



# CITY COUNCIL MEETING

COUNCIL CHAMBERS, 33 SOUTH MAIN STREET, COLFAX, CA



MAYOR KIM DOUGLASS • MAYOR PRO-TEM TOM PARNHAM  
COUNCILMEMBERS • STEVE HARVEY • TONY HESCH • WILL STOCKWIN

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## REGULAR MEETING AGENDA

December 9, 2015

Closed Session 6:30 PM • Regular Session begins at 7:00 PM

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### 1) CONVENE CLOSED SESSION

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- 1A. **Call to Order**
- 1B. **Roll Call**
- 1C. **Public Comment – Closed Session Items**
- 1D. **Closed Session Agenda**  
Public employee performance evaluation pursuant to Government Code Section 54957  
Title: City Manager

### 2) CONVENE OPEN SESSION

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- 2A. **Pledge of Allegiance**
- 2B. **Report from Closed Session**
- 2C. **Roll Call**
- 2D. **Approval of Agenda Order**  
This is the time for changes to the agenda to be considered including removal, postponement, or change to the agenda sequence.  
**RECOMMENDED ACTION:** By motion, accept the agenda as presented or amended.

### 3) PRESENTATIONS

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- 3A. **Presentation Honoring Fire Chief Chris Paulus upon his Retirement**

### 4) CONSENT CALENDAR

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All matters listed under the Consent Agenda are considered routine in nature and will be approved by one blanket motion with a roll call vote. There will be no separate discussion of these items unless persons request specific items to be removed from the Consent Agenda for discussion and separate action. Any items removed will be considered after the motion to approve the Consent Agenda. If you wish to have an item pulled from the Consent Agenda for discussion, please notify the City staff.

**RECOMMENDED ACTION: Approve Consent Calendar**

- 4A. **Minutes City Council Meeting of November 18, 2015**  
**RECOMMENDATION:** Approve the Minutes of the Regular Meeting of November 18, 2015.
- 4B. **Cash Summary Report November 2015**  
**RECOMMENDATION:** Receive and File
- 4C. **Sales and Use Taxes Analysis**  
**RECOMMENDATION:** For information only
- 4D. **Renewal of City of Colfax as a Recycling Market Development Zone**  
**RECOMMENDATION:** Adopt Resolution 43-2015 Supporting the Renewal of the County of Placer Recycling Market Development Zone (RMDZ).
- 4E. **Contract with Mark Thomas, Inc. for Feasibility Analysis for Traffic Mitigation Alternative**  
**RECOMMENDATION:** Adopt Resolution 44-2015 Authorizing the City Manager to enter into a Consulting Services Agreement on behalf of the City with Mark Thomas, Inc. in the amount not to exceed \$11,000.
- 4F. **Council Assignments for 2016**  
**RECOMMENDATION:** Review Current City Council Committee Assignments; Review and Approve Assignments for 2016.
- 4G. **Landfill Non-water Corrective Action Plan Pledge of Revenue**  
**STAFF PRESENTATION:** Mark Miller  
**RECOMMENDATION:** Adopt Resolution 45-2015 Designating Signatory Authority for the CalRecycle Pledge of Revenue Document to the City Manager.



4H. **Colfax Fire Department Administrative Captain**

**RECOMMENDATION:** Adopt Resolution 46-2015 Approving the Job Description for Administrative Fire Captain and Authorizing the City Manager to fill the Position upon the recommendation of the Colfax Fire Chief.

**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) PUBLIC COMMENT**

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

**7) PUBLIC HEARING**

<b>NOTICE TO THE PUBLIC:</b> City Council will take the following actions when considering a matter scheduled for hearing:	
1. Open the public hearing	2. Presentation by staff
3. Council comments and questions	4. Presentation, when applicable, by applicant or appellant
5. Accept public testimony	6. Council comments and questions
7. When applicable, applicant or appellant rebuttal period	8. Close public hearing. (No public comment is taken after the hearing is closed.)
9. City Council or Planning Commission action	
Public hearings that are continued will be announced. The continued public hearing will be listed on a subsequent Council Meeting Agenda and posting of that agenda will serve as notice.	
<i>The City Council encourages the participation of the public. To ensure the expression of all points of view, and to maintain the efficient conduct of the City's business, members of the public who wish to address the Council shall do so in an orderly manner. The audience is asked to refrain from positive or negative actions such as yelling, clapping or jeering that may intimidate other members of the public from speaking. Members of the public wishing to speak may request recognition from the presiding officer by raising his or her hand, and stepping to the podium when requested to do so.</i>	

7A. **Second Reading of Ordinance № 527: An Ordinance of the City of Colfax Amending Section 2.04.020C of The Colfax Municipal Code Regarding Filling Vacancies on the City Council.**

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

**RECOMMENDATION:** Consider Public and Staff Comments and Adopt Ordinance № 527 And Waive Reading of the Entire Ordinance and Read by Title Only; to become effective in 30 days

**8) COUNCIL BUSINESS**

8A. Update on **Contract Amendment with Winner Chevrolet for Property Acquisition**

**RECOMMENDATION:** Receive Verbal Update.

8B. Proposed **Location for a Colfax Skate Park**

**STAFF PRESENTATION:** Ty Conners, Colfax Station Commander

**RECOMMENDATION:** Adopt Resolution 47-2015 Authorizing a Fundraising Drive for a Portable Skate Park Located Adjacent to the Colfax Splash Park.

8C. **Rotation of City Council Officers: Mayor and Mayor Pro Tem**

**STAFF PRESENTATION:** Mark Miller, City Manager

**RECOMMENDATION:** By Separate Motions, Select Mayor and Mayor Pro Tem

**9) ADJOURNMENT**

**\*CAKE AND REFRESHMENTS IMMEDIATELY FOLLOWING THE MEETING\***

I have set my hand and posted this agenda at Colfax City Hall and Colfax Post Office.

  
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 Council Minutes  
 Regular Meeting of Wednesday, November 18, 2015  
 City Hall Council Chambers • 33 S. Main Street, Colfax CA

**1 CONVENE CLOSED SESSION**

1A. Mayor Douglass called the meeting to order at 6:19PM.

**1B. Roll Call**

Councilmembers present: Douglass, Harvey, Hesch, and Stockwin

Recused: Parnham

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

No public comment

**1D. Closed Session Agenda**

Conference with Labor Negotiators pursuant to Government Code Section 54957.6

Employee Organization: General Employees and Bargaining Unit Represented by Stationary Engineers, Local 39

City's Representative: Mark Miller

**2 CONVENE OPEN SESSION**

Mayor Douglass called the Open Session to order at 7:02PM.

Mayor Douglass reported there was no action taken during closed session.

He introduced Noah Fick, a Colfax High School Senior who will be acting as Honorary Mayor for this meeting.

City Clerk Cassidy gave Mr. Fick the Oath of Office and Mayor Douglass handed him the gavel.

2A. **Pledge of Allegiance:** Jason Fick, father of the Honorary Mayor, led the Pledge of Allegiance.

2B. **Report from Closed Session** (previously stated – no reportable action)

**2C. Roll Call**

Councilmembers present: Douglass, Harvey, Hesch, Parnham and Stockwin

**2D. Approval of Agenda**

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

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

**3 PRESENTATIONS**

**3A. Winterfest Update**

Gary Howard, event co-organizer, thanked the City Council and staff for supporting the event with a generous donation, barricades, and space on the digital billboard. The spaghetti feed fundraiser was successful, grossing about \$1,200. Organizers are still accepting vendor applications. The event will be held December 12, 2015 beginning at 6:00PM with caroling. The tree lighting ceremony will be at 6:15PM followed by the parade at 7:00PM and fireworks at 8:30PM.

Mayor Douglass asked if there are enough funds for the fireworks display. Mr. Howard replied that they still need \$1,200 for the total event, but the fireworks are ordered and will be part of the event.

Foxy McCleary asked for more details about the parade which will be hosted by the Lion's Club and will be free of charge. Meet on South Auburn and Oak. It is not necessary to register a parade entry, but it would be nice to let the organizers know if you are planning to be in the parade.

Mayor Pro Tem Parnham stated that Santa Claus would be taking pictures with children from 4:00-6:00PM.

Councilmember Hesch thanked the organizers for their hard work. It promises to be an exciting evening.

#### 4 CONSENT CALENDAR

##### 4A. **Minutes City Council Meeting of October 28, 2015**

**RECOMMENDATION:** Approve the Minutes of the Regular Meeting of November 18, 2015.

##### 4B. **Cash Summary Report**

**RECOMMENDATION:** Receive and File.

##### 4C. **Whitcomb Avenue Fair Share Agreement – Parcel F**

**RECOMMENDATION:** Review and Approve.

Councilmember Hesch pulled the minutes from the Consent Calendar.

On a motion by Councilmember Stockwin, seconded by Councilmember Hesch, Council approved Items 4B and 4C of the Consent Calendar.

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

Councilmember Hesch amended his statement from the last meeting. During his Council Report (Item 5A of the November 18 Meeting) he had intended to request doubling the donation made by the City for the Winterfest Event from \$500 to \$1,000, not from \$500 to \$5,000. It has turned out not to be feasible to increase the donation and remained at \$500.

On a motion by Councilmember Harvey, seconded by Councilmember Hesch, the City Council approved the Minutes of the November 18, 2015 meeting.

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

#### 5 COUNCIL, STAFF, AND OTHER REPORTS

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

*Councilmember Hesch*

- Councilmember Hesch sat on the Air Quality Board selection panel for interviews for a new director.
- He requested that Sergeant Connors address comments and concerns from the public regarding the “dumping of convicts” in Colfax.

*Councilmember Stockwin*

- Councilmember Stockwin attended the Mosquito Abatement meeting in place of Mayor Pro Tem Parnham. Spraying for mosquitos normally ends in October, but with the warm weather spraying went into November.
- He brought an article from the Sacramento Bee to the attention of Council. The article dealt with disposal of description drugs. One authority is advocating just flushing the drugs into the sewer systems. Councilmember Stockwin warned that this is a dangerous policy which will increase sewer regulations and increased sewer bills.

*Mayor Pro Tem Parnham*

- Mayor Pro Tem Parnham will need to resign from the Mosquito Abatement Board due to his job change.
- He agreed with Councilmember Stockwin that flushing into the sewer system is not the proper disposal for prescription drugs. He noted that Placer County has a daily drug takeback site at the landfill.

*Councilmember Harvey*

- Councilmember Harvey suggested that the City consider asking the Colfax Record to run an article regarding the issue of safely disposing medications.

*Mayor Douglass*

- Mayor Douglass attended the SEDCorp meeting. SEDCorp is restructuring in hopes of funding more business loans to local businesses.
- He attended the November 6 Colfax High School football game.
- He participated in the November 7, 8 College of the Arts workshop.
- The local schools each had impressive Veterans Day Celebrations.

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

- City Manager Miller announced that the state will be dedicating the new STAA truck route soon. More details will follow.
- The City of Colfax no longer has an underground storage tank (UST) onsite at the Corporation Yard so that regulatory oversight has been eliminated.
- CalFire has finished their brush clearing efforts on Beacon Hill above downtown.
- The Laundromat is under new ownership. The new owners are excited about Colfax being “up and coming” and they are looking for other potential business opportunities in town.
- Beach Hut Deli pulled their initial building permit and expect to open in 3 months.
- Two new wastewater treatment plant operators, Chris Clardy and Jane May have been hired.
- The City has contract crews repairing some of the road cracks throughout town.
- Caltrans will be cutting branches from several trees along the I-80 corridor and leaving the limbless trunks. Caltrans is tasked with fuel reduction without disturbing soils or bird nesting. The trunks will be removed after the snowmelt next spring.

**5C. Additional Reports – Agency Partners***Chris Nave, California Highway Patrol (CHP) Public Information Officer*

Officer Nave was not able to attend the meeting and requested that City Clerk Cassidy read the following report.

- CHP currently has a big push to curb distracted driving through enforcement.
- The CHP is training all officers to more effectively deal with persons with mental health issues.
- Thanksgiving is a maximum enforcement period.
- The CHP is sponsoring the Chips for Kids program. Citizens can make donations of toys or cash at various locations.

*Sergeant Ty Conners, Placer County Sheriff Colfax Substation Commander*

- Sergeant Conners stated that although some convicts may be on buses that stop in Colfax, the convicts are under parole orders and continue to their required destinations.
- He stated no one was injured during the recent confrontation at the Mobile Home Park. Incidents like this easily spiral out of control, so the Department is very cautious.
- The OUR Colfax Facebook page has been a great success.
- Officer Steve Barker received a Bronze Medal of Valor for his efforts to stop a suicide attempt last winter.
- Sergeant Conners reminded everyone to follow the policy, "If you see something, say something". Please call dispatch if you see suspicious activity.
- The Sheriff's Department is looking at placing permanent medication depository boxes at appropriate locations. When the logistics are worked out, the City could purchase a box to be installed in town.
- A transient camp reported on OUR Colfax was successfully cleaned up.
- He asked that citizens watch for and report suspicious activities in vacant buildings.
- He suggested that everyone register their phone with PlacerAlert.org to receive alerts from emergency services.

*Chris Paulus, Colfax Volunteer Fire Department Fire Chief*

- CALFire is down to winter operations status.
- Chief Paulus will be retiring effective December 31, with December 17 as his last day in uniform.
- He introduced Tyler LaBelle, who is scheduled to succeed him when he retires.
- He introduced Forrest Rowell whom he is recommending to serve as a part-time winter administrator to handle the Volunteer Fire Department mandatory records and paperwork. He will also bring ordinances to improve City fire safety to Council for consideration.
- Chief Paulus reported that rental of the Fire Truck during the summer season netted \$80,000 which will go towards the replacement of the City Fire Engine.
- He reported that he and Supervisor Montgomery met with the State Insurance Commissioner. They proposed a California Wildfire Protection Pool (CWPP) for the foothills that would be modeled after the successful earthquake insurance pool. CWPP would help to lower insurance rates in the area, stabilize real estate values, and prevent businesses from leaving the area due to debilitating insurance costs. He encouraged Council to support Supervisor Montgomery and WACMAC in their efforts to lobby for this idea by writing letters to the state legislature.
- Council expressed their appreciation of Chief Paulus and he stated that 36 years of serving the City has been an incredible experience. He assured Council that he will train his successor to know the town as well as he does.
- Councilmember Stockwin asked if burn permits are currently required. Permits will not be required until May 1, 2016 but homeowners must still call-in to verify burn days.

*Frank Klein, Colfax Chamber of Commerce President*

- Mr. Klein thanked the coordinators of the Winterfest event.
- Chamber election ballots will go out in mid-December. Consider becoming a board member; if interested, please call the Chamber office.

## 6 PUBLIC COMMENT

*Stacie Younggren, area resident*

- Requested placing consideration of changing the ordinance which bans Medical Marijuana Dispensaries on a future agenda.

*Daunine and Foxey McCleary*

- Gave a report concerning plans to improve the success of the Art Walk. They are hoping to have more community involvement, including allowing students to paint the street medallion and the sidewalks. They plan to have more musicians playing in outside venues. Honorary Mayor Fick offered to encourage fellow students and members of the Colfax High School Art Club to participate. City Manager Miller suggested that the group come back to Council closer to the May13th opening of the Art Walk to request expansion of the event.

## 7 PUBLIC HEARING

7A. Introduction and First Reading of Ordinance N<sup>o</sup> 527 for first reading by title only and schedule for second reading, public hearing, and adoption at the December 9, 2015 regularly scheduled City Council meeting.

**Staff Presentation:** Mark Miller, City Manager

**Recommendation:** Introduce Ordinance N<sup>o</sup> 527 for first reading by title only and schedule for second reading public hearing and adoption at the December 9, 2015 regularly scheduled City Council meeting.

