



RIO DELL CITY COUNCIL
HYBRID MEETING AGENDA
REGULAR MEETING - 6:30 P.M.
TUESDAY, JULY 20, 2021
CITY COUNCIL CHAMBERS
675 WILDWOOD AVENUE, RIO DELL

***WELCOME** - Copies of this agenda, staff reports and other material available to the City Council are available at the City Clerk's office in City Hall, 675 Wildwood Avenue and available on the City's website at cityofriodell.ca.gov. Your City Government welcomes your interest and hopes you will attend and participate in Rio Dell City Council meetings often.*

**SPECIAL PUBLIC HEALTH EMERGENCY ALTERATIONS TO MEETING FORMAT
CORONAVIRUS (COVID-19)**

Effective immediately, the City of Rio Dell will reopen city council meetings held in City Hall Council Chambers to in-person attendance by the public. The public may also attend these meeting virtually through Zoom. The meetings will also be viewable via livestreaming through our partners at Access Humboldt via their YouTube channel or Suddenlink channels on Cable TV.

To maintain safety and minimize the health risks associated with COVID-19, participants are required to complete an Attestation of Vaccination upon entering the City Council Chambers. Fully vaccinated participants will not be required to wear a mask. Unvaccinated participants must wear face coverings at all times while in the City Hall Council Chambers.

Public Comment by Email:

In balancing the health risks associated with COVID-19 and need to conduct government in an open and transparent manner, public comment on agenda items can be submitted via email at publiccomment@cityofriodell.ca.gov. Please note the agenda item the comment is directed to (example: Public Comments for items not on the agenda) and email no later than one hour prior to the start of the Council meeting. Your comments will be read out loud, for up to three minutes.

Meeting can be viewed on Access Humboldt's website at <https://www.accesshumboldt.net/>. Suddenlink Channels 10, 11 & 12 or Access Humboldt's YouTube Channel at <https://www.youtube.com/user/accesshumboldt>.

Zoom Public Comment:

When the Mayor announces the agenda item that you wish to comment on, call the conference line and turn off your TV or live stream. Please call the toll-free number **1-888-475-4499**, enter meeting **ID 987 154 0944** and press star (*) 9 on your phone – this will raise your hand. You will continue to hear the meeting on the call. When it is time for public comment on the item you wish to speak on, the Clerk will unmute your phone. You will hear a prompt that will indicate your phone is unmuted. Please state your name and begin your comment. You will have 3 minutes to comment.

- A. CALL TO ORDER
- B. ROLL CALL
- C. PLEDGE OF ALLEGIANCE
- D. CEREMONIAL MATTERS

1) 2021/0720.01 - Certificate of Appreciation to Marlene Snell 1

E. PUBLIC PRESENTATIONS

This time is for persons who wish to address the Council on any matter not on this agenda and over which the Council has jurisdiction. As such, a dialogue with the Council or staff is not allowed under the Ralph M. Brown Act. Items requiring Council action not listed on this agenda may be placed on the next regular agenda for consideration if the Council directs, unless a finding is made by at least 2/3 of the Council that the item came up after the agenda was posted and is of an urgency nature requiring immediate action. Please limit comments to a maximum of 3 minutes.

F. CONSENT CALENDAR

The Consent Calendar adopting the printed recommended Council action will be enacted with one vote. The Mayor will first ask the staff, the public, and the Councilmembers if there is anyone who wishes to address any matter on the Consent Calendar. The matters removed from the Consent Calendar will be considered individually following action on the remaining consent calendar items.

- 1) 2021/0720.02 - Approve Minutes of the July 6, 2021 Regular Meeting
(ACTION) 2
- 2) 2021/0720.03 - Approve Resolution No. 1496-2021 Amending the City
Master Salary Table **(ACTION)** 11
- 3) 2021/0720.04 - Approve Resolution No. 1497-2021 Amending the Position
Allocation Table and Approving Job Descriptions for the
New Management Analyst I/II and Senior Positions
(ACTION) 15
- 4) 2021/0720.05 - Approve Amendment to City of Rio Dell Employee
Handbook to Include Juneteenth (June 19th) as a City
Recognized Paid Holiday **(ACTION)** 35

- 5) 2021/0720.06 – Approve Resolution No. 1498-2021 Designation of Voting Delegates for League of California Cities 2021 Annual Conference & Expo on September 22-24, 2021 **(ACTION)** 42
- 6) 2021/0720.07 - Authorize City Manager and Chief of Police to Sign Memorandum of Understanding (MOU) with City of Fortuna for Police Dispatch Services and Adopting Resolution No. 1499-2021 Amending the Adopted FY 2021-22 Budget to increase Appropriations for Dispatch Services **(ACTION)** 45
- 7) 2021/0720.08 - Receive and File Check Register for June 2021 **(ACTION)** 47
- G. ITEMS REMOVED FROM THE CONSENT CALENDAR
- H. REPORTS/STAFF COMMUNICATIONS
 - 1) 2021/0720.09 - City Manager/Staff Update **(RECEIVE & FILE)** 52
- I. SPECIAL PRESENTATIONS/STUDY SESSIONS
- J. SPECIAL CALL ITEMS/COMMUNITY AFFAIRS/PUBLIC HEARINGS
 - 1) 2021/0720.10 - Appeal of Water and Sewer Charges for 325 Berkeley St. **(DISCUSSION/POSSIBLE ACTION)** 59
 - 2) 2021/0720.11 - Approve Appointment of two Councilmembers to the Beautification, Walkability and Pride Committee **(DISCUSSION/POSSIBLE ACTION)** 63
 - 3) 2021/0720.12 - Authorization for the City Manager to Sign an Agreement With Larry Walker and Associates for \$38,571 in Consultation Services Related to Wastewater Treatment Plant Permitting **(DISCUSSION/POSSIBLE ACTION)** 65
- K. ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS
- L. COUNCIL REPORTS/COMMUNICATIONS
- M. ADJOURNMENT

*The next regular City Council meeting is scheduled for **Tuesday, August 3, 2021** at 6:30 p.m.*



Certificate of Appreciation

PRESENTED TO

Marlene Snell

*In Grateful Appreciation and Sincere Thanks for the Many
Years Dedicated to the Gardening at Triangle Park.
Your Commitment to our Community is Duly
Recognized and Greatly Appreciated.*

Mayor, City of Rio Dell

Date

**RIO DELL CITY COUNCIL
REGULAR MEETING MINUTES
JULY 6, 2021**

The regular meeting of the Rio Dell City Council was called to order at 6:37 p.m. by Mayor Garnes.

ROLL CALL: Present: Mayor Garnes, Mayor Pro Tem Johnson, Councilmembers Carter, Wilson and Woodall

Others Present: City Manager Knopp, Finance Director Dillingham, Water/Roadways Superintendent Jensen, Wastewater Superintendent Taylor, and City Clerk Dunham. Chief of Police Conner and Community Development Director Caldwell attended remotely

OPENING ANNOUNCEMENT

Mayor Garnes welcomed everyone to the first in-person City Council meeting since March 17, 2020. She welcomed to the dais, the City's newest Councilmember, Amanda Carter who was elected to the Council in November 2020 and is participating in her first in-person meeting.

She then called for a moment of silence recognizing the impact of the COVID-19 pandemic and specifically honoring those who died during the pandemic, and those whose livelihoods were impacted, including essential workers, health care workers and first responders.

She reviewed some modifications to the meeting format noting that there are requirements for those attending the meeting in person established by CalOSHA. At the door was a Self-Attestation Form that everyone was asked to fill out related to vaccination status. Anyone fully vaccinated was not required to wear a mask, those not fully vaccinated were asked to wear a mask at all time during the meeting. Masks were available at the entrance to the meeting. It was also highly suggested that participants use hand sanitizer which was also provided.

Mayor Garnes noted that adhering to these requirements will allow the City to conduct meeting in-person, keep everyone safe and keep the doors open to the public and the economy moving forward.

She pointed out the changes to the Council Chambers to allow for hybrid meetings so people can attend in-person as well as virtually via Zoom. She noted that this is an effort to expand safe access to these meetings for members of the public and that this is a new system which and will be improving over time, asking everyone to be patient. She said that the most important thing to remember is that during the meeting, only one person is allowed to speak at a time. Strict adherence to the meeting decorum and protocol is especially needed to help

make sure the Council will be able to continue to provide this extended access to virtual participants. As such, she reminded councilmembers, public attendees and staff to wait to be called upon by the Mayor in order to speak. Likewise, any speaker who holds the floor should not be interpreted other than by the Mayor. This is not only good parliamentary procedure but it also helps ensure greater public participation in the process. She then turned the meeting over to City Manager Knopp to explain some of the technologies that are being implemented.

City Manager Knopp explained that this is a work in progress and that the idea is to try to institute a hybrid meeting format noting that the audio obviously needs a little bit more work. Staff has been testing the system over the past two weeks and this is the first issue related to audio in terms of getting the meeting out on Zoom.

He introduced the two new meeting Owls that capture 360-degree view and rotate to the speaker and capture them without needing an operator on the camera system to follow them. He reiterated that it will be very important that only one person at a time speak in order for the system to work appropriately. In addition, three new TV screens were installed to display the Council Chambers and the speakers. He asked that speakers focus on what they are saying and not so much on the cameras.

He pointed out that the agenda was relatively light which is good chance to work through this process and move it forward for future implementation.

PUBLIC PRESENTATIONS

Mayor Garnes called for public comment.

Nick Angeloff reported that things were going good with regard to the Chamber of Commerce and that they were working hard to support he community in every way possible.

Mayor Garnes thanked Nick and the Chamber for their efforts in putting up the flags and those honoring Veterans.

Richard Newman said that it was good to be back attending in-person meetings.

Sharon Wolfe said that with regard to the hybrid system, the audio quality is awful and that the meeting was not being broadcast across Access Humboldt. She commented that it was nice to see everyone back in the Council Chambers.

CONSENT CALENDAR

Mayor Garnes asked if any councilmember, staff or member of the public, would like to remove any item from the Consent Calendar for separate discussion.

Councilmember Wilson removed consent calendar items 3,6,7 and 8 for separate discussion.

Motion was made by Johnson/Woodall to approve the Consent Calendar including approval of minutes of the June 15, 2021 regular meeting, approval of minutes of the June 22, 2021 special meeting, approval of purchase of services for annual inspection of Biosolids Dryer Boiler, and approval of Resolution No. 1495-2021 adopting the Gann Appropriations Limit for FY 2021-22. Motion carried 5-0.

Cindy Treadwell dialed into the meeting via Zoom to say that the audio was horrible and that she could not hear anything that anyone was saying.

There was a brief pause in the meeting to allow staff to make some adjustments to the equipment in attempt to enhance the quality of the audio.

ITEMS REMOVED FROM CONSENT CALENDAR

Approve Resolution No. 1494-2021 Authorizing City Manager to Execute Purchase Agreement with Superior Tank Company to Expand the Dinsmore Water Tank from 100,000 gallons to 200,000

Councilmember Wilson asked for clarification on whether each cannabis farmer would be required to provide an additional tank for water storage in addition to the 100,000 gallon expansion of the existing tank.

City Manager Knopp explained that Rio Diamond Farms would be providing on-site storage of 30,000 gallons, Sweet Grass 100,000 gallons and Dinsmore Plateau Farms 155,000 gallons and that they would have separate storage aside from the additional 100,000 gallons.

Councilmember Wilson then referred to General Plan Policy Public Services P2.2.3-4 "*Encourage new development to contribute its fair share of infrastructure improvements to serve the proposed development*" based on \$0.055 per gallon and asked if that is on the 100,000 gallons or on their average water usage.

City Manager Knopp explained that it is basically buying into the system to pay for the capital improvement and ongoing they would be paying the Dinsmore rate fee which is a separate rate charged on top of the baseline for all those residents within the Dinsmore Zone.

Councilmember Wilson asked if the calculation is based on 100,000 gallons times \$0.055.

City Manager explained that the fair share contribution is based on the City's average water bill, estimated water use and the current cost of access to the water system which is the \$0.055 per gallon.

Councilmember Wilson said that to date projects have been conditioned to contribute approximately \$70,000 with approximately \$53,000 already paid by the developers and asked if that was for other previous projects.

City Manager Knopp said that the \$53,700 is money that has already been paid by two of the developers.

Councilmember Wilson then asked if the \$100,000 that was approved in the budget was for expansion of the water tank estimated at \$94,000.

City Manager Knopp explained that in addition to expansion of the existing water tank, there is an additional need for capital improvements including a new line and pumps. He noted that the \$100,000 will pay for expansion of the tank and that there is a separate rate established for the Dinsmore Plateau so all of the capital improvements in that particular zone are paid for by the subscribers in that zone.

Approve Recommended Selection of Lechowicz & Tseng (L&T) Municipal Consultants and authorize City Manager to execute Agreement for Development of a Water and Wastewater Rate Study

Councilmember Wilson said that he had talked to the City Manager earlier and is requesting that the Council get a copy of the actual proposal for the rate study. Staff agreed to provide a copy in the Councilmember's mailboxes.

Authorize Mayor to Sign Letter of Support Related to the Extension of SB 1383 Implementation Timeline; and

Authorize Mayor to Sign Letter Related to State Funding for the Implementation of SB 1383 Mandatory Organics Recycling

Councilmember Wilson put emphasis on the two above letters going to the State related to SB 1383. He noted that the first letter is requesting an extension on the January 1, 2022 deadline for the City to comply with SB 1383 regulations and said as a small city, Rio Dell has the ability to receive the extension. He hoped that the public should read this because SB 1383 is going to be a big deal.

He said that HWMA is trying to do a regional facility for organic waste. In the second letter it talks about the cost for jurisdictions in Humboldt County to handle this which is \$20-\$40 billion over the next decade.

The first letter supports the League of California Cities request for \$225 million in local assistance to help cities and counties develop and begin implementing organic waste recycling programs. He said that as an idea of what will be taking place, subscribers will have an extra bin that is separate from the waste that goes to the landfill and it has to be clean organic waste and cannot be contaminated with other garbage. Someone will have to be

able to go and inspect what is in those bins which is why universal collection is such a crucial conversation for SB 1383. In addition, the person looking into those bins will have to figure out how to get rid of the garbage from those bins. If they don't have their own trucks, they would have to buy trucks or contract with someone that has trucks. He pointed out that garbage trucks are around \$850,000 and there is a delivery time of 18-24 months. He said that this is part of the reason HWMA wants to put together a regional facility, most likely Recology Eel River to deal with this. He noted that clean organic waste going to the landfill must be reduced by 75% by 2025. He said in his opinion, this is not going away and is one of the things the State has implemented that cities are left to handle due to the State's inefficiency to deal with the problems. He asked that everyone keep their ears open as things move forward with SB 1383 because it is going to be a huge thing to deal with.

Motion was made by Wilson/Johnson to approve consent calendar items 3,6, 7 and 8 as presented. Motion carried 5-0.

REPORTS/STAFF COMMUNICATIONS

City Manager/Staff Update

City Manager Knopp provided highlights of the staff update and said that staff has been monitoring the river levels which have been tracking at the 2014 levels or slightly worse but the water system is operating in good standing.

He announced that the annual river cleanup was scheduled for the weekend of August 13th and said that the City would be providing a dumpster at the end of Edwards Dr. for the cleanup. He noted that the contractor is scheduled to begin work on the asphalt portion of the 2021 Street Project and the City issued an Every-Door-Direct Mailer (EDDM) today advising residents to not park on the streets in the affected areas. He said that the contractor did raise some concerns about folks parking in those areas and warned residents that vehicles would be towed if necessary.

Councilmember Wilson said that he realized that the south side of the bridge is not in Rio Dell city limits, but asked if there is any way the City could assist in getting the abandoned motorhome towed that has been parked there for the past few weeks.

City Manager Knopp said that the motorhome in question is within the unincorporated area of the County and said that staff would contact the Humboldt County Sheriff's Department to see if they could have the vehicle removed.

Chief of Police Conner agreed to contact the Sheriff's Department Vehicle Abatement Division and see where they are as far as the timeline. He said that the City could have the motorhome towed however, it would cost about \$1,500.

Mayor Pro Tem Johnson indicated that the motorhome may actually be on State property as a continuation of Route 283, noting that Caltrans may be a little more responsive.

SPECIAL CALL ITEMS/COMMUNITY AFFAIRS/PUBLIC HEARINGS

Discussion on Placement of Flags Along Wildwood Avenue

City Manager Knopp provided a staff report and said that staff received correspondence from Nick Angeloff, President of the Chamber of Commerce last Wednesday requesting this item be placed on the agenda for Council discussion. He said that staff received a response from the City's Risk Management Group (SCORE) advising that if the City wanted to proceed with approval on the placement of flags along Wildwood Ave. by the Chamber of Commerce, it should be treated as any other Encroachment Permit application along with a Hold Harmless clause and liability certificate naming the City as also insured.

Chamber of Commerce President, Nick Angeloff addressed the Council and said that the request is to install 64 additional flagpole holders along Wildwood Avenue beginning at Belleview Ave. and continuing south to Triangle Park creating a corridor of flags north and south. The flagpole holders would be located on each side of the road in the grass area between the sidewalks and Wildwood Ave. in addition to three holders on the City Hall lawn, two at Triangle Park on each side of the Blue Star Memorial, and two at Memorial Park on each side of the large sign. He said that the holders are proposed to include a 4-inch diameter auger hole, 18" deep and concrete filled with a 2 ½" PVC pipe 12" long in the center of the hole. He indicated that the concrete and PVC pipe would be flush with the ground surface and said that they had received donations for the concrete and the 4" auger holes.

Councilmember Wilson questioned the cost of the liability insurance.

City Manager Knopp said that staff did not have a quote and that it would be the responsibility of the Chamber to obtain the insurance.

