CITY COUNCIL MEETING

COUNCIL CHAMBERS, 33 SOUTH MAIN STREET, COLFAX, CA

MAYOR KIM DOUGLASS • MAYOR PRO-TEM TOM PARNHAM
COUNCILMEMBERS • KEN DELFINO • STEVE HARVEY • TONY HESCH

REGULAR MEETING AGENDA
February 11, 2015
Regular Session begins at 7:00 PM

1) CONVENE OPEN SESSION

1A. **Pledge of Allegiance**

1B. **Roll Call**

1C. **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.

2) CONSENT CALENDAR

RECOMMENDED ACTION: Approve Consent Calendar

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.

2A. **Minutes City Council Meeting of January 28, 2015**

Recommendation: Approve the Minutes of the Regular Meeting of January 28, 2015.

2B. **Building Department 2014 Year End Report**

Recommendation: Receive and File

2C. **Sales Tax Revenue Update**

Recommendation: For information only

3) 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.

3A. **Committee Reports and Informational Items - All Councilmembers**

3B. **Operations Update – City staff**

3C. **Additional Reports – Agency partners**

4) PUBLIC COMMENT

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.

5) COUNCIL BUSINESS

5A. **Update for 44 Gearhart Lane**

STAFF PRESENTATION: Mick Cabral, City Attorney

RECOMMENDATION: Information only

5B. **Contract for Temporary Admin Staff Position**

STAFF PRESENTATION: Mark Miller, City Manager

RECOMMENDATION: Authorize City Manager to Execute Contract with Blue Ribbon Personnel Services for temporary office services should they exceed $5000.

5C. **American Disabilities Act (ADA) Transition Plan Progress Report**

STAFF PRESENTATION: Mark Miller, City Manager

RECOMMENDATIONS: Information Only

6) 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.

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.

City of Colfax
City Council Minutes
Regular Meeting of Wednesday, January 28, 2015
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 7:00 PM by Mayor Douglass.

1A. **The Pledge of Allegiance** was led by Sergeant Curtis Fouyer, California Highway Patrol

1B. **Roll Call:**
Councilmembers present: Delfino, Douglass, Harvey, Hesch, and Parnham

1C. **Approval of Agenda:**
Councilmember Harvey objected to item 6A, but the City Manager indicated that it was an information update item only. Councilmember Delfino pulled item 3D from the Consent Agenda for discussion.
On a motion by Councilmember Hesch, seconded by Councilmember Delfino, the City Council approved the agenda as modified.
AYES: Delfino, Douglass, Harvey, Hesch, Parnham
NOES: None

2 PRESENTATIONS

2A. City of Colfax Audit Reports as of June 30, 2014, Ingrid Sheipline (Richardson and Co.), Auditor

Finance Director, Laurie Van Groningen, explained that an Audit is required by state mandates and to assure that the City finances are reported according to Generally Accepted Accounting Practices. The auditors are an independent firm that is hired to assure that City financial procedures, documents, and internal controls meet standard protocol. Finance Director Van Groningen introduced Ingrid Sheipline with the Richardson and Co. auditing firm.

Ms. Sheipline briefly summarized the audit report. She reported that the audit found no internal control weakness; revenues exceeded expenses; significant increases in the fund balance; and no adjustments required. It was a very smooth audit. All issues of the previous year's audit have been addressed with the exception of the Risk Assessment Committee which is on the Agenda for tonight's meeting. She applauded Finance Director Van Groningen and City Staff for a great job.

Council thanked Ms. Sheipline for her well written report. Council and the public asked about the unfunded retirement liability estimate that was mentioned in the report. City Manager Miller responded that the state estimated amount of $45,000 is distressing since the City has only been part of PERS for a few years. Ms. Sheipline explained that the estimates have not been updated in 2 years and may be higher or lower according to the economy. Finance Director Van Groningen stated that the liability would be paid from various accounts in the same manner that payroll is distributed from those accounts.

Finance Director Van Groningen informed Council that she will be reevaluating some of our procedures to streamline financial systems including looking into updating the software the City uses to manage our financial documents, and cost benefit analysis of potentially putting the sewer bills on the County Tax Rolls.

On a motion by Councilmember Harvey, seconded by Councilmember Delfino, the City Council approved the audit report.
AYES: Delfino, Douglass, Harvey, Hesch, Parnham
NOES: None

Mayor Douglass presented Sergeant Curtis Fouyer with a Certificate of Appreciation for his years of service to the Colfax Community as a CHP officer. Councilmember Delfino thanked Sergeant Fouyer for his great support of the community. Sergeant Ty Conners Colfax Station Commander thanked Sergeant Fouyer for his friendship and commended him for his professional cooperation with the Sheriff's department. Sergeant Fouyer thanked the community for allowing him to serve here. He said Colfax is an amazing town and group of people. He hopes to come back to the area as the Station Captain. Colfax is a great place to work.

3 CONSENT CALENDAR

3A. Minutes City Council Meeting of January 14, 2015
Recommendation: Approve the Minutes of the Regular Meeting of January 14, 2015.

3B. Cash Summary Report December 30, 2014
Recommendation: Receive and File.

