

Call To Order

The regular council meeting was called to order at 6:00 p.m. by Mayor Frith. Vice Mayor Thompson, Councilmembers Arnold, Bottorff and Sheppard were present. Staff present: City Administrator Pete Carr, City Attorney Greg Einhorn, City Planner Scott Friend and City Clerk Roben Dewsnup.

1. COMMUNITY PARTICIPATION: None

2. CONSENT CALENDAR:

- A. Approval of Council Minutes for Regular Meeting of October 17, 2011 and Special Meetings of October 17, 2011 and October 24, 2011.
- B. Approval of warrants: #25672 - 25748; #8050 - 8076; Z00532 - Z00545 for month of October 2011 in the amount of \$243,288.71.
- C. Acknowledge receipt of Police Department Report for October 2011.
- D. Acknowledge receipt of Gridley-Biggs Animal Control Officer Report for October 2011.
- E. Acknowledge receipt of Biggs Fire Department Report for October 2011.
- F. Meter Maintenance Program Agreement and Metering Equipment Transfer Letter of Agreement and Bill of Sale.
Adopt Resolution No. 2011-22 by reading of title only.
RESOLUTION NO. 2011-22 "RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BIGGS, APPROVAL OF THE METER MAINTENANCE PROGRAM AGREEMENT AND METERING EQUIPMENT TRANSFER LETTER OF AGREEMENT AND BILL OF SALE."
- G. Approve Updated Salary Schedule reflecting adjustment approved in October.
- H. Approve establishment of Health Reimbursement Account (HRA), direct Mayor to execute plan agreement documents, City Administrator to implement and administer the HRA and prepare a warrant for \$24,000 for Mayor signature to provide initial investment into the trust account, and further direct Administrator to report at least quarterly to Council on account and plan status.
Adopt Resolution No. 2011-23 by reading of title only.
RESOLUTION NO. 2011-23 "RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BIGGS ESTABLISHING A HEALTH REIMBURSEMENT ARRANGEMENT WITH ITS PLAN AGREEMENT AND INITIAL FUNDING."
- I. Approve Section 125 plan documents and adoption agreement as presented, authorize Mayor to execute agreement.
- J. Ratify Addendum to Labor MOU: Health Insurance.
- K. Approve proposed job descriptions for Public Works Crew I, II, III and IV/Wastewater Treatment Plant Operator by resolution.
Adopt Resolution No. 2011-24 by reading of title only:
RESOLUTION NO. 2011-24 "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BIGGS REVISING JOB DESCRIPTIONS FOR PUBLIC WORKS FIELD POSITIONS AND REPLACING THOSE PREVIOUSLY APPROVED MARCH 2006."

Motion/Second to accept the consent calendar as is. (Thompson /Bottorff, MCU)

3. DEPARTMENT REPORTS:

- A. Engineering: City Administrator Pete Carr reviewed the engineer's activity report and project update. He stated Bennett Engineering found a source of funds on account for Biggs at BCAG and Bennett asked BCAG to transfer the funds to a Local Transportation Funds account. The funds then can be used as part of the match on the Sixth Street Bridge project. This will offset the first \$10,000 in costs. Bennett

Engineering also identified a change in State law that allows for bridge replacements, in some cases, to be funded 100 percent. This is expected to save the City an additional \$70,000 in City-match costs.

B. Planning:

1. City Planner Scott Friend reviewed the October/November activity report included in the agenda packet.
2. Code Enforcement – 2011 Marijuana Abatement Effort. Mr. Friend stated the standard outdoor growing season had been concluded. The city had completed a major overhaul of section 6.25 of the municipal code and Mr. Friend was asking for comments and suggestions from council.

Councilmember Bottorff asked if the costs to the city were being covered by the fines imposed on offenders. Councilmember Sheppard felt the city should be stricter. Councilmember Arnold was concerned about growing marijuana close to schools.

Mayor Frith felt there are still holes in the code that needed to be addressed such as non-compliant structures, the odor of smoking marijuana outdoors, and the 1000 foot prohibition. The city did not have a handle on this issue yet.

Mr. Friend stated the city code does not address indoor grows yet. He would suggest staff work with the police department to tighten up the gaps in the code.

Mr. Friend would come back to council with suggested code changes.

3. Mr. Friend presented a follow-up on fence code provisions. A fence code had been adopted in recent years that prohibited fences in the right-of-way. He was asking if council would like to discuss this issue further.

Vice Mayor Thompson liked the current fence ordinance but it did not allow decorative front yard fences due to setbacks.

Councilmember Arnold was concerned with problems fences in the right-of-way would cause later on. It could cause problems for future council members.

Mayor Frith stated there were inconsistent right-of-ways in the city. He questioned what the best use of the property was for homeowners who want to make improvements to their property. He said exceptions could be added to the code which would allow for certain things to happen. The fences being discussed were decorative fences, not security fences. If someone puts a fence in the right-of-way, there should be an understanding it could be removed.

Mr. Friend stated there would be a reasonable setback and those installing the fence would sign a document agreeing the fence could be removed. Council agreed to have Mr. Friend come back with suggestions for decorative fence installation.

4. NEW BUSINESS:

- A. Code Enforcement Staffing: Mr. Carr asked council to provide direction on how to staff the code enforcement position which became vacant October 1st this year. He reviewed the weekly duties of the code enforcement officer and explained the code enforcement officer backfills for customer service 2 to 8 hours per week. He suggested five different options for filling the code enforcement position:

Option A: Recruit and hire a part-time code enforcement person at entry level wage, 15-19 hours per week.

Option B: Same as A but for 25 hours a week, per the budget.

Option C: Contract with PMC exclusively for full service.

Option D: Utilize one or more unpaid interns and/or community volunteers.

Option E: Seek a code enforcement shared services agreement with another agency.

Mr. Carr recommended Option A.

City staff Marlee Mattos stated it was imperative to have a staff member that could fill in for staff. It is almost impossible to take vacation without an extra person. She asked council to please consider a backup person for customer service as one of their priorities.

Councilmember Bottorff agreed with the recommendation of Option A. Vice Mayor Thompson also agreed with option A and felt a volunteer could be used for code enforcement observation. She did not agree with using a volunteer for data entry – possibly a combination of A & D.

Councilmember Arnold liked Option A with the ability to increase the work hours as in Option B if needed.

Councilmember Sheppard concurred with Vice Mayor Thompson.

Mayor Frith did not agree with council. He felt the city should contract with PMC for the full service. He did not want to add more burdens to the city by expanding the staff. He did not like the idea of using volunteers for code enforcement but there were a number of volunteers in town that could help with the office staff.

Councilmember Bottorff changed his mind and agreed with contracting exclusively with PMC. Vice Mayor Thompson stated the city would not be increasing staff, there has always been a third person in the office.

Ms. Mattos felt council was over-simplifying customer service – it was not just answering the telephone. There were many questions that need to be answered or look ups in the system that need to be made. She felt it was a false idea to think an untrained person could come into the office and do much customer service.

Council members discussed Option A at 10 hours per week plus Option C.

Mr. Carr pointed out Option A was being done right now in the city and he felt it was working very well. Option A and C would cost the city an extra \$2,000 a month.

Motion/Second to contract with PMC exclusively for code enforcement and hire a part-time person for the customer service backfill at ten hours a week to start. (Bottorff/Frith, MC; Noes: Arnold & Thompson)

Vice Mayor Thompson asked if the part-time position would need to be advertised and City Attorney Greg Einhorn said no.

Council agreed to hire the current part-time temporary person to a part-time permanent position.

- B. Mr. Carr stated the city budgeted \$7500 for a School Resource Officer (SRO) this year but the school superintendent did not feel they needed an SRO. Mr. Carr said the \$7500 could be retained in the budget, modified or eliminated.

Vice Mayor Thompson felt it should be retained in the budget, Councilmember Sheppard felt it should be removed from the budget and Councilmember Arnold did not see an issue with leaving it in the budget.

Mayor Frith did not feel it should have been in the budget in the first place and since the school is not interested in using the funds, they should be returned to the general fund and eliminated from the budget. Councilmember Bottorff concurred.

Motion/Second to return the \$7500 allocation for the SRO back to the general fund, and if needed in the future, council will revisit it. (Frith/Sheppard, MC; Noes: Arnold)

3. DEPARTMENT REPORTS CONTINUED:

- C. Public Safety: Assistant Police Chief Dean Price would provide extra traffic patrol at the schools. There is a fee for the K-9 to go on campus.
- D. Councilmember Bottorff was not able to attend the Sutter Butte Flood Control Meeting.
- E. Mr. Carr stated Public Works had just completed the first gutter valley replacement and he was proud of the way it turned out.
- F. Mayor Frith gave a slide presentation on the Lodi Energy Center.
- G. Vice Mayor Thompson stated CalTrans gave a presentation at the last BCAG meeting.
- H. Councilmember Arnold had no report for Solid Waste.
- I. Councilmember Sheppard reported on Mosquito Abatement. He stated the mosquito population was diminishing and one more case of West Nile Virus was reported.
- J. City Administrator.