Councilmember Wilson suggested that unless it turns out to be a monumental cost, that the City bear the cost of the liability insurance because it is in the City and something that not only honors the veterans but attracts people to our city. He commented that adding 64 flags on the walkway on both sides of Wildwood Ave. would benefit the City economically as well as allowing the City the privilege of honoring veterans. He suggested that staff pursue the cost of liability insurance for the additional flagpole holders.

Mayor Pro Tem Johnson concurred with Councilmember Wilson that the City bear the cost of any additional insurance costs. He suggested that when the Chamber orders the concrete that they make sure it is really soupy so it lays flat and volunteered to help with the project.

Councilmember Carter said that she was on board with the project and asked if the City Manager was going to address staff's concerns.

City Manager Knopp said that some concerns raised by staff were listed in the staff report on page 37 of the packet.

Mayor Garnes expressed concern regarding maintenance with having the flagpole holders in the grass versus at the edge of the sidewalk.

Nick Angeloff said that the idea is to pour concrete and drill the hole in concrete rather than breaking up the new sidewalks. He noted that some of the businesses were concerned about the potential trip hazard of having the holders in the sidewalks. He offered to modify the proposed plan to satisfy the City and reiterated that the flagpole holders would be flush with the ground so as not to create a trip hazard.

City Manager Knopp reviewed potential direction by the Council and said they could approve the concept as presented, refer the matter to an Ad Hoc Committee or approve a modified plan. He noted that the Chamber would need to apply for an Encroachment Permit and if approved by the Council, staff would begin working with the Chamber on the process.

Mayor Garnes questioned the need to adopt a Flag Policy.

City Manager Knopp wanted the Council to be aware that this is public property where the installation would be placed however, the flags may theoretically be placed anytime years down the road and they could be controversial flags. Also, in terms of the gateway plan, there seems to be periodic additions to the gateway without any overall plan for where the gateway is headed. He said that it is a policy consideration that the Council may want to pursue but not necessarily a problem with this particular project. He said that everyone seems to like the flags and appreciates what the Chamber has been able to do so it's just an overall question of where the City is headed and knowing that these facilities will probably be around for another 10 or 20 years. Another thing to consider, is what types of flags might be displayed in the future and what observances would be observed. He said that it is not that there is no trust in the Chamber's process but at the same time this is public property and ultimately the City Council would be responsible for what is displayed.

City Manager Knopp said that staff's recommendation would be to assign the project to the Beautification, Walkability and Pride Committee. He reiterated that there is a lot of support for the display of additional flags but there are some concerns related to liability which is something that can be looked into through the Encroachment Permit process.

Mayor Garnes called for public comment.

Richard Newman expressed support and thanks to the Chamber of Commerce for the display of flags honoring veterans.

Motion was made by Wilson/Johnson to direct staff to work with the Chamber of Commerce on the placement of flags along Wildwood Avenue with the City bearing the cost of any additional liability insurance and to assign the establishment of a flag policy to the Beautification, Walkability and Pride Committee. Motion carried 5-0.

COUNCIL REPORTS/COMMUNICATIONS

Councilmember Woodall reported on her attendance at the Wildwood Days Planning meeting with the Fire Department and said that the Friday night fireman's muster was cancelled due to drought conditions and that they would be adding a Fireworks show in the school field on Saturday night celebrating Wildwood Days' 50th year.

She also reported that she would be attending a Humboldt Transit Authority (HTA) meeting tomorrow in person.

Lastly, she announced that the Beautification, Walkability and Pride Committee is made up of two members of the City Council and three members of the public with the task of making specific recommendations to the City Council for projects that enhance the visual aesthetic and wayfaring quality of Rio Dell public spaces or viewsheds in order to produce a greater sense of community pride. She encouraged any interested persons in serving to apply at City Hall.

Councilmember Carter reported on her attendance at the Redwood Region Economic Development Commission (RREDC) meeting on June 28th and said that most of the discussion was on the budget and other internal items.

Councilmember Wilson reported that he would be attending a Humboldt Waste Management Authority (HWMA) meeting on Thursday and on the agenda is an item related to the company from Crescent City (Hambro) and their proposal for opening a local CRV facility in Arcata. For it to work, HWMA would need to agree to not recertify for CRV so Hambro could exclusively handle all of the local CRV.

Mayor Garnes expressed special thanks to staff for setting up the Council Chambers to make it safe for the Council, staff and the community to attend in-person meetings. She said that staff did their best to make it possible for a hybrid meeting format and said that the Chambers look fantastic. She said that technology doesn't always work and apologized for anything that went wrong this evening noting that the system was tested earlier and everything seemed to be working fine.

ADJOURNMENT

Motion was made by Johnson/Wilson to adjourn the meeting at 7:30 p.m. to the July 20, 2021 regular meeting. Motion carried 5-0.


Attest:

Debra Garnes, Mayor

Karen Dunham, City Clerk



675 Wildwood Avenue
Rio Dell, CA 95562
(707) 764-3532
(707) 764-5480 (fax)

DATE: July 20, 2021
TO: Mayor and Members of the City Council
FROM: Cheryl Dillingham, Finance Director 
THROUGH: Kyle Knopp, City Manager
SUBJECT: Adoption of Resolution No. 1496-2021 Amending the City Master Salary Table

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Approve adoption of Resolution No. 1496-2021 amending the City Master Salary Table.

BACKGROUND AND DISCUSSION

The City Salary Table needs to be amended to include compensation for the new Management Analyst I/II/Senior position. The consultant that was used to complete the compensation review in 2020 has reviewed the new position and made a recommendation (see attached memo) on the appropriate salary ranges for the Management Analyst series. The proposed salary for the Senior Management Analyst is in line with what was estimated and included in the adopted fiscal year 2021-22 budget.

Staff is also recommending an increase of five percent for the Public Works Leadman salary. When the last update of the salary table was done a Utility Worker III position was added. Currently the Public Works Leadman and the Utility Worker III have the same salary range. The recommended action is needed to adjust the Public Works Leadman salary so that it is above the Utility Worker III salary.

ATTACHMENTS

Resolution 1496-2021
Memo from Koff & Associates



RESOLUTION NO. 1496-2021
A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF RIO DELL
AMENDING AND ADOPTING CITY MASTER SALARY TABLE

WHEREAS, the City of Rio Dell recognizes the value of adopting a salary schedule that promotes the recruitment and retention of employees; and

WHEREAS, a pay structure with competitive salaries is essential in attracting and retaining a skilled, motivated work force, thereby increasing the level of service to the City’s residents; and

WHEREAS, a salary table helps provide transparency in compensation; and

WHEREAS, Section 36506 of the Government Code of the State of California provides that the City Council shall, by Resolution or Ordinance, fix the compensation for all appointive officers and employees.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Rio Dell hereby amends and adopts the following Master Salary Table and that all prior resolutions (Resolution No. 1464-2020) concerning compensation for City employees that are in conflict with this Resolution or the Master Salary Tables are hereby repealed, and this Resolution shall be effective July 17, 2021:

Peace Officers Association

JOB TITLE	Salary Range				
	A	B	C	D	E
Police Officer	46,005	48,305	50,721	53,257	55,919
Police Corporal	53,352	56,019	58,820	61,761	64,849
Sergeant	58,890	61,835	64,927	68,173	71,582

Rio Dell Employee's Association

JOB TITLE	Salary Range					
	A	B	C	D	E	
Accountant I	47,155	49,513	51,989	54,588	57,317	
Accountant II	52,051	54,653	57,386	60,255	63,268	
Admin. Assistant	33,373	35,042	36,794	38,633	40,565	
Administrative Tech.	38,702	40,638	42,669	44,803	47,043	
Community Service Officer	39,670	41,654	43,736	45,923	48,219	
Fiscal Assistant I	31,765	33,353	35,021	36,772	38,610	
Fiscal Assistant II	35,063	36,816	38,656	40,589	42,619	
Management Analyst I	52,051	54,653	57,386	60,255	63,268	new
Office Assistant	28,777	30,216	31,727	33,314	34,979	
PW Leadman	38,702	40,638	42,669	44,803	47,043	revised
PW Leadman	36,838	38,679	40,613	42,644	44,776	old
Records Tech.	35,063	36,816	38,656	40,589	42,619	

Rio Dell Employee's Association (continued)

Sr. Fiscal Assistant	38,702	40,638	42,669	44,803	47,043
Utility Worker I	30,234	31,746	33,333	35,000	36,750
Utility Worker II	33,373	35,042	36,794	38,633	40,565
Utility Worker III	36,838	38,679	40,613	42,644	44,776
W/WW Plant Op. I	35,939	37,736	39,623	41,604	43,684
W/WW Plant Op. II	39,670	41,654	43,736	45,923	48,219
W/WW Plant Op. III	43,788	45,978	48,277	50,690	53,225
Operator In Training (OIT)	35,939				

Management/Confidential Employees

JOB TITLE	Salary Range				
	A	B	C	D	E
City Clerk **	47,155	49,513	51,989	54,588	57,317
City Manager	101,384	106,453	111,776	117,365	123,233
Chief of Police	85,291	89,555	94,033	98,735	103,672
Finance Director	75,385	79,154	83,112	87,267	91,631
Community Dev. Dir.	75,385	79,154	83,112	87,267	91,631
Management Analyst II	57,454	60,327	63,343	66,510	69,839
Senior Management Analyst	63,419	66,589	69,919	73,415	77,086
Wastewater Sup.	61,872	64,965	68,214	71,624	75,205
Water/Streets Sup.	61,873	64,965	68,214	71,624	75,205

new
new

ELECTED OFFICIALS*	Salary Range				
	A	B	C	D	E
Mayor	-	-	-	-	-
Mayor Pro-tem	-	-	-	-	-
City Council Members	-	-	-	-	-
Planning Commissioner - Chair	-	-	-	-	-
Planning Commissioners	-	-	-	-	-

*Elected officials are reimbursed for travel expenses related to official duties

** employees whose compensation under Resolution No. 1428-2019 is higher than the above schedule are Y-Rated to maintain compensation under Resolution No. 1428-2019

PASSED AND ADOPTED by the City of Rio Dell on this 20th day of July 2021, by the following roll call vote:

- Ayes:
- Noes:
- Abstain:
- Absent:

Debra Garnes, Mayor

ATTEST:

Karen Dunham, City Clerk

To: Kyle Knopp, City Manager
From: Katie Kaneko, Managing Director
Subject: Classification and Compensation Study Memo
Date: July 16, 2021

In June 2021, Koff & Associates (K&A) began a classification and compensation study for the City of Rio Dell (City) related to the City's need for a new classification series to support project and program management, as well as operational support to the City Manager.

Accordingly, we recommended and drafted a classification series for a Management Analyst I, II and Senior which will capture the range of duties expected to be performed as well as providing the City a flexible structure to hire at a level aligned with the potential candidate's experience and qualifications. These new class descriptions can be found in Attachment A.

K&A also conducted a base salary compensation study for the Management Analyst II in order to provide salary recommendations for the classification series. We surveyed the same comparator agencies that the City has historically used. Our findings were that most of the comparator agencies did not have a comparable Management Analyst in their classification system. Most organizational structures for similar sized municipalities had department heads overseeing and assuming the body of work related to projects and programs that Rio Dell is proposing be performed by this position. In order to calculate market statistical analysis for recommendation purposes, we need to have four matches or data points and there was only one comparator agency that we found to have a classification that was 70% similar to a Management Analyst II. When there is insufficient market data to calculate a market median, we will look to internal alignment methods for our recommendations.

K&A conducted a market survey for the City in June of 2020 where we developed and presented market-based Range structure and Range Placement spreadsheets which recommended salaries for all of the City's existing classifications. In reviewing that structure, and the existing classifications that had similar levels of responsibility in their respective areas of expertise, as well as taking into consideration the limited data that we had from the comparator market, we recommend that the City place the Management Analyst I at Range 28 (starting at \$2,995 to a maximum of \$3,640 monthly), the Management Analyst II be placed 10% above the Management Analyst I, at Range 32, (starting at \$3,306 to a maximum of \$4,018 monthly), and the Senior Management Analyst be placed at Range 36, 10% above the Management Analyst II, (starting at \$5,285 to a maximum of \$6,424 monthly). This recommendation applies commonly utilized market differentials within a class series based on responsibility and qualification differences. Internal equity between levels of classification is a fundamental factor to be considered when making salary decisions.

We want to thank the City of Rio Dell for its time and cooperation in bringing this study to a successful conclusion. It has been a pleasure working with the City on this project. Please do not hesitate to contact us if we can provide any additional information or clarification regarding this report.



675 Wildwood Avenue
Rio Dell, CA 95562
(707) 764-3532
(707) 764-5480 (fax)

DATE: July 20, 2021

TO: Mayor and Members of the City Council

FROM: Cheryl Dillingham, Finance Director CD

THROUGH: Kyle Knopp, City Manager

SUBJECT: Adoption of Resolution No. 1497-2021 Amending the Position Allocation Table

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Approve adoption of Resolution No. 1497-2021 amending the City Position Allocation Table and approve the job descriptions for the new Management Analyst I/II and Senior positions.

BACKGROUND AND DISCUSSION

The City Position Allocation Table needs to be updated to remove a currently filled Police Officer position and add a Police Corporal. This action is being recommended so that Officer Crystal Landry can be promoted to Police Corporal. She has become a talented investigator and has been tasked with assisting other officers with more serious cases. Based on additional responsibilities and tasks that are anticipated to be assigned to Officer Landry the Corporal position is being requested. The addition of a second supervisor position will also help with short term staffing outages and longer-term succession planning in the department.

The Position Allocation Table also needs to be updated to change the title of the new Administrative Analyst position to Management Analyst. This new position was added and funded in the adopted fiscal year 2021-2 budget. Because this is a new position a job description needs to be created. City staff has been working with a third-party consultant on development of the job description and the name change is based on their recommendation. The new job descriptions for the Management Analyst I/II and Senior Management Analyst are attached and City Council approval is requested.

ATTACHMENTS

Resolution 1497-2021
Management Analyst I/II Job Description
Senior Management Analyst Job Description



RESOLUTION NO. 1497-2021
A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF RIO DELL AMENDING THE POSITION ALLOCATION
TABLE FOR FISCAL YEAR 2021-22

WHEREAS, the City of Rio Dell adopts a position allocation table that is developed along with the City's Operating and Capital budget in order to allocate funding for salaries and benefits accordingly; and

WHEREAS, the position allocation table that was adopted during the budget process by Resolution No. 1490-2021 needs to be amended to add one Police Corporal position, delete one Police Officer position and change the title of the new Administrative Analyst position to Management Analyst.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Rio Dell does hereby amend Resolution No. 1490-2021 and adopt a new Position Allocation Table to include one Police Corporal position, remove one Police Officer position and change the title of the new Administrative Analyst position to Management Analyst for the remainder of fiscal year 2021-22 as follows:

FISCAL YEAR 2021-22					
POSITION ALLOCATION TABLE					
Updated 7/17/2021					
DEPARTMENT/POSITION	FULL-TIME EMPLOYEES (FTEs)				
	2017-18	2018-19	2019-20	2020-21	2021-22
ADMINISTRATION					
Management Analyst I/II/Senior	--	--	--	--	1.00
City Clerk	1.00	1.00	1.00	1.00	1.00
City Manager/Public Works Director	1.00	1.00	1.00	1.00	1.00
Community Development Director	0.80	0.80	0.80	0.80	0.80
Total FTEs	2.80	2.80	2.80	2.80	3.80
FINANCE DEPARTMENT					
Accountant I/II	1.00	1.00	1.00	1.00	1.00
Finance Director	1.00	1.00	1.00	1.00	0.60
Fiscal Assistant I/II	1.00	1.00	1.00	1.00	1.00
Senior Fiscal Assistant	1.00	1.00	1.00	1.00	1.00
Total FTEs	4.00	4.00	4.00	4.00	3.60
POLICE DEPARTMENT					
Chief of Police	1.00	1.00	1.00	1.00	1.00
Community Service Officer	--	--	--	1.00	1.00
Police Corporal	--	--	--	--	1.00
Police Officer	3.00	4.00	4.25	4.25	3.25
Records Technician	0.70	0.70	0.70	0.70	0.70
Sergeant	1.00	1.00	1.00	1.00	1.00
Total FTEs	5.70	6.70	6.95	7.95	7.95
PUBLIC WORKS DEPARTMENT					
Operator in Training (OIT)	--	1.00	1.00	1.00	1.00
Public Works Leadman	1.00	1.00	1.00	1.00	1.00
Utility Worker I/II/III	2.00	2.50	2.50	2.50	2.50
Wastewater Superintendent	1.00	1.00	1.00	1.00	1.00
Water/Streets Superintendent	1.00	1.00	1.00	1.00	1.00
Water/Wastewater Plant Operator I/II/III	1.00	2.00	2.00	2.00	2.00
Total FTEs	6.00	8.50	8.50	8.50	8.50
TOTAL CITY FTEs	18.50	22.00	22.25	23.25	23.85

BE IT FURTHER RESOLVED, that this Resolution shall be effective July 17, 2021.

PASSED AND ADOPTED by the City of Rio Dell on this 20th day of July 2021, by the following roll call vote:

Ayes:

Noes:

Abstain:

Absent:

Debra Garnes, Mayor

ATTEST:

Karen Dunham, City Clerk

MANAGEMENT ANALYST I/II

DEFINITION

Under general supervision (Management Analyst I) or direction (Management Analyst II), performs a variety of complex professional administrative, technical, and analytical duties in support of the assigned department's business activities, functions, programs, and services; develops recommendations and work plans for the formation of policies and procedures for the department's contractual, financial, and operational activities; provides technical and responsible assistance to the City Manager or assigned management staff; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision (Management Analyst I) or direction (Management Analyst II) from assigned management personnel. Some incumbents exercise technical and functional direction over and provide training to less experienced staff.

