



201 North Lassen Street
Willows, CA 95988
(530) 934-7041

Willows City Council Regular Meeting

February 28, 2023
Willows City Hall
6:00 PM – Regular Session

City Council
Rick Thomas, Mayor
David Vodden, Vice Mayor
Gary Hansen, Council Member
Jeff Williams, Council Member
Casey Hofhenke, Council Member

City Manager
Marti Brown

City Clerk
Louis Ósémwegie

Agenda

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **CHANGES TO THE AGENDA**
5. **PUBLIC COMMENT & CONSENT CALENDAR FORUM**

All matters on the Consent Calendar are considered routine and are approved by one motion and vote, unless Councilmembers or the City Manager first requests that a matter be removed for separate discussion and action. Individuals wishing to address the City Council concerning Consent Calendar items or regarding matters that are not already on the agenda are invited to make oral comments of up to three minutes at this time. Please address your comments to the Mayor and Councilmembers, and not to staff and/or the audience. By State law, the Council is not permitted to undertake any action or discussion on any item not appearing on the posted agenda. If you have any documentation that you would like distributed to the City Council, please mail it to the City Clerk at 201 North Lassen Street, Willows, CA 95988 or email it to: losemwegie@cityofwillows.org.

a. **Register Approval**

Recommended Action: Approve general checking, payroll, and direct deposit check registers.
Contact: Marti Brown, City Manager, mbrown@cityofwillows.org

b. **Minutes Approval**

Recommended Action: Approve minutes of the February 14, 2023, City Council meeting.
Contact: Louis Osemwegie, City Clerk, losemwegie@cityofwillows.org

c. **Updated and Revised Job Classification – Finance & Human Resources Analyst**

Recommended Action: Approve the updated and revised Finance & Human Resources Analyst job classification.
Contact: Marti Brown, City Manager, mbrown@cityofwillows.org

d. **JMCM Consulting Contract to Prepare Safer Grant Application**

Recommended Action: Authorize the City Manager, or her designee, to execute a contract with JMCM Consulting to prepare a Staffing for Adequate Fire and Emergency Response (SAFER) Grant application for the Willows' Fire Department.

Contact: Nate Monck, Fire Chief, nmonck@cityofwillows.org

6. **DISCUSSION & ACTION CALENDAR**

All matters in this section of the Agenda are discussed and will be acted on individually. Individuals wishing to address the City Council concerning any of these items are invited to make oral comments of up to three minutes at this time. Please address your comments to the Mayor and Councilmembers, and not to staff and/or the audience. When the Mayor calls for public comment, please raise your hand to be acknowledged. While not required, the City requests that you please state your name clearly for the audio recording. By State law, the Council is not permitted to undertake any action or discussion on any item not appearing on the posted agenda. If you have any documentation that you would like distributed to the City Council, please mail it to the City Clerk at 201 North Lassen Street, Willows, CA 95988 or email it to: losemwegie@cityofwillows.org.

a. **Purchase New Fire Department Software**

Recommended Action: Authorize the City Manager, or her designee, to purchase Imagetrend reporting software for Fire Department use.

Contact: Nate Monck, Fire Chief, nmonck@cityofwillows.org

b. **Street Banner Program**

Recommended Action: Consider and approve the recommendation by the City of Willows Planning Commission to award the eight remaining banners in the downtown banner program to local not-for-profit organizations.

Contact: Patrick Piatt, Community Development & Services Director, ppiatt@cityofwillows.org

7. **COMMENTS & REPORTS**

- a. City Council Correspondence
- b. City Council Comments & Reports

8. **CLOSED SESSION**

Pursuant to Government Code Sections §54954.3, the public will have an opportunity to directly address the legislative body on the item below prior to the Council convening into closed session. Public Comments are generally restricted to three minutes.

a. **Public Employee Appointment (§ 54957)**

Title: City Attorney.

Potential Action: The City Attorney has terminated the legal services agreement with the City; therefore, the Council will consider authorizing the City Manager to issue a request for proposals, (RFP) to qualified firms for general legal (City Attorney) services.

Contact: Marti Brown, City Manager, mbrown@cityofwillows.org

9. ADJOURNMENT

This agenda was posted Feb. 23, 2023.

Louis Osémwegie

Louis Ósémwegie, City Clerk

A complete agenda packet, including staff reports and back-up information, is available for public inspection during normal work hours at City Hall or the Willows Public Library at 201 North Lassen Street in Willows or on the City's website at www.cityofwillows.org.

In compliance with the Americans with Disabilities Act, the City of Willows will make available to members of the public any special assistance necessary to participate in this meeting. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132). The public should contact the City Clerk's office at 934-7041 to make such a request. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