1. Mr. Carr gave background on the Solar Program for the City of Biggs. The program is for 10 years and started in 2008 with a total of \$18,000 available for rebate each fiscal year. The first two applications were made this year by one customer for two properties. The current application rebate was determined to utilize the year-one incentive rate. The City has discretion to structure its program to advance rebate incentives by year or by project or by % completion of the kilowatt objective.

Mr. Carr stated he was looking for direction on updates to the solar rebate program, the net metering rate, and council's interest in a City-owned system. Should the system installation benefit everyone or benefit just a few?

Ms. Mattos spoke to council about the city's solar program.

Council agreed to leave the city's solar program as it is – solar rebates that benefit individuals rather than a public project.

Mr. Carr reviewed the proposed Solar Incentive Program. NCPA advised Ms. Mattos to use the January 2008 rate of \$2.80 for the two new solar installations. Mr.

Carr suggested moving to the 2011 incentive rate for the next installation. Council needs to determine what incentive individuals would receive.

Ms. Mattos stated most municipalities use steps for their programs and as goals are reached, they step down one step. Ms. Mattos had already quoted a third applicant they would be at step two and she felt this quote should be honored.

Motion/Second to direct staff to make the changes in the solar program and also reflect that any future applications will be paid at the rate of the particular year the application is accepted. (Frith/Thompson, MCU)

RESOLUTION NO. 2011-25 "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BIGGS ESTABLISHING A RATE FOR RESIDENTIAL AND COMMERCIAL NET METERING OF SOLAR SYSTEMS." (Thompson/Bottorff, MCU)

2. Use of city facilities for storage. Mr. Carr stated the city-owned house at Family Park was rented to a city employee without a garage or storage facility. The tenant was told he could use the old jail as a garage. He relocated the Christmas decorations to the main jail office area.

Mr. Carr reported the Biggs Lions Club is in need of a space to store their equipment and there is a lockable storage area at Biggs Community Hall that would work for them or upstairs at the Public Works shop.

Mayor Frith felt allowing the tenant to use the entire jail as a garage is completely wrong and was not approved by council. The tenant rented the house knowing there was no storage. He would like all the stuff put back in the jail and allow the tenant to store his motorcycles there also.

Councilmember Bottorff felt the tenant should be charged rent for the use of the old jail.

Councilmember Arnold felt the city administrator should be allowed to handle this without it coming to council.

Motion to direct staff to charge \$25 for the use of the jail. (Bottorff) Motion died for lack of Second.

Motion to put the garage back the way it was and allow tenant to store motorcycles and remove locks. (Sheppard) Motion dies for lack of Second.

Motion/Second to leave the jail the way it is, let tenant keep his belongings in there now, and if it becomes a problem, let the city administrator deal with it. (Arnold/Thompson, MC; Noes: Frith & Sheppard)

Motion/Second to direct the city administrator to allow the Biggs Lions Club to use the space recommended. (Bottorff/Arnold, MC; Noes: Frith & Sheppard)

3. Mr. Carr presented the Contract Employment Extension for the city administrator's position based on previous council discussion. Council had the option to go into closed session to discuss employee evaluation.

Mayor Frith wished to eliminate the support for Rotary. He said Rotary was not giving the City of Biggs any value.

Mayor Frith turned the meeting over to Vice Mayor Thompson at 10:12 and left the meeting.

Councilmember Bottorff asked if Mr. Carr would accept a reduction in the Rotary fees paid and Mr. Carr said yes. Councilmember Arnold said we should either support Rotary or not.

Motion/Second to accept this term of employment and leave the \$705 for Rotary.
(Bottorff/Arnold, MC; Noes: Sheppard; Absent: Frith)

5. INFORMATIONAL:

6. ADJOURNMENT: Meeting was adjourned at 10:19 p.m.

ATTEST:

Roben Dewsnup, CITY CLERK

APPROVED:

Roger L. Frith, MAYOR

REPORT.: Dec 01 11 Thursday
 RUN...: Dec 01 11 Time: 08:03
 Run By.: Roben Dewsnap

City of Biggs
 Month End Cash Disbursements Report
 Report for 11-11 BANK ACCOUNT 1010

PAGE: 001
 ID #: PY-CD
 CTL.: BIG

Period	Check Number	Check Date	Vendor # (Name)	Disc. Terms	Gross Amount	Disc Amount	Net Amount	Check Description
11-11	025749	11/03/11	BOT02 (Mike Bottorff)		138.20	.00	138.20	Automatic Generated Check
	025750	11/03/11	COR01 (CORBIN WILLITS SYSTEM INC)		328.95	.00	328.95	Automatic Generated Check
	025751	11/03/11	DEL01 (Preferred Benefit)		653.98	.00	653.98	Automatic Generated Check
	025752	11/03/11	FRI02 (Roger L. Frith)		209.11	.00	209.11	Automatic Generated Check
	025753	11/03/11	GRI04 (City of Gridley)		15,000.00	.00	15,000.00	Automatic Generated Check
	025754	11/03/11	GRIHE (Gridley Herald)		199.05	.00	199.05	Automatic Generated Check
	025755	11/03/11	MAX01 (Maximum Security Systems)		100.75	.00	100.75	Automatic Generated Check
	025756	11/03/11	PRI02 (PLIC - SBD Grand Island)		126.46	.00	126.46	Automatic Generated Check
	025757	11/03/11	PUB02 (Calif Public Employees')		10,478.14	.00	10,478.14	Automatic Generated Check
	025758	11/03/11	VSP01 (Vision Service Plan-(CA))		81.92	.00	81.92	Automatic Generated Check
	025759	11/15/11	NCPA (Northern CA Power Agency)		104,877.00	.00	104,877.00	Automatic Generated Check
	025760	11/15/11	AFL01 (Aflac)		230.70	.00	230.70	Automatic Generated Check
	025761	11/15/11	AME00 (American Express)		2,694.38	.00	2,694.38	Automatic Generated Check
	025762	11/15/11	ARA01 (Aramark Uniform Services)		295.48	.00	295.48	Automatic Generated Check
	025763	11/15/11	ATT02 (AT&T)		324.85	.00	324.85	Automatic Generated Check
	025764	11/15/11	BAS02 (Sharleta Bassett)		5,368.89	.00	5,368.89	Automatic Generated Check
	025765	11/15/11	BAS08 (Tom Bassett)		7,502.49	.00	7,502.49	Automatic Generated Check
	025766	11/15/11	BEN02 (Bennett Engineering Services, Inc)		20,147.91	.00	20,147.91	Automatic Generated Check
	025767	11/15/11	BUT03 (Butte Auto Parts)		65.47	.00	65.47	Automatic Generated Check
	025768	11/15/11	BUT21 (County of Butte, Trust Fund 1247)		300.00	.00	300.00	Automatic Generated Check
	025769	11/15/11	CAL02 (Cal Rural Water Assoc.)		420.00	.00	420.00	Automatic Generated Check
	025770	11/15/11	COM03 (Commerical Maintenance Chemical Corp)		299.46	.00	299.46	Automatic Generated Check
	025771	11/15/11	DAH01 (Alice Dahl)		170.00	.00	170.00	Automatic Generated Check
	025772	11/15/11	DON00 (Don's Shoes)		246.66	.00	246.66	Automatic Generated Check
	025773	11/15/11	EFF00 (Efficiency Services Group LLC)		1,450.00	.00	1,450.00	Automatic Generated Check
	025774	11/15/11	EIN01 (Gregory P. Einhorn)		5,430.00	.00	5,430.00	Automatic Generated Check
	025775	11/15/11	FER01 (Ferguson Enterprises Inc.)		3,569.95	.00	3,569.95	Automatic Generated Check
	025776	11/15/11	FRI02 (Roger L. Frith)		117.29	.00	117.29	Automatic Generated Check
	025777	11/15/11	GRI04 (City of Gridley)		56,060.30	.00	56,060.30	Automatic Generated Check
	025778	11/15/11	GRO01 (Groeniger & Company)		993.51	.00	993.51	Automatic Generated Check
	025779	11/15/11	HAR05 (Harshbarger Ace Hardware)		754.00	.00	754.00	Automatic Generated Check
	025780	11/15/11	HIL11 (Michael R. Hill)		150.00	.00	150.00	Automatic Generated Check
	025781	11/15/11	HOM01 (Home Depot Credit Service)		12.85	.00	12.85	Automatic Generated Check
	025782	11/15/11	HOW01 (Howard E. Hutching Company Inc.)		1,206.13	.00	1,206.13	Automatic Generated Check
	025783	11/15/11	JCN00 (J C Nelson Supply Co)		381.82	.00	381.82	Automatic Generated Check
	025784	11/15/11	KNI01 (Knife River Construction)		511.71	.00	511.71	Automatic Generated Check
	025785	11/15/11	KYD01 (Kyocera Mita America Inc)		129.04	.00	129.04	Automatic Generated Check
	025786	11/15/11	LAS01 (LaserMan, Inc.)		137.11	.00	137.11	Automatic Generated Check
	025787	11/15/11	LES02 (Les Schwab Tire Center Inc)		1,528.51	.00	1,528.51	Automatic Generated Check
	025788	11/15/11	MAC01 (Mac's Hardware & Rental)		78.29	.00	78.29	Automatic Generated Check
	025789	11/15/11	NEX01 (Nextel Communications)		180.54	.00	180.54	Automatic Generated Check
	025790	11/15/11	OFF00 (OFFICE DEPOT)		44.95	.00	44.95	Automatic Generated Check
	025791	11/15/11	ORO01 (Oroville Safe Lock & Door Company)		3.30	.00	3.30	Automatic Generated Check
	025792	11/15/11	PET01 (Petty Cashier)		63.00	.00	63.00	Automatic Generated Check

