

Gridley City Council – Regular City Council Meeting Agenda

Monday, April 20, 2020; 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 4 pm on April 20, 2020, 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 Borges

INVOCATION - None

PROCLAMATIONS – None

INTRODUCTION OF NEW OR PROMOTED EMPLOYEES

- Chief of Police, Rodney Harr
- Lieutenant, Ruben Quihuiz

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 – *Items on the Consent Agenda are considered routine and acted upon by one motion. Any Council member may request that an item be removed for separate consideration. The City Council may only make minor comments; otherwise the item should be removed from the Consent Agenda and placed as the first item(s) under “Items for Council Consideration”.*

1. City Council minutes dated March 16, 2020
2. Adopt Resolution Number 2020-R-004: A Resolution Authorizing the City Administrator to Execute A Deferred Improvement Agreement to Defer the Construction of Curb, Gutter, and Sidewalk Improvements Located at 225 Idaho Street.

ITEMS FOR COUNCIL CONSIDERATION

3. Approval of Memorandum of Understanding with City of Oroville for IT Services

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):

Police Department Digital Radio System	5/4/2020
Audit Approval	5/4/2020
Annual Budget FY 20-21 Introduction	5/4/2020
Budget Review	5/18/2020
Budget Review	6/1/2020
Budget Adoption	6/15/2020
Garbage Services RFP Approval	7/20/2020

CLOSED SESSION – None

ADJOURNMENT – adjourning to the next regularly scheduled meeting on Monday, May 4, 2020.

NOTE 1: POSTING OF AGENDA- This agenda was posted on the public bulletin board at City Hall at or before 6:00 p.m., April 17, 2020, in accordance with Government Code Section 54954.2. This agenda along with all attachments is available for public viewing online at www.gridley.ca.us and at the Administration counter in City Hall, 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, March 16, 2020; 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.”

CALL TO ORDER

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

ROLL CALL

Council Members

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

Staff present:

Paul Eckert, City Administrator
Tony Galyean, City Attorney
Al Byers, Police Chief
Rodney Harr, Lieutenant
Ross Pippitt, Public Works Director
Danny Howard, Electric Utility Director

PLEDGE OF ALLEGIANCE

Council Member Crye led the Pledge of Allegiance

INVOCATION - None

PROCLAMATIONS

National Sexual Assault Awareness Month Proclamation - April 2020

The Proclamation will be mailed to the recipient.

INTRODUCTION OF NEW OR PROMOTED EMPLOYEES

COMMUNITY PARTICIPATION FORUM

Diana Ramirez, Public Sector Manager with Waste Management introduced a new Public Sector Manager for our area, Joe Cadelago.

CONSENT AGENDA

1. Regular and Special City Council minutes dated March 2, 2020, and Special City Council minutes dated March 9, 2020
2. Appointment of Planning Commissioner to fill vacancy
3. Approve Resolution No. 2020-R-003: A Resolution of The City Council of The City of Gridley Adopting the Removal of Fluoride Dosing from The City's Drinking Water System
4. Approval of Fee Changes for Recreation Center Usage
5. Approval of Fees for Code Enforcement and Property Maintenance

Council Member Borges pulled item #2 for discussion.

Motion to appoint Mel Dewsnup as Planning Commissioner by Council member Borges, seconded by Council member Crye.

ROLL CALL VOTE

Ayes: Johnson, Borges, Crye

Motion passed, 3-0

Motion to approve consent agenda items #1 and #3-5 by Council member Borges, seconded by Mayor Johnson

ROLL CALL VOTE

Ayes: Crye, Johnson, Borges

Motion passed, 3-0

ITEMS FOR COUNCIL CONSIDERATION

6. Appointment of Police Chief

Motion to appoint Rodney Harr as Police Chief effective April 20, 2020, by Council member Borges, seconded by Council member Crye

ROLL CALL VOTE

Ayes: Johnson, Borges, Crye

Motion passed, 3-0

Administrator Eckert reported that during the Police Chief interviews, the currently absent Council members expressed their desire to also appoint Mr. Harr.

