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
September 23, 2015
Closed Session 6:30 PM · Regular Session begins 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 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: Mark Miller

2) CONVENE OPEN SESSION

2A. **Pledge of Allegiance**
2B. **Roll Call**
2C. **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) PRESENTATION AND APPROVAL

3A. **Winterfest Special Event – Adding Fireworks**
STAFF PRESENTATION: Mark Miller, City Manager
RECOMMENDATION: Adopt Resolution 38-2015 Approving a Change to the program for the 2015 Winterfest Event to include a Fireworks Display.

4) 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.
RECOMMENDED ACTION: Approve Consent Calendar

4A. **Minutes City Council Meeting of September 9, 2015**
Recommendation: Approve the Minutes of the Regular Meeting of September 9, 2015.
4B. **Cash Summary Report August 2015**
Recommendation: Receive and File.

5) COUNCIL, STAFF AND OTHER REPORTS

The purpose of these reports is to provide information to the Council and public on projects, programs, and issues discussed at committee meetings and other items of Colfax related information. No decisions will be made on these issues. If a member of the Council prefers formal action be taken on any committee reports or other information, the issue will be placed on a future Council meeting agenda.

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

6) PUBLIC COMMENT

Members of the audience are permitted to address the Council on matters of concern to the public within the subject jurisdiction of the City Council that are not listed on this agenda. Please make your comments as brief as possible. Comments should not exceed three (3) minutes in length. The Council cannot act on items not included on this agenda; however, if action is required it will be referred to staff.

7) COUNCIL BUSINESS

7A. **Update on Potential Skateboard Park**
STAFF PRESENTATION: Sergeant Ty Conners, Placer County Sheriff's Colfax Station Commander
RECOMMENDATION: Discuss and Direct Staff as Appropriate

7B. **Update on Ad Hoc Committee Reviewing the Impact Fee Program and General Plan Circulation Element**
STAFF PRESENTATION: Mark Miller, City Manager
RECOMMENDATION: Receive an update on the project revising the Circulation Element of the General Plan and the Mitigation Fee Program.

7C. **Mobile 311 – Software for Tracking Work Orders/Public Works Projects**
STAFF PRESENTATION: Mark Miller, City Manager
RECOMMENDATION: Adopt Resolution 39-2015 Authorizing the City Manager to enter into a contract with Mobile 311 for a GIS Work Order and Asset Management system for a twenty-one month term.

8) 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.

The City & Chamber of Colfax

Present

Winter Fest of Lights!

Saturday, December 12
6pm – 9pm
Downtown Colfax

Join us for an evening full of family-fun and **FIREWORKS**!

Event includes – Street Vendors, Tree Lighting, Parade of Lights, Caroling, Holiday Shopping, Santa and a fireworks spectacular!

Help support our fundraising efforts by donating at the following locations: Mar-Val Grocery Store, Colfax Market, Café Luna, The Chamber, Le Orange Salon!

City of Colfax
City Council

Resolution № 38-2015

APPROVING A CHANGE TO THE PROGRAM FOR THE 2015 WINTERFEST EVENT TO INCLUDE A FIREWORKS DISPLAY

Whereas, the City Of Colfax is supportive of the annual December event called Winterfest; and

Whereas, the event coordinators have requested adding a fireworks display as part of the celebration; and

Whereas, the City Council of the City of Colfax is supportive of allowing the coordinators to host a fireworks display provided that appropriate safety precautions are followed and a completed application which includes appropriate insurance coverage is filed with the City in a timely manner,

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Colfax that the event coordinators of the Winterfest Celebration are authorized to include a fireworks display in their program of events.

Passed and Adopted this 23th day of September, 2015, by the following vote:

Ayes:
Noes:
Abstain:
Absent:

_____
Kim A Douglass, Mayor

ATTEST:

_____
Lorraine Cassidy, City Clerk

City of Colfax
City Council Minutes
Regular Meeting of Wednesday, September 9, 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 who introduced Colfax's new Community Services Director, Wes Heathcock.

1A. **The Pledge of Allegiance** was led by Wes Heathcock, Community Services Director.

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

1C. **Approval of Agenda:**
On a motion by Mayor Pro Tem Parnham, seconded by Councilmember Harvey, the City Council approved the agenda.
AYES: Douglass, Harvey, Hesch, Parnham
NOES: None
ABSENT: Delfino

2 CONSENT CALENDAR

2A. **Minutes of the City Council Meeting of August 12, 2015 Meeting**
Recommendation: Approve the Minutes of the Regular Meeting of August 12, 2015.

2B. **Cash Summary Report July 2015**
Recommendation: Receive and File**.**
On a motion by Councilmember Hesch, seconded by Mayor Pro Tem Parnham, the City Council approved the Consent Calendar.
AYES: Douglass, Harvey, Hesch, Parnham
NOES: None
ABSENT: Delfino

3 PRESENTATION AND RECOMMENDED ACTION

3A. Sierra Valley Energy Joint Powers Authority Agreement, Jenine Windeshausen, Placer County Treasurer-Tax Collector
RECOMMENDED ACTION: Approve Resolution 35-2015 Authorizing participation of the City of Colfax in the Joint Powers Authority, Sierra Valley Energy, and Designating a City Council Representative and Alternate.

City Manager Miller referred to the presentation and discussion regarding this topic held at the August 12, 2015 meeting resulting in Council direction to review the proposed agreement and bring it back to Council. Staff and the City Attorney have reviewed the document and are recommending that Council authorize the execution of the agreement.

Councilmember Harvey inquired if other cities would normally gain a financial return with this type of Joint Powers Authority (JPA).

City Manager Miller stated that would not usually be part of such an agreement but the City will benefit from exposure to other entities and providing services to residents.

City Attorney Cabral concurred that there normally isn't monetary gain and the JPA becomes a separate entity which creates no financial obligation to the City or County.
Mayor Pro Tem Parnham agreed to serve on the board of the new JPA and Councilmember Harvey will serve as the alternate.
Placer County Treasurer-Tax Collector, Jenine Windeshausen, stated that in the process of setting up the JPA there would be a few extra meetings, possibly via teleconference. After the JPA is established, the meetings would be held quarterly. All meetings will follow the requirements of the Brown Act.
Mayor Douglass thanked Ms. Windeshausen for coming back to speak with Council.

On a motion by Mayor Pro Tem Parnham, seconded by Councilmember Hesch, the City Council approved Resolution 35-2015 authorizing participation of the City of Colfax in the Joint Powers Authority, Sierra Valley Energy Authority, and designating a City Council Representative and Alternate.

AYES: Douglass, Harvey, Hesch, Parnham
NOES: None
ABSENT: Delfino

4 COUNCIL, STAFF AND OTHER REPORTS

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

Councilmember Hesch

- Noted that the photography displayed in Council Chambers was created by local artist Steve Chandler. Other pieces of his work will be displayed during Railroad Days at the Depot and the Sierra Vista Community Center (SVCC).
- Councilmember Hesch has been working steadily on the Caboose rehabilitation which will be ready for Railroad Days but not completely finished.
- He has received much positive feedback regarding the Railroad Crossing Project.
- Commented that the Garden Club has done a wonderful job with the garden plots and the plantings near the caboose.
- Stated that the steel structure for Dollar General is going up today. The outside should be completed quickly
- Mentioned that Foxey McCleary and her team are painting the logo in the street for Railroad Days. She would appreciate donations to defer her costs. Donations can be given to Councilmember Hesch or directly to Foxey.

Mayor Pro Tem Parnham

- Attended a Mosquito Abatement meeting
- Mentioned that Councilmember Delfino had created a plaque for former Community Services Director Armstrong. Mr. Armstrong was appreciative when Mayor Pro Tem Parnham delivered it to him.
- Mayor Pro Tem Parnham thanked Foxey and Members of the Colfax Garden Club for their many hours of labor to beautify the downtown area.
- Mentioned that the Chief Plant Operator recruitment is now being advertised.
- Commented that he would like to see the Operator's In Training (OITs) have more hours at the Wastewater Treatment Plant so they could get their certifications.

Councilmember Harvey

- Agreed that giving the OITs more time at the plant would be beneficial.
- He has had some push back from long-time residents regarding objections to the quiet zone.

Mayor Douglass

- Attended the Project Go meeting.
- Attended a meeting of the Colfax High School parent club. He suggested that the City consider establishing a more formal relationship with the High School by designating a Councilmember to regularly attend the parent club meetings.
- Reported that the SEDCorp meeting discussion was regarding restructuring and dropping their JPA.
- He had the opportunity to hand out awards at Colfax Elementary School. The students seemed very excited about the awards program called Hard-work Café.
- The SVCC is planning for Railroad Days.
- Colfax High School is meeting to discuss realigning building usage on campus.

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

City Manager Miller

- Handed out information on the re-introduced legislation that Congressman McClintock had begun in an effort to amend the Clean Water Act and reduce frivolous lawsuit costs on cities. The new bill is sponsored by Congressman Hunter. Included in the handout is a draft letter supporting the bill. With Council's consent, City Manager Miller will prepare the letter for the Mayor's signature.

  Councilmember Harvey commented that he and Councilmember Delfino had met with Congressman McClintock to initiate the original bill and City Attorney Cabral had written it.

  City Attorney Cabral stated that this new bill is essentially the same as the one proposed by Congressman McClintock. Council requested that the City send a letter of support for the bill.
- Railroad Days is this weekend starting with a dinner Friday night. A full slate of events is scheduled for Saturday and Sunday. Friday Dinner tickets are available at four locations in town. City staff has contributed to sprucing up the downtown area and is flying new flags over Roy Tom's Plaza. The Colfax Garden Club has done an amazing job of cleaning up Roy Tom's Plaza, the Downtown Garden Plots and Arbor Park. Mayor Pro Tem Parnham has fixed the masonry around the Schuyler Colfax Monument. City Manager Miller urged everyone to come out and enjoy the festivities!
- Reported that the Owners of the Historic Hotel have pulled a building permit for exterior clean-up of the building, including new decking and railing, paint and new windows. The City held an Abatement Hearing on Monday which is continued for 45 days to monitor the clean-up progress. If the owners comply with their promised schedule of a 90 day clean-up, the City may reduce enforcement of the abatement.
- Staff has received several compliments for the demolition of the Dingus McGee's building.