REPORT.: Dec 01 11 Thursday
 RUN...: Dec 01 11 Time: 08:03
 Run By.: Roben Dewsnap

City of Biggs
 Month End Cash Disbursements Report
 Report for 11-11 BANK ACCOUNT 1010

PAGE: 0
 ID #: PY-
 CTL.: E

Period	Check Number	Check Date	Vendor # (Name)	Disc. Terms	Gross Amount	Disc Amount	Net Amount	Check Description
11-11	025793	11/15/11	PGE01 (PACIFIC GAS & ELECTRIC CO)		45.65	.00	45.65	Automatic Generated Che
	025794	11/15/11	PMC01 (PMC, Inc.)		4,380.97	.00	4,380.97	Automatic Generated Che
	025795	11/15/11	QUI01 (Quill Corporation)		234.62	.00	234.62	Automatic Generated Che
	025796	11/15/11	REY01 (Donald R. Reynolds, CPA)		3,000.00	.00	3,000.00	Automatic Generated Che
	025797	11/15/11	ROB01 (Jeff Robertson)		220.00	.00	220.00	Automatic Generated Che
	025798	11/15/11	ROT02 (Rotary Club of Gridley)		110.00	.00	110.00	Automatic Generated Che
	025799	11/15/11	SEI01 (Roy R. Seiler, CPA)		997.80	.00	997.80	Automatic Generated Che
	025800	11/15/11	SEL02 (Select Janitorial Services, Inc.)		206.00	.00	206.00	Automatic Generated Che
	025801	11/15/11	UNI04 (Univar USA Inc)		4,029.00	.00	4,029.00	Automatic Generated Che
	025802	11/15/11	VIS00 (VistaNet Inc)		420.00	.00	420.00	Automatic Generated Che
	025803	11/15/11	WAS04 (Waste Management)		9,606.00	.00	9,606.00	Automatic Generated Che
	025804	11/15/11	YUB01 (City of Yuba City)		1,915.40	.00	1,915.40	Automatic Generated Che
	025805	11/15/11	YUB02 (Yuba City Treasurer)		790.00	.00	790.00	Automatic Generated Che
	025806	11/15/11	VOID (Voided Check)		.00	.00	.00	Automatic Generated Che
	025807	11/15/11	BUT04 (Butte County Clerk Recorder)		13.00	.00	13.00	Automatic Generated Che
Total for Bank Account 1010 ---->					269,030.59	.00	269,030.59	
Grand Total of all Bank Accounts ---->					269,030.59	.00	269,030.59	

Report. : 11/30/11
 Run On. : 11/30/11
 Time... : 16:44
 Run By. : Roben Dewsnup

Month End Warrant Register

Page. : 00001
 Id... : SPMEM
 Ctl.. : BIG
 Prog. : SP0260

Warrant Num	P#	Date	Payroll Number	Period Begin	End	*** Employee or Vendor Nbr	Name	Cal Prd	Gross Earnings	Tax Withheld	Deductions Withheld	Warrant Amount
8077	00	11/02/11	VENDOR PAYMENT			BOA01	BANK OF AMERICA, NT&	11-11	INVOICE NO.:	B11102		1419.75
8077	01	11/02/11	VENDOR PAYMENT			BOA01	BANK OF AMERICA, NT&	11-11	INVOICE NO.:	1B11102		1738.73
8077	02	11/02/11	VENDOR PAYMENT			BOA01	BANK OF AMERICA, NT&	11-11	INVOICE NO.:	2B11102		484.82
											TOTAL FOR VENDOR BOA01:	3643.30
8078	00	11/02/11	VENDOR PAYMENT			EDD01	Employment Developme	11-11	INVOICE NO.:	B11102		474.94
8078	01	11/02/11	VENDOR PAYMENT			EDD01	Employment Developme	11-11	INVOICE NO.:	1B11102		200.60
											TOTAL FOR VENDOR EDD01:	675.54
8079	00	11/02/11	VENDOR PAYMENT			PUB01	PERS-Retirement Syst	11-11	INVOICE NO.:	B11102		2477.93
8080	00	11/28/11	11of12	11/01/11	11/30/11			11-11	300.00	20.55	.00	279.45
8081	00	11/28/11	11of12	11/01/11	11/30/11			11-11	300.00	20.55	.00	279.45
8082	00	11/28/11	11of12	11/01/11	11/30/11			11-11	300.00	20.55	.00	279.45
8083	00	11/28/11	11of12	11/01/11	11/30/11			11-11	300.00	20.55	.00	279.45
8084	00	11/28/11	11of12	11/01/11	11/30/11			11-11	300.00	20.55	.00	279.45
											TOTAL FOR VENDOR PUB01:	2477.93
8085	00	11/28/11	VENDOR PAYMENT			BOA01	BANK OF AMERICA, NT&	11-11	INVOICE NO.:	B11128		.00
8085	01	11/28/11	VENDOR PAYMENT			BOA01	BANK OF AMERICA, NT&	11-11	INVOICE NO.:	1B11128		156.00
8085	02	11/28/11	VENDOR PAYMENT			BOA01	BANK OF AMERICA, NT&	11-11	INVOICE NO.:	2B11128		43.50
											TOTAL FOR VENDOR BOA01:	199.50
8086	00	11/28/11	VENDOR PAYMENT			EDD01	Employment Developme	11-11	INVOICE NO.:	B11128		.00
8086	01	11/28/11	VENDOR PAYMENT			EDD01	Employment Developme	11-11	INVOICE NO.:	1B11128		18.00
											TOTAL FOR VENDOR EDD01:	18.00
25800	00	11/17/11	VENDOR PAYMENT			BOA01	BANK OF AMERICA, NT&	11-11	INVOICE NO.:	B11116		1579.29
25800	01	11/17/11	VENDOR PAYMENT			BOA01	BANK OF AMERICA, NT&	11-11	INVOICE NO.:	1B11116		1881.89
25800	02	11/17/11	VENDOR PAYMENT			BOA01	BANK OF AMERICA, NT&	11-11	INVOICE NO.:	2B11116		524.76
											TOTAL FOR VENDOR BOA01:	3985.94
25809	00	11/17/11	VENDOR PAYMENT			EDD01	Employment Developme	11-11	INVOICE NO.:	B11116		526.68
25809	01	11/17/11	VENDOR PAYMENT			EDD01	Employment Developme	11-11	INVOICE NO.:	1B11116		217.13
											TOTAL FOR VENDOR EDD01:	743.81
25810	00	11/17/11	VENDOR PAYMENT			LAB02	Laborers Local 185	11-11	INVOICE NO.:	B11116		174.00
											TOTAL FOR VENDOR LAB02:	174.00
25811	00	11/17/11	VENDOR PAYMENT			PUB01	PERS-Retirement Syst	11-11	INVOICE NO.:	B11116		2477.93
											TOTAL FOR VENDOR PUB01:	2477.93
25812	00	11/17/11	VENDOR PAYMENT			STA14	STATE STREET BANK &	11-11	INVOICE NO.:	B11117		148.82
Z00546	00	11/04/11	21of24	10/16/11	10/31/11			11-11	2050.12	613.00	1437.04	.00
Z00547	00	11/04/11	21of24	10/16/11	10/31/11			11-11	3720.73	1060.24	2660.49	.00
Z00548	00	11/04/11	21of24	10/16/11	10/31/11			11-11	1967.81	561.65	1406.16	.00
Z00549	00	11/04/11	21of24	10/16/11	10/31/11			11-11	435.24	29.81	405.43	.00
Z00550	00	11/04/11	21of24	10/16/11	10/31/11			11-11	1640.34	403.98	1236.36	.00
Z00551	00	11/04/11	21of24	10/16/11	10/31/11			11-11	1871.00	426.51	1444.57	.00
Z00552	00	11/04/11	21of24	10/16/11	10/31/11			11-11	2629.54	705.35	1924.19	.00
Z00553	00	11/04/11	21of24	10/16/11	10/31/11			11-11	2507.80	802.36	1705.44	.00
Z00554	00	11/18/11	22of24	11/01/11	11/15/11			11-11	2104.26	635.08	1469.18	.00
Z00555	00	11/18/11	22of24	11/01/11	11/15/11			11-11	3720.73	1060.23	2660.50	.00

