUSA

425 Webster Street, Colusa, CA 95932

Phone: 530-458-4740 Fax: 530-458-8674

www.cityofcolusa.com

APPLICATION FOR COMMISSION VACANCY

Name: John M. Martin

Address: [REDACTED] Country Club Dr.

Resident of County ☐ Resident of City ☒ Resident of Colusa Unified School District ☐

Phone: 530-[REDACTED]

Email: [REDACTED] 2021@gmail.com

I am interested in the vacancy on the following Commission:

☒ **Planning Commission – 4 year term**

Three (3) members must be residents of the City at the time of appointment and during his/her term, and shall not be officers or employees of the City. Two (2) members may be residents of Colusa County, residing within two miles of the boundaries of the City at the time of appointment and during his/her term, and shall not be officers or employees of the City.

☐ **Park, Recreation & Tree Commission – 4 year term**

Applicant must be a resident of the City or a resident of Colusa County living within two miles of the City limits at the time of appointment and during the term and shall not be an officer or an employee of the City.

☐ **Heritage Preservation Commission – 4 year term**

Applicant must be a resident of the City or a resident of Colusa County and live within two miles of the City limits at the time of appointment and during his/her term, and shall not be an officer or an employee of the City.

Briefly, state your interest in serving on this Commission and give a summary of your education, experience and/or qualifications that you believe would be relevant to this Commission.

I am interested in being a part of giving back to this community. I would like to help grow our community at a controlled rate. I grew up in Arbuckle where I graduated from Pierce High School. In 2009 I bought my first house in Colusa and have lived here ever since. I am a foreman at my parent's crop dusting company as well as owning and operating a custom farming business with my wife on E. Clay St.

Are you available on the dates and times when this commission meets? ☒ Yes ☐ No

I have read and understand the responsibilities of the Commission as set forth in the Colusa City Code and agree to work to carry out these responsibilities. I further understand that I serve at the pleasure of the Colusa City Council and can be removed from this position, with or without cause, at any time.

I, the undersigned, state that I am a citizen of the United States and fulfill the residency requirements listed above, and that I wish to have my name considered for appointment to the commission indicated above.

John M. Martin
Applicant Signature

2-20-2022
Date

CITY OF COLUSA

425 Webster Street, Colusa, CA 95932

Phone: 530-458-4740 Fax: 530-458-8674

www.cityofcolusa.com

RECEIVED

FEB 14 2022

APPLICATION FOR COMMISSION VACANCY CITY OF COLUSA

Name: Dick Armocido

Address: [REDACTED] WESCOTT RD

Resident of County ☐ Resident of City ☐ Resident of Colusa Unified School District ☐

Phone: 916 [REDACTED]

Email: [REDACTED]@YAHOO.COM

I am interested in the vacancy on the following Commission:

☒ **Planning Commission – 4 year term**

Three (3) members must be residents of the City at the time of appointment and during his/her term, and shall not be officers or employees of the City. Two (2) members may be residents of Colusa County, residing within two miles of the boundaries of the City at the time of appointment and during his/her term, and shall not be officers or employees of the City.

☐ **Park, Recreation & Tree Commission – 4 year term**

Applicant must be a resident of the City or a resident of Colusa County living within two miles of the City limits at the time of appointment and during the term and shall not be an officer or an employee of the City.

☐ **Heritage Preservation Commission – 4 year term**

Applicant must be a resident of the City or a resident of Colusa County and live within two miles of the City limits at the time of appointment and during his/her term, and shall not be an officer or an employee of the City.

Briefly, state your interest in serving on this Commission and give a summary of your education, experience and/or qualifications that you believe would be relevant to this Commission.

I ENJOY KEEPING COLUSA THE SAME COMMUNITY AND QUALITY. I HAVE LIVED HERE FOR 70 YEARS AND REMEMBER ALL ITS HISTORY. I HAVE SPOKE THE TRUTH ABOUT MY FEELINGS AND HAVE ALWAYS SAID IF THE NEIBORS DONT MIND THEN I WILL SUPORT THEM

Are you available on the dates and times when this commission meets? ☐ Yes ☐ No

I have read and understand the responsibilities of the Commission as set forth in the Colusa City Code and agree to work to carry out these responsibilities. I further understand that I serve at the pleasure of the Colusa City Council and can be removed from this position, with or without cause, at any time.

I, the undersigned, state that I am a citizen of the United States and fulfill the residency requirements listed above, and that I wish to have my name considered for appointment to the commission indicated above.


Applicant Signature

2/10/2022
Date



CITY OF COLUSA
425 Webster Street
Colusa, CA 95932

RECEIVED

FEB 14 2022

CITY OF COLUSA

[REDACTED]
Dick Armocido
[REDACTED]

Colusa, CA 95932

RE: Planning Commission Appointment

Dear Commissioner Armocido:

This is to advise you that your appointment to the Planning Commission will expire on March 1, 2022.

At this time, I am inquiring as to your desire to be reappointed to the Commission. If yes, please complete the enclosed application, mark the appropriate statement below and sign, and return both to my office by 4:00 PM on February 8, 2022.

This item is scheduled to be placed on the February 15, 2022, City Council agenda, at which time the Council will make the appointments.

Should you have any questions, or need further information, please do not hesitate to contact me at 458-4740.

Sincerely,

Shelly Kittle
City Clerk

☒ I wish to be reappointed.
☐ I do not wish to be reappointed.

A handwritten signature in blue ink, appearing to read "Dick Armocido", written over a horizontal line.

