



## CITY COUNCIL MEETING

Tuesday, August 19, 2025

Regular Meeting - 6:00 PM

City Hall – City Council Chambers

425 Webster Street, Colusa, CA 95932

### AGENDA

#### Zoom Information:

<https://us06web.zoom.us/j/85200701051>

Meeting ID: 852 0070 1051 Passcode: 086453

Mobile: 669-444-9171, ID 85200701051

Mayor – Ryan Codorniz

Mayor Pro Tem – Denise Conrado

Council Member – Daniel Vaca

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)*

**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 - August 2 Council draft minutes
2. Receive and File - Treasurer's February report
3. Receive and File - Police Dept. July report
4. Approve - Temporary street closure of Main Street from 6th Street to 8th Street for a Street Dance on August 23 from 6:00 pm to 11:00 pm

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

#### **COUNCIL CONSIDERATION**

5. Consideration of Expansion of Membership for the Measure B Citizens Oversight Committee

**Recommendation:** Council to adopt the Resolution to approve the appointment of up to three (3) additional community members to the Measure B Citizens Oversight Committee.

6. Consideration adopting the three Resolutions which assist the County with organizing the property and easements in a form and fashion that allows the property access easements to serve the new detention facility

**Recommendation:** Council to adopt:

- 1.) A Resolution vacating public utility easements located on a portion of Fremont Street from the easterly line of "A" Street, also known as Bridge Street, to the centerline of "B" Street as shown on said plat and a portion of the west half of "B" Street from the southerly line of Fremont Street to the northerly line of Carson Street, of said plat and being portions of the reserved Public Utility Easements described in Document 2017-0003420 Colusa County Records.
- 2.) A Resolution to re-establish public utility easements located on portions of Fremont Street, from the easterly line of "A" Street, also known as Bridge Street, easterly to the east line of Lot 4 of Block 29 of said plat.
- 3.) A Resolution for the establishment of an easement for a portion of "B" and Fremont Streets from the northerly line of Fremont Street, to the northerly line of Carson Street, from the centerline of "B" Street to the east line of Lot 4 of Block 29, and portions of Lots 4 and 8 of said Block 29 and alley between said lots of said plat.

## **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"



## CITY COUNCIL MEETING

Tuesday, August 05, 2025

Regular Meeting - 6:00 PM

City Hall – City Council Chambers

425 Webster Street, Colusa, CA 95932

### MINUTES

**CALL TO ORDER-** Mayor Codorniz called the meeting to order at 6:05 pm.

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

### PLEDGE OF ALLEGIANCE

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

**PUBLIC COMMENTS** – Citizen Cenza Mehr discussed her concerns regarding the traffic on Sioc Street. Citizen Don Bransford agreed with her concerns.

### PRESENTATION

Mayor Codorniz recognized and thanked Emilo Swift for his 5 years of service with the City of Colusa Fire Department.

**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 July 15
2. Receive and File - Police Dept. June report
3. Receive and File - Finance Dept. June report
4. Receive and File - June Warrants list
5. Receive and File - Treasurer's May and June reports
6. Receive and File - Parks, Recreation & Tree Commission quarterly report
7. Adopt - Resolution authorizing delinquent solid waste liens on "Exhibit A" to be placed on the 2025-26 City Property Tax Roll with the County.
8. Adopt - Resolution adopting the Records Retention Schedule, authorizing the destruction of certain city records and rescinding Resolution 04-24.

**ACTION:** Motion by Mayor Pro-Tem Conrado, seconded by Council Member Ponciano, to approve items on the Consent Calendar. Motion passed unanimously.

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

Council Members provided updates on meetings and events they attended.

City Attorney Jones reported that the Council received a notice from a community member alleging a Brown Act violation, as four council members attended an event hosted by the Chamber of Commerce on July 22. Jones explained it was not a city event, and no action or motion was taken. Jones clarified exceptions of the Brown Act, with regard to community meetings, functions, or conferences.

City Manager Cain provided updates on projects and meetings.

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

City Treasurer Kelley stated she didn't have anything to report.

Police Chief Fitch provided updates in the Police Department.

Fire Chief Conley provided updates in the Fire Department.

City Engineer Swartz provided updates in the Engineering Department and Planning Department.

City Clerk Kittle provided dates on commission/committee meetings.

## **PUBLIC HEARING**

9. Consideration of Resolution approving of Proceedings with the annual Levy City of Colusa Districts Community Facilities District (CFD) 2-2020 for Fiscal Year 2025-26, accept preliminary engineer's reports, and include a public hearing.

**PUBLIC HEARING** opened on Items 9-12 and closed with no comments.

**ACTION:** Motion by Council Member Markss, seconded by Council Member Corado to adopt Resolution **25-48** approving the engineer's report, which confirms diagram maps and parcels within the assessment district, and order the levy of assessment for FY 2025-26 for the City of Colusa CFD 2-2020. Motion passed 5-0 by the following roll-call vote:

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

**NOES:** None.

10. Consideration of Resolution approving Proceedings to approve the engineer's reports, confirm diagram maps, and order the levy on parcels for FY 2025-26 for the City of Colusa Parks, Trees & Pool Improvement District.

**ACTION:** Motion by Council Member Ponciano, seconded by Council Member Vaca to adopt Resolution **25-49** approving the engineer's report, which confirms diagram maps and parcels within the assessment district, and order the levy of assessment for FY 2025-26 for the City of Colusa Parks, Trees & Pool Improvement District. Motion passed 5-0 by the following roll-call vote:

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

**NOES:** None.

11. Consideration of a Resolution approving Proceedings to Levy the Walnut Ranch Assessment District for FY 2025-26, accepting the preliminary engineer's report, confirming diagram and maps.

**ACTION:** Motion by Council Member Conrado, seconded by Council Member Vaca to adopt Resolution **25-50** approving the engineer's report, which confirms diagram maps and parcels within the assessment district, and order the levy of assessment for FY 2025-26 for the City of Colusa Walnut Ranch Assessment District. Motion passed 5-0 by the following roll-call vote:

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

**NOES:** None.

12. Consideration of the Resolution approving the Proceedings to hold a public hearing approving engineer's report, confirming diagram maps, and ordering the levy on parcels for FY 2025-26 for the Colusa Meadows West Public Facilities Assessment District and Hoblit Public Facilities Assessment District.

**ACTION:** Motion by Council Member Vaca, seconded by Council Member Markss to adopt **Resolution 25-51** approving the engineer's report, which confirms diagram maps and parcels within the assessment district, and order the levy of assessment for FY 2025-26 for the Colusa Meadows West Public Facilities Assessment District and Hoblit Public Facilities Assessment District. Motion passed 5-0 by the following roll-call vote:

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

**NOES:** None.

### **COUNCIL CONSIDERATION**

13. Grand Jury response

Mayor Codorniz and City Manager Cain prepared the draft response. Council discussed details of the draft and provided comments.

**PUBLIC COMMENTS:** Cynthia White discussed her service on the Grand Jury.

Don Bransford requested itemized documents prior to council adopting Resolutions for transparency.

Jaime Davis Meyer commented on the draft, stating to respond with facts only.

Devin Kelley commented on the draft letter and miscellaneous past issues.

