

CITY COUNCIL MEETING

COUNCIL CHAMBERS, 33 SOUTH MAIN STREET, COLFAX, CA



MAYOR DONNA BARKLE • MAYOR PRO-TEM TONY HESCH
COUNCILMEMBERS • KIM DOUGLASS • JASON MCKINNEY • TOM PARNHAM

REGULAR MEETING AGENDA

CLOSED SESSION at 6:00pm • August 28, 2013 • REGULAR SESSION at 7:00pm



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

1) OPENING of CLOSED SESSION

- A. Call to Order
- B. Roll Call

2) PUBLIC COMMENT – CLOSED SESSION ITEMS

3) CLOSED SESSION AGENDA

- A. Public employee employment pursuant to Government Code Section 54957
Title of position to be filled: City Manager
- B. Conference with Labor Negotiators pursuant To Government Code Section 54957.6 Employee Organization: General Employees and Bargaining Unit Represented by Operating Engineers, Local 39 City's Designated Representative: Gabe Armstrong
- C. Conference with Legal Counsel—Anticipated Litigation
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9
Number of potential cases: 1

4) OPENING of REGULAR SESSION

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

Members of the public who addresses the Council shall do so in an orderly manner. No person shall yell or make profane or threatening remarks to any member of the Council, staff, or general public. No person shall engage in disorderly or boisterous conduct, including the utterance of loud, threatening or abusive language, whistling, stamping of feet, clapping, or other acts that unreasonably disturb, disrupt, delay or otherwise impede the orderly conduct of the Council meeting. Except as allowed by rules of order, a Councilmember or staff member shall not by conversation or other means delay the Council proceedings or disturb any other Councilmember or staff member while speaking.

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 general 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.

6) PRESENTATIONS

7) CONSENT AGENDA

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 Clerk.

| AGENDA ITEM | RECOMMENDED ACTION |
|---|-------------------------------------|
| A. Minutes: August 14, 2013 | <i>Receive and File</i> |
| B. Letter from Regional Water Quality Control Board regarding Final Closure of Under Ground Storage Tanks at City Corporation Yard | <i>Receive and File</i> |
| C. Cash Balance Summary: July 31, 2013, including new graph detailing status of General Fund Undesignated Cash Analysis | <i>Receive and File</i> |
| D. Consideration Of Approval Of Resolution No. 35-2013: A Resolution Of The City Council Of The City Of Colfax Authorizing The Purchase Of Kruger Discfilter Elements To Replace Worn Filters At The Wastewater Treatment Plant | <i>Adopt Resolution No. 35-2013</i> |

8) PUBLIC COMMENT

At this time, members of the audience are permitted to address the Council on matters of concern to the public 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.

9) PUBLIC HEARING

10) COUNCIL BUSINESS

- A. Consideration of Adoption of Resolution No. 36-2013: A Resolution of the City Council of the City of Colfax Authorizing the Interim City Manager To Execute the Fifth Amendment to the Consultant Services Agreement between the City of Colfax and Psomas.
Recommended Action: Adopt Resolution No. 36-2013
- B. Conduct Discussion And Provide Direction To Staff Regarding A "Feasibility Study" For The I-80 Revitalization Project
Recommended Action: Staff recommends that the Council discuss the proposed scope of work in the July 24, 2013 EPS proposal and provide direction to staff
- C. Conduct Discussion about Adopting City Council Policies and Procedures.
Recommended Action: Discuss and direct staff
- D. Conduct discussion and solicit public comments and suggestions for recruitment of a City Manager.
Recommended Action: Conduct discussion and direct staff.
- E. Conduct discussion regarding Agenda Staff Report Deadlines
Recommended Action: Conduct discussion
- F. Discussion of approval to proceed with estimate for cameras to be located at and around the Ball Field
Recommended Action: Approve staff to proceed with estimate for cameras

11) ADJOURNMENT

**Agenda Posted at Colfax City Hall
and Colfax Post Office locations July 19, 2013.**



Karen Pierce, 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.

Minutes
City Council Meeting
August 14, 2013

1. OPENING

Mayor Barkle called the meeting to order at 6:00pm.

Present and answering roll call were Council members Hesch, Douglass, Parnham, McKinney and Mayor Barkle.

2. PUBLIC COMMENT

There was no public comment

3. CLOSED SESSION

Mayor Barkle called the closed session to order at 6:03pm

- A. Conference with Labor Negotiators pursuant To Government Code Section 54957.6
Employee Organization: General Employees and Bargaining Unit Represented by Operating Engineers, Local 39 City's Designated Representative: Gabe Armstrong
- B. Public employee performance evaluation pursuant to Government Code Section 54957.
Title: Technical Services Administrator
- C. Public employee employment pursuant to Government Code Section 54957
Title of position to be filled: City Manager

Mayor Barkle closed the closed session at 7:00pm.

4. OPENING AND AGENDA APPROVAL

Mayor Barkle called the regular meeting to order at 7:07pm.

Suzanne Roberts led the Pledge of Allegiance

Mayor Barkle stated that there was no reportable action taken in Closed Session.

A motion was made by councilman McKinney and seconded by councilman Hesch to approve the agenda as presented. The motion was passed by the following vote:

- AYES: Hesch, Douglass, Parnham, McKinney and Mayor Barkle
- NOES:
- ABSENT:
- ABSTAIN:

5. CITY COUNCIL COMMITTEE REPORTS

Councilman McKinney reported on working on City Council Operating Procedures and asked that council comments be directed to the City Clerk and would like to have this on a future agenda.

Councilman Douglass reported on the SEDCorp meeting
 Councilman Hesch reported on the PCTPA meeting, noted that there was vandalism to the Dinky Crossing fence, working with staff on updating event permit process.
 Mayor Barkle reported on the Air Quality Control Board meeting

6. INFORMATION REPORTS FROM STAFF AND OTHERS

Interim City Manager, Gabe Armstrong reported on the following:

- Updated council on the ramp and slide gate being installed at Pond 3.

7. CONSENT AGENDA

| AGENDA ITEM | ACTION TAKEN |
|---|---------------------------------------|
| A. Minutes: July 24, 2013 | <i>Received and Filed</i> |
| B. Cash Summary: June 30, 2013 | <i>Pulled for Discussion</i> |
| C. Consideration of Adoption of Resolution No. 32-2013: A Resolution of the City Council of the City of Colfax Authorizing the Interim City Manager To Execute the Fourth Amendment to the Consultant Services Agreement between the City of Colfax and Psomas | <i>Pulled for Discussion</i> |
| D. Consideration Of Adoption Of Resolution No. 33-2013 : A Resolution Of The City Council Of The City Of Colfax Authorizing The City Manager To Execute An Agreement With Lawrence And Associates For Continued Monitoring Of The Ground Water And Gas Monitoring At The Colfax Landfill. | <i>Adopted Resolution No. 33-2013</i> |
| E. Proclamation Proclaiming November 1, 2013 as Extra Mile Day | <i>Approved Proclamation</i> |

A motion was made by councilman McKinney and seconded by Mayor Barkle to approve the consent agenda as presented with the above noted items pulled for discussion. The motion was passed by the following vote:

AYES: Hesch, Douglass, Parnham, McKinney and Mayor Barkle
 NOES:
 ABSENT:
 ABSTAIN:

6B. Cash Summary: June 30, 2013

Councilman McKinney would like a graph of where we stand included each month with the Cash Balance Report, including goals.

6C. Consideration of Adoption of Resolution No. 32-2013: A Resolution of the City Council of the City of Colfax Authorizing the Interim City Manager To Execute the Fourth Amendment to the Consultant Services Agreement between the City of Colfax and Psomas

City Attorney, Mick Cabral went over concerns with the costs involved. Council discussed. A motion was made by councilman Hesch and seconded by councilman Parnham to approve Resolution No. 32-2013 amended to include the expenditure of \$3280 for inspection services only. The motion was passed by the following vote:

AYES: Hesch, Douglass, Parnham, and Mayor Barkle

NOES: McKinney

ABSENT:

ABSTAIN:

The remaining expenditures for this project will be brought before council at a future meeting.

8. PUBLIC COMMENT

Frank Klein, Chamber President thanked the city for support during the July 3 event. Will Stockwin, resident commented on the horns being replaced on the Bull at the museum location.

Malcolm Frost, PSHRS President spoke about the Railroad Days Event. Councilman Hesch asked about the expenditure of the \$1100 slated for the community events.

Sgt. Ty Conners, PCSO reported on the local fire, the new Colfax vehicle, openings of deputy spots in Colfax to fill spots where deputies are vacating, updated council on the renovations to the Courthouse Building, gave an update on National Night Out, gave an update on the Active Shooter Plan he is working on.

9. PUBLIC HEARING

10. COUNCIL BUSINESS

A. Conduct discussion and consider adopting Resolution No. 34 – 2013 : A Resolution Of The City Council Of The City Of Colfax Authorizing The City To Enter And The Interim City Manager To Execute A Billboard Sign, Relocation And Settlement Agreement With Sierra Property Development

City Attorney, Mick Cabral went over the staff report and project. Speaking from the public was:

Sharon Gieras, resident spoke against billboards.

Council discussed. A motion was made by council and seconded by council to adopt Resolution No. 34-2013. The motion was passed by the following vote:

AYES: Hesch, Douglass, Parnham, McKinney and Mayor Barkle

NOES:

ABSENT:

ABSTAIN:

B. Conduct Discussion And Consider Adopting Resolution No. 35-2013: A Resolution Of The City Council Of The City Of Colfax Reducing The Number Of Regular Monthly Meetings.

City Attorney, Mick Cabral went over the staff report. Speaking from the public was:

Sharon Gieras, resident not in support of one meeting per month

Will Stockwin, resident asked about cost savings

Council discussed. A motion was made by councilman McKinney to table this discussion to the next meeting. The motion failed because of lack of a second. Council agreed to make no changes to the meeting schedule at this time.

C. Conduct discussion about City Manager recruitment.

Councilman Hesch went over the time line for hiring a new City Manager. Council discussed. Speaking from the public was:

Will Stockwin, resident asked about information on the Web Site.

Suzanne Roberts, county resident suggested that this process be a council process and not a public process due to personnel issues being confidential.

11. PRESENTATION

12. ADJOURNMENT

Being no further business to come before council by voice vote the meeting was adjourned at 8:41pm.



Central Valley Regional Water Quality Control Board

Gabe Armstrong
City of Colfax
P.O. Box 702
Colfax, CA 95713

16 August 2013

NO FURTHER ACTION REQUIRED, UNDERGROUND STORAGE TANKS, CITY OF COLFAX YARD, 250 RISING SUN ROAD, COLFAX, PLACER COUNTY, CASE # 310297

This letter confirms the completion of site investigation and remedial action for the underground storage tanks formerly located at the above-described location. Thank you for your cooperation throughout this investigation. ~~Your willingness and promptness~~ in responding to our inquiries concerning the former underground storage tanks is greatly appreciated.

Based on the information in the above-referenced file and with the provision that the information provided to this agency was accurate and representative of site conditions, this agency finds that the site investigation and corrective action carried out at your underground storage tank site is in compliance with the requirements of subdivisions (a) and (b) of Section 25296.10 of the Health and Safety Code and with corrective action regulations adopted pursuant to Section 25299.3 of the Health and Safety Code and that no further action related to the petroleum release(s) at the site is required.

This notice is issued pursuant to subdivision (g) of Section 25296.10 of the Health and Safety Code.

Claims for reimbursement of corrective action costs submitted to the Underground Storage Tank Cleanup Fund more than 365 days after the date of this letter or issuance or activation of the Fund's Letter of Commitment, whichever occurs later, will not be reimbursed unless one of the following exceptions applies:

1. Claims are submitted pursuant to Section 25299.57, subdivision (k) (reopened UST case); or
2. Submission within the timeframe was beyond the claimant's reasonable control, ongoing work is required for closure that will result in the submission of claims beyond that time period, or that under the circumstances of the case, it would be unreasonable or inequitable to impose the 365-day time period.

If you have questions about this letter you may contact Paul Sanders at 916-464-4817 or via e-mail at psanders@waterboards.ca.gov.


PAMELA C. CREEDON
Executive Officer

Enclosures: (Memorandum and NFAR Checklist)

cc: Geri Young-Love, SWRCB, UST Cleanup Fund, Sacramento
West Bourgault, Placer County Environmental Health Department, Auburn
Michael Messina, CB&I, Sacramento

Central Valley Regional Water Quality Control Board

TO: Case File

FROM: Paul Sanders, P.G.
Engineering Geologist
UST CLEANUP SECTION

DATE: 16 August 2013

SUBJECT: NO FURTHER ACTION REQUIRED MEMORANDUM, UNDERGROUND STORAGE TANKS, CITY OF COLFAX YARD, 250 RISING SUN ROAD, COLFAX, PLACER COUNTY, CASE # 310297

Staff of the California Regional Water Quality Control Board, Central Valley Region (Central Valley Water Board) prepared this memo and the attached checklist in response to a request for "No Further Action" submitted on behalf of the City of Colfax, by Shaw Environmental Inc. (Shaw) for the site at 250 Rising Sun Road in Colfax (Site). This memo serves only as a brief summary of significant activities conducted at the Site in regards to case # 310297, and as documentation of Central Valley Water Board staff concurrence with the request for "No Further Action". This memo does not constitute a complete summary of all Site activities. For a complete case history, one should review the files regarding this case on GeoTracker (<http://geotracker.waterboards.ca.gov>), at the Central Valley Water Board office and at the Placer County Department of Environmental Health (PCDEH). The PCDEH has no outstanding issues or objections regarding regulatory closure, and all record owners of fee title and known residence located within 500 feet of the Site's residual petroleum fuel plume were notified of the request for closure and given 60 days to provide comments. Central Valley Water Board staff did not receive any comments regarding case closure.

CURRENT SITE USE

The Site is located in a residential area just west of downtown Colfax. This Site has been used as a "Corporation Yard" for the City of Colfax since at least 1978, and is used to store equipment and materials for use by the city. Some equipment and vehicle maintenance also occurs at the shop, and a Recycling Center is located on the northeastern corner on the property. The City of Colfax has no plans to change Site use in the foreseeable future.

SITE HISTORY

In November 1994, two 1,000-gallon underground storage tanks (USTs), installed between 1977 and 1978 and used to store both leaded and unleaded gasoline, were excavated and removed from the Site. Soil samples collected from beneath each USTs indicated that an unauthorized release of petroleum fuel had occurred and that the release had impacted soil beneath the Site.

In January 1995, 40 cubic yards of soil were excavated from the Site, in September 1995, another 25 cubic yards of soil were excavated from the Site, and in October 1995, an additional 100 cubic yards of mostly rock, were excavated from the Site.

Soil samples were collected from the extent of the January 1995 over-excavation. However, since the September and October 1995 excavations extended to and into bedrock, no samples were collected from these excavations. Although no samples were collected, a petroleum sheen and strong petroleum odors were noted in the fractured rock surface at the base of the final October 1995 excavation.

In November 1995, the UST excavation was backfilled with imported fill, between May 1998 and November 1999, six groundwater monitoring wells (MW-1 through MW-6) were installed, and in February 1999, routine groundwater monitoring began.

In February 2008, 13 shallow soil gas samples were collected from the Site at about five feet below ground surface (bgs), a grab groundwater sample was collected from the former UST tank cavity, a pump test was completed using monitoring well MW-1, and monitoring well MW-3 was properly destroyed.

Due to elevated petroleum constituent detections in shallow soil gas, in October 2011, six soil gas monitoring wells and one sub-slab sampling port were installed. Soil gas samples were collected from the soil gas wells and the sub-slab sampling port in November 2011 and April 2012. The April 2012 sampling event was necessary because elevated concentrations of the leak check compound, 1,1-difluoroethane (1,1-DFA), was detected in multiple soil gas samples obtained during the initial November 2011 sampling event.

CONSTITUENT DATA

Soil - Soil samples were only collected beneath the Site following the November 1994 and January 1995 excavations, due to the presence of shallow fractured bedrock. Also, due to the use of an air-rotary drill rig, soil samples were not obtained during the installation of the Site's monitoring well network. The maximum petroleum concentrations detected in soil obtained from beneath the Site are depicted in Table 1, and no other constituents other than those listed in Table 1 were analyzed.

Table 1 - Maximum Soil Concentrations (milligrams per kilogram [mg/kg])

| TPH-g | Benzene | Toluene | Ethyl-benzene | Total Xylenes | Total Lead | Organic Lead |
|-------|---------|---------|---------------|---------------|------------|--------------|
| 710 | 0.83 | 22 | 22 | 100 | 12 | <2 |

TPH-g - total petroleum hydrocarbons as gasoline

Groundwater - The maximum petroleum concentrations detected in groundwater beneath the Site are shown in Table 2.

