CITY COUNCIL MEETING

COUNCIL CHAMBERS, 33 SOUTH MAIN STREET, COLFAX, CA

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

REGULAR MEETING AGENDA
April 27, 2016
Closed Session 6:30 PM · Regular Session 7:00 PM

1) OPEN MEETING

1A. **Call to Order**
1B. **Roll Call**
1C. **Public Comment**
1D. **Closed Session**
Public employee employment pursuant to Government Code Section 54957
Title of position to be filled: City Manager.

2) OPEN SESSION

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

3) PRESENTATIONS

3A. **Presentation Regarding Measure C, General Obligation Bonds for Schools**
Paul Lundberg, Principal Colfax High School
3B. **Sierra Vista Community Center (SVCC) Annual Report**
Connie Heilaman, SVCC President

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 April 13, 2016**
Recommendation: Approve the Minutes of the Regular Meeting of April 13, 2016.
4B. **Cash Summary Report – March 2016**
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. **Discussion on City Manager Recruitment**
RECOMMENDATION: Receive update on recruitment and discuss as appropriate.

7B. **Non-Binding Letter of Intent to Participate in the I-80 Corridor Electric Vehicle "Fast Charger" Grant**
STAFF PRESENTATION: Mark Miller, City Manager
RECOMMENDATION: Review and authorize the Mayor to sign the non-binding letter of intent to participate in the I-80 Corridor Electric Vehicle "Fast Charger" grant, and direct the city manager to submit the application package.

7C. **Continuing Medical Marijuana Ordinance City Council Discussion**
STAFF PRESENTATION: Mark Miller, City Manager
RECOMMENDATION: Discuss and direct staff as appropriate

8) ADJOURNMENT

Mark Miller

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

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

City of Colfax
City Council Minutes
Regular Meeting of Wednesday, April 13, 2016
City Hall Council Chambers
33 S. Main Street, Colfax CA

1 CONVENE COUNCIL MEETING

1A. **Call to Order**
Mayor Parnham called the Council Meeting to order at 7:00PM.

1B. **Pledge of Allegiance**
City Clerk Cassidy led the Pledge of Allegiance.

1C. **Roll Call**
Council Members present: Douglass, Harvey, Hesch, Parnham, Stockwin

1D. **Approval of Agenda Order**
On a motion by Councilmember Stockwin, seconded by Mayor Pro Tem Harvey, the City Council approved the agenda.
AYES: Douglass, Harvey, Hesch Parnham, Stockwin

2 CONSENT CALENDAR

2A. **Minutes City Council Meeting of March 23, 2016**
Recommendation: Approve the Minutes of the Regular Meeting of March 23, 2016.

2B. **Mosquito and Vector Control Awareness Week April 17 to April 23, 2016**
Recommendation: Adopt Resolution 10-2016 recognizing West Nile Virus and Mosquito and Vector Control Awareness Week 2016.

2C. **East Oak Street Pedestrian and ADA Improvements Project - Award of Contract**
Recommendation: Adopt Resolution 11-2016 authorizing the City Manager to execute a construction contract agreement for the Pedestrian and ADA Improvements to Colfax Transit Center Project on East Oak Street with Central Valley Engineering and Asphalt, Inc., in an amount not to exceed $65,921.

2D. **Bennett Engineering Contract for the North Main Street Bike Route Improvements Project**
Recommendation: Adopt Resolution 12-2016 authorizing the City Manager to execute a contract agreement with Bennett Engineering for design and construction support on the North Main Street Bike Route Improvements Project in an amount not to exceed $35,000.

2E. **Schedule of Activities for Collecting Delinquent Sewer and Garbage Charges on Annual Tax Rolls**
Recommendation: For Information Only

2F. **Bureau Veritas Consultant Contract Extension for Building Inspection Services**
Recommendation: Adopt Resolution 13-2016 authorizing the City Manager to extend the contract with Bureau Veritas for building inspection services on an as needed basis not to exceed $20,000 and subject to renewal June 30, 2016.

2G. **Parcel Map for Pinetop Estates (#TPM-03-13) for the purpose of subdividing an existing 34.7 acre parcel into four lots**
Recommendation: Adopt Resolution 14-2016 approving the final Parcel Map for the Pinetop Estates Development Project.

On a motion by Mayor Pro Tem Harvey, seconded by Councilmember Stockwin, the City Council approved the Consent Calendar.
AYES: Douglass, Harvey, Hesch, Parnham, Stockwin
ABSENT: Hesch

3 COUNCIL, STAFF, AND OTHER REPORTS

3A. Committee Reports and Colfax Informational Items – All Councilmembers

Councilmember Hesch

- Councilmember Hesch encouraged Council and the public to participate in the fundraiser for the Skatepark which is sponsored by Beach Hut Deli and Pizza Factory on April 16, 2016 from 10AM to 8PM. Both restaurants will donate 20% of their proceeds to the skatepark.
- He requested staff schedule a presentation from the new Caboose Maintenance Committee for the May 11, 2016 meeting.
- He has received many complaints and has confirmed transients are again using Gazebo Plaza as a sleeping area.
- Councilmember Hesch requested a closed session to discuss goals and salary schedule to implement when the new city manager is hired.
- He would also like to discuss the sheriff's contract to develop measurable objectives as a means to ensure the City is gaining the most from their investment in law enforcement.
- He handed out copies of a scientific study pertaining to marijuana use and its effects on long term users.
- He stated he would like to attend bid openings and requested staff inform Council when bid openings are scheduled.
- He thanked staff for creating the asphalt projection sheet and requested more information.

Councilmember Stockwin

- Councilmember Stockwin reminded the public the comment period for the Centennial Reservoir Notice of Preparation of the Environmental Impact Report (EIR) ends on Monday April 18, 2016. He encouraged everyone to become informed and make comments. He mentioned the Nevada Irrigation District (NID) has not identified solutions to rerouting traffic. He also explained the loss of the campground on the Colfax side of the river could impact the City by $85,000-$165,000.
- He reported the tour of the medical marijuana dispensary in Sacramento was very impressive.

Councilmember Douglass

- Councilmember Douglass stated the EIR process for the Centennial Reservoir would be a chance for Colfax to expand its sphere of influence and have more of a voice with adjoining agencies.
- He attended an Economic Development meeting for the County. The speaker was a gentleman from England who would like to build a university in the south county area.
- He also attended the SVCC Board meeting. The board is seeking nominees for new board members.

- The All-Service Group met and is making progress on developing a common database.
- He reported from the SEDCorp meeting, all Colfax small business loans are current with no delinquencies.
- Councilmember Douglass attended the Colfax soccer game as the Council representative. The team is still undefeated!

Mayor Pro Tem Harvey

- Nothing to report.

Mayor Parnham

- Mayor Parnham stated he had heard from a concerned citizen the POW flag is no longer flown over the Gazebo Plaza and has offered to purchase a new flag to donate if Council agrees to fly the flag. Council was in agreement.
- He is concerned and disappointed in the progress of the abatement for the historic hotel.
- He attended the medical marijuana dispensary tour and will report more during the agenda item.
- He suggested a project to include mention of Colfax in the Amtrak commentary. Councilmember Hesch stated he has contacts with railroad docents who could facilitate the process.

3B. **City Operations – City Staff**

City Manager Miller

- City Manager Miller reiterated the invitation to the Skatepark Fundraiser at Beach Hutch Deli and the Pizza Factory. An anonymous donor will match the funds that are raised.
- He mentioned the Sierra Vista Community Center Flea Market is hosted every third Saturday.
- Staff will prepare a letter to send to the Nevada Irrigation District on behalf of the City. This is simply a preliminary comment period and the City will have another opportunity to weigh in with Council's concerns regarding traffic and economic impacts the proposed reservoir will have on the City.
- He informed Council of a potential fire grant in conjunction with Placer County from FEMA. Staff will monitor and inform Council when FEMA issues the approval letter.
- City Manager Miller announced the activities planned by the Colfax Library to celebrate National Library Week.
- He happily announced the withdrawal of the Union PERB Complaint.
- Staff is preparing a grant application through the California Energy Commission for $100,000 to install an electric vehicle "Fast Charger". Staff plans to bring the application to Council for approval at the next Council Meeting.
- The Wastewater Treatment Plant had some minor coliform spikes which initiated Water Board fines. Staff has enacted operation changes to prevent reoccurrences. It is frustrating to receive fines since the required purity of the City discharge is 100's of times more pure than the natural waterways.
- Staff has received a revised timeline from the owner of the hotel for abatement of the nuisance and a permit has been issued. Unfortunately, the owner is once again behind schedule. The building official will be in contact with him this week.

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

Frank Klein, President of the Colfax Area Chamber of Commerce

- The Chamber met to discuss the July 3 event and potential dates. At this point, the Chamber would like to step back from coordinating the event. A potential coordinator from the Green Machine has offered to take over. Mr. Klein will provide a procedure list for the new coordinator. He stated Council will still need to clarify if fireworks will be part of the event.

