



GRASS VALLEY

City Council Regular Meeting, Capital Improvements Authority and Redevelopment "Successor Agency"

Tuesday, January 28, 2025 at 6:00 PM

Council Chambers, Grass Valley City Hall | 125 East Main Street, Grass Valley, California

Telephone: (530) 274-4310 - Fax: (530) 274-4399

E-Mail: info@cityofgrassvalley.com

Web Site: www.cityofgrassvalley.com

AGENDA

Any person with a disability who requires accommodations to participate in this meeting should telephone the City Clerk's office at (530)274-4390, at least 48 hours prior to the meeting to make a request for a disability related modification or accommodation.

**Mayor Hilary Hodge, Vice Mayor Haven Caravelli, Councilmember Jan Arbuckle,
Councilmember Joe Bonomolo, Councilmember Tom Ivy**

MEETING NOTICE

City Council welcomes you to attend the meetings electronically or in person at the City Hall Council Chambers, located at 125 E. Main St., Grass Valley, CA 95945. Regular Meetings are scheduled at 6:00 p.m. on the 2nd and 4th Tuesday of each month. Your interest is encouraged and appreciated.

This meeting is being broadcast "live" on Comcast Channel 17 & 18 by Nevada County Media, on the internet at www.cityofgrassvalley.com, or on the City of Grass Valley YouTube channel at <https://www.youtube.com/@cityofgrassvalley.com>

Members of the public are encouraged to submit public comments via voicemail at (530) 274-4390 and email to public@cityofgrassvalley.com. Comments will be reviewed and distributed before the meeting if received by 5pm. Comments received after that will be addressed during the item and/or at the end of the meeting. Council will have the option to modify their action on items based on comments received. Action may be taken on any agenda item.

Agenda materials, staff reports, and background information related to regular agenda items are available on the City's website: www.cityofgrassvalley.com. Materials related to an item on this agenda submitted to the Council after distribution of the agenda packet will be made available on the City of Grass Valley website at www.cityofgrassvalley.com, subject to City staff's ability to post the documents before the meeting.

Please note, individuals who disrupt, disturb, impede, or render infeasible the orderly conduct of a meeting will receive one warning that, if they do not cease such behavior, they may be removed from the meeting. The chair has authority to order individuals removed if they do not cease their disruptive behavior following this warning. No warning is required before an individual is removed if that individual engages in a use of force or makes a true threat of force. (Gov. Code, § 54957.95.)

Council Chambers are wheelchair accessible and listening devices are available. Other special accommodations may be requested to the City Clerk 72 hours in advance of the meeting by calling (530) 274-4390, we are happy to accommodate.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

AGENDA APPROVAL - *The City Council reserves the right to hear items in a different order to accomplish business in the most efficient manner.*

REPORT OUT OF CLOSED SESSION

INTRODUCTIONS AND PRESENTATIONS

1. Measure B Update
2. Joint presentation between the City and Nevada Irrigation District about Water Supply Resiliency and Sustainability.

PUBLIC COMMENT - *Members of the public are encouraged to submit public comments via voicemail at (530) 274-4390 and email to public@cityofgrassvalley.com. Comments will be reviewed and distributed before the meeting if received by 5pm. Comments received after 5pm will be addressed during the item and/or at the end of the meeting. Council will have the option to modify their action on items based on comments received. Action may be taken on any agenda item. There is a time limitation of three minutes per person for all emailed, voicemail, or in person comments, and only one type of public comment per person. Speaker cards are assigned for public comments that are on any items not on the agenda, and within the jurisdiction or interest of the City. Speaker Cards can be pulled until the opening of public comment at which time sign ups will no longer be allowed. These cards can be found at the City Clerks desk. If you wish to speak regarding a scheduled agenda item, please come to the podium when the item is announced. When recognized, please begin by providing your name and address for the record (optional). Thirty minutes of public comment will be heard under this item in order of the speaker card assigned and the remaining general public comments will be heard at the end of the meeting. We will begin with number one.*

CONSENT ITEMS - *All matters listed under the Consent Calendar are to be considered routine by the City Council and/or Grass Valley Redevelopment Agency and will be enacted by one motion in the form listed. There will be no separate discussion of these items unless, before the City Council and/or Grass Valley Redevelopment Agency votes on the motion to adopt, members of the Council and/or Agency, staff or the public request specific items to be removed from the Consent Calendar for separate discussion and action but Council action is required to do so (roll call vote). Unless the Council removes an item from the Consent Calendar for separate discussion, public comments are invited as to the consent calendar as a whole and limited to three minutes per person.*

3. Approval of the Regular Meeting Minutes of January 14, 2025.

Recommendation: Council approve minutes as submitted.

ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION OR SEPARATE ACTION AND / OR ANY ADDED AGENDA ITEMS

REORGANIZATION RELATED ITEMS

PUBLIC HEARING

ADMINISTRATIVE

4. City of Grass Valley Strategic Plan Update

CEQA: Not a Project

Recommendation: Staff is seeking direction from the City Council on the next steps for updating or developing a new City of Grass Valley Strategic Plan. Based on input from the January 14, 2025, Council Meeting, the options are: 1. Conduct a comprehensive update of the City’s current strategic plan while retaining the existing Mission, Vision, and Core Values, and reaffirming the City’s key goals, objectives, and projects. 2. Defer the comprehensive update to next year, allowing the City Council to evaluate the current short-, medium-, and long-term projects as part of the planning process.

Council’s input will help determine the preferred approach and timeline for this important initiative.

5. Transition to internally managed Information Technology operations and reduce outside managed service provider reliance

CEQA: Not a project

Recommendation: That the Council approve the transition of Information Technology in-house, by: (1) Approving the creation of the IT Manager job description, associated salary range, and employment contract, subject to legal review; (2) authorizing the reclassification, associated salary range, and job description of the Information Systems Analyst to a flexibly staffed I/II position, subject to legal review; (3) approving the agreement with the City’s Managed Services Provider (MSP), subject to legal review; and (4) directing the Finance Director to make the necessary budget adjustments and amendments to support these staffing and MSP Agreement changes.

BRIEF REPORTS BY COUNCIL MEMBERS

CONTINUATION OF PUBLIC COMMENT

ADJOURN

POSTING NOTICE

This is to certify that the above notice of a meeting of The City Council, scheduled for Tuesday, January 28, 2025, at 6:00 p.m., was posted at city hall, easily accessible to the public, as of 5:00 p.m. Friday, January 24, 2025.

Taylor Whittingslow, City Clerk



GRASS VALLEY

**City Council Regular Meeting, Capital Improvements Authority and
Redevelopment "Successor Agency"**

Tuesday, January 14, 2025 at 6:00 PM

Council Chambers, Grass Valley City Hall | 125 East Main Street, Grass Valley, California

Telephone: (530) 274-4310 - Fax: (530) 274-4399

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Web Site: www.cityofgrassvalley.com

MINUTES

**Mayor Hilary Hodge, Vice Mayor Haven Caravelli, Councilmember Jan Arbuckle,
Councilmember Joe Bonomolo, Councilmember Tom Ivy**

CALL TO ORDER

The meeting was called to order at 6:02 pm.

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

- Councilmember Jan Arbuckle
- Councilmember Joe Bonomolo
- Councilmember Tom Ivy
- Vice Mayor Haven Caravelli
- Mayor Hilary Hodge

AGENDA APPROVAL -

Motion made to approve the agenda as submitted by Councilmember Arbuckle, Seconded by Vice Mayor Caravelli.

Voting Yea: Councilmember Arbuckle, Councilmember Bonomolo, Councilmember Ivy, Vice Mayor Caravelli, Mayor Hodge

REPORT OUT OF CLOSED SESSION

Nothing to report out of closed session.

INTRODUCTIONS AND PRESENTATIONS

1. Awarding of the Mayor's Award Plaque

Councilmember Arbuckle presented the Mayor's Award Plaque to Mike Bratton.

PUBLIC COMMENT -

Virtual public comments are attached.

In-person public comment: Speaker cards 1-13 & Matthew Coulter

CONSENT ITEMS -

Motion made to approve the consent items as submitted by Councilmember Arbuckle,
 Seconded by Councilmember Ivy.
 Voting Yea: Councilmember Arbuckle, Councilmember Bonomolo, Councilmember Ivy, Vice
 Mayor Caravelli, Mayor Hodge

2. Approval of the Regular Meeting Minutes of December 10, 2025.

Recommendation: Council approve minutes as submitted.

3. Fire Aside Defensible Space Inspection Software

CEQA: Not a project

Recommendation: That Council 1) approve the Fire Chief to enter into an agreement, upon legal review, for purchase of Fire Aside Defensible Space Inspection Software in the amount of \$11,660.80, 2) authorize Finance Director to make necessary budget adjustment from Measure B to facilitate the purchase.

4. Recognized Obligation Payment Schedule (ROPS 25-26) for July 2025 through June 2026

CEQA: Not a Project

Recommendation: It is recommended that the Successor Agency adopt Resolution No. SA 2025-01 approving the Recognized Obligation Payment Schedule (ROPS 25-26) for the time period July 1, 2025 through June 30, 2026

5. Agreement with Nevada County Probation for AB109 Officer services

CEQA: Not a project

Recommendation: That Council 1) approve the agreement (extension) between the City of Grass Valley and the Nevada County Probation Department for Assembly Bill 109 Police Officer Services; and 2) authorize the Finance Director to make any budget amendments, budget transfers, and personnel allocation changes as necessary.

6. Appointment of City Councilmembers and Staff to Boards and Commission

CEQA: Not a Project

Recommendation: Approve Mayor Hodge's recommended appointments of Councilmembers and Staff to various Boards and Commissions.

7. Appointment of Planning Commissioner

CEQA: Not a Project

Recommendation: That Council approve the appointment of Sherri Speights as Planning Commissioner for Councilmember Bonomolo.

8. Appointment of Measure B Oversight Committee Members

CEQA: Not a Project

Recommendation: That the City Council appoint Measure B Oversight Committee members Aguilar, Bibby, and McCall to terms ending December 2028.

9. Appointment of Measure E Oversight Committee Members

CEQA: Not a Project

10. Lexipol Policy System for Fire Department and General City Policies

CEQA: Not a project

Recommendation: That Council 1) approve the Fire Chief and Deputy City Manager to enter into an agreement, upon legal review, for purchase of Lexipol for onetime costs of \$39,719.50 and annual cost of \$16,307.75 2) authorize Finance Director to make necessary budget adjustment

ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION OR SEPARATE ACTION AND / OR ANY ADDED AGENDA ITEMS

REORGANIZATION RELATED ITEMS

PUBLIC HEARING

ADMINISTRATIVE

11. Main and South Auburn Streets Intersection Improvements

CEQA: Categorically Exempt - Section 15301 “Existing Facilities”

Recommendation: That Council provide direction to Staff on whether to retain the traffic signal at Main St and S Auburn St or revert to a stop controlled intersection.

Bjorn Jones, the City Engineer, gave a presentation to the Council.

Public Comment: Robin Galvin-Davis, Jacob McDonald, Benda English, Candy Sprock, & Matthew Coulter.

Alex Gammelgard, Police Chief, answered safety questions for the council.

The Council gave direction to Bjorn Jones to create a plan to move forward that has a 4-way stop, better lighting, and to work with FREED.

12. City of Grass Valley Strategic Plan Update

CEQA: Not a Project

Recommendation: Staff is seeking direction from the City Council regarding the next steps for updating or developing a new City of Grass Valley Strategic Plan.

Tim Kiser, the City Manager, gave a presentation to the Council.

Public comment: Don Ravines, Robin Galvin-Davis, Bob Branstrom, Barbara Ravines, Jacob McDonald

Councilmember Ivy discussed that the council needs to first have the council work on preparing a document before the public outreach. The council then discussed how that would work and what it would look like. The council also discussed if the Mission, Vision & Core Values, and are still the council's direction. Discussion was had about looking at other Strategic Plans to compare and where to start with this project.

Council would like to keep the Mission, Vision & Core Values but have staff bring forward 5 different examples of Strategic Plans to review.

BRIEF REPORTS BY COUNCIL MEMBERS

Mayor Hodge reminded the council to remember the new assignments for the Mayor Appointments and to attend the scheduled meetings. Councilmember Bonomolo shared his excitement for upcoming meetings, loves getting out and about meeting and talking to individuals, and recently walked Mill Street and met businesses. Councilmember Ivy attended the Pioneer energy community board meeting, Sierra Harvest, and interfaith listening meeting about Mautino Park. Councilmember Arbuckle attended the Nevada County Law Enforcement Council, spoke about the upcoming red light ball in April, attended the Staff Breakfast for the City, National League of Cities board meeting, Donation Day Parade, GVPD Sharing and Caring event, Board of Supervisors Swearing In, joint meeting with the County regarding the Animal Shelter, and moderated a League of Cities social media round table. Vice Mayor Caravelli attended the ERC executive board meeting, police sharing and caring event, met with new restaurant, gave a presentation to the Rotary Club, attended an Arts Council and Child Abuse Committee meeting, spoke about the GVDA Thursday night market, and had coffee with Councilmember Ivy. Mayor Hodge spoke about the Donation Day parade, Mayors Manager Meeting, and the Cultural Arts District.

ADJOURN

The meeting adjourned at 8:39 PM.

Hilary Hodge, Mayor

Taylor Whittingslow, City Clerk

Adopted on: _____

Miranda Bacon

From: WIRELESS CALLER - Voicemail box 8880 <noreply@voicemail.goto.com>
Sent: Tuesday, January 14, 2025 9:06 AM
To: Public Comments
Subject: Voicemail from [REDACTED] on Jan 14 2025 9:03 AM
Attachments: 1736874187-000019fa.mp3



You received a new voicemail message

New voicemail message

Time: Tuesday, January 14 2025 9:03 AM

From: [REDACTED]

Duration: 1 minute 55 seconds

Voicemail box: 8880

Transcript:

Hi, this is Matthew Colter trying to make public comment for the development review committee meeting at 9 a.m. in grass valley, California. First item that you're dealing with is signs near the roundabout. I would like the city. Development review committee to go and just stand at that location. For 5 minutes and see what's going on the houses across the street were never cleaned up properly. It's a total eyesore, as well as the signage that is put up by Hills Flat Lumber on the fence on their side of the roundabout and the smoke shop that puts their sign out in the middle of the road and on the sidewalk. That whole little area of town has some signage issues that need to be dealt with, as well as trash issues, as well as the city-owned piece of property and the waste products that dump there at the old restaurant that burned down. Number two, the Whispering Pines situation. You're using old pictures in your format there showing a completely different thing. I'm concerned about the wetlands below the project, as well as the creek impacts, the traffic danger, and the desk control during the project, which doesn't seem to be put in place anywhere in town,

the desk control on any of these large projects with moving soil. We all know we live on top of a superfund site that needs to be dealt with properly and we're not doing that and you folks are pushing this agenda right along, which is putting everyone in a hazardous situation for fire evac also. Thank you very much. And maybe go see the thing that you approved over there behind lumberjacks and look at that project. Thanks a lot. The creeks are just running with material from different projects you guys have approved. Thank you.

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Miranda Bacon

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To: Public Comments
Subject: Voicemail from [REDACTED] on Jan 14 2025 3:02 PM
Attachments: 1736895741-00002170.mp3



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New voicemail message

Time: Tuesday, January 14 2025 3:02 PM

From: [REDACTED]

Duration: 50 seconds

Voicemail box: 8880

Transcript: Hi, during public comment for the Historic Commission meeting, I'd like to request the Historic Commission to consider the day and time that they have their meetings, because this is involved in the Board of Supervisors meeting right now. And then also the Grass Valley City Council meeting, Nevada City Council meeting, and Truckee City Council meeting is also on these days, as well as the Board of Supervisors. So it's a very busy meeting day, and these meetings are overlapping, so it makes it very difficult for people to participate in our community. As well as our other public comment is that our town is being stripped of its history, and I'm watching the very people that are supposed to take care of it allow that. Thank you.

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Sent: Tuesday, January 14, 2025 3:08 PM
To: Public Comments
Subject: Voicemail from [REDACTED] on Jan 14 2025 3:05 PM
Attachments: 1736895955-00002181.mp3



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New voicemail message

Time: Tuesday, January 14 2025 3:05 PM

From: [REDACTED]

Duration: 39 seconds

Voicemail box: 8880

Transcript: Those are the two options that they've proposed for your yes, I'm commenting on the historical item number one about the facade change And I like the fact that there'll be more dry space for the homeless to lay at night. That's a good thing and It looks very much more like Roseville in the back. So that's a good thing and You're denuding our town of its charm in history, and that's a good thing according to all you folks So carry on with this, item number one. And I could only guess who's involved in it as far as a contractor. I think it's a big fat guy sitting in there right now.

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Miranda Bacon

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Sent: Tuesday, January 14, 2025 3:29 PM
To: Public Comments
Subject: Voicemail from [REDACTED] on Jan 14 2025 3:26 PM
Attachments: 1736897215-000021e1.mp3



You received a new voicemail message



New voicemail message

Time: Tuesday, January 14 2025 3:26 PM

From: [REDACTED]

Duration: 59 seconds

Voicemail box: 8880

Transcript:

Hi, commenting on the historic walking tour and maybe people that are involved in walking should be involved with the tour because I think a historical commission has missed a lot of things that are going on in town, historical things that are being removed by the day that are not the property owners but they just happen to be close by or in the way and they're removed plaques, items, historical things of grass valleys being very sterilized very quickly. So please consider at the old hospital, Howard's old house, that it took me several years to get the fire hydrant cleaned in front. Several years. They just did it finally. You guys need to save the history as well as put a on it because the fire hazard on that particular property is outrageous. Thank you.

[Rate this transcript's accuracy](#)



Miranda Bacon

From: Emily Rangel [REDACTED]
Sent: Tuesday, January 14, 2025 4:02 PM
To: Public Comments
Subject: Merchant Menorahs

You don't often get email from momsandminis@yahoo.com. [Learn why this is important](#)

Esteemed Counsel Members and City Staff, thank you for your time today and dedication to our community.

On behalf of the Merchant Menorahs Initiative, I want to express my deep heartfelt gratitude for the support of our community again this year, especially to our wonderful downtown Merchants. Merchant Menorahs is a grassroots movement created to bring the light and hope of Chanukah to downtown Grass Valley. Beginning in 2023 with 20 Menorahs displayed by merchants throughout downtown and growing this year to include 37 downtown businesses displaying Menorahs. Feedback from our Menorah hosts and viewers have declared the Menorahs are doing exactly as intended, bringing the light and hope of Chanukah to downtown Grass Valley. I personally can attest to this after hosting for my second year. I had countless encounters with community members and visitors coming in to my shop to thank me for hosting a Menorah. Sharing that feeling seen and celebrated in our town filled their hearts with joy. You can still enjoy the Menorahs on Instagram by searching #merchantmenorahs.

I also wanted to thank Mayor Hillary Hodge for attending and speaking at the joyful 2nd annual Grass Valley Menorah Lighting. It was a sweet family friendly event hosted this year at Gold Rush Cookies filled with Latkes and singing.

I'd like to close with feedback from the community...