**ACTION:** No action taken. City Attorney Jones and Council stated the letter will be rewritten.

14. Consideration of a Resolution to organize a Taco Festival to be held annually on the fourth Saturday in October.

City Manager Cain said he was asked by a couple of council members to bring this item for discussion. Council Members discussed and agreed to bring this item back later with itemization of costs.

**PUBLIC COMMENTS:** Sue Gibbs commented on the events in October.

Devin Kelley inquired about the Placer AI report for advertising and marketing.

John Stuck concurred with having a Taco Festival in April.

**ACTION:** No action taken. There was council consensus to bring this item back with a budget. Council will contact businesses, the Chamber, and Consultant Sadie Ash.

### **DISCUSSION ITEMS**

#### 15. Elm Trees in the City of Colusa

City Manager Cain contacted the tree company on the beetle issue seen on public and private trees. The company the city uses for annual tree injections will reinject, at no cost, the Elm Trees on 10<sup>th</sup> Street, since it's unknown if the last injection was successful or not.

### **FUTURE AGENDA ITEMS**

None.

### **ADJOURNED TO CLOSED SESSION**

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

1. Public Employee Performance Evaluation (§ 54957) Title: City Manager

### **REPORT ON CLOSED SESSION**

At 7:42, Mayor Codorniz stated there was no reportable action.

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RYAN CODORNIZ, MAYOR

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Shelly Kittle, City Clerk



## City of Colusa California

### STAFF REPORT

**DATE:** August 19, 2025  
**TO:** Mayor and Members of the City Council  
**FROM:** Jesse Cain, City Manager

#### AGENDA ITEM:

Main street Closure for street dance

#### Recommendation

Staff recommends Council approve the temporary street closure of Main Street from 6th Street to 8th Street for a **Street Dance** to be held during the weekend of the **California State Duck Calling Contest**, sponsored by **Kittle's Outdoors and the City of Colusa**.

#### BACKGROUND ANALYSIS:

The California State Duck Calling Contest is an annual event that draws contestants and spectators from all over the United States to Colusa. The event is sanctioned and recognized as a qualifier for the **National Duck Calling Championship in Stuttgart, Arkansas**. The contest has become a longstanding tradition and point of pride for the Colusa community, promoting both outdoor heritage and tourism.

One of Colusa's long-standing and locally owned businesses, **Kittle's Outdoors**, is the sponsor and driving force behind this event. Their efforts not only preserve a piece of rural Americana but also directly contribute to our local economic vitality.

In support of this event, staff is proposing a temporary street closure of **Main Street between 6th and 8th Streets** to hold a **community street dance**, intended to engage both locals and visitors during the contest weekend. This celebration will:

- **Encourage visitors to stay longer in town**, increasing foot traffic to local shops and restaurants.
- Provide **greater exposure to Colusa's small businesses**, particularly those that remain open during extended hours for the event.
- Foster **community pride and support for local traditions**, reinforcing Colusa's identity as a small town with strong community values.

- **Celebrate and support a locally owned business** (Kittle’s Outdoors) that has helped put Colusa on the national map through their sponsorship of this prestigious competition.

By activating Main Street in this manner, the City shows strong support not only for this specific event but also for the broader business community by driving traffic and interest to our downtown area.

Hosting a community street dance in conjunction with the California State Duck Calling Contest is an excellent opportunity for Colusa to showcase its charm, boost local business activity, and highlight our support for local entrepreneurs like Kittle’s Outdoors. This action sets a positive precedent for future collaborations between the City and its business community.

This is how we start showing our local businesses that the City of Colusa supports them not just in words—but in action.

#### **BUDGET IMPACT:**

There is no significant financial impact to the General Fund. Funding for this activity will come from the City’s Economic Development budget in the amount of \$2,500, which is allocated to support efforts like this that promote local commerce and tourism. This expenditure aligns with the **City’s current purchasing policy** and represents an intentional investment in the success of our small business community.

#### **ATTACHMENT:**

Street Closure Application



# City of Colusa

## Application for

### Temporary Street Closure, Parades, Special Events and Festivals

Office Use Only	
Date Received	8/6/25
Routing Date	8/6/25
Date approved	8/12/25
Notice Sent	
Insurance Cert. Rec'd	

Item 2.

NAME OF EVENT: Free Street Dance

DATE OF EVENT: August 23, 2025

Please read carefully:

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

#### Contact Information: (Please print)

Organization	<u>CITY OF COLUSA</u>	Phone (day)	<u>530-458-4941</u>
Contact Person	<u>Jesse Cain</u>	Phone (evening)	
Address	<u>425 Webster St.</u>	Fax	
City	<u>Colusa</u>	E-mail Address	<u>citymanager@cityofcolusa.gov</u>
Zip Code	<u>95932</u>		
Alternate Contact	<u>Patrick Kittle 530-682-6602</u>		

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

#### Event Details:

Location of Event	Start Date MM/DD/YY (Incl. set up)	Start Time	Finish Date MM/DD/YY (Incl. tear down)	Finish Time
<u>Main Street</u>	<u>Aug. 23</u>	<u>6:00</u> <input type="checkbox"/> am <input checked="" type="checkbox"/> pm	<u>Aug. 23</u>	<u>11:00</u> <input type="checkbox"/> am <input checked="" type="checkbox"/> pm

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

**Type of Event:**

Item 2.

Parade ☐ Cycling ☐ Event/Festival ☒ Please Specify \_\_\_\_\_  
 Walkathon ☐ Run ☐ Other ☐

**Attendance:**

Number of Participants 100+ Number of Floats 0  
 Number of Booths/Stalls 2  
 Number of Vehicles \_\_\_\_\_  
 Number of Bands 2 \*Please provide best estimates\*

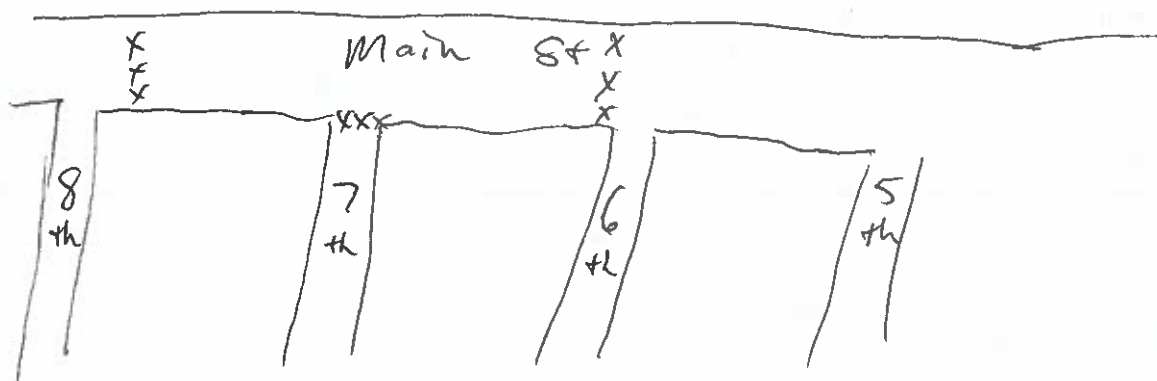
**Narrative and Map of Event:**

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

Narrative:

Street Dance Between 6th &amp; 8th on Main

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



Signature of Person Submitting Application:

Date:

**Office Use Only**Public Works [Signature][Checkmark] Approved

Denied

Date: 8-6-25

Comments:

Recreation [Signature][Checkmark] Approved

Denied

Date: 8/13/25

Comments:

Street/Parks [Signature][Checkmark] Approved

Denied

Date: 8/12/25

Comments:

Fire Dept. [Signature][Checkmark] Approved

Denied

Date: 08-12-25

Comments:

Police Dept. [Signature][Checkmark] Approved

Denied

Date: 8.6.25

Comments:

City Manager Review [Signature]Date: 8-6-25

Comments:



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

ITEM FOR APRIL 1, 2025

To: Colusa City Council Members

Re: Treasurer's Report for month ending February, 2025

Please find the attached financial reports for your review. Based on the information provided to me by the finance department at the direction of the City Manager, I am able to verify the bank balance, LAIF balance, and petty cash balance as of February 28, 2025.