Table 2 - Maximum Groundwater Concentrations (micrograms per liter [µg/L])

| TPH-g | Benzene | Toluene | Ethyl-benzene | Total Xylenes | MTBE |
|-------|---------|---------|---------------|---------------|-------|
| 2,100 | 45 | 17 | 37 | 191 | 4,240 |

TPH-g - total petroleum hydrocarbons as gasoline, MTBE - methyl tertiary-butyl ether

No detectable concentrations of total petroleum hydrocarbons as diesel (TPH-d), naphthalene, di-isopropyl ether (DIPE), ethyl *tert* butyl ether (ETBE), *tert*-amyl methyl ether (TAME), 1,2-dichloroethane (1,2-DCA), ethylene dibromide (EDB) or tetrachloroethene (PCE) were detected in groundwater beneath the Site.

A combination of soil excavation and nature attenuation have reduced petroleum concentrations in groundwater beneath the Site, and the analytical results from the most recent groundwater sampling events completed through February 2012 are shown in Table 3.

Table 3 - Most Recent Groundwater Sampling Results (µg/L)

| Well | TPH-g | Benzene | Toluene | Ethyl-benzene | Total Xylenes | MTBE |
|-------|------------|-------------|---------|---------------|---------------|-------------|
| MW-1 | 480 | 0.46 | <5.0 | 0.38 | <3.0 | 29.0 |
| MW-2 | <40 | <0.18 | <0.16 | <0.27 | <0.86 | <0.27 |
| MW-3* | <40 | <0.18 | <0.16 | <0.27 | <0.86 | <0.27 |
| MW-4 | <40 | <0.18 | <0.16 | <0.27 | <0.86 | <0.27 |
| MW-5 | <40 | <0.18 | <0.16 | <0.27 | <0.86 | <0.27 |
| MW-6 | <40 | <0.18 | <0.16 | <0.27 | <0.86 | <0.27 |

TPH-g - total petroleum hydrocarbons as gasoline, MTBE - methyl tertiary-butyl ether,
*Last sampled February 2005 and destroyed February 2008

Soil Gas - The maximum petroleum concentrations detected in the initial grab soil gas samples obtained across the Site in 2008 are shown in Table 4, and the maximum petroleum concentrations detected in soil gas during the most recent 2011 and 2012 soil gas sampling events are shown in Table 5.

Table 4 - Maximum Recorded Soil Gas Concentrations (µg/L)

| TPH-g | Benzene | Toluene | Ethyl-benzene | Total Xylenes | MTBE | Naphthalene |
|--------------|------------|-----------|---------------|---------------|---------|-------------|
| 6,000 | 3.3 | 10 | 0.046 | 0.2 | <0.0046 | <0.026 |

TPH-g - total petroleum hydrocarbons as gasoline, MTBE - methyl tertiary-butyl ether

Table 5 - Maximum 2011/2012 Soil Gas Concentrations (µg/L)

| TPH-g | Benzene | Toluene | Ethyl-benzene | Total Xylenes | MTBE | Naphthalene | PCE |
|-------------|--------------|--------------|---------------|---------------|---------|-------------|--------------|
| 3.37 | 0.028 | 0.020 | 0.015 | 0.047 | <0.0034 | <0.018 | 0.300 |

TPH-g - total petroleum hydrocarbons as gasoline, MTBE - methyl tertiary-butyl ether, PCE - Tetrachloroethylene

RISK EVALUATION

Only PCE remains in shallow soil gas above residential land use screening levels; however, the results of a Tier 2 human health risk assessment (HHRA) show that the residual PCE in soil gas is unlikely to pose a threat to human health. Additionally, the maximum concentration of PCE detected in soil gas is below commercial use screening levels, the Site is an operating city corporation yard, and PCE was not detected in groundwater beneath the Site.

The results of a sensitive receptor survey show that 19 domestic groundwater supply wells are located within 2,000 feet of the Site. However, all 19 supply wells are located up-gradient of the Site, and no wells are located within 500 feet of the Site's former USTs. Furthermore, the City of Colfax states that all homes in the immediate vicinity of the Site are connected to a municipal water supply.

Additionally, although an unnamed intermittent seasonal creek is located only 200 to 300 feet southwest/downgradient of the Site, given the small and defined nature of the residual plume and the intermittent and seasonal nature of the creek, the residual plume is unlikely to impact the creek.

GENERAL SITE CONDITIONS

Soil beneath the Site's former USTs is underlain by about 20 feet of fill material recorded as silty sands, sandy silts and gravelly silts. Beneath the fill is a green weathered and fractured serpentine bedrock. Fractures observed within the bedrock, at the base of the UST excavation trend North/South and dip about 20° east. Beneath the lower unoccupied portion of the Site, the same serpentine bedrock is overlain by only about five feet of native soil.

Groundwater beneath the Site's former USTs, located on the upper portion of the Site, fluctuated between about 15 and 25 feet bgs. However, groundwater beneath the lower portion of the Site fluctuated between about only 2 and 15 feet bgs. Groundwater flow is easterly.

Constituent concentrations in groundwater have decreased, the plume is not expected to migrate beyond its defined extent, and the residual constituents in groundwater are expected to attenuate below established water quality objectives (WQO) within about 20 years.

In July 2013, the Site's five remaining groundwater monitoring wells and seven soil gas wells were properly destroyed.

The fate of the 165 cubic yards of soil and rock excavated from the Site is unknown. However, no analyzed petroleum constituents were detected in soil stockpile samples collected from the Site in May 1995, September 1995, or February 1999.

About 50 pounds (8 gallons) of petroleum fuel are estimated to have been removed from the Site and less than 2 pounds are estimated to remain in groundwater.

The southern portion of the Site's primary building is used for equipment repair, and a strong petroleum odor, unrelated to the Site's former USTs, is present in this section of the building. Additionally, it is in this section of the building that sub-slab sampling point VMW-2 was located.

CONCLUSIONS

Elevated petroleum concentrations were once present in groundwater beneath the Site. However, a combination of soil excavation and natural attenuation has removed over 50 pounds (8 gallons) of petroleum fuel from the subsurface, and less than 2 pounds are estimated to remain in groundwater. Residual petroleum concentrations in groundwater continue to decline and they are expected to attenuate below established WQO within about 20 years. Residual constituents remain in shallow soil and soil gas; however, the results of a risk assessment shows that these residual constituents are unlikely to pose a threat to human health above

accepted de-minimis risk levels. Additionally, no groundwater supply wells are located downgradient of the Site, the closest supply wells to the Site are located over 500 feet up-gradient, and the surface water drainage located south of the Site is unlikely to be impacted by the small remaining petroleum plume as it attenuates. Therefore, the cost of additional active remediation or monitoring is not warranted, and Central Valley Water Board staff concurs with Shaw's recommendation for regulatory closure as a low risk site.

**TABLE 1 - CHECKLIST OF REQUIRED DATA
FOR NO FURTHER ACTION REQUESTS AT UNDERGROUND TANK SITES**

| | | | |
|-------------------------------------|--|--|--|
| Site Name and Location: | | City Of Colfax Yard, 250 Rising Sun Road, Colfax, Placer County, Case # 310297 (Site) | |
| <input checked="" type="checkbox"/> | 1. Distance to production wells for municipal, domestic, agriculture, industry and other uses within 2000 feet of the site; | Nineteen groundwater supply wells are located within 2,000 feet of the Site. However, all 19 supply wells are located up-gradient of the Site, and no wells are located within 500 feet of the Site's former underground storage tank (UST) excavation. | |
| <input checked="" type="checkbox"/> | 2. Site maps, to scale, of area impacted showing locations of former and existing tank systems, excavation contours and sample locations, borings and monitoring wells elevation contours, gradients, and nearby surface waters, buildings, streets, and subsurface utilities; | In November 1994, two 1,000-gallon USTs, installed between 1977 and 1978 and used to store both leaded and unleaded gasoline, were excavated and removed from the Site. | |
| <input checked="" type="checkbox"/> | 3. Figures depicting lithology (cross section), treatment system diagrams; | Soil beneath the former USTs is underlain by about 20 feet of fill, recorded as silty sands, sandy silts and gravelly silts. Beneath the fill is a green weathered and fractured serpentine bedrock. Fractures observed within the bedrock trend North/South and dip approximately 20° east. | |
| <input checked="" type="checkbox"/> | 4. Stockpiled soil remaining on-site or off-site disposal (quantity); | The fate of the 165 cubic yards of soil and rock excavated from the Site is unknown. However, stockpile samples collected in May 1995, September 1995 and February 1999 were all none detected for all analyzed petroleum constituents. | |
| <input checked="" type="checkbox"/> | 5. Monitoring wells remaining on-site, fate; | Well MW-3 was destroyed in February 2008, and in July 2013, the Site's five remaining groundwater monitoring wells and all seven soil gas wells were properly destroyed. | |
| <input checked="" type="checkbox"/> | 6. Tabulated results of all groundwater elevations and depths to water; | Groundwater beneath the USTs, located on the upper portion of the Site, fluctuated between about 15 and 25 feet bgs. However, groundwater beneath the lower portion of the Site fluctuated between about 2 and 15 feet bgs. Groundwater flow was easterly. | |
| <input checked="" type="checkbox"/> | 7. Tabulated results of all sampling and analyses: | See Tables 1 through 5 in the Memo. | |
| | <input checked="" type="checkbox"/> Detection limits for confirmation sampling | | |
| | <input checked="" type="checkbox"/> Lead analyses | | |
| <input checked="" type="checkbox"/> | 8. Concentration contours of contaminants found and those remaining in soil and groundwater, and both on-site and off-site: | The maximum TPH-g concentrations recorded in groundwater have declined from 2,100 µg/L to 480 µg/L, and the maximum MTBE concentrations in groundwater have declined from 4,240 µg/L to 29.0 µg/L. | |
| | <input checked="" type="checkbox"/> Lateral and <input checked="" type="checkbox"/> Vertical extent of soil contamination | | |
| | <input checked="" type="checkbox"/> Lateral and <input checked="" type="checkbox"/> Vertical extent of groundwater contamination | | |
| <input type="checkbox"/> | 9. Zone of influence calculated and assumptions used for subsurface remediation system and the zone of capture attained for the soil and groundwater remediation system; | | |
| <input checked="" type="checkbox"/> | 10. Reports / information | <input checked="" type="checkbox"/> Unauthorized Release Form | <input checked="" type="checkbox"/> QMRs |
| | <input checked="" type="checkbox"/> Well and boring logs | <input type="checkbox"/> PAR | <input type="checkbox"/> FRP <input checked="" type="checkbox"/> Other |
| <input checked="" type="checkbox"/> | 11. Best Available Technology (BAT) used or an explanation for not using BAT; | UST removal, soil excavation, and natural attenuation. | |
| <input checked="" type="checkbox"/> | 12. Reasons why background was/is unattainable using BAT; | Petroleum concentrations have decreased with time, the residual plume is defined, and it is not expected to migrate beyond its defined extent. Additionally, residual constituent concentrations are expected to degrade below WQO in about 20 years. | |
| <input checked="" type="checkbox"/> | 13. Mass balance calculation of substance treated versus that remaining; | About 50 pounds (8 gallons) of petroleum are estimated to have been removed from the Site by active remediation and natural attenuation, and less than 2 pounds are estimated to remain. | |
| <input checked="" type="checkbox"/> | 14. Assumptions, parameters, calculations and model used in risk assessments, and fate and transport modeling; | Only PCE remains in shallow soil gas above residential land use screening levels, and the results of a human health risk assessment show that the residual PCE is unlikely to pose a threat to human health. Additionally, the maximum concentration of PCE detected in shallow soil gas is below commercial use screening levels. | |
| <input checked="" type="checkbox"/> | 15. Rationale why conditions remaining at site will not adversely impact water quality, health, or other beneficial uses; and | The minor petroleum concentrations remaining, when combined with historical sampling information and Site specific data, indicate that the residual petroleum constituents will attenuate slowly without migrating offsite or adversely impacting human health. | |
| <input type="checkbox"/> | 16. WET or TCLP results | These tests were not conducted because lead was detected below background and a groundwater monitoring well network was installed. | |
| By: | Comments: | | |
| PRS | Elevated petroleum concentrations were once present in groundwater beneath the Site. However, a combination of soil excavation and natural attenuation has removed over 50 pounds (8 gallons) of petroleum fuel from the subsurface, and less than 2 pounds are estimated to remain in groundwater. Residual petroleum concentrations in groundwater continue to decline and they are expected to attenuate below established WQO within about 20 years. Residual constituents remain in shallow soil and soil gas; however, the results of a risk assessment shows that these residual constituents are unlikely to pose a threat to human health above accepted de-minimis risk levels. Additionally, no groundwater supply wells are located downgradient of the Site, the closest supply wells to the Site are located over 500 feet up-gradient, and the surface water drainage located south of the Site is unlikely to be impacted by the small remaining petroleum plume as it attenuates. | | |
| Date: | | | |
| 8/16/2013 | | | |



STAFF REPORT TO THE COLFAX CITY COUNCIL

7C

FOR THE AUGUST 28, 2013 COUNCIL MEETING

FROM: Laurie Van Groningen, Finance Director

PREPARED: August 14, 2013

SUBJECT: Cash Balance Summary: July 31, 2013 including new graph detailing status of General Fund Unassigned Cash Analysis

RECOMMENDED ACTION: Receive and File

ISSUE STATEMENT AND DISCUSSION:

Council requested a graph depicting status of general fund unassigned cash to be added to the monthly cash summary report. The new graph shows the general fund unassigned cash balance as compared to the adopted budget. In addition it includes a Reserve Target (blue line) which has not been formalized by the City.

The graph highlights (red line) the fluctuations of revenues and expenses each month. Labor and related expenses are generally consistent from month to month, but other expenses such as the contract for Sheriffs are made quarterly. Similarly, all funding is not consistent from month to month with one of our largest revenues of property taxes being funded twice a year in January and May. Our largest funding source of sales tax revenues is estimated and advanced for each month and adjustment to actuals is made quarterly, but generally lags 1-2 months of actual quarter.

As budgeted (green line), the cash balance for this fund is improving and based on the budget for the current fiscal year 2013-2014 it is expected to continue to improve overall. But, the balance at this time continues to be in the negative and fluctuations are expected to continue – which requires borrowing from other funds.

The fluctuations and borrowing supports the need to build up reserves for working capital, budget stability and emergency situations. The Government Finance Officers Association recommends, at a minimum, that general-purpose governments establish unassigned fund balance goals to be no less than two months of regular general fund operating revenues or regular expenditures. The target goals on the new graph reflect 25% of annual expenditures or approximately three months. Once a target reserve is met, the City can establish priorities for funding new projects or enhancing services. Formal procedures should address how/when reserve funds can be utilized and plans for replenishment.

FINANCIAL AND/OR POLICY IMPLICATIONS

SUPPORTING DOCUMENTS

Cash summary – July 2013 (Includes new graph)

COMMITTEE RECOMMENDATION

This report was not discussed by any committee.