The City of Willows is an Equal Opportunity Provider



PUBLIC COMMENTS & CONSENT CALENDAR FORUM



PERIOD

1/30/2023 TO 02/12/2023

Payroll Direct Deposit Z46324 TO Z46351

General Checking 40598 TO 40609

APPROVAL DATE 02/28/2023

APPROVED _____

REPORT.: 02/13/23
 RUN...: 02/13/23 Time: 13:43
 Run By.: Katie Butler

CITY OF WILLOWS
 Check Register

PAGE: 001
 ID #: PRCR
 CTL.: WIL

Check Number	Date	Payroll Date	**Employee** Num Name	Actual Period	Fiscal Period	Gross Amount	Tax Amount	Deduction Amount	Check Amount
40598	02/17/23	02/12/23	MAR00 MARTINEZ, JULIANA	02-23	08-23	264.00			
40599	02/17/23	02/12/23	BEA00 BEATTY, RYAN	02-23	08-23	155.00			
40600	02/17/23	02/12/23	CAN00 CANO, ILIANNA	02-23	08-23	155.00			
40601	02/17/23	02/12/23	PAL03 PALAFOX-SAN, NYLA	02-23	08-23	155.00			
446324	02/17/23	02/12/23	BRO01 Brown, Martha	02-23	08-23	5955.77			
446325	02/17/23	02/12/23	BUT01 BUTLER, KATIE LEEANN	02-23	08-23	2077.38			
446326	02/17/23	02/12/23	FAH00 FAHEY, LORI	02-23	08-23	3344.77			
446327	02/17/23	02/12/23	OSE00 OSEMWEGIE, LOUIS	02-23	08-23	2701.85			
446328	02/17/23	02/12/23	PIA00 PIATT, JAMES PATRICK	02-23	08-23	4807.69			
446329	02/17/23	02/12/23	RUS01 RUSTENHOVEN, TARA L	02-23	08-23	2364.00			
446330	02/17/23	02/12/23	ARE00 Arellanes, Ashley Marie	02-23	08-23	653.98			
446331	02/17/23	02/12/23	BRI00 BRIONES, BRENDA VALENZU	02-23	08-23	256.00			
446332	02/17/23	02/12/23	EH002 EHORN, CAITLIN A	02-23	08-23	1333.38			
446333	02/17/23	02/12/23	SPE02 SPENCE, KYLIEGH C	02-23	08-23	522.40			
446334	02/17/23	02/12/23	VAR00 Vargas, Giovanni	02-23	08-23	592.00			
446335	02/17/23	02/12/23	BOB01 Bobadilla, Tristan	02-23	08-23	162.75			
446336	02/17/23	02/12/23	FLO00 Flowerdew, Nick	02-23	08-23	155.00			
446337	02/17/23	02/12/23	HUT04 HUTSON, KRISTINA RENEE	02-23	08-23	806.25			
446338	02/17/23	02/12/23	PEA05 Peabody, Garrett	02-23	08-23	77.50			
446339	02/17/23	02/12/23	RAY00 Raygoza, Rodrigo	02-23	08-23	183.75			
446340	02/17/23	02/12/23	THR00 Throm, Billie	02-23	08-23	155.00			
446341	02/17/23	02/12/23	EN000 ENOS, KYLE	02-23	08-23	3354.28			
446342	02/17/23	02/12/23	LOM00 LOMBARD, TYLER JOSEPH	02-23	08-23	3331.47			
446343	02/17/23	02/12/23	LOP02 Lopez, Jose	02-23	08-23	427.44			
446344	02/17/23	02/12/23	MON00 MONCK, NATHANIAL T	02-23	08-23	4538.77			
446345	02/17/23	02/12/23	ABO00 ABOLD, STEVEN B	02-23	08-23	1893.18			
446346	02/17/23	02/12/23	CAZ01 Cazares, Benjamin L.	02-23	08-23	1784.30			
446347	02/17/23	02/12/23	MIN00 MINGS, MICHAEL E	02-23	08-23	1768.15			
446348	02/17/23	02/12/23	PFY00 PFYL, NATISA N	02-23	08-23	2961.51			
446349	02/17/23	02/12/23	RAN01 RANDOLPH, MATTHEW	02-23	08-23	1527.69			
446350	02/17/23	02/12/23	REE00 REED, JOSHUA	02-23	08-23	1900.14			
446351	02/17/23	02/12/23	VAS01 VASQUEZ, PEDRO CEASAR	02-23	08-23	2092.62			
						52458.02			

REPORT.: 02/14/23
 RUN ON.: 02/14/23 Time: 10:20
 RUN BY.: Katie Butler

CITY OF WILLOWS
 Vendor Check Register Print

PAGE: 001
 ID #: SPVR
 CTL.: WIL

Number	Date	Vendor/Organization	Invoice Id	Date	Description/Reference	Period	Amount	Amount Paid
40602	02/14/23	AFL02 AFLAC WAGE WORKS	C30214	02/14/23	AFLAC DEPENT PRETAX	02-23	142.31	142.31
40603	02/14/23	EDD01 EMPLOYMENT DEVELOP.DEPT. S	C30201	02/01/23	STATE INCOME TAX	02-23	-2.00	
40603	02/14/23	EDD01 EMPLOYMENT DEVELOP.DEPT. S	C30208	02/08/23	STATE INCOME TAX	02-23	455.34	
40603	02/14/23	EDD01 EMPLOYMENT DEVELOP.DEPT. S	C30214	02/14/23	STATE INCOME TAX	02-23	1386.95	1840.29
40604	02/14/23	EDD02 EMPLOYMENT DEVELOPMENT DEP	C30208	02/08/23	SDI	02-23	88.78	
40604	02/14/23	EDD02 EMPLOYMENT DEVELOPMENT DEP	C30214	02/14/23	SDI	02-23	459.78	548.56
40605	02/14/23	ICM01 ICMA RETIREMENT TRUST 457	C30214	02/14/23	DEFERRED COMP - ICMA	02-23	200.00	200.00
40606	02/14/23	NAT00 NATIONWIDE RETIREMENT SOLU	C30214	02/14/23	USCM DEF. COMP. NAT	02-23	1559.49	
40606	02/14/23	NAT00 NATIONWIDE RETIREMENT SOLU	1C30214	02/14/23	USCM DEF. COMP. MTCH	02-23	278.85	1838.34
40607	02/14/23	PER01 P.E.R.S.	C30214	02/14/23	PERS PAYROLL REMITTANCE	02-23	8149.14	8149.14
40608	02/14/23	UMP00 UMPQUA BANK	C30201	02/01/23	DIRECT DEPOSIT	02-23	-92.27	
40608	02/14/23	UMP00 UMPQUA BANK	C30214	02/14/23	DIRECT DEPOSIT	02-23	35131.96	35039.69
40609	02/14/23	UMP01 UMPQUA BANK - MYTAXPAYER	C30201	02/01/23	FEDERAL INCOME TAX	02-23	-5.47	
40609	02/14/23	UMP01 UMPQUA BANK - MYTAXPAYER	C30208	02/08/23	FEDERAL INCOME TAX	02-23	1193.33	
40609	02/14/23	UMP01 UMPQUA BANK - MYTAXPAYER	C30214	02/14/23	FEDERAL INCOME TAX	02-23	3692.13	
40609	02/14/23	UMP01 UMPQUA BANK - MYTAXPAYER	1C30208	02/08/23	FICA	02-23	1223.14	
40609	02/14/23	UMP01 UMPQUA BANK - MYTAXPAYER	1C30214	02/14/23	FICA	02-23	6334.28	
40609	02/14/23	UMP01 UMPQUA BANK - MYTAXPAYER	2C30208	02/08/23	MEDICARE	02-23	286.06	
40609	02/14/23	UMP01 UMPQUA BANK - MYTAXPAYER	2C30214	02/14/23	MEDICARE	02-23	1481.40	14204.87
TOTAL DISBURSED...							61963.20	61963.20