I have included a summary below:

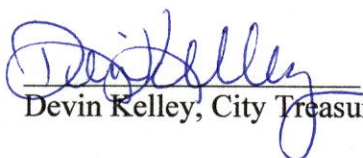
Cash Accounts:

Wells Fargo Checking Acct Balance as of February 28, 2025	\$4,613,111.45
Outstanding payables as presented	(22,660.47)

City Investments:

Local Agency Investment Fund – CA State Controller – Interest Rate 4.62%	
Previous Balance	9,663,517.18
Interest earned for Quarter ending March, 2025	
Balance as of February 28, 2025	9,663,517.18
Petty Cash as of February 28, 2025	500.00
Balance as presented as of February 28, 2025	<u>\$14,254,468.16</u>

Respectfully submitted,

  
 Devin Kelley, City Treasurer

**CITY OF COLUSA, CALIFORNIA  
BANK RECONCILIATION  
FOR THE MONTH FEBRUARY 2025**

**Bank Records:**

Wells Fargo Bank Balance - February 28, 2025	\$ 4,613,111.45
Wells Fargo Escrow Account Balance - February 28, 2025	-

## ADD / SUBTRACT:

Outstanding Accounts Payable	(16,705.34)
Outstanding Payroll Payable	(5,955.13)

Reconciling Items:	-
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Reconciled Checking Balance - Wells Fargo Bank - February 28, 2025	4,590,450.98
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LAIF Balance - February 28, 2025	9,663,517.18
Petty Cash Balance - February 28, 2025	500.00

<b>Total Reconciled Bank Balances - February 28, 2025</b>	<b><u>\$ 14,254,468.16</u></b>
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**City Records (Post Journal Entries):**

10200 - Wells Fargo Bank Operating / USDA Loan Escrow	\$ 4,597,057.41
10995 - LAIF	9,663,517.18
10100 - Petty Cash	500.00

Total Checking and LAIF	\$ 14,261,074.59
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## ADD / SUBTRACT:

Credit Card Deposits in MOMS - Not In Bank	(8,336.72)
Rec.Desk not posted - In Bank	80.02
Credit card Pmt in MOM-Not in the bank	1,650.27

<b>Total Reconciled Book Balance - February 28, 2025</b>	<b><u>\$ 14,254,468.16</u></b>
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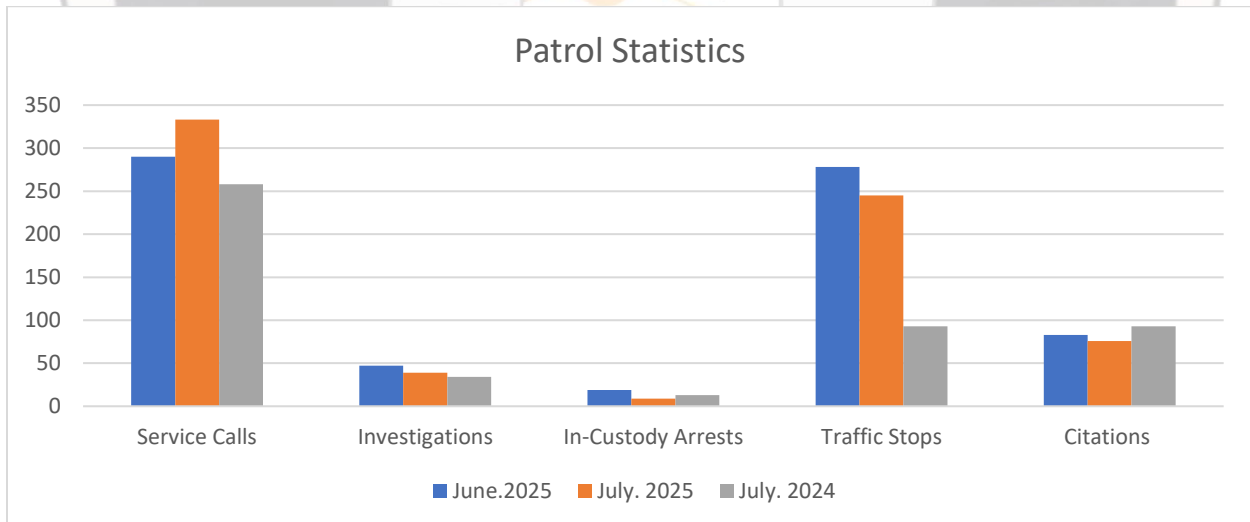
# Colusa Police Department

## *Monthly Report for July 2025*

### Monthly Activities

- City Council Meetings
- Attended meeting regarding record retention guidelines
- Met with Flock camera systems
- Participated in collaborative meeting with Colusa Unified School District regarding student drop off at Egling School on Webster Street
- Attended kick-off meeting with selected architect for the new police department building
- Attended meeting at Colusa Medical Center regarding security procedures with behavioral health patients
- Completed yearly audit with California Peace Officers Standards and Training

### Monthly Statistics



- There were 333 calls for service for patrol officers with 15 agency assists. The call volume in July increased from the previous month.
- During July, there were 9 in-custody arrests. There were 2 citations issued in lieu of a subject being booked in jail. There were no domestic violence related incidents reported which is highly unusual. There were 39 reports initiated.
- During the month of July, officers initiated 245 traffic enforcement stops. There were 76 citations issued. There were a variety of citations issued which included cell phone use violations, speed violations, stop sign violations, and window tint violations. There were 2 reportable traffic collisions, both with injuries. 'Hit and Run' collisions are not included in these statistics but instead are included in crime statistics. There were 3 DUI related arrests.

- The Police Services Manager handled 74 calls for service during the month of June. These calls for service don't include telephone calls handled by the Police Services Manager.

### Items of Interest

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- The 4<sup>th</sup> of July festivities this year went off without any major incidents. Extra patrol officers worked throughout the evening to ensure a heavier patrol presence.
- The two new police officer trainees are progressing in their training at Butte College Police Academy. They completed their first round of academic testing and successfully passed. Trainees Azevedo and Rodriguez will attend the academy full time for over 5 months. Their anticipated graduation date is December 5<sup>th</sup>.
- Tis the season to grab the boat and head to the Sacramento River to go fishing. If you are launching from the Colusa State Park, don't forget to pay the boat launch fee of \$13.00. Yes, there is a boat launch fee and failure to pay is a violation of 550 Colusa City Code.
- Code Enforcement is out and about. Vehicle abatement continues to be a focus. Vehicles that have not moved in more than 120 hours will be issued a warning tag before being towed pursuant to City Code 11-8(Z). Officers also have been issuing parking citations for those who park 'backwards' along the curblane. Colusa City Code 11-8(E) prohibits anyone from parking a vehicle with the right-side wheels being more than 18 inches from the curb.