Signature

CITY OF COLUSA

425 Webster Street, Colusa, CA 95932

Phone: 530-458-4740 Fax: 530-458-8674

www.cityofcolusa.com

RECEIVED

FEB 22 2022

APPLICATION FOR COMMISSION VACANCY

CITY OF COLUSA

Name: GLENN E. DUNCAN "ED"

Address: [REDACTED] Parkhill ST. Colusa, Ca. 95932

Resident of County ☐ Resident of City ☐ Resident of Colusa Unified School District ☐

Phone: 916 [REDACTED] Email: [REDACTED]@gmail.com

I am interested in the vacancy on the following Commission:

☒ **Planning Commission – 4 year term**

Three (3) members must be residents of the City at the time of appointment and during his/her term, and shall not be officers or employees of the City. Two (2) members may be residents of Colusa County, residing within two miles of the boundaries of the City at the time of appointment and during his/her term, and shall not be officers or employees of the City.

☐ **Park, Recreation & Tree Commission – 4 year term**

Applicant must be a resident of the City or a resident of Colusa County living within two miles of the City limits at the time of appointment and during the term and shall not be an officer or an employee of the City.

☐ **Heritage Preservation Commission – 4 year term**

Applicant must be a resident of the City or a resident of Colusa County and live within two miles of the City limits at the time of appointment and during his/her term, and shall not be an officer or an employee of the City.

Briefly, state your interest in serving on this Commission and give a summary of your education, experience and/or qualifications that you believe would be relevant to this Commission.

I have been a residential and commercial
contractor / project manager for 40 years.
I have a B.S. in Business with an emphasis
in Real Estate & Land Use from CSUS.
I feel my experience could be used to
help Colusa develop their future.

Are you available on the dates and times when this commission meets? ☒ Yes ☐ No

I have read and understand the responsibilities of the Commission as set forth in the Colusa City Code and agree to work to carry out these responsibilities. I further understand that I serve at the pleasure of the Colusa City Council and can be removed from this position, with or without cause, at any time.

I, the undersigned, state that I am a citizen of the United States and fulfill the residency requirements listed above, and that I wish to have my name considered for appointment to the commission indicated above.



Applicant Signature


Date

FEB 23 2022

APPLICATION FOR COMMISSION VACANCY

CITY OF COLUSA

Name: Vicki Willoh

Address: [REDACTED] 2nd St Colusa

Resident of County ☐ Resident of City ☒ Resident of Colusa Unified School District ☐

Phone: 530- [REDACTED] Email: [REDACTED]@hotmail.com

I am interested in the vacancy on the following Commission:

☒ **Planning Commission – 4 year term**

Three (3) members must be residents of the City at the time of appointment and during his/her term, and shall not be officers or employees of the City. Two (2) members may be residents of Colusa County, residing within two miles of the boundaries of the City at the time of appointment and during his/her term, and shall not be officers or employees of the City.

☐ **Park, Recreation & Tree Commission – 4 year term**

Applicant must be a resident of the City or a resident of Colusa County living within two miles of the City limits at the time of appointment and during the term and shall not be an officer or an employee of the City.

☐ **Heritage Preservation Commission – 4 year term**

Applicant must be a resident of the City or a resident of Colusa County and live within two miles of the City limits at the time of appointment and during his/her term, and shall not be an officer or an employee of the City.

Briefly, state your interest in serving on this Commission and give a summary of your education, experience and/or qualifications that you believe would be relevant to this Commission.

The growth of our city in a positive fashion is
what has inspired me to apply for this position
My 20 plus years of being a Local Real Estate
agent has given me insight to the needs
of the community. I truly believe that we
should always work in the solution - thus
I volunteer and attend city council meetings.

Are you available on the dates and times when this commission meets? ☐ Yes ☐ No

I have read and understand the responsibilities of the Commission as set forth in the Colusa City Code and agree to work to carry out these responsibilities. I further understand that I serve at the pleasure of the Colusa City Council and can be removed from this position, with or without cause, at any time.

I, the undersigned, state that I am a citizen of the United States and fulfill the residency requirements listed above, and that I wish to have my name considered for appointment to the commission indicated above.


Applicant Signature

2-23-22
Date

FEB 10 2022

APPLICATION FOR COMMISSION VACANCY CITY OF COLUSA

Name: Stacey Zwald Costello

Address: [REDACTED] Jay Street Colusa CA 95932

Resident of County ☒ Resident of City ☒ Resident of Colusa Unified School District ☐

Phone: 415 [REDACTED] Email: [REDACTED]@hotmail.com

I am interested in the vacancy on the following Commission:

☐ **Planning Commission – 4 year term**

Three (3) members must be residents of the City at the time of appointment and during his/her term, and shall not be officers or employees of the City. Two (2) members may be residents of Colusa County, residing within two miles of the boundaries of the City at the time of appointment and during his/her term, and shall not be officers or employees of the City.

☐ **Park, Recreation & Tree Commission – 4 year term**

Applicant must be a resident of the City or a resident of Colusa County living within two miles of the City limits at the time of appointment and during the term and shall not be an officer or an employee of the City.

☒ **Heritage Preservation Commission – 4 year term**

Applicant must be a resident of the City or a resident of Colusa County and live within two miles of the City limits at the time of appointment and during his/her term, and shall not be an officer or an employee of the City.

Briefly, state your interest in serving on this Commission and give a summary of your education, experience and/or qualifications that you believe would be relevant to this Commission.

As a multi-generational member of this community, I believe it is important to participate in the best ways your talents and interests lend. With a masters in American history and Information Science and more than twenty years working in museums, archives and libraries I believe I would be able to support the commission and its goals.

Are you available on the dates and times when this commission meets? ☒ Yes ☐ No

I have read and understand the responsibilities of the Commission as set forth in the Colusa City Code and agree to work to carry out these responsibilities. I further understand that I serve at the pleasure of the Colusa City Council and can be removed from this position, with or without cause, at any time.

I, the undersigned, state that I am a citizen of the United States and fulfill the residency requirements listed above, and that I wish to have my name considered for appointment to the commission indicated above.


Applicant Signature

2/10/2022
Date

CITY OF COLUSA

425 Webster Street, Colusa, CA 95932

Phone: 530-458-4740 Fax: 530-458-8674

www.cityofcolusa.com

APPLICATION FOR COMMISSION VACANCY

Name: Madison Martin

Address: [REDACTED] Country Club Dr.

