

THIS AGENDA WAS POSTED ON THE BULLETIN BOARD OR WINDOW IN FRONT OF CITY HALL BY 5:00 PM ON THE 7<sup>th</sup> DAY OF SEPTEMBER, 2012, IN ACCORDANCE WITH GOVERNMENT CODE §54954.2. MATERIALS RELATED TO AN ITEM ON THIS AGENDA SUBMITTED TO THE CITY COUNCIL FOR THE CITY OF BIGGS AFTER DISTRIBUTION OF THE AGENDA PACKET ARE AVAILABLE FOR PUBLIC INSPECTION IN CITY OFFICES AT 465 C STREET, BIGGS, CA DURING NORMAL BUSINESS HOURS.

THIS MEETING WILL BE HELD IN COUNCIL CHAMBERS, 3016 SIXTH STREET, BIGGS, CA

AGENDA of the  
CITY COUNCIL  
CITY OF BIGGS

**6:30** PM Tuesday  
SEPTEMBER 11, 2012  
REGULAR MEETING

## MEETING CALLED TO ORDER & PLEDGE OF ALLEGIANCE TO THE FLAG.

### 1. COMMUNITY PARTICIPATION FORUM-5 MINUTE LIMITATION.

At this time, any member of the public may address the City Council on matters which are not listed on this agenda. City Council may not discuss nor take action on any item not listed on the agenda. Please limit your comments to five minutes.

In accordance with State law, no action shall be taken on any item presented in public forum or unscheduled matters unless the council, by majority vote, determines that an EMERGENCY situation exists, or, unless the council by two-thirds vote, finds that the need to take action arose after this agenda was posted.

**All visitors are requested to approach the lectern when recognized and state your name for the record. If you have a cell phone, please set it to silent.**

Citizen's comments.

**The Council will announce the opportunity for public comment at some point during the Council's consideration of each action item on the agenda. Please limit comments to five minutes per person per topic. Once the public comment period is closed, the public is asked to refrain from comment, allowing the Council the opportunity to continue its consideration of the item without interruption.**

### 2. CONSENT CALENDAR:

- A. Approval of Council Minutes for Regular Meeting of August 14, 2012 and Special Meeting of August 14, 2012.
- B. Approval of warrants: #8234 – 8247; Z00692 - Z00707, and 26479 - 26547 for the month of August 2012 in the amount of \$267,386.51.
- C. Acknowledge receipt of Biggs Fire Department Report for August 2012.
- D. Acknowledge receipt of Accountant's Monthly Cash and Investments Report, Recap of Discretionary Funds, and Funds with Restricted Uses for June, 2012.
- E. Approve *Resolution No. 2012-18* by reading of title only "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BIGGS CALIFORNIA APPOINTING REPRESENTATIVES OF THE CITY TO PROVIDE GHG COMPLIANCE DIRECTION TO THE LEC PROJECT."
- F. Approve *Resolution No. 2012-19* by reading of title only "RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BIGGS APPROVING AGREEMENT NUMBER 12Y-1408 WITH THE STATE OF CALIFORNIA DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT (CSD) DIRECT PAYMENT PROGRAM PROCESSING FOR THE LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP) WITH THE CITY OF BIGGS JULY 1, 2012 THROUGH SEPTEMBER 30, 2014."
- G. Approve "A PROCLAMATION OF THE CITY OF BIGGS RECOGNIZING 'UNQUENCHABLE' AS THE BOOK IN COMMON FOR THE CITY OF BIGGS IN 2012-2013."

- H. Transmittal of City Administrator Contract.
- I. Acknowledge placement of temporary worker to fill current staffing gap in Public Works.

**Action:** It is recommended items “A” through “I” be acted on simultaneously unless separate actions are requested by a Councilmember or a member of the audience. MOTION to approve the consent calendar.

### 3. DEPARTMENT REPORTS:

#### A. Planning:

Department Activity Report – August / September 2012. (S. Friend)

#### B. Engineering:

Activity Report and Project Updates – August / September 2012. (S. Speights)

#### C. Public Safety – Verbal update. (R. Frith)

#### D. Flood Control – Verbal update. (M. Bottorff)

#### E. Public Works: (D. Arnold)

#### F. Electric – Verbal update. (R. Frith)

#### G. BCAG/Air Quality – Verbal update. (A. Thompson)

#### H. Solid Waste – Verbal update. (D. Arnold)

#### I. Mosquito Abatement – Verbal update. (B. Sheppard)

#### J. Other commission reports. (Council)

#### K. Admin City Administrator:

##### 1. **Discussion/Action:** Utility Deposits

The council is asked to consider the subject of the calculation and handling of utility deposits, consider clarifications and revisions to City of Biggs Municipal Coded section 10.30.030 and related policies and forms.

- a. Staff report.
- b. Public comment.
- c. Council discussion.

**Recommendation:** Direct staff.

2. **Discussion/Action:** Office Copier

Council is asked to consider the subject of possible replacement of the City Hall primary office copier/scanner/fax/collation machine.

- a. Staff report.
- b. Public comment.
- c. Council discussion.

**Recommendation:** Authorize the Mayor to sign an officer copier lease contract and maintenance contract.

3. **Discussion/Action:** Policy and Procedure Review

Council is asked to consider the subject of a comprehensive review of existing policies and procedures to produce recommendations for updates, clarifications and revisions for future Council consideration.

- a. Staff report.
- b. Public comment.
- c. Council discussion.

**Recommendation:** Authorize Mayor to sign a contract with Lando & associates for a comprehensive review and update of Biggs policies and procedures, not to exceed \$7,500.

4. **Discussion/Action:** Council/Staff Workshop

Council is asked to consider the proposal to conduct a Council/Staff workshop.

- a. Staff report.
- b. Public comment.
- c. Council discussion.

**Recommendation:** Consider the concept and authorize the City Administrator to sign an agreement with John Blacklock Consulting not to exceed \$750.

5. **Discussion/Action:** Reports and Communications

Seeking Council direction on desired reports and communications.

- a. Staff report.
- b. Public comment.
- c. Council discussion.

**Recommendation:** Direct staff.

**4. INFORMATIONAL:**

**5. ADJOURNMENT:**

Presented by: \_\_\_\_\_ September 7, 2012  
Roben Dewsnup, City Clerk Date