



CITY COUNCIL MEETING

COUNCIL CHAMBERS, 33 SOUTH MAIN STREET, COLFAX, CA



MAYOR KIM DOUGLASS • MAYOR PRO-TEM TOM PARNHAM
COUNCILMEMBERS • KEN DELFINO • STEVE HARVEY • TONY HESCH

REGULAR MEETING AGENDA

JANUARY 14, 2015

Regular Session begins at 7:00 PM

1) CONVENE REGULAR MEETING

- 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

- 2A. **Sierra Vista Community Center - Yearly Report**
Connie Heilaman, President SVCC Board

3) CONSENT CALENDAR

RECOMMENDED ACTION: Approve Consent Calendar

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.

- 3A. **Minutes City Council Meeting of December 12, 2014**
Recommendation: Approve the Minutes of the Regular Meeting of December 12, 2014.
- 3B. **Cash Summary Report November 30, 2014**
Recommendation: Receive and File.

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

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.



6) COUNCIL BUSINESS

- 6A. **Six Month Service Report for Placer County Sheriff's Department**
STAFF PRESENTATION: Mark Miller, City Manager and Ty Conners, Colfax Station Commander
RECOMMENDATION: Discuss and Direct Staff

- 6B. **Development Fee Update**
STAFF PRESENTATION: Mark Miller, City Manager
RECOMMENDATION: Discuss and Solicit Public Opinion

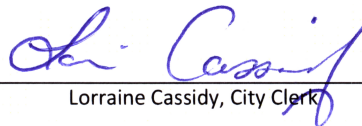
- 6C. **Risk Assessment Plan**
STAFF PRESENTATION: Mark Miller, City Manager
RECOMMENDATION: Accept and implement Risk Assessment Plan; Select two (2) Councilmembers to serve on the Audit Committee.

- 6D. **Committee Assignments**
STAFF PRESENTATION: Mark Miller, City Manager
RECOMMENDATION: Review of Current City Council Committee Assignments; Discuss Potential Changes and Approve Assignments for 2014 – Mayor Douglass and City Council

- 6E. **Non-Smoking Signs in City Parks**
STAFF PRESENTATION: Mark Miller, City Manager
RECOMMENDATION: Discuss and Direct Staff

7) 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, December 10, 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 7:00 PM by Mayor Hesch.

- 1A. **The Pledge of Allegiance** was led by Steve Harvey, Councilmember elect.
- 1B. **Roll Call:**
 Councilmembers present: Barkle, Douglass, Hesch, and Parnham
- 1C. **Approval of Agenda:**
 On a motion by Councilmember Parnham, seconded by Councilmember Barkle, the City Council approved the agenda.
 AYES: Barkle, Douglass, Hesch, and Parnham
 NOES: None

2 CONSENT CALENDAR

- 2A. **Minutes City Council Meeting of November 12, 2014**
Recommendation: Approve the Minutes of the Regular Meeting of November 12, 2014.
- 2B. **Minutes City Council Meeting of November 18, 2014**
Recommendation: Approve the Minutes of the Special Meeting of November 18, 2014.
- 2C. **Cash Summary Report October 31, 2014.**
RECOMMENDATION: Receive and File
- 2D. **Electrical Service Additions to Ponds 1 and 3 at the Wastewater Treatment Plant**
RECOMMENDATION: Approve Resolution 34-2014 Authorizing the City Manager to Execute an Agreement with CWS Electrical for Installation of Electrical Service Panels at the Wastewater Treatment Plant.
- 2E. **On-call Materials Testing and Inspection Services Contracts**
RECOMMENDATION: Approve Resolution 35-2014 Authorizing the City Manager to Execute Agreements with Four Consultants for On-call Materials Sampling/Testing and Geotech Services.

On a motion by Councilmember Barkle, seconded by Councilmember Parnham, the City Council approved the consent agenda.

AYES: Barkle, Douglass, Hesch, and Parnham
 NOES: None

3 COUNCIL, STAFF AND OTHER REPORTS

3A. Committee Reports and Informational Items – All Council Members

Councilmember Parnham

- Attended the Mosquito Abatement Board meeting with nothing to report pertaining to Colfax.

Mayor Pro Tem Douglass

- Attended the SEDCorp meeting and reported that the organization is expecting funding through the Bill and Melinda Gates Foundation that may benefit Colfax.
- Attended a meeting with Dollar General.
- Project Go is allocating funds, so he is keeping a high profile hoping to ensure that more will be available to benefit the City.
- Toured “Acres of Hope”, a 2 year housing and training program for homeless women which strives to reunite mothers with their children and enable them to succeed on their own. He offered to help set up a tour for anyone interested.
- Met with the Principal of the High School to continue promoting the connection between students and the City.
- Enjoyed watching live streaming of the football game at the newly reopened theatre.
- Participated in the Salvation Army Bell-ringing campaign.

Councilmember Barkle

- Added that the Colfax Kiwanis also support “Acres of Hope” which truly uses the donations received for the residents and is a great place to donate time and goods.
- Encouraged participation in the Colfax Grad Night to provide safe and sound activities for students on graduation night. Donations for a raffle are being accepted, especially those that would interest teens.

Mayor Hesch

- Encouraged the public to sign up for Placer-Alert.org which will send email or text messages about local emergencies.
- Attended an Office of Emergency Services (OES) planning meeting. A map will soon be published which will show the distance each type of emergency responder must travel to reach Colfax.
- Requested that the City Manager write a letter to the Union Pacific Railroad regarding the pollution caused by trains idling near the City. Idling trains are highly detrimental to the air quality in Colfax. Mayor Hesch encouraged the public to report trains idling for more than 8 minutes. The complaint phone number is posted on the City’s website: (888) 877-7267.
- Received a letter requesting that the City set up an honorary arts director and will refer this to the City Manager.
- Attended the Placer County Transportation Planning Agency (PCTPA) meeting. Encouraged the public to go online to the PCTPA website and take a survey regarding transportation needs: streets, gutters, curbs and public transportation.
- Reported that progress has been made on restoration of the Caboose with the goal of completion by the end of next summer for the 150th Transcontinental Railroad Celebration.
- Welcomed the new Council members. He looks forward to benefiting from their experience as they return to the Council.

3B. Operations Updates – City Staff

City Manager Miller

- Staff has been doing emergency storm preparation for the significant storm that is predicted to arrive later tonight.
- Winterfest is scheduled this Saturday, December 13, 2014. The tree lighting will be at 5:30 followed by the Lion's Lighted Christmas Parade.
- The 35th Annual Toy and Food event at the Sierra Vista Community Center will be hosted by the Soroptomist Club during the day on Saturday
- Charlene Messner is the guest artist displaying her watercolors in City Hall
- Save the Dates of January 14-16 for the League of CA Cities' Mayor and Councilmember's Academy. It is a highly effective training and all of Council are encouraged to attend. Registration deadline is December 30: please notify staff that you will be able to attend.
- The Draft Independent Audit is complete and expected to be on the next agenda.
- The City will host a State Mandated Ethics Class on January 21 from 9:30 – 11:30 at City Hall. All Councilmembers and staff need to attend. Colfax will invite other local agencies to attend as well. The Class is free and the City will provide light refreshments.
- The Wastewater Treatment Plant is running well even with the extra flow of 6+ inches of rain from the last storm.
- Please contact the new mayor with which committees you would like to serve.

