



CITY COUNCIL MEETING

COUNCIL CHAMBERS, 33 SOUTH MAIN STREET, COLFAX, CA

MAYOR TONY HESCH • MAYOR PRO-TEM KIM DOUGLASS
COUNCILMEMBERS • DONNA BARKLE • JASON MCKINNEY • TOM PARNHAM



REGULAR MEETING AGENDA

July 9, 2014 • 7:00 PM

1) CONVENE OPEN SESSION

- 1A. Pledge of Allegiance
- 1B. Roll Call
- 1C. Approval of Agenda Order
This is the time for changes to the agenda to be considered including removal, postponement, or change to the agenda sequence.
RECOMMENDED ACTION: By motion, accept the agenda as presented or amended.

2) PRESENTATIONS

Placer County Sheriff's Problem Oriented Policing Officer, Deputy Ryan Zender: "Dealing with Transient Populations through appropriate City Policy and Ordinances."

3) CONSENT AGENDA

All matters listed under the Consent Agenda are considered routine in nature and will be approved by one blanket motion with a roll call vote. There will be no separate discussion of these items unless persons request specific items to be removed from the Consent Agenda for discussion and separate action. Any items removed will be considered after the motion to approve the Consent Agenda. If you wish to have an item pulled from the Consent Agenda for discussion, please notify the City staff.

RECOMMENDED ACTION: Approve Consent Agenda

- 3A. **Minutes City Council Meeting of June 25, 2014**
Recommendation: Receive and File Minutes of the Regular Meeting of June 11, 2014.
- 3B. **Assign Mayor Pro-tem Douglass as Colfax delegate to Councilmember Barkle's committee assignments**
Recommendation: Authorize Mayor Pro-tem Douglass to serve on Councilmember Barkle's committee assignments during her absence.

4) COUNCIL, STAFF AND OTHER REPORTS

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

- 4A. **Committee Reports and Informational Items** – All Councilmembers
- 4B. **Operations Update** – City staff
- 4C. **Additional Reports** – Agency partners



5) PUBLIC COMMENT

At this time, members of the audience are permitted to address the Council on matters of concern to the public that are not listed on this agenda. Please make your comments as brief as possible. Comments should not exceed three (3) minutes in length. The Council cannot act on items not included on this agenda; however, if action is required it will be referred to staff.

The City Council encourages the participation of the public. To ensure the expression of all points of view, and to maintain the efficient conduct of the City's business, members of the public who wish to address the Council shall do so in an orderly manner. The audience is asked to refrain from positive or negative actions such as yelling, clapping or jeering that may intimidate other members of the public from speaking. Members of the public wishing to speak may request recognition from the presiding officer by raising his or her hand, and stepping to the podium when requested to do so.

6) PUBLIC HEARINGS

No public hearings scheduled

7) COUNCIL BUSINESS

7A. **Third of July Celebration**

Recommendation: Receive event summary.

7B. **Final Budget Distribution**

Recommendation: Receive final printed version of the Budget adopted at the June 11, 2014 meeting.


7C. **City Manager Goals**

Staff Report: City Manager Mark Miller

Recommendation: Conduct discussion and provide direction to staff as appropriate.

8) ADJOURNMENT

IN WITNESS THEREOF, I have hereunto set my hand and posted this agenda
at Colfax City Hall and Colfax Post Office.



Lorraine Cassidy, City Clerk

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



City of Colfax
City Council Minutes
Regular Meeting of Wednesday, June 25, 2014
City Hall Council Chambers
33 S. Main Street, Colfax CA

1 CALL REGULAR MEETING TO ORDER

The Regular Council meeting was called to order at 7:01 PM by Mayor Hesch.

