

Gridley City Council – Regular City Council Meeting Agenda

Tuesday, January 19, 2021; 6:00 pm
Gridley City Hall, 685 Kentucky Street, Gridley, CA 95948

“Our purpose is to continuously enhance our community’s vitality and overall quality of life. We are committed to providing high quality, cost-effective municipal services and forming productive partnerships with our residents and regional organizations. We collectively develop, share, and are guided by a clear vision, values, and meaningful objectives.”

Notice of Temporary City Council Meeting Procedures

This meeting is being held in accordance with the Brown Act as currently in effect under the State Emergency Act, Governor Gavin Newsom’s Emergency Declaration related to COVID-19, and Governor Newsom’s Executive Order N-29-20 issued March 17, 2020 that allows attendance by City Council, City staff and the public to participate and conduct the meeting by teleconference and to participate in the meeting to the same extent as if they were present. Comments from the public on agenda items will be accepted until 2 pm on January 19th, via email to jmolinari@gridley.ca.us or via the payment/document drop box at Gridley City Hall and will be conveyed to the Council for consideration. The Mayor and Council appreciate the public’s adaptation and patience during this crisis.

You may attend via teleconference:

- Dial 1-888-204-5987
- Enter the Access Code 5767603#

CALL TO ORDER - Mayor Johnson

ROLL CALL - Recording Secretary

PLEDGE OF ALLEGIANCE – Council Member Sanchez

INVOCATION - None

PROCLAMATIONS - None

INTRODUCTION OF NEW OR PROMOTED EMPLOYEES - None

COMMUNITY PARTICIPATION FORUM - *Members of the public may address the City Council on matters not listed on the agenda. The City Council may not discuss nor take action on any community participation item brought forward by a member of the community. Comments are requested to be limited to three (3) minutes.*

CONSENT AGENDA

1. December 7th and 17th, 2020 City Council Minutes

2. Gridley Electric Utility Renewable Energy Resources Procurement and Enforcement Plan
3. Illness & Injury Prevention Plan (IIPP) and COVID-19 Insert

ITEMS FOR COUNCIL CONSIDERATION

4. Council Committee Assignments
5. Approval of City Administrator Recruitment Brochure and Ad

CITY STAFF AND COUNCIL COMMITTEE REPORTS - *Brief updates from City staff and brief reports on conferences, seminars, and meetings attended by the Mayor and City Council members, if any.*

POTENTIAL FUTURE CITY COUNCIL ITEMS - (Appearing on the Agenda within 30-90 days):

Prop 68 Parks Grant Application	2/1/2021
Edler Estates Pre-Application	2/16/2021
Bernard Rezone	2/16/2021
Sphere of Influence Update	2/16/2021
Introduction General Plan/Prezone/Annexation for north 400 ac.	3/1/2021
Approval of Mid-Year Budget Adjustments	3/1/2021

CLOSED SESSION

6. Closed Session to confer with legal counsel on exiting litigation: “Michael Libby vs. City of Gridley, Gridley Police Dept, et al., United States District Court for the Eastern District of California, Case No. 2:21 – CV-000017-JAM-AC”.

ADJOURNMENT – adjourning to a Regular meeting on February 1, 2021.

NOTE 1: POSTING OF AGENDA- This agenda was posted on the public bulletin board at City Hall at or before 6:00 p.m., January 15, 2021. This agenda along with all attachments is available for public viewing online at www.gridley.ca.us and in the Police Department lobby, 685 Kentucky Street, Gridley, CA.

NOTE 2: REGARDING UNSCHEDULED MATTERS – In accordance with state law, it shall be the policy of this Council that no action shall be taken on any item presented during the public forum or on unscheduled matters unless the Council, by majority vote, determines that an emergency situation exists, or, unless the Council by a two-thirds vote finds that the need to take action arose subsequent to the posting of this agenda.

Gridley City Council – DRAFT City Council Meeting Minutes

Monday, December 7, 2020; 6:00 pm
Gridley City Hall, 685 Kentucky Street, Gridley, CA 95948

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CALL TO ORDER

Mayor Johnson called the meeting to order at 6:00 pm

ROLL CALL

Council Members

Present: Johnson, Torres, Borges, Williams
Absent: Crye
Arriving after roll call: None

Staff present:

Rodney Harr, Police Chief/Interim City Administrator
Tony Galyean, City Attorney
Ross Pippitt, Public Works Director
Danny Howard, Electric Utility Director

PLEDGE OF ALLEGIANCE

Council member Torres led the Pledge of Allegiance

INVOCATION - None

PROCLAMATIONS - None

INTRODUCTION OF NEW OR PROMOTED EMPLOYEES - None

COMMUNITY PARTICIPATION FORUM

The Mayor opened the forum and seeing no one present wishing to speak, the forum was closed.

CONSENT AGENDA

1. Council minutes dated October 21, November 2 and November 5, 2020
2. Council acceptance of 2021 City Council Meeting Schedule
3. Appointment of Rodney Harr, Chief of Police as Acting City Administrator effective December 7, 2020

Motion to approve the consent agenda by Vice Mayor Williams, seconded by Council member Borges.

ROLL CALL VOTE

Ayes: Johnson, Torres, Williams, Borges

Motion passed, 4-0

ITEMS FOR COUNCIL CONSIDERATION

4. Council review and approval of Resolution No. 2020-R-025: A Resolution of The City Council of The City of Gridley Reciting the Fact of The General Municipal Election Held on November 3, 2020, Declaring the Results and Such Other Matters as Provided by Law

Motion to approve item #4 by Council member Torres, seconded by Vice Mayor Williams.

ROLL CALL VOTE

Ayes: Johnson, Torres, Borges, Williams

Motion passed, 4-0

5. Swearing in and Seating of Newly Elected Council; Vote for Mayor and Vice Mayor

Attorney Tony Galyean swore in the newly elected Council members Farr, Calderon and Sanchez. Outgoing Council members Borges and Williams stepped down, and the new members took their seats.

Council members Calderon and Sanchez spoke briefly thanking their friends, family, and community for their support.

Lynne Spencer of the Gridley Area Chamber of Commerce presented a plaque to the Mayor and outgoing Council thanking them for their support and partnership.

Motion to elect Bruce Johnson as Mayor by Council member Farr, seconded by Council member Torres. There was a motion by Council member Sanchez to elect Farr as Mayor, however Farr declined and there was no second.

ROLL CALL VOTE (for Johnson as Mayor)

Ayes: Johnson, Farr, Torres, Calderon

Abstain: Sanchez

Motion passed, 4 to 1 abstention

Motion to elect Council member Farr as Vice Mayor by Mayor Johnson, seconded by Council member Torres. There was a motion by Council member Sanchez to elect Council member Torres as Vice Mayor that was seconded by Council member Calderon. Mayor Johnson called for a roll call vote on the first seconded motion.

ROLL CALL VOTE (for Farr as Vice Mayor)

Ayes: Torres, Johnson, Farr

Abstain: Calderon, Sanchez

Motion passed, 3 to 2 abstentions

6. Resolution 2020-R-026: A Resolution of The City Council of The City of Gridley Adopting the Amended Housing Rehabilitation Program Guidelines and The First Time Homebuyer Program Guidelines

Interim Administrator Harr reviewed the staff report. There was no discussion among Council.

Motion to approve item #6 by Council member Torres, seconded by Vice Mayor Farr.

ROLL CALL VOTE

Ayes: Farr, Calderon, Torres, Sanchez, Johnson

Motion passed, 5-0

CITY STAFF AND COUNCIL COMMITTEE REPORTS

Mayor Johnson reported on his meeting with the Butte County Mosquito and Vector Control District. The Sutter Butte Flood Control Agency meeting was canceled.

POTENTIAL FUTURE CITY COUNCIL ITEMS - (Appearing on the Agenda within 30-90 days):

Prop 68 Parks Grant Application	1/19/2021
Edler Estates Pre-Application	1/19/2021
Bernard Rezone	1/19/2021
Sphere of Influence Update	2/15/2021
Introduction General Plan/Prezone/Annexation for north 400 ac.	3/1/2021
Approval of Mid-Year Budget Adjustments	3/1/2021

CLOSED SESSION – None

ADJOURNMENT

With no items for further discussion, the Council adjourned at 6:24 pm to a Special City Council meeting on December 17, 2020.

Rodney Harr, Interim City Clerk

DRAFT

Gridley City Council – Special City Council Meeting Minutes

Thursday, December 17, 2020; 1:00 pm
Gridley City Hall, 685 Kentucky Street, Gridley, CA 95948

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CALL TO ORDER

Mayor Johnson called the meeting to order at 1:05pm

ROLL CALL

Council Members

Present: Calderon, Johnson, Farr, Sanchez
Absent: Torres
Arriving after roll call: None

Staff present: Rodney Harr, Police Chief/Interim City Administrator
Tony Galyean, City Attorney

PLEDGE OF ALLEGIANCE

Vice Mayor Farr led the Pledge of Allegiance

PROCLAMATIONS - None

INTRODUCTION OF NEW OR PROMOTED EMPLOYEES - None

COMMUNITY PARTICIPATION FORUM

The forum was opened and seeing no one present wishing to speak, was closed.

CONSENT AGENDA - None

ITEMS FOR COUNCIL CONSIDERATION

1. Informational question and answer session with Gary Phillips of Bob Murray & Associates concerning the City Administrator Recruitment Process

Mr. Gary Phillips of Bob Murray & Associates reviewed the recruitment process and the steps taken to ensure the entire Council has input on the development of the desired candidate profile as well as the description to market Gridley to potential candidates.

This was an informational item; no action was taken.

CITY STAFF AND COUNCIL COMMITTEE REPORTS

There were no committee reports.

POTENTIAL FUTURE CITY COUNCIL ITEMS - (Appearing on the Agenda within 30-90 days):

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Approval of Mid-Year Budget Adjustments	3/1/2021

CLOSED SESSION

2. Closed Session discussion with legal counsel pursuant to Government Code 54956.95 concerning a liability claim against the City of Gridley, Gridley Police Department by Claimant Michael A. Libby

Council went into closed session and came out at 2:50pm with no reportable action.

ADJOURNMENT

With no items for further discussion, Council adjourned to a Regular City Council meeting on January 19, 2021.

Rodney Harr, Interim City Clerk

City Council Agenda Item #2
Staff Report

Date: January 19, 2021

To: Mayor and City Council

From: Rodney Harr, Acting City Administrator

Subject: Gridley Electric Utility Renewable Energy Resources Procurement and Enforcement Plan

X	Regular
	Special
	Closed
	Emergency

Recommendation

City staff respectfully requests the City Council review and adopt the updated Renewable Energy Resources Procurement and Enforcement Plan.