3C. Quarterly Investment Report
Recommendation: Receive and File

3D. Approve City Clerk Appointment – pulled at the request of Councilmember Delfino
Recommendation: Approve Resolution 1-2015 Appointing Lorraine Cassidy as City Clerk

3E. Grass Valley Street Railroad Crossing Construction Schedule
Recommendation: Information only

3F. Conflict of Interest Update
Recommendation: Approve and File

On a motion by Councilmember Harvey, seconded by Councilmember Delfino, the City Council approved the consent agenda with the exception of 3D.
AYES: Delfino, Douglass, Harvey, Hesch, and Parnham
NOES: None

3D. Approve City Clerk Appointment
Recommendation: Approve Resolution 1-2015 Appointing Lorraine Cassidy as City Clerk

City Manager Miller explained that Colfax Municipal Code Chapter 2.12 states that the City Council, upon recommendation of the City Manager, appoints the City Clerk. Staff conducted a recruitment and selected Lorraine Cassidy as the top candidate. The City Manager recommends the City Council appoint Lorraine Cassidy as Colfax City Clerk. Councilmember Delfino inquired why Councilmembers were not on the interview panel. City Manager Miller replied that standard practice does not include Council in the selection process except in the case of City Attorney and City Manager. Councilmember Delfino requested that a discussion of the hiring process be placed on a future agenda.

On a motion by Councilmember Delfino, seconded by Councilmember Hesch, the City Council Adopted Resolution 1-2015 Appointing Lorraine Cassidy as City Clerk.
AYES: Delfino, Douglass, Harvey, Hesch, and Parnham
NOES: None

4 COUNCIL, STAFF AND OTHER REPORTS

4A. Committee Reports and Informational Items – All Council Members

Councilmember Delfino

- Nothing to Report

Mayor Douglass

- Attended emergency meeting of Project Go. Due to the expense of fighting a lawsuit, the organization will transfer ownership of one of its housing projects. Although this doesn't directly affect Colfax, funds which may have been channeled to our community were diverted to contest the lawsuit.

Councilmember Harvey

- Nothing to report

Mayor Pro Tem Parnham

- Enjoyed the first Blues "jam" at the Colfax Theatre. It was well attended.

Councilmember Hesch

- Requested status of 44 Gearhart
- Attended the Annual Chamber Luncheon. It was one of the best in several years with an enthusiastic group.
- Thanked the Colfax Record for its extra support to the City.
- Has received questions from Fire and Steel organizer due to the cost of paying for extra Sheriff Services for the event. Councilmember Hesch stated that these costs must be paid by the organizer because it is a for profit event. Most other events held in the City are sponsored by non-profit organizations.
- Thanked the Community for its support with volunteers and money to restore the Caboose. Great progress has been made lately.
- Attended the Placer Sierra Historical Railroad Society. They are asking for volunteers to help with the upcoming Sesquicentennial Celebration in September.
- Reminded the public that the Quiet Zone application cannot be submitted until after the construction phase of the Grass Valley Railroad Crossing.

- Requested that City staff discuss with Council the allocation of the funds given to non-profits for "seed money" for events. City Manager Miller agreed that the staff is fine tuning of oversight of the funds and events, and per past direction by City Council, we are requiring the applicants to specify what the requested City funds will be used for.

4B. **Operations Updates – City Staff**

City Manager Miller

- Reminded Council of the "Economic Development of the Foothills" Workshop scheduled for Thursday at the Grass Valley Veteran's Hall.
- Announced that Colfax is likely to receive funding for an economic study sponsored by Portland State University and SACOG.
- Announced that the Colfax Theatre will host its first movies this weekend.
- Informed Council that the train-shaped plant holders for our historic streetlights have been installed and flower baskets will be up this summer.
- Saturday January 31 the Colfax Lions will host its 24th Annual Crab Feed.
- Staff is working on repainting the "shepherd's hooks" support brackets to install the new way-finding signs which were donated by the Lion's Club.

City Attorney Cabral

- Explained the status of the 44 Gearhart Lane abatement. The Owner had until the 26th to demolish the building. On the 27th City Attorney Cabral wrote the warrant to be submitted to the judge so that the City could hire a contractor and proceed with demolition. Staff will present a partial cost bill for Council at the next meeting.

4C. **Additional Reports – Agency Partners**

Sergeant Fouyer, California Highway Patrol (CHP)

- CHP is asking folks to slow down, especially West Bound I-80.
- Officer Chris Nave will be giving Start Smart and Age Well classes again soon. Refer folks to Chris if interested.
- The new sergeant will begin on February 2nd and another on March 1st.

Frank Klein, Colfax Chamber of Commerce President

- The annual Chamber Luncheon was a success. He is grateful to the Council for their support – 4/5 Councilmembers were able to attend.
  The next chamber mixer will be at Lighthouse Realty February 24.

5 PUBLIC COMMENT

Daniel Crenshaw, Colfax resident at Main Street and West Oak:

- Enquired on status of Quiet Zone, stating that the horn/whistle noise is intolerable:
  - Councilmember Hesch explained that the construction at the Grass Valley crossing must be completed first.

Cheri West, Legislative Director for Assemblyman Brian Dahle

- Offered the assistance of the Assemblyman's office. If anyone needs help or has questions, please let them know.

Kristi Parnham, Colfax resident:

- Mentioned that after 19 years she has come to love the trains and hardly hears the train whistles.

Melba Delfino, 999 Pine Street:

- Suggested using recycled water from the Wastewater Treatment Plant for irrigation or some other use.