  Councilmember Hesch suggested this would be a good opportunity for Council to review City procedures regarding events. He requested the topic be placed on a future agenda.

4 PUBLIC COMMENT

Foxey McCleary, 127 Saunders

- Reminded everyone of the Chocolate, Wine and Art Indulgence which is planned for April 30th. Tickets are $15.00.

Karen Perry, area resident

- Spoke against the Centennial Reservoir project and invited interested parties to a river celebration at the group campground on the Bear River on April 23-24.

Diane Suarez, area resident

- Spoke against the Centennial Reservoir, stating that an accessible and quiet campground in a riparian environment is unique. She stated the old growth trees and relatively undisturbed habitat make it a special place.

5 COUNCIL BUSINESS

5A. **Preliminary Budget Review – Fiscal Year 2016-2017 and Fiscal Year 2017-2018**

STAFF PRESENTATION: Mark Miller, City Manager

RECOMMENDATION: Review and discuss. Provide direction to staff for preparation of draft budget to be presented at the Council/Public Budget workshop on Wednesday, May 11, 2016.

City Manager Miller stated this is the first discussion of the new two year budget and is an overview of staff needs. The purpose is to solicit input from Council regarding priorities. Mr. Miller commended Council for its policy to maintain reserves. He highlighted income and expenditure trends in overall City finances. Overall, the City is stable. Council may be able to consider eliminating the scheduled 3.5% sewer rate increase for this year. Staff recommends several capital expenditures and staffing increases over the course of the next several years. He urged Council to email him with any request for projects and priorities.

Council requested plenty of time to discuss the budget during the upcoming budget workshop. Council asked for documentation of the I&I obligations on the City and inclusion of Volunteer Fire Department needs.

City Manager Miller emphasized the importance of Councilmembers communicating with him during the next few weeks so that all of the budget items important to Council can be included in the draft presented at the Budget Workshop.

There was no public comment.

5B. **July 2 Event – Fireworks**

STAFF PRESENTATION BY CHAMBER: Frank Klein, Chamber President

RECOMMENDATION: Discuss and direct staff as appropriate.

Mr. Klein stated although the Chamber may not be the lead organization for the July Event, it is important for the success of the event to know if fireworks are approved as soon as possible. Fireworks are expensive and organizers need time to raise the $8-10,000 for a fireworks show.

After discussion, Council approved an Independence Day Event fireworks display subject to the Fire Marshall's ok, noting that weather or a wildfire in the area may merit cancelling even up to a few hours before the event is scheduled. Council also noted fireworks were well received for Winterfest and should be planned for that event as well.

Lynn Tausch, Colfax Business Owner, suggested the fundraising for fireworks encompass both events. She also mentioned the commemorative buttons were a very effective and popular fundraiser. She offered to help with the supplies to get the button fundraiser going.

5C. **George A. Wyman Memorial Project Plaque**

STAFF PRESENTATION: Lorraine Cassidy, City Clerk

RECOMMENDATION: Approve joining the project as a hosting location, select a location for the plaque, and direct staff as appropriate to plan activities to acknowledge the Memorial Day commemorative ride.

City Clerk Cassidy gave a brief historical description of the 1903 George Wyman ride on a motorized bicycle and informed Council of the Memorial Project to honor his ride. Project sponsors have asked the City to join as a sponsoring community by committing to display a donated plaque and wayside sign. A site on the Depot Green has been selected for a monument and the Mayor has offered to oversee building of a monument.

Council approved the recommended site and supported the concept of a simple celebration to welcome motorcycle riders participating in the commemorative ride on Memorial Day.

5D. **City Manager Recruitment Criteria and Schedule**

STAFF PRESENTATION: Mark Miller, City Manager

RECOMMENDATION: Review the draft recruitment information and provide direction to advertise the position and proceed with a recruiting process as appropriate.

City Manager Miller thanked the Council and community for the opportunity to serve the City. Colfax has the nicest group of constituents as well as a great Council. It has been a joy to serve here. Staff has developed a draft timeline to allow for public input with maximum transparency and enough time to attract good talent to fill the position.

Council made a few suggestions to improve the announcement and requested a closed session at the next meeting to discuss potential contract changes and goals for candidates.

5E. **Continuing Medical Marijuana Ordinance City Council Discussion**

STAFF PRESENTATION: Mark Miller, City Manager

RECOMMENDATION: Discuss and direct staff as appropriate.

City Manager Miller stated the revenue side of medical marijuana dispensaries is the third component of the proposed ordinance. City Attorney Cabral asserted this is the most important decision regarding this issue.

Council discussed the amount of the tax and if the taxes should be designated. Staff cautioned designating the funds would implement a two-thirds approval requirement and would impose that designation for perpetuity unless another measure is placed on the

ballot to change the designation. Council concluded they would like more statistics from other jurisdictions in California as well as information from other states with legalized marijuana before deciding upon a taxation rate.

Councilmember Stockwin reminded Council to beware of taxing too much and thereby forcing patients to get their medications on the black market. He also reminded Council that medical marijuana dispensaries are dispensing medicine.

Councilmember Hesch asked for clarification of the process of enforcing financial cooperation from business owners and requested a step by step policy for enforcement.

Council agreed to discuss this item further at the next meeting and requested staff provide more information.

Jim Dion, Colfax business owner, asked Council to allow him to open a dispensary by the first of May and offered to donate $1000/week to fireworks.

Stacie Younggren, area resident, suggested taxing recreational use, if it is legalized, at a higher rate than medical use. She stated she appreciated Council's willingness to study and become informed about medical marijuana use and would like to bring pro-marijuana literature to Council.

Kristi Parnham, Colfax resident, stated she would also like to see medical marijuana taxed at a lower rate than recreational use.

6 ADJOURNMENT

As there was no further business on the agenda, Mayor Parnham adjourned the meeting at 9:20PM.

Respectfully submitted to City Council this 27th day of April, 2016.

Lorraine Cassidy, City Clerk

STAFF REPORT TO THE COLFAX CITY COUNCIL

FOR THE APRIL 27, 2016 COUNCIL MEETING

FROM: Mark Miller, City Manager
PREPARED BY: Laurie Van Groningen, Finance Director
DATE: April 13, 2016
SUBJECT: City of Colfax Cash Summary Report: February 2016

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

RECOMMENDED ACTION: Accept and File City of Colfax Cash Summary Report: March 2016.

BACKGROUND AND ANALYSIS:

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 February 2016.

Monthly highlights include:

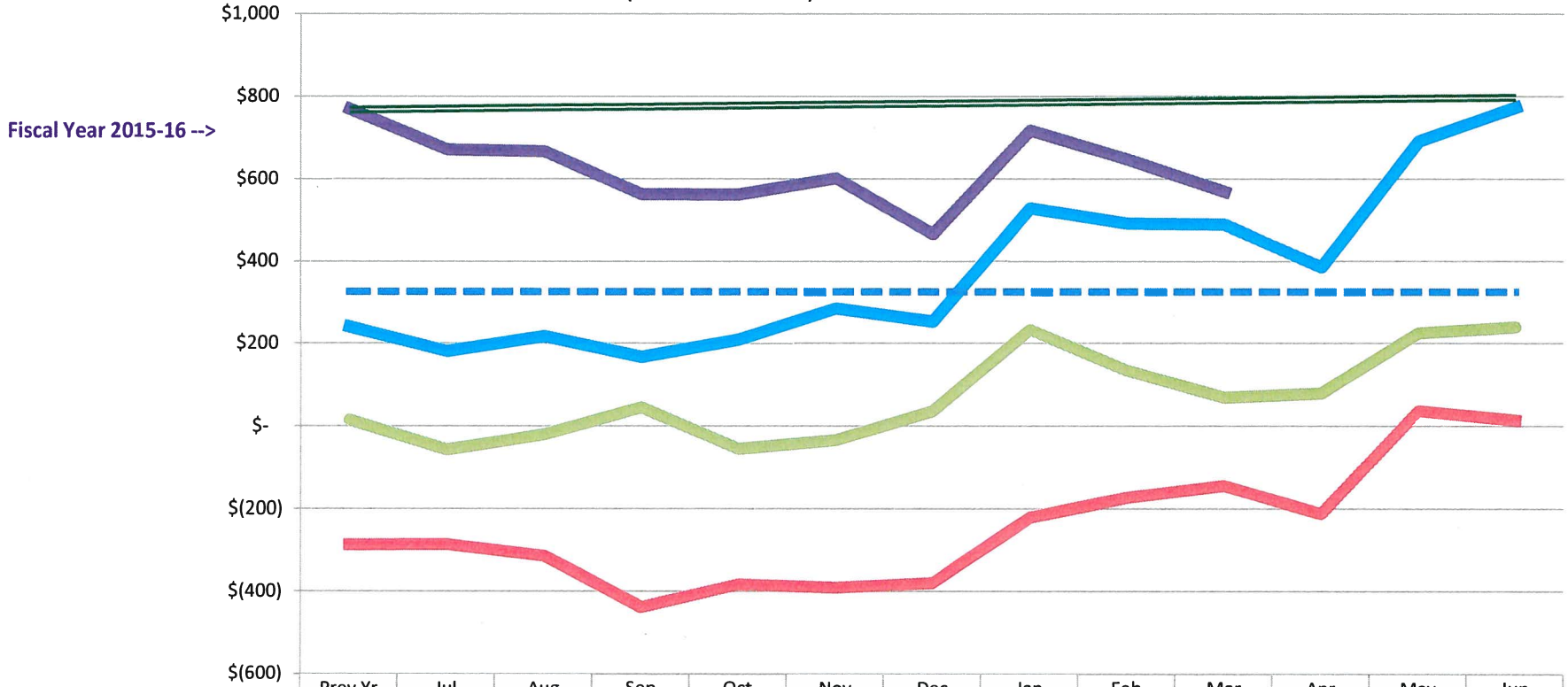
- General Fund Reserved Cash is tracking consistently with previous years and our General Fund Reserve balance has been met consistently for the past fifteen months.
- Negative fund balances in Restricted and Capital Funds are due to timing of funding allocations and reimbursements.
  - Full funding is expected for Fund 250 – The first payment of Local Transportation funds from PCTPA (50% of annual apportionment) was received in March – the balance is expected to be received by June. Funds are also scheduled to be transferred from Fund 253 Gas Taxes as budgeted (estimate is approximately $30K)
  - Capital Fund 350 (UPPR Ped Xing Project) received PTSMEA funding from PCTPA in February and the first reimbursement payment from Cal Trans ($244K) has been received in March. Final project costs are expected to be paid in March/April – and will be followed up with a reimbursement request to Cal Trans. Union Pacific costs over budget are being reviewed.

