

1. SPECIAL MEETING CALLED TO ORDER:

The Special Meeting of the Biggs City Council was called to order at 4:00 p.m. by Mayor Frith. Vice Mayor Sheppard, Councilmembers Arnold, Busch and Thompson were present. Staff present: City Administrator Mark Sorensen, City Attorney Greg Einhorn and City Clerk Roben Dewsnup.

- 2. CITY COUNCIL/CITY STAFF WORKSHOP:** John Blacklock led a discussion with council which included the City of Biggs Mission/Vision/Values, Building a Better Biggs 2015, expectations, a successful city administrator and critical success factors.

- 3. ADJOURNMENT:** Special Meeting adjourned at 6:30 p.m.

ATTEST:

APPROVED:

Roben Dewsnup
CITY CLERK

Roger L. Frith
MAYOR

Call To Order

The regular council meeting was called to order at 6:30 p.m. by Mayor Frith. Vice Mayor Sheppard, Council Members Arnold, Busch and Thompson were present. Staff present: City Administrator Mark Sorensen, City Attorney Greg Einhorn, City Engineer Steve Speights, City Planner Scott Friend and City Clerk Roben Dewsnap.

1. COMMUNITY PARTICIPATION: None

2. CONSENT CALENDAR:

- A. Approval of Council Minutes for Regular Meeting of January 8, 2013.
- B. Approval of warrants: #8306 – 8319; Z00772 – Z00787, and 26802– 26895 for the month of January 2013 in the amount of \$382,333.30.
- C. Acknowledge receipt of Biggs Fire Department Report for January 2013 and Final Statistics for 2012.
- D. Acknowledge receipt of Police Department Report for December 2012 and January 2013.
- E. Acknowledge receipt of Animal Control Report for January 2013.
- F. Authorize City Administrator to sign a contract with R&DB Associates for annual testing and maintenance of the City of Biggs Electrical Substation, with an expenditure not to exceed \$10,000.
- G. Approve the emergency rental of a waste water bypass pump in the amount of \$4,392.58

Motion/Second to approve the consent calendar. (Arnold/Busch, MCU)

3. DEPARTMENT REPORTS:

A. Planning:

City Planner Scott Friend reviewed the Planning Activity Report included in the agenda packet.

B. Engineering:

1. City Engineer Steve Speights gave a verbal report regarding current city projects which included the Sixth Street Bridge Replacement and the Waste Water Treatment Plant Phase 1 Design. There were memos provided to council dealing with the design of the headworks, rock filters, chlorine dosing system, existing building, and electrical power and control systems.
2. Purchasing Authority for Land Acquisition and Construction Easements: Mr. Speights stated small pieces of land acquisition are needed for the Sixth Street Bridge project right-of-way and asked that the city administrator be given purchasing authority to disperse funds for the land. These funds will be reimbursed through the Bridge Replacement Program.

Motion/Second approve the City Administrator purchasing authority for land acquisition of right-of-way and purchase of construction easements associated with the Sixth Street Bridge project not to exceed \$11,000. (Busch/Thompson, MCU)

- C. Public Safety: Assistant Chief Dean Price gave a brief update on police issues in the City of Biggs.
- D. Sutter Butte Flood Control Agency (SBFCA). Vice Mayor Sheppard gave a brief report.
- E. Pubic Works. No report.

- F. Electric. Mayor Frith reported there will be a scheduled power outage by PG&E at approximately 11 p.m. on February 25th and around 5 a.m. on February 26th. Residents would be notified and times could change.
- G. BCAG: Councilmember Thompson would attend BCAG for Councilmember Busch.
- H. Air Quality: Meeting was canceled.
- I. Solid Waste. No report.
- J. Mosquito Abatement. Vice Mayor Sheppard advised calling Mosquito Vector Control to report mosquito problems.
- K. Other commission reports. Councilmember Busch reported on the SCORE (Small Cities Organized Risk Effort) Meeting he attended.
- L. City Attorney: Greg Einhorn referred to letter sent to the editor of the Gridley Herald on behalf of the union that represents some of the Biggs employees. Mr. Einhorn presented a letter he prepared in response to the letter to the editor and asked for direction from council.

Resident Mary Frith stated the letter to the editor was inappropriate.

Resident Jeannie Durso thanked council for their service to the community and wanted assurance that all departments within the city were being run according to all specified standards of operation and performance.