3C. Additional Reports – Agency Partners

Officer Chris Nave, California Highway Patrol (CHP)

- CHP has been busy the last couple of weeks with a few high profile arrests and numerous accidents.
- CHP will institute the AVOID program to discourage Driving Under the Influence arrests.
- CHP's toy drive for kids will continue through Friday December 12, 2014. Please place toy donations in the bins that you will find in businesses around town.

Sergeant Ty Conners, Colfax Sub-station Commander

- Offered congratulations to the new Council members.
- Announced that the Placer County Honor Guard has the honor of escorting one of the four survivors of the USS Arizona from the Airport tonight.
- Placer County Sheriff's Department has hired 4 new sergeants so Sgt. Conners will be in Colfax more often than in past months.
- A Kick-off meeting to plan for an Active Emergency Oil/Chemical Spill Drill will be held soon.
- Attended the "Coffee" with Supervisor Montgomery. They discussed homeless issues. Other Cities in the County plan use Colfax Municode as a model when adopting ordinances to deal with the problems.
- Sheriff's Officers are geared up to help with Winterfest and the upcoming Storm.
- Someone broke into the Sierra Vista Community Center and was apprehended by Officer Barker – a good example of the value of having officers assigned to and "taking ownership" for the community they serve.

Chris Paulus, Colfax Fire Chief

- CALFire has returned to normal staffing after the closure of the fire season.
- PG&E has funded fuel brake work near the area of the Applegate Fire, creating a safety margin around the No Fork of the American River.
- This winter and spring he plans to concentrate on reducing fuel buildup in City areas such as Canyon View Apts.

Frank Klein, Colfax Chamber of Commerce President

- Welcomed the New Council.
- Gave an update about the upcoming Winterfest event activities and schedule.
- Informed Council of a recent event in which a family felt uncomfortable waiting at the gazebo to catch a train due to the mess and dirt left by people who loiter at the gazebo.
- The Chamber is conducting an election with new officers to be announced in February.

4 PUBLIC COMMENT

Al Turner, President of the Mink Creek Homeowners Association (HOA)

- Stated that the City and HOA are at an impasse over a disagreement about water and Sewer lines. He stated that the City did not do its due diligence to keep the developer “in line” and therefore should maintain the sewer lines. If this impasse cannot be overcome, he will pursue secession from the City by referendum on the 2016 Ballot.

Jenny Bartlett, Amada Klein, and Foxey McCleary of the Gold Country Lioness Club

- The Lioness Club donated three signs to the City but only two have been installed. The ladies are disappointed that the signs haven’t been installed after three months and want to know what they can do to ensure that the new sign will be installed as soon as possible. City Manager Miller stated that the installation is on the list, but staff time is very limited. The signs will be installed as soon as Public Works personnel are available.

Foxy McCleary

- Reminded all that the Cider Room is hosting an art show during the Winterfest.

Amada Klein

- Requested that the complaint number for idling trains be posted near the depot.

Jeannie Claxton, 285 Alpine Way

- Requested a directional sign near downtown to direct people to the SVCC.
- The Salvation Army uses all donations in Colfax to help people in Colfax.
- “Acres of Hope” is a wonderful organization which teaches the skills to get women back into the community.
- Thanked Councilmember Barkle for serving the City
- Requested a group effort to purchase a generator to create a warming center at the SVCC, especially during severe storms when many seniors could lose electricity.
- Congratulated the new council and encouraged them to maintain as much transparency as the current council.
- Project Go is another great agency; she has referred four people who were helped by them in the last few weeks.

5 COUNCIL BUSINESS

City Manager Miller made a presentation to Councilmember Barkle and thanked her for her service to the City. Councilmember Barkle emphasized how important it is for the public to support Council – it's a big job with little compensation. Please back up the new Council as they serve you.

5A. Results of November 4, 2014 Election

PRESENTATION: Mick Cabral, City Attorney

RECOMMENDATION: Adopt Resolution No. 36-2014: Declaring Results Of The General Municipal Election Held On November 4, 2014.

City Attorney Cabral requested that council adopt the resolution to certify the election of Ken Delfino, Steve Harvey, and Tony Hesch as councilmembers.

On a motion by Councilmember Parnham, seconded by Councilmember Barkle, the City Council adopted the resolution to declare the results of the November 4, 2014 election.

AYES: Barkle, Douglass, Hesch, and Parnham

NOES: None

5B. Oath of Office and Seating of New Council Members

PRESENTATION: Lorraine Cassidy, City Clerk

City Clerk Cassidy gave the new officers the Oath of Office.

5C. Rotation of City Council Officers: Mayor and Mayor Pro Tem

PRESENTATION: Mark Miller, City Manager

RECOMMENDATION: By separate motions, select Mayor and Mayor Pro Tem
On a motion by Councilmember Hesch, seconded by Councilmember Delfino, the City Council elected Kim Douglass as Mayor.

AYES: Delfino, Douglass, Harvey, Hesch, and Parnham

NOES: None

On a motion by Councilmember Delfino, seconded by Councilmember Hesch, the City Council elected Tom Parnham as Mayor Pro Tem.

AYES: Delfino, Douglass, Harvey, Hesch, and Parnham

NOES: None

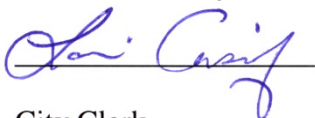
Mayor Douglass requested a discussion at the next meeting regarding a blight ordinance. He encouraged the public to be proactive and bring issues of concern to Council.

7 ADJOURNMENT

Mayor Douglass adjourned the meeting at 8:11 PM.

Respectfully submitted to City Council this 14th day of January, 2015,

Lorraine Cassidy



City Clerk



STAFF REPORT TO THE COLFAX CITY COUNCIL

FOR THE JANUARY 14, 2015 COUNCIL MEETING

FROM: Mark Miller, City Manager
PREPARED BY: Laurie Van Groningen, Finance Director
DATE: December 8, 2015
SUBJECT: City of Colfax Cash Summary Report: November, 2014

<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>	FUNDED	<input type="checkbox"/>	UN-FUNDED	AMOUNT:	FROM FUND:
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RECOMMENDED ACTION: Accept and File City of Colfax Cash Summary Report: November 2014.

SUMMARY:

Staff recommends that the Council accepts and files the Colfax Cash Summary Report: for November 2014.

FISCAL IMPACT:

No fiscal impact

BACKGROUND AND ANALYSIS:

These monthly financial reports include General Fund Unassigned Cash Analysis Graphs and the City of Colfax Cash Summary Report (with supporting documentation). The reports are prepared monthly on a cash basis and are reconciled to the General Ledger accounting system, previous reports and bank statements. Detailed budget comparisons are provided as a mid-year report and also as part of the proposed budget process each year.

The purpose of the reports is to provide status of funds and transparency for council and the public of the financial transactions of the City.

CONCLUSION:

The attached reports reflect an overview of the financial transactions of the City of Colfax in November 2014.

