



CITY COUNCIL MEETING

COUNCIL CHAMBERS, 33 SOUTH MAIN STREET, COLFAX, CA



MAYOR JOE FATULA • MAYOR PRO TEM MARNIE MENDOZA
COUNCILMEMBERS • KIM DOUGLASS • SEAN LOMEN • TRINITY BURRUSS



REGULAR MEETING AGENDA

February 27, 2019

Closed Session 6:30 PM

Regular Session 7:00 PM

1. CALL TO ORDER

1A. Call Closed Session to Order

1B. Roll Call

1C. Public Comment on Closed Session Items

1D. Closed Session

Conference With Legal Counsel - Existing Litigation Pursuant To Government Code Section 54956.9(d)(1): People of The State Of California vs Church of Modern Medicine, Placer County Superior Court Case # SCV41724.

2. CALL TO ORDER

2A. Call Open Session to Order

2B. Report from Closed Session

2C. Pledge of Allegiance

2D. Roll Call

2E. 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.

3. PRESENTATION

3A. Presentation: Community Wildfire Safety Program Overview

Brandon Sanders, Sierra Division Public Affairs Pacific Gas and Electric Company

4. CONSENT CALENDAR

Matters on the Consent Agenda are routine in nature and will be approved by one blanket motion with a Council vote. No discussion of these items ensues unless specific items are pulled for discussion and separate action. If you wish to have an item pulled from the Consent Agenda for discussion, please notify the Mayor.

RECOMMENDED ACTION: Approve Consent Calendar

4A. Minutes – Regular meeting February 13, 2019

Recommendation: Approve the Minutes of the Regular Meeting of February 13, 2019.

4B. Cash Summary Report – January 2019

Recommendation: Accept and File.

4C. Wastewater Treatment Plant Vehicle Purchase

Recommendation: Adopt Resolution 04-2019 approving the purchase of one Wastewater Treatment Plant vehicle from Winner Chevrolet Fleet Sales in an amount not to exceed \$35,000.



4D. Fire Station 37 Roof Repair

Recommendation: Adopt Resolution 05-2019 authorizing the City Manager to enter into an agreement with Five Star Roofing for installation of a new roof on fire Station 37, in an amount not to exceed \$13,500.

5. PUBLIC COMMENT

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

6. COUNCIL, 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.

6A. Committee Reports and Colfax Informational Items - All Councilmembers

6B. City Operations Update – City staff

6C. Additional Reports – Agency partners

7. COUNCIL BUSINESS

7A. Mid-year Budget Review – Fiscal Year 2018-2019

Staff Presentation: Laurie Van Groningen, Finance Director

Recommendation: Receive and accept the Mid-Year Budget Report Fiscal Year 2018-2019.

7B. Commercial Cannabis Consulting Services

Staff Presentation: Wes Heathcock, City Manager

Recommendation: Discuss and consider adopting Resolution 06-2019 authorizing the City Manager to enter into a consultant services agreement with SCI Consulting Group to provide subject matter expertise and technical support, conduct compliance and financial audits, and on-going non-compliant mitigation services for the City of Colfax for a three-year term up to \$61,616.

8. GOOD OF THE ORDER - INFORMAL COUNCIL STATEMENTS REGARDING THE BUSINESS OF THE CITY

Informal observation reports and inquiries regarding the business of the City may be presented by Council members under this agenda item or requests for placement of items of interest on a future agenda. No action will be taken.

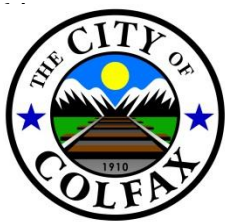
9. ADJOURNMENT

I, Lorraine Cassidy, City Clerk for the City of Colfax declare that this agenda was posted at Colfax City Hall and the Colfax Post Office. The agenda is also available on the City website at www.Colfax-ca.gov.


Lorraine Cassidy, City Clerk

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





City of Colfax
 City Council Minutes
 Regular Meeting of Wednesday, February 13, 2019
 City Hall Council Chambers
 33 S. Main Street, Colfax CA

1 CLOSED SESSION

1A. Call to Order

Mayor Fatula called the meeting to order at 6:35PM.

1B. Roll Call

Council members present: Burruss, Douglass, Fatula, Lomen, Mendoza

1C. Public Comment on Closed Session Item

There was no public comment on the closed session item.

1D. Closed Session

Conference with Legal Counsel – Anticipated Litigation. Significant exposure to litigation pursuant to Government Code Section 5496.9(d)(2): One potential case

Close session ended at 6:55PM.

2 OPEN SESSION

2A. Call to Order

Mayor Fatula called the open session to order at 7:01PM.

2B. Pledge of Allegiance

John McCann, Linebacker for the Colfax High School Varsity Football Team, led the Pledge of Allegiance.

2C. Roll Call

Council members present: Burruss, Douglass, Fatula, Lomen, Mendoza

2D. Approval of Agenda Order

On a motion by Mayor Pro Tem Mendoza, seconded by Councilmember Burruss, the City Council approved the agenda order.

AYES: Burruss, Douglass, Fatula, Lomen, Mendoza

3 PRESENTATIONS

3A. Presentation to First Responders

In recognition of Community Outreach Event – December 2018

Mayor Fatula presented volunteers from the community, Colfax Fire Department, CAL Fire, Placer County Sheriff's Office and American Medical Response with letters of appreciation for the "Santa Comes to Colfax" event which was held in December of 2018.

3B. Presentation to Colfax Football Team

In recognition of 2018 Northern California Championship

The Council presented Proclamations to each member of the Colfax High School Varsity Football Team and coaches for their outstanding accomplishments as a team.

Mayor Fatula called for a brief recess at 7:15PM.

The meeting was called back to order at 7:20PM.

Report from Closed Session

City Attorney Cabral stated there was no reportable action taken during closed session.

4 CONSENT CALENDAR**4A. Minutes – Regular Meeting January 23, 2019**

Recommendation: Approve the Minutes of the Regular Meeting of January 23, 2019.

4B. Quarterly Investment Report – Quarter ending December 31, 2018

Recommendation: Receive and file.

On a motion by Councilmember Burruss, and a second by Councilmember Lomen, the City Council approved the Consent Calendar.

AYES: Burruss, Douglass, Fatula, Lomen, Mendoza

5 PUBLIC COMMENT

Steve Harvey, 251 Scholtz Avenue

- Mr. Harvey recommended Council study the City's National Pollutant Discharge Elimination System (NPDES) permit for the Wastewater Treatment Plant because the plant is the City's greatest asset and its greatest liability.

Wendy Dion, Colfax business owner

- Ms. Dion asked Council to work with the California Highway Patrol and Sheriff's Office to provide better traffic control on City streets when Highway I-80 is closed. Residents need access to public roads.

Linda Habay, Colfax business owner

- Ms. Habay also expressed concerns regarding the freeway closures. Members of the public who are stopped at the Colfax exit are often disrespectful of private property and cause problems for business owners. She asked Council to make a plan to deal with these incidents.

Ty Conners, on behalf of Andrea Harris, President of the Green Machine

- Sergeant Conners invited everyone to the Annual Crab Feed which will be March 23, 2019 at the Sierra Vista Community Center to raise funds for local events and organizations.

6 COUNCIL, STAFF, AND OTHER REPORTS**6A. Committee Reports and Colfax Informational Items – All Councilmembers**

Councilmember Lomen

- Councilmember Lomen represented the City at the Placer Fire Safe Council meeting and attended the Solid Waste Task Force meeting.

Councilmember Douglass

- Councilmember Douglass joined Congressman Doug LaMalfa to hand out awards to Acres of Hope participants.
- He represented the City on the Sacramento Area Council Of Governments (SACOG) Board and the Pioneer Energy Board.
- He attended the Placer County/City Officials Dinner and participated in the Communication Workshop and Landfill Use Committee Discussion.
- He participated in several community events: Sierra Vista Community Center Soccer Fundraiser, VFW Pancake Breakfast and the Chamber of Commerce Luncheon.

Mayor Pro Tem Mendoza

- Mayor Pro Tem Mendoza attended the Green Machine Spaghetti Feed Fundraiser, the Colfax Elementary School service program Valentine's event, the Chamber Luncheon, the California Transportation Commission (CTC) event, and the City/County Officials Dinner.

Councilmember Burruss

- Councilmember Burruss attended the Diamonds and Denim Crab Feed, the CTC event, the City/County Officials Dinner, the VFW Breakfast and the Chamber Luncheon.
- She congratulated Councilmember Douglass for receiving the annual Scoop Thurman Award.
- She participated in the Landfill Use Committee meeting and the Communications Workshop.
- She stated Council will work on solutions for the I-80 Road Closure problems.

Mayor Fatula

- Mayor Fatula attended the CTC event and the City/County Officials Dinner.
- He reported from the Communication Workshop. Reese Abbott has volunteered to serve as editor for a pilot program providing an online newsletter to the public.
- He met with Supervisor Montgomery and discussed potential funding opportunities for Colfax projects.

6B. City Operations – City Staff*City Manager Heathcock*

- City Manager Heathcock reported to Council the code enforcement issue on Ben Taylor Road has been cleaned up, in part due to the abatement and fine processes put in place by Council.
- He stated Colfax High School has an emergency services workshop planned in the near future.
- He asked Council to create a subcommittee to initiate a draft Hazardous Vegetation Ordinance for improved fire safety in the area. Councilmembers Burruss and Lomen volunteered to be on the committee which will meet on February 21, 2019.
- City Manager Heathcock reported the Solid Waste Local Task Force discussed the unfunded mandate for communities to divert organics to landfill (AB1383). The City should be able to obtain an exception as a Rural Disadvantaged Community.
- He congratulated Councilmember Douglass on his well-deserved award.

6C. Additional Reports – Agency Partners*Foxy McCleary and Sharon Conners, Sierra Vista Community Center and Veterans of Foreign Wars (VFW)*

- Ms. Conners updated Council on events at the Sierra Vista Community Center.
- Ms. McCleary reminded everyone of the 2nd Sunday breakfast for the VFW and announced 14 artists will be featured at the Chocolate, Wine and Art Indulgence on April 27, 2019. Tickets are \$20.

Frank Klein, Colfax Area Chamber of Commerce President

- Mr. Klein reported the Chamber honored Councilmember Douglass as the volunteer of the year at Annual Chamber Luncheon.

- The Chamber Board will elect new officers next week and Mr. Klein will be stepping down as president.
- He thanked the Council, staff and agency partners for the opportunity to work with them on the Chamber Board over the past 6 years.

Fred Abbott, Colfax Event Liaison

- Mr. Abbott reported he is working with the Chocolate, Wine and Art Indulgence organizers.
- He handed out a prototype of the newsletter he and Reene Abbott have developed and requested feedback.

City Manager Heathcock reminded the Abbotts of the need to embed a survey in the online version of the newsletter.

Councilmember Burruss confirmed the City will not be able to authorize funds until after the initial feasibility study.

Chris Nave, Public Information Officer, Gold Run Area California Highway Patrol.

- Officer Nave introduced Lieutenant Newman who is now heading the Gold Run Area CHP office. Lt. Newman stated he has no simple solutions to the problems associated with I-80 road closures, but he is listening and willing to work with Caltrans and the Sheriff's Office to mitigate the problems.

Mayor Fatula suggested more officers would be available to assist the public if gates are installed at on/off ramps along the highway corridor.

Councilmember Burruss suggested gathering the stakeholders for a brainstorming session.

Ty Conners, Colfax Substation Commander, Placer County Sheriff's Office

- Sergeant Conners gave an update on Sheriff Deputy activities in Colfax.
- He thanked Homie Joe's for the donation to the Skatepark.

Brian Eagan, Colfax Battalion Chief

- Chief Eagan updated Council on recent activities of the local Cal Fire station.
- He is excited to work with the new Fire Safety committee to implement a Hazardous Vegetation Ordinance.

Will Stockwin, Trustee, Placer Mosquito and Vector Control District

- Mr. Stockwin gave a report of recent activities of the Mosquito Control District.
- He stated rainfall for the season is already two-thirds of last year with 33.9 inches.

7 COUNCIL BUSINESS

7A. **Commercial Cannabis Retail Permit Applications**

Staff Presentation: Alfred A. "Mick" Cabral, City Attorney

Recommendation: Discuss whether the commercial cannabis permit application process should resume and provide direction to the City Manager.

City Attorney Cabral stated staff is seeking policy direction. One year ago, Council passed an ordinance and subsequent resolutions creating a 4-step process to issue commercial cannabis business permits. The City received applications from four businesses and began the first phase of the vetting process. In August, Council directed staff to stop the application process until further direction from Council. Council has several options. They may choose not to reopen the permitting process, or direct staff to accept one or more applications for medicinal cannabis permits, adult use cannabis permits, or both, or neither.

City Manager Heathcock explained the State regulations are changing frequently. For example, cities can no longer prevent cannabis deliveries within their jurisdiction. Any direction given to staff may only be valid in the short term as the State may change regulations again.

Mayor Fatula mentioned the City has spent about \$165,000 since 2015 to create the ordinances and process for commercial cannabis business licensing. He also stated that many people thought the Golden State Patient Care (GSPC) business was grandfathered in under the new ordinance, but since GSPC has not been in continual operation, it cannot be grandfathered in and must comply with the regulations set forth in the current ordinance.

Councilmember Burruss stated we need to be sure the process works before investing more time and money. She mentioned the tax revenues from GSPC are not a significant portion of City revenues.

City Manager Heathcock reminded Council the application fees for the permitting process and cannabis tax were calculated to pay the costs for administering cannabis business regulations.

Councilmember Burruss stated she would like to hire a different firm to administer the process and accept only one application from GSPC. The City would issue a 12 month permit to GSPC if it meets the requirements set forth in the City's regulations. She suggested going through the entire application on a yearly basis is unfair to the applicant and recommends looking at changing the ordinance in the future.

Chad Ingersoll, 12 W. Oak Street, asked why the City needs to hire a firm to process applications instead of adding the fee to City revenues.

City Manager Heathcock responded staff does not have the expertise or time in-house to evaluate permit applications.

Councilmember Burruss stated the review from an outside firm mitigates the risk to the City.

Mr. Ingersoll asked if other cities use outside firms for processing cannabis business applications and if the State will help with the process.

City Manager Heathcock replied several hundred cities, especially those with limited staff resources do use an outside firm for this service. The state does not assist cities in the regulation process. In fact, when an illegal business set up shop in town, the state did nothing to help and the City of Colfax had to bear the legal fees to remove them. Also, state laws are in their infancy and are likely to change in the near future.

Councilmember Burruss stated hiring the firm also minimizes the risk to council members personally as they are liable for allowing a business retailing a substance on the Federal Schedule 1 List of Controlled Substances.

Steve Harvey, 251 Scholtz Avenue, reminded Council the regulations for cannabis are too complicated for the City to administer directly and hiring a firm should reduce the likelihood of the federal government seeking a claim against the City. He also stated the result of allowing cannabis businesses is an illegal business coming to Colfax and the District Attorney will no longer be willing to help the City.

Jim Dion, owner of GSPC, stated a bill is being presented to Congress to remove marijuana from the Schedule 1 list.

Will Stockwin, 525 Pine Street, asserted 30 states have legalized cannabis and he doesn't feel Colfax needs to worry about the federal government bringing a claim against the City. He approves

of the idea of allowing one business, GSPC. More businesses could be added later after ascertaining the process works with one business. He feels there is more revenue available for the City if Council allows commercial growing and or manufacture of cannabis in the future.

Councilmember Burruss stated she would like to see the ordinance expanded to allow a microbusiness that grows and manufactures its own product locally. Clients would know where the product comes from.

Mayor Fatula called a recess at 9:12PM and reopened the meeting at 9:22PM.

Tim Ryan, 300 S. Main Street, asked if allowing only one permit would set a precedent for other types of businesses.

City Attorney Cabral stated decisions regarding cannabis would not transfer to other businesses. Councilmember Burruss added that other businesses are not regulated in the same way because they are not Schedule 1 substances.

On a motion by Mayor Fatula, seconded by Council Member Douglass and passed unanimously, staff was directed as follows: (1) Staff shall resume the commercial cannabis application process by accepting one application for a medicinal cannabis permit and no others without further direction from the Council. (2) Golden State Patient Care shall be allowed to submit the only application for a medicinal cannabis permit at this time. (3) Since there will be only one application, staff will implement only Phase 1 of the required application process. If Golden State Patient Care successfully qualifies during the Phase 1 application process, its annual permit shall be submitted to the Council for approval. (4) Any medicinal cannabis permit issued to Golden State Patient Care shall expire one year after it is issued, unless it is renewed or revoked as allowed by Colfax Municipal Code Chapter 5.32, shall be for medicinal cannabis only, and shall be valid only for Golden State Patient Care's current location. (5) Golden State Patient Care's temporary business license shall remain valid until it is issued, or fails to qualify for, a medicinal cannabis license under Colfax Municipal Code Chapter 5.32, whichever is earlier.

AYES: Burruss, Douglass, Fatula, Lomen, Mendoza

City Manager Heathcock stated that staff will look into engaging another company to administer the application process and will need to bring a contract back to Council for approval. The GSPC temporary license will continue throughout the application review process. Initiating the review process may take upwards of six weeks. The 12-month permit will be issued after Council approves the application of GSPC.

7B. Sewer Collection System and Wastewater Treatment Plant Improvements Planning Grant – Environmental Review Agreement with Adrienne L. Graham, AICP

Staff Presentation: Wes Heathcock, City Manager

Recommendation: Discuss and consider adopting Resolution 03-2019 authorizing the City Manager to enter into an agreement with Adrienne L. Graham, AICP for the environmental review component of the Planning Grant for Sewer Collection System and Wastewater Treatment Plant Improvements in an amount not to exceed \$63,822 contingent upon approval of the Regional Water Quality Control board grant funding.

City Manager Heathcock stated Ms. Graham is in the audience and available to answer questions Council may have regarding this agreement. The agreement is in association with the grant application Council authorized for Sewer Collection System and Wastewater Treatment Plant Improvements. Since the grant involves federal monies, an environmental review is required. Ms. Graham was recommended by the engineer and she has much experience with these types of

reviews. The agreement includes a 10% contingency and will not be in effect until the grant is approved. Expenses will be reimbursable through the grant funds.

Mayor Fatula reiterated there will be no out of pocket expenses for this contract.

There was no public comment.

On a motion by Councilmember Burruss and seconded by Mayor Pro Tem Mendoza Council approved Resolution 03-2019.

AYES: Burruss, Douglass, Fatula, Lomen, Mendoza

8 GOOD OF THE ORDER – INFORMAL COUNCIL STATEMENTS REGARDING THE BUSINESS OF THE CITY

Councilmember Burruss requested a follow-up to the Communication Workshop before the publishing date of the newsletter. City Manager Heathcock will look at the schedule and set a date.

Mayor Pro Tem Mendoza would like to schedule a presentation to Council from the Chinese Railroad Workers Memorial group.

Councilmember Douglass asked to discuss increasing pavement improvement funding in the budget. He wants to keep road issues and economic development on the front burner. City Manager Heathcock stated a discussion of funding is planned during the Fiscal Year Budget review which begins in May.

Councilmember Burruss reminded everyone that if they see something illegal, they should report it so that it goes on the record.

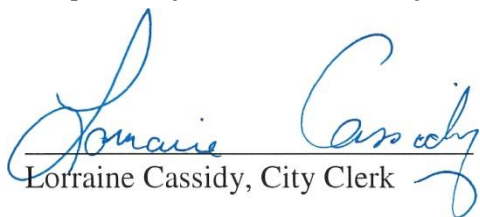
She suggested businesses sign up for the Eagle Eye Program which links closed circuit monitors to the police data base.

