



City Council Meeting

COUNCIL CHAMBERS, 33 SOUTH MAIN STREET, COLFAX, CA

Mayor Marnie Mendoza · Mayor Pro Tem Sean Lomen
Councilmembers · Kim Douglass · Trinity Burruss · Joe Fatula

REGULAR MEETING AGENDA

February 26, 2020

Regular Session: 6:00PM

1 **CLOSED SESSION** (NO CLOSED SESSION ITEMS)

2 **OPEN SESSION**

- 2A. Call Open Session to Order
- 2B. Pledge of Allegiance
- 2C. Roll Call
- 2D. 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 **AGENCY REPORTS**

- 3A. Placer County Sheriff
- 3B. CALFIRE
- 3C. CHP
- 3D. Event Liaison
- 3E. Colfax Chamber of Commerce
- 3F. Sierra Vista Community Center / VFW

4 **PRESENTATION** (NO PRESENTATIONS)

5 **PUBLIC HEARING**

Notice to the Public: City Council, when considering a matter scheduled for hearing, will take the following actions:

- 1. Presentation by Staff
- 2. Open the Public Hearing
- 3. Presentation, when applicable, by Applicant
- 4. Accept Public Testimony
- 5. When applicable, Applicant rebuttal period
- 6. Close Public Hearing (No public comment is taken, hearing is closed)
- 7. Council comments and questions
- 8. City Council Action

Public Hearings that are continued will be so noted. The continued Public Hearing will be listed on a subsequent council agenda and posting of that agenda will serve as notice.

5A. **Public Hearing, First Reading of Ordinance ___ Requiring Hazardous Vegetation Abatement and Establishment of Defensible Space** (Pages 4-13)

Staff Presentation: Wes Heathcock, City Manager

Recommendation: Introduce the proposed ordinance requiring hazardous vegetation abatement and establishment of defensible space by title only, conduct a public hearing, waive the first reading and schedule the proposed ordinance for adoption at the March 11, 2020 regular meeting.



Colfax City Council Meetings are ADA compliant. If you need special assistance to participate in this meeting, please contact the City Clerk at (530) 346-2313 at least 72 hours prior to make arrangements for ensuring your accessibility.

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6 CONSENT CALENDAR

Matters on the Consent Calendar 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

- 6A. **Minutes – Regular Meeting of January 22, 2020** (Pages 14-16)
Recommendation: Approve the Minutes of the Regular Meeting of January 22, 2020.
- 6B. **Cash Summary Report – January 2020** (Pages 17-31)
Recommendation: Accept and file.
- 6C. **Quarterly Investment Report – Quarter Ended December 31, 2019** (Pages 32-40)
Recommendation: Receive and file.
- 6D. **2020 Council Goals** (Pages 41-42)
Recommendation: Discuss and consider approving the 2020 Council Goals.
- 6E. **Purchase of Three Aerators for the Waste Water Treatment Plant** (Pages 43-48)
Recommendation: Adopt Resolution ___-2020 authorizing the City Manager to purchase three (3) 10 horsepower aerators from Aqua – Aerobic Systems, Inc for the Wastewater Treatment Plant in an amount not to exceed \$40,000 from Fund 560.

7 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.

8 COUNCIL AND STAFF

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.

- 8A. **Committee Reports and Colfax Informational Items – All Councilmembers**
- 8B. **City Operations Update – City Manager**

9 COUNCIL BUSINESS

- 9A. **Mid-Year Budget Report – Fiscal Year 2019-2020** (Pages 49-53)
Staff Presentation: Laurie Van Groningen, Finance Director
Recommendation: Review and accept the Mid-Year Budget Report Fiscal Year 2019-2020.
- 9B. **Cap to Cap Council Representative** (Pages 54-59)
Staff Presentation: Wes Heathcock, City Manager
Recommendation: Discuss and consider authorizing Mayor Mendoza’s Cap to Cap event cost in an amount not to exceed \$3995.

10 GOOD OF THE ORDER

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



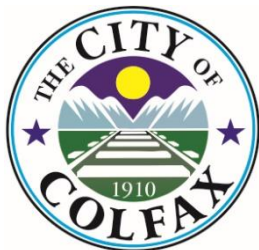
11 ADJOURNMENT

I, Jaclyn Collier, 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.

Jaclyn Collier, City Clerk

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





Staff Report to City Council

FOR THE FEBRUARY 26, 2020 REGULAR CITY COUNCIL MEETING

From: Wes Heathcock, City Manager
Prepared by: Wes Heathcock, City Manager and Alfred A. “Mick” Cabral, City Attorney
Subject: Public Hearing, First Reading of Ordinance ___ Requiring Hazardous Vegetation Abatement and Establishment of Defensible Space

Budget Impact Overview:

N/A: ✓	Funded:	Un-funded:	Amount:	Fund(s):
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RECOMMENDED ACTION: Introduce the proposed ordinance requiring hazardous vegetation abatement and establishment of defensible space by title only, conduct a public hearing, waive the first reading and schedule the proposed ordinance for adoption at the March 11, 2020 regular meeting.

Summary/Background

The City Council directed staff to research and prepare an ordinance focused on abatement of hazardous vegetation and creation of defensible space in order to reduce the risk and effect of local wildfires. The proposed ordinance is intended to implement Council’s direction.

In June 2019, a draft defensible space ordinance was submitted for staff’s consideration by CalFIRE Battalion Chief Brian Eagan. The City Manager and City Attorney met with Chief Eagan at City Hall on August 9, 2019 to discuss the draft ordinance and formulate a plan for revising the draft to suit Colfax’s needs and presenting it to Council for consideration.

CalFIRE has jurisdiction over the “State Responsibility Area” (SRA), which generally includes the area of the State for which the State of California has financial responsibility for the prevention and suppression of wildfires. The City of Colfax is considered “Local Responsibility Area” (LRA). The State is not financially responsible for prevention and suppression of wildfires in Colfax, so CalFIRE’s authority to implement State regulations within City boundaries is limited. The proposed ordinance, if adopted, will impose hazardous vegetation and defensible space standards within City limits that are similar to the standards CalFIRE imposes in the SRA.

Chief Egan and City staff collaborated on a proposed ordinance that was discussed at a properly noticed public workshop on January 15, 2020. That workshop was attended by the entire City Council, City Staff, Chief Egan and interested members of the public. Staff was directed to incorporate several changes into the draft ordinance before presenting it for Council consideration. Staff and Chief Egan again collaborated on the proposed changes. The result of these efforts is reflected in the proposed ordinance.

The draft ordinance, if passed, will require all parcels of real property within City limits to establish defensible space of one-hundred feet around the main structure on each parcel by removing all hazardous vegetation and combustible materials. Parcel owners may be required to establish sufficient defensible around a structure on an adjacent parcel if the adjacent parcel is not sufficiently large to create one-hundred feet of defensible space. A “structure” for purposes of this ordinance must occupy a space greater than 120 square feet and a height taller than seven feet from finished grade.

Unimproved and vacant parcels will be required to meet defined hazardous vegetation abatement standards depending upon their size. Vacant parcels that are one-half acre or smaller and not adjacent to an improved parcel will be required to cut and remove all weeds and grasses down to a height of six inches or less, prune and remove ladder fuels to a height of at least ten feet (10') from their base, and remove all other hazardous vegetation. Larger unimproved parcels that are not adjacent to improved parcels will be required to cut and remove all weeds and grasses down to a height of six inches or less, prune and remove ladder fuels within twenty-five feet of the property line to a height of at least ten feet (10') from their base, and remove all other hazardous vegetation.

The proposed ordinance will also establish fuel modification areas and create other height and distance requirements and provide for hazardous vegetation abatement within the railroad right-of-way. Property owned by the railroad that is not within the railroad right of way will have to comply with all requirements of the ordinance. This is provided for in draft Section 8.32.040 C 12.

The proposed ordinance provides for enforcement through the City's established nuisance abatement process, including recovery of abatement costs through a lien procedure and imposition of administrative fines and penalties. Council expressed concern that strict enforcement of the ordinance may create unreasonable hardship on some property owners. At Council's direction, Section 8.32.080 was added to allow abatement to be deferred if the responsible party can establish an undue hardship. A hardship deferral does not excuse compliance with the ordinance. It only allows compliance to be deferred in appropriate circumstances.

Enforcement of the ordinance will be complaint based. This means that enforcement will likely not occur unless CalFIRE or the City receives a specific complaint or becomes aware of a violation. CalFIRE and City Staff do not anticipate initiating investigations or enforcement without first receiving a complaint or other information that warrants action.

Council also directed staff to include flexibility in ordinance enforcement when circumstances warrant. This has been added as Section 8.32.040 C 13. Council is also permitted to adopt reasonable implementing rules and regulations.

Council wants to make sure that the property owners are adequately informed of their responsibilities before formal enforcement begins. Therefore, the proposed ordinance will become effective 30 days after its adoption, but formal enforcement proceedings will be deferred until January 1, 2021 in order to allow property owners sufficient time to voluntarily comply.

Staff will be available to answer questions and provide additional information.

Fiscal Impacts

Adopting the proposed ordinance is anticipated to generate enforcement costs, most of which should be collected from property owners who do not voluntarily comply.

Attachments:

1. Ordinance ___ Requiring Hazardous Vegetation Abatement and Establishment of Defensible Space

Attachment 1**CITY OF COLFAX****ORDINANCE NO. ____****AN ORDINANCE OF THE CITY OF COLFAX ADDING MUNICIPAL CODE
CHAPTER 8.32 REQUIRING HAZARDOUS VEGETATION ABATEMENT AND
ESTABLISHMENT OF DEFENSIBLE SPACE**

Colfax Municipal Code Title 8 is hereby amended by adding Chapter 8.32 as follows:

8.32.010 Purpose and Intent

The purposes of this Chapter are (1) to give direction, define expectations and ensure that Structures within City limits establish appropriate Defensible Space and minimize the risk posed by Hazardous Vegetation and Combustible Materials, (2) promote public safety by mitigating the risk from wildfires, and (3) establish an enforcement process and procedure to reasonably maximize compliance with the requirements established by this Chapter.

8.32.020 Application

The provisions of this Chapter shall apply generally to all Parcels throughout the City of Colfax, including but not limited to:

A. All Parcels adjacent to Improved Parcels where: (a) the Owner, Responsible Party or occupant of the Improved Parcel is unable to obtain the required Defensible Space; and (b) the City Official determines that the condition of fuels on the subject Parcel creates a hazardous fire condition. The Owner, Responsible Party or of the subject Parcel shall provide the fuel modifications needed to meet the Defensible Space requirements of the adjacent Improved Parcel subject to applicable law including the finding by the City Official that the clearing is necessary to significantly reduce the risk of transmission of flame or heat sufficient to ignite the Structure on the Improved Parcel, and there is no other feasible mitigation measure possible to reduce the risk of ignition or spread of wildfire to the Structure.

B. All Parcels where:

1. The Parcel is adjacent to a roadway or fire access easement which is determined by the City Official to be necessary for the safe ingress to and egress from the area served by the roadway or fire access easement; and

2. The current condition of fuels on the adjacent Parcel is determined by the City Official to constitute a hazardous fire condition.

C. If any part of this Chapter conflicts with any other part of this Code the more restrictive provision(s) shall control.

8.32.030 Definitions.

The following definitions shall apply to the provisions of this Chapter:

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A. "Abate" or "Abatement" shall mean and refer to an act used to remove, destroy, eliminate, size, impound, or any action taken to mitigate or terminate a public nuisance.

B. "Abatement Costs" shall mean and refer to any and all costs incurred by the City, CalFire or any person or entity acting on their behalf to enforce the provisions of this Chapter and to Abate the Hazardous Vegetation or Combustible Material or create Defensible Space on any Parcel pursuant to this Chapter, including physical Abatement Costs, administration fees and any additional actual costs incurred for the Abatement proceeding(s), including attorney's fees and consultant expenses, if applicable.

C. "Citation" or "Administrative Citation" shall mean and refer to a civil citation issued pursuant to Colfax Municipal Code Chapter 1.25 stating there has been a violation of one or more provisions of this Chapter and setting the amount of the civil penalty to be paid by the Responsible Party.

D. "City" or "Colfax" shall mean and refer to the City of Colfax, a California Municipal Corporation and general law city.

E. "City Official" shall include the Colfax City Manager or his/her designee, the Colfax Community Services Director, the Colfax Chief Building Official, the Colfax Code Enforcement Officer, and the Colfax Fire Chief or person acting in his/her capacity, and any person designated by the Colfax Fire Chief to act in his/her stead.

F. "Combustible Material" shall mean and refer to all rubbish, litter or material of any kind other than Hazardous Vegetation that is combustible or flammable and endangers the public safety by creating a Fire Hazard.

G. "County" shall mean the County of Placer, a political subdivision of the State of California.

H. "Days" shall mean calendar days unless the context otherwise requires.

I. "Defensible Space" means and refers to that area described in Public Resources Code Sections 4290 and 4291 and as otherwise described in this Chapter, which is adjacent to each side of a building or Structure and must be cleared of all Combustible Material, Hazardous Vegetation, brush, flammable vegetation, or combustible growth such that it would be unlikely to ignite any Structure under normal conditions, subject however to the exceptions set forth in this Chapter.

J. "Fire Hazard" shall mean any condition, arrangement, act or omission which:

1. Increases, or may cause an increase of hazard or menace of fire to a greater degree than that customarily recognized as normal by persons in the public service regularly engaged in preventing, suppressing or extinguishing fire; or

2. May obstruct, delay, hinder or interfere with the operations of a fire department or the egress of occupants in the event of fire.

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K. "Fuel Modification Area" shall mean and refer to a strip of land in which the following fuel reduction activities are required to occur:

1. Cut and remove all weeds and grasses down to a height of six (6) inches or less;
2. Prune and remove "Ladder Fuels" up to fifteen (15) feet or higher from their base;
3. "Mosaic" all stands of brush;
4. Remove all dead or decaying trees and tree limbs; and
5. Perform any other fire protection or maintenance activities within the Fuel Modification Area(s) consistent with the standards and requirements contained in Public Resources Code Section 4290 and any regulations adopted pursuant thereto, or as required by a City Official.

L. "Hazardous Vegetation" shall mean and refer to any vegetation that is combustible and endangers the public safety by creating a Fire Hazard. Hazardous Vegetation includes material that in its natural state will readily ignite, burn and transmit fire from native or landscape plants to any Structure or other vegetation. Hazardous Vegetation includes, but is not limited to, dry grass and leaves, brush, weeds, green waste, dead or dying trees, low-hanging branches, litter or other flammable vegetation that creates a Fire Hazard. Hazardous Vegetation shall not include a commercial agricultural crop that is being actively grown and managed by the Parcel Owner, his or her legal tenant, or other Responsible Party.

M. "Improved Parcel" shall mean and refer to a portion of real property on which a Structure is located, the area of which Improved Parcel is determined by the Placer County Assessor's maps and records and which may be identified by an Assessor's Parcel Number.

N. "Ladder Fuels" shall mean and refer to fuels that can carry a fire vertically between or within Combustible Material or Hazardous Vegetation.

O. "Notice to Abate" shall mean and refer to a notice served upon a Responsible Party pursuant to Colfax Municipal Code Section 8.16.050.

P. "Owner" shall mean and refer to the owner as shown on the most recent equalized assessment role as owning the Parcel that is subject to proceedings or enforcement under this Chapter.

Q. "Parcel" shall mean and refer to a portion of real property of any size, whether vacant, occupied or improved, the area of which is determined by the Placer County Assessor's maps and records and which may be identified by an Assessor's Parcel Number.

R. "Responsible Party" shall mean and refer to an individual, association, co-partnership, political subdivision, government agency, municipality, industry, public or private corporation, firm, organization, partnership, joint venture or any other person or entity whatsoever whose act or omission causes or contributes to a violation of this Chapter.

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S. "Structure" shall mean and refer to any dwelling, house, building, or other type of combustible construction that occupies a space greater than 120 square feet and a height taller than seven feet (7') from finished grade, whether or not occupied, including but not limited to a wood or otherwise combustible fence attached to or near any other Structure.

T. "Unimproved Parcel" shall mean and refer to a portion of land of any size upon which no Structure is located, the area of which is determined by the Placer County Assessor's maps and records and may be identified by an Assessor's Parcel Number (APN) .

8.32.040 Nuisance Declared; Duty to Abate Hazardous Vegetation and Combustible Material.

A. Hazardous Vegetation and Combustible Materials within one hundred feet (100') of a Structure, or such greater distance as the City Official may determine, or along roadways that serve as primary ingress and egress routes, are hereby declared to be a public nuisance that may be Abated in accordance with this Chapter, in accordance with the applicable provisions of Colfax Municipal Code Chapter 8.16 or by any other means allowed by law.

