



# CITY COUNCIL MEETING

COUNCIL CHAMBERS, 33 SOUTH MAIN STREET, COLFAX, CA

MAYOR STEVE HARVEY • MAYOR PRO TEM TONY HESCH  
COUNCILMEMBER KIM DOUGLASS • COUNCILMEMBER WILL STOCKWIN



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## REGULAR MEETING AGENDA

January 11, 2017

Regular Session 7:00 PM

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### 1) OPEN REGULAR MEETING

- 1A. **Call to Order**
- 1B. **Pledge of Allegiance**
- 1C. **Roll Call**
- 1D. **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.

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### 2) PRESENTATION

- 2A. **Community Revitalization**  
Jonelle Tannahill, Tannahill Consulting Group
- 2B. **Nevada Irrigation District – Centennial Dam**  
Rem Scherzinger, Executive Director

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### 3) 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 City staff.*

**RECOMMENDED ACTION: Approve Consent Calendar**

- 3A. **Minutes - City Council Meeting December, 2016**  
**Recommendation:** Approve the Minutes of the Regular Meeting of December 14, 2016.
- 3B. **Cash Summary Report – November 2016**  
**Recommendation:** Accept and File.
- 3C. **Council Committee Assignments 2017**  
**RECOMMENDATION:** Review and Approve City Council Committee Assignments for 2017.

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### 4) COUNCIL, STAFF AND OTHER REPORTS

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

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

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### 5) PUBLIC COMMENT

*Members of the audience are permitted to address the Council on matters of concern to the public within the subject jurisdiction of the City Council that are not listed on this agenda. Please make your comments as brief as possible; 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) PUBLIC HEARING

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- 6A. **Public Hearing and second reading of Ordinance 531: an Ordinance of the City Council of the City of Colfax repealing and amending chapter 15.04 and 15.08 of the Colfax Municipal Code and adopting by reference the most recent editions of the following standard codes: the California Building Standards Code (Cal. Code Of Regs. Title 24) including the California Administrative Code (Part 1), the California Building Code (Part 2), the California Residential Code (Part 2.5), the California Electrical Code (Part 3), the California Mechanical Code (Part 4), the California Plumbing Code (Part 5), the California Energy Code (Part 6), the California Historical Building Code (Part 8), the California Fire Code (Part 9), the California Existing Building Code (Part 10), the California Green Building Standards Code (Part 11- Cal Green) & the California Referenced Standards Code (Part 12) together with amendments and additions to the various codes providing for penalties for the violation thereof, repealing all other ordinances in conflict therewith**

**STAFF PRESENTATION:** John Schempf, City Manager

**RECOMMENDED ACTION:** Waive the second reading of the proposed Ordinance and ready by title only, conduct a public hearing and adopt Ordinance 531.

## 7) COUNCIL BUSINESS

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- 7A. **City Council Vacancy**

**STAFF PRESENTATION:** Mick Cabral, City Attorney

**RECOMMENDATION:** Discuss and direct staff as appropriate

- 7B. **Skateboard Park – Request for \$5,000 and updated resolution**

**STAFF PRESENTATION:** John Schempf, City Manager; Ty Conners, Colfax Substation Commander

**RECOMMENDATION:** Adopt Resolution 01-2017 approving design plans for the proposed skatepark and authorizing the contribution of \$5,000 towards construction of the proposed skatepark.

- 7C. **Operations and Administrative Staffing Adjustments**

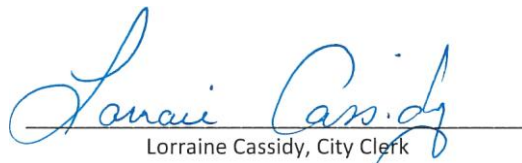
**STAFF PRESENTATION:** John Schempf, City Manager

**RECOMMENDATION:** Receive staff presentation, discuss and approve Resolution 02-2017 approving operational and administrative staffing adjustments including Working Supervisor (Public Works), new Wastewater Treatment Plant Operator II, adjusted City Clerk, modified Accounting Technician, and new Customer Service Representative positions.

## 8) ADJOURNMENT

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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](http://www.Colfax-ca.gov).

  
Lorraine Cassidy, City Clerk

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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.  
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City of Colfax  
 City Council Minutes  
 Regular Meeting of Wednesday, December 14, 2016  
 City Hall Council Chambers  
 33 S. Main Street, Colfax CA

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# **1 CONVENE CLOSED SESSION**

## **1A. Call to Order**

Mayor Parnham called the meeting to order at 6:05PM.

## **1B. Roll Call**

Councilmembers present: Harvey, Parnham, Stockwin

Recused: Councilmember Hesch was recused due to a conflict with this item.

## **1C. Public Comment – Closed Session Items**

No public comment

## **1D. Closed session agenda**

Conference With Legal Counsel - Anticipated Litigation: Significant exposure to litigation pursuant to Government Code Section 54956.9(b), 1 case

Councilmember Douglass joined the meeting at 6:17PM

Closed session ended at 6:45PM.

# **2 OPEN SESSION**

## **2A. Call to Order**

Mayor Parnham called the open session to order at 7:04PM.

## **2B. Pledge of Allegiance**

Mayor Parnham led the Pledge of Allegiance.

## **2C. Roll Call**

Council members present: Douglass, Harvey, Hesch, Parnham, Stockwin

## **2D. Report from Closed Session**

There was nothing to report from Closed Session.

## **2E. Approval of Agenda Order**

On a motion by Councilmember Hesch, seconded by Councilmember Stockwin, the City Council approved the agenda.

**AYES:** Douglass, Harvey, Hesch, Parnham, Stockwin

# **3 CONSENT CALENDAR**

## **3A. Minutes City Council Meeting of November 9, 2016**

**Recommendation:** Approve the Minutes of the Regular Meeting of November 9, 2016.

## **3B. Cash Summary Report – October, 2016**

**Recommendation:** Accept and File.

Councilmember Hesch pulled item 3B for comment.

On a motion by Mayor Pro Tem Harvey and seconded by Councilmember Stockwin, Council approved the Minutes of the November 9, 2016 meeting.

**AYES:** Douglass, Harvey, Hesch, Parnham, Stockwin

**Item 3B – Cash Summary Report**

Councilmember Hesch noted the statistics represented in the Cash Summary report indicate an exceptional start to the Fiscal Year. The City's financial condition has improved markedly in the past few years. Council can be proud of the progress.

On a motion by Mayor Pro Tem Harvey and seconded by Councilmember Hesch, Council approved the Cash Summary Report for October 2016.

**AYES:** Douglass, Harvey, Hesch, Parnham, Stockwin

**4 COUNCIL, STAFF, AND OTHER REPORTS****4A. Committee Reports and Colfax Informational Items – All Councilmembers***Councilmember Hesch*

- Councilmember Hesch attended the Coffee with Supervisor Montgomery meeting and a PCTPA Board meeting.
- He recently met owners of two new businesses in town and is excited to see new opportunities in Colfax.

*Councilmember Stockwin*

- Councilmember Stockwin enjoyed the recent chamber mixer. Winterfest was a great day with rain, fog, soup, and fireworks.
- Councilmember Stockwin also attended the Placer Vector Control Board meeting. The District has purchased a drone for locating larva infestations and training.

*Councilmember Douglass*

- Councilmember Douglass attended two mPower meetings, a Project Go Board Meeting, a Heritage Museum event, the Sierra Vista Community Center Thanksgiving Dinner, the Chamber Mixer, Winterfest, the Soroptomist Soup Kitchen, and the Coffee with Supervisor Montgomery.

*Mayor Pro Tem Harvey*

- Mayor Pro Tem Harvey agreed the Soup Kitchen and Winterfest were excellent and a great success.
- He urged staff to follow up on a Federal Bill written by City Attorney Cabral which is on the desk of Congressman Duncan Hunter. It will help to protect cities such as Colfax from egregious lawsuits.

*Mayor Parnham*

- Mayor Parnham agreed Council should support getting the bill through congress. City Manager Schempf will follow up and provide information to Council.
- Winterfest was a great event with Christmas lights on the historic hotel, fireworks, Santa's Village moved indoors, and the great food at the Soup Kitchen.

**4B. City Operations – City Staff***City Clerk Cassidy*

- City Clerk Cassidy thanked Council for the opportunity to attend the Clerk's Conference and reported on some of the topics covered. She also shared on behalf of Finance Director Van Groningen some of the highlights of the Municipal Finance Conference which was held at the same time as the Clerk's conference.

*City Manager Schempf*

- City Manager Schempf stated training and conferences are a valuable investment in staff and recommended Council consider increasing the training budget.
- Although the City Attorney is not present tonight, he is available by phone.

- City Manager Schempf stated one of the newly elected Councilmembers will not be taking his oath. Mr. Wally Costa has moved outside of City limits. Filling the vacancy this creates is not on the agenda. No decision can be made about how to fill Mr. Costa's seat. One option for filling a seat is to take applications and appoint from the applications. Anyone interested in serving on Council may take an application. At the next meeting Council will discuss how to fill the vacancy.
- Mr. Schempf reported Staff is developing an alliance with Placer County Public Works to ascertain the potential for working together on future projects.
- To help with storm management, the City has sand available for City residents to use for filling sandbags.

#### 4C. **Additional Reports – Agency Partners**

*Sergeant Conners, Placer County Sheriff's Office Colfax Substation Commander*

- Sergeant Conners encouraged everyone to continue the "see something, say something" calls to the Sheriff's office.
- The grand opening of the sub-station will be January 2017.
- An update on the Skatepark will be on the next agenda.

*Chris Nave, Gold Run California Highway Patrol (CHP) Public Information Officer*

- Officer Nave cautioned residents to make arrangements for a designated driver before events begin to ensure everyone gets home safely. The next few weeks will be a maximum enforcement period for CHP.
- CHiPs for Kids is conducting a toy drive. Please let him know of families in need who could benefit from the toy drive.

*Frank Klein, President of the Colfax Area Chamber of Commerce*

- Mr. Klein stated the Chamber Mixer hosted by the Chamber and Winterfest event were both successful.
- He asked for volunteers to serve on the Chamber Board.

*Ty Labelle, Colfax Fire Department Battalion Chief*

- Chief LaBelle reported the "Improved Forest Management" area near town is now complete.
- Kudos is due to the Colfax Fire Volunteers for their efforts during Winterfest – they participated in the parade and then responded to an emergency since the CalFire crews were occupied elsewhere.

## 5 **PUBLIC COMMENT**

*Lou-Anna Robinson*

- Ms. Robinson announced she has sold her building after 42 years of business and she is pleased to introduce the new owners Joe and Mary Fatula.

*Joe and Mary Fatula*

- The Fatulas explained they had looked at 85 places before selecting the building in Colfax. They will remodel the building and open in June. They manufacture educational kits which they will retail in Colfax to supplement their online sales. They are excited to be part of the Colfax community.

*Marnie Mendoza, 140 Depot Street*

- Ms. Mendoza thanked the community for support during the recent campaign. Although she was not elected, she is looking forward to serving Colfax in the future.

**6 PUBLIC HEARING****6A. Sierra Oaks Estates Vesting Subdivision Map and Village Oaks Apartments Design Review**

**STAFF PRESENTATION:** Amy Feagans, Planning Director

**RECOMMENDED ACTION:** Adopt Resolution 48-2016 adopting the Mitigated Negative Declaration, approving a Lot Line Adjustment, approving the Vesting Tentative Subdivision Map for the Sierra Oaks Estates, approving the Design Review for the Village Oaks Apartments, and approving a Sign Permit for Entry Signage.

Mayor Parnham opened the public hearing at 7:55 PM.

Planning Director Feagans introduced the Sierra Oaks Estates and Village Oaks Apartments Development Project which has been under review for 8 months.

Council asked several questions regarding fire safety, site safety, the sewer lateral program, mitigation for flora and fauna, signage, and street lights. Ms. Feagans and the Dave Cook, the environmental planning consultant who conducted the environmental review study responded to Council's questions.

The applicant, Eric Stauss, thanked staff for their help through the planning process. He stated Council will be proud when the project is done. The current goal is to create homes for "empty nesters". The plan is to break ground in April or May 2017.

Councilmember Hesch stipulated Staff keep Council advised as the project progresses, especially if there are any changes to the overall concept of the development.

John Brooks, resident at 260 Hill Haven Drive, had three concerns: the fire egress road seems to go across his driveway, if proper control of the run-off from construction will be in place so it doesn't impact his well, and if Council has taken sufficient consideration of the project.

City Engineer Dane Schilling assured Mr. Brooks the fire egress will be used only in emergencies and will be a benefit to Mr. Brooks allowing him easier evacuation in case of a fire. The run-off is mitigated on site with detention basins. After the development is complete, the HOA will clean and maintain the detention ponds as part of the state mandate.

Tom McClure, resident at Grand View and Caruso Court, asked if the corner lot which is currently wetlands is slated for building and if the lighting for the project would be shrouded to prevent light pollution. The corner lot will remain as open space and the lighting will be shrouded.

Council asked if the Wastewater Treatment Plant has capacity for the sewage, and if there is a bond to ensure the development will be finished. The Wastewater Treatment Plant will actually run more efficiently with more flow and Mr. Schilling assured Council bonds will be required during the construction process.

Mayor Parnham closed the hearing at 8:46PM.

On a motion by Councilmember Hesch, seconded by Councilmember Douglass, City Council approved Resolution 48-2016.

**AYES:** Douglass, Harvey, Hesch, Parnham, Stockwin

**7 COUNCIL BUSINESS****7A. Public Works Vehicle Purchase**

**PRESENTATION:** Wes Heathcock, Community Services Director

**RECOMMENDATION:** Adopt Resolution 49-2016 approving the purchase of two public works vehicles from Winner Chevrolet in an amount not to exceed \$88,300.

Community Services Director Heathcock explained the public works vehicles are in dire need of replacement. In addition to the purchase price, at the request of Council, he has negotiated with Winner Chevrolet for an extended warranty.

Mayor Pro Tem Harvey requested staff create a maintenance/operational policy for vehicles and bring it back to Council for adoption.

On a motion by Mayor Pro Tem Harvey and a second by Councilmember Hesch, Council approved Resolution 49-2016.

**AYES:** Douglass, Harvey, Hesch, Parnham, Stockwin

**7B. Introduction and first reading of Ordinance 531: an Ordinance of the City Council of the City of Colfax repealing and amending Chapter 15.04 and 15.08 of the Colfax Municipal Code and adopting by reference the most recent editions of the following standard codes: the California Building Standards Code (Cal. Code of Regs. Title 24) including the California Administrative Code (Part 1), the California Building Code (Part 2), the California Residential Code (Part 2.5), the California Electrical Code (Part 3), the California Mechanical Code (Part 4), the California Plumbing Code (Part 5), the California Energy Code (Part 6), the California Historical Building Code (Part 8), the California Fire Code (Part 9), the California Existing Building Code (Part 10), the California Green Building Standards Code (Part 11- Cal Green) & the California Referenced Standards Code (Part 12) together with amendments and additions to the various codes providing for penalties for the violation thereof, repealing all other ordinances in conflict therewith**

**STAFF PRESENTATION:** John Schempf, City Manager

**RECOMMENDATION:** Introduce the proposed ordinance by title only, waive the first reading and schedule a public hearing for second reading and adoption at the January 11, 2017 regularly scheduled City Council Meeting to be effective 30 days thereafter.

City Manager Schempf stated this ordinance will update the municipal code in two ways. First, as the code currently reads, the Council must adopt a new ordinance each time the State Building and Fire Codes are updated. With this ordinance, the City Building Code and Fire Code will update automatically as the State updates. Secondly, this ordinance cleans up the code to eliminate sections which no longer apply to the City.

Council offered to help with the Code clean up should staff not have the time for this task.

There was no public comment.

On a motion by Councilmember Stockwin, seconded by Councilmember Hesch, the Council scheduled a public hearing for the second reading and adoption of Ordinance 531 for the January 11, 2017 regular meeting of the City Council.

**AYES:** Douglass, Harvey, Hesch, Parnham, Stockwin

**7C. Acceptance of Donated Property on Main Street**

**PRESENTATION:** John Schempf, City Manager

**RECOMMENDATION:** Adopt Resolution 50-2016 accepting the donation of the parcel of land identified as 433 N. Main Street (APN 006-010-015).

City Manager Schempf explained this donation was through the estate of Mr. Wheeler. The property is basically a wide spot on the side of the road.

Council suggested the property could be used as a wayside with a picnic table and a monument/sign for the Lincoln Highway marker.

Mrs. Robinson asked if the City would incur taxes by accepting the property. She was assured the City does not pay property taxes.

On a motion by Mayor Pro Tem Harvey and a second by Councilmember Stockwin, Council unanimously approved adopting Resolution 50-2016.

**AYES:** Douglass, Harvey, Hesch, Parnham, Stockwin

**7D. Results of November 8, 2016 Election**

**PRESENTATION:** Lorraine Cassidy, City Clerk

**RECOMMENDATION:** Adopt Resolution 51-2016: Declaring Results Of The General Municipal Election Held On December 8, 2016.

City Clerk Cassidy explained the Council needs to declare the results of the election which have been certified by the County. Although Mr. Costa was elected on November 8, 2016, he will not be taking his oath tonight.

Tim Ryan of 300 S Main Street asked why the next person in line from the election results is not being sworn into office.

Ms. Cassidy explained Council doesn't have the option of changing the election that has been certified. The Council has 60 days to appoint a Councilmember or call for a special election. If no decision has been made after 60 days, the County Board of Supervisors will appoint a Councilmember.

On a motion by Mayor Pro Tem Harvey and a second by Councilmember Douglass, Council unanimously approved adopting Resolution 51-2016.

**AYES:** Douglass, Harvey, Hesch, Parnham, Stockwin

**7E. Oath of Office and Seating of New Council Members and City Treasurer**

**PRESENTATION:** Lorraine Cassidy, City Clerk

**RECOMMENDATION:** Recognition of retiring Mayor and Oath of Office of newly elected Council member and City Treasurer for the term beginning December 14, 2016 through the first City Council Meeting after Certification of the November 2020 election.

