



# CITY COUNCIL MEETING

COUNCIL CHAMBERS, 33 SOUTH MAIN STREET, COLFAX, CA

MAYOR STEVE HARVEY • MAYOR PRO TEM TONY HESCH  
COUNCILMEMBERS KIM DOUGLASS • MARNIE MENDOZA • WILL STOCKWIN



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## REGULAR MEETING AGENDA

May 24, 2017

Closed Session 6:30 PM

Regular Session 7:00 PM

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### 1. CALL TO ORDER

1A. **Call Meeting to Order**

1B. **Roll Call**

1C. **Public Comment on Closed Session Item**

1D. **Closed Session**

Conference with real property negotiators pursuant to Government Code Section 54956.8. Property: Assessor's Parcel 006-071-009-000. City Negotiator: City Manager John Schempf. Negotiating Parties: Ann Wendell and City of Colfax. Under negotiation: price and terms.

### 2. CALL TO ORDER

2A. **Call Open Session to Order**

2B. **Report from Closed Session**

2C. **Pledge of Allegiance**

2D. **Roll Call**

2E. **Approval of Agenda Order**

*This is the time for changes to the agenda to be considered including removal, postponement, or change to the agenda sequence.*

**RECOMMENDED ACTION:** By motion, accept the agenda as presented or amended.

### 3. PRESENTATIONS

3A. **Introduce New Employees**

3B. **Carl Bianchini Community Trust Annual Report**

Connie Heilaman, Sierra Vista Community Center President

**Recommendation:** Accept and File

### 4. CONSENT CALENDAR

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

**RECOMMENDED ACTION:** Approve Consent Calendar

4A. **Minutes - City Council Meeting May 10, 2017**

**Recommendation:** Approve the Minutes of the Regular Meeting of March 22, 2017.

4B. **Cash Summary – April 2017**

**Recommendation:** Receive and file.

4C. **Quarterly Investment Report – 3<sup>rd</sup> Quarter**

**Recommendation:** Receive and file.



**5. PUBLIC COMMENT**

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

**6. COUNCIL, STAFF AND OTHER REPORTS**

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

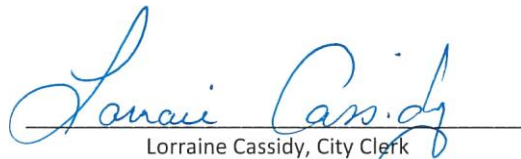
- 6A. **Committee Reports and Colfax Informational Items - All Councilmembers**
- 6B. **City Operations Update – City staff**
- 6C. **Additional Reports – Agency partners**

**7. COUNCIL BUSINESS**

- 7A. **Sheriff Contract Review**  
**Staff Presentation:** Sergeant Ty Conners, Colfax Substation Commander Placer County Sheriff’s Office  
**Recommendation:** Review contract to actuals as presented by Sergeant Conners – Discuss and direct as appropriate.
- 7B. **Signage to Business along Highway 174**  
**Staff Presentation:** John Schempf, City Manager  
**Recommendation:** An application for an off-site sign cannot be approved as per our zoning regulations.
- 7C. **Bull and Bear Structure**  
**Staff Presentation:** John Schempf, City Manager  
**Recommendation:** Review previously tabled item and direct staff as appropriate.
- 7D. **Grant Writing Services**  
**Staff Presentation:** John Schempf, City Manager  
**Recommendation:** Review proposals and authorize City Manager to pursue a contract with the preferred consultant.
- 7E. **Letter to Entities Affected by Proposed Federal Budget Cut for Amtrak**  
**Staff Presentation:** Will Stockwin, Council Member  
**Recommendation:** Approve draft letter to Zephyr Corridor agencies and instruct staff to distribute.
- 7F. **City-wide Event Coordination Idea**  
**Staff Presentation:** John Schempf, City Manager  
**Recommendation:** Verbal Report

**8. ADJOURNMENT**

I, Lorraine Cassidy, City Clerk for the City of Colfax declare that this agenda was posted at Colfax City Hall and the Colfax Post Office. The agenda is also available on the City website at [www.Colfax-ca.gov](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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**Sierra Vista Community Center Board, Trustee**

**Report to Colfax City Council**

**Carl Bianchini Community Trust**

**Portfolio Valuation and Status  
Period ending December 31, 2016**

## **Remembering Orion Culver**

**Orion Culver, who retired from his management position at Wells Fargo, and volunteered for four years assisting Sierra Vista Community Center and the Carl Bianchini Trust. During those years, Orion provided the leadership to the SVCC Finance Committee, guided the investment policy of the fund, and helped re-write the policy. He identified the diverse, long term, high dividend yield funds, and oversaw the investment in those funds. He simplified the management of the funds, minimizing transactions, and saving thousands of dollars per year in management consultant fees. Orion continued to provide leadership of the Bianchini Board, serving as its Chair, until his passing in 2015. We remember and honor his skill, integrity, wisdom, and cheerful dedication of his volunteer time and effort in support of the Sierra Vista Community Center and the Colfax community at large. We miss him.**



Schwab One® Account

Statement Period: February 1, 2017 to February 28, 2017

Page 1 of 4

① A

Last Statement: January 31, 2017

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Banking Inquiries: Call 1-800-435-4000

**Account Of**

SIERRA VISTA COMMUNITY CENTER  
INC BIANCHINI INVESTMENT FUND  
P O BOX 57  
COLFAX CA 95713-0057

**Mail To**

SIERRA VISTA COMMUNITY CENTER  
INC BIANCHINI INVESTMENT FUND  
P O BOX 57  
COLFAX CA 95713-0057



**Account Value Summary**

Cash, Money Market, and Deposit Accounts	\$ 128,127.25
Total Investments Long	\$ 290,273.30
Total Investments Short	\$ 0.00
<b>Total Account Value</b>	<b>\$ 418,400.55</b>

**Change in Account Value**

Starting Account Value	\$ 408,773.34
Transactions & Income	\$ 396.49
Income Reinvested	\$ 0.00
<b>Change in Value of Investments</b>	<b>\$ 9,230.72</b>
Ending Account Value	\$ 418,400.55
Year-to-Date Change in Value Since 1/1/17	\$ 11,282.74

**Rate Summary**

Deposit Accounts: Interest rate as of 02/28 <sup>Z</sup>	0.03%
Value Adv Money Fd SWVXX	0.56%
Sch Investor Money Fund	0.46%

Please see "Endnotes For Your Account" section for an explanation of the endnote codes and symbols on this statement.

SIPC has taken the position that it will not cover the balances held in your deposit accounts maintained under programs like our Bank Sweep feature. Please see your Cash Feature Disclosure Statement for more information on insurance coverage.

## Contents

1. Charles Schwab statement of Bianchini Trust investment valuations as of February 28, 2017 statement with a closing value of investments of \$418,400.55. Investments total \$290,273.30, and cash totals \$128,127.25.
2. Charles Schwab Tax Year 2015 statement showing total earnings of \$9,634.09.
3. Charles Schwab Tax Year 2016 statement showing total earnings of \$9,592.98.
4. Sierra Vista Center, Inc profit and loss 2015 showing insurance costs of \$7,140.93.
5. Sierra Vista Center, Inc profit and loss 2016 showing insurance costs of \$7,618.43.
6. Bianchini Capital Improvement Fund Expenditures 2015-16 totaling \$36,208.15.
7. Bianchini Capital Improvement Fund Expenditures 2017 to date.
8. Bianchini proposed disbursements for 2015-16. Earnings for 2015-16 total \$19,227.07. Retention of 5% for asset fund in the amount of \$961.35. Earnings available for disbursement in the amount of \$18,265.72. Proposed expenses in the amount of \$18,265.72 for insurance reimbursement and roof repair.



**Income Summary**

Description	This Period	Year to Date
<b>Federally Taxable</b>		
Deposit Accounts Interest	3.27	6.27
Cash Dividends	393.22	393.22
<b>Total Income</b>	<b>396.49</b>	<b>399.49</b>

**Investment Detail**

Description	Symbol	Quantity	Price	Market Value
<b>Cash, Money Market, and Deposit Accounts</b>				
DEPOSIT ACCOUNTS XZ				128,127.25
<b>Investments</b>				
ISHARES U.S. PREFERRED STOCK ETF	PFF	2,054.0000	38.7000	79,489.80
VANGUARD DIVIDEND APPRECIATION ETF	VIG	1,145.0000	90.4300	103,542.35
VANGUARD HIGH DIVIDEND YIELD ETF	VYM	1,367.0000	78.4500	107,241.15
<b>Total Account Value</b>				<b>418,400.55</b>

**Transaction Detail**

Settle Trade		Date	Description	Quantity	Price	Total
<b>Cash, Money Market, and Deposit Accounts Activity</b>						
02/07	02/07	Cash Dividend	ISHARES U.S. PREFERRED STOCK ETF: PFF			393.22
02/16	02/15	Bank Interest XZ	BANK INT 011617-021517			3.27

**Charles Schwab Bank Deposit Accounts Activity**

Trans		Date	Description	Withdrawal	Deposit
<b>Opening Balance XZ: 127,730.76</b>					
02/08	Auto Transfer		BANK CREDIT FROM BROKERAGE X		393.22
02/15	Interest Paid XZ		BANK INTEREST		3.27
<b>Total Activity</b>				<b>0.00</b>	<b>396.49</b>

**Ending Balance XZ: 128,127.25**

Deposit Accounts: Interest rate as of 02/28/17 was 0.03%. Your interest period was 01/16/17 - 02/15/17. Z

Please see "Endnotes For Your Account" section for an explanation of the endnote codes and symbols on this statement.

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01/28/17 09:28:22

TAX YEAR 2015

DETAIL INFORMATION

<i>Cusip Number</i>	<i>Description</i>	<i>Paid in 2015</i>	<i>Paid/Adjusted in 2016 for 2015</i>	<i>Amount</i>
<b>Ordinary Dividends</b>				
<b>Non-Qualified Dividends</b>				
464288687	ISHARES U.S. PREFERRED	\$ 4,598.67	\$ (3,140.79)	\$ 1,457.88
921908844	VANGUARD DIV APPRCIATION	2,082.77	(2,082.77)	0.00
921946406	VANGUARD WHITEHALL FUNDS	2,937.68	(2,937.68)	0.00
<b>Total Non-Qualified Dividends</b>		<b>\$ 9,619.12</b>	<b>\$ (8,161.24)</b>	<b>\$ 1,457.88</b>

<i>Cusip Number</i>	<i>Description</i>	<i>Paid in 2015</i>	<i>Paid/Adjusted in 2016 for 2015</i>	<i>Amount</i>
<b>Qualified Dividends</b>				
464288687	ISHARES U.S. PREFERRED	\$ 0.00	\$ 3,140.79	\$ 3,140.79
921908844	VANGUARD DIVIDEND	0.00	2,082.77	2,082.77
921946406	VANGUARD WHITEHALL FUNDS	0.00	2,937.68	2,937.68
<b>Total Qualified Dividends</b>		<b>\$ 0.00</b>	<b>\$ 8,161.24</b>	<b>\$ 8,161.24</b>
<b>Total Ordinary Dividends (Non-Qualified Dividends and Qualified Dividends)</b>		<b>\$ 9,619.12</b>	<b>\$ 0.00</b>	<b>\$ 9,619.12</b>

<i>Cusip Number</i>	<i>Description</i>	<i>Paid in 2015</i>	<i>Paid/Adjusted in 2016 for 2015</i>	<i>Amount</i>
<b>Interest Earned (Includes Interest on Corporate Bonds, U.S. Savings Bonds &amp; Treasury Obligations)</b>				
	DEPOSIT INTEREST	\$ 14.97	\$ 0.00	\$ 14.97
<b>Total Interest Earned</b>		<b>\$ 14.97</b>	<b>\$ 0.00</b>	<b>\$ 14.97</b>

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TAX YEAR 2016

Date Prepared: February 16, 2017

DETAIL INFORMATION

<i>Cusip Number</i>	<i>Description</i>	<i>Paid in 2016</i>	<i>Paid/Adjusted in 2017 for 2016</i>	<i>Amount</i>
<b>Ordinary Dividends</b>				
<b>Non-Qualified Dividends</b>				
464288687	ISHARES U.S. PREFERRED	\$ 4,473.65	\$ (3,057.43)	\$ 1,416.22
921908844	VANGUARD DIVIDEND	2,090.78	(2,090.78)	0.00
921946406	VANGUARD HIGH DIVIDEND	3,015.61	(3,015.61)	0.00
<b>Total Non-Qualified Dividends</b>		<b>\$ 9,580.04</b>	<b>\$ (8,163.82)</b>	<b>\$ 1,416.22</b>

<i>Cusip Number</i>	<i>Description</i>	<i>Paid in 2016</i>	<i>Paid/Adjusted in 2017 for 2016</i>	<i>Amount</i>
<b>Qualified Dividends</b>				
464288687	ISHARES U.S. PREFERRED	\$ 0.00	\$ 3,057.43	\$ 3,057.43
921908844	VANGUARD DIVIDEND	0.00	2,090.78	2,090.78
921946406	VANGUARD HIGH DIVIDEND	0.00	3,015.61	3,015.61
<b>Total Qualified Dividends</b>		<b>\$ 0.00</b>	<b>\$ 8,163.82</b>	<b>\$ 8,163.82</b>
<b>Total Ordinary Dividends (Non-Qualified Dividends and Qualified Dividends)</b>		<b>\$ 9,580.04</b>	<b>\$ 0.00</b>	<b>\$ 9,580.04</b>

<i>Cusip Number</i>	<i>Description</i>	<i>Paid in 2016</i>	<i>Paid/Adjusted in 2017 for 2016</i>	<i>Amount</i>
<b>Interest Earned (Includes Interest on Corporate Bonds, U.S. Savings Bonds &amp; Treasury Obligations)</b>				
	DEPOSIT INTEREST	\$ 12.94	\$ 0.00	\$ 12.94
<b>Total Interest Earned</b>		<b>\$ 12.94</b>	<b>\$ 0.00</b>	<b>\$ 12.94</b>

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2:57 PM

03/31/17

Accrual Basis

Sierra Vista Center, Inc.  
Profit & Loss Detail  
January through December 2015

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
<b>Ordinary Income/Expense</b>									
<b>Expense</b>									
<b>Insurance</b>									
<b>Liability/Property</b>									
Check	01/05/2015	5593	AMS	Insurance/Bl...	General		US Bank - Ch...	674.27	674.27
Check	02/09/2015	5627	AMS	Insurance/Bl...	General		US Bank - Ch...	674.36	1,348.63
Check	03/09/2015	5656	AMS	Insurance/Bl...	General		US Bank - Ch...	672.58	2,021.21
Check	04/06/2015	5688	AMS	Insurance/Bl...	General		US Bank - Ch...	673.13	2,694.34
Check	05/11/2015	5721	AMS	Insurance/Bl...	General		US Bank - Ch...	670.71	3,365.05
Check	06/09/2015	5747	AMS	Insurance/Bl...	General		US Bank - Ch...	672.47	4,037.52
Check	08/24/2015	5810	AMS	Insurance/Bl...	General		US Bank - Ch...	192.00	4,229.52
Check	10/12/2015	5851	AMS	Insurance/Bl...	General		US Bank - Ch...	1,506.20	5,735.72
Deposit	11/02/2015	266874	NIAC	Dividend check	Facility		US Bank - Ch...	-100.00	5,635.72
Check	11/09/2015	5874	AMS	Insurance/Bl...	General		US Bank - Ch...	743.71	6,379.43
Check	12/09/2015		AMS	Insurance/Bl...	General		US Bank - Ch...	761.50	7,140.93
<b>Total Liability/Property</b>								<b>7,140.93</b>	<b>7,140.93</b>
<b>Worker's Comp</b>									
Deposit	01/26/2015	refund	State Comp Ins Fund	Base premiu...	General		US Bank - Ch...	-99.87	-99.87
Check	03/23/2015	EFT	State Comp Ins Fund				Banking	335.25	235.58
Check	03/25/2015	EFT	State Comp Ins Fund	Base premiu...	General		US Bank - Ch...	335.25	570.83
Check	06/09/2015	EFT	State Comp Ins Fund	Base premiu...	General		US Bank - Ch...	112.77	683.60
Check	06/10/2015	EFT	State Comp Ins Fund	Base premiu...	General		US Bank - Ch...	519.38	1,202.98
Check	08/26/2015	EFT	State Comp Ins Fund	Base premiu...	General		US Bank - Ch...	388.75	1,589.73
Deposit	12/07/2015	7150...	State Comp Ins Fund	Worker's Co...	General		US Bank - Ch...	-34.87	1,554.86
Check	12/07/2015	EFT	State Comp Ins Fund	Base premiu...	General		US Bank - Ch...	386.75	1,941.61
<b>Total Worker's Comp</b>								<b>1,941.61</b>	<b>1,941.61</b>
<b>Total Insurance</b>								<b>9,082.54</b>	<b>9,082.54</b>
<b>Total Expense</b>								<b>9,082.54</b>	<b>9,082.54</b>
<b>Net Ordinary Income</b>								<b>-9,082.54</b>	<b>-9,082.54</b>
<b>Net Income</b>								<b>-9,082.54</b>	<b>-9,082.54</b>



2:57 PM

03/31/17

Accrual Basis

**Sierra Vista Center, Inc.**  
**Profit & Loss Detail**  
 January through December 2016

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
<b>Ordinary Income/Expense</b>									
<b>Expense</b>									
<b>Insurance</b>									
<b>Liability/Property</b>									
Check	01/04/2016	5918	AMS	Insurance/Bl...	General		US Bank - Ch...	752.77	752.77
Check	02/08/2016	5946	AMS	Insurance/Bl...	General		US Bank - Ch...	761.34	1,514.11
Check	03/07/2016	5975	AMS	Insurance/Bl...	General		US Bank - Ch...	748.47	2,262.58
Check	04/11/2016	6008	AMS	Insurance/Bl...	General		US Bank - Ch...	762.62	3,025.20
Check	05/09/2016	6020	AMS	Insurance/Bl...	General		US Bank - Ch...	743.76	3,768.95
Check	06/06/2016	6048	AMS	Insurance/Bl...	General		US Bank - Ch...	781.00	4,549.95
Check	10/03/2016	6152	AMS	Insurance/Bl...	General		US Bank - Ch...	1,524.80	6,074.55
Check	10/31/2016	6170	AMS	Insurance/Bl...	General		US Bank - Ch...	766.56	6,841.20
Check	12/05/2016	6200	AMS	Insurance/Bl...	General		US Bank - Ch...	777.23	7,618.43
<b>Total Liability/Property</b>								<b>7,618.43</b>	<b>7,618.43</b>
<b>Worker's Comp</b>									
Check	03/23/2016	EFT	State Comp Ins Fund	Base premiu...	General		US Bank - Ch...	386.75	386.75
Check	07/13/2016	EFT	State Comp Ins Fund	Base premiu...	General		US Bank - Ch...	359.37	746.12
Check	09/28/2016	EFT	State Comp Ins Fund	Base premiu...	General		US Bank - Ch...	354.75	1,100.87
Check	11/29/2016	EFT	State Comp Ins Fund	Base premiu...	General		US Bank - Ch...	354.75	1,455.62
<b>Total Worker's Comp</b>								<b>1,455.62</b>	<b>1,455.62</b>
<b>Insurance - Other</b>									
Deposit	11/07/2016	272683	Non-Profit Insuranc...	Dividend	Facility		US Bank - Ch...	-166.66	-166.66
<b>Total Insurance - Other</b>								<b>-166.66</b>	<b>-166.66</b>
<b>Total Insurance</b>								<b>8,907.39</b>	<b>8,907.39</b>
<b>Total Expense</b>								<b>8,907.39</b>	<b>8,907.39</b>
<b>Net Ordinary Income</b>								<b>-8,907.39</b>	<b>-8,907.39</b>
<b>Net Income</b>								<b>-8,907.39</b>	<b>-8,907.39</b>