Willows City Council Draft Action Meeting Minutes February 14, 2023

201 North Lassen Street
Willows, CA 95988
(530) 934-7041

City Council
Rick Thomas, Mayor
David Vodden, Vice-Mayor
Jeff Williams, Councilmember
Gary Hansen, Councilmember
Casey Hofhenke, Councilmember

City Manager
Marti Brown

City Clerk
Louis Ósémwegie

1. CALL TO ORDER – 6:00 PM

2. PLEDGE OF ALLEGIANCE

Mayor Thomas and Vice Mayor Vodden; Councilmembers Hansen, Williams, and Hofhenke, led the Pledge of Allegiance.

3. ROLL CALL

Councilmembers Present: Mayor Rick Thomas, Vice-Mayor Vodden, and Councilmembers Williams, Hansen, and Hofhenke.

4. CHANGES TO THE AGENDA

City Manager, Marti Brown recommended that agenda Item 8a (Power Purchase Agreement and Lease Agreement for Solar Panel Project be heard before Item 7, Public Hearing.

Councilmember Williams pulled Items 6c. (Acquisition of a New ¾ Ton Flat Bed Pickup), and 6d, (Acquisition of Two (2) Side-By-Side Utility Vehicles) for discussion.

5. CLOSED SESSION

a. Conference with Real Property Negotiators (§ 54956.8)

Property: APN: 017-170-050-000.

Action: No reportable action.

b. Public Employee Appointment (§ 54957)

Title: City Attorney.

Action: No reportable action.

6. PUBLIC COMMENT & CONSENT CALENDAR FORUM

Public Comment:

Manuel Moreno and partner, Residents.

Consent Calendar:

Passed a motion to adopt the Consent Calendar in one motion. (Unanimous).

Moved/Seconded: Vice Mayor Vodden and Councilmember Hansen.

Yes: Councilmembers Williams, Hansen, Hofhenke, and Vice-Mayor Vodden and Mayor Thomas.

a. Register Approval

Action: Approved general checking, payroll, and direct deposit check registers.

b. Minutes Approval

Action: Approved minutes of the January 24, 2023, City Council meeting.

c. Acquisition of a New ¾ Ton Flat Bed Pickup

Action: Authorized purchasing flexibility of a ¾ ton truck during a time of continued supply chain issues per the approved budget, and allowed staff to purchase a truck that satisfied the needs of the Department as soon as possible without soliciting three competitive bids per the Municipal Code.

d. Acquisition of Two (2) Side-By-Side Utility Vehicles

Action: Authorized the purchase of two (2) new side-by-side utility vehicles in accordance with the Willows Municipal Code for a total amount of \$23,395 (Attachment 1).

Moved/Seconded: Councilmember Williams and Vice Mayor Vodden.

Yes: Councilmembers Williams, Hansen, Hofhenke, and Vice-Mayor Vodden and Mayor Thomas.

e. Landscaping and Lighting Special Assessment District

Action: Adopted Resolution 65-2023 appointing Coastland Civil Engineering as the Engineer of Work for the City of Willows Landscaping and Lighting Special Assessment District; and directed the preparation of the Annual Engineer's Report for FY 2023-24.

f. City Donation to the Willows Chamber of Commerce

Public Comment:

Jalen Millen, Willows Chamber of Commerce.

Action: Authorized the City Manager to donate \$5000 to the Willows Chamber of Commerce.

Moved/Seconded: Mayor Thomas and Councilmember Hansen.

Yes: Councilmembers Williams, Hansen, Hofhenke, and Vice-Mayor Vodden and Mayor Thomas.

7. PUBLIC HEARING

a. Approval of Cannabis Business License for Sundial Collective Willows

Action: Adopted Resolution 66-2023 issuing a business license to Sundial Collective Willows.

Moved/Seconded: Councilmember Hansen and Vice Mayor Vodden.

Yes: Councilmembers Williams, Hansen, Hofhenke, and Vice-Mayor Vodden and Mayor Thomas.

b. Approval of Housing Element Update 2021-2029

Action: Reviewed and approved the final 2021-2029 Housing Element Update and adopted Resolution 67-2023.

8. DISCUSSION & ACTION CALENDAR

a. Power Purchase Agreement and Lease Agreement for Solar Panel Project

Action: Moved forward, and continued to the City Council Special Meeting of February 21, 2023.

Moved/Seconded: Councilmembers Williams and Hofhenke.