B. It shall be the duty of every Owner, Responsible Party, occupant, and person in control of any Parcel or any interest therein which is located in the City to Abate therefrom, and from all sidewalks and roadways on or immediately adjacent thereto, except for those roads accepted as public roads by the City, all Combustible Material and Hazardous Vegetation which constitutes a Fire Hazard and public nuisance which may endanger or damage neighboring property or forestland, or which may otherwise endanger public health, safety and welfare within the City.

C. The requirements of this section shall be satisfied if the Parcel is cleared in accordance with the requirements of a Notice to Abate by cutting brush, trimming trees, thinning trees, disking, mowing, plowing or any other method described in a Notice to Abate, or, if no Notice to Abate is issued, by removing all Hazardous Vegetation and Combustible Materials as follows. A Notice to Abate may include all of the following requirements and such other requirements as the City Official may impose in order to create Defensible Space or cause the removal of Combustible Materials or Hazardous Vegetation.

1. Create and maintain a Defensible Space of one hundred feet (100 ') from each side and from the front and rear of the main Structure, but not beyond the property line except as provided by law.

2. The amount of fuel modification necessary may take into account the flammability of any Structure on a Parcel as affected by building material, building standards, location, and type of vegetation. Fuels shall be maintained in a condition so that a wildfire burning under average weather conditions would be unlikely to ignite the Structure.

3. Create and maintain a minimum of a ten-foot (10') wide Fuel Modification Area adjacent to the shoulder of any roadway serving as primary ingress to and egress from the Parcel. All trees, Hazardous Vegetation and Ladder Fuels within that

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area shall be pruned and removed to a minimum height of fifteen feet (15') above the road.

4. The intensity of fuels management may vary within the one-hundred-foot (100') perimeter of the Structure, the most intense being with the first thirty feet (30') around a habitable Structure. Consistent with fuels management objectives, steps should be taken to minimize erosion.

5. Remove the portion of any tree that extends to within ten feet (10') of the outline of a chimney or stovepipe.

6. Climbing vines must be removed from trees and Structures.

7. Maintain trees, shrubs, or other plants adjacent to or overhanging a Structure free of dead or dying wood to a distance of ten feet (10') from the Structure.

8. Maintain the roof and rain gutters of a Structure and a five-foot (5') perimeter immediately around a structure free of leaves, needles, or other Hazardous Vegetation.

9. Maintain the property free of Ladder Fuels.

10. For Unimproved Parcels and vacant Parcels of one-half (1/2) acre or smaller that are not adjacent to an Improved Parcel: (a) cut and remove all weeds and grasses down to a height of six inches (6") or less; (b) prune and remove Ladder Fuels to a height of at least ten feet (10') from their base; and (c) remove all other Hazardous Vegetation.

11. For Unimproved Parcels and vacant Parcels larger than one-half acre that are not adjacent to an Improved Parcel: (a) cut and remove all weeds and grasses down to a height of six inches (6") or less; (b) prune and remove Ladder Fuels within twenty-five feet of the Parcel's property line to a height of at least ten feet (10') from their base; and (c) remove all other Hazardous Vegetation.

12. (a) Any Owner or Responsible Party operating a railroad on any Parcel shall, if ordered by the Colfax Fire Chief, the Fire Chief's designee or any other City Official, destroy, remove, modify or otherwise Abate so as not to be flammable any Hazardous Vegetation or other Combustible Material on the railroad right-of-way. The order to destroy, remove, modify or otherwise Abate Hazardous Vegetation or other Combustible Materials shall specify the location of the hazard to be destroyed, removed, modified or Abated within the right-of-way, the width of the hazard which shall not exceed the width of the right-of-way, and the time within which compliance with the order is required. The City Official having primary responsibility for fire protection of the area shall allow a reasonable period of time for compliance with an order to destroy, remove, modify or Abate Hazardous Vegetation or other Combustible Materials within the right-of-way. (b) Nothing in this section shall excuse any Owner or Responsible

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Party operating a railroad within the City from complying with the requirements of this Chapter on any Parcel outside of the railroad right-of-way.

13. Whenever practical difficulties, unique circumstances or unnecessary hardship inconsistent with the general purposes of this Chapter may result from the strict and literal interpretation of the provisions of this Chapter, the City Official shall have authority to grant, upon such safeguards and conditions as the City Manager may determine, such variances from the provisions of this Chapter as may be in harmony with its general purpose and intent.

D. The City Official may mandate additional fuels management of an area more or less than the above- referenced widths or heights for the protection of public health, safety, or welfare, or the environment, if the City Official finds that the additional fuels management is necessary to significantly reduce the risk of transmission of flame or heat sufficient to ignite any Structure(s), and there is no other feasible mitigation measure possible to reduce the risk of ignition or spread of wildfire to a Structure on an Improved Parcel. The City Official shall determine appropriate Defensible Space distances based upon a visual inspection of the Parcel and shall consider all factors that place the Structure(s) on the adjacent Improved Parcel at risk from an approaching fire. These factors shall include, but are not limited to, local weather conditions, fuel type(s), topography, current use of a Parcel, and the environment where the adjacent Parcel or the Structure(s) is located.

E. When a Structure is less than one hundred feet (100') from a property line and Combustible Material or Hazardous Vegetation on an adjacent Parcel presents a Fire Hazard for the Structure, the Owner of the Parcel where the Fire Hazard exists shall be responsible for creating Defensible Space and clearing the area on that Owner's land which is within one hundred feet (100') of the Structure and is needed to provide the necessary fire protection in the manner and to the extent required by the City Official.

F. Where the terrain, condition or environment on the adjacent Parcel is such that it cannot or should not be disked or mowed, the Public Official may require or authorize other means of Hazardous Vegetation or Combustible Material removal.

G. No Parcel Owner or Responsible Party may allow any portion of vegetation on his or her property to interfere with street and emergency vehicle access, regardless of whether the access is along a public street or along a private residential access road. The City Official may provide written notice to the property Owner or Responsible Party requiring vegetation to be trimmed for a specified additional distance when the City Official determines the vegetation would otherwise interfere with street or emergency vehicle access.

H. If the Parcel Owner or Responsible Party fails to maintain these clearance requirements, the City Official may Abate the nuisance without further notice and at the Parcel Owner's or Responsible Party's expense. This subsection shall not apply to cultivated ground cover such as green grass, ivy, succulents, or similar plants used as ground covers, provided they do not constitute a Fire Hazard.

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I. Pursuant to California Health and Safety Code §14930 and Government Code §25845, as amended, a City Official may summarily Abate weeds, Combustible Materials or Hazardous Vegetation on private property that in any way hinders emergency access and may charge the Parcel Owner for the Abatement Costs.

8.32.050 Enforcement.

A. The provisions of this Chapter may be enforced following the Abatement Procedure provided for in Colfax Municipal Code Chapter 8.16 Article II, or any other enforcement process allowed by law.

B. In order to carry out the Abatement activities authorized by this Chapter and Colfax Municipal Code Chapter 8.16, the City Official may apply to the Placer County Superior Court for issuance of an inspection warrant pursuant to California Code Of Civil Procedure Part 3, Title 13, as amended, replaced or renumbered from time-to-time, or any other applicable provision of California law, and may Abate any nuisance as authorized in any such warrant.

8.32.060 Abatement Lien

A. The City Manager or his/her designee shall keep a true and accurate account of all Abatement Costs incurred in enforcing any provision of this Chapter. The amount of any unpaid Administrative Costs, plus interest, plus any other costs as provided in this Chapter or this Code may be declared a lien on such real property in accordance with the provisions of Colfax Municipal Code Chapter 8.16 Article III.

B. The City may cause any such lien to be collected at the same time and in the same manner as City taxes are collected, in addition to any other collection process authorized by Colfax Municipal Code Chapter 8.16, Article III, or other applicable provision of law.

8.32.070 Citations, Fines and Penalty Provisions.

A. Every Owner and Responsible Party who violates any provisions of this Chapter shall be subject to and pay administrative fines under Colfax Municipal Code Chapter 1.25. All provisions of Colfax Municipal Code Chapter 1.25 are applicable to and may be utilized by the City in the imposition, calculation and enforcement of any such administrative fines.

B. The provisions of Colfax Municipal Code Chapter 1.24 shall be applicable to any Owner or Responsible Party who violates this Chapter.

8.32.080 Hardship. If the Owner or Responsible Party of any Parcel establishes to the satisfaction of the City Manager that compliance with this Chapter will result in undue hardship inconsistent with the purpose or intent of this Chapter, a written request for hardship status may be submitted to the City Manager. The City Manager, after consulting with the City Fire Chief or the Fire Chief's designee, may make a hardship finding only if the Owner or Responsible Party presents facts that clearly demonstrate, in the City Manager's sole discretion, that compliance with this Chapter at the required time would result in an undue hardship.

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A. For purposes of this section, “undue hardship” shall include, but not be limited to: (1) the severe illness or incapacitation of the Owner or Responsible Party; (2) the immediate transfer or removal of the Owner or Responsible Party from the state, thereby making the hiring of a contractor or performance of any work needed to achieve compliance with this Chapter impractical or overly burdensome; (3) any physical or financial situation that would render compliance with the time limits or other requirements of this Chapter extraordinarily difficult or impractical; or (4) the lack of availability of a contractor or other person to perform the work necessary to achieve compliance with this Chapter. The Owner or Responsible Party shall bear the burden of submitting documentation and proving the existence of a bona fide undue hardship to the satisfaction of the City Manager.

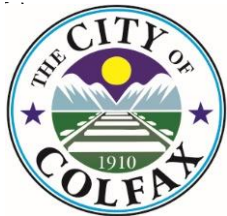
B. If the City Manager determines that hardship status should be granted to any applicant, the City Manager may either (1) extend the time for compliance for a reasonable time or (2) after consulting with the City Fire Chief or the Fire Chief’s designee, modify the scope of the Abatement needed to achieve compliance with the requirements of this Chapter. In no case shall the City Manager or other City Official excuse performance with the requirements of this Chapter.

C. Any Owner or Responsible Party to whom a hardship finding is granted shall be given written notice of the finding. That notice shall inform the Owner or Responsible Party that hardship status has been granted and any conditions imposed on that status.

D. Any Owner or Responsible Party who objects to the City Manager’s decision to grant or deny hardship status may appeal by following the process for appeals in Colfax Municipal Code Section 8.16.100. The provisions of Colfax Municipal Code Sections 8.16.110 through 8.16.150, inclusive, shall apply in the event of any appeal.

8.32.090 Authority To Promulgate Reasonable Rules And Regulations.

The City Council reserves its right to adopt reasonable rules, regulations, and resolutions consistent with this Chapter to enforce, interpret, and carry out the provisions of this Chapter. Any such rules may be adopted by Resolution or Ordinance of the City Council.



City Council Minutes

Regular Meeting of Wednesday, January 22, 2020
City Hall Council Chambers
33 S. Main Street, Colfax CA

1 CLOSED SESSION (NO CLOSED SESSION)

2 OPEN SESSION

2A. Call Open Session to Order

Mayor Mendoza called the open session to order at 6:00PM

2B. Pledge of Allegiance

Miranda led the Pledge of Allegiance

2C. Roll Call

Present: Mendoza, Lomen, Burruss, Fatula

Absent: Douglass

2D. Approval of Agenda Order

Recommendation: By motion, accept the agenda as presented or amended.

MOTION made by Councilmember Fatula and seconded by Mayor Pro Tem Lomen and approved by the following voice vote:

AYES: Mendoza, Lomen, Burruss, Fatula

NOES:

ABSTAIN:

ABSENT: Douglass

3 AGENCY REPORTS

3A. Placer County Sheriff

3B. CALFIRE

3C. CHP

3D. Event Liaison

3E. Colfax Chamber of Commerce

3F. Sierra Vista Community Center

Sharon Connors requested City Staff add Foxey McCleary to Agency Reports for Artists and VFW

4 PRESENTATION (NO PRESENTATION)

5 PUBLIC HEARING (NO PUBLIC HEARING)

6 CONSENT CALENDAR

6A. Minutes – Regular Meeting of January 8, 2020.

Recommendation: Approve the Minutes of the Regular Meeting of January 8, 2020.

6B. Cash Summary Report – December 2019

Recommendation: Accept and file.

6C. Budget Process and Calendar of Activities

Recommendation: For Information Only.

6D. Ordinance No. 540 – Sewer Ordinance 475 Appendix A Language Clarification

Recommendation: By motion, waive the second reading and adopt Ordinance 540 amending Colfax Municipal Code Chapter 13.08, Appendix A to clarify the methodology for assessing sewer service charges on multi-tenant commercial buildings.

6E. Culver Street Pavement Rehabilitation Project – Phase I – Notice of Completion

Recommendation: Adopt Resolution 05-2020 accepting the Culver Street Pavement Rehabilitation Project – Phase I as complete and authorizing the recording of the Notice of Completion.

MOTION made by Councilmember Burruss and seconded by Councilmember Fatula to approve the Consent Calendar and approved by the following voice vote:

AYES: Mendoza, Lomen, Burruss, Fatula

NOES:

ABSTAIN:

ABSENT: Douglass

7 PUBLIC COMMENT

8 COUNCIL AND STAFF REPORTS

- Councilmember Fatula
- Councilmember Burruss
- Mayor Pro Tem Lomen
- Mayor Mendoza
- City Manager, Wes Heathcock

9 COUNCIL BUSINESS

9A Extension of Village Oaks Tentative Subdivision Map

Staff Presentation: Amy Feagans, City Planner

Recommendation: Adopt Resolution 06-2020 extending the Village Oaks Vesting Tentative Subdivision Map for 12 months.

MOTION made by Councilmember Fatula, seconded by Mayor Pro Tem Lomen and approved by the following voice vote:

AYES: Mendoza, Lomen, Burruss, Fatula

NOES:

ABSTAIN:

ABSENT: Douglass

9B Chinese Monument – City Attorney Monument Removal Commitment Letter

Staff Presentation: Wes Heathcock, City Manager

Recommendation: Discuss and consider authorizing the City Attorney to draft a letter stating the City of Colfax assumes the financial responsibility of removing the Chinese Monument.

MOTION made by Councilmember Burruss and seconded by Councilmember Fatula approved by the following voice vote:

AYES: Mendoza, Lomen, Burruss, Fatula

NOES:

ABSTAIN:

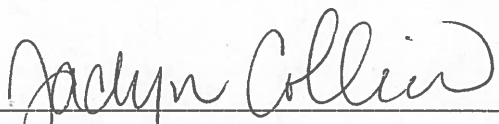
ABSENT: Douglass

10 GOOD OF THE ORDER

11 ADJOURNMENT

As there was no further business on the agenda, Mayor Mendoza adjourned the meeting, without objection at 6:58PM.

Respectfully submitted to City Council this 26th day of February, 2020.



Jaelyn Collier, City Clerk



Staff Report to City Council

FOR THE FEBRUARY 26, 2020 REGULAR CITY COUNCIL MEETING

From: Wes Heathcock, City Manager
Prepared by: Laurie Van Groningen, Finance Director
Subject: Cash Summary Report – January 2020

Budget Impact Overview:

N/A: ✓	Funded:	Un-funded:	Amount:	Fund(s):
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RECOMMENDED ACTION: Accept and file.

Summary/Background

The monthly financial report includes 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 these reports is to provide status of funds and transparency for Council and the public of the financial transactions of the City.

The attached reports reflect an overview of the financial transactions of the City of Colfax in January 2020. Some monthly highlights are listed below:

- January is typically a high revenue month for the City due to the first installment of property tax allocations (55% of annual amount) from the County being processed. In addition, ongoing quarterly receipts for investment interest, cannabis business tax, garbage franchise fees and surcharges were processed.
- The City received approximately \$370,000 in Development Mitigation and Connection fees in the month of January.
- County fees including administrative fees for the property tax allocation process and quarterly payments of capital fees collected on behalf of County were processed.
- Quarterly payments for Fire Services contract and insurance premiums were processed in January.
- Negative cash fund balances are due to timing of funding allocations and reimbursements:
 - Fund 355 – CDBG Pavement Culver – This project has been completed and all fund transfers from Fund 244 and the General Fund have been completed. The outstanding balance is a pending reimbursement from Placer County Water Agency (PCWA) for their share of the project expense which is expected to be paid in February.
 - Fund 357 – Culver Street Phase II and Fund 365 - Kneeland Street Improvements – These new projects are the first of the General Fund budgeted street improvements for fiscal year 2019-2020. Funding will be transferred from General Fund as appropriate per approved budget.
 - Fund 367 – SB2 Planning Grant – this is a reimbursable grant.