Councilmembers Arnold, Thompson and Busch agreed the letter was acceptable. Mayor Frith chose not to comment. Vice Mayor Sheppard felt the letter should be cc'd to Local 185 Management.

M. City Administrator:

- 1. Mr. Sorensen asked council for purchasing authority for the maintenance contract for the city server and certain specified workstations.

Mayor Frith asked the agreement include all workstations.

Motion/Second to direct the city administrator to renew the contract with PacifiCom at the rate of \$900 per quarter with added workstations. (Frith/Sheppard, MCU)

- 2. Mr. Sorensen asked council to consider sending letters of support to the US Army Corp of Engineers and US Representative Doug LaMalfa in support of the SBFCA (Sutter Butte Flood Control Agency) Project.

Councilmember Thompson suggested changing the title to Congressman LaMalfa. Mr. Sorensen noticed two other errors in addresses.

Motion/Second to sign, seal and deliver the letters to Congressman LaMalfa and Mr. Schwichtenberg after the proper corrections had been made. (Thompson/Sheppard, MCU)

4. **INFORMATIONAL:** Councilmember Busch presented a letter which included all of the agencies in the State of California.

5. **ADJOURNMENT:** The meeting was adjourned at 8:07 p.m.

ATTEST:

APPROVED:

Roben Dewsnup, CITY CLERK

Roger L. Frith, MAYOR

Warrant Num	P#	Date	Payroll Number	Period Begin	Period End	*** Employee or Vendor Nbr	Name	Cal Prd	Gross Earnings	Tax Withheld	Deductions Withheld	Warrant Amount
8320	00	02/05/13	3of24	01/16/13	01/31/13				309.60	26.79	.00	282.81
8321	00	02/01/13	VENDOR PAYMENT	-----		BOAJ1	BANK OF AMERICA, NT&	02-13	INVOICE NO.:	B30201		1175.48
8321	01	02/01/13	VENDOR PAYMENT	-----		BOA01	BANK OF AMERICA, NT&	02-13	INVOICE NO.:	1B30201		1898.06
8321	02	02/01/13	VENDOR PAYMENT	-----		BOA01	BANK OF AMERICA, NT&	02-13	INVOICE NO.:	2B30201		443.92
										TOTAL FOR VENDOR BOA01:		3517.46
8322	00	02/01/13	VENDOR PAYMENT	-----		EDD01	Employment Developme	02-13	INVOICE NO.:	B30201		392.57
8322	01	02/01/13	VENDOR PAYMENT	-----		EDD01	Employment Developme	02-13	INVOICE NO.:	1B30201		153.07
										TOTAL FOR VENDOR EDD01:		545.64
8323	00	02/01/13	VENDOR PAYMENT	-----		PUB01	PERS-Retirement Syst	02-13	INVOICE NO.:	B30201		2468.88
8324	00	02/20/13	4of24	02/01/13				02-13	290.25	25.11	.00	265.14
										TOTAL FOR VENDOR PUB01:		2468.88
8325	00	02/15/13	VENDOR PAYMENT	-----		BOA01	BANK OF AMERICA, NT&	02-13	INVOICE NO.:	B30215		1213.52
8325	01	02/15/13	VENDOR PAYMENT	-----		BOA01	BANK OF AMERICA, NT&	02-13	INVOICE NO.:	1B30215		1906.10
8325	02	02/15/13	VENDOR PAYMENT	-----		BOA01	BANK OF AMERICA, NT&	02-13	INVOICE NO.:	2B30215		445.80
										TOTAL FOR VENDOR BOA01:		3565.42
8326	00	02/15/13	VENDOR PAYMENT	-----		EDD01	Employment Developme	02-13	INVOICE NO.:	B30215		405.34
8326	01	02/15/13	VENDOR PAYMENT	-----		EDD01	Employment Developme	02-13	INVOICE NO.:	1B30215		153.72
										TOTAL FOR VENDOR EDD01:		559.06
8327	00	02/15/13	VENDOR PAYMENT	-----		LAB02	Laborers Local 185	02-13	INVOICE NO.:	B30215		96.00
										TOTAL FOR VENDOR LAB02:		96.00
8328	00	02/15/13	VENDOR PAYMENT	-----		PUB01	PERS-Retirement Syst	02-13	INVOICE NO.:	B30215		2468.88
8329	00	02/25/13	2of12	02/01/13	02/28/13			02-13	300.00	25.95	.00	274.05
8330	00	02/25/13	2of12	02/01/13	02/28/13			02-13	300.00	25.95	.00	274.05
8331	00	02/25/13	2of12	02/01/13	02/28/13			02-13	300.00	25.95	.00	274.05
										TOTAL FOR VENDOR PUB01:		2468.88
8332	00	02/25/13	VENDOR PAYMENT	-----		BOA01	BANK OF AMERICA, NT&	02-13	INVOICE NO.:	B30225		.00
8332	01	02/25/13	VENDOR PAYMENT	-----		BOA01	BANK OF AMERICA, NT&	02-13	INVOICE NO.:	1B30225		186.00
8332	02	02/25/13	VENDOR PAYMENT	-----		BOA01	BANK OF AMERICA, NT&	02-13	INVOICE NO.:	2B30225		43.50
										TOTAL FOR VENDOR BOA01:		229.50
8333	00	02/25/13	VENDOR PAYMENT	-----		EDD01	Employment Developme	02-13	INVOICE NO.:	B30225		.00
8333	01	02/25/13	VENDOR PAYMENT	-----		EDD01	Employment Developme	02-13	INVOICE NO.:	1B30225		15.00
200788	00	02/05/13	3of24	01/16/13	01/31/13			02-13	1907.13	602.33	1304.80	.00
200789	00	02/05/13	3of24	01/16/13	01/31/13			02-13	1832.13	442.78	1389.35	.00
200790	00	02/05/13	3of24	01/16/13	01/31/13			02-13	1438.19	456.42	981.77	.00
200791	00	02/05/13	3of24	01/16/13	01/31/13			02-13	2651.21	807.04	1844.17	.00
200792	00	02/05/13	3of24	01/16/13	01/31/13			02-13	2187.70	686.30	1501.40	.00
200793	00	02/05/13	3of24	01/16/13	01/31/13			02-13	3291.67	884.72	2406.95	.00
200794	00	02/05/13	3of24	01/16/13	01/31/13			02-13	2813.66	977.42	1836.24	.00
200795	00	02/20/13	4of24	02/01/13	02/15/13			02-13	2049.83	642.34	1407.49	.00
200796	00	02/20/13	4of24	02/01/13	02/15/13			02-13	1847.99	446.09	1401.90	.00
200797	00	02/20/13	4of24	02/01/13	02/15/13			02-13	1348.00	438.35	909.65	.00
200798	00	02/20/13	4of24	02/01/13	02/15/13			02-13	2651.21	807.03	1844.18	.00
200799	00	02/20/13	4of24	02/01/13	02/15/13			02-13	1986.40	623.85	1362.55	.00
200800	00	02/20/13	4of24	02/01/13	02/15/13			02-13	3291.67	884.72	2406.95	.00
200801	00	02/20/13	4of24	02/01/13	02/15/13			02-13	3030.75	1072.68	1958.07	.00
200802	00	02/25/13	2of12	02/01/13	02/28/13			02-13	300.00	25.95	274.05	.00
200803	00	02/25/13	2of12	02/01/13	02/28/13			02-13	300.00	25.95	274.05	.00
									34427.39	9953.72	23103.57	14835.94