- Staff is considering purchasing a software program that will track work order requests from the public. It will shorten response time and help City staff give better service while enabling tracking of projects. Staff will bring a proposal to Council at the next meeting.
- At a future Council Meeting, staff will bring two items for discussion: a shade structure for the playground and the proposed skateboard park. Quotes for the shade structure were about $18,000. Staff would like to go for a competitive bid to receive more cost effective proposals. There has been a resurgence of interest in a skateboard park and Sergeant Conners will be bringing a presentation about a less impactful and less costly design.
- The next meeting (September 23, 2015) will include a closed session for discussion of the contract negotiations with the Local 39 Union. Staff does not anticipate a confrontational process but needs Council input for talks with the Union.
- The October 14 meeting may be cancelled. In November, the regular meetings fall on Holidays, so staff is suggesting that Council move the November meeting to November 18, 2015.

Councilmember Hesch requested an update on the Grass Valley Street UPPR Ped Xing Project.

- City Manager Miller stated that there were some change orders on the project but that they were within the contingency funds. There was an asphalt overrun that came in quite a bit higher than the engineer's estimate. Staff will bring the "Notice of Completion" to Council at a future meeting.

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

Chris Nave, Public Information Officer for Gold Run California Highway Patrol (CHP)

- The Car Seat event had very minimal turnout.
- The Labor Day holiday was relatively mild for our area. There were numerous highway violence calls, but most turned out not to be eventful.
- The Street Vibrations event in Reno will begin September 23rd and CHP will have safety information booths at the rest areas.
- CHP will participate in the Colfax High School First Responders event next weekend with a "fly-by" before the football game.

Frank Klein, Colfax Chamber of Commerce President

- He thanked the Colfax Garden Club and the Lioness' as well as Councilmember Hesch for their hard work. Downtown is looking good!
- The next mixer will be on October 20th at L'Orange.
- The Chamber will hold elections in December. Anyone interested in sitting on the board should let him know.
- Winterfest will be December 12th. Kelly Molloy and Gary Howard are co-chairing the event. They are hoping to have a fireworks display.

5 PUBLIC COMMENT

Sharon Conners, local resident

- Requested that the City either tidy the arrangement of the lights on the Arbor Park tree or not have lights on it at all.

Jeff Bordelon, Attorney for Local Property owners

- Requested that Council place a review of the Berry/Eckard property on the next agenda.

6 COUNCIL BUSINESS

6A. **Administrative Policies and Procedures Updates**

STAFF PRESENTATION: Mark Miller, City Manager

RECOMMENDATIONS: Adopt Resolution 36-2015 Adopting the City of Colfax Travel Policy, Use of City Vehicles Policy, and Technology Policy.

City Manager Miller explained that in response to the Grand Jury inquiry into policies of local jurisdictions, Staff has three policies for Council to approve.

Councilmember Harvey stated that the Travel Policy encourages use of a City Vehicle for travel. Although that may be a good policy for staff; when Council travels, the use of a City vehicle would impede City operations. He also asked if the new policy would preclude him from continuing to write-off mileage expenses from his taxes rather than taking a reimbursement.

City Manager Miller agreed that the policy could be changed to remove any obligation for Council to use City vehicles for travel.

City Attorney Cabral stated that Councilmembers could still use mileage as a write-off in lieu of a reimbursement.

Councilmember Hesch stated that the 100 mile rule for overnight stay would preclude staff or Councilmembers from staying overnight at a conference or meeting in Sacramento. He recommended that "at the discretion of the City Manager" be added to the statement.

There was no public comment.

On a motion by Councilmember Harvey, seconded by Mayor Pro Tem Parnham, the City Council approved Resolution 36-2015 Adopting the City of Colfax Travel Policy, Use of City Vehicles Policy, and Technology Policy with the changes suggested.

AYES: Douglass, Harvey, Hesch, Parnham
NOES: None
ABSENT: Delfino

6B. **Animal Control Services Contract Update**

STAFF PRESENTATION: Mark Miller, City Manager

RECOMMENDATION: Approve and Adopt Resolution 37-2015: Authorizing the City Manager to execute an update to the agreement with Placer County Department of Health and Human Services for Animal Control and Care Services and continue to explore cost control measures.

City Manager Miller explained that staff is bringing back to Council a contract for Animal Control services. After Council approved the contract at a previous meeting, the County returned the contract with an added clause warning of possible increases in the next contract and shortening the term to one year. Although displeased with the

unilateral actions of the County, staff believes this is the most cost effective way to discharge the mandated animal control requirements.
City Attorney Cabral explained that the changes to the contract do not currently impact the City.
Councilmember Harvey expressed frustration at the high cost of the services, especially since Recology would pick up dead animals and the Sheriff responds to barking dogs. He suggested a mailing to residents to remind them to call Recology for dead animal removal. With the limited services required by the City, a local person might be able to perform the duties with less cost. He requested that staff email a list of the requirements to Council.
City Attorney Cabral stated that he would send the animal control requirements to Council.
Mayor Douglass reaffirmed that the contract could be canceled with a 30-day notice.
City Manager Miller stated that a local business person such as a veterinarian may be able to perform the duties of animal control officer. Staff will investigate the possibility of a new contractor during the next budget review in January or February.
There was no comment from the public.

On a motion by Councilmember Harvey, seconded by Councilmember Hesch, the City Council approved Resolution 37-2015: Authorizing the City Manager to execute an update to the agreement with Placer County Department of Health and Human Services for Animal Control and Care Services and continue to explore cost control measures.

AYES: Douglass, Harvey, Hesch, Parnham
NOES: None
ABSENT: Delfino

6C. Proposed City Impact Fee Program and General Plan Circulation Updates
STAFF PRESENTATION: Mark Miller, City Manager
RECOMMENDATION: Discuss and Direct Staff as Appropriate

City Manager Miller stated that Council has had several discussions regarding the inconsistencies between Council's pro-economic development stance and the general plan – especially the Circulation Element. The Circulation Element is based on a dated philosophy of assigning a "letter grade" to an intersection. The Courts now require basing intersection measurements for environmental impact on trip generation levels. Amy Feagans, our new Planning Director has the experience to update elements of the General Plan which will be more cost effective than contracting to update the plan. In addition, the traffic impact fee program structure is dated and the schedule should be refreshed. The dated General Plan and Impact Fee schedules are slowing the processes for development. For example, the Maidu Village has been at a standstill for over a year. General Plan updates will require a CEQA review. Staff is recommending the formation of an ad hoc committee to evaluate the processes. The General Plan Update Committee will include 2 Councilmembers and staff as well as a traffic engineer. The committee will require a time commitment. Councilmembers Harvey and Hesch both asked to be on the committee.
Councilmember Harvey has had many constituents request a traffic light at S. Auburn and Hwy 174.

City Manager Miller noted that Caltrans might be willing to fund improvements at that location.
Councilmember Harvey inquired if the Air Pollution Control Board would weigh-in on this.
City Manager Miller stated that if there is an issue, the mitigation impact fee could be adjusted.
City Attorney Cabral stated that there would be no issue from the Air Pollution Control Board.
Mayor Pro Tem Parnham stated that he is not in favor of having a traffic light anywhere in town as it would take away the charm of our little town.
Councilmember Hesch stated that he is looking forward to moving quickly with making decisions, but his preference is a roundabout over a signal light.
Mr. Bordelon stated that his clients had first applied to develop the Maidu Village project in March of 2013, had spent $14,000 on a traffic study and been to Council numerous times without an approved egress for the development. He requested that Council make a commitment to determine the feasibility of a roundabout. This has been a mess from the property owners' point of view – they just want results.
Councilmember Harvey asked if Caltrans would approve a roundabout.
Mr. Bordelon asserted that they had said it was technically feasible, and then decided it wasn't.
City Manager Miller stated that some in Caltrans prefer the roundabout and some do not.
Mr. Bordelon stated that the landowners have an $8,000 credit with the City and would be willing to decrease the credit if it were applied to hire an Engineer and quickly determine what would be approved for the intersection at his clients' property. The Committee will meet soon.

Mayor Douglass adjourned the meeting at 8:06PM.

Respectfully submitted to City Council this 23th day of September 2015.

Lorraine Cassidy, City Clerk

STAFF REPORT TO THE COLFAX CITY COUNCIL

FOR THE SEPTEMBER 23, 2015 COUNCIL MEETING

FROM: Mark Miller, City Manager
PREPARED BY: Laurie Van Groningen, Finance Director
DATE: September 16, 2015
SUBJECT: City of Colfax Cash Summary Report: August 2015

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

RECOMMENDED ACTION: Accept and File City of Colfax Cash Summary Report: August 2015.

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

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

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

CONCLUSION:
The attached reports reflect an overview of the financial transactions of the City of Colfax in August 2015.

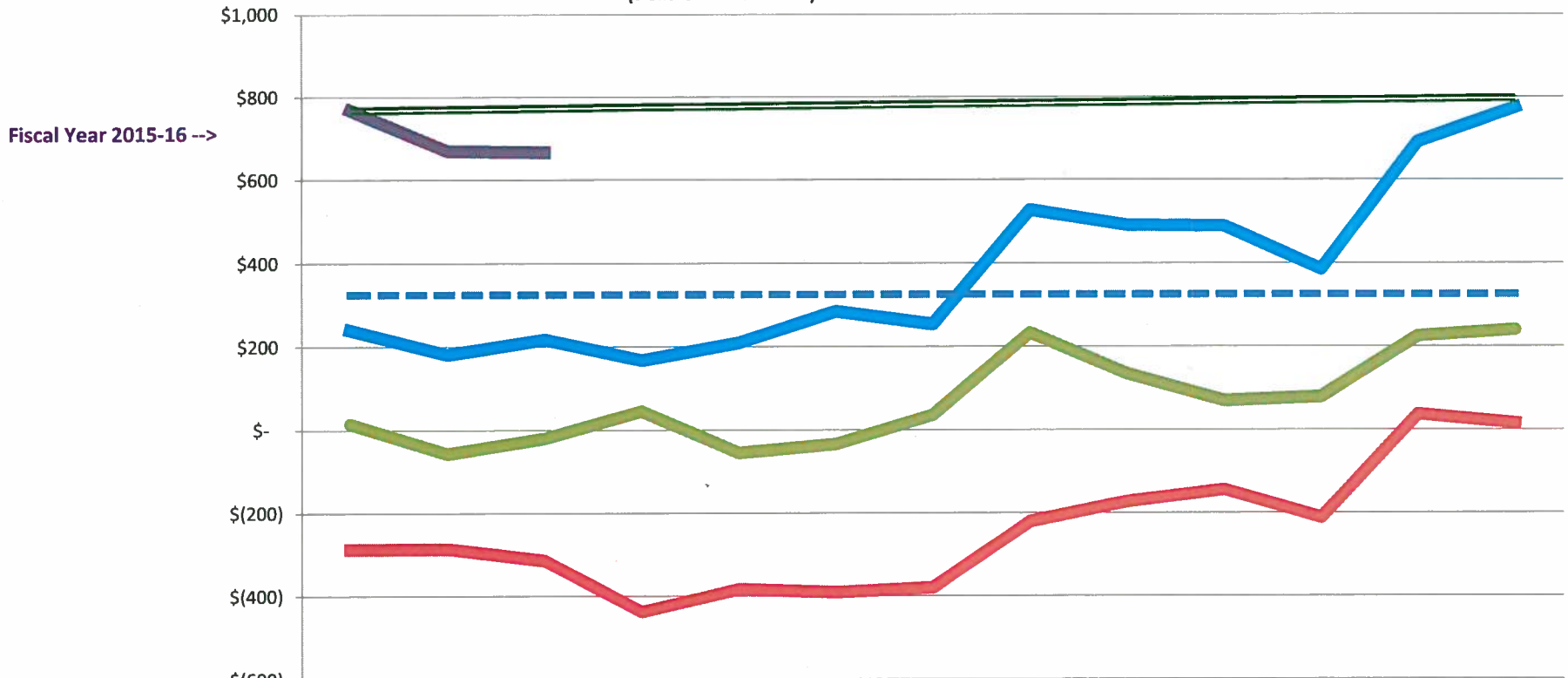
Monthly highlights include:

- General Fund Reserved Cash is tracking consistently with previous years and our General Fund Reserve balance has been met consistently for the past six months.
- August expenditures included the bi-annual payment for purchase of the Winner Chevrolet property.
- Upcoming expenditures include: Quarterly sheriff payment due by October 1st – and annual loan payment to State Water Board – also due on October 1st.