City Manager Miller explained that this ordinance will change the current Colfax Municipal Code to reflect the California Government Code timeframe for filling a vacancy on City Council. The Colfax Code requires filling a vacancy in 30 days, while the State gives Council 60 days before an election must be called. This Ordinance will change the Municipal Code to 60 days.

Honorary Mayor Fick opened the Public Hearing at 8:26PM.

Council had no comments.

The public gave no comments

Honorary Mayor Fick closed the Public Hearing at 8:26PM.

On a motion by Councilmember Hesch, seconded by Mayor Pro Tem Parnham, the Council voted 5-0 to introduce the Ordinance by title only and schedule the second reading for the December 9, 2015 regularly scheduled meeting of the City of Colfax City Council.

## 8 COUNCIL BUSINESS

8A. **Solid Waste Franchise – Recology**

**STAFF PRESENTATION:** Mark Miller, City Manager

**RECOMMENDATION:** Review Current Agreement and Direct Staff as Appropriate

City Manager Miller explained that the City has had a successful franchise with Recology for several years. The current contract allows the contractor to increase rates on a yearly basis or to retroactively call for an increase. Recology has not had an increase in several years and has asked if the City would be willing to extend the franchise agreement to the

year 2020. In exchange for a longer term of contract, Recology will forgo the previous increases that they are entitled to under the current contract. He stated that this would be a good time to make changes.

Councilmember Harvey asked for confirmation that the previous increases are not simply being deferred, but eliminated.

Councilmember Hesch requested that the City look into negotiating for special bulk pricing for fuel reduction debris.

City Manager Miller stated that the Spring Clean-up is designed to handle large quantities of debris and Recology has agreed to have better advertising for that event.

Councilmember Stockwin asked why organic services are included in the new contract.

City Manager Miller stated that this is a provision for future needs due to new legislation which will go into effect next year.

There was no public comment.

Council agreed to the concept of extending the Recology franchise. Staff will bring a new agreement to Council for approval.

#### 8B. **Recommendation from Circulation Element/General Plan Committee**

**STAFF PRESENTATION:** Mark Miller, City Manager

**RECOMMENDATION:** Receive Report and Direct Staff as Appropriate

City Manager Miller stated that the committee has met for several months and has options for Council to consider. In general, the committee is recommending simple changes to the Circulation Element of the General Plan. The committee will focus on the Mitigation Fee Program next.

Councilmember Hesch stated that Council needs to hold a public workshop before making a permanent decision.

Councilmember Harvey explained that the current Circulation Element is ambiguous. The committee is recommending a more concrete method of measuring traffic flows and simplifying the wording in the Plan while allowing more flexibility for approving developments. Currently the Circulation Element would require a traffic light at the intersection of South Auburn Street and the I-80 interchange. Traffic only reaches the level that requires a stoplight for a few minutes a day, but the Circulation Element as written does not address the length of time that an intersection is congested.

Staff will set up a workshop and draft a new Circulation Element for review. Staff expects to be able to host a workshop one hour before one of the Regular City Council Meetings in January.

#### 8C. **Update on Status of the Historic Colfax Hotel**

**STAFF PRESENTATION:** Mark Miller, City Manager

**RECOMMENDATION:** Receive Verbal Update from City Manager

City Manager Miller stated the condition of the Historic Hotel genders more comments than any other situation in the City. Staff is frustrated with the progress made by the hotel owners who are not adhering to their own timeline for repairs to the building. He spoke with the owners today and was assured the building would be painted soon and doors and windows are on order. If there is not considerable progress within the next week, staff will begin procedures for another hearing.

Councilmember Hesch asked if staff had enquired about a fire sprinkler system in the building.

City Manager Miller responded that the system is installed but is a water system and cannot be used without heating the building to avoid freezing the pipes.

Mayor Pro Tem Parnham stated that the owners are not taking the City seriously and the process needs to be accelerated. The building has been derelict for 35 years. It needs to be fixed up or torn down.

Mayor Douglass concurred that the abatement has been going on too long. The owners are almost making a mockery of the City. The abatement must go to the next level.

City Manager Miller will confer with the City Attorney and draft a stronger letter to give notice to the owner.

## 9 **ADJOURNMENT**

As there was no further business on the agenda, Honorary Mayor Fick called for a motion to adjourn.

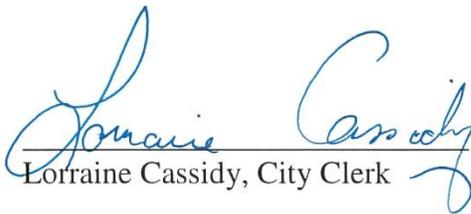
On a motion by Mayor Douglass, seconded by Mayor Pro Tem Parnham, Council called for adjournment.

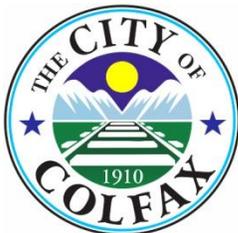
**AYES:** Douglass, Harvey, Hesch, Parnham, Stockwin

Honorary Mayor Fick adjourned the meeting at 8:50PM.

Councilmember Hesch thanked Mr. Fick for doing a great job of being Honorary Mayor. (general applause)

Respectfully submitted to City Council this 9<sup>th</sup> day of December, 2015.

  
Lorraine Cassidy, City Clerk



# STAFF REPORT TO THE COLFAX CITY COUNCIL

## FOR THE DECEMBER 9, 2015 COUNCIL MEETING

**FROM:** Mark Miller, City Manager  
**PREPARED BY:** Laurie Van Groningen, Finance Director  
**DATE:** December 2, 2015  
**SUBJECT:** City of Colfax Cash Summary Report: November 2015

<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>	FUNDED	<input type="checkbox"/>	UN-FUNDED	AMOUNT:	FROM FUND:
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**RECOMMENDED ACTION:** Accept and File City of Colfax Cash Summary Report: November 2015.

### **SUMMARY:**

Staff recommends that the Council accepts and files the Colfax Cash Summary Report: for November 2015.

### **BACKGROUND AND ANALYSIS:**

These monthly financial reports include General Fund Unassigned 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.

### **CONCLUSION:**

The attached reports reflect an overview of the financial transactions of the City of Colfax in November 2015.

Monthly highlights include:

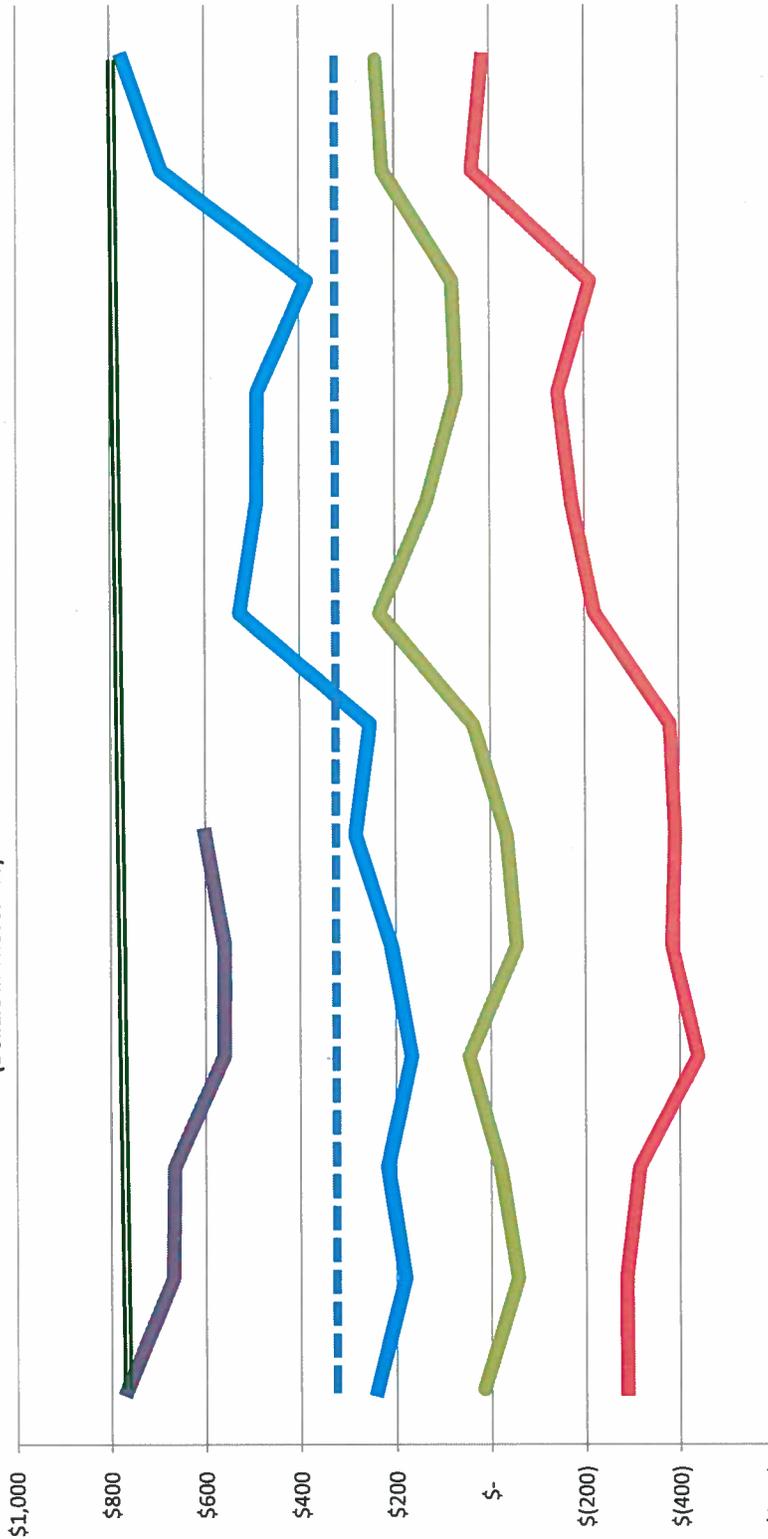
- General Fund Reserved Cash is tracking consistently with previous years and our General Fund Reserve balance has been met consistently for the past nine months.
- Negative fund balances in Restricted and Capital Funds are due to timing of funding allocations and reimbursements. Fund 250 is typically funded later in the fiscal year and full funding is anticipated. Capital Fund 350 (UPPR Ped Xing Project) has anticipated reimbursement funding of \$300,000, but also additional payments to Contractor and Union Pacific are still anticipated.

### 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 Transaction Report – by individual fund
  - c. Check Register Report
  - d. Daily Cash Summary Report

# City of Colfax - November 2015 General Fund Reserved Cash Analysis

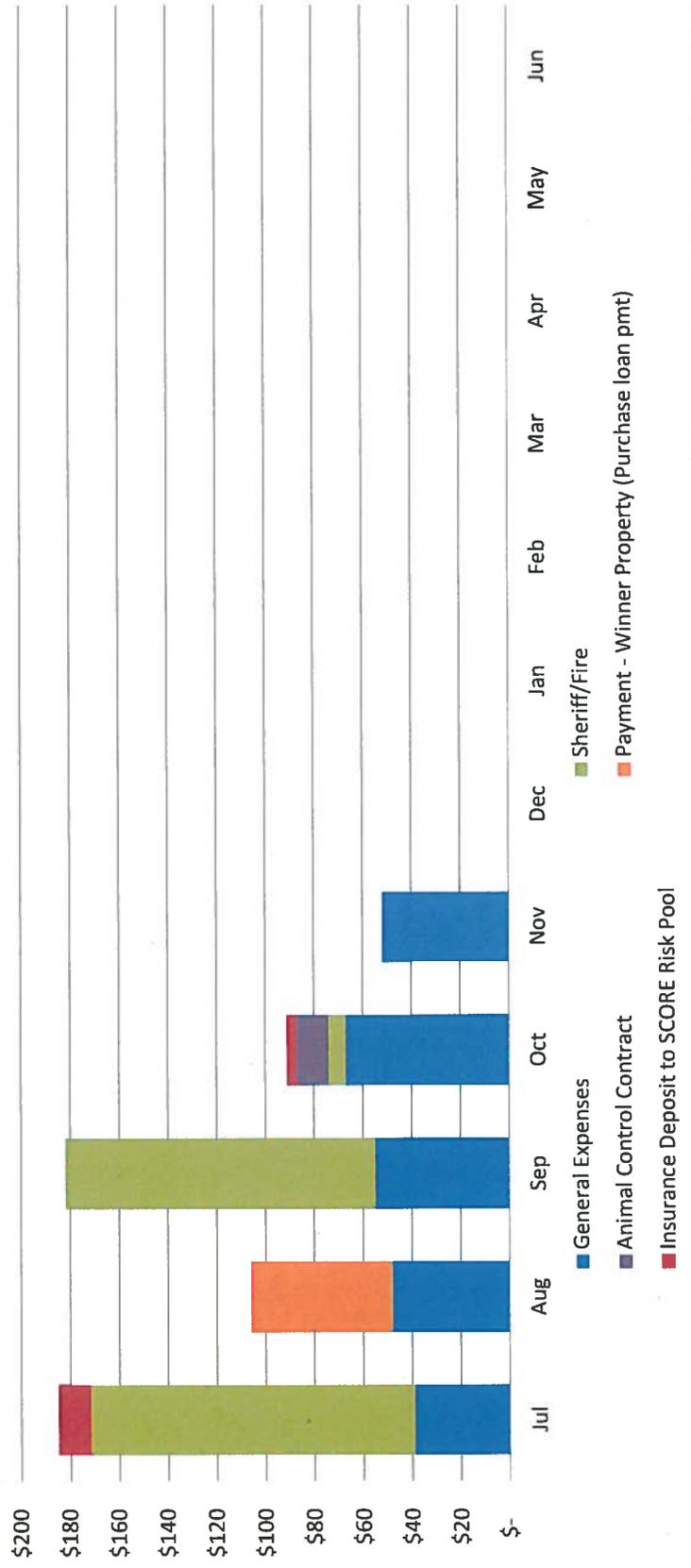
(Dollars in Thousands)