Mayor Parnham expressed his pleasure in serving the community during his term in office. City Manager Schempf presented Mayor Parnham with an engraved gavel.

Mr. Cassidy gave the oath of office to Councilmember Douglass and City Treasurer Ryan. Both men signed their Certificates of Election and were applauded for their successful election.

**7F. Rotation of City Council Officers: Mayor and Mayor Pro Tem****PRESENTATION:** John Schempf, City Manager**RECOMMENDATION:** By Separate Motions, Select Mayor and Mayor Pro Tem.

Mayor Pro Tem Harvey asked City Manager Schempf to give the report.

City Manager Schempf referred to the explanation of the rotation given by City Attorney Cabral in the staff report. Although the Mayor Pro Tem is generally an obvious choice to select as the next mayor, there are two scenarios proposed for selecting the next Mayor Pro Tem.

Councilmember Stockwin moved to select Mayor Pro Tem Harvey as the mayor for the ensuing year. Councilmember Hesch seconded the motion and Council unanimously approved.

**AYES:** Douglass, Harvey, Hesch, Stockwin

Mayor Harvey explained the Council has traditionally selected the Mayor Pro Tem based on seniority of the Councilmembers previous to the election.

Councilmember Stockwin moved and Councilmember Douglass seconded selecting Councilmember Hesch to serve as the next Mayor Pro Tem.

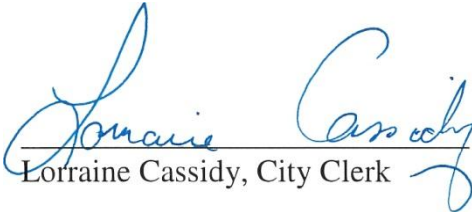
**AYES:** Douglass, Harvey, Hesch, Stockwin

Mayor Harvey stated the process of selecting officers should be clarified at a future meeting.

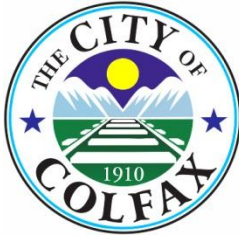
**8 ADJOURNMENT**

As there was no further business on the agenda, Mayor Harvey adjourned the meeting at 9:35PM.

Respectfully submitted to City Council this 11<sup>th</sup> day of January, 2017



Lorraine Cassidy, City Clerk



# STAFF REPORT TO THE COLFAX CITY COUNCIL

## FOR THE JANUARY 11, 2017 COUNCIL MEETING

**FROM:** John Schempf, City Manager  
**PREPARED BY:** Laurie Van Groningen, Finance Director  
**DATE:** December 21, 2016  
**SUBJECT:** City of Colfax Cash Summary Report: November 2016

<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>	FUNDED	<input type="checkbox"/>	UN-FUNDED	AMOUNT:	FROM FUND:
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**RECOMMENDED ACTION:** Accept and file City of Colfax Cash Summary Report: November 2016.

### **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 November 2016. Monthly highlights include:

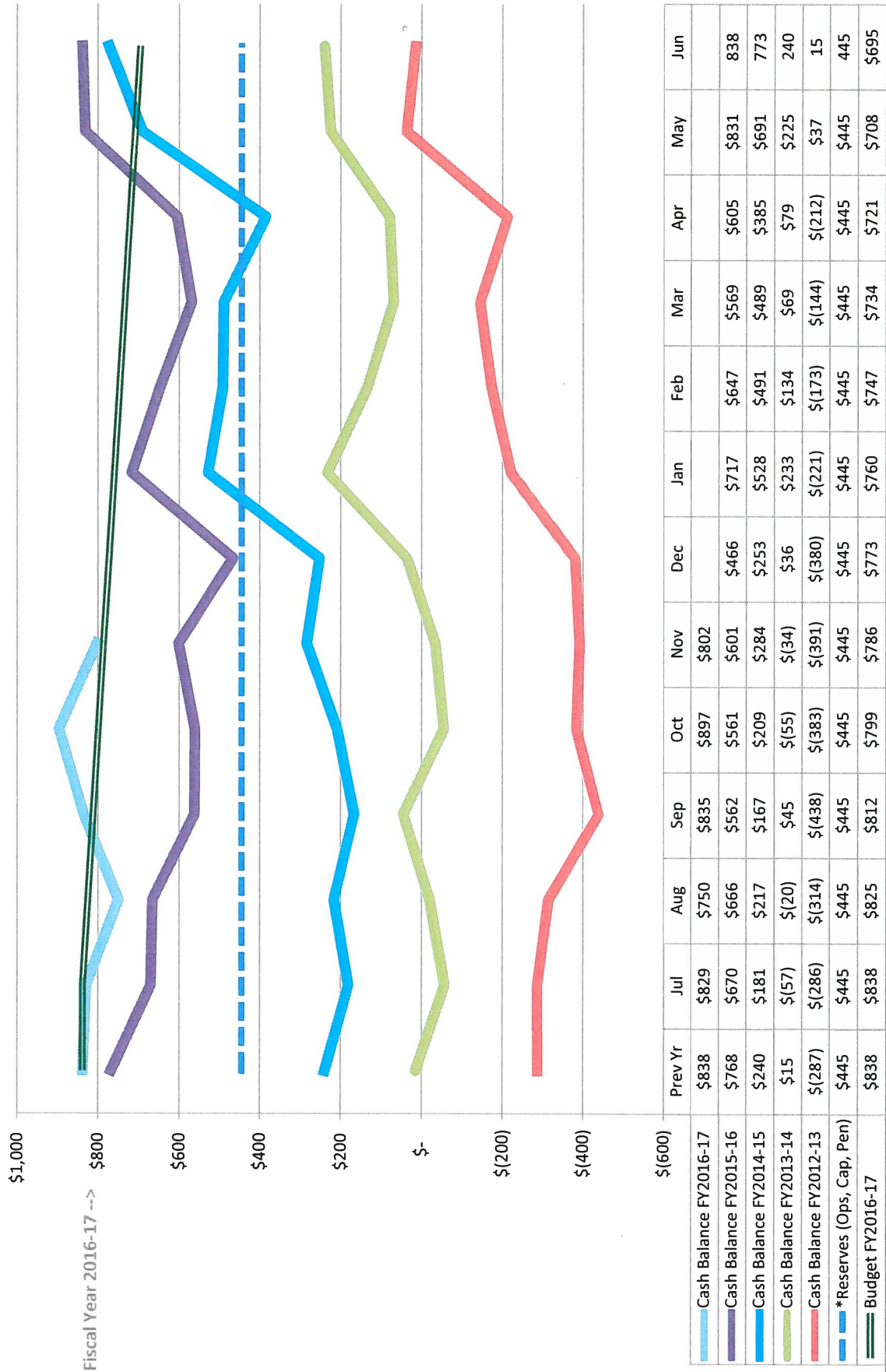
- Negative cash fund balances are due to timing of funding allocations and reimbursements.
  - Fund 250 - Streets& Roads – Funding through PCTPA is expected early in 2017
  - Fund 280 – Recycling – Grant Funds were received in early December
  - Fund 370 – Capital Funds – Funding is based on reimbursement at end of project
- The quarterly payment for Sheriff services for FY17-Q2 was paid at the end of November - \$156,401.
- The first allocation of FY2016-2017 property taxes (County Teeter process) is anticipated in January 2017.

### **ATTACHMENTS:**

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

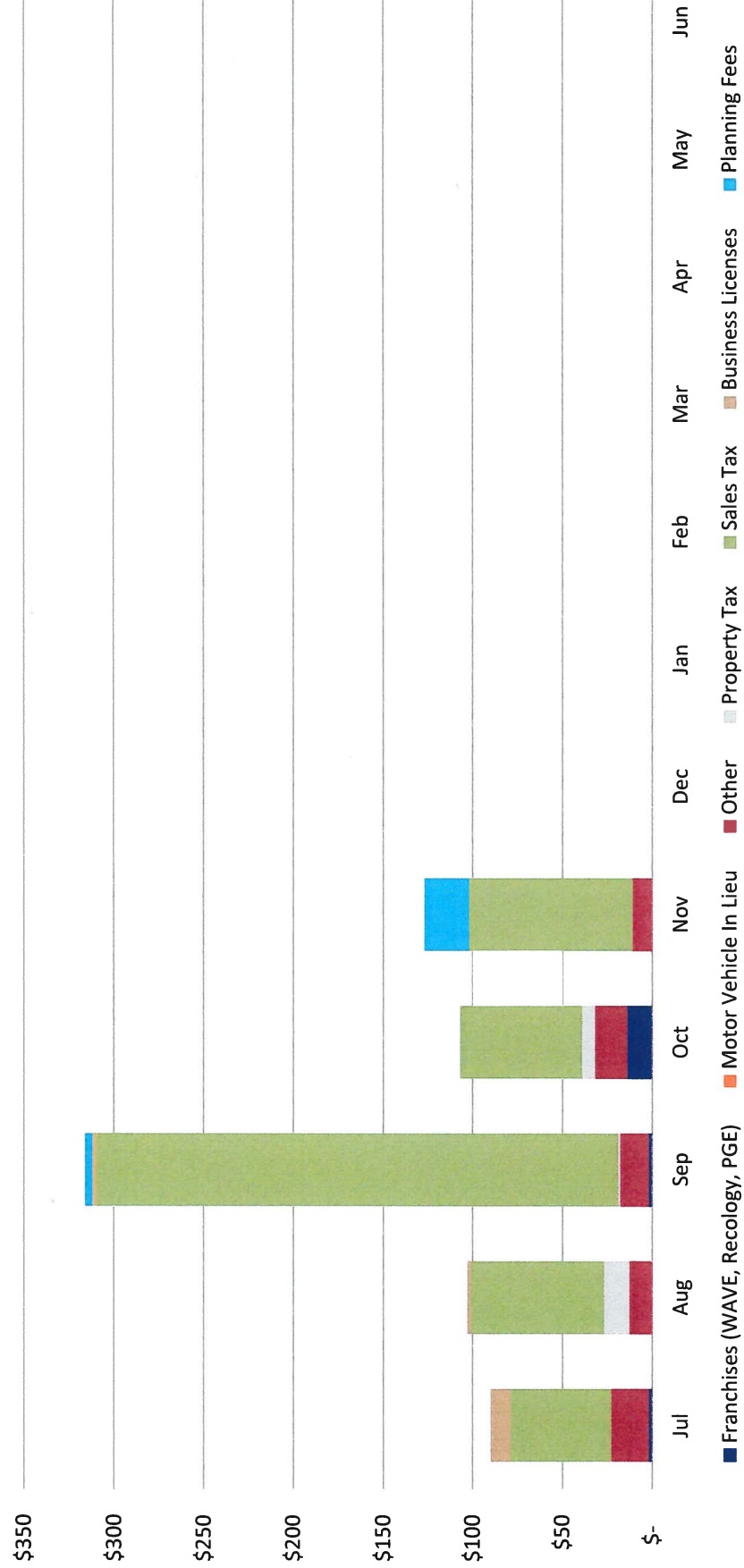
## City of Colfax - November 2016 General Fund Reserved Cash Analysis

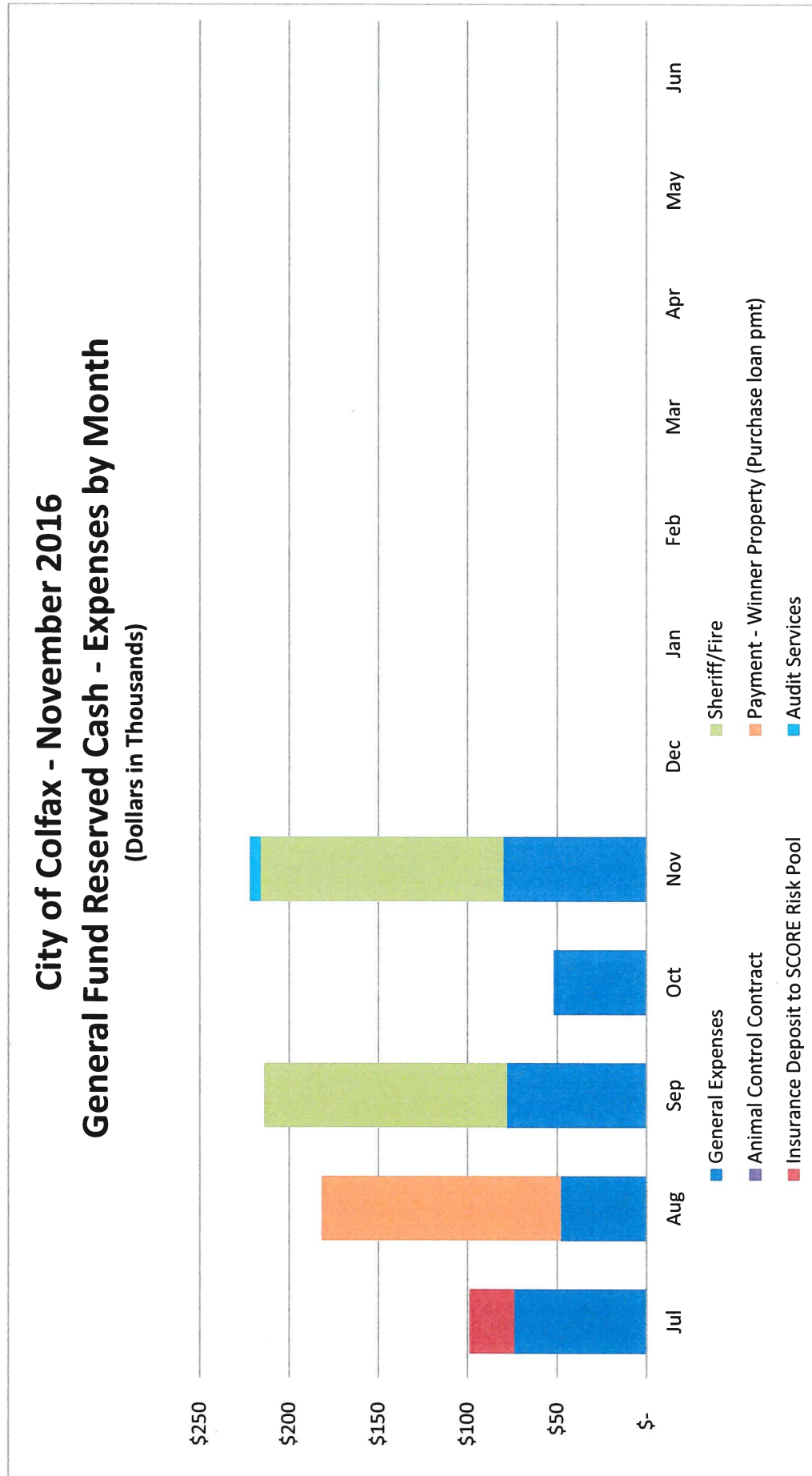
(Dollars in Thousands)



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

**City of Colfax - November 2016**  
**General Fund Reserved Cash - Revenues by Month**  
(Dollars in Thousands)





**City of Colfax  
Cash Summary  
November 30, 2016**

	Balance 10/31/2016	Revenues In	Expenses Out	Transfers	Balance 11/30/2016
US Bank	\$ 316,112.61	\$ 311,205.17	\$ (411,030.62)	\$ (125,000.00)	\$ 91,287.16
LAIF	\$ 3,432,161.02	\$ -		\$ 125,000.00	\$ 3,557,161.02
Total Cash - General Ledger	<u>\$ 3,748,273.63</u>	<u>\$ 311,205.17</u>	<u>\$ (411,030.62)</u>	<u>\$ -</u>	<u>\$ 3,648,448.18</u>
Petty Cash (In Safe)	\$ 300.00				\$ 300.00
Total Cash	<u>\$ 3,748,573.63</u>	<u>\$ 311,205.17</u>	<u>\$ (411,030.62)</u>	<u>\$ -</u>	<u>\$ 3,648,748.18</u>

**Change in Cash Account Balance - Total**

\$ (99,825.45)

Attached Reports:

1. Cash Transactions Report (By Individual Fund)	\$ -
2. Check Register Report (Accounts Payable)	\$ (326,288.25)
3. Cash Receipts - Daily Cash Summary Report	\$ 162,246.69
Payroll Checks and Tax Deposits	\$ (72,759.55)
Utility Billings - Receipts	\$ 136,975.70
Adjustments	\$ (0.04)
	\$ -
	\$ -
	<u><u>\$ (99,825.45)</u></u>

Prepared by:

Laurie Van Groningen 12/21/16  
Laurie Van Groningen, Finance Director

Reviewed by:

John Schempf 12/21/16  
John Schempf, City Manager

## City of Colfax

## Cash Transactions Report - November 2016

	Beginning Balance	Debit Revenues	Credit (Expenditures)	Ending Balance
<b>Fund Type: 1.11 - General Fund - Unassigned</b>				
Fund: 100 - General Fund	\$ 1,078,895.38	\$ 101,994.20	\$ (207,059.94)	\$ 973,829.64
Fund: 120 - Land Development Fees	\$ 23,732.94	\$ 24,670.00	\$ (15,000.50)	\$ 33,402.44
Fund: 570 - Garbage Fund	\$ (205,286.21)	\$ -	\$ (21.53)	\$ (205,307.74)
<b>Fund Type: 1.11 - General Fund - Unassigned</b>	<b>\$ 897,342.11</b>	<b>\$ 126,664.20</b>	<b>\$ (222,081.97)</b>	<b>\$ 801,924.34</b>
<b>Fund Type: 1.14 - General Fund - Restricted</b>				
Fund: 571 - AB939 Landfill Diversion	\$ 29,317.26	\$ -	\$ -	\$ 29,317.26
Fund: 572 - Landfill Post Closure Maintenance	\$ 784,731.01	\$ -	\$ (5,438.12)	\$ 779,292.89
<b>Fund Type: 1.14 - General Fund - Restricted</b>	<b>\$ 814,048.27</b>	<b>\$ -</b>	<b>\$ (5,438.12)</b>	<b>\$ 808,610.15</b>
<b>Fund Type: 1.24 - Special Rev Funds - Restricted</b>				
Fund: 210 - Mitigation Fees - Roads	\$ 48,611.76	\$ -	\$ (14,487.00)	\$ 34,124.76
Fund: 211 - Mitigation Fees - Drainage	\$ 3,054.01	\$ -	\$ -	\$ 3,054.01
Fund: 212 - Mitigation Fees - Trails	\$ 42,785.73	\$ -	\$ -	\$ 42,785.73
Fund: 213 - Mitigation Fees - Parks/Rec	\$ 97,980.69	\$ -	\$ -	\$ 97,980.69
Fund: 214 - Mitigation Fees - City Bldgs	\$ 945.95	\$ -	\$ -	\$ 945.95
Fund: 215 - Mitigation Fees - Vehicles	\$ 4,500.05	\$ -	\$ -	\$ 4,500.05
Fund: 217 - Mitigation Fees - DT Parking	\$ 26,669.11	\$ -	\$ -	\$ 26,669.11
Fund: 218 - Support Law Enforcement	\$ 15,307.15	\$ 14,409.86	\$ (25,000.00)	\$ 4,717.01
Fund: 241 - CDBG Housing Rehabilitation	\$ 94,429.79	\$ -	\$ -	\$ 94,429.79
Fund: 244 - CDBG MicroEnterprise Lending	\$ 116,013.99	\$ 500.00	\$ -	\$ 116,513.99
Fund: 250 - Streets - Roads/Transportation	\$ (48,064.15)	\$ 7,135.00	\$ (17,732.27)	\$ (58,661.42)
Fund: 253 - Gas Taxes	\$ 12,484.19	\$ 7,208.08	\$ (1,504.97)	\$ 18,187.30
Fund: 270 - Beverage Container Recycling	\$ 32,986.22	\$ -	\$ -	\$ 32,986.22
Fund: 280 - Oil Recycling	\$ 424.31	\$ -	\$ (1,137.94)	\$ (713.63)
Fund: 286 - Community Projects	\$ 5,274.27	\$ -	\$ -	\$ 5,274.27
Fund: 292 - Fire Department Capital Funds	\$ 142,609.53	\$ 6,000.00	\$ (1,182.19)	\$ 147,427.34
Fund: 342 - Fire Construction - Mitigation	\$ 2,432.58	\$ -	\$ -	\$ 2,432.58
Fund: 343 - Recreation Construction	\$ 2,433.03	\$ -	\$ -	\$ 2,433.03
<b>Fund Type: 1.24 - Special Rev Funds - Restrict</b>	<b>\$ 600,878.21</b>	<b>\$ 35,252.94</b>	<b>\$ (61,044.37)</b>	<b>\$ 575,086.78</b>
<b>Fund Type: 1.34 - Capital Projects - Restricted</b>				
Fund: 350 - Street Improvement Projects	\$ 24,069.78	\$ -	\$ -	\$ 24,069.78
Fund: 370 - North Main Street Bike Route	\$ (31,286.31)	\$ -	\$ -	\$ (31,286.31)
<b>Fund Type: 1.34 - Capital Projects - Restricted</b>	<b>\$ (7,216.53)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (7,216.53)</b>
<b>Fund Type: 2.11 - Enterprise Funds - Unassigned</b>				
Fund: 560 - Sewer	\$ 528,964.29	\$ 85,819.22	\$ (103,680.06)	\$ 511,103.45
Fund: 561 - Sewer Liftstations	\$ 370,615.91	\$ 13,949.69	\$ (18,786.10)	\$ 365,779.50
Fund: 563 - Wastewater Treatment Plant	\$ 147,667.12	\$ 38,119.28	\$ -	\$ 185,786.40
Fund: 564 - Sewer Connections	\$ 41,080.00	\$ -	\$ -	\$ 41,080.00
Fund: 565 - General Obligation Bond 1978	\$ 2,180.82	\$ 0.07	\$ -	\$ 2,180.89
Fund: 567 - Inflow & Infiltration	\$ 362,598.60	\$ 1,514.60	\$ -	\$ 364,113.20
<b>Fund Type: 2.11 - Enterprise Funds - Unassigni</b>	<b>\$ 1,453,106.74</b>	<b>\$ 139,402.86</b>	<b>\$ (122,466.16)</b>	<b>\$ 1,470,043.44</b>
<b>Fund Type: 9.0 - CLEARING ACCOUNT</b>				
Fund: 998 - PAYROLL CLEARING FUND	\$ (9,885.17)	\$ 9,885.17	\$ -	\$ (0.00)
<b>Fund Type: 9.0 - CLEARING ACCOUNT</b>	<b>\$ (9,885.17)</b>	<b>\$ 9,885.17</b>	<b>\$ -</b>	<b>\$ (0.00)</b>
<b>Grand Totals:</b>	<b>\$ 3,748,273.63</b>	<b>\$ 311,205.17</b>	<b>\$ (411,030.62)</b>	<b>\$ 3,648,448.18</b>

## Check Register Report

ITEM 3B

Checks Processed Nov 2016

Date: 11/09/2016

Time: 11:14 am

Page: 1

CITY OF COLFAX

BANK: US BANK

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
<b>US BANK Checks</b>							
52112	11/02/2016	Reconciled		01647	AQUA SCIENCE	WWTP MONITORING	3,649.51
52113	11/02/2016	Reconciled		02829	BLUE RIBBON PERSONNEL SERVICES	ACCT & PW TEMPS	2,734.80
52114	11/02/2016	Reconciled		02901	BUREAU VERITAS NORTH AMERICA	BLDG. OFFICIAL SERVICE	6,120.00
52115	11/02/2016	Reconciled		03164	CASH- PETTY CASH REIMBURSEMENT	PETTY CASH REIMBURSEMENT	85.99
52116	11/02/2016	Reconciled		03513	COLFAX HIGH SCHOOL	REIMBURSEMENT FOR HOME	100.00
52117	11/02/2016	Reconciled		04299	DKF SOLUTIONS GROUP	SEWER OVERFLOW PACKETS	329.85
52118	11/02/2016	Reconciled		05184	BRET ELLIS	REIMBURSEMENT FOR	294.31
52119	11/02/2016	Reconciled		06278	FRONTIER COMMUNICATIONS	WWTP PHONE SERVICE	172.97
52120	11/02/2016	Reconciled		07465	GOLD MINER PEST CONTROL	PEST CONTROL FIRE DEPT.	75.00
52121	11/02/2016	Reconciled		08159	HILL BROTHERS CHEMICAL CO.	CHEMICALS	7,472.23
52122	11/02/2016	Reconciled		08170	HILLS FLAT LUMBER CO	SUPPLIES	623.26
52123	11/02/2016	Reconciled		08660	HUNT AND SONS, INC.	PUBLIC WORKS FUEL	222.69
52124	11/02/2016	Reconciled		09540	INTERSTATE SALES	POT HOLE PATCH/BONDADE	710.90
52125	11/02/2016	Reconciled		23101	LARRY WALKER ASSOCIATES	WWTP COMPLIANCE TRACKING	2,566.25
52126	11/02/2016	Reconciled		16035	PG&E	STMT 10/21/16	20,206.02
52127	11/02/2016	Void	11/09/2016	16210	PLACER COUNTY TAX COLLECTOR DNU	LOT OF ART LEASE 2016-2017	0.00
52128	11/02/2016	Printed		18193	RECOLOGY AUBURN PLACER	TAX ROLLS 5% FY 2015/16	294.88
52129	11/02/2016	Reconciled		01790	SIERRA OFFICE PRODUCTS	SEPT 2016 OFFICE SUPPLIES	108.17
52130	11/02/2016	Reconciled		19695	STATE WATER RESOURCES CONTROL	O.I.T. CERTIFICATE	170.00
52131	11/02/2016	Reconciled		16600	STATIONARY ENGINEERS, LOCAL 39	EMPLOYERS REPORT	9,780.00
52132	11/02/2016	Reconciled		23169	WAVE BUSINESS SOLUTIONS	FIRE STATION PHONE	41.77
52133	11/02/2016	Reconciled		23451	WOOD ROGERS	SEPT 2016 INSTRUMENTATION	1,485.00
52134	11/17/2016	Reconciled		01414	ALHAMBRA & SIERRA SPRINGS	WATER CITY HALL/	85.05
52135	11/17/2016	Reconciled		01448	AMERIGAS - COLFAX	PROPANE CITY HALL	45.25
52136	11/17/2016	Reconciled		01448	AMERIGAS - COLFAX	PROPANE SHERIFF'S DEPARTMENT	33.93
52137	11/17/2016	Reconciled		01448	AMERIGAS - COLFAX	PROPANE FIRE HOUSE	18.86
52138	11/17/2016	Reconciled		01448	AMERIGAS - COLFAX	PROPANE DEPOT	108.42
52139	11/17/2016	Reconciled		01460	AMERIPRIDE UNIFORM SERVICE	UNIFORMS	330.08
52140	11/17/2016	Reconciled		02829	BLUE RIBBON PERSONNEL SERVICES	ACCT & PW TEMPS	1,271.33
52141	11/17/2016	Reconciled		02901	BUREAU VERITAS NORTH AMERICA	BUILDING PROJECT	367.50
52142	11/17/2016	Reconciled		03558	COLFAX SMOG & AUTO REPAIR	1983 CHEVROLET SMOG	170.87
52143	11/17/2016	Reconciled		04253	DEPARTMENT OF GENERAL SERVICES	SB1186 Q3 - 2016	21.60
52144	11/17/2016	Reconciled		04257	DEPT OF HOUSING & COMMUNITY	TRANSFER OF FEES COLLECTED	62.27
52145	11/17/2016	Printed		05120	EDWARDS HEATING & COOLING	HEATER REPAIR - DEPOT	287.70
52146	11/17/2016	Reconciled		05221	EOSI - ENVIRONMENT OPERATING	WWTP CHEMICALS	5,135.02
52147	11/17/2016	Reconciled		07456	GOLD & GREEN EQUIPMENT RENTALS	UPRIGHT DIRT WACKER	60.00
52148	11/17/2016	Reconciled		07460	GOLD COUNTRY MEDIA	LEGAL NOTICE "CITY MITIGATION	151.60
52149	11/17/2016	Printed		08070	HANSEN BROS. ENTERPRISES	BASE ROCK	245.10
52150	11/17/2016	Reconciled		08660	HUNT AND SONS, INC.	FIRE DEPARTMENT FUEL	402.43
52151	11/17/2016	Reconciled		12180	LAWRENCE & ASSOCIATES INC	SEPT 2016 LAND FILL MONITORING	1,702.20
52152	11/17/2016	Printed		13193	MARK THOMAS & COMPANY	S. AUBURN ROUNDABOUT	4,953.50
52153	11/17/2016	Reconciled		16300	PCWA -PLACER COUNTY	WATER	3,430.69
52154	11/17/2016	Reconciled		16011(2)	PELLETREAU, ANDERSON & CABRAL	OCT 2016 SERVICES	2,418.75
52155	11/17/2016	Reconciled		16211	PLACER COUNTY TAX COLLECTOR	LOT OF ART LEASE	186.72
52156	11/17/2016	Reconciled		16559	PLAZA TIRE AND AUTO SERVICE	BACKHOE TIRE REPAIR	100.32
52157	11/17/2016	Reconciled		16827	PUMPS WEST MOTOR ELECTRIC	POND MIXER MOTOR	1,595.54

## Check Register Report

ITEM 3B

Checks Processed Nov 2016

Date: 12/09/2016

Time: 11:14 am

Page: 2

CITY OF COLFAX

BANK: US BANK

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
<b>US BANK Checks</b>							
52158	11/17/2016	Reconciled		18090	RAMOS ENVIRONMENTAL SERVICE	HAZARDOUS WASTE PICK UP	1,007.00
52159	11/17/2016	Reconciled		18121	RCH GROUP, INC.	SIERRA ESTATES ENVIRONMENTAL	13,840.00
52160	11/17/2016	Reconciled		18378	RICHARDSON & COMPANY, LLP	AUDIT SERVICES FY JUNE 2016	13,306.88
52161	11/17/2016	Reconciled		18883	SAC-VAL JANITORIAL SUPPLY	SUPPLIES	201.82
52162	11/17/2016	Reconciled		19059	SCHEMPF, JOHN	MILEAGE REIMB 11/14/2016	95.58
52163	11/17/2016	Reconciled		01790	SIERRA OFFICE PRODUCTS	OCT 2016 OFFICE SUPPLIES	463.08
52164	11/17/2016	Reconciled		19453	SIGNATURE PLUMBING INC	CAMERA/SEWER INSPECTION	324.00
52165	11/17/2016	Reconciled		19695	STATE WATER RESOURCES CONTROL	CHRIS CLARDY - GRADE III	300.00
52166	11/17/2016	Reconciled		06740	TYLER TECHNOLOGIES	FUNDBALANCE SOFTWARE CONTRACT	4,213.75
52167	11/17/2016	Reconciled		22106	VAN GRONINGEN & ASSOCIATES	FINANCIAL CONSULTANT	8,250.00
52168	11/17/2016	Reconciled		23169	WAVE BUSINESS SOLUTIONS	CORP YARD PHONE/INTERNET	108.01
52169	11/23/2016	Reconciled		16040	PURCHASE POWER	Postage 11/2/16	503.50
52170	11/29/2016	Printed		01500	ANDERSON'S SIERRA	SDR-35 WYE 4"	191.19
52171	11/29/2016	Printed		01766	AT&T MOBILITY	OCT 2016 CELL PHONES	507.71
52172	11/29/2016	Printed		02829	BLUE RIBBON PERSONNEL SERVICES	ACCT & PW TEMPS	2,335.60
52173	11/29/2016	Printed		02848	BRESNAHAN, ROGER J.	STRIKE TEAM 8/26/16	262.71
52174	11/29/2016	Printed		02901	BUREAU VERITAS NORTH AMERICA	BLDG. OFFICIAL SERVICE	5,950.00
52175	11/29/2016	Printed		03115	CAHS	FY2017 MEMBERSHIP	35.00
52176	11/29/2016	Printed		03458	CITY OF ROCKLIN	CITY OFFICIALS DINNER	125.00
52177	11/29/2016	Printed		03493	COASTLAND CIVIL ENGINEERING	ENGINEERING SERVICES	1,961.75
52178	11/29/2016	Printed		07591	COLFAX GREEN MACHINE	EVENT DEPOSIT REFUND -	100.00
52179	11/29/2016	Printed		03513	COLFAX HIGH SCHOOL	EVENT DEPOSIT REFUND	100.00
52180	11/29/2016	Printed		03558	COLFAX SMOG & AUTO REPAIR	1977 CHEV. RE-SMOG/	289.25
52181	11/29/2016	Printed		04182	DAVIDSON'S TRAINING &	WW CERT REVIEW CLASS	250.00
52182	11/29/2016	Printed		04186	DAWSON, JEREMY	STRIKE TEAM 8/26/16	262.71
52183	11/29/2016	Printed		04234	DE LAGE LANDEN FINANCIAL	NOV 2016 COPY MACHINE	469.43
52184	11/29/2016	Printed		04400	DIAMOND WELL DRILLING CO.	SEPT 2016 MONITORING	3,086.00
52185	11/29/2016	Printed		05184	BRET ELLIS	TRAVEL REIMB	231.84
52186	11/29/2016	Printed		06201	FERGUSON ENTERPRISES, INC.	SEWER CAMERA	10,256.08
52187	11/29/2016	Printed		06450	KURTIS H. FOX, M.D.	STAFF IMMUNIZATIONS/VACCINES	109.00
52188	11/29/2016	Printed		06278	FRONTIER COMMUNICATIONS	WWTP PHONE SERVICE	176.17
52189	11/29/2016	Printed		07291	GLENN, DAMON	STRIKE TEAM 8/26/16	262.71
52190	11/29/2016	Printed		07460	GOLD COUNTRY MEDIA	LEGAL CC MTG 12/14/16	295.40
52191	11/29/2016	Printed		07465	GOLD MINER PEST CONTROL	FIRE DEPT #36	144.00
52192	11/29/2016	Printed		08050	HACH COMPANY	WWTP LAB SUPPLIES	318.49
52193	11/29/2016	Printed		08660	HUNT AND SONS, INC.	FUEL FIRE DEPARTMENT	368.83
52194	11/29/2016	Printed		23101	LARRY WALKER ASSOCIATES	CAPACITY STUDY WWTP	122.50
52195	11/29/2016	Reconciled		12555	LOMEN, SEAN	STRIKE TEAM 8/26/16	394.06
52196	11/29/2016	Printed		13193	MARK THOMAS & COMPANY	S. AUBURN ROUNDABOUT	9,183.50
52197	11/29/2016	Printed		14356	NORTHERN CALIFORNIA GLOVE	NITRILE BLK PF	163.99
52198	11/29/2016	Printed		16200	PLACER COUNTY SHERIFF DEPT.	FY2016-17 SERVICES Q2	156,401.45
52199	11/29/2016	Printed		18194	RGS - REGIONAL GOV SERVICES	OCT 2016 PLANNING SERVICES	3,990.00
52200	11/29/2016	Printed		18400	RIEBES AUTO PARTS	STMT 10/31/16	140.07
52201	11/29/2016	Printed		19396	SIERRA SAFETY COMPANY	4- ADOPT A ROAD "SIGNS"	309.04
52202	11/29/2016	Printed		19318	SOLARCITY	CONTRACTOR JOB#JB9575454-	505.46
52203	11/29/2016	Printed		19520	SPECTRA ASSOCIATES, INC.	CUSTOM MINUTE BOOK	234.50
52204	11/29/2016	Printed		21560	US BANK CORPORATE PMT SYSTEM	CREDIT CARD PURCHASES	2,430.19
52205	11/29/2016	Printed		23204	WATSON MARLOW INC.	WWTP PARTS	465.64
52206	11/29/2016	Printed		23169	WAVE BUSINESS SOLUTIONS	DEPOT SECURITY PHONE	201.67
52207	11/29/2016	Printed		23206	WECO INDUSTRIES	JETTER PARTS	130.26