Resident of County ☐ Resident of City ☒ Resident of Colusa Unified School District ☐

Phone: 530-[REDACTED] Email: [REDACTED]@gmail.com

I am interested in the vacancy on the following Commission:

☐ **Planning Commission – 4 year term**

Three (3) members must be residents of the City at the time of appointment and during his/her term, and shall not be officers or employees of the City. Two (2) members may be residents of Colusa County, residing within two miles of the boundaries of the City at the time of appointment and during his/her term, and shall not be officers or employees of the City.

☒ **Park, Recreation & Tree Commission – 4 year term**

Applicant must be a resident of the City or a resident of Colusa County living within two miles of the City limits at the time of appointment and during the term and shall not be an officer or an employee of the City.

☐ **Heritage Preservation Commission – 4 year term**

Applicant must be a resident of the City or a resident of Colusa County and live within two miles of the City limits at the time of appointment and during his/her term, and shall not be an officer or an employee of the City.

Briefly, state your interest in serving on this Commission and give a summary of your education, experience and/or qualifications that you believe would be relevant to this Commission.

Hello my name is Madison Martin, I am a lifelong
resident of Colusa. I am a homeowner, business owner,
wife and a stay at home mother of two girls. I have an
Associates Degree in Agriculture Business and will receive my
Bachelor's Degree from Chico State in December of 2022. I have
always enjoyed being involved in my community including serving
as Miss Colusa County in 2015. Being on the Park, Recreation &
Tree commission will be a great opportunity to give my

Are you available on the dates and times when this commission meets? ☒ Yes ☐ No

best input so that all children will continue to experience
and benefit from the wonderful values Colusa holds,
and will continue to grow into a great place to live and raise a family.

I have read and understand the responsibilities of the Commission as set forth in the Colusa City Code and agree to work to carry out these responsibilities. I further understand that I serve at the pleasure of the Colusa City Council and can be removed from this position, with or without cause, at any time.

I, the undersigned, state that I am a citizen of the United States and fulfill the residency requirements listed above, and that I wish to have my name considered for appointment to the commission indicated above.

Madison Martin
Applicant Signature

02-22-2022
Date



City of Colusa California

STAFF REPORT

DATE: March 1st 2022
TO: City of Colusa Mayor and Council Members
FROM: Jesse Cain, City Manager

AGENDA ITEM:

Subject: Commitment of ARPA funds to purchase two police cars and radios.

Recommendation: Council to consider approving Resolution which commits ARPA funds to purchase two police cars and radios.

BACKGROUND ANALYSIS:

Over this summer and after the 20-22 budget was adopted the police experienced the loss of two cars, one of them was a 2012 Chevy Tahoe with transmission and rear end issues. Replacement of transmission costs more than the value of the vehicle and the vehicle was therefore taken out of fleet. The other vehicle was a 2013 Ford Explorer which was involved in an accident on Market Street at 4th Street. Cost of repairs for that vehicle are more than the value of the vehicle. Accordingly, purchasing two police cars is necessary.

With regard to the purchase of the portable radio purchase, it was necessary for the following reasons: Pursuant to FBI and CA Department of Justice policies all sensitive information in radio transmission was required to be encrypted by December 31, 2020. We used a work-around and have gained temporary compliance by implementing a plan for mitigation, along with CCSO Dispatch, through a policy change regarding information communicated during radio transmissions. This is only a temporary fix. Our current portable radios which are 10+ years old are not capable of being converted for encryption. This item was also not in the current budget, and we needed to make the change.

There are a few ways that I could have taken this item to the City Council, one of the way is to bring this as a single item in front of the City council asking to purchase the radios and cars the other way is to have it in the general budget when it is adopted or add it to mid-year in the budget. After talking with my department heads, I chose to just add these items in the mid-year budget. I felt that this would be the best time. In light of full transparency, I decided to bring this item back to the Council as a separate action item.

Going over the budget and Mid-year the Police Chief and I thought that using the ARPA funds would be a great fit for those funds as it is an allowable use of the funds and therefore would have no impact on the City's general fund. Because of the huge lag time on receiving the cars

from are local vendor off of the State Contract we ordered the cars on October 29th 2021, in hopes that we would receive them in 5 to 8 months. The order could have been cancelled if the Council didn't support the purchase. Our initial idea was to use the SLEFS account to purchase the vehicles but that would have wiped out that account. That account has been used in the past to purchase vehicles and the City has used that to help the budget become whole in the past. These are monies that the Police department receives annually through a grant these monies can also be used in a wide variety to help support the police department and if we don't spend the grant we can acuminate it, so when the need really arises and we have no other funding sources then we can maintain the police operations. The ARPA funds has very limited expenditures that we can use them on but purchasing police radios and cars are an allowable expense.

Part of my job is to make sure that the City is operating in the best manner. By saving monies in the SLEFS account that can be used for different things and using the ARPA fund instead just makes good finical sense to me. I also have to listen to my department heads on what they need to keep people safe and working. With the lack of cars and two or three people sharing cars we are putting our officers at risk with covid and more importantly we are putting the public at risk if we have all of or officers out sick at one time so this isn't just about buying cars it's also about keeping people safe.

BUDGET IMPACT: None due to the utilization of ARPA funds. The cost of the cars and radios are \$160,000.00

STAFF RECOMMENDATION: Council to approve resolution.

RESOLUTION NO. 22-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLUSA APPROVING THE
USE OF ARPA FUNDS TO PURCHASE TWO POLICE CARS AND RADIOS**

WHEREAS, on March 1, 2022, the City of Colusa City Council Approves the use of APRA funds to purchase two police cars and radios.

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF COLUSA DOES HEREBY
RESOLVE:**

1. Recitals. The foregoing recitals are true and correct and made part of this Resolution.

.2 Effective Date. This Resolution shall be effective immediately.