Report.: 11/30/11
 Run On.: 11/30/11
 Time...: 16:44
 Run By.: Roben Dewsnap

Month End Warrant Register

Page.: 00
 Id...: SP
 Ctl...: BI
 Prog.: SP

Warrant Num	P#	Date	Payroll Number	Period Begin	End	*** Employee or Vendor *** Nbr	Name	Cal Prd	Gross Earnings	Tax Withheld	Deductions Withheld	Warran Amoun
700556	00	11/18/11	22of24	11/01/11	11/15/11			11-11	1868.48	535.57	1332.91	.0
700557	00	11/18/11	22of24	11/01/11	11/15/11			11-11	401.76	27.52	374.24	.0
700558	00	11/18/11	22of24	11/01/11	11/15/11			11-11	1399.78	335.54	1064.24	.0
700559	00	11/18/11	22of24	11/01/11	11/15/11			11-11	1824.52	414.98	1409.54	.0
700560	00	11/18/11	22of24	11/01/11	11/15/11			11-11	1072.07	180.24	891.83	.0
700561	00	11/18/11	22of24	11/01/11	11/15/11			11-11	2629.54	705.34	1924.20	.0
700562	00	11/18/11	22of24	11/01/11	11/15/11			11-11	3177.98	1084.38	2093.60	.0
									36521.78	9684.61	25439.92	15942.0

ROY R. SEILER
CERTIFIED PUBLIC ACCOUNTANT

201 C. North Tehama
Willows, CA 95988

Phone: 530-934-8841
Fax: 530-934-8849

ACCOUNTANT'S COMPILATION REPORT

City of Biggs,
Biggs, California

I have compiled the accompanying monthly cash and investment report, for the City of Biggs, as of October 31, 2011. I have not audited or reviewed the accompanying statement and, accordingly, do not express an opinion or provide any assurance about whether the statement is in accordance with accounting principles generally accepted in the United States of America.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

My responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

I am not independent with respect to the City of Biggs

October 11, 2011

Roy R. Seiler, CPA

City of Biggs
Monthly Cash and Investments Report
October, 2011

Pooled Cash and Investments:

Bank of America:

General Checking Accounts	\$ 738,689.95
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Local Agency Investment Fund:

Fund Account Balance	\$ 1,337,424.83
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Total Pooled Cash and Short Term Investments	\$ 2,076,114.78
--	-----------------

=====

Other Investments:

Northern California Power Authority (NCPA)

Reflects Latest Available Balance

General Operating Reserve (GOR):

Committed Reserve	\$ 155,903.00	
Available Reserve	\$ 427,820.00	
Total Reserve		\$ 583,723.00

Reflects Latest Available Balance

California Independent System Operators (CAISO):

Scheduling Coordination Program Agreement, Balancing Account, Current Balance	\$ 62,713.00
--	--------------

Total Other Investments	\$ 646,436.00
-------------------------	---------------

See Accountant's Compilation Report

ROY R. SEILER
CERTIFIED PUBLIC ACCOUNTANT

201 C. North Tehama
Willows, CA 95988

Phone: 530-934-8841
Fax: 530-934-8849

ACCOUNTANT'S COMPILATION REPORT

City of Biggs,
Biggs, California

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I am not independent with respect to the City of Biggs

October 11, 2011

Roy R. Seiler, CPA

City of Biggs
Monthly Cash and Investments Report
November, 2011

Pooled Cash and Investments:

Bank of America:

General Checking Accounts \$ 739,209.00

Local Agency Investment Fund:

Fund Account Balance \$ 1,337,424.83

Total Pooled Cash and Short Term Investments \$ 2,076,633.83

=====

Other Investments:

Northern California Power Authority (NCPA)

Reflects Latest Available Balance

General Operating Reserve (GOR):

Committed Reserve \$ 155,903.00

Available Reserve \$ 427,820.00

Total Reserve \$ 583,723.00

Reflects Latest Available Balance

California Independent System Operators (CAISO):

Scheduling Coordination Program Agreement,
Balancing Account, Current Balance \$ 62,713.00

Total Other Investments \$ 646,436.00

=====

See Accountant's Compilation Report

ROY R. SEILER

CERTIFIED PUBLIC ACCOUNTANT

201 C. North Tehama
Willows, CA 95988

Phone: 530-934-8841
Fax: 530-934-8849

City of Biggs,
Biggs, California

I have compiled the accompanying recaps of discretionary funds and funds with restricted uses (cash balances), for the City of Biggs, as of September 30, 2011. I have not audited or reviewed the accompanying statement and, accordingly, do not express an opinion or provide any assurance about whether the statement is in accordance with accounting principles generally accepted in the United States of America.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

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I am not independent with respect to the City of Biggs

December 13, 2011
Roy R. Seiler, CPA

City of Biggs
CASH BALANCE
Funds with Restricted Uses
(Unaudited)

Unaudited
CASH
Balance
as of
9/30/11

014	Regional Detention Basin Reserve	16,362	
033	Parks and Recreation Impact Fee	6,611	
017	Public Works Facility Reserve	17,514	
022	Gas Tax	34,446	
027	Traffic Congestion	301	
030	Sewer Fund	(30,623)	
031	Drainage Fund Impact Fee	4,917	
032	Road Dev. Impact Fee	3,839	
034	Gen Gov. Impact Fee	454	
035	Police Dev. Impact Fee	70	
036	Fire Dev. Impact Fee	488	
040	Water Fund	102,157	
044	Water Project	(109,171)	
051	Electric Fund, Public Benefits	86,913	
060	Solid Waste	6,702	
080	TDA/LTF Street Funds	32,219	
090	TDA/STA SB 620 Funds	(1,540)	
092	RSTP/STIP Exchange	27,119	
100	Electric Improvement	134,722	
105	Sewer Improvement	(184,710)	
106	Sewer Bond Reserve	45,124	
110	Water Improvement	68,464	
112	Water Reserve	131,266	
125	HOME	14,387	
126	HOME	(226)	
131	Sixth Street Bridge	(30,235)	Ongoing Project
150	CDBG , 1982	49	
170	CDBG, 1994	81,107	
174	Planning and Tech Assist. Grant	(1,592)	
175	Planning and Tech Assist. Grant	(108)	
176	ADA Design for City Library	(19,283)	
177	Vets Hall Rehab	(9,563)	
196	01 STBG	4,800	

Trust Funds

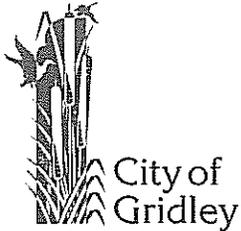
200	CFD N. Biggs Estates	8,061	
202	Fourth Street Apts	5,956	
207	SunWest	4,668	
210	Betzler/Summit	8,605	
217	E McCain	(110)	
230	HomeTown Cele	742	
245	Sunwest Expansion	(4,924)	

Total, For Reference Only	455,978
---------------------------	---------

City of Biggs
Recap of Discretionary Funds
CASH BALANCE
Committed Vs. Uncommitted Funds
(Unaudited)

<u>Fund No.</u>	<u>Fund Name</u>	<u>Unaudited CASH Balance as of 9/30/11</u>	<u>Net Available</u>
<u>Cash Balances of Funds Available for Commitment:</u>			
010	General Fund	100,664	
214	General Plan Update	(252,090)	
	Less 40% of Budgeted Revenues, 524,359 Minimum Reserve	<u>(209,744)</u>	(361,170)
011	Building and Equipment Reserve		105,198
012	Fire Engine Replacement Reserve		59,833
013	Bridge Replacement Reserve		70,362
016	Street Maintenance Reserve		52,000
145	1939 Fire Engine Restoration Reserve		3,366
165	CDBG Miscellaneous Program Income		59,669
050	Electric Fund	1,325,676	
052	Electric Fund NCPA GOR, Uncommitted Reserve	<u>445,011</u>	
	Subtotal	1,770,687	
	Less 40% of Budgeted Revenues, 2,549,450 Minimum Reserve	<u>(1,019,780)</u>	<u>750,907</u>
Subtotal			740,165
<u>Cash Balances of "Restricted Funds with Negative Balances:</u>			
030	Sewer Fund		(30,623)
044	Water Project		(109,171)
090	TDA/SB620		(1,540)
105	Sewer Improvement		(184,710)
126	HOME		(226)
131	Sixth Street Bridge		(30,235)
174	2008 CDBG		(1,592)
175	Housing Element		(108)
176	ADA Design for City Library		(19,283)
177	Vets Hall Rehab		(9,563)
217	E McCain		(110)
245	Sunwest		(4,924)
Subtotal			<u>(392,085)</u>
Net Computed Uncommitted Cash Reserves			348,080

Note there are several on going projects, some of which have negative fund balances
This may be due to timing, underfunding or other "issues".



