



CITY COUNCIL MEETING

COUNCIL CHAMBERS, 33 SOUTH MAIN STREET, COLFAX, CA

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



REGULAR MEETING AGENDA

June 28, 2017

Closed Session 6:00 PM

Regular Session 7:00 PM

1. CALL TO ORDER

- 1A. Call Meeting to Order
- 1B. Roll Call
- 1C. Public Comment on Closed Session Item
- 1D. Closed Session
Public employee performance evaluation pursuant to Government Code Section 54957
Title: City Manager

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. 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

- 3A. Minutes - City Council Meeting June 14, 2017
Recommendation: Approve the Minutes of the Regular Meeting of June 14, 2017.
- 3B. Minutes – Special Workshop Meeting June 21, 2017
Recommendation: Approve the Minutes of the Special Workshop Meeting of June 21, 2017.
- 3C. Cash Summary Report – May 2017
Recommendation: Receive and file
- 3D. Employee Handbook
Recommendation: Adopt Resolution 24-2017 adopting the revised Employee Handbook effective July 1, 2017.
- 3E. Budget Review
Recommendation: Adopt Resolution 25-2017 amending the 2017-2018 Operating Budget.
- 3F. City Funding Support for July 3rd Event 2017
Recommendation: Approve Support for the 2017 event on July 3rd.
- 3G. Annual Sewer Impact Fee Increase
RECOMMENDATION: Adopt Resolution 26-2017 approving the Annual Sewer Impact Fee effective July 1, 2017.
- 3H. Recology Rate Increase
Recommendation: For Information only.



4. 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.

5. 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.

- 5A. **Committee Reports and Colfax Informational Items - All Councilmembers**
- 5B. **City Operations Update – City staff**
- 5C. **Additional Reports – Agency partners**

6. COUNCIL BUSINESS

- 6A. **I-80 Freeway Closure Plan**
Staff Presentation: Wes Heathcock, Community Services Director
Recommendation: Discuss and direct staff as appropriate.
- 6B. **Voting Delegate for League of Ca Cities 2017 Annual Conference**
Staff Presentation: Lorraine Cassidy, City Clerk
Recommendation: Select Voting Delegate and Alternate
- 6C. **Committee for Memorial Plaque to Honor Gertrude Paul**
Staff Presentation: John Schempf, City Manager
Recommendation: Select members of the community and Council members to invite to serve on a Committee.

7. 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.

8. ADJOURNMENT

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



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 14, 2017
 City Hall Council Chambers
 33 S. Main Street, Colfax CA

1 CLOSED SESSION

1A. **Call to Order**

Mayor Harvey called the meeting to order at 6:00PM.

1B. **Roll Call**

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

1C. **Public Comment**

There was no public comment.

1D. **Closed Session Agenda**

Public employee performance evaluation pursuant to Government Code Section 54957

Title: City Manager

Closed session was adjourned at 6:58PM.

2 OPEN SESSION

2A. **Call to Order**

Mayor Harvey called the open session to order at 7:02PM.

2B. **Report from Closed Session**

There was nothing to report from closed session.

2C. **Pledge of Allegiance**

Laurie Van Groningen, Finance Director, led the Pledge of Allegiance.

2D. **Roll Call**

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

2E. **Approval of Agenda Order**

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

AYES: Douglass, Harvey, Hesch, Mendoza, Stockwin

3 CONSENT CALENDAR

3A. **Minutes - City Council Meeting May 24, 2017**

Recommendation: Approve the Minutes of the Regular Meeting of May 24, 2017.

3B. **Sheriff Contract Amendment**

Recommendation: Adopt Resolution 19-2017 approving Contract Amendment No 2 with the County of Placer, Office of Sheriff-Coroner-Marshal for Law Enforcement Services for Fiscal Year July 1, 2017 – June 30, 2018.

3C. **Caboose Walkway Project**

Recommendation: Adopt Resolution 20-2017 approving an agreement with B&M Builders, Inc. for the Caboose Walkway Project in an amount not to exceed \$17,500.

3D. **Sewer Service Rates**

Recommendation: Accept and File Sewer Service Fees for Fiscal Year 2017-2018.

On a motion by Mayor Pro Tem Hesch, seconded by Councilmember Stockwin, Council unanimously approved the Consent Calendar.

4 PUBLIC COMMENT

Kristy Brothers, Representing the Green Machine

- Ms. Brothers reported about the upcoming 3rd of July event. The organization is using the same blueprint as last year with the addition of the Caboose Grand Opening ribbon cutting which will be held at 1:00PM. She passed around images of the artwork the group is using to promote the event and requested the standard \$500 the City gives to support major community events.

Council asked a few questions and thanked Ms. Brothers for her efforts. They stated they are willing to support the event.

Kristi Parnham, 134 W. Oak

- Ms. Parnham asked Council to consider erecting a memorial plaque to honor Gertrude Paul who was very active in the community during her lifetime.

Council directed staff to place an item on the next agenda to discuss an appropriate recommendation for honoring this longtime resident who made a significant impact on Colfax.

Karla Jameson, 21 East Oak #121

- Ms. Jameson came to Council to publicly thank the Sergeant for the quick and effective law enforcement response to catch a culprit unlawfully entering her home.

Foxy McCleary, 127 Saunders Lane

- Ms. McCleary reminded Council and the community of the Art Walk which will be held on Friday, June 16, 2017 from 4-8PM along Main Street.

5 COUNCIL STAFF AND OTHER REPORTS**5A. Committee Reports and Colfax Informational Items – All Councilmembers**

Councilmember Mendoza

- Councilmember Mendoza reported she enjoyed the City/County Officials Dinner along the American River which was hosted by Auburn. She spent quality time with local senior citizens.

Councilmember Stockwin

- Councilmember Stockwin also attended the City/County Dinner.
- He informed the public of the most effective way to alleviate issues with idling trains. The Placer County Air Quality Control Department will contact Union Pacific and levy fines for trains idling in town. The department must receive two complaints from members of the public in order to act. If you notice a train idling, contact Mike Sims (530-745-2330 or www.Placer.ca.gov/APCD).

Councilmember Douglass

- Councilmember Douglass represented the City at several meetings: the Elementary School Graduation, the Veterans Memorial at the Cemetery, the final SEDCorp Board meeting, and the Veteran's Pancake Breakfast (2nd Sunday @ 8:00AM).
- He also met with Nicolette Dalpino, Vice President of the Chamber, regarding coordinating another all service organization meeting which would hopefully draw members of the public.

Mayor Pro Tem Hesch

- Mayor Pro Tem Hesch has led the efforts to finish the caboose in time for the July 3rd Grand Opening at 1:00.

Mayor Harvey

- Mayor Harvey asked staff to look into issues with the Community Choice Energy Aggregate (CCA). He is concerned with articles which indicate cities may be at risk for extra costs. He urged Council to avoid signing any contract which could create a liability for the CCA.

5B. City Operations – City Staff*City Manager Schempf*

City Manager Schempf gave Council a handout listing staff activities and accomplishments since the last meeting and highlighted a few of those items.

- There is a Budget Workshop for Council on June 21, 2017 at 10:00AM.
- The Sierra Oaks Estates is close to reaching a reimbursement agreement.
- Staff will be putting out an RFP for an audit firm in the near future.
- The developer of the Maidu Property promises to have a site plan available for the informational meeting regarding the Roundabout which will be held immediately after the ADA Transition Plan Hearing on June 21, 2017 at 7:00PM.
- Staff has approved a business license to a local merchant to set up a Vegetable Stand in the Lots of Art Park on Tuesday evenings. It is an experiment to see if this might be expanded to the Farmers' Market or food truck vendors.

Community Services Director Heathcock

Mr. Heathcock handed Council a list of recent Community Services Department projects and discussed the highlights.

- The Union Pacific (UP) contractor will begin removal of the CA Fruit Growers Association Building (CFGGA) next week and finish by the end of July. The process will start inside with asbestos mitigation and removal of recyclable materials.
- The public hearing for the ADA transition plan will be next week.
- He gave Council a list of the quantity of materials picked-up during the Recology Spring Clean-up.

Councilmember Hesch commended the Public Works Crew for their work on the Caboose project.

5C. Additional Reports – Agency Partners*Sergeant Ty Conners, Colfax Substation Commander*

- Sergeant Conners explained the booking fee schedule is based on the three year average of arrests. Colfax arrests are higher this year, so the City is paying a fee for each arrest until July 1, 2017. The good news is the average is now higher.
- He thanked Ms. Brothers for a great job getting the 3rd of July event plans together.

Fire Chief Landon Haack, Colfax Battalion Chief

- Chief Haack stated the burn season is over as of today and the CalFire will be at peak staffing by June 26.
- He is happy to announce three Colfax Fire Department Volunteers recently graduated from the Fire Academy.
- The Volunteers plan to staff 2 pieces of equipment for the 3rd of July event.
- The Volunteers are planning a Pancake Breakfast fundraiser on July 4, 2017 from 7AM-10AM.

6 PUBLIC HEARING**6A. Public Hearing on the written report of delinquent sewer service charges and delinquent solid waste 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 2017-2018.

Mayor Harvey opened the Public Hearing at 7:52PM.

Finance Director Van Groningen explained this is a combined hearing to place the balances of delinquent sewer and solid waste accounts on the County property tax bills.

Councilmember Stockwin asked if the list of homeowners can be cleaned up to reflect actual owners – he has noticed several of the accounts are in the name of deceased people.

Ms. Van Groningen replied the list of property owners is directly from the County tax rolls.

Public Comment from

Marnie Burke of 150 Forest Hill Street, asked if there is recourse from this process?

Kristi Parnham of 134 W. Oak Street, inquired if the list must be public.

Ms. Van Groningen responded the process is set by ordinance.

Mayor Harvey closed the Public Hearing at 8:00PM.

On a motion by Mayor Pro Tem Hesch and a second by Councilmember Douglass, Council adopted Resolution 21-2017 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, Hesch, Mendoza, Stockwin

On a motion by Councilmember Stockwin and a second by Mayor Pro Tem Hesch, Council adopted Resolution 22-2017 requesting collection of Sewer Service Charges on the Placer County Tax Roll for Tax Year 2017-2018.

Ayes: Douglass, Harvey, Hesch, Mendoza, Stockwin

7 COUNCIL BUSINESS**7A. Electric Vehicle Charging Station Appearance****STAFF PRESENTATION:** John Schempf, City Manager**RECOMMENDED ACTION:** Discuss and direct as appropriate.

City Manager Schempf explained the Garden Club had asked for a camouflage design for the new electric charging stations. Foxey McCleary has presented a leaf design to be painted on the machines. Once Council approves of a design, it will be presented for approval of the company which owns the charging stations.

Council discussed this suggestion by Ms. McCleary and the majority concluded they would prefer a western or historic motif.

Ms. McCleary explained the design must go around the logos and signage on the stations.

Council decided to table the discussion for staff and the artist to bring back other options.

7B. Message Board Update**STAFF PRESENTATION:** John Schempf, City Manager**RECOMMENDED ACTION:** Discuss and direct staff as appropriate.

City Manager Schempf explained staff has determined it will be cost prohibitive to put the message board at the previously suggested S. Auburn site using the old railroad arm support. Staff has a new concept for Council's consideration – placing the message board at eye level near the statue of Schuyler Colfax.

Council discussed this location and expressed safety concerns since this is near the railroad crossing. Council tabled the discussion and asked staff to consider another location or determine if the sign could warn motorists of a pending train crossing by flashing "TRAIN CROSSING".

7C. **Event Liaison Position**

STAFF PRESENTATION: John Schempf, City Manager

RECOMMENDED ACTION: Approve engaging Amy Ugalde as the Event Liaison for the three major City events: 3rd of July, Railroad Days and Winterfest.

City Manager Schempf stated this suggestion is a result of a Council request to ensure events are coordinated more closely with City staff. Amy Ugalde is familiar with the event process and has contacts within the City. The proposal is for Amy to work closely with event coordinators, attend their planning meetings and submit reports to Council. She will be paid at a rate of \$17.00/hour, not to exceed \$1000/fiscal year.

Council discussed the proposal and determined to try the proposal for one year. They would like a report once/month for the three months prior to the events.

7D. **Council Goals Update**

STAFF PRESENTATION: John Schempf, City Manager

RECOMMENDED ACTION: For information only.

City Manager Schempf briefed Council on the progress made towards accomplishing Council goals.

- The ADA transition plan meeting is scheduled for next week.
- A sewer rate study should be completed by August. The cost will be more than expected.
- He will work on the CDBG soon.
- Staff is applying the new fee process to enforce requirements for the hotel.
- The Handbook will be available for review on Friday.
- The Pavement Management Plan is underway, but staff has still not determined a viable source of funding for major road improvements.
- The Staff report includes an analysis from Planner, Amy Feagans, stating the importance of cleaning up the Zoning Codes for the City.

Mayor Harvey stated Council will form a committee to assist with revision of the Zoning Code.

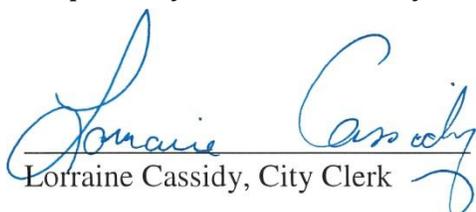
8 GOOD OF THE ORDER – INFORMAL COUNCIL STATEMENT REGARDING THE BUSINESS OF THE CITY

Councilmember Douglass stated the annual visit from French exchange students will be on July 10, 2017 at 7PM. This year there will be 5 boys and 20 girls. A member of Council should be present to greet the students. Mayor Harvey will check his calendar to see if he is available.

Councilmember Stockwin reminded staff to keep the dog clean-up bags stocked.

9 ADJOURNMENT

As there was no further business on the agenda, Mayor Harvey adjourned the meeting at 8:40PM. Respectfully submitted to City Council this 28th day of June, 2017


Lorraine Cassidy, City Clerk



City of Colfax
City Council Minutes
Special Workshop Session of Wednesday, June 21, 2017
City Hall Council Chambers
33 S. Main Street, Colfax CA

1 OPEN SESSION

1A. **Call to Order**

Mayor Harvey called the open session to order at 10:00AM.

1B. **Roll Call**

Council members present: Douglass, Harvey, Hesch, Stockwin

Excused absence: Mendoza

2 WORKSHOP

2A. **Budget Review**

Presentation: Laurie Van Groningen, Finance Director and John Schempf, City Manager

Recommendation: Discussion and direction from Council to Staff.

City Manager Schempf stated the meat of the Revised Budget for Fiscal Year 2017-2018 is in the Budget Memo. Ms. Van Groningen did a great job preparing the memo for Council.

Ms. Van Groningen stated this budget revision is a deeper review than has been done in the past. She began her presentation by reading a statement from the 2011 Budget Memo which reflected a much less positive financial picture than is presented this year. The City now has good reserves in some areas and staff continues to build appropriate reserves to reduce risk of unexpected issues impacting the City's ability to serve the community.

Council discussed several portions of the budget to gain understanding of the state of City finances and direct staff for changes in either the budget or communication strategies to the public.

Council discussed issues related to the Wastewater Treatment Plant and sewer inflow and infiltration. Staff emphasized the need to hire a firm for a comprehensive Sewer Rate Study and Council advised staff not to imply there may be a decrease in sewer rates.

Council discussed staffing. They agreed to a 4% Cost of Living Adjustment for all employees and placed a moratorium on creating new positions other than the Public Works employee which is in this budget. They also decided to change the allocations of the City Manager and the Community Services Director by reducing the Sewer Fund allocation 5% and increasing the Closed Landfill Fund allocation by that 5%.

Council discussed building issues and Mayor Harvey reminded Council the fire station needs major renovations.

Councilmember Stockwin requested assurance the budget will reflect the need for ADA transition projects on an annual basis. Community Services Director Heathcock stated the ADA Transition Plan which is up for approval after the hearing tonight will fill that need.

Mayor Harvey would like Council to consider realigning Mitigation Fees before the report is due next fiscal year.

Mayor Pro Tem Hesch would like to address renting the Depot office and bringing other rents received by the City to market value.

Council thanked Finance Director Van Groningen for a very thorough and effective report.

3 PUBLIC COMMENT

Ken Ahrens, 230 Schultz

- Mr. Ahrens asked if Council could consider a discount on sewer rates for seniors.

Staff stated this could be a question asked in the Sewer Rate Study, but it is most likely illegal to use public funds to supplement one segment of the community.

Tim Ryan, 300 S Main Street

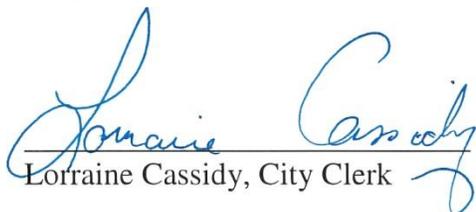
- Mr. Ryan stated he would like to see Council communicate more with the public regarding special meetings. He suggested finding a mechanism to educate residents why sewer rates are high.

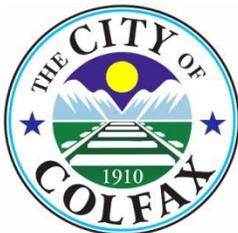
Council discussed these issues and suggested a staff could consider sending a notice to residents regarding sewer rates and how to be proactive in keeping expenses down.

4 ADJOURNMENT

As there was no further business on the agenda, Mayor Harvey adjourned the meeting at 11:34AM.

Respectfully submitted to City Council this 28th day of June, 2017


Lorraine Cassidy, City Clerk



STAFF REPORT TO THE COLFAX CITY COUNCIL

FOR THE JUNE 28, 2017 COUNCIL MEETING

FROM: John Schempf, City Manager
PREPARED BY: Laurie Van Groningen, Finance Director
DATE: June 21, 2017
SUBJECT: City of Colfax Cash Summary Report: May 2017

<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>	FUNDED	<input type="checkbox"/>	UN-FUNDED	AMOUNT:	FROM FUND:
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RECOMMENDED ACTION: Accept and file City of Colfax Cash Summary Report: May 2017.

BACKGROUND AND ANALYSIS:

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

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

The attached reports reflect an overview of the financial transactions of the City of Colfax in May 2017. Monthly highlights include:

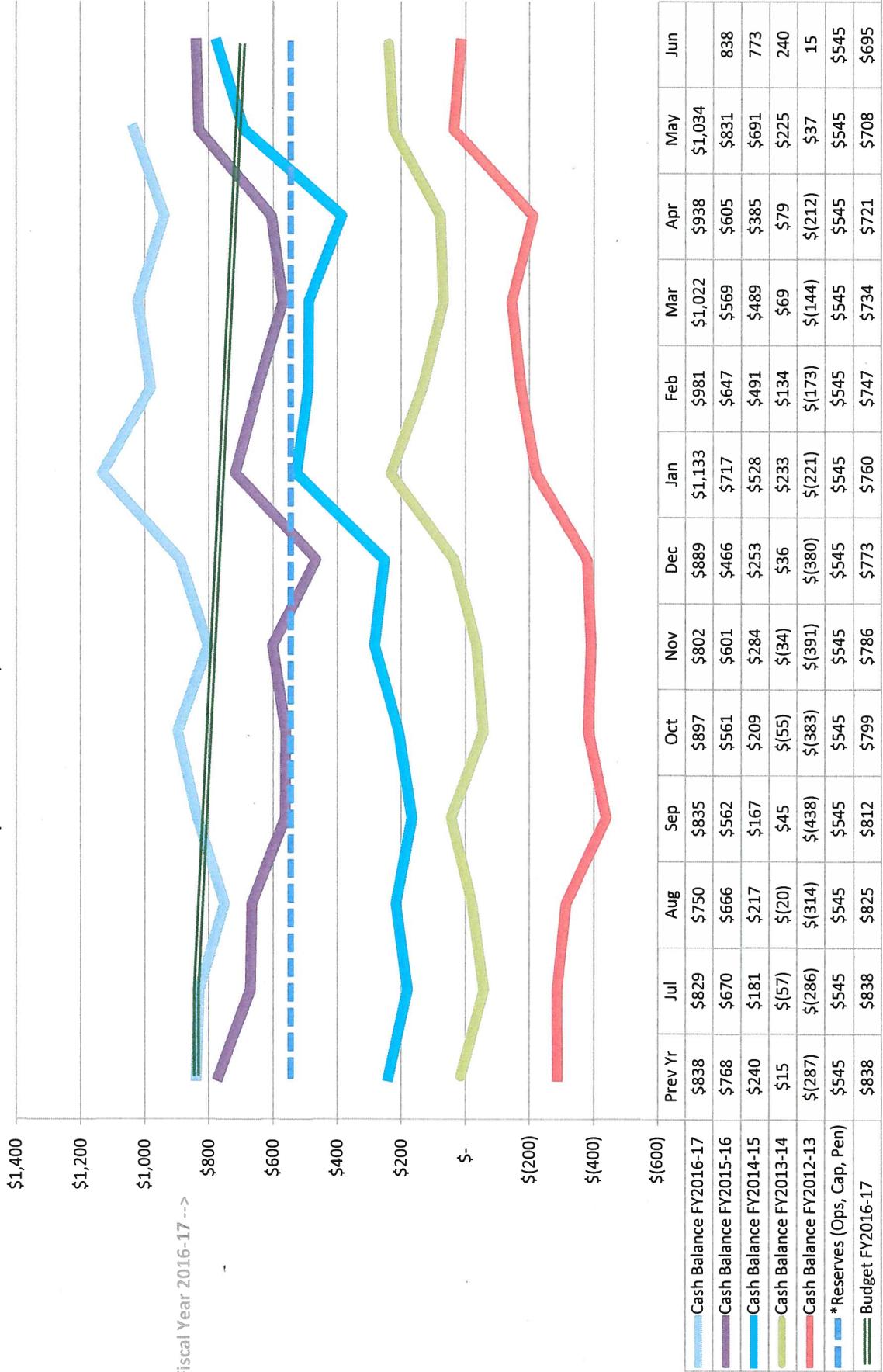
- Negative cash fund balances in Special Revenues and Capital project funds are due to timing of funding allocations and reimbursements.
 - Fund 250 – Streets & Roads – We received the first allocation of our annual funding through PCTPA in April and expect the balance in June 2017. Fund transfers from General Fund and Gas Tax Fund will record by the end of the fiscal year.
 - Fund 370 – Capital Funds – The first reimbursement was received for project to date costs during March. Next request is anticipated to be filed in June.
- The second allocation (40%) of annual property tax revenues (including delinquent sewer charges) was received in May. The balance (5%) is expected in July.
- Quarterly installment for Sheriff services was paid in May.

ATTACHMENTS:

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

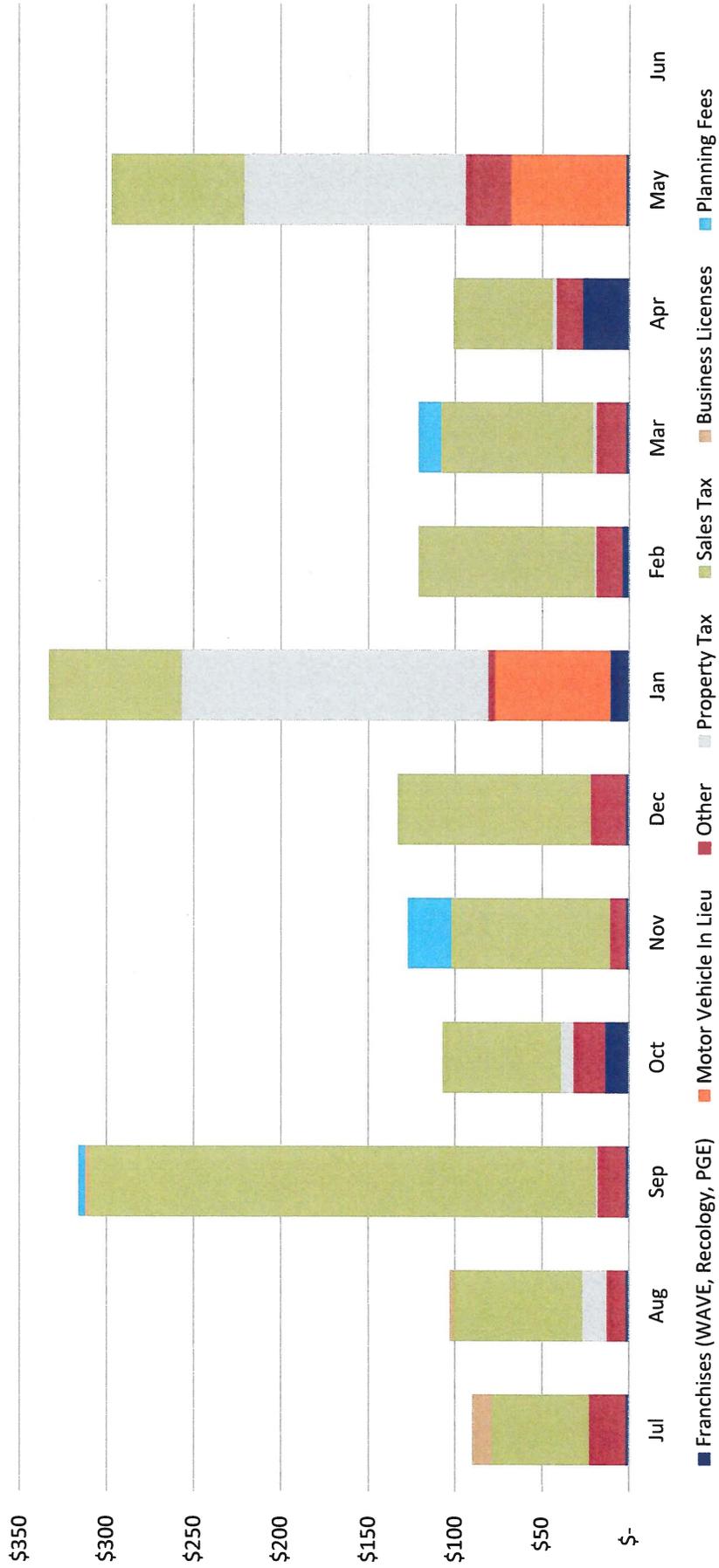
City of Colfax - May 2017 General Fund Reserved Cash Analysis

(Dollars in Thousands)



* General Fund (GF) Reserves per adopted budget.

City of Colfax - May 2017 General Fund Reserved Cash - Revenues by Month (Dollars in Thousands)



City of Colfax
Cash Summary
May 31, 2017

	Balance 04/30/2017	Revenues In	Expenses Out	Transfers	Balance 05/31/2017
US Bank	\$ 119,012.60	\$ 532,052.01	\$ (422,960.84)	\$ (75,000.00)	\$ 153,103.77
LAIF	\$ 4,020,566.46	\$ -		\$ 75,000.00	\$ 4,095,566.46
Total Cash - General Ledger	\$ 4,139,579.06	\$ 532,052.01	\$ (422,960.84)	\$ -	\$ 4,248,670.23
Petty Cash (In Safe)	\$ 300.00				\$ 300.00
Total Cash	\$ 4,139,879.06	\$ 532,052.01	\$ (422,960.84)	\$ -	\$ 4,248,970.23

Change in Cash Account Balance - Total \$ 109,091.17

Attached Reports:

- 1. Cash Transactions Report (By Individual Fund)
- 2. Check Register Report (Accounts Payable) \$ (306,274.19)
- 3. Cash Receipts - Daily Cash Summary Report \$ 377,816.59
 - Payroll Checks and Tax Deposits \$ (101,510.55)
 - Utility Billings - Receipts \$ 139,059.36
 - Service Charge/Adj \$ (0.04)
 - \$ -
 - \$ 109,091.17 \$

Prepared by: Laurie Van Groningen, Finance Director *Laurie Van Groningen* 6/21/17

Reviewed by: John Schempf, City Manager *John Schempf* 6/21/17

City of Colfax

Cash Transactions Report - May 2017

	Beginning Balance	Debit Revenues	Credit (Expenditures)	Ending Balance
Fund Type: 1.11 - General Fund - Unassigned				
Fund: 100 - General Fund	\$ 1,091,270.97	\$ 293,092.11	\$ (200,828.19)	\$ 1,183,534.89
Fund: 120 - Land Development Fees	\$ 30,087.26	\$ 3,600.00	\$ -	\$ 33,687.26
Fund: 570 - Garbage Fund	\$ (183,461.01)	\$ -	\$ -	\$ (183,461.01)
Fund Type: 1.11 - General Fund - Unassigned	\$ 937,897.22	\$ 296,692.11	\$ (200,828.19)	\$ 1,033,761.14
Fund Type: 1.14 - General Fund - Restricted				
Fund: 571 - AB939 Landfill Diversion	\$ 29,317.26	\$ -	\$ -	\$ 29,317.26
Fund: 572 - Landfill Post Closure Maintenance	\$ 788,407.97	\$ -	\$ (4,980.00)	\$ 783,427.97
Fund Type: 1.14 - General Fund - Restricted	\$ 817,725.23	\$ -	\$ (4,980.00)	\$ 812,745.23
Fund Type: 1.24 - Special Rev Funds - Restricted				
Fund: 210 - Mitigation Fees - Roads	\$ 28,681.61	\$ -	\$ -	\$ 28,681.61
Fund: 211 - Mitigation Fees - Drainage	\$ 3,064.40	\$ -	\$ -	\$ 3,064.40
Fund: 212 - Mitigation Fees - Trails	\$ 42,931.06	\$ -	\$ -	\$ 42,931.06
Fund: 213 - Mitigation Fees - Parks/Rec	\$ 98,313.49	\$ -	\$ -	\$ 98,313.49
Fund: 214 - Mitigation Fees - City Bldgs	\$ 949.17	\$ -	\$ -	\$ 949.17
Fund: 215 - Mitigation Fees - Vehicles	\$ 4,515.34	\$ -	\$ -	\$ 4,515.34
Fund: 217 - Mitigation Fees - DT Parking	\$ 26,759.70	\$ -	\$ -	\$ 26,759.70
Fund: 218 - Support Law Enforcement	\$ 45,183.12	\$ 15,165.23	\$ (54,323.78)	\$ 6,024.57
Fund: 241 - CDBG Housing Rehabilitation	\$ 94,750.54	\$ -	\$ -	\$ 94,750.54
Fund: 244 - CDBG MicroEnterprise Lending	\$ 118,411.82	\$ -	\$ -	\$ 118,411.82
Fund: 250 - Streets - Roads/Transportation	\$ (96,417.04)	\$ 1,590.00	\$ (14,830.12)	\$ (109,657.16)
Fund: 253 - Gas Taxes	\$ 24,257.20	\$ 7,604.99	\$ (1,416.60)	\$ 30,445.59
Fund: 270 - Beverage Container Recycling	\$ 38,109.86	\$ -	\$ (20,201.70)	\$ 17,908.16
Fund: 280 - Oil Recycling	\$ 3,770.60	\$ -	\$ (129.32)	\$ 3,641.28
Fund: 286 - Community Projects	\$ 5,292.19	\$ -	\$ -	\$ 5,292.19
Fund: 292 - Fire Department Capital Funds	\$ 92,481.54	\$ -	\$ -	\$ 92,481.54
Fund: 342 - Fire Construction - Mitigation	\$ 2,440.85	\$ -	\$ -	\$ 2,440.85
Fund: 343 - Recreation Construction	\$ 2,441.30	\$ -	\$ -	\$ 2,441.30
Fund Type: 1.24 - Special Rev Funds - Restrict	\$ 535,936.75	\$ 24,360.22	\$ (90,901.52)	\$ 469,395.45
Fund Type: 1.34 - Capital Projects - Restricted				
Fund: 300 - Capital Projects - General	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
Fund: 350 - Street Improvement Projects	\$ 24,151.54	\$ -	\$ -	\$ 24,151.54
Fund: 370 - North Main Street Bike Route	\$ (8,287.24)	\$ 1,200.00	\$ (1,200.00)	\$ (8,287.24)
Fund Type: 1.34 - Capital Projects - Restricted	\$ 20,864.30	\$ 1,200.00	\$ (1,200.00)	\$ 20,864.30
Fund Type: 2.11 - Enterprise Funds - Unassigned				
Fund: 560 - Sewer	\$ 627,929.33	\$ 124,661.67	\$ (110,501.91)	\$ 642,089.09
Fund: 561 - Sewer Liftstations	\$ 371,654.82	\$ 14,793.32	\$ (14,549.18)	\$ 371,898.96
Fund: 563 - Wastewater Treatment Plant	\$ 375,851.29	\$ 39,195.70	\$ -	\$ 415,046.99
Fund: 564 - Sewer Connections	\$ 41,080.00	\$ -	\$ -	\$ 41,080.00
Fund: 565 - General Obligation Bond 1978	\$ 2,221.22	\$ 4.57	\$ (0.04)	\$ 2,225.75
Fund: 567 - Inflow & Infiltration	\$ 408,418.90	\$ 31,144.42	\$ -	\$ 439,563.32
Fund Type: 2.11 - Enterprise Funds - Unassigni	\$ 1,827,155.56	\$ 209,799.68	\$ (125,051.13)	\$ 1,911,904.11
Fund Type: 9.0 - CLEARING ACCOUNT				
Fund: 998 - PAYROLL CLEARING FUND	\$ -	\$ -	\$ -	\$ -
Fund Type: 9.0 - CLEARING ACCOUNT	\$ -	\$ -	\$ -	\$ -
Grand Totals:	\$ 4,139,579.06	\$ 532,052.01	\$ (422,960.84)	\$ 4,248,670.23

Check Register Report

ITEM 3C

Checks Processed May 2017

Date: 06/16/2017

Time: 3:23 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							
52581	05/04/2017	Reconciled		09608	JACKSON'S SMALL ENGINE REPAIR	MOWER RPR	172.77
52582	05/05/2017	Reconciled		01418	ALL PHASE AUTO	TRACTOR REPAIR	458.73
52583	05/05/2017	Reconciled		01460	AMERIPRIDE UNIFORM SERVICE	STMT 4/30/17	393.22
52584	05/05/2017	Reconciled		01500	ANDERSON'S SIERRA	SOLENOID	416.55
52585	05/05/2017	Reconciled		04260	DEPARTMENT OF WATER RESOURCES	WWTP/DAM STORAGE FEE	12,986.00
52586	05/05/2017	Reconciled		04541	DOG WASTE DEPOT	DOG WASTE BAGS	125.48
52587	05/05/2017	Reconciled		08050	HACH COMPANY	WWTP LAB SUPPLIES	117.98
52588	05/05/2017	Reconciled		08070	HANSEN BROS. ENTERPRISES	BARK FOR LIONS PARK	355.21
52589	05/05/2017	Reconciled		08075	HARRIS INDUSTRIAL GASES	BIN RAIL REPAIR	145.97
52590	05/05/2017	Reconciled		08170	HILLS FLAT LUMBER CO	STMT 4/25/17	964.88
52591	05/05/2017	Reconciled		08200	HINDERLITER, DE LLAMAS & ASSOC	AUDIT SERVICES SALES TAX 2NDQ	670.12
52592	05/05/2017	Reconciled		08501	HOME DEPOT CREDIT SERVICES	STMT 4/21/17	840.26
52593	05/05/2017	Reconciled		08660	HUNT AND SONS, INC.	PUBLIC WORKS FUEL	431.63
52594	05/05/2017	Reconciled		14356	NORTHERN CALIFORNIA GLOVE	WWTP GLOVES	58.99
52595	05/05/2017	Void	05/10/2017	16300	PCWA -PLACER COUNTY	METER DEPOSIT	0.00
52596	05/05/2017	Reconciled		16011(2)	PELLETREAU, ALDERSON & CABRAL	APR 2017 SERVICES	1,183.50
52597	05/05/2017	Reconciled		16035	PG&E	STMT 4/26/17	20,038.13
52598	05/05/2017	Reconciled		16165	PLACER COUNTY ENVIRONMENTAL	LANDFILL CLOSURE TESTING	801.00
52599	05/05/2017	Reconciled		03580	PLACER COUNTY HHS	ANIMAL & FIELD SVCS Q4 FY16/17	7,497.75
52600	05/05/2017	Reconciled		16200	PLACER COUNTY SHERIFF DEPT.	FY2016-17 SERVICES Q4	156,401.25
52601	05/05/2017	Reconciled		16559	PLAZA TIRE AND AUTO SERVICE	E37 TIRES	3,801.00
52602	05/05/2017	Reconciled		18496	RIVER CITY RENTALS	MANHOLE REPAIR	208.61
52603	05/05/2017	Reconciled		19601	STAPLETON, JOHN	CORP YARD REPAIRS	3,105.21
52604	05/05/2017	Reconciled		21560	US BANK CORPORATE PMT SYSTEM	STMT 4/24/17	4,001.38
52605	05/05/2017	Reconciled		21500	USA BLUE BOOK, INC	WWTP SUPPLIES	1,231.99
52606	05/05/2017	Reconciled		21900	UV DOCTOR LAMPS LLC	WWTP SUPPLIES	10,450.06
52607	05/05/2017	Reconciled		22106	VAN GRONINGEN & ASSOCIATES	FINANCIAL SERVICES APR 2017	5,812.50
52608	05/05/2017	Reconciled		23169	WAVE BUSINESS SOLUTIONS	CITY HALL PHONES	190.52
52609	05/08/2017	Printed		03141	CALPERS	MAY 2017 HEALTH PREMIUMS	12,060.40
52610	05/10/2017	Reconciled		01414	ALHAMBRA & SIERRA SPRINGS	WATER CITY HALL/CORP YARD	116.67
52611	05/10/2017	Reconciled		01424	ALL PRO BACKFLOW	BACKFLOW SERVICES	656.55
52612	05/10/2017	Reconciled		02848	BRESNAHAN, ROGER J.	CPR TRAINING\IMMUNIZATIONS	659.91
52613	05/10/2017	Reconciled		03401	CHOICE BUILDER	JUNE 2017 PREMIUMS	693.63
52614	05/10/2017	Printed		03511	COLFAX GARDEN CLUB	PLANT SALE DEPOSIT REFUND	100.00
52615	05/10/2017	Printed		03540	COLFAX LIONS CLUB	EVENT DEPOSIT REIMBURSEMENT	100.00
52616	05/10/2017	Reconciled		04186	DAWSON, JEREMY	CPR TRAINING\IMMUNIZATIONS	684.65
52617	05/10/2017	Reconciled		04234	DE LAGE LANDEN FINANCIAL	MAY 2017 COPY MACHINE LEASE	468.34
52618	05/10/2017	Reconciled		04225	DEBRA FULENWIDER	EVENT DEPOSIT REIMBURSEMENT	100.00
52619	05/10/2017	Reconciled		04400	DIAMOND WELL DRILLING CO.	MARCH 2017 MONITORING	3,778.00
52620	05/10/2017	Reconciled		07465	GOLD MINER PEST CONTROL	WWTP PEST CONTROL	210.00
52621	05/10/2017	Reconciled		08159	HILL BROTHERS CHEMICAL CO.	WWTP CHEMICALS	6,985.56
52622	05/10/2017	Reconciled		14356	NORTHERN CALIFORNIA GLOVE	SUPPLIES	64.47
52623	05/10/2017	Reconciled		16300	PCWA -PLACER COUNTY	WATER	1,608.66
52624	05/10/2017	Reconciled		16040	PURCHASE POWER	POSTAGE	1,513.50
52625	05/10/2017	Reconciled		18883	SAC-VAL JANITORIAL SUPPLY	SUPPLIES	139.02
52626	05/10/2017	Reconciled		01790	SIERRA OFFICE PRODUCTS	APRIL 2017 OFFICE SUPPLIES	286.83
52627	05/10/2017	Reconciled		19519(2)	SOROPTIMIST	EVENT DEPOSIT REIMBURSEMENT	100.00
52628	05/10/2017	Reconciled		19601	STAPLETON, JOHN	CITY HALL/SPLASH PARK RPRS	1,785.00