The City Clerk shall certify the passage and adoption of this Resolution and enter it into the book of original resolutions.

Passed and adopted this 1st day of March 1, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

THOMAS REISCHE, MAYOR

Shelly Kittle, City Clerk



City of Colusa California

STAFF REPORT

DATE: March 1st, 2022
TO: Mayor and Members of the City Council
FROM: Ishrat Aziz-Khan, through Jesse Cain, City Manager

AGENDA ITEM:

Consideration of Resolution approving the maximum vacation accrual limit and the requirements to sell back vacation accruals for all groups except the Fire Fighter Association. Also, consider approving the Bilingual pay for all groups.

Recommendation:

Council to approve the attached side letter to clean up the MOU content for all groups as listed above.

Council to adopt Resolution 22-__ adopting the amendment to vacation accrual and vacation sell back plan and bilingual pay as stated in the side letter.

BACKGROUND ANALYSIS:

Currently, the city has five different MOUs including the Fire Fighter Association and they all have a different maximum accrual limit for vacation from one and one half (1 ½) of annual accrual to two and one half (2 ½) of annual accrual. The staff recommendation is to allow all groups accrue double the amount of their annual accrual except the Fire Fighter Association which has a limit for maximum accrual up to two and one half (2 ½) of their annual leave. Currently, the employee can sell back the vacation after five or more years of service with the city and must use 80 hours of vacation before selling back the vacation to the city. It is hard for an employee to take 80 hours of vacation on some critical positions due to the nature of their job. The staff's recommendation is to start the period after completing the prohibition period and have taken forty hours of vacation in last twelve months and maintain eighty hours in book before utilizing the sell back option.

BUDGET IMPACT:

Currently the city has twenty-eight full time employees excluding the fire department. Out of those twenty-eight employees ten employees' vacations are over the allowable MOU limit and that adds up to 550 hours and about \$18,000. In the long run this expense becomes a liability to the city and will have significant impact when an employee retires or leaves the job.

ATTACHMENTS:

Side letter to clean the MOU Vacation and Bilingual plan.

Resolution 22-__ adopting the amendment to vacation accrual and vacation sell back plan and bilingual pay as stated in the side letter.

SIDE LETTER BETWEEN
CITY OF COLUSA
COLUSA Department Head, Mid- Management,
POA and Miscellaneous
Effective March 1st, 2022

Department Head Group, Mid-Management, Police Officer Association, Miscellaneous:

Positions represented by this bargaining unit: Full Time All City Employees except Fire Fighter Association

Maximum Vacation Accrual and Vacation Sell back Change

All Groups except Fire Fighter Association, employees will be allowed to earn vacation credits to a maximum accrual equal to two (2) times the employee's annual vacation leave credit.

All groups except Fire Fighter Association, employees will be able to sell back vacation after the completion of prohibition period. The employee is required to maintain eighty (80) hours and have used forty (40) hours of vacation in last twelve months before utilizing the sell back option.

In extraneous circumstances, the city manager and Finance Director will review the request and take action.

The Bilingual Pay is added to all groups including the Fire Fighter Association. It is the 5% of base salary.

Colusa Department Head, Representative

Colusa Mid -Management, Representative

Colusa POA President, David Jackson

Colusa FFA President, Mario Reyes-Ruiz

Labor Relations Consultant, John Coburn

Colusa Miscellaneous, Representative

CITY OF COLUSA

Thomas Reische - Mayor

APPROVED AS TO FORM:

Ryan Jones – City Attorney

RESOLUTION NO. 22 –

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLUSA ADOPTING THE AMENDMENT TO VACATION ACCURAL AND VACATION SELL BACK PLAN AND BILINGUAL PAY AS STATED IN THE SIDE LETTER

WHEREAS, the City's current vacation accrual and vacation sell back plan has not been working for the employees and the city has above the approved limit vacation hours accrued. The bilingual pay is offered to all groups to treat all employees equal,

THEREFORE, be it resolved that the amendment to the existing MOUs is approved by the attached side letter.

PASSED AND ADOPTED as a Resolution of the City Council of the City of Colusa, at its regular meeting duly held on the 1st day of March 2022, by the following vote.

AYES:

NOES:

ABSENT:

ABSTAIN:

THOMAS REISCHE, MAYOR

Attest:

Shelly Kittle, City Clerk



City of Colusa California

STAFF REPORT

DATE: March 1st 2022
TO: City of Colusa Mayor and Council Members
FROM: Jesse Cain, City Manager

AGENDA ITEM:

Subject: City Sponsored events.

Recommendation: Council to consider approving Resolution Approving the 2022 City sponsored events.

BACKGROUND ANALYSIS:

The City of Colusa adopted a Comprehensive Economic Development Strategy (CEDS) report on August 18th 2020, this report discusses the need of the City holding and supporting events, with the ultimate goal of bringing people to Colusa. More importantly it provides our citizens a better quality of life and improves our overall economics here in Colusa.

In spring and early summer of 2021, the City produced several sponsored events, this was a first in my history here. In reviewing these events, there was a learning curve on my part, as well as the City's. Ultimately, the events were successful and enjoyed by our residents and the visitors to our community.

Some of the biggest takeaways from discussions last fall were the needs for transparency, accountability, and status updates. With our new policies and procedures in place, I am confident that these downfalls will not happen again, and the needs and requests of the City Council will be met.

The City Council created an ad-hoc to discuss what events they would like to see the City produce for 2022, and better involve local Nonprofits and Community Organizations. The ad-hoc will meet on a regular basis to plan and execute these events using the budget and preliminary outline provided. Council will be provided a status update monthly, in one of our regular scheduled meetings.

The budget estimate to hold the attached events is \$108,000. This amount has the potential to be reduced by Sponsorships and any event proceeds, which have yet to be determined.

In the packet you will see budgets by event, tentative dates, and anticipated Fiscal Year impact. Should there be any cause of concern that individual budgets need to be increased, that request and information will come before council for approval.