"All the Menorahs in town have made me and my daughter smile SOOO much!"
- a local mother

"We applaud you. We've been telling all our family in Israel all about the Menorahs going up everywhere. Wow!"
- a local father

"We came from Auburn to see all the Menorahs. Amazing to be able to walk through town and see my culture being celebrated."

- visitor with large family

"I love what's happening! When we moved here 30 years ago, not one thing representing Jewish holidays was to be found."

- long time local

"I've never felt so included in the holiday season"

- long time local

"Our participation in last year's Merchant Menorahs, was an incredibly positive and wonderful experience. We had so many individuals come in and express to us how seen they felt and how much joy it brought to them to see a piece of their culture celebrated. To any other Merchants considering joining in, we encourage you to do so, it's a simple way to become more inclusive during the holiday season"

- Lydia Rasmussen Owner of Tribal Weaver

Thank you and best wishes,
Emily Rangel, Owner Moms & Minis

Miranda Bacon

From: WIRELESS CALLER - Voicemail box 8880 <noreply@voicemail.goto.com>
Sent: Tuesday, January 14, 2025 6:36 PM
To: Public Comments
Subject: Voicemail from [REDACTED] on Jan 14 2025 6:31 PM
Attachments: 1736908276-00002390.mp3



You received a new voicemail message



New voicemail message

Time: Tuesday, January 14 2025 6:31 PM

From: [REDACTED]

Duration: 3 minutes 18 seconds

Voicemail box: 8880

Transcript:

Hi, this is your good buddy, Matthew Coulter, who's restrained from all you folks. I would encourage all folks in the Grass Valley, Nevada City area to join my Concerned Citizen Facebook page. You can look at the pictures that I post and the little snippets from around town. And that brings me to Hillary's block of East Bennett. And there's been mattresses, couches, ghost trash cans that don't get picked up. They're full and sitting on the sidewalk. The school kids have to negotiate around all this **** to get to the bus stop daily. It's a disgrace. You can see it from your house. Please fix it. The homeless behind CVS that are dug into the hill and that are building structures, a big fire hazard. Someone died up there last week. I guess they would be even died, but they're nameless and faceless, so therefore they don't matter. The Brunswick Basin is very difficult to shop there. Just tonight somebody attacked someone at Hospitality House. The police are with them right now actually. So setting away is very difficult. The fires at Idaho, Maryland, La Marica camps and all over, it's including Condon Park. This is out of control and it's going to get a lot worse

because it's going to get drier and it's going to be more homeless coming, that's for sure. The tree removal at the Brownfield site on East Bennett Street, that's very sad to see. A lot of historic trees well over 140 years old on the firs and hundreds of years on the oaks and that's too bad. And because it is a Brownfield site, it's using mitigation for excavating, which there's no water truck out there or anything. So I would hope somebody from the city would manage that gigantic project that's going on out there. If you haven't seen it, please do. And last but not least, please watch Bay area transparency and view the city during action. And that is his demeanor towards a general member of the public that he doesn't know. You can imagine what he does to people that he does know and does not like. So be aware of that as well of our police department, We have some rogue police officers that are going around asking for private information that they have no right to, and trying to source that information from different agencies about me particularly. And that is illegal. And the police have done a lot of other illegal things too. And you got to backing them up because they work for you. So you might want to look into some of these things because they're just festering. And we know how things Last but not least, I'm still curious if Hillary has done her five days in jail and three months of classes for DUI, because I think we all need to stand up. You know, if we're going to play, then we have to pay. And so let's all do our part and play nice. Thanks a lot.

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Miranda Bacon

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Time: Tuesday, January 14 2025 6:48 PM

From: [REDACTED]

Duration: 19 seconds

Voicemail box: 8880

Transcript: Yes, I'd like the board to pick one item off the consent agenda and talk about any one item. Pick an item. Thank you.

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From: WIRELESS CALLER - Voicemail box 8880 <noreply@voicemail.goto.com>
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To: Public Comments
Subject: Voicemail from [REDACTED] on Jan 14 2025 6:53 PM
Attachments: 1736909595-00002396.mp3



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New voicemail message

Time: Tuesday, January 14 2025 6:53 PM

From: [REDACTED]

Duration: 1 minute 55 seconds

Voicemail box: 8880

Transcript:

This has got to be violating ADA law to just make that red. Blind people can't cross. A blind woman came to a meeting and spoke about it personally. I spent more time at that intersection than all of you folks combined observing it, both when it was in the red and just normally. Very interesting intersection, very busy, lots of stuff going on there for a couple years basically so it's got a vibration to it shall we say and the vibration is at this point with all the Bay Area drivers that are here now is to use traffic lights not because with the stop all the way is kind of like a go all the way more people literally roll through it than don't and I don't know why he's saying that it's flowing better, because it really doesn't. Because a lot of people are confused at the blinking red, they don't know when it's their turn, they think it's gonna turn basically green. Some people will just sit there. So please keep the, you've already put on new flashers and everything, so please keep it. the way it is. Improve what is there, but don't take away and make it always stop, because it does not work. Somebody is going to be killed. Old people take time to get across. Kids are riding

their scooters across there, even though it's a violation of the ordinance. But there's no enforcement with running the red, either. There's no enforcement. So why stop?
Thank you.

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CITY OF GRASS VALLEY CITY COUNCIL MEETING

Item # 3.

GENERAL PUBLIC COMMENT SIGN IN SHEET

WELCOME to the City of Grass Valley City Council meeting! Public Comments provide an opportunity for the public to address the City Council on any subject which is not on the agenda but in the jurisdiction of the council. If you wish to speak, please indicate in the appropriate box when you sign in and take the number corresponding to your name. Each individual can have up to 3 minutes of public comment. At the beginning of the meeting, there will be an allotted 30 minutes of general public comments and the remainder of comments will be heard at the end of the agenda. Speakers will be called in order of the numbers given.

When you are recognized by the mayor:

1. Please stand before the podium and give your name and address. (optional)
2. Please limit your comments to three minutes per speaker.
3. If previous speakers have made the same point, you may simply indicate your support or disagreement, unless you have new information.

Thank you for your participation.

January 14, 2015

#'s	Print Name or N/A	Address (optional)	Self/Business (optional)
1	DAVID UNTERMAN	10679 Bragg GV	Self
2	Addie Patrick	10701 Bragg Ave	GV. Self
3	Shirley Osgood	GV	
4	Don Frazier	NC	Self
5	Bob Bronstrom	800 Freeman Ln, GV	Self
6	Brenda S.		Self
7	Patti Gruber		
8	Duff Galle		
9	Liz N.	GV	
10	Jeffrey Gottesman	N.C	—
11	Mary Caridi	G.V.	—
12	Jacob McDonald	GV	Self.
13	Robin Gilman	GV CHAMBER	
14			



City of Grass Valley City Council Agenda Action Sheet

Title: City of Grass Valley Strategic Plan Update

CEQA: Not a Project

Recommendation: Staff is seeking direction from the City Council on the next steps for updating or developing a new City of Grass Valley Strategic Plan. Based on input from the January 14, 2025, Council Meeting, the options are:

1. Conduct a comprehensive update of the City's current strategic plan while retaining the existing Mission, Vision, and Core Values, and reaffirming the City's key goals, objectives, and projects.
2. Defer the comprehensive update to next year, allowing the City Council to evaluate the current short-, medium-, and long-term projects as part of the planning process.

Council's input will help determine the preferred approach and timeline for this important initiative.

Prepared by: Timothy Kiser, City Manager

Council Meeting Date: 01/28/2025

Date Prepared: 01/22/2025

Agenda: Administrative

Background Information: The City of Grass Valley launched its first comprehensive Strategic Plan in Spring 2018 to establish actionable goals for guiding strategies, projects, and resource allocation. Developed with input from community focus groups, a public forum, and stakeholders, the plan aimed to enhance Grass Valley's livability while preserving its unique identity.

The plan is grounded in the City's Mission, Vision, and Core Values, focusing on seven key goal areas: Community and Sense of Place, Transportation, Recreation and Parks, Economic Development, High-Performance Government, Public Safety, and Water and Wastewater Infrastructure. Approved in November 2018, it has since guided City policies, projects, and services.

Periodic updates have incorporated community and stakeholder feedback. Notable updates include completed project milestones (shared in 2020 and 2021) and public input in 2022, emphasizing priorities like housing, utility undergrounding, climate resilience, and recognition of the Nisenan community.

Importance of a Strong Strategic Plan:

A strategic plan serves as a **critical roadmap** for a city's long-term success, offering clarity, focus, and alignment of resources with the community's highest priorities. It ensures that:

- **Vision and Goals Are Unified:** A well-defined strategic plan aligns elected officials, staff, and community stakeholders around shared goals, fostering cohesive decision-making.
- **Resource Allocation is Efficient:** By establishing priorities, the plan helps the City allocate resources effectively, avoiding duplication of efforts and focusing investments where they have the greatest impact.
- **Accountability and Transparency Are Enhanced:** Clear goals and measurable objectives provide benchmarks for tracking progress, enhancing accountability to residents and stakeholders.
- **Resilience and Adaptability Are Strengthened:** A strategic plan incorporates future challenges such as climate change, economic shifts, and growth pressures, preparing the City to adapt proactively.
- **Community Trust is Built:** Engaging citizens in the strategic planning process strengthens public trust by demonstrating a commitment to transparency, collaboration, and responsiveness to community needs.

Based on the Council’s discussion on January 14, 2025, staff has provided examples of strategic plans from other cities for reference. These include plans from the City of Pleasanton ([link](#)), City of Fort Collins, CO ([link](#)), City of Colorado Springs ([link](#)), and Pioneer Community Energy ([link](#)). These documents are provided for informational purposes to illustrate how other jurisdictions have approached their strategic planning efforts. It is important to note that the success of any strategic plan depends on the commitment and collaboration of the City Council, staff, and community to implement the plan and achieve its desired outcomes.

Staff believes that a comprehensive, forward-thinking Strategic Plan is critical to ensuring Grass Valley’s continued success while addressing future challenges and opportunities. We look forward to receiving Council’s input to help shape a clear and actionable path forward for this foundational document.

Council Goals/Objectives: This item executes portions of work tasks towards achieving/maintaining the Strategic Plan - This action executes portions of work tasks towards achieving/maintaining Strategic Plan objectives of Community Leadership, and Productive and Efficient Workforce.

Fiscal Impact: There is no immediate budget/financial impact associated with the proposed actions.

Funds Available: N/A

Account #: N/A

Reviewed by: Tim Kiser, City Manager

Attachments: Grass Valley Strategic Plan 2022 Update



CITY OF GRASS VALLEY

STRATEGIC PLAN

2022 UPDATES

MISSION

Enrich the quality of life through exceptional service, innovation, and leadership.

VISION

Enhance our future as a progressive destination and the place to live and thrive.

VALUES

Honesty & Open
Exceptional Service
Proactive
Fiscal Responsibility
Partnerships



THE CITY OF GRASS VALLEY

That some achieve great success is proof to all that others can achieve it as well.” - Abraham Lincoln

The concept of a long-range Strategic Plan was first presented to the Grass Valley City Council in 2018. The purpose of the Strategic Plan was to provide a set of goals from which comprehensive programs could be developed and adopted to help direct the City’s future strategies and projects. The Strategic Plan was developed with input from community focus groups consisting of an assortment of interested citizens and community leaders. Community contributions culminated at a Citywide public forum where discussion focused on the future direction of Grass Valley and potential projects to enhance the City’s livability; seven core goals were identified: 1) *Community & Sense of Place*, 2) *Transportation*, 3) *Recreation and Parks*, 4) *Economic Development and Vitality*, 5) *High Performance Government & Quality Service*, 6) *Public Safety*, 7) *Water & Wastewater Systems & Underground Infrastructure*.

A list of strategies and projects were established for each goal based on feedback from the community, City staff and City Council. The strategies and projects will be reviewed by the City Council each year during the budgeting process and priorities will be established to determine which projects will be executed over the coming years. As projects are completed new projects will be added in keeping with the seven established Goals.

As part of this overall process City staff revised the City’s Mission statement, created a Vision statement and set of Values to help guide City employees moving forward.

THE MISSION OF GRASS VALLEY IS TO:
**ENRICH THE QUALITY OF LIFE THROUGH EXCEPTIONAL SERVICE,
INNOVATION AND LEADERSHIP.**

THE VISION OF GRASS VALLEY IS TO:
**ENHANCE OUR FUTURE AS A PROGRESSIVE DESTINATION AND THE PLACE
TO LIVE AND THRIVE.**

CITY VALUES

WE ACCOMPLISH OUR **MISSION** AND REALIZE OUR **VISION** BY EMBRACING
THESE **VALUES:**

HONEST AND OPEN:

WE WORK IN AN **OPEN, ETHICAL AND TRUTHFUL WAY**. ALL HAVE ACCESS TO
SERVICES AND INFORMATION. WE ACT WITH **UNCOMPROMISING HONESTY AND
INTEGRITY** IN EVERYTHING WE DO.

EXCEPTIONAL SERVICE:

WE PROVIDE, **EXCELLENT, PROFESSIONAL AND HIGH-QUALITY SERVICE**. WE
ANTICIPATE, MEET OR EXCEED CUSTOMER SERVICE EXPECTATIONS, **QUALITY
IS EVERYTHING WE DO.**

PROACTIVE:

WE **LEAD BY EXAMPLE**, INCORPORATING NEW IDEAS AND TECHNOLOGIES IN
OUR WORK ENVIRONMENT, **ANTICIPATING AND IMPROVING** OUR DELIVERY OF
SERVICE IN AN ENVIRONMENT OF EVER-INCREASING CHANGE.

FISCALLY RESPONSIBLE:

WE BELIEVE IN **PROTECTING THE FINANCIAL HEALTH** OF THE CITY AND
PROMOTING ITS ECONOMIC VITALITY AND **DELIVERING EXCEPTIONAL VALUE**
TO OUR CITIZENS. RECOGNIZING WE ARE ENTRUSTED TO WISELY USE PUBLIC
RESOURCES AND **BE ACCOUNTABLE** TO THOSE THAT HAVE PLACED TRUST IN US.

PARTERSHIPS:

WE BELIEVE IN **COLLABORATION**, PROMOTING **INCLUSIVENESS**, SUPPORTING
COMMUNITY INPUT, AND **EMBRACING NEW IDEAS**. WE TAKE PRIDE IN WORKING
FOR AND GIVING BACK TO GRASS VALLEY

GRASS VALLEY

The City's General Plan has always been built around central themes, all are key focus points of the City's current Vision:

- Preserve Grass Valley's historical character and encourage restoration.
- Expand public services to serve growing population.
- Encourage variety in residential building types and environments.
- Include high density housing areas in the town center.
- Provide better regional connections.
- Improve the circulation patterns within the City.
- Protect and improve the Downtown area.
- Diversify the economy and locate industry to avoid undue traffic.
- Preserve scenic beauty and character.

The citizens of Grass Valley value the City's rural small-town character and sense of community. Neighborhood integrity, as well as design and establishment of community and neighborhood gathering places, is a high priority for Grass Valley. Aesthetics such as trees, creeks and wildlife also play a vital role in the quality of life for Grass Valley residents. Furthermore, community members cherish the inherent sense of history in the architecture and landmarks throughout Grass Valley; therefore, historic preservation and improvements are highly important to the community.

The City of Grass Valley was incorporated as a charter City on March 13th, 1893. During the goldrush countless tin miners immigrated from Cornwall, England and settled in Grass Valley to try their hand at gold mining Grass Valley, home to two of the most lucrative mines in California: The Empire Mine and the North Star Mine. The Cornish brought with them their Cornish heritage which still permeates Grass Valley's culture, especially during annual events such as Cornish Christmas and St. Piran's Day.

Grass Valley is the largest city in western Nevada County, as such it is the economic and cultural center for the surrounding area. The City must plan for accommodating the needs of all the people who use the City, even those who are not City residents. For example, the Center for the Arts attracts approximately 60% of their patrons from locations outside of Grass Valley city limits.

POPULATION

2022 UPDATES



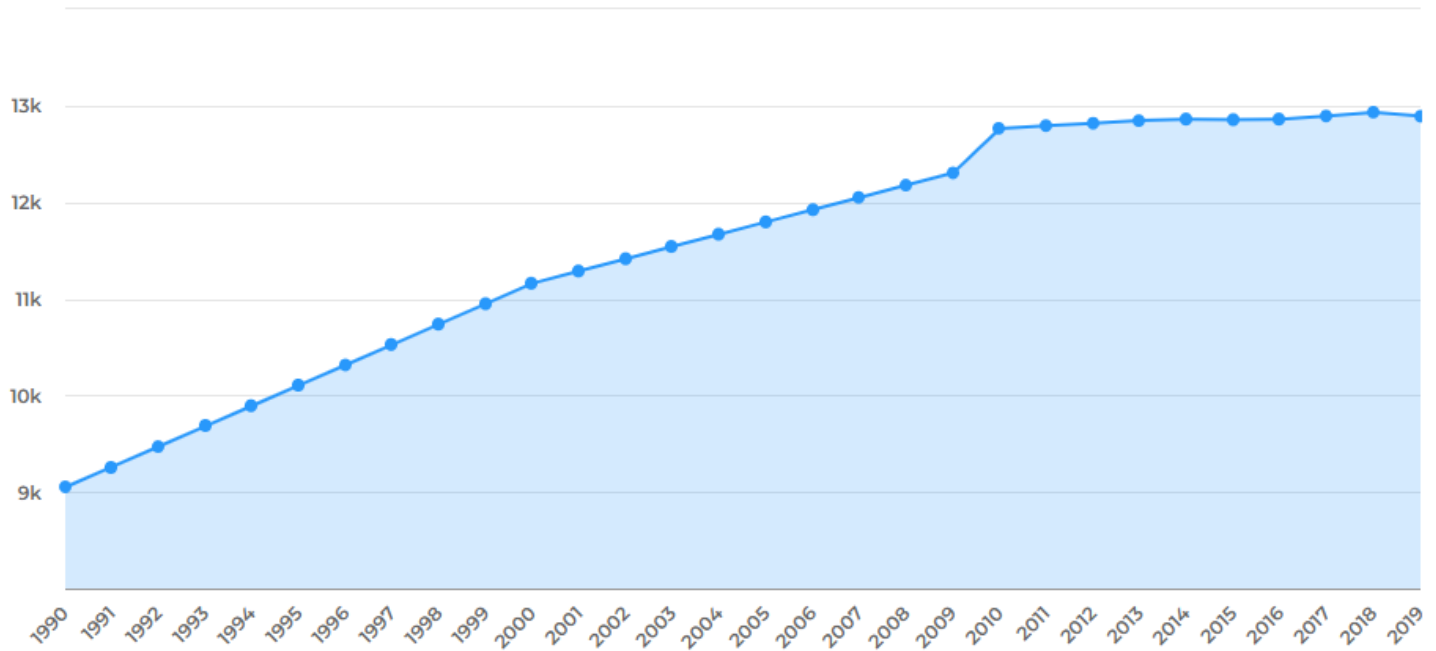
TOTAL POPULATION

12,891

▼ **.3%**
vs. 2018

GROWTH RANK

357 out of **482** Municipalities in California



* Data Source: American Community Survey, 2010 Census, 2000 US Census and 1990 US Census

