



CITY COUNCIL MEETING

Tuesday, August 06, 2024
Regular Meeting - 6:00 PM
City Hall – City Council Chambers
425 Webster Street, Colusa, CA 95932

AGENDA

Zoom Information:

<https://us06web.zoom.us/j/89890717467>
Meeting ID: 898 9071 7467 Passcode: 726926
Mobile: 669-444-9171, ID 89890717467

Mayor – Daniel Vaca
Mayor Pro Tem – Ryan Codorniz
Council Member – Denise Conrado
Council Member – Greg Ponciano
Council Member – Dave Markss

CALL TO ORDER

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)*

PRESENTATIONS

1. Five-Year Service Award for Nick Allegrini

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. **Receive and File** - Council Draft Minutes of July 16, 2024

3. **Adopt** - Resolution updating the City of Colusa Injury and Illness Prevention Program

4. **Adopt** - Resolution establishing regular meeting dates and times for the Parks, Recreation and Tree Commission.

5. **Adopt** - Resolution authorizing the City Manager to be the authorized signer on the program supplement agreement with Cal Trans

COUNCIL MEMBER /CITY MANAGER REPORTS AND STAFF COMMENTS

COUNCIL CONSIDERATION

6. Consideration of the Resolution approving the ARPA Status Update and Allocation of Balance of Funds

Recommendation: Council to adopt the Resolution approving the ARPA status update and allocation of the balance of the funds

DISCUSSION ITEMS

7. City Sidewalk Discussion
8. The city's current Animal Control Ordinance
9. Mushroom Plant update
10. FEMA Mapping and Projects

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) 458-4941 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”

5-YEAR SERVICE AWARD

We Hereby Express Our Sincere Appreciation To

NICK ALLEGRINI

*For your Dedicated Service to the WATER DEPARTMENT
with the City of Colusa since July 19, 2024*

And Award This Certificate From

**The City Council
City of Colusa**

This 6th Day of August 2024

DANIEL VACA, MAYOR



CITY COUNCIL MEETING

Tuesday, July 16, 2024
 Regular Meeting - 6:00 PM
 City Hall – City Council Chambers
 425 Webster Street, Colusa, CA 95932

MINUTES

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

ROLL CALL – Council Members Markss, Ponciano, Conrado, Codorniz and Vaca were all present.

PLEDGE OF ALLEGIANCE

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

PUBLIC COMMENTS – Citizens Jeanne Kessinger and Lynn Reister provided a history of the feral cat issues in their neighborhood. They have been looking for solutions, but with no success. They contacted Joyce Smith, Director for Field Haven, who explained how she could help the city. They provided the City Clerk a copy of their written public comments.

Citizen/Treasurer Devin Kelley requested an update on the Mushroom Plant, stating the smell is still terrible.

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

1. **Approve** - Council Draft Minutes of June 4 and 18
2. **Receive and File** - Police Department June report
3. **Receive and File** - Finance Department May and June reports
4. **Receive and File** - Treasurer's May report
5. **Receive and File** - May and June Warrants Lists
6. **Approve** - Regional Housing Authority reappointment of Suzanne Gallaty as Tenant Commissioner

ACTION: Motion by Council Member Conrado seconded by Council Member Codorniz to approve the consent items. Motion passed unanimously.

COUNCIL MEMBER /CITY MANAGER REPORTS AND STAFF COMMENTS

City Council Members reported on their appointed committee and commission meetings.

City Attorney Jones is working BC&E Attorney on a few updates. He discussed the Grants Pass case (people who illegally camp) and that the city would need to update the Ordinance.

City Manager Cain provided an update on the current projects.

Police Chief Fitch provided updates at the Police Department.

Fire Chief Conley provided updates at the Fire Department.

Finance Director Aziz-Khan provided updates in the Finance Department.

City Clerk Kittle provided information on the upcoming election for elected officials.

COUNCIL CONSIDERATION

7. Consideration of a Resolution authorizing the City Manager to waive the Request For Proposal process and purchase street repair equipment from a public auction

City Manager Cain reported the City will receive \$56,000 from Cal Trans towards street repair equipment. He stated the County and the City of Williams would be using their funds for street repair equipment, as well. Cain discussed his research in purchasing equipment through auction sites. The time limit to submit the invoice is six months and then another six months for the second invoice for a total of one year.

ACTION: With no public comment, motion by Council Member Codorniz, seconded by Council Member Conrado to adopt the Resolution authorizing the City Manager to waive the Request for Proposal process and purchase street repair equipment from a public auction. Motion passed 5-0 by the following roll-call vote:

AYES: Markss, Ponciano, Conrado, Codorniz and Vaca.

NOES: None.

8. Consideration of Resolution approving and authorizing the City Manager to execute a contract for Accounting Software with the new company

City Manager Cain provided information from the demonstration staff received from Tyler Technologies. Finance Director Aziz-Khan explained the yearly maintenance costs and how it would reduce staff time. The current software is over thirty years old. Cody Gunstenson with Tyler Technologies spoke about the software and their experience with other cities similar to Colusa. He answered questions from the council and provided details on the three-year agreement.

ACTION: With no public comments, motion by Council Member Ponciano, seconded by Council Member Conrado to amend the Resolution approving and authorizing the City Manager to execute a contract with Tyler Technologies. Motion passed 5-0 by the following roll-call vote:

AYES: Markss, Ponciano, Conrado, Codorniz and Vaca.