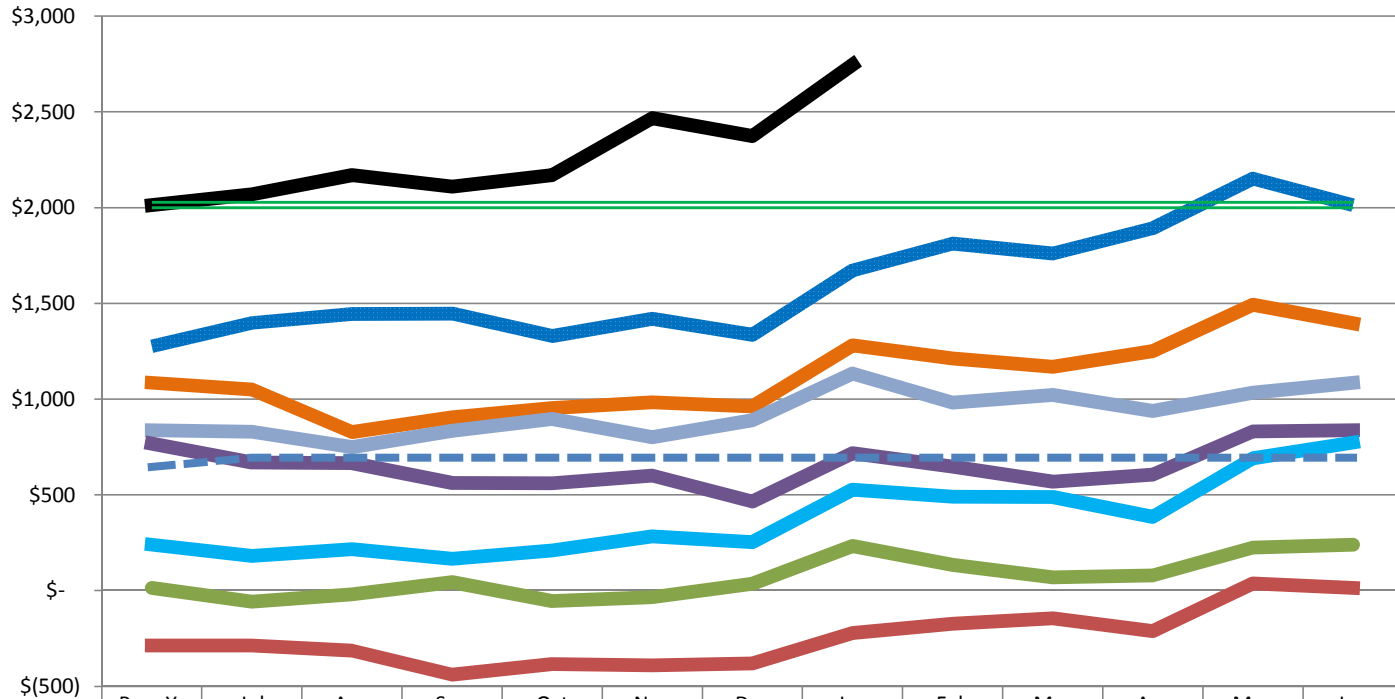
- Fund 385 – Roundabout – Grant reimbursements for the Roundabout project have been flowing on a 30-60 day basis from submittal, and the City has avoided any long term fund borrowing on this major project. Final expenditures and reimbursements/fund transfers are expected to be submitted in February or March based on contract closeout requirements and processes.
- Fund 573 – WWTP Planning Grant. This is a reimbursable grant with the State Water Board. First reimbursement request has been submitted and is pending receipt.

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)

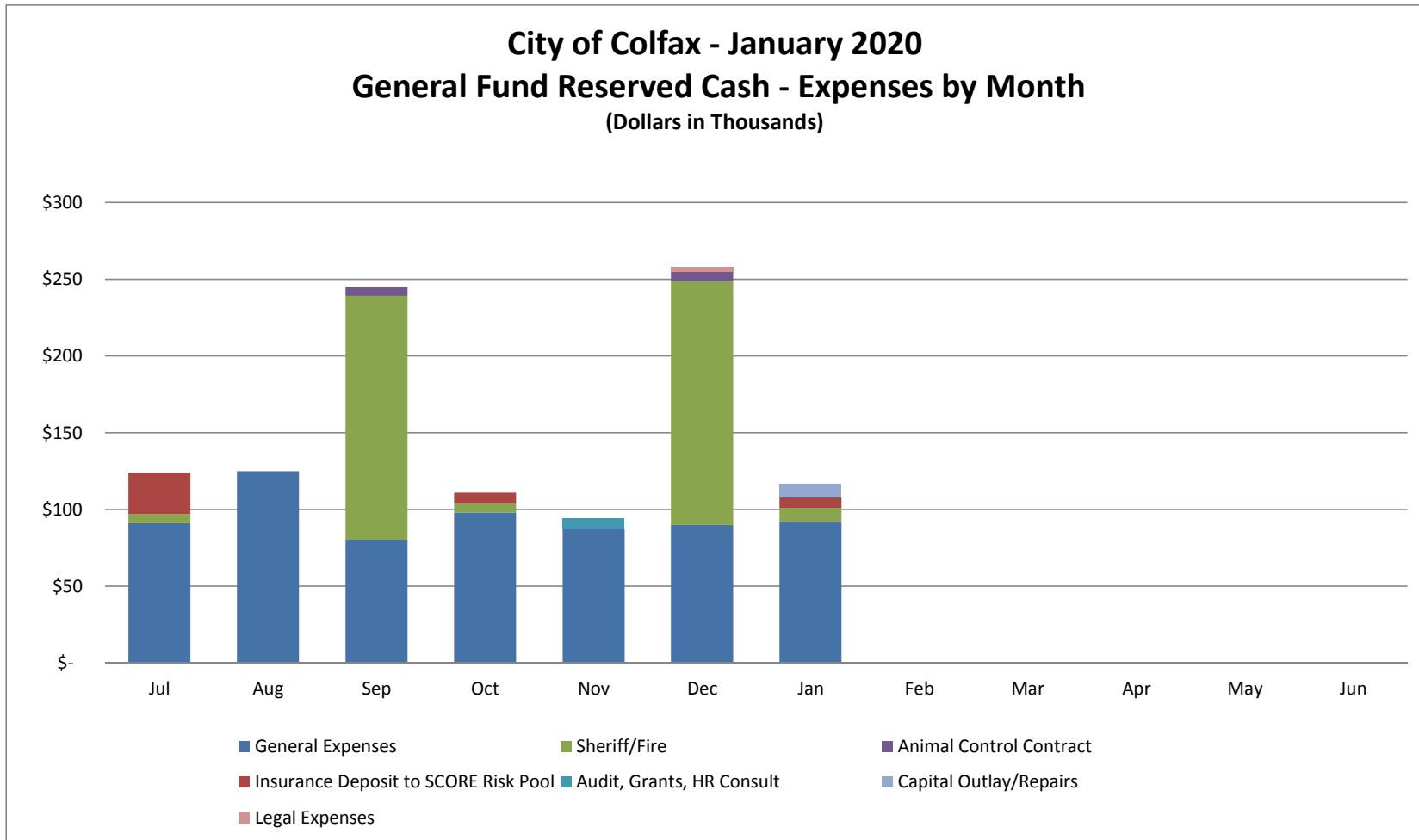
City of Colfax - January 2020 General Fund Reserved Cash Analysis (Dollars in Thousands)

Fiscal Year 2019-20 >>

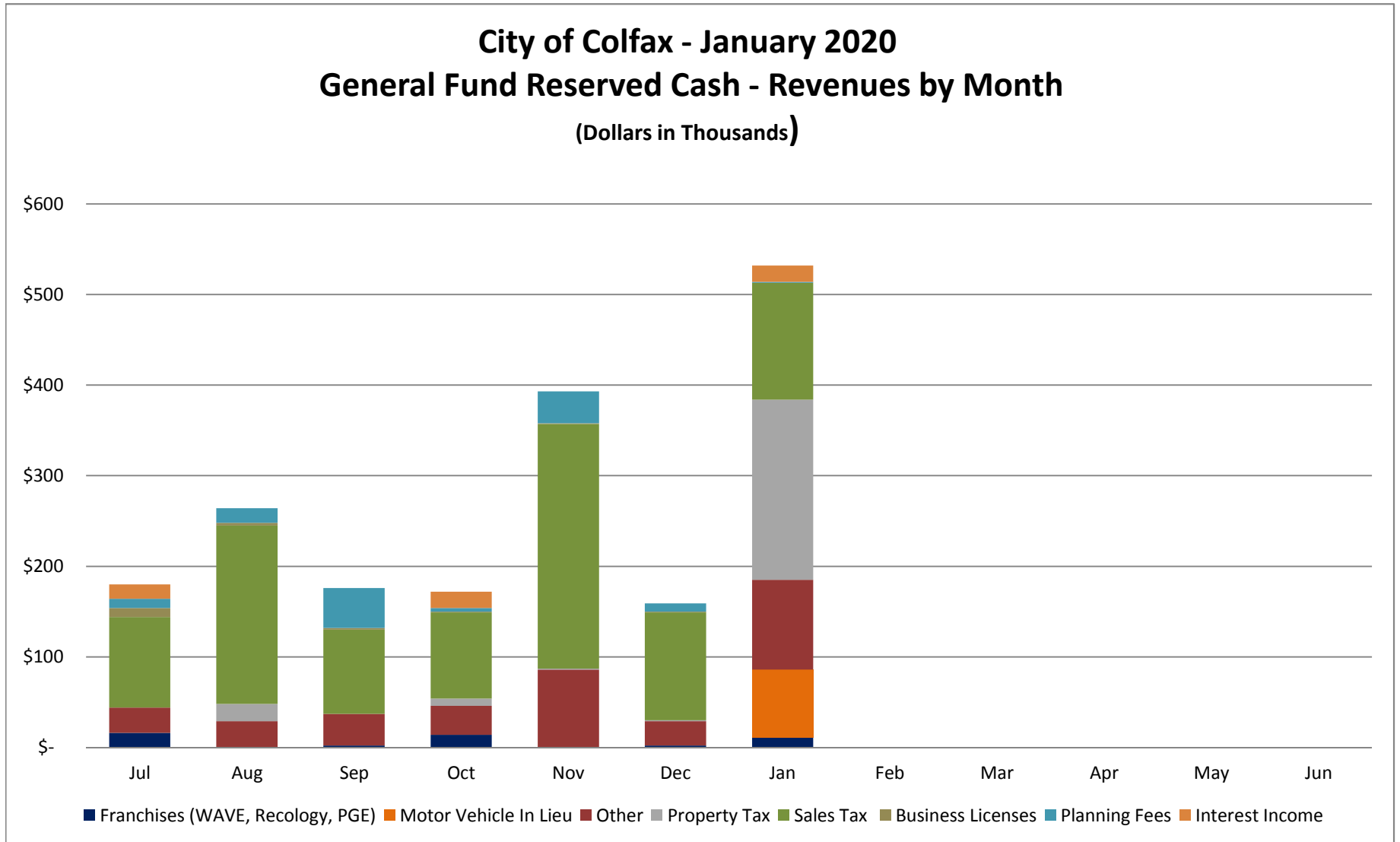


	Prev Yr	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
— Cash Balance FY2019-20	\$2,013	\$2,069	\$2,169	\$2,110	\$2,170	\$2,467	\$2,373	\$2,747					
— Cash Balance FY2018-19	\$1,275	\$1,398	\$1,444	\$1,447	\$1,329	\$1,420	\$1,336	\$1,672	\$1,812	\$1,760	\$1,893	\$2,151	\$2,013
— Cash Balance FY2017-18	\$1,086	\$1,050	\$828	\$905	\$954	\$983	\$962	\$1,280	\$1,212	\$1,168	\$1,250	\$1,493	\$1,396
— Cash Balance FY2016-17	\$838	\$829	\$750	\$835	\$897	\$802	\$889	\$1,133	\$981	\$1,022	\$938	\$1,034	\$1,086
— Cash Balance FY2015-16	\$768	\$670	\$666	\$562	\$561	\$601	\$466	\$717	\$647	\$569	\$605	\$831	\$838
— Cash Balance FY2014-15	\$240	\$181	\$217	\$167	\$209	\$284	\$253	\$528	\$491	\$489	\$385	\$691	\$773
— Cash Balance FY2013-14	\$15	\$(57)	\$(20)	\$45	\$(55)	\$(34)	\$36	\$233	\$134	\$69	\$79	\$225	\$240
— Cash Balance FY2012-13	\$(287)	\$(286)	\$(314)	\$(438)	\$(383)	\$(391)	\$(380)	\$(221)	\$(173)	\$(144)	\$(212)	\$37	\$15
— *Reserves (Ops, Cap, Pen)	\$645	\$695	\$695	\$695	\$695	\$695	\$695	\$695	\$695	\$695	\$695	\$695	\$695
— Budget FY2018-19	\$2,013	\$2,013	\$2,013	\$2,013	\$2,013	\$2,013	\$2,013	\$2,013	\$2,013	\$2,013	\$2,013	\$2,013	\$2,013

Attachment 1b



Attachment 1c



**City of Colfax
Cash Summary
January 31, 2020**

	Balance 12/31/2019	Revenues In	Expenses Out	Transfers	Balance 01/31/2020
US Bank	\$ 394,054.41	\$ 1,598,357.66	\$ (545,815.05)	\$ (1,125,000.00)	\$ 321,597.02
LAIF	\$ 5,658,904.09	\$ 30,811.36		\$ 1,125,000.00	\$ 6,814,715.45
Total Cash - General Ledger	<u>\$ 6,052,958.50</u>	<u>\$ 1,629,169.02</u>	<u>\$ (545,815.05)</u>	<u>\$ -</u>	<u>\$ 7,136,312.47</u>
Petty Cash (In Safe)	\$ 300.00				\$ 300.00
Total Cash	<u>\$ 6,053,258.50</u>	<u>\$ 1,629,169.02</u>	<u>\$ (545,815.05)</u>	<u>\$ -</u>	<u>\$ 7,136,612.47</u>

Change in Cash Account Balance - Total \$ 1,083,353.97

Attached Reports:

- 1. Cash Transactions Report (By Individual Fund)
 - 2. Check Register Report (Accounts Payable) \$ (446,863.78)
 - 3. Cash Receipts - Daily Cash Summary Report \$ 1,436,490.23
 - Payroll Checks and Tax Deposits \$ (79,908.00)
 - Utility Billings - Receipts \$ 173,635.52
 - Voided Check \$ -
- \$ 1,083,353.97 \$

