



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

August 12, 2012 Regular Session begins at 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) PRESENTATION

2A. **Presentation and Discussion: Potential Joint Powers Authority (JPA) for mPower Home Energy Funding**

RECOMMENDATION: Receive the presentation, discuss and direct staff as appropriate to bring back an agreement with Placer County to form a Joint Powers Authority for mPower Home Energy Funding.

2B. **Presentation: Malcolm Frost, President Placer Sierra Railroad Heritage Society, Railroad Days**

3) 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.

RECOMMENDED ACTION: Approve Consent Calendar

3A. **Minutes City Council Meeting of July 8, 2015 Meeting**

Recommendation: Approve the Minutes of the Regular Meeting of July 8, 2015.

3B. **Cash Summary Report June 2015**

Recommendation: Receive and File.

3C. **Coastland Contract for On-call Site Inspection Services**

Recommendation: Adopt Resolution 29-2015 Authorizing the City Manager to execute a contract with Coastland Engineering for building site and construction inspection services on an as needed basis not to exceed \$25,000.

3D. **Bureau Veritas Contract for On-call Building Inspection Services**

Recommendation: Adopt Resolution 30-2015 authorizing the City Manager to execute a contract with Bureau Veritas for Building Inspection services on an as needed basis not to exceed \$50,000

3E. **Certify compliance with Fiscal Year 2014-2015 Appropriation Limitation and Establish Appropriation Limitation for Fiscal Year 2015-2016**

Recommendation: Adopt Resolution 31-2015 certifying compliance with the 2014-2015 Appropriation Limitation and establishing the Appropriation Limitation for the 2015-2016 fiscal year

3F. **Quarterly Investment Report, 2nd Quarter 2015**

Recommendation: Accept and File

3G. **Approval of Lift Station #2 Phase 2 Pump Upgrade**

Recommendation: Authorize the City Manager to purchase two new lift station pumps in the amount of \$14,419.98 and have them installed for an amount not expected to exceed \$5,000

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 Colfax related 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 Colfax Informational Items – All Councilmembers**

4B. **City 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 within the subject jurisdiction of the City Council 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) PUBLIC HEARING

NOTICE TO THE PUBLIC: City Council or Planning Commission will take the following actions when considering a matter scheduled for hearing:

1. Open the public hearing	2. Presentation by staff
3. Council comments and questions	4. Presentation, when applicable, by applicant or appellant
5. Accept public testimony	6. Council comments and questions
7. When applicable, applicant or appellant rebuttal period	8. Close public hearing. (No public comment is taken after the hearing is closed.)
9. City Council or Planning Commission action	

Public hearings that are continued will be announced. The continued public hearing will be listed on a subsequent Council Meeting Agenda and posting of that agenda will serve as notice.

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.

Recess Meeting as City Council and Convene as Planning Commission- The council will convene as the Planning

Commission for the purpose of considering approval of Agenda Item 6A.

6A. Design Review Permit for the Canyon Creek Self Storage Facility

STAFF PRESENTATION: Amy Feagans, Planning Director

RECOMMENDED ACTION: *PLANNING COMMISSION* - Adopt Resolution 33-2015 Approving the Design Review Permit for the Canyon Creek Self Storage Facility to be located on a 3.83- acre parcel (APN 101-132-043) in the Highway Commercial (CH) Zone.

Reconvene as City Council- The council will re-convene as the City Council for the remainder of the meeting.

7) COUNCIL BUSINESS

7A. **Process Recommendation for Encouraging Downtown Building Murals**

STAFF PRESENTATION: Mark Miller, City Manager

RECOMMENDATIONS: Discuss and Direct Staff

7B. **Grand Jury Response**

STAFF PRESENTATION: Mark Miller, City Manager

RECOMMENDATION: Approve Letter of Response

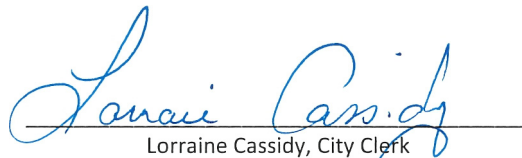
7C. **Recruitment Status, Job Descriptions and Salary Schedules for Chief Plant Operator, Technical Services Administrator, Community Services Director and Administrative Assistant**

STAFF PRESENTATION: Mark Miller, City Manager

RECOMMENDATION: Receive staff presentation, discuss and approve Resolution 34-2015 as appropriate.

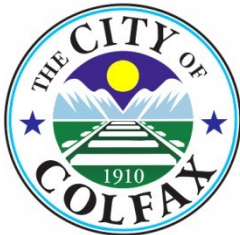
8) ADJOURNMENT

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.





STAFF REPORT TO THE COLFAX CITY COUNCIL

For the August 12, 2015 Council Meeting

FROM: Mark Miller, City Manager

PREPARED BY: Staff

SUBJECT: Presentation and Discussion on Potential Joint Powers Authority for MPower Home Energy Funding

X	N/A		FUNDED		UN-FUNDED	AMOUNT: N/A	FROM FUNDS: N/A
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RECOMMENDED ACTION: Receive staff presentation, discuss and direct a draft Joint Powers Authority agreement be brought back to City Council as appropriate.

BACKGROUND AND DISCUSSION:

The County has approached the City of Colfax regarding the potential to join in the creation of a Joint Powers Authority to be able to expand the current homeowner assistance MPOWER program. A Joint Powers Authority is a typical vehicle used to cost-effectively provide services that are delivered beyond a single jurisdiction. Colfax’s current Risk Management pool – SCORE, is an example Joint Powers Authority.

The establishment of a joint powers authority is necessary for the County to facilitate efficient program administration and expansion of the MPOWER Program related to the issuance of bonds for the MPOWER Program. Currently, the MPOWER Placer program serves all jurisdictions within the boundaries of Placer County including the cities of Auburn, Colfax, Lincoln, Loomis, Rocklin and Roseville, as well as all unincorporated areas. The MPOWER Placer program was established as an assessment district program under AB 811 in 2009-10. MPOWER also serves the City of Folsom through a program that was separately established as a community facilities district program under SB555 in 2013-14.

MPOWER Placer has utilized the Placer County Public Financing Authority (PCPFA) for the issuance of the MPOWER Bonds. The PCPFA is comprised of the County and the Successor Agency to the former Redevelopment Agency (Successor Agency). The Successor Agency will cease to exist in 2036 when the Successor Agency bonds mature and, will in turn, cause the PCPFA to be extinguished as the County will be the sole member. Therefore, another issuer must be identified, as MPOWER bonds issued after 2016 will outlive the PCPFA.

A potential proposal is for the County enter into a joint power of authority agreement with the City of Colfax to establish the Sierra Valley Energy Authority (SVEA) for the issuance of MPOWER Bonds and to facilitate efficient and cost effective ongoing administration and expansion of the MPOWER Program. The County and the City of Colfax will be the two primary members with voting authority. The JPA agreement provides for the addition of non-voting members for the purpose of implementing the MPOWER Program in other jurisdictions. As a result, other jurisdictions will be able to authorize the implementation of the MPOWER Program by simply adopting a resolution, instead of going through the process of district formation and bond issuance, both of which require a series of administrative and official actions over legally imposed time frames at a significantly higher cost.

Staff requests the City Council to discuss the potential formation of the Joint Powers Authority and direct staff to bring back a draft agreement as appropriate.

Attachments: MPower Program Description



About Us

MPOWER provides fixed-rate, no money down financing to residential, commercial, industrial, agricultural and multifamily property owners who want to install energy efficiency and water conservation retrofits and renewable energy systems. The program was launched in 2010 and is open to eligible properties in Placer County's six incorporated cities and towns, unincorporated areas, as well as the City of Folsom.

We believe that investment in the local economy is the first step toward economic recovery. The goal of the MPOWER program is to lower energy bills, increase energy and water efficiency, reduce reliance on foreign fuels, stimulate the local economy, and reduce greenhouse gas emissions.

The program works in partnership with all of the regional utility providers to help customers take advantage of available [rebates and incentives](#). We have an extensive list of eligible non-residential energy and water efficiency [improvements](#) and residential [improvements](#), many of which qualify for utility company rebates. However, since there's no one-size-fits-all category, a customized system may also qualify.

We provide exceptional customer service. MPOWER staff is available to answer questions and offer experienced guidance in the selection of retrofit projects. Our Program Specialists will personally assist you in determining whether or not your property qualifies before you submit an application. Once you apply they will continue to work closely with you throughout the application process. Because they have combined experience of 40+ years in building planning and construction, they can assist you in making sure all aspects of your project run smoothly.



Save Money · Conserve Energy · Create Jobs

MPOWER is a regional program to promote more efficient use of water and energy, enable property owners to reduce energy costs, and strengthen our local economy through job creation.

Now, more than ever, residential and non-residential property owners are looking for ways to save money on their energy bills; reduce their impact on the environment; and stimulate the local economy. With the help of MPOWER (Money for Property Owner Water and Energy efficiency Retrofitting), that goal couldn't be easier. MPOWER will finance energy efficiency improvements and energy generation systems such as solar photovoltaic to qualified property owners, with no upfront costs.

The financing model is called Property Assessed Clean Energy (PACE). The financed amount is amortized and the annual amount due is added to your property tax bill each year until paid in full. If the property is sold the equipment and the unpaid amount stay with the property.

The money you save on water and energy could be more than enough to repay the additional amount on your property tax bill.

“Saving energy is real money in your pocket that you can use for other needs”.

A wide variety of improvements are eligible for MPOWER financing including: Envelope Sealing & Insulation, Lighting, HVAC Upgrade, Water Heating, Water Conservation, Renewable Energy, and Custom Measures.

City of Colfax
City Council Minutes
Regular Meeting of Wednesday, July 8, 2015
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 Douglass.

1A. **The Pledge of Allegiance** was led by Melba Delfino, City Resident.

1B. **Roll Call:**

Councilmembers present: Delfino, Douglass, Harvey, Hesch and Parnham
City Clerk Cassidy explained that the League of California Cities requires City Council to designate a voting delegate and an alternate for the League Conference held in September. At the June 24, 2015 meeting, Council agreed that Mayor Douglass will be the voting delegate and an alternate would be selected from other Councilmembers registered to attend. Mayor Pro Tem Parnham registered for the Conference, so she requested that Council confirm his appointment as Alternate Voting Delegate.

On a motion by Councilmember Delfino, seconded by Councilmember Hesch, the City Council appointed Mayor Pro Tem Parnham as the Alternate Voting Delegate to the League of California Cities 2015 Conference.

AYES: Delfino, Douglass, Harvey, Hesch, Parnham

NOES: None

ABSENT: None

1C. **Approval of Agenda:**

Councilmember Delfino suggested moving Item 6A to the beginning of the agenda so the owner of the property that will be addressed does not need to wait. City Manager Miller explained that Item 6A is an information only item and the owner is not present at the meeting. There wasn't a need to alter the order of the agenda.

On a motion by Mayor Pro Tem Parnham, seconded by Councilmember Delfino, the City Council approved the agenda.

AYES: Delfino, Douglass, Harvey, Hesch, Parnham

NOES: None

ABSENT: None

2 PRESENTATION

2A. **Colfax Area Non-Profit Update – Jewell DeLapp, President, Colfax Garden Club: Garden Club Tour July 18th and Club Update**

Jewell Delapp described the Colfax Garden Club as a dynamic group of men and women who are passionate about gardening or who want to learn more about gardening. The Garden Club holds educational meetings from September to June, hosts fieldtrips and serves the community by maintaining five of the garden plots in town as well as planting and watering the hanging baskets. The Club has three fundraisers each year; two plant sales in Spring and Fall and the Summer Garden Tour. This year the tour will be July 18 from 9:00am to 4:00pm. Please join them for a fun day touring 7 local gardens. Tickets are \$20.

Council thanked Ms. DeLapp and the Colfax Garden Club for their contributions to the community.

2B. Courage Worldwide presentation – Child Trafficking Prevention

The Presenters for this topic were not able to attend the meeting. Mayor Douglass invited everyone to a tour of their facility at 2:00PM on Thursday, July 9, 2015.

3 CONSENT CALENDAR**3A. Minutes of the City Council Meeting of June 24, 2015**

Recommendation: Approve the Minutes of the Regular Meeting of June 24, 2015.

3B. Cash Summary Report, May, 2015

Recommendation: Receive and File.

3C. Work Order to Holdrege and Kull for Construction Materials Testing for the UPRR Ped Xing and Bike Path Improvement Project

Recommendation: Adopt Resolution No. 28-2015 Authorizing a Work Order for Construction Materials Testing Services for the UPRR Ped Xing and Bike Path Improvement Project with Holdrege and Kull in an amount not to exceed \$8,505.

Mayor Pro Tem Parnham asked that the minutes be removed from the Consent Calendar so that he could abstain from the vote, having been absent from the meeting.

On a motion by Councilmember Hesch, seconded by Councilmember Harvey, the City Council approved Items 3B and 3C of the Consent Calendar.

AYES: Delfino, Douglass, Harvey, Hesch, Parnham

NOES: None

ABSENT: None

Melba Delfino questioned the wording on page 6 of the Minutes that states “Ms. Delfino objected to the process of hiring without a councilmember on the selection committee, expressing concern that Council, not the City Manager, is responsible for the operation of the City.” She would like the statement to be corrected to say that the City Council is elected by the citizens to do a job for the citizens. Council has an important role to play in ensuring that the City is well managed and needs to take the job seriously. City Manager Miller stated that her comments would be noted in the Minutes for the current meeting.

On a motion by Councilmember Delfino, seconded by Councilmember Hesch, the City Council approved the Minutes of June 24, 2015.

AYES: Delfino, Douglass, Harvey, Hesch

NOES: None

ABSENT: None

ABSTAIN: Parnham

4 COUNCIL, STAFF AND OTHER REPORTS**4A. Committee Reports and Informational Items – All Council Members**

Mayor Pro Tem Parnham

- Reported from the League of California Cities Mayors and Councilmember Executive Forum held June 24-26th in Monterey. Topics included City Council and City Manager relationships and how to conduct a meeting. He stated that Council and the Public should only address the Council, not staff or other members of the public. Councilmembers should avoid having a dialogue with the public. If something requires action, it should be placed on a future agenda.

- He reminded everyone that despite the drought, this is a particularly bad year for West Nile Virus. Watch for standing water and call the Mosquito District if you see an issue.

Councilmember Delfino

- Asked Mayor Pro Tem if there were any reports of dead birds and reminded everyone that the district will provide mosquito fish on request.
- Attended the Fire Safe Council Meeting. He handed out a letter to Council written by Fire Chief Paulus to the Superintendent of Roads in charge of the I-80 Corridor. He suggested that Council send a letter of support.

Council directed staff to write a letter supporting the fuel reduction recommendations in the Fire Chief's letter.

Mayor Douglass

- Met with the High School Principal and the Football Coach. Both are eager to partner students with the City. Students are available to volunteer for events.
- Attended the Chocolate, Wine and Art Indulgence event and met a dance troupe that would be willing to entertain at an event.
- At the Chamber mixer, he met a music group that would be available to perform at events also.
- On Friday, July 10, at 5:30PM, he will meet at the Depot with about 40 French Foreign Exchange students and their parents. Councilmember Delfino expressed interest in helping prepare for the "meet and greet".

Councilmember Harvey

- Nothing to report.

Councilmember Hesch

- Reported that the extra room in the Depot that could be rented is about 260 square feet. The rental rate of \$300 would be enough to pay for all repair and maintenance on the building.
- He is on the recruitment committee to replace the Director of the Placer County Air Quality Control District.
- The July 3rd event provided a good time for all.
- He is looking forward to an update regarding purchasing a shade structure for the playground.
- He has spent much time researching for the discussion tonight.
- The Union Pacific Railroad had considered adding a 3rd rail to Auburn for passengers but this will not be feasible and discussion has been suspended.
- Commented that last year he had the privilege of greeting the French students and found it a great and rewarding task.

3B. Operations Updates – City Staff

City Manager Miller

- Construction for the Grass Valley Street/Railroad Crossing Project is set to start Monday, July 13.
- The new chairs in Council Chambers are surplus from the County that the City obtained free of charge.

- Colfax Elementary School Summer Festival will be held on Saturday, July 25th. Donated free school supplies and prizes will be available for local children from 10:00am-12:00pm at the School Gym.
- Reminder that Railroad Days will be on September 12th and 13th. Be sure to volunteer if you can help the organizers of the event.
- Staff has no update on the shade structure as quotes have not been received.

3C. **Additional Reports – Agency Partners**

Frank Klein, Colfax Chamber of Commerce President

- Reported that he had mixed reviews from the 3rd of July event but that overall it was a success. About 4000 people attended throughout the day, businesses stayed busy, 50 vendors were lined up along Main Street, the band was well received and the parades were a success. The Mayor was very helpful. To draw larger crowds it is important to have a laser show or fireworks.
- The next Chamber Mixer will be Tuesday, July 21st at Colfax Realty from 5:30pm-7:30pm.

Council commended Mr. Klein for a job well done and the great effort put forth by the Chamber volunteers.

5 **PUBLIC COMMENT**

Jeannie Claxton, 285 Alpine Way:

- Suggested that the fireworks display be scheduled in December for the Winterfest event. It would draw people to Colfax without the competition of other events.
- She thanked the City for looking into a shade structure at the playground.

6 **COUNCIL BUSINESS**

6A. **California State Water Board Storm Water Strategic Initiative Draft – Posted June 25, 2015**

Councilmember Harvey introduced the discussion stating that all citizens need to read this draft plan. The state is proposing regulating storm water run-off in the same way that sewer is regulated. Cities will be required to collect run-off and process it through Wastewater Treatment Plants. It will be very expensive for Cities, so citizens need to pay attention to the regulators. Council discussed the issue with the consensus that this program will be very expensive and should not apply to rural towns. Unfortunately, small rural towns such as Colfax are often the first that are required to comply with new regulations.

Public comments were from Mike Garabedian with the Friends of the North Fork, Melba Delfino, and Foxey McCleary.

Councilmembers were unanimous in their concerns about the potential costs to Colfax and asked staff to follow the issue.

6B. **Informational Drawing for New Building at 58 N. Main Street**

City Manager Miller explained that a conceptual drawing of the proposed project is included in the agenda packet. This project will be the first new building constructed in the historic district in 50 years. Staff will bring the design to Council for formal approval soon.

6C. Staff Hiring Process

Councilmember Hesch began the discussion regarding the hiring process stating that the big picture involves determining if the City will be managed as most General Law Cities with a City Manager/Council model or if the City will adopt a more City Administrator/Council model similar to a Charter City. Council discussed the issue and referred to the 1985 Employee Handbook which states that "Council shall have direct authority for all hiring, firing, disciplinary action and the setting of all compensation for City employees.... By resolution the City Council may authorize a representative to discharge these duties on its behalf." They also referred to the ordinance (421) delineating the job description of the City Manager which states that the "City Manager shall appoint competent, qualified officers and employees to the administrative service and to dismiss, suspend and discipline such officers and employees, consistent with the policies of the City Council". City Attorney Cabral explained that the 1985 Ordinance details a Council Manager form of Government and Council can determine the amount of input they want in the hiring process. Public comments were from Stacey Younggren, Jenny Duncan, Shirley Alexander, and Jeannie Claxton. Ms. Younggren asserted that the City should follow the employee handbook. Ms. Duncan, Ms. Alexander, and Ms. Claxton each spoke in support of allowing the City Manager to make hiring decisions.

City Manager Miller reminded Council that the City is in the midst of recruiting for one of the most crucial positions in the City and he needs clear direction from Council. The City has a reputation among local candidates because of a perception of Council interference and politicizing positions. He requested that Council give him clear direction.

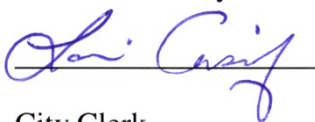
Councilmember Hesch stated that he would like the City Manager to have the right to hire and discipline employees without Council interference. Councilmember Delfino would like to be part of the process as an observer. Mayor Douglass stated that he places full trust in the current City Manager. Mayor Pro Tem Parnham would like to allow the City Manager to do his job. To have Councilmembers sitting in on the hiring process is micro-managing the City Manager and it is confusing to employees and devastating to morale. Councilmember Harvey wants assurance that hiring will be in compliance with the current handbook.

7 ADJOURNMENT

Mayor Douglass adjourned the meeting at 8:52pm and stated the second meeting in July, July 22, 2015, is canceled.

Respectfully submitted to City Council this 12th day of August 2015.

Lorraine Cassidy



City Clerk



STAFF REPORT TO THE COLFAX CITY COUNCIL

FOR THE AUGUST 12, 2015 COUNCIL MEETING

FROM: Mark Miller, City Manager
PREPARED BY: Laurie Van Groningen, Finance Director
DATE: August 3, 2015
SUBJECT: City of Colfax Cash Summary Report: June 2015

<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: June 2015.

SUMMARY:

Staff recommends that the Council accepts and files the Colfax Cash Summary Report: for June 2015.

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 June 2015.

Monthly highlights include:

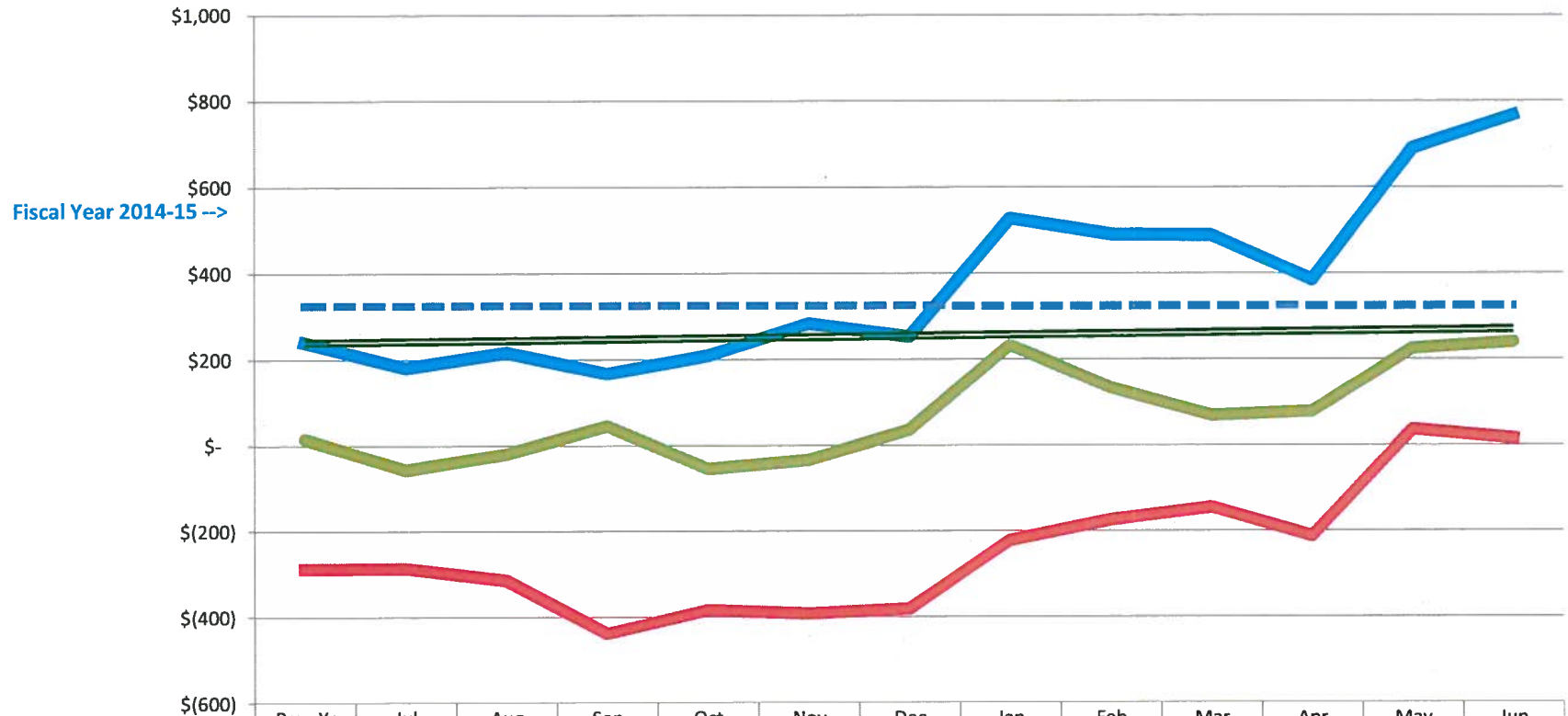
- General Fund Reserved Cash is tracking consistently with previous years and our General Fund Reserve balance has been met consistently for the past six months. The increase in Fund Balance is primarily due to higher than anticipated receipts of sales tax revenues as noted in the Annual budget review.
- June receipts included an unanticipated payment of \$28,900 from the State of California for State mandated reimbursements from 2001-2003.
- Upcoming expenses include quarterly payment for sheriff services (July) and bi-annual payment for purchases on Winner property (August).

ATTACHMENTS:

1. General Fund Reserved Cash Analysis Graphs
 - a. Cash Analysis – Balance
 - b. Expenses by Month
 - c. Revenues by Month
2. Cash Activity Reports
 - a. Cash Summary
 - b. Cash Transaction Report – by individual fund
 - c. Check Register Report
 - d. Daily Cash Summary Report

City of Colfax - June 2015 General Fund Reserved Cash Analysis

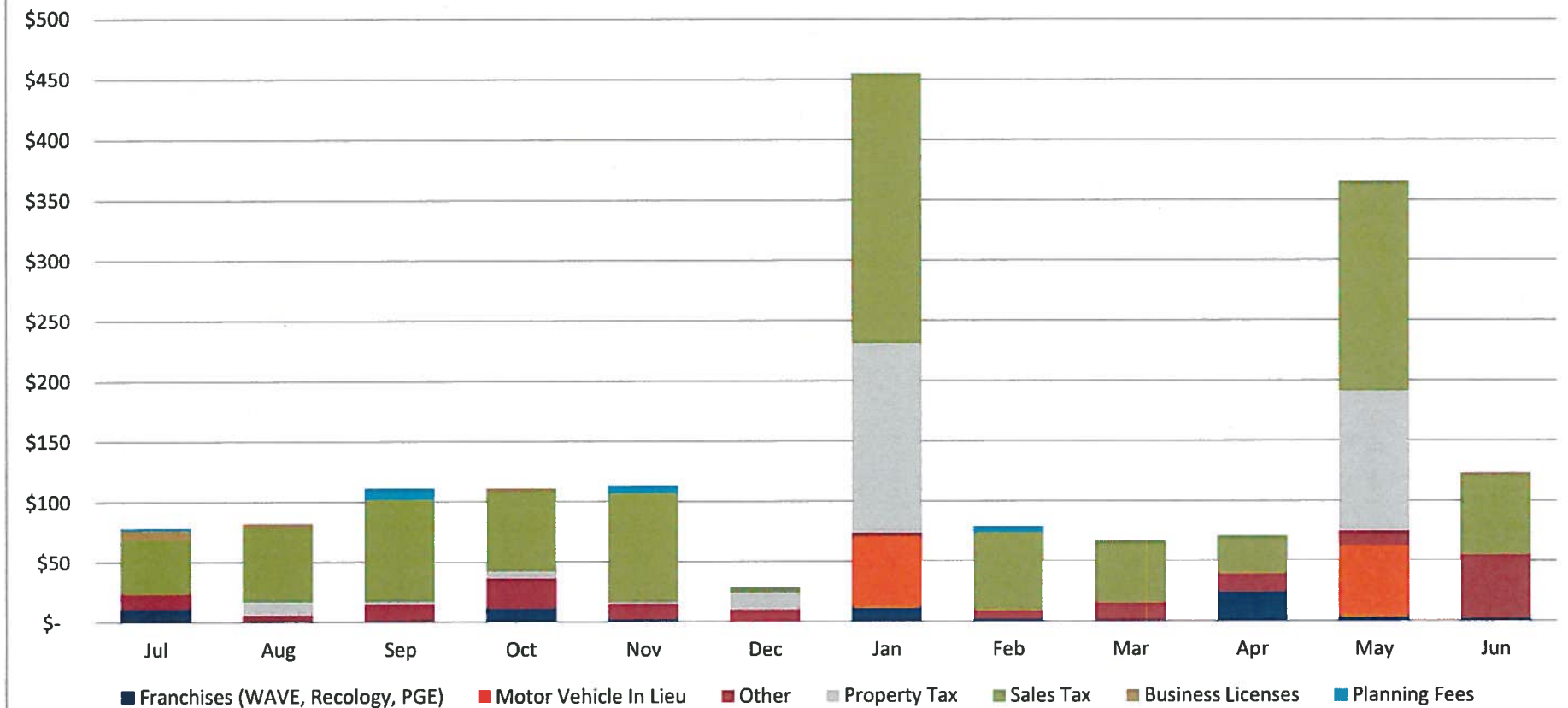
(Dollars in Thousands)



	Prev Yr	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
■ Cash Balance FY2014-15	\$240	\$181	\$217	\$167	\$209	\$284	\$253	\$528	\$491	\$489	\$385	\$691	767
■ Cash Balance FY2013-14	\$15	\$(57)	\$(20)	\$45	\$(55)	\$(34)	\$36	\$233	\$134	\$69	\$79	\$225	240
■ Cash Balance FY2012-13	\$(287)	\$(286)	\$(314)	\$(438)	\$(383)	\$(391)	\$(380)	\$(221)	\$(173)	\$(144)	\$(212)	\$37	15
- - - *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

*City Administrative policy stipulates General Fund Reserve of 25% (3 months) of annual General Fund Revenues.