NOES: None.

DISCUSSION ITEMS

9. Parks, Recreation and Tree (PRT) Commission requests their quarterly meetings be changed to bi-monthly meetings on the second Thursday.

City Manager Cain reported the request from PRT Commissioners. There was council consensus directly staff to bring back an Ordinance to update their requests.

FUTURE AGENDA ITEMS

Look into Ordinances on animal control and public nuisance.

Look into the Animal Control contract.

List of sidewalk, curb, gutter repairs and replacement.

Mushroom update.

ADJOURNED TO CLOSED SESSION at 7:12 pm

CLOSED SESSION MEETING

- PUBLIC EMPLOYEE PERFORMANCE EVALUATION (§ 54957) Title: City Manager

REPORT ON CLOSED SESSION – At 7:52 pm, Mayor Vaca stated there was no reportable action.

DANIEL VACA, MAYOR

Shelly Kittle, City Clerk

RESOLUTION NO. 24-_____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLUSA UPDATING
THE CITY OF COLUSA INJURY AND ILLNESS PREVENTION PROGRAM**

WHEREAS, Pursuant to California Labor Code §6401.7 and California Code of Regulations, Title 8, Subchapter 7, §3203, every employer shall establish, implement and maintain an effective Injury and Illness Prevention Program. The Program shall be in writing; and

WHEREAS, the Human Resources Department performed a program review and updated the City of Colusa's current Injury and Illness Prevention Program, edition date August 15, 2017; and

WHEREAS, the adoption of the updated Injury and Illness Prevention Program demonstrates the City's commitment to fulfilling its purpose of ensuring the health and safety of City employees

THEREFORE, The City Council of the City of Colusa approves and adopts the (attached) City of Colusa Injury and Illness Prevention Program which is administered by the City Manager and/or Finance Director.

PASSED AND ADOPTED this 6th day of August 2024 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

DANIEL VACA, MAYOR

ATTEST:

Shelly Kittle, City Clerk



City of Colusa

INJURY AND ILLNESS PREVENTION PROGRAM

August 6, 2024

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- B. Supervisor’s Report of Employee Injury Form
- C. Employee Safety Training Matrices

PROGRAM OVERVIEW

The City of Colusa strives to maintain a safe and healthy work environment for all employees. We recognize the responsibilities for safety and health are shared. As your employer, the City is committed to providing leadership and support for the effective implementation of the City's safety and health programs. The City Manager, management, supervisors and employees are required to comply with all applicable federal, state, and local safety laws and regulations. Each department is required to conduct its operations and activities in a safe manner to minimize the risk of injury to employees and the public. No employee will be required to conduct any task that is determined to be unsafe. The City Manager, management, supervisors and employees are expected to report potential safety hazards without fear of retaliation and with confidence that safe and healthful conditions and practices will prevail in the workplace. It is the policy of each City department to identify and minimize potential risks inherent in the operation of various programs, services, facilities, and equipment.

The Injury and Illness Prevention Program (IIPP) establishes the City of Colusa's safety management program as required by Title 8, California Code of Regulations, Section 3203. The objective of the program is to prevent injuries and illnesses in the workplace and to engage City employees in maintaining a safe and healthy work environment. The IIPP includes information on the implementation of the following critical elements:

- Program responsibilities.
- Compliance methods
- Communication system
- Hazard assessment and periodic inspections of work areas
- Hazard correction
- Accident investigation
- Health and safety training
- Record keeping

The IIPP applies to all City of Colusa departments under the direct control and authority of the City Council. The program includes all City employees providing services at all facilities, workplaces, and events.

RESPONSIBILITIES

IIPP Program Administrator

The Finance Director is the IIPP Program Administrator and has the ultimate authority and responsibility for the implementation and maintenance of the City's IIPP. A copy of our IIPP is available from each manager or supervisor. Employees or a designated representative will be provided access to the IIPP in a reasonable time, place, and manner, but no more than five business days of a request to their manager or supervisor. Access will include a printed copy of the IIPP for their department.

The Finance Director may designate IIPP Administrative tasks to another city employee. Responsibilities include:

- Oversight of the safety program.
- Enforcing safety rules and regulations.
- Providing resources to support program implementation; and
- Providing director and supervisor health and safety training.

Department Management and Supervisors

Department management and supervisors have the authority and responsibility for the implementation of the IIPP for employees, facilities and operations under their direct supervision and control. Responsibilities include:

- Providing leadership to ensure the IIPP is effectively implemented.
- Integrating safety communication in staff meetings, department meetings, and other forms of department communication.
- Investigating all accidents and incidents within their area of responsibility to identify root causes and corrective actions.
- Observing employee work practices and conducting periodic safety inspections of facilities.
- Instructing employees on safe work practices for daily job assignments.
- Recognizing employees who demonstrate safe work practices and behaviors.
- Enforcing safe work practices and procedures for employees and operations under direct supervision and control.
- Providing job-specific employee safety training; and
- Attending training to become knowledgeable about hazards and required controls in areas of responsibility.