## Bianchini Capital Improvement Fund Expenditures

### 2015-2016 Projects:

#### ADA compliance in C wing

151	9/28/2015 – DDK Construction (concrete work) reimbursement	\$3,392.00
151	9/28/2015 – Triton Construction (blacktop) reimbursement	\$6,115.00
152	9/28/2015 – DDK Construction (concrete work)	\$9,850.50
153	10/12/2015 – Right Striping (handicap area striping)	\$ 594.04
160	12/14/2015 – Bisbee Northcott Construction (outside lighting)	<u>\$ 563.31</u>
		<b>\$20,514.35</b>

#### ADA compliance main gym entrance

158	3/21/2016 - Elaine Lieske Architect (professional fees) reimbursement	\$ 825.00
155	3/14/2016 – Triton Construction (paving)	\$9,580.00
156	3/14/2016 – Right Striping(signage and striping)	<u>\$ 811.93</u>
		<b>\$11,216.93</b>

#### Health and Safety

154	11/24/15 – Cresco (commercial refrigerator)	\$ 3,913.56
159	8/8/16 Lippincotts Concrete	\$3,850.00
160	8/29/16 NorthCott Electrical (outside lighting) reimbursement	\$563.31

**2015-2016 Total: \$36,208.15**

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**2016/17 PROJECTS**

161 (VOID)

**Health and Safety**

162	1/18/17 Lumber Liquidators (reimbursement)	\$1,852.02
163	3/6/17 Fallen tree damage to building (reimbursement)	\$ 575.00
164	3/6/17 Dave Porter for window repair from tree damage	\$155.00
165	3/16/17 Hills Flat, water damage floor repair	\$ 312.38

<b>Bianchini Proposed Budget 2015-2016</b>		
<b>Income</b>	<b>date</b>	<b>amount</b>
Ordinary Dividends	2015	\$ 1,457.88
Qualified Dividends	2015	\$ 8,161.24
Interest earned	2015	\$ 14.97
<b>TOTAL 2015 INCOME</b>		<b>\$ 9,634.09</b>
<b>Income</b>		
Ordinary Dividends	2016	\$ 1,416.22
Qualified Dividends	2016	\$ 8,163.82
Interest earned	2016	\$ 12.94
<b>TOTAL 2016 INCOME</b>		<b>\$ 9,592.98</b>
<b>TOTAL 2015 + 2016</b>		<b>\$ 19,227.07</b>
<b>LESS 5% FOR ASSET CONTRIBUTION</b>		<b>\$ 961.35</b>
<b>TOTAL AVAILABLE FUNDS</b>		<b>\$ 18,265.72</b>
<b>Expenses Proposed</b>		
Insurance 2015		\$ 7,140.93
Insurance 2016		\$ 7,618.43
<i>subtotal</i>		<b>\$ 14,759.36</b>
Roofing repairs for gym		\$ 3,506.36
<b>TOTAL PROPOSED EXPENSES</b>		<b>\$ 18,265.72</b>

SIERRA VISTA CENTER AND CITY OF COLFAX  
2016 SEWER SUBSIDY JOINT ASSISTANCE PROGRAM REPORT

All events free and open to the community (except \*)

3/3 Colfax Ministerial Assoc. – Good Friday service - \$60

3/11 Colfax Ministerial Assoc. – walking meditation labyrinth - \$120

3/23 Seventh Day Adventist Church – nutrition education/food  
distribution – 4 months at \$300 month for \$1,200

\*8/11 Colfax Area Chamber of Commerce – Winter Fest fundraiser  
dinner - \$230

9/16 City Watch – community meeting re homeless issues - \$120

11/21 Colfax Lion's Club – Thanksgiving Community Dinner - \$300

12/14 Colfax Baptist Church – Christmas Community Dinner - \$150

Total - \$2,180

SIERRA VISTA CENTER AND CITY OF COLFAX  
2016 SEWER SUBSIDY JOINT ASSISTANCE PROGRAM REPORT

All events free and open to the community (except \*)

3/3 Colfax Ministerial Assoc. – Good Friday service - \$60

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dinner - \$230

9/16 City Watch – community meeting re homeless issues - \$120

11/21 Colfax Lion's Club – Thanksgiving Community Dinner - \$300

12/14 Colfax Baptist Church – Christmas Community Dinner - \$150

Total - \$2,180





City of Colfax  
 City Council Minutes  
 Regular Meeting of Wednesday, May 10, 2017  
 City Hall Council Chambers  
 33 S. Main Street, Colfax CA

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**1 CLOSED SESSION**

**1A. Call to Order**

Mayor Harvey called the meeting to order at 6:02PM.

**1B. Roll Call**

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

**1C. Public Comment**

There was no public comment.

**1D. Closed Session Agenda**

Public employee performance evaluation pursuant to Government Code Section 54957

Title: City Manager

Closed session was adjourned at 6:57PM.

**2 OPEN SESSION**

**2A. Call to Order**

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

**2B. Report from Closed Session**

There was nothing to report from closed session.

**2C. Pledge of Allegiance**

Wes Heathcock, Community Services Director, led the Pledge of Allegiance.

**2D. Roll Call**

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

**2E. Approval of Agenda Order**

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

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

**3 PRESENTATION**

**3A. Grant Writing Specialist  
 California Consulting**

**Recommendation:** Direct staff as appropriate.

Francine Constanon of California Consulting explained the program her company provides to cities to write and manage grants. Cities can hire the firm to apply for individual grants or contract for a monthly service to recommend grants, write applications and manage the grants.

Eric Stauss, local developer, asked how the company ensures each city's application is presented in the best light since the company represents several cities. Ms. Constanon replied the grant writers do not discuss among themselves which applications they are submitting. Each grant writer presents the best possible application.

Council was open to the concept of hiring a grant writing firm but felt it would be best to hear from other companies before committing to this company. Council directed staff to find one or two more firms with similar services to make a presentation at the next Council meeting. A workshop or a Request For Proposals may be necessary to select the best grant writing company.

#### **4 CONSENT CALENDAR**

##### **4A. Minutes - City Council Meeting April 12, 2017**

**Recommendation:** Approve the Minutes of the Regular Meeting of April 12, 2017.

##### **4B. Cash Summary – March 2017**

**Recommendation:** Receive and file.

##### **4C. Delinquent Sewer/Garbage to Tax Roles Summary**

**Recommendation:** For information only.

##### **4D. Timeline for ADA Transition Plan - Streets**

**Recommendation:** For information only.

##### **4E. Shade Structure for Lions Park Playground Equipment**

**Recommendation:** Adopt Resolution 15-2017 approving the purchase and installation of a shade structure for the Lions Park playground equipment from MRC, Inc in an amount not to exceed \$20,000.

Mayor Pro Tem Hesch pulled item 4E.

On a motion by Councilmember Stockwin, seconded by Mayor Pro Tem Hesch, Council approved the Consent Calendar items: 4A, 4B, 4C, and 4D.

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

#### **Item 4E Shade Structure Lions Park Playground Equipment**

Mayor Pro Tem Hesch, although he supports the concept of the shade structure, requested more information regarding the cost. Councilmember Mendoza raised concern that the structure is not attractive

Community Services Director Heathcock explained this is a sizeable structure and requires very deep footings to guarantee safety. He has built a fifteen percent contingency into the price which would only be necessary if the contractor hits bedrock for the footing. The design of the structure is the industry standard and was chosen by the Lions Club who are contributing \$5,000 towards the total cost. Cost to the City will be a maximum of \$15,000.

Foxy McCleary, 127 Saunders Lane, asked about the predicted longevity of the structure. Community Services Director Heathcock explained this product has been installed nationwide with good success.

On a motion by Mayor Pro Tem Hesch, seconded by Councilmember Stockwin, Council adopted Resolution No. 15-2017 approving the purchase and installation of a shade structure for the Lions Park playground equipment from MRC, Inc in an amount not to exceed \$20,000.

**AYES:** Harvey, Hesch, Mendoza, Stockwin

**ABSTAIN:** Douglass

**5 PUBLIC COMMENT**

*Nancy Hagman, Representing the Historical Society*

- Ms. Hagman stated members of the Historical Society would like to address installing a protective structure over the Bull and Bear at the next meeting.

Council instructed staff to place this item on the next agenda.

*Randy Brock, Owner of the Red Frog*

- Mr. Brock noted the City has signs which point to downtown, but none point to the businesses, including his, on Highway 174.

Council instructed staff to place an item on the next agenda to discuss this issue

*Foxy McCleary, 127 Saunders Lane*

- Ms. McCleary asked when the gateway sign will be installed.

Community Services Director stated he is waiting for the encroachment permit from Caltrans. Hopefully it will be installed within a few weeks.

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

*Councilmember Mendoza*

- Councilmember Mendoza reported she recently attended several community events including a Leo's Club meeting at the high school, a planning meeting with the elementary school boosters, and the Soroptomist Club Fiesta de Mayo event.
- She believes the City should work with the high school and Placer County to install a community pool.
- The Chinese Memorial group will have an event on July 15 and 50-80 people will ride buses into the area. One of the stops will be at the Red Frog.

*Councilmember Stockwin*

- Councilmember Stockwin reported the Amtrak Committee met and has created a list of the contacts for each of the stops along the Zephyr Line. He handed out a draft of a proposed letter to send via email to the contacts. The letter encourages entities which would be affected if the Zephyr line were closed to share concerns and respond to the threat of losing the long distance train route. Councilmember Stockwin recommended Council address this at the next meeting

Council directed staff to place this item on the next agenda.

- He mentioned that the area has received 97.6 inches of rain so far this season. Also it is late in the season for monarch butterflies to arrive in the area.

*Councilmember Douglass*

- Councilmember Douglass represented the City at several board meetings: Placer County Economic Development Board, Sacramento Area Council of Governments, and Project Go.
- He attended community events including the Chocolate, Wine, and Art Indulgence, the Fiesta de Mayo, the High School drama presentation, the Chamber Mixer and the Coffee with the Supervisor.

*Mayor Pro Tem Hesch*

- Mayor Pro Tem Hesch represented the City at the Placer County Transportation Planning Agency Board and the Air Quality Board.
- He asked for the status of the 3<sup>rd</sup> of July event and was told the organizers have been in contact with the City and the event should happen.

- Mayor Pro Tem Hesch suggested the Council discuss how to track and support our cornerstone events.

*Mayor Harvey*

- Mayor Harvey informed Council of a bill going through the state legislature which will tax contractors and require contractors to self-audit. This bill will have an adverse effect on cities like ours which must depend heavily on contractors for essential services. He obtained consent from Council to send a letter of opposition to this bill.

**6B. City Operations – City Staff**

*City Manager Schempf*

- City Manager Schempf stated the Hotel owner has been notified of pending fees.
- Conversations with PCTPA and Caltrans about funding for the proposed roundabout are progressing.
- A representative from FEMA has visited the Wastewater Treatment Plant and FEMA is prepared to contribute to repairs of the embankment Pond 3 which developed a crack during the recent heavy rains.
- Staff has obtained three good quotes for an electronic message board. The engineer will give a report on the structural design requirements in the near future.
- Mr. Schempf reported the Splash Park is scheduled for opening this weekend, the Sierra Vista Community Center is hosting a Volunteer Faire on Friday, and the annual Recology Spring Cleanup is slated for May 24<sup>th</sup>.

*Community Services Director Heathcock*

- Mr. Heathcock handed Council a list of recent Public Works accomplishments: improvements to the storm drains at Kneeland Street and at Quinns Lane, downtown planter improvements, mowing of the I-80 frontage roads, dealing with grading violations on South Auburn Street.
- Staff will begin improvements to the Caboose walking area in cooperation with the Placer Sierra Railroad Historical Society. The goal is to have improvements in place by the July 3<sup>rd</sup> event.
- He is coordinating with Cal Fire for a vegetation management plan at the closed landfill and Wastewater Treatment Plant.
- He is working with Union Pacific (UP) to expedite removal of the CA Fruit Growers Association Building (CFGA). UP has awarded a demolition contract and will begin the permitting process soon.

Ms. McCleary asked if the public works staff had located a water source for the Flag Pole area or if the Lioness Club could move forward with their xeric landscaping plan. Mr. Heathcock indicated the Lioness Club should contact the City with their plans to install the landscaping.

Tim Ryan, 300 N Main Street, asked if Railroad Ave will be closed during the demolition of the CFGA building. Mr. Heathcock replied the road will be closed and the busses will be temporarily rerouted.

*City Clerk Cassidy*

- Ms. Cassidy handed out the list of Council assignments to boards and committees. Councilmember Mendoza asked to be added as another school liaison.
- Ms. Cassidy reported the recruitments for Maintenance Worker 1 and Customer Service Representative have been successful with many applicants. Interviews will be held soon to select new employees.

#### 6C. **Additional Reports – Agency Partners**

##### *Sergeant Ty Conners, Colfax Substation Commander*

- Sergeant Conners announced next week will be National Police Week to honor the sacrifice of police officers.
- Colfax officers have recently completed Advanced Officer Training. They have been working to get the Bear River Campground cleaned up and want to remind everyone to be safe around both rivers.
- He recently spoke with a representative of the Sierra Vista Community Center Board and was told a community pool could be located at that facility.
- The Skatepark Committee will host a fundraiser at the Colfax Theatre on June 24 featuring a Tim McGraw tribute band.
- He will be bringing a report to the next Council meeting in preparation for the sheriff contract renewal negotiations.

##### *Battalion Chief Landon Haack, CAL FIRE*

- Chief Haack stated the grant application which was approved by Council at the previous meeting will be in the mail tomorrow.
- He met with Technical Services Manager Berry to assess building needs and finances for the Volunteer Fire Department (VFD).
- He met with Community Services Director Heathcock last week to discuss adding City properties to the fuel reduction plan for the area.
- Burn Permits are now required and can be obtained at the Cal Fire station.
- Cal Fire is gearing up for the fire season and will be in full force by June 19<sup>th</sup>.

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

- Mr. Klein stated the first mixer of the season at the ‘Old Pharmacy’ was lively and well attended.
- He has not heard details about the July 3<sup>rd</sup> Event.
- Mr. Klein invited folks to the next Chamber Mixer slated for June 21<sup>st</sup> at Lighthouse Realty.
- He thanked Councilmember Stockwin for drafting the letter regarding potential closing of the Zephyr train route.

Mayor Harvey recessed the meeting for a short break at 8:58PM.

The meeting resumed at 9:09PM.

## 7 COUNCIL BUSINESS

### 7A. **Sierra Oaks Estates Mitigation and Impact fees Adjustments**

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

**RECOMMENDED ACTION:** Adopt Resolution No. 16-2017 approving adjustments to the mitigation and impact fees for the Sierra Oaks Estates development as agreed upon by the Land Use/New Development Strategies Committee.

City Manager Schempf reported the committee met with the developer, Eric Stauss, and agreed to some reductions in the mitigation fees for the Sierra Oaks Development.

Mr. Stauss stated the site work for the development started last week and looks great so far. He is at a point in the development when expenditures are very high. He needs to control costs while abiding by the rules, yet he wants to keep the asking price of the homes low. He appreciated the opportunity to meet with the committee to discuss the fee schedule.

Councilmember Stockwin stated he is concerned the City doesn't have an overarching policy to determine when fees are negotiated. He is not sure of the fairness of negotiating with a large developer if single home builders are not allowed to negotiate.

Councilmember Stockwin raised questions about the distribution of the mitigations fees and Council agreed they should discuss the distribution at the next fee schedule renewal.

Council agreed the resolution included in the packet should be amended to specify the date that the fees agreed upon would be effective. It should also be updated to clarify how the payments for the sewer mains will be collected and contain more complete information about the reimbursement agreement. The City Attorney will write the amended resolution for the mayor's signature.

There was no public comment.

On a motion by Councilmember Douglass and a second by Councilmember Stockwin, Council unanimously adopted Resolution No. 16-2017 as amended.

**Ayes:** Douglass, Harvey, Hesch, Mendoza, Stockwin

### 7B. **Pavement Management Plan**

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

**RECOMMENDED ACTION:** Adopt Resolution No. 17-2017 authorizing the City Manager to approve the proposal by Coastland Engineering for a Pavement Management Plan.

City Manager Schempf stated the pavement management plan is the first step in getting the City on track to improve the road system. The Pavement Management Plan (PMP) will give a dollar figure to the amount the City must expend to improve the roads. With that information, staff can plan and budget for a schedule to improve roads. This proposal includes staff training.

Council discussed the proposal and commended staff for the quality of the document. Council cautioned staff to verify which streets are owned by the City and to recover ownership documents as necessary.

There was no public comment.

On a motion by Mayor Pro Tem Hesch, seconded by Councilmember Douglass, Council adopted Resolution №. 17-2017 authorizing the City Manager to approve the proposal by Coastland Engineering for a Pavement Management Plan.

**Ayes:** Douglass, Harvey, Hesch, Mendoza, Stockwin

**7C. Sewer Rate Study Update – Capital Improvement Plan for Wastewater Collection System**

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

**RECOMMENDED ACTION:** Verbal Report

City Manager Schempf stated the Capital Improvement Plan (CIP) for Wastewater Collection is the first block of information needed to conduct a sewer rate study. The second piece of information is a sister document that assesses the upcoming needs for the Wastewater Treatment Plant. Staff will analyze the two documents to compare the amount of revenue with the necessary maintenance projects. He would like Council to consider two ideas for changing the current structure of sewer rates. The first, tie the rates to water usage by obtaining data from the Placer County Water Agency. A second concept is to leave residential rate structure as is and simplify commercial assessments to the number of fixtures or some other easily quantifiable measure.