Check Register Report

ITEM 3C

Checks Processed May 2017

Date: 06/16/2017

Time: 3:23 pm

Page: 2

8 of 11

CITY OF COLFAX

BANK: US BANK

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
US BANK Checks							
52629	05/10/2017	Reconciled		23169	WAVE BUSINESS SOLUTIONS	CORP YARD INTERNET	54.90
52630	05/10/2017	Reconciled		23301	WESTERN PLACER WASTE	APR 2017 SLUDGE REMOVAL	806.85
52631	05/24/2017	Reconciled		01413	ALLIANT INSURANCE SERVICES,	17/18 ACIP CRIME RENEWAL	950.00
52632	05/24/2017	Reconciled		01766	AT&T MOBILITY	APR 2017 CELL PHONES	881.25
52633	05/24/2017	Reconciled		02901	BUREAU VERITAS NORTH AMERICA	BLDG OFFICIAL SERVICE APR 2017	5,227.50
52634	05/24/2017	Printed		06730	COLFAX FARM AND COUNTRY STORE	CORP YARD HEATER PROPANE	58.96
52635	05/24/2017	Reconciled		04592	DACOMM	WWTP INTERNET	99.95
52636	05/24/2017	Reconciled		05221	EOSI - ENVIRONMENT OPERATING	WWTP CHEMICALS	5,971.68
52637	05/24/2017	Printed		06416	FIRST SERVICE	BALL PARK BLEACHERS	20,201.70
52638	05/24/2017	Reconciled		06278	FRONTIER COMMUNICATIONS	WWTP PHONE SERVICE	180.59
52639	05/24/2017	Reconciled		07465	GOLD MINER PEST CONTROL	FIRE DEPT 36 PEST CONTROL	144.00
52640	05/24/2017	Reconciled		07570	GRAINGER	WWTP SUPPLIES	103.27
52641	05/24/2017	Reconciled		08660	HUNT AND SONS, INC.	FIRE DEPT FUEL	222.43
52642	05/24/2017	Reconciled		16559	PLAZA TIRE AND AUTO SERVICE	CHEVY TIRE REPAIR	15.00
52643	05/24/2017	Printed		18193	RECOLOGY AUBURN PLACER	TAX ROLLS 40% FY2016-2017	1,710.14
52644	05/24/2017	Reconciled		18194	RGS - REGIONAL GOV SERVICES	APR 2017 PLANNING SVCS	3,950.00
52645	05/24/2017	Printed		19575	SHANNA STAHL	CAL PERS TRAINING REIMB	121.35
52646	05/24/2017	Reconciled		19396	SIERRA SAFETY COMPANY	CHARGING STATION SIGNAGE	8.58
52647	05/24/2017	Reconciled		23204	WATSON MARLOW INC.	WWTP SUPPLIES	392.49
52648	05/24/2017	Reconciled		23169	WAVE BUSINESS SOLUTIONS	CITY HALL INTERNET	159.90
52649	05/24/2017	Reconciled		23169	WAVE BUSINESS SOLUTIONS	RR DEPOT PHONE	13.64
52650	05/24/2017	Reconciled		23169	WAVE BUSINESS SOLUTIONS	FIRE STATION PHONE	28.13

Total Checks: 70

Checks Total (excluding void checks): 306,274.19

Total Payments: 70

Bank Total (excluding void checks): 306,274.19

Total Payments: 70

Grand Total (excluding void checks): 306,274.19

DAILY CASH SUMMARY REPORT

ITEM 3C

Page: 11
6/21/2017
1:51 pm

05/01/2017 - 05/31/2017

City of Colfax

MJE No.	Line	Posting Date	Type	GL Number	Debit	Credit	Net Chng
Fund: 100 - General Fund							
99279	2	05/05/2017	CR	100-000-1000	0.00	55.35	-55.35
99280	2	05/05/2017	CR	100-000-1000	13.50	0.00	13.50
99281	2	05/05/2017	CR	100-000-1000	0.45	0.00	0.45
99282	2	05/05/2017	CR	100-000-1000	2,769.62	0.00	2,769.62
99283	2	05/05/2017	CR	100-000-1000	500.00	0.00	500.00
99284	2	05/05/2017	CR	100-000-1000	260.04	0.00	260.04
05/05/2017	Daily Totals				3,543.61	55.35	3,488.26
99515	2	05/09/2017	CR	100-000-1000	310.75	0.00	310.75
99516	2	05/09/2017	CR	100-000-1000	1,000.00	0.00	1,000.00
99517	2	05/09/2017	CR	100-000-1000	116.90	0.00	116.90
99579	2	05/09/2017	CR	100-000-1000	42.25	0.00	42.25
99583	2	05/09/2017	CR	100-000-1000	194,287.37	0.00	194,287.37
05/09/2017	Daily Totals				195,757.27	0.00	195,757.27
99519	2	05/10/2017	CR	100-000-1000	38.50	0.00	38.50
99520	2	05/10/2017	CR	100-000-1000	116.70	0.00	116.70
99521	2	05/10/2017	CR	100-000-1000	100.00	0.00	100.00
99522	2	05/10/2017	CR	100-000-1000	141.86	0.00	141.86
05/10/2017	Daily Totals				397.06	0.00	397.06
99582	2	05/12/2017	CR	100-000-1000	0.00	173.87	-173.87
05/12/2017	Daily Totals				0.00	173.87	-173.87
99581	2	05/17/2017	CR	100-000-1000	75,900.00	0.00	75,900.00
05/17/2017	Daily Totals				75,900.00	0.00	75,900.00
99570	2	05/22/2017	CR	100-000-1000	1,598.64	0.00	1,598.64
99571	2	05/22/2017	CR	100-000-1000	150.00	0.00	150.00
99573	2	05/22/2017	CR	100-000-1000	100.00	0.00	100.00
99574	2	05/22/2017	CR	100-000-1000	69.85	0.00	69.85
99575	2	05/22/2017	CR	100-000-1000	38.50	0.00	38.50
99576	2	05/22/2017	CR	100-000-1000	53.50	0.00	53.50
99577	2	05/22/2017	CR	100-000-1000	13.50	0.00	13.50
99578	2	05/22/2017	CR	100-000-1000	0.35	0.00	0.35
99813	2	05/22/2017	CR	100-000-1000	100.00	0.00	100.00
99818	2	05/22/2017	CR	100-000-1000	28.60	0.00	28.60
05/22/2017	Daily Totals				2,152.94	0.00	2,152.94
99816	2	05/23/2017	CR	100-000-1000	501.00	0.00	501.00
99817	2	05/23/2017	CR	100-000-1000	19.75	0.00	19.75
05/23/2017	Daily Totals				520.75	0.00	520.75
99584	2	05/24/2017	CR	100-000-1000	175.00	0.00	175.00
99585	2	05/24/2017	CR	100-000-1000	80.85	0.00	80.85
99586	2	05/24/2017	CR	100-000-1000	467.34	0.00	467.34
99587	2	05/24/2017	CR	100-000-1000	63.75	0.00	63.75
05/24/2017	Daily Totals				786.94	0.00	786.94

DAILY CASH SUMMARY REPORT

ITEM 3C

Page 12
6/21/2017
1:51 pm

05/01/2017 - 05/31/2017

City of Colfax

MJE No.	Line	Posting Date	Type	GL Number	Debit	Credit	Net Chng	
99815	2	05/25/2017	CR	100-000-1000	38.50	0.00	38.50	
99819	2	05/25/2017	CR	100-000-1000	167.50	0.00	167.50	
05/25/2017		Daily Totals			206.00	0.00	206.00	
99814	2	05/30/2017	CR	100-000-1000	1,237.22	0.00	1,237.22	
05/30/2017		Daily Totals			1,237.22	0.00	1,237.22	
99820	2	05/31/2017	CR	100-000-1000	99.41	0.00	99.41	
05/31/2017		Daily Totals			99.41	0.00	99.41	
Fund: 100 - General Fund					TOTALS:	280,601.20	229.22	280,371.98
Fund: 120 - Land Development Fees								
99285	2	05/05/2017	CR	120-000-1000	1,100.00	0.00	1,100.00	
05/05/2017		Daily Totals			1,100.00	0.00	1,100.00	
99821	2	05/30/2017	CR	120-000-1000	2,500.00	0.00	2,500.00	
05/30/2017		Daily Totals			2,500.00	0.00	2,500.00	
Fund: 120 - Land Development Fees					TOTALS:	3,600.00	0.00	3,600.00
Fund: 218 - Support Law Enforcement								
99583	7	05/09/2017	CR	218-000-1000	15,165.23	0.00	15,165.23	
05/09/2017		Daily Totals			15,165.23	0.00	15,165.23	
Fund: 218 - Support Law Enforcement					TOTALS:	15,165.23	0.00	15,165.23
Fund: 250 - Streets - Roads/Transportation								
99514	2	05/09/2017	CR	250-000-1000	90.00	0.00	90.00	
05/09/2017		Daily Totals			90.00	0.00	90.00	
99822	2	05/31/2017	CR	250-000-1000	1,500.00	0.00	1,500.00	
05/31/2017		Daily Totals			1,500.00	0.00	1,500.00	
Fund: 250 - Streets - Roads/Transportation					TOTALS:	1,590.00	0.00	1,590.00
Fund: 253 - Gas Taxes								
99277	2	05/05/2017	CR	253-000-1000	3,081.57	0.00	3,081.57	
05/05/2017		Daily Totals			3,081.57	0.00	3,081.57	
99826	2	05/31/2017	CR	253-000-1000	4,523.42	0.00	4,523.42	

DAILY CASH SUMMARY REPORT

ITEM 3C

11 Page 13

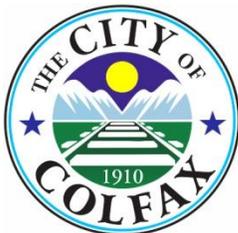
6/21/2017

1:51 pm

05/01/2017 - 05/31/2017

City of Colfax

MJE No.	Line	Posting Date	Type	GL Number	Debit	Credit	Net Chng	
05/31/2017		Daily Totals			4,523.42	0.00	4,523.42	
Fund: 253 - Gas Taxes					TOTALS:	7,604.99	0.00	7,604.99
Fund: 560 - Sewer	99278	2	05/05/2017	CR 560-000-1000	200.00	0.00	200.00	
05/05/2017		Daily Totals			200.00	0.00	200.00	
	99583	11	05/09/2017	CR 560-000-1000	38,782.28	0.00	38,782.28	
05/09/2017		Daily Totals			38,782.28	0.00	38,782.28	
	99518	2	05/10/2017	CR 560-000-1000	61.33	0.00	61.33	
05/10/2017		Daily Totals			61.33	0.00	61.33	
Fund: 560 - Sewer					TOTALS:	39,043.61	0.00	39,043.61
Fund: 561 - Sewer Liftstations	99580	2	05/18/2017	CR 561-000-1000	407.00	0.00	407.00	
05/18/2017		Daily Totals			407.00	0.00	407.00	
	99572	2	05/22/2017	CR 561-000-1000	407.00	0.00	407.00	
05/22/2017		Daily Totals			407.00	0.00	407.00	
Fund: 561 - Sewer Liftstations					TOTALS:	814.00	0.00	814.00
Fund: 565 - General Obligation Bond 1978	99583	9	05/09/2017	CR 565-000-1000	4.57	0.00	4.57	
05/09/2017		Daily Totals			4.57	0.00	4.57	
Fund: 565 - General Obligation Bond 1978					TOTALS:	4.57	0.00	4.57
Fund: 567 - Inflow & Infiltration	99583	15	05/09/2017	CR 567-000-1000	29,622.21	0.00	29,622.21	
05/09/2017		Daily Totals			29,622.21	0.00	29,622.21	
Fund: 567 - Inflow & Infiltration					TOTALS:	29,622.21	0.00	29,622.21
GRAND TOTALS:					378,045.81	229.22	377,816.59	



STAFF REPORT TO THE COLFAX CITY COUNCIL

FOR THE JUNE 28, 2017 COUNCIL MEETING

FROM: John Schempf, City Manager
PREPARED BY: Lorraine Cassidy, City Clerk
DATE: June 22, 2017
SUBJECT: Adoption of Employee Handbook

<input type="checkbox"/>	N/A	<input type="checkbox"/>	FUNDED	<input type="checkbox"/>	UN-FUNDED	AMOUNT:	FROM FUND:
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RECOMMENDED ACTION: Adopt Resolution 24-2017 approving the revised Employee Handbook effective July 1, 2017.

DISCUSSION AND SUMMARY:

The City’s personnel rules were adopted in 1985 and have not been updated since that time. On January 11, 2017, recognizing the City’s personnel rules need to be updated, the City Council assigned Councilmembers Stockwin and Douglass as an ad hoc committee to work with City Clerk Cassidy to develop a new employee handbook. Using the CalChamber handbook as a template, the committee prepared the Employee Handbook to reflect the current needs of the City and incorporate salient points from previous renditions of the handbook and the Memorandum of Understanding (MOU) for represented employees. After the ad hoc committee prepared the draft, the handbook was reviewed by a prominent California labor law firm, Liebert, Cassidy and Whitmore (LCW). The LCW comments were incorporated into the revised handbook before it was posted at City Hall, the Post Office, and on the City website on June 16, 2017. The draft was also distributed for employee review and provided to the Stationary Engineers Local 39 Union representative on June 16, 2017.

Council and staff suggested a few non-material changes which have been corrected. The following suggestions have also been incorporated into the document for approval:

- Page 25 – The following sentence *will be removed* – Decisions by the City Manager may be appealed to the City Council with the option to request a closed session.
- Page 44 – Prohibited Conduct, 9th bullet *will read* – Carrying firearms or any other dangerous weapons on City premises unless permissible by a valid Concealed Carry Weapon permit.
- Page 48 – The phrase without a valid Concealed Carry Weapons permit *will be added to the sentence* – Possession of non-work related weapons...
- Page 52 – Family and Medical Leave, *add after the first sentence* – Although the City of Colfax is exempt from offering FMLA due to our small size, the City is offering this standard program to employees.

Colfax Municipal Code Section 2.48.030 allows the Council to adopt or amend personnel rules by resolution after notice has been publicly posted in at least three public places designated by the City Council and at least five days prior to City Council consideration. Section 2.48.030 also requires the City Clerk shall give reasonable written notice to each recognized employee organization affected by the proposed rules.

City staff will be available to answer any questions or incorporate any changes into the Employee Handbook before it is adopted.

Attachment:

1. Resolution 24-2017

City of Colfax

City Council

Resolution № 24-2017

ADOPTING THE REVISED EMPLOYEE HANDBOOK EFFECTIVE JULY 1, 2017.

Whereas, the City's personnel rules were adopted in 1985 and have not been revised since they were adopted; and

Whereas, revised personnel rules have been prepared and reviewed by the City Council, City staff and independent labor counsel; and

Whereas, on July 16, 2017, as required by Colfax Municipal Code Section 2.48.030, the Employee Handbook was publicly posted in three places designated by the City Council, and such posting occurred more than five days prior to City Council consideration; and

Whereas, in accordance with Colfax Municipal Code Section 2.48.030 the City Clerk gave reasonable written notice to each recognized employee organization affected by the proposed Employee Handbook; and

Whereas, the City Council finds that adopting the revised Employee Handbook is in the best interest of the City and its employees.

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

1. The foregoing recitals are true and correct statements of fact and are hereby incorporated into this Resolution.

2. The revised Employee Handbook in the form attached to this Resolution is hereby adopted effective July 1, 2017. All personnel rules previously adopted by the City are hereby rescinded except to the extent they are contained in a Memorandum Of Understanding with the City's represented employees.

THE FOREGOING RESOLUTION was duly and regularly passed and adopted at a regular meeting of the City Council of the City of Colfax held on the 28th day of June, 2017 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Stephen Harvey, Mayor

ATTEST:

Lorraine Cassidy, City Clerk



Employee Handbook

City of Colfax

Adopted by City Council: **Finished Draft for Approval**

This document will be reviewed in conjunction with negotiations for renewal of the MOU with represented employees.

TABLE OF CONTENTS

General Employment Policies4

 Introduction 4

 Our Community 4

 Community Relations 5

 Right to Revise 6

Employment Status7

Compensation and Benefits9

 Wages 9

 Expense Accounts 12

 Payment of Wages..... 12

 Timekeeping Requirements..... 13

 Deductions for Exempt Employees..... 14

 Benefits 15

Employment Status Changes19

 Disciplinary Action 19

 Reductions in Force 22

 Voluntary Resignation/Retirement 22

General Employment Guidelines23

 Workers' Compensation 23

 Employment of Relatives..... 24

 Names and Addresses Policy 24

 Open-Door Policy..... 25

 Harassment Discrimination and Retaliation Prevention 26

 Whistleblower Policy 30

 Performance Evaluations..... 34

 Personnel Records 34

City of Colfax - Employee Handbook

City Property	35
Employee Conduct.....	40
Safety and Health.....	47
Leaves of Absence	50
Sick Leave.....	50
Family and Medical Leave.....	52
Pregnancy Disability Leave (PDL).....	58
Jury Duty and Witness Leave	60
Military Leave	60
Bereavement Leave	60
School Appearances Involving Suspension.....	61
Time Off for Voting	61
Victims of Crime Leave	61
Domestic Violence, Sexual Assault or Stalking Leave and Accommodation.....	62
Volunteer Civil Service Personnel.....	62
Confirmation of Harassment Policy	63
Confirmation of Receipt	63

GENERAL EMPLOYMENT POLICIES

INTRODUCTION

Welcome! As an employee of the City of Colfax (the City), you are an important member of a team effort. We hope that you will find your position with the City rewarding, challenging, and productive.

Because our success depends upon the dedication of our employees, we are highly selective in choosing new members of our team. We look to you and the other employees to contribute to the success of the City.

This employee handbook is intended to explain the terms and conditions of employment of all full- and part-time employees and supervisors. Written employment contracts between the City and some individuals may supersede some of the provisions of this handbook.

This handbook summarizes the policies and practices in effect at the time of publication. This handbook supersedes all previously issued handbooks and any policy or benefit statements that are inconsistent with the policies described here. Your supervisor or manager will be happy to answer any questions you may have.

For represented employees: Please refer to the Memorandum of Understanding (MOU) to explain any differences between this handbook and the Union agreement.

OUR COMMUNITY

The City of Colfax is located in the Sierra Nevada foothills at 2,400 feet elevation and home to approximately 2,000 citizens. Colfax is a small historical city with ties to the 1849 Gold Rush and the First Transcontinental Railroad. A myriad of recreational activities are at our doorstep: camping, hiking, fishing, mountain biking, gold panning, kayaking & rafting. Colfax is a great place to live and work! Access to Interstate 80 allows easy travel to Sacramento, Lake Tahoe, or Reno. Area roads and trails allow exploration in one of the most diverse natural habitats in California.

City staff offers full services to the community. Because the City has a small workforce, each team member's contribution is essential to the success of City operations.

COMMUNITY RELATIONS



Employees are expected to be polite, courteous, prompt, and attentive to every customer. When an employee encounters an uncomfortable situation that he or she does not feel capable of handling, the supervisor or City Manager should be called immediately.

Ours is a service business and all of us must remember that the residents come first. Our residents ultimately pay all of our wages. Remember, while the customer is not always right, the customer is never wrong.

Residents are to be treated courteously and given proper attention at all times. Never regard a resident's question or concern as an interruption or an annoyance. Respond to inquiries received from residents, whether in person or by telephone, promptly and professionally.

Never place a telephone caller on hold for an extended period. Direct incoming calls to the appropriate person and make sure the call is received.

Through your conduct, show your desire to assist the customer in obtaining the help he or she needs. If you are unable to help a customer, find someone who can.

All correspondence and documents, whether to customers or others, must be neatly prepared and error-free. Attention to accuracy and detail in all paperwork demonstrates your commitment to those with whom we do business.

Do not argue with a customer. If a problem develops or if a resident remains dissatisfied, ask your supervisor or the City Manager to intervene. Do not make promises to residents which will create an obligation, liability or set precedence for expenditures of City funds. It is far better to say, "We will look into it and see what we can do for you" than to obligate limited City funds or personnel time.

RIGHT TO REVISE

The City reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook or in any other document from time to time. Substantive changes to this handbook shall be approved by City Council. The City Manager has the authority to approve non-substantive changes to the handbook. Any such changes must be in writing and must be signed by the City Manager. Where required, the City will comply with any meet and confer responsibilities. Any written changes to this handbook will be distributed to all employees so that employees will be aware of the new policies or procedures. No oral statements or representations can in any way alter the provisions of this handbook.



EMPLOYMENT STATUS

FULL-TIME EMPLOYEES

Regular full-time employees are those who are scheduled for 32-40 hours per week. Regular full-time employees are eligible for most employee benefits described in this handbook. Benefit eligibility may depend on length of continuous service. Benefit eligibility requirements may also be imposed by the insurance plans themselves, by the MOU, or by law.

PART-TIME EMPLOYEES

Regular part-time employees are those who are scheduled for fewer than 32 hours per week. Part-time employees may be eligible for reduced benefits.

TEMPORARY EMPLOYEES

Temporary employees are those employed for short-term assignments. Short-term assignments generally are periods of six months or fewer, but may be extended. Temporary employees are not eligible for employee benefits except those mandated by applicable law.

NEW HIRES

The first 6 months of continuous employment at the City is considered a probationary period. During this time, you will learn your responsibilities, get acquainted with fellow employees and determine whether or not you are satisfied with your job. Your supervisor will closely monitor your performance. During the probationary period, the employee may be dismissed from his/her position at any time without the right of appeal, grievance procedure, or hearing.

During the probationary period, your supervisor will explain your job responsibilities and the performance standards expected of you. Be aware that your assignment may change during your employment with a 10 day written notice to the employee prior to a permanent change of assignment. From time to time, you may be asked to work on special projects, or to assist with other work necessary or important to the operation of your department. Your cooperation and assistance in performing such work is expected. The City reserves the right to alter or change job responsibilities, reassign or transfer job positions, or assign additional job responsibilities.

FILLING PERMANENT VACANCIES

In the case of represented classifications, when a vacancy occurs in a job assignment, the vacancy and duties of the position will be posted for at least ten calendar days. Employees holding career status in the classification allocated to that position may request to be assigned to fill the vacancy. The City will give first consideration to those employees making such requests before considering outside applications for the position. If more than one qualified employee requests to fill the vacancy the assignment shall be based on seniority as long as the senior employee has equal experience and capability and the City determines an equal disruption to the established work schedule.

ELIGIBILITY LIST

An eligibility list is a list of applicants for City employment or promotion who are qualified as a result of an examination process. Lists are maintained in accordance with the City's classification of jobs. An eligibility list will not be maintained longer than six months unless otherwise determined by the City Manager or designee.



COMPENSATION AND BENEFITS

WAGES

STANDARD WORK SCHEDULE

The standard work schedule consists of five eight-hour days. The City will notify new employees at the time of hire of the days they will work. For Public Works employees the workday will begin at 7:00 a.m. and end at 3:30 p.m., but is subject to change based on the City's needs. An unpaid meal break of 30 minutes will be taken each day unless another option is approved in writing by a supervisor. Two 15-minute paid breaks will be taken during the day and your supervisor will notify you of the time you should take your break.

For office (administrative) employees, the workday begins at 8:00 a.m. and ends at 5:00 p.m. with a 1 hour unpaid meal break. Two 15-minute paid breaks will be taken during the day and your supervisor will notify you of the time you should take your break.

If you work more than ten hours in a day, you will be provided a second, unpaid meal period of at least 30 minutes. You will be permitted a reasonable opportunity to take this meal period, and you will be relieved of all duty. There will be no control over your activities during your meal period. During your meal period, you are free to leave the premises and are free to come and go as you please. You are expected to return to work promptly at the end of any meal period.

HOLIDAY TIME

Paid holidays will be paid at the rate of 8 hours or regularly scheduled workday. A schedule of paid holidays is approved and distributed yearly.

OVERTIME

Authorized time of non-exempt employees worked in excess of either (8) hours per day and forty (40) hours in one (1) week shall constitute overtime. Overtime shall be paid at the rate of pay of time and one half. The City may compensate for overtime by providing Compensatory Time Off (CTO) at the rate of time and one-half. Employees on paid status for vacation, CTO or sick time will not have such time count towards the 40-hour calculation. It is the policy of the City to keep overtime to a minimum consistent with the efficient operation of the City. Overtime must be authorized by the Department Head in advance. CTO will be capped at 80 hours.

The City will attempt to distribute overtime evenly and accommodate individual schedules. All overtime work must be previously authorized by a supervisor. The City provides compensation for all overtime hours worked by non-exempt employees in accordance with state and federal law as follows:

- All hours worked in excess of eight hours in one workday or 40 hours in one workweek will be treated as overtime. A workday begins at 12:01AM and ends at midnight 24 hours later. Workweeks begin each Saturday at 12:01AM. and ends at 12:00PM Friday, unless otherwise designated by the City.
- Compensation for hours in excess of 40 for the workweek, or in excess of eight and not more than 12 for the workday, and for the first eight hours on the seventh consecutive day of work in one workweek, shall be paid at a rate of one and one-half times the employee's regular rate of pay.
- Compensation for hours in excess of 12 in one workday and in excess of eight on the seventh consecutive workday in a workweek shall be paid at double the regular rate of pay until the employee is released from work for an uninterrupted rest period of eight hours.
- Exempt employees may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to exempt employees.

ON-CALL STATUS (STANDBY)

Wastewater Treatment Plant and Public Works employees will be scheduled for On-Call status outside of their normal work hours and will receive \$2.50 for each hour of assigned On-Call time. As has been the established practice in the past, expected response time for an On-Call employee is 30 minutes. The City reserves the right to make exceptions to response time required for a call-out. Should an employee be called out, compensation for those hours worked outside of a normal eight-hour day or 40 hour week will be in accordance with the overtime/CTO policy.

ADVANCES

The City does not permit advances against paychecks or against vacation not yet accrued.

OUT OF CLASS PAY

When an employee is assigned to perform the significant duties of positions at a higher pay classification or supervisory level for more than five consecutive working days, the employee will be paid five percent out of class pay. Differential pay will be administered with the approval of the City Manager.

REPORTING-TIME PAY

The City will comply with all applicable regulations regarding reporting-time pay for nonexempt employees.

The City will pay a minimum of two hours of pay to employees who are required to report to work on a day other than their normally scheduled workday. When an employee is called to return to work after completion of their normal scheduled shift, they will be compensated a minimum of two hours at a rate of time and one half their normal rate of pay. Any work performed beyond the initial two hours shall also be compensated at time and one half for actual hours worked.

The City will not pay employees who report to work but are unable to work under the following circumstances:

- Interruption of work because of the failure of any or all public utilities.
- Interruption of work because of natural causes or other circumstances beyond the City's power to control.

EXPENSE ACCOUNTS

Employees who have incurred business expenses must submit required receipts and the Employee Reimbursement Form to Accounts Payable on a monthly basis.

If you have any questions about the City's expense reimbursement policy, contact the Finance Director.

Personal and/or vacation travel may be combined with business travel provided there is no additional cost to the City, and it meets with the approval of the City Manager. The City credit cards are not to be used for personal expenses.

PAYMENT OF WAGES

Paychecks are normally available at the City Hall office. If you observe an error on your check, please report it immediately to your supervisor.

All employees of the City are paid every other Tuesday for work performed during the previous two-week pay period. If a regular payday falls on a holiday, employees will be paid on Wednesday.

The City offers automatic payroll deposit. You may begin and stop automatic payroll deposit at any time. To begin automatic payroll deposit, you must complete a form (available from at City Hall) and return it to payroll at least 10 days before the pay period for which you would like the service to begin. You should carefully monitor your payroll deposit statements for the first two pay periods after the service begins.

To stop automatic payroll deposit, complete the form available at City Hall and return it to payroll at least 10 days before the pay period for which you would like the service to end. You will receive a regular payroll check on the first pay period after the receipt of the form, provided it is received no later than 10 days before the end of the pay period.

TIMEKEEPING REQUIREMENTS

All nonexempt employees are required to use a Time Sheet to record time worked for payroll purposes. All time worked must be accurately reported on your time record.

Exempt employees are also required to complete timecards to allocate time to projects as necessary and to account for paid leave time.

Employees must record their own time at the start and at the end of each work period.

Employees are not allowed to work off the clock. Working off the clock violates City policy. Any work performed before or after a regularly scheduled shift must be approved in advance by your supervisor. If you perform any off-the-clock work, please report the work to your supervisor.

Employees will be required to certify that their time record is accurate.

Any handwritten marks or changes on the timecard must be initialed by a supervisor. Any errors on your timecard should be reported immediately to your supervisor.



DEDUCTIONS FOR EXEMPT EMPLOYEES

Employees paid on a 'salary basis' regularly receive a predetermined amount of compensation each pay period. Subject to the exceptions listed below, exempt employees will receive full salary for any workweek in which they perform any work, regardless of the number of days or hours worked. If an exempt employee does not work for a workweek and that week is not covered by City benefits programs and policies (for example: vacation, administrative leave has been exhausted) the employee will not be paid.

No deductions from salary may be made for time when work is not available, provided the exempt employee is ready, willing, and able to work. Deductions from pay are permissible when an exempt employee:

- Is absent from work for one or more full days for personal reasons other than sickness or disability.
- Is absent for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy, or practice of providing full compensation for salary lost due to illness and the employee has exhausted his or her leave under this policy.
- Works less than a full week during the initial or final week of employment.
- For penalties imposed in good faith for infractions of safety rules of major significance.
- Unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions.

Partial day deductions from available accrued vacation or sick leave balances will also be made by the City when applicable.

It is City policy to comply with these salary basis requirements. Therefore, the City prohibits all City managers from making any improper deductions from the salaries of exempt employees. The City wants employees to be aware of this policy and know that the City does not allow deductions that violate federal or state law.

If you believe that an improper deduction from your salary has been made, you should immediately report this information to your direct supervisor, or to the City Clerk or Finance Director. Reports of improper deductions will be investigated promptly. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

BENEFITS

BENEFITS OVERVIEW

Benefit eligibility may be dependent upon your employee classification (full-time versus part-time, or represented versus non-represented) and on length of continuous employment at the City. Benefit eligibility requirements may also be imposed by the benefit plans themselves.

BENEFITS ELIGIBILITY

Hours/Week	Status	Health	Retirement	Holidays	Sick	Vacation
40	Regular Full Time	Yes	Yes	Yes	Yes	Yes
32-40	Regular Full Time	Yes	Yes if >960hrs/yr	Scheduled Workday	Pro-rated	Pro-rated
20-32	Regular Part Time	No	Only if >960hr/yr	Scheduled Workday	Pro-rated	Pro-rated
<20	Part Time	No	No	No	Mandate	No
	Temporary	No	No	No	Mandate	No

Summary Plan Descriptions which describe the benefits in greater detail will be made available to you upon determination of your eligibility. For information regarding employee benefits and to answer any questions you may have, contact the City Clerk or Finance Director.

The City reserves the right to modify, amend or terminate benefits and to modify or amend benefit eligibility requirements at any time and for any reason, subject to any legal restrictions.

The City offers the following employee benefits:

- Health Insurance
- Dental Insurance
- Disability Insurance
- Retirement Plan provided through CalPERS
- Vision Insurance
- Life Insurance of \$15,000, paid by the City

TRAINING

Some employees may need to attend training programs, seminars, conferences, lectures, meetings, or other outside activities for the benefit of the City or the individual employees. Attendance at such activities, whether required by the City or requested by individual employees, requires the written approval of the Department Head. To obtain approval, any employee wishing to attend an activity must submit a written request detailing all relevant information, including date, hours, location, cost, expenses, and the nature, purpose, and justification for attendance.

Attendance at any such event is subject to the following policies on reimbursement and compensation. For attendance at events required or authorized by the City, customary and reasonable expenses will be reimbursed upon submission of proper receipts. Acceptable expenses generally include registration fees, materials, lodging, meals, transportation, and parking. Reimbursement policies regarding these expenses should be discussed with the Department Head in advance.

Employee attendance at authorized outside activities will be considered hours worked for non-exempt employees and will be compensated in accordance with normal payroll practices.

This policy does not apply to an employee's voluntary attendance, outside of normal working hours, at formal or informal educational sessions, even if such sessions generally may lead to improved job performance. While the City generally encourages all employees to improve their knowledge, job skills, and promotional qualifications, such activities do not qualify for reimbursement or compensation under this policy unless prior written approval is obtained as described previously.

TUITION REIMBURSEMENT

The City may reimburse employees up to \$1,500.00 per fiscal year for tuition and book expenses for City approved college or university level courses. Only courses which relate to the employee's current position with the City or which would prepare the employee for advancement within their career field will be considered as eligible for tuition reimbursement. Reimbursement shall not be made until the employee submits documentation of expenses and successful completion of the course with a grade of B or better. In order to be eligible, an employee must submit a plan by May 1st for the upcoming fiscal year. Late requests may be approved at the discretion of the City Manager.

VACATION

Employees are eligible to accrue:

Years of Service	Vacation Days earned annually
0-2	10 days
3-4	12 days
5-9	15 days
10-19	20 days
Over 20	25 days

Active service commences with an employee's first day of work and continues thereafter unless broken by an absence without pay, a leave of absence, or termination of employment. Temporary employees do not accrue paid vacation.

No more than two years of earned vacation can be accrued.

Vacations shall be scheduled to provide adequate coverage of job responsibilities and staffing requirements. Vacation schedules must be coordinated and cleared with your supervisor preferably at least 5 days in advance. The City schedules determine permissible vacation periods, which employees may need to defer or otherwise adjust accordingly. Employees who have exceeded the cap but are denied vacation due to operational needs will be granted the right to exceed the cap until the vacation is granted.

An employee whose employment terminates will be paid for accrued unused vacation days.

Required Use of Vacation Before Unpaid Leave

You are required to take accrued and unused vacation before taking unpaid leave, or having unpaid absences. Family and Medical Leave (under both state and federal law) is included in this requirement, unless the absence is pregnancy-related or the leave is FMLA-related and you are receiving wage replacement through a disability benefit plan (regardless of whether the plan is employer-provided or mandatory under state or federal law, such as state disability insurance).

If you are absent for a reason that qualifies you for Paid Family Leave (PFL) or because of a disability that qualifies you for State Disability Insurance (SDI) benefits, contact the City Clerk to discuss coordination of your benefits.

ADMINISTRATIVE LEAVE FOR EXEMPT EMPLOYEES

The City of Colfax has determined its executive employees are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA). In recognition of work requirements in excess of the normal work schedule exempt employees accrue 80 hours of Administrative Leave during the calendar year. Exempt employees do not earn compensatory time off but may use administrative leave. Up to 40 hours of administrative leave may be carried over from one calendar year to another. However, at no point in time may an employee accumulate more than 120 hours of administrative leave. An exempt employee shall not be compensated, either during or upon separation of employment from the City for any accumulated administrative leave. Any present or future City employee rehired or reinstated by the City shall receive no credit for prior service in determination of Administrative Leave.

HOLIDAYS

The City observes the following paid holidays:

- January 1
- Martin Luther King Jr.'s Birthday
- Presidents' Day
- Memorial Day
- July 4th (Independence Day)
- Labor Day
- Columbus Day
- Veterans' Day
- Thanksgiving Day
- The Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- One "floating" holiday – coordinate with your supervisor for the date you apply this holiday – this holiday cannot carry over to the next calendar year
- Every day designated by the President, Governor or City Council as a holiday

When a holiday falls on a Saturday or Sunday, it is usually observed on the preceding Friday or the following Monday. The City may grant another day off in lieu of closing. Holiday observances will be announced in advance.

To be eligible for holiday pay, you must be regularly scheduled to work on the day on which the holiday is observed. If a non-exempt employee is required to work on a paid scheduled holiday you will be compensated at one and one half times your regular rate of pay in addition to holiday pay

EMPLOYMENT STATUS CHANGES

DISCIPLINARY ACTION

The City has the right to suspend, demote, reduce in pay, or dismiss any employee of the City, or take any other disciplinary action deemed appropriate under the circumstances. This provision does not apply to non-disciplinary separation from employment including, but not limited to, layoff. Employees covered by an applicable MOU shall be subject to discipline pursuant to the procedures outlined in the MOU.

PROBATIONARY EMPLOYEES

Probationary employees are subject to release without cause pursuant to the provisions of this Handbook.

TYPES OF DISCIPLINE

The following types of discipline may be imposed on a City employee, in accordance with this provision. Prior discipline may be considered in determining the appropriate level of discipline.

1. Suspension: The City may suspend an employee at any time for cause for a period not to exceed thirty (30) working days in any fiscal year.
2. Demotion: The City may demote an employee whose ability to perform the required duties of his/her position fall below standard or for disciplinary purposes. No employee shall be demoted to a position for which he/she does not possess the minimum qualifications.
3. Reduction in Salary: The City Manager may reduce the salary level of an employee whose ability to perform the required duties of his/her position falls below standard, or for disciplinary purposes. Any salary reduction shall be within the minimum and maximum salary range for the position.
4. Discharge: An employee may be discharged for cause at any time by the City Manager.

5. Other Discipline: The City may impose other forms of discipline that do not result in the reduction of compensation of the employee or the loss of job rights. These forms of discipline include, but are not limited to, counseling, written or oral warning, or written or oral reprimand. Written reprimands shall be placed in the employee's personnel file, and the employee shall have the right to attach a written response to the written reprimand.

CAUSE FOR DISCIPLINE:

Disciplinary action up to and including termination may be taken for any of the following:

1. Unauthorized absence.
2. Excessive absenteeism or tardiness, or abuse of leave privileges.
3. The commission or conviction of any felony or any other crime involving moral turpitude.
4. Disorderly conduct.
5. Incompetence or inefficiency.
6. Insubordination.
7. Dishonesty.
8. Falsification of city records, including, but not limited to, time cards.
9. Theft.
10. Intoxication while on duty or on standby.
11. Neglect of duty.
12. Willful or negligent damage to public property or misuse or waste of public supplies or equipment.
13. Working overtime without authorization.
14. Failure to maintain a required license or certificate which is a condition of employment.
15. Discourteous treatment of the public, city elected officials, city employees, or city volunteers.
16. Violation of any of the provisions of the ordinances of the city, these rules, any provision of the employee handbook, or other rules promulgated by the City Manager as administrative orders.