Employees

City employees are responsible for their own safety and the safety of others in the workplace. Employee responsibilities include:

- Participating in safety trainings;
- Complying with the City's IIPP including safe practices, procedures and programs;
- Reporting unsafe conditions and correcting when feasible;

- Obeying and enforcing safety rules and regulations; and
- Reporting any work-related injury, illness or property damage.

COMPLIANCE

The Finance Director, management and supervisors are responsible for ensuring all safety and health policies and procedures are clearly communicated and understood by all employees, will enforce the rules fairly and uniformly and set a good example for employees.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

The City's system of ensuring that all employees comply with the rules and maintain a safe work environment includes:

- Informing all employees of the IIPP requirements during new employee safety orientation training and ongoing IIPP and safety training;
- Providing comprehensive IIPP training to management and supervisors concerning their responsibilities for program implementation;
- Evaluating the safety performance of all employees;
- Recognizing employees who effectively implement safe and healthful work practices which may include a written acknowledgment to be maintained in the employees' personnel file;
- Providing supplemental training to employees whose safety performance is deficient; and
- Disciplining employees who fail to follow safe work practices and/or procedures or who violate organizational rules or directives.

COMMUNICATION

The City's IIPP will be most effective in preventing injury and illness when there is clear and open communications amongst all employees. The following system of communication is designed to facilitate safety and health information in forms that are readily understandable by all employees.

Employee Hazard Reporting

The employee hazard reporting system provides a means for employees to report safety hazards that may result in employee illness or injury, damage to City property, or injury to the public. The employee may report a hazard to his or her supervisor, the IIPP Administrator, and anyone in management. The City's Hazardous/ Unsafe Condition Report form can be used to document hazards and is included in Appendix A.

Department Staff Meetings

Department staff meetings will include a discussion of health and safety concerns and brief training sessions as appropriate. Each supervisor will document health and safety

communication and training included in staff meetings. Training documentation should include the subject matter of the safety issues covered, the person presenting the information, the date of the training, and the name/signature of the employees in attendance.

Department Health and Safety Training

Each department has developed an occupational health and safety training matrix to ensure employees receive communication on general safety hazards and job-specific safety hazards. Department specific training matrices are located in Appendix C.

Safety Bulletin Boards/Supplemental Communications

Each department work location will maintain a safety bulletin board to meet Cal/OSHA posting requirements and to ensure ongoing communication on significant health and safety issues. Department email messages and employee handouts on relevant topics are additional means of safety communication.

HAZARD ASSESSMENT

Periodic assessments to identify and evaluate workplace hazards are performed by a designated competent employee. The assessments are performed according to the following schedule:

Building/Location	Frequency
City Hall	Annual
Police Department	Annual
Water & Sewer Plant	Bi-annual
Fire Department	Annual
Streets & Parks	Bi-annual
City Hall	Annual

In addition to the department periodic assessment schedule, assessments will be conducted in the following situations:

- When the IIPP is first established;
- When new or previously unidentified substances, processes, procedures or equipment result in new hazards in department units/facilities;
- When occupational accidents or incidents occur; and
- Whenever workplace conditions warrant an inspection.

HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices, or procedures shall be corrected in a timely manner based on the severity of the hazards. The appropriate department supervisor will promptly assess the hazard severity and the period for hazard correction.

Severity Schedule:

Critical: may cause death, serious injury, significant environmental impact, or substantial financial losses and/or is likely to occur soon.

Serious: may cause injury, occupational illness, or environmental or property damage and/or probably occur in time.

Minor: probably would not affect personnel or environmental safety or health, but is in violation of specific criteria.

Hazards shall be corrected:

- When observed, reported or discovered; and
- When an imminent hazard exists that cannot be immediately corrected without endangering employees and/or property, the City will remove all employees from the immediate area except those needed to correct the condition and to address security issues.

All corrective actions taken will be documented and dated.

ACCIDENT AND INCIDENT INVESTIGATIONS

Investigation Procedures

The responsible on-duty supervisor of the employee will investigate all accidents and incidents promptly. The purpose of the investigation is to find the root cause of the accident or incident to prevent further occurrences, not to assign blame. The supervisor is required to complete and submit the Supervisor's Report of Employee Injury form (Appendix B) to the Finance Director within three days of notification of the accident.

Accident Investigation Review Process

The IIPP Administrator or their designee and the appropriate department supervisor will review the accident investigation documentation to determine if the supervisor has identified the root cause of the accident or incident, and contributing factors and applied corrective actions to prevent future injuries.

Cal/OSHA Reporting Requirement for Serious Accidents

All serious accidents, as defined by Cal/OSHA, must be reported to the Cal/OSHA District Office within 8 hours of the employer's knowledge of the accident.

Serious accidents, as defined by Cal/OSHA, include:

- A work-related death of an employee; or
- A serious injury or illness that requires in-patient hospitalization for a period over 24 hours for other than observation; or
- A serious injury that results in the loss of any portion of the body, or that results in any degree of permanent disfigurement.

The IIPP Administrator or their designee will contact the Cal/OSHA District Office. In the event the IIPP Administrator or their designee is not available management, or the responsible supervisor will call the Cal/OSHA Sacramento District Office at (916)263-2800.

TRAINING

IIPP Training Requirements

All employees will participate in department occupational health and safety training on general and job-specific hazards and safe work practices. Supervisors will be trained on all health and safety hazards to which employees under his or her immediate direction and control are exposed.