CLASS CHARACTERISTICS

Management Analyst I: This is the entry-level classification in the Management Analyst series. Initially under general supervision, incumbents learn and perform a variety of project-oriented research and analysis work along with varied programmatic functions. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Management Analyst II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Management Analyst II: This is the fully qualified journey-level classification in the Management Analyst series. Positions at this level are distinguished from the Management Analyst I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Positions in the Management Analyst class series are flexibly staffed; positions at the Management Analyst II level are normally filled by advancement from the Management Analyst I level; progression to the Management Analyst II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Management Analyst II level.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

Positions at the Management Analyst I level may perform some of these duties and responsibilities in a learning capacity.

- Collects, researches, compiles, analyzes, and evaluates information from various sources on a variety of specialized topics related to departmental and programmatic activities; organizes and conducts a variety of administrative, organizational, analytical, or management studies including complex financial, budget, personnel, operational, or administrative issues or questions.
- Performs analytical assignments and information-gathering processes; analyzes alternatives and makes recommendations regarding such areas as facilities, equipment, cost analysis, cost recovery, new services, purchasing, productivity, workflow and design, and policy or procedure modifications; discusses findings with management staff and prepares reports of study conclusions and recommendations; assists with the implementation after approval.
- Monitors and advises management regarding capital improvement projects; prepares detailed budget and financial reports; plans, coordinates, oversees, tracks, and reports on status of capital improvement projects; assists in the preparation, review, evaluation, and monitoring of capital improvement plans and budgets.
- Administers and negotiates various agreements and ensures compliance with the terms of those agreements; coordinates with consultants and City staff in review of new and existing contracts and agreements and prepares documents for approval as needed.
- Participates in the development and implementation of goals, objectives, policies, procedures, work standards, new or revised programs, systems, methods of operation, and administrative control systems for assigned projects and programs.
- Prepares and proofreads a variety of technical reports, letters, memoranda, correspondence, and other written materials; independently composes correspondence and reports related to assigned area of responsibility; develops, designs, and produces charts, graphs, presentations, and spreadsheets; prepares and conducts presentations for a variety of audiences, as assigned; prepares and submits City Council agenda reports and various other commission, committee, board, and staff reports, resolutions, ordinances, and related documents.
- Participates in the oversight and management of grants and special funds; identifies and researches grant funding opportunities and partnerships; researches and writes grant proposals; performs a variety of technical support and administrative duties in the preparation, processing, maintenance, reconciliation, tracking, archiving, and reporting of department grants and loans; ensures compliance with federal, state, and funding agency requirements and applicable laws, regulations, and professional accounting practices; supports Finance with compiling information requested for annual grant audits; prepares and submits required grant documentation; maintains grant files and reports.
- Serves as a liaison to employees, public and private organizations, community groups, and other entities; provides information and assistance to the public regarding assigned programs and services; receives and responds to customer inquiries, complaints, and questions relating to assigned area of responsibility; reviews problems and recommends corrective actions; coordinates and monitors responsive actions to resident service requests; compiles responsive documents for subpoenas and requests for public records.
- Prepares bid specifications and related schedules for various capital projects; administers formal and informal bidding practices per Purchasing guidelines; acquires bids and quotes from vendors; administers contracts.
- Attends, and participates in the coordination and facilitation of, a variety of committee, commission, and/or City Council meetings.
- Plans, organizes, develops, and conducts a variety of assigned programs, special projects, studies, and surveys; coordinates programs and activities with other divisions or departments; confers with representatives of other agencies, vendors, and the public; monitors performance of assigned projects;

performs program administrative functions and provides technical assistance to others on specified assignments.

- Provides work direction and training to staff on a project or day-to-day basis, as assigned.
- Maintains accurate recordkeeping and filing systems; develops storage of records and records retention schedules.
- Observes and complies with City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Positions at the Management Analyst I level may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- Grant funding sources, grant requirements, grant administration, and grant writing techniques.
- Sources of information related to a broad range of municipal programs, services, administration and economic development.
- Advanced principles, practices, and methods of administrative and organizational analysis and planning.
- Applicable federal, state, and local laws, codes, regulations, and processes in assigned areas of responsibility.
- Methods and techniques of data collection, financial and statistical research, analysis, report preparation, and presentation.
- Principles and procedures of recordkeeping, document processing, and filing systems.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Research, analyze, evaluate, understand, interpret, and apply programs, policies, procedures, and guidelines, and develop sound recommendations.
- Plan and conduct effective management, administrative, and operational studies.
- Manage projects, including developing and implementing goals, objectives, policies, procedures, work standards and internal controls.
- Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.
- Collect, analyze, interpret, summarize, and present administrative and technical information and data in an effective manner for a variety of intended audiences.
- Plan, assign work, coordinate, and review the work of support staff.
- Conduct meetings, give presentations, and accurately convey messages.
- Monitor compliance of grant awarded agreements.
- Interpret and apply federal, state, and local policies, procedures, laws, and regulations.
- Use mathematical functions and principles and perform complex arithmetic calculations accurately.
- Maintain and update accurate records and files.

- Handle sensitive and confidential information.
- For some incumbents, ability to speak Spanish to effectively communicate and assist the public.
- Use tact, initiative, prudence, and independent judgment within general policy, and procedural, guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Management Analyst I/II: Equivalent to a bachelor's degree from an accredited college or university with major coursework in public or business administration, accounting, finance, information technology, economics, or a related field.

Experience:

- Management Analyst I: Two (2) years of office administrative support experience.
- Management Analyst II: Four (4) years of increasingly responsible professional experience in administrative and management analysis.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

SENIOR MANAGEMENT ANALYST

DEFINITION

Under general direction, plans, oversees, and provides administrative, budgetary, grant, and work-flow support on a city-wide level; participates in policy development and strategic planning ;analyzes practices and procedures and makes recommendations for organizational, operational, policy, and procedural improvements; conducts needs analysis, feasibility studies, and program evaluation for assigned projects and programs; develops, summarizes, and maintains administrative and fiscal records; fosters cooperative working relationships among City departments and acts as liaison with various community, public, and regulatory agencies; provides supervision and training to assigned staff; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management personnel. Exercises direct and general supervision over assigned professional, technical, and office support staff.

DISTINGUISHING CHARACTERISTICS

This is the advanced level class in the management analyst series. Incumbents plan, develop, and implement policies and procedures for city-wide and cross departmental initiatives, including management analysis, and program evaluation. Incumbents facilitate and support the work of departmental management staff by organizing and overseeing day-to-day administrative support activities and by providing a professional-level resource for organizational, managerial, and operational analyses and studies. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility, and may involve frequent contact with the public. This class is distinguished from the Management Analyst II in that it is responsible for the most complex analytical and programmatic functions within the assigned department and policies and initiatives impacting the strategy and direction of the City.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Develops goals, objectives, policies, procedures, work standards, and administrative control systems.
- Coordinates, oversees, and performs professional-level administrative work in such areas as budget development, project or program administration and reporting, grants, purchasing, loan and contract administration, management analysis, public information, and program evaluation.
- Oversees, coordinates, and administers programs and projects; plans, organizes, oversees, and directs all aspects of assigned programs, including legal and regulatory compliance; coordinates with private businesses and governmental agencies regarding the program as needed. makes recommendations regarding staffing, equipment, and facility needs; acts as the liaison between the City and outside agencies and vendors; oversees committees formed for these programs; presents committees' recommendations to the City Council.

- Develops and administers program budgets, including cost containment and grant funds disbursement.
- Conducts a variety of analytical and operational studies regarding departmental and program activities; evaluates alternatives, makes recommendations, and assists with the implementation of procedural, administrative, and/or operational changes after approval.
- Collects, compiles, and analyzes information from various sources on a variety of specialized topics related to programs administered by the position or by management staff; prepares comprehensive technical records and reports to present and interpret data, identifies alternatives, and makes and justifies recommendations.
- Conducts surveys and performs research and statistical analyses on administrative, fiscal, personnel, and operational problems or issues; monitors legislation and analyzes proposed legislation.
- Serves as a liaison with employees, public, and private organizations, community groups, and other organizations; provides information and assistance to the public regarding the assigned programs and services; receives and responds to complaints and questions relating to assigned area of responsibility; reviews problems and recommends corrective actions.
- Participates in the selecting, training, motivating, and evaluating assigned staff; provides or coordinates staff training; works with employees to correct deficiencies.
- Prepares and submits agenda reports and various other commission, committee, and staff reports, resolutions, ordinances, and correspondence regarding assigned activities.
- Performs other duties as assigned.

JOB-RELATED QUALIFICATIONS

Knowledge of:

- Principles and practices of municipal management and government.
- Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.
- Project and/or program management, analytical processes, and report preparation techniques; municipal programs and other related governmental programs.
- Principles and practices of public administration as applied to operational unit and program administration.
- Research and reporting methods, techniques, and procedures including sources of information related to a broad range of municipal programs, services, and administration.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Public relations techniques.
- Principles and practices of contract negotiation, preparation, and evaluation; public agency budget development and administration, and sound financial management policies and procedures.
- Recent and on-going developments, current literature, and sources of information related to the municipal operations.
- Record keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Coordinate and oversee programmatic administrative, budgeting, and fiscal reporting activities.
- Plan and conduct effective management, administrative, and operational studies.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Plan, organize, and carry out assignments from management staff with minimal direction.
- Conduct complex research on a wide variety of administrative topics including grant funding, contract feasibility, budget and staffing proposals, and operational alternatives.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Understand, interpret, explain, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree in business, finance, public administration, accounting, or a closely related field. and five (5) years increasingly responsible professional administrative and analytical experience in municipal government, including experience in budget, strategic planning, policy analysis, and organizational development.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



Attachment A

Recommended Classification Descriptions

MANAGEMENT ANALYST I/II

DEFINITION

Under general supervision (Management Analyst I) or direction (Management Analyst II), performs a variety of complex professional administrative, technical, and analytical duties in support of the assigned department's business activities, functions, programs, and services; develops recommendations and work plans for the formation of policies and procedures for the department's contractual, financial, and operational activities; provides technical and responsible assistance to the City Manager or assigned management staff; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision (Management Analyst I) or direction (Management Analyst II) from assigned management personnel. Some incumbents exercise technical and functional direction over and provide training to less experienced staff.

CLASS CHARACTERISTICS

Management Analyst I: This is the entry-level classification in the Management Analyst series. Initially under general supervision, incumbents learn and perform a variety of project-oriented research and analysis work along with varied programmatic functions. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Management Analyst II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Management Analyst II: This is the fully qualified journey-level classification in the Management Analyst series. Positions at this level are distinguished from the Management Analyst I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Positions in the Management Analyst class series are flexibly staffed; positions at the Management Analyst II level are normally filled by advancement from the Management Analyst I level; progression to the Management Analyst II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Management Analyst II level.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

Positions at the Management Analyst I level may perform some of these duties and responsibilities in a learning capacity.

- Collects, researches, compiles, analyzes, and evaluates information from various sources on a variety of specialized topics related to departmental and programmatic activities; organizes and conducts a variety of administrative, organizational, analytical, or management studies including complex financial, budget, personnel, operational, or administrative issues or questions.
- Performs analytical assignments and information-gathering processes; analyzes alternatives and makes recommendations regarding such areas as facilities, equipment, cost analysis, cost recovery, new services, purchasing, productivity, workflow and design, and policy or procedure modifications; discusses findings with management staff and prepares reports of study conclusions and recommendations; assists with the implementation after approval.
- Monitors and advises management regarding capital improvement projects; prepares detailed budget and financial reports; plans, coordinates, oversees, tracks, and reports on status of capital improvement projects; assists in the preparation, review, evaluation, and monitoring of capital improvement plans and budgets.
- Administers and negotiates various agreements and ensures compliance with the terms of those agreements; coordinates with consultants and City staff in review of new and existing contracts and agreements and prepares documents for approval as needed.
- Participates in the development and implementation of goals, objectives, policies, procedures, work standards, new or revised programs, systems, methods of operation, and administrative control systems for assigned projects and programs.
- Prepares and proofreads a variety of technical reports, letters, memoranda, correspondence, and other written materials; independently composes correspondence and reports related to assigned area of responsibility; develops, designs, and produces charts, graphs, presentations, and spreadsheets; prepares and conducts presentations for a variety of audiences, as assigned; prepares and submits City Council agenda reports and various other commission, committee, board, and staff reports, resolutions, ordinances, and related documents.
- Participates in the oversight and management of grants and special funds; identifies and researches grant funding opportunities and partnerships; researches and writes grant proposals; performs a variety of technical support and administrative duties in the preparation, processing, maintenance, reconciliation, tracking, archiving, and reporting of department grants and loans; ensures compliance with federal, state, and funding agency requirements and applicable laws, regulations, and professional accounting practices; supports Finance with compiling information requested for annual grant audits; prepares and submits required grant documentation; maintains grant files and reports.
- Serves as a liaison to employees, public and private organizations, community groups, and other entities; provides information and assistance to the public regarding assigned programs and services; receives and responds to customer inquiries, complaints, and questions relating to assigned area of responsibility; reviews problems and recommends corrective actions; coordinates and monitors responsive actions to resident service requests; compiles responsive documents for subpoenas and requests for public records.
- Prepares bid specifications and related schedules for various capital projects; administers formal and informal bidding practices per Purchasing guidelines; acquires bids and quotes from vendors; administers contracts.
- Attends, and participates in the coordination and facilitation of, a variety of committee, commission, and/or City Council meetings.
- Plans, organizes, develops, and conducts a variety of assigned programs, special projects, studies, and surveys; coordinates programs and activities with other divisions or departments; confers with representatives of other agencies, vendors, and the public; monitors performance of assigned projects;

performs program administrative functions and provides technical assistance to others on specified assignments.

- Provides work direction and training to staff on a project or day-to-day basis, as assigned.
- Maintains accurate recordkeeping and filing systems; develops storage of records and records retention schedules.
- Observes and complies with City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Positions at the Management Analyst I level may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- Grant funding sources, grant requirements, grant administration, and grant writing techniques.
- Sources of information related to a broad range of municipal programs, services, administration and economic development.
- Advanced principles, practices, and methods of administrative and organizational analysis and planning.
- Applicable federal, state, and local laws, codes, regulations, and processes in assigned areas of responsibility.
- Methods and techniques of data collection, financial and statistical research, analysis, report preparation, and presentation.
- Principles and procedures of recordkeeping, document processing, and filing systems.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Research, analyze, evaluate, understand, interpret, and apply programs, policies, procedures, and guidelines, and develop sound recommendations.
- Plan and conduct effective management, administrative, and operational studies.
- Manage projects, including developing and implementing goals, objectives, policies, procedures, work standards and internal controls.
- Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.
- Collect, analyze, interpret, summarize, and present administrative and technical information and data in an effective manner for a variety of intended audiences.
- Plan, assign work, coordinate, and review the work of support staff.
- Conduct meetings, give presentations, and accurately convey messages.
- Monitor compliance of grant awarded agreements.
- Interpret and apply federal, state, and local policies, procedures, laws, and regulations.
- Use mathematical functions and principles and perform complex arithmetic calculations accurately.
- Maintain and update accurate records and files.

- Handle sensitive and confidential information.
- For some incumbents, ability to speak Spanish to effectively communicate and assist the public.
- Use tact, initiative, prudence, and independent judgment within general policy, and procedural, guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Management Analyst I/II: Equivalent to a bachelor's degree from an accredited college or university with major coursework in public or business administration, accounting, finance, information technology, economics, or a related field.

Experience:

- Management Analyst I: Two (2) years of office administrative support experience.
- Management Analyst II: Four (4) years of increasingly responsible professional experience in administrative and management analysis.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

SENIOR MANAGEMENT ANALYST

DEFINITION

Under general direction, plans, oversees, and provides administrative, budgetary, grant, and work-flow support on a city-wide level; participates in policy development and strategic planning ;analyzes practices and procedures and makes recommendations for organizational, operational, policy, and procedural improvements; conducts needs analysis, feasibility studies, and program evaluation for assigned projects and programs; develops, summarizes, and maintains administrative and fiscal records; fosters cooperative working relationships among City departments and acts as liaison with various community, public, and regulatory agencies; provides supervision and training to assigned staff; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management personnel. Exercises direct and general supervision over assigned professional, technical, and office support staff.

DISTINGUISHING CHARACTERISTICS

This is the advanced level class in the management analyst series. Incumbents plan, develop, and implement policies and procedures for city-wide and cross departmental initiatives, including management analysis, and program evaluation. Incumbents facilitate and support the work of departmental management staff by organizing and overseeing day-to-day administrative support activities and by providing a professional-level resource for organizational, managerial, and operational analyses and studies. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility, and may involve frequent contact with the public. This class is distinguished from the Management Analyst II in that it is responsible for the most complex analytical and programmatic functions within the assigned department and policies and initiatives impacting the strategy and direction of the City.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Develops goals, objectives, policies, procedures, work standards, and administrative control systems.
- Coordinates, oversees, and performs professional-level administrative work in such areas as budget development, project or program administration and reporting, grants, purchasing, loan and contract administration, management analysis, public information, and program evaluation.
- Oversees, coordinates, and administers programs and projects; plans, organizes, oversees, and directs all aspects of assigned programs, including legal and regulatory compliance; coordinates with private businesses and governmental agencies regarding the program as needed. makes recommendations regarding staffing, equipment, and facility needs; acts as the liaison between the City and outside agencies and vendors; oversees committees formed for these programs; presents committees' recommendations to the City Council.