DISCIPLINARY PROCEDURE FOR EMPLOYEES WHO HAVE PASSED PROBATION

1. The employee shall be given written notice of the proposed disciplinary action. Such written notice shall include:
 - a. A description of the proposed disciplinary action to be taken.
 - b. A statement of the causes for the disciplinary action.
 - c. A statement of the facts upon which the disciplinary action is based.
 - d. A statement informing the employee of his/her appeal rights.
 - e. Notice that failure to respond by the time specified constitutes a waiver of the right to respond prior to final discipline being imposed.

The notice shall be personally delivered or sent by certified mail, return receipt.

2. The employee shall be provided a copy of all documents or materials upon which the disciplinary action is based.
3. The employee has the right to respond, either orally or in writing (at the option of the employee), to the authority initially imposing discipline within ten calendar days of receipt of the notice described in item 1. After the employee has provided a response, the authority imposing the discipline will issue a decision whether to uphold, modify, or reject the proposed disciplinary action. The employee's failure to respond within ten calendar days shall constitute a waiver of the right to respond.
4. An employee who has been subject to suspension, demotion, reduction in salary, or discharge is entitled to an appeal, as follows:
 - a. The employee may request a hearing before the City Manager. In order to make this request, the employee must make a written request for hearing to the City Manager within ten calendar days of the date of the decision in the procedure in item 3. An employee's failure to make this written request within ten calendar days shall result in a waiver of the employee's right to appeal, and the discipline will become effective.
 - b. The appeal hearing shall be scheduled on a mutually agreeable date, based on the availability of the City Manager and the employee and his/her representative.
 - c. Hearings conducted pursuant to this section shall be informal in nature. The rules of evidence applicable to court proceedings need not be followed.
 - d. Both the employee and the City shall have the right to call and cross-examine witnesses and present documentary evidence.
 - e. Failure of the employee to appear at the hearing shall be deemed a withdrawal of his/her appeal and a waiver of the right to a hearing.

- f. The City Manager shall issue a written decision regarding the appeal within thirty working days of the date of the hearing. The decision of the City Manager shall be final and binding on all parties.
- g. The right to appeal does not apply to counseling, oral or written warnings or reprimands, or any other action that does not result in a loss of compensation by the employee.

REPRESENTATION:

An aggrieved employee may be represented by any person or organization of his/her choice at any stage of the proceedings.

REDUCTIONS IN FORCE

Under some circumstances, the City may need to restructure or reduce its workforce. If restructuring our operations or reducing the number of employees becomes necessary, the City will attempt to provide advance notice, if possible, to help prepare affected individuals. If possible, employees subject to layoff will be informed of the nature of the layoff and the foreseeable duration of the layoff, whether short-term or indefinite.

For represented employees, the principles of City seniority shall apply in situations of layoff. Due to the small size of the City workforce, strict application of seniority rules may be relaxed with respect to represented employees on a case-by-case basis after conferring with the Union if the City can demonstrate a specific need to vary from seniority basis. Layoff procedures for represented employees are listed in detail in the MOU agreement.

In determining which employees will be subject to layoff, the City will take into account, among other things, operation and requirements, the skill, productivity, ability, and past performance of those involved, and also, when feasible, the employee's length of service.

VOLUNTARY RESIGNATION/RETIREMENT

Voluntary resignation results when an employee voluntarily quits his or her employment. All City-owned property, including vehicles, keys, uniforms, identification badges, cell phones, and credit cards must be returned immediately upon termination of employment.

Employees nearing retirement should contact CalPERS directly to confirm eligibility and to obtain information regarding the retirement process. Please coordinate with the City Clerk about your retirement plans to ensure appropriate workforce succession.

GENERAL EMPLOYMENT GUIDELINES

WORKERS' COMPENSATION

The City, in accordance with state law, provides insurance coverage for employees in case of work-related injury. The workers' compensation benefits provided to injured employees may include:

- Medical care;
- Cash benefits, tax free, to replace lost wages;
- Assistance to help qualified injured employees return to suitable employment.

To ensure that you receive any workers' compensation benefits to which you may be entitled, you will need to:

- Immediately report any work-related injury to your supervisor;
- Seek medical treatment and follow-up care if required;
- Complete a written *Employee's Claim for Workers' Compensation Benefits* (DWC Form 1) and return it to the City Clerk or Finance Director;
- Provide the City with a certification from your approved health care provider regarding the need for workers' compensation disability leave, as well as your eventual ability to return to work from the leave.

Upon submission of a medical certification that an employee is able to return to work after a workers' compensation leave, the employee under most circumstances will be reinstated to his or her same position held at the time the leave began, or to an equivalent position, if available. An employee returning from a workers' compensation leave has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if the employee on workers' compensation leave would have been laid off had he or she not gone on leave, or if the employee's position has been eliminated or filled in order to avoid undermining the City's ability to operate safely and efficiently during the leave, and no equivalent or comparable positions are available, then the employee would not be entitled to reinstatement.

An employee's return depends on his or her qualifications for any existing openings. If, after returning from a workers' compensation disability leave, an employee is unable to perform the essential functions of his or her job because of a physical or mental disability, the City's obligations to the employee may include reasonable accommodation, as governed by the Americans with Disabilities Act.

The law requires the City to notify the workers' compensation insurance of any concerns of false or fraudulent claims.

CITY-PROVIDED PHYSICIAN

The City provides medical treatment for work-related injuries through a medical provider network, Sutter Health, which the City has chosen to provide medical care to injured employees because of their experience in treating work-related injuries.

WORKERS' COMPENSATION AND FMLA/CFRA

Employees who are ill or injured as a result of a work-related incident, and who are eligible for family and medical leave under state and federal law (Family Medical Leave Act (FMLA) and the California Family Rights Act (CFRA)), will be placed on FMLA/CFRA during the time they are disabled and not released to return to work. The leave under these laws runs concurrently, and eligible employees will be on FMLA/CFRA for a maximum of 12 weeks in a 12-month period starting from date leave is first taken.

EMPLOYMENT OF RELATIVES

Relatives of employees may be eligible for employment with the City only if individuals involved do not work in a direct supervisory relationship. The City defines "relatives" as spouses, registered domestic partners, children, siblings, parents, in-laws, and step-relatives. Present employees who marry or become registered domestic partners will be permitted to continue working in the job position held only if they do not work in a direct supervisory relationship with one another.

NAMES AND ADDRESSES POLICY

The City is required by law to keep current all employees' names and addresses. Employees are responsible for notifying the City in the event of a name or address change.

OPEN-DOOR POLICY

Suggestions for improving the City are always welcome. At some time, you may have a complaint, suggestion, or question about your job, your working conditions, or the treatment you are receiving. Your complaints, questions, and suggestions also are of concern to the City.

If you have a complaint, suggestion or question, speak with your immediate supervisor as soon as possible. If you are not comfortable speaking to your immediate supervisor, please bring the issue to the City Manager or any other member of management.

Moreover, if you have raised the issue and if the problem persists, you may present it to your supervisor, who will investigate and provide a solution or explanation.

If the problem is not resolved, you may also present the problem to the City Manager, who will attempt to reach a final resolution.

While a written complaint will assist us in investigating your concerns, it is not required that you put your complaint in writing. If you need assistance with your complaint, or you prefer to make a complaint in person, contact the City Clerk.

This procedure, which we believe is important for both you and the City, cannot guarantee that every problem will be resolved to your satisfaction. The City values your observations and you should feel free to raise issues of concern without the fear of retaliation.

HARASSMENT DISCRIMINATION AND RETALIATION PREVENTION

The City is an equal opportunity employer. The City is committed to providing a work environment free of harassment, discrimination, retaliation, and disrespectful or other unprofessional conduct based on sex (including pregnancy, childbirth, breastfeeding or related medical conditions), sex stereotype, race, religion (including religious dress and grooming practices), color, gender (including gender identity, gender expression and transgender), national origin (including language use restrictions and possession of a driver's license issued under Vehicle Code section 12801.9), ancestry, physical or mental disability, medical condition, genetic information, marital status, registered domestic partner status, age, sexual orientation, military and veteran status or any other basis protected by federal, state or local law or ordinance or regulation. It also prohibits discrimination, harassment, disrespectful or unprofessional conduct based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

HARASSMENT PREVENTION

The City's policy prohibiting harassment applies to all persons involved in the operation of the City. The City prohibits harassment, disrespectful, or unprofessional conduct by any employee of the City, including supervisors, managers and co-workers. The City's anti-harassment policy also applies to vendors, customers, independent contractors, unpaid interns, volunteers, persons providing services pursuant to a contract and other persons with whom you come into contact while working.

Prohibited harassment, disrespectful or unprofessional conduct includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, comments, posts or messages.
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures.
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis.
- Threats and demands to submit to sexual requests or sexual advances as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors.
- Retaliation for reporting or threatening to report harassment.

- Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law or by City policy.

Sexual harassment does not need to be motivated by sexual desire to be unlawful or to violate this policy. For example, hostile acts toward an employee because of his/her gender can amount to sexual harassment, regardless of whether the treatment is motivated by sexual desire.

Prohibited harassment is not just sexual harassment but harassment based on any protected category.

INTIMIDATING OR HARASSING BEHAVIOR

Threats or other conduct which in any way create a hostile environment, impair agency operation; or frighten, alarm, or inhibit others are prohibited. Psychological intimidation or harassment includes making statements which are false, malicious, disparaging, or derogatory, rude, disrespectful, abusive, obnoxious, insubordinate, or which have the intent to hurt others' reputations.

In addition, the City prohibits retaliation against individuals who raise complaints of discrimination or harassment or who participate in workplace investigations. All such conduct violates City policy.

NON-DISCRIMINATION

The City is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in City operations. The City prohibits unlawful discrimination against any job applicant, employee or unpaid intern by any employee of the City, including supervisors and coworkers.

Pay discrimination between employees of the opposite sex or between employees of another race or ethnicity performing substantially similar work, as defined by the California Fair Pay Act and federal law, is prohibited. Pay differentials may be valid in certain situations defined by law. Employees will not be retaliated against for inquiring about or discussing wages.

ANTI-RETALIATION

The City will not retaliate against you for filing a complaint or participating in any workplace investigation or complaint process, and will not tolerate or permit retaliation by management, employees or co-workers.

REASONABLE ACCOMMODATION

Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the City will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any job applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact the City Clerk and discuss the need for an accommodation. The City will engage in an interactive process with the employee to identify possible accommodations, if any, that will help the applicant or employee perform the job. An applicant, employee or unpaid intern who requires an accommodation of a religious belief or practice (including religious dress and grooming practices, such as religious clothing or hairstyles) should also contact the City Clerk and discuss the need for an accommodation. If the accommodation is reasonable and will not impose an undue hardship, the City will make the accommodation.

The City will not retaliate against you for requesting a reasonable accommodation and will not knowingly tolerate or permit retaliation by management, employees or co-workers.

COMPLAINT PROCESS

If you believe that you have been the subject of harassment, discrimination, retaliation or other prohibited conduct, bring your complaint to your supervisor, any other City supervisor, the City Manager, City Attorney, or Finance Director as soon as possible after the incident. You can bring your complaint to any of these individuals. If you need assistance with your complaint, or if you prefer to make a complaint in person, contact the City Clerk. Please provide all known details of the incident or incidents, names of individuals involved and names of any witnesses. It would be best to communicate your complaint in writing, but this is not mandatory.

The City encourages all individuals to report any incidents of harassment, discrimination, retaliation or other prohibited conduct forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

You also should be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment, discrimination and retaliation in

employment. If you think you have been harassed or discriminated against or that you have been retaliated against for resisting, complaining or participating in an investigation, you may file a complaint with the appropriate agency. The nearest office can be found by visiting the agency websites at www.dfeh.ca.gov and www.eeoc.gov.

Supervisors must refer all complaints involving harassment, discrimination, retaliation or other prohibited conduct to the City Manager so the City can try to resolve the complaint.

When the City receives allegations of misconduct, it will immediately undertake a fair, timely, thorough and objective investigation of the allegations in accordance with all legal requirements. The City will reach reasonable conclusions based on the evidence collected.

The City will maintain confidentiality to the extent possible. The City cannot promise complete confidentiality. The employer's duty to investigate and take corrective action may require the disclosure of information to individuals with a need to know.

Complaints will be:

- Responded to in a timely manner.
- Kept confidential to the extent possible.
- Investigated impartially by qualified personnel in a timely manner.
- Documented and tracked for reasonable progress.
- Given appropriate options for remedial action and resolution.
- Closed in a timely manner.

If the City determines that harassment, discrimination, retaliation or other prohibited conduct has occurred appropriate and effective corrective and remedial action will be taken in accordance with the circumstances involved. The City also will take appropriate action to deter future misconduct. Any employee determined by the City to be responsible for harassment, discrimination, retaliation or other prohibited conduct will be subject to appropriate disciplinary action, up to and including termination. Employees should also know that if they engage in unlawful harassment, they can be held personally liable for the misconduct.

WHISTLEBLOWER POLICY

POLICY

It is critical that the City foster and maintain a workplace with a high ethical standard of conduct in all activities and conduct its business in a fair, effective, efficient, and transparent manner. Further, the City must protect its assets and resources from fraudulent, illegal, and dishonest activities by protecting its assets and resources, by maintaining effective internal controls, and by identifying and investigating any possibility of fraud or other improper activities. To this end, this Whistleblower Policy (“Policy”) establishes procedures for City employees and the Colfax community to report alleged illegal, fraudulent, and/or improper activity by City employees and to assure that such reports do not result in retaliation by the City.

Community members and City employees are encouraged to report good faith suspicions of misconduct by City employees and any misuse of City property or resources. Any City employee who makes such a good faith report is protected against adverse employment actions by the City for raising such allegations, and shall not suffer any reprisals or retaliation by the City for making the report, whether or not the allegations are sustained. The whistleblower must exercise sound judgment to avoid baseless allegations. The intentional filing of a false report is itself considered an improper governmental activity which the City has the right to act upon.

PROHIBITED ACTIVITIES

Report information related to the following prohibited activities, which is not limited to:

- Violation of any law, regulation, ordinance.
- Conflict of interest.
- Fraud, waste, or misuse of City property, resources, or time.
- Abuse of authority.
- Creation of a specific and substantial danger to public health or safety by failing to perform duties required by the City position held.
- Theft, misuse of, or misappropriation of City resources, property, information, assets or funds, or an attempt to do any of the same.
- Intentional falsification of records (including failure to disclose material facts or making of false or misleading entries or statements with the intent to deceive on any City document or other official document, report, or form, including but not limited to, City financial records and environmental regulatory reporting), or the

willful and unauthorized destruction and/or mutilation of any City document or other official document, report, or form, including City financial records.

- Intentionally submitting false claims for payment or reimbursement.
- Knowingly submitting and/or signing a timesheet that contains false information.
- Forgery or intentional unauthorized alteration of a City document or other official document, application, report, or form, including but not limited to, City financial documents.
- Improprieties in the handling or reporting of financial transactions for the City.
- Authorizing or receiving payment by the City for goods not received or services not performed.
- Computer-related activity involving unauthorized alteration, destruction of data, forgery, or manipulation of data or misappropriation of City-owned software.

RETALIATION PROHIBITED:

No City officer or employee shall use or threaten to use any official authority to influence, restrain, or prevent any other person who is acting in good faith and upon a reasonable good faith belief as a whistleblower. No City officer or employee shall use or threaten to use any official authority or influence to cause any adverse employment action (including discharge, demotion, suspension, harassment, or other forms of discrimination) as retaliation against a City officer or employee who acts as a whistleblower in good faith and with reasonable belief improper conduct has occurred. This Policy does not prohibit the City from taking an adverse action for legitimate or non-discriminatory reasons due to a mere causal connection to the protected Whistleblower activity. Such legitimate or non-discriminatory actions may include discipline for a legal cause or refusing to hire/promote/transfer or to take any other legitimate personnel action based on inadequate qualifications or poor performance reviews.

Investigation of Complaints: Depending upon on the nature of the complaint, the City Manager or her/his designee will investigate the complaint to determine if misconduct and/or violation of this Policy has occurred. To the extent permitted by personnel privacy laws, the City Manager or her/his designee will meet with the complainant to discuss the findings of the investigation and will use best efforts to ensure timely resolution of the matter.

Penalties: Any City officer or employee who violates this Policy shall be subject to discipline, up to and including dismissal. Under Section 8547.8 of the Government Code, any officer, manager, or supervisor who violates this Policy with malicious intent may be subject to a fine not to exceed \$10,000 and imprisonment in county jail for up to a period of one year. In addition to all penalties provided by law, any local officer, manager, or supervisor who has been found by a court to have violated this Policy and

the State law under which it is promulgated may be individually liable for damages in an action brought against him or her by the injured employee.

PROCEDURES

When to report: A complaint filed under this Policy should be filed within 45 days of the date of the act or event which is subject of the complaint.

Whom to report to: If a City employee is making the report, all reports should first be made to the employee's supervisor, unless the report involves alleged misconduct of the supervisor. If the complaint is not against the supervisor, and action is within the supervisor's authority, the supervisor should take all actions necessary to curtail the behavior and determine the appropriate consequences and then inform the City Manager. If the action is not within the supervisor's authority, the supervisor should immediately report the matter to the City Manager.

If a City employee is making the report that involves alleged misconduct of her/his supervisor, the employee should report the matter directly to the Finance Director, the City Attorney, or the City Manager.

If someone other than a City employee is making the report, the report should be made to the Finance Director, the City Attorney, or the City Manager who will then follow up on the matter.

Although every effort will be made to protect the anonymity of the whistleblower, there may be situations where anonymity cannot be guaranteed.

How to Report: Use of the "Whistleblower Complaint Form" is desirable (located on the City website "Complaint Handling Process"; or in City Hall; see attached form). Submit the form to one of the following:

whistleblower@colfax-ca.gov ;

or mail to:

City of Colfax
Attention: Whistleblower Program
PO Box 702
Colfax, CA 95713.

WHISTLEBLOWER COMPLAINT FORM

Instructions:

Complete this form and return it to a supervisor, the Finance Director, or the City Manager. This is a confidential format to report any wrongdoing; if your report results in criminal prosecution, you may be called upon to testify and confidentiality may not be maintained.

Name (Optional): _____

Address (Optional): _____

Are you a City of Colfax employee? Yes No

If yes, what is your position or relationship to the City (Optional)? _____

Work Phone (Optional): _____

Home/Cell Phone (Optional): _____

1. Identify the person or persons against whom your allegations are made.

2. Describe the nature of your complaint, the incident(s) or event(s), date(s), time(s), and place(s). Attach additional pages to this complaint if necessary.

3. Identify others who may have observed or witnessed the incident(s) that you described.

4. Do you have any documents that support your allegation? (Please list and attach copies).

Submit the completed form to one of the following:

Whistleblower@colfax-ca.gov or mail to:

City of Colfax
Attention Whistleblower Program
PO Box 702
Colfax, CA 95713

PERFORMANCE EVALUATIONS

Each employee will receive annual performance reviews conducted by his or her supervisor. Performance evaluations will take place within 30 days of your salary anniversary date. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties, or recurring performance problems.

Your performance evaluations may review factors such as the quality and quantity of the work you perform, your knowledge of the job, your initiative, your work attitude, and your attitude toward others. The performance evaluations are intended to make you aware of your progress, areas for improvement, and objectives or goals for future work performance. Merit increase approvals will only be implemented after the employee has received a satisfactory or better rating justifying such an increase. Employees who receive late evaluations that are satisfactory or above shall receive retroactive pay back to their salary anniversary date.

You will have the opportunity to discuss your performance with your supervisor. You will be encouraged to comment about your work performance in a written statement attached to the appraisal. After the review, you will sign the evaluation report simply to acknowledge that it has been presented to you, that you have discussed it with your supervisor, and that you are aware of its contents. You will receive a copy of the evaluation and the original will be placed in your personnel file.

PERSONNEL RECORDS

The City maintains a personnel file for each City employee with the title of position held, department, salary, changes in employment status, and other pertinent information. The file also includes performance evaluations, educational records, and letters of recommendation and discipline. The City shall furnish copies of evaluations and reprimands to the employee prior to placement of such documents in their personnel file. Personnel files may only be accessed by the City Clerk, City Manager, Finance Director, and the employee's Department Head. The contents of your personnel file are available in the City Clerk's office for your review with sufficient notice to the City Clerk. You may request one copy of any document in your file at no cost. Subsequent copies can be obtained at the copy fee established in the City Fee Schedule.

If you wish to have information other than title of position held, department, salary, and changes in employment status regarding your work history released to prospective employers, creditors, or others, you must file a written authorization with the City Clerk.

CITY PROPERTY

TECHNOLOGY POLICY

Employees are expected to use electronic communication devices legally, ethically and in an appropriate manner that best represents the City of Colfax. The City of Colfax's policies against sexual or other harassment apply fully to all electronic communications systems, and any violation of those policies is grounds for discipline including discharge. In addition, employees are prohibited from sending, receiving, displaying, printing, or otherwise disseminating material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful, inappropriate, offensive, or disruptive to City activities. Employees are also prohibited from downloading such material from the internet or displaying or storing such material in the City's computers or servers. Employees encountering or receiving this kind of material should immediately report the incident to their supervisor, City Clerk, or the City Manager. Employees are expected to remain respectful of the City, its managers and employees, and the public in any electronic communications. Violations of any of these provisions may result in disciplinary action including discharge.

Use of City Property, Equipment, and Technology

Employees understand that they do not have a reasonable expectation of privacy in their use of City property/equipment or technology. Individuals utilizing property, equipment including vehicles, office space, cubicles, desks, building access cards, computers, e-mail, internet, telephones, cell phones, and voicemail systems expressly consent to monitoring of their activities for business needs. Employees should not use any City property or equipment (including vehicles and technology) for their personal use, except when it is reasonable so as not to interfere with the performance of job duties or does not violate other City policies. Employees are responsible for the condition and care of City equipment. Careless use of City property, equipment, vehicles and technology which results in loss, damage or any other violation of policy or procedure may result in disciplinary action including termination.

Telephones and Cell Phones

The City recognizes that employees will occasionally need to place and receive personal phone calls or text messages during the workday. In all cases, personal calls and text messages should be minimal and appropriate so as not to interfere with the performance of duties. The City may review usage of City-issued cell phones for calls and text messages made during working hours, to determine if the employee's personal use is excessive. Excessive personal use of City cell phones may result in

reimbursement of charges to the City and/or disciplinary action.

Employees are not permitted to make personal international telephone calls using City telephones or cell phones, except in emergencies. Employees may place personal international calls if they use their personal calling card, or call collect.

Employees with cell phones must not use their phones while driving on City business without proper hands-free technology. Safety must come before all other concerns. Regardless of the circumstances, if hands-free options are not available employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. This prohibition includes any use of the cell phone or other wireless communications device, such as answering or placing calls, engaging in conversations, texting, web browsing or using any smart phone application while driving. Writing, sending, or reading text-based communication - including text messaging, instant messaging, e-mail, web browsing and use of smart phone applications - on a wireless device or cell phone while driving is also prohibited under this policy.

Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

If your job requires that you keep your cell phone or other wireless communication device turned on while you are driving, you must use a hands-free, voice-operated device at all times.

Employees Under Age 18

A person under the age of 18 years is prohibited from driving a motor vehicle while using a wireless telephone, even if equipped with a hands-free device, or while using a mobile service device. The prohibition would not apply to such a person using a wireless telephone or a mobile service device for emergency purposes. You must safely pull off the road before conducting City business.

Protection of the City's Electronic Information

For purposes of these policies, the following definitions apply: "Computers" are defined as desktop computers, laptops, smart phones, tablets, phablets, and servers.

The City uses various forms of "electronic communication." "Electronic communication" includes e-mail, text messaging, fax machines, and online services.

"Electronic information" is any information created by an employee using computers or any means of electronic communication.

The following general policies apply:

- Computers and all data transmitted through the City servers are City property owned by the City for the purpose of conducting City business. These items

must be maintained according to the City's rules and regulations. Computers must be kept clean and employees must exercise care to prevent loss and damage. Prior authorization must be obtained before any City property may be removed from the premises.

- All electronic communications also remain the sole property of the City and are to be used for City business. For example, email communications are considered City records.
- Electronic information created by an employee using any computer or any means of electronic communication is also the property of the City and remains the property of the City.
- Information stored in City computers and servers is the property of the City and may not be distributed outside the City in any form whatsoever without the expressed permission of the City Clerk or City Manager.
- Violation of any of the provisions of this policy, whether intentional or not, may subject City employees to disciplinary action, up to and including termination.

Monitoring of City Property

The City reserves the right to inspect all City property to ensure compliance with its rules and regulations without notice to the employee and at any time and not necessarily in the employee's presence. The City computers, all electronic communications, and electronic information are subject to monitoring and no one should expect privacy regarding such use. The City reserves the right to access, review and monitor electronic files, information, messages, text messages, e-mail, internet history, and other digital archives and to access, review and monitor the use of computers, software, and electronic communications to ensure that no misuse or violation of City policy or any law occurs. E-mail may be monitored by the City and there is no expectation of privacy. Assume that e-mail may be accessed, forwarded, read or heard by someone other than the intended recipient, even if marked as "private."

Employee passwords may be used for purposes of security but the use of a password does not affect the City's ownership of the electronic information or ability to monitor the information. The City may override an employee's password for any reason.

Employees are not permitted to access the electronic communications of other employees or third parties unless directed to do so by City management.

Computer and Internet Use

The City provides computers, electronic communications, electronic information, and information technology resources to its employees to help them do their job. Generally, these City resources should be used for business related purposes. The City recognizes that occasional personal use of these City resources and property may

occur during work time. The City allows such occasional personal use as long as the usage does not interfere with the employee's work performance, take away from work time, consume supplies, slow other users, slow the servers or computer systems, or violate any City policy, including policies against harassment, discrimination and disclosure of confidential or trade secret information.

This policy is not intended to limit the ability of employees to use City email systems to communicate with other employees regarding the terms and conditions of their employment, including such topics as wages, job performance, workload, supervisors or staffing.

All policies relating to monitoring usage of City property apply. The City reserves the right to adjust this policy on a case by case basis as it deems appropriate.

Social Media

The City uses social media in limited circumstances for defined business purposes. Social media is a set of internet tools that aid in the facilitation of interaction between people online. If you have specific questions about which programs the City deems to be social media, consult with the City Manager.

Use of internet based social networks such as Facebook, or Twitter (this is not meant to be an exhaustive list) may be used in furtherance of City goals. Only authorized individuals are allowed to speak/write in the name of the City using the social media tools of the City. The City Manager will authorize you in writing if you can use these City social media tools to perform your job duties. Authorized individuals using the City social media tools shall identify themselves honestly, accurately and completely and comply with all City policies in using this media.

Your authorization is limited to business purposes and personal use of these City social media tools or programs is prohibited and can result in discipline up to and including termination. All policies relating to monitoring usage of City property apply.

Nothing in the City social media policy is designed to interfere with, restrain or prevent employee communications regarding wages, hours or other terms and conditions of employment.

Employee-owned Devices

The City recognizes that occasional use of the employee's own computers (including hand held devices) and electronic communications may occur during work time. The City allows such occasional personal use as long as the usage does not interfere with the employee's work performance, take away from work time or violate any City policy. All other City policies, including the City's no tolerance for discrimination, harassment or retaliation in the workplace apply. The City reserves the right to adjust this policy on a

case by case basis as it deems appropriate.

The City does not have the right to search employee personal cell phones. Note, however, employee correspondence related to City business is subject to the Public Records Act even if it is created and sent on personal devices and email accounts.

HOUSEKEEPING

All employees are expected to keep their work areas clean and organized. Employees using common areas such as lunch rooms, locker rooms, and restrooms are expected to keep them sanitary. Please clean up after meals and dispose of trash properly.

SMOKING

Smoking is prohibited in the workplace including City buildings, City worksites, City vehicles, and public parks unless in a designated smoke area. The smoking prohibition applies to all smoking devices, including, but not limited to, the use of electronic smoking devices, such as electronic cigarettes, pipes, hookahs, and vaping devices.

SOLICITATION AND DISTRIBUTION OF LITERATURE

In order to ensure efficient operation of the City's business and to prevent disruption to employees, solicitation and distribution of literature on City property is limited. Any employee who is in doubt concerning the application of this policy should consult with his or her supervisor.

No employee shall solicit or promote support for any cause or organization during his or her working time or during the working time of the employee or employees at whom such activity is directed.

In general, non-employees will not be permitted to solicit or to distribute written material for any purpose on City property. Representatives of the Union may post organizational notices or informational literature for represented employees on City bulletin boards. Non-profit organizations may post notices on the City Hall public bulletin board with the approval of the City Clerk.

EMPLOYEE CONDUCT

CONFIDENTIAL INFORMATION

Each employee is responsible for safeguarding confidential information obtained during employment. In the course of your work, you may have access to protected or confidential information regarding City business (such as financial data, development plans or strategies, suppliers, business partners or customers). You have a responsibility to prevent revealing or divulging any such information unless it is necessary for you to do so in the performance of your duties or as required by law.

Access to, or disclosure of, confidential information should be on a "need-to-know" basis and must be authorized by your supervisor. Any breach of this policy will not be tolerated and legal action may be taken by the City.

This policy does not prohibit employees from disclosing confidential information to federal, state and local government officials, or to an attorney, when done to report or investigate a suspected violation of the law. Employees may also disclose the information in certain court proceedings if specific procedures to protect the information are followed. Nothing in this policy is intended to conflict with 18 U.S.C. § sec. 1833(b) or create liability for disclosures that are expressly allowed by 18 U.S.C. § sec. 1833(b).

Most City documents are subject to the Public Records Act. Requests for documents must be submitted through the City Clerk to ensure proper logging of and response to such requests for information.

CONFLICTS OF INTEREST

In compliance with CA Government Code sections 1090(conflicts of interest), 1126(incompatible activities) and 87100 et seq. (Political Reform Act), all employees must avoid situations involving actual conflict of interest. California Codes are available online.

Personal or romantic involvement with a supplier, City contractor, or subordinate employee of the City, which impairs an employee's ability to exercise good judgment on behalf of the City, can create an actual conflict of interest. Supervisor-subordinate romantic or personal relationships also can lead to supervisory problems, possible claims of sexual harassment, and morale problems.

An employee involved in any of the types of relationships or situations described in this policy should immediately and fully disclose the relevant circumstances to his or her immediate supervisor, or any other appropriate supervisor, for a determination about

whether an actual conflict exists. If an actual conflict is determined, the City may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts shall constitute grounds for disciplinary action.

DRESS CODES AND OTHER PERSONAL STANDARDS

Employees are expected to wear clothing appropriate for the nature of our business and the type of work performed. Clothing should be neat, clean and tasteful. Avoid clothing that can create a safety hazard. Department managers may issue more specific guidelines.

Because each employee is a representative of the City in the eyes of the public, each employee must report to work properly groomed and wearing appropriate clothing. Employees are expected to dress neatly and in a manner consistent with the nature of the work performed. Employees who report to work inappropriately dressed may be asked to clock out and return in acceptable attire.

Tank or halter tops, and flip-flops are not permitted for any employees. All clothing should be clean and without rips or holes.

All employees required to wear uniforms provided by the City must take care of their uniforms and report any wear or damage to their supervisors. Instructions regarding cleaning and maintenance of uniforms will be provided. Supervisors will inform you of additional requirements regarding acceptable attire. Certain employees may be required to wear safety equipment or clothing. Any deviations from these guidelines must be approved by your supervisor.

Any employee when working on, in or near any public street, is required to wear bright clothing with reflective patches, commonly referred to as personal protective equipment (PPE). PPE will be supplied to each employee who requires it as a function of their job duties. It is the employee's responsibility to determine when PPE is required. Contact your supervisor if your PPE is not available prior to commencing any duty which requires PPE's.

Employees who need a reasonable accommodation because of religious beliefs, observances or practices should contact the City Clerk and discuss the need for accommodation.

DRUG AND ALCOHOL ABUSE

The City is concerned about the use of alcohol, marijuana, illegal drugs or controlled substances as it affects the workplace. Use of these substances, whether on or off the job can detract from an employee's work performance, efficiency, safety, and health, and seriously impair City operations. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes the City to the risks of property loss or damage, or injury to other persons.

The following rules and standards of conduct apply to all employees while on City property, at work, or working on City business. The following are strictly prohibited by City policy:

- Being under the influence of or impaired by an illegal or controlled substance, alcohol, or marijuana while on the job, on standby or when acting on the City's behalf.
- Using or possessing illegal or controlled substances, alcohol or marijuana while on the job (including the illegal use of prescription drugs and possessing drug paraphernalia)
- Distributing, selling, or purchasing of an illegal or controlled substance, alcohol or marijuana while on the job.

Violation of these rules and standards of conduct will not be tolerated. The City also may bring the matter to the attention of appropriate law enforcement authorities.

In order to enforce this policy, the City reserves the right to conduct searches of City property, and to implement other measures necessary to deter and detect abuse of this policy, including random drug screening.

An employee's conviction on a charge of illegal sale or possession of any controlled substance while off City property will not be tolerated because such conduct, even though off duty, reflects adversely on the City. In addition, the City must keep people who sell or possess controlled substances off City premises in order to keep the controlled substances themselves off the premises.

The City will encourage and reasonably accommodate employees with alcohol, marijuana or drug dependencies to seek treatment and/or rehabilitation. Employees desiring such assistance should request a treatment or rehabilitation leave. The City is not obligated to continue to employ any person whose performance of essential job duties is impaired because of drug, alcohol or marijuana use. Additionally, employees who are given the opportunity to seek treatment and/or rehabilitation, but fail to successfully overcome their dependency or problem, will not automatically be

reemployed or be given a second opportunity to seek treatment and/or rehabilitation. This policy on treatment and rehabilitation is not intended to affect the City's treatment of employees who violate the regulations described previously. Rather, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency.

Employees are expected to use common sense with the authorized use of prescription medications. Employees must not operate equipment or vehicles while under the influence of medications which may alter the ability to perform correctly and safely.

NEWS MEDIA CONTACTS

Employees may be approached for interviews or comments by the news media. Only those persons designated by the City Manager may comment to news reporters on City policy or events relevant to the City.

OFF-DUTY CONDUCT

While the City does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may reflect negatively on the City image.

Off-duty conduct by an employee that directly conflicts with the City's image or disrupts operations will not be tolerated. Consult with your supervisor for clarification about what constitutes inappropriate behavior.

POLITICAL ACTIVITY

Many employees participate in political activities on their own time. City time, facilities, property or equipment (including all computers, networks, and electronic equipment) must not be used for an employee's outside political activities. The City will not reimburse any employee for political contributions, and employees should not attempt to receive or facilitate such reimbursements.

Absent a formal statement by the City announcing any political endorsements, employees must not, through their own actions, speech, contributions, or written communication, mislead others to believe that the City officially endorses or opposes any candidates for political office that the City itself has not publicly announced. City employees are entitled to their own personal position.

The City will not discriminate against employees based on their lawful political activity engaged in outside of work. Employees who are also City residents may contact any/all Councilmembers on any item related to City business.

PROHIBITED CONDUCT

Employees are expected to conduct themselves in a manner to further the City's objectives. The following conduct is prohibited and will not be tolerated. This list of prohibited conduct is illustrative only; other types of conduct that threaten security, personal safety, employee welfare and City operations also may be prohibited and will result in disciplinary action up to and including termination.

- Falsifying employment records, employment information, or other City records.
- Inefficient or careless performance of job responsibilities or inability to perform job duties satisfactorily.
- Recording the work time of another employee or allowing another employee to record your work time. Falsifying any time card.
- Theft and deliberate or careless damage or destruction of any City property, or the property of any employee or customer.
- Removing or borrowing City property without prior authorization.
- Unauthorized use or misuse of City equipment, time, materials, or facilities.
- Provoking a fight or fighting during working hours or on City property.
- Participating in horseplay or practical jokes on City time or on City premises.
- Carrying firearms or any other dangerous weapons without a valid Concealed Carry Weapon permit on City premises.
- Engaging in criminal conduct whether or not related to job performance.
- Causing, creating or participating in a disruption of any kind during working hours on City property.
- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward a supervisor or member of management.
- Using abusive, threatening or intimidating language at any time on City premises.
- Violation of City punctuality and attendance policies. Absences protected by state or federal law do not count as violations of this policy. Protected paid sick time under California law does not count as a violation of this policy.
- Failing to obtain permission to leave work for any reason during normal working hours, not including meal periods or breaks.
- Failing to observe working schedules, including rest and lunch periods.
- Sleeping or malingering on the job.
- Working overtime without authorization or refusing to work assigned overtime.
- Violation of dress standards.
- Violating any safety, health, security or City policy, rule, procedure or violation of the City's drug and alcohol policy.
- Committing a fraudulent act or a breach of trust under any circumstances.

City of Colfax - Employee Handbook

- Violating the City's anti-harassment or equal employment opportunity policies.
- Failing to promptly report work-related injury or illness.
- Providing wrong or misleading information or other fraud in securing appointment, promotion or maintaining employment.
- Violation of the City's or a department's confidentiality policies, or disclosure of confidential City information to any unauthorized person or entity.
- Mishandling or gift of public funds.
- Discourteous, non-cooperative or offensive treatment of the public, City elected officials, City employees, or volunteers.
- Failure to cooperate in an inquiry or investigation of an alleged violation of City rules.
- Failure to maintain a current license or certificate as a condition of employment.
- Improper political activity as defined by state law.
- Any conduct that impairs, disrupts, or causes discredit to the City, to the public service, or other employee's employment.

Note to Represented Employees: The list of inappropriate activities which are cause for disciplinary action in the MOU supersedes this list.

PUNCTUALITY AND ATTENDANCE

As an employee, you are expected to be punctual and regular in attendance. Any tardiness or absence causes problems for your fellow employees and your supervisor. When you are absent, your assigned work must be performed by others.

Employees are expected to report to work as scheduled, on time, and prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for meal periods or when required to leave on authorized City business. Late arrivals, early departures or other unanticipated and unapproved absences from scheduled hours are disruptive and must be avoided.

