



CITY COUNCIL MEETING

COUNCIL CHAMBERS, 33 SOUTH MAIN STREET, COLFAX, CA



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

REGULAR MEETING AGENDA

August 8, 2018

Closed Session 6:30 PM

Regular Session 7:00 PM

1. CLOSED SESSION

1A. **Call Closed Session to Order**

1B. **Roll Call**

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

1D. **Closed Session**

Conference With Legal Counsel - Anticipated Litigation. Initiation of litigation pursuant to Government Code Section 54956.9(d)(4): One potential case.

Conference With Legal Counsel - Anticipated Litigation. Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2): One potential case.

2. CALL TO ORDER

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

2B. **Report from Closed Session**

2C. **Pledge of Allegiance**

2D. **Roll Call**

2E. **Approval of Agenda Order**

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

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

3. PRESENTATION

3A. **Stop Stigma Sacramento Speakers Bureau**

Katherine Ferry, Consumer Affairs Supervisor

Harold Chastain, Placer County Speakers Bureau

4. CONSENT CALENDAR

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

RECOMMENDED ACTION: Approve Consent Calendar

4A. **Minutes – Regular meeting June 27, 2018**

Recommendation: Approve the Minutes of the Regular Meeting of June 27, 2018.

4B. **Minutes – Regular meeting July 11, 2018**

Recommendation: Approve the Minutes of the Regular Meeting of July 11, 2018.

4C. **Cash Summary Report – June 2018**

Recommendation: Accept and file.

4D. **Quarterly Investment Report – Ending June 30, 2018**

Recommendation: Receive and file.

4E. **Sales and Use Taxes**

Recommendation: For information only.

4F. **Conflict of Interest Code Update–2018**

Recommendation: Accept and file the City of Colfax Local Agency Biennial Notice and adopt Resolution 52-2018 amending the City of Colfax Conflict of Interest Code.



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.

August 8, 2018

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5. PUBLIC COMMENT

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

6. COUNCIL, STAFF AND OTHER REPORTS

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

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

6B. City Operations Update – City staff

6C. Additional Reports – Agency partners

7. COUNCIL BUSINESS

7A. South Auburn St. and I-80 Roundabout Project Update and Omni-Means Contract Amendment.

Staff Presentation: Dane Schilling, City Engineer; Paul Anderson, Associate Engineer

Recommendation: Adopt Resolution 53-2018 authorizing the City Manager to execute Amendment No 2 to the Consultant Services Agreement between the City of Colfax and Omni-Means, a GHD Company, authorizing the City Manager to execute future amendments with costs not to exceed the Design Budget for the S. Auburn St. and I-80 Roundabout Project, and acknowledging new ownership of the design engineering firm..

7B. Commercial Cannabis Retailer Permit Application Progress.

Staff Presentation: Wes Heathcock, City Manager

Recommendation: Receive update, discuss and direct staff as appropriate.

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

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

9. ADJOURNMENT

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


Lorraine Cassidy, City Clerk

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





City of Colfax
 City Council Minutes
 Regular Meeting of Wednesday, June 27, 2018
 City Hall Council Chambers
 33 S. Main Street, Colfax CA

1 OPEN SESSION

1A. **Call to Order**

Mayor Stockwin called the meeting to order at 7:00PM.

1B. **Pledge of Allegiance**

Jim Dion, local business owner, led the Pledge of Allegiance.

1C. **Roll Call**

Council members present: Douglass, Harvey, Mendoza, Stockwin

1D. **Approval of Agenda Order**

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

AYES: Douglass, Harvey, Mendoza, Stockwin

2 PRESENTATION

2A. **Colfax Green Machine – 3rd of July Celebration Update**

Andrea Harrison – Green Machine President.

Due to an unexpected scheduling conflict, Ms. Harrison gave her report after Public Comment was completed.

3 CONSENT CALENDAR

3A. **Minutes - Regular Meeting June 13, 2018**

Recommendation: Approve the Minutes of the Regular Meeting of June 13, 2018.

3B. **Cash Summary: May 2018**

Recommendation: Accept and file the Cash Summary Report: May 2018.

3C. **Gann Appropriations Limit**

Recommendation: Adopt Resolution 45-2018 certifying compliance with the Fiscal Year 2017-2018 Appropriation Limitation and establishing the Appropriation Limitation for the Fiscal Year 2018-2019.

3D. **South Auburn Hotel Mitigation and Impact Fee Adjustments**

Recommendation: Adopt Resolution 46-2018 approving adjustments to the mitigation and impact fees for the South Auburn Hotel as agreed upon by the Land Use/New Development Strategies Committee.

3E. **2018 ADA Improvements Project – Award of Contract**

Recommendation: Adopt Resolution 47-2018 augmenting the Fiscal Year 2017/18 Budget by \$4,000 for the ADA Improvements Project and authorizing the City Manager to enter into a construction agreement with B&M Builders in an amount not to exceed \$26,000.

3F. **Facilities agreement for South Auburn Street and I-80 Roundabout Project with Placer County Water Agency (PCWA)**

Recommendation: Adopt Resolution 48-2018 authorizing the City Manager to execute a facilities agreement with Placer County Water Agency for waterline relocation for the South Auburn Street and I-80 Roundabout Project.

3G. **Human Resource Services Consultant Agreement**

Recommendation: Adopt Resolution 49-2018 authorizing the City Manager to enter into a service agreement with Koff and Associates for On-Call Human Resource Services as a participating agency of the Sacramento Area Council of Governments (SACOG) Joint Human Resource Services Agreement in an amount not to exceed \$30,000 for a two year term.

On a motion by Councilmember Harvey, seconded by Mayor Pro Tem Mendoza, the City Council approved the Consent Calendar.

AYES: Douglass, Harvey, Mendoza, Stockwin

4 **PUBLIC COMMENT**

Karla Jameson, resident E. Oak Street

- Ms. Jameson cautioned residents to be aware of crime occurring even mid-day. Her home was burgled at noon today. Fortunately, her son came home and the burglar left.

Jim Dion, local business owner

- Mr. Dion handed out an article concerning HdL, the company employed by the City to help with cannabis business regulations. Mr. Dion stated the company is not reputable.

Katie O'Rourke, Parent of Colfax High School Students

- Ms. O'Rourke brought up concerns regarding an unpermitted cannabis dispensary at 333 Canyon Way. She strongly objected to the fact the City is letting this illegal business operate.

Mayor Stockwin assured Ms. O'Rourke the City has code enforcement "in the works".

Janis LeRoux, Colfax First Five

- Ms. LeRoux stated the Colfax Preschool is enrolling for the fall term. For more information call: 530-745-1380.

Matt Z'Berg, applicant for authorized cannabis dispensary

- Mr. Z'Berg pointed out the 333 Canyon Way dispensary is also non-compliant due to illegal advertisement. He has contacts with the State licensing board, the Bureau of Cannabis Control, and would be happy to help with information to assist the City with code enforcement.

2 **PRESENTATION**

2A. **Colfax Green Machine – 3rd of July Celebration Update**

Andrea Harrison – Green Machine President.

Ms. Harrison presented Council and staff with T-shirts and buttons. She described the Event plans which include bands, vendors, a children's area and fireworks. She requested a donation from Council towards the event.

City Manager Heathcock stated \$500 is a standing item budgeted for a donation the 3rd of July Celebration and other City-wide events. Staff will prepare a check for the Green Machine.

5 **COUNCIL, STAFF, AND OTHER REPORTS**

5A. **Committee Reports and Colfax Informational Items – All Councilmembers**

Councilmember Harvey

- Councilmember Harvey represented Colfax on the Placer County Transportation Planning Agency (PCTPA) board.

Mayor Pro Tem Mendoza

- Mayor Pro Tem Mendoza announced the first annual Colfax Indigenous People's Day will be held August 25, 2018 at the Sierra Vista Community Center.
- She stated there will be a Chinese Memorial Project display and video during Railroad Days on September 15-16, 2018.

Councilmember Douglass

- Councilmember Douglass congratulated Mayor Pro Tem Mendoza for her selection as Council Person of the Year for the Colfax Best of the Best.
- He attended three meetings for the Sierra Vista Community Center, as well as the Chamber Mixer, the Artwalk and Car Show.
- Councilmember Douglass represented the City at the Placer County Economic Development board meeting, the SACOG board meeting and Pioneer Energy board meetings.
- He filmed a short video of highlights from the Colfax Garden Show which is posted on the website.

Mayor Stockwin

- Mayor Stockwin represented the City on the Placer County Mosquito and Vector Control District (PCMVCD) board.

5B. **City Operations – City Staff**

City Manager Heathcock

- City Manager Heathcock informed Council the "Fresh Air" concert company continues its enthusiasm for using the Closed Landfill as a concert venue for next spring. Preliminary inquiries for permission from the State Water Board have been promising.

Mayor Pro Tem Mendoza asked about the various road projects.

- City Manager Heathcock replied the East Church Street connector has been paved, the Rising Sun Project is still held up by State inquiries, and Culver Street is in design phase.

5C. **Additional Reports – Agency Partners**

Chief Brian Eagan, Colfax Fire Department Battalion Chief

- Chief Eagan mentioned two recent incidents, a collision between a bear and a motorcycle – the bear is fine! Also, Dine and Dash is temporarily closed due to fire. Fire personnel were able to keep the damage in the restaurant to one wall.
- Overall, call volumes are up with about 8 calls daily.
- The 10 active volunteers of the Colfax Volunteer Department are doing their part to help with calls for service and they will be on hand to assist during the 3rd of July event. They will also be hosting a Pancake Breakfast on July 4th. Be sure to support this great fundraising effort and treat yourselves to a full breakfast for only \$5.
- The fuel reduction crews for the Wastewater Treatment Plant and closed landfill are on a break and will begin again after July 4th.

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

- Sergeant Conners has been training with FEMA learning their Type 3 All Hazard Incident Command System.
- He has arranged to have the Mobile Command Center stationed in Colfax for the 3rd of July. Council is welcome to stop by for a tour.

Frank Klein, President of Colfax Area Chamber of Commerce

- Mr. Klein thanked Council and the City Manager for supporting the Chamber Mixer at Homie Joes. It was well attended with over 50 people enjoying nachos and the band.
- He invited everyone to the next Chamber Mixer to be held at Sourdough Solutions on July 17th from 5:30PM-7:30PM.
- He was grateful to announce the Chamber was voted as the best non-profit and Winterfest as the best event.
- The Chamber's success is due to great volunteers and the Chamber is always looking for new volunteers.

Fred Abbott, Colfax Event Liaison

- Mr. Abbott reported on progress towards a great Railroad Days event in September.

Sharon Conners and Foxey McCleary, Sierra Vista Community Center

- Ms. Conners reported the Wednesday Farmers' Market, Library events, Bingo, and the Flea Market continue to be a success.
- She thanked Mr. Abbott for assistance with advertising.
- Ms. McCleary reminded everyone the next Artwalk/Car Show will be July 20, 2018. Since the Car Show has joined the Artwalk the evenings are becoming more popular and more artists are joining in to display their work.
- Ms. McCleary and crew will be painting the street for the 3rd of July on Friday.

6 PUBLIC HEARING

6A. **Public Hearing on the written report of delinquent sewer service charges and delinquent refuse collection fees.**

Staff Presentation: Laurie Van Groningen, Finance Director

Recommendation: Conduct a public hearing to consider public and staff comments and adopt separate resolutions requesting collection of delinquent sewer and refuse collection fees on the Placer County Tax roll for Tax Year 2018-2019.

Mayor Stockwin opened the Public Hearing at 7:59PM.

Ms. Van Groningen explained this hearing is part of the annual process outlined in the Municipal Code to transfer delinquent sewer and garbage bills to the Placer County Tax rolls. The process has been appropriately noticed in the paper and the delinquent account property owners have had proper notification.

Council asked how many accounts are delinquent and for what amount.

Ms. Van Groningen stated there are 59 accounts which owe about \$90,000 total.

Mr. Dion, local business owner, asked how much money is owed and Ms. Van Groningen affirmed it is about \$90,000.

Mayor Stockwin closed the Public Hearing at 8:01PM.

On a motion by Councilmember Harvey, and a second by Councilmember Douglass, Council approved Resolution 50-2018, confirming the report of Delinquent Refuse Collection Accounts and placing liens on said properties and Special Assessments upon Property Taxes pursuant to City of Colfax Municipal Code Section 8.20.130.

Ayes: Douglass, Harvey, Mendoza, Stockwin

On a motion by Councilmember Harvey, and a second by Councilmember Douglass, Council approved Resolution 51-2018, requesting collection of Sewer Service Charges on the Placer County Tax Roll for Tax Year 2018-2019.

Ayes: Douglass, Harvey, Mendoza, Stockwin

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

Councilmember Douglass toured the Sierra Oaks subdivision. The project will be a “feather in the cap” for Colfax. He gave kudos to the new owners of All Phase Auto who have cleaned up the property significantly. He also noted the County has allocated almost \$1,000,000 to help the homeless. Gathering Inn has been tasked with administering the program.

Mayor Pro Tem Mendoza suggested the City participate in the summer backpack giveaway event hosted by Pastor Gary Howard and the Baptist Church by hosting a booth.

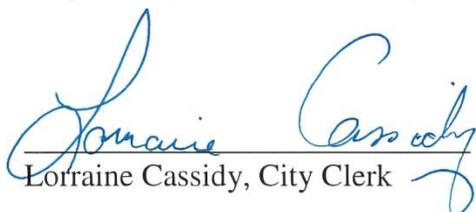
Councilmember Harvey mentioned the program to financially help with upgrading woodstoves and suggested everyone check the City website or with City Hall staff for more information.

Mayor Stockwin cautioned everyone to be smart with fireworks during the upcoming holiday.

8 ADJOURNMENT

As there was no further business, Mayor Stockwin adjourned the meeting at 8:07PM.

Respectfully submitted to City Council this 8th day of August, 2018


Lorraine Cassidy, City Clerk



City of Colfax
City Council Minutes
Regular Meeting of Wednesday, July 11, 2018
City Hall Council Chambers
33 S. Main Street, Colfax CA

1 CLOSED SESSION

1A. Call to Order

Mayor Stockwin called the meeting to order at 6:30PM.

1B. Roll Call

Council members present: Douglass, Harvey, Mendoza, Stockwin

1C. Public Comment on Closed Session Items

There was no Public Comment.

1D. Closed Session

Conference With Legal Counsel - Anticipated Litigation. Initiation of litigation pursuant to Government Code Section 54956.9(d)(4): One potential case.

Conference With Legal Counsel - Anticipated Litigation. Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2): One potential case.

2 OPEN SESSION

2A. Call Open Session to Order

Mayor Stockwin called Council to order for Open session at 7:41PM.

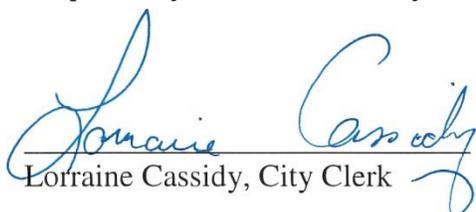
2B. Report from Closed Session

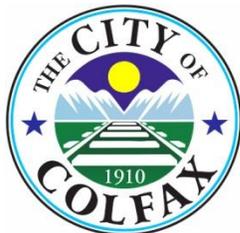
The Council authorized legal counsel to initiate litigation pursuant to Government Code Section 54956.9(d)(4). The action, the defendants, and the other particulars of the litigation shall, once formally commenced, be disclosed to any person upon inquiry, unless to do so will jeopardize the City's ability to effectuate service of process on one or more unserved parties, or that to do so will jeopardize the City's ability to conclude existing settlement negotiations to its advantage.