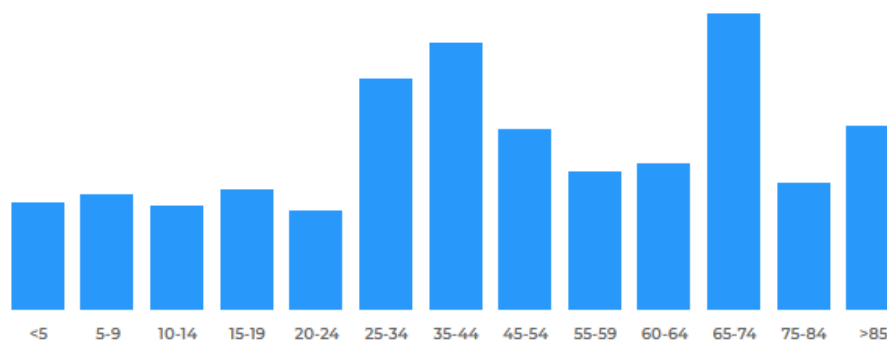


DAYTIME POPULATION

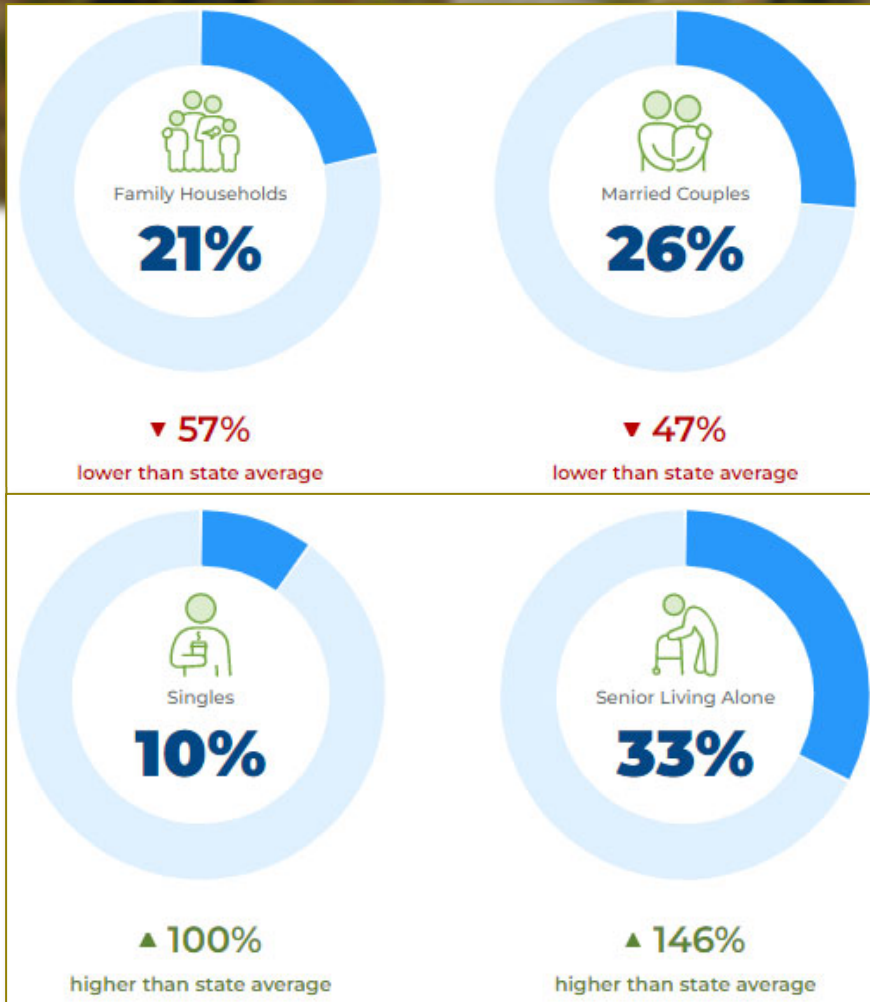
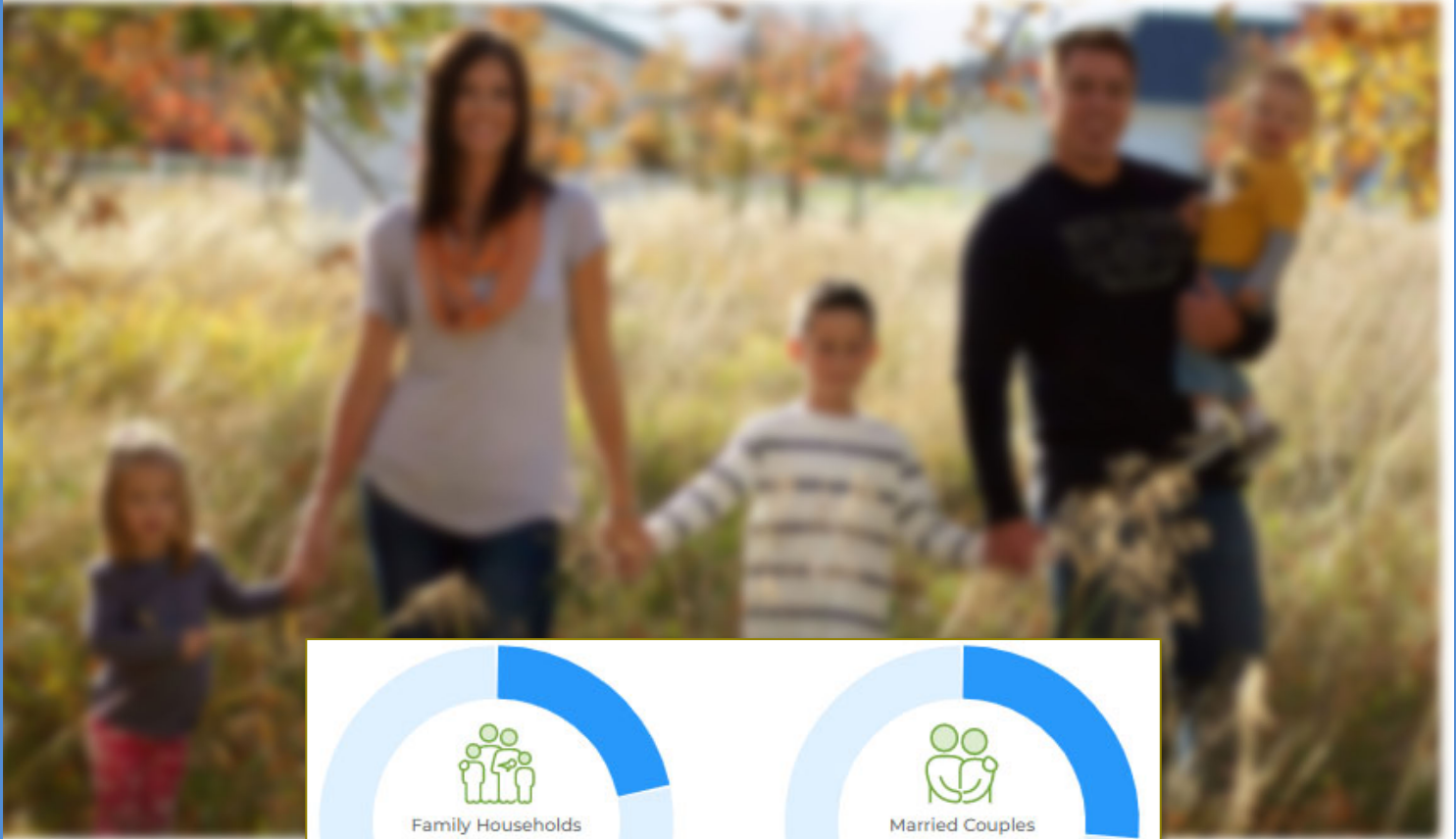
20,126

Daytime population represents the effect of persons coming into or leaving a community for work, entertainment, shopping, etc. during the typical workday. An increased daytime population puts greater demand on host community services which directly impacts operational costs.

POPULATION BY AGE GROUP

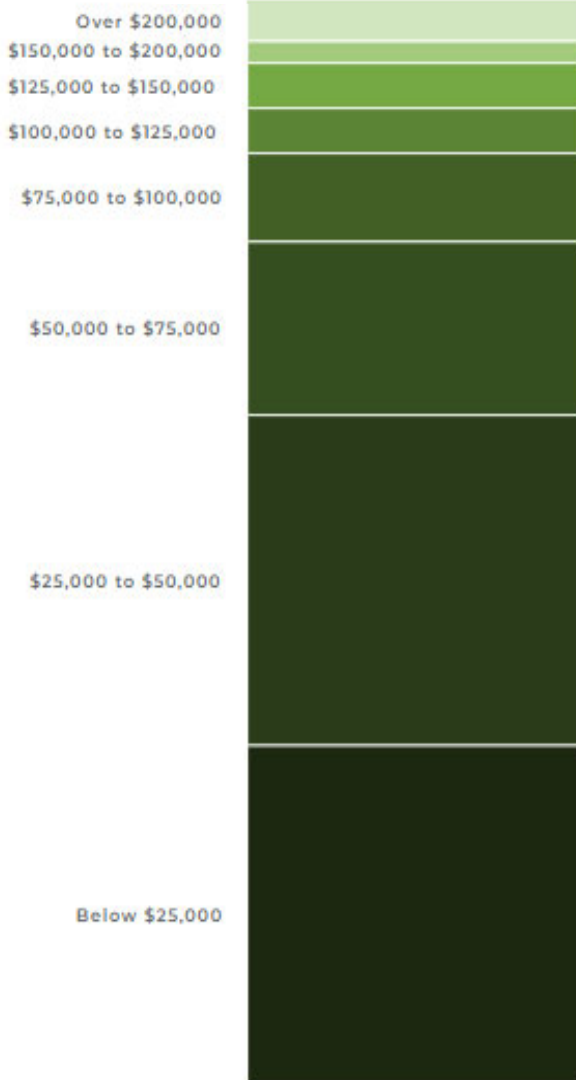


6,134 GRASS VALLEY HOUSEHOLDS 2020





HOUSEHOLD INCOME



GRASS VALLEY

HOUSEHOLD INCOME

Above \$200,000

4%

▼ **71%**
lower than state average

Median Income

\$37,548

▼ **50%**
lower than state average

Below \$25,000

31%

▲ **91%**
higher than state average

HOUSING



2021 MEDIAN HOME VALUE

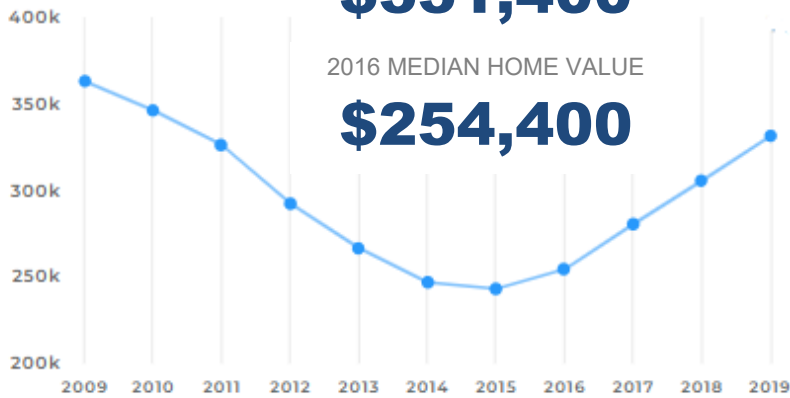
\$506,600

2019 MEDIAN HOME VALUE

\$331,400

2016 MEDIAN HOME VALUE

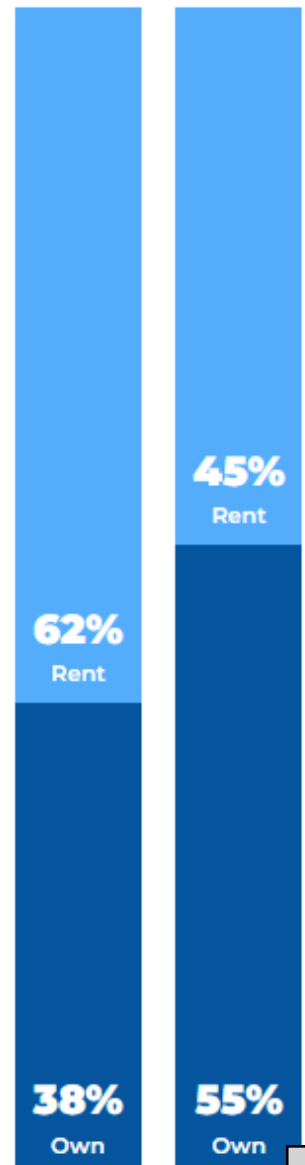
\$254,400



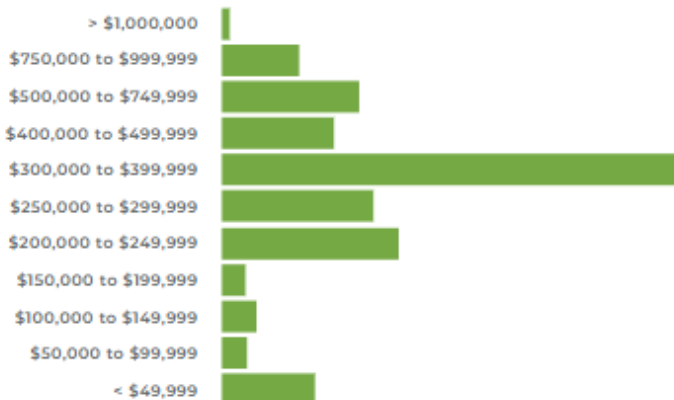
** Data Source: 2019 US Census Bureau, American Community Survey. Home value data includes all types of owner-occupied housing.*

HOME OWNERS VS RENTERS

Grass Valley State Avg.



HOME VALUE DISTRIBUTION



SCHOOL ENROLLMENT



NEVADA JOINT UNION HIGH

Academic Year	Charter School Enrollment	Non-Charter School Enrollment	Total Enrollment
2020-21	7.2%	92.8%	2,686
2019-20	6.6%	93.4%	2,788
2018-19	6.5%	93.5%	2,775
2017-18	6.9%	93.1%	2,801
2016-17	6.0%	94.0%	2,862
2015-16	4.8%	95.2%	2,947
2014-15	2.2%	97.8%	3,003



CITY OF GRASS VALLEY
Timothy Kiser, City Manager/City Engineer

125 East Main Street
Grass Valley, CA 95945

A CENTENNIAL CITY

LETTER FROM THE CITY MANAGER

In 2018, we prepared and implemented the City of Grass Valley Strategic Plan. The goals and projects presented in the Strategic Plan were developed after multiple meetings with Grass Valley citizens, community and business partners, mayor and councilmembers, as well as City staff. The overall goal and central focus of the plan is to ensure the well-being of our City while working to improve our unique identity as we plan for the future.

The City's mission, vision, and values provide the foundation for the plan's seven key goals: Community and Sense of Place, Transportation, Recreation and Parks, Economic Development and Vitality, High Performance Government and Quality Service, Public Safety, and Water and Wastewater Systems and Underground Infrastructure. We developed the strategic objectives (projects) in each Goal via extensive analysis of citizen needs and desires, community leaders and local business owners' feedback, local and statewide trends, and information provided from various professionals within the City's organization. These objectives were the guiding force for all the projects completed over the last four years, and they are expected to help inspire the City's plans and services over the next fifteen to twenty years.

Throughout this 2022 Strategic Plan update, you will find detailed information about the various projects the City has undertaken and/or completed over the last four years. The projects completed between November 2018 and January 2020 are listed in green, any project completed between January 2020 and December 2021 are listed in blue. While I am proud of the goals we've achieved and projects we've completed since 2018, there is still a lot to be done.

The world, and our community, has changed a lot over the last few years. Therefore, it's imperative we revisit, refine, and add goals to our Strategic Plan to ensure our community is adequately adapting to address global concerns such as climate change and affordable housing, while also preparing for more localized concerns such as wildfire, vegetation management, and water rights. Therefore, I present this 2022 Strategic Plan as an example of the progress we've made, and as an enhanced roadmap to help us grow and adapt to the ever-changing conditions of our environment and society. The highlighted goals listed throughout this update were added after the Special City Council meeting of April 5, 2022.

I look forward to continuing to work with the community, Council, and staff to make the City of Grass Valley more beautiful and vigorous than ever.

Sincerely,

Tim Kiser
City Manager

STRATEGIC PLAN

Work Tasks completed between 11/2018 and 1/2020 (Green Text)

Work Tasks completed between 1/2020 and 12/2021 (Blue Text)

GOAL #1: COMMUNITY & SENSE OF PLACE

THE CITY OF GRASS VALLEY IS DEDICATED TO PROMOTING PROGRAMS AND PROJECTS THAT IMPROVE LIVABILITY AND ENHANCE THE CHARACTER AND CHARM OF GRASS VALLEY.

It is the City's goal to provide for high-quality development that respects Grass Valley's historical small-town character, while also encouraging a variety of residential housing and business types. To maintain the quality of life and sense of community, the City will continue to provide more experiences for families and promote neighborhood and downtown improvements.