Donna Barkle, Colfax Resident:

- Questioned a recent newspaper article about connecting to the County sewer pipeline.

6 COUNCIL BUSINESS

6A. Additional Professional Services Requests for Proposals

STAFF PRESENTATION: Mark Miller, City Manager
RECOMMENDATION: Information only

City Manager Miller stated that this is an informational item and he welcomes Council's input. In the last few months, the City has revisited many of our service contracts. Most of the regular services that are under contract are competitive so that the City can assure the best value for City funds. It is prudent to go out for bid every several years. The City owes it to the taxpayers to put out a Request for Proposals (RFP) for certain key Consultants this year.

Council discussed the issue. Some Councilmembers were in favor of the process agreeing that it is a prudent and standard practice to go out for bids. Other Councilmembers were concerned that an RFP process implies dissatisfaction with current consultants and that the dissatisfaction should be dealt with in closed session.

City Manager Miller stated that an RFP is simply standard Best Management Practice. The current consultants are encouraged to place a bid in the RFP. If the current providers are the best fit for the positions, they will be awarded a new contract. This is not suggesting that anything is wrong; it is just a prudent business practice. Staff had considered starting the process earlier but had wanted the new councilmembers to be on board during the decision-making process.

6B. General Plan Policy Updates

STAFF PRESENTATION: Mark Miller, City Manager
RECOMMENDATION: Receive Update and Discuss as Appropriate

City Manager Miller explained that there are a number of policies in the current General Plan that need updating. This could be a contract cost, but it is critical that the General Plan reflect reasonable and clear guidelines for development. A number of potential projects were not pursued in Colfax because the developers were either unclear of the requirements or felt the fees were excessive. A formal general plan update may be prudent in the future. Staff will bring back a proposal in the near future.

Council had no comments.

6C. **Risk Assessment Committee Appointments**
STAFF PRESENTATION: Mark Miller, City Manager
RECOMMENDATION: Appoint Community Members to Committee

City Manager Miller stated that the completion of the committee appointments is timely since this is the last recommendation from last year's audit. The auditors recommended a Risk Assessment Committee to raise the level of professionalism in Risk Assessment. There is no indication that anything is wrong. Council suggested that the Risk Assessment Committee include members of the public. Two citizens volunteered to be on the committee: Sonja Vargas and Eric Stauss. Staff recommends that Council appoint both volunteers to the committee

On a motion by Councilmember Hesch, seconded by Councilmember Delfino, the City Council appointed Eric Stauss and Sonja Vargas to the Risk Assessment Committee.
AYES: Delfino, Douglass, Harvey, Hesch, and Parnham
NOES: None

Mayor Douglass adjourned the meeting at 8:30 PM stating, "This concludes the 2nd meeting of the 53rd Council of the City of Colfax."

Respectfully submitted to City Council this 11th day of February, 2015

Lorraine Cassidy

City Clerk

STAFF REPORT TO THE COLFAX CITY COUNCIL

FOR THE FEBUARY 11, 2015 COUNCIL MEETING#

FROM: Mark Miller,City Manager

PREPARED By: Gabe Armstrong, Community Services Director

DATE: January 27th 2015

SUBJECT: Community Services 2014 Year End Report

X	N/A		FUNDED		UN-FUNDED	AMOUNT: $	FROM FUND:

RECOMMENDED ACTION: No action required, information only

ISSUE STATEMENT AND DISCUSSION:

This past year, 2014, the Building Department issued 110 building permits which was an 8% increase over 2013. Of these permits, 70 were residential and 40 were for commercial buildings. The total valuation of the permits issued was $1,795,984. This value is a 98% increase over 2013. The total amount of revenue collected in building permit fees was $42,938; an increase of 124% over 2013.

In addition to building permits 44 sewer lateral inspection permits were issued. There was a 24% decrease in the issuance of these permits from the 58 issued in 2013. Of the 44 permits issued 40 have received a certificate of compliance. The total amount of revenue collected for sewer lateral inspections was $17,908 which is a 31% decrease from the $23,606 collected in 2013.

The changes in building permits indicate an overall improvement in the economy in Colfax. The decrease in sewer lateral inspection requests represents fewer properties changing hands due to fewer foreclosed homes and short-sales in Colfax.

ATTACHMENTS:
Building Activity Report 2014 Spread Sheet.
Building Activity Report 2013 Spread Sheet.

