



CITY COUNCIL MEETING

COUNCIL CHAMBERS, 33 SOUTH MAIN STREET, COLFAX, CA

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



REGULAR MEETING AGENDA

CLOSED SESSION at 6:30 PM • April 9th, 2014 • OPEN SESSION at 7:00 PM

1) CONVENE CLOSED SESSION

- 1A. Call to Order
- 1B. Roll Call
- 1C. Public Comment – Closed Session Items
- 1D. Closed Session Agenda
 - Conference With Legal Counsel - Anticipated Litigation: Initiation of litigation pursuant to Government Code Section 54956.9(d)(4), 1 case

2) CONVENE OPEN SESSION

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

3) PRESENTATIONS

- 3A. **Relay for Life Colfax, Christy Oliveira**

4) 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 staff.

RECOMMENDED ACTION: Approve Consent Calendar

- 4A. Minutes City Council Meeting of March 26, 2014
 - Recommendation:** Approve the Minutes of the Regular Meeting of March 26, 2014.

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.

- 5A. Committee Reports and Informational Items - All Councilmembers
- 5B. Operations Update – City staff
- 5C. Additional Reports – Agency partners, Upcoming Emergency Drill – Saturday, April 26, 2014

Agenda continued on page 2



6) 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.

The City Council encourages the participation of the public. To ensure the expression of all points of view, and to maintain the efficient conduct of the City's business, members of the public who wish to address the Council shall do so in an orderly manner. The audience is asked to refrain from positive or negative actions such as yelling, clapping or jeering that may intimidate other members of the public from speaking. Members of the public wishing to speak may request recognition from the presiding officer by raising his or her hand, and stepping to the podium when requested to do so.

7) PUBLIC HEARINGS

No public hearings scheduled

8) COUNCIL BUSINESS

8A. Commission and Committee Assignments

STAFF PRESENTATION: Mark Miller, City Manager

RECOMMENDATION: Review Commission and Committee Assignments and assign alternate councilmembers as needed.

8B Preliminary Budget Review – Fiscal Year 2014-2015 and Fiscal Year 2015-2016

STAFF PRESENTATION: Mark Miller, City Manager and Laurie Van Groningen, Finance Director

RECOMMENDATION: Review and discuss. Provide direction to staff for preparation of draft budget to be presented at the Council/Public Budget workshop on Wednesday May 14, 2014.

8C Urgent Authorization for Expenditure Not Exceed \$20,000 for Wastewater Treatment Plant Equalization Basin

STAFF PRESENTATION: Mark Miller, City Manager

RECOMMENDATION: Adopt Resolution 7-2014: A Resolution of the City Council of the City of Colfax Authorizing City Manager to Execute an Agreement with AquaDam for Urgent Retrofitting of Pond 1 into and Equalization Basin at the Wastewater Treatment Plant, Not to Exceed \$20,000.

8D Recruitment for the position of Chief Wastewater Treatment Plant Operator

STAFF PRESENTATION: Mark Miller, City Manager

RECOMMENDATION: Authorize the City Manager to initiate recruitment for the position of Chief Wastewater Treatment Operator.

9) ADJOURNMENT

IN WITNESS THEREOF, I have hereunto set my hand and posted this agenda at Colfax City Hall and Colfax Post Office.


Lorraine Cassidy, City Clerk

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



City of Colfax
City Council Minutes
Regular Meeting of Wednesday, March 26, 2014
City Hall Council Chambers
33 S. Main Street, Colfax CA

1 CALL REGULAR MEETING TO ORDER

The Regular Council meeting was called to order at 7:01 PM by Mayor Hesch.

1A. The Pledge of Allegiance was led by resident Will Stockwin.

1B. Roll Call: Councilmembers present: Barkle, Hesch, McKinney, and Parnham
Councilmembers absent: Douglass

1C. Approval of Agenda:

On a motion by Councilmember McKinney, seconded by Councilmember Parnham, the City Council approved the agenda.

AYES: Barkle, Hesch, McKinney, Parnham

NOES: None

ABSENT: Douglass

2. PRESENTATIONS

2A. Union Pacific Railroad – Liisa Stark, Director of Public Affairs UPRR

Ms. Stark gave a presentation which included an overview of the Railroads' history and its current safety practices and technology. Her presentation emphasized the new Rail Operations Safety Initiative which is specifically designed to monitor the safety of crude oil transport. Ms. Stark fielded several questions from the audience and Council.

2B. Audit Report – Ingrid Shepline, Auditor with Richardson and Co.

Ms. Shepline reviewed the Auditor's Report with Council. The City finances needed no adjustments which is an exceptional result. A few minor recommendations were included which will easily be accommodated.