Training will be provided as follows:

- When the IIPP is first established;
- New employees are hired;
- Employees are reassigned to a new area or task with no prior training; and
- New substances, operations or equipment are introduced.

Department Health and Safety Training

Department specific training requirements are identified in the Employee Safety Training Matrices located in Appendix C.

RECORD KEEPING

The following IIPP documentation is maintained for a minimum of three years:

- Safety training for each employee, including the employee's name, training dates, type of training, and training providers:
- Inspections, including the person(s) conducting the inspection, the unsafe conditions and work practices identified, corrective action, and follow-up:
- Accidents, illnesses, and near-miss inspections that identify the root cause and corrective action taken and
- Regular program review.

Appendix A – Hazardous/Unsafe Condition Report

Reporting Hazardous/Unsafe Condition*

Department: _____

Person Reporting: _____ Contact Information: _____
(optional) (optional)

Location of Hazard: _____

Building: _____ Floor: _____ Room: _____

Date and time the condition or hazard was observed: _____

Hazards posing an immediate danger to life and health should be reported as soon as possible to your supervisor.

Description of unsafe condition or hazard: _____

What changes would you recommend to correct the condition or hazard? _____

Employee Signature: _____ Date: _____
(optional)

MANAGEMENT INVESTIGATION

Name of person investigating unsafe condition or hazard: _____

Results of investigation. What was found? Was the condition unsafe or a hazard? (Attach additional sheets if necessary.)

Proposed action to be taken to correct hazard or unsafe condition:

Signature of Investigating Party: _____ Date: _____

Date reporting employee was notified of action taken (if not an anonymous report) _____

** Please note: Employees can report unsafe conditions anonymously without fear of reprisal. We encourage our employees to report hazards and commend them for their safety awareness.*

Appendix B – Supervisor’s Report of Employee Injury

Employee name: _____ Position: _____

Department: _____ Volunteer: Yes No

Hire date: _____ Injury date: _____ Time: _____ am/pm Date reported: _____

Location of accident (be specific): _____

Describe injury and ensuing treatment: _____

Describe the accident completely (what happened, i.e., actions, tools, area, conditions):

Contributing causes:

1. _____
2. _____
3. _____
4. _____
5. _____

Corrective action implemented (engineering, administrative): _____

Corrective action follow up date(s): _____

Investigation completed by: _____ Title: _____ Date: _____

Reviewed by: _____ Title _____ Date: _____

Continue report on separate pages as needed. Attach statements made by injured employee and/or witnesses.

Appendix C – Employee Safety Training Matrices

CITY OF COLUSA EMPLOYEE SAFETY TRAINING MATRIX	Training Frequency	Cal/OSHA Section Reference	Administrative	Fire	Recreation	Public Works and Water	Police
Injury & Illness Prevention Program	I/U	3203	x	x	x	x	x
Emergency Action & Fire Prevention	I/U	3220, 3221	x	x	x	x	x
Workplace Violence Prevention	I	3203	x	x	x	x	x
Aerial Devices	I/(3yr)	3646, 3648		x		x	
Aerosol Transmissible Diseases	I/A	5199			x	x	x
Asbestos Awareness	I/A	1529, 5208		x		x	x
Battery Handling & Maintenance	I	5185				x	
Bloodborne Pathogens	I/A	5193			x	x	x
Compressed Gas Safety	I	3301, 3304				x	
Confined Space Entry	I/U	5157, 5158		x		x	
Defensive Driving (designated staff)	I	3203	x	x	x	x	x
Electrical Safety	I	2299 - 2974		x		x	x
Emergency Eye Wash	I	5162			x	x	x
Equipment Operation Safety (dept. specific)	I/U	Title 8 Index		x	x	x	x
Ergonomics - Office	I	5110	x	x	x	x	x
Ergonomics – Back Safety	I	5110	x	x	x	x	x
Excavation/Trenching/Shoring	I	1540				x	
Fall Protection	I	1670		x		x	
First Aid/CPR (designated staff)	I/C (2yr)	3400	x	x	x	x	x
Forklift	I/C (3yr)	Article 24		x		x	
Hazard Communication /Hazard Waste	I/U	5194	x	x	x	x	x
Hearing Conservation	I/A	5095		x		x	x
Heat Illness Prevention	A-Spring	3395		x	x	x	x

CITY OF COLUSA EMPLOYEE SAFETY TRAINING MATRIX	Training Frequency	Cal/OSHA Section Reference	Administrative	Fire	Recreation	Public Works and Water	Police
Heavy Equipment Operations	I/U	1590 - 1596				X	
Ladder Safety	I	3276	X	X	X	X	X
Lead Awareness	I/A	5216					X
Lockout/Tag Out	I/U	3314		X		X	
Machine Shop Safety	I	3940				X	
New Employee Safety Orientation	I	3203	X	X	X	X	X
Outdoor Hazards (plants, animals, insects)	A-Spring	3203			X	X	
Personal Protective Equipment Requirements	I/U	3380, 3385		X	X	X	X
Pesticide Use Safety	I/U	5194				X	
Respiratory Protection	I/A	5144				X	X
Rigging/Hoisting	I	5006					
Standard Operating Procedures (dept. specific)	A	N/A		X	X	X	X
Supervisor Safety Training (designated staff)	I/U	3203	X	X	X	X	X
Tools – Hand & Power (dept. specific)	I/U	Article 20			X	X	X
Traffic Control & Flagger Training	I	1599		X		X	X
Tree Work	I	3421				X	
Welding & Cutting/Fire Watch/Hot Work	I	4799, 4848				X	



City of Colusa California

STAFF REPORT

DATE: August 6, 2024
TO: Mayor and Members of the City Council
FROM: Jesse Cain, City Manager

AGENDA ITEM:

Council to consider a resolution approving the meeting times and dates for the Parks, Recreation and Tree Commission (PRT).