CITY STAFF AND COUNCIL COMMITTEE REPORTS

Mayor Johnson reported on the meetings he attended with Sutter Butte Flood Control Agency and the Butte County Mosquito and Vector Control District

POTENTIAL FUTURE CITY COUNCIL ITEMS

Police Department Digital Radio System	4/20/2020
IT Contract with Oroville	4/20/2020
Audit Approval	4/20/2020
Annual Budget FY 20-21 Introduction	4/20/2020
Grant Writer	5/4/2020
Budget Review	5/4/2020
Budget Review	5/18/2020
Budget Adoption	6/15/2020
Garbage Services RFP Approval	6/15/2020

CLOSED SESSION – None

ADJOURNMENT

With no items for further discussion, the Council adjourned to the next regularly scheduled meeting on Monday, April 6, 2020.

Paul Eckert, City Clerk

City Council Agenda Item #2
Staff Report

Date: April 20, 2020
To: Mayor and City Council
From: Donna Decker, Planning Department

X	Regular
	Special
	Closed
	Emergency

Subject: **Adopt Resolution Number 2020-R-004:** A resolution authorizing the City Administrator to execute a Deferred Improvement Agreement to defer the construction of curb, gutter, and sidewalk improvements located at 225 Idaho Street.

Recommendation

Staff respectfully requests the City Council:

1. Adopt resolution number 2020-R-004

Discussion

The parcel addressed as 225 Idaho Street has been a vacant lot until recently. The applicant, Mr. Rufus Casey, has submitted plans to construct a single family residential unit and to extend utilities to the site.

When a new unit is proposed, the code requires off-site improvements (curb, gutter, and sidewalk) be constructed if needed. Idaho Street does not currently have curb, gutter, and sidewalk; therefore, Mr. Casey is requesting an agreement be put in place to defer the improvements until such time the street will have them constructed by the City.



The applicant understands the property owner responsibilities that will run with the land. The applicant would pay for their fair share at the time improvements would be required in accordance with the Deferred Improvement Agreement, Attachment 2.

Public Notice

A notice was advertised 72 hours in advance of the hearing date, posted at City Hall, made available at the Administration public counter and placed on the City website for review.

Environmental Review

No CEQA review for this action is required.

Financial Impact

There are no direct or indirect costs to the City. At the time such improvements would be constructed, the applicant will be responsible to pay their fair share for the installation on their frontage, in accordance with the Agreement.

Compliance with City Council Strategic Plan or Budget Goals

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

Attachments:

1. Resolution No. 2020-R-004
2. Deferred Improvement Agreement

A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A DEFERRED IMPROVEMENT AGREEMENT TO DEFER CURB, GUTTER, SIDEWALK, AND DRIVEWAY IMPROVEMENTS LOCATED AT 225 IDAHO STREET (010-310-011)

WHEREAS, certain developments are located in areas of the City of Gridley where limited street improvements exist; and,

WHEREAS, a new single-family residence located at 225 Idaho Street (010-310-011) is proposed for construction on the vacant lot; and,

WHEREAS, the property owner, Rufus Casey, has requested a deferment of the required improvements because the expense of the improvements was not planned for, and, no improvements exists within the block to provide connectivity of the improvements along the street frontage; and,

WHEREAS, the property owner, Rufus Casey, acknowledges the responsibility for the design and construction cost in the future in accordance with the Deferred Improvement Agreement.

NOW, THEREFORE, BE IT RESOLVED:

1. The City of Gridley authorizes the City Administrator execute a Deferred Improvement Agreement between the City of Gridley and owner of the real property located at 225 Idaho Street (010-310-011) which will be binding upon all heirs, assigns, current and future land owners and all conditions as described within said Agreement.