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

Reviewed by: Wes Heathcock
Wes Heathcock, City Manager

City of Colfax

Cash Transactions Report - January 2020

	Beginning Balance	Debit Revenues	Credit (Expenditures)	Ending Balance
Fund Type: 1.11 - General Fund - Unassigned				
Fund: 100 - General Fund	\$ 2,337,773.37	\$ 516,075.16	\$ (153,771.87)	\$ 2,700,076.66
Fund: 120 - Land Development Fees	\$ 91,706.51	\$ 3,569.82	\$ (3,300.40)	\$ 91,975.93
Fund: 570 - Garbage Fund	\$ (56,537.89)	\$ 11,944.22	\$ -	\$ (44,593.67)
Fund Type: 1.11 - General Fund - Unassigned	\$ 2,372,941.99	\$ 531,589.20	\$ (157,072.27)	\$ 2,747,458.92
Fund Type: 1.14 - General Fund - Restricted				
Fund: 200 - Cannabis Application	\$ 9,916.33	\$ -	\$ -	\$ 9,916.33
Fund: 205 - Escrow Funds	\$ 101,629.62	\$ 0.86	\$ -	\$ 101,630.48
Fund: 571 - AB939 Landfill Diversion	\$ 26,917.26	\$ -	\$ -	\$ 26,917.26
Fund: 572 - Landfill Post Closure Maintenance	\$ 780,959.24	\$ 20,610.46	\$ (9,779.71)	\$ 791,789.99
Fund Type: 1.14 - General Fund - Restricted	\$ 919,422.45	\$ 20,611.32	\$ (9,779.71)	\$ 930,254.06
Fund Type: 1.24 - Special Rev Funds - Restricted				
Fund: 210 - Mitigation Fees - Roads	\$ 310,111.85	\$ 94,906.82	\$ -	\$ 405,018.67
Fund: 211 - Mitigation Fees - Drainage	\$ 3,940.76	\$ 390.13	\$ -	\$ 4,330.89
Fund: 212 - Mitigation Fees - Trails	\$ 57,571.01	\$ 6,476.08	\$ -	\$ 64,047.09
Fund: 213 - Mitigation Fees - Parks/Rec	\$ 75,158.68	\$ 31,797.59	\$ -	\$ 106,956.27
Fund: 214 - Mitigation Fees - City Bldgs	\$ 13,727.46	\$ 30,472.94	\$ -	\$ 44,200.40
Fund: 215 - Mitigation Fees - Vehicles	\$ 2,609.03	\$ 6,718.87	\$ -	\$ 9,327.90
Fund: 217 - Mitigation Fees - DT Parking	\$ 5,810.00	\$ 25,102.95	\$ -	\$ 30,912.95
Fund: 218 - Support Law Enforcement	\$ 49,742.62	\$ 13,974.83	\$ -	\$ 63,717.45
Fund: 244 - CDBG Program Inc - ME Lending	\$ -	\$ 1,123.34	\$ -	\$ 1,123.34
Fund: 250 - Streets - Roads/Transportation	\$ (12,080.57)	\$ 9.74	\$ (16,736.47)	\$ (28,807.30)
Fund: 253 - Gas Taxes/SB1 Road Maint	\$ 70,677.71	\$ 10,169.50	\$ (1,197.06)	\$ 79,650.15
Fund: 270 - Beverage Container Recycling	\$ 18,719.95	\$ 101.98	\$ -	\$ 18,821.93
Fund: 280 - Oil Recycling	\$ 3,691.11	\$ 20.11	\$ -	\$ 3,711.22
Fund: 292 - Fire Department Capital Funds	\$ 89,046.81	\$ 485.07	\$ -	\$ 89,531.88
Fund: 342 - Fire Construction - Mitigation	\$ 21,829.23	\$ 19,242.02	\$ -	\$ 41,071.25
Fund: 343 - Recreation Construction	\$ 21,829.75	\$ 19,242.03	\$ -	\$ 41,071.78
Fund Type: 1.24 - Special Rev Funds - Restricted	\$ 732,385.40	\$ 260,234.00	\$ (17,933.53)	\$ 974,685.87
Fund Type: 1.34 - Capital Projects - Restricted				
Fund: 357 - Culver Street Phase II	\$ (4,930.50)	\$ -	\$ (17.65)	\$ (4,948.15)
Fund: 365 - Kneeland Street Improv	\$ (8,345.87)	\$ -	\$ (27.15)	\$ (8,373.02)
Fund: 367 - SB2 - Planning Grant	\$ (5,184.00)	\$ -	\$ (1,529.26)	\$ (6,713.26)
Fund: 355 - CDBG Pavement - Culver	\$ 180,298.27	\$ -	\$ (216,397.02)	\$ (36,098.75)
Fund: 385 - Roundabout	\$ (680,289.87)	\$ 444,563.28	\$ (4,618.40)	\$ (240,344.99)
Fund Type: 1.34 - Capital Projects - Restricted	\$ (518,451.97)	\$ 444,563.28	\$ (222,589.48)	\$ (296,478.17)
Fund Type: 2.11 - Enterprise Funds				
Fund: 560 - Sewer	\$ 1,184,968.51	\$ 168,232.30	\$ (121,170.96)	\$ 1,232,029.85
Fund: 561 - Sewer Liftstations	\$ 320,159.95	\$ 17,119.61	\$ (16,825.61)	\$ 320,453.95
Fund: 563 - Wastewater Treatment Plant	\$ 416,872.59	\$ 49,418.64	\$ -	\$ 466,291.23
Fund: 564 - Sewer Connections	\$ 145,381.90	\$ 136,649.50	\$ -	\$ 282,031.40
Fund: 567 - Inflow & Infiltration	\$ 531,230.52	\$ 443.49	\$ (443.49)	\$ 531,230.52
Fund: 573 - WWTP Planning Grant	\$ (52,952.88)	\$ -	\$ -	\$ (52,952.88)
Fund Type: 2.11 - Enterprise Funds - Unassigned	\$ 2,545,660.59	\$ 371,863.54	\$ (138,440.06)	\$ 2,779,084.07
Fund Type: 9.0 - CLEARING ACCOUNT				
Fund: 998 - PAYROLL CLEARING FUND	\$ 1,000.04	\$ 307.68	\$ -	\$ 1,307.72
Fund Type: 9.0 - CLEARING ACCOUNT	\$ 1,000.04	\$ 307.68	\$ -	\$ 1,307.72
Grand Totals:	\$ 6,052,958.50	\$ 1,629,169.02	\$ (545,815.05)	\$ 7,136,312.47

A/P Checks Jan 2020

Date: 02/05/2020

Time: 3:40 pm

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CITY OF COLFAX

BANK: US BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
US BANK Checks								
55344	01/06/2020	Printed			1204	ABBOTT, FRED	WINTERFEST PARADE DEPOSIT REF	100.00
55345	01/06/2020	Reconciled		01/31/2020	01448	AMERIGAS - COLFAX	DEPOT PROPANE	701.21
55346	01/06/2020	Reconciled		01/31/2020	01448	AMERIGAS - COLFAX	SHERIFF STATION PROPANE	447.32
55347	01/06/2020	Reconciled		01/31/2020	01448	AMERIGAS - COLFAX	FIRE DEPT PROPANE	211.67
55348	01/06/2020	Reconciled		01/31/2020	01500	ANDERSON'S SIERRA	BALLPARK RPR	64.66
55349	01/06/2020	Reconciled		01/31/2020	01650	AQUA SIERRA CONTROLS INC	WWTP FLOW METER	365.45
55350	01/06/2020	Reconciled		01/31/2020	2085	BRIGHT, DAVID	REFUND OF UB OVER PYMT	126.76
55351	01/06/2020	Reconciled		01/31/2020	03141	CALPERS	HEALTH PREMIUMS JAN 2020	8,497.16
55352	01/06/2020	Reconciled		01/31/2020	03493	COASTLAND CIVIL ENGINEERING	ENG SVCS NOV 2019	1,007.50
55353	01/06/2020	Reconciled		01/31/2020	03502	COLFAX AREA CHAMBER OF	WINTERFEST EVENT DEPOSIT REF	100.00
55354	01/06/2020	Reconciled		01/31/2020	04250	DEPARTMENT OF CONSERVATION	Q4 2019 STRONG MOTION FEES	189.59
55355	01/06/2020	Reconciled		01/31/2020	4261	DEPAUL, ERIC	2019 BOOT ALLOWANCE REIMB	275.00
55356	01/06/2020	Reconciled		01/31/2020	04532	DIVISION OF STATE ARCHITECTS	3B1186 FEES Q4 2019	15.60
55357	01/06/2020	Reconciled		01/31/2020	06278	FRONTIER COMMUNICATIONS	WWTP PHONE	199.07
55358	01/06/2020	Reconciled		01/31/2020	07570	GRAINGER	WWTP SUPPLIES	128.26
55359	01/06/2020	Reconciled		01/31/2020	08070	HANSEN BROS. ENTERPRISES	RAILCAR BARK	153.37
55360	01/06/2020	Reconciled		01/31/2020	08159	HILL BROTHERS CHEMICAL CO	WWTP CHEMICALS	6,662.37
55361	01/06/2020	Reconciled		01/31/2020	08170	HILLS FLAT LUMBER CO	STMT 12/25/19	604.78
55362	01/06/2020	Reconciled		01/31/2020	08660	HUNT AND SONS, INC.	FIRE DEPT FUEL	104.89
55363	01/06/2020	Reconciled		01/31/2020	09455	INLAND BUSINESS SYSTEMS	COPY MACH OVERAGES Q4 2019	312.26
55364	01/06/2020	Reconciled		01/31/2020	12180	LAWRENCE & ASSOCIATES INC	CANDFILL MONITORING NOV 2019	3,149.25
55365	01/06/2020	Reconciled		01/31/2020	14356	NORTHERN CALIFORNIA GLOVE	WWTP SUPPLIES	167.25
55366	01/06/2020	Reconciled		01/31/2020	16300	PCWA -PLACER COUNTY	CITY WATER	1,344.77
55367	01/06/2020	Reconciled		01/31/2020	16011(2)	PELLETREAU, ALDERSON & CABRAL	LEGAL SVCS DEC 2019	10,517.73
55368	01/06/2020	Reconciled		01/31/2020	16040A	PITNEY BOWES	POSTAGE MACH SUPPLIES	144.76
55369	01/06/2020	Reconciled		01/31/2020	16142	PLACER COUNTY	BLDG DEPT PERMIT JACKETS	94.24
55370	01/06/2020	Reconciled		01/31/2020	16161	PLACER COUNTY EXECUTIVE OFFICE	Q4 2019 CAP FACILITIES FEES	39,196.68
55371	01/06/2020	Reconciled		01/31/2020	18562	ROGERS, KEVIN	2019 BOOT ALLOWANCE REIMB	275.00
55372	01/06/2020	Reconciled		01/31/2020	19037	SAFE SIDE SECURITY	CORP YARD SECURITY	95.00
55373	01/06/2020	Reconciled		01/31/2020	9096	SCOTT'S PPE RECON, INC.	FIRE PROTECTIVE CLOTHING RPR	686.00
55374	01/06/2020	Reconciled		01/31/2020	19396	SIERRA SAFETY COMPANY	CITY POWER SIGNS	834.66
55375	01/06/2020	Reconciled		01/31/2020	19474	SIMPSON & SIMPSON	CDBG CULVER ST PAVING	215,875.06
55376	01/06/2020	Reconciled		01/31/2020	19319	SOLACE GRAPHICS	BRANDING SIGN	240.00
55377	01/06/2020	Reconciled		01/31/2020	19576	STA-BULL FENCE	WWTP FENCE INSTALL LABOR	18,962.75
55378	01/06/2020	Reconciled		01/31/2020	19743	WILL STOCKWIN	COLFAX CONN EDITING JAN 2020	300.00
55379	01/06/2020	Reconciled		01/31/2020	21560	US BANK CORPORATE PMT SYSTEM	STMT 12/23/19	6,304.27
55380	01/06/2020	Reconciled		01/31/2020	22106	VAN GRONINGEN & ASSOCIATES	FINANCIAL SVCS DEC 2019	4,012.50
55381	01/06/2020	Reconciled		01/31/2020	22240	VULCAN MATERIALS COMPANY	POTHOLE PATCH	345.46
55382	01/06/2020	Reconciled		01/31/2020	23169	WAVE BUSINESS SOLUTIONS	CITY HALL INTERNET	159.90
55383	01/06/2020	Reconciled		01/31/2020	23169	WAVE BUSINESS SOLUTIONS	DEPOT PHONE	17.91
55384	01/06/2020	Reconciled		01/31/2020	18883	WAXIE SANITARY SUPPLY	PW SUPPLIES	273.22
55385	01/06/2020	Reconciled		01/31/2020	23218	WENDEL ROSEN	LEGAL SVCS RETAINER	3,000.00
55386	01/13/2020	Reconciled		01/31/2020	1161	49ER WATER SERVICES	OCT 2019 WWTP TESTING	4,461.00
55387	01/13/2020	Reconciled		01/31/2020	01270	ADAMS ASHBY GROUP, INC.	CDBG LABOR COMPLIANCE	425.00
55388	01/13/2020	Reconciled		01/31/2020	01414	ALHAMBRA & SIERRA SPRINGS	CITY HALL/WWTP WATER	121.94
55389	01/13/2020	Reconciled		01/31/2020	01460	AMERIPRIDE UNIFORM SERVICE	UNIFORM SVCS DEC 2019	672.44
55390	01/13/2020	Reconciled		01/31/2020	01500	ANDERSON'S SIERRA	PW TRAILER RPR	22.37
55391	01/13/2020	Reconciled		01/31/2020	03121	CALIFORNIA BUILDING	Q4 2019 GREEN FEES COLLECTED	106.20
55392	01/13/2020	Reconciled		01/31/2020	03164	CASH- PETTY CASH REIMBURSEMENT	PETTY CASH REIMBURSEMENT	133.57

A/P Checks Jan 2020

Date: 02/05/2020

Time: 3:40 pm

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CITY OF COLFAX

BANK: US BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
US BANK Checks								
55393	01/13/2020	Reconciled		01/31/2020	03430	CITY CLERKS ASSOCIATION	CCAC MEMBERSHIP 2020	45.00
55394	01/13/2020	Reconciled		01/31/2020	03510	COLFAX GLASS	DEPOT WINDOW RPR	56.08
55395	01/13/2020	Reconciled		01/31/2020	07220	GENERAL WHOLESALE ELECTRIC	SHOP LIGHTING SUPPLIES	188.77
55396	01/13/2020	Reconciled		01/31/2020	07465	GOLD MINER PEST CONTROL	DEPOT PEST CONTROL	149.00
55397	01/13/2020	Reconciled		01/31/2020	08200	HINDERLITER, DE LLAMAS & ASSOC	Q4 SALES TAX AUDIT SVCS	712.23
55398	01/13/2020	Reconciled		01/31/2020	08660	HUNT AND SONS, INC.	PW/WWTP FUEL	693.43
55399	01/13/2020	Printed			12203	LEAGUE OF CA CITIES-ORLANDO	MEMBERSHIP DUES 2020	100.00
55400	01/13/2020	Reconciled		01/31/2020	14356	NORTHERN CALIFORNIA GLOVE	PW SUPPLIES	283.66
55401	01/13/2020	Reconciled		01/31/2020	16035	PG&E	ELECTRICITY	15,225.34
55402	01/13/2020	Reconciled		01/31/2020	16040	PURCHASE POWER	POSTAGE REFILLS	1,027.57
55403	01/13/2020	Reconciled		01/31/2020	18400	RIEBES AUTO PARTS	STMT 12/31/19	157.30
55404	01/13/2020	Reconciled		01/31/2020	19070	SCORE - SMALL CITIES ORGANIZED	Q3 19/20 WORKERS COMP PREMIUM	15,915.16
55405	01/13/2020	Reconciled		01/31/2020	19193	SECURE RECORD MANAGEMENT	SHREDDING SVCS Q3 & Q4 2019	90.00
55406	01/13/2020	Reconciled		01/31/2020	01790	SIERRA OFFICE PRODUCTS	STMT 1/2/20	329.71
55407	01/13/2020	Reconciled		01/31/2020	19397	SIERRA SAW	PW AIR FILTERS	50.54
55408	01/13/2020	Reconciled		01/31/2020	19650	STATE BOARD OF EQUALIZATION	Q4 2019 SELF ASSESSED SALES TA	83.69
55409	01/13/2020	Reconciled		01/31/2020	19808	SYAR INDUSTRIES, INC.	ASPHALT	1,081.08
55410	01/13/2020	Reconciled		01/31/2020	22134	VISION QUEST	TECH SUPPORT FEB 2020	1,592.00
55411	01/13/2020	Reconciled		01/31/2020	23169	WAVE BUSINESS SOLUTIONS	FIRE DEPT PHONE	36.63
55412	01/13/2020	Reconciled		01/31/2020	23169	WAVE BUSINESS SOLUTIONS	CITY HALL PHONE	220.18
55413	01/13/2020	Reconciled		01/31/2020	23169	WAVE BUSINESS SOLUTIONS	FIRE DEPT PHONE	5.22
55414	01/13/2020	Reconciled		01/31/2020	23301	WESTERN PLACER WASTE	SLUDGE REMOVAL DEC 2019	552.65
55415	01/13/2020	Printed			23230	JEFF WHEELER	LOT OF ART WATER	93.44
55416	01/27/2020	Printed			1161	49ER WATER SERVICES	DEC 2019 WWTP TESTING	5,200.00
55417	01/27/2020	Printed			01448	AMERIGAS - COLFAX	DEPOT PROPANE	796.00
55418	01/27/2020	Printed			01500	ANDERSON'S SIERRA	VACTOR TRAILER SUPPLIES	152.65
55419	01/27/2020	Printed			01766	AT&T MOBILITY	CITY CELL PHONES	841.54
55420	01/27/2020	Printed			02082	BARTLE WELLS ASSOCIATES	EDU REVIEW DEC 2019	2,295.00
55421	01/27/2020	Printed			02901	BUREAU VERITAS NORTH AMERICA	MCDONALDS PLAN CHECK FEE	14,670.00
55422	01/27/2020	Printed			03401	CHOICE BUILDER	FEB 2020 PREMIUMS	845.01
55423	01/27/2020	Printed			03482	CLEAR PATH LAND EVOLVEMENT,	MAP CHECK SHADOWWOOD	500.00
55424	01/27/2020	Printed			3517	COLFAX HOSPITALITY PARTNERS	REFUND OF PLAN CHK OVERPAY	11,200.00
55425	01/27/2020	Printed			03650	CRANMER ENGINEERING, INC.	LANDFILL MONITORING DEC 2019	500.00
55426	01/27/2020	Reconciled		01/31/2020	04592	DACOMM	WWTP INTERNET JAN 2020	99.95
55427	01/27/2020	Printed			04220	DC FROST ASSOCIATES, INC.	WWTP SUPPLIES	5,413.53
55428	01/27/2020	Printed			04234	DE LAGE LANDEN FINANCIAL	COPY MACH MAINT JAN 2020	468.34
55429	01/27/2020	Printed			05221	EOSI - ENVIRONMENT OPERATING	WWTP CHEMICALS	5,421.14
55430	01/27/2020	Printed			06278	FRONTIER COMMUNICATIONS	WWTP PHONE	197.10
55431	01/27/2020	Reconciled		01/31/2020	07460	GOLD COUNTRY MEDIA	EDU REVIEW NOTICE	149.25
55432	01/27/2020	Reconciled		01/31/2020	07465	GOLD MINER PEST CONTROL	WWTP/LIFT STATION PEST CONTROL	210.00
55433	01/27/2020	Printed			07570	GRAINGER	WWTP SUPPLIES	165.15
55434	01/27/2020	Printed			08660	HUNT AND SONS, INC.	PW/WWTP FUEL	476.40
55435	01/27/2020	Reconciled		01/31/2020	12180	LAWRENCE & ASSOCIATES	LANDFILL MONITORING DEC 2019	1,236.25
55436	01/27/2020	Reconciled		01/31/2020	13266	MIKE BLANCHAR	2020 BOOT ALLOWANCE	275.00
55437	01/27/2020	Printed			13405	MOTOR ELECTRIC	AERATOR MOTOR REPAIRS	2,001.17
55438	01/27/2020	Reconciled		01/31/2020	14356	NORTHERN CALIFORNIA GLOVE	PW SUPPLIES	66.65
55439	01/27/2020	Printed			16300	PCWA -PLACER COUNTY	CITY WATER	1,036.65
55440	01/27/2020	Printed			16165	PLACER COUNTY ENVIRONMENTAL	Q4 2019 LANDFILL TESTING	776.00
55441	01/27/2020	Printed			16500	PLACER OPERATIONAL AREA	Q2 19/20 FIRE PROT/MARSHALL	8,584.95