\$ 22,055.87

Period	Check Number	Check Date	Vendor # (Name)	Disc. Terms	Gross Amount	Disc Amount	Net Amount	Check Description
02-13	026896	02/12/13	NCPA (Northern CA Power Agency)		81,051.00	.00	81,051.00	Automatic Generated Check
	026897	02/12/13	ADV02 (Advanced Document Concepts)		21.30	.00	21.30	Automatic Generated Check
	026898	02/12/13	AFL01 (Aflac)		173.20	.00	173.20	Automatic Generated Check
	026899	02/12/13	AME00 (American Express)		1,439.21	.00	1,439.21	Automatic Generated Check
	026900	02/12/13	ARA01 (Aramark Uniform Services)		305.48	.00	305.48	Automatic Generated Check
	026901	02/12/13	BLA01 (John Blacklock)		750.00	.00	750.00	Automatic Generated Check
	026902	02/12/13	BUS01 (John Busch)		31.32	.00	31.32	Automatic Generated Check
	026903	02/12/13	BUT19 (C Linda Barnes)		382.49	.00	382.49	Automatic Generated Check
	026904	02/12/13	BUT24 (Butte County Elections Divis		1,037.09	.00	1,037.09	Automatic Generated Check
	026905	02/12/13	CDF01 (Depart of Forestry & Fire Pr		29,816.65	.00	29,816.65	Automatic Generated Check
	026906	02/12/13	ESC01 (Escudero Web Services)		225.00	.00	225.00	Automatic Generated Check
	026907	02/12/13	GEC01 (GE Capital)		129.00	.00	129.00	Automatic Generated Check
	026908	02/12/13	GRI04 (City of Gridley)		58,147.39	.00	58,147.39	Automatic Generated Check
	026909	02/12/13	HAR05 (Harshbarger Ace Hardware)		680.50	.00	680.50	Automatic Generated Check
	026910	02/12/13	LAK02 (Lakeview Petroleum)		2,024.62	.00	2,024.62	Automatic Generated Check
	026911	02/12/13	LES02 (Les Schwab Tire Center Inc)		181.67	.00	181.67	Automatic Generated Check
	026912	02/12/13	MAC01 (Mac's Hardware & Rental)		370.02	.00	370.02	Automatic Generated Check
	026913	02/12/13	PGE01 (PACIFIC GAS & ELECTRIC CO)		422.72	.00	422.72	Automatic Generated Check
	026914	02/12/13	PMC01 (PMC, Inc.)		6,103.75	.00	6,103.75	Automatic Generated Check
	026915	02/12/13	RES01 (Reserve Account)		800.00	.00	800.00	Automatic Generated Check
	026916	02/12/13	SEI01 (Roy R. Seiler, CPA)		1,424.93	.00	1,424.93	Automatic Generated Check
	026917	02/12/13	SOR02 (Mark Sorensen)		214.96	.00	214.96	Automatic Generated Check
	026918	02/12/13	SWA01 (Swanson Timber Company)		1,992.06	.00	1,992.06	Automatic Generated Check
	026919	02/12/13	UNI04 (Univar USA Inc)		906.77	.00	906.77	Automatic Generated Check
	026920	02/12/13	WAS04 (Waste Management)		9,893.50	.00	9,893.50	Automatic Generated Check
	026921	02/12/13	WRI01 (Wright One Electric)		8,269.00	.00	8,269.00	Automatic Generated Check
	026922	02/12/13	EIN01 (Gregory P. Einhorn)		4,000.00	.00	4,000.00	Automatic Generated Check
	026923	02/15/13	3TE01 (3T Equipment Company Inc.)		385.53	.00	385.53	Automatic Generated Check
	026924	02/15/13	BUS01 (John Busch)		96.57	.00	96.57	Automatic Generated Check
	026925	02/15/13	BUT25 (372 BUTTES/CENTER STATE P&S)		2,517.65	.00	2,517.65	Automatic Generated Check
	026926	02/15/13	CAL07 (California Department of Fis		4,482.75	.00	4,482.75	Automatic Generated Check
	026927	02/15/13	CAL08 (California Diesel & Power)		3,863.46	.00	3,863.46	Automatic Generated Check