3 ADJOURNMENT

As there was no further business, Mayor Stockwin adjourned the meeting at 7:42PM.

Respectfully submitted to City Council this 8th day of August, 2018


Lorraine Cassidy, City Clerk



STAFF REPORT TO THE COLFAX CITY COUNCIL

FOR THE AUGUST 08, 2018 COUNCIL MEETING

FROM: Wes Heathcock, City Manager
PREPARED BY: Laurie Van Groningen, Finance Director
DATE: July 16, 2018
SUBJECT: Cash Summary Report – June 2018

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

BACKGROUND AND ANALYSIS:

These monthly financial reports include General Fund Reserved Cash Analysis Graphs and the City of Colfax Cash Summary Report (with supporting documentation). The reports are prepared monthly on a cash basis and are reconciled to the General Ledger accounting system, previous reports, and bank statements. Detailed budget comparisons are provided as a mid-year report and also as part of the proposed budget process each year.

The purpose of the reports is to provide status of funds and transparency for Council and the public of the financial transactions of the City.

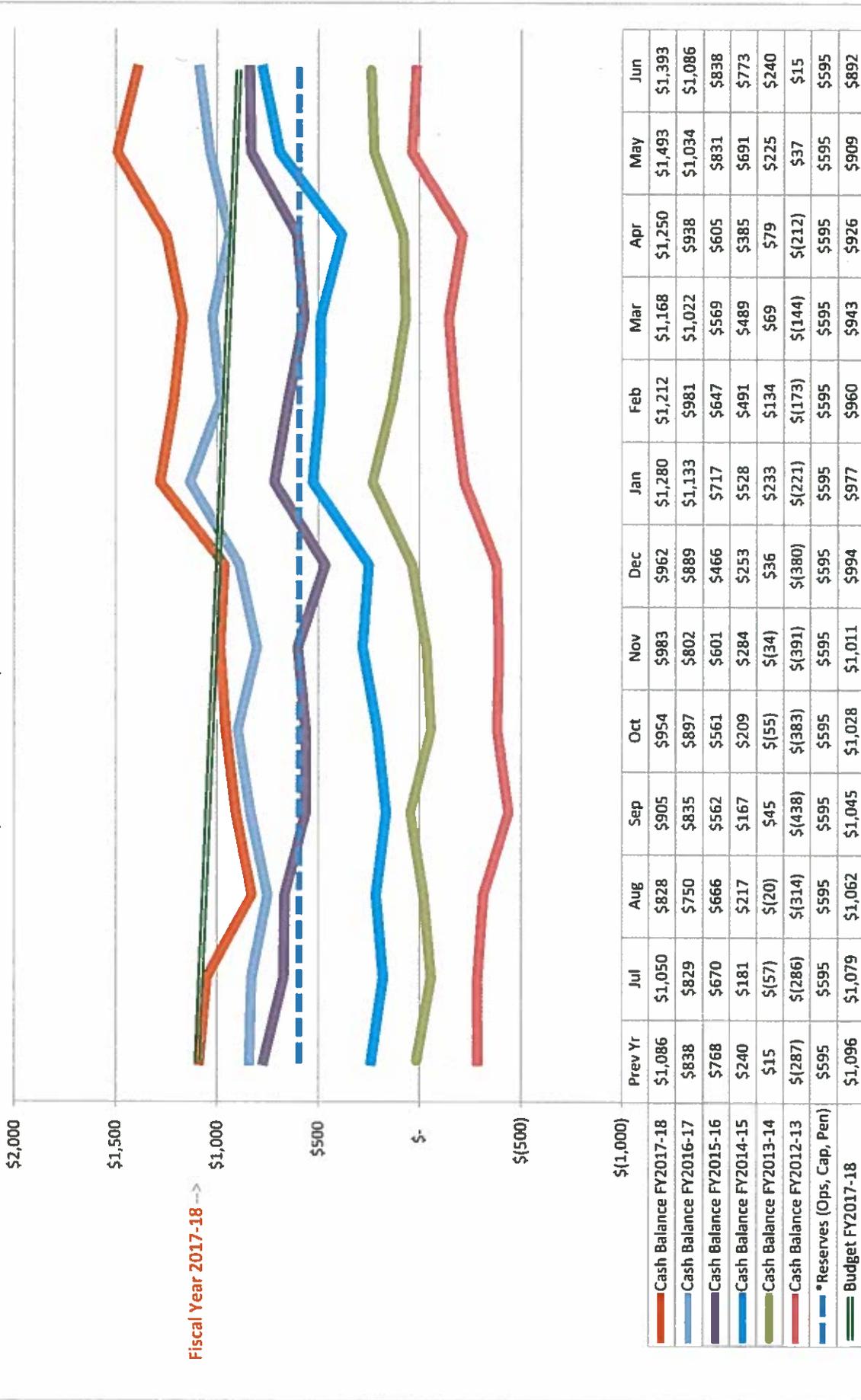
The attached reports reflect an overview of the financial transactions of the City of Colfax in June 2018. Monthly highlights include:

- Negative cash fund balances in Special Revenues and Capital project funds are due to timing of funding allocations and reimbursements.
 - Fund 292 – Pending receipt of \$30,000 grant from USDA – funds received in July 2018.
 - Fund 355 and 385 – Initial project costs to be reimbursed with project funding and transfers. Second reimbursement request for Project 385 – Roundabout is expected to be processed in late July.
- Major Expenses for June included:
 - Annual budgeted inter-fund transfer from General Fund to Fund 250 Streets & Roads - \$116,000.
- Major Revenues for June included:
 - Monthly estimated sales tax revenues \$80,000.
 - Business License Renewals for FY2019 - \$18,000.

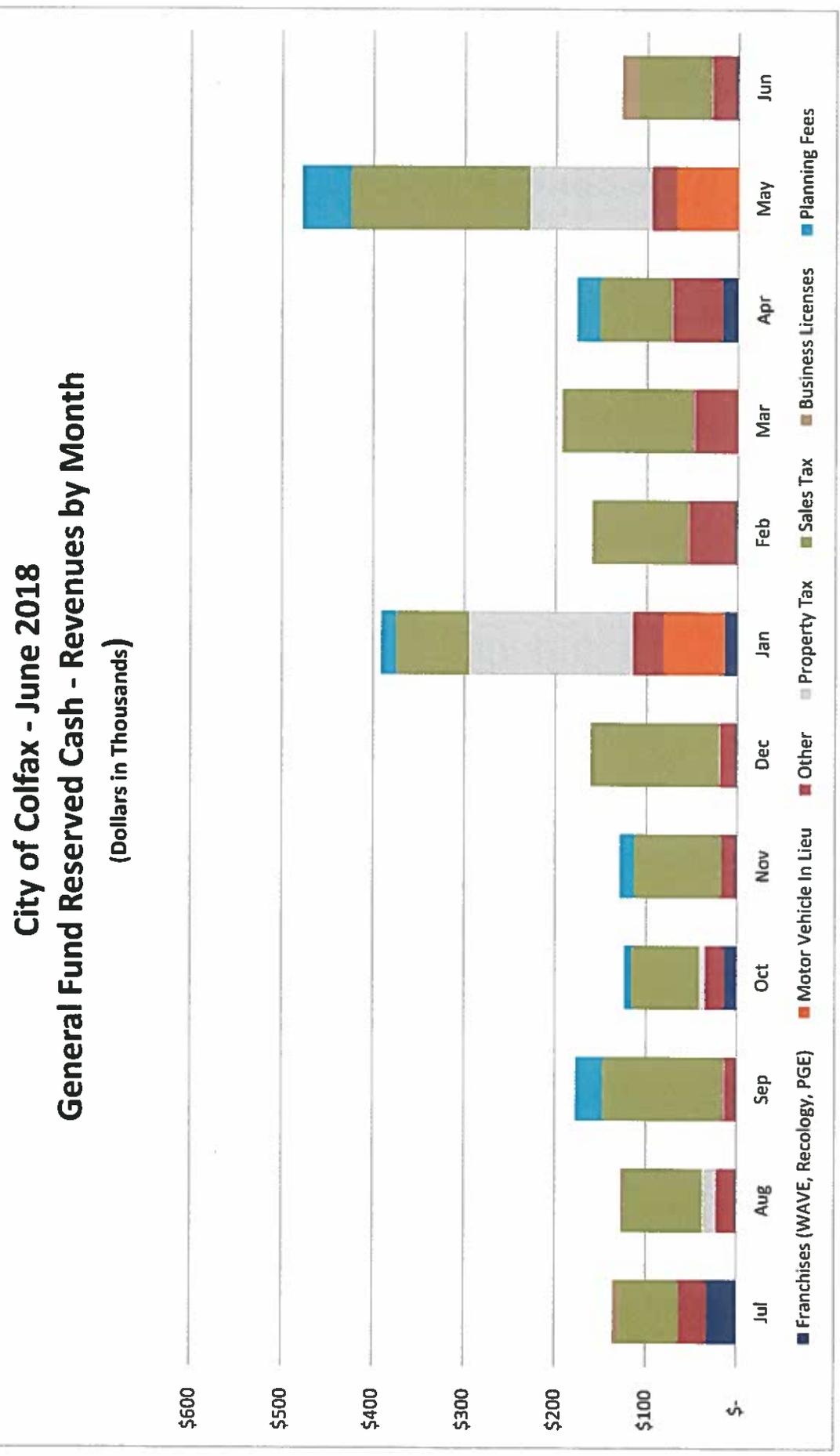
ATTACHMENTS:

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)

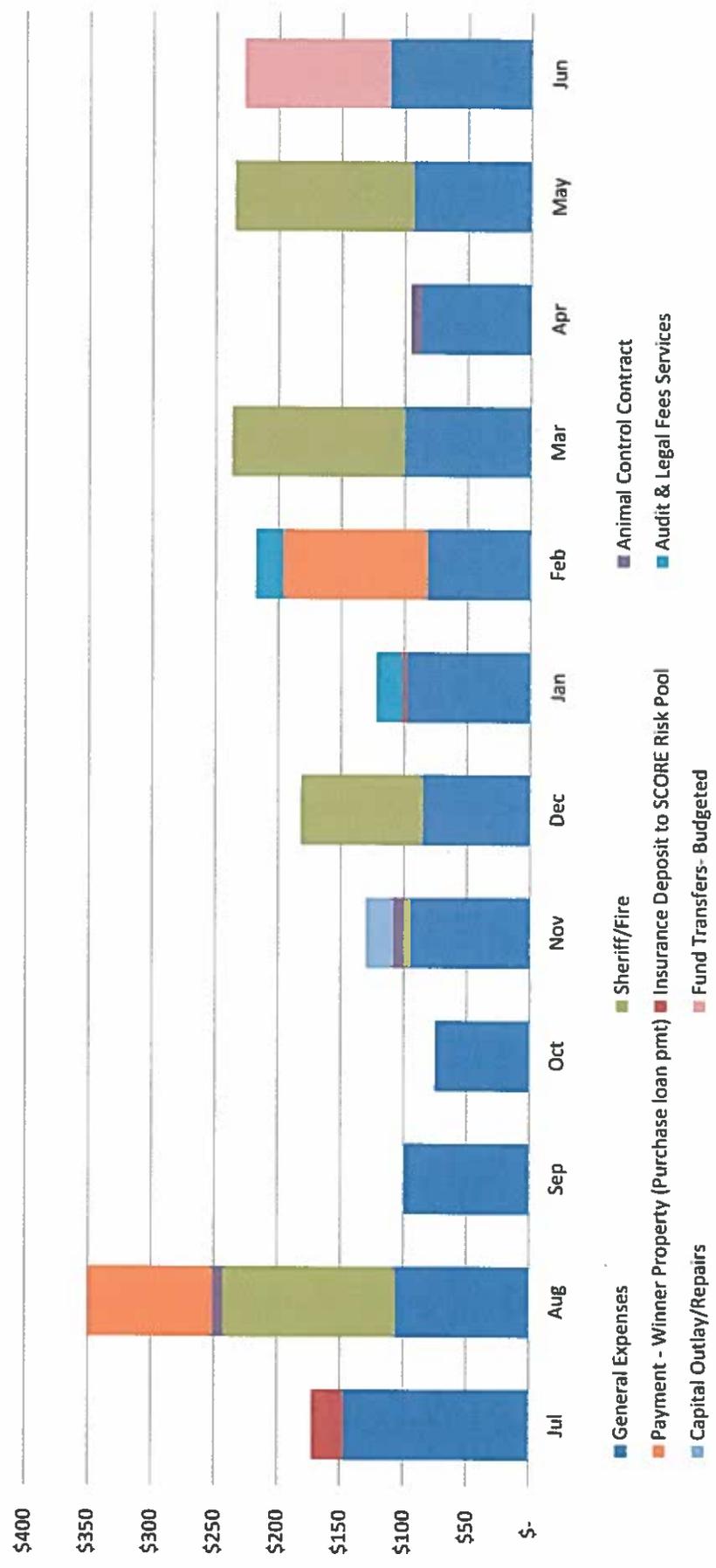
City of Colfax - June 2018 General Fund Reserved Cash Analysis (Dollars in Thousands)



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



City of Colfax - June 2018 General Fund Reserved Cash - Expenses by Month (Dollars in Thousands)



**City of Colfax
Cash Summary
June 30, 2018**

	Balance 05/31/2018	Revenues In	Expenses Out	Transfers	Balance 06/30/2018
US Bank	\$ 347,093.78	\$ 531,322.81	\$ (492,703.37)	\$ (200,000.00)	\$ 185,713.22
LAIF	\$ 4,264,838.97	\$ -		\$ 200,000.00	\$ 4,464,838.97
Total Cash - General Ledger	\$ 4,611,932.75	\$ 531,322.81	\$ (492,703.37)	\$ -	\$ 4,650,552.19
Petty Cash (In Safe)	\$ 300.00				\$ 300.00
Total Cash	\$ 4,612,232.75	\$ 531,322.81	\$ (492,703.37)	\$ -	\$ 4,650,852.19

Change in Cash Account Balance - Total \$ 38,619.44

Attached Reports:

1. Cash Transactions Report (By Individual Fund)	
2. Check Register Report (Accounts Payable)	\$ (216,433.28)
3. Cash Receipts - Daily Cash Summary Report	\$ 154,212.81
Payroll Checks and Tax Deposits	\$ (55,781.41)
Utility Billings - Receipts	\$ 156,010.45
Service Charge/Adj/Voids	\$ 478.07
Checks to GL in July	\$ 132.80
	<u><u>\$ 38,619.44</u></u> \$