City of Gridley Gridley-Biggs Police Department



GARY D. KEELER
Chief of Police



GRIDLEY-BIGGS POLICE DEPARTMENT			
CITY OF BIGGS MONTH IN REVIEW			
November, 2011			
CALLS FOR SERVICE		ARREST CRIME REPORT	
911	14	ADULTS	
ALARMS	5		
ANIMAL	16	ASSAULT WITH A DEADLY WEAPON	1
AREA CHECK	16	RESISTING ARREST	1
ASSAULT WITH A DEADLY WEAPON	1	UNLICENSED DRIVER	1
ATTEMPT TO SERVE	8	WARRANT	2
BIKE TRAFFIC	1		
CITIZEN FLAG DOWN	3		
DISTURBANCE	4	JUVENILE	
DMV NOTIFICATION	1		
DOG BITE	1		
EXTRA PATROL REQUEST	3		
FOUND PROPERTY	1		
INFORMATION	3		
JUVENILE CONTACT	1		
NON INJURY ACCIDENT	1		
OUTSIDE ASSIST	6		
PEDESTRIAN CHECK	2		
PETTY THEFT	1		
RECKLESS DRIVING	1		
REPOSSESSED VEHICLE	3		
RESISTING ARREST	1		
ROAD HAZARD	1		
SUSPICIOUS CIRCUMSTANCES	1		
SUSPICIOUS VEHICLE	3		
TRAFFIC STOPS	27		
TRESPASSING	2		
UNLICENSED DRIVER	1		
VANDALISM	2		
WARRANT	2		
WELFARE CHECK	2		

**GRIDLEY-BIGGS POLICE DEPARTMENT
MONTHLY COUNCIL REPORT
CITY OF BIGGS**

November. 2011

TYPE	THIS MONTH	YEAR TO DATE	2010
		2011	YEAR TO DATE
# OF ARREST			
ADULTS	5	69	58
JUVENILE	0	11	9
# OF CITATIONS			
TRAFFIC/CRIMINAL	7	75	94
MISC CALLS FOR SERVICE			
	133	1,632	1,532
# OF CRIMES REPORTED			
FELONY	2	36	36
MISDEMEANOR	4	90	94
# OF WARRANT ARREST			
ADULT	2	23	16
JUVENILE	0	1	2
# OF 911 CALLS			
	14	130	123

**GRIDLEY BIGGS POLICE DEPARTMENT
CITY OF BIGGS MONTH IN REVIEW
November. 2011**

PERSONNEL

No personnel changes for the month of November.

TRAINING

11/4/2011 Department members attended Motorcycle Gang Training at the Chico Fire Training Center in Chico.

11/12/2011 Reserve Officers attended a Reserve Officer Meeting and Range Training.

NOTES

11/15/2011 Chief Keeler attended a meeting at the Local Mental Health Clinic regarding deficiencies.

11/30/2011 RSVP Vargas and Explorers assisted with the Christmas Tree Lighting.

Response times for this month are as follows:

<i>Priority 1</i>	<i>Events that involve injury, are life threatening or in progress</i>
<i>Priority 2</i>	<i>Events that involve property loss or damage</i>
<i>Priority 3</i>	<i>Other events that do not involve injury, threat of life, property loss or damage.</i>
<i>Priority 1</i>	<i>3 minutes</i>
<i>Priority 2</i>	<i>8 minutes</i>
<i>Priority 3</i>	<i>14 minutes</i>

Gridley - Biggs Police Department

Traffic Summary for the City of Biggs

Month of November, 2011

	<i>Current Month</i>	<i>Year to Date 2011</i>
<i>Accidents Fatal</i>	0	0
<i>Accidents Personal Injury</i>	0	0
<i>Accidents Pedestrians</i>	0	0
<i>Accidents PropertyDamage</i>	1	4
<i>Hit and Run PDO</i>	0	1
<i>Hit and Run Injury</i>	0	1
<i>Accidents Total</i>	1	7
<i>Moving Violation Citations</i>	1	41
<i>Non-Moving Violations</i>	2	31
<i>Speeding Citations</i>	0	10
<i>Traffic Citations-Total</i>	3	82
<i>D.U.I. Arrests</i>	0	3

Comments:

--

MONTHLY REPORT OF LOCAL RABIES CONTROL ACTIVITIES

For Biggs November, 2011

City of Biggs Animal Control

Total calls for service: 16

		Dogs	Cats
RABIES VACCINATION AND LICENSING	A. Number of "Actual Cost" rabies public vaccination clinics held	0	
	B. Number of animal control citations issued for rabies vaccination and licensing violations	0	
	C. Dogs and cats vaccinated in "Actual Cost" public vaccination clinics	0	0
	D. Dogs and cats licensed in "Actual Cost" public vaccination clinics	0	0
	E. Total number of dogs and cats LICENSED in jurisdiction	127	0
CANINE AND FELINE RABIES CONTROL	F. Dogs and cats on hand in the shelter November 1, 2011 (carried over from October 31, 2011)	4	2
	G. Dogs and cats entering the shelter, TOTAL: (Total should equal sum of 1 to 5 below)	5	0
	1. Dogs and cats captured by Animal Control Officers	3	0
	2. Dogs and cats surrendered by owners (not including those surrendered for quarantine)	0	0
	3. Dogs and cats surrendered by the public G1 THROUGH G5	1	0
	4. Dogs and cats impounded for animal bite quarantines ARE	1	0
	5. Dogs and cats transferred from another shelter MUTUALLY EXCLUSIVE	0	0
	H. Disposition of dogs and cats entering shelter, TOTAL: (Total should equal sum of F. plus 1 to 6 below)	4	0
	1. Dogs and cats reclaimed by owner	4	0
	2. Dogs and cats adopted by new owners H1 THROUGH H6	0	0
	3. Dogs and cats euthanized ARE	0	0
	4. Dogs and cats died of other causes MUTUALLY EXCLUSIVE	0	0
	5. Dogs and cats stolen, escaped, etc.	0	0
	6. Dogs and cats transferred to another shelter	0	0
	I. Dead dogs and cats collected (excluding F, G, and H above)	0	0
J. Dogs and cats on hand in the shelter November 30, 2011 (to be carried over to December 1, 2011)	5	2	
ANIMAL BITE REPORTING	K. Animal bites reported, TOTAL: (Total should be the sum of 1 and 2 below)	0	
	1. DOG and CAT bites reported, TOTAL: (Total should be the sum of a, b, c, and d below)	1	0
	a. Licensed	0	0
	b. Vaccinated only	0	0
	c. Neither licensed or vaccinated (but owned)	1	0
	d. Strays	0	0
	2. OTHER ANIMAL bites reported, TOTAL: (Total should be the sum of a and b below)	0	
	a. Other domestics (excluding cats)	0	
	b. Wild	0	

Other Animals Picked up:

		Dogs	Cats
ANIMAL QUARANTINES	L. Number of 30 day quarantines for vaccinated dogs and cats exposed to potentially rabid animals.	0	0
	M. Number of 6 month quarantines for unvaccinated dogs and cats exposed to potentially rabid animals.	0	0
	N. Number of 6 month quarantines for domestic livestock (horses, cattle, etc.) exposed to potentially rabid animals.	0	
	O. Number of 30 day or 6 month quarantines not completed because the animals were euthanized.	0	
AGENCY ADMIN.	P. Number of animal control officers employed in jurisdiction	1	
	Q. Gridley-Biggs Animal Control 685 Kentucky Street, Gridley, CA 95948 530-846-4825		

Completed by:

Endorsement by local Health Officer or
Authorized representative:

Signature: Amy Burgess

Signature: _____

Name: Amy Burgess

Name (print): _____

Title: Animal Control Officer

Title: _____

Agency: Gridley-Biggs Animal Control

Agency: _____

Telephone: 530-846-4825

Telephone: _____

AFTER ENDORSEMENT
PLEASE FORWARD COMPLETED FORM TO:

Veterinary Public Health Section
California Department of Health Services
MS 7308
P.O. Box 997413
Sacramento, CA 95899-7413

PHONE: (916) 552-9740
FAX: (916) 552-9725

Biggs Monthly Animal Bite Activity

Agency: Gridley-Biggs Animal Control Monthly November, 2011

		Dogs	Cats
Animal Bite Reporting	A. Animal Bites Reported. TOTAL should be the sum of 1 and 2 below.	1	0
	1. DOG and CAT bites reported. Should equal sum of a, b, c, and d.	1	0
	a. Licensed	0	0
	b. Vaccinated only.	0	0
	c. Neither Licensed or Vaccinated	1	0
	d. Strays	0	0
	2. OTHER ANIMAL bites reported. Should equal sum of a and b.	0	0
	a. Other domestic (excluding cats.)	0	0
	b. Wild	0	0
Animal Quarantines	L. Number of 30 day quarantines for Vaccinated dogs and cats exposed to potentially rabid animals.	0	0
	M. Number of 6 month quarantines for Unvaccinated dogs and cats exposed to potentially rabid animals.	0	0
	N. Number of 6 month quarantines for Domestic livestock (horses, cattle, etc.) exposed to potentially rabid animals.	0	0
	O. Number of 30 day or 6 month Quarantines not completed because animals were euthanized.	0	0
Agency Administration	P. Number of animal Control Officers Employed in the jurisdiction.	1	

Prepared by: A. Burgess A. Burgess Gridley-Biggs Animal Control Officer

Date: Dec 6, 2011

685 Kentucky Street
Gridley, CA 95948
530-846-4825

Biggs Fire Department

Report on Conditions

November 2011

Biggs area Incidents	County	City
Medical	9	10
Traffic Collision	3	0
Technical Rescue - water	1	0
Public Assist	1	1
Vehicle fire	1	0
False Alarm	3	1
Total	18	12
Local area total	30	

These incidents were in the Biggs Fire Station "First Due" area and reflect a local picture of the entire response workload of our regional fire protection system.