Ideas from the Community:

1. Diverse housing options for all
2. Make our community more attractive to young families
3. Address concerns related to affordable housing and housing shortage
4. Downtown Grass Valley and other areas of the community needs more *experiences* for families (a communal gathering place)
5. Preservation of Grass Valley's historical character and overall beautification of the City
6. We should preserve and celebrate our Native History, prior to the Gold Rush
7. Projects should consider/address the ever-changing climate concerns that impact our community

OBJECTIVES/PROJECTS:

SHORT TERM PROJECTS (0-3 YEARS):

1. Hold housing forums with stakeholders regularly to evaluate challenges facing our community and look at solutions to assist with addressing housing constraints. This forum should also evaluate housing market for our region.
2. Reevaluate the City's short term rental policy and short term rentals' impact on long term rentals.
3. Work with developers and the community to expedite the development of housing projects (especially already approved housing projects). Develop quality of life housing opportunities.
 - *Adopted the 2019-2027 Housing Element which highlights the importance of maintaining and improving the local environment and quality of life in Grass Valley. It also addresses strategies for promoting fair and equal housing opportunities.*

- *Used SB2 and LEAP grants to complete Southern Sphere of Influence Planning project to expedite housing for the Berriman Ranch Phase III*
4. Develop a landscape strategy to ensure consistency in City-maintained landscape areas, including downtown streetscapes and City-owned parking lots.
 - *Hired Living Outdoors Landscapes to assist with Park and Downtown landscaping.*
 - *Developed landscaping plan for South Auburn Street City Parking Lots.*
 - *Installed new landscaping in South Auburn parking lot*
 - *Partnered to install raised planters and landscaping in Safeway parking lot.*
 - *Throughout COVID, City worked with Downtown businesses to decorate, install artwork, and update planters regularly.*
 5. Create more experiences for families in City parks and downtown (e.g. storytelling, summer camps, outdoor performing arts, magic shows, and other special events geared toward families).
 - *Reconstructed Minnie Park Playground expanding the playground and adding a scooter/tricycle track for beginner youth riders funded by Measure E.*
 - *Installed temporary streetside dining areas to expand outdoor dining options during the pandemic*
 - *Enacted downtown Mill St closure to create pedestrian-friendly space and enhanced retail and dining experiences*
 - *Decorated downtown for the holidays (Christmas, Halloween, Easter, etc.)*
 6. Develop an annual project to clean up neighborhoods and/or commercial areas.
 - *Adopted Vacant Storefront Window Ordinance 17.41 to address potential blight issues associated with long-term unmaintained buildings in the downtown area.*
 7. Create identifiable highway signage and gateways into the City to help promote a unique and captivating identity for the City of Grass Valley.
 - *Constructed new entryway sign/ Fire Memorial at Neal Street Parking Lot. The entryway sign design will be the standard for other entry locations.*
 8. Improve the appearance of Colfax Avenue (Highway 174), Main Street, and Old Highway 49.
 - *Working with Caltrans to relinquish Colfax Avenue, Hansen Way, and portions of Tinloy Avenue. California Congress to approve the relinquishment in March 2020 (delayed due to COVID-19).*
 9. Establish and support more events that encourage diverse attendance from all groups.
 - *The City's calendar (viewable via the City's website) incorporates events from businesses and venues throughout downtown and Grass Valley, including Center for the Arts events, local restaurant/bar/winery events, and family and parenting events and classes. We also share events happening at the Fairgrounds.*
 - *Staff coordinated several successful food trucks events downtown with the goal of scheduling more.*

- *Decorated for the holidays, purchased tables and umbrellas to improve the aesthetics of downtown and make it a more inviting area for all.*
 - *4th of July Fireworks Show, 100% funded by donations, was relocated due to COVID restrictions, but new location ended up making the show more viewable for the entire community.*
10. Add a student art exhibit to City Hall.
- *Added NHUS senior art project (Del Oro Theatre painting) to City Hall entryway.*
11. Improve and restore waterways (i.e. Wolf Creek) throughout the City.
- *Reconstructed floodplain and restored wetlands on Peabody Creek near Condon Park.*
 - *Applied for Prop 68 Green Infrastructure grant in July 2019 to restore sections of Wolf Creek in Memorial Park to allow for safe public access. (Not awarded funds but will continue efforts as new grants become available).*
 - *Developed strategy and garnered State approval of a Pyrethroid Management Plan to establish a variety of actions that monitor pyrethroid discharges into City water bodies.*
 - *Completed an estimated 81 storm water pollution control site inspections and enforced correction actions for erosion and sediment control issues.*
12. Be a leader in green energy solutions (Solar, Community Choice Aggregation, etc.)
- *Received a Beacon Spotlight Award (Gold Level) for 17% Community Greenhouse Gas Reduction.*
 - *Received a Beacon Spotlight Award (Platinum Level) for 34% Agency Greenhouse Gas Reduction.*

MEDIUM TERM PROJECTS (2-5 YEARS):

1. Make City entrance signs on Highway 49 East and West, possibly utilizing the overpasses and screen protective fencing as a backdrop.
2. Create a “community gathering place” for the City in/near downtown where families and groups can enjoy music, recreation, and all sorts of entertainment together.
 - *In response to COVID, added planters, parklets, tables and umbrellas to downtown to help create a safe gathering space for families and groups.*
 - *Downtown Streetscape Improvement Project #21-12 (Mill Street) RFQ & RFPs for Design-Build Services went out in December 2021.*
3. Enhance efforts to clean up neighborhoods and commercial areas.
 - *Organized and implemented neighborhood cleanup and debris collections following December 2021 winter storm.*
4. Create programs to encourage business and homeowners to make façade renovations to improve overall appearance of the City.

- *Adopted Vacant Storefront Window Ordinance 17.41 to address potential blight issues associated with long-term unmaintained buildings in the downtown area.*
 - *Worked with GV Brewery to create outdoor dining along East Main Street by converting parking spaces to dining area.*
5. Amend City regulations to allow businesses to utilize space in the public right-of-way in Downtown to increase outdoor dining and shopping experiences (potentially remove some parking to accomplish).
- *Staff is working with Grass Valley Brewery to expand outdoor seating into sidewalk area (realign sidewalk into the street) on East Main Street as a trail project.*
 - *This project has been approved by the Development Review Committee.*
 - *During COVID, the City found creative ways to assist restaurants in using sidewalks and parking stalls to create parklets to allow for more outdoor dining.*
 - *With Council's approval of the Mill Street closure, staff created a Mill Street Encroachment Permit process wherein the downtown businesses can reserve the space in front of their business to expand their services into the public right-of-way.*
6. Initiate the General Plan Amendment, focusing on required components, refreshing information to bring the plan and code up to date, minimizing the time and money to update entirely, focusing on what is needed and required to sustain Grass Valley's vision for the next 20 years.
- *General Plan Amendment to the City of Grass Valley's 2019-2027 Housing Element.*
7. Design Grass Valley themed signage to install throughout Downtown area.

LONG TERM PROJECTS (5-10 YEARS):

1. Enhance the attractiveness of neighborhoods through City services, innovative ideas, and voluntary compliance with City codes and regulations.



GOAL #2: TRANSPORTATION

THE CITY OF GRASS VALLEY SUPPORTS A SAFE, RELIABLE, AND MULTIFACETED TRANSPORTATION SYSTEM CAPABLE OF ACCOMMODATING EVERY COMMUNITY MEMBER AND GUEST OF GRASS VALLEY.

Grass Valley focuses on improving circulation patterns within the City, and this Strategic Plan reinforces that focus with projects aimed at enhancing overall connectivity. Providing quality infrastructure will always be a focal point for the City of Grass Valley, including safe and well-designed streets, bikeways, sidewalks, and trails.

Ideas from the Community:

1. Street maintenance, improvements to intersections and pedestrian walkways (sidewalks, trails) should be treated as high priorities.
2. Improvements need to be made to Colfax Avenue and South Auburn Street intersection downtown, as well as, the McKnight Way freeway interchange.
3. Completion of the Wolf Creek Trail system.
4. Enhance City sidewalks and bikeways to provide for safer travel, better walkability, and more connectivity throughout Grass Valley.
5. Look into net-zero emissions and alternate fossil fuel transportation modes, in addition to shorter wait times for bus travel.

OBJECTIVES/PROJECTS:

SHORT TERM PROJECTS (0-3 YEARS):

1. Develop an aggressive pavement management plan to address aging streets and sidewalks that need resurfacing and repair. Look into contracting out an annual overlay program for road and sidewalk repair.

Completed the following projects:

- *2019 Street Improvement Project: Mill Street from Highway 20 to East Main Street, East Main Street from the Roundabout to Dorsey Drive, Bennett Street from Hanson Way to the end of City Limits, South Auburn Street from Hansen Way to McKnight Way, Scotia Pines Circle & Peabody Court, Forest Glade Circle, Freeman Lane South of West McKnight Way (4.5 miles of resurfaced roads, 50 ADA ramps installed).*
- *Empire Court & Kate Hayes Street Project: (0.35 miles of resurfaced roads, 2 ADA ramps installed).*
- *Richardson Street Reconstruction: (780 linear feet of missing segments of sidewalk, 20 ADA ramps installed) funded by Measure E.*
- *2019 Measure E Rehab Project: Chapel Street, Pleasant Street, Walsh Street, Neal Street, Carpenter Street, Townsend Street, West Main Street, Dalton Street, Columbia Avenue, Lloyd Street, South School Street, Temby Street, and South Church Street (3 miles of AC overlaid roads, 50 ADA ramps installed, 1000 linear feet of missing segments of sidewalk) funded by Measure E.*

- *NE Sidewalk Project (Sutton Way, Maltman Drive, and Dorsey Drive) installed 4 curb ramps and installed 1400 ft of missing sidewalk to create continuous accessible sidewalk routes.*
 - *2020 Annual Street Rehab Project: W Empire St, Whiting St, Le Duc St, Kechley Ct, Mainhart Dr and Stacey Ln (1.25 miles of resurfaced roadway, 10 ADA ramps installed, 200 linear feet of missing sidewalk segments)*
 - *2020 Measure E Street Rehab Project: Joerschke Dr, Maltman Dr, Manor Dr, Glenbrook Dr, Annex Ave, Apple Ave, W Olympia Dr, Glenwood Rd (approximately 2 miles of resurfaced roadway)*
 - *Slate Creek Road Improvements Project: Slate Creek Rd from Ridge Rd to the city limits, (approximately 1000 feet of resurfaced roadway)*
 - *Idaho Maryland Road Measure E Emergency Repaving: Idaho Maryland from Sutton Way to Brunswick Road, (approximately ½ mile of resurfaced roadway)*
2. Create a tree planting/replacement program with a common theme (e.g.: Dogwoods) for the City's streets. Continue seeking grants related to air quality and greenhouse gases to help fund this effort.
3. Maintain ADA Transition Plan and commence implementation of improvements.
- *Installed 106 ADA ramps.*
 - *Updated Park restrooms (Memorial Park and Minnie Park) and playgrounds (Memorial Park and Minnie Park) to meet ADA requirements funded by Measure E.*
 - *Added one ADA parallel parking space downtown.*
 - *The Condon Park Accessibility Project included grading and resurfacing the trail, repaving the roadway, and repairing and installing sidewalk to meet current ADA standards.*
 - *Installed 10 ADA curb ramps*
 - *Added ADA parking spaces in the Church Street Parking lot.*
 - *Updated the City's website to meet ADA current standards.*
4. Continue to look for ways to improve parking (i.e. add more parking spaces) in and near Downtown area.
- *Purchased 309 Mill Street property to create additional parking downtown – Project is under Planning review.*
 - *Working with Caltrans to relinquish portions of Tinloy Street, Colfax Avenue, and Hansen Way, along which the City will create more parking spaces.*
 - *Constructed 15 permit only paved parking spaces at 161 S. Auburn Street.*
 - *Constructed 25 permit only parking spaces at 341 East Main Street.*
 - *Turned Neal Street/S. Auburn Street Parking Lot into paid parking lot (33 spaces).*
 - *Restriped the S Church St parking lot to gain an additional 11 spaces*
 - *Acquired property at 131 Colfax and contracted to demolish exist structure for possible parking area.*
 - *Project was approved project in July 2021*
 - *A total of 32 parking spaces are proposed including 2 ADA parking spaces. Of the 32 parking spaces, 4 or 12 percent are compact parking spaces with dimensions of 8 feet by 18 feet. The standard parking space dimensions are 9 feet by 18 feet with backing distances of 24 feet in compliance with City Standards. A bicycle rack is also provided at the northeast corner of the property.*

5. Install sidewalks in key pedestrian areas, including downtown and East Main Street, to provide for connectivity with existing sidewalks to allow for safe pedestrian travel.
 - *Installed new sidewalks along Pleasant Street to make a continuous sidewalk on one side of the street.*
6. Work out an agreement with Caltrans to acquire Tinloy Street-Hansen Way-Colfax Avenue (Highway 174) intersection.
 - *Relinquishment Agreement for the right of way was approved by Caltrans and City Council. Awaiting CA Congress approval.*
7. Develop a plan to redesign the intersection at the freeway offramp at Colfax Avenue and South Auburn Street (possible roundabout) to improve traffic flow and pedestrian/cyclist access, encourage safer driving, and provide additional parking for downtown.
 - *In partnership with Caltrans, NCTC, and the City, conceptual oval/kidney bean roundabout has been studied and received preliminary approval. Next step is to seek funding to start engineering, environmental review, and construction.*
 - *Applied for grant funding in conjunction with NCTC and Caltrans. Unsuccessful in the ATP funding for 2021 but will reapply addressing areas the project did score well and will reapply in 2022.*

MEDIUM TERM PROJECTS (2-5 YEARS):

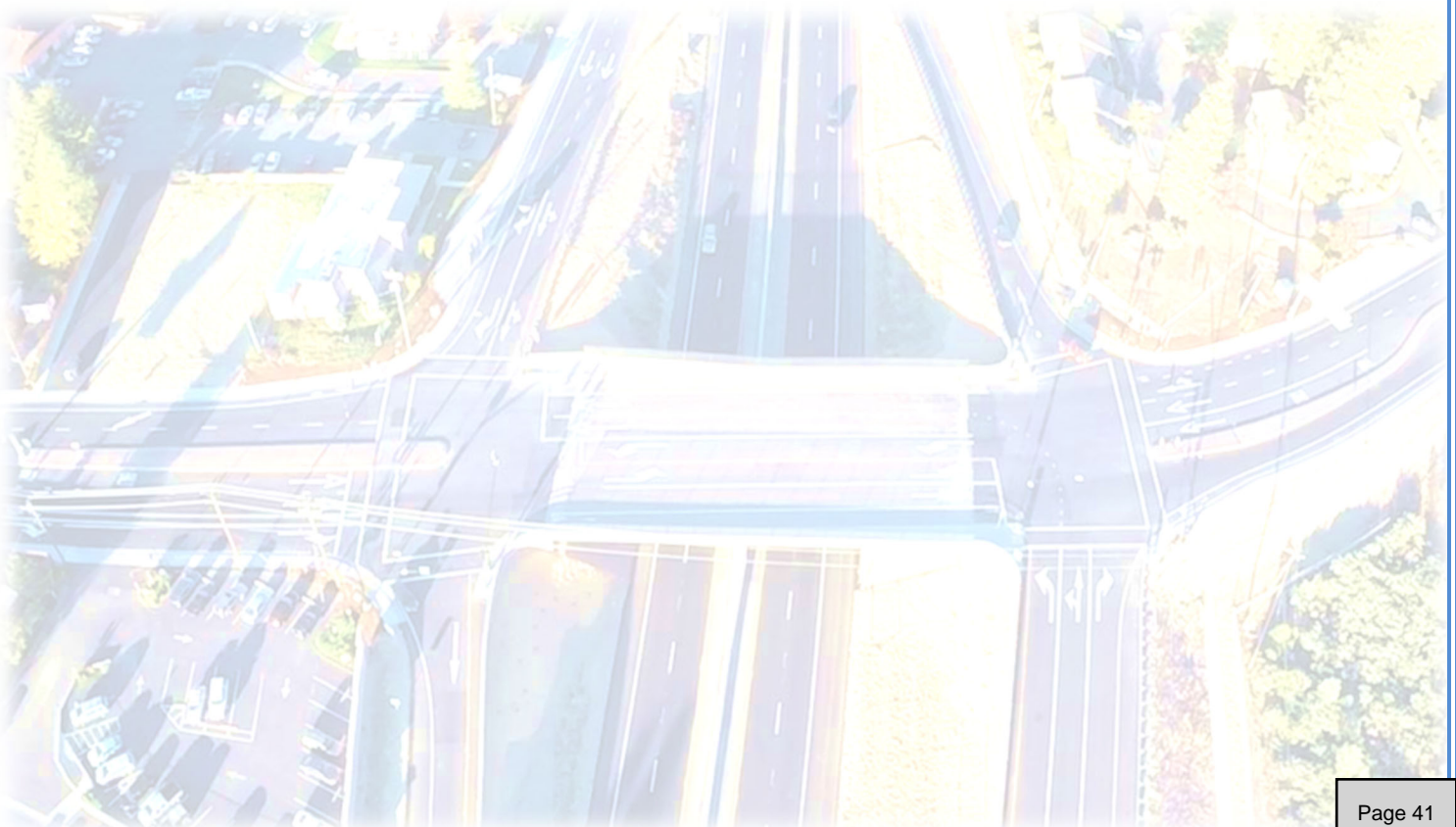
1. Conduct proactive community engagement forums regarding sensitive traffic concerns and facilitate discussions with the responsible departments (Police, Engineering, etc.) on traffic related issues.
2. Collaborate with Caltrans to develop a design to improve the McKnight Way Interchange, and South Auburn Street/Colfax Avenue/Tinloy Street triangular intersection (possible roundabout) to improve traffic flow and freeway access.
 - *An Intersection Control Evaluation was completed for the McKnight Way interchange. The extensive study and report, which proposes two roundabouts on both freeway ramps, was accepted by Caltrans. The City has approval to seek out funding opportunities and to move on to the design and environmental phases.*
 - *An Intersection Control Evaluation was nearing completion for the triangle intersection. A draft report and preferred alternative were developed, Engineering Department is looking to apply for an ATP grant to fully fund the project.*
3. Create an attractive, aesthetically pleasing entryway to downtown.
 - *Constructed new entryway sign/ Fire Memorial at Neal Street Parking Lot.*
 - *Completed landscape improvements in the Brockington (Safeway) shopping center parking lot.*
 - *Relandscaped the corner of Richardson and East Main Street to improve the entry from Bennett Street off ramp.*
4. Beautify Colfax Avenue (landscaping) to make it a more attractive gateway to downtown shopping and dining, and Memorial Park neighborhoods.

5. Redesign streets throughout downtown: improve sidewalks, develop a gathering place for community members and visitors to congregate.
 - *Constructed raised crosswalk at Mill Street/Bank Street intersection, improved curb ramps throughout downtown, South Auburn Street, Bennett Street, etc. (See 2.A.1 & 2.A.3 for more details).*
 - *After an extensive public outreach program, and City Council's approval to close Mill Street (two blocks) to create a town square environment for downtown (a gathering space for the community), the Downtown Streetscape Improvements Project Design Build Services contract solicitation is underway.*
6. Develop a systematic and decisive plan to acquire property.
7. Improve existing public-controlled property to allow for the development of non-motorized trails to create connections between areas such as Wolf Creek, Downtown, schools, and parks.
 - *Completed first phase of Wolf Creek Trail (Cohousing/River Otter way to Mining Museum Parking Lot at Mill Street & Freeman Lane) 1.25+/- miles of trail constructed.*
8. Evaluate the placement of new electronically lit crosswalk systems near schools and downtown sites.
 - *Installed flashing cross walk signs at four intersections downtown (West Main Street/Church Street, West Main Street/School Street, Neal Street/Mill Street, South Auburn Street/Mohawk Street, and East Main Street/Murphy Street).*
 - *Awarded Highway Safety Improvements Project grant to install safety lights and enhanced markings and signage at multiple crosswalks around town.*
9. Install electric vehicle charging stations at key locations throughout the City.
 - *Awarded grant to install electric vehicle charging stations at City Hall and S Auburn St parking lots*

LONG TERM PROJECTS (5-10 YEARS):

1. Install portions of the Wolf Creek Trail throughout Grass Valley with the goal of providing overall connectivity to each section over the next 7 to 10 years. Look into creating connectivity to the North Star House and other facilities as part of the construction of the Wolf Creek Trail.
 - *Completed first phase of Wolf Creek Trail (Cohousing/River Otter way to Mining Museum Parking Lot at Mill & Freeman Lane) 1.25+/- miles of trail constructed.*
 - *Worked with consultant Surf 2 Snow ERM on identifying the preferred alignment and preliminary Engineering and Environmental for the remainder of the Wolf Creek Trail from Phase 1 to connect with Loma Rica Ranch.*
2. Widen Highway 49 South to four lanes to improve safety in high-danger areas.