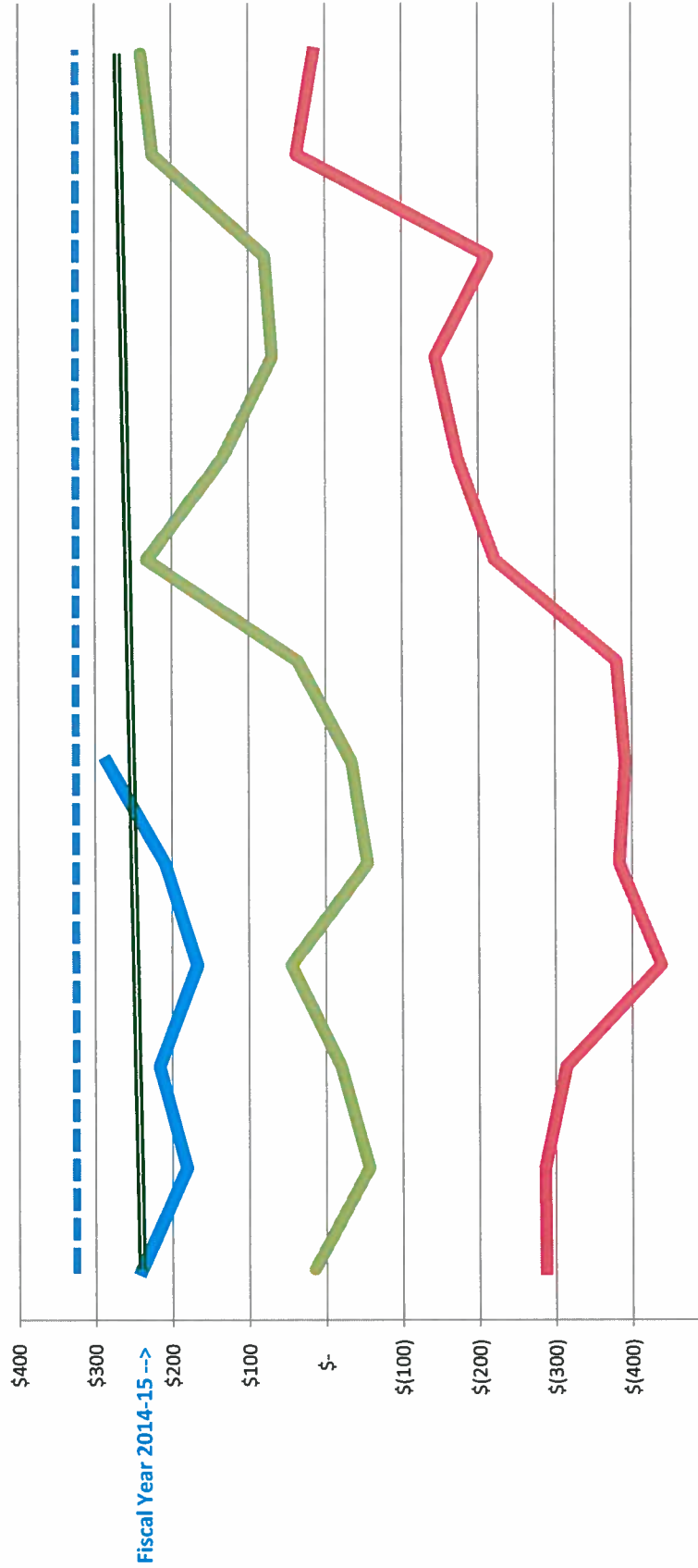
Monthly highlights include:

- November receipts and disbursements were fairly typical monthly amounts
- The trend for unassigned cash is consistent with previous years.

ATTACHMENTS:

1. General Fund Unassigned Cash Analysis Graphs
 - a. Cash Analysis – Balance
 - b. Expenses by Month
 - c. Revenues by Month
2. Cash Summary – August 2014
 - a. Cash Transaction Report – by individual fund
 - b. Check Register Report
 - c. Daily Cash Summary Report

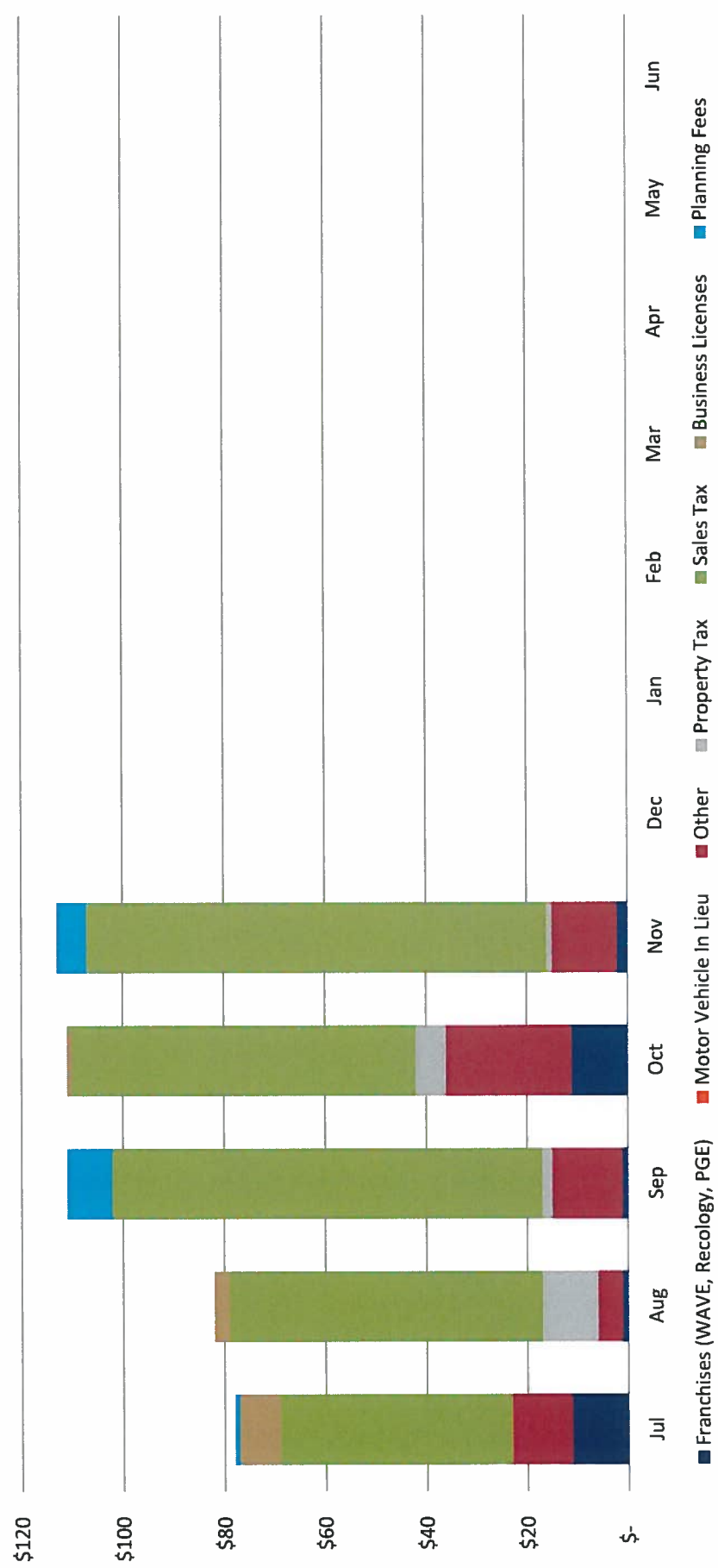
City of Colfax - November 2014 General Fund Unassigned Cash Analysis (Dollars in Thousands)