Recommendation: Adopt Resolution 24- establishing regular meeting dates and times for the Parks, Recreation and Tree Commission.

BACKGROUND ANALYSIS:

With the use of Measure B funds along with projects, the PRT Commission has a lot of items they need to work on. They requested we change their meeting times and dates.

The PRT commission is requesting that they hold their meetings on the second Thursday of every other month at 6:00 pm.

BUDGET IMPACT:

None

STAFF RECOMMENDATION:

Approve Resolution 24-

RESOLUTION NO. 24-___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLUSA ESTABLISHING REGULAR MEETING DATES AND TIMES FOR THE PARKS, RECREATION AND TREE (PRT) COMMISSION

WHEREAS, Government Code Section 54954(a) requires the City Council to “provide, by Ordinance, Resolution, Bylaws, or whatever other rule is required for the conduct of business by that body, the time and place for holding regular meetings;” and

WHEREAS, Colusa City Code Section 2-1 provides that the City Council may establish the dates and times for its regular meetings by Resolution, and it is the City’s intent to establish the date and times for regular Commission meetings by this Resolution; and

WHEREAS, the Colusa City Code was amended to allow the City Council to establish the dates and times for the regular meetings of the Parks, Recreation and Tree Commission, by Resolution; and

WHEREAS, consistent with the Brown Act and the Colusa City Code, it is the City’s intent to establish the dates and times for regular commission meetings by this Resolution.

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

Section 1. Findings and Determinations

The City Council hereby finds and determines that the above recitals are true and correct and have served as the basis, in part, for the findings and actions of the City set forth below.

Section 2. Date and Time of the Parks, Recreation and Tree Commission Meetings Established

The regular meetings of the PRT Commission shall be held on the **second Thursday of every other month at 6:00 p.m.** at City Hall. In the event that a regular meeting date falls on a recognized state or federal holiday, the meeting shall be held on the next calendar day at 6:00 p.m.

Section 7. Repeal of Previous Resolutions

Resolution 14-52 setting forth the date and time for regular meetings of the PRT Commission is hereby repealed in their entirety.

Section 8. Effective Date

This Resolution shall take effect immediately upon its adoption.

Passed and adopted this 6th day of August 2024 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

DANIEL VACA, MAYOR

Attest:

Shelly Kittle, City Clerk



City of Colusa California

STAFF REPORT

DATE: August 6, 2024
TO: Mayor and Members of the City Council
FROM: Jesse Cain, City Manager

AGENDA ITEM:

Council to consider a resolution authorizing the City Manager to be the authorized signer on the program supplement agreement

Recommendation: Adopt Resolution 24-

BACKGROUND ANALYSIS:

In June of 2024 I received an email stating that the City of Colusa eligible to receive 56 thousand dollars from Caltrans for projects or road maintenance equipment. I filled out the application and stated that we would be looking at purchasing road maintenance equipment.

I brought before the City Council to waive the RFP process and purchase road maintenance utilizing the program supplement funds from Caltrans. Caltrans is now requiring that we need a resolution stating who will be the authorized signer for all documents that are going to be needed to complete the project.

BUDGET IMPACT:

None

STAFF RECOMMENDATION:

Approve Resolution 24-
Program Supplement No 00000A644

RESOLUTION NO. 24-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLUSA AUTHORIZING THE CITY MANAGER TO SIGN PROGRAM SUPPLEMENT AGREEMENT (PSA) AGREEMENT WITH CALTRANS

WHEREAS, the (City of Colusa) is eligible to receive Federal and/or State funding for certain Transportation Projects, through the California Department of Transportation and

WHEREAS, Master Agreements, Program Supplemental Agreements, Fund Exchange Agreements and/or Fund Transfer Agreements need to be executed with the California Department of Transportation before such funds could be claimed and

WHEREAS, the City/County wishes to delegate authorization to execute these agreements and any amendments thereto to the City Manager be authorized to execute all Master Agreements, Program Supplemental Agreements, Fund Exchange Agreements, Fund Transfer Agreements and any amendments thereto with California Department of Transportation

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 sixth day of August 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

DANIEL VACA MAYOR

ATTEST:

Shelly Kittle, City Clerk

PROGRAM SUPPLEMENT NO. 00000A644
to
ADMINISTERING AGENCY-STATE AGREEMENT
FOR STATE FUNDED PROJECTS NO 03-5035S21

Adv. Project ID
 0324000345

Date: July 29, 2024
Location: 03-COL-0-CLU
Project Number: CRASL-5035(018)
E.A. Number:
Locode: 5035

Item 5.