3. CONSENT AGENDA

The Consent Agenda item was pulled for discussion. Councilmember McKinney requested that the minutes be corrected to reflect the actual title of the "Project Go" committee.

3A. Approval of Minutes

A motion was made by Councilmember McKinney and seconded by Councilmember Barkle to approve the corrected Minutes of the March 12, 2014 meeting.

AYES: Barkle, Hesch, McKinney, Parnham

NOES: None

ABSENT: Douglass

4. COUNCIL, STAFF AND OTHER REPORTS

4A Committee Reports and Informational Items – All Council Members

Councilmember Barkle had nothing to report.

Councilmember McKinney expressed his pleasure at the spirit of community exhibited at the recent basketball game between the City of Colfax and the Sierra Vista Community Center. He reported that he had attended the Bianchini Trust Board Meeting. The Board, on the advice of the City attorney, has abandoned plans to change the Trust policies. At their next meeting, the Board will discuss joining with the City to build a new municipal pool. Councilmember McKinney requested that anyone interested please attend the next meeting which will be the 2nd Thursday in April at 4:30pm. There was general consensus was that a pool was a good idea.

Councilmember Parnham attended the recent Mosquito Abatement meeting. The mosquito problem is expected to be especially bad this year. Councilmember Parnham was present for the WACMAC meeting but no other members attended.

Mayor Hesch attended the Senior Lunch Program meeting, the Grand Re-opening of the Taco Bell and a dinner with Veterans at the Veteran's Hall, all with good success and conviviality. Mayor Hesch travelled to Sacramento to attend a meeting conducted by the Director of Placer County Transportation Planning Association to request funding for the proposed Truck Route in Colfax.

4B Operations Updates – City Staff

City Manager Miller reviewed several calendar items with Council:

- April 2 – Special Meeting (Time Flexible), Planning Policy review with City Planner, Brigit Barnes.
- April 9 – Regular City Council Meeting (6:00 closed session, 7:00 regular meeting), Preliminary Budget
- April 16 – Special Meeting (6:30 to 8:30 at SVCC), Community Outreach regarding Economic Development.
- April 23 – Marijuana Dispensary Workshop (5:30) and Regular City Council Meeting (7:00)
- April 24 – Colfax Hosting Quarterly County Officials Meeting @ Dine-n-Dash
- May 14 – Regular City Council Meeting (7:00), Budget Workshop
- June 11 – Regular City Council Meeting (7:00), Adopt Budget
- June 25 – Regular City Council Meeting (7:00), Contingency Meeting for Budget
- July 1 – New Fiscal Year Begins

City Manager Miller reported that the owner of the burned house on Gearhart plans to pull a demolition permit soon.

He stated that the Wastewater III operator has resigned and there will be a vacancy that will need to be filled quickly. This will be brought before Council soon.

An ISO Survey on Fire Ranking will be conducted soon; this may affect insurance rates and property values.

Mr. Miller reported that Public Safety personnel had conducted an extensive debriefing on the recent potential active shooter incident. Information obtained will be used to improve the upcoming scenario drill scheduled for April 26, 2014.

4C **Additional Reports – Agency Partners**

There were no Agency Partner reports

5. **PUBLIC COMMENT**

Al Turner, resident and president of the Mink Creek HOA voiced some concerns about the sewer and storm drains in his subdivision. He requested that Council address these issues. Councilmember McKinney requested that Staff present the report that they have completed to Council.

Suzanne Roberts, Colfax homeowner spoke against the medical marijuana dispensary. She feels that it will be degrading to have a dispensary in Colfax and urged council to Council to consider public safety and local school children when looking at this issue.

Josh Alpine with the Placer County Water Authority (PCWA) gave a water report. The PCWA will meet April 3 to determine the prescription of water use reductions necessary as determined by the final Snow Survey which will be conducted by PG&E on April 1.

Jeannie Claxton, 285 Alpine Drive, spoke in favor of working with Bianchini Trust to build a pool. She stated that she is against having a Marijuana shop in town because it will hamper the resurgence of community public pride. She feels that the proposed medical marijuana dispensary is dangling a carrot in front of Council when promising revenue to the City. She urged Council to remember that quality of life is not about money; and, to be keepers of the community.

Ken Brock stated that the comments against the medical marijuana dispensary validated the need for the workshop. He feels that they are misinformed or ignorant about medical marijuana dispensaries. Mr. Brock is looking forward to the new discussion and encouraged Council to invite people to the Workshop regarding a proposed marijuana dispensary on April 23rd.

6. **PUBLIC HEARINGS**

Mayor Hesch began the item by abating the regular City Council meeting and convening as the Planning Commission.