Building Activity Report

Total Year 2014

Date	Res	Com	2014 YTD	Valuation	Bldg Permit	Plan Check	Other	BSC 1473	Fire & Rec	Sewer	Refuse	Smip	Traffic	Total
Jan	7	6	13	$ 383,370.00	$ 8,748.88	$ 1,005.16	$ 900.00	$ 17.00	$ -	$ -	$ -	$ -	$ -	$ 10,671.04
Feb	1	8	9	$ 79,940.00	$ 1,655.70	$ 60.62	$ 300.00	$ 9.00	$ -	$ -	$ -	$ -	$ -	$ 2,025.32
Mar	4	8	12	$ 178,725.00	$ 2,113.77	$ 1,046.33	$ 700.00	$ 12.00	$ -	$ -	$ -	$ -	$ -	$ 3,872.10
1st Quarter Total	***12***	***22***	***34***	***$ 642,035.00***	***$ 12,518.35***	***$ 2,112.11***	***$ 1,900.00***	***$ 38.00***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ 16,568.46***
Apr	5	5	10	$ 4,220.90	$ 2,163.15	$ 947.75	$ 1,100.00	$ 10.00	$ -	$ -	$ -	$ -	$ -	$ 4,220.90
May	11	2	13	$ 199,899.00	$ 3,142.96	$ 1,133.68	$ 700.00	$ 16.00	$ 34.20	$ -	$ -	$ -	$ -	$ 5,026.84
Jun	11	2	13	$ 53,984.29	$ 627.75	$ 124.31	$ 200.00	$ 6.00	$ -	$ -	$ -	$ -	$ -	$ 958.06
2nd Quarter Total	***27***	***9***	***36***	***$ 258,104.19***	***$ 5,933.86***	***$ 2,205.74***	***$ 2,000.00***	***$ 32.00***	***$ 34.20***	***$ -***	***$ -***	***$ -***	***$ -***	***$ 10,205.80***
YTD	***39***	***31***	***70***	***$ 900,139.19***	***$ 18,452.21***	***$ 4,317.85***	***$ 3,900.00***	***$ 70.00***	***$ 34.20***	***$ -***	***$ -***	***$ -***	***$ -***	***$ 26,774.26***
Jul	7	1	8	$ 39,460.00	$ 716.75	$ -	$ 100.00	$ 7.00	$ -	$ -	$ -	$ -	$ -	$ 823.75
Aug	4	3	7	$ 28,500.00	$ 701.40	$ 97.95	$ -	$ 7.00	$ -	$ -	$ -	$ -	$ -	$ 701.40
Sep	4	2	6	$ 50,408.00	$ 605.75	$ 97.01	$ 100.00	$ 5.00	$ -	$ -	$ -	$ -	$ -	$ 807.76
3rd Quarter Total	***15***	***6***	***21***	***$ 118,368.00***	***$ 2,023.90***	***$ 194.96***	***$ 200.00***	***$ 19.00***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ 2,332.91***
YTD	***54***	***37***	***91***	***$ 1,018,507.19***	***$ 20,476.11***	***$ 4,512.81***	***$ 4,100.00***	***$ 89.00***	***$ 34.20***	***$ -***	***$ -***	***$ -***	***$ -***	***$ 29,107.17***
Oct	7	0	7	$ 564,757.30	$ 5,568.22	$ 3,028.75	$ 200.00	$ 27.00	$ -	$ -	$ -	$ -	$ -	$ 8,823.97
Nov	3	3	6	$ 179,876.40	$ 2,514.39	$ 775.74	$ 300.00	$ 12.00	$ -	$ -	$ -	$ -	$ -	$ 3,602.13
Dec	6	0	6	$ 32,844.00	$ 863.99	$ 235.51	$ 300.00	$ 6.00	$ -	$ -	$ -	$ -	$ -	$ 1,405.50
4th Quarter Total	***16***	***3***	***19***	***$ 777,477.70***	***$ 8,946.60***	***$ 4,040.00***	***$ 800.00***	***$ 45.00***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ 13,831.60***
YTD 2014	***70***	***40***	***110***	***$ 1,795,984.89***	***$ 29,422.71***	***$ 8,552.81***	***$ 4,900.00***	***$ 134.00***	***$ 34.20***	***$ -***	***$ -***	***$ -***	***$ -***	***$ 42,938.77***