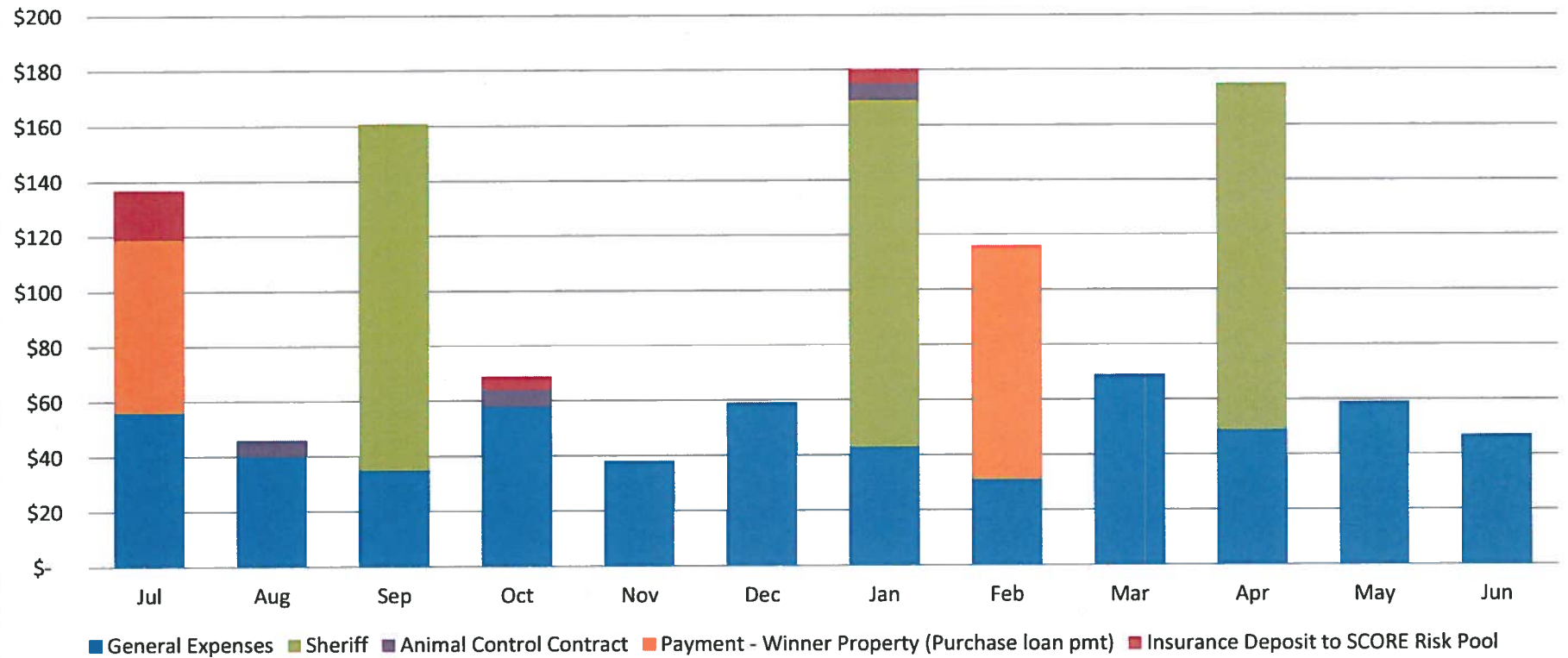
City of Colfax - June 2015 General Fund Reserved Cash - Revenues by Month (Dollars in Thousands)



City of Colfax - June 2015

General Fund Reserved Cash - Expenses by Month

(Dollars in Thousands)



**City of Colfax
Cash Summary
June 30, 2015**

	Balance 05/31/15	Revenues In	Expenses Out	Transfers	Balance 06/30/15
US Bank	\$ 639,353.75	\$ 583,572.30	\$ (310,783.82)	\$ (775,000.00)	\$ 137,142.23
LAIF	\$ 2,796,245.63	\$ -		\$ 775,000.00	\$ 3,571,245.63
LAIF - County Loan	\$ -				\$ -
Total Cash - General Ledger	<u>\$ 3,435,599.38</u>	<u>\$ 583,572.30</u>	<u>\$ (310,783.82)</u>	<u>\$ -</u>	<u>\$ 3,708,387.86</u>
Petty Cash (In Safe)	\$ 300.00				\$ 300.00
Total Cash	<u>\$ 3,435,899.38</u>	<u>\$ 583,572.30</u>	<u>\$ (310,783.82)</u>	<u>\$ -</u>	<u>\$ 3,708,687.86</u>

Change in Cash Account Balance - Total \$ 272,788.48

Attached Reports:

1. Cash Transactions Report (By Individual Fund)	
2. Check Register Report (Accounts Payable)	\$ (106,375.10)
3. Cash Receipts - Daily Cash Summary Report	\$ 296,785.65
Payroll Checks and Tax Deposits	\$ (64,565.61)
Utility Billings - Receipts	\$ 146,975.15
Voided check	\$ 55.20
Bank Service Charges/Paypal/Void	\$ (86.81)
	<u><u>\$ 272,788.48</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 - June 2015

	Beginning Balance	Debit Revenues	Credit (Expenditures)	Ending Balance
Fund Type: 1.11 - General Fund - Unassigned				
Fund: 100 - General Fund	\$ 948,790.31	\$ 123,115.02	\$ (43,486.26)	\$ 1,028,419.07
Fund: 120 - Land Development Fees	\$ 13,067.44	\$ -	\$ (4,230.75)	\$ 8,836.69
Fund: 570 - Garbage Fund	\$ (270,556.92)	\$ -	\$ -	\$ (270,556.92)
Fund Type: 1.11 - General Fund - Unassigned	\$ 691,300.83	\$ 123,115.02	\$ (47,717.01)	\$ 766,698.84
Fund Type: 1.14 - General Fund - Restricted				
Fund: 571 - AB939 Landfill Diversion	\$ 30,767.26	\$ -	\$ -	\$ 30,767.26
Fund: 572 - Landfill Post Closure Maintenance	\$ 765,029.09	\$ 235.00	\$ (3,938.23)	\$ 761,325.86
Fund Type: 1.14 - General Fund - Restricted	\$ 795,796.35	\$ 235.00	\$ (3,938.23)	\$ 792,093.12
Fund Type: 1.24 - Special Rev Funds - Restricted				
Fund: 210 - Mitigation Fees - Roads	\$ 5,191.85	\$ 57,712.20	\$ -	\$ 62,904.05
Fund: 211 - Mitigation Fees - Drainage	\$ 3,035.68	\$ -	\$ -	\$ 3,035.68
Fund: 212 - Mitigation Fees - Trails	\$ 42,247.45	\$ 282.10	\$ -	\$ 42,529.55
Fund: 213 - Mitigation Fees - Parks/Rec	\$ 95,938.40	\$ 1,456.00	\$ -	\$ 97,394.40
Fund: 214 - Mitigation Fees - City Bldgs	\$ 940.25	\$ -	\$ -	\$ 940.25
Fund: 215 - Mitigation Fees - Vehicles	\$ 325.18	\$ 4,149.60	\$ -	\$ 4,474.78
Fund: 217 - Mitigation Fees - DT Parking	\$ 26,509.35	\$ -	\$ -	\$ 26,509.35
Fund: 218 - Support Law Enforcement	\$ 7,438.11	\$ 13,338.33	\$ -	\$ 20,776.44
Fund: 241 - CDBG Housing Rehabilitation	\$ 94,388.90	\$ -	\$ -	\$ 94,388.90
Fund: 244 - CDBG MicroEnterprise Lending	\$ 118,962.33	\$ 600.00	\$ -	\$ 119,562.33
Fund: 250 - Streets - Roads/Transportation	\$ (9,928.13)	\$ 20,671.00	\$ (10,742.87)	\$ -
Fund: 253 - Gas Taxes	\$ 71,646.11	\$ 10,717.36	\$ (43,538.48)	\$ 38,824.99
Fund: 270 - Beverage Container Recycling	\$ 33,031.27	\$ -	\$ -	\$ 33,031.27
Fund: 280 - Oil Recycling	\$ 4,423.72	\$ -	\$ (869.81)	\$ 3,553.91
Fund: 286 - Community Projects	\$ 5,242.65	\$ -	\$ -	\$ 5,242.65
Fund: 292 - Fire Department Capital Funds	\$ 61,644.73	\$ 2,170.00	\$ -	\$ 63,814.73
Fund: 343 - Recreation Construction	\$ -	\$ 2,170.00	\$ -	\$ 2,170.00
Fund Type: 1.24 - Special Rev Funds - Restrict	\$ 561,037.85	\$ 113,266.59	\$ (55,151.16)	\$ 619,153.28
Fund Type: 1.34 - Capital Projects - Restricted				
Fund: 350 - Street Improvement Projects	\$ 54,347.76	\$ 43,333.20	\$ (5,249.50)	\$ 92,431.46
Fund: 360 - Rule 20A Undergrounding	\$ (16,843.49)	\$ 16,878.39	\$ (34.90)	\$ (0.00)
Fund: 370 - North Main Street Bike Route	\$ (479.27)	\$ 4,626.52	\$ (2,002.25)	\$ 2,145.00
Fund Type: 1.34 - Capital Projects - Restricted	\$ 37,025.00	\$ 64,838.11	\$ (7,286.65)	\$ 94,576.46
Fund Type: 2.11 - Enterprise Funds - Unassigned				
Fund: 560 - Sewer	\$ 303,640.03	\$ 152,175.68	\$ (145,705.88)	\$ 310,109.83
Fund: 561 - Sewer Liftstations	\$ 354,372.41	\$ 27,678.93	\$ (23,845.27)	\$ 358,206.07
Fund: 563 - Wastewater Treatment Plant	\$ 396,435.53	\$ 66,312.89	\$ (26,357.18)	\$ 436,391.24
Fund: 564 - Sewer Connections	\$ 6,320.00	\$ 34,760.00	\$ -	\$ 41,080.00
Fund: 565 - General Obligation Bond 1978	\$ 20,169.68	\$ 8.71	\$ -	\$ 20,178.39
Fund: 567 - Inflow & Infiltration	\$ 269,501.70	\$ 1,181.37	\$ (782.44)	\$ 269,900.63
Fund Type: 2.11 - Enterprise Funds - Unassigni	\$ 1,350,439.35	\$ 282,117.58	\$ (196,690.77)	\$ 1,435,866.16
Grand Totals:	\$ 3,435,599.38	\$ 583,572.30	\$ (310,783.82)	\$ 3,708,387.86

Check Register Report

ITEM 3B

Checks Processed June 2015

Date: 7 of 11
07/06/2015

Time: 10:30 am

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							
50834	06/10/2015	Reconciled		01661	ARC	UPRR Ped Xing Addendum 3	65.31
50835	06/10/2015	Reconciled		02829	BLUE RIBBON PERSONNEL SERVICES	Temarary Staffing	613.44
50836	06/10/2015	Reconciled		03482	CLEAR PATH LAND EVOLVEMENT,	WWTP Locate & Elevate Settleme	1,150.00
50837	06/10/2015	Printed		03511	COLFAX GARDEN CLUB	Refund Event 2015	100.00
50838	06/10/2015	Printed		03497	COLFAX THEATER	Refund Event Deposit May '15	100.00
50839	06/10/2015	Reconciled		04220	DC FROST ASSOCIATES, INC.	WWTP Ballast Kit	1,580.18
50840	06/10/2015	Reconciled		04234	DE LAGE LANDEN FINANCIAL	Copy Machine Contract	170.93
50841	06/10/2015	Reconciled		04400	DIAMOND WELL DRILLING CO.	WWTP Monitoring April 2015	3,138.00
50842	06/10/2015	Reconciled		05184	BRET ELLIS	Reimburse For Grade 1 Test	140.00
50843	06/10/2015	Reconciled		05220	ENVIRONMENTAL LEVERAGE INC	Micro Cleaner Lift Station	335.82
50844	06/10/2015	Reconciled		07460	GOLD COUNTRY MEDIA	Public Notice UPRR Ped Xing	248.80
50845	06/10/2015	Reconciled		08050	HACH COMPANY	WWTP Sensor Cap/ RGT Set	751.48
50846	06/10/2015	Reconciled		08200	HINDERLITER, DE LLAMAS & ASSOC	Audit Services Sales Tax Qtr4	685.68
50847	06/10/2015	Reconciled		08660	HUNT AND SONS, INC.	Fuel City of Colfax	356.31
50848	06/10/2015	Printed		11060	KIWANIS	Refund Event May '15	100.00
50849	06/10/2015	Reconciled		12110	LABOR READY	Labor Ready Services	314.56
50850	06/10/2015	Reconciled		23101	LARRY WALKER ASSOCIATES	WWTP Pond Liner Report April	877.50
50851	06/10/2015	Reconciled		13547	MOUNTAIN VILLAGE	Refund Deposit	3,582.25
50852	06/10/2015	Reconciled		06011	PELLETREAU, ALDERSON & CABRAL	June 2015	4,638.09
50853	06/10/2015	Reconciled		16035	PG&E	Service 4/24/15-05/25/15	15,316.48
50854	06/10/2015	Reconciled		16200W	PLACER COUNTY SHERIFFS DEPT.	PCSO Phone May-June 2015	41.50
50855	06/10/2015	Reconciled		16600	STATIONARY ENGINEERS, LOCAL 39	Health Insurance	3,812.00
50856	06/10/2015	Reconciled		22106	VAN GRONINGEN & ASSOCIATES	Financial Consultant May 2015	4,143.75
50857	06/10/2015	Reconciled		23169	WAVE BUSINESS SOLUTIONS	Phone Fire Station	253.89
50858	06/17/2015	Reconciled		01414	ALHAMBRA & SIERRA SPRINGS	water-City Hall, Yard, WWTP	103.38
50859	06/17/2015	Reconciled		01424	ALL PRO BACKFLOW	Backflow Services	540.00
50860	06/17/2015	Reconciled		01448	AMERIGAS - COLFAX	Propane Sheriff Sub Station	145.56
50861	06/17/2015	Reconciled		01460	AMERIPRIDE UNIFORM SERVICE	Supplies	416.47
50862	06/17/2015	Reconciled		01673	GABE ARMSTRONG	Expense Report	68.77
50863	06/17/2015	Reconciled		01766	AT&T MOBILITY	Cell Phones May '15	414.84
50864	06/17/2015	Printed		01777	AUBURN ENDURANCE EVENTS, LLC	Refund Event Deposit	100.00
50865	06/17/2015	Reconciled		01790	AUBURN OFFICE PRODUCTS	Supplies	453.92
50866	06/17/2015	Reconciled		02829	BLUE RIBBON PERSONNEL SERVICES	Temparary Staffing	920.16
50867	06/17/2015	Reconciled		03164	CASH- PETTY CASH REIMBURSEMENT	Petty Cash Reimbursement	73.92
50868	06/17/2015	Reconciled		06730	COLFAX FARM AND COUNTRY STORE	Tank Exchange	42.98
50869	06/17/2015	Printed		04400	DIAMOND WELL DRILLING CO.	WWTP Monitoring May '15	2,504.00
50870	06/17/2015	Reconciled		06420	FISHER'S WASTEWATER SERVICES	WWTP Operations 5/1-5/31/2015	16,036.45
50871	06/17/2015	Reconciled		07220	GENERAL WHOLESALE ELECTRIC	WWTP Maintenance	356.84
50872	06/17/2015	Reconciled		07460	GOLD COUNTRY MEDIA	Public Notice UPRR Ped Xing	519.60
50873	06/17/2015	Printed		08070	HANSEN BROS. ENTERPRISES	Bark, Playground	567.60
50874	06/17/2015	Reconciled		08159	HILL BROTHERS CHEMICAL CO.	Chemicals	6,688.66
50875	06/17/2015	Reconciled		08170	HILLS FLAT LUMBER CO	Supplies	1,088.87
50876	06/17/2015	Reconciled		08660	HUNT AND SONS, INC.	Gas Public Works	162.10
50877	06/17/2015	Reconciled		09455	INLAND BUSINESS SYSTEMS	Copy Machine 4/27-5/27/2015	149.11
50878	06/17/2015	Reconciled		12110	LABOR READY	Labor Ready Services	393.20
50879	06/17/2015	Reconciled		13269	MARK MILLER	Mileage reimbursement	122.05
50880	06/17/2015	Reconciled		16003(1)	PACIFIC ECORISK	WWTP Toxicity Testing	2,303.43
50881	06/17/2015	Reconciled		16139	PLACER COUNTY ADMINISTRATIVE	Building Permit Applications	327.45

Check Register Report

ITEM 3B

Checks Processed June 2015

Date: 07/06/2015 8 of 11

Time: 10:30 am

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CITY OF COLFAX

BANK: US BANK

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
US BANK Checks							
50882	06/17/2015	Reconciled		18400	RIEBES AUTO PARTS	Supplies	16.19
50883	06/17/2015	Reconciled		19396	SIERRA SAFETY COMPANY	Community Center Sign	80.37
50884	06/17/2015	Reconciled		19591	STANLEY CONVERGENT SECURITY	Depot Security 7/1-9/30 2015	125.07
50885	06/17/2015	Reconciled		22115	VERIZON CALIFORNIA	WWTP Phone	181.86
50886	06/17/2015	Reconciled		23169	WAVE BUSINESS SOLUTIONS	Internet Corp Yard-394	86.16
50887	06/17/2015	Reconciled		23301	WESTERN PLACER WASTE	Sludge Removal May '15	611.43
50888	06/18/2015	Reconciled		30018	TRAVIS BERRY	Expense Report	143.20
50889	06/18/2015	Reconciled		06717	FRANK GIANOPULOS	Lift Station2 Pump Install	50.00
50890	06/30/2015	Printed		01424	ALL PRO BACKFLOW	Backflow Services	179.53
50891	06/30/2015	Printed		01661	ARC	UPRR Ped Xing	45.79
50892	06/30/2015	Printed		02829	BLUE RIBBON PERSONNEL SERVICES	Temparary Staffing	1,313.15
50893	06/30/2015	Printed		03502	COLFAX AREA CHAMBER OF	City Support for 3rd of July	500.00
50894	06/30/2015	Printed		04234	DE LAGE LANDEN FINANCIAL	Copy Machine Contract	170.93
50895	06/30/2015	Printed		05500	EXTRA MILE DELIVERY SERVICE	WWTP Testing	155.00
50896	06/30/2015	Printed		07460	GOLD COUNTRY MEDIA	Public Notice Ordinance #526	89.00
50897	06/30/2015	Printed		08660	HUNT AND SONS, INC.	Gas Public Works	303.02
50898	06/30/2015	Printed		23101	LARRY WALKER ASSOCIATES	NPDES/WWTP Monitoring	5,470.00
50899	06/30/2015	Printed		19390	MAR-VAL'S SIERRA MARKET	WWTP Cleaning Supplies	23.54
50900	06/30/2015	Printed		16040	PITNEY BOWES	Postage Lease	707.42
50901	06/30/2015	Printed		16727	PONTICELLO ENTERPRISES	Engineering May '15	10,159.50
50902	06/30/2015	Printed		18080	RAIN FOR RENT	Lift Station 2	3,242.13
50903	06/30/2015	Printed		18193	RECOLOGY AUBURN PLACER	Dabris Box Rental May '15	2,831.63
50904	06/30/2015	Printed		19279	SERVICE ENGINEERING	Lift Station 2 Maintenance	975.05
50905	06/30/2015	Printed		19519(2)	SOROPTIMIST	Refund Event	100.00
50906	06/30/2015	Printed		21130	UNION PACIFIC RAILROAD CO	DINKY Closure	250.00
50907	06/30/2015	Printed		21560	US BANK CORPORATE PMT SYSTEM	4246 0441 0252 1717	1,290.37
50908	06/30/2015	Printed		23169	WAVE BUSINESS SOLUTIONS	Phone Depot -260	259.43
Total Checks: 75						Checks Total (excluding void checks):	106,375.10
Total Payments: 75						Bank Total (excluding void checks):	106,375.10
Total Payments: 75						Grand Total (excluding void checks):	106,375.10

DAILY CASH SUMMARY REPORT

ITEM 3B

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8/3/2015
2:03 pm

06/01/2015 - 06/30/2015

City of Colfax

		Debit	Credit	Net Chng
Fund: 100 - General Fund				
06/04/2015	Daily Totals	8,154.55	0.00	8,154.55
06/08/2015	Daily Totals	5,867.23	0.00	5,867.23
06/19/2015	Daily Totals	5,179.68	0.00	5,179.68
06/26/2015	Daily Totals	6,821.91	0.00	6,821.91
06/29/2015	Daily Totals	97,091.65	0.00	97,091.65
Fund: 100 - General Fund		TOTALS:	123,115.02	0.00
Fund: 210 - Mitigation Fees - Roads				
06/04/2015	Daily Totals	57,712.20	0.00	57,712.20
Fund: 210 - Mitigation Fees - Roads		TOTALS:	57,712.20	0.00
Fund: 212 - Mitigation Fees - Trails				
06/04/2015	Daily Totals	282.10	0.00	282.10
Fund: 212 - Mitigation Fees - Trails		TOTALS:	282.10	0.00
Fund: 213 - Mitigation Fees - Parks/Rec				
06/04/2015	Daily Totals	1,456.00	0.00	1,456.00
Fund: 213 - Mitigation Fees - Parks/Rec		TOTALS:	1,456.00	0.00
Fund: 215 - Mitigation Fees - Vehicles				
06/04/2015	Daily Totals	4,149.60	0.00	4,149.60
Fund: 215 - Mitigation Fees - Vehicles		TOTALS:	4,149.60	0.00
Fund: 218 - Support Law Enforcement				
06/26/2015	Daily Totals	13,338.33	0.00	13,338.33
Fund: 218 - Support Law Enforcement		TOTALS:	13,338.33	0.00
Fund: 244 - CDBG MicroEnterprise Lending				
06/19/2015	Daily Totals	300.00	0.00	300.00
06/26/2015	Daily Totals	300.00	0.00	300.00
Fund: 244 - CDBG MicroEnterprise Lending		TOTALS:	600.00	0.00
Fund: 250 - Streets - Roads/Transportation				

DAILY CASH SUMMARY REPORT

ITEM 3B

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06/01/2015 - 06/30/2015

8/3/2015

2:03 pm

City of Colfax

		Debit	Credit	Net Chng
06/08/2015	Daily Totals	90.00	0.00	90.00
Fund: 250 - Streets - Roads/Transportation	TOTALS:	90.00	0.00	90.00
Fund: 253 - Gas Taxes				
06/08/2015	Daily Totals	5,787.77	0.00	5,787.77
06/30/2015	Daily Totals	4,929.59	0.00	4,929.59
Fund: 253 - Gas Taxes	TOTALS:	10,717.36	0.00	10,717.36
Fund: 292 - Fire Department Capital Funds				
06/04/2015	Daily Totals	2,170.00	0.00	2,170.00
Fund: 292 - Fire Department Capital Funds	TOTALS:	2,170.00	0.00	2,170.00
Fund: 343 - RECREATION CONSTRUCTION				
06/04/2015	Daily Totals	2,170.00	0.00	2,170.00
Fund: 343 - RECREATION CONSTRUCTION	TOTALS:	2,170.00	0.00	2,170.00
Fund: 350 - Street Improvement Projects				
06/29/2015	Daily Totals	43,278.00	0.00	43,278.00
Fund: 350 - Street Improvement Projects	TOTALS:	43,278.00	0.00	43,278.00
Fund: 560 - Sewer				
06/08/2015	Daily Totals	200.00	0.00	200.00
06/19/2015	Daily Totals	61.33	0.00	61.33
Fund: 560 - Sewer	TOTALS:	261.33	0.00	261.33
Fund: 561 - Sewer Liftstations				
06/08/2015	Daily Totals	407.00	0.00	407.00
06/19/2015	Daily Totals	1,628.00	0.00	1,628.00
06/30/2015	Daily Totals	407.00	0.00	407.00
Fund: 561 - Sewer Liftstations	TOTALS:	2,442.00	0.00	2,442.00
Fund: 564 - Sewer Connections				
06/04/2015	Daily Totals	34,760.00	0.00	34,760.00

DAILY CASH SUMMARY REPORT

ITEM 3B

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8/3/2015
2:03 pm

06/01/2015 - 06/30/2015

City of Colfax

		Debit	Credit	Net Chng
Fund: 564 - Sewer Connections				
	TOTALS:	34,760.00	0.00	34,760.00
Fund: 565 - General Obligation Bond 1978				
06/26/2015	Daily Totals	8.71	0.00	8.71
Fund: 565 - General Obligation Bond 1978				
	TOTALS:	8.71	0.00	8.71
Fund: 572 - Landfill Post Closure Mainten				
06/04/2015	Daily Totals	235.00	0.00	235.00
Fund: 572 - Landfill Post Closure Mainten				
	TOTALS:	235.00	0.00	235.00
GRAND TOTALS:		296,785.65	0.00	296,785.65



STAFF REPORT TO THE COLFAX CITY COUNCIL

FOR THE AUGUST 8, 2015 COUNCIL MEETING

FROM: Mark Miller, City Manager

PREPARED By: Staff

SUBJECT: Coastland Engineering Consultant Contract for Site Inspection Services

<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>	FUNDED	<input type="checkbox"/>	UN-FUNDED	AMOUNT: \$25, 000	FROM FUNDS: 100, 400
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RECOMMENDED ACTION: Adopt Resolution 29-2015 Authorizing the City Manager to execute a contract with Coastland Engineering for building site and construction inspection services on an as needed basis not to exceed \$25,000.

ISSUE STATEMENT AND DISCUSSION:

The current vacancy in the Community Services Director position provides an opportunity to contract services for a Building Site and Construction Inspector on an as needed basis. The City has contracted with Coastland to provide an onsite building inspector. Coastland is a regional engineering firm which provides services including, inspection and construction management services. They have provided the services of Travis Williams, who has been conducting site inspection services for the City at the Dollar General project. The Coastland contract will allow for inspection services as needed and requested by the City.

SUPPORTING DOCUMENTS:

- 1) Resolution 29-2015
- 2) Coastland Contract

City of Colfax

City Council

Resolution № 29-2015

AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH COASTLAND ENGINEERING FOR BUILDING SITE AND CONSTRUCTION INSPECTION SERVICES ON AN AS NEEDED BASIS NOT TO EXCEED \$25,000

Whereas, the City of Colfax needs the services of a Building Site and Construction inspector on an on-call basis; and

Whereas, Coastland Engineering is a qualified firm for supplying Building Site and Inspection personnel; and

Whereas, Coastland Engineering has proposed the services of Travis Williams who has over nine years of construction experience on capital improvement projects and current inspection certification; and,

Whereas, Coastland Engineering has presented a proposal for these services at a cost consistent with market rates,

Now, Therefore, Be It Resolved And Declared by the City Council of the City of Colfax authorizing the City Manager to execute a contract with Coastland Engineering for Building Site and Construction Inspection services on an as needed basis not-to-exceed \$25, 000.

The foregoing Resolution was duly and regularly adopted at a regular meeting of the City Council of the City of Colfax held on the 12th day of August, 2015 by the following vote of the Council:

AYES:

NOES:

ABSENT:

ABSTAIN:

Kim A. Douglass, Mayor

ATTEST:

Lorraine Cassidy, City Clerk

August 5, 2015

Mark Miller-City Manager
City of Colfax
33 S. Main Street
Colfax, CA 95713

Subject: As Needed Civil Site Inspection Services

Coastland is pleased to submit these qualifications to provide Inspection Services to the City of Colfax on an as-needed, on-call basis for various building projects in the City. In Northern California, Coastland is well known for our municipal contract engineering services. Our team has provided constructability review, construction management and inspection for a multitude of municipal agencies. Based on this extensive on-call and staff augmentation experience we understand the challenges facing the City of Colfax, including staffing and budget constraints. Our full-service team successfully balances our clients' needs by assigning readily available and highly qualified staff to each project.

The City would benefit from an experienced team that is already familiar with the local conditions, through our work in Placer County, and has an excellent reputation in contract municipal services and staff augmentation. Our firm has a track record of delivering consistent services in response to varying market conditions and demands.

Our proposed inspector, **Mr. Travis Williams**, has over nine years of construction experience on capital improvement projects. He has managed a variety of construction projects including transportation projects involving coordination with Caltrans and railroads and involving complex environmental constraints. He is also a certified QSD/QSP and EIT. Mr. Williams is located in our Auburn office and will be the day-to-day point of contact for the City of Colfax inspection services. He can be reached by phone (530.888.9929) or email (williams@coastlandcivil.com).

Coastland's team of inspectors are highly seasoned and experienced professionals that can meet the City's needs be they construction services for roads, bridges, drainage systems, and related structures; QSD/QSP Water Quality Monitoring and SWPPP coordination; or managing the specific requirements of federally funded projects. As our company focuses on only serving municipalities, we bring an understanding of the complex nature of projects and funding guidelines that many other firms don't have.

Because Coastland serves public agencies exclusively, we do not face any potential conflicts of interest in serving the City of Colfax. As CEO of Coastland, I am authorized to bind the firm contractually.

Coastland is excited with this opportunity and appreciates your consideration of our qualifications. We are committed to providing high quality and responsive services to our clients. Please feel free to contact me by phone (707.571.8005) or email (wanger@coastlandcivil.com) if you have any questions or are in need of additional information.

Sincerely,



John Wanger, PE
Principal

AGREEMENT FOR CONSULTANT SERVICES

THIS AGREEMENT is made and entered into on this ____ day of _____, 2015 by and between the City of Colfax, a municipal corporation of the State of California (“City”) and Coastland Civil Engineering, Inc., (“Consultant”).

RECITALS

- A. The City desires to retain Consultant to provide the Services set forth in detail in Exhibit A hereto (the “Services”) subject to the terms and conditions of this Agreement.
- B. Consultant is duly licensed and sufficiently experienced to undertake and perform the Services in a skilled and professional manner and desires to do so in accordance with the terms and conditions of this Agreement.

Now, therefore, in consideration of the mutual covenants, promises and conditions set forth in this Agreement, the City and Consultant agree as follows:

Section 1. Services.

Subject to the terms and conditions set forth in this Agreement, Consultant shall furnish and perform all of the Services described in detail in Exhibit A hereto and incorporated herein by this reference (the “Services”) to the reasonable satisfaction of the City. Consultant shall not perform any work exceeding the scope of the Services described in Exhibit A without prior written authorization from the City.

Section 2. Time of Completion.

Consultant’s schedule for performance of the Services is set forth in Exhibit A hereto which is incorporated herein by this reference. Consultant shall commence performance of the Services promptly upon receipt of written notice from the City to proceed. Performance of the Services shall progress and conclude in accordance with the schedule set forth in Exhibit A. During the performance of the Services, Consultant shall provide the City with written progress reports at least once each month and at such additional intervals as City may from time to time request.

Section 3. Compensation.

A. Except as may otherwise be provided in Exhibit A or elsewhere in this Agreement or its exhibits, Consultant shall invoice City once each month for the Services performed during the preceding month. Such invoices shall itemize all charges in such detail as may reasonably be required by City in the usual course of City business but shall include at least (i) the date of performance of each of the Services, (ii) identification of the person who performed the Services, (iii) a detailed description of the Services performed on each date, (iv) the hourly rate at which the Services on each date are charged, (v) an itemization of all costs incurred and (vi) the total charges for the Services for the month invoiced. As long as the Consultant performs the Services to the satisfaction of the City, the City shall pay the Consultant an all inclusive compensation that shall

not exceed the amount as detailed in Exhibit A except pursuant to an authorized written change order issued pursuant to Section 15 of this Agreement before the Services requiring additional compensation are performed. City shall pay Consultant no later than thirty (30) days after approval of the monthly invoice by City's staff.