Background

This document presents the updated Renewable Energy Resources Procurement and Enforcement Plan of the City of Gridley (Gridley), as required for compliance with the California Renewables Portfolio Standard Program, Public Utilities Code Sections 399.11 - 399.33. Since first enacted, the state’s renewable portfolio standard (RPS) program has been amended to attain a target of generating 20 percent of total retail sales of electricity in California from eligible renewable energy resources by December 31, 2013, 33 percent by December 31, 2020, 50 percent by December 31, 2026, and 60 percent by December 31, 2030. Pursuant to Public Utilities Code PUC section 399.30(a), each POU must adopt and implement a renewable energy resources procurement plan (referred to herein as the “RPS Procurement Plan”) and a separate program for the enforcement of the RPS Procurement Plan. Gridley’s enforcement program is not addressed in this document, but rather, in a separate report.

Fiscal Impact

There is no financial impact.

Compliance with City Council Strategic Plan or Budget Goals

This recommendation is consistent with our ongoing effort to be transparent regarding all business transactions and financial matters.

Attachment

1. Gridley Electric Utility Renewable Energy Resources Procurement and Enforcement Plan

Gridley Electric Utility
Renewable Energy Resources Procurement and Enforcement Plan
Adopted January xx, 2021

This document presents the updated Renewable Energy Resources Procurement and Enforcement Plan of the City of Gridley (Gridley), as required for compliance with the California Renewables Portfolio Standard Program, Public Utilities Code Sections 399.11 - 399.33. Since first enacted, the state’s renewable portfolio standard (RPS) program has been amended to attain a target of generating 20 percent of total retail sales of electricity in California from eligible renewable energy resources by December 31, 2013, 33 percent by December 31, 2020, 50 percent by December 31, 2026, and 60 percent by December 31, 2030. Pursuant to Public Utilities Code PUC section 399.30(a), each POU must adopt and implement a renewable energy resources procurement plan (referred to herein as the “RPS Procurement Plan”) and a separate program for the enforcement of the RPS Procurement Plan.¹ Gridley’s enforcement program is not addressed in this document, but rather, in a separate report.

Gridley’s RPS Procurement Plan, as reflected in Paragraphs 1-16 below consists of: (1) plan elements that are directly mandated by the legislation; (2) measures that address each of the optional provisions set forth in Public Utilities Code (PUC) sections 399.30(d) and 399.30(c)(3) and section 3206 of the POU RPS Enforcement Regulation; and (3) RPS reporting provisions. Where appropriate, this RPS Procurement Plan includes section citations to the Public Utilities Code sections 399.11, et seq. References to PUC section 399.30 reflect the most recent amendments, effective January 1, 2020 (Amended by Stats. 2019, Ch. 401, Sec. 3. (SB 155) Effective January 1, 2020).

1. Purpose (§ 399.30(a))

In order to fulfill unmet long-term generation resource needs, Gridley adopts and implements this RPS Procurement Plan that requires the utility to procure a minimum quantity of electricity products from eligible renewable energy resources, including renewable energy credits, as a specified percentage of Gridley’s total kilowatt hours sold to its retail end-use customers, each compliance period, to achieve the targets specified in PUC Section 399.30(c).

2. Compliance Periods (§ 399.30(b))

- Compliance Period 1: January 1, 2011, to December 31, 2013, inclusive.
- Compliance Period 2: January 1, 2014, to December 31, 2016, inclusive.
- Compliance Period 3: January 1, 2017, to December 31, 2020, inclusive.
- Compliance Period 4: January 1, 2021, to December 31, 2024, inclusive.
- Compliance Period 5: January 1, 2025, to December 31, 2027, inclusive.

¹ Pursuant to PUC section 399.30(e), POUs must adopt a “program for enforcement” of the RPS Procurement Plan on or before January 1, 2012, at a publicly noticed meeting with not less than 30 days prior notice given to the public.

- Compliance Period 6: January 1, 2028, to December 31, 2030, inclusive.
- Beginning January 1, 2030, each compliance period shall run for three years, from January 1 to December 31).

3. Procurement Targets of Renewable Energy Resources for Each Compliance Period (§§ 399.30(c)(1) and (2))

- A. During Compliance Period 1, January 1, 2011 to December 31, 2013, Gridley shall procure renewable energy resources equivalent to an average of at least twenty percent (20%) of retail sales, applying the following formula:

$$\frac{EP_{2011} + EP_{2012} + EP_{2013}}{RS_{2011} + RS_{2012} + RS_{2013}} > .20$$

Where:

RS_x = total retail sales made by POU for the specified year x

EP_x = electricity products retired for the specified year x; this may include excess procurement and historic carryover that the POU has chosen to apply to the compliance period containing year x

- B. By the end of Compliance Period 2, December 31, 2016, Gridley shall procure renewable energy resources equivalent to at least twenty-five percent (25%) of retail sales, applying the following formula:

$$EP_{2014} + EP_{2015} + EP_{2016} > 0.20(RS_{2014}) + 0.20 (RS_{2015}) + 0.25 (RS_{2016})$$

- C. By the end of Compliance Period 3, December 31, 2020, Gridley shall procure renewable energy resources equivalent to at least thirty-three percent (33%) of retail sales. During the intervening years of Compliance Period 3, Gridley shall increase procurement annually to reflect an imputed 2020 compliance obligation expressed as:

$$\begin{aligned} & (EP_{2017} + EP_{2018} + EP_{2019} + EP_{2020}) \\ & > 0.27 (RS_{2017}) + 0.29 (RS_{2018}) + 0.31 (RS_{2019}) + 0.33 (RS_{2020}) \end{aligned}$$

- EP_x = Electricity products applied to the specified year X toward the RPS procurement target for the compliance period containing year X. This may include electricity products retired for and applied to year X, subject to the Portfolio Content Category 3 limit calculated in paragraph 6 (**Portfolio Balancing Requirements**), and excess procurement pursuant to paragraph 8 (Excess Procurement) and historic carryover pursuant to paragraph 12 (Historic Carryover) that [POU] has applied to year X.
- RS_x = Total retail sales made by the POU for the specified year X

- D. By the end of Compliance Period 4, December 31, 2024, Gridley shall procure renewable energy resources equivalent to at least forty-four percent (44%) of

retail sales. During the intervening years of Compliance Period 4, Gridley shall increase procurement annually to reflect a compliance obligation expressed as:

$$\frac{(EP_{2021} + EP_{2022} + EP_{2023} + EP_{2024})}{4} \geq 0.3575 (RS_{2021}) + 0.3850 (RS_{2022}) + 0.4125 (RS_{2023}) + 0.4400 (RS_{2024})$$

- E. By the end of Compliance Period 5, December 31, 2027, Gridley shall procure renewable energy resources equivalent to at least fifty-two percent (52%) of retail sales. During the intervening years of Compliance Period 5, Gridley shall increase procurement annually to reflect a compliance obligation expressed as:

$$EP_{2025} + EP_{2026} + EP_{2027} \geq 0.4600(RS_{2025}) + 0.5000(RS_{2026}) + 0.5200(RS_{2027})$$

- F. By the end of Compliance Period 6, December 31, 2030, Gridley shall procure renewable energy resources equivalent to at least sixty percent (60%) of retail sales. During the intervening years of Compliance Period 6, Gridley shall increase procurement annually to reflect a compliance obligation expressed as:

$$EP_{2028} + EP_{2029} + EP_{2030} \geq 0.5467(RS_{2028}) + 0.5733(RS_{2029}) + 0.6000(RS_{2030})$$

- G. For all compliance periods commencing after January 1, 2030, Gridley shall procure electricity products sufficient to meet or exceed an average of 60% of Gridley's retail sales over the three calendar years of the compliance period, expressed as.

$$EP_{x1} + EP_{x2} + EP_{x3} \geq 0.6000 (RS_{x1}) + 0.6000 (RS_{x2}) + 0.6000 (RS_{x3})$$

The procurement targets listed above are minimum requirements. The City Council may determine that a higher percentage of renewable energy resources is appropriate in any given compliance period.

The method used to determine the actual renewable energy resource percentage achieved for a given calendar year shall be to: (i) sum the total metered generation from each of Gridley's eligible renewable resources and qualifying purchases in Megawatt hours (MWh) during the preceding calendar year, (ii) subtract sales, if any, of eligible renewable resources during the same time period, and (iii) divide the result by the total energy sold to Gridley's retail end-use customers (in MWh) in the same time period.

4. Reasonable Progress Towards Meeting Compliance Period Targets During Intervening Years (§§ 399.30(c)(1) and (2))

Gridley shall demonstrate reasonable progress towards meeting compliance period targets during intervening years by meet ensuring that renewable energy contracts are place or under solicitation to meet the projected increase in RPS procurement for each compliance period. This demonstration shall be set forth in Gridley's annual report.

5. **Procurement Requirements – Definitions for Content Categories**
(PUC Section §399.30(c)(3))

In order to achieve a balanced portfolio, Gridley’s RPS Procurement Plan shall consist of Portfolio Content Categories that meet the criteria for the following eligible renewable energy resource electricity products, as defined in PUC Section 399.16(b):

A. Content Category 1 (consistent with PUC Section 399.16(b)(1)): Resources in this category shall either:

(1) Have a first point of interconnection with a California balancing authority, have a first point of interconnection with distribution facilities used to serve end users within a California balancing authority area, or are scheduled from the eligible renewable energy resource into a California balancing authority without substituting electricity from another source. The use of another source to provide real-time ancillary services required to maintain an hourly or sub hourly import schedule into a California balancing authority shall be permitted, but only the fraction of the schedule actually generated by the eligible renewable energy resource shall count toward this portfolio content category.

(2) Have an agreement to dynamically transfer electricity to a California balancing authority.

B. Content Category 2 (consistent with PUC Section 399.16(b)(2)): Resources in this category shall include firmed and shaped eligible renewable energy resource electricity products providing incremental electricity and scheduled into a California balancing authority.

C. Content Category 3 (consistent with PUC Section 399.16(b)(3)): Resources in this category shall include eligible renewable energy resource electricity products, or any fraction of the electricity generated, including unbundled renewable energy credits, that do not qualify under the criteria of Content Category 1 or Content Category 2.

D. Grandfathered Resources (PUC Section 399.16(d)):

(1) Any contract or ownership agreement originally executed prior to June 1, 2010, shall count in full towards the procurement requirements, if all of the following conditions are met:

(1) The renewable energy resource was eligible under the rules in place as of the date when the contract was executed.

(2) Any contract amendments or modifications occurring after June 1, 2010, do not increase the nameplate capacity or expected quantities of annual generation, or substitute a different renewable energy resource.

(3) The duration of the contract may be extended if the original contract specified a procurement commitment of fifteen (15) or more years.

(2) “Eligible renewable energy resource” means an electrical generating facility that meets the definition of a “renewable electrical generation facility” in Section 25741 of the Public Resources Code, subject to the following: . . . (C) A facility approved by the governing board of a local publicly owned electric utility prior to June 1, 2010, for procurement to satisfy renewable energy procurement obligations adopted pursuant to former Section 387, shall be certified as an eligible renewable energy resource by the Energy Commission pursuant to this article, if the facility is a “renewable electrical generation facility” as defined in Section 25741 of the Public Resources Code. (PUC Section 399.12(e)(1)(C).

