



## **CITY COUNCIL MEETING**

Tuesday, November 15, 2022

Regular Meeting - 6:00 PM

City Hall – City Council Chambers

425 Webster Street, Colusa, CA 95932

### **AGENDA**

***PUBLIC COMMENTS ARE LIMITED TO THREE (3) MINUTES WITH ONE (1) COMMENT, PER AGENDA ITEM***

**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 – Joshua Hill

#### **CALL TO ORDER**

#### **ROLL CALL**

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

#### **CLOSED SESSION - 5:00 PM**

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**

#### **ROLL CALL**

**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**

1. Colusa City Hall Preservation Project

**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.

2. **Adopt** - Council Draft Minutes of Oct. 4 and Nov. 3

3. **Receive and File**- Fire Department October Monthly Report

4. **Receive and File** - Police Department September and October Reports

5. **Receive and File** - Finance Department September Report

6. **Receive and File** - September Warrants List

7. **Receive and File** - July Treasurer's Report

8. **Approve** - City Council Handbook update

9. **Receive and File** - Statement of Net Position as of June 30, 2022

**COUNCIL MEMBER /CITY MANAGER REPORTS AND STAFF COMMENTS****COUNCIL CONSIDERATION**

10. Hold first reading, read by title only, and set for second reading an Ordinance to amend Sections 3-17 and 3-18 of the Colusa Municipal Code to allow the sale of alcohol at cardrooms.

**Recommendation:** Listen to public comment and consider holding first reading of the Ordinance to amend the Colusa Municipal Code Sections 3-17 and 3-18.

11. Consideration updating the Solar fee schedule to the Government Code Section 66015

**Recommendation:** Council to adopt the Resolution amending solar fees for residential and commercial permits

12. Proposition 64 Public Health and Safety (Prop 64 PH&S) Grant Program Cohort 3

**Recommendation:** Council to adopt the Resolution for the Police Department to submit a grant bid to the California Board of State and Community Corrections (BSCC) under the Prop 64 Grant Program

13. Discussion and Commitment of Save America's Treasures Grant and Possible Application to Restore auditorium for the Historical Grammar School Building

**Recommendation:** Discuss the possibility of preserving and restoring the historically designated Grammar School (currently used as City Hall). Identify possible fundraising opportunities to raise capital for necessary matching funds and adopt the Resolution committing \$250,000 to the restoration and preservation of City Hall

14. Discussion to reduce the City's current impact fees for the Rancho Colusa affordable housing project consisting of 49 units targeting low-income families.

**Recommendation:** Listen to public comments and adopt the Resolution reducing and waiving impact fees for the Rancho Colusa Affordable Housing Project consisting of 49 units targeting low-income families

**DISCUSSION ITEMS**

15. Events wrap-up

16. Grants Dashboard

17. Pirelli update

18. Coffee and/or Cocktails with Council Members

**FUTURE AGENDA ITEMS**

**ADJOURNMENT**



SHELLY KITTLE, CITY CLERK

**Notice of Meetings and Agendas**

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 on file at the front desk of the City at 425 Webster Street, Colusa, California, and are available for public inspection beginning 72 hours in advance, during normal business hours (7:00 am – 5:00 pm., Monday through Thursday except for City holidays). 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 at the front desk of the City and on the day of the meeting in the Council Chambers.

**Americans with Disabilities Act**

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"



# COLUSA CITY HALL / HISTORIC COLUSA GRAMMAR SCHOOL PRESERVATION & RESTORATION PROJECT

SAVE AMERICA'S TREASURES GRANT

U.S. Department of the Interior

State, Tribal, Local, Plans & Grant – Historic Preservation Fund

“It has been said that, at it’s best,  
preservation engages the past in a  
conversation with the present over a mutual  
concern for the future.”

WILLIAM MURTAUGH, FIRST KEEPER OF THE NATIONAL REGISTER OF  
HISTORIC PLACES

# SAVE AMERICA'S TREASURES GRANT

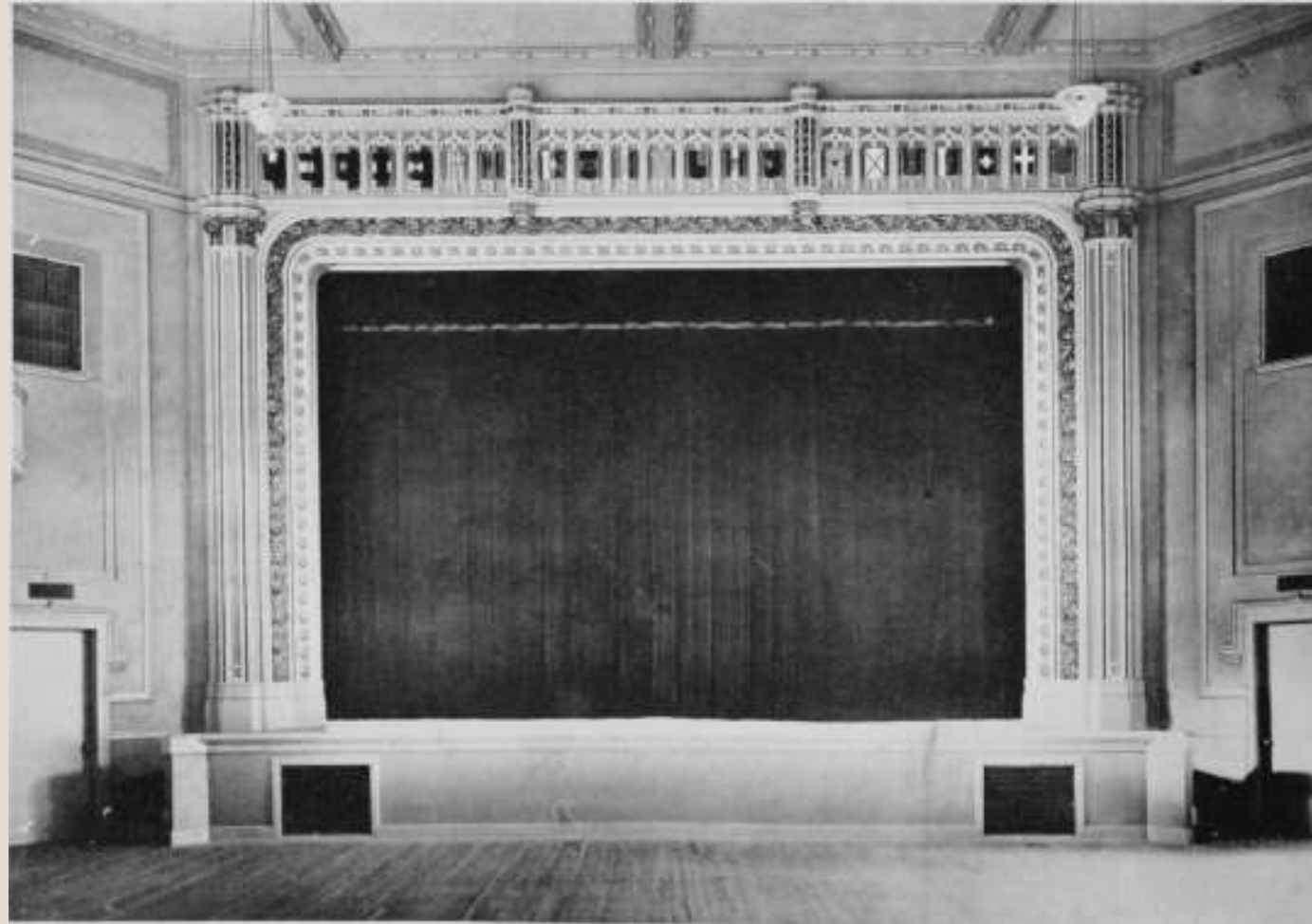
- National Park Services has opened applications for this grant.
- Grant application is due on December 20, 2022
- The City of Colusa may apply for funding between \$125,000 and \$750,000
- The grant does require a 1:1 match
- This project may only apply for this grant once.



# Evaluation and Selection Criteria

Item 1.

1. National Significance: Property must be National Historic Landmark. ✓
2. Need / Urgency / Threat: Current condition of the historic property and explain how it is threatened or endangered.
3. Mitigation of Threat: Project must substantially mitigate or eliminate the threat, danger or damage described and must have a clear public benefit (for example, historic places open for visitation or public use).
4. Feasibility: Describe all tasks and their results. Produce a timeline and budget discussion to show that the costs are necessary.



# COLUSA GRAMMAR SCHOOL COLUSA CITY HALL

- The current city hall was originally the city's grammar school.
- The building was finished and inaugurated in 1918
- The building is one of Central California's last remaining intact examples of pre-World War I Gothic Revival architecture in school design.
- The building is 32,000 sq feet
- Of specific note is the beautifully executed plasterwork which embellishes the 650-seat auditorium. The ornate proscenium arch is emblazoned with twenty-one gothic shields, which were painted in the colors of the nations which comprised the "civilized" world of the early twentieth century.
- The building opened to "300 happy children" on April 11, 1918.



Item 1.



# Sponsorship Opportunities

<b><u>Individual &amp; Family</u></b>	Steward \$100 - \$249	Supporter \$250 - \$499	Sustaining \$500 - \$999	Foundation \$1,000 +
Newsletter	✓	✓	✓	✓
Commemorative Pin	✓	✓	✓	✓
Name Recognition in Program Dedication		✓	✓	✓
Name Plaque on Seat			✓	✓
Early Access to Dedication				✓

- Larger sponsorships are available, and range from Trustee Sponsorship, with naming rights of the auditorium, as well as Presenting Sponsor, with naming rights to the stage. These opportunities are open and welcome from individuals, families, or corporations that are looking to preserve the buildings heritage.

# Community / Corporate / City Council

- \$262,500 from Community Fundraising
- \$237,500 from Corporate Sponsors
- The ASK from City Council would be \$250,000 (both in cash and in-kind)

# Invitation – City Hall Reception

Date: November 30, 2022

Time: 17:00 – 19:00 (5:00 pm – 7:00 pm)

Event: Tour the Auditorium

**Non-Alcoholic Christmas Favorites**  
**Sponsored by by Colusa’s Alpha Kappa**  
**OmegaNu**





# summary

Saving this historical landmark is of the utmost importance; it connects Colusa to a very proud and not distant past. It is a reminder of what we can achieve as a community.



Item 1.

## RICHARD MOE

“There may have been a time when preservation was about saving an old building here and there, but those days are gone. Preservation is in the business of saving communities and the values they embody.”

# thank you

Fernanda Vanetta

(407) 466-8937

[grants@cityofcolusa.com](mailto:grants@cityofcolusa.com)

[www.cityofcolusa.com](http://www.cityofcolusa.com)



## CITY COUNCIL MEETING

Tuesday, October 04, 2022

Regular Meeting - 6:00 PM

City Hall – City Council Chambers

425 Webster Street, Colusa, CA 95932

### MINUTES

**CALL TO ORDER** - Mayor Reische called the meeting to order at 6:00 pm.

**ROLL CALL** – Council Members Hill, Ponciano, Vaca, Conrado and Mayor Reische were all present.

### PLEDGE OF ALLEGIANCE

**APPROVAL OF AGENDA** There was council consensus on the approval of the agenda.

**PUBLIC COMMENTS** Jennifer requested a Walnut Ranch project update. City Manager Cain provided an update received from the State. John Rogers requested a discussion item on cannabis facilities within the city limits.

### PRESENTATIONS

Mayor Reische read the Proclamation honoring October as Domestic Violence Awareness month

**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.*

2. **Approve** - Council Draft Minutes of August 16 and September 6
3. **Receive and File** - Fire Department August and September Report
4. **Receive and File** - Police Department August Report
5. **Receive and File** - Finance Department August Report
6. **Receive and File** - August Warrants List
7. **Receive and File** - Recology Rate Increase effective January 1, 2023
8. **Receive and File** - CEBRT Packet and Actuarial Report
9. **Adopt** - Resolution amending the City of Colusa's Conflict of Interest Code
10. **Adopt** - Resolution to enter into a contract with SF Metalworks for the construction of a stainless-steel insert for the UV Channel

- 11. Adopt** - Resolution authorizing the City Manager to execute a contract with California Engineering Company Inc. to perform the Water Master Plan Update as described in the RFP.
- 12. Adopt** - Ordinance 556 approving a Development Agreement between the City of Colusa and Joel Gonzalez Extracts relative to the establishment and operation of a cannabis manufacturing/business facility located at 2876 Niagara Avenue in Colusa
- 13. Adopt**- Ordinance 557 approving a Development Agreement between the City of Colusa and 5D1S relative to the operation of cannabis manufacturing facility located at 2857 Niagara Avenue in Colusa
- 14. Adopt** - Ordinance 558 approving a Development Agreement between the City of Colusa and XO Cannabis / Organic Crop Solutions LLC relative to the operation of a cannabis manufacturing facility located at 2959 Davison Court in Colusa
- 15. Approve** - Application for Jameson's on 5th Ribbon-cutting/grand opening/costume party on Oct. 28, 3 pm - Oct. 29, 1 am at 138 5th Street

**ACTION:** Council Member Ponciano requested Items 7, 12,13 and 14 be pulled. Mayor Reische recused himself from Item 6 due to his financial interest with George L. Messick as President. Motion by Hill, seconded by Conrado to approve the remainder of the consent calendar. Motion passed unanimously.

**Item 7:** City Manager Cain explained details about the contract, the 7.25% rate increase effective January 1, 2023. With no public comments, motion by Ponciano, seconded by Vaca to approve Item 7. Motion passed unanimously.

**Items 12, 13, and 14:** With no discussion or public comments, motion by Vaca seconded by Conrado to approve Items 12, 13, and 14. Motion passed 4-1 by the following roll-call vote:

AYES: Hill, Vaca, Conrado and Reische.

NOES: Ponciano.

### **COUNCIL MEMBER /CITY MANAGER REPORTS AND STAFF COMMENTS**

Council Member Conrado provided a positive list of city accomplishments, improvements, changes and staff.

Council Member Vaca provided updates on the event he attended.

Council Member Ponciano provided an update on the Ad Hoc Meeting for the Homeless and the annual 2<sup>nd</sup> grade Government Day at City Hall.

Council Member Hill provided updates on meetings and events he attended.

Mayor Reische didn't have anything to report.

City Attorney Jones provided information on AB-2449 in regard to teleconferencing for council members.

City Manager Cain provided updates on meetings and events he attended.

Finance Director Khan-Aziz provided an update on August smell complaints.

Grant Writer Vanetta provided updates on past and upcoming events.

Police Chief Fitch provided updates at the Police Department.

Fire Chief Conley pointed out a correction on his monthly report and provided updates at the Fire Department.

City Engineer Swartz provided an update on engineering projects.

City Treasurer Kelley reported finalizing the July report. She commented about the fire truck line item on the Warrants List. Mayor Reische requested Warrants List comments be made during the Public Comment period. Council Member Ponciano mentioned the public comment period was not for dialog. Mayor Reische agreed and asked if she wanted to continue. Treasurer Kelley declined.

## **PUBLIC HEARING**

16. Hold first reading, read by title only, and set for second reading an Ordinance to amend Sections 3-17 and 3-18 of the Colusa Municipal Code to allow the sale of alcohol at cardrooms.

City Manager Cain reported the Tap Room inquired about a card room at their location. Cain explained Chapter 3, Article 3 allows for cardrooms but not with alcohol so a modification to the Ordinance would be required. Council Member Conrado stated pronouns needed to be updated within that Ordinance.

**PUBLIC COMMENTS:** Owner of the Tap Room explained her vision for a card room at the Tap Room. Sean Amsden recommended stating a limit on card rooms in the Ordinance.

**ACTION:** Council Member Vaca and Police Chief Fitch will research further and bring back any additional information. Council directed staff to bring back the Ordinance adding a limit to the number of card rooms within the city.

## **COUNCIL CONSIDERATION**

17. Consideration to add a police officer's position to the city's budget.

City Manager Cain explained the police officer's position would be added to the current budget.

**PUBLIC COMMENTS:** John Vaca and Janice Bell both commented that they were proponents of hiring another officer.

**ACTION:** Motion by Ponciano, seconded by Vaca to approve the addition of a police officer from the city's budget. Motion passed 5-0 by the following vote:

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

NOES: None.

18. Consideration to waive or reduce the City's current impact fees for the Rancho Colusa affordable housing project consisting of 49 units targeting low-income families.

Gus Bucerra, Executive Director of Regional Housing Authority provided details on the 49-unit project – Rancho Colus. He stated the city was short 148 units in the very-low income to low-income market. He commented on the city's commitment outlined in the Housing Element and the General Plan.

PUBLIC COMMENTS: John Vaca and John Rogers expressed opposition to the fee reductions. JP Cativella mentioned city's commitment.

**ACTION:** There was council consensus to form an Ad Hoc Committee. Council Members Ponciano and Conrado volunteered to serve on the Ad Hoc Committee. This item will be brought back to the November 15, 2022 council meeting.

## **DISCUSSION ITEMS**

19. Save America's Treasures Grant and Possible Application to Restore Auditorium for the Historical Grammar School Building

Grant Writer Vanetta provided information about the grant, match funding, scope of work, and future meetings for fundraising.

PUBLIC COMMENTS: Janice Bell will email information on cost-match on hazardous mitigation. John Stuck inquired about using the city's engineer. City Engineer Swartz confirmed, a specialized engineering firm would be needed.

JP Cativella mentioned the City of Auburn City Hall renovations.

**ACTION:** There was council consensus to allow up to \$15,000 from city hall impact fees for engineering services.

20. Grant Update

Grant Writer Vanetta stated the City did not receive the Safe Routes to Schools grant. She provided status on other grants.

21. Smell Complaint Update

City Manager Cain and Finance Director Aziz-Khan confirmed 35 complaints in September. There were 12 cannabis-related and the rest were from the mushroom plant and one unspecified.

## 22. Colusa Field of Dreams

Council discussed the Conceptual Plan that was handed out. Council will come back with better plans and request public input.

### **FUTURE AGENDA ITEMS**

Pirelli Update

Discussion Item on Cannabis Facility fees

Discussion Item on Coffee and/or Cocktails with Council Members

**ADJOURNED** at 7:47 pm.

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DANIEL VACA, MAYOR PRO-TEM

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Shelly Kittle, City Clerk





## SPECIAL CITY COUNCIL MEETING

Thursday, November 03, 2022

Regular Meeting - 12:00 PM

City Hall – City Council Chambers

425 Webster Street, Colusa, CA 95932

### MINUTES

**CALL TO ORDER** – Mayor Pro-Tem Vaca called the Special Meeting to order at 12:03 PM.

**ROLL CALL** - Mayor Pro Tem Vaca and Council Members Conrado, Ponciano and Hill were present. Mayor Reische was absent/excused.

#### **CONSENT CALENDAR -**

***Adopt*** - Resolution to approve the street closure between Bridge Street and 10th Street for the "Christmas Tyme in Colusa" event to be held on the first Friday in December until Year 2027

***Adopt*** - Resolution to approving the final map of the Farm Credit Service of the Colusa Glenn Project and the recording thereof

**ACTION:** With no public comments, motion was made by Conrado, seconded by Hill to adopt both consent items. Motion passed 4-0 by a roll-call vote:

AYES: Hill, Ponciano, Conrado and Vaca.

ABSENT: Resiche.

**ADJOURNED** at 12:05 PM

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Daniel Vaca, Mayor Pro-Tem

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Shelly Kittle, City Clerk

# COLUSA CITY FIRE DEPARTMENT

Item 3.

## Monthly Report, October 2022

Logan Conley, Fire Chief

### Emergency Response Data

Emergency Dispatched Calls:	38 - Code 3 emergency responses
BLS Transports by Fire Dept.	1 - Transported by BLS Alternate Transport 571
Public Inquiries, Contacts:	25 - public contacts pertaining to Fire/Life Safety/Prevention
Emergency Response Hours:	114 - personnel response hours
Mutual/Auto Aid Responses:	3 - Provided by Colusa Fire 0 - Received by Other Fire Agencies
Strike Team Requests Filled:	9 strike team deployments for 2022

### Meeting Attended

Fire Department Monthly Staff Meeting
Fire Department Meeting (Volunteer Members and Staff Members)
City Council Meetings and Department Head Staff Meetings
Meeting with Colusa Hospital Staff for Non Emergent Transport agreement planning meeting. *Contract for non emergency transports is nearing completion and will be presented to council for approval once a final draft is completed.

### Fire Prevention

Inspections Performed	6 - new construction inspections 2 - Occupancy Inspections 0 - Care Facility Inspections
Plan Reviews Performed	2 - plan reviews
Abatement Complaints	1 - abatement complaint resolved
Other Prevention Activities	Fire prevention week for K-8th grade students

### Training Activities

<b>3</b> - Department Wide Training
Daily Recruit training for new Volunteer firefighters.
One firefighter to attend State Certified Driver Operator 1A and 1B class.

# COLUSA CITY FIRE DEPARTMENT

Item 3.

## Monthly Report, October 2022

Logan Conley, Fire Chief

### Fire Apparatus

Chief Unit 570	In Service
BLS Transport 571	Scheduled to be placed in service October 31st. NOTE: Final project details will be included in the November monthly report to council.
BLS Transport 572	In Service - Needed repairs and maintenance will be performed once 751 is officially place in service.
Type 1 Engine 551	In Service - Needed repairs on the onboard power generator, awaiting confirmation on repair timeline.
Type 2 Engine 552	In Service - Needs Misc Repairs and Annual Service, not scheduled
Type 3 Engine 553	In Service - Emergency Repairs and Engine replacement is complete. I will have a comprehensive report for councils review once all Invoices and work orders have been received.
Type 6 Engine 556	In Service - Front suspension is in need of servicing and repairs will be scheduled in November.

### Department Projects and Volunteer Association Activities

#### Fire Department projects:

1. Updating department inventory and assessment of needed repairs or replacement of firefighting equipment.
2. BLS Transport Unit - The BLS Transport Unit will be completed and placed into service October 31st.
3. Fire prevention week
4. Participated in homecoming parade and medical standby for homecoming football game
5. Medical Standby for Saturday youth football games.
6. Medical Standby for CHS football games.
7. EMS School Safety Day.
8. BPS Fall Festival

#### Volunteer Association Activities:

1. Monthly Association Meeting and 3 Trainings.

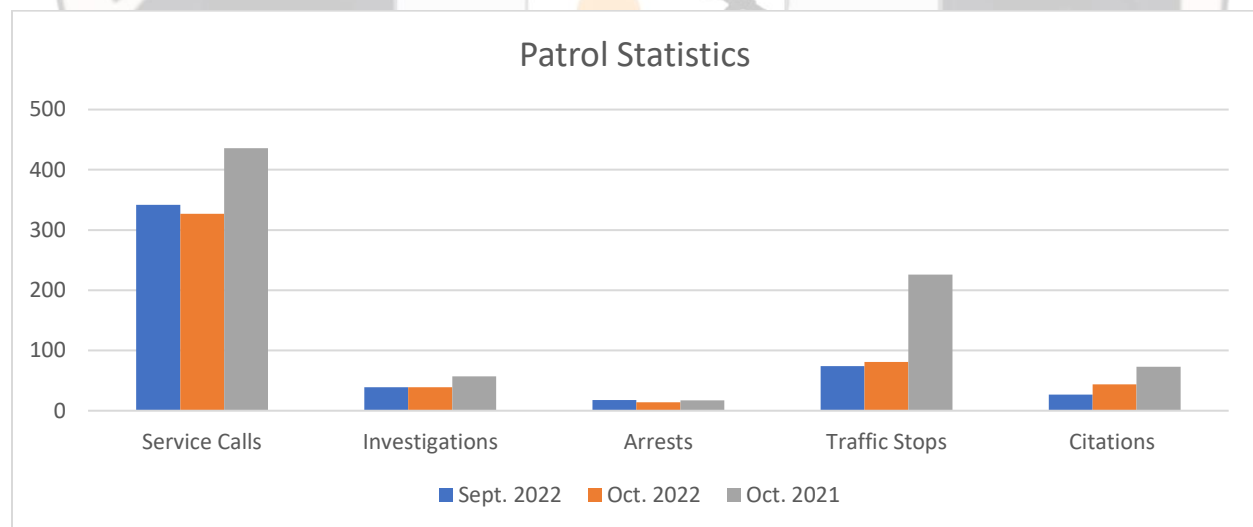
# Colusa Police Department

## *Monthly Report for October 2022*

### Monthly Activities

- City Council Meetings
- Concealed Weapons Permits interviews and application processing
- Attended Colusa County Sheriff's Office Volunteer Meeting
- Completed road closures for Colusa High School Homecoming Parade
- Attended gang awareness meeting at Colusa High School
- Participated in the Fall Festival and Trunk or Treat events

### Monthly Statistics



- There were 327 calls for service for patrol officers with 24 agency assists. The call volume was slightly lower from the month of September which was 342. The call volume continues to be lower than 2021. In October 2021, there were 436 calls for service. This is approximately a 25% decline from the prior year.
- During October 2022, there were 14 in-custody arrests. There were 2 citations issued in lieu of subjects being booked in jail. The citations issued were narcotic related offenses. There were 3 domestic violence related arrests made in October. There were 2 DUI related arrests made, one of which involved a vehicle collision. There were 39 reports initiated with 36 being investigations.
- During the month of October, officers initiated 81 traffic enforcement stops. There were 44 citations issued. Several of the citations issued were for cell phone use while driving and seat belt violations. There were 2 reportable traffic collisions, one with injuries.