# Check Register Report

ITEM 3B

Checks Processed Nov 2016

Date: 12/09/2016  
Time: 11:14 am  
Page: 3

CITY OF COLFAX

BANK: US BANK

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
<b>US BANK Checks</b>							
52208	11/29/2016	Printed		23301	WESTERN PLACER WASTE	OCT 2016 SLUDGE REMOVAL	485.10

**Total Checks: 97**

**Checks Total (excluding void checks):**

**326,288.25**

**Total Payments: 97**

**Bank Total (excluding void checks):**

**326,288.25**

**Total Payments: 97**

**Grand Total (excluding void checks):**

**326,288.25**

## DAILY CASH SUMMARY REPORT

ITEM 3B

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11/01/2016 - 11/30/2016

12/9/2016

1:48 pm

City of Colfax

		Debit	Credit	Net Chng
<b>Fund: 100 - General Fund</b>				
11/09/2016	Daily Totals	6,982.19	0.00	6,982.19
11/14/2016	Daily Totals	1,809.02	0.00	1,809.02
11/15/2016	Daily Totals	0.00	152.13	-152.13
11/16/2016	Daily Totals	91,871.60	0.00	91,871.60
11/30/2016	Daily Totals	1,144.67	0.00	1,144.67
<b>Fund: 100 - General Fund</b>	<b>TOTALS:</b>	<b>101,807.48</b>	<b>152.13</b>	<b>101,655.35</b>
<b>Fund: 120 - Land Development Fees</b>				
11/16/2016	Daily Totals	24,670.00	0.00	24,670.00
<b>Fund: 120 - Land Development Fees</b>	<b>TOTALS:</b>	<b>24,670.00</b>	<b>0.00</b>	<b>24,670.00</b>
<b>Fund: 218 - Support Law Enforcement</b>				
11/14/2016	Daily Totals	14,409.86	0.00	14,409.86
<b>Fund: 218 - Support Law Enforcement</b>	<b>TOTALS:</b>	<b>14,409.86</b>	<b>0.00</b>	<b>14,409.86</b>
<b>Fund: 244 - CDBG MicroEnterprise Lending</b>				
11/09/2016	Daily Totals	500.00	0.00	500.00
<b>Fund: 244 - CDBG MicroEnterprise Lending</b>	<b>TOTALS:</b>	<b>500.00</b>	<b>0.00</b>	<b>500.00</b>
<b>Fund: 250 - Streets - Roads/Transportation</b>				
11/16/2016	Daily Totals	7,135.00	0.00	7,135.00
<b>Fund: 250 - Streets - Roads/Transportation</b>	<b>TOTALS:</b>	<b>7,135.00</b>	<b>0.00</b>	<b>7,135.00</b>
<b>Fund: 253 - Gas Taxes</b>				
11/09/2016	Daily Totals	3,242.76	0.00	3,242.76
11/30/2016	Daily Totals	3,965.32	0.00	3,965.32
<b>Fund: 253 - Gas Taxes</b>	<b>TOTALS:</b>	<b>7,208.08</b>	<b>0.00</b>	<b>7,208.08</b>
<b>Fund: 292 - Fire Department Capital Funds</b>				
11/09/2016	Daily Totals	6,000.00	0.00	6,000.00
<b>Fund: 292 - Fire Department Capital Funds</b>	<b>TOTALS:</b>	<b>6,000.00</b>	<b>0.00</b>	<b>6,000.00</b>
<b>Fund: 560 - Sewer</b>				

Limited to include: JE Types of: CR

## DAILY CASH SUMMARY REPORT

ITEM 3B

11/06/12

12/9/2016

1:48 pm

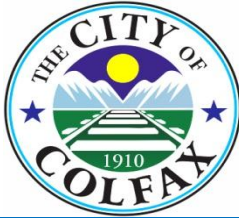
11/01/2016 - 11/30/2016

City of Colfax

		Debit	Credit	Net Chng
11/03/2016	Daily Totals	200.00	0.00	200.00
11/16/2016	Daily Totals	61.33	0.00	61.33
<b>Fund: 560 - Sewer</b>	<b>TOTALS:</b>	<b>261.33</b>	<b>0.00</b>	<b>261.33</b>
<b>Fund: 561 - Sewer Liftstations</b>				
11/16/2016	Daily Totals	407.00	0.00	407.00
<b>Fund: 561 - Sewer Liftstations</b>	<b>TOTALS:</b>	<b>407.00</b>	<b>0.00</b>	<b>407.00</b>
<b>Fund: 565 - General Obligation Bond 1978</b>				
11/14/2016	Daily Totals	0.07	0.00	0.07
<b>Fund: 565 - General Obligation Bond 1978</b>	<b>TOTALS:</b>	<b>0.07</b>	<b>0.00</b>	<b>0.07</b>
<b>GRAND TOTALS:</b>		<b>162,398.82</b>	<b>152.13</b>	<b>162,246.69</b>

Submitted for Council Approval  
1/11/2017

<b>Committee</b>	<b>Councilmember Community Member</b>	<b>Meeting Date and Time</b>
<b>Placer County Economic Development Board</b> Various Businesses in Placer Co.	Kim Douglass Alternate: Tony Hesch	3:00 pm 3 <sup>rd</sup> Thursday quarterly
<b>Municipal Advisory Council (WAC/MAC)</b> City of Colfax, Council Chambers	Will Stockwin Alternate: Tony Hesch	6:00 pm 3 <sup>rd</sup> Wednesday of Month
<b>Sierra Econ Development Corp (SEDCorp)</b> 560 Wall Street, Suite F, Auburn,	Kim Douglass Alternate: Steve Harvey	1:00 pm 1 <sup>st</sup> Wednesday alt. months
<b>Sacramento Area Council of Governments (SACOG)</b> 1415 L. St. Sacramento,	Kim Douglass Alternate: Will Stockwin	9:30 am 3 <sup>rd</sup> Thursday of Month
<b>Grants Oversight Committee</b> (change orders over \$5,000)	Steve Harvedy Kim Douglass	As Needed
<b>Placer County Air Pollution Control District</b> BOS Chambers Auburn, CA	Tony Hesch Alternate: Steve Harvey	2:30 pm 2 <sup>nd</sup> Thursday alt. months
<b>Placer Mosquito &amp; Vector Control District</b> 2021 Opportunity Dr. Roseville, CA	Will Stockwin No Alternate for this Board	4:30 pm 3 <sup>rd</sup> Monday of Month
<b>Project Go</b> 801 Vernon St, Roseville	Kim Douglass Alternate: Tony Hesch	5:30 pm Third Thursday
<b>Placer Co Trans. Planning Agency (PCTPA)</b> BOS Chambers Auburn, CA	Tony Hesch Alternate: Steve Harvey	9:00 am 4 <sup>th</sup> Wednesday of Month
<b>Local Agency Formation Commission</b> BOS Chambers Auburn, CA	Rotated Out Alternate: Vacant	4:00 pm 2 <sup>nd</sup> Wednesday of Month
<b>Bianchini Advisory Board</b>	Kim Douglass Tony Hesch	Unknown
<b>Solid Waste Task Force</b> Auburn, CA	Wes Heathcock	9:00am 1 <sup>st</sup> Thursday quarterly
<b>Placer Sierra Fire Council</b> Council Chambers	Will Stockwin Alternate: Steve Harvey	6:00pm 4 <sup>th</sup> Thursday of month
<b>Land Use Committee</b>		As needed
<b>Placer Co Selection</b>	Mayor	Once Per Year
<b>Risk Assessment Committee</b>	Steve Harvey Vacant	As needed (2X Per Year Expected)
<b>General Plan/Circulation Element Update</b>	Steve Harvey Tony Hesch	As Needed
<b>Colfax Schools Liaison</b>	Kim Douglass	As Needed
<b>League of California Cities Liaison</b>	Vacant Alternate: Steve Harvey	4X/year



# STAFF REPORT TO THE COLFAX CITY COUNCIL

## FOR THE JANUARY 11, 2017 COUNCIL MEETING

**FROM:** John Schempf, City Manager  
**PREPARED BY:** John Brownlee, Building Official  
**DATE:** January 5, 2017  
**SUBJECT:** Second reading and adoption of Ordinance 531: an Ordinance of the City Council of the City of Colfax repealing and amending chapter 15.04 and 15.08 of the Colfax Municipal Code and adopting by reference the most recent editions of the following standard codes: the California Building Standards Code (Cal. Code Of Regs. Title 24) including the California Administrative Code (Part 1), the California Building Code (Part 2), the California Residential Code (Part 2.5), the California Electrical Code (Part 3), the California Mechanical Code (Part 4), the California Plumbing Code (Part 5), the California Energy Code (Part 6), the California Historical Building Code (Part 8), the California Fire Code (Part 9), the California Existing Building Code (Part 10), the California Green Building Standards Code (Part 11- Cal Green) & the California Referenced Standards Code (Part 12) together with amendments and additions to the various codes providing for penalties for the violation thereof, repealing all other ordinances in conflict therewith

<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>	FUNDED	<input type="checkbox"/>	UN-FUNDED	AMOUNT:	FROM FUND:
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**RECOMMENDED ACTION:** Read the proposed ordinance by title only, waive the second reading, conduct a public hearing and adopt Ordinance 531 to be effective in 30 days.

### **BACKGROUND AND SUMMARY:**

At the Regular Meeting of the Colfax City Council on December 14, 2016, Council introduced and read by title only Ordinance 531 and scheduled a second reading and public hearing for the Ordinance. The Public Hearing has been noticed in accordance with State Law. After conducting this public hearing staff is recommending Council adopt the proposed ordinance.

On January 1, 2017 the new California Construction Codes will go into effect necessitating the revision of our municipal code which references the 2013 California codes. The changes being proposed will eliminate the need to update the municipal code every three years as the California Construction Codes change. In addition this opportunity provides a chance to eliminate old municipal code sections that no longer apply such as the Colfax Water, Fire and Police departments, and the recent change in the jurisdiction of mobile home and recreational vehicle parks.

**FISCAL IMPACT:** Cost savings for not updating the municipal code every three years.

### **ATTACHMENTS:**

Ordinance 531 and exhibits

# City of Colfax

## City Council

### Ordinance № 531

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COLFAX REPEALING AND AMENDING CHAPTER 15.04 AND 15.08 OF THE COLFAX MUNICIPAL CODE AND ADOPTING BY REFERENCE THE MOST RECENT EDITIONS OF THE FOLLOWING STANDARD CODES: THE CALIFORNIA BUILDING STANDARDS CODE (CAL. CODE OF REGS. TITLE 24) INCLUDING THE CALIFORNIA ADMINISTRATIVE CODE (PART 1), THE CALIFORNIA BUILDING CODE (PART 2), THE CALIFORNIA RESIDENTIAL CODE (PART 2.5), THE CALIFORNIA ELECTRICAL CODE (PART 3), THE CALIFORNIA MECHANICAL CODE (PART 4), THE CALIFORNIA PLUMBING CODE (PART 5), THE CALIFORNIA ENERGY CODE (PART 6), THE CALIFORNIA HISTORICAL BUILDING CODE (PART 8), THE CALIFORNIA FIRE CODE (PART 9), THE CALIFORNIA EXISTING BUILDING CODE (PART 10), THE CALIFORNIA GREEN BUILDING STANDARDS CODE (PART 11- CAL GREEN) & THE CALIFORNIA REFERENCED STANDARDS CODE (PART 12) TOGETHER WITH AMENDMENTS AND ADDITIONS TO THE VARIOUS CODES PROVIDING FOR PENALTIES FOR THE VIOLATION THEREOF, REPEALING ALL OTHER ORDINANCES IN CONFLICT THEREWITH**

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The City Council of the City of Colfax does ordain as follows:

#### **Section 1:**

Colfax Municipal Code is amended in accordance with the Ordinance attached hereto as Exhibit A which is incorporated herein by this reference.

#### **Section 2. Superseding Provisions**

The provisions of this Ordinance and any resolution adopted pursuant hereto shall supersede and repeal any previous Ordinance or resolution to the extent the same is in conflict herewith.

#### **Section 3. Severability**

If any section, phrase, sentence or portion of this Ordinance is for any reason held invalid or unconstitutional by the final judgment of any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision; and such holding shall not affect the validity of the remaining portions hereof.

#### **Section 4. Effective Date**

This ordinance shall be in full force and effect thirty (30) days from and after its adoption.

This ordinance shall, within 15 days after its adoption, be published or posted in accordance with Section 36933 of the Government Code of the State of California with the names of those City Council members voting for and against it.

The foregoing Ordinance was introduced at a regular meeting of the City Council of the City of Colfax held on the 14<sup>th</sup> day of December, 2016, and passed at a regular meeting of the City Council held on the 11<sup>th</sup> day of January, 2017, at a duly held regular meeting of the City of Colfax, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

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Steve Harvey, Mayor

APPROVED AS TO FORM:

ATTEST:

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Alfred Cabral, City Attorney

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Lorraine Cassidy, City Clerk

# City of Colfax

## City Council

### Ordinance № 531

**AN ORDINANCE OF THE CITY OF COLFAX AND AMENDING CHAPTER 15.04 AND 15.08 OF THE COLFAX MUNICIPAL CODE AND ADOPTING BY REFERENCE THE MOST RECENT EDITIONS OF THE FOLLOWING STANDARD CODES: THE CALIFORNIA BUILDING STANDARDS CODE (CAL. CODE OF REGS. TITLE 24) INCLUDING THE CALIFORNIA ADMINISTRATIVE CODE (PART 1), THE CALIFORNIA BUILDING CODE (PART 2), THE CALIFORNIA RESIDENTIAL CODE (PART 2.5), THE CALIFORNIA ELECTRICAL CODE (PART 3), THE CALIFORNIA MECHANICAL CODE (PART 4), THE CALIFORNIA PLUMBING CODE (PART 5), THE CALIFORNIA ENERGY CODE (PART 6), THE CALIFORNIA HISTORICAL BUILDING CODE (PART 8), THE CALIFORNIA FIRE CODE (PART 9), THE CALIFORNIA EXISTING BUILDING CODE (PART 10), THE CALIFORNIA GREEN BUILDING STANDARDS CODE (PART 11- CAL GREEN) & THE CALIFORNIA REFERENCED STANDARDS CODE (PART 12) TOGETHER WITH OTHER AMENDMENTS**

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The City Council of The City of Colfax does ordain as follows:

#### **Section 1.**

The following sections of Colfax Municipal Code Chapter 15.04 and 15.08 are hereby repealed: Sections 15.04.010, 15.04.015, 15.04.020, 15.04.025, 15.04.030, 15.04.035, 15.04.040, 15.04.045, 15.04.050, 15.04.055, 15.04.060, 15.04.100, 15.04.130, 15.08.010, and 15.08.020.

#### **Section 2. Purpose and Authority.**

The purpose of this Ordinance is to adopt by reference the most recent editions of the California Building Standards Code (California Code of Regulations Title 24, Parts 1, 2, 2.5, 3, 4, 5, 6, 8, 9, 10, 11 and 12), as periodically amended, to repeal provisions inconsistent therewith, and to provide minimum requirements and standards for the protection of the public safety, health, property and welfare of the City of Colfax. This Ordinance is adopted under the authority of Government Code Section 50022.2 and Health and Safety Code Section 18941.5. All changes to the Colfax Municipal Code adopted by this Ordinance, and all subsequent amendments to the Codes incorporated by reference, shall apply and be incorporated into all forms and documents to which they relate.

**Section 3. Conflicts with Other Laws, Rules and Regulations.**

In the event of any conflict between this Code and any law, rule or regulation of the Federal or State Government, that requirement which establishes the higher standard of safety shall govern. Failure to comply with such standard of safety shall be a violation of this Code.

**Section 4. Code Adoption By Reference.**

The following Codes are hereby adopted:

**15.04.10 California Building Standards Code Adopted.**

The most recent edition of the California Building Standards Code (California Code of Regulations Title 24), as periodically amended, is hereby adopted by reference, including the following Parts:

California Building Standards Administrative Code (Cal. Code Regs. Title 24, Part 1)  
California Building Code (Cal. Code Regs. Title 24, Part 2)  
California Residential Code (Cal. Code Regs. Title 24, Part 2.5)  
California Electrical Code (Cal. Code Regs. Title 24, Part 3)  
California Mechanical Code (Cal. Code Regs. Title 24, Part 4)  
California Plumbing Code (Cal. Code Regs. Title 24, Part 5)  
California Energy Code (Cal. Code Regs. Title 24, Part 6)  
California Historical Building Code (Cal. Code Regs. Title 24, Part 8)  
California Fire Code (Cal. Code Regs. Title 24, Part 9)  
California Existing Building Code (Cal. Code Regs. Title 24, Part 10)  
California Green Building Standards Code (Cal. Code Regs. Title 24, Part 11)  
California Referenced Standards Code (Cal. Code Regs. Title 24, Part 12)

There is one copy of each code on file in the office of the building official for use and examination by the public.

**Section 5. Water Service System Repealed.**

Colfax Municipal Code Chapter 13.04 “Water Service System” is repealed in its entirety.

**Section 6. Colfax Municipal Code Chapter 15.12 Amended.**

Colfax Municipal Code Chapter 15.12 “Encroachment Building Permits” is amended as reflected in Exhibit B hereto

**Section 7. Colfax Municipal Code Chapter 15.16 Amended.**

Colfax Municipal Code Chapter 15.16 “Manufactured Buildings And Mobilehome Parks” is amended as reflected in Exhibit C hereto.