I HEREBY CERTIFY that the foregoing resolution was introduced, passed, and adopted by the City Council of the City of Gridley at a regular meeting held on the 20th day of April, 2020 by the following vote:

AYES: COUNCIL MEMBERS

NOES: COUNCIL MEMBERS

ABSTAIN: COUNCIL MEMBERS

ABSENT: COUNCIL MEMBERS

ATTEST:

APPROVE:

Paul Eckert, City Clerk

Bruce Johnson, Mayor

RECORDING REQUESTED BY:

City of Gridley
685 Kentucky Street
Gridley, CA 95948

AND WHEN RECORDED, PLEASE MAIL TO:

City of Gridley
685 Kentucky Street
Gridley, CA 95948

DEFERRED IMPROVEMENT AGREEMENT

CITY OF GRIDLEY, a municipal corporation)
)
First Party)

-and-

Rufus Casey)
)
Second Party)

This AGREEMENT is made by and between the CITY OF GRIDLEY, a municipal corporation (hereafter called "City") and Rufus Casey (hereinafter called "Owner") with reference to the following facts:

Owner has undertaken to construct a new single-family residence located at 225 Idaho Street in the City of Gridley, State of California; as more particularly described in Exhibit "A" attached hereto and by this specific reference made a part thereof as though set forth in its entirety.

The City of Gridley Municipal Code and Public Works Construction Standards require that certain improvements be installed to City Standards as a prerequisite to such construction or that arrangements be made for future installation thereof.

City and Owner now desire to enter into an agreement to make such required improvements in the future so that construction can proceed.

CITY AND OWNER THEREFORE AGREE AS FOLLOWS:

1. Owner shall, within 90 days after notification by the City, complete at Owner's expense to the satisfaction of the City Engineer, and in accordance with all of the City's standards and specifications in effect at the time of notification, and all applicable rules and regulations of Federal, State and local law, all of the improvements set forth and described in Exhibit "B", attached hereto, and by this specific reference made a part thereof as though set forth in its entirety.
2. When the time limit specified in paragraph 1, above, has expired and Owner has not completed the improvements specified in Exhibit "B" hereto, City will have the option of treating this agreement as a petition for installation of improvements pursuant to Section 5000 et seq. of the California Streets and Highways Code, or causing the work to be done and assessing the cost thereof as a lien against Owner's property described in Exhibit "A" hereto.
3. The terms and conditions of this agreement shall be binding upon the parties hereto and their heirs, representatives, assigns, lessees, and successors in interest, and the duties and responsibilities under this agreement shall be a burden upon and shall run with the land described in Exhibit "A" hereto; City and Owner agree that a copy of this agreement, with all exhibits attached, will be recorded with the County Recorder of Butte County to give constructive notice of its terms.
4. All costs of any litigation caused by the default by Owner of the terms and conditions of this agreement, including reasonable attorney's fees shall be paid by Owner, and same shall become a lien upon the real property described in Exhibit "A" hereto.
5. If the City has elected either option set forth in paragraph 2 above, either all or a part thereof, the City has the sole and exclusive right and power to commence such construction and to determine the amount of the cost of said construction, in the event City advances such cost as herein provided.
6. City will, at Owner's expense, provide necessary inspection during the work and will acknowledge its completion when finished. City's inspection shall be limited to determine compliance with City standards. City shall not, by making this inspection, guarantee that the work is being performed in compliance with any State laws which might apply to the performance of this work and City shall not, in any case, be deemed to be responsible, in any way, for the supervision of the work of improvement.
7. Owner is cautioned and advised that by entering into this Agreement, Owner's legal rights and property rights will be affected. As examples, and not by way of limitation, Owner is apprised of the following with respect to this Agreement:
 - A. This Agreement will create a lien against Owner's property. A lien is a charge or

security upon property for payment of some debt, obligation, or duty. In this particular case, this Agreement will be recorded in the Butte County Recorder's Office and the lien will be of public record. In the event Owner fails to abide by the terms and conditions of this Agreement, City would have the right to sell Owner's property in satisfaction of the obligation. In addition, the recording of the lien could prevent or make difficult the ability to obtain a loan from a lender secured by Owner's property.

