

City of Gridley

To: Mayor Hall and City Councilmembers
From: Paul Eckert, City Administrator
Subject: City Services Weekly Update
Date: December 4, 2017

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

- Preliminary Financial Audit – The third party independent financial auditors completed their onsite visits last week. During their exit interview they indicated the City will receive a clean audit without conditions. The Auditors will provide suggestions for improvements. It appears the Audit will be presented to the Council and community on January 16th. Special thanks to each member of the Finance Team and to our Consultant, Kristen West of VTD, who helped during the Finance Director transition!
- City staff from all City Departments actively supported the annual Winter Wonderland Parade in Downtown Gridley. The Chamber of Commerce, other voluntary agencies, and City staff teamed-up to provide a wonderful family event. The event had the largest crowds in recent memory. Special thanks to our Electric and Public Works leadership and Crews for the best-ever levels of support and participation!
- 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. We are also meeting on a weekly basis to ensure success with the quick build McDonalds.
- 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.
- Financial Update to Council – Spending is being critically analyzed in preparation of the FY 2018-19 Annual Budget. We anticipate providing a FY 2017-18 Mid-Year Financial Update to the City Council in February. As frequently shared with the City Council, we anticipate that our greatest challenge will be the Water Fund and Electric Fund. Preliminarily, it appears that our General Fund will be in satisfactory condition.
- Our Information Technology Director Mike Hensley continues to update various technology systems.



Economic Development

- 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 in recent weeks has met with representatives of four new projects that

are underway on Highway 99.

- 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.

Finance

- The Finance Department is very active with financial year end closing; 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

Electric Utility

- Electric Crewmembers very actively participated in this year's Annual Holiday Tree Lighting and Parade of Lights. Among many other efforts, our Crews: prepared the City Christmas Tree for the lighting ceremony; set-up warming stations; fabricated and installed a wide array of Holiday lights around the City; and positioned generators and power supply boxes for the vendors in the Downtown area. It was a great honor to have Mayor Frank Hall throw the switch to light the Tree to kick-off the 2017 Holiday Season.



- Crew Members took advantage of recent wet weather to conduct housekeeping around the Electrical Shop Building and perform equipment maintenance.
- Gridley 12KV Maintenance - Crews installed a new service at Gridley High School to service the recently installed Baseball Scoreboard. Crews performed the weekly inspections of the 12KV Distribution System Line Reclosers. The Distribution system has three Units, one on each of the three circuits. The Units are designed to keep power on along the Highway should there be an outage on the Westside of Gridley.
- Biggs 12KV Maintenance - The on-call personnel assisted Sun West Mills with de-energizing the primary feed to the Wild Rice Milling location to allow Hart High Voltage to make needed repairs to the main breaker.

- Substation - Personnel performed weekly inspections of the Substations in Biggs and Gridley. Both Substations are operating as designed.
- McDonalds Project - Crews completed site inspections and provided information as requested by the contractor. Staff also attended the weekly phone conference with Butte County Building Department, Project representatives, and the City Administrator.
- Finance - Crews assisted the Finance Department with Non-payment shut-offs and sets and outs.
- USA's - Crews performed Underground Service Alerts for Gridley and Biggs.

Electrical Activity	Gridley	Biggs
Street Light Repairs	5	0
Nonpayment Shut-off/on	0	0
Underground Service Alerts (USA'S)	2	1
Sets & Outs	10	0
Service calls	0	0
Trim/Remove tree	0	0
Discrepancy Report	0	0
After Hours Call out's	0	8
Solar Read	0	0

Fire

- The Gridley Fire Department and local businesses have received the Toys for Tots boxes and have begun collecting toys. Please encourage folks to participate with this effort to assist Gridley families in need. Employees continue safety and physical training and new employees are currently training to become Truck Operators.
- 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 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.

Emergency Responses	City	County
Medical Aids	6	2
Traffic Collisions	2	2
Structure Fires	0	1
Vegetation Fires	0	0
Vehicle Fires	0	0
Public Assist	4	0
Cover Assignments	0	1
Other (hazardous conditions, etc.)		1
Technical Rescues	0	0

Police

- Dispatch and Supervisory personnel are busy preparing for the upcoming California Law Enforcement Telecommunication System (CLETS) audit. This State on-site 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 October 2017 statistics are provided below.
- Animal Control continues to provide proactive patrol and compassion for lost/stray animals.
- Police personnel has been active in the deterrence and enforcement of property theft crimes in the communities we serve. Police patrol was active in both communities of Gridley and Biggs. The Department served several local arrest warrants during the week.
- Police personnel participated with City of Gridley personnel in the annual Winter Wonderland Parade in downtown Gridley. The event was well attended and it was a great experience for all!
- Police patrol personnel continue to provide foot patrol in Daddow Park and Vierra Park. The Police Department continues to encourage safe and responsible experiences while visiting our community parks.

- The Police Department is conducting a background investigation for the top candidate for vacant police officer position.
- Police Personnel participated in the Training Manager's Course that instructs personnel in the proper reporting and record keeping of Police Officers Standards and Training (POST) programs and our narcotics detective attended the California Narcotics Officers' Association's Annual Training Symposium covering topics such as Butane Hash Oil, Human Trafficking, Informant Management, Search and Seizure, Outlaw Motorcycle Gangs, and investigation strategies.