Check Register Report

July 2013

Date: 08/20/2013

Time: 5:17 pm

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CITY OF COLFAX

BANK: US BANK

| Check Number | Check Date | Status | Void/Stop Date | Vendor Number | Vendor Name | Check Description | Amount |
|-----------------------|------------|------------|----------------|---------------|--------------------------------|--------------------------------|-----------|
| US BANK Checks | | | | | | | |
| 49276 | 07/05/2013 | Reconciled | | 01500 | ANDERSON'S SIERRA | SPLASHPARK SUPPLIES | 143.69 |
| 49277 | 07/05/2013 | Reconciled | | 03121 | CALIFORNIA BUILDING | PERMIT FEE REPORT 4/1-6/30/13 | 18.00 |
| 49278 | 07/05/2013 | Reconciled | | 06011 | PELLETREAU, ALDERSON & CABRAL | LEGAL FEES JUNE '13 | 9,400.62 |
| 49279 | 07/05/2013 | Void | 07/10/2013 | 16035 | PG&E | UTILITIES JUNE '13 | 0.00 |
| 49280 | 07/05/2013 | Reconciled | | 16200W | PLACER COUNTY SHERIFFS DEPT. | PCSO TELEPHONE MAY '13 | 139.81 |
| 49281 | 07/05/2013 | Reconciled | | 16559 | PLAZA TIRE AND AUTO SERVICE | BACKHOE TIRE REPAIR | 40.00 |
| 49282 | 07/05/2013 | Reconciled | | 14295 | SPRINT NEXTEL COMMUNICATIONS | CELL PHONES | 191.18 |
| 49283 | 07/05/2013 | Reconciled | | 16600 | STATIONARY ENGINEERS, LOCAL 39 | HEALTH INSURANCE AUG '13 | 8,210.00 |
| 49284 | 07/05/2013 | Reconciled | | 21560 | US BANK CORPORATE PMT SYSTEM | CREDIT CARD PURCHASES | 6,280.95 |
| 49285 | 07/05/2013 | Reconciled | | 22115 | VERIZON CALIFORNIA | PHONE WWTP | 137.95 |
| 49286 | 07/11/2013 | Reconciled | | 01448 | AMERIGAS - COLFAX | PROPANE CITY HALL | 39.31 |
| 49287 | 07/11/2013 | Reconciled | | 01460 | AMERIPRIDE UNIFORM SERVICE | UNIFORMS | 538.02 |
| 49288 | 07/11/2013 | Reconciled | | 01790 | AUBURN OFFICE PRODUCTS | BATTERIES FOR COUNCIL CHAMBERS | 69.79 |
| 49289 | 07/11/2013 | Reconciled | | 02084 | BRIGIT BARNES | PLANNING SERVICES JUN '13 | 9,567.27 |
| 49290 | 07/11/2013 | Reconciled | | 02863 | BT CONSULTING | POND 3 LINER | 250.00 |
| 49291 | 07/11/2013 | Reconciled | | 2870 | BUMGARDNER BIOLOGICAL | EIR BIOLOGICAL SERVICES | 624.72 |
| 49292 | 07/11/2013 | Reconciled | | 03650 | CRANMER ENGINEERING, INC. | WWTP TESTING | 4,208.00 |
| 49293 | 07/11/2013 | Reconciled | | 04234 | DE LANG LANDEN | COPY MACHINE CONTRACT | 170.93 |
| 49294 | 07/11/2013 | Reconciled | | 04570 | DONS BACKFLOW SERVICE | BACKFLOW SERVICE | 398.17 |
| 49295 | 07/11/2013 | Reconciled | | 07460 | GOLD COUNTRY MEDIA | PUBLIC NOTICE STEWART WELLS | 128.60 |
| 49296 | 07/11/2013 | Reconciled | | 08070 | HANSEN BROS. ENTERPRISES | SPLASH PARK TURF | 902.99 |
| 49297 | 07/11/2013 | Reconciled | | 08170 | HILLS FLAT LUMBER CO | SUPPLIES | 1,392.64 |
| 49298 | 07/11/2013 | Reconciled | | 08660 | HUNT AND SONS, INC. | GASOLINE PUBLIC WORKS | 387.15 |
| 49299 | 07/11/2013 | Reconciled | | 09455 | INLAND BUSINESS SYSTEMS | COPY MACHINE COPY CHARGES | 118.71 |
| 49300 | 07/11/2013 | Reconciled | | 11084 | KMD AWARDS OF COLFAX | APPRECIATION PLAQUE, KRANZ & | 72.56 |
| 49301 | 07/11/2013 | Reconciled | | 12180 | LAWRENCE & ASSOCIATES INC | LANDFILL MONITORING MAY '13 | 102.50 |
| 49302 | 07/11/2013 | Reconciled | | 30023 | PATRICK CLARK CONSULTING | UNION CONSULTING FEES | 1,125.00 |
| 49303 | 07/11/2013 | Reconciled | | 16009 | SEAN PATRICK | WWTP CONSULTING JUN '13 | 886.25 |
| 49304 | 07/11/2013 | Reconciled | | 16035 | PG&E | 2013 JUNE UTILITIES | 16,492.72 |
| 49305 | 07/11/2013 | Reconciled | | 16202 | PLACER CO OES FISCAL UNIT | FIRE PROTECTION 4/1-6/30/13 | 6,364.10 |
| 49306 | 07/11/2013 | Reconciled | | 16300 | PLACER COUNTY WATER AGENCY | WATER | 2,533.91 |
| 49307 | 07/11/2013 | Reconciled | | 18400 | RIEBES AUTO PARTS | SUPPLIES | 56.87 |
| 49308 | 07/11/2013 | Reconciled | | 22106 | VAN GRONINGEN & ASSOCIATES | FINANCE CONSULTANT JUN '13 | 4,436.25 |
| 49309 | 07/11/2013 | Reconciled | | 23169 | WAVE BUSINESS SOLUTIONS | PHONE CITY HALL | 259.33 |
| 49310 | 07/11/2013 | Reconciled | | 23301 | WESTERN PLACER WASTE | SLUDGE REMOVAL | 766.40 |
| 49311 | 07/18/2013 | Reconciled | | 01766 | AT&T MOBILITY | CELL PHONES JUN '13 | 369.79 |
| 49312 | 07/18/2013 | Reconciled | | 04592 | DWAYNE ARMSTRONG COMMUNICATION | INTERNET WWTP AUG '13 | 99.95 |
| 49313 | 07/18/2013 | Void | 07/22/2013 | 08159 | HILL BROTHERS CHEMICAL CO. | WWTP CHEMICALS | 0.00 |
| 49314 | 07/18/2013 | Reconciled | | 09540 | INTERSTATE SALES | SUPPLIES | 547.71 |
| 49315 | 07/18/2013 | Reconciled | | 13274 | MIRACLE PLAYSYSTEMS, INC | SPLASH PARK | 11,765.94 |
| 49316 | 07/18/2013 | Reconciled | | 16161 | PLACER COUNTY EXECUTIVE OFFICE | IMPACT FEE 7/1-9/30/2012 | 222.93 |
| 49317 | 07/18/2013 | Reconciled | | 18193 | RECOLOGY AUBURN PLACER | TAX ROLLS GARBAGE 40% | 2,404.59 |
| 49318 | 07/18/2013 | Reconciled | | 19070 | SCORE - SMALL CITIES ORGANIZED | WORKER'S COMP 7/1-9/30/2013 | 58,335.00 |
| 49319 | 07/18/2013 | Reconciled | | 19300 | SHAW ENVIRONMENTAL, INC. | UNDERGROUND TANK TESTING | 3,938.38 |
| 49320 | 07/18/2013 | Reconciled | | 23169 | WAVE BUSINESS SOLUTIONS | INTERNET CITY HALL | 230.90 |
| 49321 | 07/25/2013 | Reconciled | | 01414 | ALHAMBRA & SIERRA SPRINGS | WATER WWTP | 232.11 |
| 49322 | 07/25/2013 | Reconciled | | 01413 | ALLIANT INSURANCE SERVICES, | SPECIAL EVENT INSURANCE | 721.00 |
| 49323 | 07/25/2013 | Printed | | 03790 | CVCWA-CENTRAL VALLEY CLEAN | ANNUAL DUES 2013/2014 | 439.00 |

Check Register Report

July 2013

Date: 08/20/2013

Time: 5:17 pm

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CITY OF COLFAX

BANK: US BANK

| Check Number | Check Date | Status | Void/Stop Date | Vendor Number | Vendor Name | Check Description | Amount |
|-----------------------|------------|------------|----------------|---------------|--------------------------------|--------------------------------|------------|
| US BANK Checks | | | | | | | |
| 49324 | 07/25/2013 | Printed | | 04400 | DIAMOND WELL DRILLING CO. | WWTP MONITORING JUN '13 | 7,395.00 |
| 49325 | 07/25/2013 | Reconciled | | 06200 | FEHR & PEERS ASSOCIATES, INC. | I-80 CORRIDOR STUDY MAY '13 | 5,765.80 |
| 49326 | 07/25/2013 | Printed | | 08159 | HILL BROTHERS CHEMICAL CO. | WWTP CHEMICALS | 144.11 |
| 49327 | 07/25/2013 | Reconciled | | 08660 | HUNT AND SONS, INC. | GASOLINE PUBLIC WORKS | 675.60 |
| 49328 | 07/25/2013 | Reconciled | | 09513 | INTERNATIONAL CODE COUNCIL | CODE BOOKS | 1,137.30 |
| 49329 | 07/25/2013 | Reconciled | | 09540 | INTERSTATE SALES | LEFT ARROW SIGN | 37.63 |
| 49330 | 07/25/2013 | Reconciled | | 012100 | LAFCO | 2013-2014 FEES | 658.06 |
| 49331 | 07/25/2013 | Reconciled | | 16041 | KAREN PIERCE | REIMBURSEMENT | 33.84 |
| 49332 | 07/25/2013 | Reconciled | | 16040 | PITNEY BOWES | POSTAGE | 500.00 |
| 49333 | 07/25/2013 | Reconciled | | 16140 | PLACER COUNTY AIR POLLUTION | WWTP EMERGENCY GENERATOR | 1,369.90 |
| 49334 | 07/25/2013 | Printed | | 16165 | PLACER COUNTY ENVIRONMENTAL | LANDFILL CLOSURE TESTING | 432.00 |
| 49335 | 07/25/2013 | Printed | | 16200 | PLACER COUNTY SHERIFF DEPT. | BOOKING FEES JUN '13 | 328.00 |
| 49336 | 07/25/2013 | Printed | | 16200W | PLACER COUNTY SHERIFFS DEPT. | PCSO TELEPHONE JUN '13 | 140.90 |
| 49337 | 07/25/2013 | Reconciled | | 16727 | PONTICELLO ENTERPRISES | ENGINEERING JUN '13 | 18,365.50 |
| 49338 | 07/25/2013 | Reconciled | | 16820 | PSI | BUSINESS LICENSE ENVELOPES | 104.52 |
| 49339 | 07/25/2013 | Printed | | 18193 | RECOLOGY AUBURN PLACER | WWTP DEBRIS BOX RENTAL JUN '13 | 920.00 |
| 49340 | 07/25/2013 | Reconciled | | 19599 | STAPLES BUSINESS ADVANTAGE | SUPPLIES | 627.05 |
| 49341 | 07/25/2013 | Reconciled | | 23101 | LARRY WALKER | NPDES/POND 3 LINER JUN '13 | 3,296.00 |
| 49342 | 07/25/2013 | Reconciled | | 23169 | WAVE BUSINESS SOLUTIONS | PHONE DEPOT | 36.83 |
| 49343 | 07/26/2013 | Reconciled | | 12564 | LORANG BROTHERS CONSTRUCTION | I & I PROJECT | 107,182.79 |
| 49344 | 07/31/2013 | Printed | | 01500 | ANDERSON'S SIERRA | GLOBE VALVE | 325.63 |
| 49345 | 07/31/2013 | Printed | | 08070 | HANSEN BROS. ENTERPRISES | CRUSHED ROCK, WWTP | 313.90 |
| 49346 | 07/31/2013 | Printed | | 08500 | HOLT OF CALIFORNIA | BACKHOE REPAIR CATCH | 427.07 |
| 49347 | 07/31/2013 | Printed | | 09455 | INLAND BUSINESS SYSTEMS | COPY MACHINE MAINTENANCE | 102.63 |
| 49348 | 07/31/2013 | Printed | | 13274 | MIRACLE PLAYSYSTEMS, INC | SPLASH PARK FINAL PAYMENT | 5,892.60 |
| 49349 | 07/31/2013 | Printed | | 16004 | PARAGON GEOTECHNICAL, INC | WWTP O&M | 4,795.00 |
| 49350 | 07/31/2013 | Printed | | 16727 | PONTICELLO ENTERPRISES | ENGINEERING JUN '13 | 75.00 |
| 49351 | 07/31/2013 | Printed | | 16600 | STATIONARY ENGINEERS, LOCAL 39 | HEALTH INSURANCE SEPT '13 | 8,210.00 |
| 49352 | 07/31/2013 | Printed | | 21560 | US BANK CORPORATE PMT SYSTEM | CREDIT CARD PURCHASES | 637.65 |
| 49353 | 07/31/2013 | Printed | | 22115 | VERIZON CALIFORNIA | PHONE WWTP | 136.68 |
| 49354 | 07/31/2013 | Printed | | 23169 | WAVE BUSINESS SOLUTIONS | PHONE FIRE DEPT | 64.70 |
| 49355 | 07/31/2013 | Printed | | 23450 | WINNER CHEVROLET, INC. | TAX SHARE Q 1&2 2013 | 45,314.00 |

Total Checks: 80 **Checks Total (excluding void checks): 371,207.38**

Total Payments: 80 **Bank Total (excluding void checks): 371,207.38**

Total Payments: 81 **Grand Total (excluding void checks): 371,207.38**

CASH TRANSACTIONS REPORT

YEAR: THROUGH JUNE
City of Colfax

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| | Beginning Balance | Debit | Credit | Ending Balance |
|---|--------------------|---------------------|---------------------|---------------------|
| Fund Type: 1.11 - General Fund - Unassigned | | | | |
| Fund: 100 - General Fund | 100,585.61 | 4,489,160.07 | 4,240,592.74 | 349,152.94 |
| Fund: 120 - Land Development Fees | 11,265.42 | 40,713.70 | 35,639.88 | 16,339.24 |
| Fund: 570 - Garbage Fund | -398,516.39 | 46,305.82 | 3,792.93 | -356,003.50 |
| Fund Type: 1.11 - General Fund - Unassigned | -286,665.36 | 4,576,179.59 | 4,280,025.55 | 9,488.68 |
| Fund Type: 1.14 - General Fund - Restricted | | | | |
| Fund: 571 - AB939 Landfill Oversion | 30,526.19 | 273.84 | 32.79 | 30,767.24 |
| Fund: 572 - Landfill Post Closure Main | 695,166.46 | 73,559.43 | 48,558.53 | 720,167.36 |
| Fund Type: 1.14 - General Fund - Restricted | 725,692.65 | 73,833.27 | 48,591.32 | 750,934.60 |
| Fund Type: 1.24 - Special Rev Funds - Restricted | | | | |
| Fund: 210 - Mitigation Fees - Roads | 74,451.29 | 1,417.03 | 67,506.01 | 8,362.31 |
| Fund: 211 - Mitigation Fees - Drainage | 2,923.28 | 50.76 | 0.00 | 2,974.04 |
| Fund: 212 - Mitigation Fees - Trails | 45,464.73 | 131.15 | 0.00 | 45,595.88 |
| Fund: 213 - Mitigation Fees - Parks/Re | 118,822.43 | 455.59 | 17,227.62 | 102,050.40 |
| Fund: 214 - Mitigation Fees - City Bldg | 0.00 | 666.96 | 0.00 | 666.96 |
| Fund: 215 - Mitigation Fees - Vehicles | 145.54 | 84.55 | 0.00 | 230.09 |
| Fund: 217 - Mitigation Fees - DT Parki | 25,524.98 | 445.54 | 0.00 | 25,970.52 |
| Fund: 218 - Support Law Enforcement | 0.00 | 74,692.91 | 106,407.79 | -31,714.88 |
| Fund: 236 - CDBG Revitalization Zone | 0.00 | 67,506.01 | 57,608.26 | 9,897.75 |
| Fund: 241 - CDBG Housing Rehabiliati | 124,475.80 | 326.65 | 0.00 | 124,802.45 |
| Fund: 244 - CDBG MicroEnterprise Le | 78,518.45 | 3,826.71 | 1,000.00 | 81,345.16 |
| Fund: 250 - Streets - Roads/Transport | 4,734.94 | 135,804.89 | 134,666.99 | 5,872.84 |
| Fund: 253 - Gas Taxes | 40,129.95 | 53,139.93 | 52,349.83 | 40,920.05 |
| Fund: 270 - Beverage Container Recyc | 23,872.66 | 61.36 | 40.06 | 23,893.96 |
| Fund: 280 - Oil Recycling | 3,101.46 | 6,152.12 | 6,251.00 | 3,002.58 |
| Fund: 286 - Bricks | 5,205.08 | 13.65 | 0.00 | 5,218.73 |
| Fund: 292 - Fire Department Capital Fi | 27,027.11 | 70.83 | 0.00 | 27,097.94 |
| Fund Type: 1.24 - Special Rev Funds - Restricted | 574,397.70 | 344,846.64 | 443,057.56 | 476,186.78 |
| Fund Type: 1.34 - Capital Projects - Restricted | | | | |
| Fund: 344 - PROP 40 Capital Projects | 0.00 | 2,793.67 | 307,440.56 | -304,646.89 |
| Fund: 350 - Streets Improvments Proje | 180,753.81 | 67,442.86 | 18,873.25 | 229,323.42 |
| Fund Type: 1.34 - Capital Projects - Restricted | 180,753.81 | 70,236.53 | 326,313.81 | -75,323.47 |
| Fund Type: 2.11 - Enterprise Funds - Unassigned | | | | |
| Fund: 560 - Sewer | -564,335.49 | 2,056,884.83 | 1,257,518.20 | 235,031.14 |
| Fund: 561 - Sewer Liftstations | 271,881.58 | 266,954.40 | 184,040.95 | 354,795.03 |
| Fund: 563 - Wastewater Treatment Pla | 5,188.40 | 419,221.23 | 3,703.48 | 420,706.15 |
| Fund: 565 - General Obligation Bond 1 | 22,420.81 | 6,398.32 | 6,800.00 | 22,019.13 |
| Fund: 567 - Inflow & Infiltration | 415,930.82 | 88,784.80 | 2,774.67 | 501,940.95 |
| Fund Type: 2.11 - Enterprise Funds - Unassigned | 151,086.12 | 2,838,243.58 | 1,454,837.30 | 1,534,492.40 |