	026928	02/15/13	CAL11 (CA Regional Water Quality Co		1,188.00	.00	1,188.00	Automatic Generated Check
	026929	02/15/13	CED01 (CED - SACRAMENTO)		171.68	.00	171.68	Automatic Generated Check
	026930	02/15/13	GRO01 (Groeniger #1423)		1,174.94	.00	1,174.94	Automatic Generated Check
	026931	02/15/13	HILL3 (Ralph Hill)		149.34	.00	149.34	Automatic Generated Check
	026932	02/15/13	JCN00 (J C Nelson Supply Co)		224.57	.00	224.57	Automatic Generated Check
	026933	02/15/13	MOR27 (Lawrence and Elizabeth Morri		88.97	.00	88.97	Automatic Generated Check
	026934	02/15/13	RAI01 (Rain For Rent Woodland)		4,410.32	.00	4,410.32	Automatic Generated Check
	026935	02/15/13	YAM01 (Denise Yambor)		192.74	.00	192.74	Automatic Generated Check
	026936	02/26/13	AME06 (American Fidelity Assurance)		178.50	.00	178.50	Automatic Generated Check
	026937	02/26/13	BEN02 (Bennett Engineering Services)		26,210.52	.00	26,210.52	Automatic Generated Check
	026938	02/26/13	COM04 (Comcast)		122.43	.00	122.43	Automatic Generated Check
	026939	02/26/13	COR01 (CORBIN WILLITS SYSTEM INC)		328.95	.00	328.95	Automatic Generated Check
	026940	02/26/13	EDD01 (Employment Development Depar		768.03	.00	768.03	Automatic Generated Check
	026941	02/26/13	HEL03 (HELENA CHEMICAL COMPANY)		258.00	.00	258.00	Automatic Generated Check
	026942	02/26/13	LAK02 (Lakeview Petroleum)		741.13	.00	741.13	Automatic Generated Check
	026943	02/26/13	LEA01 (League of California Cities)		150.00	.00	150.00	Automatic Generated Check
	026944	02/26/13	LIB02 (Liberty Flag & Specialty Co)		112.95	.00	112.95	Automatic Generated Check
	026945	02/26/13	MAT00 (Marlee Mattos)		286.36	.00	286.36	Automatic Generated Check
	026946	02/26/13	MAX01 (Maximum Security Systems)		78.75	.00	78.75	Automatic Generated Check
	026947	02/26/13	NEX01 (Nextel Communications)		221.54	.00	221.54	Automatic Generated Check
	026948	02/26/13	OFF01 (Office Depot)		48.54	.00	48.54	Automatic Generated Check
	026949	02/26/13	PIN03 (Ana Pineda)		220.00	.00	220.00	Automatic Generated Check
	026950	02/26/13	PRA01 (Paul Pratt)		17.37	.00	17.37	Automatic Generated Check
	026951	02/26/13	PRI02 (PLIC - SBD Grand Island)		110.16	.00	110.16	Automatic Generated Check
	026952	02/26/13	PUB02 (Calif Public Employees')		9,757.77	.00	9,757.77	Automatic Generated Check
	026953	02/26/13	RIG01 (Right Way Pest Control)		119.00	.00	119.00	Automatic Generated Check
	026954	02/26/13	ROB02 (Rick Robinson)		452.67	.00	452.67	Automatic Generated Check
	026955	02/26/13	SEL02 (Select Janitorial Services,		206.00	.00	206.00	Automatic Generated Check
	026956	02/26/13	SHE01 (Duke Sherwood Contracting, I		7,571.00	.00	7,571.00	Automatic Generated Check
	026957	02/26/13	UNI04 (Univar USA Inc)		4,850.26	.00	4,850.26	Automatic Generated Check
	026958	02/26/13	VSP01 (Vision Service Plan-(CA))		83.22	.00	83.22	Automatic Generated Check
	026959	02/26/13	YUB01 (City of Yuba City)		1,552.80	.00	1,552.80	Automatic Generated Check
	026960	02/26/13	ALT01 (ALTISOURCE SOLUTIONS)		795.26	.00	795.26	Automatic Generated Check
Total for Bank Account 1010 ----->					284,981.36	.00	284,981.36	
Grand Total of all Bank Accounts ----->					284,981.36	.00	284,981.36	