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

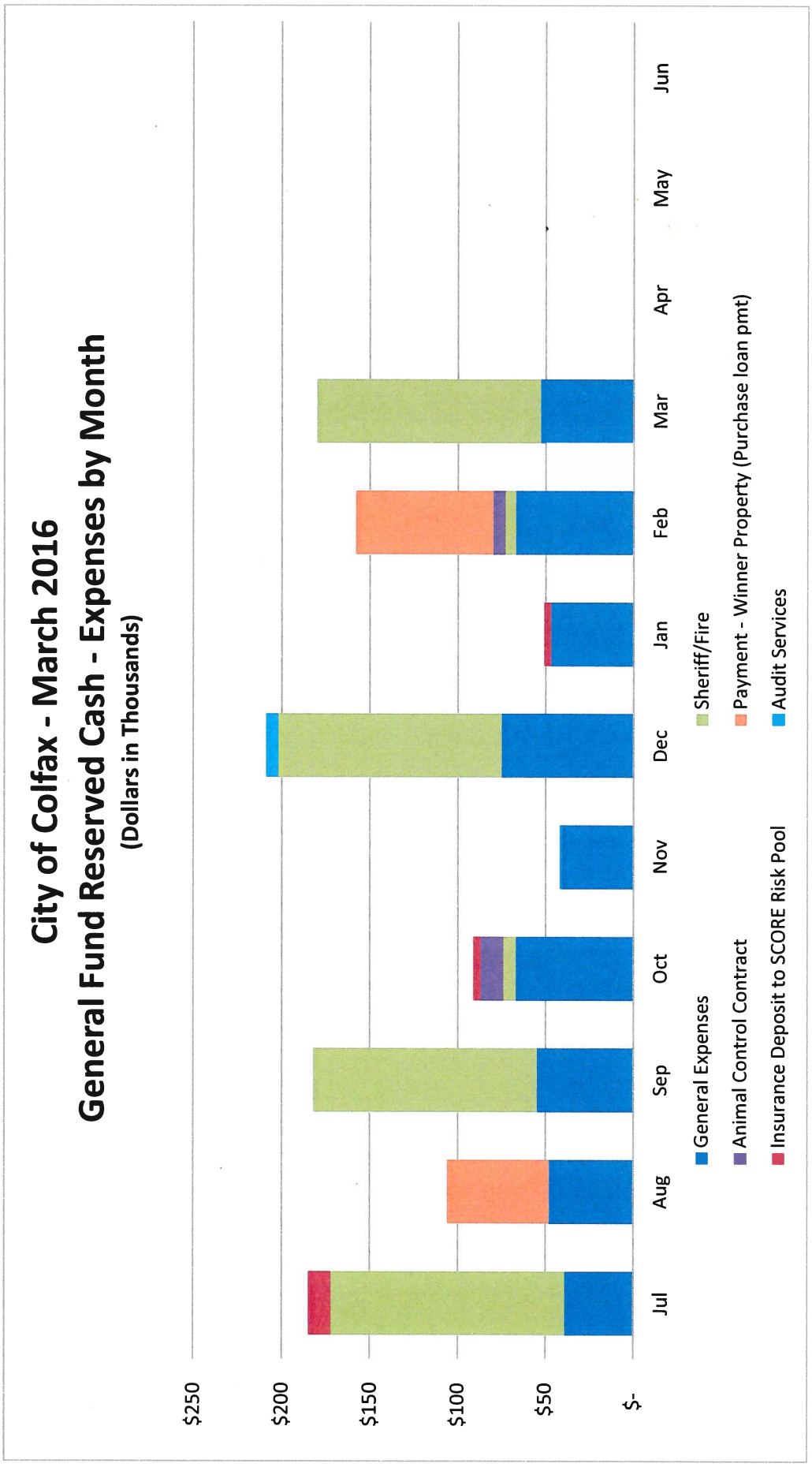
City of Colfax - March 2016
General Fund Reserved Cash Analysis

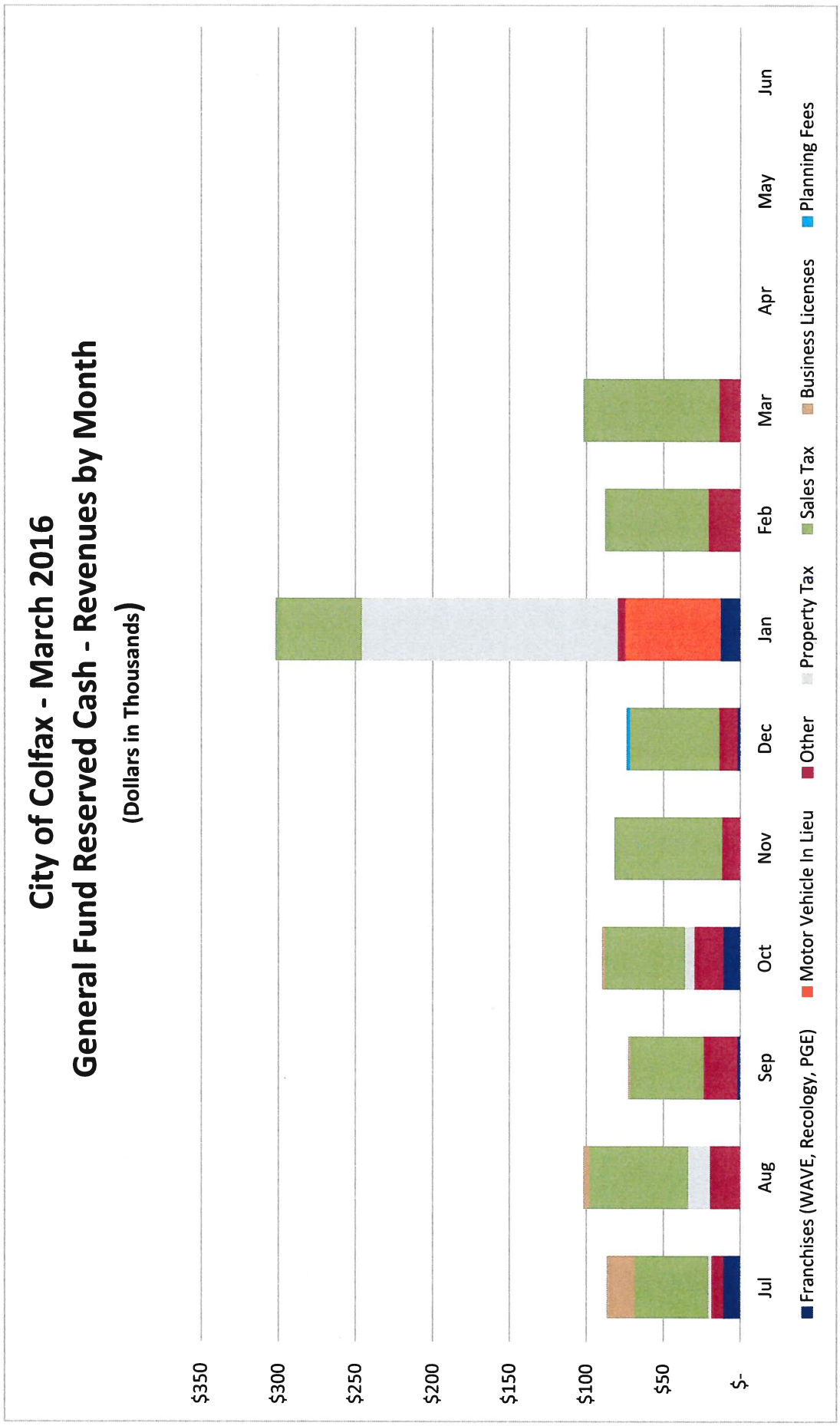
(Dollars in Thousands)



	Prev Yr	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Cash Balance FY2015-16	$768	$670	$666	$562	$561	$601	$466	$717	$647	$569			
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

*City Administrative policy stipulates General Fund Reserve of 25% (3 months) of annual General Fund Revenues.