- Develops and administers program budgets, including cost containment and grant funds disbursement.
- Conducts a variety of analytical and operational studies regarding departmental and program activities; evaluates alternatives, makes recommendations, and assists with the implementation of procedural, administrative, and/or operational changes after approval.
- Collects, compiles, and analyzes information from various sources on a variety of specialized topics related to programs administered by the position or by management staff; prepares comprehensive technical records and reports to present and interpret data, identifies alternatives, and makes and justifies recommendations.
- Conducts surveys and performs research and statistical analyses on administrative, fiscal, personnel, and operational problems or issues; monitors legislation and analyzes proposed legislation.
- Serves as a liaison with employees, public, and private organizations, community groups, and other organizations; provides information and assistance to the public regarding the assigned programs and services; receives and responds to complaints and questions relating to assigned area of responsibility; reviews problems and recommends corrective actions.
- Participates in the selecting, training, motivating, and evaluating assigned staff; provides or coordinates staff training; works with employees to correct deficiencies.
- Prepares and submits agenda reports and various other commission, committee, and staff reports, resolutions, ordinances, and correspondence regarding assigned activities.
- Performs other duties as assigned.

JOB-RELATED QUALIFICATIONS

Knowledge of:

- Principles and practices of municipal management and government.
- Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.
- Project and/or program management, analytical processes, and report preparation techniques; municipal programs and other related governmental programs.
- Principles and practices of public administration as applied to operational unit and program administration.
- Research and reporting methods, techniques, and procedures including sources of information related to a broad range of municipal programs, services, and administration.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Public relations techniques.
- Principles and practices of contract negotiation, preparation, and evaluation; public agency budget development and administration, and sound financial management policies and procedures.
- Recent and on-going developments, current literature, and sources of information related to the municipal operations.
- Record keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Coordinate and oversee programmatic administrative, budgeting, and fiscal reporting activities.
- Plan and conduct effective management, administrative, and operational studies.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Plan, organize, and carry out assignments from management staff with minimal direction.
- Conduct complex research on a wide variety of administrative topics including grant funding, contract feasibility, budget and staffing proposals, and operational alternatives.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Understand, interpret, explain, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree in business, finance, public administration, accounting, or a closely related field. and five (5) years increasingly responsible professional administrative and analytical experience in municipal government, including experience in budget, strategic planning, policy analysis, and organizational development.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.

PHYSICAL DEMANDS

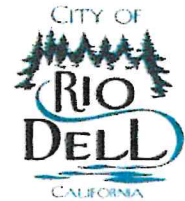
Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

675 Wildwood Avenue
Rio Dell, CA 95562



TO: Mayor and Members of the City Council
FROM : Karen Dunham, City Clerk
THROUGH: Kyle Knopp, City Manager
DATE: July 20, 2021
SUBJECT: Observance of June 19th as Juneteenth Day

RECOMMENDATION

Approve amendment to the City of Rio Dell Employee Handbook, Section 5.12 to include Juneteenth Day as a recognized employee paid holiday as proclaimed by the President of the United States and the Governor of the State of California.

BACKGROUND AND DISCUSSION

On June 18, 2021, President Biden proclaimed June 19th as Juneteenth Day calling upon the people of the United States to acknowledge and celebrate the end of the Civil War and the emancipation of Black Americans. Likewise, Governor Newsom proclaimed June 19th as "Juneteenth National Freedom Day, A Day of Observance."

Section 5.12 *Holidays* of the City of Rio Dell Employee Handbook lists the designated paid holidays and states the following:

- *"All other days as may be proclaimed by the president of the United States or Governor of the State, when approved by the City Council."*

ATTACHMENTS:

Section 5.12 of Employee Handbook
Presidential Proclamation
State of California Proclamation

5.10 HEALTH INSURANCE

Our health insurance plan offers medical, dental, and vision care benefits to eligible employees and their dependents. All permanent employees are eligible for certain benefits, to the extent stated in section 3.10 of these policies.

If any employee has questions about our health insurance plan, contact the Finance Director for more information.

5.11 LIFE INSURANCE

The City provides life insurance to eligible full-time/permanent employees. If any employee has questions about the life insurance benefits or their eligibility, contact the Finance Director for more information.

5.12 HOLIDAYS

The City gives time off to all employees on the following holidays:

- New Year's Day (January 1)
- Martin Luther King, Jr. Day (third Monday in January)
- Presidents' Day (third Monday in February)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Veterans' Day (November 11)
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving
- Christmas (December 25)
- The day before Christmas or the day after Christmas as requested 30 days in advance by a majority of the employees or as designated by the City Manager if no request is made.
- All other days as may be proclaimed by the president of the United States or Governor of the State, when approved by the City Council.

Eligible employees will be paid for holiday time off.

Holiday pay will be calculated at the particular employee's straight-time pay rate as of that holiday multiplied by the number of hours the employee would normally have worked that day not to exceed eight-hours per Holiday, unless otherwise expressly authorized pursuant to an applicable Memorandum of Understanding or employment contract.

If a recognized holiday falls on a Saturday, the City will observe it on the Friday before the holiday. If a recognized holiday falls on a Sunday, the City will observe it on the Monday after the holiday.

If an employee is eligible for paid holidays and a holiday occurs during the time of a particular employee is on vacation, the employee will be paid holiday pay not vacation pay.

If eligible non-exempt employees work on a recognized holiday, they will receive holiday pay plus their wages at one and one-half times their straight-time rate for the hours they worked on the holiday.

In addition to the recognized holidays previously listed, eligible employees (non-exempt) will receive one (1) floating holiday in each anniversary year. To be eligible for floating holidays, you must complete one (1) year of service as a regular full time employee. To use a floating holiday, you should first ask for advance approval from your Supervisor.

BRIEFING ROOM

A Proclamation on Juneteenth Day of Observance, 2021

JUNE 18, 2021 • PRESIDENTIAL ACTIONS

On June 19, 1865 — nearly nine decades after our Nation’s founding, and more than 2 years after President Lincoln signed the Emancipation Proclamation — enslaved Americans in Galveston, Texas, finally received word that they were free from bondage. As those who were formerly enslaved were recognized for the first time as citizens, Black Americans came to commemorate Juneteenth with celebrations across the country, building new lives and a new tradition that we honor today. In its celebration of freedom, Juneteenth is a day that should be recognized by all Americans. And that is why I am proud to have consecrated Juneteenth as our newest national holiday.

Juneteenth is a day of profound weight and power.

A day in which we remember the moral stain and terrible toll of slavery on our country -- what I’ve long called America’s

original sin. A long legacy of systemic racism, inequality, and inhumanity.

But it is a day that also reminds us of our incredible capacity to heal, hope, and emerge from our darkest moments with purpose and resolve.

As I said on the 100th Anniversary of the Tulsa Race Massacre, great nations don't ignore the most painful chapters of their past. Great nations confront them. We come to terms with them.

On Juneteenth, we recommit ourselves to the work of equity, equality, and justice. And, we celebrate the centuries of struggle, courage, and hope that have brought us to this time of progress and possibility. That work has been led throughout our history by abolitionists and educators, civil rights advocates and lawyers, courageous activists and trade unionists, public officials, and everyday Americans who have helped make real the ideals of our founding documents for all.

There is still more work to do. As we emerge from the long, dark winter of the COVID-19 pandemic, for example, racial equity remains at the heart of our efforts to vaccinate the Nation and beat the virus. We must recognize that Black Americans, among other people of color, have shouldered a disproportionate burden of

loss – while also carrying us through disproportionately as essential workers and health care providers on the front lines of the crisis.

Psalm 30 proclaims that “weeping may endure for a night, but joy cometh in the morning.” Juneteenth marks both the long, hard night of slavery and discrimination, and the promise of a brighter morning to come. My Administration is committed to building an economy – and a Nation – that brings everyone along, and finally delivers our Nation’s founding promise to Black Americans. Together, we will lay the roots of real and lasting justice, so that we can become the extraordinary country that was promised to all Americans.

Juneteenth not only commemorates the past. It calls us to action today.

NOW, THEREFORE, I, JOSEPH R. BIDEN JR., President of the United States of America, by virtue of the authority vested in me by the Constitution and the laws of the United States, do hereby proclaim June 19, 2021, as Juneteenth Day of Observance. I call upon the people of the United States to acknowledge and celebrate the end of the Civil War and the emancipation of Black Americans, and commit together to eradicate systemic

racism that still undermines our founding ideals and collective prosperity.

IN WITNESS WHEREOF, I have hereunto set my hand this eighteenth day of June, in the year of our Lord two thousand twenty-one, and of the Independence of the United States of America the two hundred and forty-fifth.

JOSEPH R. BIDEN JR.

PROCLAMATION

Juneteenth commemorates an extraordinary moment in our nation's history.

On June 19, 1865, Union General Gordon Granger led troops into Galveston, Texas, to announce the end of the Civil War and the insidious institution of slavery. Thousands of enslaved people in Texas – among the last to learn of their liberation – tasted hard-won freedom for the first time. The joyous commemorations that began in Texas spread around the nation, with cities and communities in California joining in celebration of this milestone in the ongoing American journey toward freedom for all. Since 2003, the State of California has celebrated Juneteenth as a day to honor and reflect on the significant contributions of Black Americans to our nation.

California's Black and African American communities have made countless contributions to the state throughout our history. Furthermore, many served on the front lines as essential workers throughout this past year. I thank you all for your incredible sacrifice. However, we must recognize that the pandemic magnified so many of the existing inequalities faced by communities of color. As we roar back from this pandemic, we continue the work to level out the playing field for ALL Californians, despite color or creed.

Today, I urge all Californians to reflect on the ongoing cause of freedom for Black Americans – remembering that, though General Granger's announcement in 1865 called for "absolute equality," that vision was, and remains, far from complete. This year, we are proud to raise the Juneteenth flag over the California State Capitol, which will be lit in the pan-African colors of red, black and green – representing the African diaspora to enslavement in the New World. As we honor Juneteenth, let us all redouble our commitment to use our power to stamp out racism in our communities and institutions and help secure freedom for all.

NOW THEREFORE I, GAVIN NEWSOM, Governor of the State of California, do hereby proclaim June 19, 2021, as "Juneteenth National Freedom Day: A Day of Observance."

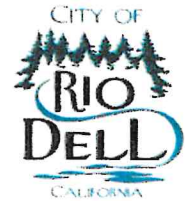
IN WITNESS WHEREOF I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 18th day of June 2021.

GAVIN NEWSOM
Governor of California

ATTEST:

SHIRLEY N. WEBER, Ph.D.
Secretary of State

675 Wildwood Avenue
Rio Dell, CA 95562



TO: Mayor and Members of the City Council

FROM : Karen Dunham, City Clerk

THROUGH: Kyle Knopp, City Manager

DATE: July 20, 2021

SUBJECT: Resolution No. 1498-2021 - Designation of Voting Delegate
for League of California Cities

RECOMMENDATION

Approve Resolution No. 1498-2021 designating Mayor Debra Garnes as the voting delegate and Amanda Carter as the voting delegate alternate for the League of California Cities 2021 Annual Conference & Expo on September 22-24, 2021.

BUDGETARY IMPACT

None

BACKGROUND AND DISCUSSION

The League's 2021 Annual Conference & Expo is scheduled for September 22-24, 2021. An important part of the conference is the Annual Business Meeting, scheduled for Friday, September 24, 2021, at such time, the League membership considers and acts on resolutions that establish League policy.

In order for the City's representative to vote at the Annual Business Meeting, a voting delegate and alternate must be designated by the City Council in the form of a Resolution. A copy of the completed Voting Delegate Form along with a copy of the adopted resolution must be returned to the League's office prior to Wednesday, September 15, 2021 to allow the League staff time to establish voting delegate records prior to the conference.

ATTACHMENTS:

Resolution No. 1498-2021
Voting Delegate Form



**RESOLUTION NO. 1498-2021
RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF RIO DELL DESIGNATING A VOTING DELEGATE AND
ALTERNATE FOR THE LEAGUE OF CALIFORNIA CITIES
2021 ANNUAL CONFERENCE**

WHEREAS, the League of California Cities bylaws requires the governing body to designate the City's voting delegate and up to two alternates; and

WHEREAS, Mayor Debra Garnes was previously appointed by the City Council as representative to the League of California Cities with Councilmember Amanda Carter as the alternate.

NOW, THEREFORE, the City Council of the City of Rio Dell does hereby resolve that ***Debra Garnes, Mayor***, is hereby appointed to serve as the City's voting delegate at the League of California Cities Annual Conference & Expo on September 22-24, 2021 and ***Amanda Carter, Councilmember*** as the designated alternate voting delegate.

I HEREBY CERTIFY that the foregoing Resolution was duly introduced, passed and adopted at a regular meeting of the City Council of the City of Rio Dell, held on the 20th day of July 2021 by the following vote:

**AYES:
NOES:
ABSENT:
ABSTAIN:**

Debra Garnes, Mayor

ATTEST:

Karen Dunham, City Clerk



CITY: Rio Dell

2021 ANNUAL CONFERENCE
VOTING DELEGATE/ALTERNATE FORM

Please complete this form and return it to Cal Cities office by Wednesday, September 15, 2021. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.

To vote at the Annual Business Meeting (General Assembly), voting delegates and alternates must be designated by your city council. Please attach the council resolution as proof of designation. As an alternative, the Mayor or City Clerk may sign this form, affirming that the designation reflects the action taken by the council.

Please note: Voting delegates and alternates will be seated in a separate area at the Annual Business Meeting. Admission to this designated area will be limited to individuals (voting delegates and alternates) who are identified with a special sticker on their conference badge. This sticker can be obtained only at the Voting Delegate Desk.

1. VOTING DELEGATE

Name: Debra Garnes

Title: Mayor

2. VOTING DELEGATE - ALTERNATE

Name: Amanda Carter

Title: Council Member

3. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

PLEASE ATTACH COUNCIL RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES OR

ATTEST: I affirm that the information provided reflects action by the city council to designate the voting delegate and alternate(s).

Name: Karen Dunham

Email dunhamk@cityofriodell.ca.gov

Mayor or City Clerk Karen Dunham
(circle one) (signature)

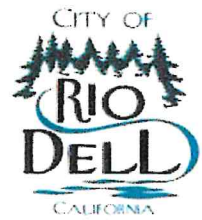
Date 7-21-21 Phone (707) 764-3532

Please complete and return by Wednesday, September 15, 2021 to:

Darla Yacub, Assistant to the Administrative Services Director

E-mail: dyacub@cacities.org


Phone: (916) 658-8254



675 Wildwood Avenue
Rio Dell, CA 95562
(707) 764-3532
(707) 764-5480 (fax)

DATE: July 20, 2021

TO: Mayor and Members of the City Council

FROM: Cheryl Dillingham, Finance Director 

THROUGH: Kyle Knopp, City Manager

SUBJECT: Memorandum of Understanding with the City of Fortuna for Dispatch Services and Resolution No. 1499-2021 Budget Adjustment

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Authorize the City Manager and Chief of Police to sign a memorandum of understanding (MOU) with the City of Fortuna for dispatch services and approve Resolution No. 1499-2021 amending the fiscal year (FY) 2021-22 adopted budget to increase appropriations for dispatch services.

BACKGROUND AND DISCUSSION

The City of Rio Dell has a long-standing agreement with the City of Fortuna for Police dispatch services. The MOU provides dispatch services for FY 2021-22 at an annual cost of \$69,200. This represents a 43 percent increase from the prior annual cost of \$48,364. The increase is based on a new allocation formula that distributes actual dispatch costs using a calculated percentage for the City of Rio Dell's proportionate share. The MOU includes a provision that future increases will not exceed 10 percent annually.

Approval of Resolution No. 1499-2021 amending the FY 2021-22 budget is requested to increase appropriations to provide for additional expenses not known at the time of budget adoption. The Police Department budget needs to be increased by \$20,836 to cover the cost of dispatch services.

No other alternative is recommended at this time. An alternative service provider could be the Sheriff's Office. However, information received from the County indicated that this option would be more than what is proposed by Fortuna. Encouraging a countywide regional dispatch service could be a way to defray long term cost increases.