B. The Consultant's compensation for the Services shall be full compensation for all indirect and direct personnel, materials, supplies, equipment and services incurred by the Consultant and used in carrying out or completing the Services. Payments shall be in accordance with the payment schedule established in Exhibit A or elsewhere in this Agreement or its exhibits.

C. The City shall have the right to receive, upon request, documentation substantiating charges billed to the City pursuant to this Agreement. The City shall have the right to perform an audit of the Consultant's relevant records pertaining to the charges.

D. Any Services performed more than sixty (60) days prior to the date upon which they are invoiced to the City shall not be compensable.

Section 4. Professional Ability; Standard of Quality.

City has relied upon the professional training and ability of Consultant to perform the Services described in Exhibit A as a material inducement to enter into this Agreement. Consultant shall therefore provide properly skilled professional and technical personnel to perform all Services under this Agreement. All Services performed by Consultant under this Agreement shall be in a skillful, professional manner in accordance with current professional standards regarding the interpretation as applicable legal requirements and shall meet the standard of quality ordinarily to be expected of competent professionals in Consultant's field of expertise.

Section 5. Indemnification.

Consultant shall hold harmless and indemnify, including without limitation the cost to defend, the City and its officers, and employees from and against liability for damages, to the extent actually caused by the negligence, recklessness or willful misconduct of Consultant and/or its agents in the performance of the Services. This indemnity does not apply to liability for damages for death or bodily injury to persons, injury to property, or other loss, to the extent arising from the negligence, willful misconduct or material defects in design by the City or its agents, servants employees or independent contractors other than Consultant who are directly responsible to the City, by and third party, or arising from the active negligence of the City officers, agents, employees or volunteers

Section 6. Insurance.

Without limiting Consultant's indemnification obligations provided for above, Consultant shall take out before beginning performance of the Services and maintain at all times during the life of this Agreement the following policies of insurance with insurers possessing a Best rating of not less than A. Consultant shall not allow any subcontractor, professional or otherwise, to commence work on any subcontract until all insurance required of the Consultant has also been obtained by the subcontractor.

- A. Workers' Compensation Coverage. Statutory Workers' Compensation insurance and Employer's Liability Insurance to cover its employees. In the alternative, Consultant may rely on a self-insurance program to meet its legal requirements as long as the program of self-insurance complies fully with the provisions of the California Labor Code. Consultant shall also require all subcontractors, if such are authorized by the City, to similarly provide Workers' Compensation insurance as required by the Labor Code of the State of California for all of the subcontractor's employees. All Workers' Compensation policies shall be endorsed with the provision that the insurance shall not be suspended, voided, or cancelled until thirty (30) days prior written notice has been provided to City by the insurer. The Workers' Compensation insurance shall also contain a provision whereby the insurance company agrees to waive all rights of subrogation against the City and its elected or appointed officials, officers, agents, and employees for losses paid under the terms of such policy which arise from the Services performed by the insured for the City.
- B. General Liability Coverage. General liability insurance, including personal injury and property damage insurance for all activities of the Consultant and its subcontractors, if such are authorized by the City, arising out of or in connection with the Services. The insurance shall be written on a comprehensive general liability form and include a broad form comprehensive general liability endorsement. In the alternative, the City will accept, in satisfaction of these requirements, commercial general liability coverage which is equivalent to the comprehensive general liability form and a broad form comprehensive general liability endorsement. The insurance shall be in an amount of not less than \$1 million combined single limit personal injury and property damage for each occurrence. The insurance shall be occurrence based insurance. General liability coverage written on a claims made basis shall not be acceptable absent prior written authorization from the City.
- C. Automobile Liability Coverage. Automobile liability insurance covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with this Agreement, including coverage for owned, hired and non-owned vehicles, in an amount of not less than \$1 million combined single limit for each occurrence.
- D. Policy Endorsements. Each general liability and automobile liability insurance policy shall be endorsed with the following provisions:
1. The City, and its elected or appointed officials, employees and agents shall be named as insureds or additional insureds with regard to damages and defenses of claims arising from activities performed by or on behalf of the Consultant.
 2. The insurance afforded by each policy shall apply separately to each insured who is seeking coverage or against whom a claim is made or a suit is brought, except with respect to the insurer's limits of liability.
 3. The insurance shall be primary insurance as respects the City and its elected or appointed officers, officials, employees and agents. Any other insurance maintained by the City or its elected or appointed officers, officials, employees, agents or volunteers

shall be in excess of this insurance and shall not contribute with it.

4. The insurance shall not be suspended, voided, cancelled, or reduced in coverage or in limits except after thirty (30) days prior written notice has been provided to the City.
 5. Any failure to comply with the reporting requirements of any policy shall not affect coverage provided to the City, its elected or appointed officers, officials, employees, or agents.
- E. Professional Liability Coverage. If required by the City, Consultant shall also take out and maintain professional liability, errors and omissions insurance in an amount not less than \$1 million. The professional liability insurance policy shall be endorsed with a provision stating that it shall not be suspended, voided, cancelled, or reduced in coverage or in limits except after thirty (30) days written notice has been provided to the City.
- F. Insurance Certificates and Endorsements. Prior to commencing the Services under this Agreement, Consultant shall submit to the City documentation evidencing the required insurance signed by the insurance agent and the companies named. This documentation shall be on forms which are acceptable to the City and shall include all required endorsements and verify that coverage is actually in effect. This Agreement shall not be effective until the required insurance forms and endorsements are submitted to and approved by the City. Failure to provide these forms within the time period specified by City may result in the award of this Agreement to another Consultant should the City, in its sole discretion, decide to do so. Current certification of insurance shall be kept on file with the City at all times during the term of this Agreement.
- G. Deductible and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by City.
- H. Termination of Insurance. If the City receives notification that Consultant's insurance will be suspended, voided, cancelled or reduced in coverage or in limits, and if the Consultant does not provide for either the reinstatement of that insurance or for the furnishing of alternate insurance containing all of the terms and provisions specified above prior to the termination of that insurance, City may either terminate this Agreement for that breach, or City may secure the required insurance to satisfy the conditions of this Agreement and deduct the cost thereof from compensation which would otherwise be due and payable to the Consultant for Services rendered under the terms of this Agreement.

Section 7. Subcontracts.

Consultant may not subcontract any portion of the Services without the written authorization of City. If City consents to a subcontract, Consultant shall be fully responsible to the City and third parties for all acts or omissions of the subcontractor to which the Services or any portion thereof are subcontracted. Nothing in this Agreement shall create any contractual relationship between City and any subcontractor, nor shall it create any obligation on the part of the City to pay or cause the payment of any monies due to any such subcontractor except as otherwise is required by law.

Section 8. Assignment.

Consultant shall not assign any right or obligation under this Agreement without the City's prior written consent. Any attempted assignment of any right or obligation under this Agreement without the City's prior written consent shall be void.

Section 9. Entire Agreement.

This Agreement represents the entire understanding of City and Consultant as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered herein. This Agreement may not be modified or altered except in writing signed by both parties.

Section 10. Jurisdiction.

This Agreement shall be administered and interpreted under the laws of the State of California. Jurisdiction over any litigation arising from this Agreement shall be in the Superior Court of the State of California with venue in Placer County, California.

Section 11. Suspension of Services.

Upon written request by Consultant, City may suspend, in writing, all or any portion of the Services if unforeseen circumstances beyond the control of the City and Consultant make normal progress of the Services impossible, impractical or infeasible. Upon written City approval to suspend performance of the Services, the time for completion of the Services shall be extended by the number of days performance of the Services is suspended.

Section 12. Termination of Services.

City may at any time, at its sole discretion, terminate all or any portion of the Services and this Agreement upon seven (7) days written notice to Consultant. Upon receipt of notice of termination, Consultant shall stop performance of the Services at the stage directed by City. Consultant shall be entitled to payment within thirty (30) days for Services performed up to the date of receipt of the written notice of termination. Consultant shall not be entitled to payment for any Services performed after the receipt of the notice of termination unless such payment is authorized in advance in writing by the City.

Should Consultant fail to perform any of the obligations required of Consultant within the time and in the manner provided for under the terms of this Agreement, or should Consultant violate any of the terms and conditions of this Agreement, City may terminate this Agreement by providing Consultant with seven (7) days written notice of such termination. The Consultant shall be compensated for all Services performed prior to the date of receipt of the notice of termination. However, the City may deduct from the compensation which may be owed to Consultant the amount of damage sustained or estimated by City resulting from Consultant's breach of this Agreement.

Consultant's obligations pursuant to Sections 5 and 6 of this Agreement shall survive termination, and continue in effect for as long as necessary to fulfill the purposes of Sections 5 and 6.

Section 13. Independent Contractor.

Consultant shall in all respects be an independent contractor and not an agent or employee of City. Consultant has and shall retain the right to exercise full control and supervision of the means and methods of performing the Services. Consultant shall receive no premium or enhanced pay for Services normally understood as overtime; nor shall Consultant receive holiday pay, sick leave, administrative leave or pay for any other time not actually expended in the performance of the Services. It is intended by the parties that Consultant shall not be eligible for benefits and shall receive no compensation from the City, except as expressly set forth in this Agreement. Consultant shall submit completed W-9 and Report of Independent Contractor forms upon execution of this Agreement and prior to the payment of any compensation hereunder.

Section 14. Ownership of Documents.

Within thirty (30) days after the Consultant substantially completes performance of the Services, or within thirty (30) days after the termination of this Agreement, the Consultant shall deliver to the City all files, records, materials and documents drafted or prepared by Consultant's in the performance of the Services. It is expressly understood and agreed that all such files, records, materials and documents are the property of the City and not the property of the Consultant. All finished and unfinished reports, plans, studies, documents and other writings prepared by and for Consultant, its officers, employees and agents in the course of performing the Services shall become the sole property of the City upon payment to Consultant for the Services, and the City shall have the exclusive right to use such materials in its sole discretion without further compensation to Consultant or to any other party. Consultant shall, at Consultant's expense, provide such reports, plans, studies, documents and writings to City or any party the City may designate, upon written request. Consultant may keep file copies of all documents prepared for City. Use of any such documents by the City for projects that are not the subject of this Agreement or for purposes beyond the scope of the Services shall be at the City's sole risk without legal liability or expense to Consultant.

Section 15. Changes and/or Extra Work.

Only the City Council may authorize extra and/or changed Services, modification of the time of completion of the Services, or additional compensation for the tasks to be performed by Consultant. Consultant expressly recognizes that other City personnel are without authorization to order extra and/or changed Services or to obligate the City to the payment of additional compensation. The failure of Consultant to secure the prior written authorization for such extra and/or changed Services shall constitute a waiver of any and all right to adjustment in the contract price due to such unauthorized Services, and Consultant thereafter shall not be entitled to any compensation whatsoever for the performance of such extra or changed Services. In the event Consultant and City agree that extra and/or changed Services are required, or that additional compensation shall be awarded to Consultant for performance of the Services under this Agreement, a supplemental

agreement providing for such compensation shall be prepared and shall be executed by the Consultant and the necessary City officials before the extra and/or changed Services are provided.

Section 16. Compliance with Federal, State and Local Laws.

Consultant shall use due professional care to comply with all applicable federal, state and local laws, statutes, ordinances, rules and regulations affecting the Services, including without limitation laws requiring licensing and prohibiting discrimination in employment because of race, creed, color, sex, age, marital status, physical or mental disability, national origin or other prohibited bases. City shall not be responsible or liable for Consultant's failure to comply with applicable laws, statutes, ordinances, rules or regulations.

Section 17. Retention of Records.

Consultant and any subconsultants authorized by the terms of this Agreement shall keep and maintain full and complete documentation and accounting records, employees' time sheets, and correspondence pertaining to the Services, and Consultant shall make such documents available for review and/or audit by City and City's representatives at all reasonable times during performance of the Services and for at least four (4) years after completion of the Services and/or termination of this Agreement.

Section 18. Alternative Dispute Resolution

- A. Before resorting to mediation, arbitration or other legal process, the primary contacts of the parties shall meet and confer and attempt to amicably resolve any dispute arising from or relating to this Agreement subject to the following provisions. Any party desiring to meet and confer shall so advise the other party pursuant to a written notice. Within 15 days after provision of that written notice by the party desiring to meet and confer, the primary contacts for each party shall meet in person and attempt to amicably resolve their dispute. Each primary contact, or the person acting in their absence with full authority to resolve the dispute, shall attend the meeting and shall be prepared to devote an entire day thereto. If any dispute remains unresolved at the end of the meeting, any party to this Agreement shall have the right to invoke the mediation process provided for in the subparagraph B below.
- B. Subject to the provisions of subparagraph A, any dispute that remains unresolved after the meet and confer shall immediately be submitted to non-binding neutral mediation, before a mutually acceptable, neutral retired judge or justice at the Sacramento Office of the Judicial Arbitration and Mediation Service ("JAMS"). If within five days after the meet and confer the parties are unable to agree upon the selection of a neutral mediator, then the first available retired judge or justice at the Sacramento office of JAMS shall serve as the neutral mediator. The parties agree to commit to at least one full day to the mediation process. Additionally, to expedite the resolution of any dispute that is not resolved by mediation, the parties agree to each bring to the neutral mediation a list of at least five neutral arbitrators, including their resumes, whose availability for an arbitration hearing within 30 days after the mediation has been confirmed.

- C. If mediation is unsuccessful, before the mediation concludes, the parties shall mediate the selection of a neutral arbitrator to assist in the resolution of their dispute. If the parties are unable to agree on an arbitrator, the parties agree to submit selection of an arbitrator to the mediator, whose decision shall be binding on the parties. In that case, the mediator shall select a neutral arbitrator from the then active list of retired judges or justices at the Sacramento Office of the JAMS. The arbitration shall be conducted pursuant to the provisions of the California Arbitration Act, sections 1280-1294.2 of the California Code of Civil Procedure. In such case, the provisions of Code of Civil Procedure Section 1283.05 and 1283.1 shall apply and are hereby incorporated into this Agreement.
- D. This section 18 shall survive the termination or expiration of this Agreement. If there is no Sacramento office of JAMS, then the office of JAMS closest to the City shall be used instead of a Sacramento office.

Section 19. Severability.

The provisions of this Agreement are severable. If any portion of this Agreement is held invalid by an arbitrator or by a court of competent jurisdiction, the remainder of the Agreement shall remain in full force and effect unless amended or modified by the mutual written consent of the parties.

Section 20. Entire Agreement; Amendment.

This Agreement, including all exhibits hereto, constitutes the complete and exclusive expression of the understanding and agreement between the parties with respect to the subject matter hereof. All prior written and oral communications, including correspondence, drafts, memoranda, and representations, are superseded in total by this Agreement. This Agreement may be amended or extended from time to time only by written agreement of the parties hereto.

Section 21. Time of the Essence.

Time is of the essence in the performance of the Services. The Consultant will perform its Services with due and reasonable diligence consistent with sound professional practices and shall devote such time to the performance of the Services as may be necessary for their timely completion.

Section 22. Written Notification.

Except as otherwise specified in this Agreement, any notice, demand, request, consent, approval or communications that either party desires or is required to give to the other party shall be in writing and either served personally or sent by first class mail, postage prepaid and addressed as follows. Either party may change its address by notifying the other party in writing of the change of address. Notice shall be deemed communicated within two business days from the time of mailing if mailed within the State of California as provided in this Section.

If to City:

City of Colfax
33 S. Main Street
Colfax, CA 95713

If to Consultant:

Section 23. Execution.

This Agreement may be executed in original counterparts, each of which shall constitute one and the same instrument and shall become binding upon the parties when at least one original counterpart is signed by both parties hereto. In proving this Agreement, it shall not be necessary to produce or account for more than one such counterpart.

Section 24. Successors. This Agreement shall be binding on and inure to the benefit of the respective parties hereto except to the extent of any contrary provision in this Agreement.

Section 25. Attorney's Fees. If any party to this Agreement commences legal proceedings to enforce any of its terms or to recover damages for its breach, the prevailing party shall be entitled to recover its reasonable attorney's fees, costs and the expenses of expert witnesses, including any such fees costs and expenses incurred on appeal.

IN WITNESS WHEREOF, the parties hereby have executed this Agreement on the day first above written:

CITY

Signature _____

Printed Name _____

Title _____

Date _____

CONSULTANT

Signature John L. Wanger Joseph W. Macrae

Printed Name John L. Wanger Joseph W. Macrae

Title CEO V.P.

Date 7/21/15 7/21/15

APPROVED AS TO FORM:

City Attorney

EXHIBIT A Scope of Services

UNDERSTANDING

Based on our meeting with the City Manager, Coastland understands that the City needs assistance with inspecting on-site and off-site work performed by building contractors within the City. This inspection work will be provided on an as-needed basis in support of and in conjunction with the City's Building and Public Works Departments.

On-Site Inspection — On-site inspection will involve inspecting civil site improvements such as grading, paving, water and sewer utilities, retaining walls and other civil improvements. Inspections are needed to ensure that the builder constructs on-site improvements in general conformance with the approved project plans.

Off-Site Inspection — Off-site inspection will involve inspecting any improvements, alterations or modifications within the public right of way such as street improvements, pavement restoration for utility work, sidewalks and pedestrian ramps as well as water, sewer and storm drain improvements.

Based on this understanding of the City's needs, our proposed scope of services is as follows.

FIELD INSPECTIONS

Our inspector will coordinate with City staff and contractors to ascertain and perform inspections at key points in the construction process. Coastland's inspector will be accessible to the City at all times through the use of email, cellular phones and in-person to help maintain close communication.

When on site, Coastland's inspector will examine construction activities and work performed to ensure that the work adheres to the City-approved plans, City standards and standards of outside agencies as they may apply.

Coastland will review the approved plans and specifications to ensure the work is of good quality and meets the general requirements of the contract documents. Coastland will immediately report any deviation from the approved plans to the City.

When on site, our inspector will review the contractor's traffic control operations to make certain that public access is maintained during construction.

DOCUMENTATION

Complete and accurate record keeping is an essential component of inspection. After each inspection our inspector will provide inspection reports and photographs of construction activities to City staff. Reports will describe the contractor's efforts, specific work being done and relevant points raised by the contractor that may require the City's consideration and response. We will also note and point out to City staff important conversations, safety issues or accidents, or other concerns during the course of the project.

Additionally, our inspector will document pre-construction conditions with a photo log to verify the public right of way is restored to the extent possible following construction.

OPTIONAL TASKS

At the City's request Coastland can also provide the following services:

- Full-time, on-site inspection
- Construction management services
- Building Department plan check & inspection services
- Structural inspection



SCHEDULE OF HOURLY RATES

July 01, 2015 through June 30, 2016

PROFESSIONAL SERVICES

Principal Engineer	\$175-195/hour
Supervising Engineer	\$155-175/hour
Senior Engineer	\$135-155/hour
Associate Engineer	\$120-135/hour
Assistant Engineer	\$95-120/hour
Junior Engineer	\$95-115/hour
Principal Designer	\$135-145/hour
Engineering Assistant	\$105-135/hour
Senior Engineering Technician	\$115-130/hour
Engineering Technician	\$100-115/hour
Engineering Aide	\$85-95/hour
Resident Engineer	\$140-165/hour
Construction Manager	\$135-150/hour
Construction Inspector*	\$110-125/hour
Construction Administrator	\$75-85/hour
Building Official	\$135-160/hour
Building Plan Check Engineer	\$135-155/hour
Plans Examiner	\$95-125/hour
Building Inspector	\$90-115/hour
Building Technician	\$75-85/hour

CLERICAL	\$75-85/hour
VEHICLE	\$12-16/hour
MILEAGE	\$0.65/mile**
OUTSIDE SERVICES	Cost + 15%
MATERIALS	Cost + 15%

- Computer time is included in the hourly rates used above.
- Consultation in connection with litigation and court appearances will be quoted separately.
- Additional billing classifications may be added to the above listing during the year as new positions are created.

* Includes services subject to prevailing wage rates.

** Mileage rates are subject to change based on fuel cost increases



STAFF REPORT TO THE COLFAX CITY COUNCIL

FOR THE AUGUST 8, 2015 COUNCIL MEETING

FROM: Mark Miller, City Manager

PREPARED By: Staff

SUBJECT: Bureau Veritas Consultant Contract for Building Inspection Services

<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>	FUNDED	<input type="checkbox"/>	UN-FUNDED	AMOUNT: \$50, 000	FROM FUNDS: 100/400
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RECOMMENDED ACTION: Adopt Resolution 30-2015 authorizing the City Manager to execute a contract with Bureau Veritas for Building Inspection services on an as needed basis not to exceed \$50,000

ISSUE STATEMENT AND DISCUSSION:

The current vacancy in the Community Services Director position provides an opportunity to contract services for a Building Inspector on an as needed basis. The City has contracted with Bureau Veritas to provide an onsite building inspector. Bureau Veritas is a respected leader in testing, inspection and certification services. They have provided the services of John Brownlee, with 20+ years of inspection experience in the Sierra foothills region. Mr. Brownlee is conducting inspections as they are required and providing much needed updating to the Building Department systems. The Bureau Veritas contract is currently capped at \$5,000 pending approval from City Council to extend services on an ongoing, as needed basis. The position will also be available for code enforcement and nuisance abatement work. Funding is through the General Fund with revenue available through increasing building permit activity.

SUPPORTING DOCUMENTS:

- 1) Resolution 30-2015
- 2) Bureau Veritas Contract

City of Colfax

City Council

Resolution № 30-2015

AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH BUREAU VERITAS FOR BUILDING INSPECTION SERVICES ON AN AS NEEDED BASIS NOT TO EXCEED \$50,000

Whereas, the City of Colfax needs the services of a Building inspector on an on-call basis; and

Whereas, Bureau Veritas is a qualified firm for supplying Building Inspection personnel; and

Whereas, Bureau Veritas has proposed the services of John Brownlee who has over twenty year of experience as a building inspector and current inspection certifications; and,

Whereas, Bureau Veritas has presented a proposal for these services at a cost consistent with market rates,

Now, Therefore, Be It Resolved And Declared by the City Council of the City of Colfax authorizing the City Manager to execute a contract with Bureau Veritas for Building Inspection services on an as needed basis not-to-exceed \$50, 000.

The foregoing Resolution was duly and regularly adopted at a regular meeting of the City Council of the City of Colfax held on the 12th day of August, 2015 by the following vote of the Council:

AYES:

NOES:

ABSENT:

ABSTAIN:

Kim A. Douglass, Mayor

ATTEST:

Lorraine Cassidy, City Clerk

AGREEMENT FOR CONSULTANT SERVICES

THIS AGREEMENT is made and entered into on this ____ day of _____, 20__ by and between the City of Colfax, a municipal corporation of the State of California (“City”) and _____ (“Consultant”).

RECITALS

- A. The City desires to retain Consultant to provide the Services set forth in detail in Exhibit A hereto (the “Services”) subject to the terms and conditions of this Agreement.
- B. Consultant is duly licensed and sufficiently experienced to undertake and perform the Services in a skilled and workmanlike manner and desires to do so in accordance with the terms and conditions of this Agreement.

Now, therefore, in consideration of the mutual covenants, promises and conditions set forth in this Agreement, the City and Consultant agree as follows:

Section 1. Services.

Subject to the terms and conditions set forth in this Agreement, Consultant shall furnish and perform all of the Services described in detail in Exhibit A hereto and incorporated herein by this reference (the “Services”) to the satisfaction of the City. Consultant shall not perform any work exceeding the scope of the Services described in Exhibit A without prior written authorization from the City.

Section 2. Time of Completion.

Consultant’s schedule for performance of the Services is set forth in Exhibit A hereto which is incorporated herein by this reference. Consultant shall commence performance of the Services promptly upon receipt of written notice from the City to proceed. Performance of the Services shall progress and conclude in accordance with the schedule set forth in Exhibit A. During the performance of the Services, Consultant shall provide the City with written progress reports at least once each month and at such additional intervals as City may from time to time request.

Section 3. Compensation.

- A. Except as may otherwise be provided in Exhibit A or elsewhere in this Agreement or its exhibits, Consultant shall invoice City once each month for the Services performed during the preceding month. Such invoices shall itemize all charges in such detail as may reasonably be required by City in the usual course of City business but shall include at least (i) the date of performance of each of the Services, (ii) identification of the person who performed the Services, (iii) a detailed description of the Services performed on each date, (iv) the hourly rate at which the Services on each date are charged, (v) an itemization of all costs incurred and (vi) the total charges for the Services for the month invoiced. As long as the Consultant performs the Services to the satisfaction of the City, the City shall pay the Consultant an all inclusive compensation that shall

not exceed the amount as detailed in Exhibit A except pursuant to an authorized written change order issued pursuant to Section 15 of this Agreement before the Services requiring additional compensation are performed. City shall pay Consultant no later than thirty (30) days after approval of the monthly invoice by City's staff.

B. The Consultant's compensation for the Services shall be full compensation for all indirect and direct personnel, materials, supplies, equipment and services incurred by the Consultant and used in carrying out or completing the Services. Payments shall be in accordance with the payment schedule established in Exhibit A or elsewhere in this Agreement or its exhibits.

C. The City shall have the right to receive, upon request, documentation substantiating charges billed to the City pursuant to this Agreement. The City shall have the right to perform an audit of the Consultant's relevant records pertaining to the charges.

D. Any Services performed more than sixty (60) days prior to the date upon which they are invoiced to the City shall not be compensable.

Section 4. Professional Ability; Standard of Quality.

City has relied upon the professional training and ability of Consultant to perform the Services described in Exhibit A as a material inducement to enter into this Agreement. Consultant shall therefore provide properly skilled professional and technical personnel to perform all Services under this Agreement. All Services performed by Consultant under this Agreement shall be in a skillful, workmanlike manner in accordance with applicable legal requirements and shall meet the standard of quality ordinarily to be expected of competent professionals in Consultant's field of expertise.

Consultant represents that the services, findings, recommendations and/or advice provided to City will be prepared, performed, and rendered in accordance with procedures, protocols and practices ordinarily exercised by professional's in Consultant's profession for use in similar assignments, and prepared under similar conditions at the same time and locality. City acknowledges and agrees that Consultant has made no other implied or expressed representation, warranty or condition with respect to the services, findings, recommendations or advice to be provided by Consultant pursuant to this agreement.

Section 5. Indemnification.

Consultant shall hold harmless and indemnify the City and its officers, agents and employees from and against any and all claims, demands, damages, costs or liability that to the extent arise out of, or pertain to, or relate to the negligence, recklessness or willful misconduct of Consultant and/or its agents in the performance of the Services. This indemnity does not apply to liability for damages for death or bodily injury to persons, injury to property, or other loss, arising from the negligence, willful misconduct or material defects in design by the City or its agents, servants employees or independent contractors other than Consultant who are responsible to the City, or arising from the negligence or willful misconduct of the City officers, agents, employees or volunteers.

In the event liability is shared by the parties to this Agreement, each Party shall contribute in the

amount of its proportionate share for all actions, claims, liability, damages, losses, expenses or judgments. A Party's indemnification obligation including any defense obligation shall not arise until an actual finding of negligence or if the parties agree prior to an actual finding of negligence. The total aggregate liability of the Parties shall not exceed \$250,000 or the amount of the total fees hereunder, whichever is greater, for negligent professional acts, or errors or omissions.

Neither Party shall be liable under any circumstances for loss of profits, loss of product, consequential damages of any kind, indirect damages of any kind or special damages of any kind to the other party, or to any third party. No punitive or exemplary damages of any kind shall be recoverable against either party under any circumstances.

Section 6. Insurance.

Without limiting Consultant's indemnification obligations provided for above, Consultant shall take out before beginning performance of the Services and maintain at all times during the life of this Agreement the following policies of insurance with insurers possessing a Best rating of not less than A. Consultant shall not allow any subcontractor, professional or otherwise, to commence work on any subcontract until all insurance required of the Consultant has also been obtained by the subcontractor.

- A. Workers' Compensation Coverage. Statutory Workers' Compensation insurance and Employer's Liability Insurance to cover its employees. In the alternative, Consultant may rely on a self-insurance program to meet its legal requirements as long as the program of self-insurance complies fully with the provisions of the California Labor Code. Consultant shall also require all subcontractors, if such are authorized by the City, to similarly provide Workers' Compensation insurance as required by the Labor Code of the State of California for all of the subcontractor's employees. All Workers' Compensation policies shall be endorsed with the provision that should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions to City by the insurer. The Workers' Compensation insurance shall also contain a provision whereby the insurance company agrees to waive all rights of subrogation against the City and its elected or appointed officials, officers, agents, and employees for losses paid under the terms of such policy which arise from the Services performed by the insured for the City.
- B. General Liability Coverage. General liability insurance, including personal injury and property damage insurance for all activities of the Consultant and its subcontractors, if such are authorized by the City, arising out of or in connection with the Services. The insurance shall be written on a comprehensive general liability form and include a broad form comprehensive general liability endorsement. In the alternative, the City will accept, in satisfaction of these requirements, commercial general liability coverage which is equivalent to the comprehensive general liability form and a broad form comprehensive general liability endorsement. The insurance shall be in an amount of not less than \$1 million combined single limit personal injury and property damage for each occurrence. The insurance shall be occurrence based insurance. General liability coverage written on a claims made basis shall not be acceptable absent prior written authorization from the City.

- C. Automobile Liability Coverage. Automobile liability insurance covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with this Agreement, including coverage for owned, hired and non-owned vehicles, in an amount of not less than \$1 million combined single limit for each occurrence.
- D. Policy Endorsements. Each general liability and automobile liability insurance policy shall be endorsed with the following provisions:
1. The City, and its elected or appointed officials, employees and agents shall be named as insureds or additional insureds with regard to damages and defenses of claims arising from activities performed by or on behalf of the Consultant.
 2. The insurance afforded by each policy shall apply separately to each insured who is seeking coverage or against whom a claim is made or a suit is brought, except with respect to the insurer's limits of liability.
 3. The insurance shall be primary insurance as respects the City and its elected or appointed officers, officials, employees and agents. Any other insurance maintained by the City or its elected or appointed officers, officials, employees, agents or volunteers shall be in excess of this insurance and shall not contribute with it.
 4. Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions to the City.
 5. Any failure to comply with the reporting requirements of any policy shall not affect coverage provided to the City, its elected or appointed officers, officials, employees, or agents.
- E. Professional Liability Coverage. If required by the City, Consultant shall also take out and maintain professional liability, errors and omissions insurance in an amount not less than \$1 million. The professional liability insurance policy shall be endorsed with a provision stating that should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions to the City.
- F. Insurance Certificates and Endorsements. Prior to commencing the Services under this Agreement, Consultant shall submit to the City documentation evidencing the required insurance signed by the insurance agent and the companies named. This documentation shall be on forms which are acceptable to the City and shall include all required endorsements and verify that coverage is actually in effect. This Agreement shall not be effective until the required insurance forms and endorsements are submitted to and approved by the City. Failure to provide these forms within the time period specified by City may result in the award of this Agreement to another Consultant should the City, in its sole discretion, decide to do so. Current certification of insurance shall be kept on file with the City at all times during the term of this Agreement.
- G. Deductible and Self-Insured Retentions. Any deductibles or self-insured retentions must be

declared to and approved by City.

