



GRASS VALLEY

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

Tuesday, March 10, 2026 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. Proclamation Honoring Eleanor Kenitzer
2. Recognition of Tim Kiser

CITY UPDATE

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 February 24, 2026

Recommendation: Council approve minutes as submitted.

4. Review of 2025 Annual Housing Element Progress Report

CEQA: Not a Project

Recommendation: Receive and File. No formal action required.

5. Review of 2025 General Plan Annual Progress Report

CEQA: Not a project

Recommendation: Receive and File. No formal action required.

6. Approval of Memorandum of Understanding Between the City of Grass Valley and Public Safety Management Unit #10

CEQA: Not a project

Recommendation: That the City Council adopt resolution approving the Memorandum of Understanding (MOU) between the City of Grass Valley and the newly established Public Safety Management Unit #10, effective February 15, 2026 through June 30, 2026.

7. Purchase of Emergency Backup Generator for Fire Station 1

CEQA: Not a Project

Recommendation: That Council 1) that the City Council authorize the purchase and installation of a replacement emergency generator for Fire Station 1 in an amount not to exceed \$75,000, utilizing Fire Development Impact Fee funds, 2) authorize the Fire Chief to complete the purchase through the Sourcewell cooperative purchasing program, and 3) authorize the Finance Director to make any necessary budget transfers and/or amendments to complete the purchase and installation of the equipment.

8. Updated Sewer System Management Plan

CEQA: Not a Project

Recommendation: That Council adopts the proposed 2026 revision of the Sewer System Management Plan (SSMP)

9. Amendment to Legal Services Agreement with Colantuono, Highsmith & Whatley, PC

CEQA: Not a project

Recommendation: Approve Amendment to the Agreement for Legal Services with Colantuono, Highsmith & Whatley, PC, designating David J. Ruderman as City Attorney and Michael G. Colantuono as Assistant City Attorney, and adjusting rates for litigation, labor and employment, other specialized legal services, and reimbursable services.

10. Approval of modifications of Police Chief, and Fire Chief, Appendix A of their respective employment agreement.

CEQA: Not a project

Recommendation: That Council 1) approve the Amendment No. 1 and amended Appendix A of the Police Chief and Fire Chief Employment Agreements to modify the Retiree Health Plan Benefit, subject to legal review; and 2) authorize the City Manager to execute the Amendments subject to legal review.

11. Approval of Resolution No. 26-04 Support for a Potential Bear Yuba Land Trust Purchase of Land.

CEQA: Not a project

Recommendation: That Council approve Resolution No.26-04 supporting the Bear Yuba Land Trust's potential purchase of potential open space/recreational property.

12. Loma Rica Open Space and Trail Adoption by Bicyclists of Nevada County

CEQA: Not a project

Recommendation: That the Council approve the proposed trail adoption by Bicyclists of Nevada County (BONC).

13. Centreville Bike Park Project- Authorization to Award Contract

CEQA: Categorically Exempt - Section 15332 “In-Fill Development Projects”

Recommendation: That Council 1) award a Design Build contract for the Centreville Bike Park Project to Dynamic Trades, Inc., 2) authorize the Mayor to execute the contract, subject to legal review and, 3) authorize the City Engineer to approve construction change orders of up to 10% of the contract amount.

14. Memorial Park Magenta Drain Restoration Project- Environmental Services

CEQA: N/A - Procedural Motion

Recommendation: The Council 1) approves a change order with Dudek for additional environmental consulting services for the Memorial Park Magenta Drain Restoration Project, 2) authorize the Deputy Public Works Director to execute all related documents, subject to legal review and, 3) authorize the Finance Director to make any necessary budget adjustments and transfers.

15. Resolution Number 26-05 “Appointing Police Chief Alex Gammelgard as Interim City Manager”

CEQA: Not a project

Recommendation: By MOTION, adopt Resolution Number 26-05 “Appointing Police Chief Alex Gammelgard as Interim City Manager”

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

REORGANIZATION RELATED ITEMS

PUBLIC HEARING

ADMINISTRATIVE

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, March 10, 2026, at 6:00 p.m., was posted at city hall, easily accessible to the public, as of 5:00 p.m. Thursday, March 5, 2026.

Taylor Whittingslow, City Clerk



PROCLAMATION

HONORING ELEANOR KENITZER

WHEREAS, Eleanor Kenitzer has devoted decades of extraordinary service to the City of Grass Valley through her leadership, artistic vision, and deep commitment to preserving and celebrating the community’s unique cultural heritage; and

WHEREAS, in 1990, Eleanor revived a cherished Grass Valley tradition when she became Director of the Grass Valley Cornish Carol Choir, recognizing from the outset that the folk carols belonged to the singers themselves and that their true value lay in the tradition, spirit, and shared excitement of the community; and

WHEREAS, Eleanor directed the Grass Valley Cornish Carol Choir for thirty-six (36) years, guiding it to regional, national, and international recognition, where she expanded and strengthened the choir by inviting women to join, and filling soprano ranks previously held by boy altos; and

WHEREAS, in 1997, together with then-Mayor Mark Johnson, Eleanor helped establish the sister city relationship between Grass Valley and Bodmin, Cornwall, initiating cultural exchanges that continue to enrich both communities today; and

WHEREAS, in recognition of her cultural leadership and contributions, Eleanor was made a Cornish Bard in Falmouth, Cornwall in 2000, and her work in Grass Valley has since inspired a revival of Cornish caroling in Cornwall itself, where she continues to serve as a mentor to musicians and musicologists; and

WHEREAS, Eleanor was a founder of Grass Valley’s St. Piran’s Day celebration twenty-five (25) years ago, further strengthening the area’s Cornish heritage; and

WHEREAS, Eleanor’s civic leadership extends beyond music, including service as Chair of the Grass Valley Planning Commission and President of the Greater Grass Valley Chamber of Commerce in 2008, and as the first recipient of the Grass Valley Mayor’s Award in 1998; and

WHEREAS, Eleanor has consistently reminded the community that “Music is to build our souls, our spirits, and our community consciousness,” a philosophy reflected throughout her life’s work;

NOW, THEREFORE, BE IT PROCLAIMED, that the City Council of the City of Grass Valley hereby honors and recognizes ELEANOR KENITZER for her exceptional contributions to the cultural, civic, and community life of Grass Valley, and expresses its deepest gratitude for her enduring legacy and lifelong dedication to preserving the spirit, heritage, and heart of the community.

Dated this 10th day of March 2026

Hilary Hodge, Mayor

Haven Caravelli, Vice Mayor

Jan Arbuckle, Council Member

Joe Bonomolo, Council Member

Thomas Ivy, Council Member



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MINUTES

CALL TO ORDER

Meeting called to order at 6:02 p.m.

PLEDGE OF ALLEGIANCE

Mayor Hodge led the 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

CITY UPDATE

PUBLIC COMMENT

In person public comments: Speakers 1 thru 5 (Noted changes no speaker #2)

Virtual public comments attached.

CONSENT ITEMS -

Virtual public comments.

Motion made to approve the consent as submitted by Councilmember Arbuckle, Seconded by Councilmember Bonomolo.

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

1. Approval of the Regular Meeting Minutes of February 10, 2026.

Recommendation: Council approves minutes as submitted.

2. Joint Agreement with Grass Valley and Nevada County Consolidated Fire District for use of shared fleet facility.

CEQA: Not a Project

Recommendation: That Council 1) Approve the Fire Chief to enter into a cooperative license agreement between the City of Grass Valley and Nevada County Consolidated Fire District for shared use of the fleet maintenance shop.

3. 2025 Annual Measure E Street Rehabilitation Project - Final Acceptance

CEQA: N/A - Project is Complete

Recommendation: That Council: 1) accept the 2025 Annual Measure E Street Rehabilitation Project as complete, and 2) authorize the City Engineer to file a Notice of Completion with the County Recorder.

4. Downtown Street Rehab Project - Final Acceptance

CEQA: N/A - Project is Complete

Recommendation: That Council: 1) accept the Downtown Street Rehabilitation Project as complete, and 2) authorize the City Engineer to file a Notice of Completion with the County Recorder.

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

REORGANIZATION RELATED ITEMS

PUBLIC HEARING

ADMINISTRATIVE

5. FY 2025-26 Mid-Year Budget Review

CEQA: Not a project

Recommendation: It is recommended that the City Council, by motion, approve the FY 2025-26 Mid-Year Budget Review and the recommended budget revisions.

Jenifer Stzynski, Finance Director

Public comments: Bob Branstrom

Motion made to approve the FY 2025-26 Mid-Year Budget Review and the recommended budget revisions by Councilmember Arbuckle, Seconded by Councilmember Bonomolo.

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

6. Downtown Grass Valley Roundabout Project - Approve Final Concept

CEQA: N/A - CEQA review will be completed as part of the project work

Recommendation: That Council approve a final intersection treatment at Neal St and South Auburn St for the Downtown Grass Valley Roundabout Project

Bjorn Jones, City Engineer, gave presentation to the council

Public comment: Robin Davis, Jay Strauss, Bob Branstrom, Mark Demartni, Malina Sha, Larry Onios

Virtual comments attached.

Motion made to approve a final intersection treatment at Neal St and South Auburn St for the Downtown Grass Valley Roundabout Project with the original right-out/right-in configuration by Councilmember Arbuckle, Seconded by Councilmember Bonomolo.

