

A G E N D A
RIO DELL CITY COUNCIL
CLOSED SESSION - 5:30 P.M.
REGULAR MEETING - 6:30 P.M.
TUESDAY, APRIL 17, 2012
CITY COUNCIL CHAMBERS
675 WILDWOOD AVENUE, RIO DELL

WELCOME . . . By your presence in the City Council Chambers, you are participating in the process of representative government. 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. Your City Government welcomes your interest and hopes you will attend and participate in Rio Dell City Council meetings often.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Office of the City Clerk at (707) 764-3532. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to this meeting.

THE TYPE OF COUNCIL BUSINESS IS IDENTIFIED IMMEDIATELY AFTER EACH TITLE IN BOLD CAPITAL LETTERS

A. CALL TO ORDER

B. ROLL CALL

C. ANNOUNCEMENT OF ITEMS TO BE DISCUSSED CLOSED SESSION AS FOLLOWS:

1) 2012/0417.01 - CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION
Pursuant to Government Code Section 54956.9(a) Name of Case:
Steven and Sharon Wolff v. City of Rio Dell, Humboldt Superior
Court Case No. CV120162

1) 2012/0417.02 - CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION
Pursuant to Government Code Section 54956.9(a) Name of Case:
Anthony Micheli v. City of Rio Dell, Humboldt County Superior Court
Case No. CV100171

D. PUBLIC COMMENT REGARDING CLOSED SESSION

E. RECESS INTO CLOSED SESSION

F. RECONVENE INTO OPEN SESSION

G. ORAL ANNOUNCEMENTS

H. STUDY SESSIONS

I. PLEDGE OF ALLEGIANCE

J. CEREMONIAL

K. 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. Items requiring Council action not listed on this agenda will be placed on the next regular agenda for consideration, unless a finding is made by at least 2/3rds 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 5 minutes.

L. 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 Council members 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 in the next section, "SPECIAL CALL ITEMS".

- 1) 2012/0417.03 - Approve Minutes of the April 3, 2012 Special Meeting (**ACTION**) 1

M. SPECIAL PRESENTATIONS

- 1) 2012/0417.04 - Audit Presentation for FY 2010/2011

N. SPECIAL CALL ITEMS/COMMUNITY AFFAIRS

- 1) "SPECIAL CALL ITEMS" from Consent Calendar
- 2) 2012/0417.05 - Wildwood Ave. Streetscape Project (**ACTION**)
- 3) 2012/0417.06 - Utility Billing Account Write-Off Report (**RECEIVE & FILE**) 14
- 4) 2012/0417.07 - Approval of New City Manager Employment Contract with Mr. James R. Stretch (**ACTION**) 16
- 5) 2012/0417.08 - Engagement of Auditing Services for Fiscal Year 2011-2012 (**ACTION**) 23

O. ORDINANCES/SPECIAL RESOLUTIONS

- 1) 2012/0417.09 - Conduct Second Reading (by title only) and Approve Ordinance No. 289-2012 Related to Election/Political Sign Regulations (**ACTION**) 24
- 2) 2012/0417.10 - Approve Resolution No. 1151-2012 Approving Employee Job Descriptions (**ACTION**) 31

P. REPORTS/STAFF COMMUNICATIONS

1. City Manager
2. Chief of Police
3. Finance Director – Check Register for the Month of March 2012 (**RECEIVE & FILE**) 100

Q. COUNCIL REPORTS/COMMUNICATIONS

R. ANNOUNCEMENT OF ITEMS TO BE DISCUSSED CLOSED SESSION AS FOLLOWS:

S. PUBLIC COMMENT REGARDING CLOSED SESSION

T. RECESS INTO CLOSED SESSION

U. RECONVENE INTO OPEN SESSION

V. ORAL ANNOUNCEMENTS

W. ADJOURNMENT

*The next Regular meeting will be on May 1, 2012
at 6:30 PM in the City Council Chambers*

**RIO DELL CITY COUNCIL
SPECIAL MEETING
APRIL 3, 2012
MINUTES**

A Special Meeting of the Rio Dell City Council was called to order at 5:00 p.m. by Mayor Pro Tem Marks..

ROLL CALL: Present: (Closed Session- 5:00 p.m.) Mayor Pro Tem Marks, Councilmembers Thompson and Wilson, City Manager Henrickson, City Attorney Russ Gans

Councilmember Leonard recused himself from attending the closed session agenda Item 1) 2012/0403.01 due to a potential conflict of interest.

(Study Session – 5:30 -6:30 p.m.) Mayor Pro Tem Marks, Councilmembers Leonard, Thompson and Wilson, City Manager Henrickson, Community Development Director Caldwell and City Clerk Dunham

(Special Meeting – 6:30 p.m.) Mayor Pro Tem Marks, Councilmembers Leonard, Thompson and Wilson, City Manager Henrickson, Chief of Police Hill, Finance Director Beauchaine, Community Development Director Caldwell, and City Clerk Dunham

Absent: Mayor Woodall (excused)

ANNOUNCEMENT IN OPEN SESSION OF ITEMS TO BE DISCUSSED IN CLOSED SESSION AS FOLLOWS:

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION:

Pursuant to Government Code Section 54956.9(a) Name of Case:
Steven and Sharon Wolff v. City of Rio Dell, Humboldt Superior Court Case No. CV120162

CONFERENCE WITH LABOR NEGOTIATOR; the City's Designated Representative City Manager Ron Henrickson, Pursuant to Government Code Section 54957.6 Concerning Rio Dell Police Officers' Association, Rio Dell Employees' Association, and Contract Employees

Mayor Pro Tem Marks announced that the City Council regular meeting agenda was posted with an incorrect date; therefore was corrected and posted as a special meeting in accordance with provisions of the Brown Act. She stated that there were no changes to the content of the agenda.

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Mayor Pro Tem Marks announced the Council would be adjourning to closed session to discuss the above matters and asked for public comment. There being no public comment, the Council adjourned to closed session at 5:00 p.m. The closed session ended at 5:30 p.m.

ORAL ANNOUNCEMENTS

The Council reconvened into open session at 5:35 p.m. Mayor Pro Tem Marks announced there was no reportable action taken in closed session, and that the Council would be adjourning back into closed session at the conclusion of the meeting to discuss Item 2) 0403.02 (Labor Negotiations).

Mayor Pro Tem Marks announced the passing of Louie Barsanti on March 26, 2012 and said he was one of the founding members of the Rio Dell Fire Department, instrumental in establishment of the Rio Dell Senior Center and was a pillar in the community and wished to send the family the City's deepest condolences.

STUDY SESSIONS

Wildwood Ave. Streetscape Design

City Manager Henrickson stated two meetings were held on March 18, 2012 followed by two additional meetings on March 28, 2012 with residents, property owners, and business owners on Wildwood Ave. to discuss and solicit comments on the proposed Streetscape Project. He said there were only roughly twenty people total in attendance at those meetings.

He said staff met with Cal-Trans yesterday and walked the entire area. He said overall they liked the design but recommended a few changes: a cut in the median to the Shell Station; additional sidewalk on Side St. to the crosswalk; and revision of the parking layout at the south end of Wildwood Ave. near Mingo's Bar.

Councilmember Leonard stated there are concerns from citizens regarding the removal of on-street parking in front of residences.

Gary Gutermuth commented that parking in the middle of the street may open up liability to the City.

City Manager Henrickson stated he met with "Alta Group" in Berkeley and they suggested an alternate plan that includes adding six (6) feet of sidewalk on each side of the street leaving fifty-four (54) feet of pavement. He said this plan would not allow adequate area for landscaping, large trees or truck parking. He said adding new sidewalk to existing old sidewalk would not be aesthetically pleasing. He said the only viably plan would be to replace the existing sidewalk however, it would be too costly.

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City Manager Henrickson stated that GHD Engineering, as the City's Traffic Engineer, also provided suggestions which included wider sidewalks and bulb-outs, which he said he disagreed with.

City Manager Henrickson commented that although the public meetings were not well attended, the comments and suggestions were useful, and based on the suggestions; revisions were made to the proposed streetscape design.

The public hearing was opened at 5:45 p.m. to receive public input on the proposed project.

Gary Gutermuth stated that someone is going around saying that the local businesses are in favor of the proposed design which is not true. He said both DJ's Burger Bar and Brian's Automotive had concerns regarding access to their businesses.

Dorothy Johnson (DJ's Burger Bar), stated that she thought some of the design was good but there should be more consideration of how it will affect the businesses.

City Manager Henrickson argued that if the streetscape is nicely done, it will actually attract more people to the City and promote business. He said for the past thirty (30) years the City has been trying to revive the downtown and this may be the very thing that can make that happen.

Gary Gutermuth said what would clean up the downtown is underground utilities and new sidewalks. City Manager commented that the grant does not allow for undergrounding of utilities. Councilmember Leonard said the City began an underground utility project some years ago and was stopped due to contamination at the former Mobile gas station site.

Councilmember Wilson suggested the City consider a combination of two (2) plans and said the idea of parking in the middle of the street seems odd.

Dorothy Johnson commented on the abundance of flowers and asked who would be maintaining them.

City Manager Henrickson said another plan would be to carry out the Gateway Project plan, although there would be no large trees, limited flowers, and no loading zones on one end.

Sharon Wolff asked if the proposed plan meets ADA requirements; City Manager Henrickson said that it does.

City Manager Henrickson explained that the idea of having an area where people could sit and view information on local points of interest such as the history of Rio Dell, information of the bluffs, history on the 1964 flood and Native American history would encourage tourists to stop.

He pointed out that the proposed plan actually increases the number of parking spaces in the downtown.

Commissioner Wilson commented that the proposed plan is by far more attractive than the other options but not as functional.

City Manager Henrickson stated that realistically if there is ever going to a vibrant commercial district; it will be off of Highway 101, not downtown. He said probably what will end up downtown are art type businesses. The idea should be to increase population which will in turn promote business.

Discussion continued regarding the time frame for submittal of the grant application; City Manager Henrickson noted there will need to be an approved design within two (2) months.

Councilmember Wilson suggested another public meeting be scheduled with perhaps the help of business owners to get the word out to citizens to come and provide input.

Councilmember Thompson stated that a wider sidewalk is not the answer.

Dave Gonzales said when driving into town from the south, what you see is something that resembles a highway which makes travelers want to keep on going. With beautification, it slows traffic and makes people want to stop. He liked the idea of breaking it up into sections, stating that in areas that are predominately residential, you probably don't want parking in the middle of the street so you have to carry groceries and kids across the street.

City Manager Henrickson commented that breaking the design up in sections was not viable because bike lanes are required which needs continuity. He said if this is not what people want, the Council might as well go with a ten (10) foot median and do the best they can with trees and flowers.

Councilmember Wilson stated that in order for this City to survive, people have to get involved and claim ownership. City Manager Henrickson pointed out that the reality is that there is a very small core group willing to get involved and that probably won't change.

Dorothy Johnson offered to walk the downtown area and hand out flyers to residents and businesses provided the City Manager prepares it.

A special public meeting was scheduled for Tuesday, April 10th at 6:30 p.m. to discuss the project further.

PUBLIC PRESENTATIONS

Mayor Pro Tem Marks read the statement on the agenda regarding Public Presentations and announced that because this meeting is scheduled as a Special Meeting, no additional items can be added to the agenda at this time.

Sharon Wolff asked for an update on the de-annexation of Blue Slide Road; City Manager Henrickson reported that the City would not be proceeding with the de-annexation.

Nick Angeloff addressed the Council as a coach, regarding the possibility of the City mowing the Little League field or allowing him the use of the equipment to do so. He also announced there would be a public scoping meeting regarding the East/West Rail Service on April 20th from 9:00-11:30 a.m. at the Redwood Acres Turf Club, and invited Council to attend. He also stated that he attended the Northern California Tribal Chairman's meeting and was told that the Rio Dell would be discussing on this agenda, HCAOG membership expansion and offered to answer any questions.

CONSENT CALENDAR

Mayor Pro Tem Marks announced the items to be approved on the consent calendar and asked the staff, the public and the Council members if there was anyone who wished to have any item removed from the consent calendar for separate discussion.

Motion was made by Leonard/Thompson to approve the consent calendar including approval of minutes of the March 20, 2012 regular meeting. Motion carried 4-0.

SPECIAL CALL ITEMS/COMMUNITY AFFAIRS

Public Hearing on Unmet Transit Needs

City Manager Henrickson stated each year HCAOG recommends each entity conduct a public hearing to receive comments specific to their jurisdiction for inclusion in the Unmet Needs Report of Findings. He noted a public hearing was conducted at the last meeting and any comments received this evening would be combined with those comments and forwarded to HCAOG.

Mayor Pro Tem Marks announced that survey forms provided by HCAOG were on the back table for anyone interested in completing one.

A public hearing was opened at 6:50 p.m. to receive public comment on unmet transit needs.

Kevin Caldwell commented that when he comes to work in the morning, he has noticed that there seems to only be riders waiting for the bus on Davis St. at the North and South off-ramp when it isn't raining. He suggested HCAOG consider installing a bus shelter at that location stating that there would probably be more riders.

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Mayor Pro Tem Marks commented that she called HCAOG to get information on the Dial-A-Ride Program and was unsuccessful. Community Development Director said he had also called and would convey the information to the Council when he gets it.

Nick Angeloff stated that the short line rail could serve to fill the gap in transit service, stating rail service would be more efficient.

There being no further public comment, the public hearing closed at 6:54 p.m.

Motion was made by Leonard/Wilson to direct staff to send a letter to Humboldt County Association of Governments (HCAOG) relaying the comments made during the public hearings regarding unmet transit needs in the community. Motion carried 4-0.

Review/Discussion of Animal Control Fees

Chief of Police Hill stated he had been tasked with updating the animal control ordinance as well as developing a fee structure. He provided a draft fee schedule and justification and explanation of the methodology used for developing those fees and penalties. He said the proposed fee schedule was presented to the Planning Commission at their March 28, 2012 regular meeting and had no suggested revisions to the schedule. The recommendation this evening is to review the proposed fee schedule and make any recommendations or changes and direct staff to bring a resolution back to Council for approval at the next meeting.

Councilmember Wilson asked whether unaltered dogs picked up or surrendered are required to be altered. Chief Hill said it depends on whether the dog goes to Miranda's Rescue or not; if the dog is held by the City for a short time then returned to the owner, it is not required; if the dog goes to Miranda's they are normally altered.

Councilmember Thompson asked for an explanation of how staff derived at the fee for a dog license; Chief Hill stated the \$12.00 fee established for a dog license was based on the billable rate plus the cost of the tag which equates to \$12.31.

Councilmember Thompson then asked if an animal has to be taken to Miranda's in order for the City to charge the redemption fee; Chief Hill explained that the owners are charged either way.

Councilmember Wilson referred to the additional redemption fees for subsequent impoundments and asked if there was a time frame associated in which the fee is not increased; Chief Hill said he was unsure if there was such a provision and agreed to look into it.

At 7:00 p.m. a public hearing was opened to receive public comment on the proposed fee schedule. There being no public comment, the public hearing closed.

Discussion Regarding HCAOG Expanded Membership

City Manager Henrickson stated this item relates to the question of whether HCAOG membership should be expanded to include tribal representation and possibly community services districts (CSD's). He said the City as a member of HCAOG, is being asked to review the questions presented by the HCAOG Board Subcommittee, and forward any comments before their next board meeting.

Councilmembers expressed concerns about the following:

- Tribes, as a sovereign nation, are not governed by the Brown Act;
- Tribes are exempt from paying California Sales Tax;
- Are tribes exempt from lawsuits; if so how will that affect costs to other members;
- Tribes are allowed to make campaign contributions whereas Cities are not;
- Voting balance will change if all tribes are allowed membership;
- Tribes have different rules in regard to having the ability to award bids
- How could changes affect future CSD memberships

Councilmember Leonard presented excerpts from the California Government Code regarding public agencies and JPA's, information on Assembly Bill 307 regarding federally recognized Indian tribes, and copies of various letters on the subject.

Councilmember Wilson said there are obviously some positive reasons for expanding HCAOG membership to tribes but the issues that concern him most are in regard to campaign contributions and exemption from the Brown Act requirements.

City Manager noted that the County maintains the roads in McKinleyville so they are already represented; if they want the same membership perhaps they should become a city.

Nick Angeloff addressed some the Council's concerns and said the two (2) tribes he worked for refused to make any campaign contributions. Also, he said any of the tribes with casinos must comply with the Brown Act. He said AB 307 allows tribes to enter into JPA's and when they do, they must exercise the same authority as the other members under the JPA; the rules under a sovereign nation no longer apply. In regard to sales tax, he said the tribes generate a substantial amount of sales tax. His understanding is that the Northern California Tribal Association will appoint one (1) member to represent the various tribes on HCAOG thus only having one (1) vote. He further stated that 6-8% of the population in Humboldt County is comprised of tribes and how the Association portrayed it to him is that it is collaboration by the tribes to bring more money to the table.

Consensus of the Council was to direct staff to transmit a letter to HCAOG expressing the Council's concerns regarding tribal representation by HCAOG as follows:

- Tribes, as a sovereign nation, are not governed by the Brown Act
- Tribes are allowed to make campaign contributions whereas Cities are not;
- Potential impact of the voting balance with expanded membership;
- How changes will affect future Community Services District (CSD) memberships

Amendment of Existing Joint Use Agreement Between the Rio Dell School District and the City
Chief Hill provided a staff report and stated the request for amendment of the Joint Use Agreement with the School stems from an inquiry from the Rio Dell Fire Department in regard to the use of the property owned by the Rio Dell School District for Wildwood Days events. He said in the past the logging show and the lawn mower races have been held on privately owned property which is no long available. He said the area north of the baseball field has been identified as an ideal location for these events. The City has an existing Joint Use Agreement with the School for use of school facilities that are specifically identified in that agreement. He said Wildwood Days special events fall under the agreement however the map that identifies those areas of school property and a section of the agreement that deals with vehicle traffic needs to be amended.

He further reported that he and the Fire Chief met with the Rio Dell School Board and they are in support of the concept.

Staff's recommendation was to authorize staff to prepare an amendment, which would include review by the City Attorney and the School's legal counsel, and bring that amendment before the School Board and City Council for further review and/or approval.

Mayor Pro Tem Marks asked about potential liability to the City; Chief Hill explained the City would require the same Certificate of Insurance as required previously.

Councilmember Thompson asked if the City knows where the water lines are in that area; Chief Hill stated that will need to be addressed as well as other concerns.

Motion was made by Leonard/Thompson to direct staff to proceed with preparation of the amendment of the existing Joint Use Agreement between the Rio Dell School District and the City of Rio Dell. Motion carried 4-0.

Approve HDR Engineering Contract Amendment No. 2 for Construction Administration of the Wastewater Treatment Upgrade & Disposal Project in an Amount not to Exceed \$317,998

City Manager Henrickson stated the Council has awarded the contract for construction of the Wastewater Treatment Upgrade & Disposal Project and staff is now recommending amendment of the HDR contract under Amendment No. 2 to provide for construction administration services based on time and materials not to exceed \$317,998.

Councilmember Wilson asked if this amount was included in the original project budget; City Manager Henrickson said that is part of the original budget.

Motion was made by Leonard/Wilson to approve HDR Contract Amendment No. 2 for project administration services in an amount not to exceed \$317,998 and authorizing the City Manager to execute the contract amendment. Motion carried 4-0.

Approve Contract with Hirtzer Inspection Services for Construction Management and Inspection Services of the Wastewater Treatment Upgrade & Disposal Project in an Amount not to Exceed \$324,000

City Manager Henrickson stated the City solicited proposals for Construction Management and Inspection Services of the Wastewater Treatment Upgrade & Disposal Project and three (3) bids were received: LACO Associates; SHN Engineering; and Hirtzer Inspection Services. He said all of these firms are capable however after reviewing the bids, staff recommended that the City enter into an agreement with Hirtzer Inspection Services. He said they are the most economical choice and believes the City will be well represented by their services

Mayor Pro Tem Marks asked for public comment on the proposed contract.