Yes: Councilmembers Hansen, Williams, and Hofhenke, and Vice-Mayor Vodden and Mayor Thomas.

b. Urgent Street Repair Project – Green and Jefferson Streets

Public comment:

Bob Fausto, Resident.

Action: Adopted Resolution 68-2023, authorizing the City Manager, or her designee, to execute a contract with All-American Construction, Inc. for urgent street repairs on Green and Jefferson Streets for a not-to-exceed amount of \$65,000.

Moved/Seconded: Vice Mayor Vodden and Councilmember Hansen

Yes: Councilmembers Hansen, Williams, and Hofhenke and Vice Mayor Vodden and Mayor Thomas.

c. Facilities Use Agreement with Willows Unified School District for the 2023 Summer Use of the District's Swimming Pool

Public comment:

Sharon Ponciano.

Action: Authorized the City Manager, or her designee, to execute a Facilities Use Agreement with the Willows Unified School District to use the School District's pool during the summer swim season of 2023 for an amount not to exceed \$15,000.

Moved/Seconded: Councilmembers Hansen and Williams.

Yes: Councilmembers Williams, Hansen and Hofhenke, and Vice-Mayor Vodden and Mayor Thomas.

9. **COMMENTS & REPORTS**

- a. Council Comments and Reports.
- b. Council Correspondence – None.

10. **ADJOURNMENT – 8:56 PM**

Dated: February 23, 2023

Louis Ósémwegie, City Clerk



Date: February 28, 2023
To: Honorable Mayor and Councilmembers
From: Marti Brown, City Manager
Subject: Updated and Revised Job Classification – Finance & Human Resources Analyst

Recommendation:

Approve the updated and revised Finance & Human Resources Analyst job classification.

Rationale for Recommendation:

The duties of this Finance Department job classification have increased over the past six months with the hiring of a new Accounting Manager, increasing the cities ranks from 11 to 18 personnel and bringing all human resources (HR) duties and management of the IT contract into the Finance Department. In addition, the duties will continue to grow with the onboarding of Tyler Technologies and bringing business licenses back inhouse. As a result, the classification needs to be primarily focused on finance and HR duties (e.g., 95% or more time).

Background:

When this classification was originally created, there was a need for Finance Department personnel who could primarily manage Accounts Payable/Receivable and Payroll, as well as additional HR and grant management support. The position was also intended to provide quite a bit of phone and counter backup at the front desk, as well as cross train on permitting and other questions from the public at the counter. In essence, it was primarily Finance focused, but with a broad "other duties as assigned" category that included the potential for providing considerable cross training and back up of City Hall's main phone line and front counter work.

Discussion & Analysis:

Now that the City has hired a new Accounting Manager and is moving to new state-of-the-art Finance software, there are other opportunities and organizational needs that should be "housed" in the Finance Department, including business license management, all Human Resources-related tasks and duties, the City's IT contract, and all City insurance and liability

management. All of these efforts have either already occurred or are underway. These new and/or expanding duties and responsibilities require both of the City's Finance Department personnel to primarily focus on all of the aforementioned duties, as well as supporting the rest of city staff with payroll and HR related issues uninterrupted and unfettered by the responsibilities and duties of other departments (e.g., Community Development & Services Department). With only two full-time Finance Department staff, the Department needs to focus on Finance, HR and IT related activities – not the activities and duties of other departments.

The updated and revised job classification is intended to refocus the position on the primary responsibilities and duties of the Finance Department, as well as avoid spreading the position too thin and implying that the classification can provide unlimited support to other Departments.

Fiscal Impact:

There is no fiscal impact.

Attachment:

- Attachment 1: Updated Finance & Human Resources Analyst Job Classification – Redline
- Attachment 2: Updated Finance & Human Resources Analyst Job Classification – Clean

FLSA: NON-EXEMPT

CITY OF WILLOWS

ADMINISTRATIVE ANALYST-FINANCE AND HUMAN RESOURCES ANALYST

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under supervision of the ~~Administrative Services Director~~ Accounting Manager, the ~~Administrative Analyst~~ Finance and Human Resources Analyst will perform a variety of financial and analytical functions for ~~City Finance and Human Resource Services~~ the Finance Department including, Accounts Payable and Receivable, Payroll, support grant administration activity, perform routine to difficult accounting and administrative functions, provide financial and non-financial analysis of data and report results, maintain accounting records, provide Human Resources-related support, support grant administration activity, and perform other related tasks as requested.

DISTINGUISHING CHARACTERISTICS:

The job incumbent has responsibility for performing all work related to the accounts receivable/accounts payable, payroll and business licensing functions of the City. Duties and responsibilities are performed in accordance with law, ordinance, and City policy. This position also performs a variety of human resources related assignments within broad procedural guidelines with minimal supervision and instruction. Requires general knowledge of Citywide and Human Resources Division related policies, procedures and practices as well as applicable federal and state laws and regulations.

SUPERVISION RECEIVED/EXERCISED:

Receives supervision & direction directly from the ~~Administrative Services Director~~ Accounting Manager

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Origination of accounts payable/receivable and cash receipts. *Also includes processing checks, filing and bank deposits. Processing 1099s.*
 - Payroll *processing, including tax and vendor payments, as well as W-2s.*
 - Maintenance of organized financial records.
 - External reporting to other public agencies.
 - Support services for various Department Heads.
 - Accept and process applications and payments for ~~various~~ *business* licenses. ~~permits and fees.~~
 - Financial and non-financial analysis and reporting.
 - General accounting.
- Maintain confidentiality of records and information concerning City employees including personnel files, medical records files, workers' compensation files and all performance and salary related information.