Prepared by: Laurie Van Groningen 7/16/18
Laurie Van Groningen, Finance Director

Reviewed by: Wes Heathcock 7/15/2018
Wes Heathcock, City Manager

City of Colfax

Cash Transactions Report - June 2018

	Beginning Balance	Debit Revenues	Credit (Expenditures)	Ending Balance
Fund Type: 1.11 - General Fund - Unassigned				
Fund: 100 - General Fund	\$ 1,559,354.97	\$ 128,284.69	\$ (204,146.67)	\$ 1,483,492.99
Fund: 120 - Land Development Fees	\$ 67,663.89	\$ -	\$ (24,209.65)	\$ 43,454.24
Fund: 570 - Garbage Fund	\$ (134,055.19)	\$ -	\$ (6.40)	\$ (134,061.59)
Fund Type: 1.11 - General Fund - Unassigned	\$ 1,492,963.67	\$ 128,284.69	\$ (228,362.72)	\$ 1,392,885.64
Fund Type: 1.14 - General Fund - Restricted				
Fund: 200 - Cannabis Application	\$ -	\$ 20,292.00	\$ -	\$ 20,292.00
Fund: 205 - Escrow Funds	\$ -	\$ -	\$ -	\$ -
Fund: 571 - AB939 Landfill Diversion	\$ 28,117.26	\$ -	\$ -	\$ 28,117.26
Fund: 572 - Landfill Post Closure Maintenance	\$ 784,603.41	\$ -	\$ (3,854.37)	\$ 780,749.04
Fund Type: 1.14 - General Fund - Restricted	\$ 812,720.67	\$ 20,292.00	\$ (3,854.37)	\$ 829,158.30
Fund Type: 1.24 - Special Rev Funds - Restricted				
Fund: 210 - Mitigation Fees - Roads	\$ 24,122.22	\$ -	\$ -	\$ 24,122.22
Fund: 211 - Mitigation Fees - Drainage	\$ 3,098.18	\$ -	\$ -	\$ 3,098.18
Fund: 212 - Mitigation Fees - Trails	\$ 43,404.07	\$ -	\$ -	\$ 43,404.07
Fund: 213 - Mitigation Fees - Parks/Rec	\$ 68,126.49	\$ -	\$ -	\$ 68,126.49
Fund: 214 - Mitigation Fees - City Bldgs	\$ -	\$ -	\$ -	\$ -
Fund: 215 - Mitigation Fees - Vehicles	\$ -	\$ -	\$ -	\$ -
Fund: 217 - Mitigation Fees - DT Parking	\$ 24,746.78	\$ -	\$ -	\$ 24,746.78
Fund: 218 - Support Law Enforcement	\$ -	\$ -	\$ -	\$ -
Fund: 244 - CDBG Program Inc - ME Lending	\$ 215,186.55	\$ 1,000.00	\$ -	\$ 216,186.55
Fund: 250 - Streets - Roads/Transportation	\$ (107,790.26)	\$ 154,332.16	\$ (41,894.33)	\$ 4,647.57
Fund: 253 - Gas Taxes	\$ 35,476.35	\$ 5,736.93	\$ (39,801.77)	\$ 1,411.51
Fund: 270 - Beverage Container Recycling	\$ 18,120.13	\$ -	\$ -	\$ 18,120.13
Fund: 280 - Oil Recycling	\$ 3,572.81	\$ -	\$ -	\$ 3,572.81
Fund: 292 - Fire Department Capital Funds	\$ (16,712.24)	\$ -	\$ -	\$ (16,712.24)
Fund: 342 - Fire Construction - Mitigation	\$ 2,467.76	\$ -	\$ -	\$ 2,467.76
Fund: 343 - Recreation Construction	\$ 2,468.22	\$ -	\$ -	\$ 2,468.22
Fund Type: 1.24 - Special Rev Funds - Restrict	\$ 316,287.06	\$ 161,069.09	\$ (81,696.10)	\$ 395,660.05
Fund Type: 1.34 - Capital Projects - Restricted				
Fund: 300 - Capital Projects - General	\$ -	\$ -	\$ -	\$ -
Fund: 351 - Rising Sun Project	\$ 60,212.22	\$ -	\$ (5,987.50)	\$ 54,224.72
Fund: 355 - CDBG Pavement - Culver	\$ (1,604.32)	\$ -	\$ (495.00)	\$ (2,099.32)
Fund: 372 - Church/Railroad CIP	\$ (180.00)	\$ -	\$ -	\$ (180.00)
Fund: 385 - Roundabout	\$ (139,963.46)	\$ -	\$ (9,150.54)	\$ (149,114.00)
Fund Type: 1.34 - Capital Projects - Restricted	\$ (81,535.56)	\$ -	\$ (15,633.04)	\$ (97,168.60)
Fund Type: 2.11 - Enterprise Funds - Unassigned				
Fund: 560 - Sewer	\$ 703,874.89	\$ 107,929.38	\$ (92,719.63)	\$ 719,084.64
Fund: 561 - Sewer Liftstations	\$ 342,426.48	\$ 14,954.70	\$ (14,656.10)	\$ 342,725.08
Fund: 563 - Wastewater Treatment Plant	\$ 454,884.36	\$ 42,378.43	\$ -	\$ 497,262.79
Fund: 564 - Sewer Connections	\$ 41,080.00	\$ -	\$ -	\$ 41,080.00
Fund: 565 - General Obligation Bond 1978	\$ 2,247.76	\$ -	\$ -	\$ 2,247.76
Fund: 567 - Inflow & Infiltration	\$ 526,672.02	\$ 479.27	\$ -	\$ 527,151.29
Fund Type: 2.11 - Enterprise Funds - Unassign	\$ 2,071,185.51	\$ 165,741.78	\$ (107,375.73)	\$ 2,129,551.56
Fund Type: 9.0 - CLEARING ACCOUNT				
Fund: 998 - PAYROLL CLEARING FUND	\$ 311.40	\$ 55,935.25	\$ (55,781.41)	\$ 465.24
Fund Type: 9.0 - CLEARING ACCOUNT	\$ 311.40	\$ 55,935.25	\$ (55,781.41)	\$ 465.24
Grand Totals:	\$ 4,611,932.75	\$ 531,322.81	\$ (492,703.37)	\$ 4,650,552.19

Check Register Report

ITEM 4C

Checks - June 2018

Date: 7 of 11
07/16/2018

Time: 3:51 pm

Page: 1

CITY OF COLFAX

BANK: US BANK

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
US BANK Checks							
53599	06/01/2018	Reconciled		01424	ALL PRO BACKFLOW	BACKFLOW SVCS	692.45
53600	06/01/2018	Reconciled		01448	AMERIGAS - COLFAX	PROPANE	25.03
53601	06/01/2018	Reconciled		01448	AMERIGAS - COLFAX	PROPANE	73.00
53602	06/01/2018	Reconciled		01448	AMERIGAS - COLFAX	PROPANE	51.81
53603	06/01/2018	Reconciled		01500	ANDERSON'S SIERRA	Ballpark Drinking Fountain	95.29
53604	06/01/2018	Reconciled		02829	BLUE RIBBON PERSONNEL SERVICES	Temp Labor thru 05/20/18	2,766.80
53605	06/01/2018	Reconciled		03510	COLFAX GLASS	Repair Depot Window	200.00
53606	06/01/2018	Reconciled		05184	BRET ELLIS	MILEAGE REIMBURSEMENT	52.32
53607	06/01/2018	Reconciled		05221	EOSI - ENVIRONMENT OPERATING	WWTP Chemicals	5,258.22
53608	06/01/2018	Reconciled		06278	FRONTIER COMMUNICATIONS	WWTP PHONE	178.75
53609	06/01/2018	Reconciled		07460	GOLD COUNTRY MEDIA	Pub Hearing 218 Notice	530.86
53610	06/01/2018	Reconciled		08050	HACH COMPANY	WWTP Lab Supplies	265.77
53611	06/01/2018	Reconciled		08200	HINDERLITER, DE LLAMAS & ASSOC	Q2 2018 SALES TAX AUDIT SVCS	909.38
53612	06/01/2018	Reconciled		13266	MIKE BLANCHAR	MILEAGE REIMBURSEMENT	51.77
53613	06/01/2018	Reconciled		16300	PCWA -PLACER COUNTY	WATER	1,291.89
53614	06/01/2018	Reconciled		16011(2)	PELLETREAU, ALDERSON & CABRAL	Legal SVCS - APR 2018	6,639.39
53615	06/01/2018	Reconciled		16142	PLACER COUNTY	WINDOW ENVELOPES	124.89
53616	06/01/2018	Printed		16200	PLACER COUNTY SHERIFF DEPT.	April 2018 Booking Fees	553.00
53617	06/01/2018	Reconciled		16500	PLACER OPERATIONAL AREA	Q3 B17/18 FIRE PROTECTION	6,514.00
53618	06/01/2018	Reconciled		18117	RCAC	SEWER RATE STUDY	678.80
53619	06/01/2018	Reconciled		18562	ROGERS, KEVIN	MILEAGE REIMBURSEMENT	51.77
53620	06/01/2018	Reconciled		16600	STATIONARY ENGINEERS, LOCAL 39	Union Dues Settlement	508.20
53621	06/01/2018	Reconciled		20054	TARGET SPECIALTY PRODUCTS	Spray	302.63
53622	06/01/2018	Printed		20391	TREGGAN MULLENIX	MILEAGE REIMBURSEMENT	51.77
53623	06/01/2018	Reconciled		23169	WAVE BUSINESS SOLUTIONS	PHONE	16.38
53624	06/01/2018	Reconciled		23169	WAVE BUSINESS SOLUTIONS	PHONE	33.74
53625	06/01/2018	Reconciled		23169	WAVE BUSINESS SOLUTIONS	Phones	211.40
53627	06/08/2018	Reconciled		03141	CALPERS	June 2018 Health Premiums	9,678.10
53628	06/11/2018	Reconciled		01414	ALHAMBRA & SIERRA SPRINGS	City Hall/WWTP Water	170.41
53629	06/11/2018	Reconciled		01413	ALLIANT INSURANCE SERVICES,	19/19 ACIP Crime Renewal	950.00
53630	06/11/2018	Reconciled		01460	AMERIPRIDE UNIFORM SERVICE	Uniform SVC May 2018	668.20
53631	06/11/2018	Reconciled		01500	ANDERSON'S SIERRA	WWTP Plumbing	127.41
53632	06/11/2018	Reconciled		02829	BLUE RIBBON PERSONNEL SERVICES	Temp Labor WE 05.27.18	1,195.60
53633	06/11/2018	Reconciled		03600	COWART-ANDERSON, JUDI	Refund Billboard fees	100.00
53634	06/11/2018	Reconciled		07460	GOLD COUNTRY MEDIA	Public Hearing Notice	809.90
53635	06/11/2018	Reconciled		07570	GRAINGER	WWTP Supplies	32.15
53636	06/11/2018	Reconciled		08050	HACH COMPANY	WWTP Lab Supplies	109.90
53637	06/11/2018	Printed		08070	HANSEN BROS. ENTERPRISES	Topper - City Planter Beds	23.68
53638	06/11/2018	Reconciled		08170	HILLS FLAT LUMBER CO	STMT 05.25.18	667.34
53639	06/11/2018	Reconciled		08660	HUNT AND SONS, INC.	Fire Dept Fuel 05.31.18	603.61
53640	06/11/2018	Reconciled		10510	JOSEPH SCHWIND	Install Bearing WWTP Blower	87.50
53641	06/11/2018	Reconciled		15250	OWL CREEK LUMBER CO	Tree Drop Fees	700.00
53642	06/11/2018	Reconciled		16011(2)	PELLETREAU, ALDERSON & CABRAL	May 2018	7,543.07
53643	06/11/2018	Reconciled		16035	PG&E	Electricity May 2018	17,391.03
53644	06/11/2018	Reconciled		18194	RGS - REGIONAL GOV SERVICES	May 2018 Planning Services	3,100.00
53645	06/11/2018	Reconciled		18400	RIEBES AUTO PARTS	STMT 05.31.18	142.41
53646	06/11/2018	Reconciled		01790	SIERRA OFFICE PRODUCTS	STMT 06.01.18	399.31
53647	06/11/2018	Reconciled		19591	STANLEY CONVERGENT SECURITY	Depot Security Q1 FY18/19	140.52
53648	06/11/2018	Reconciled		22106	VAN GRONINGEN & ASSOCIATES	May 2018	8,306.25
53649	06/11/2018	Reconciled		23169	WAVE BUSINESS SOLUTIONS	Corp Yard Internet	54.90
53650	06/18/2018	Printed		01424	ALL PRO BACKFLOW	Backflow Svcs	79.56