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

Voting Nay: Mayor Hodge

BRIEF REPORTS BY COUNCIL MEMBERS

Councilmember Ivy had nothing to report. Councilmember Bonomolo attended an interview on KNCO with WM. Councilmember Arbuckle attended the league of cities board meeting in Berkley, will be attending the Policies meeting, Small rural Cities, GVDA and Chamber Executive Board Meeting. Vice Mayor Caravelli Conducted Historical Commission interviews, and wanted to thank Public Works for their hard work during the storm, and will not be at next meeting but wanted to give thanks and appreciation to Tim for his service over the years and he will be missed. Mayor Hodge attended the wild and Scenic Film festival.

CONTINUATION OF PUBLIC COMMENT

ADJOURN

Meeting adjourned at 8:00 pm.

Adopted on: _____

Hilary Hodge, Mayor

Taylor Whittingslow, City Clerk

Taylor Whittingslow

From: PATRICK JOHNSON - Voicemail box 8880 <noreply@voicemail.goto.com>
Sent: Tuesday, February 24, 2026 3:07 PM
To: Public Comments
Subject: Voicemail from PATRICK JOHNSON at [REDACTED] Feb 24 2026 3:05 PM
Attachments: 1771974358-00004711.mp3



You received a new voicemail message

 New voicemail message

Time: Tuesday, February 24 2026 3:05 PM

From: PATRICK JOHNSON [REDACTED]

Duration: 38 seconds

Voicemail box: 8880

Transcript: Hi, my name is Patrick Johnson. My address is 16714 Scott way in grass valley. I am just calling to share my support for the roundabout project and I would like to encourage all the members of the city council to vote for the plan. I think it looks great as someone who travels from Alta Sierra to grass valley. I have dealt with that crazy intersection before, and I feel like this new plan is going to make that route so much easier. So I encourage everyone to please vote yes. And thank you for listening to my comment.

[Rate this transcript's accuracy](#)



Taylor Whittingslow

From: Mark Reilly [REDACTED]
Sent: Tuesday, February 24, 2026 2:20 PM
To: Public Comments
Subject: Downtown Grass Valley Roundabout Project - Item #6

You don't often get email from [REDACTED] [why this is important](#)

Dear City Council Members,

As an architect and ten year resident of Grass Valley who walks downtown daily from my home south of the freeway, I wanted to share my thoughts on the proposed South Auburn/Neal/Colfax/Tinloy/Hansen/Highway 49 roundabout.

The freeway divided our town in half when it was built, and the two-lane highway feeder streets on either side of it have only furthered that division. Rethinking this intersection allows us the opportunity to reweave the urban fabric of this area and rethink what is best for the residents of and visitors to Grass Valley.

As you consider this car-centric roundabout proposal and/or further develop it, I hope you consider the following:

Pedestrian Safety and Access: Pedestrian safety and access should be the key component of whatever changes are made at this intersection. The existing East Main roundabout is at the intersection of two streets (East Main and Idaho Maryland) and a freeway on/off ramp, and it is *not* pedestrian friendly. Fortunately, there aren't many residents that live around it or need to walk through it. On the other hand, the proposed roundabout is at the intersection of *five* streets and a freeway on/off ramp, and is directly adjacent to major residential neighborhoods, a school, and our pedestrian focused downtown. How will the proposed roundabout be more pedestrian friendly than the existing roundabout on East Main?

Bicycle Safety and Access: There doesn't appear to be any safe/separate path of travel for bicycles in the plan, and it should be taken into consideration and included. Doing it now means not having to redo it later. Having a safe bike lane that connects through this intersection to the future Wolf Creek Trail is essential. Connecting downtown to the Empire Mine State Park with a bike lane also makes perfect long-term sense. Have bicycle access and safety been considered in the proposed plan?

Citywide Traffic Patterns: The impact on existing traffic patterns should also be considered. With the proposed southbound change at the South Auburn/Neal intersection, people who currently access the freeway from West Main to South Auburn would instead have to take residential streets to Neal to South Auburn or take East Main to East Bennett to Tinloy. This would impact all of these streets and neighborhoods. Further, the historic southern entry/exit to downtown via South Auburn would be sadly obliterated by the proposed design and put more burden on Neal. Has the impact on citywide traffic patterns been included in the traffic studies?

Impact on Merchants: The proposed roundabout physically and psychologically steers arriving residents and visitors away from downtown Grass Valley when they exit the freeway at South Auburn.

Clear and easy access to downtown shops and parking from the freeway should be an essential component of the plan to help maintain a thriving downtown.

Highway 49 Off Ramp: The freeway off ramp at South Auburn was not included in the drawing, but is a critical component of this intersection. The off ramp has been the site of numerous accidents and an auto related pedestrian fatality. How will this exit be integrated into the proposed plan and how will it improve pedestrian safety here?

Grass Valley Charter School: The Grass Valley Charter School was also left off the plans, yet it generates substantial back-ups twice a day on South Auburn and Colfax and is a hub of pedestrian activity. Has its impact been taken into account?

Wolf Creek and Future Wolf Creek Trail: Wolf Creek is an asset to our downtown. Making the downtown section of Wolf Creek more pedestrian friendly, parklike, and accessible should be a goal of the plan or a future master plan. Access of the Wolf Creek Trail through this intersection is also critical, but it's not clear if it was considered in the plan.

Welcome Miner Sign: As side note and additional consideration, Grass Valley residents love the "Welcome" miner sign that was at the intersection of South Auburn and Main Street circa 1900, and it would be great to bring him back and place him at this intersection as public art that welcomes everyone to our town. Hopefully this will be taken into consideration too.

Is the proposed, somewhat heavy handed, car-centric roundabout the answer to addressing these issues? Or is a simpler pedestrian focused solution (eliminate stop lights? add stop signs? make Tinloy and Hansen one lane? eliminate the Tinloy extension between Neal and South Auburn?...) a better and more appropriate solution? As most city planners, architects, and engineers say, "less is more".

Thank you for your consideration of these items in your vote today, and in moving forward with any future plans.

Sincerely,

Mark Reilly

Grass Valley Home Owner, Resident, Pedestrian, Biker, and Architect

Taylor Whittingslow

From: JOHNSON SEAN - Voicemail box 8880 <noreply@voicemail.goto.com>
Sent: Tuesday, February 24, 2026 1:00 PM
To: Public Comments
Subject: Voicemail from JOHNSON SEAN at [REDACTED] on Feb 24 2026 12:56 PM
Attachments: 1771966592-00004389.mp3



You received a new voicemail message

 New voicemail message

Time: Tuesday, February 24 2026 12:56 PM

From: JOHNSON SEAN [REDACTED]

Duration: 1 minute 47 seconds

Voicemail box: 8880

Transcript: Hi, my name is Sean Johnson, and I'm calling from Grass Valley, California. And I am calling to address the roundabout that I know is coming up for a vote, I believe at tonight's meeting. And I just want to put my support in for the plan that the committee selected a few months back. I think it's a really great plan. I like the streamlined approach. I like that there's no stoplights or stop signs interrupting the flow of the traffic. And while it could be confusing at first, I believe that very quickly the community members will adapt to this roundabout. And one thing they'll adapt to for sure is the flow of traffic that this roundabout will help. Because as we all know, this is a very troublesome intersection. And for a community of our size, it's sort of silly to have such a troublesome intersection. Also, comma, I would like to encourage the City Council to keep in mind that this is going to be the front door to our

community for community members and for guests visiting. And I want to make sure that it is well landscaped, it is pedestrian friendly, it is wheelchair accessible, it is safe. And I would encourage them to think about the roundabouts we already have in our community, the roundabouts that are in Truckee, and think about public art to make them beautiful. Thank you.

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Taylor Whittingslow

From: Amber Cubitt [REDACTED]
Sent: Tuesday, February 24, 2026 11:09 AM
To: Public Comments
Subject: Regarding the proposed round about.

[You don't often get email from [REDACTED] Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

Dear Members of the City Council,
I am writing to express my opposition to the proposed roundabout project. Based on the information provided, the plan does not appear to be a practical or cost-effective solution for our community.

The projected expense is significant, and it is unclear whether the roundabout will meaningfully improve traffic flow or safety. Given the financial impact and unanswered concerns, I respectfully urge the Council to reconsider this proposal and explore more feasible alternatives that better serve residents.

Thank you for your time and consideration.

Sincerely,

Taylor Whittingslow

From: Lynn Dell [REDACTED]
Sent: Tuesday, February 24, 2026 10:29 AM
To: Public Comments
Subject: Re: Roundabout

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On 02/23/2026 8:43 PM PST Lynn Dell [REDACTED] wrote:

Creating a roundabout that will bring more traffic along the side of the GV Charter school and TK playground seems unnecessarily dangerous.

What will be done to mitigate the demolition and construction noise, hazardous dust, etc so it will not impact the young children trying to learn and play within yards of this project? What will be installed to protect the students from the increased traffic?

Where is the data to support this project? What studies have been done to show the need? You might have more public support if you show this information. And if not, why not? Where is the data?

The way this project seems to be being pushed through is why the council, city manager and others have gotten such a poor reputation of late.

Taylor Whittingslow

From: KEETH AARON - Voicemail box 8880 <noreply@voicemail.goto.com>
Sent: Monday, February 23, 2026 9:46 PM
To: Public Comments
Subject: Voicemail from KEETH AARON at [REDACTED] on Feb 23 2026 9:45 PM
Attachments: 1771911914-00003acb.mp3



You received a new voicemail message

 New voicemail message

Time: Monday, February 23 2026 9:45 PM

From: KEETH AARON [REDACTED]

Duration: 14 seconds

Voicemail box: 8880

Transcript: Laura Lewis, 10140 Gold Drive, Grass Valley, California. And I would say no more roundabouts, please. Thank you.