February, 2017

ADMINISTRATIVE ANALYST FINANCE AND HUMAN RESOURCES ANALYST

Page 2

- Provide assistance to City staff and the general public matters regarding human resources.
- *Process new employee paperwork, including all benefit forms.*
- *Reconcile all health benefit accounts.*
- *Keep track of employee's required training and schedule as necessary.*
- *Occasionally* assist with citizen service function (telephone and counter traffic) on a short-term basis (e.g., CD Technician lunch break).
- ~~Ability to cross train into other City administrative functions~~
- ~~Serve, temporarily, in the capacity of Administrative Analyst City Clerk and Community Service Technician~~
- Maintain consistent attendance and punctuality.
- Other duties as assigned.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

MINIMUM QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

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Education and/or Experience:

Associates Degree in Business Administration, Accounting, Public Administration, or related field and a minimum of two years in a public agency or corporate environment performing analytical and administrative duties highly desired. Upper division accounting or public administration coursework may serve to fulfill a portion of the experience requirement.

License/Certificate:

Possession of, or ability to obtain, a valid California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

- Methods of organization and maintenance of records and internal controls, office equipment operation, use of Microsoft Word and Excel.
- Principles and practices of governmental accounting and maintenance of financial records.
- Federal, State and local codes and ordinances relating to taxes, fees, licenses, permits and contracts.
- Budgeting procedures and techniques.
- Safe work practices and related regulations.
- Principles of excellent customer service.

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Ability to:

Analyze a variety of data in preparation and dissemination of information; take direction from a variety of sources; prioritize and manage tasks in order to meet deadlines; communicate and interact effectively with co-workers, regulatory agencies, and the public; prepare clear and concise written reports; adapt to various computer software and effectively obtain information from such software and manual records.

Skill to:

- Operate a computer with accuracy.
- Perform a variety of responsible clerical work without direct supervision.
- Interpret and apply policies, rules, laws, labor agreements and other standards appropriately in a wide variety of circumstances.
- Exercise independent judgment.
- Research, analyze and develop comprehensive reports on a variety of human resources and organizational issues and make appropriate recommendations.
- Maintain the confidentiality of privileged information.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted during the course of work.

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ACKNOWLEDGMENT:

I acknowledge that I have read the job description and requirements for the Administrative Finance and Human Resources Analyst position and I certify that I can perform these functions.

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Applicant Signature

Date

Witness

CITY OF WILLOWS
FINANCE AND HUMAN RESOURCES ANALYST

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DEFINITION:

Under supervision of the Accounting Manager, the Finance and Human Resources Analyst will perform a variety of financial and analytical functions for the Finance Department including, Accounts Payable and Receivable, Payroll, perform routine to difficult accounting and administrative functions, provide financial and non-financial analysis of data and report results, maintain accounting records, provide Human Resources-related support, support grant administration activity, and perform other related tasks as requested.

DISTINGUISHING CHARACTERISTICS:

The job incumbent has responsibility for performing all work related to the accounts receivable/accounts payable, payroll and business licensing functions of the City. Duties and responsibilities are performed in accordance with law, ordinance, and City policy. This position also performs a variety of human resources related assignments within broad procedural guidelines with minimal supervision and instruction. Requires general knowledge of Citywide and Human Resources Division related policies, procedures, and practices as well as applicable federal and state laws and regulations.

SUPERVISION RECEIVED/EXERCISED:

Receives supervision and direction directly from the Accounting Manager.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Origination of accounts payable/receivable and cash receipts. Also includes processing checks, filing and bank deposits. Processing 1099s and 1095-B forms
- Payroll processing, including tax and vendor payments, as well as W-2s.
- Maintenance of organized financial records.
- External reporting to other public agencies.
- Support services for various Department Heads.
- Accept and process applications and payments for business licenses.
- Financial and non-financial analysis and reporting.
- General accounting.
Maintain confidentiality of records and information concerning City employees including personnel files, medical records files, workers' compensation files and all performance and salary related information.
- Help City staff and the general public matters regarding human resources.

FINANCE AND HUMAN RESOURCES ANALYST

Page 2

- Process new employee paperwork, including all benefit forms.
- Reconcile all health benefit accounts.
- Keep track of employee's required training and schedule as necessary.
- Occasionally assist with citizen service function (telephone and counter traffic) on a short-term basis (e.g., CD Technician lunch break).
- Maintain consistent attendance and punctuality.
- Other duties as assigned.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

MINIMUM QUALIFICATIONS:

Education and/or Experience:

Associates Degree in Business Administration, Accounting, Public Administration, or related field and a minimum of two years in a public agency or corporate environment performing analytical and administrative duties highly desired. Upper division accounting or public administration coursework may serve to fulfill a portion of the experience requirement.

License/Certificate:

Possession of, or ability to obtain, a valid California driver's license.

KNOWLEDGE/ABILITIES/SKILLS:

(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)

Knowledge of:

- Methods of organization and maintenance of records and internal controls, office equipment operation, use of Microsoft Word and Excel.

FINANCE AND HUMAN RESOURCES ANALYST

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- Principles and practices of governmental accounting and maintenance of financial records.
- Federal, State and local codes and ordinances relating to taxes, fees, licenses, permits and contracts.
- Budgeting procedures and techniques.
- Safe work practices and related regulations.
- Principles of excellent customer service.

Ability to:

Analyze a variety of data in preparation and dissemination of information; take direction from a variety of sources; prioritize and manage tasks in order to meet deadlines; communicate and interact effectively with co-workers, regulatory agencies, and the public; prepare clear and concise written reports; adapt to various computer software and effectively obtain information from such software and manual records.