Dave Gonzales, addressed the Council, not as an employee of SHN Engineering but as a citizen. He stated that he has worked on several wastewater projects, reviewed the proposals and said based on his experience and the size of the project, there needs to be more than one (1) inspector. He expressed concern about Hirtzer's project history stating that it doesn't appear they have a lot of experience related to wastewater projects. He said there are several local engineering firms that have the resources to do the job and encouraged the City to look at the staffing recommendations in the other bid proposals.

City Manager Henrickson explained that one (1) individual would not be performing all of the functions of the job and that a second person would be utilized as needed. He said the proposal was reviewed by HDR Engineering and they are comfortable with the terms of the contract. He noted the Hirtzer bid represents a saving of around \$300,000 and that he is absolutely convinced the project will be completed without a hitch.

Motion was made by Thompson/Leonard to approve the contract for Construction Management and Inspection Services with Hirtzer Inspection Services in an amount not to exceed \$324,000. Motion carried 4-0.

ORDINANCES/SPECIAL RESOLUTIONS

Introduction and First Reading (by title only) of Ordinance No. 289-2012 Related to Election/Political Sign Regulations

Community Development Director stated at the March 20, 2012 meeting, staff presented some background information and draft language regarding potential election/political sign regulations as a result of staff discovering that the City does not have specific regulations regarding election or political signs. He presented for review, a table representing regulations established by other

cities in the County. He said there was some discussion regarding staff's recommendation about the placement of signs within six (6) feet of an existing curb. For clarification, he said the six foot reference was from the property line not the curb. He said the issue was also discussed at the Planning Commission meeting and the Commission expressed concerns regarding the recommended setbacks and the effect on placing signs on fences and buildings. The Commission supported signs placed on fences and buildings if built on the property line.

The Planning Commission's recommendation was to reduce the recommended setback from six (6) feet to three (3) feet from the curb and from ten (10) feet to five (5) feet from the edge of existing pavement. Also they recommended that the preclusion of signs within twenty-five (25) feet of an intersection be expanded to thirty (30) feet, to be consistent with the required visibility triangle for fences.

A public hearing was opened at 7:50 p.m. to receive public input on the proposed ordinance.

There being no public comment, the public hearing closed.

Motion was made by Wilson/Leonard to introduce and conduct first reading (by title only) of Ordinance No. 289-2012 *Amending Sign Regulations, Section 17.30.260 of the Rio Dell Municipal Code*. Motion carried 4-0.

Approve Resolution No. 1148-2012 Approving Mid-Year Budget Amendments

Finance Director Beauchaine stated the mid-year budget review was provided at the last meeting and included was a revenue amendment proposal that included: \$19,903 in additional general fund revenues; \$1,422 additional street fund revenues; \$37,910 additional sewer fund revenues; \$6,184.58 in additional special fund revenues; and \$33,171 in additional water fund revenues, derived from an unanticipated SCORE JPA dividend of \$92,406, as well as an unanticipated HWMA Grant of \$6,184.58.

She said staff's recommendation is that the City Revenue Budget be amended and increased by \$98,591.

Motion was made by Leonard/Thompson to approve Resolution No. 1148-2012 *Amending Resolution No. 1113-2011 Adopting the Operating Budget for the Fiscal Year 2011-2012*. Motion carried 4-0.

Approve Resolution No. 1149-2012 Approving Submittal of an Application to RCAC for Bridge Financing on the Wastewater Treatment Upgrade & Disposal Project

Finance Director Beauchaine reported the City has been approved for a \$13.8 million funding agreement with the State Water Resources Control Board (SWRCB) for the Wastewater Treatment Upgrade & Disposal Project. Since the average turnaround for reimbursement requests is approximately 30-60 days, the City will need to secure bridge financing to supplement the city's cash flow and prevent any delays in issuing payments to the contractor.

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Finance Director Beauchaine stated he estimated an average payment request of \$700,000 per month and is requesting approval from RCAC for a \$1.4 million revolving line of credit to accommodate those payment requests.

Mayor Pro Tem Marks asked if it was typical to have the City Manager or Finance Director authorized to execute documents; City Manager Henrickson stated typically execution is the authority of the City Manager but since staff is uncertain as to when the documents will be available for signature, staff wanted assurance that someone will be available and authorized to sign in his absence. Finance Director Beauchaine commented that it is typical to have two (2) authorized signers.

Mayor Pro Tem Marks asked what the interest rate will be for the bridge financing; Finance Director Beauchaine stated it was unknown at this time.

Motion was made by Thompson/Wilson to approve Resolution No. 1149-2012 *Approving Submittal of Application to Rural Community Assistance Corporation (RCAC) for Bridge Financing for the Wastewater Treatment Upgrade & Disposal Project*. Motion carried 4-0.

Introduction and First Reading (by title only) of Ordinance No. 287-2012 Animal Care and Control Ordinance

Chief of Police Hill provided a staff report and stated the Animal Control Ordinance being introduced at this time includes the revisions as the result of comments received from the Planning Commission and the City Council at prior meetings.

A public hearing was opened at 8:00 p.m. to receive public input on the proposed ordinance. There being no public comment, the public hearing closed.

Motion was made by Leonard/Thompson to introduce and conduct the first reading (by title only) of Ordinance No. 287-2012 *Animal Care and Control Ordinance: An Ordinance Regulating Animal Ownership, Licensing, Enforcement, and Process*. Motion carried 4-0.

Approve Resolution No. 1150-2012 Reaffirming the Existing Fence Regulations, Ordinance No. 167

Community Development Director Caldwell provided a staff report and stated after reviewing the existing and previous City Zoning Regulations, staff determined that although there are no Fence Regulations in the current Rio Dell Municipal Code (RDMC), the original provisions under Ordinance No. 167 are still in effect. Apparently when the City's ordinances were codified by Code Publishing, the fence regulations were inadvertently omitted. The omission was discussed with the City Attorney and he recommended staff prepare a resolution for Council approval, reaffirming the continued viability of Ordinance No. 167.

Councilmember Wilson asked if those fences not in compliance with existing regulations would be grandfathered in; Community Development Director Caldwell stated that if a complaint is received, staff will consider the rules in effect.

A public hearing was opened at 8:08 p.m. to receive public input on the proposed resolution.

Graham Hill addressed the Council as a citizen and asked if the six (6) foot height interior side yard regulation applies to privately owned streets; City Manager Henrickson commented that the height restriction is to avoid sight obstruction and it would be hard pressed to differentiate between a city street and private street.

Dave Gonzales commented that he understood that a building permit is required for fences greater than six (6) feet in height and questioned permit requirements for a three (3) foot front yard fence; Community Development Director Caldwell clarified that building permits are only required for fences exceeding six (6) feet in height.

Motion was made by Wilson/Leonard to approve Resolution No. 1150-2012 *Recognizing and Reaffirming the Existing Fence Regulations, Ordinance No. 167*. Motion carried 4-0.

REPORTS/STAFF COMMUNICATIONS

Chief of Police Hill reported on recent activities in the police department and said he received an e-mail stating that citizens are not happy with the way in which the Rio Dell Police Department is investigating the recent shooting of horses on the river bar. As a point of information, he said the incident is not within the City's jurisdiction and was referred to the Sheriff's Department and RDPD merely offered assistance. He also reported that in regard to the series of vehicle burglaries he was pleased to report they were able to recover a large amount of the stolen property and had a suspect in custody.

Finance Director Beauchaine stated she had nothing further to report at this time.

Mayor Pro Tem Marks asked about the submittal of the report regarding bad-debt write-off's as requested at the last meeting; Finance Director Beauchaine said she was not able to produce it at the time packets were prepared but had since put the report in Council mail boxes. She stated she would include it in the next council packet as a Receive & File item.

COUNCIL REPORTS/COMMUNICATIONS

Councilmember Thompson reported that the Redwood Coast Energy Commission (RCEA) has gone through a major reorganization over the last couple of years and was pleased to report that everything was working out very well.

Councilmember Leonard reported that Redwood Region Economic Development Commission (RREDC) selected a new Executive Director and that there would be a Special RREDC meeting held the following week regarding negotiations for increased air service to Arcata Airport.

ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION AS FOLLOWS:

Mayor Pro Tem Marks announced the Council would be adjourned to closed session to continue discussion of the closed session items announced at the beginning of the meeting and asked for public comment regarding closed session.

There being no public comment, the council recessed into closed session at 8:15 p.m.

The Council reconvened into open session at 8:45 p.m. Mayor Pro Tem Marks announced there no reportable action taken in closed session.

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 8:46 p.m. to the April 17, 2012 regular meeting.

Attest:

Melissa Marks, Mayor Pro Tem

Karen Dunham, City Clerk

675 Wildwood Avenue
Rio Dell, CA 95562



TO: Mayor and Members of the City Council

THROUGH: Ron Henrickson, City Manager

FROM: Stephanie Beauchaine, Finance Director *SB*

DATE: April 17, 2012

SUBJECT: Utility Billing Write-Offs

RECOMMENDATION

Receive and File

BUDGETARY IMPACT

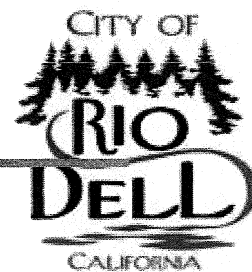
None

BACKGROUND AND DISCUSSION

Please find attached Utility Billing Write-Off data as requested.

City of Rio Dell
Utility Billing Write-Offs
2008-2012

2012	\$	7,012.47	(Year-to-date)
2011	\$	15,720.00	
2010	\$	12,272.00	
2009	\$	20,748.00	
2008	\$	33,245.00	



675 Wildwood Avenue

Rio Dell, CA 95562

(707) 764-3532

TO: Honorable Rio Dell City Council
FROM: Ron Henrickson, City Manager *RHH*
DATE: April 17, 2012
SUBJECT: Approval of City Manager's Employment Agreement
ATTACHMENT: Employment Agreement – James R. Stretch

Council Action:

- A. By motion move to approve the Employment Agreement with James R. Stretch.
- B. Take no action.

Background:

Several months ago I informed the Council of my pending retirement and thereafter began a process to indentify a successor. The City requested applications and received only one qualified candidate, Mr. James R. Stretch. Mr. Stretch has served as Interim City Manager for the City on two previous occasions and is well qualified to fill the position. If approved, Mr. Stretch will officially take over on June 4th, though he will come aboard two weeks before to get fully acquainted with all the City matters, thus making a seamless transition. Note that the City Attorney has reviewed the Agreement.

Financial Impact:

The City Manager's expense is included in the annual budget. In this instance the half time Employment Agreement will approximately reduce the annual cost by about 50%.

City Manager Recommendation: Approve the Employment Agreement.

**EMPLOYMENT AGREEMENT
WITH CITY OF RIO DELL, CA**

This Employment Agreement (“Agreement”) is made and entered into this ___ day of April, 2012 by and between the **CITY OF RIO DELL**, a municipal corporation of the State of California, hereinafter referred as the “**Employer**” and **James R. Stretch**, hereinafter referred to as “**Employee**”, both of whom understand as follows:

WHEREAS, Employer desires to employ the services of said **Employee** as **City Manager** of the City of Rio Dell; and

WHEREAS, it is the desire of the **Employer** to provide certain benefits, establish certain conditions of employment and set working conditions of said **Employee**; and

WHEREAS, Employee desires to accept employment as the City Manager of the said City;

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

SECTION 1. DUTIES

Employer hereby agrees to employ **Employee** as **City Manager** of said **Employer** to perform the functions and duties specified in the Ordinances of said City, pursuant to California Government Code section 36506, and to perform other legally permissible and proper duties and functions as the City Council shall from time to time assign. As City Manager you will also perform the duties and functions of the Public Works Director.

SECTION 2. TERM

Subject to the rights of Employer and Employee to terminate this Agreement at any time upon the provision of requisite written notice pursuant to Section 3, below, the term of this agreement shall be for 2 years; from Monday, May 21, 2012 to May 21, 2014. It may be extended thereafter by mutual agreement.

SECTION 3. TERMINATION

- A. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the **Employer** to terminate the services of **Employee** at any time subject to the provisions set forth hereafter in this Section 3.
- B. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of **Employee** to resign at anytime from this position with **Employer**, subject only to provisions set forth hereafter in this Section 3.

- C. This Agreement of employment shall be deemed AT WILL and either party may terminate said employment with or without cause for any reason by giving to the other written notice of termination or resignation sixty (60) days prior to the termination or resignation date. The City may elect to immediately terminate the Agreement with or without cause upon payment to Employee of salary payable over a sixty (60) day period, and said payment shall constitute Employee's sole and only payment entitlement at termination, along with any accrued (and unpaid) vacation or executive leave.

SECTION 4. SUSPENSION OR REMOVAL

The **Employee** may be suspended, removed, or dismissed from the service of the City of Rio Dell with a majority vote (3) of the Council, pursuant to Section 3 above and in the provisions of City of Rio Dell Ordinance Number 242-2002 (The City Manager Ordinance).

SECTION 5. DISABILITY

If **Employee** is permanently disabled or is otherwise unable to perform his duties because of sickness, accident, injury, mental incompetence, or health for a period of four (4) successive weeks beyond any accrued sick leave, or for twenty (20) working days over a thirty (30) day working period, **Employer** shall have the option to terminate this Agreement subject to the pay requirements of Section 3 above, including compensation for accrued vacation, holidays, and other accrued benefits.

SECTION 6. SALARY

- A. **Employer** agrees to pay **Employee** for his services rendered an annual salary of Fifty Two Thousand Two Hundred Forty One dollars per year (\$52,241.00), step A, beginning May 17, 2012, payable in installments (every two weeks) at the same time and in the same manner as other Employees are paid.
- B. Upon satisfactory completion and performance of one years' employment, **Employee's** salary shall be increased 4% to the annual amount of Fifty Three Thousand Nine Hundred Eight Dollars (\$53,908.00), step B.

Employer may adjust said base salary and/or other benefits, including a performance bonus of **Employee** in such amounts and to such extent as the Council may determine desirable on the basis of a salary and performance review at such times as the Council may deem appropriate.

SECTION 7. PERFORMANCE EVALUATION

- A. The City Council shall review and evaluate the performance of the **Employee** as City Manager before the end of the employee's first six months of employment, using such procedure as the Council may deem appropriate. Annually thereafter, the **Employee** shall initiate the annual review process by conducting a self evaluation using the form approved by the City Council for said purpose. Notwithstanding, the Council may evaluate the performance of the City Manager at other times as it may deem appropriate.

B. From time to time as may be deemed appropriate, the Council and **Employee** shall define such goals and performance objectives which the Council determines are necessary for the proper operation of the City. In the attainment of the Council's policy objectives, the relative priority among those various goals and objectives shall be reduced to writing and considered as part of the annual performance evaluation review.

SECTION 8. HOURS OF WORK

It is recognized by **EMPLOYER** that this position is half-time, 1,040 hours per year. **EMPLOYEE** is expected to typically spend twenty (20) hours per week on the job; however, the **EMPLOYEE** shall determine their weekly schedule and may alter such schedule to address specific work requirements. The **EMPLOYEE** shall at all times during this period be considered working in a bona fide executive, administrative, or professional capacity under federal or State of California law, and as such shall devote his time to the business of **EMPLOYER** in excess of twenty (20) hours per week without receiving or claiming overtime pay or compensatory time off from work. The provision for Executive Leave under Section 12 is intended to compensate the City Manager in part for such extra hours; however, the intent of the half-time position is that all the duties of the City Manager should be performed during half time employment.

SECTION 9. OTHER EMPLOYERS OR OUTSIDE ACTIVITIES

Employee agrees to remain in the exclusive employ of **Employer** and not to become employed by any other employer until termination of this employment relationship. The term "other employment" shall not be construed to include occasional teaching, writing, consulting, or military reserve service performed on **Employees** time off. **Employee** shall not spend more than four (4) hours per week in teaching, counseling, or other non-employer connected business without the prior written approval of the City Council.

SECTION 10. AUTOMOBILE

Employee's duties require that he shall have the use at all times during his employment an automobile to perform **Employer's** business. **Employee** shall use his own automobile for such purpose and **Employer** shall reimburse **Employee** the sum of Two Hundred Dollars (\$200.00) per month for all gas, maintenance, insurance and repair of said automobile. **Employee** shall be responsible for paying for all liability, property damage, and comprehensive insurance on said automobile, which shall be considered primary coverage in the event of a claim. Proof of said insurance in force during the period of employment must be provided to employer. Failure to maintain a valid driver's license shall be cause for termination.

SECTION 11. VACATION, SICK LEAVE, HOLIDAYS, AND EXECUTIVE TIME

A. Vacation Time: **Employee** shall earn vacation credit at the rate of Five (5) hours per month for every full month of work completed. The **Employee** may accrue up to a maximum of Sixty (60) hours of vacation. Once the maximum of sixty (60) hours is reached, **Employee** shall not accrue additional vacation credit until some portion of the accrued credit is utilized by **Employee**, at which time **Employee** will resume accruing credit up to the sixty (60) hour maximum.

Holidays occurring during vacation leave shall not be counted as days of vacation. **Employee** is expected to take vacation time at periods mutually agreeable and convenient between **Employer** and **Employee**.

- B. Sick Leave: **Employer** will credit **Employee's** personal account with Two (2) sick days upon execution of this contract. In addition, sick leave with pay shall be granted at a rate of Four (4) hours of each calendar month of full time employment. The **Employee** may earn and accrue sick leave to a maximum of 240 hours total.
- C. Holidays: **Employee** shall receive Forty (40) hours of holiday pay during each twelve months of employment. **Employee** may use said hours during pay periods to offset City designated holidays.
- D. Executive Leave: The **Employee** is entitled to Executive Leave each fiscal budget year not to exceed Five (5) working days as approved by the Council. Executive leave shall not accumulate in excess of Ten (10) working days.

SECTION 12. WORK RELATED EXPENSES REIMBURSEMENT

Employer agrees to reimburse the **Employee** for business related out-of-pocket expenses incurred by the **Employee** in the conduct of City business. **Employee** shall submit an itemization schedule of his out-of-pocket expenses in writing in the form of a purchase order for payment.

Employer also agrees to pay employee a monthly cell phone allowance of Sixty dollars (\$60.00) to ensure employee is contactable at all times. Employee must maintain cell phone service and is solely responsible for the equipment.

SECTION 13. INSURANCE

Dental and Vision Insurance shall be provided for the City Manager as City provides for other management positions.

In lieu of medical coverage provided other staff positions the City will pay **Employee** the monthly cost of Medicare part B, his supplemental plan and drug plan. **Employee** shall submit to City evidence of payment of said premium costs as they are incurred and shall be reimbursed with the next pay period.

SECTION 14. PENSION BENEFIT

The **Employer** shall compensate as a pension benefit the **Employee** an amount equal to fourteen percent (14%) of the **Employee's** base salary during such time as the **Employee** is employed by the **Employer**. Such benefit shall be paid with regular compensation and be treated as taxable earnings.

SECTION 15. LIFE INSURANCE

A TERM LIFE INSURANCE POLICY IN THE AMOUNT OF Fifty Thousand Dollars (\$50,000.00) shall be provided by the **Employer** for the **Employee**, effective during the term of employment.

SECTION 16. AGREEMENT EFFECTIVE

This Employment Agreement shall become effective May 21, 2012, and shall remain in effect for the term of **Employee**'s employment, subject to mutually agreed upon amendments.

SECTION 17. INDEMNIFICATION

Employer shall defend, save harmless and indemnify **Employee** against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of **Employee**'s duties as City Manager. **Employer** will attempt to compromise and settle any such claim or suit and pay the amount of any settlement or judgment rendered thereon.

SECTION 18. BONDING

Employer shall bear the full cost of any fidelity or other bonds required of the **Employee** under any law or ordinance.