## Title 15 - BUILDINGS AND CONSTRUCTION

## Chapter 15.12 ENCROACHMENT BUILDING PERMITS

**Chapter 15.12 ENCROACHMENT BUILDING PERMITS****Sections:**

Article I. - General Provisions

Article II. - Encroachment Permits

**Article I. General Provisions**

[15.12.010 Denial—Grounds.](#)

[15.12.020 Issuance—Building access required.](#)

[15.12.030 Issuance—Improvements required.](#)

[15.12.040 Reimbursement for costs of improvements.](#)

**15.12.010 Denial—Grounds.**

No building or occupancy permit shall be issued when the council or a properly delegated authority, gives notice to the building official to withhold such permit where such action is deemed to be in the public interest, for the protection of the public health and safety or for the general public welfare, including noncompliance by the applicant with any law or any agreement with the city or the planning commission or which would constitute an improper land use. Any such denial of a permit shall contain a provision for the issuance of the permit upon the completion of the designated corrective action by the applicant.

(Prior code § 8-3.01)

**15.12.020 Issuance—Building access required.**

Before a building permit shall be granted for any use other than a single-family residence, a committee of the planning commission shall make a written finding that the lot in question has adequate frontage upon a dedicated public street or upon a recorded private easement determined by the director of public works or the planning director to be adequate for purposes of access, including access for emergency vehicles, reasonably sufficient for the intended use.

(Prior code § 8-3.02)

**15.12.030 Issuance—Improvements required.**

- A. Curbs, gutters, drainage facilities, sidewalks and driveways for other than single-family dwellings: following a finding that a lot has adequate frontage as set forth in Section 15.12.020 of this chapter, no building permit for other than a single-family residential use shall be granted until the applicant has either installed, at his or her own expense, curbs, gutters, drainage facilities, sidewalks and a driveway, all according to the Standard Specifications of the city, in and on all street frontage lots to be used in conjunction with the building to be constructed or improved or, in the alternative, has entered into an improvement agreement with the city, in which the applicant agrees to install the improvements required by this subsection, either prior to the final inspection or prior to the issuance of a certificate of occupancy or upon a date not more than one year from the date of the improvement agreement, agreeing to hold the city and its agents, officers and employees free and

## Title 15 - BUILDINGS AND CONSTRUCTION

## Chapter 15.12 ENCROACHMENT BUILDING PERMITS

harmless from all claims of any nature whatsoever arising in any way from the use and occupancy of the property or from the condition of the property. Such improvement agreement shall be in a form approved by the city. Unless it is waived by the city, the applicant shall furnish a performance bond in the amount deemed reasonably adequate by the **director of public works** or the **planning director** to secure full and complete performance of such agreement by the applicant.

- B. Curbs, gutters, drainage facilities, sidewalks and streets for single-family residential uses: whenever a lot is without standard curbs, gutters, drainage facilities, sidewalks or a paved street or any one of them and the building official determines that any one or more of them have already been constructed on forty (40) percent of the occupied frontage on the same side of the street as the property for which a building permit is sought, the applicant shall construct such improvements, according to the Standard Specifications of the city, before a building permit shall be granted for single-family residential uses. For the purpose of computing such percentage, the percentage shall be of the block not to exceed two hundred fifty (250) feet on either side of the property to a street corner.
- C. Paved streets: following a finding that the lot has adequate frontage as set forth in Section 15.12.020 of this chapter and upon a joint finding by the chief of police and the director of public works that the proposed occupancy of the premises is such that it will result in an increase in traffic or create any hazardous condition so that a paved street is reasonably necessary in order to protect the public, the applicant shall be required to pave, according to the Standard Specifications of the city, one-half the width of such street prior to the issuance of a building permit for other than single-family residential uses; provided, however, that such paving need not exceed thirty-three (33) feet in width. Where the frontage is on a private easement, the chief of police and the director of public works, upon such a joint finding, may require the entire width of such private easement to be so paved and adequate drainage to be provided.
- D. Street widening and corner rounding: following a finding that a lot has adequate frontage, as set forth in Section 15.12.020 of this chapter and in all cases where the council determines, because of increased traffic caused by the intended use, that street widening or corner rounding is required, the property owner shall deed to the city, at no cost to the city, an adequate right-of-way therefor prior to the granting of a building permit for other than single-family residential uses.
- E. Fire hydrants: following a finding that a lot has adequate frontage, as set forth in Section 15.12.020 of this chapter and if there is not, within two hundred fifty (250) feet of all parts of the proposed building, a fire hydrant approved by the fire chief as providing reasonably suitable fire protection for such building, the applicant shall be required, as a condition of the issuance of a building permit for other than single-family residential uses, to construct a fire main from the nearest existing city fire main to a point within two hundred fifty (250) feet of all parts of the proposed building and to establish one fire hydrant at such point in a location to be designated by the fire chief, together with such additional fire hydrants in locations as designated by the fire chief, for each twenty-five thousand (25,000) square feet of building space. Such fire main and hydrant shall be located, installed and constructed in accordance with the existing standards of the Pacific Fire Rating Bureau for such installations. If requested by the applicant, the decision of the fire chief shall be given in writing within ten (10) days after the request is made and the applicant shall thereupon have the right to appeal to the council by filing a notice of appeal in letter form with a filing fee of ten dollars (\$10.00). The council shall thereupon hear the appeal within a reasonable time and may sustain, modify or reverse in any particular the decision of the **fire chief**.

(Prior code § 8-3.03)

#### 15.12.040 Reimbursement for costs of improvements.

Any applicant for a building permit who is required to construct public improvements pursuant to this chapter, which improvements would benefit other property owners who would otherwise be required to construct such improvements, may enter into an agreement with the city for the reimbursement of a pro

## Title 15 - BUILDINGS AND CONSTRUCTION

Chapter 15.12 **ENCROACHMENT** ~~BUILDING~~-PERMITS

rata share of the initial cost of constructing such improvements from such other property owners upon the development of real property by such other benefiting property owners.

(Prior code § 8-3.04)

## **Article II. Encroachment Permits**

[15.12.050 Permit—Required.](#)

[15.12.060 Permit—Application.](#)

[15.12.070 Permit—Fee.](#)

[15.12.080 Permit—Deposit or bond.](#)

[15.12.090 Permit—Major project surety and fee.](#)

[15.12.100 Permit—Insurance certificate.](#)

[15.12.110 Permit—Secured when.](#)

[15.12.120 Permit—Transferability—Work start and completion.](#)

[15.12.130 Permit—Refusal.](#)

[15.12.140 Permit—Revocation.](#)

[15.12.150 Scope of excavation—Notice and inspection hours.](#)

[15.12.160 Excavation restrictions—Restoration standards.](#)

[15.12.170 Passage—Emergency facilities access.](#)

[15.12.180 Safety—Devices.](#)

[15.12.190 Safety—Legal compliance.](#)

[15.12.200 Violation—Penalty.](#)

### **15.12.050 Permit—Required.**

It is unlawful for any person to make or cause or permit to be made any excavation in or under the surface of any public street, alley, sidewalk or other public place for the installation, repair or removal of any tank, pipe, conduit, duct or tunnel or for any other purposes without first obtaining from the building inspector a written permit to make such excavations and making a deposit and executing a bond as provided in this chapter.

(Prior code § 8-4.01)

### **15.12.060 Permit—Application.**

Application for encroachment permits shall be made on a form provided by the city. The application shall state the name and address of the applicant and shall state the location, type and purpose of the proposed excavation or encroachment and, if requested, shall provide a drawing and other information showing the location and extent of excavation.

(Prior code § 8-4.02)

## Title 15 - BUILDINGS AND CONSTRUCTION

Chapter 15.12 **ENCROACHMENT** ~~BUILDING PERMITS~~**15.12.070 Permit—Fee.**

~~The city shall collect a fee in the amount set forth below before issuing any encroachment permit.~~

<del>Valuation of Construction Cost or Contract Price</del>	<del>Fee</del>
<del>\$1.00 to \$5,000.00</del>	<del>\$60.00</del>
<del>\$5,001.00 to \$10,000.00</del>	<del>\$90.00</del>
<del>\$10,001.00 or more</del>	<del>1% of valuation or contract, whichever is higher</del>
<del>Residential driveway encroachments</del>	<del>\$30.00</del>

~~(Prior code § 8-4.03)~~

**15.12.080 Permit—Deposit or bond.**

The applicant shall post with the **city building official** a cash deposit or a good and sufficient approved corporate surety bond in the amount of one thousand dollars (\$1,000.00) to guarantee the faithful and proper performance of the work before any encroachment permit shall be issued. However, if the applicant can show evidence of financial ability satisfying the **Public Works Director building official**, it will not be necessary for the applicant to post a bond.

(Prior code § 8-4.04)

**15.12.090 Permit—Major project surety and fee.**

If the proposed work is of major consideration, then the fees and bond shall be as set by the **Public Works Director city engineer**. A "major project" means the installation or replacement of any underground facility other than a service from an existing main to a single user. However, if the applicant can show evidence of financial ability satisfying the **Public Works Director city engineer**, it will not be necessary for the applicant to post a bond.

(Prior code § 8-4.05)

**15.12.100 Permit—Insurance certificate.**

The permittee shall file with the city a certificate of insurance showing that the permittee has in effect public liability insurance for bodily injury in the amount of one hundred thousand dollars (\$100,000.00) for each person and three hundred thousand dollars (\$300,000.00) for each accident and twenty thousand dollars (\$20,000.00) for property damage, before being issued a permit, excepting those persons, corporations or companies that are permissively self-insured under the laws of the state.

(Prior code § 8-4.06)

## Title 15 - BUILDINGS AND CONSTRUCTION

## Chapter 15.12 ENCROACHMENT BUILDING PERMITS

**15.12.110 Permit—Secured when.**

All required permits shall be secured at least two working days prior to the time the work under such permit is proposed; except that where an emergency street cut is to be made, the applicant shall immediately give prior notice to the Public Works Director building inspector and shall make application for such work on the next working day.

(Prior code § 8-4.07)

**15.12.120 Permit—Transferability—Work start and completion.**

No permit shall be transferable. Every permit shall be void unless the proposed work is commenced within fifteen (15) days from the date of issuance of the permit and the work is completed within a reasonable time of commencement unless prior arrangements are made with the city.

(Prior code § 8-4.08)

**15.12.130 Permit—Refusal.**

The city shall have the right to refuse to issue a permit to any person who is in violation of or who has failed to comply with any provision of this chapter in connection with the permit being applied for or any previous permit.

(Prior code § 8-4.09)

**15.12.140 Permit—Revocation.**

The city may revoke any permit issued for noncompliance with any of the provisions of this chapter.

(Prior code § 8-4.10)

**15.12.150 Scope of excavation—Notice and inspection hours.**

- A. Excavations shall be confined to the work described in the permits.
- B. Each permittee shall notify the building inspector when excavation under the permit will be commenced and such notice shall be given at least twenty-four (24) hours prior to such commencement. All work under any permit shall be done and completed under the inspection of the Public Works Director building inspector or city engineer.
- C. Except in cases of emergency, no work shall be done at any other time than between the hours of eight a.m. and five p.m. from Monday through Friday, unless prior arrangements have been made at the time the permit is issued or in the case of an emergency.

(Prior code § 8-4.11)

**15.12.160 Excavation restrictions—Restoration standards.**

All excavations and back filling shall be done in the following manner:

- A. No excavation shall be made on any street in any way to constitute a traffic hazard.
- B. All excavated material shall be removed from the public right-of-way and disposed of off the public right-of-way or as directed by the Public Works Director building inspector.

## Title 15 - BUILDINGS AND CONSTRUCTION

## Chapter 15.12 ENCROACHMENT BUILDING PERMITS

- ~~C. All excavation shall be filled with clean sand to within eight inches of the existing or established street surface elevation and shall be thoroughly flooded.~~
- ~~D. After flooded sand has become firm and sufficiently dry, the ditch shall be filled with six inches of aggregate base rock plus three inches of asphaltic plan mix surfacing.~~
- ~~E. Permittee shall attain ninety (90) percent relative compaction as determined using the most recent A.A.S.H.O. method.~~
- ~~F. A minimum of thirty (30) inches of cover shall be provided over all pipes and conduits unless prior approval has been given by the Public Works Director city engineer.~~
- G. All material used as provided in this section shall conform to the Placer County Standard Specifications applicable sections of the most recent issue of the State Division of Highways and Standard Specifications.

(Prior code § 8-4.12)

**15.12.170 Passage—Emergency facilities access.**

- A. The permittee shall at all times maintain at least one safe crossing and unobstructed passage for vehicle traffic and pedestrians around any excavations.
- B. Free access must be provided to all fire hydrants and other public service structures and property that may be required for emergency purposes.

(Prior code § 8-4.13)

**15.12.180 Safety—Devices.**

The permittee shall provide and maintain during the performance of the work such barricade, warning directional signals, flares and other safety devices which are required by law or are deemed necessary for the safety and protection of the public.

(Prior code § 8-4.14)

**15.12.190 Safety—Legal compliance.**

The permittee shall obey and enforce all safety orders, rules and recommendations of the Division of Industrial Safety of the state applicable to the work and permittee shall comply with all applicable state and local laws and ordinances.

(Prior code § 8-4.15)

**15.12.200 Violation—Penalty.**

Any person, firm or corporation violating any provision of this article is guilty of a misdemeanor and upon conviction shall be punished as provided in Chapter 1.24 of this code.

(Prior code § 8-4.16)

## Title 15 - BUILDINGS AND CONSTRUCTION

## Chapter 15.16 MANUFACTURED BUILDINGS AND MOBILEHOME PARKS

**Chapter 15.16 MANUFACTURED BUILDINGS AND MOBILEHOME PARKS**

The State Housing and Community Development Department (HCD) has the authority over Manufactured Buildings and requires that Building Departments enforce the provisions of the State Housing Law, Mobilehome Parks Act, Special Occupancy Parks Act, Employee Housing Act and the Factory-Built Housing Law unless the local jurisdiction returns such authority to the State.

The City of Colfax returned the jurisdiction of these parks to the Department of Housing and Community Development on December 1, 2016 per Ordinance 530 passed on September 28, 2016.

**Sections:** Article I - Manufactured Building Construction and Installation

~~Article II - Mobilehome Park and Mobilehome Subdivision Construction Permits~~

~~Article III - Regulation of Temporary Occupancy of Mobilehomes, Trailers or Recreational Vehicles~~

**Article I Manufactured Building Construction and Installation**

~~[15.16.010 Definition.](#)~~

~~[15.16.020 Permit required.](#)~~

~~[15.16.030 Permit fees.](#)~~

~~[15.16.040 Inspections, investigations and other fees.](#)~~

**15.16.010 Definition.**

~~"Manufactured building" means any manufactured, pre-manufactured, modular or mobilehome building, dwelling or structure, including miscellaneous accessory buildings or structures or appurtenances thereto: (1) not constructed on site; or (2) not constructed under the provisions of the applicable Uniform Building Codes.~~

~~(Ord. 419 § 4 (part), 1994: prior code § 8-5.01)~~

**15.16.0120 Permit required.**

~~A permit shall be required for the construction and installation of all manufactured buildings on private property. Only Manufactured Homes as defined in the Health and Safety Code (HSC) Section 18007 and Commercial Modular as defined in HSC § 18001.8 will be allowed.~~

~~(Ord. 419 § 4 (part), 1994: prior code § 8-5.02)~~

**15.16.030 Permit fees.**

~~The fees for a permit to install, assemble, alter, add to, repair or construct each manufactured building, miscellaneous accessory structure and electrical, plumbing and mechanical installation, shall be as follows:~~

~~A. Plan Review Fee. Forty five dollars (\$45.00) per hour, with a minimum charge of one half hour.~~

## Title 15 - BUILDINGS AND CONSTRUCTION

## Chapter 15.16 MANUFACTURED BUILDINGS AND MOBILEHOME PARKS

~~B. Installation/Construction Fee. The permit fee shall be based upon the total contract price or the total valuation of all work, whichever is greater, as follows:~~

Total Valuation/Contract	Fee
Up to \$1,500.00	\$30.00
\$1,501.00 to \$3,000.00	\$45.00
\$3,001.00 to \$25,000.00	\$55.00 or 1.25% of valuation, whichever is greater.
\$25,000.00 and greater	\$321.50 or 1.0% of valuation, whichever is greater.