Skill to:

- Operate a computer with accuracy.
- Perform a variety of responsible clerical work without direct supervision.
- Interpret and apply policies, rules, laws, labor agreements and other standards appropriately in a wide variety of circumstances.
- Exercise independent judgment.
- Research, analyze and develop comprehensive reports on a variety of human resources and organizational issues and make appropriate recommendations.
- Maintain the confidentiality of privileged information.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted during the course of work.

ACKNOWLEDGMENT:

I acknowledge that I have read the job description and requirements for the Finance and Human Resources Analyst position, and I certify that I can perform these functions.

Applicant Signature

Date

Witness



Date: February 28, 2023

To: Honorable Mayor and Councilmembers

From: Nate Monck, Fire Chief
Marti Brown, City Manager

Subject: JMCM Consulting Contract to Prepare Safer Grant Application

Recommendation:

Authorize the City Manager, or her designee, to execute a contract with JMCM Consulting to prepare a Staffing for Adequate Fire and Emergency Response (SAFER) Grant application for the Willows' Fire Department.

Rationale for Recommendation:

The SAFER Grant application is complex and unique. The City would greatly benefit by using JMCM Consulting to prepare this grant as they have considerable experience with the grant preparation process, thereby greatly increasing the City's chances of a successful grant application and being awarded the grant.

Background:

The City of Willows has contracted with JMCM Consulting in the past for similar federal grants with great success. Other local Glenn and Colusa County jurisdictions have also used JMCM consulting with great success including Indian Valley Fire District, Ord Bend Fire District, and Glenn-Codora Fire District. JMCM has proven to be responsive, knowledgeable, and a trustworthy partner with the City of Willows.

The objectives of the SAFER Program are to assist local fire departments with staffing and deployment capabilities to respond to emergencies and ensure that communities have adequate protection from fire and fire-related hazards. Local fire departments accomplish this by improving staffing and deployment capabilities, so they may more effectively and safely respond to emergencies. With enhanced staffing levels, recipients should experience a reduction in response times and an increase in the number of trained personnel assembled at the incident scene.

There is an anticipated \$360 million dollars available for this year's SAFER programs. The hiring of firefighters is listed as a high priority, and the period of performance will fund these new positions

100%, including benefits, for three years. There is no grant match requirement. The prospective award date is June 2023.

Discussion & Analysis:

Chief Monck discussed with the owner of JMCM Consulting the City's eligibility and position as it relates to the 2022 SAFER grant application. After reviewing the City's position, JMCM Consulting determined that the city would be a strong candidate with a high probability of being awarded the grant.

Chief Monck applied for the SAFER grant in 2021 and did not score high enough to be funded before available grant monies ran out. This grant application took a considerable amount of staff time to author, review and submit (e.g., excess of 60 hours).

Given the complexity of the SAFER Grant application, staff recommends using the experience and expertise of JMCM Consulting for this grant application, and avoid wasting valuable staff hours with an extremely technical and competitive grant application which was already unsuccessfully applied for last year.

If funded, this grant application will fund one additional 40-hour per week employee focused on emergency response and fire prevention, the current "Temporary Fire Engineer" position, and one Apprentice Firefighter per day bringing daily staffing levels to a minimum of two employees. The anticipated value of this grant is approximately \$750K. If awarded, this grant would bring the department back to its former 2016 Staffing levels.

Fiscal Impact:

Due to the large amount of time and effort a SAFER application requires, JMCM Consulting charges \$1,500 to prepare and submit the application. If the grant is awarded, the City will need to pay JMCM Consulting an additional \$5,000. As a result, a successful SAFER Grant application will cost the City \$6,500 overall. If the grant is not awarded during this grant cycle, JMCM Consulting will resubmit the application the following year at no additional charge.

Attachments:

Attachment 1: Resolution XX-2023



**City of Willows
Resolution xx-2023**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS, CALIFORNIA,
AUTHORIZING THE CITY MANAGER, OR HER DESIGNEE, TO EXECUTE A CONTRACT WITH JMCM
CONSULTING TO PREPARE A STAFFING FOR ADEQUATE FIRE AND EMERGENCY RESPONSE (SAFER)
GRANT APPLICATION FOR THE WILLOWS' FIRE DEPARTMENT**

WHEREAS, the City recognizes that each year hundreds of thousands of dollars in damage, injuries and death to our residents occur because of fire related incidents; and

WHEREAS, the safety of the public and Willows Firefighters is a paramount duty of the City of Willows and the Willows Fire Department; and

WHEREAS, the Willows Fire Department as part of its desire to promote public safety within the city wishes to pursue SAFER grant funding from FEMA; and

WHEREAS, JMCM Consulting has the technical expertise to create the most efficient grant package with a higher chance for success than City staff.

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Willows does hereby authorize the City Manager, or her designee, to enter and execute all agreements between the City and JMCM Consulting for the purpose of applying for a SAFER Grant

PASSED, APPROVED AND ADOPTED at the regular meeting of the City Council on this 28th day of February 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Richard Thomas, Mayor

Louis Osemwegie, City Clerk



DISCUSSION & ACTION CALENDAR



Date: February 28, 2023
To: Honorable Mayor and Councilmembers
From: Nate Monck, Fire Chief
Marti Brown, City Manager
Subject: Purchase New Fire Department Software

Recommendation:

Authorize the City Manager, or her designee, to purchase Imagetrend reporting software for Fire Department use.

Rationale for Recommendation:

Both Fire Departments of the Cities of Willows and Orland need new reporting software. With the move to centralized dispatch this year (in the Sheriff's Department), both agencies need to use the same software from a financial and technical standpoint, especially since there is a strong need and use of mutual and automatic aid in Glenn County. While several products were evaluated, Imagetrend best satisfied the needs of both agencies above all other competitors.