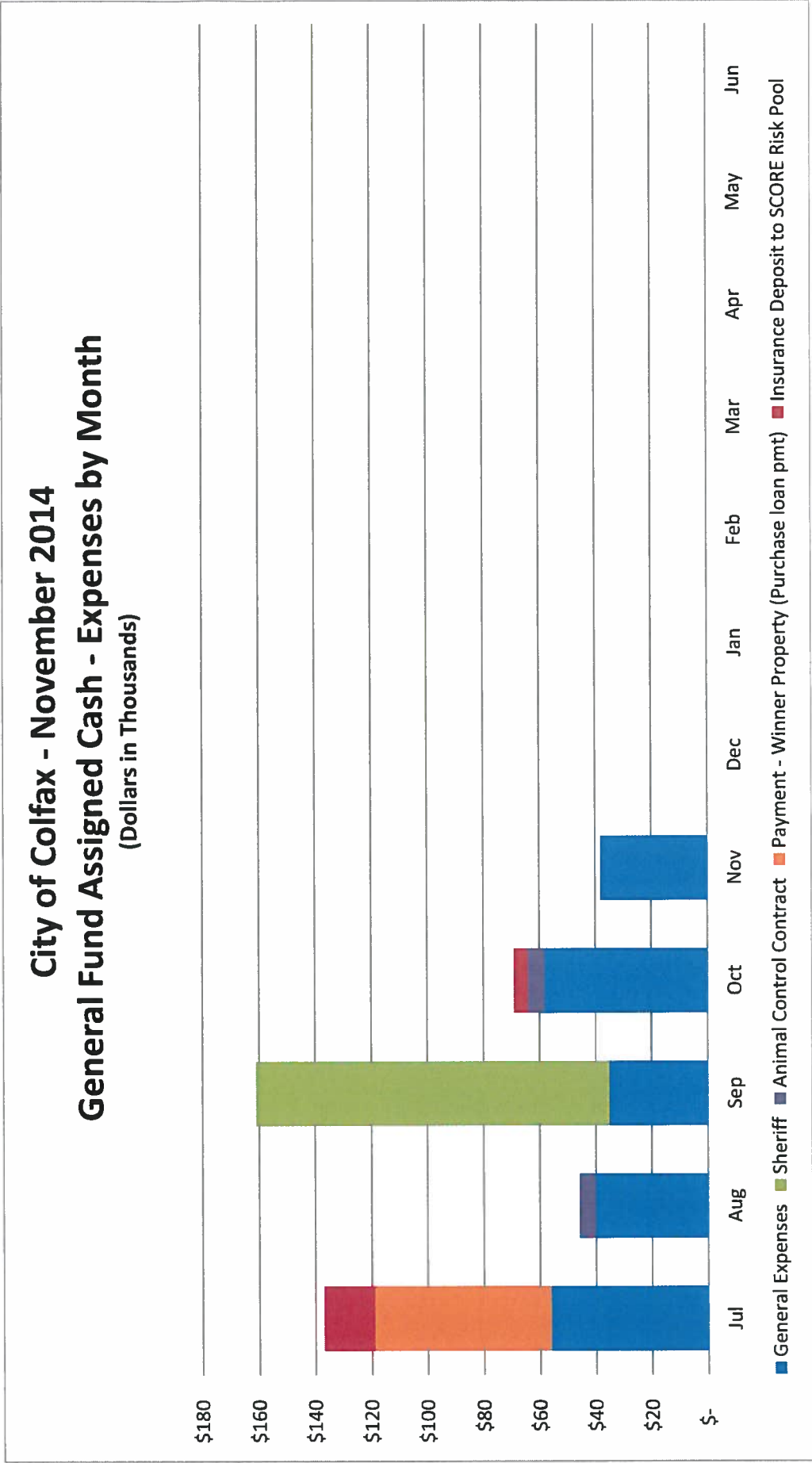


	Prev Yr	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Cash Balance FY2014-15	\$240	\$181	\$217	\$167	\$209	\$284	\$36	\$233	\$134	\$69	\$79	\$225	240
Cash Balance FY2013-14	\$15	\$(57)	\$(20)	\$45	\$(55)	\$(34)	\$(380)	\$(221)	\$(173)	\$(144)	\$(212)	\$37	15
Cash Balance FY2012-13	\$(287)	\$(286)	\$(314)	\$(438)	\$(383)	\$(391)	\$325	\$325	\$325	\$325	\$325	\$325	325
*Reserves Target 25%	\$325	\$325	\$325	\$325	\$325	\$325	\$325	\$325	\$325	\$325	\$325	\$325	325
Budget FY2015	\$240	\$243	\$245	\$248	\$250	\$253	\$255	\$258	\$260	\$263	\$265	\$268	270

*This is a recommended General Fund Reserve Target of 25% (3 months) of annual General Fund Revenues.

City of Colfax - November 2014 General Fund Assigned Cash - Revenues by Month (Dollars in Thousands)





City of Colfax
Cash Summary
November 30, 2014

	Balance 10/31/14	Revenues In	Expenses Out	Transfers	Balance 11/30/14
US Bank	\$ 298,786.92	\$ 247,663.53	\$ (133,213.68)	\$ (300,000.00)	\$ 113,236.77
LAIF	\$ 2,093,071.32	\$ -		\$ 300,000.00	\$ 2,393,071.32
LAIF - County Loan	\$ -				\$ -
Total Cash - General Ledger	\$ 2,701,303.67	\$ 247,663.53	\$ (133,213.68)	\$ -	\$ 2,506,308.09
Petty Cash (In Safe)	\$ 300.00				\$ 300.00
Total Cash	\$ 2,701,603.67	\$ 247,663.53	\$ (133,213.68)	\$ -	\$ 2,506,608.09

Change in Cash Account Balance - Total \$ 114,449.85

Attached Reports:

1. Cash Transactions Report (By Individual Fund)	
2. Check Register Report (Accounts Payable)	\$ (87,922.44)
3. Cash Receipts - Daily Cash Summary Report	\$ 121,822.34
Payroll Checks and Tax Deposits	\$ (34,338.52)
Utility Billings - Receipts	\$ 115,119.46
LAIF Interest	\$ -
Bank Service Charges	\$ (230.99)
	<u><u>\$ 114,449.85</u></u> \$