3. Develop long-term transportation planning to help local and regional transportation networks operate at the highest level of efficiency.
 - *Work with NCTC and traffic consultant GHD on an update to the Regional Traffic Mitigation Fee Program.*
4. Research Uber, Lift, and other transportation network companies as a potential public transportation option and employment shortage solution.
5. Work with Caltrans to remove their material storage yard along Wolf Creek and the Colfax downtown freeway exit.



GOAL #3:**RECREATION & PARKS**

THE CITY OF GRASS VALLEY STRIVES TO PROVIDE DIVERSE RECREATIONAL AMENITIES IN OUR PARKS, AND WE ARE ACTIVELY IMPLEMENTING PROJECTS TO IMPROVE THE PARKS AND TRAILS SYSTEMS.

To enrich the physical, mental and social wellbeing of the community, the City of Grass Valley will provide diverse recreational amenities to all age groups within our parks and maintain the parks to the highest standards.

Ideas from the Community:

1. Upgrades and improvements to all City parks and trail systems.
2. Improved cooperation with the school systems for joint use of fields.
3. Enhancements to the City pool and facilities at Memorial Park.
4. Development of a sports complex for field events where the City can host City teams and traveling teams as an economic advancement for Grass Valley.
5. Ensure accessibility and safety of the parks and trails within the City.

OBJECTIVES/PROJECTS:**SHORT TERM PROJECTS (0-3 YEARS):**

1. Upgrade Memorial Park fields, pool and pool deck, locker rooms, parking lots, sidewalks and safety fencing around Colfax Highway. Also, improve signage, entrance, and landscaping to accomplish overall beautification of Memorial Park.
 - *City approved a contract with Public Restroom Company to replace and upgrade the pool buildings (restrooms, locker rooms, showers, meeting room, office space, etc.). Paid for with Measure E funding and the estimated completion is Summer 2020.*
 - *Constructed 4 Pickleball courts in Memorial Park.*
 - *CDBG Memorial Park Facilities Improvements Project began June 2021. Project includes expansion of the pool, installation of pickleball courts, replacement of softball field with all-weather softball field (outfield to be striped to accommodate soccer games/practices. Project also includes creating a cut through road from Race Street to Oak Street, the cut through is designed to provide additional parking in the park.*
2. Install and/or improve fields for soccer, lacrosse and other field sports. Increase playable hours at fields through the evaluation of lighting options.
 - *In conjunction with Grass Valley School District, the City installed an all-weather full-size soccer/lacrosse field. The field is striped for multiple soccer field age groups and includes a gravel walking/jogging perimeter path. The project was fully funded by Measure E.*
 - *The CDBG Memorial Park Facilities Improvements Project includes replacement of the softball field with a synthetic turf softball field. The new softball outfield will be striped to accommodate soccer games and practices as well.*

- *De Mautino Park soccer field was resodded as part of the 2020 annual Measure E Park Improvements.*
 - *Bonded for \$6 million in Measure E Park improvements to be used towards major sports field improvements.*
3. Collaborate with the State, local agencies, schools to utilize their field space and/or property for recreational purposes.
- *The Grass Valley School District and the City entered into a Joint Use Agreement to expanded community use of the Grass Valley Charter School Field, the Lyman Gilmore Middle School Field, and the Scotten Elementary School Field. The Joint Use Agreement expands community use of the identified GVSD school sites to maximize utilization of School District property and improve recreational opportunities for the public and community. The City intends to use and upgrade the facilities of the identified school sites for community use, during non-school hours.*
 - *Working with Sierra College to potentially lease Rotary Fields under a Joint Use Agreement.*
4. Develop internal trails within the City parks.
- *Condon Park Parking Lot Improvements Project began construction, including improved trail connection through read baseball field parking lot*
 - *BYLT in partnership with the City completed construction of native earthen spur trails connecting to and from the Wolf Creek Trail*
 - *The City and BYLT partnered to repave the highly used Litton Trail*
5. Beautify and improve the landscaping throughout Condon Park, design and develop a more striking entrance to the park, provide more parking, expand the disc golf area, add seating around skate park, and non-motorized trails throughout the park, and renovate the public buildings.
- *Replaced Park restrooms (Memorial Park and Minnie Park) and playgrounds (Memorial Park and Minnie Park). Funded by Measure E.*
 - *Approved the expansion of Condon Park disc golf course.*
 - *Reduced potential fire danger by masticating approximately 10 acres (opens the expansion of the disk golf course).*
 - *City is working with Acton Arboriculture to develop a short- and long-term plan for maintaining and improving the trees and horticulture in Condon Park.*
 - *Fencing at the Skatepark has been removed at the request of the local skatepark users, through a collaboration with the police department and City.*
6. Enhance the City's recreational programs by developing partnerships, policies, and processes with outside organizations to help meet the recreational needs of Grass Valley while minimizing the need for City resources.
- *A Joint Use Facility Agreement with Grass Valley School District has allowed to the City to assume field reservation responsibilities and collect field use rental fees at Lyman Gilmore, Scotten and Grass Valley Charter Schools. The process for recreational organizations to reserve field space in the Grass Valley area has been streamlined because they can reserve the various available field spaces through the City of Grass Valley.*

- *The City has worked closely with Gold Country Lacrosse Club to meet their field use needs. The City has included field striping and additional fencing to the Lyman Gilmore turf field to accommodate Lacrosse standards.*
 - *The City has continued to support the growth of Gold Country YMCA. The City modified the use agreement with YMCA to include use of the Scout Lodge at Memorial Park to allow for more year-round programming and classes.*
 - *Through collaborative efforts with Gold Country Disc Golf Association, concept level designs for a 9-hole expansion of the Condon Park Disc Golf course has been completed.*
 - *YMCA has entered into agreement with the City to manage programming for the new Memorial Park Pool facilities.*
7. Improve the smaller parks in Grass Valley by upgrading play equipment and landscaping.
- *Replaced the Minnie Park playground and restrooms. Funded by Measure E.*
8. Install a water playground feature in City parks.
- *The CDBG Memorial Park Facilities Improvements Project includes adding a splash park to the new pool area.*
9. Increase the use of video and social media advertising for recreation programs, classes, and events.
10. Improve the safety of public parks by employing a park ranger.
- *Dedicated a fulltime GVPD officer to performing park ranger like duties in parks and downtown.*

MEDIUM TERM PROJECTS (2-5 YEARS):

1. Implement new Recreation Management Software to allow for the convenience of online registration, reservations, and payments.
- *With the purchase of the Tyler Technologies system for financial software, the City can implement a Parks and Recreation module that can be used to facilitate online registration, reservations, and payments in the future at no additional cost.*
 - *In 2021, Staff implemented new Trumba calendar (on City's website) wherein sports clubs/teams and any other interested parties can view and schedule field use for any of the City-managed fields (Lyman Gilmore, Grass Valley Charter, Margaret Scotten, and De Mautino).*
2. Remove the dilapidated buildings in Memorial Park and replace with new building(s) that can be used by community groups for their various recreation and other programs in partnership with the City.
- *The new pool building includes a multipurpose room and outdoor area that can be used for group gatherings/celebrations.*

- *The Clubhouse was demolished as part of the CDBG Memorial Park Facilities Improvements Project.*
3. Improve Condon Park by adding more trails and continue upgrades to Love building so it can be considered a more diverse venue capable of hosting events (e.g.: weddings, company events, reunions).
 4. Create a unique play structure in Condon Park that commemorates the City's historical past.
 5. Create Parks and Landscaping maintenance standards for City parks to ensure they are well maintained, clean, safe, and family friendly.
 6. Construct an all-weather field for soccer, lacrosse, and other sports.
 - *In conjunction with Grass Valley School District, the City installed an all-weather full-size soccer/lacrosse field at Lyman Gilmore, fully funded by Measure E.*

LONG TERM PROJECTS (5-10 YEARS):

1. Create a sports complex to host soccer, softball, lacrosse, baseball, and other outdoor field events.
2. Provide indoor space to host a variety of community events and recreational classes.
3. Encourage outdoor eco-friendly programs through the private sector based out of the City of Grass Valley.



GOAL #4: ECONOMIC DEVELOPMENT & VITALITY

THE CITY OF GRASS VALLEY ENCOURAGES A ROBUST AND SUSTAINABLE ECONOMY THAT REFLECTS DIVERSE EMPLOYMENT OPPORTUNITIES THAT SUPPORT THE VALUES OF GRASS VALLEY.

Grass Valley plays a critical role in shaping the quality of life for its community members through the establishment of an authentic sense of place and fiscal stability. City leaders will continue to work with the business community and community leaders to institute a sustainable economic development strategy that supports small business development, the arts, and tourism.

Ideas from the Community:

1. Grass Valley needs more living-wage jobs.
2. We need to provide opportunities for emerging, non-traditional entrepreneurial small businesses in the City.
3. Provide local training in the various trades to foster upward mobility.
4. Improve highspeed internet and broadband service throughout the City.
5. Improve the downtown Safeway shopping center and entrance to downtown Grass Valley.
6. Encourage the farm to fork industry, collaborate with local farms.
7. Support small business through the City permitting process.
8. Expand marketing for tourism and the arts in Grass Valley, promoting the City as a destination to explore.

OBJECTIVES/PROJECTS:**SHORT TERM PROJECTS (0-3 YEARS):**

1. Implement a plan to establish highspeed, broadband internet service to the residences and businesses in the City of Grass Valley and surrounding area.
 - *The City is working with Race Communications to bring high speed internet to the City. Staff is currently working with Race on installing fiberoptic cable in the Whispering Pines business park and Loma Rica Ranch.*
2. Address Downtown parking issues identified in the Adopted Parking Plan, including funding, convenient access, and integrated transit and alternate transportation solutions.
 - *Purchased 309 Mill Street property to create additional parking downtown – Project is under Planning review.*
 - *Working with Caltrans to relinquish portions of Tinloy Street, Colfax Avenue, and Hansen Way, along which the City will create more parking spaces.*
 - *Constructed 15 permit only paved parking spaces at 161 S. Auburn Street.*
 - *Constructed 25 permit only parking spaces at 341 East Main Street.*
 - *Turned Neal Street/S. Auburn Street Parking Lot into pay for parking lot (33 spaces).*

- *Restripe the S Church St parking lot to gain an additional 11 spaces*
3. Enforce the No-Smoking ordinance downtown, work with merchants and community members to promote No-Smoking campaign.
 - *Downtown officer (John Herrera) works with downtown businesses to ensure enforcement of the City's No-Smoking Ordinance.*
 4. Collaborate with the Downtown Association to create unique shopping experiences downtown to help influence patrons to linger and shop longer. Develop strategies to inspire citizens and visitors to shop downtown as opposed to online (e.g. create same day delivery service for downtown stores).
 - *The outdoor dining areas (tables and umbrellas, etc.) installed on Mill Street during COVID-19 proved to be a successful strategy to bring people downtown. As a result of the Mill Street Closure success, City Council approved the Mill Street Project (Downtown Streetscape Improvements Project) to include new decorative street surface, semi-permanent outdoor dining areas, stone planters, and new landscaping. promises to enhance the experience of shopping and dining downtown.*
 5. Take steps, via annexation and/or rezoning, to create a business environment with more opportunities for industrial businesses to thrive.
 - *On July 19, 2019, City Council directed staff to initiate an application to amend to the Southern Sphere of Influence Planning and Annexation Project area which was approved in 2014 and 2016. Specific amendments would include an expansion of the City Sphere of Influence, expansion of the previous annexation area boundaries, and modifications to the General Plan Land Use and Zoning maps. This action would allow Hansen Brothers Enterprises (HBE) to execute their expansion plans. Additionally, the owners of Berriman Ranch, located on the west side of Highway 49 have requested the City consider a different land use mix that eliminates the 26+/- acres of commercial land to allow additional residential land.*
 - *On December 14, 2021, Council approved the Southern Spere of Influence (SSOI) project and annexation. LAFCo approved the annexation in February 2022.*
 - *The RV Park and Annexation Project was approved by Planning Commission and City Council at the end of 2021. Once the project is approved by LAFCo, it will result in the annexation of the RV park and existing developed commercial properties next to the fairgrounds. Annexation will bring sewer to this area, which will allow for much needed business expansion currently hindered because of septic limitations.*
 6. Integrate the roles of Grass Valley Elected Leaders and City Staff in the economic development efforts for the City so everyone understands and articulates the same maxim regarding the City's economic wellbeing.
 - *The City developed a 5-year model of our revenues and expenses to assist elected officials with understanding the City's economic base.*

MEDIUM TERM PROJECTS (2-5 YEARS):

1. Work with Sierra College, Nevada Union High School, and other organizations to develop specific curriculum to train the locally demanded workforce to help foster Grass Valley's economic growth.
2. Support workforce development and community amenities initiatives that meet the needs of employers within the Grass Valley community.
3. Develop a Marketing Brand for the City that can be used for all promotional materials, and produce a long-term, fundable marketing strategy.
 - *City Council approved the new City logo as well as the Measure E logo to help identify Measure E funded projects.*
 - *The City has adopted a Style Guide and corresponding Color Palette in conjunction with the new website design.*
 - *City staff is currently working on a Branding Guidelines document to ensure consistency with use of City logo, colors, etc.*
 - *City partnered with local marketing company, Banner Mountain Media, to boost City's social media presence. Banner Mountain is creating video content of Grass Valley to help lure community members and visitors to downtown Grass Valley.*
4. Provide opportunities for emerging/non-traditional retail and technology startup businesses. Seek funding sources for small business startups and provide specialized *small business* assistance via convenient and user-friendly permitting and approval processes at the City.
 - *City staff has created a Resource Guide to assist new businesses in the process of starting up their commercial locations within the City.*
 - *Staff worked closely with BrewBuilt (homebrewing equipment producer and retailer) to help them find the right commercial location in the City for their operations (110 Springhill Drive).*
5. Collaborate with City business partners such as Center for the Arts, the Downtown Association, Chamber of Commerce, and Nevada County Fair to develop a comprehensive marketing strategy to promote and market the Arts, Tourism, Ecotourism, farm-to-fork opportunities, Fair events, and entrepreneurial business. This effort will promote economic revenue enhancement for the City, as well as, small businesses, the trades, the arts community, Nevada County Fair, hotel, motels, restaurants and the like.
 - *City joined the Grass Valley community calendar via Trumba wherein the City's calendar will be updated with upcoming community events. This calendar is published on the City's website.*
 - *The City has partnered with the Grass Valley Chamber of Commerce to take over downtown event planning from GVDA. The goal of this change is to help improve and expand events downtown.*

6. Reevaluate the effectiveness of the City's current economic development priorities and taxpayer supported efforts to attract new businesses into the community. Consider consolidating efforts to get more noticeable results; possibly develop an in-house program to demand more accountability and oversight.
7. Create strategies to counter the online shopping phenomenon; a combination of attractions for locals and tourists (e.g. *support your local business* campaigns and *weekday specials for locals*). Survey the local economy to discover where and when sales are stemming from: Local or Visitor and Weekday or Weekend sales, so the market can cater to each specifically.
 - *The Mill Street Project and associated Encroachment Permit process is intended to help make downtown Grass Valley more inviting for local and visiting patrons alike. Additionally, the City's recent partnership with the GV Chamber is intended to improve the promotion of our traditional events as well as create and implement new events. The goal is to have more going on downtown all year round.*
 - *e.g. City has partnered with Cousin's Maine Lobster to have food truck on Mill Street their first event was a huge success, and the second event will be on 2/22/22.*
8. Develop a strategy to maintain funding and capital reserve concerns with various Lighting and Landscaping districts.
9. Explore coordination with contracted grant writer(s) to explore and apply for grants.
 - *The city hired an independent contractor to assist with the Prop 68 park grant applications. City Staff has worked together on multiple grant applications throughout 2018-19.*
10. Improve the City's effectiveness through collaboration with economic-health oriented regional partners.
11. Evaluate the economic, social, and community impacts of a Cannabis dispensary.
 - *On November 24, 2020, City Council amended the Grass Valley Municipal Code and Development Code to allow certain cannabis businesses in City limits. The Cannabis business types include no more than two (2) permits for dispensaries open to the public for retail sales (with delivery), , no more than three (3) permits for delivery-only services, no more than two (2) local cannabis testing laboratories, no more than two (2) local cannabis nurseries, and no more than five (5) local cannabis distribution businesses. The first two permit types are population based, so only one of each permit will be allowed initially.*
 - *In November 2021, the Commercial Cannabis Committee awarded the following Commercial Cannabis business types:*
 - *Storefront Retail Dispensary (Only one allowed in the City, 7 Screening Applications submitted)– **Grass Valley Provisions** was the top-ranked applicant*
 - *Delivery Only Dispensary (Only one allowed in the City, 2 submitted Screening Applications submitted) – **KannaXpress** was the top-ranked applicant*
 - *Distribution (Five allowed in the City, 2 Screening Applications submitted) - **Grass Valley Brand & Sierra Flower Co.** both met the Code requirements and may apply for a permit*

- *Nursery (Two allowed in the City, 2 Screening Applications submitted)- Grass Valley Brand & Xotic Nursery, Inc. both met the Code requirements and may apply for a permit*

12. Complete an Energy Action Plan that addresses energy efficiencies to meet State mandates.

- *The City approved an Energy Action Plan (EAP) prepared by Sierra Business Council. This plan provides an analysis of the energy use within the City limits by the community and City operated facilities as well as a roadmap for accelerating energy efficiency, water efficiency, and renewable energy efforts already underway in Grass Valley.*
- *Received a Beacon Spotlight Award (Gold Level) for 17% Community Greenhouse Gas Reduction*
- *Received a Beacon Spotlight Award (Platinum Level) for 34% Agency Greenhouse Gas Reduction*

LONG TERM PROJECTS (5-10 YEARS):

1. Encourage the development of experiences (i.e. boutique hotel and spa), as well as, ecotourism, agritourism, and shopping locally.
2. Work with the South Auburn Street Safeway shopping center owner(s) to renovate their building and parking lot to allow for a more decorative entrance into Downtown Grass Valley.
 - *Brockington (Safeway) Center Frontage Improvement Project was completed in Summer 2021 – the project included installation of water utilities to supply irrigation to new planter areas along the Safeway Center frontage. Project also included electrical conduit installation in the same trench as water utilities and planting of trees and vegetation in the newly constructed rock planters.*
3. Create outdoor venues to attract traveling events such as swimming, soccer, lacrosse and softball tournaments, as well as, outdoor concerts and performing arts (i.e. incorporate the Julia Morgan “North Star” house).
4. Evaluate the potential annexation of properties for economic development purposes. Consider annexing and providing sewer service to the airport area to allow for business and employment expansion.
5. Look into developing a high-tech, business center that can support the centralized big city high-tech centers of the country, offering an alternative to big city urban living. This area could also be used by various freelancers.
6. Organize the development of Priority Development Areas through public/private partnerships, grant funding, and public engagement.