City of Colfax - March 2016
General Fund Reserved Cash - Expenses by Month
(Dollars in Thousands)
$250
$200
$150
$100
$50
$-
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
Audit Services


City of Colfax - March 2016
General Fund Reserved Cash - Revenues by Month
(Dollars in Thousands)
$350
$300
$250
$200
$150
$100
$50
$-
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

Cash Transactions Report - March 2016

	Beginning Balance	Debit Revenues	Credit (Expenditures)	Ending Balance
Fund Type: 1.11 - General Fund - Unassigned				
Fund: 100 - General Fund	$ 873,685.15	$ 102,660.99	$ (179,550.54)	$ 796,795.60
Fund: 120 - Land Development Fees	$ 9,860.44	$ -	$ (722.50)	$ 9,137.94
Fund: 570 - Garbage Fund	$ (236,703.89)	$ -	$ -	$ (236,703.89)
Fund Type: 1.11 - General Fund - Unassigned	**$ 646,841.70**	**$ 102,660.99**	**$ (180,273.04)**	**$ 569,229.65**
Fund Type: 1.14 - General Fund - Restricted				
Fund: 571 - AB939 Landfill Diversion	$ 30,767.26	$ -	$ -	$ 30,767.26
Fund: 572 - Landfill Post Closure Maintenance	$ 774,740.51	$ -	$ (4,024.63)	$ 770,715.88
Fund Type: 1.14 - General Fund - Restricted	**$ 805,507.77**	**$ -**	**$ (4,024.63)**	**$ 801,483.14**
Fund Type: 1.24 - Special Rev Funds - Restricted				
Fund: 210 - Mitigation Fees - Roads	$ 62,799.60	$ -	$ (9,848.00)	$ 52,951.60
Fund: 211 - Mitigation Fees - Drainage	$ 3,042.66	$ -	$ -	$ 3,042.66
Fund: 212 - Mitigation Fees - Trails	$ 42,627.05	$ -	$ -	$ 42,627.05
Fund: 213 - Mitigation Fees - Parks/Rec	$ 97,617.32	$ -	$ -	$ 97,617.32
Fund: 214 - Mitigation Fees - City Bldgs	$ 942.43	$ -	$ -	$ 942.43
Fund: 215 - Mitigation Fees - Vehicles	$ 4,483.35	$ -	$ -	$ 4,483.35
Fund: 217 - Mitigation Fees - DT Parking	$ 26,570.20	$ -	$ -	$ 26,570.20
Fund: 218 - Support Law Enforcement	$ 23,981.01	$ 11,785.70	$ (25,000.00)	$ 10,766.71
Fund: 241 - CDBG Housing Rehabiliation	$ 94,392.02	$ -	$ -	$ 94,392.02
Fund: 244 - CDBG MicroEnterprise Lending	$ 118,865.37	$ 1,000.00	$ -	$ 119,865.37
Fund: 250 - Streets - Roads/Transportation	$ (100,976.78)	$ 57,660.50	$ (9,164.84)	$ (52,481.12)
Fund: 253 - Gas Taxes	$ 40,512.23	$ 7,816.87	$ (1,479.63)	$ 46,849.47
Fund: 270 - Beverage Container Recycling	$ 33,107.09	$ -	$ -	$ 33,107.09
Fund: 280 - Oil Recycling	$ 4,441.51	$ -	$ (421.53)	$ 4,019.98
Fund: 286 - Community Projects	$ 5,254.69	$ -	$ -	$ 5,254.69
Fund: 292 - Fire Department Capital Funds	$ 148,346.05	$ -	$ (1,507.10)	$ 146,838.95
Fund: 342 - Fire Construction - Mitigation	$ 2,423.55	$ -	$ -	$ 2,423.55
Fund: 343 - Recreation Construction	$ 2,424.00	$ -	$ -	$ 2,424.00
Fund Type: 1.24 - Special Rev Funds - Restric	**$ 610,853.35**	**$ 78,263.07**	**$ (47,421.10)**	**$ 641,695.32**
Fund Type: 1.34 - Capital Projects - Restricted				
Fund: 350 - Street Improvement Projects	$ (252,577.01)	$ 244,236.97	$ -	$ (8,340.04)
Fund: 370 - North Main Street Bike Route	$ (1,672.22)	$ -	$ (37.50)	$ (1,709.72)
Fund Type: 1.34 - Capital Projects - Restricted	**$ (254,249.23)**	**$ 244,236.97**	**$ (37.50)**	**$ (10,049.76)**
Fund Type: 2.11 - Enterprise Funds - Unassigned				
Fund: 560 - Sewer	$ 408,897.26	$ 96,030.71	$ (84,808.75)	$ 420,119.22
Fund: 561 - Sewer Liftstations	$ 353,794.42	$ 16,938.34	$ (9,680.84)	$ 361,051.92
Fund: 563 - Wastewater Treatment Plant	$ 283,864.49	$ 41,630.62	$ (2,610.59)	$ 322,884.52
Fund: 564 - Sewer Connections	$ 41,080.00	$ -	$ -	$ 41,080.00
Fund: 565 - General Obligation Bond 1978	$ 21,659.43	$ -	$ -	$ 21,659.43
Fund: 567 - Inflow & Infiltration	$ 321,942.97	$ 1,464.11	$ (2.39)	$ 323,404.69
Fund Type: 2.11 - Enterprise Funds - Unassigi	**$ 1,431,238.57**	**$ 156,063.78**	**$ (97,102.57)**	**$ 1,490,199.78**
Grand Totals:	**$ 3,240,192.16**	**$ 581,224.81**	**$ (328,858.84)**	**$ 3,492,558.13**

City of Colfax
Cash Summary
March 31, 2016

	Balance 02/29/2016	Revenues In	Expenses Out	Transfers	Balance 03/31/2016
US Bank	$ 261,404.36	$ 581,224.81	$ (328,858.84)	$ (275,000.00)	$ 238,770.33
LAIF	$ 2,978,487.80	$ -		$ 275,000.00	$ 3,253,487.80
Total Cash - General Ledger	$ 3,239,892.16	$ 581,224.81	$ (328,858.84)	$ -	$ 3,492,258.13
Petty Cash (In Safe)	$ 300.00				$ 300.00
Total Cash	$ 3,240,192.16	$ 581,224.81	$ (328,858.84)	$ -	$ 3,492,558.13

Change in Cash Account Balance - Total **$ 252,365.97**

Attached Reports:

1. Cash Transactions Report (By Individual Fund)
2. Check Register Report (Accounts Payable) $ (261,023.27)
3. Cash Receipts - Daily Cash Summary Report $ 427,050.36

Payroll Checks and Tax Deposits	$	(57,960.00)
Utility Billings - Receipts	$	144,418.41
Bank Service Charge	$	(119.53)
NSF Check	$	-
Stop payment/Void check	$	-
	$	**252,365.97**