Prepared by: Laurie Van Groningen
Laurie Van Groningen, Finance Director

Reviewed by: Mark Miller
Mark Miller, City Manager

City of Colfax

Cash Transactions Report - November 2014

	Beginning Balance	Debit Revenues	Credit (Expenditures)	Ending Balance
Fund Type: 1.11 - General Fund - Unassigned				
Fund: 100 - General Fund	\$ 479,515.09	\$ 106,379.01	\$ (38,107.72)	\$ 547,786.38
Fund: 120 - Land Development Fees	\$ 21,957.27	\$ 6,400.00	\$ (540.00)	\$ 27,817.27
Fund: 570 - Garbage Fund	\$ (292,056.92)	\$ -	\$ -	\$ (292,056.92)
Fund Type: 1.11 - General Fund - Unassigned	\$ 209,415.44	\$ 112,779.01	\$ (38,647.72)	\$ 283,546.73
Fund Type: 1.14 - General Fund - Restricted				
Fund: 571 - AB939 Landfill Diversion	\$ 30,767.26	\$ -	\$ -	\$ 30,767.26
Fund: 572 - Landfill Post Closure Maintenance	\$ 763,788.39	\$ -	\$ (2,791.48)	\$ 760,996.91
Fund Type: 1.14 - General Fund - Restricted	\$ 794,555.65	\$ -	\$ (2,791.48)	\$ 791,764.17
Fund Type: 1.24 - Special Rev Funds - Restricted				
Fund: 210 - Mitigation Fees - Roads	\$ 3,886.33	\$ -	\$ -	\$ 3,886.33
Fund: 211 - Mitigation Fees - Drainage	\$ 2,984.20	\$ -	\$ -	\$ 2,984.20
Fund: 212 - Mitigation Fees - Trails	\$ 41,412.31	\$ -	\$ -	\$ 41,412.31
Fund: 213 - Mitigation Fees - Parks/Rec	\$ 91,820.68	\$ -	\$ -	\$ 91,820.68
Fund: 214 - Mitigation Fees - City Bldgs	\$ 445.72	\$ -	\$ -	\$ 445.72
Fund: 215 - Mitigation Fees - Vehicles	\$ 230.90	\$ -	\$ -	\$ 230.90
Fund: 217 - Mitigation Fees - DT Parking	\$ 26,059.06	\$ -	\$ -	\$ 26,059.06
Fund: 218 - Support Law Enforcement	\$ (10,610.46)	\$ 11,889.89	\$ -	\$ 1,279.43
Fund: 236 - CDBG Revitalization Zone	\$ -	\$ -	\$ -	\$ -
Fund: 241 - CDBG Housing Rehabilitation	\$ 94,279.32	\$ -	\$ -	\$ 94,279.32
Fund: 244 - CDBG MicroEnterprise Lending	\$ 117,025.52	\$ 300.00	\$ -	\$ 117,325.52
Fund: 250 - Streets - Roads/Transportation	\$ (49,665.70)	\$ -	\$ (8,019.61)	\$ (57,685.31)
Fund: 253 - Gas Taxes	\$ 47,220.83	\$ -	\$ (579.59)	\$ 46,641.24
Fund: 270 - Beverage Container Recycling	\$ 32,203.27	\$ -	\$ (133.86)	\$ 32,069.41
Fund: 280 - Oil Recycling	\$ 2,090.90	\$ 595.00	\$ (104.68)	\$ 2,581.22
Fund: 286 - Bricks	\$ 5,236.55	\$ -	\$ -	\$ 5,236.55
Fund: 292 - Fire Department Capital Funds	\$ 30,164.46	\$ -	\$ -	\$ 30,164.46
Fund Type: 1.24 - Special Rev Funds - Restrict	\$ 434,783.89	\$ 12,784.89	\$ (8,837.74)	\$ 438,731.04
Fund Type: 1.34 - Capital Projects - Restricted				
Fund: 350 - Street Improvement Projects	\$ 87,946.51	\$ 5,322.10	\$ (9,111.08)	\$ 84,157.53
Fund: 360 - Rule 20A Undergrounding	\$ (562.50)	\$ -	\$ (5,322.10)	\$ (5,884.60)
Fund Type: 1.34 - Capital Projects - Restricted	\$ 87,384.01	\$ 5,322.10	\$ (14,433.18)	\$ 78,272.93
Fund Type: 2.11 - Enterprise Funds - Unassigned				
Fund: 560 - Sewer	\$ 178,913.97	\$ 72,063.15	\$ (61,220.83)	\$ 189,756.29
Fund: 561 - Sewer Liftstations	\$ 333,168.11	\$ 11,952.36	\$ (6,632.73)	\$ 338,487.74
Fund: 563 - Wastewater Treatment Plant	\$ 140,524.42	\$ 31,389.27	\$ -	\$ 171,913.69
Fund: 565 - General Obligation Bond 1978	\$ 21,680.49	\$ 0.07	\$ (650.00)	\$ 21,030.56
Fund: 567 - Inflow & Infiltration	\$ 191,432.26	\$ 1,372.68	\$ -	\$ 192,804.94
Fund Type: 2.11 - Enterprise Funds - Unassigni	\$ 865,719.25	\$ 116,777.53	\$ (68,503.56)	\$ 913,993.22
Fund Type: 9.0 - CLEARING ACCOUNT				
Fund: 998 - PAYROLL CLEARING FUND	\$ -	\$ -	\$ -	\$ -
Fund Type: 9.0 - CLEARING ACCOUNT	\$ -	\$ -	\$ -	\$ -
Grand Totals:	\$ 2,391,858.24	\$ 247,663.53	\$ (133,213.68)	\$ 2,506,308.09