- B. This Agreement gives the City the right **at any time** to call due Owner's performance under this Agreement upon the giving of a ninety (90) day notice. It is very difficult for City to predict the time when it might require Owner's performance under the Agreement, and Owner should not assume that any particular length of time will pass before City gives the ninety (90) day notice to perform.
- C. Owner acknowledges that the obligations created by this Agreement will "run with the land," which means these obligations are imposed both upon Owner and any successor to the Owner, and in that regard, the recordation of this Agreement might cause the fair market value of Owner's property to decrease.
- D. Owner is further advised the "Exhibit B" to this Agreement sets forth the street frontage improvements to be constructed, however it is difficult to determine the scope of the improvement work until the project is designed and adequate survey data is available. It is also possible that the field conditions may change between the time this Agreement is executed and the time the improvements are constructed. The cost of the improvements may involve items not easily estimated, such as utility relocation costs, undergrounding of culverts, street widening and the like. The construction costs will vary depending upon the method of contracting for the work (private construction is normally less expensive than a public works project).
- E. Finally, Owner is encouraged to contact a qualified real estate agent, attorney, or other person of appropriate qualifications and expertise to advise them regarding the potential impact of this Agreement on the value and/or marketability of their property or to, in any other respect, counsel them regarding the consequences of signing this Agreement.
- F. In the event Owner has requested an engineer's estimate pursuant to Gridley Municipal Code Section 12.04.021 C, it is expressly understood and agreed that the City Engineer's estimate(s) shall not be binding upon the City for purposes of any subsequent construction (or Owner's costs thereunder) and said estimate shall be given as an accommodation to Owner and to aid Owner's decision whether or not to enter into this Deferred Improvement Agreement as opposed to installing the frontage improvements concomitantly with the development of

the land, the subject of this Agreement. The Owner is responsible to reimburse the City for consultant's fees related to the development of said Engineer's Estimate. In addition, the failure of this Deferred Improvement Agreement to contain the language specified in Gridley Municipal Code Section 12.04.021 shall not invalidate the Agreement if it would otherwise be enforceable without such provisions.

IN WITNESS WHEREOF, the parties hereto have executed this agreement at

Gridley, California, on _____, 20_____.

First Party

Second Party

CITY OF GRIDLEY

Rufus Casey

By: _____
Paul Eckert
City Administrator

By: _____
Print Name: _____
Title: _____

APPROVED AS TO FORM:

By: _____
Anthony Galyean
City Attorney

EXHIBIT "A"
Legal Description

ALL THAT CERTAIN REAL PROPERTY SITUATE IN THE CITY OF GRIDLEY, COUNTY OF BUTTE, STATE OF CALIFORNIA:

BEING A PORTION OF LOTS 48 AND 49, AS SHOWN ON THAT CERTAIN MAP ENTITLED, "PARKSIDE ADDITION, GRIDLEY, BUTTE CO., CAL.", WHICH MAP WAS RECORDED IN THE OFFICE OF THE RECORDER OF THE COUNTY OF BUTTE, STATE OF CALIFORNIA, ON DECEMBER 9, 1913, IN BOOK 7 OF MAPS, AT PAGE(S) 39, AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID LOT 48, SAID NORTHEAST CORNER IS ALSO AT THE POINT OF INTERSECTION OF THE SOUTH LINE OF LAUREL STREET WITH THE WEST LINE OF IDAHO STREET; THENCE RUNNING SOUTH ALONG THE EAST LINE OF SAID LOT 48 A DISTANCE OF 192.33 FEET TO THE POINT OF BEGINNING OF THIS DESCRIPTION; THENCE FROM SAID POINT OF BEGINNING WEST AND PARALLEL TO THE NORTH LINE OF SAID LOTS 48 AND 49; THENCE SOUTH ALONG THE WEST LINE OF SAID LOT 49 A DISTANCE OF 55 FEET TO A POINT AT THE NORTHEAST CORNER OF THE PARCEL OF LAND HERETOFORE CONVEYED TO LLOYD D. JOHNSON, ET UX, BY DEED RECORDED NOVEMBER 13, 1947, IN BOOK 467, PAGE 45, OFFICIAL RECORDS; THENCE EAST AND PARALLEL TO THE NORTH LINE OF SAID LOTS 48 AND 49 A DISTANCE OF 220 FEET TO A POINT IN THE EAST LINE OF SAID LOT 48; THENCE NORTH ALONG THE EAST LINE OF SAID LOT 48 A DISTANCE OF 55 FEET TO THE POINT OF BEGINNING.