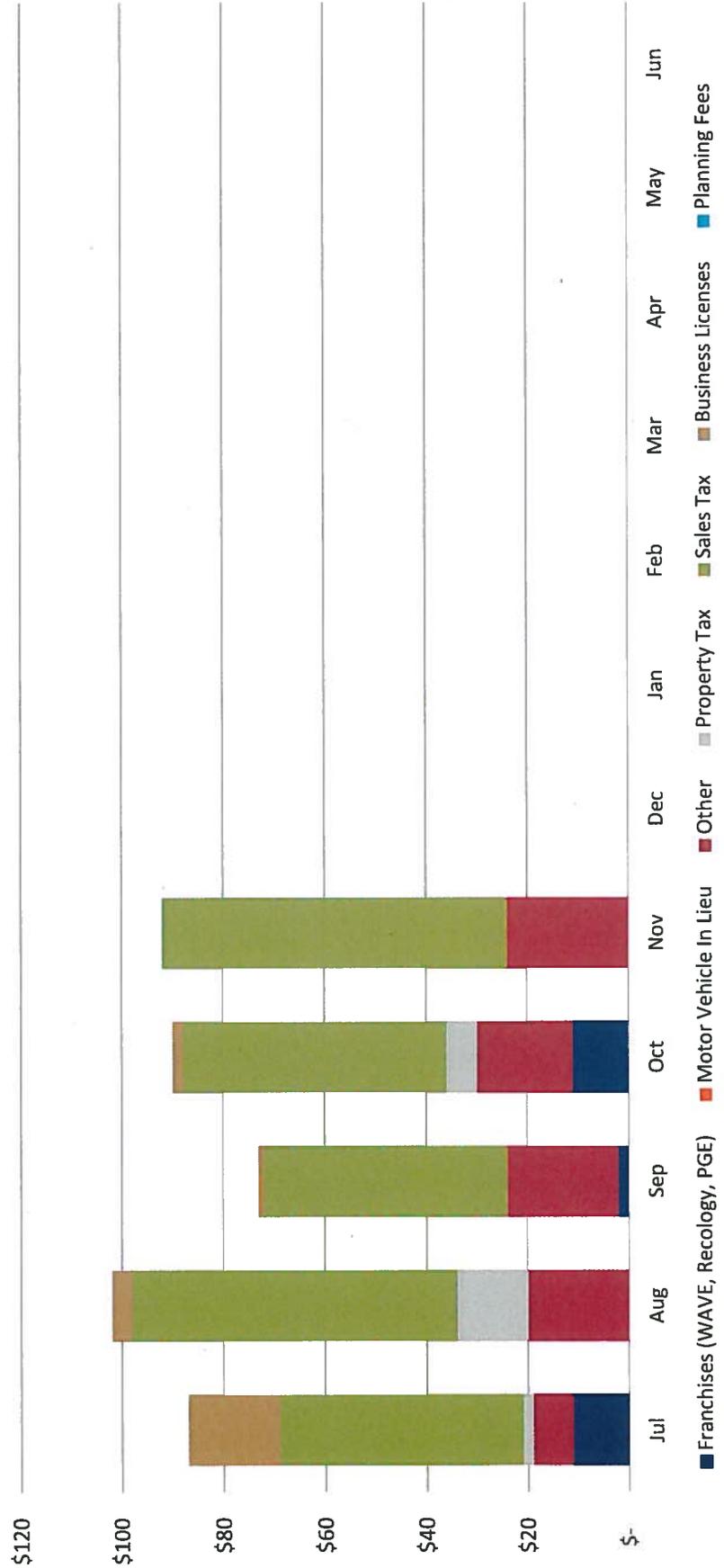
	Prev Yr	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Cash Balance FY2015-16	\$768	\$670	\$666	\$562	\$561	\$601	\$253	\$528	\$491	\$489	\$385	\$691	773
Cash Balance FY2014-15	\$240	\$181	\$217	\$167	\$209	\$284	\$36	\$233	\$134	\$69	\$79	\$225	240
Cash Balance FY2013-14	\$15	\$(57)	\$(20)	\$45	\$(55)	\$(34)	\$(380)	\$(221)	\$(173)	\$(144)	\$(212)	\$37	15
Cash Balance FY2012-13	\$(287)	\$(286)	\$(314)	\$(438)	\$(383)	\$(391)	\$325	\$325	\$325	\$325	\$325	\$325	325
*Reserves Target 25%	\$325	\$325	\$325	\$325	\$325	\$325	\$325	\$325	\$325	\$325	\$325	\$325	325
Budget FY2016	\$767	\$770	\$772	\$775	\$777	\$780	\$782	\$785	\$787	\$790	\$792	\$795	797

\* Recommended General Fund (GF) Reserve Target of 25% (3 mos) of annual GF Revenues.

### City of Colfax - November 2015 General Fund Reserved Cash - Expenses by Month (Dollars in Thousands)



### City of Colfax - November 2015 General Fund Reserved Cash - Revenues by Month (Dollars in Thousands)



**City of Colfax  
Cash Summary  
November 30, 2015**

	Balance 10/31/2015	Revenues In	Expenses Out	Transfers	Balance 11/30/2015
US Bank	\$ 179,003.38	\$ 295,542.17	\$ (184,478.45)	\$ -	\$ 290,067.10
LAIF	\$ 2,675,997.06	\$ -		\$ -	\$ 2,675,997.06
LAIF - County Loan	\$ -				\$ -
Total Cash - General Ledger	<u>\$ 2,855,000.44</u>	<u>\$ 295,542.17</u>	<u>\$ (184,478.45)</u>	<u>\$ -</u>	<u>\$ 2,966,064.16</u>
Petty Cash (In Safe)	\$ 300.00				\$ 300.00
Total Cash	<u>\$ 2,855,300.44</u>	<u>\$ 295,542.17</u>	<u>\$ (184,478.45)</u>	<u>\$ -</u>	<u>\$ 2,966,364.16</u>

**Change in Cash Account Balance - Total** \$ 111,063.72

Attached Reports:

1. Cash Transactions Report (By Individual Fund)	
2. Check Register Report (Accounts Payable)	\$ (90,605.73)
3. Cash Receipts - Daily Cash Summary Report	\$ 94,620.21
Payroll Checks and Tax Deposits	\$ (40,612.31)
Utility Billings - Receipts	\$ 148,024.37
Bank Service Charge	\$ (142.01)
LAIF Interest	\$ -
Misc Adjustments/voids	\$ (220.81)
	<u>\$ 111,063.72</u> \$

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

Reviewed by: Mark Miller  
Mark Miller, City Manager

## City of Colfax

## Cash Transactions Report - November 2015

	Beginning Balance	Debit Revenues	Credit (Expenditures)	Ending Balance
<b>Fund Type: 1.11 - General Fund - Unassigned</b>				
Fund: 100 - General Fund	\$ 802,344.94	\$ 89,975.83	\$ (52,009.41)	\$ 840,311.36
Fund: 120 - Land Development Fees	\$ 8,075.44	\$ -	\$ (215.00)	\$ 7,860.44
Fund: 570 - Garbage Fund	\$ (249,175.60)	\$ 1,608.61	\$ (118.68)	\$ (247,685.67)
<b>Fund Type: 1.11 - General Fund - Unassigned</b>	<b>\$ 561,244.78</b>	<b>\$ 91,584.44</b>	<b>\$ (52,343.09)</b>	<b>\$ 600,486.13</b>
<b>Fund Type: 1.14 - General Fund - Restricted</b>				
Fund: 571 - AB939 Landfill Diversion	\$ 30,767.26	\$ -	\$ -	\$ 30,767.26
Fund: 572 - Landfill Post Closure Maintenance	\$ 783,669.34	\$ 30.95	\$ (10,068.11)	\$ 773,632.18
<b>Fund Type: 1.14 - General Fund - Restricted</b>	<b>\$ 814,436.60</b>	<b>\$ 30.95</b>	<b>\$ (10,068.11)</b>	<b>\$ 804,399.44</b>
<b>Fund Type: 1.24 - Special Rev Funds - Restricted</b>				
Fund: 210 - Mitigation Fees - Roads	\$ 62,970.24	\$ -	\$ -	\$ 62,970.24
Fund: 211 - Mitigation Fees - Drainage	\$ 3,040.03	\$ -	\$ -	\$ 3,040.03
Fund: 212 - Mitigation Fees - Trails	\$ 42,590.28	\$ -	\$ -	\$ 42,590.28
Fund: 213 - Mitigation Fees - Parks/Rec	\$ 97,533.12	\$ -	\$ -	\$ 97,533.12
Fund: 214 - Mitigation Fees - City Bldgs	\$ 941.61	\$ -	\$ -	\$ 941.61
Fund: 215 - Mitigation Fees - Vehicles	\$ 4,479.48	\$ -	\$ -	\$ 4,479.48
Fund: 217 - Mitigation Fees - DT Parking	\$ 26,547.28	\$ -	\$ -	\$ 26,547.28
Fund: 218 - Support Law Enforcement	\$ (207.58)	\$ 10,174.17	\$ -	\$ 9,966.59
Fund: 241 - CDBG Housing Rehabilitation	\$ 94,310.60	\$ -	\$ -	\$ 94,310.60
Fund: 244 - CDBG MicroEnterprise Lending	\$ 115,764.57	\$ 1,000.00	\$ -	\$ 116,764.57
Fund: 250 - Streets - Roads/Transportation	\$ (38,036.54)	\$ 495.83	\$ (8,477.67)	\$ (46,018.38)
Fund: 253 - Gas Taxes	\$ 34,865.64	\$ -	\$ (1,426.54)	\$ 33,439.10
Fund: 270 - Beverage Container Recycling	\$ 33,078.53	\$ -	\$ -	\$ 33,078.53
Fund: 280 - Oil Recycling	\$ 5,104.50	\$ -	\$ (298.68)	\$ 4,805.82
Fund: 286 - Community Projects	\$ 5,250.15	\$ -	\$ -	\$ 5,250.15
Fund: 292 - Fire Department Capital Funds	\$ 116,386.41	\$ -	\$ -	\$ 116,386.41
Fund: 342 - Fire Construction - Mitigation	\$ 2,421.45	\$ -	\$ -	\$ 2,421.45
Fund: 343 - Recreation Construction	\$ 2,421.90	\$ -	\$ -	\$ 2,421.90
<b>Fund Type: 1.24 - Special Rev Funds - Restrict</b>	<b>\$ 609,461.67</b>	<b>\$ 11,670.00</b>	<b>\$ (10,202.89)</b>	<b>\$ 610,928.78</b>
<b>Fund Type: 1.34 - Capital Projects - Restricted</b>				
Fund: 350 - Street Improvement Projects	\$ (238,738.52)	\$ -	\$ (862.50)	\$ (239,601.02)
Fund: 370 - North Main Street Bike Route	\$ (1,408.42)	\$ -	\$ -	\$ (1,408.42)
<b>Fund Type: 1.34 - Capital Projects - Restricted</b>	<b>\$ (240,146.94)</b>	<b>\$ -</b>	<b>\$ (862.50)</b>	<b>\$ (241,009.44)</b>
<b>Fund Type: 2.11 - Enterprise Funds - Unassigned</b>				
Fund: 560 - Sewer	\$ 297,243.49	\$ 93,887.98	\$ (60,941.59)	\$ 330,189.88
Fund: 561 - Sewer Liftstations	\$ 341,796.64	\$ 16,071.29	\$ (9,441.32)	\$ 348,426.61
Fund: 563 - Wastewater Treatment Plant	\$ 132,569.07	\$ 40,300.12	\$ (6.64)	\$ 172,862.55
Fund: 564 - Sewer Connections	\$ 41,080.00	\$ -	\$ -	\$ 41,080.00
Fund: 565 - General Obligation Bond 1978	\$ 20,341.92	\$ -	\$ -	\$ 20,341.92
Fund: 567 - Inflow & Infiltration	\$ 277,273.21	\$ 1,385.08	\$ -	\$ 278,658.29
<b>Fund Type: 2.11 - Enterprise Funds - Unassigni</b>	<b>\$ 1,110,304.33</b>	<b>\$ 151,644.47</b>	<b>\$ (70,389.55)</b>	<b>\$ 1,191,559.25</b>
<b>Grand Totals:</b>	<b>\$ 2,855,300.44</b>	<b>\$ 254,929.86</b>	<b>\$ (143,866.14)</b>	<b>\$ 2,966,364.16</b>

Check Register Report

ITEM 4B

Checks Processed Nov 2015

Date: 12/02/2015

Time: 9:27 am

Page: 1

CITY OF COLFAX

BANK: US BANK

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
<b>US BANK Checks</b>							
51259	11/13/2015	Printed		11201	A 1 JANITORIAL SUPPLY	LIFT STATION CLEANER	131.26
51260	11/13/2015	Printed		01771	A T.E.E.M. ELECTRICAL ENGINEER	WWTP SITE VISIT	750.00
51261	11/13/2015	Printed		01414	ALHAMBRA & SIERRA SPRINGS	WATER CITY HALL, CORP YARD,	129.16
51262	11/13/2015	Printed		01448	AMERIGAS - COLFAX	PROPANE-DEPOT	75.68
51263	11/13/2015	Printed		01460	AMERIPRIDE UNIFORM SERVICE	UNIFORMS & SUPPLIES	436.35
51264	11/13/2015	Printed		01500	ANDERSON'S SIERRA	DINGUS MCGEES SEWER CAP	457.89
51265	11/13/2015	Printed		01766	AT&T MOBILITY	CELL PHONES OCTOBER 2015	268.51
51266	11/13/2015	Printed		02829(2)	BLUE RIBBON PERSONNEL LABOR	LABOR SERVICES	1,708.00
51267	11/13/2015	Printed		02829	BLUE RIBBON PERSONNEL SERVICES	TEMPORARY SERVICES	1,356.28
51268	11/13/2015	Printed		03164	CASH- PETTY CASH REIMBURSEMENT	PETTY CASH REIMBURSEMENT	39.88
51269	11/13/2015	Printed		03173	LORRAINE CASSIDY	EXPENSE REPORT	338.25
51270	11/13/2015	Printed		03300	CHAMBER OF COMMERCE	WINTERFEST FIREWORKS 2015	500.00
51271	11/13/2015	Printed		06420	FISHER'S WASTEWATER SERVICES	WWTP OPERATIONS OCT. 2015	15,600.92
51272	11/13/2015	Printed		08070	HANSEN BROS. ENTERPRISES	CITY STREETS REPAIR	381.44
51273	11/13/2015	Printed		08170	HILLS FLAT LUMBER CO	SUPPLIES	1,147.33
51274	11/13/2015	Printed		08501	HOME DEPOT CREDIT SERVICES	WWTP-UV BUILDING	307.35
51275	11/13/2015	Printed		08660	HUNT AND SONS, INC.	FUEL PUBLIC WORKS	253.49
51276	11/13/2015	Printed		09455	INLAND BUSINESS SYSTEMS	COPY MACHINE MAINTENANCE	285.13
51277	11/13/2015	Printed		11147	KURT'S RESTORATION & REPAIR	VEHICLE REPAIR AND MAINTENANCE	3,882.46
51278	11/13/2015	Printed		16011(2)	PELLETREAU, ANDERSON & CABRAL	OCTOBER 2015	3,206.25
51279	11/13/2015	Printed		16035	PG&E	SERVICE 09-23-2015-10-21-2015	16,571.15
51280	11/13/2015	Printed		16300	PLACER COUNTY WATER AGENCY	ART LOT	47.84
51281	11/13/2015	Printed		16727	PONTICELLO ENTERPRISES	UPRR PED XING	862.50
51282	11/13/2015	Printed		18193	RECOLOGY AUBURN PLACER	DEBRIS BOX RENTAL OCTOBER	366.22
51283	11/13/2015	Printed		18400	RIEBES AUTO PARTS	SUPPLIES	389.07
51284	11/13/2015	Printed		19453	SIGNATURE PLUMBING INC	CAMERA SEWER LINE	298.00
51285	11/13/2015	Printed		19791	SUTTER MEDICAL FOUNDATION	FIRE FIGHTER MED CHECK	169.00
51286	11/13/2015	Printed		19696	SWRCB	ANNUAL PERMIT FEE LANDFILL	14,431.00
51287	11/13/2015	Printed		21560	US BANK CORPORATE PMT SYSTEM	CC-0562	6,625.61
51288	11/13/2015	Printed		21500	USA BLUE BOOK, INC	WWTP SUPPLIES	52.75
51289	11/13/2015	Printed		22106	VAN GRONINGEN & ASSOCIATES	FINANCIAL CONSULTANT OCT.	7,541.95
51290	11/13/2015	Printed		23168	WAVE BROADBAND	REIMBURSE PERMIT FUND	155.00
51291	11/13/2015	Printed		23169	WAVE BUSINESS SOLUTIONS	INTERNET CITY HALL	276.95
51292	11/13/2015	Printed		23301	WESTERN PLACER WASTE	SLUDGE REMOVAL OCT 2015	267.30
51293	11/19/2015	Printed		01790	AUBURN OFFICE PRODUCTS	SUPPLIES	424.32
51294	11/19/2015	Printed		02829(2)	BLUE RIBBON PERSONNEL LABOR	LABOR SERVICES	619.15
51295	11/19/2015	Printed		02829	BLUE RIBBON PERSONNEL SERVICES	TEMPORARY SERVICES	728.46
51296	11/19/2015	Printed		03493	COASTLAND CIVIL ENGINEERING	DOLLAR GENERAL INSPECTONS	3,075.00
51297	11/19/2015	Printed		04592	DWAYNE ARMSTRONG COMMUNICATION	INTERNET WWTP OCTOBER	99.95
51298	11/19/2015	Printed		06450	KURTIS H. FOX, M.D.	MIKE GATTO-DOG BITE	165.46
51299	11/19/2015	Printed		08050	HACH COMPANY	WWTP MAINTENANCE	316.31
51300	11/19/2015	Printed		16040	PITNEY BOWES	POSTAGE	503.50
51301	11/19/2015	Printed		18194	REGIONAL GOVERMENT SERVICES	PLANNING SERVICES 10/06/2015-	5,035.00
51302	11/19/2015	Printed		19396	SIERRA SAFETY COMPANY	PARK SIGNS & CSD JACKET	145.66
51303	11/19/2015	Printed		23169	WAVE BUSINESS SOLUTIONS	INTERNET CITY HALL-296	182.95