Mayor Harvey stated tying the rates to water usage would not be a viable alternative because irrigation water should not be included in the sewer rates.

There was no public comment.

**7D. Nevada Irrigation District – Reservoir Gateway Designation**

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

**RECOMMENDED ACTION:** Discuss and direct staff as appropriate.

City Manager Schempf stated he and the Nevada Irrigation District (NID) Committee met with executive staff at the NID headquarters. NID staff proposed the two organizations conduct an economic development study to determine if using Colfax as a Gateway Community to the reservoir would be a useful designation. The proposal provided by NID would cost the City about \$20,000.

Council discussed the proposal and unanimously directed staff to notify NID the City is not interested in conducting the study at this time.

There was no public comment.

**7E. Employee Handbook Progress Report**

**STAFF PRESENTATION:** Lorraine Cassidy, City Clerk

**RECOMMENDED ACTION:** For information only.

City Clerk Cassidy outlined the progress and steps taken to develop a new employee handbook. The handbook is currently under review by a human resources law firm. Ms. Cassidy expects the handbook will be ready for Council adoption by the end of June.

There was no Council or public comment.

**7F. Policy for Filling Council Vacancy****STAFF PRESENTATION:** Lorraine Cassidy, City Clerk**RECOMMENDATION:** Adopt Resolution No. 18-2017 outlining a standard process for filling Council vacancies.

City Clerk Cassidy stated Council has had several vacancies in recent years. Council has asked for a policy to clarify the typical process for filling vacancies as they arise. She stated City Attorney Cabral revised the resolution for approval.

Council asked that the accompanying questions matrix also have an amendment to indicate the questions can be updated as appropriate for application process.

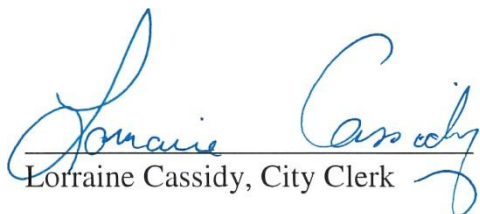
There was no public comment.

On a motion by Councilmember Stockwin and a second by Mayor Pro Tem Hesch, Council adopted Resolution No. 18-2017 outlining a standard process for filling Council vacancies.

**AYES: Douglass, Harvey, Hesch, Mendoza, Stockwin****8 ADJOURNMENT**

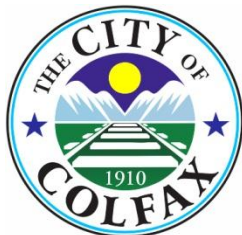
As there was no further business on the agenda, Mayor Harvey adjourned the meeting at 10:18PM.

Respectfully submitted to City Council this 24<sup>th</sup> day of May, 2017



Lorraine Cassidy, City Clerk





# STAFF REPORT TO THE COLFAX CITY COUNCIL

## FOR THE MAY 24, 2017 COUNCIL MEETING

**FROM:** John Schempf, City Manager  
**PREPARED BY:** Laurie Van Groningen, Finance Director  
**DATE:** May 18, 2017  
**SUBJECT:** City of Colfax Cash Summary Report: April 2017

<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: April 2017.

### 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 April 2017. Monthly highlights include:

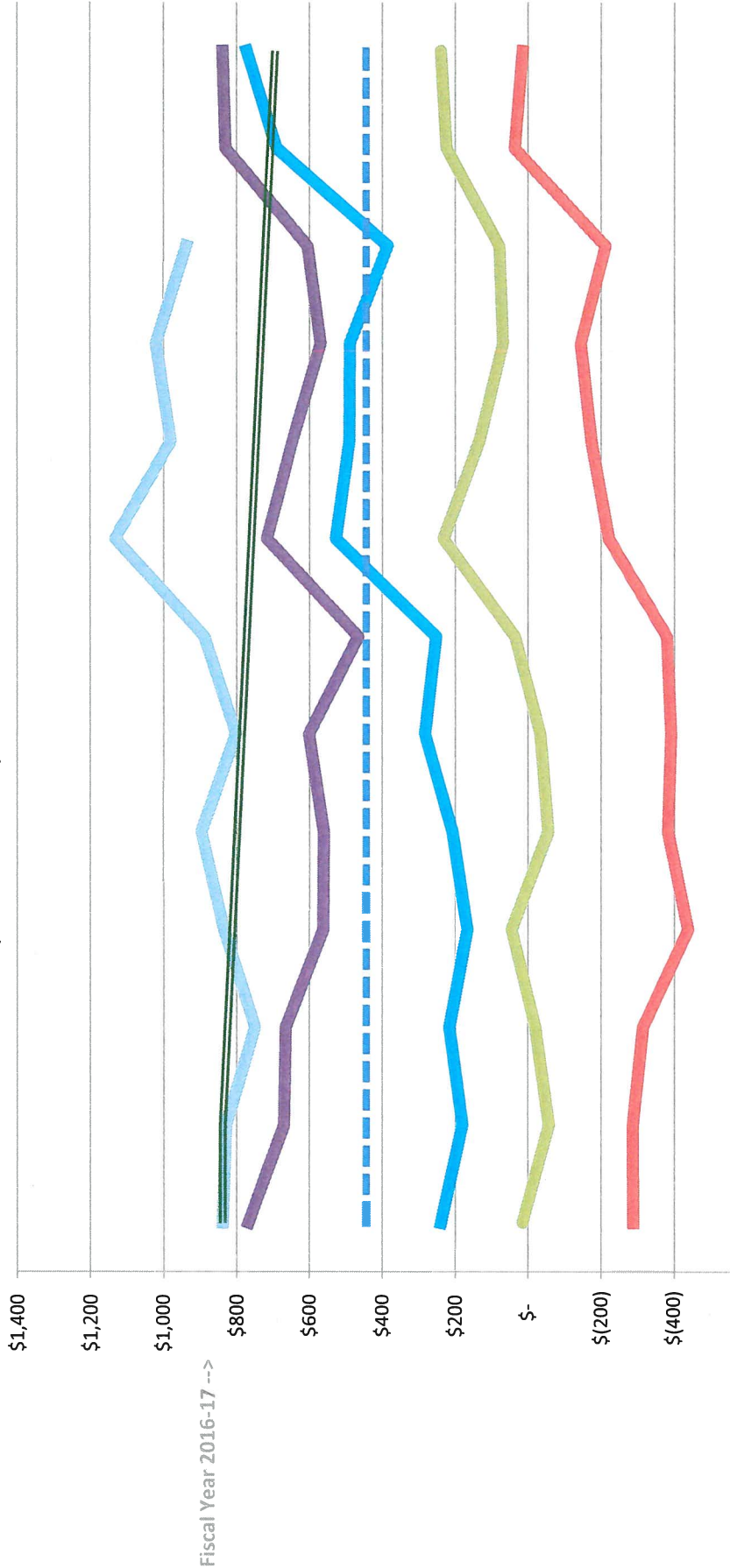
- Negative cash fund balances in Special Revenues and Capital project funds are due to timing of funding allocations and reimbursements.
  - Fund 250 - Streets& Roads – We received the first allocation of our annual funding through PCTPA in April and expect the balance in June 2017. Fund transfers from General Fund and Gas Tax Fund will record by end of the fiscal year.
  - Fund 370 – Capital Funds – The first reimbursement was received for project to date costs during March. Next request is anticipated to be filed in May or June.
- Purchase of two new City vehicles occurred in April - \$88K.
- Down payment of New Fire Rescue vehicle was made in April - \$55K.
- The second allocation (40%) of annual property tax revenues (including delinquent sewer charges) will be received in May.
- Quarterly installment for Sheriff services will also be recorded in May.

### 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 - April 2017 General Fund Reserved Cash Analysis

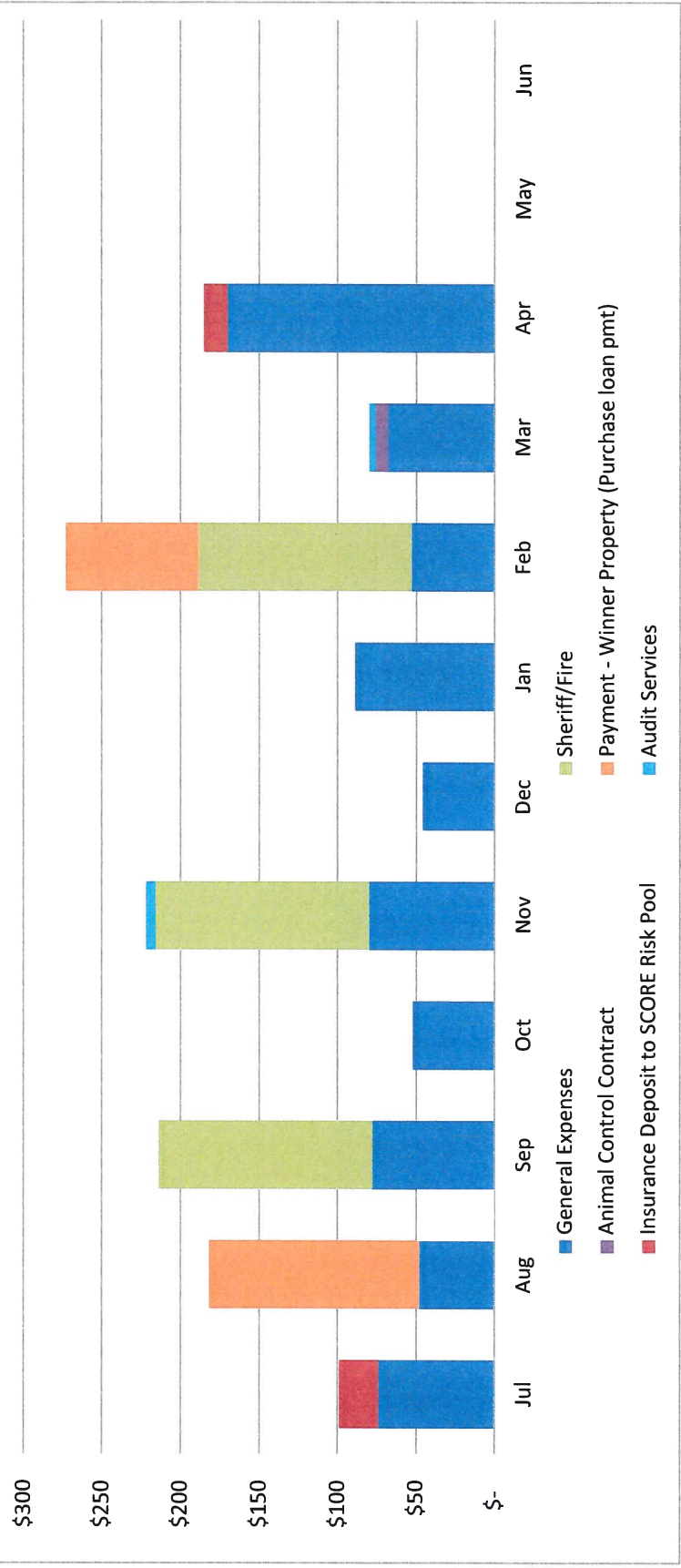
(Dollars in Thousands)



	Prev Yr	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Cash Balance FY2016-17	\$838	\$829	\$750	\$835	\$897	\$802	\$889	\$1,133	\$981	\$1,022	\$938		
Cash Balance FY2015-16	\$768	\$670	\$666	\$562	\$561	\$601	\$466	\$717	\$647	\$569	\$605	\$831	838
Cash Balance FY2014-15	\$240	\$181	\$217	\$167	\$209	\$284	\$253	\$528	\$491	\$489	\$385	\$691	773
Cash Balance FY2013-14	\$15	\$(57)	\$(20)	\$45	\$(55)	\$(34)	\$36	\$233	\$134	\$69	\$79	\$225	240
Cash Balance FY2012-13	\$(287)	\$(286)	\$(314)	\$(438)	\$(383)	\$(391)	\$(380)	\$(221)	\$(173)	\$(144)	\$(212)	\$37	15
*Reserves (Ops, Cap, Pen)	\$445	\$445	\$445	\$445	\$445	\$445	\$445	\$445	\$445	\$445	\$445	\$445	445
Budget FY2016-17	\$838	\$838	\$825	\$812	\$799	\$786	\$773	\$760	\$747	\$734	\$721	\$708	\$695

\* General Fund (GF) Reserves per adopted budget.

### City of Colfax - April 2017 General Fund Reserved Cash - Expenses by Month (Dollars in Thousands)





City of Colfax  
Cash Summary  
April 30, 2017

	Balance 03/31/2017	Revenues In	Expenses Out	Transfers	Balance 04/30/2017
US Bank	\$ 267,547.07	\$ 343,984.02	\$ (392,518.49)	\$ (100,000.00)	\$ 119,012.60
LAIF	\$ 3,913,179.76	\$ 7,386.70		\$ 100,000.00	\$ 4,020,566.46
Total Cash - General Ledger	\$ 4,180,726.83	\$ 351,370.72	\$ (392,518.49)	\$ -	\$ 4,139,579.06
Petty Cash (In Safe)	\$ 300.00				\$ 300.00
Total Cash	\$ 4,181,026.83	\$ 351,370.72	\$ (392,518.49)	\$ -	\$ 4,139,879.06

Change in Cash Account Balance - Total \$ (41,147.77)

Attached Reports:

1. Cash Transactions Report (By Individual Fund)	
2. Check Register Report (Accounts Payable)	\$ (314,827.56)
3. Cash Receipts - Daily Cash Summary Report	\$ 206,921.17
Payroll Checks and Tax Deposits	\$ (66,828.73)
Utility Billings - Receipts	\$ 133,587.35
Service Charge	\$ -
	\$ -
	<u>\$ (41,147.77)</u> \$ -

Prepared by: Laurie Van Groningen 5/15/17  
Laurie Van Groningen, Finance Director

Reviewed by: John Schempf  
John Schempf, City Manager

## City of Colfax

## Cash Transactions Report - April 2017

	Beginning Balance	Debit Revenues	Credit (Expenditures)	Ending Balance
<b>Fund Type: 1.11 - General Fund - Unassigned</b>				
Fund: 100 - General Fund	\$ 1,177,950.85	\$ 100,244.54	\$ (186,924.42)	\$ 1,091,270.97
Fund: 120 - Land Development Fees	\$ 38,753.69	\$ -	\$ (8,666.43)	\$ 30,087.26
Fund: 570 - Garbage Fund	\$ (194,397.34)	\$ 10,936.33	\$ -	\$ (183,461.01)
<b>Fund Type: 1.11 - General Fund - Unassigned</b>	<b>\$ 1,022,307.20</b>	<b>\$ 111,180.87</b>	<b>\$ (195,590.85)</b>	<b>\$ 937,897.22</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	\$ 774,652.35	\$ 19,665.18	\$ (5,909.56)	\$ 788,407.97
<b>Fund Type: 1.14 - General Fund - Restricted</b>	<b>\$ 803,969.61</b>	<b>\$ 19,665.18</b>	<b>\$ (5,909.56)</b>	<b>\$ 817,725.23</b>
<b>Fund Type: 1.24 - Special Rev Funds - Restricted</b>				
Fund: 210 - Mitigation Fees - Roads	\$ 28,628.48	\$ 106.26	\$ (53.13)	\$ 28,681.61
Fund: 211 - Mitigation Fees - Drainage	\$ 3,058.95	\$ 5.45	\$ -	\$ 3,064.40
Fund: 212 - Mitigation Fees - Trails	\$ 42,854.84	\$ 76.22	\$ -	\$ 42,931.06
Fund: 213 - Mitigation Fees - Parks/Rec	\$ 98,138.95	\$ 174.54	\$ -	\$ 98,313.49
Fund: 214 - Mitigation Fees - City Bldgs	\$ 947.48	\$ 1.69	\$ -	\$ 949.17
Fund: 215 - Mitigation Fees - Vehicles	\$ 4,507.32	\$ 8.02	\$ -	\$ 4,515.34
Fund: 217 - Mitigation Fees - DT Parking	\$ 26,712.19	\$ 47.51	\$ -	\$ 26,759.70
Fund: 218 - Support Law Enforcement	\$ 31,930.46	\$ 13,252.66	\$ -	\$ 45,183.12
Fund: 241 - CDBG Housing Rehabilitation	\$ 94,582.32	\$ 168.22	\$ -	\$ 94,750.54
Fund: 244 - CDBG MicroEnterprise Lending	\$ 118,202.19	\$ 209.63	\$ -	\$ 118,411.82
Fund: 250 - Streets - Roads/Transportation	\$ (136,525.40)	\$ 63,820.50	\$ (23,712.14)	\$ (96,417.04)
Fund: 253 - Gas Taxes	\$ 25,536.56	\$ 40.46	\$ (1,319.82)	\$ 24,257.20
Fund: 270 - Beverage Container Recycling	\$ 38,042.20	\$ 67.66	\$ -	\$ 38,109.86
Fund: 280 - Oil Recycling	\$ 3,917.40	\$ 7.13	\$ (153.93)	\$ 3,770.60
Fund: 286 - Community Projects	\$ 5,282.79	\$ 9.40	\$ -	\$ 5,292.19
Fund: 292 - Fire Department Capital Funds	\$ 147,662.88	\$ 262.62	\$ (55,443.96)	\$ 92,481.54
Fund: 342 - Fire Construction - Mitigation	\$ 2,436.51	\$ 4.34	\$ -	\$ 2,440.85
Fund: 343 - Recreation Construction	\$ 2,436.96	\$ 4.34	\$ -	\$ 2,441.30
<b>Fund Type: 1.24 - Special Rev Funds - Restrict</b>	<b>\$ 538,353.08</b>	<b>\$ 78,266.65</b>	<b>\$ (80,682.98)</b>	<b>\$ 535,936.75</b>
<b>Fund Type: 1.34 - Capital Projects - Restricted</b>				
Fund: 300 - Capital Projects - General	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00
Fund: 350 - Street Improvement Projects	\$ 24,108.66	\$ 42.88	\$ -	\$ 24,151.54
Fund: 370 - North Main Street Bike Route	\$ (5,365.69)	\$ -	\$ (2,921.55)	\$ (8,287.24)
<b>Fund Type: 1.34 - Capital Projects - Restricted</b>	<b>\$ 18,742.97</b>	<b>\$ 5,042.88</b>	<b>\$ (2,921.55)</b>	<b>\$ 20,864.30</b>
<b>Fund Type: 2.11 - Enterprise Funds - Unassigned</b>				
Fund: 560 - Sewer	\$ 630,658.68	\$ 86,670.40	\$ (89,399.75)	\$ 627,929.33
Fund: 561 - Sewer Liftstations	\$ 376,564.16	\$ 13,104.46	\$ (18,013.80)	\$ 371,654.82
Fund: 563 - Wastewater Treatment Plant	\$ 338,962.14	\$ 36,889.15	\$ -	\$ 375,851.29
Fund: 564 - Sewer Connections	\$ 41,080.00	\$ -	\$ -	\$ 41,080.00
Fund: 565 - General Obligation Bond 1978	\$ 2,190.87	\$ 30.35	\$ -	\$ 2,221.22
Fund: 567 - Inflow & Infiltration	\$ 407,898.12	\$ 520.78	\$ -	\$ 408,418.90
<b>Fund Type: 2.11 - Enterprise Funds - Unassign</b>	<b>\$ 1,797,353.97</b>	<b>\$ 137,215.14</b>	<b>\$ (107,413.55)</b>	<b>\$ 1,827,155.56</b>
<b>Fund Type: 9.0 - CLEARING ACCOUNT</b>				
Fund: 998 - PAYROLL CLEARING FUND	\$ -	\$ -	\$ -	\$ -
<b>Fund Type: 9.0 - CLEARING ACCOUNT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Grand Totals:</b>	<b>\$ 4,180,726.83</b>	<b>\$ 351,370.72</b>	<b>\$ (392,518.49)</b>	<b>\$ 4,139,579.06</b>