- H. Termination of Insurance. If the City receives notification that Consultant's insurance will be suspended, voided, cancelled or reduced in coverage or in limits, and if the Consultant does not provide for either the reinstatement of that insurance or for the furnishing of alternate insurance containing all of the terms and provisions specified above prior to the termination of that insurance, City may either terminate this Agreement for that breach, or City after providing five (5) days written notice to Consultant may secure the required insurance to satisfy the conditions of this Agreement and deduct the cost thereof from compensation which would otherwise be due and payable to the Consultant for Services rendered under the terms of this Agreement.

Section 7. Subcontracts.

Consultant may not subcontract any portion of the Services without the written authorization of City. If City consents to a subcontract, Consultant shall be fully responsible to the City and third parties for all acts or omissions of the subcontractor to which the Services or any portion thereof are subcontracted. Nothing in this Agreement shall create any contractual relationship between City and any subcontractor, nor shall it create any obligation on the part of the City to pay or cause the payment of any monies due to any such subcontractor except as otherwise is required by law.

Section 8. Assignment.

Consultant shall not assign any right or obligation under this Agreement without the City's prior written consent. Any attempted assignment of any right or obligation under this Agreement without the City's prior written consent shall be void.

Section 9. Entire Agreement.

This Agreement represents the entire understanding of City and Consultant as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered herein. This Agreement may not be modified or altered except in writing signed by both parties.

Section 10. Jurisdiction.

This Agreement shall be administered and interpreted under the laws of the State of California. Jurisdiction over any litigation arising from this Agreement shall be in the Superior Court of the State of California with venue in Placer County, California.

Section 11. Suspension of Services.

Upon written request by Consultant, City may suspend, in writing, all or any portion of the Services if unforeseen circumstances beyond the control of the City and Consultant make normal progress of the Services impossible, impractical or infeasible. Upon written City approval to suspend performance of the Services, the time for completion of the Services shall be extended by the

number of days performance of the Services is suspended.

Section 12. Termination of Services.

City may at any time, at its sole discretion, terminate all or any portion of the Services and this Agreement upon seven (7) days written notice to Consultant. Upon receipt of notice of termination, Consultant shall stop performance of the Services at the stage directed by City. Consultant shall be entitled to payment within thirty (30) days for Services performed up to the date of receipt of the written notice of termination. Consultant shall not be entitled to payment for any Services performed after the receipt of the notice of termination unless such payment is authorized in advance in writing by the City.

Should Consultant fail to perform any of the obligations required of Consultant within the time and in the manner provided for under the terms of this Agreement, or should Consultant violate any of the terms and conditions of this Agreement, City may terminate this Agreement by providing Consultant with seven (7) days written notice of such termination. The Consultant shall be compensated for all Services performed prior to the date of receipt of the notice of termination. However, the City may deduct from the compensation which may be owed to Consultant the amount of damage sustained or estimated by City resulting from Consultant's breach of this Agreement.

The Consultant may terminate this Agreement for any material failure by the City to comply with this Agreement, provided that the Consultant gives the City thirty (30) days' prior written notice of its intention to terminate for such failure and affords to the City an opportunity to cure such failure within said thirty (30) days.

Consultant's obligations pursuant to Sections 5 and 6 of this Agreement shall survive termination, and continue in effect for as long as necessary to fulfill the purposes of Sections 5 and 6.

Section 13. Independent Contractor.

Consultant shall in all respects be an independent contractor and not an employee of City. In particular, the following are specifically applicable to Consultant's performance of the Services:

- A. Consultant shall receive no premium or enhanced pay for work normally understood as overtime; nor shall Consultant receive holiday pay, sick leave, administrative leave, vacation or pay for any other time not actually worked.
- B. Consultant shall not be eligible for benefits and shall receive no compensation from the City, except as expressly set forth in this Agreement.
- C. From time to time during the term of this Agreement, Consultant will be unavailable to perform the Services outlined in this Agreement. Consultant will be responsible to make appropriate arrangements to ensure that no interruption to the fiscal workflow of City occurs. Times of unavailability will be negotiated between Consultant and the City Manager/Executive Director.

- D. Consultant may contract to perform services for other clients or entities as long as performance of said services does not interfere or conflict with Consultant's performance of Services for the City.
- E. Consultant retains exclusive control over the means and methods of performing the Services pursuant to this Agreement. Consultant shall have no established hours or schedule and shall be permitted to perform the Services according to its own schedule. The City shall have the right to maintain control over only the end product or final result of the Services, but not over how such end product or final result are achieved. The City shall not provide, and Consultant shall not receive, any training or directions from the City regarding how Consultant performs the Services pursuant to this Agreement.
- F. Consultant shall supply its own instrumentalities, tools and place of performing the Services pursuant to this Agreement.
- G. Consultant's compensation shall be based on the actual number of hours for which Consultant provides the Services multiplied by Consultant's hourly rate plus reimbursable expenses. The City will report Consultant's compensation for federal income tax purposes on an IRS Form 1099-Misc. The City shall not withhold any federal income tax, FICA or Medicare nor any California personal income tax (CAPIT), SDI, SUI, ETT or similar withholdings from Consultant's compensation. Consultant shall be solely responsible for paying all self employment and similar taxes from Consultant's compensation under this Agreement.
- H. Consultant shall not be eligible for coverage under the City's Workers Compensation or similar insurance coverage.

Section 14. Ownership of Documents.

Within thirty (30) days after the Consultant substantially completes performance of the Services, or within thirty (30) days after the termination of this Agreement, the Consultant shall deliver to the City all files, records, materials and documents drafted or prepared by Consultant's in the performance of the Services. It is expressly understood and agreed that all such files, records, materials and documents are the property of the City and not the property of the Consultant. All finished and unfinished reports, plans, studies, documents and other writings prepared by and for Consultant, its officers, employees and agents in the course of performing the Services shall become the sole property of the City upon payment to Consultant for the Services, and the City shall have the exclusive right to use such materials in its sole discretion without further compensation to Consultant or to any other party. Consultant shall, at Consultant's expense, provide such reports, plans, studies, documents and writings to City or any party the City may designate, upon written request. Consultant may keep file copies of all documents prepared for City. Use of any such documents by the City for projects that are not the subject of this Agreement or for purposes beyond the scope of the Services shall be at the City's sole risk without legal liability or expense to Consultant.

Section 15. Changes and/or Extra Work.

Only the City Council may authorize extra and/or changed Services, modification of the time of completion of the Services, or additional compensation for the tasks to be performed by Consultant. Consultant expressly recognizes that other City personnel are without authorization to order extra and/or changed Services or to obligate the City to the payment of additional compensation. The failure of Consultant to secure the prior written authorization for such extra and/or changed Services shall constitute a waiver of any and all right to adjustment in the contract price due to such unauthorized Services, and Consultant thereafter shall not be entitled to any compensation whatsoever for the performance of such extra or changed Services. In the event Consultant and City agree that extra and/or changed Services are required, or that additional compensation shall be awarded to Consultant for performance of the Services under this Agreement, a supplemental agreement providing for such compensation shall be prepared and shall be executed by the Consultant and the necessary City officials before the extra and/or changed Services are provided.

Section 16. Compliance with Federal, State and Local Laws.

Consultant shall comply with all applicable federal, state and local laws, statutes, ordinances, rules and regulations affecting the Services, including without limitation laws requiring licensing and prohibiting discrimination in employment because of race, creed, color, sex, age, marital status, physical or mental disability, national origin or other prohibited bases. City shall not be responsible or liable for Consultant's failure to comply with applicable laws, statutes, ordinances, rules or regulations.

Section 17. Retention of Records.

Consultant and any subconsultants authorized by the terms of this Agreement shall keep and maintain full and complete documentation and accounting records, employees' time sheets, and correspondence pertaining to the Services, and Consultant shall make such documents available for review and/or audit by City and City's representatives at all reasonable times during performance of the Services and for at least four (4) years after completion of the Services and/or termination of this Agreement.

Section 18. Alternative Dispute Resolution

- A. Before resorting to mediation, arbitration or other legal process, the primary contacts of the parties shall meet and confer and attempt to amicably resolve any dispute arising from or relating to this Agreement subject to the following provisions. Any party desiring to meet and confer shall so advise the other party pursuant to a written notice. Within 15 days after provision of that written notice by the party desiring to meet and confer, the primary contacts for each party shall meet in person and attempt to amicably resolve their dispute. Each primary contact, or the person acting in their absence with full authority to resolve the dispute, shall attend the meeting and shall be prepared to devote an entire day thereto. If any dispute remains unresolved at the end of the meeting, any party to this Agreement shall have the right to invoke the mediation process provided for in the subparagraph B below.
- B. Subject to the provisions of subparagraph A, any dispute that remains unresolved after the

meet and confer shall immediately be submitted to non-binding neutral mediation, before a mutually acceptable, neutral retired judge or justice at the Sacramento Office of the Judicial Arbitration and Mediation Service (“JAMS”). If within five days after the meet and confer the parties are unable to agree upon the selection of a neutral mediator, then the first available retired judge or justice at the Sacramento office of JAMS shall serve as the neutral mediator. The parties agree to commit to at least one full day to the mediation process. Additionally, to expedite the resolution of any dispute that is not resolved by mediation, the parties agree to each bring to the neutral mediation a list of at least five neutral arbitrators, including their resumes, whose availability for an arbitration hearing within 30 days after the mediation has been confirmed.

- C. If mediation is unsuccessful, before the mediation concludes, the parties shall mediate the selection of a neutral arbitrator to assist in the resolution of their dispute. If the parties are unable to agree on an arbitrator, the parties agree to submit selection of an arbitrator to the mediator, whose decision shall be binding on the parties. In that case, the mediator shall select a neutral arbitrator from the then active list of retired judges or justices at the Sacramento Office of the JAMS. The arbitration shall be conducted pursuant to the provisions of the California Arbitration Act, sections 1280-1294.2 of the California Code of Civil Procedure. In such case, the provisions of Code of Civil Procedure Section 1283.05 and 1283.1 shall apply and are hereby incorporated into this Agreement.
- D. This section 18 shall survive the termination or expiration of this Agreement. If there is no Sacramento office of JAMS, then the office of JAMS closest to the City shall be used instead of a Sacramento office.

Section 19. Severability.

The provisions of this Agreement are severable. If any portion of this Agreement is held invalid by an arbitrator or by a court of competent jurisdiction, the remainder of the Agreement shall remain in full force and effect unless amended or modified by the mutual written consent of the parties.

Section 20. Entire Agreement; Amendment.

This Agreement, including all exhibits hereto, constitutes the complete and exclusive expression of the understanding and agreement between the parties with respect to the subject matter hereof. All prior written and oral communications, including correspondence, drafts, memoranda, and representations, are superseded in total by this Agreement. This Agreement may be amended or extended from time to time only by written agreement of the parties hereto.

Section 21. Time of the Essence.

Time is of the essence in the performance of the Services. The Consultant will perform its Services with due and reasonable diligence consistent with sound professional practices and shall devote such time to the performance of the Services as may be necessary for their timely completion. However, Consultant is not responsible for delays caused by City or beyond Consultant’s reasonable control.

floods or any act of God; war or other violence; any law/order, proclamation, regulation, ordinance, demand or requirement of any governmental agency or intergovernmental body; or any other act or condition whatsoever beyond the reasonable control of the parties hereto, the party so affected, upon giving notice to the other party within fifteen (15) calendar days, shall be excused by such performance during and to the extent of such prevention, restrictions or interference.

Section 28. Beneficiaries. It is expressly understood and agreed that the enforcement of these terms and conditions shall be reserved to the City and the Consultant. Nothing contained in the agreement shall give or allow any claim or right of action whatsoever by any third person. It is the express intent of the City and the Consultant that any such person or entity receiving services or benefits under this agreement shall be deemed an incidental beneficiary.

IN WITNESS WHEREOF, the parties hereby have executed this Agreement on the day first above written:

CITY

Signature _____

Printed Name _____

Title _____

Date _____

CONSULTANT

Signature 

Printed Name MICHAEL VIEIRA

Title DIRECTOR of operations

Date 7/10/2015

APPROVED AS TO FORM:

City Attorney

[Faint, illegible text]

Exhibit A

Scope of Work

Plan Review

When notified by the jurisdiction, Bureau Veritas North America, Inc. (BVNA) shall perform plan review services. Plan review services shall consist of the review of plans and documents for compliance with jurisdiction adopted or enforced codes and regulations. Plan review services will be provided in accordance with accepted standards of practice for governmental plan review and in conformance with the policies, procedures, interpretations, and practices of the jurisdiction.

Plan review services covered under this agreement will be performed in the offices of BVNA, unless otherwise authorized by the jurisdiction. Plan review can be provided as full review, partial review, or discipline specific, as requested by the jurisdiction for each project.

Plan review services may include the review of:

- Non-structural fire and life safety plans examination
- Structural plans examination
- Electrical, mechanical, & plumbing code plans examination
- Disabled access code plans examination
- Green building code plans examination
- Energy code plans examination
- Fire sprinkler and alarm plans examination
- Fire code compliance

Plan review services shall be identified in the project task order and corresponding rate schedule. Additional services can be negotiated between BVNA and the jurisdiction, if needed. If corrections are required, BVNA will prepare comment or correction letters. The correction letter shall describe each required correction or addition, and reference the applicable code section. Letters will be distributed as directed by the jurisdiction.

If plans are recommended for approval, BVNA shall transmit to the jurisdiction the required number of sets of plans and associated documents with the plans stamped "Reviewed for Code Compliance" to indicate that the plans have been reviewed by BVNA and found to be in substantial compliance with applicable codes.

Typical turnaround times for building plan review are as follows:

	Initial Check (working days)	Recheck (working days)	Expedited Initial Review	Expedited Recheck
Commercial TI	10	7	7	5
Residential addition and/or accessory	10	7	7	5

building				
New Residential	15	10	10	7
New Commercial	15	10	10	7
Complex, large, or unusual project	*	*	*	*

**Turnaround times for unusually complex or large projects can be negotiated*

Electronic Plan Review

At the request of the jurisdiction, BVNA can provide electronic plan reviews. BVNA can utilize the system preferred by the jurisdiction, or can provide electronic review simply using PDF software.

Third Party Review

This is an optional method to accomplish the plan review for applicants that desire preliminary plan reviews or have expediting needs due to project time constraints.

This method allows the designer to work with plan review staff early in the design process to avoid code problems that could lead to extensive redesign of completed plans. It also allows the permit applicant to pay for review services directly to BVNA, independent of the normal jurisdiction plan review fee.

With approval of the Building Official, BVNA can provide third-party plan reviews/inspections. BVNA shall be solely responsible for the collection of any third-party fees.

Inspection Services

When notified by the jurisdiction, Bureau Veritas North America, Inc. (BVNA) shall perform site inspection services to verify substantial compliance with approved plans and jurisdiction adopted codes and regulations. Inspection services will be provided in accordance with accepted standards of practice for governmental inspection and in conformance with the policies, procedures, interpretations, and practices of the jurisdiction.

Inspection services may include the following elements:

- Non-structural fire and life safety
- Structural
- Electrical, mechanical, & plumbing
- Disabled access
- Green building
- Energy
- Fire sprinkler and alarm

- Fire code compliance

Inspection services can be provided on a full-time, part-time, or as-needed basis in accordance with the requirements of the jurisdiction. Building Inspectors provided by Bureau Veritas North America, Inc. shall perform the following services:

- Become familiar with approved project plans and documents prior to inspection.
- Conduct site inspection using safe work practices.
- Identify areas of non-compliance.
- Prepare correction notice and/or discuss non-complying items and solutions with jobsite superintendent.
- For serious violations, notify Building Official and issue stop work notice in accordance with jurisdiction policies and procedures.
- Provide reinspections as necessary to address non-complying items.
- Provide inspection records in accordance with jurisdiction policies and procedures.
- When requested by the jurisdiction, coordinate inspections with fire, health, and other government agencies, as applicable to the project.

Permit Technician Services

When notified by the jurisdiction, Bureau Veritas North America, Inc. (BVNA) shall provide on-site permit technician services. Permit technician services will be provided in accordance with the policies, procedures, and practices of the jurisdiction.

Permit technician services may include:

Interface with the public, internal staff, and related departments
Review permit applications for completeness
Accept, login, and route plans
Calculate and/or collect fees
Issue permits
When authorized, review and issue counter permits
Maintain permit records
Use jurisdiction permitting programs and/or software, where applicable

Schedule of Fees

BVNA proposes to provide inspection services on an as-needed basis for the City of Colfax. A minimum of 4 hours per day will apply, plus jobsite mileage utilizing employee or company owned vehicles.

Hourly rates for project personnel are outlined below:

<u>Staff Level Classifications</u>	<u>Hourly Billing Rate</u>
Senior / Structural Plan Check Engineer	\$140
M/E/P Plan Check Engineer	\$125
Senior Plans Examiner	\$110
Plans Examiner	\$105
Supervising Inspector	\$95
Building Inspector	\$85
Permit Technician	\$65
Fire Marshal	\$140
Fire Protection Engineer/Plans Examiner	\$120
Senior Fire Inspector	\$110
Fire Inspector	\$90

SCHEDULE OF RATES: The rates include the cost of employee salaries plus sick leave, vacation, holiday and other fringe benefits. The rates include indirect overhead costs and fee (profit). Fees listed above include regular hourly labor rates. All Employees classified as "non-exempt" by the U.S. Department of Labor will be compensated at 1-1/2 times salary for overtime hours as per State and Federal wage and hour laws. No overtime will be charged without prior consent.

REIMBURSABLE RATES: Reimbursement for employee-owned vehicles used in connection with the work will be at the current IRS rate.

This rate schedule is valid for the first contract year and is subject to annual review and adjustment with the approval of the City.



STAFF REPORT TO THE COLFAX CITY COUNCIL

For The August 12, 2015 Council Meeting

FROM: Mark Miller, City Manager

PREPARED BY: Laurie Van Groningen, Finance Director

DATE: July 22, 2015

- SUBJECT:**
1. Certify compliance with the Fiscal Year 2014-2015 Appropriation Limitation
 2. Establish Appropriation Limitation for the Fiscal Year 2015-2016

<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>	FUNDED	<input type="checkbox"/>	UN-FUNDED	AMOUNT:	FROM FUND:
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RECOMMENDED ACTION: Adopt Resolution 31-2015 certifying compliance with the 2014-2015 Appropriation Limitation and establishing the Appropriation Limitation for the 2015-2016 fiscal year.

SUMMARY:

In 1979, California voters approved Proposition 4, an initiative that added Article XIII B to the *California Constitution*. This constitutional amendment, known as the Gann Initiative, placed limits on the growth of expenditures for publicly funded programs. Division 9 of Title 1, beginning with Section 7900 of the *Government Code*, was then added to law to specify the process for calculating state and local government appropriation limits and appropriations subject to limitation under Article XII B of the *Constitution*. These constitutional and statutory sections explain and define the appropriations limit and appropriations subject to limitation as they apply to state and local government, and require that each entity of government formally "adopt" its appropriations limit for a given fiscal year and certify actual appropriations limit for the preceding year. The data required to complete the calculation is provided by the State of California, Department of Finance.

BACKGROUND AND ANALYSIS:

The appropriation limit is, in essence, a tax revenue limit. If the City's "proceeds from taxes" exceeds the appropriation limit, the difference must be refunded to taxpayers or receive voter approval to keep the extra taxes.

Historically, the actual annual appropriations for the City of Colfax have always been well below the calculated limits. Each year, the limits are adjusted by the percent change in population and the percent change in California per capita personal income. Based upon these annual adjustments, it is highly unlikely that the City of Colfax would ever experience difficulties in staying within the limit.

CONCLUSION:

Staff recommends Adoption of Resolution.

ATTACHMENTS:

- 1) Resolution 31-2015
- 2) Attachment A – Actual appropriations for the fiscal year 2014-2015
- 3) Attachment B – Appropriation Limit Calculation for the fiscal year 2015-2016
- 4) Department of Finance Price and population information for use in calculations for fiscal year 2015-2016 appropriations limit.

CITY OF COLFAX
PROP 4 - GANN APPROPRIATION LIMIT CALCULATION
Attachment A

	2014-2015		2015-2016	
	Budget	Actuals*	Budget	
<i>Tax Revenues to be included in calculation:</i>				
100-000-4010	Property Taxes	\$ 300,000	\$ 292,311	\$ 300,000
100-000-4020	Sales and Use Taxes	\$ 685,000	\$ 947,033	\$ 850,000
100-000-4040	Transient Occupancy Taxes	\$ 15,000	\$ 16,750	\$ 15,000
100 (572)-000-4100	Franchises	\$ 60,000	\$ 68,741	\$ 60,000
100-000-4200	Business Licenses	\$ 27,000	\$ 27,793	\$ 27,000
100-000-4700	State Motor Vehicle License		\$ -	
100-000-4710	Motor Vehicle In Lieu	\$ 115,000	\$ 116,957	\$ 115,000
565-000-4060	Voter's Approved	\$ 4,500	\$ 5,750	\$ 4,500
	Total Tax Revenue	\$ 1,206,500	\$ 1,475,335	\$ 1,371,500
	Calculated Appropriation Limit	\$ 1,940,060	\$ 1,940,060	\$ 2,008,127
	<i>Remaining appropriation limit capacity</i>	\$ 733,560 38%	\$ 464,725 24%	\$ 636,627 32%

*Estimate as of 07/15/15

City of Colfax
Appropriation Limit Calculation
Attachment B

	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2012-2016</u>
Computed Gann Limit - Prev Yr	\$ 1,628,747.00	\$ 1,666,213.95	\$ 1,716,041.00	\$ 1,770,954	\$ 1,848,010	\$ 1,934,858	\$ 1,940,060
Cost of living factor							
Change in California per capita	1.0062	0.9746	1.0251	1.0377	1.0512	0.9977	1.0382
Population Adjustment Factor	1.0197	1.0567	1.0072	1.0056	0.996	1.005	0.997
Computed limitation	\$ 1,671,130.48	\$ 1,715,966.80	\$ 1,771,779.25	\$ 1,848,010	\$ 1,934,858	\$ 1,940,060	\$ 2,008,127



EDMUND G. BROWN JR. - GOVERNOR

STATE CAPITOL ■ ROOM 1145 ■ SACRAMENTO CA ■ 95814-4998 ■ WWW.DOF.CA.GOV

May 2015

Dear Fiscal Officer:

Subject: Price and Population Information**Appropriations Limit**

The California Revenue and Taxation Code, section 2227, mandates the Department of Finance (Finance) to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2015, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2015-16. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2015-16 appropriations limit. Attachment B provides city and unincorporated county population percentage change. Attachment C provides population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts

Some special districts must establish an annual appropriations limit. Consult the Revenue and Taxation Code section 2228 for further information regarding the appropriations limit. Article XIII B, section 9(C), of the State Constitution exempts certain special districts from the appropriations limit calculation mandate. The Code and the California Constitution can be accessed at the following website: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this issue should be referred to their respective county for clarification, or to their legal representation, or to the law itself. No state agency reviews the local appropriations limits.

Population Certification

The population certification program applies only to cities and counties. Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2015.**

Please Note: Prior year's city population estimates may be revised.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

MICHAEL COHEN
Director
By:

KEELY M. BOSLER
Chief Deputy Director

Attachment

May 2015

Attachment A

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2015-16 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2015-16	3.82

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2015-16 appropriation limit.

2015-16:

Per Capita Cost of Living Change = 3.82 percent
 Population Change = 0.93 percent

Per Capita Cost of Living converted to a ratio: $\frac{3.82 + 100}{100} = 1.0382$

Population converted to a ratio: $\frac{0.93 + 100}{100} = 1.0093$

Calculation of factor for FY 2015-16: $1.0382 \times 1.0093 = 1.0479$

Fiscal Year 2015-16

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2014 to January 1, 2015 and Total Population, January 1, 2015

County City	<u>Percent Change</u>	<u>Population Minus Exclusions</u>		<u>Total Population</u>
	2014-2015	1-1-14	1-1-15	1-1-2015
Placer				
Auburn	0.01	13,817	13,818	13,818
Colfax	-0.30	2,000	1,994	1,994
Lincoln	1.28	45,259	45,837	45,837
Loomis	0.09	6,617	6,623	6,623
Rocklin	0.85	59,746	60,252	60,252
Roseville	0.97	127,153	128,382	128,382
Unincorporated	0.41	112,086	112,548	112,548
County Total	0.76	366,678	369,454	369,454

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

**City of Colfax
City Council**

Resolution № 31-2015

**CERTIFYING COMPLIANCE WITH THE 2014-2015 APPROPRIATION
LIMITATION AND ESTABLISHING THE APPROPRIATION
LIMITATION FOR THE 2015-2016 FISCAL YEAR**

BE IT RESOLVED by the City Council of the City of Colfax as follows:

WHEREAS, the Colfax City Council hereby certifies that the estimated actual appropriations for the fiscal year 2014-2015 will fall within the appropriation limitation for the 2014-2015 fiscal year as demonstrated in Attachment A; and

WHEREAS, the Colfax City Council must establish the appropriation limitation for the fiscal year 2015-2016, as calculated in Attachment B;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Colfax that the 2014-2015 fiscal year expenditures fall within the established limitations and the limitations for the 2015-2016 fiscal year are hereby established at \$2,008,127.

PASSED AND ADOPTED, this 12th day of August, 2015, by the City Council of the City of Colfax, by the following roll call vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Kim Douglass, Mayor

ATTEST:

Lorraine Cassidy, City Clerk



STAFF REPORT TO THE COLFAX CITY COUNCIL

FOR THE AUGUST 12, 2015 COUNCIL MEETING

FROM: Mark Miller, City Manager
PREPARED BY: Laurie Van Groningen, Finance Director
DATE: July 22, 2015
SUBJECT: Quarterly Investment Report – 2nd Quarter 2015

<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 Quarterly Investment Report: June 30, 2015.

SUMMARY:

Staff recommends that the Council accepts and files the City of Colfax Quarterly Investment Report for the quarter ended June 30, 2015.

BACKGROUND AND ANALYSIS:

California Government Code Section 53646 and the City of Colfax Investment Policy require a quarterly investment report be submitted to the City Council. Such report shall include at least the following information:

- Types of Investments;
- Name of the institution in which funds are invested or deposited;
- Date of Maturity, if applicable;
- Par and dollar amount investment for all securities;
- Percent distribution of each type of investment or deposit; current market value as of the date of the report, including source of the valuation except those under LAIF;
- Rate of interest;
- Average weighted yield of all investments;
- A statement relating the report to the City’s Investment Policy; and
- A statement that there are sufficient funds to meet the City’s next six months’ financial obligations.

The current practice for cash management is to maintain an operating balance between \$75,000 and \$150,000 in the City’s US Bank Corporate checking account. This account accumulates Earnings Credits based on the account balance which offset/reduce monthly service charges. City funds in excess of targeted operating balance are transferred to the State of California Local Agency Investment Fund (LAIF) on a weekly basis. The checking account balance may be reported at an amount higher than the target balance by the Bank due to the timing of City checks being processed by vendors/service providers.

We have begun preliminary analysis of investment opportunities outside the corporate checking and LAIF accounts. Our investment policy dictates that City should have liquid short term securities to meet six month’s financial obligations. Preliminary rate analysis for Certificate of Deposits (CD) with US Bank requires a minimum balance of \$1,000,000 (uncollateralized) are reflected below:

US BANK, NA NEGOTIABLE CD (A1+/P1/F1+)									
03M	0.04%	04M	0.06%	05M	0.08%	06M	0.09%	07M	0.07%
08M	0.10%	09M	0.12%	10M	0.09%	11M	0.11%	12M	0.13%
18M	0.32%	24M	0.56%	36M	1.12%	48M	1.61%	60M	1.98%

Due to fluctuations in fund balances and the time requirement for interest earnings that exceed our current investment earnings rate, staff does not recommend CD Investments at this time. Staff will continue to monitor balances and investment opportunities.

CONCLUSION:

The attached schedule Analysis of Treasury Investment Pool satisfies the State’s reporting requirements. Additionally, we have determined:

- The investments held at June 30, 2015 conform to the City Investment Policy adopted by Resolution 29-2014,
- The composite yield of the City’s investment pool to be the rate of .28%,
- There are sufficient funds on deposit to meet all anticipated City expenditures for the period July 01, 2015 through December 31, 2015.