A/P Checks Jan 2020

Date: 02/05/2020

Time: 3:40 pm

Page: 3

CITY OF COLFAX

BANK: US BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
US BANK Checks								
55442	01/27/2020	Printed			18194	RGS - REGIONAL GOV SERVICES	PLANNING SVCS DEC 2019	3,348.00
55443	01/27/2020	Reconciled		01/31/2020	19396	SIERRA SAFETY COMPANY	ST SIGNS	184.36
55444	01/27/2020	Printed			21906	UV SUPERSTORE	WWTP REPLACEMENT LAMPS	8,759.26
55445	01/27/2020	Printed			23169	WAVE BUSINESS SOLUTIONS CORP	YARD PHONE	54.90
55446	01/31/2020	Reconciled		01/31/2020	2087	BASIC PACIFIC	FSA PLAN FEES JAN 2020	45.00

Total Checks: 103

Checks Total (excluding void checks):

446,863.78

Total Payments: 103

Bank Total (excluding void checks):

446,863.78

Total Payments: 103

Grand Total (excluding void checks):

446,863.78

01/01/2020 - 01/31/2020

City of Colfax

		Debit	Credit	Net Chng	
Fund: 100 - General Fund					
01/02/2020	Daily Totals	79.00	0.00	79.00	
01/03/2020	Daily Totals	1,175.00	0.00	1,175.00	
01/08/2020	Daily Totals	1,054.65	0.00	1,054.65	
01/10/2020	Daily Totals	337.77	0.00	337.77	
01/13/2020	Daily Totals	1,049.00	0.00	1,049.00	
01/15/2020	Daily Totals	66,314.75	194.71	66,120.04	
01/21/2020	Daily Totals	289.75	0.00	289.75	
01/23/2020	Daily Totals	269,685.74	0.00	269,685.74	
01/24/2020	Daily Totals	128,683.48	0.00	128,683.48	
01/29/2020	Daily Totals	22.75	0.00	22.75	
01/30/2020	Daily Totals	36,235.37	0.00	36,235.37	
Fund: 100 - General Fund		TOTALS:	504,927.26	194.71	504,732.55
Fund: 120 - Land Development Fees					
01/30/2020	Daily Totals	3,569.82	0.00	3,569.82	
Fund: 120 - Land Development Fees		TOTALS:	3,569.82	0.00	3,569.82
Fund: 205 - Escrow Account - Developers					
01/31/2020	Daily Totals	0.86	0.00	0.86	
Fund: 205 - Escrow Account - Developers		TOTALS:	0.86	0.00	0.86
Fund: 210 - Mitigation Fees - Roads					
01/15/2020	Daily Totals	85,896.82	0.00	85,896.82	
01/30/2020	Daily Totals	9,010.00	0.00	9,010.00	
Fund: 210 - Mitigation Fees - Roads		TOTALS:	94,906.82	0.00	94,906.82
Fund: 211 - Mitigation Fees - Drainage					
01/15/2020	Daily Totals	20.13	0.00	20.13	
01/30/2020	Daily Totals	370.00	0.00	370.00	
Fund: 211 - Mitigation Fees - Drainage		TOTALS:	390.13	0.00	390.13
Fund: 212 - Mitigation Fees - Trails					

Limited to include: JE Types of: CR

01/01/2020 - 01/31/2020

City of Colfax

		Debit	Credit	Net Chng
01/15/2020	Daily Totals	851.08	0.00	851.08
01/30/2020	Daily Totals	5,625.00	0.00	5,625.00
Fund: 212 - Mitigation Fees - Trails		TOTALS:	6,476.08	0.00
Fund: 213 - Mitigation Fees - Parks/Rec				
01/15/2020	Daily Totals	3,142.59	0.00	3,142.59
01/30/2020	Daily Totals	28,655.00	0.00	28,655.00
Fund: 213 - Mitigation Fees - Parks/Rec		TOTALS:	31,797.59	0.00
Fund: 214 - Mitigation Fees - City Bldgs				
01/15/2020	Daily Totals	27,052.94	0.00	27,052.94
01/30/2020	Daily Totals	3,420.00	0.00	3,420.00
Fund: 214 - Mitigation Fees - City Bldgs		TOTALS:	30,472.94	0.00
Fund: 215 - Mitigation Fees - Vehicles				
01/15/2020	Daily Totals	6,068.87	0.00	6,068.87
01/30/2020	Daily Totals	650.00	0.00	650.00
Fund: 215 - Mitigation Fees - Vehicles		TOTALS:	6,718.87	0.00
Fund: 217 - Mitigation Fees - DT Parking				
01/15/2020	Daily Totals	22,197.95	0.00	22,197.95
01/30/2020	Daily Totals	2,905.00	0.00	2,905.00
Fund: 217 - Mitigation Fees - DT Parking		TOTALS:	25,102.95	0.00
Fund: 218 - Support Law Enforcement				
01/23/2020	Daily Totals	13,974.83	0.00	13,974.83
Fund: 218 - Support Law Enforcement		TOTALS:	13,974.83	0.00
Fund: 244 - CDBG ME Lending/Prog Income				
01/15/2020	Daily Totals	1,123.34	0.00	1,123.34
Fund: 244 - CDBG ME Lending/Prog Income		TOTALS:	1,123.34	0.00
Fund: 250 - Streets - Roads/Transportation				
01/15/2020	Daily Totals	9.74	0.00	9.74

Limited to include: JE Types of: CR

01/01/2020 - 01/31/2020

City of Colfax

		Debit	Credit	Net Chng
Fund: 250 - Streets - Roads/Transportation				
TOTALS:		9.74	0.00	9.74
Fund: 253 - Gas Taxes				
01/09/2020	Daily Totals	2,330.51	0.00	2,330.51
01/15/2020	Daily Totals	340.52	0.00	340.52
01/22/2020	Daily Totals	3,095.72	0.00	3,095.72
01/30/2020	Daily Totals	4,402.75	0.00	4,402.75
Fund: 253 - Gas Taxes				
TOTALS:		10,169.50	0.00	10,169.50
Fund: 270 - Beverage Container Recycling				
01/15/2020	Daily Totals	101.98	0.00	101.98
Fund: 270 - Beverage Container Recycling				
TOTALS:		101.98	0.00	101.98
Fund: 280 - Oil Recycling				
01/15/2020	Daily Totals	20.11	0.00	20.11
Fund: 280 - Oil Recycling				
TOTALS:		20.11	0.00	20.11
Fund: 292 - Fire Department Capital Funds				
01/15/2020	Daily Totals	485.07	0.00	485.07
Fund: 292 - Fire Department Capital Funds				
TOTALS:		485.07	0.00	485.07
Fund: 342 - Fire Construction - Mitigation				
01/15/2020	Daily Totals	15,604.97	0.00	15,604.97
01/30/2020	Daily Totals	3,637.05	0.00	3,637.05
Fund: 342 - Fire Construction - Mitigation				
TOTALS:		19,242.02	0.00	19,242.02
Fund: 343 - Recreation Construction				
01/15/2020	Daily Totals	15,604.98	0.00	15,604.98
01/30/2020	Daily Totals	3,637.05	0.00	3,637.05
Fund: 343 - Recreation Construction				
TOTALS:		19,242.03	0.00	19,242.03
Fund: 355 - CDBG Pavement Program				
01/15/2020	Daily Totals	0.00	96.96	-96.96

Limited to include: JE Types of: CR

01/01/2020 - 01/31/2020

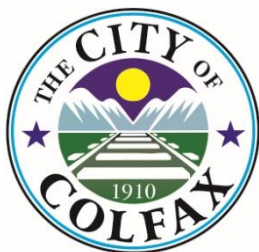
City of Colfax

		Debit	Credit	Net Chng
Fund: 355 - CDBG Pavement Program				
TOTALS:		0.00	96.96	-96.96
Fund: 357 - CP - Culver St Phase II				
01/15/2020	Daily Totals	0.00	17.65	-17.65
TOTALS:		0.00	17.65	-17.65
Fund: 365 - CP - Kneeland Street Improve				
01/15/2020	Daily Totals	0.00	27.15	-27.15
TOTALS:		0.00	27.15	-27.15
Fund: 367 - CP - SB2 Planning Grant				
01/15/2020	Daily Totals	0.00	17.26	-17.26
TOTALS:		0.00	17.26	-17.26
Fund: 385 - CP - Roundabout Project				
01/02/2020	Daily Totals	313,333.43	0.00	313,333.43
01/15/2020	Daily Totals	0.00	4,618.40	-4,618.40
01/30/2020	Daily Totals	131,229.85	0.00	131,229.85
TOTALS:		444,563.28	4,618.40	439,944.88
Fund: 560 - Sewer				
01/06/2020	Daily Totals	250.00	0.00	250.00
01/15/2020	Daily Totals	13,460.19	0.00	13,460.19
01/23/2020	Daily Totals	44,650.53	0.00	44,650.53
TOTALS:		58,360.72	0.00	58,360.72
Fund: 561 - Sewer Liftstations				
01/13/2020	Daily Totals	158.75	0.00	158.75
TOTALS:		158.75	0.00	158.75
Fund: 564 - Sewer Connections				
01/15/2020	Daily Totals	91,899.50	0.00	91,899.50
01/30/2020	Daily Totals	44,750.00	0.00	44,750.00

01/01/2020 - 01/31/2020

City of Colfax

		Debit	Credit	Net Chng
Fund: 564 - Sewer Connections				
TOTALS:		136,649.50	0.00	136,649.50
Fund: 567 - Inflow & Infiltration				
01/23/2020	Daily Totals	443.49	0.00	443.49
Fund: 567 - Inflow & Infiltration				
TOTALS:		443.49	0.00	443.49
Fund: 570 - Garbage Fund				
01/15/2020	Daily Totals	11,944.22	0.00	11,944.22
Fund: 570 - Garbage Fund				
TOTALS:		11,944.22	0.00	11,944.22
Fund: 572 - Landfill Post Closure Mainten				
01/15/2020	Daily Totals	20,375.46	0.00	20,375.46
01/30/2020	Daily Totals	235.00	0.00	235.00
Fund: 572 - Landfill Post Closure Mainten				
TOTALS:		20,610.46	0.00	20,610.46
GRAND TOTALS:		1,441,462.36	4,972.13	1,436,490.23



Staff Report to City Council

FOR THE FEBRUARY 26, 2020 REGULAR CITY COUNCIL MEETING

From: Wes Heathcock, City Manager
Prepared by: Laurie Van Groningen, Finance Director
Subject: Quarterly Investment Report – Quarter Ended December 31, 2019

Budget Impact Overview:

N/A: ✓	Funded:	Un-funded:	Amount:	Fund(s):
---------------	----------------	-------------------	----------------	-----------------

RECOMMENDED ACTION: Receive and file.

Summary/Background

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.

The City’s investment policy is authorized under the California Government Code, section 53600, et. seq. as it applies to the investment of public funds. The Government Code governs the City’s allowable investments, and the lengths of those investments. Our investment policy dictates that the City should have liquid short term securities to meet six months financial obligations. The budget for fiscal year 2019-2020 reflects nearly \$4.2M in annual operating expenditures; therefore, our target for liquid short term securities would be \$2.1M.

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

- The investments held at December 31, 2019 conform to the City Investment Policy adopted by Resolution 29-2014.
- The composite yield of the City's investment pool (US Bank and LAIF) to be the rate of 1.96% for the quarter ended December 31, 2019.
- There are sufficient funds on deposit to meet all anticipated City expenditures for the period January 1, 2020 through June 30, 2020.

Historically, due to fluctuations in fund balances, investment opportunities outside the corporate checking and LAIF accounts have been somewhat limited. With several years of solid funding levels, the City staff has reviewed additional investment opportunities. We have seriously considered the process of opening an account for some short term Certificates of Deposit (CD) investments. In recent months, the rates for CD's have dropped creating a narrow gap between the two investment options. Staff will continue to review for opportunities, but at this time will continue with the current investment structure.

Attachments:

1. Analysis of Treasury Investment Pool
2. State of California – PMIA and LAIF Performance Report (QE 12/31/2019)
3. State of California – PMIA Average Monthly Effective Yields
4. Resolution 29-2014

Attachment 1

City of Colfax
Analysis of Treasury Investment Pool
Quarterly Analysis - FY2019-2020
Report Date: 12/31/19

Quarter Ended 12/31/2019					
Type of Investment	Financial Institution	Date of Maturity	Investment Amount	% of Total Investment	Average Investment Yield
Investment Fund	State Local Agency Investment Fund (LAIF)	N/A	\$ 5,658,904	93%	2.11%
Corporate Checking	US Bank	N/A	\$ 445,542	7%	0.20%
Total Investment Pool			\$ 6,104,446	100%	1.96%

Quarter Ended 09/30/2019					
Type of Investment	Financial Institution	Date of Maturity	Investment Amount	% of Total Investment	Average Investment Yield
Investment Fund	State Local Agency Investment Fund (LAIF)	N/A	\$ 5,596,820	95%	2.34%
Corporate Checking	US Bank	N/A	\$ 298,304	5%	0.19%
Total Investment Pool			\$ 5,895,125	100%	2.24%

Attachment 2

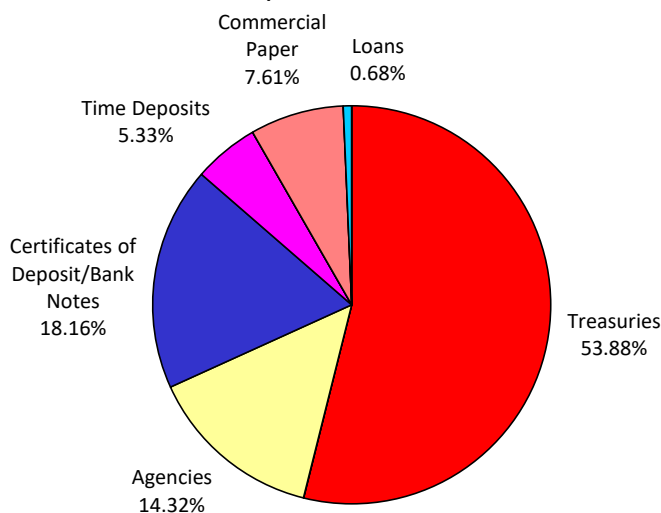


PMIA/LAIF Performance Report
as of 01/15/2020



Pooled Money Investment Account
Portfolio Composition ⁽¹⁾

12/31/19
\$88.9 billion



Percentages may not total 100% due to rounding

PMIA Average Monthly
Effective Yields⁽¹⁾

Dec 2019	2.043
Nov 2019	2.103
Oct 2019	2.190

LAIF Quarterly Performance
Quarter Ended 12/31/19

Apportionment Rate ⁽²⁾ :	2.29
Earnings Ratio ⁽²⁾ :	0.0000625008577897
Fair Value Factor ⁽¹⁾ :	1.001770298
Daily ⁽¹⁾ :	2.02%
Quarter to Date ⁽¹⁾ :	2.11%
Average Life ⁽¹⁾ :	226

PMIA Daily Rates⁽¹⁾

Date	Daily Yield*	Quarter to Date Yield	Average Maturity (in days)
12/16/19	2.04	2.13	226
12/17/19	2.04	2.13	226
12/18/19	2.04	2.13	227
12/19/19	2.04	2.13	226
12/20/19	2.03	2.12	224
12/21/19	2.03	2.12	224
12/22/19	2.03	2.12	224
12/23/19	2.03	2.12	222
12/24/19	2.03	2.12	225
12/25/19	2.03	2.12	225
12/26/19	2.03	2.12	224
12/27/19	2.03	2.12	227
12/28/19	2.03	2.12	227
12/29/19	2.03	2.12	227
12/30/19	2.03	2.11	224
12/31/19	2.02	2.11	226
01/01/20	2.03	2.03	224
01/02/20	2.00	2.02	231
01/03/20	2.00	2.01	229
01/04/20	2.00	2.01	229
01/05/20	2.00	2.01	229
01/06/20	2.00	2.00	226
01/07/20	1.99	2.00	224
01/08/20	1.99	2.00	224
01/09/20	1.99	2.00	224
01/10/20	1.98	2.00	223
01/11/20	1.98	2.00	223
01/12/20	1.98	2.00	223
01/13/20	1.98	1.99	220
01/14/20	1.97	1.99	221
01/15/20	1.96	1.99	228

*Daily yield does not reflect capital gains or losses

[View Prior Month Daily Rates](#)

Notes: The apportionment rate includes interest earned on the CalPERS Supplemental Pension Payment pursuant to Government Code 20825 (c)(1) and interest earned on the Wildfire Fund pursuant to Public Utility Code 3288 (a).