(3) Resources procured prior to June 1, 2010 shall be counted for RPS compliance without regard to the limitations on the use of each portfolio Content Category as described in Section 6.

6. Portfolio Balancing Requirements – Quantity for Content Categories (PUC Section 399.30(c)(3), 399.16(c)(1) and (2))

- A. Compliance Period 1 Procurement Requirements: For Compliance Period 1, Gridley shall procure not less than fifty percent (50%) of the eligible renewable energy resource electricity products associated with contracts executed after June 1, 2010 from Content Category 1, and not more than twenty-five percent (25%) from Content Category 3.
- B. Compliance Period 2 Procurement Requirements: For Compliance Period 2, Gridley shall procure not less than sixty-five percent (65%) of the eligible renewable energy resource electricity products associated with contracts executed after June 1, 2010 from Content Category 1, and not more than fifteen percent (15%) from Content Category 3.
- C. For Compliance Period 3, and each compliance period thereafter, [POU] shall procure not less than seventy-five percent (75%) of the eligible renewable energy resource electricity products associated with contracts executed after June 1, 2010 from Content Category 1, and not more than ten percent (10%) from Content Category 3.

7. Long-term Contract Requirement (PUC sections 399.13(b) and 399.30(d)):

Beginning January 1, 2021, with Compliance Period 4, at least sixty-five percent (65%) of Gridley’s renewables portfolio standard procurement for each compliance period shall be from contracts of 10 years or more in duration or ownership or ownership agreements for eligible renewable energy resources.

8. Excess Procurement (PUC Section 399.30(d)(1), and 399.13(a)(4)(B))

Gridley shall be allowed to apply excess procurement (Excess Procurement) from one compliance period to subsequent compliance periods.

- A. For Compliance Periods 1-3, the following conditions must be met:
 - i. Gridley may accumulate, beginning on January 1, 2011, Excess Procurement from one Compliance Period to be applied in any subsequent Compliance Period.
 - ii. In calculating the quantity of Excess Procurement, Gridley shall deduct from actual procurement quantities, the total amount of procurement associated with contracts of less than ten (10) years in duration.
 - iii. Eligible resources must be from Content Category 1 or Content Category 2 or Grandfathered Resources to be Excess Procurement.
 - iv. Resources from Content Category 3 shall not be counted as excess procurement.

- B. Beginning with Compliance Periods 4 and for all subsequent Compliance Periods, the following conditions apply:
 - i. For electricity products from Portfolio Content Category 1, contracts of any duration may count as excess procurement.
 - ii. Electricity products from Portfolio Content Category 2 and 3 shall not be counted as excess procurement.
 - iii. Contracts of any duration for electricity products meeting the Portfolio Content Categories 2 or 3 that are credited towards a compliance period shall not be deducted from Gridley's procurement for purposes of calculating excess procurement, except for electricity products that exceed the maximum limit for Portfolio Content Category 3.

- C. If sixty-five percent (65%) of Gridley procurement for Compliance Period 3, ending December 31, 2020, is from contracts of 10 years or more in duration or from its ownership or ownership agreements for eligible renewable energy resources, Gridley may apply the excess procurement provisions of subsection B of this Paragraph 7 (Excess Procurement) for that Compliance Period.

9. Timely Compliance (PUC Section 399.30(d)(2), § 399.15(b)(5))

- A. Waiver of Timely Compliance: Enforcement of timely compliance shall be waived if Gridley demonstrates that any of the following conditions are beyond Gridley's control, and will prevent timely compliance:
 - 1. *Inadequate Transmission* (§ 399.15(b)(5)(A)): There is inadequate transmission capacity to allow for sufficient electricity to be delivered from Gridley's proposed eligible renewable energy resource projects using the current operational protocols of Gridley's Balancing Authority, the California Independent System Operator (CAISO). In making its findings

relative to the existence of this condition, Gridley's deliberations shall include, but not be limited to the following:

- (i) Whether Gridley has undertaken, in a timely fashion, reasonable measures under its control and consistent with its obligations under local, state, and federal laws and regulations, to develop and construct new transmission lines or upgrades to existing lines intended to transmit electricity generated by eligible renewable energy resources. In determining the reasonableness of Gridley's actions, Gridley shall consider its expectations for full-cost recovery for these transmission lines and upgrades, and
- (ii) Whether Gridley has taken all reasonable operational measures to maximize cost-effective deliveries of electricity from eligible renewable energy resources in advance of transmission availability.

2. *Permitting, interconnection, or other factors that delayed procurement or insufficient supply (399.15(b)(5)(B)).* In making its findings relative to the existence of this condition, Gridley's deliberations shall include, but not be limited to the following:

- (i) Whether Gridley prudently managed portfolio risks, including relying on a sufficient number of viable projects;
- (ii) Whether Gridley sought to develop one of the following: its own eligible renewable energy resources, transmission to interconnect to eligible renewable energy resources, or energy storage used to integrate eligible renewable energy resources.
- (iii) Whether Gridley procured an appropriate minimum margin of procurement above the minimum procurement level necessary to comply with the renewables portfolio standard to compensate for foreseeable delays or insufficient supply;
- (iv) Whether Gridley has taken reasonable measures, under its control to procure cost-effective distributed generation and allowable unbundled renewable energy credits;
- (v) Whether actions or events beyond the control of Gridley have adversely impacted timely deliveries of renewable energy resources including, but not limited to, acts of nature, terrorism, war, labor difficulty, civil disturbance, or market manipulation.

3. Unanticipated curtailment of eligible renewable energy resources if the waiver would not result in an increase in greenhouse gas emissions. (PUC section 399.15(b)(5)(C)).
 4. Unanticipated increase in retail sales due to transportation electrification. In making a finding that this condition prevents timely compliance, the Gridley City Council shall consider both of the following:
 - (i) Whether transportation electrification significantly exceeded forecasts in Gridley’s service territory based on the best and most recently available information filed with the State Air Resources Board, the Energy Commission, or another state agency.
 - (ii) Whether Gridley took reasonable measures to procure sufficient resources to account for unanticipated increases in retail sales due to transportation electrification.
- B. Portfolio Balance Requirement Reduction (Section 3206(a)(4)) (PUC sections 399.16(e), 399.30(c)(3))
1. [Governing body] may determine that a reduction of the portfolio balancing requirement is warranted for any compliance period to the extent that [POU] demonstrates that it cannot comply with the balancing requirement because of conditions beyond [POU’s] control as provided in PUC section 399.15(b)(5) and subsection A of this paragraph 9 (Timely Compliance).
 2. [POU] shall not, under any circumstances, reduce the obligation to procure Content Category 1 resources below 65% for any compliance period obligation after December 31, 2016.
- C. Procedures Upon Approving Waiver: In the event of a Waiver of Timely Compliance due to any of the factors set forth above, Gridley shall implement the following procedures:
1. Establish additional reporting for intervening years to demonstrate that reasonable actions under the Gridley’s control are being taken (PUC Section 399.15(b)(6)).
 2. Require a demonstration that all reasonable actions within Gridley’s control have been taken to ensure compliance in order to grant the waiver (PUC Section 399.15(b)(7)).
- C. Prior Deficits: In no event shall deficits from prior compliance periods be added to future compliance periods (PUC Section 399.15(b)(9)).

10. Greater than 40% large hydro (PUC section 399.30(k))

- A. If, during any Compliance Period, Gridley receives more than 40 percent of its retail sales from large hydroelectric generation under an ownership agreement or contract in effect as of January 1, 2018, Gridley is not required to procure eligible renewable energy resources that exceed the lesser of subpart (i) or (ii) for that year, and Gridley's compliance obligation during that compliance period shall be adjusted such that the total quantities of eligible renewable energy resources to be procured shall reflect such reductions:
 - (i) The portion of Gridley's utility's retail sales unsatisfied by Gridley's large hydroelectric generation.
 - (ii) The soft target adopted by the Energy Commission for the intervening years of the relevant compliance period, or for those years where soft targets are not adopted, a showing of progress as defined in paragraph 4 herein.
- B. An extension or renewal of a procurement agreement shall not be eligible to count towards the determination that the local publicly owned electric utility receives more than 40 percent of its retail sales from large hydroelectric generation in any year, except for any agreement in effect on January 1, 2015, between a local publicly owned electric utility and the Western Area Power Administration or federal government as part of the federal Central Valley Project.
- C. This adjustment does not modify Gridley's compliance obligation to satisfy the Portfolio Balancing Requirements of Paragraph 6 (Portfolio Balancing Requirements).

11. Cost Limitations for Expenditures (PUC Section 399.30(d)(3), § 399.15(c))

- A. Gridley, at its sole discretion, may elect to establish cost limitations for all eligible renewable energy resources used to comply with the renewables portfolio standard that is set at a level that prevents disproportionate rate impacts. In ensuring that customers do not face a disproportionate burden, the Gridley City Council has the authority to implement a cost limitation which may result in a temporary suspension of RPS compliance activities.
- B. Pursuant to the previous paragraph, the Gridley City Council established the following Cost Limitation Provision in November 2016: Gridley will initiate a cost limitation claim during a given RPS compliance period if the average per customer procurement cost of power exceeds \$1,261.83. This is calculated by summing the total power costs associated with deliveries from the Lodi Energy Center and the Gridley solar array in 2013 plus the total cost of generation in 2011, then dividing by the total number of customers.

- C. To the extent the cost limitation claim is invoked, the City Council shall reduce Gridley's RPS procurement obligation for that compliance period by a level deemed to be appropriate by the City Council, accounting for local and regional economic conditions and the ability of Gridley's customers to afford produced or procured energy products. These economic conditions may include but are not limited to unemployment, wages, cost of living expenses, the housing market, and cost burden of other utility rates on the same customers. Gridley may also consider cost disparities between customers classes within Gridley, and between Gridley customers and other POU and IOU customers in the region.
- D. Gridley shall review the need for cost limitations as part of the review process described in paragraph 15 (Program Review).

12. Historic Carryover

- A. Gridley, at its sole discretion, may elect to adopt rules that allow for procurement generated before January 1, 2011 that meets the criteria of Section 3202 (a)(2), that is in excess of the sum of the 2004-2010 annual procurement targets defined in Section 3206(a)(5)(D) and that was not applied to the RPS of another state or to a voluntary claim, to be applied to the POU's RPS procurement target for the compliance period ending December 31, 2013, or for any subsequent compliance period.
- B. Both the historic carryover and the procurement applied to the POU's annual procurement target must be from eligible renewable resources that were RPS-eligible under the rules in place at the time of execution of ownership agreement.
 - a. Historic carryover must be procured pursuant to a contract or ownership agreement executed before June 1, 2010.
- C. Historic carryover will be calculated based on the following:
 - a. A baseline of an amount equal to 2001 procurement divided by 2001 retail sales, multiplied by 2003 total retail sales, plus one percent of 2001 retail sales.
 - b. Annual procurement targets for 2004-2010 that are equal to the lesser of 20 percent of the previous year's retail sales or 1 percent of the previous year's retail sales greater than the annual procurement target for the previous year.
- D. All applicable historic procurement claims for January 1, 2004 – December 31, 2010, baseline calculations, annual procurement target calculations, and any other pertinent data must be submitted to the California Energy Commission by January 1, 2014.