ATTACHMENTS:

1. General Fund Reserved Cash Analysis Graphs
    a. Cash Analysis – Balance
    b. Expenses by Month
    c. Revenues by Month
2. Cash Activity Reports
    a. Cash Summary
    b. Cash Transaction Report – by individual fund
    c. Check Register Report
    d. Daily Cash Summary Report

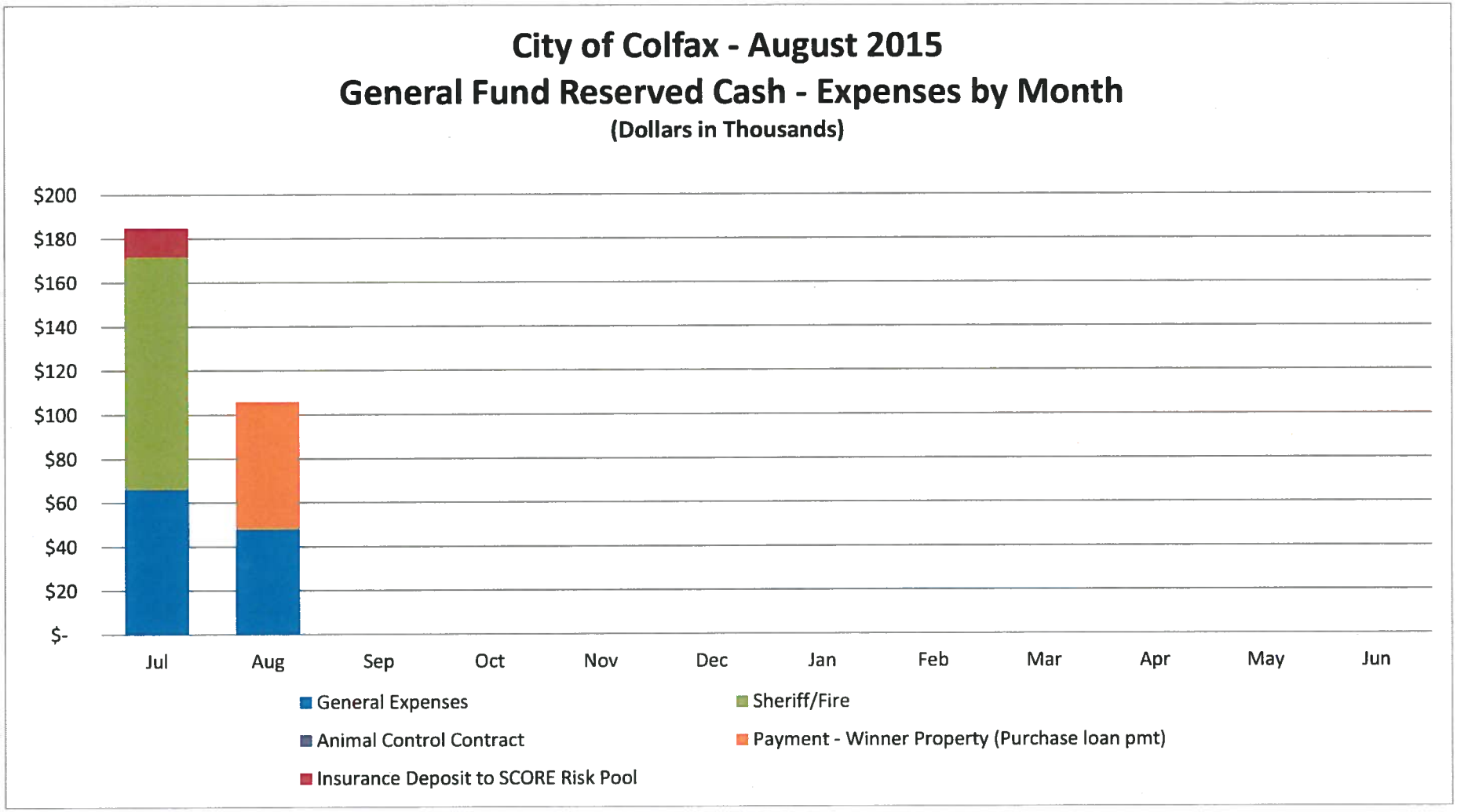
City of Colfax - August 2015
General Fund Reserved Cash Analysis
(Dollars in Thousands)



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

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

City of Colfax - August 2015
General Fund Reserved Cash - Revenues by Month
(Dollars in Thousands)
$120
$100
$80
$60
$40
$20
$-
Jul
Aug
Sep
Oct
Nov
Dec
Jan
Feb
Mar
Apr
May
Jun
Franchises (WAVE, Recology, PGE)
Motor Vehicle In Lieu
Other
Property Tax
Sales Tax
Business Licenses
Planning Fees


City of Colfax - August 2015
General Fund Reserved Cash - Expenses by Month
(Dollars in Thousands)
$200
$180
$160
$140
$120
$100
$80
$60
$40
$20
$-
Jul
Aug
Sep
Oct
Nov
Dec
Jan
Feb
Mar
Apr
May
Jun
General Expenses
Sheriff/Fire
Animal Control Contract
Payment - Winner Property (Purchase loan pmt)
Insurance Deposit to SCORE Risk Pool

City of Colfax
Cash Summary
August 31, 2015

	Balance 07/31/2015	Revenues In	Expenses Out	Transfers	Balance 08/31/2015
US Bank	$ 186,857.11	$ 352,406.01	$ (347,736.18)	$ -	$ 191,526.94
LAIF	$ 3,348,325.79	$ -		$ -	$ 3,348,325.79
LAIF - County Loan	$ -				$ -
Total Cash - General Ledger	$ 3,535,182.90	$ 352,406.01	$ (347,736.18)	$ -	$ 3,539,852.73
Petty Cash (In Safe)	$ 300.00				$ 300.00
Total Cash	$ 3,535,482.90	$ 352,406.01	$ (347,736.18)	$ -	$ 3,540,152.73

Change in Cash Account Balance - Total **$ 4,669.83**

Attached Reports:

1. Cash Transactions Report (By Individual Fund)
2. Check Register Report (Accounts Payable) $ (236,714.32)
3. Cash Receipts - Daily Cash Summary Report $ 117,681.76

Payroll Checks and Tax Deposits	$ (34,962.64)	
Utility Billings - Receipts	$ 159,055.02	
PayPal	$ (247.09)	
Voided check - Gold Country Media	$ 89.00	
Bank Service Charges/Paypal/Void	$ (231.90)	
	$ 4,669.83	$ (0.00)