Total Checks: 45

Checks Total (excluding void checks):

90,605.73

Check Register Report

ITEM 4B

Checks Processed Nov 2015

Date: 8 of 10  
12/02/2015

Time: 9:27 am

Page: 2

CITY OF COLFAX

BANK: US BANK

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
				<b>Total Payments: 45</b>	<b>Bank Total (excluding void checks):</b>		<b>90,605.73</b>
				<b>Total Payments: 45</b>	<b>Grand Total (excluding void checks):</b>		<b>90,605.73</b>

DAILY CASH SUMMARY REPORT

ITEM 4B

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12/2/2015  
4:30 pm

11/01/2015 - 11/30/2015

City of Colfax

		Debit	Credit	Net Chng
<b>Fund: 100 - General Fund</b>				
11/05/2015	Daily Totals	6,006.47	0.00	6,006.47
11/13/2015	Daily Totals	513.76	0.00	513.76
11/18/2015	Daily Totals	71,822.29	0.00	71,822.29
11/30/2015	Daily Totals	1,986.25	0.00	1,986.25
<b>Fund: 100 - General Fund</b>	<b>TOTALS:</b>	<b>80,328.77</b>	<b>0.00</b>	<b>80,328.77</b>
<b>Fund: 218 - Support Law Enforcement</b>				
11/18/2015	Daily Totals	10,174.17	0.00	10,174.17
<b>Fund: 218 - Support Law Enforcement</b>	<b>TOTALS:</b>	<b>10,174.17</b>	<b>0.00</b>	<b>10,174.17</b>
<b>Fund: 244 - CDBG MicroEnterprise Lending</b>				
11/05/2015	Daily Totals	500.00	0.00	500.00
11/18/2015	Daily Totals	500.00	0.00	500.00
<b>Fund: 244 - CDBG MicroEnterprise Lending</b>	<b>TOTALS:</b>	<b>1,000.00</b>	<b>0.00</b>	<b>1,000.00</b>
<b>Fund: 250 - Streets - Roads/Transportation</b>				
11/05/2015	Daily Totals	90.00	0.00	90.00
11/30/2015	Daily Totals	282.00	0.00	282.00
<b>Fund: 250 - Streets - Roads/Transportation</b>	<b>TOTALS:</b>	<b>372.00</b>	<b>0.00</b>	<b>372.00</b>
<b>Fund: 560 - Sewer</b>				
11/05/2015	Daily Totals	122.66	0.00	122.66
11/13/2015	Daily Totals	200.00	0.00	200.00
<b>Fund: 560 - Sewer</b>	<b>TOTALS:</b>	<b>322.66</b>	<b>0.00</b>	<b>322.66</b>
<b>Fund: 561 - Sewer Liftstations</b>				
11/05/2015	Daily Totals	407.00	0.00	407.00
11/18/2015	Daily Totals	407.00	0.00	407.00
<b>Fund: 561 - Sewer Liftstations</b>	<b>TOTALS:</b>	<b>814.00</b>	<b>0.00</b>	<b>814.00</b>
<b>Fund: 570 - Garbage Fund</b>				
11/18/2015	Daily Totals	1,608.61	0.00	1,608.61

DAILY CASH SUMMARY REPORT

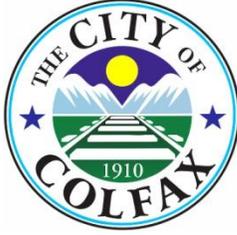
ITEM 4B

11/01/2015 - 11/30/2015

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12/2/2015  
4:30 pm

City of Colfax

		Debit	Credit	Net Chng
<b>Fund: 570 - Garbage Fund</b>	<b>TOTALS:</b>	1,608.61	0.00	1,608.61
	<b>GRAND TOTALS:</b>	94,620.21	0.00	94,620.21



# STAFF REPORT TO THE COLFAX CITY COUNCIL

## FOR THE DECEMBER 9, 2015 COUNCIL MEETING

**FROM:** Mark Miller, City Manager

**PREPARED BY:** Laurie Van Groningen, Finance Director

**DATE:** November 13, 2015

**SUBJECT:** Sales and Use Taxes

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

### **SUMMARY:**

The City has received the final accounting of Sales and Use Tax revenues for the fiscal year 2014-2015 (year ended June 30, 2015).

### **FISCAL IMPACT:**

Total sales tax revenue for fiscal year 2014-2015 was \$956,342 and was an increase of 3% over the previous year.

### **BACKGROUND AND ANALYSIS:**

The increase in sales tax revenue for 2014-2015 is the third year of increases for the City – although the increase for 2014-2015 is substantially less than the previous two years. These three years of increase follow three years of no growth (2009-2010, 2010-2011, and 2011-2012) and two years of significant decreases (2007-2008 and 2008-2009).

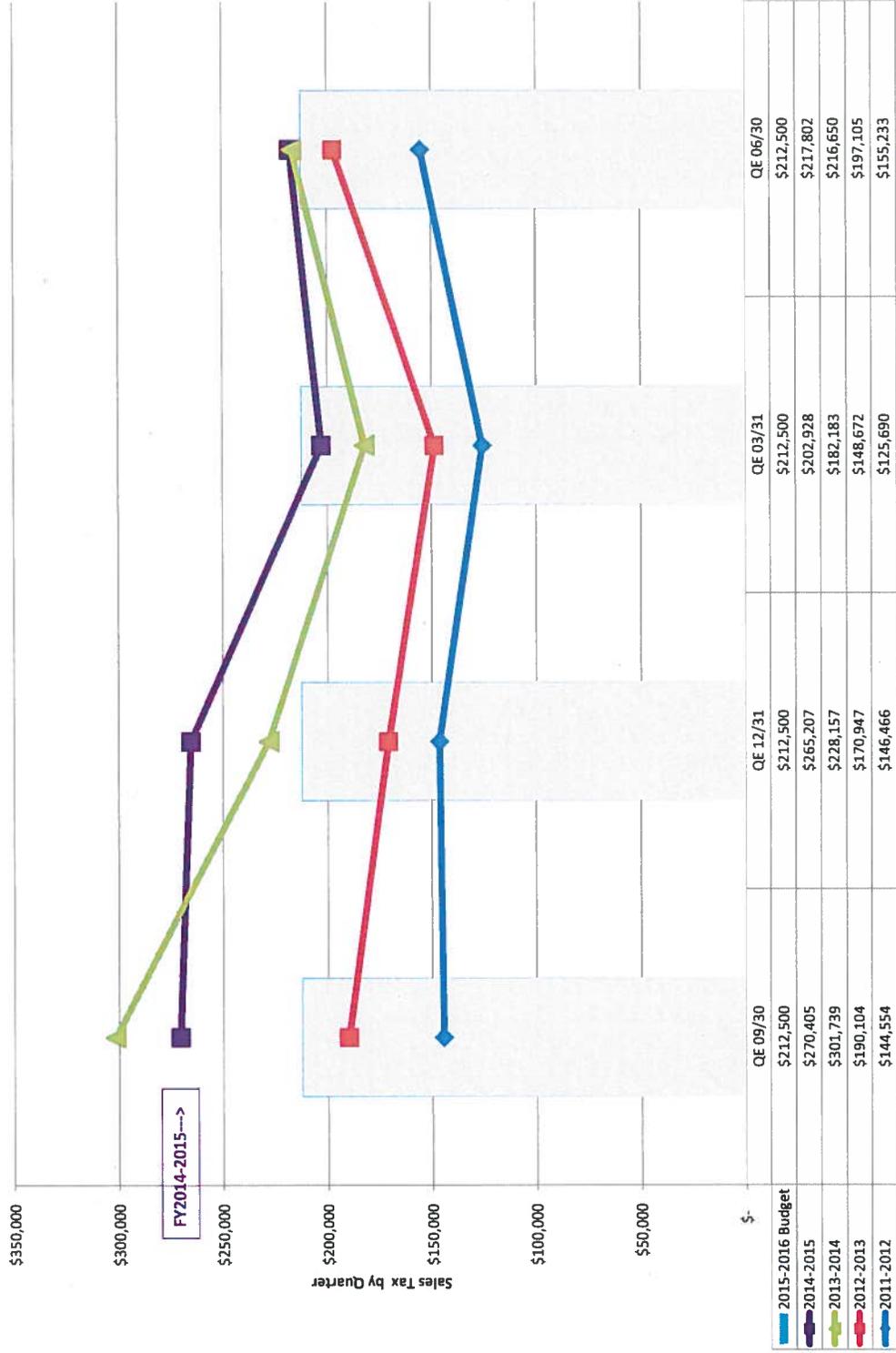
### **CONCLUSION:**

Our current year 2015-2016 budget was amended in June 2015 based on fiscal year 2014-2015 actuals. The amended budget is now \$850,000 which is 12.5% less than 2014-2015 actuals. Staff will continue to closely monitor sales and use tax revenues and provide current year projections when available, and provide any budget amendment recommendations at the mid-year budget review in February 2016.

### **ATTACHMENTS:**

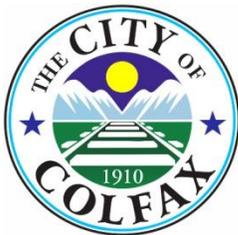
1. Graph – City of Colfax - Retail Sales Tax Revenues
2. Chart – City of Colfax – Retail Sales Tax History

# City of Colfax - Retail Sales and Use Tax Revenues



City of Colfax  
Retail Sales and Use Tax Revenues - Analysis

Month	FY 2014-15			FY 2013-14			FY 2012-13			FY 2011-12				
	Date Paid	Type	Amount	Qtr Summary	% CHG	Date Paid	Type	Amount	Qtr Summary	% CHG	Date Paid	Type	Amount	Qtr Summary
July	9/26/2014	Adv	\$ 68,200.00	\$		9/26/2012	Adj	\$	\$		9/26/2012	Adj	\$ 1,785.10	\$
Aug	10/31/2014	Adv	\$ 68,200.00	\$		10/9/2013	Adv	\$ 44,000.00	\$		9/26/2012	Adv	\$ 32,800.00	\$ 28,000.00
Sep	11/26/2014	Adv	\$ 90,900.00	\$		11/20/2013	Adv	\$ 44,000.00	\$		10/10/2012	Adv	\$ 32,800.00	\$ 28,000.00
Q3 Adj	12/31/2014	Adj	\$ (44,432.83)	\$ 182,867.17	-24%	12/24/2013	Adj	\$ 92,910.74	\$ 239,510.74	58%	11/21/2012	Adv	\$ 43,700.00	\$ 37,300.00
Oct	12/31/2014	Adv	\$ 48,700.00	\$		12/24/2013	Adv	\$ 38,300.00	\$		12/26/2012	Adj	\$ 42,491.18	\$ 18,364.56
Nov	1/30/2015	Adv	\$ 48,700.00	\$		12/24/2013	Adv	\$ 38,300.00	\$		12/26/2012	Adv	\$ 32,700.00	\$ 28,500.00
Dec	2/18/2015	Adv	\$ 64,900.00	\$		1/15/2014	Adv	\$ 38,300.00	\$		1/9/2012	Adv	\$ 32,700.00	\$ 28,500.00
Q4 Adj	3/25/2015	Adj	\$ 15,368.68	\$ 177,668.68	7%	2/19/2014	Adv	\$ 51,000.00	\$ 165,929.14	25%	2/20/2013	Adj	\$ 23,634.98	\$ 20,361.06
Jan	3/25/2015	Adv	\$ 36,600.00	\$		3/31/2014	Adv	\$ 38,329.14	\$		3/22/2013	Adj	\$ 25,800.00	\$ 26,200.00
Feb	4/15/2015	Adv	\$ 48,900.00	\$		3/31/2014	Adv	\$ 38,300.00	\$		3/22/2013	Adv	\$ 25,800.00	\$ 26,200.00
Mar	5/15/2015	Adv	\$ 48,900.00	\$		4/16/2014	Adv	\$ 32,300.00	\$		4/10/2013	Adv	\$ 34,400.00	\$ 34,900.00
Q1 Adj	6/29/2015	Adj	\$ 18,403.65	\$ 140,503.65	3%	5/21/2014	Adv	\$ 43,100.00	\$ 135,929.00	20%	5/22/2013	Adv	\$ 34,400.00	\$ 4,727.24
Apr	6/29/2015	Adv	\$ 47,900.00	\$		6/25/2014	Adv	\$ 46,100.00	\$		6/26/2013	Adj	\$ 27,235.44	\$ 28,000.00
May	7/15/2015	Adv	\$ 47,900.00	\$		7/14/2014	Adv	\$ 46,100.00	\$		6/26/2013	Adv	\$ 34,700.00	\$ 28,000.00
Jun	8/19/2015	Adv	\$ 63,900.00	\$		8/20/2014	Adv	\$ 61,500.00	\$		7/10/2013	Adv	\$ 34,700.00	\$ 37,400.00
Q2 Adj	9/30/2015	Adj	\$ (4,322.54)	\$ 155,377.46	-9%	9/26/2014	Adj	\$ 16,696.20	\$ 170,396.20	5%	8/21/2013	Adv	\$ 46,300.00	\$ 28,170.12
Placer Co (Triple Flip)	1/30/2015	Alloc	\$ 175,076.21	\$ 175,076.21	41%	1/13/2014	Alloc	\$ 124,456.21	\$ 124,456.21	62%	Alloc	\$ 76,624.90	\$ 62,209.17	
Placer Co (Triple Flip)	5/27/2015	Alloc	\$ 124,849.00	\$ 124,849.00	35%	5/13/2014	Alloc	\$ 92,508.00	\$ 92,508.00	31%	Alloc	\$ 70,873.50	\$ 67,326.00	
	<b>TOTAL</b>		<b>\$ 956,342.17</b>	<b>\$ 956,342.17</b>	<b>3%</b>	<b>TOTAL</b>		<b>\$ 928,729.29</b>	<b>\$ 928,729.29</b>	<b>31%</b>	<b>TOTAL</b>		<b>\$ 706,828.69</b>	<b>\$ 571,943.25</b>
	Budget		\$ 685,000.00	\$ 900,000.00		Budget (Adjusted)		\$ 900,000.00	\$ 575,000.00		Budget		\$ 575,000.00	\$ 62,209.17
	Difference		\$ 271,342.17	\$ 28,729.29		Difference		\$ 28,729.29	\$ 131,828.69		Difference		\$ 131,828.69	\$ 67,326.00



# STAFF REPORT TO THE COLFAX CITY COUNCIL

## FOR THE DECEMBER 9, 2015 COUNCIL MEETING

**FROM:** Mark Miller, City Manager  
**PREPARED BY:** Amy Feagans, Planning Director  
**DATE:** November 24, 2015  
**SUBJECT:** Renewal of the Placer County Recycling Market Development Zone (RMDZ)

<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 № 43-2015

### BACKGROUND AND DISCUSSION

California's Integrated Waste Management Act (IWMA), enacted in 1989, requires each jurisdiction within the State to reduce the amount of waste disposed in landfills by 50% by the year 2020.