Biggs Fire Department

Report on Conditions

February 2013

Biggs area incidents	County	City
Medical emergency	4	4
Structure fire	1	1
False alarm	1	0
Traffic collision	3	0
Total	9	5
Local area total	14	

Engine 73 also responded to; a single (1) medical emergency in Richvale; two (2) structure fires, one (1) false alarm, one (1) medical emergency, one (1) vegetation fire, all in the Gridley area. Engine 73 additionally covered Durham (1) once and Gridley (1) once. The combined total of local area and regional responses for February was twenty two (22).

A structure fire at 4th St. and Aleut St. did tremendous damage to a two story home first built in 1896 and extensively remodeled and added upon over the years. All of the ten residents escaped the mid-morning fire safely. The fire started in an attached laundry room on the first floor where it was discovered (smell of smoke, not by smoke detector) and spread rapidly through the building, in part due to a lack of fire stops in the very old style "balloon frame" construction. Firefighters were hampered by hidden voids and multiple roofs as they fought the escalating fire which was fanned by a light north wind. Ultimately a second alarm (complete doubling) of resources was used to fight the fire defensively. Over thirty volunteer and career firefighters, eight fire engines, one ladder truck, one air / light unit, three command vehicles, two chief officers and a safety officer all worked at the fire several hours. Four firefighters sustained injuries; one is still recovering and is yet to return to work.