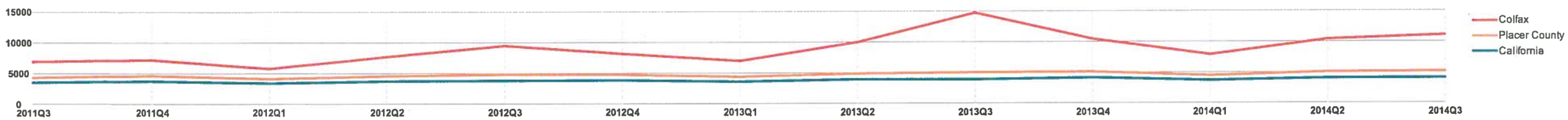
Building Activity Report

Total Year 2013

Date	Res	Com	2013 YTD	Valuation	Bldg Permit	Plan Check	Plan Check Deposit	BSC 1473	Fire & Rec	Sewer	Refuse	Smip	Traffic	Total
Jan	5	5	10	$ 52,408.00	$ 1,384.24	$ (83.26)	$ 200.00	$ 10.00	$ -	$ -	$ -	$ -	$ -	$ 1,510.98
Feb	4	0	4	$ 40,788.00	$ 641.44	$ 186.97	$ 100.00	$ 4.00	$ -	$ -	$ -	$ -	$ -	$ 932.41
Mar	9	1	10	$ 19,588.40	$ 839.75	$ 39.43	$ 100.00	$ 9.00	$ -	$ -	$ -	$ -	$ -	$ 988.18
1st Quarter Total	***18***	***6***	***24***	***$ 112,784.40***	***$ 2,865.43***	***$ 143.14***	***$ 400.00***	***$ 23.00***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ 3,431.57***
Apr	5	1	6	$ 576.25	$ 571.25	$ -	$ -	$ 5.00	$ -	$ -	$ -	$ -	$ -	$ 576.25
May	10	4	14	$ 202,040.00	$ 1,738.39	$ 144.92	$ 200.00	$ 10.00	$ -	$ -	$ -	$ -	$ -	$ 2,093.31
Jun	4	1	5	$ 18,745.00	$ 477.25	$ -	$ -	$ 5.00	$ -	$ -	$ -	$ -	$ -	$ 482.25
2nd Quarter Total	***19***	***6***	***25***	***$ 221,361.25***	***$ 2,786.89***	***$ 144.92***	***$ 200.00***	***$ 20.00***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ 3,151.81***
YTD	***37***	***12***	***49***	***$ 334,145.65***	***$ 5,652.32***	***$ 288.06***	***$ 600.00***	***$ 43.00***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ 6,583.38***
Jul	4	7	11	$ 71,816.00	$ 2,021.50	$ -	$ -	$ 11.00	$ -	$ -	$ -	$ -	$ -	$ 2,032.50
Aug	4	2	6	$ 23,300.00	$ 606.75	$ -	$ -	$ 5.00	$ -	$ -	$ -	$ -	$ -	$ 606.75
Sep	10	1	11	$ 209,236.90	$ 2,929.86	$ 148.32	$ 1,000.00	$ 16.00	$ -	$ -	$ -	$ 13.54	$ -	$ 4,107.72
3rd Quarter Total	***18***	***10***	***28***	***$ 304,352.90***	***$ 5,558.11***	***$ 148.32***	***$ 1,000.00***	***$ 32.00***	***$ -***	***$ -***	***$ -***	***$ 13.54***	***$ -***	***$ 6,746.97***
YTD	***55***	***22***	***77***	***$ 638,498.55***	***$ 11,210.43***	***$ 436.38***	***$ 1,600.00***	***$ 75.00***	***$ -***	***$ -***	***$ -***	***$ 13.54***	***$ -***	***$ 13,330.35***
Oct	6	2	8	$ 48,725.00	$ 1,189.27	$ 190.18	$ 200.00	$ 8.00	$ -	$ -	$ -	$ -	$ -	$ 1,587.45
Nov	8	2	10	$ 108,046.25	$ 1,684.30	$ (132.68)	$ 400.00	$ 9.00	$ -	$ -	$ -	$ -	$ -	$ 1,960.62
Dec	3	4	7	$ 111,767.00	$ 1,560.25	$ 344.90	$ 400.00	$ 9.00	$ -	$ -	$ -	$ -	$ -	$ 2,314.15
4th Quarter Total	***17***	***8***	***25***	***$ 268,538.25***	***$ 4,433.82***	***$ 402.40***	***$ 1,000.00***	***$ 26.00***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ 5,862.22***
YTD 2013	***72***	***30***	***102***	***$ 907,036.80***	***$ 15,644.25***	***$ 838.78***	***$ 2,600.00***	***$ 101.00***	***$ -***	***$ -***	***$ -***	***$ 13.54***	***$ -***	***$ 19,192.57***

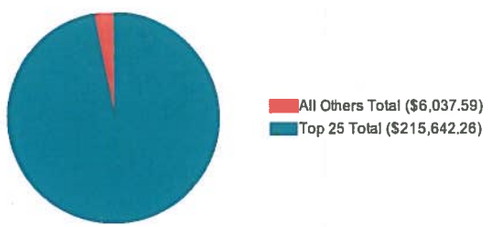
Major Business Groups

Per Capita Sales



Top 25 Sales Tax Producers

Top N: 25 ▼ Time Period: Current Quarter ▼



Basement On Main Street	Mar Val's Sierra Market
Buzz Thru Joes	McDonalds
Colfax Chevron	Pizzaiolo
Colfax Farm & Country Store	Plaza Tire And Auto Service
Colfax Food And Gas	Red Frog
Colfax Market	Riebes Auto Parts Llc
Colfax Max	Sierra Fuel
Colfax Pizza Factory	Smoke Station Cig Shop Llc
Colfax Subway Llc	Starbucks
Dine N Dash Cafe	Taco Bell
Hansen Bros Enterprises	Tjs Roadhouse
Hills Flat Lumber Co	Winner Chevrolet Inc
James Cox & Sons Inc	

STAFF REPORT TO THE COLFAX CITY COUNCIL

FOR THE FEBRUARY 11, 2015 COUNCIL MEETING

FROM: Mark Miller, City Manager
PREPARED BY: Staff
DATE: February 6, 2015
SUBJECT: Contract for Temporary Admin Staff Position

	N/A	**X**	**FUNDED**		**UN-FUNDED**	**AMOUNT: $5,000 to $15,000**	**FROM FUND: General and Wastewater Funds**

RECOMMENDED ACTION: Approve Resolution 2-2015 Authorizing the City Manager to Execute Contract with Blue Ribbon Personnel Services for temporary office services, up to a maximum of 15,000, should they exceed the initial $5,000.

BACKGROUND AND ANALYSIS:
The current vacancy in the office administration staff position provides an opportunity to contract service on an interim basis while the City evaluates position classifications and job responsibilities within the administrative services area. Blue Ribbon Personnel Services is locally owned and operated interstate agency specializing in staffing services. Staff anticipates a recommendation for long-term staffing requirements to be brought to City Council within three months.

