

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 and Busch were present. Council Member Thompson was absent. Staff present: City Administrator Mark Sorensen, City Attorney Greg Einhorn, City Planner Scott Friend, City Engineer Brian Martin and City Clerk Roben Dewsnup.

1. COMMUNITY PARTICIPATION: None

2. 4th of JULY:

City Administrator Mark Sorensen stated a new 4th of July group had been formed under the umbrella of the North Valley Community Foundation for their financial needs. However, North Valley Community Foundation does not cover firework events. The only option to allow the event to go forward this year is for the City to deem the event a City event and consider the committee members to be volunteers.

Resident Mel McLaughlin asked that the funds that had been donated at the City be transferred to the 4th of July Committee.

Motion/Second that the City will designate the committee members and any other volunteers as volunteers of the City, that it is a City event, and authorize the City Administrator to enter into an MOU with North Valley Community Foundation, if required. (Frith/Sheppard, MCU; Absent: Thompson)

Motion/Second to transfer the existing donations at the City to the 4th of July Committee. (Sheppard/Arnold, MCU; Absent: Thompson)

Motion/Second to authorize collection of donations via utility bill or other means at the City for the 4th of July Committee with the funds being dispersed monthly. (Frith/Sheppard, MCU; Absent: Thompson)

3. CONSENT CALENDAR:

- A. Approval of Council Minutes for Regular Meeting of April 8, 2014.
- B. Approval of warrants: #8494 – 8503, 8603 & 8604; Z001034 – Z01052, and 27794 – 27892 for the month of April 2014 in the amount of \$484,358.79.
- C. Acknowledge receipt of Biggs Police Report for March & April 2014.
- D. Acknowledge receipt of Biggs Animal Control Report for March & April 2014.
- E. Acknowledge receipt of Biggs Fire Department Report for March & April 2014.
- F. Acknowledge receipt of Accountant's Compilation Report for March 2014 and Monthly Cash and Investments Report for March 2014 and Recap of Discretionary Funds – Committed vs. Uncommitted Funds and Cash Balance – Funds with Restricted Uses.
- G. Authorization to Write Off Old Utility Bills.
- H. Approve Resolution No. 2014-08, "RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BIGGS CALLING A GENERAL MUNICIPAL ELECTION ON NOVEMBER 4, 2014 FOR THE PURPOSE OF ELECTING THREE MEMBERS TO THE CITY COUNCIL AND REQUESTING CONSOLIDATION OF THAT ELECTION WITH THE CONSOLIDATED GENERAL ELECTION TO BE HELD NOVEMBER 4, 2014."
- I. Approve 3CORE Economic Development District Contract for Services and Membership Cash Match of \$4,000 for Fiscal Year 2014-2015.

Motion/Second to approve the Consent Calendar. (Sheppard/Arnold, MCU; Absent: Thompson)

4. DEPARTMENT REPORTS:

A. Planning:

1. Planning / Code Enforcement: Mr. Friend reviewed the Activity Report for April 2014 / May 2014.
2. Code Enforcement – Biggs Downtown Area.

Mr. Friend stated staff was seeking input and direction from the City Council in regard to the appropriate approach to the pursuit of code enforcement actions in the Biggs downtown area and related specifically to the various vacant and/or dilapidated structures located on the south side of B Street and west of Sixth Street.

Property owner Gary Manwell, owner of the hotel, stated he would like to do something with the building. He was willing to put some money into the building but asked what was realistic and what the perceived compliance was. He recently secured the building and did some cleanup.

After much discussion, it was decided to form a committee to discuss options for downtown code enforcement.

B. Engineering

1. City Engineer Brian Martin reviewed the Department Activity Report – April 2014 / May 2014 which included funding for the WWTP Project, Regional Board Issues, and General Issues.
2. Task Order No. 22 to Contract with Bennett Engineering Services for Phase I Wastewater Improvement Project.

Mr. Martin stated the current contract with Bennett Engineering Services includes all work up through the bidding of the project. Task Order No. 22 is for the construction management services of this project which includes construction assistance, inspection, state revolving fund reimbursement and compliance, and SCADA system integration at a cost of \$414,485.

Motion/Second to approve task order No. 22 not to exceed \$414,485.
(Frith/Arnold, MCU; Absent: Thompson)

3. Casey Parcel Map.

Mr. Martin stated a tentative parcel map was submitted on May 13, 2013. The developer has complied with the conditions of the parcel map and has prepared a final map. The map has been reviewed and is now ready for final approval by Council.