- 1A. The Pledge of Allegiance was led by Al Turner, Colfax Resident
- 1B. Roll Call:
Councilmembers present: Douglass, Hesch, McKinney and Parnham
Councilmembers absent: Barkle(excused)
- 1C. Approval of Agenda:
On a motion by Councilmember McKinney, seconded by Councilmember Parnham, the City Council approved the agenda.
AYES: Douglass, Hesch, McKinney, Parnham
NOES: None

2 CONSENT AGENDA

- 2A. Minutes City Council Meeting of June 11, 2014
Recommendation: Receive and File
- 2B. Cash Summary Report, May 31, 2014
Recommendation: Receive and File
- 2C. Fire Protection Agreement with the County of Placer Fire Department and Cal Fire for Oversight Services
Recommendation: Adopt Resolution No. 20-2014 Authorizing the City Manager to Execute a Fire Protection Agreement with the County of Placer for Fire Department and Oversight Services from July 1, 2014 through June 30, 2015.
- 2D. Public Safety Statistics Covering Past Dispensary Tenure and Current Conditions
Recommendation: Receive and file
On a motion by Councilmember McKinney, seconded by Councilmember Parnham, the City Council approved the Consent agenda.
AYES: Douglass, Hesch, McKinney, Parnham
NOES: None

3. COUNCIL, STAFF AND OTHER REPORTS

- 3A **Committee Reports and Informational Items – All Council Members**
Councilmember McKinney
- None

Councilmember Parnham

- Attended the Placer Mosquito and Vector Control District Board meeting. West Nile Virus is working its way towards our location. Another carrier, the Asian Tiger Mosquito which carries Yellow Fever has been found in Los Angeles. Abatement for these vectors is ongoing.

Mayor Pro Tem Douglass

- Reported on hi recent visit to historic Boston

Mayor Hesch

- Request for a Letter of Support from the City backing a Railroad Museum to be located on the Spur Line near Dinky Way. The Placer Sierra Railroad Heritage Society has the potential to acquire 3 pieces of equipment which could be displayed at this location along with the caboose that is currently located on the gazebo area near the freight building. The Society would conduct tours and allow access to the public at no cost to the City. This request was unanimously supported by Council. Staff is also in favor of a Letter of Support for a new Railroad Museum.
- Mayor Hesch will be attending the Lincoln Highway Monument Dedication with City Manager Miller to represent the City.
- He and Mayor Pro-tem Douglass are making progress towards the process of the Railroad declaring a “Quiet Zone” in Colfax.
- He reminded all that “Railroad Days” is fast approaching for the weekend of September 13 and 14. Plans are progressing nicely and the sponsors are accepting donations.
- Mayor Hesch and City Manager Miller mentioned that the agendas for July and August will be light and two meetings could be cancelled. Council determined that the July 23, 2014 and August 27, 2014 regular meetings could be cancelled, pending any new items.
- He encouraged all to attend the Sierra Vista Community Center’s Art, Wine and Chocolate Indulgence event on June 28th.
- Mayor Hesch commented that City finances are improving as evidenced by the Budget Chart included in the Agenda Packet.

3B Operations Updates – City Staff

City Manager Miller

- Staff has looked into the feasibility of hiring seasonal employees to help with Public Works activities. A Temp Agency has been contacted and the Director of Community Services, Gabe Armstrong, is conducting interviews.
- The AquaDam has been installed at the Wastewater Treatment Plant without incident and under budget.
- Staff is manually watering the plants at the flagpole as requested by the Lioness Club.

- The City's Abatement Action for the burned house on Gearhart had been suspended due to the new owner pulling permits to demolish and reconstruct the building. The permit expires on June 30th and if no action has been taken, the City will reinstate the Abatement Action. The City will follow legal due process in this matter.
- City Manager Miller received a few calls regarding the safety of the Splash Park. He reassured the callers that the water for the Splash Park comes directly from Placer County Water Authority (PCWA) and drains immediately. The area is sanitized on regularly scheduled basis. As an extra measure of safety the water has been collected for testing and the site was treated with chlorine. A photo of the Splash Park taken today shows it in good working condition.
- Council has been invited to a Placer County/City Officials Dinner to be held on July 24th at the Lincoln Airport. It will be a publically notice meeting.
- City Manager Miller displayed images of a local property which the owner cleaned up as a result of an abatement action request.