ATTACHMENTS:

1. Analysis of Treasury Investment Pool
2. State of California – PMIA and LAIF Performance Report (QE 06/30/15)
3. State of California – PMIA Average Monthly Effective Yields

	US Bank			LAIF					
Jul	\$	179,963	0.21%	\$ 52	\$	2,841,433	0.24%		
Aug	\$	237,390	0.18%	\$ 33	\$	2,691,433	0.26%		
Sep	\$	367,696	0.18%	\$ 28	\$	2,491,433	0.25%	\$ 1,638	
			0.19%				0.25%	0.24%	\$ 2,674,767 \$ 1,634.04
Oct	\$	334,617	0.21%	\$ 55	\$	2,093,071	0.26%		
Nov	\$	115,739	0.18%	\$ 30	\$	2,393,071	0.26%		
Dec	\$	218,152	0.18%	\$ 18	\$	2,393,071	0.27%	\$ 1,479	
			0.20%				0.26%	0.26%	\$ 2,293,071 \$ 1,473.63
Jan	\$	172,332	0.21%	\$ 62	\$	2,844,550	0.26%		
Feb	\$	148,096	0.18%	\$ 23	\$	2,844,550	0.27%		
Mar	\$	263,181	0.18%	\$ 29	\$	2,744,550	0.28%	\$ 1,696	
			0.19%				0.27%	0.26%	\$ 2,811,217 \$ 1,851.17
Apr	\$	164,907	0.18%	\$ 36	\$	2,796,246	0.28%		
May	\$	658,053	0.21%	\$ 60	\$	2,796,246	0.29%		
Jun	\$	120,856	0.18%	\$ 28	\$	3,571,246	0.30%	2080.16	
			0.20%				0.29%	0.28%	\$ 3,054,579 \$ 2,160.54

Notes:

1 2 3 4 5 6 7

- 1 End of month balance from Bank Statement
- 2 Earnings Credit rate - from Customer Analysis Statement
- 3 Earnings Credit - from Customer Analysis Statement - Note: This amount reduces monthly service charge
- 4 End of month balance from LAIF statement
- 5 PMIA average Monthly Effective Yields - from State of CA website
- 6 Actual interest paid - on LAIF statements
- 7 Calculated average yield



**JOHN CHIANG
TREASURER
STATE OF CALIFORNIA**



PMIA Performance Report

Date	Daily Yield*	Quarter to Date Yield	Average Maturity (in days)
07/09/15	0.32	0.32	238
07/10/15	0.32	0.32	239
07/11/15	0.32	0.32	239
07/12/15	0.32	0.32	239
07/13/15	0.32	0.32	238
07/14/15	0.32	0.32	237
07/15/15	0.32	0.32	238
07/16/15	0.32	0.32	237
07/17/15	0.32	0.32	236
07/18/15	0.32	0.32	236
07/19/15	0.32	0.32	236
07/20/15	0.32	0.32	236
07/21/15	0.32	0.32	233
07/22/15	0.32	0.32	232

*Daily yield does not reflect capital gains or losses

LAIF Performance Report

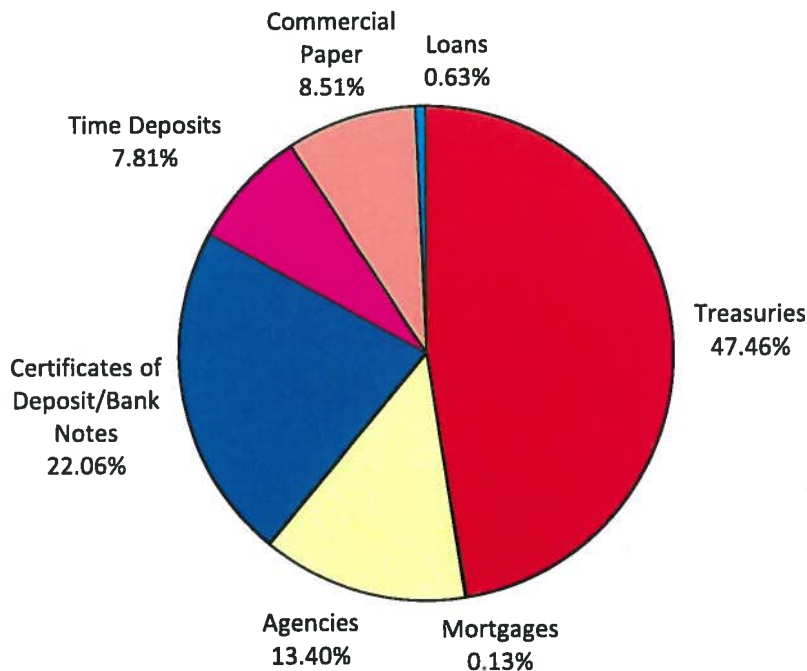
Quarter Ending 06/30/15

Apportionment Rate: 0.28%
 Earnings Ratio: 0.00000776875573384
 Fair Value Factor: 1.000375979
 Daily: 0.31%
 Quarter to Date: 0.29%
 Average Life: 239

PMIA Average Monthly Effective Yields

JUN 2015 0.299%
 MAY 2015 0.290%
 APR 2015 0.283%

**Pooled Money Investment Account
Portfolio Composition
\$69.6 billion
6/30/15**





California State Treasurer
John Chiang



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POOLED MONEY INVESTMENT ACCOUNT

PMIA Average Monthly Effective Yields

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1977	5.770	5.660	5.660	5.650	5.760	5.850	5.930	6.050	6.090	6.090	6.610	6.730
1978	6.920	7.050	7.140	7.270	7.386	7.569	7.652	7.821	7.871	8.110	8.286	8.769
1979	8.777	8.904	8.820	9.082	9.046	9.224	9.202	9.528	9.259	9.814	10.223	10.218
1980	10.980	11.251	11.490	11.480	12.017	11.798	10.206	9.870	9.945	10.056	10.426	10.961
1981	10.987	11.686	11.130	11.475	12.179	11.442	12.346	12.844	12.059	12.397	11.887	11.484
1982	11.683	12.044	11.835	11.773	12.270	11.994	12.235	11.909	11.151	11.111	10.704	10.401
1983	10.251	9.887	9.688	9.868	9.527	9.600	9.879	10.076	10.202	10.182	10.164	10.227
1984	10.312	10.280	10.382	10.594	10.843	11.119	11.355	11.557	11.597	11.681	11.474	11.024
1985	10.579	10.289	10.118	10.025	10.180	9.743	9.656	9.417	9.572	9.482	9.488	9.371
1986	9.252	9.090	8.958	8.621	8.369	8.225	8.141	7.844	7.512	7.586	7.432	7.439
1987	7.365	7.157	7.205	7.044	7.294	7.289	7.464	7.562	7.712	7.825	8.121	8.071
1988	8.078	8.050	7.945	7.940	7.815	7.929	8.089	8.245	8.341	8.397	8.467	8.563
1989	8.698	8.770	8.870	8.992	9.227	9.204	9.056	8.833	8.801	8.771	8.685	8.645
1990	8.571	8.538	8.506	8.497	8.531	8.538	8.517	8.382	8.333	8.321	8.269	8.279
1991	8.164	8.002	7.775	7.666	7.374	7.169	7.098	7.072	6.859	6.719	6.591	6.318
1992	6.122	5.863	5.680	5.692	5.379	5.323	5.235	4.958	4.760	4.730	4.659	4.647
1993	4.678	4.649	4.624	4.605	4.427	4.554	4.438	4.472	4.430	4.380	4.365	4.384
1994	4.359	4.176	4.248	4.333	4.434	4.623	4.823	4.989	5.106	5.243	5.380	5.528
1995	5.612	5.779	5.934	5.960	6.008	5.997	5.972	5.910	5.832	5.784	5.805	5.748
1996	5.698	5.643	5.557	5.538	5.502	5.548	5.587	5.566	5.601	5.601	5.599	5.574
1997	5.583	5.575	5.580	5.612	5.634	5.667	5.679	5.690	5.707	5.705	5.715	5.744
1998	5.742	5.720	5.680	5.672	5.673	5.671	5.652	5.652	5.639	5.557	5.492	5.374
1999	5.265	5.210	5.136	5.119	5.086	5.095	5.178	5.225	5.274	5.391	5.484	5.639
2000	5.760	5.824	5.851	6.014	6.190	6.349	6.443	6.505	6.502	6.517	6.538	6.535
2001	6.372	6.169	5.976	5.760	5.328	4.958	4.635	4.502	4.288	3.785	3.526	3.261
2002	3.068	2.967	2.861	2.845	2.740	2.687	2.714	2.594	2.604	2.487	2.301	2.201
2003	2.103	1.945	1.904	1.858	1.769	1.697	1.653	1.632	1.635	1.596	1.572	1.545
2004	1.528	1.440	1.474	1.445	1.426	1.469	1.604	1.672	1.771	1.890	2.003	2.134
2005	2.264	2.368	2.542	2.724	2.856	2.967	3.083	3.179	3.324	3.458	3.636	3.808
2006	3.955	4.043	4.142	4.305	4.563	4.700	4.849	4.946	5.023	5.098	5.125	5.129
2007	5.156	5.181	5.214	5.222	5.248	5.250	5.255	5.253	5.231	5.137	4.962	4.801
2008	4.620	4.161	3.777	3.400	3.072	2.894	2.787	2.779	2.774	2.709	2.568	2.353
2009	2.046	1.869	1.822	1.607	1.530	1.377	1.035	0.925	0.750	0.646	0.611	0.569
2010	0.558	0.577	0.547	0.588	0.560	0.528	0.531	0.513	0.500	0.480	0.454	0.462
2011	0.538	0.512	0.500	0.588	0.413	0.448	0.381	0.408	0.378	0.385	0.401	0.382
2012	0.385	0.389	0.383	0.367	0.363	0.358	0.363	0.377	0.348	0.340	0.324	0.326
2013	0.300	0.286	0.285	0.264	0.245	0.244	0.267	0.271	0.257	0.266	0.263	0.264
2014	0.244	0.236	0.236	0.233	0.228	0.228	0.244	0.260	0.246	0.261	0.261	0.267
2015	0.262	0.266	0.278	0.283	0.290	0.299						



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LOCAL AGENCY INVESTMENT FUND

Quarterly Apportionment Rates

	March	June	September	December
1977	5.68	5.78	5.84	6.45
1978	6.97	7.35	7.86	8.32
1979	8.81	9.10	9.26	10.06
1980	11.11	11.54	10.01	10.47
1981	11.23	11.68	12.40	11.91
1982	11.82	11.99	11.74	10.71
1983	9.87	9.64	10.04	10.18
1984	10.32	10.88	11.53	11.41
1985	10.32	9.98	9.54	9.43
1986	9.09	8.39	7.81	7.48
1987	7.24	7.21	7.54	7.97
1988	8.01	7.87	8.20	8.45
1989	8.76	9.13	8.87	8.68
1990	8.52	8.50	8.39	8.27
1991	7.97	7.38	7.00	6.52
1992	5.87	5.45	4.97	4.67
1993	4.64	4.51	4.44	4.36
1994	4.25	4.45	4.96	5.37
1995	5.76	5.98	5.89	5.76
1996	5.62	5.52	5.57	5.58
1997	5.56	5.63	5.68	5.71
1998	5.70	5.66	5.64	5.46
1999	5.19	5.08	5.21	5.49
2000	5.80	6.18	6.47	6.52
2001	6.16	5.32	4.47	3.52
2002	2.96	2.75	2.63	2.31
2003	1.98	1.77	1.63	1.56
2004	1.47	1.44	1.67	2.00
2005	2.38	2.85	3.18	3.63
2006	4.03	4.53	4.93	5.11
2007	5.17	5.23	5.24	4.96
2008	4.18	3.11	2.77	2.54
2009	1.91	1.51	0.90	0.60
2010	0.56	0.56	0.51	0.46
2011	0.51	0.48	0.38	0.38
2012	0.38	0.36	0.35	0.32
2013	0.28	0.24	0.26	0.26
2014	0.23	0.22	0.24	0.25
2015	0.26	0.28		



STAFF REPORT TO THE COLFAX CITY COUNCIL

FOR THE August 12, 2015 COUNCIL MEETING

FROM: Mark Miller, City Manager
PREPARED BY: Staff
DATE: August 4th, 2015
SUBJECT: Approval of Lift Station #2 Phase 2 Pump Upgrade

<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>	FUNDED	<input type="checkbox"/>	UN-FUNDED	AMOUNT: \$19,419.98	FROM FUND:
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RECOMMENDED ACTION: Authorize the City Manager to purchase two new lift station pumps in the amount of \$14,419.98 and have them installed for an amount not expected to exceed \$5,000.

SUMMARY:

On April 8th, 2015, City Council adopted Resolution 11-2015, authorizing the purchase of two new lift station pumps for lift station #2. Acquiring and installing these two pumps was termed "Phase 1" of a two-phase project. At the time, the lift station had two functioning pumps and two non-functioning pumps. Shortly thereafter, the functioning pumps failed, necessitating the need for Phase 2 to begin sooner than expected.

Phase 2 is predominantly the same as Phase 1, excepting that the installation cost will be less due to two reasons: 1) demolition of the existing failed pumps and associated equipment was completed during the first installation; and, 2) the custom-made installation trolley system has already been fabricated and installed.

Phase 1 was completed on July 7th. The City experienced an installation cost overrun during Phase 1 due to one of the pumps being built incorrectly. Staff worked with the pump supplier to reduce the cost of the Phase 2 pumps to compensate for the cost overrun incurred during Phase 1.

CONCLUSION:

Staff recommends that Council authorize the City Manager to purchase two new lift station pumps in the amount of \$14,419.98, and have them completely installed for an amount not expected to exceed \$5,000.

ATTACHMENTS:

- a. Resolution 32-2015
- b. Quote from Flo-Line Technology, Inc.

City of Colfax

City Council

Resolution № 32-2015

AUTHORIZING THE CITY MANAGER TO PURCHASE TWO NEW LIFT STATION PUMPS IN THE AMOUNT OF \$14,419.98 AND HAVE THEM INSTALLED FOR AN AMOUNT NOT TO EXCEED \$5,000

Whereas, City of Colfax owns and maintains a sewer lift station known as Lift Station #2 which was built in 1988; and,

Whereas, On April 8th, 2015, City Council adopted Resolution 11-2015, authorizing the purchase of two new lift station pumps for lift station #2 as “Phase 1” of a two-phase project to replace the four pumps at that lift station; and

Whereas, the two remaining pumps have since failed; and,

Whereas, the City has determined that it is in the best financial and operational interest of the City to proceed with “Phase 2” of the project and replace the two remaining pumps;

Now Therefore, Be It Resolved by the City Council of the City of Colfax that the City Manager is hereby authorized to purchase two new lift station pumps in the amount of \$14,419.98 and have them installed for an amount not to exceed \$5,000.

Passed and Adopted this 12th day of August by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Kim A. Douglass, Mayor

ATTEST:

Lorraine Cassidy, City Clerk



Flo-Line Technology, Inc.
 11822 Kemper Rd, Auburn, CA 95603
 Ph 530-887-2240, Fax 530-887-2243
www.flolinepumps.com

ATTENTION	TRAVIS BERRY
COMPANY	CITY OF COLFAX
EMAIL	travis.berry@colfax-ca.gov
PHONE	530-346-2313
FAX	
CELL	
QUOTE NO	11143
DATE	08-04-15

PREPARED BY	Gary Norgaard	LEAD TIME	11 - 13 WEEKS ARO
CELL	530-887-2240	FREIGHT	PP&ADD
E-MAIL	gary@flolinepumps.com	SHIP VIA	BEST WAY
SUBJECT	ABS PUMP QUOTATION	TERMS	NET 30 O.A.C.
REFERENCE		VALIDITY	30 DAYS

Qty	Part No	Description	Unit Price	Ext'd
2	XFP101G PE185/2	ABS MODEL XFP101G CB1 PE185/2 DRY PIT SUBMERSIBLE NON-CLOG PUMP, 4" DISCHARGE, 25 HP, 3450 RPM, 460/3/60, PREMIUM EFFICIENT EXPLOSION PROOF MOTOR. EACH PUMP IS PROVIDED WITH A GLYCOL COOLING JACKET FOR DRY PIT INSTALL.	\$6,460.38	\$12,920.77
2	41826130	DRY PIT VERTICAL MOUNT STAND	\$448.80	\$897.60
2	62306228	HARDWARE KIT (PUMP TO STAND)	\$22.85	\$45.69
1	40536011	SUCTION ELBOW, 4" X 4" WITH CLEANOUT	\$498.55	\$498.55
1	62306272	HARDWARE KIT (PUMP TO SUCTION ELBOW)	\$57.37	\$57.37
1	RESTOCKING FEE	RESTOCKING FEE - BASED UPON PUMPS AND EQUIPMENT NOTED ABOVE TO BE PLACED ON ORDER. FEE ONLY DUE AND PAYABLE IF PUMP AND EQUIPMENT ORDER IS CANCELLED. (FORMAL PURCHASE ORDER REQUIRED TO BEGIN ORDER PROCESS)	\$4,900.00	\$4,900.00
1	SALES TAX	7.5% SALES TAX	\$1,081.50	\$1,081.50

THANK YOU VERY MUCH FOR THE OPPORTUNITY TO QUOTE THE ABOVE PRODUCTS

Total

\$20,401



STAFF REPORT TO THE COLFAX CITY COUNCIL

FOR THE AUGUST 12, 2015 COUNCIL MEETING

**** CITY COUNCIL SITTING AS THE PLANNING COMMISSION ****

FROM: Mark Miller, City Manager

PREPARED BY: Amy Feagans, Planning Director

DATE: July 29, 2015

SUBJECT: Design Review Permit for the Canyon Creek Self Storage Facility

<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: Adopt Resolution 33-2015 Approving the Design Review Permit for the Canyon Creek Self Storage Facility to be located on a 3.83- acre parcel (APN 101-132-043) in the Highway Commercial (CH) Zone

PUBLIC NOTICE: This hearing has been noticed in accordance with the requirements of California Planning and Zoning Law, Title 7, Chapter 65000, Government Code, as amended.

PROJECT SUMMARY:

Project Title: Canyon Creek Self Storage (File No. 2015-02-DRP)
 Design Review Permit

Applicant: Andy Weinberg and David Dwelle

Owner: David Dwelle

Project Location: Canyon Creek Drive and Canyon Creek Circle

Land Use (existing): Vacant

Surrounding Land Uses:

North: Cedar Ravine Drive, open space

South: Canyon Creek Circle, Single Family homes, tot lot

East: Canyon Creek Circle, Single Family homes

West: Canyon Way, open space

Assessor's Parcel No: 101-132-043-000

Zoning District: CH – Highway Commercial

GP Designation: C – Commercial

PROJECT REQUEST/DESCRIPTION

The requested entitlement is for a Design Review Permit to allow the development of a 163-unit self-storage facility and manager's unit. The project includes 12 single-story storage unit buildings, one two story storage unit building and a single story manager's residential unit. The storage units range in size from approximately 5' x 5' (25 sq. ft.) for the smallest units to as large as 10' x 20' (200 sq. ft.) with the majority of units in the 10' x 15' (150 sq. ft.) range. Total development on the site is approximately 20,000 square feet including the manager's unit.

PROJECT HISTORY/BACKGROUND

This project is part of the Canyon Creek Village Master Plan. In the late 1980s through the early 1990s, the City approved a General Plan Amendment, Rezone, Parcel Map, and the Canyon Creek Planned Unit Development Land Use Master Plan, and corresponding Development Agreement for the several parcels, including this parcel. The Canyon Creek Village Master Plan was comprised of five parcels totaling approximately 33 acres. Phase I of the project consisted of the 46-lot single family subdivision (Canyon Creek Village), Phase II included the development of 26 multi-family duplex and four-plex units known as The Cedars. The third phase of the master planned property was the development of the 55 apartment units on 9.7 acres known as the Cedar Ridge Apartments approved in 2007. Remaining are the two commercially (CH) zoned parcels fronting South Canyon Way including this 3.83 acre site.

SURROUNDING LAND USES AND SETTING

The subject vacant parcel is located on the corner of Canyon Creek Drive and Canyon Creek Circle, east of Interstate 80, at the south end of the City. The property is bordered by the Canyon Creek subdivision of single family homes to the southeast including a small tot lot immediately adjacent to the project site that is owned by the Canyon Creek Home Owners association and vacant parcels to the northwest. The 3.83 acre parcel is sloped and contains significant tree coverage.

ANALYSIS

Land Use

The proposed self-storage facility is consistent with the Highway Commercial (CH) zoning and Commercial (C) land use designation of the General Plan. The use, Storage Facility, Self-Service is listed a permitted use in the CH zone. Additionally, there is a footnote to the table of uses identifying additional requirements for this type of use in Chapter 17.176 – Self-service Storage Facilities. These additional requirements including limitations on use, hours of operation and minimum design standards to ensure design compatibility with the surrounding neighborhood have been incorporated into the conditions of approval. (Attachment 1 - Resolution Conditions of Approval)

The CH commercial zoning of this site permits a wide range of uses including gasoline sales, indoor and outdoor recreation centers, eating and drinking establishments, night clubs and other general commercial and retail sales operations. The development of a self-service storage facility will be one of the least impactful uses to the neighborhood and will also be one of the lowest trip generators of all the uses permitted in the CH zone. Trip generation manuals identify a range of trips per day for storage facilities ranging from 6.8 trips per 100 units to two vehicle trips per day for every 1,000 square feet of storage area. At 163 units and 20,000 square feet total size, this project can expect to generate approximately 24 -40 trips per day which is extremely low for a commercially zoned site given the wide range of uses that are permitted.

Design Review Permit

As stated in chapter 17.32.010-C of the Colfax Municipal Code (CMC), a design review permit shall be obtained prior to the issuance of building permit for any new construction and chapter 17.40.070-B-1 outlines the required findings for approval.

The storage unit buildings will be designed to complement in color and material, the adjacent residential neighborhood by using similar exterior siding, roofing materials and paint colors. Additionally, the office/manager's unit and the building closest to the adjacent homes have been designed to look more residential in appearance with a gable roof instead of the flatter shed-type roof on the other buildings. (A colors and materials board will be available at the meeting).

There will be some grading required to make the site buildable for this use, but the soil material will be balanced on site and a retaining wall will be constructed to create a more level building footprint. This wall will vary in height from a low of two feet to as high as 10 feet in a few areas. The wall will be constructed with large 2' x 4' concrete blocks similar to the wall behind the community room at the Cedar Ridge apartment complex. (Attachment 3 is an example of the proposed retaining wall).

Although some of the existing trees on site will be removed to allow for the development, the overall site design and building configuration has been designed to retain other trees that will allow some screening of the buildings from public view. For the trees that will be removed, as required per section 17.110.050: "the applicant/developer shall replace and replant removed trees with an equal number of trees." Staff recommends that the majority of this replacement planting be on the sloped area below the retaining wall along Cedar Ravine Circle and across the street within the open space area adjacent to the detention pond. Replacement trees shall be selected from the list of City approved tree species.

There will be perimeter fencing six feet high surrounding the development with a gated entry. Because of the topography and slope of the site, circulation will be one-way, circling through the units in a counter-clockwise direction. Entrance to the units is controlled by electronic gate typical of these types of developments. A condition of approval has been included requiring that any fencing visible from the adjacent public right-of-way or from a neighboring home or yard be black aluminum "wrought iron" type fencing.

Because of the City's emphasis on protecting the dark skies, a condition has been included requiring the applicant to use lighting that shielded and shrouded to minimize fugitive light off site.

Environmental Review

Staff has determined that as proposed, this project is exempt from CEQA per section 15332, In-fill Development Projects. The project is consistent with the applicable general plan and zoning designation, occurs within the City limits on a site of no more than five acres, is substantially surrounded by urban uses, is not habitat value for rare or endangered species, will not result in any significant effects relating to traffic, noise, air quality, or water quality, and is adequately served by required utilities and public services.

STAFF RECOMMENDATION:

Staff recommends that the Planning Commission adopt Resolution No: 33-2015, approving the Design Review Permit for the Canyon Creek Self Storage Facility to be located on a 3.83- acre parcel (APN 101-132-043) in the Highway Commercial (CH) Zone with the findings and conditions of approval.

ATTACHMENTS:

- 1 Resolution No. 33-2015
- 2 Preliminary Plan Set dated May 2015 including:
 - Site Plan
 - Grading Plan
 - Managers Unit & Office
 - Sheet A-3 Typical Elevations
 - Sheet A-4 Typical Elevations
 - Tree Screen Exhibit
- 3 Proposed Retaining Wall Style

City of Colfax

Planning Commission

Resolution № 33-2015

APPROVING THE DESIGN REVIEW PERMIT FOR THE CANYON CREEK SELF STORAGE FACILITY TO BE LOCATED ON A 3.83- ACRE PARCEL (APN 101-132-043) IN THE HIGHWAY COMMERCIAL (CH) ZONE

WHEREAS, the applicant, Andy Weinberg, has submitted an application for a Design Review Permit for development of an approximately 20,000 square foot self-storage facility to be located on assessor's parcel number 101-132-043 in the Highway Commercial (CH) zone; and,

WHEREAS, notice of hearing has been given at the time and in the manner required by State Law and City Code; and,

WHEREAS, the project is consistent with the General Plan Commercial designation and the Highway Commercial zoning of the site; and

WHEREAS, the Planning Commission has reviewed and considered the staff report, any and all written comments received during the public review process and any and all oral and written comments submitted at the public hearing and finds:

- a. The Project, as approved allows beneficial use to be made of the site for development, preserves and accentuates the natural features of the property, such as open space, topography, and trees and provides for adequate drainage of the project.
- b. The project site design as approved provides adequate access, vehicle parking, vehicle and pedestrian circulation, loading areas and landscaping and lighting which results in a safe and harmonious development.
- c. The building design, including the materials, colors, height, bulk, size and relief, and the arrangement of the structures on the site, as approved is harmonious with other development and buildings in the vicinity.
- d. The design of the public services, as approved, including but not limited to trash enclosures and service equipment are located so as to not detract from the appearance of the site and are screened appropriately and effectively using construction material, colors and landscaping that are harmonious with the site and building design.

WHEREAS, the project has been determined to be exempt from the California Environmental Quality Act (CEQA) per section 15332, In-fill Development Projects; and

WHEREAS, conditions of approval have been prepared for the project as outlined in Exhibit "A" attached to this resolution.

NOW THEREFORE, BE IT RESOLVED, that the Planning Commission approves Design Review Permit No. 2015-02-DRP for the development of the Canyon Creek Self Storage Facility with the attached conditions.

Passed and Adopted this 12th day of August by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Kim A. Douglass, Mayor

ATTEST:

Lorraine Cassidy, City Clerk

City of Colfax

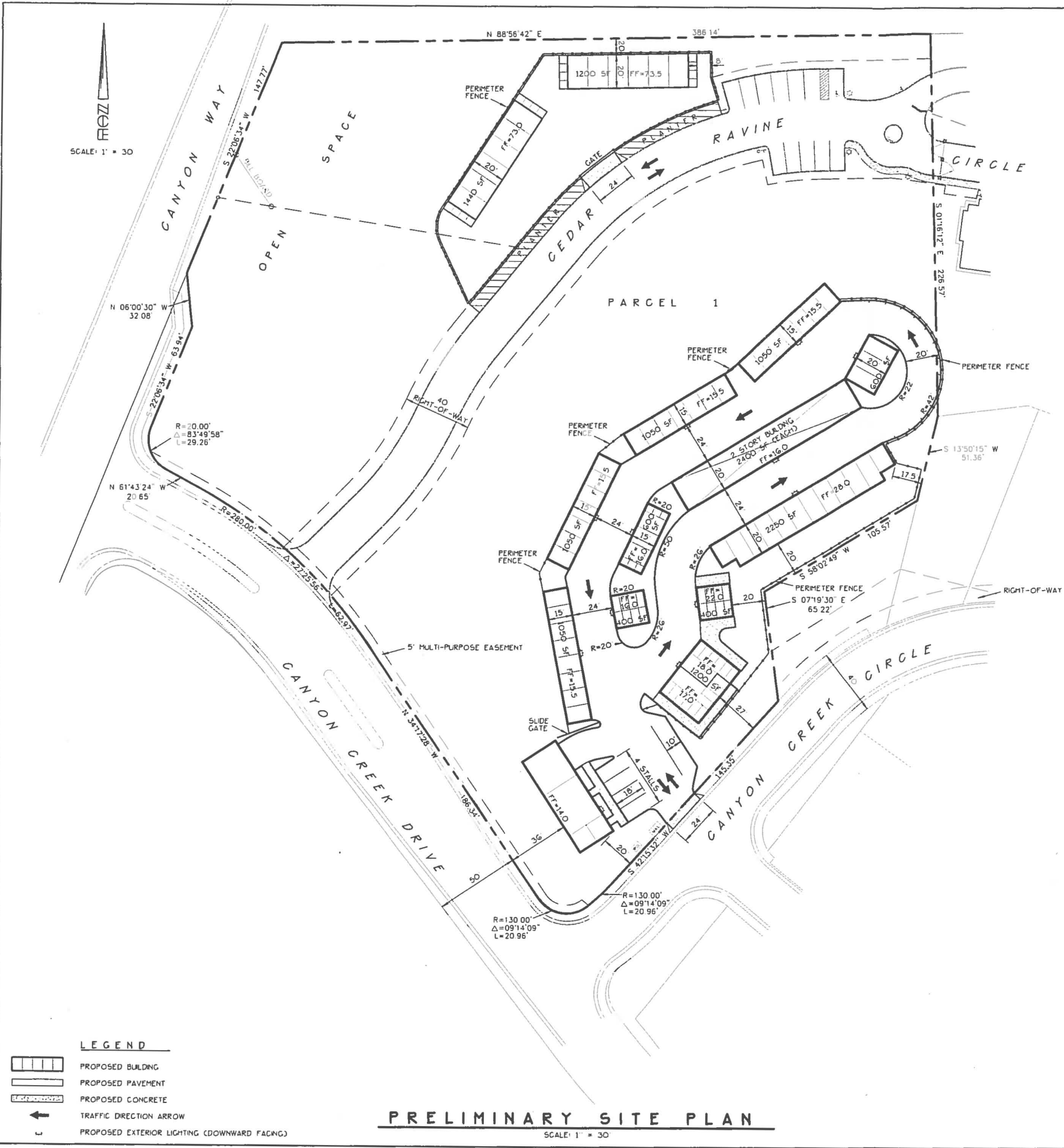
Planning Commission

Resolution № 33-2015

EXHIBIT A - CONDITIONS OF APPROVAL

1. The project as approved shall be in substantial compliance with the preliminary plan set attached to the staff report dated August 12, 2015.
2. Permanent signage shall be approved under a separate Sign Permit. Temporary banners shall only be displayed subject to the provisions of the City's Sign Ordinance regulating promotional events and require approval of a Sign Permit.
3. No truck or vehicle rental shall be conducted from the premises.
4. There shall be no outdoor storage of any kind.
5. Restrooms shall be accessible and available to employees and customers per the Plumbing Code.
6. The owner/operator of the Canyon Creek Self Storage shall maintain in good repair all fencing, walls, buildings, lighting, landscaping, driveway and parking area. The premises shall be kept clean and in an orderly fashion.
7. The applicant shall be responsible for graffiti-free maintenance of the site, and shall remove any graffiti within 48 hours of occurrence or City notification, whichever occurs first.
8. Perimeter fencing when seen from adjacent public rights of way or neighboring residential property shall be black aluminum 3 panel post in the wrought-iron style and approved by the planning director prior to installation.
9. The project operation shall implement Best Management Practices (BMPs) appropriate to the uses conducted on-site to effectively prevent the entry of pollutants into storm water runoff.
10. The following control measures for construction and noise shall be adhered to, unless otherwise approved by the Planning Director or City Engineer:
 - a. Applicant shall designate a "noise disturbance coordinator" who will be responsible for responding to any local complaints about construction noise. Please submit contact information to the Planning Division.
 - b. Construction work hours shall comply with City standards of 6:00 a.m. to 6:00 p.m. Monday through Friday; and 8:00 a.m. to 5:00 p.m. on Saturdays, Sundays and observed holidays.
11. Flammable or combustible liquids or gasses shall not be used or stored on site.