Motion/Second to approve Resolution No. 2014-09 “RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BIGGS APPROVING THE FINAL PARCEL MAP FOR THE CASEY PARCEL MAP PROJECT.” (Sheppard/Arnold, MCU; Absent: Thompson)

4. Sixth Street Bridge Project, Progress Pay Estimate Number One.

Council agreed there was no need to bring pay estimates to council for approval.

Motion/Second to approve Progress Pay Estimate Number One in the amount of \$2018.75 with Shasta Constructors, Inc. for the Sixth Street Double Box Culvert Project. (Frith/Arnold, MCU; Absent: Thompson)

C. Public Safety: Chief Dean Price informed Council that the police department had two new officers. The department was looking at body cameras for officers. The police motorcycle would be on the street tomorrow. Chief Price was currently working on the budget.

Police Captain Todd Tindill introduced new fire fighter Nick Upton and also stated weed abatement was under way.

D. Sutter Butte Flood Control Agency (SBFCA). Councilmember John Busch agreed to serve on the Citizen's Advisory Committee to Flood Control.

E. Pubic Works. Nothing to report.

F. Electric. Mayor Frith reported he attended meetings in Washington D. C.

G. BCAG. Council Member Busch reported on the meeting he attended.

H. Air Quality. Council Member Busch attended the Air Quality meeting for Council Member Thompson

I. Solid Waste. Council Member Arnold stated there would be a meeting this month for Solid Waste.

J. Mosquito Abatement. Vice Mayor Sheppard reported on the meeting he attended.

K. Other commission reports. Vice Mayor Sheppard reported on the Water Advisory Committee Meeting he attended.

L. City Administrator.

1. Water Conservation Program.

Mr. Sorensen stated as the city prepares a drought relief grant application for water improvements it may be advantageous to formulate a water conservation program as it may improve the city's scoring in a competitive grant process. Additionally, it does cost the City to pump and deliver each unit of water, so water conservation efforts can be an economic benefit to the water fund, as well as assist with conserving the City's limited ground water source.

Council agreed to consider the concept of water conservation.

2. Issuance of an RFP for Financial Auditing Services.

Council agreed to extend the contract with the current auditing service performed by Don Reynolds for one more year.

3. Review of Municipal Code section 10.30.050 and 10.60.060.

Mr. Sorensen stated at a previous council meeting, Council indicated the desire to review the Municipal Code regarding late payments.

Council agreed to review the code.

4. Appointment to the Butte County Water Advisory Committee.

Motion/Second to appoint Bo Sheppard to the Butte County Water Advisory Committee. (Frith/Arnold, MCU; Absent: Thompson)

5. Purchase Authority Computer Workstations.

Motion/Second to authorize the purchase for two new workstations not to exceed \$3200. (Sheppard/Arnold, MCU; Absent: Thompson)

5. **INFORMATIONAL:** Mayor Frith stated Council received a letter last month from John Harris of the Orchard Hospital Board.
6. **CLOSED SESSION:** Council adjourned to closed session at 9:22 p.m.
7. **RESUME REGULAR SESSION:** Council resumed regular session at 10:25 p.m.
8. **ADJOURNMENT:** The regular meeting was adjourned at 10:25 p.m.

ATTEST:

APPROVED:

Roben Dewsnap, CITY CLERK

Roger L. Frith, MAYOR

Report: 06/02/14
 On: 06/02/14
 Time: 08:42
 By: Roben Dewsnup

Month End Warrant Register

Page: 00001
 Id: SPMEM
 Ctl: BIG
 Prog: SFO260

Warrant Num	P#	Date	Payroll Number	Period Begin	End	*** Employee or Vendor Nbr	Name	Cal Prd	Gross Earnings	Tax Withheld	Deductions Withheld	Warrant Amount
8507	00	05/01/14	VENDOR PAYMENT			BOA01	BANK OF AMERICA, NT&	05-14	INVOICE NO.:	B40501		1144.87
8507	01	05/01/14	VENDOR PAYMENT			BOA01	BANK OF AMERICA, NT&	05-14	INVOICE NO.:	1B40501		1859.64
8507	02	05/01/14	VENDOR PAYMENT			BOA01	BANK OF AMERICA, NT&	05-14	INVOICE NO.:	2B40501		434.92
											TOTAL FOR VENDOR BOA01:	3439.43
8508	00	05/01/14	VENDOR PAYMENT			EDD01	Employment Developme	05-14	INVOICE NO.:	B40501		380.72
8508	01	05/01/14	VENDOR PAYMENT			EDD01	Employment Developme	05-14	INVOICE NO.:	1B40501		149.98
											TOTAL FOR VENDOR EDD01:	530.70
8509	00	05/01/14	VENDOR PAYMENT			PUB01	PERS-Retirement Syst	05-14	INVOICE NO.:	B40501		2515.53
											TOTAL FOR VENDOR PUB01:	2515.53
8510	00	05/16/14	VENDOR PAYMENT			BOA01	BANK OF AMERICA, NT&	05-14	INVOICE NO.:	B40516		1116.54
8510	01	05/16/14	VENDOR PAYMENT			BOA01	BANK OF AMERICA, NT&	05-14	INVOICE NO.:	1B40516		1855.82
8510	02	05/16/14	VENDOR PAYMENT			BOA01	BANK OF AMERICA, NT&	05-14	INVOICE NO.:	2B40516		434.02
											TOTAL FOR VENDOR BOA01:	3406.38
8511	00	05/16/14	VENDOR PAYMENT			EDD01	Employment Developme	05-14	INVOICE NO.:	B40516		370.65
8511	01	05/16/14	VENDOR PAYMENT			EDD01	Employment Developme	05-14	INVOICE NO.:	1B40516		149.67
											TOTAL FOR VENDOR EDD01:	520.32
8512	00	05/16/14	VENDOR PAYMENT			LAB02	Laborers Local 185	05-14	INVOICE NO.:	B40516		96.00
											TOTAL FOR VENDOR LAB02:	96.00
8513	00	05/16/14	VENDOR PAYMENT			PUB01	PERS-Retirement Syst	05-14	INVOICE NO.:	B40516		2515.53
8514	00	05/28/14	5of12	05/01/14	05/31/14			05-14	300.00	25.95	.00	274.05
8515	00	05/28/14	5of12	05/01/14	05/31/14			05-14	300.00	25.95	.00	274.05
											TOTAL FOR VENDOR PUB01:	2515.53
8516	00	05/28/14	VENDOR PAYMENT			BOA01	BANK OF AMERICA, NT&	05-14	INVOICE NO.:	B40528		.00
8516	01	05/28/14	VENDOR PAYMENT			BOA01	BANK OF AMERICA, NT&	05-14	INVOICE NO.:	1B40528		186.00
8516	02	05/28/14	VENDOR PAYMENT			BOA01	BANK OF AMERICA, NT&	05-14	INVOICE NO.:	2B40528		43.50
											TOTAL FOR VENDOR BOA01:	229.50
8517	00	05/28/14	VENDOR PAYMENT			EDD01	Employment Developme	05-14	INVOICE NO.:	B40528		.00
8517	01	05/28/14	VENDOR PAYMENT			EDD01	Employment Developme	05-14	INVOICE NO.:	1B40528		15.00
11053	00	05/05/14	9of24	04/16/14	04/30/14			05-14	1907.13	599.13	1308.00	.00
11054	00	05/05/14	9of24	04/16/14	04/30/14			05-14	296.70	25.67	271.03	.00
11055	00	05/05/14	9of24	04/16/14	04/30/14			05-14	1832.13	440.72	1391.41	.00
11056	00	05/05/14	9of24	04/16/14	04/30/14			05-14	1548.21	489.58	1058.63	.00
11057	00	05/05/14	9of24	04/16/14	04/30/14			05-14	2651.21	794.43	1856.78	.00
11058	00	05/05/14	9of24	04/16/14	04/30/14			05-14	1632.36	489.09	1143.27	.00
11059	00	05/05/14	9of24	04/16/14	04/30/14			05-14	3291.67	880.05	2411.62	.00
11060	00	05/05/14	9of24	04/16/14	04/30/14			05-14	2992.44	1041.37	1951.07	.00
11061	00	05/20/14	10of24	05/01/14	05/15/14			05-14	1907.13	599.12	1308.01	.00
11062	00	05/20/14	10of24	05/01/14	05/15/14			05-14	316.05	27.34	288.71	.00
11063	00	05/20/14	10of24	05/01/14	05/15/14			05-14	1832.13	440.72	1391.41	.00
11064	00	05/20/14	10of24	05/01/14	05/15/14			05-14	1427.57	464.42	963.15	.00
11065	00	05/20/14	10of24	05/01/14	05/15/14			05-14	2651.21	794.42	1856.79	.00
11066	00	05/20/14	10of24	05/01/14	05/15/14			05-14	1970.91	589.16	1381.75	.00
11067	00	05/20/14	10of24	05/01/14	05/15/14			05-14	3291.67	880.05	2411.62	.00
11068	00	05/20/14	10of24	05/01/14	05/15/14			05-14	2724.27	923.70	1800.57	.00
11069	00	05/28/14	5of12	05/01/14	05/31/14			05-14	300.00	25.95	274.05	.00
11070	00	05/28/14	5of12	05/01/14	05/31/14			05-14	300.00	25.95	274.05	.00
11071	00	05/28/14	5of12	05/01/14	05/31/14			05-14	300.00	25.95	274.05	.00
									33772.79	9608.72	23615.97	13816.49