Source:

- (1) State of California, Office of the Treasurer
- (2) State of California, Office of the Controller

Attachment 3



California State Treasurer
Fiona Ma, CPA



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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	0.925	0.978	1.051	1.084	1.111	1.143	1.172	1.239
2018	1.350	1.412	1.524	1.661	1.755	1.854	1.944	1.998	2.063	2.144	2.208	2.291
2019	2.355	2.392	2.436	2.445	2.449	2.428	2.379	2.341	2.280	2.190	2.103	2.043

Attachment 4

**City of Colfax
City Council**

Resolution № 29-2014

**AFFIRMING ADMINISTRATIVE POLICIES AND PROCEDURES FOR FINANCIAL
MANAGEMENT, INVESTMENT AND WHISTLEBLOWERS**

Whereas, the Colfax City Council has determined that the administrative policies for financial management, investment and whistleblowers are important to the smooth and consistent financial operations of the City; and,

Whereas, these policies have not been updated for several years; and

Whereas, the annual independent audit recommended such policies be updated and in place; and,

Whereas, the Council has reviewed the attached policies,


Now Therefore, Be It Resolved by the City Council of the City of Colfax that the administrative policies attached hereto are hereby affirmed.

Passed and Adopted this 8th day of October by the following vote:

Ayes: Douglass, Hesch, McKinney, Parnham
Noes: None
Absent: Barkle


Tony Hesch, Mayor

ATTEST:


Lorraine Cassidy, City Clerk

Attachment 4

CITY OF COLFAX
ADMINISTRATIVE POLICIES AND PROCEDURES

Subject: Investment Policy
 Effective Date: October 8, 2014
 Resolution: Resolution No. 29-2014

SCOPE AND AUTHORITY

The purpose of this policy is to establish a prudent and systematic Investment Policy, and to organize and formalize investment-related activities.

The City's Investment Policy is authorized under the California Government Code, section 53600, et, seq.as it applies to the investment of public funds.

It is intended that this policy cover all funds and investment activities under the direct authority of the City of Colfax. Investments authorized by Fiscal Agents pursuant to bonded debt are controlled by the terms and conditions of the specific bond, and may not necessarily coincide with the Investment Policy outlined herein. Investments must conform to Government Code Section 53600.5 concerning safekeeping of purchased securities by financial advisers, fiscal agent, or consultants. Wherever practical, investments made by a Fiscal Agent on behalf of the City will be consistent with this Policy.

INVESTMENT OBJECTIVES

Safety – It is the primary duty and responsibility of the City Staff to protect, preserve and maintain cash and investments on behalf of the citizens of Colfax.

Liquidity – An adequate percentage of the City's investment portfolio should be maintained in liquid short-term securities which can be converted to cash if necessary to meet disbursement requirements. Since all cash requirements cannot be anticipated, investments in securities with active secondary or resale markets is highly recommended. Emphasis should be on marketable securities with low sensitivity to market risk.

Yield – Yield should become a consideration only after the basic requirements of safety and liquidity have been met.

- A. The overall yield should be designed to attain a market-average rate of return throughout budgetary and economic cycles, taking into account the City's risk constraints, the cash flow characteristics of the portfolio, and State and local laws, ordinances or resolutions that restrict investments.

Public Trust – All participants in the investment process shall act as custodians of the public trust. Investment officials shall recognize that the investment portfolio is subject to public review and evaluation. The overall investment program shall be designed and managed with a degree of professionalism that is worthy of the public trust.

Attachment 4

Diversification – The investment portfolio will be diversified to avoid incurring unreasonable and avoidable risks regarding specific security types or individual financial institutions.

- A. In a diversified portfolio it must be recognized that occasional measured losses are inevitable, and must be considered within the context of the overall portfolio's investment return, provided that adequate diversification has been implemented.

Prudence – The City adheres to the "prudent person rule" which obligates a fiduciary to insure that: "...investments shall be made with the exercise of that degree of judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation but for investment considering the probable safety of their capital as well as the probable income to be derived."

INVESTMENT STRATEGY

The most effective method of increasing investment yields without sacrificing safety is to extend the investment horizon commensurate with the City's cash requirements. To that end, improved cash forecasting and management is the preferred investment strategy for the City.

- A. Cash management activities include accurate cash projections, the expeditious collection of revenue, the control of disbursements, cost-effective banking relations, and a short-term borrowing program, when needed, that coordinates working capital requirements and investment opportunity.

ALLOWABLE INVESTMENT INSTRUMENTS

The Government Code, Sections 53601, 53601.1 and 53635 shall govern the City's allowable investments, and the length of those investments, unless specifically limited by this policy. Although the maximum maturity for any deposit or investment is five years, most investments should be for no longer than 2-3 years. All investments of City funds shall be made in accordance with California Government Code Sections 53601, et seq. and 53635 et seq., or in accordance with California Government Code 16429.1 authorizing investments into the State Local Agency Investment Fund (LAIF). Investments will be authorized by the City Manager, City Treasurer, Finance Director or Mayor only.

REPORTING REQUIREMENTS

City staff shall submit a quarterly investment report to the City Council. The report must be submitted to the City Manager for the agenda within 30 days following the end of the month covered by the report, and is required under Government Code Section 53646. 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;

Attachment 4

- 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.

Staff shall also submit the above information annually to the external auditors.

Periodic reports shall be prepared as required by circumstances or as directed by Council. Such circumstances include, but are not limited to, notification that any City investment may be in jeopardy or a sudden and significant drop in the current market value of any City investment.

INTERNAL CONTROLS AND GENERAL GUIDELINES

A system of internal control shall be implemented to prevent losses of public funds arising from fraud, employee error, misrepresentation of third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the City.

Controls deemed most important include:

- The control of collusion and separation of duties;
- Custodial safekeeping of funds invested or on deposit;
- Minimizing the number of authorized Investment Officers; and
- Written documentation of procedures and transactions.

In selecting financial institutions for the deposit or investment of City funds, the City shall consider the credit-worthiness of the institution. Such credit-worthiness shall be monitored on a regular basis throughout the period in which City funds are deposited or invested.

- A. Any deposit or investment of funds shall be in writing, signed by the City and the authorized representative of the institution.
- B. All transfers must be made by authorized personnel and properly logged and documented.

City staff shall encourage peer review of the City's investments and investment practices. In addition, the City's cash management and investment practices shall be included in any outside financial audit of the City.

An annual Cash Flow Forecast may be prepared by the City, and would be used to assist in the development of the annual operating budget for the City.

This Investment Policy shall be reviewed by the City Council on an annual basis as part of the budget process.



Staff Report to City Council

FOR THE FEBRUARY 26, 2020 REGULAR CITY COUNCIL MEETING

From: Wes Heathcock, City Manager
Prepared by: Wes Heathcock, City Manager
Subject: 2020 Council Goals

Budget Impact Overview:

N/A: ✓	Funded:	Un-funded:	Amount:	Fund(s):
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RECOMMENDED ACTION: Discuss and consider approving the 2020 Council Goals.

Summary/Background

Council hosted a workshop on January 15, 2020 to establish council goals. The meeting was very productive and established a hierarchy of priorities.

The attached matrix represents the priorities and the defined timelines. The matrix priorities are subject to change based on the community needs.

Staff will provide a general update to Council on progress of the tasks on a quarterly basis.

2020 Council Goals Matrix

Priority Tier	Project	Required Time to Complete	Comments
I	Vegetation Ordinance	March 2020	On the February 26, 2020 CC agenda
I	Commercial Cannabis Ordinance	June 2020	Consultant contract awarded at the January 8 th CC meeting
I	Mid-year Budget Review	2 months	In process
I	2020/21 and 2021/22 Budget	June 2020	Process starting in March
I	PMP Modification	March 2020	In process
I	5-year Capital Improvement Project	April 2020	Process starting in March 2020
I	John McLaughlin Storm Drain Easement	3 months	In process
I	PCWA Water Tank Retaining wall	6 months	PCWA driven project
I	CDBG Survey	6 months	CDBG consultant is evaluating the potential for the disadvantage status
II	Gateway Monument Signs Roundabout/Overpass	6 months	Process starting in March 2020

II	Annexation for the RV Campground	1 year	Pending planning approval
II	RB Sewer Planning Grant	1 year	In process
II	RB Sewer Construction Grant	1.5 year	Pending 30% planning design
II	Municipal Code Update	1.5 years	Municipal Code on the City website is updated with a user friendly version.
III	General Plan Update	1.5 years	Pending grant funding
III	Downtown Economic Development	1.5 years	Ongoing
III	Update Emergency Plan	1.5 years	Review and recommend changes
III	TOT Rate Increase	2 years	Budget in 2021/22
III	National Historic Destination	2-5 years	
III	Sphere of Influence Expansion	2-5 years	
III	Property Use at WWTP	2-5 years	
III	Railroad Street Improvements	2-5 years	
III	Mink Creek Utility Easements	2-5 years	
III	Property Use at Closed Landfill	2-5 years	

Fiscal Impacts

The council goals budget will derive from general fund and grant funding.



Staff Report to City Council

FOR THE FEBRUARY 26, 2020 REGULAR CITY COUNCIL MEETING

From: Wes Heathcock, City Manager
Prepared by: Chris J. Clardy, Community Services Director
Subject: Purchase of Three Aerators for the Wastewater Treatment Plant

Budget Impact Overview:

N/A:	Funded: √	Un-funded:	Amount: \$ 40,000	Fund(s): 560
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RECOMMENDED ACTION: Adopt Resolution __-2020 authorizing the City Manager to purchase three (3) 10 horsepower aerators from Aqua – Aerobic Systems, Inc for the Wastewater Treatment Plant in an amount not to exceed \$40,000 from Fund 560.

Summary/Background

The City's Wastewater Treatment Plant uses several aerators to help oxidize the organics in the influent wastewater at the equalization basin (Pond 1) and collection basin (Pond 2). According to prior operators, the aerators in use currently were used aerators donated to the City by Placer County in the early 2000's. The aerators have out lived their useful life and the cost to continually rewind/rebuild is not a wise financial decision. The average cost to repair an aerator depends on the horse power of the aerator, but overall average is approximately \$2400. The City completed a total of six rewinds/rebuilds in calendar year 2019 alone. The newly purchased aerators will not only be more reliable but also, more energy efficient, providing an electrical cost savings to the City.

Fiscal Impacts

Staff would like to replace three of the older aerators and has solicited quotes from MISCO Water, an authorized manufactures representative of process equipment for Wastewater Treatment, for (3) 10 horsepower aerators with stainless steel floats. MISCO provided two competitive bids with the cost breakdowns below:

Vendor	10 Horsepower Aerator	Total
Aqua-Aerobic Systems, Inc	\$ 11,820.00	\$ 35,460.00
Evoqua Water Technologies	\$ 12,165.00	\$ 36,495.00

Budget Impacts

Pursuant to the most recent rate study the City is required to fund a reserve account in the amount of \$ 37,500 annually for short lived assets. The Community Services Director has identified the aforementioned aerators as being beyond their useful life and needing replacement, and therefore qualifies for the use of the Short Lived Asset Reserve. Staff recommends City Council authorize the City Manager to purchase three (3) 10 Horsepower Aqua – Aerobic Systems, Inc. Aerators in an amount not to exceed \$40,000 which includes a contingency of 13%.

Attachments:

1. Resolution __-2020
2. Bid Documents

City of Colfax

City Council

Resolution No. __-2020

AUTHORIZING THE CITY MANAGER TO PURCHASE THREE (3) 10 HORSEPOWER AERATORS FROM AQUA – AEROBIC SYSTEMS, INC FOR THE WASTEWATER TREATMENT PLANT IN AN AMOUNT NOT TO EXCEED \$40,000 FROM FUND 560.

WHEREAS, the City’s Wastewater Treatment Plant uses several aerators in the treatment ponds; and,

WHEREAS, the current aerators have surpassed their useful life and were used units when donated by Placer County; and,

WHEREAS, the City has had six units repaired in calendar year 2019 at an average cost of \$2400; and,

WHEREAS, the new aerators will be more reliable and efficient, providing a cost savings to the City; and,

WHEREAS, staff solicited quotes through MISCO Water, an authorized manufacture representative, who provided two competitive bids, with the lowest responsive bid being Aqua-Aerobic Systems, Inc; and,

WHEREAS, the City is required to fund a reserve account in the amount of \$37,500 annually for short lived assets and the Community Services Director has identified the aerators as qualifying for the funds.

NOW THEREFORE, BE IT RESOLVED the City Council of the City of Colfax authorizes the City Manager to purchase aerators from Aqua – Aerobic Systems, Inc. in an amount not to exceed \$ 40,000 using funds from 560.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at the Regular Council Meeting of the City Council of the City of Colfax held on the 26th of February 2020 by the following vote of the Council:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Marnie Mendoza, Mayor

Jaclyn Collier, City Clerk



AQUA-AEROBIC SYSTEMS, INC.
A Waterstar Company

Proposal # 56045

TO: City of Colfax
Colfax, CA 95713
USA

PROJECT: COLFAX WWTP, CA
Colfax, CA
USA-MUN

ATN:

PROPOSAL DATE: January 30, 2020

CC: MISCOWater North, Nate Miller

If billing and/or shipping address is different, please advise.