13. Exclusive Control (PUC Section 399.30(k))

In all matters regarding compliance with the RPS Procurement Plan, Gridley shall retain exclusive control and discretion over the following:

- A. The mix of eligible renewable energy resources procured by Gridley and those additional generation resources procured by Gridley for purposes of ensuring resource adequacy and reliability.
- B. The reasonable costs incurred by Gridley for eligible renewable energy resources owned by it.

14. Reporting (PUC Section 399.30(f), 399.30(g) and 399.30(l))

- A. Deliberations on Procurement Plan (§399.30(f)):
 - 1. *Public Notice:* Annually, Gridley shall post notice of meetings if the Council will deliberate in public regarding this RPS Procurement Plan.
 - 2. *Documents and Materials Related to Procurement Status and Plans:* When Gridley provides information to the Council related to its renewable energy resources procurement status and future plans, for the Board’s consideration at a noticed public meeting, Gridley shall make that information available to the public.
- B. Compliance Reporting

Gridley shall submit annual and compliance period reports to the California Energy Commission in accordance with Section 3207 of the POU RPS Enforcement Regulation.

15. Program Review

Gridley’s RPS Procurement Plan shall be reviewed by the Council in accordance with Gridley’s “Renewable Portfolio Standard Enforcement Program.”

16. Plan Modifications/Amendments

This RPS Procurement Plan may be modified or amended by an affirmative vote of the Council during a public meeting. Any Board action to modify or amend the plan must be publicly noticed in accordance with Paragraph 14.

17. Enforcement Program of the RPS Procurement Plan

- A. The City Council shall have a program for the enforcement of the RPS Procurement Plan, which shall include all of the provisions, set forth herein and shall be included in the Gridley RPS Procurement Plan.
- B. Annual review by the City Council of the RPS Procurement Plan for each year from 2011 through 2030 shall ensure that Gridley is making reasonable progress as defined in Paragraph 4 of the RPS Procurement Plan.

- C. Compliance Period review of the RPS Procurement Plan shall include consideration of each of the following elements:
- i. By December 31 of each year following the end of a Compliance Period:
 1. Verify that Gridley has met the procurement targets of renewable energy procurement for each compliance period defined in Section 3 of the RPS Procurement Plan.
 2. If targets are not met, Gridley must:
 - (1) Review the applicability of applying Excess Procurement from previous Compliance Periods consistent with the provisions of the RPS Procurement Plan.
 - (2) Ensure that any Waiver of Timely Compliance was compliant with the provisions in the RPS Procurement Plan.
 - (3) Review the applicability and appropriateness of excusing performance based on the Cost Limitations for Expenditures provisions of the RPS Procurement Plan.
 - (4) Ensure that any Portfolio Balance Requirement Reduction was compliant with the provisions of the RPS Procurement Plan.
- D. If it is determined that Gridley has failed to comply with the provisions of its RPS Procurement Plan, the City Council take steps to correct any untimely compliance, including:
- i. Reviewing Gridley's RPS Procurement Plan to determine what changes, if any, are necessary to ensure compliance in the next Compliance Period.
 - ii. Report quarterly to the City Council regarding the progress being made toward meeting the compliance obligation for the next Compliance Period.
 - iii. Report to the City Council regarding the status of meeting subsequent compliance period targets, and all steps being taken to ensure that the obligation is timely met.

City Council Agenda Item #3
Staff Report

Date: January 19, 2021
To: Mayor and City Council
From: Rodney Harr, Acting City Administrator
Subject: Illness & Injury Prevention Plan (IIPP) and COVID-19 Insert

X	Regular
	Special
	Closed
	Emergency

Recommendation

Staff respectfully requests the City Council to review, approve and adopt the IIPP plan with the COVID-19 insert to comply with Federal, State, and local regulations.

Background

On May 14, 2020, Cal/OSHA revised the Interim General Guidelines on Protecting Workers from COVID-19. The new guideline outlines mandatory control measures most California employers must implement and document within their written Injury & Illness Prevention Program (IIPP).

All California employers are required to establish and implement an IIPP (Title 8 Section 3203) to protect employees from workplace hazards. Under the hazard assessment requirement, employers are required to determine if COVID-19 infection is a hazard in their workplace. If it is a workplace hazard, then employers must implement infection control measures, including applicable and relevant recommendations from the Centers for Disease Control and Prevention (CDC).

Financial Impact

Employees who contract COVID from work and meets either the first responder or outbreak presumption, additional benefits through workers' compensation are available including temporary disability/4850 pay.

Compliance with City Council Strategic Plan or Budget Goals

This recommendation is consistent with our ongoing effort to be responsive and transparent regarding all business transactions and financial matters.

Attachments

- Draft Injury & Illness Prevention Program
- IIPP COVID-19 Supplement

City of Gridley



Injury and Illness Prevention Program

Revised June 2020

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APPENDICES

- A. Hazardous/Unsafe Condition Report
- B. Hazard/Workplace Inspection Schedule
- C. Department Training Matrices

City of Gridley

POLICY STATEMENT

To our employees:

It is the policy of the City of Gridley to achieve the greatest reasonable degree of freedom from accidents and to insure that every employee is provided safe and healthful working conditions, free from recognized hazards.

Injuries are always costly to the individual employee and also to the City, both directly and indirectly – with indirect costs often being much higher than the direct costs. It is the firm and continuing policy of the City's management that work place accidents shall be significantly reduced or eliminated with the use of every reasonable mechanical safety precaution, by the aggressive promotion of safe work practices, and use of personal protective equipment by the City's employees.

Every employee plays an important part in preventing accidents and is expected to cooperate fully in the measures taken for safety. Each employee has a personal responsibility for their own safety, but likewise has a responsibility to his/her family, fellow workers, community, and employer to conduct work activities in a safe manner. In the performance of his/her duties, therefore, the employee is expected to observe safety practices, rules, and operating procedures, as well as instructions relating to the efficient performance of his/her work. The ideal in safe and efficient City operations is reached only when all employees are keenly alert and safety conscious.

We have instituted an Injury and Illness Prevention Program which, with your help, will succeed in providing a safe, healthful, and pleasant working environment. Every one stands to benefit; every one stands to gain. The cooperation of all employees in the City is expected. The results will be worth the effort.

City Administrator

Date

INJURY & ILLNESS PREVENTION PROGRAM

The City of Gridley (City) has established, implemented and is maintaining this written Injury and Illness Prevention Program (IIPP). This program has been established in accordance with Title 8, California Code of Regulations; Section 3203 of the General Industry Safety Orders. Our safety and health program includes the following elements:

- I. Management commitment/assignment of responsibilities
- II. System for assuring employee compliance with safe work practices
- III. Safety communications system with employees
- IV. Scheduled inspections/evaluation system
- V. Accident reporting and investigation
- VI. Procedures for correcting unsafe/unhealthy conditions
- VII. Safety and health training and instruction
- VIII. Recordkeeping and documentation.

Our commitment to safety and health begins with the complete support of the City and City Manager. We are committed to controlling work-place hazards and correcting hazardous conditions or practices as they occur or are recognized.

This commitment is backed by strong organizational policies, procedures, incentives, and disciplinary actions as necessary to ensure employee compliance with safe and healthful work practices.

I. AUTHORITY/RESPONSIBILITY

We recognize that the responsibility for safety and health is shared by everyone. The following have assigned authority/responsibility as follows:

City Manager:

The City Manager, or designee, has the responsibility to:

- Review, approve and adopt and implement the IIPP
- As necessary, designate staff to implement the safety program and provisions of the IIPP.
- Monitor the effectiveness of the IIPP and safety policies and procedures.
- Provide direction to all Department Heads, supervisors and managers regarding the IIPP.
- Act as liaison between the City Council and Department Heads, supervisors and managers.
- Recommend allocation of finances, material and personnel to support the IIPP and safety program.

- Review department budgets for allocation of funds to safety and loss control.
- Review accident investigation reports and provide direction in making the necessary recommendations.
- Establish accountability procedures for compliance with IIPP and safety policies and procedures.
- Review safety and loss control activities.
- Review, approve and sign the IIPP.

IIPP Administrator:

The City Administrator shall serve as the IIPP Administrator. The role of the appointed IIPP Administrator is to assist in the development, implementation and maintenance of the IIPP. The IIPP Administrator responsibilities include, but are not limited to, the following:

- Ensure health and safety policies and procedures are clearly communicated to Department Heads, Managers, Supervisors, and other staff.
- Monitor the effectiveness of the departmental safety programs and make recommendations for change as needed.
- Coordinate with Department Heads, Managers or Supervisors for training and development of a process or method to provide training for employees.
- Ensure procedures are in place so accident investigations are initiated in a timely manner and actively participate in the investigation when needed.
- Evaluate effectiveness of policies and procedures on a regular basis and recommend revisions and updates as necessary.
- Ensure employees are informed of their responsibility for the IIPP.
- Actively contribute to the success of the overall safety program by providing ideas and suggestions to help prevent accidents and injuries.

Department Heads:

The Department Heads responsibilities include, but are not limited to, the following:

- Maintain safety policies, programs and conditions within their respective departments.
- Ensure safe and healthful workplace practices and compliance with the IIPP and safety policies and procedures.
- Develop departmental specific safety guidelines, with assistance from the IIPP Administer.
- Participate in conducting accident investigations within their department as needed.
- Assist in the development and management of department safety programs, policies and procedures.
- Encourage employees to report unsafe conditions with assurance that action will be taken without fear of reprisal.
- Receive, forward or act on as appropriate on safety related concerns/complaints.
- Recognize safety performance or services on annual performance review.

- Recommend training and retraining regarding safety policies and procedures.
- Ensure employees are informed of their responsibility on the IIPP.
- Actively contribute to the success of the overall safety program by providing ideas and suggestions to help prevent accidents and injuries.

Managers/Supervisors:

The Managers and Supervisors/designees responsibilities include, but are not limited to, the following:

- Ensure safety procedures are implemented and followed within their department.
- Conduct appropriate safety orientation and training, including department specific procedures.
- Conduct accident investigations immediately upon notification of an illness or injury.
- Complete workers' compensation claim forms.
- Ensure safety inspections of the work areas are performed.
- Ensure safety policies and procedures are clearly communicated, understood and followed by all personnel.
- Correct or mitigate unsafe conditions and practices.
- Ensure all material and equipment is maintained in good operating condition.
- Provide necessary personal protective equipment and train personnel on how to use it properly.
- Address and report safety-related issues and activities on employee's annual performance evaluation.
- Take appropriate action, including training and discipline, associated with failure to comply with safe and healthful work practices.
- Encourage employees to report unsafe conditions with assurance that action will be taken without fear of reprisal.
- Actively contribute to the success of the overall safety program by providing ideas and suggestions to help prevent accidents and injuries.