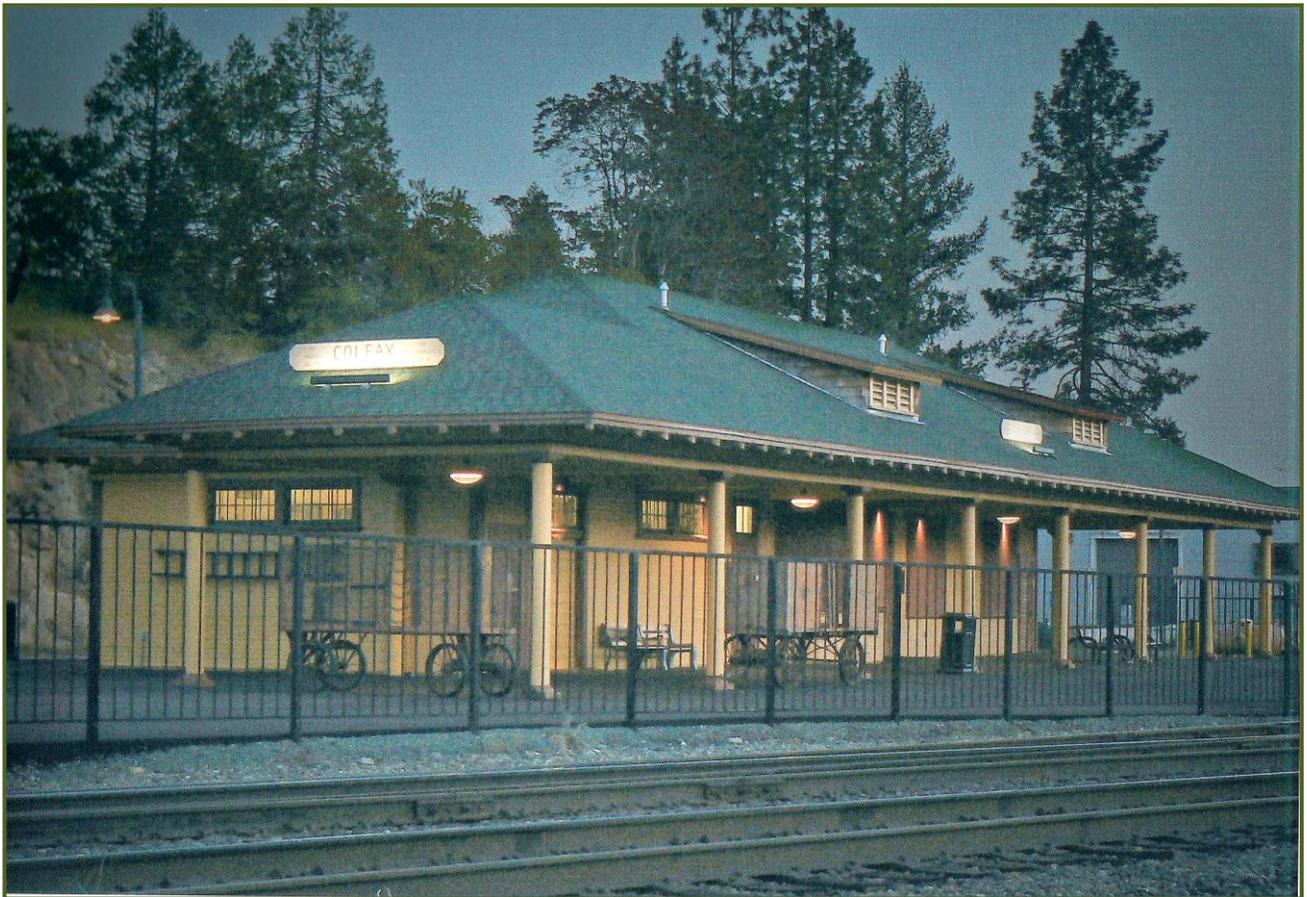
If you are unable to report for work on any particular day, you must provide reasonable advance notice (30 minutes) to your supervisor before the time you are scheduled to begin working for that day. You must inform your supervisor of the expected duration of any absence. If you fail to provide reasonable advance notice before your scheduled time to begin work and do not arrive in time for your assigned shift, you will be considered tardy for that day. If the circumstances for your tardiness or absence were unforeseen, inform your supervisor as soon as practicable of the reason for the tardiness or absenteeism.

Excessive absenteeism or tardiness, providing false information or abuse of leave laws will not be tolerated.

Absences protected by local, state and federal law do not count as a violation of the punctuality and attendance policy and will not be counted toward discipline.

RIGHT TO ORGANIZE

Employees of the City shall have the right to form, join and participate in the activities of employee organizations of their own choosing for the purpose of representation on all matters of employer – employee relations. Employees of the City shall also have the right to refuse to join or participate in their employment relations with the City. No employee shall be interfered with, intimidated, restrained, coerced or discriminated against by the City or by any employee organization because of his exercise of these rights.



SAFETY AND HEALTH

EMPLOYEES WHO ARE REQUIRED TO DRIVE

Employees whose job duties require them to drive a City vehicle or their own vehicles for City business will be required to show proof of current valid driving licenses and proof of insurability under the City's policy or current effective insurance coverage before the first day of employment.

The City participates in a system that regularly checks state Department of Motor Vehicles (DMV) records of all employees who are required to drive as part of their job.

If an employee is required to drive as part of his or her job, the City retains the right to transfer to an alternative position, suspend, or terminate an employee whose license is suspended or revoked, or who fails to maintain personal automobile insurance coverage or who is uninsurable under the City's policy.

Employees who drive their own vehicles on City business will be reimbursed at the rate of Federal Rate per mile.

Driver's License Renewal for represented employees: The City agrees that employees who are required as a condition of continued employment to maintain a valid California driver's license shall be granted up to three (3) hours paid time off for the purpose of completing the required Department of Motor Vehicle written exams.

ERGONOMICS

The City is subject to Cal/OSHA ergonomics standards for minimizing workplace repetitive motion injuries. The City will make necessary adjustments to reduce exposure to ergonomic hazards through modifications to equipment and processes and employee training. The City encourages safe and proper work procedures and requires all employees to follow safety instructions and guidelines.

The City believes that reduction of ergonomic risk is instrumental in maintaining an environment of personal safety and well-being, and is essential to our business. We intend to provide appropriate resources to create a risk-free environment. If you have any questions about ergonomics, please contact the Technical Services Manager.

HEALTH AND SAFETY

All employees are responsible for their own safety, as well as that of others in the workplace. To help us maintain a safe workplace, everyone must be safety-conscious at all times. Report all work-related injuries or illnesses immediately to your supervisor or to the City Clerk. In compliance with California law, and to promote the concept of a safe workplace, the City maintains an Injury and Illness Prevention Program. The Injury and Illness Prevention Program is available for review by employees and/or employee representatives in the City Clerk's office.

In compliance with California Proposition 65, the City will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

HEAT ILLNESS

The City is concerned with employee health and safety. Employees who work outside may be exposed to extreme temperatures or adverse working conditions, particularly in the summer months. All supervisors are trained in the recognition and prevention of heat illness. Employees who work outside are encouraged to frequently drink water. Employees who work outside are also allowed and encouraged to take a cool-down rest in the shade of at least five minutes (in addition to the time needed to access the shade) when needed to protect themselves from overheating. These preventative cool-down rests are paid time.

Please refer to the City's Injury Illness and Prevention Program or talk to your supervisor for details on how to ensure you are protected from heat illness dangers.

WORKPLACE VIOLENCE

The City has zero tolerance for acts of violence and threats of violence. Without exception, acts and threats of violence are not permitted. All such acts and threats, even those made in apparent jest, will be taken seriously, and will lead to discipline up to and including termination.

Possession of non-work related weapons without a valid Concealed Carry Weapons permit on City premises and at City-sponsored events shall constitute a threat of violence.

It is every employee's responsibility to assist in establishing and maintaining a violence-free work environment. Therefore, each employee is expected and encouraged to report any incident which may be threatening to you or your co-workers or any event which you reasonably believe is threatening or violent.

City of Colfax - Employee Handbook

You may report an incident to any supervisor or manager.

A threat includes, but is not limited to, any indication of intent to harm a person or damage City property. Threats may be direct or indirect, and they may be communicated verbally or nonverbally. The following are examples of threats and acts that shall be considered violent - this list is in no way all-inclusive:

Example	Type of Threat
Saying, "Do you want to see your next birthday?"	Indirect
Writing, "Employees who kill their supervisors have the right idea."	Indirect
Saying, "I'm going to punch your lights out."	Direct
Making a hitting motion or obscene gesture	Nonverbal
Displaying weapons	Extreme
Stalking or otherwise forcing undue attention on someone, whether romantic or hostile	Extreme
Taking actions likely to cause bodily harm or property damage	Acts of violence

LEAVES OF ABSENCE

SICK LEAVE

California law provides for mandatory paid sick leave under the Healthy Workplaces, Healthy Families Act (the Act). This paid sick leave policy is intended to comply with the requirements of the Act. Please refer to the Benefits Matrix on page 14 to determine your benefit.

Employees cannot be discriminated or retaliated against for requesting or using accrued paid sick time.

If you have any questions about paid sick leave, please contact the Finance Director.

SICK PAY AMOUNT

Eligible employees will receive sick leave as follows:

Regular full time employees accrue sick leave at a rate of 3.69 hours/pay period.

Regular part time employees with over 20 hours/week accrue sick leave at a prorated rate based on hours worked/pay period.

Regular part time employees with under 20 hours/week or temporary employees are provided with no less than 24 hours of paid sick leave at the beginning of each 12-month period which may be utilized ninety days after date of employment.

Exempt employees are presumed to work 40 hours per workweek for purposes of sick time accrual. If their normal workweek is less than 40 hours, accrual will be based on their normal workweek.

The City does not pay employees for unused paid sick leave. Employees who are rehired with one year of separation from employment may be eligible for reinstatement of previously accrued and unused paid sick time.

QUALIFYING REASONS FOR PAID SICK LEAVE

Paid sick time can be used for the following reasons:

- Diagnosis, care or treatment of an existing health condition for an employee or covered family member, as defined below.
- Preventive care for an employee or an employee's covered family member.
- For certain, specified purposes when the employee is a victim of domestic violence, sexual assault or stalking.

COVERED FAMILY MEMBERS

- A child defined as a biological, foster or adopted child; a stepchild; or a legal ward, regardless of the age or dependency status of the child. A child also may be someone for whom you have accepted the duties and responsibilities of raising, even if he or she is not your legal child.
- A parent defined as a biological, foster or adoptive parent; a stepparent; or a legal guardian of an employee or the employee's spouse or registered domestic partner. A parent may also be someone who accepted the duties and responsibilities of raising you when you were a minor child, even if he or she is not your legal parent.
- A spouse.
- A registered domestic partner.
- A grandparent.
- A grandchild.
- A sibling.

USE OF PAID SICK LEAVE

If the need for paid sick leave is foreseeable, employees shall provide advance oral or written notification to the Supervisor. If the need for paid sick leave is not foreseeable, employees shall provide notice to the Supervisor as soon as practicable.

An employee's use of paid sick time may run concurrently with other leaves under local, state or federal law.

Paid sick leave can be used in 1 hour increments. If an employee uses sick leave for 3 consecutive days he/she may be required to provide a note from the Doctor before returning to work.

FAMILY AND MEDICAL LEAVE

Family and Medical Leave is governed by the federal Family Medical Leave Act (FMLA) and the California Family Rights Act (CFRA). Although the City of Colfax is exempt from offering FMLA due to our small size, the City is offering this standard program to employees. State and federal family and medical leave laws provide up to 12 workweeks of unpaid family/medical leave within a 12-month period, under the following conditions:

- The employee has been employed with the City for a total of at least 12 months prior to the commencement of leave. The 12 months of employment must have accumulated within the previous seven years (certain exceptions apply);
- The employee has worked at least 1,250 hours during the previous 12-month period before the need for leave;

Leave may be taken for one or more of the following reasons:

- The birth of the employee's child, or placement of a child with the employee for adoption or foster care (FMLA/CFRA);
- For incapacity due to pregnancy, prenatal medical care or child birth (FMLA only);
- For a serious health condition that makes the employee unable to perform his or her job (FMLA/CFRA);
- To care for the employee's spouse, child, or parent who has a serious health condition (FMLA/CFRA);
- To care for the employee's registered domestic partner (CFRA only).

For additional information about eligibility for family/medical leave, contact the City Clerk.

MILITARY FAMILY LEAVE ENTITLEMENTS

- Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.
- Eligible employees may also take a special leave entitlement of up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. (FMLA/CFRA for 12 weeks if the care provider is eligible for both, followed by 14 weeks of (FMLA only), or 26 weeks of FMLA only if leave is not CFRA covered leave). A covered servicemember is either:
 - A current member of the Armed forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or
 - A veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.**

**The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition."*

CALCULATING THE 12-MONTH PERIOD

For purposes of calculating the 12-month period during which 12 weeks of FMLA or qualifying exigency leaves may be taken, the City uses a "rolling" 12-month period measured backward from the date an employee uses any FMLA leave. Under the "rolling" 12-month period, each time an employee takes FMLA leave, the remaining leave entitlement would be the balance of the 12 weeks which has not been used during the immediately preceding 12 months.

Under most circumstances, leave under federal and state law will run at the same time and the eligible employee will be entitled to a total of 12 weeks of family and medical leave in the designated 12-month period. For leave to care for a covered servicemember, the 12-month period begins on the first day of the leave, regardless of how the 12-month period is calculated for other leaves. Leave to care for a covered servicemember is for a maximum of 26 workweeks during a 12-month period.

PREGNANCY, CHILDBIRTH OR RELATED CONDITIONS

Leave because of the employee's disability for pregnancy, childbirth or related medical condition is not counted as time used under California law (CFRA). Family time off because of pregnancy disability, childbirth or related medical condition does count as family and medical leave under federal law (FMLA). Employees who take time off for pregnancy disability and who are eligible for family and medical leave will also be placed on family and medical leave that runs at the same time as their pregnancy disability leave. Once the pregnant employee is no longer disabled, or once the employee has exhausted PDL and has given birth she may apply for leave under the CFRA for purposes of baby bonding.

Any leave taken for the birth, adoption, or foster care placement of a child does not have to be taken in one continuous period of time. CFRA leave taken for the birth or placement of a child will be granted in minimum amounts of two weeks. The City will grant a request for a California Family Rights Act leave (for birth/placement of a child) of less than two weeks' duration on any two occasions. The City may also grant additional requests for leave lasting less than two weeks at its discretion. Any leave taken must be concluded within one year of the birth or placement of the child with the employee.

LEAVE PROCEDURES

The following procedures shall apply when an employee requests family medical leave:

- Please contact the City Clerk as soon as you realize the need for family/medical leave. If the leave is based on the expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or a family member, the employee must notify the City at least 30 days before leave is to begin. The employee must consult with his or her supervisor regarding scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the City. Any such scheduling is subject to the approval of the health care provider of the employee or the health care provider of the employee's child, parent, or spouse.
- If the employee cannot provide 30 days' notice, the City must be informed as soon as is practical.
- If the FMLA/CRFA request is made because of the employee's own serious health condition, the City may require, at its expense, a second opinion from a health care provider that the City chooses. The health care provider designated to give a second opinion will not be one who is employed on a regular basis by the City.

- If the second opinion differs from the first opinion, the City may require, at its expense, the employee to obtain the opinion of a third health care provider designated or approved jointly by the employer and the employee. The opinion of the third health care provider shall be considered final and binding on the City and the employee.

CERTIFICATION

The City requires the employee to provide certification. You will have 15 calendar days from the City's request for certification to provide it to the City, unless it is not practicable to do so. The City may require recertification from the health care provider if the employee requests additional leave upon expiration of the time period in the original certification. *(For example, if an employee needs two weeks of FMLA, but following the two weeks needs intermittent leave, a new medical certification will be requested and required.)* If the employee does not provide medical certification in a timely manner to substantiate the need for family and medical leave, the City may delay approval of the leave, or continuation thereof, until certification is received. If certification is never received, the leave may not be considered family and medical leave.

If the leave is needed to care for a sick child, spouse, or parent, the employee must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition.
- Probable duration of the condition.
- Estimated amount of time for care by the health care provider.
- Confirmation the serious health condition warrants the employee's participation.

When both parents are employed by the City, and request for simultaneous leave for the birth or placement for adoption or foster care of a child, the City will not grant more than a total of 12 workweeks family/medical leave for this reason.

If an employee cites his/her own serious health condition as a reason for leave, the employee must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition.
- Probable duration of the condition.
- Inability of the employee to work at all or to perform any one or more of the essential functions of his/her position because of the serious health condition.

If an employee is absent because of his/her own serious health condition, the City will also require a medical release to return to work form or certification from the employee's health care provider that the employee is able to resume work. Failure to provide a release to return to work certificate from the employee's health care provider will result in denial of reinstatement for the employee until the certificate is obtained.

LEAVE RELATED TO MILITARY SERVICE

A leave taken due to a qualifying exigency related to military service must be supported by a certification of its necessity. A leave taken due to the need to care for a servicemember shall be supported by a certification by the servicemember's health care provider or other certification allowed by law. Special certification requirements apply to leaves related to military service.

HEALTH AND BENEFIT PLANS

An employee taking family medical leave will be allowed to continue participating in any health and welfare benefit plans in which he/she was enrolled before the first day of the leave (for a maximum of 12 workweeks, or 26 workweeks if the leave is to care for a covered servicemember) at the level and under the conditions of coverage as if the employee had continued in employment for the duration of such leave. The City will continue to make the same premium contribution as if the employee had continued working. The continued participation in health benefits begins on the date leave first begins. In some instances, the City may recover from an employee premiums paid to maintain health coverage if the employee fails to return to work following family/medical leave.

Employees on pregnancy disability leave will be allowed to continue to participate in group health coverage for up to a maximum of four months of pregnancy disability leave (if such insurance was provided before the leave was taken) on the same terms as if you had continued to work. The right to continued group health coverage during pregnancy disability leave is a separate and distinct entitlement from the CFRA entitlement.

Payment is due when it would be made by payroll deduction.

SUBSTITUTION OF PAID LEAVE

Generally, FMLA/CFRA leave is unpaid. The City may require, or employees may choose, to use accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the City's normal paid leave policies. For more information on those specific circumstances requiring or allowing the substitution of paid leave contact City Clerk.

REINSTATEMENT

Under most circumstances, upon return from family/medical leave, an employee will be reinstated to his or her original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. An employee has no greater right to reinstatement than if he or she had been continuously employed rather than on leave. For example, if an employee on family/medical leave would have been laid off had he or she not gone on leave, or if the employee's job is eliminated during the leave and no equivalent or comparable job is available, then the employee would not be entitled to reinstatement. In addition, an employee's use of family/medical leave will not result in the loss of any employment benefit that the employee earned before using family/medical leave.

Reinstatement after family/medical leave may be denied to certain salaried key employees under the following conditions:

- An employee requesting reinstatement was among the highest-paid 10 percent of salaried employees employed within 75 miles of the worksite at which the employee worked at the time of the leave request.
- The refusal to reinstate is necessary because reinstatement would cause substantial and grievous economic injury to the City's operations.
- The employee is notified of the City's intent to refuse reinstatement at the time the City determines the refusal is necessary.
- If leave has already begun, the City gives the employee a reasonable opportunity to return to work following the notice described previously.

TIME ACCRUAL

Please contact the City Clerk with any questions regarding accrual of other City provided paid leave benefits (such as vacation, PTO or sick leave) during unpaid FMLA/CFRA leave.

CARRYOVER

Leave granted under any of the reasons provided by state and federal law will be counted as family/medical leave and will be considered as part of the 12-workweek entitlement (26-workweek entitlement if leave is to care for a servicemember) in any 12-month period. No carryover of unused leave from one 12-month period to the next 12-month period is permitted.

INTERMITTENT LEAVE

Employees may take Family and Medical Leave Act/California Family Rights Act leave intermittently (in blocks of time, or by reducing their normal weekly or daily work schedule) if the leave is for the serious health condition of the employee or a qualifying family member and the reduced leave schedule is medically necessary as determined by the health care provider of the person with the serious health condition. The smallest increment of time that can be used for such leave is 1 hour. See also the discussion of Pregnancy, Childbirth or Related Medical Conditions above.

PREGNANCY DISABILITY LEAVE (PDL)

If you are pregnant, have a related medical condition, or are recovering from childbirth, please review this policy. Any employee planning to take pregnancy disability leave should advise the City Clerk as early as possible. The individual should make an appointment with the City Clerk to discuss the following conditions:

- Duration of pregnancy disability leave will be determined by the advice of the employee's physician, but employees disabled by pregnancy may take up to four months of leave per pregnancy (the working days you normally would work in one-third of a year or 17 1/3 weeks). Part-time employees are entitled to leave on a pro rata basis. The four months of leave includes any period of time for actual disability caused by the employee's pregnancy, childbirth, or related medical condition. This includes leave for severe morning sickness and for prenatal care, doctor-ordered bed rest, as well as other reasons. Your healthcare provider determines how much time you need for your disability.
- The City will also reasonably accommodate medical needs related to pregnancy, childbirth, or related conditions or temporarily transfer you to a less strenuous or hazardous position (where one is available) or duties if medically needed because of your pregnancy.
- Employees who need to take pregnancy disability must inform the City when a leave is expected to begin and how long it will likely last. If the need for a leave, reasonable accommodation, or transfer is foreseeable (such as the expected birth of a child or a planned medical treatment for yourself), employees must provide at least 30 days advance notice before the pregnancy disability leave or transfer is to begin. Employees must consult with the supervisor regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the City. Any such scheduling is subject to the approval of the employee's health care provider.

City of Colfax - Employee Handbook

- For emergencies or unforeseeable events, notify the City, at least verbally, as soon as practical after you learn of the need for the leave.
- Failure to comply with these notice requirements may result in delay of leave, reasonable accommodation, or transfer.
- Pregnancy leave usually begins when ordered by the employee's physician. The employee must provide the City with a written certification from a health care provider for need of PDL, reasonable accommodation or transfer. The certification must be returned no later than 15 calendar days after it is requested by the City. Failure to do so may, in some circumstances, delay PDL leave, reasonable accommodation or transfer. Please see the City Clerk for a medical certification form to give to your health provider.
- Return from leave requires a release from employee's physician.
- An employee will be required to use accrued sick time (if otherwise eligible to take the time) during a pregnancy disability leave. An employee will be allowed to use accrued vacation or personal time (if otherwise eligible to take the time) during a pregnancy disability leave.
- Leave does not need to be taken in one continuous period of time and may be taken intermittently, as needed. Leave may be taken in increments of 1 hour.

Upon submission of a medical certification that an employee is able to return to work from a pregnancy disability leave, an employee will be reinstated to her same position held at the time the leave began or, in certain instances, to a comparable position, if available. There are limited exceptions to this policy. An employee returning from a pregnancy disability leave has no greater right to reinstatement than if the employee had been continuously employed.

Employees on pregnancy disability leave will be allowed to continue to participate in group health insurance coverage for up to a maximum of four months of disability leave (if such insurance was provided before the leave was taken) at the level and under the conditions that coverage would have been provided if the employee had continued in employment continuously for the duration of the leave. In some instances, an employer can recover from an employee premiums paid to maintain health coverage if the employee fails to return following pregnancy disability leave. PDL may impact other benefits or a seniority date. Please contact the City Clerk for more information.

JURY DUTY AND WITNESS LEAVE

The City encourages employees to serve on jury duty when called. Non-exempt employees who have completed their introductory periods will receive full pay while serving up to 20 days of jury duty. Exempt employees will receive full salary unless they are absent for a full week and perform no work. You should notify your supervisor of the need for time off for jury duty as soon as a notice or summons from the court is received. You may be requested to provide written verification from the court clerk of performance of jury service. If work time remains after any day of jury selection or jury duty, you will be expected to return to work for the remainder of your work schedule.

MILITARY LEAVE

Employees who wish to serve in the military and take military leave should contact their Supervisor for information about their rights before and after such leave. You are entitled to reinstatement upon completion of military service, provided you return or apply for reinstatement within the time allowed by law. Authorized leaves of absence for National Guard/Reservist annual training shall be granted in accordance with the provisions of State law. An employee entitled to military leave shall give the City Manager an opportunity within the limits of military regulations to determine when such leave shall be taken. Extensions of unpaid leave beyond State law are subject to the discretion of the City Manager.

BEREAVEMENT LEAVE

In the event of a death of any "immediate family member" of an employee, the employee will be entitled to a period of three (3) consecutive work days of leave with pay. This leave can only be taken within seven (7) days after the death of the family member or within seven (7) days of the date of the funeral or memorial service. "Immediate family member" shall include Employee's spouse, registered domestic partner, child, parent, sibling, grandparent, grandchild, and those relationships recognized by law as in-law, half, step, adopted, and foster family members. Employees must notify their Department Head as soon as possible after the death of an immediate family member as to which dates the employee will be on Bereavement Leave.

SCHOOL APPEARANCES INVOLVING SUSPENSION

If an employee who is the parent or guardian of a child facing suspension from school is summoned to the school to discuss the matter, the employee should alert his or her supervisor as soon as possible before leaving work. In agreement with California Labor Code Section 230.7, no discriminatory action will be taken against an employee who takes time off for this purpose.

TIME OFF FOR VOTING

If an employee does not have sufficient time outside of working hours to vote in an official state-sanctioned election, the employee may take off enough working time to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time, and the time taken off shall be combined with the voting time available outside of working hours to a maximum of two hours combined. Under these circumstances, an employee will be allowed a maximum of two hours' time off during an election day without loss of pay. When possible, an employee requesting time off to vote shall give the supervisor at least two days' notice.

VICTIMS OF CRIME LEAVE

An employee who is a victim or who is the family member of a victim of certain serious crimes may take time off from work to attend judicial proceedings related to the crime or to attend proceedings involving rights of the victim.

A family member of a crime victim may be eligible to take this leave if he/she is the crime victim's spouse, parent, child or sibling. Other family members may also be covered depending on the purpose of the leave.

The absence from work must be in order to attend judicial proceedings or proceedings involving rights of the victim. You must provide reasonable advance notice of your need for leave, and documentation related to the proceeding may be required. If advance notice is not possible, you must provide appropriate documentation within a reasonable time after the absence. Any absence from work to attend judicial proceedings or proceedings involving victim rights will be unpaid, unless you choose to take paid time off.

For more information regarding this leave (including whether you are covered, when and what type of documentation is required, and which type of paid time off can be used), please contact the City Clerk.

DOMESTIC VIOLENCE, SEXUAL ASSAULT OR STALKING LEAVE AND ACCOMMODATION

Employees who are victims of domestic violence, sexual assault and stalking are eligible for unpaid leave. Although the leave is generally unpaid, employees can use their paid sick time under California's Healthy Workplaces, Healthy Families Act for the purposes described below.

You may request leave if you are involved in a judicial action, such as obtaining restraining orders, or appearing in court to obtain relief to ensure your health, safety or welfare, or that of your child. Please provide reasonable advance notice of the need for leave unless advance notice is not feasible. Contact your supervisor.

Employees who are victims of domestic violence, sexual assault or stalking and need a reasonable accommodation for their safety at work should contact the City Manager or the City Clerk and discuss the need for an accommodation. If you are requesting such a reasonable accommodation, you will need to submit a written statement signed by you, or by an individual acting on your behalf, certifying that the accommodation is for the purpose of your safety at work.

For reasonable accommodation requests, the City will also require certification demonstrating that you are the victim of domestic violence, sexual assault or stalking. Any of the forms of certification described above for leave purposes will suffice. The City may request recertification every six months from the date of the previous certification. Notify the City if an approved accommodation is no longer needed.

The City will engage in an interactive process with the employee to identify possible accommodations, if any, that are effective and will make reasonable accommodations unless an undue hardship will result.

The City will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave or accommodation under these provisions.

VOLUNTEER CIVIL SERVICE PERSONNEL

No employee shall be disciplined for taking time off to perform emergency duty as a volunteer firefighter, peace officer, or emergency rescue personnel. Employees who perform emergency duty as a volunteer firefighter, reserve peace officer, or emergency rescue personnel may also take up to a total of 14 days unpaid leave time per calendar year to engage in required fire, law enforcement or emergency rescue training. Please alert your supervisor that you may have to take time off for emergency duty or emergency duty training. When taking time off for emergency duty, please alert your supervisor before doing so when possible.

CONFIRMATION OF HARASSMENT POLICY

I have received my copy of the City's Harassment, Discrimination and Retaliation Prevention policy. I understand and agree that it is my responsibility to read and familiarize myself with this policy.

I understand that the City is committed to providing a work environment that is free from harassment, discrimination and retaliation. My signature certifies that I understand that I must conform to and abide by the rules and requirements described in this policy.

Employee's Signature _____

Employee's Printed Name _____

Date _____

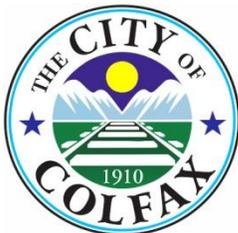
CONFIRMATION OF RECEIPT

I have received my copy of the City of Colfax Employee Handbook. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in the handbook. I will follow the rules and policies of the City of Colfax to the best of my ability.

Employee's Signature _____

Employee's Printed Name _____

Date _____



STAFF REPORT TO THE COLFAX CITY COUNCIL

FOR THE JUNE 28, 2017 COUNCIL MEETING

FROM: John Schempf, City Manager
PREPARED BY: Laurie Van Groningen, Finance Director
DATE: June 21, 2017
SUBJECT: Revised Budget Fiscal Year 2017-2018

<input type="checkbox"/>	N/A	<input type="checkbox"/>	FUNDED	<input type="checkbox"/>	UN-FUNDED	AMOUNT:	FROM FUND:
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RECOMMENDED ACTION: Approve Resolution 25-2017 – Amending the 2017-2018 Operating Budget.

SUMMARY:

Staff presented a revised budget proposal for Council review at a Special Meeting – Budget Workshop on Wednesday, June 21, 2017. Proposed updates and revisions to the Adopted Budget were highlighted in a Budget Memo.

After review and discussion, Council requested Staff to make minor changes to employee allocations for the City Manager and Community Services Director. Staff has implemented these changes and they are included in the attached budget documentation.

CONCLUSION:

Staff recommends that City Council adopt the Fiscal Year 2017-2018 Budget Amendment as attached.

ATTACHMENTS:

1. Resolution 25-2017
2. Budget Memo – Revised Budget for Fiscal Year 2017-2018 (Budget Workshop June 21, 2017)
3. Adopted (Revised) Budget for Fiscal Year 2017-2018

City of Colfax

City Council

Resolution № 25-2017

AMENDING THE 2017-2018 OPERATING BUDGET

WHEREAS, the City Council of the City of Colfax 2017-2018 Operating Budget was adopted on June 8, 2016 as part of a two year budget; and

WHEREAS, the City Council of the City of Colfax held a special meeting/budget workshop on June 21, 2017 and reviewed the budget for known differences as noted in the attached Budget Memo; and

NOW, THEREFORE, BE IT RESOLVED AND DECLARED by the City Council of the City of Colfax that the 2017-2018 Annual Operating Budget be amended as reflected in the attached summary document: *All Funds – Projected Revenues, Expenditures, Transfers and Fund Balance*.

THE FOREGOING RESOLUTION was duly and regularly adopted at a regular meeting of the City Council of the City of Colfax held on the 28th day of June, 2017 by the following vote of the Council:

AYES:

NOES:

ABSENT:

ABSTAIN:

Stephen Harvey, Mayor

ATTEST:

Lorraine Cassidy, City Clerk

CITY OF COLFAX

Revised Budget for Fiscal Year 2017-2018

Budget Memo

City staff has completed a review of the Fiscal Year 2017-2018 adopted budget and is proposing revisions for City programs and projects. This budget proposal represents staff's recommendation of a spending plan consistent with projected funding availability, efficient and effective service delivery to the community, existing contractual agreements and legal requirements.

The proposed changes to the adopted budget can be summarized as follows:

1. Updated beginning fund balances based on audited actuals for FY2015-2016 (these balances were estimated when initial budget was proposed) and new estimates for FY2016-2017 based on current data and activities.
2. Updated revenue and expense forecasts based on current trends and contract values.
3. Incorporated staffing and health benefit changes that were approved during the current fiscal year. Health benefit costs increased due to increased benefits for non-represented personnel. Staffing costs are increased due to additional office staff (offset by decrease in consultant costs) and a second Operator II position at the Waste Water Treatment plant. All other personnel were included in the original budget that was adopted.
 - a. Staff projections included a COLA increase of 4% for employees. This increase is mandated by the Memorandum of Understanding for represented employees and proposed for non-represented employees.
 - b. Merit increases (up to 5%) are projected at 2.5% based on assumption that increase dates are spread over the year due to individual hire dates. Merit increases are not guaranteed, and are based on employee evaluation and fund availability.
4. Reviewed capital project list and updated for terminated projects, project carry-over and new proposed projects to be completed.

Analysis

The proposed budget for Fiscal Years 2017-2018 is balanced in that all recommended expenditures and capital projects are covered with anticipated revenues and/or carryover monies (unrestricted fund balance). The overall financial health of the City has improved over recent years. The City has been able to establish and maintain Fund reserves to weather business cycle uncertainties and natural disasters in addition to beginning building capital reserves for replacement of City infrastructure and capital improvements. It is critical to look beyond the budget period to insure the financial structure is adequate for the long term. Therefore, as part of the proposed budget, the City will continue to closely monitor spending plans, evaluate cost savings ideas, and maximize revenue opportunities. Staff has begun to develop long term projections for analysis.

General Funds

The scrutiny of General Funds has been exhaustive over the past several years. These ongoing efforts have resulted in:

1. Elimination of negative fund balances (FY2013-2014)
2. Achievement of a Council mandated General Operating Reserve of 25% of annual budget (FY2014-2015),
3. Establishment of Pension Liability Reserve FY2015-2016,
4. Establishment of capital project reserve - \$50K per year FY2016-2017.

General Fund revenues are difficult to estimate. The proposed projections reflect an increase of 3% over the current fiscal year – this is the same growth rate that we are anticipating for the current fiscal year. The projected forecast for General Funds includes \$300K in transfers to General Fund capital reserve funds, capital projects (refer to capital project listing), and the City's annual contribution to Streets & Roads operating expenses.

Recognizing that building and maintaining reserves demonstrates fiscal prudence, City staff intends to continually review expense reduction opportunities.

Special Revenue Funds

Special revenue funds include:

1. Mitigation Fees – There is no revenue activity projected in this budget proposal for FY2017-2018. Projected expenditures are current and proposed projects and are outlined on individual fund worksheets and the capital project worksheet.
2. Support for Law Enforcement – The proposed budget includes an estimate of \$100,000 per year from the COPS grant. The balance of costs for the Sheriff contract is budgeted in the General Fund.
3. CDBG (Community Development Block Grants) funds are Program Income funding from previous CDBG programs and are restricted to State approved projects with very restrictive guidelines. The City currently has one business loan outstanding which generates revenue and expenditures are for administration of funds. No other activities are currently projected with these funds.
4. Transportation/Streets & Roads – The City receives funding for transportation funds (processed through Placer County Transportation Planning Agency (PCTPA). Funds received via the Transportation Development Act Tax (TDA) are first allocated to Transit costs and then available for Street and Road operations and maintenance.
5. Gas Tax funds - These funds are used to maintain the City's street lights – with residual funding being allocated to Streets and Roads operating expenses. Revenues are projected to remain consistent with current fiscal year in the proposed budget.
6. Fire Capital Funds – These funds have been designated for the purchase of the new Rescue vehicle for the Fire Department. The down payment has been made in the current year – and

the final financing arrangements are currently under review. Projected revenues are difficult to estimate, but reflect income from use of City equipment and personnel outside our jurisdiction.

The largest change in the proposed special revenue funds was the removal of the estimated Sales Tax - Roads revenue for the Sales tax proposition that did not receive voter approval in the recent election.

Capital Projects

The proposed capital project list includes reserve allocations, debt payment obligations, current approved projects, budgeted projected carried forward from current fiscal year, projects previously approved in the budget process, and new projects covering current needs. Project funding is detailed by Funding Source.

Sewer Enterprise Fund

The Sewer funds have also been carefully scrutinized over the past few years, and the following results have been achieved:

- Eliminated negative fund balances
- Established Council mandated operating reserve – 17% of Total Operations
- Established Reserve accounts required by State Water Board Loan agreement and USDA Grant fund
 - Loan payment reserve – One year loan payment
 - Short term Asset reserve - \$37.5K per year

The City has hired certified personnel for Sewer plant operations, in addition to utilizing our Operators in Training program to develop Sewer Operators. We are currently staffed with three full-time personnel plus support from Public Works and Administration staff. This staffing plan has eliminated the need to use high cost outside contractors for on-call and emergency services, in addition to allowing staggered shift to improve plant coverage and reduce on call and overtime pay.

The current expense and capital outlay projections for the Sewer Enterprise Fund are covered by projected revenues and unrestricted fund balance.

Projected revenues include a rate inflation of 3.5% (base rates only) per year that went into effect in 2008. It should be noted that the Fund 567 I&I Revenue is scheduled to end in May 2018 which is approximately \$85K per year.

Staff has been developing formal maintenance and repair schedules and projections, in addition to developing a Construction Improvement Plan (CIP) in coordination with the City Engineers. Some of these projections have been included in the projected forecast for the upcoming year. A formal rate study is in the process of being initiated and anticipated completion is August 2017.