To assist California cities and counties in reaching this goal, the Recycling Market Development Zone (RMDZ) program was created by the California Department of Resources and Recovery (CalRecycle). Placer County was designated as an RMDZ in March 1995 and was redesignated in 2005. This past June, the Placer County Board of Supervisors approved a ten-year extension of the County's RMDZ and requested participating cities also extend their participation in the program. RMDZs must be redesignated after ten years by CalRecycle to continue status as an RMDZ. The Placer County Recycling Market Development Zone includes the cities of Colfax, Auburn, Rocklin, Lincoln and Roseville and the town of Loomis.

The RMDZ is a business assistance program, and qualifying manufacturers in an RMDZ are eligible to receive low interest loans from the State. The program was designed to create an increase in market demand for local recycled material. It can also help create jobs, increase the local tax base, and reduce transportation costs of local recycled material. Energy demands may decrease as many recycled content products use significantly are more efficient to manufacture than those without recycled content. Other benefits may be offered companies located in and RMDZ such as helping with locating recycled materials for processing and identifying new customers.

### ENVIRONMENTAL REVIEW

The California Environmental Quality Act (CEQA) does not apply to activities that will not result in a direct or reasonably foreseeable indirect physical change in the environment (CEQA Guidelines section 15061(b) (3)). The renewal of the RMDZ program does not include the potential for significant environmental effect and therefore is not subject to CEQA.

### RECOMMENDATION

Staff recommends that the City Council adopt Resolution № 43-2015.

# City of Colfax

## City Council

Resolution № 43-2015

### **SUPPORTING THE RENEWAL OF THE COUNTY OF PLACER RECYCLING MARKET DEVELOPMENT ZONE (RMDZ)**

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**WHEREAS**, the California Integrated Waste Management Act (IWMA) requires each jurisdiction in the State to reduce the amount of waste disposal in landfills by 50% by the year 2020; and

**WHEREAS**, the RMDZ was created by the California Department of Resources and Recovery to assist California cities and counties in reaching this goal; and

**WHEREAS**, Placer County was designated an RMDZ in March 1995 and redesignated in 2005; and

**WHEREAS**, on June 16, 2015, the Placer County Board of Supervisors approved a 10 year extension of Placer County's RMDZ and is hereby requesting participating cities also extend their participation in the program.

**NOW THEREFORE, BE IT RESOLVED**, by the City Council of the City of Colfax that the continuation of the Recycling Market Development Zone (RMDZ) program is hereby approved.

**PASSED AND ADOPTED** by the City Council of the City of Colfax on this 9th day of December, 2015 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

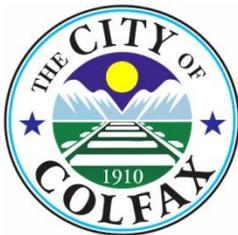
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**Kim A. Douglass, Mayor**

**ATTEST:**

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**Lorraine Cassidy, City Clerk**



# STAFF REPORT TO THE COLFAX CITY COUNCIL

## FOR THE DECEMBER 9, 2015 COUNCIL MEETING

**FROM:** Mark Miller, City Manager  
**PREPARED By:** Staff  
**SUBJECT:** Contract with Mark Thomas, Inc. for Feasibility Analysis for Traffic Mitigation Alternative

N/A  FUNDED  UN-FUNDED AMOUNT: \$11,000 FROM FUND: 210 Mitigation Fund

**RECOMMENDED ACTION:** Adopt Resolution 44-2015 Authorizing the City Manager to enter into a Consulting Services Agreement on behalf of the City with Mark Thomas, Inc in the amount not to exceed \$11,000.

### ISSUE STATEMENT AND DISCUSSION:

The public, City Council, and staff have had numerous discussions regarding facilitating development of properties in the Highway I-80 corridor. One of the key undeveloped parcels is the “Maidu Village” property located along S. Auburn between McDonald’s Restaurant and the Mountain Village building. The City’s General Plan Circulation Element and Traffic Mitigation Program are currently being updated to reflect current conditions and to facilitate economic development. The City’s Ad Hoc Committee for updates has made a recommendation to the full Council on proposed changes to the Circulation Plan, and a public workshop is being scheduled. One of the most critical intersections in the City is S. Auburn and Highway I-80 westbound off and on ramps. Current road alignment and existing traffic congestion at the intersection are problematic for economic development in the corridor and Council has directed staff to investigate alternatives to improve the intersection.

Based on preliminary meetings, Mark Thomas & Company (MTCO) has prepared the scope and fee schedule to complete conceptual designs and a feasibility study for a new roundabout on S. Auburn Street in the City of Colfax. The potential location along S. Auburn Street adjacent to the I-80 entrance and exit ramps, would serve a proposed development on the north side of the roadway. The Roundabout would serve as the main entrance to the development, and would also need to accommodate access to the existing strip mall on the north side of the property and a McDonald’s on the south side of the property. The intent of the feasibility analysis is to review a conceptual roundabout layout, review options for driveway access for the existing and proposed developments, determine potential impacts to the Caltrans ramps, and identify preliminary design and construction costs. This scope of work does not include any formal traffic analysis, Caltrans coordination, Caltrans approvals, or detailed designs for the roundabout. Funding for the study is through the City’s Mitigation Fund and the local developer offered to contribute two thousand dollars.

Staff recommends City Council authorize the City Manager to enter into a Consulting Services Agreement on behalf of the City with Mark Thomas, Inc in the amount not to exceed \$11,000.

### ATTACHMENTS:

1. Resolution 44-2105
2. Scope of Work and Contract

# City of Colfax

## City Council

### Resolution № 44-2015

AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONSULTING SERVICES AGREEMENT ON BEHALF OF THE CITY WITH MARK THOMAS, INC. IN THE AMOUNT NOT TO EXCEED \$11,000

---

**WHEREAS**, the City Council formed an Ad Hoc Committee to make recommendations for Updating the General Plan and Mitigation Fee Program; and,

**WHEREAS**, the Ad Hoc Committee recommends investigating alternatives to improve the intersection at South Auburn Street and the I-80 Interchange including a conceptual design and a feasibility study for a new roundabout; and

**WHEREAS**, Mark Thomas, Inc. is a qualified engineering and planning consultant; and,

**WHEREAS**, Mark Thomas, Inc. has submitted a proposal for services for the said study based on time; and,

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Colfax that the City Manager is authorized to enter into a Consulting Services Agreement with Mark Thomas, Inc. at a contract price not to exceed \$11, 000.

**PASSED AND ADOPTED** at the Regular Meeting of the City Council of the City of Colfax held on the 9<sup>th</sup> day of December, 2015 by the following vote of the Council:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

---

**Kim A. Douglass, Mayor**

**ATTEST:**

---

**Lorraine Cassidy, City Clerk**



December 4, 2015

Mr. Mark Miller  
City Manager- City of Colfax  
33 South Main Street  
Colfax, CA 95713

**RE: SOUTH AUBURN STREET ROUNDABOUT**

Dear Mr. Miller:

Based on our meeting a few weeks ago, Mark Thomas & Company (MTCO) has prepared the scope and fee below to complete conceptual designs and a feasibility study for a new roundabout on South Auburn Street in the City of Colfax. The potential location is along South Auburn Street adjacent to the I-80 entrance and exit ramps, and it would serve a proposed development on the north side of the roadway. The Roundabout would serve as the main entrance to the development, but it would also need to accommodate access to the existing strip mall on the north side of the property and a McDonald's on the south side of the property.

The intent of the feasibility analysis is to review a conceptual roundabout layout, review options for driveway access for the existing and proposed developments, determine potential impacts to the Caltrans ramps, and identify preliminary design and construction costs.

This scope of work does not include any formal traffic analysis, Caltrans coordination, Caltrans approvals, or detailed designs for the roundabout.

***Task 1 Project Management & Meetings***

MTCO's Project Manager will plan, organize, direct and monitor project work activities and attend meetings with the City and developer. For purposes of this scope, we have allowed for a total of two (2) meetings; one to discuss preliminary concepts and one following development of the feasibility analysis.

The estimated fee for this task is \$1000.

***Task 2 Roundabout Feasibility Analysis – Conceptual Design and Technical Memorandum***

MTCO will develop conceptual designs for the roundabout. The designs will be in "plan" view only and will be on an aerial photo background. Designs will be based on the latest FHWA and Caltrans guidance and will include a review of divergence angles, center island layout, pedestrian/bicycle crossings, and splitter island layout. Traffic information, design speed, and field conditions will be based upon readily available information; no formal traffic analysis is included.

Following the completion of the conceptual designs, MTCO will complete a technical memo to review the impacts of the roundabout. The memo will include a discussion of:

- Vehicular/Pedestrian Circulation

- Impacts Existing Businesses
- Emergency Response
- Driveway and access locations to the new development.
- Required construction costs.
- Necessary approvals (i.e. Caltrans).
- Environmental clearance and design costs.

The estimated fee to prepare this memorandum is \$10,000.

The total anticipated fee for both tasks is \$11,000. The anticipated schedule for completion is as follows.

- Initial Concepts Developed/Draft Memo Complete – 8 weeks after Notice to Proceed.
- Meeting with City and Developer – 10 weeks after Notice to Proceed.
- Final Concepts/Memo Complete – 12 weeks after Notice to Proceed.

We are looking forward to working with you on the delivery of this project, and if you have any questions please feel free to give me a call.

Sincerely,

A handwritten signature in blue ink that reads "R.M. Brogan" with a long horizontal flourish extending to the right.

Matt Brogan  
Principal/Division Manager - Sacramento

**PROFESSIONAL SERVICES AGREEMENT  
BETWEEN  
CITY OF COLFAX  
AND  
MARK THOMAS & COMPANY, INC.**

This AGREEMENT made and entered into this \_\_\_\_\_, by and between the City of Colfax, hereinafter referred to as "CLIENT," and Mark Thomas & Company, Inc., 1960 Zanker Road, San Jose, California 95112, hereinafter referred to as "CONSULTANT."

**R E C I T A L S**

- A. CLIENT desires certain professional consultant services hereinafter described in connection with the S. Auburn Traffic Mitigation Alternative Feasibility Analysis.
- B. CLIENT desires to engage CONSULTANT to provide these services by reason of its qualifications and experience for performing such services and CONSULTANT has offered to provide the required services on the terms and in the manner set forth herein.

NOW THEREFORE, IT IS AGREED as follows:

SECTION 1 - SCOPE OF SERVICES

The scope of services to be performed by CONSULTANT under this agreement is as described in Exhibit A attached hereto and made a part hereof.

Additional Services: Any services not specifically provided for herein shall be Additional Services. Only if mutually agreed to in writing by client or consultant shall consultant perform such additional services.

SECTION 2 - DUTIES OF CONSULTANT

CONSULTANT represents that it is qualified to furnish the services described under this agreement. Consultant's primary contact for this contract shall be:

Name : Matt Brogan  
Phone No.: (916) 381-9100  
RCE No. \_\_\_\_\_

CONSULTANT shall be responsible for employing or engaging all persons necessary to perform the services of CONSULTANT.

SECTION 3 - DUTIES OF CLIENT

CLIENT shall provide pertinent information regarding its requirements for the project.

CLIENT shall examine documents submitted by CONSULTANT and shall render decisions pertaining thereto promptly, to avoid unreasonable delay in the progress of CONSULTANT'S work.

#### SECTION 4 - TERM

The services to be performed under this agreement shall commence immediately and be completed on or around February 2016. Neither party shall be responsible for delays from causes beyond their reasonable control.

#### SECTION 5 - PAYMENT

CLIENT agrees to pay CONSULTANT a maximum fee not to exceed \$11,000 on a time and material basis in accordance with the attached Exhibit B – Charge Rate Schedule. CLIENT shall make payment for services rendered upon submittal of a monthly time and material invoice.

#### SECTION 6 – INDEMNITY

CONSULTANT agrees to hold harmless and indemnify CLIENT, its officers and employees from and against any and all claims, loss, liability, damage, and expense to the extent caused by the negligent acts, errors and omissions of the CONSULTANT.

#### SECTION 7 - INSURANCE

The CONSULTANT shall provide and maintain:

- A. Commercial General Liability Insurance, occurrence form, with a limit of not less than \$1,000,000 each occurrence and aggregate.
- B. Automobile Liability Insurance, occurrence form, with a limit of not less than \$1,000,000 each occurrence. Such insurance shall include coverage for owned, hired, and non-owned automobiles.
- C. Workers Compensation in at least the minimum statutory limits.
- D. Errors and omissions insurance in the minimum amount of \$1,000,000 per claim and aggregate.

#### SECTION 8 - NON-ASSIGNABILITY PERSONAL SERVICES OF CONSULTANT

Both parties hereto agree that this agreement cannot be transferred, assigned, or subcontracted by either party without the prior written consent of the other party.

#### SECTION 9 - MEDIATION

In an effort to resolve any conflicts or disputes that arise regarding the performance of this agreement, the Client and Consultant agree that all such disputes shall be submitted to nonbinding mediation, using a mutually agreed upon mediation services experienced in the resolution of engineering and construction disputes. Unless the parties mutually agree otherwise, such mediation shall be a pre-condition to the initiation of any litigation. It is further agreed that any dispute that is not settled pursuant to such mediation shall be adjudicated in a court trial in a court of competent jurisdiction sitting without a jury. The parties hereby mutually agree to waive any right to a trial by jury regarding any dispute arising out of this agreement.

#### SECTION 10 - TERMINATION

This agreement may be terminated by either party upon seven days written notice in the event of substantial failure of the other party to perform in accordance with the terms of this agreement.

SECTION 11 - OWNERSHIP

Drawings, specifications, and any other instruments of service to be provided by Consultant shall remain the property of Consultant and shall not be used by the Client on any other project or for completion of this project by others without the written authorization of Consultant.

SECTION 12 - AGREEMENT CONTAINS ALL UNDERSTANDINGS:  
AMENDMENT

This document represents the entire and integrated agreement between CLIENT and CONSULTANT and supersedes all prior negotiations, representations, and agreements, either written or oral.

This document may be amended only by written instrument, signed by both CLIENT and CONSULTANT.

SECTION 13 - GOVERNING LAW

This agreement shall be governed by the laws of the State of California.

IN WITNESS WHEREOF, CLIENT and CONSULTANT have executed this agreement the day and year first above written.