City of Gridley - Police Activity	October 2017	Year Total
Adult Arrests	41	577
Juvenile Arrests	2	19
Misdemeanor Arrests	37	508
Felony Arrests	6	80
Felony Crimes Reported	7	127
Misdemeanor Crimes	45	552
Total Police Incidents*	1,192	11,727
Battery	11	96
Burglary	8	65
Deceased Person	0	12
Vandalism	6	62
Stolen Vehicle	5	22
Robbery	1	3
Public Intoxication	7	50
Patrol Request	30	366
Medical Aid	13	277
Area Checks	168	1,389
Pedestrian Checks	56	554
Disturbing the Peace	40	291
Total 911 Calls	325	2,864
Total Accidents	5	70
Name Exchanges	2	12
Total Traffic Citations	43	540
DUI Arrests	0	16
Traffic Stops	141	1,677
Extra Help Hours	266.00	3,053.25
RSVP Hours	20	180
<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 were called out over the Thanksgiving holiday weekend to repair a 10” water main break.
- Crews continue pruning trees around streets, sidewalks, and street signs in various locations throughout the city.
- Public Works Crews filled pot holes in streets in various locations throughout the City.
- Crews cleaned storm drains due to last weekend’s storm.
- Street sweeping was performed this week. As leaves are continuing to fall more heavily, street sweeping will be conducted weekly throughout the fall and winter months.
- Public Works Crew Member Mike Little completed fabricating a security door for the Little League Snack Bar.
- Crews started removing curb, gutter, and sidewalk in preparation for stump grinding.
- Public Works Crews assisted with the Holiday events by fabricating fixtures, street sweeping and general clean-up, and managing street closure barricades and no parking signs.
- Crews have been repairing Recreation equipment, including basketball hoops.
- Public Works Crews, along with the Electric Department and other City staff, attended driver safety class this week.

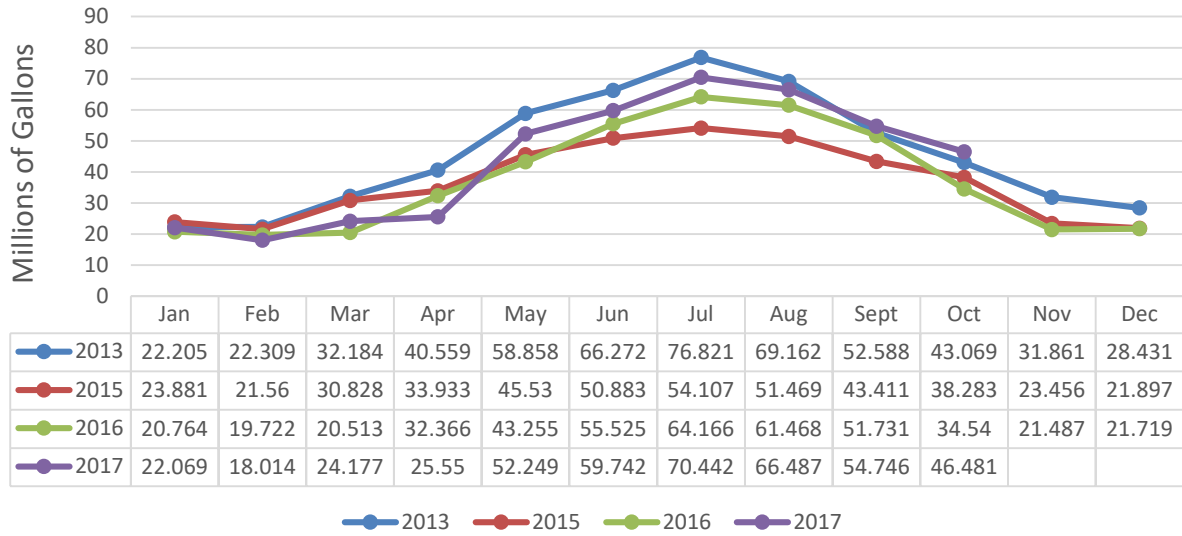
Department of Public Works Activity	
Water Leaks Repaired	1
Water Encoder Receiver Transmitter installed/Replaced (ERT's)	0
Sewer Plugs	0
Tree Removal/Trimmed	8
Water Related Service Calls	1
Sewer Related Service Calls	0
Under Ground Service Alerts (USA's)	13
Park Related Service Calls	0
Other Service Calls	1



Production Well	Volume Pumped	Calc. Fl	Calc. Chlor
Eagle Meadows	30.791 M.G.	.67 mg/l	.2207 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	12.627 M.G.	.71 mg/l	.2328 mg/l
Parkside	3.063 M.G.	.70 mg/l	.2385 mg/l

Monthly Water Production	
Total water pumped to system:	46.481 M.G.
Ave. chlorine residual in the system:	.22 mg/l
Ave. tested fluoride in the system:	.74 mg/l
Lab tested fluoride in the system:	.8 mg/l

Comparative Water Usages for 2013 - 2017



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

Total flow to the Plant was 39.156 gals.

Flow from Butte County Housing Authority was 449,200 gals.

Recreation

- Recreation staff implemented another successful Breakfast with Santa Program this past weekend.
- Staff actively assisted with the Chamber of Commerce Holiday Light Parade.
- Letters to Santa are being accepted through December 16th at the Recreation Center. More information can be found at the Gridley Recreation Facebook site and the Gridley Chamber of Commerce web/FB sites.
- Checkout Recreation's Facebook page at <https://www.facebook.com/groups/120025737091/>
- The Recreation Community Center meeting rooms are available for rent on evenings and weekends. The rental fee is \$100 per room, with an additional refundable \$50 cleaning deposit.



City Council Formal Calendar

- The City Council will hold its next Regular City Council meeting on Monday, December 18th at 6:00 pm at City Hall.
- The Butte County Board of Supervisors Agenda for the 9:00 am meeting on Tuesday, December 12th 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