In November our fire engine also responded to three (3) emergencies in the Butte County area (beyond Biggs) and two (2) in Gridley. Engine 73 also covered the Durham and Oroville (Thermalito) Fire Station each once (2) during the month. The combined total of responses for Engine 73 during November was thirty seven (37).

Fire hydrant maintenance was completed for the year with a new cycle to begin after the New Year.

The City fire engine went to the CAL FIRE staffed "County" shop in Oroville for trouble shooting and repair of a troublesome intermittent electrical problem. A reserve engine (Gridley 273) was placed in service while ours was in the shop.

Annual fit testing of firefighters for the wearing of self contained breathing apparatus (SCBA) has begun. This test assures a good fit in dangerous smoke.

With the cold weather our fire risk increases indoors. Please check your smoke detector and if you have yet to purchase a carbon monoxide detector for your home please get one. A combination smoke detector / carbon monoxide detector makes a great holiday gift.

City of Biggs

City Administrator agenda item request for the next
(X) Regular () Adjourned Regular () Special Meeting

Meeting Date: December 19, 2011 6:00PM

Date: December 6, 2011
To: Honorable Mayor and Members of the City Council
From: City Administrator
Subject: Electric Maintenance System Audit (Action)

Council is asked to acknowledge receipt of GO165 (Government Order #165) infrastructure and equipment audit by outside visitor, and acknowledge receipt of department superintendent response.

Background:

The California Public Utilities Commission took it upon itself to visit public power distribution facilities this year to evaluate compliance with State mandates for inspection and maintenance of physical facilities. For Biggs, this inspection is considered a "staff assistance visit" which does not engender obligations on the part of the City. State paid inspector expenses. The inspection visit went well and identified several areas in which we can do better.

Attachments:

CPUC Inspection Documents
G-BE Department superintendent response and follow-up letter

Recommendation:

Acknowledge activity and receipt of correspondence.

Fiscal Impact:

None for this action, although GO165 compliance is resulting in \$8000-17,000/yr expenses for intrusive and passive inspection work, pole and apparatus replacement, etc., all from Electric Fund.

PUBLIC UTILITIES COMMISSION

505 VAN NESS AVENUE

SAN FRANCISCO, CA 94102-3299



December 1, 2011

EA2011-24

Gary Davidson
Electric Superintendent
City of Gridley
685 Kentucky St
Gridley, CA 95948

Subject: City of Biggs Electric Audit

Dear Mr. Davidson:

On behalf of the Utilities Safety and Reliability Branch (USRB) of the California Public Utilities Commission (CPUC), Kenneth How and I conducted an audit of the City of Biggs (Gridley's) electric distribution system from September 26-28, 2011. The audit included a review of the City of Biggs's records for April 2007 through September 2011.

During the audit, we identified violations of one or more General Orders. I have enclosed a copy of our audit summary itemizing those violations. By January 2, 2012, Gridley must send me a response to this letter detailing its plans to address those violations and when Gridley expects to complete them. You may email an electronic copy of the response to iag@cpuc.ca.gov or send a hard copy to:

Attn: Ivan Garcia
California Public Utilities Commission
180 Promenade Circle Suite 115
Sacramento, CA 95834-2939

Should you have any questions concerning this letter I can be reached at by phone at (916) 928-5875 or by email at iag@cpuc.ca.gov.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ivan Garcia', written over a horizontal line.

Ivan Garcia
Utilities Safety and Reliability Branch
Consumer Protection and Safety Division
California Public Utilities Commission

Enclosures: Audit Summary

CC: Kenneth How, Utilities Engineer, USRB, CPUC
Alok Kumar, Senior Utilities Engineer, USRB, CPUC
Raymond Fugere, Program and Project Supervisor, USRB, CPUC

AUDIT SUMMARY

I. Record Violations

This section summarizes the General Order (GO) violations that we found during our review of The City of Bigg's (Gridley's) maintenance records.

A. No GO 165 Patrols or Inspections Documented Prior to September 2011

GO 165, specifies the frequencies a utility must patrol and perform detailed inspections on its facilities. Gridley did not have any documented patrols or detailed inspections for the April 2007 through August 2011 period. In September 2011, Gridley only performed an overhead patrol of its system. Gridley must perform and document patrols and detailed inspections as required by GO 165.

B. Not All Identified Problems Documented During Patrols

GO 165 Part IV states in part:

For all inspections, within a reasonable period, company records shall specify the circuit, area, or equipment inspected, the name of the inspector, the date of the inspection, and any problems identified during each inspection, as well as the scheduled date of corrective action.

GO 165 requires utilities to write down any problems they find during their inspections. At the time of the audit, Gridley indicated that it did not write down problems found on poles scheduled for replacement. Gridley must record these problems in order to be compliant with GO 165.

C. No Diagnostic Equipment Tests

GO 165 Section III: Definitions states in part:

"Detailed" inspection shall be defined as one where individual pieces of equipment and structures are carefully examined, visually and through use of routine diagnostic test, as appropriate, and (if practical and if useful information can be so gathered) opened, and the condition of each rated and recorded.

GO 165 specifies the frequency a utility must inspect its facilities. During our audit, we found that Gridley was not performing diagnostic testing on its capacitors and switching/protective devices. Gridley must diagnostically test GO 165 listed equipment as appropriate, per, at a minimum, the detailed inspection cycles outlined in GO 165.

D. No Pole Loading Calculations

GO 95 Section IV covers the mechanical strength requirements for all lines. Utilities must be able to show that facilities meet these GO 95 strength requirements during the installation of new poles or when newly installed facilities negatively impact the strength of a pole. At the time of our audit, Gridley was not performing pole loading calculations. The calculations were also excluded for new construction and new facilities. Gridley must perform pole loading calculations in order to show that it is compliant with the pole strength requirements required by GO 95.

II. Field Violations

This section lists the GO 95 and 128 violations that we identified during our field inspections of Gridley's facilities in the City of Biggs. For the field inspection, we primarily chose locations that Gridley visited recent to our audit date.

A.	Location:	Padmount, Little League Park Transformer, Biggs, CA
	Equipment ID:	Unknown
	Previous Visit by Utility:	N/A
	Date Visited by CPUC:	9/27/11
Explanation of Violation(s):		
<u>No identification of ownership</u>		
GO 128 Rule 17.8:		
<i>Manholes, handholes, subsurface and self-contained surface-mounted equipment enclosures shall be marked as to ownership to facilitate identification by persons authorized to work therein and by other persons performing work in their vicinity.</i>		
The pad mount transformer had no identification of ownership and transformer number.		
<u>Cables not Identified</u>		
GO 128 Rule 35.1 Identification of Cables		
<i>Cables operating at a voltage in excess of 750 volts shall be permanently and clearly identified by tags or other suitable means to indicate their operating voltage and the circuit with which they are normally associated at each manhole or other commonly accessible location of the underground system.</i>		
The primary cables in this pad mount transformer were not marked with associated circuit and operating voltage.		

B.	Location:	Pole, 3084 9 th St. Biggs, CA
	Equipment ID:	#318
	Previous Visit by Utility:	Unknown
	Date Visited by CPUC:	9/28/11

<p>Explanation of Violation(s):</p> <p><u>Missing High Voltage Sign</u></p> <p>GO 95 Rule 51.6 A3:</p> <p><i>Crossarms where present may be marked in lieu of marking the pole. Such signs shall be placed on the face and back of each crossarm supporting line conductors</i></p> <p>The pole at this location was missing a high voltage sign.</p> <p><u>Broken Ground Molding</u></p> <p>GO 95 Rule 54.6 B:</p> <p><i>That portion of the ground wires attached on the face or back of wood crossarms or on the surface of wood poles and structures shall be covered by a suitable protective covering</i></p> <p>The ground molding was broken at this location.</p>

C.	Location:	Pole, 1 st pole corner of 9 th and E St., Biggs, CA
	Equipment ID:	#311
	Previous Visit by Utility:	Unknown
	Date Visited by CPUC:	9/28/11
	Explanation of Violation(s):	
		<p><u>Primary Down Guy Touching Communication Span</u></p> <p>GO 95 Table 2 Case 19C requires a 3 inch clearance between guys in proximity and communication conductors.</p> <p>The primary down guy was touching a communication span at this location.</p>

D.	Location:	Pole, 2 nd pole corner of 9 th and F St., CA
	Pole No.:	

Previous Visit by Utility:	Unknown
Date Visited by CPUC:	9/28/11
Explanation of Violation(s):	
<p><u>Tree branches found below sectionalizing insulator on the anchor guy</u></p> <p>GO 95 Rule 56.7 Location of Sectionalizing Insulators, Anchor Guys reads in part:</p> <p><i>In order to prevent trees, buildings, messengers, metal-sheathed cables or other similar objects from grounding portions of guys above guy insulators, it is suggested that anchor guys be sectionalized, where practicable, near the highest level permitted by this Rule.</i></p> <p>Tree branches need to be trimmed below insulator guy bob.</p>	

E.	Location:	Pole, Corner of 9 th and C St., Biggs, CA
	Pole No.:	306
	Previous Visit by Utility:	Unknown
	Date Visited by CPUC:	9/28/11
Explanation of Violation(s):		
<p><u>Missing High Voltage Sign</u></p> <p>GO 95 Rule 51.6 A3:</p> <p><i>Crossarms where present may be marked in lieu of marking the pole. Such signs shall be placed on the face and back of each crossarm supporting line conductors</i></p> <p>The pole at this location was missing high voltage signs.</p>		

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F.	Location:	Pole, Across from 3019 9 th St., Biggs, CA
	Pole No.:	303
	Previous Visit by Utility:	Unknown
	Date Visited by CPUC:	9/28/11
Explanation of Violation(s):		
<u>Missing guy guard</u>		
GO 95 Rule 56.9 Guy Marker (Guy Guard):		
<p><i>A substantial marker of suitable material, including but not limited to metal or plastic, not less than 8 feet in length, shall be securely attached to all anchor guys. Where more than one guy is attached to an anchor rod, only the outermost guy is required to have a marker.</i></p>		
The guy guard was missing at this location.		