- The Police Services Manager handled 70 calls for service during the month of October. These calls for service don't include telephone calls fielded by the Police Services Manager. Additionally, she continues to handle a significant number of CCW applications. DOJ clearances for CCW applicants continues to experience delays. *Note: The Police Services Technician's calls for service are separate from patrol officers' calls for service.*

### Items of Interest

- During the afternoon of 10/25/2022, Colusa Police Department was dispatched to Our Lady of Lourdes Catholic Church regarding a vandalism. Several religious artifacts including the alter were desecrated and/or destroyed. The initial damages were estimated to be between \$19,000.00 to \$50,000.00. Many items are difficult to replace due to their historical significance. On 10/27/2022, 67 years old James Stoltenberg was taken into custody with the assistance of the Colusa County District Attorney's Office at his residence without incident. Stoltenberg was identified from surveillance footage captured at the Church as well as from prior law enforcement contacts earlier in the week. Stoltenberg was arraigned in Colusa County Superior Court on 10/31/2022 and is being held without bail. The investigation is still on-going at this time.
- On 10/26/2022, law enforcement from the Colusa PD, Colusa County Sheriff's Office, Colusa County Probation Department along with District Attorney Elect Brendan Farrell met with parents and school staff at Colusa High School regarding gang awareness. The meeting came about after a noticeable increase in gang-related activities both on the high school campus as well as within the community. These activities included physical altercations, seizures of stolen firearms, commercial burglaries, road rage incidents, and recovery of other miscellaneous stolen property. A second meeting has been scheduled for 11/30/2022 at 6:00 pm in the Colusa High School Library.
- 'School patrol' during the morning drop off and afternoon pick-up continues to see some challenges. A reminder to parents of Burchfield students who utilize the main parking lot located on Fremont Street, left turns are not permitted on to Fremont Street from the parking lot. This is one of the primary causes of congestion on Fremont Street. To those clever parents who make a right turn into the same parking lot from westbound Fremont Street, other motorists appreciate you for assisting in the flow of traffic. The same can be said for those utilizing the parking lot at Egling School. Those making left turns into both parking lots, while this turning movement is permitted, it does contribute to the back up of traffic on both Fremont Street and Webster Street. ***Vehicles are not permitted to drop off/pick up students while stopped in a public roadway. It is unsafe and illegal (22500(g) VC).*** This is an issue at all school campuses. It's important to have ample time to drop off children, especially with the fall/winter weather quickly approaching. Soon the fog and rain will be upon us.
- ***\*\*A very special thank you to Egling School's parent volunteer Crossing Guard, Mel Pina. Mel continues to jump into action and help with children crossing at the busy intersection of Webster***



*Street and 8<sup>th</sup> Street. Not only does she help students cross the road safely but also starts their morning off right with a friendly 'hello'. Her time and efforts are greatly appreciated!!\*\**

- The Colusa Police Department and Colusa County District Attorney's Office continue to investigate the murder of Giovanni Alcaraz. The integrity of Alcaraz's murder investigation is paramount. It is for this reason that specific details surrounding the events that led up to and the murder itself aren't made public. The Colusa Police Department will not engage nor comment on speculation put forth on social media. The United States Marshal Service is attempting to locate the suspect, Christian Suarez. Suarez is 5-09 in height, 120 pounds, with black hair and brown eyes. An arrest warrant has been issued for Suarez who is pictured below. If anyone has any information related to the location of Suarez and/or the murder of Giovanni Alcaraz, please contact the Colusa Police Department.



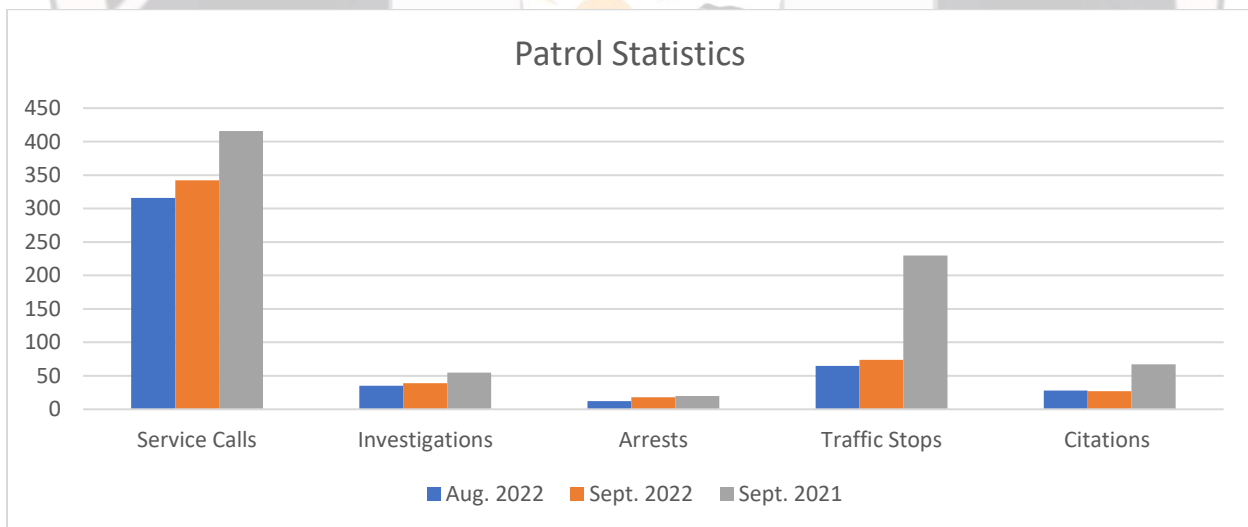
# Colusa Police Department

## *Monthly Report for September 2022*

### Monthly Activities

- City Council Meetings
- Concealed Weapons Permits interviews and application processing
- Attended the Truancy Subcommittee Meeting
- Attended the Colusa County Sheriff's Office Task Force Steering Committee Meeting
- Met with Federal and State officials regarding levee issues along the Sacramento River within the City of Colusa.

### Monthly Statistics



- There were 342 calls for service for patrol officers with 24 agency assists. The call volume was slightly higher from the month of August which was 316. The call volume continues to be lower than 2021. In September 2021, there were 416 calls for service. This is approximately a 28% decline from the prior year.
- During September 2022, there were 18 in-custody arrests. There were 2 citations issued in lieu of subjects being booked in jail. A vast majority of those citations issued were narcotic related offenses. There was 1 domestic violence related arrest made in September. There was 1 DUI related arrest made. There were 39 reports initiated with 33 being investigations.
- During the month of September, officers initiated 74 traffic enforcement stops. There were 27 citations issued. Several of the citations issued were for unlicensed drivers and cell phone use. There was 1 reportable traffic collision.

- The Police Services Manager handled 74 calls for service during the month of September. These calls for service don't include telephone calls fielded by the Police Services Manager. Additionally, she continues to handle a significant number of CCW applications. DOJ clearances for CCW applicants continues to experience delays. *Note: The Police Services Technician's calls for service are separate from patrol officers' calls for service.*

### Items of Interest

- During the month of September, the Colusa Police Department swore in newly hired Police Officer Miguel Rios. Officer Rios will have to complete a 4-phase field training program in order to become a solo patrol officer. Officer Mikah Hogan was promoted to Sergeant after completing a written test along with sitting before a 4-person interview panel.
- Officer Crystal Vargas completed training with the US Secret Service at the National Computer Forensics Institute (NCFI) in Hoover, Alabama. Officer Vargas will be able to complete forensic cell phone extractions. NCFI not only provides training free of charge but also provides equipment to complete the forensic extractions that is free of charge as well. Cell phones play a vital role in most criminal investigations. This is a huge resource for the Colusa Police Department to have whereas in the past, the department was reliant on other agencies for assistance.
- Social Media continues to play a role in crimes involving juveniles. Unfortunately, many teenage girls, will take sexually revealing photos of themselves and send them to a significant other. They do this with the belief that they won't be shown to or shared with anyone else however many get shared on various social media platforms. Once these photos are uploaded on to social media platforms, you can **never** completely remove them from the internet. Anyone possessing such photos of a minor are subject to prosecution.
- 'School patrol' during the morning drop off and afternoon pick-up continues to see some challenges. A reminder to parents of Burchfield students who utilize the main parking lot located on Fremont Street, left turns are not permitted on to Fremont Street from the parking lot. This is one of the primary causes of congestion on Fremont Street. To those clever parents who make a right turn into the same parking lot from westbound Fremont Street, other motorists appreciate you for assisting in the flow of traffic. The same can be said for those utilizing the parking lot at Egling School. Those making left turns into both parking lots, while this turning movement is permitted, it does contribute to the back up of traffic on both Fremont Street and Webster Street. **Vehicles are not permitted to drop off/pick up students while stopped in a public roadway. It is unsafe and illegal (22500(g) VC).** This is an issue at all school campuses. *\*\*A very special thank you to Egling School's parent volunteer Crossing Guard, Mel Pina. Mel continues to jump into action and help with children crossing at the busy intersection of Webster Street and 8<sup>th</sup> Street. Not only does she help students cross the road safely but also starts their morning off right with a friendly 'hello'. Her time and efforts are greatly appreciated!!\*\**



- The Colusa Police Department and Colusa County District Attorney's Office continue to investigate the murder of Giovanni Alcaraz. The integrity of Alcaraz's murder investigation is paramount. It is for this reason that specific details surrounding the events that led up to and the murder itself aren't made public. The Colusa Police Department will not engage nor comment on speculation put forth on social media. The United States Marshal Service is attempting to locate the suspect, Christian Suarez. Suarez is 5-09 in height, 120 pounds, with black hair and brown eyes. An arrest warrant has been issued for Suarez who is pictured below. If anyone has any information related to the location of Suarez and/or the murder of Giovanni Alcaraz, please contact the Colusa Police Department.





*City of Colusa*  
**Finance Department**  
**Monthly Staff Report – September 2022**

**CDBG-HOME**

- Loan monitoring and correspondence.
- HOME 2018 NOFA Award general conditions setup cont'd.
- Devonshire apartments monitoring cont'd
- PRA and quarterly reports
- Home Loan compliance and reporting requirements

**Accounts Payable**

- Review Income and Expense statement September 2022
- September 2022 Warrant Listing.
- 81 accounts payable checks processed.
- Staff training on AP functions cont'd

**Payroll**

- Prepare August salary allocation transfers.
- September regular payroll.
- Implement (3) regular salary step increase
- Reconciliation of benefits accounts
- Staff training on Payroll function Cont'd.

**Accounts Receivable**

- Provide continued utility billing customer support.
- 2,203 utility bills mailed.
- (3) bad checks processed.
- 1,826 cash payments processed (utilities, bldg. permits, recreation and pool, encroachment, 57 business license, State and County payments, and boat launch fees.
- Boat Launch and State Park Payments
- Updated Backflow record
- 20 Building Permits
- 99 Credit card Payments

**City Hall - Customer Services**

- 431 customers walk-ins.

- 162 utility late notices.
- 66 Water/Sewer shut off for non-payment.
- 7 open utility accounts & adjustments.
- 7 closed utility accounts.
- 572 received phone calls.
- 10 Events/marque and banner applications processed.
- 7 State Park Reservation & Revenue
- 31 public works service requests
- Issued 20 Building Permits
- 6 Encroach Permit
- 3 Scout Cabin

### **General Ledger**

- Various correspondence with staff.
- Review the Income and Expense
- Bank reconciliation.
- Staff training on General Ledger

### **Personnel - HR**

- Sick and vacation leave accrual monthly report update.
- September 2022 MidAmerica retiree health insurance distribution.
- Workers Compensation claims cont. d.
- Begin migration of MOUs into Employee Handbook continued
- Assist with the disability application
- Review NCCSIF monthly Workers Compensation & Liability Reports.
- Provide retirement information to retirees and Public Works.
- Employee Income Verification (3).
- Analysis of vacation accrual and maximum

### **Recreation Department**

- Monthly Calendar – Colusa Outlook.
- Assist with new recreation programs cont'd
- Processed recreation programs request
- Updated the information in Rec Desk
- Posted the payment receive in person and through the Rec. Desk
- 1 Pool Rental
- Recreation sign ups

## **Other**

- Various Grants reimbursement reports and follow up
- Quarterly reports for business and building
- Sewer Arrearage grant reporting requirement
- Applied for LIHWAP program Payment
- Work with Corbin Willits on On-Line Bill Pay scheduled for end of April cont'd.
- Begin July 2022 OPEB Valuation due June 30<sup>th</sup>, 2023. CERBT data extract report cont'd..
- Updated NCCSIF vehicle-renewal policy and certification.
- Sunrise Landing Developer Payment reconciliation and request.
- NCCSIF inquiry about Pool contract with Swim Team and insurance requirements.
- Input in MOMs
- Attend HDL meetings
- Participated in ARPA funding requirements
- Work in progress with all city assessment districts, public notices, and staff reports
- Numerous public record requests cont'd
- Donation received \$750 from Art Council to sponsor six Art Camps
- Donation received \$400 from Keller & Keller, LP to sponsor Pumpkin Plunge
- Weekly meeting with iworq software technicians

## **Odor Complaints**

Complaint period : September 2022

- 35 total complaints
- 19 Mushroom Smell
- 12 Cannabis smell
- 3 Unspecified smell
- 1 Garbage/Sewer

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Check Number	Check Date	Check Amou	Vendor:	Invoice Number	Fund:	Account	Dept.:	Description				
60990	9/6/2022	52.9	AIRGAS USA, LLC	912936027	101	52150	320	OXYGEN / FIRE				
<b>60990 Total</b>		52.9										
60991	9/6/2022	887.74	BROOKLYN BRADBURY	PO 65245	999	10200		PAYROLL CHECK FOR AUG 2022-RETURNED CHECK				
<b>60991 Total</b>		887.74										
60992	9/6/2022	14500	JOHN BURGER HEATING AND A	63189	277	57200	650	INSTALLED NEW UNIT / PARK				
<b>60992 Total</b>		14500										
60993	9/6/2022	1745.25	CASCADE FIRE EQUIPMENT CO	126418	101	57100	320	HOSE-JUMPER LINE / FIRE				
<b>60993 Total</b>		1745.25										
60994	9/1/2022	107.01	CALIFORNIA ENGINEERING CO	11775	101	52500	620	GENERAL SERVICES / CITY ENGINEER				
60994	9/1/2022	107.01	CALIFORNIA ENGINEERING CO	11775	410	52500	620	GENERAL SERVICES / CITY ENGINEER				
60994	9/1/2022	107.01	CALIFORNIA ENGINEERING CO	11775	430	52500	620	GENERAL SERVICES / CITY ENGINEER				
60994	9/1/2022	5850	CALIFORNIA ENGINEERING CO	11776	101	52500	620	SUNRISE LANDING PHASE 3 / CITY ENGINEER				
60994	9/1/2022	160.52	CALIFORNIA ENGINEERING CO	11777	253	52500	620	CITYWIDE ASSESSMENT DISTRICTS				
60994	9/1/2022	107.01	CALIFORNIA ENGINEERING CO	11777	620	52500	620	CITYWIDE ASSESSMENT DISTRICTS				
60994	9/1/2022	107.01	CALIFORNIA ENGINEERING CO	11777	610	52500	620	CITYWIDE ASSESSMENT DISTRICTS				
60994	9/1/2022	214.02	CALIFORNIA ENGINEERING CO	11777	660	52500	620	CITYWIDE ASSESSMENT DISTRICTS				
60994	9/1/2022	428.04	CALIFORNIA ENGINEERING CO	11777	640	52500	620	CITYWIDE ASSESSMENT DISTRICTS				
60994	9/1/2022	157.7	CALIFORNIA ENGINEERING CO	11777	620	52500	620	CITYWIDE ASSESSMENT DISTRICTS				
60994	9/1/2022	157.7	CALIFORNIA ENGINEERING CO	11777	610	52500	620	CITYWIDE ASSESSMENT DISTRICTS				
60994	9/1/2022	157.7	CALIFORNIA ENGINEERING CO	11777	660	52500	620	CITYWIDE ASSESSMENT DISTRICTS				
60994	9/1/2022	157.7	CALIFORNIA ENGINEERING CO	11777	640	52500	620	CITYWIDE ASSESSMENT DISTRICTS				
60994	9/1/2022	1475	CALIFORNIA ENGINEERING CO	11778	101	52500	620	PUBLIC IMPROVEMENT STANDARD / CITY ENGINEER				
60994	9/1/2022	1475	CALIFORNIA ENGINEERING CO	11778	410	52500	620	PUBLIC IMPROVEMENT STANDARD / CITY ENGINEER				
60994	9/1/2022	1475	CALIFORNIA ENGINEERING CO	11778	430	52500	620	PUBLIC IMPROVEMENT STANDARD / CITY ENGINEER				
60994	9/1/2022	551.95	CALIFORNIA ENGINEERING CO	11779	101	52500	620	FEMA MAPS / CITY ENGINEER				
60994	9/1/2022	7000	CALIFORNIA ENGINEERING CO	11803	101	52500	220	PLANNING DEP. SUPPORT / PLANNING				
<b>60994 Total</b>		19795.38										
60995	9/6/2022	34.41	CINTAS	413018049	101	51200	630	LINEN MAINTENANCE / STREETS				
60995	9/6/2022	34.41	CINTAS	413018049	101	51200	650	LINEN MAINTENANCE / PARKS				
60995	9/6/2022	56.21	CINTAS	413018057	410	51200	670	LINEN MAINTENANCE - WATER				
60995	9/6/2022	56.21	CINTAS	413018057	430	51200	690	LINEN MAINTENANCE - SEWER				
<b>60995 Total</b>		181.24										
60996	9/6/2022	7050	COLUSA INDUSTRIAL PROPERT	6412	430	57200	690	WATER SERVICES / SEWER				
<b>60996 Total</b>		7050										
60997	9/1/2022	23.79	DERODA INC.	68435	430	52720	690	EQUIPMENT MAINT. / SEWER				
60997	9/1/2022	51.44	DERODA INC.	68547	101	52720	630	EQUIPMENT MAINT. / STREETS				
60997	9/6/2022	49.85	DERODA INC.	69293	253	52720	640	BUILDING MAINT. / REC				
60997	9/6/2022	10.73	DERODA INC.	69305	101	52110	630	SUPPLIES / STREETS				
60997	9/6/2022	40.45	DERODA INC.	69455	101	52720	630	EQUIPMENT MAINT. / STREETS				
<b>60997 Total</b>		176.26										
60998	9/6/2022	80.62	COMCAST	9/6/2022	101	53200	630	SERVICES FROM AUG 31, 2022-SEP 30, 2022- STREETS				
<b>60998 Total</b>		80.62										
60999	9/6/2022	366.73	L.N. CURTIS AND SONS	INV626228	101	52200	320	FIREFIGHTER BOOTS / FIRE				

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<b>60999 Total</b>		366.73											
61000	9/6/2022	272.2	DAVIS MACHINE SHOP, INC.	88028	430	52720	690	REC TUBE / SEWER					
<b>61000 Total</b>		272.2											
61001	9/6/2022	934.84	WILBUR-ELLIS COMPANY LLC	15314104	101	52720	630	ROUNDUP POWERMAX / STREETS					
61001	9/6/2022	934.85	WILBUR-ELLIS COMPANY LLC	15314104	101	52720	650	ROUNDUP POWERMAX / PARKS					
<b>61001 Total</b>		1869.69											
61002	9/6/2022	208	DEPARTMENT OF JUSTICE	PO 64277	101	52430	710	Weapons Permit Police					
<b>61002 Total</b>		208											
61003	9/1/2022	138	FRUIT GROWERS LABORATORY	276600A	430	52720	690	EQUIPMENT MAINT. / SEWER					
<b>61003 Total</b>		138											
61004	9/6/2022	7.64	GRIFF'S FEED & SEED	2174	430	52700	690	BRICKS / SEWER					
61004	9/6/2022	26.76	GRIFF'S FEED & SEED	3018	101	51200	630	CLOTHING / STREETS					
<b>61004 Total</b>		34.4											
61005	9/6/2022	88.65	MIKAH D HOGAN	9/6/2022	214	51300	710	TRAVEL EXPENSE REIMBURSEMENT / POLICE					
<b>61005 Total</b>		88.65											
61006	9/1/2022	6.1	JOHN DEERE FINANCIAL	2684792	310	59200	650	MOWER LEASE					
61006	9/1/2022	137.39	JOHN DEERE FINANCIAL	2684792	310	59100	650	MOWER LEASE					
61006	9/1/2022	27.46	JOHN DEERE FINANCIAL	2684792	253	59200	650	MOWER LEASE					
61006	9/1/2022	618.25	JOHN DEERE FINANCIAL	2684792	253	59100	650	MOWER LEASE					
61006	9/1/2022	27.46	JOHN DEERE FINANCIAL	2684792	101	59200	650	MOWER LEASE					
61006	9/1/2022	618.24	JOHN DEERE FINANCIAL	2684792	101	59100	650	MOWER LEASE					
<b>61006 Total</b>		1434.9											
61007	9/6/2022	19.29	GEORGE L. MESSICK CO.	566129/1	101	52720	320	EXTINGUISHER FOR TRANSPORT / FIRE					
61007	9/6/2022	43.94	GEORGE L. MESSICK CO.	566962/1	101	52720	320	EQUIPMENT MAINT. / FIRE					
61007	9/6/2022	39.66	GEORGE L. MESSICK CO.	567553/1	101	52270	320	FUEL / FIRE					
61007	9/6/2022	21.43	GEORGE L. MESSICK CO.	568285/1	253	52720	640	EQUIPMENT MAINT. / REC					
61007	9/6/2022	25.71	GEORGE L. MESSICK CO.	568367/1	101	52110	650	SUPPLIES / PARKS					
61007	9/6/2022	21.43	GEORGE L. MESSICK CO.	568394/1	101	52720	630	EQUIPMENT MAINT. / STREETS					
61007	9/6/2022	16.08	GEORGE L. MESSICK CO.	568416/1	101	52720	630	EQUIPMENT MAINT. / STREETS					
61007	9/6/2022	162.98	GEORGE L. MESSICK CO.	568461/1	253	52250	640	CHLORINE / REC					
<b>61007 Total</b>		350.52											
61008	9/6/2022	39.25	MT. SHASTA SPRING WATER	417580	214	52100	710	5 GAL PURIFIED / POLICE					
<b>61008 Total</b>		39.25											
61009	9/1/2022	1806.83	OWEN EQUIPMENT CO.	57473	101	52720	630	EQUIPMENT MAINT. / STREETS					
<b>61009 Total</b>		1806.83											
61010	9/6/2022	42.56	PACIFIC STORAGE COMPANY	5122869	214	52100	710	SERVICE 64 GAL TOTE / POLICE					
<b>61010 Total</b>		42.56											
61011	9/1/2022	910.83	PAPE MACHINERY	401419	101	52720	650	EQUIPMENT MAINT. / PARKS					
61011	9/1/2022	450.46	PAPE MACHINERY	401426	101	52720	650	EQUIPMENT MAINT. / PARKS					
61011	9/1/2022	81.76	PAPE MACHINERY	13885694	101	52720	650	EQUIPMENT MAINT. / PARKS					
<b>61011 Total</b>		1443.05											
61012	9/6/2022	11926.25	WYATT PAXTON	589	101	52500	310	AUG 2022 EMAILS,CALLS, PLAN CHECKS, TRAINING					
<b>61012 Total</b>		11926.25											
61013	9/6/2022	66787.83	R&R HORN, INC.	9/6/2022	430	62693	690	WASTE WATER IMPROVEMENTS PROJECT / SEWER					

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<b>61013 Total</b>		66787.83											
61014	9/6/2022	486.7	RDO EQUIPMENT CO.	P8808176	430	52720	690	EQUIPMENT MAINT. / SEWER					
<b>61014 Total</b>		486.7											
61015	9/6/2022	61.75	TERRY'S SMOG SHOP	15783	101	52720	630	SMOG TEST / STREETS					
61015	9/6/2022	56.75	TERRY'S SMOG SHOP	15784	101	52720	320	SMOG TEST / FIRE					
61015	9/6/2022	56.75	TERRY'S SMOG SHOP	15785	101	52720	710	SMOG TEST / POLICE					
61015	9/6/2022	56.75	TERRY'S SMOG SHOP	15819	101	52720	710	SMOG TEST / POLICE					
<b>61015 Total</b>		232											
61016	9/6/2022	75	TRANSUNION RISK AND ALTER	9/6/2022	214	52500	710	MINIMUM USAGE ADJUSTMENT / POLICE					
<b>61016 Total</b>		75											
61017	9/6/2022	278.45	UNDERGROUND SERVICE ALERT	113241USB	410	52850	670	CAL. STATE FEE JULY 1,2022-JUNE 30, 2023					
61017	9/6/2022	278.45	UNDERGROUND SERVICE ALERT	113241USB	430	52850	690	CAL. STATE FEE JULY 1,2022-JUNE 30, 2023					
<b>61017 Total</b>		556.9											
61018	9/1/2022	537.61	U. S. POST OFFICE	9/1/2022	410	52100	670	BULK POSTAGE FOR UTILITY BILLS/WATER					
61018	9/1/2022	537.62	U. S. POST OFFICE	9/1/2022	430	52100	690	BULK POSTAGE FOR UTILITY BILLS/SEWER					
<b>61018 Total</b>		1075.23											
61019	8/30/2022	110.86	WILLIAM CALE	000C20901	410	20310		MQ CUSTOMER REFUND FOR CAL0007					
<b>61019 Total</b>		110.86											
61020	8/30/2022	96.06	STARR & SCOTT WEST	000C20901	410	20310		MQ CUSTOMER REFUND FOR WES0005					
<b>61020 Total</b>		96.06											
61021	9/19/2022	196.6	ADVANCED GRAPHIX, INC.	209849	101	52720	710	DRIVER SIDE REFLECTIVE STEALTH GRAPHICS / POLICE					
<b>61021 Total</b>		196.6											
61022	9/20/2022	338.37	AIRGAS USA, LLC	912962706	101	52150	320	OXYGEN / FIRE					
61022	9/20/2022	105.15	AIRGAS USA, LLC	999122140	101	52150	320	OXYGEN / FIRE					
61022	9/20/2022	140.9	AIRGAS USA, LLC	999125698	101	52150	320	OXYGEN / FIRE					
<b>61022 Total</b>		584.42											
61023	9/14/2022	478.83	ALLIANT NETWORKING SERVIC	14051	101	52500	230	MAINTENANCE AGREEMENT OCTOBER 2022					
61023	9/14/2022	478.83	ALLIANT NETWORKING SERVIC	14051	410	52500	230	MAINTENANCE AGREEMENT OCTOBER 2022					
61023	9/14/2022	478.84	ALLIANT NETWORKING SERVIC	14051	430	52500	230	MAINTENANCE AGREEMENT OCTOBER 2022					
<b>61023 Total</b>		1436.5											
61024	9/14/2022	769.64	AMERIGAS	314072269	430	52600	690	PROPANE / SEWER					
<b>61024 Total</b>		769.64											
61025	9/20/2022	780	SADIE ASH	9/20/2022	101	52500	640	PARKS & REC					
61025	9/20/2022	1620	SADIE ASH	9/20/2022	101	52500	215	COMMUNICATIONS					
61025	9/20/2022	1600	SADIE ASH	9/20/2022	101	52500	210	OPERATIONS(MISC CITY PROJECT OUTSIDE P&R SCOPE)					
<b>61025 Total</b>		4000											
61026	9/14/2022	372.37	AT&T	18722013	101	53200	710	SERVICES FROM 08/01-08/31 / POLICE					
<b>61026 Total</b>		372.37											
61027	9/20/2022	633.05	AT&T MOBILITY	287301576	101	53200	320	WIRELESS SERVICES / FIRE					
<b>61027 Total</b>		633.05											
61028	9/21/2022	257.75	CBS LEASING COMPANY	32401218	214	53300	710	AGREEMENT SHARP SYSTEM / POLICE					
<b>61028 Total</b>		257.75											
61029	9/14/2022	37.03	CINTAS	126075059	101	51200	630	LINEN MAINT. / STREETS					
61029	9/14/2022	37.03	CINTAS	126075059	101	51200	650	LINEN MAINT. / PARKS					