Property known as 225 Idaho Street, Gridley, California 95948.

Trinidad Campos
PE Reg # 43835
Registration Expires: June 30, 2021
Date:

EXHIBIT "B"

Description of Deferred Street Frontage Improvements

1. Off-site improvement plans shall provide, at a minimum:
 - a. Topographic map identifying all existing utilities, street grades, edge of pavement and all existing features;
 - b. Demolition Plan depicting any existing features that will be removed or relocated;
 - c. Proposed grading plan showing grading and drainage and improvements;
 - d. Plan and profile drawings depicting curb and gutter and sidewalk and utility location, depth and grades; and,
 - e. All construction details for a complete job.

Plans shall be provided by a Registered Civil Engineer, stamped and signed and submitted for review and approval by the City of Gridley prior to the commencement of construction.

2. Construct approximately 55 linear feet of curb, gutter, and sidewalk which shall also include a driveway constructed in accordance with the City of Gridley Public Works Construction Standards. Please note the lengths indicated may vary from the improvement plans submitted.
3. Provide a Geotechnical and Hydrology report.
4. Improvements shall comply with the City of Gridley Public Works Construction Standards.

City Council Agenda Item #3
Staff Report

Date: April 20, 2020
To: Mayor and City Council
From: Allen Byers, Police Chief
Subject: Approval of Memorandum of Understanding with City of Oroville for IT Services

X	Regular
	Special
	Closed
	Emergency

Recommendation

Staff respectfully requests the City Council authorize agreement for shared cost of Information Technology (IT) Analyst position with the City of Oroville.

Background

The City currently has a vacant full time IT position that is not filled. An analysis was conducted and it was determined the City of Gridley IT needs could be serviced with approximately 20 hours per week. Historically the City of Gridley IT and the City of Oroville IT has provided backup and emergency services to each another due to their systems are almost identical.

A tentative agreement has been reached for the City of Oroville to hire a full-time additional IT Analyst and the City of Gridley would share the cost. The City of Oroville would provide Gridley with IT services for the City of Gridley as well as emergency IT services for the Police Department as necessary.

Financial Impact

STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H
\$49,795.71	\$52,285.50	\$54,899.77	\$57,644.76	\$60,527.00	\$63,553.35	\$66,731.01	\$70,067.56
\$4,149.64	\$4,357.12	\$4,574.98	\$4,803.73	\$5,043.92	\$5,296.11	\$5,560.92	\$5,838.96
\$23.94	\$25.14	\$26.39	\$27.71	\$29.10	\$30.55	\$32.08	\$33.69

Benefits are estimated roughly 30% additional cost.

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

- Memorandum of Understanding
- City of Oroville Staff Report
- IT Analyst Job Description

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
CITY OF OROVILLE
AND THE
CITY OF GRIDLEY**

This agreement is made between City of Oroville and the City of Gridley, hereafter to be referred to as the "Participating Agencies."

The City of Oroville and the City of Gridley both have information technology systems that are almost duplicate. The City of Oroville and the City of Gridley IT managers have assisted each other and have been provided backup for both systems in the past. The City of Gridley system does not require a full time IT manager, while the City of Oroville IT manager is overtasked. It would be mutually beneficial for the City of Oroville and the City of Gridley to share the cost of an IT technician.