Mayor Fatula stated Supervisor Montgomery would like a map showing the state of the roads. City Manager Heathcock stated staff may be able to superimpose data from the Pavement Management Plan over a map.

9 ADJOURNMENT

Mayor Fatula adjourned the meeting at 9:50PM.

Respectfully submitted to City Council this 27th day of February, 2019.


Lorraine Cassidy, City Clerk



STAFF REPORT TO THE COLFAX CITY COUNCIL

FOR THE FEBRUARY 27, 2019 COUNCIL MEETING

FROM: Wes Heathcock, City Manager
PREPARED BY: Laurie Van Groningen, Finance Director
DATE: February 11, 2019
SUBJECT: Cash Summary Report - January 2019

<input checked="" type="checkbox"/> X	N/A	<input type="checkbox"/>	FUNDED	<input type="checkbox"/>	UN-FUNDED	AMOUNT:	FROM FUND:
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RECOMMENDED ACTION: Accept and file.

BACKGROUND AND ANALYSIS:

These monthly financial reports include General Fund Reserved 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.

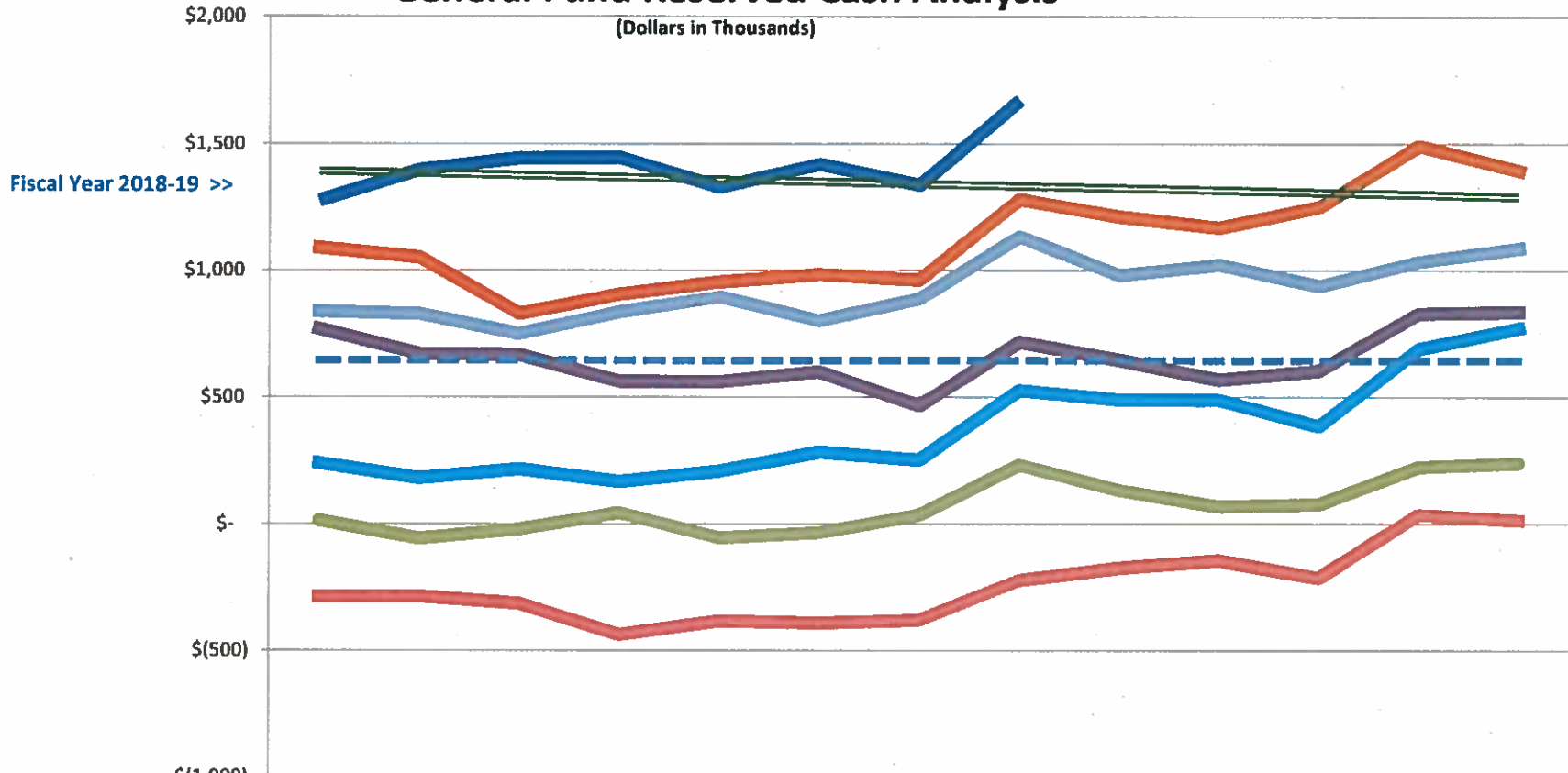
The attached reports reflect an overview of the financial transactions of the City of Colfax in January 2019. Monthly highlights include:

- Revenues for January included the first allocation for FY2018-2019 property taxes and delinquent sewer charges placed on the annual tax roll. The first allocation is 55% of total for the fiscal year. The second allocation of 45% is scheduled to be processed in May and the final 5% allocation is generally processed by August of each year.
- Expenses for January included the following (in addition to normal monthly operations and ongoing project costs):
 - Quarterly (2) Fire Support contract - \$15,000
- Negative cash fund balances are due to timing of funding allocations and reimbursements.
 - Fund 250 – To be funded by Streets & Roads monies through Placer County Transportation Agency (PCTPA) and budgeted fund transfers (funds 100/253). We received first allocation of funding from PCTPA in December and second allocation is expected by March. Full funding of budgeted transfers from Gas Tax Fund and General Fund are expected in latter part of fiscal year.
 - Capital Projects – All expenditures are anticipated to be reimbursed by grant funds, developer fees, Special Revenue funds, and fund transfers as budgeted.

ATTACHMENTS:

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. General Fund Reserved Cash Analysis Graphs <ol style="list-style-type: none"> a. Cash Analysis – Balance b. Expenses by Month c. Revenues by Month | <ol style="list-style-type: none"> 2. Cash Activity Reports <ol style="list-style-type: none"> a. Cash Summary b. Cash Transactions Report – by individual fund c. Check Register Report - Accounts Payable d. Daily Cash Summary Report (Cash Receipts) |
|---|--|

City of Colfax - January 2019 General Fund Reserved Cash Analysis



	Prev Yr	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Cash Balance FY2018-19	\$1,275	\$1,398	\$1,444	\$1,447	\$1,329	\$1,420	\$1,336	\$1,672					
Cash Balance FY2017-18	\$1,086	\$1,050	\$828	\$905	\$954	\$983	\$962	\$1,280	\$1,212	\$1,168	\$1,250	\$1,493	\$1,396
Cash Balance FY2016-17	\$838	\$829	\$750	\$835	\$897	\$802	\$889	\$1,133	\$981	\$1,022	\$938	\$1,034	\$1,086
Cash Balance FY2015-16	\$768	\$670	\$666	\$562	\$561	\$601	\$466	\$717	\$647	\$569	\$605	\$831	\$838
Cash Balance FY2014-15	\$240	\$181	\$217	\$167	\$209	\$284	\$253	\$528	\$491	\$489	\$385	\$691	\$773
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 (Ops, Cap, Pen)	\$645	\$645	\$645	\$645	\$645	\$645	\$645	\$645	\$645	\$645	\$645	\$645	\$645
Budget FY2018-19	\$1,393	\$1,385	\$1,376	\$1,368	\$1,359	\$1,351	\$1,342	\$1,334	\$1,325	\$1,317	\$1,308	\$1,300	\$1,291

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

City of Colfax
Cash Summary
January 31, 2019

	Balance 12/31/2018	Revenues In	Expenses Out	Transfers	Balance 01/31/2019
US Bank	\$ 603,458.65	\$ 862,629.84	\$ (630,841.38)	\$ (450,000.00)	\$ 385,247.11
LAIF	\$ 4,184,643.97	\$ 25,186.16		\$ 450,000.00	\$ 4,659,830.13
Total Cash - General Ledger	\$ 4,788,102.62	\$ 887,816.00	\$ (630,841.38)	\$ -	\$ 5,045,077.24
Petty Cash (In Safe)	\$ 300.00				\$ 300.00
Total Cash	\$ 4,788,402.62	\$ 887,816.00	\$ (630,841.38)	\$ -	\$ 5,045,377.24

Change in Cash Account Balance - Total \$ 256,974.62

Attached Reports:

- 1. Cash Transactions Report (By Individual Fund)
 - 2. Check Register Report (Accounts Payable) \$ (368,099.32)
 - 3. Cash Receipts - Daily Cash Summary Report \$ 528,547.52
 - Payroll Checks and Tax Deposits \$ (70,659.79)
 - Utility Billings - Receipts \$ 141,955.05
 - Service Charge/Adj/Voids \$ 45.00
 - LAIF Interest \$ 25,186.16
- \$ 256,974.62 \$

Prepared by: Laurie Van Groningen 2/11/19
Laurie Van Groningen, Finance Director

Reviewed by: Wes Heathcock 2/12/2019
Wes Heathcock, City Manager

City of Colfax

Cash Transactions Report - January 2019

	Beginning Balance	Debit Revenues	Credit (Expenditures)	Ending Balance
Fund Type: 1.11 - General Fund - Unassigned				
Fund: 100 - General Fund	\$ 1,459,359.76	\$ 431,094.84	\$ (125,582.68)	\$ 1,764,871.92
Fund: 120 - Land Development Fees	\$ (15,568.42)	\$ 27,004.01	\$ (9,025.02)	\$ 2,410.57
Fund: 570 - Garbage Fund	\$ (107,888.59)	\$ 12,624.39	\$ -	\$ (95,264.20)
Fund Type: 1.11 - General Fund - Unassigned	\$ 1,335,902.75	\$ 470,723.24	\$ (134,607.70)	\$ 1,672,018.29
Fund Type: 1.14 - General Fund - Restricted				
Fund: 200 - Cannabis Application	\$ (11,400.00)	\$ -	\$ -	\$ (11,400.00)
Fund: 205 - Escrow Funds	\$ 221,625.68	\$ 4.69	\$ -	\$ 221,630.37
Fund: 571 - AB939 Landfill Diversion	\$ 28,117.26	\$ -	\$ -	\$ 28,117.26
Fund: 572 - Landfill Post Closure Maintenance	\$ 776,489.12	\$ 22,882.47	\$ (8,475.44)	\$ 790,896.15
Fund Type: 1.14 - General Fund - Restricted	\$ 1,014,832.06	\$ 22,887.16	\$ (8,475.44)	\$ 1,029,243.78
Fund Type: 1.24 - Special Rev Funds - Restricted				
Fund: 210 - Mitigation Fees - Roads	\$ -	\$ -	\$ -	\$ -
Fund: 211 - Mitigation Fees - Drainage	\$ 3,127.41	\$ 17.59	\$ -	\$ 3,145.00
Fund: 212 - Mitigation Fees - Trails	\$ 43,813.51	\$ 246.38	\$ -	\$ 44,059.89
Fund: 213 - Mitigation Fees - Parks/Rec	\$ 68,769.13	\$ 386.71	\$ -	\$ 69,155.84
Fund: 214 - Mitigation Fees - City Bldgs	\$ -	\$ -	\$ -	\$ -
Fund: 215 - Mitigation Fees - Vehicles	\$ -	\$ -	\$ -	\$ -
Fund: 217 - Mitigation Fees - DT Parking	\$ 22,151.79	\$ 124.57	\$ -	\$ 22,276.36
Fund: 218 - Support Law Enforcement	\$ 25,986.78	\$ 13,842.98	\$ -	\$ 39,829.76
Fund: 244 - CDBG Program Inc - ME Lending	\$ 204,373.86	\$ 1,164.46	\$ -	\$ 205,538.32
Fund: 250 - Streets - Roads/Transportation	\$ (23,931.40)	\$ 4,101.80	\$ (19,805.86)	\$ (39,635.46)
Fund: 253 - Gas Taxes	\$ 31,466.53	\$ 10,539.01	\$ (1,414.48)	\$ 40,591.06
Fund: 270 - Beverage Container Recycling	\$ 18,291.06	\$ 102.86	\$ -	\$ 18,393.92
Fund: 280 - Oil Recycling	\$ 3,606.52	\$ 20.29	\$ -	\$ 3,626.81
Fund: 292 - Fire Department Capital Funds	\$ 88,634.18	\$ 284.50	\$ -	\$ 88,918.68
Fund: 342 - Fire Construction - Mitigation	\$ 2,491.05	\$ 14.01	\$ -	\$ 2,505.06
Fund: 343 - Recreation Construction	\$ 2,491.51	\$ 14.02	\$ -	\$ 2,505.53
Fund Type: 1.24 - Special Rev Funds - Restrict	\$ 491,271.93	\$ 30,859.18	\$ (21,220.34)	\$ 500,910.77
Fund Type: 1.34 - Capital Projects - Restricted				
Fund: 300 - Capital Projects - General	\$ (27,466.48)	\$ -	\$ (1,407.54)	\$ (28,874.02)
Fund: 351 - Rising Sun Project	\$ 59,943.05	\$ 337.08	\$ (156,363.54)	\$ (96,083.41)
Fund: 355 - CDBG Pavement - Culver	\$ (14,024.64)	\$ -	\$ (78.87)	\$ (14,103.51)
Fund: 385 - Roundabout	\$ (245,513.05)	\$ -	\$ (14,591.13)	\$ (260,104.18)
Fund Type: 1.34 - Capital Projects - Restricted	\$ (227,061.12)	\$ 337.08	\$ (172,441.08)	\$ (399,165.12)
Fund Type: 2.11 - Enterprise Funds - Unassigned				
Fund: 560 - Sewer	\$ 964,811.20	\$ 162,787.89	\$ (132,389.43)	\$ 995,209.66
Fund: 561 - Sewer Liftstations	\$ 333,357.55	\$ 18,898.59	\$ (20,235.26)	\$ 332,020.88
Fund: 563 - Wastewater Treatment Plant	\$ 303,004.35	\$ 39,850.73	\$ -	\$ 342,855.08
Fund: 564 - Sewer Connections	\$ 41,080.00	\$ -	\$ -	\$ 41,080.00
Fund: 567 - Inflow & Infiltration	\$ 530,903.90	\$ -	\$ -	\$ 530,903.90
Fund Type: 2.11 - Enterprise Funds - Unassign	\$ 2,173,157.00	\$ 221,537.21	\$ (152,624.69)	\$ 2,242,069.52
Fund Type: 9.0 - CLEARING ACCOUNT				
Fund: 998 - PAYROLL CLEARING FUND	\$ -	\$ -	\$ -	\$ -
Fund Type: 9.0 - CLEARING ACCOUNT	\$ -	\$ -	\$ -	\$ -
Grand Totals:	\$ 4,788,102.62	\$ 746,343.87	\$ (489,369.25)	\$ 5,045,077.24

Check Register Report

Checks Processed January 2019

Item 4B

Date: 02/08/2019

Time: 7:05 pm

Page: 1

CITY OF COLFAX

BANK: US BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
US BANK Checks								
54223	01/04/2019	Reconciled		01/31/2019	1204	ABBOTT, FRED & MAUREEN	STAFF POTLUCK EXPENSE REIMB	121.31
54224	01/04/2019	Reconciled		01/31/2019	01448	AMERIGAS - COLFAX	SHERIFF DEPT PROPANE	276.98
54225	01/04/2019	Reconciled		01/31/2019	01448	AMERIGAS - COLFAX	FIRE DEPT PROPANE	40.41
54226	01/04/2019	Reconciled		01/31/2019	01448	AMERIGAS - COLFAX	CITY HALL PROPANE	406.32
54227	01/04/2019	Reconciled		01/31/2019	01460	AMERIPRIDE UNIFORM SERVICE	UNIFORM SVCS DEC 2018	597.49
54228	01/04/2019	Reconciled		01/31/2019	01500	ANDERSON'S SIERRA	WWTP PVC SUPPLIES	466.07
54229	01/04/2019	Reconciled		01/31/2019	02829	BLUE RIBBON PERSONNEL SERVICES	WWTP TEMP LABOR THRU 12/23/18	1,024.80
54230	01/04/2019	Reconciled		01/31/2019	02901	BUREAU VERITAS NORTH AMERICA	HUNTER PLAN REVIEW	630.00
54231	01/04/2019	Reconciled		01/31/2019	03121	CALIFORNIA BUILDING	Q4 2018 GREEN FEES COLLECTED	16.20
54232	01/04/2019	Reconciled		01/31/2019	03430	CITY CLERKS ASSOCIATION	MEMBERSHIP THRU 1/1/20	90.00
54233	01/04/2019	Reconciled		01/31/2019	04532	DIVISION OF STATE ARCHITECTURE	Q4 2018 SB1186 FEES	10.00
54234	01/04/2019	Reconciled		01/31/2019	6173	FEAGANS, AMY	PLACER CO FILING FEE REIMB	50.00
54235	01/04/2019	Reconciled		01/31/2019	06278	FRONTIER COMMUNICATIONS	WWTP PHONE	179.91
54236	01/04/2019	Reconciled		01/31/2019	14859	GHD INC.	ROUNDAABOUT ENG DEC 2018	13,356.11
54237	01/04/2019	Reconciled		01/31/2019	07460	GOLD COUNTRY MEDIA	MAIDU ORD 538 NOTICE	445.10
54238	01/04/2019	Reconciled		01/31/2019	07570	GRAINGER	WWTP SUPPLIES	96.97
54239	01/04/2019	Reconciled		01/31/2019	08050	HACH COMPANY	WWTP LAB SUPPLIES	1,552.86
54240	01/04/2019	Reconciled		01/31/2019	08070	HANSEN BROS. ENTERPRISES	DEPOT LANDSCAPING	520.81
54241	01/04/2019	Reconciled		01/31/2019	08086	HBE RENTALS	BALLPARK LAWN CUTTER RENTAL	75.00
54242	01/04/2019	Reconciled		01/31/2019	08170	HILLS FLAT LUMBER CO	STMT 12/25/18	579.13
54243	01/04/2019	Reconciled		01/31/2019	08660	HUNT AND SONS, INC.	PW/WWTP FUEL	829.56
54244	01/04/2019	Reconciled		01/31/2019	09540	INTERSTATE SALES	BARRICADES	240.78
54245	01/04/2019	Reconciled		01/31/2019	10510	JOSEPH SCHWIND	ROLLER RPR	100.00
54246	01/04/2019	Reconciled		01/31/2019	23101	LARRY WALKER ASSOCIATES	NPDES PERMIT ASSISTANCE	258.00
54247	01/04/2019	Reconciled		01/31/2019	13262	MEYERS NAVE	LEGAL MATTER 2019.002	10,406.55
54248	01/04/2019	Reconciled		01/31/2019	16300	PCWA - PLACER COUNTY	WATER	1,298.83
54249	01/04/2019	Reconciled		01/31/2019	16011(2)	PELLETREAU, ALDERSON & CABRAL	LEGAL SVCS DEC 2018	6,729.12
54250	01/04/2019	Reconciled		01/31/2019	16202	PLACER COUNTY OES FISCALQ1	18/19 FIRE PROTECTION UNIT	6,933.40
54251	01/04/2019	Reconciled		01/31/2019	18121	RCH GROUP, INC.	HYDROS CEQA	5,256.95
54252	01/04/2019	Reconciled		01/31/2019	23602	SANDY WOODWARD	REFUND OF UB OVERPAYMENT	253.52
54253	01/04/2019	Reconciled		01/31/2019	19396	SIERRA SAFETY COMPANY	RESTROOM SIGNAGE	25.74
54254	01/04/2019	Reconciled		01/31/2019	19320	SOLENI	WWTP CHEMICALS	2,924.71
54255	01/04/2019	Reconciled		01/31/2019	21560	US BANK CORPORATE PMT SYSTEM	STMT 12/24/18	3,222.57
54256	01/04/2019	Reconciled		01/31/2019	22106	VAN GRONINGEN & ASSOCIATES	FINANCIAL SVCS DEC 2018	4,083.75
54257	01/04/2019	Reconciled		01/31/2019	22240	VULCAN MATERIALS COMPANY	GRASS VALLEY ST ASPHALT RPR	324.93
54258	01/04/2019	Reconciled		01/31/2019	23169	WAVE BUSINESS SOLUTIONS	DEPOT PHONE	17.26
54259	01/04/2019	Reconciled		01/31/2019	23169	WAVE BUSINESS SOLUTIONS	FIRE DEPT PHONE	35.33
54260	01/04/2019	Reconciled		01/31/2019	23169	WAVE BUSINESS SOLUTIONS	CITY HALL PHONES	218.67
54261	01/08/2019	Reconciled		01/31/2019	03141	CALPERS	JAN 2019 HEALTH PREMIUMS	9,563.48
54262	01/11/2019	Reconciled		01/31/2019	01414	ALHAMBRA & SIERRA SPRINGS	CITY HALL/WWTP WATER	137.10
54263	01/11/2019	Reconciled		01/31/2019	2020	B & M BUILDERS	ADA CONSTRUCTION RETENTION	1,299.36
54264	01/11/2019	Reconciled		01/31/2019	03204(2)	CENTRAL VALLEY ENGINEERING & COMMERCIAL PUMP SERVICE INC	WWTP PUMP RPR	970.00
54265	01/11/2019	Reconciled		01/31/2019	03562	DE LAGE LANDEN FINANCIAL	JAN 2019 COPY MACH MAINT	468.34
54266	01/11/2019	Reconciled		01/31/2019	04234	DEPAUL, ERIC	2018 PARTIAL BOOT ALLOW REIMB	71.26
54267	01/11/2019	Reconciled		01/31/2019	4401	DIAMOND D GENERAL ENGINEERING	POND 1 LEVEE C.O. RETENTION	6,431.09
54268	01/11/2019	Reconciled		01/31/2019	06424(2)	FLO-LINE TECHNOLOGY, INC	WWTP EFFLUENT PUMP	5,770.16
54269	01/11/2019	Reconciled		01/31/2019	07465	GOLD MINER PEST CONTROL	WWTP/LIFT STATION PEST CONTROL	433.00
54270	01/11/2019	Reconciled		01/31/2019				