Prepared by: Laurie Van Groningen 9/8/15
Laurie Van Groningen, Finance Director

Reviewed by: Mark Miller 9/16/15
Mark Miller, City Manager

City of Colfax

Cash Transactions Report - August 2015

	Beginning Balance	Debit Revenues	Credit (Expenditures)	Ending Balance
Fund Type: 1.11 - General Fund - Unassigned				
Fund: 100 - General Fund	$ 921,327.48	$ 102,256.05	$ (105,812.16)	$ 917,771.37
Fund: 120 - Land Development Fees	$ 8,337.94	$ -	$ (262.50)	$ 8,075.44
Fund: 570 - Garbage Fund	$ (259,806.92)	$ -	$ -	$ (259,806.92)
Fund Type: 1.11 - General Fund - Unassigned	**$ 669,858.50**	**$ 102,256.05**	**$ (106,074.66)**	**$ 666,039.89**
Fund Type: 1.14 - General Fund - Restricted				
Fund: 571 - AB939 Landfill Diversion	$ 30,767.26	$ -	$ -	$ 30,767.26
Fund: 572 - Landfill Post Closure Maintenance	$ 781,000.09	$ -	$ (9,565.66)	$ 771,434.43
Fund Type: 1.14 - General Fund - Restricted	**$ 811,767.35**	**$ -**	**$ (9,565.66)**	**$ 802,201.69**
Fund Type: 1.24 - Special Rev Funds - Restricted				
Fund: 210 - Mitigation Fees - Roads	$ 62,919.15	$ -	$ -	$ 62,919.15
Fund: 211 - Mitigation Fees - Drainage	$ 3,037.56	$ -	$ -	$ 3,037.56
Fund: 212 - Mitigation Fees - Trails	$ 42,555.72	$ -	$ -	$ 42,555.72
Fund: 213 - Mitigation Fees - Parks/Rec	$ 97,453.99	$ -	$ -	$ 97,453.99
Fund: 214 - Mitigation Fees - City Bldgs	$ 940.84	$ -	$ -	$ 940.84
Fund: 215 - Mitigation Fees - Vehicles	$ 4,475.84	$ -	$ -	$ 4,475.84
Fund: 217 - Mitigation Fees - DT Parking	$ 26,525.74	$ -	$ -	$ 26,525.74
Fund: 218 - Support Law Enforcement	$ 753.83	$ -	$ (753.83)	$ -
Fund: 241 - CDBG Housing Rehabiliation	$ 94,234.08	$ -	$ -	$ 94,234.08
Fund: 244 - CDBG MicroEnterprise Lending	$ 114,071.70	$ 300.00	$ -	$ 114,371.70
Fund: 250 - Streets - Roads/Transportation	$ (26,765.01)	$ -	$ (9,014.79)	$ (35,779.80)
Fund: 253 - Gas Taxes	$ 43,740.64	$ -	$ (1,452.44)	$ 42,288.20
Fund: 270 - Beverage Container Recycling	$ 33,051.69	$ -	$ -	$ 33,051.69
Fund: 280 - Oil Recycling	$ 1,354.74	$ -	$ (369.81)	$ 984.93
Fund: 286 - Community Projects	$ 5,245.89	$ -	$ -	$ 5,245.89
Fund: 292 - Fire Department Capital Funds	$ 61,184.32	$ 5,489.80	$ (2,842.00)	$ 63,832.12
Fund: 342 - Fire Construction - Mitigation	$ 2,419.48	$ -	$ -	$ 2,419.48
Fund: 343 - Recreation Construction	$ 2,419.93	$ -	$ -	$ 2,419.93
Fund Type: 1.24 - Special Rev Funds - Restric	**$ 569,620.13**	**$ 5,789.80**	**$ (14,432.87)**	**$ 560,977.06**
Fund Type: 1.34 - Capital Projects - Restricted				
Fund: 350 - Street Improvement Projects	$ 70,363.60	$ -	$ (57,755.23)	$ 12,608.37
Fund: 370 - North Main Street Bike Route	$ (187.50)	$ -	$ (1,407.50)	$ (1,595.00)
Fund Type: 1.34 - Capital Projects - Restricted	**$ 70,176.10**	**$ -**	**$ (59,162.73)**	**$ 11,013.37**
Fund Type: 2.11 - Enterprise Funds - Unassigned				
Fund: 560 - Sewer	$ 269,178.68	$ 150,815.27	$ (120,549.02)	$ 299,444.93
Fund: 561 - Sewer Liftstations	$ 348,334.53	$ 25,431.07	$ (18,140.50)	$ 355,625.10
Fund: 563 - Wastewater Treatment Plant	$ 463,688.51	$ 63,558.58	$ (19,662.47)	$ 507,584.62
Fund: 564 - Sewer Connections	$ 41,080.00	$ -	$ -	$ 41,080.00
Fund: 565 - General Obligation Bond 1978	$ 20,178.39	$ 295.86	$ -	$ 20,474.25
Fund: 567 - Inflow & Infiltration	$ 271,300.71	$ 4,259.38	$ (148.27)	$ 275,411.82
Fund Type: 2.11 - Enterprise Funds - Unassigi	**$ 1,413,760.82**	**$ 244,360.16**	**$ (158,500.26)**	**$ 1,499,620.72**
Grand Totals:	**$ 3,535,182.90**	**$ 352,406.01**	**$ (347,736.18)**	**$ 3,539,852.73**

Check Register Report

AP Checks - August 2015

Date: 09/16/2015
Time: 9:26 am
Page: 1

CITY OF COLFAX

BANK: US BANK

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
US BANK Checks							
50971	08/07/2015	Reconciled		02829(2)	BLUE RIBBON PERNONNEL LABOR	Labor Services	2,049.60
50972	08/07/2015	Reconciled		02829	BLUE RIBBON PERSONNEL SERVICES	Temporary Services	2,022.44
50973	08/07/2015	Reconciled		03502	COLFAX AREA CHAMBER OF	Pre July 3rd Fundraiser	200.00
50974	08/07/2015	Printed		03540	COLFAX LIONS CLUB	Lions Club 3rd of July Parade	100.00
50975	08/07/2015	Void	08/31/2015	04400	DIAMOND WELL DRILLING CO.	WWTP Monitoring June 15"	0.00
50976	08/07/2015	Reconciled		05500	EXTRA MILE DELIVERY SERVICE	WWTP Testing	465.00
50977	08/07/2015	Printed		07455	GOLD COUNTRY LIONESS	E-Waste Recycle	100.00
50978	08/07/2015	Reconciled		07460	GOLD COUNTRY MEDIA	Public Hearing Notice-Self Sto	199.60
50979	08/07/2015	Reconciled		08050	HACH COMPANY	WWTP Tests	2,215.20
50980	08/07/2015	Reconciled		08170	HILLS FLAT LUMBER CO	Supplies	700.52
50981	08/07/2015	Reconciled		08501	HOME DEPOT CREDIT SERVICES	Publis Works Supplies	218.06
50982	08/07/2015	Reconciled		08660	HUNT AND SONS, INC.	Fuel Public Works	719.54
50983	08/07/2015	Reconciled		09455	INLAND BUSINESS SYSTEMS	Copy Machine 6/27-7/27 2015	231.81
50984	08/07/2015	Reconciled		10550	JOSEPH HALTON	Envelopes	86.00
50985	08/07/2015	Printed		11060	KIWANIS	Little Patriots Parade	100.00
50986	08/07/2015	Reconciled		12180	LAWRENCE & ASSOCIATES INC	Landfill Monitoring June '15	2,364.45
50987	08/07/2015	Reconciled		06011	PELLETREAU, ALDERSON & CABRAL	August 2015	2,944.33
50988	08/07/2015	Reconciled		16018	PERSONNEL CONCEPTS	State/Federal Labor Posters	70.29
50989	08/07/2015	Reconciled		16035	PG&E	Service 06/24-07/22 2015	23,503.23
50990	08/07/2015	Reconciled		16140	PLACER COUNTY AIR POLLUTION	Lift Station 5 Emergency Gener	265.67
50991	08/07/2015	Reconciled		16559	PLAZA TIRE AND AUTO SERVICE	09' Chevy Truck	762.19
50992	08/07/2015	Reconciled		19279	SERVICE ENGINEERING	Lift Station 2 Mainenance	328.10
50993	08/07/2015	Reconciled		19396	SIERRA SAFETY COMPANY	(2) Community Center Signs	112.88
50995	08/07/2015	Reconciled		19900	T & T VALVE AND INSTRUMENT	Lift Station 2 Swing Check Val	2,326.53
50996	08/07/2015	Reconciled		21096	ULINE	Plan Boxes	104.78
50997	08/07/2015	Reconciled		22106	VAN GRONINGEN & ASSOCIATES	Financial Consultant	6,721.00
50998	08/07/2015	Reconciled		22115	VERIZON CALIFORNIA	Phone WWTP	182.61
50999	08/07/2015	Reconciled		23169	WAVE BUSINESS SOLUTIONS	Internet City Hall - 535	254.64
51000	08/07/2015	Reconciled		23450	WINNER CHEVROLET, INC.	Tax Share Q1&2 2015	57,662.00
51001	08/12/2015	Reconciled		01414	ALHAMBRA & SIERRA SPRINGS	Water City Hall, Yard, WWTP	163.03
51002	08/12/2015	Reconciled		01448	AMERIGAS - COLFAX	Propane Sheriff Sub Station	10.74
51003	08/12/2015	Reconciled		01460	AMERIPRIDE UNIFORM SERVICE	Uniforms and Supplies July 15'	510.35
51004	08/12/2015	Reconciled		01766	AT&T MOBILITY	Cell Phones July 15'	329.15
51005	08/12/2015	Reconciled		01790	AUBURN OFFICE PRODUCTS	Supplies	534.46
51006	08/12/2015	Reconciled		02829(2)	BLUE RIBBON PERNONNEL LABOR	Labor Services	1,652.90
51007	08/12/2015	Reconciled		02829	BLUE RIBBON PERSONNEL SERVICES	Temporary Staffing	613.44
51008	08/12/2015	Reconciled		03650	CRANMER ENGINEERING, INC.	Landfill Testing	4,508.00
51009	08/12/2015	Reconciled		03825	CWS ELECTRICAL	Electrical WWTP	1,125.50
51010	08/12/2015	Reconciled		05176	ELAINE M LIESKE	Window design and space Study	750.00
51011	08/12/2015	Reconciled		06420	FISHER'S WASTEWATER SERVICES	WWTP Supplies	16,700.73
51012	08/12/2015	Reconciled		07220	GENERAL WHOLESALE ELECTRIC	Street Lights	275.90
51013	08/12/2015	Reconciled		07460	GOLD COUNTRY MEDIA	Public Notice Ordinance 526	288.60
51014	08/12/2015	Reconciled		08050	HACH COMPANY	WWTP Tests	83.20
51015	08/12/2015	Printed		08070	HANSEN BROS. ENTERPRISES	Lift Station	206.94
51016	08/12/2015	Reconciled		08075	HARRIS INDUSTRIAL GASES	Corp Yard Bars For Windows	237.97
51017	08/12/2015	Reconciled		08159	HILL BROTHERS CHEMICAL CO.	Chemicals	6,677.91
51018	08/12/2015	Reconciled		08660	HUNT AND SONS, INC.	Fuel Fire Dept	440.31
51019	08/12/2015	Reconciled		12563	LORRAINE CASSIDY	Mileage/Meal Reimbursement	56.30
51020	08/12/2015	Reconciled		16003(1)	PACIFIC ECORISK	WWTP Toxicity Testing	2,330.81
51021	08/12/2015	Reconciled		16040	PITNEY BOWES	Postage	50.58