Employees:

The employee's responsibilities include, but are not limited to, the following:

- Follow all written and verbal safety policies, procedures and directives.
- Report all work-related injuries immediately to their supervisor, regardless of the severity.
- Perform their duties using safe work practices.
- Report unsafe conditions, work practices or hazards and equipment failures immediately to their supervisor.
- Actively contribute to the success of the overall safety program by providing ideas and suggestions to help prevent accidents and injuries.

II. COMPLIANCE

The systems of ensuring employees comply with safe work practices and procedures include the following:

- Informing employees of the provisions of our IIPP in a readily understandable language.
- Evaluating the safety performance of all employees.
- Recognizing employees who perform safe and healthful work practices.
- Providing training to employees whose safety performance is deficient.
- Disciplining employees (in accordance with the Personnel Rules and Regulations and/or the applicable Memorandum of Understanding) for failure to comply with safe and healthful work practices.

III. COMMUNICATION

The City recognizes that open, two-way communication between management, labor organizations and staff on health and safety issues is essential for an injury-free, productive workplace. As such, the following systems of communication are used to facilitate a continuous flow of safety and health information between management and staff in a form that is readily understandable:

Anonymous Notification Procedures:

Employees are requested and encouraged to report workplace hazards immediately to their manager or supervisor at any time without fear of reprisal. However, should an employee wish to report a hazard anonymously, they can do so in the following manner:

A system of anonymous notification whereby employees who wish to inform the City of workplace hazards may do so anonymously by sending a written notification to the Department Head, IIPP Administrator, City Manager, or by dropping off the Hazardous/unsafe Condition Report (Appendix A) City Hall, Attn: IIPP Administrator, 685 Kentucky Street, Gridley, Ca. 95948.

The Department Head or IIPP Administrator shall address notifications in a prompt and thorough manner.

Postings:

A bulletin board that is accessible to employees will be used and located in each department and/or building to post safety-related information. The bulletin board may include, but is not limited to, the following items:

- Names and phone numbers of emergency contacts
- Designated routes and "safe areas" for emergency evacuations
- Complete set of required employee posters
- Hazardous/Unsafe Condition Report (Appendix A)

Additional Notifications:

Management may also communicate safety to employees in the following manner:

- Daily briefings
- Email alerts

- Tailgate meetings
- Safety bulletins
- Safety stand downs

IV. HAZARD ASSESSMENT

Periodic inspections provide a method of identifying existing or potential workplace hazards, and eliminating or controlling them. These inspections are performed in the following manner:

- Departments will conduct and document a regularly scheduled hazard inspection as outlined in the Hazard/Workplace Inspection Schedule (Appendix B).
- Inspections will be performed by a qualified person.
- Department Heads will arrange for an inspection and investigation when new substances, processes, procedures or equipment that present potential new hazards are introduced into the workplace, or whenever a new or previously unrecognized hazard is identified.
- Employees will be encouraged to report possible hazardous situations, knowing their reporting will be given prompt and serious attention without fear of reprisal.
- It is the intent of the City to abate or mitigate any hazard which gives rise to a risk of imminent harm to any person.

V. ACCIDENT REPORTING/INVESTIGATIONS

A thorough investigation of all accidents will be conducted as soon as possible. This will help identify causes and effective corrective actions that can help prevent similar incidents from reoccurring. Such information is critical to preventing and controlling hazards and potential accidents.

Procedures for investigating workplace accidents and hazardous substance exposures include:

- Interviewing injured employees and witnesses;
- Examining the workplace for factors associated with the accident/exposure;
- Determining the cause of the accident/exposure;
- Taking corrective action to prevent the accident/exposure from reoccurring; and
- Recording the findings and actions taken.

Accident Investigation Reports will be forwarded to the Department Head and IIPP Administrator for possible further review.

Serious employee injuries, illnesses or fatalities must be reported to the Cal/OSHA Sacramento Division Office within eight (8) hours of our knowledge. The District Office can be contacted at: (916) 263-2800.

A serious injury or illness is defined as:

- Any hospitalization, regardless of length of time, for other than medical observation or diagnostic testing

- Amputation
- Serious degree of permanent disfigurement (e.g. loss of an eye, crushing or severe burn type injuries)

VI. HAZARD CORRECTION

When unsafe or unhealthy work conditions, practices, or procedures are observed or discovered, they will be corrected in a timely manner based on the severity of the hazards.

When an imminent hazard exists that cannot be immediately corrected, the exposed employees shall be removed from the immediate hazard, except those needed to correct the condition and to address security issues. Employees who are required to correct the hazardous condition will be provided with the necessary protection.

Hazards shall be corrected according to the following procedures:

- Employees may be advised of the hazard by the posting of the Hazardous/Unsafe Condition Report (Appendix A) on the Department's Bulletin Board. Information may also be communicated verbally at staff meetings, or other appropriate means.
- All such actions taken and dates they are completed shall be documented on the Hazardous/Unsafe Condition Report (Appendix A).
- Completed forms will be maintained by the Department Head.

VII. SAFETY & HEALTH TRAINING

Training is one of the most important elements of any safety program. It allows employees to learn how to perform their jobs safely, brings new ideas into the workplace, reinforces existing ideas and practices, and puts the program into action. All employees, including management, shall receive training and instruction on general and department, job-specific safety and health practices. Training and instruction shall be provided as follows:

- When the IIPP is first established, or substantively amended.
- For all new employees at new-hire orientation.
- When employees are given a new job assignment for which training has not previously been provided.
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.
- When staff is made aware of a new or previously unrecognized hazard.
- For all employees with respect to hazards specific to each employee's job assignment.
- When a new facility or a new component of the facility is opened.
- In addition, specific instructions will be provided to all employees regarding hazards unique to their job assignment, to the extent that such information was not covered in other training.

See Department Training Matrices for a list of assigned training topics by department (Appendix C).

VIII. RECORDKEEPING & DOCUMENTATION

The City will implement and maintain IIPP in the following manner for a minimum of three (3) years, or as specified in the City's records retention guidelines policy:

- Maintain records of hazard assessment inspections, including the person(s) conducting the inspection, unsafe conditions and work practices that have been identified and the action taken to correct the identified unsafe conditions and work practices.
- Document safety and health training for each worker; including the employee's name or other identifier, training dates, type(s) of training, and training provider.
- Maintain accident investigation reports.
- Document the annual program reviews.

OSHA 300 and 300A Logs will be maintained for at least five (5) years, or longer as specified in the City's records retention guidelines policy.

APPENDIX A

City of Gridley

Hazardous/Unsafe Condition Report

Reporting Hazardous/Unsafe Condition*

Department: _____

Person Reporting: _____ Contact Information (optional): _____
(optional) _____

Location of Hazard: _____

Building: _____ Floor: _____ Room: _____

Date and time the condition or hazard was observed: _____

Hazards posing an immediate danger to life and health should be reported as soon as possible to your Department Director, Supervisor, Manager or City Clerk.

Description of unsafe condition or hazard:

What changes would you recommend to correct the condition or hazard?

Employee Signature: (optional)

Date:

Management Investigation

Name of person investigating unsafe condition or hazard:

Results of investigation. What was found? Was condition unsafe or a hazard?:
(Attach additional sheets if necessary.)

Proposed action to be taken to correct hazard or unsafe condition:

Signature of Investigating Party:

Date:

Date reporting employee was notified of action taken (if not an anonymous report)

* We encourage our employees to report hazards and commend them for their safety awareness.

Appendix B

Hazard/Workplace Inspection Schedule

Department/Division	Frequency
City Hall	Annual
Police Station	Annual
Fire Station	Annual
Public Works Corporation Yard	Quarterly
Electrics – Utilities	Quarterly
Animal Control	Bi-Annual
Manuel Vierra Park Recreation and Senior Center	Bi-Annual

Appendix C

OFFICE/ADMINISTRATIVE SAFETY TRAINING MATRIX INCLUDES, BUT NOT LIMITED TO THE FOLLOWING TOPICS:	Training Frequency	Cal/OSHA Section Reference
Defensive Driving (staff who drive while at work)	I	3203
Electrical Safety (General Awareness)	I/U	3203
Emergency Action/Fire Prevention	I/U	3220 , 3221
Ergonomics - Office	I	5110
Ergonomics – Back Safety	I	5110
First Aid/CPR (designated staff)	I/C (2yr)	3400
Hazard Communication (General)	I/U	5194
Injury & Illness Prevention Program	I/U	3203
Ladder Safety	I	3276
New Employee Safety Orientation/Specific Job Hazards	I	3203
Supervisor Safety Training (designated employees)	I/U	3203
Tools – Hand (office and break room)	I/U	Article 20
Workplace Violence	I	3203

Training Frequency:	I – Initial Exposure/New Employee	A – Annual	U – Update/Change	C – Certification
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Appendix C

PUBLIC WORKS SAFETY TRAINING MATRIX <small>INCLUDES, BUT NOT LIMITED TO THE FOLLOWING TOPICS:</small>	Training Frequency	Cal/OSHA Section Reference	Director	Supervisor/Lead	Maintenance	Transit Driver	Building Inspector
Aerial Devices	I/(3yr)	3646 , 3648		X	X		
Asbestos Awareness	I/A	1529 , 5208			X		
Battery Handling & Maintenance	I	5185		X	X	X	
Bloodborne Pathogens	I/A	5193			X		
Compressed Gas Safety	I	3301 , 3304		X	X		
Confined Space Awareness	I/U	5157 , 5158		X	X		
Confined Space Entry	I/U	5157 , 5158		X	X		X
Defensive Driving (staff who drive while at work)	I	3203	X	X	X	X	X
Electrical Safety (General Awareness)	I/U	3203	X	X	X	X	X
Electrical Safety (Industrial High/Low Voltage)	I	2299 - 2974					
Emergency Action/Fire Prevention	I/U	3220 , 3221	X	X	X	X	X
Emergency Eye Wash	I	5162		X	X		X
Equipment Operation Safety (department specific)	I/U	Title 8 Index	X	X	X	X	X
Ergonomics - Office	I	5110	X	X			X
Ergonomics – Back Safety	I	5110	X	X	X	X	X
Excavation/Trenching/Shoring	I	1540		X	X		
Fall Protection	I	1670		X	X		X
First Aid/CPR (designated staff)	I/C (2yr)	3400	X	X	X	X	X
Forklift	I/C (3yr)	Article 24		X	X		
Hazard Communication (General)	I/U	5194	X	X	X	X	X
Hazardous Waste/HAZWOPER (designated staff)	A	5192		X	X		
Hearing Conservation	I/A	5095		X	X	X	
Heat Illness Prevention	A-Spring	3395	X	X	X	X	X
Heavy Equipment Operations	I/U	1590 - 1596		X	X	X	