Check Register Report

Checks Processed January 2019

Item 4B

Date: 02/08/2019

Time: 8:53 pm

Page: 2

CITY OF COLFAX

BANK: US BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
US BANK Checks								
54271	01/11/2019	Reconciled		01/31/2019	08050	HACH COMPANY	WWTP LAB SUPPLIES	285.02
54272	01/11/2019	Printed			08070	HANSEN BROS. ENTERPRISES	BASE ROCK	374.95
54273	01/11/2019	Reconciled		01/31/2019	08660	HUNT AND SONS, INC.	PW/WWTP FUEL	396.64
54274	01/11/2019	Reconciled		01/31/2019	11105	KOFF & ASSOCIATES	HR SVCS DEC 2018	585.00
54275	01/11/2019	Reconciled		01/31/2019	13266	MIKE BLANCHAR	2019 BOOT ALLOWANCE REIMB	275.00
54276	01/11/2019	Reconciled		01/31/2019	14023	NATIONAL CINEMEDIA, LLC	SEWER PSA DEC - JAN	1,000.00
54277	01/11/2019	Reconciled		01/31/2019	16035	PG&E	STMT 12/28/18	14,661.95
54278	01/11/2019	Reconciled		01/31/2019	16202	PLACER COUNTY OES FISCAL Q2 18/19	FIRE PROTECTION UNIT	7,844.60
54279	01/11/2019	Reconciled		01/31/2019	18400	RIEBES AUTO PARTS	STMT 12/31/18	76.96
54280	01/11/2019	Reconciled		01/31/2019	19037	SAFE SIDE SECURITY	CORP YARD SECURITY JAN 2019	95.00
54281	01/11/2019	Reconciled		01/31/2019	19052	MIKE SAYERS	2019 BOOT ALLOWANCE REIMB	275.00
54282	01/11/2019	Reconciled		01/31/2019	19070	SCORE - SMALL CITIES ORGANIZED	WORKER'S COMP 3Q 18/19	18,767.29
54283	01/11/2019	Reconciled		01/31/2019	19193	SECURE RECORD MANAGEMENT	SHREDDING SVC	40.00
54284	01/11/2019	Reconciled		01/31/2019	01790	SIERRA OFFICE PRODUCTS	STMT 1/2/19	192.68
54285	01/11/2019	Reconciled		01/31/2019	19396	SIERRA SAFETY COMPANY	BALLPARK POSTS	176.96
54286	01/11/2019	Printed			19420	SIERRA TOWING	WWTP TRUCK TOWING	157.50
54287	01/11/2019	Reconciled		01/31/2019	22134	VISION QUEST	TECH SUPPORT FEB 2019	1,494.00
54288	01/11/2019	Reconciled		01/31/2019	23169	WAVE BUSINESS SOLUTIONS	STMT 1/2/19	54.90
54289	01/11/2019	Reconciled		01/31/2019	23301	WESTERN PLACER WASTE	DEC 2018 SLUDGE REMOVAL	395.15
54290	01/11/2019	Reconciled		01/31/2019	23705	WRIGHT'S ALL PHASE AUTO	WWTP TRUCK REPAIR	670.28
54291	01/11/2019	Reconciled		01/31/2019	2087	BASIC PACIFIC	DEC 2018 FSA PLAN FEES	45.00
54292	01/23/2019	Reconciled		01/31/2019	1161	49ER WATER SERVICES	OCT 2018 MONTHLY TESTING	4,497.00
54293	01/23/2019	Reconciled		01/31/2019	01448	AMERIGAS - COLFAX	DEPOT PROPANE	405.71
54294	01/23/2019	Reconciled		01/31/2019	01461	APWA	MEMBERSHIP 4/1/19-3/31/20	212.00
54295	01/23/2019	Reconciled		01/31/2019	01766	AT&T MOBILITY	CITY CELL PHONES	968.47
54296	01/23/2019	Printed			02829	BLUE RIBBON PERSONNEL SERVICES	WWTP TEMP LABOR THRU 1/13/19	1,195.60
54297	01/23/2019	Reconciled		01/31/2019	03164	CASH- PETTY CASH REIMBURSEMENT	PETTY CASH REIMBURSEMENT	184.53
54298	01/23/2019	Reconciled		01/31/2019	03401	CHOICE BUILDER	FEB 2019 PREMIUMS	692.29
54299	01/23/2019	Reconciled		01/31/2019	03430	CITY CLERKS ASSOCIATION	NUTS & BOLTS CLASS X 2	350.00
54300	01/23/2019	Reconciled		01/31/2019	03446	CITY OF FOSTER CITY	WWTP CALOPS POSTING	500.00
54301	01/23/2019	Printed			3564	COLLIER, JACLYN	MILEAGE REIMBURSEMENT	17.40
54302	01/23/2019	Reconciled		01/31/2019	05221	EOSI - ENVIRONMENT OPERATING	WWTP CHEMICALS	5,174.14
54303	01/23/2019	Reconciled		01/31/2019	07570	GRAINGER	DRAINS	402.14
54304	01/23/2019	Printed			08070	HANSEN BROS. ENTERPRISES	SS. AUBURN ST. RPR	49.92
54305	01/23/2019	Reconciled		01/31/2019	08159	HILL BROTHERS CHEMICAL	WWTP CHEMICALS	6,662.37
54306	01/23/2019	Reconciled		01/31/2019	08660	HUNT AND SONS, INC.	PW/WWTP FUEL	590.87
54307	01/23/2019	Reconciled		01/31/2019	12200	LEAGUE OF CALIFORNIA CITIES	MEMBERSHIP DUES	100.00
54308	01/23/2019	Reconciled		01/31/2019	13262	MEYERS NAVE	LEGAL MATTER 2019.002	6,339.29
54309	01/23/2019	Reconciled		01/31/2019	16300	PCWA -PLACER COUNTY	WATER	782.43
54310	01/23/2019	Reconciled		01/31/2019	16165	PLACER COUNTY ENVIRONMENTAL	LANDFILL CLOSURE TESTING	748.00
54311	01/23/2019	Reconciled		01/31/2019	18194	RGS - REGIONAL GOV SERVICES	PLANNING SVCS DEC 2018	3,885.00
54312	01/23/2019	Printed			18378	RICHARDSON & COMPANY, LLP	17/18 FINANCIAL AUDIT SVC	5,145.00
54313	01/23/2019	Printed			09095	JEFF SCOTT	2019 PARTIAL BOOT ALLOW REIMB	75.02
54314	01/23/2019	Reconciled		01/31/2019	06740	TYLER TECHNOLOGIES	FUNDBALANCE SERVER MIGRATION	500.00
54315	01/23/2019	Reconciled		01/31/2019	23169	WAVE BUSINESS SOLUTIONS	CITY HALL INTERNET	159.90
54316	01/23/2019	Reconciled		01/31/2019	23169	WAVE BUSINESS SOLUTIONS	DEPOT PHONE	17.16
54317	01/23/2019	Reconciled		01/31/2019	18883	WAXIE SANITARY SUPPLY	PW SUPPLIES	175.11
54318	01/28/2019	Printed			01448	AMERIGAS - COLFAX	DEPOT PROPANE	180.65
54319	01/28/2019	Printed			02901	BUREAU VERITAS NORTH AMERICA	BLDG OFFICIAL SVCS DEC 2018	4,760.00

Check Register Report

Checks Processed January 2019

Item 4B

Date: 02/08/2019

Time: 9:03 pm

Page: 3

CITY OF COLFAX

BANK: US BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
US BANK Checks								
54320	01/28/2019	Printed			04258	DEPARTMENT OF MOTOR VEHICLES	DMV COMMERCIAL PULL	10.00
54321	01/28/2019	Printed			06278	FRONTIER COMMUNICATIONS	WWTP PHONE	184.75
54322	01/28/2019	Printed			07570	GRAINGER	WWTP SUPPLIES	45.36
54323	01/28/2019	Printed			08070	HANSEN BROS. ENTERPRISES	ROCK FOR STREET RPR	99.85
54324	01/28/2019	Printed			08660	HUNT AND SONS, INC.	FIRE DEPT FUEL	103.27
54325	01/28/2019	Printed			12180	LAWRENCE & ASSOCIATES INC	CANDFILL MONITORING	1,820.50
54326	01/28/2019	Reconciled		01/31/2019	14356	NORTHERN CALIFORNIA GLOVE	PW SUPPLIES	150.63
54327	01/28/2019	Printed			18193	RECOLOGY AUBURN PLACER	TAX ROLLS 18/19 55%	3,542.66
54328	01/28/2019	Printed			19070	SCORE - SMALL CITIES ORGANIZED	LIABILITY ASSESSMENT PAYMENT	24,225.90
54329	01/28/2019	Printed			23169	WAVE BUSINESS SOLUTIONS	FIRE DEPT PHONE	35.05
54330	01/31/2019	Printed			2087	BASIC PACIFIC	JAN 2019 FSA PLAN FEES	45.00

Total Checks: 108 **Checks Total (excluding void checks): 368,099.32**

Total Payments: 108 **Bank Total (excluding void checks): 368,099.32**

Total Payments: 108 **Grand Total (excluding void checks): 368,099.32**

DAILY CASH SUMMARY REPORT

01/01/2019 - 01/31/2019

Item 4B

2/8/2019
10:07:11
4:55 pm

City of Colfax

		Debit	Credit	Net Chng	
Fund: 100 - General Fund					
01/04/2019	Daily Totals	835.00	0.00	835.00	
01/08/2019	Daily Totals	2,460.45	0.00	2,460.45	
01/14/2019	Daily Totals	141.50	0.00	141.50	
01/15/2019	Daily Totals	22,482.52	176.06	22,306.46	
01/17/2019	Daily Totals	398.50	0.00	398.50	
01/18/2019	Daily Totals	300.00	0.00	300.00	
01/22/2019	Daily Totals	1,603.94	0.00	1,603.94	
01/24/2019	Daily Totals	363,419.83	0.00	363,419.83	
01/28/2019	Daily Totals	3,405.87	0.00	3,405.87	
Fund: 100 - General Fund		TOTALS:	395,047.61	176.06	394,871.55
Fund: 120 - Land Development Fees					
01/24/2019	Daily Totals	19,035.72	0.00	19,035.72	
01/30/2019	Daily Totals	7,968.29	0.00	7,968.29	
Fund: 120 - Land Development Fees		TOTALS:	27,004.01	0.00	27,004.01
Fund: 205 - Escrow Account - Developers					
01/31/2019	Daily Totals	4.69	0.00	4.69	
Fund: 205 - Escrow Account - Developers		TOTALS:	4.69	0.00	4.69
Fund: 218 - Support Law Enforcement					
01/24/2019	Daily Totals	13,842.98	0.00	13,842.98	
Fund: 218 - Support Law Enforcement		TOTALS:	13,842.98	0.00	13,842.98
Fund: 253 - Gas Taxes					
01/02/2019	Daily Totals	4,389.27	0.00	4,389.27	
01/22/2019	Daily Totals	3,064.39	0.00	3,064.39	
01/30/2019	Daily Totals	2,926.55	0.00	2,926.55	
Fund: 253 - Gas Taxes		TOTALS:	10,380.21	0.00	10,380.21
Fund: 560 - Sewer					
01/17/2019	Daily Totals	61.33	0.00	61.33	

DAILY CASH SUMMARY REPORT

01/01/2019 - 01/31/2019

Item 4B

Page 2/8/2019
11 of 11
4:55 pm

City of Colfax

		Debit	Credit	Net Chng
01/24/2019	Daily Totals	47,583.07	0.00	47,583.07
Fund: 560 - Sewer		TOTALS:	47,644.40	0.00
Fund: 561 - Sewer Liftstations				
01/04/2019	Daily Totals	407.00	0.00	407.00
01/10/2019	Daily Totals	407.00	0.00	407.00
Fund: 561 - Sewer Liftstations		TOTALS:	814.00	0.00
Fund: 570 - Garbage Fund				
01/14/2019	Daily Totals	12,624.39	0.00	12,624.39
Fund: 570 - Garbage Fund		TOTALS:	12,624.39	0.00
Fund: 572 - Landfill Post Closure Mainten				
01/14/2019	Daily Totals	21,361.29	0.00	21,361.29
Fund: 572 - Landfill Post Closure Mainten		TOTALS:	21,361.29	0.00
GRAND TOTALS:		528,723.58	176.06	528,547.52



STAFF REPORT TO THE COLFAX CITY COUNCIL

FOR THE FEBRUARY 27, 2019 COUNCIL MEETING

FROM: Wes Heathcock, City Manager
PREPARED BY: Chris J. Clardy, Community Services Director
DATE: February 12, 2019
SUBJECT: Wastewater Treatment Plant Vehicle Purchase

<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>	FUNDED	<input type="checkbox"/>	UN-FUNDED	AMOUNT: \$35,000	FROM FUND: 560-000 and 561-000
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RECOMMENDED ACTION: Adopt Resolution 04-2019 approving the purchase of one Wastewater Treatment Plant vehicle from Winner Chevrolet Fleet Sales in an amount not to exceed \$35,000.

DISCUSSION AND SUMMARY:

In anticipation of vehicle replacement needs of the departments, staff proposed the purchase of new vehicles in the 2017/18 fiscal budget year. Council approved two vehicle capital expenditures with the adoption of the budget in June of 2017. These purchases were rolled over into the 2018/2019 FY Budget.

The vehicle to be replaced is the 2000 Chevrolet 1500 4x4 ½-ton at the wastewater treatment plant. The vehicle is almost 20 years old and has depreciated beyond its useful life. By applying fleet best practices, we find the maintenance and repair costs to retain the vehicle based on its value will most likely be exceeded in the near future. The goal is to replace it with a more suitable truck, a Chevrolet 2500 ¾-ton long bed 4x4 equipped with the 6.0L V8. The heavy-duty application provides for more effective towing capacity needed for the department's heavier equipment in our mountainous community.

Staff solicited quotes from three vendors for competitive government bids. The cost breakdown based on the requested model and specifications are as follows:

Contractor	Total Cost	Comments
Winner Chevrolet Fleet Sales	\$29,285.75	Plus tax, Includes 5yr warranty
Downtown Ford Fleet Sales	\$38,539.22	Out the door, Includes 5yr warranty
Dodge Fleet Sales	\$39,122.00	Plus Tax, License and DOC Fees. No Extended Warranty

Based on the cost, return of tax dollars for buying locally, and convenience of maintenance, staff recommends Council approve the purchase through Winner Chevrolet Fleet Sales not to exceed \$35,000 which includes a 10% contingency.

FINANCIAL AND/OR POLICY IMPLICATIONS:

The vehicle purchase will be funded from the capital expenditures sewer funds, line items 560-000 and 561-000 approved in the Fiscal Year Budget 2017/18. The total budget for the item was \$45,000 during this year; therefore, the vehicle purchase is under the estimated budget.

ATTACHMENTS:

1. Resolution 04-2019
2. Proposals
3. Extended Warranty

City of Colfax City Council

Resolution № 04-2019

APPROVING THE PURCHASE OF A WASTEWATER TREATMENT PLANT VEHICLE FROM WINNER CHEVROLET FLEET SALES IN AN AMOUNT NOT TO EXCEED \$35,000

WHEREAS, the Public Works and Wastewater Treatment Plant vehicles have aged to a point that they are depreciated and becoming less dependable; and,

WHEREAS, at the June 14, 2017, City Council approved the purchase of two Public Works and Wastewater Treatment Plant vehicles in the 2017/18 budget; and,

WHEREAS, City staff consulted Winner Chevrolet Fleet, Downtown Ford Fleet, and Dodge Fleet competitive government bids; and,

WHEREAS, City staff is recommending approving the purchase from Winner Chevrolet Fleet Sales based on the cost, tax revenue return to community, and convenience for maintenance.

NOW THEREFORE, BE IT RESOLVED the City Council of the City of Colfax approves the purchase of one Wastewater Treatment Plant vehicle from Winner Chevrolet Fleet Sales in the amount not to exceed \$35,000.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at a regular meeting of the City Council of the City of Colfax held on the 27th day of February, 2019 by the following vote of the Council:

AYES:

NOES:

ABSENT:

ABSTAIN:

Joe Fatula, Mayor

ATTEST:

Lorraine Cassidy, City Clerk

Elk Grove Auto / Winner Chevrolet

8575 Laguna Grove Drive
 Elk Grove, CA 95757
 916-426-5752

To:
 City of Colfax

Item 4C
 DATE February 1, 2019 4 of 26
 Quotation # 20920

Prepared by: Tim Bobzien

(916) 123-1234

Comments or special instructions: Vehicle build and options are in additional pages.
State Contract # 1-18-23-20D

Description	AMOUNT
Line 23 Silverado	\$ 27,592.00
Options (Refer to Window Sticker):	\$ 1,200.00
Upgrade to 8' Long Bed	\$ 400.00
DOC Fee	\$ 85.00
**** Please review, sign, and return a copy of the quote and **** **** specs with the PO or the vehicle will not be ordered. **** ****Shipping charge added for deliveries beyond Sacramento. No charge for will call.****	
Subtotal:	\$ 29,277.00
	\$ -
Tire Fee:	\$8.75
Delivery Charge:	
Pre Tax Total	\$ 29,285.75

Add CA Sales Tax (Tire Fee and Delivery are NOT to be taxed)

If you have any questions concerning this quotation, contact Jerry Powers at 916-426-5752 or email at JPowers@LasherAuto.com

THANK YOU FOR YOUR BUSINESS!