6A. Discuss and Consider Adopting Resolution No. 05-2014: A Resolution of the Planning Commission of the City of Colfax Approving Conditional Use

Permit (#CUP-01-14 – Douglass/Conditional Use Permit) To Allow A Single-Family Residential Use in the Retail Commercial (CR) Zone
STAFF PRESENTATION: Gabe Armstrong, Director of Community Services
RECOMMENDED ACTION: Adopt Planning Commission Resolution 05-2014

Community Services Director Armstrong gave the report and recommendation of the City Planner to adopt the conditional use permit.

Mayor Hesch opened the Public Hearing. There being no public response, Mayor Hesch closed the Public Hearing.

On a motion by Councilmember McKinney, seconded by Councilmember Parnham, the City Council approved Resolution No. 5-2014: .

AYES: Barkle, Hesch, McKinney, Parnham
 NOES: None
 ABSENT: Douglass

Mayor Hesch closed the Planning Commission meeting and re-convened as the City Council.

7. COUNCIL BUSINESS

7A. Cash Summary Report - February 28, 2014

STAFF PRESENTATION: Mark Miller, City Manager

RECOMMENDATION: Approve and File.

City Manager Miller reviewed the highlights of the Cash Summary report stating that the dip in cash balance reflects large periodic payments. The cash balance is projected to recover by the end of the fiscal year.

Councilmember McKinney asked for a formal report on the Per Capita Grant.

7B. Discuss and Consider Adopting Resolution No. 06-2014: A Resolution Authorizing a Contract with Placer County Transportation Planning Agency (PCTPA) for Grant Funding for Sidewalk Installation on East Oak Street

STAFF PRESENTATION: Mark Miller, City Manager

RECOMMENDATION: Adopt Resolution No. 06-2014 Authorizing the City Manager to Execute a Contract with PCTPA for Grant Funding for Sidewalk Installation on East Oak Street.

City Manager Miller explained that this grant was applicable only to projects which enhance the transit center. The grant was drawn up specifically to install a sidewalk along East Oak Street.

Colfax area resident, Jeannie Claxton commented that installing the sidewalk along Oak Street was a good project.

On a motion by Councilmember McKinney, seconded by Councilmember Parnham, the City Council approved Resolution No. 6-2014: .

AYES: Barkle, Hesch, McKinney, Parnham

NOES: None

ABSENT: Douglass

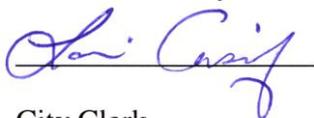
8. ADJOURNMENT

On a motion by Councilmember McKinney, seconded by Councilmember Parnham, City Council voted to adjourn.

The meeting was Adjourned at 9:16PM

Respectfully submitted to City Council this 9th day of April, 2014

Lorraine Cassidy



City Clerk

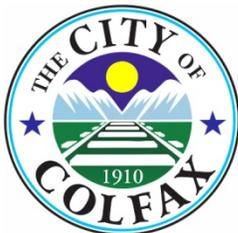
2014 Committee Assignment List

Committee	Councilmember Community Member	Meeting Date and Time	Mileage Reimbursement	Stipend
Placer County Economic Development Board Meetings at Various Businesses in Placer Co.	Donna Barkle Alternate: Jason McKinney	3:00 pm 3 rd Thursday Jan/April/June/Sept	Submit to City	None
Weimar, Applegate, Colfax/Municipal Advisory Council (WAC/MAC) City of Colfax Council Chambers	Tom Parnham Alternate: Tony Hesch	6:00 pm 3 rd Wednesday of Month	Submit to City	None
Sierra Economic Development Corporation (SEDCorp) 560 Wall Street, Suite F, Auburn, CA 95603	Tony Hesch Alternate: Kim Douglass	1:00 pm 1 st Wednesday EOM starting February	Submit to Board	None
Sacramento Area Council of Governments (SACOG) 1415 L. St. Sacramento, CA 95814	Tony Hesch Alternate: Kim Douglass	9:30 am 3 rd Thursday of Month	Submit to Board	\$100
Grants Oversight Committee (approves change orders over \$5,000)	Tom Parnham Kim Douglass	As Needed	Submit to City	
Placer County Air Pollution Control District BOS Chambers 175 Fulweiler Ave. Auburn, CA 95603	Donna Barkle Kim Douglass	2:30 pm 2 nd Thursday of even #’d months	Submit to Board	\$100
Placer County Mosquito Abatement District 2021 Opportunity Dr. Roseville, CA 95678	Tom Parnham No Alternate	4:30 pm 3 rd Monday of Month	Submit to City	\$100
Placer County Community Services Committee Various meeting locations	Kim Douglass Alternate: Tony Hesch	3:30 pm 4 meetings per year 1 st Wednesday	Submit to Committee	\$50
Placer County Transportation Planning Agency (PCTPA) BOS Chambers 175 Fulweiler Ave. Auburn, CA 95603	Tony Hesch Alternate: Kim Douglass	9:00 am 4th Wednesday of Month	Submit to Committee	\$100
Local Agency Formation Commission BOS Chambers 175 Fulweiler Ave. Auburn, CA 95603	Donna Barkle No Alternate	4:00 pm 2 nd Wednesday of Month	Submit to City	\$100