SECTION 19. TRAVEL EXPENSES

Employer hereby agrees to pay for the travel and subsistence expenses of **Employee** for official and professional travel while on City Business, provided that funds are available in the City Manager's travel budget and the City Council has first approved and authorized said travel and training expenses.

SECTION 20. ATTORNEY'S FEES

Should any litigation be commenced between the parties to this Agreement or the rights and duties of either relationship thereto, the prevailing party in such litigation shall be entitled to such other relief as may be granted, in addition to a reasonable sum for attorney's fees, as determined by the court.

SECTION 22. NOTICES

Notices pursuant to this Agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid, addressed as follows:

Employer
Rio Dell City Hall
675 Wildwood Ave
Rio Dell, California 95562

Employee
James R. Stretch
P.O. Box 1163
Ferndale, California 95536

Alternatively, notices required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written in the course of transmission in the United States Postal Service.

SECTION 23. GENERAL PROVISIONS

- A. The text herein shall constitute the entire Agreement between parties.
- B. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of **Employee**.
- C. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.

IN WITNESS WHEREOF, the City of Rio Dell has caused this Agreement to be signed and executed in its behalf by its City Manager, and the **Employee** has signed and executed this Agreement, both in duplicate, the day and year first above written.

EMPLOYEE

James R. Stretch Date

EMPLOYER

Mayor, City of Rio Dell, Date
State of California

Russ Gans, City Attorney Date

675 Wildwood Avenue
Rio Dell, CA 95562



TO: Mayor and Members of the City Council

THROUGH: Ron Henrickson, City Manager

FROM: Stephanie Beauchaine, Finance Director

DATE: April 17, 2012

SUBJECT: Engagement of auditing services for Fiscal-Year 2011-2012

RECOMMENDATION

Authorize the City Manger to engage the auditing services of R.J. Ricciardi to complete the 2011-2012 Fiscal-Year Audit.

BUDGETARY IMPACT

None

BACKGROUND AND DISCUSSION

At the Councils request, staff issued an RFP for Auditing Services for the Fiscal-Year 2011-2012 Audit. We received four responses as summarized below:

Firm Name	Partner/ Project Manager	Total Hours	Total Cost	Avg. Cost Per Hour
JJA CPA, Inc	Joseph Arch, President	160	\$20,150.00	\$125.94
R.J. Ricciardi	Ralph Ricciardi, Partner	150	\$14,800.00	\$98.67
Chavan & Associates	Sheldon Chavan, Partner	546	\$35,000.00	\$64.10
Blomberg & Griffin Accountancy Co.	John Blomberg, Partner	249	\$24,750.00	\$99.40

The Council appointed committee selected the two most experienced firms JJA CPA, Inc. and R.J. Ricciardi, to participate in oral interviews. The decision was difficult as both firms we're well qualified, but the committee has recommended the Council engage R.J. Ricciardi to serve as the City's auditor.

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



For Meeting of: April 17, 2012

To: City Council
From: Kevin Caldwell, Community Development Director *(K)*
Through: Ron Henrickson, City Manager *RH*
Date: April 10, 2012
Subject: Election/Political Sign Regulations.

Recommendation:

That the City Council:

1. Receive staff's report regarding amending the City's existing sign regulations to address Election/Political signs;
2. Open the public hearing, receive public input and deliberate;
3. Approve and adopt Ordinance No, 289-2012 amending Section 17.30.260 of the Rio Dell Municipal Code (RDMC) by establishing Election/Political sign regulations.
4. Direct the City Clerk, within 10 days after adoption of the Ordinance, to post a post adoption summary (Attachment 2) of the Ordinance with the names of those City Council members voting for or against, or otherwise voting in at least three (3) public places and to post in the office of the City Clerk a certified copy of the full text of the adopted Ordinance pursuant to Section 36933(a) of the California Government Code.

Background and Discussion

At your meeting of April 3, 2012 staff introduced Ordinance No. 289-2012 amending Section 17.30.260 of the Rio Dell Municipal Code (RDMC) by establishing Election/Political sign regulations. There were no recommended changes based on the Council's deliberation and public comment.

Procedures for Zoning Ordinance Amendments

Pursuant to Section 17.30.010 of the City of Rio Dell Municipal Code, the following City procedures are required to amend the Ordinance:

- An amendment may be initiated by one or more owners of property affected by the proposed amendment, as set out in Section 17.30.010(3), or by action of the Planning Commission, or the City Council.
- The application of one or more property owners for the initiation of an amendment shall be filed in the office of the City Clerk on a form provided, accompanied by a filing fee.
- Subject only to the rules regarding the placing of matters on the Planning Commission agenda, the matter shall be set for a public hearing.
- Notice of hearing time and place shall be published once in a newspaper of general circulation at least ten calendar days before the hearing or by posting in at least three public places.
- At the public hearing, the Planning Commission shall hear any person affected by the proposed amendment. The hearing may be continued from time to time.
- Within 40 days of the conclusion of the hearing, the Planning Commission shall submit to the City Council a written report of recommendations and reasons therefore.
- Subject only to the rules regarding the placing of matters on its agenda, the City Council, at its next regular meeting following the receipt of such report, shall cause the matter to be set for a public hearing. Notice of the time and place of the hearing shall be given as provided in Section 17.30.010(5), hereof.
- At the public hearing, the City Council shall hear any person affected by the proposed amendment. The hearing may be continued to a specified future date, but shall be concluded within 60 days of the commencement thereof.
- The City Council shall not make any change in the proposed amendment until the proposed change has been referred to the Planning Commission for a report, and the Planning Commission report has been filed with the City Council.

Zone Amendment Required Findings:

1. The proposed amendment is in the public interest.

The establishment of election sign regulations is in the public interest in that it would establish consistent standards regarding the timing, location, size, lighting and removal of election signs. Currently residents can erect signs that are not limited to size, to location, that are illuminated and/or flashing and are not regulated regarding the placement and removal of the signs prior to and after the election.

2. The proposed amendment is consistent and compatible with the General Plan and any implementation programs that may be affected.

One of the primary purposes of the General Plan is to facilitate planned, orderly development and to promote the public health, safety and welfare. The proposed regulations will ensure that elections signs will not detrimentally affect surrounding properties or neighborhoods. There are no specific goals, policies or discussions regarding the regulation of election/political signs. Therefore, staff believes the proposed amendment is consistent with the General Plan.

3. The proposed amendments have been processed in accordance with the California Environmental Quality Act (CEQA).

The primary purpose of the California Environmental Quality Act (CEQA) is to inform the decision makers and the public of potential environmental effects of a proposed project.

Based on the nature of the project, staff has determined that the project is Statutorily Exempt pursuant to Section 15061(b) (3) of the CEQA Guidelines, Title 14, Chapter 3 of the California Code of Regulations. Pursuant to Section 15061(b) (3) of the CEQA Guidelines this exemption is covered by the general rule that CEQA applies only to projects which have the potential for causing a **significant** effect on the environment. Where it can be seen with certainty that there is no possibility that the project in question may have a significant effect on the environment, the project is not subject to CEQA. Based on the nature of the proposed amendment, staff believes there is no evidence to suggest that the amendment will have a significant effect on the environment.

Financial Impact

The City is responsible for the costs associated with the proposed amendment. The cost is insignificant and will not result in additional budget expenditures or revisions.

Alternatives

The City Council may choose to not implement the recommendations of the Planning Commission. Staff believes the Planning Commission's recommendations are appropriate and supports their recommendation.

Attachments:

1. Draft Ordinance No. 289-2012 amending sign regulations, Section 17.30.260 of the Rio Dell Municipal Code.
2. Post-Adoption Summary for Posting.

ORDINANCE NO. 289 - 2012

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF RIO DELL
AMENDING SIGN REGULATIONS,
SECTION 17.30.260 OF THE RIO DELL MUNICIPAL CODE:**

THE CITY COUNCIL OF THE CITY OF RIO DELL DOES ORDAIN AS FOLLOWS:

WHEREAS the City's sign regulations, Section 17.30.260 of the Rio Dell Municipal Code do not contain provisions regarding the placement of political or election signs; and

WHEREAS the City is annually contacted by the public regarding the placement of political or election signs; and

WHEREAS many jurisdictions have regulations controlling the placement of political and election signs; and

WHEREAS staff is recommending that the City adopt regulations regarding political and election signs; and

WHEREAS the City has reviewed and processed the proposed amendment in conformance with Sections 65350 – 65362 of the California Government Code; and

WHEREAS the City has reviewed and processed the proposed amendment in conformance with Section 17.30.010 of the City of Rio Dell Municipal Code; and

WHEREAS the City finds that based on evidence on file and presented in the staff report that the proposed amendment is deemed to be in the public interest; and

WHEREAS the City finds that based on evidence on file and presented in the staff report that the proposed amendment is consistent and compatible with a comprehensive view of the General Plan and any implementation programs that may be affected; and

WHEREAS the City finds that based on evidence on file and presented in the staff report that the potential impacts of the proposed amendment has been assessed and have been determined not to be detrimental to the public health, safety, or welfare; and

WHEREAS the proposed amendment has been processed in accordance with the applicable provisions of the California Government Code and the California Environmental Quality Act (CEQA); and

WHEREAS the City has determined that the establishment of sign regulation regarding the placement of political and election signs is Statutorily Exempt pursuant to Section 15061(b) (3) of the CEQA Guidelines, Title 14, Chapter 3 of the California Code of Regulations.

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Rio Dell does hereby ordain as follows:

Section 1. Blue, underlined text is the new regulations.

17.30.260 Signs and nameplates.

(1) On-Site Signs. Nameplates (which shall be limited to a statement of the name, address and occupational designation of the occupant) and signs shall be permitted in conformity with the following regulations:

(a) One nameplate, not illuminated, appurtenant to any permitted use, not exceeding two square feet shall be permitted in urban residential, suburban residential, or suburban zones, and not exceeding four square feet shall be permitted in all other zones.

(b) One sign, not illuminated, to advertise the sale of property on which it is displayed and not exceeding six square feet shall be permitted in any zone; not exceeding 15 square feet shall be permitted in any CC, NC, or TC zone.

(c) Signs, not illuminated and not exceeding 100 square feet in aggregate, to advertise the sale of lots in the subdivision in which they are displayed shall be permitted with a use permit in any zone.

(d) Signs, not illuminated, appurtenant to any permitted use, not over 75 square feet in the aggregate and divided into not more than three single or double signs shall be permitted with a use permit in any zone except urban residential, suburban residential, or suburban zones.

(e) Signs, appurtenant to any permitted use and not to exceed three square feet per front foot of the site on which it is displayed; provided, that any site shall be permitted at least 50 square feet, but in no case more than 300 square feet, and divided into not more than six single- or double-faced signs, shall be permitted in any CC zone.

(f) Traffic or other municipal signs, legal notices, railroad crossing signs, public telephone signs, signs placed by a public utility showing the location of underground facilities, danger and such temporary, emergency or non-advertising signs as may be approved by the City Council shall be permitted in all districts without the necessity of obtaining a use permit.

(g) No permit for any sign shall be issued and no sign shall be constructed or maintained which does not comply with all provisions of this title or which has less horizontal or vertical clearance from communications lines and energized electrical power lines than that prescribed by the laws of the State of California or rules and regulations duly promulgated by agencies thereof.

(2) Off-Site Signs. No sign advertising a commercial good, product or service which is located on a different lot or parcel of land from which the commercial advertiser's place of business is located shall be permitted, except with a use permit. Limited temporary off-site signs providing location and other information relating to local events and activities shall be permitted if installed with the permission of the property owner. [Ord. 252 § 6.18, 2004.]

(3) Election Campaign Signs. Temporary campaign signs relating to federal, state, county, city, school district, special district, or other governmental agency elections are permitted in all zones subject to the following regulations:

(a) Signs may be displayed up to 60 days before a scheduled election and must be removed within 10 days after the election;

(b) Signs shall be limited to 4 square feet and 48 inches in height. No more than 4 signs shall be allowed on any one parcel;

(c) No sign may be placed on private property without the consent of the property owner.

(d) Signs may be freestanding or attached to existing buildings or fences. However they are not permitted on street signs, trees, shrubs, bus stops, power poles, utility cabinets or other public appurtenances;

(e) Signs may not be placed within 15 feet of any fire hydrant, street sign or traffic signal, or interfere with, confuse, obstruct or mislead traffic;

(f) Signs may not be placed within a public right of way, nor within 30 feet of an intersection and no closer than 3 feet from the curb. Where no curb exists, signs shall be at least 5 feet from the edge of the pavement;

(g) Homeowners are allowed to place political signs in the windows of their property;

(h) Signs may not be illuminated, including motion and/or flashing lights, but may be placed where existing lighting may permit them to be seen at night.

Section 2. Severability

If any provision of the ordinance is invalidated by any court of competent jurisdiction, the remaining provisions shall not be affected and shall continue in full force and effect.

Section 3. Limitation of Actions

Any action to challenge the validity or legality of any provision of this ordinance on any grounds shall be brought by court action commenced within ninety (90) days of the date of adoption of this ordinance.

Section 4. Effective Date

This ordinance becomes effective thirty (30) days after the date of its approval and adoption.

I HEREBY CERTIFY that the forgoing Ordinance was duly introduced at a regular meeting of the City Council of the City of Rio Dell on April 3, 2012 and furthermore the forgoing Ordinance was passed, approved and adopted at a regular meeting of the City Council of the City of Rio Dell, held on the 17th day of April 2012 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Julie Woodall, Mayor

ATTEST:

Karen Dunham, City Clerk

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



SUMMARY FOR POSTING AFTER ADOPTION OF ORDINANCE

(The summary shall be published or posted within 10 calendar days after the adoption of the ordinance)

On **April 17, 2012** at a regularly scheduled City Council meeting, the Rio Dell City Council approved and adopted Ordinance No, 289-2012 amending Section 17.30.260 of the Rio Dell Municipal Code (RDMC) by establishing Election/Political sign regulations.

A certified copy of the full text of the Ordinance is posted in the office of the City Clerk. General questions regarding the Ordinance, the planning process, submission of materials and information not specific to this project may be obtained from the City, 675 Wildwood Avenue, Rio Dell, CA. 95562; telephone (707) 764-3532.

675 Wildwood Avenue
Rio Dell, CA 95562



TO: Mayor and Members of the City Council
FROM: Ron Henrickson, City Manager *RJA*
THROUGH: Karen Dunham, City Clerk
DATE: April 17, 2012
SUBJECT: Employee Job Descriptions

RECOMMENDATION

Approve Resolution No. 1151-2012 approving employee job descriptions.

BACKGROUND AND DISCUSSION

In 2010, the City contracted with CPS Human Resource Services to conduct a classification and total compensation study. The objective of that study was to determine how competitive the City was within the labor market by collecting and analyzing salaries and benefits for each of the salary classifications. Another objective was to determine whether the positions within the City were properly classified and to revise/develop job descriptions appropriately.

Based on the results of that study, the City Council approved Resolution No. 1106-2011 memorializing the recommended median income salaries proposed by CPS however, the job descriptions/classifications were not adopted.

BUDGETARY IMPACT

There is no fiscal impact associated with the requested action.

RESOLUTION NO. 1151-2012

A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF RIO DELL APPROVING
EMPLOYEE JOB DESCRIPTIONS

WHEREAS, the City Council of the City of Rio Dell contracted with CPS Human Resource Services to conduct a classification and total compensation study; and

WHEREAS, part of the objective of that study was to determine whether the positions within the City of Rio Dell were properly classified and to revise/develop job descriptions; and

WHEREAS, the study involved the completion of Position Description Questionnaires by all study employees; interviews with participants and supervisors; and

WHEREAS, a classification analysis was done based on information collected and comparison to the current job descriptions and recommendations for each position studied; and

WHEREAS, the City of Rio Dell wants to have the most up-to-date, professional job descriptions available for current employees, prospective employees and those seeking internal promotion; and

WHEREAS, the City of Rio Dell seeks to retain and reward professional achievement through measuring performance based upon job descriptions.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Rio Dell that the City of Rio Dell Job Descriptions as provided in Exhibit A attached are hereby approved.

PASSED AND ADOPTED this 17th day of April, 2012 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Julie Woodall, Mayor

ATTEST:

Karen Dunham, City Clerk

EXHIBIT A TO RESOLUTION NO. 1151-2012

The following job descriptions are hereby attached as Exhibit A:

1. City Manager
2. City Clerk
3. Finance Director
4. Accountant I/II
5. Fiscal Assistant I/II
6. Community Development Director
7. Chief of Police
8. Police Sergeant
9. Police Officer
10. Water Roadways Superintendent
11. Wastewater Superintendent
12. Public Works Crew Supervisor
13. Utility Worker I/II
14. Administrative Technician
15. Administrative Assistant

CITY MANAGER

DEFINITION

Plans, administers, and supervises the City's organizational and administrative operations in accordance with the policies and procedures set forth by the City Council; performs directly related work as required.

DISTINGUISHING CHARACTERISTICS

The City Manager is an at-will position reporting directly to the City Council. The City Manager's Office is responsible for the efficient administration of all City resources and operations in accordance with City Council policy. The City Manager provides overall planning, supervisory direction and control of City programs and services. The City Manager also serves as the Public Works Director. The City Manager directs three department heads (Police, Community Development, and Finance) and three consultants (City Attorney, City Engineer, and Building Inspector) in implementing City policy; City Clerk, Personnel, Purchasing, Emergency Services, and Public Information are direct functions of this office.

EXAMPLES OF DUTIES (Illustrative Only)

- Develops recommendations for enhancing the City's operations and services in collaboration with the City Council, City officials, Department Heads, and other management level City personnel.
- Recommends and oversees implementation of City policies, rules, and regulations.
- Advises City department and division heads regarding the full range of organizational, management, administrative, budget, and financial policies and related issues.
- Confers with City elected officials, department and division heads, and other supervisory personnel to discuss, identify, and assess their organizational, management, administrative, budget and financial problems and needs.
- Reviews and approves programs of City-wide administration such as financial reporting, budgeting control, and personnel practices.
- Confers with appropriate others to effect cooperation in matters of joint concern, to solve administrative and operational problems, and to stimulate economic, cultural, and organizational development, including lobbying other governmental agencies for services or financial grants.
- Reviews and approves programs of City-wide administration such as financial reporting, budgeting control, and personnel practices.

EXAMPLES OF DUTIES: (Illustrative Only) Continued

- Confers with appropriate others to effect cooperation in matters of joint concern, to solve administrative and operational problems, and to stimulate economic, cultural, and organizational development, including lobbying other governmental agencies for services or financial grants.
- Negotiates contracts for services, real estate purchases and sale agreements, owner participation agreements, personnel service agreements, and other legal instruments.
- Directs and participates in matters pertaining to collective bargaining, personnel disciplinary issues, salary and benefit analysis and administration, labor negotiations, and grievance procedures.
- Analyzes and evaluates the effectiveness of City operations, services, programs, and reports findings and recommendations for improvements to the City Council.
- Advises City officials regarding cooperative efforts with government units, public-private sector partnerships, privatization efforts, consolidation of services, and related issues.
- Directs, supervises, motivates, trains, and evaluates the work performance of City department heads.
- Responds to questions and comments from the public in a courteous and timely manner.
- Attends meetings, conferences, and workshops as requested and authorized.
- Performs other directly related duties consistent with the role and function of the classification.

QUALIFICATIONS

Knowledge of:

- Comprehensive knowledge of public management, organization, and administrative theories, principles, and techniques at local government level.
- Comprehensive knowledge of City government finance and administration, including State and National laws affecting the operations of the City.
- Comprehensive knowledge of applicable municipal functions, organization, and methods, including public works, utilities, planning, budgeting and purchasing, personnel administration, municipal law, records management, recreation and leisure services, economic development, and police and fire science.