CASH TRANSACTIONS REPORT

YEAR: THROUGH JULY

City of Colfax

| | Beginning Balance | Debit | Credit | Ending Balance |
|--|---------------------|-------------------|-------------------|---------------------|
| Fund: 569 - Pond 3 Lining- I&I Repair | -549,622.51 | 583.35 | 111,444.14 | -660,483.30 |
| Fund Type: 2.14 - Enterprise Funds - Restricted | -549,622.51 | 583.35 | 111,444.14 | -660,483.30 |
| Fund Type: 9.0 - CLEARING ACCOUNT | | | | |
| Fund: 998 - PAYROLL CLEARING FU | 0.00 | 59,655.10 | 59,458.71 | 196.39 |
| Fund Type: 9.0 - CLEARING ACCOUNT | 0.00 | 59,655.10 | 59,458.71 | 196.39 |
| Grand Totals: | 2,136,258.73 | 476,974.26 | 650,999.99 | 1,962,233.00 |

DAILY CASH SUMMARY REPORT

CR
07/01/2013 - 07/31/2013

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10:36 am

City of Colfax

| MJE No. | Line | Posting Date | Type | GL Number | Debit | Credit | Net Chng |
|---------------------------------|---------------------|--------------|------|--------------|------------------|-------------|------------------|
| Fund: 100 - General Fund | | | | | | | |
| 79543 | 1 | 07/01/2013 | CR | 100-000-1000 | 1,711.86 | 0.00 | 1,711.86 |
| 07/01/2013 | Daily Totals | | | | 1,711.86 | 0.00 | 1,711.86 |
| 79528 | 1 | 07/02/2013 | CR | 100-000-1000 | 1,924.00 | 0.00 | 1,924.00 |
| 07/02/2013 | Daily Totals | | | | 1,924.00 | 0.00 | 1,924.00 |
| 79523 | 1 | 07/10/2013 | CR | 100-000-1000 | 949.66 | 0.00 | 949.66 |
| 79523 | 7 | 07/10/2013 | CR | 100-000-1000 | 36.55 | 0.00 | 36.55 |
| 79523 | 13 | 07/10/2013 | CR | 100-000-1000 | 1,000.00 | 0.00 | 1,000.00 |
| 79523 | 19 | 07/10/2013 | CR | 100-000-1000 | 674.00 | 0.00 | 674.00 |
| 79523 | 21 | 07/10/2013 | CR | 100-000-1000 | 674.00 | 0.00 | 674.00 |
| 79523 | 23 | 07/10/2013 | CR | 100-000-1000 | 61.00 | 0.00 | 61.00 |
| 79523 | 25 | 07/10/2013 | CR | 100-000-1000 | 20.00 | 0.00 | 20.00 |
| 79529 | 1 | 07/10/2013 | CR | 100-000-1000 | 1,375.00 | 0.00 | 1,375.00 |
| 79534 | 1 | 07/10/2013 | CR | 100-000-1000 | 151.00 | 0.00 | 151.00 |
| 79536 | 1 | 07/10/2013 | CR | 100-000-1000 | 34,700.00 | 0.00 | 34,700.00 |
| 07/10/2013 | Daily Totals | | | | 39,641.21 | 0.00 | 39,641.21 |
| 79524 | 1 | 07/15/2013 | CR | 100-000-1000 | 10.00 | 0.00 | 10.00 |
| 79525 | 1 | 07/15/2013 | CR | 100-000-1000 | 136.25 | 0.00 | 136.25 |
| 79525 | 7 | 07/15/2013 | CR | 100-000-1000 | 20.00 | 0.00 | 20.00 |
| 79525 | 9 | 07/15/2013 | CR | 100-000-1000 | 0.15 | 0.00 | 0.15 |
| 79530 | 1 | 07/15/2013 | CR | 100-000-1000 | 719.50 | 0.00 | 719.50 |
| 07/15/2013 | Daily Totals | | | | 885.90 | 0.00 | 885.90 |
| 79531 | 1 | 07/16/2013 | CR | 100-000-1000 | 569.50 | 0.00 | 569.50 |
| 07/16/2013 | Daily Totals | | | | 569.50 | 0.00 | 569.50 |
| 79526 | 1 | 07/17/2013 | CR | 100-000-1000 | 121.00 | 0.00 | 121.00 |
| 79526 | 3 | 07/17/2013 | CR | 100-000-1000 | 785.12 | 0.00 | 785.12 |
| 79526 | 5 | 07/17/2013 | CR | 100-000-1000 | 150.00 | 0.00 | 150.00 |
| 79526 | 7 | 07/17/2013 | CR | 100-000-1000 | 10.00 | 0.00 | 10.00 |
| 79526 | 9 | 07/17/2013 | CR | 100-000-1000 | 20.00 | 0.00 | 20.00 |
| 07/17/2013 | Daily Totals | | | | 1,086.12 | 0.00 | 1,086.12 |
| 79527 | 9 | 07/23/2013 | CR | 100-000-1000 | 61.00 | 0.00 | 61.00 |
| 79527 | 11 | 07/23/2013 | CR | 100-000-1000 | 10.00 | 0.00 | 10.00 |
| 79532 | 1 | 07/23/2013 | CR | 100-000-1000 | 967.50 | 0.00 | 967.50 |
| 79533 | 1 | 07/23/2013 | CR | 100-000-1000 | 151.00 | 0.00 | 151.00 |
| 07/23/2013 | Daily Totals | | | | 1,189.50 | 0.00 | 1,189.50 |
| 79538 | 1 | 07/25/2013 | CR | 100-000-1000 | 888.43 | 0.00 | 888.43 |
| 79538 | 3 | 07/25/2013 | CR | 100-000-1000 | 1,116.96 | 0.00 | 1,116.96 |
| 79539 | 1 | 07/25/2013 | CR | 100-000-1000 | 223.50 | 0.00 | 223.50 |
| 07/25/2013 | Daily Totals | | | | 2,228.89 | 0.00 | 2,228.89 |
| 79540 | 1 | 07/29/2013 | CR | 100-000-1000 | 334.00 | 0.00 | 334.00 |
| 07/29/2013 | Daily Totals | | | | 334.00 | 0.00 | 334.00 |

DAILY CASH SUMMARY REPORT

CR
07/01/2013 - 07/31/2013

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8/8/2013
10:36 am

City of Colfax

| MJE No. | Line | Posting Date | Type | GL Number | Debit | Credit | Net Chng | |
|---|------|--------------|------|--------------|----------------|------------------|-------------|------------------|
| Fund: 100 - General Fund | | | | | TOTALS: | 49,570.98 | 0.00 | 49,570.98 |
| Fund: 120 - Land Development Fees | | | | | | | | |
| 79523 | 5 | 07/10/2013 | CR | 120-000-1000 | 253.20 | 0.00 | 253.20 | |
| 07/10/2013 | | Daily Totals | | | 253.20 | 0.00 | 253.20 | |
| Fund: 120 - Land Development Fees | | | | | TOTALS: | 253.20 | 0.00 | 253.20 |
| Fund: 210 - Mitigation Fees - Roads | | | | | | | | |
| 79543 | 3 | 07/01/2013 | CR | 210-000-1000 | 47.14 | 0.00 | 47.14 | |
| 07/01/2013 | | Daily Totals | | | 47.14 | 0.00 | 47.14 | |
| Fund: 210 - Mitigation Fees - Roads | | | | | TOTALS: | 47.14 | 0.00 | 47.14 |
| Fund: 211 - Mitigation Fees - Drainage | | | | | | | | |
| 79543 | 5 | 07/01/2013 | CR | 211-000-1000 | 1.85 | 0.00 | 1.85 | |
| 07/01/2013 | | Daily Totals | | | 1.85 | 0.00 | 1.85 | |
| Fund: 211 - Mitigation Fees - Drainage | | | | | TOTALS: | 1.85 | 0.00 | 1.85 |
| Fund: 212 - Mitigation Fees - Trails | | | | | | | | |
| 79543 | 7 | 07/01/2013 | CR | 212-000-1000 | 28.33 | 0.00 | 28.33 | |
| 07/01/2013 | | Daily Totals | | | 28.33 | 0.00 | 28.33 | |
| Fund: 212 - Mitigation Fees - Trails | | | | | TOTALS: | 28.33 | 0.00 | 28.33 |
| Fund: 213 - Mitigation Fees - Parks/Rec | | | | | | | | |
| 79543 | 9 | 07/01/2013 | CR | 213-000-1000 | 67.41 | 0.00 | 67.41 | |
| 07/01/2013 | | Daily Totals | | | 67.41 | 0.00 | 67.41 | |
| Fund: 213 - Mitigation Fees - Parks/Rec | | | | | TOTALS: | 67.41 | 0.00 | 67.41 |
| Fund: 214 - Mitigation Fees - City Bldgs | | | | | | | | |
| 79543 | 11 | 07/01/2013 | CR | 214-000-1000 | 0.42 | 0.00 | 0.42 | |
| 07/01/2013 | | Daily Totals | | | 0.42 | 0.00 | 0.42 | |
| Fund: 214 - Mitigation Fees - City Bldgs | | | | | TOTALS: | 0.42 | 0.00 | 0.42 |

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City of Colfax

| MJE No. | Line | Posting Date | Type | GL Number | Debit | Credit | Net Chng | |
|---|-------|---------------------|------------|--------------|----------------|---------------|---------------|---------------|
| Fund: 215 - Mitigation Fees - Vehicles | | | | | | | | |
| 79543 | 13 | 07/01/2013 | CR | 215-000-1000 | 0.15 | 0.00 | 0.15 | |
| 07/01/2013 | | Daily Totals | | | 0.15 | 0.00 | 0.15 | |
| Fund: 215 - Mitigation Fees - Vehicles | | | | | TOTALS: | 0.15 | 0.00 | 0.15 |
| Fund: 217 - Mitigation Fees - DT Parking | | | | | | | | |
| 79543 | 15 | 07/01/2013 | CR | 217-000-1000 | 16.14 | 0.00 | 16.14 | |
| 07/01/2013 | | Daily Totals | | | 16.14 | 0.00 | 16.14 | |
| Fund: 217 - Mitigation Fees - DT Parking | | | | | TOTALS: | 16.14 | 0.00 | 16.14 |
| Fund: 241 - CDBG Housing Rehabilitation | | | | | | | | |
| 79543 | 17 | 07/01/2013 | CR | 241-000-1000 | 77.55 | 0.00 | 77.55 | |
| 07/01/2013 | | Daily Totals | | | 77.55 | 0.00 | 77.55 | |
| Fund: 241 - CDBG Housing Rehabilitation | | | | | TOTALS: | 77.55 | 0.00 | 77.55 |
| Fund: 244 - CDBG MicroEnterprise Lending | | | | | | | | |
| 79543 | 19 | 07/01/2013 | CR | 244-000-1000 | 50.98 | 0.00 | 50.98 | |
| 07/01/2013 | | Daily Totals | | | 50.98 | 0.00 | 50.98 | |
| | 79525 | 3 | 07/15/2013 | CR | 244-000-1000 | 159.68 | 0.00 | 159.68 |
| | 79525 | 5 | 07/15/2013 | CR | 244-000-1000 | 140.32 | 0.00 | 140.32 |
| 07/15/2013 | | Daily Totals | | | 300.00 | 0.00 | 300.00 | |
| Fund: 244 - CDBG MicroEnterprise Lending | | | | | TOTALS: | 350.98 | 0.00 | 350.98 |
| Fund: 250 - Streets - Roads/Transportation | | | | | | | | |
| 79543 | 21 | 07/01/2013 | CR | 250-000-1000 | 0.00 | 17.43 | -17.43 | |
| 07/01/2013 | | Daily Totals | | | 0.00 | 17.43 | -17.43 | |
| | 79523 | 9 | 07/10/2013 | CR | 250-000-1000 | 58.48 | 0.00 | 58.48 |
| 07/10/2013 | | Daily Totals | | | 58.48 | 0.00 | 58.48 | |
| Fund: 250 - Streets - Roads/Transportation | | | | | TOTALS: | 58.48 | 17.43 | 41.05 |
| Fund: 253 - Gas Taxes | | | | | | | | |
| 79543 | 23 | 07/01/2013 | CR | 253-000-1000 | 43.13 | 0.00 | 43.13 | |
| 07/01/2013 | | Daily Totals | | | 43.13 | 0.00 | 43.13 | |

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| MJE No. | Line | Posting Date | Type | GL Number | Debit | Credit | Net Chng | |
|--|------|--------------|------|--------------|-----------------|-----------------|-----------------|-----------------|
| 79542 | 1 | 07/30/2013 | CR | 253-000-1000 | 1,505.95 | 0.00 | 1,505.95 | |
| 79542 | 3 | 07/30/2013 | CR | 253-000-1000 | 687.07 | 0.00 | 687.07 | |
| 79542 | 5 | 07/30/2013 | CR | 253-000-1000 | 971.10 | 0.00 | 971.10 | |
| 79542 | 7 | 07/30/2013 | CR | 253-000-1000 | 1,968.05 | 0.00 | 1,968.05 | |
| 07/30/2013 | | Daily Totals | | | 5,132.17 | 0.00 | 5,132.17 | |
| Fund: 253 - Gas Taxes | | | | | TOTALS: | 5,175.30 | 0.00 | 5,175.30 |
| Fund: 270 - Beverage Container Recycling | | | | | | | | |
| 79543 | 25 | 07/01/2013 | CR | 270-000-1000 | 14.86 | 0.00 | 14.86 | |
| 07/01/2013 | | Daily Totals | | | 14.86 | 0.00 | 14.86 | |
| 79523 | 3 | 07/10/2013 | CR | 270-000-1000 | 5,000.00 | 0.00 | 5,000.00 | |
| 07/10/2013 | | Daily Totals | | | 5,000.00 | 0.00 | 5,000.00 | |
| Fund: 270 - Beverage Container Recycling | | | | | TOTALS: | 5,014.86 | 0.00 | 5,014.86 |
| Fund: 280 - Oil Recycling | | | | | | | | |
| 79543 | 27 | 07/01/2013 | CR | 280-000-1000 | 1.90 | 0.00 | 1.90 | |
| 07/01/2013 | | Daily Totals | | | 1.90 | 0.00 | 1.90 | |
| Fund: 280 - Oil Recycling | | | | | TOTALS: | 1.90 | 0.00 | 1.90 |
| Fund: 286 - Bricks | | | | | | | | |
| 79543 | 29 | 07/01/2013 | CR | 286-000-1000 | 3.25 | 0.00 | 3.25 | |
| 07/01/2013 | | Daily Totals | | | 3.25 | 0.00 | 3.25 | |
| Fund: 286 - Bricks | | | | | TOTALS: | 3.25 | 0.00 | 3.25 |
| Fund: 292 - Fire Department Capital Funds | | | | | | | | |
| 79543 | 31 | 07/01/2013 | CR | 292-000-1000 | 16.84 | 0.00 | 16.84 | |
| 07/01/2013 | | Daily Totals | | | 16.84 | 0.00 | 16.84 | |
| Fund: 292 - Fire Department Capital Funds | | | | | TOTALS: | 16.84 | 0.00 | 16.84 |
| Fund: 350 - Streets Improvements Projects | | | | | | | | |
| 79543 | 33 | 07/01/2013 | CR | 350-000-1000 | 144.18 | 0.00 | 144.18 | |
| 07/01/2013 | | Daily Totals | | | 144.18 | 0.00 | 144.18 | |

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| MJE No. | Line | Posting Date | Type | GL Number | Debit | Credit | Net Chng | |
|--|------|---------------------|------|--------------|------------------|------------------|------------------|------------------|
| Fund: 350 - Streets Improvments Projects | | | | | TOTALS: | 144.18 | 0.00 | 144.18 |
| Fund: 560 - Sewer | | | | | | | | |
| 79543 | 35 | 07/01/2013 | CR | 560-000-1000 | 0.00 | 53.79 | -53.79 | |
| 07/01/2013 | | Daily Totals | | | 0.00 | 53.79 | -53.79 | |
| 79535 | 1 | 07/03/2013 | CR | 560-000-1000 | 200.00 | 0.00 | 200.00 | |
| 07/03/2013 | | Daily Totals | | | 200.00 | 0.00 | 200.00 | |
| 79523 | 11 | 07/10/2013 | CR | 560-000-1000 | 51.16 | 0.00 | 51.16 | |
| 07/10/2013 | | Daily Totals | | | 51.16 | 0.00 | 51.16 | |
| 79527 | 7 | 07/23/2013 | CR | 560-000-1000 | 5,576.00 | 0.00 | 5,576.00 | |
| 07/23/2013 | | Daily Totals | | | 5,576.00 | 0.00 | 5,576.00 | |
| Fund: 560 - Sewer | | | | | TOTALS: | 5,827.16 | 53.79 | 5,773.37 |
| Fund: 561 - Sewer Liftstations | | | | | | | | |
| 79523 | 15 | 07/10/2013 | CR | 561-000-1000 | 407.00 | 0.00 | 407.00 | |
| 79523 | 17 | 07/10/2013 | CR | 561-000-1000 | 407.00 | 0.00 | 407.00 | |
| 07/10/2013 | | Daily Totals | | | 814.00 | 0.00 | 814.00 | |
| 79527 | 5 | 07/23/2013 | CR | 561-000-1000 | 407.00 | 0.00 | 407.00 | |
| 07/23/2013 | | Daily Totals | | | 407.00 | 0.00 | 407.00 | |
| 79538 | 5 | 07/25/2013 | CR | 561-000-1000 | 407.00 | 0.00 | 407.00 | |
| 07/25/2013 | | Daily Totals | | | 407.00 | 0.00 | 407.00 | |
| Fund: 561 - Sewer Liftstations | | | | | TOTALS: | 1,628.00 | 0.00 | 1,628.00 |
| Fund: 570 - Garbage Fund | | | | | | | | |
| 79527 | 1 | 07/23/2013 | CR | 570-000-1000 | 10,750.00 | 0.00 | 10,750.00 | |
| 07/23/2013 | | Daily Totals | | | 10,750.00 | 0.00 | 10,750.00 | |
| Fund: 570 - Garbage Fund | | | | | TOTALS: | 10,750.00 | 0.00 | 10,750.00 |
| Fund: 572 - Landfill Post Closure Mainten | | | | | | | | |
| 79527 | 3 | 07/23/2013 | CR | 572-000-1000 | 20,458.97 | 0.00 | 20,458.97 | |
| 07/23/2013 | | Daily Totals | | | 20,458.97 | 0.00 | 20,458.97 | |