Check Register Report

ITEM 4B

Checks Processed April 2017

Date: 7 of 12  
05/15/2017

Time: 2:06 pm

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>							
52493	04/03/2017	Reconciled		01418	ALL PHASE AUTO	98 CHEV REPAIRS	344.04
52494	04/03/2017	Reconciled		01448	AMERIGAS - COLFAX	PROPANE CORP YARD	133.34
52495	04/03/2017	Reconciled		01448	AMERIGAS - COLFAX	PROPANE DEPOT	165.22
52496	04/03/2017	Reconciled		01500	ANDERSON'S SIERRA	BALL PARK DRINKING FOUNTAIN	177.98
52497	04/03/2017	Reconciled		30018	TRAVIS BERRY	EXP REPORT 6/21-3/27/17	165.85
52498	04/03/2017	Reconciled		02829	BLUE RIBBON PERSONNEL SERVICES	ACCT TEMP WK OF 3/19/17	598.80
52499	04/03/2017	Reconciled		03164	CASH- PETTY CASH REIMBURSEMENT	PETTY CASH REIMB.	56.78
52500	04/03/2017	Reconciled		05221	EOSI - ENVIRONMENT OPERATING	WWTP CHEMICALS	5,237.58
52501	04/03/2017	Reconciled		08159	HILL BROTHERS CHEMICAL CO.	WWTP Chemicals	979.84
52502	04/03/2017	Reconciled		08170	HILLS FLAT LUMBER CO	STMT 3/25/17	1,182.01
52503	04/03/2017	Reconciled		08501	HOME DEPOT CREDIT SERVICES	STMT 03/21/17	2,524.13
52504	04/03/2017	Reconciled		12200	LEAGUE OF CALIFORNIA CITIES	2017 LOCAL ROADS ASSESS	150.00
52505	04/03/2017	Reconciled		14356	NORTHERN CALIFORNIA GLOVE	SAFETY SUPPLIES	424.79
52506	04/03/2017	Reconciled		19070	SCORE - SMALL CITIES ORGANIZED	WORK COMP Q2 FY17	21,738.90
52507	04/03/2017	Reconciled		19396	SIERRA SAFETY COMPANY	CORP YARD VESTS/SIGN/PAINT	130.98
52508	04/03/2017	Reconciled		19601	STAPLETON, JOHN	CORP YARD REPAIRS	3,736.68
52509	04/03/2017	Reconciled		21560	US BANK CORPORATE PMT SYSTEM	STMT 03/22/17	2,024.67
52510	04/03/2017	Reconciled		23169	WAVE BUSINESS SOLUTIONS	FIRE STATION PHONE	28.13
52511	04/03/2017	Reconciled		23169	WAVE BUSINESS SOLUTIONS	CITY HALL PHONES	190.11
52512	04/10/2017	Printed		03141	CALPERS	APR 2017 HEALTH PREMIUMS	8,458.35
52513	04/10/2017	Reconciled		01414	ALHAMBRA & SIERRA SPRINGS	WATER CITY HALL/CORP YARD	177.24
52514	04/10/2017	Reconciled		01448	AMERIGAS - COLFAX	PROPANE FIREHOUSE	81.13
52515	04/10/2017	Reconciled		01448	AMERIGAS - COLFAX	PROPANE SHERIFF	192.61
52516	04/10/2017	Reconciled		01460	AMERIPRIDE UNIFORM SERVICE	STMT 03/31/17	560.44
52517	04/10/2017	Reconciled		01500	ANDERSON'S SIERRA	TRASH PUMP HOSE	252.92
52518	04/10/2017	Reconciled		01650	AQUA SIERRA CONTROLS INC.	SETUP SCADA WORK STATION	654.75
52519	04/10/2017	Reconciled		02829	BLUE RIBBON PERSONNEL SERVICES	ACCT TEMP WK OF 3/26/17	598.80
52520	04/10/2017	Reconciled		03128(2)	CALIFORNIA RURAL WATER ASSOC	CRWA MEMBERSHIP	566.00
52521	04/10/2017	Reconciled		03790	CVCWA-CENTRAL VALLEY CLEAN	WATER CONF TRAVIS	115.00
52522	04/10/2017	Reconciled		04400	DIAMOND WELL DRILLING CO.	FEB 2017 MONITORING	3,543.00
52523	04/10/2017	Reconciled		05184	BRET ELLIS	STMT 3/30/17	38.20
52524	04/10/2017	Reconciled		07460	GOLD COUNTRY MEDIA	LEGAL NOTICE SUMMARY ORDINANCE	126.80
52525	04/10/2017	Reconciled		08050	HACH COMPANY	WWTP LAB SUPPLIES	599.20
52526	04/10/2017	Reconciled		08070	HANSEN BROS. ENTERPRISES	CULVER ST VAULT RPR	122.27
52527	04/10/2017	Reconciled		08086	HBE RENTALS	CULVER ST STORM INLET VAULT	55.00
52528	04/10/2017	Reconciled		08159	HILL BROTHERS CHEMICAL CO.	WWTP CHEMICALS	6,711.07
52529	04/10/2017	Reconciled		08660	HUNT AND SONS, INC.	PUBLIC WORKS FUEL	276.60
52530	04/10/2017	Reconciled		13260	MERRILL & SONS	CULVER ST. TANK TOP	822.64
52531	04/10/2017	Reconciled		16011(2)	PELLETREAU, ALDERSON & CABRAL	MAR 2017 SERVICES	3,825.77
52532	04/10/2017	Reconciled		16035	PG&E	STMT 3/23/17	19,304.67
52533	04/10/2017	Reconciled		18194	RGS - REGIONAL GOV SERVICES	MAR 2017 PLANNING SERVICES	6,000.00
52534	04/10/2017	Reconciled		18400	RIEBES AUTO PARTS	STMT 3/31/17	290.74
52535	04/10/2017	Reconciled		18883	SAC-VAL JANITORIAL SUPPLY	SUPPLIES	234.79
52536	04/10/2017	Reconciled		19070	SCORE - SMALL CITIES ORGANIZED	WORK COMP Q4 FY17	10,869.45
52537	04/10/2017	Reconciled		01790	SIERRA OFFICE PRODUCTS	MAR 2017 OFFICE SUPPLIES	217.33
52538	04/10/2017	Reconciled		19396	SIERRA SAFETY COMPANY	STREET SIGNS	211.60
52539	04/10/2017	Reconciled		19421	SIERRA TRENCH PROTECTION	CULVER ST VAULT	481.02
52540	04/10/2017	Reconciled		19791	SUTTER MEDICAL FOUNDATION	PHYSICAL TREGGAN	138.00

Check Register Report

ITEM 4B

Checks Processed April 2017

Date: 8 of 12  
05/15/2017  
Time: 2:06 pm  
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>							
52541	04/10/2017	Reconciled		22106	VAN GRONINGEN & ASSOCIATES	FINANCE SERVICES MAR 2017	7,575.00
52542	04/10/2017	Reconciled		23169	WAVE BUSINESS SOLUTIONS	STMT 4/2/17	54.90
52543	04/18/2017	Printed		16019	PAYPAL	PAYPAL TRANS ACCT TECH MOUSE	45.84
52544	04/18/2017	Reconciled		01766	AT&T MOBILITY	STMT 3/31/17	1,133.21
52545	04/18/2017	Reconciled		02630	BENNETT ENGINEERING SERVICES	N. MAIN ST. BIKE ROUTE	915.00
52546	04/18/2017	Reconciled		03401	CHOICE BUILDER	MAY 2017 PREMIUMS	690.65
52547	04/18/2017	Reconciled		03493	COASTLAND CIVIL ENGINEERING	ENGINEER SERV MAR 2017	15,051.18
52548	04/18/2017	Reconciled		04234	DE LAGE LANDEN FINANCIAL	APR 2017 COPY MACHINE LEASE	468.34
52549	04/18/2017	Reconciled		08050	HACH COMPANY	WWTP LAB SUPPLIES	387.84
52550	04/18/2017	Reconciled		14356	NORTHERN CALIFORNIA GLOVE	GLOVES	428.99
52551	04/18/2017	Reconciled		16500	PLACER OPERATIONAL AREA	Q3 FIRE PROTECTION 1/1-3/31/17	5,602.80
52552	04/18/2017	Reconciled		16230	PMSI	POTHOLE PATCH	2,413.13
52553	04/18/2017	Printed		18089	RAMOS OIL INC.	WWTP GENERATOR FUEL	1,368.21
52554	04/18/2017	Reconciled		19396	SIERRA SAFETY COMPANY	STREET SIGN	79.49
52555	04/18/2017	Reconciled		19421	SIERRA TRENCH PROTECTION	LIFT CHAIN FOR ROAD RPR	231.66
52556	04/18/2017	Reconciled		19601	STAPLETON, JOHN	STMT 3/21/17	2,651.00
52557	04/18/2017	Reconciled		23169	WAVE BUSINESS SOLUTIONS	STMT 4/8/17	159.90
52558	04/18/2017	Reconciled		23301	WESTERN PLACER WASTE	MAR 2017 SLUDGE REMOVAL	1,265.55
52559	04/18/2017	Reconciled		23450	WINNER CHEVROLET, INC.	TWO NEW CHEVY SILVERADO TRUCKS	88,006.00
52560	04/26/2017	Printed		01418	ALL PHASE AUTO	TRACTOR REPAIR	1,602.50
52561	04/26/2017	Printed		01448	AMERIGAS - COLFAX	PROPANE DEPOT	126.73
52562	04/26/2017	Printed		01448	AMERIGAS - COLFAX	PROPANE SHERIFF	118.31
52563	04/26/2017	Printed		01448	AMERIGAS - COLFAX	PROPANE FIREHOUSE	18.25
52564	04/26/2017	Printed		01448	AMERIGAS - COLFAX	PROPANE CITY HALL	861.92
52565	04/26/2017	Printed		02901	BUREAU VERITAS NORTH AMERICA	BLDG OFFICIAL SERVICE FEB 2017	10,285.00
52566	04/26/2017	Printed		04592	DACOMM	WWTP INTERNET APR 2017	99.95
52567	04/26/2017	Printed		04400	DIAMOND WELL DRILLING CO.	SEMI ANNUAL COMP TEST	4,975.00
52568	04/26/2017	Printed		06278	FRONTIER COMMUNICATIONS	WWTP PHONE SERVICE	177.69
52569	04/26/2017	Printed		07220	GENERAL WHOLESALE ELECTRIC	ST. LIGHT BOX COVER	62.17
52570	04/26/2017	Printed		07460	GOLD COUNTRY MEDIA	CUST SVC POSTING	583.35
52571	04/26/2017	Printed		08070	HANSEN BROS. ENTERPRISES	ROCK	112.08
52572	04/26/2017	Printed		08660	HUNT AND SONS, INC.	PUBLIC WORKS FUEL	258.49
52573	04/26/2017	Printed		23101	LARRY WALKER ASSOCIATES	CAPACITY STUDY WWTP	245.00
52574	04/26/2017	Printed		12180	LAWRENCE & ASSOCIATES INC	MAR 2017 LAND FILL MONITORING	1,723.75
52575	04/26/2017	Printed		19390	MAR-VAL'S SIERRA MARKET	STMT 3/31/17	17.12
52576	04/26/2017	Printed		18580	ROSENBAUER SOUTH DAKOTA LLC	FIRE DEPT NEW CHASSIS	55,443.96
52577	04/26/2017	Printed		19396	SIERRA SAFETY COMPANY	SAFETY SUPPLIES	1,874.20
52578	04/26/2017	Printed		21500	USA BLUE BOOK, INC	WWTP SUPPLIES	2,156.41
52579	04/26/2017	Printed		23169	WAVE BUSINESS SOLUTIONS	RR DEPOT PHONE	13.64
52580	04/26/2017	Printed		23169	WAVE BUSINESS SOLUTIONS	FIRE STATION PHONE	28.13

Total Checks: 88

Checks Total (excluding void checks):

314,827.56

Total Payments: 88

Bank Total (excluding void checks):

314,827.56

Total Payments: 88

Grand Total (excluding void checks):

314,827.56



DAILY CASH SUMMARY REPORT

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04/01/2017 - 04/30/2017

City of Colfax

		Debit	Credit	Net Chng	
<b>Fund: 100 - General Fund</b>					
04/05/2017	Daily Totals	3,749.77	0.00	3,749.77	
04/10/2017	Daily Totals	2,757.69	0.00	2,757.69	
04/13/2017	Daily Totals	1,663.75	0.00	1,663.75	
04/14/2017	Daily Totals	5,228.78	177.50	5,051.28	
04/18/2017	Daily Totals	15,963.14	0.00	15,963.14	
04/19/2017	Daily Totals	56,900.00	0.00	56,900.00	
04/20/2017	Daily Totals	436.64	0.00	436.64	
04/25/2017	Daily Totals	3,302.48	0.00	3,302.48	
04/26/2017	Daily Totals	44.60	0.00	44.60	
04/28/2017	Daily Totals	27.25	0.00	27.25	
04/30/2017	Daily Totals	9,533.04	0.00	9,533.04	
<b>Fund: 100 - General Fund</b>		<b>TOTALS:</b>	<b>99,607.14</b>	<b>177.50</b>	<b>99,429.64</b>
<b>Fund: 210 - Mitigation Fees - Roads</b>					
04/14/2017	Daily Totals	106.26	53.13	53.13	
<b>Fund: 210 - Mitigation Fees - Roads</b>		<b>TOTALS:</b>	<b>106.26</b>	<b>53.13</b>	<b>53.13</b>
<b>Fund: 211 - Mitigation Fees - Drainage</b>					
04/14/2017	Daily Totals	5.45	0.00	5.45	
<b>Fund: 211 - Mitigation Fees - Drainage</b>		<b>TOTALS:</b>	<b>5.45</b>	<b>0.00</b>	<b>5.45</b>
<b>Fund: 212 - Mitigation Fees - Trails</b>					
04/14/2017	Daily Totals	76.22	0.00	76.22	
<b>Fund: 212 - Mitigation Fees - Trails</b>		<b>TOTALS:</b>	<b>76.22</b>	<b>0.00</b>	<b>76.22</b>
<b>Fund: 213 - Mitigation Fees - Parks/Rec</b>					
04/14/2017	Daily Totals	174.54	0.00	174.54	
<b>Fund: 213 - Mitigation Fees - Parks/Rec</b>		<b>TOTALS:</b>	<b>174.54</b>	<b>0.00</b>	<b>174.54</b>
<b>Fund: 214 - Mitigation Fees - City Bldgs</b>					
04/14/2017	Daily Totals	1.69	0.00	1.69	

DAILY CASH SUMMARY REPORT

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Page: 2

04/01/2017 - 04/30/2017

5/15/2017

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City of Colfax

		Debit	Credit	Net Chng
<b>Fund: 214 - Mitigation Fees - City Bldgs</b>				
<b>TOTALS:</b>		<b>1.69</b>	<b>0.00</b>	<b>1.69</b>
<b>Fund: 215 - Mitigation Fees - Vehicles</b>				
04/14/2017	Daily Totals	8.02	0.00	8.02
<b>Fund: 215 - Mitigation Fees - Vehicles</b>				
<b>TOTALS:</b>		<b>8.02</b>	<b>0.00</b>	<b>8.02</b>
<b>Fund: 217 - Mitigation Fees - DT Parking</b>				
04/14/2017	Daily Totals	47.51	0.00	47.51
<b>Fund: 217 - Mitigation Fees - DT Parking</b>				
<b>TOTALS:</b>		<b>47.51</b>	<b>0.00</b>	<b>47.51</b>
<b>Fund: 218 - Support Law Enforcement</b>				
04/14/2017	Daily Totals	13,252.66	0.00	13,252.66
<b>Fund: 218 - Support Law Enforcement</b>				
<b>TOTALS:</b>		<b>13,252.66</b>	<b>0.00</b>	<b>13,252.66</b>
<b>Fund: 241 - CDBG Housing Rehabilitation</b>				
04/14/2017	Daily Totals	168.22	0.00	168.22
<b>Fund: 241 - CDBG Housing Rehabilitation</b>				
<b>TOTALS:</b>		<b>168.22</b>	<b>0.00</b>	<b>168.22</b>
<b>Fund: 244 - CDBG MicroEnterprise Lending</b>				
04/14/2017	Daily Totals	209.63	0.00	209.63
<b>Fund: 244 - CDBG MicroEnterprise Lending</b>				
<b>TOTALS:</b>		<b>209.63</b>	<b>0.00</b>	<b>209.63</b>
<b>Fund: 250 - Streets - Roads/Transportation</b>				
04/05/2017	Daily Totals	63,820.50	0.00	63,820.50
04/14/2017	Daily Totals	0.00	174.80	-174.80
04/30/2017	Daily Totals	0.00	2,130.06	-2,130.06
<b>Fund: 250 - Streets - Roads/Transportation</b>				
<b>TOTALS:</b>		<b>63,820.50</b>	<b>2,304.86</b>	<b>61,515.64</b>
<b>Fund: 253 - Gas Taxes</b>				
04/14/2017	Daily Totals	40.46	0.00	40.46
<b>Fund: 253 - Gas Taxes</b>				
<b>TOTALS:</b>		<b>40.46</b>	<b>0.00</b>	<b>40.46</b>
<b>Fund: 270 - Beverage Container Recycling</b>				
04/14/2017	Daily Totals	67.66	0.00	67.66