## City of Colusa California

### STAFF REPORT

**DATE:** August 19, 2025  
**TO:** Mayor and City Council  
**FROM:** Jesse Cain, City Manager

**AGENDA ITEM:** Expansion of Membership – Measure B Citizens Oversight Committee

**Recommendation:** Approve the appointment of up to three (3) additional community members to the Measure B Citizens Oversight Committee to broaden public representation and strengthen community engagement.

**Background:** The Measure B Citizens Oversight Committee was established by the Council to ensure transparent stewardship of Measure B revenues—funds dedicated to local infrastructure, parks, public safety, and other community priorities.

Since its inception, the Committee has played a key role in reviewing expenditures, providing feedback, and ensuring the public’s priorities remain central to Measure B investments.

Expanding the Committee will:

- Enhance community representation by incorporating a wider range of resident perspectives.
- Increase civic engagement through greater public involvement in the oversight process.
- Provide additional expertise and ideas to strengthen the Committee’s work.

This proposed adjustment is aligned with the City’s commitment to openness, accountability, and inclusive decision-making.

**BUDGET IMPACT:** Minimal fiscal impact beyond existing staff time associated with Measure B Quarterly Meetings.

#### ATTACHMENTS

1. Resolution 25-

**RESOLUTION NO. 25-****RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLUSA AMENDING  
MEMBERSHIP OF THE MEASURE B CITIZENS OVERSIGHT COMMITTEE**

**WHEREAS**, the City of Colusa established the Measure B Citizens Oversight Committee to promote transparency in the use of Measure B revenues derived from a local sales tax dedicated to infrastructure, parks, recreation, public safety, and tree canopy enhancements; and

**WHEREAS**, committee members serve four-year terms (2023–2027); and

**WHEREAS**, broad community participation and guidance are essential to the success of the initiative; and

**WHEREAS**, the committee is not required to hold a quorum to meet, but ensuring regular participation is essential to sustaining effective oversight; and

**WHEREAS**, it benefits the City and the Committee to add community members to bolster attendance, continuity, and diverse input.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Colusa

- The membership of the Measure B Citizens Oversight Committee is amended to include up to three (3) additional members, in addition to the currently seated members appointed for the 2023–2027 term.
- New members shall be selected through the existing application and Council appointment process.
- All committee functions, reporting schedules, and transparency requirements remain unchanged.
- This Resolution is effective immediately and will continue through the Committee's current term.

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 19th day of August 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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RYAN CODORNIZ, MAYOR

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Shelly Kittle, City Clerk



## City of Colusa California

### STAFF REPORT

**DATE:** August 19, 2024

**TO:** City Council – Colusa County Detention and Treatment Facility (CCDTF);

**FROM:** David Swartz, City Engineer

**AGENDA ITEM:** City Council to consider adopting the three resolutions which assist the county with organizing the property and easements in a form and fashion that allow the property access easements to serve the new detention facility.

**Report in Brief:** The Colusa County Sheriff's Office continues progress with construction of the Colusa County Detention and Treatment Facility (CCDTF). The facility will be located directly adjacent, and connected to the existing Colusa County Jail at 929 Bridge Street in Colusa, CA. The new CCDTF has been planned to replace the existing, antiquated offender housing with a new, modern 96-bed facility.

As part of the CCDTF project and to meet state SB863 requirements pertaining to the ground lease, the Colusa County Sheriff's Office on behalf of the County of Colusa is requesting approval of the following three Resolutions and one Quitclaim Deed from the City of Colusa outlined above and detailed below and attached:

- 1.) A Resolution vacating public utility easements located on a portion of Fremont Street from the easterly line of "A" Street, also known as Bridge Street, to the centerline of "B" Street as shown on said plat and a portion of the west half of "B" Street from the southerly line of Fremont Street to the northerly line of Carson Street, of said plat and being portions of the reserved Public Utility Easements described in Document 2017-0003420 Colusa County Records.
- 2.) A Resolution to re-establish public utility easements located on portions of Fremont Street, from the easterly line of "A" Street, also known as Bridge Street, easterly to the east line of Lot 4 of Block 29 of said plat.
- 3.) A Resolution for the establishment of an easement for a portion of "B" and Fremont Streets from the northerly line of Fremont Street, to the northerly line of Carson Street, from the centerline of "B" Street to the east line of Lot 4 of Block 29, and portions of Lots 4 and 8 of said Block 29 and alley between said lots of said plat.
- 4.) The establishment of a Quitclaim Deed of the real property being Public Utility

Easements as follows: A portion of Fremont Street from the easterly line of "A" Street, also known as Bridge Street, to the centerline of "B" Street as shown on said plat and a portion of the west half of "B" Street from the southerly line of Fremont Street to the northerly line of Carson Street, of said plat and being portions of the reserved Public Utility Easements; a 15' wide easement being the easterly 183.76 feet of the southerly 15 feet of said Fremont Street between the east line of Bridge Street and the centerline of "B" Street; A 5' wide easement being the easterly 5 feet of the westerly 40 feet of said "B" Street between the south line of Fremont Street and the north line of Carson Street.

**Recommendation:** Staff recommends that the City Council review and adopt the resolutions and quitclaim deed as written.

**BACKGROUND:** Covered in above information

**DISCUSSION AND ANALYSIS:** See Above

## **FINDINGS**

These requests are very minor and really serve to "tidy-up" some minor horizontal alignments and in no way negatively impact the Cities right of way or streets.

## **PUBLIC CONTACT AND ENVIRONMENTAL REVIEW**

This request does not require environmental review as there is no impact to the environment in the dedication of easements between the two public agencies in an already developed area. Per CEQA 15301.C Existing Facilities

## **BUDGET IMPACT**

None

## **ATTACHMENTS**

- 1.) A Resolution vacating public utility easements located on a portion of Fremont Street
- 2.) A Resolution to re-establish public utility easements located on portions of Fremont Street
- 3.) A Resolution for the establishment of an easement for a portion of "B" and Fremont Streets
- 4.) The establishment of a Quitclaim Deed of the real property being Public Utility Easements

## RESOLUTION NO. 25-

### RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLUSA VACATING PUBLIC UTILITY EASEMENTS LOCATED ON A PORTION OF FREMONT STREET IN FURTHERANCE OF THE COLUSA COUNTY DETENTION AND TREATMENT FACILITY PROJECT

**WHEREAS**, the County of Colusa is in the process of constructing a detention and treatment facility, the Colusa County Detention and Treatment Facility project, to be located at 929 Bridge Street, Colusa, California, real property controlled by the County;

**WHEREAS**, the City of Colusa ("City") has already vacated portions of Fremont Street as well as "B" Street Right of Way for the benefit of the project;

**WHEREAS**, the City has received a request from the County of Colusa requesting summary vacation of a portion of Fremont Street from the easterly line of "A" Street, also known as Bridge Street, to the centerline of "B" Street as shown on said plat and a portion of the west half of "B" Street from the southerly line of Fremont Street to the northerly line of Carson Street, of said plat and being portions of the reserved Public Utility Easements described in Document 2017-0003420 Colusa County Records; as shown on the attached Exhibit "B" and being more particularly described in Exhibit "A", both of which are attached hereto and incorporated herein by reference; and

**WHEREAS**, the City has received a request from the County of Colusa to relocate certain public utility easements to accommodate construction of the project; and

**WHEREAS**, California Streets and Highway Code sec. 8333 authorizes summary vacation of public utility easements for relocation purposes upon the approval of a Resolution of the City Council.