$ -

Prepared by: Laurie Van Groningen 4/13/16
Laurie Van Groningen, Finance Director

Reviewed by: Mark Miller
Mark Miller, City Manager

Check Register Report

Checks Processed March 2016

Date: 04/11/2016
Time: 4:25 pm
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							
51563	03/14/2016	Printed		01771	A T.E.E.M. ELECTRICAL ENGINEER	SITE VISIT	1,000.00
51564	03/14/2016	Printed		01414	ALHAMBRA & SIERRA SPRINGS	WATER CITY HALL, CORP YARD	89.53
51565	03/14/2016	Printed		01448	AMERIGAS - COLFAX	PROPANE CORP YARD	68.17
51566	03/14/2016	Printed		01448	AMERIGAS - COLFAX	PROPANE DEPOT	210.46
51567	03/14/2016	Printed		01448	AMERIGAS - COLFAX	PROPANE DEPOT 02/24/16	95.13
51568	03/14/2016	Printed		01448	AMERIGAS - COLFAX	PROPANE - FIRE DEPT - 2/23	141.31
51569	03/14/2016	Printed		01448	AMERIGAS - COLFAX	PROPANE SHERIFF SUBSTATION	225.39
51570	03/14/2016	Printed		01661	ARC	CCV Slurry Seal Project	77.94
51571	03/14/2016	Printed		01785	AUBURN JOURNAL, INC.	SUBSCRIPTION THRU 03/29/17	157.00
51572	03/14/2016	Printed		01790	AUBURN OFFICE PRODUCTS	OFFICE SUPPLIES FEB 2016	184.21
51573	03/14/2016	Printed		02829(2)	BLUE RIBBON PERSONNEL LABOR	WE 02.28.16 - LABOR	1,537.20
51574	03/14/2016	Printed		02829	BLUE RIBBON PERSONNEL SERVICES	WE 02.28.16 - CSM	1,226.88
51575	03/14/2016	Printed		02831	BOARD OF EQUALIZATION	2015 SALES TAX	1,145.00
51576	03/14/2016	Printed		03482	CLEAR PATH LAND EVOLVEMENT,	PARCEL MAP REVIEW	722.50
51577	03/14/2016	Printed		03825	CWS ELECTRICAL	Security/Lighting Imp Project	850.00
51578	03/14/2016	Printed		04220	DC FROST ASSOCIATES, INC.	UV PARTS	708.49
51579	03/14/2016	Printed		04253	DEPARTMENT OF GENERAL SERVICES	SB1186 FEES Q4-2015	5.40
51580	03/14/2016	Printed		04400	DIAMOND WELL DRILLING CO.	WWTP MONITORING JAN 2016	9,792.00
51581	03/14/2016	Printed		05120	EDWARDS HEATING & COOLING	PASSENGER DEPOT HVAC REPAIR	397.50
51582	03/14/2016	Printed		06450	KURTIS H. FOX, M.D.	HEP A/B VACCINE FOR EMPLOYEE	189.00
51583	03/14/2016	Printed		07460	GOLD COUNTRY MEDIA	LEGAL NOTICE CCV SLURRY SEAL	283.20
51584	03/14/2016	Printed		08050	HACH COMPANY	LAB TEST KITS	969.27
51585	03/14/2016	Printed		08070	HANSEN BROS. ENTERPRISES	CONCRETE FOR STORM DRAIN IMP	112.88
51586	03/14/2016	Printed		08170	HILLS FLAT LUMBER CO	STMT 02-25-16	567.15
51587	03/14/2016	Printed		08200	HINDERLITER, DE LLAMAS & ASSOC	CONTRACT SERVICES Q1-2016	622.74
51588	03/14/2016	Printed		08660	HUNT AND SONS, INC.	FUEL PUBLIC WORKS	321.83
51589	03/14/2016	Printed		09455	INLAND BUSINESS SYSTEMS	COPY MACHINE MAINTENANCE	1,000.95
51590	03/14/2016	Printed		13050	MACDONALD, DAVID	Refund - Overpayment	214.00
51591	03/14/2016	Printed		13193	MARK THOMAS & COMPANY	S AUBURN ROUNDABOUT	9,022.00
51592	03/14/2016	Printed		13405	MOTOR ELECTRIC	EQ MIXER MOTOR REPAIR	475.36
51593	03/14/2016	Printed		16003(3)	PACIFIC WATER RESOURCES	BLOWER AIR FILTER	201.98
51594	03/14/2016	Printed		16011(2)	PELLETREAU, ANDERSON & CABRAL	FEBRUARY 2016	5,650.28
51595	03/14/2016	Printed		16035	PG&E	SERVICE 01/22 - 02/22/16	17,361.49
51596	03/14/2016	Printed		16040	PITNEY BOWES	POSTAGE	503.50
51597	03/14/2016	Printed		16300	PLACER COUNTY WATER AGENCY	ART LOT STMT 02-18-2016	920.49
51598	03/14/2016	Printed		16200	PLACER COUNTY SHERIFF DEPT.	FY 2015-2016	152,080.00
51599	03/14/2016	Printed		16200W	PLACER COUNTY SHERIFFS DEPT.	PCSO PHONE - FEB 2016	41.50
51600	03/14/2016	Printed		18193	RECOLOGY AUBURN PLACER	DEBRIS BOX FEB 2016	596.22
51601	03/14/2016	Printed		19279	SERVICE ENGINEERING	WWTP Maintenance	540.00
51602	03/14/2016	Printed		19396	SIERRA SAFETY COMPANY	"KEEP RIGHT" SIGN	27.57
51603	03/14/2016	Printed		19791	SUTTER MEDICAL FOUNDATION	FIREFIGHTER MED CHECK	102.00
51604	03/14/2016	Printed		21560	US BANK CORPORATE PMT SYSTEM	STMT 02-22-16	836.95
51605	03/14/2016	Printed		22106	VAN GRONINGEN & ASSOCIATES	FINANCE CONSULTANT	5,378.75
51606	03/14/2016	Printed		22115	VERIZON CALIFORNIA	WWTP PHONE	177.67
51607	03/14/2016	Printed		23169	WAVE BUSINESS SOLUTIONS	INTERNET CITY HALL	442.33
51608	03/14/2016	Printed		23301	WESTERN PLACER WASTE	SLUDGE REMOVAL FEB 2016	1,056.33
51609	03/28/2016	Printed		01448	AMERIGAS - COLFAX	PROPANE FIRE HOUSE	73.84
51610	03/28/2016	Printed		01448	AMERIGAS - COLFAX	PROPANE DEPOT	57.21

Check Register Report

Checks Processed March 2016

Date: 04/11/2016
Time: 4:25 pm
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							
51611	03/28/2016	Printed		01448	AMERIGAS - COLFAX	PROPANE SHERIFF SUBSTATION	83.43
51612	03/28/2016	Printed		01460	AMERIPRIDE UNIFORM SERVICE	UNIFORMS & SUPPLIES	407.85
51613	03/28/2016	Printed		01766	AT&T MOBILITY	CELL PHONES FEBRUARY	506.76
51614	03/28/2016	Printed		02829(2)	BLUE RIBBON PERSONNEL LABOR	WE 03.06.16 - LABOR	1,708.00
51615	03/28/2016	Printed		02901	BUREAU VERITAS NORTH AMERICA	BUILDING OFFICIAL SERVICES	5,397.50
51616	03/28/2016	Printed		03164	CASH- PETTY CASH REIMBURSEMENT	PETTY CASH REIMBURSEMENT	90.62
51617	03/28/2016	Printed		03483	CLEAN HARBORS	HAZ MATERIAL REMOVAL	3,739.32
51618	03/28/2016	Printed		04234	DE LAGE LANDEN FINANCIAL	COPY MACHINE CONTRACT	170.93
51619	03/28/2016	Printed		05221	EOSI - ENVIRONMENT OPERATING	WWTP CHEMICALS	10,382.35
51620	03/28/2016	Printed		06450	KURTIS H. FOX, M.D.	HEP A/B VACCINE	189.00
51621	03/28/2016	Printed		08084(2)	WES HEATHCOCK,	LEAGUE OF CITIES SEMINAR	91.26
51622	03/28/2016	Printed		08660	HUNT AND SONS, INC.	FUEL PUBLIC WORKS	383.90
51623	03/28/2016	Printed		23101	LARRY WALKER ASSOCIATES	NPDES PERMIT ASSISTANCE	120.00
51624	03/28/2016	Printed		19390	MAR-VAL'S SIERRA MARKET	WWTP SUPPLIES	6.17
51625	03/28/2016	Printed		13193	MARK THOMAS & COMPANY	S. AUBURN ROUNDABOUT	826.00
51626	03/28/2016	Printed		16040	PITNEY BOWES	POSTAGE METER LEASE	155.99
51627	03/28/2016	Printed		16727	PONTICELLO ENTERPRISES	ENGINEERING	825.00
51628	03/28/2016	Printed		16752	PRECISION HYDRO	HYDRO TESTING	250.00
51629	03/28/2016	Printed		18194	RGS - REGIONAL GOV SERVICES	PLANNING SERVICES	4,037.50
51630	03/28/2016	Printed		19396	SIERRA SAFETY COMPANY	STREETS M & S	56.98
51631	03/28/2016	Printed		19591	STANLEY CONVERGENT SECURITY	DEPOT SECURITY	125.07
51632	03/28/2016	Printed		16600	STATIONARY ENGINEERS, LOCAL 39	EMPLOYERS REPORT	9,780.00
51633	03/28/2016	Printed		23169	WAVE BUSINESS SOLUTIONS	INTERNET CITY HALL	230.90
51634	03/28/2016	Printed		23226	WESTECH	WWTP SUPPLIES	1,616.93
51635	03/28/2016	Printed		01448	AMERIGAS - COLFAX	PROPANE CITY HALL	597.45
51636	03/28/2016	Printed		12180	LAWRENCE & ASSOCIATES INC	LANDFILL MONITORING JAN 2016	783.76