Qty	Description	Unit Price	Total Price
<p>We are pleased to quote, for acceptance within (30) days of this date, prices and terms on equipment listed below. Shipment of equipment will be completed (3-4) weeks* after receipt of purchase order with mutually acceptable terms and conditions, subject to credit approval, or engineer approved submittals, if required. *Notes: Aqua-Aerobic Systems' proposal is based upon supply of equipment models as noted. Actual shipment is dependent on equipment availability at the time of receipt of order.</p> <p>- Equipment will be furnished by Aqua-Aerobic Systems, Inc. with civil work and installation by the purchaser.</p>			
1	5 HP Model FSS Endura® Series Aqua-Jet® Aerator. Float is fiber reinforced polyester skin (FRP), filled with closed cell polyurethane foam. Volute and intake cone are 304 stainless steel. Propeller is cast stainless steel. Diffusion head is monolithic casting of 304 stainless steel. Motor will be TEFC, premium efficient, 460 volt, 3 phase, 60 hertz, 1800 RPM with 1.15 Service Factor and Class F nonhygroscopic insulation. Motor shaft is one-piece 17-4 PH stainless steel.	\$6,375.00	\$6,375.00
1	10 HP Model FSS Endura® Series Aqua-Jet® Aerator. Float is fiber reinforced polyester skin (FRP), filled with closed cell polyurethane foam. Volute and intake cone are 304 stainless steel. Propeller is cast stainless steel. Diffusion head is monolithic casting of 304 stainless steel. Motor will be TEFC, premium efficient, 460 volt, 3 phase, 60 hertz, 1800 RPM with 1.15 Service Factor and Class F nonhygroscopic insulation. Motor shaft is one-piece 17-4 PH stainless steel.	\$8,950.00	\$8,950.00
1	5 HP Model SS Endura® Series Aqua-Jet®. Float is 14 gauge 304 stainless steel skin, filled with closed cell polyurethane foam. Volute and Intake Cone are 304 stainless steel. Propeller is cast stainless steel. Diffusion Head is monolithic casting of 304 stainless steel. Motor will be TEFC, premium efficient, 460 volt, 3 phase, 60 hertz, 1800 RPM with 1.15 Service Factor and Class F nonhygroscopic insulation. Motor shaft is one-piece 17-4 PH stainless steel.	\$8,190.00	\$8,190.00
1	10 HP Model SS Endura® Series Aqua-Jet®. Float is 14 gauge 304 stainless steel skin, filled with closed cell polyurethane foam. Volute and intake cone are 304 stainless steel. Propeller is cast stainless steel. Diffusion head is monolithic casting of 304 stainless steel. Motor will be TEFC, premium efficient, 460 volt, 3 phase, 60 hertz,	\$11,820.00	\$11,820.00

Proposal Date: January 30, 2020

Proposal # 56045


 AQUA-AEROBIC
 SYSTEMS, INC.
A Mueller Company

	1800 RPM with 1.15 Service Factor and Class F nonhygroscopic insulation. Motor shaft is one-piece 17-4 PH stainless steel.		
1	Per Foot, #12 AWG flexible service cable for 460 V, 5 & 10 HP operation. Cable has three power conductors and an insulated ground conductor assembled together with a nonhygroscopic filler material in a hard usage outer jacket.	\$2.80	\$2.80
1	5/8" - 3/4", 2 eye, wire mesh strain relief cord grip assembly.	\$35.00	\$35.00
1	1/2" spiral wrap abrasion protection for power supply cable.	\$34.00	\$34.00
1	Per Foot, 7 X 19 X 3/16" high flex 304 stainless steel mooring cable.	\$0.60	\$0.60
6	3/16" - 1/4" 316 stainless steel wire rope thimble. Qty 6 Required Per 3 Pt. Moored Unit	\$4.25	\$25.50
12	Cable clip(s) 3/16" U-bolt. Qty 12 Required Per 3 Pt. Moored Unit	\$4.25	\$51.00

WARNING:

The Aqua-Jet® Aerator has a high velocity, upwardly directed hydraulic flow directly below the unit. In addition, horizontal surface velocities persist for some distance from the unit. These flow patterns may, in some instances, cause damage to basin bottoms or walls, creating leaking potential. In earthen or lined basins, Aqua-Aerobic Systems recommends the use of a concrete pad on the basin bottom directly below the aerator. If concrete is known to be nonresistant to the waste, other materials should be investigated. Riprapping, or similar means of bank protection can protect basin walls. If basin contains toxic wastes, user is advised to obtain engineering advice as to basin design and construction necessary to prevent possible erosion and leakage. Aqua-Aerobic Systems assumes no liability or responsibility for any damage to basin bottoms or walls, or for any injuries or damages resulting therefrom.

- Destination Control Statement These items are controlled by the U.S. Government and authorized for export only to the country of ultimate destination for use by the ultimate consignee or end-user(s) herein identified. They may not be resold, transferred, or otherwise disposed of, to any other country or to any person other than the authorized ultimate consignee or end-users(s), either in their original form or after being incorporated into other items, without first obtaining approval from the U.S. government or as otherwise authorized by U.S. law and regulations.

COMMERCIAL NOTES:

- Freight charges are NOT included in this proposal. Freight charges will be prepaid with actual charges to be added to invoice.
- Start-up supervision is NOT included.
- Payable net 30 days from date of shipment subject to credit review; no retainage allowed.



Proposal For: MISCO (PLEASANTON, CA)
 Nate Miller
 5976 WEST LAS POSITAS BOULEVARD
 PLEASANTON, CA 94588
 Phone: 415-794-0984
nmiller@miscowater.com
 Colfax, CA

James Jahn
 Evoqua Water Technologies
 N19W23993 Ridgeview Pkwy, Suite 200
 Waukesha, WI 53188
 Phone: 815-921-8149
James.Jahn@evoqua.com

Item Pricing Summary

Item	Part No Description	Qty	Net Price	Ext. Price
1	W3T66772 511-SF AERATOR,5HP,STAINLESS DISCH, STAINLESS FLOAT W/INTAKE Reference #: 511-SF	1 EA	\$8,400.00	\$8,400.00
2	W3T66774 511-SS AERATOR,5HP,STAINLESS DISCH, FIBERGLASS FLOAT W/INTAKE CONE Reference #: 511-SS	1 EA	\$6,980.00	\$6,980.00
3	W3T17561 1011-SF AERATOR,10HP,STAINLESS DISCH, STAINLESS FLOAT W/INTAKE CONE Reference #: 1011-SF	1 EA	\$12,165.00	\$12,165.00
4	W3T67064 1011-SS AERATOR,10HP,SSTAINLESS DISCH, FIBERGLASS FLOAT W/INTAKE CONE Reference #: 1011-SS	1 EA	\$10,600.00	\$10,600.00

Total Net Price: \$38,145.00

Due to extreme volatility in steel costs, prices quoted in this proposal will be adjusted to reflect changes in the Metal and Metal Products Index (MMPI) published by the U.S. Department of Labor, Bureau of Labor Statistics. The most recent published MMPI is 225.9 for April 2019.

If the MMPI exceeds 230.5 at the time the Equipment is released for manufacture, then the price will be increased by the same percentage as the MMPI exceeds 230.5

ITEM ESTIMATED LEAD TIME

Item	Part Number	Description	Ref Num	Lead-Time in Weeks
1	W3T66772	511-SF AERATOR,5HP,STAINLESS DISCH, STAINLESS FLOAT W/INTAKE	511-SF	11-12 Week(s)
2	W3T66774	511-SS AERATOR,5HP,STAINLESS DISCH, FIBERGLASS FLOAT W/INTAKE CONE	511-SS	11-12 Week(s)



Item	Part Number	Description	Ref Num	Lead-Time in Weeks
3	W3T17561	1011-SF AERATOR,10HP,STAINLESS DISCH, STAINLESS FLOAT W/INTAKE CONE	1011-SF	11-12 Week(s)
4	W3T67064	1011-SS AERATOR,10HP,SSTAINLESS DISCH, FIBERGLASS FLOAT W/INTAKE CONE	1011-SS	11-12 Week(s)

Please provide tax exempt certificate with purchase order.



Staff Report to City Council

FOR THE FEBRUARY 26, 2020 REGULAR CITY COUNCIL MEETING

From: Wes Heathcock, City Manager
Prepared by: Laurie Van Groningen, Finance Director
Subject: Mid-Year Budget Report – Fiscal Year 2019-2020

Budget Impact Overview:

N/A: ✓	Funded:	Un-funded:	Amount:	Fund(s):
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RECOMMENDED ACTION: Review and accept the Mid-Year Budget Report Fiscal Year 2019-2020.

Summary/Background

The budget for fiscal year 2019-2020 was originally developed and approved in June of 2018 – as part of the City’s biennial budget process. In May of 2019, staff prepared an updated budget analysis, and a public workshop was held on May 15, 2019 to review status and staff recommendations for budget amendments. On June 12, 2019 at the regularly scheduled City Council meeting – Resolution 17-2019 was adopted to amend the Fiscal Year 2019-2020 Operating Budget.

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

Staff has completed a detailed review for Fiscal Year 2019-2020 of all Funds for all revenue and expense accounts. The review was based on six months of actual revenues and expenditures (through December 31, 2019) and projections for the balance of the fiscal year based on current City activities and programs. The projected actuals for the fiscal year are within the adopted budget limitations.

Operating Budget Review

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

City-wide, the difference between the adopted budget and the projected actuals is a favorable increase (Net Change) in Fund Balance for total City funds in the amount of \$610,822 with over 55% of the increase being in restricted funds. The chart below summarizes the difference by major fund category.

Fund Category	Net Change	% of Total
General Fund - Unrestricted	\$ 185,664	30%
General Fund - Restricted	\$ 0	0%
Special Revenues - Restricted	\$ 115,701	19%
Enterprise Fund - Unrestricted	\$ 83,236	14%
Enterprise Fund - Restricted	\$ 226,220	37%
Total Funds	\$ 610,822	100%

General Fund Unrestricted

The favorable increase in the net change of General Fund unrestricted funds is \$185,664 or approximately 10% of the adopted operating budget for expenses. The largest part of the increase is attributed to an increase in forecast for revenues. The chart below summarizes the primary differences by category:

Description	Revenues	Expenses	Total
Sales/Property Tax Increase	\$ 50,000	\$ -	
Licenses and Permits	\$ 28,500	\$ -	
Motor Vehicle Fees	\$ 10,000	\$ -	
Rents and Leases	\$ 12,800	\$ -	
Interest Income	\$ 20,000	\$ -	
Other	\$ 2,140	\$ 19,350	
Increased Sheriff Contract	\$ -	\$ (20,474)	
Increased funding for Sheriff (in Special Revenues)	\$ -	\$ 55,948	
Legal expenses (lawsuits)	\$ -	\$ (33,400)	
Planning expenses offset by grant funding	\$ -	\$ 40,800	
Total	\$ 123,440	\$ 62,224	\$ 185,664

Special Revenues – Restricted

The favorable increase in Special Revenues – Restricted is due to the receipt of additional Mitigation fees related to development projects that were not specifically identified in the fiscal year budget. These collected fees will be utilized in capital projects as allowed by City Ordinance and Mitigation Fee Study.

Enterprise Fund – Unrestricted

The favorable increase in the net change of Enterprise Fund unrestricted funds is \$83,236 or approximately 4.4% of the adopted operating budget for expenses. The difference is primarily attributed to a forecasted increase in Interest/Penalty Income of \$24,100 and a forecasted decrease in staffing and utility costs of \$59,136.

Enterprise Fund – Restricted

The favorable increase in Enterprise Fund – Restricted is a result of the receipt of additional Sewer Connection fees related to development projects that were not specifically identified in the fiscal year budget. These collected fees are restricted to be utilized in capital projects related to the Enterprise Fund activities. This funding increases the Capital Fund Reserves and could potentially decrease the requirement for increase in capital funding requirements in our Sewer rates in future rate studies.

Capital Expenditures

The attached report Mid-Year Budget Review – Capital Expenditures provides a status on the Adopted Capital Expenditure Budget for fiscal year 2019-2020. The final adopted budget included original projects identified for the fiscal year, projects rolled forward from previous year(s) and new projects identified during the budget amendment process in June 2019. The actual anticipated spending for the fiscal year is reflected in the last column of the report. The differences to the adopted budget are primarily due to delayed grant funding for projects and are expected to roll forward to our next fiscal year.

Recommendation

Staff recommends that Council accepts the Mid-Year Budget Report for FY2019-2020.

As we are beginning our biennial budget process for Fiscal Year 2020-2021 and 2021-2022, the results of this Mid-Year Budget review will be incorporated into the analysis and preparation of forecasts for operating revenues and expenses. A public workshop is anticipated to be held in May to review staff recommendations – with final budget adoptions scheduled in June. During this time, we will also be completing our regular annual processes:

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

Attachments:

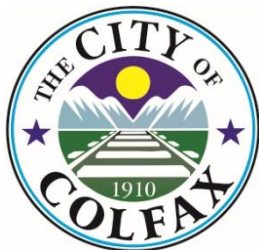
1. Mid-Year Operating Budget Review – Fund Summary
2. Mid-Year Budget Review – Capital Expenditures

City of Colfax - FY2019-2020
Mid Year Operating Budget Review -Fund Summary (Does not include capital expenditures)
Revision Date: February 26, 2020

Fund	Dept	Revenues			Expenses			Fund Transfers In(Out)			Net Change in Fund Balance (Revenues - Expenses +/- Transfers)		
		Projected	Adopted	Difference	Projected	Adopted	Difference	Projected	Adopted	Difference	Projected	Adopted	Difference
		Actuals 02/26/20	Budget		Actuals 02/26/20	Budget		Actuals 02/26/20	Budget		Actuals 02/26/20	Budget	
General Fund - Unrestricted													
100	000	2,367,127	2,243,688	123,440			-	(121,434)	(125,056)	3,622	2,245,693	2,118,632	127,062
100	100 Central Services	-		-	176,860	189,605	(12,745)	-	-	-	(176,860)	(189,605)	12,745
100	110 City Council	-		-	34,700	29,800	4,900	-	-	-	(34,700)	(29,800)	(4,900)
100	120 Administration/Finance	-		-	273,045	273,045	0	-	-	-	(273,045)	(273,045)	(0)
100	160 Legal	-		-	95,000	61,600	33,400	-	-	-	(95,000)	(61,600)	(33,400)
100	200 Fire	-		-	64,000	64,000	-	-	-	-	(64,000)	(64,000)	-
100	300 Sheriff	-		-	587,690	623,437	(35,747)	-	-	-	(587,690)	(623,437)	35,747
100	400 Building Department	-		-	108,900	108,900	-	-	-	-	(108,900)	(108,900)	-
100	425 Engineering	-		-	30,000	21,000	9,000	-	-	-	(30,000)	(21,000)	(9,000)
100	450 Planning	-		-	45,000	85,800	(40,800)	-	-	-	(45,000)	(85,800)	40,800
100	500 Buildings and Grounds	-		-	210,495	210,495	(0)	-	-	-	(210,495)	(210,495)	0
100	530 Parks	-		-	132,808	149,419	(16,611)	-	-	-	(132,808)	(149,419)	16,611
100	- Land Development	65,000	65,000	-	47,300	47,300	-	-	-	-	17,700	17,700	-
Total General Fund - Unrestricted		2,432,127	2,308,688	123,440	1,805,798	1,864,401	(58,603)	(121,434)	(125,056)	3,622	504,895	319,230	185,664
General Fund - Restricted													
XXX	- Capital Project Reserve	-	-	-	-	-	-	50,000	50,000	-	50,000	50,000	-
571	- AB939 Landfill Diversion	-	-	-	-	-	-	-	-	-	-	-	-
572	- Landfill - Postclosure Maint	80,000	80,000	-	88,134	88,134	(0)	-	-	-	(8,134)	(8,134)	0
Total General Fund - Restricted		80,000	80,000	-	88,134	88,134	(0)	50,000	50,000	-	41,866	41,866	0
Special Revenues													
210-17	- Mitigation Funds	343,401	224,000	119,401	-	-	-	-	-	-	343,401	224,000	119,401
218	- Support Law Enforcement	155,948	100,000	55,948	155,948	100,000	55,948	-	-	-	-	-	-
244	- CDBG Program Income	1,500	300	1,200	6,000	6,000	-	-	-	-	(4,500)	(5,700)	1,200
250	- Streets-Roads/Transportation	153,184	153,500	(316)	247,218	251,156	(3,938)	94,034	97,656	(3,622)	-	(0)	0
253	- Gas Taxes	41,600	41,600	-	19,000	19,000	-	(22,600)	(22,600)	-	-	-	-
270	- Beverage Recycling	-	-	-	-	-	-	-	-	-	-	-	-
292	- Fire Capital Fund	12,000	12,000	-	5,000	5,000	-	-	-	-	7,000	7,000	-
342/343	- Fire & Rec Const Mitigation	35,100	40,000	(4,900)	-	-	-	-	-	-	35,100	40,000	(4,900)
Total Special Revenues		742,733	571,400	171,333	433,166	381,156	52,010	71,434	75,056	(3,622)	381,001	265,300	115,701
Enterprise Funds													
560	- Sewer WWTP Maint and Ops	1,280,898	1,256,798	24,100	1,139,895	1,200,354	(60,459)	(100,000)	(100,000)	-	41,003	(43,556)	84,559
561	- Sewer Collections Systems	195,277	195,277	(0)	239,792	238,469	1,323	(37,500)	(37,500)	-	(82,015)	(80,692)	(1,323)
563	- WWTP/Debt Service	544,886	544,886	0	438,974	438,974	-	-	-	-	105,912	105,912	0
564	- Sewer Connect - Restricted	251,000	-	251,000	24,780	-	24,780	-	-	-	226,220	-	226,220
XXX	- Reserves	-	-	-	-	-	-	137,500	137,500	-	137,500	137,500	-
Total Enterprise Funds		2,272,061	1,996,962	275,099	1,843,441	1,877,797	(34,356)	-	-	-	428,620	119,164	309,456
TOTAL ALL FUNDS		5,526,921	4,957,049	569,872	4,170,539	4,211,489	(40,950)	-	-	-	1,356,382	745,560	610,822