**WHEREAS**, City staff have reviewed and considered said vacation request and find that there are no impacts to the City of Colusa resulting from such a relinquishing of this property.

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

1. Pursuant to Govt. Code section 65402(a) this summary vacation is excepted from action by the Planning Commission as the summary vacation of these public utility easements for relocation purposes is for a minor realignment of the public utility easements.
2. The City Council hereby approves this summary vacation, as described in the attached Exhibits, and hereby adopts this resolution of the City Council of the City of Colusa approving the summary vacation of various public utility easements.

**PASSED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2025, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

\_\_\_\_\_  
RYAN CODORNIZ, MAYOR

**ATTEST:**

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

Consent and Approval:

State Public Works Board of the State of California

\_\_\_\_\_  
By: Koreen H. van Ravenhorst  
Deputy Director

Board of State and Community Corrections

\_\_\_\_\_  
By: Aaron R. Maguire  
Executive Director

**EXHIBIT "A"**

**Description of  
PUBLIC UTILITY EASEMENT VACATION  
for the  
CITY OF COLUSA; RESOLUTION NO. \_\_\_\_\_**

All that certain real property being Public Utility Easements situated in the City of Colusa, County of Colusa, State of California, described as follows:

A portion of Goad's Extension to the Town of Colusa as shown on that certain plat or map on file in Book "C" of Patents at Page 205, Colusa County Records;

A portion of Fremont Street from the easterly line of "A" Street, also known as Bridge Street, to the centerline of "B" Street as shown on said plat and a portion of the west half of "B" Street from the southerly line of Fremont Street to the northerly line of Carson Street, of said plat and being portions of the reserved Public Utility Easements described in Document 2017-0003420 Colusa County Records; as shown on the attached Exhibit "B" and being more particularly described as follows;

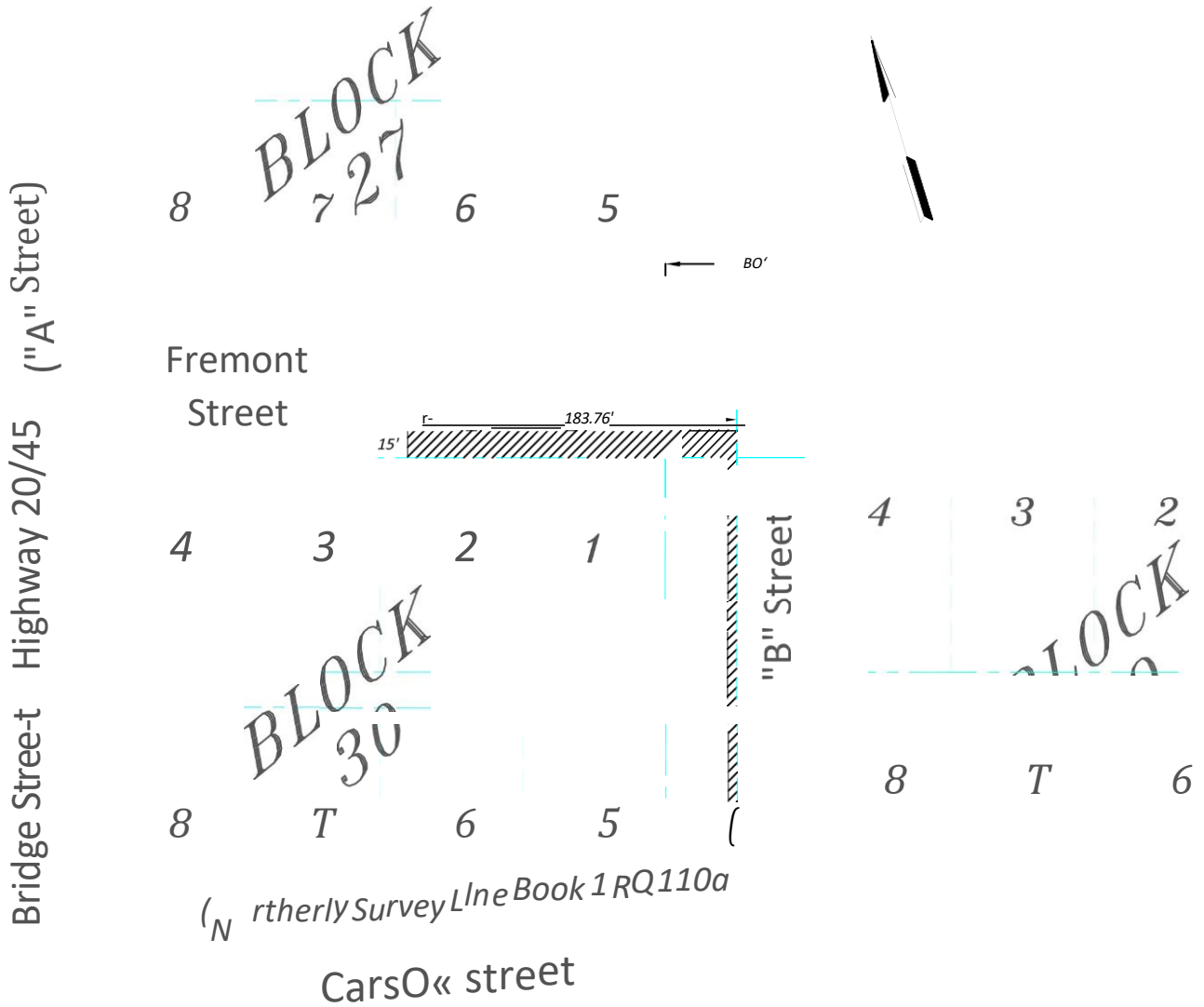
A 15' wide easement being the easterly 183.76 feet of the southerly 15 feet of said Fremont Street between the east line of Bridge Street and the centerline of "B" Street.

A 5' wide easement being the easterly 5 feet of the westerly 40 feet of said "B" Street between the south line of Fremont Street and the north line of Carson Street.

REFERENCES

Book "C" Patents Page 205  
 Book 1 Record of Surveys Page 110  
 Assessor's Book 2 Page 10

Item 6.