Knowledge of: Continued

Comprehensive knowledge of social trends and problems.
Comprehensive knowledge of emergency operations.
Substantial knowledge of mathematical concepts necessary to analyze budget, accounting, and legal documents.

Skill in:

Listening and understanding the personnel and organizational needs of City department and division heads, and other supervisory personnel.
Analyzing trends and problems of a City and develop long-range plans adapted to such trends.
Providing leadership and coordinating the activities of a complex municipal organization.
Winning and retaining the confidence and cooperation of legislative bodies, government officials, and representatives of the public.
Developing and directing a sound public relations program.
Communicating effectively with others, both orally and in writing, using both technical and non-technical language.
Understanding and following oral and/or written policies, procedures, and instructions.
Preparing and presenting accurate and reliable reports containing findings and recommendations.
Operating a personal computer using standard or customized software applications appropriate to assigned tasks.
Using logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
Performing a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
Exercising integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Other Requirements:

Valid Class C California State Driver's license.

Desirable Education and Experience:

- Any combination of training and/or experience which is equivalent to:
- Bachelor's Degree in Public Administration or a closely related field.
 - Seven or more years experience in municipal administration.

Physical Demands:

The physical and demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Speech/Hearing: Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively.

Vision: frequently see items between 12 inches and 20 feet away; frequently use both eyes; occasionally distinguish colors, shades of colors, and use depth perception.

Manual Dexterity: frequently grasp, feel, type on a keyboard, and pick up objects with fingers.

Strength and Mobility: carry, push, pull, reach items that are up to 25 pounds; to occasionally kneel and reach; to frequently stand, walk and sit.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office environment involving continuous contact with staff and public.

CITY CLERK

DEFINITION

Serves as the official record keeper of the City; performs directly related work as required.

DISTINGUISHING CHARACTERISTICS

The principal function of an employee in this class is to provide administrative support for the legislative function, records management and archiving, public information, election services, and filing officer services. The work is performed under the supervision and direction of the City Council, but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over assigned administrative support personnel. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a general office environment.

EXAMPLES OF DUTIES (Illustrative Only)

- Serves as the official record keeper of the City by managing and maintaining all permanent records and information, including resolutions, ordinances, minute orders, franchise agreements, joint powers agreements, deeds, consultant and professional services agreements, bids, and historic records.
- Maintains, updates, and codifies the City of Rio Dell Municipal Codes.
- Serves as Secretary to the City Council, including preparing agendas and public notices, recording and preparing minutes, publishing ordinance titles, and maintaining responsibility for use of the Council Chambers.
- Acts as a liaison to the City Council, staff, other agencies and officials, and the general public.
- Coordinates the collection and dissemination of public information, including researching, retrieving, providing, and explaining information to the general public, generating media advisories, and designing web page materials.
- Serves as the Lead Public Information Official during city-wide and multi-agency EOC response efforts.
- Serves as the City Election Official for all municipal elections, including performing all duties regarding any municipal election in accordance with State law.

EXAMPLES OF DUTIES (Illustrative Only) Continued

- Manages official FPPC statements of economic interests, conflict of interest statements, candidate filing, and campaign statements in accordance with State law.
- Receives complaints, claims against the City, subpoenas, summons, and appeals, including setting public hearings when appropriate.
- Keeps City Council and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas.
- Responds to questions and comments from the public in a courteous and timely manner.
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Performs other directly related duties consistent with the role and function of the classification.

QUALIFICATIONS

Knowledge of:

- Comprehensive knowledge of pertinent City codes, resolutions, ordinances, agreements, and policies.
- Comprehensive knowledge of the City's principles and practices of public agency record keeping, municipal elections, and the City Clerk's function.
- Comprehensive knowledge of municipal structure, personnel supervision, budget management, and agenda processes.
- Comprehensive knowledge of parliamentary procedure and conflict of interest.

Skill in:

- Operating assorted technical office and video equipment.
- Training and supervising personnel.
- Managing records and archives, record and produce minutes, and observe parliamentary procedure.

Skill in: Continued

- Working with people from a variety of socio-economic and cultural backgrounds.
- Communicating effectively with others, both orally and in writing, using both technical and non-technical language.
- Understanding and following oral and/or written policies, procedures, and instructions.
- Preparing and presenting accurate and reliable reports containing findings and recommendations.
- Operating a personal computer using standard or customized software applications appropriate to assigned tasks.
- Using logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Performing a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- Exercising integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Other Requirements:

- Ability to earn Certified Municipal Clerk designation within six years of hire.
- May require a valid Class C California State Driver's license.

Desirable Education and Experience:

- Any combination of training and/or experience which is equivalent to:
 - Bachelor's Degree in Business, Political Studies, Computer Information, Communications,
 - Accounting, or a related field.
 - Four to six years experience in a municipal Clerk's office.

FINANCE DIRECTOR

DEFINITION

Develops, directs, and administers the activities and operations of the Finance Department, including accounting, accounts payable and receivable, auditing, budgeting, business licenses, cashier/collections, investments, financial reporting, payroll, purchasing, and utility billing; performs directly related work as required.

DISTINGUISHING CHARACTERISTICS

This is a management level position. Working under general direction from the City Manager, the principal function of an employee in this class is to plan, organize, and direct the administration and operation of the City Finance Department to ensure the prudent and effective management of the City's finances.

EXAMPLES OF DUTIES_ (Illustrative Only)

Duties may include, but are not limited to the following:

- Develops, directs, and administers the activities and operations of the Finance Department, including accounting, accounts payable and receivable, auditing, budgeting, business licenses, cashier/collections, financial reporting, payroll, purchasing, and utility billing.
- Develops, administers, and directs the implementation of department goals, objectives, policies, procedures, and work standards, including enhancing the overall quality of provided department services by improving existing processes; interprets and implements federal, state, and local laws and regulations, agreements, policies, and procedures.
- Works with the City Manager and other management staff to develop and administer the City's annual operating budget; prepares revenue and expenditure projections; develops, directs, administers, and monitors the annual Finance Department budget.
- Directs and manages the City's investment program and portfolio; develops and monitors investment policies and procedures to comply with prudent fiscal practices.
- Reviews, evaluates, recommends, and implements improvements to the City's financial internal control systems and procedures, and insures audit compliance.
- Coordinates the City's annual audit, reviews the audit report and writes the financial analysis section of the audit report.
- Administers and monitors a variety of grants, including working with the grant consultant to provide input on proposals, completing the fiscal reporting for grants received, ensuring compliance with grant provisions, and preparing disbursement requests.

- Prepares and/or oversees the preparation of various financial documents, including correspondence, reports, and analyses.
- Performs all required duties as the City's Treasurer.
- Selects, supervises, trains, directs, motivates, and evaluates Finance Department personnel, including making hiring and other personnel decisions, insuring proper training of personnel to implement department goals, objectives, and functions; working with employees to correct performance deficiencies, completing and reviewing performance evaluations, and implementing disciplinary and/or termination procedures.
- Represents the City Council, City Manager, and/or department on various topics related to specified areas of responsibility, including attending various meetings, serving as spokesperson to the public and the media, providing information regarding the Finance Department's operations and activities, speaking in public, and making public presentations.
- Interfaces with the City's Information Technology consultant regarding network problems and software purchases for the City.
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Responds to questions and comments from the public in a courteous and timely manner.
- Keeps City Manager and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas.
- Performs other directly related duties consistent with the role and function of the classification.

QUALIFICATIONS

Thorough Knowledge of:

- Federal, state, and local laws regulating the financial administration of City government.
- Operational characteristics, services, and activities of a government finance department.
- Principles, practices, methods and techniques of financial management, governmental accounting, auditing, and cash management.
- Municipal budget preparation and administration.
- Generally accepted accounting principles, practices and theories.
- The principles and practices of financial research, record keeping and report preparation.
- Principles and practices of treasury and debt management.
- Modern office procedures, methods and equipment, including computers and supporting financial computer programs and applications.

- Organization and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Principles and practices of employee selection, supervision, training, motivation, evaluation, and discipline.
- Principles and practices of effective conflict resolution and problem solving.

Ability to:

- Administer all aspects of a government finance department in compliance with applicable laws and according to established procedures for assigned areas.
- Prepare and administer a municipal and department budget.
- Develop and administer departmental goals, objectives and procedures.
- Identify and respond to sensitive community and organizational issues, concerns, and needs.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Select, supervise, train, motivate, evaluate, and discipline assigned employees.
- Plan, organize, direct, and coordinate the work of professional, technical, and clerical personnel.
- Provide effective administrative leadership.
- Appropriately delegate authority and responsibility.
- Communicate effectively with others, both orally and in writing, using both technical and non-technical language.
- Represent the City on relevant matters, and to make effective public presentations.
- Analyze problems, identify solutions, project consequences, make independent decisions, and implement appropriate and effective actions. Effectively resolve conflicts.
- Write clear and concise correspondence, and prepare and present accurate and reliable reports containing findings and recommendations.
- Operate a personal computer using standard or customized software applications appropriate to assigned tasks.
- Organize and prioritize work, and perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Exercise integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Education and Experience:

Bachelor's Degree in Accounting, Finance, Business Administration, or a related field.

-And-

Seven or more years of responsible public financial administration experience, with considerable supervisory experience.

Note: A combination of education and experience equivalent to that listed above may be considered as qualifying.

Other Requirements:

Valid Class C California State Driver's License.

ACCOUNTANT I/II

DEFINITION

Performs a variety of professional level accounting, auditing, and fiscal analysis duties involved in the reporting of financial transactions involved in City operations, programs, and services; and the preparation, maintenance, analysis and verification of the City' fiscal and budget records; performs directly related work as required. Work is performed under the general supervision and direction of the Finance Director

DISTINGUISHING CHARACTERISTICS

Accountant I

Working under close supervision, Accountant I is the entry/trainee level in the Accountant series. Employees in at this level receive in-service training in the less difficult and more routine professional accounting, auditing and/or fiscal analysis in the establishment and maintenance of accounts and records while learning specialized agency activities, systems, and fiscal control activities. As requisite skills and knowledge are developed, greater independence and full scope of responsibility is exercised. Some positions may be permanently allocated at Level I due to the nature of the work. Incumbents are expected to promote to Accountant II after one year of satisfactory performance at the trainee level.

Accountant II

Working under general direction, Accountant II is the journey level in the Accountant series. Employees at this level are expected to be fully qualified to perform professional accounting, auditing, and/or fiscal analysis, direct a variety of complex accounting and related business management work, and have substantial accounting and auditing knowledge and background. Incumbents at level II may also assist with control of the department's budget, and assist the Finance Director with assigned responsibility for a special fiscal area such as fiscal monitoring for a department that has complex financial reporting requirements. Positions in this class are flexibly staffed and are normally filled by advancement from the lower level of Accountant I, or if filled from the outside, require prior related experience.

EXAMPLES OF DUTIES (Illustrative Only)

Duties may include, but are not limited to, the following. For Accountant I, duties are performed at the trainee level:

- Prepares accounting and other financial reports mandated by Federal, State, and local agencies and City management;
- Prepares other financial studies, reports, and statements as needed;

- Participates in the compilation and preparation of the annual budget, including assisting other departments with budget preparation, providing personnel cost projections, providing estimated grant revenue and expenditure amounts monitoring expenditures to ensure compliance with adopted budget, and assisting in publication of budget;
- Maintains, reviews, and reconciles a variety of ledgers, reports, and account records to ensure accuracy of entries, including verifying availability of funds and classification of expenditures, and researching and analyzing transactions to resolve discrepancies;
- Maintains the Finance Department's records, and coordinates records destruction and/or storage;
- Provides technical assistance and training to staff in matters relating to accounting, payroll, and budget administration to ensure the financial integrity of City financial records, including coordinating and educating staff in record keeping requirements, reviewing payroll system activities, and providing assistance in budget administration during fiscal year;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings and conferences including representing higher level staff as needed;
- Attends workshops and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate individuals to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

QUALIFICATIONS

Thorough Knowledge of

- Generally accepted governmental accounting principles and procedures;
- Budgeting, financial auditing, and financial management systems;
- laws regulating public finance and fiscal operations;
- Financial research and report preparation methods and techniques.

Ability to

- Demonstrate critical thinking and analysis;
- Develop and implement accounting system modifications;
- analyze and interpret financial and accounting records;

- Prepare a variety of complex financial statements, reports, and analyses;
- Apply Federal, State, and local laws and regulations pertaining to accounting and auditing work;
- Examine and verify a wide variety of financial documents and reports;
- Conduct sound audits of financial records;
- Operate a ten-key machine;
- Communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Understand and follow oral and/or written policies, procedures, and instructions;
- Prepare and present accurate and reliable reports containing findings and recommendations;
- Operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Exercise integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Education and Experience:

Accountant I

-Either-

1. A Bachelor's degree from an accredited college or university with major course work in accounting, finance, or a closely related field. Successful completion of the Certified Public Accountant exam may be substituted for the required education.

-Or-

2. Successful completion of sixty (60) semester or ninety (90) quarter college units from an accredited college or university, including fifteen (15) semester or twenty-two (22) quarter units in accounting;

-And-

Two years of fulltime paraprofessional accounting experience.

Accountant II

-Either-

1. One year of experience as an Accountant I in the City of Rio Dell

-Or-

2. A Bachelor's degree from an accredited college or university with major course work in accounting, finance, or a closely related field;

-And-

One year of increasingly responsible professional-level accounting experience.

Successful completion of the Certified Public Accountant exam may be substituted for the required education.

Note: A combination of education and experience equivalent to those listed above may be considered as qualifying.

Other Requirements:

- May require a valid Class C California State Driver's license.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment.

FISCAL ASSISTANT I/II

DEFINITION

Under general supervision, in either a centralized fiscal or departmental setting, provides a variety of routine to difficult fiscal support to various City offices; may also perform general office support duties, including typing, word processing and filing; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

Fiscal Assistant I is the entry level class of this fiscal office support series. Initially under close supervision, incumbents learn fiscal office and City procedures. As experience is gained, there is greater independence of action within established guidelines. This class is alternately staffed with Fiscal Assistant II and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications of the higher level class.

Fiscal Assistant II is the journey level class of this series, fully competent to perform a variety of responsible fiscal, accounting and financial recordkeeping support duties. All positions are characterized by the presence of fairly clear guidelines from which to make decisions and the availability of supervision in non-routine circumstances. This class is distinguished from Senior Fiscal Assistant in that the latter either assigns, directs and reviews the work of a small fiscal support staff or performs the most difficult, technical, complex or specialized fiscal support duties.

EXAMPLES OF DUTIES (Illustrative Only)

Duties may include, but are not limited to the following. For Fiscal Assistant I, duties are performed at the trainee level.

- Performs utility billing, prints and mails water bills, opens and closes accounts
- Receives, receipts and posts payments for utility services, fines, fees, and other monies due to the City received by walk in customers or through the mail.
- Matches invoices, receiving reports and other requests for payment with purchase order or contract documents; ensures proper authorization and compliance with City policies and procedures.
- Inputs information into a computer system or manually prepares forms to produce payments; reconciles and prepares payment requests for non-purchase order expenditures such as utility and contract payments.
- Provides information to vendors regarding invoices and purchase orders.

- Responds to customer inquiries by telephone or in person, explains utility rates and city procedures or ordinances.
- Retrieves information from a computer system and approves payment plans for customers that are behind on their utility bill payments.
- Maintains accounting and financial and statistical records and prepares periodic or special reports.
- Prepares, reviews and processes time reports; calculates complex differential, premium and shift pay rates; processes personnel action, employee benefits and changes; provides benefits and payroll information to employees.
- Processes centralized or departmental payroll records and documentation; may assist in processing payments to various insurance carriers, deferred compensation and other employee deductions.
- May assist with departmental payroll recordkeeping, cost accounting, budget preparation by posting information, typing materials or totaling figures.
- Performs a variety of general office support duties such as typing, proofreading, filing, opening and distributing mail, answering the telephone and preparing periodic and special reports.

QUALIFICATIONS

Knowledge of:

- Policies and procedures related to the department or functional area to which assigned.
- Fiscal document processing and record keeping
- Basic business data processing principles and the use of personal or on-line computers.
- Office practices and procedures, including filing and the operation of standard office equipment.
- Office practices and procedures, including filing and the operation of standard office equipment.
- Correct English usage, spelling, grammar and punctuation.
- Standard office software, including word processing, spreadsheets, and databases

Ability to:

- Prepare, maintain and reconcile various fiscal, accounting, payroll, personnel, statistical and numerical records.
- Perform detailed fiscal office support work quickly and accurately.
- Operate standard office equipment, including a calculator and computer terminal.
- Prioritize work, coordinate several activities and meet critical deadlines.
- Use initiative and sound independent judgment within established guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work and deal tactfully and courteously with the public

- Read and interpret various City procedure and ordinances
- Communicate effectively orally and in writing.
- Effectively establish priorities in organizing work and meeting deadlines.
- Understand and carry out oral and written directions.
- Type with sufficient skill to complete forms and enter information into a computer system.

Education and Experience:

Fiscal Assistant I:

Possession of high school diploma or equivalent

One (1) year of office support experience or equivalent education above the high school level to demonstrate possession of basic fiscal knowledge and skills.

Fiscal Assistant II:

In addition to the above, one year of fiscal, bookkeeping, accounting or financial clerical experience at a level equivalent to the City's class of Fiscal Assistant I.

Note: A combination of education and experience equivalent to that listed above may be considered as qualifying.

Other Requirements:

Some positions may require the possession of a valid California driver's license.

PHYSICAL DEMANDS:

The physical and demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Speech/Hearing: Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively.

Vision: frequently see items between 12 inches and 20 feet away; frequently use both eyes; occasionally distinguish colors, shades of colors, and use depth perception.

Manual Dexterity: frequently grasp, feel, type on a keyboard, and pick up objects with fingers.

Strength and Mobility: carry, push, pull, reach items that are up to 25 pounds; to occasionally kneel and reach; to frequently stand, walk and sit.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office environment involving continuous contact with staff and public.

COMMUNITY DEVELOPMENT DIRECTOR

DEFINITION

Under administrative direction of the City Manager, the Community Development Director plans, directs and coordinates the full range of community development activities including planning, zoning administration, building, code compliance, economic development and housing; coordinates activities with other City officials, departments, outside jurisdictions, organizations and the public; and provides highly responsible and technical staff assistance to the City Manager, Planning Commission and City Council.

DISTINGUISHING CHARACTERISTICS

This is a management level position. Working under general direction from the City Manager, the principal function of an employee in this class is to plan, organize, implement and direct the administration and operation of the Community Development Department. The incumbent of this position spends more than 50% of their time performing office work directly related to management policies of general business operations. The incumbent customarily and regularly exercises discretion and independent judgment. The position may be required to supervise employees.

EXAMPLES OF DUTIES (Illustrative Only)

Duties may include, but are not limited to the following:

- Plans, directs and coordinates the development and implementation of planning, building, economic development, housing and code compliance goals, objectives, priorities and programs; makes recommendations on administrative and business matters.
- Prepares agendas for meetings, including status reports on prior direction, financial status reports, committee reports and staff reports in support of proposed actions.
- Plans, organizes and directs preparation of a recommended department budget; provides periodic performance reports to the City Manager; works closely with and provides staff reports to the Planning Commission and City Council.
- Administers various funding programs to address housing and economic development projects, such as the Community Development Block Grant Program and HOME funds; prepares grant applications; plans and conducts informational meetings; advises the City Manager and City Council on project applications.
- Is responsible for the updating and administration of the General Plan.
- Monitors and analyzes federal and state legislation and regulations relating to planning, community development, redevelopment and economic development to determine impact upon the City; advises City Manager and other department directors concerning changing regulatory requirements.

- Develops housing and economic development program resources; responds to inquiries and works with individuals interested in pursuing the development of projects; makes referrals to financing agencies; develops working relationships with federal, state, other local and nonprofit agencies offering economic development and housing assistance programs.
- Identifies funding sources; maintains relationships with funding sources and ensures compliance with reporting requirements; administers contractual agreements with government agencies to ensure appropriate fiscal controls.
- Manages consultants contracted to perform various tasks in support on community development activities.
- Performs related duties as assigned.