**MARK THOMAS & COMPANY, INC.**  
**(Consultant)**

**CITY OF COLFAX**  
**(Client)**

By \_\_\_\_\_  
Richard K. Tanaka  
President

By \_\_\_\_\_  
Signature

\_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
City Manager

Attachment:    Exhibit A:    Scope of Work & Costs  
                  Exhibit B:    Charge Rate Schedule

## 2015 Committee Assignment List (DRAFT 12-09-2015)

Committee	Councilmember Community Member	Meeting Date and Time	Mileage Reimbursement	Stipend
<b>Placer County Economic Development Board</b> Meetings at Various Businesses in Placer Co.	Kim Douglass Alternate: Tony Hesch	3:00 pm 3 <sup>rd</sup> Thursday Jan/April/June/Sept	Submit to City	None
<b>Weimar, Applegate, Colfax/Municipal Advisory Council (WAC/MAC)</b> City of Colfax, Council Chambers	Will Stockwin Alternate: Tony Hesch	6:00 pm 3 <sup>rd</sup> Wednesday of Month	Submit to City	None
<b>Sierra Economic Development Corporation (SEDCorp)</b> 560 Wall Street, Suite F, Auburn, CA 95603	Kim Douglass Alternate: Steve Harvey	1:00 pm 1 <sup>st</sup> Wednesday EOM starting February	Submit to Board	None
<b>Sacramento Area Council of Governments (SACOG)</b> 1415 L. St. Sacramento, CA 95814	Tony Hesch Alternate: Kim Douglass	9:30 am 3 <sup>rd</sup> Thursday of Month	Submit to Board	\$100
<b>Grants Oversight Committee</b> (approves change orders over \$5,000)	Tom Parnham Kim Douglass	As Needed	Submit to City	
<b>Placer County Air Pollution Control District</b> BOS Chambers 175 Fulweiler Ave. Auburn, CA	Tony Hesch Alternate: Steve Harvey	2:30 pm 2 <sup>nd</sup> Thursday of even #’d months	Submit to Board	\$100
<b>Placer Mosquito &amp; Vector Control District</b> 2021 Opportunity Dr. Roseville, CA 95678	Will Stockwin No Alternate for this Board	4:30 pm 3 <sup>rd</sup> Monday of Month	Submit to City	\$100
<b>Project Go</b> 801 Vernon St, Roseville	Kim Douglass Alternate: Tony Hesch	5:30 pm Third Thursday	Submit to Committee	None
<b>Placer County Transportation Planning Agency (PCTPA)</b> BOS Chambers 175 Fulweiler Ave. Auburn, CA	Tony Hesch Alternate: Steve Harvey	9:00 am 4th Wednesday of Month	Submit to Committee	\$100
<b>Local Agency Formation Commission</b> BOS Chambers 175 Fulweiler Ave. Auburn, CA 95603	Kim Douglass Alternate: Vacant	4:00 pm 2 <sup>nd</sup> Wednesday of Month	Submit to City	\$100

## 2014 Committee Assignment List

Committee	Councilmember Community Member	Meeting Date and Time	Mileage Reimbursement	Stipend
<b>Bianchini Advisory Board/ Sierra Vista Liaison</b>	Kim Douglass Tony Hesch	Unknown	Submit to City	No
<b>Solid Waste Task Force</b> Auburn Veterans Hall 100 East Street Auburn, CA 95603 Meeting Locations may vary	Wes Heathcock	9:00am 1 <sup>st</sup> Thursday Feb, May, August, Nov	Submit to City	No
<b>Placer Sierra Fire Safe Council</b> City of Colfax Council Chambers	Will Stockwin Alternate: Tom Parnham	6:00pm 4 <sup>th</sup> Thursday of each month	Submit to City	No
<b>Land Use Committee</b>		As needed	Submit to City	No
<b>Placer County Selection Committee</b>	Mayor	Once Per Year	Submit to City	No
<b>Risk Assessment Committee</b>	Steve Harvey Tom Parnham	As needed (2X Per Year Expected)	Submit to City	No
<b>General Plan/Circulation Element Update Committee</b>	Steve Harvey Tony Hesch	As Needed	Submit to City	No



# STAFF REPORT TO THE COLFAX CITY COUNCIL

## FOR THE December 9, 2015 COUNCIL MEETING

**FROM:** Mark Miller, City Manager  
**PREPARED BY:** Staff  
**DATE:** December 9, 2015  
**SUBJECT:** Non-water Corrective Action Plan Pledge of Revenue

<input type="checkbox"/>	N/A	<input type="checkbox"/>	FUNDED	<input checked="" type="checkbox"/>	UN-FUNDED	AMOUNT: \$393,536.07	FROM FUND: 572
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**RECOMMENDED ACTION:** Adopt Resolution 45-2015 Designating Signatory Authority for the CalRecycle Pledge of the Revenue Document to the City Manager.

### **BACKGROUND AND SUMMARY:**

The City submitted the ground-water related corrective action plan in 2007 to meet the financial assurances requirements pertaining to ongoing landfill maintenance and monitoring costs. Conversely, the City has been remiss in filing the natural disaster non-water related corrective action plan. Authorizing the City Manager to sign and file the attached pledge of revenue will bring the City into compliance with the state regulators.

CalRecycle adopted regulation, Title 27, California Code of Regulations (CCR), section 22100 et seq., affecting requirements for long-term postclosure maintenance, corrective action, and financial assurances for landfills. The owners and operators of all disposal facilities that were or are required to be permitted as solid waste landfills and have been or will be operated on or after July 1, 1991, are required to provide financial assurance for corrective action based on the highest amount of either the water release corrective action or non-water release corrective action.

The regulations allow an owner or operator to determine the value of the non-water release corrective action fund through one of three methods: the CA Plan; the cost for replacement of the final cover; or the closure cost estimate for the landfill. If a landfill owner or operator selects the cost of replacement of the final cover method, the funding is not required to be on-hand, but a pledge of revenue will be required.

The City of Colfax received notice requiring submission of a Non-Water Corrective Action Plan (NWCAP). In response to the Local Enforcement Agency NWCAP request, City staff evaluated the three options and determined the most cost effective method for compliance is the "cost to replace the final cover in the event of a natural disaster."

The City contracted with Lawrence & Associates to provide cost estimates to effectively replace the landfill cover in the event of a disaster. The cost to mitigate the landfill surface if damaged is estimated at \$393,536.07, which includes design, construction, and oversight. This expenditure is very unlikely to be needed.

In conjunction with the NWCAP cover replacement plan, the City is required to issue a Pledge of Revenue document assuring CalRecycle the City would mitigate any damage to the landfill protective covering and ventilation system. The Pledge of Revenue does not require the City to have the funding available in the reserves. In the event of the natural disaster at the closed landfill, the City's insurance would cover any mitigating costs to the site. City staff has prepared the necessary assurance documents and request the City Manager signatory authority for the document.

### ATTACHMENTS:

1. Resolution 45-2015
2. Non-water Corrective Action Plan
3. Pledge of Revenue Document

# City of Colfax

## City Council

### Resolution № 45-2015

#### DESIGNATING THE SIGNATORY AUTHORITY FOR THE CALRECYCLE PLEDGE OF REVENUE DOCUMENT TO THE CITY MANAGER

---

**WHEREAS**, CalRecycle adopted regulations, Title 27, California Code of Regulations (CCR), section 22100 et seq., affecting requirements for long-term postclosure maintenance, corrective action, and financial assurances for landfills; and,

**WHEREAS**, the City of Colfax received notice stating the Non-water Corrective Action Plan is not on file and is required to be submitted; and

**WHEREAS**, in conjunction with the NWCAP cover replacement plan, the City is required to issue a Pledge of Revenue document assuring CalRecycle the City would mitigate any damage to the landfill protective covering and ventilation system in the estimate amount of 393,536.07; and,

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Colfax that the City Manager is hereby authorized the signatory authority for the CalRecycle pledge of revenue document.

**PASSED AND ADOPTED** at the Regular Meeting of the City Council of the City of Colfax held on the 9<sup>th</sup> day of December, 2015 by the following vote of the Council:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

---

**Kim A. Douglass, Mayor**

**ATTEST:**

---

**Lorraine Cassidy, City Clerk**

Colfax Landfill  
Alternative NWCAP Submittal

11/13/2015

<b>Construction Items</b>	<b>Cost</b>
Clearing (Borrow and Cap)	\$7,844.44
Rip and Recompact (2 acres)	\$14,367.51
Placement and Grading of Top 1' of Cap	\$31,463.69
Placement and Grading of Topsoil	\$3,393.43
Erosion Control	\$11,751.41
Repair Passive Venting System	\$18,370.57
New Asphalt Impregnated Fabric and Asphalt Wear Course	\$215,528.99
<b>Construction Total</b>	<b>\$302,720.05</b>

<b>General Items</b>	<b>% of Construction</b>	<b>Cost</b>
Civil Design and Bidding	10	\$30,272.01
Construction Quality Assurance	8	\$24,217.60
Mobilization	10	\$30,272.01
Bonds	2	\$6,054.40
<b>General Subtotal</b>		<b>\$90,816.02</b>

**Total for Design, Construction, & Monitoring** **\$393,536.07**

**Note:**

Where Applicable the State of California Labor Surcharge and Equipment Rental Rates (SCLSERR) (effective 4/1/13 to 3/31/2014) were used.

Caltrans Equipment Rental Rates were increased by 15% per Caltrans 2006 Standard Specs. 9-1.03A.

California Prevailing Wage Rates were increased by the 12% surcharge (per SCLSERR) and were increased 33% for Profit and Overhead per Caltrans 2006 Standard Spec. 9-1.03A.

Materials include 15% profit and overhead per Caltrans 2006 Standard Spec. 9-1.03A.

Other rates and productivity numbers from 2014 RSMEANS (2014RSM) with 1.015 inflation factor and 6/2015 Supplier and Contractor quotes.

RS Means Rates were increased 25% for California prevailing wage adjustment.

Quoted unit prices include taxes and delivery.

Colfax Landfill  
Alternative NWCAP Submittal

**Clearing (Borrow and Cap)**

<b>Strip 2" (3 Acres)</b>	ft <sup>2</sup> /acre	depth (ft)	ft <sup>3</sup> /acre	yd <sup>3</sup> /acre
	43,560	0.166	7,231	267.8
	<b>Productivity</b>			
	acre/day			
	2			

<b>Equipment / Labor</b>	<b>Units</b>	<b>Quantity</b>	<b>Equipment Cost</b>	<b>Labor Cost</b>	<b>Total Hourly Cost</b>	<b>Cost Extension</b>	<b>Equipment Code</b>	<b>Equipment Model</b>	<b>Labor Group</b>
Scraper Strip Grass, CAT 627B	Hr	1	\$268.15	\$102.83	\$370.98	\$370.98	SCRSP 1770	CAT 627B	3
Foreman (gradesetter)	Hr	1		\$102.83	\$102.83	\$102.83	Gradesetter/gps		4
D6H - Dozer	Hr	1	\$111.99	\$104.92	\$216.90	\$179.90	TRACC 3732	CAT D6H	3
					\$/day	\$5,229.63			
					<b>Total</b>	<b>\$7,844.44</b>			

Colfax Landfill  
Alternative NWCAP Submittal

**Rip and Recompact (2 acres)**

	ft <sup>2</sup> /acre	depth (ft)	ft <sup>3</sup> /acre	yd <sup>3</sup> /acre
Recompact Top 12-inches	43,560	1	43,560	1,613
Dozer Rip,		1		
	<b>Productivity</b>	<b>Source</b>	<b>Code</b>	
	acre/day			
	1.0			

<b>Equipment / Labor</b>	<b>Units</b>	<b>Quantity</b>	<b>Equipment Cost</b>	<b>Labor Cost</b>	<b>Total Hourly Cost</b>	<b>Cost Extension</b>	<b>Equipment Code</b>	<b>Equipment Model</b>	<b>Labor Group</b>
Dozer Rip,	Hr	1	\$232.04	\$104.92	\$336.96	\$336.96	TRACC 4864	CAT D8L	3
Roller, sheeps foot	Hr	1	\$184.53	\$97.19	\$281.72	\$281.72	ROTAM 2320	CAT 815F	7
Water truck (Code 60)	Hr	1	\$93.35	\$83.11	\$176.46	\$176.46	TRUCK 60	27216+	8
Foreman (gradesetter)	Hr	1	\$0.00	\$102.83	\$102.83	\$102.83	Gradesetter/gps		4
					\$/day	\$7,183.75			
					<b>Total</b>	<b>\$14,367.51</b>			

Colfax Landfill  
Alternative NWCAP Submittal

**Placement and Grading of Top 1' of Cap**

<b>Total Volume</b>	2,742	yd <sup>3</sup>				
	<b>Productivity</b>					
Number of Scrapers	1					
Scraper capacity CY/Load	68	Lyd <sup>3</sup> /round				
Compaction rate	0.9	Lyd <sup>3</sup> /Byd <sup>3</sup>				
Minutes per round	2.27	minutes	Assume average	1500 ft	round trip @	7.5 mph
Compacted cubic yards/hour	180	yd <sup>3</sup> /Hr	In Place			
Per Day	1,440	yd <sup>3</sup> /day				

Note: Small area and steep slopes will limit construction efficiency

Note: Cummings Phase 2 Closure Cap 2015, Average of responsive bidders \$5.72, but one-way access, using dump trucks & loaders

CCL Berm \$5.64 for 40,000 cy, Tehama \$6.20 - for sideslope embankment, 57,000 cy, Assume direct haul route, better access.

Equipment / Labor	Units	Quantity	Equipment		Labor		Total		Equipment Code	Equipment Model	Labor Group
			Cost	Cost	Cost	Cost	Cost Extension	Hourly			
D8L - Dozer - Rip & Push	Hr	1	\$211.13	\$104.92	\$316.05	\$316.05	\$316.05	\$316.05	TRACC 4864	CAT D8L	3
D6H - Dozer, spreading	Hr	1	\$111.99	\$104.92	\$216.90	\$216.90	\$216.90	\$216.90	TRACC 3732	CAT D6H	3
Scraper, CAT 637D (34cy)	Hr	1	\$416.55	\$102.83	\$519.38	\$519.38	\$519.38	\$519.38	SCRSP 2470	CAT 637D	3
Grader CAT 14G	Hr	1	\$145.94	\$104.92	\$250.85	\$250.85	\$250.85	\$250.85	GRADR 3180	CAT 14G	3
Roller, sheeps foot, CAT 815F	Hr	1	\$184.53	\$97.19	\$281.72	\$281.72	\$281.72	\$281.72	ROTAM 2320	CAT 815F	7
Water truck (Code 60)	Hr	1	\$93.35	\$83.11	\$176.46	\$176.46	\$176.46	\$176.46	TRUCC 60	27216+	8
Support truck	Hr	1	\$24.73	\$73.69	\$98.42	\$98.42	\$98.42	\$98.42	TRUCC 00-06	Light Truck	8
Grade setter	Hr	1	\$0.00	\$102.83	\$102.83	\$102.83	\$102.83	\$102.83	Gradesetter/gps		4
Foreman	Hr	1	\$0.00	\$102.83	\$102.83	\$102.83	\$102.83	\$102.83	Gradesetter/gps		4
							\$/day	\$16,523.60			
							Total	<b>\$31,463.69</b>			



Colfax Landfill  
Alternative NWCAP Submittal

**Erosion Control**

		acres	yd <sup>2</sup>	Assume 2500' wattle				Location and Inflation Factor (Redding)		Total
<b>Total Area</b>		3	4,840	Unit	Material	Labor	Equipment	Total inc. O&P		
<b>2014 RS MEANS</b>										
<b>Hydroseed, seed with fertilizer</b>										
32 92 19.13 1000	B-81		8,900	yd <sup>2</sup>	\$0.43	\$0.11	\$0.08	\$0.73	\$1.08	\$0.79
									Total seed & fert.	\$3,801.37
<b>Mulch with straw</b>										
32 91 13.16 0700	B-65		530	1000ft <sup>2</sup>	\$61.00	\$1.10	\$1.12	\$70.00	\$1.08	\$75.31
									Total mulch & straw	\$3,280.63
<b>Total Seed, Fertilize, and Mulch</b>										
<b>Straw Wattle</b>										
31 25 14.16 1250	A-2		1,500	L.ft	\$1.28	\$0.35	\$0.11	\$1.74	\$1.08	\$1.87
									Total	\$4,669.41
									Total Erosion Control	<b>\$11,751.41</b>