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61029	9/14/2022	34.41	CINTAS	413083342	101	51200	630	LINEN MAINT. / STREETS			
61029	9/14/2022	34.41	CINTAS	413083342	101	51200	650	LINEN MAINT. / PARKS			
61029	9/14/2022	56.21	CINTAS	413083346	410	51200	670	LINEN MAINT. - WATER			
61029	9/14/2022	56.21	CINTAS	413083346	430	51200	690	LINEN MAINT. - SEWER			
61029	9/20/2022	34.41	CINTAS	413156597	101	51200	630	LINEN MAINT. / STREETS			
61029	9/20/2022	34.41	CINTAS	413156597	101	51200	650	LINEN MAINT. / PARKS			
61029	9/20/2022	56.21	CINTAS	413156598	410	51200	670	LINEN MAINTENANCE - WATER			
61029	9/20/2022	56.21	CINTAS	413156598	430	51200	690	LINEN MAINTENANCE - SEWER			
<b>61029 Total</b>		436.54									
61030	9/14/2022	60	CITY OF YUBA CITY	28804	430	52520	690	TESTING / SEWER			
61030	9/14/2022	60	CITY OF YUBA CITY	28817	430	52520	690	TESTING / SEWER			
61030	9/14/2022	60	CITY OF YUBA CITY	28820	430	52520	690	TESTING / SEWER			
61030	9/15/2022	60	CITY OF YUBA CITY	28831	430	52520	690	TESTING / SEWER			
61030	9/15/2022	60	CITY OF YUBA CITY	28833	430	52520	690	TESTING / SEWER			
61030	9/15/2022	60	CITY OF YUBA CITY	28851	430	52520	690	TESTING / SEWER			
61030	9/15/2022	60	CITY OF YUBA CITY	28865	430	52520	690	TESTING / SEWER			
61030	9/15/2022	60	CITY OF YUBA CITY	28877	430	52520	690	TESTING / SEWER			
61030	9/15/2022	60	CITY OF YUBA CITY	28898	430	52520	690	TESTING / SEWER			
61030	9/15/2022	164	CITY OF YUBA CITY	28899	410	52520	670	TESTING / WATER			
61030	9/15/2022	114	CITY OF YUBA CITY	28912	410	52520	670	TESTING / WATER			
61030	9/15/2022	76	CITY OF YUBA CITY	28915	410	52520	670	TESTING / WATER			
61030	9/15/2022	233	CITY OF YUBA CITY	28916	430	52520	690	TESTING / SEWER			
61030	9/15/2022	60	CITY OF YUBA CITY	28917	430	52520	690	TESTING / SEWER			
61030	9/15/2022	60	CITY OF YUBA CITY	28930	430	52520	690	TESTING / SEWER			
61030	9/15/2022	38	CITY OF YUBA CITY	28933	410	52520	670	TESTING / WATER			
<b>61030 Total</b>		1285									
61031	9/14/2022	5.85	COLUSA COUNTY AUDITOR	4115	101	53800	650	ALTERNATIVE SENTENCING AUG-22 -PARKS			
<b>61031 Total</b>		5.85									
61032	9/14/2022	77.45	COLUSANET, INC	148094	310	52600	650	INTERNET MONTHLY ACCESS RATE / STATE PARK			
<b>61032 Total</b>		77.45									
61033	9/14/2022	138.1	DERODA INC.	69421	101	52720	710	EQUIPMENT MAINT. / POLICE			
61033	9/14/2022	185.39	DERODA INC.	69668	310	52720	650	BATTERY / STATE PARK			
61033	9/14/2022	2.64	DERODA INC.	69693	101	52720	630	EQUIPMENT MAINT. / STREETS			
61033	9/14/2022	162.63	DERODA INC.	69770	101	52720	630	EQUIPMENT MAINT. / STREETS			
61033	9/14/2022	-25.03	DERODA INC.	69812	101	52720	630	CORE DEPOST / STREETS			
61033	9/14/2022	222.9	DERODA INC.	69857	101	52720	630	BATTERY / STREETS			
61033	9/14/2022	-19.31	DERODA INC.	69860	101	52720	630	CORE DEPOSIT / STREETS			
61033	9/14/2022	8.13	DERODA INC.	70022	101	52720	650	SPARK PLUG / PARKS			
61033	9/14/2022	32.9	DERODA INC.	70087	101	52720	630	TESTING / STREETS			
61033	9/21/2022	279.91	DERODA INC.	70255	101	52720	710	EQUIPMENT MAINT. / POLICE			
61033	9/21/2022	89.39	DERODA INC.	70256	101	52720	710	EQUIPMENT MAINT. / POLICE			
61033	9/21/2022	143.61	DERODA INC.	70503	101	52720	630	EQUIPMENT MAINT. / STREETS			
<b>61033 Total</b>		1221.26									
61034	9/20/2022	72.61	COMCAST	9/20/2022	101	53200	320	SERVICES FROM 9/9-10/08 - FIRE			



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61034	9/21/2022	246.92	COMCAST	9/21/2022	101	53200	230	SERVICES FROM 9/13-10/12 / FINANCE			
<b>61034 Total</b>		319.53									
61035	9/21/2022	147	ALLISON COSTA	1	101	53600	640	YOGA IN THE PARK CLASSES / REC			
<b>61035 Total</b>		147									
61036	9/20/2022	197.1	CREATIVE CULTURE INSIGNIA	9840	101	52160	710	PLAQUES / POLICE			
<b>61036 Total</b>		197.1									
61037	9/20/2022	366.73	L.N. CURTIS AND SONS	INV629243	101	52200	320	FIRE BOOTS / FIRE			
61037	9/20/2022	682.81	L.N. CURTIS AND SONS	INV630475	101	51200	710	CLOTHING / POLICE			
<b>61037 Total</b>		1049.54									
61038	9/14/2022	70	DAVIES CHEVRON	9/14/2022	101	52720	710	CARWASH (7) / POLICE			
<b>61038 Total</b>		70									
61039	9/19/2022	208	DEPARTMENT OF JUSTICE	PO 64269	101	52430	710	Weapons Permit Police			
<b>61039 Total</b>		208									
61040	9/14/2022	2274.43	EMPLOYERS INVESTIGATIVE S	5050500	101	52500	710	CASE PREP, PUBLIC RECORDS, DOC REVIEW / POLICE			
<b>61040 Total</b>		2274.43									
61041	9/14/2022	38	FRUIT GROWERS LABORATORY	276553A	410	52520	670	TESTING / WATER			
61041	9/14/2022	38	FRUIT GROWERS LABORATORY	276554A	410	52520	670	TESTING / WATER			
61041	9/14/2022	66	FRUIT GROWERS LABORATORY	276555A	410	52520	670	TESTING / WATER			
61041	9/14/2022	30	FRUIT GROWERS LABORATORY	276599A	410	52520	670	TESTING / WATER			
61041	9/14/2022	20	FRUIT GROWERS LABORATORY	276798A	410	52520	670	TESTING / WATER			
<b>61041 Total</b>		192									
61042	9/14/2022	32000.37	FOUNTAIN PEOPLE INC a PLA	0078512-I	253	60010	650	SPLASH PAD / PARKS			
<b>61042 Total</b>		32000.37									
61043	9/20/2022	166.04	FRONTIER	9/19/2022	101	53200	230	Communications			
61043	9/20/2022	96.25	FRONTIER	9/19/2022	101	53200	220	Communications			
61043	9/20/2022	96.25	FRONTIER	9/19/2022	101	53200	610	Communications			
61043	9/20/2022	56.36	FRONTIER	9/19/2022	101	53200	230	Communications			
61043	9/20/2022	56.36	FRONTIER	9/19/2022	101	53200	220	Communications			
61043	9/20/2022	56.36	FRONTIER	9/19/2022	101	53200	650	Communications			
61043	9/20/2022	56.36	FRONTIER	9/19/2022	410	53200	670	Communications			
61043	9/20/2022	56.36	FRONTIER	9/19/2022	430	53200	690	Communications			
61043	9/20/2022	56.36	FRONTIER	9/19/2022	101	53200	310	Communications			
61043	9/20/2022	56.37	FRONTIER	9/19/2022	101	53200	640	Communications			
61043	9/20/2022	646.43	FRONTIER	9/19/2022	101	53200	710	Communications			
61043	9/20/2022	242.19	FRONTIER	9/19/2022	101	53200	320	Communications			
61043	9/20/2022	127.52	FRONTIER	9/19/2022	101	53200	630	Communications			
61043	9/20/2022	127.52	FRONTIER	9/19/2022	101	53200	650	Communications			
61043	9/20/2022	192.67	FRONTIER	9/19/2022	410	53200	670	Communications			
61043	9/20/2022	436.65	FRONTIER	9/19/2022	430	53200	690	Communications			
61043	9/20/2022	91.94	FRONTIER	9/19/2022	253	53200	640	Communications			
61043	9/20/2022	705.24	FRONTIER	9/20/2022	101	53200	320	Communications			
<b>61043 Total</b>		3323.23									
61044	9/15/2022	35.38	FULCHER PAINT & SUPPLY	18689	101	52700	630	PAINT STRIPER / STREETS			
<b>61044 Total</b>		35.38									

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61045	9/14/2022	7424	GALLAWAY ENTERPRISES	4757	535	52500	220	21-137 WESCOTT SUBDIVISION / PLANNING			
<b>61045 Total</b>		7424									
61046	9/20/2022	80	ANGIE HERNANDEZ	PO 65248	101	53800	640	PAVILION RENTAL REFUND / REC			
<b>61046 Total</b>		80									
61047	9/20/2022	74.91	HOBLIT MOTORS	22752	101	52720	320	EQUIPMENT MAINT. / FIRE			
61047	9/20/2022	366.24	HOBLIT MOTORS	23763	101	52720	320	EQUIPMENT MAINT. / FIRE			
<b>61047 Total</b>		441.15									
61048	9/21/2022	61.67	JOHNSON PRINTING & DESIGN	66614/	101	52110	630	COMPLAINT FORMS / STREETS			
61048	9/21/2022	61.67	JOHNSON PRINTING & DESIGN	66614/	101	52110	650	COMPLAINT FORMS / PARKS			
61048	9/21/2022	61.67	JOHNSON PRINTING & DESIGN	66614/	410	52110	670	COMPLAINT FORMS / WATER			
61048	9/21/2022	61.66	JOHNSON PRINTING & DESIGN	66614/	430	52110	690	COMPLAINT FORMS / SEWER			
61048	9/21/2022	266.84	JOHNSON PRINTING & DESIGN	66614/	101	52100	230	PURCHASE ORDER FORMS / FINANCE			
<b>61048 Total</b>		513.51									
61049	9/19/2022	3006.06	JONES MAYER	111881	101	52500	240	ATTORNEY SERVICES/ GENERAL FUND RETAINER			
61049	9/19/2022	3006.06	JONES MAYER	111881	410	52500	240	ATTORNEY SERVICES/WATER FUND RETAINER			
61049	9/19/2022	2961.19	JONES MAYER	111881	430	52500	240	ATTORNEY SERVICES/SEWER FUND RETAINER			
61049	9/19/2022	3306.9	JONES MAYER	111881	553	52500	240	TRIPLE CROWN			
<b>61049 Total</b>		12280.21									
61050	9/21/2022	8463	NICHOLAS ALEXIS KAPLAN	PO 65250	221	50106	320	STRIKE TEAM/PREPOSITION/MOSQUITO FIRE 273 HRS.			
<b>61050 Total</b>		8463									
61051	9/19/2022	900	KD ANDERSON & ASSOCIATES,	12168	535	52500	620	CONSULTANT SVC WESCOTT RD SUBDIVISION/ CITY ENG.			
61051	10/4/2022	-900	KD ANDERSON & ASSOCIATES,	12168	535	52500	620	Ck# 061051 Reversed			
61051	9/19/2022	11875	KD ANDERSON & ASSOCIATES,	12176	535	52500	620	TRAFFIC ENGINEERING WESCOTT / CITY ENGINEER			
61051	10/4/2022	-11875	KD ANDERSON & ASSOCIATES,	12176	535	52500	620	Ck# 061051 Reversed			
<b>61051 Total</b>		0									
61052	9/20/2022	155	LAWRENCE M. HIGHMAN M.D.	9/20/2022	101	51400	320	PHYSICAL (PHILIP) / FIRE			
<b>61052 Total</b>		155									
61053	9/14/2022	1166.66	JENNIFER LAY-SCHNYDER	9/14/2022	101	52500	640	RECREATION COORDINATOR CONSULTING FEES SEPT. 2022			
<b>61053 Total</b>		1166.66									
61054	9/21/2022	313.93	LIFE-ASSIST INC.	1250222	101	52150	320	MEDICAL SUPPLIES / FIRE			
<b>61054 Total</b>		313.93									
61055	9/14/2022	500	MARKS, GABRIEL	9/14/2022	310	52500	650	COLUSA STATE PARK CAMP HOST SEPT. 2022			
<b>61055 Total</b>		500									
61056	9/20/2022	12.85	GEORGE L. MESSICK CO.	550402/1	101	52700	320	BUILDING MAINT. / FIRE			
61056	9/20/2022	6.42	GEORGE L. MESSICK CO.	550444/1	101	52700	320	BUILDING MAINT. / FIRE			
61056	9/20/2022	31.09	GEORGE L. MESSICK CO.	554800/1	430	52720	690	EQUIPMENT MAINT. / SEWER			
61056	9/20/2022	2.55	GEORGE L. MESSICK CO.	565409/1	430	52700	690	BUILDING MAINT. / SEWER			
61056	9/20/2022	6.19	GEORGE L. MESSICK CO.	565412/1	430	52700	690	BUILDING MAINT. / SEWER			
61056	9/20/2022	54.68	GEORGE L. MESSICK CO.	565539/1	101	52700	320	BUILDING MAINT. / FIRE			
61056	9/20/2022	0.66	GEORGE L. MESSICK CO.	565879/1	410	52700	670	BUILDING MAINT. / WATER			
61056	9/20/2022	39.66	GEORGE L. MESSICK CO.	566080/1	430	52700	690	BUILDING MAINT. / SEWER			
61056	9/20/2022	45.46	GEORGE L. MESSICK CO.	566205/1	101	52720	630	EQUIPMENT MAINT. / STREETS			
61056	9/20/2022	25.65	GEORGE L. MESSICK CO.	566249/1	101	53601	215	TACO FEST / ECON. DEV.			
61056	9/20/2022	42.89	GEORGE L. MESSICK CO.	566269/1	101	53601	215	TACO FEST / ECON. DEV.			

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61056	9/20/2022	43.39	GEORGE L. MESSICK CO.	566406/1	430	52700	690	BUILDING MAINT. / SEWER			
61056	9/20/2022	3.6	GEORGE L. MESSICK CO.	566421/1	430	52700	690	BUILDING MAINT. / SEWER			
61056	9/20/2022	44.83	GEORGE L. MESSICK CO.	566439/1	430	52700	690	BUILDING MAINT. / SEWER			
61056	9/20/2022	92.2	GEORGE L. MESSICK CO.	566471/1	430	52700	690	BUILDING MAINT. / SEWER			
61056	9/20/2022	16.08	GEORGE L. MESSICK CO.	566492/1	101	52110	610	SUPPLIES / CITY HALL			
61056	9/20/2022	16.08	GEORGE L. MESSICK CO.	566493/1	101	52110	630	SUPPLIES / STREETS			
61056	9/20/2022	53.61	GEORGE L. MESSICK CO.	566517/1	101	52700	640	EQUIPMENT MAINT. / REC			
61056	9/20/2022	29.98	GEORGE L. MESSICK CO.	566525/1	101	52110	650	SUPPLIES / PARKS			
61056	9/20/2022	16.08	GEORGE L. MESSICK CO.	566570/1	101	52110	630	SUPPLIES / STREETS			
61056	9/19/2022	1.49	GEORGE L. MESSICK CO.	566927/1	430	52700	690	BUILDING MAINT. / SEWER			
61056	9/20/2022	21.43	GEORGE L. MESSICK CO.	567136/1	101	52720	320	EQUIPMENT MAINT. / FIRE			
61056	9/15/2022	70.76	GEORGE L. MESSICK CO.	567219/1	430	52720	690	EQUIPMENT MAINT. / SEWER			
61056	9/20/2022	52.51	GEORGE L. MESSICK CO.	567641/1	430	52110	690	SUPPLIES / SEWER			
61056	9/20/2022	21.44	GEORGE L. MESSICK CO.	567659/1	101	52720	630	EQUIPMENT MAINT. / STREETS			
61056	9/20/2022	47.17	GEORGE L. MESSICK CO.	567672/1	410	52720	670	EQUIPMENT MAINT. / WATER			
61056	9/20/2022	4.28	GEORGE L. MESSICK CO.	567677/1	101	52110	630	SUPPLIES / STREETS			
61056	9/15/2022	80.43	GEORGE L. MESSICK CO.	567719/1	410	52110	670	SUPPLIES / WATER			
61056	9/15/2022	27.38	GEORGE L. MESSICK CO.	567786/1	430	52720	690	EQUIPMENT MAINT. / SEWER			
61056	9/20/2022	45.01	GEORGE L. MESSICK CO.	567813/1	101	52110	650	SUPPLIES / PARKS			
61056	9/20/2022	25.71	GEORGE L. MESSICK CO.	567926/1	101	52110	630	SUPPLIES / STREETS			
61056	9/20/2022	25.73	GEORGE L. MESSICK CO.	568028/1	101	52720	320	EQUIPMENT MAINT. / FIRE			
61056	9/19/2022	65.38	GEORGE L. MESSICK CO.	568253/1	430	52110	690	SUPPLIES / SEWER			
61056	9/19/2022	30.01	GEORGE L. MESSICK CO.	568738/1	101	52110	630	SUPPLIES / STREETS			
61056	9/19/2022	8.56	GEORGE L. MESSICK CO.	568747/1	101	52110	610	SUPPLIES / CITY HALL			
61056	9/19/2022	31.09	GEORGE L. MESSICK CO.	568817/1	101	52720	650	EQUIPMENT MAINT. / PARKS			
61056	9/20/2022	16.07	GEORGE L. MESSICK CO.	568855/1	101	52700	320	BUILDING MAINT. / FIRE			
61056	9/15/2022	37.53	GEORGE L. MESSICK CO.	568936/1	101	52720	650	EQUIPMENT MAINT. / PARKS			
61056	9/20/2022	9.64	GEORGE L. MESSICK CO.	569033/1	101	52700	320	BUILDING MAINT. / FIRE			
61056	9/19/2022	59.63	GEORGE L. MESSICK CO.	569145/1	214	52140	710	AMMUNITION / POLICE			
61056	9/15/2022	13.93	GEORGE L. MESSICK CO.	569223/1	101	52720	650	EQUIPMEN MAINT. / PARKS			
61056	9/15/2022	9.64	GEORGE L. MESSICK CO.	569225/1	101	52720	650	EQUIPMENT MAINT. / PARKS			
61056	9/15/2022	91.13	GEORGE L. MESSICK CO.	569299/1	253	52250	640	CHLORINE / REC			
61056	9/15/2022	19.28	GEORGE L. MESSICK CO.	569316/1	101	52720	630	EQUIPMENT MAINT. / STREETS			
61056	9/20/2022	61.1	GEORGE L. MESSICK CO.	569324/1	101	52720	320	EQUIPMENT MAINT. / FIRE			
61056	9/15/2022	66.47	GEORGE L. MESSICK CO.	569328/1	101	52720	630	EQUIPMENT MAINT. /STREETS			
61056	9/20/2022	32.14	GEORGE L. MESSICK CO.	569526/1	101	52720	650	EQUIPMENT MAINT. / PARKS			
61056	9/20/2022	26.8	GEORGE L. MESSICK CO.	569535/1	101	52200	320	SAFETY EQUIPMENT / FIRE			
61056	9/20/2022	42.89	GEORGE L. MESSICK CO.	569562/1	101	52720	320	EQUIPMENT MAINT. / FIRE			
61056	9/20/2022	48.22	GEORGE L. MESSICK CO.	569674/1	101	52700	320	BUILDING MAINT. / FIRE			
61056	9/20/2022	10.27	GEORGE L. MESSICK CO.	569683/1	101	52700	320	BUILDING MAINT. / FIRE			
61056	9/20/2022	72.91	GEORGE L. MESSICK CO.	569756/1	253	52250	640	CHLORINE / REC			
61056	9/20/2022	57.9	GEORGE L. MESSICK CO.	569757/1	253	52260	640	CHEMICALS / REC			
61056	9/20/2022	53.61	GEORGE L. MESSICK CO.	569806/1	253	52250	640	CHLORINE / REC			
61056	9/21/2022	45.03	GEORGE L. MESSICK CO.	569836/1	101	52720	630	EQUIPMENT MAINT. / STREETS			

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61056	9/21/2022	85.79	GEORGE L. MESSICK CO.	569851/1	101	53800	320	MEASURING WHEEL / FIRE			
61056	9/21/2022	62.18	GEORGE L. MESSICK CO.	569871/1	101	52720	650	EQUIPMENT MAINT. / PARKS			
61056	9/20/2022	160.83	GEORGE L. MESSICK CO.	K67983/1	101	52700	320	BUILDING MAINT. / FIRE			
<b>61056 Total</b>		2225.32									
61057	9/14/2022	20.79	MT. SHASTA SPRING WATER	411872	101	52100	630	5 GAL SPRING WATER / STREETS			
61057	9/14/2022	2.15	MT. SHASTA SPRING WATER	413808	101	52100	220	COOLER RENTAL / PLANNING			
61057	9/14/2022	16.5	MT. SHASTA SPRING WATER	417572	101	52100	630	5 GAL SPRING WATER / STREETS			
61057	9/14/2022	24.65	MT. SHASTA SPRING WATER	419253	101	52100	230	5 GAL SPRING WATER / FINANCE			
<b>61057 Total</b>		64.09									
61058	9/14/2022	915.9	OWEN EQUIPMENT CO.	57554	101	52720	630	EQUIPMENT MAINT. / STREETS			
<b>61058 Total</b>		915.9									
61059	9/15/2022	3678.66	PACE SUPPLY CORP.	87638062	430	52700	690	FIRE HYDRATE / WATER			
61059	9/15/2022	11035.99	PACE SUPPLY CORP.	876380623	410	52700	670	FIRE HYDRATES / WATER			
<b>61059 Total</b>		14714.65									
61060	9/15/2022	108.81	PAPE MACHINERY	13859364	101	52720	650	EQUIPMENT MAINT. / PARKS			
61060	9/14/2022	177.23	PAPE MACHINERY	13897175	430	52720	690	BELT FOR MOWER / SEWER			
61060	9/21/2022	116.26	PAPE MACHINERY	13935953	101	52720	650	OIL FILTER & FILTER / PARKS			
<b>61060 Total</b>		402.3									
61061	9/15/2022	240.33	QUILL CORPORATION	27315797	101	52100	230	OFFICE SUPPLIES / FINANCE			
61061	9/15/2022	61.1	QUILL CORPORATION	27590306	101	52100	310	GREEN STOCK PAPER / BLDG. INSPECTOR			
61061	9/15/2022	45.32	QUILL CORPORATION	27591178	101	52100	230	OFFICE SUPPLIES / FINANCE			
61061	9/15/2022	67.22	QUILL CORPORATION	27591178	101	52100	310	BLUE STOCK PAPER / BLDG. INSPECTOR			
<b>61061 Total</b>		413.97									
61062	9/14/2022	21.96	SAM'S CLUB/SYNCHRONY BANK	9/14/2022	101	52110	120	WATER / CITY COUNCIL			
61062	9/14/2022	62.16	SAM'S CLUB/SYNCHRONY BANK	9/14/2022	430	52110	690	SUPPLIES / SEWER			
61062	9/14/2022	78.96	SAM'S CLUB/SYNCHRONY BANK	9/14/2022	101	52110	630	SUPPLIES / STREETS			
61062	9/14/2022	108.19	SAM'S CLUB/SYNCHRONY BANK	9/14/2022	101	52110	610	OFFICE SUPPLIES / CITY HALL			
<b>61062 Total</b>		271.27									
61063	9/20/2022	8104.72	SELOVER'S INC.	27041	214	52720	710	EQUIPMENT MAINT. / POLICE			
<b>61063 Total</b>		8104.72									
61064	9/20/2022	45	SORENSEN PEST CONTROL, IN	1232062	101	52700	320	MONTHLY PEST SERVICE / FIRE			
<b>61064 Total</b>		45									
61065	9/14/2022	25	SUPERIOR TIRE SERVICE	278977	101	52720	630	FLAT REPAIR / STREETS			
61065	9/14/2022	229.82	SUPERIOR TIRE SERVICE	279125	101	52720	650	EQUIPMENT MAINT. / PARKS			
<b>61065 Total</b>		254.82									
61066	9/14/2022	1180.46	SUTTER BUTTES COMMUNICATI	44167	101	52720	710	EQUIPMENT MAINT. / POLICE			
<b>61066 Total</b>		1180.46									
61067	9/20/2022	-64.12	TRI COUNTIES BANK	9/20/2022	101	52100	320	AMAZON RETURN / FIRE			
61067	9/20/2022	279.9	TRI COUNTIES BANK	9/20/2022	101	52100	210	ZOOM / ADMIN SERVICES			
61067	9/20/2022	15	TRI COUNTIES BANK	9/20/2022	101	52500	215	BUFFER / ECON. DEV.			
61067	9/20/2022	90.58	TRI COUNTIES BANK	9/20/2022	430	52720	690	EQUIPMENT MAINT. / SEWER			
61067	9/20/2022	9.99	TRI COUNTIES BANK	9/20/2022	101	52500	215	ADOBE / ECON. DEV.			
61067	9/20/2022	260.47	TRI COUNTIES BANK	9/20/2022	101	53601	215	AMAZON -TACO FEST / ECON. DEV.			
61067	9/20/2022	30.02	TRI COUNTIES BANK	9/20/2022	101	53601	215	AMAZON -TACO FEST / ECON. DEV.			