3C Additional Reports – Agency Partners

Sergeant Ty Conners, Station Commander of the Sheriff's Colfax Substation

- Sergeant Conners requested that Council invite the new Problem Oriented Policing (POP) Officer, Deputy Ryan Zender, who deals with the local transient population to give a presentation on July 9th regarding City Codes which Colfax may wish to adopt.
- The Fire and Steel event went well and was generally calm.
- The Sheriff's Department will set up a Command Post at the Depot for the July 3rd event. The Sheriff's Department will pay the overtime costs associated with the event.
- The new Substation Office is ready for sheetrock inspection. Construction is moving along.

Frank Klein, President of the Chamber of Commerce

- Reported on the plans for the July 3rd Event. The fireworks have been cancelled due to the severe drought conditions and a Laser Light Show has been secured for the event. One advantage of the Light Show is that it could bring more people downtown to enjoy the Show rather than stopping on the side streets or even the Freeway to watch the fireworks. The Kiwanis' Little Patriot Parade will be at noon with the Lions Parade scheduled for 6:00 PM. Fire Dances will begin performing at 9:10 and the Light Show will commence at approximately 9:30PM

4. PUBLIC COMMENT

Al Turner, Colfax resident

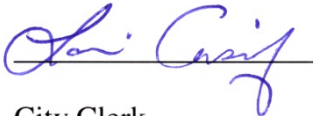
- Asked if the 3.5% sewer fee increase had been brought before Council. City Manager Miller explained that the increase is part of an ordinance that allows a yearly increase as needed. The Sewer fee increase is necessary to meet the expenses this year and is revisited each year. All revenues from the sewer bill are mandated to be applied to the operation of the Waste Water Treatment Plant.
- Mr. Turner asked if the City has explored methods to remove medications from wastewater when regulations require such removal. City Manager Miller indicated that staff has looked into “ozone filtering” and feels that the City will be one of the last required to fulfill any such mandate due to its population size and new facility.
- He asked about the status of the sewer lawsuit against the City. City Attorney Cabral asserted that the lawsuit has been completed and the City has no further concerns in that regard

8. ADJOURNMENT

On a motion by Councilmember Parnham, seconded by Councilmember McKinney, the City Council adjourned the meeting at 7:31 PM.

Respectfully submitted to City Council this 9th day of July, 2014

Lorraine Cassidy



City Clerk

2014 Committee Assignment List

Committee	Councilmember Community Member	Meeting Date and Time	Mileage Reimbursement	Stipend
Placer County Economic Development Board Meetings at Various Businesses in Placer Co.	Donna Barkle Alternate: Jason McKinney	3:00 pm 3 rd Thursday Jan/April/June/Sept	Submit to City	None
Weimar, Applegate, Colfax/Municipal Advisory Council (WAC/MAC) City of Colfax Council Chambers	Tom Parnham Alternate: Tony Hesch	6:00 pm 3 rd Wednesday of Month	Submit to City	None
Sierra Economic Development Corporation (SEDCorp) 560 Wall Street, Suite F, Auburn, CA 95603	Tony Hesch Alternate: Kim Douglass	1:00 pm 1 st Wednesday EOM starting February	Submit to Board	None
Sacramento Area Council of Governments (SACOG) 1415 L. St. Sacramento, CA 95814	Tony Hesch Alternate: Kim Douglass	9:30 am 3 rd Thursday of Month	Submit to Board	\$100
Grants Oversight Committee (approves change orders over \$5,000)	Tom Parnham Kim Douglass	As Needed	Submit to City	
Placer County Air Pollution Control District BOS Chambers 175 Fulweiler Ave. Auburn, CA 95603	Donna Barkle Kim Douglass	2:30 pm 2 nd Thursday of even #’d months	Submit to Board	\$100
Placer County Mosquito Abatement District 2021 Opportunity Dr. Roseville, CA 95678	Tom Parnham No Alternate	4:30 pm 3 rd Monday of Month	Submit to City	\$100
Placer County Community Services Committee Various meeting locations	Kim Douglass Alternate: Tony Hesch	3:30 pm 4 meetings per year 1 st Wednesday	Submit to Committee	\$50
Placer County Transportation Planning Agency (PCTPA) BOS Chambers 175 Fulweiler Ave. Auburn, CA 95603	Tony Hesch Alternate: Kim Douglass	9:00 am 4th Wednesday of Month	Submit to Committee	\$100
Local Agency Formation Commission BOS Chambers 175 Fulweiler Ave. Auburn, CA 95603	Donna Barkle No Alternate	4:00 pm 2 nd Wednesday of Month	Submit to City	\$100