2013 Committee Assignment List

Bianchini Advisory Board/ Sierra Vista Liaison	Jason McKinney Kim Douglas	Unknown	Submit to City	No
Solid Waste Task Force Auburn Veterans Hall 100 East Street Auburn, CA 95603 Meeting Locations may vary	Robin Faires	9:00am 1 st Thursday Feb, May, August, Nov	Submit to City	No
Placer Sierra Fire Safe Council City of Colfax Council Chambers	Jason McKinney Alternate: Chris Paulus	6:00pm 3 rd Thursday of each month	Submit to City	No
Land Use Committee	Donna Barkle Jason McKinney	As needed	Submit to City	No

Adopted: 1/22/2014



STAFF REPORT TO THE COLFAX CITY COUNCIL

FOR THE April 9, 2014 COUNCIL MEETING

FROM: Mark Miller, City Manager and Laurie Van Groningen, Finance Director

PREPARED By: Staff

DATE: April 2, 2014

SUBJECT: Preliminary Budget Review – Fiscal Year 2014-2015 and Fiscal Year 2015-2016

<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>	FUNDED	<input type="checkbox"/>	UN-FUNDED	AMOUNT: \$	FROM FUND:
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RECOMMENDED ACTION: Review and discuss. Provide direction to staff for preparation of draft budget to be presented at Council/Public Budget workshop on Wednesday May 14, 2014.

ISSUE STATEMENT AND DISCUSSION:

The purpose of the preliminary budget review is to provide an opportunity for Council and public initial input as the budget is being developed.

This report will highlight the significant fiscal challenges and opportunities that have been identified by staff, and present initial budget assumptions recommended for the preparation of preliminary budgets for the workshop scheduled for Wednesday, May 14th.

Recommended Fiscal Year 2014-2015 and Fiscal Year 2015-2016 Budget Goals

Staff recommends the following goals for the current Budget process:

1. Balance fiscal year revenues with recurring City expenses
 - a. Improve and maintain City services
2. Identify capital requirements and priorities
3. Implement General Reserve Goals and policy
4. Provide fiscal transparency to all City stakeholders: Residents, businesses, employees and City officials.
5. Discuss staff recommendation to improve wastewater billing efficiency utilizing the County tax collector.

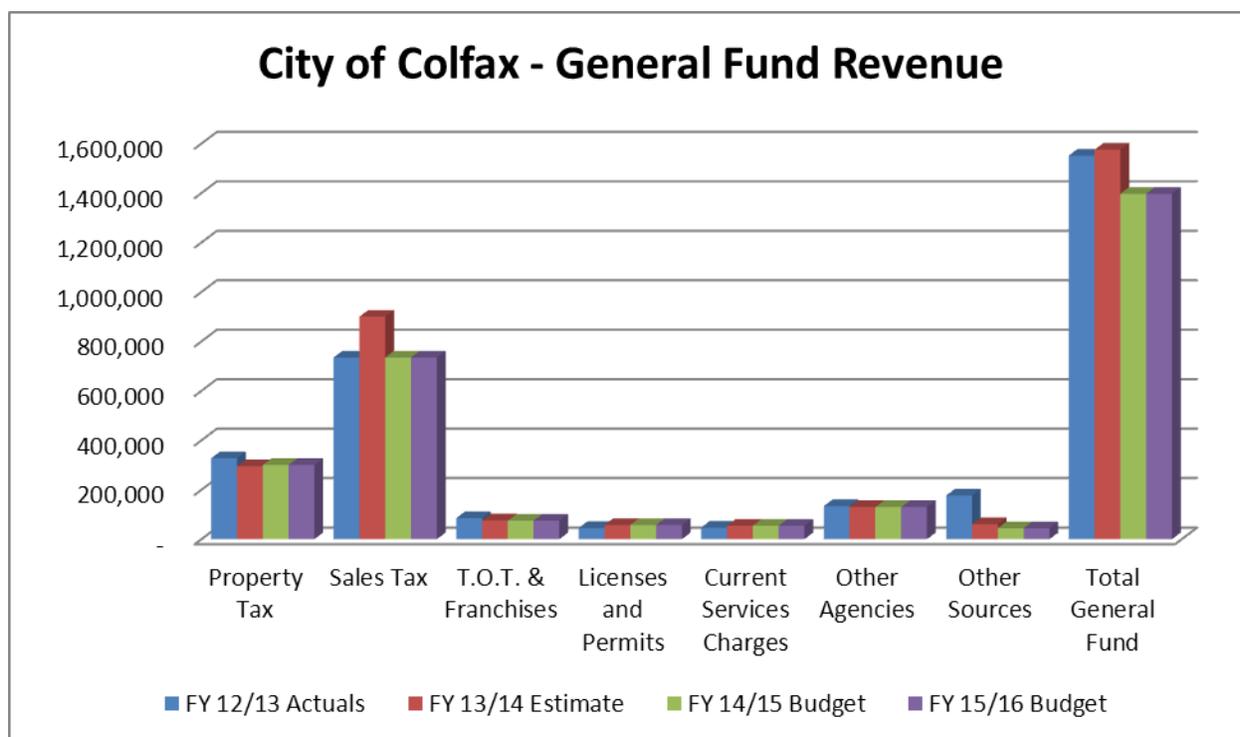
Fiscal Challenges and Opportunities - Revenues