Background:

Currently the Willows Fire Department uses a software program called "Firehouse Reporting." This is the same program that has been used by the Department since 2004, when the department purchased its first ever reporting software. This program is no longer supported by the originating company and will no longer be available. Orland Fire Department's reporting software "Emergency Reporting" is also sunseting and no longer purchasable.

The need for new software by both agencies, along with the transition to centralized dispatch, has created a unique opportunity for the Willows and Orland Fire Departments to integrate and share software and information, and do so at a reduced cost by bundling the software purchase for both agencies together.

Discussion & Analysis:

When evaluating new software purchases, it was important to examine the needs of the department, as well as the users who would be utilizing the software. The Department software is

used for various critical functions such as: emergency incident report writing, apparatus checks, fleet maintenance records, training records, National Fire Incident Reporting System (NIFRS), asset management, and daily logs. It is critical for this software to meet security standards and national reporting requirements. The prospective software also needs to have the ability to integrate with the Glenn County Sheriff's computer aided dispatching system (CAD). It is also desirable that the new software include sufficient space to allow for Department growth as the City's future needs expand.

Effective reporting software is required to ensure the department complies with all state and federal mandates, increases public and first responder safety, and decreases duplication of efforts while limiting the City's exposure to liability and litigation.

Imagetrend software is user friendly and meets and/or exceeds all of the above cited criteria. Imagetrend is also the preferred patient care reporting software listed by Sierra-Sacramento Valley Emergency Medical Services Authority (S-SV EMS).

It should also be noted that without new software to integrate with the Glenn County Sheriff's Office CAD, Willows Fire Department will have extreme difficulty successfully transitioning to Centralized Dispatch.

Fiscal Impact:

Currently, the City pays approximately \$1,500 per year for the Fire Department's antiquated reporting software. The new software will cost a total of \$ 7,430.75 in year one, and \$ 6,031.25 each subsequent year. Imagetrend was the only responsive bidder, as well as the lowest of all quotes received during the formal and informal bidding process.

In addition, there will be monetary benefits in the future such as reduction in wasted staff hours, and ease of data recovery for public records requests, grant writing and grant reporting.

Attachments:

- Attachment 1: Resolution XX-2023
 - Exhibit A: Imagetrend Quote



**City of Willows
Resolution xx-2023**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS, CALIFORNIA,
AUTHORIZING THE CITY MANAGER, OR HER DESIGNEE TO PURCHASE IMAGETREND REPORTING
SOFTWARE FOR FIRE DEPARTMENTS USE.**

WHEREAS, the Willows Fire Department current fire department software is antiquated and no longer supported; and

WHEREAS, there is a need for reliable, user friendly, and cost-efficient fire department reporting software; and

WHEREAS, the City of Willows will limit duplication of effort, save valuable taxpayer funds, and increase efficiency by utilizing the same software as the Orland Fire Department.

NOW, THEREFORE, BE IT RESOLVED by the Willows City Council as follows:

1. The City Council of the City of Willows does hereby authorize the City Manager, or her designee, to purchase fire department reporting software from Imagetrend, in an amount not to exceed \$7,430.75 for year one.

PASSED, APPROVED AND ADOPTED at the regular meeting of the City Council on this 28th day of February 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Richard Thomas, Mayor

Louis Osemwegie, City Clerk



Elite Fire

Prepared For

Willows Rural Fire Protection District
Nathan Monck
445 S Butte ST
Willows, California 95988-3406

Prepared By

Nancy Granger
Feb 20, 2023

IMAGETREND®

Prepared For

Nathan Monck
 Willows Rural Fire Protection District
 445 S Butte ST
 Willows, California 95988-3406
 530-624-0384
 nmonck@cityofwillows.org

Bill To

Nathan Monck
 Willows Rural Fire Protection District
 445 S Butte ST
 Willows, California 95988-3406
 530-624-0384
 nmonck@cityofwillows.org

Salesperson	Quote Number	Date
Nancy Granger, Sales Specialist, 805-861-8449	QUO-14923-H9D6Z	Feb 20, 2023

Description	Qty	Frequency	Unit Price	Total
One-Time Fees				
Elite™ Fire Setup & Implementation	1	One Time	\$1,899.00	\$1,899.00
Webinar Training 2hr Session	2	One Time	\$450.00	\$900.00
Recurring Fees				
Elite™ Fire - SaaS	1	Recurring	\$5,062.50	\$5,062.50
CAD Distribution	2	Recurring	\$3,500.00	\$7,000.00
- CAD Vendor: Other CAD Vendor				
- CAD Vendor: Other CAD Vendor				
TOTAL Year 1				\$14,861.50
*Annual Fees after Year 1				\$12,062.50

Optional Items

Connect Conference Registration (per Attendee)	1	Recurring	\$645.00	\$645.00
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Prepared By: Nancy Granger

Terms of Agreement: The above mentioned items will be invoiced upon Contract signature with payment terms of net 30 days.

- The recurring annual fees will be invoiced annually in advance.
- Project completion occurs upon receipt of the product.
- ImageTrend's license, annual support and hosting are based on up to 1,800 annual incidents as provided by Client.
 *IMAGETREND will perform price increases of the recurring fees. The first price increase will occur with the fees due for year two. These price increases will occur once a year and may not exceed 5% of the price then currently in effect.
- This proposal is valid for 90 days.
- This quote reflects ImageTrend's standard non-CJIS compliant framework, and is provided without any CJIS-related warranties, representations, or contractual commitments. Additional information and pricing for ImageTrend's advanced CJIS compliant offerings are available upon request.
- The estimates set forth herein do not constitute a binding offer or acceptance. This quote does not express the full agreement or understanding of the parties, is subject to additional due diligence and change, and shall not be binding on ImageTrend. The parties do not intend to be legally bound until they enter into definitive agreements regarding the subject matter hereof.