CITY OF COLUSA  
 Goad's Extension

CITY OF COLUSA; RESOLUTION NO. \_\_\_\_\_

COUNTY OF COLUSA

DEPARTMENT OF PUBLIC WORKS

COLUSA COUNTY  
 SHERIFF'S OFFICE AND JAIL  
 Public Utility Easement Vacation

EX HIBIT "B"

SCALE = 1" = 100'

November 20, 2024

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLUSA TO  
RE-ESTABLISH PUBLIC UTILITY EASEMENTS LOCATED ON PORTIONS OF  
FREMONT STREET IN FURTHERANCE OF THE COLUSA COUNTY DETENTION  
AND TREATMENT FACILITY PROJECT**

**WHEREAS**, the County of Colusa is in the process of constructing a detention and treatment facility, the Colusa County Detention and Treatment Facility project, to be located at 929 Bridge Street, Colusa, California, real property controlled by the County;

**WHEREAS**, the City of Colusa (“City”) has already vacated portions of Fremont Street as well as “B” Street Right of Way for the benefit of the project;

**WHEREAS**, the City of Colusa has already vacated easements that must be re-established for the benefit of the project;

**WHEREAS**, the City has received a request from the County of Colusa requesting re-establishment of easements for portions of Fremont Street from the easterly line of “A” Street, also known as Bridge Street, easterly to the east line of Lot 4 of Block 29 of said plat and as shown on the attached Exhibit “B” being more particularly described as follows (See Exhibit “A” here in and incorporated by reference);

**WHEREAS**, City staff have reviewed and considered said re-establishment request and find that there are no impacts to the City of Colusa resulting from the re-establishment of this property;

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Colusa, hereby approves the re-establishment of easements, as described in the attached exhibit, and hereby adopts this resolution of the City Council of the City of Colusa approving the re-establishment of various public utility easements.

**PASSED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2025, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

\_\_\_\_\_  
RYAN CODORNIZ, MAYOR



**ATTEST:**

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Shelly Kittle, City Clerk

Consent and Approval:

State Public Works Board of the State of California

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By: Koreen H. van Ravenhorst  
Deputy Director

Board of State and Community Corrections

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By: Aaron R. Maguire  
Executive Director

Description of  
PUBLIC UTILITY EASEMENT RE-ESTABLISHMENT  
for the  
CITY OF COLUSA; RESOLUTION NO. \_\_\_\_\_

All that certain real property being Public Utility Easements situated in the City of Colusa, County of Colusa, State of California, described as follows:

A portion of Goad's Extension to the Town of Colusa as shown on that certain plat or map on file in Book "C" of Patents at Page 205, Colusa County Records;

Portions of Fremont Street from the easterly line of "A" Street, also known as Bridge Street, easterly to the east line of Lot 4 of Block 29 of said plat and as shown on the attached Exhibit "B" being more particularly described as follows;

A 30' wide easement being the northerly 30 feet of said Fremont Street between the east line of Bridge Street and the centerline of "B" Street.

A 15' wide easement being the southerly 15 feet of said Fremont Street between the east line of Bridge Street and the centerline of "B" Street excepting the easterly 183.76 feet.

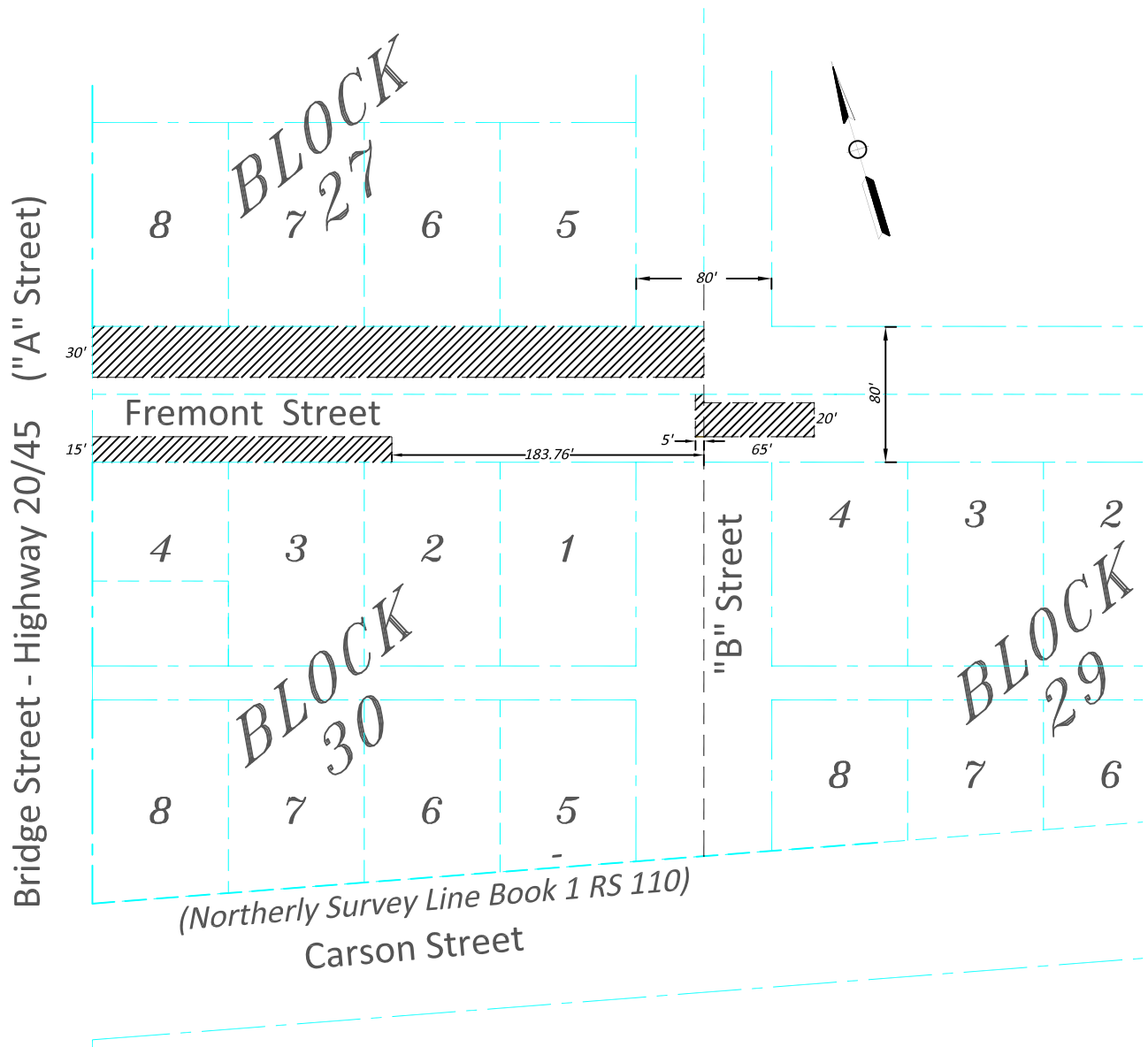
A 5' wide easement being the easterly 5 feet of the westerly 40 feet of said "B" Street between the south line of Fremont Street and the centerline of said Fremont Street, excepting the southerly 15 feet.

A 20' wide easement being the westerly 65 feet of the northerly 20 feet of the southerly 35 feet of said Fremont Street between the centerline of "B" Street and the east line of Lot 4 of Block 29 of said plat.

REFERENCES

Book "C" Patents Page 205  
 Book 1 Record of Surveys Page 110  
 Assessor's Book 2 Page 10

Item 6.



