

City of Gridley

To: Mayor Hall and City Councilmembers
From: Paul Eckert, City Administrator
Subject: City Services Weekly Update
Date: January 9, 2018

Thank you for your leadership and dedication to the Gridley community!

This Weekly Update is intended to provide useful and timely updates to the Gridley Community, Visitors, our Elected Officials, and our City Coworkers. We regret if we have inadvertently omitted useful items from this report. As always, your input and guidance are appreciated. Please send any response to me directly and do not "copy all."

City Administrator/City Council/Information Technology

- Our Information Technology Director Mike Hensley continues to update various technology systems. While our system updates are often substantial in nature, Mike is able to routinely conduct the complex efforts without issue or incident.
- Mid-Year Budget Review – Finance Director Juan Solis is currently working with the Department Directors and the Finance staff to conduct a FY 2017-18 Mid-Year Financial Update for the City Council. Our intent is to provide a basic report outlining our first six months of expenditures and revenues versus budget.
- Septage Receiving Alternatives – Public Works staff continues to work with Bennett Engineering to develop short-term and long-term alternatives for septic haulers. We hope to have a report for the City Council later this month.
- The new Boat Dock construction is underway offsite.
- County Inspections Services – We continue to meet with the County to review our partnership and their performance with their Building Inspections here in Gridley. The process has gone exceptionally well!

Economic Development

- McDonalds Project – The McDonalds Project has been a very positive experience as we establish the new Butte County and City of Gridley partnership for Building Inspection Services. Weekly in-person and/or phone conferences with Butte County Building Department, all Project representatives, and the City Administrator have greatly assisted the project. More recently, City staff have been involved with the project on a daily basis. Electric Crews recently completed site inspections and provided information as requested by the contractor. Crews prepared and wired for three decorative type street lights for the project.
- Hwy 99 Fitness Center – Various City Operations continue to assist the new Fitness Center as the owner nears completion of the project on Highway 99.
- New Senior Housing on Highway 99 - Staff continues to progress efforts for a "state-of-the-art" new 30-unit senior housing project. The project is currently in the State and Federal funding phase. We hope to have a schedule update in the next Weekly Update.
- Lyman Coe Harvest Equipment – Lyman Coe is currently in the process of moving into the former Dow Lewis Buildings on Highway 99. The location will include equipment and parts sales and offices for the very successful local business. COE is a family owned and operated business. Area employees include product managers, service technicians, office staff, machinists, assemblers, and fabricators.

- BP AM PM Project – The new AM PM fuel station project design has been approved by the City of Gridley Planning Commission. The large facility will be located at the former McConnell Chevrolet site on Highway 99.
- City Industrial Park - The City contracted with Cory Hammond to market and sell all available properties in the City’s Industrial Park. Mr. Hammond is currently implementing the marketing plan for the Park.
- The City Administrator met again with Butte County Economic Development staff and continues to meet weekly with local retailers and business leaders.

Engineering/Planning/Building/Code Enforcement

- Engineering Update – City Engineer Trin Campos has been active with several new projects in Town and continues to focus on developing plans for street improvements.
- Building Activity – The County Inspections Department was busy last month with 25 building permits in Gridley. Historically, we’ve averaged about 14 permits monthly.

PERMIT TYPE	PERMIT	VALUATION	FEES
ETRAKIT	4	\$28,240.00	\$579.28
HVAC FRNC HT PMP HVAC CHNG OUT TO 100K BTU	1	\$9,740.00	\$170.32
REROOF RESIDENTIAL	2	\$17,500.00	\$340.64
WATER HEATER	1	\$1,000.00	\$68.32
MISCELLANEOUS	5	\$34,495.00	\$3,259.68
FIRE SUPPRESSION-COM	3	\$30,000.00	\$1,855.32
SIGNS	2	\$4,495.00	\$1,404.36
SOLAR ONLINE	2	\$30,553.60	\$962.84
SOLAR ROOF-RES	2	\$30,553.60	\$962.84
Totals:	11	\$93,288.60	\$4,801.80