[Rate this transcript's accuracy](#)



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Taylor Whittingslow

From: Lynn Dell [REDACTED]
Sent: Monday, February 23, 2026 8:43 PM
To: Public Comments
Subject: Roundabout

You don't often get email from [REDACTED] [Learn why this is important](#)

Creating a roundabout that will bring more traffic along the side of the GV Charter school and TK playground seems unnecessarily dangerous.

What will be done to mitigate the demolition and construction noise, hazardous dust, etc so it will not impact the young children trying to learn and play within yards of this project? What will be installed to protect the students from the increased traffic?

Where is the data to support this project? What studies have been done to show the need? You might have more public support if you show this information. And if not, why not? Where is the data?

The way this project seems to be being pushed through is why the council, city manager and others have gotten such a poor reputation of late.

Taylor Whittingslow

From: Emma Westrope [REDACTED]
Sent: Monday, February 23, 2026 5:26 PM
To: Public Comments
Subject: Proposed Roundabout

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Dear Members of the City Council,

I am writing to express my opposition to the proposed roundabout project. Based on the information provided, the plan does not appear to be a practical or cost-effective solution for our community.

The projected expense is significant, and it is unclear whether the roundabout will meaningfully improve traffic flow or safety. Given the financial impact and unanswered concerns, I respectfully urge the Council to reconsider this proposal and explore more feasible alternatives that better serve residents.

Thank you for your time and consideration.

Sincerely,
Emma Westrope

Taylor Whittingslow

From: Not Christina [REDACTED]
Sent: Monday, February 23, 2026 5:26 PM
To: Public Comments
Subject: Opposition to Proposed Roundabout Project

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Dear Members of the City Council,

I am writing to express my opposition to the proposed roundabout project. Based on the information provided, the plan does not appear to be a practical or cost-effective solution for our community.

The projected expense is significant, and it is unclear whether the roundabout will meaningfully improve traffic flow or safety. Given the financial impact and unanswered concerns, I respectfully urge the Council to reconsider this proposal and explore more feasible alternatives that better serve residents.

Thank you for your time and consideration.

Sincerely,

Christina Westrope

Taylor Whittingslow

From: HICKS TRACIE - Voicemail box 8880 <noreply@voicemail.goto.com>
Sent: Monday, February 23, 2026 4:22 PM
To: Public Comments
Subject: Voicemail from HICKS TRACIE at [REDACTED] on Feb 23 2026 4:20 PM
Attachments: 1771892400-0000398b.mp3



You received a new voicemail message

 New voicemail message

Time: Monday, February 23 2026 4:20 PM

From: HICKS TRACIE [REDACTED]

Duration: 21 seconds

Voicemail box: 8880

Transcript: Hi, this is Tracy Hicks. I'm at 210 Sutton Way, and I'm calling about this ridiculous roundabout on South Auburn Street It's dangerous. It takes away and deters from our historical value of our town It's a cockamamie idea and it needs to be stopped

[Rate this transcript's accuracy](#)



Mailbox Capacity: 97/99 available

Taylor Whittingslow

From: WIRELESS CALLER - Voicemail box 8880 <noreply@voicemail.goto.com>
Sent: Monday, February 23, 2026 4:11 PM
To: Public Comments
Subject: Voicemail from WIRELESS CALLER at [REDACTED] on Feb 23 2026 4:09 PM
Attachments: 1771891790-00003950.mp3



You received a new voicemail message

 New voicemail message

Time: Monday, February 23 2026 4:09 PM

From: WIRELESS CALLER [REDACTED]

Duration: 29 seconds

Voicemail box: 8880

Transcript: Hi, my name is Kayla and my address is 1449 Begsworth way number 14 grass Valley, California nine five nine four five and I'm calling in to Public comment about the roundabout and downtown grass valley And I would like to comment that I don't think that we should have that in our town And I was born and raised here and I feel like it looks catastrophic. So I'm saying no to the roundabout. Thank you

[Rate this transcript's accuracy](#)



Taylor Whittingslow

From: Janet Malone [REDACTED]
Sent: Monday, February 23, 2026 3:16 PM
To: Public Comments
Subject: Roundabouts

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I would like to express my displeasure and concern regarding the proposed roundabouts scheduled to go in on So. Auburn St. I feel it is unnecessary and going to create many problems.

Signed,
Janet Malone

[Yahoo Mail: Search, Organize, Conquer](#)

Taylor Whittingslow

From: Giovanni Di Fabio [REDACTED]
Sent: Monday, February 23, 2026 3:05 PM
To: Public Comments; Bjorn Jones
Subject: Liability Exposure of Option 5 (Diversion of S. Auburn St to Neal St)

You don't often get email from [REDACTED] [Learn why this is important](#)

Dear Honorable Mayor, City Engineer and Members of the Grass Valley City Council,

As a transportation management professional and fan of roundabouts and safe streets, I am writing as a citizen to provide public comment regarding the proposed roundabout project, specifically Option 5, which would divert freeway access traffic from S. Auburn Street to Neal St.

The GHD technical report dated 2/6/26 to Bjorn Jones, City Engineer, does not address pedestrian safety concerns regarding the increased traffic being diverted onto Neal Street. The report simply states that the street can mostly handle the increased “storage” of traffic by admitting that it will be backing up past Safeway but without significantly backing up onto S. Auburn.

While I had limited time to fully review, the GHD report appears to assume S. Auburn traffic will divert and use the roundabout via Tinloy St. and ignores the fact that local drivers coming into downtown via Main and visitors leaving downtown west of Mill will overwhelmingly reroute to access the roundabout via the extremely dangerous intersection of Mill/Neal.

The report makes no mention of “Right-in” traffic that is highly likely to begin using the Safeway parking lot as a turnaround or pass-through. This is called “inverse condemnation” and Safeway is extremely litigious. The GHD report stating that traffic will backup past its driveway is solid evidence against the city when Safeway begins receiving an increase of rushing travelers unlawfully passing through the lot or a patron is injured or killed.

Forcing S. Auburn drivers onto Neal and Banks would prevent downtown drivers from directly accessing Highway 49 or continue south on S. Auburn. Assuming traffic will utilize Banks Street to Tinloy is quite optimistic. Banks Street has decent sight lines but is narrow and inconvenient to access from Downtown areas west of Mill Street. This means Option 5 will directly and indirectly divert a substantial volume of Downtown traffic onto both directions of Neal Street—a roadway that is already narrow, congested, and heavily pedestrian-utilized.

The intersection of Neal and Mill Streets is particularly concerning as it currently exists. It is a blind corner with restricted sightlines for both drivers and pedestrians. It is by far one of the most popular pedestrian crossings into the Mill Street shopping district. Turning movements are tight, sidewalks are narrowly constrained, and visibility of all parties is limited by existing building placement. Liability exposure is already high with so many children crossing to visit the library or get ice cream, and increasing vehicle congestion by making this location the primary access point for freeway and S. Auburn drivers leaving downtown materially elevates the risk of pedestrian-vehicle collisions.

Additionally, forcing southbound S. Auburn onto Neal will likely create unintended behavioral consequences. Drivers attempting to correct course will predictably begin using the Safeway parking lot as an informal turnaround or U-turn location in order to reorient themselves toward Highway 49. Congestion on westbound Neal is already causing occasional diversion into Safeway with drivers using the parking area as a roadway to access Mills Street more quickly. This would introduce higher-speed directional changes within a busy commercial parking lot designed for local circulation — not arterial redirection. Such maneuvering significantly increases the risk of vehicle collisions and pedestrian injuries in an area with frequent foot traffic.

Downtown Grass Valley's strength is its walkability and human scale. Concentrating additional vehicle traffic into its narrowest corridors is inconsistent with long-term safety and vitality. Grass Valley should be looking at ways to increase pedestrian safety on dangerous, narrow Neal Street and Option 5 is a dangerously scary scenario for pedestrians, library patrons and shoppers.

Conclusion: If an injury or fatality were to occur on Neal with its known safety hazards, or at Safeway as a foreseeable result of a known traffic diversion design, the City could face substantial liability exposure.

Additional thought: I don't submit this comment as just a warning, I also submit it with a solution. With very minimal striping (blue) and curb redesign (pink), you'll be able to retain access for through traffic in all directions without the need for complicated signals or construction. My solution would reduce traffic on Neal by retaining freeway access to drivers on S. Auburn St. I would also like to propose that the city work on additional solutions to improve pedestrian safety on Neal and reduce Mill Street traffic from speeding through the Safeway parking lot to access the freeway. Thank you for your time and thoughtful consideration.