Check Register Report

ITEM 4C

Checks - June 2018

Date: 07/18/2018 8 of 11

Time: 3:51 pm

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CITY OF COLFAX

BANK: US BANK

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
US BANK Checks							
53651	06/18/2018	Reconciled		01766	AT&T MOBILITY	Cell phones May 2018	898.49
53652	06/18/2018	Reconciled		02829	BLUE RIBBON PERSONNEL SERVICES	Temp Labor WE 06.18.18	2,989.00
53653	06/18/2018	Reconciled		03401	CHOICE BUILDER	July 2018 Premiums	660.16
53654	06/18/2018	Reconciled		07570	GRAINGER	WWTP Parts	49.76
53655	06/18/2018	Printed		08070	HANSEN BROS. ENTERPRISES	Bark - Flower Beds	445.95
53656	06/18/2018	Reconciled		08086	HBE RENTALS	Lions Park Table	116.20
53657	06/18/2018	Reconciled		08159	HILL BROTHERS CHEMICAL CO.	WWTP Chemicals	6,662.37
53658	06/18/2018	Reconciled		16040A	PITNEY BOWES	Postage	604.50
53659	06/18/2018	Reconciled		16142	PLACER COUNTY	ENVELOPES	353.07
53660	06/18/2018	Reconciled		18121	RCH GROUP, INC.	Project Management May 2018	9,351.90
53661	06/18/2018	Reconciled		18883	SAC-VAL JANITORIAL SUPPLY	Liners	370.38
53662	06/18/2018	Reconciled		19396	SIERRA SAFETY COMPANY	Parking sign at deposit	654.13
53663	06/18/2018	Reconciled		21560	US BANK CORPORATE PMT SYSTEM	Stmnt 05.22.18	4,025.57
53664	06/18/2018	Reconciled		23301	WESTERN PLACER WASTE	May 2018 Sludge Removal	1,583.01
53665	06/26/2018	Reconciled		2087	BASIC PACIFIC	FSA BENEFIT PAYMENT	1,454.40
53666	06/27/2018	Printed		1161	49ER WATER SERVICES	MAY 2018 WWTP TESTING	2,960.00
53667	06/27/2018	Printed		01424	ALL PRO BACKFLOW	BACKFLOW SVCS	100.00
53668	06/27/2018	Printed		01448	AMERIGAS - COLFAX	PROPANE	17.51
53669	06/27/2018	Printed		01448	AMERIGAS - COLFAX	PROPANE	19.87
53670	06/27/2018	Printed		01448	AMERIGAS - COLFAX	PROPANE	18.04
53671	06/27/2018	Printed		02829	BLUE RIBBON PERSONNEL SERVICES	TEMP LABOR THRU 6/17/18	1,537.20
53672	06/27/2018	Printed		02901	BUREAU VERITAS NORTH AMERICA	BLDG OFFICIAL SVC MAY 2018	6,120.00
53673	06/27/2018	Reconciled		03173	LORRAINE CASSIDY	TRAINING MILEAGE & MEAL REIMB	281.79
53674	06/27/2018	Printed		03493	COASTLAND CIVIL ENGINEERING	MAY 2018 ENG SVCS	31,095.41
53675	06/27/2018	Printed		04541	DOG WASTE DEPOT	DOG WASTE BAGS	126.54
53676	06/27/2018	Printed		06278	FRONTIER COMMUNICATIONS	WWTP PHONE	180.77
53677	06/27/2018	Printed		07460	GOLD COUNTRY MEDIA	PUBLIC HEARING NOTICE DEL UB	439.31
53678	06/27/2018	Printed		07465	GOLD MINER PEST CONTROL	DEPOT PEST CONTROL	75.00
53679	06/27/2018	Printed		07570	GRAINGER	WWTP SUPPLIES	155.25
53680	06/27/2018	Printed		08070	HANSEN BROS. ENTERPRISES	DEPOT BARK	801.21
53681	06/27/2018	Printed		08086	HBE RENTALS	SAW RENTAL	224.50
53682	06/27/2018	Printed		08660	HUNT AND SONS, INC.	PW FUEL	606.06
53683	06/27/2018	Printed		09455	INLAND BUSINESS SYSTEMS	COPY MACH OVERAGE CHARGES	901.97
53684	06/27/2018	Printed		11105	KOFF & ASSOCIATES	HR ASSISTANCE	520.00
53685	06/27/2018	Printed		12209	LIEBERT CASSIDY WHITMORE	LEGAL MATTER C0036-00009	96.00
53686	06/27/2018	Printed		13560	MUNICIPAL CODE CORPORATION	CODIFICATION ADMIN FEE	225.00
53687	06/27/2018	Printed		14356	NORTHERN CALIFORNIA GLOVE	SUPPLIES	287.86
53688	06/27/2018	Printed		16300	PCWA -PLACER COUNTY	WATER	2,140.47
53689	06/27/2018	Printed		16200	PLACER COUNTY SHERIFF DEPT.	MAY 2018 BOOKING FEES	553.00
53690	06/27/2018	Reconciled		18117	RCAC	SEWER RATE STUDY	1,788.63
53691	06/27/2018	Printed		18121	RCH GROUP, INC.	WHITCOMB HOTEL INITIAL STUDY	760.00
53692	06/27/2018	Printed		18900	SACRAMENTO AREA COUNCIL OF	2018/19 MEMBERSHIP ASSESSMENT	391.00
53693	06/27/2018	Printed		19070	SCORE - SMALL CITIES ORGANIZED	LIABILITY ASSESSMENT PAYMENT	22,263.60
53694	06/27/2018	Printed		19396	SIERRA SAFETY COMPANY	STREET SIGNS FOR 3RD OF JULY	128.44
53695	06/27/2018	Printed		19474	SIMPSON & SIMPSON	RAILROAD ST REPAIR	26,490.00
53696	06/27/2018	Printed		21131	UNION PACIFIC RAILROAD COMPANY	LAND LEASE 7/25-7/24/19	250.00
53697	06/27/2018	Printed		22240	VULCAN MATERIALS COMPANY	ASPHALT S. MAIN ST RPR	205.59
53698	06/27/2018	Printed		23169	WAVE BUSINESS SOLUTIONS	CITY HALL INTERNET	159.90
53699	06/27/2018	Printed		23169	WAVE BUSINESS SOLUTIONS	DEPOT PHONE	16.38
53700	06/27/2018	Printed		23169	WAVE BUSINESS SOLUTIONS	FIRE DEPT PHONE	33.57
53701	06/27/2018	Reconciled		23451	WOOD ROGERS	WWTP POND 3 DAM SURVEY	1,980.00

Check Register Report

ITEM 4C

Checks - June 2018

Date: 07/16/2018
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CITY OF COLFAX

BANK: US BANK

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
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US BANK Checks

53702	06/27/2018	Printed		23705	WRIGHT'S ALL PHASE AUTO	REPAIR OF PW GREEN TRACTOR	921.56
53703	06/29/2018	Reconciled		2087	BASIC PACIFIC	FSA PLAN FEES	45.00
53730	06/11/2018	Printed		2087	BASIC PACIFIC	FSA BENEFIT PAYMENT	87.80

Total Checks: 105

Checks Total (excluding void checks): 216,433.28

Total Payments: 105

Bank Total (excluding void checks): 216,433.28

Total Payments: 105

Grand Total (excluding void checks): 216,433.28

DAILY CASH SUMMARY REPORT

ITEM 4C

06/01/2018 - 06/30/2018

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3:43 pm

City of Colfax

		Debit	Credit	Net Chng	
Fund: 100 - General Fund					
06/01/2018	Daily Totals	405.00	0.00	405.00	
06/08/2018	Daily Totals	6,312.34	0.00	6,312.34	
06/13/2018	Daily Totals	5,207.40	0.00	5,207.40	
06/15/2018	Daily Totals	2,556.61	139.74	2,416.87	
06/18/2018	Daily Totals	4,794.36	0.00	4,794.36	
06/20/2018	Daily Totals	2,798.24	0.00	2,798.24	
06/21/2018	Daily Totals	2,131.75	0.00	2,131.75	
06/22/2018	Daily Totals	368.00	0.00	368.00	
06/25/2018	Daily Totals	80,055.72	0.00	80,055.72	
06/26/2018	Daily Totals	5,353.12	0.00	5,353.12	
06/27/2018	Daily Totals	4,093.84	0.00	4,093.84	
06/29/2018	Daily Totals	3,550.91	0.00	3,550.91	
Fund: 100 - General Fund		TOTALS:	117,627.29	139.74	117,487.55
Fund: 200 - Cannabis Application					
06/08/2018	Daily Totals	19,374.00	0.00	19,374.00	
06/15/2018	Daily Totals	918.00	0.00	918.00	
Fund: 200 - Cannabis Application		TOTALS:	20,292.00	0.00	20,292.00
Fund: 244 - CDBG MicroEnterprise Lending					
06/27/2018	Daily Totals	1,000.00	0.00	1,000.00	
Fund: 244 - CDBG MicroEnterprise Lending		TOTALS:	1,000.00	0.00	1,000.00
Fund: 250 - Streets - Roads/Transportation					
06/08/2018	Daily Totals	90.00	0.00	90.00	
Fund: 250 - Streets - Roads/Transportation		TOTALS:	90.00	0.00	90.00
Fund: 253 - Gas Taxes					
06/22/2018	Daily Totals	2,029.24	0.00	2,029.24	
06/28/2018	Daily Totals	3,707.69	0.00	3,707.69	
Fund: 253 - Gas Taxes		TOTALS:	5,736.93	0.00	5,736.93

DAILY CASH SUMMARY REPORT

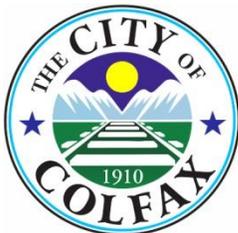
ITEM 4C

06/01/2018 - 06/30/2018

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7/16/2018
3:43 pm

City of Colfax

		Debit	Credit	Net Chng	
Fund: 560 - Sewer					
06/08/2018	Daily Totals	8,938.00	0.00	8,938.00	
06/15/2018	Daily Totals	261.33	0.00	261.33	
Fund: 560 - Sewer		TOTALS:	9,199.33	0.00	9,199.33
Fund: 561 - Sewer Liftstations					
06/26/2018	Daily Totals	407.00	0.00	407.00	
Fund: 561 - Sewer Liftstations		TOTALS:	407.00	0.00	407.00
GRAND TOTALS:		154,352.55	139.74	154,212.81	



STAFF REPORT TO THE COLFAX CITY COUNCIL

FOR THE AUGUST 08, 2018 COUNCIL MEETING

FROM: Wes Heathcock, City Manager
PREPARED BY: Laurie Van Groningen, Finance Director
DATE: July 23, 2018
SUBJECT: Quarterly Investment Report – Ending June 30, 2018

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

BACKGROUND AND ANALYSIS:

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

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

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

Our investment policy dictates that the City should have liquid short term securities to meet six month’s financial obligations. The budget for fiscal year 2018-2019 reflects nearly \$4.2M in annual expenditures, therefore our target for liquid short term securities would be \$2.1M.

CONCLUSION:

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

- The investments held at June 30, 2018 conform to the City Investment Policy adopted by Resolution 29-2014.
- The composite yield of the City's investment pool to be the rate of 1.65% for the quarter ended June 30, 2018.
- There are sufficient funds on deposit to meet all anticipated City expenditures for the period July 01, 2018 through December 31, 2018.

RECOMMENDATION:

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 is investigating additional investment opportunities. We will be opening an account with Multi-Bank Securities, Inc. for some short-term Certificates of Deposit (CD) investments in the first quarter of fiscal year 2018-2019. Attached is a comparison chart which reflects current rates for DTC (Depository Trust Companies) Bullet CD's.

ATTACHMENTS:

1. Analysis of Treasury Investment Pool
2. State of California – PMIA and LAIF Performance Report (QE 06/30/2018)
3. State of California – PMIA Average Monthly Effective Yields
4. Rate Comparison Chart

City of Colfax
Analysis of Treasury Investment Pool
Quarterly Analysis - FY2017-2018
Report Date: 06/30/18

Quarter Ended 06/30/2018

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	\$ 4,464,839	94%	1.76%
Corporate Checking	US Bank	N/A	\$ 281,218	6%	0.20%
Total Investment Pool			\$ 4,746,057	100%	1.65%

Quarter Ended 03/31/2018

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	\$ 3,925,772	93%	1.43%
Corporate Checking	US Bank	N/A	\$ 315,133	7%	0.21%
Total Investment Pool			\$ 4,240,904	100%	1.33%

Quarter Ended 12/31/2017

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	\$ 3,440,356	93%	1.19%
Corporate Checking	US Bank	N/A	\$ 251,353	7%	0.18%
Total Investment Pool			\$ 3,691,709	100%	1.12%

Quarter Ended 09/30/2017

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	\$ 3,754,753	93%	1.08%
Corporate Checking	US Bank	N/A	\$ 264,620	7%	0.18%
Total Investment Pool			\$ 4,019,372	100%	1.02%



**JOHN CHIANG
TREASURER
STATE OF CALIFORNIA**



PMIA Performance Report

Date	Daily Yield*	Quarter to Date Yield	Average Maturity (in days)
06/13/18	1.83	1.73	184
06/14/18	1.85	1.73	184
06/15/18	1.86	1.73	184
06/16/18	1.86	1.73	184
06/17/18	1.86	1.74	184
06/18/18	1.86	1.74	181
06/19/18	1.87	1.74	179
06/20/18	1.87	1.74	178
06/21/18	1.89	1.74	183
06/22/18	1.89	1.75	186
06/23/18	1.89	1.75	186
06/24/18	1.89	1.75	186
06/25/18	1.89	1.75	184
06/26/18	1.89	1.75	183
06/27/18	1.90	1.75	181
06/28/18	1.90	1.76	183
06/29/18	1.92	1.76	194
06/30/18	1.92	1.76	193
07/01/18	1.92	1.92	193
07/02/18	1.93	1.92	196
07/03/18	1.93	1.92	195
07/04/18	1.93	1.92	195
07/05/18	1.93	1.93	194
07/06/18	1.93	1.93	193
07/07/18	1.93	1.93	193
07/08/18	1.93	1.93	193
07/09/18	1.93	1.93	191
07/10/18	1.93	1.93	192
07/11/18	1.93	1.93	191
07/12/18	1.94	1.93	189
07/13/18	1.94	1.93	190

*Daily yield does not reflect capital gains or losses

[View Prior Month Daily Rates](#)

LAIF Performance Report

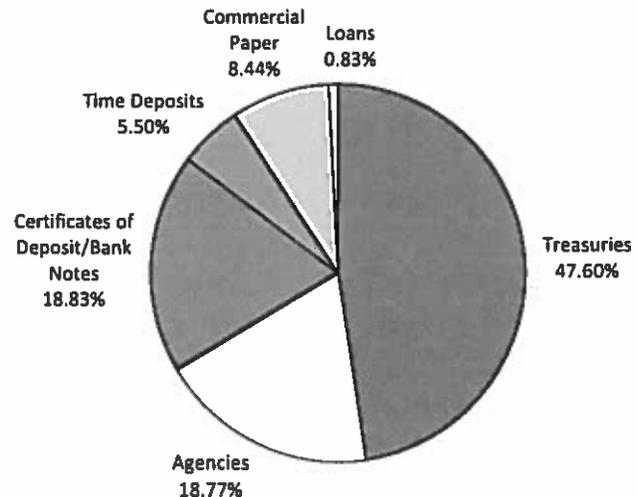
Quarter Ending 06/30/18

Apportionment Rate: 1.90%
 Earnings Ratio: 0.00005216919081336
 Fair Value Factor: 0.998126869
 Daily: 1.92%
 Quarter to Date: 1.76%
 Average Life: 193

PMIA Average Monthly Effective Yields

June 2018 1.854
 May 2018 1.755
 Apr 2018 1.661

**Pooled Money Investment Account
Portfolio Composition
06/30/18
\$88.8 billion**



Based on data available as of 7/13/2018



California State Treasurer
John Chiang



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



POOLED MONEY INVESTMENT ACCOUNT

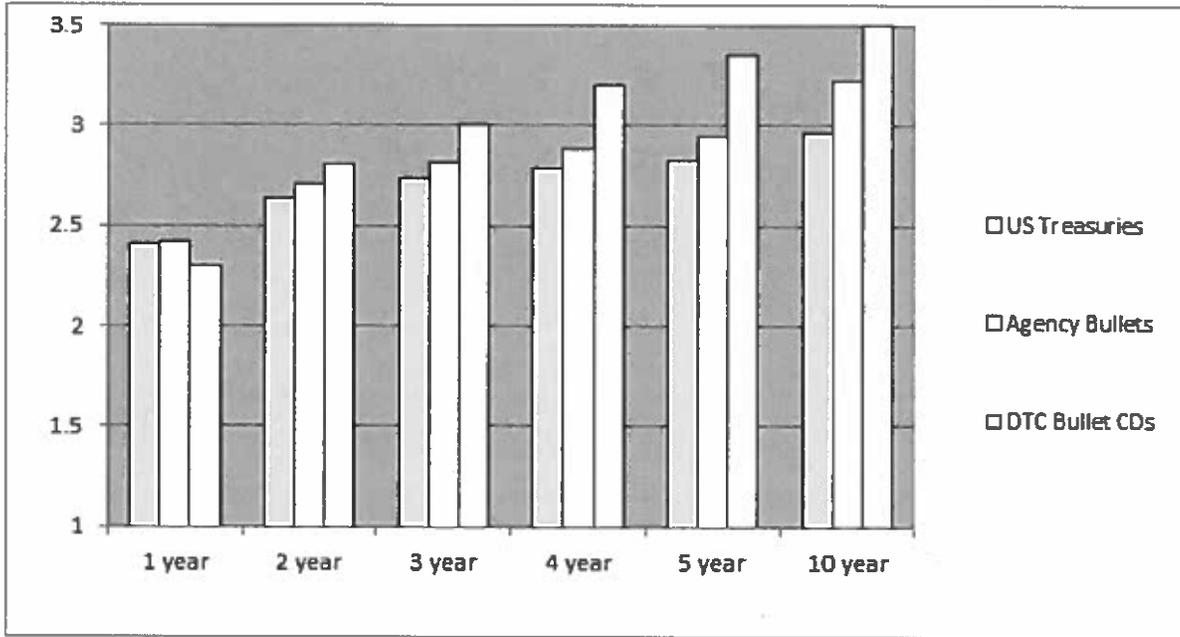
PMIA Average Monthly Effective Yields

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

Comparison Chart

7/24/2018

	US Treasuries	Agency Bullets	DTC Bullet CDs	Spread to TSY	Spread to AGY
1 year	2.402	2.42	2.30	-10.2	-12.0
2 year	2.638	2.702	2.80	16.2	9.8
3 year	2.734	2.814	3.00	26.6	18.6
4 year	2.780	2.879	3.20	42.1	32.1
5 year	2.825	2.939	3.35	52.5	41.1
10 year	2.959	3.216	3.50	54.1	28.4



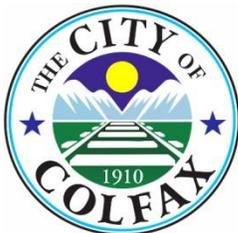
Information gathered from sources believed to be reliable, though not guaranteed. Please confirm all information before investing.