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61067	9/20/2022	698.4	TRI COUNTIES BANK	9/20/2022	410	52700	670	HARBOR FREIGHT / WATER			
61067	9/20/2022	698.4	TRI COUNTIES BANK	9/20/2022	430	52700	690	HARBOR FREIGHT / SEWER			
61067	9/20/2022	78.39	TRI COUNTIES BANK	9/20/2022	430	52720	690	HM PART STORE / SEWER			
61067	9/20/2022	120.55	TRI COUNTIES BANK	9/20/2022	430	52720	690	AMAZON / SEWER			
61067	9/20/2022	2091.27	TRI COUNTIES BANK	9/20/2022	101	52720	630	MATCO TOOLS / STREETS			
61067	9/20/2022	1500.81	TRI COUNTIES BANK	9/20/2022	101	52720	630	LEAVITT / STREETS			
61067	9/20/2022	18.72	TRI COUNTIES BANK	9/20/2022	101	52720	650	AMAOZN / PARKS			
61067	9/20/2022	15	TRI COUNTIES BANK	9/20/2022	101	52720	650	AMAOZN / PARKS			
61067	9/20/2022	246.66	TRI COUNTIES BANK	9/20/2022	101	52100	230	AMAOZN / FINANCE			
61067	9/20/2022	29	TRI COUNTIES BANK	9/20/2022	214	52100	710	WHENIWORK / POLICE			
61067	9/20/2022	1390	TRI COUNTIES BANK	9/20/2022	214	51300	710	INFORMATION / POLICE			
61067	9/20/2022	390	TRI COUNTIES BANK	9/20/2022	214	51300	710	STANISLAUS / POLICE			
61067	9/20/2022	13.93	TRI COUNTIES BANK	9/20/2022	101	51400	710	AMAZON / POLICE			
61067	9/20/2022	28.89	TRI COUNTIES BANK	9/20/2022	101	51400	710	AMAZON / POLICE			
61067	9/20/2022	23.06	TRI COUNTIES BANK	9/20/2022	101	51400	710	AMAZON / POLICE			
61067	9/20/2022	7.37	TRI COUNTIES BANK	9/20/2022	101	51400	710	AMAZON / POLICE			
61067	9/20/2022	45	TRI COUNTIES BANK	9/20/2022	101	52500	710	COLUSA HEARING AIR / POLICE			
61067	9/20/2022	34.08	TRI COUNTIES BANK	9/20/2022	101	52100	320	AUTOZONE / FIRE			
61067	9/20/2022	141.51	TRI COUNTIES BANK	9/20/2022	221	53800	320	AMAZON / FIRE			
61067	9/20/2022	115.8	TRI COUNTIES BANK	9/20/2022	101	52720	320	HARBOR FREIGHT / FIRE			
61067	9/20/2022	253	TRI COUNTIES BANK	9/20/2022	221	51300	320	TRAVEL'S INN / FIRE			
61067	9/20/2022	100.78	TRI COUNTIES BANK	9/20/2022	101	52720	320	TRACTOR SUPPLY / FIRE			
61067	9/20/2022	64.12	TRI COUNTIES BANK	9/20/2022	101	52100	320	AMAZON / FIRE			
61067	9/20/2022	53.6	TRI COUNTIES BANK	9/20/2022	101	52100	320	AMAZON / FIRE			
61067	9/20/2022	45	TRI COUNTIES BANK	9/20/2022	101	52500	215	CONSTANT CONTACT / FIRE			
<b>61067 Total</b>		8825.18									
61068	9/14/2022	230	VALLEY TOXICOLOGY SERVICE	4562	214	52500	710	ALCOHOL AND DRUG ANALYSIS-AUG BLOWS / POLICE			
<b>61068 Total</b>		230									
61069	9/14/2022	48	COLUSA COUNTY PIONEER REV	2022-0838	101	53100	220	LEGAL NOTICES ORDINANCE NO. 554 / PLANNING			
61069	9/21/2022	36	COLUSA COUNTY PIONEER REV	2022-0849	101	53100	220	LEGAL NOTICE / PLANNING			
<b>61069 Total</b>		84									
61070	9/21/2022	700	MARTIN FAMILY FARMS	9/21/2022	253	53600	640	MEDIUM AND SMALL PUMPKINS / REC			
<b>61070 Total</b>		700									
<b>Grand Total</b>		254773.15									



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

October 20, 2022

ITEM FOR NOVEMBER 1, 2022

To: Colusa City Council Members

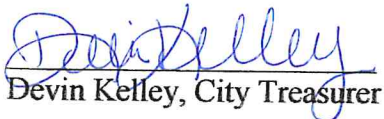
Re: Treasurer's Report for month ending July 2022

Please find the attached financial reports for your review. Based on the information provided to me by the finance department, this report represents the financial record as of July 31, 2022.

I have included a summary below:

Bank Balance as of July 31, 2022	\$ 5,638,129.16
Outstanding payables	(67,191.14)
LAIF Balance as of July 31, 2022	10,688,273.22
Petty Cash	500.00
Total Balance as of July 31, 2022	<u>\$16,259,711.24</u>

Respectfully submitted,

  
 Devin Kelley, City Treasurer

**CITY OF COLUSA, CALIFORNIA  
BANK RECONCILIATION  
FOR THE MONTH JULY 2022**

***Bank Records:***

Wells Fargo Bank Balance - JULY 31, 2022	\$ 5,638,129.16
Wells Fargo Escrow Account Balance - JULY 31, 2022	-

**ADD / SUBTRACT:**

Outstanding Accounts Payable	(58,067.51)
Outstanding Payroll Payable	(9,123.63)

Reconciling Items:	-
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Reconciled Checking Balance - Wells Fargo Bank - JULY 31, 2022	5,570,938.02
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LAIF Balance - JULY 31, 2022	10,688,273.22
Petty Cash Balance - JULY 31, 2022	500.00

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<b>Total Reconciled Bank Balances - JULY 31, 2022</b>	<b><u>\$ 16,259,711.24</u></b>
---	--------------------------------

***City Records (Post Journal Entries):***

10200 - Wells Fargo Bank Operating / USDA Loan Escrow	\$ 5,512,991.12
10995 - LAIF	10,688,273.22
10100 - Petty Cash	500.00

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Total Checking and LAIF	\$ 16,201,764.34
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**ADD / SUBTRACT:**

Credit Card Deposits in MOMS - Not In Bank	(9,693.56)
Rec.Desk not posted - In Bank	1,080.71
Federal and State Tax paid in August	66,559.75
Credit Card payment in bank not posted to MOM	

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<b>1Total Reconciled Book Balance - JULY 31, 2022</b>	<b><u>\$ 16,259,711.24</u></b>
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## *City of Colusa City Council* **STAFF REPORT**

**DATE:** November 15, 2022  
**TO:** Mayor and Members of the City Council  
**FROM:** Shelly Kittle, City Clerk

**AGENDA ITEM:**

City Council Handbook Update – AB 2449

**REQUESTED ACTION:**

Council to approve the updated City Council Handbook.

**BACKGROUND ANALYSIS:**

On September 13, 2022, California Governor Gavin Newsom signed into law Assembly Bill AB 2449 marking the latest development of the Brown Act in a post-pandemic world.

The update includes *Teleconference Meetings* with AB 2449 language on alternative teleconference procedures and non-substantive changes.

**BUDGET IMPACT:** None.

**STAFF RECOMMENDATION:**

Approve the recommended update.

**ATTACHMENTS:** Council Handbook (updated)





# CITY OF COLUSA

## CITY COUNCIL HANDBOOK

# INDEX

**CHAPTER ONE:**

GENERAL POWERS AND RESPONSIBILITIES

**CHAPTER TWO:**

SUPPORT PROVIDED TO THE CITY COUNCIL

**CHAPTER THREE:**

FINANCIAL MATTERS

**CHAPTER FOUR:**

COMMUNICATIONS

**CHAPTER FIVE:**

CONFLICTS AND LIABILITY

**CHAPTER SIX:**

INTERACTIONS WITH CITY STAFF/OFFICIALS

**CHAPTER SEVEN:**

CITY COUNCIL MEETINGS

**CHAPTER EIGHT: LEAVING OFFICE**

**CHAPTER NINE: ADDITIONAL TRAINING AND RESOURCE MATERIALS**

# Chapter 1

## Colusa City Council: General Powers and Responsibilities

### **City Council Generally**

The powers of a City Council in California to establish policy are quite broad. Essentially, councils may undertake any action related to city affairs other than those forbidden or preempted by state or federal law. Specifically, *the Council shall have the power in the name of the City, to do and perform all acts and things appropriate to a municipal corporation and the general welfare of its inhabitants and which are not specifically forbidden by the Constitution and laws of the State of California (California Government Code).*

It is important to note that the Council acts as a body. No member has any extraordinary powers beyond those of other members. While the Mayor and Mayor Pro Tem have some additional ceremonial and administrative responsibilities as described below, in the establishment of policies, voting and in other significant areas, all members are equal. It is also important to note that policy is established by a majority vote of the Council. While individual members may disagree with decisions of the majority, a decision of the majority does bind the Council to a course of action. In turn, it is staff's responsibility to ensure the policy of the Council is implemented. Actions of staff to pursue the policy direction established by a majority of Council does not reflect any bias against Council Members who held a minority opinion on an issue.

### **Role of Mayor and Mayor Pro-Tem**

*Mayor:* The role of the Mayor is to preside at all meetings of the City Council and to perform such other duties consistent with the office as may be imposed by the Council. The Mayor does not possess any power of veto. As presiding officer of the Council, the Mayor is to faithfully communicate the will of the Council majority in matters of policy. The Mayor is also recognized as the official head of the City for all ceremonial purposes.

The Mayor is elected by the City Council and serves at the pleasure of the City Council. Currently the Mayor's seat is changed on an annual basis, generally in the month of December. Serving as Mayor, or Mayor Pro-Tem is considered to be a privilege, not a right. At the time of selection of Mayor, any member of the City Council may be nominated to serve as Mayor or Mayor Pro-Tem.

The Mayor shall preserve order and decorum at all City Council meetings. The Mayor may debate and vote on any item before the City Council. The Mayor may move, second and debate from the chair, subject only to limitations of debate as are imposed on all City Council members. The Mayor shall not be deprived of any of the rights, privileges or obligations of a City Council member by reason of his/her role as presiding officer.

The Mayor shall consult and coordinate with the City Manager in the development of agendas for City Council meetings. The scope of such review focuses on the timing of business items and the volume of business which can be considered at any one meeting. Such review does not allow for a unilateral, unlimited delay of items to be considered by the Council. Should any significant disagreement arise regarding the scheduling of items, these matters are to be resolved by a majority of the City Council at a City Council meeting. In order to add items to the agenda for consideration, there must be support from two or more Council Members.

The Mayor may, at his/her discretion, nominate a resident for the annual City of Colusa Lifetime Achievement Award.

*Mayor Pro Tem:* The Mayor Pro-Tem shall perform the duties of the Mayor during the Mayor's absence or disability. The Mayor Pro-Tem serves in this capacity at the pleasure of the City Council. This position is rotated on an annual basis, generally in the month of December. In the event the Mayor is unavailable, the Mayor Pro-Tem may sign documents on behalf of the City. The Mayor Pro-Tem in conjunction with the Mayor, shall be responsible for, and endeavor to develop on behalf of the City, positive relationships and open lines of communications with other elected officials.

### **Appointment of City Manager and City Attorney**

The City Council appoints two positions within the City organization: The City Manager and the City Attorney. Both positions serve at the will of the City Council. City Attorney services have been provided by contract. The City Manager is an employee of the City and has an employment agreement which specifies terms of employment including an annual evaluation by the City Council. The City Manager is responsible for all other personnel appointments within the City.

### **Role in Disaster**

The City Council has some special extraordinary powers in the case of a disaster. Some meeting restrictions and expenditure controls are eased in such extreme situations.

### **Appointment of Advisory Bodies**

The City has currently three Commissions. In addition, special purpose committees, and task forces are often appointed by the City Council to address issues of interest. Information on appointments to advisory bodies is included in the City's Municipal Code. The following procedures reflect the general guidelines of the City Council regarding the appointment of volunteer residents to the Commissions and Committees of the City. The Appointment process for specific committees/task forces may vary depending on the purpose of the committee/task force.

The establishment of these procedures ensures that well-qualified, responsible and willing citizens are given the opportunity to serve the City and to participate in the governing of their community. These procedures apply to all appointments and reappointments to standing advisory bodies.

*Qualifications:* A member must be knowledgeable of and experienced in the areas of interest of the board/commission on which he/she wishes to serve. Depending on the type of the

committee, the member may be required to live within the City or may be required to live within the City's sphere of influence.

*Terms:* The term of office on most board/commissions is outlined in the Municipal Code. To allow the greatest opportunity for participation, an appointee shall generally be limited to serving on only one City committee, commission, or board at a time.

The term of any appointee may automatically be extended for not more than ninety (90) days pending the qualification of his/her successor.

*Outreach/Posting:* On or before December 31<sup>st</sup> of each year, the City Clerk shall prepare an appointment list of all regular and ongoing committees, commissions and boards which are appointed by the City Council. This listing shall contain the names of all appointees, their terms, the date of appointment and the date the term expires. This listing shall be posted at City Hall.

Whenever an unscheduled vacancy for an appointment occurs, a special notice shall be posted in the office of the City Clerk, and the City Web site as soon as practical but at least within twenty (20) days after the vacancy occurs. Final appointment shall not be made by the City Council for at least ten (10) working days after the posting of the notice in the Clerk's Office. If the Council finds an emergency exists, the Council may fill the unscheduled vacancy immediately on a temporary basis.

*Recruitment:* At least one month before regular terms expire, or immediately following receipt of a resignation, the City Clerk shall distribute the vacancy notice as follows, but is not limited to:

- City Council and City Manager
- City Hall posting board and electronic sign
- City Web site
- Notice in Paper
- Colusa Chamber of Commerce
- Members of City commission, boards and committees
- Council Chambers (copies available at public meetings)
- Any interested parties

#### *Applications*

1. Application forms are available on the City Web site and in the City Clerk's Office.
2. Applications must be received by the City Clerk by the published deadline to be considered.
3. After the application deadline, timely applications will be copied and provided to the City Council and the public.
4. An ad hoc Council committee may be directed by the City Council to conduct interviews and provide recommendations to the full Council. Should the full Council wish to interview candidates, a special open meeting will be called for that purpose.

5. Appointments will be made following a vote of the Council at an open and public meeting. Open ballots may be distributed, or an oral vote may be taken. The City Clerk will announce the votes.
6. Appointees will be provided with a letter of appointment and will receive the Oath of Office. Appointees may also be required to complete Statement of Economic Interest forms.

## Chapter 2

# Support Provided to City Council

### **Staff/Clerical Support**

Administrative support to members of the City Council is provided through the City Manager's Office. Clerical services including scheduling of appointments and attendance at conferences, receipt of phone messages, and word processing are available as needed. Staff members who provide administrative support to the five City Council Members include the City Manager's Office staff. Sensitivity to the workload of staff, as well as all City departments is appreciated. Should requested tasks require significant time commitments, prior consultation with the City Manager is requested and must have support of three or more Council Members.

### **Meeting Rooms**

City Hall meeting space can also be reserved for use of City Council Members by front counter City Staff.

### **Mail and Deliveries**

Members of the City Council receive a large volume of mail and other materials from the public, private interests, and staff. Mailboxes are maintained for each member at City Hall. Staff opens mail and reviews any time sensitive invitations, meeting notices or materials. Time sensitive materials are faxed to Council Members or a phone call is made/email is sent regarding the materials.

# Chapter 3

## Financial Matters

### **Council Compensation**

State law and the City Municipal Code provide for modest compensation to members of the City Council. Currently, pursuant to State statute, members receive a salary of \$300.00 per month.

### **Travel and Reimbursement**

The City has adopted a travel and expense reimbursement policy, which shall apply to all Council Members, Boards, and Commission members.



# Chapter 4

## Communications

### Overview

Perhaps the most fundamental role of a Council Member is communication--communication with the public to assess community opinions and needs and communication with staff to provide policy direction and to gain an understanding of the implications of various policy alternatives. Because the City Council acts as a body (that is, acting based on the will of the majority as opposed to individuals), it is important that general guidelines be understood when speaking for the Council. Equally important, when members are expressing personal views and not those of the Council, the public should be so advised.

### Correspondence from Council Members

Members of the City Council will often be called upon to write letters to residents, businesses, or other public agencies. Typically, the Mayor shall be charged with transmitting the City's position on policy matters to outside agencies on behalf of the City Council. Individual members of the Council will often prepare letters for constituents in response to inquiries or to provide requested information. City Council letterhead is available for this purpose, and staff can assist in the preparation of such correspondence.

On occasion, members may wish to transmit correspondence on an issue which the Council has yet to take a position or about an issue for which the Council has no position. In these circumstances, members should clearly indicate within letters that they are not speaking for the City Council as a whole but for themselves as one member of the Council.

After the City Council has taken a position on an issue, official correspondence should reflect this position. While members who may disagree with a position are free to prepare correspondence on such issues as private citizens, members should not use City letterhead, official Council title, and staff support for this purpose. In addition, City letterhead and staff support cannot be utilized for personal or political purposes.

### Responding to Public Complaints

When Council Members receive a complaint or inquiry from the public that involves a significant amount of staff work, and/or large financial cost, the Council Member should acknowledge the requestor's communication without making promises about what will happen on behalf of the City Council and forward the message to the City Manager.

### Speaking for "the City"

Similar to written correspondence, when members are requested to speak to groups or are asked the Council's position on an issue, the response should reflect the position of the Council as a whole. Of course, a member may clarify his/her vote on a matter by stating, "While I voted

against X, the City Council voted in support of it." When representing the City at meetings or other venues, it is important that those in attendance gain an understanding of the City Council's position rather than that of an individual member.

### **State Legislation, Propositions**

The City Council is frequently requested to take action on pending state legislation. The Council has adopted a practice of having the Council request information about legislation or propositions if there is a local impact. The Council can then choose whether to take a formal position in support or opposition.

### **Proclamations/Certificates**

Ceremonial proclamations are often requested of the City in recognition of an event or individual. Proclamations are not statements of policy but a manner in which the City can make special recognition of an event (e.g. Recycling Week). Certificates of commendation, recognition and appreciation are often presented to individuals for their accomplishments.

As part of his/her ceremonial responsibilities, the Mayor is charged with administration of proclamations and certificates on behalf of the City Council. Staff will work with the Mayor and City Manager to determine the appropriate delivery method of the proclamation or certificate. In some instances, a proclamation or certificate may be presented at an event by the Mayor. Individual Council Members do not issue proclamations or certificates. If a Council Member receives a request for recognition, the request should be forwarded to the City Clerk's Office for processing. Types of requests for recognition may include:

- Community Events, Community Organizations
- Athletic/Academic Accomplishments
- Acts of Heroism
- Non-profit Organizations, Yearly Commemorative Events
- Eagle Scouts and Golden Arrow Scouts
- City Commissioner Appointments and Resignations
- Regional Events and Recognition for Other Cities

### **Social Media Rules, Recommendations & Guidelines**

Social Media such as Facebook, Twitter, Instagram, TikTok, and others are a prevalent part of the 21<sup>st</sup> century media landscape. Often, Councilmembers will have a pre-existing personal social media account or 'page' prior to being elected and will be accustomed to posting opinions on any subject or topic they choose.

Once elected, a Councilmember is expected to follow the rules of AB 992, passed by the California Legislature and effective January 1, 2021. Specifically, those rules dictate that a Councilmember cannot:

- Comment, Share, Like, Re-Post, or add an ‘emoji’ to another Councilmember’s post about a City-related issue

For questions about this legislation, please contact the City Manager or City Attorney.

Additionally, the City of Colusa is offering the following *Ethical Recommendations and Guidelines* to help Councilmembers best communicate with their constituents as well as limit opportunity for mistakes or potential liability to the City.

- 1) Anything a Councilmember posts regarding City business should be accurate and true. Councilmembers are advised to check with the relevant staff member as needed before posting to ensure the highest level of accuracy.
- 2) If a Councilmember accidentally shares inaccurate information, they should make every effort to publicly correct the mistake on the same platform.
- 3) Members should be conscious about the effects a post may have on City staff and City operations. For example, be very cautious about discussions about confidential employment matters.

# Chapter 5

## Conflicts & Liability

### **Conflict of Interest**

State laws are in place which attempt to eliminate any action by a Council Member which may reflect a conflict of interest. The purpose of such laws and regulations is to ensure that all actions are taken in the public interest.

At any time, a Council Member believes a potential for conflict of interest exists, he/she should consult with the City Attorney for advice. Staff may also request an opinion from the City Attorney regarding a member's potential conflict. Laws which regulate conflicts are very complicated. Violations may result in significant penalties including criminal prosecution.

The Fair Political Practices Commission (FPPC) has published lengthy regulations and opinions on conflicts of interest that are useful in determining whether a particular financial interest or decision could give rise to disqualification based on a potential conflict of interest. The FPPC also puts out informational pamphlets to assist public officials in determining what types of situations may give rise to prohibited conflicts of interest. The FPPC can be reached at [www.fppc.ca.gov](http://www.fppc.ca.gov) or (1-866-275-3772).

There are a number of other restrictions placed on Council actions which are highlighted in the League of California Cities Mayors and Council Members Resources Guide. Such restrictions include prohibitions on secrecy and discrimination as well as assurance that all City funds are spent for public purposes. Violations of these restrictions may result in personal liability for individual Council Members.

Additionally, the City has adopted a Conflict of Interest Code, which must be reviewed biennially.

### **The Political Reform Act**

The Political Reform Act controls conflict of interests through disclosure of financial interests and prohibition participating in decision-making. Elected and appointed officials are prohibited from making, participating in or in any way attempting to use their official position to influence a governmental decision in which they know or have reason to know they have a financial interest. Financial interests can arise out of property ownership, business investments, leadership in a business entity, and receipt of income and gifts. Nevertheless, under certain circumstances, elected & appointed officials with conflicts may be allowed to participate in decision making.

Regulation 18702.3 explains how to determine when an official is using or attempting to use his or her official position to influence a governmental decision:

(a) With regard to a governmental decision which is within or before an official's agency or an agency appointed by or subject to the budgetary control of his or her agency, the official is attempting to use his or her official position to influence the decision if, for the purpose of influencing the decision, the official contacts, or appears before, or otherwise attempts to influence, any member, officer, employee, or consultant of the agency. Attempts to influence include but are not limited to appearances or contacts by the official on behalf of a business entity, client or customer.

The above is a summary of the Political Reform Act, for additional information or clarification, contact the City Attorney's Office.

### **City Attorney Conflict Advice**

It is critical to note that while the City Attorney can render advice on the interpretation of state laws and regulations on conflict matters, such advice is solely an interpretation of the law. The only authority that can provide binding interpretations on such matters, and legal protection for Council Members, is the state Fair Political Practices Commission (FPPC). Members or the full Council may also solicit opinions on such matters directly from the FPPC; however, such opinions often take time to develop and may not readily respond to urgent matters.

### **Conflict of Interest Forms**

Council Members and Commissioners and designated staff must fill out annual disclosure statements identifying sources of income, ownership of property, and receipt of loans and gifts. The City Council has adopted its own Conflict of Interest Code.

### **Liability**

The City is a large institution offering a variety of services and may often find itself subject to legal actions through lawsuits. For example, those involved in automobile accidents sometimes choose to take actions against a City since the accident occurred on a City roadway. The City must always approach its responsibilities in a manner which reduces risk to all involved; however, with such a wide variety of high profile services (e.g. police) risk cannot be eliminated. The City currently purchases its insurance services from a joint powers authority.

It is important to note that violations of certain laws and regulations by individual members of the City Council may result in that member being personally liable for damages which would not be covered by the City's insurance. Examples may include discrimination, harassment, or fraud.

### **Harassment**

State law prohibits and the City has policies and procedures which prohibit any form of racial or sexual harassment. Council Members should be familiar with the City's sexual harassment policies. Violations of such policies may find Council Members personally exposed through legal action.

# Chapter 6

## Interaction with City Staff/Officials

### Overview

City Council policy is implemented through professional staff. Therefore, it is critical that the relationship between Council and staff be well understood by all parties so policies and programs may be implemented successfully. To maintain effective relationships between members of the Council and staff, it is important that roles are clearly recognized.

### Council-Manager Form of Government

Like most general law cities, Colusa has adopted a council-manager form of government. This structure reflects the City Council's role to establish City policy and priorities. The Council appoints a city manager to implement this policy and undertake the administration of the organization. The City Council must work through the City Manager in dealing with City staff.