12. Address and premise identification approved numbers shall be maintained on all buildings in such a position as to be plainly visible and legible from the road or street fronting the property.
13. Security gate access shall be provided at all times for Sheriff, Fire, City inspection, utility and other health and safety related vehicles. A gate opening system to provide for emergency vehicle access shall be installed to the satisfaction of the Sheriff and Fire Marshal.
14. Tree replacement shall comply with section 17.110.050 of the Colfax Municipal Code and replacement trees shall be selected from the City's approved tree species list.
15. The project shall comply with Chapter 17.176, Self-Service Storage Facilities, of the Colfax Municipal Code including hours of operation.
16. To minimize visual impacts to adjacent properties, there shall be no off-site glare through the use of cut-off lenses and fixtures shall be "dark sky compliant".
17. Wall-mounted lights shall be located on the building below the roofline of storage unit and directed downward.



APPLICANT/OWNER:

DAVID W DWELLE
301 CANYON CREEK DRIVE
COLFAX CA. 95713
(530) 346-6716

PROJECT REPRESENTATIVE

MR ANDY WENBERG
301 CANYON CREEK DRIVE
COLFAX CA 95713
(530) 346-6716

PREPARED BY:

NEVADA CITY ENGINEERING INC.
WILLIAM D GREEN R.C.E 53839 ANDREW R CASSANO L.S. 437D
505 COYOTE STREET - P.O. BOX 1437
NEVADA CITY CALIFORNIA 95959
(530) 265-6911

NOTES:

- PROPERTY PROFILE:

A.P.N.	101-132-43
PARCEL SIZE	3.83 AC
SITE ADDRESS	CANYON CREEK DRIVE
GENERAL PLAN DESIGNATION/ZONING	CH (COMMERCIAL HIGHWAY)
CURRENT LAND USE	VACANT
- LOT COVERAGE SUMMARY:

14 PROPOSED BUILDINGS (FOOT PRINT)	45 AC	= 11.8%
SURFACED AREA	60 AC	= 15.8%
LANDSCAPE AND UNIMPROVED AREAS	50 AC	= 13.2%
REMAINDER AREA	2.28 AC	= 59.2%
TOTAL	3.83 AC	= 100%
- TOTAL NUMBER OF TREES TO BE REMOVED: 66
- THE TOPOGRAPHY SHOWN PER TOPOGRAPHIC FIELD SURVEY BY DUNDAS + DUNDAS

SERVICE PROVIDERS:

FIRE = CITY OF COLFAX
POLICE = PLACER COUNTY SHERIFF'S DEPARTMENT
SEWER = CITY OF COLFAX
WATER = PLACER COUNTY WATER AGENCY

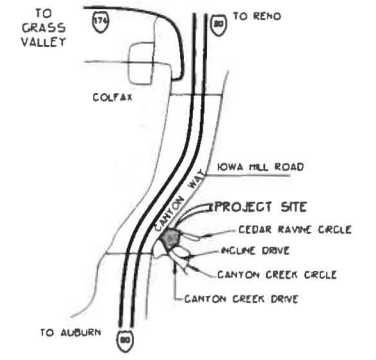
UTILITIES:

ELECTRIC SERVICE:
PACIFIC GAS AND ELECTRIC
333 SACRAMENTO STREET AUBURN CALIF. 95603
PHONE: (530) 889-3285

TELEPHONE SERVICE:
VERIZON
430 WEST CENTER STREET, MANTEGA CALIF 95336
PHONE: (209) 239-0334

SANITARY SEWER SERVICE:
CITY OF COLFAX DEPARTMENT OF PUBLIC WORKS
P.O. BOX 702
33 S MAIN ST COLFAX CALIF 95713
PHONE: (530) 346-2313

DOMESTIC WATER SUPPLY:
PLACER COUNTY WATER AGENCY
P.O. BOX 6570 AUBURN CALIF 95604
PHONE: (530) 823-4850



VICINITY MAP
NOT TO SCALE

SHEET INDEX:

- PRELIMINARY SITE PLAN
- PRELIMINARY GRADING PLAN

LEGEND

- PROPOSED BUILDING
- PROPOSED PAVEMENT
- PROPOSED CONCRETE
- TRAFFIC DIRECTION ARROW
- PROPOSED EXTERIOR LIGHTING (DOWNWARD FACING)

PRELIMINARY SITE PLAN

SCALE: 1" = 30'

DEVELOPMENT PERMIT FOR
CEDAR STORAGE

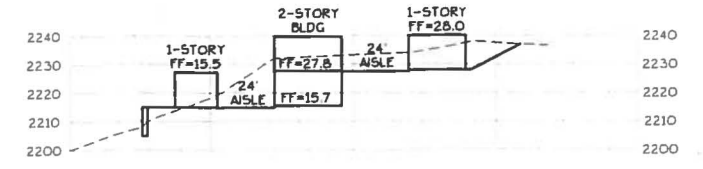
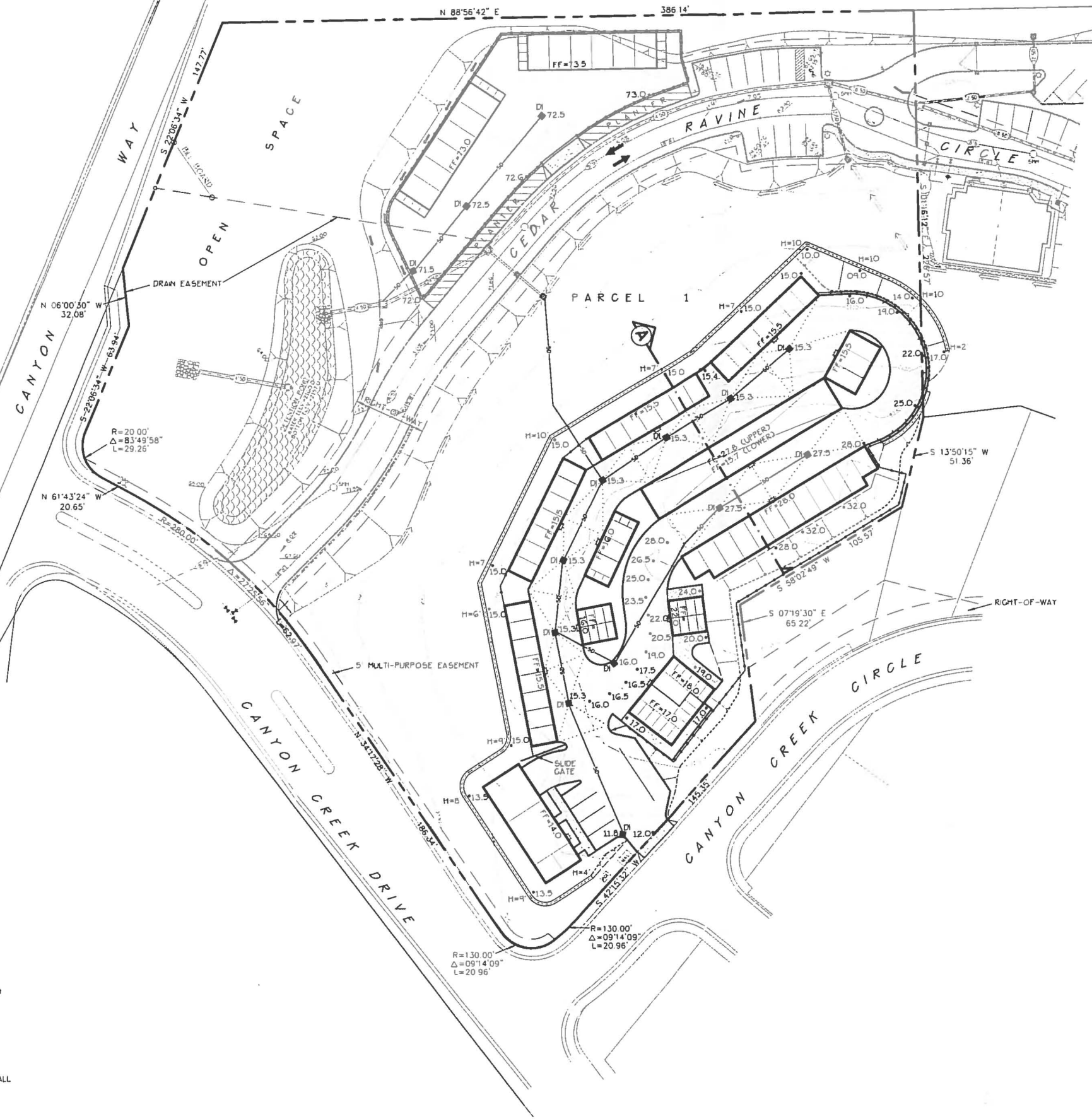
WITHIN A PORTION OF
EAST 1/2 SECTION 10, T. 14 N., R. 9 E., M.D.M.
IN THE INCORPORATED TERRITORY OF
COLFAX, CALIFORNIA

SCALE: 1" = 30'
MAY, 2015
NEVADA CITY ENGINEERING, INC.
505 COYOTE STREET • P.O. BOX 1437 • NEVADA CITY • CALIFORNIA

P:\Land Projects\2005\05-047 Colfax\Drawings\06-047-01.DP ALT2.dwg, 5/21/2015 9:57:38 AM, 1:1

06-047-01

SCALE: 1" = 30'
CONTOUR INTERVAL = 2'



SITE SECTION "A"
SCALE: 1" = 30' HORIZ + VERT

- LEGEND**
- EXISTING DROP INLET
 - EXISTING C.M.P.
 - EXISTING DRAINAGE DITCH
 - EXISTING FIRE HYDRANT
 - PROPOSED BUILDING
 - PROPOSED PAVEMENT
 - PROPOSED CONCRETE
 - PROPOSED RETAINING WALL
 - PROPOSED DITCH
 - PROPOSED DRAIN
 - PROPOSED FINISH GRADE SPOT ELEVATION

PRELIMINARY GRADING PLAN
SCALE: 1" = 30'

DEVELOPMENT PERMIT FOR
CEDAR STORAGE

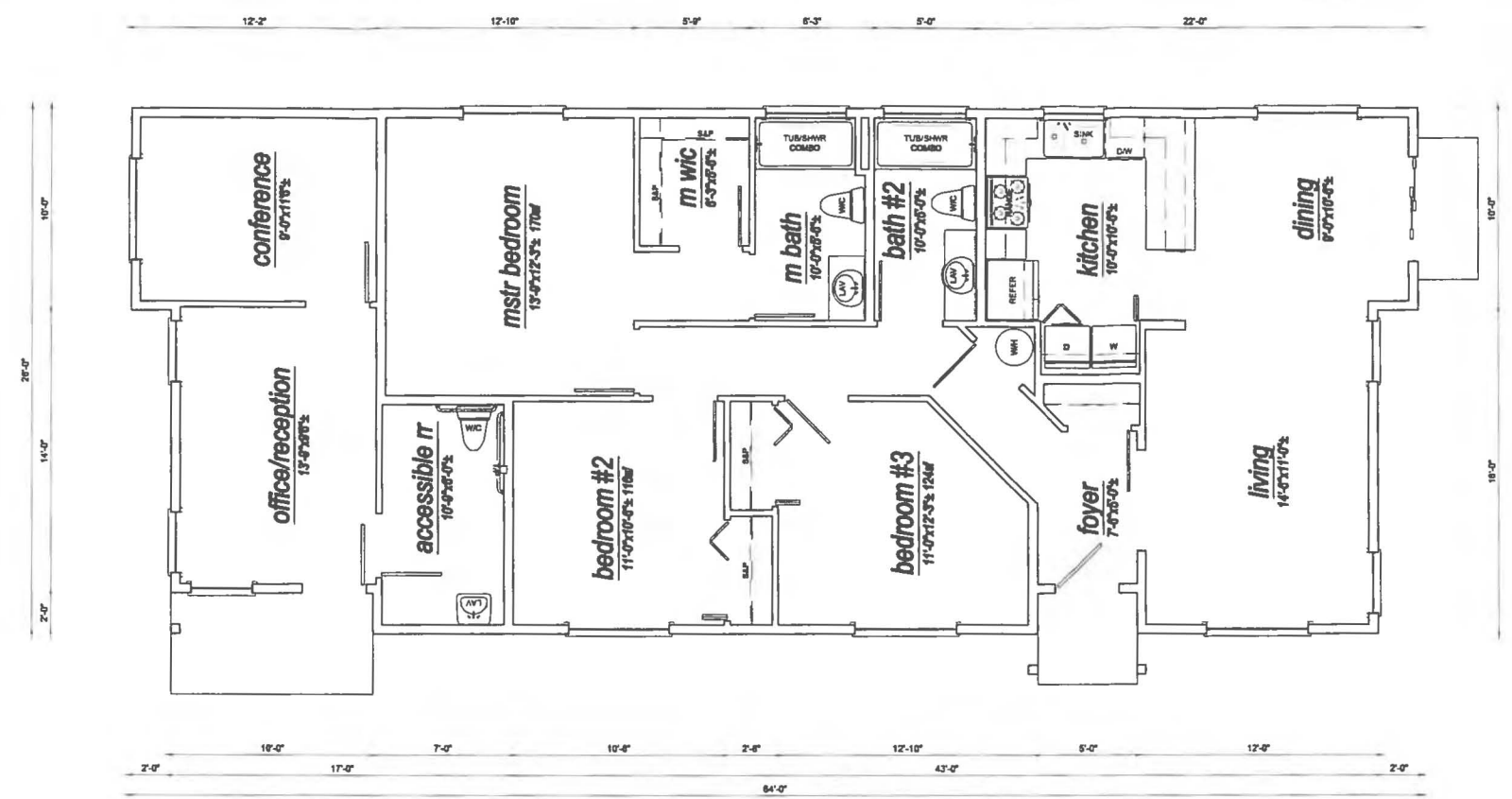
WITHIN A PORTION OF
EAST 1/2 SECTION 10. T. 14 N., R. 9 E., M.D.M.
IN THE INCORPORATED TERRITORY OF
COLFAX, CALIFORNIA

SCALE: 1" = 30' MAY, 2015
NEVADA CITY ENGINEERING, INC.
505 COYOTE STREET • P.O. BOX 1437 • NEVADA CITY • CALIFORNIA

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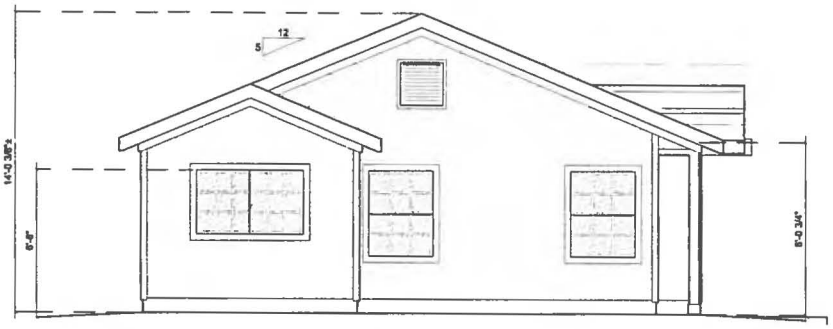
06-047-01

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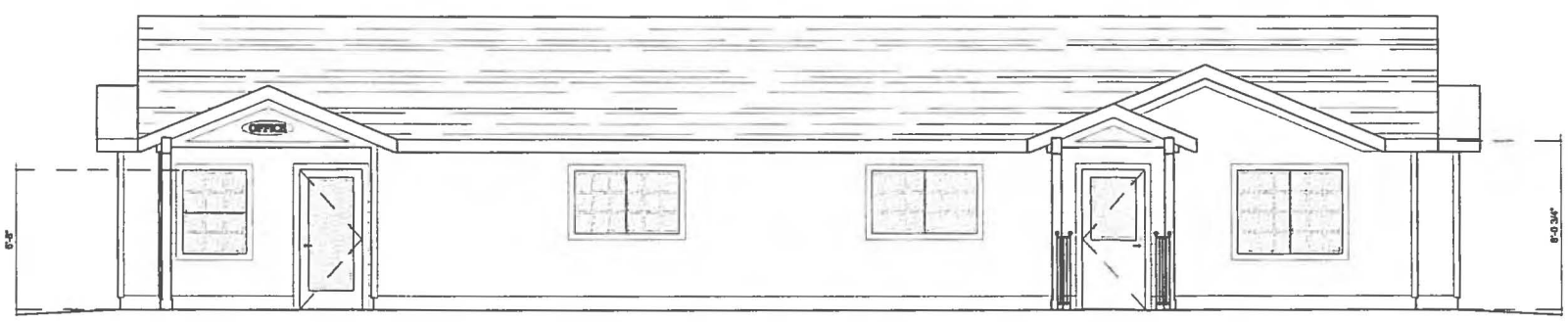


PROPOSED MAIN LEVEL FLOOR PLAN
1,226sf NEW CONDITIONED AREA RESIDENCE and 344sf NEW CONDITIONED AREA OFFICE

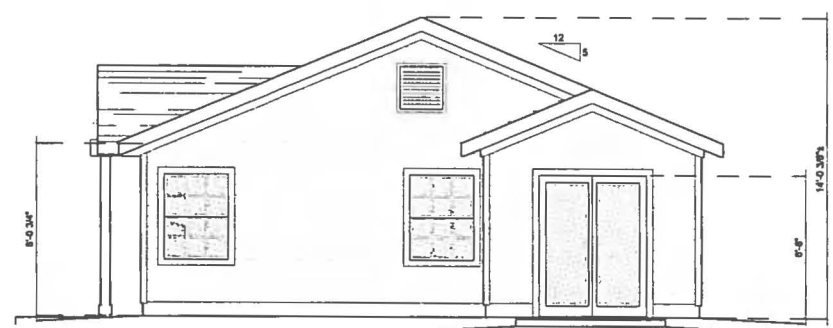
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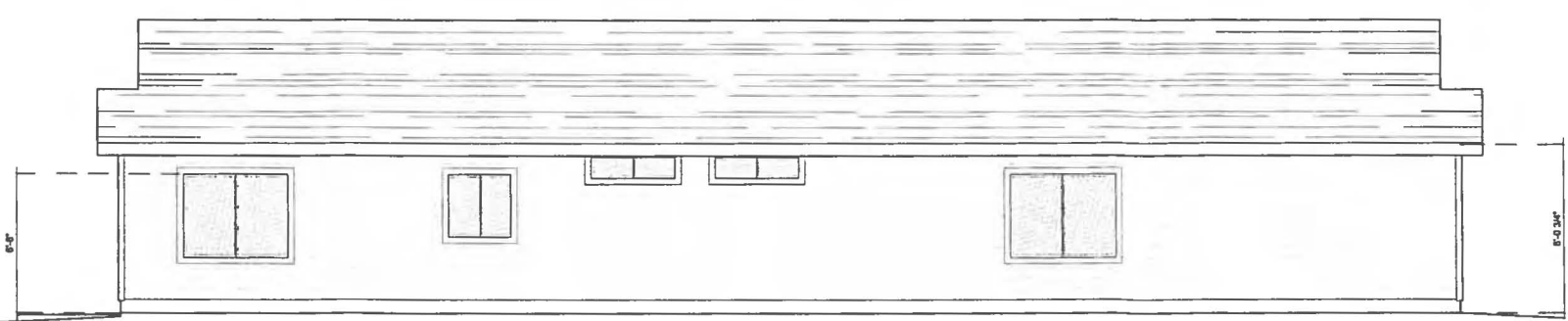
PROPOSED SOUTHEAST EXTERIOR ELEVATION
scale 1/4" = 1'-0"



PROPOSED NORTHEAST EXTERIOR ELEVATION
scale 1/4" = 1'-0"



PROPOSED NORTHWEST EXTERIOR ELEVATION
scale 1/4" = 1'-0"



PROPOSED SOUTHWEST EXTERIOR ELEVATION
scale 1/4" = 1'-0"

ELAINE M. LIESKE
ARCHITECT

P.O. BOX 1502
GRASS VALLEY, CA
95945
(530) 272-4781
www.emlieske.com

PRELIMINARY
NOT FOR
CONSTRUCTION

PROJECT DESCRIPTION:
CEDAR STORAGE
CANYON CREEK DR. and CANYON CREEK CIR.
COLFAX, CALIFORNIA 95713

REVISIONS	
Δ	DATE
Δ	DATE
Δ	DATE
Δ	DATE
Δ	DATE

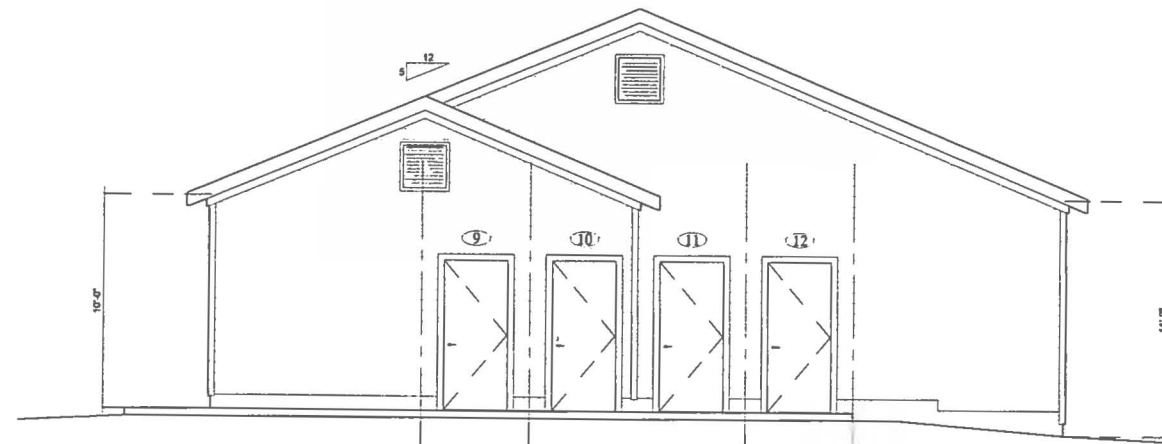
SHEET DESCRIPTION

PROPOSED
MANAGER'S RESIDENCE
and
OFFICE
SCHEME 'C'
FLOOR PLAN
and
EXTERIOR ELEVATIONS

FILE DESCRIPTION
JOB NUMBER 15107
AP # 101-132-43
DRAWN BY eml
SCALE AS NOTED
DATE 2015MAY18

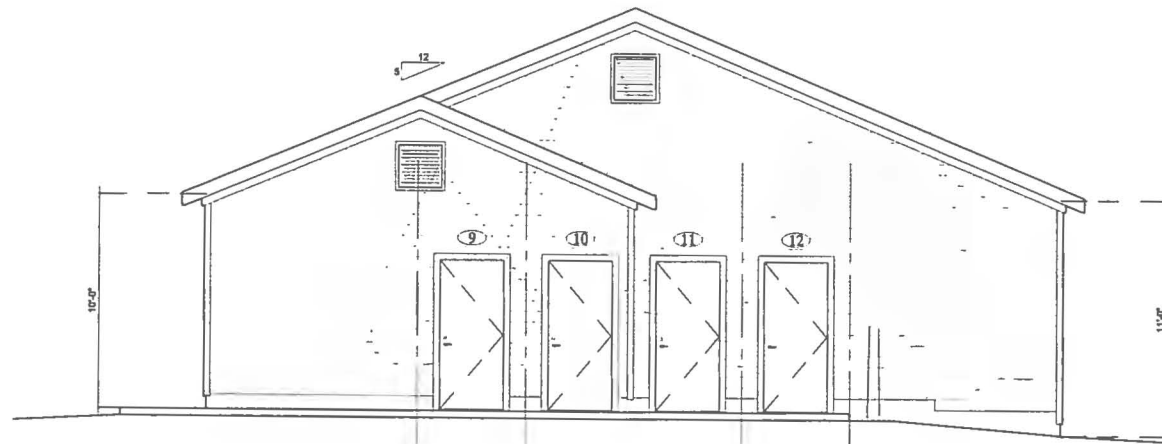
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ARCHITECTURAL, SHTS

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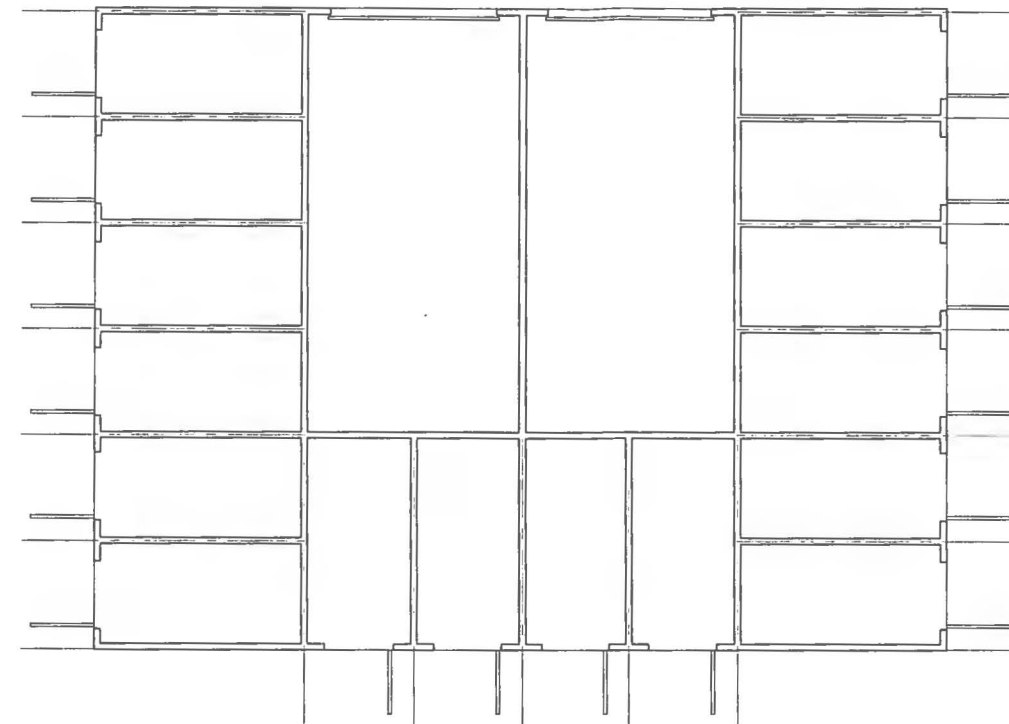
STORAGE BLDG SOUTHEAST ELEVATION

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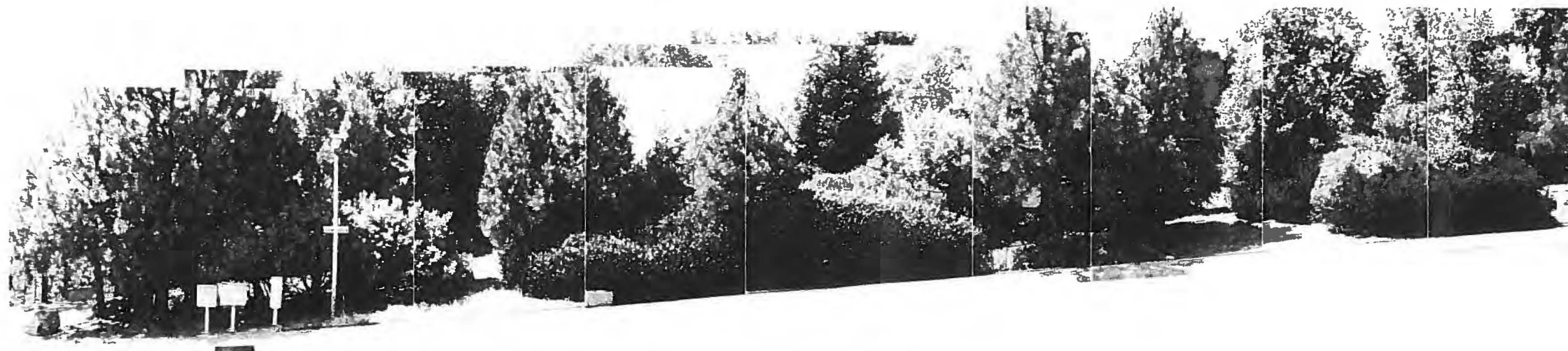
STORAGE BLDG SOUTHEAST ELEVATION with TREES

scale: 1/4" = 1'-0"



PROPOSED STORAGE BUILDING

scale: 1/4" = 1'-0"



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95945
(530) 272-4781
www.emlieske.com

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NOT FOR
CONSTRUCTION

PROJECT DESCRIPTION:
CEDAR STORAGE
CANYON CREEK DR. and CANYON CREEK CIR.
COLFAX, CALIFORNIA 95713

REVISIONS.

