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

November 5, 2024

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Authorize the City Manager to Negotiate an Agreement for Services with Regional Government Services (RGS) for Human Resource Assessments and Services in Coordination with the City Attorney.

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Authorize the City Manager to negotiate an agreement for services with Regional Government Services for Human Resource assessments and services in coordination with the City Attorney and return to the Council for approval; or,

Take no action.

BACKGROUND AND DISCUSSION

The City of Rio Dell is in need of professional services related to Human Resource activities of the organization. Historically the City has been resource constrained with the Human Resource functions of the organization spread out over multiple individuals in multiple departments. Over the years ongoing enhancements and amendments to MOU's, Resolutions and changes in the law have led to the current MOU's and Employee Handbook becoming more difficult to administer and understand by all parties and potentially noncompliant with current law. Additionally, the City will soon be undertaking labor negotiations with two bargaining groups and all management staff with new agreements anticipated to become active on July 1, 2025. It is anticipated that these negotiations will be more time intensive than in past years.

The proposal seeks to (1) develop a needs assessment and workplan, (2) review and revise city personnel policies and procedures and to (3) provide some generalized HR administration and consultation services between now and the conclusion of contract negotiations, anticipated by July of 2025, with access to these services ongoing afterwards.

Estimating the total cost of this agreement is difficult. The amount of time spent on labor negotiations is the result of multiple factors, some of which are outside of the control of administration or the Council. The current estimate is between \$80,000 - \$100,000 however it is important to note that much of this cost will occur over the next 6-12 months due to the need to correct the deferred upkeep of the current structure. After a successful reset of the system, there

could be savings in potential legal bills, misunderstandings, errors or other issues related to the current system. Once completed, the City intends to retain RGS in an ongoing capacity to help leverage their expertise to maintain policies and procedures in compliance with the law. Ongoing costs are expected to be significantly lower than the costs associated with the first year's reset.

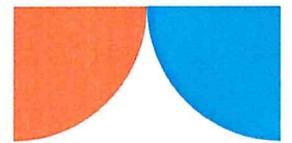
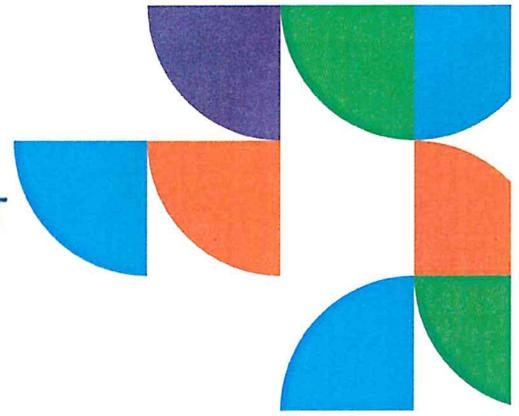
The City's budget for the current fiscal year does not include an allocation for these services. If approved to proceed, staff will need to return with a budget adjustment to fund these services.

RGS is a California Joint Powers Authority (JPA) that serves to augment or otherwise bolster various local government services and operations during periods of change, transition or due to a lack of experienced talent in the local labor pool. All services would be remote.

Attachments:

RGS Proposal

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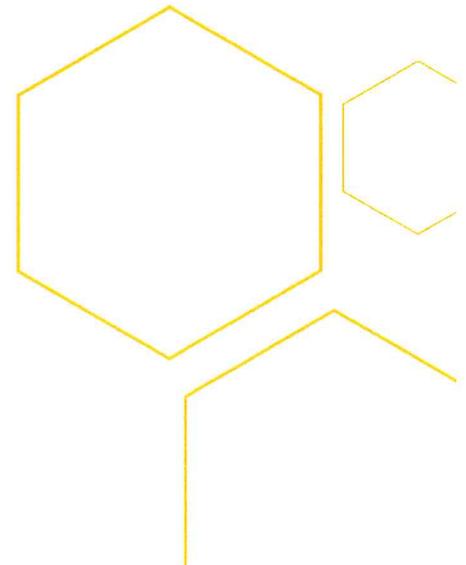
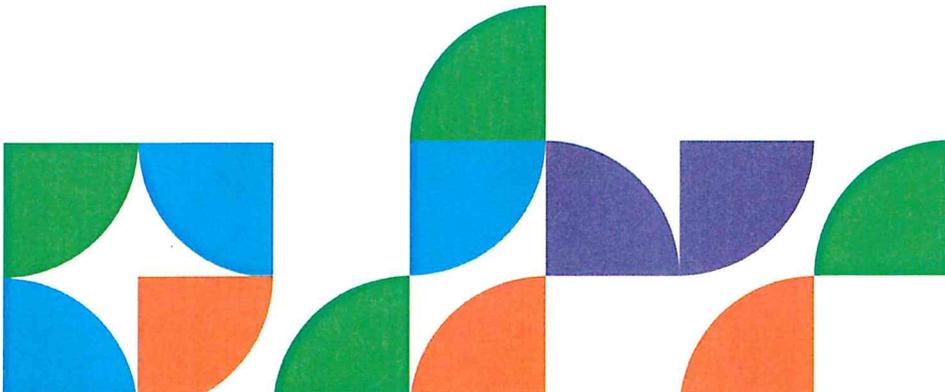
PROPOSED