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Item 4C

5 of 26

Line# 23 Truck

1-18-23-20D

[Fleet] 2019 Chevrolet Silverado 2500HD (CK25953) 4WD Double Cab 158.1" (12)



Trailer Brake + Tow Package standard for this model.

In an effort to offer your agency the best possible price,
this quote is based on the Ca. State Contract at no
additional cost to you and reflects your specifications.



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[Fleet] 2019 Chevrolet Silverado 2500HD (CK25953) 4WD Double Cab 158.1" (12)

Price Summary

PRICE SUMMARY

	Invoice	MSRP
Base Price	\$38,151.00	\$40,500.00
Total Options	\$1,051.05	\$1,155.00
Vehicle Subtotal	\$39,202.05	\$41,655.00
Dealer Advertising Adjustment	\$0.00	\$0.00
Destination Charge	\$1,495.00	\$1,495.00
Grand Total	\$40,697.05	\$43,150.00

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[Fleet] 2019 Chevrolet Silverado 2500HD (CK25953) 4WD Double Cab 158.1" (12)

Window Sticker

SUMMARY

[Fleet] 2019 Chevrolet Silverado 2500HD (CK25953) 4WD Double Cab 158.1" Work Truck

MSRP:\$40,500.00

Interior:Dark Ash with Jet Black Interior Accents, Vinyl seat trim

Exterior 1:Summit White

Exterior 2:No color has been selected.

Engine, Vortec 6.0L Variable Valve Timing V8 SFI, E85-compatible, FlexFuel

Transmission, 6-speed automatic, heavy-duty, electronically controlled

OPTIONS

CODE	MODEL	MSRP
CK25953	[Fleet] 2019 Chevrolet Silverado 2500HD (CK25953) 4WD Double Cab 158.1" Work Truck	\$40,500.00
OPTIONS		
1WT	Work Truck Preferred Equipment Group	\$0.00
A91	Remote Locking Tailgate	Inc.
AE7	Seats, front 40/20/40 split-bench, 3-passenger, driver and front passenger recline	\$0.00
AKO	Glass, deep-tinted	Inc.
AQQ	Remote Keyless Entry	Inc.
DD8	Mirror, inside rearview auto-dimming	Inc.
DPN	Mirrors, outside heated power-adjustable vertical trailing, upper glass, manual-folding and extending, Black;	Inc.
E63	Pickup box	\$0.00
GAZ	Summit White	\$0.00
GT5	Rear axle, 4.10 ratio	\$0.00
H2Q	Dark Ash with Jet Black Interior Accents, Vinyl seat trim	\$0.00
IOB	Audio system, Chevrolet Infotainment System with 7" diagonal color touch-screen, AM/FM stereo	\$0.00
JL1	Trailer brake controller, integrated	\$0.00
K14	Power outlet, 110-volt AC	Inc.
L96	Engine, Vortec 6.0L Variable Valve Timing V8 SFI, E85-compatible, FlexFuel	\$0.00

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[Fleet] 2019 Chevrolet Silverado 2500HD (CK25953) 4WD Double Cab 158.1" (12)

MYD	Transmission, 6-speed automatic, heavy-duty, electronically controlled	\$0.00
NZ4	Wheels, 17" x 7.5" (43.2 cm x 19.1 cm) full-size, steel spare.	\$0.00
PGM	WT Fleet Convenience Package (Double Cab and Regular Cab only)	\$1,000.00
PYN	Wheels, 17" (43.2 cm) steel	\$0.00
QXT	Tires, LT265/70R17E all-terrain, blackwall	\$200.00
R9Y	Fleet Free Maintenance Credit.	(\$45.00)
VK3	License plate kit, front	\$0.00
VQ2	Fleet processing option	\$0.00
YF5	Emissions, California state requirements	\$0.00
ZY1	Paint, solid	\$0.00
SUBTOTAL		\$41,655.00
Adjustments Total		\$0.00
Destination Charge		\$1,495.00
TOTAL PRICE		\$43,150.00

FUEL ECONOMY

Est City:N/A

Est Highway:N/A

Est Highway Cruising Range:N/A

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[Fleet] 2019 Chevrolet Silverado 2500HD (CK25953) 4WD Double Cab 158.1" (12)

Weight Ratings

WEIGHT RATINGS

Front Gross Axle Weight Rating:	4800 lbs
Rear Gross Axle Weight Rating:	6200 lbs
Gross Vehicle Weight Rating:	9500.00 lbs

Selected Model and Options

MODEL

CODE	MODEL	Invoice	MSRP
CK25953	2019 Chevrolet Silverado 2500HD 4WD Double Cab 158.1" Work Truck	\$38,151.00	\$40,500.00

COLORS

CODE	DESCRIPTION	Invoice	MSRP
GAZ	Summit White	\$0.00	\$0.00

PREFERRED EQUIPMENT GROUP

CODE	DESCRIPTION	Invoice	MSRP
1WT	Work Truck Preferred Equipment Group includes standard equipment	\$0.00	\$0.00

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[Fleet] 2019 Chevrolet Silverado 2500HD (CK25953) 4WD Double Cab 158.1" (12)

ADDITIONAL EQUIPMENT - EXTERIOR

CODE	DESCRIPTION	Invoice	MSRP
A91	Remote Locking Tailgate (Included and only available with (AQQ) Remote Keyless Entry.)	Inc.	Inc.
AKO	Glass, deep-tinted (Included with (PCN) Silverado HD Custom or (PCM) WT Fleet Convenience Package (Double Cab and Regular Cab).)	Inc.	Inc.
DPN	Mirrors, outside heated power-adjustable vertical trailing, upper glass, manual-folding and extending. Black; Includes integrated turn signal indicators consisting of 51 square inch flat mirror surface positioned over a 24.5 square inch convex mirror surface with a common head and lower convex spotter glass (convex glass is not heated and not power adjustable) and addition of auxiliary cargo lamp for backing up (helps to see trailer when backing up with a trailer) and amber auxiliary clearance lamp (Included and only available on Double Cab or Regular Cab models with (PCM) WT Fleet Convenience Package (Double Cab and Regular Cab) or (PCN) Silverado HD Custom. Includes (DD8) auto-dimming inside rearview mirror. Available as a free flow option on Crew Cab models with (PCR) WT Fleet Convenience Package (Crew Cab) or (PCN) Silverado HD Custom. Required when (ANQ) Alaskan Snow Plow Package and (PCM) WT Fleet Convenience Package (Double Cab and Regular Cab) or (PCR) WT Fleet Convenience Package (Crew Cab) are ordered together.)	Inc.	Inc.
NZ4	Wheels, 17" x 7.5" (43.2 cm x 19.1 cm) full-size, steel spare. (Requires 17" wheels and tires.)	\$0.00	\$0.00
VK3	License plate kit, front	\$0.00	\$0.00

ADDITIONAL EQUIPMENT - INTERIOR

CODE	DESCRIPTION	Invoice	MSRP
AQQ	Remote Keyless Entry (Included and only available with (PCM) WT Fleet Convenience Package (Double Cab and Regular Cab), (PCR) WT Fleet Convenience Package (Crew Cab) or (PCN) Silverado HD Custom. Includes (A91) remote locking tailgate.)	Inc.	Inc.
DD8	Mirror, inside rearview auto-dimming (Included and only available with (DPN) outside heated power-adjustable vertical trailing mirrors.)	Inc.	Inc.
KI4	Power outlet, 110-volt AC (Included with (PCN) Silverado HD Custom or (PCM) WT Fleet Convenience Package (Double Cab and Regular Cab).)	Inc.	Inc.

ADDITIONAL EQUIPMENT - MECHANICAL

CODE	DESCRIPTION	Invoice	MSRP
JL1	Trailer brake controller, integrated (Standard on Double Cab models. Standard on Regular Cab models with a pickup box. Included with (PCN) Silverado HD Custom on Crew Cab models. With (E63) pickup box, requires available (Z82) trailing equipment. Available to order as a free flow option on Crew Cab or Regular Cab models with (ZW9) pickup box delete or (9J4) rear bumper delete.)	\$0.00	\$0.00

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Item 4C

11 of 26

[Fleet] 2019 Chevrolet Silverado 2500HD (CK25953) 4WD Double Cab 158.1" (12)

ADDITIONAL EQUIPMENT - PACKAGE

CODE	DESCRIPTION	Invoice	MSRP
PCM	WT Fleet Convenience Package (Double Cab and Regular Cab only) includes (AKO) tinted windows, (KI4) 110V outlet, (AQQ) Remote Keyless Entry and (A91) remote locking tailgate. Double Cab and Regular Cab includes (DPN) outside heated power-adjustable vertical trailing mirrors. Crew Cab includes (DL8) outside, heated power-adjustable mirrors. (If (ZW9) pickup box delete is ordered (A91) remote locking tailgate will not be included.)	\$910.00	\$1,000.00

ADDITIONAL EQUIPMENT - OTHER

CODE	DESCRIPTION	Invoice	MSRP
R9Y	Fleet Free Maintenance Credit. This option code provides a credit in lieu of the free oil changes, tire rotations and inspections for one maintenance service during 1st year of ownership. The invoice will detail the applicable credit. The customer will be responsible for all oil change, tire rotations and inspections costs for this vehicle. (Requires one of the following Fleet or Government order types: FBC, FBN, FCA, FCN, FEF, FLS, FNR, FRC or FGO. Not available with FDR order type.) *CREDIT*	(\$40.95)	(\$45.00)
VQ2	Fleet processing option	\$0.00	\$0.00

SEAT TYPE

CODE	DESCRIPTION	Invoice	MSRP
AE7	Seats, front 40/20/40 split-bench, 3-passenger, driver and front passenger recline with outboard head restraints and center fold-down armrest with storage. Vinyl has fixed lumbar and cloth has manually adjustable driver lumbar. (STD) (Upgradeable to (AZ3) front 40/20/40 split-bench seat.)	\$0.00	\$0.00

BODY CODE

CODE	DESCRIPTION	Invoice	MSRP
E63	Pickup box (STD)	\$0.00	\$0.00

PAINT

CODE	DESCRIPTION	Invoice	MSRP
GAZ	Summit White	\$0.00	\$0.00

AXLE

CODE	DESCRIPTION	Invoice	MSRP
GT5	Rear axle, 4.10 ratio (Requires (L96) Vortec 6.0L V8 SFI engine or (LC8) 6.0L V8 SFI Gaseous CNG/LPG capable engine.)	\$0.00	\$0.00

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Item 4C

12 of 26

[Fleet] 2019 Chevrolet Silverado 2500HD (CK25953) 4WD Double Cab 158.1" (12)

SEAT TRIM

CODE	DESCRIPTION	Invoice	MSRP
H2Q	Dark Ash with Jet Black Interior Accents, Vinyl seat trim	\$0.00	\$0.00

RADIO

CODE	DESCRIPTION	Invoice	MSRP
IOB	Audio system, Chevrolet Infotainment System with 7" diagonal color touch-screen, AM/FM stereo with seek-and-scan and digital clock, includes Bluetooth streaming audio for music and select phones. (STD)	\$0.00	\$0.00

ENGINE

CODE	DESCRIPTION	Invoice	MSRP
L96	Engine, Vortec 6.0L Variable Valve Timing V8 SFI, E85-compatible, FlexFuel capable of running on unleaded or up to 85% ethanol (360 hp [268.4 kW] @ 5400 rpm, 380 lb-ft of torque [515.0 N-m] @ 4200 rpm) (STD)	\$0.00	\$0.00

TRANSMISSION

CODE	DESCRIPTION	Invoice	MSRP
MYD	Transmission, 6-speed automatic, heavy-duty, electronically controlled with overdrive and tow/haul mode. Includes Cruise Grade Braking and Powertrain Grade Braking (STD) (Requires (L96) Vortec 6.0L V8 SFI engine or (LC8) 6.0L V8 SFI Gaseous CNG/LPG capable engine.)	\$0.00	\$0.00

WHEELS

CODE	DESCRIPTION	Invoice	MSRP
PYN	Wheels, 17" (43.2 cm) steel includes 17" x 7.5" (43.2 cm x 19.1 cm) steel spare wheel. (STD)	\$0.00	\$0.00

TIRES

CODE	DESCRIPTION	Invoice	MSRP
QXT	Tires, LT265/70R17E all-terrain, blackwall	\$182.00	\$200.00

EMISSIONS

CODE	DESCRIPTION	Invoice	MSRP
YF5	Emissions, California state requirements	\$0.00	\$0.00

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[Fleet] 2019 Chevrolet Silverado 2500HD (CK25953) 4WD Double Cab 158.1" (12)

PAINT SCHEME

CODE	DESCRIPTION	Invoice	MSRP
ZY1	Paint, solid	\$0.00	\$0.00
Options Total		\$1,051.05	\$1,155.00

Standard Equipment

Mechanical

Engine, Vortec 6.0L Variable Valve Timing V8 SFI, E85-compatible, FlexFuel capable of running on unleaded or up to 85% ethanol (360 hp [268.4 kW] @ 5400 rpm, 380 lb-ft of torque [515.0 N-m] @ 4200 rpm) (Does not include E85 capability with (ZW9) pickup box delete.) (STD)

Transmission, 6-speed automatic, heavy-duty, electronically controlled with overdrive and tow/haul mode. Includes Cruise Grade Braking and Powertrain Grade Braking (STD) (Requires (L96) Vortec 6.0L V8 SFI engine or (LC8) 6.0L V8 SFI Gaseous CNG/LPG capable engine.)

Pickup box (STD)

GVWR, 9500 lbs. (4309 kg) (Requires CK25903 model, (L96) Vortec 6.0L V8 SFI engine or (LC8) 6.0L V8 SFI Gaseous CNG/LPG capable engine. Not available with CK25943.)

Rear axle, 4.10 ratio (Requires (L96) Vortec 6.0L V8 SFI engine or (LC8) 6.0L V8 SFI Gaseous CNG/LPG capable engine.)

Air cleaner, high-capacity

Transfer case, with floor-mounted shifter (Included with 4WD models only.)

Differential, heavy-duty locking rear

Four wheel drive

Cooling, external engine oil cooler

Cooling, auxiliary external transmission oil cooler

Battery, heavy-duty 720 cold-cranking amps/80 Amp-hr, maintenance-free with rundown protection and retained accessory power

Alternator, 150 amps

Trailer brake controller, integrated

Frame, fully-boxed, hydroformed front section

Recovery hooks, front, frame-mounted, black

Trailer equipment Trailing hitch platform 2.5" with a 2.0" insert for HD, 7-wire harness with independent fused trailing circuits mated to a 7-way sealed connector to hook up parking lamps, backup lamps, right and left turn signals, an electric brake lead, battery and a ground, The trailer connector also includes the 4-way for use on trailers without brakes - park, brake/turn lamps (Standard on Double Cab or Regular Cab models with a pickup box Included with (PCN) Silverado HD Custom on Crew Cab models. Not available with (ZW9) pickup box delete or (9J4) rear bumper delete.)

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Item 4C

14 of 26

[Fleet] 2019 Chevrolet Silverado 2500HD (CK25953) 4WD Double Cab 158.1" (12)

Mechanical

Suspension Package, Standard includes 51mm twin tube shock absorbers and 33mm front stabilizer bar

Steering, Recirculating Ball with smart flow power steering system

Brakes, 4-wheel antilock, 4-wheel disc with DuraLife brake rotors

Capless Fuel Fill (Gas engine only. Not available with (ZW9) pickup box delete.)

Exhaust, aluminized stainless-steel muffler and tailpipe

Exterior

Wheels, 17" (43.2 cm) steel includes 17" x 7.5" (43.2 cm x 19.1 cm) steel spare wheel. Spare not included with (ZW9) pickup box delete unless a spare tire is ordered (STD)

Tires, LT245/75R17E all-season, blackwall (STD)

Tire carrier lock keyed cylinder lock that utilizes same key as ignition and door (Not included when (ZW9) pickup box delete or (9J4) rear bumper delete is ordered.)

Bumper, front chrome

CornerStep, rear bumper (Requires (E63) pickup box.)

Bumper, rear chrome with bumper ComerSteps (Requires (E63) pickup box.)

Grille, chrome with chrome mesh inserts

Grille surround, chrome

Headlamps, halogen projector-beam

Lamps, cargo area, cab mounted with switch on center switch bank

Mirrors, outside high-visibility vertical trailing, Black with manual folding and extension and lower convex spotter glass (Standard on Double Cab or Regular Cab models. Included on Crew Cab models with (ANQ) Alaskan Snow Plow Special Edition. Not available with (PCM) WT Fleet Convenience Package (Double Cab and Regular Cab).)

Glass, solar absorbing, tinted

Door handles, Black

Tailgate and bed rail protection caps, top

Tailgate, locking, utilizes same key as ignition and door (Not available with (AQQ) Remote Keyless Entry.)

Tailgate, EZ-Lift and Lower (Standard and only available on Double Cab models. Deleted when (ZW9) pickup box delete is ordered.)

Entertainment

Audio system, Chevrolet Infotainment System with 7" diagonal color touch-screen, AM/FM stereo with seek-and-scan and digital clock, includes Bluetooth streaming audio for music and select phones. (STD)

SiriusXM Radio, delete

6-speaker audio system

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Item 4C

15 of 26

[Fleet] 2019 Chevrolet Silverado 2500HD (CK25953) 4WD Double Cab 158.1" (12)

Entertainment

Bluetooth for phone, personal cell phone connectivity to vehicle audio system

Interior

Seats, front 40/20/40 split-bench, 3-passenger, driver and front passenger recline with outboard head restraints and center fold-down armrest with storage. Vinyl has fixed lumbar and cloth has manually adjustable driver lumbar. (STD) (Upgradeable to (AZ3) front 40/20/40 split-bench seat.)

Seat trim, Vinyl

Seat, rear full-width folding bench, 3-passenger (includes child seat top tether anchor) (Requires Double Cab models.)

Floor covering, Graphite-colored rubberized-vinyl

Steering column, manual Tilt-Wheel

Steering wheel

Instrumentation, 6-gauge cluster featuring speedometer, fuel level, engine temperature, tachometer, voltage and oil pressure

Driver Information Center, 3.5-inch diagonal monochromatic display provides warning messages and basic vehicle information

Windows, power with driver express up and down and express down on all other windows (Standard on Crew Cab and Double Cab models. On Regular Cab model, included and only available with (PCM) WT Fleet Convenience Package (Double Cab and Regular Cab.)

Door locks, power

Cruise control, steering wheel-mounted

Air conditioning, single-zone

Assist handle, front passenger and driver on A-pillars

Safety-Mechanical

StabiliTrak, stability control system with Proactive Roll Avoidance and traction control includes electronic trailer sway control and hill start assist

Safety-Interior

Daytime Running Lamps with automatic exterior lamp control

Airbags, Double Cab: Single-stage frontal airbag for driver; Dual-stage front airbag for front outboard passenger; Seat-mounted side-impact airbags for driver and front outboard passenger; Head-curtain airbags for front and rear outboard seating positions; Includes front outboard Passenger Sensing System for frontal outboard passenger airbag (With (ZW9) pickup box delete on Double Cab and Regular Cab you will get the following: Single-stage frontal airbags for driver and front outboard passenger, Seat-mounted side-impact airbags for driver and front outboard passenger; Head-curtain airbags for front and rear outboard seating positions; Includes airbag deactivation switch for front outboard passenger airbag. Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information. Regular Cab model does not have rear outboard seating positions.)

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[Fleet] 2019 Chevrolet Silverado 2500HD (CK25953) 4WD Double Cab 158.1" (12)

Safety-Interior

OnStar, delete also deletes driver information center compass.