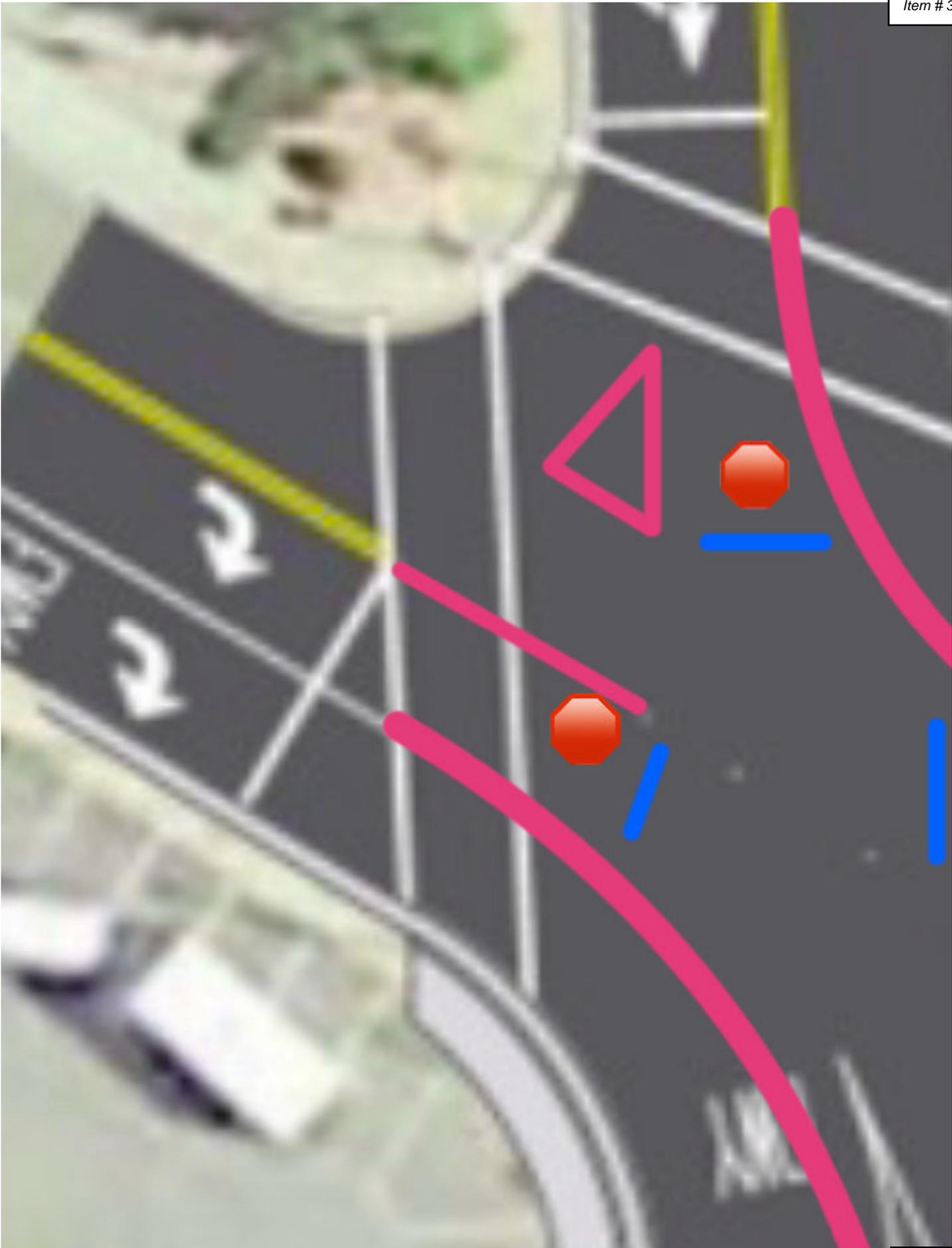


Option #1: Original oblong roundabout

Option 1 but with a 3-way stop would be accomplished with minimal infrastructure. Crosswalk would

need to be setback into dedicated area. The southbound S.Auburn stop sign could be optional.

Item # 3.



This is an additional option requires no stop signs and allow southbound traffic to pass but does not provide access onto westbound Neal from the freeway, which isn't ideal for Safeway access.

Item # 3.

These are rough overlays are drawn onto the Option 1 sketch for clarity, but both versions could be incorporated into the Option 5 sketch.

Respectfully,

Gio DiFabio
Master of Science, Transportation Management
Grass Valley, California
628-213-5101

Taylor Whittingslow

From: John Pettitt [REDACTED]
Sent: Monday, February 23, 2026 1:13 PM
To: Public Comments
Subject: The proposed roundabout study is insufficient.

You don't often get email from [REDACTED]. [Learn why this is important](#)

I read the traffic engineering reports and was surprised to find no discussion of how rerouting traffic from S Auburn will affect traffic flow on nearby streets, particularly Main to Church to Neal, Main to S Auburn to Bank, and Main to E Bennet to Tinloy. All of those will carry the traffic formerly routed down South Auburn. Yes there is no discussion in the document. The Neal Street route involves an awkward intersection at Mill Street. S Auburn to Bank route would add a left turn across traffic heading north. The Main to Bennet option adds distance and increases congestion at the light, which is already a mess with traffic exiting the gas station and post office.

In my experience as former Vice Chair of the Sausalito Planning Commission, this plan needs to be comprehensive and provide analysis of the impact on the whole downtown circulation. As such it's inadequate as written and should be rejected.

John Pettitt

Taylor Whittingslow

From: Janet Goodban [REDACTED]
Sent: Monday, February 23, 2026 11:23 AM
To: Public Comments
Subject: South Auburn-Neal Street Roundabout

[You don't often get email from [REDACTED]. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

I vehemently oppose this plan. Downtown is congested enough without creating more chaos by building this roundabout. There are other places in GV that would be better suited. There must be other better less intrusive options.

Please do NOT pass this plan!

- Janet Goodban
Grass Valley resident

Taylor Whittingslow

From: ECKERLING G. - Voicemail box 8880 <noreply@voicemail.goto.com>
Sent: Monday, February 23, 2026 12:29 AM
To: Public Comments
Subject: Voicemail from ECKERLING G. at [REDACTED] 7 on Feb 23 2026 12:27 AM
Attachments: 1771835230-00002a09.mp3



You received a new voicemail message

 New voicemail message

Time: Monday, February 23 2026 12:27 AM

From: ECKERLING G. [REDACTED]

Duration: 35 seconds

Voicemail box: 8880

Transcript: Hi, this is Garrett Eckerling 1-1-9-5-3, Alta Sierra Drive, Grass Valley. I think that changing the traffic pattern on the South Auburn Street interchange that you guys are working on is a really bad idea. I'm not sure what the problem is that you're trying to fix, but it doesn't look like it would be very efficient doing it this way. don't make any changes. Thanks.

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Taylor Whittingslow

From: Mark DeMartini [REDACTED]
Sent: Sunday, February 22, 2026 8:28 PM
To: COGV General Voicemail
Subject: Roundabout Design

[You don't often get email from [REDACTED] Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

I am a retired licensed Civil Engineer that used to work for Caltrans. I do not agree the proposed roundabout design would be good for our city!!! It would be better to leave the area alone than to mess up the southbound traffic on South Auburn Street as proposed!!!

Mark DeMartini

Sent from my iPhone

Taylor Whittingslow

From: COGV General Voicemail
Sent: Sunday, February 22, 2026 8:24 PM
To: COGV General Voicemail
Subject: Form submission from: Contact us



GRASS VALLEY
A PLACE TO LIVE AND THRIVE

02/22/2026 - 8:24pm City of Grass Valley »

WEBFORM SUBMISSION

Submitted by anonymous user:
[2600:1010:b358:7142:28d0:6eb9:761f:94f5]

Your name:
Mark DeMartini

Your e-mail:
[REDACTED]

Your Phone Number:
[REDACTED]

Message:
I am a retired licensed Civil Engineer that used to work for Caltrans. I do not agree the proposed roundabout design would be good for our city!!! It would be better to leave the area alone than to mess up the southbound traffic on South Auburn Street as proposed!!!

Attachment(s) (if applicable):

CONTEXT INFORMATION

Profile contacted:
[Contact us](#)

[View results](#)[Download results](#)

Taylor Whittingslow

From: Mark DeMartini [REDACTED]
Sent: Sunday, February 22, 2026 8:20 PM
To: Public Comments
Subject: Bad Roundabout Design

[You don't often get email from [REDACTED]. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

I am a retired licensed Civil Engineer that used to work for Caltrans. I do not agree the proposed roundabout design would be good for our city!!! It would be better to leave the area alone than to mess up the southbound traffic on South Auburn Street as proposed!!!

Mark DeMartini
5309134901

Sent from my iPhone

Taylor Whittingslow

From: CARMAN STEVEN - Voicemail box 8880 <noreply@voicemail.goto.com>
Sent: Sunday, February 22, 2026 7:15 PM
To: Public Comments
Subject: Voicemail from CARMAN STEVEN at [REDACTED] on Feb 22 2026 7:14 PM
Attachments: 1771816444-000029e4.mp3



You received a new voicemail message

 New voicemail message

Time: Sunday, February 22 2026 7:14 PM

From: CARMAN STEVEN [REDACTED]

Duration: 58 seconds

Voicemail box: 8880

Transcript: Hello, my name is Steve Carmen. My address is 10258 Cary Drive, Grass Valley. My comment is that I think the suggested change for the traffic pattern in downtown Grass Valley would be an absolute disaster. I see no reason why the changes suggested have to be made. I don't think there is a high enough risk that would cause this to be required and it seems like an absolute waste of money, time, and that the solution proposed makes little to no sense and makes the situation worse than it is now.