G.	Location:	Pole, 3 rd pole in rice mill, Biggs, CA
	Pole No.:	323
	Previous Visit by Utility:	Unknown
	Date Visited by CPUC:	9/28/11
Explanation of Violation(s):		
<u>Missing guy guard</u>		
GO 95 Rule 56.9 Guy Marker (Guy Guard):		
<p><i>A substantial marker of suitable material, including but not limited to metal or plastic, not less than 8 feet in length, shall be securely attached to all anchor guys. Where more than one guy is attached to an anchor rod, only the outermost guy is required to have a marker.</i></p>		
The guy guard was missing at this location		

H.	Location:	Pole, Across 2961 10 th St., Biggs, CA
	Pole No.:	327
	Previous Visit by Utility:	Unknown
	Date Visited by CPUC:	9/28/11
Explanation of Violation(s):		
<u>Missing guy guard</u>		
GO 95 Rule 56.9 Guy Marker (Guy Guard):		
<p><i>A substantial marker of suitable material, including but not limited to metal or plastic, not less than 8 feet in length, shall be securely attached to all anchor guys. Where more than one guy is attached to an anchor rod, only the outermost guy is required to have a marker.</i></p>		
The guy guard was missing at this location.		

I.	Location:	Pole, 10 th and G St., Biggs, CA
	Pole No.:	345
	Previous Visit by Utility:	Unknown
	Date Visited by CPUC:	9/28/11
Explanation of Violation(s):		
<u>Missing High Voltage Sign</u>		
GO 95 Rule 51.6 A3:		
<p><i>Crossarms where present may be marked in lieu of marking the pole. Such signs shall be placed on the face and back of each crossarm supporting line conductors</i></p>		
The pole at this location was missing high voltage signs.		

J.	Location:	Pole, G and 9 th St., Biggs, CA
	Pole No.:	321
	Previous Visit by Utility:	Unknown
	Date Visited by CPUC:	9/28/11
Explanation of Violation(s):		
<p><u>Tree branches found below sectionalizing insulator on the anchor guy</u></p> <p>GO 95 Rule 56.7 Location of Sectionalizing Insulators, Anchor Guys reads in part:</p> <p><i>In order to prevent trees, buildings, messengers, metal-sheathed cables or other similar objects from grounding portions of guys above guy insulators, it is suggested that anchor guys be sectionalized, where practicable, near the highest level permitted by this Rule.</i></p> <p>Tree branches need to be trimmed below insulator guy bob.</p> <p><u>Missing guy guard</u></p> <p>GO 95 Rule 56.9 Guy Marker (Guy Guard):</p> <p><i>A substantial marker of suitable material, including but not limited to metal or plastic, not less than 8 feet in length, shall be securely attached to all anchor guys. Where more than one guy is attached to an anchor rod, only the outermost guy is required to have a marker.</i></p> <p>The guy guard was missing at this location</p>		

K.	Location:	Pole, 3035 6 th St., Biggs, CA
	Pole No.:	208
	Previous Visit by Utility:	Unknown
	Date Visited by CPUC:	9/28/11
Explanation of Violation(s):		

Missing High Voltage Sign

GO 95 Rule 51.6 A3:

Crossarms where present may be marked in lieu of marking the pole. Such signs shall be placed on the face and back of each crossarm supporting line conductors

The pole at this location was missing high voltage signs.

III. Concerns and Recommendations

This section discusses any additional items found during the audit that we have concerns about. These items are not necessarily rule violations.

A. Pole Loading Calculations on all Pole Replacement Work

In part due to the pole loading calculation issues we found during our Audit (see I.D.), we recommend that Gridley perform pole loading calculations on all pole replacement work, even if the facilities attached to the replacement poles do not change.

B. Inspection of Splice Boxes/Junction Boxes

We recommend that Gridley perform regular inspections of the facilities in its splice and junction boxes.

December 2, 2011

TO: Ivan Garcia
CPUC

FROM: Gary Davidson
Electric Superintendent
Gridley, Ca.

Dear Mr. Garcia,
Please find my response to your Audit Summary for the City of Gridley during your inspection September 26-28, 2011. It was a pleasure meeting you and Mr. How receiving direction on how to properly perform and keep GO 165 documentation. If you have questions or concerns with the reply, please contact me for clarification.

Gary Davidson
Electric Superintendent
City of Gridley/Biggs
530 846 5954
530 846 8310 fax
gddavidson@gridley.ca.us

AUDIT SUMMARY

I. RECORD VIOLATIONS

A. As stated when you were here, inspections will be carried out per GO 165 each year with records kept. We completed our patrol for GO 95 overhead and plan on a GO 128 underground patrol by the end of June 2012.

B. During our 2012 GO 95 and 128 patrols we will record and document all problems. This will be accomplished by the end of June 2012 and continue by the GO 165 cycles.

C. During our 2012 Patrol the capacitors will be tested and documented by the end of June 2012. Our switching/protective devices (Line Reclosers) have been tested each year, but will improve on the record keeping for the purpose of audits.

D. We are in the process of obtaining a pole loading calculation program at this time and put into practice the calculations of any poles replaced or for new construction in the future.

II. FIELD VIOLATIONS

There were 11 Field Violations that you inspected and documented that need to be corrected. There were no hazards to the public so no immediate action is necessary. All these infractions will be corrected by the end of June 2012.

III. CONCERNS AND RECOMMENDATIONS

A. & B. As stated in the Record Violations, we will implement the load calculations in the future and implement your direction on inspecting our splice boxes and junction boxes.



CITY OF BIGGS

SUNWEST LOT LINE ADJUSTMENT

**TO: HONORABLE MAYOR
AND MEMBERS OF THE CITY COUNCIL**

DATE: DEC. 19, 2011

FROM: STEVE SPEIGHTS, PE – CITY ENGINEER

RE: SUNWEST LOT LINE ADJUSTMENT

Summary:

Sunwest Milling has submitted an application for a lot line adjustment to rearrange three parcels of property they own between West Biggs- Gridley Rd and Eighth St. The new configuration is necessary to accommodate their proposed expansion. Staff has reviewed the request and finds it consistent with City of Biggs General Plan and Ordinances and the State Subdivision Map Act. Staff approves of the requested Lot Line Adjustment. The Public works Committee approved of the requested Lot Line Adjustment at its 12/7/11 meeting

Requested Action:

Staff requests that after review, the City Council concur in approving the requested Lot Line Adjustment.

Background:

The Subdivision Map Act exempts lot line adjustments between four or fewer parcels where land taken from one parcel is added to an adjoining parcel and where there are no additional lots created, if the lot line adjustment is approved by the City. The City's review is limited by the Subdivision Map Act to whether or not the resulting parcels will conform to the City's General Plan, and Zoning and Building Ordinances.

The lot line adjustment shall be reflected in a deed, which shall be recorded.