Check Register Report

ITEM 3B

Checks Processed November 2014

Date: 12/01/2014

Time: 4:59 pm

Page: 1

CITY OF COLFAX

BANK: US BANK

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
US BANK Checks							
50391	11/06/2014	Printed		01413	ALLIANT INSURANCE SERVICES,	ACIP CRIME INSURANCE 14-15	711.00
50392	11/06/2014	Printed		03164	CASH- PETTY CASH REIMBURSEMENT	PETTY CASH REIMBURSEMENT	23.12
50393	11/06/2014	Printed		05220	ENVIRONMENTAL LEVERAGE INC	LIFT STATION CHEMICALS	139.55
50394	11/06/2014	Printed		05221	ENVIRONMENTAL OPERATING	WWTP CHEMICALS	6,160.34
50395	11/06/2014	Printed		06420	FISHER'S WASTEWATER SERVICES	WWTP OPERATIONS	8,324.61
50396	11/06/2014	Printed		08050	HACH COMPANY	WWTP TESTING	114.49
50397	11/06/2014	Printed		08501	HOME DEPOT CREDIT SERVICES	AERATION SYSTEM, HOSES &	217.17
50398	11/06/2014	Printed		13562	MUNITEMPS	INTERIM CITY CLERK SERVICES	2,024.38
50399	11/06/2014	Printed		06011	PELLETREAU, ALDERSON & CABRAL	LEGAL FEES OCT '14	7,376.21
50400	11/06/2014	Printed		16727	PONTICELLO ENTERPRISES	ENGINEERING SEPT '14	6,675.00
50401	11/06/2014	Printed		18400	RIEBES AUTO PARTS	SUPPLIES	62.66
50402	11/06/2014	Printed		19320	SOLENIS	WWTP CHEMICALS	1,577.03
50403	11/06/2014	Printed		21695	USDA, RURAL DEVELOPMENT	INTEREST	650.00
50404	11/06/2014	Printed		22106	VAN GRONINGEN & ASSOCIATES	FINANCE CONSULTANT OCT '14	6,161.44
50405	11/06/2014	Printed		22235	VSS INTERNATIONAL, INC	GRASS VALLEY STREET ROAD REHAB	6,306.08
50406	11/06/2014	Printed		23110	WALKER'S OFFICE SUPPLIES	TOILET PAPER	161.22
50407	11/06/2014	Printed		23169	WAVE BUSINESS SOLUTIONS	INTERNET/PHONE CITY HALL	222.69
50408	11/14/2014	Printed		01448	AMERIGAS - COLFAX	PROPANE CORP YARD	32.05
50409	11/14/2014	Printed		01460	AMERIPRIDE UNIFORM SERVICE	UNIFORMS & SUPPLIES OCT '14	317.84
50410	11/14/2014	Printed		01766	AT&T MOBILITY	CELL PHONES OCT '14	392.88
50411	11/14/2014	Printed		01772	AUBURN ACES BASEBALL TEAM	REFUND, EVENT APPLICATION,	100.00
50412	11/14/2014	Printed		30018	TRAVIS BERRY	MILEAGE REIMBURSEMENT, VARIOUS	106.62
50413	11/14/2014	Printed		02084	BRIGIT S. BARNES & ASSOCIATES	PLANNING SERVICES OCT '14	1,792.00
50414	11/14/2014	Printed		03503	COLFAX AREA HISTORICAL SOCIETY	ANNUAL MEMBERSHIP	25.00
50415	11/14/2014	Printed		06109	ROBIN FAIRES	MILEAGE REIMBURSEMENT, SOLID	18.71
50416	11/14/2014	Printed		08050	HACH COMPANY	WWTP SUPPLIES	105.30
50417	11/14/2014	Printed		08098	TONY HESCH	REFUND, EVENT APPLICATION, 1ST	100.00
50418	11/14/2014	Printed		08170	HILLS FLAT LUMBER CO	SUPPLIES	615.27
50419	11/14/2014	Printed		08660	HUNT AND SONS, INC.	GAS PUBLIC WORKS	357.12
50420	11/14/2014	Printed		10782	KDC CONSTRUCTION	REFUND FOR BUILDING DEPARTMENT	100.00
50421	11/14/2014	Printed		12180	LAWRENCE & ASSOCIATES INC	LANDFILL MONITORING SEPT '14	782.50
50422	11/14/2014	Printed		12233	DEBBIE LINDH	REFUND, POLITICAL SIGNS	50.00
50423	11/14/2014	Printed		16300	PLACER COUNTY WATER AGENCY	WATER	2,635.18
50424	11/14/2014	Printed		18378	RICHARDSON & COMPANY, LLP	AUDIT SERVICES FY 2014	11,626.61
50425	11/14/2014	Printed		09095	JEFF SCOTT	REIMBURSEMENT, WWTP OPERATOR	180.00
50426	11/14/2014	Printed		19279	SERVICE ENGINEERING	LIFT STATION #2 & #3	460.00
50427	11/14/2014	Printed		23169	WAVE BUSINESS SOLUTIONS	INTERNET CORP YARD	47.95
50428	11/14/2014	Printed		23301	WESTERN PLACER WASTE	SLUDGE REMOVAL OCT '14	539.60
50429	11/20/2014	Printed		01414	ALHAMBRA & SIERRA SPRINGS	WATER CITY HALL/CORP YARD/WWTP	181.41
50430	11/20/2014	Printed		03300	CHAMBER OF COMMERCE	WINTERFEST EVENT	500.00
50431	11/20/2014	Printed		04592	DWAYNE ARMSTRONG COMMUNICATION	INTERNET WWTP DEC '14	99.95
50432	11/20/2014	Printed		06420	FISHER'S WASTEWATER SERVICES	WWTP OPERATIONS	9,099.16
50433	11/20/2014	Printed		19390	MAR-VAL'S SIERRA MARKET	WWTP CLEANING SUPPLIES	62.01
50434	11/20/2014	Printed		13562	MUNITEMPS	INTERIM CITY CLERK SERVICES	2,054.00
50435	11/20/2014	Printed		16727	PONTICELLO ENTERPRISES	ENGINEERING OCT '14	7,417.25

DAILY CASH SUMMARY REPORT

11/01/2014 - 11/30/2014

City of Colfax

		Debit	Credit	Net Chng
Fund: 100 - General Fund				
11/05/2014	Daily Totals	5,923.45	0.00	5,923.45
11/13/2014	Daily Totals	1,500.97	0.00	1,500.97
11/20/2014	Daily Totals	1,241.70	0.00	1,241.70
11/25/2014	Daily Totals	4,074.31	0.00	4,074.31
11/26/2014	Daily Totals	93,635.62	0.00	93,635.62
Fund: 100 - General Fund	TOTALS:	106,376.05	0.00	106,376.05
Fund: 120 - Land Development Fees				
11/20/2014	Daily Totals	2,400.00	0.00	2,400.00
Fund: 120 - Land Development Fees	TOTALS:	2,400.00	0.00	2,400.00
Fund: 218 - Support Law Enforcement				
11/26/2014	Daily Totals	11,889.89	0.00	11,889.89
Fund: 218 - Support Law Enforcement	TOTALS:	11,889.89	0.00	11,889.89
Fund: 244 - CDBG MicroEnterprise Lending				
11/20/2014	Daily Totals	300.00	0.00	300.00
Fund: 244 - CDBG MicroEnterprise Lending	TOTALS:	300.00	0.00	300.00
Fund: 280 - Oil Recycling				
11/13/2014	Daily Totals	595.00	0.00	595.00
Fund: 280 - Oil Recycling	TOTALS:	595.00	0.00	595.00
Fund: 560 - Sewer				
11/13/2014	Daily Totals	61.33	0.00	61.33
11/26/2014	Daily Totals	200.00	0.00	200.00
Fund: 560 - Sewer	TOTALS:	261.33	0.00	261.33
Fund: 565 - General Obligation Bond 1978				
11/26/2014	Daily Totals	0.07	0.00	0.07
Fund: 565 - General Obligation Bond 1978	TOTALS:	0.07	0.00	0.07

DAILY CASH SUMMARY REPORT

ITEM 3B

11/01/2014 - 11/30/2014

9 of 9
Page: 2

12/8/2014

10:59 am

City of Colfax

	Debit	Credit	Net Chng
GRAND TOTALS:	121,822.34	0.00	121,822.34



STAFF REPORT TO THE COLFAX CITY COUNCIL

FOR THE January 14, 2015 COUNCIL MEETING

FROM: Mark Miller, City Manager
PREPARED BY: Staff
DATE: January 7, 2015
SUBJECT: Six Month Service Report for Placer County Sheriff’s Department

<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>	FUNDED	<input type="checkbox"/>	UN-FUNDED	AMOUNT: Potentially \$16,000	FROM FUND: 100
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RECOMMENDED ACTION: Discuss and Direct Staff

BACKGROUND AND ANALYSIS:

Effective July 1, 2012, the City and Placer County executed a three-year agreement for the provision of law enforcement services by the Placer County Sheriff –Coroner-Marshals Office. That contract expires June 30, 2015. The base contract price for those services was \$603,432 for Fiscal Year July 1, 2013 -June 30, 2014. The contract anticipates annual adjustments to account for increases in salaries, liability insurance, vehicle rates and overall cost of living. If services had remained the same as last fiscal year the base price for Sheriff Services would have increased to \$635,141. City staff and the Sheriff’s Office representative negotiated the 2014-2015 fiscal year contract, and the Sheriff’s Office was very sensitive to the City’s revenue challenges. The increased costs proposed for the Colfax contract (\$31,709) were in a large part due to mandated increases in the Sheriff’s personnel costs. Council opted to essentially maintain current costs by reducing hours of service by 2 hours in the period from 7:30 AM to 9:30 AM on Thursday, Friday, Saturday and Sunday. These times correspond to the time of least emergency activity. Sherriff’s officers still respond to emergencies, but response time is slightly increased. See the attached May 21, 2014 Memo from the Sheriff’s Office. With the adjusted hours, the base contract price is \$603,490. If mid-year adjustment were made the estimated increase cost would be approximately \$16,000.