# HR Assessment & Services

*for*



**City of Rio Dell**  
Humboldt County  
California



# Our Organization



[www.rgs.ca.gov](http://www.rgs.ca.gov)

RGS is a California Joint Powers Authority (JPA) serving the needs of public agencies—cities, counties, special districts, and other governmental entities, since 2002.

RGS works collaboratively with public agencies, providing a ready source of skilled and effective administrative best practices and support for operational delivery. RGS currently serves approximately 125 public agencies.

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## Our Values



We aim to be

FLEXIBLE

SOLUTION-DRIVEN

EMPOWERING

CARING

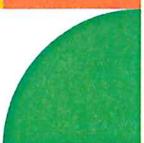
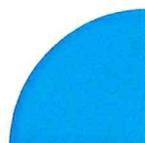
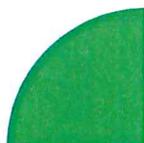
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## RGS HR Experience

RGS Advisors have extensive human resources experience in public agencies in California, and provide a variety of HR consulting services. In addition to a core team of experienced HR generalists with outstanding communication, interpersonal, analysis and problem-solving skills, we have assembled a staff of subject-matter experts to offer “best practices” advice and HR deliverables in areas of:

- Recruitment, selection methods, and employee onboarding
- Job analysis, work classification and organizational structures
- Design and administration of pay and benefit models and systems
- Performance management, competency building and evaluative feedback
- Disability and medical leave management
- Policy and procedure development and implementation
- Employee dispute resolution
- Administration of discipline
- Labor relations

RGS also offers expert resources in the allied fields of occupational safety and health, risk management, and organizational development to supplement core HR services; as well as delivering a supervisory skill building training program designed to align with public sector employment practices.



# Proposed HR Services

RGS understands the City of Rio Dell is interested in general HR services and updates to policies and procedures. Below are three separate service options.

## Task 1: Comprehensive General HR Consultation and Administration Services

RGS consulting staff anticipate delivering comprehensive generalist HR consultation and administration services immediately upon commencement of service. The areas of services listed below can be included within an ongoing HR service model. In addition, more specifically-scoped HR services and projects not listed may also be added at the City's request or RGS' recommendation.

- Recruitment and Selection/Employment Administration
- Classification and Compensation Administration
- Benefit Administration Services
- Disability and Leave Management
- HR Recordkeeping Internal Communication
- Performance Management
- Personnel Policy and Procedures Development
- Employee Relations Administration
- Training
- Selected Employment-Related Risk Management Functions
- Strategic Human Resources Planning

*Duration: 12 months*

*Deliverables: TBD based on City needs*

## Task 2: Human Resources Needs Assessment and Workplan

RGS suggest initiating a new HR services partnerships with an assessment of the organization's human resources needs. This assessment results in the development of a prioritized workplan of actions and projects to ensure compliance with mandated employment regulations and achieve an effective human resources administrative system.

The assessment will include a review of written policies and procedures and other relevant documents and records to evaluate the City of Rio Dell's alignment with a range of requirements and best practices, and to acquire an understanding of the competence and functionality of Rio Dell's human resources management structure and systems. In addition, RGS will interview staff to develop an understanding of the communication channels, working relationships and cultural dynamic that affect the delivery of Rio Dell's HR services.

*Duration: 3-6 months*

*Deliverables: written report and workplan representing a "big picture" assessment of existing HR management practices and systems, including recommendations or alternatives for developing or improving HR practices to increase both regulatory compliance, administrative effectiveness and employee relations, as appropriate.*



# Proposed HR Services

RGS understands the City of Rio Dell is interested in general HR services and updates to policies and procedures. Below is the final service option.

### Task 3: Review and Revision of Personnel Policies and Procedures

Comprehensive review, revision, and where necessary, creation of personnel policies and procedures. Ensure compliance with employment laws, alignment with memorandums of understanding, and integration of HR best practices.