The City Manager is appointed by the City Council to enforce its laws, to direct the daily operations of City government, to prepare and monitor the municipal budget, and to implement the policies and programs initiated by the City Council. The City Manager is responsible to the City Council rather than to individual Council Members and directs and coordinates the various departments.

### Council/Manager Relationship

The employment relationship between the City Council and City Manager honors the fact that the City Manager is the chief executive officer of the City. The City Council should avoid situations that can result in staff being directed, intentionally or unintentionally, by one or more members of the City Council. Regular communication between the City Council and City Manager is important in maintaining open communications. All dealings with the City Manager, whether in public or private, should respect the authority of the City Manager in administrative matters. Disagreements should be expressed in policy terms, rather than in terms that question satisfaction with or support of the City Manager.

As in any professional relationship, it is important that the City Manager keep the City Council informed. The City Manager respects and is sensitive to the political responsibility of the City Council and acknowledges that the final responsibility for establishing the policy direction of the City is held by the City Council. The City Manager communicates with City Council in various ways. There are informal briefing meetings with individual Council Members as needed, informational memoranda and monthly department reports. Communication must be undertaken in such a way that all Council Members are treated similarly and kept equally informed.

### City Manager Code of Ethics

The City Manager is subject to a professional code of ethics from his/her professional association. It should be noted that this code binds the City Manager to certain practices which are designed to ensure actions are in support of the City's best interests. Violations of such standards can result in censure by the professional association.

### **City Council/City Attorney Relationship**

The City Attorney is the legal advisor for the Council, City Manager, and City staff. The general legal responsibilities of the City Attorney are to: 1) provide legal assistance necessary for formulation and implementation of legislative policies and projects; 2) represent the City's interest, as determined by the City Council, in litigation, administrative hearings, negotiations, and similar proceedings; 3) prepare ordinances, resolutions, contracts, and other legal documents to best reflect and implement the purposes for which they are prepared; and 4) to keep City Council and staff apprised of court rulings and legislation affecting the legal interest of the City. It is important to note that the City Attorney does not represent individual members of Council, but the City Council as a whole.

### **Dissemination of Information**

In cases where a staff response to an individual Council Member request involves written materials which may be of interest to other Council Members, the City Manager will provide copies of the material to all other Council Members. In making this judgment, the City Manager will consider whether the information is significant, new, otherwise not available to the Council, or of interest to the Council.

### **Staff Relationship with Advisory Bodies**

Staff support and assistance may be provided to commissions and task forces; however, advisory bodies do not have supervisory authority over City employees. While staff may work closely with advisory bodies, staff members remain responsible to their immediate supervisors and ultimately the City Manager and City Council. The members of the commission/board/committee are responsible for the functions of the advisory body, and the chairperson is responsible for committee compliance with any Council policies.

Staff support may include preparation of reports providing a brief background of the issue, a list of alternatives, recommendations, and appropriate backup materials, if necessary. Advisory body members should have sufficient information to reach decisions based upon a clear explanation of the issues. The assigned staff person serves as secretary, taking minutes as needed.

It is important that advisory bodies wishing to communicate recommendations to the City Council do so through adopted or approved Council agenda procedures. In addition, when a commission wishes to correspond with an outside agency, correspondence should be reviewed and approved by the City Council. Members of the public that who would like a commission to review a particular issue that will involve significant Staff and Commission time, should bring the request to the City Council, who then can refer the matter to the advisory body. Staff members are to assist the advisory body chair to ensure appropriate compliance with state and local laws and regulations.



# Chapter 7

## City Council Meetings

### Meeting Schedule

Regular meetings are held in the Colusa Council Chambers at 425 Webster Avenue on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of the month. Meeting times and dates are established by resolution of the City Council. The regular City Council meetings begin at 6:00 p.m. with closed sessions generally being convened earlier as needed. Occasionally, work sessions are held prior to a Council meeting. No Council meeting will be held in the event that a regular meeting of the Council falls on a legal holiday. From time-to-time, regular City Council meetings may be cancelled. Written notice must be given to the City Council, the public and the media at least 72 hours prior to a regular meeting. (More details are contained in the Open Meeting Laws section.)

### Special Meetings

Special meetings may be called from time-to-time. Written notice must be delivered to the City Council, provided to the public by posting, and to the media (if requested in writing) 24 hours prior to a special meeting (*Cal Govt Code Section 54956*). No business other than that announced may be discussed. Public comment is taken at Special Meetings.

Notice requirements of the Brown Act shall be complied with for all meetings; minutes of the meeting shall be taken by the City Clerk or designee and shall, upon Council approval, be available for public inspection.

### Placing Items on Agenda

*City Council:* A Council Member may request an item be considered on a future agenda as long as he/she receives support from one or more City Council Members. Staff will prepare a staff report if formal Council action is required. Council Members may make this request during the “Council Communications” portion of a meeting.

*Members of the Public:* A member of the public may request an item be placed on a future agenda during public comment or through other communication with Council Members. The item will be placed on a future agenda upon agreement of two or more Council Members or by City Manager discretion.

*Emergency and Non-Agendized Items:* Emergency and non-agendized items may be added to an agenda for a regular meeting only, in accordance with state law. Emergency items are only those matters affecting public health or safety such as work stoppages, disasters, and other severe emergencies. Adding an emergency item requires a majority vote. Emergency items are very rare. More likely, an item arises after the agenda is posted that the Council would like to act on. Non-agendized items may be added to the agenda only if the Council makes findings that (1) the need to consider the item arose after the posting of the agenda and (2) that there is a need to take

immediate action at this meeting of the City Council. These findings must be approved by a 4/5th vote; if less than four members of Council are present, the findings require a unanimous vote of those present.

## Tips on the Dais

The City Council Chamber is equipped with a public address system. The system provides microphones at the dais, staff table, and podium. There are several issues related to the sound system which are important to keep in mind:

- Turn the microphone on when you want to talk and speak directly into the microphone.
- Turn the microphone off when you are through talking, during recesses, and after the meeting.
- Never say things near a microphone you do not want heard; and
- Have all speakers come forward to the podium. Do not allow people to speak from the audience.

## Order of Business

The City Council establishes the general order of meetings through the adoption of a resolution. This section summarizes each meeting component.

**1. Closed sessions (closed to the public):** The ability of a City Council to conduct sessions not open to the public is restricted by state law to ensure open proceedings. Certain defined circumstances exist wherein a City Council may meet without the public in attendance. Such circumstances include:

Real Property: the purchase, sale, exchange, or lease of real property with the City's negotiator; the real property and the person(s) with whom the City may negotiate must be announced in open session prior to the closed session (*Cal Govt Code Section 54956.8*).

Litigation: pending or a significant exposure to litigation, or the decision to initiate litigation; the litigation or title must be identified in open session prior to the closed session unless the Council states that to do so would jeopardize its ability to conclude existing settlement negotiations or effectuate service of process. The purpose is to confer with, or receive advice from, legal counsel on such litigation. (*Cal Govt Code Section 54956.9*).

Compensation: (salaries and benefits) of employees; to review its position and instruct designated representatives (*Cal Govt Code Section 54957.6*).

Personnel: the appointment, employment, evaluation of performance, or dismissal of a public employee, or to hear complaints against the employee unless the employee requests the discussion occur in public (*Cal Govt Code Section 54957*).

Members of the Council, employees of the City, or anyone else present shall not disclose to any person the content or substance of any discussion which takes place in a closed session unless authorized by the Council. All written materials distributed at a Closed Session shall be returned to staff at the end of the Closed Session.

Typically, closed sessions will be scheduled before the public portions of the meeting. This is done so that public portions of the meeting are not interrupted by closed sessions. In addition, such sessions may require the attendance of special legal counsel and consultants.

At closed sessions, the public is invited to speak under Public Comment, but can only speak on the closed session agenda item(s).

**2. Study Sessions:** Study Sessions are meetings with staff to discuss current issues. These meetings are different from special meetings in that Council cannot take action on items discussed in the study session. These meetings are open to the public. Study Sessions (sometimes referred to as Work Sessions) can be held on a regular Council meeting day or as part of a special meeting.

**3. Consent Calendar:** Those items on the Council agenda which are considered to be of a routine and non-controversial nature by the City Manager are placed on the "Consent Calendar". These items shall be approved, adopted, accepted, etc., by one motion of the Council. For example, approval of minutes, final reading and adoption of ordinances, various resolutions approving agreements, minor budgetary items, status reports, and routine City operations.

Council Members may request that any item listed under "Consent Calendar" be removed from the Consent Calendar, and Council will then take action separately on this item. A member of the public may request that an item listed under "Consent Calendar" be removed and Council action taken separately on the item; however, a majority of the City Council must concur with such a request. Items which are removed ("pulled") by members of the Council for discussion will typically be heard after other Consent Calendar items are approved unless the majority of Council chooses an earlier or later time.

**Minor questions:** A Council Member may ask questions on any item on the Consent Calendar. When a Council Member has a minor question for clarification concerning a consent item which will not involve extended discussion, the item may be pulled for clarification and the questions will be addressed along with the rest of the Consent Calendar. Council Members are encouraged to seek clarifications prior to the meeting, if possible.

**Correction of Minutes:** Minutes of the City Council meetings are submitted to the Council for approval and/or correction in draft form at a subsequent regular meeting. It is the policy of the City Council that only members of the Council and the City Clerk have the authority to make revisions to the minutes subject to a majority vote of the City Council. Council Members having only typographical corrections to minutes are encouraged to provide such corrections to the City Clerk directly and need not wait to submit such corrections at a meeting.

No or Abstain vote: When a Council Member wishes to pull an item simply to register a dissenting vote, the Council Member shall inform the City Council that he or she wishes to register a dissenting vote without discussion. These items will be handled along with the rest of the Consent Calendar, and the City Clerk will register a “no” or “abstain” vote in the minutes.

**4. Public Comment:** Individuals desiring to speak are to address the Council from the speaker podium after giving their name.

Comments should focus on a specific matter within the Council’s jurisdiction with reasons for the position taken. Written comments are encouraged during the public comments section or during public hearings. When materials are presented during public hearings, they should be submitted before the public hearing is closed on the item. Comments may be limited so that all have an opportunity to address the Council. Normally, speakers are limited to three minutes each. The Mayor has the discretion to lengthen or shorten the allotted times. Any materials submitted during public comments (or for public hearings) become part of the public record and may be subject to disclosure under the Public Records Act. This includes, but is not limited to PowerPoint presentations, videos, letters and photographs.

Letters sent to Council in advance of a meeting, yet after the preparation of agenda will be placed at the Council Member's position on the dais.

Each person desiring to address the Council shall approach the microphone. The Council requests that each person state his or her name and address for the record, state the subject he or she wishes to discuss, state whom he or she represents if applicable, and unless further time is granted by majority vote of the Council, shall limit his or her remarks to the time specified by City Council. This is to assist in record-keeping purposes, but members of the public are not required to state his/her name or address for the record. All remarks shall be addressed to the Council as a whole and not to one particular member of the Council or to the audience or staff members. No questions shall be asked by a Council Member or by a member of the City staff without obtaining permission of the Mayor. Members of the public are requested to fill out a speaker slip for record-keeping purposes. Speaker slips are public records.

In order to expedite matters and to avoid repetitious presentations, whenever any group of persons wishes to address the council on the same subject matter, it shall be proper for the presiding officer to inquire whether or not the group has a spokesperson and if so, that he/she be heard with the following speakers in the group to be limited to facts not already presented by the group spokesperson. It is the Council’s practice not to allow speakers to transfer their time to another speaker.

**5. Public Hearings:** Hearings on matters of importance or legal requirement. These items require the Council to review the written public record and to hear and weigh public testimony during the public hearing before taking action. Hearings are noticed according to law by publication in the local newspapers and/or by mailed notices to property owners; and can be continued to any subsequent meeting. Public hearings should be “opened” and “closed” and reopened if necessary.

After public hearings are closed, no member of the public shall be permitted to address the Council or the staff from the audience, except at the discretion of the Mayor.

**6. Council Consideration:** Regular items are shown on the agenda in the order that they will be considered. At times, the Council may decide to adjust the order of the agenda to better accommodate the public. Depending on the type of public hearing, public testimony may be limited. The City Attorney should be consulted if there are any questions.

**7. Department Reports:** This section of the meeting provides staff an opportunity to give the City Council brief informational updates on various projects.

**8. City Manager Items:** The purpose of this section of the agenda is to provide the Mayor and City Council with pertinent information as well as brief comments on City business, operations, projects, and other items of general interest.

**9. Comments by Council Members/Item(s) Requested by Council Members/Future Agenda Items:** The purpose of this section of the meeting is to provide members of the Council an opportunity to introduce discussion on matters not currently before the Council including brief announcements, questions of staff, and request for items to be placed on the agenda at a future meeting. Examples of appropriate communications would be information of general interest received from outside agencies, comments or inquiries received from individuals or from the public, requests to agendize future items, announcements of interest to the public, reports on regional board activities, and solicitations of Council's input on these efforts.

An item may be put on a future agenda by a Council Member if he/she gets a second/support from at least one other Council Member.

State law provides that the Council can take action only on such matters which have been properly noticed and agendized, unless special circumstances are found to exist (as mentioned above). Subject to that exception, action or approval on non-agendized items is not allowed, and such items should be placed on the agenda of the next regular meeting.

## **General Procedures**

The Council has adopted general rules of procedure for Council Meetings. Over the past ten years, the Council has established certain practices including:

*Presiding Officer:* The Mayor is the presiding officer and acts as Chair at Council meetings. In the absence or incapacity of the Mayor, the Mayor Pro-Tem serves as presiding officer.

*Signing of City Documents:* The Mayor, unless unavailable, shall sign all ordinances, resolutions, contracts, and other documents which have been adopted by the City Council and require an official signature except when the City Manager has been authorized by Council action to sign documents. In the event the Mayor is unavailable, the Mayor Pro-Tem's signature may be used.

## **Discussion Rules**

To assist the City Council in the development of a structure for orderly discussion of items, the Council generally follows the procedures below:

1. *Obtaining the Floor:* A member of the City Council or staff shall first address the Mayor and gain recognition. Comments and questions should be limited to the issue before the Council.
2. *Questions to Staff:* A Council Member shall, after recognition by the Mayor, address questions to the designated staff member.
3. *Interruptions:* Once recognized, a Council Member should not be interrupted while speaking except to make a point of order or personal privilege. If a Council Member is called to order while speaking, the individual shall cease speaking until the question order is determined. Upon being recognized by the Mayor, members of the staff shall hold the floor until completion of their remarks or until recognition is withdrawn by the Mayor.
4. *Discussion Limit:* A Council Member should not speak more than once on a particular subject until every other Council Member has had the opportunity to speak. Council Members are encouraged to discuss items during the decision-making process.
5. *Tabling Procedure:* Immediately stops discussion and causes a vote to postpone the matter indefinitely or to a certain time and date.
6. *Right of Protest:* A Council Member is never required to state reasons for a dissenting vote.

### **Other Protocol**

Other guidelines have been practiced to ensure meetings of the Council emphasize the importance of the business being conducted in a professional manner. Council Members and staff shall:

- a. Work to preserve appropriate order and decorum during all meetings.
- b. Discourage side conversations, disruption, interruptions, or delaying efforts.
- c. Inform the Mayor when departing from a meeting.
- d. Limit disruptive behavior. Persons demonstrating rude, boisterous or profane behavior will be called to order by the Mayor. If such conduct continues, the Mayor may call a recess, request the removal of such person(s) from the Council Chambers, adjourn the meeting, or take such other appropriate action as permitted by the Brown Act.

*Enforcement of Order:* The Police Chief or his/her designee acts as the Sergeant-at-Arms. Any Council Member may request the presiding officer to enforce the rules of protocol. Upon motion and majority vote, the presiding officer shall be required to do so.

*Values of Respect:* The City Council recognizes the importance of approaching the public's business in an environment of personal respect which places emphasis on the consideration of

policy and avoids personalization of comments. Some general guidelines utilized by the City Council include:

Discussion should focus on policy matters;

Personal criticism of members is inappropriate; and

Proper decorum should be displayed as other members express their views.

*Courtesy:*

- **Council Members:** Council Members shall accord the utmost courtesy to each other, City staff and the public appearing before the City Council and shall refrain at all times from rude and derogatory remarks, public criticism of staff, remarks as to integrity, abusive comments and statements as to motives and personalities.
- **City Employees:** Employees of the City shall observe the same rules of order and decorum applicable to the City Council.
- **Public Speakers:** Members of the public attending a City Council meeting shall be encouraged to observe the same rules of order and decorum applicable to the City Council. Any person who becomes boisterous while addressing the City Council or while attending the City Council meeting, or behaves in such a way as to be disruptive of the meeting, shall be removed from the room if the Sergeant-at-Arms is so directed by the Mayor and such person may be barred at that meeting from further audience before the City Council.
- **Appointed Members of Boards, Commissions and Committees:** Appointed members of Boards, Commissions and Committees of the City shall observe the same rules of order and decorum applicable to the City Council.

*Noise in the Chamber:* Noise emanating from the area immediately outside the City Council Chambers which disrupts City Council meetings shall not be permitted.

*Crowd Control in Council Chambers:* If the City Manager, or the City Manager's designee, anticipates in advance a crowd larger than the maximum number of attendees allowed in the City Council Chambers, he or she shall provide for overflow elsewhere if needed.

*Smoking, Food and Drink:* It is unlawful for any person to smoke in the City Council Chambers (GCS 7597).

*Distribution of Literature and Other Materials in City Council Chambers:* No person shall distribute flyers, leaflets, placards, or other literature or circulate any petition within the City Council Chambers. Such literature may be displayed or distributed outside the City Council Chambers area.

## **Voting Procedures**

When present, all Council Members are to vote. Failure of a seated member to orally express a vote constitutes an affirmative vote. No ordinance, resolution, or motion shall be passed or become effective without an affirmative vote.

A conflict of interest shall be declared whenever appropriate and in compliance with state law. The affected Council Member will step down from the dais, leave the Council Chambers and not participate in the discussion or vote on the item.

General consensus may be declared at the discretion of the presiding officer if there are no negative votes or objections by Council Members.

*Tie vote:* A tie vote is equivalent to a vote which has failed or lost motion. The presiding officer may publicly explain the effect of the tie vote for the audience or may direct a member of the staff to do so.

In case of a tie vote, any Council Member may offer a motion for further action. If the matter involves an appeal, and an affirmative vote does not occur, the result is that the appealed decision stands as decided by the decision-making person or body from which the appeal was taken.

The City Attorney should be consulted during or before a Council meeting, if questions arise regarding voting procedures.

### **Notification and Advertising**

The City attempts to publicize matters of significant neighborhood or community public interest which appear on a City Council or Planning Commission agenda, as well as all matters where advertising is required by law.

All advertising is to be accomplished in legal and economical manner. All affidavits of publication shall be reviewed by the City Clerk and will be available to interested members of the public.

### **Open Meeting Laws ("The Brown Act")**

Operations and procedures of the City and City Council incorporate requirements of the state's open meeting law (commonly referred to as the Brown Act for former state legislator Ralph M. Brown). Because this law is such an important part of local government operations, some specific requirements of the law are highlighted below for your information and future reference.

*Applicability and Penalties:* The entire City organization conducts its business in compliance with the Ralph M. Brown Act, State Government Code Section 54950 *et seq.*. The intent of the Act is to ensure that deliberation and actions of local public agencies are conducted in open and at public meetings. The law provides for misdemeanor penalties for members of a body who violate the Act (*Cal Govt Code Section 54959*). In addition, violations are subject to civil action (*Cal Govt Code Section 54960*). The provisions that most directly affect the Council are summarized in this chapter.



*A. Applicability:* The Act applies to the Council and all commissions, boards, and task forces that advise the Council. Staff cannot promote actions which would violate the Act.

*B. Meetings:* All meetings shall be open and public. A meeting takes place whenever a quorum (3 or more members) is present and information about the business of the body is received; discussions qualify as a meeting. Social functions (e.g. receptions, dinners) do not fall under the Act unless City business is discussed.

*C. Agendas:* Agendas for regular meetings must be posted 72 hours in advance of the meeting and must meet various requirements.

*D. Actions:* No action can be taken on any item not appearing on the posted agenda.

Exceptions: 1) An emergency situation exists (determined by a majority of the Council); 2) The need to take action arose subsequent to the agenda being posted and there is a need for immediate action (determined by 2/3 vote of the Council; or if less than 2/3 are present, by unanimous vote); 3) The item was continued to another meeting that was scheduled and posted within 5 days of the original agenda.

*E. Public Input:* The public has an opportunity to address the Council on any item of interest to the public that is within the jurisdiction of the Council during regular meetings and on any agenda item during special meetings. The City has the right to establish time limits on speakers and the total time allocated for a particular issue.

*F. Public Disruptions:* A portion or all of the public may be removed if willful disruption makes conducting the meeting “unfeasible;” the press may remain unless they participate in the disruption.

*G. Correspondence:* All writings distributed for discussion or consideration at a public meeting are public records. This includes PowerPoint presentations, photos, handouts, videos and letters.

*I. Special Meetings:* Special meetings may be called by the Mayor or a majority of the Council with strict notification requirements delivered to the media and Council 24-hours before the time of the meetings.

*J. Emergency Meetings:* Emergency meetings may be called due to the disruption or threatened disruption of public facilities without notification. Only work stoppages or crippling disasters that impair the public health and/or safety qualify for emergency meetings.

*K. Teleconference Meetings:* Teleconference meetings are allowed in limited emergency circumstances or if the Council finds “just cause” to do so and will be subject to the requirements set forth in Government Code Section 54953 as modified by AB 2449. (AB 2449 expires on January 1, 2026.)

*L. Other Provisions:* The Act provides many other restrictions and requirements; this chapter is intended merely as a Council summary and overview of the Act, and nothing in this Chapter supersedes the provisions of the Brown Act. Please check with the City Attorney and/or the City Clerk for more information. The City Attorney provides periodic trainings on the Brown Act.

## **Minutes**

The minutes serve as a source of information for the Council and for the public. Meeting minutes include the following information:

- Members present;
- Motions, proposals, resolutions, orders, ordinances, and other items of business and their disposition; and
- Results of all votes.

The minutes are generally a summary of the action that took place and do not include a verbatim transcript. The City Clerk is responsible for recording, preparing, and filing Council minutes. It is the City Clerk's goal to bring the minutes to the Council for approval within one month of a meeting. Once approved, Council meeting minutes are available for review in the City Clerk's office.

## **Tape Recordings**

All meetings (except closed sessions) of the City Council shall be audio recorded, unless in specific circumstances the equipment is not working.

# Chapter 8

## Leaving Office

### **Filling Council Vacancies**

Generally, if a vacancy occurs on the City Council during a member's term (e.g. resignation) the Council may appoint an individual to serve the remaining term or call for a special election, in accordance with State law.

## Chapter 9

# Additional Training & Resource Materials

### **League of California Cities**

The League is an association of virtually all of the cities in California. It provides many levels of service including the production of educational conferences for local officials, publication of various newsletters, and a monthly magazine, *Western City*. The League also has lobbyists on staff that represents the interest of cities before the state legislature and federal government. Committees having local officials as members are also organized around the interests of City departments (e.g. City Council, City Manager, City Clerk, Fire, Police, Community Services, Community Development) to address issues as they arise. The League's Web site is [www.cacities.org](http://www.cacities.org). Their phone number is (916) 658-8236.

The League of California Cities has established the Elected Officials Leadership Academy. The Academy has developed a curriculum which addresses subjects and skills utilized by members of city councils. Credits are awarded for attending designated programs.

### **International City Management Association (ICMA)**

ICMA is a professional association of local government chief executives. The association has an extensive list of publications to assist local officials. The Association's *Elected Officials Handbook* series can be of great value to Council Members. Publications have also been developed on every basic city service.

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Adopted by Resolution 11-27 (August 11, 2011)

Revised by Resolution 12-12 (March 6, 2012)

Updated to include Social Media Policy (April 6, 2021)

Updated to include Teleconference Meetings (November 15, 2022)

**Northern California Cities Self Insurance Fund**  
**(Governmental Enterprise Fund)**  
**Combining Statement of Net Position - Liability**  
**June 30, 2022**

	City of Anderson	City of Auburn	City of Colusa	City of Corning	City of Dixon	City of Folsom	City of Galt	City of Gridley	City of Ione
Current Assets									
Cash and Cash Equivalents	\$ 14,920	\$ 209,588	\$ 49,265	\$ 1,435	\$ 30,530	\$ 412,210	\$ 141,957	\$ 11,834	\$ 7,780
Accounts Receivable	53,892	-	-	-	-	-	-	-	10,000
Interest Receivable	505	1,166	319	253	491	7,217	1,342	632	136
Excess Accounts Receivable	-	-	-	-	-	-	-	-	-
Total Current Assets	69,317	210,754	49,584	1,688	31,021	419,427	143,299	12,466	17,916
Non-Current Assets									
Investments*	144,155	158,028	54,720	81,871	137,747	1,744,072	315,427	188,151	36,463
Total Assets	\$ 213,472	\$ 368,782	\$ 104,304	\$ 83,559	\$ 168,768	\$ 2,163,499	\$ 458,726	\$ 200,617	\$ 54,379
Current Liabilities									
Accounts Payable	\$ 1,034	\$ 1,491	\$ 633	\$ 188	\$ 755	\$ 4,756	\$ 1,210	\$ 1,068	\$ 469
Unearned Revenue	-	7,838	13,617	20,362	33,354	-	109,330	-	-
Total Current Liabilities	1,034	9,329	14,250	20,550	34,109	4,756	110,540	1,068	469
Non-Current Liabilities									
Outstanding Liabilities*	291,919	189,328	81,917	62,000	238,770	806,748	80,540	116,512	33,698
Total Non-Current Liabilities	291,919	189,328	81,917	62,000	238,770	806,748	80,540	116,512	33,698
Total Liabilities	\$ 292,953	\$ 198,657	\$ 96,167	\$ 82,550	\$ 272,879	\$ 811,504	\$ 191,080	\$ 117,580	\$ 34,167
Net Position									
Designated for Contingency	-	-	-	-	-	-	-	-	-
Undesignated	(79,481)	170,125	8,137	1,009	(104,111)	1,351,995	267,646	83,037	20,212
Total Net Position	(79,481)	170,125	8,137	1,009	(104,111)	1,351,995	267,646	83,037	20,212
Liability & Net Position	\$ 213,472	\$ 368,782	\$ 104,304	\$ 83,559	\$ 168,768	\$ 2,163,499	\$ 458,726	\$ 200,617	\$ 54,379

\*For internal reporting purposes, investments and claim liabilities are classified as non-current.