Total Checks: 74 — **Checks Total (excluding void checks): 261,023.27**

Total Payments: 74 — **Bank Total (excluding void checks): 261,023.27**

Total Payments: 74 — **Grand Total (excluding void checks): 261,023.27**

DAILY CASH SUMMARY REPORT

03/01/2016 - 03/31/2016

City of Colfax

			Debit	Credit	Net Chng
Fund: 100 - General Fund					
03/02/2016	Daily Totals		1,484.90	0.00	1,484.90
03/11/2016	Daily Totals		6,364.32	0.00	6,364.32
03/23/2016	Daily Totals		5,392.81	0.00	5,392.81
03/25/2016	Daily Totals		88,177.63	0.00	88,177.63
03/31/2016	Daily Totals		1,241.33	0.00	1,241.33
Fund: 100 - General Fund		**TOTALS:**	**102,660.99**	**0.00**	**102,660.99**
Fund: 218 - Support Law Enforcement					
03/23/2016	Daily Totals		11,785.70	0.00	11,785.70
Fund: 218 - Support Law Enforcement		**TOTALS:**	**11,785.70**	**0.00**	**11,785.70**
Fund: 244 - CDBG MicroEnterprise Lending					
03/02/2016	Daily Totals		1,000.00	0.00	1,000.00
Fund: 244 - CDBG MicroEnterprise Lending		**TOTALS:**	**1,000.00**	**0.00**	**1,000.00**
Fund: 250 - Streets - Roads/Transportation					
03/02/2016	Daily Totals		57,660.50	0.00	57,660.50
Fund: 250 - Streets - Roads/Transportation		**TOTALS:**	**57,660.50**	**0.00**	**57,660.50**
Fund: 253 - Gas Taxes					
03/01/2016	Daily Totals		3,733.44	0.00	3,733.44
03/31/2016	Daily Totals		4,083.43	0.00	4,083.43
Fund: 253 - Gas Taxes		**TOTALS:**	**7,816.87**	**0.00**	**7,816.87**
Fund: 350 - Street Improvement Projects					
03/02/2016	Daily Totals		244,236.97	0.00	244,236.97
Fund: 350 - Street Improvement Projects		**TOTALS:**	**244,236.97**	**0.00**	**244,236.97**
Fund: 560 - Sewer					
03/02/2016	Daily Totals		200.00	0.00	200.00
03/11/2016	Daily Totals		61.33	0.00	61.33

DAILY CASH SUMMARY REPORT

03/01/2016 - 03/31/2016

City of Colfax

			Debit	Credit	Net Chng
Fund: 560 - Sewer		**TOTALS:**	**261.33**	**0.00**	**261.33**
Fund: 561 - Sewer Liftstations					
03/11/2016	Daily Totals		407.00	0.00	407.00
03/31/2016	Daily Totals		1,221.00	0.00	1,221.00
Fund: 561 - Sewer Liftstations		**TOTALS:**	**1,628.00**	**0.00**	**1,628.00**
		GRAND TOTALS:	**427,050.36**	**0.00**	**427,050.36**

STAFF REPORT TO THE COLFAX CITY COUNCIL

FOR THE APRIL 27, 2016 COUNCIL MEETING

FROM: Mark Miller, City Manager
DATE: April 19, 2016
SUBJECT: Discussion on City Manager Recruitment

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

RECOMMENDED ACTION: Receive update on recruitment and discuss as appropriate.

BACKGROUND AND SUMMARY:
At the April 13 meeting, the City Council considered and discussed the proposed recruitment timeline. The progress update is shown in bold below. Additionally attached is the current City Manager job description for Council's information.

CITY MANAGER RECRUITMENT TIMELINE

- April 13, 2016 City Council reviews City Manager job description, criteria, announcement and recruitment timeline. - **TIMELINE REVIEWED, COUNCIL REQUESTED CLOSED SESSION AT APRIL 27 MEETING. UPDATES WILL BE AGENDIZED FOR EACH UPCOMING COUNCIL MEETING**
- April 14, 2016 Recruitment Announcement to League of Calif Cities, ICMA, websites, job posting services.
  - **ANNOUNCEMENTS PUBLISHED.**
- May 12, 2016 Initial applications due.
- May 13, 2016 Review of applications (committee or special CC meeting closed session).
- May 16, 2016 Invite five semi-finalists for preliminary interviews.
- Friday, May 20, 2016 Interviews of top candidates.
- Wednesday, May 25, 2016, City Council Closed Session, review preliminary ranking, interview top candidates.
- May 26, 2016 Reference check on finalists.
- May 27, 2016 Invite finalist(s) for follow-up interview(s), negotiate contract.
- May 30, 2016 Announce new City Manager.
- June 20, 2016 New City Manager starts.
- June 20-24, 2016 Old-New City Manager transition.

RECOMMENDATION: Receive update on recruitment and discuss as appropriate.

POSITION DESCRIPTION

Class Title:	City Manager	Class Number:	At Will
Department:	Administration	Ref Ord. 421	

DEFINITION: Under policy direction of the Mayor and City Council, acts as chief administrative officer of the City responsible for managing the overall operations and administration of the City government, and performs other work as assigned.

DISTINGUISHING CHARACTERISTICS: This is a single position class responsible to the Mayor and City Council for managing the implementation of Council policies, for direction of City management staff and for management of City resources. The employee in this class is an unclassified "at-will" employee serving at the pleasure of the City Council as specified by Ordinance 421 and, as agreed to from time to time, by Contract, with the incumbent City Manager.

EXAMPLES OF DUTIES; The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below.

1 Develops, evaluates and implements administrative policies and procedures to meet Council goals and objectives; supervises the performance of City staff; directs the establishment of standards, goals and objectives and evaluates the performance of departments; coordinates the activities of the various City departments to ensure timely, efficient and effective delivery of programs and services.

2 Selects, directs and evaluates non-elective department heads and other staff; develops and implements training programs to enhance the capabilities of staff and improve the delivery of services; instructs and trains staff; hears, responds to and resolves employee problems, concerns, complaints and grievances; administers discipline.

3 Negotiates and/or supervises the negotiations of all City contractual agreements subject to the limitations of law and Council direction; administers and enforces agreements.

4 Serves as City Finance Director. Develops procedures for preparation of budgets by department heads, develops and recommends operating and capital budgets and staffing levels to the Council; estimates revenue with City Treasurer; reviews department funding requests and justifications; recommends budgets to City Council for adoption; establishes budget control systems; monitors expenditures to assure compliance with budgets; accounts for variances between projected and actual expenditures.

5 Manages the development and maintenance of the City's streets, sewer and related infrastructure systems~ monitors work of contractor; develops specifications; advises the City Council of needs and priorities.

6 Analyzes proposals and develops recommendations to the City Council regarding policies and programs; analyzes information pertaining to City services and operations, including policies, programs, methods, budgets, staffing, organization and capital needs; writes reports and correspondence for government agencies, members of the community and the City Council.

7 Administers the preparation of Council meeting agendas; attends Council meetings; makes oral and written presentations to the City Council and to other public and private groups; provides information to the news media and the public regarding City operations; represents the City with other government agencies and in meeting with the public.

8 Analyzes proposed legislation and administrative regulations for their impact on City operations; reviews and makes recommendations to the Council regarding legislative activities; participates in the City's lobbying process by presenting oral and written testimony to appropriate bodies.

9 Provides direction and support to staff including advice and consultation to the members of the City Council; investigates and resolves complaints and concerns regarding City programs, services and facilities; acts as liaison with other cities and counties, and with regional, state and federal agencies on a broad range of matters.

10 Directs the purchasing of supplies, materials and equipment; administers all public buildings and property under the jurisdiction of the Council; supervises all support services such as data processing, duplication, central services, public access television communications and other ancillary services.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge and Ability:

Knowledge of principles and practices of management organization and supervision; principles of public budget preparation and administration; principles of public personnel administration and employee relations; laws and regulations which pertain to City operations, services and programs; issues and principals governing design and maintenance of City streets and utilities.

Ability to develop policies and goals consistent with Council directives; effectively administer projects and operations consistent with City policies and goals; supervise staff; plan, direct and evaluate the work of staff, work effectively under the pressure of deadlines, conflicting demands and emergencies; establish and maintain effective working relationships with all levels of City staff, elective and appointive bodies and members of the general public; gain cooperation through discussion and persuasion; collect, interpret and evaluate narrative and statistical data pertaining to policy, fiscal and operation matters; analyze policies, regulations, projects,

activities and methods; select alternatives, project the consequences of proposed actions, implement administrative policies and work programs consistent with regulations and with City policies and goals; understand, interpret and apply laws and regulations; present findings, recommendations and policies to individuals and groups in an understandable and persuasive manner, communicate effectively in writing on matters related to department policies, funding and operations.