CITY OF COLUSA  
 Goad's Extension

CITY OF COLUSA; RESOLUTION NO. \_\_\_\_\_

COUNTY OF COLUSA      DEPARTMENT OF PUBLIC WORKS

COLUSA COUNTY  
 SHERIFF'S OFFICE AND JAIL  
 Public Utility Easement Re-Establishment

EXHIBIT "B"

SCALE = 1" = 100'      November 20, 2024

**RESOLUTION NO. 25-****RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLUSA TO ESTABLISH A PUBLIC UTILITY EASEMENT IN FURTHERANCE OF THE COLUSA COUNTY DETENTION AND TREATMENT FACILITY PROJECT**

**WHEREAS**, the County of Colusa is in the process of constructing a detention and treatment facility, the Colusa County Detention and Treatment Facility project, to be located at 929 Bridge Street, Colusa, California, real property controlled by the County;

**WHEREAS**, the City of Colusa ("City") has already vacated a portion of Fremont Street as well as "B" Street Right of Way for the benefit of the project;

**WHEREAS**, the City has received a request from the County of Colusa for establishment of an easement for a portions of "B" and Fremont Streets from the northerly line of Fremont Street, to the northerly line of Carson Street, from the centerline of "B" Street to the east line of Lot 4 of Block 29, and portions of Lots 4 and 8 of said Block 29 and alley between said lots of said plat as shown on the attached Exhibit "B" being more particularly described in Exhibit "A", both of which are attached hereto and incorporated herein by reference; and

**WHEREAS**, City staff have reviewed and considered said establishment request and find that there are no impacts to the City of Colusa resulting from such an establishment of this property.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Colusa, hereby approve this summary easement establishment, as described in the attached Exhibits, and hereby adopts this resolution of the City Council of the City of Colusa approving the establishment of the public utility easement.

**PASSED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2025, by the following vote.

**AYES:**

**NOES:**

**ABSENT:**

\_\_\_\_\_  
RYAN CODORNIZ, MAYOR

**ATTEST:**

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

Consent and Approval:

State Public Works Board of the State of California

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By: Koreen H. van Ravenhorst  
Deputy Director

Board of State and Community Corrections

---

By: Aaron R. Maguire  
Executive Director

## EXHIBIT "A"

Description of  
PUBLIC UTILITY EASEMENT  
for the  
CITY OF COLUSA; RESOLUTION NO. \_\_\_\_\_

All that certain real property being dedicate for public uses the Public Utility Easements (PUE) shown on EXHIBIT "B" for public utility purposes including electric, gas, communication facilities and all other public utility purposes; together with any and all appurtenances thereto, including the right from time to time to trim and to cut down and clear away or otherwise control any trees or brush. The PUE hereby offered for dedication are to be kept open and free of buildings, structures and wells of any kind, situated in the City of Colusa, County of Colusa, State of California, described as follows:

A portion of Goad's Extension to the Town of Colusa as shown on that certain plat or map on file in Book "C" of Patents at Page 205, Colusa County Records;

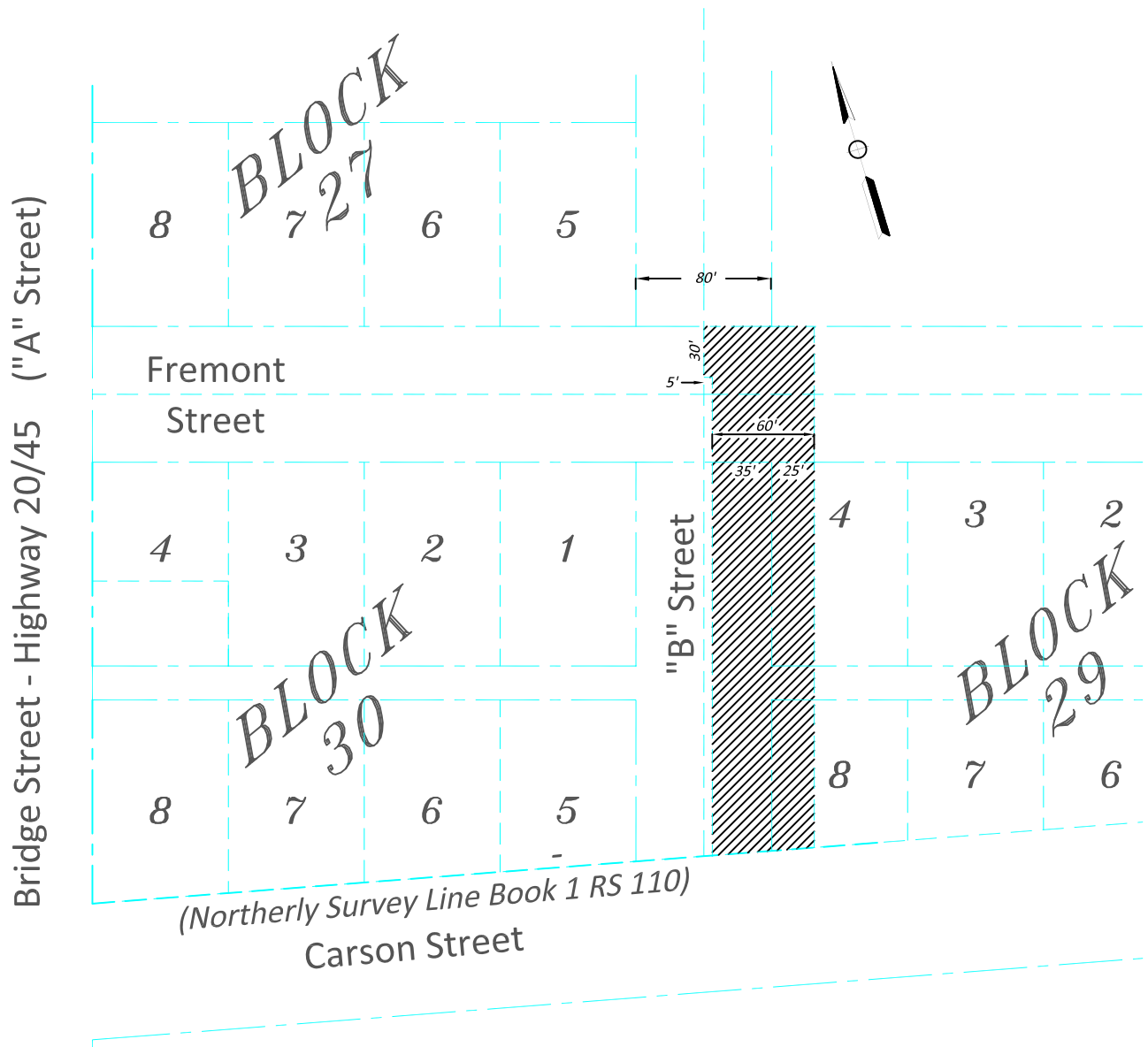
Portions of "B" and Fremont Streets from the northerly line of Fremont Street, to the northerly line of Carson Street, from the centerline of "B" Street to the east line of Lot 4 of Block 29, and portions of Lots 4 and 8 of said Block 29 and alley between said lots of said plat as shown on the attached Exhibit "B" being more particularly described as follows;

A 60' wide strip running northerly from the north line of Carson Street to the north line of Fremont Street being the easterly 35 feet of said "B" Street and a 25 feet wide portion of Fremont Street lying easterly of the east line of "B" Street and the westerly 25 feet of Lots 4 and 8 of Block 29 and alley between said lots, together with a 5 feet wide strip being the westerly 5 feet of the northerly 30 feet of Fremont Street being between the centerline of "B" Street and the east line said "B" Street.