QUALIFICATIONS

Thorough Knowledge of:

- Federal, state and municipal laws and regulations governing housing and community development projects and programs, and related supportive services including HUD regulations, and other federal and state funding mechanisms.
- Basic principles and practices of city planning and zoning administration.
- Specific knowledge of rental inspection and housing maintenance programs.
- Management and administrative principles and practices: including budgeting, team building, development of goals and objectives, and work planning and organization.
- Contract compliance, proposal writing, and grant implementation.
- Real estate economics and transactions.
- Housing production, construction, rehabilitation techniques and practices.
- Housing code enforcement techniques and practices, and use of abatement in eliminating blight.
- Basic principles and practices of energy conservation.
- Principles, practices and trends in affordable housing and housing maintenance.
- Basic principles and practices of Community Development Block Grants as they relate to housing programs.
- Principles and practices of effective conflict resolution and problem solving.

Ability to:

- Draft ordinances and develop programs to address a broad program to eliminate substandard housing.
- Communicate effectively both orally and in writing, prepare and make public presentations, and reports to the City Council.
- Develop and administer departmental goals, objectives, and procedures.
- Prepare and administer a department budget.
- Administer all aspects of a housing department in compliance with applicable laws and according to established procedures for assigned areas.
- Identify and respond to sensitive community and organizational issues, concerns, and needs.
- Organize workload to ensure responsibilities are carried out in a timely manner.
- Interpret and apply municipal building, housing and zoning codes and ordinances.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Use sound independent judgment within established guidelines.
- Write clear and concise correspondence, and prepare and present accurate and reliable reports containing findings and recommendations.
- Operate a personal computer using standard or customized software applications appropriate to assigned tasks.
- Operate a personal computer using standard or customized software applications appropriate to assigned tasks.

Education and Experience:

Bachelor's Degree in finance, business administration, urban planning, economics, or a closely related field and five or more years of responsible experience in city planning.

Other Requirements:

Ability to obtain a valid Class C California State Driver's License within 3 months of employment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Speech/Hearing: Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively.

Vision: frequently see items between 12 inches and 20 feet away; frequently use both eyes; occasionally distinguish colors, shades of colors, and use depth perception.

Manual Dexterity: frequently grasp, feel, type on a keyboard, and pick up objects with fingers.

Strength and Mobility: carry, push, pull, reach items that are up to 25 pounds; to occasionally kneel and reach; to frequently stand, walk and sit.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office environment involving continuous contact with staff and public and in the field under various weather conditions.

CHIEF OF POLICE

DEFINITION

Directs, organizes, and manages all City law enforcement operations and Animal Control Operations for the City; performs directly related work as required.

DISTINGUISHING CHARACTERISTICS

This is a management level position. Working under general direction from the City Manager, the principal function of an employee in this class is to plan, organize, and direct the administration and operation of the City Police Department to ensure the protection of life, and the maintenance of law and order for all City residents.

EXAMPLES OF DUTIES (Illustrative Only)

Duties may include, but are not limited to the following:

- Provides administrative management, leadership, and motivation to all Police Department personnel to facilitate the provision of efficient and effective public safety measures, the maintenance of a positive quality of life for all City residents, and to ensure professional standards are maintained by Department personnel at all times.
- Establishes Department goals and objectives and evaluates goals to determine if they are being met through communication with the public, and review of daily documentation and status of current projects.
- Plans, organizes, directs, and evaluates the work of Department personnel in implementing the expressed goals, policies, and directives of the City Police Department.
- Develops and implements policies and procedures designed to increase the efficiency and effectiveness of law enforcement operations, and to address the City's public safety needs.
- Selects, trains, motivates, and evaluates Police Department personnel, including making hiring and other personnel decisions, ensuring proper training of department personnel, monitoring performance evaluations, and implementing discipline and termination procedures as necessary.
- Assigns personnel to specific projects/investigations to meet the goals and needs of the department.
- Plans, directs, and coordinates through subordinate level supervisors the Department's work plan.
- Provides fiscal administration of the Police Department budget, including monitoring expenditures, approving materials, equipment and supplies, approving

- specifications for major expenditures, and seeking out funding sources such as grants and donations to help meet the Department's financial needs.
- Evaluates programs within the Department to appraise effectiveness, and to assess general conformance with orders, rules, and regulations.
 - Works with employees and advises them regarding policies, criminal investigations and departmental procedures for specific tasks, including case dispositions, evidence dispositions, investigative procedures, etc.
 - Develops, reviews, and discusses proposals and ideas for policies, programs, procedures, and/or operating standards.
 - Analyzes and recommends approaches to current and anticipated law enforcement problems.
 - Confers with the City Administration and elected officials in the planning and implementation of efficient and effective public safety measures designed to meet community policing expectations and needs.
 - Enforces all local, State, and Federal laws within City jurisdiction, and in coordination with surrounding jurisdictions and law enforcement entities, including State and Federal agencies as necessary.
 - Patrols the City and communicates with members of the public, primarily regarding the performance of the Police Department and issues or concerns within the community.
 - Serves as a spokesperson for the Police Department at a variety of community events, meetings, and other public relations activities.
 - Evaluates major incidents or situations, and determines the necessary action to ensure an efficient and expedient resolution, including ensuring the determined course of action is carried out by designated command officers in a timely and efficient manner as required.
 - Studies crime reports and adjusts personnel assignments to ensure all major incidents and trends are addressed in an appropriate manner.
 - Monitors the work of all City law enforcement personnel to ensure all official Police Department business is conducted in a professional manner, and in accordance with established laws and procedures.
 - Communicates and coordinates activities with other law enforcement and public service agencies, including participating in high profile or complex investigations as necessary.
 - Evaluates complaints or concerns regarding actions taken by employees. Generally this includes an explanation of procedure or law to clarify to a member of the public the reason why an officer did or did not take a certain action.
 - Stays abreast of trends and developments affecting law enforcement management.
 - Prepares written communications for the City Manager regarding current events within the department that are important for the City Manager to know, in order to address questions from the media, citizens, or members of the City Council.
 - Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas.
 - Responds to questions and comments from the public in a courteous and timely manner.

- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Performs other directly related duties consistent with the role and function of the classification.

QUALIFICATIONS

Thorough Knowledge of:

- The principles and practices of law enforcement program development, organization, administration and management.
- The principles and techniques of modern crime prevention, investigation, apprehension, rules of evidence, and other related aspects of law enforcement.
- Federal, State, County, and City codes, laws and regulations and how those laws are applied within the field of law enforcement and animal control.
- Criminal behavior and causes underlying criminality and social, psychological and physical needs of criminals.
- Standard Police practices, methods, and procedures, including patrol, apprehension, arrest, crime prevention, traffic control, investigation, and identification techniques.
- Laws and rules relating to the seizure and preservation of evidence and the retention, release, and destruction of records.
- Offensive and defensive weapons nomenclature and theory and self defense tactics. The safe and appropriate use of firearms and other weapons or equipment.
- Effective and appropriate interviewing and interrogation techniques.
- First aid and CPR procedures.
- General principles and practices of supervision, training, and administration.
- Advanced principles and practices of municipal budget preparation and administration, and budget preparation methods.

Ability to:

- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Plan, organize, direct, and coordinate the work of supervisory, professional, and technical personnel.
- Provide effective professional and administrative leadership and direction, supervision, and motivation to all Police Department personnel.
- Effectively develop, implement, interpret and apply laws, regulations, policies, and procedures.
- Effectively and calmly analyze and resolve complex problems and make decisions in crisis situations.
- Effectively deploy personnel in a manner consistent with the goals of the department and the City.
- Demonstrate skill and efficiency in firearms use.

- Effectively apply principles and techniques of modern crime prevention, investigation, apprehension, rules of evidence, and other related aspects of law enforcement.
- Effectively maintain composure under adverse conditions such as public harassment, critical injuries, and death.
- Establish and maintain effective working relationships with supervisory personnel, other City employees, City officials, and the general public from a variety of racial, ethnic, and economic backgrounds.
- Analyzing situations quickly and objectively, and to recognize actual and potential dangerous situations, and to determine proper course of action.
- Present evidence in court in an effective and professional manner.
- Communicate effectively with others, both orally and in writing, using both technical and non-technical language.
- Prepare and present accurate and reliable reports containing findings and recommendations.
- Operate a personal computer using standard or customized software applications appropriate to assigned tasks.

Education and Experience:

Possession of Bachelor's Degree with a major in Police Science, Criminal Justice, Law Enforcement Administration, Business or Public Administration or a related field;

-And-

Seven (7) years of experience as a sworn law enforcement officer, including three or more years of supervisory/management experience.

Note: A combination of education and experience equivalent to that listed above may be considered as qualifying.

Other Requirements:

Possession of a valid Class C or higher level California State driver's license.

Graduation from a California P.O.S.T. approved academy and possession, at a minimum, of a P.O.S.T. Advanced Certificate. A P.O.S.T. Supervisory Certificate is highly desirable.

PHYSICAL DEMANDS:

The physical and demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Speech/Hearing: Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively.

Vision: frequently see items between 12 inches and 20 feet away; frequently use both eyes; occasionally distinguish colors, shades of colors, and use depth perception.

Manual Dexterity: frequently grasp, feel, type on a keyboard, and pick up objects with fingers.

Strength and Mobility: to lift, push, and pull items that are frequently up to 150 pounds and occasionally up to 250 pounds; to frequently stoop, kneel, crouch, reach, stand, walk, sit, push, pull, and maintain balance; to occasionally climb.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed both inside and outside in various types of weather ,incumbents work around moving objects and vehicles on a daily basis; are frequently exposed to dust, grease, electrical energy, and fumes, smoke or gases; and frequently work on slippery or uneven surfaces.

POLICE SERGEANT

DEFINITION

Directs, manages, supervises, and coordinates the programs and activities of a major division within the Police Department; performs directly related work as required.

DISTINGUISHING CHARACTERISTICS

The principal function of an employee in this class is to direct, manage, supervise, and coordinate the organization, staffing, and operational activities for an assigned Division within the Police Department, including Field Operations, Criminal Investigations, or Management Services. The work is performed under the supervision and direction of the Police Chief, but extensive leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over all personnel. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a variety of emergency and non-emergency situations which may involve exposure to potential personal danger.

EXAMPLES OF DUTIES (Illustrative Only)

- Directs, manages, supervises, and coordinates the organization, staffing, and operational activities for an assigned Division within the Police Department, including the Field Operations, Criminal Investigations.
- Plans, organizes, directs and evaluates the work of divisional personnel in implementing the expressed goals, policies and directives of the Police Department.
- Provides administrative management, leadership, and motivation to personnel to facilitate the provision of efficient and effective public safety measures, and to ensure the maintenance of a positive quality of life for all City residents and the general public.
- Confers with the Police Chief in the development and implementation of goals, objectives, policies, and priorities for assigned programs and activities, including monitoring and evaluating the efficiency and effectiveness of service delivery needs, and making appropriate recommendations regarding the administration of policies and procedures, and service and personnel needs.

EXAMPLES OF DUTIES (Illustrative Only) Continued

- Assesses and monitors the effectiveness and efficiency of service delivery methods and procedures, including assessing work load, administrative and support systems, and internal relationships, and makes appropriate recommendations for improvements to the Police Chief.
- Plans, organizes, directs, and evaluates the work of Departmental personnel in implementing the expressed goals, policies, and directives of the City Police Department.
- Participates in various aspects of personnel administration, including selecting, training, motivating, and evaluating assigned personnel.
- Oversees training and educational directives throughout the organization, including coordinating staff training, identifying employees' deficiencies, and implementing discipline and termination procedures as necessary.
- Plans, directs, coordinates, and reviews the work plan, including meeting with personnel to identify and resolve problems, assigning work activities, monitoring work flow, and reviewing and evaluating completed work to ensure efficiency.
- Participates in the development and administration of the annual budget, including estimating operational funds for staffing, equipment, materials, and supplies, monitoring and approving expenditures, and directing and implementing adjustments as necessary.
- Communicates with all related personnel in efforts to encourage, motivate, promote leadership, and encourage teamwork in accomplishing the objectives set forth by the department.
- Provides effective professional liaison between the Police Department and other City departments, outside agencies, and the general public.
- Serves as a spokesperson for the Police Department at a variety of community events, meetings, and other public relations activities.
- Addresses complaints or concerns from the public regarding significant and/or controversial issues, and takes appropriate measures as necessary to ensure an expedient and satisfactory resolution.
- Provides administrative assistance to the Police Chief, including preparing and presenting staff reports, and other related correspondence as required.
- Monitors the work of all law enforcement personnel to ensure all official Police Department business is conducted in a professional manner and in accordance with established laws and procedures.

EXAMPLES OF DUTIES (Illustrative Only) Continued

- Provides leadership and administrative expertise during major emergency situations and natural disasters utilizing ICS and standardized emergency management system(SEMS) regulations, including participating in organizing operations center, call back of personnel and equipment resources, providing active management of emergencies and disasters utilizing City's emergency action, and participating in organizing, planning, and practicing EMS training.
- Provides computer systems management for the Department, including maintaining Department computers, providing technical support and advice to departmental personnel, researching and making recommendations on new software, and troubleshooting software as necessary.
- Assumes the responsibilities and duties of the Police Chief in his/her absence.
- Stays abreast of new trends and innovations in the field of law enforcement.
- Keeps Chief of Police and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas.
- Responds to questions and comments from the public in a courteous and timely manner.
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Performs other directly related duties consistent with the role and function of the classification.

QUALIFICATIONS

Knowledge of:

Comprehensive knowledge of the principles and practices of law enforcement administration and management techniques.
Comprehensive knowledge of the organizational and management practices of law enforcement program development and administration.

Knowledge of: Continued

- Comprehensive knowledge of the technical and administrative phases of crime prevention and law enforcement, including investigation and identification, patrol, traffic control, records management, and care and custody of persons and property.
- Comprehensive knowledge of Federal, State, County, and City Municipal codes, laws and regulations.
- Comprehensive knowledge of criminal behavior and causes underlying criminality and social, psychological and physical needs of criminals.
- Comprehensive knowledge of standard Police practices, methods, and procedures, including patrol, crime prevention, traffic control, investigation, and identification techniques.
- Comprehensive knowledge of Criminal Law and criminal procedures, including references regarding apprehension, arrest, and custody of offenders, and rules relating to the seizure and preservation of rules of evidence.
- Comprehensive knowledge of offensive and defensive weapons nomenclature and theory.
- Comprehensive knowledge of appropriate self defense tactics.
- Comprehensive knowledge of effective and appropriate interviewing and interrogation techniques.
- Comprehensive knowledge of first aid and CPR procedures.
- Comprehensive knowledge of the safe and appropriate use of firearms and other related police equipment.
- Comprehensive knowledge of the principles and techniques of modern crime prevention, investigation, apprehension, rules of evidence, and other related aspects of law enforcement.
- Thorough knowledge of the general principles and practices of supervisory, training, and administrative principles and practices, and budget preparation methods.

Skill in:

- Providing effective supervision, training, leadership, and motivation to assigned division Personnel.
- Effectively interpreting and applying laws, regulations, policies, and procedures.
- Gaining knowledge of supervisory and administrative techniques and methods, including budget preparation methods.

Skill in: Continued

- Meeting required first aid standards as prescribed by the State of California, and effectively administering appropriate first aid as necessary.
- Demonstrating skill and efficiency in firearms use.
- Effectively applying principles and techniques of modern crime prevention, investigation, apprehension, rules of evidence, and other related aspects of law enforcement.
- Effectively maintaining composure under adverse conditions such as public harassment, critical injuries, and death.
- Establishing and maintaining effective working relationships with supervisory personnel, other City employees, City officials, and the general public from a variety of racial, ethnic, and economic backgrounds.
- Analyzing situations quickly and objectively, and recognizing actual and potential dangerous situations, and to determine proper course of action.
- Presenting evidence in court in an effective and professional manner.
- Working flexible hours and shifts as assigned.
- Prioritizing work and working independently using good judgment in decision-making.
- Administering defense tactics and other defensive measures in a diplomatic and appropriate manner.
- Effectively employing a variety of patrol tactics in the enforcement of laws, including spatial distancing, verbal and non-verbal communication, utilizing specialized tools and equipment, firearms, and self-defense techniques.
- safely and effectively operating a patrol vehicle at high rates of speed requiring good judgment and quick reflexes to ensure for one's personal safety and the safety of other motorists and the general public.
- Effectively observing and accurately recalling names, faces, numbers, incidents, and places.
- Meeting physical requirements established by Department.
- Communicating effectively with others, both orally and in writing, using both technical and non-technical language.
- Understanding and following oral and/or written policies, procedures, and instructions.
- Preparing and presenting accurate and reliable reports containing findings and recommendations.
- Operating a personal computer using standard or customized software applications appropriate to assigned tasks.

Skill in: Continued

- Using logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Performing a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Other Requirements:

- Valid Class C California State Driver's license.
- P.O.S.T. Advanced Certificate.
- Ability to obtain a P.O.S.T. Middle Management Certificate within the required time period as determined by the Department.

Desirable Education and Experience:

- Any combination of training and/or experience which is equivalent to:
 - Associate's Degree in Police Science, Criminal Justice, Law Enforcement Administration, or a related field.
 - Some (one to three years) experience as a Police Sergeant and/or Police Lieutenant.

POLICE OFFICER

DEFINITION

Performs a variety of law enforcement duties in the enforcement of all Federal, State, and local laws and ordinances to ensure the preservation of the public peace, prevention of crime, and protection of life and property; performs directly related work as required.

DISTINGUISHING CHARACTERISTICS

The principle function of a police officer is to perform a variety of law enforcement duties in the enforcement of all Federal, State, and local laws and ordinances to ensure the preservation of public peace, prevention of crimes, protection of life and property. The work is performed under the supervision and direction of a higher level supervisory and management personnel, but considerable leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires the police officer to establish and maintain effective working relationships with all others contacted in the course of work. The principle duties of the officer are performed in a variety of emergency and non-emergency situations which may involve exposure to potential danger.

EXAMPLES OF DUTIES (Illustrative Only)

- Performs a variety of law enforcement duties in the enforcement of all Federal, State, and local laws and ordinances to ensure the preservation of the public peace, prevention of crime, and protection of life and property.
- Patrols designated areas of the City, monitors activity to identify violations of applicable law, and takes appropriate actions to deal with the situation, including issuing warnings or citations, or charging suspects and making arrests as necessary.
- Operates a patrol vehicle at high rates of speed while exercising good judgment and quick reflexes to ensure for the officer's personal safety and the safety of other motorists and the general public.
- Provides information and assistance to motorists, pedestrians, and the general public as it relates to law enforcement functions.
- Assists motorists with inoperable vehicles and arranges for the immediate removal of stranded vehicles to ensure public safety.

EXAMPLES OF DUTIES (Illustrative Only) Continued

- Responds to emergency calls, complaints, and requests for assistance from the public, and investigates reports of alleged criminal acts and/or legal infractions, including making contact with various persons, determining if a crime has been committed, identifying involved parties, and taking the necessary and prudent action to ensure an expedient resolution or conclusion to the incident.
- Performs a variety of written and oral communication duties in the process of interacting with the public and other law enforcement personnel, including preparing complete and accurate reports of crimes, arrests, and accidents for criminal prosecution purposes and departmental uses, communicating with the public, prosecutors, attorneys, judges, and court officials in person, on the telephone, or in writing, and appearing and testifying in court proceedings as necessary.
- Performs investigations of criminal activities, crime scenes and traffic accidents, including interviewing victims, suspects and witnesses, photographing crime scenes, collecting and logging evidence, and identifying and interrogating suspects, and apprehending and arresting offenders as warranted.
- Investigates felony and misdemeanor crimes and traffic accidents and makes arrests as warranted, including interviewing victims and witnesses, and collecting and preserving evidence.
- Performs a variety of community policing duties to maintain a highly visible presence within the community for the purpose of deterring crime, maintaining good community relations, and providing an identifiable source for assisting the public, including speaking before various civic and community groups, patrolling assigned divisions on foot, bicycle, or vehicle, and performing other related duties as required.
- Performs a variety of law enforcement duties to ensure the security and protection of private property, including making residential and business security checks, and responding to burglar alarms, armed robberies, and other reports of property violations.
- Protects and secures accident, disaster, and crime scenes to ensure the preservation of evidence for investigation and protection of persons and property.