Check Register Report

AP Checks - August 2015

Date: 09/16/2015
Time: 9:26 am
Page: 2

CITY OF COLFAX

BANK: US BANK

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
US BANK Checks							
51022	08/12/2015	Reconciled		16165	PLACER COUNTY ENVIRONMENTAL	Landfill Closure Testing	700.00
51023	08/12/2015	Reconciled		16161	PLACER COUNTY EXECUTIVE OFFICE	Impact Fees 4th QTR FY14-15	4,640.45
51024	08/12/2015	Reconciled		18193	RECOLOGY AUBURN PLACER	Debris Box July 15'	460.00
51025	08/12/2015	Reconciled		18400	RIEBES AUTO PARTS	Supplies	24.05
51026	08/12/2015	Reconciled		20048	TALL BOOTS PUMPING SERVICES	Septic Pump Tank	500.00
51027	08/12/2015	Reconciled		21560	US BANK CORPORATE PMT SYSTEM	CC-1717	2,370.94
51028	08/12/2015	Reconciled		21500	USA BLUE BOOK, INC	WWTP Supplies	375.52
51029	08/12/2015	Reconciled		23169	WAVE BUSINESS SOLUTIONS	Internet Corp Yard-394	47.95
51030	08/12/2015	Reconciled		23301	WESTERN PLACER WASTE	Sludge Removal July 2015	437.91
51032	08/20/2015	Reconciled		01142	4LEAF, INC.	UPRR Ped Xing Const. Mngr	4,584.00
51033	08/20/2015	Reconciled		01661	ARC	UPRR Xing	330.60
51034	08/20/2015	Reconciled		02829(2)	BLUE RIBBON PERNONNEL LABOR	Labor Services	1,239.33
51035	08/20/2015	Reconciled		03493	COASTLAND CIVIL ENGINEERING	Dollar General Inspection	810.00
51036	08/20/2015	Reconciled		04234	DE LAGE LANDEN FINANCIAL	Copy Machine Contracrt	34.26
51037	08/20/2015	Reconciled		08200	HINDERLITER, DE LLAMAS & ASSOC	Audit Services Sales Tax 3rd	632.42
51038	08/20/2015	Reconciled		09540	INTERSTATE SALES	Pot Hole Patch/Road Work	997.06
51039	08/20/2015	Reconciled		12555	LOMEN, SEAN	Reimbursement Volunteer Servic	1,421.00
51040	08/20/2015	Reconciled		12556	STEPHEN LOMEN	Reimbursement Volunteer Servic	1,421.00
51041	08/20/2015	Printed		19390	MAR-VAL'S SIERRA MARKET	WWTP Ice	4.29
51042	08/20/2015	Printed		16003(1)	PACIFIC ECORISK	WWTP Toxicity Testing	2,320.73
51044	08/20/2015	Reconciled		16040	PITNEY BOWES	Postage	553.94
51045	08/20/2015	Reconciled		16200W	PLACER COUNTY SHERIFFS DEPT.	PCSO Phone July 15'	41.50
51046	08/20/2015	Reconciled		16727	PONTICELLO ENTERPRISES	Engineering July 15'	6,573.50
51047	08/20/2015	Reconciled		18194	REGIONAL GOVERMENT SERVICES	Planning Services 7/31-8/17 15	5,415.00
51048	08/20/2015	Reconciled		21130	UNION PACIFIC RAILROAD CO	UPRR Ped Xing	50,200.63
51049	08/20/2015	Reconciled		23169	WAVE BUSINESS SOLUTIONS	Internet City Hall-296	182.95
51050	08/07/2015	Reconciled		16600	STATIONARY ENGINEERS, LOCAL 39	STMT 07-2015	3,812.00
51051	08/21/2015	Reconciled		03141	CALPERS	GASB68 Report for FY2015	2,026.00

Total Checks: 78 — **Checks Total (excluding void checks): 236,714.32**

Total Payments: 78 — **Bank Total (excluding void checks): 236,714.32**

Total Payments: 78 — **Grand Total (excluding void checks): 236,714.32**

DAILY CASH SUMMARY REPORT

08/01/2015 - 08/31/2015

City of Colfax

			Debit	Credit	Net Chng
Fund: 100 - General Fund					
08/04/2015	Daily Totals		15,244.29	0.00	15,244.29
08/05/2015	Daily Totals		3,236.52	0.00	3,236.52
08/12/2015	Daily Totals		8,084.68	0.00	8,084.68
08/21/2015	Daily Totals		68,331.85	0.00	68,331.85
08/31/2015	Daily Totals		6,259.66	0.00	6,259.66
Fund: 100 - General Fund		**TOTALS:**	**101,157.00**	**0.00**	**101,157.00**
Fund: 218 - Support Law Enforcement					
08/04/2015	Daily Totals		0.00	753.83	-753.83
Fund: 218 - Support Law Enforcement		**TOTALS:**	**0.00**	**753.83**	**-753.83**
Fund: 244 - CDBG MicroEnterprise Lending					
08/31/2015	Daily Totals		300.00	0.00	300.00
Fund: 244 - CDBG MicroEnterprise Lending		**TOTALS:**	**300.00**	**0.00**	**300.00**
Fund: 292 - Fire Department Capital Funds					
08/12/2015	Daily Totals		5,489.80	0.00	5,489.80
Fund: 292 - Fire Department Capital Funds		**TOTALS:**	**5,489.80**	**0.00**	**5,489.80**
Fund: 560 - Sewer					
08/04/2015	Daily Totals		5,178.62	0.00	5,178.62
08/05/2015	Daily Totals		61.33	0.00	61.33
08/12/2015	Daily Totals		261.33	0.00	261.33
Fund: 560 - Sewer		**TOTALS:**	**5,501.28**	**0.00**	**5,501.28**
Fund: 561 - Sewer Liftstations					
08/05/2015	Daily Totals		1,221.00	0.00	1,221.00
08/12/2015	Daily Totals		814.00	0.00	814.00
Fund: 561 - Sewer Liftstations		**TOTALS:**	**2,035.00**	**0.00**	**2,035.00**
Fund: 565 - General Obligation Bond 1978					
08/04/2015	Daily Totals		295.86	0.00	295.86

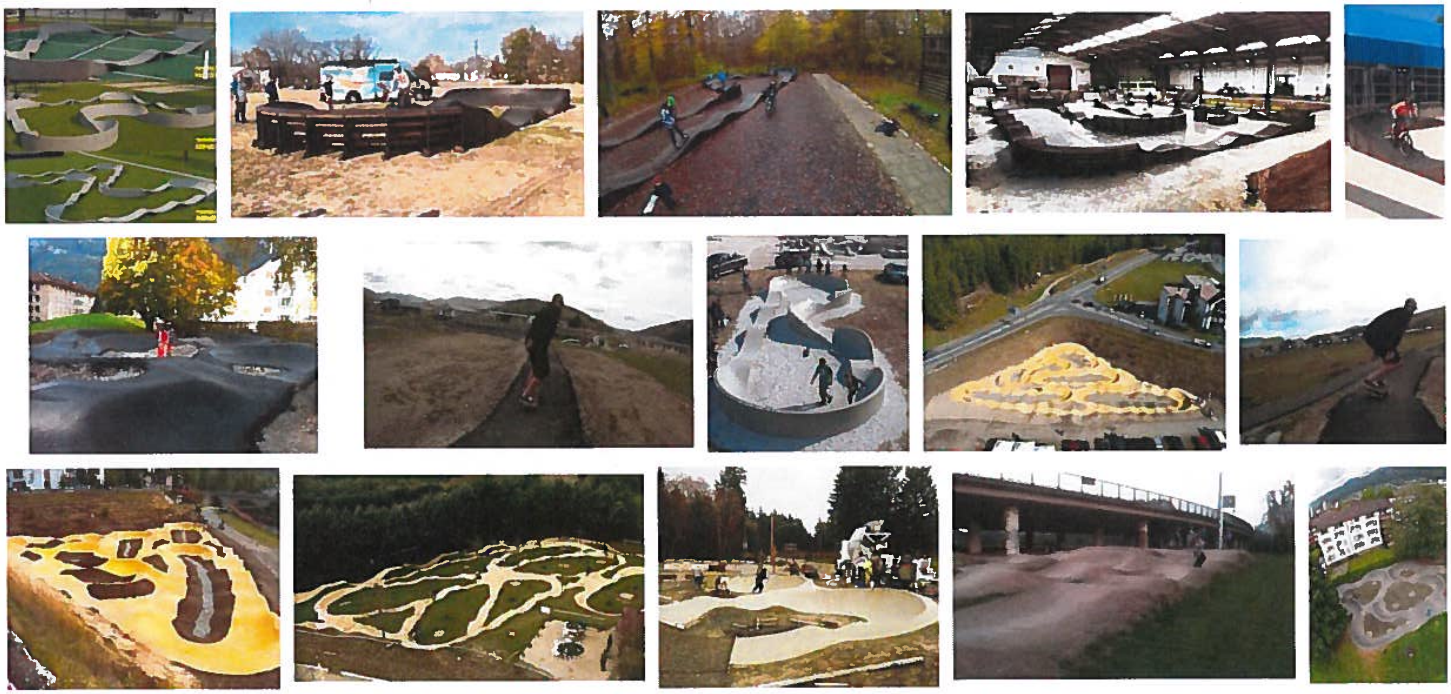
DAILY CASH SUMMARY REPORT

08/01/2015 - 08/31/2015

City of Colfax

			Debit	Credit	Net Chng
Fund: 565 - General Obligation Bond 1978		**TOTALS:**	**295.86**	**0.00**	**295.86**
Fund: 567 - Inflow & Infiltration					
08/04/2015	Daily Totals		3,656.65	0.00	3,656.65
Fund: 567 - Inflow & Infiltration		**TOTALS:**	**3,656.65**	**0.00**	**3,656.65**
		GRAND TOTALS:	**118,435.59**	**753.83**	**117,681.76**

SAMPLE "PUMP TRACK" SMALLER FACILITY



STAFF REPORT TO THE COLFAX CITY COUNCIL

FOR THE SEPTEMBER 23, 2015 COUNCIL MEETING

FROM: Mark Miller, City Manager
PREPARED BY: Staff
DATE: September 17, 2015
SUBJECT: Update on Ad Hoc Committee Reviewing the Impact Fee Program and General Plan Circulation Element

	N/A	X	FUNDED		UN-FUNDED	AMOUNT: $10,000	FROM FUND: 100

RECOMMENDED ACTION: Receive an update on the project revising the Circulation Element of the General Plan and the Mitigation Fee Program

Background:

At the September 9, 2015 meeting, the City Council directed staff to proceed with the project to revise the Circulation Element of the General Plan and the Mitigation Fee Program. The Circulation Element of the current General Plan relies on LOS (Levels of Service) to determine traffic impacts and levels of significance during the environmental review process. The Colfax Municipal Code Chapter 3.56 established the Mitigation Impact fees under authority granted by California Government Code Section 66000.

Past public, City Council and staff discussions have highlighted inconsistencies and subjective language in the General Plan that may impede economic development. The Circulation Element of the General Plan is in particular need of an update. Planning and Traffic Circulation practices have evolved substantially in the nearly two decades since the work began on the 1998 General Plan.

The City Council annually reviews the mitigation program, fees collected and expenditures made. The underlying capital improvements required for development in the City have been in place for some time and are due to be updated. These capital projects are directly related to the Circulation Element requirements and the current review makes a corresponding update of the capital projects timely.

At the September 9 meeting, the City Council appointed Councilmembers Harvey and Hesch to an ad hoc committee to facilitate the project revising the Circulation Element and the Mitigation Fee Program, and report back to Council. The first committee meeting is scheduled for September 29, and some of the preliminary areas to be discussed are highlighted below.