2014 Committee Assignment List

<p style="text-align: center;">Bianchini Advisory Board/ Sierra Vista Liaison</p>	<p style="text-align: center;">Jason McKinney Kim Douglas</p>	<p style="text-align: center;">Unknown</p>	<p style="text-align: center;">Submit to City</p>	<p style="text-align: center;">No</p>
<p style="text-align: center;">Solid Waste Task Force Auburn Veterans Hall 100 East Street Auburn, CA 95603 Meeting Locations may vary</p>	<p style="text-align: center;">Robin Faires</p>	<p style="text-align: center;">9:00am 1st Thursday Feb, May, August, Nov</p>	<p style="text-align: center;">Submit to City</p>	<p style="text-align: center;">No</p>
<p style="text-align: center;">Placer Sierra Fire Safe Council City of Colfax Council Chambers</p>	<p style="text-align: center;">Jason McKinney Alternate: Chris Paulus</p>	<p style="text-align: center;">6:00pm 3rd Thursday of each month</p>	<p style="text-align: center;">Submit to City</p>	<p style="text-align: center;">No</p>
<p style="text-align: center;">Land Use Committee</p>	<p style="text-align: center;">Donna Barkle Jason McKinney</p>	<p style="text-align: center;">As needed</p>	<p style="text-align: center;">Submit to City</p>	<p style="text-align: center;">No</p>

Adopted: 1/22/2014



STAFF REPORT TO THE COLFAX CITY COUNCIL

FOR THE JULY 9, 2014 COUNCIL MEETING

FROM: Mark Miller, City Manager
PREPARED BY: Staff
DATE: July 1, 2014
SUBJECT: Preliminary City Manager Performance Goals

<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>	FUNDED	<input type="checkbox"/>	UN-FUNDED	AMOUNT: N/A	FROM FUND: N/A
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RECOMMENDED ACTION: Review Draft City Manager performance goals, modify as needed and direct staff to additional actions as appropriate.

BACKGROUND AND DISCUSSION:

At the suggestion of former mayor Suzanne Roberts, and at the direction of the City Council, the city manager was tasked to develop written performance goals. Attached are draft city manager performance goals. Councilmember McKinney additionally requested the goals follow the **SMART** criteria - that is making the goals **S**pecific, **M**easurable, **A**ction-oriented, **R**ealistic and **M**easurable. The attached draft goals generally follow the SMART criteria, though due to the less quantitative nature of city management the goals are primarily qualitative. Staff is requesting City Council's input on the draft performance goals.

Additionally, periodic review of the city manager performance by the Council is important to maintain effective working relationships and good organizational progress. Defined performance goals, supported by City Council consensus, are an essential part of a city manager's evaluation. The current city manager has been in the position since December, and a performance evaluation will be scheduled for an upcoming Council session.

DRAFT 6/30/2014

**CITY MANAGER’S OFFICE
2013/14 PERFORMANCE GOALS and OUTCOME MEASURES**

Department/Program: CITY COUNCIL, CITY MANAGER / CITY ADMINISTRATION & MANAGEMENT, AND CUSTOMER SERVICE & ASSISTANCE

Program Mission: To assist City Council, city manager and city staff in defining and achieving their collective goals; and assist Citizens by City Council and staff working to efficiently provide City services and proactively minimize community problems.