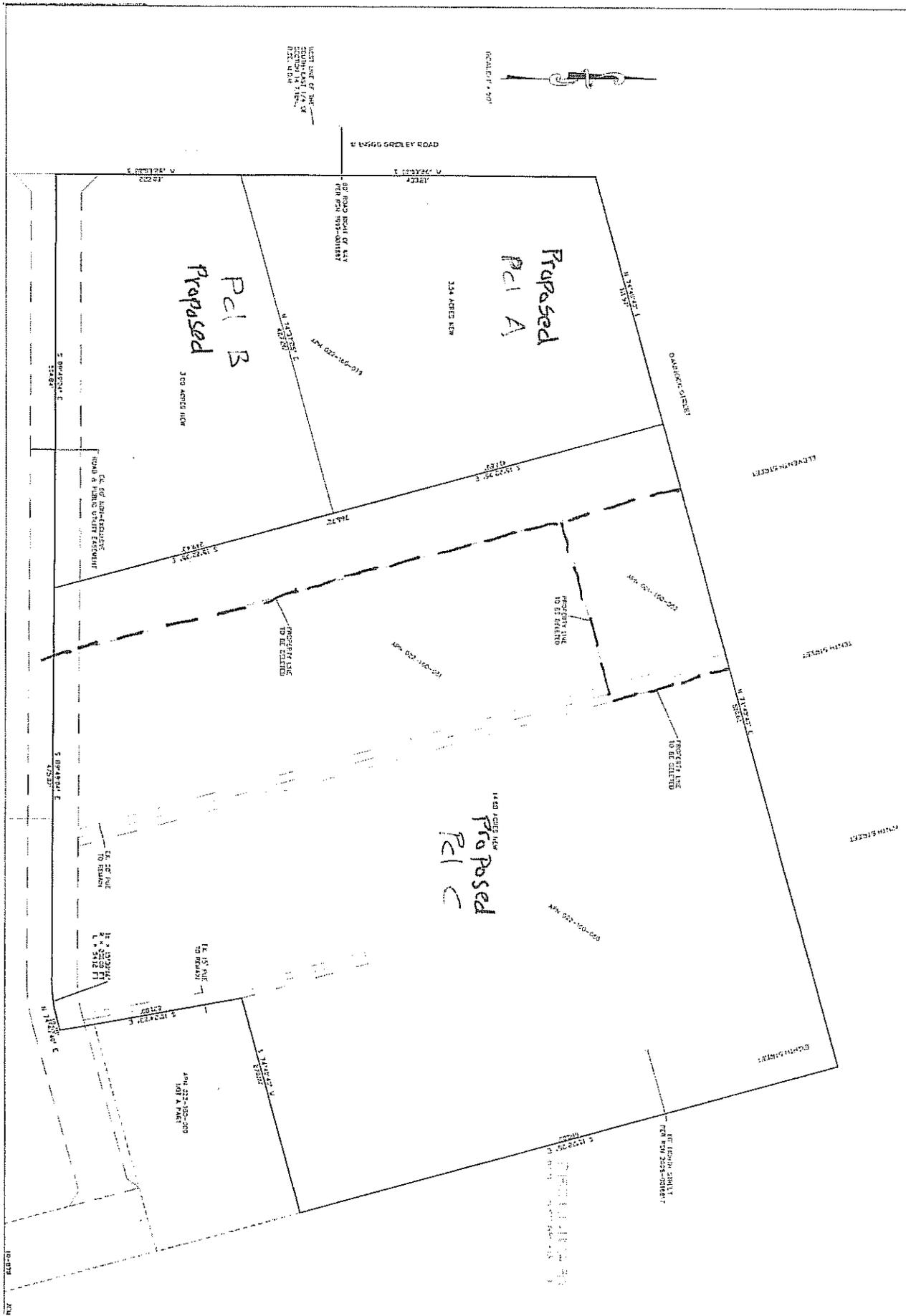
The attached Lot Line Adjustment Plat prepared by Robertson Erickson, shows both the existing parcels and the proposed parcels. The adjustment is necessary to accommodate Phase 2 of Sunwest current expansion. Phase 2 proposes to construct a warehouse / loading facility that would cross an existing lot line. They would not be issued a building permit to build across a property line, hence the need to adjust the parcel lines.

Staff has reviewed the request and finds the resulting parcels would be in compliance with the City's General Plan, Zoning Ordinance and Building Ordinance. No additional parcels are being created by this action.

If the Council concurs in the Staff approval, Staff will follow County procedures to perfect the new parcels by the recording of new deeds with the new parcel descriptions.

Attachments:

Lot Line Adjustment Plat for Sunwest Milling



LOT LINE ADJUSTMENT PLAT
 BIGGS, CA
 for: SUNWEST MILLING



Robertson Erickson
 CIVIL ENGINEERS & SURVEYORS
 888 Mariposa Court
 Suite 101
 Chico, California 95926
 530-894-3500 Fax 530-894-4955
 robertsonerickson.com

City of Biggs

City Administrator agenda item request for the next
(X) Regular () Adjourned Regular () Special Meeting

Meeting Date: December 19, 2011 6:00PM

Date: December 15, 2011
To: Honorable Mayor and Members of the City Council
From: City Engineer
Subject: Aerial Truck Repair (Action)

Council will consider authorizing Public Works to repair the City aerial boom lift truck.

Background

The City's aerial boom lift truck is utilized mainly for tree maintenance along streets and at parks. It is also the back-up vehicle for Gridley-Biggs Electric Department, by written agreement between the cities.

The truck is inspected annually. This year's inspection identified required repairs to be made to the leveling cable mechanism – a critical safety part. The crew is not allowed to use the truck until this equipment is repaired. Fiscal year budget did not anticipate sufficient appropriation for this repair.

Availability of qualified, reputable repair facilities in Northern California that are willing to provide telephone estimates is extremely constrained in this case of specialized equipment and technical skills. Repair options, based on the City's informal bid process per BMC 3.25.070, are as follows:

- A. AllCal: \$6950 (\$5950 parts and labor, \$450 each way tow to Stockton); this is the company that performs annual inspection and maintenance on our boom lift vehicle. Part is in stock. City has established business relationship of confidence with this vendor.
- B. AllTec: \$6450 (\$5450 parts and labor + \$500 inspection fee + \$500 mobilization for on-site repair). Part requires ordering. This is the company that inspects and performs repair work for Gridley-Biggs Electric, is also a reputable and competent company
- C. *Seeking third bid, will provide if identified.*

Recommendation

Authorize Public Works to proceed with repair using Option A, charge ½ to Electric Fund and ½ to Street Funds.

Fiscal Impact

Up to \$6950, ½ to Fund 50 Electric where we are budgeted and on track for a \$440,000 surplus this year, and Fund 22 Gas Tax Street Maintenance, where we are budgeted and on track for a \$26,800 surplus this year.

City of Biggs

City Administrator agenda item request for the next
(X) Regular () Adjourned Regular () Special Meeting
Meeting Date: December 19, 2011 6:00PM

Date: December 14, 2011
To: Honorable Mayor and Members of the City Council
From: City Engineer
Subject: Biggs Participation in County Hazard Plan Update (Action)

Council will consider authorizing mayor to sign letter indicating City support for and commitment to the County hazard mitigation planning process, as required by FEMA and Cal-EMA.

Background

The City is asked by the County to indicate in writing its commitment to actively participate in the County planning process to update its Multi-Jurisdictional All Hazard Mitigation document. Being recognized as a member of an approved Local Hazard Mitigation Plan documents a local agency's eligibility for hazard mitigation grant funds if they meet the participation criteria set forth in the letter. The County has funding to lead the effort via a consultant.

Roger Frith, the City's primary commissioner for emergency services, recently attended an educational forum on this subject sponsored by Cal-EMA (Emergency Management Agency).

Attachment (1): Draft letter to County Emergency Services Officer

Recommendation

Authorize Mayor to sign and forward the County Hazard Planning letter to the County Emergency Services Officer.

Fiscal Impact

None at this point, possible unspecified but probably minor overhead expenses in 2012 by participating in related planning processes.



City of Biggs

465 C Street
P.O. Box 307
Biggs, California 95917
Telephone (530) 868-5493
www.biggs-ca.gov

December 20, 2011

John Gulserian, Emergency Services Officer
Butte County Office of Emergency Management
25 County Center Drive, Suite 200
Oroville, CA 95965

Re: Letter of Commitment as a participating jurisdiction in the Butte County Multi-Jurisdictional All Hazard Mitigation Planning

Dear John Gulserian,

As the Federal Emergency Management Agency's (FEMA) Local Mitigation Plan requirements under 44 CFR §201.6 specifically identify criteria that allow for multi-jurisdictional mitigation plans, and that many issues are better resolved by evaluating hazards more comprehensively by coordinating at the county, regional, or watershed level, the City of Biggs is submitting this letter of commitment to confirm that the City of Biggs agrees to participate in the Butte County Multi-Jurisdictional All Hazard Mitigation Planning.

Further, as a condition to participating in the mitigation planning; the City of Biggs agrees to meet the requirements for mitigation plans identified in 44 CFR §201.6 and to provide such cooperation as is necessary and in a timely manner to the Butte County Office of Emergency Management to complete the plan in conformance with FEMA requirements.

The City of Biggs understands that it must engage in the following planning process, as more fully described in FEMA's *Local Multi-Hazard Mitigation Planning Guidance* dated July 1, 2008, including, but not limited to:

- Identification of hazards unique to the jurisdiction and not addressed in the master planning document;
- The conduct of a vulnerability analysis and an identification of risks, where they differ from the general planning area;
- The formulation of mitigation goals responsive to public input and development of mitigation actions complementary to those goals;
- Demonstration that there has been proactively offered an opportunity for participation in the planning process by all community stakeholders (examples of participation include relevant involvement in any planning process, attending meetings, contributing research, data, or other information, commenting on drafts of the plan, etc.);

- Documentation of an effective process to maintain and implement the plan; and,
- Formal adoption of the Multi-jurisdictional All Hazard Mitigation Plan by the jurisdiction's governing body (each jurisdiction must officially adopt the plan).

Therefore, with a full acknowledgement of the obligations incurred by participating in the FEMA hazard mitigation planning process as a participant in a multi-jurisdictional plan; I Mayor Roger L. Frith, commit the City of Biggs to the Butte County Multi-Jurisdictional All Hazard Mitigation Planning effort.

Executed this 20th day of December, 2011

Roger L. Frith. Mayor