Rear Vision Camera (Removed when (ZW9) pickup box delete is ordered.)

Teen Driver configurable feature that lets you activate customizable vehicle settings associated with a key fob, to encourage safe driving behavior. It can limit certain vehicle features, and it prevents certain safety systems from being turned off. An in-vehicle report card gives you information on your teen's driving habits and helps you to continue to coach your new driver.

Tire Pressure Monitoring System with Tire Fill Alert (does not apply to spare tire)

WARRANTY

Basic Years: 3

Basic Miles/km: 36,000

Drivetrain Years: 5

Drivetrain Miles/km: 60,000

Drivetrain Note: HD Duramax Diesel: 5 Years/100,000 Miles; Qualified Fleet Purchases: 5 Years/100,000 Miles

Corrosion Years (Rust-Through): 6

Corrosion Years: 3

Corrosion Miles/km (Rust-Through): 100,000

Corrosion Miles/km: 36,000

Roadside Assistance Years: 5

Roadside Assistance Miles/km: 80,000

Roadside Assistance Note: HD Duramax Diesel: 5 Years/100,000 Miles; Qualified Fleet Purchases: 5 Years/100,000 Miles

Maintenance Note: 1 Year/1 Visit

Technical Specifications

Powertrain

Transmission

Drivetrain	Four Wheel Drive	Trans Order Code	MYD
Trans Type	6	Trans Description Cont.	Automatic
Trans Description Cont. Again	N/A	First Gear Ratio (:1)	4.03
Second Gear Ratio (:1)	2.38	Third Gear Ratio (:1)	1.53
Fourth Gear Ratio (:1)	1.15	Fifth Gear Ratio (:1)	0.85
Sixth Gear Ratio (:1)	0.67	Reverse Ratio (:1)	3.08
Clutch Size	N/A	Trans Power Take Off	N/A
Final Drive Axle Ratio (:1)	N/A	Transfer Case Model	Magna MP1222/5/6
Transfer Case Gear Ratio (:1), High	1.00	Transfer Case Gear Ratio (:1), Low	2.72
Transfer Case Power Take Off	N/A		

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THIS IS YOUR QUOTE

DOWNTOWN FORD SALES
 525 N16th Street, Sacramento, CA. 95811
 916-442-6991 fax 916-491-3138

QUOTE# COLFAXF2504X4

QUOTATION

Customer

Name **CHRIS CLARDY**
 Address **PO BOX 702**
 City **COLFAX** CA **95713**
 Phone **530.346.2313**

Date **2/8/2019**
 REP **WIL**
 Phone **916.442.6931**
 FOB **SACRAMENTO**

Qty	Description	Unit Price	TOTAL
1	NEW F-250 SUPERCAB PICK 4X4 X2B STATE OF CALIFORNIA CONTRACT I-18-23-23A CLIN 23 SALES TAX 7.25%	\$26,354.00	\$26,354.00
1	ELECTRONIC LOCKING REAR AXLE 2AXL	\$389.00	\$389.00
1	LONGBED-8'BED/164" WB	\$214.00	\$214.00
1	XLT PACKAGE (See Build Sheet for list of Options) 2XLT	\$4,897.00	\$4,897.00
1	110V/400W OUTLET 243C	\$177.00	\$177.00
1	ALL TERRAIN TIRES 2TBM	\$167.00	\$167.00
1	BACK UP ALARM 276C	\$141.00	\$141.00
-1	CARPET DELETE 2166	\$41.00	(\$41.00)
1	DAYTIME RUNNING LIGHTS 0942	\$45.00	\$45.00
1	HD SERVICE SUSPENSION 267H	\$127.00	\$127.00
1	SKID PLATES 413	\$159.00	\$159.00
1	TRAILER BRAKE CONTROLLER 252B	\$574.00	\$574.00
1	WARRANTY:EXTRA CARE 5YR/100,000.\$100DED SWTY	\$2,242.00	\$2,242.00
1	DMV DOC FEE	\$85.00	\$85.00

Subtotal	\$35,530.00
Delivery	\$595.00
Taxes	
SALES TAX	\$2,407.22
CA Tire Tax	\$7.00
TOTAL	\$38,539.22

Payment Details

- Cash
- Check
- Credit Card

Name _____

CC # _____

Expires _____

Taxes

Office Use Only

\$500 DISCOUNT IF PAID WITHIN 20 DAY OF DELIVERY



Fleet Vehicle Configuration for null

FLEET
1-800-999-FLEET

Standard Features

- 5.7L V8 HEMI VVT Engine (E2C)
- 6-Spd Automatic 66RFE Transmission (DFP)
- Man Shift-On-The-Fly Transfer Case (DK1)
- Heavy Duty Suspension (SDB)
- Front Stabilizer Bar (SHA)
- 11.50" Single Wheel Rear Axle (DRQ)
- Conventional Differential Frt Axle (DS7)
- 6,000# Front Axle (DJN)
- Conventional Different al Rear Axle (DS8)
- 6 Speakers (RCG)
- Radio 3.0 (RA1)
- Remote USB Port - Charge Only (RS3)
- Media Hub (USB, Aux) (RS6)
- Audio Jack Input for Mobile Devices (RSU)
- Remote USB Port (RSX)
- Fixed Long Mast Antenna (RDD)
- Air Conditioning (HAA)
- RR View Auto Dim Mirror w/Display (GN4)
- Rear View Day/Night Mirror (GNA)
- Instrument Panel Parts Module (X81)
- Door Parts Module (X82)
- Front End Parts Module (X83)
- Tire & Wheel Parts Module (X88)
- Vendor Painted Cargo Box Tracking (4ZB)
- Seat Parts Module (X8Z)
- GVW Rating - 9000# (Z7C)
- 3.73 Axle Ratio (DME)
- Monotone Paint (APA)
- 17X7.5 Steel Styled Wheels (WDA)
- Center Hub (WMJ)

Package Selected

- Customer Preferred Package 2TA
 - 6-Spd Automatic 66RFE Transmission
 - 6.4L Heavy Duty V8 HEMI with MDS

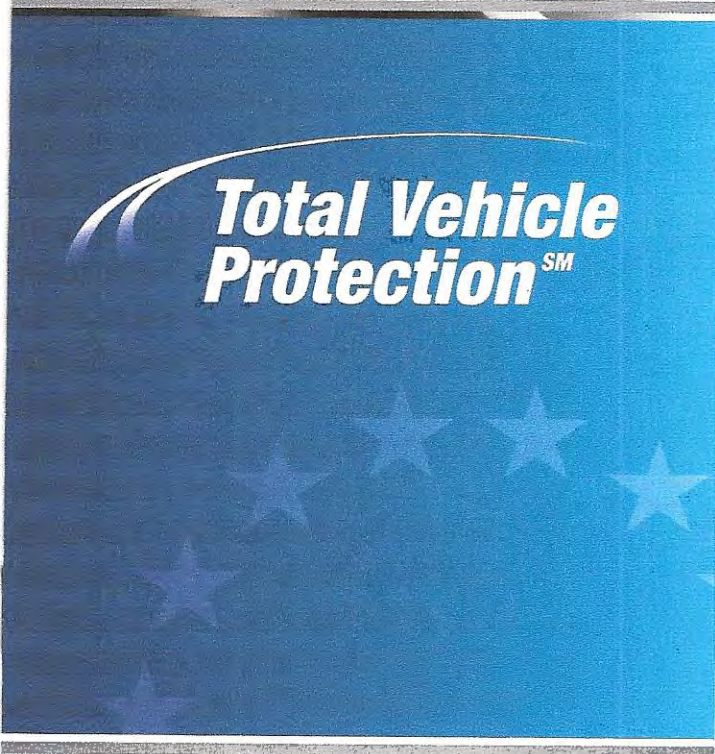
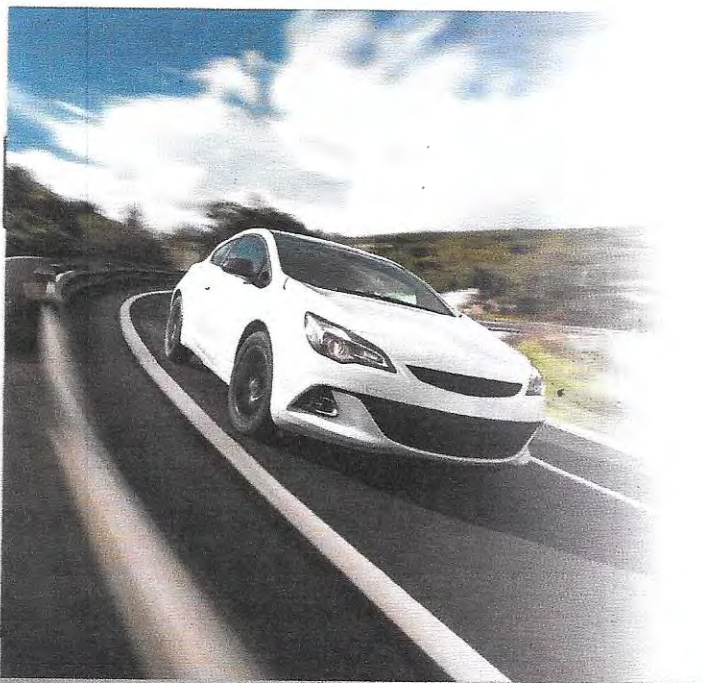
- Additional Standard Features**Options Configured**

- 5th Wheel/Gooseneck Towing Prep Grp (AHU) \$450.00
- Anti-Sp n Differential Rear Axle (DSA) \$0.00
- Man Shift-On-The-Fly Transfer Case (DK1) \$0.00
- Uconnect 3.0 (UA1) \$177.00
 - Media Hub (USB, Aux) (RS6)
 - Integrated Voice Command w th Bluetooth® (XRB)
- 18X8.0 Steel Wheels (WBN) \$0.00
 - Center Hub (WMJ)
 - 18-Inch Steel Spare Wheel (WKN)
- Protection Group (ADB) \$0.00
 - Tow Hooks (XEA)
 - Transfer Case Skid Plate (XEF)
- Chrome Appearance Group (AED) \$814.00
 - Bright Front Bumper (MCT)
 - Bright Grille (MFD)
 - Bnght Rear Bumper (MBF)
 - LT275/70R18E BSW All Season Tires (TCN)
 - 18-Inch x 8 0-Inch Steel Chrome Clad Wheels (WBH)
 - 18-Inch Steel Spare Wheel (WKN)
 - LT275/70R18E BSW On/Off-Road Tires (TCM)

Accessories Added

None

All product illustrations and specifications are based upon current information at the time this specification sheet was printed. Although descriptions are believed correct, complete accuracy cannot be guaranteed. FCA US LLC reserves the right to make changes at any time, without notice or obligation, in prices, incentive programs, specifications, equipment, colors, materials, and to change or discontinue models. The Standard Equipment list highlights selected items – see a catalog or your dealer for full details.



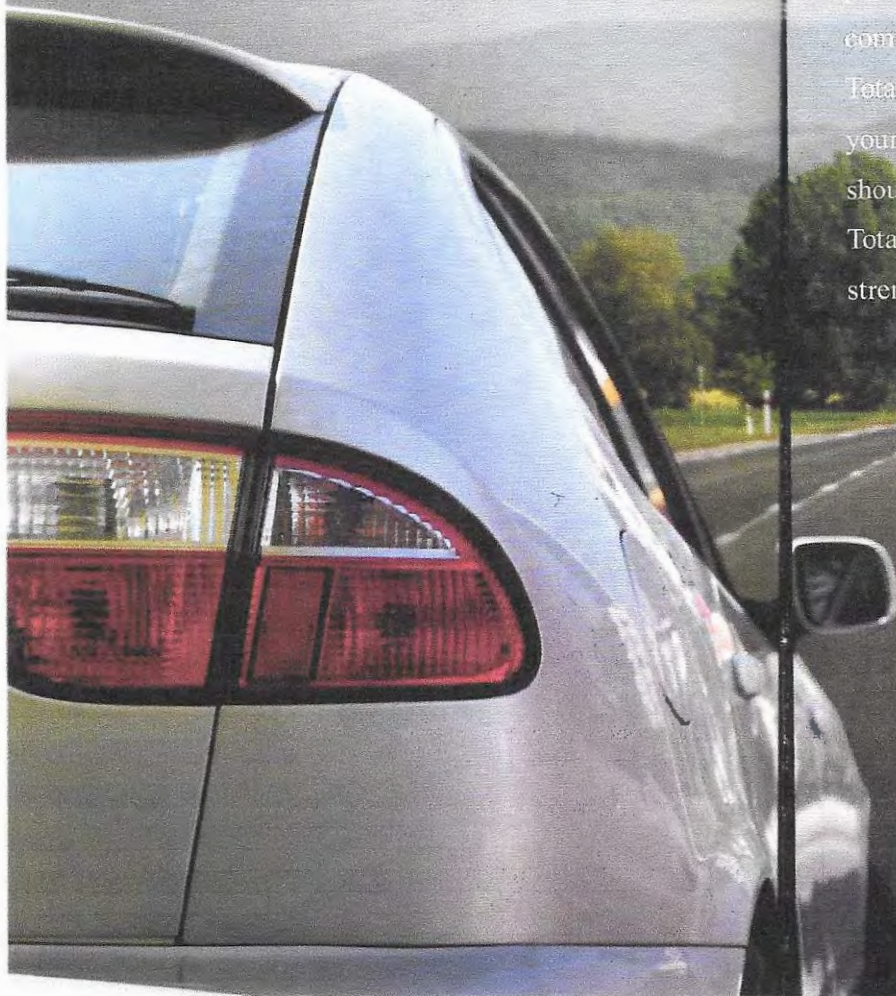
Extended Protection Plans for
New and Pre-Owned Vehicles

Protection

from the Unexpected.

Your vehicle is not only an investment; it's your transportation lifeline. Total Vehicle ProtectionSM from Old Republic Insured Automotive Services is your safeguard against the cost of sudden mechanical or electrical failures—failures that not only can interrupt your life, but also take a serious bite out of your wallet.

Whether you drive a new or pre-owned vehicle, Total Vehicle Protection gives you added protection from the unexpected. With a full complement of affordable coverage options, Total Vehicle Protection is the ideal solution to protect your investment and reduce out-of-pocket expenses should a mechanical breakdown occur. What's more, Total Vehicle Protection is backed by the financial strength of Old Republic Insurance Company.



Deluxe Plan Coverage

If you purchase the Deluxe Plan, the covered parts are:

Engine:

All internal parts; manifolds; timing gears, tensioner and guides, chain or belt; flex plate; oil pump; water pump; fuel delivery pump; throttle body; throttle cable/linkage; fuel lines and fuel regulators; camshaft and crankshaft position sensors; knock sensors; manifold pressure sensors; EGR valve; temperature sensors; thermostat; electric cooling fan motors; fan clutch and pulleys; belt tensioner; coolant recovery tank; radiator and mounts; engine mounts; harmonic balancer; turbocharger/supercharger housings and internal parts; wastegate; bypass valve; actuators and sensors. The engine block and heads, valve covers, timing cover, and oil pan are covered only if damaged by the failure of an internal part.

Transmission (Automatic or Manual):

All internal parts; torque converter; transmission pan; transmission mounts; vacuum modulator; shifter and shift linkage; electronic shift control module; sensors, solenoids and switches; auxiliary cooler, hydraulic clutch master cylinder and slave cylinder. The transmission case is covered only if damaged by the failure of an internal part.

Transfer Case:

All internal parts; transfer case mounts; shifter and shift linkage; electronic shift control module; sensors, solenoids, and switches; all wheel drive engagement module and actuator. The transfer case is covered only if damaged by the failure of an internal part.

Drive Axle (Front/Rear Wheel Drive):

All internal parts; axle shafts; constant velocity joints (except any damage to the constant velocity joint due to the failure of the sealing boot is not covered); universal joints; propeller shafts; center support bearings; axle bearings; hubs and hub bearings; locking rings. The drive axle case is covered only if damaged by the failure of an internal part.

Steering:

Gear housing, rack and pinion, internal steering rack seals, and all internal components; power steering pump and pump seal; power steering lines/hoses; tilt wheel mechanism; steering linkage; idler arm; tie rod ends; pitman arms; center link; steering dampener; steering column shafts, joints and couplings.

Suspension (Front and Rear):

Upper and lower control arms; control arm shafts and bushings; control arm linkage; ball joints; torsion bars and bushings; steering knuckles / spindles; stabilizer shaft linkage and bushings; wheel bearings; springs; MacPherson strut upper mount/bearing plate (strut shock absorber function is not covered).

Air Conditioning:

Compressor; clutch and pulley; condenser; evaporator; receiver-drier; refrigerant valves; expansion valve and pressure cycling switch; accumulator; idler pulley and bearings; orifice tube; temperature control panel and module; vent mode door actuator and motor; blower motor and resistor; heater control valve and heater core.

Brakes:

Master cylinder and seals; wheel cylinders and seals; disc brake calipers; power brake booster; hydraulic brake lines, fittings and valves; parking brake linkage and cables; anti-lock brake system: electronic control unit, wheel / speed sensor(s), valve(s), hydraulic unit, accumulator, modulator, and actuator(s); linkage and hardware (backing plates, caliper mounting pins, etc.).

Electrical:

Alternator; starter motor; starter solenoid; starter drive; alternator voltage regulator; power window motor; power seat motor; wiper motors; backup light, brake light, and interior light switches; distributor; manually operated switches; coil; horns; horn relay; electronic ignition module; rear window defroster (except for physical damage); rear window heating relay; power door lock and actuator; convertible top motor; power antenna motor and mast drive cable; electronic fuel injection sensors, control unit and injectors; electronic transmission control module; gauges; stereo or audio equipment; cruise control components; sunroof motor; mirror motors; wiper washer pump and motor; combination entry system transmitters and receivers.

Chassis Hardware:

Hood/door/hatch/trunk latches, cables, hinges, supports and springs; glove box/console lock and latch; ignition lock and tumbler; window regulators; seat belts; trunk and fuel door release cables or controls; T-Top latches; manual sunroof latch; mechanical seat tracks and springs.

Seals and Gaskets Coverage:

Seals and gaskets coverage is provided with the Deluxe Plan for all parts listed in the above named component groups.

Please refer to the service contract for complete information regarding coverage.

Supreme Plan Coverage

Supreme Plan Coverage

Supreme is our most comprehensive coverage plan.

The Supreme Plan complements your vehicle's factory warranty provided by the manufacturer. In fact, the Supreme Plan provides mechanical breakdown protection for all original equipment factory installed mechanical and electrical parts and assemblies of your vehicle, EXCEPT for those parts and services listed under the "General Exclusions" section of the service contract.

Supreme Wrap Plan Coverage

Supplemental protection for vehicles with extended factory powertrain coverage.