This agreement will be effective from _____. This MOU is subject to review upon request by either party.

The City of Oroville will provide the following services:

Under the City of Oroville supervision, the IT Department will provide the following:

1. Maintain and upgrade as necessary the City of Gridley IT systems.
2. Provide an IT technician to be at the City of Gridley two days a week
3. Provided access to emergency IT services as necessary for police services

The City of Gridley agrees to provide the following:

1. To provide any and all necessary equipment to maintain and upgrade its information technology systems.
2. To utilize Office 365 in order to reduce impacts on IT managers
3. To pay for half of the total cost of one IT technician

Financial Commitment:

The shared total cost of an IT technician, including all benefits are as follows:

STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H
\$49,795.71	\$52,285.50	\$54,899.77	\$57,644.76	\$60,527.00	\$63,553.35	\$66,731.01	\$70,067.56
\$4,149.64	\$4,357.12	\$4,574.98	\$4,803.73	\$5,043.92	\$5,296.11	\$5,560.92	\$5,838.96
\$23.94	\$25.14	\$26.39	\$27.71	\$29.10	\$30.55	\$32.08	\$33.69

Benefits are estimated roughly 30% additional cost.

Approval

This agreement is of no force or effect until signed by both parties, approved by the City of Oroville, and will not commence performance until such approval has been obtained

Amendment

This agreement may be amended by the mutual consent of the participating agencies. No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or Agreement is binding on any of the parties.

Cancellation

This agreement may be cancelled by either party after providing a minimum of 120-day notification in writing

The foregoing has been agreed upon by the following:

Bill LaGrone, City Administrator
City of Oroville

Date

Paul Eckert, City Administrator
City of Gridley

Date

Bruce Johnson, Mayor
City of Gridley

Date

Chuck Reynolds, Mayor
City of Oroville

Date



CITY OF OROVILLE STAFF REPORT

TO: MAYOR REYNOLDS AND COUNCIL MEMBERS

**FROM: RUTH WRIGHT, ASSISTANT CITY ADMINISTRATOR-
ADMINISTRATIVE SERVICES**

RE: ADMINISTRATIVE SERVICES POSITIONS

DATE: MARCH 17, 2020

SUMMARY

The Council may consider opening 2 new positions for support services.

DISCUSSION

During the last budget cycle 16 positions have been added to the budget and since then a few more for the SAFR grant and POP Team. There are numerous road rehabilitation projects and in general just a lot more activity the City has seen in a very long time.

Nothing has been done to enhance the City's service departments to meet these new demands and is very taxing to the service departments. Staff is requesting the Council consider hiring more staff to address the new demands.

Information Technology (IT) Analyst – at the March 3, 2020 Council meeting the Council was asked to consider a new IT Technician position to help with the growing City needs and also to consider it a shared position with a partial reimbursement from the City of Gridley to share this position and costs. The Council approved the MOU with the City of Gridley and was to bring back a job description and salary range for approval. The new position will help with growing list of projects to help streamline processes for the City.

Accounting Analyst – currently the Finance department operates with a staff of 4 accounting technicians. There is a need for a position that can take on more responsibility and some supervisory role to assist in coordinating the amount of work that is processed in this department. This position will also share more of the workload of the Assistant City Administrator of Administrative Services. They will also be able to function as the Assistant to the Department if they were not available for some reason. This position may be the next in line when succession planning as well.

FISCAL IMPACT

Salary range for these positions are as follows:

IT and Account Analysts:

STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H
\$49,795.71	\$52,285.50	\$54,899.77	\$57,644.76	\$60,527.00	\$63,553.35	\$66,731.01	\$70,067.56
\$4,149.64	\$4,357.12	\$4,574.98	\$4,803.73	\$5,043.92	\$5,296.11	\$5,560.92	\$5,838.96
\$23.94	\$25.14	\$26.39	\$27.71	\$29.10	\$30.55	\$32.08	\$33.69

Benefits are estimated roughly 30% additional cost.