*Duration: 3 months*

*Deliverables:* updated policies that are legally compliant, easy to implement, and designed to enhance organizational efficiency.

## Estimates\*

### Task 1: Comprehensive General HR Consultation and Administration Services

10 hours/ week	\$97,968/year
20 hours/ week	\$195,936/year
Or on-call services	\$157/hr

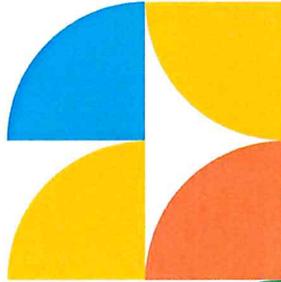
### Task 2: Human Resources Needs Assessment and Workplan

\$30,000

### Task 3: Updated Personnel Policies and Procedures

\$10,000

\* You will only be billed for actual hours worked, and will receive an itemized invoice each month outlining the services performed. If any travel or onsite work is required, travel costs will be invoiced at cost with no markup.



# Assumptions

RGS cost estimates, rates, and scope assume: Services contracted take place in 2024 and in the first half of 2025 General HR services included in this project estimate will be capped at agreed number of hours per week. City to make staff, documents, and records available for assessment. RGS will deliver the assessment report to the City Manager.

RGS is also available and willing to perform additional on-call work for the City at hourly rates on an as-needed basis upon a request by the City.

## Hourly rates

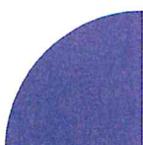
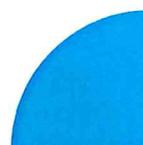
Title	Hourly Rate
Agency Executive	\$216
Strategic Services Consultant	\$186
Senior Advisor	\$157
Advisor	\$135
Technical Specialist	\$119
Administrative Specialist	\$106

## Project staffing approach

RGS staff prides itself on its ability to work collaboratively with appropriate stakeholders to deliver accurate, professional products and services within reasonable timelines, meet deadlines, and provide clear, honest, and effective communications, all of which help to promote good relations throughout our partnership. RGS Advisors will be reasonably available to perform services during the normal work week and within the agreed upon schedule.

Advisors work through various remote access technologies and, when needed, onsite to deliver services to partner agencies, reducing overhead and expanding our ability to provide high-quality services throughout the state.

RGS delivers HR Management Services through a team of Advisors. For City of Rio Dell, the core team will consist of a lead advisor who will carry out activities to develop HR systems, resolve HR issues, and ensure timely delivery of HR functions. This HR Advisor will serve as the City's primary service provider and point of contact, and will identify, prioritize, and resolve or recommend resolutions actions regarding employment-related issues.



# Our Team



Fanni Acosta  
*Strategic Services Consultant*  
HR Services Lead  
Project oversight

Fanni joined RGS as the Human Resources Service Line Lead in 2024. Fanni has over twenty years' experience in both private and public sector human resources. She oversees the human resources service teams and manages projects as well as delivering HR services to RGS partner agencies. Fanni has a master's degree in counseling and human relations and a bachelor's degree in management. She is bilingual in English and Spanish.



Cherie Johnson  
*Senior Advisor*  
Project lead

Cherie joined RGS in 2022. She has led assessments and major projects for RGS partner agencies. Prior to joining RGS, Cherie has had nearly twenty years of HR experience. Her areas of expertise include employee engagement, interest-based labor relations, conflict resolution, organizational efficiency, policy/contract administration, and risk management. Cherie has a master's degree in organizational psychology with an emphasis on mediation and conflict resolution.



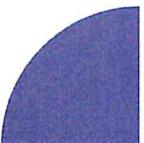
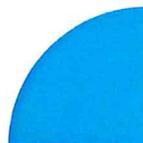
Susanne St. Claire  
*Advisor*  
Policy and Procedures

Susanne St. Clair joined RGS in 2015. She has revised and written personnel policy handbooks. Susanne has over thirty years' experience in HR management. Her areas of expertise include recruitment, training, human resources analysis, labor relations, policy and procedure development, and classification and compensation studies. Susanne has a bachelor's degree in psychology and a Juris Doctorate (J.D.).

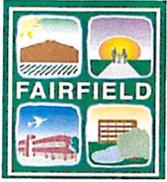


Judy La Porte  
*Advisor*  
Project support

Judy joined RGS in 2019. Her expertise includes HR, labor relations and negotiations, risk management, finance, information technology, management, and project oversight. Judy has over twenty years of senior level management experience in public sector agencies. Prior to joining RGS, Judy served in senior management positions in county, city and special district government, and has experience as an executive recruiter for public agencies. Judy has a bachelor's degree in business administration.



# References



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