Organizational Management

Goal #1	Goal Name: Maintain proactive and cost-effective public and environmental health and safety services	Description: Maintain high level public safety sheriff/police and fire protective services. Maintain high level wastewater collection and wastewater treatment services for public and environmental health.
	Outcome Measures:	A. Develop additional Sheriff and Fire operational efforts to proactively address community issues. B. Issue Weed Abatement/Fire Hazard notices by June 15 each year. C. Reduce, and eliminate as possible, wastewater regulatory non-compliance issues. D. Review yearly, and recommend to City Council cost savings or efficiency improvement measures for Sheriff, Fire and Wastewater operational areas.
Results: (This section may be completed at time of evaluation)		
CC Comments: (This section may be completed at time of evaluation)		

Goal #2	Goal Name: Increase City Financial Stability	Description: Provide sound fiscal management for all City operations. Make regular understandable and transparent financial reports to the City Council and the public. Review and monitor all City operations and recommend improvements for cost savings and efficiency to City Council.
	Outcome Measures:	<ul style="list-style-type: none"> A. Increase general fund reserve amounts toward Council established goals. B. Provide a minimum of bi-monthly financial reports to City Council and the public. C. Increase and formalize efforts for economic development within the City. D. Submit and receive Council approval for a balanced budget prior to June 30th of each year (second year update of 2 Year Budget) E. Solicit a minimum of one Federal or State grant each year. F. Draft a minimum of three new or updated financial policies to City Council each year.
		Results: (This section may be completed at time of evaluation)
		CC Comments: (This section may be completed at time of evaluation)

Goal #3	Goal Name: Enhance Infrastructure Maintenance for the City	Description: Evaluate, monitor and recommend improvements to existing City infrastructure. Prioritize limited funding for most cost effective maintenance efforts.
	Outcome Measures:	<ul style="list-style-type: none"> A. Provide Quarterly Capital Improvement Program Status Reports to City Council. B. Solicit a minimum of one infrastructure grant application yearly. C. Implement a minimum of three new or updated written maintenance procedures for City operations each year. D. Implement an electronic service request/tracking system
		Results: (This section may be completed at time of evaluation)
		CC Comments: (This section may be completed at time of evaluation)

Community Relations, External and Internal Customer Service Standards

Goal #4	Goal Name: Expand Communication and Outreach to the Public, City Council, Businesses and Staff	Description: Enhance external and internal customer service through increased information exchange. Use existing and new media for expanded communication and customer outreach. Improve the flow of public information to citizens, businesses, local and regional press, and community organizations through the use of multiple communication products and resources.
	Outcome Measures:	<ul style="list-style-type: none"> A. Increase the amount of information posted on the City’s website and on the cable channel. B. Communicate with each City Councilmember a minimum of biweekly in person or via telephone, supplemented with electronic updates of notable events and issues. C. Develop a trial City newsletter using existing traditional and electronic distribution. D. Maintain open office hours for four days per week minimum. E. Participate in community events and organizations as time permits. F. Solicit information from residents and businesses through “on the ground” contact.
		Results: (This section may be completed at time of evaluation)
		CC Comments: (This section may be completed at time of evaluation)

Goal #5	<i>Goal Name:</i> Staff Development	<i>Description:</i> Provide guidance and leadership to supervisors and all employees to ensure high quality service to the Colfax community and to help develop staff to full potential.
	Outcome Measures:	<ul style="list-style-type: none"> A. Ensure supervisors maintain yearly formal evaluations of all regular employees. B. Conduct quarterly “Brown Bag” lunch meetings in order to communicate with employees in an informal setting. C. Meet at least yearly 1:1 with each employee and ongoing consultants to provide and receive input on operations, working conditions, etc. D. Maintain a total compensation plan (salary, benefits, training, working environment, outstanding employee bonus program, etc.) competitive with the market to retain and attract superior Colfax employees. E. Provide training opportunities to ensure staff perform work assigned safely and professionally.
		Results: (This section may be completed at time of evaluation)
		CC Comments: (This section may be completed at time of evaluation)