EXAMPLES OF DUTIES (Illustrative Only) Continued

- Communicates with the public formally or informally at crime scenes, traffic stops, residences, and a variety of public locations, and provides general information on laws and ordinances, crime prevention, neighborhood watches, community meetings, and mediation services.
- Stays abreast of new trends and innovations in the field of law enforcement.
- Oversees the use and care of equipment as required.
- Confers with school administrators to identify and discuss criminal and other public safety issues, interpreting Juvenile, Municipal, State, and Federal laws to school officials and parents, and advising and referring juveniles to appropriate community resources as requested or as necessary.
- Conducts comprehensive investigations into felony and high level crimes as assigned, including conducting surveillance activities, coordinating and maintaining activities at crime scenes, developing and implementing strategies for investigating and solving crimes, collecting and processing evidence, and preparing complete and accurate reports for department use and prosecution purposes in accordance with prescribed policies and procedures.
- Prepares and serves warrants within the department and with outside agencies, and remains current on laws and procedures pertinent to processing warrants.
- Provides emergency medical attention to the public when responding to calls for assistance, and requests appropriate medical assistance as necessary.
- Evaluates and determines the use of lethal force using the greatest level of discretion.
- Maintains security and possession of a firearm and related equipment at all times.
- Addresses complaints or concerns from the public regarding significant and/or controversial issues, and takes appropriate measures to ensure an expedient and satisfactory resolution.
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas.

EXAMPLES OF DUTIES (Illustrative Only) Continued

- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas.
- Responds to questions and comments from the public in a courteous and timely manner.
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Performs other directly related duties consistent with the role and function of the classification.

QUALIFICATIONS

Knowledge of:

- Substantial knowledge of Federal, State, County, and City Municipal codes, laws and regulations.
- Substantial knowledge of criminal behavior and causes underlying criminality and social, psychological and physical needs of criminals.
- Substantial knowledge of standard Police practices, methods, and procedures, including patrol, crime prevention, traffic control, investigation, and identification techniques.
- Substantial knowledge of Criminal Law and criminal procedures, including references regarding apprehension, arrest, custody of offenders, and rules relating to the seizure and preservation of rules of evidence.
- Substantial knowledge of offensive and defensive weapons nomenclature and theory.
- Substantial knowledge of appropriate self defense tactics.
- Substantial knowledge of effective and appropriate interviewing and interrogation techniques.
- Substantial knowledge of first aid and CPR procedures.
- Substantial knowledge of the safe and appropriate use of firearms and other related police equipment.
- Substantial knowledge of the principles and techniques of modern crime prevention, investigation, apprehension, rules of evidence, and other related aspects of law enforcement.

Skill in:

- Effectively interpreting and applying laws, regulations, policies, and procedures.
- Meeting required first aid standards as prescribed by the State of California, and effectively administering appropriate first aid as necessary.
- Demonstrating skill and efficiency in firearms use.
- Effectively applying principles and techniques of modern crime prevention, investigation, apprehension, rules of evidence, and other related aspects of law enforcement.
- Effectively maintaining composure under adverse conditions such as public harassment, critical injuries, and death.
- Establishing and maintaining effective working relationships with other employees, officials, and the general public from a variety of racial, ethnic, and economic backgrounds.
- Analyzing situations quickly and objectively, and to recognize actual and potential dangerous situations, and to determine proper course of action.
- Presenting evidence in court in an effective and professional manner.
- Working flexible hours and shifts as assigned.
- Prioritizing work and working independently using good judgment in decision-making.
- Administering defense tactics and other defensive measures in a diplomatic and appropriate manner.
- Effectively employing a variety of patrol tactics in the enforcement of laws, including spatial distancing, verbal and non-verbal communication, utilizing specialized tools and equipment, firearms, and self-defense techniques.
- Safely and effectively operating a patrol vehicle at high rates of speed requiring good judgment and quick reflexes to ensure for one's personal safety and the safety of other motorists and the general public.
- Effectively observing and accurately recalling names, faces, numbers, incidents, and places.
- Meeting physical requirements established by Department.
- Communicating effectively with others, both orally and in writing, using both technical and non-technical language.
- Understanding and following oral and/or written policies, procedures, and instructions.
- Preparing and presenting accurate and reliable reports containing findings and recommendations.

Skill in: Continued

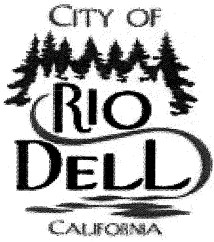
- Operating or quickly learning to operate a personal computer using standard or customized software applications appropriate to assigned tasks.
- Using logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Performing a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- Exercising integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Other Requirements:

- Valid Class C California State Driver's License.
- Graduate of a California P.O.S.T. approved academy.
- Laterals must have a P.O.S.T. Basic Certificate.

Desirable Education and Experience:

- Any combination of training and/or experience which is equivalent to:
 - High School Diploma or GED.
 - One to three years experience working with public.



September 2010

WATER ROADWAYS SUPERINTENDENT

WATER SUPERINTENDENT DEFINITION

Provides and performs a variety of tasks required to manage, plan, supervise and direct the operation, maintenance, modification, and improvement of the City's water distribution system and treatment facilities. Manages the acquisition, maintenance and repair of all City water equipment. Performs other related duties as assigned. Serves as a backup to the Wastewater Superintendent in his/her absence.

ROADWAYS SUPERINTENDENT DEFINITION

Under general supervision, to plan, organize, assign and supervise the work of crews assigned in the construction, maintenance and repair of streets, sidewalks, drains, signs, street cleaning and weed control, to provide responsible and technical staff assistance, train and evaluate staff, and to do related work as required.

REPORTS TO: City Manager / Public Works Director

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Manager/Public Works Director. Exercises general supervision, including training over Water Treatment Operators and Utility Lead and on occasion, the Roadways Field Crew.

PART I

WATER SUPERINTENDENT

DISTINGUISHING CHARACTERISTICS

This is a mid-management, supervisory position. Working under the general supervision of the CITY MANAGER / PUBLIC WORKS DIRECTOR, the incumbent has overall responsibility for the City's water system, including directing, supervising and performing operations and maintenance activities for the City's water system, assisting with the development and implementation of the section budget, special projects, goals, objectives, policies and procedures.

EXAMPLES OF DUTIES (Illustrative Only)

Duties may include, but are not limited to the following:

- Ensures the City's compliance with the California Department of Public Health.
- Plans, schedules, supervises and performs all operation and maintenance activities relating to water distribution and treatment, including the water treatment plant and booster station.
- Establishes rules, procedures and standards of work; is responsible for the training of staff with regard to established rules, procedures and work standards.
- Supervises and performs water sampling activities and chemical analysis to assure proper balance of treatment steps and meeting of effluent requirements.
- Maintains and adjusts the water treatment record data logging system and the SCADA system for the water treatment facilities.
- Trains staff on safe use of equipment; maintains Material Safety Data Sheets on all hazardous substances that the water staff may work with or around.
- Ensures that Material Safety Data Sheets are readily available to employees and that water staff has read and understands the information contained in them.
- Prepares a variety of activity and operational reports and maintains records required by government agencies; assures compliance with reporting requirements of regulatory agencies; and serves as the City's representative with representatives from water regulatory agencies.
- Makes recommendations for improvement and construction of treatment facilities, assists in the review of plans and specifications and monitors the work of consultants and contractors.
- Ensures an adequate inventory of supplies, parts and equipment for plant and laboratory operations; researches type and source of equipment and prepares justifications for major purchases.
- Attends, meetings, workshops and trainings in addition to reading professional manuals to stay abreast of new and existing regulations affecting areas of responsibility.
- Participates in interview process and makes hiring recommendations for positions within the water division of the Department of Public Works.
- Formally evaluates the work of others within the parameters of the City's evaluation guidelines.
- Prepares requisitions for the purchase of tools, equipment and other materials; maintains inventory for areas of responsibility.
- Assists the City Manager / Public Works Director in the development and administration of the annual operating budget for the water division.
- Coordinates activities with other divisions, departments and agencies.
- Responds to complaints, inquires and audit requests.
- Serves as the backup to the Wastewater Superintendent in his/her absence.
- Performs other related duties as assigned.

QUALIFICATIONS

Thorough Knowledge of:

- Principles and practices of water and wastewater collection, storage, treatment and distribution system operations.
- Operating principles of valves, pumps, motors, and a wide variety of electronic and computerized control systems.
- Federal, state, local and other regulations that apply to municipal water and wastewater operations.
- Principles and methods of bacteriological and chemical water and wastewater analysis.
- Applied chemistry and mathematics as used in the analysis of water and wastewater sampling.
- Principles and practices of supervision, training, and employee development.
- The City's wastewater and water facilities and systems
- Principles of budget preparation and expenditure control.
- Principles and practices of safety program development and control.
- Principles and practices of Standard English grammar, spelling and punctuation.
- Principles of executive report preparation and presentation.
- Standard office computer software, including word-processing, spreadsheets, and data base programs.

Ability to:

- Work independently and direct staff in daily activities and emergency response situations.
- Diagnose operating problems associated with water and wastewater systems and determine appropriate and effective corrective procedures.
- Prepare written correspondence, required reports, and maintain complete record keeping procedures.
- Supervise, train and evaluate employees.
- Motivate employees in an atmosphere that promotes positive morale
- Read, understand and interpret and apply a wide variety of written materials including legal requirements, regulations, safety material, and technical manuals
- Calculate complex formulas and quantities
- Communicate clearly both orally and in writing
- Establish and maintain effective working relationships with co-workers, supervisor, and employees in other City departments, contractors, vendors and representatives of regulatory agencies.
- Use standard and specialized computer software applications.
- Estimate equipment, materials, and labor needs to assist in budget preparation.
- Deal effectively and courteously with others.
- Respond to and prioritize multiple requests, projects, and activities
- Operate computer equipment and software programs to enter and retrieve data and prepare a variety of correspondence and reports.
- Work under pressure and perform a wide variety of duties with accuracy and speed.
- Quickly learn and apply new skills and knowledge brought about by rapidly changing information and technology.

Education and Experience

Possession of a high school diploma or GED.

-And-

Five (5) years of progressively responsible experience in the operation and maintenance of water treatment, distribution, and booster facilities and systems.

Note: A combination of education and experience equivalent to those listed above may be considered as qualifying.

Other Requirements:

Must possess and maintain the following:

- Valid California Class C State Driver's license with satisfactory driving record
- Valid California Class B State Driver's license with air brake endorsement may be required.
- State of California Department of Health Services, Water Treatment Operator Certificate - Grade II
- State of California Department of Health Services, Water Distribution Operator Certificate - Grade II
- California State Water Resources Control Board, Wastewater Treatment Plant Operation - Certificate Grade II
- Satisfactory certificate as a forklift operator within 60 days of appointment.

PART II

ROADWAYS SUPERINTENDENT

DISTINGUISHING CHARACTERISTICS

This is a mid-management, supervisory position. Working under the general supervision of the CITY MANAGER / PUBLIC WORKS DIRECTOR, the incumbent has overall responsibility for the City's roadways and drainage systems, including directing, supervising and performing operations and maintenance activities for the City's roadways and drainage systems, assisting with the development and implementation of the section budget, special projects, goals, objectives, policies and procedures.

EXAMPLES OF DUTIES (Illustrative Only)

Typical duties may include, but are not limited to, the following:

- Plan, assign, participate and supervise work crew engaged in a wide variety of street maintenance and limited construction activities such as street repairs, cleaning, painting and signing of streets; maintenance of storm drains, and general grounds keeping, mowing and weed eating of city owned property and right of ways.
- Estimate and order material and equipment needs, keep time and material records, make reports of work performed.
- Inspect work in progress and assist crew in resolving difficult work problems.
- Investigate and resolve complaints related to street maintenance.
- Assist in making cost estimates.
- Assist in budget preparation and administration, including material purchases and equipment needs.
- Coordinate and prioritize street maintenance activities within the city and with outside utility agencies.
- Report hazardous conditions.
- Respond to public inquiries.
- Respond to emergencies as directed by Public Safety.
- Maintain records of all training hours.
- Survey streets for asphalt, cleaning, pain, signage and storm drain maintenance.
- Respond and generate work orders.
- Coordinate storm control activities.
- Coordinate equipment repairs with Vehicle Maintenance, keep maintenance logs and records.
- Maintain crew safety, conduct safety and training meetings and implement and enforce safety regulations and/or procedures.
- Assist in the development and implementation of new procedures and safety guidelines; including procedures for new equipment or work processes.
- Assist in recommending and arranging new training.
- Supervise, train and evaluate subordinates.

QUALIFICATIONS

Knowledge of:

- Types and level of maintenance and repair activities generally performed in street maintenance programs.
- Materials, methods, practices and equipment used in street maintenance activities.
- Occupational hazards and standard safety precautions necessary in the work.
- Principles and practices of supervision, training and performance evaluation.
- Safe work practices.
- Safe driving principles and practices.
- Principles, practices and methods of handling or responding to hazardous spills.
- Traffic control safety.

Ability to:

- Understand and carry out oral and written instructions.
- Maintain records and prepare reports.
- Modify routine maintenance methods and practices to handle unusual problems.

- Demonstrate the use and care of street maintenance repair tools and equipment.
- Establish and maintain effective working relationships with co-workers and the general public.
- Use a personal computer.
- Attend and participate in seminar and/or training opportunities related to street maintenance activities.
- Work with various chemicals and/or materials.
- Supervise, train and evaluate subordinates.
- Work overtime as required.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade. Supplemental college level courses in English, Math and elements of supervision are highly desirable.

Experience: Five years' experience in street maintenance and repair, including some supervisory experience.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Speech/Hearing: Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively.

Vision: frequently see items between 12 inches and 20 feet away; frequently use both eyes; occasionally distinguish colors, shades of colors, and use depth perception.

Manual Dexterity: frequently grasp, feel, type on a keyboard, and pick up objects with fingers.

Strength and Mobility: carry, push, pull, reach items that are frequently up to 20 pounds and occasionally up to 100 pounds; frequently climb, stoop, kneel, crouch, reach, stand, walk, sit, push, pull, and maintain balance; to occasionally crawl.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed both inside and outside in various types of weather, incumbents may work with constant noise; frequently be exposed to dust, grease, solvents/chemicals and electrical energy; occasionally be exposed to fumes, smoke or gases; frequently work on slippery or uneven surfaces, around machinery with moving parts, around moving objects or vehicles, or

with hands in water; occasionally be exposed to pesticides; occasionally works below ground, on ladders or scaffolding, or in confined spaces.

City Manager:

Signature

Date



WASTEWATER SUPERINTENDENT

DEFINITION

Provides and performs a variety of tasks required to manage, plan, supervise and direct the operation, maintenance, modification, and improvement of the City's wastewater collection, treatment and disposal facilities and system. Manages the acquisition, maintenance and repair of all City wastewater equipment. Performs other related duties as assigned. Serves as backup to the Water Superintendent in his/her absence.

DISTINGUISHING CHARACTERISTICS

This is a mid-management, supervisory position. Working under the general supervision of the Public Works Director, the incumbent has overall responsibility for the City's wastewater system, including directing, supervising and performing operations and maintenance activities for the City's wastewater system, assisting with the development and implementation of the section budget, special projects, goals, objectives, policies and procedures.

EXAMPLES OF DUTIES (Illustrative Only)

Duties may include, but are not limited to the following:

- Ensures the City's compliance with United States Environmental Protection Agency (USEPA), the California Environmental Protection Agency (CALEPA), the National Pollution Discharge Elimination System (NPDES) requirements and the State Regional Water Resources Control Board.
- Plans, schedules, supervises and performs all operation and maintenance activities relating to wastewater collection, treatment, and disposal, including wastewater collection systems, wastewater lift stations and wastewater treatment plant.
- Establishes rules, procedures and standards of work; is responsible for the training of staff with regard to established rules, procedures and work standards.
- Supervises and performs water sampling activities and chemical analysis to assure proper balance of treatment steps and meeting of effluent requirements.
- Maintains and adjusts the wastewater treatment record data logging system and the SCADA system for the wastewater treatment facilities.
- Trains staff on safe use of equipment; maintains Material Safety Data Sheets on all hazardous substances that the water staff may work with or around. Ensures that Material Safety Data Sheets are readily available to employees and that wastewater staff has read and understands the information contained in them.
- Prepares a variety of activity and operational reports and maintains records required by government agencies; assures compliance with reporting requirements of regulatory agencies; and serves as the City's representative with representatives from wastewater regulatory agencies.

- Makes recommendations for improvement and construction of treatment facilities, assists in the review of plans and specifications and monitors the work of consultants and contractors.
- Ensures an adequate inventory of supplies, parts and equipment for plant and laboratory operations; researches type and source of equipment and prepares justifications for major purchases.
- Attends, meetings, workshops and trainings in addition to reading professional manuals to stay abreast of new and existing regulations affecting areas of responsibility.
- Participates in interview process and makes hiring recommendations for positions within the wastewater division of the Department of Public Works.
- Formally evaluates the work of others within the parameters of the City's evaluation guidelines.
- Prepares requisitions for the purchase of tools, equipment and other materials; maintains inventory for areas of responsibility.
- Assists the Public Works Director in the development and administration of the annual operating budget for the wastewater division.
- Coordinates activities with other divisions, departments and agencies.
- Responds to complaints, inquires and audit requests.
- Serves as the backup to the Water Superintendent in his/her absence.
- Performs other related duties as assigned.

QUALIFICATIONS

Thorough Knowledge of:

- Principles and practices of water and wastewater collection, storage, treatment and distribution system operations.
- Operating principles of valves, pumps, motors, and a wide variety of electronic and computerized control systems.
- Federal, state, local and other regulations that apply to municipal water and wastewater operations.
- Principles and methods of bacteriological and chemical water and wastewater analysis.
- Applied chemistry and mathematics as used in the analysis of water and wastewater sampling.
- Effects and problems of industrial waste in wastewater treatment processes.
- Principles and practices of supervision, training, and employee development.
- The City's wastewater and water facilities and systems
- Principles of budget preparation and expenditure control.
- Principles and practices of safety program development and control.
- Principles and practices of Standard English grammar, spelling and punctuation.
- Principles of executive report preparation and presentation.

- Standard office computer software, including word-processing, spreadsheets, and data base programs.

Ability to:

- Work independently and direct staff in daily activities and emergency response situations.
- Diagnose operating problems associated with water and wastewater systems and determine appropriate and effective corrective procedures.
- Prepare written correspondence, required reports, and maintain complete record keeping procedures.
- Supervise, train and evaluate employees.
- Motivate employees in an atmosphere that promotes positive morale
- Read, understand and interpret and apply a wide variety of written materials including legal requirements, regulations, safety material, and technical manuals
- Calculate complex formulas and quantities
- Communicate clearly both orally and in writing
- Establish and maintain effective working relationships with co-workers, supervisor, employees in other City departments, contractors, vendors and representatives of regulatory agencies
- Use standard and specialized computer software applications.
- Estimate equipment, materials, and labor needs to assist in budget preparation.
- Deal effectively and courteously with others.
- Respond to and prioritize multiple requests, projects, and activities
- Operate computer equipment and software programs to enter and retrieve data and prepare a variety of correspondence and reports.
- Work under pressure and perform a wide variety of duties with accuracy and speed.
- Quickly learn and apply new skills and knowledge brought about by rapidly changing information and technology.