This Program Supplement, effective _____, hereby adopts and incorporates into the Administering Agency-State Agreement No. 03-5035S21 for State Funded Projects which was entered into between the ADMINISTERING AGENCY and the STATE with an effective date of _____ and is subject to all the terms and conditions thereof. This PROGRAM SUPPLEMENT is executed in accordance with Article I of the aforementioned Master Agreement under authority of Resolution No. _____ approved by the ADMINISTERING AGENCY on _____ (See copy attached).

The ADMINISTERING AGENCY further stipulates that as a condition to the payment by the State of any funds derived from sources noted below encumbered to this project, Administering Agency accepts and will comply with the Special Covenants and remarks set forth on the following pages.

PROJECT LOCATION: Purchase construction equipment for road maintenance in the City of Colusa

TYPE OF WORK: purchasing construction equipment for road maintenance in the City of Colusa **LENGTH:** 0.0(MILES)

Estimated Cost	State Funds		Matching Funds	
	STATE		LOCAL	OTHER
\$56,000.00	\$56,000.00		\$0.00	\$0.00

CITY OF COLUSA

 By _____
 Title _____
 Date _____
 Attest _____

STATE OF CALIFORNIA
Department of Transportation

 By _____
Chief, Office of Project Implementation
Division of Local Assistance

 Date _____

I hereby certify upon my personal knowledge that budgeted funds are available for this encumbrance:

Accounting Officer  **Date** 07/29/2024 **\$56,000.00**

SPECIAL COVENANTS OR REMARKS

1. A. This PROJECT is programmed to receive STATE Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) Program funds. The ADMINISTARTING AGENCY agrees to administer the PROJECT in accordance with the California Transportation Commission (CTC) approved/adopted CRRSAA Guidelines and this PROGRAM SUPPLEMENT.

B. The STATE funds for this PROJECT may be provided under one or more phases, which are Preliminary Engineering (PE), Right-of-Way (R/W), Construction (Con), and Other Phase (Debt Service Payments, Personnel).

Phase-specific fund allocation is required, in addition to other requirements, before reimbursable work can occur for the phase identified. Each allocation will be assigned an effective date and identify the amount of funds allocated per phase. Unless otherwise determined, the effective date of the phase-specific allocation will constitute the start of reimbursable expenditures for the phase. The STATE funds available for reimbursement will be limited to the amount allocated by the STATE for the phase.

C. At the time of the first fund allocation approval for the Project, this PROGRAM SUPPLEMENT, a STATE-approved Allocation Letter and STATE Finance Letter are prepared to allow reimbursement of eligible PROJECT expenditures for the phase allocated.

D. STATE and ADMINISTERING AGENCY agree that any additional fund allocations made after the execution of this PROGRAM SUPPLEMENT, for the phase that has been authorized in the first fund allocation approval or for a new phase, will be encumbered on this PROJECT by use of a STATE-approved Allocation Letter and a STATE Finance Letter and are subject to the terms and conditions thereof.

E. This PROJECT is subject to the delivery requirements enacted by the CRRSAA Program guidelines, which may be accessed at the Local Assistance webpage.

F. Award information shall be submitted by the ADMINISTERING AGENCY to the District Local Assistance Engineer immediately after project contract award and prior to the submittal of the ADMINISTERING AGENCY'S first invoice for the construction contract. Failure to do so will cause a delay in the State processing of invoices for the construction phase.

G. The ADMINISTERING AGENCY shall invoice STATE for PE, R/W, CON, and Other Phase costs no later than 180 days after the end of expenditure the phase. For construction costs, the ADMINISTERING AGENCY has 180 days after project completion or contract acceptance to make the final payment to the contractor, prepare the final Report of Expenditures and final invoice, and submit to STATE for verification and payment.

SPECIAL COVENANTS OR REMARKS

H. ADMINISTERING AGENCY agrees to submit the final report documents that collectively constitute a "Report of Expenditures" within one hundred eighty (180) days of PROJECT completion. Failure of ADMINISTERING AGENCY to submit a "Final Report of Expenditures" within 180 days of PROJECT completion will result in STATE imposing sanctions upon ADMINISTERING AGENCY in accordance with the current LAPM provisions.

I. ADMINISTERING AGENCY agrees to comply with the requirements in 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (applicable to Federal and State Funded Projects).

J. By executing this PROGRAM SUPPLEMENT, ADMINISTERING AGENCY agrees to provide the STATE, upon request, with the information related to the PROJECT for the purpose of project evaluation or other purposes.

K. The ADMINISTERING AGENCY shall construct the PROJECT in accordance with the scope of work presented in the application and approved by the State. Any changes to the approved PROJECT scope without the prior expressed approval of the State are ineligible for reimbursement and may result in the entire PROJECT becoming ineligible for reimbursement.

L. Any State and Federal funds that may have been encumbered for this project are available for disbursement for limited periods of time. For each fund encumbrance the limited period is from the start of the fiscal year that the specific fund was appropriated within the State Budget Act to the applicable fund Reversion Date shown on the State approved project finance letter. Per Government Code Section 16304, all project funds not liquidated within these periods will revert. The State and Federal funds encumbered for this project from the CRRSAA program do not qualify for a Cooperative Work Agreement. The reversion date of the CRRSAA program funds shall not extend past the reversion date shown on the State approved project finance letter.