Revenues – General Fund

The projections for the two year budget period indicate a material (greater than 10%) decrease over current year revenues. This decrease is primarily a result in a decreased estimate for sales tax revenue and is supported by forecast information provided by business owners. A substantial part of the sales tax increase that the City has experienced over the past two years was a result of a business sales relationship that no longer exists.

Other items to note for General fund revenue forecast are:

1. Property tax revenues are expected to remain flat. The actuals for FY12/13 included a one-time reimbursement in the amount of \$45K from the State that will not occur in the future.
2. There is no projected increase in revenue from “Other Sources”. The actuals for FY12/13 included a one-time payment of \$89K (digital sign) and should not be considered in future forecasts.

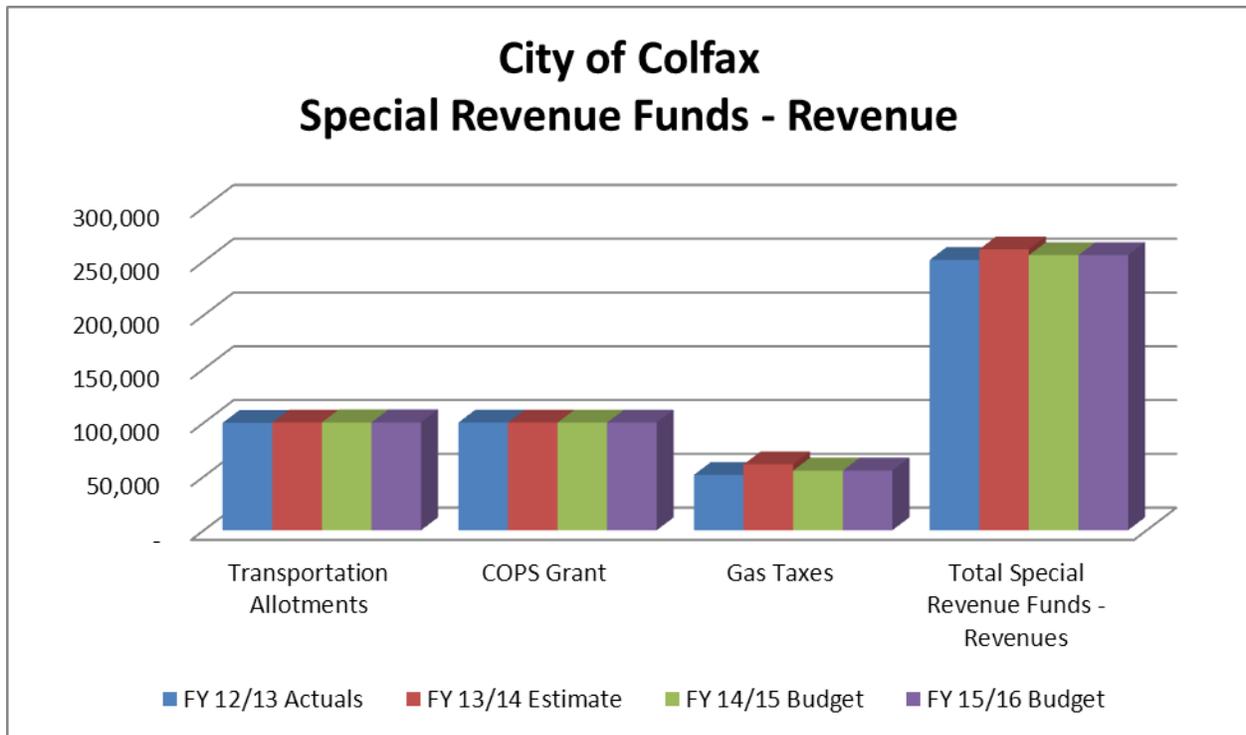


Revenues – Special Revenue Funds

Revenue funding for Transportation (Federal funding allotted through Placer County Transportation Planning Agency) are projected to remain consistent with previous years.