Limited to include: JE Types of: CR,GJ

DAILY CASH SUMMARY REPORT

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04/01/2017 - 04/30/2017

City of Colfax

		Debit	Credit	Net Chng
<b>Fund: 270 - Beverage Container Recycling</b>				
<b>TOTALS:</b>		<b>67.66</b>	<b>0.00</b>	<b>67.66</b>
<b>Fund: 280 - Oil Recycling</b>				
04/14/2017	Daily Totals	7.13	0.00	7.13
<b>Fund: 280 - Oil Recycling</b>				
<b>TOTALS:</b>		<b>7.13</b>	<b>0.00</b>	<b>7.13</b>
<b>Fund: 286 - Community Projects</b>				
04/14/2017	Daily Totals	9.40	0.00	9.40
<b>Fund: 286 - Community Projects</b>				
<b>TOTALS:</b>		<b>9.40</b>	<b>0.00</b>	<b>9.40</b>
<b>Fund: 292 - Fire Department Capital Funds</b>				
04/14/2017	Daily Totals	262.62	0.00	262.62
<b>Fund: 292 - Fire Department Capital Funds</b>				
<b>TOTALS:</b>		<b>262.62</b>	<b>0.00</b>	<b>262.62</b>
<b>Fund: 300 - Capital Projects - General</b>				
04/14/2017	Daily Totals	5,000.00	0.00	5,000.00
<b>Fund: 300 - Capital Projects - General</b>				
<b>TOTALS:</b>		<b>5,000.00</b>	<b>0.00</b>	<b>5,000.00</b>
<b>Fund: 342 - Fire Construction - Mitigation</b>				
04/14/2017	Daily Totals	4.34	0.00	4.34
<b>Fund: 342 - Fire Construction - Mitigation</b>				
<b>TOTALS:</b>		<b>4.34</b>	<b>0.00</b>	<b>4.34</b>
<b>Fund: 343 - Recreation Construction</b>				
04/14/2017	Daily Totals	4.34	0.00	4.34
<b>Fund: 343 - Recreation Construction</b>				
<b>TOTALS:</b>		<b>4.34</b>	<b>0.00</b>	<b>4.34</b>
<b>Fund: 350 - Street Improvement Projects</b>				
04/14/2017	Daily Totals	42.88	0.00	42.88
<b>Fund: 350 - Street Improvement Projects</b>				
<b>TOTALS:</b>		<b>42.88</b>	<b>0.00</b>	<b>42.88</b>
<b>Fund: 370 - North Main Street Bike Route</b>				
04/14/2017	Daily Totals	0.00	40.55	-40.55
<b>Fund: 370 - North Main Street Bike Route</b>				
<b>TOTALS:</b>		<b>0.00</b>	<b>40.55</b>	<b>-40.55</b>

DAILY CASH SUMMARY REPORT

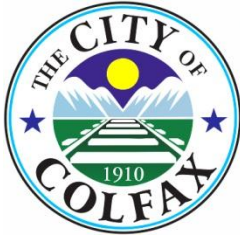
ITEM 4B

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04/01/2017 - 04/30/2017

City of Colfax

		Debit	Credit	Net Chng
<b>Fund: 560 - Sewer</b>				
04/05/2017	Daily Totals	200.00	0.00	200.00
04/14/2017	Daily Totals	3,090.33	0.00	3,090.33
04/20/2017	Daily Totals	61.33	0.00	61.33
04/30/2017	Daily Totals	0.00	5,606.51	-5,606.51
<b>Fund: 560 - Sewer</b>	<b>TOTALS:</b>	<b>3,351.66</b>	<b>5,606.51</b>	<b>-2,254.85</b>
<b>Fund: 561 - Sewer Liftstations</b>				
04/30/2017	Daily Totals	0.00	1,252.74	-1,252.74
<b>Fund: 561 - Sewer Liftstations</b>	<b>TOTALS:</b>	<b>0.00</b>	<b>1,252.74</b>	<b>-1,252.74</b>
<b>Fund: 565 - General Obligation Bond 1978</b>				
04/14/2017	Daily Totals	30.35	0.00	30.35
<b>Fund: 565 - General Obligation Bond 1978</b>	<b>TOTALS:</b>	<b>30.35</b>	<b>0.00</b>	<b>30.35</b>
<b>Fund: 570 - Garbage Fund</b>				
04/20/2017	Daily Totals	10,936.33	0.00	10,936.33
<b>Fund: 570 - Garbage Fund</b>	<b>TOTALS:</b>	<b>10,936.33</b>	<b>0.00</b>	<b>10,936.33</b>
<b>Fund: 572 - Landfill Post Closure Mainten</b>				
04/20/2017	Daily Totals	19,665.18	0.00	19,665.18
04/30/2017	Daily Totals	0.00	543.73	-543.73
<b>Fund: 572 - Landfill Post Closure Mainten</b>	<b>TOTALS:</b>	<b>19,665.18</b>	<b>543.73</b>	<b>19,121.45</b>
<b>GRAND TOTALS:</b>		<b>216,900.19</b>	<b>9,979.02</b>	<b>206,921.17</b>



# STAFF REPORT TO THE COLFAX CITY COUNCIL

## FOR THE MAY 24, 2017 COUNCIL MEETING

**FROM:** John Schempf, City Manager  
**PREPARED BY:** Laurie Van Groningen, Finance Director  
**DATE:** May 15, 2017  
**SUBJECT:** City of Colfax – Quarterly Investment Report

<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>	FUNDED	<input type="checkbox"/>	UN-FUNDED	AMOUNT:	FROM FUND:
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**RECOMMENDED ACTION:** Accept and File City of Colfax Quarterly Investment Report: March 31, 2017.

**SUMMARY:**

Staff recommends that the Council accepts and files the Colfax Quarterly Investment Report for the quarter ended March 31, 2017.

**BACKGROUND AND ANALYSIS:**

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

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

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

Historically, due to fluctuations in fund balances, investment opportunities outside the corporate checking and LAIF accounts have been somewhat limited. Our investment policy dictates that the City should have liquid short term securities to meet six month's financial obligations. The budget for 2016-2017 reflects nearly \$4.5M in annual expenditures, therefore our target for liquid short term securities would be \$2.25M.

**CONCLUSION:**

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

- The investments held at March 31, 2017 conform to the City Investment Policy adopted by Resolution 29-2014,
- The composite yield of the City's investment pool to be the rate of .78% for the quarter ended March 31, 2017,
- There are sufficient funds on deposit to meet all anticipated City expenditures for the period April 01, 2017 to September 30, 2017.

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ATTACHMENTS:

1. Analysis of Treasury Investment Pool
2. State of California – PMIA and LAIF Performance Report (QE 03/31/17)
3. State of California – PMIA Average Monthly Effective Yields

**City of Colfax**  
**Analysis of Treasury Investment Pool**  
**Quarterly Analysis - FY2016-2017**  
**Report Date: 03/31/2017**

<b>Quarter Ended 03/31/2017</b>					
<b>Type of Investment</b>	<b>Financial Institution</b>	<b>Date of Maturity</b>	<b>Investment Amount</b>	<b>% of Total Investment</b>	<b>Average Investment Yield</b>
Investment Fund	State Local Agency Investment Fund (LAIF)	N/A	\$ 3,913,180	94%	0.78%
Corporate Checking	US Bank	N/A	\$ 267,918	6%	0.19%
<b>Total Investment Pool</b>			<b>\$ 4,181,098</b>	<b>100%</b>	<b>0.75%</b>

<b>Quarter Ended 12/31/2016</b>					
<b>Type of Investment</b>	<b>Financial Institution</b>	<b>Date of Maturity</b>	<b>Investment Amount</b>	<b>% of Total Investment</b>	<b>Average Investment Yield</b>
Investment Fund	State Local Agency Investment Fund (LAIF)	N/A	\$ 3,557,161	94%	0.68%
Corporate Checking	US Bank	N/A	\$ 237,352	6%	0.19%
<b>Total Investment Pool</b>			<b>\$ 3,794,513</b>	<b>100%</b>	<b>0.65%</b>

<b>Quarter Ended 09/30/2016</b>					
<b>Type of Investment</b>	<b>Financial Institution</b>	<b>Date of Maturity</b>	<b>Investment Amount</b>	<b>% of Total Investment</b>	<b>Average Investment Yield</b>
Investment Fund	State Local Agency Investment Fund (LAIF)	N/A	\$ 3,576,677	89%	0.60%
Corporate Checking	US Bank	N/A	\$ 437,812	11%	0.19%
<b>Total Investment Pool</b>			<b>\$ 4,014,489</b>	<b>100%</b>	<b>0.57%</b>



**JOHN CHIANG  
TREASURER  
STATE OF CALIFORNIA**



**PMIA Performance Report**

Date	Daily Yield*	Quarter to Date Yield	Average Maturity (in days)
04/10/17	0.87	0.86	181
04/11/17	0.87	0.87	181
04/12/17	0.87	0.87	183
04/13/17	0.88	0.87	182
04/14/17	0.88	0.87	182
04/15/17	0.88	0.87	182
04/16/17	0.88	0.87	182
04/17/17	0.88	0.87	181
04/18/17	0.89	0.87	183
04/19/17	0.89	0.87	183
04/20/17	0.90	0.87	186
04/21/17	0.90	0.88	191
04/22/17	0.90	0.88	191
04/23/17	0.90	0.88	191
04/24/17	0.90	0.88	192
04/25/17	0.90	0.88	193
04/26/17	0.90	0.88	194
04/27/17	0.91	0.88	195
04/28/17	0.91	0.88	188
04/29/17	0.91	0.88	188
04/30/17	0.91	0.88	188
05/01/17	0.92	0.89	189
05/02/17	0.92	0.89	191
05/03/17	0.92	0.89	193
05/04/17	0.92	0.89	193
05/05/17	0.92	0.89	195
05/06/17	0.92	0.89	195
05/07/17	0.92	0.89	195
05/08/17	0.92	0.89	195
05/09/17	0.92	0.89	196
05/10/17	0.92	0.89	195

\*Daily yield does not reflect capital gains or losses

[View Prior Month Daily Rates](#)

**LAIF Performance Report**

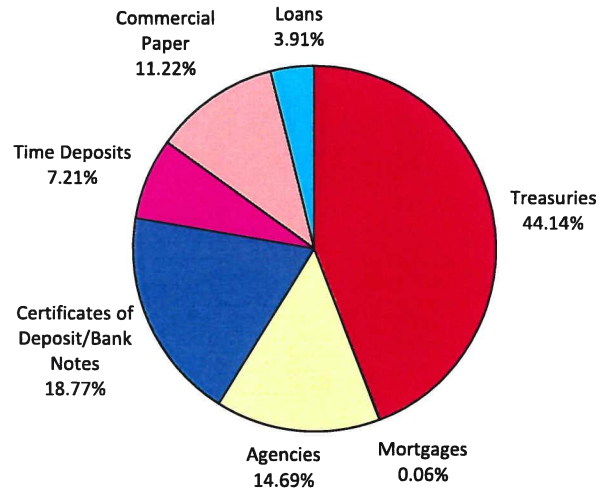
**Quarter Ending 03/31/17**

Apportionment Rate: 0.78%  
 Earnings Ratio: 0.00002126194403179  
 Fair Value Factor: 0.999175951  
 Daily: 0.85%  
 Quarter to Date: 0.78%  
 Average Life: 180

**PMIA Average Monthly Effective Yields**

**Apr 2017 0.884%**  
 Mar 2017 0.821%  
 Feb 2017 0.777%

**Pooled Money Investment Account  
Portfolio Composition  
04/30/17  
\$76.5 billion**







California State Treasurer  
**John Chiang**



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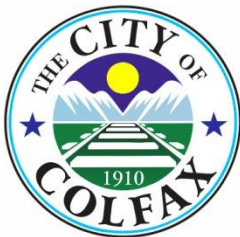
[Home](#) -> [PMIA](#) ->> [PMIA Average Monthly Effective Yields](#)



POOLED MONEY INVESTMENT ACCOUNT

### PMIA Average Monthly Effective Yields

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1977	5.770	5.660	5.660	5.650	5.760	5.850	5.930	6.050	6.090	6.090	6.610	6.730
1978	6.920	7.050	7.140	7.270	7.386	7.569	7.652	7.821	7.871	8.110	8.286	8.769
1979	8.777	8.904	8.820	9.082	9.046	9.224	9.202	9.528	9.259	9.814	10.223	10.218
1980	10.980	11.251	11.490	11.480	12.017	11.798	10.206	9.870	9.945	10.056	10.426	10.961
1981	10.987	11.686	11.130	11.475	12.179	11.442	12.346	12.844	12.059	12.397	11.887	11.484
1982	11.683	12.044	11.835	11.773	12.270	11.994	12.235	11.909	11.151	11.111	10.704	10.401
1983	10.251	9.887	9.688	9.868	9.527	9.600	9.879	10.076	10.202	10.182	10.164	10.227
1984	10.312	10.280	10.382	10.594	10.843	11.119	11.355	11.557	11.597	11.681	11.474	11.024
1985	10.579	10.289	10.118	10.025	10.180	9.743	9.656	9.417	9.572	9.482	9.488	9.371
1986	9.252	9.090	8.958	8.621	8.369	8.225	8.141	7.844	7.512	7.586	7.432	7.439
1987	7.365	7.157	7.205	7.044	7.294	7.289	7.464	7.562	7.712	7.825	8.121	8.071
1988	8.078	8.050	7.945	7.940	7.815	7.929	8.089	8.245	8.341	8.397	8.467	8.563
1989	8.698	8.770	8.870	8.992	9.227	9.204	9.056	8.833	8.801	8.771	8.685	8.645
1990	8.571	8.538	8.506	8.497	8.531	8.538	8.517	8.382	8.333	8.321	8.269	8.279
1991	8.164	8.002	7.775	7.666	7.374	7.169	7.098	7.072	6.859	6.719	6.591	6.318
1992	6.122	5.863	5.680	5.692	5.379	5.323	5.235	4.958	4.760	4.730	4.659	4.647
1993	4.678	4.649	4.624	4.605	4.427	4.554	4.438	4.472	4.430	4.380	4.365	4.384
1994	4.359	4.176	4.248	4.333	4.434	4.623	4.823	4.989	5.106	5.243	5.380	5.528
1995	5.612	5.779	5.934	5.960	6.008	5.997	5.972	5.910	5.832	5.784	5.805	5.748
1996	5.698	5.643	5.557	5.538	5.502	5.548	5.587	5.566	5.601	5.601	5.599	5.574
1997	5.583	5.575	5.580	5.612	5.634	5.667	5.679	5.690	5.707	5.705	5.715	5.744
1998	5.742	5.720	5.680	5.672	5.673	5.671	5.652	5.652	5.639	5.557	5.492	5.374
1999	5.265	5.210	5.136	5.119	5.086	5.095	5.178	5.225	5.274	5.391	5.484	5.639
2000	5.760	5.824	5.851	6.014	6.190	6.349	6.443	6.505	6.502	6.517	6.538	6.535
2001	6.372	6.169	5.976	5.760	5.328	4.958	4.635	4.502	4.288	3.785	3.526	3.261
2002	3.068	2.967	2.861	2.845	2.740	2.687	2.714	2.594	2.604	2.487	2.301	2.201
2003	2.103	1.945	1.904	1.858	1.769	1.697	1.653	1.632	1.635	1.596	1.572	1.545
2004	1.528	1.440	1.474	1.445	1.426	1.469	1.604	1.672	1.771	1.890	2.003	2.134
2005	2.264	2.368	2.542	2.724	2.856	2.967	3.083	3.179	3.324	3.458	3.636	3.808
2006	3.955	4.043	4.142	4.305	4.563	4.700	4.849	4.946	5.023	5.098	5.125	5.129
2007	5.156	5.181	5.214	5.222	5.248	5.250	5.255	5.253	5.231	5.137	4.962	4.801
2008	4.620	4.161	3.777	3.400	3.072	2.894	2.787	2.779	2.774	2.709	2.568	2.353
2009	2.046	1.869	1.822	1.607	1.530	1.377	1.035	0.925	0.750	0.646	0.611	0.569
2010	0.558	0.577	0.547	0.588	0.560	0.528	0.531	0.513	0.500	0.480	0.454	0.462
2011	0.538	0.512	0.500	0.588	0.413	0.448	0.381	0.408	0.378	0.385	0.401	0.382
2012	0.385	0.389	0.383	0.367	0.363	0.358	0.363	0.377	0.348	0.340	0.324	0.326
2013	0.300	0.286	0.285	0.264	0.245	0.244	0.267	0.271	0.257	0.266	0.263	0.264
2014	0.244	0.236	0.236	0.233	0.228	0.228	0.244	0.260	0.246	0.261	0.261	0.267
2015	0.262	0.266	0.278	0.283	0.290	0.299	0.320	0.330	0.337	0.357	0.374	0.400
2016	0.446	0.467	0.506	0.525	0.552	0.576	0.588	0.614	0.634	0.654	0.678	0.719
2017	0.751	0.777	0.821	0.884								



# STAFF REPORT TO THE COLFAX CITY COUNCIL

## FOR THE MAY 24, 2017 COUNCIL MEETING

**FROM:** John Schempf, City Manager

**PREPARED BY:** Staff

**DATE:** May 18, 2017

**SUBJECT:** Sherrif Contract Review

<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>	FUNDED	<input type="checkbox"/>	UN-FUNDED	AMOUNT: \$648,084 - \$682,209	FROM FUND: 100-300, 218-000
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**RECOMMENDED ACTION:** Review contract to actuals as presented by Sergeant Conners – Discuss and direct staff as appropriate

### **DISCUSSION AND SUMMARY:**

Effective July 1, 2016, the City and Placer County executed an amendment to the agreement for the provision of law enforcement services by the Placer County Sheriff–Coroner–Marshals Office. The contract must be amended yearly due to annual adjustments which account for increases in salaries, liability insurance, vehicle rates and overall cost of living. Placer County is mandated for sheriff salary adjustments by voter approved Proposition F\*.

The current amendment to the contract expires June 30, 2017, and negotiations will begin with the Sheriff's Office to provide the amendment for the coming year. The attached 'Exhibit A' lists the increases to the City obligation which are primarily due to the Proposition F salary requirements.

In 2014, Council opted to decrease hours of service in order to defer the cost of services which were set to increase by 5.25% that year. Currently, Colfax receives only emergency responses to calls to service between the hours of 7:30AM to 9:30AM Thursday through Sunday (a 386 hour reduction).

Sergeant Conners would like Council to consider returning Colfax to full service hours, or at least to begin to add the hours back in. Colfax continues to receive calls for service during those hours with reduced service. He feels there is a trend towards more unlawful activity, such as speeding, during those hours. The attached documents explain three options: Keep at the 386 hour reduction - \$648,084, 193 hours less than full schedule - \$665,147 and no reduction in hours - \$682,209.