City of Colfax Mid Year Budget Review - Capital Expenditures Fiscal Year 2019-2020		FY 2019-2020 Adopted Budget	Rolled Forward from FY2018-2019 Budget	Budget Amendment June 2019	Total Adopted Budget FY2019 2020	Total Projected FY2019-2020 MYR 02/26/20	Review Date: February 26, 2020
Fund	Description						
General Fund							
100-100	IT Equipment/Software	\$ 5,000			\$ 5,000	\$ 5,000	Expensed to Operations - Under capital limits
100-100	Record Rooms Upgrades (FY2018-2019)	\$ -	\$ 5,000		\$ 5,000	\$ -	Project to be evaluated for future years - Below capital limits threshold - will be expensed
100-100	New Accounting Software (FY2018-2019)	\$ -	\$ 30,000		\$ 30,000	\$ -	Project to be evaluated for future years
		\$ -			\$ -		
Buildings & Grounds							
270/571	Corp Yard Security/Recycling Improvements	\$ -	\$ 46,078		\$ 46,078		Project expected to roll forward
100-500/2XX	Roof Replacement - Fire Station	\$ 30,000		\$ 15,000	\$ 45,000	\$ 80,000	Requires structure improvements - Expect to use fire construction fees
100-500	ADA Project			\$ 20,000	\$ 20,000	\$ 20,000	Expect project to complete this year - in project identification process
100-500/2XX	Depot/City Hall Painting			\$ 25,000	\$ 25,000	\$ 25,000	Mitigation Fees to be used as appropriate
100-500/2XX	Septic system at Corp Yard			\$ 15,000	\$ 15,000		Project to be evaluated for future years
100-530/2XX	Parking Improvements at Park			\$ 10,000	\$ 10,000	\$ -	Project eliminated
100-530/2XX	Water Meter at Lot of Art			\$ 15,000	\$ 15,000	\$ 20,000	Mitigation Fees to be used as appropriate
100/250/560	New Dump Truck			\$ 100,000	\$ 100,000	\$ 100,000	Project under evaluation- costs higher than anticipated.
Streets & Roads							
3XX	Street Project TBD - Pavement Management Plan	\$ 200,000		\$ 300,000	\$ 500,000	\$ 500,000	Have initiated Kneeland(365), Church/Railroad(372), S Aub/Whit(373), CulverII (357)
385	Roundabout Project (FY2018-2019)	\$ -	\$ 3,200,000		\$ 3,200,000	\$ 3,200,000	Project in final closeout stages
2XX	Culver St (CDBG Program Income)	\$ -	\$ 205,000		\$ 205,000	\$ 205,000	Project completed FY2019-2020 under final approved budget
Fire Capital							
100-200/292	Wildland Fire Equipment (VFA Grant)	\$ 26,000			\$ 26,000	\$ 4,600	50% Grant - Received smaller grant than anticipated
100-200/292	Structural Turnouts		\$ -	\$ 20,000	\$ 20,000	\$ -	Expensed - turnouts were recertified at much lower cost
					\$ -		
Sewer Plant and Collection Systems							
560-000	DAF or SAF for Algae Control from Ponds*	\$ 200,000			\$ 200,000		To be included in Water Board Grant Request - Expect to roll forward to FY2020-2021
561-000	Lift Station #3 Force Main*	\$ 199,000			\$ 199,000		To be included in Water Board Grant Request - Expect to roll forward to FY2020-2021
560-000	Solar at WWTP*	\$ -		\$ 2,500,000	\$ 2,500,000		To be included in Water Board Grant Request - Expect to roll forward to FY2020-2021
561-000	Colfax Ave Sewer Repair - I & I Mitigation project continuation*	\$ 50,000	\$ -	\$ 3,051,000	\$ 3,101,000		To be included in Water Board Grant Request - Expect to roll forward to FY2020-2021
561-000	Lift Station Pump and motor replacement	\$ 11,000	\$ 29,000		\$ 40,000	\$ 40,000	Project replaced with Aerator project at WWTP.
560-000	Pond 3 Fissure Repair (FY2018-2019) - Funded by Ins/FEMA	\$ -	\$ 415,000		\$ 415,000	\$ 415,000	Repairs continue to roll forward - 100% insured/FEMA reimbursement
560-000	Fencing & Gate (FY2018-2019)		\$ 25,000	\$ 20,000	\$ 45,000	\$ 29,120	Project completed FY2019-2020
WWTP							
		\$ -					
TOTAL		\$ 721,000	\$ 3,955,078	\$ 6,091,000	\$ 10,767,078	\$ 4,643,720	

Note: As Mitigation Fees become available - application of fees to proposed capital projects will be reviewed



Staff Report to City Council

FOR THE FEBRUARY 26, 2020 REGULAR CITY COUNCIL MEETING

From: Wes Heathcock, City Manager
Prepared by: Wes Heathcock, City Manager
Subject: Cap to Cap Council Representative

Budget Impact Overview:

N/A:	Funded: √	Un-funded:	Amount: \$3,995	Fund(s): 110
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RECOMMENDED ACTION: Discuss and consider authorizing Mayor Mendoza's Cap to Cap event cost in an amount not to exceed \$3995.

Summary/Background

Council provided staff with direction to agnize Mayor Mendoza's request to attend the 2020 Cap to Cap event in Washington D.C. and the trip expenditures at the January 8th City Council meeting.

The objective of the Cap to Cap forum is to advocated the needs of the local regions funding and policy needs to the legislative representatives. Mayor Mendoza was asked to join the Public Safety Committee team. Mayor Mendoza will provide information on the focus topics the Public Safety Committee team plans to address at the event.

The attached Cap to Cap brochure indicates the single package rate (Program A) is \$3,995. Staff is recommending council discuss and consider authorizing Mayor Mendoza's Cap to Cap event cost in the amount not to exceed \$3,995.

Fiscal Impacts

The funding will be used from the City Council fund 110 in the total amount of \$3,995.

Attachments:

1. Resolution __-2020
2. 2020 Cap to Cap Brochure

City of Colfax

City Council

Resolution № __-2020

AUTHORIZING MAYOR MENDOZA’S CAP TO CAP EVENT COST IN AN AMOUNT NOT TO EXCEED \$3995

WHEREAS, Council provided staff with direction to agnize Mayor Mendoza’s request to attend the 2020 Cap to Cap event in Washington D.C. and the trip expenditures at the January 8th City Council meeting; and

WHEREAS, the objective of the Cap to Cap forum is to advocated the needs of the local regions funding and policy needs to the legislative representatives.

NOW THEREFORE, BE IT RESOLVED the City Council of the City of Colfax authorizes Mayor Mendoza’s Cap to Cap event cost in the amount not to exceed \$3995.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at the Regular Meeting of the City Council of the City of Colfax held on the 26th of February 2020 by the following vote of the Council:

- AYES:**
- NOES:**
- ABSTAIN:**
- ABSENT:**

Marnie Mendoza, Mayor

ATTEST:

Jaclyn Collier, City Clerk

Presented by  Sutter Health



50 YEARS OF ADVOCACY



CA CAP TO CAP DC

50TH ANNUAL PROGRAM | APRIL 25-29, 2020

a METRO  CHAMBER production

NOTE FROM THE 2020 CHAIRS

Dear champions of the Sacramento Region,

For 50 years, we've answered the call.

Leaders, experts and emerging influencers from across the six-county Capital Region have come together in our Nation's Capital—every year since 1970—lending a bold and resounding voice for local issues.

Representing the largest and longest-standing delegation of its kind, the Metro Chamber's Capitol-to-Capitol program has driven steady and consistent advocacy, ushering significant advances for business development, an inclusive economy and a vibrant and connected community.

Now more than ever, our voices are needed in Washington, D.C.

As concerned citizens and accountable leaders, we have the honor of representing a large and diverse region that is rich in opportunity and at the tipping point of economic expansion. But there is important work that must be done to pave the way for greater prosperity.

From wildfire prevention and new emergency evacuation routes, to water management, flood protection, support for education and solutions to homelessness—we are compelled by our first-hand experience, and ultimate duty, to carry these critical issues forward to policy makers and federal agencies that can, in turn, help us fulfill our mission —FOR BUSINESS.

Your voice is needed this spring in the nearly 400-strong chorus of the 50th Annual Metro Chamber Capitol-to-Capitol program. We hope you will answer the call and join us as we celebrate the many victories of the past 49 years and continue to foster relationships and galvanize plans that bring increased momentum and abundance for our region for the next 50 years.

Sincerely,

Kierstan DeLong
Executive Vice President
Edelman

Dr. Brian King
Chancellor, Los Rios
Community College District



AT-A-GLANCE

Chair's Reception

This annual reception provides the Cap-to-Cap delegation with the opportunity to salute the dozens of local elected officials from throughout the Sacramento region who are an integral part of Cap-to-Cap.

Opening Breakfast

The historic Grand Ballroom of the Mayflower Hotel serves as the backdrop for our delegation to hear from key Administration and Congressional leaders ahead of energetic, team-oriented discussions while preparing for meetings on Capitol Hill.

Leadership Luncheon

Delegates convene in the Caucus Room of the Cannon House Office Building to hear from key congressional officials concerning top issues. Featured speakers have included Speaker of the House Nancy Pelosi, former Secretary of State Madeleine Albright, and former Secretary of the Treasury Jack Lew.

Legacy Gala

After a successful day of lobbying, join us for an evening of fine food and entertainment to celebrate the legacy of our regional collaboration and historic wins for California's Capital Region. This year's gala will be held at The REACH at The Kennedy Center.

Black-tie is requested

TEAM TOPICS

Participants will be organized into teams for advocacy appointments. When registering online, you will be asked to select your first and second team choices.

- Air Quality
- Civic Amenities
- Community Development
- Economic Development
- Flood Protection
- Food & Agriculture
- Health Care
- Land Use & Natural Resources
- Public Safety
- Transportation
- Water Resources
- Workforce & Education

DRAFT ITINERARY

Friday, April 24

Early departures for D.C.

Saturday, April 25

Main departures for D.C.

5:00 p.m. – 8:00 p.m.

Welcome Reception
The Mayflower Hotel,
State Ballroom

Sunday, April 26

6:30 p.m. – 9:30 p.m.

Chair’s Reception
Smithsonian National
Museum of African
American History & Culture

Monday, April 27

7:30 a.m. – 9:30 a.m.

Opening Breakfast &
Program

Team Meetings

The Mayflower Hotel,
Grand Ballroom

Morning / Afternoon

Lobbying Appointments

Tuesday, April 28

Morning

Lobbying Appointments

11:15 a.m. – 1:00 p.m.

Leadership Luncheon
Cannon House Office
Building, Cannon Caucus
Room

1:15 p.m.

All-Delegation Photo

Afternoon

Lobbying Appointments

6:30 p.m. – 9:30 p.m.

Legacy Gala
The REACH at
The Kennedy Center

Wednesday, April 29

Morning

Lobbying Appointments

Afternoon

Main departures for
Sacramento

Please note:

Itinerary subject to change

ACCOMMODATIONS



Photo credit:
Brett Berry at
Douglas Taylor

Listed on the National Register of Historic Places, **The Mayflower Hotel**, part of Marriott’s Autograph Collection, has been a vibrant social hub in Washington, DC since opening in 1925. Refreshed and contemporary, this historic hotel inspires the city for business or pleasure with its premier location on Connecticut Avenue. The Mayflower delights with a timeless luxury found sweeping marble lobby, picturesque ballrooms, in-house health club, and luxury-minded guestrooms, offering plush bedding, high-speed wireless internet, and flat screen TV’s. Enjoy a culinary delight at the lively American brasserie EDGAR, or step outside to experience the local flavor of Dupont Circle and other nearby attractions. Effortlessly blending historic tradition and modern luxury here in the heart of the nation’s capital, The Mayflower Hotel is national treasure hailed as “Washington’s 2nd Best Address”.

CAP-TO-CAP REGISTRATION

Standard Per Person Rates

Program A	Single Occupancy/One Participant	\$3,995
Program B	Double Occupancy/Two Participants	\$3,795
Program C	Double Occupancy/One Participant with registered Guest	\$3,995
Program D	Team Participant Only (no air/hotel included)	\$1,995
Program E	Guest (must accompany a Program C Participant)	\$2,050
Add'l Fees	Additional Nights (per room, per night; inclusive of all taxes)	\$395
	Concierge Level Upgrade (per room, per night; inclusive of all taxes)	\$100
	Suite Upgrade (per room, per night; inclusive of all taxes)	\$195

Air/Hotel Included:

Programs A, B, C & E include air and hotel cost. If you choose to book your own travel accommodations, a \$350-per-person air credit can be deducted when registering.

**Members Only Policy:

As space is limited, attendance will be awarded to Metro Chamber members only. Sponsorship is also a member-only benefit. Join today to guarantee your registration and other members-only benefits. Contact Membership at 916-552-6800.

Additional Notes:

See terms and conditions for cancellation policy. Payments by credit card (Visa, MasterCard or American Express) will incur a convenience fee 4.1% of your total.



FLIGHT SPECIFICATIONS

Table with 4 columns: Option 1, United Airlines, Depart, Arrive. Rows for dates Apr 25 and Apr 29 with flight numbers and times.

Table with 4 columns: Option 2, United Airlines, Depart, Arrive. Rows for dates Apr 25, Apr 25, Apr 29, and Apr 29 with flight numbers and times.

Table with 4 columns: **Friday Departure**, Option 3, United Airlines, Depart, Arrive. Rows for dates Apr 24, Apr 24, Apr 29, and Apr 29 with flight numbers and times.

Table with 4 columns: Option 4, Southwest Airlines, Depart, Arrive. Rows for dates Apr 25 and Apr 29 with flight numbers and times.

- Legend
SMF Sacramento International Airport
IAD Washington, Dulles Airport
DEN Denver International Airport
DCA Ronald Reagan, Washington National Airport
IAH George Bush Intercontinental Airport
ORD Chicago O'Hare International Airport
BWI Baltimore Washington International

Please note: arrival and departure dates vary by option.

REGISTRATION

metrochamber.org/advocacy-programs/

Sponsorship & Event Inquiries
Attn: Susan Harris Brazelton
Phone: 916-826-5410
Email: sharris@metrochamber.org

Registration Inquiries
Attn: Mindy Johnston
Phone: 916-204-7296
Email: mjohnston@metrochamber.org

Travel Inquiries
I.S. Tours
Attn: Kacey Johnston
Phone: 916-850-1976 ext 160
Email: kaceyk@istours.com

LET'S GET THE CONVERSATION ROLLING

#CaptoCap20 with social media icons for Facebook, Twitter, and Instagram

Terms and Conditions

PAYMENTS: Please make checks payable to I.S. Tours. Payment is due no later than March 30, 2020 (please refer to brochure pricing). All payments received after March 31, 2020 are considered late and will be charged a \$100.00 late processing fee.

NAME CHANGES: All name changes will incur a \$50.00 charge through April 6, 2020. A charge of \$100 will apply to all name changes made on or after April 7, 2020. A name change form must be completed and submitted to kaceyk@istours.com.

CHANGE FEES: If you need to make any flight changes within 30 days of departure and your airline ticket was purchased through IST, you will incur a \$50 change fee in addition to the fees that the airline may charge.

EXPENSES: Prices include only those services specifically stated in your tour package. Items such as room service, telephone calls, optional activities and other items not specifically stated in your package, are not included.

PRICES: Prices stated in your brochure are based on airfares and rates effective at time of booking and also reflect a discount for payment by cash, check or money order. Payments by credit card (Visa, MasterCard or American Express) will incur a convenience fee of 4.1% of your total.

CANCELLATIONS: If you cancel your reservation, your right to refund is limited, as set forth below. Cancellations must be made in writing and must be emailed to kaceyk@istours.com A \$250.00 per person cancellation fee plus any hotel and airline penalties will apply up to January 31, 2020.

BAGGAGE: The current checked bag policy for United Airlines is a \$30 fee for the first checked bag (each way) and a \$40 fee for the second checked bag (each way). PLEASE NOTE: luggage fees are not included in your trip cost and are subject to change at the discretion of the airlines.

SPONSORS

Presenting Sponsor



Presidential Sponsor



Legacy Gala



Chairs Reception