City of Colusa California

STAFF REPORT

DATE: August 6, 2023
TO: City of Colusa Mayor and Council Members
FROM: Jesse Cain, City Manager

AGENDA ITEM:

Council to consider adopting resolution 24- ARPA Status Update and Allocation of Balance of Funds

BACKGROUND:

At the May 16, 2023, City of Colusa Council Meeting, staff presented a proposed spending plan to council, accounting for the 20% of ARPA allocation accounted for. The spending proposal presented captured \$1.2M in request, with options to reduce this request to a fair and equitable spending plan that would not exceed the total allocation of \$1.4M

Fiscal Years 2020/21 & 21/22 - Approved total of **\$289,847.00** approved and spent

Fiscal Years 2023/24 & 24/25 - May 16, 2023, Spending Plan. The council approved a **\$1,041,345** spending plan for FY 23/24, with staff to present an update and reallocation of any unassigned funds in May 2024.

Fiscal Year 23/24 - An additional **\$106,655.89** of ARPA funding was allocated to purchases/projects outside of the May 2023 spending plan.

As of today, \$419,721.00 of May 2023 approved spending was not actualized and will roll over into FY 24/25. For total funding, there is a current balance of \$71,915.51 unassigned and available for reallocation. The proposed reallocation of these unassigned funds is as follows:

\$23,000 additional to purchase Accounting Software (\$150K will now be \$173K)
 \$15,000 allocated to the purchase of five (5) new iPads for City Council Members
 \$1,500 allocated to the purchase of one (1) new Laptop Computer for Finance Director
 \$10,000 allocated to the Police Department for the purchase of Digital Signage
 \$20,000 allocated to NP Group "Downtown Colusa Association" for seed funding to bring back to active and update goal and mission to be the "Colusa Business Association" *

*This cost would cover one year of a salary for a part-time position, website development and some printed materials. Should our local business owners and stakeholders choose not to go forward with creating a local association, these funds would be redirected to a third year of Community Sake Grant Funding.

In addition to the allocation requests listed above, Staff seeks to have the council re-allocate \$25K or \$50,000 for recreation programming to Park Improvements. The new total would reflect \$25,000 for recreation supplies and needs and \$125,000 for Park Improvements, specifically the cost of the new inclusive playground at CD Semple Park.

FINANCIAL IMPACTS

The City's ARPA approximate funding allocation is \$1.4 million. The City has received approximately 100% of the allocation. With Council's approval of the proposed plan presented August 6, 2024, there is a small balance of \$2,451.00. All funding must be dedicated and allocated by December 31, 2024 and fully spent by December 31, 2026.

Attachments

Resolution 24-

ARPA Spending Plan-reconciled & reflow

ARPA Quick Overview

RESOLUTION NO. 24-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLUSA APPROVING THE ARPA STATUS UPDATE AND ALLOCATION OF THE BALANCE OF FUNDS

WHEREAS, on August 6, 2024, the City of Colusa City Council approved the status update of approved and allocated ARPA funds for 2021-2024

WHEREAS, on August 6, 2024, The City of Colusa City Council approved the allocation of unassigned funds totaling \$71,951.15

WHEREAS, on August 6, 2024, the City of Colusa City Council approves the re-allocation of \$25,000 from Recreation Programming to be re-directed to Park Improvements

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 sixth day of August 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

DANIEL VACA MAYOR

Shelly Kittle, City Clerk

Item	Prior Spend	5/2023 Request	2023 Approved	FY23/24 Spend	Net	Comment	Action
Community Sake Grant	\$ -	\$ 30,000.00	\$ 30,000.00	\$ 30,279.00	\$ (279.00)	Cycle 2 Complete, Fully Utilized	Add additional \$279.00 from City Hall Phone Balance
Parks & Rec Camp Programing	\$ -	\$ 50,000.00	\$ 50,000.00	\$ -	\$ 50,000.00	Not Utilized, change Recomendend	\$25K to Purchase Equipment for Rec Programs, and \$25K moved to Park Improvements for CD Semple Playground Project
Park Improvments	\$ -	\$ 100,000.00	\$ 100,000.00	\$ -	\$ 100,000.00	Final Plans approved, will be fully utilized towards purchase of new playground for CD Semple Park	Add \$25K from Rec programing for a total of \$125K
Colusa Fire Dept	\$ -	\$ 315,145.00	\$ 315,145.00	\$ 315,145.00	\$ -	Fully Utilized	
Colusa Police Dept	\$ 165,035.00	\$ 156,200.00	\$ 156,200.00	\$ 136,479.00	\$ 19,721.00	Balance for Police Vehicle Build Out	
DPW	\$ -	\$ 241,000.00	\$ 65,000.00	\$ 130,552.26	\$ (65,552.26)	Money Spent was for unapproved item (Flatbed Truck),Council approved \$110K for two additional trucks on 6/18	
City Hall Master Server	\$ -	\$ 100,000.00	\$ 100,000.00	\$ -	\$ 100,000.00	This needs to be purchased ASAP	
City Hall Phone	\$ -	\$ 75,000.00	\$ 75,000.00	\$ 14,914.60	\$ 60,085.40	Balance to be used to purchase new iPads for council, and fill in \$279 for CSG Cycle 2. Still has remaining balance to assign	Unassigned fund - reassign: \$279.00 for CSG; \$15K for City Council iPads; \$6210.70 from addt'l sick leave; \$15392.19 for Place.ai
Finance Account Software	\$ -	\$ 150,000.00	\$ 150,000.00	\$ -	\$ 150,000.00	Original approved \$150K	Additional \$23K approved 7/24
All (Employee Bonus and Sick Pay)	\$ 124,812.00	\$ -	\$ -	\$ 6,210.70	\$ (6,210.70)	Not approved, Verify that this is an approved ARPA expence, as my reading of final rule was this required COVID sick pay was to be a tax credit	
Economic Development (Placer.ai)	\$ -	\$ -	\$ -	\$ 15,392.19	\$ (15,392.19)	Approved at Augst Meeting. Remove funds from Blance of City Hall Phone	
Unassigned	\$ -	\$ -	\$ -	\$ -	\$ -	Dedicated to DPW for May 2024 approval, did not happen. See notes for June 18 meeting	
TOTALS	\$ 289,847.00	\$ 1,217,345.00	\$ 1,041,345.00	\$ 648,972.75	\$ 392,372.25		