Training Frequency:	I – Initial Exposure/New Employee	A – Annual	U – Update/Change	C – Certification
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Appendix C

PUBLIC WORKS SAFETY TRAINING MATRIX <small>INCLUDES, BUT NOT LIMITED TO THE FOLLOWING TOPICS:</small>	Training Frequency	Cal/OSHA Section Reference	Director	Supervisor/Lead	Maintenance	Transit Driver	Building Inspector
Injury & Illness Prevention Program	I/U	3203	X	X	X	X	X
Ladder Safety	I	3276	X	X	X	X	X
Lead Awareness	I/A	5216			X		X
Lockout/Tag Out	I/U	3314		X	X	X	
Machine Shop Safety	I	3940		X	X	X	
New Employee Safety Orientation/Specific Job Hazards	I	3203	X	X	X	X	X
Outdoor Hazards (plants, animals, insects)	A-Spring	3203		X	X	X	X
Personal Protective Equipment Requirements (PPE)	I/U	3380, 3385	X	X	X	X	X
Pesticide Use Safety	I/U	5194			X		
Respiratory Protection	I/A	5144			X		
Rigging/Hoisting	I	5006		X	X		
Scaffold Safety	I/U	1637		X	X		X
Supervisor Safety Training (designated employees)	I/U	3203		X			
Tools – Hand & Power (department specific)	I/U	Article 20	X	X	X	X	X
Traffic Control & Flagger Training	I	1599		X	X		
Welding & Cutting Safety/Fire Watch/Hot Work	I	4799, 4848		X	X		
Workplace Violence	I	3203	X	X	X	X	X

Training Frequency:	I – Initial Exposure/New Employee	A – Annual	U – Update/Change	C – Certification
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Appendix C

ELECTRIC SAFETY TRAINING MATRIX INCLUDES, BUT NOT LIMITED TO THE FOLLOWING TOPICS:	Training Frequency	Cal/OSHA Section Reference	Superintendent	Electrical Supervisor	Lineman	Apprentice	Groundman (Meter)
Aerial Devices	I/(3yr)	3646, 3648	X	X	X	X	
Battery Handling & Maintenance	I	5185		X	X	X	X
Compressed Gas Safety	I	3301, 3304		X	X	X	
Confined Space Awareness	I/U	5157, 5158	X	X	X	X	X
Confined Space Entry	I/U	5157, 5158		X	X		
Defensive Driving (staff who drive while at work)	I	3203	X	X	X	X	X
Electrical Safety (General Awareness)	I/U	3203					X
Electrical Safety (Industrial High/Low Voltage)	I	2299 - 2974	X	X	X	X	
Emergency Action/Fire Prevention	I/U	3220, 3221	X	X	X	X	X
Emergency Eye Wash	I	5162		X	X	X	X
Equipment Operation Safety (department specific)	I/U	Title 8 Index	X	X	X	X	X
Ergonomics - Office	I	5110	X				
Ergonomics – Back Safety	I	5110	X	X	X	X	X
Excavation/Trenching/Shoring	I	1540		X	X	X	
Fall Protection	I	1670	X	X	X	X	X
First Aid/CPR (designated staff)	I/C (2yr)	3400	X	X	X	X	X
Forklift	I/C (3yr)	Article 24		X	X	X	
Hazard Communication (General)	I/U	5194	X	X	X	X	X
Hazardous Waste/HAZWOPER (designated staff)	A	5192		X			
Hearing Conservation	I/A	5095		X	X	X	
Heat Illness Prevention	A-Spring	3395	X	X	X	X	X
Heavy Equipment Operations	I/U	1590 - 1596	X	X	X	X	X
Injury & Illness Prevention Program	I/U	3203	X	X	X	X	X
Ladder Safety	I	3276	X	X	X	X	X

Training Frequency:	I – Initial Exposure/New Employee	A – Annual	U – Update/Change	C – Certification
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Appendix C

ELECTRIC SAFETY TRAINING MATRIX INCLUDES, BUT NOT LIMITED TO THE FOLLOWING TOPICS:	Training Frequency	Cal/OSHA Section Reference	Superintendent	Electrical Supervisor	Lineman	Apprentice	Groundman (Meter)
Lockout/Tag Out	I/U	3314	X	X	X	X	X
Machine Shop Safety	I	3940	X	X	X	X	X
New Employee Safety Orientation/Specific Job Hazards	I	3203	X	X	X	X	X
Outdoor Hazards (plants, animals, insects)	A-Spring	3203	X	X	X	X	X
Personal Protective Equipment Requirements (PPE)	I/U	3380, 3385	X	X	X	X	X
Rigging/Hoisting	I	5006		X	X	X	
Supervisor Safety Training (designated employees)	I/U	3203	X	X			
Telecommunication Safety Orders – Training Requirements	Various	Article 21	X	X	X	X	X
Tools – Hand & Power (department specific)	I/U	Article 20	X	X	X	X	X
Traffic Control & Flagger Training	I	1599		X	X	X	
Welding & Cutting Safety/Fire Watch/Hot Work	I	4799, 4848		X	X	X	
Workplace Violence	I	3203	X	X	X	X	X

Training Frequency:	I – Initial Exposure/New Employee	A – Annual	U – Update/Change	C – Certification
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Appendix C

<p>RECREATION SAFETY TRAINING MATRIX</p> <p>INCLUDES, BUT NOT LIMITED TO THE FOLLOWING TOPICS:</p>	<p>Training Frequency</p>	<p>Cal/OSHA Section Reference</p>	<p>Recreation Director</p>	<p>Assistant</p>
Defensive Driving (staff who drive while at work)	I	3203	X	X
Electrical Safety (General Awareness)	I/U	3203	X	X
Emergency Action/Fire Prevention	I/U	3220, 3221	X	X
Ergonomics - Office	I	5110	X	X
Ergonomics – Back Safety	I	5110	X	X
First Aid/CPR (designated staff)	I/C (2yr)	3400	X	X
Hazard Communication (General)	I/U	5194	X	X
Heat Illness Prevention	A-Spring	3395	X	X
Injury & Illness Prevention Program	I/U	3203	X	X
Ladder Safety	I	3276	X	X
New Employee Safety Orientation/Specific Job Hazards	I	3203	X	X
Outdoor Hazards (plants, animals, insects)	A-Spring	3203	X	X
Supervisor Safety Training (designated employees)	I/U	3203	X	
Tools – Hand & Power (department specific)	I/U	Article 20	X	X
Workplace Violence	I	3203	X	X

Training Frequency:	I – Initial Exposure/New Employee	A – Annual	U – Update/Change	C – Certification
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Appendix C

FIRE SAFETY TRAINING MATRIX INCLUDES, BUT NOT LIMITED TO THE FOLLOWING TOPICS:	Training Frequency	Cal/OSHA Section Reference	All Fire Personnel	
Aerosol Transmissible Diseases	I/A	5199	X	
Asbestos Awareness	I/A	1529 , 5208	X	
Bloodborne Pathogens	I/A	5193	X	
Compressed Gas Safety	I	3301 , 3304	X	
Confined Space Awareness	I/U	5157 , 5158	X	
Confined Space Entry	I/U	5157 , 5158		
Defensive Driving (staff who drive while at work)	I	3203	X	
Electrical Safety (General Awareness)	I/U	3203	X	
Electrical Safety (Industrial High/Low Voltage)	I	2299 - 2974	X	
Emergency Action/Fire Prevention	I/U	3220 , 3221	X	
Emergency Eye Wash	I	5162	X	
Equipment Operation Safety (department specific)	I/U	Title 8 Index	X	
Ergonomics – Office (Dispatcher Staff)	I	5110	X	
Ergonomics – Back Safety	I	5110	X	
Fall Protection	I	1670	X	
First Aid/CPR (designated staff)	I/C (2yr)	3400	X	
Hazard Communication (General)	I/U	5194	X	
Hazardous Waste/HAZWOPER (Designated employees)	A	5192	X	
Hearing Conservation (Awareness)	I/A	5095	X	
Heat Illness Prevention	A-Spring	3395	X	
Injury & Illness Prevention Program	I/U	3203	X	
Ladder Safety	I	3276	X	
Lockout/Tag Out	I/U	3314	X	

Training Frequency:	I – Initial Exposure/New Employee	A – Annual	U – Update/Change	C – Certification
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Appendix C

FIRE SAFETY TRAINING MATRIX INCLUDES, BUT NOT LIMITED TO THE FOLLOWING TOPICS:	Training Frequency	Cal/OSHA Section Reference	All Fire Personnel	
New Employee Safety Orientation/Specific Job Hazards	I	3203	X	
Outdoor Hazards (plants, animals, insects, dogs)	A-Spring	3203	X	
Personal Protective Equipment Requirements (PPE)	I/U	3380 , 3385	X	
Respiratory Protection	I/A	5144	X	
Rigging/Hoisting	I	5006	X	
Standard Operating Procedures (department specific)	A	N/A	X	
Supervisor Safety Training (designated employees)	I/U	3203	X	
Tools – Hand & Power (department specific)	I/U	Article 20	X	
Traffic Control & Flagger Training	I	1599	X	
Workplace Violence	I	3203	X	

Training Frequency:	I – Initial Exposure/New Employee	A – Annual	U – Update/Change	C – Certification
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Appendix C

<p>POLICE SAFETY TRAINING MATRIX INCLUDES, BUT NOT LIMITED TO THE FOLLOWING TOPICS:</p>	<p>Training Frequency</p>	<p>Cal/OSHA Section Reference</p>	<p>Sworn</p>	<p>Administrative</p>	<p>Community Service Officer</p>
Bloodborne Pathogens	I/A	5193	X		X
Defensive Driving (staff who drive while at work)	I	3203	X	X	X
Emergency Action/Fire Prevention	I/U	3220, 3221	X	X	X
Emergency Eye Wash	I	5162	X		X
Equipment Operation Safety (department specific)	I/U	Title 8 Index	X		X
Ergonomics – Office	I	5110	X	X	X
Ergonomics – Back Safety	I	5110	X		X
First Aid/CPR (designated staff)	I/C (2yr)	3400	X		X
Hazard Communication (General)	I/U	5194	X		X
Hearing Conservation (Awareness)	I/A	5095	X		X
Heat Illness Prevention	A-Spring	3395	X		X
Injury & Illness Prevention Program	I/U	3203	X	X	X
Ladder Safety	I	3276	X	X	X
New Employee Safety Orientation/Specific Job Hazards	I	3203	X	X	X
Outdoor Hazards (plants, animals, insects, dogs)	A-Spring	3203			
Personal Protective Equipment Requirements (PPE)	I/U	3380, 3385	X		X
Respiratory Protection	I/A	5144	X		
Standard Operating Procedures (department specific)	A	N/A	X		X
Supervisor Safety Training (designated employees)	I/U	3203	X		X
Tools – Hand & Power (department specific)	I/U	Article 20	X		X
Traffic Control & Flagger Training	I	1599	X		X
Workplace Violence	I	3203	X	X	X