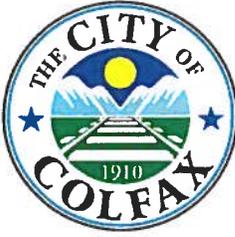
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| MJE No. | Line | Posting Date | Type | GL Number | Debit | Credit | Net Chng | |
|--|------|--------------|------|-----------|------------------|------------------|------------------|------------------|
| Fund: 572 - Landfill Post Closure Mainten | | | | | TOTALS: | 20,458.97 | 0.00 | 20,458.97 |
| GRAND TOTALS: | | | | | 99,493.09 | 71.22 | 99,421.87 | |



STAFF REPORT TO THE COLFAX CITY COUNCIL

FOR THE AUGUST 28, 2013 COUNCIL MEETING

FROM: Gabe Armstrong, Interim City Manager

PREPARED: Mike Faudoa, Chief Plant Operator

SUBJECT: Consideration of Approval of Resolution No. 35-2013 A Resolution Of The City Council Of The City Of Colfax Authorizing The Purchase Of Kruger Discfilter Elements To Replace Worn Filters At The Wastewater Treatment Plant

RECOMMENDED ACTION: Adopt Resolution No. 35-2013

ISSUE STATEMENT AND DISCUSSION:

The operations staff at the wastewater treatment facility report a need to replace the filter elements in the facility's Kruger-brand discfilters. The filter systems are an integral component of the wastewater treatment process. The filter elements are made of a 10 micron polyester material. Over time in use, this material becomes "blinded" (clogged up) and this significantly reduces the overall treatment capabilities of the facility, causing waste of electricity, chemicals, and staff time. The typical lifespan of these filter elements is 8-10 years under normal operating conditions. The filter systems at the wastewater treatment facility have been in operation for more than five years. Premature failure of the filter elements can be attributed to flaws with the facility's initial design. Recent changes to the design of the biological treatment system have the facility operating to design specifications, and thus, the new elements should achieve the manufacturer's stated life expectancy.

FINANCIAL AND/OR POLICY IMPLICATIONS:

There are two discfilter units, 84 filter elements per unit, for a total of 168 filter elements. The price per filter element is \$132.60, and reflects a 15% discount. The total cost is \$23,176.80, including shipping. The manufacturer has 84 filter elements that can be shipped immediately, with the balance shipped in 5-6 weeks. Funding for this purchase will come from fund 560-5300 (Sewer Operations Fund – Equipment Repairs & Maintenance).

SUPPORTING DOCUMENTS:

Quotation from the manufacturer
Resolution No. 35-2013

COMMITTEE RECOMMENDATION:

This report was not discussed by any committee.

QUOTE NO. 082013

I. KRUGER INC.

Veolia Water Solutions & Technologies

DATE: 08/20/13

148 Rupert Road
 Raleigh, North Carolina 27603 USA
 PHONE 888-578-4378 DIRECT 919-661-4567
 FAX 919-661-4568

EXPIRATION DATE: 09/20/13
 This quote is valid for 30 days

TO Contact Name: Mike Faudoa
 Company: Colfax WWTP
 Address: 23550 Grandview Avenue
 Colfax, CA 95713
 Phone: 530.346.8419
 Email or Fax: colfaxwwtp@foothill.net

FROM: Jeff Privott
 Technical Support Manager
jeff.privott@veoliawater.com
 Cell: 919.345.4870

| SALESPERSON | JOB | PAYMENT TERMS | DELIVERY TERMS | DELIVERY SCHEDULE |
|-------------|-----------------------------|---------------|----------------------------------|-------------------|
| JDP | Disc Filter | Net 30 Days | F.O.B. Prepaid & Add Destination | TBD |
| QTY | PART NUMBER AND DESCRIPTION | | UNIT PRICE | LINE TOTAL |

*** NOTE: The attached Kruger Quotation is for Chemicals Only. The pricing is expressly contingent upon the items in this quotation & are subject to I. Kruger Inc. Standard Terms of Sale for Aftermarket Chemical Sales and/or Service as detailed herein. No add'l terms contained within Owner's and/or Engineer's Plans & Specifications shall apply to nor become a part of this Quote.**

| | | | |
|-----|---|----------|------------|
| 168 | Model HSF2204/3-1F disc filter units, S/N 5731, 5732 VWS#: SPSVFI301987, FILTER PANEL, HICAP 10MIC, 304SS 84 panels will be shipped upon receipt of order; remaining 84 panels will be shipped within 5-6 weeks after receiving stock. Shipping via LTL (Standard price is \$156.00/panel; 15% discount applied for volume discount; freight is \$450 per shipment of 84 panels) | \$132.60 | \$22276.80 |
|-----|---|----------|------------|

ALL PRICES SUBJECT TO COST AND AVAILABILITY AT TIME OF ORDER.
 PRICES QUOTED ABOVE DO NOT INCLUDE SHIPPING, BROKERAGE,
 CUSTOMS DUTIES & FEES, START UP SERVICES, APPLICABLE TAXES.
 MINIMUM ORDER \$50.00.

| | |
|----------------------|-----------------------|
| SUBTOTAL | \$22276.80 |
| DISCOUNT | INCLUDED |
| PKG + PROCESSING FEE | INCLUDED |
| ESTIMATED FREIGHT | \$900.00 |
| SALES TAX | N/A |
| TOTAL | US \$23,176.80 |

Quotation prepared by: Jeffrey Privott

To accept, sign here and return*: _____

PLEASE NOTE:
 A signed Quotation is required to process order. If you submit a PO, please reference Kruger's Quotation number to process order.

THANK YOU FOR YOUR BUSINESS!

I Kruger Inc. – Standard Terms of Sale – Aftermarket Chemical Sales and/or Service FOLLOWS

TERMS AND CONDITIONS OF SALE - I. KRUGER INC. - Aftermarket Chemical Sales and/or Service

1. APPLICABLE TERMS. These terms govern the purchase and sale of the goods and related services, if any (the "Goods"), referred to in Customer's purchase order or Seller's quotation, proposal or order acknowledgment, as the case may be. Whether these terms are included in an offer or an acceptance by Seller, such offer or acceptance is conditioned on Customer's assent to these terms. Seller rejects all additional or different terms in any of Customer's forms or documents. If Customer submits a form with contrary terms or conditions, such order shall be considered as confirmation only and in no way amend, prevail over, supplement, or supersede any provision herein.

2. PAYMENTS. Unless otherwise agreed to by Seller in writing, all amounts payable hereunder shall be due to Seller within thirty (30) days of invoice date. Late payments shall bear interest at the rate of 18% per annum or the highest rate permitted by law; whichever is less. All prices are exclusive of and Customer shall pay all expenses including insurance, freight, carriage, and warehousing unless otherwise agreed in writing by Seller.

3. TAXES AND PRICING. All prices quoted are subject to change without notice and are exclusive of taxes. Customer shall pay all taxes resulting from transactions, including without limitation occupation, property, ad valorem, excise, sales, or use tax, but excluding any taxes based on the income of Seller. The purchase price, including applicable taxes, shall be subject to increase based on Seller's established price at the date of actual shipment, if shipment is delayed thirty (30) days, or more, beyond the scheduled shipment date, and such delay is caused in whole or in part by circumstances beyond the reasonable control of Seller as provided in paragraph 10.

4. SHIPMENT. Scheduled shipment date(s) are an estimate only. On or after the scheduled shipment date(s), Customer shall accept shipment upon notification by Seller; or if Customer refuses shipment, then Seller is authorized to have the Goods transported and warehoused, at the Customer's expense and risk, which act shall constitute shipment to Customer, in which event, Seller may declare as immediately due all amounts due upon shipment. Seller's shipping weights will govern for each shipment or partial shipment. Should Customer dispute the shipping weight of any shipment or partial shipment, Customer will promptly notify Seller in writing of the reasons for such dispute and provide to Seller all necessary documentation to substantiate the difference.

5. TITLE/RISK OF LOSS/INSURANCE. Title to and risk of loss of the Goods shall pass from Seller to the Customer when the Goods or any component parts thereof are placed in the possession of the carrier for shipment to Customer. Customer shall provide insurance to be for no less than the total amount owing to Seller with loss first payable to Seller.

6. ACCEPTANCE OF GOODS. Customer shall inspect or test all Goods upon receipt. Customer shall be deemed to have affected final acceptance of the Goods on the earlier of (i) fifteen (15) days from the date of initial shipment, unless written notice of any non-conformance is received by Seller within such period; or (ii) on the date when used or otherwise placed in commercial operation.

7. WARRANTY. (a) Seller warrants that title to the Goods sold shall be free from any third party encumbrance, and will conform to the description contained on Seller's invoice; (b) Seller warrants that any Goods shall conform to the description set forth in Seller's proposal and be free from defects in materials and workmanship; (c) SELLER DISCLAIMS ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR PARTICULAR PURPOSE. THERE ARE NO REPRESENTATIONS OR WARRANTIES EXCEPT AS SET FORTH HEREIN.

8. REMEDY AND LIMITATION OF LIABILITY. Seller's sole responsibility and liability and Customer's exclusive remedy for the supply of Goods not conforming to the warranty ("Defective Goods") shall be limited to the repair or replacement of the Defective Goods (Seller's shipping point), or, at Seller's option, to the return of the Goods and refund of the purchase price of the Goods, without interest. IN NO EVENT SHALL SELLER BE LIABLE TO CUSTOMER FOR ANY INCIDENTAL, CONSEQUENTIAL OR EXEMPLARY DAMAGES OR LOSS OF ACTUAL OR ANTICIPATED REVENUES OR PROFITS OR

INCREASED COSTS OF OPERATION. Seller shall not be liable to Customer, under any circumstances, for any amount in excess of the replacement cost of the Defective Goods. The foregoing limitations of liability apply regardless of whether any such claim arises out of breach of contract, tort (including professional negligence) strict liability or any other legal theory. Seller's obligation hereunder is subject to receipt of written notice of rejection of the Goods from Customer within thirty (30) days after such alleged defect shall be reasonably apparent to Customer.

9. RETURNS. Returned Goods will be accepted only if Seller has given prior written consent thereto. Except in the case of Defective Goods, a handling, inspection, restocking, and invoicing charges also may be assessed against Customer. All returns allowed must be shipped at Customer's expense and must be in excellent resale condition.

10. DELAY OR NONPERFORMANCE. Seller shall not be liable for failure or delay in performance hereunder due in whole or in part to strikes, work stoppages, fires, acts of terrorism, accidents, wars, rebellions, civil commotion, public strife, acts of any government, whether legal or otherwise, acts of public enemies, force majeure, shortages of transportation or qualified labor, or any other causes beyond the reasonable control of Seller; this specifically includes delays or inability to obtain product or raw materials because of the actions of Seller's suppliers.

11. DEFAULT. If Customer fails to make any payments when due, or if there is a breach by Customer of any other obligation hereunder, or if reasonable grounds for insecurity arise with respect to the performance of Customer and Customer fails to provide adequate assurance of its due performance within ten (10) days after its receipt of a written demand from Seller, then Customer shall be deemed in default and Seller shall have, at its option, the right to take immediate possession of the Goods, and/or declare all unpaid amounts immediately due and payable and/or suspend shipments to Customer. Seller shall be entitled to set off any amount owed by Customer against any amount payable to Seller in connection with any unpaid moneys due to Seller. Seller's rights and remedies expressed herein are in addition to any other rights and remedies available at law or equity. Waiver by Seller of any breach or default shall not constitute a waiver of any subsequent breach or default.

12. CANCELLATION. Upon receipt of written notice from Customer, Seller shall cancel any orders as instructed, subject to Seller's (or its subcontractors) right to continue processing raw or finished material to the point at which processing can be halted with the least disruption and cost to Seller. Customer shall be responsible for all costs associated with the cancellation and completion of processing of material.

13. MODIFICATION OF TERMS AND CONDITIONS. These Terms and Conditions may only be modified if in writing and signed by an authorized office of Seller; each of these terms and conditions shall remain in effect unless the provision(s) are explicitly contradicted by the aforesaid writing.

14. ASSIGNMENT. Neither Seller nor Customer may assign any of its rights nor delegate any of its duties hereunder without the prior written consent of the non-assigning party. Any attempted assignment in violation hereof is void.

15. GOVERNING LAW. The supply of the Goods hereunder shall be governed by North Carolina law, exclusive of its provisions concerning conflicts of law.

16. MATERIAL SAFETY DATA SHEETS. To the extent legally required each shipment of Goods is accompanied by a Material Safety Data Sheet in compliance with the OSHA Hazard Communication Standard. If for any reason one is not immediately available, a copy will be sent upon request via electronic mail as soon as practicable. Seller strongly recommends that Customer use this information to ensure proper use and that the health and safety of all are protected.



CITY OF COLFAX

RESOLUTION NO. 35-2013

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLFAX AUTHORIZING THE PURCHASE OF KRUGER DISCFILTER ELEMENTS TO REPLACE WORN FILTERS AT THE WASTEWATER TREATMENT PLANT

WHEREAS, the filter systems used at the WWTP are an integral component of the wastewater treatment process. They are made up of a 10 micron polyester material that over time has become “blinded” (clogged) and needs to be replaced; and

WHEREAS, although a typical lifespan of these filter elements is 8-10 years under normal operating conditions, these filters have experienced extensive solids loading, organic loading and algae conditions and are worn out and are in need of replacement; and

WHEREAS, filters in this condition increase the expense and staff time associated with their maintenance and repair; and

WHEREAS, the City needs to replace these filters in order to ensure optimum operation of the Wastewater Treatment Plant; and

WHEREAS, Kruger, Inc., is the only vendor that supplies the needed filters; and

WHEREAS, staff obtained an estimate from Kruger in the amount of \$23,176.80 for the needed filters; and

WHEREAS, the City Council finds and determines that acquisition of the filters from Kruger on the terms and conditions reflected in its quote is in the best interests of the City.

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

1. The foregoing recitals are true and correct statements of fact and are incorporated into this Resolution by this reference.
2. The Interim City Manager is hereby authorized to acquire Kruger Discfilters for replacement of the worn filters at the City’s Wastewater Treatment Plant in an amount not to exceed \$23,176.80 and to sign all documents and do all things reasonably necessary to complete acquisition and installation of the filters
3. The Interim City Manager is hereby authorized to appropriate and encumber sufficient funds to pay for the filter acquisition authorized by this Resolution.

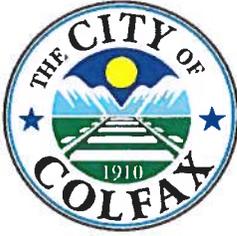
The foregoing Resolution was duly and regularly adopted at a regular meeting of the City Council of the City of Colfax held on the 28th day of August, 2013 by the following roll call vote of the Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

Donna L. Barkle, Mayor

ATTEST:

Karen Pierce, City Clerk



10A

STAFF REPORT TO THE COLFAX CITY COUNCIL

FOR THE AUGUST 28TH, 2013 COUNCIL MEETING

FROM: Gabe Armstrong, Interim City Manager

PREPARED: Jim Fletter, Project Engineer
Alan Mitchell, City Engineer

SUBJECT: Consideration of Adoption of Resolution No. 36-2013: A Resolution of the City Council of the City of Colfax Authorizing the Interim City Manager To Execute the Fifth Amendment to the Consultant Services Agreement between the City of Colfax and Psomas.