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~~C. Accessory Building or Structures.~~

1. Each cabana or ramada	\$95.00
2. Each private garage	\$110.00
3. Each awning garage	\$45.00
4. Each porch, deck	\$45.00
5. Each storage shed	\$30.00

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~~(Ord. 419 § 4 (part), 1994; prior code § 8-5.03)~~

#### **15.16.040 Inspections, investigations and other fees.**

~~A. All construction, installation or work shall be inspected as required by the Uniform Building Code, including Section 305.~~

~~B. Fees for other than normal inspections, field or office technical services shall be as specified by the Uniform Building Code, Table No 3-A.~~

~~C. Whenever any work for which a permit is required has been commenced without first obtaining the permit, a special investigation shall be made before a permit may be issued for such work. An investigation fee shall be collected and shall be an amount equal and in addition to the amount of the permit fee required.~~

~~(Prior code § 8-5.04)~~

## Title 15 - BUILDINGS AND CONSTRUCTION

## Chapter 15.16 MANUFACTURED BUILDINGS AND MOBILEHOME PARKS

**Article II Mobilehome Park and Mobilehome Subdivision Construction Permits**~~15.16.050 Permit required.~~~~15.16.060 Permit fees.~~~~15.16.070 Other inspections and fees.~~**~~15.16.050 Permit required.~~**

~~A permit shall be required for the construction and installation of all improvements made to a mobilehome subdivision or mobilehome park.~~

~~(Ord. 419 § 5 (part), 1994; prior code § 8-6.01)~~

**~~15.16.060 Permit fees.~~**

~~The fees for a permit to construct, install, enlarge, alter or repair any improvement within a mobilehome park or mobilehome subdivision shall be as follows:~~

<del>A. Plan Review Fee (minimum charge 1/2 hour)</del>	<del>\$45.00 per hour</del>
<del>B. Electrical Permit Fees:</del>	
<del>1. Each park service</del>	<del>37.50</del>
<del>2. Each unit substation or secondary distribution transformer</del>	<del>18.50</del>
<del>3. Each alteration or replacement of a service or transformer</del>	<del>18.50</del>
<del>4. Each individual lot service</del>	<del>18.50</del>
<del>5. Each alteration, repair or replacement of individual lot service equipment</del>	<del>18.50</del>
<del>6. Each street light, including the conduit, conductors and controls</del>	<del>18.50</del>
<del>7. Other electrical apparatus, circuits, conduits and conductors for which a permit is required, but for which no fee is set forth herein</del>	<del>11.00</del>
<del>8. Permit Issuance</del>	

## Title 15 - BUILDINGS AND CONSTRUCTION

## Chapter 15.16 MANUFACTURED BUILDINGS AND MOBILEHOME PARKS

— For issuing each permit	15.00
— For issuing each supplemental permit	4.50
9. Minimum electrical permit fee	30.00
C. Plumbing Permit Fees	
1. Each park drain system	14.00
— 2. Each private sewage disposal system or park treatment installation	40.00
— 3. Each individual lot sewer	15.00
— 4. Each alteration or repair of drainage or vent piping	7.00
— 5. Each water service	7.00
— 6. Each backflow prevention device	7.00
— 7. Each alteration, repair or replacement of water fixtures or equipment	7.00
— 8. Each lawn sprinkler system	7.00
— 9. Each fire hydrant or riser	7.00
— 10. Each gas piping system	7.00
— 11. Each installation of a LPG tank of 60 gallons capacity or more	7.00
— 12. Each mobilehome lot gas riser	7.00
— 13. Each alteration, repair or replacement of gas distribution equipment	7.00
— 14. Each installation of equipment for which no fee is listed	7.00
— 15. Permit Issuance	

## Title 15 - BUILDINGS AND CONSTRUCTION

## Chapter 15.16 MANUFACTURED BUILDINGS AND MOBILEHOME PARKS

—For issuing each permit	20.00
—For issuing each supplemental permit	10.00
—16. Minimum plumbing permit	30.00

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(Ord. 419 § 5 (part), 1994: prior code § 8-6.02)

**15.16.070 Other inspections and fees.**

- A. All construction, installation and work shall be inspected as required by state law and/or the Uniform Building Code, including Section 305.
- B. Fees for work not covered herein and fees for other than normal inspection, field or office technical services shall be as specified in Chapter 15.04 of this title.
- C. Whenever any work for which a permit is required has been commenced without first obtaining the permit, a special investigation shall be made before a permit may be issued for such work. An investigation fee shall be collected and shall be equal to and in addition to, the amount of the permit fee required.

(Ord. 419 § 5 (part), 1994: prior code § 8-6.03)

**Article III Regulation of Temporary Occupancy of Mobilehomes *Manufactured Homes*, Trailers or Recreational Vehicles**[15.16.080 Definitions.](#)[15.16.090 Temporary occupancy permits—When required.](#)[15.16.100 Conditions of approval for temporary occupancy permits.](#)[15.16.110 Duration of temporary occupancy permits.](#)[15.16.120 Application or refund of deposit.](#)[15.16.130 Fees.](#)[15.16.140 Appeals.](#)[15.16.150 Violation of article—Penalty.](#)**15.16.080 Definitions.**

For the purpose of this article, unless otherwise apparent from the context, certain words and phrases used, in this article are defined as follows:

"Mobilehome" shall be as defined in Section 17.08.540 of this code.

## Title 15 - BUILDINGS AND CONSTRUCTION

## Chapter 15.16 MANUFACTURED BUILDINGS AND MOBILEHOME PARKS

"Moveable vehicle," "trailer" and "recreational vehicle" means any motorhome, trailer, travel trailer, tent trailer, fifth wheel trailer, camp car, van or van conversion, camper shell or unit (whether or not it is truck mounted) or other similar vehicles (motorized or not) not built or intended for permanent fixed situs occupancy.

"Occupation" or "occupancy" means the use of a mobilehome, trailer or recreational vehicle as a place of human habitation or as a dwelling, when used by one or more individual or family for living and sleeping.

~~(Prior code § 8-7.01)~~

### 15.16.090 Temporary occupancy permits—When required.

- A. No permit shall be required for the occupation of a moveable vehicle for less than twenty-one (21) days; provided, that in the discretion of the building official, health, safety and sanitation requirements of the city are met and that a nuisance to surrounding properties is not created. In the event the building official determines a temporary occupancy for less than twenty-one (21) days violates health, safety or sanitation ordinances or regulations or a nuisance is created for surrounding properties he or she shall take action or refer the matter for appropriate corrective action pursuant to other provisions of this code.
- B. A permit shall be required for occupation of a moveable vehicle on a site or sites, on public or private property, within city limits for a time period exceeding twenty-one (21) days within any three hundred sixty-five (365) day period.
- C. Nothing herein shall authorize the occupancy of an automobile for any period.

~~(Prior code § 8-7.02)~~

### 15.16.100 Conditions of approval for temporary occupancy permits.

- A. Applications for temporary occupancy permits, when required, shall be submitted to the city building official and shall be granted only upon review and consideration of the following:
  - 1. Compliance with health and safety regulations;
  - 2. Potential for disturbance to adjacent property uses;
  - 3. The applicant's justification for the request; and
  - 4. The specific length of time of proposed occupancy.
- B. The building official may issue a temporary occupancy permit for ~~only when all of the following conditions are met:~~
  - 1. When for construction-related temporary occupancy, a building permit for a permanent dwelling or building has been issued;
  - 2. The proposed temporary siting does not violate any valid existing deed restrictions or applicable covenants, conditions or restrictions (CC&Rs) of record;
  - 3. ~~The mobilehome, trailer or recreational vehicle will, at all times, be connected to the approved permanent water supply and sewage disposal facility;~~
  - 4. The building permit and temporary occupancy permit holder shall agree in writing to hold the city harmless for any damages or injuries which may result from the approval of a temporary occupancy permit;

## Title 15 - BUILDINGS AND CONSTRUCTION

## Chapter 15.16 MANUFACTURED BUILDINGS AND MOBILEHOME PARKS

5. The applicant shall deposit a bond or cash amount equal to the cost of removal of the mobilehome, trailer or recreational vehicle, but in no event less than two hundred fifty dollars (\$250.00).

(Prior code § 8-7.03)

**15.16.110 Duration of temporary occupancy permits.**

- A. Temporary occupancy permits shall not exceed the following periods:
  1. For non-construction-related temporary occupancy, three months, with no more than three renewals upon approval by the building official and payment of the fees for each renewal;
  2. For construction-related temporary occupancy, a maximum of one year, provided that after issuance, the building permit shall be maintained in a current status. In the event that the building permit expires or is suspended or revoked, any mobilehome, trailer or recreational vehicle shall be removed from the parcel within thirty (30) days and occupancy shall immediately terminate. Any building permit extension or reapplication may not include a temporary occupancy permit for the same use previously granted.
- B. If, in the opinion of the building official, the terms and conditions of a temporary occupancy permit are violated, the building official may suspend or revoke the permit.

(Prior code § 8-7.04)

**15.16.120 Application or refund of deposit.**

- A. The deposit or bond required by Section 15.16.100(B)(5) of this chapter shall be refunded upon the removal of the mobilehome, trailer or recreational vehicle from the site for which a temporary permit has been issued on or before the date of the expiration of the permit or within thirty (30) days from the suspension or revocation of the permit or the related building permit, whichever date is sooner.
- B. In the event that the mobilehome, trailer or recreational vehicle is not removed from the site for which a temporary occupancy permit has been granted at the expiration of the permit or within thirty (30) days from the suspension or revocation of the permit or the related building permit, the deposit may be applied by the city to the actual cost of removal and any storage or related fees incurred by the city. Any costs reasonably incurred by the city not covered or satisfied by the deposit shall be paid to the city as a condition of recovery of possession of the mobilehome, trailer or recreational vehicle.

(Prior code § 8-7.06)

**15.16.130 Fees.**

~~The fee for temporary occupancy permits shall be seventy-five dollars (\$75.00) per each three-month period provided for in the term of permit. The city council may increase such fees as deemed necessary in the future by resolution.~~

~~(Prior code § 8-7.07)~~

**15.16.140 Appeals.**

Any decision of the building official pursuant to this article may be appealed to the planning commission by any applicant for or holder of a temporary occupancy permit or other party adversely affected by such decision by the filing of a written notice of appeal stating the grounds for the appeal with the building official or city clerk. The planning commission shall hear and decide any appeal at the next

## Title 15 - BUILDINGS AND CONSTRUCTION

## Chapter 15.16 MANUFACTURED BUILDINGS AND MOBILE HOME PARKS

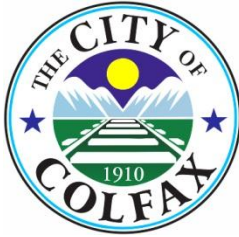
regularly scheduled commission meeting to be held more than seventy-two (72) hours following the filing of a notice of an appeal. A copy of the notice of appeal shall be given to the permit holder by personal service or certified mail if the appeal is filed by any other party. The filing of an appeal shall not stay the suspension or revocation of a temporary occupancy permit.

(Prior code § 8-7.08)

**15.16.150 Violation of article—Penalty.**

Notwithstanding any other provisions of this article, any violation of this article or any modification thereto, shall be punishable as an infraction, as provided in Chapter 1.24 of this code.

(Prior code § 8-7.09)



# STAFF REPORT TO THE COLFAX CITY COUNCIL

## FOR THE JANUARY 11, 2017 COUNCIL MEETING

**FROM:** John Schempf, City Manager

**PREPARED BY:** Lorraine Cassidy, City Clerk

**DATE:** January 5, 2017

**SUBJECT:** City Council Vacancy

<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>	FUNDED	<input type="checkbox"/>	UN-FUNDED	AMOUNT: \$ N/A	FROM FUND: N/A
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**RECOMMENDED ACTION:** Discuss direct staff as appropriate

### **SUMMARY:**

Before taking his Oath of Office as a duly elected Councilmember, Wally Costa informed staff he is no longer eligible for the position. Council needs to determine how it wishes to fill the vacancy created by this action.

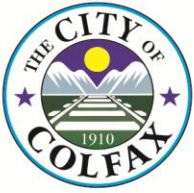
The City attorney prepared a comprehensive analysis for Council's consideration. After reviewing the attached analysis, Council may call a special election at a cost of approximately \$8,400. Alternatively, Council may solicit applications and consider those applications at the January 25, 2017 meeting. It can also directly solicit interested individuals. Any process that is reasonable can be followed. If Council cannot agree upon an appointment within sixty days an election will be called.

To fill the vacancy by appointment, a majority of the Council present on that date of appointment must agree on the individual to be appointed. Assuming all four members are present, three must agree. If three are present, two must agree.

The Brown Act applies to Council discussions regarding the appointment. Although the Brown Act allows the Council to meet in closed session to discuss appointment of employees, consultants and others, Councilmembers cannot meet in closed session to discuss appointing an individual to fill a Council seat. Those discussions have to occur in open session. A quorum of the Council cannot meet or otherwise discuss the appointment outside of a properly called public meeting.

### **ATTACHMENTS:**

1. December 6, 2016 Analysis
2. Draft announcement
3. Application for Council



# CITY of COLFAX

## C A L I F O R N I A

CITY HALL, 33 SOUTH MAIN STREET, COLFAX, CA



December 6, 2016

Memo from City Attorney, Mick Cabral

I just received information to the effect that Wally Costa was married and moved outside of Colfax City limits on November 17. I will assume for purposes of this email that the information I received is correct, but it will need to be verified.

Government Code Section 36502(a) provides that a person is not eligible to hold office as a councilmember unless he or she is at the time of assuming the office an elector of the city and was a registered voter of the city when nomination papers were issued. Mr. Costa was a registered Colfax voter when his nomination papers were issued and when he was elected to office. He lost his eligibility to serve on the Council once he moved outside of Colfax city limits.

There are two statutory provisions under which these circumstances create a vacancy on the Council. Government Code Sections 1770 provides "An office becomes vacant on the happening of any of the following events before the expiration of the term: ... (e) his or her ceasing to be an inhabitant... of the... city for which the officer was chosen... (i) His or her refusal or neglect to file his or her required oath or bond within the time prescribed." If either occurs, a vacancy exists and the remaining members of the City Council can either appoint someone to fill the office for two years until the next general election, or call a special election to fill the office. The unsuccessful candidates at the November, 2016 election do not take the vacant seat by default.

Filling the vacancy is governed by Colfax Municipal Code Section 2.04.020C and Government Code Section 36512, both of which require either the vacancy to be filled or a special election to be called for that purpose within 60 days from the commencement of the vacancy.

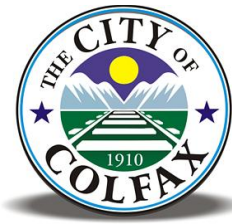
There is some ambiguity regarding when the vacancy commences in these circumstances. For planning purposes, the Council should assume that the vacancy occurs upon certification of the election results by Placer County. That will give the Council until early February to fill the vacancy by appointment or call a special election.

The individual appointed to fill the vacancy will hold office for two years, until the next regularly scheduled election for members of the City Council. That will occur in 2018. The law in this regard changed effective January 1, 2016, after Mr. Stockwin was appointed. If a special election is called, it will likely occur in June, 2017, which will be the first regularly scheduled election date that is at least 114 days away.

The Council has considerable latitude in deciding who to appoint and how to select the appointee. When Mr. Delfino resigned in 2015, the Council gave public notice of the vacancy and solicited applications from individuals interested in the appointment. Copies of the notice and application are attached. The Council can follow a similar process in this instance, or any other process it chooses.

All discussions among a quorum of the Council regarding appointment to fill the vacancy must occur in open session. The Brown Act does not allow the Council to discuss appointment of someone to fill the vacancy in closed session.

Staff will publicly announce this at the December 14, 2016 meeting. Staff plans to place this matter on the January, 2017 agendas for discussion and action. I will also periodically supplement this information.



## NOTICE OF VACANCY AND INTENT TO APPOINT MEMBER OF THE COLFAX CITY COUNCIL

NOTICE IS HEREBY GIVEN that a vacancy exists on the Colfax City Council. That vacancy was created upon certification of the election of Wally Costa as Council member. As Mr. Costa had moved outside of City limits after the election and was therefore not eligible to serve, a vacancy was created effective December 6, 2017, and must be filled no later than February 4, 2017, if filled by appointment.

NOTICE IS FURTHER GIVEN that, in accordance with California Government Code Section 36512 and Colfax Municipal Code Section 2.04.020, the remaining Members of the Colfax City Council intend to fill the vacancy by conducting public interviews and appointing a successor at its regular meeting on January 25, 2017 or at a subsequent meeting scheduled for that purpose. The individual appointed will serve as a member of the City Council from the effective date of appointment until a successor is elected and qualified at the City general election presently scheduled for November 6, 2018.

The City is seeking qualified individuals to consider for appointment to its City Council and fill the vacancy. Interested individuals must submit a completed application no later than 5:00 p.m. on January 23, 2017. Submission to the following addresses by personal delivery, regular mail, certified mail, facsimile or electronic mail is acceptable as long as it is received by the deadline. The address, fax number and email address for submission are:

**Hand Delivery:**

33 S Main Street  
Colfax, CA

**Mailing Address:**

Office of the City Clerk  
PO Box 702  
Colfax, CA 95713

**Fax:** 530-346-6214

**Email:** [City.Clerk@Colfax-CA.gov](mailto:City.Clerk@Colfax-CA.gov)

All candidates must be verified, registered voters within the City. For further information please contact the Colfax City Clerk at (530) 346-2313

Dated: January 12, 2017

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Lorraine Cassidy, Colfax City Clerk



Name \_\_\_\_\_

Within City Limits \_\_\_\_\_ Phone \_\_\_\_\_

Length of time at this Residence \_\_\_\_\_

Occupation \_\_\_\_\_

[illegible]

Signature \_\_\_\_\_



# STAFF REPORT TO THE COLFAX CITY COUNCIL

## FOR THE JANUARY 11, 2017 COUNCIL MEETING

**FROM:** Ty Conners, Colfax Substation Commander  
**PREPARED BY:** Staff  
**DATE:** January 4, 2017  
**SUBJECT:** Colfax Skatepark Update

<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>	FUNDED	<input type="checkbox"/>	UN-FUNDED	AMOUNT: \$5,000	FROM FUND: 286
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**RECOMMENDED ACTION:** Adopt Resolution 01-2017 authorizing a donation of \$5,000 to the Skatepark fund to demonstrate City of Colfax support to build a Skatepark adjacent to the Colfax Splash Park.

### Background

Although the area surrounding Colfax is full of outdoor recreational activities, there is not an in-town facility for teens to ride their skateboards or bikes safely and without violating City Ordinances. Sheriff's Deputies receive numerous complaints regarding youth hanging out downtown, skateboarding and bike riding on the sidewalks etc. As a result, there has been very positive feedback and support from the community for a skatepark. Many feel a skatepark built in the City would be beneficial to our youth and provide a unique attraction to our community. A skatepark would provide a safe environment for Colfax youth. It could possibly become a draw to bring more people to Downtown as parents who drive their teens to the park very likely would shop or dine while waiting for them to skateboard. Skateboard Competitions and Community Events (See attached flyer for an example) at the skatepark would also encourage extra visits to town.

In December 2015, the City Council authorized fundraising for a skatepark to be built in Colfax Park near the current Splash Park. Volunteers and staff have since spent many hours developing a design which would minimize noise impacts for neighbors, minimize maintenance costs, maximize durability, and attract youth to utilize the skatepark. The skatepark committee proposes a design that is very eye appealing and customized to the Colfax site and community. It even includes a tribute to Colfax' mining/railroad heritage. (See attached concept drawings). Grindline Skateparks, Inc. has been chosen to design the skatepark and advise the committee about fundraising strategies. The new design is approximately 11,000 square feet, includes picnicking areas, concrete structures for durability and multiple ramps to appeal to a wide variety of skill levels. The total cost is expected to be about \$500,000. The committee will solicit donations of materials, which constitute about 65%, of the costs (approximately \$325,000) for building the park equipment. They will seek grant funding as well as cash donations for the remainder (approximately \$175,000). Many grant applications, especially the County Parks grant, require documentation of City support both conceptually and financially.