▲	DATE
▲	DATE
▲	DATE
▲	DATE
▲	DATE

SHEET DESCRIPTION

PROPOSED
FLOOR PLAN
and
REAR EXTERIOR
ELEVATION

FILE DESCRIPTION:

JOB NUMBER 15107
AP # 101-132-43
DRAWN By em
SCALE AS NOTED
DATE 2015MAY22

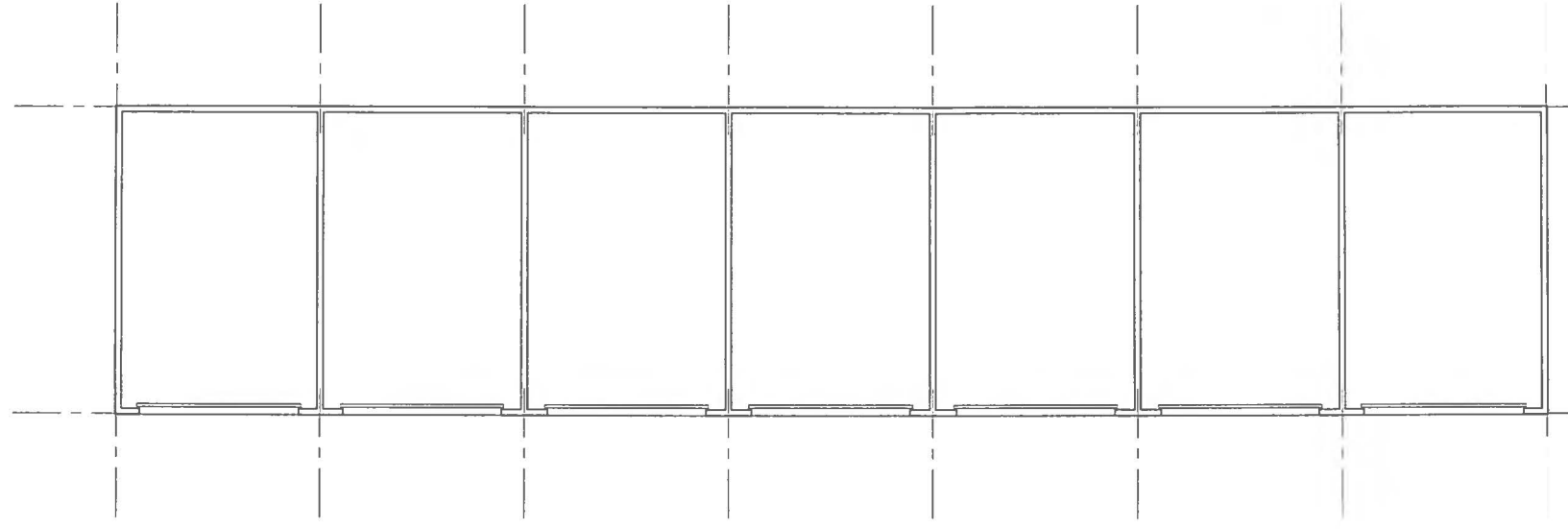
SHEET NUMBER

A3

ARCHITECTURAL SHTS

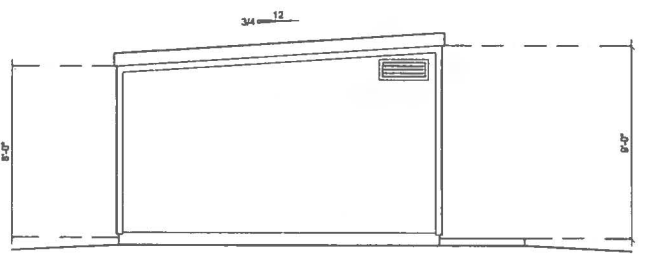
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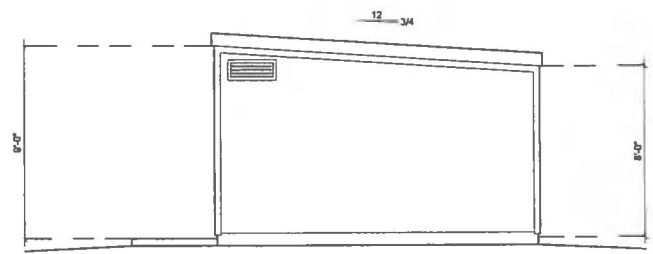
PROPOSED TYPICAL STORAGE BUILDING

scale: 1/4" = 1'-0"



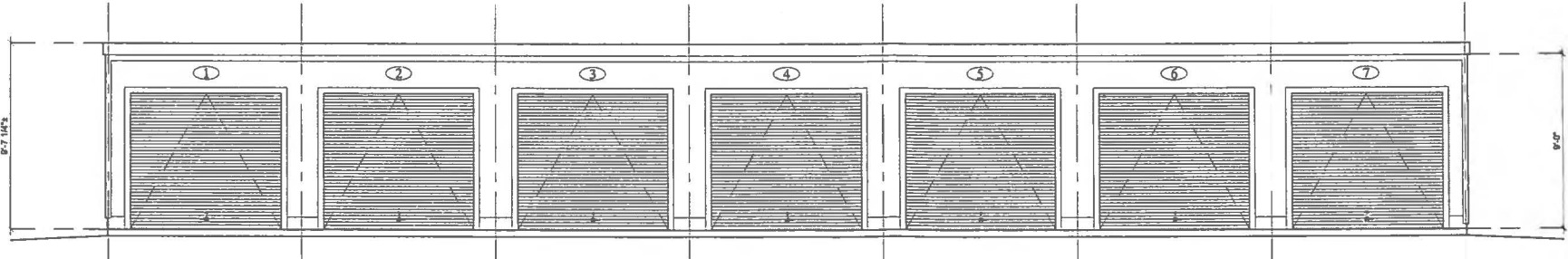
TYPICAL STORAGE BUILDING SIDE ELEVATION

scale: 1/4" = 1'-0"



TYPICAL STORAGE BUILDING SIDE ELEVATION

scale: 1/4" = 1'-0"



TYPICAL STORAGE BUILDING FRONT ELEVATION

scale: 1/4" = 1'-0"

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95945
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www.emlieske.com

PRELIMINARY
NOT FOR
CONSTRUCTION

PROJECT DESCRIPTION:
CEDAR STORAGE
CANYON CREEK DR. and CANYON CREEK CIR.
COLFAX, CALIFORNIA 95713

REVISIONS:	
▲	DATE
▲	DATE
▲	DATE
▲	DATE
▲	DATE

SHEET DESCRIPTION:

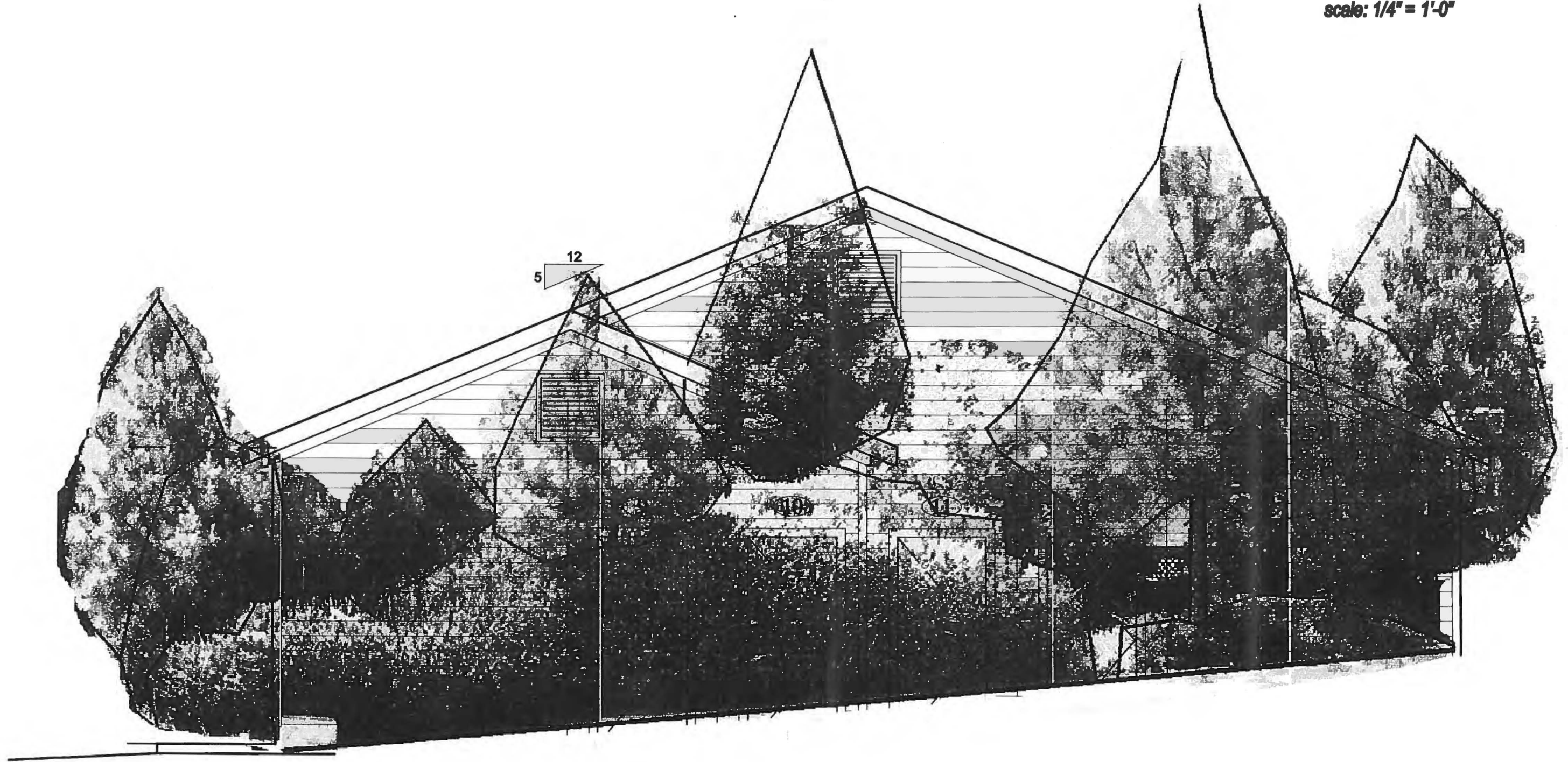
TYPICAL STORAGE UNIT
FLOOR PLAN
and
ELEVATIONS

FILE DESCRIPTION:
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AP # 101-132-43
DRAWN BY eml
SCALE AS NOTED
DATE 2015JULY30

SHEET NUMBER
A4
of 3 ARCHITECTURAL HTS

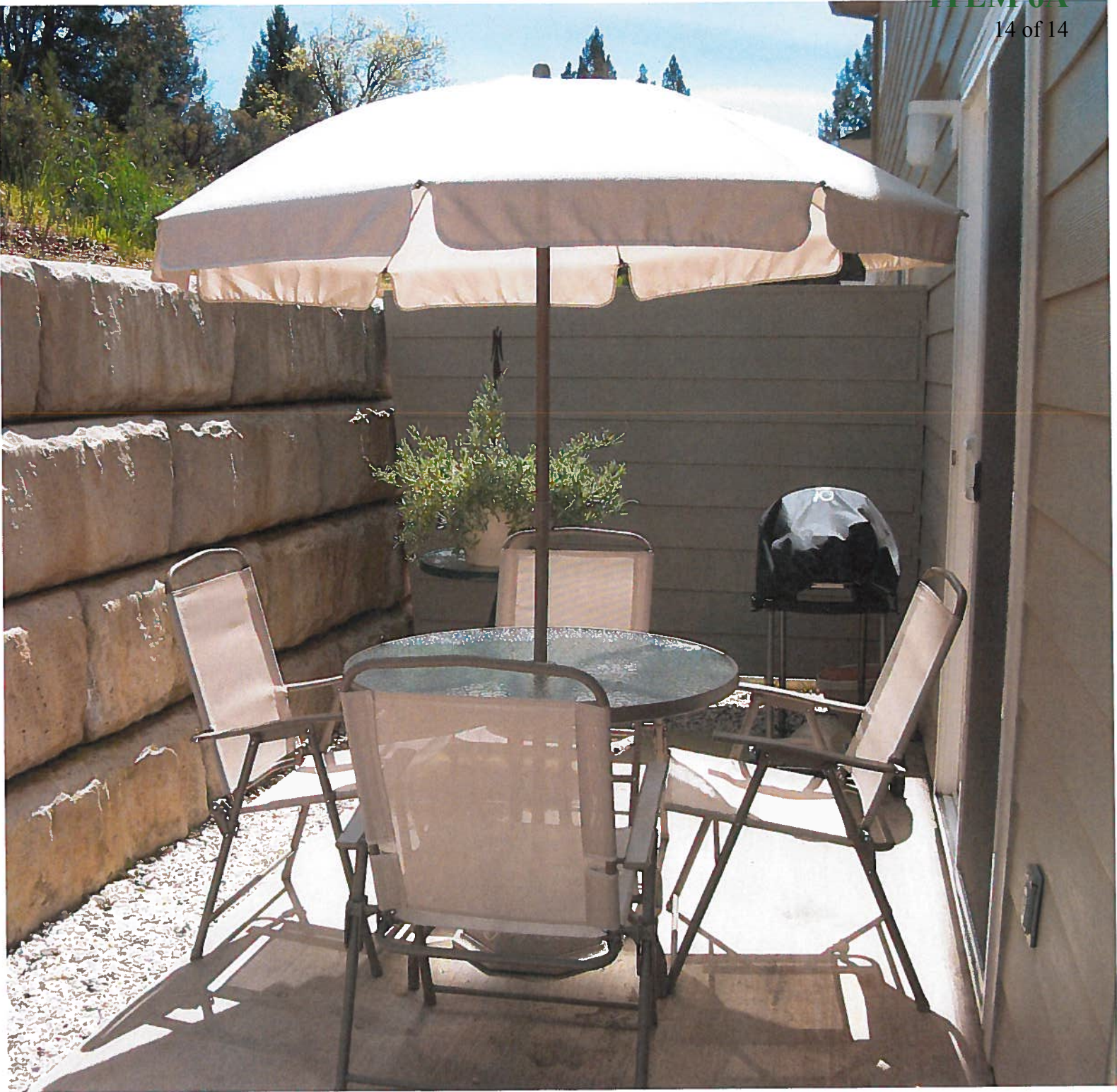
STORAGE BLDG SOUTHEAST ELEVATION

scale: 1/4" = 1'-0"



STORAGE BLDG SOUTHEAST ELEVATION with TREES

scale: 1/4" = 1'-0"



ATTACHMENT 3 – PROPOSED RETAINING WALL



STAFF REPORT TO THE COLFAX CITY COUNCIL

For the August 12, 2015 Council Meeting

FROM: Mark Miller, City Manager

PREPARED BY: Staff

SUBJECT: Response to Grand Jury Report

<input checked="" type="checkbox"/>	N/A	<input checked="" type="checkbox"/>	FUNDED	<input type="checkbox"/>	UN-FUNDED	AMOUNT:	FROM FUND:
-------------------------------------	-----	-------------------------------------	--------	--------------------------	-----------	---------	------------

RECOMMENDED ACTION: Receive and file.

BACKGROUND AND DISCUSSION:

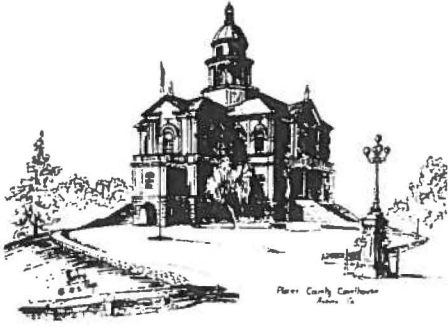
The 2014-2015 Placer County Grand Jury reviewed the operational policies of several jurisdictions within Placer County with the intent to determine if the policies for travel, use of government and private vehicles for official business, use of government credit cards, computers, and phones, contracting bidding and purchasing were appropriate, up-to-date and complete. Although Colfax in general has satisfactory policies in place, not all were in writing. The Grand Jury issued eight recommendations for the City of Colfax to address:

- A written policy for travel and vehicle use.
- A regular schedule for reviewing all policies to assure they are current.
- All policies should include, approval, adoption, and review dates. Policies should be indexed for improved access.
- A written cell phone policy.
- Computer and internet policies.
- Technology policies including computer, tablet, internet and email use.
- Consider procuring cyber security insurance.
- Require that employees verify on a recurring schedule that they understand and acknowledge, by signature, operational policies and any changes.

Staff is addressing each of these issues by developing policies which will be brought to Council for approval in September. Regular Policy review will be facilitated on a three year cycle. Cyber insurance is already in place through SCORE. The Cell phone policies and other employee policies already in place are scheduled for updates.

ATTACHMENTS:

Placer County Grand Jury Report: Investigation of County and City Operational Policies
Colfax Response Form to be submitted to the Grand Jury
Colfax Policy Index



PLACER COUNTY GRAND JURY

Investigation of County and City Operational Policies

June 26, 2015

Investigation of County and City Operational Policies

Summary

The 2014-2015 Grand Jury (Grand Jury) reviewed the operational policies of the incorporated city governments and Placer County. These included Auburn, Colfax, Lincoln, Loomis, Rocklin, and Roseville. The Grand Jury met with county and local government financial managers to understand their various individual local policies, their implementation, and their review procedures and control elements. Our intent was to determine if the policies for travel, use of government and private vehicles for official business, use of government credit cards, computers, and phones, contracting, bidding and purchasing were appropriate, up-to-date and complete.

The Grand Jury sought to determine how such policies are updated to address changes over time and as technology evolves. The Grand Jury also wanted to verify that the policies for travel and the use of technology applied to elected officials as well as government employees. The Grand Jury noted minor improvements were needed in documenting policies, their timeliness and maintaining an inventory of policies. Keeping policies in line with technology changes represents a continuing challenge.

Included in this report are several recommendations that the Grand Jury considers to be representative of *best practices* including:

- Schedule regular specific reviews of policies to assure they are current.
- Have employees verify they understand rules and policies on a recurring basis.
- Include a policy and form for whistleblower use.
- Consider cyber-security insurance.
- Clarify policies to include all aspects of technology.

Glossary

Operating Policies Principles, rules, and guidelines formulated or adopted by an organization to communicate how the organization conducts its operations.

Best practices Best practice is a form of program evaluation in public policy. It is the process of reviewing policy alternatives that have been effective in addressing similar issues in the past and could be applied to a current problem.

Background

Responsibilities of local government employees and elected officials cover a broad range of challenges. Administration of travel costs and the use of credit cards requires strict management controls. In order to satisfy a wide variety of needs, a transparent system of contract requirements, bidding, and awarding to various vendors is necessary. It is a continuing challenge to operate efficiently using an ever-expanding variety of technology tools (smart phones vs. mobile phones, laptops vs. tablets). Policies are necessary to set the rules for such activities and to assure inter-disciplinary coordination on the acquisition, use and management of new technology.

Investigation Methods

The Grand Jury attempted to review operational policies on-line using public web sites. When the Grand Jury was unable to locate the policies on-line, it was determined that further investigation of these policies was appropriate.

Under the Public Records Act, the Grand Jury requested the operational policies addressing:

- Travel
- Use of government and private vehicles for official business
- Use of government credit cards, computers, and phones
- Contracting, bidding and purchasing

The Grand Jury reviewed the operational policies of the six incorporated city governments and Placer County to determine if the policies are appropriate, current and realistic. The Grand Jury met with and interviewed the county auditor-controller and local government financial managers to understand their various individual local policies, the implementation of those policies, and how they are managed. The Grand Jury sought to determine how such policies addressed, coordinated and managed new technologies. The Grand Jury wanted to verify that policies for travel and the use of technology applied to elected officials as well as government employees. The Grand Jury also inquired into the initial and recurring training on operational policies.

Facts and Findings

For Placer County and the cities of Auburn, Colfax, Lincoln, Loomis, Rocklin and Roseville, the Grand Jury determined the following:

Travel Policies

Facts

- All have budgets, controls and policies for travel of elected officials and employees.
- Travel plans and projected costs are developed in the fiscal budget process.
- Any out of state, out of the country, and unbudgeted travel requires pre-approval by the respective elected officials (Board of Supervisors for county, council members for cities).
- All policies for travel require the use of the lowest cost for airfare, ground transportation and lodging.
- Per Diem rates for employees on official travel use IRS or lesser rates.
- All governmental entities have personnel approving travel in advance and staff monitoring travel claims and payments.
- Elected officials and appointed employees are subject to the same operational policies in all entities.
- Colfax does not have a written policy on travel.

Findings

- F1. Policies for travel seemed appropriate and adequate while recognizing the wide differences in size of the workforce and responsibilities. Colfax has policies, but they are not in writing.
- F2. Travel controls for all entities are adequate.

Vehicle Policies

Facts

- County and all local governments have government vehicles. The majority of vehicle use is by public safety and public service departments.
- The use of personal vehicles for official travel is reimbursed at the IRS approved mileage rate.
- The Board of Supervisors and other elected local government officials are not assigned government owned vehicles.
- Elected officials receive set allowances to compensate for transportation expenses.
- Colfax does not have a written policy on vehicle use.

Findings

- F3. Vehicle policies for all jurisdictions are satisfactory, although Cofax's policy is not in writing.

Credit Card Policies**Facts**

- The county and all cities use credit cards. The number of cards in use varies; for example, Loomis has only one credit card, while Roseville has over 300 credit cards.
- Managers or department heads are responsible for approving the issuance of cards and monitoring appropriate use.
- Typical credit card use includes:
 - Travel expenses such as airfare and conference fees payable in advance
 - Purchases for emergency repairs
 - Numerous other authorized routine field expenses
- Credit card expenses are reviewed and approved prior to payment.
- Monitoring of credit card expenses is routinely done by staff and, proactively by the issuing credit card banks.

Findings

- F4. Each government body has different policies and procedures for issuance and use of credit cards.
- F5. Credit cards are widely used by Placer County, Rocklin and Roseville. Use in other jurisdictions is more limited.
- F6. Monitoring and control of credit card use is adequate.

Cell-Phone Policies**Facts**

- All entities issue and use cell-phones for employee use.
- The bulk of cell-phone use is by public safety and public service employees.
- Elected officials generally use their own cell-phones and are reimbursed or have allowances covering such use.
- Placer County and Roseville department heads authorize cell-phone issuances.

- Placer County and Roseville IT departments have responsibility for negotiating cell-phone contracts.

Findings

F7. Monitoring cell phone usage continues to be an on-going challenge for management.

Technology Policies

Facts

- All entities have a wide variety of hardware and software.
- Placer County, Auburn, Rocklin, and Roseville have inter-disciplinary groups to assess technology changes, their application and their costs.
- Some agencies monitor Internet access to preclude personal use.
- Rocklin has a social media policy.
- Roseville has e-mail and remote e-mail policies that employees must read, acknowledge and understand before signing.
- Roseville incorporates technology training in yearly ethics training.
- Cyber security insurance is purchased by Roseville.
- Auburn has a technical procedures policy that employees must sign.
- deleted

Findings

F8. Smart phones have blurred the lines between cell-phone and technology use policies.

F9. Management oversight and monitoring of technology usage is an evolving challenge.

F10. The extent of personal computer and tablet usage varies with the number of employees.

F11. Management approach and policies on technology vary.

Contracting, Bidding and Purchasing Policies

Facts

- Contracting and bidding practices vary but conform to state laws, regulations and appeared adequate.

Findings

F12. All entities have adequate policies on contracting and bidding.

Management and Administration of Policies**Facts**

- Training policies and practices, both initial and recurring, vary.
- All operational policies apply to elected officials as well as employees.
- Not all policies were current and in writing.
- Not all policies were organized and indexed.
- Only Placer County has internal auditors on staff.
- Roseville does not have an internal auditor but is considering adding this role.
- Colfax has a policy and a complaint form for whistleblower reports. All others rely on Federal Law protecting whistleblowers but do not have a policy or form for written whistleblower reports.

Findings

- F13. Policies are not being updated in a timely fashion.
- F14. Some, but not all, policies identified the original date of issue or date of review.
- F15. Issuance dates, recurring reviews and approvals of operational policies were only completed by Placer County, Colfax and Roseville. Other entities revised policies on an “as necessary” basis.
- F16. Complete standardized numbered policies were only available from Placer County and Roseville.
- F17. Initial training on operational policies is completed for newly elected officials and new employees in a variety of ways.
- F18. Recurring training policies can be improved.
- F19. Management of technology innovations requires an inter-disciplinary approach.
- F20. On-going internal auditing serves to monitor internal controls and minimize non-compliance and abuse. The addition of internal auditors would be valuable for the larger cities.
- F21. Providing forms for employees to submit whistleblower reports in writing would be of value.

Conclusions

The Grand Jury's review of the operating policies of the county and cities indicates they are appropriate. There are actions that the Grand Jury would consider *best practices* that should be instilled. Current policies apply equally to elected officials, appointed management and employees.

Significant variability exists in the level of detail included in the operating policies of the county and various cities. As the size of the government entity and number of employees increases, more reliance is placed on managerial control.

Recommendations

(Table 1 on the following page specifies which recommendations are applicable to each entity)

The Grand Jury recommends that:

- R1. A written policy for travel and vehicle use be developed.
- R2. A regular schedule be established for reviewing all policies to assure they are current.
- R3. All policies should include, approval, adoption, and review dates. Policies should be indexed for improved access.
- R4. Cell phone policies be documented.
- R5. Computer and internet policies be documented.
- R6. Technology policies include computer, tablet, internet and email use.
- NO* R7. Consideration should be given to the development of a Technology Resources Policy including a schedule of reviews and employee acknowledgements.
- R8. Consideration be given to procuring cyber security insurance.
- R9. Require that employees on a recurring schedule verify that they understand and acknowledge, by signature, operational policies and any changes thereto.
- NO* R10. A whistleblower policy and reporting form be developed.
- NO* R11. Consideration be given to adding one or more internal auditors to staff.

Table 1 – Recommendations

	Recommendations										
	R1	R2	R3	R4	R5	R6	R7	R8	R9	R10	R11
Placer County								X		X	
City of Auburn		X	X			X	X	X	X	X	
City of Colfax	X	X	X	X	X	X		X	X		
City of Lincoln		X	X	X		X	X	X	X	X	
Town of Loomis		X	X	X	X	X		X	X	X	
City of Rocklin		X	X					X	X	X	
City of Roseville										X	X

Key: X - indicates this recommendation applies.

Request for Responses:

	<u>Recommendations Requiring Response</u>	<u>Response Due Date</u>
Mr. David Boesch Placer County CEO 175 Fulweiler Ave. Auburn, CA 95603	R8, R10	August 24, 2015
Mr. Andrew Sisk Placer County Auditor Controller 175 Fulweiler Ave. Auburn, CA 95603	R10	August 24, 2015
Mr. Tim Rundel City Manager, City of Auburn 1225 Lincoln Way Auburn, CA 95603	R2, R3, R6-R10	August 24, 2015
Mr. Mark Miller City Manager , City of Colfax 33 South Main St. Colfax, CA 95713	R1-R6, R08-09	August 24, 2015
Mr. Matt Brower City Manager, City of Lincoln 600 Sixth St. Lincoln, CA 95648	R2-R4, R6-R10	August 24, 2015
Mr. Rick Angelocci Town Manager, Town of Loomis 3665 Taylor Road Loomis, CA 95650	R2-R6, R8-R10	August 24, 2015
Mr. Ricky A. Horst City Manager, City of Rocklin 3970 Rocklin Rd. Rocklin, CA 95677	R2, R3, R8-R10	August 24, 2015

Mr. Ray Kerridge

City Manager, City of Roseville
311 Vernon St.
Roseville, CA 95678

R10, R11**August 24, 2015****Copies Sent to:****Mr. Keith Nesbitt,**

Mayor, City of Auburn
1225 Lincoln Way
Auburn, CA 95603

Mr. Dylan Fisk

Administrative Services Director, City of Auburn
1225 Lincoln Way
Auburn, CA 95603

Mr. Kim Douglass

Mayor, City of Colfax
33 South Main St.
Colfax, CA 95713

Ms. Laurie Van Groningen

Finance Director, City of Colfax
33 South Main St.
Colfax, CA 95713

Mr. Paul Joiner

Mayor, City of Lincoln
600 Sixth St.
Lincoln, CA 95648

Mr. Steven Ambrose

Finance Director
600 Sixth St.
Lincoln, CA 95648

Ms. Rhonda Morillas

Mayor, Town of Loomis
3665 Taylor Road
Loomis, CA 95650

Mr. Roger Carroll

Treasurer, Finance Director, Town of Loomis
3665 Taylor Road
Loomis, CA 95650

Mr. George Magnuson

Mayor, City of Rocklin
3970 Rocklin Rd.
Rocklin, CA 95677

Ms. Kimberly Sarkovich

Chief Financial Officer, City of Rocklin
3970 Rocklin Rd.
Rocklin, CA 95677

Ms. Carol Garcia

Mayor, City of Roseville
311 Vernon St.
Roseville, CA 95678

Mr. Monty Hanks

Finance Director, City of Roseville
311 Vernon St.
Roseville, CA 95678



PLACER COUNTY GRAND JURY

Phone: (530) 886-5200

FAX (530) 886-5201

Mailing Address:

11532 B Avenue, Auburn, CA 95603

INSTRUCTIONS FOR RESPONDENTS

The legal requirements affecting respondents and responses to Grand Jury findings and recommendations are contained in California Penal Code, Section 933.05. The full text of the law is provided below.

Two different time periods for responses, and to whom you must respond is defined in Penal Code Section 933(c). They are as follows:

Type of Agency	Time Frame	To Whom
Public	Ninety (90) Days	<ul style="list-style-type: none"> Presiding Judge of the Superior Court
Elective Office or Agency Head	Sixty (60) Days	<ul style="list-style-type: none"> Presiding Judge of the Superior Court Information copy to Board of Supervisors

Two originals of the responses must be provided to:

1. Presiding Judge of the Placer County Superior Court at the address listed below:

The Honorable Colleen Nichols
 Presiding Judge of the Superior Court
 County of Placer
 P.O. Box 619072
 Roseville, CA 95661

2. Placer County Grand Jury at the address listed below:

Placer County Grand Jury
 11532 B Avenue
 Auburn, CA 95603

When responding to more than one report, respondents must respond to each report separately.

You are encouraged to use the Response to Grand Jury Report Form, attached, to help format and organize your response. An electronic version of the form is available upon request from the Grand Jury.

Response to Grand Jury Report Form

Report Title: Investigation of County and City Operational Policies

Report Date: June 26, 2015

Response By: Mark Miller **Title:** City Manager,
City of Colfax

FINDINGS

- I (we) agree with the findings, numbered: 1-6, 8,9.
- I (we) disagree wholly or partially with the findings, numbered: _____.
(Describe here or attach a statement specifying any portions of the findings that are disputed or not applicable; include an explanation of the reasons therefore.)

RECOMMENDATIONS

- Recommendations numbered R2, R3, R8 have been implemented.
Review schedule and matrix attached. Insurance is in place
- Recommendations numbered R1, R4, R5, R6, R9 have not yet been implemented, but will be implemented in the future.
The City Council of the City of Colfax will review new policies in September 2015.
- Recommendations numbered _____ require further analysis.
(Describe here or attach an explanation and the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for discussion by the officer or director of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This timeframe shall not exceed six (6) months from the date of publication of the grand jury report.)
- Recommendations numbered _____ will not be implemented because they are not warranted or are not reasonable.
(Describe here or attach an explanation.)

Date: _____ **Signed:** _____

Number of pages attached 1.

California Penal Code

Section 933.05

(a) For purposes of subdivision (b) of Section 933, as to each grand jury finding, the responding person or entity shall indicate one of the following:

(1) The respondent agrees with the finding.

(2) The respondent disagrees wholly or partially with the finding, in which case the response shall specify the portion of the finding that is disputed and shall include an explanation of the reasons therefore.

(b) For purposes of subdivision (b) of Section 933, as to each grand jury

recommendation, the responding person or entity shall report one of the following actions:

(1) The recommendation has been implemented, with a summary regarding the implemented action.

(2) The recommendation has not yet been implemented, but will be implemented in the future, with a timeframe for implementation.

(3) The recommendation requires further analysis, with an explanation and the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for discussion by the officer or head of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This timeframe shall not exceed six months from the date of publication of the grand jury report.

(4) The recommendation will not be implemented because it is not warranted or is not reasonable, with an explanation therefore.

(c) However, if a finding or recommendation of the grand jury addresses budgetary or personnel matters of a county agency or department headed by an elected officer, both the agency or department head and the board of supervisors shall respond if requested by the grand jury, but the response of the board of supervisors shall address only those budgetary or personnel matters over which it has some decision-making authority. The response of the elected agency or department head shall address all aspects of the findings or recommendations affecting his or her agency or department.