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Taylor Whittingslow

From: KIMMICH RUDOLF - Voicemail box 8880 <noreply@voicemail.goto.com>
Sent: Tuesday, February 24, 2026 6:16 PM
To: Public Comments
Subject: Voicemail from KIMMICH RUDOLF at [REDACTED] on Feb 24 2026 6:11 PM
Attachments: 1771985516-0000496a.mp3



You received a new voicemail message

 New voicemail message

Time: Tuesday, February 24 2026 6:11 PM

From: KIMMICH RUDOLF [REDACTED]

Duration: 3 minutes 15 seconds

Voicemail box: 8880

Transcript: Hi, this is Matthew Coulter calling with comment on the consent calendar, item number three and four, the finalization and acceptance of the street projects. There's still some very large holes on South Auburn Street that haven't been dealt with. I'm really curious when that's going to happen. The curbs haven't been painted red, so people are parking on the street and literally blocking the streets because they don't know that it's not supposed to do that, which I find is odd. There's large patches on the sidewalks in several spots and a lot of hazardous trip hazards that haven't been completed and this is all being accepted as a finalization and that shouldn't be the case until these things are corrected and it's actually is finalized because much like Memorial Park, once you finalize it, nothing ever gets repaired that is still under construction during the initial construction of the project. that's three and four on the

street projects. On a separate issue on the roundabout which isn't in the consent number six that really needs to be stopped immediately and rethought because what you are doing makes no sense at all to block the historic route of South Auburn Street is the main thoroughfare coming into downtown and having people turn on to Neal Street which will then take them up by the design this needs to be fired and we need to get somebody in that can actually put the pen to paper and fix some of the problems in town that we have and not design these very, very expensive and very, very unthought-out projects that make things more difficult. The pedestrian safety factor in this project alone is absolutely insane. Absolutely insane. People don't stop right now if you tried to cross the street even if they have a red light or a stop sign and if you have a crosswalk they'll blow right through it so how are they going to stop in a roundabout where there's no like mandatory stop or law for them to come to a stop for a pedestrian even though the pedestrians in the crosswalk it's an accident waiting to happen it needs to be thought out again and stopped before any more is done to destroy this town and the way. It was built by very intelligent designers and people that traveled the world designing things, not just lived in Grass Valley and played as a hobby at it. Thank you very much. Please stop the roundabout project until it can be thought out correctly. Thank you.

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Taylor Whittingslow

From: KIMMICH RUDOLF - Voicemail box 8880 <noreply@voicemail.goto.com>
Sent: Tuesday, February 24, 2026 6:06 PM
To: Public Comments
Subject: Voicemail from KIMMICH RUDOLF at [REDACTED] on Feb 24 2026 6:03 PM
Attachments: 1771984984-00004962.mp3

Follow Up Flag: Flag for follow up
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You received a new voicemail message

 New voicemail message

Time: Tuesday, February 24 2026 6:03 PM

From: KIMMICH RUDOLF [REDACTED]

Duration: 1 minute 54 seconds

Voicemail box: 8880

Transcript:
Hello, this is Matthew Colter with public comment for the City Council meeting 24th of February 2026 Grass Valley City Council and I can see you're moving very quickly. You even started the meeting early. If nobody has a clock, maybe we can help with that. And I would encourage the council to immediately enact a single crosswalk at the clock tower to end the very very dangerous situation. There's a very extreme shadow on the one crosswalk where John was hit and killed and I know that you guys have all acknowledged the danger of the situation but nobody will do anything about it and that's the sad part about it is the City's Council lack of action to do anything about anything including the homeless dangers in town, people stabbing

downtown on the sidewalks in the morning in Grass Valley. These are problems that the safeways both Neal Street and Sutton are just out of control with the transients and the drug addict population causing chaos and stealing non-stop and fighting in the stores and everything that they're up to. There's just many no-go zones in Grass Valley now which is so sad because we used to including areas that people find dead bodies in, both in the city parks and on trails in town. And this is unacceptable and the city council really needs to address issues of public safety and health and safety and not necessarily pet projects. I'll be calling back on that, number six and number three and number four. Thank you.

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Taylor Whittingslow

From: PAPOLA KATHLEEN - Voicemail box 8880 <noreply@voicemail.goto.com>
Sent: Tuesday, February 24, 2026 5:56 PM
To: Public Comments
Subject: Voicemail from PAPOLA KATHLEEN at [REDACTED] on Feb 24 2026 5:53 PM
Attachments: 1771984429-00004957.mp3

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 New voicemail message

Time: Tuesday, February 24 2026 5:53 PM

From: PAPOLA KATHLEEN [REDACTED]

Duration: 34 seconds

Voicemail box: 8880

Transcript: Hi, this is Kathy Popola. I own the building, the Victorian building at 167 South Auburn Street. Regarding the traffic on South Auburn Street, I am in favor of leaving it two ways from my office up towards Main Street. I believe making that a one-way street is going to impact all the arteries more than leaving it a two-way street. So that's just my thought on that. So thank you very much.

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Taylor Whittingslow

From: CARMAN FIRE - Voicemail box 8880 <noreply@voicemail.goto.com>
Sent: Tuesday, February 24, 2026 5:50 PM
To: Public Comments
Subject: Voicemail from CARMAN FIRE at [REDACTED] on Feb 24 2026 5:45 PM
Attachments: 1771983929-0000494f.mp3



You received a new voicemail message

 New voicemail message

Time: Tuesday, February 24 2026 5:45 PM

From: CARMAN FIRE [REDACTED]

Duration: 3 minutes 1 second

Voicemail box: 8880

Transcript: Good afternoon and good evening. My name is Clinton Carmen. I am a local to grass Valley third generation and live and work in the community and are raising my family here. I have seen the plans for the newly designed roundabout at South Auburn and Neal Street and And I have a major problem with the version that was accepted back in November. My job is that of a fire investigator and a fire protection engineer. My job takes me to many places around the state and the country that have suffered from catastrophic wildfires, including Paradise, Napa Valley, Maui, LA, Texas, Colorado, and time and time and again, what we see are towns and cities where people cannot get out of the city in time. Now, the changes that are currently undergoing and being worked on on Highway 49 south of Grass Valley are being done in part to improve the egress from the city in case of emergency. While in

reviewing the proposed changes and the design for the roundabout between Neal Street, South Auburn, Tinloy, egress from the city would be greatly hampered. It would cause major problems trying to evacuate people. Right now, if someone is needing to evacuate southbound out of the city, you have three feeders being Tinloy, South Auburn, and Neal, which converge into a busy intersection, but you have three separate streets able to funnel traffic from across the downtown part of the city with this design you would eliminate one of them one of the most efficient ones in that case because it is a straight shot out of the city and one that most people are familiar with as it is the main pathway both in and out of the city please Please, please reconsider for safety of all of Grass Valley's citizens. Do not accept this design. There are many other designs that are available. I have come up with a few of my own, but this is not safe. Thank you for your time.

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Taylor Whittingslow

From: HAMILTON CRAIG - Voicemail box 8880 <noreply@voicemail.goto.com>
Sent: Tuesday, February 24, 2026 5:35 PM
To: Public Comments
Subject: Voicemail from HAMILTON CRAIG at [REDACTED] on Feb 24 2026 5:32 PM
Attachments: 1771983132-00004939.mp3

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Time: Tuesday, February 24 2026 5:32 PM

From: HAMILTON CRAIG [REDACTED]

Duration: 1 minute 4 seconds

Voicemail box: 8880

Transcript: Hi, my name is Craig Hamilton, 131 Mill Street. I'm calling for public comment about the roundabout and my two cents on it is as I'm in favor of leaving South Auburn open and I feel that it would enhance the flow as much as possible and allow as much fluidity to the existing design and not be more impactful on on the businesses on South Auburn. I also feel that it allows for the most flexibility for future design creativity. And I think that's essential. I think that the design already has been constrained to a specific already voted on and limiting it more is eliminating the

possibility for potentially some good ideas to get folded into the mix. Thanks so much.

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City of Grass Valley City Council Agenda Action Sheet

Title: Review of 2025 Annual Housing Element Progress Report

CEQA: Not a Project

Recommendation: Receive and File. No formal action required.

Prepared by: Amy Wolfson, City Planner

Council Meeting Date: March 10, 2026

Date Prepared: March 4, 2025

Agenda: Consent

Background Information: The City adopted its 2019 - 2027 Housing Element on August 13, 2019. The 2019-2027 Housing Element Regional Housing Needs Assessment (RHNA) allocates 743 housing units to the City of Grass Valley during the Housing Element planning period, with income level targets as follows:

Income Level	RHNA Allocation
Very Low	143
Low	126
Moderate	125
Above Moderate	349

State law requires each city and county to prepare an Annual Progress Report (APR) on the status of the implementation of their Housing Element. This report must be submitted to the City Council, Governor’s Office of Planning and Research (OPR), and Department of Housing and Community Development (HCD) by April 1.

Attached is an excerpt summary of the City’s APR from forms adopted by HCD. Entitlements for City’s housing numbers for 2025 include 57 units proposed, 46 permits issued, and 13 units finalized with certificates of occupancy for 2025. Of the permits issued, three were for very low-income units.

Within the eight-year housing cycle to date, the city has permitted 206 units. We have entitlements for a total of 413 additional units including those approved but not yet built in Loma Rica, Timberwood Estates, Berriman Ranch, and the Pines. Based on average annual build-out, the City can expect an additional 50 to 75 units by the end of the housing cycle in 2027, which means we will likely fall short of the units allocated for all income targets. The City is not responsible for ensuring build-out of their target allocation and is only responsible for ensuring there is adequate capacity to accommodate the build-out. However, jurisdictions do incur some consequences when build-out, largely not within their control, is not achieved including loss of some local

control. If a jurisdiction misses its housing production goals, it becomes subject to the "builder's remedy," allowing developers to submit projects that do not comply with local zoning and general plan standards, provided the project includes a certain percentage of affordable housing (typically 20% for lower-income or 100% for moderate-income). Developers also may take advantage of Streamlined Ministerial Approval (SB 35) for qualifying housing projects, which also must include a minimum of affordable units. It is worth noting, that few if any, jurisdictions manage to meet their housing build-out targets throughout California.