IMAGETREND will invoice sales tax to non-exempt CLIENTS where applicable

DISCLAIMER: This quote creates no legal obligations. This letter is intended to confirm the parties' current understanding of the terms, but it is not intended to create any legal obligations with respect to any of the terms. Neither party should rely on this quote and no legal or equitable remedy will arise from any such reliance. Instead, the parties must reach a final agreement. A final agreement will be a condition precedent to any binding obligations. A fully executed Contract Agreement will be required to be completed before an order is processed.

PRODUCT DESCRIPTIONS

Elite™ Fire - SaaS	Elite Fire is the offering for NFIRS compliance. With a platform-independent design and intuitive interface, Elite Fire gives you the power to manage operations data, import/export NFIRS files, dive into CQI, document locations and occupant pre-plans and inspections, asset tracking with the Inventory/Maintenance and Repairs module, perform on demand and scheduled daily checklists, use the Training/Activities module and streamline reporting with Report Writer.
CAD Distribution	The ability to easily integrate CAD data into run reports is very beneficial in ensuring accurate data. CAD data can be obtained via a file export, a query or it can be sent directly to the ImageTrend web service. Only fields listed in the CAD integration workbook are available for population through the integration.
Webinar Training 2hr Session	Training sessions that are completed via webinar (maximum of 2 hours per session). Topics can include administrator or user education, in-depth education on various modules or features of the system, or learning how to better use Report Writer.
Connect Conference Registration (per Attendee)	This includes the pre-purchase of the conference registrations in the contract. ImageTrend Connect is an annual user's conference that offers education from those who know the industry and ImageTrend best - your peers and the ImageTrend team. Attendees come from nationwide to connect with and learn from each other, share ideas and processes, examine key issues, celebrate successes and discuss challenges. This does not include travel or accommodations.



Date: February 28, 2023

To: Honorable Mayor and Councilmembers

From: Patrick Piatt, Community Development & Services Director
Marti Brown, City Manager

Subject: Street Banner Program

Recommendation:

Consider and approve the recommendation by the City of Willows Planning Commission to award the eight remaining banners in the downtown banner program to local not-for-profit organizations.

Rationale for Recommendation:

In October 2021, the Council directed staff to work with the Planning Commission/Architectural Design Review Board (ADRB) to develop street banner designs and return to the Council with a recommendation from the ADRB for street banner designs.

Background:

In October 2021, the City Council directed City staff to work with the Architectural Design Review Board (ADRB - a subcommittee of the Planning Commission) to develop and recommend to the City Council street banner designs for the City's new Street Banner Program. To that end, the ADRB convened and discussed this topic several times ultimately narrowing the options to three design themes for Council consideration.

At the May 10, 2022, City Council meeting, the themes and designs were presented with a recommendation from the ADRB to adopt the theme, "Find your Refuge" that included five different banner designs incorporating the theme. Upon review, the Council selected the ADRB's recommended theme – "Find your Refuge," as well as the five banner designs.

Upon Council approval of the final theme, former Planning Commissioner Chair, Hilgard Muller, designed and presented the five final banner designs to the Planning Commission on June 15, 2022. The Commission unanimously approved the presented final designs.

CGI Designs marketed the program, and 10 local businesses purchased a total of 17 banners (Attachment 1). While 25 banner installation locations were required under the program and

approved, only 17 were purchased. As a result, there are eight banner locations remaining to be assigned. At the January 18, 2023, Planning Commission meeting, Staff requested that the Planning Commission recommend additional banner assignments to the City Council, including two CGI Design recommendations – the Willows Fire Department and the Glenn County Sheriff's Department. However, the Planning Commission has actually recommended eight non-profit organizations for the Street Banner Program.

Discussion & Analysis:

During the January 18, 2023, Planning Commission meeting, staff recommended that the Commission select six non-profit organizations to recommend to the City Council to be included in the Street Banner Program (for the remaining available locations). Instead, the Commission elected to recommend eight organizations, and staff is providing all eight recommendations to the City Council. In addition, staff removed the Departments of Fire and Sheriff from the list of approved banners. The following, listed alphabetically, not by ranking, are the nonprofit organizations recommended by the Planning Commission:

- 4H Club,
- Community Thrift Shop,
- Future Farmers of America,
- Museum Society of Willows,
- Veterans of Foreign Wars of US Auxiliary,
- Willows Lamb Derby,
- Willows Little League, and
- Youth Football.

Fiscal Impact:

There is no cost associated with this recommendation other than staff time. CGI Digital has established this program at no cost to the City and via business sponsorship.

Attachment:

- Attachment 1: Current list of businesses that participate in the Street Banner Program

**WILLOWS STREET BANNER PROGRAM
CURRENT PARTICIPANTS**

Current Participants	Contacts	Packages	# of Banners
Carte Blanche	Kristine Coffman	Bronze	1
Thunderhill Park	David Vodden	Silver	3
Dahlmeier A Relation Company	Nick Mariottini	Bronze	2
State Farm - Lynda Kelly	Lynda Kelly	Bronze	1
Safety Tire Service	Kathie Whitesell	Bronze	1
Willows Fire Department	Chief Monck	Bronze	1
Glenn County Sheriff Department	Sheriff Gibbs	Bronze	1
ALSCO GEYER ACE HARDWARE	Sean Amsden	Bronze	1
TRUE BLUE PROPANE	Loraine Spencer	Bronze	2
L & T TOWING INC	Zack Thorton	Silver	3
Hutson Insurance Agency	Nancy Hutson	Bronze	1
A Plus Tow and Transport	Manual Rodrigues	Bronze	2



COMMENTS & REPORTS

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