**Northern California Cities Self Insurance Fund**  
**(Governmental Enterprise Fund)**  
**Combining Statement of Net Position - Liability**  
**June 30, 2022**

	City of Jackson	City of Lincoln	City of Marysville	City of Oroville	City of Paradise	City of Red Bluff	City of Rio Vista	City of Rocklin	City of Willows	City of Yuba City
<b>Current Assets</b>										
Cash and Cash Equivalents	\$ 35,127	\$ 181,147	\$ 113,654	\$ 23,326	\$ 47,525	\$ 7,987	\$ 9,164	\$ 465,367	\$ 133,863	\$ 82,400
Accounts Receivable	-	26,777	-	-	-	-	13,279	-	20,460	-
Interest Receivable	474	1,588	1,166	790	1,176	644	47	3,096	440	2,510
Excess Accounts Receivable	-	-	-	-	-	-	-	-	-	-
<b>Total Current Assets</b>	<b>35,601</b>	<b>209,512</b>	<b>114,820</b>	<b>24,116</b>	<b>48,701</b>	<b>8,631</b>	<b>22,490</b>	<b>468,463</b>	<b>154,763</b>	<b>84,910</b>
<b>Non-Current Assets</b>										
Investments*	131,259	330,559	247,915	233,079	337,153	203,129	97	537,187	37,735	709,488
<b>Total Assets</b>	<b>\$ 166,860</b>	<b>\$ 540,071</b>	<b>\$ 362,735</b>	<b>\$ 257,195</b>	<b>\$ 385,854</b>	<b>\$ 211,760</b>	<b>\$ 22,587</b>	<b>\$ 1,005,650</b>	<b>\$ 192,498</b>	<b>\$ 794,398</b>
<b>Current Liabilities</b>										
Accounts Payable	\$ 110	\$ 1,909	\$ 2,017	\$ 613	\$ 855	\$ 1,198	\$ 707	\$ 2,188	\$ 753	\$ 2,479
Unearned Revenue	66,192	-	33,149	26,004	72,889	22,426	-	220,449	53,668	-
<b>Total Current Liabilities</b>	<b>66,302</b>	<b>1,909</b>	<b>35,166</b>	<b>26,617</b>	<b>73,744</b>	<b>23,624</b>	<b>707</b>	<b>222,637</b>	<b>54,421</b>	<b>2,479</b>
<b>Non-Current Liabilities</b>										
Outstanding Liabilities*	49,577	331,483	138,217	245,949	76,878	71,630	27,504	195,004	150,383	381,658
<b>Total Non-Current Liabilities</b>	<b>49,577</b>	<b>331,483</b>	<b>138,217</b>	<b>245,949</b>	<b>76,878</b>	<b>71,630</b>	<b>27,504</b>	<b>195,004</b>	<b>150,383</b>	<b>381,658</b>
<b>Total Liabilities</b>	<b>\$ 115,879</b>	<b>\$ 333,392</b>	<b>\$ 173,383</b>	<b>\$ 272,566</b>	<b>\$ 150,622</b>	<b>\$ 95,254</b>	<b>\$ 28,211</b>	<b>\$ 417,641</b>	<b>\$ 204,804</b>	<b>\$ 384,137</b>
<b>Net Position</b>										
Designated for Contingency	-	-	-	-	-	-	-	-	-	-
Undesignated	50,981	206,679	189,352	(15,371)	235,232	116,506	(5,624)	588,009	(12,306)	410,261
<b>Total Net Position</b>	<b>50,981</b>	<b>206,679</b>	<b>189,352</b>	<b>(15,371)</b>	<b>235,232</b>	<b>116,506</b>	<b>(5,624)</b>	<b>588,009</b>	<b>(12,306)</b>	<b>410,261</b>
<b>Liability &amp; Net Position</b>	<b>\$ 166,860</b>	<b>\$ 540,071</b>	<b>\$ 362,735</b>	<b>\$ 257,195</b>	<b>\$ 385,854</b>	<b>\$ 211,760</b>	<b>\$ 22,587</b>	<b>\$ 1,005,650</b>	<b>\$ 192,498</b>	<b>\$ 794,398</b>

\*For internal reporting purposes, investments and claim liabilities are classified as non-current.



## City of Colusa California

### STAFF REPORT

**DATE:** November 1, 2022  
**TO:** Mayor Reische and Members of the City Council  
**FROM:** Jesse Cain, City Manager, and Ryan Jones, City Attorney

#### **AGENDA ITEM:**

Subject: Hold first reading, read by title only, and set for second reading an Ordinance to amend Sections 3-17 and 3-18 of the Colusa Municipal Code to allow the sale of alcohol at cardrooms.

**Recommendation:** Listen to public comment and consider holding first reading of the ordinance to amend the Colusa Municipal Code Sections 3-17 and 3-18.

#### **BACKGROUND ANALYSIS:**

On or about July 8<sup>th</sup>, 2022, the City of Colusa, through its City Attorney, sent proposed amendments to its municipal code to the California Bureau of Gambling Control. The proposed amendments were submitted to the Bureau for review and comment prior to their adoption by the Colusa City Council as required by Business and Professions Code section 19961.1. The proposed amendments concerned changes to sections 3-17 and 3-18 of the Colusa Municipal Code.

In its current form, section 3-17 provides that it is unlawful for any "owner, operator, tenant or person in control" of a gambling establishment to "sell, dispense, give, serve or deliver" any intoxicating liquor or alcoholic beverage to any person participating in the play of a controlled game.

The proposed amendments to section 3-17 provide that it is unlawful for the "owner or operator" of a gambling establishment to sell liquor on the premises, but that beer and wine may be sold between the hours of 6:00 a.m. and 2:00 a.m. In addition, the proposed amendments to this section would make it unlawful for the owner or operator of a gambling establishment, or any other person, to sell, dispense, give, or serve any alcoholic beverage to any participant in a controlled game, or any patron, on the premises, including the parking lot, of the gambling establishment, between the hours of 2:00 a.m. and 6:00 a.m. The amendment would also make it unlawful for an owner or operator, or any other person, to knowingly allow the consumption of alcoholic beverages on the premises or parking lot of a gambling establishment between the hours of 2:00 a.m. and 6:00 a.m.

Section 3-18 currently provides that it is unlawful for the "owner, operator, tenant or person in

control” of a gambling establishment to knowingly permit an intoxicated person to participate in the play of a controlled game.

The proposed amendments to section 3-18 would provide that the “owner or operator . . . or person in charge or control” of a gambling establishment shall not knowingly permit an intoxicated person to participate in the play of a controlled game. The change is a cosmetic one.

In sum, these amendments allow for beer and wine to be sold on the premises of certain gambling establishments located in the City of Colusa and have been adjudged consistent with the requirements of the Gambling Control Act.

**BUDGET IMPACT:**

None

**STAFF RECOMMENDATION:**

Take direction from the City Council

**ATTACHMENT:**

Amended Municipal Code Sections 3-17 and 3-18



## CHAPTER 3. AMUSEMENTS.<sup>1</sup>

### Article III. Cardrooms.<sup>4 2</sup>

#### Sec. 3-9. Permits—Required.

No person shall keep or maintain or permit to be kept or maintained in any building, place or premises owned, managed, supervised, possessed or controlled by anyone in the city, any tables which are used by the public or offered for use by the public for the playing of cards, and for the use of which a fee or compensation is charged players, without first obtaining a permit from the city council so to do.

(Ord. No. 152, § 1.)

#### Sec. 3-10. Same—Application.

A written application for permits under this article shall be filed with the city clerk, upon forms to be provided by applicant, and shall contain the following information:

- (a) The name, occupation, business status and residence address of the applicant.
- (b) The location and ownership of the premises for which the permit is sought.
- (c) The number of tables for which the permit is sought.
- (d) Such further information as the city council may require.

(Ord. No. 152, § 2.)

#### Sec. 3-11. Same—Approval by chief of police.

The city council shall submit each application under this article to the chief of police who shall inspect the tables and the premises in question and investigate the moral character of the applicant and secure his fingerprints. The chief of police shall not approve any application unless he is satisfied that the applicant is of good

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<sup>1</sup>Cross reference(s)—As to license fees for riding academies, see § 10-40 of this Code. As to license fees for pinball machines, see § 10-40. As to license fees for motion pictures, see § 10-40. As to license fees for miniature golf courses, private driving courses or putting greens, see § 10-40. As to license fees for jukeboxes and music machines, see § 10-40. As to license fees for shooting galleries, see § 10-40. As to license fees for skating rinks, see § 10-40. As to license fees for boxing and wrestling, see § 10-40. As to license fees for amusement concessions and amusement devices, see § 10-40. As to license fees for carnivals and fairs, see § 10-40. As to license fees for circuses, menageries and wild west shows, see § 10-40.

<sup>2</sup>4.

As to license fees for cardrooms, see § 10-40 of this Code.

moral character, and that the operation of the cardroom at the premises proposed would not constitute a violation of any state law or of this Code or any other ordinance of the city.

(Ord. No. 152, § 2.)

### **Sec. 3-12. Same—Denial.**

The city council may deny any application for a permit under this article if, after investigating the matter, it determines that it will be injurious to the public health, safety, welfare or morals of the people of the city to operate such cardroom upon the premises for which the permit is sought.

(Ord. No. 152, § 2.)

### **Sec. 3-13. Same—License fee for operation.**

Every person engaged in managing, possession of or conducting the business of maintaining a place where tables are used by the public for the playing of cards and for the use of which a fee or compensation is charged players, in addition to obtaining the permit required by this article, shall pay a license fee as specified in section 10-40, in advance. Persons commencing business after the beginning of the license year may procure a license for the remainder of that year by paying the proportion of the license tax provided for such business, that such remainder of the year bears to the full year.

(Ord. No. 152, § 3.)

### **Sec. 3-14. Same—Transferability; suspension and revocation.**

Permits and licenses issued under this article shall not be transferable and any attempted transfer shall render the permit and license in question invalid.

Permits under this article may be suspended or revoked by the city council upon conviction for a violation of any of the provisions of this article or when in the opinion of the city council the continued operation for such place or establishment will be injurious to the public health, safety, welfare or morals of the people of the city.

(Ord. No. 152, § 9.)

### **Sec. 3-15. Number of tables allowed.**

No person shall maintain at any time in any place or establishment regulated by this article a greater number of card tables than set forth in such application for which a permit is granted.

(Ord. No. 152, § 5.)

### **Sec. 3-16. Hours of operation.**

All cardrooms subject to the provisions of this article shall cease operations and remain closed between the hours of 2:00 A.M., and 9:00 A.M. of each day.

(Ord. No. 152, § 4.)

**Sec. 3-17. Sale and consumption of alcoholic beverages.**

It shall be unlawful for an owner or operator of a cardroom to sell liquor on the premises. Notwithstanding, an owner or operator of a cardroom may, in compliance with Chapter 9B of this code, sell beer and wine on the premises between the hours of 6:00 a.m. and 2:00 a.m.

It shall be unlawful for any owner or operator of a cardroom, or for any other person, to sell, dispense, give, serve or deliver to any participant or patron on the premises, including in the parking lot, any alcoholic beverage between the hours of 2:00 a.m. and 6:00 a.m.

Between the hours of 2:00 a.m. and 6:00 a.m., an owner or operator of a cardroom shall not knowingly permit the consumption of alcoholic beverages on the premises or in the parking lot which the cardroom uses for its patrons.

(Ord. No. .)

**Sec. 3-18. Presence of intoxicated persons.**

No owner or operator of a cardroom or other person in charge or control of a cardroom shall knowingly permit any person while under the influence of intoxicating liquor or alcoholic beverage to participate either directly or indirectly in any game played at any table within a cardroom.

(Ord. No. 152, § 8.)

**Sec. 3-19. Presence of minors.**

No proprietor nor person having charge of any establishment open to the public for playing cards where a fee or compensation is charged players in the city shall suffer or permit any person under the age of twenty-one years to enter, be in, remain in or visit such establishment.

(Ord. No. 152, § 10.)

**Sec. 3-20. Entire premises to be open and accessible.**

No card table whereupon card games may be played shall be maintained behind any closed, locked or barred door at any place of business in the city. The main entrance of any premises for which any permit has been issued pursuant to this article shall at all times remain unlocked and unbarred while any games are being played upon the premises; and at all such times all premises where any games are being played shall be kept in such condition as to be accessible for inspection to all police officers. No permit for the conduct of any card game shall be issued for any portion of any premises unless such portion is in close proximity to and readily accessible by all police officers from the main entrance of such premises.

(Ord. No. 152, § 12.)

**Sec. 3-21. Permits required for employees.**

Every employee of any person licensed to operate an establishment open to the public for playing cards where a fee or compensation is charged players shall prior to his employment secure a permit from the chief of police. The application for such permit shall be accompanied by fingerprints of the applicant and shall contain all information deemed relevant by the chief of police. The chief of police shall not approve any application unless he is satisfied that the applicant is of good moral character.

(Ord. No. 152, § 11.)

### **Sec. 3-22. Exceptions from applicability of article.**

The provisions of this article shall not apply to the cardrooms of recognized fraternal organizations operating under charter from the head of such organization, not open to the general public, and whose membership is restricted to those persons regularly and formally elected to membership therein and paying regular dues to such organization, but such exceptions shall not extend to any organization operated and maintained principally for the purpose of conducting or permitting the conduct of card games.

The provisions of this article shall not apply to any occasional card game sponsored by any fraternal, religious or social group in an establishment which is not primarily used by the public for the playing of cards.

No license for such establishment shall be issued by the license collector unless the applicant therefor has a valid permit in effect covering the specific location in question.

(Ord. No. 152, § 3.)

## **Article IV. Bingo Games.**

### **Sec. 3-25. Enabling section.**

Charitable organizations are hereby authorized to conduct bingo games within the city limits of Colusa subject to the restrictions imposed by this article and California Penal Code section 326.5.

(Ord. No. 345, § 1.)

### **Sec. 3-26. Definition of bingo.**

As used in this chapter "bingo" means a game of chance in which prizes are awarded on the basis of designated numbers or symbols on a card which conform to numbers or symbols selected at random and shall also include cards having numbers or symbols which are concealed and pre-printed in a manner providing for distribution of prizes.

(Ord. No. 345, § 1.)

### **Sec. 3-27. Organizations eligible for a city license to conduct bingo games.**

Only organizations which are exempt from the payment of the bank and corporation tax by sections 23701 (a), 23701 (b), 23701 (d), 23701 (e), 23701 (f), 23701 (g), and 23701 (1) of the Revenue and Taxation Code and Mobilehome Park Associations and Senior Citizen Organizations so long as the receipts of such games are used for charitable purposes, are eligible for a license to conduct bingo games.

(Ord. No. 345, § 1.)

### **Sec. 3-28. Application for license.**

Eligible organizations desiring to obtain such license to conduct bingo games in the city shall file an application in writing with the chief of police on a form to be provided. All licenses must be approved by the chief of police. The license shall be issued yearly and expire each year on June 30.

(Ord. No. 345, § 1.)

### **Sec. 3-29. Contents of the application.**

The application shall contain the following:

- (a) Name and nature of the applicant organization.
- (b) The particular property within the city including the street number owned or leased by the applicant used by such applicant for an office or for performance of the purpose for which the applicant is organized, on which property bingo games will be conducted, together with the occupancy capacity of such place.
- (c) The name and signature of at least two officers including the presiding officer of the organization.
- (d) Whether the premises used for bingo are leased or owned by the organization.
- (e) Proposed day of the week and hours of day for conduct of bingo games.
- (f) The applicant has read and agrees to conduct bingo games in strict accordance with the provisions of section 326.5 of the Penal Code and this article as they may be amended from time to time and agrees that the license to conduct bingo games may be revoked by the chief of police upon violation of any of such provisions.
- (g) Name and signature of the applicant. The applicant shall also submit with its application satisfactory proof that the applicant is eligible for a license pursuant to the requirements as set forth in section 3-27.

(Ord. No. 345, § 1.)

### **Sec. 3-30. Annual fee.**

The annual fee for the license shall be fifty dollars, which fee shall be submitted with the application. If an application for a license is denied, one-half of any license fee paid shall be refunded to the applicant.

(Ord. No. 345, § 1.)

### **Sec. 3-31. Investigation of applicant.**

Upon receipt of the completed application and the fee, the chief of police shall refer the application to other interested departments including the city attorney, building and planning department and fire department for investigation as to whether or not all statements on the application are true and whether or not the property of the applicant qualifies as property on which bingo games may lawfully be conducted, as to fire, occupancy and other applicable restrictions.

(Ord. No. 345, § 1.)

### **Sec. 3-32. Contents of license.**

The bingo license shall contain:

- (a) The name and nature of the organization to whom the license is issued.
- b) Address of the property where bingo games are authorized.

- (c) Occupancy capacity of the room in which bingo games are conducted.
- (d) Date of expiration of such license.
- (e) Such other information as may be necessary or desirable for the enforcement of the provisions of this chapter.
- (f) In addition to the license the licensee shall receive a copy of Penal Code section 326.5.

(Ord. No. 345, § 1.)

### **Sec. 3-33. Bingo games conducted only on licensee's property.**

A licensee shall conduct a bingo game only on property owned or leased by him, or property whose use is donated to the applicant, and which property is used by such applicant for an office or for the performance of the purposes for which the applicant is organized. Nothing in this section shall be construed to require that the property owned or leased by or by whose use is donated to the applicant be used or leased exclusively by or donated exclusively to such applicant. The license issued under this article shall authorize the holder thereof to conduct bingo games only on such property, the address which is stated in the application.

(Ord. No. 345, § 1.)

### **Sec. 3-34. Frequency and hours of operation.**

No licensee shall conduct bingo games in excess of thirty-six hours per month and no one bingo game shall last more than six hours. No bingo games shall be conducted between the hours of 12:01 A.M. and 8:00 A.M.

(Ord. No. 345, § 1.)

### **Sec. 3-35. City may enjoin violation.**

The city may bring an action in a court of competent jurisdiction to enjoin a violation of section 326.5 of the Penal Code or of this article.

(Ord. No. 345, § 1.)

### **Sec. 3-36. Summary suspension of license pending opportunity for hearing—Misdemeanor to continue after suspension or revocation.**

- (a) Whenever it appears to the chief of police that the licensee:
  - (1) Made a false statement on the license application, or
  - (2) Is conducting a bingo game in violation of any of the provisions of this article, or
  - (3) Is violating any of the provisions of Penal Code section 326.5, the chief of police shall have the authority to summarily suspend the license and order the licensee to immediately cease and desist any further operation of any bingo game.
- (b) Any person who continues to conduct a bingo game after any summary suspension thereof under subsection (a) shall be deemed guilty of a misdemeanor and upon conviction thereof, shall be punishable by a fine not exceeding five hundred dollars or by imprisonment in the county jail for a period not exceeding six months, or by both such fine and imprisonment.

(Supp. No. 28)

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- (c) The order issued under subsection (a) shall also notify the licensee that it shall have five days from the date of such order to request a hearing to determine whether such license shall be revoked. Failure to request, in writing, such hearing before the city clerk within said five day period, shall result in a revocation of the license.
- (d) Upon such request by the licensee, whose license has been suspended under subsection (a) for a hearing to determine whether such license shall be revoked, the chief of police shall provide such hearing within ten days after receipt of such request at which hearing the suspended licensee may appear before the chief of police for the purpose of presenting evidence why the license should not be revoked. No license shall be revoked under this section unless notice of the time and place of such hearing shall have first been given at least five days before the hearing thereof by depositing in the United States mail a notice directed to said suspended licensee at the address given in the application. The notice shall set forth a summary of the ground advanced as the basis of the suspension and revocation.
- (e) Any organization whose license is revoked under this section shall not conduct any bingo game in the city until such time as the city council, on appeal, determines to overrule the decision of the chief of police.

(Ord. No. 345, § 1.)

### **Sec. 3-37. Revocation of license—Alternative procedure.**

- (a) Whenever it appears to the chief of police that the licensee is conducting bingo games in violation of any of the provisions of this, or that the license was obtained by fraudulent representation and no summary suspension is ordered under section 3-36, the license may be revoked; provided, however, the licensee may appear before the chief of police at the time fixed by the chief of police for the purpose of presenting evidence why the license should not be revoked. No license shall be revoked under this section unless written notice shall have first been given at least five days before the hearing thereof by depositing in the United States mail a notice directed to said licensee at the address given in the application. The notice shall set forth a summary of the grounds advanced as the basis of the revocation.
- (b) Any organization whose license is revoked under this section shall not conduct any bingo game in the city until such time as the city council, on appeal, determines to overrule the decision of the chief of police.

(Ord. No. 345, § 1.)

### **Sec. 3-38. Appeal of revocation to city council.**

- (a) Any holder of a license whose license is revoked under this chapter shall have the right, within ten days after receiving notice in writing of the revocation, to file a written appeal to the city council. Such appeal shall set forth the specific ground or grounds on which it is based. The city council shall hold a hearing on the appeal within thirty days after its receipt by the city, or at a time thereafter agreed upon and shall cause the appellant to be given at least ten days written notice of such hearing. At the hearing the appellant or its authorized representative shall have the right to present evidence and a written or oral argument, or both, in support of his appeal. The determination of the city council on the appeal shall be final.
- (b) Any organization whose license is finally revoked may not again apply for a license to conduct bingo games in the City of Colusa for a period of one year from the date of such revocation; provided, however, if the ground for revocation is cancellation of the exemption granted as defined in section 3-27, such organization may again apply for the license upon proof of reinstatement of said exemption.

(Ord. No. 345, § 1.)

## Article V. Parades and Special Events.

### Sec. 3-51. Purpose and intent.

The city council of the City of Colusa wishes to establish clear time, place and manner regulations for the issuance of a permit for special events to use the City of Colusa ("city") streets, parks and facilities. The city intends for its regulations to provide a coordinated process for managing activities on property owned or controlled by the city, including, but not limited to, the traffic, noise and aesthetic impacts of the activities and to ensure the health and safety of event patrons, residents, workers, and other visitors and to prohibit illegal activities from occurring at events. It is also the purpose of this article to protect the rights of people to engage in communicative activities.

It is further intended to create mechanisms for cost recovery and use charges, to the extent authorized by law, while not unduly impacting the viability of the events.

(Ord. No. 477, § 1(3-10), 3-20-2012)

### Sec. 3-52. Definitions.

As used in this article, the following definitions shall apply:

- A. "Applicant" means any person, group, organization or entity who seeks a special event permit from the city manager or designee to conduct or sponsor a special events governed by this chapter. An applicant must be eighteen years of age or older.
- B. "City manager" means the city manager of the City of Colusa or his/her designee.
- C. "Indigent natural person" means a person who is receiving benefits pursuant to the Supplemental Security Income (SSI) and State Supplemental Payments (SSP) programs (California Welfare and Institutions Code §§ 12200-12205), the California Work Opportunity and Responsibility to Kids Act (CalWORKs) program (California Welfare and Institutions Code § 11200 et seq.), the Food Stamp program (7 U.S.C. § 2011 et seq.), California Welfare and Institutions Code § 17000, or whose monthly income is one hundred twenty-five percent or less of the current monthly poverty line annually established by the secretary of health and human services pursuant to the Omnibus Budget Reconciliation Act of 1981, as amended from time to time.
- D. "Parade" means any march, procession, or assembly consisting of persons, animals or vehicles, or any combination thereof, which is to assemble or travel in unison on a city street, highway, sidewalk, alley or other public place, which is likely to either 1) impede, obstruct, impair or interfere with the free use of such public street, highway, sidewalk, alley or other public place, or 2) which does not comply with normal and usual traffic regulations or controls.
- E. "Permit application fee" means the fee to be paid by the special events permit applicant at the time the application is filed with the recreation services department, pursuant to application fee schedule established by resolution by the city council.
- F. "Permittee" means any person or organization issued a special events permit by the city manager.
- G. "Special event" means:
  - (1) Any activity involving one hundred or more persons on city-owned, -controlled, or -maintained property which does not meet the definition of a parade, including, but not limited to,



recreational events, competitions and contests, spectator sports, athletic events, circuses, fair and carnivals, farmer's markets, food-related events, sales, trade shows, and business promotions, and training activities; or

- (2) Any event on public property which requires the placement of a tent, canopy, or other temporary structure if that placement requires a permit from the city's fire department or building department.
- H. "Special event permit" means a permit issued for a parade or special event in accordance with this article.
- I. "City-owned, -controlled or -maintained property" shall also include all property owned by the City of Colusa, including but not limited to, any streets, highways, alleys or public right-of-ways.

(Ord. No. 477, § 1(3-20), 3-20-2012)

### **Sec. 3-53. Special event permit required.**

- A. Any person intending to conduct, organize or set-up a special event in the City of Colusa shall first obtain a special event permit from the city manager.
- B. Except as otherwise provided in this article or other applicable law, rule or regulation, no person shall conduct, manage or participate in any parade or special event without a special event permit from the city.

(Ord. No. 477, § 1(3-30), 3-20-2012)

### **Sec. 3-54. Exemptions to special event permit requirement.**

Special event permits shall not be required under this chapter for the below-listed activities. An exempted activity is required to comply with general regulations governing public health and safety.