Level of Service (LOS) Background:

Using Levels of Service (LOS) has historically been the primary standard to measure traffic impacts. It is a method that measures car traffic congestion and relies on decreasing wait time and increasing traffic flow as the metric to determine impacts and mitigation. In the past, if a proposed project reduces the level of service – it was deemed to be a strong negative and often results in requirements and mitigation that could render the project financially infeasible despite other benefits that the new project would bring. Furthermore, attempting to maintain an LOS of "C" on a scale of "A" (free flowing traffic, no interruptions) to "F" (traffic is stop and go, delays at intersections greater than 60 seconds) does not allow for any recognition of transportation benefits that a project may bring to the community such as bike lanes or pedestrian walkways to encourage alternate methods of transportation. It also does not consider economic or job creation benefits of a project. It is simply a black and white metric – maintain LOS C or better: Good; dip below LOS C: Not so Good. This outdated metric also does not take into consideration the high and continually escalating costs of traffic infrastructure. While it may be desirable to have free-flowing traffic during peak travel hours of the day, it may not make economic sense to design and size road capacity to minimize congestion while having excess capacity being underutilized most hours in a day. For example, a standard of some congestion during the morning and afternoon peak work week hours might still allow 158 out of 168 hours in a week, or 94% of the time, with free flowing traffic. Funding of right-size infrastructure is particularly important for small cities such as Colfax.

The General Plan Circulation Element

Amending policy of the Circulation Element will allow the City to be in charge of decisions related to traffic analysis and acceptable levels of impact instead of being held to the rigid controls of using LOS to determine significant impacts. With the passage of Senate Bill SB 743 – a new metric of VMT, Vehicle Miles Traveled, has been introduced to replace LOS. Using VMT as the significance threshold has project viability and environmental benefits, such as reducing the mitigation burden on infill projects, reducing roadway expansion as a preferred mitigation, and encourages projects to reduce VMT through redesign.

While it will still be appropriate to use LOS to determine traffic mitigation – it will not be recommended to be used to determine the level of significance through the CEQA process. Reviewing and revising the General Plan policies to identify VMT as the metric to measure traffic impacts will allow Colfax to better determine the direct impact of traffic imposed on the community and to define the appropriate mitigation.

Traffic Mitigation Fee Program Study

The second part of this project is to review and update the City's Traffic Mitigation Fee Program (which is also based on using the LOS C as the standard for determining impacts and financing improvements). Traffic mitigation funds are used for capital expenditures, including engineering and design costs, environmental documentation, right-of-way acquisition, construction, construction management and administrative costs. Fees are calculated based on the impacts created by a proposed project and as such would need to be consistent with the General Plan policy that defines the level of impact. Council has budgeted some funding for this study.

Enclosure: Current General Plan Circulation Element

CHAPTER 3
CIRCULATION

3.1 Authority and Purpose

The purpose of the Circulation Element of a General Plan is to identify the location and the extent of major thoroughfares, transportation routes, terminals, and other public utilities and facilities, all correlated with the Land Use Element (Government Code 65302[b]). The State of California General Plan Guidelines lists the following mandatory issues which are to be addressed in this Element:

- Major thoroughfares
- Transportation routes
- Terminals
- Other local public utilities and facilities

In addition to the mandatory issues, the optional topic areas, as well as important local issues covered in this Element are as follows:

- Streets and highways
- Public transit (e.g., buses, taxi, railroads, etc.)
- Bicycle and pedestrian routes
- Parking
- Railroads

The goals, policies, and programs of this element relating to the above issues are designed to maintain and improve circulation within the community.

Transportation is also a regional issue. This element is required by Government Code Sections 651039(f) and 65080 not to be in conflict with applicable state and regional transportation plans (General Plan Guidelines).

The accessibility of a place has a major impact upon land value and the intensity of land use. The location of a place in relation to the circulation network is important in determining its land use (LU). As an example, land located next to major highway and freeway interchanges tend to have commercial and/or industrial uses. Good transportation access is required to move a large amount of goods or to meet the needs of residents, shoppers, and recreators. Movement or a trip along a circulation network requires some sort of cost in either travel time and/or money. Generally, people place more importance on travel time and do not want to be very far from places they regularly visit. Land use and the distance someone has to travel to shop, work, and or reside are related to circulation (Hanson). The shorter this distance to shop, work, and back to place of residence reduces travel time, fuel consumption, congestion, air pollution, and noise. Mixed land uses tend to help in reducing vehicle miles traveled (VMT).

The existing, as well as future circulation needs are based on community concerns and the goals, policies, and programs of the Land Use Element. Future projections are based on the anticipated use of vacant land in the Land Use Element (LU).

The Circulation Element also has a relationship with the Noise Element (N) of the General Plan. The railroad, Interstate 80, and major streets and thoroughfares are noise producers. Mitigation for transportation noises are offered in the Noise Element.

The Safety Element (S) is also linked to the Circulation Element. The services of police, fire, and ambulance all require an adequate system of streets to access victims of crime, fire, and or other emergencies in a timely manner.

The Conservation Element (CON) and Circulation Element are related. Air pollution from mobile sources, such as automobiles, are added to the Sacramento Valley Air Basin of which Placer County is included.

3.2 Background

3.2.1 Roadway Classifications

The City of Colfax is served by five different classifications of roadways. These are freeway, state highway, arterial, collector and local streets. The definitions of these roadways are defined below.

Roadway Classifications

- **Freeway** - A limited access and high speed road serving inter-regional movement with no interference from local street patterns or at-grade- crossings. Freeways are divided highways and serve primarily regional and long distance travel.
- **State Highway** - Limited access and higher speed road for travel between communities. Medium capacity two-lane roadways with one lane in each direction. The passing of slower vehicles requires the use of the opposing lane where traffic gaps allow.
- **Arterial** - A street carrying the vehicular traffic of intra-community travel, as well as access to the rest of the county transportation system. Access to arterials should be by minor arterial, collector and local streets.
- **Minor Arterial** - A street for movement of intra-community traffic and less traveled than arterial streets.
- **Collector** - These roadways serve traffic between major and local roadways and neighborhoods. Collector's are used mainly for traffic movements within residential, commercial, and industrial areas.
- **Local Street** - Roadways used primarily for direct access to residential, commercial, industrial, or other abutting property with on-street parking. They do not generally include roadways carrying through traffic.

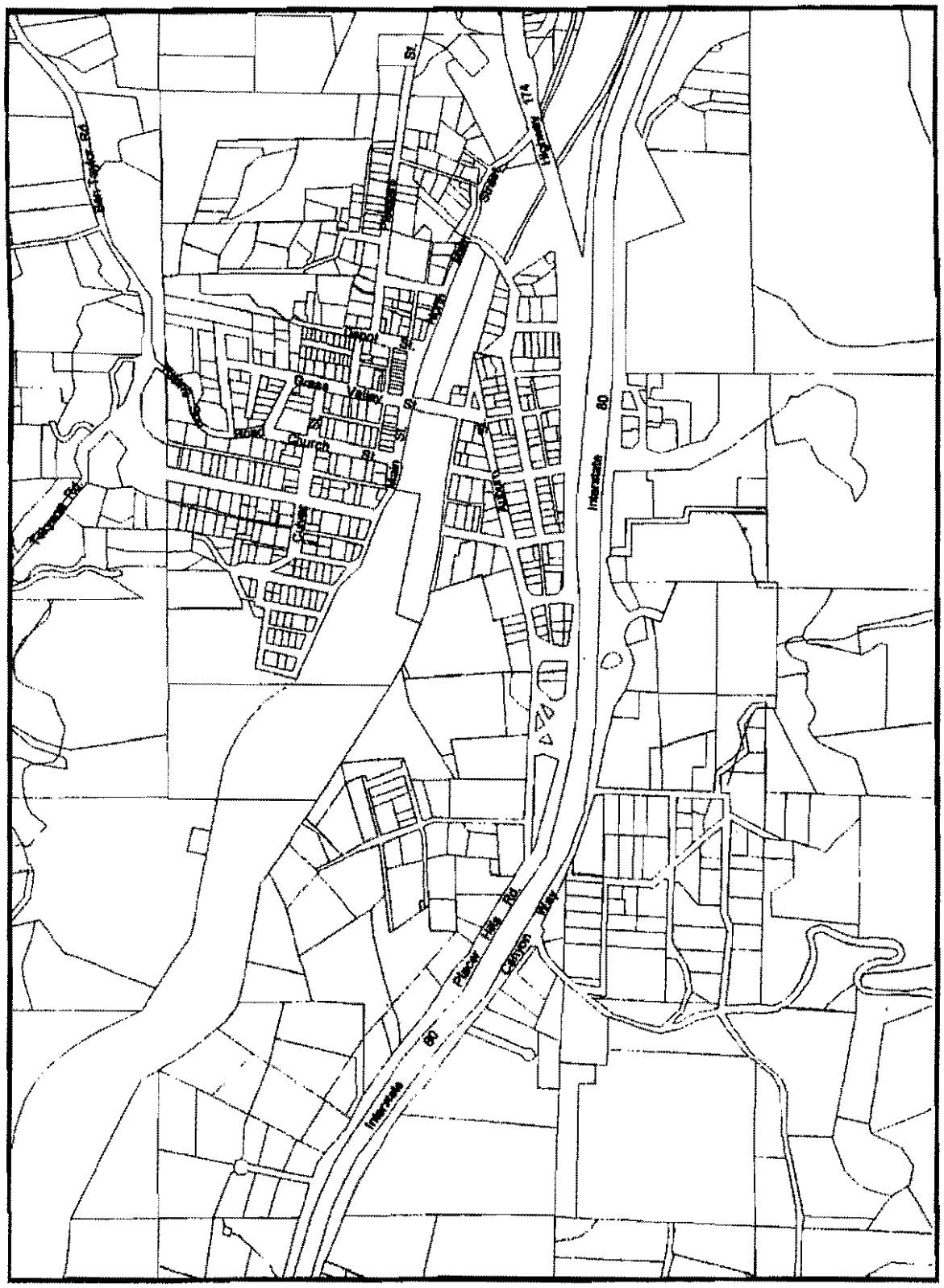
Source: Highway Capacity Manual, 1985

3.2.2 Existing Facilities

Figure 3.1 is a map of important streets and roadways in Colfax. Table 3.1 lists the arterial and collector streets in the City of Colfax. Local streets are not intended to carry through traffic. This does not mean local streets are not used for through traffic, only that the design and capacity of local streets is generally limited.

Figure 3-1

City of Colfax Main Ciruculation Routes



Scale

0 1000 2000 feet

1 inch = 1000 feet

N
W E
S

Produced for California State University, Chico
in Cooperation with the Geographic Information Center
Cartography by Kent Johanns

The collector and arterial streets are very important to the circulation system of a community. Congestion or traffic problems usually occur where roadways meet or traffic is impeded. Intersections are places where congestion is easily noticeable. Some examples of other impedance factors are: lane width, available lanes, exclusive turn lanes, parking, driveways, and railroad crossings.