22,167.24

Period	Check Number	Check Date	Vendor # (Name)	Disc. Terms	Gross Amount	Disc Amount	Net Amount	Check Description
05-14	027893	05/12/14	AFL01 (Aflac)		352.08	.00	352.08	Automatic Generated Check
	027894	05/12/14	AIR00 (Airgas-NCN, Inc.)		162.86	.00	162.86	Automatic Generated Check
	027895	05/12/14	AME00 (American Express)		97.87	.00	97.87	Automatic Generated Check
	027896	05/12/14	BUT01 (Butte County 4-H)		220.00	.00	220.00	Automatic Generated Check
	027897	05/12/14	CDF01 (Depart of Forestry & Fire Pr		39,283.49	.00	39,283.49	Automatic Generated Check
	027898	05/12/14	DEL01 (Preferred Benefit)		516.88	.00	516.88	Automatic Generated Check
	027899	05/12/14	EDD01 (Employment Development Depar		1,798.77	.00	1,798.77	Automatic Generated Check
	027900	05/12/14	EIN01 (Gregory P. Einhorn)		4,000.00	.00	4,000.00	Automatic Generated Check
	027901	05/12/14	FIT05 (Cameron Fitzgerald)		18.83	.00	18.83	Automatic Generated Check
	027902	05/12/14	GEC01 (GE Capital)		129.00	.00	129.00	Automatic Generated Check
	027903	05/12/14	GRI04 (City of Gridley)		59,039.67	.00	59,039.67	Automatic Generated Check
	027904	05/12/14	HEL03 (HELENA CHEMICAL COMPANY)		548.26	.00	548.26	Automatic Generated Check
	027905	05/12/14	HOM01 (Home Depot Credit Service)		75.22	.00	75.22	Automatic Generated Check
	027906	05/12/14	LEA01 (League of California Cities)		1,127.50	.00	1,127.50	Automatic Generated Check
	027907	05/12/14	MAC01 (Mac's Hardware & Rental)		62.21	.00	62.21	Automatic Generated Check
	027908	05/12/14	MEL17 (Andres Adam Melendez)		82.82	.00	82.82	Automatic Generated Check
	027909	05/12/14	MES01 (Mescher Door)		1,149.00	.00	1,149.00	Automatic Generated Check
	027910	05/12/14	NOR10 (Northern California Gloves)		228.44	.00	228.44	Automatic Generated Check
	027911	05/12/14	OFF00 (OFFICE DEPOT)		82.29	.00	82.29	Automatic Generated Check
	027912	05/12/14	OROD1 (Oroville Safe Lock & Door Co		283.94	.00	283.94	Automatic Generated Check
	027913	05/12/14	ROG01 (Roger's Roofing)		1,275.00	.00	1,275.00	Automatic Generated Check
	027914	05/12/14	SEI01 (Roy R. Seiler, CPA)		657.60	.00	657.60	Automatic Generated Check
	027915	05/12/14	SOR02 (Mark Sorensen)		966.87	.00	966.87	Automatic Generated Check
	027916	05/12/14	UNI04 (Univar USA Inc)		847.37	.00	847.37	Automatic Generated Check
	027917	05/12/14	VER00 (Verizon Wireless)		79.26	.00	79.26	Automatic Generated Check
	027918	05/12/14	WAS04 (Waste Management)		12,373.22	.00	12,373.22	Automatic Generated Check
	027919	05/12/14	WES02 (WREGIS)		13.60	.00	13.60	Automatic Generated Check
	027920	05/14/14	SHA01 (Shasta Constructors, Inc.)		2,018.75	.00	2,018.75	Automatic Generated Check
	027921	05/20/14	3CO01 (3CORE)		4,000.00	.00	4,000.00	Automatic Generated Check
	027922	05/20/14	ADV02 (Advanced Document Concepts)		32.70	.00	32.70	Automatic Generated Check
	027923	05/20/14	ALLO3 (All Stop Market)		10.43	.00	10.43	Automatic Generated Check
	027924	05/20/14	AME06 (American Fidelity Assurance)		178.50	.00	178.50	Automatic Generated Check
	027925	05/20/14	BAU01 (Bauer Compressors)		725.00	.00	725.00	Automatic Generated Check
	027926	05/20/14	BIG11 (Biggs 4th of July Charitable)		429.52	.00	429.52	Automatic Generated Check
	027927	05/20/14	COM04 (Comcast)		122.43	.00	122.43	Automatic Generated Check
	027928	05/20/14	MAX01 (Maximum Security Systems)		103.75	.00	103.75	Automatic Generated Check
	027929	05/20/14	MES01 (Mescher Door)		1,939.00	.00	1,939.00	Automatic Generated Check