The City expects to continue receiving \$100K funding for “front line municipal police services” via the Citizens Option for Public Safety (COPS) State funding.

Gas Taxes are expected to decrease approximately 10% based on estimates provided by the State Department of Finance for FY 14/15. This same estimate is being forecast for FY 15/16.



Revenues – Sewer Funds (Enterprise funds)

The sewer base rate increases 3.5% effective July 1 each year based on the City Council resolution to set wastewater treatment and collections system user rates effective January 2009.

Fiscal Challenges and Opportunities – Expenditures

By far, the largest expenditures for the City are personnel (including consultants) and the Placer County Sheriff contract. Some noteworthy increases that need to be incorporated into our forecasts for the two year budget are:

- Sheriff Contract – Estimated at a \$30,000 increase (very preliminary)
- Wage increases are driven by the MOU with Stationary Engineers and include an annual increase of 4% each July. The current MOU is in effect through December 2015.
- Union Health benefits increase. We have not yet been provided detail information on increases, but the last increase received was 10%.
- PERS rate is expected to be flat for FY 14/15 based on the last estimate received from CalPERS. We have not been given a projection for FY 15/16 – but indications are that costs will increase.
- We expect a 20% increase in General Liability and Workers Compensation Insurance. This increase was announced at the SCORE board meeting in March and is primarily a direct result of increased health care costs for workers compensation.
- We are required to conduct a Salary Equity Study based on the MOU by March 2015 – anticipated cost is \$20K.

Potential Capital Requirements and Priorities

1. Wastewater collections system trailer mounted jetter - \$52,132
2. Pickup Truck ¾ Ton - \$30,000
3. Wastewater video camera system - \$20,000
4. Replacement computer server

Reserve Goals and Policy

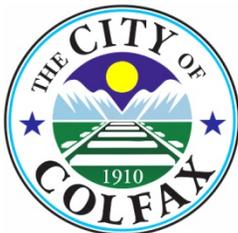
Staff recommends review and revision of the Administrative Policies and Procedures last updated with Resolution No. 32-2008. This recommended resolution will be brought to City Council along with the final recommended budget.

Other Opportunities

The City has available Fund balance for Landfill Diversion - \$30K and Beverage Container Recycling - \$33K from previous years' funding (no further revenue is anticipated for these programs). These funds are restricted in use, but can be used to train/promote/implement Diversion and recycling projects.

FINANCIAL AND/OR POLICY IMPLICATIONS:

The City's budget process is the principle mechanism for the City to establish fiscal policy



STAFF REPORT TO THE COLFAX CITY COUNCIL

FOR THE April 9, 2014 COUNCIL MEETING

FROM: Mark Miller, City Manager

SUBJECT: Urgent Authorization for Expenditure Not to Exceed \$20,000 for Wastewater Treatment Plant Equalization Basin

<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>	FUNDED	<input type="checkbox"/>	UN-FUNDED	AMOUNT: \$20,000	FROM FUND: 560
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RECOMMENDED ACTION: Approve Resolution 07-2014: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLFAX AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH AQUADAM FOR URGENT RETROFITTING OF POND 1 INTO AN EQUALIZATION BASIN AT THE WASTEWATER TREATMENT PLANT, NOT TO EXCEED \$20,000.

ISSUE STATEMENT AND DISCUSSION:

The current system at the Wastewater Treatment Plant does not include an equalization basin to moderate the influent so that the flow rate and constituents into the plant remain constant or nearly constant. A change in flow as small as ten percent (10%) can upset the plant operation. The proposed plan is to convert the storage pond known as Pond 1 into an equalization basin which will allow the plant operator to capture and aerate excess influent during periods of high influent flow. The wastewater stored in the flow equalization basin is reintroduced into the normal wastewater stream at the option of the operator. Pond 1 is currently too large to be an effective equalization basin. To retrofit Pond 1, the City will need execute a contract to install appropriate plumbing and a temporary bladder dam. Staff investigated two contractors who can provide the required dam: AquaDam and PortaDam. Aquadam was approximately 2/3 the price of PortaDam. Due to the urgent need for the modification at the plant, staff is requesting authorization to initiate a contract, not to exceed \$20,000. Staff will bring back the final project costs to City Council for report once the urgent work is complete.