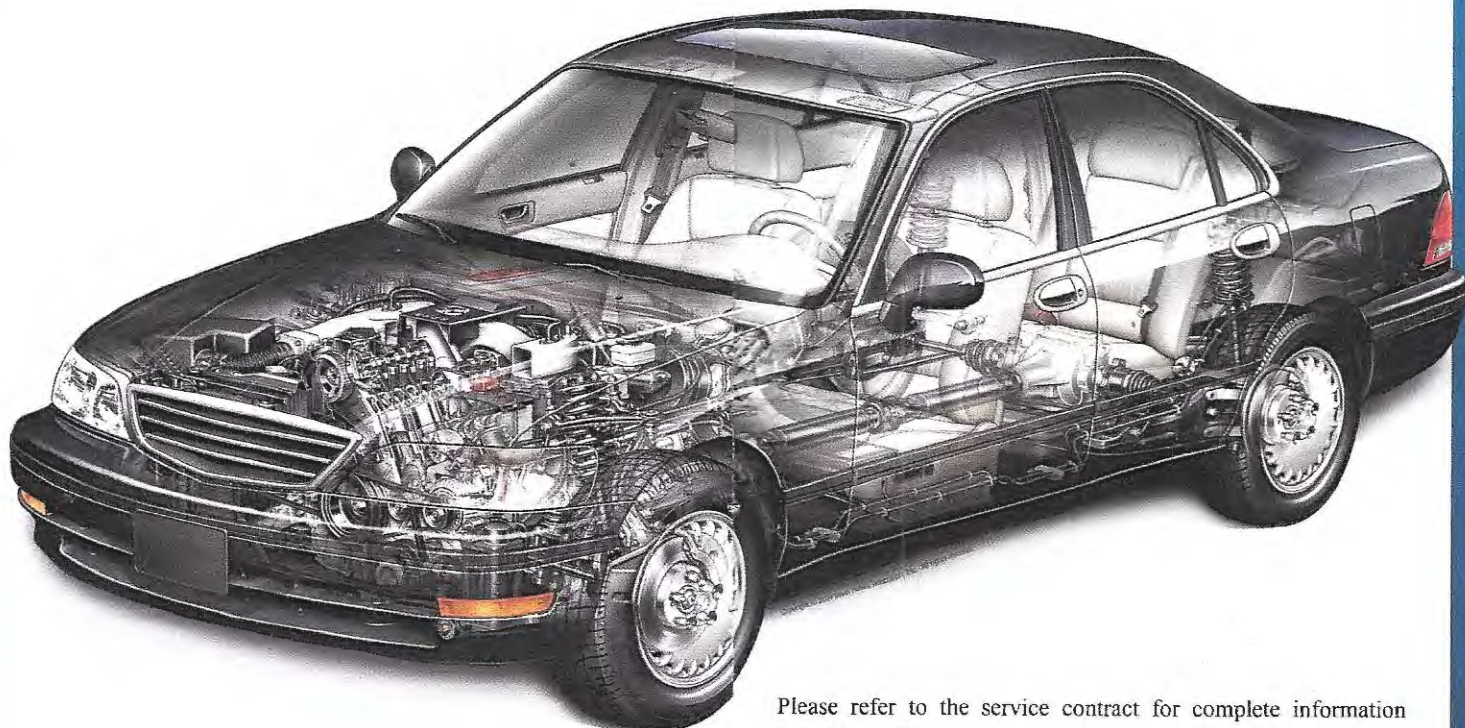
Supreme Wrap "wraps around" the vehicle manufacturer's warranty by providing coverage for all original NON-POWERTRAIN factory installed mechanical and electrical parts and assemblies of your vehicle for mechanical breakdown, EXCEPT for parts and services listed under the "General Exclusions" section of the service contract.

Examples of parts and services not covered are:

Adjustments and cleaning, battery and cables, drive belts, coolant and vacuum hoses, brakes: brake drums, shoes, linings, disc rotors and pads, exhaust system (including catalytic converter), filters, fluids (except in conjunction with a covered repair), glass, lights (bulbs, sealed beams and lenses), lubricants, manual clutch components, shock absorbers or MacPherson struts, spark plugs and wires, squeaks and rattles, tune-ups, wheel balancing and alignment, wiper blades, coolant, wheels, wheel studs, door and window handles, cellular phones, any component or equipment not installed by the vehicle manufacturer

and

Maintenance services recommended by your vehicle manufacturer.



Please refer to the service contract for complete information regarding coverage.

Additional Benefits

In addition to the coverages detailed, you have the advantage of extra benefits such as:

Towing:

In the event of a breakdown covered by this contract, all Total Vehicle Protection Plans provide for reimbursement of receipted towing expenses up to seventy-five dollars (\$75) per occurrence.

Car Rental:

If your vehicle incurs a covered breakdown, you may also be eligible to receive reimbursement for a portion of your car rental costs. The amount depends upon the total authorized cost of covered repairs for each repair visit, as shown in the table below:

Repair Cost	\$200 – \$500	\$501 – \$1,000	\$1,001 – \$1,500	\$1,501 – \$2,000	\$2,001+
Reimbursement	\$50	\$100	\$150	\$200	\$250

Trip Interruption:

In case of a mechanical breakdown that occurs more than one hundred (100) miles from home and results in a repair facility keeping your vehicle overnight, you can rest easier knowing the contract will reimburse for receipted hotel and restaurant expenses. You could be reimbursed up to one hundred dollars (\$100) per day for a maximum of three (3) days and a total benefit per occurrence of three hundred dollars (\$300).

Roadside Assistance*:

All of our plans provide reimbursement for Roadside Assistance, subject to a fifty dollars (\$50) per occurrence limitation. The emergency services for which this would apply are:

- Lock-Out Assistance
- Fuel Delivery Services
- Flat Tire Assistance
- Battery Service

*Not available in some states.

Tire Road Hazard:

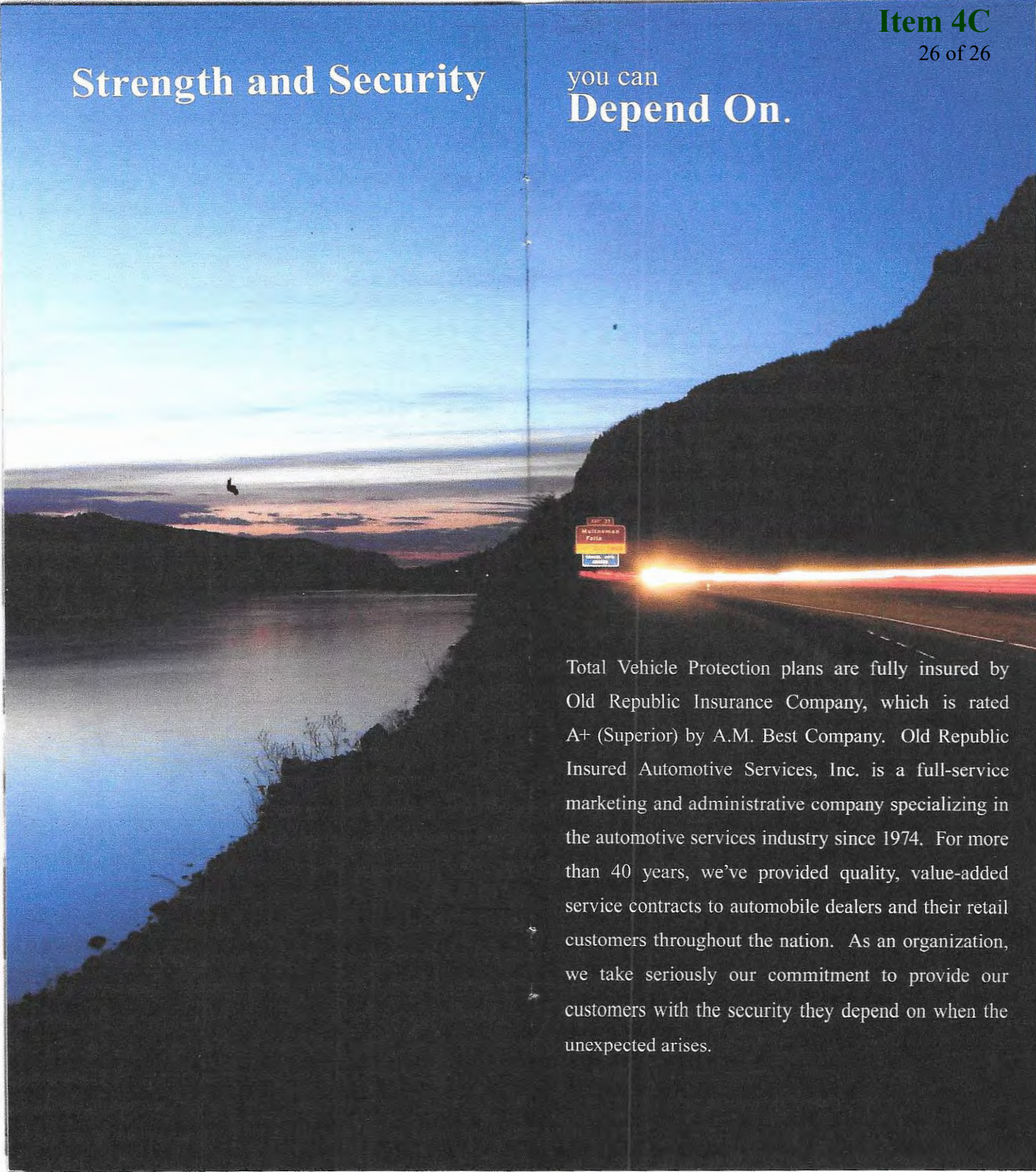
The Tire Road Hazard benefit provides coverage for the repair, or if necessary, the replacement of any of your vehicle's tires which have become damaged or unsafe for use due to a road hazard loss for the entire term of this contract. Tire coverage covers up to two hundred dollars (\$200) per occurrence or eight hundred dollars (\$800) during the term of the contract.

No Deductible applies to the additional benefits.

Please refer to the service contract for complete information regarding coverage.

Strength and Security

you can
Depend On.



Total Vehicle Protection plans are fully insured by Old Republic Insurance Company, which is rated A+ (Superior) by A.M. Best Company. Old Republic Insured Automotive Services, Inc. is a full-service marketing and administrative company specializing in the automotive services industry since 1974. For more than 40 years, we've provided quality, value-added service contracts to automobile dealers and their retail customers throughout the nation. As an organization, we take seriously our commitment to provide our customers with the security they depend on when the unexpected arises.



STAFF REPORT TO THE COLFAX CITY COUNCIL

FOR THE FEBRUARY 27, 2019 COUNCIL MEETING

FROM: Wes Heathcock, City Manager
PREPARED BY: Chris J. Clardy, Community Services Director
DATE: February 20, 2019
SUBJECT: Fire Station 37 Roof Repair

N/A FUNDED UN-FUNDED AMOUNT: \$13,500 FROM FUND: 100-500 Buildings and Grounds

RECOMMENDED ACTION: Adopt Resolution 05-2019 authorizing the City Manager to enter into an agreement with Five Star Roofing for installation of a new roof on Fire Station 37, in an amount not to exceed \$13,500.

DISCUSSION AND SUMMARY:

The City of Colfax Fire Station 37 roof is in a state of disrepair and the firehouse itself an eyesore. During the 2017/18 budget adoption process, City Council approved funding for fire station repair projects. These projects were rolled over into FY 2018/19 and 2019/2020. The FY 2018/19 project included a new roof for Fire Station 37 to be funded using Fund 100-500: Buildings and Grounds.

Staff solicited quotes for the removal of the old roof and installation of either a new composite shingle roof or metal roof. The cost breakdowns are as follows:

Contractor	Shingle Cost	Metal Cost
Five Star Roofing	\$10,760	\$14,760
Volt Modern Roofing	\$11,650	\$20,600
Sherman Brother's Roofing	\$15,000	\$26,150

Based on these quotes, staff recommends the installation of the Owens Corning Duration Cool Shingles 50-year composition roof. This recommendation is based on several factors. Although metal roofs have a reputation of long life and composite roofs typically must be replaced after 30 years, even 30 years is most likely beyond the useful life of the building. The Owens Corning product does come with a 50-year guarantee. The lower cost of a shingle roof will afford the opportunity to apply the unused funds for additional improvements to the City's Fire Stations including painting and improved fire equipment access to Station 36. The asphalt roof will not require the extra costs of insulation need to mitigate the weather impacts of using a metal roof.

RECOMMENDATION AND FINANCIAL IMPLICATIONS

Staff recommends the City Council authorize the City Manager to enter into a contract agreement with Five Star Roofing for the removal of the old roof and installation of a composite shingle roof on Fire Station 37 in an amount not to exceed \$13,500, which includes a 25% contingency above the cost estimate. The contingency is higher than the typical 10% because the extent of dry rot damage is unknown.

The cost of the Project is \$10,760 with a 25% contingency of \$2,690 for a total of \$13,500 from Fund 100-500.

**City of Colfax
City Council**

Resolution № 05-2019

**AUTHORIZING THE CITY MANAGER TO ENTER INTO AN
AGREEMENT WITH FIVE STAR ROOFING FOR THE INSTALLATION
OF A NEW ROOF ON FIRE STATION 37, IN AN AMOUNT NOT TO
EXCEED \$13,500**

WHEREAS, the City Council approved capital improvements for structural repairs during the 2017/18 Fiscal Year Budget process; and

WHEREAS, City staff solicited quotes from three roofing contractors; and

WHEREAS, Five Star Roofing was the lowest responsive bidder; and.

WHEREAS, City staff is recommending City Council approve an agreement with Five Star Roofing for the installation of Owens Corning Duration Cool Shingles 50 year composition roof on Fire Station 37 in an amount not to exceed \$13,500.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Colfax authorizes the City Manager to enter into an agreement with Five Star Roofing for the installation of a new Owens Corning Duration Cool Shingle composition roof in an amount not to exceed \$13,500.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at a regular meeting of the City Council of the City of Colfax held on the 27th day of February, 2019 by the following vote of the Council:

AYES:

NOES:

ABSENT:

ABSTAIN:

Joe Fatula, Mayor

ATTEST:

Lorraine Cassidy, City Clerk

Michael Sperling
Owner

530-205-5015
916-251-7831

Email: fivestarroofing@mail.com

Fax: 916-251-7892

Website: 5starroofing-ca.com

4748 Robin Ct., Rocklin CA 95677

2036 Nevada City Hwy., Grass Valley CA 95944

CSL: #1013753

Insured
4748 Robin Ct. #115
Rocklin, CA 95945
fivestarroofing@mail.com
Tel: 530-205-5015

4748 Robin Court
Rocklin, Ca 95677
Office: 916-251-7831
Fax: 916-251-7892
CSL# 1013753



Residential & Commercial Roofing
Serving Nevada and Placer Counties



Roger Bresnahan)

Location of work to be performed
39 E Oak St
Colfax, Ca 95713

3

DESCRIPTION OF SERVICE: #1

1. Remove 3 Tab Shingle
2. Install Synthetic underlayment.
3. Install outriggers every 4' on overhang located front and back of building.
4. Install white edge metal on eaves and gables.
5. Install self seal starter
6. Install Owens Corning Duration shingle, COLOR _____
7. Install vent ridge for proper ventilation
8. Install 10" Ridge cap
9. Provide permit.

DESCRIPTION #2

1. Remove existing Roof panel
2. Install Ice water shield underlayment with fire rated underlayment
3. Install outriggers every 4' on overhang located front of building.
5. Install flashings on back framing post on roof located by BBQ area.
6. Install Corrugated 24 Gage roof Panel
7. Install Gable metal
8. Install peak metal
9. Install vent Ridge
10. Install Ridge metal
11. Install dektite on all plumbing pipes
12. Provide Permit.

NOTES: DATE: 1-7-19

START DATE _____

FINISH DATE _____

ACCESS: Owner/Renter will allow access to work areas for workers, Vehicles and dumpsters.

DAMAGE CONTROL: Roof removal can be a messy project and old materials can fall off the roof and damage belongings located close to the home. Please have anything close to the home removed that can be damaged, 5 Star Roofing will not be responsible for any damages of belongings that have not been removed. Initial _____

PRELIMINARY NOTICE: On signing this contract you are aware of this preliminary notice. The preliminary notice is only to help the contractor to insure full payment is made after completion of project if the contact has not been fully paid by the agreement between the Owner & 5 Star Roofing, a lien will be placed on the home until payment is paid in full. INITIAL _____

CONTRACT AMOUNT #1: \$10,760.00 INITIAL _____

CONTRACT AMOUNT #2 14,760.00 INITIAL _____

OWNER SIGNATURE: X _____ DATE: _____

PRINT NAME: X _____

THIS CONTRACT/PROPOSAL WILL EXPIRE IN 30 DAYS DO TO INCRSS IN MATERIAL PRICES



ROOFING PROPOSAL & CONTRACT

P.O.Box 2623 Rocklin, CA. 95677 phone: 530-575-1975
CA C-39 License # 1042043

Customer Name: Colfax Fire Dept.
Address: 208 St, Colfax
Phone: 530-368-9133
Email: rogerbresnahan@gmail.com

Total Square Footage: 1383
Existing Roof Type(s): Composition shingle
Slope: 4/12 primary
Gutters: No

SCOPE OF WORK

Proposed System: Owens Corning Composition Shingle

We are pleased to supply you with the following scope of work:

1. Obtain County permit and coordinate inspections
2. Tear off existing comp shingle (1 layer)
3. Dry rot repair for roof if any (upon change order approval \$75 per man hour plus materials and dump fees)
4. Install new galvanized metal trim edge and pipe flashing, seal and paint to match shingle color
5. Apply peel and stick membrane (Weatherlock) around all pipe penetrations and eave
6. Install Owens corning starter strip shingles
7. Install Owens Corning Synthetic underlayment to entire wood deck
8. Install Oakridge fiberglass composition shingles by Owens Corning COLOR _____ customer initial _____
9. Install O'hagin exhaust vents to roof ridge to bring up to 2018 ventilation code
10. Install Owens Corning ridge cap shingles
11. Provide upgraded "System" warranty (50 years)
12. Clean property and leave better than we found it
13. Service with a smile

PROPOSED PRICE: \$ 11,650

Date: 2-15-19

* quote good for 30 days

Payment Schedule

Down Payment of \$1,000 or 10% (whichever is less) is due at the time of signature **\$1000**

60% due at the time of material delivery **\$6390**

Final Payment balance of \$made upon job completion **\$4,260**

Approximate start date 3-25-19

Approximate completion date 3-28-19

Accepted by: _____ Signature: _____ Date: _____

Volt Modern Signed by: _____ Signature: _____ Date: _____

I have received the Notifications, Disclosure, Terms and Agreements and approve: _____ (initial)

I have received my "3 day right to cancel notice": _____ (initial)

* see beck for terms & conditions



ROOFING PROPOSAL & CONTRACT

P.O.Box 2623 Rocklin, CA. 95677 phone: 530-575-1975
CA C-39 License # 1042043

Customer Name: Colfax Fire Dept.
Address: 208 East Oak St, Colfax
Phone: 530-368-9133
Email: rogerbresnahan@gmail.com

Total Square Footage: 1,383
Existing Roof Type(s): Composition Shingles
Slope: 5/12
Gutters: no

SCOPE OF WORK

Proposed System: Snap n' Lock metal standing seam roof

We are pleased to supply you with the following scope of work:

1. Obtain County permit and coordinate inspections
2. Tear off existing comp shingle (1 layer) and dispose
3. Dry rot repair for roof if any (upon change order approval \$75 per man hour plus materials and dump fees)
4. Install Titanium synthetic underlayment by Owens Corning
5. Install Versashield fire barrier underlayment
6. Install Snap n' lock metal panels with eave, rake and ridge flashings (standard color options)
7. Install intake and exhaust vents to code
8. Clean property and leave better than we found it
9. Service with a smile

PROPOSED PRICE: \$20,600

Date: 2 - 15 - 19

*quote good for 30 days

Payment Schedule

Down Payment of \$1,000 or 10% (whichever is less) is due at the time of signature **\$1000**

60% due at the time of material delivery **\$11,760**

Final Payment balance of \$made upon job completion **\$7,840**

Approximate start date 3-25-19 (weather permitting)

Approximate completion date 4-8-19

Accepted by: _____ Signature: _____ Date: _____

Volt Modern Signed by: _____ Signature: _____ Date: _____

I have received the Notifications, Disclosure, Terms and Agreements and approve: _____(initial)

I have received my "3 day right to cancel notice": _____(initial)

*see beck for terms & conditions



Sherman Brothers Construction & Roofing
 P.O. Box 573, Loomis, CA 95650
 (916) 652-1361
 Fax (916) 652-5896

ROOFING/GUTTER AGREEMENT

ATTN: RUGER BRESNAHAN

NAME <u>COLFAX VOLUNTEER FIRE DEPT.</u>		MAILING ADDRESS (IF DIFFERENT) <u>PO BOX 1233, COLFAX, CA 95713</u>	
JOB ADDRESS <u>135 EAST OAK ST.</u>		CITY/COUNTY <u>COLFAX</u>	STATE ZIP CODE <u>CA 95713</u>
PHONE <u>(530) 366-9133</u>	PHONE <u>()</u>	COLOR <u>X</u>	APPROX. START DATE APPROX. COMPLETION DATE <u>60-90 DAYS 1-WEEK</u>

IT IS MUTUALLY AGREED AS FOLLOWS: Contractor will furnish the necessary labor, material, equipment and agrees to perform in a workmanship like manner and complete for the owners, the following work as detailed under specifications.