	027930	05/20/14	PAC02 (PacifiCom)		1,606.90	.00	1,606.90	Automatic Generated Check
	027931	05/20/14	PGE01 (PACIFIC GAS & ELECTRIC CO)		45.72	.00	45.72	Automatic Generated Check
	027932	05/20/14	PMC01 (PMC, Inc.)		13,483.57	.00	13,483.57	Automatic Generated Check
	027933	05/20/14	PUB02 (Calif Public Employees')		9,261.92	.00	9,261.92	Automatic Generated Check
	027934	05/20/14	QUI01 (Quill Corporation)		28.77	.00	28.77	Automatic Generated Check
	027935	05/20/14	R&B01 (R & B Company)		812.35	.00	812.35	Automatic Generated Check
	027936	05/20/14	REN01 (Rental Guys)		446.04	.00	446.04	Automatic Generated Check
	027937	05/20/14	RIG01 (Right Way Pest Control)		119.00	.00	119.00	Automatic Generated Check
	027938	05/20/14	SEL02 (Select Janitorial Services,		206.00	.00	206.00	Automatic Generated Check
	027939	05/20/14	SHE01 (Duke Sherwood Contracting, I		980.31	.00	980.31	Automatic Generated Check
	027940	05/29/14	ATT02 (AT&T)		326.02	.00	326.02	Automatic Generated Check
	027941	05/29/14	BEN02 (Bennett Engineering Services		44,800.11	.00	44,800.11	Automatic Generated Check
	027942	05/29/14	BUT04 (Butte County Clerk Recorder)		26.00	.00	26.00	Automatic Generated Check
	027943	05/29/14	COR01 (CORBIN WILLITS SYSTEM INC)		328.95	.00	328.95	Automatic Generated Check
	027944	05/29/14	HAR20 (Katrina & Wesley Hartman)		112.26	.00	112.26	Automatic Generated Check
	027945	05/29/14	PAC02 (PacifiCom)		840.00	.00	840.00	Automatic Generated Check
	027946	05/29/14	PAD08 (Robert Padgett)		394.00	.00	394.00	Automatic Generated Check
	027947	05/29/14	PRI02 (PLIC - SBD Grand Island)		114.85	.00	114.85	Automatic Generated Check
	027948	05/29/14	ROB26 (Corey Roberts)		246.13	.00	246.13	Automatic Generated Check
	027949	05/29/14	SIG02 (Signs and Graphic Design)		215.54	.00	215.54	Automatic Generated Check
	027950	05/29/14	SOT03 (Maribel Soto & Guillermo Gom		269.00	.00	269.00	Automatic Generated Check
	027951	05/29/14	VSP01 (Vision Service Plan-(CA))		84.90	.00	84.90	Automatic Generated Check
	027952	05/29/14	WON01 (Wondries Fleet Group)		17,375.40	.00	17,375.40	Automatic Generated Check
	027953	05/29/14	VOID (Voided Check)		.00	.00	.00	Automatic Generated Check
	027954	05/29/14	VOID (Voided Check)		.00	.00	.00	Automatic Generated Check
	027955	05/29/14	SOR02 (Mark Sorensen)		2,006.11	.00	2,006.11	Automatic Generated Check
Total for Bank Account 1010 ----->					229,161.98	.00	229,161.98	
Grand Total of all Bank Accounts ----->					229,161.98	.00	229,161.98	

Biggs Fire Department

Report on Conditions

May 2014

Biggs area incidents	County	City
Medical emergency	6	8
False Alarm	0	1
Traffic collision	5	1
Public assist	0	4
Structure fire	0	0
Vehicle fire	1	0
Vegetation fire	1	0
Hazardous material	0	0
Check control burn	2	0
Hazardous condition	0	0
Refuse fire	0	0
Smoke check	1	0
Total		
Local area total	30	

Engine 73 also responded to Gridley for three Structure fires (3), two Traffic Collisions (2), one Medical aid (1), one Vegetation fire (1), one Hazardous Condition (1), two False alarms (2) and to Richvale for two Traffic Collisions (2), one Vehicle fire (1), two Vegetation fires (2) one Medical aid (1) and to Oroville for two Vegetation fires (2) and one Medical aid (1). Our engine also responded to Oroville one time (1) to cover a vacated station. The total of local and regional emergency responses was fifty (50) incidents during May.