Education and Experience:

Possession of a high school diploma or GED.

-And-

Five (5) years of progressively responsible experience in the operation and maintenance of wastewater treatment, collection, and disposal facilities and systems

Note: A combination of education and experience equivalent to those listed above may be considered as qualifying.

Other Requirements:

Must possess and maintain the following:

- valid Class C or higher level California State driver's license

- California State Water Resources Control Board, Wastewater Treatment Plant Operation - Certificate Grade II
- State of California Department of Health Services, Water Treatment Operator Certificate - Grade II
- State of California Department of Health Services, Water Distribution Operator Certificate - Grade II

PHYSICAL DEMANDS:

The physical and demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Speech/Hearing: Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively.

Vision: frequently see items between 12 inches and 20 feet away; frequently use both eyes; occasionally distinguish colors, shades of colors, and use depth perception.

Manual Dexterity: frequently grasp, feel, type on a keyboard, and pick up objects with fingers.

Strength and Mobility: carry, push, pull, reach items that are frequently up to 30 pounds and occasionally up to 100 pounds; frequently climb, stoop, kneel, crouch, reach, stand, walk, sit, push, pull, and maintain balance; to occasionally crawl.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed both inside and outside in various types of weather, incumbents may work with constant noise; frequently be exposed to dust, grease, solvents/chemicals and electrical energy; occasionally be exposed to fumes, smoke or gases; frequently work on slippery or uneven surfaces, around machinery with moving parts, around moving objects or vehicles, or with hands in water; occasionally be exposed to pesticides; occasionally works below ground, on ladders or scaffolding, or in confined spaces.

PUBLIC WORKS CREW SUPERVISOR

DEFINITION

Performs a variety of skilled utility maintenance and repair work on the City's water and wastewater treatment facilities and systems; performs directly related work as required.

DISTINGUISHING CHARACTERISTICS

The principal function of an employee in this class is to perform a variety of skilled utility maintenance and repair work on the City's water and wastewater facilities and systems. The work is performed under the supervision and direction of the Water & Roads Superintendent, but considerable leeway is granted for the exercise of independent judgment and initiative. Technical and functional supervision is exercised over subordinate employees. This class is distinguished from the class of Utility Worker II by supervisory responsibility and additional work experience and certifications. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work.

EXAMPLES OF DUTIES (Illustrative Only)

- Provides functional and operational supervision and training to water and/or wastewater maintenance staff, including reviewing work orders, scheduling preventative and corrective maintenance, planning projects, and other related activities.
- Inspects and maintains the water and/or wastewater treatment plants and pump stations, including checking proper equipment operation, notifying supervisors of alarms and equipment failure, and writing work orders for needed repairs.
- Performs corrective maintenance on water and/or wastewater facilities and equipment, including disassembly, rebuilding, cleaning, and overhaul/replacement of valves, filters, pipe fittings, pumps, and other assorted equipment.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Performs a variety of ground maintenance activities, including mowing, edging, and trimming landscape areas as scheduled and painting pumps and pipes when needed.
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.

- Operates and maintains and supervises the operation and maintenance of light and heavy equipment such as backhoes, dump trucks, utility trucks, tampers, plate compactors, etc.
- Supervises and performs a variety of ground maintenance activities, including mowing, edging, and trimming landscape areas as scheduled and painting pumps and pipes when needed.
- Coordinates with contractors in providing contract utility maintenance services.
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Makes recommendations to supervisor regarding minor and major equipment repairs, maintenance, and replacement.
- Assists in the development and oversees the implementation of operational, safety, and maintenance policies and procedures.
- Responds to questions and comments from the public in a courteous and timely manner.
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Performs other directly related duties consistent with the role and function of the classification.

QUALIFICATIONS

Thorough Knowledge of:

- Principles and practices of utility construction, maintenance, and repair, including buildings, grounds, streets, water and wastewater facilities and systems.
- The operation and maintenance of hand and power tools, vehicles and other related construction equipment.
- Basic principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and training.
- Mechanical servicing of pumps, motors, and valves.
- Safety principles and practices related to maintenance and repair activities, including hazardous materials and equipment in water and wastewater treatment facilities and systems.
- Federal, State, and local ordinances and regulations governing specified maintenance operations.
- Techniques, methods, and materials related to the construction and maintenance work in the area of assignment.

Ability to:

- Supervise, train, plan, organize, schedule, assign, review and evaluate the work of staff.
- Organize, implement and direct utility maintenance operations and activities

- Analyze, interpret, apply and enforce Federal, State and local policies, procedures, laws and regulations.
- Identify problems, research and analyze relevant information, develop and present recommendations and justification for solution.
- Perform the most complex maintenance duties and operate related equipment safely and effectively.
- Maintain accurate records and files of work performed.
- Organize own work and work of crew, set priorities and meet critical time deadlines.
- Develop and recommend systems and procedures related to assigned operations.
- Make sound, independent decisions within established policy and procedural guidelines.
- Use tact, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish and maintain effective working relationships with those contacted in the course of work, including subordinates, co-workers, supervisor, members of the public, and contractors.
- Work independently with minimal supervision.
- Operate assigned heavy equipment, including backhoe and tractors.
- Communicate effectively with others, both orally and in writing, using both technical and non-technical language.
- Prepare and present accurate and reliable reports containing findings and recommendations.
- Operate a personal computer using standard or customized software applications appropriate to assigned tasks
- Exercise integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Education and Experience:

Possession of a high school diploma or GED.

-And-

Three years experience equivalent to a Utility Worker II for the City of Rio Dell

Note: A combination of education and experience equivalent to those listed above may be considered as qualifying

Other Requirements:

Must possess and maintain the following;

- valid California Class B driver's license with air brake endorsement and a satisfactory driving record.
- valid Grade II or higher certificate as a Water Distribution Operator issued by the California State Department of Health Services.

- satisfactory certificate as a forklift operator.

PHYSICAL DEMANDS:

The physical and demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Speech/Hearing: Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively.

Vision: frequently see items between 12 inches and 20 feet away; frequently use both eyes; occasionally distinguish colors, shades of colors, and use depth perception.

Manual Dexterity: frequently grasp, feel, type on a keyboard, and pick up objects with fingers.

Strength and Mobility: carry, push, pull, reach items that are frequently up to 25 pounds and occasionally up to 100 pounds; to frequently stoop, kneel, crouch, crawl, reach, stand, walk, sit, push, pull, and maintain balance; to occasionally climb.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed both inside and outside in various types of weather ,incumbents may work with constant noise; frequently be exposed to dust, grease, solvents/chemicals, smoke or gases, pesticides and fumes ;occasionally be exposed to electrical energy; frequently work on slippery or uneven surfaces, around machinery with moving parts, around moving objects or vehicles, on ladders or scaffolding, or with hands in water; occasionally works below ground or in confined spaces.

UTILITY WORKER I/II

DEFINITION

Performs a variety of skilled utility maintenance and repair work on the City's water and wastewater treatment facilities and systems upon attaining proper certification; performs directly related work as required.

DISTINGUISHING CHARACTERISTICS

Utility I

Utility I is the entry/trainee level in the Utility Worker Series. The principal function of an employee in this class is to perform a variety of skilled utility maintenance and repair work on the City's water and wastewater facilities and systems. The work is performed under the supervision and direction of the Public Works Director, but considerable leeway is granted for the exercise of independent judgment and initiative. This class is distinguished from the class of Utility Worker I by the performance of the full range of utility maintenance and repair work, which requires a Class B commercial driver's license and/or additional required certifications specific to functional area of assignment. Positions in this class are flexibly staffed and incumbents are expected to advance to the higher level after successfully completing a probationary period, gaining experience, demonstrating proficiency, and obtaining certification(s) which meet the qualifications for the higher level class as determined by the department. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a water and/or wastewater treatment facility.

Utility II

Utility II is the journey level of the Utility Worker Series. Employees at this level are expected to be fully proficient in all functions of the Utility I Classification. Positions in this class are normally filled by advancement from the lower level Utility I, or if filled from the outside, require equivalent prior experience.

EXAMPLES OF DUTIES (Illustrative Only)

- Inspects and maintains the water and/or wastewater treatment plants and pump stations, including checking proper equipment operation, notifying supervisors of alarms and equipment failure, and writing work orders for needed repairs.
- Performs corrective maintenance on water and/or wastewater facilities and equipment, including disassembly, rebuild, cleaning, and

- overhaul/replacement of valves, filters, pipe fittings, pumps, and other assorted equipment.
- Performs preventive maintenance, including providing for and checking proper fluid levels, maintaining accurate records of work performed, and logging amount of sludge distributed into the ground.
- Observes safe work methods and makes appropriate use of related safety equipment as required.

Utility Worker I/II
Page Two

EXAMPLES OF DUTIES: (Illustrative Only) Continued

- Performs a variety of ground maintenance activities, including mowing, edging, and trimming landscape areas as scheduled and painting pumps and pipes when needed.
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas.
- Responds to questions and comments from the public in a courteous and timely manner.
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Performs other directly related duties consistent with the role and function of the classification.

QUALIFICATIONS

Knowledge of:

Substantial knowledge of basic principles and practices of construction, maintenance, and repair activities specific to functional area of assignment.

Substantial knowledge of the safe and proper use of basic hand tools, power tools, and other related construction equipment.

Substantial knowledge of mechanical servicing of pumps, motors, and valves.

Substantial knowledge of basic safety principles and practices of maintenance and repair activities.

Substantial knowledge of related Federal, State, and local ordinances and regulations governing specified maintenance operations.
Substantial knowledge of the techniques, methods, and materials related to the construction and maintenance work in the area of assignment.
Substantial knowledge of the maintenance and operation of related light and medium duty equipment used in functional area of assignment.

Utility Worker I/II
Page Three

Skill in:

Working independently with minimal supervision;
Complying with specified safety regulations and procedures.
Operating assigned heavy equipment, including backhoe and tractors.
Communicating effectively with others, both orally and in writing, using both technical and non-technical language.
Understanding and following oral and/or written policies, procedures, and instructions.
Preparing and presenting accurate and reliable reports containing findings and recommendations.
Operating a personal computer using standard or customized software applications appropriate to assigned tasks.
Using logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
Performing a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Other Requirements:

Valid California Class C Driver's License.

Desirable Education and Experience:

Any combination of training and/or experience which is equivalent to:

- High School Diploma or GED.

ADMINISTRATIVE TECHNICIAN

DEFINITION

Provides a wide variety of technical office administrative and secretarial support to a department head and related management, professional, and supervisory staff; performs technical support work related to the department to which assigned; creates, implements, and participates in technical processes, procedures and programs; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is a fully experienced technical and administrative support classification. Working under general supervision, incumbents perform a variety of technical and specialized administrative and office support work for an assigned department. The work performed has technical and programmatic aspects, requiring the interpretation and application of policies, procedures and regulations and may involve frequent contact with the public, as well as performing various research and budgetary functions. This class is distinguished from the Administrative Assistant classification in that it provides higher-level office administrative and technical support to a department head and related management, professional, and supervisory staff, works with significant independence on assigned programs or projects, and performs technical support work related to the department to which assigned, including project research, analysis, and report preparation and program development.

EXAMPLES OF DUTIES (Illustrative Only)

Duties may include, but are not limited to the following:

- Performs technical administrative assistance and support duties for an assigned department; creates, implements, and participates in various technical processes, procedures and programs; provides information and assistance to the public on technical processes, procedures and programs;
- Attends to a variety of office administrative details, such as keeping informed of departmental activities, transmitting information, ordering and coordinating supply orders, entering and submitting information for grant funded projects, arranging for equipment purchases and maintenance, attending meetings, and serving on various task forces and committees.
- Processes bills and invoices for payment; prepares and transmits a variety of financial documents; assists in budget preparation and maintains records of purchase orders, expense statements and other fiscal transactions.
- Performs project research, analysis, and report preparation and develops training related to the activities of the department to which assigned; may prepare technical reports, issue permits and perform other technical work related to the department to which assigned.

- Compiles information and data for administrative, statistical and financial reports; checks and tabulates statistical data; prepares and assembles reports, manuals, articles, announcements, and other informational materials.
- Organizes, coordinates, maintains, and updates departmental record systems; enters and updates information with departmental activity, inventory files, and report summaries.
- Coordinates calendars and makes meeting arrangements; schedules meetings between City staff or between City staff and other groups or organizations; arranges for necessary materials to be available at meetings.
- Organizes, coordinates and promotes city-wide special events, such as City Recycling Days
- Prepares, processes and tracks purchase requisitions for services and materials; enters purchase information into computer system; ensures issuance of purchase order; coordinates delivery of services and materials; receives vendor invoice; prepares demand for payment for department head approval.
- Prepares, makes recommendations, and monitors department/division budget relative to assigned areas of responsibility.
- Acts as the City's representative and liaison on relevant topics, including responding to questions and comments from the public in a courteous and timely manner and collaborating with involved parties to reach resolutions on identified issues.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas.
- . Performs other duties as assigned

QUALIFICATIONS

Knowledge of:

- Organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions.
- Applicable codes, regulations, policies, technical processes and procedures related to the department or program to which assigned.
- Modern office administrative and secretarial practices and procedures, including the use of standard office equipment.
- Budgeting and fiscal monitoring, and the City's budget process.
- Business letter writing and the standard format for reports and correspondence.
- Principles and practices of data collection and report preparation.
- Computer applications related to the work, including word processing, web design, database, and spreadsheet applications.
- Business arithmetic and basic statistical techniques.
- Basic principles of record keeping and cash handling.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone.

- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

Ability to:

- Perform responsible technical administrative and secretarial support work with accuracy, speed, and minimal supervision.
- Provide varied, confidential and responsible secretarial and office administrative work requiring the use of independent judgment, tact and discretion.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Develop, interpret, apply, and explain a wide variety of technical policies and procedures, and communicate difficult procedures and regulations to those encountered in the course of work.
- Research, analyze, and summarize data, and prepare and present accurate and reliable reports containing findings and recommendations.
- Compose correspondence and reports independently or from brief instructions.
- Organize, maintain, and update office database and records systems.
- Make accurate arithmetic, financial and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Take notes rapidly and accurately transcribe own notes.
- File materials alphabetically, chronologically, and numerically.
- Organize own work, manage multiple projects, set priorities, meet critical time deadlines, and follow-up on assignments with a minimum of direction.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Prepare and conduct training and make presentations related to area of assignment.
- Prepare and monitor a budget for assigned department or program.

Education and Experience:

Equivalent to the completion of the twelfth (12th) grade, supplemented by college-level coursework in business or public administration, or technical, administrative, or secretarial training.

-And-

Three (3) years of varied administrative support experience, comparable to that of Administrative Assistant, preferably involving some public contact.

Note: A combination of education and experience equivalent to that listed above may be considered as qualifying.

Other Requirements

Valid California class C driver's license with satisfactory driving record may be required.

PHYSICAL DEMANDS:

The physical and demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Speech/Hearing: Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively.

Vision: frequently see items between 12 inches and 20 feet away; frequently use both eyes; occasionally distinguish colors, shades of colors, and use depth perception.

Manual Dexterity: frequently grasp, feel, type on a keyboard, and pick up objects with fingers.

Strength and Mobility: carry, push, pull, reach items that are up to 25 pounds; to occasionally kneel and reach; to frequently stand, walk and sit.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office environment involving continuous contact with staff and public.

ADMINISTRATIVE ASSISTANT

DEFINITION

Provides varied office administrative, secretarial and general clerical assistance for the implementation and monitoring of specific departmental/divisional programs; provides information externally and internally regarding City /departmental policies and/or procedures; performs varied general and specialized and clerical support work for an assigned department such as telephone and counter reception, service coordination, word processing, data entry, report preparation, records management and document completion/processing; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is a fully experienced administrative support class. Working under general supervision, incumbents perform a variety of specialized and confidential administrative, secretarial, and clerical work for various City departments, including coordinating assigned programs and projects, providing general information to the public, and performing other administrative and support work.

EXAMPLES OF DUTIES (Illustrative Only)

Duties may include, but are not limited to the following:

- Plans, organizes, and carries out administrative assignments and special projects related to assigned area of responsibility including assisting with budget preparation, planning, and implementation; maintaining accurate and detailed records; verifying accuracy of information; researching discrepancies and recording information;
- Prepares, submits, and receives claims and requisitions; obtains quotes for specialized supplies and equipment; processes payments and purchases;
- Coordinates travel arrangements and accommodations for department personnel and processes related paperwork;
- Coordinates and schedules meetings, appointments, and speaking engagements for departmental personnel, appointed boards and commissions; arranges for meeting rooms; may attend meetings and take minutes;
- Researches, compiles, and summarizes information; prepares specialized reports relating to departmental operations;
- Serves as a liaison, through a variety of mediums, between key department personnel and other City departments, news media, and the general public;
- Receives and responds to concerns, inquiries, or complaints from the general public and takes appropriate action to ensure an expedient and satisfactory resolution;

- Assists with researching State and Federal codes and statutes and other regulatory policies and procedures related to department projects;
- Develops, verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining completeness of applications, records and files.
- Coordinates the completion of one or more departmental processes with little to no supervision; may include contracts, applications, licenses, insurance documents, and permits.
- Performs various fiscal and financial activities such as making bank deposits, processing accounts receivable/payable, and maintaining departmental accounts; receives cash for designated items, makes appropriate change, and reconciles cash timely and accurately;
- Organizes and maintains various administrative, confidential, reference, imaging, and follow-up files; purges files as required;
- Prepares, copies, and distributes a variety of documents including agendas, bid packages, contracts, and specifications; ensures proper filing of copies in departmental or central files;
- Screens calls, visitors and mail; responds to complaints and requests for information; assists in interpreting and applying regulations, policies, procedures, systems, rules, and precedents in response to inquiries and complaints from public; enters/tracks public calls into appropriate computer databases; directs callers to appropriate City staff as necessary; assists public at front counter and directs public to appropriate locations/staff;
- Composes, types, transcribes, researches, formats and proofreads a wide variety of correspondence, minutes, reports, letters and memoranda; types from rough drafts or verbal instructions; checks drafts for punctuation, spelling, and grammar; makes or suggest corrections to drafts;
- Receives, codes, logs, schedules, and distributes service requests and work orders;
- Receives, opens, time stamps, sorts and distributes incoming and interdepartmental mail; prepares and distributes outgoing mail;
- Makes copies; collates materials; files copies of letters, memoranda, reports, and other materials in department and/or central files;
- Performs other directly related duties consistent with the role and function of the classification.

QUALIFICATIONS

Thorough Knowledge of:

- The organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions;
- Applicable codes, regulations, policies, technical processes and procedures related to the department to which assigned;

- Modern office administrative and secretarial practices and procedures, including the use of standard office equipment;
- Business letter writing and the standard format for reports and correspondence;
- Principles and practices of data collection and report preparation;
- Business arithmetic and basic statistical techniques;
- Basic principles of financial record keeping and cash handling;
- Computer applications related to the work, including word processing, database, and spreadsheet applications;
- English usage, grammar, spelling, vocabulary, and punctuation;
- Techniques for providing a high level of customer service to, and dealing effectively with, the public, vendors, contractors and City staff, in person and over the telephone.

Ability to:

- Perform responsible administrative and secretarial support work with accuracy, speed, and minimal supervision using substantial independent judgment, tact and discretion;
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities;
- Learn, interpret and apply administrative and departmental policies and procedures;
- Respond to and effectively prioritize multiple phone calls, walk-up traffic and other requests/interruptions;
- Compose correspondence and reports independently or from brief instructions;
- Organize, maintain, and update office database and records systems;
- Make accurate arithmetic, financial and statistical computations;
- Take notes rapidly and accurately; transcribe own notes;
- File materials alphabetically, chronologically, and numerically;
- Organize own work, coordinate projects, set priorities, meet critical time deadlines, and follow-up on assignments with a minimum of direction;
- Operate modern office equipment including computer equipment and software programs;
- Enter and retrieve data from a computer with speed and accuracy;
- Use English effectively to communicate in person, over the telephone and in writing;
- Use tact, initiative, prudence and independent judgment within general policy and legal guidelines in politically sensitive situations;
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience:

Possession of a high school diploma or GED.