### ATTACHMENTS:

1. Colfax 17-18 Exhibit A
2. Scenarios for reduced to full service
3. 2016-2017 Contract

*\*Measure F was a local initiative sponsored by the Placer County Deputy Sheriff's Association (PCDSA) and passed by the voters of Placer County, effective in 1977. Measure F, codified in Placer County Code § 3.12 040 (Appendix A) and its express terms, are mandatory. Measure F provides the required method for annually determining and setting salaries for specified peace officer classes in Placer County. The Measure F formula requires the County to annually: (1) determine maximum salaries for comparable classes of positions, as listed, in the 3 surrounding counties, El Dorado, Nevada and Sacramento; (2) calculate the average maximum salaries for those three agencies; and then, (3) set the salary of the Placer County comparable employees at a level equal to the average maximum salary of the other three counties. The required average maximums are used to set the salaries for the classifications of Undersheriff, Captain, Lieutenant, Sergeant, and Deputy Sheriff II, effective the first full pay period in February.*

**SALARY AND BENEFITS:**

Qty	Class/Description	Pay Type	Annual Hours/Units	Billable Hours/Units*	2016-2017 Hrly Rate	2017-2018 Hrly Rate	2016-2017 Cost	2017-2018 Cost	Increase/Decrease
0.5	Sergeant	Regular Pay	2080	1040	101.18	109.38	\$ 105,224	\$ 113,754	\$ 8,529
0.5	Sergeant	Overtime	120	60	96.18	96.28	\$ 5,771	\$ 5,777	\$ 6
0.5	Sergeant	Holiday Overtime	48	24	130.66	135.10	\$ 3,136	\$ 3,242	\$ 107
2.25	Deputy II	Regular Pay *	2080	4294	84.77	88.41	\$ 364,016	\$ 379,620	\$ 15,604
2.25	Deputy II	Overtime	127	285.75	76.57	74.66	\$ 21,881	\$ 21,335	\$ (546)
2.25	Deputy II	Holiday Overtime	48	108	103.22	103.47	\$ 11,148	\$ 11,175	\$ 27
0.1	Detective (Deputy II)	Regular Pay	2080	208	83.35	88.41	\$ 17,337	\$ 18,389	\$ 1,051
0.1	Detective (Deputy II)	Overtime	127	12.7	76.57	74.66	\$ 973	\$ 948	\$ (24)
0.1	Detective (Deputy II)	Holiday Overtime	48	4.8	103.22	103.47	\$ 495	\$ 497	\$ 1
<b>Total Personnel Costs</b>							<b>\$ 529,982</b>	<b>\$ 554,736</b>	<b>\$ 24,754</b>

**OTHER COSTS:**

Item	Description	2016-2017 Cost	2017-2018 Cost	Increase/Decrease
Communication	Telecomm System Access and Radio Costs	\$ 15,634	\$ 15,866	\$ 232
Direct Administrative Support	Dispatch and Administrative Operations	\$ 29,925	\$ 30,287	\$ 363
Equipment & Supplies	Equipment & Supplies	\$ 10,000	\$ 10,000	\$ -
Training	Traffic accident investigation and radar/lidar training 40 hour each	\$ 7,125	\$ 7,125	\$ -
Vehicle Expenses	1.5 vehicles	\$ 32,940	\$30,069.68	\$ (2,870)
<b>Total Other Costs</b>		<b>\$ 95,624</b>	<b>\$ 93,348</b>	<b>\$ (2,276)</b>

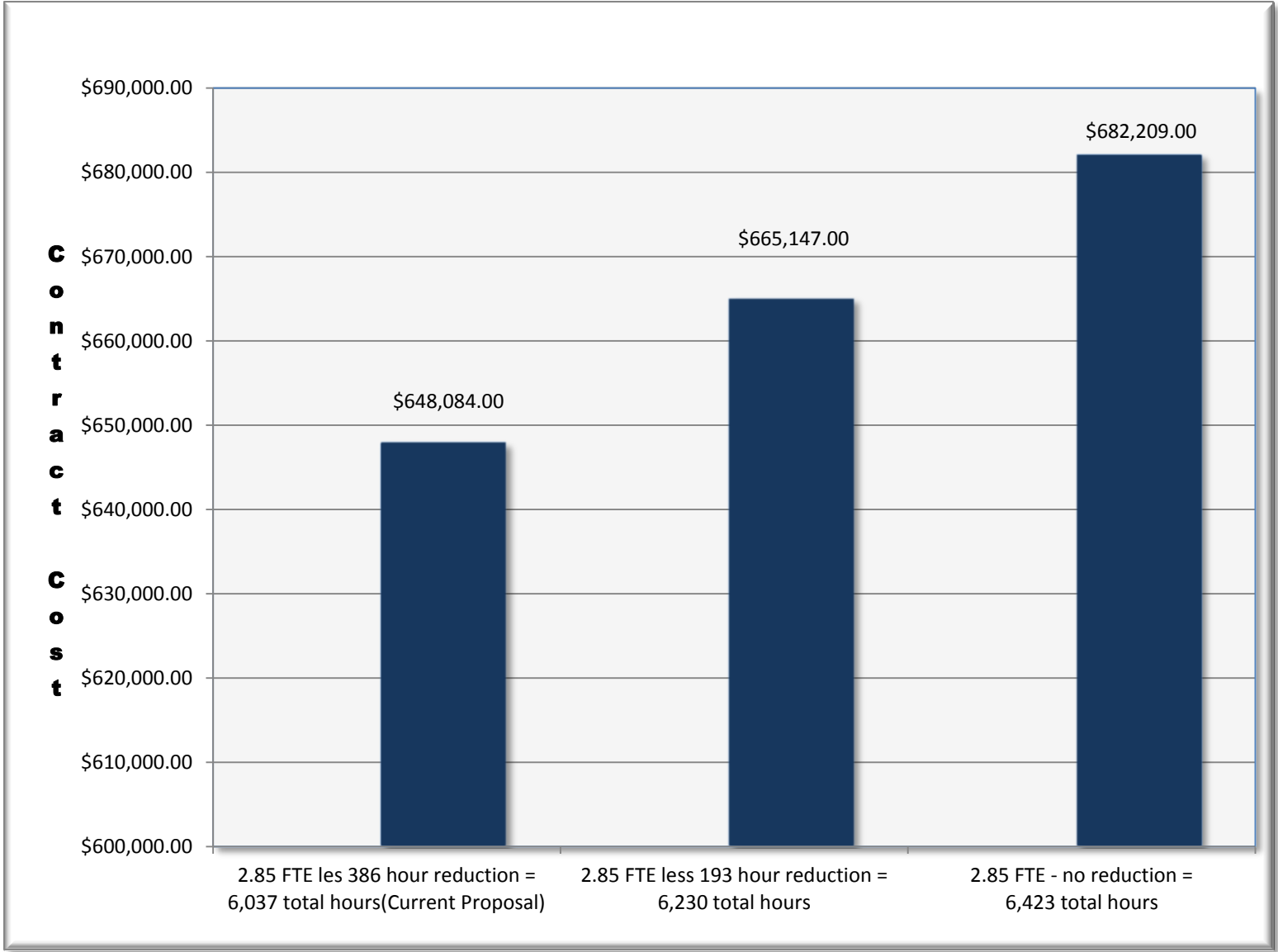
<b>Total Contract Costs</b>	<b>\$ 625,605</b>	<b>\$ 648,084</b>	<b>\$ 22,479</b>
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<b>Total Contract Change</b>	<b>3.59%</b>
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<b>16-17 Base Quarterly Payments</b>	<b>\$ 162,021</b>
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\* 386 hr reduction in DS II Regular Time

# FY 2017/18 Contract Cost Analysis



2.85 FTE Less 386 Hour Reduction =  
6,037 total hours (Current Proposal)

**SALARY AND BENEFITS:**

Qty	Class/Description	Pay Type	Annual Hours/Units	Billable Hours/Units	2016-2017 Hrly Rate	2017-2018 Hrly Rate	2016-2017 Cost	2017-2018 Cost	Increase/Decrease
0.5	Sergeant	Regular Pay	2080	1040	101.18	109.38	\$ 105,224	\$ 113,754	\$ 8,529
0.5	Sergeant	Overtime	120	60	96.18	96.28	\$ 5,771	\$ 5,777	\$ 6
0.5	Sergeant	Holiday Overtime	48	24	130.66	135.10	\$ 3,136	\$ 3,242	\$ 107
2.25	Deputy II	Regular Pay *	2080	4294	84.77	88.41	\$ 364,016	\$ 379,620	\$ 15,604
2.25	Deputy II	Overtime	127	285.75	76.57	74.66	\$ 21,881	\$ 21,335	\$ (546)
2.25	Deputy II	Holiday Overtime	48	108	103.22	103.47	\$ 11,148	\$ 11,175	\$ 27
0.1	Detective (Deputy II)	Regular Pay	2080	208	83.35	88.41	\$ 17,337	\$ 18,389	\$ 1,051
0.1	Detective (Deputy II)	Overtime	127	12.7	76.57	74.66	\$ 973	\$ 948	\$ (24)
0.1	Detective (Deputy II)	Holiday Overtime	48	4.8	103.22	103.47	\$ 495	\$ 497	\$ 1
<b>Total Personnel Costs</b>							<b>\$ 529,982</b>	<b>\$ 554,736</b>	<b>\$ 24,754</b>

**OTHER COSTS:**

Item	Description	2016-2017 Cost	2017-2018 Cost	Increase/Decrease
Communication	Telecomm System Access and Radio Costs	\$ 15,634	\$ 15,866	\$ 232
Direct Admin. Support	Dispatch and Administrative Operations	\$ 29,925	\$ 30,287	\$ 363
Equipment & Supplies	Equipment & Supplies	\$ 10,000	\$ 10,000	\$ -
Training	Traffic accident investigation and radar/lidar training 40 hour each	\$ 7,125	\$ 7,125	\$ -
Vehicle Expenses	1.5 vehicles	\$ 32,940	\$ 30,069.68	\$ (2,870)
<b>Total Other Costs</b>		<b>\$ 95,624</b>	<b>\$ 93,348</b>	<b>\$ (2,276)</b>

<b>Total Contract Costs</b>	<b>\$ 625,605</b>	<b>\$ 648,084</b>	<b>\$ 22,479</b>
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<b>Total Contract Change</b>	<b>3.59%</b>
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<b>17-18 Base Quarterly Payments</b>	<b>\$ 162,021</b>
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# 2.85 FTE Less 193 Hour Reduction (50% of Current) = 6,230 total hours

**SALARY AND BENEFITS:**

Qty	Class/Description	Pay Type	Annual Hours/Units	Billable Hours/Units	2016-2017 Hrly Rate	2017-2018 Hrly Rate	2016-2017 Cost	2017-2018 Cost	Increase/Decrease
0.5	Sergeant	Regular Pay	2080	1040	101.18	109.38	\$ 105,224	\$ 113,754	\$ 8,529
0.5	Sergeant	Overtime	120	60	96.18	96.28	\$ 5,771	\$ 5,777	\$ 6
0.5	Sergeant	Holiday Overtime	48	24	130.66	135.10	\$ 3,136	\$ 3,242	\$ 107
2.25	Deputy II	Regular Pay *	2080	4487	84.77	88.41	\$ 364,016	\$ 396,682	\$ 32,666
2.25	Deputy II	Overtime	127	285.75	76.57	74.66	\$ 21,881	\$ 21,335	\$ (546)
2.25	Deputy II	Holiday Overtime	48	108	103.22	103.47	\$ 11,148	\$ 11,175	\$ 27
0.1	Detective (Deputy II)	Regular Pay	2080	208	83.35	88.41	\$ 17,337	\$ 18,389	\$ 1,051
0.1	Detective (Deputy II)	Overtime	127	12.7	76.57	74.66	\$ 973	\$ 948	\$ (24)
0.1	Detective (Deputy II)	Holiday Overtime	48	4.8	103.22	103.47	\$ 495	\$ 497	\$ 1
<b>Total Personnel Costs</b>							<b>\$ 529,982</b>	<b>\$ 571,799</b>	<b>\$ 41,817</b>

**OTHER COSTS:**

Item	Description	2016-2017 Cost	2017-2018 Cost	Increase/Decrease
Communication	Telecomm System Access and Radio Costs	\$ 15,634	\$ 15,866	\$ 232
Direct Admin. Support	Dispatch and Administrative Operations	\$ 29,925	\$ 30,287	\$ 363
Equipment & Supplies	Equipment & Supplies	\$ 10,000	\$ 10,000	\$ -
Training	Traffic accident investigation and radar/lidar training 40 hour each	\$ 7,125	\$ 7,125	\$ -
Vehicle Expenses	1.5 vehicles	\$ 32,940	\$ 30,069.68	\$ (2,870)
<b>Total Other Costs</b>		<b>\$ 95,624</b>	<b>\$ 93,348</b>	<b>\$ (2,276)</b>

<b>Total Contract Costs</b>	<b>\$ 625,605</b>	<b>\$ 665,147</b>	<b>\$ 39,541</b>
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<b>Total Contract Change</b>	<b>6.32%</b>
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<b>17-18 Base Quarterly Payments</b>	<b>\$ 166,287</b>
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# 2.85 FTE No Reduction = 6,423 total hours

**SALARY AND BENEFITS:**

Qty	Class/Description	Pay Type	Annual Hours/Units	Billable Hours/Units	2016-2017 Hrly Rate	2017-2018 Hrly Rate	2016-2017 Cost	2017-2018 Cost	Increase/Decrease
0.5	Sergeant	Regular Pay	2080	1040	101.18	109.38	\$ 105,224	\$ 113,754	\$ 8,529
0.5	Sergeant	Overtime	120	60	96.18	96.28	\$ 5,771	\$ 5,777	\$ 6
0.5	Sergeant	Holiday Overtime	48	24	130.66	135.10	\$ 3,136	\$ 3,242	\$ 107
2.25	Deputy II	Regular Pay *	2080	4680	84.77	88.41	\$ 364,016	\$ 413,745	\$ 49,729
2.25	Deputy II	Overtime	127	285.75	76.57	74.66	\$ 21,881	\$ 21,335	\$ (546)
2.25	Deputy II	Holiday Overtime	48	108	103.22	103.47	\$ 11,148	\$ 11,175	\$ 27
0.1	Detective (Deputy II)	Regular Pay	2080	208	83.35	88.41	\$ 17,337	\$ 18,389	\$ 1,051
0.1	Detective (Deputy II)	Overtime	127	12.7	76.57	74.66	\$ 973	\$ 948	\$ (24)
0.1	Detective (Deputy II)	Holiday Overtime	48	4.8	103.22	103.47	\$ 495	\$ 497	\$ 1
<b>Total Personnel Costs</b>							<b>\$ 529,982</b>	<b>\$ 588,861</b>	<b>\$ 58,880</b>

**OTHER COSTS:**

Item	Description	2016-2017 Cost	2017-2018 Cost	Increase/Decrease
Communication	Telecomm System Access and Radio Costs	\$ 15,634	\$ 15,866	\$ 232
Direct Admin. Support	Dispatch and Administrative Operations	\$ 29,925	\$ 30,287	\$ 363
Equipment & Supplies	Equipment & Supplies	\$ 10,000	\$ 10,000	\$ -
Training	Traffic accident investigation and radar/lidar training 40 hour each	\$ 7,125	\$ 7,125	\$ -
Vehicle Expenses	1.5 vehicles	\$ 32,940	\$ 30,069.68	\$ (2,870)
<b>Total Other Costs</b>		<b>\$ 95,624</b>	<b>\$ 93,348</b>	<b>\$ (2,276)</b>

<b>Total Contract Costs</b>	<b>\$ 625,605</b>	<b>\$ 682,209</b>	<b>\$ 56,604</b>
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<b>Total Contract Change</b>	<b>9.05%</b>
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<b>17-18 Base Quarterly Payments</b>	<b>\$ 170,552</b>
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BEGINS: July 1, 2016  
ADMINISTERING AGENCY: Sheriff-Coroner-Marshal

CONTRACT NO. 13508  
AMENDMENT NO. 1

DESCRIPTION: Contract amendment between County of Placer, Office of the Sheriff-Coroner-Marshal and the City of Colfax to update the annual cost of providing law enforcement services for FY 2016-17

THIS AMENDEMENT No.1 of contract No. 13508 is made as of July 1, 2016, by and between the COUNTY OF PLACER, Office of the Sheriff-Coroner-Marshal, a political subdivision of the State of California, hereinafter referred to as "COUNTY", and the CITY OF COLFAX, a municipal corporation, hereinafter referred to as "CITY".

The CITY is desirous of services and the COUNTY is willing to provide the services. The original contract No. 13508 is hereby amended as follows:

**Section 6**      **PAYMENT FOR SERVICES:** The cost of performing law enforcement services for the year beginning July 1, 2016 through June 30, 2017, both dates inclusive, will be agreed to in the amount of \$625,605 (SIX HUNDRED TWENTY FIVE THOUSAND SIX HUNDRED FIVE DOLLARS) per attached Exhibit A. This sum shall be paid in four equal quarterly installments of \$156,401.25 (ONE HUNDRED FIFTY SIX THOUSAND FOUR HUNDRED ONE DOLLARS AND TWENTY FIVE CENTS) to be paid on September 1, 2016; December 1, 2016; March 1, 2017; and June 1, 2017. The COUNTY will provide an amendment adjusting salaries, liability insurance, vehicle rates, and cost of living to the CITY each year for basic law enforcement services for adoption effective July 1 with an amendment approved by both parties.

**Section 11**      **DISPUTE RESOLUTION:** In the event a dispute, claim or controversy shall arise between the parties to this contract, the parties will first attempt to negotiate in good faith to resolve the dispute between the parties. If the dispute is not resolved between the parties, the parties agree to participate in at least four hours of mediation before a neutral mediator jointly selected by the parties prior to instituting any legal action. The cost of the mediation will be shared on an equal basis between the parties. The mediation shall take place in the County of Placer. All offers, promises, conduct and statements, whether oral or written, made in the course of the mediation by the parties, their agents, employees, experts and attorneys, and by the mediator are confidential, privileged and inadmissible for any purpose, including impeachment, in any arbitration, lawsuit or other proceeding involving the parties, provided that evidence that is otherwise admissible or discoverable shall not be rendered inadmissible or non-discoverable as a result of its use in mediation. Either party may commence mediation by providing the other party a written request for mediation, setting forth the subject of the dispute and the relief requested. The parties will cooperate with one another in selecting a mediator and scheduling the mediation proceedings. The parties agree that they will participate in the mediation in good faith. All applicable statutes of limitation and defenses based on the passage of time shall not be tolled by the requirement that any dispute, claim or controversy related to this contract be submitted to mediation.

All other terms and conditions set forth in the Agreement shall remain unchanged and in full force and effect.



IN WITNESS THEREOF, the parties hereto have executed this amendment the day and year first written above.