CITY OF COLFAX
All Funds - Projected Revenues, Expenditures, Transfers and Fund Balance
For Fiscal Year 2016-2017 and Fiscal Year 2017-2018

Fund Description	Fund #	Fiscal Year 2016-2017 - Projected Actuals					Fiscal Year 2017-2018 - Revised Budget				
		Projected Fund Balance 07/01/2016 Updated post audit	Projected Revenues	Projected Expenses	Transfers In (Out)	Projected Fund Balance 06/30/2017	Projected Fund Balance 07/01/2017	Projected Revenues	Projected Expenses	Transfers In (Out)	Projected Fund Balance 06/30/2018
General Fund - Unrestricted	100/120/570	\$ 610,679	\$ 1,767,150	\$ 1,650,341	\$ (225,561)	\$ 501,927	\$ 501,927	\$ 1,813,500	\$ 1,720,375	\$ (300,727)	\$ 294,326
General Fund - Restricted											
Operating Reserve - 25%	100	350,000	-	-	100,000	450,000	450,000	-	-	-	450,000
Pension Liability Reserve	100	45,000	-	-	-	45,000	45,000	-	-	-	45,000
Capital Project Reserve	100	-	-	-	50,000	50,000	50,000	-	-	50,000	100,000
2% AB939 Landfill Diversion	571	30,517	-	-	-	30,517	30,517	-	-	(30,517)	0
Landfill - Postclosure Maintenance	572	783,026	80,000	70,137	-	792,889	792,889	80,000	96,401	-	776,488
Total General Fund - Restricted		\$ 1,208,543	\$ 80,000	\$ 70,137	\$ 150,000	\$ 1,368,406	\$ 1,368,406	\$ 80,000	\$ 96,401	\$ 19,483	\$ 1,371,488
Special Revenues											
Mitigation Funds	210-17	228,480	1,317	-	(40,952)	188,845	188,845	1,143	89,548	-	100,440
Support Law Enforcement	218	-	129,324	129,324	-	-	-	100,000	100,000	-	-
CDBG - Program Income	244	251,256	2,600	6,000	-	247,856	247,856	2,600	6,000	-	244,456
Transportation - Streets/Roads	250	-	120,400	200,400	80,000	-	-	110,288	388,372	278,084	(0)
Gas Taxes	253	3,577	46,330	17,280	(32,600)	27	27	46,330	19,000	(27,357)	0
Sales Tax - Roads											
Beverage Recycling	270	32,939	-	-	(32,939)	0	0	-	-	-	0
Used Oil Grant	280	7,814	5,000	9,550	-	3,264	3,264	-	3,264	-	0
Bricks and Community Projects	286	5,267	100	-	-	5,367	5,367	100	5,467	-	(0)
Fire Capital Fund	292	140,147	-	57,200	-	82,947	82,947	12,000	41,000	-	53,947
Fire Construction - Mitigation	342	2,429	-	-	-	2,429	2,429	-	-	-	2,429
Recreation Construction	343	2,419	-	-	-	2,419	2,419	-	-	-	2,419
Total Special Revenues		\$ 674,328	\$ 305,071	\$ 419,754	\$ (26,491)	\$ 533,154	\$ 533,154	\$ 272,461	\$ 652,651	\$ 250,727	\$ 403,690
Capital Projects											
North Main St Bike Route	370	(28,355)	220,000	220,645	29,000	-	-	-	-	-	-
Ballpark bleachers/shade	3XX	-	-	33,052	33,052	-	-	-	-	-	-
Corp Yard Security and Recycling Improve	3XX	-	-	-	-	-	-	-	30,517	30,517	-
Electric Vehicle Charging Station Grant	3XX	-	-	-	-	-	-	-	-	-	-
Preliminary Study - I80 Interchange	3XX	-	40,000	40,000	-	-	-	-	-	-	-
Total Capital Projects		\$ (28,355)	\$ 220,000	\$ 293,697	\$ 102,052	\$ -	\$ -	\$ -	\$ 30,517	\$ 30,517	\$ -
Sub-total - General, Special, Capital Funds		\$ 1,854,516	\$ 605,071	\$ 783,588	\$ 225,561	\$ 1,901,560	\$ 1,901,560	\$ 352,461	\$ 779,570	\$ 300,727	\$ 1,775,178
Enterprise Funds											
Sewer WWTP Maint and Ops	560	347,220	1,105,170	926,450	(95,000)	430,940	430,940	1,130,180	1,285,489	-	275,632
Sewer Collections Systems	561	362,285	182,500	146,228	(37,500)	361,057	361,057	184,500	336,505	(37,500)	171,551
WWTP/Debt Service	563	(22,283)	480,860	438,974	-	19,603	19,603	475,861	438,974	-	56,490
G.O. Bonds (Ends 2018)	565	15,705	-	14,750	-	955	955	100	-	-	1,055
Inflows and Infiltration (Ends 2018)	567	138,692	85,125	750	-	223,067	223,067	85,100	-	-	308,167
Operating Reserve - 17% (Restricted)		230,000	-	-	95,000	325,000	325,000	-	-	-	325,000
Sewer Connections - Restricted	564	41,080	-	-	-	41,080	41,080	-	-	-	41,080
Capital Reserve		-	-	-	-	-	-	-	-	-	-
Short Term Asset Reserve (Restricted)		55,065	-	-	37,500	92,565	92,565	-	-	37,500	130,065
Loan Payment Reserve (Restricted)		438,974	-	-	-	438,974	438,974	-	-	-	438,974
Total Enterprise Funds		\$ 1,606,737	\$ 1,853,655	\$ 1,527,152	\$ -	\$ 1,933,240	\$ 1,933,240	\$ 1,875,741	\$ 2,060,968	\$ -	\$ 1,748,013
TOTAL ALL FUNDS		\$ 4,071,933	\$ 4,225,876	\$ 3,961,081	\$ -	\$ 4,336,727	\$ 4,336,727	\$ 4,041,702	\$ 4,560,912	\$ -	\$ 3,817,517

CITY OF COLFAX
Adopted (Revised) Budget for Fiscal Year 2017-2018
Table of Contents

1. <u>City Summary</u>	
a. All Funds - Projected Revenues, Expenditures, Transfers and Fund Balance	1
b. Proposed Capital Expenditures	2
c. Proposed Staffing – Personnel Equivalents	3
2. <u>General Fund</u>	
a. Fund Summary	4
b. Revenue Detail	5-6
c. Department Expenditure Detail	7-20
100-100 – Central Services	
100-110 – City Council	
100-120 – Administration and Finance	
100-160 – City Attorney	
100-200 – Fire Department	
100-300 – Sheriff Department	
100-400 – Building Department	
100-425 – Engineering	
100-450 – Planning	
100-500 – Building and Grounds	
100-530 – Parks and Recreation	
120-000 – Land Development Fees	
571-000 – AB939 Solid Waste Reduction (Restricted)	
572-000 – Landfill Post Closure Maintenance (Restricted)	

CITY OF COLFAX
Adopted (Revised) Budget for Fiscal Year 2017-2018
Table of Contents

3. <u>Special Revenue Funds</u>		
a. Fund Revenue and Expenditure Details		21-38
210 – Mitigation Funds – Roads	244 – CDBG – Program Income	
211 – Mitigation Funds – Drainage	250 – Streets and Roads	
212 – Mitigation Funds – Trails	253 – Gas Tax Fund	
213 – Mitigation Funds – Parks and Rec	270 – Beverage Recycling Fund	
214 – Mitigation Funds – City Buildings	280 – Oil Grant Fund	
215 – Mitigation Funds – City Vehicles	286 – Bricks and Community Projects	
217 – Mitigation Funds – Downtown Parking	292 – Fire Capital Fund	
218 – Supplemental Law Enforcement	342 – Fire Construction – Mitigation	
	343 – Recreation Construction - Mitigation	
4. <u>Enterprise Funds</u>		
a. Fund Revenue and Expenditure Details		39-45
560 – Sewer Operations		
561 – Collection Systems/Lift Stations		
563 – Wastewater Treatment Plant Project		
565 – General Obligation Bonds		
567 – Inflows and Infiltration		
5. <u>Staffing and Consultants</u>		
a. Fiscal Year 2017-2018		46-50
i. Permanent Employee Pay Schedule		
ii. Employee Allocation Schedule		
iii. Wage Allocation Schedule		
iv. Employee Benefits – Retirement and Health Insurance		
v. Consultant Allocation Schedule		

CITY OF COLFAX
All Funds - Projected Revenues, Expenditures, Transfers and Fund Balance
For Fiscal Year 2016-2017 and Fiscal Year 2017-2018

Fund Description	Fund #	Fiscal Year 2016-2017 - Projected Actuals					Fiscal Year 2017-2018 - Revised Budget				
		Projected Fund Balance 07/01/2016 Updated post audit	Projected Revenues	Projected Expenses	Transfers In (Out)	Projected Fund Balance 06/30/2017	Projected Fund Balance 07/01/2017	Projected Revenues	Projected Expenses	Transfers In (Out)	Projected Fund Balance 06/30/2018
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General Fund - Restricted											
Operating Reserve - 25%	100	350,000	-	-	100,000	450,000	450,000	-	-	-	450,000
Pension Liability Reserve	100	45,000	-	-	-	45,000	45,000	-	-	-	45,000
Capital Project Reserve	100	-	-	-	50,000	50,000	50,000	-	-	50,000	100,000
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Landfill - Postclosure Maintenance	572	783,026	80,000	70,137	-	792,889	792,889	80,000	96,401	-	776,488
Total General Fund - Restricted		\$ 1,208,543	\$ 80,000	\$ 70,137	\$ 150,000	\$ 1,368,406	\$ 1,368,406	\$ 80,000	\$ 96,401	\$ 19,483	\$ 1,371,488
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Support Law Enforcement	218	-	129,324	129,324	-	-	-	100,000	100,000	-	-
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Sales Tax - Roads											
Beverage Recycling	270	32,939	-	-	(32,939)	0	0	-	-	-	0
Used Oil Grant	280	7,814	5,000	9,550	-	3,264	3,264	-	3,264	-	0
Bricks and Community Projects	286	5,267	100	-	-	5,367	5,367	100	5,467	-	(0)
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Capital Projects											
North Main St Bike Route	370	(28,355)	220,000	220,645	29,000	-	-	-	-	-	-
Ballpark bleachers/shade	3XX			33,052	33,052	-	-	-	-	-	-
Corp Yard Security and Recycling Improve	3XX					-	-				-
Electric Vehicle Charging Station Grant	3XX					-	-				-
Preliminary Study - I80 Interchange	3XX			40,000	40,000	-	-				-
Total Capital Projects		\$ (28,355)	\$ 220,000	\$ 293,697	\$ 102,052	\$ -	\$ -	\$ -	\$ 30,517	\$ 30,517	\$ -
Sub-total - General, Special, Capital Funds		\$ 1,854,516	\$ 605,071	\$ 783,588	\$ 225,561	\$ 1,901,560	\$ 1,901,560	\$ 352,461	\$ 779,570	\$ 300,727	\$ 1,775,178
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WWTP/Debt Service	563	(22,283)	480,860	438,974	-	19,603	19,603	475,861	438,974	-	56,490
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Operating Reserve - 17% (Restricted)		230,000			95,000	325,000	325,000				325,000
Sewer Connections - Restricted	564	41,080				41,080	41,080				41,080
Capital Reserve											
Short Term Asset Reserve (Restricted)		55,065			37,500	92,565	92,565			37,500	130,065
Loan Payment Reserve (Restricted)		438,974				438,974	438,974				438,974
Total Enterprise Funds		\$ 1,606,737	\$ 1,853,655	\$ 1,527,152	\$ -	\$ 1,933,240	\$ 1,933,240	\$ 1,875,741	\$ 2,060,968	\$ -	\$ 1,748,013
TOTAL ALL FUNDS		\$ 4,071,933	\$ 4,225,876	\$ 3,961,081	\$ -	\$ 4,336,727	\$ 4,336,727	\$ 4,041,702	\$ 4,560,912	\$ -	\$ 3,817,517

City of Colfax Proposed Capital Expenditures Revised Budget for Fiscal Year 2017-2018		General Fund			Mitigation Funds				Restricted Funds				Sewer Funds			TOTAL	
		100-100	100-200	100-500	210-000	213-000	215-000	217-000	250-000	292-000	571-000	270-000	TBD	560-000	561-000		567-000
		General Fund	Fire	Buildings & Grounds	Streets & Roads	Parks	Vehicles	Downtown Parking	Streets & Roads	Fire Capital	AB939	Bev Recycling Funds	CMAQ, RSTP, County	Sewer Funds	Collection Systems		I & I
Revised Budget FY2017-2018	Description																
	General Fund																
\$ 50,000	General Fund Capital Project and Equipment Reserve															\$ 50,000	
\$ 15,000	Computer replacements, Records retention shelving															\$ 15,000	
\$ 30,000	Accounting Software Update															\$ 30,000	
\$ 150,000	Debt Service - Winner Chevrolet Property															\$ 150,000	
	Buildings & Grounds																
\$ 40,054	New Vehicle for Public Works															\$ 40,054	
\$ 45,000	Shade structure for ballpark bleachers															\$ 45,000	
\$ 43,657	Corp Yard Security/Recycling Improv															\$ 43,657	
	Streets & Roads																
\$ 472,294	Roundabout - Preliminary Engineering & Design															\$ 472,294	
\$ 27,000	ADA compliant curbs and ramps															\$ 27,000	
\$ 37,000	Street and Road Repairs															\$ 37,000	
\$ 45,000	Asphalt Hotbox - New equipment for road repair															\$ 45,000	
\$ 225,000	Road Rehab - Rising Sun															\$ 225,000	
	Fire																
\$ 5,000	Hydrant Testing Equipment															\$ 5,000	
\$ 36,000	Down pmt/lease payments on Rescue vehicle.															\$ 36,000	
	Sewer Collection																
\$ 45,000	Hydrovac Vacuum Trailer (share with Streets & Roads)															\$ 45,000	
\$ 12,000	Sewer Line repairs															\$ 12,000	
\$ 37,500	Short Term Asset Reserve - Required by USDA grant															\$ 37,500	
\$ 25,000	Pump Station 2 - Surge Protection (CIP)															\$ 25,000	
\$ 2,000	Quinns Lane Storm Water Intrusion															\$ 2,000	
\$ 50,000	Colfax Avenue Sewer Replacement (CIP)															\$ 50,000	
	WWTP																
\$ 125,000	Dam															\$ 125,000	
\$ 1,517,505	\$ 95,000	\$ 5,000	\$ 185,500	\$ 12,994	\$ 45,000	\$ 4,554	\$ 27,000	\$ 129,750	\$ 36,000	\$ 30,767	\$ 12,890	\$ 647,800	\$ 125,000	\$ 160,250	\$ -	\$ 1,517,505	
	\$ 285,500			\$ 89,548				\$ 857,207				\$ 285,250			\$ 1,517,505		

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

<u>Employees/Temporary Staff</u>	<u>Status</u>	<u>Union</u>	<u>Current</u>	<u>FY 2016-2017</u>	Revised <u>FY 2017-2018</u>
City Manager	FT	N	1.0	1.0	1.0
City Clerk	PT	N	0.8	0.8	0.8
Community Services Director	FT	N	1.0	1.0	1.0
Public Works Supervisor	FT	N	-	1.0	1.0
Customer Serv Rep	PT	N	0.4	0.4	0.5
Technical Services Manager	FT	N	1.0	1.0	1.0
Chief Plant Operator	FT	Y	1.0	1.0	1.0
Sewer Operator II	FT	Y	1.0	1.0	1.0
Sewer Operator II	FT	Y	-	1.0	1.0
Maintenance Worker I	FT	Y	1.0	1.0	1.0
Maintenance Worker I	FT	Y	1.0	1.0	1.0
Maintenance Worker I	FT	Y	1.0	1.0	1.0
Accounting Technician	PT	N	0.6	0.6	1.0
Maintenance Worker I/OIT	FT	Y	-	-	1.0
			9.8	11.8	13.3
<u>Consultants/Contract Services</u>	<u>Status</u>	<u>Union</u>	<u>Current</u>	<u>FY 2016-2017</u>	<u>FY 2017-2018</u>
Finance Director	PT	N/A	0.5	0.5	0.4
City Planner	PT	N/A	0.4	0.4	0.4
Building Official	PT	N/A	0.4	0.4	0.4
Engineering	PT	N/A	Varies	Varies	Varies
City Attorney	PT	N/A	Varies	Varies	Varies

City of Colfax
 Adopted Budget
 For the Fiscal Years 2016-2017 and 2017-2018

General Fund			
Summary			

Description	Actuals 2014-15	Actual 2015-16	Estimate 2016-17	Budget 2015-16	Adopted Budget		
					2016-2017	2017-2018	2017-2018 REV
REVENUES BY MAJOR CATEGORY							
Property and Sales Taxes	\$ 1,270,651	\$ 1,437,127	\$ 1,360,000	\$ 1,165,000	\$ 1,264,300	\$ 1,301,689	\$ 1,397,600
Franchise Fees	70,562	75,672	80,000	60,000	80,000	90,000	85,000
Licenses and Permits	66,504	76,688	55,750	57,700	59,500	59,500	59,500
Charges for Current Services	9,188	6,272	47,100	86,263	27,750	27,750	47,100
Revenue from Other Agencies	176,546	148,304	151,000	130,000	133,000	133,000	151,000
Other Sources of Revenues	57,125	73,064	67,300	47,300	60,900	60,900	67,300
Transfers In	6,077	23,321	6,000	0	6,000	6,000	6,000
TOTAL REVENUES	\$ 1,656,653	\$ 1,840,447	\$ 1,767,150	\$ 1,546,263	\$ 1,631,450	\$ 1,678,839	\$ 1,813,500
EXPENDITURES BY DEPARTMENT							
100 Central Services	97,897	109,173	119,279	105,515	119,279	120,673	157,594
110 City Council	10,711	12,505	21,000	21,800	23,150	23,200	28,200
120 Administration and Finance	176,357	191,734	208,759	191,778	174,105	178,910	205,761
160 City Attorney	46,575	54,221	48,000	43,000	60,000	54,000	54,000
200 Fire Department	35,646	57,537	57,000	51,480	63,500	53,500	67,000
300 Sheriff Department	500,889	513,462	528,300	514,909	528,300	549,180	554,300
400 Building Department	45,078	98,207	70,000	43,651	72,900	72,900	72,900
425 Engineering	29,098	5,843	16,000	40,000	20,000	20,000	20,000
450 Planning	13,315	53,290	52,000	36,500	57,600	57,600	57,600
500 Building & Grounds	232,850	338,970	432,019	188,843	432,019	387,324	383,045
530 Parks And Recreation	46,806	54,412	77,334	46,419	77,333	91,685	99,324
120-XXX Land Development Fees	16,634	1,848	20,650	50,475	20,650	20,650	20,650
570 Garbage	1,215	0	0	0	0	0	0
TOTAL EXPENDITURES	\$ 1,253,071	\$ 1,491,200	\$ 1,650,341	\$ 1,334,370	\$ 1,648,836	\$ 1,629,622	\$ 1,720,375
EXCESS REVENUES OVER (UNDER) EXPENDITURES	403,583	349,247	116,809	211,893	-17,386	49,217	93,125
Acct #							
9998 Transfer In	-12,352	0	0	3,600	0	0	0
9998 Transfers to projects	0	-39,679	-125,561	0	-60,640	-77,343	-298,455
9998 Transfer to Fund 218 SLE	0	0	0	-7,097	0	0	0
9998 Transfer to CDBG - Fund 236	0	0	0	-25,000	0	0	0
TOTAL TRANSFERS OUT	\$ (12,352)	\$ (39,679)	\$ (125,561)	\$ (28,497)	\$ (60,640)	\$ (77,343)	\$ (298,455)
BEGINNING FUND BALANCE	-90,119	301,111	610,679	301,111	610,679	337,804	601,927
ENDING FUND BALANCE	\$ 301,111	\$ 610,679	\$ 601,927	\$ 484,507	\$ 532,654	\$ 309,678	\$ 396,598

City of Colfax
 Adopted Budget
 For the Fiscal Years 2016-2017 and 2017-2018

General Fund			
Revenue Detail			

Description	Actuals 2014-15	Actuals 2015-16	Estimate 2016-17	Budget 2015-16	Adopted Budget		
					2016-2017	2017-2018	2017-2018 REV
PROPERTY AND SALES TAXES							
4010 Property Taxes	\$ 300,708	\$ 314,709	\$ 320,000	\$ 300,000	\$ 325,000	\$ 328,879	\$ 329,600
4020 Sales and Use Taxes	956,342	1,104,357	1,025,000	850,000	1,000,000	954,810	1,050,000
4040 Transient Occupancy Tax	13,601	18,060	15,000	15,000	18,000	18,000	18,000
TOTAL TAXES	1,270,651	1,437,127	1,360,000	1,165,000	1,343,000	1,301,689	1,397,600
FRANCHISES							
4100 Franchises	70,562	75,672	80,000	60,000	80,000	90,000	85,000
TOTAL FRANCHISES	70,562	75,672	80,000	60,000	80,000	90,000	85,000
LICENSES AND PERMITS							
4200 Business Licenses	29,333	27,008	29,000	27,000	29,000	29,000	29,000
4210 Plan Check Fees	9,300	26,621	7,500	5,000	5,000	5,000	5,000
4220 Building Permits	26,671	22,763	19,000	25,000	25,000	25,000	25,000
4240 Encroachment Permits	600	240	200	500	500	500	500
4270 Sign Permits	600	57	50	200	-	-	-
TOTAL LICENSES & PERMITS	66,504	76,688	55,750	57,700	59,500	59,500	59,500
CURRENT SERVICE CHARGES							
4605 Recreation Fees	1,330	3,480	5,000	4,500	4,500	4,500	4,500
4620 Planning & Zoning Fees (Fund 120)	2,031	0	40,000	71,663	20,650	20,650	40,000
4630 Court Fines	5,699	2,731	2,000	10,000	2,500	2,500	2,500
4640 Copies & Reports	129	61	100	100	100	100	100
TOTAL CURRENT SERVICE CHARGES	9,188	6,272	47,100	86,263	27,750	27,750	47,100
REVENUE FROM OTHER AGENCIES							
4700 State Motor Vehicle License		805	1,000	0			1,000
4710 Motor Vehicle Fees	120,108	124,559	131,000	115,000	113,000	113,000	131,000

City of Colfax
 Adopted Budget
 For the Fiscal Years 2016-2017 and 2017-2018

General Fund		
Revenue Detail		

Description	Actuals 2014-15	Actuals 2015-16	Estimate 2016-17	Budget 2015-16	Adopted Budget		
					2016-2017	2017-2018	2017-2018 REV
4760 Prop 172 Public Safety	22,419	22,941	20,000	15,000	20,000	20,000	20,000
4770 State Mandated Costs	34,019	0		0	-	-	-
TOTAL FROM OTHER AGENCIES	176,546	148,304	151,000	130,000	133,000	133,000	151,000
OTHER SOURCES OF FUNDS							
4800 Rents and Leases	1,800	1,860	1,800	1,800	1,800	1,800	1,800
4810 Sign Rental & Leases	42,550	52,255	51,500	44,500	51,500	51,500	51,500
4815 Digital Sign Fees	1,100	975	1,000	0	1,100	1,100	1,000
4900 Miscellaneous	1,192	6,551	1,000	1,000	500	500	1,000
4964 Accounting Fee Reimbursements	0	0		0	-	-	-
4980 Interest Income	10,482	11,423	12,000	0	6,000	6,000	12,000
TOTAL OTHER SOURCES OF FUNDS	57,125	73,064	67,300	47,300	60,900	60,900	67,300
TRANSFERS IN							
4998 Transfer In - CDBG Defederalization	6,077	23,321	6,000	0	6,000	6,000	6,000
TOTAL TRANSFERS IN	6,077	23,321	6,000	0	6,000	6,000	6,000
TOTAL GENERAL FUND REVENUE	\$ 1,656,653	\$ 1,840,447	\$ 1,767,150	\$ 1,546,263	\$ 1,710,150	\$ 1,678,839	\$ 1,813,500

City of Colfax
 Adopted Budget
 For the Fiscal Years 2016-2017 and 2017-2018

General Fund Departmental Detail									
Department 100									
Central Services									
					Adopted Budget				
Description	Actuals 2014-15	Actuals 2015-16	Estimate 2016-17	Budget 2015-16	2016-2017	2017-2018	2017-2018 REV		
SUPPLIES AND EQUIPMENT									
5201 Materials and Supplies	\$ 6,491	\$ 7,462	\$ 8,235	\$ 4,000	\$ 6,695	\$ 6,896	\$ 8,500		
5203 Office Expenses	1,761	5,275	\$ -	0	\$ -	\$ -	\$ -		
5220 Copy Machine	3,164	3,925	\$ 6,000	3,000	\$ 3,090	\$ 3,183	\$ 6,000		
5300 Equipment Repairs & Maintenance	896	2,606	0	0	0	0	0		
COMMUNICATIONS									
5410 Postage	1,718	1,543	2,000	4,000	2,000	2,000	2,000		
5420 Telephone	2,425	2,532	2,500	3,000	2,500	2,500	2,500		
5430 Internet/Website	3,883	2,656	4,000	3,500	4,000	4,000	4,000		
5440 Printing and Advertising	3,056	3,248	3,000	3,500	3,000	3,000	3,000		
CONTRACTED SERVICES									
5510 Animal Control Contracts	25,794	26,465	30,000	26,465	27,500	27,500	30,000		
5650 Annual Audit	7,432	10,289	9,500	8,325	9,500	9,500	9,500		
5660 Professional Services	1,932	2,477	2,500	0	2,500	2,500	2,500		
RESOURCE DEVELOPMENT									
5810 Memberships and Dues	2,245	2,855	2,800	2,500	2,800	2,800	2,800		
5815 Conferences & Meetings	1,903	167	0	0	0	0	0		
5820 Education and Training	510	0	0	0	0	0	0		
5830 Travel (move to specific dept)	440	0	0	0	0	0	0		
OCCUPANCY									
6120 Utilities	8,673	8,947	\$ 11,356	11,025	\$ 11,356	\$ 11,696	\$ 11,696		
CAPITAL OUTLAY									
7010 Office Equipment/Computer	977	0	10,000	5,000	15,000	15,000	15,000		
7500 Structure Improvements	0	1,000		0					
7500 Accounting Software Update							30,000		
7500 Capital Reserve	0	1,000		0			0		
MISCELLANEOUS									
8250 Miscellaneous	(1,700)	1,104	1,000	1,000	1,000	1,000	1,000		
8252 Bank Charges	1,464	1,768	2,000	1,500	2,000	2,000	2,000		
8260 SB 2557 Prop Tax Admin Costs	7,785	6,654	\$ 8,240	10,000	\$ 8,240	\$ 8,487	\$ 8,487		
8300 Payment to Other Agencies	999	1,218	1,000	3,000	1,000	1,000	1,000		
8320 LAFCO Fees	1,027	1,553	\$ 1,648	700	\$ 1,648	\$ 1,697	\$ 1,697		
8400 Insurance and Bonds	15,021	14,430	\$ 13,500	15,000	\$ 15,450	\$ 15,914	\$ 15,914		
TOTALS	\$ 97,897	\$ 109,173	\$ 119,279	\$ 105,515	\$ 119,279	\$ 120,673	\$ 157,594		

City of Colfax
 Adopted Budget
 For the Fiscal Years 2016-2017 and 2017-2018

General Fund Department Detail			
Department 110			
City Council			

Description	Actuals 2014-15	Actuals 2015-16	Estimate 2016-17	Budget 2015-16	Adopted Budget		
					2016-2017	2017-2018	2017-2018 REV
PERSONNEL							
5060 Council Member Stipends	\$ 7,235	\$ 7,700	\$ 7,800	\$ 7,800	\$ 7,800	\$ 7,800	\$ 7,800
5110 Social Security Taxes	553	589	600	600	600	650	650
5115 Employment & Training Tax	29	0	0	500	0	0	0
SUPPLIES AND EQUIPMENT							
5201 Materials and Supplies	105	10					
COMMUNICATIONS							
5420 Telephone	8		0		0	0	0
5430 Internet/Website	232	0	0	0	0	0	0
5440 Printing & Advertising	0	0	250	250	250	250	250
CONTRACTED SERVICES							
5660 Professional Services	0	0	2,850	5,000	5,000	5,000	10,000
RESOURCE DEVELOPMENT							
5815 Conference & Meetings	1,019	2,051	2,000	250	2,000	2,000	2,000
5820 Education and Training	0	0	5,000	5,250	5,000	5,000	5,000
5830 Travel and Mileage Reimbursement	30	154	500	0	500	500	500
MISCELLANEOUS							
8250 Miscellaneous	0	0	0	150	0	0	0
8263 Economic Development - Event support	1,500	2,000	2,000	2,000	2,000	2,000	2,000
TOTALS	\$ 10,711	\$ 12,505	\$ 21,000	\$ 21,800	\$ 23,150	\$ 23,200	\$ 28,200

Adopted Budget
For the Fiscal Years 2016-2017 and 2017-2018

Department 120
Administration and Finance

Description	Actuals 2014-15	Actuals 2015-16	Estimate 2016-17	Budget 2015-16	Adopted Budget		
					2016-2017	2017-2018	2017-2018 REV

PERSONNEL

5010 Salaries and Wages	\$ 94,583	\$ 111,410	\$ 104,000	\$ 107,149	\$ 109,229	\$ 115,010	\$ 125,988
5015 In Lieu Pay - Insurance	4,947	6,642	4,000	0	0	0	0
5030 Overtime		59		0			
5110 Social Security Taxes	7,560	9,020	9,200	8,197	8,356	8,798	9,638
5115 Employment & Training Tax	680	701	1,600	712	809	838	841
5120 Worker's Compensation	4,552	4,133	6,200	5,627	5,439	5,941	5,962
5130 Health & Life Insurance	2,173	0	8,000	10,172	0	0	16,200
5160 Retirement	6,914	7,434	9,200	8,821	7,172	7,222	8,531
5175 Temporary Services	17,057	6,025	11,259	0	0	0	0

SUPPLIES AND EQUIPMENT

5201 Materials & Supplies	10	1,330	1,000	0	1,000	1,000	1,000
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COMMUNICATIONS

5425 Cell Phone and Pagers	402	469	500	0	500	500	500
5440 Printing and Advertising	15	319		0			

CONTRACTED SERVICES

5560 Software Service Contract	1,911	2,447	3,000	4,500	3,000	3,000	3,000
5660 Professional Services	32,696	37,015	40,000	41,000	30,000	30,000	24,000

RESOURCE DEVELOPMENT

5815 Conference & Meetings	163	2,772	2,000	500	2,000	2,000	2,000
5820 Education & Training	101	1,200	2,000	1,000	1,000	1,000	2,000
5830 Travel/Mileage	80	647	3,000	1,000	500	500	3,000

MISCELLANEOUS

8250 Miscellaneous	0	113	750	100	100	100	100
8400 Bonding Insurance	0	0	0	0	0	0	0
8550 Election Costs	1,336	0	2,050	2,000	4,000	2,000	2,000
8600 Codification	1,176	0	1,000	1,000	1,000	1,000	1,000

TOTALS

\$ 176,357	\$ 191,734	\$ 208,759	\$ 191,778	\$ 174,105	\$ 178,910	\$ 205,761
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City of Colfax
 Adopted Budget
 For the Fiscal Years 2016-2017 and 2017-2018

General Fund Departmental Detail
Department 160
City Attorney and Legal Fees

	Description	Actuals 2014-15	Actuals 2015-16	Estimate 2016-17	Budget 2015-16	Adopted Budget		
						2016-2017	2017-2018	2017-2018 REV

CONTRACTED SERVICES

5665	Legal Fees - City Attorney	\$ 46,575	\$ 53,221	48,000	\$ 42,000	60,000	54,000	54,000
5665	Legal Fees - Other	0	1,000	0	1,000	0	0	0

TOTALS

		\$ 46,575	\$ 54,221	\$ 48,000	\$ 43,000	\$ 60,000	\$ 54,000	\$ 54,000
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City of Colfax
 Adopted Budget
 For the Fiscal Years 2016-2017 and 2017-2018

General Fund Departmental Detail			
Department 200			
Fire Department			

Description	Actuals 2014-15	Actuals 2015-16	Estimate 2016-17	Budget 2015-16	Adopted Budget		
					2016-2017	2017-2018	2017-2018 REV
PERSONNEL							
5120 Worker's Compensation	\$8,276	\$7,515	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000
SUPPLIES AND EQUIPMENT							
5201 Materials & Supplies	504	3,231	2,000	250	2,000	2,000	2,000
5203 Office Supplies	0	0	0	0	0	0	0
5300 Equipment Repairs & Maintenance	74	811	1,000	500	1,000	1,000	2,000
5320 Vehicle Repairs & Maintenance	910	13,856	5,000	5,000	5,000	5,000	10,000
5325 Gas & Oil	1,039	1,220	1,500	2,000	1,500	1,500	1,500
COMMUNICATIONS							
5420 Telephone, Answering Services	277	171	300	500	300	300	300
5400 Printing and Advertising	0	63	0	0	0	0	0
5430 Internet/Website		132		0			
CONTRACT SERVICES							
5620 Fire Protection Services	21,956	25,942	31,000	30,480	31,000	31,000	31,000
5660 Professional Services	0	190	0	0	0	0	0
5660 Professional Services (Reimbursement)	0	0	0	0	0	0	0
RESOURCE DEVELOPMENT							
5820 Education and Training	80	73	1,000	0	1,000	1,000	1,000
5830 Travel & Mileage	0	19	0	0	0	0	0
OCCUPANCY							
6120 Utilities	1,782	2,102	2,000	3,200	2,000	2,000	2,000
6125 Water	681	496	700	550	700	700	700
6140 Building Repairs & Maintenance	0	190	2,500	500	5,000	0	2,500
CAPITAL OUTLAY							
7300 Machinery and Equipment	0	0	1,000	0	5,000	0	5,000
7030 Pagers and Radios	0	0	0	0	0	0	0
7050 Safety Equipment (Fire Clothings)	0	0	0	0	0	0	0
7060 Grant Equipment	0	0	0	0	0	0	0
MISCELLANEOUS							
8250 Miscellaneous	0	1,492	0	0	0	0	0
8532 Medical Screening/Exams	68	34	1,000	500	1,000	1,000	1,000
TOTALS	\$ 35,646	\$ 57,537	\$ 57,000	\$ 51,480	\$ 63,500	\$ 53,500	\$ 67,000

City of Colfax
 Adopted Budget
 For the Fiscal Years 2016-2017 and 2017-2018

General Fund Departmental Detail								
Department 300								
Sheriff Department								
Description	Actuals 2014-15	Actuals 2015-16	Estimate 2016-17	Budget 2015-16	Adopted Budget			
					2016-2017	2017-2018	2017-2018 REV	
SUPPLIES AND EQUIPMENT								
5201 Materials and Supplies	\$237	\$0	\$0	\$0	\$0	\$0	\$0	
5300 Equipment Repairs & Maintenance	\$4	\$0	\$0	\$100	\$0	\$0	\$0	
COMMUNICATIONS								
5420 Telephone	1,049	374	500	2,500	500	500	500	
CONTRACTED SERVICES								
5580 Booking Fees	222	0	800	800	800	800	800	
5600 Placer County Sheriffs	497,258	508,320	522,000	508,309	522,000	542,880	548,000	
OCCUPANCY								
6120 Utilities	2,119	4,768	5,000	3,200	5,000	5,000	5,000	
CAPITAL OUTLAY								
7015 Other Equipment	0	0	0	0	0	0	0	
TOTALS	\$ 500,889	\$ 513,462	\$ 528,300	\$ 514,909	\$ 528,300	\$ 549,180	\$ 554,300	

City of Colfax
 Adopted Budget
 For the Fiscal Years 2016-2017 and 2017-2018

General Fund Departmental Detail
Department 400
Building Department

Description	Actuals 2014-15	Actuals 2015-16	Estimate 2016-17	Budget 2015-16	Adopted Budget		
					2016-2017	2017-2018	2017-2018 REV
PERSONNEL							
5010 Salaries and Wages	\$ 21,348	\$ 17,794	\$ -	\$ 25,215	\$ -	\$ -	\$ -
5015 In Lieu Pay - Wages	\$ 916	\$ 120	\$ -	\$ -			
5110 Social Security Taxes	1,703	1,370	0	1,929	0	0	0
5115 Employment & Training Tax	119	285	0	168	0	0	0
5120 Worker's Compensation	1,655	1,503	0	1,324	0	0	0
5130 Health & Life Insurance	1,629	1,424	0	5,372	0	0	0
5160 Retirement	1,711	1,026	0	2,173	0	0	0
5175 Temporary Services	2,333	6,025					
SUPPLIES AND EQUIPMENT							
5201 Materials & Supplies	327	105	500	1,200	500	500	500
5203 Office Supplies	0	0	0	1,500	0	0	0
COMMUNICATIONS							
5420 Telephone	49	0	0	125	0	0	0
5425 Cell Phone and Pagers	219	313	0	125	0	0	0
5440 Printing & Advertising	17	0	0	350	0	0	0
CONTRACTED SERVICES							
5660 Professional Services	12,261	68,021	69,100	2,500	72,000	72,000	72,000
RESOURCE DEVELOPMENT							
5810 Membership and Dues	190	135	200	200	200	200	200
5820 Education and Training	168	0	0	1,250	0	0	0
5830 Travel and Mileage	69	0	0	100	0	0	0
CAPITAL OUTLAY							
7010 Office Equipment	0	0	0	0	0	0	0
7010 Software	0	0	0	0	0	0	0
MISCELLANEOUS							
8250 Miscellaneous	0	0	0	0	0	0	0
8300 Payment to Other Agencies	363	85	200	120	200	200	200
TOTALS	\$ 45,078	\$ 98,207	\$ 70,000	\$ 43,651	\$ 72,900	\$ 72,900	\$ 72,900

City of Colfax
 Adopted Budget
 For the Fiscal Years 2016-2017 and 2017-2018

General Fund Departmental Detail
Department 425
Engineering

	Description	Actuals 2014-15	Actuals 2015-16	Estimate 2016-17	Budget 2015-16	Adopted Budget		
						2016-2017	2017-2018	2017-2018 REV
CONTRACTED SERVICES								
	5540 Engineering Services	\$29,098	\$5,843	\$16,000	\$40,000	\$20,000	\$20,000	\$20,000
MISCELLANEOUS								
	8250 Miscellaneous	0	0	0	0	0	0	0
	TOTALS	\$ 29,098	\$ 5,843	\$ 16,000	\$ 40,000	\$ 20,000	\$ 20,000	\$ 20,000

City of Colfax
 Adopted Budget
 For the Fiscal Years 2016-2017 and 2017-2018

General Fund Departmental Detail								
Department 450								
Planning								
Description	Actuals 2014-15	Actuals 2015-16	Estimate 2016-17	Budget 2015-16	Adopted Budget			
					2016-2017	2017-2018	2017-2018 REV	
SUPPLIES AND EQUIPMENT								
5201 Materials & Supplies	\$0	\$43	\$0	\$0	\$0	\$0	\$0	
COMMUNICATIONS								
5440 Printing, Advertising, and Mapping	780	0	0	1,500	0	0	0	
CONTRACTED SERVICES								
5570 Planning Services	12,535	53,248	52,000	35,000	57,600	57,600	57,600	
MISCELLANEOUS								
8250 Miscellaneous	0	0	0	0	0	0	0	
8300 Payments to Other Agencies	0	0	0	0	0	0	0	
TOTALS	\$ 13,315	\$ 53,290	\$ 52,000	\$ 36,500	\$ 57,600	\$ 57,600	\$ 57,600	