ATTACHMENT

Resolution No. 1499-2021 Budget Adjustment



**RESOLUTION NO. 1499-2021
A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF RIO DELL
AMENDING THE ADOPTED BUDGET
FOR FISCAL YEAR 2021-22**

WHEREAS, the City adopted Resolution 1490-2021 establishing the City's Operating and Capital Budget for Fiscal Year (FY) 2021-22 and any adjustment increasing appropriations must be approved by the City Council; and

WHEREAS, additional costs have been identified that should be included in the FY 2021-22 budget and an increase of appropriations is necessary to provide funding for Police dispatch services; and

NOW THEREFORE BE IT RESOLVED, that the City of Rio Dell City Council does hereby amend the City of Rio Dell FY 2021-22 Operating and Capital Budget to increase appropriations for required Police dispatch services as follows:

\$ 20,836 5308 07 000 Dispatch Services

PASSED AND ADOPTED by the City Council of the City of Rio Dell on this 20th day of July 2021, by the following vote:

Ayes:
Noes:
Abstain:
Absent:

Debra Garnes, Mayor

ATTEST:

Karen Dunham, City Clerk

**City of Rio Dell
Check Listing for City Council Meeting**

Ref#	Date	Vendor	Description	Amount
10086	6/02/2021	[5750] AERO-MOD	A VFD - Powerflex for the Belt Press	725.71
10087	6/02/2021	[3527] ALLIANT INSURANCE SERVICES INC.	Crime Insurance 7/1/2021 to 7/1/2022	1,100.00
10088	6/02/2021	[2225] AQUA SIERRA CONTROLS, INC	Painter St Tank RTU and Solar Upgrade	10,760.46
10089	6/02/2021	[3975] AT&T - 5709	FAX LINE EXPENSES FOR APRIL 2021-PD, FAX LINE EXPENSES FOR APRIL 2021-CITY HALL	57.02
10090	6/02/2021	[2273] CALIFORNIA RURAL WATER ASSOCIATION	MEMBERSHIP DUES JULY 2021 - JULY 2022	816.00
10091	6/02/2021	[2303] COAST CENTRAL CREDIT UNION	POA Dues for PPE 05/21/2021	150.00
10092	6/02/2021	[2393] FASTENAL COMPANY	Inventory - Worm Drive Clamps; Drivers; Washers; Lock Nuts; Cap Screws;	57.32
10093	6/02/2021	[2405] FORTUNA ACE HARDWARE	Trash Bags; Wall Door Stop; Packing Tape; Bolts	94.43
10094	6/02/2021	[2457] HUMBOLDT COUNTY CLERK-RECORDER	COPIES & COPIES	10.00
10095	6/02/2021	[3943] HUM. CO. DEPT OF PUBLIC WORKS	Street Sweeping	1,742.59
10096	6/02/2021	[6410] HUMBOLDT LODGING ALLIANCE	HCTBID TOT Assessment Tax Fee Report Form Jan-Mar 2021	299.56
10097	6/02/2021	[5613] KELLY-O'HERN ASSOCIATES	Metropolitan Area Annexation: Legal Description and Map	1,450.00
10098	6/02/2021	[2551] MIRANDA'S ANIMAL RESCUE	Animal Control for May 2021	1,900.00
10099	6/02/2021	[3006] MISSION LINEN SUPPLY, INC	MAINTENANCE -LAUNDER UTILITY WORKERS SHIRTS; PAPER TOWELS; CLEAN MOP HEAD	82.51
10100	6/02/2021	[2569] NORTH COAST LABORATORIES, INC.	ACID DIGESTION; AMMONIA NITROGEN UN-IONIZED; AMMONIA NITROGEN W/O DISTILLATION; CONDUCTIVITY; HALOACETIC ACIDS; HARDNESS; ICAP METALS; NITRATE/NITRITE; THM by EPA 624; TOTAL DISSOLVED SOLIDS; TOTAL NITROGEN; TOTAL	815.00
10101	6/02/2021	[4393] NYLEX.net. Inc.	MONTHLY MAINTENANCE FOR JUNE 15 THROUGH JULY 15, 2021; AND SECURITY GATEWAY	1,340.00
10102	6/02/2021	[6806] PINTERMEDIA LLC	MONTHLY WEB HOSTING FEE FOR JUNE	30.00
10103	6/02/2021	[2619] PITNEY BOWES, INC.	QUARTERLY LEASING PAYMENT 3/30/2021 - 6/29/2021	98.11
10104	6/02/2021	[6349] RECOLOGY EEL RIVER	GARBAGE BAGS FOR MAY 2021	225.57
10105	6/02/2021	[2659] RIO DELL PETTY CASH	PETTY CASH FOR MAY 2021: 2 LARGE DOG COLLAR	10.88
10106	6/02/2021	[2693] SHELTON'S AUTO LUBE	2014 NISSAN ALTIMA Full Service Oil Change	91.42
10107	6/02/2021	[7185] STAPLES ADVANTAGE	Files; Pens; Copy Paper	107.41
10108	6/02/2021	[2772] WENDT CONSTRUCTION, INC	Lower Lateral Install/Repair	2,377.50
10109	6/02/2021	[2779] WILDWOOD SAW	2 Trimmer; 2 Edge Trimmer Line; 4 Trimmer Head	1,026.76
10110	6/02/2021	[2787] WYCKOFF'S	5" PVC Coupling	10.34
10111	6/03/2021	[6081] BRANDON, JOYCE	CUSTOMER DEPOSIT REFUND	193.16
10112	6/09/2021	[0576] 101 AUTO PARTS	Lamps, Belt, Safety Spill Boomcoil, Belts	408.33
10113	6/09/2021	[5381] ALTERNATIVE BUSINESS CONCEPTS	MONTHLY MAINTENANCE & COPIER CHARGES FOR MAY 2021	310.83
10114	6/09/2021	[2224] AQUA BEN CORPORATION	Hydrofloc 750L;	1,722.60
10115	6/09/2021	[2293] CITY OF FORTUNA	POLICE DISPATCH SERVICES FOR JUNE 2021	4,030.33
10116	6/09/2021	[2393] FASTENAL COMPANY	2 Drill Sets (29 Piece)	295.15
10117	6/09/2021	[2405] FORTUNA ACE HARDWARE	Plumbing Tubing; Cobbert Duster; Cobweb Brush	124.64
10118	6/09/2021	[6486] GREEN TO GOLD ENTERPRISES LLC	Mondi Utility Sump Pump 1585 GPH	129.18

**City of Rio Dell
Check Listing for City Council Meeting**

Ref#	Date	Vendor	Description	Amount
10119	6/09/2021	[4451] HARBOR FREIGHT TOOLS	Small Tools: Wheels, Wrenches, Pry Bars, Sockets, Etc., Return of a 23 Pipe Wrench and 2 packs of Impact Drivers, Small Tools: Hammers, Pry Bars, Fiberglass, Small Tools: Hammers, Steel Tools & Return of 2 Hammers	653.80
10120	6/09/2021	[2501] KEENAN SUPPLY	Christy 10x17 Concrete Utility Box	167.21
10121	6/09/2021	[6653] CRYSTAL L LANDRY	Reimbursement for Gas	30.00
10122	6/09/2021	[5469] MARIA ELENA LOPEZ	CUSTOMER DEPOSIT REFUND	15.35
10123	6/09/2021	[3006] MISSION LINEN SUPPLY, INC	MAINTENANCE & LAUNDER UTILITY WORKERS SHIRTS; CLEAN MOP HEAD	41.45
10124	6/09/2021	[2569] NORTH COAST LABORATORIES, INC.	Coliform Presence/Absence; Total Coliform Bacteria 3X5	130.00
10125	6/09/2021	[6943] PACE SUPPLY CORP	Rubber Meter Gasket, Steel Water Cover	245.92
10126	6/09/2021	[6621] PAPE MACHINERY	2 Snap Rings, 2 Washers, 2 Snap Rings, 6 Mower Blades, Returned 2 Snap Rings; 2 Washers; Refund for Invoice 1268702, Labor Discount on Invoice #203149, Mower labor and parts	327.06
10127	6/09/2021	[7188] QUALITY PLASTIC, INC	Partition back seat system for new PD vehicles	5,130.95
10128	6/09/2021	[4338] QUILL CORPORATION	1 box of a dozen Pilot Precise PV7 Fine Tip, Black	22.83
10129	6/09/2021	[7189] SHARP AUTO GRAPHICS & SIGNS, INC.	Full-color printed stripes and lettering installed on Ford Explorer #BK51U64, Full-color printed graphics installed on white Explorer #BK51U93, Full-color printed graphics installed on Ford Truck #BL12K05	1,865.00
10130	6/09/2021	[4525] SHERLOCK RECORDS MGMT	STORAGE SERVICE FOR JUNE 2021; Box Retrieval; Handling and Delivery charges	135.20
10131	6/09/2021	[2672] ST. JOSEPH HOSPITAL EUREKA	SART Sane Exam Acute, SA0093198387 21-0000288	1,800.00
10132	6/09/2021	[2724] STATE WATER RESOURCES CONTROL BOARD	OIT Certification Application for Wastewater Treatment Plants	95.00
10133	6/09/2021	[4908] THE MITCHELL LAW FIRM, LLP	LEGAL SERVICES FOR MAY 2021, LEGAL SERVICES FOR MAY 2021, LEGAL SERVICES FOR MAY 2021, LEGAL SERVICES FOR MAY 2021, LEGAL SERVICES FOR MAY 2021, LEGAL SERVICES FOR MAY 2021, Invoice Adjustment dated 5/20/21	4,576.00
10134	6/09/2021	[5494] SUSAN E TOWNSEND	Refund for over payment on Aflac for the month of October 2020	47.86
10135	6/09/2021	[2750] USA BLUEBOOK	pH Buffer Pack	136.42
10136	6/16/2021	[2303] COAST CENTRAL CREDIT UNION	POA Dues for PPE 06/04/2021	150.00
10137	6/16/2021	[2405] FORTUNA ACE HARDWARE	3 Surge Protectors 5ft Cord; 2 6ft Cords, 2 Cables, 1 Spray Paint; Returned: 3 Surge Protector 5ft Cord, 1 Dropcloth; 4 Battery Lithium 2450	146.58
10138	6/16/2021	[5052] GHD, INC	STREETS SAFETY IMPROVEMENT & COMMUNITY OUTREACH PROJECT	5,543.52
10139	6/16/2021	[3006] MISSION LINEN SUPPLY, INC	MAINTENANCE & LAUNDER UTILITY WORKERS SHIRTS; CLEAN MOP HEAD	37.98
10140	6/16/2021	[5934] NORTH COAST JOURNAL	Employment Advertisement for CSO position	156.00
10141	6/16/2021	[2569] NORTH COAST LABORATORIES, INC.	Coliform Presence/Absence; Pickup Charge; Total Coliform Bacteria 3x5, BOD/NFR	240.00
10142	6/16/2021	[7120] ONTIVEROS & ASSOCIATES, INC.	PROFESSIONAL SERVICES - CC MARKET ROW	472.00
10143	6/16/2021	[3343] PITNEY BOWES RESERVE ACCOUNT	Postage Purchase for Reserve	400.00
10144	6/16/2021	[2693] SHELTON'S AUTO LUBE	2017 Ford Police Interceptor Sedan Lic #1523876	96.59
10145	6/16/2021	[2724] STATE WATER RESOURCES CONTROL BOARD	DRINKING WATER STATE REVOLVING FUND; FINANCING AGREEMENT PROJECT #1210012-002, CONTRACT #2003CX404	68,000.00

**City of Rio Dell
Check Listing for City Council Meeting**

Ref#	Date	Vendor	Description	Amount
10146	6/16/2021	[6825] SUDDENLINK	INTERNET SERVICES 06/01/21-06/30/21	900.00
10147	6/16/2021	[2319] SUDDENLINK COMMUNICATIONS	PUBLIC WORKS INTERNET & CITY HALL/PD/ PW PHONE SERVICES 6/10/21 - 7/9/21	548.61
10148	6/16/2021	[2750] USA BLUEBOOK	Brass Nozzle, Grundfos Connection Kit PVC	223.82
10149	6/16/2021	[7190] VICTORY SIGNS & DESIGN	50% Deposit due at time of order	1,757.74
10150	6/16/2021	[6037] WELLS FARGO VENDOR FIN SERV	KYOCERA COPIER PAYMENT FOR JUNE 2021	534.58
10151	6/16/2021	[2787] WYCKOFF'S	CI2 Repair: Tees, PVC, PVC Glue, Red Hot Blue Glue, Primer, Talon Tape, CI2 Repairs	170.30
10152	6/23/2021	[6038] ACCURATE TERMITE & PEST SOLUTIONS	RODENT & INSECT CONTROL @ 475 HILLTOP DR	170.00
10153	6/23/2021	[5303] BROESE'S UNIFORMS	Body Armer for Officer Landry	862.58
10154	6/23/2021	[2304] COLLEGE OF THE REDWOODS	For use and maintenance of Firearms Range @ CR; July 1, 2021 - June 30, 2022	100.00
10155	6/23/2021	[2405] FORTUNA ACE HARDWARE	4 - 5oz Polish, 1 Faucet Spray Hose, Adhesive Numbers & Letters, 4 Gal of White Distilled	109.66
10156	6/23/2021	[3478] MATTHEWS PAINTS	Paint, Paint Gun and Equipment, Paint and Sealer	939.44
10157	6/23/2021	[3006] MISSION LINEN SUPPLY, INC	MAINTENANCE & LAUNDER UTILITY WORKERS SHIRTS; CLEAN MOP HEAD	44.92
10158	6/23/2021	[5934] NORTH COAST JOURNAL	Employment Advertisement for CSO position, Employment Advertisement for CSO position	199.00
10159	6/23/2021	[2569] NORTH COAST LABORATORIES, INC.	BOD/NFR	110.00
10160	6/23/2021	[6100] NORTHERN CALIFORNIA GLOVE	10 Nitrile Black 6mil Exam PF XL Box	222.94
10161	6/23/2021	[4393] NVLEX.net. Inc.	Lenovo Laptop	1,793.60
10162	6/23/2021	[5592] PARSON, JUDITH	CUSTOMER DEPOSIT REFUND	177.54
10163	6/23/2021	[6315] PROVIDENCE FAMILY PRACTICE	Adult HpaA, B&B Vaccine	220.00
10164	6/23/2021	[4338] QUILL CORPORATION	Expandable Legal File Jackets	55.45
10165	6/23/2021	[6040] ROBERSON, SHAWN	CUSTOMER DEPOSIT REFUND	3.74
10166	6/23/2021	[4570] SHRED AWARE	SHREDDING	70.00
10167	6/23/2021	[5795] SPONSEL, FAITH	CUSTOMER DEPOSIT REFUND	203.42
10168	6/23/2021	[2754] US CELLULAR	MONTHLY SERVICE FOR SAFETY PHONE 6/8/21-7/8/21	61.13
10169	6/23/2021	[2750] USA BLUEBOOK	Grundfos Connection PVC Kit	107.64
10170	6/23/2021	[2773] WCP SOLUTIONS	ANNUAL PAPER ORDER	1,189.94
10171	6/23/2021	[2744] JULIE WOODALL	Reimbursement for City Hall flower planter dirt (Root 101 - 4 Happy Frog p/Soil)	52.16
10172	6/29/2021	[3975] AT&T - 5709	FAX LINE EXPENSES FOR MAY 2021-PD, FAX LINE EXPENSES FOR MAY2021-CITY HALL	57.61
10173	6/29/2021	[2303] COAST CENTRAL CREDIT UNION	POA Dues for PPE 06/18/2021	150.00
10174	6/29/2021	[2317] CO. OF HUM. ELECTIONS DEPT.	GENERAL ELECTION: November 3, 2020	2,147.50
10175	6/29/2021	[2393] FASTENAL COMPANY	6 - 1" Pip Clamps, 6 - 3/4" Pip Clamps, 4 - 18x55 Masking Tape	61.49
10176	6/29/2021	[2405] FORTUNA ACE HARDWARE	2 - 3gal Sprayers, Nipple, Tee, Tape Teflon Joint	69.17
10177	6/29/2021	[5052] GHD, INC	Drinking Water Infrastructure Improvement Funding, Planning & Design	28,043.76
10178	6/29/2021	[6486] GREEN TO GOLD ENTERPRISES LLC	3 Corona MA61040 Cane Knife 14"	44.01
10179	6/29/2021	[3099] MARIAN BRADY DESIGN	Coordination with Victory Signs and Decals for Rio Dell Entrance Sign	1,069.19
10180	6/29/2021	[7195] METER, VALVE & CONTROL, Inc	48: Itron 100W+ Water Meter Encoder (24 per Box)	4,456.83
10181	6/29/2021	[3006] MISSION LINEN SUPPLY, INC	MAINTENANCE & LAUNDER UTILITY WORKERS SHIRTS; CLEAN MOP HEAD	41.45

**City of Rio Dell
Check Listing for City Council Meeting**

Ref#	Date	Vendor	Description	Amount
10182	6/29/2021	[7196] S T RHOADES CONSTRUCTION, Inc.	Progress Invoice for Rio Dell - 2021 Road Improvements	142,209.00
10183	6/29/2021	[5900] SANCHEZ, DAN	CUSTOMER DEPOSIT REFUND	48.62
10184	6/29/2021	[2693] SHELTON'S AUTO LUBE	Full Oil Change: 2014 Ford Explorer	57.67
10185	6/29/2021	[4570] SHRED AWARE	Shredding out dated legal documents	140.00
10186	6/29/2021	[7185] STAPLES ADVANTAGE	IN 7331574369-0-1: Post-its, Redi-Tags, Black pen refills, Duty Knife; IN 7331956354-0-2: Legal pads; IN 7331956354-0-1: Samsung Toner	167.06
10187	6/29/2021	[2750] USA BLUEBOOK	Val-Matic Vacuum Valve, Purge Sampling Pump, Master Utility Lock & Total Chlorine Reagent, Manganese Reagent and Hach Manganese Reagent, Reimbursement for Double Charge: Invoice 631738 (Dated: 6/11/2021)	1,634.69
10188	6/29/2021	[2779] WILDWOOD SAW	Stihl Blower, 2 Trimmer Gear Heads, 2 Archer Tri Blade, 2 Archer Blade AT0404	588.30
10189	6/29/2021	[2744] JULIE WOODALL	Reimbursement for 2 Hanging Flower Baskets	60.00
Total Checks/Deposits				315,130.09