Finance

- The Finance Department is very active with the completion of the annual audit; development of a wide array of grant responsibilities; payroll and benefits issues; worker’s compensation cases; and organization of all work areas and file systems.
- The City Administrator, Finance Department, Information Technology, and Electric and Public Works Leadership are currently working to improve our Utility Billing Processes.
- The Fiscal Year 2017/18 Operating Budget and Capital Improvements Plans can be found online at http://gridley.ca.us/public/uploads/pdfs/17-18_ADOPTED_BUDGET_DOCUMENT.pdf

Month	Year	Passengers	Days of Service	Riders Per Day	Average of Daily Miles
July	2017	606	20	30	58
August	2017	584	23	25	53
September	2017	892	21	42	46
October	2017	693	22	32	62
November	2017	624	18	35	68
December	2017	641	19	34	67

Electric Utility

- Utility Reads – Our Utility Technician continues to assist the Finance Department completing monthly meter reads and managing the Discrepancy Reports. The Meter Technician also assists with Code Enforcement. The Technician returned six shopping carts to their proper locations and five code violations were enforced.
- USA’s - Crews performed Underground Service Alerts for Gridley and Biggs.
- Gridley 12 KV Maintenance - In preparation for deep ripping, Electrical and Public Works Crew Members confirmed the location of the High Voltage lines that are located underground behind Jay Drive.
- After Hours Work – Stand-By Crews responded to the corner of Locust and Idaho for tree limbs on the primary lines during high wind conditions. The incident caused a power outage to approximately 125 homes. The outage lasted approximately 50 minutes.
- On-Call Crews responded to a power issue at 310 Park Street. A secondary service line had failed at the weather-head. Crews replaced the service drop and tested the new installation.
- Tree Trimming – Crews trimmed trees at Hazel, Lincoln and Ohio Streets.
- Solar Meter installs - Meter personal installed NET meters at 545 Sage Street and 2876 2ND Street in Biggs.
- Biggs 12 KV - Personnel completed phone transfers and removed the old poles at two Biggs locations.
- Biggs Street Lights - Management completed a LED Street Light Survey in Biggs and reported the total number of High Pressure Sodium (HPS) lights that remain in their system.
- Crewmembers responded to the Sunwest Mills in Biggs to assist with repairs to their primary meter cabinet repairs.
- Substation and LR Inspections - Personnel performed weekly inspections of the Substations in Biggs and Gridley. Both Substations are operating as designed.
- Crewmembers have been addressing Distribution System repair tags in Biggs and Gridley as time permits.
- Holiday Lights - The Holiday lights were removed and put into storage. The Gridley Electrical Department would like to thank Gridley CalFire for the use of the ladder truck.
- Holiday Party – The Electric Department hosted the Annual Holiday Party. We would like to thank the Public Works Team, Gridley Police, Recreation staff, Gridley CalFire, City Hall staff, the City Council, Planning Commissioners, and Management for all their help in making this year’s party a great success. The party had a great turnout and we want to give huge thanks for all the support and help!

Electrical Department Activity	Gridley	Biggs
Street Light Repairs	3	0
Nonpayment Shut-off/turn on	0	0
Underground Service Alerts	3	1
Sets & Outs	7	0
Service calls	2	0
Trim/Remove tree	2	0
Discrepancy Report Items	40	0
After Hours Call out’s	2	0
Solar Read	2	0



Fire

- Station personnel attended classes for instructor training.
- Station personnel issued multiple fire permits and instructed homeowners on safe methods to burn vegetation.
- Station 74 hosted station tours and overviews to several families during the local school holiday break period.
- Emergency Responses for the week are adjacent.

- Fire Volunteers Wanted – If you know of anyone who may want to get involved and make a difference by helping neighbors and friends, please encourage them to become a Gridley Volunteer Firefighter! The City of Gridley is a combination Fire Department with full-time CAL FIRE Firefighters and Gridley area resident Volunteer Firefighters. Our Volunteers meet regularly for training. Training is conducted cooperatively with Butte County Fire and includes all basic firefighting skills: first aid, ladders, breathing apparatus use, hose streams, vehicle

Weekly Emergency Responses	City	County
Medical Aids	14	1
Traffic Collisions	0	1
Structure Fires	0	2
Vegetation Fires	0	0
Vehicle Fires	0	0
Public Assist	5	0
Cover Assignments	0	0
Other (smoke checks, hazardous conditions, control burns, etc)	0	4
Technical Rescues	0	0

extrication, etc. This ongoing training is in addition to the initial basic operations training course. For more information about becoming a Gridley Volunteer Firefighter, go to www.joinbcfd.org and submit a Volunteer Firefighter Interest Form.