The attached resolution will satisfy both requirements for grant applications.

### ATTACHMENTS:

1. Resolution 1-2017
2. Concept drawings
3. Donation Letters

# City of Colfax

## City Council

### Resolution № 01-2017

#### AUTHORIZING A DONATION OF \$5,000 TO THE SKATEPARK FUND TO DEMONSTRATE CITY OF COLFAX SUPPORT TO BUILD A SKATEPARK ADJACENT TO THE COLFAX SPLASH PARK

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**WHEREAS**, the youth of Colfax would benefit from a Park Designed for Skateboarding;  
and,

**WHEREAS**, the City of Colfax owns property adjacent to the Colfax Splash Park that  
is not currently being used for Recreational Purposes; and

**WHEREAS**, Citizens and Law Enforcement of the City of Colfax have expressed  
support of a Skate Park and plan to raise funds to construct such a facility,

**NOW THEREFORE, BE IT RESOLVED** the City Council of the City of Colfax  
authorizes a donation of \$5,000 to the Skatepark fund to demonstrate City of Colfax  
support to build a Skatepark adjacent to the Colfax Splash Park.

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** at the  
Regular Meeting of the City Council of the City of Colfax held on the 11<sup>th</sup> day of January,  
2017 by the following vote of the Council:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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**Stephen Harvey, Mayor**

**ATTEST:**

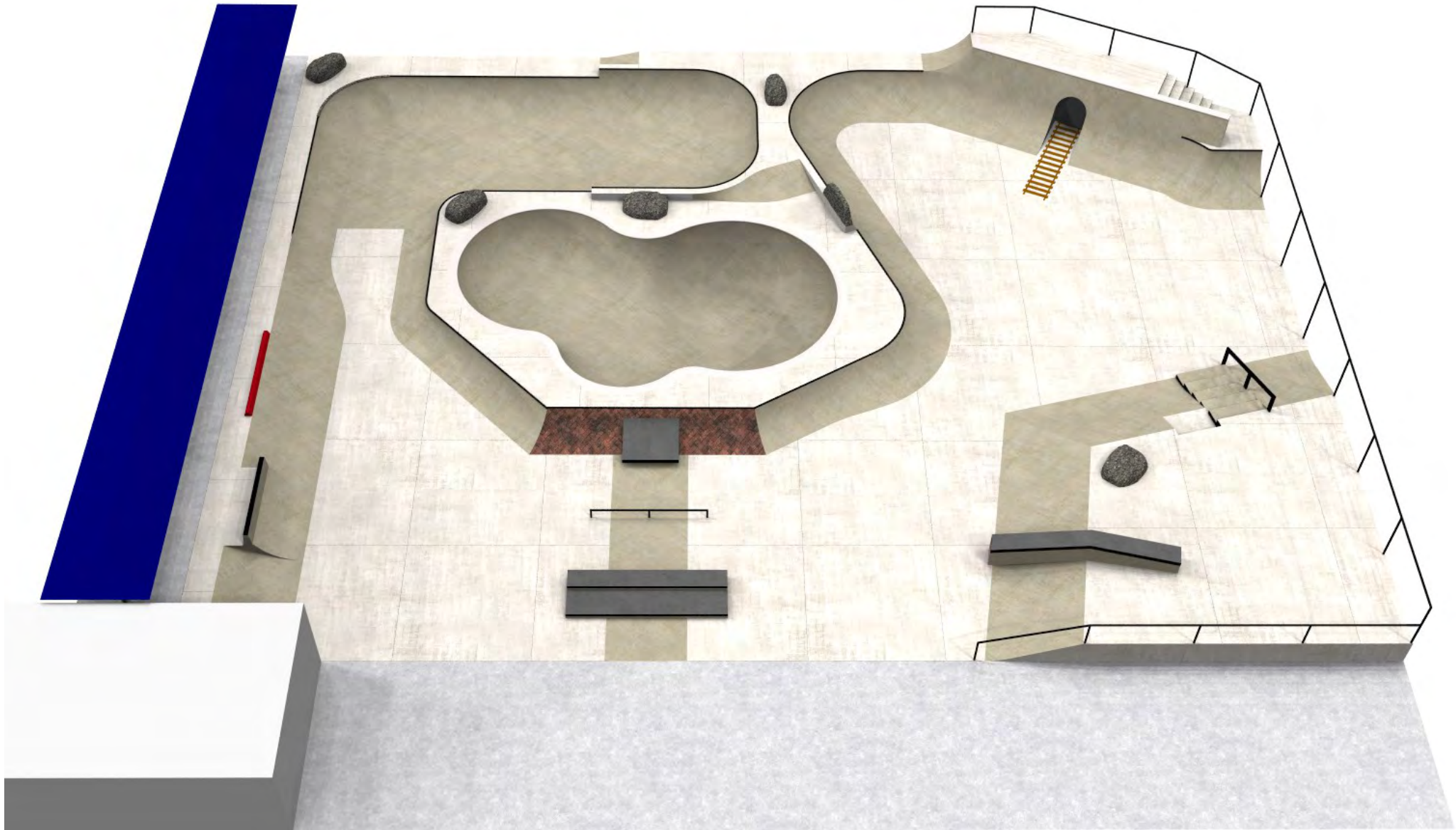
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**Lorraine Cassidy, City Clerk**



Colfax Skatepark Concept  
Colfax, CA







## Sample Activity

### SHARING KINDNESS AND SKATEBOARDING

SkateMD is a Northern California based 501(c)(3) non-profit organization with a mission to heal hearts by spreading kindness and skateboarding to special populations of children facing developmental, physical, emotional or family challenges.



*"Once his feet touched the board and he realized he had all the support and guidance he needed, he took off. I couldn't keep up with him the rest of the day. We walked out the doors and his first words were, 'when can I get a skateboard mom?'"*

*Thank you, thank you for this awesome opportunity for all the kiddos!"*

*-Cindy Scalzo, mother of Brody, participant with Spina Bifida*

Photos by photographers Cebolla Mendez and Todd Fuller



Children and volunteers pictured here are participating in our unique one-on-one skateboard clinics provided to children with special needs in Northern California. These clinics are primarily hosted in Sacramento's Sutter's Landing Park but we have also provided clinics in Fremont, Sunnyvale, and Placerville. We are proud and humbled to receive feedback that our program has been "life-changing" for participants, their families, and our skateboarder volunteers.

Do small things with great love. —Mother Teresa

## Sample Donation Request Letter



**Sergeant Ty Conners**

Colfax Station Commander, Placer County Sheriff's Office

530-308-0849 cell

[tconners@placer.ca.gov](mailto:tconners@placer.ca.gov)

Dear \_\_\_\_\_,

My name is Sergeant Ty Conners with the Placer County Sheriff's Office. I am writing to you on behalf of the Colfax Skatepark Committee and "The Colfax Green Machine" (a non-profit 501(c)(3) organization). These organizations are working in collaboration with the community to build a New Public Skatepark for our community's youth. We envision creating a vibrant community center for engaging the youth of Colfax and the surrounding area. The Skatepark will facilitate developing civic identity and community interaction!

We estimate over 900 kids in our community are passionate about skateboarding, BMX, scootering and rollerblading. The youth of Colfax do not have a place to safely pursue their sport. Their passion and athletic drive should be supported by a safe, sanctioned place to exercise, socialize, and develop skills that will be useful throughout their lives. We are dedicated to making this happen! We are appealing to you for Help!

Our team has paired with Grindline Skateparks, Inc. to design a customized facility. We are seeking donations to bring us closer to our goal of \$500,000 to build a park that will make Colfax proud and keep our youth engaged. You can be a part of this project by supporting our youth with a monetary donation, material donation, and/or volunteer donation.

Business and community leaders as well as hundreds of individuals have pledged support! The City Council of the City of Colfax, by resolution, stands with the coalition to see the skatepark built. *Our community is clearly excited and eager to see this project succeed.* Please consider how you would like to support this important project. I have included our acknowledgment list for your review.

I would like to thank you for considering this opportunity to partner with us. I have attached a list of materials needed for this project and the financial estimate as well. If you have any questions regarding our organization, our fund management policy, or the project itself, please feel free to contact me.

Thank you,

Sergeant Ty Conners

An acknowledgement with our Tax ID will be sent to you upon receipt.

We are a 501(c)(3) Tax Exempt Non-Profit Corporation

COLFAX GREEN MACHINE

[info@colfaxgreenmachine.org](mailto:info@colfaxgreenmachine.org)

PO BOX 1541, Colfax, CA 95713 ATTN: SPONSORSHIPS





# Sponsorship Opportunities

Your organization can become a valuable sponsor of the COLFAX SKATEPARK!! The Colfax community has come together throughout a three year process to bring this project from concept to design. Please consider adding your organization to our team!

We want you to partner with us to create a place where our youth can play and develop skills outdoors. We are look forward to your participation in this historic movement for Colfax. We truly believe that you will not only be helping our youth, but making our community alive again! **With your help Colfax will thrive!**

Thank you for considering this sponsorship proposal. Please feel free to call us for more information about the project.

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## Sponsorship Levels

### ELITE PACKAGE • \$30,000

The Elite Package includes an infinite amount of marketing opportunities:

- Press releases in several local papers detailing the support of your corporation
- Event Programs/flyers and signs
- Company recognition at the skatepark - your company logo painted in a bowl or on wall ride of the skatepark
- Recognition of sponsorship on the electronic billboard on I-80
- Recognition on our organization websites and all social media
- Participation with cutting of the ribbon ceremony

*Continued on next page...*

An acknowledgement with our Tax ID will be sent to you upon receipt.

We are a 501(c)(3) Tax Exempt Non-Profit Corporation

COLFAX GREEN MACHINE

[info@colfaxgreenmachine.org](mailto:info@colfaxgreenmachine.org)

PO BOX 1541, Colfax, CA 95713 ATTN: SPONSORSHIPS





## **PLATINUM PACKAGE • \$20,000**

The Platinum Package includes:

- Press releases in several local papers detailing the support of your corporation
- Event Programs/flyers and signs
- Company recognition at the skatepark - your company logo painted in a bowl or wall ride of the skatepark
- Recognition on our organization websites and all social media

## **GOLD PACKAGE • \$10,000**

The Gold Package includes:

- Press releases in several local papers detailing the support of your corporation
- Event Programs/flyers and signs
- Company recognition at the skatepark on a park picnic table
- Recognition on our organization on websites and all social media

## **SILVER PACKAGE • \$1,000**

The Silver Package includes:

- Press releases in several local papers detailing the support of your corporation
- Event Programs/flyers and signs
- Engraved Brick at Skatepark with company logo
- Recognition on our organization websites and all social media

An acknowledgement with our Tax ID will be sent to you upon receipt.

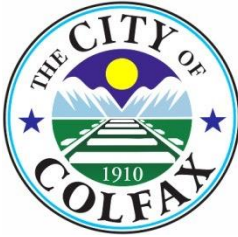
We are a 501(c)(3) Tax Exempt Non-Profit Corporation

**COLFAX GREEN MACHINE**

[info@colfaxgreenmachine.org](mailto:info@colfaxgreenmachine.org)

PO BOX 1541, Colfax, CA 95713 ATTN: SPONSORSHIPS





# STAFF REPORT TO THE COLFAX CITY COUNCIL

## FOR THE JANUARY 11, 2017 COUNCIL MEETING

**FROM:** John Schempf, City Manager

**PREPARED BY:** Staff

**SUBJECT:** Operations and Administrative Staffing Adjustments

	N/A	X	FUNDED		UN-FUNDED	AMOUNT: Varies	FROM FUNDS: Funding Sources vary based on the position allocations
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**RECOMMENDED ACTION:** Receive staff presentation, discuss and approve Resolution 02-2017 approving operational and administrative staffing adjustments including Working Supervisor (Public Works), new Wastewater Treatment Plant Operator II, adjusted City Clerk, modified Accounting Technician and new Customer Service Representative positions.

### **BACKGROUND AND DISCUSSION:**

The improving economic activity in Colfax has provided an opportunity to re-evaluate operational demands and update the job descriptions for a number of critical staff positions. Management staff has identified deficiencies in the administrative and operations staffing required to meet the growing demands and to continue with the improvements in City processes. Staff recommends City Council approve the changes and/or modification of the following positions.

### **OPERATIONS POSITIONS**

Staffing in the field was particularly impacted during the previous decade. Historically, a full staff for the public works department included more positions than are currently being requested.

**Working Supervisor (Public Works)** – During the 2016/17 and 2017/18 budget adoption process, Council approved funding a Working Supervisor position in the Public Works Department. Staff has created the necessary job description to reflect the needs of the City and created a comparable salary range within the approved budget. The position will work alongside the existing team members. In addition, the position will provide work assignments and guidance to subordinate staff. Staff recommends Council approve the job description and salary range for the Working Supervisor (Public Works) position.

**Wastewater Treatment Plant Operator II Position** – The transition from outsourcing of Wastewater Treatment Plant (WWTP) operations to internal staff operations has been very beneficial for the City resulting in improved operations and reduced costs. The City currently has two full time staff operating the WWTP – the Chief Plant Operator and a Wastewater Operator II. After careful evaluation of the existing schedule and work load, it is staff's determination that an additional Operator II position is needed to improve WWTP operations as well as to increase the safety and efficiency of operational tasks with multiple staff members working in unison in potentially hazardous and life-threatening situations. Furthermore, the additional position will facilitate realignment of sewer collection system operations and

maintenance currently handled by an overburdened Public Works staff. This realignment will bring collection system operations into compliance with State laws concerning the establishment and continual operation of a sewer collection system inspection program. It will also provide the City with experienced wastewater personnel as the first line of defense when responding to active sewer spills, thereby minimizing the duration of spills and potentially reducing or eliminating penalties from such occurrences. Additionally, the increased staff level will help cover staff absences due to sickness and vacation, alleviate persistent on-call requirements, and lower overtime costs. The budget impact is included in the attached financial analysis. Staff recommends Council approve the additional Operator II position at the WWTP.

#### **ADMINISTRATIVE POSITIONS**

The City's small size, the limited number of City staff, and the necessity for multiple services to be overseen by each position have resulted in job responsibilities exceeding the availability and/or skills currently in place. In particular, City Hall staff has experienced substantial increases of administrative requests from the public (which is a good thing!).

The **City Clerk** position has evolved into a more supervisory role in the administrative functions of the City; therefore, staff has recognized the need to increase the salary range of this critical position. The workload of the City Clerk position has grown significantly with the improved economy and increased public activity. Staff recognizes it cannot afford to fully compensate the position at the level of other City Clerks in the region, conversely staff believes the proposed salary range is a fair compromise. Staff is recommending Council approve the City Clerk salary range adjustment.

The existing **Accounting Technician** position is currently budgeted for a part time employee (24 hours per week) and is staffed through a temporary agency. The job description and work schedule do not adequately reflect the accounting needs of the City. Currently, the contracted Finance Director is performing tasks that could be performed by the Accounting Technician. Staff has created a more accurate job description within the existing salary range to reflect the needs of the City and is recommending a full-time position. The modified duties of the proposed Accounting Technician will allow the City to realize an economic savings by reducing the costs of the City's Finance Director. In addition, the City's Finance Director will be able to focus on more of the long range planning. Also, the City Hall will have more staff to consistently cover the office. The budget impact is included in the attached financial analysis. Staff recommends Council approve the job description modification and a budget amendment.

The **Customer Service Representative** role is currently working two full days a week (16 hours per week) which does not provide consistent daily administrative support. Staff has reviewed and modified the job description for the Customer Service Representative position and is recommending the work schedule be adjusted to 5 hours per day – 4 days a week (20 hours per week) to adequately address the demand. The budget impact is minimal at 4 hours per week plus CalPERS eligibility. The impact is included in the attached financial analysis. Staff is recommending Council approve the job description, the budget amendment, and the salary range to allow for more effective coverage of City Hall administration.

Ongoing monitoring of the positions and new staffing changes will continue, with additional recommendations to Council if determined necessary.