- A. Funeral processions by a licensed mortuary or funeral home;
- B. Activities sponsored, conducted or implemented in their entirety by a government agency, including the county, city, school district, acting within the scope of its authority.
- C. Spontaneous events which are occasioned by news or affairs coming into public knowledge less than forty-eight hours prior to such event may be conducted on city owned property without the organizers first having to obtain a special event permit. City service charges and fees, including but not limited to cleanup costs, may still be incurred for spontaneous events.
  - (1) If practicable, the organizers should give notice to the city manager at least four hours prior to the event informing the city of the date and time of the event and providing an estimate of the approximate number of persons who will be participating.
  - (2) A spontaneous event does not include an event which requires advance planning including, but not limited to, recreation events, sports contests or competitions, fairs, festivals, carnivals, ticketed events, sales or trade shows, or events which require permits from building and safety or the fire department for the placement of a tent, canopy, or other temporary structure.
- D. Events on school district grounds and other ancillary property owned by the Colusa Unified School District.
- E. Park Facility Reservations. A special event permit is not required in conjunction with a park facility reservation request through parks and recreation for facilities and picnic areas unless the proposed

activity is expanded into other areas of the city park facility for exclusive use beyond the park facility reserved area and is reasonably likely to infringe on the rights of others to use the public property.

F. Motion picture and television filming activities governed by Chapter 10A of this Code.

(Ord. No. 477, § 1(3-40), 3-20-2012)

### **Sec. 3-55. Special event permit application procedures.**

- A. A person wishing to sponsor a parade or special event, not otherwise exempt by this chapter, must complete and file with the city a verified special event permit application on the city's application form.
- B. Applications shall be submitted to the city at least thirty calendar days but no more than one year prior to the commencement of the parade or special event. The city may waive the timing requirement, but recommends that applicants file applications at least thirty days in advance to ensure adequate time for city review.
- C. Fully completed applications shall be reviewed on a first come, first served basis.
- D. If a special event is to be held by or on behalf of any organization other than the applicant, the applicant shall file a statement in writing from the organization authorizing the applicant to apply for the permit on the organization's behalf.

(Ord. No. 477, § 1(3-50), 3-20-2012)

### **Sec. 3-56. Special event permit application fees.**

- A. Any applicant for a special event permit shall pay a fee, as established by resolution of the city council, at the time of filing any application for a special event permit.
- B. Any indigent natural person who cannot apply for a permit because of an inability arising from such indigence to pay the application fee shall not be required to pay the fee. Proof of indigent natural person status shall be made at the time of permit application.

(Ord. No. 477, § 1(3-60), 3-20-2012)

### **Sec. 3-57. Indemnification agreement.**

Prior to the issuance of a special event permit, the applicant must sign an agreement in a form approved by the city agreeing to defend, indemnify and hold harmless the city against losses and liabilities incurred from the willful or negligent acts or omissions of the permittee, its officers, employees, agents or any person who is under the permittee's control, to the extent permitted under the law.

(Ord. No. 477, § 1(3-70), 3-20-2012)

### **Sec. 3-58. Insurance requirements.**

Except as otherwise prohibited by law or an exemption is obtained as provided in this chapter, the permittee shall procure and maintain in full force and effect during the term of the permit a policy of insurance from an insurance company authorized to do business in the State of California, which policy includes the city, its boards, officers, agents, employees, and volunteers as named insureds or additional named insureds and which provides the coverage consistent with the city's policies. Proof of insurance shall be submitted to the city prior to issuance of the permit and maintenance of this insurance shall be a condition of the permit.

(Ord. No. 477, § 1(3-80), 3-20-2012)

### **Sec. 3-59. Service charges.**

- A. In addition to the payment of the nonrefundable permit application fee, a permittee shall pay the city for city departmental service charges, including but not limited to police, fire, and public works costs, incurred in connection with or due to the permittee's use, event or activity. If city property is destroyed or damaged by reason of the permittee's use, event or activity, the permittee shall reimburse the city for the actual replacement or repair cost of the destroyed or damaged property.
- B. City departments shall submit an invoice and billing for departmental charges to the permittee no later than ninety days after the expiration date of the permit.
- C. A permittee shall be required to pay for police services for crowd and/or traffic control. However, no permittee shall be required to provide for or pay for the cost of public safety personnel to provide for the protection of a special event and its attendees from hostile members of the public or counter-demonstrations or for general law enforcement in the vicinity of the event.
- D. A permittee who claims an inability to pay the departmental service charges due to their status as an indigent natural person shall not pay departmental service charges. Application for indigent status shall be made at the time of the special event permit application and shall be accompanied by such relevant information and documentation as may reasonably be necessary to verify such status. A nonprofit organization in which a majority of the members meet the criteria for indigent status, as established in this chapter, may also be eligible for a waiver of departmental service charges.

(Ord. No. 477, § 1(3-50), 3-20-2012)

### **Sec. 3-60. Conditions of granting special event permit.**

- A. The city manager may condition any permit issued pursuant to this chapter with reasonable requirements concerning the time, place, and manner of holding such event as is necessary to coordinate multiple uses of public property, assure the preservation of public property and public places, prevent dangerous, unlawful or impermissible uses, protect the safety of persons and property and to control vehicular and pedestrian traffic in and around the venue, provided that such requirements shall not be imposed in a manner that will unreasonably restrict expressive or other activity protected by the California or United States constitutions. Conditions may include, but are not limited to the following:
  - (1) The establishment of the starting time, route (including portions of streets to be traversed) and assembly or disbanding area for a parade.
  - (2) The minimum and maximum speeds, the maximum number of platoons or units, the maximum length in miles or fractions thereof, and the number of vehicles (if any) for a parade.
  - (3) The accommodation of a parade or special event's pedestrian and vehicular traffic, including restricting events to city sidewalks, portions of a city street, or other public right-of-way.
  - (4) Conditions designed to avoid or lessen interference with public safety functions and/or emergency service access.
  - (5) The number and type of animals, vehicles, or structures to be displayed or used in the parade or special event.

(Supp. No. 28)

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- (6) The inspection and approval by city personnel of stages, booths, floats, structures, vehicles, or equipment to be used or operated in the event to ensure that such structures or vehicles are safely constructed and can be safely operated and conform to the requirements of all applicable codes.
  - (7) A cleaning deposit if the event includes using structures, displaying or using horses or other large animals, operation of water stations, food distribution or sales, beverage distribution or sales, and/or sale of other goods and services.
  - (8) The provision and use of traffic cones or barricades.
  - (9) The provision or operation of first aid stations or sanitary facilities, including handicap accessible sanitary facilities.
  - (10) The provision of a waste management plan, and the clean up and restoration of the site of the event.
  - (11) The use of sound amplification equipment, and restrictions on the amount of noise generated by motors and other equipment used in the course of the event.
  - (12) The manner of providing notice of permit conditions to permit participants and those businesses or residents who may be directly affected by the conduct of the parade or special event.
  - (13) The provision or use of emergency services.
  - (14) The reasonable designation of alternate sites, times, or routes.
  - (15) The granting of any and all business licenses or other necessary permits required by the Colusa City Code for the sale of food, beverages or other goods or services at the event.
  - (16) The manner by which alcohol sales and services, if any, shall be conducted at the event.
  - (17) Additional security requirements if alcohol will be sold or served at the special event.
- B. All conditions must be in writing and permittees must agree, in writing, to comply with all conditions for a special event permit.
- C. In case of special events requiring road closures, if sufficient time exists before the date of the event, the city manager may decide to forward the application to the city council for consideration. With special events that require road closures, all remaining portions of this article related to approval or denial should be read to mean city council as opposed to city manager.

(Ord. No. 477, § 1(3-100), 3-20-2012)

### **Sec. 3-61. Grant of special event permit.**

- A. Subject to Section 3-62, the city manager shall issue a special event permit, if it is determined that all of the following criteria have been met:
- (1) The preparation for or the conduct of the proposed use, event or activity will not unreasonably or unfeasibly burden city resources necessary to preserve the public's use of streets, highways, sidewalks, alleys or other public spaces in the area contiguous to the location of the use, event or activity.
  - (2) The proposed use, event or activity will not substantially interrupt public transportation or other vehicular and pedestrian traffic in the area of its location.
  - (3) The preparation for or the conduct of the proposed use, event or activity will not unduly impede, obstruct, or interfere with the operation of emergency vehicles or equipment in or through the particular permit area or adversely affect the city's ability to perform municipal functions or furnish city services in the vicinity of the permit area.

- (4) The proposed use, event, or activity does not present a substantial and unwarranted safety, noise, or traffic hazard which would unreasonably burden city fire and safety protection services.
  - (5) The proposed use, event or activity will be of a nature and size appropriate to the proposed venue, location, or site, and will occur during a time period approved for that venue, location, or site.
  - (6) The proposed use, event or activity will not cause adverse impacts on health and safety and/or access and traffic circulation to surrounding residential or commercial uses, which cannot be effectively mitigated.
  - (7) The proposed use, event or activity will not conflict with construction or development in the public right-of-way or at a public facility.
  - (8) The proposed use, event or activity will not unduly impede, obstruct, or interfere with the operation of public safety employees or emergency vehicles or equipment in or through the special event area or adversely affect the city's ability to perform public safety and emergency functions or furnish adequate levels of public safety or emergency services in the vicinity of the special event area.
  - (9) The proposed use, event or activity will not adversely affect the city's ability to reasonably perform municipal functions or furnish city services.
  - (10) The proposed use, event or activity will not unreasonably interfere with:
    - (a) Any other event for which a special event permit has already been granted;
    - (b) Any other event that has been scheduled pursuant to a reservation, lease or rental agreement with the city; or
    - (c) The provision of city services in support of other scheduled events or government functions.
  - (11) The special event complies with this chapter, and city, state, federal or otherwise applicable codes, rules and regulations.
- B. In deciding whether to approve an application for a special event permit, no consideration may be given to the message of the event, the content of the speech, the identity or the associational relationships of the applicant, or to any assumptions or predictions as to the amount of hostility which may be aroused in the public by the content of speech or message conveyed by the proposed use, event or activity.

(Ord. No. 477, § 1(3-110), 3-20-2012)

### **Sec. 3-62. Denial or revocation of special event permit.**

- A. The city manager shall deny an application for a special event permit or shall revoke a permit if he or she finds based on substantial evidence that any of the following conditions exist:
- (1) The applicant will not agree to one or more of the conditions of approval.
  - (2) The applicant has knowingly made a false, misleading or fraudulent statement of fact to the city in the application process.
  - (3) The application does not contain the information required by this article.
  - (4) The application does not satisfy the requirements of this article.
  - (5) The applicant fails to comply with any conditions of approval.
  - (6) The applicant is a minor or is otherwise legally incompetent to contract or to sue or be sued.

- (7) The applicant or the person or entity on whose behalf the application was made has on prior occasions damaged city property and has not paid in full for such damage, or has other outstanding and unpaid debts to the city.
  - (8) The applicant has not complied or cannot comply with the applicable licensure requirements, ordinances or regulations of the city concerning the sale, offering for sale, or distributions of any good or service.
  - (9) The proposed use, event or activity will violate any federal or state law or regulation.
  - (10) The proposed use, event or activity will present an unreasonable danger to the health or safety of the applicant, spectators, city employees, or members of the public.
- B. An applicant whose permit application is denied, or whose permit is revoked pursuant to this subsection shall be notified in writing of the denial of his/her application. Such notification shall contain a statement setting forth the reasons for said denial or revocation as well as a reference to the appeal provisions set forth in Section 3-63 of this chapter.
  - C. If the city manager determines that an application should be denied for one of the reasons identified in this section, the city manager shall work with the applicant to revise the application so that the use, event or activity will occur on a date, at a time, in a manner, at a location, or over a route different than that originally proposed by the applicant. The alternate permit shall, to the extent practicable, authorize a use, event or activity that will have comparable public visibility and a similar route, location, manner and date to that of the proposed use, event or activity.

(Ord. No. 477, § 1(3-120), 3-20-2012)

### **Sec. 3-63. Appeals.**

- A. Any applicant aggrieved by the issuance, denial or revocation of a permit, or the determinations regarding indigent status, indemnification, insurance or departmental service charges of this chapter may appeal such decision to the city council by filing a written notice of such appeal with the city clerk within ten business days of the decision of the city manager giving rise to said appeal.
- B. Such appeal shall explain, with particularity, the facts upon which the appeal is made. The city council shall hold a hearing on the matter at the next regularly scheduled city council meeting. At the hearing, the aggrieved party shall be given the opportunity to be heard and to present evidence on his/her behalf. The city council or its designee shall determine the merits of the appeal and shall issue its decision in writing within forty-eight hours of the hearing. The written decision shall be delivered to the applicant within two days of the decision by United States mail, certified mail, return receipt requested, and addressed to the applicant at the address shown on the permit application. The written decision may also be transmitted to the applicant by facsimile and electronic mail at the same time the decision is placed in the United States mail.
- C. The city council's determination to grant or deny the appeal shall be final except for judicial review.

(Ord. No. 477, § 1(3-130), 3-20-2012)

### **Sec. 3-64. Officials to be notified.**

Upon granting the special event permit, the city manager shall send notice of the special event and conditions of special event permit to relevant city staff, including but not limited to, the public works director, the fire chief, the police chief and the recreation services director.

(Ord. No. 477, § 1(3-140), 3-20-2012)

### **Sec. 3-65. Interference with special event prohibited.**

It shall be unlawful for any person to interfere with a special event permitted under this chapter by engaging in the following acts when done with the intent to cause interference:

- A. Blocking, obstructing or impeding the passage of participants, vehicles or animals in the special event along the event route;
- B. Walking or running, driving a vehicle, riding a bicycle or skateboard, or using any similar device through, between, with or among participants, vehicles or animals in a special event;
- C. Dropping, throwing, rolling, or flying any object toward, among, or between participants, vehicles, or animals in the permitted event.

(Ord. No. 477, § 1(3-150), 3-20-2012)

### **Sec. 3-66. Display of special event permit.**

A copy of the special event permit shall be displayed at the parade or special event site and shall be exhibited upon demand of any city official.

(Ord. No. 477, § 1(3-160), 3-20-2012)

### **Sec. 3-67. Use of city name or logo without city authorization.**

It shall be unlawful for any special event organizer to use in the title of the event the words "the City of Colusa" or "City of Colusa," to suggest or indicate that the special event is sponsored by the city, or to use a facsimile of the official seal or logo of the City of Colusa in the promotional materials or advertising for the event without the written authorization of the city manager.

(Ord. No. 477, § 1(3-170), 3-20-2012)

### **Sec. 3-68. Other permits and licenses.**

The issuance of a special event permit does not relieve any person or entity from the obligation to obtain other permit or licenses required pursuant to the Colusa City Code.

(Ord. No. 477, § 1(3-180), 3-20-2012)

### **Sec. 3-69. Penalties.**

Any person who intentionally violates any of the provisions of this chapter shall be guilty of a misdemeanor and upon conviction thereof shall be punished by a fine of not more than one-thousand dollars or by imprisonment in the county jail for a period not to exceed six months, or by both such fine and imprisonment.

(Ord. No. 477, § 1(3-190), 3-20-2012)

## **Article VI. Boat Launch Facility.**

### **Sec. 3.70. Regulation of the boat launch facility.**

Facilities covered by this article include the boat ramp and fishing area, which facilities occupy a strip of land between the city-operated state park and the Sacramento River, and [are] located along Main Street in Colusa from 10th to 8th street. As used in this article, the "fishing area" shall refer to the fishing area and boat ramp and as described above.

Permitted uses at the City of Colusa Boat Launch Area:

- A. Access to the boat launch area shall not be allowed other than by boat. No fishing or jumping from the launch ramp or the dock. City council may establish by resolution a fee for a permit to access the boat launch area.
- B. The only uses permitted at the boat launch facility are the following:
  - 1. Launching of boats and personal watercrafts, including parking of vehicles and boat or personal watercraft trailers.
- C. It shall be a violation of this chapter for any person to use the boat launch facility:
  - 1. For any uses not described above;
  - 2. For any purpose inconsistent with the terms and conditions of any permit which the city issues for use of the boat launch area.
- D. Prohibited uses at the boat launch facility: It shall be a violation of this chapter for any person to conduct or participate in any of the following uses or activities at the boat launch facility:
  - 1. To start or maintain an open fire.
  - 2. To swim within fifty feet of the boat launch area.
  - 3. To engage in any camping activities (which for the purposes of this chapter includes erection of tents or any other temporary living structure).
  - 4. To litter or otherwise dump refuse in any area other than designated city receptacles.
  - 5. To fish from or within fifteen feet of the dock.
  - 6. To launch a watercraft or park at the facility without displaying proof of payment, proof of payment must be displayed in the front windshield of the vehicle even if parked on the public street.

( Ord. No. 541 , § 2, 6-2-2020)





## City of Colusa California

### STAFF REPORT

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

#### **AGENDA ITEM:**

Consideration updating the Solar fee schedule to the Government Code Section 66015

**Recommendation:** Staff recommends Council adopt the Resolution amending solar fees for residential and commercial permits to comply with Government code 66015.

#### **BACKGROUND ANALYSIS:**

The City of Colusa adopted the Comprehensive Fee Schedule on June 21, 2022, for the fiscal year 2022-23. The solar permit fee for commercial, and residential was adopted at \$475 per permit.

After the recommendation from the building inspector and staff research, staff recommends updating the solar fee (according to the Government Code of 66105) as described in Exhibit A. The city will charge the state-mandated fees and the general plan fee as done in the past.

#### **BUDGET IMPACT:**

The city will lose \$25/per residential permit and gain \$543/ per commercial permit on the average. The total net gain/loss depends upon the application.

#### **STAFF RECOMMENDATION:**

Staff recommends adopting the new solar fee for residential and commercial permits.

#### **ATTACHMENTS:**

Exhibit "A"

## RESOLUTION NO. 22-

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLUSA AMENDING SOLAR FEES FOR RESIDENTIAL AND COMMERCIAL PERMITS

**WHEREAS**, the City of Colusa solar permit fee is \$475 per permit for residential and commercial permits according to the fee adopted on June 21, 2022,

**WHEREAS**, Government Code 66015 states the fee limits cities and counties can charge for solar permits. The city should charge \$450 for a residential PV solar permit up to 15 kw (kilowatt) unit and \$500 plus \$15 per kw for above 15 kw units. The city will charge \$450 for a residential thermal solar permit and up to 10 kw unit and additional \$15/per kw above 10 kw.

**WHEREAS**, the city will charge \$1,000 for a PV Commercial solar permit up to 50kw and \$7/per kw above 50 kw up to 250 kw and follow Exhibit A. The city will charge \$1,000 for a commercial thermal solar permit up to 30 kw and an additional \$7/per kw up to 260kw and follow Exhibit A.

**THEREFORE, BE IT RESOLVED AND ORDERED** by the City Council of the City of Colusa to adopt the amended fee schedule for the solar permits to comply with the government code 66105 as described in attached Exhibit "A."

1. Effective Date. This Resolution shall be effective November 1st, 2022.

**PASSED AND ADOPTED** as a Resolution of the City Council of the City of Colusa, at its special meeting duly held on the 1<sup>st</sup> day of November 2022, by the following vote.

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
DANIEL VACA, MAYOR PRO-TEM

ATTEST:

\_\_\_\_\_  
Shelly Kittle, City Clerk

## EXHIBIT A

### Permit Fee Limits for PV

Residential		Commercial	
15 kW or less	\$450	50 kW or less	\$1000
More than 15 kW	\$500 + \$15 per kW above 15 kW	50 kW – 250 kW	\$1000 + \$7 per kW above 50 kW
		More than 250 kW	\$2400 + \$5 per kW above 250 kW

### Permit Fee Limits for Solar Thermal

Residential		Commercial	
10 kW <sub>th</sub> or less	\$450	30 kW <sub>th</sub> or less	\$1000
More than 10 kW <sub>th</sub>	\$450 + \$15 per kW <sub>th</sub> above 10 kW <sub>th</sub>	30 kW <sub>th</sub> – 260 kW <sub>th</sub>	\$1000 + \$7 per kW <sub>th</sub> above 30 kW <sub>th</sub>
		More than 260 kW <sub>th</sub>	\$2610 + \$5 per kW <sub>th</sub> above 260 kW <sub>th</sub>



## City of Colusa California

### STAFF REPORT

**DATE:** November 15, 2022

**TO:** City of Colusa Mayor and Council Members

**FROM:** Fernanda Vanetta, Grant Writer through Jesse Cain, City Manager

**AGENDA ITEM:**

Subject: Proposition 64 Public Health and Safety (Prop 64 PH&S) Grant Program Cohort 3

**Recommendation:** Council to approve resolution 22-\_\_\_ for the City of Colusa Police Department to submit grant bid to the California Board of State and Community Corrections (BSCC) under the Prop 64 Grant Program

**BACKGROUND ANALYSIS:** The Prop 64 PH&S Grant Program directs revenue from the cultivation and sale of cannabis to projects that promote public health and safety.

Eligible applicants for the Prop 64 PH&S Grant Program are local governments (i.e., Counties, Cities, and City/County) in California that do not ban both indoor and outdoor commercial cannabis cultivation, or retail sale of cannabis or cannabis products. The RFP provides additional information concerning the definition of “ban cultivation” and “ban retail sale.”

This RFP makes available \$150 million through a competitive process for projects that address local impacts due to the legalization of cannabis in California. Activities and strategies must fall within four Project Purpose Areas (PPAs): 1) Youth Development/Youth Prevention and Intervention; 2) Public Health; 3) Public Safety; and 4) Environmental Impacts.

Proposals must be received through the BSCC-Submittable Application online portal by 5:00p.m. on Friday, December 2, 2022.

The City of Colusa’s grant writer will work with Chief of Police Josh Fitch in order to come up with the best proposal to address Public Safety and Youth education around cannabis.

**BUDGET IMPACT:** This would be neutral to the General Funds Budget while potentially adding a public safety position.

**ATTACHMENT:** Resolution 22-

## RESOLUTION NO. 22-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLUSA SUPPORTING THE APPLICATION OF A GRANT OF THE CITY OF COLUSA POLICE DEPARTMENT FOR THE PROPOSITION 64 PUBLIC HEALTH AND SAFETY GRANT PROGRAM.

**WHEREAS** the City of Colusa desires to participate in the Proposition 64 Public Health and Safety Grant Program funded through the California State and Local Government Law Enforcement Account and administered by the Board of State and Community Corrections (hereafter referred to as the BSCC).

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

1. That the Police Department of the City of Colusa be authorized on behalf of the City Council to submit the grant proposal for this funding and sign the Grant Agreement with the BSCC, including any amendments thereof.
2. BE IT FURTHER RESOLVED that the grant funds received hereunder shall not be used to supplant expenditures controlled by this body.
3. BE IT FURTHER RESOLVED that the City of Colusa agrees to abide by the terms and conditions of the Grant Agreement as set forth by the BSCC.

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 15 day of November 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
THOMAS REISCHE, MAYOR

\_\_\_\_\_  
Shelly Kittle, City Clerk



## City of Colusa California

### STAFF REPORT

**DATE:** November 15, 2022

**TO:** City of Colusa Mayor and Council Members

**FROM:** Fernanda Vanetta, Grant Writer through Jesse Cain, City Manager

#### **AGENDA ITEM:**

**Subject:** Discussion and Commitment of Save America's Treasures Grant and Possible Application to Restore Auditorium for the Historical Grammar School Building

**Recommendation:** Discuss the possibility of preserving and restoring the historically designated grammar school (currently used as City Hall). Identify possible fundraising opportunities to raise capital for necessary matching funds. Pass resolution committing \$250,000 to the restoration and preservation of City Hall

**BACKGROUND ANALYSIS:** The Save America's Treasures grant program was established in 1998 to celebrate America's premier cultural resources in the new millennium. After more than 20 years, this grant program has awarded more than 1,300 grants totaling more than \$300 million to projects across the United States. Funded projects, selected from 4,000-plus applications requesting \$1.5 billion, represent nationally significant historic properties and collections that convey our nation's rich heritage to future generations. The National Park Service administers Save America's Treasures grants in partnership with the National Endowment for the Arts, the National Endowment for the Humanities, and the Institute of Museum and Library Services.

The grant program can be used for preservation projects (for properties listed in the National Register of Historic Places for national significance or designated a National Historic Landmark. The property may be listed either individually or as contributing to a nationally significant district). These awards are managed by the National Park Service.

The City may apply for up to \$750,000 in Federal Funds but projects require a dollar-for-dollar non-federal matching share. Efforts will be made to fundraise outside of City funds, but it is also of importance to consider if there is any willingness by the people of Colusa and by extension City Council to consider committing city funds to restoration and preservation efforts.

A structural engineer has been engaged to assess the state of the building and give a preliminary project budget cost. The engineer from Linchpin Structural Engineering has mentioned the building is in better condition than expected and would expect structural fortification to cost between \$500,000 to \$1,000,000. This is a top line estimate based on his visit from November

2, 2022. That number may change upon closer study of architectural plans and further study, but it gives an indication that \$1,500,000 total budget is a realistic amount for a first phase preservation project of Colusa's City Hall.

City Staff plans on launching a fundraising campaign to raise \$500,000 through a combination of individual and corporate sponsorships but would also suggest a commitment from City Council in support of this grant application. Staff suggests a commitment of \$250,000 from the City, of which could be a combination of cash and in-kind funds.

Proposed fundraising campaign outline:

Save America's Treasures - Fundraising Campaign

Fundraising Goal	\$750,000		
Goal			Goal
Trustee Sponsorship	1	\$50,000 =	\$50,000
<i>(Naming Rights to the Auditorium)</i>			
Presenting Sponsor	1	\$25,000 =	\$25,000
<i>(Naming Rights to the Stage)</i>			
		Total	<u>\$75,000</u>
Goal			
Individual / Family Sponsors			
Steward Sponsors	500 Donors @	\$100 =	\$50,000
Supporting Sponsors	150 Donors @	\$250 =	\$37,500
Sustaining Sponsors	300 Donors @	\$500 =	\$150,000
Foundation Sponsors	25 Donors @	\$1,000 =	\$25,000
		Total	<u>\$262,500</u>
Corporate Sponsors			
Contributor	25 Donors @	\$1,000 =	\$25,000
Provider	15 Donors @	\$2,500 =	\$37,500
Preservationist	10 Donors @	\$5,000 =	\$50,000
Guardian	5 Donors @	\$10,000 =	\$50,000
		Total	<u>\$162,500</u>
City Council Commitment			<u>\$250,000</u>
Total Fundraising Goal			<u>\$750,000</u>

Grant submission deadline is December 20, 2022.