Ref#	Date	Vendor	Description	Amount
2947754	6/01/2021	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR PPE 05/21/2021.	-13,705.08
7012021	6/01/2021	ELECTRONIC FUNDS TRANSFER	EFT FOR ALLIED ADMINISTRATORS-DELTA DENTAL ONLINE PAYMENT FOR JUNE 2021	-2,300.49
9510676	6/02/2021	ELECTRONIC FUNDS TRANSFER	EFT FOR AFLAC INSURANCE FOR MAY 2021	-425.08
340828	6/03/2021	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR FINAL PAYCHECK FOR CSO 6/3/2021	-465.92
611-296	6/03/2021	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR FINAL PAYCHECK FOR CSO 06/03/2021	-83.34
550495	6/07/2021	ELECTRONIC FUNDS TRANSFER	EFT FOR ICMA-RC/RETIREMENT ONLINE PAYMENT FOR FINAL PAYCHECK FOR CSO ON 6/3/2021.	-160.21
551509	6/08/2021	ELECTRONIC FUNDS TRANSFER	EFT FOR ICMA-RC/MISSIONSQUARE RETIREMENT ONLINE PAYMENT FOR PPE 06/04/2021	-7,814.87
7219189	6/08/2021	ELECTRONIC FUNDS TRANSFER	EFT FOR ONLINE WEXBANK/SHELL FUEL CO PAYMENT FOR MAY-JUNE 2021	-2,748.91
657-888	6/08/2021	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 06/04/2021	-4,000.58
1093	6/09/2021	WITHDRAWALS	DEPOSITED ITEM RETURNED	-65.63
1027832	6/14/2021	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR PPE 06/04/2021	-19,002.18
9510680	6/15/2021	ELECTRONIC FUNDS TRANSFER	EFT FOR PG&E ONLINE PAYMENT FOR JUNE 2021	-17,539.53
9510681	6/16/2021	ELECTRONIC FUNDS TRANSFER	EFT FOR BENEFIT BRIDGE/PUBLIC AGENCY COALITION ONLINE PAYMENT FOR JULY 2021	-24,305.15
9510682	6/18/2021	ELECTRONIC FUNDS TRANSFER	EFT FOR ONLINE DEARBORN LIFE INSURANCE PAYMENT FOR JULY 2021.	-390.00
MAY-JUNE	6/18/2021	ELECTRONIC FUNDS TRANSFER	EFT FOR B/A CREDIT CARDS ONLINE PAYMENT FOR THE MONTH OF MAY - JUNE 2021.	-7,965.86
JULY 2021	6/21/2021	ELECTRONIC FUNDS TRANSFER	EFT FOR VSP INSURANCE ONLINE PAYMENT FOR JULY 2021	-395.38
9510683	6/21/2021	WITHDRAWALS	BANK ANALYSIS FEE FOR JUNE 2021	-203.63
559149	6/22/2021	ELECTRONIC FUNDS TRANSFER	EFT FOR ICMA-RC/MISSIONSQUARE RETIREMENT ONLINE PAYMENT FOR PPE 06/04/2021	-7,814.87
452-512	6/28/2021	ELECTRONIC FUNDS TRANSFER	EFT FOR EDD PAYROLL TAXES FOR PPE 06/18/2021	-2,650.30
2526264	6/28/2021	ELECTRONIC FUNDS TRANSFER	EFT FOR EFTPS PAYROLL TAXES FOR PPE 06/18/2021.	-13,980.46
Total EFT's/Bank Withdrawals				-126,017.47

**City of Rio Dell
Check Listing for City Council Meeting**

Ref#	Date	Vendor	Description	Amount
9510677	6/01/2021	WITHDRAWAL	DEBIT FOR POSTAGE TO MAIL U/B BILLS FOR MAY 2021	-382.28
C0576899	6/02/2021	WITHDRAWAL	DEBIT CARD TRANSACTIONS FOR CA SECRETARY OF STATE FORM SI 100. PAID EVERY 2 YRS.	-20.00
7125872	6/30/2021	WITHDRAWAL	DEBIT FOR POSTAGE TO MAIL U/B BILLS FOR JUNE 2021	-382.80
11988	6/30/2021	WITHDRAWAL	DEBIT FOR POSTAGE FOR EVERY DOOR DIRECT BULK MAILING ON DROUGHT CONSERVATION	-315.46
Total Debit Withdrawals				-1,100.54

Ref#	Date	Vendor	Description	Amount
TRX TO PR	6/4/2021	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER FROM CHECK TO PAYROLL ACCOUNT FOR CSO FINAL PAYCHECK	-1,462.00
TRX TO PR	6/8/2021	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER FROM CHECK TO PAYROLL ACCOUNT FOR PPE 06/04/2021	-45,114.48
TRX TO PR	6/22/2021	TRANSFER FROM CHECK TO PAYROLL ACCOUNT	TRANSFER FROM CHECK TO PAYROLL ACCOUNT FOR PPE 06/18/2021	-35,819.78
				-82,396.26



Staff Highlights – 2021-07-20

City Council

City Manager

Contractor S.T. Rhoades was in town laying asphalt over the past two weeks. Also, began process setting up next year's pave project.

Worked with Nylex to solve the microphone issue for the hybrid Council Meetings.

Conducted CSO interviews.

Attended Solid Waste Local Task Force

City Clerk

Processed Five (5) Building Permit Applications:

460 Second Ave. – Re-Roof Sewer Lateral/Cleanouts

955 Dinsmore Ranch Road – 9,000 sq. ft. Metal Building

1000 Pine St. – 200 Amp Electrical Service & 100 Amp Subpanel

11281 Blue Slide Road – Residential ADU

75 Fern St. – Walk-In Tub

Processed Two (1) Business License Applications:

Debbie Chisum – Rentals

Lechoiwicz & Tseng – Municipal Consultants

Processed One (1) Encroachment Permit Application:

Rio Dell-Scotia Chamber of Commerce – Installation of Flag Pole Holders

Misc:

Submitted Bureau of Labor Statistics Monthly Report for July

Submitted Monthly CHF/CIRB Building Permit Report for June

City Attorney

Human Resources, Risk & Training



Finance Department

Public Works Water

Repaired water leak in the intersection of Ogle Ave, Nally Ln and Creek St.

Meter repairs and maintenance in the field.

Completed Water Reports

Operation of Rio Dell Metropolitan Wells. (Average 6 hr run times per day excluding weekends)

New Storage Area - Stock Water supply plumbing parts for Water and Wastewater Dept.

Public Works Wastewater

Scheduling California Boiler for Annual Service on Biosolids Boiler

Submitted education credits for OIT Certificate for Andrew Lewis

Assisted with paving project. Having ST Rhoades replace some damaged sewer manhole frames and lids.

Got rid of 20 yards of dried Biosolids to local farmer

Working of quarterly State discharge Report.

Routine Collection system cleaning

Talked with property owners for a grant of easement for utilities.

Gathering data for NPDES permit renewal.

Tesla update: Made contact with project manager Topher, We are still on hold waiting for PG&E to respond to a variance request. No further civil progress has been made.

Public Works Streets, Buildings and Grounds

Work with Contractors on Street Maintenance Paving Project.

Weekly safety meeting.

Mowed North and South Gateway, Memorial Park, Blue Star Park, Davis Park and Riverside Park.

Mowed Painter St, Riverside and Center St intersection.

Mowed Painter St and Ireland St intersection.



Weeded May/Painter St ditch.

Trimmed back Trees at the intersection of Belleview Ave/ Spring St.

Trimmed Back Hedge by Pacific Ave and Kelly.

Public Works City Engineer

Public Works Capital Projects

Police Department

The Department had the following statistics for the period of June 30, 2021, to July 13, 2021. This period of time saw a below average number of calls for service and arrests, but a significantly lower number of reports. Almost 70% of the reports led to arrests, however, which tends to show that the officers are retaining a proactive attitude. The summation of Calls for Service may be greater than the total as multiple officers can now be assigned to the same call for service. There may also be administrative calls for service that are not documented below.

Officer	Calls for Service	Reports	Arrests
Conner	17	1	0
Beauchaine	0	0	0
Landry	50	5	3
Mitchell	33	3	5
Burns	52	2	1
Johnson	53	5	4
Fielder	5	0	0
Totals	194	16	13
Averages	13.9 per day	8.0 per week	6.5 per week
2021 Yearly Average	17.5 per day	15.4 per week	8.0 per week

Calls for Service at 355 Center Street

Type	Date	Time	Location	Primary Unit	Case #
FOOT	07/01/2021	01:13:40	355 CENTER ST	R615	
FI	07/01/2021	12:15:04	355 CENTER ST	R613	
415	07/06/2021	02:54:48	355 CENTER ST	R618	
FU	07/06/2021	11:24:39	355 CENTER ST	6R9	
FI	07/09/2021	11:27:33	355 CENTER ST	R613	
UNW	07/12/2021	06:17:03	355 CENTER ST	6A1	

FOOT – Foot patrol through the facility



FI – Contact with a pedestrian
FU – Follow up or a generic contact
415 – General disturbance
UNW – Unwanted person on the property

R615 – Officer Liam Burns
R613 – Officer Crystal Landry
R618 – Officer Conan Johnson
6R9 – Officer Charlie Fielder
6A1 – Chief Jeff Conner

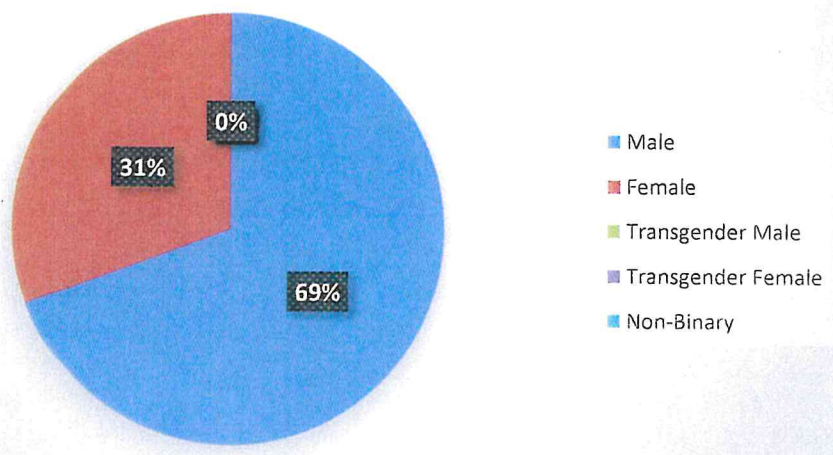
During the period of June 30, to July 13, 2021, there were sixteen calls for service related to animal control issues. Two dogs and a cat were transported to Miranda’s Rescue. The dogs appeared to have been abandoned.

Sergeant Beauchaine has been on vacation for the majority of this reporting period. It is still unknown when he will be able to return to full duty from his shoulder injury.

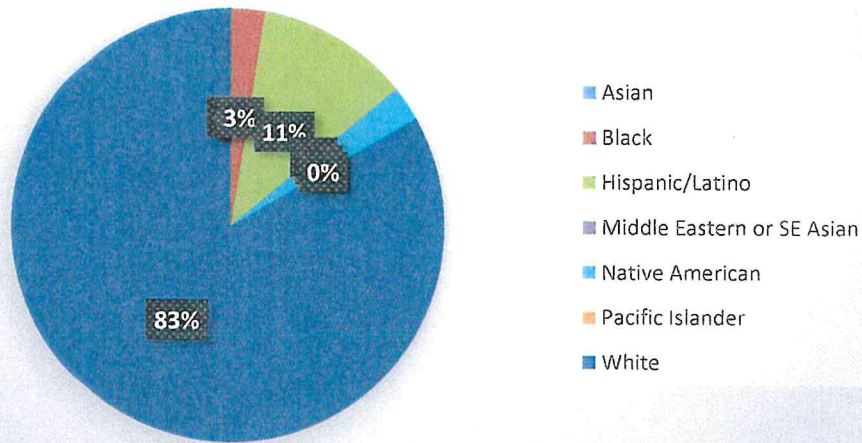
The Fourth of July Holiday weekend transpired without any major incidents and according to anecdotal evidence, was not as loud or disruptive as last year.

The Department has started to collect stop data as required by the Race and Identity Profiling Act of 2015. The following pie charts show the data for perceived gender, perceived race, persons searched by perceived race, and arrests (custodial and cite/release) by perceived race in the month of June, 2021. There were 150 detentions/searches in that time period. We are required to supply this data to DOJ beginning next year.

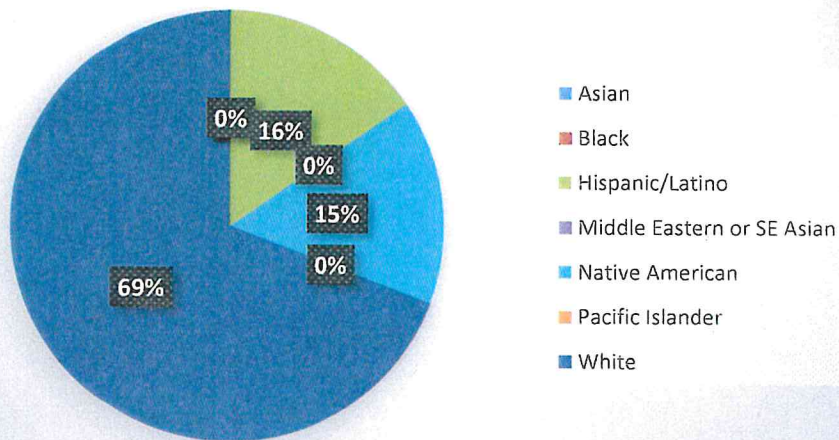
RDPD Stop Data - Gender



RDPD Stop Data - Race

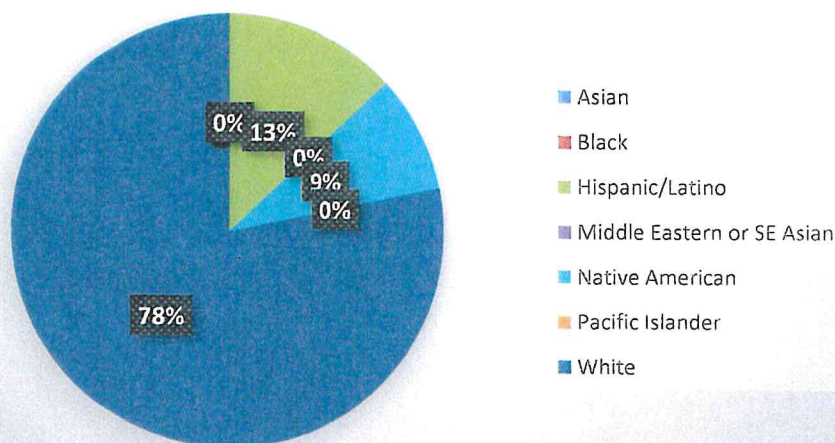


RDPD Stop Data - Search by Race





RDPD Stop Data - Arrest by Race



On July 6, 2021, Officer Mitchell was contacted by the friend of a young woman who claimed to have been raped. Officer Mitchell listened to the young woman describe what had happened to her. He then contacted the suspect and obtained a statement from him also. Not too surprisingly, the statements did not align perfectly. The male was arrested for rape and other sexual assault charges and transported to jail without incident.

On July 10, 2021, Officer Burns contacted a woman at the station. She told Officer Burns that she had been assaulted by the father of her children and walked to the station to escape from him. Officer Burns then contacted the woman's boyfriend and obtained his side of the story. Both parties agreed that the woman was upset at finding her boyfriend drunk and asleep on a friend's floor. She kicked him in the head multiple times to wake him up. The two parties could not agree to how hard she kicked him. The man did not appreciate being awoken in such a manner and the woman fled to her truck to try and escape him. He followed after her, allegedly to keep her from driving drunk. A struggle ensued in the truck as the woman tried to flee while the man tried to get her out of the truck. The woman was able to escape by shedding the clothing that her assailant had a hold of. The struggle in the truck caused several bruises on multiple parts of her body. Officer Burns determined that the man was the primary aggressor even though the woman had started the physical altercation. The male half was arrested and transported to jail on a charge of domestic violence.

Code Enforcement

During the period June 30 to July 13, 2021, the Department did not open any new cases and closed two. Both of the closed cases had the vehicles moved by the owners. There were four open cases at the end of this reporting period.

During the period June 30 to July 13, 2021, the Department opened three new cases and closed five. Two of the new cases were for excessive vegetation and the remaining case was for solid waste. The five cases were closed when the property owners/occupants cut their grass or otherwise reduced the amount of vegetative matter on their properties. There were sixty-nine open cases at the end of the reporting period.



Community Development Department

Intergovernmental

Humboldt-Rio Dell Business Park



675 Wildwood Avenue
Rio Dell, CA 95562
(707) 764-3532
(707) 764-5480 (fax)

DATE: August 18, 2020
TO: Mayor and Members of the City Council
FROM: Cheryl Dillingham, Interim Finance Director
THROUGH: Kyle Knopp, City Manager
SUBJECT: Appeal of Water and Sewer Charges for 325 Berkeley Street

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Consider the appeal of water, sewer and late charges for 325 Berkeley Street and rule on the appeal one of three ways:

- 1.) Reject the appeal (Not Recommended)
- 2.) Approve a waiver of \$259.17 for the late charges and water charges and reject the remainder of the appeal (Recommended)
- 3.) Grant the appeal in full (Not Recommended)

BACKGROUND AND DISCUSSION

Mr. Ryan Heussler has submitted an appeal for an outstanding sewer service bill of \$618.41 that was assessed against a property he owns. Mr. Heussler argues that he (1) did not receive any service, he was (2) not a utility customer of the City during the period which he was billed, and that by remedying the significant nuisance on the property (3) he conferred a benefit to the city that should be credited against his outstanding sewer utility bill. Staff has consulted with the City attorney and none of these assertions appear to be legally correct.

Rio Dell Municipal Code (RDMC) section 13.10.230 (3) states that "in any case where customers are served by the Rio Dell sewer system, the customer shall pay rates as established by resolution". Resolution 1306-2016 states that "wastewater rates shall include a fixed minimum charge and that fees and charges apply to all connections to the City of Rio Dell's wastewater collection and treatment system, once they are purchased from the City, without regard to the actual status of the connection or if the premises are occupied or unoccupied". The residence at 325 Berkeley Street has a wastewater service connection and as such the minimum charge of \$52.78 is due monthly. This fixed minimum charge is due regardless of the status of water service.