Council Goals/Objectives: This APR does not meet any specific or general goal or objective but is mandated by the State.

Fiscal Impact: Preparation of the APR has been completed with existing staffing resources. No impact to the General Fund will occur.

Reviewed by:

ATTACHMENT:
Attachment 1 - 2025 Housing Element Annual Progress Report

Please Start Here

General Information	
Jurisdiction Name	Grass Valley
Reporting Calendar Year	2025
Contact Information	
First Name	Amy
Last Name	Wolfson
Title	City Planner
Email	awolfson@cityofgrassvalley.gov
Phone	5302744711
Mailing Address	
Street Address	125 East Main Street
City	Grass Valley
Zipcode	95945

Optional: Click here to import last year's data. This is best used when the workbook is new and empty. You will be prompted to pick an old workbook to import from. Project and program data will be copied exactly how it was entered in last year's form and must be updated. If a project is no longer has any reportable activity, you may delete the project by selecting a cell in the row and typing ctrl + d.

[Click here to download APR Instructions](#)

Click here to add rows to a table. If you add too many rows, you may select a cell in the row you wish to remove and type ctrl + d.

v_01_30_26

Jurisdiction	Grass Valley	
Reporting Year	2025	(Jan. 1 - Dec. 31)
Housing Element Planning Period	6th Cycle	08/15/2019 - 08/15/2027

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Acutely Low	Deed Restricted	0
	Non-Deed Restricted	0
Extremely Low	Deed Restricted	0
	Non-Deed Restricted	0
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	3
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		46
Total Units		49

Units by Structure Type	Entitled	Permitted	Completed
Single-family Attached	0	0	4
Single-family Detached	48	43	6
2 to 4 units per structure	3	3	3
5+ units per structure	0	0	0
Accessory Dwelling Unit	5	3	3
Mobile/Manufactured Home	0	0	0
Total	56	49	16

Infill Housing Developments and Infill Units Permitted	# of Projects	Units
Indicated as Infill	12	14
Not Indicated as Infill	35	35

Housing Applications Summary	
Total Housing Applications Submitted:	55
Number of Proposed Units in All Applications Received:	58
Total Housing Units Approved:	0
Total Housing Units Disapproved:	0

Use of SB 423 Streamlining Provisions - Applications	
Number of SB 423 Streamlining Applications	0
Number of SB 423 Streamlining Applications Approved	0

Units Constructed - SB 423 Streamlining Permits			
Income	Rental	Ownership	Total
Acutely Low	0	0	0
Extremely Low	0	0	0
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	0	0	0

Streamlining Provisions Used - Permitted Units	# of Projects	Units
SB 9 (2021) - Duplex in SF Zone	0	0
SB 9 (2021) - Residential Lot Split	0	0
AB 2011 (2022)	0	0
SB 6 (2022)	0	0
SB 423 (2023)	0	0

Ministerial and Discretionary Applications	# of	Units
Ministerial	55	58
Discretionary	0	0

Density Bonus Applications and Units Permitted	
Number of Applications Submitted Requesting a Density Bonus	0
Number of Units in Applications Submitted Requesting a Density Bonus	0
Number of Projects Permitted with a Density Bonus	0
Number of Units in Projects Permitted with a Density Bonus	0

Housing Element Programs Implemented and Sites Rezoned	Count
Programs Implemented	30
Sites Rezoned to Accommodate the RHNA	0

Jurisdiction	Grass Valley	
Reporting Year	2025	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	08/15/2019 - 08/15/2027

**ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation**

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.
Please contact HCD if your data is different than the material supplied here

Table B Regional Housing Needs Allocation Progress Permitted Units Issued by Affordability														
		1	Projection Period	2									3	4
Income Level		RHNA Allocation by Income Level	Projection Period - 01/01/2019-08/14/2019	2019	2020	2021	2022	2023	2024	2025	2026	2027	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Acutely Low	Deed Restricted			-	-	-	-	-	-	-	-	-	-	-
	Non-Deed Restricted			-	-	-	-	-	-	-	-	-	-	-
Extremely Low	Deed Restricted			-	-	-	-	-	-	-	-	-	-	-
	Non-Deed Restricted			-	-	-	-	-	-	-	-	-	-	-
Very Low	Deed Restricted	143		-	-	30	-	-	-	-	-	-	33	110
	Non-Deed Restricted			-	-	-	-	-	3	-	-	-	-	-
Low	Deed Restricted	126	1	-	3	-	-	1	-	3	-	-	85	41
	Non-Deed Restricted		33	-	-	35	3	6	-	-	-	-	-	-
Moderate	Deed Restricted	125		-	-	-	-	-	-	-	-	-	15	110
	Non-Deed Restricted			-	-	3	1	11	-	-	-	-	-	-
Above Moderate		349	22	-	24	14	-	4	7	46	-	-	117	232
Total RHNA		743												
Total Units			56	-	95	18	17	5	10	49	-	-	250	493

*For years prior to 2025, Acutely Low-Income units are reported within the Extremely Low-Income category

*For jurisdictions that received RHNA determinations for the current cycle prior to the passage of AB 3093 (September 19, 2024):
 - You were not allocated Acutely Low-Income and Extremely Low-Income RHNA targets, therefore the allocations in Field 1 are listed as "0"
 - If you wish to set your own targets in these income categories for informational purposes, contact HCD staff at apr@hcd.ca.gov.
 - All Acutely Low-Income and Extremely Low-Income units reported during the cycle are counted towards Very-Low Income RHNA progress

*For years prior to 2025, data on deed-restricted vs. non-deed restricted Extremely Low-Income units is approximated from whether the projects reported any deed-restricted Very Low-Income Units. If you wish to edit this historical data for accuracy or have any questions about the data, you may login to HCD's online APR system, or contact HCD staff at apr@hcd.ca.gov.

Please Note: Table B does not currently contain data from Table F or Table F2 for prior years. You may login to the APR system to see Table B that contains this data.

Please note: The APR form can only display data for one planning period. To view progress for a different planning period, you may login to HCD's online APR system, or contact HCD staff at apr@hcd.ca.gov.

**ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation**

Jurisdiction	Grass Valley
Reporting Year	2025 (Jan. 1 - Dec. 31)

Table D

Program Implementation Status pursuant to GC Section 65583

Housing Programs Progress Report

Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.

1	2	3	4	5	6	7	8	9
Name of Program	Objective	Projected Completion Date in Housing Element	Applicable Cycle	Status of Program Implementation	Program Implementation Details	Quantified Outcomes: Category	Quantified Outcomes: Count	Supporting Documents
Program 1: Adequate Sites for Housing	Accommodate the City's share of Nevada County's future housing needs	Current and ongoing, 2019 – 2027 (annexation related policies are addressed as property owners request annexation)	6th Cycle	continuous continuous	<p>No annexations were proposed or processed in 2025. However, staff worked with an applicant on a pre-application/conceptual plan for a multifamily residential project in the City's sphere of influence to determine the scope of improvements required.</p> <p>Currently, many areas of the city's sphere have limited access to connect to existing sewer infrastructure and city water. The City was awarded \$115,000 in REAP funding to conduct a water infrastructure study for the southern portion of the city and its sphere to identify gaps in infrastructure and opportunities to expand water infrastructure to support future development and annexation efforts. The Final Report outlining options for addressing infrastructure needs was presented to City Council in July 2024.</p> <p>No projects were proposed in the R-3 zone. However, the City continues to work with interested developers to build out residential parcels to their maximum capacity in all residential zones.</p> <p>In 2022, the City approved an infill affordable housing project for Habitat for Humanity on Joyce Drive, that subsequently identified contamination on the site. In 2023, the City purchased the site from Habitat in order to facilitate rehabilitation. The City was awarded \$500,000 for an EPA Brownsfields Assessment Grant, which included a contract to hire Geocon for technical expertise. Geocon conducted an assessment of the site and prepare a response plan, that was completed in September 2023. The City applied for and received a \$2 million dollar DTSC's Equitable Community Revitalization Grant (ECRG) in 2024, and is working with DTSC to approve a final cleanup plan. The City also worked with Habitat for Humanity on an AB9 lot split and development of four dwellings (including two ADUs) that will be deed-restricted for low to ver low income buyers.</p> <p>The City worked with Foothill House of Hospitality, a local nonprofit serving the homeless population, to expand an existing supportive housing facility to provide additional supportive housing units for the ELT homeless and at risk of</p>	Units	250	https://aca-prod.accela.com/grassvalley/default.aspx
Program 2: Flexible Development Standards and Mixed-Use Developments	Increase the options to provide for a variety of housing to meet the needs of all income groups	Use of Planned Development and other zoning techniques, current and ongoing, 2019 – 2027. Pre-annexation and pre-application meetings with applicants will occur each year as needed based on property owner interest	6th Cycle	continuous continuous	<p>In December 2025, City Council approved a zoning text amendment and General Plan text amendment to add a RHNA combining district allowing affordable housing projects to be developed in the Corporate Business Park (CBP) zoning designation, without the commercial component that is generally required. Habitat for Humanity has taken advantage of this policy change to propose 16 affordable housing units within the CBP zone. In January 2024, the City released an RFP seeking consultants to assess the feasibility of increased residential capacity in the downtown area and develop a responsive ordinance. However, no responses were received. Therefore, the City developed an an SB 10 ordinance increase residential and mixed-use capacity in the downtown to meet a largely unmet need for workforce housing near downtown. The ordinance is scheduled to be heard by City Council in early 2025.</p> <p>The South Auburn Street Master Plan was adopted in 2005 to cover approximately 2.5 acres along South Auburn Street that is entirely built out and comprised of 10 private lots. Implementation of the Plan relied on Redevelopment Agency funds that are no longer available. The City implements standards of the Town Core zone district in this area to encourage compatible redevelopment as property owners are interested.</p>	Units	29	https://meetings.municode.com/adaHtmlDocument/index?cc=GRASSVALCA&me=0fca8b4ec45241f68887bc92d7a99fc3&ip=False