**CITY OF COLFAX**

BY:   
MAYOR, CITY OF COLFAX

**COUNTY OF PLACER**

BY:   
CHAIR, BOARD OF SUPERVISORS

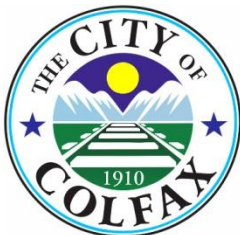
BY:   
PLACER COUNTY SHERIFF

APPROVED AS TO FORM

BY:   
CITY ATTORNEY

APPROVED AS TO FORM

BY:   
COUNTY COUNSEL  
DEPUTY COUNTY COUNSEL



# STAFF REPORT TO THE COLFAX CITY COUNCIL

## FOR THE MAY 24, 2017 COUNCIL MEETING

**FROM:** John Schempf, City Manager  
**PREPARED BY:** Amy Feagans, Planning Director  
**DATE:** May 18, 2017  
**SUBJECT:** Signage to Business along Highway 174

<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>	FUNDED	<input type="checkbox"/>	UN-FUNDED	AMOUNT:	FROM FUND:
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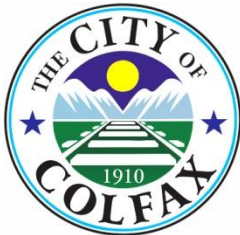
**RECOMMENDED ACTION:** An application for an off-site sign cannot be approved as per our zoning regulations.

### BACKGROUND AND SUMMARY:

At the last City Council meeting, a question was raised by a member of the public regarding the City’s sign regulations and the opportunity for off- site signage for a business located on Hwy 174. The question was raised relative to the directional signage around town directing traffic to downtown locations.

Off-site signs, defined as “individual signs advertising a business, service, commercial or industrial entity not located on the parcel of land as the sign” are not allowed. Specifically, section 17.112.040 states “. . . signs shall be located on the same parcel as the permitted use and shall be clearly incidental, customary and commonly associated with the operation of the permitted use.” Therefore, any application to locate a sign off site would be denied at the staff level. The applicant would have to opportunity to appeal this action by staff to the City Manager per chapter 17.44 of the zoning ordinance. Any action of the City Manager can be appealed to the City Council. Action by the City Council is final. The fee to file an appeal is \$1,200.

Directional signage such as the signs directing visitors to the library, downtown, train station, etc. is exempt from the sign ordinance requirements.



# STAFF REPORT TO THE COLFAX CITY COUNCIL

## FOR THE MAY 24, 2017 COUNCIL MEETING

**FROM:** John Schempf, City Manager  
**PREPARED BY:** Staff  
**DATE:** May 18, 2017  
**SUBJECT:** Bull and Bear Structure

<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>	FUNDED	<input type="checkbox"/>	UN-FUNDED	AMOUNT:	FROM FUND:
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**RECOMMENDED ACTION:** Review previously tabled item and direct staff as appropriate.

**BACKGROUND AND SUMMARY:**

Council discussed the proposal by the Colfax Historical Society to erect a structure for protection of the Bull and Bear statues near the Colfax Depot. On April 12, 2017, Council tabled the discussion until more information could be obtained. The Historical Society sent a spokesman to the May 10, 2017 requesting the Council consider the item at this meeting.

Extract of the Minutes from the April 12, 2017 Meeting regarding the proposed structure:

*City Manager Schempf stated the City has been asked to approve a structure to be built at no cost to the City near the depot to cover the Bull and Bear statues. He asked if Council is in favor of adding a structure as it is possible such a structure could detract from the impact of the Depot in the downtown park area.*

*Foxy McCleary stated the Lioness organization has hired an artist to restore the statues. After repair a structure will not be necessary.*

*Frank Klein shared the history of the Bull and Bear which memorializes activities of miners who settled Illinoistown near the site of Dine-n-Dash. The miners enjoyed Bull and Bear fights hosted by the local pub at the time. He believes the display is important for the City but any structure would need to look like the depot.*

*Council discussed the issue and concluded there are other ways to protect the statues once they are repaired. They would like to table discussion of the structure until after the repairs are completed and an appropriate plaque describing their history is in place.*

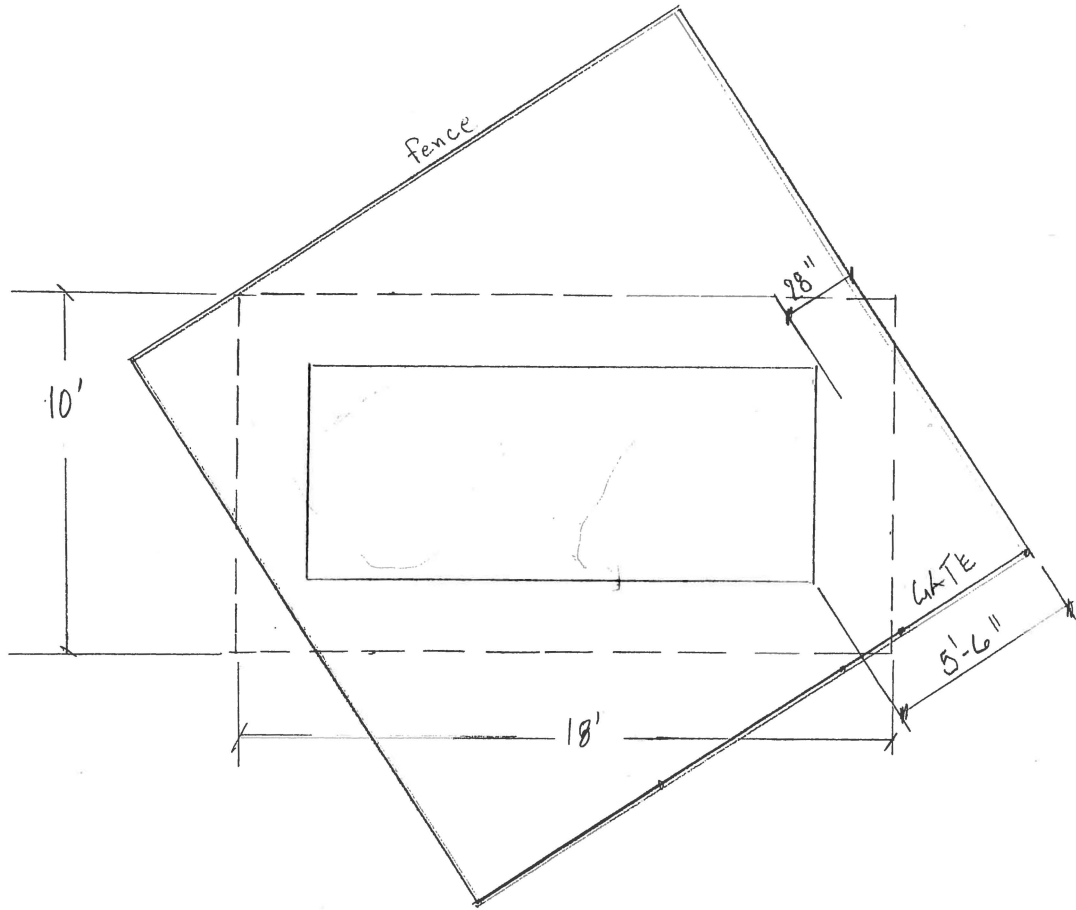
**ATTACHMENTS:**

1. Diagrams of proposed structure

Bull and Bear Structure

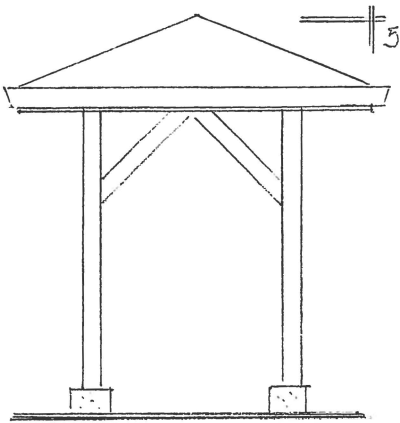
BUILDING SECTION

$3/8" = 1'$



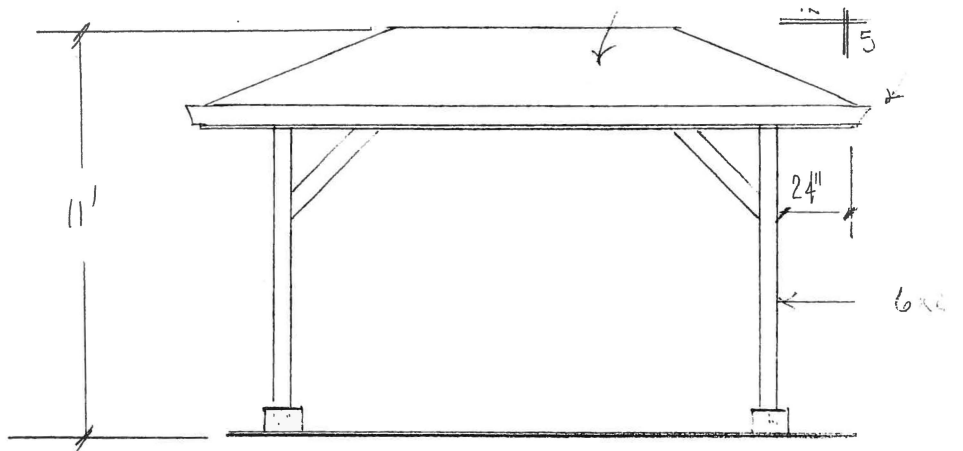
SITE PLAN (PARTIAL)

$1/4" = 1'$



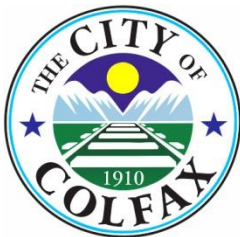
SHORT VIEW

$1/4" = 1'$



LONG VIEW

$1/4" = 1'$



# STAFF REPORT TO THE COLFAX CITY COUNCIL

## FOR THE MAY 24, 2017 COUNCIL MEETING

**FROM:** John Schempf, City Manager  
**PREPARED BY:** John Schempf, City Manager  
**DATE:** May 18, 2017  
**SUBJECT:** Grant Writing Services

<input type="checkbox"/>	N/A	<input type="checkbox"/>	FUNDED	<input checked="" type="checkbox"/>	UN-FUNDED	AMOUNT:\$	FROM FUND:
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**RECOMMENDED ACTION:** Review Proposals and authorize the City Manager to pursue a contract with the preferred consultant.

### DISCUSSION AND SUMMARY:

At the May 10, 2017 meeting, Council directed staff to contact grant writing firms to obtain proposals for comparison. Staff contacted several firms, two of which responded with proposals. After verbal and written communications with the heads of each firm, both appear professional, capable and responsive. Staff would be comfortable working with either company and is reluctant to recommend one consultant over the other.

It may be more important to first determine if it is appropriate to hire a grant writing firm. Staff definitely believes that hiring a grant writing consultant would be beneficial to the City.

Both firms report the federal situation is such that major amounts of funding must be spent between now and the end of September. They state this the ideal time to have grant writing capability

The California Consulting folks appear to be more aggressive and thus are the marginal favorites.

### ATTACHMENTS:

1. Proposal from California Consulting
2. Proposal from Seliger and Associates



## **A Proposal for City of Colfax**

### ***History***

Founded in 2004, California Consulting, LLC has a solid reputation for hard work and a commitment to success for its clients. California Consulting, LLC is the largest grant writing firm in California. With offices in Southern California, Northern California and Central California, we have almost 80 clients statewide. We have 30 members of our team from Chico in the North, to San Diego in the South.

California Consulting has developed an expertise in representing public agencies, private companies, and non-profit organizations. We have secured over \$1.5 billion for our clients since inception through grant writing and government advocacy efforts combined.

The California Consulting team boasts nearly 25 grant writers. Through years of experience our grant writers have a proven track record of success and have mastered their skills of identifying, researching, and obtaining funding for significant projects at every level of government. California Consulting grant writers have written over 770 competitive grants that have been funded, generating almost \$185 million for our clients. Our aggressive, hard-working, and results-oriented style has translated into millions of dollars for our clients. Our professional grant writers are diligent and stay current on every Federal and State grant available on a myriad of different topics and public policy areas. Whether it is recreation, education, parks money, or public safety our grants team knows where to locate grant funds and how to successfully write the applications.

### ***Events***

In order to keep our clients regularly informed of updates from the Capitol, we routinely invite special guests from Sacramento to visit with our clients. We periodically host invitation only events with a key elected or appointed official from Sacramento. We have held events in Montebello, Salinas and Fresno. Guests have included CalTrans Director Malcolm Dougherty, the Governor's Cabinet Secretary, Director of California Governor's Office of Business and Economic Development, Kish Rajan and other key policymakers. This allows clients to interact with major policymakers in a unique small group setting.

### ***References***

California Consulting references include key leaders from around the State. Our relationships are bi-partisan and we have references from major figures and leaders in both political parties.

California Consulting currently represents over 40 cities across California, almost 40 School Districts, non-profits and others. We have also been retained to work for agencies including Chevron Corporation and academic institutions including the California Institute of Technology in Pasadena, as well as several private sector clients. A full client list can be obtained at [www.californiaconsulting.org](http://www.californiaconsulting.org).

### ***Grant Writing***

California Consulting is a full service grant writing firm. We are experts in the fields of grant research and identification, preparing comprehensive and concise grant application packages, submitting grants in a timely fashion, follow through after the grant has been submitted to determine the status of the grant and post award compliance and administration.

California Consulting has a fundamental business philosophy founded on open communication and tailoring the grants we go after to fit our client's needs.

1. **Needs Assessment (Meetings with Department Heads to review priorities and funding needs):** We learn about the client at the outset of the contract by conducting an in-depth Needs Assessment. Each client is assigned a lead Project Manager. The Project Manager communicates regularly with the client and on an ongoing basis. This relationship building is the key to keeping the grants pursued on target with the client's overall goals.  
*Sample questions asked during the Needs Assessment:*
  - a) List and describe any program initiatives or priority projects.
  - b) What needs, projects, or content areas would you like to target for funding? You can list specific projects or general areas in which you have funding needs.
  - c) List any grants for which you are considering applying or have decided to apply. In addition, please list what kind of grant-writing support would be helpful for each grant.
  - d) List past grants that have been funded.
  - e) List past grant applications you would like to revise and submit again.
2. **Facilitation of Department Decision Making Processes:** Our Project Managers are experts on grant identification. With years of experience, your Project Manager will be able to assist your Staff in deciding which grants make the most sense on meeting the funding needs identified.
3. **Grant Research and Identification:** Our Project Manager's conduct thorough research on an ongoing basis. We track current and upcoming grants in order to let our client's know what is available and what we recommend would fit their situation. By regularly tracking grant announcements we are able to present these grant opportunities to our clients as soon as they are released. California Consulting will provide you with a Grant Activity Report monthly detailing the grants available, grants in progress and grants submitted. You will also be provided with available grant opportunities on an ongoing basis.
4. **Client Commitment:** When identifying grants that meet the your needs and funding priorities, your Project Manager will advise you of the estimated time commitment required from your staff.
5. **Grant Preparation Process:** When your staff and California Consulting agree to pursue a grant, we will develop a checklist and schedule. The checklist and schedule will include what things you will be responsible for and when we will need them submitted. We need your staff involved in the grant preparation process to provide required information we don't have access to. The Project Manager will provide you with grant portions along the way to review for content accuracy. The more engaged you are able to be in this process, the higher quality the application will be. California Consulting retains copies of all grants we've submitted. If the application was successful, we use it as a guide for future grants.

Below is a list of general tasks for our grant process:

- a. Create a task timeline with due dates
- b. Ensure the proposed project meets the grant agency's requirements
- c. Review similar successful grant applications and apply where possible
- d. Collect information on the project
- e. Meet with staff to create an accurate scope of work, budget, timeline, narratives, and cost analysis
- f. Obtain letters of support when necessary
- g. Draft proposals and send to staff for review

- h. Incorporate staff edits in final drafts
  - i. Submit completed application timely
  - j. Monitor funding agency until grant awards are announced.
6. **Quality Assurance:** California Consulting takes pride in our impeccable grant applications. We are successful in this area due to our thorough quality assurance measures. Our Grant Managers conduct group meetings with all Project Managers regularly. In addition, our Grant Managers meet individually with each Project Manager to review each client. These meetings thoroughly discuss each client's needs, what grants are being worked on and what additional grants may be a good fit. Our Grant Managers review grant applications prior to submission. This ensures the best quality product before the grant application is submitted.
  7. **Facilitation of Partnership Meetings:** Our Project Managers will arrange and schedule meetings with key personnel to review all grants prior to submission to ensure application accuracy.
  8. **Timely Submission:** We create a precise timeline to ensure the grant is submitted on time. This timeline not only captures the submission deadline, but we create other deadlines in order to obtain the information needed for a quality submission. We believe if everyone is on the same page and is aware of what needs to be done, we can limit scrambling at the last minute.
  9. **Funding Agency Monitoring:** California Consulting will monitor the Funding Agency until grant awards are announced.
  10. **Grant Administration:** Some grants require post award compliance, reporting and administration. California Consulting will prepare required agency reports and submit them by the required due date. We propose that to the extent legally allowed, the Client hire California Consulting as grant administrators when dollars are available from within the grant (at no additional cost to you). When grant dollars from the grant are not available for administration, reporting and evaluation purposes we will provide these services to the Client for a monthly fee, or a one-time fee based on the Client's preference. If the Client chooses the monthly retainer option, grant administration services are included.
  11. **Monthly Progress Reporting:** California Consulting will prepare a monthly report reflecting grants in progress, grants submitted and grants awarded. This will provide you and your Council/Board with a clear return on investment.

### *Pricing*

California Consulting proposes a flat monthly retainer for grant writing services. This pricing includes all grant research, grant identification, grant writing and post award administration as needed.



California Consulting's monthly retainer includes the following services:

Task	Included in Price
Meet with Client Staff to ascertain needs and goals	√
Conduct background research as requested by Client	√
Provide advice on best grants for Client to pursue based on project and grant requirements and guidelines	√
Attend meetings in person or by teleconference as necessary	√
Develop schedule for grants chosen by Client	√
Preparing and writing all grant applications chosen by Client	√
Develop evaluation strategies in accordance with funding agency's instructions	√
Adhere to decisions made by Client relating to grants	√
Write all sections of grant applications and proposals	√
Draft and finalize grant language with direction of Client	√
Ensure timelines for grant submittal are met	√
Monthly reports to include grants in progress, grants submitted and grants awarded	√
Regular communication via email and/or phone regarding upcoming grant opportunities	√
Grant administration and post award compliance as needed	√

The monthly retainer package is the most cost effective method for the Client. For over 13 years, the monthly retainer method has been an effective and successful method for California Consulting in serving our various clients throughout the State.