(d) A grand jury may request a subject person or entity to come before the grand jury for the purpose of reading and discussing the findings of the grand jury report that relates to that person or entity in order to verify the accuracy of the findings prior to their release.

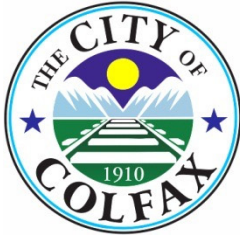
(e) During an investigation, the grand jury shall meet with the subject of that investigation regarding the investigation, unless the court, either on its own determination or upon request of the foreperson of the grand jury, determines that such a meeting would be detrimental.

(f) A grand jury shall provide to the affected agency a copy of the portion of the grand jury report relating to that person or entity two working days prior to its public release and after the approval of the presiding judge. No officer, agency, department, or governing body of a public agency shall disclose any contents of the report prior to the public release of the final report.

City of Colfax
Administrative Policies and Procedures
Updated 8-12-15

Policy #	Policy	Adoption Date	Review Date*
09-01	City Credit Card for Business Use	2/2/2009	3/1/2016
14-01	Financial Policies	10/8/2014	3/1/2016
14-02	Whistleblower Policy	10/8/2014	3/1/2016
14-03	Investment Policy	10/8/2014	3/1/2016
09-02	Smoking on City Property/Vehicle	9/2/2009	3/1/2016
99-01	Drug Testing Policy	6/8/1999	3/1/2016
15-01	<i>Travel Policy (pending approval)</i>		3/1/2018
15-02	<i>Use of City Vehicles (pending)</i>		3/1/2018
15-03	<i>Cell Phone Use (Updating)</i>		3/1/2018
15-04	<i>Technology (pending approval)</i>		3/1/2018

*Reviews for most policies will coincide with the mid-year budget review.



STAFF REPORT TO THE COLFAX CITY COUNCIL

For the August 12, 2015 Council Meeting

FROM: Mark Miller, City Manager

PREPARED BY: Staff

SUBJECT: Recruitment Status, Job Descriptions and Salary Schedules for Chief Plant Operator, Technical Services Administrator, Community Services Director and Administrative Assistant

	N/A	X	FUNDED		UN-FUNDED	AMOUNT: Varies	FROM FUNDS: Multiple -Wastewater, Engineering, Project and General Funds
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RECOMMENDED ACTION: Receive staff presentation, discuss and approve Resolution 34-2015 as appropriate.

BACKGROUND AND DISCUSSION:

Recent staffing vacancies and the improving economic activity in Colfax have provided an opportunity to re-evaluate operational demands and update the job descriptions for a number of critical staff positions. Currently, the City operations include contract services at the wastewater treatment plant, the Technical Service Administrator and the Community Services Director positions working above job classification, an unfilled vacancy in public works maintenance, and temporary help supporting administration and summer maintenance functions.

WASTEWATER POSITIONS - The City Council has had several discussions on the wastewater treatment plant operations with the consensus direction given that in-house staffing would best serve the needs of Colfax, and that the salary schedule for the **Chief Plant Operator** would likely be required to be increased. The Chief Plant Operator position has been challenging to fill due to the complexity of operating the Colfax plant and the competitive market and salaries for certified operators. The City is in the process of completing the compensation study required in the current Union contract agreement, and the salaries of other wastewater agencies in the area are significantly higher than Colfax. The contract with Stationary Engineers Local 39 for represented positions expires this December, and negotiations with the Union are about to begin. Staff will consult with the City Council and provide analysis and recommendations on the contract as a separate, future item.

The City currently has its two maintenance workers serving as Operators in Training (OIT's). Both have passed their OIT Grade I exam and one has passed their OIT Grade II exam. Both are working toward getting their required on the job hours of experience to be considered for Operator status. Staff recommends that Council reviews and approves the attached salary schedule, that the City advertises broadly for a Chief Plant Operator, and that staff reports back the applicant response. An analysis and, as appropriate, a recommendation for transition to in-house staffing will be made to Council. Training for OITs will continue toward hopeful certification and operational support at the wastewater treatment plant.

TECHNICAL SERVICES ADMINISTRATOR AND COMMUNITY SERVICE DIRECTOR POSITIONS - The City's small size, the limited number of City staff, and the necessity for multiple services to be overseen by each position have resulted in job responsibilities exceeding job descriptions currently in place. The **Technical Services Administrator** position has successfully assumed responsibilities above the initial job description approved in July 2013. Of particular value and importance to Colfax has been the responsibility taken for the regulatory and equipment oversight of the wastewater operations, and responsibility for building and equipment upkeep, which had fallen behind. The **Community Services Director** position had previously emphasized building inspection functions, which represents only a small portion of the community services. Increased emphasis is needed on streets, storm drain and parks infrastructure. A system for maintenance scheduling and work order tracking is also a high priority.

The attached revised job descriptions reflect the actual current functional areas for the positions, the evolving infrastructure needs and priorities and resulting responsibilities for more accurate performance evaluation. Staffing vacancy in the public works maintenance area is being evaluated, and a separate recommendation for changes will be brought to Council when the review is complete. Summer temporary maintenance assistance will also be evaluated with a recommendation for future needs based on permanent staff recruitment success and operational workload. Summer entry level maintenance staff are often used by cities to employ local students for seasonal maintenance when schools are out of session, a resource Colfax may have used in the past. Staff recommends that Council reviews and approves the attached job descriptions and salary schedule.

ADMINISTRATION POSITIONS - The administration position vacated by the previous **Clerk/Typist** is currently filled with a part-time contract service. The City has two other administrative classifications – **Administrative Assistant/Community Development** and **Accounting Assistant**. Staff and the Finance Director have reviewed the administrative positions, classifications and the actual operational demands on the staff. It quickly became apparent that the existing position “Clerk Typist” description was dated and does not fit the actual demands of the position vacated, now being filled via temporary contract. Additional administrative and financial support will be cost effective, particularly to complete all the accounting tasks that have not had the in-house staffing to do, or have been picked up at higher cost by the consulting Finance Director. The increased business activity in Colfax has also put additional demands on the administrative and financial positions. Staff recommends the attached, revised and consolidated new job description titled **Customer Service Representative/Accounting Assistant** and salary schedule for review and approval. The current Clerk/Typist position is Union represented so the “meet and confer” process will be required before any implementation. Pending Council approval, staff will advertise for the revised administrative position.

Ongoing monitoring of the positions and new staffing changes will continue, with additional recommendations to Council if determined necessary. The Contract negotiation process with Stationary Engineers Local 39 will also provide opportunity for the City Council to make operational and staffing adjustments.

CONCLUSION:

Receive staff presentation, discuss recruitment, job description and salary schedule update, and approve Resolution 34-2015 as appropriate.

ATTACHMENTS:

- 1) Resolution 34-2015
- 2) Job Descriptions
- 3) Salary Schedule

City of Colfax

City Council

Resolution № 34-2015

ADOPTING THE JOB DESCRIPTIONS FOR THE TECHNICAL SERVICES MANAGER, CUSTOMER SERVICE REPRESENTATIVE/ACCOUNTING ASSISTANT AND COMMUNITY SERVICE DIRECTOR POSITIONS WITH REVISED SALARY SCHEDULES

Whereas, recent staffing vacancies and the improving economic activity in Colfax have provided an opportunity to re-evaluate operational demands and update the job descriptions for a number of critical staff positions, and;

Whereas, the City staff and consultants have reviewed the existing operational demands, position responsibilities, job descriptions and salary schedules, and;

Whereas, the City staff and consultants recommended to the City Council the updated job descriptions and salary schedules for the Technical Services Manager, Customer Service Representative/Accounting Assistant and Community Service Director positions.

Now Therefore, Be It Resolved by the City Council of the City of Colfax: The attached descriptions and salary schedule for the Technical Services Manager, Customer Service Representative/Accounting Assistant and Community Service Director positions are hereby adopted.

Passed and Adopted this 12th day of August, 2015 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Kim A Douglass, Mayor

ATTEST:

Lorraine Cassidy, City Clerk

Technical Services ~~Administrator~~ Manager Job Description

(Proposed Changes in Blue)

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OVERVIEW

The Technical Services ~~Administrator (TSA)~~ Manager (TSM) performs regular office duties and various technical works in an effort to improve and maintain the City's technical infrastructure and improve the overall quality and quantity of work output from staff. This is realized by implementing innovations in modern computing technology and providing relevant staff training. The ~~TSA/TSM~~'s role is diverse, requiring knowledge in an array of vocations and fields of study and primarily involves office or non-manual work which is directly related to the City's management or general business operations, a primary component of which involves the exercise of independent judgment and discretion about matters of significance.

CONFIDENTIAL EMPLOYEE

The ~~TSA~~ TSM is a confidential City employee whose regular duties require him/her to access and develop or present management positions with respect to employer – employee relations or normally require access to confidential information that is used to contribute significantly to the development of management positions and policies and their implementation.

KNOWLEDGE

The ~~TSA/TSM~~'s role requires knowledge and proficiency in Information Technology (IT), Information Systems (IS), digital graphic artistry & multi-media production, web development/design/programming, computer hardware, and related peripherals. In addition, the ~~TSA/TSM~~ must possess a high-level knowledge of mathematics, written English, ~~and~~ research skills, and ~~be able~~ abilities to work independently and without assistance from others.

REGULAR DUTIES

- Support and maintain all computer systems, desktops, laptops, printers, and peripherals. This includes installing, diagnosing, repairing, maintaining, and upgrading all hardware and equipment while ensuring optimal performance.
- Ensure the stable operation of the City-wide computer network. This includes planning, developing, installing, configuring, maintaining, supporting, and optimizing all network hardware, software, and communication links. Ensure the stability and integrity of wireless network services.
- Manage and oversee all facets of the wastewater treatment plant, including staff, equipment, treatment train operations, and NPDES permit compliance. Maintain a positive working relationship with the Regional Water Quality Control Board. Facilitate and oversee treatment plant improvement projects. Respond to emergencies as needed. Analyze and repair water quality monitoring instrumentation in a timely manner to minimize the length of effluent diversions.
- Coordinate and collect wastewater data from a variety of sources and then develop, transpose, calculate, verify, and report this data to the State Water Quality Control Board. Perform preliminary analysis of wastewater sampling data, author most wastewater reports, and oversee wastewater treatment plant effluent compliance of the National Pollution Discharge Elimination System.
- Manage the City's sewer lift stations and collection system. Direct and oversee maintenance, repair, and replacement of pumps and associated equipment. Respond to emergencies as needed. Coordinate and direct staff and contractors to quickly and accurately identify and repair problems. Investigate citizen complaints. Maintain and utilize the sewer GIS database.
- Respond to sanitary sewer overflows (SSOs), estimate number of gallons spilled, and contact all required State, regional, and local parties. Facilitate remediation of the overflow. Conduct reporting to the State CIWQS SSO system.

- [Manage and coordinate the maintenance, repair, and upkeep of all City-owned buildings, facilities, and associated equipment, including interior/exterior finishes, HVAC systems, lighting, electrical, plumbing, and data. Coordinate remodeling as needed.](#)
- Develop, program, update, maintain, and monitor the City's web site. This includes designing, building, and implementing new web pages, integration of back-end applications, and performing day-to-day administration of the City's web portfolio. Use of a variety of web programming languages is required.
- Envision, create, develop, and produce a variety of artwork for uses in a variety of applications and mediums. High-quality bitmap and vector graphic creation, editing, layout composition, printing, and multi-media production skills are required.
- Develop and maintain consistency of the City's image ("look and feel") across a variety of platforms, including but not limited to: the City website, printed forms, letterhead, printed advertisements, and local-access television channel.
- Coordinate and implement Geographical Information System (GIS) based objectives and provide research results in a variety of formats including digital and printed maps. Preserve the integrity and design of the geographic information database and functions.
- Deliver training to end users in the organization as to proven methods and best practices of using various types of software programs efficiently and effectively in support of relevant objectives.
- Perform research on a multitude of subjects to quickly provide accurate and relevant information when and where needed. This includes information for in-house, contractor, public, and outside government agencies. Gather information in a variety of ways and utilize logic, judgment, and practicality, together with mathematics and professional English skills, in order to properly convey concise information to required parties in the most effective manner.
- Seek, investigate, analyze, interpret, and apply proven methods of eliminating monetary waste within the organization. Utilize the knowledge incurred from working across all departments to identify, [expose](#), and eradicate unneeded and unnecessary expenditures of equipment, processes, consultation, staff time, and materials.
- Research, compare, and ultimately make well-educated purchasing decisions for equipment, products and services based on need and fund availability while taking into account existing products and equipment. Essentially, purchase only what is actually needed for the best possible price.
- Assist the City Manager in the development and presentation of employer - employee relations including accessing and evaluating confidential information that is used to contribute significantly to the development of management positions and policies and their implementation.
- Assist the City Manager with research and provide concise reports on a variety of issues and concerns including but not limited to researching, reviewing and evaluating confidential City information in the course of these functions.
- Assist staff and consultants in the course of day-to-day operations and special projects.

ATYPICAL DUTIES

- Because the City of Colfax has a small workforce, the Technical Services [Administrator-Manager](#) will be required to perform duties outside the scope of the "REGULAR DUTIES" listed above. Assistance with emergencies, events, special projects, and filling-in for the regular duties of absent, key-role employees will be required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Physical: Primary functions require sufficient physical ability to work in an office environment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate amounts of weights; verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

FLSA EXEMPT

The [TSATSM](#) position is exempt from the provisions of the Fair Labor Standards Act in that the job duties are primarily administrative involving office or non-manual work which is directly related to management or general operations of the City and involves as a primary component the exercise of independent judgment about matters of significance.

CITY OF COLFAX
Community Services Director

August 12, 2015 August 11, 2009

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction of the city manager, the Community Services Director is responsible for the management of the City's infrastructure including capital improvement projects, streets, ~~drainage system, public buildings, parks, wastewater treatment and collection,~~ street lights and traffic signage and controls. This position also ~~performs~~ oversees the full range of building inspection duties involved in the inspection of routine and complex structural building systems at various stages of construction, alteration, and repair for compliance with approved plans and codes; ~~conducts~~ plumbing, electrical, and mechanical inspections; reviews building plans and specifications; and investigates violations and complaints, conducts enforcement actions, and secures compliance with building and zoning codes. Working with the city's engineer performs other field inspections associated with approved development and public works plans. The incumbent will exercise discretion in applying general goal and policy statements and in resolving organizational and service delivery problems and will participate in the development and implementation of goals, objectives, policies and priorities for assigned programs and ensure that assigned activities are completed in a timely and efficient manner consistent with defined policies and regulations.

REPRESENTATIVE DUTIES

This position is a Department Head position responsible for all aspects of the Public Works and also acts as the City's Building Official. The Community Services Director works closely with other City Department Heads in carrying out various aspects of the work including: the City Engineer, City Planner, Law Enforcement and Fire Chiefs. The Community Services Director supervises the Public Works crew and will from time to time act on behalf of the City Manager in his absence.

Incumbents may not perform all of the listed duties and/or may be required to perform additional or

different duties from those set forth below to address business needs and changing business practices.

1. **Public Works:** Plans, organizes, directs and controls the operations of the Public Works and manages the day to day operations of the City's infrastructure. Specific duties include:

- a. Continuous assessment of each of the City's major facilities, identification of items needing attention and the direction of personnel and resources to ensure facility needs are addressed.
- b. Develops and implements a budget for the Community Services Department.
- c. Reviews and authorizes expenditures. Recommends changes to budget as may be necessary.
- d. Oversees the day-to-day maintenance of streets, storm drains, public buildings, parks, pools, [solid waste operations, landfill, wastewater collection and treatment facilities](#) and traffic controls.
- e. Directly supervises public works crewmembers, makes assignments and conducts evaluations.
- f. Directs the maintenance on all city vehicles and the removal of snow from public streets.
- g. Meets with the general public and representatives of other agencies regarding work and or issues related to public infrastructure in the City.
- h. Works closely with the City Engineer in the development of Capital Improvement Programs.
- i. Interacts on behalf of the Department before the City Council, Planning Commission and other City commissions and boards.

2. **Building Official:** Specific duties include:

- a. [Overseeing pPerformance ofs](#) field building inspections of complex industrial, commercial, and residential buildings during various stages of construction and remodeling to ensure that structures are being constructed in accordance with approved plans and specifications; [inspection ofs](#) all aspects of building construction, including plumbing, electrical, structural, and mechanical installations, for compliance with applicable codes, ordinances, and regulations and ensures the proper and safe installations of building systems; note defects in construction work and issues correction notices.
- b. [Overseeing iinspection ofs](#) foundation, cement, framing, plastering, and a large variety of routine and/or complex structural building systems and elements including checking stud, joist, rafter spacing, and other structural member factors; examining grade, quality, and treatment of lumber; and examining cement, lath, wire, and composition.
- c. Confers with, coordinates with, and provides information and assistance to architects, engineers, contractors, builders, and the general public in the field and office; explains and interprets applicable codes, ordinances, and zoning regulations, requirements, and restrictions.

- d. Assists at the public counter; reviews plans and specifications; issues permits and collect fees.
- e. Makes field review of plans and specifications.
- f. Investigates building violations and complaints and conduct enforcement actions including preparation of letters or issuance of stop work orders for non-compliance and expired permits.
- g. Works with Planning Director to cConducts zoning and general land use and code enforcement inspection work and performs follow-up investigations to ascertain remedial action has been taken, issues citations for code violations, prepares code violation cases for administrative hearing and as necessary for appeal hearings, compiles complete evidence files and exhibits; confers and coordinates with other agencies and the city attorney on investigation and disposition of nuisance housing, zone, building, sanitation and other code violations, responds to public inquiries regarding complaints, testifies in court proceedings as necessary.

QUALIFICATIONS

Knowledge of:

1. Principles of construction, repair and maintenance for streets, sidewalks, drainage systems.
2. Principles of construction, repair and maintenance for irrigation and pumping systems.
3. Principles of estimating public projects.
4. Principles of employee safety during construction projects.
5. Principles of personnel management, supervision and training.
6. Principles of budgeting and maintaining cost accounting records.
7. Methods, materials, and progressive steps used in the construction of buildings and related structures.
8. Pertinent uniform building related codes, ordinances, and regulations enforced by the City including the Uniform Building Code, plumbing, electrical, and mechanical codes, zoning ordinances, general land use codes, and related City codes.
9. Principles and techniques used in building inspection work including those used to examine the quality of work and materials and to detect deviations from plans, regulations, and standard construction practices.
10. Accepted building construction safety standards.
11. Permit processing procedures.

Ability to:

1. Assess functional capacities of basic infrastructure including streets, drainage system, traffic control, solid waste operations and, parks ~~and wastewater collection and treatment~~.

2. Understand, interpret, explain, and enforce provisions of applicable building, safety, and zoning codes and ordinance requirements to contractors, developers, and the general public.
3. Perform the full range of building inspections including the more complex commercial and industrial related inspections.
4. Examine workmanship and material and detect deviation from plans, regulations, and standard construction methods and requirements.
5. Determine that construction systems conform to City code requirements.
6. Analyze, interpret and accurately check building plans and specifications.
7. Enforce necessary regulations with firmness and tact.
8. Communicate clearly and concisely, both orally and in writing.
9. Establish and maintain effective working relationships with those contacted in the course of work.
10. Use computer and other office tools and skills including word processing, creation of spreadsheets and database management efficiently.

EXPERIENCE - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

1. Equivalent to the completion of the twelfth grade supplemented by college level or specialized training in ~~building inspection~~ public works, public administration, building technology, architecture, engineering, or a related field.
2. Five years of experience in a ~~building trade and four years of experience as a Building Inspector~~ public or community services position

LICENSE AND CERTIFICATES

1. ~~Possession of ICC or equivalent certifications as a Building, Plumbing, Electrical, Mechanical, Combination Building Inspector and Plans Examiner or ability to obtain/complete within a reasonable period of time.~~
2. Possession of a valid driver's license.
3. ~~Possession of or ability to obtain a Zoning Inspector Certificate.~~
- 4.3. ~~Possession of or ability to obtain PC 832—Code Enforcement Training.~~

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job junctions.

1. **Environment:** Standard office setting with travel to various locations to attend meetings and to perform inspections; the employee often works in and around building and construction sites and in outside weather conditions.

2. **Physical:** Primary functions require sufficient physical ability to work in an office setting and in a field environment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate amounts of weights; operate assigned equipment and vehicles; verbally communicate to exchange information.
3. **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.
4. **Hearing:** Hear in the normal audio range with or without correction.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required.

Customer Service Representative/Accounting Assistant

(Proposed)

OVERVIEW

Under the supervision of the City Manager the Customer Service Representative/Accounting Assistant (CSR/AA) performs administrative and office support functions for the City. Functions include: interacting with the general public providing key information and directing inquiries, providing a wide range of organization and clerical support, administering applications and permits under guidance of the Community Services Director and performing accounting duties under the direction of the Finance Director.

CONFIDENTIAL EMPLOYEE

This position is expected to provide lead administrative and clerical support to the Council and Administrative Staff. This employee works independently with a minimum of supervision and practices a moderate amount of discretion. Relative to personnel matters the employee is considered to be a confidential employee.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of City administrative practices, policies and procedures
- Knowledge of basic accounting and billing procedures
- Knowledge and practice of good customer service practices
- Skill in oral and written communication
- Skill in handling multiple tasks and prioritizing
- Skill in using computers and related software
- Skill in planning and organizing
- Ability to establish and maintain effective communication and working relationships with city employees and the public
- Ability to work with frequent interruptions and changes in priorities
- Ability to handle conflict and uncertain situations

REGULAR DUTIES

- Answers telephone and greets members of the public visiting City Hall. Provides detailed information regarding functions, responsibilities, and policies of the City or makes referrals to appropriate staff.
- Assist public with event, planning, building and engineering applications. Route applications to proper staff and follow up as necessary.
- Assist with application review process, the issuing of permits and collection of fees as applicable.
- Collects and distributes mail to City Council and staff. Maintains appointment calendar and prepares and maintains correspondence. Assists in maintenance of City master files.
- Performs all utility billing functions including: maintaining and updating customer database, processing bi-monthly billings, receiving and posting receipts, preparing bank deposits, and responding to customer inquiries.

- Process Accounts Payable including: Validating city expenses and obtaining appropriate approvals, coding and entering invoices into Accounts Payable and obtaining approvals for processing, printing checks and submitting for signature, responding to vendor inquiries and general filing.
- Other accounting support. Process general cash receipts, assign fund accounting and enter to accounting system, and prepare bank deposits. Assist with preparation of payroll and payroll tax reporting. Process billing statements for Land Development accounts.
- General office duties including filing, copying, mail distribution, ordering of supplies.

ATYPICAL DUTIES

- Because the City of Colfax has a small workforce, the CSR/AA will be required to perform duties outside the scope of the “REGULAR DUTIES” listed above. Assistance with emergencies, events, special projects, and filling-in for the regular duties of absent, key-role employees will be required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Physical: Primary functions require sufficient physical ability to work in an office environment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate amounts of weights; verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

TRAINING AND EXPERIENCE

- Two to five years of increasingly responsible administrative experience
 - Experience involving public contact/customer service is desirable
 - Experience involving planning, engineering, and building policies is desirable
 - Accounting and/or bookkeeping experience is desirable
- Graduation from High School or equivalent required
 - Emphasis on business related courses desired

FLSA

The CSR/AA position is non-exempt in accordance with the provisions of the Fair Labor Standards Act.

City of Colfax - Salary Range Schedule FY2014
July 1, 2014-June 30, 2015

		Step				
		1	2	3	4	5
Clerk Typist*	Monthly	2,184.00	2,293.20	2,405.87	2,527.20	2,655.47
	Hourly	12.60	13.23	13.88	14.58	15.32
	Annual	26,208.00	27,518.40	28,870.40	30,326.40	31,865.60
City Clerk	Monthly	3,083.60	3,239.60	3,404.27	3,570.67	3,750.93
	Hourly	17.79	18.69	19.64	20.60	21.64
	Annual	37,003.20	38,875.20	40,851.20	42,848.00	45,011.20
Lead Mechanic*	Monthly	3,704.13	3,889.60	4,085.47	4,290.00	4,503.20
	Hourly	21.37	22.44	23.57	24.75	25.98
	Annual	44,449.60	46,675.20	49,025.60	51,480.00	54,038.40
Maintenance Worker I*	Monthly	2,556.67	2,683.20	2,814.93	2,958.80	3,106.13
	Hourly	14.75	15.48	16.24	17.07	17.92
	Annual	30,680.00	32,198.40	33,779.20	35,505.60	37,273.60
Maintenance Worker II*	Monthly	3,149.47	3,307.20	3,471.87	3,645.20	3,827.20
	Hourly	18.17	19.08	20.03	21.03	22.08
	Annual	37,793.60	39,686.40	41,662.40	43,742.40	45,926.40
Oil Recycling Coordinator	Monthly					2,199.25
	Hourly					12.69
	Annual					26,391.04
Operator in Training*	Monthly	2,889.47	3,033.33	3,185.87	3,343.60	3,511.73
	Hourly	16.67	17.50	18.38	19.29	20.26
	Annual	34,673.60	36,400.00	38,230.40	40,123.20	42,140.80
Operator II*	Monthly	3,868.80	4,061.20	4,264.00	4,477.20	4,699.07
	Hourly	22.32	23.43	24.60	25.83	27.11
	Annual	46,425.60	48,734.40	51,168.00	53,726.40	56,388.80
Operator III*	Monthly	4,368.00	4,588.13	4,816.93	5,056.13	5,310.93
	Hourly	25.20	26.47	27.79	29.17	30.64
	Annual	52,416.00	55,057.60	57,803.20	60,673.60	63,731.20
Chief Plant Operator*	Monthly	4,586.40	4,816.93	5,057.87	5,309.20	5,576.13
	Hourly	26.46	27.79	29.18	30.63	32.17
	Annual	55,036.80	57,803.20	60,694.40	63,710.40	66,913.60
Accounting Assistant*	Monthly	2,965.73	3,114.80	3,270.80	3,433.73	3,605.33
	Hourly	17.11	17.97	18.87	19.81	20.80
	Annual	35,588.80	37,377.60	39,249.60	41,204.80	43,264.00
Administrative Assistant/ Community Development*	Monthly	3,655.60	3,837.60	4,030.00	4,231.07	4,442.53
	Hourly	21.09	22.14	23.25	24.41	25.63
	Annual	43,867.20	46,051.20	48,360.00	50,772.80	53,310.40
Technical Services Administrator	Monthly	4,537.87	4,764.93	5,002.40	5,253.73	5,515.47
	Hourly	26.18	27.49	28.86	30.31	31.82
	Annual	54,454.40	57,179.20	60,028.80	63,044.80	66,185.60
Community Services Director	Monthly					6,760.00
	Hourly					39.00
	Annual					81,120.00

* Represented Position

Proposed City of Colfax - Salary Range Schedule FY2015
July 1, 2015-June 30, 2016

		Step				
		1	2	3	4	5
Clerk Typist*	Monthly	2,270.67	2,384.20	2,503.41	2,628.58	2,760.01
	Hourly	13.10	13.76	14.44	15.16	15.92
	Annual	27,248.00	28,610.40	30,040.92	31,542.97	33,120.11
City Clerk	Monthly	3,206.67	3,367.00	3,535.35	3,712.12	3,897.72
	Hourly	18.50	19.43	20.40	21.42	22.49
	Annual	38,480.00	40,404.00	42,424.20	44,545.41	46,772.68
Lead Mechanic*	Monthly	3,704.13	3,889.60	4,085.47	4,290.00	4,503.20
	Hourly	21.37	22.44	23.57	24.75	25.98
	Annual	44,449.60	46,675.20	49,025.60	51,480.00	54,038.40
Maintenance Worker I*	Monthly	2,556.67	2,683.20	2,814.93	2,958.80	3,106.13
	Hourly	14.75	15.48	16.24	17.07	17.92
	Annual	30,680.00	32,198.40	33,779.20	35,505.60	37,273.60
Maintenance Worker II*	Monthly	3,149.47	3,307.20	3,471.87	3,645.20	3,827.20
	Hourly	18.17	19.08	20.03	21.03	22.08
	Annual	37,793.60	39,686.40	41,662.40	43,742.40	45,926.40
Oil Recycling Coordinator	Monthly					2,199.25
	Hourly					12.69
	Annual					26,391.04
Operator in Training*	Monthly	2,889.47	3,033.33	3,185.87	3,343.60	3,511.73
	Hourly	16.67	17.50	18.38	19.29	20.26
	Annual	34,673.60	36,400.00	38,230.40	40,123.20	42,140.80
Operator II*	Monthly	3,868.80	4,061.20	4,264.00	4,477.20	4,699.07
	Hourly	22.32	23.43	24.60	25.83	27.11
	Annual	46,425.60	48,734.40	51,168.00	53,726.40	56,388.80
Operator III*	Monthly	4,368.00	4,588.13	4,816.93	5,056.13	5,310.93
	Hourly	25.20	26.47	27.79	29.17	30.64
	Annual	52,416.00	55,057.60	57,803.20	60,673.60	63,731.20
Chief Plant Operator*	Monthly	5,503.68	5,780.32	6,069.44	6,371.04	6,691.36
	Hourly	31.75	33.35	35.02	36.76	38.60
	Annual	66,044.16	69,363.84	72,833.28	76,452.48	80,296.32
Accounting Assistant*	Monthly	3,083.60	3,237.78	3,399.67	3,569.65	3,748.14
	Hourly	17.79	18.68	19.61	20.59	21.62
	Annual	37,003.20	38,853.36	40,796.03	42,835.83	44,977.62
Customer Service Representative/ Accounting Assistant	Monthly	3,801.20	3,991.26	4,190.82	4,400.36	4,620.38
	Hourly	21.93	23.03	24.18	25.39	26.66
	Annual	45,614.40	47,895.12	50,289.88	52,804.37	55,444.59
Technical Services Manager	Monthly	6,067.02	6,370.37	6,688.89	7,023.33	7,374.50
	Hourly	35.00	36.75	38.59	40.52	42.55
	Annual	72,804.16	76,444.37	80,266.59	84,279.92	88,493.91
Community Services Director	Monthly	6,760.00	7,098.00	7,452.90	7,825.55	8,216.82
	Hourly	39.00	40.95	43.00	45.15	47.40
	Annual	81,120.00	85,176.00	89,434.80	93,906.54	98,601.87

* Represented Position subject to Union negotiation, figures for comparison only