This month we welcomed Chief John Sprague back to the Butte Unit. Chief Sprague has assumed the duties of Battalion 7 serving Biggs, Gridley and Richvale. Welcome Chief Sprague.

The County wide Residential Burn ban went into effect June 1st 1014.

Staffing levels continue to increase in preparation for this Fire Season. Firefighters are spending many hours training preparing themselves for the upcoming Fire Season.

Weed Abatement inspections were completed in May. Property owners have two weeks to abate any noted violations before re inspections occur. Continued maintenance for annual weeds is encouraged to reduce the threat of any fire.

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 April 30, 2014. 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.

May 29, 2014
Roy R. Seiler, CPA

City of Biggs
Monthly Cash and Investments Report
April, 2014

Pooled Cash and Investments:

<u>Bank of America:</u>	
General Checking Accounts	\$ 1,482,555.13
<u>Local Agency Investment Fund:</u>	
Fund Account Balance	\$ 1,599,293.78
Total Pooled Cash and Short Term Investments	<u>\$ 3,081,848.91</u>
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Other Investments:

<u>Northern California Power Authority (NCPA)</u>	
Reflects Latest Available Balance	
General Operating Reserve (GOR):	
Committed Reserve	\$ 133,202.00
Available Reserve	\$ 517,025.00
Total Reserve	\$ 650,227.00
Reflects Latest Available Balance	
California Independent System Operators (CAISO):	
Scheduling Coordination Program Agreement, Balancing Account, Current Balance	\$ 77,295.00
Total Other Investments	<u>\$ 727,522.00</u>
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See Accountant's Compilation Report



City of Biggs

Agenda Item Staff Report For the Regular City Council Meeting: June 10, 2014

TO: Honorable Mayor and Members of the City Council
FROM: City Administrator
SUBJECT: Electric Substation Annual Maintenance

Council is asked to consider granting purchase authority for the annual maintenance of the electric substation.

Background:

The City of Biggs Electric substation is due for annual maintenance. The plan is to complete the work between 6-16-2014 and 6-19-2014.

Recommendation:

Authorize the City Administrator to sign a contract with R&DB Associates for annual testing and maintenance of the City of Biggs Electric Substation, with the cost not to exceed \$11,000.

Mark Sorensen, City Administrator

**R&DB Associates
Consultation&Contract Service**

Quotation No; 20140408
Date; March 26,2014
Customer PO; _____

To;	<u>Daryl Dye</u>	
Customer;	<u>City Of Biggs, 685 Kentucky Street Gridley, Ca 95948</u>	Type of Service
Phone;	<u>(530) 846-5954</u>	1)Project Manager & Consulting
Fax;	<u>(530) 846-3229</u>	2) Field Engineering Service
Subject:	<u>2014 Annual maintenance at City of Biggs.</u>	3) Installation/Maintenance/Repair
		4) Engineering Inspection/Test
		5) Service Specialist
		6) Service Technician.

Work Description:	Annual Support & Service Maintenance Contract for the City of Biggs Sub Station for the years 2014.
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The following equipments as Listed below will be covers the 2014Maintenance; a final report and Recommendation shall be submitted on Completion of maintenance works.

Reviews the 2013 report for repair on 2014 maintenance and support for the 2014 operation.

Equipments:

- 1) Relays Basley BEI 50/51B Quantity#19.
- 2) Vacuum # 4.
- 3) Switchgear Cubical #4.
- 4) Main Transformer with LTC #1.
- 5) Meter Multifunction (PLM) #4.
- 6) Battery Bank assembled #1.
- 7) Infrared Sub and City Line
- 8) New relays #3

Performer oil testing at sooner possible.

Customer provided the following:

- a) Coordinate City of Biggs activities such as switching for outages and providing operators, electricians, during checkout and maintenance of the equipments.
- b) An experienced electrician or supervisor familiar with the power distribution system to direct R&DB in identifying and isolating the proper electrical equipment for service.