Several potential contract individuals were recommended by Blue Ribbon Personnel Services for the City consideration. The top candidate, Amy Ugalde, was successfully interviewed and has begun in the interim position under a contract within the City Manager's contract authority $5,000 limit. Ms. Ugalde will be working Monday through Thursday for the transition period. In the event that work is required to continue beyond the projected initial time, staff requests authorization to maintain the contract up to the end of the fiscal year, which would be approximately 5 months.

FINANCIAL IMPLICATIONS:
The approved City budget includes administration staff costs adequately covering the initial cost, and potential costs of providing interim service if necessary to extend through the fiscal year (ending June 30, 2015). The maximum cost would be approximately $14,109.12. Funding for this position, the total cost representing full-time employee pay and benefits, is budgeted at approximately $15,323.52 for the remainder of the fiscal year.

RECOMMENDATION:
Staff recommends City Council authorize the City Manager to extend the contract with Blue Ribbon Personnel Services for temporary office services, up to a maximum of $15,000, should it be necessary to exceed the initial $5,000.

ATTACHMENTS:
Resolution 2-15
Current Contract with Blue Ribbon Personnel Services

City of Colfax
City Council

Resolution № 2-2015

Authorizing the City Manager to Execute a Contract with Blue Ribbon Personnel Services for Temporary Office Services up to a Maximum of $15,000, should they exceed the initial $5,000

Whereas, the position of Clerk/Typist has recently been vacated; and

Whereas, Blue Ribbon Personnel Services is a qualified contractor to supply temporary staffing solutions; and

Whereas, several potential contract individuals were recommended by Blue Ribbon Personnel Services for City consideration; and,

Whereas, the top candidate, Amy Ugalde, was successfully interviewed and has begun the interim position under a contract within the City Manager's contract authority contract limit,

Now, Therefore, Be It Resolved And Declared by the City Council of the City of Colfax authorizing the City Manager to extend the contract with Blue Ribbon Personnel Services for temporary office services, up to a maximum of $15,000 should it be necessary to exceed the initial $5,000 contract.

The foregoing Resolution was duly and regularly adopted at a regular meeting of the City Council of the City of Colfax held on the 11th day of February, 2015 by the following vote of the Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Kim Douglass, Mayor

ATTEST:

_____
Lorraine Cassidy, City Clerk

CITY of COLFAX
CALIFORNIA
CITY HALL, 33 SOUTH MAIN STREET, COLFAX, CA

February 5, 2015

Mariayne Gray
Blue Ribbon Personnel Services
4150 Grass Valley Highway, Ste B
Auburn, CA 95602

Dear Mariayne:

Please find the attached signed contract between the City of Colfax and Blue Ribbon Personnel Services to supply qualified employees to fill job assignments for the City. Please note this contract will cover initial work not to exceed $5000 without further written approval.

Thank you for your quick service to find us candidates.

Sincerely,

Mark Miller
City Manager

February 4, 2015

Welcome and thank you for choosing Blue Ribbon Personnel Services as your staffing resource. The following agreements below and on the back of our time card (enclosed) set forth the terms that will constitute our contract with you. Please return a signed copy of this Agreement to us in the enclosed self-addressed envelope. Feel free to call with any questions you may have.

IT IS AGREED THAT:
You have engaged us to supply qualified employees to fill job assignments for your company.

All MJT Enterprises, Inc., dba Blue Ribbon Personnel Services (BLUE RIBBON) employees supplied to THE CITY OF COLFAX (CLIENT) will be employed solely by Blue Ribbon Personnel Services. Blue Ribbon Personnel will comply with all applicable State and Federal laws and assumes full responsibility for paying its employees, withholding and transmitting payroll taxes, making unemployment contributions, and responding to claims for unemployment and workers' compensation proceedings involving employees. Blue Ribbon employees shall not be treated as employees of THE CITY OF COLFAX for purposes of holidays, vacations, disability insurance, pensions or other employee benefits offered or provided by THE CITY OF COLFAX unless otherwise directed by local, state or federal law. THE CITY OF COLFAX agrees to notify Blue Ribbon staff of issues related to any Blue Ribbon employee's job performance, e.g., dismissal, discipline for cause, recognition for merit.

THE CITY OF COLFAX and Blue Ribbon Personnel Services shall not discriminate against any individual with respect to hiring, compensation, terms or conditions of employment, because of race, color, religion, sex, age, national origin, or disability, or other recognized protected class nor will THE CITY OF COLFAX and Blue Ribbon limit, segregate or classify employees in any way to deprive any individual in these protected classes of employment opportunities or engage in other discriminatory acts. The CITY OF COLFAX acknowledges that it has a written policy of maintaining a workplace free of harassment of individuals THE CITY OF COLFAX and Blue Ribbon Personnel Services agree to cooperate fully and to allow the investigation of any complaints, claims, actions, or proceedings, which may involve or be related to Blue Ribbon Personnel Services or its employees.

THE CITY OF COLFAX will supply a safe and suitable workplace for Blue Ribbon Personnel Services' employees, and shall be solely responsible for complying with applicable federal and state occupational safety and health laws and regulations, including training, supplying protective equipment and providing information, warnings and safety instructions. THE CITY OF COLFAX will notify Blue Ribbon immediately of any safety infractions, as well as notify Blue Ribbon immediately of any injuries.