We propose a flat monthly rate of **\$3,250.00**, plus reimbursement of out of pocket expenses for services explained above.



## Municipal References

1. **City of Montebello** – Francesca Tucker-Schuyler – City Administrator; (323) 889-9414;  
[fschuyler@cityofmontebello.com](mailto:fschuyler@cityofmontebello.com)
2. **City of Newman** - Michael Holland - City Manager; (209) 862-3665;  
[mholland@cityofnewman.com](mailto:mholland@cityofnewman.com)
3. **City of Lompoc** – Kurt Latipow – Fire Chief, (805) 736-4513;  
[K\\_latipow@ci.lompoc.ca.us](mailto:K_latipow@ci.lompoc.ca.us)
4. **City of Monterey Park** – Paul Talbot – City Manager, (626) 307-1255;  
[PTalbot@MontereyPark.ca.gov](mailto:PTalbot@MontereyPark.ca.gov)
5. **City of San Fernando** – Brian Saeki – City Manager, (818) 898-1202;  
[BSaeki@sfcity.org](mailto:BSaeki@sfcity.org)
6. **City of Patterson** - Ken Irwin – City Manager, (209) 895-8015;  
[kirwin@ci.patterson.ca.us](mailto:kirwin@ci.patterson.ca.us)
7. **Cosumnes Community Services District** – Jeff Ramos – General Manager; (916) 405-7150; [jefframos@yourcsd.com](mailto:jefframos@yourcsd.com)
8. **City of Waterford** - Tim Ogden – City Administrator/Manager; (209) 874-2328 x103;  
[togden@cityofwaterford.org](mailto:togden@cityofwaterford.org)
9. **City of Montebello** – Vivian Romero – Council Member; (213) 379-4466;  
[vromeromusic@gmail.com](mailto:vromeromusic@gmail.com)



## Grants Awarded List (Partial)

[www.californiaconsulting.org](http://www.californiaconsulting.org)

Grant Name	Client Name	Award Amount
21st Century Community Learning Centers Program	San Bernardino City Unified School District	\$1,059,400.00
21st Century Community Learning Center HS	San Bernardino City Unified School District	\$1,025,000
Caltrans-Systemic Safety Analysis Report Program	City of Baldwin Park	\$134,860
CA State Preschool Program Expansion	Azusa Unified School District	\$741,410
CDBG	Madera Housing Authority - City of Madera	\$150,000
CDE Specialized Secondary Schools Program	Azusa Unified School District	\$135,000
CDE Specialized Secondary Schools Program	Fontana Unified School District	\$35,000
Active Transportation Program Grant (ATP)	City of Waterford	\$108,000
Los Angeles County Competitive Tree Planting - Department of Parks & Recreation	City of Baldwin Park	\$200,000
Prop 1 Storm Water Grant Program (Round 1)	City of Hermosa Beach	\$3,099,400
Classified Employee Teacher Credentialing Program	Castro Valley Unified School District	\$80,000
Classics for Kids Foundation Instrument Matching Grant Program	Earlimart School District	\$1,782
FM Global Fire Prevention Grant	County of Imperial	\$2,500
METRO LA Open Streets Cycle 2	City of Montebello	\$149,000
Sprint ConnectED School District Grant	Whittier City School District	\$768,000
Arts for All: School District Advancement Grant	Whittier City School District	\$17,600
FEMA Fire Prevention and Safety	City of Montebello	\$16,379
FEMA Staffing for Adequate Fire & Emergency Response (SAFER) Grant	City of Upland	\$2,499,627
Land Water Conservation Fund	City of Oakley	\$413,515
HCD Housing Related Parks Program	City of San Fernando	\$193,950
CalTrans Systemic Safety Analysis Report Program	City of Hermosa Beach	\$93,500
Housing Related Parks Program (HCD)	City of Lompoc	\$307,450
After School Education & Safety Renewal (ASES)	Santa Paula Unified School District	\$763,800
Housing Related Parks Program (HCD)	City of Lynwood	\$516,150



## Grants Awarded List (Partial)

[www.californiaconsulting.org](http://www.californiaconsulting.org)

Career Technical Education Incentive Grant (CTEIG)	Santa Paula Unified School District	\$404,474
Division of Boating and Waterways - Non-Motorized Boat Launching Grant	City of Waterford	\$470,290
CDE California State Preschool Program (CSPP) Expansion Funds	Azusa Unified School District	\$412,462
CA Department of Parks and Recreation Habitat Conservation Fund	Cosumnes Community Services District	\$104,500
CalTrans / StanCOG Active Transportation Program Grant (ATP) Cycle 2	City of Patterson	\$594,000
Land Water Conservation Fund	City of Newman	\$153,000
CalFire Urban & Community Forestry Greenhouse Gas Reduction Fund Grant	City of Patterson	\$150,400
California Math and Science Partnership (CaMSP)	Whittier City School District	\$1,500,000
California Math and Science Partnership (CaMSP)	Baldwin Park Unified School District	\$1,781,709
California Math and Science Partnership (CaMSP)	Azusa Unified School District	\$1,839,504
CA Department of Education CaMPS Grant	Whittier City School District	\$1,500,000



## GRANT WRITING

Main: 1507 7th Street, Suite 166

Santa Monica, CA 90401

New York: 388 2nd Avenue, Suite 211

New York, NY 10010

8 0 0 . 5 4 0 . 8 9 0 6

www.seliger.com

seliger@seliger.com

May 17, 2017 (sent via e-mail and mail)

John Schempf, City Manager  
 City of Colfax  
 PO Box 702  
 Colfax, CA 95713

Dear John:

Thank you for contacting me regarding grants to support City of Colfax programs. Since the City seeks to outsource much of its grant writing activities, a retainer is the best way to hire Seliger + Associates. We offer two retainer types, with the first being the best choice for the City:

- Monthly Retainer: In this approach, a monthly retainer amount is set, usually in the \$3,000 – \$5,000 range. We will help your organization assess its grant objectives; prioritize project concepts; conduct foundation, corporate giving, federal, state, and local grant source research; write grant proposals; alert you to grant opportunities; and provide ongoing advice. Hours worked will be tracked at a rate of \$200 per hour, which is a 20% discount from our standard rate of \$250 per hour. Hours not used in a given month will be "banked" for use in future months. There is a three-month minimum. The retainer for the first three months is due when the Client Agreement is executed, with subsequent retainer payments due at the start of each monthly period.
- Not-to-Exceed Retainer: In this approach, an initial not-to-exceed initial contract amount up to \$40,000 is appropriate. A 50% deposit is required to start the retainer, with the balance invoiced when the deposit is substantially depleted. If the retainer is at least \$10,000, hours worked will be tracked and billed at the discounted rate of \$200 per hour. If the retainer is less than \$10,000, hours will be billed at our standard rate. The work will proceed as described above for a monthly retainer.

In addition, Seliger + Associates works in the following ways:

- Individual Grant Writing Assignments: Fees to prepare most individual grant proposals range from \$6,000 – \$15,000, depending on the complexity of the application and the amount of time we have to complete the assignment. Once Seliger + Associates has been hired to complete a proposal, a time will be set to scope the project concept in detail over the phone or in person. This will take about an hour and is like being interviewed by a reporter. Seliger + Associates will then send a documents memo to our contact person, detailing the items we need from your organization to assemble a technically correct digital submission package; write the narrative, which typically goes through three drafts; and prepare the submission package for your review and upload/submittal in advance of deadline.
- Foundation Appeal: Seliger + Associates will conduct a keyword search of one or more databases of about 20,000 foundations and corporate giving programs. We will contact identified sources to obtain application instructions and confirm the appropriateness of your project concept for funding. While conducting research, we will write a foundation letter proposal, which will go through several drafts. The final draft proposal will be used to complete applications to the best foundation

Schempf Letter, 5/17/17, Page 2



sources. We produce the proposals on your letterhead and return them to you for signature and submission. Our fee for this assignment for a single project concept is \$8,000 for five finished proposals or \$9,000 for ten finished proposals. For an additional \$1,000, Seliger + Associates will complete a keyword search of a database of federal grant sources and a telephone/Internet search of state grant sources. The work product will be a memo detailing appropriate government funding sources for the project concept and the assignment will take about four months to complete.

- Reviewing/Editing: We will review and edit any draft grant proposal for style, content and conformance with application guidelines on a time and materials basis at our rate of \$250/hour. There is a ten-hour minimum.

For flat fee assignments with a fee of \$2,500 or less, payment in full in advance is required. For flat fee assignments with a fee greater than \$2,500, a 50% deposit is required to start work, with the other half due prior to release of the final work product. While we generally work electronically, if on-site meetings are desired, travel costs, travel time and meeting time will be billed in advance. VISA, MasterCard, American Express and bank wires are accepted, and we do not work for contingent fees.

Seliger + Associates provides high-quality grant writing and grant source research for nonprofit and public agencies throughout the United States. Formed in 1993, we have had over 600 clients in 44 states and have written numerous funded proposals resulting in over \$280,000,000 in grants, including many funded grants for California cities and other public agencies. A representative client list is attached. Additional information may be found at [www.seliger.com](http://www.seliger.com), including a link to our blog, *Grant Writing Confidential*, which has over 500 posts about grant writing.

Seliger + Associates differs from other consultants in that we use a turn-key approach in which our clients only have to give us general direction and submit the completed application. In most cases, we do all the rest, including the narrative, needs assessment, budget and final submission package.

Please call me at 800.540.8906 ext. 1, should you have any questions. If you decide to proceed, let me know your preferred option and I will email a Client Agreement to you. Thanks again for this opportunity.

Sincerely,

A handwritten signature in blue ink, appearing to be "Isaac Seliger", written over a horizontal line.

Isaac Seliger, Principal  
Seliger + Associates

# REPRESENTATIVE CLIENT LIST

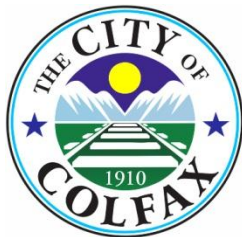


## Organization

Alameda Heights Outreach Center (TX)  
 America on Track (CA)  
 Beth Jacob Day Care/Beth Jacob Boro Park (NY)  
 Birmingham Health Care (AL)  
 Bright Star Stratford, Inc. (NY)  
 Capital Area Health Network (VA)  
  
 Casa Colina Hospital (CA)  
 Century Center for Economic Development (CA)  
 Chinatown Service Center (CA)  
 City of Richmond (CA)  
 City of South Lake Tahoe (CA)  
 Columbus Compact Corporation (OH)  
 Community Services & Employment Training (CA)  
 East Arkansas Family Health Center (AR)  
 Emerson Park Development Corporation (IL)  
 Family Health La Clinica (WI)  
 Family and Medical Counseling Services (DC)  
 Firstmed Health & Wellness Center (NV)  
 Friend Family Health Center (IL)  
 Girdwood Health Clinic (AK)  
 Health Care Partners of South Carolina (SC)  
 Joseph P. Addabbo Family Health Center (NY)  
  
 Learning Forward (TX and National)  
 MAAC Project (CA)  
 OCAB Community Action Agency (SC)  
 Powder River Energy Corporation (WY)  
 Providence Community Health Centers (RI)  
 Rapides Primary Health Care Center (LA)  
 Regina's Day Care Center (NY)  
 Regional Health Care Affiliates (KY)  
 Rural Health Network of Monroe County (FL)  
 Southern Illinois Regional Wellness Center (IL)  
 Southern Ohio Medical Center (OH)  
 Southern New Jersey Perinatal Cooperative (NJ)  
 Tarzana Treatment Centers (CA)  
 Tutors on Wheels (NY)  
 University of Hartford (CT)  
 Volunteers of American Los Angeles (CA)  
 Water Systems Council (DC and National)  
 Winnebago Tribe of Nebraska (NE)

## Funded Grants

- \$1,100,000 Department of Labor YouthBuild job training grant, 2012
- \$3,131,130 in two ED Carol M. White Phys. Ed. grants, 2017 & 2011
- \$2,400,000 in two NYC Universal Pre-Kindergarten (UPK) grants, 2014
- \$5,572,000 HRSA Service Area Competition (SAC) grant, 2016
- \$435,000 New York City Universal Pre-Kindergarten (UPK) grant, 2015
- \$13,000,000 in 8 HRSA grants, 2007 to 2016; \$2,000,000 CDC grant, 2007; \$315,000 in two foundation grants, 2008 & 2009
- \$100,000 foundation grant for an electronic health records system, 2014
- \$5,000,000 in 10 misc. HUD/DOL/DOE job training grants, 1997 – 2012
- \$1,500,000 AAA grant, 2010 & \$2,050,000 in 2 WIA grants, 2011 & 2012
- \$14,650,000 in 11 various state and federal grants, 2000 – 2008
- \$3,500,000 in two HUD Lead-Based Paint Control grants, 2009 & 2011
- \$500,000 Department of the Treasury CDFI grant, 2009
- \$1,070,512 Department of Labor YouthBuild grant, 2013
- \$739,294 HRSA New Access Points (NAP) grant, 2009
- \$550,000 Department of Labor YouthBuild grant, 2007
- \$700,000 HRSA Oral Health Service Expansion grant, 2016
- \$3,949,920 HRSA Service Area Competition grant, 2017
- \$1,950,000 HRSA New Access Points (NAP) grant, 2013
- \$2,600,000 HRSA Substance Abuse Service Expansion grant, 2016
- \$3,146,001 HRSA New Access Points (NAP) grant, 2015
- \$5,783,718 HRSA Service Area Competition (SAC) grant, 2016
- \$9,922,374 HRSA SAC grant, 2017; and \$700,000 HRSA Oral Health, \$100,000 HRSA Ryan White & \$92,073 HRSA DSHII grants, all in 2016
- \$200,000 Arthur Vining Davis Foundation grant, 2010
- \$1,800,000 in two Dept. of Labor youth job training grants, 2009 & 2011
- Five WIA job training grants totaling \$3,000,000, 2001 – 2005 & 2011
- \$2,554,807 Department of Energy Smart Grid Investment Grant, 2009
- \$1,049,500 HRSA Oral Health Service Expansion grant (edit), 2016
- \$1,325,001 HRSA New Access Points (NAP) grant, 2015
- \$200,000 New York City Universal Pre-Kindergarten (UPK) grant, 2015
- \$1,800,000 HRSA Service Area Competition (SAC) grant, 2016
- \$1,200,000 DHHS Substance Abuse Service Expansion grant, 2016
- \$750,000 state primary health care facility grant, 2008
- \$75,000 Birch Foundation grant for new neonatal nursery, 2015
- \$8,000,000 HRSA Healthy Start Initiative (HSI) Level Three grant, 2014
- \$375,000 SAMHSA grant, 2016 & \$3,000,000 other grants in early 2000s
- \$513,562 state Supplemental Education Services tutoring grant, 2013
- \$1,092,192 SAMHSA substance abuse treatment grant, 2005
- \$341,575 OJJDP Second Chance Act Strengthening Fathers grant, 2017
- \$472,000 in three USDA safe water well grants, 2014, 2015 & 2016
- \$1,897,620 in two federal workforce development grants, 2007 & 2008



# STAFF REPORT TO THE COLFAX CITY COUNCIL

## FOR THE MAY 24, 2017 COUNCIL MEETING

**FROM:** John Schempf, City Manager  
**PREPARED BY:** Will Stockwin  
**DATE:** May 18, 2017  
**SUBJECT:** Letter to Entities Affected by Proposed Federal Budget Cut for Amtrak

<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>	FUNDED	<input type="checkbox"/>	UN-FUNDED	AMOUNT	FROM FUND:
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**RECOMMENDED ACTION:** Approve draft letter to Zephyr Corridor agencies and instruct staff to distribute.

### **DISCUSSION AND SUMMARY:**

The California Zephyr first began stopping in Colfax in 1976. In 2018 the train might stop coming at all because the budget proposed by the Trump administration calls for a 13% reduction in Transportation Department funding and would eliminate all 15 of Amtrak's long-distance train routes, including the California Zephyr.

The increasingly popular Zephyr carried 417,322 passengers between Chicago and San Francisco last year, and 6,277 of them got on or off the train (or bus) in downtown Colfax. A little more than half of that number took the train to Reno.

Amtrak ridership as a whole in 2016 exceeded 30 million passengers for the fifth consecutive year, with ticket revenues of \$2.2 billion. The Zephyr saw an 11.2% ridership increase that generated a 6.5% revenue increase to \$52 million.

Nevertheless, the administration's budget proposal's language is straightforward: "The budget terminates federal support for Amtrak's long distance train services." That doesn't just mean that the train won't stop in Colfax anymore, it means there won't be a train.

Amtrak spokesman Alex Khalfin says if the trains are eliminated the buses go too. "Right now Amtrak returns \$.94 out of every dollar we get from the government. Eliminating long-distance trains is a small budget savings when compared to the value a train stop brings to a town or city."

Local Main St. business owners confirm that, saying Amtrak trains and busses definitely bring money into Colfax, even more so when trains are running late. Another obvious benefit to having the train stopping once daily East and West is that it literally puts Colfax on the national map by making it a travel destination. For a struggling historic railroad town like Colfax, it's a resource we can't afford to lose.



Khalfin said that he is getting calls from all over the west on this issue. “It’s very hard to predict what’s going to happen in Washington because of the increasingly chaotic situation, but the calls show this issue cuts across political lines and that’s reason for a little cautious optimism.”

This item proposes e-mailing a letter to city officials in all 34 stops on the Zephyr, asking them what their thoughts are on this issue and perhaps devising and sharing strategies so that together we increase our chances of producing a different budget outcome than the one the current administration is proposing for long distance trains.

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**ATTACHMENTS:**

1. Draft Letter

California Zephyr e-mail DRAFT, 5/10/17

Dear City Official,

My name is Will Stockwin and I'm a member of the city council in Colfax, CA, one of the 34 cities served by AmTrak's California Zephyr.

I'm writing to you regarding the Trump Administration's proposed 2018 budget that would cut Transportation funding by 13%, eliminating all of AmTrak's 15 long-distance train routes in the process. According to AmTrak, those 15 routes service 23 states, 220 communities and a passenger base of 145 million residents.

The Colfax city council sees this as a serious issue for our city, where 6,277 people caught the Zephyr in 2016. According to Business Insider magazine, the Zephyr carried a total 417,322 passengers last year.

Long-distance train funding made it through the recent budget negotiations, but AmTrak remains convinced that the threat still exists in the 2018 budget that will be debated later this year.

We are interested to hear if other stops on the Zephyr share our concerns and how you are responding to the potential loss of the train. We will be open to sharing information and strategies, and possibly joining a concerted effort later on if that's required.

Our council feels that with the current political climate in the nation's capitol time is critical on this issue, and that responding sooner rather than later could be critical to keeping long distance trains in the U.S.

Thank you for your time,