Had this fire occurred several years ago, prior to improvements in the city water system, the results would have been even worse. All the water needed to finally stop the fire was available from the fire hydrant in front of the residence. When a new home is built at the address it will have smoke and carbon monoxide detectors throughout as well as a fire sprinkler system. These code requirements along with twenty-first century construction features don't eliminate fire but go very far towards keeping occupants safe through prompt detection and keeping a fire confined to the area where it begins.



City of Gridley Gridley-Biggs Police Department



GARY D. KEELER
Chief of Police



MONTHLY COUNCIL REPORT CITY OF BIGGS FEBRUARY, 2013

ARREST AND CRIME SUMMARY

TYPE	THIS MONTH	YEAR TO DATE- 2013
NUMBER OF ARRESTS	4	18
ADULTS	4	18
JUVENILE	0	0
TYPE OF ARRESTS	4	18
MISDEMEANOR	3	13
FELONY	1	5
NUMBER OF CRIMES REPORTED	10	20
FELONY	2	6
MISDEMEANOR	8	14

RSVP/RESERVE SUMMARY

	THIS MONTH	YEAR TO DATE-2013
# OF RESERVE HOURS	112	224
# OF RSVP HOURS	37.5	63.5

INCIDENT SUMMARY

	THIS MONTH	YEAR TO DATE-2013
TOTAL INCIDENTS	176	358
BATTERY	2	6
BURGLARY	1	4
DECEASED PERSON	0	0
VANDALISM	2	2
STOLEN VEHICLE	2	2
ROBBERY	0	0
PUBLIC INTOXICATION	0	0
PATROL REQUEST	2	7
MEDICAL AID	4	4
HOMICIDE	0	0
TOTAL 911 CALLS	24	37
- LANDLINE	15	21
- CELLULAR	9	16

TRAFFIC SUMMARY

TYPE	CURRENT MONTH	YEAR TO DATE-2012
<i>TOTAL ACCIDENTS</i>	0	2
ACCIDENT FATALITY	0	0
ACCIDENT PERSONAL INJURY	0	0
ACCIDENT PEDESTRIAN	0	0
ACCIDENT PROPERTY DAMAGE	0	1
HIT AND RUN PDO	0	1
HIT AND RUN INJURY	0	0
NAME EXCHANGE		
<i>TOTAL TRAFFIC CITATIONS</i>	7	8
MOVING VIOLATIONS	3	3
NON-MOVING VIOLATIONS	3	4
SPEEDING VIOLATIONS	1	1
PARKING CITATIONS	0	0
D.U.I ARRESTS	0	0
TRAFFIC STOPS	33	64

COMMENTS:

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**GRIDLEY BIGGS POLICE DEPARTMENT
CITY OF BIGGS MONTH IN REVIEW
FEBRUARY. 2013**

PERSONNEL

2/4-2/6 Dispatcher Ryan attended Cal Gangs in Fresno
2/10-2/11 Dispatcher Stopplemore and Rekers attended School
 Violence Training in Santa Rosa
2/13/2013 Department Personnel attended Policy Review Training

NOTES

2/12/2013 Assistant Chief Price attended Biggs City Council meeting
2/20/2013 Department Personnel attended range training
2/21/2013 Chief Keeler attended BINTF meeting
2/21/2013 Officer Smallwood and Officer Smith attended North Valley
 Gang Information Network Meeting
2/21/2013 Chief Keeler attended LEA meeting in Oroville

Response times for this month are as follows:

Priority 1 Events that involve injury, are life threatening or in progress
Priority 2 Events that involve property loss or damage
Priority 3 Events that do not involve injury, threat of life, property loss or damage.
Priority 1 3 minutes
Priority 2 5 minutes
Priority 3 7 minutes

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 January 31, 2013. 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

February 22, 2013
Roy R. Seiler, CPA

City of Biggs
Monthly Cash and Investments Report
January, 2013

Pooled Cash and Investments:

Bank of America:

General Checking Accounts	\$ 997,118.71
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Local Agency Investment Fund:

Fund Account Balance	\$ 1,592,952.31
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Total Pooled Cash and Short Term Investments	\$ 2,590,071.02
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Other Investments:

Northern California Power Authority (NCPA)

Reflects Latest Available Balance

General Operating Reserve (GOR):

Committed Reserve	\$ 98,044.00	
Available Reserve	\$ 534,748.00	
Total Reserve		\$ 632,792.00

Reflects Latest Available Balance

California Independent System Operators (CAISO):

Scheduling Coordination Program Agreement, Balancing Account, Current Balance	\$ 74,200.00
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Total Other Investments	\$ 706,992.00
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See Accountant's Compilation Report

CITY OF BIGGS

MEMORANDUM

TO: Honorable City Council Members (Meeting March 12, 2013)

FROM: Marlee Mattos, Accounting Tech.