Blue Ribbon will indemnify and hold THE CITY OF COLFAX harmless from and against any claims, demands, suits, losses, damages, costs and expenses arising out of any non-compliance or violation or alleged non-compliance or violation by Blue Ribbon of any such laws. THE CITY OF COLFAX will indemnify and hold Blue Ribbon harmless from and against any claims, demands, suits, losses, damages, costs and expenses arising out of any non-compliance or violation or alleged non-compliance or violation by THE CITY OF COLFAX of any such laws.

In the event a Blue Ribbon provides career placement candidates the fees will be billed in accordance with our standard fees. THE CITY OF COLFAX agrees that Blue Ribbon Personnel Services is the representative of any candidate submitted to THE CITY OF COLFAX by Blue Ribbon and the resumes submitted are confidential and for THE CITY OF COLFAX use only. Accordingly, THE CITY OF COLFAX agrees that if any candidate submitted to THE CITY OF COLFAX by Blue Ribbon Personnel Services is hired by The City Hall of Colfax, directly or indirectly, without Blue Ribbon's involvement, within 180 days of receipt of the resume, THE CITY OF COLFAX agrees to pay Blue Ribbon Personnel Services an amount equal to 30% of the employee's annual salary.

Blue Ribbon will bill for services weekly. Invoices are due and payable upon receipt. The balance due on any account that is more than 30 days past due shall bear interest at the rate of 18% per annum. The exclusive venue for any legal action arising out of this transaction shall be El Dorado County, California. In such legal action, the prevailing party shall be entitled to recover reasonable attorney's fees, in addition to such other relief that the court may order.

Again, we here at Blue Ribbon look forward to servicing your staffing needs.

Acting on behalf of and authorized by THE CITY HALL OF COLFAX, I acknowledge and agree to the Covenants and Agreements stated above and on the back of the Blue Ribbon timecard following hereto and made part of this agreement.

Mark Miller City Manager Marianne Gray

THE CITY OF COLFAX Signature — Title — MJT Enterprises Inc Signature

MARK MILLER 2/5/15 2/4/2015 2/5/2015

THE CITY OF COLFAX Name — Date — Date

Back of Time card states:

Important for The City Hall of Colfax: By execution of the time card, THE CITY OF COLFAX certifies that: hours shown are correct; work was done satisfactorily; and that THE CITY OF COLFAX agrees to the terms and conditions below.

"The City Hall of Colfax" named on the reverse side, hereby agrees that Blue Ribbon Temporary Personnel (hereinafter called "Contractor"):

(1) Incurs substantial recruiting, screening, administrative and marketing expenses in connection with the temporary employee ("Employee") named on reverse side. THE CITY OF COLFAX agrees that if THE CITY OF COLFAX hires Employee within 90 days after this date, THE CITY OF COLFAX will pay Contractor's conversion charge which is based on hours billed on this assignment and/or annual salary.

(2) THE CITY OF COLFAX confirms the prior agreement and/or contract between Contractor and THE CITY OF COLFAX with respect to the services performed hereunder and any future services.

(3) THE CITY OF COLFAX has not and shall not in the future without prior written permission from Contractor in each instance, (i) entrust Employee with unattended premises cash, negotiable instruments, keys to premises, or other valuables or authorize Employee to operate machinery or motor vehicles; (ii) assign Employee to perform work other than that described at the time THE CITY OF COLFAX placed the job order.

(4) Contractor's insurance does not cover loss or damage caused by Employee operating The City Hall of Colfax's owned or leased motor vehicle(s), and THE CITY OF COLFAX therefore accepts full responsibility for claims, including the defense thereof, involving bodily injury, property damage, fire, theft, collision, cargo damage or public liability damages sustained or incurred as a result of Employee driving such vehicle(s), or arising out of or involving violation by THE CITY OF COLFAX of paragraph 3(i) or 3(ii) above.

(5) Contractor is not responsible for claims made under its liability or bond insurance policies unless such claims are reported to Contractor in writing by THE CITY OF COLFAX within 30 days after the occurrence.

(6) Contractor is not responsible for claims or damage to property within Contractor's or Employee's care, custody and control.

(7) Contractor will bill for services weekly. Invoices are due and payable upon receipt. The balance due on any account that is more than 30 days past due shall bear interest at the rate of 18% per annum. The exclusive venue for any legal action arising out of this transaction shall be El Dorado County, California. In any such legal action, the prevailing party shall be entitled to recover reasonable collection expenses including interest, attorney's fees and any other relief that the court may order.

(8) THE CITY OF COLFAX accepts the obligation to discuss all matters concerning Employee, including without limitation, Employee's job assignment, wages and payroll procedures with Contractor and not with Employee directly.

(9) THE CITY OF COLFAX shall indemnify and hold Contractor, its subsidiaries, affiliates and agents, including the employer of record harmless from all claims and damages arising out of THE CITY OF COLFAX violation of employment laws including without limitation, OSHA, and EEO, and immigration laws.

If you do not agree to accept these terms and conditions, please call the office and cancel your job order. Any resumes or applications of employees sent are still bound by the conditions above.

BLUE RIBBON PERSONNEL SERVICES
MJT Enterprises, Inc.

CLIENT SAFETY PARTNERSHIP LETTER

Dear THE CITY OF COLFAX:

The cost of workers compensation insurance is increasing rapidly throughout the country. There are many factors contributing to these high costs, some of which we cannot directly control, but others we can - such as unnecessary injuries and lost time caused by carelessness or unsafe work environment.