This is neither an offer to purchase nor a solicitation to sell any securities and is used for informational purposes only.

Note: Rates and terms are subject to change at any time - please call your MBS representative for further detail and to lock in the latest rates.

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STAFF REPORT TO THE COLFAX CITY COUNCIL

FOR THE AUGUST 08, 2018 COUNCIL MEETING

FROM: Wes Heathcock, City Manager
PREPARED BY: Laurie Van Groningen, Finance Director
DATE: July 23, 2018
SUBJECT: Sales and Use Taxes

<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>	FUNDED	<input type="checkbox"/>	UN-FUNDED	AMOUNT:	FROM FUND: General Fund
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RECOMMENDED ACTION: For information only.

SUMMARY:

The City has received the final accounting of Sales and Use Tax revenues for the quarter ended March 31, 2018. Total sales tax revenue for the quarter was \$353,642, which is the highest 3rd quarter (fiscal year) in recent history. Year to date sales tax revenues are 19% higher than the previous fiscal year for the same time period and represent 86% of the annual budget for this current fiscal year (assumes straight line budget – forecasted revenues spread evenly over quarters).

BACKGROUND AND ANALYSIS:

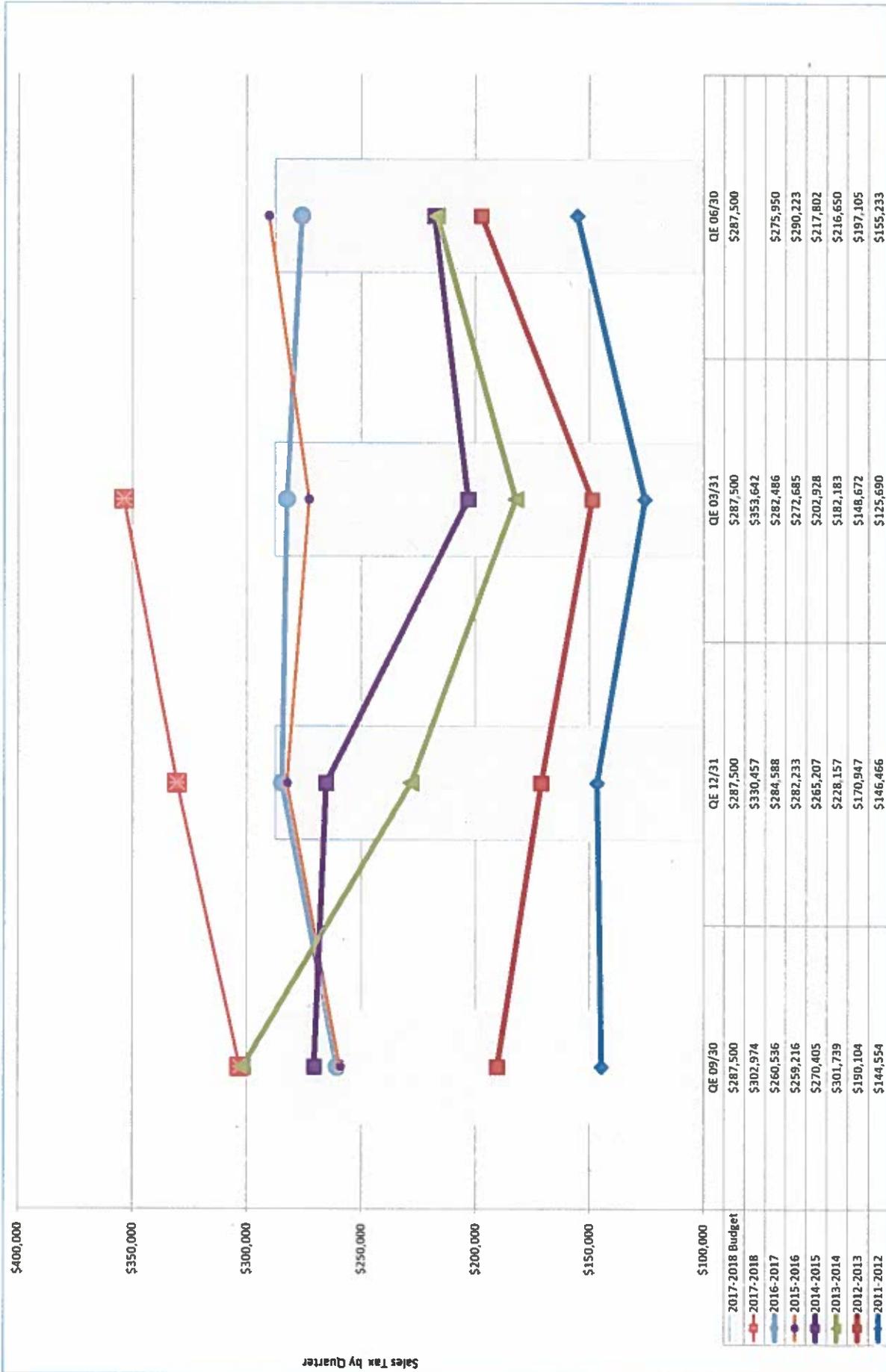
The attached chart – Retail Sales Tax History – reports the history of sales tax revenues since 1999. As reported previously, the fiscal 2015-2016 year included the true up and final adjustments related to the end of the decade old triple flip sales tax program which ended December 31, 2015. This final adjustment is estimated to be approximately \$100,000 of the growth reported for the 2015-2016 fiscal year. Considering this adjustment was related to the time period of the entire triple flip process it should be considered when reviewing year to year changes in revenues.

The fiscal year 2017-2018 budget was updated in February 2018 as part of the midyear budget review and was conservatively based on fiscal year 2016-2017 actuals. The budget is now \$1,150,000 which is a 4% increase over the final 2016-2017 actuals. It appears we are on track for reaching and perhaps exceeding forecasted budget revenues for the 2017-2018 fiscal year. Staff will continue to closely monitor sales and use tax revenues and provide current year projections when available. This data will be utilized as we project revenues in our 2-year budget process which is currently underway.

ATTACHMENTS:

1. Graph – City of Colfax - Retail Sales Tax Revenues
2. Chart – City of Colfax – Retail Sales Tax History

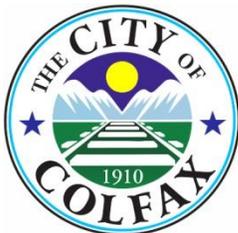
City of Colfax Retail Sales and Use Tax Revenues (Actuals through Quarter Ended 03/31/18)



City of Colfax
Sales and Use Tax Revenue History

	Actuals	Change	% Change
1999-2000	\$ 478,169		
2000-2001	\$ 484,801	\$ 6,632	1%
2001-2002	\$ 592,392	\$ 107,591	22%
2002-2003	\$ 581,749	\$ (10,643)	-2%
2003-2004	\$ 601,276	\$ 19,527	3%
2004-2005	\$ 707,515	\$ 106,239	18%
2005-2006	\$ 749,583	\$ 42,068	6%
2006-2007	\$ 752,431	\$ 2,848	0%
2007-2008	\$ 648,989	\$ (103,442)	-14%
2008-2009	\$ 540,051	\$ (108,938)	-17%
2009-2010	\$ 538,549	\$ (1,502)	0%
2010-2011	\$ 551,953	\$ 13,404	2%
2011-2012	\$ 571,943	\$ 19,990	4%
2012-2013	\$ 706,828	\$ 134,885	24%
2013-2014	\$ 928,729	\$ 221,901	31%
2014-2015	\$ 956,342	\$ 27,613	3%
2015-2016	* \$ 1,104,357	\$ 148,015	15%
2016-2017	\$ 1,103,560	\$ (797)	0%
2017-2018			

**Included true up and final adjustments related to the end of the decade old triple flip sales tax program which ended December 31, 2015*



STAFF REPORT TO THE COLFAX CITY COUNCIL

FOR THE AUGUST 8, 2018 COUNCIL MEETING

FROM: Wes Heathcock, City Manager
PREPARED BY: Lorraine Cassidy, City Clerk
DATE: July 24, 2018
SUBJECT: Conflict of Interest Code Update – 2018

<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>	FUNDED	<input type="checkbox"/>	UN-FUNDED	AMOUNT:	FROM FUND:
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RECOMMENDED ACTION: Accept and file the City of Colfax Local Agency Biennial Notice and adopt Resolution 52-2018 amending the City of Colfax Conflict of Interest Code.

BACKGROUND AND SUMMARY:

The Political Reform Act of 1974 was enacted to prevent public officials from using their official positions to influence governmental decisions in which they have a financial interest. The Political Reform Act requires every government agency to adopt a Conflict of Interest Code (the Code) and to review the code biennially on even numbered years. The City of Colfax Conflict of Interest Code was adopted in 2002 by Resolution 44-2002 as required by the Political Reform Act of 1974 (Government Code §87100 et seq.). The Code was last reviewed in September, 2016. Staff has conducted a biennial review to ensure the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions. Staff has determined that an amendment is required to remove a position which was eliminated since the last biennial review. The Technical Services Manager (TSM) position is no longer part of the organizational structure. Also, those positions filled by consultants are now designated in the Code.

The attached Conflict of Interest Code includes the suggested updates and meets all of the qualifications of the Fair Political Practice Commission which administers the Political Reform Act.

ATTACHMENTS:

1. Resolution 52-2018
2. Conflict of Interest Code – with proposed updates
3. 2018 Local Agency Biennial Notice

City of Colfax

City Council

Resolution № 52-2018

AMENDING THE CITY OF COLFAX CONFLICT OF INTEREST CODE

WHEREAS, the City of Colfax has duly adopted a Conflict of Interest Code as required by law on July 23, 2002, namely through Resolution 44-2002; and

WHEREAS, California Government Code §87306.5 requires that in each even-numbered year cities review their adopted Conflict of Interest Code and submit an amended Conflict of Interest Code in accordance with California Government Code §§87302(a) and 87303 if necessitated by changed circumstances; and

WHEREAS, it is necessary to amend the Colfax Conflict of Interest Code to amend the list of individuals required to disclose economic interests and to review the disclosure categories to incorporate the model disclosure categories prepared by the State of California Fair Political Practices Commission.

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

1. The amendments to the Conflict of Interest Code of the City of Colfax attached to this Resolution are hereby approved.

2. The remainder of the City of Colfax Conflict of Interest Code shall be and remain in full force and effect subject to said amendments. For purposes of convenience, the following paragraphs 3 through 6, inclusive, repeat the same provisions of Resolution 44-2002 pursuant to which the City's Conflict of Interest Code was adopted on July 23, 2002.

3. The terms of the Model Conflict of Interest Code prepared by the California Fair Political Practices Commission and set forth at Title 2, California Code of Regulations, Section 18730 and any amendments to that section which may be duly adopted by the Fair Political Practices Commission (hereafter "Section 18730") is hereby adopted by reference as the Conflict of Interest Code of the City of Colfax.

4. The list of designated employees contained in Appendix "A" to this Resolution and the list of disclosure categories contained in Appendix "B" to this Resolution are hereby adopted as the relevant Appendices referred to in subdivisions (b)(2) and (3) of section 18730.

5. Designated employees and individuals required to disclose their economic interests pursuant to Government Code Section 87200, shall file statements of economic interests with the City Clerk, who shall make the statements available for public inspection and reproduction.

6. Upon receipt of the statements of the Mayor and members of the City Council, the City Manager, the City Treasurer, and the City Attorney, the City Clerk shall make and retain a copy and forward the original of these statements to the offices of the Fair Political Practices Commission. Statements for all other designated employees shall be retained by the City Clerk.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at a regular meeting of the City Council of the City of Colfax held on the 8th day of August, 2018 by the following vote of the Council:

AYES:
NOES:
ABSTAIN:
ABSENT:

Will Stockwin, Mayor

ATTEST:

Lorraine Cassidy, City Clerk

City of Colfax Conflict of Interest Code

The Political Reform Act of 1974 (Government Code Section 81000 et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes.

The Fair Political Practices Commission ("FPPC") had adopted a regulation (2 Cal. Code of Regs. 18730) which contains the terms of a standard conflict of interest code which may be incorporated by reference in an agency's code, and which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act, following public notice and hearings.

Therefore, the terms of 2 Cal. Code of Regs. 18730 and any amendments to it duly adopted by the FPPC are hereby incorporated by reference. This Resolution and the attached Appendixes designating officials and employees and establishing disclosure categories shall constitute the Conflict of Interest code for the City of Colfax.

Designated employees shall file statements of economic interests with the City of Colfax. The City of Colfax shall make all statements available for public inspection and reproduction, pursuant to Government Code section 81008.

**CITY OF COLFAX
CONFLICT OF INTEREST CODE
APPENDIX "A"**

LIST OF DESIGNATED EMPLOYEES

The following is a listing of those persons who are required to submit Statements of Economic Interests pursuant to the Political Reform Act of 1974, as amended, excluding those persons who are already required to file the Form 700 pursuant to Government Code §87200. Designated employees shall file statements of economic interests with the City Clerk.

1. Members of Boards and Commissions who are required to file Form 700:

Citizen Boards/Commissions	Disclosure Category
Economic Development Commission	Category 1
Design Review Commission	Category 1
Ad-Hoc Finance Committee	Category 1
Parks & Recreation Commission	Category 1
All other Boards & Commissions	Category 1

2. Persons occupying any of the following designated positions are required to file Form 700:

Department	Position	Disclosure Category
Administrative	City Manager	Category 1
	City Clerk	Category 1
Finance	Finance Director (Consultant)	Category 1
Planning	Planning Director (Consultant)	Category 1
Public Works	City Engineer (Consultant)	Category 1
	Community Services Director	Category 1
Building	Building Inspector (Consultant)	Category 1
Consultants	See Notes	

Notes: Consultants. 2 Cal.Code Regs. §18701(a)(2) defines "consultant" as an individual who pursuant to a contract with a state or local government agency:

- A. Makes a government decision whether to:
 - i. Approve a rate, rule or regulation;
 - ii. Adopt or enforce a law;
 - iii. Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement;
 - iv. Authorize the agency to enter into, modify, or renew a contract provided it is the type of contract that requires agency approval;
 - v. Grant agency approval to a contract that requires approval and to which the agency is a party, or to the specifications for such a contract;
 - vi. Grant agency approval to a plan, design, report, study, or similar item;
 - vii. Adopt, or grant agency approval of, policies, standards, or guidelines for the agency, or for any subdivision thereof; or
- B. Serves in a staff capacity with the agency and in that capacity participates in making a governmental decision as defined in regulation 18702.2 or performs the same or substantially all the same duties for the agency that would otherwise be performed by an individual holding a position specified in the agency's Conflict of Interest Code.