<p>Training Frequency:</p>	<p>I – Initial Exposure/New Employee</p>	<p>A – Annual</p>	<p>U – Update/Change</p>	<p>C – Certification</p>
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Appendix C

POLICE SAFETY TRAINING MATRIX INCLUDES, BUT NOT LIMITED TO THE FOLLOWING TOPICS:	Training Frequency	Cal/OSHA Section Reference	Police Chief	Dispatch	Command Staff	Police Officers	Animal Control
Aerial Devices	I/(3yr)	3646, 3648			X	X	
Aerosol Transmissible Diseases	I/A	5199	X		X	X	
Aerosol Transmissible Diseases - Zoonotics		5199.1					X
Bloodborne Pathogens	I/A	5193			X	X	X
Confined Space Awareness	I/U	5157, 5158			X	X	
Defensive Driving (staff who drive while at work)	I	3203	X	X	X	X	X
Electrical Safety Awareness	I/U	3203	X	X	X	X	X
Emergency Action/Fire Prevention	I/U	3220, 3221	X	X	X	X	X
Equipment Operation Safety (department specific)	I/U	Title 8 Index			X	X	X
Ergonomics - Office	I	5110	X	X	X	X	
Ergonomics – Back Safety	I	5110	X	X	X	X	X
First Aid/CPR (designated staff)	I/C (2yr)	3400		X	X	X	X
Hazard Communication (General)	I/U	5194			X	X	X
Hearing Conservation (Firing Range Impact Noise)	I/A	5095			X	X	X
Heat Illness Prevention	A-Spring	3395	X		X	X	X
Injury & Illness Prevention Program	I/U	3203	X	X	X	X	X
Ladder Safety	I	3276	X	X	X	X	X
New Employee Safety Orientation/Specific Job Hazards	I	3203	X	X	X	X	X
Outdoor Hazards (plants, animals, insects)	A-Spring	3203			X	X	X
Personal Protective Equipment Requirements (PPE)	I/U	3380, 3385	X		X	X	X
Respiratory Protection (N95 and Gas Mask)	I/A	5144	X		X	X	X
Standard Operating Procedures (Department Specific)	A	N/A	X	X	X	X	X
Supervisor Safety Training (designated employees)	I/U	3203	X	X	X	X	X
Tools – Hand & Power (department specific)	I/U	Article 20			X	X	X

Training Frequency:	I – Initial Exposure/New Employee	A – Annual	U – Update/Change	C – Certification
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Appendix C

<p>POLICE SAFETY TRAINING MATRIX INCLUDES, BUT NOT LIMITED TO THE FOLLOWING TOPICS:</p>	<p>Training Frequency</p>	<p>Cal/OSHA Section Reference</p>	<p>Police Chief</p>	<p>Dispatch</p>	<p>Command Staff</p>	<p>Police Officers</p>	<p>Animal Control</p>
<p>Workplace Violence</p>	<p>I</p>	<p>3203</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>

Training Frequency: I – Initial Exposure/New Employee A – Annual U – Update/Change C – Certification

Injury and Illness Prevention Program COVID-19 Supplement

Instructions

On May 14, 2020, Cal/OSHA revised the [Interim General Guidelines on Protecting Workers from COVID-19](#). The new guideline outlines **mandatory** control measures most California employers must implement and document within their written Injury & Illness Prevention Program (IIPP).

All California employers are required to establish and implement an IIPP ([Title 8 Section 3203](#)) to protect employees from workplace hazards. Under the hazard assessment requirement, employers are required to determine if COVID-19 infection is a hazard in their workplace. If it is a workplace hazard, then employers must implement infection control measures, including applicable and relevant recommendations from the Centers for Disease Control and Prevention (CDC).

This sample COVID-19 IIPP Supplement includes the infection prevention measures outlined in the Cal/OSHA guidance posted on May 14, 2020. There are several areas in the supplement that will need to be modified or customized, which will be indicated by **BLUE TEXT**.

Important Note:

The COVID-19 IIPP Supplement does not replace the requirements in the Cal/OSHA Aerosol Transmissible Diseases (ATD) Standard ([Title 8 Section 5199](#)) for covered employees. In general, covered employees for our clients include emergency medical services, medical transport services, certain police services, correctional facilities, and homeless shelters. The regulation provides a complete list of covered employees.

Review the regulation for a complete list of covered employees and any current interim compliance guidance on the Cal/OSHA website for further information.

**Gridley Police Department
IIPP - COVID-19 Supplement
November 4, 2020**

Policy

This COVID-19 IIPP Supplement has been established in accordance with the Cal/OSHA Interim General Guidelines on Protecting Workers from COVID-19 and the Injury & Illness Prevention Program (Title 8 Section 3203) requirements.

Under the IIPP hazard assessment requirements, it has been determined exposure to the COVID-19 virus is a potential hazard in our workplace. Therefore, infection control measures as directed in the Cal/OSHA mandatory guidance have been developed and implemented.

Responsibilities

Each Department Head has the authority and responsibility for:

- Implementing the infection control measures as outlined in this supplement
- Ensuring the outlined sanitation and disinfection efforts are conducted
- Conducting regular inventories to ensure all needed supplies and personal protective equipment (PPE) are available
- Making certain COVID-19 training (as outlined in the training section) is conducted and documented for all employees
- Ensuring our entity is aware of, and complying with, the COVID-19 employee requirements in the Families First Coronavirus Response Act

Managers & Supervisors

Managers and supervisors are responsible for implementing and maintaining the infection control measures in their work areas. They are responsible for answering employee questions and setting a good example by following the guidance in this supplement.

Employees

All employees are responsible for understanding and following the infection control measures and for asking questions when direction is unclear. Employees are expected to report any unsafe conditions to their supervisor.

Compliance

Our primary goal is to prevent the spread of COVID-19 and protect our employees. All managers, supervisors, and employees are required to strictly adhere to all the outlined infection control measures in this supplement. Our compliance measures include, but are not limited to, the following:

- Informing employees of these requirements in a readily understandable language
- Training all employees on the infection control measures
- Disciplining employees for failure to comply with the requirements in this supplement

Communication

All employees will be trained on the infection control measures in a form readily understandable by all. Our communication system encourages all employees to inform their managers and supervisors of any unsafe working conditions without fear of reprisal. Employees can report COVID-19 specific or any workplace hazards anonymously by contacting their respective Department Head.

Hazard Assessment & Infection Control Measures

The IIPP regulation requires us to conduct a hazard assessment to identify, evaluate, and implement control measures whenever we are made aware of a new or previously unrecognized hazard. It has been determined that exposure to the COVID-19 virus is a potential hazard in our workplace. Therefore, infection control measures as directed in the Cal/OSHA mandatory guidance have been developed and implemented.

Infection Control Measures

Administrative Controls

- All sick employees will be actively encouraged to stay home.
- Employees will be immediately sent home or to medical care, as needed, if they have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, or recent loss of taste or smell.
- Employees who are out ill with fever or acute respiratory symptoms are not allowed to return to work until both of the following occur:
 - At least three full days pass with no fever (without the use of fever-reducing medications) and no acute respiratory illness symptoms; and
 - At least 10 days pass since the symptoms first appeared.
- Employees who return to work following an illness are required to report any recurrence of symptoms.
- Teleworking options will be supported where feasible. For members of the Gridley Police Department, there is no teleworking options available at this time.

- Employees will be advised of any non-essential travel requirements. Currently there are no travel restrictions in place at this time and is subject to change as needed.

Physical Distancing

- Physical distancing will be practiced by cancelling in-person meetings and using video or telephonic meetings when possible.
- A distance of at least 6 feet between persons will be maintained at the workplace when possible.
- Shared workspaces (desks, offices, and cubicles) and work items (phones, computers, other work tools and equipment) will be avoided when possible. If workspaces and work items must be shared, they will be cleaned and disinfected before and after use.

Face Covering

Employees will be provided with cloth face covers or encouraged to use their own face covers whenever they may be in workplaces with other persons. Cloth face coverings are not PPE, but combined with physical distancing of at least six feet, they may help prevent infected persons without symptoms from unknowingly spreading COVID-19.

Cleaning & Disinfection

Procedures have been established to routinely clean and disinfect commonly touched objects and surfaces such as elevator buttons, handrails, copy machines, faucets, and doorknobs. Surfaces are cleaned with soap and water prior to disinfection. These procedures should include:

- Using disinfectants that are [EPA-Approved](#) for use against the virus that causes COVID-19.
- Providing EPA-registered disposable wipes for employees to wipe down commonly used surfaces before use.
- Following the manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, PPE, concentration, contact time).
- Ensuring there are adequate supplies to support cleaning and disinfection practices.

Confirmed Cases of Employee Exposure to COVID-19

If an employee is confirmed to have COVID-19 infection, the following measures will take place:

- Inform employees of their possible exposure to COVID-19 in the workplace, but maintain confidentiality as required by the Americans with Disabilities Act (ADA) and the California Department of Fair Employment and Housing.
- Temporarily close the general area where the infected employee worked until cleaning is completed.
- Conduct deep cleaning of the entire general area where the infected employee worked and may have been, including breakrooms, restrooms and travel areas, with a cleaning agent approved for use by the EPA against coronavirus. Ideally, the deep cleaning should be performed by a professional cleaning service.
 - Any person cleaning the area will be equipped with the proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, mask, or respirator if required) in addition to PPE required for cleaning products.

Engineering Controls for Customer Service Areas

For employees who have frequent contact with the public, the following measures will be implemented that take into account the possibility that the public is a possible contamination source, including:

- Conducting even more frequent cleaning and disinfection of surfaces touched by the public such as credit card machines, touch screens, doorknobs, etc.
- Where feasible, employees who have frequent interaction with the public will be protected with engineering controls such as Plexiglas screens, tables or other physical barriers, or spatial barriers of at least six feet.
- If exposures to the general public cannot be eliminated with engineering controls, customers will be required or encouraged to wear face coverings and physical distancing.
- Hand sanitizer stations will be provided, and employees will be encouraged to frequently wash their hands with soap and water for 20 seconds.
- Physical distancing will be enforced by limiting the number of customers in the space, where feasible.
- Disposable gloves will be provided to employees who handle items touched by the public.

Hazard Correction

Any reported COVID-19 related unsafe or unhealthy work conditions, practices, or procedures will be investigated and, if warranted, corrected in a timely manner.

Accident/Incident Investigations

Accident/incident investigations, for potentially work-related COVID 19 illnesses, will be conducted as required by Cal/OSHA.

Cal/OSHA's reporting requirements are outlined at <https://www.dir.ca.gov/dosh/coronavirus/Reporting-Requirements-COVID-19.html>.