-And-

Three (3) years of progressively responsible administrative support experience that included secretarial responsibilities as well as extensive public contact.

Note: A combination of education and experience equivalent to those listed above may be considered as qualifying.

Other Requirements:

Must possess a valid Class C or higher level California State driver's license.

PHYSICAL DEMANDS:

The physical and demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Speech/Hearing: Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively.

Vision: frequently see items between 12 inches and 20 feet away; frequently use both eyes; occasionally distinguish colors, shades of colors, and use depth perception.

Manual Dexterity: frequently grasp, feel, type on a keyboard, and pick up objects with fingers.

Strength and Mobility: carry, push, pull, reach items that are up to 25 pounds; to occasionally kneel and reach; to frequently stand, walk and sit.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office environment involving continuous contact with staff and public.

*675 Wildwood Avenue
Rio Dell, CA 95562*



STAFF REPORT

TO: Mayor and Members of the City Council
THROUGH: Ron Henrickson, City Manager
FROM: Stephanie Beauchaine, Finance Director
DATE: April 17, 2012
SUBJECT: Check Register for the Month Ending March 2012

RECOMMENDATION

Receive and File.

BACKGROUND AND DISCUSSION

Please find attached the Check Register for the Month March 2012 as requested.

CITY OF RIO DELL CHECK REGISTER

General Checking - US Bank of California

Check	Date	Vendor	Description	Check / Payment
0000151	3/01/2012	[2757] US POSTMASTER	FEBRUARY UTILITY BILLS	331.68
0000152	3/05/2012	[2502] KEMP INSPECTION SERVICE	PERMIT AND PLAN CHECK FEES FOR FEBRUARY, 2012	589.64
0000153	3/05/2012	[2366] EEL RIVER DISPOSAL	FEBRUARY, 2012 GARBAGE BAGS	534.00
0000154	3/06/2012	[1044] R. L. LEONARD	REIMBURSEMENT FOR MILEAGE TO HTA MEETING	26.64
0000155	3/06/2012	[1134] JACK THOMPSON	MILEAGE	141.00
0000156	3/06/2012	[2105] KAREN L. DUNHAM	REIMBURSEMENT FOR MILEAGE	33.02
0000157	3/06/2012	[2225] AQUA SIERRA CONTROLS, INC	KPSI SUBMERSIBLE TRANSDUCER	909.00
0000158	3/06/2012	[2285] CC MARKET (1)	ICE FOR MAILING SAMPLES	62.21
			ICE FOR SHIPPING SAMPLES	
			ICE FOR SHIPPING SAMPLES	
			ICE FOR SHIPPING SAMPLES	
			VINEGAR FOR CLEANING CHLORINE ANALYZERS	
			BIRTHDAY CAKE FOR FEBRUARY	
0000159	3/06/2012	[2303] COAST CENTRAL CREDIT UNION	PD DUES FOR PPE 02/24/12	120.00
0000160	3/06/2012	[2366] EEL RIVER DISPOSAL	CLEANING CORP YARD	815.77
			SLUDGE REMOVAL	
0000161	3/06/2012	[2385] EUREKA READYMIX	DRAINAGE ROCK FOR CITY HALL	45.05
0000162	3/06/2012	[2394] FEDEX	SHIPPING CHARGES FOR JAN. & FEB.	688.89
0000163	3/06/2012	[2405] FORTUNA ACE HARDWARE	SHOVEL, MINI VAC, POND PUMP	251.99
0000164	3/06/2012	[2410] NORTH COAST CLEANING SERVICES, INC.	SERVICE FOR FEBRUARY, 2012	376.00
0000165	3/06/2012	[2411] FORT DEARBORN LIFE INSURANCE CO.	LIFE INS. COVERAGE 3/1/12 TO 3/31/12	239.75
0000166	3/06/2012	[2481] ICMA	RETIREMENT PAYMENT FOR PPE 02/24/12	6,563.16
0000167	3/06/2012	[2501] HAJOCA CORPORATION	WATER INFRASTRUCTURE SUPPLIE	3,050.56
			WATER INFRASTRUCTURE SUPPLIES	
0000168	3/06/2012	[2570] NILSEN COMPANY	LATE CHARGE	1.20
0000169	3/06/2012	[2659] RIO DELL PETTY CASH	RECONCILITATION FOR FEBRUARY, 2012	6.05
0000170	3/06/2012	[2689] SECURITY LIFE COMPANY OF AMERICA	DENTAL/VISION COVERAGE FOR MARCH	1,595.02
0000171	3/06/2012	[2709] STAPLES DEPT. 00-04079109	LETTER HEAD	16.50
0000172	3/06/2012	[2710] STARPAGE	PAGERS	12.95
0000173	3/06/2012	[2744] JULIE WOODALL	REIMBURSEMENT FOR MILEAGE TO HCAOG	28.86
0000174	3/06/2012	[2747] UNITED RENTALS, INC.	FLOOR FAN	243.55
0000175	3/06/2012	[2750] USA BLUEBOOK	WIDE MOUTH CARBOY, CARTRIDGE, JET FOAM	4,084.39
			DEGREAA	
			FLOURESCENT GREEN TABLETS/ MANHOLE	
			MANAGEMENT	
			TRIPOD CARRYING BAG, TRIPOD WINCH- FOR	
			LOWERI	
0000176	3/06/2012	[3029] REDWOOD COFFEE SERVICE	COFFE FOR CITY HALL	122.00
			COFFE FOR THE PD	
0000177	3/06/2012	[3114] 3T EQUIPMENT CO., INC.	PIPEPATCH WINTER KIT	2,088.77
			PIPEPATCH KIT - WINTER	
0000178	3/06/2012	[3343] PITNEY BOWES RESERVE ACCOUNT	TONER FOR LEXMARK PRINTER	124.94
0000179	3/06/2012	[3603] JAMES LEE GOFF	REIMBURSEMENT FOR BOOTS	172.02

CITY OF RIO DELL CHECK REGISTER

General Checking - US Bank of California

Check	Date	Vendor	Description	Check / Payment
0000180	3/06/2012	[3685] RURAL COMMUNITY ASSISTANCE CORPORATION	PRINCIPAL /INTEREST ON LOAN 0713-CRD-03	6,076.00
0000181	3/06/2012	[4035] HSBC BUSINESS SOLUTIONS	CREAMER, AND SUPPLIES CREAMER 6 FT. TABLES FO WASTEWATER CUPS	277.89
0000182	3/06/2012	[4304] JESSE L. SMITH	REIMBURSEMENT FOR BOOTS	268.11
0000183	3/06/2012	[4310] CAMERON D. YAPLE	REIMBURSEMENT FOR WORK BOOTS/RUBBER BOOTS	276.67
0000184	3/06/2012	[4450] TERMINIX	LIQUID DEFEND SYSTEM YEARLY RENEWAL 4/1/12 TO TO MAINTENANCE @ PW MAINTENACE FOR CITY HALL SERVICE AND STORAGE	314.00
0000185	3/06/2012	[4525] SHERLOCK RECORDS MGMT	CHEMICALS	66.00
0000186	3/06/2012	[4699] SIERRA CHEMICAL CO	REIMBURSEMENT FOR MILEAGE TO BERKELEY PER DIEM FOR TRIP TO BERKELEY REIMBURSEMENT FOR LODGING IN BERKELEY REIMBURSEMENT FOR BRIDGE TOLL - BERKELEY REIMBURSEMENT FOR MILEAGE TO SANTA ROSA - USD	2,589.42
0000187	3/06/2012	[4710] RON HENRICKSON		576.85
0000188	3/06/2012	[4855] FRESHWATER ENVIRONMENTAL SERVICES	CROSS CONNECTION PROGRAM PREPARATION	1,080.00
0000189	3/06/2012	[4892] KEVIN CALDWELL	MILEAGE, REIMBURSEMENT FOR COPIES	131.58
0000190	3/06/2012	[5053] PACIFIC ECORISK	EFFLUENT SAMPLE CERIODAPHNIA DUBIA SAMPLES	2,000.00
0000191	3/06/2012	[5070] LITHIA MOTORS, INC	REPAIR ON JEEP LIBERTY	808.53
0000192	3/06/2012	[5071] REDWOOD ELECTRICAL SERVICES	REPAIR ON WWTP SERVICES FOR WWTP	480.00
0000193	3/08/2012	[3883] SUPERIOR INSTALLS	REPLACE ALTERNATOR INSTALL EXTERNAL SPEAKER RECONFIGURED LIGHT BAR INSTALL DUAL GUN LOCKS	784.29
0000194	3/15/2012	[0576] 101 AUTO PARTS	DEGREASER GLOVES CAR WASH GLASS CLEANER LIGHT FOR STREET SWEEPER OIL CHANGE FOR STREET SWEEPER	342.12
0000195	3/15/2012	[2247] ANTHEM BLUE CROSS	HEALTH COVERAGE FOR 4/1/12 TO 5/1/12	14,303.00
0000196	3/15/2012	[2285] CC MARKET (1)	ICE FOR SHIPPING SAMPLES	3.99
0000197	3/15/2012	[2293] CITY OF FORTUNA	POLICE DISPATCH SRVS	1,542.00
0000198	3/15/2012	[2302] CLYDE'S TOWING, INC.	5HNG636 OLDS for 9/2011	150.00
0000199	3/15/2012	[2303] COAST CENTRAL CREDIT UNION	PD DUES FOR PPE 03/9/2012	120.00

CITY OF RIO DELL CHECK REGISTER

General Checking - US Bank of California

Check	Date	Vendor	Description	Check / Payment
0000200	3/15/2012	[2340] DEPARTMENT OF JUSTICE ACCOUNTING OFFICE	BLLOD ALCOHOL ANALYSIS	140.00
0000201	3/15/2012	[2356] DOWNEY BRAND LLP	BLOOD ALCOHOL ANALYSIS PROFESSION SERVICES RENDERED THROUGH 1-31-201 PROFESSIONAL SERVICES RENDERED THRU 1/31/2012	3,416.85
0000202	3/15/2012	[2396] FERNBRIDGE TRACTOR & EQUIPMENT CO., INC.	SERVICE ON BACKHOE	612.05
0000203	3/15/2012	[2452] HORIZON BUSINESS PRODUCTS	MEASURE X MAILER LOG BOOK	1,547.81
0000204	3/15/2012	[2458] HUMBOLDT COUNTY DIVISION OF ENVIRONMENTAL HEALTH	WASTEWATER TREATMENT PLANT WATER TREATMENT PLANT	610.00
0000205	3/15/2012	[2460] HUMBOLDT COUNTY SHERIFF ATTN: ADMIN. SERVICES	FOURTH QUARTER BOOKING FEES OF 2011	368.90
0000206	3/15/2012	[2474] HUMMEL TIRE & WHEEL, INC		427.69
0000207	3/15/2012	[2481] ICMA	RETIREMENT FOR PPE 03/09/2012	6,481.27
0000208	3/15/2012	[2569] NORTH COAST LABORATORIES, INC.	COLIFORM QUANTI-TRAY TESTING DRINKING WATER	638.00
0000209	3/15/2012	[2570] NILSEN COMPANY	CALOXIDE / GLYSTAR	976.96
0000210	3/15/2012	[2603] PG&E	NEW GAS SERVICE AT YARD ELECTRICITY FOR FEBRUARY, 2012	15,336.12
0000211	3/15/2012	[2634] PUBLIC SAFETY CENTER, INC	STANDARD LATENT PRINT KIT (4)	330.29
0000212	3/15/2012	[2682] SMALL CITIES ORGANIZED RISK EFFORT (SCORE)	4TH QTR PREMIUM FOR WORKER'S COMP	10,293.00
0000213	3/15/2012	[2709] STAPLES DEPT. 00-04079109	STOCK PAPER	27.86
0000214	3/15/2012	[2735] TIMES-STANDARD	ADVERTISING FOR CITY MANAGER	417.33
0000215	3/15/2012	[2742] SCOTIA TRUE VALUE HARDWARE	FILTERS FOR SHOP VAC TO FIX DRAIN ON FERN CAR WASH DUCT TAPE PAN HEAD WINDOW BOLT	94.61
0000216	3/15/2012	[3151] SHN CONSULTING ENGINEERS	LABOR COMPLIANCE	32.50
0000217	3/15/2012	[3539] LEXIPOL LLC	1 YR LAW ENFORCEMENT POLICY MANUAL	1,950.00
0000218	3/15/2012	[3655] MANN, URRUTIA, NELSON, CPA'S	PROGRESS BILLING FOR JUNE, 2011 AUDIT	3,300.00
0000219	3/15/2012	[3682] THOMPSON WEST	SUBSCRIPTION PRODUCT CHARGES	90.09
0000220	3/15/2012	[3975] AT&T - 5709	TELEPHONE BILL FOR 1/27/12 TO 2/26/2012	665.25
0000221	3/15/2012	[4035] HSBC BUSINESS SOLUTIONS	COFFEMATE CREAMER	16.58
0000222	3/15/2012	[4112] INFORMATION TECHNOLOGY	CRIMINAL JUSTICE FEE	469.50

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CITY OF RIO DELL CHECK REGISTER

General Checking - US Bank of California

Check	Date	Vendor	Description	Check / Payment
0000223	3/15/2012	[4338] QUILL CORPORATION	BIC BRITE LINER OFFICE SUPPLIES OFFICE SUPPLIES 5100 LASER 1096 FORM OFFICE SUPPLIES LASER BUSINESS CARDS	256.55
0000224	3/15/2012	[4382] DOCUSTATION	MAINTENANCE FOR 3/7/12 TO 4/7/12 SALES TAX COPY CHARGE FOR FEBRUARY	552.04
0000225	3/15/2012	[4755] JOSEFINA AGUIRRE	Refund Customer Deposit # 3640	22.55
0000226	3/15/2012	[4908] MITCHELL BRISSO DELANEY & VRIEZE	PROFESSIONAL SERVICES PROFESSIONAL SERVICES	3,052.00
0000227	3/15/2012	[5052] GHD	PROJECT PERFORMANCE REPORT PREPARATION PROJECT PERFORMANCE REPORT PREPARATION REPRESENTATION AT TAC MEETINGS REPRESENTATION AT TAC MEETINGS DOWNTOWN IMPROVEMENT & STREETSCAPE GRANT APPLICATION ASSISTANCE SAFE ROUTES DESIGN CONSULTATION	8,061.75
0000228	3/15/2012	[5075] GARDEN VISION	DESIGN CONSULTATION	137.50
0000229	3/22/2012	[3604] STEPHANIE N. BEAUCHAINE	MILEAGE AND PER DIEM FOR TRAVEL TO SCORE MEET	223.04
0000230	3/27/2012	[1044] R. L. LEONARD	REIMBURSEMENT FOR MILEAGE	26.64
0000231	3/27/2012	[2203] AESTHETIC DESIGN & PHOTOGRAPHY	CHANGES TO HOME PAGE ON WEBSITE WORK IN HOME PAGE OF WBESITE	170.00
0000232	3/27/2012	[2237] BANK OF AMERICA BUSINESS CARD	CSMFO MEMBER REGISTRATION SOFTWARE ROOM FOR CSMFO SHUTTLE TO AIRPORT REGISTRATION FOR CCAC SHUTTLE FROM AIRPORT	2,660.96
0000233	3/27/2012	[2285] CC MARKET (1)	ICE FOR SHIPPING LAB SAMPLES DETERGENT TO CLEAN CITIZEN OIL SPILL BLOOD ALCOHOL ANALYSIS	21.30
0000234	3/27/2012	[2340] DEPARTMENT OF JUSTICE ACCOUNTING OFFICE		35.00
0000235	3/27/2012	[2383] EUREKA OXYGEN CO.	CYLINDER RENTAL	14.86
0000236	3/27/2012	[2394] FEDEX	POSTAGE FOR SAMPLES TESTING FOR FEB. POSTAGE FOR SAMPLES TESTING FOR MARCH	528.50
0000237	3/27/2012	[2408] FORTUNA GLASS & PAINT INC	PAINT TO COVER GRAFFITTI	65.36
0000238	3/27/2012	[2411] FORT DEARBORN LIFE INSURANCE CO.	LIFE INSURANCE COVERAGE FOR APRIL, 2012	239.75
0000239	3/27/2012	[2437] HACH	REAGENT SET	173.90
0000240	3/27/2012	[2551] MIRANDA'S ANIMAL RESCUE	ANIMAL CONTROL SERVICES FOR APRIL	1,200.00
0000241	3/27/2012	[2577] NTU TECHNOLOGIES, INC.	CHEMICALS	3,505.50
0000242	3/27/2012	[2619] PITNEY BOWES, INC. (QTR Pymnt)	TERM RENTAL CHARGE	158.07
0000243	3/27/2012	[2689] SECURITY LIFE COMPANY OF AMERICA	VISION / DENTAL COVERAGE FOR APRIL, 2012	1,595.02

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CITY OF RIO DELL CHECK REGISTER

General Checking - US Bank of California

Check	Date	Vendor	Description	Check / Payment
0000244	3/27/2012	[2694] SHELL OIL CO.	FEBRUARY FUEL BILL FOR PD FEBRUARY BILLING FOR PW MARCH BILLING FOR PD MARCH BILLING FOR PW EXEMPT TAX DISCOUNT - FEBRUARY - PD EXEMPT TAX DISCOUNT - FEBRUARY -PW	3,219.84
0000245	3/27/2012	[2709] STAPLES DEPT. 00-04079109	OFFICE SUPPLIES OFFICE CHAIR - PD	301.10
0000246	3/27/2012	[2747] UNITED RENTALS, INC.	BLADE FOR CONCRETE SAW	385.12
0000247	3/27/2012	[3685] RURAL COMMUNITY ASSISTANCE CORPORATION	LOAN #0173-CRD-03	6,076.00
0000248	3/27/2012	[3742] SOUTH BAY REGIONAL PUBLIC SAFETY TRAINING	TRAINING - OFFICER LUNGI	175.00
0000249	3/27/2012	[4338] QUILL CORPORATION	USB CABLE HP PRINTER TONER FOR HPP2035N OFFICE SUPPLIES	847.47
0000250	3/27/2012	[4393] NYLEX.NET	SETUP ACCESS TO CALPHOTO FOR PD	45.00
0000251	3/27/2012	[4401] MARLIN LEASING	MONTHLY LEASE FOR XEROX	314.04
0000252	3/27/2012	[4450] TERMINIX	PEST CONTROL AT CORP YARD PEST CONTROL - CITY HALL	89.00
0000253	3/27/2012	[4643] SCOTIA PRINTING	PRINT RETURN ADDRESS ON ENVELOPES	268.13
0000254	3/27/2012	[4710] RON HENRICKSON	REIMBURSEMENT FOR PHARMACY COSTS	464.99
0000255	3/27/2012	[4724] DAVID G. LUNGI, JR	MILEAGE & PER DIEM FOR TRAINING CLASS	474.14
0000256	3/27/2012	[4892] KEVIN CALDWELL	REIMBURSEMENT FOR NEPA/HUD WORKSHOP & CEQA WO	407.50
0000257	3/27/2012	[5052] GHD	GRANT APPLICATION ASSISTANCE SAFE ROUTES TO S GRANT APPLICATION ASSIST SAFE ROUTES TO SCHOO DOWNTOWN IMPROVEMENT DOWNTOWN IMPROVEMENT	3,229.25
0000258	3/27/2012	[5053] PACIFIC ECORISK	TOXICITY TESTING SERVICES	2,746.02
Total Checks/Deposits				145,450.61

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