City of Colfax
 Adopted Budget
 For the Fiscal Years 2016-2017 and 2017-2018

General Fund Departmental Detail
Department 500
Buildings and Grounds

Description	Actuals 2014-15	Actuals 2015-16	Estimate 2016-17	Budget 2015-16	Adopted Budget		
					2016-2017	2017-2018	2017-2018 REV
PERSONNEL							
5010 Salaries and Wages	\$ 21,359	\$ 32,098	\$ 84,518	\$ 20,324	\$ 84,518	\$ 97,496	\$ 95,021
5015 In Lieu Pay - Wages	\$ 229	\$ 60					
5030 Overtime		\$ 304		\$ -			
5040 Salary - Call back	\$ 3,390	\$ 4,678					
5110 Social Security Taxes	1,911	2,841	6,466	1,555	6,466	7,458	7,269
5115 Unemployment and Training tax	204	447	626	135	626	710	634
5120 Worker's Compensation	1,655	1,503	4,208	1,067	4,208	5,037	4,497
5130 Health & Life Insurance	10,873	17,297	19,651	8,059	19,651	24,538	29,983
5150 Uniform Allowances	931	1,057	700	600	700	600	600
5160 Retirement	2,081	2,307	7,349	1,779	7,349	7,985	6,541
5175 Temporary Services	4,200	9,026		0			
SUPPLIES AND EQUIPMENT							
5201 Materials and Supplies	17,829	23,970	25,000	10,000	25,000	25,000	25,000
5300 Equip. Repairs & Maintenance		54		0			
5320 Vehicle Repairs & Maintenance	34	1,065	1,000	250	1,000	1,000	1,000
5325 Gas and Oil	2,460	2,002	2,000	3,000	2,000	2,000	2,000
COMMUNICATIONS							
5420 Telephone	263	0	0	500	0	0	0
5425 Cell phone and pagers	402	469	400	300	400	400	400
5430 Internet/Website	470	0	0	600	0	0	0
5440 Printing and Advertising	0	1,041	0	100	0	0	0
CONTRACTED SERVICES							
5550 Engineering Services		633		0			
5660 Professional Services		450		0			
RESOURCE DEVELOPMENT							
5820 Education	0	575	0	500	0	0	0
5830 Travel and Mileage Reimbursement	0	246	0	0	0	0	0
OCCUPANCY							
6100 Rents and Leases	225	869	100	0	100	100	100
6120 Utilities	15,770	17,842	20,000	21,499	20,000	20,000	20,000
6125 Water	1,317	991	1,500	1,575	1,500	1,500	1,500
6140 Building Repairs & Maintenance	3,694	3,580	10,000	1,500	10,000	3,000	3,000
6160 Security	723	508	500	500	500	500	500
CAPITAL OUTLAY							
7040 Vehicles - 3/4 Ton 4WD Utility	0	0	88,000	10,000	88,000	40,000	35,000
7500 City Hall - 1st Floor Conference room/Wkstn	0	0	10,000	10,000	10,000	0	0
MISCELLANEOUS							
8250 Miscellaneous		135		0			
8310 Contamination UST - Project Closed	0	0	0	10,000	0	0	0
8720 Debt Service (Winner Chev Prop)	142,831	212,920	150,000	85,000	150,000	150,000	150,000
TOTALS	\$ 232,850	\$ 338,970	\$ 432,019	\$ 188,843	\$ 432,019	\$ 387,324	\$ 383,045

City of Colfax
 Adopted Budget
 For the Fiscal Years 2016-2017 and 2017-2018

General Fund Departmental Detail
Department 530
Parks and Recreation

Description	Actuals 2014-15	Actuals 2015-16	Estimate 2016-17	Budget 2015-16	Adopted Budget		
					2016-2017	2017-2018	2017-2018 REV
PERSONNEL							
5010 Salaries and Wages	\$ 15,834	\$ 17,582	\$ 34,610	\$ 12,518	\$ 34,610	\$ 43,494	\$ 46,551
5015 In Lieu Pay - Wages	\$ 229	\$ 60		\$ -			
5040 Salary - Call Back	\$ 1,695	\$ 1,892		\$ -			
5110 Social Security Taxes	1,129	1,495	2,648	958	2,648	3,327	3,561
5115 Unemployment and Training Tax	107	265	256	83	256	317	311
5120 Worker's Compensation	828	752	1,723	657	1,723	2,247	2,203
5130 Health Insurance	5,708	9,083	13,656	4,029	13,656	18,350	19,903
5160 Retirement	1,211	1,352	4,446	1,078	4,446	3,548	3,003
5175 Temporary Services	2,100	4,480					
SUPPLIES AND EQUIPMENT							
5201 Materials and Supplies	3,462	979	5,000	5,000	5,000	5,000	5,000
5300 Equipment Repairs and Maintenance	486	414	1,000	1,000	1,000	1,000	1,000
5350 Tool Rental		1,134		0			
COMMUNICATIONS							
5425 Cell Phone and Pagers	223	260	250	100	250	250	250
CONTRACTED SERVICES							
5660 Professional Services	0	1,091	0	3,400	0	0	0
RESOURCE DEVELOPMENT							
5815 Conferences and Meetings	94	70	0	300	0	0	0
5820 Education and Training	735	0		0			1,000
5830 Travel and Mileage	131	0	0	0	0	0	500
OCCUPANCY							
6120 Utilities	3,154	3,951	3,245	2,867	3,245	3,342	3,342
6125 Water	9,499	9,369	10,300	12,679	10,300	10,609	12,500
6140 Repairs and Maintenance	0	0	0	1,000	0	0	0
CAPITAL OUTLAY							
7500 Shaded Play Apparatus	0	0	0	0	0	0	0
MISCELLANEOUS							
8100 Art Lot Lease	180	182	200	750	200	200	200
8250 Miscellaneous	0	0	0	0	0	0	0
TOTALS	\$ 46,806	\$ 54,412	\$ 77,334	\$ 46,419	\$ 77,334	\$ 91,685	\$ 99,324

City of Colfax
 Adopted Budget
 For the Fiscal Years 2016-2017 and 2017-2018

General Fund Departmental Detail
Department 120-XXX
Land Development Fees

Description	Actuals 2014-15	Actuals 2015-16	Estimate 2016-17	Budget 2015-16	Adopted Budget		
					2016-2017	2017-2018	2017-2018 REV
PERSONNEL							
5010 Wages & Salaries	\$0	\$0		\$0	\$0	\$0	\$0
5070 Commissioner Stipends	0	0	0	0	0	0	0
5110 Fica & Medicare	0	0	0	0	0	0	0
5115 Employment & Training Tax	0	0	0	0	0	0	0
5120 Worker's Compensation	0	0	0	0	0	0	0
5130 Health & Life Insurance	0	0	0	0	0	0	0
5160 Retirement	0	0	0	0	0	0	0
SUPPLIES AND EQUIPMENT							
5201 Materials & Supplies	0	0	0	0	0	0	0
COMMUNICATIONS							
5440 Printing, Advertising, and Mapping	669	0	0	500	0	0	0
CONTRACTED SERVICES							
5540 Engineering Services	10,197	615	6,250	25,725	6,250	6,250	6,250
5570 Planning Services	1,298	0	14,400	24,250	14,400	14,400	14,400
5660 Professional Services	4,471	1,233	0	0	0	0	0
TOTALS	\$ 16,634	\$ 1,848	\$ 20,650	\$ 50,475	\$ 20,650	\$ 20,650	\$ 20,650

City of Colfax
 Adopted Budget
 For the Fiscal Years 2016-2017 and 2017-2018

AB939 Solid Waste Reduction 2%
Fund #571

NUMBER	DESCRIPTION	Actuals 2014-15	Actuals 2015-16	Estimate 2016-17	Budget 2015-16	Adopted Budget		
						2016-2017	2017-2018	2017-2018 REV

REVENUES

4660	2% AB 939 Surcharge	\$0	\$0		\$0	\$0	\$0	\$0
4980	Interest	0	0	0	0	0	0	0
4982	Late Charges	0	0	0	0	0	0	0

TOTAL REVENUE

\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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EXPENDITURES

5010	Salaries and Wages	0	0	0	0	0	0	0
5110	FICA and Medicare	0	0	0	0	0	0	0
5115	Unemployment & Training Tax	0	0	0	0	0	0	0
5120	Worker's Compensation	0	0	0	0	0	0	0
5130	Health & Life Insurance	0	0	0	0	0	0	0
5201	Materials and Supplies	0	0	0	0	0	0	0
5440	Printing and advertising	0	0	0	0	0	0	0
5830	Travel & Reimbursements	0	0	0	0	0	0	0
8560	Recycling Program	0	250	0	5,000	0	0	0

TOTAL EXPENDITURES

\$0	\$250	\$0	\$5,000	\$0	\$0	\$0
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OTHER SOURCES (USES)

X999	Transfer In/Out - Corp Yard Sec/Recycle	0	0	0	0	0	0	(30,517)
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TOTAL OTHER SOURCES (USES)

0	0	0	0	0	0	(30,517)
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Beginning Resources

30,767	30,767	\$30,517	30,767	\$30,517	-	\$30,517
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Ending Resources

\$30,767	\$30,517	\$30,517	\$25,767	\$30,517	\$0	\$0
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City of Colfax
 Adopted Budget
 For the Fiscal Years 2016-2017 and 2017-2018

Landfill Post Closure Maintenance
Fund #572

NUMBER	DESCRIPTION	Actuals 2014-15	Actuals 2015-16	Estimate 2016-17	Budget 2015-16	Adopted Budget		
						2016-2017	2017-2018	2017-2018 REV
REVENUES								
4660	Landfill Closure Surcharge	\$ 79,723	\$ 80,510	\$ 80,000	\$ 72,000	\$ 80,000	\$ 80,000	\$ 80,000
4980	Interest	-	-	-	-			
4982	Late Fees	-	-	-	-	-	-	-
TOTAL REVENUE		\$ 79,723	\$ 80,510	\$ 80,000	\$ 72,000	\$ 80,000	\$ 80,000	\$ 80,000
EXPENDITURES								
5010	Salaries and Wages	18,501	21,218	20,500	20,841	26,378	29,532	39,343
5015	In Lieu Pay - Wages	689	340	100	0			
5040	Salary - Call Back	848	939	900	0			
5110	Social Security Taxes	1,532	1,721	1,700	1,594	2,018	2,259	3,010
5115	Unemployment & Training Tax	108	239	250	139	195	215	263
5120	Workmen's Compensation	1,241	1,127	1,200	1,094	1,313	1,526	1,862
5130	Health Insurance	3,126	5,214	6,000	2,686	5,441	6,614	9,821
5160	Retirement	1,567	1,557	1,500	1,729	2,554	2,301	2,678
5175	Temporary Services	1,050	2,251	1,100	0			
5201	Materials and Supplies	143	417	250	200	200	200	200
5425	Cell Phone and Pagers	223	260	350	0	225	225	225
5660	Professional Services	3,270	9,331	5,000	2,000	7,500	7,500	6,000
5665	Legal Expenses - City	244	0	0	300	0	0	0
5815	Membership and Dues		287	287	0			
6125	Water	0	0	0	0	0	0	0
8300	Payments to Other Agencies	12,965	10,749	15,000	10,000	15,000	15,000	15,000
8400	Bonds and Insurance	2,814	2,662	3,000	3,000	3,000	3,000	3,000
8525	Testing and Monitoring	8,498	16,443	13,000	10,000	15,000	15,000	15,000
8530	Bacteria and Lab Tests	16,576	0		0			
TOTAL EXPENDITURES		\$ 73,393	\$ 74,755	\$ 70,137	\$ 53,583	\$ 78,825	\$ 83,372	\$ 96,401
OTHER SOURCES (USES)								
		0	0	0	0	0	0	0
TOTAL OTHER SOURCES (USES)		0						
Beginning Resources		770,942	777,272	783,026	777,272	783,026	796,272	792,889
Ending Resources		\$ 777,272	\$ 783,026	\$ 792,889	\$ 795,689	\$ 784,201	\$ 792,900	\$ 776,488

City of Colfax
 Adopted Budget
 For the Fiscal Years 2016-2017 and 2017-2018

Mitigation Funds - Roads
 Fund #210

NUMBER	DESCRIPTION	Actuals 2014-15	Actuals 2015-16	Estimate 2016-17	Budget 2015-16	Adopted Budget		
						2016-2017	2017-2018	2017-2018 REV

REVENUES

4225	Mitigation Fees	\$59,013	\$0	\$0	\$0	\$0	\$0	\$0
4980	Interest	22	233	200	0	200	200	34
TOTAL REVENUE		59,035	233	200	0	200	200	34

EXPENDITURES

5440	Printing and Advertising	0	0	0	0	0	0	0
5660	Professional Services	0	10,359	0	0	0	0	0
TOTAL EXPENDITURES		0	10,359	0	0	0	0	0

CAPITAL OUTLAY

9998	Prelim Study I80 Interechange/Roundabout	0	0	40,000	0	40,000	0	12,994
TOTAL OTHER SOURCES (USES)		0	10,359	40,000	0	40,000	0	12,994
BEGINNING FUND BALANCE		3,884	62,919	52,794	62,919	52,760	12,960	12,960
ENDING RESTRICTED FUND BALANCE		\$ 62,919	\$ 52,794	\$ 12,994	\$ 62,919	\$ 12,960	\$ 13,160	\$ -

City of Colfax
 Adopted Budget
 For the Fiscal Years 2016-2017 and 2017-2018

Mitigation Funds - Drainage
Fund #211

NUMBER	DESCRIPTION	Actuals 2014-15	Actuals 2015-16	Estimate 2016-17	Budget 2015-16	Adopted Budget		
						2016-2017	2017-2018	2017-2018 REV

REVENUES

4225	Mitigation Fees	\$48	\$0	\$0	\$0	\$0	\$0	\$0
4980	Interest	7	12	20	10	10	10	20
TOTAL REVENUE		55	12	20	10	10	10	20

EXPENDITURES

5440	Printing and Advertising	0	0	0	0	0	0	0
5660	Professional Services	0	0	0	0	0	0	0
TOTAL EXPENDITURES		0						

CAPITAL OUTLAY

9998	Transfer Out	0	0	0	0	0	0	0
TOTAL OTHER SOURCES (USES)		0						
BEGINNING FUND BALANCE		2,982	3,037	3,049	3,037	3,047	3,057	3,069
ENDING RESTRICTED FUND BALANCE		\$ 3,037	\$ 3,049	\$ 3,069	\$ 3,047	\$ 3,057	\$ 3,067	\$ 3,089

City of Colfax
 Adopted Budget
 For the Fiscal Years 2016-2017 and 2017-2018

Mitigation Funds - Trails
Fund #212

NUMBER	DESCRIPTION	Actuals 2014-15	Actuals 2015-16	Estimate 2016-17	Budget 2015-16	Adopted Budget		
						2016-2017	2017-2018	2017-2018 REV

REVENUES

4225	Mitigation Fees	\$1,069	\$0	\$0	\$0	\$0	\$0	\$0
4980	Interest	98	169	250	115	150	150	250
TOTAL REVENUE		\$ 1,167	\$ 169	\$ 250	\$ 115	\$ 150	\$ 150	\$ 250

EXPENDITURES

5440	Printing and Advertising	0	0	0	0	0	0	0
5660	Professional Services	0	0	0	0	0	0	0
TOTAL EXPENDITURES		0						

CAPITAL OUTLAY

9998	Transfer Out	0	0	0	0	0	0	0
TOTAL OTHER SOURCES (USES)		0						
BEGINNING FUND BALANCE		41,389	42,556	42,726	42,556	42,706	42,856	42,976
ENDING RESTRICTED FUND BALANCE		\$ 42,556	\$ 42,726	\$ 42,976	\$ 42,671	\$ 42,856	\$ 43,006	\$ 43,226

City of Colfax
 Adopted Budget
 For the Fiscal Years 2016-2017 and 2017-2018

Mitigation Funds - Parks and Rec
Fund #213

NUMBER	DESCRIPTION	Actuals 2014-15	Actuals 2015-16	Estimate 2016-17	Budget 2015-16	Adopted Budget		
						2016-2017	2017-2018	2017-2018 REV

REVENUES

4225	Mitigation Fees	\$5,467	\$0	\$0	\$0	\$0	\$0	\$0
4980	Interest	220	387	625	150	350	350	625
TOTAL REVENUE		5,687	387	625	150	350	350	625

EXPENDITURES

5440	Printing and Advertising	0	0	0	0	0	0	0
5660	Professional Services	0	0	0	0	0	0	0
TOTAL EXPENDITURES		0						

CAPITAL OUTLAY

9998	Shade Structure for ballpark bleachers	0	0	0	0	0	0	45,000
TOTAL OTHER SOURCES (USES)		0	0	0	0	0	0	45,000
BEGINNING FUND BALANCE		91,767	97,454	97,841	97,454	97,804	98,154	98,466
ENDING FUND BALANCE		\$ 97,454	\$ 97,841	\$ 98,466	\$ 97,604	\$ 98,154	\$ 98,504	\$ 54,091

City of Colfax
 Adopted Budget
 For the Fiscal Years 2016-2017 and 2017-2018

Mitigation Fund - City Buildings
Fund #214

NUMBER	DESCRIPTION	Actuals 2014-15	Actuals 2015-16	Estimate 2016-17	Budget 2015-16	Adopted Budget		
						2016-2017	2017-2018	2017-2018 REV

REVENUES

4225	Mitigation Fees	\$ 494	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4980	Interest	1	4	7	5	5	5	-
TOTAL REVENUE		\$ 495	\$ 4	\$ 7	\$ 5	\$ 5	\$ 5	\$ -

EXPENDITURES

5440	Printing and Advertising	0	0	0	0	0	0	0
5660	Professional Services	0	0	0	0	0	0	0
TOTAL EXPENDITURES		0						

CAPITAL OUTLAY

9998	Transfer Out - Bldg Upgrade projects	0	0	952	0	0	0	0
TOTAL OTHER SOURCES (USES)		0	0	952	0	0	0	0
BEGINNING FUND BALANCE		446	941	945	941	946	951	0
ENDING RESTRICTED FUND BALANCE		\$ 941	\$ 945	\$ 0	\$ 946	\$ 951	\$ 956	\$ 0

City of Colfax
 Adopted Budget
 For the Fiscal Years 2016-2017 and 2017-2018

Mitigation Fund - City Vehicles
Fund #215

NUMBER	DESCRIPTION	Actuals 2014-15	Actuals 2015-16	Estimate 2016-17	Budget 2015-16	Adopted Budget		
						2016-2017	2017-2018	2017-2018 REV

REVENUES

4225	Mitigation Fees	\$4,244	\$0	\$0	\$0	\$0	\$0	\$0
4980	Interest	1	18	30	0	15	15	30
TOTAL REVENUE		4,245	18	30	0	15	15	30

EXPENDITURES

5440	Printing and Advertising	0	0	0	0	0	0	0
5660	Professional Services	0	0	0	0	0	0	0
TOTAL EXPENDITURES		0						

CAPITAL OUTLAY

9998	Transfer Out - Vehicle purchase	0	0	0	0	0	0	4,554
TOTAL OTHER SOURCES (USES)		0	0	0	0	0	0	4,554
BEGINNING FUND BALANCE		231	4,476	4,494	4,476	4,491	4,506	4,524
ENDING RESTRICTED FUND BALANCE		\$ 4,476	\$ 4,494	\$ 4,524	\$ 4,476	\$ 4,506	\$ 4,521	\$ (0)

City of Colfax
 Adopted Budget
 For the Fiscal Years 2016-2017 and 2017-2018

Mitigation Fund - Downtown Parking
Fund #217

NUMBER	DESCRIPTION	Actuals 2014-15	Actuals 2015-16	Estimate 2016-17	Budget 2015-16	Adopted Budget		
						2016-2017	2017-2018	2017-2018 REV

REVENUES

4225	Mitigation Fees	\$420	\$0	\$0	\$0	\$0	\$0	\$0
4980	Interest	62	105	185	90	100	100	184
TOTAL REVENUE		482	105	185	90	100	100	184

EXPENDITURES

5440	Printing and Advertising	0	0	0	0	0	0	0
5660	Professional Services	0	0	0	0	0	0	0
TOTAL EXPENDITURES		0						

CAPITAL OUTLAY

9998	Transfer Out - ADA Curbs and Ramps	0	0	0	0	0	0	27,000
TOTAL OTHER SOURCES (USES)		0	0	0	0	0	0	27,000
BEGINNING FUND BALANCE		26,044	26,526	26,631	26,526	26,626	26,726	26,816
ENDING RESTRICTED FUND BALANCE		\$ 26,526	\$ 26,631	\$ 26,816	\$ 26,616	\$ 26,726	\$ 26,826	\$ 0

City of Colfax
 Adopted Budget
 For the Fiscal Years 2016-2017 and 2017-2018

Supplemental Law Enforcement
Fund #218

NUMBER	DESCRIPTION	Actuals 2014-15	Actuals 2015-16	Estimate 2016-17	Budget 2015-16	Adopted Budget		
						2016-2017	2017-2018	2017-2018 REV

REVENUES

4560	State Grant - COPS	\$ 106,230	\$ 114,618	\$ 129,324	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
4980	Interest	0	0	0	0	0	0	0
TOTAL REVENUE		106,230	114,618	129,324	100,000	100,000	100,000	100,000

EXPENDITURES

5201	Materials and Supplies	0	0	0	0	0	0	0
5320	Vehicle Repairs & Supplies	0	0	0	0	0	0	0
5520	Accounting Services	0	0	0	0	0	0	0
5600	Placer Co. Sheriff Protection	106,230	100,000	129,324	117,362	100,000	100,000	100,000
5600	Sheriff Protection - Overtime	0	0	0	0	0	0	0
9998	Transfer Out	0	14,618	0	0			
TOTAL EXPENDITURES		106,230	114,618	129,324	117,362	100,000	100,000	100,000

OTHER SOURCES (USES)

4998	Transfer in from General Fund	0	0	0	17,362	0	0	0
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TOTAL OTHER SOURCES (USES)		0	0	0	17,362	0	0	0
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BEGINNING FUND BALANCE		0						
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ENDING FUND BALANCE		\$ -						
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City of Colfax
 Adopted Budget
 For the Fiscal Years 2016-2017 and 2017-2018

		CDBG - Program Income						
		Fund #244				Adopted Budget		
NUMBER	DESCRIPTION	Actuals 2014-15	Acutals 2015-16	Estimate 2016-17	Budget 2015-16	2016-2017	2017-2018	2017-2018 REV
REVENUES								
4980	Interest	\$1,865	\$2,210	\$2,600	\$1,500	\$1,500	\$1,500	\$2,600
TOTAL REVENUE		1,865	2,210	2,600	1,500	1,500	1,500	2,600
EXPENDITURES								
5010	Salaries and Wages	0	0	0	0	0	0	0
5440	Printing and Advertising	0	0	0	0	0	0	0
5660	Professional Services	0	0	0	1,000	0	0	0
5570	Planning Services	0	0	0	0	0	0	0
8250	Miscellaneous	0	0	0	0	0	0	0
8800	EDBG Loans Out	0	0	0	0	0	0	0
TOTAL EXPENDITURES		0	0	0	1,000	0	0	0
OTHER SOURCES (USES)								
9998	Transfer Out	(5,864)	(8,702)	(6,000)	0	(6,000)	(6,000)	(6,000)
TOTAL OTHER SOURCES (USES)		(5,864)	(8,702)	(6,000)	0	(6,000)	(6,000)	(6,000)
BEGINNING FUND BALANCE		261,747	257,748	251,256	257,748	253,168	248,668	247,856
ENDING FUND BALANCE		\$ 257,748	\$ 251,256	\$ 247,856	\$ 258,248	\$ 248,668	\$ 244,168	\$ 244,456

City of Colfax
 Adopted Budget
 For the Fiscal Years 2016-2017 and 2017-2018

Streets and Roads								
Fund #250								
						Adopted Budget		
NUMBER	DESCRIPTION	Actuals 2014-15	Actuals 2015-16	Estimate 2016-17	Budget 2015-16	2016-2017	2017-2018	2017-2018 REV

TRANSPORTATION FUND REVENUE

4280	Transportation Permit	\$ 732	\$ 930	\$ 750	\$ 1,200	\$ 1,100	\$ 1,100	\$ 1,100
4540	Transportation Allotment	99,151	115,321	115,249	117,000	102,188	102,188	102,188
4541	State Transit Assistance	7,156	0	4,901	7,000	7,000	7,000	7,000
4900	Miscellaneous Revenue	0	0	0	0	0	0	0
4980	Interest Earnings	(79)	(214)	(500)	0	0	0	0
Total Transportation Revenue		106,960	116,037	120,400	125,200	110,288	110,288	110,288

PERSONNEL

5010	Salaries and Wages	48,659	42,109	64,000	64,522	83,297	98,288	100,327
5015	In Lieu Pay - Wages	1,328	174	100	0			
5040	Salary - Call Back	3,390	3,779	6,000	0			
5110	Social Security Taxes	4,083	3,524	6,000	4,936	6,372	7,519	7,675
5115	Unemployment & Training Tax	445	615	1,000	429	617	716	670
5120	Worker's Compensation	4,552	4,133	4,500	3,388	4,148	5,078	4,748
5130	Health & Life Insurance	17,391	18,729	19,000	17,460	25,498	32,539	37,655
5150	Uniforms	984	1,416	1,500	1,500	800	800	1,500
5160	Retirement	4,089	3,182	5,000	5,563	9,281	7,861	6,667
5175	Temporary Services	4,200	9,004	6,300	0			

SUPPLIES AND EQUIPMENT

5201	Materials and Supplies	5,251	12,695	23,000	2,000	10,000	10,000	25,000
5219	Street Repair and Maintenance		2,532	1,000	0			
5300	Equip. Repairs & Maintenance	732	7,667	2,500	800	8,000	8,000	5,000
5320	Vehicle Repairs	550	5,810	3,000	3,500	3,500	3,500	3,500
5325	Gas & Oil	1,681	1,764	2,400	1,250	1,800	1,800	2,500
5350	Tool Rental	0	195	500	500	500	500	1,000

COMMUNICATIONS

5420	Telephone	0	0	0	500	0	0	0
5425	Cell phone and pagers	1,071	1,250	1,800	500	1,000	1,000	2,000
5440	Printing and Advertising		361		0			

CONTRACTED SERVICES

5540	Engineering Services	15,685	7,071	3,000	18,000	8,750	8,750	8,750
5590	Transit Services	13,216	12,377	13,000	13,612	14,000	14,000	14,000

City of Colfax
 Adopted Budget
 For the Fiscal Years 2016-2017 and 2017-2018

		Streets and Roads				Adopted Budget		
		Fund #250						
NUMBER	DESCRIPTION	Actuals 2014-15	Actuals 2015-16	Estimate 2016-17	Budget 2015-16	2016-2017	2017-2018	2017-2018 REV
5650	Auditors	826	977	1,100	875	950	950	950
5660	Professional Services	6,539	17,233	7,500	7,500	7,500	7,500	6,000
5540	Engineering Services PMP	0	0	0	0	20,000	0	20,000
RESOURCE DEVELOPMENT								
5820	Education and Training	0	122	0	1,000	1,000	1,000	1,000
5830	Travel and Mileage Reimbursement	163	139	0	0	0	0	0
OCCUPANCY								
6100	Rents and Leases		250		0			
CAPITAL OUTLAY								
7300	Sewer Camera System - 25%	0	0	2,600	0	4,000	0	0
7300	Hydrovac Vacuum Trailer - 25%	0	0	0	0	11,250	0	11,250
	Street & Road Repairs	228	0	17,500	5,000	5,000	5,000	37,000
7300	Asphalt Hotbox							45,000
7100	Street & Road Repairs - Rising Sun							36,500
7100	Street & Road Repairs	0	0	0	0	0	0	0
MISCELLANEOUS								
8250	Miscellaneous	0	0	0	0	0	0	0
8400	Bonds and Insurance	8,442	7,985	8,100	12,000	8,800	9,680	9,680
8710	Interest Expense	0	0	0	0	0	0	0
TOTAL EXPENDITURES		143,506	165,093	200,400	164,835	236,063	224,482	388,372
OTHER SOURCES (USES)								
4998	Transfer in - #100 General Fund	0	0	47,400	989	60,640	77,343	250,727
4998	Transfer in - #253 Gas Taxes	36,546	49,055	32,600	38,646	65,135	36,850	27,357
TOTAL OTHER SOURCES (USES)		36,546	49,055	80,000	39,635	125,775	114,193	278,084
BEGINNING FUND BALANCE		0	0	0	0	0	0	0
ENDING RESTRICTED FUND BALANCE		\$0	\$0	\$0	\$0	\$0	(\$0)	(\$0)

City of Colfax
 Adopted Budget
 For the Fiscal Years 2016-2017 and 2017-2018

		Gas Tax Fund				Adopted Budget		
		Fund #253						
NUMBER	DESCRIPTION	Actuals 2014-15	Actuals 2015-16	Estimate 2016-17	Budget 2015-16	2016-2017	2017-2018	2017-2018 REV
REVENUE								
4050	Gas Tax 2103	\$ 21,405	\$ 10,243	\$ 4,703	\$ 27,669	\$ 4,703	\$ 4,703	\$ 4,703
4051	Gas Tax 2105	10,008	11,195	12,454	9,575	12,454	12,454	12,454
4052	Gas Tax 2106	10,936	12,250	10,879	12,251	10,879	10,879	10,879
4053	Gas Tax 2107	13,751	15,578	18,294	12,765	18,294	18,294	18,294
4980	Governor proposed additional funds	142	154	0	125	10,576	10,576	0
Total Gas Tax Revenues		56,242	49,420	46,330	62,385	56,906	56,906	46,330
PERSONNEL								
		0	0	0	0	0	0	0
SUPPLIES AND EQUIPMENT								
5201	Materials and Supplies	0	0	0	0	0	0	0
5300	Equip. Repairs & Maintenance		0	0	0	0	0	0
5320	Vehicle Repairs & Maintenance	0	0	0	0	0	0	0
5325	Gas & Oil	0	0	0	3,000	0	0	0
CONTRACTED SERVICES								
5520	Accounting Services	0	0	0	0	0	0	0
OCCUPANCY								
6120	Utilities	17,540	17,944	17,280	18,191	19,101	20,056	19,000
CAPITAL OUTLAY								
7010	Truck	0	0	0	0	0	0	0
7100	Streets & Road Repairs	2,518	0	0	0	0	0	0
TOTALS EXPENDITURES		20,057	17,944	17,280	21,191	19,101	20,056	19,000
OTHER SOURCES (USES)								
9998	Transfer to Streets /Road (250)	(58,239)	(49,055)	(32,600)	(38,646)	(65,135)	(36,850)	(27,357)
TOTAL OTHER SOURCES (USES)		(58,239)	(49,055)	(32,600)	(38,646)	(65,135)	(36,850)	(27,357)
BEGINNING FUND BALANCE		43,210	21,156	3,577	21,156	27,329	(1)	27
ENDING RESTRICTED FUND BALANCE		\$ 21,156	\$ 3,577	\$ 27	\$ 23,704	\$ (1)	\$ (1)	\$ 0

City of Colfax
 Adopted Budget
 For the Fiscal Years 2016-2017 and 2017-2018

		Beverage Recycling Fund				Adopted Budget		
		Fund 270						
NUMBER	DESCRIPTION	Actuals 2014-15	Actuals 2015-16	Estimate 2016-17	Budget 2015-16	2016-2017	2017-2018	2017-2018 REV
REVENUES								
4560	Grant Income	\$5,000	\$0		\$0	\$0	\$0	\$0
4980	Interest	77	138	0	0	0	0	0
	TOTAL REVENUE	5,077	138	0	0	0	0	0
EXPENDITURES								
5010	Wages & Salaries	0	0	0	0	0	0	0
5110	FICA & Medicare	0	0	0	0	0	0	0
5115	Unemployment & Training Tax	0	0	0	0	0	0	0
5120	Worker's Compensation	0	0	0	0	0	0	0
5130	Health Insurance	0	0	0	0	0	0	0
5160	Retirement	0	0	0	0	0	0	0
5201	Materials and Supplies	0	0	0	0	0	0	0
5440	Printing & Advertising	0	250	0	0	0	0	0
5660	Professional Services	0	0	0	0	0	0	0
	TOTAL EXPENDITURES	0	250	0	0	0	0	0
OTHER SOURCES (USES)								
	Transfer In/Out	0	0	(32,939)	0	(32,939)	0	0
	TOTAL OTHER SOURCES (USES)	0	0	(32,939)	0	(32,939)	0	0
	BEGINNING FUND BALANCE	27,975	33,052	32,939	33,052	32,939	0	0
	ENDING FUND BALANCE	\$ 33,052	\$ 32,939	\$ 0	\$ 33,052	\$ 0	\$ -	\$ 0

City of Colfax
 Adopted Budget
 For the Fiscal Years 2016-2017 and 2017-2018

Oil Grant Fund
Fund #280

NUMBER	DESCRIPTION	Actuals 2014-15	Actuals 2015-16	Estimate 2016-17	Budget 2015-16	Adopted Budget		
						2016-2017	2017-2018	2017-2018 REV

REVENUES

4560	Grant Income	\$5,000	\$5,000	\$5,000	\$5,000	\$0	\$0	\$0
4980	Interest	2	14	0	5	0	0	0
TOTAL REVENUE		5,002	5,014	5,000	5,005	0	0	0

EXPENDITURES

5010	Salaries & Wages	2,854	1,273	1,453	3,852	1,453	0	0
5010	In Lieu Pay - Wages	46	26	0	0			
5015	Overtime	800	1,765	0	0			
5110	Social Security Taxes	268	234	111	295	111	0	0
5115	Unemployment & Training Tax	113	58	11	26	11	0	0
5120	Worker's Compensation	414	376	72	202	72	0	0
5130	Health Insurance	0	71	192	0	192	0	0
5160	Retirement	68	53	111	75	111	0	0
5201	Materials and Supplies	105	114	5,000	150	0	0	3,264
5440	Printing and Advertising	843	50	0	0			
5660	Professional Services	0	0	0	0	0	0	0
5820	Education and Training	0	0	0	500	0	0	0
5830	Travel & Mileage	79	0	0	250	0	0	0
6120	Utilities	126	142	0	150	0	0	0
8300	Payments to other agencies	0	0	0	0	0	0	0
8400	Bonds and Insurance	1,126	1,065	1,100	1,000	975	0	0
8560	Recycling Program	(1,405)	(5,108)	1,500	(1,200)	0	0	0
8565	Hazmat	0	0	0	0	0	0	0
TOTAL EXPENDITURES		5,436	119	9,550	5,300	2,924	0	3,264

OTHER SOURCES (USES)

9998	Transfer out	0	0	0	0	0	0	0
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TOTAL OTHER SOURCES (USES)		0						
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BEGINNING FUND BALANCE		3,353	2,919	7,814	2,919	7,814	(0)	3,264
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ENDING FUND BALANCE		\$ 2,919	\$ 7,814	\$ 3,264	\$ 2,624	\$ 4,890	\$ (0)	\$ 0
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City of Colfax
 Adopted Budget
 For the Fiscal Years 2016-2017 and 2017-2018

Bricks and Community Projects
Fund #286

NUMBER	DESCRIPTION	Actuals 2014-15	Actuals 2015-16	Estimate 2016-17	Budget 2015-16	Adopted Budget		
						2016-2017	2017-2018	2017-2018 REV

REVENUES

4850	Donations	\$0	\$0	\$0	\$0	\$0	\$0	\$0
4980	Interest	12	21	100	0	0	0	100
TOTAL REVENUE		12	21	100	0	0	0	100

EXPENDITURES

5201	Materials and Supplies	0	0	0	0	0	0	0
5440	Bricks & Printing	0	0	0	0	0	0	0
5830	Travel and Mileage Reimbursements	0	0	0	0	0	0	0
7015	Other Equipment	0	0	0	0	0	0	0
8250	Miscellaneous	0	0	0	0	5,267	0	5,467
TOTAL EXPENDITURES		0	0	0	0	5,267	0	5,467

OTHER SOURCES (USES)

9998	Transfer Out	0	0	0	0	0	0	0
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TOTAL OTHER SOURCES (USES)		0						
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BEGINNING FUND BALANCE		5,234	5,246	5,267	5,246	5,267	0	5,367
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ENDING FUND BALANCE		\$5,246	\$5,267	\$5,367	\$5,246	(\$0)	\$0	(\$0)
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City of Colfax
 Adopted Budget
 For the Fiscal Years 2016-2017 and 2017-2018

		Fire Capital Fund				Adopted Budget		
		Fund #292						
NUMBER	DESCRIPTION	Actuals 2014-15	Acutals 2015-16	Estimate 2016-17	Budget 2015-16	2016-2017	2017-2018	2017-2018 REV
REVENUES								
4250	Fire Construction Fee	\$0	\$0		\$0	\$0	\$0	\$0
4560	State Grant	0	0	0	0	0	0	0
4720	Revenues from Other Agencies	43,519	84,351	0	0	12,000	12,000	12,000
4800	Fire Agreement Reimbursements	0	0	0	0	0	0	0
4980	Interest	114	494	0	0	0	0	0
TOTAL REVENUE		43,633	84,845	0	0	12,000	12,000	12,000
EXPENDITURES								
5010	Salaries and Taxes	0	8,530	0	0	0	0	0
5660	Professional Services - Volunteers	4,133	2,842	1,200	0	0	0	5,000
7022	Hoses, Nozzles, & Hydrants	0	0	0	1,000	0	0	0
7030	Pagers and Radios	0	0	0	0	0	0	0
7040	Apparatus Purchasing - Annual Lease	0	0	56,000	0	56,000	36,000	36,000
7050	Safety Equipment	0	0	0	4,000	0	0	0
TOTAL EXPENDITURES		4,133	11,372	57,200	5,000	56,000	36,000	41,000
OTHER SOURCES (USES)								
4998	Transfer In From General Fund	0	0	0	0	0	0	0
9998	Transfer Out to General Fund	0	0	0	0	0	0	0
TOTAL OTHER SOURCES (USES)		0	0	0	0	0	0	0
BEGINNING FUND BALANCE		27,175	66,674	140,147	140,147	140,147	64,909	82,947
CAPITAL ASSETS RESERVED		0	0	0	0	0	0	0
ENDING FUND BALANCE		\$ 66,674	\$ 140,147	\$ 82,947	\$ 135,147	\$ 96,147	\$ 40,909	\$ 53,947

City of Colfax
 Adopted Budget
 For the Fiscal Years 2016-2017 and 2017-2018

Fire Construction - Mitigation
Fund #342

NUMBER	DESCRIPTION	Actuals 2014-15	Actuals 2015-16	Estimate 2016-17	Budget 2015-16	Adopted Budget		
						2016-2017	2017-2018	2017-2018 REV

REVENUES

4560	State Grant - CMAQ UPPR Ped Xing	\$0	\$0	\$0	\$0	\$0	\$0	\$0
4560	TDA Ped/Bike	0	0	0	0	0	0	0
4590	RSTP	0	0	0	0	0	0	0
4980	Interest Income	0	10	0	0	0	0	0
TOTAL REVENUE		0	10	0	0	0	0	0

EXPENDITURES

5440	Printing and Advertising	0	0	0	0	0	0	0
5540	City Engineering Services	0	0	0	0	0	0	0
5570	Planning Services	0	0	0	0	0	0	0
7500	Structure Improvements	0	0	0	0	0	0	0
TOTAL EXPENDITURES		0						

OTHER SOURCES (USES)

4998	Transfers In	0	0	0	0	0	0	0
9998	Transfers Out	0	0	0	0	0	0	0
TOTAL OTHER SOURCES (USES)		0						

BEGINNING FUND BALANCE	2,419	2,419	2,429	2,419	2,429	2,419	2,429
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ENDING FUND BALANCE	\$ 2,419	\$ 2,429	\$ 2,429	\$ 2,419	\$ 2,429	\$ 2,419	\$ 2,429
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City of Colfax
 Adopted Budget
 For the Fiscal Years 2016-2017 and 2017-2018