The disclosure required of consultants shall be determined on a case by case basis by the City Manager in consultation with the City Attorney. The City Manager may make a determination as to what disclosure, if any, is required by any particular consultant. The City Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

EXHIBIT B
DISCLOSURE CATEGORIES

1. Full Disclosure. All interests in real property in the City of Colfax, as well as investments, business positions and sources of income, including gifts, loans and travel payments.
2. Full Disclosure Excluding Interests In Real Property. All investments, business positions and sources of income, including gifts, loans and travel payments.
3. Interests in Real Property. All interests in real property in the City of Colfax.
4. Contracting. All investments, business positions and income, including gifts, loans and travel payments, from sources that provide leased facilities, goods, equipment, vehicles, machinery or services, including training or consulting services, of the type used by the City of Colfax.
5. Regulatory, Permit or Licensing. All investments, business positions and income, including gifts, loans and travel payments, from sources that are subject to the regulatory, permit or licensing authority of, or have an application for a license or permit pending before the City of Colfax.

2018 Local Agency Biennial Notice

Name of Agency: _____

Mailing Address: _____

Contact Person: _____ Phone No. _____

Email: _____ Alternate Email: _____

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

An amendment is required. The following amendments are necessary:

(*Check all that apply.*)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (*describe*) _____

The code is currently under review by the code reviewing body.

No amendment is required. (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.

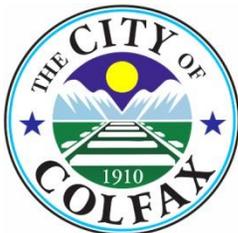
Signature of Chief Executive Officer

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2018**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.



STAFF REPORT TO THE COLFAX CITY COUNCIL

FOR THE AUGUST 8, 2018 COUNCIL MEETING

FROM: Wes Heathcock, City Manager
PREPARED BY: Dane Schilling, City Engineer; Paul Anderson, Associate Engineer
DATE: August 1, 2018
SUBJECT: S. Auburn St. and I-80 Roundabout Project Update and Omni-Means Contract Amendent.

<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>	FUNDED	<input type="checkbox"/>	UN-FUNDED	AMOUNT: \$444,234 less \$19,719 (reimbursable)	FROM FUND: 385
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RECOMMENDED ACTION: Discuss and consider adopting Resolution 53-2018 authorizing the City Manager to execute Amendment No 2 to the Consultant Services Agreement between the City of Colfax and Omni-Means, a GHD Company, authorizing the City Manager to execute future amendments with costs not to exceed the Design Budget for the S. Auburn St. and I-80 Roundabout Project, and acknowledging new ownership of the design engineering firm.

BACKGROUND AND DISCUSSION:

On November 9, 2017, the City Council authorized the City Manager to enter into an agreement with Omni-Means, a GHD Company, for design of the S. Auburn St. & I-80 Roundabout Project (“Project”). The scope of services, in the amount of \$326,034, included preliminary design, environmental review, final design (plans, specifications and estimates), right-of-way services, utility coordination services, coordination with Caltrans, and bid support services.

On April 11, 2018, the City Council was updated as to the status of the project and authorized the City Manager to execute Amendment No.1 with Omni-Means in the amount of \$18,200 to perform two additional environmental studies and design the relocation of a PCWA watermain which will be reimbursed by PCWA. Since that time, the City’s design team has received additional comments from various departments at Caltrans and from PCWA. Several of the comments will require a substantial amount of extra work that could not be anticipated. The comments with the biggest impacts are concerning the existing safety deficiencies of the I-80 on/off- ramps and the freeway lanes, and a more detailed look at potential lead contamination and archaeological resources within the project area. The specifics are contained in the attached scope of work (Exhibit A) and the most notable items are summarized as follows:

- Preparation of Design Exception Fact Sheets per Caltrans current template, including documentation of existing on/off- ramps conditions as requested by Caltrans. This effort shall include up to two (2) additional meetings with District 3 Design Staff and two revisions of the Design Exceptions (includes both Mandatory and Advisory). Documentation of up to 12 Design Exceptions is included as part of this effort to obtain concurrence/approval of the project from Caltrans.

- Preparation of a supplemental design memorandum including design basis for roundabout, including existing conditions write-up and fastpath 2D/3D, stopping sight distance, intersection stopping sight distance, and view angle exhibits as requested by Caltrans. This scope assumes one version of this memorandum shall be submitted.
- Re-design of the on/off- ramps to remove splitter islands and truck blisters wherever possible and updates to the truck turns to show vehicles taking both lanes as requested by Caltrans. This does not include any major changes to the developer right-turn pocket as the splitter island is required for safe pedestrian movements and aids in defining the intersection on the downgrade of S. Auburn Street. These design updates would be discussed in a meeting with Caltrans Design for approval/acceptance. Once approval of concept update has been obtained, the design changes would be integrated into the 100% submittal package effecting over 40 of the existing plan sheets.
- Inclusion/Formatting of Revised Standard Plans relevant to the project for preparation of the Encroachment Permit Package.
- Extended Phase I (XPI) Report is an extension of the identification phase meeting statute requirements, “to identify historic properties within the area of potential effects.” The primary goal of the XPI report is to define part or all of the boundaries (horizontal or vertical) of an archaeological site.
- Preliminary Site Investigation (PSI) Report is a requirement of all projects to identify appropriate material handling, material disposal, or work health and safety. The PSI reports goal is to reduce risk to construction workers and residents; and minimize impacts to costs, scope, and schedule. The PSI report also addresses how the project will comply with OSHA, Title 8 and Title 22, Hazardous Waste.
- Provide a legal description for a temporary construction easement (TCE) as requested by McDonalds. Without the TCE, the City cannot proceed with finalizing authorization for improvements on McDonald’s property.

In addition to expanding the scope for design services for the project, Omni-Means would like to acknowledge their recent change in ownership in the professional services agreement with the City. The attached resolution would revise the name of the engineering firm (“Contractor”) in the agreement from “Omni-Means, Ltd., a GHD company” to “GHD Inc.”

FISCAL IMPACT:

The proposed amendment to the agreement with Omni-Means/GHD is in an amount not to exceed \$100,000, increasing their total not to exceed amount to \$444,234. It should be noted that \$19,719 of the amendment is for the design services for relocating PCWA facilities and will be reimbursed by PCWA upon completion of the project. In order to keep the project design moving as quickly as possible, the resolution also includes a provision to allow the City Manager to authorize any other amendments with Omni-Means/GHD up to the current budget amount of \$472,294 within the 6% contingency.

ATTACHMENTS:

1. Resolution 53-2018
2. Contract Amendment
3. Exhibit A (Scope of Work)

City of Colfax

City Council

Resolution № 53-2018

AUTHORIZING THE CITY MANAGER TO EXECUTE AMENDMENT № 2 TO THE CONSULTANT SERVICES AGREEMENT BETWEEN THE CITY OF COLFAX AND OMNI-MEANS, A GHD COMPANY; AUTHORIZING THE CITY MANAGER TO EXECUTE FUTURE AMENDMENTS WITH COSTS NOT TO EXCEED THE DESIGN BUDGET FOR THE S. AUBURN STREET AND I-80 ROUNDABOUT PROJECT; AND ACKNOWLEDGING NEW OWNERSHIP OF THE DESIGN ENGINEERING FIRM

WHEREAS, the City of Colfax adopted Resolution 51-2017 on November 8, 2017 authorizing the City Manager to enter into an Agreement for Contract Services with Omni-Means, Ltd. for preliminary design, final design (plans, specifications and estimates), right-of-way services, utility coordination services, Caltrans coordination services, and bid support services for the S. Auburn Street and I-80 Roundabout Project ("Project") in the amount of \$326,034; and

WHEREAS, on April 11, 2018, the City Council was updated as to the status of the project and authorized the City Manager to execute Amendment No.1 with Omni-Means in the amount of \$18,200 to perform two additional environmental studies and design the relocation of a PCWA watermain; and

WHEREAS, after a review of the environmental documents and the 70% design for the project, the California Department of Transportation ("Caltrans") has determined that the City of Colfax must perform further additional environmental studies and design work for the Project; and

WHEREAS, the Placer County Water Agency (PCWA) and the City have determined that the PCWA water facilities within the Project area should be relocated or replaced to a greater extent than originally anticipated; and

WHEREAS, since the aforementioned additional environmental work, design work, and relocation of PCWA water facilities were not contemplated in the original scope of services for the Project, the Consultant has provided a scope and fee for the additional services in the amount of \$100,000; and

WHEREAS, additional unanticipated environmental and design costs may be identified in the course of obtaining approvals and completing the environmental and design efforts for the Project; and

WHEREAS, GHD Inc., a California corporation, acquired Omni-Means, Ltd. January 30, 2017, and wishes to directly assume responsibility for the Consultant's obligations and performance under this Agreement.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Colfax:

1. Authorizes the City Manager to execute Amendment No. 2 to the Agreement for Contract Services between the City of Colfax and Consultant for additional work for additional environmental studies, design of the roundabout, and design of relocating PCWA water facilities in the form attached in an amount not to exceed \$100,000 for a total revised contract amount of \$444,234; and
2. Authorizes the City Manager to execute future amendments and take any necessary actions to complete the design and make the Project ready for construction in an amount not to exceed \$472,294 within the 6% contingency, the current adopted budget for design and environmental work; and
3. Acknowledges GHD Inc. shall replace Omni-Means, Ltd. as "Contractor" under the Agreement for Contract Services and will assume all responsibility for execution and completion of all obligations under the Agreement for Contract Services, including all of Contractor's prior acts; and authorizes the City Manager to memorialize the assumption of the Agreement by GHD Inc. in Amendment No. 2.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY PASSED AND ADOPTED at the Regular Meeting of the City Council of the City of Colfax held on the 8th day of August 2018 by the following vote of the Council:

AYES:

NOES:

ABSTAIN:

ABSENT:

Will Stockwin, Mayor

ATTEST:

Lorraine Cassidy, City Clerk

AMENDMENT No. 2 TO AGREEMENT FOR CONTRACT SERVICES BETWEEN THE CITY OF COLFAX AND GHD INC. (FORMERLY OMNI-MEANS, LTD, A GHD COMPANY) FOR THE S. AUBURN STREET AND I-80 ROUNDABOUT PROJECT

This Amendment No. 2 to the Agreement for Contract Services ("Amendment No. 2") dated August 8, 2018 is entered into by and between the City of Colfax ("City") and GHD Inc. (formerly Omni-Means Ltd, a GHD Company) ("Contractor").

City and Contractor entered into that certain Agreement for Contract Services dated November 9, 2017 ("Agreement"), whereby Contractor agreed to provide those services specified in the exhibits of the Agreement.

City and Contractor now desire to amend the Agreement to include additional environmental and design phase services for the South Auburn Street and I-80 Roundabout Project. The specific scope of additional services is provided as Exhibit A.

City and Contractor now desire to amend the Agreement to include additional compensation in the amount of \$100,000 for a total not-to-exceed amount of \$444,234.

Continuing Effect of Agreement. Except as amended by this Amendment, all provisions of the Agreement shall remain unchanged and in full force and effect. From and after the date of this Amendment, whenever the term "Agreement" appears in the Agreement, it shall mean the Agreement as amended by this Amendment.

CITY OF
COLFAX

GHD INC.

Signature _____

Printed Name _____

Title _____

Date _____

Signature _____

Printed Name _____

Title _____

Date _____



EXHIBIT A Amendment No. 2

July 31, 2018

Dane Schilling
City of Colfax, City Engineer

RE: Supplemental Scope of Services – South Auburn Street and Interstate 80 Roundabout Project

Dear Dane:

Since entering into the Agreement for Contract Services with the City of Colfax for Engineering Design Services for the South Auburn Street and Interstate 80 Roundabout Project, after extensive coordination with Caltrans and PCWA unforeseen project and processing complications have arisen, and additional services have been identified. These additional services include:

Task 4 – Environmental Services

- Preliminary Site Investigation Study (*Additional Fee: \$15,000**)
- Cultural Resources Extended Phase I Proposal (*Additional Fee: \$8,000**)
- *Task 4 Total Additional Fee: \$23,000*

*Note includes GHD oversight/review and coordination for submittal with Caltrans

Task 5 – Right of Way Support Services

- Plats and Legal Descriptions for McDonalds Property (*Additional Fee: \$1,000**)
- *Task 5 Total Additional Fee: \$1,000*

*Note includes GHD oversight/review

Task 7 – Design Phase & Preparation of Bid Documents

- PCWA Waterline Re-design (*Additional Fee: \$10,000*)
- Design Exception Fact Sheets (*Additional Fee: \$20,000*)
- Supplemental Design Memorandum (*Additional Fee: \$6,000*)
- Roundabout/On and Off-Ramp Re-design (*Additional Fee: \$35,000*)
- Revised Standard Plans for Bid Document Preparation (*Additional Fee: \$5,000*)
- *Task 7 Total Additional Fee: \$76,000*

Total Additional Fee for all Tasks: \$100,000

Sincerely,

GHD Inc.

A handwritten signature in blue ink, appearing to read 'Kamesh Vedula'.

Kamesh Vedula FOR Doug Ries
Principal in Charge



Task 7 – Design Phase & Preparation of Bid Documents

The following will be added to this task:

Re-design/ check of Plan and Profile sheet for the relocation of the PCWA waterline and additional detailing for waterline tie-ins, specifications for waterline appurtenances, and coordination meetings with PCWA for their approval of the design.

Additional Fee: \$10,000

Preparation of Design Exception Fact Sheets per District 3's current template, including documentation of existing on/off-ramp conditions as requested by Caltrans. This effort shall include up to two additional meetings with District 3 Design Staff and two revisions of the Design Exceptions (includes both Mandatory and Advisory). Documentation of up to 12 Design Exceptions is included as part of this effort in order to obtain concurrence/approval on the project from District 3.

Additional Fee: \$20,000

Preparation of a supplemental design memorandum including design basis for roundabout, including existing conditions write-up and fastpath 2D/3D, stopping sight distance, intersection stopping sight distance, and view angle exhibits as requested by Caltrans. This scope assumes only one version of this memorandum shall be submitted.

Additional Fee: \$6,000

Re-design of the on/off ramp to remove splitter islands and truck blisters wherever possible and updates to the truck turns to show vehicles taking both lanes as requested by Caltrans. This does not include any major changes to the developer right-turn pocket as the splitter island is required for safe pedestrian movements and aids in defining the intersection on the downgrade of S Auburn Street.

These design updates would be discussed in a meeting with Caltrans Design for approval/ acceptance. Once approval of concept update has been obtained, the design changes would be integrated into the 100% submittal package effecting over 40 plan sheets.

Additional Fee: \$35,000

Inclusion/ formatting of Revised Standard Plans relevant to the project for preparation of the Encroachment Permit Package.

Additional Fee: \$5,000

Total Proposed Additional Fee: \$76,000



1243 Alpine Road, Suite 108
Walnut Creek, CA 94596
Phone: 925.941.0017
Fax: 925.941.0018
www.wreco.com

For Engineering Design, Environmental, and Right-of-Way Services
City of Colfax
South Auburn Street and Interstate 80 Roundabout Project

June 18, 2018
Prepared by WRECO

WRECO General Scope of Work

For the South Auburn Street and Interstate 80 Roundabout Project (Project), WRECO will be responsible for providing the Preliminary Site Investigation as recommended by the May, 2018 Draft Initial Site Assessment. The PSI will include both an aerially deposited lead (ADL) investigation and screening for naturally occurring asbestos (NOA) along the off- and on-ramps to Interstate 80 at the Project site.