Note: Straw wattle \$1.28/LF from California Paving Fabrics Quote, 6/15, includes tax, delivery, 16% POH, discount on large purchase

Colfax Landfill  
Alternative NWCAP Submittal

**Repair Passive Venting System**

**Volume** 685 ft  
**Productivity** ft/day  
342

<b>Equipment / Labor</b>	<b>Units</b>	<b>Quantity</b>	<b>Equipment Cost</b>	<b>Labor Cost</b>	<b>Total Hourly Cost</b>	<b>Equipment Code</b>	<b>Labor Group</b>
Asphalt Saw 25hp	Hr	1	\$17.35	\$75.36	\$92.71 -		3
Loader CAT 420D backhoe5	Hr	1	\$62.00	\$104.92	\$166.91	Loader CAT 420I	3
Basic Laborer	Hr	2		\$147.39	\$147.39 -		3
Articulated Truck 30 cy	Hr	1	\$296.55	\$92.13	\$388.68		8A
				Hourly	\$795.69		
				Total	\$12,731.07		
<b>Materials</b>	<b>Units</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total</b>			
Materials							
1.5" PVC Pipe	lf	685	\$1.50	\$1,027.50			
Drain rock	cuyd	21	\$120.00	\$2,520.00		all items include delivery	
Geotextile	sqyd	610	\$2.20	\$1,342.00			
Vent risers	ea	5	\$150.00	\$750.00			
			Total	\$5,639.50			
<b>Passive Vent System Replacement Total</b>							<b>\$18,370.57</b>

Colfax Landfill  
Alternative NWCAP Submittal

**New Asphalt Impregnated Fabric and Asphalt Wear Course**

**Total Area** 1.2 ac  
**Productivity** 12,000 ft<sup>2</sup>/day

Equipment / Labor	Units	Quantity	Equipment Cost	Labor Cost	Total Hourly Cost	Cost Extension	Equipment Code	Labor Group
Asphalt Paver (assume 2 screedmen)	Hr	1	\$224.89	\$195.77	\$420.67	\$420.67	PF-500 2252	3
Asphalt Shovelers	Hr	3		\$75.36	\$226.07	\$226.07		3
Foreman	Hr	1		\$102.83	\$102.83	\$102.83	Const. Inspector	4
Drum roller, Bomag BW-10 AS	Hr	2	\$54.90	\$97.19	\$304.18	\$608.37	ELGEN 008-015	3
Articulated Truck 30 cy	Hr	2	\$296.55	\$92.13	\$777.35	\$1,554.71		8A
					Hourly Total	\$2,912.65		
					Labor Total	\$93,204.77		
<b>Materials</b>								
Purchase & Del. Asphalt Fabric	ft <sup>2</sup>	43,560	\$1.20		\$1.20	\$52,272		
Asphalt (includes repairs)	tons	700	\$100.07		\$100.07	\$70,052.22		
					Materials Total	\$122,324.22		
					Paving Total	<b>\$215,528.99</b>		

Note: \$1.2 from California Paving Fabrics Quote, 11/2015,  
includes shipping, tax, 16% POH, and 7.5% lap and scrap

Trucking assumes 10 RT

Asphalt cost from Caltrans Highway Construction Items December 2012 with 6% cost increase

### Estimates in NWCAP Estimate Based on California Labor Surcharge and Equipment Rates

#### General Notes

Where applicable the State of California Labor Surcharge and Equipment Rental Rates (effective 4/1/15 to 3/31/2016) were used.

Where applicable, appropriate prevailing wage rates were used.

Other rates and productivity numbers were obtained from 2014 RSMEANS Building Construction Cost Data (2014RSM).

RS Means Rates (+1.06 for location factor and 1.015 for 2015 inflation) were increased 25% for California prevailing wage adjustment

Material prices include taxes, delivery, and 15% contractor markup.

#### Labor and Equipment Costs for Typical Equipment

Equipment / Labor	Equipment Code	Equipment Cost <sup>1</sup>	15% Equip Markup	Labor Group <sup>2</sup>	Labor Cost <sup>2</sup>	Labor w/ Surcharge <sup>3</sup>	Labor w/Profit <sup>4</sup>	Total Hourly Cost
D8N - Dozer - Rip & Push	TRACC 4864	\$183.59	\$211.13	3	\$69.39	\$77.72	\$104.92	\$316.05
D6H - LGP Dozer, spreading	TRACC 3732	\$97.38	\$111.99	3	\$69.39	\$77.72	\$104.92	\$216.90
Scraper CAT 627 B 24 cy	SCRSP 1770	\$233.17	\$268.15	4	\$68.01	\$76.17	\$102.83	\$370.98
Scraper, CAT 637D 34 cy	SCRSP 2460	\$362.22	\$416.55	4	\$68.01	\$76.17	\$102.83	\$519.38
Scraper, CAT 657 E 44 cy	SCRSP 3375	\$557.57	\$641.21	4	\$68.01	\$76.17	\$102.83	\$744.04
Slipform Paver	CONSF 2022	\$192.48	\$221.35	8	\$63.14	\$70.72	\$95.47	\$316.82
Articulated Truck 30 cy	TRUOF 40-55	\$257.87	\$296.55	8A	\$60.93	\$68.24	\$92.13	\$388.68
Excavator, CAT 320L trackhoe	HCECL 0315	\$87.03	\$100.08	3	\$69.39	\$77.72	\$104.92	\$205.00
Excavator, CAT 330L trackhoe	HCECL 0350	\$148.88	\$171.21	3	\$69.39	\$77.72	\$104.92	\$276.13
Excavator, CAT 350L trackhoe	HCECL 0360	\$208.36	\$239.61	2	\$70.87	\$79.37	\$107.16	\$346.77
Grader CAT 14G	GRADR 3180	\$126.90	\$145.94	3	\$69.39	\$77.72	\$104.92	\$250.85
Roller, sheep's foot, CAT 815F	ROTAM 2320	\$160.46	\$184.53	7	\$64.28	\$71.99	\$97.19	\$281.72
Drum roller, Bomag BW-10 AS	ROL-2 1160	\$47.74	\$54.90	7	\$64.28	\$71.99	\$97.19	\$152.09
Asphalt Paver (assume 2 screedmen)	PF-500 2252	\$195.56	\$224.89	5	\$64.74	\$72.51	\$97.89	\$547.67
Asphalt Shovelers	-			2	\$49.84	\$55.82	\$75.36	\$75.36
Broom, self propelled	All	\$46.35	\$53.30	1	\$49.84	\$55.82	\$75.36	\$181.96
Asphalt Saw 25hp	All	\$15.09	\$17.35	1	\$49.84	\$55.82	\$75.36	\$110.07
Loader CAT 988B	LDRRT 2436	\$269.03	\$309.38	3	\$69.39	\$77.72	\$104.92	\$414.30
Loader CAT 420D backhoe <sup>5</sup>	LDRRT1861M4	\$53.91	\$62.00	3	\$69.39	\$77.72	\$104.92	\$166.91
Extreme XR3034 Forklift <sup>5</sup>	FKLFT 080-120	\$64.11	\$73.73	8	\$63.14	\$70.72	\$95.47	\$169.19
Water truck (Code 60)	TRUCK 60	\$81.17	\$93.35	3	\$54.97	\$61.57	\$83.11	\$176.46
Support truck <sup>5</sup>	TRUCK 00-06	\$21.50	\$24.73	NA				\$24.73

## Labor and Equipment Costs for Typical Equipment (continued)

Equipment / Labor	Equipment Code	Equipment Cost <sup>1</sup>	15% Equip Markup	Labor Group <sup>2</sup>	Labor Cost <sup>2</sup>	Labor Surcharge <sup>3</sup>	Labor w/Profit <sup>4</sup>	Total Hourly Cost
Grade setter/Foreman	Grade setter/gps	\$0.00	\$0.00	4	\$68.01	\$76.17	\$102.83	\$102.83
Basic Laborer		\$0.00	\$0.00	3	\$48.74	\$54.59	\$73.69	\$73.69
Tractor Rubber Tire, >50HP	TRACS C	\$40.11	\$46.13	3	\$69.39	\$77.72	\$104.92	\$151.04
See Notes on next page.								

1: From State of California Labor Surcharge and Equipment Rental Rates (effective 4/1/15 to 3/31/2016). According to CalTrans, the rate includes fuel, lubrication, major repair and overhaul, depreciation, facilities capital cost, field repair costs, and profit.

2: From California General Prevailing Wage Determination for Operating Engineers, Northern California (except laborer and teamster).

3: 12% Labor surcharge from Labor Surcharge and Equipment Rental Rates, including worker's comp insurance, SSI, Medicare, unemployment insurance, and State training taxes.

4: 35% Contractor profit per CalTrans Standard Specification 9-1.04B, including, profit, overhead bonds, liability insurance, field office costs, and other administrative costs.

5: Some equipment may be operated as incidental equipment by laborer.

**PLEDGE OF REVENUE REQUIREMENTS**

NOTE: This form is the transmittal sheet for documents required to be submitted to CalRecycle for a Pledge of Revenue as specified in Title 27, California Code of Regulations, Division 2, Subdivision 1, Chapter 6. Please refer to the instructions for definitions of terms and for completing this form.

**Part 1. OWNER/OPERATOR ESTABLISHING PLEDGE OF REVENUE**

Check one box only

OWNER  OPERATOR

<b>OWNER/OPERATOR NAME (Type or Print)</b>	<b>NAME OF CONTACT FOR PLEDGE OF REVENUE (Type or Print)</b>
ADDRESS, CITY, STATE, ZIP	ADDRESS, CITY, STATE, ZIP
TELEPHONE #:	TELEPHONE #:
FAX #:	FAX #:
E-MAIL ADDRESS:	E-MAIL ADDRESS:

**Part 2. PLEDGE OF REVENUE**

**PLEDGE OF REVENUE AGREEMENT FOR:** (Check applicable boxes):

**ANNUAL PLEDGED REVENUE**

<input type="checkbox"/> 1. POSTCLOSURE MAINTENANCE COSTS	\$ <input type="text"/>
<input type="checkbox"/> 2. CORRECTIVE ACTION COSTS	\$ <input type="text"/>
<input type="checkbox"/> 3. BOTH (COMBINED COSTS AS WELL AS COSTS IDENTIFIED ABOVE)	\$ <input type="text"/>

**Part 3. LIST OF ATTACHMENTS** (Fill in for each document and attach a copy)

**REQUIRED WITH ALL PLEDGE OF REVENUE SUBMITTALS:**

<input type="text"/>	1. RESOLUTION BY GOVERNING BODY (Date and Resolution Number)	<input type="text"/>	2. PLEDGE OF REVENUE AGREEMENT DATE
<input type="text"/>	3. DATE OF ANNUAL CERTIFICATION OF CONTINUED AVAILABILITY OF PLEDGED REVENUE(See Instructions)		

**Part 4. SIGNATURE BLOCK**

**OWNER/OPERATOR ESTABLISHING PLEDGE OF REVENUE**

I certify under penalty of perjury that the information provided in this form and any attachments is true and correct to the best of my knowledge and belief.

SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

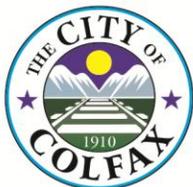
**Part 5. OTHER** (Attach additional sheets to explain any responses that need clarification).

ANNUAL CERTIFICATION OF PLEDGED REVENUE FOR  
\_\_\_\_\_ LANDFILL  
SOLID WASTE FACILITY NO. \_\_\_\_\_

I hereby certify that the pledged revenue continues to be available when needed and will cover the postclosure maintenance costs and/or corrective action costs shown in the Pledge of Revenue Requirements Form and as required by Title 27, California Code of Regulations, Division 2, Subdivision 1, Chapter 6.

_____	_____
Signature	Date
Typed or Printed Name _____	
Title and Public Agency _____	
Phone Number _____	

**Please sign and return this Certification to California Department of Resources Recycling and Recovery (Cal Recycle)  
P.O. Box 4025, Sacramento, California 95812-4025,  
and to the attention of the Manager, Financial Assurances Section, MS 10A-18.**



# CITY of COLFAX

C A L I F O R N I A

CITY HALL, 33 SOUTH MAIN STREET, COLFAX, CA



December 10, 2015

California Department of Resources Recycling and Recovery  
Financial Assurances Unit  
P.O. Box 4025  
Sacramento, California 95812-4025

To Whom It May Concern:

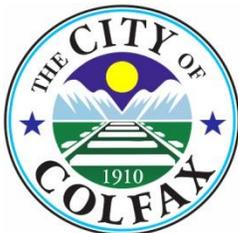
Certification for the Pledge of Revenue for the Non-water Corrective Action Plan of the City of Colfax Closed Landfill

The City of Colfax is submitting the subject certification for the City of Colfax Closed Landfill, Solid Waste Facilities Permit No. 31-AA-0560. The City of Colfax is the owner of the City of Colfax Closed Landfill and retains responsibility for the non-water corrective action plan. On December 10, 2015, the City of Colfax issued the first cost estimate for the non-water corrective action plan for the Closed Landfill. Submittal of the enclosed pledge of revenue for the non-water corrective action plan of the City of Colfax Closed Landfill completes all required documentation for this closed landfill.

If you have any questions concerning this submittal or related matters, please contact me.

Regards,

Mark Miller  
City Manager, City of Colfax



# STAFF REPORT TO THE COLFAX CITY COUNCIL

## FOR THE DECEMBER 9, 2015 COUNCIL MEETING

**FROM:** Mark Miller, City Manager  
**PREPARED BY:** Staff  
**DATE:** December 2, 2015  
**SUBJECT:** Colfax Fire Department Administrative Captain

<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>	FUNDED	<input type="checkbox"/>	UN-FUNDED	AMOUNT: up to \$11,000	FROM FUND: 200
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**RECOMMENDED ACTION:** Adopt Resolution 46-2015 Approving the Job Description for Administrative Fire Captain and Authorizing the City Manager to fill the Position upon the recommendation of the Colfax Fire Chief.

**BACKGROUND:**

CalFire provides the leadership and oversight for Colfax’s Volunteer Fire Department. Fire prevention efforts, volunteer training, certifications and record keeping are important responsibilities of the City in maintaining a volunteer fire department. Additionally, professional maintenance of these areas helps ensure fire service standards are met as applicable to the Insurance Services Office (ISO) rating, which affects the cost of fire insurance for City residents and businesses. Currently, there is not adequate expertise or resources in-house to provide for these functions. Our experienced Fire Chief, Chris Paulus, has recommended the part-time position of Administrative Fire Captain, as the best means of providing these services.

**THE POSITION:**

Under the supervision of the Fire Chief, the Administrative Captain will fulfill administrative functions and duties required by federal, state and local law. Additional duties include ensuring fire service standards are met as applicable to the Insurance Services Office (ISO), fire prevention, fire protection planning, training, budget administration, personnel administration, etc. This position will supplement the current agreement between the City of Colfax, Placer County and CAL FIRE which does not provide these services.

This is a temporary part-time position for a three month period, not to exceed 24 hours a week. The candidate will be selected by the Fire Chief after consultation with the City Manager, and operate out of City Hall for the administrative work. The 24 hour a week schedule will include a certain amount of flexibility to allow for Council Meetings, training, equipment testing and other events which take place outside of regular City Hall business hours. Compensation will be up to \$35.00 per hour, depending on experience and qualifications. This temporary position will not accrue benefits. Funding for the position is available from the City Fire Department budget revenue from the strike force reimbursement.