- *Regularly partner with Bear Yuba Land Trust, Wolf Creek Community Alliance to complete restoration area cleanup and maintenance, trail improvements, watershed oversight and improvement project planning.*
5. Provide regular updates via social media that inform the public about upcoming City Council and Planning Commission meetings, seasonal events and fairs, special projects, and more.
- *In 2019 the City established a Facebook Page and Instagram account, each of which has recruited over 1,000 followers. The City publishes and shares information about upcoming events and projects occurring in the City via these social media outlets.*
 - *In March 2020 the City launched a new website designed to streamline information and City processes to better assist the public.*
 - *Banner Mountain Media took over management of the City's social media sites (FB and Instagram) - they post informational and marketing updates to the City's sites weekly.*
6. Work toward improving the City's communication and collaboration with Nevada County and other public agencies.
- *Wrapping up EPA Brownfield Coalition Grant that included Nevada City and Nevada County.*
 - *Developed MOU with Nevada County to create housing plans that could be used by the public for expedited approval of housing.*
 - *Continued collaboration with County regarding backup support of building inspection services.*
7. Continue to invest in technology to assist staff and promote overall operational efficiency, develop a tech-replacement account as part of the City Budget.
- *The City Budget now includes increased funding for Information Technology elements, and it is a goal for FY 2020-21 to include a "Base Funding Source" for Information Technology each year.*
8. Move forward with the implementation of a Document/Records Management System and Scanning Program to help make information more accessible to public via the internet.
- *In October 2018, the City entered into a five-year Professional Services Agreement with PinPoint (LSSP Corporation), Document Management System. EPA grant funds were used to purchase the software.*
 - *Staff has started scanning building property files (permits, etc.) into the City's building permit program, Accela. The result of this project will be the availability of permit files via Accela's online portal which is accessible via the City's website.*
 - *Engineering encroachment permit processing now almost entirely digital. Invoice processing primarily electronic. Project documentation and filing almost entirely digital.*
 - *Discuss putting the development code on Municode to keep updated and better access.*
9. Maintain a strong fiscal reserve – continuously maintain a balanced City budget.

- *The City Budget includes prudent levels of reserves for Economic Contingency, CalPERS Pension Stabilization, OPEB Stabilization and Capital / Deferred Maintenance. This is in addition to a prudent level of fund balance / unobligated reserves.*

10. Continue utilizing the 7-year plan forecasting and comply with City budget administration policy.
- *The 7-Year Forecast is updated at least twice annually and used as part of the annual budget and mid-year budget updated process.*
11. Continue full implementation of budget policies included in each annual budget.

MEDIUM TERM PROJECTS (2-5 YEARS):

1. Implement innovative and cutting-edge practices to help improve the performance and exceptional service of the entire City workforce.
- *City Hall staff conducted pilot program to allow new parents to bring their infants to work to help save on the cost of childcare.*
 - *COVID restrictions and safety requirements required implementation of remote (work-from-home) options for office staff. Due to the success of office employees working from home, City continues to allow remote working and additional flexibility for employees.*
 - *City Hall switched to a 4-10's schedule to provide earlier office hours for contractors and to help accommodate flexible work schedules.*
 - *The building department transitioned to completely online permitting process, including plan submittals and permit issuance. This change was initiated due to COVID, but it was something the City was planning to implement in the coming years and it has proven successful and helps improve overall performance.*
2. Improve and upgrade the City's website and social media network; create procedures to ensure all sites are continuously monitored, updated, and accurate. Partner with the Chamber of Commerce, School Districts, the Community College District and other community organizations to participate in a Community Calendar that lists events and activities; publish to the City's website and link to social media sites.
- *Via the partnership with Banner Mountain Media, the City's social media sites are regularly (weekly/biweekly) updated.*
 - *City is currently working with the Chamber of Commerce and GVDA to organize an all-inclusive community calendar that shares events happening downtown and throughout the City.*
3. Explore the possibility of repurposing City Hall and relocating to the downtown area, thus preserving a historic building while expanding the economic vitality of downtown.
- *Staff has explored couple of options, but to date the best location for City Hall remains at the current position. A remodel will be needed to continue to provide the level of service needed for our community.*
4. Generate a Citywide vehicle replacement account as part of the City's budget.

- *The City implemented a vehicle leasing program whereby ongoing “base funding” is provided to cover ongoing leases. The Measure E Fund includes ongoing funding for public safety vehicle/apparatus replacement as part of the 7-Year Forecast.*
5. Stabilize the City’s CalPERS retirement obligations by setting aside sufficient funds over time to cover the City’s unfunded liability; making it a high priority during the annual budget process.
- *The City is currently in the process of securing bond financing to pay off the majority of the CalPERS Unfunded Liability and will begin using the PARS Pension Stabilization Trust Fund (Section 115 Trust) to mitigate future expose to volatile pension costs.*
 - *City was able to secure bond financing and pay down the majority of the CalPERS Unfunded Liability. Additionally, the City has created a reserve fund to assist with any future CalPERS issues.*

LONG TERM PROJECTS (5-10 YEARS):

1. Replace the City of Grass Valley animal shelter with a larger, more robust facility to better serve and protect the animals and the public.
2. Research alternative solutions for utility billing to ameliorate community members’ customer service experience.
 - *In mid-November 2019, the City’s current utility billing service provider, Fathom Water, notified the City they would be discontinuing business operations. Staff determined MuniBilling to be the best short-term solution. While MuniBilling provides the billing software program, the City has reassumed all customer service activities associated with utility billing and account management.*
 - *Staff is looking at other options to improve our utility billing operations, including evaluating Tyler Enterprise System - Utility Billing module and placing the sewer bills on the Nevada County Tax Roll, etc.*
3. Take a stronger leadership role in the community; continue to facilitate Community-Council-Staff Strategic Planning Sessions.



GOAL #6: PUBLIC SAFETY

THE CITY OF GRASS VALLEY IS DEVOTED TO PROVIDING A SAFE PLACE TO LIVE, WORK AND PLAY.

Grass Valley is home to resilient and dynamic police and fire departments. The police are dedicated to ensuring the City's streets, parks, businesses, and neighborhoods are safe; while the fire department is committed to enhancing their medical response capacity and protecting Grass Valley from the ever-growing dangers associated with wildfires. Both public safety departments are eager to improve their processes and response times through the use of modern technology.

Ideas from the Community:

1. Address homelessness & be more transparent about progress and deficiencies related to this effort.
2. Confront the growing drug issues plaguing the youth in Grass Valley.
3. Provide for a safe walking and driving environment throughout the community.

OBJECTIVES/PROJECTS:**SHORT TERM PROJECTS (0-3 YEARS):**

1. Enhance the City's technological capabilities to provide for increased public safety via the utilization of cameras, drones, and modernized patrol car technology.
 - *We have added card-lock access control across City Facilities including City Hall, the Police Department, both fire stations, the Wastewater Treatment Plant, and Water Treatment Plant.*
 - *We have added high-definition video equipment at City Facilities including City Hall, the Police Department, both fire stations, the Wastewater Treatment Plant, and Water Treatment Plant, as well as, at sewer lift stations and parks (Memorial / Minnie (on FS1))*
 - *Funding for these projects were from several funds including, general fund, enterprise funds, asset forfeiture funds, and developer impact fees.*
 - *Through the City's vehicle replacement program, the police department vehicles are in the best condition they have ever been (barring the supply chain issues of 2020/2021) – including in-car technology*
 - *We have deployed a number of community cameras through partnership with local property owners/businesses and utilize them to detect and deter crime.*
2. Improve investigative capability using modern technology and new/updated software packages.

- *The Police Department has invested in several technologies, some of which were pretext call software for wireless platforms, a throw camera, exploration of ALPR platforms at reasonable costs (still researching), and deployment of high-definition cameras across facilities and public spaces as mentioned above.*
 - *Deployment of ALPR technology at the beginning of 2022 has already provided tangible crime deterrence and detection.*
 - *Our investigations unit has enhanced mobile device forensic software, staying up to date with how and where criminals store information, making our department a leader in regional digital crime fighting.*
 - *There is a NEED for updated police records keeping software.*
3. Review development projects with crime prevention in mind.
- *The Police Department worked with CDD to develop conditions of approval related to crime prevention through environmental design and via the conditioning of space for City accessed video surveillance systems as part of the Dorsey Marketplace design and intersection construction.*
 - *The Police Department is working collaboratively with the Engineering Department to create new design standards for signalized intersections that may develop in the future to include video and potentially ALPR technologies with dedicated physical space for those infrastructure needs.*
4. Emphasize community policing strategies and crime prevention through regular interactions with residents, visitors, youth, and business owners.
- *Several active shooter/critical incident preparedness presentations as well as mock drills at several high-risk locations have been completed (i.e. NID, Mental Health, Brighton Greens) and will continue. In the case of mutual responsibility facilities, like Health and Human Services at Brighton Greens, joint drills between the NCSO, CHP and GVPD were conducted, with GVPD taking the lead role.*
 - *Numerous K9 presentations with groups such as Rotary, Elks, Vet's and nursery/grade/ and middle schools. National Night Out, Coffee with a Cop, Hero's Night etc.*
5. Commence regular statistics-driven public education messages via social media and City website to spread awareness and recruit community involvement in Grass Valley public safety efforts.
- *Fire Department implemented community-wide outreach regarding vegetation management requirements in preparation of fire season. Notices are sent to all property owners.*
6. The Grass Valley Police Department will coordinate with local schools and afterschool programs to execute a drug awareness and prevention program.
- *The assigned School Resource Officer at Silver Springs High School conducts drug awareness and prevention on the campus. GVPD has and plans to continue to host the GREAT Summer Youth Academy, in partnership with NEO (Bright Futures for Youth as of 2021), to provide prevention-based summer youth camps for kids, while building positive youth-police relationships.*
 - *This past summer the Police Department partnered with Bright Futures for Youth at their summer youth camps to teach kids about investigations and police work as well as positive role modeling and drug prevention.*

7. Take a more proactive approach to homelessness and drug use within the City to ensure our neighborhoods, parks, downtown, and other public areas are safe for our residents, businesses, and visitors.
 - *Creation of specialty team within our Strategic Response Unit (previously Investigations Unit) that is dedicated to homeless and quality of life related issues in the City. We have partnered with the County Home Team to provide congruent services in our interaction with the homeless population. We are a partner agency recipient of a Peace Officer Standards and Training Innovation Grant for the training of police officers related to locally based curriculum related to Community Partnerships and Homeless engagement training. Hospitality House is the lead grant recipient with GVPD instructors of the curriculum that is in development.*
 - *Officer John Herrera is dedicated to ensuring downtown is safe and drug-free.*
8. Expand police presence in public places and during events; look into hiring a sworn Park Ranger.
 - *With staffing at 28 of 29 FTE we are finally able to fill a Parks/Downtown position with a sworn officer. Absent any staffing issues, we intend to fill this position during the Spring – made possible by Measure E personnel.*
 - *Kano, and newly acquired PD canine Romeo, frequently attend events such as Safe Trick or Treat and 4th of July.*
9. Review the City's dispatch capabilities, as well as, the contract with Nevada County to see what the best solution is for the City. Address radio dead spots within the City and surrounding areas. Update cooperative and mutual aid agreements.
 - *We are nearly complete with a \$1.4M radio infrastructure project, anticipated to be live before the end of FY21/22.*
10. Provide easier access to current fire information, emergency evacuation processes, and preparatory education related to property and vegetation management.
 - *Fire information link on City Web Site, Grass Valley Fire social media sites (Facebook, Instagram, Twitter).*
 - *Developed and mailed to City residents the Ready Nevada County Wildfire Handbook.*
 - *Conducted Community Fire Forum at Love Building in May 2019.*
 - *Published **Know Your Zone** link on the City's website (on homepage), which helps community members identify which evacuation zone they reside in.*
11. Expand outreach for National Night Out events.
 - *Under GVPD leadership, we have collaborated with all local LE agencies to create a jurisdictional-roving NNO event every August, bringing together the community with their police and public safety departments in a fun and engaging environment.*

12. Collaborate with Nevada County and the State to address homelessness.
- *See item 6 above.*
13. Evaluate fire cooperation with the City of Nevada City.
- *Developed and implemented Shared Administrative Service agreement with Nevada City Fire.*
 - *Integration of staff and programs has provided operational efficiencies through staffing, equipment standardization, training, and professional development opportunities.*
 - *Amended Nevada City Municipal Code for Vegetation Management to reflect the Grass Valley Vegetation Management Municipal Code.*
 - *Continued evaluation of Shared Service Agreement to develop additional strengths and promote resilience within each Cities' Fire Department.*
 - *Effective November 1, 2021, GVFD assumed responsibility for fully staffing Fire Station 1 as we do for the other stations in the City, all of which provide emergency response services to the County and Nevada City jurisdictions. These changes were implemented to ensure GVFD is prepared to provide for the quickly increasing current and future emergency service demands of the City and surrounding Nevada County areas we respond to on a regular basis.*
 - *Since November 1st, 2021, Grass Valley fire stations each have their own Battalion Chief to oversee the daily operations and overall procedures of each shift. This allows the City to continue to ensure our primary mission to the public to secure a safe future for our community.*
14. Continue a proactive and progressive Code Enforcement program, including an aggressive approach to weed abatement as it relates to fire hazards.
- *The City has instituted a progress and aggressive vegetation management program to mitigate exposure to wildland fire. Proactively the City has mailed informational notices to property owners regarding the responsibility of vegetation management on parcels in the City. The City has proactively mitigated City properties to comply with the vegetation management program, and funds mitigation of properties that are non-responsive.*
 - *Cal Fire is completing the Ponderosa Fuel break to protect the Western side of Grass Valley from wildland fire. Parcels in the City comply with City vegetation management program.*
 - *Fire Department amended the Vegetation Management and Yard Debris Removal ordinance (8.16.200) to require compliance by May 1st instead of June 1st.*
15. Conduct annual disaster response trainings (i.e. tabletop exercises for Emergency Operations Plan).
- *GVPD is currently working with GVFD and will be conducting tabletop exercises for active shooter response and disaster response in March 2020. A tactical medicine course is being presented in March 2020 to the GVFD by GVPD Reserve Chris Quinn. We are also working with the NCSO to put on a multi-agency active shooter training which will include tactical medic response, hospital and ambulance involvement as well as LE and Fire response and tabletop exercise. Many of the incident command and resource deployment models are replicable for other disaster response.*

16. Update Emergency Operations Plan to ensure preparedness for a large scale natural or manmade disaster. Develop a major fire evacuation plan, staging areas, and lines of defense around Grass Valley and conduct drills to commit plan to memory.

- *We are working collaboratively with the County OES to review and update their Evacuation Annex. Final comments are due back this month.*

17. Pursue safety for all (inclusionary).

- *The City and Cal Fire have entered a Mutual Threat Zone (MTZ) agreement providing additional resources to wildland fires including aircraft within the City of Grass Valley.*
- *Measure E has been instrumental in advancing the capabilities of the fire department by way of 1) Staffing (paramedics, red flag warnings, 2) New Fire Engines, 3) State of the Art equipment, and 4) Training.*
- *The fire department continually seeks improvements to service levels internally and with our partner agencies to provide operational resilience, readiness and excellent service.*

MEDIUM TERM PROJECTS (2-5 YEARS):

1. Evaluate the prospect of acquiring the property behind the alley of the police department for additional parking, storage, and officer safety.

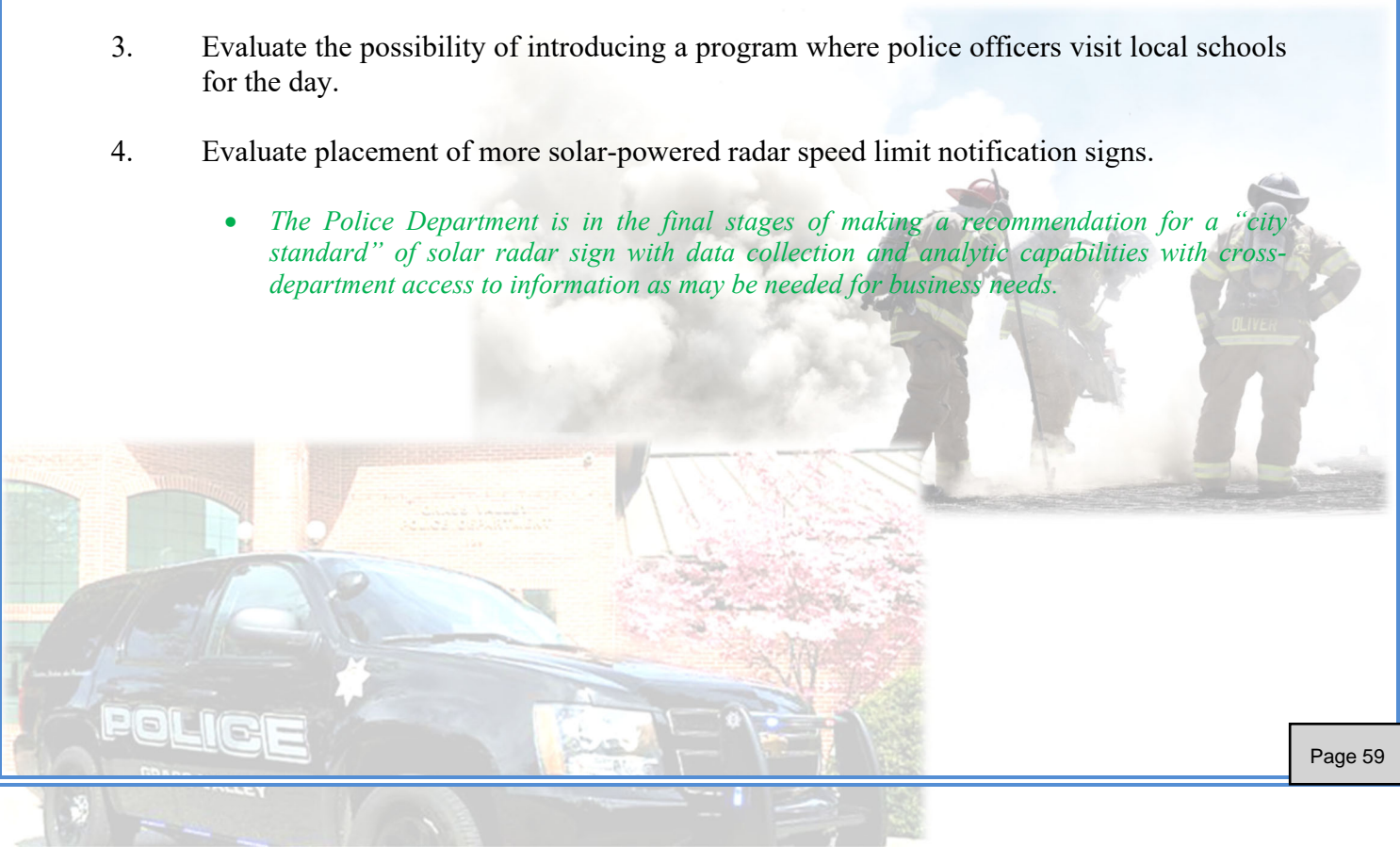
2. Update City Fire Stations to meet current safety standards.