Special Requirements: Possession of a current driver's license or alternate means of travel. Must be bondable.

Experience and Training: Any combination of training, education and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:

Bachelor’s Degree in business or pubic administration and at least five years of City or other public agency administrative experience including responsibility for management of staff and programs. (Some background in municipal or civil engineering is helpful.)

STAFF REPORT TO THE COLFAX CITY COUNCIL

FOR THE APRIL 27, 2016 COUNCIL MEETING

FROM: Mark Miller, City Manager

PREPARED By: Staff

SUBJECT: Non-Binding Letter of Intent to Participate in the I-80 Corridor Electric Vehicle "Fast Charger" Grant

☐ **N/A** ☐ **FUNDED** ☐ **UN-FUNDED** **AMOUNT: N/A** **FROM FUNDS: N/A**

RECOMMENDED ACTION: Review and authorize the Mayor to sign the non-binding letter of intent to participate in the I-80 Corridor Electric Vehicle "Fast Charger" grant, and direct the city manager to submit the application package.

ISSUE STATEMENT AND DISCUSSION:

I-80 Corridor Electric Vehicle "Fast Charger" Grant Opportunity

The City of Colfax has the opportunity to participate with the Placer County Air District, the City of Auburn, and the Truckee-Donner Public Utility District (TDPUD), as a partner on the application for a fast charger grant from California Energy Commission ("CEC") for the Interstate 80 corridor. Goals of the grant include increasing economic activity along the highway by encouraging through-traffic to stop and shop locally, and to provide air quality benefits to the corridor area. If the partnership is successful, there is a required 25% local match which can include "in-kind" services over the five year grant period, and the Air District may provide a portion of that support.

As the first step in applying for the grant, the participants will be signing a non-binding letter of intent to indicate support. Staff and the City Attorney have reviewed the letter, attached, and find the wording acceptable. The letter expresses the Parties intent to work collaboratively to obtain a grant from the California Energy Commission through its Alternative and Renewable Fuel and Vehicle Technology Program, GFO-15-603 DC Fast Chargers for California's Interregional Corridors, for the maximum award amount for the I-80: Auburn to West of Nevada corridor ("Grant"). The Parties intend to use the Grant to install and operate five direct current (DC) fast charging stations and to fund the administration of and compliance with the terms and conditions of the Grant. The Parties acknowledge that the application for the Grant ("Grant Application") must be submitted to the CEC no later than June 24, 2016. The total amount of the grant for the combined agencies is $875,000; Colfax's chargers are estimated to total $100 to $125 thousand.

The Parties intend that the Grant will fund: (1) Two DC charging stations in Auburn, each station consisting essentially of one DC fast charger and one Level 2 charger, that will be installed and operated by Auburn; (2) One DC charging station in Colfax, consisting essentially of one DC fast charger and one Level 2 charger, that will be installed and operated by Colfax; (3) One DC charging station in the Donner Summit area, consisting essentially of one DC fast charger and one Level 2 charger, that will be installed and operated by TDPUD; and (4) One DC charging station in Truckee, consisting essentially of two DC fast chargers and two Level 2 chargers, that will be installed and operated by TDPUD.

PROPOSED EVCS SITE - COLFAX, CA

04-15-2016

RECOMMENDED ACTION:

Review and authorize the Mayor to sign the non-binding letter of intent to participate in the I-80 Corridor Electric Vehicle "Fast Charger" grant, and direct the city manager to submit the application package.

SUPPORTING DOCUMENT:
Non-Binding Letter of Intent

NON-BINDING LETTER OF INTENT

This Non-Binding Letter of Intent is entered into on April ____, 2016, by and between the Truckee-Donner Public Utility District, a California local public agency ("TDPUD"), the City of Auburn, a California municipal corporation ("Auburn"), the City of Colfax, a California municipal corporation ("Colfax"), and the Placer County Air Pollution Control District, a California special district ("PCAPCD"). TDPUD, Auburn, Colfax and PCAPCD may be referred to herein individually as "Party", or collectively as the "Parties", as the context requires.

I. Non-Binding

This Non-Binding Letter of Intent is intended solely as a basis for further discussion between the Parties and is not intended to be and does not constitute a legally binding agreement. Accordingly, this Letter of Intent creates no obligation for any Party to enter into a future agreement and shall not confer on any Party any rights or remedies. The Parties will only be obligated if they approve, execute and deliver a future definitive agreement. Each Party shall pay and be responsible for its own fees, costs and expenses with respect to this Letter of Intent and the preparations and negotiations for the future definitive agreement.

The Parties may ultimately reach a formal agreement to cooperate in securing a grant and implementing that grant. If the Parties reach an agreement for the purposes set forth in this Letter of Intent, the terms of that agreement shall control even if they conflict with any term in this Letter of Intent.

II. The Grant

The Parties hereby express their intent to work collaboratively to obtain a grant from the California Energy Commission ("CEC") through its Alternative and Renewable Fuel and Vehicle Technology Program, GFO-15-603 DC Fast Chargers for California's Interregional Corridors, for the maximum award amount of $875,000 for the I-80: Auburn to West of Nevada corridor ("Grant"). The Parties intend to use the Grant to install and operate five direct current (DC) fast charging stations and to fund the administration of and compliance with the terms and conditions of the Grant. The Parties acknowledge that the application for the Grant ("Grant Application") must be submitted to the CEC no later than June 24, 2016.

The Parties intend that the Grant will fund: (1) Two DC charging stations in Auburn, each station consisting essentially of one DC fast charger and one Level 2 charger, that will be installed and operated by Auburn; (2) One DC charging station in Colfax, consisting essentially of one DC fast charger and one Level 2 charger, that will be installed and operated by Colfax; (3) One DC charging station in the Donner Summit area, consisting essentially of one DC fast charger and one Level 2 charger, that will be installed and operated by TDPUD; and (4) One DC charging station in Truckee, consisting essentially of two DC fast chargers and two Level 2 chargers, that will be installed and operated by TDPUD.

III. Commitment of the Parties

Each of the Parties commits to work collaboratively with each other with the mutual goal of obtaining the Grant. Toward that end and as is set forth in more detail below, each of the

Parties will seek all necessary approvals from their governing bodies to support the Grant, supply all information needed for the Grant Application and negotiate with each other a definitive agreement setting forth the rights and obligations of each of the Parties for use of the Grant if they are awarded the Grant.

A. Commitment of TDPUD

TDPUD commits to perform the following:

1. Act as the lead agency with respect to the Grant. It will gather all of the required information from the Parties, prepare and submit the Grant Application. TDPUD may also be referred to herein as "Applicant" or "Grant Lead".
2. At is sole cost and expense, will engage and pay a consultant to assist it in preparing and submitting the Grant Application.
3. Identify a site in the Donner Summit area and a site in Truckee for the DC charging stations and obtain commitment letters from the owners of the sites expressing their commitment to enter into a lease, license or other suitable agreement to locate the DC charging stations on their property for a minimum of five years. These letters will be submitted with the Grant Application.
4. Prepare a budget that includes the estimated costs to purchase all of the charging equipment for each of the five sites, all of the back office services for all five site and maintenance costs for all five of the sites for five years.
5. Prepare a budget for the site in the Donner Summit area that includes the estimated costs to obtain electric service from PG&E and the site improvements necessary for the DC charging station at the site.
6. Prepare a budget for the site in Truckee that includes the estimated costs to obtain electric service and the site improvements necessary for the DC charging station at the site.
7. Obtain a minimum of three letters from community members supporting the need and desire for a DC charging station in the Donner Summit area. These letters will be submitted with the Grant Application.
8. Obtain a minimum of three letters from community members supporting the need and desire for a DC charging station in Truckee. These letters will be submitted with the Grant Application.
9. Prepare a grant narrative for inclusion in the Grant Application.
10. Commit to provide matching funds as per the Grant, which may include in-kind contributions, equal to 25% of the Grant funds to be used for the DC charging station in the Donner Summit area and in Truckee and for administration of and compliance with the Grant, identify the source of those matching funds, and provide letters of commitment.
11. Prepare a budget for five years that includes the estimated costs to operate the two sites, including administrative and overhead costs, fulfilling the requirements of the Grant to account for and report information regarding the Grant and the sites.
12. Diligently and timely negotiate with the other Parties a definitive agreement setting forth the rights and obligations of each of the Parties for use of the

Grant in the event the CEC awards the Grant to TDPUD, such that a definitive agreement has been approved and executed by all Parties before the Applicant must enter into an agreement accepting the Grant or otherwise accept the Grant.