Cal/OSHA's Q&A on Executive Order N-62-20 is available at <https://www.dir.ca.gov/dwc/Covid-19/FAQs.html>

Training

All employees will receive training in a language that is readily understandable to them. Training will include a review of this IIPP - COVID-19 Supplement and the following topics:

- General description of COVID-19, symptoms, when to seek medical attention, how to prevent its spread, and the employer's procedures for preventing its spread at the workplace.
- How an infected person can spread COVID-19 to others even if they are not sick.
- How to prevent the spread of COVID-19 by using cloth face covers, including:
 - CDC guidelines that everyone should use cloth face covers when around other persons.

- How cloth face covers can help protect persons around the user when combined with physical distancing and frequent hand washing.
- Information that cloth face covers are not protective equipment and do not protect the person wearing a cloth face cover from COVID-19.
- Instructions on washing and sanitizing hands before and after using face coverings, which should be washed after each shift.
- Cough and sneeze etiquette.
- Washing hands with soap and water for at least 20 seconds after interacting with other persons and after contacting shared surfaces or objects.
- Avoiding touching eyes, nose, and mouth with unwashed hands.
- Avoiding sharing personal items with co-workers (i.e., dishes, cups, utensils, towels).
- Providing tissues, no-touch disposal trash cans, and hand sanitizer for use by employees.
- Safely using cleaners and disinfectants, which includes:
 - The hazards of the cleaners and disinfectants used at the worksite.
 - Wearing PPE (such as gloves).
 - Ensuring cleaners and disinfectants are used in a manner that does not endanger employees.

Record Keeping

All COVID-19 related training records, inspections, and investigations will be maintained as outlined in our IIPP Recordkeeping section.

City Council Agenda Item #4
Staff Report

Date: January 19, 2021
To: Mayor and City Council
From: Rodney Harr, Acting City Administrator
Subject: City Council Committee Assignments

X	Regular
	Special
	Closed
	Emergency

Recommendation

Staff respectfully requests the City Council discuss the various City Council Committee Assignments identified in the attached Appointments List and appoint Council Members to the various Committees. The appointments are generally for a period of two years. Most of the appointments may be changed by the City Council at any time.

Background and Compliance with City Council Strategic Plan or Budget Goals

The City Council is committed to effective leadership and inter-agency collaboration, including representation of individual City Councilmembers on various local and regional Boards and Commissions.

Financial Impact

None

Attachments:

Draft List of City Councilmember Committee Appointments

City Council Agenda Item #5
Staff Report

Date: January 19, 2021
To: Mayor and City Council
From: Tony Galyean, City Attorney

X	Regular
	Special
	Closed
	Emergency

Subject: Approval of City Administrator Recruitment Brochure and Ad

Recommendation

Staff respectfully requests Council review and approve the attached City Administrator Recruitment Brochure and City Administrator Recruitment Ad.

Background

A Special City Council Meeting was held on December 17, 2020 where a question-and-answer session was held with Gary Phillips of Bob Murray & Associates. Council directed that Mr. Phillips would contact each Council member individually and obtain their ideas to be considered when creating the recruitment documents. The attached are the result of those efforts.

Financial Impact

There is no financial impact associated with this item.

Compliance with the City Council Strategic Plan or Budget Goals

This recommendation is consistent with our ongoing efforts to be open and transparent regarding all actions, including employee recruitments.

Attachments

- City Administrator Recruitment Brochure (wording only)
- City Administrator Recruitment Ad

City of Gridley, California
City Administrator

THE COMMUNITY

The City of Gridley is a small town that loves company. This quaint community with a population of just over 6,700 is located in the heart of the beautiful Northern Sacramento Valley at the foot of the world's smallest mountain range, the Sutter Buttes, and south of the North State's own version of "Yosemite," the majestic volcano that is Mt. Lassen National Park and beautiful Mt. Shasta. Conveniently located within a few hours of the Bay Area and the Lake Tahoe/Truckee/Reno area, one has the advantage of living in a community with clean air, good water, and a rural, small-town lifestyle, while having quick access to metropolitan areas like Sacramento and Redding. Quality of life is the primary goal of the community. The City and community support an active and creative recreation program. The area is also home to some of the best hunting and fishing in the state.

Gridley's ecological footprint complements the rich and fertile agricultural lands that surround the City. One need only travel a few minutes in any direction before reaching wide open spaces of beautifully rolling rice fields and lush green orchards. Gridley continues to chart its own economically-independent destiny by providing water, wastewater, and electrical services to residents and businesses. To meet the needs of a growing community, Gridley offers quality lifestyle, a community with old fashioned friendliness and values, and educational, cultural, and recreational opportunities in Butte County. All of these make Gridley an exceptional place to live, work, and play. The City has proactively invested in planning for future growth through the recently adopted 2030 General Plan Update.

The region offers easy access to a wide range of sporting, outdoor/mountainous, and recreational activities, and is the gateway to the Pacific Flyway for migratory birds in America. The community is served by a K-12th grade public school system, which serves both a multi-cultural and multi-racial and economically diverse community and rural population. Gridley is home to a nonprofit hospital as well as the Butte County Fairgrounds, and is nearby popular outdoor sites such as Table Mountain and Grey Lodge. Higher education opportunities are available from California State University, Chico and two public community colleges, Butte and Yuba Colleges. The Gridley community respects family values and hard work. Residents enjoy low crime rates and affordable publicly owned utilities.

CITY GOVERNMENT

The City of Gridley was incorporated in 1905 as a General Law City. The City has since adopted a Council/Administrator form of government. The City Council consists of five members, elected for overlapping four-year terms. The City has 38 full-time employees and a budget of \$15,253,002. City Departments include Administration, Finance, Information Technology, Electrical, Public Works, Building, Code Enforcement, Parks & Recreation, and Police. Utilities provided by the City include drinking water, wastewater treatment, drainage, and electric distribution. The City contracts services for fire (Cal Fire), legal, planning, and engineering services. The City has operated an electrical utility since 1910, is a member of the Northern California Power Agency, and owns shares in several electrical generating facilities. The City provides contract electrical maintenance services to the neighboring City of Biggs. City facilities include electrical distribution system, parks, water system, sewer plant, corporation yard, shooting range, and a boat launching facility on the Feather River.

Gridley has a stable employment environment, with many long-term employees. The City and the regional area are poised for growth. Gridley's last General Plan was completed in 2014. The City's financial condition is stable.

THE POSITION

The City Administrator assumes the following responsibilities:

- Acts as the Chief Executive of the City;
- Supports the City Council through policy analysis and recommendations;
- Implements the policy directions of the City Council;
- Responsible for enforcing the City's laws and policies;
- Provides daily oversight and management of all City departments;
- Manages a unique community-based electrical distribution system; and
- In conjunction with the City's Finance Director, performs tasks and shares responsibilities related to: budget development, community programs, human resources, special projects, organizational effectiveness, and economic development initiatives.

THE IDEAL CANDIDATE

The City of Gridley is seeking a City Administrator who possesses and evidences professionalism, responsiveness, and accessibility to City staff and the public. The ideal candidate will be a strong leader with confidence, creativity, and enthusiasm. Activity and visibility within the community, as well as participation in local service clubs, organizations, and events is expected of the incoming City Administrator.

Transparency with the City Council is of the highest priority for the incumbent. The selected candidate must possess integrity and have strong interpersonal skills. The selected individual will work with employees and Council on labor union relations. The ideal candidate will demonstrate experience in developing community relations, strategic planning, staff management, and support to an elected governing board. A candidate who can provide balanced recommendations to the City Council, and who can focus on both immediate and future needs will be well-suited for this position.

The City will benefit from a leader with an open door policy with staff. A City Administrator who is respectful of employees and has the ability to lead by example will be an asset. The City seeks an individual who will encourage and promote a positive work environment and include staff in implementing the City's vision and mission. The selected individual will foster a team-oriented approach to business.

The ideal candidate must be willing to lead efforts to maximize the efficiency of City services and assure all operational activities comply with the policies, procedures, and goals that have been established. The selected candidate will be politically astute yet apolitical. The City is seeking a visionary leader and strategic planner who can maintain and build upon the services provided by the City.

Candidates must possess a Bachelor's degree from an accredited college or university in Public Administration, Business Administration, or a closely related field; a Master's degree is desirable. A minimum of five (5) years of progressively responsible management experience with a full-service municipality or private industry equivalent is required.

COMPENSATION

The City Administrator position is "at will" and governed by an employment contract. The salary range for the City Administrator is open and negotiable, dependent upon qualifications and relevant experience. In addition, benefits are provided which include:

- **Retirement** – The City participates in the PERS 2% at 55 retirement plan for Classic employees and 2% at 62 for new members. The employee is responsible for the employee share under either plan. Employees are eligible to participate in the ICMA deferred compensation plan. The City does not participate in Social Security.
- **Health Insurance** – The City provides generous family benefits.
- **Vacation** – The City Administrator receives vacation as follows: 0-5 years – 10 days/year; 6-10 years – 15 days/year; 11+ years – 20 days/year.
- **Holidays** – 13 days per year
- **Management Leave** – 120 hours per year
- **Sick Leave** – 12 days per year with unlimited accrual
- **Life Insurance** – \$100,000, employee only
- **Longevity Pay** –

10 years of service	1% of salary
15 years of service	2% of salary
20 years of service	3% of salary
25 years of service	4% of salary

TO APPLY

If you are interested in this outstanding opportunity, please visit our website at www.bobmurrayassoc.com to apply online.

Filing Deadline: April 1, 2021

Following the filing deadline, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray and Associates. Candidates will be advised of the status of the recruitment following finalists' selection. Finalist interviews will be held with the City of Gridley. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. If you have any questions, please do not hesitate to call Mr. Gary Phillips at (916) 784-9080.

City of Gridley, California
City Administrator

The City of Gridley, population just over 6,700, is a quaint community located in the heart of the beautiful Northern Sacramento Valley. The City of Gridley is currently seeking a City Administrator who will serve under the administrative direction of the City Council. The selected candidate will act as the Chief Executive of the City, supporting Council through policy analysis and recommendations, implementing policy direction of the Council, and providing daily oversight and management of all City departments. The City desires a strong leader with confidence, creativity, and enthusiasm. Transparency with the City Council will be a high priority for the incumbent. Candidates must possess a Bachelor's degree from an accredited college or university in Public Administration, Business Administration, or a closely related field; a Master's degree is desirable. A minimum of five (5) years of progressively responsible management experience with a full service municipality or private industry equivalent is required. The City Administrator position is "at will" and governed by an employment contract. The salary range for the City Administrator is open and negotiable, dependent upon qualifications. If you are interested in this outstanding opportunity, please apply online at www.bobmurrayassoc.com. Please contact Gary Phillips at (916) 784-9080 should you have any questions. **Filing Deadline: April 1, 2021.**