

MINUTES OF THE CITY OF BIGGS
REGULAR COUNCIL MEETING
COUNTY OF BUTTE, STATE OF CALIFORNIA

September 11, 2012

Call To Order

The regular council meeting was called to order at 6:30 p.m. by Mayor Frith. Vice Mayor Thompson, Council Members Arnold, Bottorff and Sheppard were present. Staff present: City Administrator Mark Sorensen, City Attorney Greg Einhorn, 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 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.

Items B, G, and I were pulled from the agenda for further discussion.

Motion/Second to approve the consent calendar except items B, G, and I.
(Thompson/Bottorff, MCU)

Vice Mayor Thompson questioned several warrants in item B.

Councilmember Arnold asked to discuss item G, the proclamation for the Book in Common.

Motion/Second to not sign the proclamation supporting the Book in Common.
(Thompson/Arnold, MCU)

Mayor Frith asked to discuss item I, the placement of a temporary worker in public works. He was concerned whether the agreement would cause a problem with the Laborer's MOU and questioned why this item was not agendized before the temporary employee was hired. City Administrator Mark Sorenson stated the hiring of the temporary worker was in response to an employee being out of work on disability. City Attorney Greg Einhorn stated there would be no conflict with the MOU because an employee was not being replaced.

Motion/Second to accept item I. (Bottorff/Arnold, MCU)

Motion/Second to approve item B. (Thompson/Bottorff, MCU)

3. DEPARTMENT REPORTS:

- A. Planning: City Planner Scott Friend reviewed the Monthly Activity Report for August and September included in the agenda packet.

Mr. Friend distributed to Council color copies of the conceptual design drawings and model home location map for the dwelling units for the North Biggs Estates project. Mr. Friend asked council to contact him with any questions or concerns.

- B. Engineering: Mayor Frith reviewed the Engineer's Monthly Activity Report.

- C. Public Safety. Mayor Frith reported there had been an increase of thefts in the city. Assistant Police Chief Dean Price asked that residents report thefts.

- D. Sutter Butte Flood Control Agency (SBFCA). Councilmember Bottorff reported the SBFCA Meeting would be held tomorrow.

- E. Pubic Works. Nothing to report.

- F. Electric. Mayor Frith reported on city related electric issues.

- G. BCAG/Air Quality. Councilmember Sheppard reported on the BCAG and Air Quality meetings he attended for Vice Mayor Thompson.

- H. Solid Waste. Nothing to report.

- I. Mosquito Abatement. Councilmember Sheppard reported the West Nile Virus was more prevalent this year than last year.

- J. Other commission reports.

- K. City Administrator:

1. Mr. Sorensen asked council to consider the calculation and handling of utility deposits and consider clarifications and revisions to the City of Biggs Municipal Code. He stated there was verbiage that no longer applied in the code. There was a need to specify a minimum deposit for residential, commercial and industrial customers. The code needed revision on the criteria for allowing a refund and how the deposit is refunded. The procedure for unclaimed funds needed to be established and the reference to credit worthiness should be deleted. The goal was to clarify these policy points while placing the details into an administrative policy and procedure that could be reviewed and updated by Council in the future more easily and with lower administrative overhead time costs than a municipal code amendment.

Resident Marvin Markle suggested calling the resident and asking how they would like their deposit refunded.

Marlee Mattos explained the deposit refund process. Customers pay half of the deposit upfront and then are billed for the rest in manageable monthly installments.

MINUTES OF THE CITY OF BIGGS
REGULAR COUNCIL MEETING

September 11, 2012

Mayor Frith was concerned that the application for service did not reflect what the municipal code said.

Council agreed the residents should have the option of how they would like to have their deposit refunded – either as a credit to their account or a check. The code and policy needed to be updated.

2. Mr. Sorensen advised council the officer copier lease would expire in October 2012 and the office staff recommended acquisition of a new but similar machine.

Motion/Second to direct the Mayor to sign a contract for the recommended Kyocera TASKalfa 3500i. (Thompson/Arnold, MCU)

3. Mr. Sorensen asked Council to consider the subject of a comprehensive review of existing policies and procedures and to produce recommendations for updates, clarifications and revisions for future Council consideration. He suggested bringing changes back to Council in pieces rather than all at once. Tom Lando with Lando and Associates could complete a comprehensive review and update of Biggs policies and procedures, not to exceed \$7,500.

Motion/Second to approve the proposal from Lando and Associates, not to exceed \$7,500. (Bottorff/Frith, MCU)

4. Mr. Sorensen asked Council to consider the proposal from John Blacklock to conduct a Council/Staff three hour workshop, not to exceed \$750.00.

Mayor Frith felt the key staff members would be the Council, the attorney, and the city administrator.

Motion/Second to schedule the workshop with John Blacklock when all council members could attend. (Thompson/Bottorff, MCU)

5. Mr. Sorensen was seeking Council direction on desired reports and communications.

Mayor Frith would like to know what is anticipated during the upcoming week, including staffing levels and as well as council availability. There was disagreement between council members whether they needed to know staffing levels or not.

Mr. Sorensen had a good understanding of Council's concerns and requests.

4. INFORMATIONAL:

- 5. ADJOURNMENT:** Meeting was adjourned at 8:50 p.m.

ATTEST:


Roben Dewsnap, CITY CLERK

APPROVED:


Roger L. Frith, MAYOR