Police

- Animal Control continues to provide proactive patrol and compassion for lost/stray animals. Animal Control personnel are encouraging our community canine owners to license their dogs. This provides a great record for any pet owner if they should lose their dog and enables Animal Control staff to find and return their pet.
- Police Patrol was active in both communities of Gridley and Biggs. The Department served several local arrest warrants during the week. Personnel have been active in the deterrence and enforcement of property theft crimes in the communities we serve.
- The Police Department is proud to announce the promotion of Sergeant Scott Smallwood to the rank of Police Lieutenant. The Department looks forward to Scott’s contributions and leadership in the position.
- The Department assisted the Gridley Unified School District with security services for their annual Gridley Invitational Basketball Tournament.
- Patrol personnel continue to provide foot patrol in Daddow Park and Vierra Park. The Department continues to encourage safe and responsible experiences while visiting our community parks.
- The Department is completing a background investigation for the top candidate for vacant police officer position.
- The testing process for Police Department assignments was held. Six Officers tested for the Department assignments of Police Corporal, Department Detective and BINTF Detective. The Department is fortunate to have very competent and professional candidates for the assignments.
- Domestic Violence training was taken by several personnel and our newest Dispatcher attended the required Police Officer Training and Training Standards (POST) Public Safety Dispatch course at Butte College.
- An audit by the Police Officers Standards and Training (POST) regional representative was completed. The POST representative audited the Department’s training and background business process. The Department earned a very favorable audit opinion from the representative.

- Dispatch and Supervisory personnel have completed the first portion of the California Law Enforcement Telecommunication System (CLETS) Audit. The State on-site audit will be conducted in late January. This audit is a review of Gridley-Biggs Police Department's technology hardware systems, security systems and business practices over the use and dissemination of law enforcement and criminal justice information data.
- The Department continues in its goal to provide quality service in all aspects of Public Safety to the citizens we serve. The December 2017 statistics are provided below:

City of Gridley - Police Activity	December 2017	Year Total
Adult Arrests	38	660
Juvenile Arrests	0	23
Misdemeanor Arrests	33	584
Felony Arrests	5	91
Felony Crimes Reported	14	154
Misdemeanor Crimes	48	653
Total Police Incidents*	1,041	13,894
Battery	20	130
Burglary	6	77
Deceased Person	1	14
Vandalism	6	75
Stolen Vehicle	1	25
Robbery	0	3
Public Intoxication	1	53
Patrol Request	14	385
Medical Aid	13	300
Area Checks	81	1,595
Pedestrian Checks	45	657
Disturbing the Peace	21	343
Total 911 Calls	271	3,400
Total Accidents	4	81
Name Exchanges	0	12
Total Traffic Citations	41	632
DUI Arrests	2	20
Traffic Stops	172	2,012
Extra Help Hours	388.50	3,961.75
RSVP Hours	20	220
<i>"Police Incidents" are those Police responses originating from telephone calls to the Dispatch Center, walk-ins at the Police lobby, Police Officer self-initiated activity and email or social media communications.</i>		

Public Works

The Public Works Department Leadership and Crewmembers are responsible for a broad array of important duties including: Water Distribution; Water Production; Sanitary Sewer Collection; the Wastewater Treatment Plant; Street and Sidewalk Maintenance; our Maintenance Districts; Parks Maintenance; City Building maintenance. Maintenance; City Building and Facility Maintenance.