SPECIFICATIONS

- YES NO
- Open beams
 - Lift/Flash existing skylights # _____
 - Tear-off ONE layers of existing roof covering
 - Remove and reinstall existing antenna
 - Furnish and install SIX new turbine/dormer
 - Re-roof of other structures (specify) _____
 - Replace _____ lineal feet of Fascia/tongue & grove
 - Furnish and install 90 lineal feet of new gutter
 - Furnish and install 4 downspouts/color BROWN
 - Re-roofing of _____ flat sections with _____ color _____ includes _____ yr. material warranty and _____ year workmanship warranty.
 - Finance (by whom) _____
 - Association name & phone _____
 - Install _____ smoke detectors (if no, owners responsible to comply with local ordinances)

SPECIFICATIONS (continued)

- Roof with GAF TIMBERLINE HD REFLECTOR
 - Furnish and install HIGH PROFILE trim
 - Furnish and install jacks, flashings & valley as needed
 - Dry rot will be replaced at \$150 per hour plus materials
 - Includes clean-up of related debris.
 - Includes 50 year transferable/non-transferable manufacturers warranty.
 - Includes 5 year workmanship warranty
 - Includes lien releases upon final or partial payment
 - Includes All permits where required
- OTHER SPECIFICATIONS ALL SHERMAN BROTHERS ROOFING WORKERS TO BE COMPENSATED AT "PREVAILING WAGE RATE" ACCORDING TO "CSLB GUIDELINES."

Owner promises to pay or cause to be paid to the Contractor the sum of FIFTEEN THOUSAND dollars, (\$ 15,000.00)
10 % deposit \$ 1,500.00 50 % upon material delivery \$ 7,500.00 40 % upon completion \$ 6,500.00
 TOTAL PRICE \$ 15,000.00

NOTE: This proposal may be withdrawn by Contractor if not accepted within thirty days.

NOTICE TO OWNER

"Contractors are required by the law to be licensed and regulated by the Contractors State License Board which has jurisdiction to investigate complaints against contractors if a complaint regarding a patent act or omission is filed within four years of the date of the alleged violation. A complaint regarding a latent act or omission pertaining to structural defects must be filled within 10 years of the date of the alleged violation. Any questions concerning the contractor may be referred to the Registrar, Contractors State License Board, P.O. Box 26000, Sacramento, California 95826."

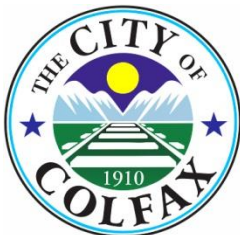
"Warning to buyer: if you sign this contract, you will be putting up your home as security. This means that your home could be sold without your permission and without any court action if you miss any payment required by this contract."

ACKNOWLEDGEMENT - Owner acknowledges that he has read and received a copy of this agreement including all terms, standard provisions and notices to owner on back hereof before any work has been done and that he has read and received a copy of every document that he has signed during this negotiation along with receipt of "Notice to Owner" and any Insurance coverage documentation. The owner acknowledges that he has been told of this right to require the contractor to have a performance and payment bond and his right to cancel. I hereby acknowledge under the penalty of perjury that I am the legal owners or are authorized to sign this document as an agent of the legal owner. Homeowner, Contractor, Other X

ACCEPTANCE - The above prices, specifications and conditions are satisfactory and are hereby accepted.

Representatives signature _____	<u>X</u> Buyer's signature _____	<u>X</u> Acceptance date _____
Date <u>1-31-19</u>	Buyer's signature _____	Acceptance date _____
Reps. Name <u>SCOTT SHERMAN</u>		

Contractor has the right to rescind this contract.



STAFF REPORT TO THE COLFAX CITY COUNCIL

FOR THE FEBRUARY 27, 2019 COUNCIL MEETING

FROM: Wes Heathcock, City Manager
PREPARED BY: Laurie Van Groningen, Finance Director
DATE: February 13, 2019
SUBJECT: Mid-Year Budget Review – Fiscal Year 2018-2019

<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>	FUNDED	<input type="checkbox"/>	UN-FUNDED	AMOUNT: \$	FROM FUND:
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RECOMMENDED ACTION: Review and accept the Mid- Year Budget Report Fiscal Year 2018-2019

ISSUE STATEMENT AND DISCUSSION:

In accordance with City policy, the City Manager will provide the City Council with a mid-year review of the City’s financial activities. The review will be presented in February and compare annual budget projections (adopted budget) with actual results (projected actuals).

City staff has completed a detailed review for Fiscal Year 2018-2019 of all Funds for all revenue and expense accounts. The review is based on six months of actual revenues and expenditures (through December 31, 2018) and projections for the balance of the fiscal year based on current City activities and programs. The projected actuals for the fiscal year are within the adopted budget limitations.

BACKGROUND AND ANALYSIS

The attached Mid-Year Budget Review – Fund Summary report provides a summarized comparison of fiscal year end projected actuals to the adopted budget by fund and department.

City-wide, the difference between the adopted budget and the projected actuals is a favorable increase (Net Change) in Fund Balance for total City funds in the amount of \$477,211. The chart below summarizes the difference by major fund and revenue/expense category.

		Projected Actuals	Adopted Budget	Net Change
General Fund Unrestricted				
	<i>Revenue</i>	\$ 2,326,000	\$ 2,053,300	\$ 272,700
	<i>Expense</i>	\$ (1,833,941)	\$ (1,830,160)	\$ (3,781)
	<i>Transfers</i>	\$ (313,399)	\$ (325,837)	\$ 12,438
	<i>Net Fund Activity</i>	\$ 178,660	\$ (102,697)	\$ 281,357
General Fund Restricted				
	<i>Revenue</i>	\$ 80,000	\$ 80,000	\$ -
	<i>Expense</i>	\$ (84,382)	\$ (84,382)	\$ -
	<i>Transfers</i>	\$ 21,883	\$ 21,883	\$ -
	<i>Net Fund Activity</i>	\$ 17,501	\$ 17,501	\$ -
Special Revenues/Capital Projects				
	<i>Revenue</i>	\$ 3,915,663	\$ 3,782,601	\$ 133,062
	<i>Expense</i>	\$ (439,474)	\$ (369,912)	\$ (69,563)
	<i>Transfers</i>	\$ (3,275,262)	\$ (3,262,824)	\$ (12,438)
	<i>Net Fund Activity</i>	\$ 200,927	\$ 149,865	\$ 51,061
Enterprise Funds				
	<i>Revenue</i>	\$ 2,110,009	\$ 2,102,731	\$ 7,278
	<i>Expense</i>	\$ (1,693,040)	\$ (1,830,555)	\$ 137,515
	<i>Transfers</i>	\$ (160,000)	\$ (160,000)	\$ -
	<i>Net Fund Activity</i>	\$ 256,969	\$ 112,177	\$ 144,793
	Total City	\$ 654,057	\$ 176,846	\$ 477,211

Staff completed a detailed review of all City funds and compared projected actual results against the adopted budget expectations by individual revenue and expense accounts. The major differences between the adopted budget and the projected actuals are summarized in the following analyses by Fund type.

General Fund Unrestricted

The chart below summarizes the Net Change from the fiscal year 2018-2019 Adopted Budget to Projected Actuals in Revenue and Expenses by the major categories.

General Fund Unrestricted - Net Change			
		Revenues	Expenses
1	Sales/Property Tax Increase	\$ 151,000	\$ -
2	Increase in Development Activities	\$ 90,000	\$ (80,000)
3	Legal Expenses	\$ -	\$ (65,000)
4	General Planning and Building Activities	\$ -	\$ 39,000
5	Debt Service (Paid off 2018 Winner Property)	\$ -	\$ 44,000
6	Grant Writer	\$ -	\$ 35,000
7	Rents/Leases and Interest Income	\$ 26,000	\$ -
8	Parks - Repairs & Maintenance - to FY2019	\$ -	\$ 10,000
9	Other	\$ 5,700	\$ 13,219
	Total	\$ 272,700	\$ (3,781)

1. Sales tax revenues are expected to be nearly 10% higher than the fiscal year 2018-2019 Adopted Budget based on the best estimates available. Year to date actuals indicate a favorable upward trend similar to FY2017-2018 exceeded revenue trend.
2. Development activities have increased which results in a higher projection for both revenue and expenses (Planning, Engineering, Other Services) in this category.
3. The City has incurred unanticipated legal expenses related to illegal cannabis business operations in City limits.
4. General Planning and Building Inspector activities are still greater than previous years, but less than originally anticipated for the year. As mentioned above, planning activities are higher for Development activities.
5. The budgeted debt service actually ended up being paid out of excess sales tax earnings for FY2017-2018.
6. City budgeted Grant Writer costs in the amount of \$45,000 – of which approximately \$10,000 is the current forecast for the year.
7. The current estimate for Interest earnings is \$20,000 higher than budgeted amount due to increased fund levels and increasing interest rates. The Adopted Budget did not include increased rents/leases for City properties which have been renewed or entered into this fiscal year.
8. Anticipated expenditures for Maintenance on the Art Park are not expected this fiscal year.
9. Other – Balance of all other Revenue/Expense categories

Special Revenues & Capital Projects

The chart below summarizes the Net Change from the fiscal year 2018-2019 Adopted Budget to Projected Actuals in Revenue and Expenses by the major categories for all Special Revenues and Capital Projects:

Special Revenues/Capital Projects			
		Revenues	Expenses
1	Fire Capital Fund - Strike Team Income/Exp	\$ 132,135	\$ (81,074)
2	Streets and Roads	\$ 927	\$ 11,511
Total		\$ 133,062	\$ (69,563)

1. Revenues and expenses are expected to exceed budget for the Fire Capital Fund due to volunteer staff and City equipment covering the Cal Fire station during the devastating fires this season.
2. Projected actuals for Streets and Roads expenditures are 5% less than adopted budget

Enterprise Funds

The chart below summarizes the Net Change from the fiscal year 2018-2019 Adopted Budget to Projected Actuals in Revenue and Expenses by the major categories for all Enterprise Funds:

Enterprise Funds - Net Change			
		Revenues	Expenses
1	Interest Income	\$ 20,000	\$ -
2	Labor and Professional Services	\$ -	\$ 64,000
3	Utilities	\$ -	\$ 10,000
4	Sludge Removal - to FY2019	\$ -	\$ 15,000
5	Bacteria/Lab/Chronic Testing	\$ -	\$ 25,000
6	Materials & Supplies	\$ -	\$ 15,000
7	Other	\$ (12,722)	\$ 8,515
Total		\$ 7,278	\$ 137,515

1. The primary contributor to the increase in interest income is higher interest rates being earned in addition to larger fund balances.
2. Labor and Professional services are projected to be lower due to decreased reliance on outside services and having a vacant position for a portion of the year (offset by temporary services utilized).
3. Utility expenses are anticipated to be less than adopted budget by \$10,000.
4. Sludge removal for Pond 2 is expected to roll forward to next fiscal year.
5. Testing costs are anticipated to be lower than budgeted expenses due to new permit requirements.
6. Materials and Supplies expense is expected to be less than budget.
7. Other – Balance of all other Revenue/Expense categories.

STAFF RECOMMENDATION

Staff recommends that Council accepts the Mid-Year Budget Report for FY2018-2019.

The results of this Mid-Year Budget review will be incorporated into an analysis of the Fiscal Year 2019-2020. Staff intends to provide a review and possible budget amendments prior to the beginning of the new fiscal year. At that time, we will also be completing our regular annual processes:

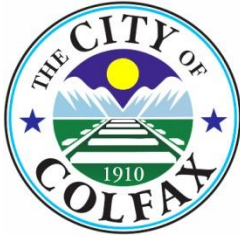
- Review of Accounting Procedure
- Review of Investment Policy
- Establish Gann Appropriation Limit FY2019-2020
- Fraud/Risk Discussions

Attachment:

1. Fiscal Year 2018-2019 Mid-Year Budget Review – Fund Summary

**City of Colfax - FY2018-2019
Mid Year Budget Review - Fund Summary
Revision Date: February 13, 2019**

Fund	Dept	Revenues			Expenses			Capital Projects/Transfers In(Out)			Net Change in Fund Balance (Revenues - Expenses +/- Transfers)		
		Projected Actuals	Adopted Budget	Difference	Projected Actuals	Adopted Budget	Difference	Projected Actuals	Adopted Budget	Difference	Projected Actuals	Adopted Budget	Difference
General Fund - Unrestricted													
100	000	2,161,000	1,978,300	182,700			-	(313,399)	(325,837)	12,438	1,847,601	1,652,463	195,138
100	100 Central Services	-	-	-	187,900	125,300	62,600	-	-	-	(187,900)	(125,300)	(62,600)
100	110 City Council	-	-	-	23,300	66,800	(43,500)	-	-	-	(23,300)	(66,800)	43,500
100	120 Administration/Finance	-	-	-	254,123	255,348	(1,225)	-	-	-	(254,123)	(255,348)	1,225
100	160 Legal	-	-	-	61,600	61,600	-	-	-	-	(61,600)	(61,600)	-
100	200 Fire	-	-	-	71,850	67,500	4,350	-	-	-	(71,850)	(67,500)	(4,350)
100	300 Sheriff	-	-	-	583,152	583,152	-	-	-	-	(583,152)	(583,152)	-
100	400 Building Department	-	-	-	90,900	108,900	(18,000)	-	-	-	(90,900)	(108,900)	18,000
100	425 Engineering	-	-	-	21,000	21,000	-	-	-	-	(21,000)	(21,000)	-
100	450 Planning	-	-	-	65,000	85,800	(20,800)	-	-	-	(65,000)	(85,800)	20,800
100	500 Buildings and Grounds	-	-	-	206,834	253,450	(46,617)	-	-	-	(206,834)	(253,450)	46,617
100	530 Parks	-	-	-	131,283	144,310	(13,027)	-	-	-	(131,283)	(144,310)	13,027
100	- Land Development	165,000	75,000	90,000	137,000	57,000	80,000	-	-	-	28,000	18,000	10,000
Total General Fund - Unrestricted		2,326,000	2,053,300	272,700	1,833,941	1,830,160	3,781	(313,399)	(325,837)	12,438	178,660	(102,697)	281,357
General Fund - Restricted													
XXX	- Capital Project Reserve	-	-	-	-	-	-	50,000	50,000	-	50,000	50,000	-
571	- AB939 Landfill Diversion	-	-	-	-	-	-	(28,117)	(28,117)	-	(28,117)	(28,117)	-
572	- Landfill - Postclosure Maint	80,000	80,000	-	84,382	84,382	-	-	-	-	(4,382)	(4,382)	-
Total General Fund - Restricted		80,000	80,000	-	84,382	84,382	-	21,883	21,883	-	17,501	17,501	-
Special Revenues													
210-17	- Mitigation Funds	343,401	343,401	-	-	-	-	(45,000)	(45,000)	-	298,401	298,401	-
218	- Support Law Enforcement	100,000	100,000	-	100,000	100,000	-	-	-	-	-	-	-
241-44	- CDBG Program Income	1,500	1,500	-	6,000	6,000	-	(205,000)	(205,000)	-	(209,500)	(209,500)	-
250	- Streets-Roads/Transportation	133,427	132,500	927	228,400	239,912	(11,511)	131,799	144,237	(12,438)	36,826	36,825	0
253	- Gas Taxes	41,600	41,600	-	19,000	19,000	-	(22,600)	(22,600)	-	-	-	-
270	- Beverage Recycling	-	-	-	-	-	-	(17,961)	(17,961)	-	(17,961)	(17,961)	-
292	- Fire Capital Fund	144,135	12,000	132,135	86,074	5,000	81,074	-	-	-	58,061	7,000	51,061
342/343	- Fire & Rec Const Mitigation	35,100	35,100	-	-	-	-	-	-	-	35,100	35,100	-
Total Special Revenues		799,163	666,101	133,062	439,474	369,912	69,563	(158,762)	(146,324)	(12,438)	200,927	149,865	51,061
Capital Projects													
3XX	- Capital Projects	3,116,500	3,116,500	-	-	-	-	(3,116,500)	(3,116,500)	-	-	-	-
Total Capital Projects		3,116,500	3,116,500	-	-	-	-	(3,116,500)	(3,116,500)	-	-	-	-
Enterprise Funds													
560	- Sewer WWTP Maint and Ops	1,217,562	1,192,562	25,000	1,034,998	1,169,800	(134,802)	(55,000)	(55,000)	-	127,565	(32,237)	159,802
561	- Sewer Collections Systems	188,447	188,447	-	219,068	221,781	(2,713)	(65,000)	(65,000)	-	(95,621)	(98,334)	2,713
563	- WWTP/Debt Service	520,000	537,722	(17,722)	438,974	438,974	-	(137,500)	(137,500)	-	(56,474)	(38,752)	(17,722)
XXX	- Reserves	184,000	184,000	-	-	-	-	97,500	97,500	-	281,500	281,500	-
Total Enterprise Funds		2,110,009	2,102,731	7,278	1,693,040	1,830,555	(137,515)	(160,000)	(160,000)	-	256,969	112,177	144,793
TOTAL ALL FUNDS		8,431,672	8,018,632	413,040	4,050,837	4,115,008	(64,171)	(3,726,778)	(3,726,778)	-	654,057	176,846	477,211



STAFF REPORT TO THE COLFAX CITY COUNCIL

FOR THE FEBRUARY 27, 2019 COUNCIL MEETING

FROM: Wes Heathcock, City Manager
PREPARED BY: Wes Heathcock City Manager
DATE: February 14, 2019
SUBJECT: Commercial Cannabis Consulting Services

<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>	FUNDED	<input type="checkbox"/>	UN-FUNDED	AMOUNT: \$61,616	FROM FUND: 100
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RECOMMENDED ACTION: Discuss and consider adopting Resolution 06-2019 authorizing the City Manager to enter into a consultant services agreement with SCI Consulting Group to provide subject matter expertise and technical support, conduct compliance and financial audits, and on-going non-compliant mitigation services for the City of Colfax for a three-year term up to \$61,616.

SUMMARY:

At the February 13, 2019 City Council meeting, the City Council of the City of Colfax directed staff to open the commercial cannabis business retailer permit application process to one applicant. Council provided further direction the single applicant would be Golden State Patient Care for medicinal use only. In addition, Council directed staff obtain professional services from a different firm than HdL for administering the application process and on-going monitoring tasks.

Staff solicited proposals from two firms which provide commercial cannabis business compliance services, Helix Environmental and SCI Consulting Group. Helix Environmental declined to provide a cost proposal. SCI Consulting Group provided a cost proposal that mirrors the existing fee structure with HdL with an additional option for on-going non-compliant mitigation services. The proposal breakdown is provided as an attachment to the staff report. Staff contacted SCI Consulting Group references to confirm their services were satisfactory and received positive feedback.

Based on Council direction to pursue an alternative commercial cannabis consulting service and the appropriate fee structure in the SCI Consulting Group proposal, staff is recommending council approve a three-year agreement with SCI Consulting Group in an amount up to \$61,616 funded through application fees, permit fees, and/or Measure C revenue.