TTL Approved 2020-22	\$ 289,847.00
TTL Approved 5/2023	\$ 1,041,345.00
TTL Approved 2024	\$ 106,655.89
TTL APPROVED	\$ 1,437,847.89
Unassigned Balance	\$ 11,830.11
%of Approved Spent	
%of Allocation Spent	
TTL ARPA FUNDS	\$ 1,449,678.00
TTL SPEND YTD	\$ 1,018,126.89
Balance	\$ 431,551.11
Approved to spend roll over to FY 24-25 Q1	\$ 419,721.00
Spent Outside of 5/23 Approval	\$ 106,655.89
Avail to Redirect	\$ 71,915.51
Proposed Total	\$ 69,500.00
	\$ 2,415.51

Approved Spend rolling over to 2024/25			
Department	POC	Item	Amount
City Hall	Jesse	Master Server Upgrade	\$100,000.00
Parks & Recreation	Sadie	Park Improvements	\$100,000.00
Parks & Recreation	Sadie/Cliff	Supplemental Programing for chi	\$ 50,000.00
Finance	Ish	Accounting Software Upgrade	\$150,000.00
Police Department	Josh	Vehicle Outfitting	\$ 19,721.00
			\$419,721.00

Proposed Additons for Council Consideration				
Department	Reallocate from:	Item	Amount	Running Balance of
City Hall/Admin	City Hall/ Admin	IPad Upgrade for Council (x5)	\$ 15,000.00	\$ 56,915.51
Community Support	City Hall/ Admin	Seed Funding for Colusa Business	\$ 20,000.00	\$ 36,915.51
Police Department	City Hall/ Admin	New Digital Signage	\$ 10,000.00	\$ 26,915.51
Finance	City Hall/ Admin	New Laptop for Finance Director	\$ 1,500.00	\$ 25,415.51
Finance	City Hall/ Admin	Add'l Funding for Accounting Sof	\$ 23,000.00	\$ 2,415.51

Proposed Allocation Adjustments for Council Consideration			
Department	Reallocate from:	Reassign to:	Amount
Parks & Recreation	Parks & Rec Camp Programing	Park Improvements	\$ 25,000.00

Department	All (staff)	City Hall	Finance	Police	Fire	DPW	Parks & Recreation	Community Development	TOTAL
21/22 Approved	\$ 124,812.00			\$ 165,035.00					\$ 289,847.00
21/22 Spend	\$ 124,812.00			\$ 165,035.00					\$ 289,847.00
5/16/23 Approved		\$ 175,000.00	\$ 150,000.00	\$ 156,200.00	\$ 315,145.00	\$ 65,000.00	\$ 150,000.00	\$ 30,000.00	\$ 1,041,345.00
5/16/23 Spend/Soon to be		\$ 14,915.00	\$ -	\$ 136,479.00	\$ 315,145.00	\$ 45,778.26	\$ -	\$ 30,000.00	\$ 542,317.26
Add'l Approved	\$ 6,210.70		\$ -			\$ 84,774.00		\$ 15,671.00	\$ 106,655.70
Add'l Spend	\$ 6,210.70					\$ 84,774.00		\$ 15,671.00	\$ 106,655.70
Total APPROVED	\$ 131,022.70	\$ 175,000.00	\$ 150,000.00	\$ 321,235.00	\$ 315,145.00	\$ 149,774.00	\$ 150,000.00	\$ 45,671.00	\$ 1,437,847.70
TTL SPENT	\$ 131,022.70	\$ 14,915.00	\$ -	\$ 301,514.00	\$ 315,145.00	\$ 130,552.26	\$ -	\$ 45,671.00	\$ 938,819.96
NET	\$ -	\$ 160,085.00	\$ 150,000.00	\$ 19,721.00	\$ -	\$ -	\$ 150,000.00	\$ -	\$ 479,806.00
24/25 Allocated rollover		\$ 100,000.00	\$ 150,000.00	\$ 19,721.00			\$ 150,000.00		\$ 419,721.00
	9%	12%	10%	22%	22%	10%	10%	3%	

Unassigned \$
 \$ 1,159,831.00
 \$ 118,486.00
 \$ 11,830.30
 \$ 1,449,678.00 \$ 11,830.30
 \$ 60,085.00 \$ 71,915.30