Mr. Heussler filed a grant deed for 325 Berkeley Street on September 9, 2020 but did not request to start water service until April of 2021. It appears that during this eight-month period the utility bills for the base sewer rate were not received by Mr. Heussler and water service was not established. Based on a review of the charges City staff is recommending the removal of the water and late

charges accrued during this period totaling \$259.17, leaving a balance due of \$422.24. It is recommended that the appeal for the remaining fixed minimum monthly sewer charge (8 x \$52.78 = \$422.24) be denied because it is required per RDMC and based on a review by the City Attorney these fees are legal and valid. Sewer services were immediately available to Mr. Heussler for the entire time he was billed. Further, given the nature of sewage system billing and the continuing cost of operations, the minimum charge is necessary to maintain the City owned sewer system and calculated to distribute the costs of the system evenly among the City's customers.

Alternatively, the City Council has discretion to grant the full appeal. This is not recommended because all customers are required to pay the minimum sewer charge and Mr. Heussler's argument that a benefit has been conferred to the City does not change this fact. As the property owner, he is responsible for abating any code violations or existing nuisances regardless of whether or not he created them. Furthermore, by his own admission the property was in a state of abatement when he purchased it, meaning that he had notice of its condition before purchasing the private property. Put simply, just as the City would not pay a resident's fuel bill because they were driving the speed limit, the City ought not be expected to pay a resident's sewer bill because they cleaned up their private property.

ATTACHMENTS

Utility Bill Appeal

Photos of 325 Berkely Street on file – available upon request

CITY OF RIO DELL UTILITY BILL APPEAL FORM

DATE OF APPEAL: 06-06-2021
NAME OF CLAIMANT: Ryan Heussler
MAILING ADDRESS OF CLAIMANT: Po Box 201 Rio Dell Ca 95562
EMAIL ADDRESS OF CLAIMANT: rheussler@aol.com
CONTACT PHONE NUMBER OF CLAIMANT: 707-834-5358
WATER SERVICE ADDRESS: 325 Berkeley st

REASON FOR UTILITY BILL APPEAL:

This was a well known abatement property on the corner of 3rd & Berkeley I purchased late last yr. I had no water hooked up to the house until recently and feel this bill to be unjustified. I feel I provided our town with a service dealing w/ this property as it is now 80% remodeled. I hauled over 55k lbs of garbage from this property and removal loads upon loads of green waste during clean up
Disputed Amount: \$ 681.41 from the month of: 9/2020 - 4/2021 in the year of: 20 20/21

Additional Documentation is attached (please circle one): YES NO

I, Ryan Heussler (Print Name), declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration was signed on June 6th, 20 21, at Rio Dell, CA.

Rh
Signature of Claimant Date 6-6-2021

TO BE COMPLETED BY CITY STAFF ONLY

Date Claim Received 6/7/21 Received by Grace
Reviewed by _____
Claim Approved by _____ Claim Denied by _____

Amount of Adjustment Authorized: \$ _____

Number of claims submitted by claimant during previous 24 months at any location and number of claims submitted by any claimant involving the same metered location: none

Dates and locations of such claims: _____

Does the claimant's reasons for the requested adjustment constitute justifiable cause for the requested adjustment?

U/B Activity Statement

325 BERKELEY ST
RIO DELL, CA 95562

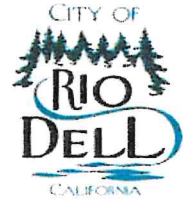
DATE	LOOKUP
5/25/2021	0079

Activity Date	Billing	Balance	Paid	Now Due
9/30/2020	LateChg	27.12		
9/30/2020	Sewer Base-	52.78		27.12
9/30/2020	Water	49.48		52.78
10/30/2020	LateChg	12.03		49.48
10/30/2020	Sewer Base-	52.78		12.03
10/30/2020	Water	49.48		52.78
11/30/2020	LateChg	12.27		49.48
11/30/2020	Sewer Base-	52.78		12.27
11/30/2020	Water	49.48		52.78
12/30/2020	LateChg	12.52		49.48
12/30/2020	Sewer Base-	52.78		12.52
1/28/2021	LateChg	18.05		52.78
1/28/2021	Sewer Base-	52.78		18.05
2/27/2021	LateChg	13.10		52.78
2/27/2021	Sewer Base-	52.78		13.10
3/30/2021	LateChg	7.82		52.78
3/30/2021	Sewer Base-	52.78		7.82
4/29/2021	LateChg	7.82		52.78
4/29/2021	Sewer Base-	52.78		7.82
				52.78

Current	30 Days	60 Days	90 Days	Total
60.60	60.60	65.88	494.33	681.41

Beginning Month Balance:	681.41
Total All Invoices:	681.41
Payments Received:	0.00
Amount Now Due:	681.41

675 Wildwood Avenue
Rio Dell, CA 95562



TO: Mayor and Members of the City Council

FROM : Karen Dunham, City Clerk

THROUGH: Kyle Knopp, City Manager

DATE: July 20, 2021

SUBJECT: Appointment of Councilmembers to the Beautification,
Walkability and Pride Committee

RECOMMENDATION

Approve appointment of two members of the City Council to the Beautification, Walkability and Pride Committee.

BACKGROUND AND DISCUSSION

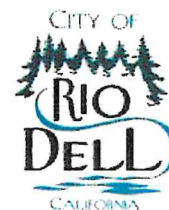
At the regular meeting of June 15, 2021, the Council adopted Ordinance No. 389-2021 amending Chapter 2.55 of the Rio Dell Municipal Code to create the Beautification, Walkability and Pride Committee.

The Committee is made up of two (2) members of the City Council, and three (3) members of the public. The purpose of the committee is to provide an annual report to the City Council with specific recommendations for projects that enhance the visual aesthetic and wayfaring quality of Rio Dell public spaces or viewsheds in order to produce a greater sense of community pride.

A Notice of Vacancy was posted on June 17, 2021 with the final date for submission of applications July 16, 2021. At the time of publication of the agenda, no applications were received from members of the public. As such, the date for submittal was extended to July 30, 2021 for potential appointment by the Council at the August 3, 2021 regular meeting.

Staff's recommendation is to appoint the two (2) Councilmembers in anticipation of appointment of the three (3) public members at the August 3, 2021 meeting.

ATTACHMENTS:
Notice of Vacancy



PUBLIC NOTICE BEAUTIFICATION, WALKABILITY AND PRIDE COMMITTEE NOTICE OF VACANCY

NOTICE IS HEREBY GIVEN, that three (3) vacancies exist on the following committee:

BEAUTIFICATION, WALKABILITY AND PRIDE COMMITTEE

The City of Rio Dell is seeking applications from members of the public who wish to be considered to fill the existing vacancies. The newly created Committee is made up of two (2) members of the City Council and three (3) members of the public. The Committee shall annually provide a report to the City Council with specific recommendations for projects that enhance the visual aesthetic and wayfaring quality of Rio Dell public spaces or viewsheds in order to produce a greater sense of community pride. The Committee meets once bi-monthly and shall be staffed by the City Clerk or other designee of the City Manager.

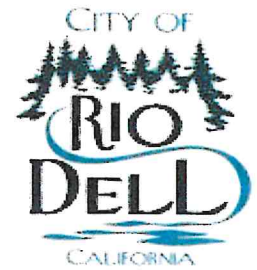
Applications may be obtained at and returned to:

City of Rio Dell
Karen Dunham, City Clerk
675 Wildwood Ave.
Rio Dell, CA 95562

Applications must be received by 5:00 P.M. **Thursday, July 30, 2021**. The new Commission appointments will be made at the **August 3, 2021** regular City Council meeting. Further information may be obtained by contacting the City Clerk at 764-3532 or via email at dunhamk@cityofriodell.ca.gov.

Karen Dunham, City Clerk
Posted 7/16/2021

*Rio Dell City Hall
675 Wildwood Avenue
Rio Dell, CA 95562
(707) 764-3532
cityofriodell.ca.gov*



July 20, 2021

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Authorization for the City Manager to Sign an Agreement with Larry Walker and Associates for \$38,571 in Consultation Services Related to Wastewater Treatment Plan Permitting

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Authorize the City Manager to sign an agreement with Larry Walker and Associates up to \$38,571 for assistance during the NPDES permit reissuance further authorizing the City Attorney to amend the standard agreement as to form.

BACKGROUND AND DISCUSSION

Every five years, the City of Rio Dell is issued a National Pollutant Discharge Elimination System (NPDES) permit by the Regional Water Quality Control Board for the operation of the wastewater treatment plant. The prior permit, termed-out in 2017, saw the construction of the new wastewater treatment plant and disposal field in an effort to better comply with strict environmental quality rules. The current permit was issued in 2017 and expires in April of 2022.

For the current permit, the City retained Downey Brand attorney Melissa Thorne to assist the city based upon advice from regional partners. Ms. Thorne is recommending that the city retain Larry Walker and Associates to assist the city in the process for this current 5-year NPDES cycle. The proposed consultants will have enough lead time to better prepare the city for the new NPDES cycle, potentially providing a more reasonable and efficient scheme for regulatory compliance over the next five year cycle.

///

March 15, 2021



Mr. Derek Taylor
Wastewater Superintendent
City of Rio Dell
475 Hilltop Drive
Rio Dell, CA 95562

**Subject: Proposed Scope of Work and Cost Estimate – Assistance During
NPDES Permit Reissuance for the City of Rio Dell Wastewater
Treatment Plant (August 1, 2021 to December 31, 2022)**

Dear Mr. Taylor:

Larry Walker Associates (LWA) is pleased to offer the following proposal to assist the City of Rio Dell (City) during NPDES permit reissuance for the City's Wastewater Treatment (WWTP). The current NPDES permit (Order No. R1-2017-0007, NPDES No. CA0022748) expires on October 31, 2022 and the Report of Waste Discharge is due by November 1, 2021. Formal permit adoption by the North Coast Regional Water Quality Control Board (Regional Water Board) is anticipated to occur during the last quarter of 2022. The NPDES permit allows discharge of secondary treated effluent to the Eel River from October 1 to May 14 if the effluent flowrate does not exceed one percent of the river flow. When river discharge is not allowed, the effluent is applied to a 23-acre irrigation site operated by the City. The irrigation site is regulated as "land disposal" in the current NPDES permit, but the Regional Water Board is planning to reclassify the operation as a "recycled water use" in the next NPDES permit. This regulatory change requires preparation of a CCR Title 22 Engineering Report and acceptance of the report by the State Water Resources Control Board Division of Drinking Water (DDW).

To assist the City during the upcoming NPDES permit reissuance process, LWA will work with City staff to identify and investigate issues of concern, prepare the permit application package and cover letter, prepare the Title 22 Engineering Report, review the Tentative Order, prepare formal written comments, and provide support during the permit adoption hearing. The focus of LWA's efforts will be to obtain regulatory requirements for the City that meet its future planning and operational needs, can be complied with using cost effective measures, and provide effective and reasonable protection of the beneficial uses of the Lower Eel River.

LWA's wastewater and recycled water experience is comprehensive and includes preparation of comments on proposed regulations; assistance with obtaining NPDES permits, Waste Discharge Requirements, and Water Recycling Requirements, and advice during permit implementation. LWA tracks regulatory developments and has been influential in the preparation of comments for individual agencies and organizations on important federal, State and local rules, regulations that affect permit terms and conditions. LWA also participates in statewide and region-specific regulatory meetings and provides updates to its clients of pending regulatory changes that may affect permit compliance. During permit development, LWA prepares permit applications,

evaluates water quality data sets to evaluate compliance, develops strategies to achieve compliance, reviews draft permit language and makes recommendations for changes, and negotiates permit modifications with DDW and the Regional Water Board. During permit implementation, LWA provides compliance advice, conducts water quality studies, prepares technical reports, and negotiates enforcement actions if needed.

Scope of Work

The specific tasks that will be conducted by LWA to support reissuance of the City's NPDES permit are described below.

Task 1 – Prepare NPDES Permit Application Package

The NPDES permit application package includes California Form 200 (Report of Waste Discharge), EPA Form 2A (discharge information), EPA Form 2S (biosolids information), an updated facility description, compiled effluent and receiving water data, and a description of recent/planned WWTP operational changes that could affect discharge quality.

LWA will assemble and review data collected during the current permit term, identify and help prepare any additional documentation that may be required, complete the required forms, and prepare a cover letter. The cover letter will summarize activities underway to improve WWTP performance, describe activities conducted to comply with the Time Schedule Order (TSO, Order No. R1-2017-0045), and identify desired changes for the reissued permit. As needed, the cover letter will also describe the results of the preliminary Reasonable Potential Analysis, address data invalidation and potential effluent compliance problems, and propose strategies to resolve issues. LWA will prepare the permit application package in consultation with City staff and a draft will be submitted to the City for review and approval prior to submittal to the Regional Water Board.

Task 2 – Conduct Preliminary Reasonable Potential Analysis and Calculate Effluent Limitations

A Reasonable Potential Analysis (RPA) is conducted by Regional Water Board staff to determine if water quality-based effluent limitations are needed in the reissued NPDES permit. LWA will conduct a preliminary RPA and calculate effluent limitations before the permit application is submitted to identify and address potential compliance problems. The results will also be used to check calculations undertaken independently by Regional Water Board staff during permit reissuance. LWA will evaluate effluent and receiving water data collected since November 1, 2017 (the current permit effective date) and perform the RPA for each regulated constituent. Pertinent data will be reviewed to evaluate compliance history and determine data sufficiency. Applicable datasets may include influent, effluent, receiving water, whole effluent toxicity tests, biosolids, and water supply results. Outliers will be evaluated to determine if it is appropriate for the City to request their removal from the datasets. LWA will assess compliance with projected effluent limits and develop a compliance strategy for any effluent limit deemed infeasible for compliance. The results of the preliminary RPA and effluent limit compliance evaluation will be discussed with City staff and summarized (as needed) in the permit application cover letter.

Task 3 – Prepare Title 22 Engineering Report

A Title 22 Engineering Report¹ is required to demonstrate compliance with the Uniform Statewide Recycling Criteria (CCR Title 22 Division 4, Chapter 3). DDW acceptance of the Engineering Report, along with their recommended permit provisions, must be transmitted to the Regional Water Board prior to authorizing recycled water use in a permit. LWA will follow DDW guidelines² and prepare an Engineering Report for the WWTP and irrigation site that describes influent quality, recycled water quality, treatment process reliability, the distribution system, operation of the irrigation site, staff training, and contingency plans. A draft version of the Engineering Report will be provided to the City for review and approval prior to submittal to DDW. Any comments received from DDW will be discussed with the City and, as directed by the City, addressed and incorporated into a Final Engineering Report for resubmittal to DDW. For budgeting purposes, it was assumed one round of DDW comments would be addressed prior to acceptance of the Final Engineering Report.

Task 4 – Review and Prepare Comments on Tentative Order Permit

The Regional Water Board issues a Tentative Order permit for a public 30-day comment period. LWA will review the Tentative Order in consultation with City staff, identify necessary changes, and prepare written comments to explain and support revisions to address City concerns. Comments on the Tentative Order are detailed and comprehensive because the comments are submitted for the public record and can be used in an appeal or other actions on the permit. The Tentative Order comments will address any revisions identified by the City and lay groundwork for an appeal if the requested revisions are not made by the Regional Water Board. LWA will prepare a draft comment letter for City staff review and approval prior to submittal to the Regional Water Board.

At the direction of City staff, LWA will conduct meetings and/or phone and email conversations with Regional Water Board staff. It is important to communicate with Regional Water Board staff on a regular basis during the permit reissuance process. This communication typically involves clarifying information provided in permit application, discussing operational procedures, identifying compliance issues, and negotiating alternate NPDES permit provisions.

Task 5 – Provide Permit Adoption Hearing Support

A City presentation at the permit adoption hearing is recommended to either (1) express support for the permit as-is and thank Regional Water Board staff for assistance; (2) express objection to specific and significant permit provisions (possibly reaching an agreement with Regional Water Board staff and Board members that was not possible without the pressure of a public forum); or (3) counter comments from other public entities that may be introduced during the public hearing. As needed, LWA will identify issues to be addressed at the hearing, develop a draft presentation for City consideration, and provide technical support to the City prior to the hearing.

Task 6 – Proof Final Order and Develop Compliance Plan and Monitoring Summary

It is advisable to proof the post-Regional Water Board Hearing version of the NPDES permit to ensure all agreed-upon changes were made. LWA will review the final adopted order for any

¹ CCR Title 22 Section 60323. The report must be prepared by a qualified engineer licensed in California and experienced in the field of wastewater treatment.

² *Guidelines for the Preparation of an Engineering Report for the Production, Distribution, and Use of Recycled Water*, Department of Health Services, March 2001.

mistakes that could render the content of a particular provision different than intended. The Regional Water Board routinely includes requirements for status reports and special studies in the NPDES permit and each of these tasks is assigned a compliance date. LWA will develop an overall schedule and plan for the 5-year permit term to help the City track compliance with these tasks. LWA will also prepare a summary of the required water quality monitoring activities to assist with design and implementation of the monitoring program.

Task 7 – Project Management and Coordination

LWA will ensure contract requirements are implemented, budgets and schedules are managed, and documentation is provided with each invoice to detail activities undertaken during the billing period. The LWA project manager will communicate regularly with City staff to keep them apprised of progress and solicit input on project direction.

Schedule and Cost Estimate

The schedule outlined below is based on NPDES permit adoption in October 2022 (prior to permit expiration). The final schedule will be determined from the Regional Water Board’s 2022 calendar and assigned date for the permit adoption hearing.

- ROWD Preparation and Submittal – August 1 to October 31, 2021 (ROWD submittal deadline is November 1, 2021)
- Engineering Report Preparation and DDW Acceptance – December 1, 2021 to May 31, 2022 (DDW acceptance is required prior to release of Tentative Order)
- Tentative Order Review and Comment – July 15 to August 15, 2022
- Regional Water Board Adoption Hearing – October 12, 2022 (Current NPDES Permit expires October 31, 2022)
- New NPDES Permit Effective – December 1, 2022

The estimated cost for assistance is \$38,571, shown by task in the following table. The costs are based on LWA’s current hourly rates and projected annual increases. LWA typically modifies its rate schedule on July 1st of each year.