The change in service hours was authorized with the expectation of analyzing the effect on services to the community mid-year. Sergeant Ty Conners, Station Commander for the Colfax Substation, has provided statistics (See Attachment 1), a memo explaining how the calls were handled (See Attachment 2), and an explanation of how those statistics have affected Colfax residents (See Attachment 3).

RECOMMENDATION:

Discuss statistical analysis and direct staff to either modify the current contract amendment by returning the hours of service for the Sheriff’s Department to full service, or direct staff to leave the current contract as is.

ATTACHMENTS:

1. Placer County Sheriff Statistics June 2014-December 2014, Calls of Service to Colfax from 7:30-9:30AM – Thursday, Friday, Saturday and Sunday
2. 7-9-14 Memo Explaining Sheriff Response
3. Discussion from Sergeant Conners regarding the Change of Service.

Attachment 1

Placer County Sheriff's Department Calls for Service

7/1/14 – 1/5/15, Thursday – Sunday, 0730 – 0930 hrs.

Prepared by Barbara Beverly
Crime Analyst -Placer County Sheriff's Office

<u>CALL #</u>	<u>CALL TYPE</u>	<u>DATE/TIME</u>	<u>DOW</u>
P140703945	AREA	7/12/2014 9:29:10 AM	Sat
P140705823	VEH	7/18/2014 9:19:48 AM	Fri
P140800659	415	8/3/2014 7:59:25 AM	Sun
P140801959	415	8/7/2014 9:13:33 AM	Thu
P140802551	VEH	8/9/2014 8:49:47 AM	Sat
P140806617	WELFAR	8/22/2014 9:29:39 AM	Fri
P140808896	488R	8/30/2014 8:39:01 AM	Sat
P140901819	FNDADU	9/7/2014 7:40:19 AM	Sun
P140903645	WELFAR	9/13/2014 7:57:06 AM	Sat
P140903874	SC	9/14/2014 7:36:08 AM	Sun
P140907655	273.5R	9/28/2014 8:02:42 AM	Sun
P141004288	AREA	10/18/2014 8:18:00 AM	Sat
P141100247	20002R	11/2/2014 7:41:36 AM	Sun
P141103601	ACO1	11/16/2014 8:11:49 AM	Sun
P141105116	FRAUD	11/22/2014 9:12:24 AM	Sat
P141204386	FOLLOW	12/18/2014 8:52:14 AM	Thu
P141204626	SC	12/19/2014 7:36:57 AM	Fri
P141204919	487R	12/20/2014 8:25:54 AM	Sat
P141205155	SC	12/21/2014 7:54:27 AM	Sun
P141206888	415	12/28/2014 8:45:25 AM	Sun

AREA (Check an area or patrol check for some type of activity in question)

VEH (Call regarding a vehicle)

415 (Disturbance call, could be a verbal fight or physical)

WELFAR (Checking the welfare of someone)

SC (Suspicious circumstance)

273.5R (Domestic Violence report)

ACO1 (Animal control call)

FRAUD (Fraud either in progress or a report)

FOLLOW (Follow up on a case)

487R (Grand theft report)

Attachment 2

PLACER COUNTY SHERIFF'S OFFICE

DATE: 07/09/14

To: Capt. Wayne Woo

FROM: Sergeant Ty Connors

Re: *Response to calls for service during reduced service time in Colfax*



The below guidelines are for unit response to 26C calls for service during the reduced service hours (Thursday thru Sunday 0730hrs to 0930hrs) in the City of Colfax. The Colfax unit during that time will be assigned to the Edward Beat in the rural communities of Serene Lakes, Emigrant Gap, Nyack, Alta and Dutch Flat etc. Listed are the types of calls requiring an immediate response and what calls require the duty sergeant to decide whether to pend the call until 0930hrs or send the unit. Regardless of the call the Colfax unit will have an extended response time.

Priority 1 & 2 calls are in progress calls with a threat to life or property and would not normally pend

Priority 3 specified calls will be assigned by dispatch w/o sergeant review

10851R	Cold 10851 Reports
C8 / C8A	Audible & Silent Alarms
11-44	Coroner cases
Welfar	Welfare checks
215R	Car Jacking Reports
369I	Trespassing on railroad property
374	Illegal dumping (in progress)
451R	Arson report
496R	Possession of stolen property report
537/537R	Any defrauding an Inn Keeper (in progress or cold report)
594GR/640G	Graffiti (in progress or cold report)
AAA	Allied agency assist
Assist	Any type of assist
ATC	Attempt to contact
F&G	Fish & Game calls (typically a referral to F&G. No deputy response)
H&S	Health & Safety Code violations
Juv	Juvenile calls
Runaway	Runaway reports
Shots2	Promiscuous shooting
Stalk	Stalking
W&I	Welfare & Institutions Code violations

Priority 4 calls (that should not pend):

MPR Missing Persons Reports

All other Priority 3 and below dispatch shall advise the on duty sergeant to review the call to whether pend or send.

Attachment 3

January 7, 2015

To Colfax City Council:
Re: Reduced Hours of Service

As your Station Commander I wanted to make sure that you understand the process of the reduced service hours. All of the calls listed on the Statistical Report are Citizen-Initiated calls for service. That means someone called our dispatch requesting “help”. If the call is a not life threatening, our response guidelines require that the Citizen has to wait. I have attached the memo that went to our dispatch listing the types of calls the deputies respond to, and which ones would “pend” until after 9:30 AM when reduced services hours end.

I feel the key word that we are failing on is the word, “help”. Although there were only 20 calls for service in the last six months, regardless of the type, those 20 people were affected. People are calling for help and we are not responding in a timely manner. With this reduction in service times, we are failing to provide the best possible customer service to the community. The Sheriff’s Office will always do our best to provide great service to Colfax with the resources available. I understand that if the funds are not available to support full service hours, then reduced hours are necessary. However, I request that City Council reconsider and reinstate the lost hours so that our service to the Community will continue to be diminished.

It is not official yet, but I heard our Prop F raise for the next fiscal year will be almost a 4 to 5 % increase. If the City can financially support normal service hours for the remainder of this fiscal year, then contract negotiations next year will be smoother with more options available. Restoring hours now would prevent the necessity to reduce our service by even more time for the next Contract cycle.

If you have any questions please feel free to call me, or I can address concerns at the next City Council meeting.