Table 3-1
City of Colfax
Roadways

I-80	Freeway
Highway 174	State Highway
Auburn Street	Collector
Grass Valley Street	Collector
Depot Street	Local Street
Church Street	Collector
Main Street	Collector
Rising Sun Road	Collector
Culver Street	Local Street
Pleasant Street	Local Street
Canyon Way	Arterial
Placer Hills	Arterial
Tokayana	Arterial
Ben Taylor	Arterial

Interstate 80

Interstate 80 is the main transportation route and bisects the City of Colfax and, like its predecessor, Highway 40, exerts the major impact on circulation and transportation. It carries the majority of the traffic into and out of the City, while at the same time providing a physical barrier to intra-city circulation. The two interchanges located within the City of Colfax are Canyon Way and Auburn Street.

The Canyon Way exit is located at the southern edge of the city limits. This exit provides freeway access in the north and south bound direction and the southern portion of the City.

The Auburn Street interchange is the northern access point for I-80 in the City. Access to I-80 is available in both north and south bound traffic. This interchange also connects with Canyon Way. This area is an important intersection for travelers and trucks using Interstate 80. This interchange provides some of the needed services for both trucks and travelers. This exit also provides access to the historic downtown.

Highway 174

Highway 174 is the next major traffic carrier and produces a mixing of local and through traffic at strategic intersections. It enters the city limits in the north and is connected to the historic downtown by way of Main Street. Highway 174 then crosses the railroad tracks and terminates on Auburn Street.

Highway 174 is used by local and regional traffic. This roadway provides access to and from the communities of Grass Valley and Nevada City, thus allowing access to Highway 20.

City Roadways and Intersections

Important City streets are Depot Street, Culver Street and Pleasant Street. These streets connect residential areas to the network of collector roadways. Important collector roadways in the Colfax area include Auburn, Grass Valley, Church and Main Streets and Rising Sun Road. These collector roadways connect to the arterial streets that lead into the City. These include Canyon Way, Placer Hills, Tokayana and Ben Taylor.

Intersections are areas within a circulation system where the flow of traffic is often interrupted. Interruptions can occur from any number of sources (stop signs, traffic lights, bicycle and pedestrian crossings, etc.). Vehicle conflicts or accidents are more susceptible at intersections.

Parking

The parking requirements are established in the City's Zoning Ordinance in Chapter 9-2, Article 10 "Off-Street Parking Requirements."

Bicycle Routes

The City of Colfax currently has Class III routes. The use of bicycles within the City should be encouraged and expanded. An example to encourage bicycle use are: new developments that require collector or arterial streets should allow for bike route right-of-ways.

Bicycle Pathway Definitions

Class I are bicycle pathways that are fully separated from any traffic lanes, either in a setback landscaped corridor adjacent to the road, or in a totally separated corridor apart from the street.

Class II bicycle pathways are within the right-of-way of streets, usually collectors and arterials. The lanes are up to seven feet wide, located adjacent to the travel lanes with signage and a stripe on the pavement demarking the lane.

Class III bicycle pathways are shared usage of streets with no specific separation of different modes of traffic. Street signage is often used to designate a roadway as a bicycle route.

Pedestrians

Pedestrian needs can usually be accommodated by the construction of sidewalks and pathways. In areas with little or no development, adequate shoulders (4 to 6 feet wide) should be provided for pedestrians. The requirements for sidewalks is covered in the City's Zoning Ordinance and Standard Specifications.

It is desirable to combine pedestrian and bicycle facilities. This is important in planning new development areas. The use of pedestrian and bicycle facilities to link areas of home, work, school, and commercial uses can be used to reduce traffic and air pollution.

3.2.3 Capacity and Level of Service

Capacity is usually defined as the maximum number of vehicles or pedestrians (volume) that can use a transportation system with various roadway, traffic, and control conditions.

As an example, under ideal conditions the capacity of a one lane freeway segment is 2,000 passenger cars per hour per lane. The capacity of a one lane unsignalized intersection with a four way stop is 450 vehicles per hour per lane.

Volume is usually defined as the number of vehicles passing a given point in the roadway at a certain time interval.

The counting of cars passing Main Street on Grass Valley Street for 15 minutes is an example of volume.

Level of Service (LOS) describes the operating conditions on a roadway. The LOS is measured with an "A" through "F" rating. Level of Service covers such concepts and factors as speed and travel time, delay, freedom to maneuver, traffic interruptions, comfort and convenience, and safety (Traffic Engineering Handbook 1992).

Level of Service (LOS) Definitions

A description of the different Level of Service definitions is provided below.

LOS A: Free flow of individual users that are not interrupted by other users in the traffic pattern. Any intersection delays are less than 5 seconds.

LOS B: Constant flow with a large freedom to maneuver, but with some interference from other users. Intersection delays are between 5 and 15 seconds.

LOS C: Restricted flow which remains constant, but interference from other users is noticeable. Intersection delays range from 15 to 25 seconds.

LOS D: High-density but stable flow. Freedom to maneuver is restricted and intersection delays range from 25 to 40 seconds.

LOS E: Traffic flow is at or near capacity and freedom to maneuver is extremely difficult. Intersection delays of 40 to 60 seconds can be expected.

LOS F: Traffic flow approaches a level that exceeds the amount that can be served. Traffic is stop-and-go and queues form. Delays at intersections are greater than 60 seconds.

Source: Highway Capacity Manual 1985

Table 3.2 lists the Level of Service as a ratio of volume to capacity. As the volume and capacity get closer to the number 1.00, the LOS gets worse. For example, at a Level of Service of "B" the current volume of cars is 61% to 70% of capacity. In other words, the roadway or intersection has the capacity to accommodate 30% more cars (volume) before a LOS of "F" is reached.

Table 3-2
Level of Service in Relation to Volume/Capacity Ratios

LOS	V/C Ratio
A	0.00-0.60
B	0.61-0.70
C	0.71-0.80
D	0.81-0.90
E	0.91-1.00
F	>1.00

Current Daily Traffic Volumes

Current Circulation conditions in the City of Colfax are shown on Table 3-3. These condition are expressed with peak hour volume and its level of service under those conditions. This does not take into account special conditions such as climatic or emergency conditions. These counts were for roadways, not intersections.

Table 3-3
Peak Hour[1] Volume and Level of Service of Local Streets

Roadway	Volume	LOS
I-80 Overpass	586	A
Highway 174	428	A
Auburn Street	748	A
Grass Valley Street	492	A
Depot Street	56	A
Church Street	180	A
Main Street	124	A
Rising Sun Road	308	A
Culver Street	108	A
Canyon Way	388	A
Placer Hills	392	A
Tokayana	72	A
Ben Taylor	132	A
I-80 Overpass (west)	248	A

[1] Peak Hour is usually 10 to 12 percent of the Average Daily Traffic (ADT) flow. All Peak Hour counts were taken Monday through Thursday between 7:00 a.m. and 9:00 a.m. and 4:00 p.m. and 6:00 p.m.

In a separate study prepared by Spectrum Engineering of Fair Oaks, 5 intersections and road segments were also evaluated. This information was provided by Paul Manuel at MBI. The traffic counts were taken only during the p.m. peak hour. The results of this study are shown on Table 3-4 and 3-5. All of the intersections studied were stop sign controlled. The MBI study shows somewhat different results than the previous study of existing conditions. The main focus of the MBI study was on intersections rather than just roadways.

Table 3-4
Traffic Count Summary
For The Year 1977 1997

Street	Segment	1997 P.M. Peak	1997 Daily ADT
SR 174	Main St. to Auburn St.	500	5,000
SR 174	Auburn St to I-80	1,270	1,270
Auburn Street	SR 174 to I-80	1,270	12,700
I-80 Overpass	Auburn St to S. Canyon View	855	8,550
S. Canyon View	Overpass to I-80 EB Ramps	730	7,300

Source: Spectrum Engineering

Table 3-5
Level of Service Summary of Intersections
For Existing Conditions

No.	Intersection	Existing Level of Service
1.	S. Auburn St. At the I-80 WB ramps	LOS C
2.	S. Auburn St. at the Overcrossing (north side)	LOS D
3.	North Canyon at the Overcrossing (south side)	LOS C
4.	North Canyon at the I-80 EB ramps	LOS B
5.	S. Auburn St. at S.R. 174	LOS E

Source: Spectrum Engineering

It was concluded by Spectrum Engineering that a signal is warranted at intersection 5 to mitigate the unacceptable LOS. This recommendation should be considered as future buildout occurs. It is also recommended that a fair share mechanism should be developed to pay for deficiencies created by continued development. A recommended City policy is that the development project that impacts the circulation system should pay its proportionate share of mitigation measures required.

Future Conditions

Future circulation needs and improvements must be based on the impacts of land use plan for the entire planning area. The land use plan indicates future population and its impact on circulation. Changes in density in the downtown residential area will cause an increase in traffic on those affected streets and roadways. The anticipated future traffic conditions in Colfax includes increased traffic on minor arterials and collectors. These roadways and their intersections will experience degradation generated by increased traffic. In addition to changes in density for residential locations the Land Use Element provides for the locating of industrial and commercial development on the current transportation corridors. This will help in redirection commercial traffic to more appropriate areas of the city. There are two intersections and roadways that are currently at an unsatisfactory LOS (see Table 3-5). The LOS at these locations will need to be mitigated with the installation of signals or other

acceptable traffic management methods to improve these areas to a LOS "C". It is understood that as buildout is accomplished, improvements in the circulation system must keep pace with this growth. The LOS for existing streets will change as the volume changes. These conditions must be monitored as development continues. With each new development the current and future circulation must be considered.

There are valid alternatives to reduce congestion and unsatisfactory LOS. As build out is accomplished these methods need to be implemented on a case by case basis. Methods that can improve circulation include; signalizing intersections to improve consistent flow, restriction of left turns during peak hours or 24 hours per day or install turning lanes wherever appropriate to direct and channel traffic. The cost of some of these alternatives is sizable. In order to offset the City's cost of these measures, new development must provide its fair share of the cost for conditions created as buildout continues. Other alternative to improve circulation would be to encourage and cooperate with state and federal transportation officials for construction of another ramp from State Route 174 to I-80, as well as elimination of some on street parking to increase traffic flow. This would relieve current and future conditions for those commuters entering and exiting the City. The City, however, has very little control over the transportation decisions for ramps and cannot be sure of securing this alternative. The eliminations of parking is not possible in the downtown because of already inadequate parking in that area.

The projected future traffic LOS and Peak Hour Volumes are based on computer modeling with QRS II software. This network program is used to forecast impacts of urban development on roadway networks. This is accomplished by outlining a basic roadway network, dividing the City into zones, entering information specific about each zone (i.e. human activities, income level, occupations, family size, etc.), and current network or roadway configurations. Traffic volumes are distributed on the existing network using techniques as documented in the *National Cooperative Highway Research Program Report Number 187* (QRS II) and help forecast traffic levels after there have been changes in urban development.