Task 1 Project Management and Meetings

WRECO will attend the Project kickoff meeting and attend one (1) coordination meeting. WRECO will also participate in three (3) conference calls with the City of Colfax (City) and Project Team staff. On a monthly basis, WRECO will provide the Project Team with invoices and progress reports for the Project.

■ **Deliverables:**

- *Monthly Invoices and Progress Reports*

Task 2 Preliminary Site Investigation (Aerially Deposited Lead and Naturally Occurring Asbestos Surveys)

WRECO will perform an ADL study consistent with Caltrans District 3 ADL study standards successfully applied in this region by WRECO. The ADL study will consist of a confirmatory investigation to determine whether suspected contamination is actually present at the Project site. Prior to field work, WRECO will develop a sampling and analysis plan and a site-specific health and safety plan.

Although leaded fuel has been prohibited in California since the 1980s, ADL from vehicle emissions may still be present in soils adjacent to highways that were in use prior to the prohibition. ADL may be present within the Project area and above regulatory levels (greater than 80 milligrams of lead per kilogram of soil) along the shoulders of Interstate 80 and the on- and off-ramps from previous vehicle emissions. Caltrans *Statewide Agreement for Caltrans For Reuse of Aerially Deposited Lead-Contaminated Soils*, March 2016 (Agreement) may be used by the project to authorize reuse of excess soils impacted by lead. To make use of the Agreement a minimum number of samples must be taken from various depths in ADL risk areas (exposed soil areas within 50 feet of the roadway during the leaded fuel era). Because the project is located along a busy freeway corridor known to have been exposed during the leaded fuel era, it is anticipated the potential for aerially deposited lead along the project corridor. Consistent with the protocol outlined in the Agreement and per coordination with District 3 Office of Environmental Engineering, Mark Melani (hazardous waste technical specialist) on August 11, 2017, the following samples will be taken: One boring per each 300' by 300' (90,000 square feet), or up to seven borings for the project footprint. Each boring will be sampled discreetly between 0-1', 1-2', and 2-3' below ground surface using a Direct Push Technology (DPT) rig with an acetate liner. The acetate liner will be cut into specific sections, following Caltrans protocol, and analyzed for lead using EPA 6020. Groundwater is not anticipated to be encountered during this study.





1243 Alpine Road, Suite 108
Walnut Creek, CA 94596
Phone: 925.941.0017
Fax: 925.941.0018
www.wreco.com

WRECO will also test a 3-foot composite sample, at four out of the seven borings, to screen for naturally occurring asbestos (NOA) and to determine the applicability of California Air Resources Board's (ARB) 2002-07-29 Asbestos ATCM for Construction, Grading, Quarrying, and Surface Mining Operations. Specifically, WRECO will determine whether soil planned for excavation at the site has naturally-occurring asbestos, serpentine, or ultramafic rock. Composite soil samples will be screened using ARB Test Method 435.

The PSI will also prescribe waste management and worker safety measures for managing identified hazards and presumed hazards such as recycled asphalt concrete waste and roadway striping waste.

■ **Deliverables:**

- *Draft PSI Study (PDF)*
- *Final PSI Study (PDF)*

S Auburn Street and I-80 Roundabout
City of Colfax

Work-Hour and Fee Estimate for WRECO Tasks

Prepared by WRECO

Work-Hours

Task	Task Description	Principal Engineer	Senior Geotechnical Engineer	Senior Engineer	Staff Engineer	Senior Env. Scientist	Associate Env. Scientist	Staff Env. Scientist	Associate Geologist	Clerical/ Tech Editor
Task 1: Project Management and Meetings										
	<i>Monthly Invoices and Progress Reports</i>					2	2			
Task 2: Preliminary Site Investigation										
	<i>Field Work - ADL & NOA</i>		1		4	2	5		5	
	<i>Draft PSI Study</i>			1		3	36	3		2
	<i>Final PSI Study</i>			1		2	2	2		1
Subtotal		0	1	2	4	9	45	5	5	3

Fee

Direct Cost

	Hours	Hourly Rate	Fee
Senior Geotechnical Engineer	1	\$ 186.11	\$ 186.11
Senior Engineer	2	\$ 155.28	\$ 310.56
Staff Engineer	4	\$ 84.21	\$ 336.84
Senior Env. Scientist	9	\$ 157.91	\$ 1,421.19
Associate Env. Scientist	45	\$ 110.54	\$ 4,974.30
Staff Env. Scientist	5	\$ 84.21	\$ 421.05
Associate Geologist	5	\$ 110.54	\$ 552.70
Clerical/Tech Editor	3	\$ 78.95	\$ 236.85
Subtotal Direct Labor	74		\$ 8,439.60

Expenses

Travel & Per Diem (2 trips)		\$ 200.00
Driller		\$ 2,500.00
Caltrans Encroachment Permit		\$ 200.00
Traffic Control (if needed)		\$ 1,000.00
Laboratory		\$ 1,600.00
Office Misc. & Reproductions		\$ 50.00
Subtotal		\$ 5,550.00

Total Cost

\$ 13,989.60

Colfax Roundabout: Cultural Resources

Task 1: Extended Phase I Proposal

We will need to complete an Extended Phase I (XPI) Proposal following the Format and Content Guide provided by Caltrans as Exhibit 5.2 in Volume 2 of the Standard Environmental Reference Handbook for the testing of the site. We also need confirmation from Caltrans that the historic period features are exempt.

This document must be approved by Caltrans before initiation of the subsurface testing. The following are the costs of preparing the technical proposal.

Principal Investigator @ \$130/hour		
Liaison	2.0	
Document preparation	<u>6.0</u>	
	8.0	\$1,040.00
Senior Archeologist @ \$120/hour		
Document preparation	6.0	<u>720.00</u>
Task 1 Total Estimated Cost		\$1,760.00

Task 2: Extended Phase I Testing

The goal of Peak & Associates is to perform the study for the City of Colfax in a cost-effective manner by focusing on obtaining the minimum data necessary given our unique understanding of PA-18-25. We assume that the City will be responsible for the preliminary arrangement including access and the 8-1-1 utilities clearance.

We propose completing a series of shovel test pits to determine whether a subsurface deposit is present through the excavation and screening of the sediments from a series of test holes (shovel test pits, or STPs) within the APE.

Peak & Associates, Inc. proposes to excavate a series of ten-twelve STPs in ten-centimeter increments, screening the sediment through one-eighth inch shaker screen, and recording the findings that will be incorporated into the XPI report.

We will need to include a Native American monitor, hopefully from the United Auburn Indian Community of Auburn Rancheria, for the excavation.

Auburn Street/I-80 Roundabout Colfax Ca

Project Understanding and Scope

Thank you for the opportunity to provide this proposal for Land Surveying services for the Auburn Street/ I-80 Roundabout Project in the City of Colfax. In support of Right of way impacts, UNICO Engineering understands that plats and legal descriptions, including a closure report are necessary at the McDonalds property. UNICO has been provided a Preliminary Right of Way Impacts Exhibit depicting the reconstruction limits. UNICO will prepare the necessary Temporary Construction Easement (TCE) plat, legal description and closure of the area. UNICO will request an AutoCAD drawing of the desired TCE area to perform the calculations and prepare the documents. UNICO will prepare one (1) Preliminary Plat and Legal Description for City review. UNICO will address comments from City and prepare Final signed and stamped copies.

Deliverables:

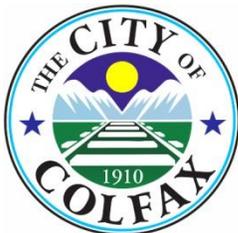
- ***Draft PDF Plats and Legal Descriptions for Review***
- ***Final PDF Plats and Legal Descriptions – Signed and Stamped***



UNICO ENGINEERING
GHD - Omni Means
Auburn Street/I-80 Roundabout - Colfax CA
COST PROPOSAL

Task 1 - Plats and Legals

<u>Name</u>	<u>Role</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>	
Rob Markes	Sr. Land Surveyor	1	\$63.07	\$63.07	
Ryan Thompson	Land Surveyor	4	\$52.10	\$208.40	
Loran Wagener	Drafter	4	\$30.00	\$120.00	
				TOTAL Task 1 - Direct Labor	\$391.47
				TOTAL - Direct Labor	\$391.47
OVERHEAD RATE			122.00%	TOTAL - Indirect Labor	\$477.59
FEE			10.00%	TOTAL - Fee	\$86.91
				TOTAL UNICO ENGINEERING	\$955.97



STAFF REPORT TO THE COLFAX CITY COUNCIL

FOR THE AUGUST 8, 2018 COUNCIL MEETING

FROM: Wes Heathcock, City Manager
PREPARED BY: Wes Heathcock, City Manager
DATE: July 24, 2018
SUBJECT: Commercial Cannabis Retailer Permit Application Progress

<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>	FUNDED	<input type="checkbox"/>	UN-FUNDED	AMOUNT:	FROM FUND:
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RECOMMENDED ACTION: Receive permit application progress report and provide direction to the City Manager.

DISCUSSION AND SUMMARY:

City Council adopted Resolution 12-2018 authorizing the City Manager to administer the commercial cannabis retailer application process. The resolution specifically states accepting applications “does not require or obligate the City Council to award or issue any commercial cannabis permits following the application process even if applicants are qualified to receive the permit(s).”

City staff opened the application acceptance period from April, 2, 2018 to June 4, 2018 and received 4 applications during the solicitation period.

Business Name
Golden State Patient Care
River City Phoenix
Colfax Wellness
Elevation 2425

Staff forwarded the applications to HdL for the Phase 1 Preliminary Determination of Eligibility. Phase 1 includes criminal history check, completeness of the application, location verification, and indemnification agreement. The applications are still currently in the Phase 1 process because the set back of the location proposed by Elevation 2425 was challenged by one of the other applicants. The City provided Elevation 2425 additional time to produce documentation validating the setback of the proposed location or to submit a proposal of a new location. Elevation 2425 has chosen to move the application location to an adjacent parcel that meets the setback requirements.

Phase 1 review will conclude with preliminary determinations of eligibility for issuance of commercial cannabis permits. Phase 2, which can begin once preliminary determinations of eligibility are made, results in an initial ranking of applicants based upon points earned during Phase 1.

The City has the following options regarding the processing of applications for commercial cannabis permits:

- a. Continue the application process to Phase II
- b. Defer the process to a future date, and/or
- c. Stop the application process until further notice.

Staff is asking Council for direction regarding its preferred option.

ATTACHMENTS:

- 1. Resolution 12-2018

City of Colfax

City Council

Resolution № 12-2018

APPROVING THE APPLICATION PROCEDURES TO OPERATE A COMMERCIAL CANNABIS BUSINESS IN COLFAX

WHEREAS, on February 28, 2018, the City Council of the City of Colfax adopted Ordinance No. 536 adding Chapter 5.32 "Commercial Cannabis Activity" to the Colfax Municipal Code ("CMC") (the "Commercial Cannabis Ordinance"); and

WHEREAS, the Commercial Cannabis Ordinance takes effect on March 30, 2018; and

WHEREAS, pursuant to CMC Section 5.32.090, the City Council may, in its sole discretion, adopt by resolution the procedures to govern the application process and the manner in which the City Council will decide whether to issue permits for commercial cannabis businesses and, if so, to whom they will be issued; and

WHEREAS, the City Council desires to open the process for accepting applications for commercial cannabis business permit(s) on April 2, 2018, for the commercial cannabis business permits authorized by the Commercial Cannabis Ordinance and adopt the procedures to govern the application process and the manner in which the City Council will decide whether to issue permits for commercial cannabis businesses and, if so, to whom they will be issued; and

WHEREAS, applicants desiring to obtain a commercial cannabis business permit within the City are required to comply with the all application procedures and requirements approved by the City Council; and

WHEREAS, this Resolution does not require or obligate the City Council to award or issue any commercial cannabis business permits following the application process even if applicants are qualified to receive the permit(s).

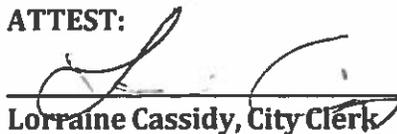
NOW, THEREFORE, BE IT RESOLVED that the City Council adopts the Application Procedures To Operate A Commercial Cannabis Business In Colfax in the form attached to this Resolution and authorizes the City Manager to administer the application process.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at the Regular Meeting of the City Council of the City of Colfax held on the 28th day of February 2018 by the following vote of the Council:

AYES:	Douglass, Mendoza, Stockwin
NOES:	Harvey
ABSTAIN:	None
ABSENT:	None


 Will Stockwin, Mayor

ATTEST:


 Lorraine Cassidy, City Clerk



APPLICATION PROCEDURE TO OPERATE A COMMERCIAL CANNABIS BUSINESS IN COLFAX

The application process to operate a Commercial Cannabis Business (“CCB”) in Colfax will open on Monday, **April 2, 2018**. Applications will be available from the Planning Department located in City Hall. For questions regarding the application process, please review the information on the Colfax webpage: www.colfax-ca.gov which outlines the application process, required materials, FAQ’s, and other information necessary to operate a CCB in Colfax. To be considered for issuance of a Commercial Cannabis Business license, final applications **must be** submitted by **4:00 PM on Monday June 4, 2018** in the Planning Department located at 33 South Main Street, Colfax, CA, 95713. This application process is adopted pursuant to the Colfax Municipal Code Section 5.32.010, 5.32.040, and 5.32.090.

BEFORE YOU APPLY:

- Review the information regarding the application process and which documents you will need.
- Review your application in its entirety to ensure that it is complete and accurate.
- Review the information regarding the commercial cannabis business permit application on the City webpage: www.colfax-ca.gov which includes the following information:
 - Local regulations governing Colfax CCB’s: Colfax Municipal Code (“CMC”) Chapters 5.32.010, 5.32.040, and 5.32.090.
 - Background authorization form and/or Live Scan
 - Additional application information: Ordinance No. 536.
 - Medical and Adult-Use Cannabis Regulation and Safety Act (MAUCRSA)
 - Title 5.32
 - Local Zoning Ordinances Title 17
 - Frequently Asked Questions

- (1) **Application Process: Evaluation and Ranking:** The selection process shall consist of the following four Phases:

Phase 1	Preliminary determination of eligibility	\$3,696
Phase 2	Initial ranking	\$1,466
Phase 3	Second ranking	\$1,633
Phase 4	City Manager’s Final Recommendation to City Council	\$1,165

For more information, see Evaluation and Selection Process below.

- (2) **Criminal History Check:** As part of Phase 1 of the Application Process each owner must undergo a criminal background check demonstrating they do not provide “good cause” for denial per CMC Section 5.32.070(d) or 5.32.310(m), and the background check fee shall be **\$459.00**. The application for the Live Scan will be available on the City website or in the Planning Department in City Hall. Please provide proof of a completed background form and/or Live Scan form along with proof of payment with your application on or before April 2, 2018. This process will be required to meet the minimum threshold qualifications pursuant to CMC Section 5.32.090. Owners who do not meet criminal history eligibility requirements will be disqualified.