REFERENCES

Book "C" Patents Page 205  
 Book 1 Record of Surveys Page 110  
 Assessor's Book 2 Page 10

Item 6.



CITY OF COLUSA  
 Goad's Extension

CITY OF COLUSA; RESOLUTION NO. \_\_\_\_\_

COUNTY OF COLUSA

DEPARTMENT OF PUBLIC WORKS

COLUSA COUNTY  
 SHERIFF'S OFFICE AND JAIL  
 Public Utility Easement

EXHIBIT "B"

SCALE = 1" = 100'

March 12, 2025

RECORDING REQUESTED BY  
City of Colusa

AND WHEN RECORDED MAIL THIS DEED AND,  
UNLESS OTHERWISE SHOWN BELOW, MAIL TAX  
STATEMENT TO:

Name: City of Colusa  
Address: 425 Webster Street  
City & State: Colusa, CA  
Zip: 95932  
Title Order No. Escrow No.

SPACE ABOVE THIS LINE FOR RECORDER'S USE

## QUITCLAIM DEED

THE UNDERSIGNED GRANTOR(s) DECLARE(s)

DOCUMENTARY TRANSFER TAX IS \$

0 Exempt R&T 11922



unincorporated area ☐ City of

Parcel No.



computed on full value of property conveyed, or



computed on full value less value of liens or encumbrances remaining at time of sale, and

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,

City of Colusa

hereby REMISE, RELEASE AND FOREVER QUITCLAIM to

County of Colusa, a political subdivision of the State of California, whose address  
is 547 Market Street, Suite 102, Colusa, CA 95932

the following described real property in the city of Colusa

county of Colusa

, state of California:

See a description of the real property set forth in Exhibit A and  
depicted on Exhibit B, both of which are attached hereto and  
incorporated herein by this reference.

Dated

City of Colusa

## ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed  
the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California )

County of )

On

before me,

(HERE INSERT NAME AND TITLE OF THE OFFICER)

personally appeared

who proved to me on the basis of satisfactory evidence to be the person(s)  
whose name(s) is/are subscribed to the within instrument and acknowledged  
to me that he/she/they executed the same in his/her/their authorized  
capacity(ies), and that by his/her/their signature(s) on the instrument the  
person(s), or the entity upon behalf of which the person(s) acted, executed  
the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California  
that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

SIGNATURE

(SEAL)

MAIL TAX STATEMENTS TO PARTY SHOWN ON FOLLOWING LINE; IF NO PARTY SHOWN, MAIL AS DIRECTED ABOVE

NAME

STREET ADDRESS

CITY & STATE



**EXHIBIT "A"**

**Description of  
PUBLIC UTILITY EASEMENT VACATION  
for the  
CITY OF COLUSA; RESOLUTION NO. \_\_\_\_\_**

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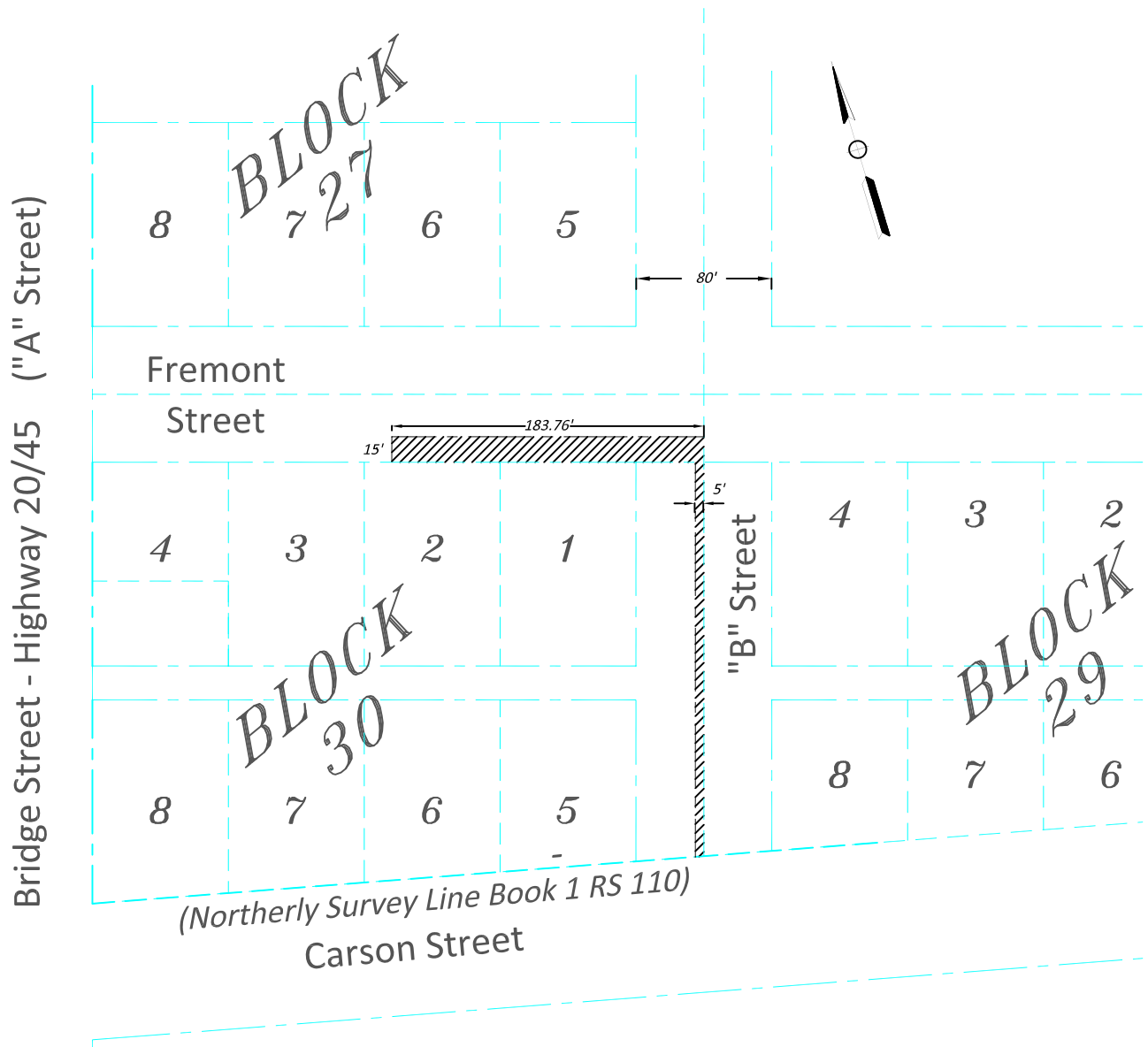
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REFERENCES

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Item 6.



CITY OF COLUSA  
 Goad's Extension

CITY OF COLUSA; RESOLUTION NO. \_\_\_\_\_

COUNTY OF COLUSA

DEPARTMENT OF PUBLIC WORKS

COLUSA COUNTY  
 SHERIFF'S OFFICE AND JAIL  
 Public Utility Easement Vacation

EXHIBIT "B"

SCALE = 1" = 100'

November 20, 2024