DATE: February 25, 2013

SUBJECT: Authorization to Write Off Old Utility Bills

Requested Action:

Council authorizes the City Administrator to write off old, uncollectible utility accounts.

Recommendations:

Authorize action

Alternatives:

None

Financial Impacts:

\$4,881.95, mostly allocated to utility funds

Background:

Periodically the City of Biggs reviews utility billing for collection, tax lien collection, and write off. There are old accounts in the billing system that warrant being written off. These accounts include three where the owner of the account is deceased, two accounts that are beyond the statute of limitations for collection, six accounts for which balances weren't cleared at foreclosure and nine which fall below the threshold for collection.

These accounts continually show up on the past due account listing and billings and must periodically be removed manually.

Account listing is attached.

Last Name	First	Acct.	Electric				Water				Sewer				Public		W/O	
			Water	Electric	Surchg	Sewer	Refuse	Penalties & Interest	Improvement	Water Improvement	Improvement	Shut-offs	Public	Benefits	Balance	Reason		
Carson	Richard	CAR 6	177.85	31.25		132.56	80.44	40.26	17.00	30.40		0.90	6/15/2009	510.66	Left area, have no collection data			
Hernandez	Victoria	HER 8		145.91	0.12			34.11				4.83	8/28/2006	184.97	Deceased			
Pace	Jacob	PAC 5	224.57	50.08	0.03	155.94	115.63	78.55	24.44	43.70		2.73	1/8/2010	695.67	Left area, have no collection data			
Brooks	Lamoine	BRO 1	232.26	114.60	0.13	135.60	100.20	50.37	47.95	38.00		3.72	8/12/2011	722.83	Deceased			
Lasalle Bank		LAS 2	146.47			94.92	70.38	26.18	14.87	26.60		9/25/2009	379.42	Uncollectable/Foreclosure				
Bank of New York		BAN 7	387.11	20.00		250.86	85.28	125.56	39.31	70.30		8/28/2008	978.42	Uncollectable/Foreclosure				
Davis	Damon	DAV 26		1.16								6/11/2009	1.16	Too Small				
Lindsey	Sylvia	LIN 1	320.13	56.25		244.08	180.36	90.90	38.25	68.40		1.62	4/26/2011	999.99	Left area, have no collection data			
Potpourri Basket		POT 1	10.50	21.38	0.21	12.00		180.76		5.70		12/12/2005	230.55	Statute of limitations				
Quirarte	Gregorio	QUI 1	47.18	53.92	0.09	33.90	25.14	1.70	5.31	9.50		1.54	11/23/2009	178.28	Deceased			
Corrales	Raymundo	21-226	25.42									11/25/2008	25.42	Too Small				
Bushyhead	Virgil	25-406		34.93				1.72				9/24/2007	36.65	Too Small				
Castaneda	Jose L.	23-381		6.19				6.84				1.00	2/25/2009	14.03	Too Small			
Chavez	Juan Carlos	25-196		10.57								2/19/2009	10.57	Too Small				
Cox	Lonnie	24-180		32.99								8/30/2010	32.99	Too Small				
Ramirez	Enrique	26-395									107.10	9/2/2003	107.10	Statute of limitations				
Resendez	Thomas	25-226		20.60								12/30/2009	20.60	Too Small				
Rubio	Miguel	21-815	23.80	24.36								8/28/2006	48.16	Too Small				
G8 Opportunity Fund		26-444	88.93	15.83		67.80	50.10	35.27	10.63	19.00		0.46	1/27/2011	388.02	Uncollectable/Foreclosure			
Galbreath	Gail	26-22										25.30	4/28/2011	25.30	Too Small			
			1571.49	494.55	0.58	1059.86	657.43	628.39	187.13	292.60	0.00	15.34		4881.95				