- c) Review of installation to assure compliance of applicable codes. It is the intention of R&DB to comply with the applicable codes.
- d) Safety practice. Before start of work, City of Biggs and R&DB, shall familiarize with their safety practices and regulations in effect at Gridley, shall be no short cut, under no obligation to commence any work unless safety practices are acceptable from both parties. Provide telephone numbers for the following services nearest to Biggs CA, Doctor, Hospital, Ambulance, Fire Department, and Police Department.
- e) Manufacturer's instruction books, up date single-line of the equipments. Provide manufacture maintenance tools, drinking water, parking, trash containers, lighting, suitable source 120Volt Ac for the testing equipments.
- f) Any oil&wastes, material generated at the work site, City of Biggs will be responsible for disposal for environmental conditions. It is City of Biggs responsibility to cleanup and removes; all existing spilled or leaked liquid residual material underneath and in the area of the equipment being serviced.
- g) All the electrical equipment will be secured and ground for service, any rotated equipments also will be lockout.
- h) Provide all necessary spare parts required to repair defective equipments, any extra trips will charge, will be billed on R&DB attack rated.

Clarification.

Equipment, Material & Parts R&DB will not obligation to supply any parts, but will try to location the proper parts and vendor material, up on the City of Biggs to purchased the materials.

Schedule.

Works is to be performed during normal straight time and overtime working hours, Monday through Friday, exclusive of holidays. If City of Biggs requires work to be performed on an overtime or holiday basis, price will be adjusted to appropriate attacked rates in effect at the time such work is performed.

Work will be scheduled on dates and at times which are mutually agreeable between City of Biggs and R&DB.

Price.

The Services for the above described will be provided for the lump sum amount (Exclusive of Taxes) of **\$9,418.00**

Price and Payment.

- 1) The service not included into the work scope will be provided on T&L basis of the attach rates.
- 2) The applicable sales taxes will be charge for all material and rentals equipment.

R&DB Associates, Project Manage & Consulting Rate:

Project Manager & Consulting;	\$ 195 per hour.
Service Specialist/Engineering Service	\$ 185 per hour.
Service Technician:	\$ 135 per hour.
Local Daily rate	\$1,630 per Day
T&L local Rate	\$130 per day.
Out Town Daily rates:	\$2,140per Day.

These rates represent all time and material. Rates represent straight timework only. Overtime is a 1.5 times above the rates. Sunday/Holiday is a 2.0 time above rates. Excludes offshore and confined location.

T&L expenses will be at cost plus 20%. All additional charge (airfare, car rental, and hotel) will be at cost plus 20%. Personal vehicle will be @ .55 per miles, which covers depreciate, insurance, and gas.

Thank you for the opportunity, if you have any questions, please contacts me.

R&DB Associates:
Former GE Engineer

Customer; _____

By; DF Bellocci

By: _____

Address; 6109 Almond
Orangevale, Ca 95662
(916) 849 1629 Cell Ph.
domenicorb@prodigy.net.

Title; _____

Phone; _____



City of Biggs

Agenda Item Staff Report For the Regular City Council Meeting: June 10, 2014

TO: Honorable Mayor and Members of the City Council
FROM: City Administrator
SUBJECT: Purchase Authority for Audit Services

Council is asked to consider granting purchase authority for annual audit services.

Background:

Donald Reynolds CPA conducted the past three annual audits for the City, and concluded his contract for services with the City. At its last meeting Council indicated a desire to re-engage Donald Reynolds CPA for audit services for fiscal year 2013-2014.

Recommendation:

Authorize the City Administrator to sign a contract with Donald Reynolds CPA for annual audit services for fiscal year 2013-2014, with the cost not to exceed \$10,500.

Mark Sorensen, City Administrator

Donald R. Reynolds

Certified Public Accountant

May 19, 2014

Board of Directors
City of Biggs
465 C Street
Biggs, CA 95917

I am pleased to confirm my understanding of the services I am to provide City of Biggs for the Year ended June 30, 2014. I will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, which collectively comprise the entity's basic financial statements, of City of Biggs as of and for the Year ended June 30, 2014. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to accompany City of Biggs's basic financial statements. As part of our engagement, we will apply certain limited procedures to City of Biggs's RSI. These limited procedures will consist principally of inquiries of management regarding the methods of measurement and presentation, which management is responsible for affirming to us in its representation letter. Unless we encounter problems with the presentation of the RSI or with procedures relating to it, we will disclaim an opinion on it. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's discussion and analysis
2. Budgetary comparison schedules

Audit Objectives

The objective of my audit is the expression of an opinion as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the additional information referred to in the first paragraph when considered in relation to the financial statements taken as a whole. My audit will be conducted in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards*, issued by the Controller General of the United States, and will include tests of the accounting records of City of Biggs and other procedures I consider necessary to enable me to express such an opinion. If my opinion on the financial statements is other than unqualified, I will fully discuss the reasons with you in advance. If, for any reason, I am unable to complete the audit or am unable to form or have not formed an opinion, I may decline to express an opinion or to issue a report as a result of this engagement.