FINANCIAL AND/OR POLICY IMPLICATIONS:

Initial project expenditure is estimated to be recouped through operational cost savings within 5 years.

SUPPORTING DOCUMENTS:

Attachment 1: Resolution 07-2014

City of Colfax

Resolution No. 07- 2014

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLFAX AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH AQUADAM FOR URGENT RETROFITTING OF POND 1 INTO AN EQUALIZATION BASIN AT THE WASTEWATER TREATMENT PLANT, NOT TO EXCEED \$20,000.

Whereas, the City has had numerous events at the Wastewater Treatment Plant in which the system has been offline due to a fluctuating influent flow; and,

Whereas, an Equalization Basin would moderate the flow of influent and minimize such offline events, and,

Whereas, Pond 1 can be retrofitted, at minimal expense to function as an Equalization Basin,

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Colfax that the City Manager is hereby authorized to execute on behalf of the City an agreement with AquaDam to retrofit Pond 1 into an Equalization Basin, not to exceed \$20,000.

Passed and Adopted this 9th day of April by the following vote:

Ayes:

Noes:

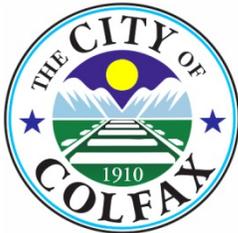
Absent:

Abstain:

Tony Hesch, Mayor

ATTEST:

Lorraine Cassidy, City Clerk



STAFF REPORT TO THE COLFAX CITY COUNCIL

FOR THE APRIL 9, 2014 COUNCIL MEETING

FROM: Mark Miller, City Manager

PREPARED BY: Staff

DATE: April 3, 2014

SUBJECT: Recruitment for the Position of Chief Wastewater Treatment Operator.

<input checked="" type="checkbox"/>	N/A	<input checked="" type="checkbox"/>	FUNDED	<input type="checkbox"/>	UN-FUNDED	AMOUNT: TBD, within current contractor and salary funds available	FROM FUND: 560
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RECOMMENDED ACTION: Authorizing the City Manager to initiate the recruitment for the position of Chief Wastewater Treatment Plant Operator.

SUMMARY:

With the current vacancy of the City’s Wastewater Treatment Plant Operator III position, the City now has the plant operations overseen by a contract chief plant operator, and only partial city employee time available for operator support. Staff has reviewed options for greater continuity and oversight at the plant, and suggest initiating recruitment for an full-time employee as chief plant operator. Past recruitments have not resulted in a large pool of applicants. The proposed recruitment process would include the option to hire as a Chief Plant Operator Grade III and as a Grade III - without the full chief plant operator responsibility, to ensure the maximum candidates for the City to interview.

FINANCIAL AND/OR POLICY IMPLICATIONS:

The City’s current contracting of Chief Plant Operator services results in approximately \$74,000 annual contract expense. The current base Grade III operator salary scale is \$23.30 to \$28.33 per hour, plus substantial health and retirement benefits. The current salary range is below the salary scale of the nearby agencies of Placer County, Grass Valley and Placerville. In the past, when the City utilized full time employees as Chief Operator, an increase in the base Grade III operator salary scale has been paid. Staff is evaluating the fully burdened cost of a full-time position and will provide that to City Council for final approval of compensation.

Attachment: Draft Revised Job Description

DRAFT April 9, 2014 City of Colfax Job Description City of Colfax June 2006

WASTEWATER PLANT OPERATOR GRADE ~~IIII~~ II/III/CHIEF PLANT OPERATOR

DEFINITION

To perform the work that is required to operate the wastewater treatment plants in accordance with Federal and State regulations; to collect, record, and report all essential system monitoring data; to make minor repairs to plant facilities and equipment; and to care for the ~~cities~~ City's property by ~~performing~~ performing a high level of equipment, building and grounds ~~and~~ maintenance.

DISTINGUISHING CHARACTERISTICS

Wastewater Plant Operator -Grade II: Employees at this level are fully aware of the operating procedures and policies of the work unit. They will be assigned the full range of plant operation, basic laboratory testing, and basic maintenance duties while requiring only occasional instruction or assistance. In addition they will be called on to collect and record data to be used to prepare all required monitoring reports as set forth in the City's treatment plant operating permit. Vacancies in this class are flexibly staffed and are ~~nomally~~ nominally filled by advancement from the Grade I level.

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Wastewater Plant Operator -Grade III: The incumbent in this class performs the duties of the Chief Wastewater Plant Operator which includes setting process control parameters, carrying out treatment plant operation and maintenance activities of a complex and difficult nature, preparing regulatory agency monitoring reports for the Director of Public works and City Manager, and exercising supervision over assigned operations, maintenance, and technical personnel.