In an attempt to keep our rates (and thus your billing rates) as low as possible, provide you the best service possible, and provide a safe work environment for our employees and yours, we want to have a mutual understanding of safety and on-the-job injury procedures, practices, and philosophies:

- Our employees will only work on jobs for which they have been assigned and trained. Any variance must be reported to our office before work begins.
- Our employees will be oriented/trained in all safety, hazardous communication (MSDS Information, etc.) and operational instructions in the same manner as any employees or as required by our policies or law including safety meetings, etc.
- Our employees will be required to wear all appropriate safety equipment.
- We will be notified immediately in the event of an accident or injury of one of our employees.
- We will coordinate appropriate medical treatment (unless it is an emergency) at an MPN or other pre-approved medical group.
- You will notify us in the event any of our employees act intoxicated or in a suspicious manner.
- A qualified representative of our company will be allowed to obtain a report after an accident or injury to insure proper disposition of possible claims. These areas of agreement are intended to insure a safe and productive partnership and reduce your liability to a minimum.

THE CITY OF COLFAX

Authorized Representative Date

BLUE RIBBON PERSONNEL

Authorized Representative 2/4/2015 Date

BLUE RIBBON PERSONNEL SERVICES
MJT Enterprises, Inc.

February 4, 2015

RE: Safety Programs

To: THE CITY OF COLFAX

DECLARATION OF WORKPLACE SAFETY AND HARASSMENT PROGRAMS

This is to certify that THE CITY OF COLFAX has a written Workplace Safety Program based on the guidelines set forth in Nevada Code NRS 618.383, or in California, a written Injury and Illness Prevention Program in accordance with State SB 198. In keeping with safety regulations, I agree that all temporary and/or contract employees will receive safety training as required.

Further in keeping with State and Federal Harassment laws, I acknowledge that THE CITY OF COLFAX has a written policy of maintaining a workplace free of harassment of individuals, trains all its employees at least annually with respect to issues of harassment, discrimination and retaliation.

Signed: [illegible]

Title: City Manager

Date: 2/5/14

Please return by fax (916.933.7745) or mail to your local Blue Ribbon Branch office.

For information, go to:
In Nevada:
Safety
http://4safenv.state.nv.us/SafetyCom/written.pdf
http://4safenv.state.nv.us/
Harassment
http://detr.state.nv.us/nerc/nerc_preemp.htm
http://detr.state.nv.us/nerc/sexharss.htm#Facts_About_Sexual_Harassment

In California:
Safety
http://www.dir.ca.gov/dosh/dosh_publications/iipp.html
Harassment
http://www.dfeh.ca.gov/Publications/DFEH-185.pdf
http://www.dfeh.ca.gov/Publications/posters.asp

BLUE RIBBON PERSONNEL SERVICES
MJT Enterprises, Inc.

California

Amador/Calaveras/
Tuolumne Counties
601 Court Street #205
PO Box 1958
Jackson, CA 95642
209-223-1314

Auburn/Grass Valley
4150 Grass Valley Hwy #B
Auburn, CA 95602
530-823-0556

El Dorado Hills/Folsom
985 Governor Drive
El Dorado Hills, CA 95762
916-933-2302

Lodi/Stockton/Galt
212 West Pine Street #5
Lodi, CA 95240
209-366-1314

2/4/2015

To: The City of Colfax

From: Mariayne Gray

RE: Conversion Rates

"Temp to Hire" fees are based on 480 billed hours. After 480 hours, there is no fee. Should you choose to hire the employee sooner, the following fee schedule would apply:

Hours Billed	Fee
1 to 160	$1,000
161 to 320	$750
321 to 480	$500

*For positions paying over $35,000/year please contact our office for applicable fees.

Mariayne Gray 2/4/2015
Blue Ribbon Personnel Signature Date

2/5/15
Client Signature Date

BLUE RIBBON PERSONNEL SERVICES
MJT Enterprises, Inc

CONFIDENTIAL

California

Amador/Calaveras/
Tuolumne Counties
601 Court Street #205
PO Box 1958
Jackson, CA 95642
209-223-1314

Auburn/Grass Valley
4150 Grass Valley Hwy #B
Auburn, CA 95602
530-823-0556

El Dorado Hills/Folsom
985 Governor Drive
El Dorado Hills, CA 95762
916-933-2302

Lodi/Stockton/Galt
212 West Pine Street #5
Lodi, CA 95240
209-366-1314

Placerville/Cameron Park
601 Main Street
Placerville, CA 95667
530-622-7110

Nevada

Carson Valley
1702 County Road #A-2
Minden, NV 89423
775-782-3208

Lake Tahoe
PO Box 6905
279 Kingsbury Grade #215
Stateline, NV 89449
775-588-1418
530-544-0194 (CA)
530-582-1182 (Truckee)

February 4, 2015

Laurie Vangroningen
The City of Colfax
33 South Main Street
Colfax, CA 95713

Re: Billing Rates

The following bill rates are for a Customer Service Clerk position under worker's comp code 8810 CLRK.

Hourly Pay Rate/ Hourly Bill Rate

$13.00 / $19.17

If you have any questions, please do not hesitate to call.

Thank you,

Marianne Gray 2/4/2015
Blue Ribbon Personnel Signature Date

2/5/15
Client Signature Date