Task No.	Description	Cost
1	Prepare NPDES Permit Application Package	\$7,160
2	Conduct Preliminary Reasonable Potential Analysis and Calculate Effluent Limitations	\$5,396
3	Prepare Title 22 Engineering Report	\$9,544
4	Review and Prepare Comments on Tentative Order Permit	\$7,580
5	Provide Permit Adoption Hearing Support	\$2,244
6	Proof Final Order and Develop Compliance Plan and Monitoring Summary	\$2,668
7	Project Management and Coordination	\$3,979
Total		\$38,571

LWA is ready to provide assistance immediately and is looking forward to working with City staff. Please contact me at (530) 753-6400 ext. 239 or denisec@lwa.com if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Denise H. Conners', with a stylized flourish at the end.

Denise H. Conners
Associate

Attachments:

- (1) LWA Rate Schedule Effective July 1, 2020 to June 30, 2021
- (2) Client References

LWA Client References
City of Rio Dell WWTP NPDES Permit Reissuance

Project	Client Contact Information
Ukiah Wastewater, Stormwater, and Recycled Water Permit Support	Sean White, Director of Water Resources City of Ukiah 300 Seminary Avenue, Ukiah, CA 95482 Phone. (707) 467-5712 Email. SWhite@cityofukiah.com
Russian River County Sanitation District Regulatory and Permitting Assistance	George Lincoln, Water Agency Engineer Sonoma County Water Agency 404 Aviation Boulevard, Santa Rosa, CA 95403 Phone. (707) 521-1808 Email. George.Lincoln@scwa.ca.gov
Technical Support during Arcata Wastewater Treatment Facility NPDES Permit Reissuance	Rachel Hernandez, Environmental Compliance Officer City of Arcata 736 F Street Arcata, CA 95521 Phone. (707) 825-2148 Email. RHernandez@cityofarcata.org

NAME OF AGENCY

**STANDARD CONSULTANT AGREEMENT
FOR PROFESSIONAL SERVICES**

CONSULTANT's Name: Larry Walker Associates, Inc.

CONSULTANT's Address: 1480 Drew Avenue, Suite 100
Davis, CA 95618

CONSULTANT's Phone & Email: Denise Conners
denisec@lwa.com
(530) 753-6400 (x239)

On _____ 2021, **NAME OF AGENCY** entered into a written consulting agreement (the CONTRACT) with Larry Walker Associates (CONSULTANT) to provide professional services related to assistance with **NAME OF PROJECT** (the PROJECT).

NAME OF AGENCY and the CONSULTANT have agreed that the CONSULTANT will perform the following services which are part of the PROJECT identified above.

The services covered by this CONSULTANT AGREEMENT will be performed in accordance with the PROVISIONS included within this form and any attachments or schedules.

SCOPE OF SERVICES and SCHEDULE: See **Attachment A**.

COMPENSATION: Compensation for CONSULTANT'S services under this agreement shall be on a time and material basis, charged in accordance with the CONSULTANT'S current rate billing schedule, **Attachment B** (LWA Rate Schedule), with a not-to-exceed upper limit of **CONTRACT AMOUNT**.

OTHER TERMS: None (**OR TO BE COMPLETED**)

PROVISIONS

ARTICLE 1. TERMS OF PAYMENT

A. Invoicing

The CONSULTANT may submit invoices to **NAME OF AGENCY** for payment not more than once each month. Such invoices will represent the value of the completed Scope of Services and will be prepared in a form and supported by documentation as **NAME OF AGENCY** may reasonably require. Invoices will be reviewed and approved by **NAME OF AGENCY**.

B. Payment

Following receipt of reimbursement, payment will be made by **NAME OF AGENCY** to the CONSULTANT within fifteen (15) days for the approved invoice amount, less any retainage by **NAME OF AGENCY**, less any retainage specified elsewhere in this CONSULTANT AGREEMENT.

C. Final Payment

Final payment of any balance will be made upon completion of the Scope of Services, and receipt of all deliverables and all PROJECT related documents and data that are required to be furnished under this CONSULTANT AGREEMENT. Final payment will be made within fifteen (15) days of receipt of final payment from **NAME OF AGENCY**.

ARTICLE 2. OBLIGATION OF CONSULTANT

A. Independent Contractor

CONSULTANT is an independent contractor and will maintain complete control of and responsibility for its employees, agents, methods, and operations. Nothing contained in this CONSULTANT AGREEMENT will create any employment relationship between **NAME OF AGENCY** and CONSULTANT.

B. Lower Tier Subcontracts

Any proposed or existing subcontract(s) with CONSULTANT to perform a portion of the Scope of Services hereunder (Lower Tier Subconsultant) must, before work is begun, be submitted to and approved in writing by **NAME OF AGENCY**. CONSULTANT will bind all Lower Tier Subconsultants to the Provisions of this CONSULTANT AGREEMENT.

Neither this CONSULTANT AGREEMENT nor any Lower Tier subcontract will create any employer/employee relationship between any Lower Tier Subconsultant **NAME OF AGENCY**, nor any liability of **NAME OF AGENCY** to any Lower Tier Subconsultant.

C. Performance

The standard of care applicable to CONSULTANT's services will be the degree of skill and diligence normally employed by professional engineers or consultants performing the same or similar services. The CONSULTANT will re-perform any services not meeting this standard without additional compensation. If such deficiencies are not corrected in a timely manner, **NAME OF AGENCY** may cause the same to be corrected and deduct costs incurred from CONSULTANT's compensation.

D. Insurance and Indemnification

The CONSULTANT will procure and maintain, at a minimum, throughout this CONSULTANT AGREEMENT, the following insurance types and amounts and will submit certificates verifying such to **NAME OF AGENCY**:

- (1) Worker's compensation and employer's liability insurance as required by the state or province where the work is performed.
- (2) Commercial automobile and vehicle liability insurance covering claims for injuries to members of the public and/or damages to property of others arising from use of motor vehicles, including onsite and offsite operations, and owned, non-owned, or hired vehicles with \$1,000,000 combined single limits.
- (3) Commercial general liability insurance covering claims for injuries to members of the public or damage to property of others arising out of any negligent act or omission of the CONSULTANT or of any of its employees, agents, or subcontractors, with \$1,000,000 combined single limits and \$2,000,000 in the aggregate.

All insurance certificates will provide the name of the Project and **NAME OF AGENCY'S** contract number within the description. In addition, the insurance certificates will state that the insurance carrier will give **NAME OF AGENCY** thirty (30) days notice of any cancellation of the policies; ten (10) days notice for cancellation due to non-payment of the premium. CONSULTANT must notify **NAME OF AGENCY** of such cancellations within five (5) days. Insurance required under Items 2 and 3 shall name California Farm Bureau Federation as additional insured.

CONSULTANT agrees to indemnify, defend, and hold **NAME OF AGENCY** officers, directors, employees, and agents harmless from any and all claims, liabilities, obligations, governmental penalties, fines and causes of action of whatsoever nature, including injury to or death of any person or damage to or destruction of any property to the extent caused by any negligent acts or omissions of CONSULTANT or any Lower Tier Subconsultant, including court costs and reasonable attorney's fees.

CONSULTANT's obligation to indemnify and defend **NAME OF AGENCY** is not immediate. CONSULTANT agrees to reimburse **NAME OF AGENCY** for reasonable defense costs incurred in an amount equal to the percentage of CONSULTANT's fault as ultimately determined by a court of competent jurisdiction.

E. Key Personnel

The CONSULTANT will provide qualified personnel to perform its Scope of Services. Within five (5) days of execution of this CONSULTANT AGREEMENT or receipt of a written authorization to proceed, the CONSULTANT will submit a list of key personnel for its work, including a designated project manager, if requested by **NAME OF AGENCY**. The CONSULTANT will not change or reassign any of the designated key personnel without the written approval of **NAME OF AGENCY**.

F. Copies of Data

One legible copy each of all notes, field notes, drawings, prints, and plans prepared under the terms of this CONSULTANT AGREEMENT will, if requested by **NAME OF AGENCY**, be delivered by the CONSULTANT to **NAME OF AGENCY** upon completion of the Scope of Services.

G. Access to Records

The CONSULTANT will maintain accounting records, in accordance with generally accepted accounting principles and practices, to substantiate all invoiced amounts. Said records will be available for examination by **NAME OF AGENCY** during CONSULTANT's normal business hours for a period of three (3) years after CONSULTANT's final invoice to the extent required to verify the costs incurred hereunder.

H. Publicity

CONSULTANT will not disclose the nature of its Scope of Services on the PROJECT, or engage in any other publicity or public media disclosures with respect to this PROJECT without the prior written consent of **NAME OF AGENCY**.

I. Suspension of Work

The CONSULTANT will, upon written notice from **NAME OF AGENCY**, suspend, delay or interrupt all or a part of the Scope of Services. In such event, the CONSULTANT will resume the Scope of Services upon written notice from **NAME OF AGENCY** and an appropriate extension of time will be mutually agreed upon and added to the CONSULTANT's time of performance.

J. Completion and Acceptance

After submission of the final work product, as specified in Article 1-C and Attachment A, and when CONSULTANT deems the Scope of Services completed, the CONSULTANT will give **NAME OF AGENCY** notice thereof in writing. Within thirty (30) days after receipt of such notice, **NAME OF AGENCY** will determine if the Scope of Services has been completed to its satisfaction; if so, **NAME OF AGENCY** will advise CONSULTANT in writing of its final acceptance thereof; if not, **NAME OF AGENCY** will notify CONSULTANT of its lack or failure of performance, and CONSULTANT will take remedial action as described in Article 2-C and will repeat the procedure stated herein until the Scope of Services has been satisfactorily completed and accepted.

K. Equal Employment Opportunity

1. Compliance with Regulations. CONSULTANT shall comply with the Executive Order 11246 entitled "Equal Employment Opportunity" as amended by Executive Order 11375, and a supplemented in Department of Labor regulations (41 C.F.R. Part 60), hereinafter referred to as the "Regulations."

2. Nondiscrimination. CONSULTANT, with regard to the work performed by it after award and prior to completion of the work pursuant to this Agreement, shall not discriminate on the ground of race, color, religion, sex, national origin, age, marital status, physical handicap or sexual orientation in the selection and retention of subcontractors, including procurement of materials and leases of equipment. CONSULTANT shall not participate either directly or indirectly in discrimination prohibited by the Regulations.

3. Solicitations for Subcontractors, Including Procurement of Materials and Equipment. In all solicitations either by competitive bidding or negotiations made by CONSULTANT for work to be performed under any subcontract, including procurement of materials or equipment, each potential subcontractor or supplier shall be notified by CONSULTANT of CONSULTANT's obligation under this AGREEMENT and the Regulations relative to nondiscrimination on the ground of race, color, religion, sex, national origin, age, marital status, physical handicap or sexual orientation.

4. Information and Reports. CONSULTANT shall provide all information and reports required by the Regulations, or orders and instructions issued pursuant thereto, and will permit access to its books, records, accounts, other sources of information and its facilities as may be determined by **NAME OF AGENCY** to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of CONSULTANT is in the exclusive possession of another who fails or refuses to furnish this information, CONSULTANT shall so certify to **NAME OF AGENCY**, and shall set forth what efforts it has made to obtain the information.

5. Sanctions for Noncompliance.

In the event of noncompliance by CONSULTANT with the nondiscrimination provisions of this Agreement, NAME OF AGENCY shall impose such contract sanctions as it may determine to be appropriate including, but not limited to:

- (a) Withholding of payments to CONSULTANT under the contract until CONSULTANT complies;
- (b) Cancellation, termination, or suspension of the Agreement, in whole or in part.

ARTICLE 3. OBLIGATIONS OF NAME OF AGENCY

A. Timely Review

NAME OF AGENCY will examine the CONSULTANT's studies, reports, sketches, drawings, specifications, proposals, and other project-related documents and render decisions required by CONSULTANT in a timely manner.

B. Prompt Notice

NAME OF AGENCY will give prompt written notice to CONSULTANT whenever NAME OF AGENCY observes or becomes aware of any development that affects the scope or timing of CONSULTANT's Scope of Services, or any defect in the work of the CONSULTANT.

C. Furnished Data

Upon request, NAME OF AGENCY will provide the CONSULTANT all relevant technical data in its possession, including, but not limited to, previous reports, maps, surveys, borings, and all other information relating to the CONSULTANT's Scope of Services on the PROJECT. CONSULTANT will reasonably rely upon the accuracy, timeliness, and completeness of the information provided by NAME OF AGENCY.

ARTICLE 4. GENERAL LEGAL PROVISIONS

A. Proprietary Information

All drawings, specifications, technical data, and other information furnished to CONSULTANT either by NAME OF AGENCY or developed by CONSULTANT or others in connection with the Scope of Services are, and will remain, the property of NAME OF AGENCY, and may not be copied or otherwise reproduced or used in any way except in connection with the Scope of Services, or disclosed to third parties or used in any manner detrimental to the interests of NAME OF AGENCY. The following information will not be subject to the confidentiality requirements of the above.

- (1) Information in the public domain through no action of CONSULTANT in breach of this CONSULTANT AGREEMENT; or
- (2) Information independently developed by CONSULTANT; or
- (3) Information acquired by CONSULTANT from a third party not delivered to CONSULTANT in breach of confidentiality agreements that said third party may have with NAME OF AGENCY.

B. Assignments

This CONSULTANT AGREEMENT and the rights and duties hereunder will not be assigned, subcontracted, or transferred by CONSULTANT, in whole or in part, without NAME OF AGENCY's prior written approval.

C. Force Majeure

Neither party to this CONSULTANT AGREEMENT will be liable to the other party for delays in performing the Scope of Services, or for the direct or indirect costs resulting from such delays, that may result from labor strikes, riots, war, acts of governmental authorities, extraordinary weather conditions or other natural catastrophe, or any other cause beyond the reasonable control or contemplation of either party.

D. Authorization to Proceed

Execution of this CONSULTANT AGREEMENT by **NAME OF AGENCY** will be authorization for CONSULTANT to proceed with the Scope of Services, unless otherwise provided for in this CONSULTANT AGREEMENT.

E. No Third Party Beneficiaries

This CONSULTANT AGREEMENT gives no rights or benefits to anyone other than the CONSULTANT and **NAME OF AGENCY** and has no third-party beneficiaries.

F. Jurisdiction

The law of the state, or province, governing the CONTRACT with **NAME OF AGENCY** shall govern the validity of this CONSULTANT AGREEMENT, its interpretation and performance, and any other claims related to it.

G. Severability and Survival

If any of the provisions contained in this CONSULTANT AGREEMENT are held for any reason to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality or non-enforceability will not affect any other provision, and this CONSULTANT AGREEMENT will be construed as if such invalid, illegal or unenforceable provision had never been contained herein. The provisions of articles 2C, 2D and 4A will survive termination of the CONSULTANT AGREEMENT.

H. Termination/Cancellation

NAME OF AGENCY will have the right to terminate this CONSULTANT AGREEMENT for its convenience. After termination, CONSULTANT will be reimbursed for services rendered and necessary expenses incurred to the termination date upon submission to **NAME OF AGENCY** of detailed supporting invoices. CONSULTANT will not be entitled to profit or other compensation on services not performed.

If CONSULTANT during performance of the Scope of Services:

- (1) Becomes insolvent or makes a general assignment for the benefit of its creditors; files or has filed against CONSULTANT a petition in bankruptcy or an attachment or execution levied upon any of CONSULTANT's property used hereunder; or has appointed a receiver for CONSULTANT's business; or
- (2) Has any legal proceeding commenced against CONSULTANT that, in the opinion of **NAME OF AGENCY**, interferes with the performance and satisfactory completion of the Scope of Services; or
- (3) Fails or refuses to proceed with the Scope of Services in a prompt, safe, and diligent manner, or to supply adequate equipment or properly skilled employees; or

(4) Fails to pay promptly all monies due Lower Tier Subconsultant for services, labor, or materials used in connection with the Scope of Services; or

(5) Fails or refused to proceed in full compliance with all provisions of this CONSULTANT AGREEMENT;

then CONSULTANT will be deemed in default and **NAME OF AGENCY**, without prejudice to any other rights or remedy it may have, may give CONSULTANT notice in writing setting forth the particulars of such default. Unless such default is corrected within seven (7) days from date of said notice, **NAME OF AGENCY**, at its option, may terminate this CONSULTANT AGREEMENT.

I. Interest in Contract

CONSULTANT covenants that neither it, nor any of its employees, agents, contractors, or subcontractors has any interest, nor shall they acquire any interest, direct or indirect, in the subject of the Contract, nor any other interest which would conflict in any manner or degree with the performance of its services hereunder.

J. Scope of Services

NAME OF AGENCY may adjust the Scope of Services by either adding to or deleting from the services to be performed. If such adjustment increases or decreases the cost or time required for the CONSULTANT's Scope of Services, adjusted compensation and/or time will be mutually agreed upon in writing. Additional Services provided by the CONSULTANT will be entitled to additional compensation or extension of time only as authorized in writing by **NAME OF AGENCY**.

K. Attachments and Schedules

The following attachments and schedules are hereby made a part of this CONSULTANT AGREEMENT:

- Attachment A: Scope of Work and Schedule
- Attachment B: LWA Rate Schedule

Approved for: LARRY WALKER ASSOCIATES,
INC.

Accepted for: **NAME OF AGENCY**

BY: _____

BY: _____

TITLE: _____

TITLE: _____

DATE: _____

DATE: _____

Attachment A

Scope of Work and Schedule

Attachment B
LWA Rate Schedule