RECOMMENDED ACTION: Adopt Resolution No. 36-2013

ISSUE STATEMENT AND DISCUSSION:

On May 21, 2012, through Resolution 19-2012 adopted May 23, 2012, the City entered into a Consulting Services Agreement (CSA) with Psomas, in the amount of \$213,552 for resident engineering, inspection and geotechnical services for the construction of the Pond 3 Liner Project. Subsequently, four amendments have been approved by Council to incorporate inspection and geotechnical services for the I&I Mitigation Project and provide additional funding to cover additional construction work and project delays. The contract currently totals \$379,778 for both projects.

With inclusion of construction change orders, for additional rehabilitation work and unexpected site condition, to the I&I Mitigation Project, the project completion time was extended from mid-December 2012 to mid-February 2013. The second amendment to Psomas' contract covered additional inspection and geotech services associated with the extra work and time extension. However, with further construction delays, and additional work cause by unexpected site conditions and a weather/holiday work stoppage, Psomas continued their service until April 2013.

The two additional months of service, at an average service cost of \$18,000 per month, resulted in a cost overrun for Psomas' services for the I&I Mitigation Project of \$35,842.81. It was an oversight by the Project Engineer that a request for another amendment was not submitted to Council for approval, prior to the work being performed. However, the engineer was tracking these costs to balance the overall project funding with the project costs.

Staff recommends that Council amend Psomas' contract by \$35,842.81 to correct this oversight. The inspection and geotech work was required and was performed. With this Fifth Amendment, Psomas' new contract will total \$415,620.81

FINANCIAL AND/OR POLICY IMPLICATIONS

The cost will be covered by State Revolving Fund loan and there are adequate funds budgeted to cover the revised costs.

SUPPORTING DOCUMENTS

- (1) Fifth Amendment to the Consultant Services Agreement between the City and Psomas
- (2) Resolution No. 36-2013

COMMITTEE RECOMMENDATION

This report was not discussed by any committee.

**FIFTH AMENDMENT TO CONSULTANT SERVICES AGREEMENT
BETWEEN THE CITY OF COLFAX AND PSOMAS**

ARTICLE 1. PARTIES AND DATE

This Fifth Amendment to the Consultant Services Agreement (“Fifth Amendment”) dated as of the 28th day of August, 2013 is entered into by and between the City of Colfax (“City”) and Psomas (“Consultant”).

ARTICLE 2. RECITALS

2.1 City and Consultant entered into that certain Consultant Services Agreement dated May 21, 2012 (“Agreement”), whereby Consultant agreed to provide Resident Inspection and Geotechnical Services for the WWTP Pond 3 Liner, Project No. 11-01.02.

2.2 City amended the Agreement on July 25, 2012, January 23, 2013, February 13, 2013, and August 15, 2013 to included Inspection and Geotechnical Services for the I&I Mitigation, and to increase compensation for both the I&I Mitigation and Pond 3 Liner projects.

2.4 Due to project delays and additional work associated with the I&I Mitigation and Pond 3 Liner project, the budget for the Consultant’s services has exceed the amount provided in the original Agreement and subsequent amendments. This amendment revises the compensation to the Consultant, both projects.

ARTICLE 3. TERMS

3.1 Compensation. Section 3A. shall be amended to read as follows:

A. Except as may otherwise be provided in Exhibits A or B or the original agreement, or elsewhere in this Agreement or its exhibits, Consultant shall invoice City once each month for the Services performed during the preceding month. Such invoices shall itemize all charges in such detail as may reasonably be required by City in the usual course of City business but shall include at least (i) the date of performance of each of the Services, (ii) identification of the person who performed the Services, (iii) a detailed description of the Services performed on each date, (iv) the hourly rate at which the Services on each date are charged, (v) an itemization of all costs incurred and (vi) the total charges for the Services for the month invoiced. As long as the Consultant performs the Services to the satisfaction of the City, the City shall pay the Consultant an all-inclusive compensation that **shall not exceed \$416,620.81**, except pursuant to an authorized written change order issued pursuant to Section 15 of this Agreement before the Services requiring additional compensation are performed. City shall pay Consultant no later than thirty (30) days after approval of the monthly invoice by City’s staff.

3.2 Continuing Effect of Agreement. Except as amended by this Amendment, all provisions of the Agreement shall remain unchanged and in full force and effect. From and after

**FIFTH AMENDMENT TO CONSULTANT SERVICES AGREEMENT
BETWEEN THE CITY OF COLFAX AND PSOMAS**

the date of this Amendment, whenever the term "Agreement" appears in the Agreement, it shall mean the Agreement as amended by this Amendment.

3.3 Adequate Consideration. The Parties hereto irrevocably stipulate and agree that they have each received adequate and independent consideration for the performance of the obligations they have undertaken pursuant to this Amendment.

3.4 Counterparts. This Amendment may be executed in duplicate originals, each of which is deemed to be an original, but when taken together shall constitute but one and the same instrument.

PSOMAS
A California Corporation

CITY OF COLFAX
A Municipal Corporation

Kenneth D. Stram
Vice President/Principal

Gabe Armstrong
Interim City Manager

ATTEST:

APPROVED AS TO FORM:

Karen Pierce, City Clerk

Alfred A. Cabral, City Attorney

CITY OF COLFAX

RESOLUTION NO. 36-2013

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLFAX AUTHORIZING CITY MANAGER TO EXECUTE THE FIFTH AMENDMENT TO CONSULTANT SERVICES AGREEMENT BETWEEN THE CITY OF COLFAX AND PSOMAS

WHEREAS, the City Council of the City of Colfax on May 23, 2012 adopted Resolutions 19-2012 for a Consulting Services Agreement with Psomas for Resident Engineer/Inspection and Geotechnical Engineering Services for the WWTP Pond 3 Liner Project in the amount of \$213,552; and,

WHEREAS, four subsequent amendments were issued for the project that revised the authorized contract amount to \$379,778; and,

WHEREAS, Psomas performed standard inspection services for the I&I Mitigation portion of their contract in the amount of \$35,842.81 in excess of the amount currently authorized under their consulting services agreement; and

WHEREAS, an increase in the authorized amount of the Psomas contract from \$379,778.00 to \$415,620.81 is required in order to pay for the increased services.

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

1. The foregoing recitals are true and correct statements of fact and are incorporated by reference into this resolution.
2. The Interim City Manager is hereby authorized to execute on behalf and in the name of the City of Colfax the Fifth Amendment To Consultant Services Agreement Between The City Of Colfax And Psomas in the form attached to this Resolution which will increase the total compensation payable to Psomas by \$35,842.81 from \$379,778.00 to \$415,620.81.
3. The Interim City Manager is hereby authorized to appropriate and encumber sufficient funds to pay for the services provided for in said agreement.

The foregoing Resolution was duly and regularly adopted at a regular meeting of the City Council of the City of Colfax held on the 28th day of August, 2013 the following roll call vote of the Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

Donna L. Barkle, Mayor

ATTEST:

Karen Pierce, City Clerk



STAFF REPORT TO THE COLFAX CITY COUNCIL

FOR THE August 28th, 2013 COUNCIL MEETING

FROM: Gabe Armstrong, Interim City Manager
 Alfred A. "Mick" Cabral, City Attorney

PREPARED: August 21, 2013

SUBJECT: Conduct Discussion And Provide Direction To Staff Regarding A "Feasibility Study"
 For The I-80 Revitalization Project

RECOMMENDED ACTION: Staff recommends that the Council discuss the proposed scope of work in the July 24, 2013 EPS proposal and provide direction to staff

ISSUE STATEMENT AND DISCUSSION:

The Council directed staff to obtain a proposal for a feasibility analysis of the I-80 Revitalization Project. In response to Council's request, City Planner and Land Use Attorney Brigit Barnes obtained a proposal from EPS to update its 2010 market analysis and address the ultimate viability of possible development proposals.

From staff's perspective, the challenge with formulating a meaningful feasibility analysis is that the nature and scope of potential development in the I-80 corridor are hypothetical. Much of the effort in the I-80 Revitalization project to date has involved identifying and creating planning and opportunity areas, addressing and correcting zoning and other obstacles to development and creating a process that will simplify and expedite development instead of identifying specific projects. Prior City Councils were intimately involved with the I-80 Revitalization Project and chose to focus on creating an environment and process that would be attractive to developers and would inject a level of certainty and economic predictability into the development process.

On October 18, 2010, Economic & Planning Strategies, Inc., prepared a market analysis that addressed what then seemed to be various obstacles to development and also evaluated and projected the type of development that would be suitable for the I-80 Revitalization area. EPS now proposes to update that study to address the viability of hypothetical development proposals.

The EPS proposal and its 2010 evaluation are attached. Staff requests comment and direction from the Council so it can assemble the type of analysis the Council is looking for. An EPS representative is willing to meet with the Council or a committee and explore in greater detail the type of analysis the Council seeks.

FINANCIAL AND/OR POLICY IMPLICATIONS

The EPS proposal estimates that its professional fee will be \$19,500.

SUPPORTING DOCUMENTS

1. July 24, 2013 EPS Proposal
2. October 18, 2010 Commercial Market Study Outline.

COMMITTEE RECOMMENDATION

This report was not discussed by any committee.

July 24, 2013

Brigit S. Barnes, Esq.
Brigit S. Barnes & Associates, Inc.
3262 Penryn Road, Suite 200
Loomis, CA 95650

Subject: Colfax Interstate 80 Corridor Development Feasibility Analysis;
EPS #132090

Dear Brigit:

Economic & Planning Systems, Inc. (EPS) would appreciate the opportunity to prepare an evaluation of development feasibility for commercial real estate products in the Colfax Interstate 80 Corridor. EPS will leverage its previous work on the Colfax Interstate 80 Corridor Market Study and its extensive experience with all aspects of real estate economics to provide an informative evaluation of commercial development feasibility.

Enclosed please find EPS's proposed Scope of Work, Schedule, and Budget to undertake this effort. Managing Principal David Zehnder will serve as Principal-in-Charge of this project and will provide guidance and input as needed. Vice President Ellen Martin will serve as Project Manager and will conduct the day-to-day management of this project. Additional EPS staff may assist in identifying, collecting, and analyzing data.

Again, EPS would appreciate the opportunity to work on this project. If you have questions or require changes to this proposal, please call Project Manager Ellen Martin at (916) 649-8010.

Sincerely,

ECONOMIC & PLANNING SYSTEMS, INC.



David Zehnder
Managing Principal

Attachments

The Economics of Land Use



*Economic & Planning Systems, Inc.
2295 Gateway Oaks Drive, Suite 250
Sacramento, CA 95833-4210
916 649 8010 tel
916 649 2070 fax*

*Berkeley
Denver
Los Angeles
Sacramento*

www.epsys.com

Attachment A

Scope of Work

Colfax Interstate 80 Corridor Development Feasibility Analysis

In 2011, Economic & Planning Systems, Inc. (EPS) completed the Colfax Interstate 80 Corridor Market Study, evaluating the level of market support for new retail, office, and industrial space in the Colfax Interstate 80 Corridor (Project) area. The market study evaluated current commercial real estate and retail sales conditions, the supply of developable land, and population and employment trends.

Since completion of the Market Study, the Colfax City Council has proceeded with the Project Area entitlement process in an effort to facilitate development of the Project Area. Through this process, significant questions have arisen regarding the ultimate viability of development proposals, particularly given anticipated circulation system improvement requirements and other development costs. To that end, City decision makers are seeking an evaluation of development feasibility to offer an informed assessment of infrastructure improvement and other development costs that can reasonably be borne by new development proposals. EPS has prepared the enclosed Scope of Work describing the proposed work effort to address these issues.

Tasks

Task 1: Initiate Project

EPS will meet with the Project team to discuss development trends, current transportation improvements, prospects for public funding of backbone circulation and related infrastructure, and other technical and administrative topics.

Budget: \$1,500

Task 2: Update Market Conditions

EPS will conduct a brief and focused update of prevalent market conditions affecting the development feasibility of commercial projects in Colfax. Items to be reviewed and updated are the development cost and revenue assumptions driving investment decisions and overall risk and return of retail and other commercial uses, such as lease rates, capitalization rates, sales values, and other more general dynamics (e.g., changes in the competitive supply of current or planned development in the market area). Key changes in the market having bearing on previous recommendations will be highlighted and discussed, including any recommended changes to existing land use and development strategies.

Budget: \$5,000

Task 3: Evaluate Vertical Development Financial Feasibility

EPS will construct a series of vertical development financial feasibility analyses for up to three commercial use prototypes (e.g., retail, industrial, and mixed use). The financial feasibility analyses will be composed of "static" pro forma analyses showing a current snapshot of

estimated asset values (i.e., sales values or capitalized net lease income streams), less estimated land and vertical development costs, solving for developer profit. Based on accepted industry profit margins, the analysis will examine the extent to which commercial development can absorb additional costs related to transportation improvements or other relevant infrastructure. The study will include "sensitivity analyses" to determine the amount of market improvement (i.e., rise in revenue, reduction in other costs, or reduction in developer profit) needed to fund backbone circulation and related infrastructure contemplated for Colfax.

Budget: \$8,500

Task 4: Evaluate Impact of Entitlement Approvals on Land Value

EPS will offer an evaluation of the impact of various stages of the entitlement and development approval process on the resulting land value and will assess the impact development approvals may have on the viability of vertical development. Because the impact of entitlements on land value generally involves a subjective measurement of risk, this analysis largely will entail a qualitative assessment and summary of the relation between land value and the entitlement process and any influence that may have on Project economics.

Budget: \$1,500

Task 4: Recommend Strategies

EPS will meet with the Project team to discuss the above-referenced technical findings and discuss implications for capital funding strategies. Based on comments received, EPS will refine the analysis and produce a brief memorandum addressed to the Project team outlining recommended steps toward funding capital improvements from potential public and private sources.

Budget: \$3,000

Budget

The estimated budget to complete this work as scoped is **\$19,500**. EPS charges for its services on a direct-cost (hourly billing rates plus direct expenses), not-to-exceed basis; therefore, you will be billed only for the work completed up to the authorized budget amount. Travel, data, or reproduction expenses will be billed at cost, and invoices are submitted monthly and are payable on receipt. If additional work or meetings are required, EPS will request authorization for additional budget with the understanding that terms will be negotiated in good faith. EPS's Hourly Billing Rates are attached.

Schedule

EPS will begin working on this project as soon as contract approval is received, and EPS will provide you with accurate information and work products on a schedule that meets your needs.

2013 HOURLY BILLING RATES

Sacramento Office

| | |
|-------------------------------------|-------------|
| Managing Principal | \$235-\$265 |
| Senior Principal | \$300 |
| Principal | \$235 |
| Executive/Senior Vice President | \$210 |
| Vice President | \$185 |
| Senior Technical Associate | \$170 |
| Senior Associate | \$155 |
| Associate | \$135 |
| Research Analyst II | \$90 |
| Research Analyst I | \$80 |
| Production and Administrative Staff | \$80 |

Billing rates updated annually.



COLFAX INTERSTATE 80 CORRIDOR REVITALIZATION COMMERCIAL MARKET STUDY OUTLINE

Project Area Context

Existing Assets

Parcels in the Plan Area contain the following assets that future development efforts could leverage:

- **Near existing City neighborhoods and adjacent communities.** The City has established neighborhoods near the Plan Area on the north and south sides of Interstate 80. In addition, the City is centrally located near a variety of unincorporated communities in Placer County that are primarily residential in character. These communities include Dutch Flat, Gold Run, and Chicago Park. Residents of these communities often drive to Auburn or Grass Valley and beyond for local retail goods.
- **Availability of vacant parcels with freeway visibility.** The Plan Area contains several vacant parcels with good freeway visibility that could be leveraged to provide commercial uses that are not located in the City.
- **Near the downtown.** The parcels on the northwest side of the Plan Area are within walking distance of the City's downtown. The downtown, which contains the Colfax Train Depot, locally owned shops, restaurants, bars, and a City park, represents the City's historic and cultural center. Current efforts to revitalize the downtown will help the performance of development in the Plan Area by enhancing the downtown as a destination and generating more activity in the City overall.
- **No other competing retail in Trade Area.** As indicated, a variety of residential communities surround the Plan Area. Some of these communities have small markets, but none of them have a full-scale neighborhood shopping center. Although the retail options in the City are limited, the City provides the greatest concentration of businesses within the Trade Area's boundaries. Thus, it has the potential to serve as a center for neighborhood-serving retail for Trade Area residents.

Existing Constraints

Before development occurs, several significant challenges should be addressed to successfully facilitate redevelopment in the Plan Area. Most of these constraints could be overcome by a stronger market environment and thus represent surmountable barriers to development:

- **Site constraints.** Circulation, slopes, and wetlands create problems and may be significant challenges to attracting potential developers.
- **Limited existing retail base.** The Plan Area does not have a critical mass of retailers to serve as a competitive retail destination for surrounding residents and for pass-by trips.

As a result, residents in the Trade Area are willing to drive farther for greater retail options in Auburn, Grass Valley, and beyond. The Plan Area will need to provide a critical mass of retailers to capture this sales leakage.