- *Purchased a generator for Fire Station 2 to ensure station maintains power throughout PSPS events.*
- *Improved connectivity and upgraded computer and networking equipment at each station, which helps ensure fire stations are operating at optimal level.*

3. Evaluate the possibility of introducing a program where police officers visit local schools for the day.

4. Evaluate placement of more solar-powered radar speed limit notification signs.

- *The Police Department is in the final stages of making a recommendation for a “city standard” of solar radar sign with data collection and analytic capabilities with cross-department access to information as may be needed for business needs.*



**GOAL #7: WATER & WASTEWATER SYSTEMS
&
UNDERGROUND INFRASTRUCTURE**

THE CITY OF GRASS VALLEY IS COMMITTED TO MAINTAINING AND UPGRADING THE CITY'S UNDERGROUND AND SURFACE INFRASTRUCTURE.

Grass Valley will continue to upgrade and replace underground infrastructure including storm water, wastewater, and water pipes. The City strives to maintain our wastewater and water treatment plants to meet the highest standards, keeping in line with State and Federal rules, regulations, certifications, training and new technologies to improve the operation and efficiency of each plant in a fiscally responsible manner.

Ideas from the Community:

1. Improvements need to be made to update and improve the City's storm water system.
2. Continue to protect Wolf Creek via enforcement of proper setbacks.
3. Continue to plan for the impacts of climate changes facing our area, including ensuring the stability of the City's water supply

OBJECTIVES/PROJECTS:

SHORT TERM PROJECTS (0-3 YEARS):

1. Install the necessary hardware and software to establish a City wide and surrounding area highspeed internet and broadband system, connecting homes and businesses.
2. Evaluate the City's water supply and potential future water sources in conjunction with NID to ensure the City's citizens continue to have access to a stable potable water supply.
3. Establish a methodical improvement program to upgrade, improve, and replace the existing storm water system with emphasis on older areas that are prone to flooding during high-volume water events.
 - *Replaced 18" storm drain culvert on Slate Creek Rd that was no longer conveying water and prone to repeated flooding.*
3. Improve the creeks that traverse the City for increased storm water flows.
4. Sustain a high-quality drinking water delivery system to support the community and water-dependent businesses.

5. Maintain pace with the latest technologies and safety standards to ensure our water is clean and safe to drink, and our wastewater is disposed of in the most effective and sanitary means.
 - *Monitoring and control system (SCADA) completely modernized at the Wastewater treatment plant via a \$4 million improvement project, resulting in highly advanced operations utilizing latest technologies.*

6. Continue to replace and upgrade aging wastewater and water system pipes.
 - *Complete water line replacement on Valley View Drive.*
 - *Memorial Park Project - installed new water main line through the park to better serve park and create enhanced looping of distribution system.*

MEDIUM TERM PROJECTS (2-5 YEARS):

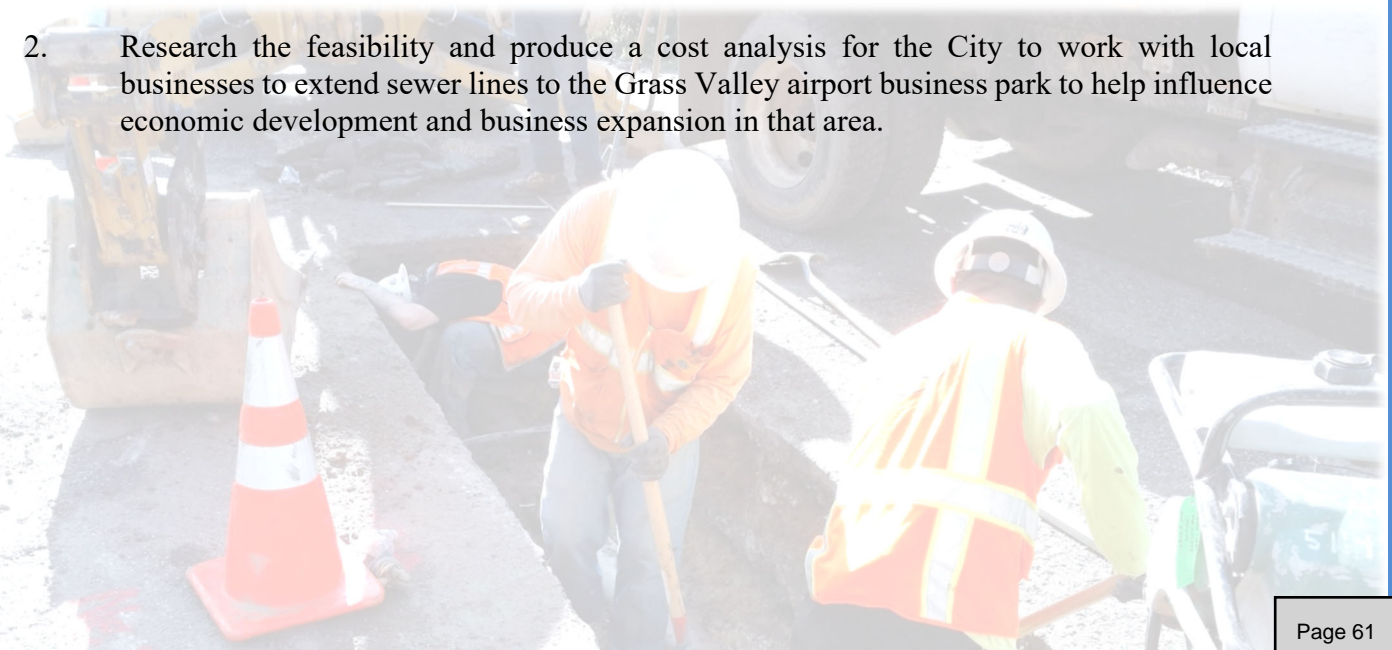
1. Continually evaluate the water and wastewater fiscal reserves and their capital depreciation as it relates to the rate structure, to ensure fiscal prudence on behalf of the rate payers.
 - *Water and wastewater rate study initiated with consultant NBS to evaluate and update rate structure.*

2. Look for opportunities to underground utilities (electrical, phone, cable facilities).
 - *Initiated discussions with Nevada County and PG&E to pool Rule 20A undergrounding funds to identify and deliver an electrical system undergrounding project within City limits.*

LONG TERM PROJECTS (5-10 YEARS):

1. Develop a useful GPS mapping system of the various underground tunnels and mine shafts in the City and surrounding area to identify potential hazards and protect against public safety hazards and mine shaft/tunnel failure.

2. Research the feasibility and produce a cost analysis for the City to work with local businesses to extend sewer lines to the Grass Valley airport business park to help influence economic development and business expansion in that area.





**City of Grass Valley
City Council
Agenda Action Sheet**

Title: Transition to internally managed Information Technology operations and reduce outside managed service provider reliance

Recommendation: That the Council approve the transition of Information Technology in-house, by: (1) Approving the creation of the IT Manager job description, associated salary range, and employment contract, subject to legal review; (2) authorizing the reclassification, associated salary range, and job description of the Information Systems Analyst to a flexibly staffed I/II position, subject to legal review; (3) approving the agreement with the City's Managed Services Provider (MSP), subject to legal review; and (4) directing the Finance Director to make the necessary budget adjustments and amendments to support these staffing and MSP Agreement changes.

Prepared by: Alexander K. Gammelgard, Chief of Police

Council Meeting Date: 01/28/2025

Date Prepared: 01/23/2025

Agenda: Administrative

Background Information: As the City's technological demands continue to grow, it has become evident that strengthening in-house information technology (IT) capabilities is essential for efficient and effective operations. Historically, the City has relied heavily on an external managed services provider (MSP) for comprehensive IT support, including daily operational resources and a virtual Chief Information Officer (CIO) who provides recommendations. MSP services have been sufficient; however, this model limits our ability to provide strategic, responsive, tailored IT solutions aligned with the City's long-term goals. Due to an expiring contract term with our existing provider, the City recently issued an RFP to renew similar services. Responses from several providers indicated that the financial commitment to retain a similar model would include significant cost escalation with minimal on-site services. As a result, staff researched the costs/benefits of moving IT services in house. It was determined that in-house IT would address existing shortfalls as well as help curtail potential cost escalations.

Transition to an in-house model will occur over time and will be coordinated by staff and our existing MSP.

The following steps are proposed:

1. The creation of an IT Manager position to lead the City's IT operations, strategic planning, and governance, reducing reliance on MSP leadership functions.
2. The reclassification of the existing Information Systems Analyst to a flexibly staffed I/II position, supporting both entry-level and advanced IT roles, fostering career development and scalability.

3. Short/Long term reduction in the scope of the MSP contract, maintaining vendor support for specialized functions while shifting operational leadership and day-to-day IT management in-house.

Summary of Staffing and Contract Changes

IT Manager Position

Purpose: Provide leadership for the City's IT initiatives, manage budgets, develop policies, and oversee IT operations and personnel. This position is a contract position.

	Min	Mid	Max
IT Manager	\$57.39	\$70.28	\$83.17

Reclassification of Information Systems Analyst I/II

Purpose: This flexible classification will support the recruitment and retention of IT talent, ensuring scalability and adaptability of the City's IT workforce. This position would remain as a Unit 1 position and the City has met/conferred with Unit 1 representatives related to this action.

	Step A	Step B	Step C	Step D	Step E
ISA I	\$39.33	\$41.30	\$43.36	\$45.53	\$47.81
ISA II	\$43.46	\$45.63	\$47.91	\$50.31	\$52.83

Agreement with MSP

Purpose: Transition the City's reliance on the Managed Services Provider (MSP) to a more focused support model aligned with our in-house IT capabilities.

Approach:

1. Initial Three-Month Full Support Period (January – March 2025): The MSP will provide comprehensive IT support for the first three months of the transition. This includes day-to-day operations, system monitoring, security management, and IT leadership. This phase ensures continuity while transitioning the incumbent IT Analyst to Manager and onboarding the Information Systems Analyst to the I/II classification.

2. **Scaling Back (April-May 2025):** During months four and five, the MSP's scope will be reduced to critical functions, including:
 - Basic help desk tasks
 - Network and system monitoring.
 - Backup management and disaster recovery tasks.
3. **Full In-House Support (June 2025):** By month six, the City will transition to a primarily in-house IT support model. The MSP will only retain responsibility for specific, specialized functions, as needed, through project-based or limited ongoing support agreements.

This phased approach allows for a smooth transition of responsibilities to in-house staff while maintaining critical IT functions. Larger IT projects during this period and ongoing will be outsourced to vendors on an as-needed basis. It provides flexibility to address larger projects without overburdening internal resources.

Fiscal Summary

The proposed transition to in-house IT management is designed to remain within the approved FY 2024-2025 budget of \$405,000, while ensuring uninterrupted IT operations and positioning for long-term cost savings.

1. **Current Position Transition:**
 - The costs for the newly established IT Manager position are fully offset by transitioning the funding for the current position, resulting in minimal fiscal impact.
2. **MSP Costs:**
 - **January–March:** Full support at **\$21,121 per month**, totaling **\$63,363**.
 - **April–May:** Scaled-back services at **\$14,363 per month**, totaling **\$28,726**.
 - **June:** Minimal services at **\$2,754**.
 - **Total MSP Costs (January–June): \$94,843.**
3. **In-House Support:**
 - An Information Systems Analyst I will start March 1, 2025, with costs estimated to be **\$8,714 per month**, totaling **\$34,856** through June.
4. **Total Expenditures (estimated):**
 - **July–December 2024: \$266,170** (including MSP, licensing and consulting).
 - **January–June 2025: \$129,700** (adjusted MSP, licensing and in-house staffing).
 - **Total FY 2024-2025 Costs: \$396,000**

Conclusion: The proposed transition plan is projected to remain within the FY 2024-2025 budget. This ensures continuity of IT operations while preparing for long-term cost efficiency through reduced MSP reliance and enhanced in-house capabilities.



Information Technology Manager

Department: Information Technology

FSLA Status: Exempt

Reports To: City Manager/designee; Other

Unit: Contract (At Will)

SUMMARY OF JOB PURPOSE *Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

Under general direction, the Information Technology (IT) Manager plans, organizes, administers, and coordinates the City’s information technology operations. This includes overseeing IT systems, infrastructure, and staff to ensure alignment with organizational goals and compliance with regulatory standards. This position serves as a technical advisor and strategic planner for the City’s IT needs and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

The IT Manager operates under the general direction of the City Manager as the primary supervisor or his/her designee. Collaboration with other department directors is expected to ensure alignment with City-wide goals. The IT Manager exercises supervision over professional, technical, and administrative staff.

ESSENTIAL FUNCTIONS

The functions may include, but are not limited to, the following:

Administration

- Plans, manages, and oversees daily operations of the IT Department, ensuring alignment with City priorities.
- Develops and implements IT goals, objectives, policies, and procedures.
- Oversees budgeting, procurement, and resource allocation for IT operations.

This job description indicates in general the nature and levels of work, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. The City of Grass Valley is an

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Revision 01/2025

Page 1 of 4



Information Technology Manager

- Ensures compliance with standards, including PCI and CJIS regulations, and develops disaster recovery and business continuity plans.
- Prepare clear and concise technical documentation, information technology policies and procedures, staff reports, and other written materials.

Operations

- Manages and oversees the City’s IT infrastructure, including servers, networks, telecommunications, and software.
- Oversees the security of IT systems and leads responses to cyber threats and incidents.
- Coordinates installation, maintenance, and upgrades for IT systems.
- Provides technical guidance and support to City departments.
- Maintain a high level of integrity and confidentiality when dealing with sensitive and confidential information and issues.

Supervision

- Selects, trains, mentors, and evaluates IT staff, ensuring alignment with departmental goals.
- Directs work priorities and ensures timely completion of projects.
- Conducts performance reviews and recommends actions regarding staff development.

Strategic Planning

- Advises City leadership on IT initiatives and emerging technologies.
- Prepares and executes short- and long-term IT strategic plans.
- Conducts risk assessments to identify vulnerabilities and mitigate threats.

This job description indicates in general the nature and levels of work, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. The City of Grass Valley is an

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Revision 01/2025

Page 2 of 4



Information Technology Manager

KNOWLEDGE AND ABILITIES

Knowledge of:

- IT infrastructure, cybersecurity, and network systems.
- Disaster recovery planning and business continuity strategies.
- Applicable federal, state, and local laws related to IT operations.
- Principles of employee supervision and management.
- Budget preparation and contract administration.

Ability to:

- Plan, organize, and oversee IT operations effectively.
- Lead and motivate a team of professionals.
- Develop and enforce IT policies and procedures.
- Communicate technical information to non-technical audiences clearly.
- Analyze and solve complex technical and administrative issues.

PHYSICAL REQUIREMENTS

- Must be able to work in an office environment with occasional site visits.
- Ability to sit for extended periods and lift up to 40 pounds with assistance.

EDUCATION AND EXPERIENCE

Education:

- Equivalent to a bachelor's degree in computer science, management information systems, or a related field.

Experience:

- Seven (7) years of progressively responsible IT experience, including three (3) years in a supervisory role.

This job description indicates in general the nature and levels of work, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. The City of Grass Valley is an

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Revision 01/2025

Page 3 of 4



Information Technology Manager

CERTIFICATES, LICENSES, AND REGISTRATIONS

- Possession of an appropriate valid driver's license to be maintained throughout employment.
- Must submit to fingerprinting.
- Must obtain CJIS certification within six (6) months of hire or promotion date.
- May require successful completion of a polygraph examination.
- Relevant certifications (e.g., CompTIA Network+, Microsoft Certified: Azure Administrator, Cisco CCNA) are desirable.

GENERAL

The City reserves the right to revise or change classification duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.

This job description indicates in general the nature and levels of work, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. The City of Grass Valley is an

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Revision 01/2025

Page 4 of 4

**EMPLOYMENT AGREEMENT BETWEEN THE CITY OF GRASS VALLEY
AND BRADFORD KALSTEIN
INFORMATION TECHNOLOGY MANAGER**

1. Effective Date

This Agreement shall become effective when it has been executed by Bradford Kalstein, hereinafter referred to as “Information Technology Manager” or “Employee,” and the City Manager, as duly authorized by Resolution of the City Council, has executed it.

2. Term of Employment

Information Technology Manager shall serve at the pleasure of the City Manager and on an “at will” basis during the term of this Agreement, subject to the terms and provisions of this Agreement as set forth below.

3. Duties; Hours of Work

A. Information Technology Manager shall perform those functions and duties as specified in job classification and by direction of the City Manager. Information Technology Manager shall perform such duties in accordance with the highest professional and ethical standards of the Information Technology Manager position. Information Technology Manager shall not engage in any activity that is, or which may become, incompatible with employment by the City of Grass Valley, as provided by federal, state, and local law. During the term of this Agreement, Information Technology Manager shall be exclusively employed by the City, unless prior written authorization otherwise is received from the City Manager.

B. Information Technology Manager shall maintain a regular work schedule consistent with that approved for other-management employees of the City. Information Technology Manager’s duties may involve expenditures of time in excess of eight (8) hours per day and/or forty (40) hours per week and may also include time outside normal office hours such as attendance at City Council and Commission meetings. Information Technology Manager shall not be entitled to additional compensation for this time.

4. Compensation

A. Information Technology Manager shall receive an annual base salary of \$150,000.00, payable in equal bi-weekly payments to be made at the same time as other employees are paid.

B. Information Technology Manager’s compensation shall be reviewed with the City Manager and/or their designee at least annually in connection with the annual review or at any other times as may be determined by the City Manager. Compensation may be increased as determined by the City Manager within the salary range (Compensation and Benefits - Appendix A) for the Information Technology Manager.

C. Salary may be reduced in the event Information Technology Manager receives an unsatisfactory evaluation, either at the annual evaluation or at any additional evaluation completed by the City Manager and/or their designee. Compensation may be reduced as determined by the City Manager within the salary range (Compensation and Benefits - Appendix A) for the Information Technology Manager.

D. As consideration for the annual opportunity to be considered for increased compensation pursuant to sub-paragraph B above, Employee specifically waives any right to a 4/5 vote of the City Council prior to removal from his or her employment, as may be provided under City Charter Article IX, Section 2. Employee acknowledges that the City Manager is the appointing authority and may also remove Employee from this position without action of the City Council and that this promise is intended to be binding should she be promoted into a Director position during her employment by the City.

5. Health Insurance

The City shall pay the full premium for health insurance for the Information Technology Manager, including their dependents, for health coverage (medical, dental, and vision) benefit options as provided to other employees.

Employees waiving medical insurance coverage shall receive two hundred fifty dollars (\$250) per month less the costs of any elected dental or vision insurance per month. Employees waiving health care coverage must produce evidence of insurance through another source. Any payment due Employees for waiving medical insurance coverage shall be paid in a lump sum once per month and shall be considered taxable compensation; however, such compensation is not PERSable.

6. Annual Leave

Information Technology Manager shall receive vacation benefits equal to those of Department Heads, as set forth in the “Compensation and Benefits - Appendix A”. Information Technology Manager may cash out up to four weeks of Annual Leave and/or vacation each Calendar Year upon City Manager’s prior approval and consistent with Internal Revenue Service rules governing constructive receipt. Vacation and/or Annual Leave time cashed out pursuant to this provision shall be subtracted from the accumulated Vacation and/or Annual Leave balances when paid.

7. Retirement

Employees designated as local public safety (Police) “classic” employees by the City are currently provided retirement benefits under the Public Employee’s Retirement System’s Local Safety (Police) 3% at age 50 formula with a 9% employee contribution. Employees are also provided retirement benefits under Social Security.