FISCAL IMPACT:

The fees for SCI Consulting Group scope of services shall be charged to the City based on the actual cost recovery fees collected by the City for the application process and compliance monitoring. On-going non-compliant mitigation service will be recovered by Measure C revenues. The total contract amount is based on the following assumptions:

- **2019** - one applicant completing Phase 1 of the application process, monitoring, and compliance costs \$17,696

Item 7B

- **2020** one new applicant completing through Phase 4 of the application process, monitoring, and compliance costs. \$21,960
- **2021** one new applicant completing through Phase 4 of the application process, monitoring, and compliance costs. \$21,960

ATTACHMENTS:

1. Resolution 06-2019
2. SCI Consulting Group scope of services
3. SCI Consulting Group Contract

City of Colfax

City Council

Resolution № 06-2019

AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONSULTANT SERVICES AGREEMENT WITH SCI CONSULTING GROUP TO PROVIDE SUBJECT MATTER EXPERTISE AND TECHNICAL SUPPORT, CONDUCT COMPLIANCE AND FINANCIAL AUDITS, AND ON-GOING NON-COMPLIANT MITIGATION SERVICES FOR THE CITY OF COLFAX FOR A THREE-YEAR TERM UP TO \$61,616.

WHEREAS, at the February 13, 2019 City Council meeting, the City of Colfax Council directed staff to open the commercial cannabis business retailer permit application to one applicant: Golden State Patient Care for a medicinal retailer permit; and,

WHEREAS, the City Council directed staff to obtain professional services from a different firm than HdL to administer the commercial cannabis business permit process and monitoring; and,

WHEREAS, staff solicited a proposal from both Helix Environmental and SCI Consulting Group and received a favorable response from SCI Consulting Group; and,

WHEREAS, based on Council direction, staff is recommending Council authorize the City Manager to enter into an agreement with SCI Consulting Group to provide commercial cannabis related services.

NOW, THEREFORE, BE IT RESOLVED the City Council of the City of Colfax, authorizes the City Manager to enter into a consultant services agreement in the form attached with SCI Consulting Group to provide subject matter expertise and technical support, conduct compliance and financial audits, and on-going non-compliant mitigation services for the City of Colfax for a three-year term up to \$61,616.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at the Regular Meeting of the City Council of the City of Colfax held on the 27th day of February 2019 by the following vote of the Council:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Joe Fatula, Mayor

Lorraine Cassidy, City Clerk

February 14, 2019

Submitted via electronically
wes.heathcock@colfax-ca.gov

Wes Heathcock
City Manager
City of Colfax
P. O. Box 702
Colfax, CA

Wes:

SCI Consulting Group ("SCI") is pleased to submit this proposal for cannabis-related monitoring and compliance consulting services, including local cannabis tax verification auditing, to the City of Colfax ("City"). SCI proposes to provide professional cannabis-related consulting services, as fully described in our Scope of Work:

Application Review, Selection and Renewal

1. Application Processing, Evaluation, Ranking and Selection: Phase 1 – Phase 4

Monitoring and Compliance and Local Tax Verification Process

2. Conduct Facility and Operations Inspections to Ensure Compliance
3. Conduct Local Cannabis Tax Verification Audits
4. OPTIONAL: Provide On-going Non-Compliant Businesses Mitigation Services

It is important to realize the costs of Tasks 1 through 4 can and should be fully reimbursed (full cost recovery) to the City through regulatory fees. It is recommended that the cost of optional Task 4 be reimbursed through cannabis-related (Measure C) taxes.

SCI has reviewed the City's established regulatory fee's for application and monitoring compliance and can provide the stipulated services within these set fee amounts.

We understand the City is undertaking the implementation of safe, regulated and effective commercial cannabis business activities policies, and has the following structure:

- Retail Medicinal Up to 2 Licenses
- Retail Adult-Use Up to 2 Licenses
- Cultivation Under consideration
- Manufacturing Under consideration
- Distribution Under consideration
- Testing Under consideration

We believe our expert knowledge of the cannabis industry, coupled with our broad experience providing municipalities with regulation, revenue and administration consulting services, will serve the City of Colfax well.

INTRODUCTION

SCI provides cannabis-related advice and broad consulting services to a variety of public agencies in California including community support analysis, health and safety regulations, fee studies, taxation, implementation, application process development, application review and scoring, monitoring and compliance, business tax auditing, and community outreach.

SCI maintains a network of relationships with government agencies and cannabis-related industry leaders, including attorneys, testing laboratories, cultivators, nursery owners, and retailers so we can provide expertise on all elements of the cannabis industry. SCI staff trains at the nation's premier cannabis educational entity, Oaksterdam University in Oakland, and gathers lessons learned and best practices regarding cannabis operations throughout the United States.

Our new business comes almost entirely from word-of-mouth referrals. We encourage you to contact our clients who can attest to the level of service we provide, the long-term relationships we have developed, the unmatched accuracy of our approach, our successful experience with funding measures, and our industry-leading track record of winning ballot measures.

We have worked extensively throughout Placer County, and currently provide, or have provided, assessment engineering and consulting services other than cannabis to numerous public agencies, including:

- Auburn Area and Granite Bay Recreation and Park Districts
- City of Roseville
- Foresthill, Loomis, Newcastle, Penryn, and South Placer Fire Protection Districts
- North Tahoe Public Utilities District
- Placer Mosquito and Vector Control District
- Placer County

Please let us know if you would like to speak with any of our local clients directly and we will provide the contact information.

SCOPE OF WORK

1.) Application Processing, Evaluation, Ranking and Selection: Phase 1 – Phase 4

The application review and selection process are typically the most onerous and difficult portions of a successful municipal cannabis implementation, especially pertaining to a competitive selection process for a finite number of licenses. SCI currently provides these services for the Cities of Lompoc, San Carlos, Nevada City and West Hollywood.

SCI understands that the City of Colfax has an established a four-phase process for application review, ranking, and selection and has established regulatory fees to reimburse the City for this review. SCI's scope for this task includes supporting the selection process to identify the optimal cannabis applicants for the City, based upon the process and criteria established by the City.

- **Phase 1 – Preliminary Determination of Eligibility:**
SCI will thoroughly review all applications for completeness, verify live scan and background checks, and ensure zoning compliance. All incomplete applications will be disqualified and reported to the City.
- **Phase 2 – Initial Ranking:**
SCI will evaluate and rank all applications based on the specific criteria established for Phase 2 by the City. A scoring spreadsheet will be provided to the City identifying the applicants which have passed Phase 2 with at least an 80% or higher scoring.

- **Phase 3 – Second Ranking and Selection Panel Support:**
SCI will assist with the scheduling and coordination of interviews by the Selection Committee for the applicants who have passed Phase 2. In addition, SCI will prepare the Selection Committee for the interviews, develop interview questions and provide supporting documentation as needed. SCI will also participate in the facilitation of the interviews and if needed, will participate as a member of the Selection Committee.
- **Phase 4 – Final Recommendation and Presentation to Council:**
SCI will assist City staff with the preparation of draft resolutions, staff reports, notices and other materials and documents required for the City Council Meeting. In addition, SCI will attend the Council Meeting and assist City staff with responses to any questions.

Deliverables:

- Review, Rank, Document and Make Recommendations on Applications
- Coordinate and Facilitate Selection Committee Interviews
- Prepare City Staff for Council Presentation and Attend Council Meeting
- Process and Review Application Renewals

2.) Conduct Facility and Operations Inspections to Ensure Compliance

SCI will provide comprehensive monitoring and compliance of facilities and operations, including documentation and reporting of the various licensee entities for the City.

SCI will conduct onsite inspections and video monitoring of commercial cannabis activities and report to the City the results of compliance and monitoring relative to the level of Health and Safety regulations consistent with City's local regulations and ordinances, staff-directed priorities and preferences, and State regulations. SCI monitoring and compliance efforts will satisfy the most rigorous requirements and at the same time, provide a successful platform for the cannabis business owner. (It is understood that the desired and optimal services may evolve over time and SCI will modify services as directed by the City.)

Among the elements and activities we will monitor are:

- **Product:** Seed to sale tracking verification, inventory management, labeling verification, review testing protocols and testing facility compliance, review disposal processes, etc.
- **Human Resources:** Review and confirm staff applications, time cards, DOJ verification, verify training programs and safety programs.
- **Facility Compliance:** Provide video monitoring of all commercial cannabis businesses and conduct biannual onsite inspections. Verify facility's operational compliance and signage, locks, alarm, security and safety processes; staff badging, records retention, waste disposal, packaging and labelling, etc.

Deliverables:

- Conduct Monitoring and compliance inspections
- Conduct Video monitoring
- Provide Reports detailing the findings of inspections
- Provide enforcement support as needed

3.) Conduct Local Cannabis Tax Verification Audits

SCI will provide comprehensive local cannabis tax verification audit services, including documentation and reporting, in order to ensure that the City receives full payment of all local cannabis-related taxes, including Measure C taxes.

SCI will review of all required permits, test transaction activities, along with an inventory audit, point-of-sale audit, software system audit, and review of register receipts as compared with observed activity. This task will consist of an initial desk audit of financial and tax records and a field audit investigating customer flow versus gross receipts, inventory flow etc. The purpose of these audits is to prevent product diversion and under payment of local City taxes.

Deliverables:

- Provide reports detailing the findings of audits
- Provide enforcement support as needed

4.) OPTIONAL: Provide On-going Non-Compliant Businesses Mitigation Services

The mitigation of non-compliant businesses is one of the more challenging aspects of any commercial cannabis implementation, and is essential to the long term success for any commercial cannabis compliance business environment. Although, code compliance and law enforcement are the most critical elements of efforts to address non-compliant businesses, other mitigation services can be very effective, save costs and reduce community disruptions.

SCI will work closely with the City including code compliance, law enforcement, legal, finance and others, to develop and implement a Non-Compliant Business Mitigation Policy. Most likely the policy will include strategies and processes to communicate with and educate non-complaint businesses with the goal to affirmatively and safely shepherd them into compliance.

Deliverables:

- Develop and implement Non-Complaint Businesses Mitigation Policy
- Establish, maintain and report on third-party anonymous tip-line (website, phone line, etc.)
- Provide monthly non-compliant activity reports
- Conduct individual and workshop support to Non-Compliant Businesses

PROJECT TEAM

NEIL HALL, CANNABIS BUSINESS LEADER

Neil Hall brings over 40 years of intensive interaction with public agencies and communities throughout California. He is a recognized leader in municipal cannabis policy in California. As Owner and President of the Fairfield Research Group from 1995 to 2014, Mr. Hall conducted over 150 focus groups, and attitude and satisfaction surveys for various communities, political candidates, and public agencies in Solano County. Mr. Hall earned a Bachelor of Arts degree in Business Management and M.B.A. from St. Mary's College.

KYLE TANKARD, SENIOR CONSULTANT

Kyle Tankard contributes experience leading and assisting in local cannabis policy, as well as the formation of local revenue ballot measures and their annual administration, for both benefit assessments and special taxes. He currently administers a variety of assessments and taxes for vector, landscaping and lighting, levee and flood control and other special districts throughout California. His scope of work extends to include public opinion research, public outreach, data analysis and GIS mapping and database management. Mr. Tankard graduated from the University of California, Santa Cruz with a Bachelor of Arts in Environmental Studies with GIS emphasis.

CHRIS COULTER, SENIOR CONSULTANT

Chris Coulter contributes experience in local cannabis policy, funding measure feasibility, data analysis, and financial analysis services for public, private and non-profit sector organizations to the SCI team. Mr. Coulter specializes in rate study analysis and Proposition 218 formation of benefit assessment districts, community facility districts and tax rate structures. In addition, he is experienced in spatial and regional analysis, opinion research, public outreach, demographic studies and ballot measure development. Mr. Coulter is a graduate of the University of California at Berkeley with a Bachelor of Art in English Literature.

JOHN BLISS, M.ENG., P.E., PRESIDENT

John Bliss, a professional engineer and President of SCI, specializes in special tax consulting, assessment engineering, special and general benefit analysis, crafting legally compliant, robust Engineer’s Reports, assessment administration, cost estimating and budgeting, database design and implementation, regulatory compliance, and revenue measure formations. He has 15 years of experience in this field of expertise. Mr. Bliss graduated from Brown University with a Bachelor of Science Degree in Engineering, and holds a Master’s Degree in Civil Engineering from The University of California, Berkeley, where he was a Regent’s Scholar. He is a licensed professional Civil Engineer in the State of California and is a LEED accredited professional.

EXPERIENCE AND REFERENCES

Some of SCI’s most current and recent similar cannabis-related services were provided to:

City of Coalinga

Cannabis Services: Implementation Planning; Community Outreach and Stakeholder Engagement; Ordinance Review; Regulatory Fees; Monitoring and Compliance
Status: Ongoing
Contact: Sean Brewer, Community Development Director
sbrewer@coalinga.com; (559) 935-1533, ext. 124

City of Merced

Cannabis Services: Implementation Planning; Community Outreach and Stakeholder Engagement; Ordinance Development and Review; Application Process; Fees and Implementation; Regulatory Fees
Status: Beginning phase
Contact: Kim Espinoza, Planning Manager
espinosak@cityofmerced.org; (209) 385-6858

City of Santa Clara

Cannabis Services: Implementation Planning; Community Outreach and Stakeholder Engagement; Ordinance Development and Review; Application Process; Fees and Implementation; Regulatory Fees
Status: Ongoing
Contact: Christine Jung, Management Analyst
CJung@SantaClaraCA.gov 408.615.2218

City of Shasta Lake

Cannabis Services: Implementation Planning; Community Outreach and Stakeholder Engagement; Ordinance Development and Review; Application Process and Fees; Regulatory Fees; Tax Measure; Monitoring and Compliance
Status: Ongoing
Contact: John Duckett, City Manager
jduckett@cityofshastalake.org; (530) 275-7427

City of West Hollywood

Cannabis Services: Application Process, Scoring Methodology, and Application Review
Status: Ongoing
Contact: John Leonard, Community and Legislative Affairs Manager
jleonard@weho.org; (323) 848-6446

Other SCI's cannabis clients include:

City of Avalon	City of San Carlos
City of Alameda	City of Santa Ana
City of Davis	City of Vallejo
City of Encinitas	City of Woodlake
City of Goleta	City of Yreka
City of La Mesa	County of Alameda
City of Lompoc	County of San Luis Obispo
City of Richmond	County of Tuolumne

OTHER INFORMATION

EMPLOYMENT POLICIES

SCI does not and shall not discriminate against any employee in the work place or against any applicant for such employment or against any other person because of race, religion, sex, color, national origin, handicap, or age or any other arbitrary basis. SCI Consulting Group insures compliance with all civil rights laws and other related statutes.

CONFLICT OF INTEREST STATEMENTS

SCI has no known past, ongoing or potential conflicts of interest for working with the City, performing the Scope of Work or any other service for this Project.

INSURANCE

SCI carries professional Errors and Omissions insurance in the amount of \$2 million per occurrence and \$2 million aggregate. SCI also carries general liability insurance in the amount of \$2 million per occurrence and \$4 million aggregate.

INDEPENDENT CONTRACTOR

If selected, SCI shall perform all services included in this proposal as an independent contractor.

SCOPE OF WORK

In the event the City elects to request optional, additive scope of work, SCI will work with the City to negotiate compensation for these additional tasks, and execute an Addendum to the agreement for these additional services.

RESPONSIBILITIES OF CITY

SCI will make every effort to minimize the workload on the City, but may need assistance, iteratively, with project overview and history, scheduling and budgeting.

COORDINATION WITH CITY

SCI will coordinate services with City staff through frequent and concise communications including face-to-face meetings, telephone calls and e-mail.

FEE SCHEDULE

In consideration for the work accomplished, as outlined in this proposal, SCI shall be compensated as detailed below:

Application Processing, Selection and Renewal

1.) Application Processing, Evaluation, Ranking and Selection: Phase 1 – Phase 4

Per application, hourly at rates listed below not to exceed City’s established cannabis application fees (Phase 1-4) without permission:

Phase 1	\$3,696.00
Phase 2	\$1,466.00
Phase 3	\$1,633.00
Phase 4	\$1,165.00

(All costs associated with this task to be fully reimbursed to City through regulatory fees)

Monitoring and Compliance and Local Tax Verification Process

2.) Conduct Facility and Operations Inspections to Ensure Compliance

\$1,500 per inspection

*(Recommended: 3 inspections per commercial cannabis business per year)
(All costs associated with this task to be fully reimbursed to City through regulatory fees)*

3.) Conduct Local Cannabis Tax Verification Audits

\$3,500 per audit

*(Recommended: 1 audit per commercial cannabis business per year)
(All costs associated with this task to be fully reimbursed to City through regulatory fees)*

4.) OPTIONAL: Provide On-going Non-Compliant Mitigation Services

\$6,000 per year

(All costs associated with this task can be fully reimbursed to City through cannabis fees/tax)

SCI’s hourly rates as shown in the table below:

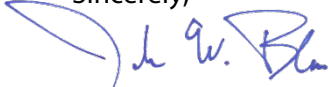
SCI Staff	Hourly Rates
John Bliss, President, Fee Engineer	\$ 250
Neil Hall, Senior Cannabis Consultant	\$ 280
Kyle Tankard, Cannabis Consultant	\$ 185
Chris Coulter, Cannabis Consultant	\$ 185
Support Staff	\$ 65

Incidental costs incurred by SCI for the purchase of travel and other out-of-pocket expenses will be reimbursed at actual cost, with the total not to exceed \$5,000 without prior authorization from the City.

The scope of services includes two face-to-face staff planning meetings, in addition to the workshop-style meeting and presentation included the Scope of Work. Any additional meetings, if required, shall be billed at the rate of \$1,050 per person, per meeting.

We look forward to this opportunity in assisting the City of Colfax with this important project and stand ready to proceed. If you have any questions or require additional information, please do not hesitate to contact me. I can be reached at (707) 430-4300 or via email at john.bliss@sci-cg.com.

Sincerely,

A handwritten signature in blue ink, appearing to read "John Bliss". The signature is stylized with a large initial "J" and a prominent "B".

John Bliss, P.E.
President

AGREEMENT FOR CONSULTANT SERVICES

THIS AGREEMENT is made and entered into on this 28th day of February, 2019 by and between the City of Colfax, a municipal corporation of the State of California ("City") and SCI Consulting Group ("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. **The contract term is for three (3) years with an option for a two (2) year extension commencing the day following the elected body approval.** 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 in an amount not to exceed \$5000. 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.

Section 5. Indemnification.

Consultant shall hold harmless and indemnify, including without limitation the cost to defend, the City and its officers, agents and employees from and against any and all claims, demands, damages, costs or liability that 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 sole 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, 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 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: SCI Consulting Group
 4745 Mangels Boulevard
 Fairfield, CA 94534

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

CONSULTANT

Signature: _____
Wes Heathcock

Signature: _____

Printed Name: _____
City Manager

Printed Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

APPROVED AS TO FORM:

City Attorney

EXHIBIT A

SCOPE OF WORK

SCI Consulting Group (SCI) to provide cannabis-related monitoring and compliance consulting services, including local cannabis tax verification auditing, to the City of Colfax SCI proposes to provide professional cannabis-related consulting services, as fully described in our Scope of Work:

Application Review, Selection and Renewal

1. Application Processing, Evaluation, Ranking and Selection: Phase 1 – Phase 4

Monitoring and Compliance and Local Tax Verification Process

2. Conduct Facility and Operations Inspections to Ensure Compliance
3. Conduct Local Cannabis Tax Verification Audits
4. Provide On-going Non-Compliant Businesses Mitigation Services

Scope of the services will continue through the 3-year term of the agreement expiring February 28, 2023 unless terminated under the conditions of the agreement.