These events are just as important to the quality of life for Colusa residents as the safety our Police and Fire Departments provide. The City's overall goal is to provide a well-rounded community where residents are healthy, happy, staying local, and supporting one another.

BUDGET IMPACT: \$108,000.

STAFF RECOMMENDATION: Council to approve Resolution 22-__ approving the City Sponsored events for 2022 .

ATTACHMENTS: Resolution and Events summary

RESOLUTION NO. 22-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLUSA APPROVING THE CITY OF COLUSA SPONSORED EVENTS FOR 2022

WHEREAS, on March 1, 2022, the City of Colusa City Council Approves the city of Colusa Sponsored events for 2022.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF COLUSA DOES HEREBY RESOLVE:

1. Recitals. The foregoing recitals are true and correct and made part of this Resolution.
- .2 Effective Date. This Resolution shall be effective immediately.

The City Clerk shall certify the passage and adoption of this Resolution and enter it into the book of original resolutions.

Passed and adopted this 1st day of March 2022 by the following vote:

AYES:

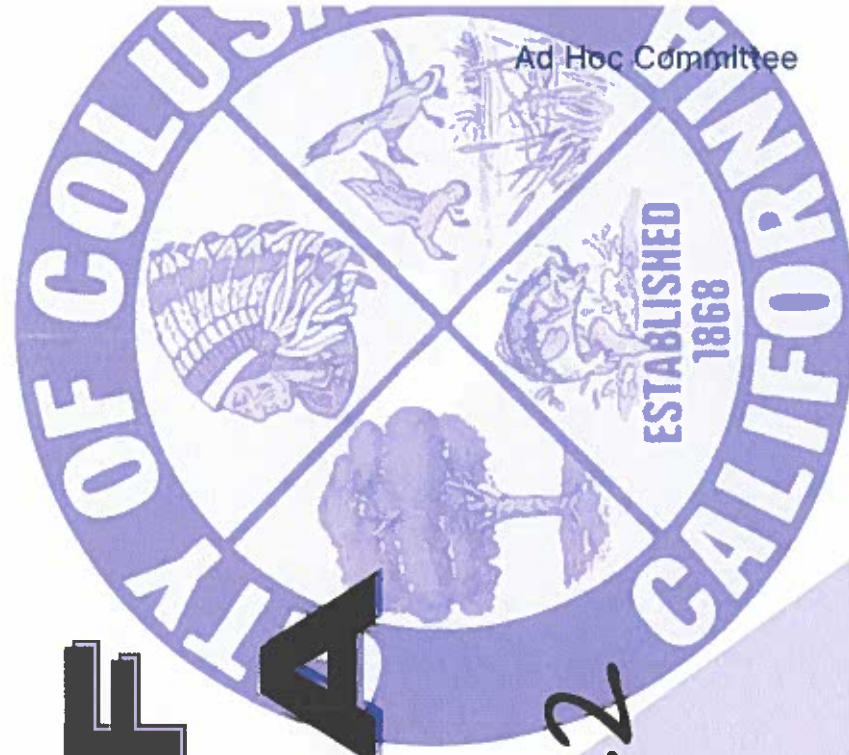
NOES:

ABSENT:

ABSTAIN:

THOMAS REISCHE, MAYOR

Shelly Kittle, City Clerk



Ad Hoc Committee

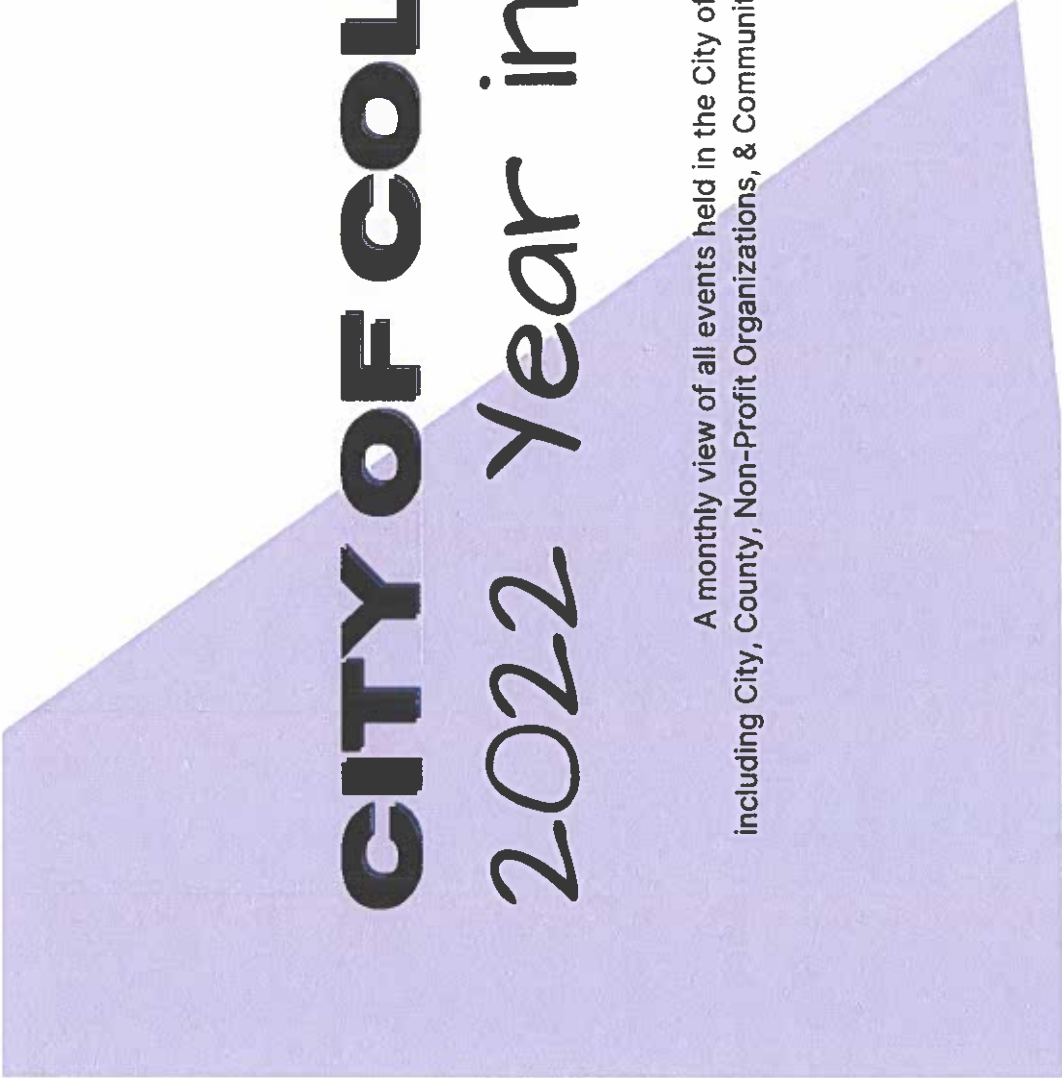
CITY OF COLUSA

Events 2022

2021 BUDGET & FORECASTED 2022 BUDGET SUMMARY

- Actualized totals for 2021 capture all current information, including labor and all sponsorships/donations.
- Proposed 2022 budget takes LY actual, with a reduction of 10-30%.
- Reduction is factored from labor cost, in hopes that with better and longer planning, more community organization help is received. It also removed assets that the city purchased in the 2021 event season that will not be captured in 2022.
- 2022 Event Budget in total falls within two FY (21-22 & 22-23). The 21-22 Budget was set at \$129,726, and adjusted to \$146,726 in Mid-Year Budget.
- All Events listed and discussed will take place in FY 22-23, Q1 & 2. However, revenue, sponsorship/donations, and expenditures may be actualised in FY 21-22 Q3 & 4.

Event	2021 Actualized		Revenue	Sponsorship/Donation	Expenses (incl. labor)	Net +/-	2022 Budget	
	Date						\$ Cut from LY	Event TTL Bu
Country in Colusa	6/26/2021	\$	19,739.61	\$	29,000.00	\$	91,247.70	\$ (42,508.09)
4th of July & Wateme	7/4/2021	\$	-	\$	15,000.00	\$	33,535.53	\$ (18,535.53)
Taco Festival	7/31/2021	\$	6,815.51	\$	10,000.00	\$	24,858.39	\$ (8,042.88)
Duck Days	8/21-22/2021	\$	809.51	\$	-	\$	6,830.90	\$ (6,021.39)
Totals		\$	27,364.63	\$	54,000.00	\$	156,472.52	\$ (75,107.89)
							\$ 48,472.52	\$ 108,000



CITY OF COLUSA

2022 Year in View

A monthly view of all events held in the City of Colusa
including City, County, Non-Profit Organizations, & Community Organizations Events

2022 Events for Colusa

*organization, community, county, and city events

January
Colusa Rotary Dinner

February
Colusa Farm Show
Cattlemens Assoc. Dinner
Colusa County 4-H Presentation Day

March
Quilts Around the Block

April
Mini Cooper Car Show
Stripped Bass Derby
VYCR Day

May
Veterans Car Show
Garden Club Plant sale

June
Colusa County Fair
CCF Livestock sale
Lions Club Parade
Destruction Derby
Colusa Swim Team Community Meet
Founders Day
Weekly Farmers Market
Concerts in the Park
Farm to Fork Dinner

July
VFW Memorial Picnic
Weekly Farmers Market
Lions Club Duck Race
Concerts in the Park
Colusa 4th of JULY

Taco-Fest

August
Weekly Farmers Market
Concerts in the Park
Duck Calling Championship
Slough House Car Show

September

October
Lions Club 3F Ride
Scarecrowlusa
Pumpkin Village
Country in Colusa

November

December
Christmas Tyme Colusa
Black Tie Colusa

Key:
City Supported Event
Current City Event
Addtional Event

CITY OF COLUSA

2022 Events in Detail

Detailed review of the City of Colusa Sponsored Events
Multiple City Supported Events
4th of July
Taco Fest
Country in Colusa
City Supported Events

4TH OF JULY

Monday, July 4th
4PM-10PM
FREE EVENT

Event Cat. Spend	FY 22-23 Q1	LY
Event Cat. Spend	\$23,000	\$33,535.53
Advertisement	1.00%	\$900.00
Entertainment	84.00%	\$19,320
Food/Bar	1.00%	\$230
Food/Drink	0.00%	\$0
Incidental	0.00%	\$0
Labor	6.00%	\$1,380
Music	8.00%	\$1,840
Photography	0.00%	\$0
Set up	0.00%	\$0
Padding	0.00%	\$0

OVERVIEW: free event to residents and visitors. First right of refusal to local organizations and restaurants for food sales and options. Hire a band or DJ to entertain crowd from event start to fireworks show. Host a "kid zone" area with cardboard for levy slides, sidewalk chalk, giant bubble making, hula hoops (low cost, high engagement)

LOCATION:

Levee Park,
Market St., between 6th & 9th
Partial 8th Street (north of Fire Department)
Boat Dock (for Firework viewing only)

MUSIC:

Hire a DJ to play family friendly,
Top 40 music from 4PM to
Firework Show at 9PM

KID ZONE:

Create a kid zone to entertain
children with activities listed in
overview.