- **Low lease rates and land values.** Asking lease rates and land values for commercial property are not at sufficient rates to support the cost of new construction and require significant improvement.
- **Oversupplied industrial space.** Existing light industrial space in the Plan Area is marked by high vacancies and low lease rates. Development of additional industrial space is not viable at this time.
- **Speculation of property owners.** Several interviews with area brokers suggested a variety of Plan Area properties are being held with no foreseeable plans of development. Some of these properties have been vacant for 10 years or more. Development goals for the Plan Area could become challenged by these property owners' positioning in the market.
- **Relatively low traffic counts.** Based on data provided by Caltrans, Interstate 80 traffic growth in the Colfax area has been flat over the last 10 to 15 years. While average daily trip counts in Colfax at Interstate 80 range from 26,000 to 33,000, this is a relatively low range, yielding an estimated 2,600 pass-by trips captured per day. The relatively low traffic counts and the limited existing market support from residents offer limited prospects for additional highway services development.
- **Stagnant real estate market.** As a result of the foreclosure crisis and broader economic downturn, the real estate market has been stagnant citywide over the last 3 years and is anticipated to remain so for 3 to 5 more years.
- **Challenging socio-economic conditions.** In the Trade Area, the median household income is lower than the average in Placer County and the State. In addition, the Trade Area's percentage of the population with Bachelor's Degrees or higher is less than Placer County's and the State's. These socio-economic characteristics affect retailer site location and may create additional challenges in attracting new commercial development in the Trade Area.
- **Relatively low growth projections.** The annual average growth rate for population and employees in the Trade Area is estimated to be 1.4 percent and 1.9 percent, respectively. Although these growth rates are typical among regional municipalities, low absolute growth means the primary share of market support for new development in the Plan Area will originate from the capture of retail leakage from existing residents. This analysis estimates market demand assuming the Plan Area could capture the full share of current leakage attributed to neighborhood and community retail and therefore represents an "upside" estimate of potential development.

Market Demand and Supply Projections

Supply Projections—Retail, Office, and Industrial

RCH prepared a market supply analysis by analyzing individual parcels in the Plan Area and identifying Opportunity Areas based on a review of aerial imagery and GIS files and initial site visits. The identified land supply allocated to retail and office land uses in Opportunity Area parcels is estimated to be 103.0 gross acres, which could accommodate 953,000 building square feet. For industrial, the identified land supply is estimated at 19.3 gross acres, which could accommodate 241,000 building square feet. (The acreage estimates net out undevelopable acreage resulting from slopes or wetland areas.)

Demand Projections

Retail

Retail market demand was projected based on two components:

- **Current retail sales leakage from existing residents.** EPS estimated retail sales leakage based on data from Claritas. To develop retail demand projections, EPS assumed that 60 percent of total leakage would correspond to community and neighborhood retail and estimated that the Plan Area could capture potentially 70 percent of this leakage. EPS then applied a sales-per-square-foot factor of \$325 to estimate supportable square footage and gross acres.

The Trade Area is experiencing a significant surplus in gasoline station retail sales. Gasoline retail sales exceed consumer expenditures by \$46.7 million annually. Excluding gasoline station sales, the Trade Area is experiencing approximately \$29.2 million in regional-, community-, and neighborhood-serving retail sales leakage annually. The top three retail categories in which the Trade Area is experiencing the largest dollar amount of leakage are General Merchandise, Motor and Vehicle Parts, and Food and Beverage Stores. Retail sales leakage translates into approximately 8.8 gross acres, accommodating 81,000 building square feet of community- and neighborhood-serving retail that the Plan Area could potentially support.¹

- **Retail demand from projected population growth.** EPS estimated retail demand from net new population growth based on 2010 data from Claritas, Inc. The projections estimate the amount of net new residents that will be added to the Trade Area population in 10-year increments over a 20-year period from 2010 to 2030. The Trade Area population is estimated to increase by 1,100 new residents in 2020 and by 3,100 total new residents in 2030. This corresponds with an estimated demand for 40,000 and 90,000 building square feet in 2020 and 2030, respectively.

¹ Based on an average sales-per-square-foot of \$325. Assumes that community- and neighborhood-serving retail goods comprise 60 percent of total retail sales.

The total retail that could be supported from the capture of existing leakage and new growth is estimated to be 121,000 and 171,000 building square feet in 2020 and 2030, respectively.

Office and Industrial

Office and industrial market demand was projected based on industry employment projections and employment-based retail building and land projections. EPS researched several employment data sources to develop employment growth projections by industry. Based on the data available, EPS opted to use a combination of two data sources: Claritas, Inc., and the Sacramento Area Council of Governments (SACOG). The Claritas data was used to provide an employment estimate by industry for the Trade Area as of 2009. The SACOG data, taken from the Metropolitan Transportation Plan (MTP) 2035 Population, Housing, and Employment Projections, dated July 2008, was used to develop a growth rate for total employment growth in the Trade Area. This growth rate then was applied to each employment sector by industry to estimate net new employment growth. Trade Area employment is estimated to increase by approximately 400 net new employees in 2020 and by approximately 800 in 2030. For office, this corresponds with demand for 40,000 and 70,000 square feet in 2020 and 2030, respectively. For industrial, this corresponds with demand for 120,000 and 190,000 square feet in 2020 and 2030, respectively.

It should be noted that a 20-percent contingency was added to the retail, office, and industrial demand estimates to provide a conservative estimate of supply needs.

Market Analysis Results

This section summarizes the net results of the supply and demand projections for 2020 and 2030.

Retail and Office

- 2020—Land oversupply estimated at 83.5 gross acres.
- 2030—Land oversupply estimated at 74.3 gross acres.

Industrial

- 2020—Modest oversupply of 6.3 gross acres indicates approximate balance between anticipated demand relative to available land supply.
- 2030—Approximate balance between anticipated demand relative to available land supply.

Corridor Revitalization Strategy

Based on the results of the market analysis, a two-pronged corridor area strategy is recommended that first prioritizes redevelopment of select parcels in high-profile areas and, secondly, strengthens the competitive position of remaining parcels through supportive economic development initiatives and near-term actions.

These recommendations are suggested to realize long-term development goals for the Plan Area, once the local real estate market recovers and development activity resumes.

Parcel Redevelopment

- Facilitate redevelopment of Opportunity Area 2 as a “New Town in Town” to contain neighborhood- and community-serving retail development and pedestrian, bicycle, and vehicular linkages to the Old Town area. A grocery store, drug store, and other neighborhood-serving retail would be targeted to this site.
- Facilitate development of Opportunity Area 9 as a highway services retail development, with potential use for a hotel, retail, or restaurants. This parcel could be programmed to contain community- or regional-serving retail that is not available in the greater region, such as an outlet center for outdoors enthusiasts.
- Facilitate development of Opportunity Area 10 into a truck stop or highway services retail. A chain restaurant or fast food establishment would be recommended for this site.

Specific Land Use Opportunities and Challenges

- Attract establishments that target populations, pass-by counts, and space requirements that reflect conditions in the City. Examples are below. It is important to note that access and visibility of sites will be critical to leverage Interstate 80 pass-by trips indicated in the “target traffic count” below:

| Business | Target Traffic Count | Space Requirement |
|-----------------|-----------------------------|--|
| Grocery Store | 25,000 | 25,000–40,000 Sq. Ft. |
| Diner | 20,000 | 4020–5000 Sq. Ft. |
| Hardware | 25,000 | Approx. 15,000 Sq. Ft. |
| Sporting Goods | 25,000 | 2,500–10,000 Sq. Ft. |
| Truck Stop | 35,000 | At least 8 acres (20–25 acres are typical) |

Although a small-format outlet mall is another potential retail option, it involves several challenges. The industry is transitioning away from small centers located outside urban areas. In the last 5 years, new factory outlets have become larger (new centers generally range from 300,000 to 500,000 square feet, while existing centers average 250,000 square feet). They are also being located closer to major cities.

- Evaluate hotel development as a potential long-term option with significant challenges. The existing Colfax and Auburn market area comprises a wide variety of hotel product types, ranging from full-service to extended-stay hotels in the economy to upscale segments. The market is weak as a result of reduced occupancy rates and revenues. Below are performance indicators gathered for Colfax and Auburn for 2010 based on August 2010 year-to-date performance:

- Occupancy—44.7 percent.
- Average Rate—\$77.21 per room.
- Revenue per Available Room (RevPAR)—\$34.52.

Between 2004 and 2010, occupancy has decreased from 58.0 percent to 44.7 percent. Although average rates have increased from \$71.68 to \$77.21, RevPAR has considerably declined, from \$41.58 to \$34.52. Based on these findings, EPS does not recommend hotel development for the Plan Area until the hotel market area recovers.

Readers Note: Findings related to hotel market area performance warrant further analysis. It is possible that the hotel supply data included several older hotels that would reflect weaker performance. A refined evaluation of the hotel market will be prepared that includes modern hotel property types (i.e., hotels that are 10 years old or newer).

Supportive Economic Development Strategies

- **Promote local activities and destinations.** Promotion of local events, such as agritourism or arts festivals, could assist in generating more activity and greater market support for the Plan Area and City overall.
- **Encourage locally based retail opportunities.** Demand will be strongest for retail supporting the Trade Area's broad residential base.
- **Complement Plan Area development with historic downtown revitalization efforts.** In identifying potential uses for the Plan Area, the importance of downtown should be recognized. Ideally proposed highway services development in the Plan Area should complement and strengthen existing businesses downtown.

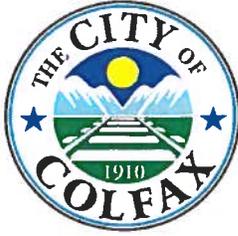
Near-Term Recommendations

The following recommendations identify current actions the City could take to attract development once market recovery occurs:

- Update zoning in the Plan Area as necessary to flexibly allow for retail, office, or light industrial development as market conditions permit.
- Explore the possibility of relocating the batch plant currently located in Opportunity Area 2 to another appropriate site.
- Improve signage and circulation to enhance Interstate 80 visibility, as well as connections with the Plan Area and downtown.
- Identify incentives to attract development to Opportunity Sites (e.g., streamlining permitting, waiving permitting fees).
- Engage Union Pacific (UP) to assess opportunities for redevelopment on UP parcels.
- Explore creative and unique retail niches that are not available in the greater region. An outlet center, potentially themed around the outdoors (e.g., backpacking, cycling, skiing)

and a cider tasting room are examples of retail opportunities not available in the surrounding area that could capture sales from pass-by travelers, as well as Trade Area residents.

- Explore small-format retail opportunities for smaller parcels in high visibility areas, such as a drugstore or small grocery establishment.
- Evaluate opportunities for repositioning the existing grocery store if a new shopping center in the "New Town in Town" is developed. Every effort should be made to avoid direct competition with existing retailers and to work with business owners to transition properties potentially affected by new development in the City.



STAFF REPORT TO THE COLFAX CITY COUNCIL

100

FOR THE AUGUST 28, 2013 COUNCIL MEETING

FROM: Gabe Armstrong, Interim City Manager
Alfred A. "Mick" Cabral, City Attorney

PREPARED: August 21, 2013

SUBJECT: Conduct Discussion And Provide Direction To Staff Regarding Proposed Council Rules
Of Procedure

RECOMMENDED ACTION: Staff recommends that the Council discuss the proposed rules of procedure and provide direction to staff.

ISSUE STATEMENT AND DISCUSSION:

California cities are classified as general law cities or as charter cities. Colfax is a general law city organized as authorized by Government Code §34102. General law cities are subject to all constraints imposed by the general law of California.

Government Code §36813 allows the Council to establish rules for the conduct of its proceedings. The same statute permits the Council to punish a member of the Council or any other person for disorderly behavior at a meeting.

The law imposes few restrictions on the actual rules the Council can adopt for the conduct of its proceedings. The restrictions that exist are fairly obvious. For example, Government Code §54954 requires the Council to hold at least one regular meeting per month. The Council cannot adopt rules of procedure that allow for less than one regular meeting per month. The Brown Act governs the process for noticing and conducting meetings. The Council cannot adopt rules of procedure that modify the Brown Act's requirements. There are many similar examples. The relevant point is that the Council has considerable discretion to adopt local rules and is restrained only by the general statutory and case law applicable to the subject matter it proposes to locally regulate.

The rules of procedure submitted for consideration represent the first draft. Staff anticipates that every member of the Council, the City Attorney, staff and the public will suggest modifications and improvements to this initial draft. Therefore, this draft has been submitted for review and comment. The rules will be submitted for approval once all comments have been received and considered and Council is satisfied that they are appropriate adoption and implementation in Colfax.

FINANCIAL AND/OR POLICY IMPLICATIONS

Rules of procedure constitute a significant policy statement because, once adopted, they will govern many aspects of how the Council conducts its business. The draft rules warrant careful consideration before they are adopted.

SUPPORTING DOCUMENTS

City Council Rules of Procedures (Proposed – August 14, 2013)

COMMITTEE RECOMMENDATION

This report was not discussed by any committee.

**CITY COUNCIL
RULES OF PROCEDURES
Proposed – August 14, 2013**

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1. Authority

1.1 Charter: General Law of the State of California provides that the City of Colfax City Council may determine its own rules of procedure. The following set of rules shall be in effect upon their adoption by the Council and until such time as they are amended or new rules adopted in the manner provided by these rules.

2. General Rules

2.1 Compelling Attendance: City Councilmembers are expected to attend all scheduled meetings. If absence is unavoidable, the City Manager or Mayor shall be notified as stated in Government Code Section 36513.

2.2 Ordinances: Confined to One Subject; Exceptions: No ordinance except an appropriation ordinance, an ordinance adopting or embodying an administrative or governmental code, or an ordinance adopting a code of ordinances, shall relate to more than one subject, which shall be clearly stated in its title.

2.3 Right of Floor for Council Members: Any member desiring to speak shall be recognized by the Chair of the meeting (de facto Chair will be the currently sitting Mayor), or the council member assigned to act as Chair by majority voice vote of the attending City Council members, in the Mayor's absence, and shall confine his or her remarks to the subject under consideration or to be considered.

2.4 Right of Floor for Staff: The chair will be attentive to staff's desire to provide professional advice and recommendations.

2.5 Right of Floor for Public: Members of the public wishing to comment must go to the podium to speak from the microphone at appropriately defined public comment periods during the meeting. All parties speaking shall present comments with courtesy and respect for all others attending the meeting.

- Persons wishing to speak must announce their name and address.
- The City Council will listen with respect and an open mind.
- Council responses to speakers will be as follows:
 - 1) Short answers by Council or staff as appropriate; or
 - 2) Item is directed to staff for later action/follow-up; or
 - 3) Item is placed on a future agenda
- Conversation between the public and staff or the City Council will not be allowed.
- A 3-minute time limit per speaker shall be enforced when there are numerous speakers addressing a single agenda item.

2.6 City Manager: The City Manager shall attend all meetings of the Council unless excused. The City Manager shall designate at his/her discretion, staff representative to Subcommittees and Commissions meetings.

2.7 City Attorney: The City Attorney shall attend all regular meetings of the Council unless excused by the Mayor and shall attend special meetings and workshops upon request. The City Attorney shall act as the Council's parliamentarian.

2.8 City Clerk: The City Clerk or his/her delegate shall attend all meetings of the Council unless excused and shall keep the official journal (minutes) and perform such other duties as may be requested by the Council.

2.9 Officers and Employees: Staff of the City, when there is pertinent business from their departments on the Council agenda, shall attend such Council meetings upon request of the City Manager or Mayor.

2.10 Rules of Order: "Roberts Rules of Order" shall be adopted and govern the proceedings of Council Meetings where they are not in conflict with these rules.

3. Types of Meetings:

3.1 Regular Meeting: The Council shall meet in the Council Chambers for regular meetings. Open session Council Meetings are to commence at 7:00 p.m., on the second and fourth Wednesday of each month, unless otherwise specified in advance.

3.2 Special Meetings: Special meetings may be called by the Mayor or by a majority of the members of the Council. The city manager shall make a finding that the issue cannot wait until the next regular meeting and/or the issue is so important and extensive that it should be discussed at a special meeting dedicated to the item. The call for a special meeting shall be filed with the City Clerk in written form, except that an announcement of a special meeting during any regular meeting at which all members are present shall be sufficient notice of such special meeting. The call for a special meeting shall specify the day, the hour, and the location of the special meeting and shall list the subject or subjects to be considered. No special meeting shall be held until at least forty-eight (48) hours after the call is issued. Only such business may be transacted at a special meeting as may be listed in the call for said meeting or an incident thereto.

3.3. Emergency Meetings: An emergency meeting may be called when the Council determines that an emergency situation exists. At least one hour prior to the meeting, telephonic notice must be provided to all Council Members as well as all media outlets, which have requested that they receive notice of special meetings called pursuant to Government Code Section 54956. Emergency meetings may not be held in closed session per Government Code Section 54956.5.

3.4 Adjourned Meetings: Any meeting of the Council may be adjourned to a later date and time, provided that no adjournment shall be for a longer period than until the next Regular Meeting.