<p>Program 3: Reduce Regulatory Barriers to Affordable Housing</p>	<p>Reduce regulatory barriers to facilitating the provision of a variety of housing for all income groups. Request the state understand and address the significant cumulative costs of implementing state housing regulations adopted by the state that severely impact the costs to housing, particularly those adopted after 2006</p>	<p>Ongoing monitoring</p>	<p>6th Cycle</p>	<p>continuous</p>	<p>Staff also continually reviews the Development Code and identifies ways to improve clarity and streamline housing development.</p> <p>The City has not had any requests for density bonuses. However, the City identified a need for additional incentives to encourage residential uses in the downtown area. Therefore, staff prepared an SB 10 ordinance to be heard by City Council in early 2025 to encourage conversion of unused upper- and basement-space to residential units in the Town Core zoning district.</p> <p>Staff worked with Habitat for Humanity in 2024 to expeditiously review a tenative parcel map for a lot split, and subsequent ministerial SB 9 urban lot split to result in 3 parcels for 3 affordable single-family homes on Ventana Sierra Drive. The City worked with Habitat to ensure the resulting parcels would facilitate the desired development, and leave room for a fourth unit as a detached ADU if desired. Further, staff worked with Foothill House of Hospitality to respond to an appeal of the approval of their variance application for expanding a supportive housing facility. In both cases, the applicant had direct contact information for a designated staff member. In December 2025, City Council approved a zoning text amendment and General Plan text amendment to add a RHNA combining district allowing affordable housing projects to be developed in the Corporate Business Park (CBP) zoning designation, without the commercial component that is generally required. Habitat for Humanity has taken advantage of this policy change to propose 16 affordable housing units within the CBP zone.</p> <p>Due to staff turnover and capacity, City staff did not lobby the state directly in 2025. However, the City will continue to work with interested developers to address state requirements.</p>	<p>Units</p>	<p>22</p>	<p>https://meetings.municode.com/adaHtmlDocument/index?cc=GRASSVALCA&me=b9061df4fd1449eeaf187a706fbf0521&ip=False</p>
<p>Program 4: Implement General Plan Policies</p>	<p>Through measures described in programs 1 – 3, the City shall continue to implement General Plan policies that encourage efficient use of unconstrained land and a healthy economic base</p>	<p>Ongoing, 2019-2027</p>	<p>6th Cycle</p>	<p>continuous</p>	<p>In January 2024, the City released an RFP seeking consultants to assess the feasibility of increased residential capacity in the downtown area and develop a responsive ordinance. However, no responses were received. Therefore, the City developed an SB 10 ordinance increase residential and mixed-use capacity in the downtown. The ordinance is scheduled to be heard by City Council in early 2025. The intent of this ordinance is to promote infill mixed-use in the city's downtown area, thus encouraging use of unconstrained land and activating the downtown. Further, the City has encouraged construction of additional infill housing through ADUs.</p>	<p>Units</p>	<p>1</p>	<p>https://meetings.municode.com/adaHtmlDocument/index?cc=GRASSVALCA&me=bead3a3667be4a8fae5f4d139a5edf12&ip=False</p>
<p>Program 5: Encourage the Use of Development Agreements</p>	<p>To expedite the process of final development approvals and ensure long-term protection for the City and developer</p>	<p>Current and ongoing, as part of the application process</p>	<p>6th Cycle</p>	<p>continuous</p>	<p>No large residential developments were proposed in 2025; therefore, the City did not discuss development agreement opportunities. The City did discuss the development agreement as a potential option for a project known as Dorsey Marketplace, a mixed use project that includes 172 homes. Ultimately, the developer and City agreed their project could move forward with a phasing plan. This project is currently seeking entitlement.</p>	<p>Meetings</p>	<p>1</p>	<p>none</p>
<p>Program 6: Annual Housing Element Monitoring Report</p>	<p>To evaluate progress annually and make appropriate revisions to policies and programs</p>	<p>Annual report as required by State law</p>	<p>6th Cycle</p>	<p>continuous</p>	<p>The City submitted the 2024 APR to HCD on March 20, 2025 after receiving approval from City Council. The City continues to complete the APR annually.</p> <p>In 2025, staff met and worked with, multiple developers and property owners interested in building housing. These include affordable housing developers, including Habitat for Humanity and Foothill House of Hospitality, as well as market rate developers and individual owners. Further, the City has encouraged homeowners to take advantage of SB 9 as well as adding ADUs to their property. The results of these conversations included one SB 9 lot split for Habitat for Humanity, permanent supportive housing for 27 residents, seven ADUs, and several single family homes in 2024, inclusive of applications for two lower-income homes.</p> <p>Further, the City applied for and received a \$2 million dollar DTSC Equitable Community Revitalization Grant (ECRG) to clean up a brownfield site of interest to affordable developers, in order to further facilitate lower-income development. Staff also continually reviews the Development Code and identifies ways to improve clarity and streamline housing development.</p>	<p>Meetings</p>	<p>1</p>	<p>https://meetings.municode.com/adaHtmlDocument/index?cc=GRASSVALCA&me=5c5ce93ed0824b79a101ec1314e65ee9&ip=False</p>

Program 7: Promote Infill Development	To reduce infrastructure costs associated with infill development proposals	Current and ongoing, 2019 – 2027	6th Cycle	continuous	In January 2024, the City released an RFP seeking consultants to assess the feasibility of increased residential capacity in the downtown area and develop a responsive ordinance. However, no responses were received. Therefore, the City developed an SB 10 ordinance increase residential and mixed-use capacity in the downtown. The ordinance is scheduled to be heard by City Council in early 2025. The intent of this ordinance is to promote infill mixed-use in the city's downtown area, thus encouraging use of unconstrained land and activating the downtown. Further, the City has encouraged construction of additional infill housing through ADUs.	Units	25	See Table A2, infill housing column
Program 8: Allow Alternative Housing Types to Meet Special Needs	Provide greater housing and shelter opportunities for special needs groups	Current and ongoing, 2019 – 2027	6th Cycle	continuous	In 2025, the City approved a zoning and general plan text amendment to allow affordable, residential-only housing in the Corporate Business Park zoning designation, which usually requires housing as part of a mixed use project. Habitat for Humanity took advantage of this with a project proposal of 16 units, currently approved and entitled. In 2024, the City met with Habitat for Humanity to process traditional lots split and SB 9 urban lot split to create three parcels for lower-income ownership units. Additionally, staff worked with Foothill House of Hospitality to respond to an appeal of the approval of their variance application for expanding a supportive housing facility and provide guidance on developing a nearby site with additional housing for residents experiencing or at risk of homelessness. The City allows ADUs in all residential zones and non-residential zones that allow residential uses.	Persons	59	https://meetings.municode.com/adaHtmlDocument/index?cc=GRASSVALCA&me=b9061df4fd1449eef187a706bf0521&ip=False
Program 9: Housing for Persons with Disabilities, including persons with Developmental Disabilities	Coordinate with the Regional Center and other entities that provide supportive housing to support and improve housing and shelter opportunities for persons with disabilities, including persons with developmental disabilities	Current and ongoing, 2019 – 2027	6th Cycle	continuous	In 2025, the City met with Habitat for Humanity to process a traditional lots split and SB 9 urban lot split to create three parcels for lower-income ownership units. Additionally, staff worked with Foothill House of Hospitality to respond to an appeal of the approval of their variance application for expanding a supportive housing facility for persons with disabilities, and provide guidance on developing a nearby site with additional housing for residents experiencing or at risk of homelessness.	Persons	27	https://meetings.municode.com/adaHtmlDocument/index?cc=GRASSVALCA&me=b9061df4fd1449eef187a706bf0521&ip=False
Program 10: Housing Opportunities for Large Families	New Construction: 25 very low-income units, 40-60 low-income units Homebuyer Assistance: 2 extremely low income, 2 very low-income, 6 low-income, and 10 moderate-income homebuyers	Current and ongoing, 2019 – 2027; meet annually with housing providers to establish funding priorities; apply quarterly for available funding based on annual priorities and the schedule of the state or federal program	6th Cycle	continuous	In 2025, the City entitled 17 affordable housing units, and issued permits for 3 dwellings to Habitat for Humanity for affordable housing projects. The level of affordability for Habitat for Humanity housing is low-income or lower, but is not known until they know who the homeowner will be.	Units	20	https://aca-prod.accela.com/grassvalley/default.aspx?25BLD-0133,24BLD-0248,24BLD-0600
Program 11: Workforce Housing Study	Provide greater housing opportunities for local workforce	Current and ongoing, 2019 – 2027	6th Cycle	continuous	In 2025, the City worked with Habitat for Humanity several times to move single-family homes through to issued permits for deed-restricted homes. The City also applied for and received a \$2 million dollar DTSC Equitable Community Revitalization Grant (ECRG) to clean up a brownfield site of interest to affordable developers, in order to further facilitate lower-income development. Cleanup is expected to occur in the Spring of 2026. Further, the City processed applications for ten ADUs in 2025.	Units	30	https://meetings.municode.com/adaHtmlDocument/index?cc=GRASSVALCA&me=bead3a3667be4a8fae5f4d139a5edf12&ip=False
Program 12: Density Bonus	New Construction: 25 very low-income units, 40-60 low-income units Homebuyer Assistance: 2 extremely low income, 2 very low-income, 6 low-income, and 10 moderate-income homebuyers	Current and ongoing, 2019 – 2027	6th Cycle	continuous	Staff discussed the opportunity for a density bonus with one developer pursuing affordable housing during the year. However, no developers chose to pursue a density bonus. The City will continue to promote this opportunity for potential and proposed residential development opportunities.	Meetings	1	none
Program 13: Pursue State and Federal Funding for Affordable Housing	Continue to apply for specific grants and provide support to private developers that are pursuing funding assistance for lower income housing. Based on past project approvals, the City's objective is: New Construction: 25 very low-income units, 40-60 low-income units Homebuyer Assistance: 2 extremely low-income, 2 very low-income, 6 low-income, and 10 moderate-income homebuyers	Current and ongoing, 2019 – 2027; meet annually with housing providers to establish funding priorities; apply quarterly for available funding based on annual priorities and the schedule of the state or federal program	6th Cycle	continuous	Staff worked with Habitat for Humanity in 2025 to expeditiously review a tentative subdivision map for 16 lots, and issue building permits pursuant to SB 9 and ADU law to Habitat for Humanity for three units (one additional entitled) on Ventana Sierra Drive. The City worked with Habitat to ensure the resulting parcels would facilitate the desired development, and leave room for a fourth unit as a detached ADU if desired. Further, staff worked with Foothill House of Hospitality to respond to an appeal of the approval of their variance application for expanding a supportive housing facility.	Units	20	https://meetings.municode.com/adaHtmlDocument/index?cc=GRASSVALCA&me=bead3a3667be4a8fae5f4d139a5edf12&ip=False
Program 14: Tax Exempt Bonds and Mortgage Credit Certificates	Increase the availability of funding options for new or rehabilitated housing	Current and ongoing, 2019 – 2027	6th Cycle	continuous	Due to limited funding, the City's first-time homebuyer program has been suspended. However, staff shared information on state opportunities with interested prospective owners.	Meetings	2	none