I will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant

agreements, noncompliance with which could have a material effect on the financial statements as required by Governmental Auditing Standards. This report will include a statement that the report is intended solely for the information and use of the board of directors, management, and specific legislative or regulatory bodies and is not intended to be and should not be used by anyone other than these specified parties.

Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. As part of the audit, we will prepare a draft of your financial statements and related notes. You are responsible for making all management decisions and performing all management functions relating to the financial statements and related notes and for accepting full responsibility for such decisions. You will be required to acknowledge in the management representation letter that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you are required to designate an individual with suitable skill, knowledge, or experience to oversee any nonaudit services we provide and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is responsible for establishing and maintaining internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation in the financial statements of the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Biggs and the respective changes in financial position and cash flows, where applicable, in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants for taking timely and appropriate steps to remedy any fraud, illegal acts, violations of contracts or grant agreements, or abuse that we may report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous audits or other engagements or studies related to the objectives discussed in the Audit Objectives section

of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits or other engagements or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions.

Audit Procedures - General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, my audit will involve judgment about the number of transactions to be examined and the areas to be tested. I will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether caused by error, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because an audit is designed to provide reasonable, but not absolute assurance and because I will not perform a detailed examination of all transactions, there is a risk that a material misstatement may exist and not be detected by me. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, I will inform you of any material errors that come to my attention, and I will inform you of any fraudulent financial reporting or misappropriation of assets that comes to my attention. I will also inform you of any violations of laws or governmental regulations that come to my attention, unless clearly inconsequential. My responsibility as auditor is limited to the period covered by my audit and does not extend to matters that might arise during any later periods for which I am not engaged as auditor.

My procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. I will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of my audit, I will also require certain written representations from you about the financial statements and related matters.

Audit Procedures - Internal Control

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of City of Biggs's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Audit Administration, Fee, and Other

I understand that your employees will prepare all cash or other confirmations I request and will locate any invoices selected by me for testing.

The audit documentation for this engagement is the property of Donald R. Reynolds, CPA and constitutes confidential information. However, pursuant to authority given by law or regulation, I may be requested to make certain audit documentation available to federal agency providing direct or indirect funding, or the U.S. General Accounting Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. I will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Donald R. Reynolds, CPA personnel. Furthermore, upon request, I may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

I expect to begin my audit on approximately August 1, 2014 and to issue my reports no later than December 31, 2014.

My fee for these services will be at my standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that I agree that my gross fee, including expenses will not exceed \$10,500. My standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. My invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with my firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If I elect to terminate my services for nonpayment, my engagement will be deemed to have been completed upon written notification of termination, even if I have not completed my report. You will be obligated to compensate me for all time expended and to reimburse me for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, I will discuss it with you and arrive at a new fee estimate before I incur the additional costs.

Government Auditing Standards require that I provide you with a copy of my most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. My 2011 peer review report and letter of comments accompanies this letter.

I appreciate the opportunity to be of service to City of Biggs and believe this letter accurately summarizes the significant terms of my engagement. If you have any questions, please let me know. If you agree with the terms of my engagement as described in this letter, please sign the enclosed copy and return it to me.

Very truly yours,



Donald R. Reynolds, CPA

RESPONSE:

This letter correctly sets forth the understanding of City of Biggs.

By: _____

Title: _____

Date: _____



City of Biggs

Agenda Item Staff Report For the Regular City Council Meeting: June 10, 2014

TO: Honorable Mayor and Members of the City Council
FROM: City Administrator
SUBJECT: Purchase Authorization of Sewer Line Replacement

Council is asked to consider granting purchase authority for an emergency sewer line replacement.

Background:

The resident of 360 B Street reported sewer issues. Upon inspection the City found ABS pipe in good condition from the residence to the city right of way, and found the issue to be within a length of Orangeburg sewer lateral between the city clean-out and the main. Camera inspection indicated that the lateral was in a state of imminent failure. City staff obtained three contractor estimates and purchased services on an emergency basis to replace approximately 40' of 4" sewer line.

Recommendation:

Authorize the City Administrator to purchase the required sewer line replacement services of \$7,827 from Able Plumbing.

Mark Sorensen, City Administrator