Respectfully, Ty

Sergeant Ty Conners
Colfax Station Commander
530-308-0849 cell
tconners@placer.ca.gov



STAFF REPORT TO THE COLFAX CITY COUNCIL

FOR THE JANUARY 14, 2015 COUNCIL MEETING

FROM: Mark Miller, City Manager

PREPARED By: Staff

DATE: January 8, 2015

SUBJECT: Development Fee Update

<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: Receive the Staff Update on Development Fees

SUMMARY:

The State of California, through the enactment of Government Code Section 66000 et seq. (the “Mitigation Fee Act”), conferred upon local government units authority to adopt fees imposed on a broad class of projects and fees imposed on specific projects for the purpose of defraying all or a portion of the cost of public facilities related to the development project. The City of Colfax Municipal Code Chapter 3.56 established the local authority for imposing Mitigation Impact Fees as allowed by the Mitigation Fee Act.

The City maintains separate fund accounts for each mitigation fee type. The City has established the following Mitigation Impact Fees:

1. Roads – Fund 210
2. Drainage – Fund 211
3. Trails – Fund 212
4. Parks and Recreation – Fund 213
5. City Buildings – Fund 214
6. City Vehicles – Fund 215
7. Downtown Parking – Fund 217

Annually, the City completes an AB1600 Mitigation report and the Council reviews the annual report at a noticed public hearing. Our last Council fee report was reviewed at the September 11, 2014 meeting, and at the October 22 meeting, Council directed staff to review the fees to ensure the calculations are current and fees reasonably close to potential competing agency fees. We have begun that analysis and will bring back formal recommendations in conjunction with the mid-year budget adjustments.

FISCAL IMPACT:

None currently.



STAFF REPORT TO THE COLFAX CITY COUNCIL

FOR THE January 14, 2015 COUNCIL MEETING

FROM: Mark Miller, City Manager
PREPARED BY: Laurie Van Groningen, Finance Director
DATE: January 7, 2015
SUBJECT: City of Colfax – Risk Assessment Plan

<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>	FUNDED	<input type="checkbox"/>	UN-FUNDED	AMOUNT:	FROM FUND:
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RECOMMENDED ACTION: Accept and implement Risk Assessment Plan

BACKGROUND AND ANALYSIS:

Our most recent audit reports have recommended that the City develop a risk assessment plan to identify those risks within the City that could result in fraud or material misstatement of the financial statements, and then to implement internal controls to mitigate those identified risks. Further, it was recommended that a sub-committee of the City Council, serving as the Audit Committee, should be involved in the risk assessment process. It is anticipated that the Audit Committee will meet one to two times per year.

At the first council meeting in October 2014, Council confirmed the formation of an Audit Committee to include:

1. Council Members (2)
2. City Manager
3. Finance Director

RECOMMENDATION:

Staff recommends acceptance of the Risk Assessment Plan and that two council members are assigned to serve on the Audit Committee.

Further recommended that the Risk Assessment Plan be implemented immediately with annual projected report date of September.

ATTACHMENTS:

1. Risk Assessment Plan

City of Colfax

Risk Assessment Plan

Date: January 14, 2015

Purpose:

Identify those risks within the City that could result in fraud or material misstatement of the financial statements, and then to implement internal controls to mitigate those identified risks. Risk can be described as the potential that a chosen action or activity (including the choice of inaction) will lead to an undesirable outcome.

Process:

- The Audit Committee will complete an annual Risk Assessment Report

Process:

- Audit committee to conduct a brainstorming session to consider the nature and magnitude of possible misstatement and fraud risks.
 - Consult with elected officials and City staff about their concerns
 - Review current and prior financial audits for reports of significant deficiencies or material weaknesses
 - Research may include review of other City reports and/or web search of media to look for emerging major risk areas.
 - Consider significant changes that may impact City operations:
 - Changes in management or staff
 - Regulatory compliance issues
 - Major operating system changes
 - Extent of oversight from the external auditors
 - Review/update previous Risk Assessment Report.
- Results of annual review to be documented and presented to City Council for acceptance.



STAFF REPORT TO THE COLFAX CITY COUNCIL

FOR THE January 14, 2015 COUNCIL MEETING

FROM: Mark Miller, City Manager
PREPARED BY: Staff
DATE: January 7, 2015
SUBJECT: Committee Assignments

<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>	FUNDED	<input type="checkbox"/>	UN-FUNDED	AMOUNT:	FROM FUND:
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RECOMMENDED ACTION: Review of Current City Council Committee Assignments; Discuss Potential Changes and Approve Assignments for 2014.

BACKGROUND AND ANALYSIS:

The Mayor is tasked with assigning Council members to various Commissions, Boards and Committees. The attached assignment list reflects the assignments from 2014. The committee assignments are approved by motion and majority vote of City Council.

RECOMMENDATION:

Discuss the assignments as recommended by Mayor Douglass and approve the new roster by motion and vote.

ATTACHMENTS:

1. 2014 Committee Assignment List

2014 Committee Assignment List (as of 12-4-2014)

Committee	Councilmember Community Member	Meeting Date and Time	Mileage Reimbursement	Stipend
Placer County Economic Development Board Meetings at Various Businesses in Placer Co.	Kim Douglass Alternate: Tony Hesch	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	Kim Douglass Alternate: Tony Hesch	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	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/year 1 st Wednesday	Submit to Committee	\$50
Placer County Transportation Planning Agency (PCTPA) BOS Chambers 175 Fulweiler Ave. Auburn, CA	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	Kim Douglass	4:00 pm 2 nd Wednesday of Month	Submit to City	\$100

2014 Committee Assignment List

Committee	Councilmember Community Member	Meeting Date and Time	Mileage Reimbursement	Stipend
Bianchini Advisory Board/ Sierra Vista Liaison	Kim Douglas Tony Hesch	Unknown	Submit to City	No
Solid Waste Task Force Auburn Veterans Hall 100 East Street Auburn, CA 95603 Meeting Locations may vary	Robin Faires	9:00am 1 st Thursday Feb, May, August, Nov	Submit to City	No
Placer Sierra Fire Safe Council City of Colfax Council Chambers	Chris Paulus Alternate: Tom Parnham	6:00pm 3 rd Thursday of each month	Submit to City	No
Land Use Committee		As needed	Submit to City	No
Placer County Selection Committee	Mayor	Once Per Year	Submit to City	No
Risk Assessment Committee	<i>New Committee</i>	As needed (2X Per Year Expected)	Submit to City	No



STAFF REPORT TO THE COLFAX CITY COUNCIL

FOR THE JANUARY 14, 2015 COUNCIL MEETING

FROM: Mark Miller, City Manager
PREPARED BY: Staff
DATE: December 9, 2015
SUBJECT: No Smoking Signs in City Parks

<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>	FUNDED	<input type="checkbox"/>	UN-FUNDED	AMOUNT:	FROM FUND:
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RECOMMENDED ACTION: Accept proposed sign for posting in Gazebo Park

BACKGROUND AND ANALYSIS:

Numerous reports from the public and Council indicate that the Gazebo Park and other Park areas are not user-friendly for families or for general public waiting for train service due to smoking in the area. Staff has created a courtesy sign template that can be posted hoping to curtail behaviors which deter families from using the area.

CONCLUSION:

Staff requests that Council discuss the attached sign template, and direct staff as appropriate.

ATTACHMENT:

- a. Sign template

**AS A COURTESY
TO ALL USERS,
SMOKING IS
NOT PERMITTED
IN THE GAZEBO
PARK AREA**