13. Take all reasonable actions necessary to support the Grant Application and its timely submission, facilitate acceptance of the Grant, if awarded, and perform all obligations required of it under the Grant, if awarded, including but not limited to, entering in into a lease, license or other suitable agreement for the two DC charging sites, installing, operating and maintaining the two DC charging sites, and fulfilling its obligations under the Grant to account for and report information regarding the two DC charging sites.

B. Commitment of Auburn

Auburn commits to perform the following:

1. Provide TDPUD with a letter of intent addressed to the CEC expressing its support for the Grant Application and intent to serve as a sub-recipient under the Grant pursuant to which it will install and operate two DC charging stations in Auburn. Auburn may also be referred to herein as "Sub-recipient".
2. Provide TDPUD with a list of the key personnel who will administer the Grant as a sub-recipient, a description of their anticipated work activities associated with the Grant and labor estimates and for such work.
3. Identify two sites in Auburn for the DC charging stations and obtain commitment letters from the owners of the sites expressing their commitment to enter into a lease, license or other suitable agreement to locate the DC charging station on their property for a minimum of five years. These letters will be submitted with the Grant Application.
4. Prepare a budget for each of the sites in Auburn that includes the estimated costs to obtain electric service from PG&E and the site improvements necessary for the DC charging stations at the sites. This budget will be submitted with the Grant Application.
5. Obtain a minimum of three letters from community members supporting the need and desire for a DC charging station at each of the sites in Auburn. Minimum of three letters of support will be required for each site. These letters will be submitted with the Grant Application.
6. Prepare a grant narrative for inclusion in the Grant Application.
7. Commit to provide matching funds as per the Grant, which may include in-kind contributions, equal to 25% of the Grant funds to be used for the each of the DC charging stations in Auburn, identify the source of those matching funds, and provide letters of commitment.
8. Prepare a budget for five years that includes the estimated costs to operate the two sites, including administrative and overhead costs, fulfilling the requirements of the Grant to account for and report information regarding the Grant and the sites. This budget will be submitted with the Grant Application.

9. Diligently and timely negotiate with the other Parties a definitive agreement setting forth the rights and obligations of each of the Parties for use of the Grant in the event the CEC awards the Grant to TDPUD, such that a definitive agreement has been approved and executed by all Parties before the Applicant must enter into an agreement accepting the Grant or otherwise accept the Grant.
10. Take all reasonable actions necessary to support the Grant Application and its timely submission, facilitate acceptance of the Grant, if awarded, and perform all obligations required of it under the Grant, if awarded, including but not limited to, entering in into a lease, license or other suitable agreement for the two DC charging sites, installing, operating and maintaining the two DC charging sites, and fulfilling its obligations under the Grant to account for and report information regarding the two DC charging sites.

C. Commitment of Colfax

Colfax commits to perform the following:

1. Provide TDPUD with a letter of intent addressed to the CEC expressing its support for the Grant Application and intent to serve as a sub-recipient under the Grant pursuant to which it will install and operate one DC charging station in Colfax. Colfax may also be referred to herein as "Sub-recipient".
2. Provide TDPUD with a list of the key personnel who will administer the Grant as a sub-recipient, a description of their anticipated work activities associated with the Grant and labor estimates and for such work.
3. Identify a site in Colfax for the DC charging station and obtain commitment letters from the owner of the site expressing its commitment to enter into a lease, license or other suitable agreement to locate the DC charging station on its property for a minimum of five years. These letters will be submitted with the Grant Application.
4. Prepare a budget for the site in Colfax that includes the estimated costs to obtain electric service from PG&E and the site improvements necessary for the DC charging station at the site. This budget will be submitted with the Grant Application.
5. Obtain a minimum of three letters from community members supporting the need and desire for a DC charging station at the site in Colfax. These letters will be submitted with the Grant Application.
6. Prepare a grant narrative for inclusion in the Grant Application.
7. Commit to provide matching funds as per the Grant, which may include in-kind contributions, equal to 25% of the Grant funds to be used for the DC charging station in Colfax, identify the source of those matching funds, and provide letters of commitment.
8. Prepare a budget for five years that includes the estimated costs to operate the site, including administrative and overhead costs, fulfilling the requirements

of the Grant to account for and report information regarding the Grant and the site. This budget will be submitted with the Grant Application.

9. Diligently and timely negotiate with the other Parties a definitive agreement setting forth the rights and obligations of each of the Parties for use of the Grant in the event the CEC awards the Grant, such that a definitive agreement has been approved and executed by all Parties before the Applicant must enter into an agreement accepting the Grant or otherwise accept the Grant.
10. Take all reasonable actions necessary to support the Grant Application and its timely submission, facilitate acceptance of the Grant, if awarded, and perform all obligations required of it under the Grant, if awarded, including but not limited to, entering in into a lease, license or other suitable agreement for the one DC charging site, installing, operating and maintaining the one DC charging site, and fulfilling its obligations under the Grant to account for and report information regarding the DC charging site.

D. Commitment of PCAPCD

PCAPCD commits to perform the following:

1. Provide TDPUD with a letter of intent addressed to the CEC expressing its support for the Grant Application and intent to provide financial support, which may include in-kind contributions, to TDPUD, Auburn and/or Colfax for charger sites that they will own and operate that are located in Placer County in order to assist them in meeting their obligations to provide 25% matching funds under the Grant. PCAPCD may also be referred to herein as "Partner".
2. Prepare a grant narrative for inclusion in the Grant Application.
3. Provide TDPUD with a list of the key personnel who will administer the Grant as a Partner, a description of their anticipated work activities associated with the Grant and labor estimates and for such work.
4. Prepare a budget for five years that includes the estimated costs to assist Recipient in administering the Grant, including administrative and overhead costs, fulfilling the requirements of the Grant to account for and report information regarding the Grant for sites owned and operated by Auburn and Colfax as sub-recipients located in Placer County. This budget will be submitted with the Grant Application.
5. Commit to provide financial support as per the Grant, which may include in-kind contributions, to TDPUD, Auburn and/or Colfax in order to assist them in meeting their obligations to provide 25% matching funds under the Grant for charger sites that they will own and operate that are located in Placer County.
6. Diligently and timely negotiate with the other Parties a definitive agreement setting forth the rights and obligations of each of the Parties for use of the Grant in the event the CEC awards the Grant, such that a definitive agreement has been approved and executed by all Parties before the Applicant must enter into an agreement accepting the Grant or otherwise accept the Grant.

Take all reasonable actions necessary to support the Grant Application and its timely submission, facilitate acceptance of the Grant, if awarded, perform all obligations required of it under the Grant, if awarded, and provide the financial support, which may include in-kind contributions, to TDPUD, Auburn and/or Colfax to help them meet their 25% matching funds required by the Grant for charger sites that they will own and operate that are located in Placer County.

This Non-Binding Letter of Intent may be executed by the Parties in counterpart originals with the same force and effect as if fully and simultaneously executed as a single, original document.

_____	_____
Date	Date
Truckee-Donner Public Utility District	City of Auburn
_____	_____
By:	By:
Its:	Its:
_____	_____
Date	Date
City of Colfax	Placer County Air Pollution Control District
_____	_____
By:	By:
Its:	Its:

STAFF REPORT TO THE COLFAX CITY COUNCIL

FOR THE APRIL 27, 2016 COUNCIL MEETING

FROM: Mark Miller, City Manager
PREPARED BY: Staff
DATE: April 21, 2016
SUBJECT: Continuing Marijuana Ordinance City Council Discussion

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

RECOMMENDED ACTION: Discuss and direct staff as appropriate.

BACKGROUND AND SUMMARY:

Consistent with Council direction, staff is moving to prepare a comprehensive marijuana regulatory ordinance and fee schedule for the Council to consider. The intent is to have a measure that can be placed on the ballot for approval or disapproval by the City's residents at the November election. Council's recent discussions have included Marijuana Policy Issues, Marijuana Cultivation, Marijuana Dispensaries and Revenue Measures. At tonight's meeting, staff is requesting direction from Council on the amount of Sales Tax (consensus seems to be around ten or fifteen percent) to include in the ordinance, and preliminary ballot measure language. Under the concept, simplest language is clearest and best; one sample ballot measure text is shown below. Additionally, Council direction on tax revenue to be designated for general purposes (50% + 1 vote approves), or a special purpose (~66.7% vote approves). A community workshop forum to discuss the overall ordinance is planned for an upcoming City Council meeting.

SAMPLE BALLOT MEASURE WORDING

"Shall the City of Colfax approve the proposed Marijuana Cultivation, Dispensary, Delivery and Use Regulation Ordinance, and impose a sales tax of ten percent (10%) ***or fifteen percent (15%)*** on the sale of retail marijuana and retail marijuana products, which shall be in addition to established municipal and state tax on such sales; and shall all revenues derived from such tax be collected and spent to promote the general purposes of City of Colfax as a voter approved revenue change, notwithstanding any revenue or expenditure limitations contained in the California Constitution?"