Food Vendor Options:

1-2 local organizations to offer classic
BBQ
Work with local restaurant's and County
Health Departments for onsite food
booths
1-2 local organizations to offer
snacks/treats/drinks

ADULT AREA:

Partner with local organization and
TapRoom for a Beer Garden, 21+ age
only, and not available to have
outside of designated area

Volunteer Needs:

Set Up & Break Down
Manage Kid Zone
Orgs for Food Vending
Orgs for Beer Garden
General Help to all in attendance

Sponsorship Opportunities:

Firework display
Band/DJ
Kidzone
Beer Garden

TACO FESTIVAL

Saturday, July23rd
4PM-9PM

FREE EVENT w/
Ticketed options

Event Spend Cat.	FY 22-23 Q1	LY
% of Event Budget	\$20,000	\$27,273.13
Advertisement	12.00%	\$2,400
Entertainment	6.00%	\$1,200
Food/Bar	0.05	\$1,000
Food/Drink	0.05	\$1,000
Incidental	0.025	\$500
Labor	15.00%	\$3,000
Music	31.00%	\$6,200
Photography	1.00%	\$200
Set up	15.00%	\$3,000
Padding	7.50%	\$1,500

both free and ticketed event. Open taco competition to all business, organizations, and individuals that would like to participate by paying entry fee. Portion of entry fee to go to prizes. Set up event health standards and guidelines in partnership with County. Sell limited number of wristbands (tickets) for attendees to receive tacos from participants. Offer food trucks and stands where participants are also able to purchase food. Offer entertainment with DJ/Band, as well as a "kid zone".

LOCATION:

Levee Park,
Market St., between 6th & 9th
Partial 8th Street (north of Fire Department)

ENTERTAINMENT:

Chihuahua Races (return from LY)
Mechanical Bull (return from LY)
Piñata Forrest (return from LY)
Cornhole set up for free play

Food Vendor Options:

Taco Competition (ticketed, see next slide for greater detail)
Local Vendors (food trucks/taco trucks/food booths)
Food Carts (focus of snacks and small bites)

Sponsorship Opportunities:

Bands/DJ
Kidzone & Entertainment list
Beer Garden
Taco Comp Prizes

MUSIC:

Hire a DJ to MC Event and play music for set hours
Mariachi Band for set time
Band for a show at end of event

KID ZONE:

Create a kid zone to entertain children with activities listed in overview.

ADULT AREA:

Partner with local organization and TapRoom for a Cerveza & Margarita Garden, 21+ age only, and not available to have outside of designated area

Volunteer Needs:

Set Up & Break Down
Manage Kid Zone
Orgs for Cerveza & Magrita Garden
General Help to all in attendance

TACO FESTIVAL CONT.

*Taco Competition

- Open to all restaurants, groups, organizations, and individuals.
- \$40 entry fee, 90% goes to prize money
- Rules for entries, must follow all health guidelines. Wear gloves, aprons, hair covering. Everything must be prepared on site.
- set min qty of tacos to include judging and taco wristband holders (200-500)*dependent on pre-sale of taco "wrist bands"
- Information that must be shown in booth (org/name signage, information on person preparing meat)
- create a more detail "event" health check list with County, that completed and signed off, must be displayed
- Tacos for judges must be plated at 3:50PM, tacos for wrist band holders will be from 4-5:30.
- Fan favorite voting done at 5:30
- Announce winners at 6PM
- If a vendor enters taco comp, they can have a selling vendor booth for free
- Food vendors pay a booth fee and all proper documentation to sell food to public
- *pre-sale tickets/wrist bands to taco comp tasting. \$5-10 each. unlimited tacos for all entries between 4-5:30, voting for fan favorite

COUNTRY IN COLUSA

TBD, October
4PM-9PM
Ticketed Event

a ticketed event, featuring several bands, beer/wine garden, and food trucks. Move to October, and promote and offer ticket sales online, in person, at Music in the Park throughout summer. Book local bands, with a ties to Colusa and surrounding area, book one headliner to draw crowd.

		FY 22-23 Q2	LY
Event Spend Cat	% of Event Budget	\$85,000	\$87,218.08
Advertisement	10.00%	\$6,500	\$18,003.63
Entertainment	2.00%	\$1,300	\$871.45
Food/Bar	3.00%	\$1,950	\$2,233.00
Food/Drink	3.00%	\$1,950	
Incidental	3.00%	\$1,950	\$3,291.00
Labor	5.00%	\$3,250	\$3,649.89
Music	36.00%	\$23,400	\$20,600.00
Photography	1.00%	\$650	\$0.00
Set up	35.00%	\$22,750	\$28,910.11
Pedding	2.00%	\$1,300	\$9,659.00

LOCATION:
Levee Park,
Market St., between 6th & 9th
Partial 8th Street (north of Fire Department)

KID ZONE:
Create a kid zone to entertain
children with activities listed in
overview.

ENTERTAINMENT:
Mechanical Bull (return from LY)

ADULT AREA:
Partner with local organization and
TapRoom to create Salmon Bend
Saloon, 21+ age only, and not
available to have outside of
designated area

Food Vendor Options:

Outdoor street booths for local restrutants
Local Food Trucks
Food Trucks via Sacmoto Org*

MUSIC:

1 stage, 4 Live Bands
Township, Sweet Lilies, Dust in my
Coffee. Headliner (90s Country
Star, ie Sammy Kershaw, Aaron
Tippin, etc)

*SacMoto Group can provide 3-4 FoodTrucks
from Sacramento area, but require a min sales
total of \$1,500 for each truck

Sponsorship Opportunities:
Bands/DJ
Kidzone & Entertainment list
Salmon Bend Saloon

Volunteer Needs:
Set Up & Break Down
Manage Kid Zone
Orgs for Adult Area
General Help to all in attendance

CITY OF COLUSA SUPPORTED EVENTS

Event	Totals	Lost Revenue due to waived fees*	City Labor
Mini Cooper	FY21-22 Q4	\$1,950.00	160 man-hours
Stripped Derby	FY21-22 Q4	0	2 man-hours
Lions Club (Fair) Parade	FY 22-23 Q1	0	0
Lions Club 3F Bike Ride/Event	FY 22-23 Q2	\$500.00	28 man-hours
Christmas Tyme	FY 22-23 Q2	0	5 man-hours
Street Dances	FY 22-23 Q1	\$200.00	115 man-hours
Quits Around the Block	FY21-22 Q4	\$100.00	4 man-hours
Farmers Market	FY21-22 Q4 & 22-23 Q1	\$900.00	2 man-hours
Founders Day	FY 21-22 Q4	\$250.00**	
Farm to Fork Dinner	FY 21-22 Q4	\$50.00	2 man-hours