- (3) Applicants will be required to obtain a “Zoning Verification Letter” from the Planning Department in City Hall located at 33 South Main Street, prior to submitting their CCB application to ensure the proposed location meets requirements. The review process typically takes approximately ten (10) working days and will cost \$205.00. The “Zoning Verification Letter” will need to be included with the application package. Please note the issuance of a “Zoning Verification Letter” does not constitute written evidence of permission given by the City of Colfax or any of its officials to operate a CCB, nor does it establish a “permit” within the meaning of the Permit Streamlining Act, nor does it create an entitlement under the Zoning or Building Code. A regulatory permit for a CCB does not constitute a permit that runs with the land on which the CCB is established. Zoning Verification Letters require a written request to the Planning Department and will not be completed over the counter to allow for research and review.
- (4) **Application:** Applicants must hand deliver two (2) complete comprehensive and signed copies of the City of Colfax Commercial Cannabis Business Application Form, all attachments, a flash drive containing one comprehensive and signed copy of the application including attachments in a pdf format, and payment of \$3,696 for the initial application fee by 4:00 PM on Monday June 4, 2018. Payment must be made by a certified check, cashier’s check or money order made payable to the City of Colfax. **Please note the City will not accept cash and application fees are non-refundable.** A complete application will consist of the following information:
- The City of Colfax Commercial Cannabis Business Form;
 - Background Authorization Form and/or Proof of Live Scan payment for each of the owners;
 - Zoning Verification Letter; and
 - All information pertaining to the CCB which will be evaluated in Phase 1, Phase 2 and Phase 3 as described in the Application and Evaluation Process section below. The only information that can be submitted after the initial application is proof of property ownership or lease agreement. Remember, any change in location will require a new “Zoning Verification Letter” and must be submitted with the application package prior to being interviewed as part of Phase 3 of the selection process. Please note an applicant may only choose to submit a different location prior to Phase 3 if the initial proposed site was approved as part of the original application package on or before June 4, 2018.

LATE APPLICATIONS WILL NOT BE CONSIDERED.

- (5) **Amendments to the Application:** Applicants will not be allowed to make amendments to their application or to supplement their application, except as otherwise specifically permitted in these procedures or as authorized in writing by the City Manager or his/her designee. During Phase 1, applicants will be notified if any of the owners are ineligible and/or if their application is incomplete. These applications will not move forward in the application process. However, when the City anticipates the Live Scan or background check may be delayed, the City may continue with the application process beyond the background check/Live Scan to prevent undue delays for the applicant. In these cases, applicants acknowledge, by signing the application, that expedition of the application without the positive Live Scan or background check will not create eligibility for a refund of any fees collected resulting from continuing the process while waiting for the background check and Live Scan.
- (6) **Payment of Application Fees:** The individual designated as the CCB contact on the application will be notified by e-mail if the application is advancing to Phase 2 and, subsequently, to Phase 3. A payment of \$1,466 will be due before Phase 2 and a payment of \$1,633 will be due before Phase 3. As part of Phase 4 all eligible Applicants, as determined by the Ordinance or by resolution, will be presented to City Council and must pay a fee of \$1,165 to qualify for final consideration. Deadlines for these payments will be included in the e-mail notification to the primary contact person.

EVALUATION AND SELECTION PROCESS:

The evaluation and selection process shall consist of the following four phases:

- **Phase 1: Determination of Eligibility and Application**
 - Each Owner/Principal must undergo a criminal history check demonstrating compliance with the eligibility requirements of CMC Section 5.32.070 (d) and 5.32.310 (m).
 - Applications must be complete to be considered. Applications will be considered complete only if they include all the information required for Phases 1, 2, and 3.
 - Proposed location of business must be eligible for CCB.
 - Applicant will execute an agreement indemnifying the City from liability.

- **Phase 2: Initial Ranking (1,500 Points)**
 - Applications will be evaluated based on the following criteria:
 - Proposed Location of business (200 Points)
 - Business Plan (400 Points)
 - Neighborhood Compatibility Plan (300 Points)
 - Safety and Security Plan (300 Points)
 - Air Quality Plan (100 Points)
 - Labor and Employment Plan (200 Points)
 - Those applications which score a minimum of 80% (1,200 points) in Phase 2 will move on to Phase 3.

- **Phase 3: Second Ranking (2,500 Points)**
 - All applications that score at least 80% in Phase 2 will be interviewed and evaluated by the Selection Committee based on the criteria listed below.
 - Prior to the scheduling of interviews in Phase 3 each of the applicants may be required to have their proposed site inspected by the assigned City designee to ascertain current conditions of the facility.
 - The second ranking will be scored based on the following criteria:
 - Final Location (proof of ownership or a signed and notarized statement from the Property Owner (200 Points)
 - Business Plan (300 Points)
 - Community Benefits (300 Points)
 - Enhanced Product Safety (200 Points)
 - Environmental Benefits (200 Points)
 - Labor & Employment (200 Points)
 - Local Enterprise (200 Points)
 - Neighborhood Compatibility Plan (200 Points)
 - Qualifications of Owners (300)
 - Safety and Security Plan (200 Points)
 - Air Quality Plan (200 Points)

 - After all the scores from Phase 3 have been tabulated they will be combined with Phase 2 scores to establish a new ranking of the top applicants. All the applications that maintain a score of at least 80% or a percentage determined by resolution will move onto Phase 4 of the selection process.

➤ **Phase 4: City Manager's Recommendations and City Council's Final Approval**

Phase 4 Steps:

- (1) Public Meeting.
- (2) Selection Committee's final review and evaluation.
- (3) City Manager presents final rankings and recommendation report to City Council.
- (4) City Council Approves Final recommendations.

The initial step of Phase 4 for the final applicants chosen from each category is to participate in a public meeting which will be held in the City of Colfax Council Chambers on a date and time to be determined by City staff. Notice of the public meeting shall be noticed in the manner pursuant to CMC Section 5.32.170 (c).

At the Public Meeting, the community will be allowed to present concerns and/or support and provide additional considerations for potential permit conditions that may be implemented by staff. The Public Meeting will not determine who obtains a permit but shall inform staff of potential concerns for which a condition or conditions may be necessary. Furthermore, decisions, recommendations, and conditions will be based primarily upon site inspection results, business feasibility, and the viability of the proposed location. After the completion of the Public Meeting and prior to the Selection Committee's final recommendation to City Council, the City reserves the right to request and obtain additional information from any candidate who submitted a proposal. Upon the completion of the final review process, the Selection Committee will tabulate final scores of all applicants interviewed in Phase 3. The City Manager will present to the City Council the final ranking along with his/her recommendation. City Council may award only as many permits as allowed by CMC Section 5.32.080 (a) and the City Council reserves the right to award a lesser number of permits, or to award no permits at all. Only those applicants on the final list will be eligible to be issued a permit from the initial permit process. The top applicants which are recommended by the City Manager for consideration of the City Council should be prepared to attend a City Council meeting in the City of Colfax to provide a public presentation before the City Council to introduce their team and provide an overview of their proposal.

Please note that being awarded a CCB does not constitute a land use entitlement and does not waive or remove the requirements of applying for and receiving permits for all construction including: electrical, plumbing, fire, planning permits or reviews, and any other permits, licenses, or reviews as may be necessary by the relevant departments or governmental entities in charge of said permits. Nor does it guarantee that the plans submitted via the CCB application process meet the standards or requirements in Chapter 17 and any other permit requirements from other City departments or agencies.

DESCRIPTION OF EVALUATION CRITERIA:**➤ Proposed Location.**

Your application must include the address and a detailed description of the proposed location. (Note that proof of ownership or a notarized letter of the owner's willingness to lease will not be given any additional consideration until Phase 3). This section should also describe all sensitive uses within six hundred (600) feet of the proposed location from the property line of a K-12 school, daycare center and youth center. The CCB must have the appropriate zoning and meet all the locational requirements as described in CMC Chapter 17.64, CMC Chapter 5.32.170 and 5.32.210.

➤ Business Plan.

With as much detail as possible, the Business Plan should describe:

- Day-to-day operations which meet industry best practices for the specific type of permit.
- How the CCB will conform to local and state law. See CMC Sections 5.32.040, 5.32.210, 5.32.270, 5.32.290, 5.32.310 and Ordinance 536.
- How medical and adult-use will be tracked and monitored to prevent diversion.
- A schedule for beginning operation, including a narrative outlining any proposed construction and improvements and a timeline for completion.

The Business Plan should include:

- A **budget** for construction, operation, maintenance, compensation of employees, equipment costs, utility costs, and other operation costs. The budget must demonstrate sufficient capital in place to pay startup costs and at least three months of operating costs, as well as a description of the sources and uses of funds.
- **Proof of capitalization**, in the form of documentation of cash or other liquid assets on hand, Letters of Credit or other equivalent assets.
- A **pro forma** for at least three years of operation.

➤ Neighborhood Compatibility Plan.

For the proposed location, your application should address how the CCB, including its exterior areas and surrounding public areas, will be managed to avoid becoming a nuisance or having impacts on its neighbors and the surrounding community.

Furthermore, a site plan (accurate, dimensioned and to-scale [minimum scale of 1/4"]) should be included for each potential location.

➤ Safety and Security Plan.

For each proposed location, your application should include:

- A detailed **safety plan**. This plan will describe the fire prevention, suppression, HVAC and alarm systems the facility will have in place. **An assessment of the facility's fire safety by a qualified licensed fire prevention and suppression consultant is required.** An appropriate plan will consider all possible fire, hazardous material, and inhalation issues/threats and will have both written and physical mechanisms in place to deal with each specific situation.
- A detailed **security plan**. This plan will include a description and detailed schematic of the overall facility security. It should have details on operational security, including but not limited to general security policies for the facility, employee specific policies, training, sample written policies, transactional security, visitor security, 3rd party contractor security, and delivery security. In particular, applications should address ingress and egress access, perimeter security, product security (at all hours), internal security measures for access (area specific), types of security systems (alarms and cameras), and security personnel to be employed. **The security plan shall also include an assessment of site security by a qualified licensed security consultant.** Security plans will not be made public.

- A **floor plan** showing existing conditions. If changes are proposed as part of the project, then a proposed floor plan should also be submitted. The floor plan(s) should be accurate, dimensioned and to-scale (minimum scale of 1/4”).
- **Community Benefits.**
The application should describe benefits that the CCB would provide to the local community, such as employment for residents of the City, community contributions, or economic incentives to the City.
- **Enhanced Product Safety.**
The application should state how the CCB will ensure enhanced consumer safety as required by State and/or local law.
- **Environmental Benefits.**
The application should describe any proposed “green” business practices relating to energy and climate, water conservation, and materials and waste management.
- **Labor & Employment.**
The application should describe to what extent the CCB will adhere to heightened pay and benefits standards and practices, including recognition of the collective bargaining rights of employees. Specific practices that are subject to consideration include the following:
 - Providing compensation to and opportunities for continuing education and training of employees/staff (applications should provide proof of the CCB policy and regulations to employees);
- **Local Enterprise.**
The application should state the extent to which the CCB will be a locally managed enterprise whose owners reside within Colfax and/or the County of Placer.
- **Qualifications of Owners.**
The application should include information concerning any special business or professional qualifications or licenses of Owners that would add to the number or quality of services that the CCB would provide, especially in areas related to medical cannabis, such as scientific or health care fields.
- **Air Quality Plan.**
Must demonstrate the air circulation does not impact the employees’ health and welfare or the surrounding businesses.

THE CITY OF COLFAX RESERVATION OF RIGHTS:

The City reserves the right to reject any and/or all proposals, with or without any cause or reason. The City may also, modify, postpone, or cancel the request for permit applications without liability, obligation, or commitment to any party, firm, or organization. In addition, the City reserves the right to request and obtain additional information from any candidate submitting a proposal. Late proposals WILL BE REJECTED. Furthermore, a proposal RISKS BEING REJECTED for the following reasons:

1. The application or documents submitted are incomplete, filed late, or not responsive to the requirements of this code.
2. The issuance of the permit or operation of the commercial cannabis business at the proposed location is inconsistent with State law, Chapter 5.32, or other applicable City of Colfax Municipal Codes.

CONTACT:

If you have any questions or would like an update on the status of your application, please contact (Wes Heathcock at 530-346-2313) or by email at Wes.Heathcock@colfax-ca.gov.

Colfax Limitations on City's Liability and Certifications, Assurances and Warranties

(Must be completed by all applicants)

a. WAIVER AND RELEASE OF LIABILITY AND AGREEMENT TO INDEMNIFY THE CITY OF COLFAX

The applicant and all owners and operators hereby waive and release the City from any and all liability for monetary damages related to or arising from the application for a permit, the issuance of the permit, or the enforcement of the conditions of the permit. The applicant certifies that under no circumstances shall the applicant cause any course of action for monetary damages against the City of Colfax, the permitting official, or any City employee or agent as a result of this permit application or issuance or the enforcement of the conditions of the permit.

b. RELEASE CITY OF COLFAX FROM LIABILITY FOR ISSUING THE APPLICANT A PERMIT

By applying for a permit pursuant to the Colfax Commercial Cannabis Business Permit and by accepting a permit, from the City of Colfax Planning Department acting as the Colfax Local Permitting Authority, the applicant/permittee, owners and operators and each of them, waives and releases Colfax, and its elected officials, employees, agents, insurers and attorneys, and each of them, from any liability for injuries, damages, costs and expenses of any nature whatsoever that result or relate to the investigation, arrest or prosecution of business owners, operators, employees; clients or customers of the applicant/permittee for a violation of state or federal laws, rules or regulations relating to cannabis activities.

c. AGREEMENT TO INDEMNIFY CITY OF COLFAX

By applying for a permit pursuant to the Colfax Commercial Cannabis Permit Program and by accepting a permit, from the Colfax Planning Department acting as the Colfax Local Permitting Authority, the applicant/permittee, owners and operators, and each of them, jointly and severally if more than one, agrees to indemnify, defend and hold harmless Colfax, and its elected officials, employees, agents, insurers and attorneys, and each of them, against all liability, claims and demands, of any nature whatsoever, including, but not limited to, those arising from bodily injury, sickness, disease, death, property loss and property damage, arising out of or in any manner related to the operation of the commercial cannabis business that is the subject of the permit.

- d. The applicant, commercial cannabis business manager and anyone with an ownership interest in the business referenced herein represents and certifies they have submitted to a Live Scan and/or background check no earlier than 30 days prior to the date of this application.
- e. For renewals, the applicant represents and certifies that they continue to hold in good standing any permit/license required by the State of California where applicable for a commercial cannabis business operation.
- f. The applicant understands that operators, employees and members of the commercial cannabis business may be subject to prosecution under Federal Laws.

g. The person whose signature appears below is authorized to sign this application on behalf of the business and has submitted this information and all attachments as required by the application process to obtain a commercial cannabis permit from the City of Colfax.

I declare under penalty of perjury that the information provided on this form is true and correct and do hereby apply for a permit pursuant to Colfax Municipal Code Chapter 5.32 and in compliance with Colfax Municipal Code Section 5.32.170, 5.32.230, 5.32.250, and all other applicable Sections of this Ordinance.

Applicant Signature

Printed Name and Title

Date

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of _____

Subscribed and sworn to (or affirmed) before me on this _____ day of _____, 20____, by _____, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

(Seal) Signature _____