SUPERVISION RECEIVED AND EXERCISED

CHIEF WASTEWATER PLANT OPERATOR – Minimum GRADE III:

Receives general supervision from the Director of Public Works

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WASTEWATER PLANT OPERATOR -GRADE I AND GRADE II:

Receives immediate supervision from The Chief Wastewater Treatment Plant Operator and/or Grade III operator(s) and may receive technical and functional guidance from other supervisory, maintenance or technical personnel.

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WASTEWATER PLANT OPERATOR -GRADE III:

Receives general supervision from the Chief Plant Operator

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EXAMPLES OF ESSENTIAL DUTIES -Duties may include, but are not Unlited-limited to, the following:

- Operate and monitor the operation of the wastewater treatment plant equipment
- Regulate operation of plant equipment.
- Read and record plant instrument and control panel data.
- Perform plant control tests in accordance with prescribed procedures; make adjustments as necessary.
- Maintain and repair plant equipment, make emergency repairs as necessary.
- Collect laboratory samples, ~~perfoan~~ perform chemical analysis, and data as specified ..
- Maintain operating logs; review logs and other records and recommend or take appropriate action.
- Perform minor building/facility maintenance and repair; perform grounds maintenance.
- Respond to routine inquiries and/or complaints from the public regarding odors, water quality, effluent discharge, etc.
- Build and maintain positive working relationships with co-workers, and the public by using principles of good customer service.
- Perform ~~mm~~ related-other duties as assigned.

MINIMUM QUALIFICATIONS WASTEWATER**PLANT OPERATOR-GRADE II**

Knowledge of:

- Basic laboratory techniques and apparatus used in making standard tests.
- Principles and practices of the operation of wastewater treatment plants and routine maintenance of pumps, valves, electric motors, generators and various filters.
- Arithmetic and basic mathematical calculations.
- ~~Modem~~ Modern office procedures, methods and computer equipment.
- Principles and practices of work safety.

Ability to:

- On a continuous basis, know and understand operations and observe safety rules. Intermittently analyze problem treatment processes and/or equipment; identify process and equipment issues; remember equipment and tool location; and explain process or equipment issues to others.
- Intermittently, sit while reading work orders or instructions/ specifications and completing ~~forms~~ forms or reports; stand, bend, squat, climb, kneel, twist and reach when monitoring equipment or processes, taking samples, conducting laboratory tests or performing equipment maintenance and repair; perform simple and power grasping, pushing, pulling and fine manipulation; visually differentiate between colors used for chemical coding; distinguish color changes; see and hear equipment operation and various alarms/warning systems; and lift very heavy weight. Must be able to pick up 50 lbs. of dead weight.
- Read and interpret schematics, plant diagrams, equipment specifications and operations and technical manuals.
- Act quickly and calmly in emergency situations.
- Obtain information through interviews and dialogue; and deal fairly and courteously with the public.
- Analyze situations quickly and objectively, and determine a proper course of action.
- Be subject to emergency stand-by and call-out.
- Use a computer, calculator, telephone, and photocopy machine.
- Use a tractor, dump truck, light truck and hand and power tools.
- Understand and follow written and oral instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work with various cultural and ethnic groups in a tactful and effective manner.

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Training and Experience

- Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Training: Education and experience needed to obtain a Wastewater Treatment Plant Operator certificate issued by the California State Water Resources Control Board

Experience: Two years of experience in a wastewater treatment plant and work involving general mechanical repairs to pumps and motors.

License and Certificate

- Possession of a valid Wastewater Treatment Plant Operator certificate, in the grade applied for or higher, as issued by the California State Water Resources Control Board that is
- Possession and maintenance of a -valid driver's license.

WASTEWATER PLANT OPERATOR -GRADE **III** In addition to the qualifications for -

Wastewater Plant Operator -Grade II:

Knowledge of:

- Knowledge of the application of the principles and practices of wastewater treatment processes control.
- Methods, materials, tools and equipment used in wastewater treatment plant operation and maintenance.
- Applicable Federal and State standards and regulations relative to wastewater treatment plant operation.
- Practices and procedures related to wastewater treatment plant operation and maintenance.

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Ability to:

- Independently operate and monitor the wastewater treatment plant equipment and processes; and make adjustments as necessary within prescribed procedures and criteria.
- Independently perform routine maintenance and repair of plant equipment.
- Independently perform laboratory tests.

Experience and Training

- Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

One year of responsible wastewater treatment plant operation experience performing duties similar to a Wastewater Plant Operator -Grade III.

Training:

Equivalent to the completion of the twelfth grade.

License or Certificate

- Possession of a valid certificate as a Wastewater Treatment Plant Operator, Grade III as issued by the California State Water Resources Control Board.
- Possession of a valid driver's license.