*Waived fees range from city facility reservation and use fee to display of banner over Market Street

**The City of Colusa provided toilets for last years Founders Day Event, and plans to do so this year if needed.

Event AdHoc Questions, Comments, Next Steps

PAGE LEFT BLANK FOR NOTES

RESOLUTION NO. 22-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLUSA APPROVING THE CITY OF COLUSA SPONSORED EVENTS FOR 2022

WHEREAS, on March 1, 2022, the City of Colusa City Council Approves the city of Colusa Sponsored events for 2022.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF COLUSA DOES HEREBY RESOLVE:

1. Recitals. The foregoing recitals are true and correct and made part of this Resolution.

2. Effective Date. This Resolution shall be effective immediately.

The City Clerk shall certify the passage and adoption of this Resolution and enter it into the book of original resolutions.

Passed and adopted this 1st day of March 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

THOMAS REISCHE, MAYOR

Shelly Kittle, City Clerk



City of Colusa California

STAFF REPORT

DATE: March 1st 2022
TO: City of Colusa Mayor and Council Members
FROM: Jesse Cain, City Manager

AGENDA ITEM:

Subject: City of Colusa recreation programs.

Recommendation: Adopt resolution 22- Bringing back the City of Colusa recreation programs for 2022.

BACKGROUND ANALYSIS:

For many years, the City of Colusa hosted a robust recreation program that offered youth sports leagues, day camps, and afterschool programs for many years. The City unfortunately let this department go, and the programs went with it. With the exception of our winter youth basketball league and summer season swim lessons - we left our residents to rely on neighboring communities to fill their needs.

Early in the pandemic, the City of Colusa held public and zoom meetings to discuss economic development and what the future holds for our current and future residents. Time and time again we were asked about providing our children and the senior resident community activities and to explain what happened to our amazing recreation program. In the summer of 2021, City Staff worked quickly to bring back a small recreation program, and the response from the public was outstanding. They were so happy to have this opportunity for their families and verbalized that they want the city to do what it can to keep an active Parks & Recreation Department going.

We learned last summer that our community wants to have programs for our citizens of all ages. We are in the process of hiring a full-time recreation person that can lead the programs and improve on them. However, we want to give this role a small, but solid foundation to start. So they can focus on growth, development, and continued improvement.

The benefits of a public recreation department are vast. Properly set up programs can give our residents low-cost options to maintain both physical and mental health. It creates team

building and sportsmanship to our youngest residents and empowers all to serve a city that swerves them.

In the attachment you will find the programs that we found to be a success last year and would like to bring back, as well as a few new programs to help grow the recreation department and fill the requests of residents. You will see that this anticipated plan not only accounts for summer camps and programs, but extends into the fall, with a working goal of an active recreation program that is year-round.

This will be year two in rebuilding the once amazing Parks & Recreation program, and we are confident with a steady and smart growth plan, we can make this a self-funding department within years 3-5.

BUDGET IMPACT: It is anticipated to be \$48,000.

STAFF RECOMMENDATION: Council to approve Resolution 22 -__ City of Colusa recreation programs

ATTACHMENTS: Resolution 22 -__
City of Colusa recreation summer program for 2022

RESOLUTION NO. 22- __

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLUSA APPROVING BRINGING BACK THE CITY OF COLUSA RECREATION PROGRAMS

WHEREAS, on March 1, 2022, the City of Colusa City Council Approves Bringing back the City of Colusa recreation programs.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF COLUSA DOES HEREBY RESOLVE:

1. Recitals. The foregoing recitals are true and correct and made part of this Resolution.
2. Effective Date. This Resolution shall be effective immediately.

The City Clerk shall certify the passage and adoption of this Resolution and enter it into the book of original resolutions.

Passed and adopted this 1st day of March 1 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

THOMAS REISCHE, MAYOR

Shelly Kittle, City Clerk

	20-21 Expenditures	20-21 Revenues	21-22 Expenditures	21-22 Revenues
Advertising	\$ (5,520.00)		\$ (250.00)	\$ -
Utilities	\$ (1,919.70)		\$ (2,000.00)	\$ -
Payroll	\$ (23,439.92)		\$ (20,000.00)	\$ -
Other	\$ (2,724.68)		\$ (6,000.00)	\$ -
Programs	\$ (9,855.71)		\$ (12,000.00)	\$ -
Concerts in the Park	\$ (6,555.48)		\$ (8,000.00)	
Donation		\$ 8,000.00		\$ 12,000.00
act. revenue		\$ 14,031.00		\$ 38,210.00
Totals	\$ (50,015.49)	\$ 22,031.00	\$ (48,250.00)	\$ 50,210.00

Net	\$	194.51
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Category	Est. TTL Rev	NEED	(payroll & materials)	Margin \$	Margin %	2021 EXPENSE
POOL	\$5,800.00	\$675.00	-\$3,200.00	\$2,600.00	40%	-\$1,500.00
DAY CAMPS	\$22,370.00	\$3,243.00	-\$20,350.00	\$2,020.00	8%	-\$15,706.56
ATHLETICS	\$7,740.00	\$591.00	-\$3,250.00	\$4,490.00	54%	-\$3,680.00
ENRICHMENT	\$0.00	\$0.00	-\$400.00	-\$400.00	0%	\$0.00
MINI-EVENT	\$500.00	\$0.00	-\$200.00	\$300.00	60%	\$0.00
ADULT	\$1,800.00	\$0.00	-\$700.00	\$1,100.00	61%	\$0.00
CONCERTS IN THE PARK	0	0	-\$8,000.00	-\$8,000.00	0%	-\$6,555.48