Recreation Construction
Fund #343

NUMBER	DESCRIPTION	Actuals 2014-15	Actuals 2015-16	Estimate 2016-17	Budget 2015-16	Adopted Budget		
						2016-2017	2017-2018	2017-2018 REV

REVENUES

4560	State Grant - CMAQ UPRR Ped Xing	\$0	\$0	\$0	\$0	\$0	\$0	\$0
4560	TDA Ped/Bike	0	0	0	0	0	0	0
4590	RSTP	0	0	0	0	0	0	0
4980	Interest Income	0	10	0	0	0	0	0
TOTAL REVENUE		0	10	0	0	0	0	0

EXPENDITURES

5440	Printing and Advertising	0	0	0	0	0	0	0
5540	City Engineering Services	0	0	0	0	0	0	0
5570	Planning Services	0	0	0	0	0	0	0
7500	Structure Improvements	0	0	0	0	0	0	0
TOTAL EXPENDITURES		0						

OTHER SOURCES (USES)

4998	Transfers In	0	0	0	0	0	0	0
9998	Transfers Out	0	0	0	0	0	0	0
TOTAL OTHER SOURCES (USES)		0						

BEGINNING FUND BALANCE		2,419	2,419	2,429	2,419	2,419	2,419	2,429
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ENDING FUND BALANCE		\$ 2,419	\$ 2,429	\$ 2,429	\$ 2,419	\$ 2,419	\$ 2,419	\$ 2,429
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City of Colfax
 Adopted Budget
 For the Fiscal Years 2016-2017 and 2017-2018

Sewer WWTP Maint and Ops								
Fund #560								
NUMBER	DESCRIPTION	Actuals 2014-15	Actuals 2015-16	Estimate 2016-17	Budget 2015-16	Adopted Budget		
						2016-2017	2017-2018	2017-2018 REV
REVENUES								
4660	Sewer Service Charges	\$ 990,554	\$ 1,029,510	\$ 1,068,000	\$ 1,024,379	\$ 1,053,188	\$ 1,079,518	\$ 1,105,380
4663	City Sewer Service Charges		\$ (15)		\$ -			
4685	Industrial User Permit	18,556	18,556	12,370	13,000	0	0	0
4800	Rent	2,400	2,400	2,400	2,400	2,400	2,400	2,400
4900	Miscellaneous Revenue	0	0	0	0	0	0	0
4980	Interest from LAIF	2,848	5,686	7,900	2,000	4,000	4,000	7,900
4982	Interest/Late Charges	16,427	15,561	14,500	12,000	12,000	12,000	14,500
TOTAL REVENUE		1,030,784	1,071,698	1,105,170	1,053,779	1,071,588	1,097,918	1,130,180
PERSONNEL								
5010	Salaries and Wages	132,043	222,697	246,000	299,845	304,054	324,671	341,128
5015	In Lieu Pay - Wages	6,046	6,220	4,000	0			
5030	Overtime	81	147	1,000	0			
5040	Salary - Call back/Standby	5,085	14,276	16,300	0			
5110	Social Security Taxes	11,102	18,267	22,000	22,938	23,260	24,837	26,096
5115	Unemployment and Training Tax	935	2,977	2,300	1,993	2,253	2,366	2,277
5120	Worker's Compensation	15,311	13,903	13,100	15,745	15,140	16,772	16,144
5130	Health & Life Insurance	19,297	26,177	53,000	76,271	58,253	61,774	76,438
5150	Uniform & Shoe Allowances	861	1,653	3,200	1,500	1,500	1,500	1,500
5160	Retirement	11,624	17,456	20,500	25,783	11,854	25,672	23,486
5175	Temporary Services	17,162	22,543	11,200				
SUPPLIES AND EQUIPMENT								
5201	Materials and Supplies	33,462	26,665	36,000	30,000	30,000	30,000	36,000
5220	Copy Machine	1,054	1,305	2,000	1,000	1,000	1,000	2,000
5300	Equipment Repairs and Maintenance	19,131	46,856	31,200	30,000	75,000	75,000	110,000
5320	Vehicle Repairs and Maintenance	0	700	2,000	1,000	1,500	1,500	2,000
5325	Gas & Oil	2,416	2,540	2,300	1,250	3,000	3,000	3,000
5340	Chemicals	101,787	73,882	98,000	100,000	120,000	120,000	110,000
COMMUNICATIONS								
5410	Postage	885	772	1,500	1,200	1,000	1,000	1,500
5420	Telephone	2,220	2,172	2,300	3,750	2,500	2,500	2,500
5425	Cell phone and pagers	1,250	1,459	2,100	0	1,500	1,500	2,100
5430	Internet	1,199	1,099	900	1,000	1,200	1,200	1,200
5440	Printing and Advertising	188	1,042	0	500	1,000	1,000	1,000
CONTRACT SERVICES								
5540	City Engineering Services	5,818	4,350	5,500	15,000	20,000	10,000	20,000
5540	Engineering Services			0		15,000		
5560	Software Maintenance Contracts	1,911	3,042	2,200	4,000	4,000	4,000	2,500
5650	Auditors	8,258	9,765	10,100	7,600	8,550	8,550	10,100

City of Colfax
 Adopted Budget
 For the Fiscal Years 2016-2017 and 2017-2018

		Sewer WWTP Maint and Ops						
		Fund #560				Adopted Budget		
NUMBER	DESCRIPTION	Actuals 2014-15	Actuals 2015-16	Estimate 2016-17	Budget 2015-16	2016-2017	2017-2018	2017-2018 REV
5660	Professional Services	263,914	126,483	48,100	145,500	88,750	92,750	20
5665	Legal Fees	13,106	25,792	3,600	20,000	18,000	18,000	18,000
5665	Legal Expenses - Other	0	0	0	0	0	20,000	0
RESOURCE DEVELOPMENT								
5810	Membership and Dues	500	800	2,000	750	800	800	2,000
5815	Conferences and Meetings		58	0	0			
5820	Education & Training	1,042	819	5,000	1,250	1,000	1,000	5,000
5830	Travel and Mileage	369	319	500	250	250	250	500
OCCUPANCY								
6100	Rents & Leases	8,970	7,521	500	9,000	5,000	5,000	500
6120	Utilities	132,463	160,233	168,000	126,788	140,000	140,000	175,000
6122	Sewer Overhead Costs	0	0	0	0	0	0	0
6140	Repairs & Maintenance	498	0	0	2,000	40,000	20,000	20,000
CAPITAL OUTLAY								
7500	Structure Improvements - Dam	80	0	0	0	0	0	125,000
7040	Vehicle - Carryall	0	0	13,000	35,000	16,000	0	0
7500	Structure Improvements - Plumbing	0	0	800	40,000	17,000	0	0
MISCELLANEOUS								
8250	Miscellaneous	0	634	750	0	500	500	750
8270	Hepatitis Vaccination	0	488	1,000	0	0	0	1,000
8280	Sludge Removal	8,483	8,757	8,500	20,000	30,000	12,000	30,000
8300	Payments to Other Agencies	13,759	19,036	18,500	10,000	7,500	7,500	18,500
8400	Bonds and Insurance	25,327	20,828	24,500	30,000	27,500	30,250	30,250
8530	Bacteria and Lab Tests	62,508	70,364	43,000	55,000	68,000	68,000	68,000
8600	Codification	0	0	0	1,000	0	0	0
TOTAL EXPENDITURES		930,148	964,096	926,450	1,136,913	1,161,864	1,133,891	1,285,489
EXCESS OF REVENUES OVER EXPENDITURES		100,637	107,602	178,720	(83,134)	(90,276)	(35,974)	(155,309)
OTHER SOURCES (USES)								
4998	Transfer in	37,172	8,233	0	50,000	0	0	0
TOTAL OTHER SOURCES (USES)		37,172	8,233	0	50,000	0	0	0
Beginning Resources		93,576	231,385	347,220	231,385	347,220	62,234	525,940
Ending Resources		\$ 231,385	\$ 347,220	\$ 525,940	\$ 198,251	\$ 256,945	\$ 26,261	\$ 370,632

City of Colfax
 Adopted Budget
 For the Fiscal Years 2016-2017 and 2017-2018

Collection Systems/Lift Stations
Fund #561

NUMBER	DESCRIPTION	Actuals 2014-15	Actuals 2015-16	Estimate 2016-17	Budget 2015-16	Adopted Budget		
						2016-2017	2017-2018	2017-2018 REV

REVENUES

4663	City Sewer Service Charges		-2		0			
4680	Collection System/Lift Charges	\$ 172,393	\$ 172,437	\$ 172,500	\$ 186,032	\$ 172,500	\$ 172,500	\$ 172,500
4672	Inspection Fees	16,484	12,220	10,000	15,000	12,000	12,000	12,000
4560	State Grant	0	0	0	0	0	0	0
4980	Interest	0	0	0	0	0	0	0
TOTAL REVENUE		188,876	184,655	182,500	201,032	184,500	184,500	184,500

EXPENDITURES

PERSONNEL

5010	Salaries and Wages	37,038	40,553	52,000	55,119	59,376	65,808	96,867
5015	In Lieu Pay - Wages	1,430	1,738	800	0			
5030	Overtime	250	1,052	400	0			
5040	Salary - Call Back	2,542	2,857	0	0			
5110	Social Security Taxes	3,280	3,476	3,028	4,217	4,542	5,034	7,410
5115	Unemployment & Training Tax	373	573	700	366	440	480	647
5120	Worker's Compensation	2,897	2,630	3,900	2,894	2,956	3,400	4,584
5130	Health & Life Insurance	13,179	12,834	12,300	19,860	13,870	16,217	25,760
5160	Retirement	3,448	2,760	4,800	4,878	4,172	4,826	6,637
5175	Temporary Services	14,012	15,790	4,300	0			

SUPPLIES AND EQUIPMENT

5201	Materials and Supplies	6,252	2,306	10,000	10,000	2,000	2,000	10,000
5300	Equipment Repairs & Maintenance	22,450	11,493	2,500	10,000	25,000	25,000	15,000
5325	Gas & Oil	1,149	1,616	2,000	1,000	2,000	2,000	2,000
5340	Chemicals	140	0	0	0			

COMMUNICATIONS

5410	Postage	843	772	1,250	1,000	750	750	1,250
5425	Cell Phones and Pagers	625	729	1,100	750	750	750	1,100
5440	Printing and Advertising	0	0	0	0	0	0	0

CONTRACT SERVICES

5540	City Engineers	9,484	1,615	7,500	25,000	5,000	5,000	5,000
5660	Professional Services	105	1,400	2,000	0	11,250	11,250	2,500
5665	Legal Fees	0	0	2,000	0	0	0	2,500
5820	Education and Training	14	0	750	0	0	0	2,000

City of Colfax
 Adopted Budget
 For the Fiscal Years 2016-2017 and 2017-2018

Collection Systems/Lift Stations
Fund #561

NUMBER	DESCRIPTION	Actuals 2014-15	Actuals 2015-16	Estimate 2016-17	Budget 2015-16	Adopted Budget		
						2016-2017	2017-2018	2017-2018 REV

OCCUPANCY

6120	Utilities	12,839	15,105	19,200	15,435	14,700	15,435	20,000
6125	Water	351	567	400	500	500	500	500
6140	Building Repairs and Maintenance	105		0				
6160	Security	387	387	0	1,000	250	250	0

CAPITAL OUTLAY

7300	Sewer Camera System - 75%	0	0	7,700	0	8,000	0	0
7300	Hydrovac Vacuum Trailer - 75%	0	0	0	0	33,750	0	33,750
7100	Streets Repairs and Maintenance	0	0	0	0	8,000	8,000	12,000
7100	Colfax Ave Sewer Repair							50,000
7100	Quinns Lane Smoke Testing							2,000
7500	Structure Improv - L.S. #2 Surge	0	0	0	5,000	0	0	25,000

MISCELLANEOUS

8300	Payments to Other Agencies	3,122	3,520	3,200	1,500	5,000	5,000	5,000
8400	Bonds and Insurance	4,503	4,259	4,400	5,000	5,000	5,000	5,000
9000	Depreciation	9,655	12,380	0	0	0	0	0

TOTAL EXPENDITURES

150,473	140,413	146,228	163,519	207,306	176,699	336,505
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EXCESS OF REVENUES OVER EXPENDITURES

38,404	44,242	36,272	37,513	(22,806)	7,801	(152,005)
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OTHER SOURCES (USES)

9998	Transfer Out - Short Term Asset Reserve	10,032	2,062	(37,500)	50,000	(37,500)	(37,500)	(37,500)
9998	Transfer Out (563)	0	0	0	0	0	0	0

TOTAL OTHER SOURCES (USES)

10,032	2,062	(37,500)	50,000	(37,500)	(37,500)	(37,500)
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Beginning Resources

267,545	315,981	362,285	315,981	362,285	248,925	361,057
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Ending Resources

\$ 315,981	\$ 362,285	\$ 361,057	\$ 403,494	\$ 301,978	\$ 219,226	\$ 171,551
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City of Colfax
 Adopted Budget
 For the Fiscal Years 2016-2017 and 2017-2018

		WWTP/Debt Service				Adopted Budget		
		Fund #563						
NUMBER	DESCRIPTION	Actuals 2014-15	Acutals 2015-16	Estimate 2016-17	Budget 2015-16	2016-2017	2017-2018	2017-2018 REV
REVENUES								
4662	Debt Service Charges	\$446,616	\$463,277	\$475,860	\$439,744	\$475,860	\$475,861	\$475,861
4980	Interest	6,423	0	5,000	0	0	0	0
4982	Interest/Late Charges		5,692		0			
TOTAL REVENUE		453,039	468,969	480,860	439,744	475,860	475,861	475,861
EXPENDITURES								
7540	Reserve for Short term assets	0	0	0	35,000	0	0	0
8300	Payments to Other Agencies - Interest	94,403	90,948	95,000	76,000	95,000	95,000	95,000
8710	Debt Service	0	348,026	343,974	362,000	343,974	343,974	343,974
TOTAL EXPENDITURES		94,403	438,974	438,974	473,000	438,974	438,974	438,974
EXCESS OF REVENUES OVER EXPENDITURES		358,636	29,995	41,886	(33,256)	36,886	36,887	36,887
OTHER SOURCES (USES)								
9998	Transfer to - 560 Sewer	0	5,607	0	0	0	0	0
4998	Transfer in - 567 - Debt Service	146,546	0	0	150,000	85,100	85,100	0
TOTAL OTHER SOURCES (USES)		146,546	5,607	0	150,000	85,100	85,100	0
Beginning Resources		(563,068)	(57,886)	(22,283)	(57,886)	(22,283)	224,635	19,603
Ending Resources		\$ (57,886)	\$ (22,283)	\$ 19,603	\$ 58,858	\$ 99,703	\$ 346,622	\$ 56,490

City of Colfax
 Adopted Budget
 For the Fiscal Years 2016-2017 and 2017-2018

		General Obligation Bonds				Adopted Budget		
		Fund #565						
NUMBER	DESCRIPTION	Actuals 2014-15	Actuals 2015-16	Estimate 2016-17	Budget 2015-16	2016-2017	2017-2018	2017-2018 REV
REVENUES								
4060	Bonds Assessment Taxes	\$ 6,611	\$ 1,389	\$ -	\$ 3,500	\$ 185	\$ 100	\$ 100
4980	Interest Income	8	1,319	0	100			
	TOTAL REVENUE	6,619	2,708	0	3,600	185	100	100
EXPENDITURES								
8700	Interest	1,800	1,000	750	1,300	750	350	0
2650	PRINCIPAL PAYMENT	5,000	6,000	14,000	6,000	7,000	7,000	0
	TOTAL EXPENDITURES	6,800	7,000	14,750	7,300	7,750	7,350	0
OTHER SOURCES (USES)								
9998	Transfer Out	0	0	0	0	0	0	0
	BEGINNING RESOURCES	20,178	19,997	15,705	19,997	15,705	7,250	955
	ENDING RESOURCES	\$ 19,997	\$ 15,705	\$ 955	\$ 16,297	\$ 8,140	\$ -	\$ 1,055

City of Colfax
 Adopted Budget
 For the Fiscal Years 2016-2017 and 2017-2018

		Inflows and Infiltration Debt Assessments				Adopted Budget		
		Fund #567						
NUMBER	DESCRIPTION	Actuals 2014-15	Actuals 2015-16	Estimate 2016-17	Budget 2015-16	2016-2017	2017-2018	2017-2018 REV
REVENUES								
4665	I & I Surcharge	\$82,862	\$86,292	\$85,000	\$85,000	\$85,000	\$85,000	\$85,000
4982	Interest/Late Fees	132	103	125	100	100	100	100
TOTAL REVENUE		82,994	86,395	85,125	85,100	85,100	85,100	85,100
EXPENDITURES								
5010	Salaries and Wages	0	0	0	0	0	0	0
5110	Social Security Taxes	0	0	0	0	0	0	0
5440	Printing and Advertising	0	0	0	0	0	0	0
5540	City Engineering Services	0	0	0	0	0	0	0
5560	Professional Services	0	0	0	0	0	0	0
7015	Other Equipment	0	0	0	0	0	0	0
7500	I & I Construction	0	0	0	0	0	0	0
8300	Payments to Other Agencies	750	298	750	750	0	0	0
8490	Drains/ I and I Repairs	0	0	0	0	0	0	0
TOTAL EXPENDITURES		750	298	750	750	0	0	0
OTHER SOURCES (USES)								
9998	Transfer - Debt Service on WWTP/569 loans	(146,546)	(564)	0	(150,000)	(85,100)	(85,100)	0
TOTAL OTHER SOURCES (USES)		(146,546)	(564)	0	(150,000)	(85,100)	(85,100)	0
Beginning Resources		117,461	53,159	138,692	53,159	138,692	0	223,067
Ending Resources		\$53,159	\$138,692	\$223,067	(\$12,491)	\$138,692	\$0	\$308,167

CITY OF COLFAX
 PERMANENT EMPLOYEE PAY SCHEDULE
 Preliminary Budget for FY2017-2018

Updated pay rate

Update PERS %

City Employees	Status	Union	Hours per week	FTE	FY 17 Rate of Pay	MOU Cost of Living	Step Inc*	Hourly Rate	Annual Estimate Wages	In Lieu Pay	On-Call Pay	Comp Time Paid Out	Total Annual Wages	PERS %	PERS Cost Annual	Health Benefits Monthly	Health Benefits Annual
City Manager	FT	N	40	1.0	\$ 55.29	\$ -	\$ -	\$ 55.29	\$ 115,003	Yes	\$ -	\$ -	\$ 115,003	6.533%	\$ 7,513	\$ 800	\$ 9,600
City Clerk	PT	N	32	0.8	\$ 26.03	\$ 1.04	\$ 0.68	\$ 27.75	\$ 46,173	Yes	-	-	\$ 46,173	6.533%	\$ 3,016	\$ 800	\$ 9,600
Comm Serv Director	FT	N	40	1.0	\$ 43.00	\$ 1.72	\$ 1.12	\$ 45.84	\$ 95,343	\$0	-	-	\$ 95,343	7.653%	\$ 7,297	\$ 1,600	\$ 19,200
Public Works Supv	FT	N	40	1.0	\$ 24.28	\$ 0.97	\$ 0.63	\$ 25.88	\$ 53,836	\$0	\$3,328	-	\$ 57,164	6.533%	\$ 3,517	\$ 1,650	\$ 19,800
Customer Serv Rep	PT	N	20	0.4	\$ 16.00	\$ 0.64	\$ 0.42	\$ 17.06	\$ 17,738	\$0	-	-	\$ 17,738	7.653%	\$ 1,358	\$ -	\$ -
Tech Services Admin	FT	N	40	1.0	\$ 40.52	\$ 1.62	\$ 1.05	\$ 43.19	\$ 89,844	\$0	-	-	\$ 89,844	7.653%	\$ 6,876	\$ 950	\$ 11,400
Chief Plant Operator	FT	Y	40	1.0	\$ 40.94	\$ 1.64	\$ 1.06	\$ 43.64	\$ 90,775	\$0	\$5,547	\$1,746	\$ 98,068	7.653%	\$ 6,947	\$ 1,956	\$ 23,472
Sewer Operator II	FT	Y	40	1.0	\$ 24.86	\$ 0.99	\$ 0.65	\$ 26.50	\$ 55,122	\$0	\$5,547	\$1,060	\$ 61,728	7.653%	\$ 4,218	\$ 1,956	\$ 23,472
Sewer Operator II	FT	Y	40	1.0	\$ 23.67	\$ 0.95	\$ 0.62	\$ 25.23	\$ 52,483	Yes	\$5,547	\$1,009	\$ 59,039	7.653%	\$ 4,017	\$ 800	\$ 9,600
Maintenance Worker I	FT	Y	40	1.0	\$ 15.34	\$ 0.61	\$ 0.40	\$ 16.35	\$ 34,013	Yes	\$3,328	\$654	\$ 37,995	6.533%	\$ 2,222	\$ 800	\$ 9,600
Maintenance Worker I	FT	Y	40	1.0	\$ 15.34	\$ 0.61	\$ 0.40	\$ 16.35	\$ 34,013	\$0	\$3,328	\$654	\$ 37,995	6.533%	\$ 2,222	\$ 1,956	\$ 23,472
Accounting Technician	PT	N	40	0.6	\$ 21.93	\$ 0.88	\$ 0.57	\$ 23.38	\$ 48,625	Yes	-	\$0	\$ 48,625	6.533%	\$ 3,177	\$ 800	\$ 9,600
Maintenance Worker I	FT	Y	40	0.0	\$ 15.34	\$ 0.61	\$ 0.40	\$ 16.35	\$ 34,013	\$0	\$3,328	\$654	\$ 37,995	6.533%	\$ 2,222	\$ 1,956	\$ 23,472
MW1/OIT	FT	Y	40	0.0	\$ 17.34	\$ 0.69	\$ 0.45	\$ 18.48	\$ 38,448	\$0	\$3,328	\$739	\$ 42,515	7.653%	\$ 2,942	\$ 1,956	\$ 23,472
				<u>10.8</u>		4.0%	2.5%		<u>\$ 805,429</u>	<u>\$ -</u>	<u>\$ 33,280</u>	<u>\$ 6,517</u>	<u>\$ 845,225</u>		<u>\$ 57,544</u>		<u>\$ 215,760</u>

Assumptions

On-Call Pay

WWTP (allocated to three employees) and Public works (allocated over five employees)

Hours per week	128
Hourly Rate	\$ 2.50
Annual Costs	\$ 16,640

Comp Time Paid Out

Estimated Annual hours - Public Works	40.00
Estimated Annual hours - Sewer	40.00

FY2017 Health Cost	\$ 1,956
Increase	0%
FY2018 Health Cost	\$ 1,956

*Note: Step Increases - Subject to fund availability

**CITY OF COLFAX
Employee Allocation Schedule
Preliminary Budget for FY2017-2018**

Allocations												
	Admin	Fire	Bldg Dept	Bldg/Grnd	Parks/Rec							
City Employees	100-120	100-200	100-400	100-500	100-530	250	280	560	561	569	572	Total
City Manager	45%							45%			10%	100%
City Clerk	50%							25%	25%			100%
Comm Serv Director				30%	10%	35%		5%	5%		15%	100%
Public Works Supv				30%	10%	35%		10%	5%		10%	100%
Customer Serv Rep	50%							25%	25%			100%
Tech Services Admin	20%			20%				50%	10%			100%
Chief Plant Operator								80%	20%			100%
Sewer Operator II								80%	20%			100%
Sewer Operator II								80%	20%			100%
Maintenance Worker I				20%	20%	30%		15%	10%		5%	100%
Maintenance Worker I				20%	20%	30%		15%	10%		5%	100%
Accounting Technician	50%							40%	10%			100%
Maintenance Worker I				20%	20%	30%		15%	10%		5%	100%
MW1/OIT				20%	20%	30%		15%	10%		5%	100%

City Manager	36	0	0	0	0	0	0	36	0	0	8	80
City Clerk	40	0	0	0	0	0	0	20	20	0	0	80
Comm Serv Director	0	0	0	24	8	28	0	4	4	0	12	80
Public Works Supv	0	0	0	24	8	28	0	8	4	0	8	80
Customer Serv Rep	40	0	0	0	0	0	0	20	20	0	0	80
Tech Services Admin	16	0	0	16	0	0	0	40	8	0	0	80
Chief Plant Operator	0	0	0	0	0	0	0	64	16	0	0	80
Sewer Operator II	0	0	0	0	0	0	0	64	16	0	0	80
Sewer Operator II	0	0	0	0	0	0	0	64	16	0	0	80
Maintenance Worker I	0	0	0	16	16	24	0	12	8	0	4	80
Maintenance Worker I	0	0	0	16	16	24	0	12	8	0	4	80
Accounting Technician	40	0	0	0	0	0	0	32	8	0	0	80
Maintenance Worker I	0	0	0	16	16	24	0	12	8	0	4	80
MW1/OIT	0	0	0	16	16	24	0	12	8	0	4	80
	0	0	0	0	0	0	0	0	0	0	0	0

CITY OF COLFAX
Wage Allocation Schedule
Preliminary Budget for FY2017-2018

Annual Wages														
City Employees	100-120	100-200	100-400	100-500	100-530	250	280	560	561	569	572	Total		
City Manager	51,751	-	-	-	-	-	-	51,751	-	-	11,500	115,003	\$ 7,000	434
City Clerk	23,086	-	-	-	-	-	-	11,543	11,543	-	-	46,173	\$ 7,000	434
Comm Serv Director	-	-	-	28,603	9,534	33,370	-	4,767	4,767	-	14,301	95,343	\$ 7,000	434
Public Works Supv	-	-	-	17,149	5,716	20,007	-	5,716	2,858	-	5,716	57,164	\$ 7,000	434
Customer Serv Rep	8,869	-	-	-	-	-	-	4,435	4,435	-	-	17,738	\$ 7,000	434
Tech Services Admin	17,969	-	-	17,969	-	-	-	44,922	8,984	-	-	89,844	\$ 7,000	434
Chief Plant Operator	-	-	-	-	-	-	-	78,454	19,614	-	-	98,068	\$ 7,000	434
Sewer Operator II	-	-	-	-	-	-	-	49,383	12,346	-	-	61,728	\$ 7,000	434
Operator In Training	-	-	-	-	-	-	-	47,231	11,808	-	-	59,039	\$ 7,000	434
Maintenance Worker I	-	-	-	7,599	7,599	11,399	-	5,699	3,800	-	1,900	37,995	\$ 7,000	434
Maintenance Worker I	-	-	-	7,599	7,599	11,399	-	5,699	3,800	-	1,900	37,995	\$ 7,000	434
Accounting Technician	24,312	-	-	-	-	-	-	19,450	4,862	-	-	48,625	\$ 7,000	434
Maintenance Worker I	-	-	-	7,599	7,599	11,399	-	5,699	3,800	-	1,900	37,995	\$ 7,000	434
Maintenance Worker I	-	-	-	8,503	8,503	12,755	-	6,377	4,252	-	2,126	42,515	\$ 7,000	0
TOTAL	\$ 125,988	\$ -	\$ -	\$ 95,021	\$ 46,551	\$ 100,327	\$ -	\$ 341,128	\$ 96,867	\$ -	\$ 39,343	\$ 845,225	\$ 98,000	\$ 5,642
	15%	0%	0%	11%	6%	12%	0%	40%	11%	0%	5%	100%		

Social Security Taxes	\$ 9,638		\$ -	\$ 7,269	\$ 3,561	\$ 7,675	\$ -	\$ 26,096	\$ 7,410	\$ -	\$ 3,010	\$ 64,660
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Note: Calculated at 7.65% of wages paid

UI & Training Tax	\$ 841		\$ -	\$ 634	\$ 311	\$ 670	\$ -	\$ 2,277	\$ 647	\$ -	\$ 263	\$ 5,642
							\$ 5,642					

6.20%

Note: Annual estimate (7,000 per EE at 6.2%) allocated based on percent of total wages

Workers Comp	\$ 5,962	\$ 8,000	\$ -	\$ 4,497	\$ 2,203	\$ 4,748	\$ -	\$ 16,144	\$ 4,584	\$ -	\$ 1,862	\$ 48,000
	12%	17%	0%	9%	5%	10%	0%	34%	10%	0%	4%	

Note: Annual estimate (less portion for Fire department volunteers) allocated based on percent of total wages

\$ 40,000

CITY OF COLFAX
Employee Benefits - Retirement and Health Insurance
Preliminary Budget for FY2017-2018

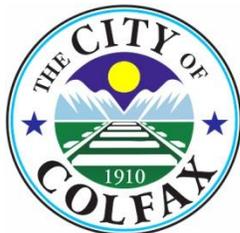
5160 - Retirement - PERS												
City Employees	100-120	100-200	100-400	100-500	100-530	250	280	560	561	569	572	Total
City Manager	3,381	-	-	-	-	-	-	3,381	-	-	751	7,513
City Clerk	1,508	-	-	-	-	-	-	754	754	-	-	3,016
Comm Serv Director	-	-	-	2,189	730	2,554	-	365	365	-	1,094	7,297
Public Works Supv	-	-	-	1,055	352	1,231	-	352	176	-	352	3,517
Customer Serv Rep	679	-	-	-	-	-	-	339	339	-	-	1,358
Tech Services Admin	1,375	-	-	1,375	-	-	-	3,438	688	-	-	6,876
Chief Plant Operator	-	-	-	-	-	-	-	5,558	1,389	-	-	6,947
Sewer Operator II	-	-	-	-	-	-	-	3,375	844	-	-	4,218
Operator In Training	-	-	-	-	-	-	-	3,213	803	-	-	4,017
Maintenance Worker I	-	-	-	444	444	667	-	333	222	-	111	2,222
Maintenance Worker I	-	-	-	444	444	667	-	333	222	-	111	2,222
Accounting Technician	1,588	-	-	-	-	-	-	1,271	318	-	-	3,177
Maintenance Worker I	-	-	-	444	444	667	-	333	222	-	111	2,222
MW1/OIT	-	-	-	588	588	883	-	441	294	-	147	2,942
TOTAL	\$ 8,531	\$ -	\$ -	\$ 6,541	\$ 3,003	\$ 6,667	\$ -	\$ 23,486	\$ 6,637	\$ -	\$ 2,678	\$ 57,544
	15%		0%	11%	5%	12%	0%	41%	12%	0%	5%	100%

5130 - Health Insurance												
City Employees	100-120	100-200	100-400	100-500	100-530	250	280	560	561	569	572	Total
City Manager	4,320	-	-	-	-	-	-	4,320	-	-	960	9,600
City Clerk	4,800	-	-	-	-	-	-	2,400	2,400	-	-	9,600
Comm Serv Director	-	-	-	5,760	1,920	6,720	-	960	960	-	2,880	19,200
Public Works Supv	-	-	-	5,940	1,980	6,930	-	1,980	990	-	1,980	19,800
Customer Serv Rep	-	-	-	-	-	-	-	-	-	-	-	-
Tech Services Admin	2,280	-	-	2,280	-	-	-	5,700	1,140	-	-	11,400
Chief Plant Operator	-	-	-	-	-	-	-	18,778	4,694	-	-	23,472
Sewer Operator II	-	-	-	-	-	-	-	18,778	4,694	-	-	23,472
Operator In Training	-	-	-	-	-	-	-	7,680	1,920	-	-	9,600
Maintenance Worker I	-	-	-	1,920	1,920	2,880	-	1,440	960	-	480	9,600
Maintenance Worker I	-	-	-	4,694	4,694	7,042	-	3,521	2,347	-	1,174	23,472
Accounting Technician	4,800	-	-	-	-	-	-	3,840	960	-	-	9,600
Maintenance Worker I	-	-	-	4,694	4,694	7,042	-	3,521	2,347	-	1,174	23,472
MW1/OIT	-	-	-	4,694	4,694	7,042	-	3,521	2,347	-	1,174	23,472
TOTAL	\$ 16,200	\$ -	\$ -	\$ 29,983	\$ 19,903	\$ 37,655	\$ -	\$ 76,438	\$ 25,760	\$ -	\$ 9,821	\$ 215,760
	7.5%	0.0%	0.0%	13.9%	9.2%	17.5%	0.0%	35.4%	11.9%	0.0%	4.6%	100.0%

CITY OF COLFAX
 Consultant Allocation Schedule
 Preliminary Budget for FY2017-2018

		2015-2016 Allocations - \$																
Consultants		100-100	100-110	100-120	100-160	100-200	100-400	100-425	100-450	120	236	250	350	560	561	572	Other	Total
Audit	5650	\$ 9,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 950	\$ -	\$ 8,550	\$ -	\$ -	\$ -	\$ 19,000
Grant Consultant	5660	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
City Attorney	5665	\$ -	\$ -	\$ -	\$ 54,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,000	\$ -	\$ -	\$ -	\$ 72,000
Engineering	5540	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ 6,250	\$ -	\$ 8,750	\$ -	\$ 20,000	\$ 5,000	\$ -	\$ -	\$ 60,000
Finance Director	5660	\$ -	\$ -	\$ 24,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000	\$ -	\$ 15,000	\$ 9,000	\$ 6,000	\$ -	\$ 60,000
Fire Protection	5660	\$ -	\$ -	\$ -	\$ -	\$ 31,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31,000
Legal	5665	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000
Planning	5570	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 57,600	\$ 14,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 72,000
Building Inspector	5660	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 72,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 72,000
Sewer - Other	5660	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ 74,000
		\$ 9,500	\$ 10,000	\$ 24,000	\$ 54,000	\$ 31,000	\$ 72,000	\$ 20,000	\$ 57,600	\$ 20,650	\$ -	\$ 15,700	\$ -	\$ 96,550	\$ 14,000	\$ 6,000	\$ -	\$ 485,000

		2015-2016 Allocations - %																
Consultants		100-100	100-110	100-120	100-160	100-200	100-400	100-425	100-450	120	236	250	350	560	561	572	Other	Total
Audit		50%	0%	0%	0%	0%	0%	0%	0%	0%	0%	5%	0%	45%	0%	0%	0%	100%
CDBG Consultant		0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%
City Attorney		0%	0%	0%	75%	0%	0%	0%	0%	0%	0%	0%	0%	25%	0%	0%	0%	100%
Engineering		0%	0%	0%	0%	0%	0%	33%	0%	10%	0%	15%	0%	33%	8%	0%	0%	100%
Finance Director		0%	0%	40%	0%	0%	0%	0%	0%	0%	0%	10%	0%	25%	15%	10%	0%	100%
Fire Protection		0%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%
Legal		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%	0%	0%	0%	100%
Planning		0%	0%	0%	0%	0%	0%	0%	80%	20%	0%	0%	0%	0%	0%	0%	0%	100%
Building Inspector		0%	0%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%
Sewer - Other		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%	0%	0%	0%	100%



STAFF REPORT TO THE COLFAX CITY COUNCIL

FOR THE JUNE 28, 2017 COUNCIL MEETING

FROM: John Schempf, City Manager

PREPARED BY: Staff

DATE: June 20, 2017

SUBJECT: City Funding Support for July 3rd

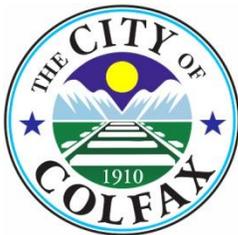
<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>	FUNDED	<input type="checkbox"/>	UN-FUNDED	AMOUNT: \$500	FROM FUND: General Fund
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RECOMMENDED ACTION: Authorize contributing \$500 to the Green Machine, coordinators of the 2017 the 3rd of July event to be used towards purchase of fireworks for the July 3, 2017 event..

SUMMARY

The City Council of the City of Colfax traditionally donates \$500 to support certain City wide events each year. The City requires the organizer request the funding and to specify how the money will be spent. The Green Machine, organizers of the 2017 July 3rd Event, have requested \$500 to be used in the purchase of fireworks for the event which is scheduled for July 3, 2017.

Staff recommends authorizing the donation of \$500 for July 3rd fireworks.



STAFF REPORT TO THE COLFAX CITY COUNCIL

FOR THE JUNE 28, 2017 COUNCIL MEETING

FROM: John Schempf, City Manager
PREPARED BY: Coastland Engineering Staff
DATE: June 21, 2017
SUBJECT: Annual Sewer Impact Fee Increase

<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>	FUNDED	<input type="checkbox"/>	UN-FUNDED	AMOUNT:	FROM FUND:
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RECOMMENDED ACTION: Adopt Resolution 26-2017 Approving the Annual Sewer Impact Fee Increase effective July 1, 2017

SUMMARY:

New sewer connections area assessed a sewer impact fee (connection fee) based upon the Equivalent Dwelling Unit (EDU) sewer usage which is calculated as delineated in Municipal Code Section 13.08.090. Municipal Code Section 13.08.100.A allows for an "Annual Construction Cost Adjustment" provided by the City Engineer. The section specifically states,

"The sewer impact fee shall be adjusted on July 1st of each year by the City Engineer by a percentage equal to the annual of increase or decrease in the San Francisco Bay Area construction cost index, as published in the May Engineering News-Record (ENR) or equivalent ENR data. The adjustment amount shall be published in the city fee schedule."

On July 1, 2016 the sewer impact base fee was increased by the City Engineer by 2.1% to \$8,260.00. However, an error was discovered in the 2016-17 fee adjustment when calculating this year's annual adjustment. The 2016-17 adjustment should have been 3.4%, yielding a fee of \$8,370 per EDU. Staff is recommending an increase based on correcting the 2016-17 adjustment and then adjusting the 2017-18 Annual Sewer Impact rate accordingly.

The May ENR annual construction cost index increase for the San Francisco Bay Area in 2017 was 1.2%. Based on the corrected 2016-17 sewer impact fee of \$8,370.00, the July 1, 2017 sewer impact fee would increase to \$8,470.00. The fee increase was rounded to the nearest ten dollars for simplicity.

Staff recommends that Council adopt the attached Resolution adjusting the base sewer impact fee to \$8,470.00.

FISCAL IMPACT:

The City will receive an increase in new connection fees; however, because the number of future new connections cannot be estimated, the fiscal impact is unknown.

ATTACHMENTS:

1. Resolution 26-2017

City of Colfax

City Council

Resolution № 26-2017

APPROVING THE ANNUAL SEWER IMPACT FEE INCREASE EFFECTIVE JULY 1, 2017.

Whereas, the City's Municipal Code Section 13.08.100 Subsection A permits the sewer impact fee to be adjusted annually on July 1st as reflected in the San Francisco Bay Area construction cost index (CCI), published in the May Engineering News-Record (ENR); and

Whereas, the sewer impact fee was last adjusted by the City Engineer on July 1, 2016 to \$8,260.00; and

Whereas, an error was discovered in the July 1, 2016, sewer impact fee adjustment and staff recommends an increase based on correcting the 2016-17 adjustment from 2.1% to 3.4 % and then adjusting the 2017-18 annual sewer impact rate accordingly; and

Whereas, the ENR CCI annual escalation for May 2017 for the San Francisco Bay Area was +1.2%.