**BUDGET IMPACT:** The impact to the City's budget would be \$250,000 over a three-to-four-year period.

**STAFF RECOMMENDATION:** To pass a resolution committing part of the match funds (\$250,000) to the preservation and restoration of Colusa's City Hall, nationally designated landmark know as Colusa Grammar School.



## RESOLUTION NO. 22-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLUSA APPROVING THE CITY TO SUBMIT GRANT APPLICATION TO THE NATIONAL PARK SERVICE FOR THE RESTORATION AND PRESERVATION OF THE CITY OF COLUSA'S CITY HALL

**WHEREAS**, on November 15, 2022, the City of Colusa City Council approves the writing of a \$750,000 grant application to start phase I of a project to restore and preserve the building currently used as City Hall.

**WHEREAS**, if awarded the city would commit \$250,000 of cash and in-kind funds to the project's restoration and preservation budget. That amount to account for one third of the funds necessary for the total project match.

**WHEREAS**, City staff will fundraise for the remainder of matching funds from the community and community partners.

**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 15<sup>th</sup> day of November 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
THOMAS REISCHE, MAYOR

\_\_\_\_\_  
Shelly Kittle, City Clerk



## City of Colusa California

### STAFF REPORT

**DATE:** November 15 2022  
**TO:** Mayor Reische and member of the City Council  
**FROM:** Jesse Cain, City Manager, and Ryan Jones, City Attorney

#### AGENDA ITEM:

Subject: Discussion to reduce the City's current impact fees for the Rancho Colusa affordable housing project consisting of 49 units targeting low-income families.

**Recommendation:** Listen to public comment and consider adoption of Resolution 22-

#### BACKGROUND ANALYSIS:

The subject property (the "Site") is located at 1717 State Route 20 in Colusa. The proposed project would include the development of 49 affordable multi-family housing units, comprised of 12 one-bedroom units, 24 two-bedroom units, and 13 three-bedroom units. In addition, the project would include a 3,200-square-foot (sf) community building, which would consist of ground-floor staff offices, a large community room, a smaller meeting room, a computer area, restrooms, maintenance and utility spaces, a laundry room, and outdoor patio and recreation areas. The second story of the community building would include a three-bedroom residential unit reserved for an on-site manager. A recreation area would be located in the western portion of the project site, and a community garden would be provided in the central portion of the site.

On September 1<sup>st</sup> 2022, the City received a letter from Gustavo Becerra, the Executive Director of the Regional Housing Authority, requesting an impact fee reduction similar to what the City Council adopted on April 21, 2015, for the Colusa Industrial Properties, not to exceed a 50% reduction in the standard fees. Staff has been told that the escalating construction costs have now put the project at risk and that any relief in the impact fees would be beneficial.

This discussion was brought to the City Council for consideration on October 4, 2022 at a regular City Council meeting at that meeting an Ad-Hoc was formed to discuss the impacts and what reductions meets the City's goals. The Ad-Hoc consisted of Councilmembers Denise Conrado and Greg Ponciano and City Manager Jesse Cain. During the meeting the Ad-Hoc went over the pros and cons on what the reduction request would look like. The Ad-Hoc is recommending to the City Council that the City of Colusa reduce the impact fees in order to meet its housing goals. The Ad-hoc and Mr. Cain came up with a plan so that the City will still collect a 100% of the streets, Fire and Police impact fees and keeping 40% of the Parks & recreation fees, water and sewer will be reduced to 50%. City Hall, Community center and the corporate yard relocation impact fees will be waived by a 100%. This proposal meets the needs of the housing project.

As an attachment to this staff report please see that in the City's current general plan H-11 the

City will continue to collect and adjust all the City's development impact fees. The fee schedule will identify conditions under which affordable housing impact fees may be waived, deferred or reduced with the affordable housing projects. Also, in the accomplishment/results section the objective was to waive fees for 5 low- income housing units. The general plan also calls out that the City of Colusa will work closely with affordable housing groups to eliminate governmental constraints (e.g, reducing fees, provide flexibility in development standards) to ensure that this type of housing can be built.

**BUDGET IMPACT:**

Unknown currently.

**STAFF RECOMMENDATION:**

Adopt Resolution 22-

**ATTACHMENT:**

Table 9.6-1 of the general plan

Letter from the Regional Housing Authority

Resolution 22-

Impact fee schedule as proposed

**Table 9.6-1. Progress in Meeting RHNA for 2014-2019  
(January 1, 2014 through June 30, 2019)**

Program No.	Program Description	Accomplishment/Results
	<p>including those with developmental disabilities, etc.) will incorporate Design Review Guidelines that address special housing needs examining zoning and permit procedures, as well as the appropriateness of applicable site development standards and whether they may need to be relaxed (e.g., parking requirements) to facilitate development, if determined not to be detrimental to the public health and safety.</p> <p>Since a conditional use permit is not required for multi-family projects in the R-3 or R-4 zone districts, the City's Development Review process would be limited to review by the Planning Department as long as it meets the City's zoning requirements, site development standards and design guidelines for a multi-family project of this size.</p> <p>The Development Review process will also replace the variance application process when considering approval of special accommodations for the disabled, including those with developmental disabilities, as determined necessary by City staff and demonstrated by the property owner or project developer. The result will be a streamlining of multi-family project approval and special housing accommodations for persons with disabilities—the time required for application processing will be shortened and the more complex discretionary findings that are typically required for a conditional use permit or variance will be removed. Affordable multi-family housing projects may be reviewed and approved ministerially by the Planning Director in order to streamline the approval process and eliminate delays caused by typical CUP approval timelines.</p>	
H-10	<p>H-10: The City has adopted and now administers a density bonus regulations in compliance with California Government Code § 65915 to help create affordable housing units without a direct cash outlay by the City. This program provides a property owner with the ability to increase the income and, therefore, the value of a property by allowing the developer to build a few more income-producing units than allowed under the base zoning. This increased income then can be used to help subsidize below market rental rates for very low- and low-income households and to purchase housing for middle-income households.</p>	<p><b>Timeframe:</b> Ongoing.</p> <p><b>Results:</b> No density bonus applications were received during the 5th RHNA.</p> <p><b>Status:</b> Program H-2 (j) of the 6th RHNA replaces this program which consists of amending the Zoning Code density bonus regulations to expanded incentives to density bonus projects in accordance with AB 1743, California Government Code § 65915 for the 6th RHNA.</p>
H-11	<p>The City will continue to collect and adjust all of the City's development impact fees. The fee schedule will identify conditions under which affordable housing impact fees may be waived, deferred or reduced with the affordable housing development projects.</p>	<p><b>Timeframe:</b> Ongoing</p> <p><b>Results:</b> The objective was to waive fees for 5 low-income housing units. This was not achieved, but there were no deed restricted low-income housing units proposed during the 5th RHNA. In May 2016, the City Council reduced development impact fees (for 3 years) by 50% for residential developments within the R-1, R-2 and R-3 zoning districts. This was then extended to these districts and added to downtown commercial and mixed-use zoning</p>



**Table 9.6-1. Progress in Meeting RHNA for 2014-2019  
(January 1, 2014 through June 30, 2019)**

Program No.	Program Description	Accomplishment/Results
		<p>districts on in April, 2020. It is difficult to determine if this had or will have significant influence in developing more housing in the City.</p> <p><b>Status:</b> This program is reviewed annually and will be required to be amended along with the City's Fee Program and Fee Schedule (as applicable) to exempt development impact fees for accessory and junior accessory units in accordance with State Housing Laws. This program is retained and amended as Program H-6 and another Program H-25 has been created that requires monitoring of development fees has been created for the 6th RHNA.</p>
H-12	<p>The City may require specific plans and/or Planned Developments that consist of Development Standards, Design Guidelines and an Implementation/Phasing Plan to ensure consistency with the goals and policies of the General Plan, particularly with regard to the Community Character and Design Element. Specific Plans and Planned Developments, along with development agreements, will identify programs to be implemented to accommodate affordable housing. Development Agreements will provide for mixed-use development, wherever feasible, to help achieve the City's affordable housing objectives. The agreements will specify types of units, income ranges and parcel-by-parcel obligations. The agreements will describe strategies, including landowner obligations, funding and subsidies. A provision for payment of in-lieu fees may be included, if appropriate.</p>	<p><b>Timeframe:</b> Ongoing</p> <p><b>Results:</b> No residential specific plans and/or Planned Developments were proposed during the 5th RHNA. However, the City has significant land within its Sphere of Influence for future residential development and the City has several previous larger residential development plans on the books.</p> <p><b>Status:</b> This program has been retained as Program H-20.</p>
H-13	<p>The City will bi-annually review its recently updated residential land use inventory, with a focus on the examination of single-family-zoned vacant infill lots for potential redevelopment or additional development of affordable second units, multi-family dwellings and special needs housing. The City will also monitor the amount of land zoned for R-4 (Apartment District) and initiate zone changes as part of the "no-net loss" policy of California Government Code § 65863 to accommodate affordable housing, if the supply falls below the City's targeted portion of the Objectives as defined by the RHNA. Development proposals that under-realize density associated with the R-4/ High-Density Combining District are now subject to a Use Permit. The City shall address and make applicable "no-net loss" findings required in California Government Code § 65863 for any land use request to a lower density or alternative land use in this scenario.</p>	<p><b>Timeframe:</b> Ongoing</p> <p><b>Results:</b> The City regularly maintains and updates a list of vacant residential R-1 through R-4 and mixed-use-zoned properties. However, consistent with the General Plan, in 2015, the City rezoned approximately 1.8 acres of R-4-HD vacant land fronting in Bridge Street/Highway 20, to Mixed Use Residential/Business. This did result in some potential reductions of higher density residential development, but did not result in a reduction of the minimum targeted number of high-density units under the 5th Cycle RHNA. Also, the mixed-use zoning for this rezoned property is still intended to produce additional higher density residential development that is more compatible with the adjoining highway.</p>

**Table 9.6-1. Progress in Meeting RHNA for 2014-2019  
(January 1, 2014 through June 30, 2019)**

Program No.	Program Description	Accomplishment/Results
	second phase of the Plan. This document will also serve as the building block for preparation of a more detailed set of Design Guidelines. The City plans to complete the Master Plan with future development of Phase II that will include more specific goal, policies and design guidelines.	<b>Status:</b> Program H-12 of the 6th RHNA replaces this program.
H-17	<p>H-17: The City will work with non-profit housing corporations to disseminate information regarding the necessity of providing the affordable housing needed to support local job growth. Specifically, this information will focus on the need to provide affordable housing close to jobs an effort to reduce the traffic and air quality impacts that result from long commutes.</p> <p>The City will make available information to the public regarding free home energy audits and other programs of the local gas and utility provider. Also, brochures will be provided by the City to the public, as made available by local lending institutions, about what lending options are available through private institutions for construction, rehabilitation and/or purchase of affordable housing.</p> <p>The City will promote and publicize the availability of funding for housing rehabilitation loans and grants (when additional CDBG/HOME funds are acquired) through the local media, mailings to property owners within targeted areas and mailings to local contractors and developers. Section 8 information and other housing information and referral services offered Sutter County Housing Authority and Colusa County Department of Health and Human Services for persons seeking affordable rental and purchase housing will be made available at City Hall.</p> <p>The City, in conjunction with Colusa County Department of Health and Human Services, will publicize information on fair housing laws, including tenant and landlord rights and refer all complaints to the U.S. Department of Housing and Urban Development and the California Department of Fair Employment and Housing. Information on state and federal fair housing laws will be made available at City Hall and will be mailed to rental property owners, lenders and real estate agents in the community.</p> <p>The above information will be distributed through the City (written brochures in English/Spanish at City Hall and on the City's website), as well as service and outreach agencies, as appropriate. In some cases, education may occur as part of public meetings, presentations to the community, and/or articles published in the local newspaper, particularly efforts to target community opposition to affordable housing projects and remove negative perceptions,</p>	<p><b>Timeframe:</b> Ongoing</p> <p><b>Results:</b> Since 2014, the City has periodically disseminated site-specific, fees and policy information to developers of affordable housing. The City provides brochures containing this information for the public and for distribution to interested parties.</p> <p><b>Status:</b> This program has been replaced with a number of other 6th RHNA Programs, including Programs H-3, Public Support Funding Outreach, H-4, Affordable Housing Collaboration, H-9, Interagency Cooperation, H-13, Farm Worker Housing, H-14, Transitional and Supportive Housing H-15, Emergency Shelters and Low Barrier Navigation Centers, H-15, Spanish Language Noticing and H-24, Housing Rehabilitation.</p>
H-18	<p>The City will continue to work closely with the business and development communities toward achieving the City's affordable housing goal. The City has identified the following specific roles in this partnership to provide affordable housing:</p> <p>City of Colusa - The City will maximize potential funds available through existing state, federal and local programs for its affordable housing program.</p> <p>Development Community - The City will encourage private developers and property owners to cooperate in financing water</p>	<p><b>Timeframe:</b> Ongoing</p> <p><b>Results:</b> The City encouraged the residential development the Sunrise Landing project by helping finance sewer and water infrastructure as a part of their 180-unit subdivision. The project is now active and in construction phase.</p>



**Table 9.6-1. Progress in Meeting RHNA for 2014-2019  
(January 1, 2014 through June 30, 2019)**

Program No.	Program Description	Accomplishment/Results
	<p>and sewer facilities expansion as a means of facilitating development.</p> <p>Local Lending Institutions – The City will work with local lending institutions to maximize private financing for the construction of new low- and moderate-income housing.</p> <p>Housing Development Corporations - The City will work with non-profit and for-profit housing development corporations specializing in housing for various special needs groups to accommodate housing that meets the needs of these groups. The City will continue to identify the needs of these housing groups that can be met by the City to facilitate development of units affordable to low- and very low-income households. If there are facilities that provide a continuum of care for senior residents of Colusa such as those provided by Eskaton (e.g., independent living units with common dining facilities, assisted care facilities and skilled nursing facilities), the City will work closely with affordable housing groups to eliminate governmental constraints (e.g., reduce fees, provide flexibility in development standards, etc.) to ensure that this type of housing can be built.</p>	<p><b>Status:</b> Retain program as Program H-14 of the 6th Cycle RHNA.</p>
H-19	<p>The City will work with the six other fire protection agencies in Colusa County to ensure that fire protection, as well as law enforcement and other emergency services are available to City residents and business operators. Furthermore, the City of Colusa will cooperate with Colusa County in the 1) development of transportation options that better meet the needs of seniors; 2) study of in-home &amp; visitation care issues for seniors; 3) exploration of demand for a continuum of care facility (i.e., independent living, assisted living and skilled nursing) in Colusa and/or nearby communities; 4) and provision of opportunities for cooperative housing.</p> <p>The City will also work with other jurisdictions in the region to identify the need for homeless shelters.</p>	<p><b>Timeframe:</b> Ongoing</p> <p><b>Results:</b> The County of Colusa completed the Local Hazard Mitigation Plan in 2018 that included significant collaboration from the Cities of Colusa and Williams. A separate section on this document is devoted to the City that reviewed emergency services and transportation needs.</p> <p><b>Status:</b> The Colusa County Local Hazard Mitigation Plan should provide information and agency collaborative needs through the 6th RHNA. This program has been replaced with a number of other 6th RHNA Programs, including Programs H-3, Public Support Funding Outreach, H-4, Affordable Housing Collaboration, H-9, Interagency Cooperation, H-13, Farm Worker Housing, H-14, Transitional and Supportive Housing and H-15, Emergency Shelters and Low Barrier Navigation Centers. In addition, Program H-31, an optional Program, has been developed to amend the General Plan Safety Element to incorporate provisions of the Local Hazard Mitigation Plan into the General Plan which will involve collaboration with other agencies.</p>
H-20	The City shall work cooperatively with local growers, agricultural-related businesses, such as packing and	<b>Timeframe:</b> Ongoing

**Table 9.6-1. Progress in Meeting RHNA for 2014-2019  
(January 1, 2014 through June 30, 2019)**

Program No.	Program Description	Accomplishment/Results
	distribution facilities, the farm bureau and advocates for farm workers, such as California Rural Legal Assistance, Inc, for the purpose of determining available resources and shortfalls to address farm workers housing needs	<p><b>Results:</b> Due to resource constraints the City did not reach out to farm worker groups during the 5th RHNA.</p> <p><b>Status:</b> This program is replaced with Program H-13 which more directly addresses farm worker housing needs.</p>
H-21	The City conducts an annual review of the budget and fee schedule ensuring that 1) adequate funding is available for infrastructure and services needed to support growth; and 2) fees and revenues are adequate but not more costly than necessary. Comprehensive review of the City's development fee and capital improvement program is conducted every three years. Development impact fees may be waived, deferred or reduced, as compared with the development of standard housing, to the greatest extent feasible, so as to provide incentive for affordable housing development. This will include an informal survey of comparable jurisdictions in the region.	<p><b>Timeframe:</b> Ongoing</p> <p><b>Results:</b> The City updates their Comprehensive Fee Schedule each year. The Development Impact Fee program is updated less frequently and in need of update. In May 2016, the City Council reduced development impact fees (for 3 years) by 50% for residential developments within the R-1, R-2 and R-3 zoning districts. This was then extended to these districts and added to downtown commercial and mixed-use zoning districts on in April, 2020.</p> <p><b>Status:</b> This program is reviewed annually and will be required to be amended along with the City's Fee Program and Fee Schedule (as applicable) to exempt development impact fees for accessory and junior accessory units in accordance with State Housing Laws. This program is retained and amended as Program H-6 and another Program H-25 has been created that requires monitoring of development fees has been created for the 6th RHNA.</p>
H-22	The City will continue to ensure that all construction projects requiring building permits comply with the Americans with Disabilities Act (ADA) as provided by the Uniform Building Code. The City will continue to implement ADA improvements with regard to managing the Housing Rehabilitation Program. The City will assist property owners and contractors in complying with ADA requirements when retrofit or rehabilitation projects are initiated for public or commercial structures. This will include soliciting the use of the City's Housing Rehabilitation Program for ADA improvements.	<p><b>Timeframe:</b> Ongoing</p> <p><b>Results:</b> City continues maintenance of this program.</p> <p><b>Status:</b> Program retained as H-17 in the 6th RHNA.</p>
H-23	The City will continue to adopt current updates and enforce the Uniform Building Code to ensure that all new and rehabilitated housing constructed in Colusa complies with applicable health and safety requirements, including energy conservation and handicapped accessibility. This will include periodically review of the codes, in light of technological advances and changing public attitude, for possible amendments to reduce housing	<p><b>Timeframe:</b> Ongoing</p> <p><b>Results:</b> City continues maintenance of this program.</p> <p><b>Status:</b> Program retained as H-7 in the 6th RHNA.</p>





# REGIONAL HOUSING AUTHORITY

Serving the Cities of Live Oak, Yuba City and Colusa • Counties of Sutter, Nevada, Colusa and Yuba

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[www.RegionalHA.org](http://www.RegionalHA.org)

September 1, 2022

Jesse Cain  
City Manager  
City of Colusa  
425 Webster Street  
Colusa, CA 95932

RE: Reduced Development Impact Fees

Mr. Cain,

As you are aware, the Regional Housing Authority through its non-profit instrumentality, Building Better Partnerships, Inc., and in partnership with its co-developer partner, Sage Housing Group, LLC, have collaborated to develop the Rancho Colus project. Rancho Colus will be an affordable housing project consisting of 49 units targeting low-income families.

As per the resolution adopted by the City Council of the City of Colusa on April 21, 2015, that approved the reduction of the impact fees for Colusa Industrial Properties (CIP) at a per-unit and per-square-foot rate of 100% for Storm Drain, by 33% for Streets, Police, and Fire Protection, by 90% for City Hall, Community Center, Corporate Yard Relocation, and Parks and Recreation, and by equally-variable percentages for Water and Sewer that, when calculated together with all other reduced fees collectively, do not exceed 50% of standard fees (less Storm Drain fee) collectively. We would like your consideration and assistance in obtaining the same, if not similar, development impact fee reductions for the Rancho Colus project.

We appreciate the partnership with the City of Colusa in its support of affordable housing development for our citizens.

As always, please feel free to reach out at any time to discuss our request. I can be reached at (530) 671-0220 extension 113, or by email at [g.becerra@regionalha.org](mailto:g.becerra@regionalha.org).

Sincerely,

Gustavo Becerra  
Executive Director



## Attachment 18A - Local Development Impact Fees

Project Name: Rancho Colus

**Itemize all local impact fees to be paid. The total must correspond with the total local impact fees line item shown in the development budget of the application.**

Pursuant to Regulation Section 10302(bb), Local development impact fees are defined as: The amount of impact fees, mitigation fees, or capital facilities fees imposed by municipalities, county agencies, or other jurisdictions such as public utility districts, school districts, water agencies, resource conservation districts, etc.

**NOTE: Permit processing fees, building permit fees, and plan check fees are NOT considered local development impact fees.**

Type of Fees to be Paid	Amount of Fee
Community Development Fees	\$ -
Drainage Facilities	\$ 18,120
Facilities Assessment	\$ -
Fire Facilities	\$ 90,941
General Facilities	\$ -
Governmental/Environmental	\$ -
Law Enforcement Facilities	\$ 67,165
Library Facilities	\$ -
Parks & Recreation	\$ 106,645
Public Facilities	\$ -
Schools	\$ 205,867
Streets & Signals	\$ 66,287
Traffic Fees	\$ -
Waste Water Collection	\$ 101,722
Waste Water Treatment	\$ -
Water Facilities	\$ 43,169
Other: Corporation Yard	\$ 44,373
Other: City Hall	\$ 63,880
Other: Community Center	\$ 48,830
Other:	\$ -
Other:	\$ -
<b>Total Local Development Impact Fees</b>	<b>\$ 856,999</b>

Agency/Jurisdiction Name: Rancho Colus LP  
 Name of Signatory: Luke Watkins  
 Title of Signatory: Administrative General Partner

Phone: (530) 400-2927  
 Email: lukewatkins@sbcglobal.net  
 Date: 8.3.2022

Signature: \_\_\_\_\_

## RESOLUTION NO. 22-

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLUSA REDUCING AND WAIVING IMPACT FEES FOR THE RANCHO COLUSA AFFORDABLE HOUSING PROJECT CONSISTING OF 49 UNITS TARGETING LOW-INCOME FAMILIES.

WHEREAS, the City agrees to waive and reduce impact fees as noted below; and

WHEREAS, the City is committed to its residents to help provide affordable housing options; and

WHEREAS, the City has detailed the impact fee reduction and elimination of fees; and

WHEREAS, the City has agreed to waive the impact fees for City Hall, Community Center and the corporate yard relocation, and

WHEREAS, the City will collect a 100% of the Streets, Fire and Police impact fees and 40% of the parks and recreation fees; and

NOW THEREFORE, the City Council of the City of COLUSA does hereby resolve that:

The City will waive impact fees for the Rancho Colusa Affordable Housing Project as described above in the “whereas” clauses.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Colusa at a regularly scheduled meeting held on the 6th day of November 15<sup>th</sup> 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
THOMAS REISCHE, MAYOR

Attest:

\_\_\_\_\_  
Shelly Kittle, City Clerk

# CITY OF COLUSA

## DEVELOPMENT IMPACT FEES

for Rancho Ccolus Project 49 Units  
(Approved by City Council Resolution Nos.

Customer:	Regional Housing Authority
Address:	HYW 20 49 units
	Colusa, CA 95932
	37,920 SQ

Impact Fees by Category								
Coding	Impact Fee Category	Standard Rates			Discounted Rates			
		Per Acre	Per Sq. Ft.*	Per unit	% Discount	Per Sq. Ft.*	Per unit	Total
IFDRA	Storm Drainage		\$ -	\$18,179.80		\$ -		
IFSTR	Streets		\$ 1.44		0%	\$ 1.44		\$ 54,604.80
IFCH	City Hall		\$ 1.56		100%	\$ -		\$ -
IFCC	Community Center		\$ 1.25		100%	\$ -		\$ -
IFLAW	Police Facilities/Equipment		\$ 0.90		0%	\$ 0.90		\$ 34,128.00
IFFIR	Fire Facilities/Equipment		\$ 1.23		0%	\$ 1.23		\$ 46,641.60
IFCY	Corporate Yard Relocation		\$ 0.58		100%	\$ -		\$ -
IFREC	Parks & Recreation		\$ 1.50		40%	\$ 0.90		\$ 34,128.00
	<b>Sub-Totals:</b>		\$ 8.46			\$ 4.47		\$ 169,502.40
WATD	Water			\$35,973.32	50%		\$ 17,986.66	\$ 17,986.66
IFSEW	Sewer			\$84,767.21	50%		\$ 42,383.60	\$ 42,383.60
	<b>Sub-Totals:</b>			\$338,983.00				
	<b>Grand Total</b>			<b>\$459,723.53</b>				<b>\$ 248,052.46</b>

\* Storm Drainage Impact Fees are based upon lot / parcel area. Other per-square-foot Impact Fees are based on unit sizes

Impact Fees by Unit Type								
Unit Type	Units	Sq. Ft.	Standard Rate Totals		\$ Discount	Discounted Rate Totals		
			Per-Sq-Ft Fees	Per-Unit Fees		Per-Sq-Ft Fees	Per-Unit Fees	Total
	1		\$ -		\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Totals:</b>	1		\$ -		\$ -	\$ -	\$ -	\$ -
<b>Lot Area:</b>			\$ -		\$ -	\$ -		\$ -
<b>Amount Due to City of Colusa:</b>								<b>\$ -</b>

**Note:** School Impact Fees are calculated, collected and administered by the Colusa Unified School District.

Attest:	
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Jesse Cain, City Manager

date