3.5 Study Sessions: The Council may meet informally in Study Sessions (open to the public), at the call of the Mayor or a majority of the Council. Any Study Session shall be noticed and

conducted in the same manner as a regular council meeting. A study session is for discussion only; no action can be taken by the Council.

3.6 Executive Sessions: Executive Sessions or closed meetings may be held in accordance with the provisions of the Brown Act. Topics that may be discussed would be: (1) Personnel matters, (2) Consideration of acquisitions of property for public purposes, (3) Potential or pending litigations in which the City has an interest. Final action taken on a matter in closed session must be reported out orally upon reconvening in open session. A written summary of final action taken shall be included as an agenda item at the next regularly scheduled council meeting.

3.7 Adjournment of Meetings: All City Council Meetings shall end at 12:00 a.m. with no new business beginning after 11:30 p.m. Agenda items, which have commenced consideration before the 12:00 hour, shall be completed prior to adjournment. Upon completion of that item the meeting shall be adjourned.

4. Chairman and Duties

4.1 Chair: The Chair of City Council meetings shall be the Mayor, and in his/her absence, the Mayor Pro-Tem, or other mutually agreed upon appointee by the Council. In the event of a disagreement regarding choosing the Chair, nominations and roll-call votes will choose the chair by majority vote of the Council.

4.2 Call to Order: The Chair shall call the meetings of the Council to order. In the absence of both the Mayor and Mayor Pro-Tem, the senior Council Member who shall act as the temporary Chair shall call the meeting to order such that, if necessary, a new chair can be chosen immediately as described in section 4.1 above.

4.3 Preservation of Order: The Mayor shall preserve order and decorum; prevent attacks on personalities or the impugning of members' motives, and confine members in debate to the question under discussion.

4.4 Points of Order: The Mayor shall determine all points of order, subject to the right of any member to request a vote of the entire City Council on the questions whether the determination of the Mayor should be sustained.

4.5 Questions to be stated: The Mayor shall re-state all questions submitted for a vote and announce the result. A roll call vote shall be taken upon the request of any member.

4.6 Substitution for Chair: The Mayor may call on the Mayor Pro-Tem, or other Council Member, to temporarily chair the meeting in order to take part in debate, to make a motion, or to cover a temporary absence. Such substitution should not continue beyond adjournment.

4.7 Rights of Council to Discipline: Any deliberate assembly has the inherent right to make and enforce its own laws and to enforce its own rules and laws, including the discipline of a member of the deliberative body.

The City Council shall have a right to discipline, censure and punish a member where a standard majority of the Council finds that actions of a member are arbitrary and conspiring to the detriment of the City of Colfax. Such discipline, after the Council duly notices and publicly conducts its investigation can include, public censure, civil charges and in grave or extreme cases recommendation to the Colfax citizens at large for the removal of a sitting Council Member.

4.8 City Council Leadership and Expectations: It is the policy and practice of the City Council that each year the City Council shall select a Mayor and Mayor Pro-Tem. These positions shall be filled exclusively by fully and duly elected Council Members, and then by total vote count each received during each Council Member's most recent public election as confirmed by the City Clerk, and rotated in such a way that the elected Council Members have an opportunity to serve as Mayor within five (5) years. A Council Member shall serve in the position of Mayor for a term of one (1) year.

4.8.1 Inability to Serve as Mayor or Mayor Pro-Tem: In the event of a death, removal from office, extreme illness, or abdication, the City Council shall determine who shall serve as the Mayor or Mayor Pro-Tem for the term vacated based upon the rotation described in 4.8 above.

4.8.2 Appointment of Mayor Pro-Tem to Mayor: Upon completion of term as Mayor Pro-Tem, City Council shall appoint the Mayor Pro-Tem as Mayor for a term of one (1) year insofar as that appointment is consistent with 4.8 above.

4.8.3 The policy and practice for selection of Mayor and Mayor Pro-Tem provided in section 4.8, 4.8.1 and 4.8.2 above may be invoked to choose a new Mayor and Mayor Pro-Tem if ten or more percent (10%+) of the registered voters within the city limits of Colfax attend any regular meeting, and upon registering their name and address with the City Clerk, request such.

5. Orders of Business and Agenda

5.1 Order of Business: Shall be as in the agenda prepared by City Clerk as follows:

Colfax City Council Agenda

1. Open Closed Session
 - a. Call To Order
 - b. Roll Call
2. Public Comment – Closed Session Items
3. Closed Session Agenda
4. Opening of Regular Session
 - a. Pledge of Allegiance
 - b. Roll Call
 - c. Announcement of action taken during Closed Session
 - d. Approval of Agenda Order
5. Council and Staff Reports

6. Consent Agenda
7. Presentations
8. Public Comment
9. Public Hearing
10. Council Business
11. Adjournment

5.2 Agenda: the City Clerk shall as contained in the Agenda prepare the order of business of each meeting. The Agenda and all Agenda related to be considered by the Council shall be delivered to members of the Council five calendar days prior to the meeting to which it pertains. The Agenda and all Agenda related reports shall be available on line, posted at identified public notice boards at City Hall and the Colfax Post Office, and distributed via email to any members of the public who request receipt of council agendas, five calendar days prior to the meeting to which it pertains. Any council member may request an agenda item through the City Manager, City Clerk and/or City Attorney.

5.2.1. Supplemental Agenda: A Supplemental Agenda and related materials may be distributed up to 72 hours before an agenda meeting upon a finding by the Mayor and the City Manager that the materials or the matter to be on the agenda came to the attention of the city after the five day agenda required by 5.2 above had been published and made available.

5.3 Presentation by Members of Council: Matters that have not been placed on the agenda and do not relate directly to an agenda item shall not be discussed at a meeting by staff or members of the City Council, except that the Mayor and any Council Member may bring before the Council for scheduling any business or matter that is appropriate for future discussion. For the limited purpose of scheduling, the item may be described with enough sufficiency to allow the other members of the Council to determine whether the matter should be placed on a future agenda, and to set a date for future discussion.

5.4 Process for Addressing Agenda Items before the City Council

- Mayor reads the agenda item
- Staff presents their report
- Council questions staff
- Public Comments are heard
- Council discusses item
- A motion is made
- Final Council discussion
- Council votes or provides direction to Staff

5.5. Consent Calendar. The Consent Calendar is intended to allow the Council to approve multiple routine and non-controversial matters by motion, with no discussion required. Council

members, staff, and members of the public can ask that an item be removed from the Consent Calendar for discussion, prior to a vote being taken on the Consent Calendar items.

5.5.1 No Item shall be placed on the Consent Calendar if that item relates to a contract, or expenditure or financial obligation in excess of \$25,000.00. Any item involving a contract, expenditure or financial obligation in excess of \$25,000.00 must be scheduled as a regular agenda item with a staff report, and must be approved by separate resolution and a separate vote of the Council.

5.6 Contracts or Expenditures over \$500,000. Contracts or expenditures over \$500,000 shall be made available to the Council to study 14 days before the meeting on which the contract or expenditure is placed on the agenda. Facts and findings shall be made for the recommendation of approval of such expenditure or contract.

5.6.1 Bidding of Contracts. Competitive bidding (2 or more bids) shall be enforced on building as well as professional service contracts and consultants, unless staff can support facts and findings that no other provider is available who can perform the specialized work required.

5.7 Reading of Minutes: Minutes belong to the City Council. Unless a member of the Council requests a reading of the minutes of a Council meeting, such minutes may be approved without reading if the City Clerk previously furnished each member with a copy thereof. On Consent Calendar, approval of minutes shall be by a standard majority vote and items can be pulled for discussion and reinserted, or pulled for discussion and a separate vote taken.

6. Ordinances

6.1 Ordinances Deferred: Emergencies and Appropriations: Ordinances introduced/-read at a Council meeting shall not be formally acted upon until at least the next official meeting, except that urgency ordinances may be acted on immediately. A standard majority affirmative vote of the Council shall be required for the final passage of an urgency ordinance. Urgency is defined in Government Code Section 36937.

6.2 Reading by Title Only: Upon being introduced, each proposed ordinance shall be read by title only, unless any member of the Council requests a full reading of the ordinance.

6.3 Majority Vote Required: An affirmative vote of at least a majority of the members of the Council shall be necessary to pass an ordinance, but a resolution, motion, or any other proposition may be adopted by a majority voting on the issue except as otherwise specified by City Ordinance or the State Statutes. When any vote is called, each Council Member shall respond "yes (aye)," "no", "abstain", or "pass". Any Council Member who responds, "pass" will be given the opportunity at the end of the roll call to change their vote. Any "pass" response not changed shall be recorded as an abstention.

6.4 Tie Vote: In the event of a tie in votes on any motion, the motion shall be considered lost unless the chair votes for the affirmative. The chair may also cast a negative vote to make a tie and thus defeat the measure.

6.5 Requests for Preparation of Ordinances or Issuance of Legal Opinions: Any member of the City Council may request the City Manager to place the proposed adoption of an ordinance on the City Council agenda for discussion purposes. Upon direction by a Council Member, the City Attorney shall review proposed ordinances for consideration and adoption by the City Council. Upon direction by a Council Member, the City Attorney shall render legal opinions, either written or oral, on questions of law. Individual members of the City Council may consult with the City Attorney informally regarding legal issues pertaining to City business, but all legal inquiries requiring a substantial commitment of City Attorney time must be authorized by the City Council as a whole, except that an individual City Council member may request written legal advice regarding a potential conflict of interest which may affect that Council member's ability to participate in an upcoming decision. All written legal opinions and ordinances prepared by the City Attorney shall be provided to the City Manager, who shall distribute them to all members of the City Council so that they may be fully informed of the status of City affairs.

7. Creation of Committees, Boards and Commissions

7.1 Citizen Committees, Boards and Commissions: The Council may create committees, boards, sub-committees and commissions to assist in the conduct of the operation of the City government with such duties as the Council may specify which are consistent with the City Code.

7.2 Membership and Selections: Membership and selection of members shall be appointed by the Mayor if not otherwise specified by the City Code. Any committee, board, or commission so created shall cease to exist upon the accomplishment of the special purpose for which it was created, or when abolished by a majority vote of the Council. No committee so appointed shall have powers other than advisory to the Council or to the City Manager, except as otherwise specified by the City Code.

7.3 Removal of Members of Boards and Commissions: The Council may remove any member of any board or commission which it has created or as created by the City Code by a vote of at least a majority of the Council.

7.4 Sub-Committees - Operation of City Council Sub-Committees: The City Council shall utilize the Sub-Committee process to assist the work of staff and to conduct preliminary policy evaluation for purpose of recommendation to the full City Council. Such Sub-Committee shall have no authority to resolve and act on policy issues and shall not act as a committee of the whole Council.

7.5 Citizen Advisory Boards: A citizen's advisory commission, along with a hired consultant, shall investigate and advise proactively the council on matters of serious integrity allegations, rather than allowing the matter to progress into an investigation by an outside law enforcement

agency or the grand jury. The findings and recommendations should then be made available to the public in a report and discussed openly in a city council meeting. A citizen's selection panel shall be formed to advise the council in choosing future city managers and city attorneys, as needed.

8. Citizens Rights

8.1 Public Comment: Any person desiring to address the Council, Commission, Subcommittee or other established body shall first be recognized by the Chair and shall announce their name and address prior to making comment. No person, other than members of the Council and the person having the floor, shall be permitted to enter into any discussion, either directly or through the members of the Council.

8.2 Time Limits on Speakers: Disruptive Conduct: The Chair may establish reasonable limits on the amount of time allocated for public testimony on particular issues and for each individual speakers. Speaker time limits should be uniformly applied, so that all members of the public speaking to a particular item receive the same amount of speaking time. The Council shall not set arbitrary time limits, or limit speaker time or grant additional speaker time based on who is speaking or what the speaker has to say.

In addition, The Mayor may rule a speaker to be out of order if that speaker engages in disorderly conduct which disrupts, disturbs or otherwise is disruptive and impedes the orderly conduct of City Council business. A public speaker may be ruled out of order for, among other things; a) uttering loud, threatening, personal or abusive language, continuously interrupting other speakers or speaking out of turn. ; b) by being unduly repetitious; c) by making comments which are not relevant to the City Council's business; or d) by making any superfluous demonstration deemed to be made predominately for the embarrassment of any citizen, staff, or Council Member by any of the same.

8.3 Reading of Protests: Interested persons, or their authorized representatives, may address the Council for the reading of protests, petitions, or communications relating to any matter over which the Council has control when the item is under consideration by the Council, if a majority of the Council present agrees to let them be heard.

8.4 Mayor May Appoint a Committee or Refer Citizen's Complaints: The Mayor may appoint a committee of two members of the City Council to hear Citizens' complaints as the same are referred thereto by the Mayor or may refer Citizens' complaints to an Executive Session of the City Council, whenever the subject meets the criteria specified in the Brown Act. If an appropriate committee of two members of the City Council already exist that properly relates to the subject matter of Citizens' Complaints, the matter may be instead referred to that extant committee as deemed appropriate by the Mayor.

8.5 Written Communications: Interested parties, or their authorized representatives, may address the Council by written communication in regard to any matter concerning the City's

business or over which the Council has control at anytime by direct mail, email, or by addressing the City Clerk and copies will be distributed to the Council Members.

9. Amendments

9.1 Amendment of These Rules: These rules may be amended, or new rules adopted, by a super majority vote of all members of the Council, provided that the proposed amendments or new rules shall have been introduced into the record at a prior Council meeting.

10. Rules of Conduct

10.1 Council Members should be prepared to attend all meetings of the City Council.

10.2 Council Members should prepare themselves for all meetings by reading and reviewing the material provided to them.

10.3 Members of the City Council should be aware that all information covered in Closed Session is confidential and not for public discussion.

10.4 Council Members are encouraged to set up appointments with the City Manager, Department Heads and staff, if possible. Section 2-3.105 of the Municipal Code should always be considered when working with staff at City Hall.

10.5 Council Members conduct when attending meetings, as a representative of the City of Colfax, should always reflect the highest standards.

10.6 Members of the City Council should remember that they are representing the City of Colfax when attending events, not just themselves. The City Manager shall be advised of any speaking engagement at which a Council Member will speak about City Business within 48 hours of that engagement. The City Manager shall inform the remainder of City Council of those engagements. Council Members should also be aware that, contrary to any verbal disclaimers, audience members will still frequently attribute any personal views of City Business and an opinion of the City of Colfax or of the majority of City Council. In that regard, Council Members should maintain awareness of that likelihood and act with appropriate discretion.

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CITY of COLFAX

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33 S Main Street, PO Box 702, Colfax, CA 95713

MEMO

DATE: August 6, 2013
TO: City Council, Consultants and Staff
FROM: Karen Pierce, City Clerk
SUBJECT: Agenda Staff Reports and Information

In an effort to have enough time to review and prepare the agendas to get them out in a timely manner I have set the following deadlines for agenda staff reports and information.

Thank you,

| Agenda Date | Deadline for Staff Reports/Information |
|--------------------|---|
| August 28 | August 21 |
| September 11 | September 4 |
| September 25 | September 18 |
| October 9 | October 2 |
| October 23 | October 16 |
| November 13 | November 6 |
| December 11 | December 4 |



STAFF REPORT TO THE COLFAX CITY COUNCIL

FOR THE AUGUST 28, 2013 COUNCIL MEETING

FROM: Gabe Armstrong, Interim City Manager

PREPARED: August 21, 2013

SUBJECT: Discussion of approval to proceed with estimate for cameras to be located at and around the Ball Field

RECOMMENDED ACTION: Approve staff to proceed with estimate for cameras

ISSUE STATEMENT AND DISCUSSION:

The City ballpark, restrooms, kid's park and splash park areas are in constant danger of vandalism. In just the last couple weeks the snack bar at the ball field was broken into, vandalized, and money was stolen from the cash register. In addition to the snack bar incident, recently on a separate occasion someone went into the men's bathroom and smashed the toilet to smithereens.

Going back about three years, the City had a surveillance system at the ballpark. That system was an old VHS system and it stopped working. At that time the City looked into repairing the old system. The system was so old that trying to hook new equipment up to the old wiring was close to, if not impossible.

The good news is when the new ballpark lighting was put in, the City had conduit for a new security system put in the ground and up the light poles. With the conduit in the ground I would estimate about a third of the cost for a surveillance project is done.

The next step is to look into the cost of recording equipment, three or four cameras, wire and put together a project to complete the surveillance system. A portion of this project may have to include a contractor but this should be on an hourly basis to pull the wire and shouldn't cost too much. I believe staff with the rental of a lift could hook up the cameras and install the recording equipment.

FINANCIAL AND/OR POLICY IMPLICATIONS:

Actual cost at this time is unknown, but my educated guess is that we could do this project under \$1500.00.

SUPPORTING DOCUMENTS:

None

COMMITTEE RECOMMENDATION:

This report was not discussed by any committee.