NOW, THEREFORE, BE IT RESOLVED the City Council of the City of Colfax hereby adjusts the City of Colfax's base sewer impact fee as defined in the Municipal Code, Section 13.08.100, to Eight Thousand Four Hundred Seventy Dollar (\$8,470.00

THE FOREGOING RESOLUTION was duly and regularly passed and adopted at a regular meeting of the City Council of the City of Colfax held on the 28th day of June, 2017 by the following vote:

AYES:

NOES:

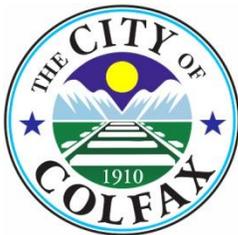
ABSTAIN:

ABSENT:

Stephen Harvey, Mayor

ATTEST:

Lorraine Cassidy, City Clerk



STAFF REPORT TO THE COLFAX CITY COUNCIL

FOR THE JUNE 28, 2017 COUNCIL MEETING

FROM: John Schempf, City Manager
PREPARED BY: Wes Heathcock
DATE: June 22, 2017
SUBJECT: Recology 2017/18 Rate Increase

<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

SUMMARY:

The City of Colfax entered into a contractual agreement with Recology to provide solid waste collection services within the City limits in 2011. In deference to the community recovering from the recession during the contract period, Recology has forgone an accumulative 8.5% Cost of Living Adjustment (COLA) that was built into the contract. Recology has agreed to a contract amendment that eliminated the backdated COLA's in an exchange for a contract extension from the original termination year, 2021. The contract extension is for 15-years, with a 5-year automatic extension, and an additional optional 5-year extension. In total, the contract expires in 2036 with the additional extension potentially carrying the contract out to the year 2046.

In addition to the waiving the past COLA's, Council agreed Recology would not increase the "pass through" landfill tipping fee increase that went into effect at the Western Placer Waste Management Authority in 2015 until July 1, 2017. The landfill tipping fee increase is a \$1.00 per ton of Municipal Solid Waste received at the facility. The new contract terms state Recology is eligible to receive an annual COLA beginning July 1, 2017.

Recology has provided the City the 2017/18 Rate Matrix, which includes the "pass through" landfill fee increase and the COLA that is a 2.4% increase. The rate increase will have a nominal impact on the ratepayers. For example, the current per month rate for a residential 32 gallon container service cost was \$18.79/resident before the refuse disposal surcharge. The new rate for the same level of service will be \$19.15 before the refuse disposal surcharge, which equates to a \$.036 increase per month or \$4.32 increase per year.

Recology is eligible to increase the rate per the contract agreement, which does not require Council to take any action. Staff is bringing this rate increase forward as an informational only item to receive and file.

FISCAL IMPACT:

N/A

ATTACHMENTS:

1. Recology Rate Increase Matrix

CITY OF COLFAX

CURRENT
RESIDENTIAL RATES

	SERVICE COST	DISPOSAL FEES	PROCESSING FEES	TOTAL	REFUSE DISPOSAL SURCHARGE	TOTAL WITH SURCHARGE
1 - 32-Gallon Can	\$ 8.91	\$ 9.58	\$ 0.30	\$ 18.79	\$ 3.48	\$ 22.27
2 - 32-Gallon Can	\$ 12.88	\$ 13.86	\$ 0.43	\$ 27.17	\$ 5.03	\$ 32.20
3 - 32-Gallon Can	\$ 16.85	\$ 18.13	\$ 0.57	\$ 35.55	\$ 6.58	\$ 42.13
4 - 32-Gallon Can	\$ 20.87	\$ 22.46	\$ 0.70	\$ 44.03	\$ 8.15	\$ 52.18
32-Gallon Cart	\$ 9.24	\$ 9.95	\$ 0.31	\$ 19.50	\$ 3.61	\$ 23.11
64-Gallon Cart	\$ 13.26	\$ 14.27	\$ 0.45	\$ 27.98	\$ 5.18	\$ 33.16
96-Gallon Cart	\$ 17.28	\$ 18.59	\$ 0.58	\$ 36.46	\$ 6.74	\$ 43.20
Senior Citizen						
1 - 32-Gallon Can	\$ 7.29	\$ 7.84	\$ 0.25	\$ 15.37	\$ 2.84	\$ 18.21
1 - 32-Gallon Cart	\$ 7.62	\$ 8.20	\$ 0.26	\$ 16.07	\$ 2.97	\$ 19.04
Extra Charge						
Bag (extra per pick-up)	\$ 2.06	\$ 2.22	\$ 0.07	\$ 4.35	\$ -	\$ 4.35
Can (extra per pick-up)	\$ 2.06	\$ 2.22	\$ 0.07	\$ 4.35	\$ -	\$ 4.35
Toter (extra per pick-up)	\$ 2.06	\$ 2.22	\$ 0.07	\$ 4.35	\$ -	\$ 4.35
32-Gallon Green Waste (extra per pick-up)	\$ 1.45		\$ 1.60	\$ 3.05	\$ -	\$ 3.05
Off Schedule Pickup - Container	\$ 36.00			\$ 36.00	\$ -	\$ 36.00
Bulk Item Pickup - each addition pickup	\$ 73.00	\$ 27.00		\$ 100.00	\$ -	\$ 100.00
Bulk Item Pickup - off schedule pickup	\$ 153.00	\$ 27.00		\$ 180.00	\$ -	\$ 180.00
Temporary Automated Container	\$ 36.00			\$ 36.00	\$ -	\$ 36.00
Steam Clean Automated Container	\$ 60.00			\$ 60.00	\$ -	\$ 60.00
Repair Container (Lid)	\$ 20.00			\$ 20.00	\$ -	\$ 20.00
Repair Container (Other)	\$ 20.00			\$ 20.00	\$ -	\$ 20.00
Replace Container (32-Gallon)	\$ 40.00			\$ 40.00	\$ -	\$ 40.00
Replace Container (64-Gallon)	\$ 45.00			\$ 45.00	\$ -	\$ 45.00
Replace Container (96-Gallon)	\$ 50.00			\$ 50.00	\$ -	\$ 50.00

CITY OF COLFAX

PROPOSED - EFFECTIVE JULY 1, 2017
RESIDENTIAL RATES

	SERVICE COST	DISPOSAL FEES	PROCESSING FEES	TOTAL	REFUSE DISPOSAL SURCHARGE	TOTAL WITH SURCHARGE
1 - 32-Gallon Can	\$ 9.12	\$ 9.72	\$ 0.31	\$ 19.15	\$ 3.48	\$ 22.63
2 - 32-Gallon Can	\$ 13.19	\$ 14.06	\$ 0.45	\$ 27.70	\$ 5.03	\$ 32.73
3 - 32-Gallon Can	\$ 17.25	\$ 18.40	\$ 0.59	\$ 36.24	\$ 6.58	\$ 42.82
4 - 32-Gallon Can	\$ 21.37	\$ 22.79	\$ 0.73	\$ 44.89	\$ 8.15	\$ 53.04
32-Gallon Cart	\$ 9.46	\$ 10.10	\$ 0.32	\$ 19.88	\$ 3.61	\$ 23.49
64-Gallon Cart	\$ 13.58	\$ 14.48	\$ 0.47	\$ 28.53	\$ 5.18	\$ 33.71
96-Gallon Cart	\$ 17.70	\$ 18.86	\$ 0.61	\$ 37.18	\$ 6.74	\$ 43.92
Senior Citizen						
1 - 32-Gallon Can	\$ 7.46	\$ 7.95	\$ 0.26	\$ 15.66	\$ 2.84	\$ 18.50
1 - 32-Gallon Cart	\$ 7.80	\$ 8.32	\$ 0.27	\$ 16.38	\$ 2.97	\$ 19.35
Extra Charge						
Bag (extra per pick-up)	\$ 2.11	\$ 2.25	\$ 0.07	\$ 4.43	\$ -	\$ 4.43
Can (extra per pick-up)	\$ 2.11	\$ 2.25	\$ 0.07	\$ 4.43	\$ -	\$ 4.43
Toter (extra per pick-up)	\$ 2.11	\$ 2.25	\$ 0.07	\$ 4.43	\$ -	\$ 4.43
32-Gallon Green Waste (extra per pick-up)	\$ 1.48		\$ 1.67	\$ 3.15	\$ -	\$ 3.15
Off Schedule Pickup - Container	\$ 36.86			\$ 36.86	\$ -	\$ 36.86
Bulk Item Pickup - each addition pickup	\$ 74.75	\$ 27.40		\$ 102.15	\$ -	\$ 102.15
Bulk Item Pickup - off schedule pickup	\$ 156.67	\$ 27.40		\$ 184.07	\$ -	\$ 184.07
Temporary Automated Container	\$ 36.86			\$ 36.86	\$ -	\$ 36.86
Steam Clean Automated Container	\$ 61.44			\$ 61.44	\$ -	\$ 61.44
Repair Container (Lid)	\$ 20.48			\$ 20.48	\$ -	\$ 20.48
Repair Container (Other)	\$ 20.48			\$ 20.48	\$ -	\$ 20.48
Replace Container (32-Gallon)	\$ 40.96			\$ 40.96	\$ -	\$ 40.96
Replace Container (64-Gallon)	\$ 46.08			\$ 46.08	\$ -	\$ 46.08
Replace Container (96-Gallon)	\$ 51.20			\$ 51.20	\$ -	\$ 51.20

CITY OF COLFAX

CURRENT
MULTI-FAMILY RATES

	SERVICE COST	DISPOSAL FEES	PROCESSING FEES	TOTAL	REFUSE DISPOSAL SURCHARGE	TOTAL WITH SURCHARGE
1 - 32-Gallon Can	\$ 8.91	\$ 9.58	\$ 0.30	\$ 18.79	\$ 3.48	\$ 22.27
2 - 32-Gallon Can	\$ 12.88	\$ 13.86	\$ 0.43	\$ 27.17	\$ 5.03	\$ 32.20
3 - 32-Gallon Can	\$ 16.85	\$ 18.13	\$ 0.57	\$ 35.55	\$ 6.58	\$ 42.13
4 - 32-Gallon Can	\$ 20.87	\$ 22.46	\$ 0.70	\$ 44.03	\$ 8.15	\$ 52.18
64-Gallon Cart (\$2.59 per unit, up to 2 units)	\$ 13.26	\$ 14.27	\$ 0.45	\$ 27.98	\$ 5.18	\$ 33.16
96-Gallon Cart (\$2.59 per unit, up to 3 units)	\$ 19.89	\$ 21.41	\$ 0.67	\$ 41.97	\$ 7.76	\$ 49.73
2-yard bin (\$2.44 per unit, up to 12 units)	\$ 74.90	\$ 80.60	\$ 2.54	\$ 158.04	\$ 29.24	\$ 187.28
Extra Charge						
Can (per pick-up)	\$ 4.02	\$ 4.32	\$ 0.14	\$ 8.48	\$ -	\$ 8.48
Off Schedule Pickup - Container	\$ 36.00			\$ 36.00	\$ -	\$ 36.00
Off Schedule Pickup - Bin	\$ 120.00			\$ 120.00	\$ -	\$ 120.00
Bulk Item Pickup - each addition pickup	\$ 73.00	\$ 27.00		\$ 100.00	\$ -	\$ 100.00
Bulk Item Pickup - off schedule pickup	\$ 153.00	\$ 27.00		\$ 180.00	\$ -	\$ 180.00
Temporary Automated Container	\$ 36.00			\$ 36.00	\$ -	\$ 36.00
Steam Clean Automated Container	\$ 60.00			\$ 60.00	\$ -	\$ 60.00
Repair Container (Lid)	\$ 20.00			\$ 20.00	\$ -	\$ 20.00
Repair Container (Other)	\$ 20.00			\$ 20.00	\$ -	\$ 20.00
Replace Container (32-Gallon)	\$ 40.00			\$ 40.00	\$ -	\$ 40.00
Replace Container (64-Gallon)	\$ 45.00			\$ 45.00	\$ -	\$ 45.00
Replace Container (96-Gallon)	\$ 50.00			\$ 50.00	\$ -	\$ 50.00

PROPOSED - EFFECTIVE JULY 1, 2017
MULTI-FAMILY RATES

	SERVICE COST	DISPOSAL FEES	PROCESSING FEES	TOTAL	REFUSE DISPOSAL SURCHARGE	TOTAL WITH SURCHARGE
1 - 32-Gallon Can	\$ 9.12	\$ 9.72	\$ 0.31	\$ 19.15	\$ 3.48	\$ 22.63
2 - 32-Gallon Can	\$ 13.19	\$ 14.06	\$ 0.45	\$ 27.70	\$ 5.03	\$ 32.73
3 - 32-Gallon Can	\$ 17.25	\$ 18.40	\$ 0.59	\$ 36.24	\$ 6.58	\$ 42.82
4 - 32-Gallon Can	\$ 21.37	\$ 22.79	\$ 0.73	\$ 44.89	\$ 8.15	\$ 53.04
64-Gallon Cart (\$2.59 per unit, up to 2 units)	\$ 13.58	\$ 14.48	\$ 0.47	\$ 28.53	\$ 5.18	\$ 33.71
96-Gallon Cart (\$2.59 per unit, up to 3 units)	\$ 20.37	\$ 21.72	\$ 0.70	\$ 42.79	\$ 7.76	\$ 50.55
2-yard bin (\$2.44 per unit, up to 12 units)	\$ 76.70	\$ 81.79	\$ 2.65	\$ 161.14	\$ 29.24	\$ 190.38
Extra Charge						
Can (per pick-up)	\$ 4.12	\$ 4.38	\$ 0.15	\$ 8.65	\$ -	\$ 8.65
Off Schedule Pickup - Container	\$ 36.86			\$ 36.86	\$ -	\$ 36.86
Off Schedule Pickup - Bin	\$ 122.88			\$ 122.88	\$ -	\$ 122.88
Bulk Item Pickup - each addition pickup	\$ 74.75	\$ 27.40		\$ 102.15	\$ -	\$ 102.15
Bulk Item Pickup - off schedule pickup	\$ 156.67	\$ 27.40		\$ 184.07	\$ -	\$ 184.07
Temporary Automated Container	\$ 36.86			\$ 36.86	\$ -	\$ 36.86
Steam Clean Automated Container	\$ 61.44			\$ 61.44	\$ -	\$ 61.44
Repair Container (Lid)	\$ 20.48			\$ 20.48	\$ -	\$ 20.48
Repair Container (Other)	\$ 20.48			\$ 20.48	\$ -	\$ 20.48
Replace Container (32-Gallon)	\$ 40.96			\$ 40.96	\$ -	\$ 40.96
Replace Container (64-Gallon)	\$ 46.08			\$ 46.08	\$ -	\$ 46.08
Replace Container (96-Gallon)	\$ 51.20			\$ 51.20	\$ -	\$ 51.20

CITY OF COLFAX

CURRENT
COMMERCIAL RATES

SIZE	Frequency (Pickups per Week)				
	1	2	3	4	5
1 Cu Yd	\$ 52.28	\$ 94.54	\$ 141.07	\$ 192.50	\$ 249.16
Disposal Fees	41.08	74.29	110.86	151.27	195.80
Processing Fees	1.52	2.75	4.10	5.59	7.24
TOTAL	\$ 94.88	\$ 171.57	\$ 256.02	\$ 349.36	\$ 452.19
Refuse Disposal Surcharge	\$ 17.55	\$ 31.74	\$ 47.36	\$ 64.63	\$ 83.66
Total with Surcharge	\$ 112.43	\$ 203.32	\$ 303.39	\$ 413.99	\$ 535.85
2 Cu Yd	\$ 91.64	\$ 176.06	\$ 268.94	\$ 371.11	\$ 483.50
Disposal Fees	72.02	138.35	211.34	291.63	379.95
Processing Fees	2.66	5.11	7.81	10.78	14.04
TOTAL	\$ 166.32	\$ 319.52	\$ 488.09	\$ 673.52	\$ 877.49
Refuse Disposal Surcharge	\$ 30.77	\$ 59.11	\$ 90.30	\$ 124.60	\$ 162.34
Total with Surcharge	\$ 197.09	\$ 378.63	\$ 578.39	\$ 798.12	\$ 1,039.82
3 Cu Yd	\$ 134.41	\$ 253.36	\$ 372.40	\$ 491.52	\$ 610.72
Disposal Fees	105.62	199.10	292.65	386.26	479.94
Processing Fees	3.90	7.36	10.81	14.27	17.73
TOTAL	\$ 243.93	\$ 459.82	\$ 675.86	\$ 892.05	\$ 1,108.39
Refuse Disposal Surcharge	\$ 45.13	\$ 85.07	\$ 125.03	\$ 165.03	\$ 205.05
Total with Surcharge	\$ 289.06	\$ 544.89	\$ 800.89	\$ 1,057.08	\$ 1,313.44
3 Cu Yd - EOW	\$ 68.89				
Disposal Fees	54.13				
Processing Fees	2.00				
TOTAL	\$ 125.02				
Refuse Disposal Surcharge	\$ 23.13				
Total with Surcharge	\$ 148.15				
4 Cu Yd	\$ 172.29	\$ 314.78	\$ 457.18	\$ 599.51	\$ 741.76
Disposal Fees	135.39	247.36	359.27	471.12	582.90
Processing Fees	5.00	9.14	13.28	17.41	21.55
TOTAL	\$ 312.69	\$ 571.28	\$ 829.73	\$ 1,088.04	\$ 1,346.21
Refuse Disposal Surcharge	\$ 57.85	\$ 105.69	\$ 153.50	\$ 201.29	\$ 249.05
Total with Surcharge	\$ 370.54	\$ 676.97	\$ 983.23	\$ 1,289.32	\$ 1,595.26
5 Cu Yd	\$ 210.59	\$ 400.90	\$ 591.20	\$ 781.48	\$ 971.75
Disposal Fees	165.49	315.04	464.59	614.12	763.65
Processing Fees	6.12	11.64	17.17	22.69	28.22
TOTAL	\$ 382.19	\$ 727.58	\$ 1,072.95	\$ 1,418.30	\$ 1,763.62
Refuse Disposal Surcharge	\$ 70.71	\$ 134.60	\$ 198.50	\$ 262.39	\$ 326.27
Total with Surcharge	\$ 452.90	\$ 862.18	\$ 1,271.45	\$ 1,680.68	\$ 2,089.89
6 Cu Yd	\$ 248.88	\$ 487.02	\$ 725.21	\$ 963.45	\$ 1,201.74
Disposal Fees	195.58	382.72	569.90	757.12	944.38
Processing Fees	7.23	14.14	21.06	27.98	34.90
TOTAL	\$ 451.68	\$ 883.88	\$ 1,316.17	\$ 1,748.55	\$ 2,181.02
Refuse Disposal Surcharge	\$ 83.56	\$ 163.52	\$ 243.49	\$ 323.48	\$ 403.49
Total with Surcharge	\$ 535.24	\$ 1,047.40	\$ 1,559.66	\$ 2,072.03	\$ 2,584.51
7 Cu Yd	\$ 287.17	\$ 573.14	\$ 859.22	\$ 1,145.42	\$ 1,431.73
Disposal Fees	225.67	450.40	675.22	900.12	1,125.12
Processing Fees	8.34	16.64	24.95	33.26	41.57
TOTAL	\$ 521.18	\$ 1,040.18	\$ 1,559.39	\$ 2,078.81	\$ 2,598.43
Refuse Disposal Surcharge	\$ 96.42	\$ 192.43	\$ 288.49	\$ 384.58	\$ 480.71
Total with Surcharge	\$ 617.60	\$ 1,232.61	\$ 1,847.88	\$ 2,463.39	\$ 3,079.13

CITY OF COLFAX

PROPOSED - EFFECTIVE JULY 1, 2017
COMMERCIAL RATES

SIZE	Frequency (Pickups per Week)				
	1	2	3	4	5
1 Cu Yd	\$ 53.53	\$ 96.80	\$ 144.45	\$ 197.12	\$ 255.14
Disposal Fees	41.69	75.38	112.49	153.50	198.67
Processing Fees	1.59	2.87	4.28	5.83	7.55
TOTAL	\$ 96.81	\$ 175.04	\$ 261.21	\$ 356.45	\$ 461.35
Refuse Disposal Surcharge	\$ 17.55	\$ 31.74	\$ 47.36	\$ 64.63	\$ 83.66
Total with Surcharge	\$ 114.36	\$ 206.78	\$ 308.58	\$ 421.08	\$ 545.01
2 Cu Yd	\$ 93.84	\$ 180.29	\$ 275.39	\$ 380.02	\$ 495.11
Disposal Fees	73.08	140.38	214.45	295.92	385.54
Processing Fees	2.77	5.33	8.14	11.24	14.64
TOTAL	\$ 169.69	\$ 326.00	\$ 497.98	\$ 687.18	\$ 895.29
Refuse Disposal Surcharge	\$ 30.77	\$ 59.11	\$ 90.30	\$ 124.60	\$ 162.34
Total with Surcharge	\$ 200.46	\$ 385.11	\$ 588.28	\$ 811.78	\$ 1,057.63
3 Cu Yd	\$ 137.64	\$ 259.44	\$ 381.34	\$ 503.32	\$ 625.38
Disposal Fees	107.17	202.03	296.95	391.94	487.00
Processing Fees	4.07	7.68	11.27	14.88	18.49
TOTAL	\$ 248.88	\$ 469.15	\$ 689.56	\$ 910.14	\$ 1,130.87
Refuse Disposal Surcharge	\$ 45.13	\$ 85.07	\$ 125.03	\$ 165.03	\$ 205.05
Total with Surcharge	\$ 294.01	\$ 554.22	\$ 814.59	\$ 1,075.17	\$ 1,335.92
3 Cu Yd - EOW	\$ 70.54				
Disposal Fees	54.93				
Processing Fees	2.09				
TOTAL	\$ 127.56				
Refuse Disposal Surcharge	\$ 23.13				
Total with Surcharge	\$ 150.69				
4 Cu Yd	\$ 176.43	\$ 322.33	\$ 468.15	\$ 613.90	\$ 759.56
Disposal Fees	138.64	253.30	367.89	482.42	596.89
Processing Fees	5.21	9.53	13.85	18.16	22.47
TOTAL	\$ 320.28	\$ 585.16	\$ 849.89	\$ 1,114.48	\$ 1,378.92
Refuse Disposal Surcharge	\$ 57.85	\$ 105.69	\$ 153.50	\$ 201.29	\$ 249.05
Total with Surcharge	\$ 378.13	\$ 690.85	\$ 1,003.39	\$ 1,315.77	\$ 1,627.97
5 Cu Yd	\$ 215.64	\$ 410.52	\$ 605.38	\$ 800.24	\$ 995.08
Disposal Fees	169.46	322.60	475.74	628.86	781.97
Processing Fees	6.38	12.14	17.91	23.66	29.43
TOTAL	\$ 391.47	\$ 745.26	\$ 1,099.02	\$ 1,452.77	\$ 1,806.48
Refuse Disposal Surcharge	\$ 70.71	\$ 134.60	\$ 198.50	\$ 262.39	\$ 326.27
Total with Surcharge	\$ 462.18	\$ 879.86	\$ 1,297.52	\$ 1,715.15	\$ 2,132.75
6 Cu Yd	\$ 254.85	\$ 498.71	\$ 742.62	\$ 986.57	\$ 1,230.58
Disposal Fees	200.27	391.91	583.58	775.29	967.04
Processing Fees	7.54	14.75	21.96	29.18	36.40
TOTAL	\$ 462.65	\$ 905.37	\$ 1,348.16	\$ 1,791.04	\$ 2,234.02
Refuse Disposal Surcharge	\$ 83.56	\$ 163.52	\$ 243.49	\$ 323.48	\$ 403.49
Total with Surcharge	\$ 546.21	\$ 1,068.89	\$ 1,591.65	\$ 2,114.52	\$ 2,637.51
7 Cu Yd	\$ 294.06	\$ 586.89	\$ 879.85	\$ 1,172.91	\$ 1,466.10
Disposal Fees	231.09	461.21	691.42	921.73	1,152.12
Processing Fees	8.70	17.35	26.02	34.69	43.35
TOTAL	\$ 533.85	\$ 1,065.45	\$ 1,597.29	\$ 2,129.34	\$ 2,661.58
Refuse Disposal Surcharge	\$ 96.42	\$ 192.43	\$ 288.49	\$ 384.58	\$ 480.71
Total with Surcharge	\$ 630.27	\$ 1,257.88	\$ 1,885.78	\$ 2,513.92	\$ 3,142.29

CITY OF COLFAX

CURRENT
COMMERCIAL RATES
DEBRIS BOXES

	SERVICE COST	DISPOSAL FEES	TOTAL
20 Cu Yd - 3 Ton Limit	\$ 162.22	\$ 204.00	\$ 366.22
30 Cu Yd - 3.5 Ton Limit	\$ 218.72	\$ 238.00	\$ 456.72
40 Cu Yd - 4 Ton Limit	\$ 275.21	\$ 272.00	\$ 547.21
Temporary Bins			
4 Cu Yd - 1/2 Ton Limit	\$ 98.91	\$ 27.50	\$ 126.41
5 Cu Yd - 1/2 Ton Limit	\$ 110.78	\$ 27.50	\$ 138.28
6 Cu Yd - 3/4 Ton Limit	\$ 124.07	\$ 41.25	\$ 165.32
7 Cu Yd - 3/4 Ton Limit	\$ 138.96	\$ 41.25	\$ 180.21

PROPOSED - EFFECTIVE JULY 1, 2017

COMMERCIAL RATES
DEBRIS BOXES

	SERVICE COST	DISPOSAL FEES	TOTAL
20 Cu Yd - 3 Ton Limit	\$ 166.11	\$ 207.00	\$ 373.11
30 Cu Yd - 3.5 Ton Limit	\$ 223.97	\$ 241.50	\$ 465.47
40 Cu Yd - 4 Ton Limit	\$ 281.82	\$ 276.00	\$ 557.82
Temporary Bins			
4 Cu Yd - 1/2 Ton Limit	\$ 101.28	\$ 27.90	\$ 129.18
5 Cu Yd - 1/2 Ton Limit	\$ 113.44	\$ 27.90	\$ 141.34
6 Cu Yd - 3/4 Ton Limit	\$ 127.05	\$ 41.86	\$ 168.91
7 Cu Yd - 3/4 Ton Limit	\$ 142.30	\$ 41.86	\$ 184.16

CURRENT
COMMERCIAL RATES
EXTRA SERVICES

	SERVICING COSTS	DISPOSAL FEES	PROCESSING FEES	TOTAL
96-Gallon Green Waste Cart (per month)	\$ 17.63	\$ -	\$ 14.37	\$ 32.00
Overweight Fee - per ton	\$ 15.95	\$ 68.00	\$ -	\$ 83.95
Bulk Item Pickup - On Schedule	\$ 73.00	\$ 27.00	\$ -	\$ 100.00
Bulk Item Pickup - Off Schedule	\$ 153.00	\$ 27.00	\$ -	\$ 180.00
Off Schedule Pickup - Bin	\$ 120.00	\$ -	\$ -	\$ 120.00
Bin Relocation	\$ 80.00	\$ -	\$ -	\$ 80.00
Bin Cancellation within 24 hours of delivery	\$ 37.00	\$ -	\$ -	\$ 37.00
Bin Service Fee if Bin Exceeds Weight Limit	\$ 37.00	\$ -	\$ -	\$ 37.00
Rental Fee - Bin - Kept > 1 week - per day	\$ 5.00	\$ -	\$ -	\$ 5.00
Rental Fee - Debris Box - Kept > 1 wk/day	\$ 5.00	\$ -	\$ -	\$ 5.00
7yd Cardboard Recycling Container - Set up	\$ 150.00	\$ -	\$ -	\$ 150.00

PROPOSED - EFFECTIVE JULY 1, 2017

COMMERCIAL RATES
EXTRA SERVICES

	SERVICING COSTS	DISPOSAL FEES	PROCESSING FEES	TOTAL
96-Gallon Green Waste Cart (per month)	\$ 18.05	\$ -	\$ 14.99	\$ 33.04
Overweight Fee - per ton	\$ 16.33	\$ 69.00	\$ -	\$ 85.33
Bulk Item Pickup - On Schedule	\$ 74.75	\$ 27.40	\$ -	\$ 102.15
Bulk Item Pickup - Off Schedule	\$ 156.67	\$ 27.40	\$ -	\$ 184.07
Off Schedule Pickup - Bin	\$ 122.88	\$ -	\$ -	\$ 122.88
Bin Relocation	\$ 81.92	\$ -	\$ -	\$ 81.92
Bin Cancellation within 24 hours of delivery	\$ 37.89	\$ -	\$ -	\$ 37.89
Bin Service Fee if Bin Exceeds Weight Limit	\$ 37.89	\$ -	\$ -	\$ 37.89
Rental Fee - Bin - Kept > 1 week - per day	\$ 5.12	\$ -	\$ -	\$ 5.12
Rental Fee - Debris Box - Kept > 1 wk/day	\$ 5.12	\$ -	\$ -	\$ 5.12
7yd Cardboard Recycling Container - Set up	\$ 153.60	\$ -	\$ -	\$ 153.60

Recology Auburn Placer
CITY of COLFAX
Rate Components
Rate Year July 1, 2017 through June 30, 2018

Annual Increase - Rate Year 2016-2017	
Cost of Living Increase	2.400%
Other	0.000%
Other	0.000%
TOTAL INCREASE	2.400%

COLA 4% Cap, 0% Floor

** Old Landfill Rate (See Note 1)	\$ 68.00
** New Landfill Rate (See Note 1)	\$ 69.00
Landfill Increase	\$1.00
% Increase	1.47%
** Old Green Waste Rate	\$ 35.00
** New Green Waste Rate	\$ 36.50
Landfill Increase	\$1.50
% Increase	4.29%
Street Sweeping	0.00%

** **Note 1** Landfill Rates Applicable to Debris Boxes and C&D:

Landfill Rate - Debris Box and C&D			
Old Rate	\$46.00	New Rate	\$47.00

Franchise Fee		
Description	New	Old
Actual	0.0%	0.0%
Calc Factor	0.0000	0.0000

Densities		
Type	New	Old
Can	35	35
Toter	70	70
Bag	18	18
Yard - Com'l	150	150
Yard - DBox	272	272
Unlm't Can	90	90
Unlm't Toter	90	90
C & D Bin	150	150
Other		

Recology Auburn Placer
CITY of COLFAX
Cost of Living Increase
For Rate Year July 1, 2017 through June 30, 2018
 City of Colfax Format

S:\Shared\Rate info\

BASIC FORMULA

$$COLA = 0.1 \text{ Fixed Cost} + .45 \times (ECI_{v1} / ECI_{v0}) + .45 \times (PPI_{v1} / PPI_{v0})$$

Rounding: To 3 decimal places per basic agreement	0.0010
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CALCULATION 1: Base year 2009 through December 2010

Fixed / Non-escalating Costs

No index used

Factor (per cent of total cost)	0.10
Index	None
Index	None

Labor Cost

Employment Cost Index - Wages & Salaries, Private Industry, Manufacturing; production, transportation and material moving (Series ID: CIU20230005000000)

Factor (percent of total cost)	0.45	
Index:	4th Quarter 2016	124.80
Base Index:	4th Quarter 2015	<u>121.40</u>
Change in Index:		3.40
		2.80%

Goods & Services

Producer Price Index for All Commodities (WPU00000000)

Factor (percent of total cost)	0.45	
Index:	December 2016	188.30
Base Index:	December 2015	<u>183.80</u>
Change in Index:		4.50
		2.40%

Calculation 1 = **1.0240**

NET RATE CHANGE (percent) **2.40%**



STAFF REPORT TO THE COLFAX CITY COUNCIL

FOR THE JUNE 28, 2017 COUNCIL MEETING

FROM: John Schempf, City Manager
PREPARED BY: Wes Heathcock
DATE: June 28, 2017
SUBJECT: I-80 Freeway Closure Impacts

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

SUMMARY:

During the past winter, the I-80 Freeway was closed multiple times at the Colfax 135 exit impacting the community’s roadways. Council requested a presentation from Caltrans on how to best address the traffic issues that are created by the I-80 Freeway closures. At the March 22, 2017, Dave Wood from Caltrans provided a presentation followed by lively discussion of the issue. Council provided staff with direction to investigate options that could reduce the I-80 Freeway closure impacts on the community.

The Community Services Director arranged a meeting with Caltrans representatives to discuss the potential options available to mitigate the traffic impacts to the community. The discussion with Caltrans was very positive with the following points presented to reduce the impact for the community:

- Provide Caltrans vehicle stickers and create a dedicated I-80 Freeway Locals Only Lane (staff will include the County in the program) during road closures.
- Move closures to exit 133 (Canyon Way Overcrossing).
- Increase participation from law enforcement to manage local traffic.
- Improve communication between Caltrans and the City.
- Repair the permanent digital message boards & radio channel during this construction season.
- Move Emergency materials/supplies.
- Caltrans will provide portable message boards on the I-80 Freeway during the closures as additional communication to travelers.

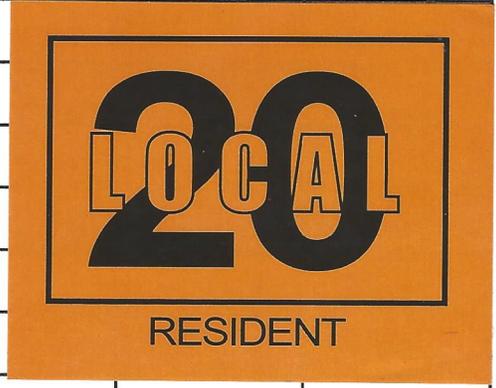
Staff is recommending the City pursue all of the aforementioned items with Caltrans to improve the I-80 Freeway closure impacts on the community.

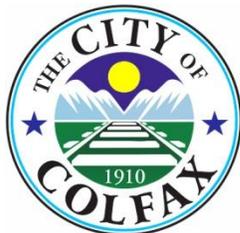
ATTACHMENTS:

1. Sticker Sample

HIGHWAY 20 RESIDENT PASSES

	DATE	NAME	ADDRESS	CDL #	VEH. LIC #
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					





STAFF REPORT TO THE COLFAX CITY COUNCIL

FOR THE JUNE 28, 2017 COUNCIL MEETING

FROM: John Schempf, City Manager
PREPARED BY: Lorraine Cassidy, City Clerk
DATE: June 22, 2017
SUBJECT: League of California Cities Delegate - 2017

<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>	FUNDED	<input type="checkbox"/>	UN-FUNDED	AMOUNT:	FROM FUND:
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RECOMMENDED ACTION: Appoint Councilmembers to serve as the voting delegate and alternate for the City of Colfax at the League of California Cities Conference in September 2017.

BACKGROUND AND ANALYSIS:

The City of Colfax has greatly benefitted from its association with the League of California Cities. Attendance at the League’s Annual conference has proven to be a worthwhile investment for Council members and staff. The timely topics, quality content, and excellent networking opportunities help the City thrive. The League serves as a valuable resource for Cities and as a lobbying entity to promote policies on the state level to protect the autonomy of Cities. An important portion of the Annual Conference allows Cities to weigh-in on legislative priorities in the Annual Business Meeting. In order to vote at the Annual Business Meeting, the City Council must designate a voting delegate and submit the voting delegate form to the League.

Any Council member or staff member who plans to attend the conference in Sacramento from September 13-15 may represent the City. With Council’s approval, the City Clerk will complete the paperwork to designate the person Council selects as a Voting Delegate for the League Conference. Council may also select an alternate delegate. This selection is not required before September 1, 2017, however, staff would prefer to submit the paperwork much sooner than this. If Council prefers, this item can be tabled for later this summer.

ATTACHMENT:

1. Voting Delegate Letter to Mayors, City Managers, and City Clerks



1400 K Street, Suite 400 • Sacramento, California 95814
Phone: 916.658.8200 Fax: 916.658.8240
www.cacities.org

Council Action Advised by July 31, 2017

May 3, 2017

RECEIVED
MAY 10 2017
CITY OF COLFAX

TO: Mayors, City Managers and City Clerks

**RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
League of California Cities Annual Conference – September 13 – 15, Sacramento**

The League's 2017 Annual Conference is scheduled for September 13 – 15 in Sacramento. An important part of the Annual Conference is the Annual Business Meeting (during General Assembly), scheduled for 12:30 p.m. on Friday, September 15, at the Sacramento Convention Center. At this meeting, the League membership considers and takes action on resolutions that establish League policy.

In order to vote at the Annual Business Meeting, your city council must designate a voting delegate. Your city may also appoint up to two alternate voting delegates, one of whom may vote in the event that the designated voting delegate is unable to serve in that capacity.

Please complete the attached Voting Delegate form and return it to the League's office no later than Friday, September 1, 2017. This will allow us time to establish voting delegate/alternate records prior to the conference.

Please note the following procedures that are intended to ensure the integrity of the voting process at the Annual Business Meeting.

- **Action by Council Required.** Consistent with League bylaws, a city's voting delegate and up to two alternates must be designated by the city council. When completing the attached Voting Delegate form, please attach either a copy of the council resolution that reflects the council action taken, or have your city clerk or mayor sign the form affirming that the names provided are those selected by the city council. Please note that designating the voting delegate and alternates **must** be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.
- **Conference Registration Required.** The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. To register for the conference, please go to our website: www.cacities.org. In order to cast a vote, at least one voter must be present at the

Business Meeting and in possession of the voting delegate card. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the Voting Delegate Desk. This will enable them to receive the special sticker on their name badges that will admit them into the voting area during the Business Meeting.

- **Transferring Voting Card to Non-Designated Individuals Not Allowed.** The voting delegate card may be transferred freely between the voting delegate and alternates, but *only* between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the Business Meeting, they may *not* transfer the voting card to another city official.
- **Seating Protocol during General Assembly.** At the Business Meeting, individuals with the voting card will sit in a separate area. Admission to this area will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate. If the voting delegate and alternates wish to sit together, they must sign in at the Voting Delegate Desk and obtain the special sticker on their badges.

The Voting Delegate Desk, located in the conference registration area of the Sacramento Convention Center, will be open at the following times: Wednesday, September 13, 8:00 a.m. – 6:00 p.m.; Thursday, September 14, 7:00 a.m. – 4:00 p.m.; and Friday, September 15, 7:30 a.m.– Noon. The Voting Delegate Desk will also be open at the Business Meeting on Friday, but will be closed during roll calls and voting.

The voting procedures that will be used at the conference are attached to this memo. Please share these procedures and this memo with your council and especially with the individuals that your council designates as your city's voting delegate and alternates.

Once again, thank you for completing the voting delegate and alternate form and returning it to the League office by Friday, September 1. If you have questions, please call Carly Shelby at (916) 658-8279.

Attachments:

- Annual Conference Voting Procedures
- Voting Delegate/Alternate Form