RECOMMENDATION

Approve the recruitment for 2 new positions and corresponding job descriptions and salary schedules.

ATTACHMENTS

IT Analyst job description

Accounting Analyst job description

INFORMATION TECHNOLOGY ANALYST

DEFINITION

Under direction of the Information Technology Manager, performs a variety of professional level work in support of the City's network infrastructure, software applications, databases, servers, storage and virtual environment. Incumbents allocated to this job class must work independently and possess the ability to prioritize assignments in an effective and productive manner.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Information Technology Manager.

EXAMPLES OF ESSENTIAL FUNCTIONS - *Essential functions may include, but are not limited to, the following:*

Provides systems support for the City's network infrastructure, including analysis, diagnosis, maintenance and troubleshooting of operating, database, server hardware, and network systems.

Monitors network to ensure performance, reliability and security.

Analyzes and solves operating problems; makes system modifications as necessary; evaluates and makes recommendations in response to requests from departments related to systems development and/or the feasibility of computer applications.

Installs, configures and maintains server operating systems and applications.

Manages projects involving multiple City departments.

Supports desktop operating systems, applications, hardware and printers; troubleshoot problems and errors.

Trains end users on the correct use of operating systems and applications.

Maintains servers and related infrastructure; provides support for backup and recovery.

Prepares and maintains system procedures and documentation; monitors systems and network resources; maintains and administers security systems and methodologies.

Designs, codes, tests, implements, backups and maintains databases as it relates to applications; monitor for performance.

Coordinates with outside vendors and consultants.

Provides budgetary input as it relates to the purchase and maintenance of networking equipment and software, and server hardware.

Develops and maintains positive public relations with emphasis on quality customer service.

Has the ability and willingness to work cooperatively in a team environment with other

City employees in the course of daily work.

Responsible for carrying out the mission of the City and the department and advancing the City's and departmental organizational goals.

Performs other related duties as assigned

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of computer systems and related analysis and design.

Computer operating systems, local area networks and data communications software and hardware and network technology and environment.

Servers, server operations and operating systems.

Standards and principles of relational/spatial databases.

Current internet standards and web usability and information architecture.

Relational and spatial databases, including database systems, structure, applications and operations.

Project management methodologies.

Principles and practices of customer service.

Ability to:

Ability to interact with the public while providing proper customer service.

Ability to interact with other divisions or section employees to obtain information necessary for design and project specifications.

Ability to prepare environmental impact reports.

Ability to calculate material-cost estimates.

Ability to read, write and comprehend directions in English.

Ability to develop necessary skills from on-the-job training and meet standards of performance for the classification by the end of the probationary period.

Ability to work with ITC staff to provide technical support and the GIS Coordinator to develop comprehensive GIS and database architecture design from concept to functional analysis, design, coding, and performance through testing and production of the system

Ability to effectively document application system phases (analysis, design, code, test,

implementation and maintenance)

Ability to analyze, document, and diagram current and future workflow processes for applications systems.

Experience:

Two (2) years of recent, full-time professional level experience in computer technology.

Education:

Bachelor's degree from an accredited college or university in Computer Science, Information Systems, or closely related field.

Substitution:

An equivalent combination of experience, education and/or training may substitute for the listed minimum requirements.

Additional Requirements:

Possession of a valid California driver's license.

TYPICAL WORKING CONDITIONS

Work typically is performed in a normal office environment. Occasionally work is performed outdoors, possibly exposing employee to traffic and construction hazards, adverse weather conditions, wetness and humidity, above-average noise, air contaminants, fumes and dust.

TYPICAL PHYSICAL REQUIREMENTS

Requires the ability to sit at desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office and field inspection duties; lift and/or move objects weighing up to 50 pounds; use hands to finger, handle or feel objects, tools, or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen. Manual dexterity and vision sufficient to operate computer systems for potentially long periods of time without experiencing abnormal hand, wrist or eye strain.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.