Essential functions/duties include:

- Ensure testing, compliance and documentation of apparatus and (Pump, hose, and ladder inspections, SCBA maintenance, Compliance inspections, Annual vehicle maintenance, etc.)
- Pre-fire planning
- Target hazard analysis
- Fuels mitigation notification and follow up
- Applicable code enforcement
- Volunteer application administration
- Training Coordinator – maintaining records and verifications
- Personnel administration including direct supervision of volunteers and resident fire fighters
- ISO survey data collection and maintenance
- Fire hydrant flow and test records collection and maintenance
- Fiscal management: budget preparation and purchasing
- Other administrative functions as needed.

**RECOMMENDED ACTION:**

Staff recommends that City Council adopt Resolution 46-2015 - Approving the Job Description for Administrative Fire Captain and Authorizing the City Manager to Fill the Position upon the recommendation of the Colfax Fire Chief.

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ATTACHMENTS:

1. Resolution 46-2105
2. Job Description

# City of Colfax

## City Council

Resolution № 46-2015

### **APPROVING THE JOB DESCRIPTION FOR A TEMPORARY/PART-TIME FIRE CAPTAIN AND AUTHORIZING THE CITY MANAGER TO FILL THE POSITION UPON THE RECOMMENDATION OF THE COLFAX FIRE CHIEF**

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**WHEREAS**, the City of Colfax Volunteer Fire Department is an integral part of the fire protection for the City; and

**WHEREAS**, Federal, State, and Local Law, as well as the Insurance Services Office (ISO), require collection and maintenance of certain fire service standard records; and

**WHEREAS**, the current Fire Protection agreement between the City of Colfax, Placer County and CAL FIRE does not cover records collection and maintenance; and,

**WHEREAS**, funds for this position are available from the City Fire Department budget revenue from the strike force reimbursement; and,

**WHEREAS**, it is in the City's best interest to hire a temporary/part-time Fire Captain to fulfill these duties,

**NOW, THEREFORE, BE IT RESOLVED AND DECLARED** by the City Council of the City of Colfax that the attached job description for the position of Administrative Captain is approved and the City Manager is authorized to fill the position upon the recommendation of the Colfax Fire Chief.

**PASSED AND ADOPTED** at a regular meeting of the City Council of the City of Colfax held on the 9<sup>th</sup> day of December, 2015 by the following vote of the Council:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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**Kim A. Douglass, Mayor**

**ATTEST:**

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**Lorraine Cassidy, City Clerk**

## **Administrative Captain (Proposed)**

### **OVERVIEW**

Under the supervision of the Fire Chief, the Administrative Captain will fulfill administrative functions and duties required by federal, state and local law. Additional duties include ensuring fire service standards are met as applicable to the Insurance Services Office (ISO), fire prevention, fire protection planning, training, budget administration, personnel administration, etc. This position will supplement the current agreement between the City of Colfax, Placer County and CAL FIRE which does not provide these services.

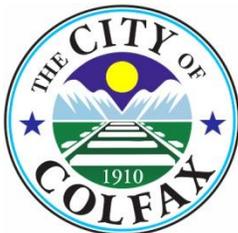
### **THE POSITION**

Under the supervision of the Fire Chief, the Administrative Captain will fulfill administrative functions and duties required by federal, state and local law. Additional duties include ensuring fire service standards are met as applicable to the Insurance Services Office (ISO), fire prevention, fire protection planning, training, budget administration, personnel administration, etc. This position will supplement the current agreement between the City of Colfax, Placer County and CAL FIRE which does not provide these services.

This is a temporary part-time position for a three month period, not to exceed 24 hours a week. The candidate will be selected by the Fire Chief after consultation with the City Manager, and operate out of City Hall for the administrative work. The 24 hour a week schedule will include a certain amount of flexibility to allow for Council Meetings, training, equipment testing and other events which take place outside of regular City Hall business hours. Compensation will be up to \$35.00 per hour, depending on experience and qualifications. This temporary position will not accrue benefits. Funding for the position is available from the City Fire Department budget revenue from the strike force reimbursement.

### **ESSENTIAL FUNCTIONS/DUTIES**

- Ensure testing, compliance and documentation of apparatus and (Pump, hose, and ladder inspections, SCBA maintenance, Compliance inspections, Annual vehicle maintenance, etc.)
- Pre-fire planning
- Target hazard analysis
- Fuels mitigation notification and follow up
- Applicable code enforcement
- Volunteer application administration
- Training Coordinator – maintaining records and verifications
- Personnel administration including direct supervision of volunteers and resident fire fighters
- ISO survey data collection and maintenance
- Fire hydrant flow and test records collection and maintenance
- Fiscal management: budget preparation and purchasing
- Other administrative functions as needed.



# STAFF REPORT TO THE COLFAX CITY COUNCIL

## FOR THE DECEMBER 9, 2015 COUNCIL MEETING

**FROM:** Mark Miller, City Manager

**PREPARED BY:** Alfred A. "Mick" Cabral, City Attorney

**DATE:** December 2, 2015

**SUBJECT:** Second Reading of Ordinance № 527: An Ordinance Of The City Of Colfax Amending Section 2.04.020C Of The Colfax Municipal Code Regarding Filling Vacancies On The City Council

<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>	FUNDED	<input type="checkbox"/>	UN-FUNDED	AMOUNT: N/A	FROM FUND: N/A
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**RECOMMENDED ACTION:** Consider Public and Staff Comments and Adopt Ordinance № 527 And Waive Reading of the Entire Ordinance and Read by Title Only; to become effective in 30 days

### ISSUE STATEMENT AND DISCUSSION:

Colfax Municipal Code §2.04.020C requires vacancies on the City Council to be filled by appointment within 30 days of commencement of the vacancy. If a vacancy is not filled within that 30 day period, the Council must call a special election to fill the vacancy. If a special election is called, it is held on the next regularly established election date not less than 114 days from the call of the special election.

California Government Code §36512 allows the Council 60 days instead of 30 days to fill a vacancy before a special election must be called. The Colfax City Council has been required to fill a number of vacancies in the past several years. Although the Council has always met the 30 day deadline, notifying the public of the vacancy, recruiting candidates, conducting interviews and making the appointments within 30 days has been challenging. Increasing the time for doing so will allow the Council more time to conduct the appointment process and remain compliant with State law.

### FINANCIAL AND/OR POLICY IMPLICATIONS

There are no financial implications associated with amending this ordinance. The amendment, if adopted, will increase the time for filling Council vacancies from 30 to 60 days.

### ATTACHMENTS:

1. Proposed Ordinance № 527

**CITY OF COLFAX**

## ORDINANCE NO.

## AN ORDINANCE OF THE CITY OF COLFAX AMENDING SECTION 2.04.020C OF THE COLFAX MUNICIPAL CODE REGARDING FILLING VACANCIES ON THE CITY COUNCIL

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

Section 1:

Section 2.04.020C of the Colfax Municipal Code is hereby amended and restated as set forth in Exhibit A attached hereto and by this reference incorporated herein.

Section 2. Superseding Provisions

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

Section 3. Severability

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

Section 4. Effective Date

This ordinance shall take effect thirty (30) days after its adoption.

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

The foregoing ordinance was introduced at a regular meeting of the City Council of the City of Colfax duly held on the 18<sup>th</sup> day of November, 2015, and passed and adopted at a regular meeting of the City Council of the City of Colfax duly held on the 9<sup>th</sup> day of December, 2015, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Kim Douglass  
Mayor

APPROVED AS TO FORM:

ATTEST:

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Alfred Cabral  
City Attorney

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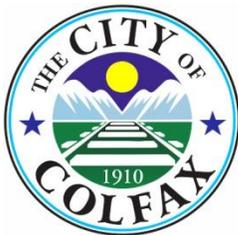
Lorraine Cassidy  
City Clerk

## Ordinance

## Attachment A

Title 2, Chapter 2.04, Section 2.04.020C of the Colfax Municipal Code is hereby amended to read as follows:

“C. If a vacancy occurs in the city council, the council shall, within ~~thirty (30)~~ sixty (60) days | from the commencement of the vacancy, either fill the vacancy by appointment or call a special election to fill the vacancy. The special election shall be held on the next regularly established election date not less than one hundred fourteen (114) days from the call of the special election. A person appointed or elected to fill a vacancy holds office for the unexpired term of the former incumbent.”



# STAFF REPORT TO THE COLFAX CITY COUNCIL

## FOR THE DECEMBER 9, 2015 COUNCIL MEETING

**FROM:** Ty Conners, Colfax Substation Commander  
**PREPARED BY:** Staff  
**DATE:** December 3, 2015  
**SUBJECT:** Proposed Location for a Colfax Skate Park

<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>	FUNDED	<input type="checkbox"/>	UN-FUNDED	AMOUNT: up to \$11,000	FROM FUND: 200
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**RECOMMENDED ACTION:** Adopt Resolution 47-2015 Authorizing a Fundraising Drive for a Portable Skate Park located Adjacent to the Colfax Splash Park.

### **BACKGROUND:**

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

Several sites have been proposed for a Skate Park and each has been found not to be feasible. After years of considering sites and discussing options, the site next to the Colfax Splash Park seems to be the most plausible place to locate the Skate Park. It could be a great addition to the activities already offered at the park: ball field, playground and Splash Park. One drawback to this location is that it is a little out of the way and could allow kids possibly to be more mischievous. This issue would be mitigated by extra Sheriff patrols, volunteer involvement, cameras and a safety fence.

The proposed equipment and ramps are portable. If the City decides to use the site for a different purpose in the future, the ramps could be moved and only a minimal removal of concrete would be required. Conversely as funding becomes available, more equipment could be added. Since the structures won't permanent, they can be removed if the kids abuse the privilege of using the Park.

The budget for building the park is not set but anticipated costs are around \$100,000, most of which will be contributed through fundraising and sponsors. Some corporations and sponsors have already indicated an interest in participating, but will not commit without a location decision by Council.

### **RECOMMENDED ACTION:**

Staff recommends City Council Adopt Resolution 47-2015 – Authorizing Fundraising for a Skate Park to be Located Adjacent to the Colfax Splash Park.

### ATTACHMENTS:

1. Resolution 47-2105
2. Sample Equipment portfolio

# City of Colfax

## City Council

### Resolution № 47-2015

#### AUTHORIZING A FUNDRAISING DRIVE FOR A PORTABLE SKATE PARK TO BE LOCATED ADJACENT TO THE COLFAX SPLASH PARK

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

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

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

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Colfax that  
Citizens and Law Enforcement of the City of Colfax are Authorized to Raise Funds for  
Construction of a Skate Park adjacent to the Colfax Splash Park.

**PASSED AND ADOPTED** at the Regular Meeting of the City Council of the City of  
Colfax held on the 9<sup>th</sup> day of December, 2015 by the following vote of the Council:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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**Kim A. Douglass, Mayor**

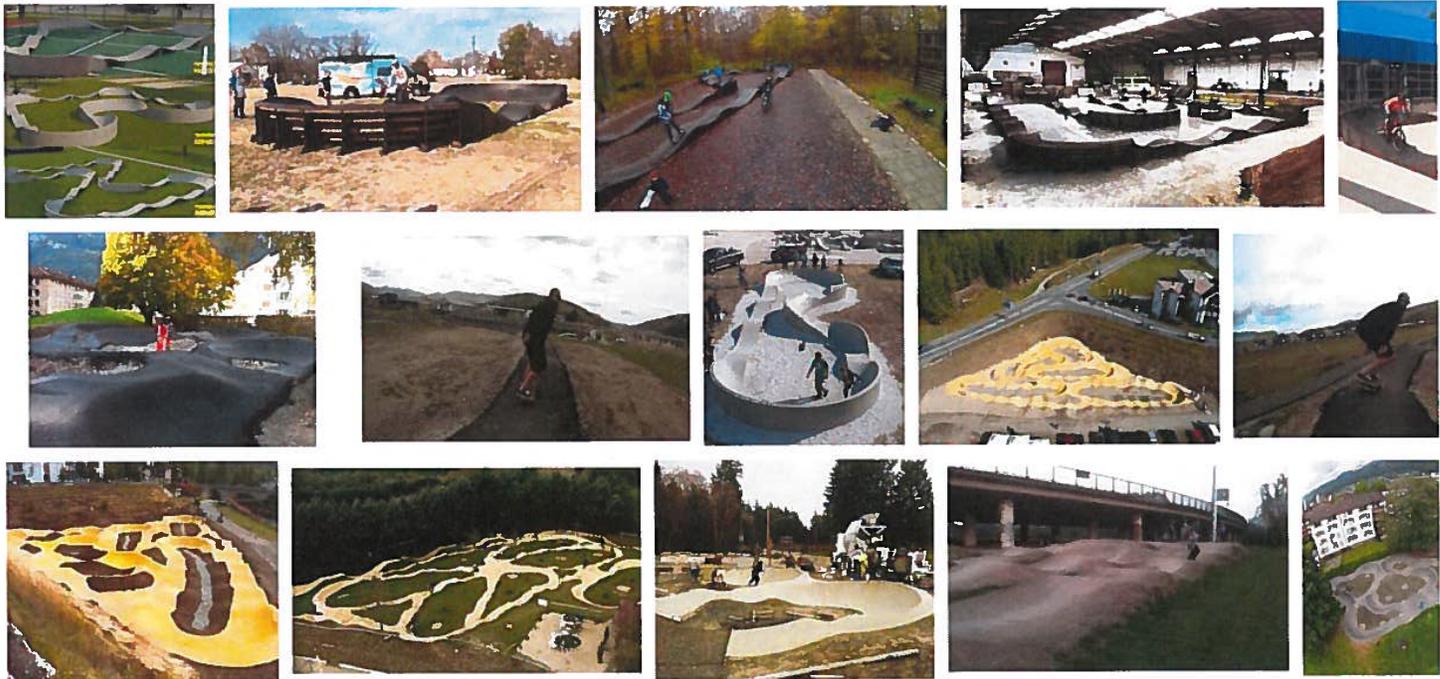
**ATTEST:**

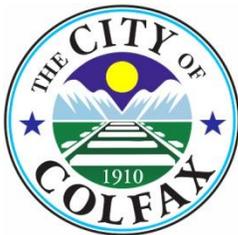
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**Lorraine Cassidy, City Clerk**



SAMPLE  
"PUMP  
TRACK"  
SMALLER  
FACILITY





# STAFF REPORT TO THE COLFAX CITY COUNCIL

## FOR THE DECEMBER 9, 2015 COUNCIL MEETING

**FROM:** Mick Cabral, City Attorney

**PREPARED By:** Lorraine Cassidy

**DATE:** November 17, 2015

**SUBJECT:** Rotation of City Council Officers: Mayor and Mayor Pro Tem

<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>	FUNDED	<input type="checkbox"/>	UN-FUNDED	AMOUNT: N/A	FROM FUND: N/A
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**RECOMMENDED ACTION:** By Separate Motions, Select Mayor and Mayor Pro Tem

### **BACKGROUND:**

In December, 2002, the Council adopted a policy whereby the rotation occurs by seniority on the Council, excepting those who have already served. That policy provides, in relevant part:

“...the Office of the Mayor is rotated yearly according to seniority on the Council with the exception of those already having served, while this Council sits.”

The policy was reiterated in the December 14, 2004 minutes and was written into the agenda for the December 12, 2006 meeting. The only deviation from the policy occurred in December 2005, when a resolution was adopted honoring the request of the then Mayor Pro Tem not to rotate into the Mayor’s seat. The December, 2005 resolution provides that the established rotation policy was not being modified on a permanent basis.

Mayor Pro Tem Parnham is next in line to rotate into the Mayor Position. Councilmembers Hesch and Harvey have the same seniority on the Council and Councilmember Stockwin is newly appointed to Council. Order falls to number of votes received. Therefore Councilmember Harvey is next in line to rotate into the Mayor Pro Tem position. Separate motions and votes of the City Council are required to formally seat the Mayor and Mayor Pro Tem.