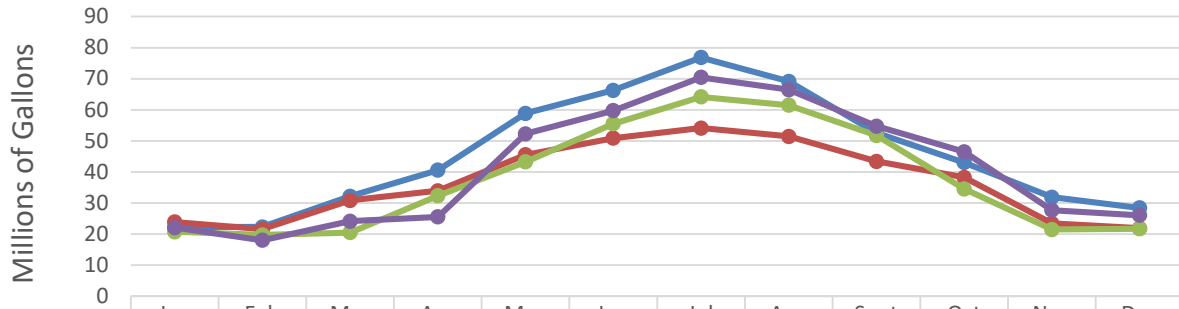
- Public Works Crews filled pot holes in various locations throughout the City.
- Street sweeping was performed this week. Street sweeping will continue weekly throughout the winter months.
- Public Works Crews have completed stump grinding and have replaced curbs, gutters, and sidewalks.

- Crews poured a concrete slab at the Eagle Meadows well house for a storage area for mowers.
- Crews developed an area for a concrete slab along the levy at the sewer plant in preparation for new a storage building to be installed this spring.
- Public Works Crews cleaned storm drains in preparation for upcoming rain storms.
- Crews repaired a 2" water on South Ohio Street.
- Crews removed sidewalk and the drive entrance in front of 630 Washington Street in preparation for new sidewalk and drive entrance being installed by the business owner's contractor.
- Crews are replacing curb and gutter on Washington Street, north of the tennis courts, at Vierra Park.
- Public Works Crewmember Mike Little repaired a radiator leak on our Vac Truck.
- Crews have started bi-annual clearing of trash and debris in alleys throughout the City.

Department of Public Works Activity	
Water Leaks Repaired	2
Water Encoder Receiver Transmitter installed/Replaced (ERT's)	0
Sewer Plugs	1
Tree Removal/Trimmed	0
Water Related Service Calls	2
Sewer Related Service Calls	2
Under Ground Service Alerts (USA's)	6
Park Related Service Calls	0
Other Service Calls	0

Production Well	Volume Pumped	Calc. Fl	Calc. Chlor
Eagle Meadows	17.513 M.G.	.63 mg/l	.2324 mg/l
Spruce	00.000 M.G.	.00 mg/l	.0000 mg/l
Wilson	00.000 M.G.	.00 mg/l	.0000 mg/l
Little Ave.	00.000 M.G.	.00 mg/l	.0000 mg/l
Liberty	8.571 M.G.	.65 mg/l	.2451mg/l
Parkside	00.000 M.G.	.00 mg/l	.0000 mg/l
Monthly Water Production			
Total water pumped to system:			26.084 M.G.
Ave. chlorine residual in the system:			.25 mg/l
Ave. tested fluoride in the system:			.69 mg/l
Lab tested fluoride in the system:			.7 mg/l

Comparative Water Usages for 2013-2018



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
2013	22.205	22.309	32.184	40.559	58.858	66.272	76.821	69.162	52.588	43.069	31.861	28.431
2015	23.881	21.56	30.828	33.933	45.53	50.883	54.107	51.469	43.411	38.283	23.456	21.897
2016	20.764	19.722	20.513	32.366	43.255	55.525	64.166	61.468	51.731	34.54	21.487	21.719
2017	22.069	18.014	24.177	25.55	52.249	59.742	70.442	66.487	54.746	46.481	27.711	26.084

—●— 2013
 —●— 2015
 —●— 2016
 —●— 2017

Past Month's Flow's at the Waste Water Treatment Plant

Total flow to the Plant was 39.497 gals.

Flow from Butte County Housing Authority was 488,800 gals.

City Council Formal Calendar

- The City Council will hold its next Regular City Council meeting on Tuesday, January 16th at 6:00 pm at City Hall.
- The Butte County Board of Supervisors Agenda for the 9:00 am meeting on Tuesday, January 23rd in Oroville can be accessed at the following link:

<http://www.buttecounty.net/boardofsupervisors/BoardMeetings.aspx>

Thank you for your ongoing support and guidance.

Respectfully,

Paul