These projections are affected by current traffic congestion problem intersections and roadways. These congestion areas include South Auburn Street at State Route 174 and South Auburn Street at the north side Overcrossing. It may be necessary to postpone approval of development proposals that result in degradation of LOS until improvements are accomplished.

Air quality problems resulting from increased traffic circulation will require the implementation of mitigation measurer consistent with the Placer County Air Pollution Control District's 1991 Air Quality Attainment Plan (or updated version). Air quality is addressed more in the Natural Environment Element.

Table 3-6 Projected Peak Hour Volume and LOS at Buildout[1]		
I-80 Overpass	1176	B
Highway 174	1147	B
Auburn Street	1253	B
Grass Valley Street	200	A
Depot Street	33	A
Church Street	178	A
Main Street	255	A
Rising Sun Road	231	A
Culver Street	212	A
Canyon Way	1395	C
Placer Hills	1496	D
Tokayana	72	A
Ben Taylor	132	A
I-80 Overpass (west)	1164	B

[1]The projected number are only estimates of possible future Peak Hour and LOS. Any number of factors can change them. For instance, a change in zoning will either lower or raise the allowable densities in a certain area. All projected traffic conditions were made using current zoning designations on vacant land.

3.3 Circulation Issues

The following circulation issues and concerns were identified by the Planning Commission:

- The City is divided into 3 distinct sections by the railroad and Interstate 80, preventing adequate circulation when trains move through town.
- Parking facilities (especially in the Historic area) are inadequate.
- There is a need to encourage pedestrian and bicycle travel within the City.
- Circulation plans need to be developed when I-80 is closed either due to weather, accident, or road work traffic is diverted through town along Hwy. 174.
- Congestion points exist at peak hours due to school and work commute.

- Potential off-ramp congestion with build out of vacant land along Auburn and Canyon Way may be a problem.

- A need to encourage the development of community gateways.

3.4 Findings

The following findings address the above issues and concerns:

- The planning of future roadways need to meet all acceptable standards to ensure a safe and efficient circulation network.

- Inadequate pedestrian and bicycle routes, including walkways, sidewalks and pedestrian crossings need to be changed and improved.

- Union Pacific and Southern Pacific Railroads have merged creating potential for more rail traffic through the City.

- Highway 174 has become a major commute route for morning traffic between Grass Valley to Interstate 80.

3.5 Circulation Goals, Policies, and Implementation Measures

Goal 3.5.1 ***Create a problem free and safe transportation system in the Colfax Planning Area.***

Policy 3.5.1.1 Maximize the efficient use of existing transportation facilities.

Policy 3.5.1.2 Maintain a level "C" service standard for City intersections and roadways.

Policy 3.5.1.3 Take a pro-active position in regional transportation issues that involve the Colfax area.

Policy 3.5.1.4 Traffic impacts must be considered in land use decisions and vice versa.

Implementation Measures

3.5.1A Monitor standards and requirements for future development of residential and commercial land, noting and prioritizing needed improvements such as streets, wastewater distribution / treatment system and storm drainage system. These needed improvements will be included in the City's Capital Improvement Program..

3.5.1B Land uses that generate a high incidence of auto traffic, such as drive-ins, convenience stores, fast-food outlets, shopping centers, and large subdivisions,

shall be required to submit a site-specific traffic impact report prior to construction or expansion of such facilities.

Goal 3.5.2 Encourage alternative forms of transportation.

Policy 3.5.2.1 Allow for alternative forms of transportation by providing necessary facilities, such as bicycle racks, pedestrian walkways and connections, as well as ride share parking.

Policy 3.5.2.2 Place priority on walking and bicycle trails within the Colfax Planning Area.

Implementation Measure

3.5.2A Create an integrated network of pedestrian connections throughout the planning area.

3.5.2B Use transportation systems management techniques to lower vehicle miles traveled and to decrease air pollution emissions.

3.5.2C Utilize the strategies recommended in the *Transportation-Related Land Use Strategies to Minimize Motor Vehicle Emissions: An Indirect Source Research Study Final Report (1995) Chapter 1*. This report was prepared for the California Air Resources Board and the California Environmental Protection Agency. These recommendations, when applicable, will be used to mitigate impacts caused by new development throughout the City. These strategies include:

Provide Pedestrian Facilities
Increase Density Near Transit Corridors
Increase Density Near Transit Stations
Encourage Mixed-Use Development
Encourage Infill and Densification
Develop Concentrated Activity Centers
Strengthen Downtowns
Develop Interconnected Street Network
Provide Strategic Parking Facilities

STAFF REPORT TO THE COLFAX CITY COUNCIL

FOR THE September 23, 2015 COUNCIL MEETING

FROM: Mark Miller, City Manager
PREPARED BY: Staff
DATE: September 16, 2015
SUBJECT: Mobile311 GIS Work Order and Asset Management System

	N/A	X	**FUNDED**		**UN-FUNDED**	**AMOUNT: $10,500**	**FROM FUND: 560 / 100**

RECOMMENDED ACTION: Adopt Resolution 39-2015 Authorizing the City Manager to enter into a contract with Mobile311 for a GIS Work Order and Asset Management System for a twenty-one month term.

BACKGROUND:
The City of Colfax has historically maintained customer requests and asset management through a rudimentary office system. The current methodology of processing customer requests and asset management has deficiencies in tracking the tasks after completion which prevent the City from actively monitoring current and past information. An updated, comprehensive system would create a better context for decision-making, tracking, and prioritization.

SUMMARY:
City staff has evaluated several hosted work order and asset management systems and determined Mobile311 as the best price option for the City's needs. The goal is to proactively manage customer requests with a closed-loop system designed to improve operational efficiency of execution and tracking of resources used on a day to day basis.

The City will receive the following services from Mobile311:

- Mobile GIS access
- Unlimited access and technical support
- Hosted GIS work order and asset management system
- Scheduled equipment and infrastructure maintenance

In addition, Mobile311 will provide the necessary tracking tools to manage the City's infrastructure and equipment. Ultimately, Mobile311 will provide the essential data collection required for effective decision-making, tracking, and prioritization of infrastructure improvements.

The costs include a one-time start-up fee of $1,050 and a 9-month prorated fee of $4,050 for fiscal year 2015/16. The fiscal year costs in 2016/17 (12-months) will be $5,400 for the annual service. The City is receiving a 60 day trial period of the product. In addition, the lump sum payments are due at the end of June in each fiscal year.

CONCLUSION:
Staff recommends the City Council authorize the City Manager to enter into a contract with Mobile311 GIS Work Order and Asset Management System for a twenty-one month term.

ATTACHMENTS:

a. Resolution 39-2015
b. Mobile311 Quote

City of Colfax
City Council

Resolution № 39-2015

AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH MOBILE311 FOR A GIS WORK ORDER AND ASSET MANAGEMENT SYSTEM FOR A TWENTY-ONE MONTH TERM

WHEREAS, City of Colfax Work Order and Asset Management System has historically been a rudimentary paper management system; and,

WHEREAS, the current system has deficiencies in tracking and monitoring of current and past information; and

WHEREAS, the City has determined that it is in the best financial and operational interest of the City to upgrade the Work Order and Asset Management System to a system which will track resources with a hosted GIS system;

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Colfax that the City Manager is hereby authorized to enter into a contract with Mobile311 for a GIS Work Order and Asset Management System for a twenty-one month period.

PASSED AND ADOPTED at the regular meeting of the City Council of the City of Colfax held on the 23th day of September, 2015 by the following vote of the Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Kim A. Douglass, Mayor

ATTEST:

_____
Lorraine Cassidy, City Clerk

8/28/2015

Wes Heathcock
City Of Colfax
P.O. Box 702
Colfax, CA 95713-0702

Dear Wes,

Thank you for your interest in our GIS solutions. Designed to help you take full advantage of your GIS data, our solutions make information more accessible, simplify the creation of new data, and organize everything more effectively. We are dedicated to providing best in class solutions with unlimited training and support. Ask us about our other affordable online solutions that are built exclusively for organizations just like City Of Colfax. Pricing is based on your total population.

Total Population: 1,963

Item	Term	Investment
Mobile311 and ConnectGIS bundle - up to 5 divisions	Now – June 30th, 2016	$4,050.00
Mobile311 and ConnectGIS bundle- up to 5 divisions QuickStart	Now – June 30th, 2016	$1,050.00

Total Initial Investment:	**$5,100.00**

Annual renewal amount from July 1st, 2016 through June 30th, 2017 is $5,400.00

Investment includes:

- ConnectGIS account setup includes GIS data imports. Files must be provided in a GIS format. Initial data will be loaded within 10 business days of confirmed receipt. Updates to data will be loaded within two business days of confirmed receipt.
- With ConnectGIS, we provide hosting services utilizing ESRI ArcGIS server and the connection to the ConnectGIS portal to provide GIS data over the internet. You can post data twice per month. 20 GB of Data Storage is included.
- Mobile311 account set up includes pre-population of forms. Files must be provided in electronic format (excel,.csv)
- Mobile311 integration with ConnectGIS or your on-premise ArcGIS.

Terms of Service:

- Proposal has been prepared for City Of Colfax.
- Proposal is valid for 30 days.
- Initial Term: 12 months
- Automatic invoicing of annual fee will occur at the end of each term unless request for non-renewal is received in writing 30 days prior to renewal date.
- Payment: Terms are net 30 days.
- Applicable sales taxes are in addition to the quoted price. If City Of Colfax is tax exempt please email a copy of your Tax Exemption Certificate to accounting@facilitydude.com.
- Please address purchase order to: FacilityDude.com, 11000 Regency Parkway Suite 200, Cary, NC 27518
- Training and startup assistance are available in an online format and through telephone support as indicated on our website.
- Technical Support is available from 8am to 6pm EST. Please call (877)655-3833 for or email support@facilitydude.com for technical support.
- Subscription begins upon written acceptance of terms and conditions of the proposal.
- Project management, and onsite training are outside of the scope of this proposal and are available at an additional cost.
- FacilityDude.com's Terms of Use are governed by our online terms of use statement available at: http://facilitydude.com/privacy-terms-of-use/.
- FacilityDude.com solutions are delivered for the client to access within 24 hours of the order.

At FacilityDude, we are happy to work with your yearly budgeting cycle. If you would prefer a pro-rated annual fee based on your budget cycle, please let me know. I will provide you with the pro-rated cost based on the number of months remaining in your fiscal year.

Thanks again for your interest in utilizing our web-native solutions to integrate and more efficiently manage your operations. Please feel free to contact me with any questions at (919) 674-8846 or by email at emily.currier@facilitydude.com

Sincerely,
Emily Currier
emily.currier@facilitydude.com