“Classic” public safety (Police) designated employees will pay a pre-tax contribution for retirement for the employee share under CalPERS retirement plan of 9%. The employee shall pay the full amount of the employee’s contribution rate to Social Security.

Employees designated as local public safety (Fire) “classic” employees by the City are provided retirement benefits under the Public Employees Retirement System’s (PERS) Local Public Safety (Fire) 3% at 55 formula. Employees are also provided retirement benefits under Social Security.

“Classic” public safety (Fire) designated employees will pay a pre-tax contribution for retirement for the employee share under CalPERS retirement plan of 9%. The employee shall pay the full amount of the employee’s contribution rate to Social Security.

New public safety employees hired after January 1, 2013 or “Non Classic” public safety (Fire or Police) designated employees, upon placement in a full-time employment status shall have the PERS 2.7% @ 57 formula, as provided by the terms of the contract in effect between the City and PERS. The employee contribution rate shall be 50 percent of the “normal cost” rounded to the nearest quarter of 1 percent, as determined by PERS.

Miscellaneous employees who are considered “classic” members by PERS will be responsible for paying the full employee contribution to the California Employees Retirement System, which is currently 8%. Miscellaneous employees who are considered “new” members by PERS will be responsible for paying 50 percent of the “normal cost” pursuant to the Pension Reform Act of 2013. The employee shall pay the full amount of the employee’s contribution rate to Social Security.

8. Deferred Compensation

Under this contract, City will deposit to Information Technology Manager’s deferred compensation account via payroll a performance bonus contribution of up to \$4,000 annually.

The City’s contribution amount shall be based upon job performance and be dependent upon receipt of Information Technology Manager’s performance evaluation. The City’s contribution amount shall be determined in the sole discretion of the City Manager and may be less than \$4,000.

In the event this agreement terminates or is not renewed, Information Technology Manager shall be entitled to retain the amount of deferred compensation accumulated as of the date of termination or non-renewal.

After such time as Information Technology Manager resigns or is terminated, City shall transfer ownership of any deferred amount on deposit in a deferred compensation plan to succeeding employers upon Information Technology Manager’s written request.

9. Annual Performance Evaluation

The City Manager and/or their designee shall evaluate Information Technology Manager’s performance at least once annually. The City Manager and/or their designee and Information Technology Manager shall annually develop mutually agreeable performance goals and criteria which the City Manager and/or their designee shall use in reviewing Information Technology Manager’s performance in the following year. It shall be Information Technology Manager’s responsibility to initiate this review each year.

10. Indemnification

City shall defend, hold harmless and indemnify Information Technology Manager against any claim, demand, judgment, or action of any type or kind arising within the course and scope of Information Technology Manager’s employment to the extent required by

Government Code Sections 825 and 995. Notwithstanding anything to the contrary in this section, pursuant to Government Code Section 53243.1, if the City provides funds for the legal criminal defense of Employee, any funds provided for that purpose shall be fully reimbursed by Employee to the City if Employee is convicted of a crime involving an abuse of office or position. Employee recognizes that City shall have the right to compromise and settle all actions or proceedings in which City is providing Employee a defense, even if Employee objects to such compromise or settlement.

11. Other Terms and Conditions of Employment

A. The City Council may from time to time fix other terms and conditions of employment relating to the performance of Information Technology Manager, provided such terms and conditions are not inconsistent with or in conflict with the provision of this Agreement, the Grass Valley Charter or Municipal Code as they may be amended hereafter, or other applicable law.

B. The provisions of the City's Civil Service Rules and Regulations ("Rules") shall apply to Information Technology Manager to the extent they explicitly apply to the position of Information Technology Manager, except that if the specific provisions of this Agreement conflict with the Rules, the terms of this Agreement shall prevail. Without limiting the generality of the exception noted in the previous sentence, however, no provision of the Rules or this Agreement shall confer upon Information Technology Manager a property right in his or her employment or a right to be discharged only upon cause. Information Technology Manager is not a member of the competitive / classified service and is an "at will" employee serving at the pleasure of the City Manager and may be dismissed at any time with or without cause, subject only to the provisions of this Agreement. The provisions of Article IX, Section 2, requiring a 4/5 vote of the City Council to remove a Department Head do not apply to this Agreement and are specifically waived by Employee as provided in Section 4(D) of this Agreement. Notwithstanding any other provision of this Agreement, Information Technology Manager shall not violate any policy prohibiting discrimination, harassment, retaliation, workplace violence, or other similar misconduct as set forth in the Rules and in federal, state law, and local law.

C. Information Technology Manager shall be exempt from paid overtime compensation.

12. Termination

A. Information Technology Manager is not part of the competitive (classified) service and therefore is an "at will" employee. As an "at will" employee, Information Technology Manager may be terminated by the City Manager with or without cause, without right of appeal, and without advance notice or City Council action.

B. If Information Technology Manager is terminated by the City Manager without cause, Information Technology Manager after termination will be entitled to up to three months of severance pay at Information Technology Manager's base salary rate plus payment in a lump sum of the following: 1) 100% of any accrued, but unused Personal Leave and vacation leave, if any; and 2) 50% of the value of unused sick leave, if applicable, to the extent not used for PERS Service Credit, if any. Information Technology Manager shall be entitled to severance pay under this subsection only upon execution of a claim waiver and

release of liability. Severance pay, if any, shall be paid monthly until Employee is gainfully employed or the 3-month limit has been reached, whichever is less. Employee shall provide notification of gainful employment to City immediately upon commencing such employment if such employment commences within three months of Employee's termination from City. Notwithstanding anything to the contrary in this subsection, pursuant to Government Code Section 53243.2, if the Agreement is terminated, any cash settlement related to the termination that Employee may receive from City shall be fully reimbursed to City if Employee is convicted of a crime involving an abuse of his or her office or position.

C. If Information Technology Manager is terminated by the City for cause, Information Technology Manager is not entitled to any severance pay whether or not advance notice of termination is provided; however, payment for accrued, unused Personal Leave, sick leave and/or vacation leave, if applicable, shall be paid as provided in subparagraph B above. If Information Technology Manager is terminated for cause, Information Technology Manager must be given notice of the cause and supporting evidence. Information Technology Manager is entitled to meet with the City Manager at which time Information Technology Manager may reply orally and/or in writing to the cause and supporting evidence. The meeting is not an evidentiary hearing. There is no right to appeal the City Manager's decision. The City Manager's decision is final, and nothing in this subsection shall be deemed to impose a "for cause" requirement to terminate Employee's employment with City. The specification of causes for termination below is solely for the purpose of determining whether Employee is entitled to severance pay. For purposes of this Agreement, the term "for cause" shall include, but is not limited to, any of the following:

- (a) use of alcohol or drugs that impedes performance of duties;
- (b) conviction of a felony or misdemeanor involving moral turpitude (a plea or verdict of guilty or a conviction following a plea of nolo contendere is deemed a conviction for this purpose);
- (c) a proven claim of either sexual harassment or abuse of employees in violation of law or adopted City policy;
- (d) failure to maintain licenses and professional certifications required of the Information Technology Manager by the job description;
- (e) willful and repeated failure to carry out the lawful directives or policy decisions of the City Council or City Manager; or
- (f) willful abandonment of the position or continued and unexcused absence from duty.

D. Information Technology Manager may voluntarily terminate his or her employment, by resignation or retirement or some other similar manner, upon at least one month's notice. In this circumstance, Information Technology Manager is not entitled to any severance pay.

E. In the event an Employee dies while employed by the City, his/her beneficiary or those entitled to his/her estate shall be paid for any earned salary and any in lieu payments for personal leave and any banked vacation or sick leave at the rates established in this Agreement to which the Employee is entitled as of the final day on City payroll. City may request appropriate documentation to ensure such persons are beneficiaries or otherwise entitled to participate in Employee's estate.

13. Compliance With Law

This Agreement is subject to all applicable provisions of federal, state, and local laws, including the Grass Valley Municipal Code, except for the application of specific provisions of the City Charter which are waived as set forth herein.

14. General Provisions

- A. This Agreement constitutes the entire agreement between the parties. City and Information Technology Manager hereby acknowledge that they have neither made nor accepted any other promise or obligation with respect to the subject matter of this Agreement.
- B. If any provision or any portion of this Agreement is held to be unconstitutional, invalid or unenforceable, the remainder of the Agreement shall be deemed severable and shall not be affected and shall remain in full force and effect.
- C. Any notice to City pursuant to this Agreement shall be given in writing, either by personal service or by registered or certified mail, postage prepaid, addressed as follows:

Tim Kiser, City Manager
 City of Grass Valley
 125 East Main Street
 Grass Valley, CA 95945

Any notice to the Information Technology Manager shall be given in a like manner, and, if mailed, shall be addressed to the Information Technology Manager at the address shown in City's personnel records. For the purpose of determining compliance with any time limit stated in this Agreement, a notice shall be deemed to have duly given (a) on the date of delivery, if served personally, or (b) on the second (2nd) calendar day after mailing, if mailed.

- D. A waiver of any of the terms and conditions of this Agreement shall not be construed as a general waiver and either party shall be free to enforce any term or condition of this Agreement with or without notice to the other notwithstanding any prior waiver of that term or condition.

15. Amendments

This represents the entire agreement between the parties. Amendments to this agreement may be made at such times as approved by the City Manager and Information Technology Manager and shall be in writing.

Dated: _____

Tim Kiser, City Manager

Dated: _____

Bradford Kalstein

Approved as to form:

Dated: _____

Michael G. Colantuono, City Attorney



**Information Technology Analyst I
Information Technology Analyst II**

Department: Information Technology

FSLA Status: Exempt

Reports To: Information Technology Manager

Unit 1, Full-Time

SUMMARY OF JOB PURPOSE

Under general supervision, the Information Technology Analyst I/II performs a variety of technical, analytical, and support duties related to the installation, configuration, maintenance, and operation of the organization’s IT infrastructure. This role involves staffing the IT help desk, supporting network and server systems, troubleshooting hardware and software issues, providing end-user support, and contributing to the planning and implementation of IT projects.

DISTINGUISHING CHARACTERISTICS:

IT Analyst I: This is the entry-level classification where incumbents perform a range of technical and analytical IT tasks under close supervision by the IT Manager or designee. As experience and proficiency grow, responsibilities and independence increase.

IT Analyst II: This is the journey-level classification where incumbents perform more complex IT functions independently and may serve as project lead or mentor for junior staff.

ESSENTIAL JOB FUNCTIONS:

Network Support:

- Install, configure, and maintain network hardware, software, and peripherals, including switches, routers, firewalls, and wireless access points.

This job description indicates in general the nature and levels of work, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. The City of Grass Valley is an

EQUAL OPPORTUNITY EMPLOYER

Revision 01/2025

Page 1 of 6



Information Technology Analyst I Information Technology Analyst II

- Monitor and manage local and wide area networks (LAN/WAN) to ensure optimal performance and reliability.
- Implement and maintain secure network protocols and configurations.
- Diagnose and resolve network connectivity issues.

Systems Administration:

- Administer, maintain, and troubleshoot servers (physical and virtual), including domain controllers, file servers, and application servers.
- Perform system backups and disaster recovery planning.
- Apply patches and updates to operating systems and applications.
- Manage storage solutions, ensuring adequate capacity and efficiency.

Technical Support:

- Serve as the first point of contact for IT-related issues, including troubleshooting hardware, software, and peripheral devices.
- Create, modify, and manage user accounts and permissions in City Systems.
- Provide training and guidance to end-users on system and application usage.
- Maintain an accurate inventory of IT equipment and software licenses.

Security and Compliance:

- Monitor systems and networks for security breaches or vulnerabilities.
- Implement and enforce security policies and procedures, including user access controls.
- Assist in ensuring compliance with relevant regulations (e.g., CJIS, PCI).

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EQUAL OPPORTUNITY EMPLOYER

Revision 01/2025

Page 2 of 6



Information Technology Analyst I Information Technology Analyst II

Application Support:

- Install, configure, and maintain software applications used within the organization to ensure optimal functionality and compatibility with existing systems.
- Monitor and resolve application-related issues, collaborating with end-users to identify and troubleshoot problems effectively.
- Work with departments to assess software needs, recommend appropriate solutions, and coordinate implementation and upgrades.
- Create and maintain documentation for software systems, including user guides, troubleshooting steps, and system configurations.
- Train staff on effective use of applications, providing support and guidance on best practices.

Project Management and Documentation:

- Engage in planning and implementing IT projects, including new system rollouts and infrastructure upgrades.
- Document system configurations, procedures, and training materials.
- Collaborate with vendors and contractors on technology solutions and problem resolution.

KNOWLEDGE AND SKILLS:

Knowledge of:

- Principles and practices of network administration, including LAN/WAN technologies, IP addressing, and VPNs.
- Server administration, virtualization (e.g., VMware, Hyper-V), and storage solutions.
- Endpoint hardware and software troubleshooting methodologies.

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EQUAL OPPORTUNITY EMPLOYER

Revision 01/2025

Page 3 of 6



Information Technology Analyst I Information Technology Analyst II

- IT security practices, including firewalls, intrusion detection, and malware prevention.
- ITIL or similar frameworks for IT service management.

Skills in:

- Diagnosing and resolving complex hardware and software issues.
- Installing and configuring IT infrastructure and end-user devices.
- Communicating technical information clearly to non-technical users.
- Managing time effectively to prioritize multiple tasks and projects.
- Collaborating with team members and external partners.

QUALIFICATIONS:

Education and Experience:

- IT Analyst I: Bachelor's degree from an accredited college or university, preferably with course work in computer science, information technology, business administration or a related field; or associate degree with two years of technical IT support experience.
- IT Analyst II: *(in addition to the above)* 3 years of experience at a level comparable to the City's IT Analyst I.

CERTIFICATES, LICENSES, AND REGISTRATIONS

- Possession of an appropriate valid driver's license to be maintained throughout employment.
- Must submit to fingerprinting.
- Must submit to and be able to continually pass California and federal Department of Justice background requirements.
- Must obtain CJIS certification within six (6) months of hire or promotion date.

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EQUAL OPPORTUNITY EMPLOYER

Revision 01/2025

Page 4 of 6



Information Technology Analyst I Information Technology Analyst II

- May require successful completion of a polygraph examination.
- Relevant certifications (e.g., CompTIA Network+, Microsoft Certified: Azure Administrator, Cisco CCNA) are desirable.

PHYSICAL REQUIREMENTS

Must be free from any physical, emotional or mental condition which might adversely affect the ability to perform essential job duties.

Must be able to sit at a confined workstation for extended periods while performing essential duties.

On a continuous basis, sit at a desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk, perform simple grasping and fine manipulation, use telephone and communicate through written means.

Work in a standard office environment; drive a vehicle; read fine print on maps/documents and computer monitors; detect subtle shades of color with no color deficiencies; hear radio or telephone transmissions, frequently with interference and static; speak in a clear, understandable voice with sufficient volume and tone quality to project effectively over radio and telephone; operate a computer and complex radio computer equipment; connect and disconnect cables, phone wiring, and circuit boards; load and unload computer tapes, servers and equipment; bend, stoop, stretch, reach, and climb to install, test and move computer equipment; work at a computer terminal for long periods of time; and strength to safely lift and move up to 40 pounds without assistance, and heavier items with assistance.

OTHER REQUIREMENTS

Willingness and ability to work the hours necessary to accomplish the assigned duties including after normal work hours; be on-call for technical support and emergencies;

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EQUAL OPPORTUNITY EMPLOYER

Revision 01/2025

Page 5 of 6



**Information Technology Analyst I
Information Technology Analyst II**

attend meetings, seminars, conferences and training classes during or after normal work hours; travel out of town or out of state for several days at a time.

GENERAL

The City reserves the right to revise or change classification duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.

Print Name: _____

Signature: _____

Date: _____

Adopted:

Revised:

This job description indicates in general the nature and levels of work, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. The City of Grass Valley is an

EQUAL OPPORTUNITY EMPLOYER

Revision 01/2025

Page 6 of 6



City of Grass Valley

AGREEMENT BETWEEN THE CITY OF GRASS VALLEY AND INTEGRAL NETWORKS FOR MANAGED IT SERVICES

This Agreement is made and entered into this day 01/28/2025, by and between the **City of Grass Valley** (hereinafter referred to as “City”) and **Integral Networks** (hereinafter referred to as “Contractor”).

RECITALS

WHEREAS, the City seeks professional IT services to support its technological infrastructure during a transition to enhanced in-house IT management; and

WHEREAS, the Contractor agrees to provide IT support services during the transition period and for critical ongoing tasks as outlined in this Agreement;

NOW, THEREFORE, the City and Contractor agree as follows:

1. SCOPE OF SERVICES

The Contractor shall provide IT services to the City as follows:

1.1 Short-Term Full Support

From **January 1, 2025, to March 31, 2025**, Contractor shall provide:

- Daily operational IT support.
- Security management, including endpoint protection and incident response.
- System and network monitoring.
- Backup management and disaster recovery readiness.

1.2 Reduced Support Services

From **April 1, 2025, to May 31, 2025**, Contractor shall provide:

- Critical monitoring of City IT systems and infrastructure.
- Daily operational IT support.
- Backup management and disaster recovery tasks.

1.3 Minimal Ongoing Support

Starting **June 1, 2025**, Contractor shall provide minimal support services on a contractual basis, limited to:

- Tools necessary for critical monitoring of City IT systems and infrastructure.
- Backup tools for disaster recovery readiness.

These services will continue on a month-to-month basis until terminated by either party in accordance with Section 4 of this Agreement, or such time as a new agreement or contract is executed.

2. COMPENSATION

2.1 Payment Terms

The City agrees to compensate the Contractor as follows:

- **January–March 2025:** \$21,121 per month (Full Support).
- **April–May 2025:** \$14,363 per month (Reduced Support).
- **June 2025 and beyond:** \$2,754 per month (Minimal Ongoing Support).

2.2 Invoicing and Payment

The Contractor shall submit monthly invoices to the City. Payment will be made within thirty (30) days of invoice receipt.

3. TERM

This Agreement shall commence on **January 1, 2025**, and remain in effect until terminated by either party as provided herein.

4. TERMINATION

Either party may terminate this Agreement with thirty (30) days written notice. In the event of termination, the Contractor shall be compensated for services rendered through the date of termination.

5. GENERAL PROVISIONS

5.1 Independent Contractor

The Contractor shall perform all services as an independent contractor and not as an agent or employee of the City.

5.2 Insurance

The Contractor shall maintain insurance coverage as required by the City. Proof of insurance shall be provided upon execution of this Agreement.

5.3 Indemnification

The Contractor agrees to indemnify and hold harmless the City, its officers, and employees from any claims, damages, or liabilities arising from the Contractor's services.

6. AMENDMENTS

This Agreement may only be amended by mutual written consent of both parties.

IN WITNESS WHEREOF

The parties have executed this Agreement as of the date first written above.

CITY OF GRASS VALLEY

By: _____

Tim Kiser

City Manager

INTEGRAL NETWORKS

By: _____

Bryan Badger

CEO

APPROVED AS TO FORM:

By: _____

Michael Colantuano

City Attorney