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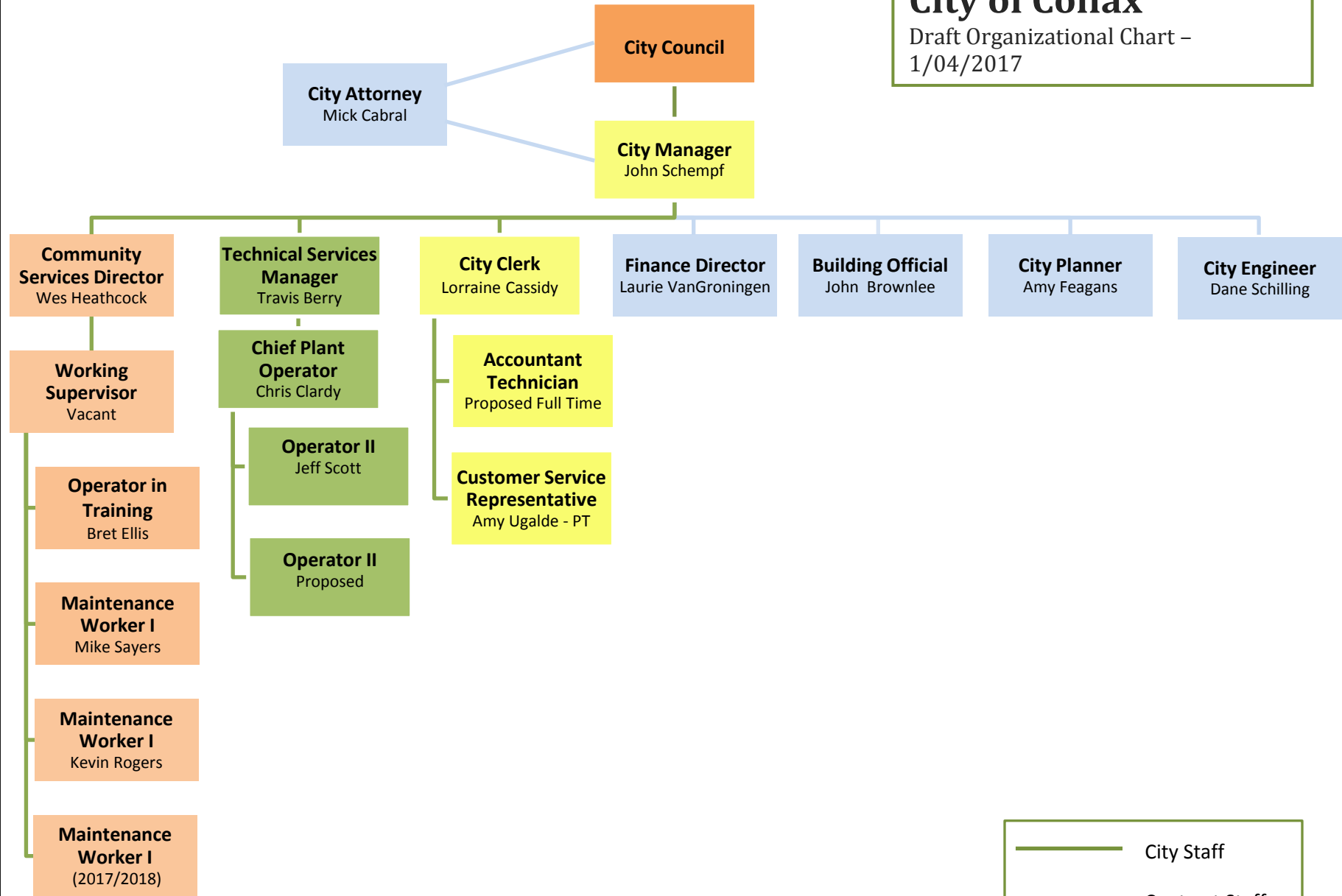
#### **ATTACHMENTS:**

- 1) Summary Chart
- 2) Org Chart
- 3) Budget Impact Analysis
- 4) Resolution 02-2017
- 5) Job Descriptions

**City of Colfax**  
**Staff Adjustments - January 11, 2017**

Position	Approve Job Description	Approve Salary Range (See Below)	Budget Impact
Public Works Supervisor (Working Supervisor)	Yes	Yes	None - Position and salary was budgeted
Operator II - WTP	No	No	Yes - Additional position at WTP
City Clerk	No	Yes	None - Salary increases were budgeted
Accounting Technician (Currently through temporary agency)	Yes	No	Yes - Increase from 60% to 100% Full Time Equivalent
Customer Serv Rep	Yes	Yes	Yes - Increase from 40% to 50% Full Time Equivalent

Proposed Salary Range		
Position	Salary Range	
Public Works Supervisor (Working Supervisor)	\$24.28	\$29.51
Operator II - WTP	\$22.32	\$27.11
City Clerk	\$23.61	\$28.70
Accounting Technician	\$21.93	\$26.66
Customer Service Representative	\$14.75	\$17.92

**City of Colfax**Draft Organizational Chart –  
1/04/2017

**City of Colfax**  
**Budget - Staffing Personnel Equivalents (PE)**  
**For the Fiscal Years 2016-2017 and 2017-2018**

<u>Employees/Temporary Staff</u>	<u>Status</u>	<u>Union</u>	<u>Current</u>	<u>Approved Budget</u>		<u>Proposed - January 2017</u>					
				<u>FY 2016- 2017</u>	<u>FY 2017- 2018</u>	<u>PE</u>	<u>Change</u>	<u>Salary</u>	<u>Employer Taxes and CalPERS</u>	<u>Medical Benefits*</u>	<u>Fund(s)</u>
City Manager	FT	N	1.0	1.0	1.0	1.0	-				
City Clerk	PT	N	0.8	0.8	0.8	0.8			Approve Salary Range		
Community Services Director	FT	N	1.0	1.0	1.0	1.0	-				
PW Supervisor (Working Supervisor)	FT	N	-	1.0	1.0	1.0			Approve Job Description		
Technical Services Manager	FT	N	1.0	1.0	1.0	1.0	-				
Customer Serv Rep	PT	N	0.4	0.4	0.4	0.5	0.1	\$3,300	\$2,800	N/A	100- 50%, 560/561-50%
Chief Plant Operator	FT	Y	1.0	1.0	1.0	1.0	-				
Sewer Operator II (Operator II)	FT	Y	1.0	1.0	1.0	1.0	-				
Sewer Operator II (Operator II)	FT	Y				1.0	1.0	\$49,000	\$7,400	\$15,700	560/561 - 100%
Operator In Training/MWI	FT	Y	1.0	1.0	1.0	1.0	-				
Maintenance Worker I	FT	Y	1.0	1.0	1.0	1.0	-				
Maintenance Worker I	FT	Y	1.0	1.0	1.0	1.0	-				
Accounting Technician	PT	N	0.6	0.6	0.6	1.0	0.4	\$18,300	\$4,800	\$15,700	100- 50%, 560/561-50%
Maintenance Worker I	FT	Y	-	-	1.0	1.0	-				
			9.8	10.8	11.8	13.3	1.5	\$70,600	\$15,000	\$31,400	
<u>Consultants/Contract Services</u>	<u>Status</u>	<u>Union</u>	<u>Current</u>	<u>Approved Budget</u>		<u>Proposed - January 2017</u>					
				<u>FY 2016- 2017</u>	<u>FY 2017- 2018</u>	<u>PE</u>					
Finance Director	PT	N/A	0.5	0.5	0.5	0.4	(0.1)	(\$15,600)	N/A	N/A	100- 40%, 250/572 - 20%, 560/561 - 40%
City Planner	PT	N/A	0.4	0.4	0.4	0.4	-				
Building Official	PT	N/A	0.4	0.4	0.4	0.4	-				
Engineering	PT	N/A	Varies	Varies	Varies	Varies					
City Attorney	PT	N/A	Varies	Varies	Varies	Varies					
Annual Net Total								\$55,000	\$15,000	\$31,400	

\* Medical benefit costs are dependent upon employee elections

# City of Colfax

## City Council

Resolution № 02-2017

**APPROVING OPERATIONAL AND ADMINISTRATIVE STAFFING  
ADJUSTMENTS INCLUDING WORKING SUPERVISOR (PUBLIC WORKS),  
NEW WASTEWATER TREATMENT PLANT OPERATOR II, ADJUSTED CITY  
CLERK, MODIFIED ACCOUNTING TECHNICIAN AND NEW CUSTOMER  
SERVICE REPRESENTATIVE POSITIONS**

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**Whereas**, the improving economic activity in Colfax has provided an opportunity to re-evaluate operational demands and update the job descriptions for a number of positions; and

**Whereas**, staff has created the necessary job description and salary range to fill the position of Working Supervisor (Public Works) which was approved by Council in the 2016/2017 Fiscal Year Budget; and

**Whereas**, an additional Operator II position is needed to improve Wastewater Treatment Plant operations and safety; and,

**Whereas**, the City Clerk position has evolved into a supervisory role and compensation should be adjusted to reflect those changes; and,

**Whereas**, the Accounting Technician position should be adjusted and expanded to adequately reflect the accounting needs of the City, and more efficiently utilize staff time; and,

**Whereas**, the Customer Service Representative position should be formalized and hours adjusted to cover administrative tasks;

**Now, Therefore, Be It Resolved and Declared** by the City Council of the City of Colfax approves,

1. The job description and salary range for the Working Supervisor (Public Works) position,
2. A budget adjustment to fund a Wastewater Treatment Plant Operator II position,
3. The salary range schedule for the City Clerk position,
4. A budget adjustment and job description modification for the Accounting Technician position, and
5. A budget adjustment, job description and salary range to formalize the Customer Service Representative position

**The Foregoing Resolution was Duly and Regularly Adopted** at a regular meeting of the City Council of the City of Colfax held on the 11<sup>th</sup> day of January 2017 by the following vote of the Council:

AYES:

NOES:

ABSENT:

ABSTAIN

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Stephen Harvey, Mayor

ATTEST:

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Lorraine Cassidy, City Clerk

City of Colfax

WORKING SUPERVISOR (Public Works)

January 5, 2017

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**Definitions:**

Under direction of the Community Services Director, leads, oversees, reviews and performs work activities and duties assigned to the Public Works maintenance crews; assumes responsibility for the more difficult and complex tasks; performs other related duties as required. The Working Supervisor classification is part of City management and is not within the classifications represented by, or eligible for representation by, Stationary Engineers Local 39. Additionally, the Working Supervisor is a FLSA non-exempt position.

**Position Characteristics:**

The Working Supervisor is the advanced journey level and/or lead class responsible for a wide variety of maintenance, construction or operational tasks. Incumbents perform skilled work in the maintenance, repair or operation of streets, storm water, sewer collection, parks and buildings. This classification is distinguished from Maintenance Worker II position based on the supervisory duties and advanced technical skill in the areas of responsibility.

**Supervision Received and Exercised:**

Receives direction from the Community Services Director and in absence of the Community Services Director, the City Manager. Exercises direct and indirect supervision over lower level Public Works staff.

**Essential Functions:** (include but are not limited to the following)

- Leads, oversees time management of staff, reviews and performs the work of staff responsible for maintenance, repair, construction, installation and operational work in streets, storm water, sewer collection, parks; develops and implements crew assignments; implement and maintain safety training; assists maintenance staff in troubleshooting and performing the more complex maintenance, repair or operational activities; reviews work performed and work quality; participates in the evaluation of assigned personnel and policies and procedures.
- **Streets:** Breaks and removes surfaces; installs and repairs sidewalks, curbs, gutters and fences; digs, shovels, hauls, loads and unloads materials; operates a variety of equipment including jack hammers, pavement breakers and other hand and power tools; rolls and irons asphalt; identifies and responds to street maintenance problems; operates trucks, backhoes, and other construction vehicles and equipment; oversees the installation and maintenance of City signs, road markings, striping and

delineators; paints street lines and crosswalks; prepares reports and forms including time records, equipment records and work orders.

### **WORKING SUPERVISOR (cont.)**

- **Water Drainage:** Constructs and repairs storm conduits, curbs, gutters and drainage facilities; installs, monitors pump stations; operates jack hammers and other tools and equipment; inspects tools and equipment for safety and mechanical defects; installs and repairs storm conduits connections, and boxes; operates trucks and other construction vehicles and equipment; locates and repairs leaks in storm conduits; cleans storm drains, flood control facilities and inlets; operates sewer camera and hydrovac; prepares reports and forms including time records, equipment records and work orders.

- **Parks and Buildings:** Maintains lawns, shrubs, trees and open space; sprays herbicides and pesticides; cuts, sprays and removes weeds; clears brush and debris; plants and maintains landscaped areas; installs, maintains, repairs and programs irrigation systems; cleans and maintains parks and city buildings; performs minor carpentry, plumbing, electrical, painting and remodeling tasks; operates trucks and other maintenance equipment; prepares reports and forms including time records, equipment records and work orders.

- **Operations:** Oversees and makes purchases for Public Works field operations; maintains inventory of stock at Public Works yard; coordinates and oversees purchase of vehicle fuel and vehicle licensing and registration; oversees fleet operations and maintenance; provides administrative assistance to field operations staff.

- Supervises the operation and maintenance of construction and maintenance equipment and/or machinery, including trucks, power tools and heavy equipment; provides training of lower level personnel in the areas of work; ensures adherence to safe work methods, procedures and practices; identifies training opportunities and needs; makes recommendations to higher level staff.

- Responds to the more difficult questions and concerns from the general public; provides information as is appropriate and resolves public service complaints, while communicating issues effectively with the Director.

- Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties; evaluates assigned work projects; estimates time, materials and equipment necessary for the successful completion of the project; acquires necessary resources as is appropriate; assists in the development of budgets in the areas of assignment; assists in the development of work plans, procedures and schedules; responds to afterhours call-outs, if assigned.

- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

### **Physical, Mental and Environmental Working Conditions:**

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision

### **WORKING SUPERVISOR (cont.)**

when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 50 pounds or more is also required (for example the ability to lift the 100lbs bag of concrete). Additionally, the incumbent in this outdoor position works in all weather conditions including wet, hot and cold. The incumbent may use cleaning and lubricating chemicals, pesticides or herbicides which may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, work in heavy vehicle traffic conditions and often work with constant interruptions.

**Qualifications:** (The following are minimal qualifications necessary for entry into the classification.)

#### **Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Working Supervisor. A typical way of obtaining the required qualifications is to possess the equivalent of three years of experience in construction or maintenance of streets, sewer collections, storm water, or parks, and a high school diploma or equivalent.

#### **License/Certificate:**

A valid class C California driver's license may be required for some positions.

**Knowledge/Abilities/Skills:** (The following are a representative sample of the KAS's necessary to perform essential duties of the position.)

#### **Knowledge of:**

Practices, techniques and materials used in maintenance, construction and repair of streets, buildings, parks, sewer collection, and storm water conduits; knowledge of the City street system; methods and techniques of supervision, training and motivation; applicable federal, state and local laws, codes and regulations; operating characteristics and safety requirements for operation of trucks and other heavy and light equipment; defensive driving; proper lifting procedures; methods and techniques for record keeping; basic principles of mathematics; occupational hazards and standard safety procedures.

#### **Ability to:**

Perform maintenance, repair and installation of asphalt, signs, concrete, storm drains; work independently; work efficiently and effectively without direction; drive and operate trucks

and heavy construction equipment; respond to issues and concerns from the community; interpret, explain and apply applicable laws, codes and regulations; operate a variety of construction equipment, vehicles and power and hand tools; perform heavy manual labor for extended periods of time; work at substantial heights; make adjustments to standard operating

**WORKING SUPERVISOR (cont.)**

procedures as is appropriate; plan, organize and direct the work of subordinate staff; respond to afterhours call-outs if assigned; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Safely and effectively operate a variety of maintenance and construction equipment, tools and materials.

## **Accounting Technician**

### **OVERVIEW**

Under general supervision the Accounting Technician performs responsible and complex accounting support and administrative work in the preparation and maintenance of budgetary, accounting, financial, and statistical records for the City. Prepares and maintains a wide variety of complex financial records and information: utilizes automated financial systems and a variety of word processing and spreadsheet programs to enter, store and retrieve information; researches and gathers information from a variety of sources for the completion of forms or preparation of reports; provides information in person and over the phone to the public, other governmental agencies, and city staff requiring the use of judgement and the interpretation of a variety of policies rules and procedures.

### **CONFIDENTIAL EMPLOYEE**

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

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of principles and practices of governmental financial record keeping and bookkeeping
- Knowledge of basic accounting practices of accounts payable and receivable
- Knowledge of good customer relations practices
- Skill in oral and written communication, data entry and report generation
- Skill in handling multiple tasks and prioritizing
- Skill in using computers and related software
- Ability to organize, prioritize, and follow-up on work assignments
- Ability to interpret and record data accurately
- Ability to work with frequent interruptions and changes in priorities

### **REGULAR DUTIES**

- Performs all utility billing functions including: maintaining and updating customer database, processing bi-monthly billings, receiving and posting receipts, preparing bank deposits, and responding to customer inquiries.
- Process Accounts Payable including: Validating city expenses and obtaining appropriate approvals, coding and entering invoices into Accounts Payable and obtaining approvals for processing, printing checks and submitting for signature, responding to vendor inquiries and general filing.
- Process general cash receipts including payments made at the counter, checks received via US mail, and credit card payments processed online. Duties include: provide receipts, assign fund accounting, enter to accounting system, and prepare bank deposits.
- Assist with preparation of payroll and quarterly and annual payroll tax reporting.
- Process billing statements for Land Development accounts.

- Process business license applications and maintain database.
- General office duties including filing, copying, mail distribution, and other duties as required.
- Other duties as assigned.

**ATYPICAL DUTIES**

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

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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

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

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

**TRAINING AND EXPERIENCE**

- Two to five years of increasingly responsible administrative experience
  - Experience involving public contact/customer service
  - Two years of Governmental Accounting and/or bookkeeping experience
- High School diploma or equivalent required
  - Some business or technical training in accounting or bookkeeping is desirable.

**FLSA**

The Accounting Technician position is non-exempt in accordance with the provisions of the Fair Labor Standards Act.

## **Customer Service Representative – Part-time**

### **OVERVIEW**

Under the supervision of the City Manager or designee, the Customer Service Representative (CSR) performs administrative and office support functions for the City. Functions include: interacting with the general public providing key information and directing inquiries, providing a wide range of organization and clerical support, administering applications, permits and reporting under guidance of the Building Official and administering utility billing/sewer lateral duties under the direction of the Finance Director.

### **CONFIDENTIAL EMPLOYEE**

This position is expected to provide administrative and clerical support to the Administrative Staff. This employee works independently with a minimum of supervision and practices a moderate amount of discretion.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of City practice, policy and procedures
- Knowledge of good customer relations practices
- Skill in oral and written communication
- Skill in handling multiple tasks and prioritizing
- Skill in using computers and related software
- Skill in planning and organizing
- Ability to establish and maintain effective communication and working relationships with internal and external customers
- Ability to work with frequent interruptions and changes in priorities
- Ability to handle conflict and uncertain situations

### **REGULAR DUTIES**

- Answers telephone and greets members of the public visiting City Hall. Provides detailed information regarding functions, responsibilities, and policies of the City or makes referrals to appropriate staff.
- Assist public with special event, planning, building and engineering applications. Route applications to proper staff and follow up as necessary.
- Assist with application review process, the issuing of permits and collection of fees as applicable.
- Collects and distributes mail to City Council and staff. Maintains appointment calendar and prepares and maintains correspondence. Assists in maintenance of City master files.
- Assist with Utility Billing functions.
- General office duties including filing, copying, mail distribution, ordering of supplies.
- Other duties as assigned.

**ATYPICAL DUTIES**

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

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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

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

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

**TRAINING AND EXPERIENCE**

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

**FLSA**

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