Program 15: Community Reinvestment Act	Increase the availability of funding options for new or rehabilitated housing	Annual presentations, 2019 – 2027, additional meetings with specific lenders as needed	6th Cycle	continuous
Program 16: Housing Rehabilitation Programs	Rehabilitation of 2 extremely low-income, 3 very low-income, and 5 low-income housing units	Current and ongoing, 2019 – 2027	6th Cycle	continuous
Program 17: Preservation of At-Risk Housing	Preserve the affordability of 953 assisted rental housing units	The City will continue to monitor and begin to address as part of the next Housing Element cycle	6th Cycle	continuous
Program 18: Rental Assistance	Maintain availability of rental assistance to Grass Valley residents	Annual collaboration with the Housing Authority during federal funding request; information distribution, current and ongoing, 2019 – 2027; ongoing promotion of rental assistance program to rental property owners	6th Cycle	continuous
Program 19: Preservation of Mobile Home Parks	Preserve the condition and affordability of larger mobile home parks containing 360 spaces; provide relocation assistance to residents of parks that are not feasible to preserve	Meet with park owners and residents if requested to determine feasibility of preservation.	6th Cycle	continuous
Program 20: Housing Code Enforcement	Improve substandard housing conditions through correction of code violations. Document housing conditions and establish priorities for future code enforcement, housing rehabilitation assistance, and neighborhood improvement efforts.	Current and ongoing, 2019 – 2027	6th Cycle	continuous
Program 21: Re-Use of Large, Older Homes	Efficiently re-use and preserve existing residential structures and increase the supply of housing.	Current and ongoing, 2019 – 2027	6th Cycle	continuous
Program 22: Fair Housing Program	Educate the public on fair housing issues, reduce housing discrimination, and promptly resolve housing discrimination complaints	Current and ongoing, 2019 – 2027; identify annual events in 2019 and include fair housing information beginning 2019 and thereafter	6th Cycle	continuous
Program 23: Energy Conservation for New Construction and Residential Design	Reduce residential energy consumption	Current and ongoing, 2019 – 2027	6th Cycle	continuous

Persons	27	https://meetings.municode.com/adaHtmlDocument/index?cc=GRASSVALCA&me=b9061df4fd1449eeaf187a706fbf0521&ip=False
Persons	13	None
Meetings	1	Staff is currently reviewing one potential at-risk complex as part of the 7th cycle update.
Meetings	1	None
Other		None
Households	36	Code enforcement information can be produced upon request
Meetings	2	https://aca-prod.accela.com/grassvalley/default.aspx/24BLD-0709 , finalized 10/2025
Meetings		chrome-extension://efaidnbmninnbpcjpcjgloefindmka/j/https://www.grassvalleyca.gov/sites/main/files/file-attachments/hud_fair_housing_poster_english.pdf
Meetings	4	https://www.nevadacountyca.gov/DocumentCenter/View/61499/225-In-Person-Community-Workshop-Flyer?bidId=

Program 24: Weatherization and Energy Conservation for Existing Dwelling Units	Rehabilitation of 2 extremely low-income, 3 very low-income, and 5 low-income housing units	Current and ongoing, 2019 – 2027	6th Cycle	continuous	In 2025, the City supported the Foothill House of Hospitality in their rehabilitation and an 8-room expansion of Sierra Guest Home, which provides supportive housing at a 27-room capacity, along with two manufactured homes on a nearby property (constructed as a primary and an ADU) to support 8-bedrooms. The grand opening of the rehabilitated space took place in February 2026.	Persons	35	https://grassvalley-prod-av.accela.com/portlets/web/en-us/#/core/spacev360/grassvalley24bd0113
Program 25: Encourage Development of Moderate Income and Above Moderate-Income Housing	Continue support of previously approved housing projects and encourage the development of at least 120 moderate and 350 above moderate for-sale housing units.	Current and on-going through housing element planning period.	6th Cycle	continuous	In 2025, the City issued building permits for 46 market-rate single-family homes, including the planned communities of Gilded Springs and Loma Rica Ranch, which included development of five ADUs. Staff also met with interested developers to discuss opportunities for market-rate residential development. All parties were encouraged to submit pre-application, or conceptual, plans; however, none were received. The city currently has issued entitlements for an additional 413 units. One development, Dorsey Marketplace, lost its entitlement as a result of a lengthy litigation challenge and is currently re-pursuing it with the City and includes a request for 172 multi-family residential units.	Units	413	none
Program 26: Encourage Development of Market Rate Rental Housing	Provide support for the development of 50 moderate and 25 above moderate rental housing units.	Current and on-going through housing element planning period.	6th Cycle	continuous	The City continues to encourage construction of ADU and SB9 units. Staff regularly discusses these options with potential developers at the front counter. Additionally, the developer of The Pines, a 108-unit apartment complex, has submitted grading plans for construction. The City issued 39 building permits for the Loma Rica Ranch development in 2025 .	Units	147	https://aca-prod.accela.com/grassvalley/default.aspx24GP-09
Program 27: Efficiency Dwelling Units (Tiny Homes)	Explore the feasibility of amending the CA Building Code and CA Residential Code to allow for tiny home development. If feasible, the City will encourage tiny home developments on a case by case basis through the City's Planned Development process. If feasible, the City will promote development 20 very low-income and 10 low-income tiny homes.	Adopt ordinance by 2020, if feasible	6th Cycle	continuous	The City has no minimum square footage requirements for housing beyond those established by the California Building Code. The City has adopted an SB-10 ordinance to incentivize dwelling units in our downtown core, and has also adopted a zoning text amendment to encourage affordable housing projects to be developed in the Corporate Business Park Zone.	Meetings	2	https://meetings.municode.com/adaHtmlDocument/index?cc=GRASSVALCA&me=Ofca8b4ec4524f168887bc92d7a99fc3&ip=False
Program 28: Facilitate the Development of Affordable Housing	Support Nevada County's and the Regional Housing Authority's effort to develop 40 transitional and supportive housing units and rental units that will not exceed 30% of the area's median income. Continue to cooperate with Habitat for Humanity's effort to build 2 to 3 housing units annually (assumes 20 for 2019-2027 Housing Element cycle) for extremely low-income residents.	During Housing Element Planning period	6th Cycle	continuous	The City worked with Foothill House of Hospitality to rehabilitate and expand the Sierra Guest Home, which after expansion supports 27-rooms as a Supportive Housing Facility, along with a nearby development of two manufactured homes supporting 8-rooms for supportive housing. The City has not received any requests for deferred fees for affordable housing development. The City has also worked with the County Department of Housing in support of a supportive housing project involving the conversion of an existing motel in Grass Valley to a 16-room supportive housing facility, with a goal of supporting veterans experiencing homelessness. In 2024, the City received a \$2 million dollar DTSC Equitable Community Revitalization Grant (ECRG) to clean up a brownfield site of interest to affordable developers, in order to further facilitate lower-income development. The City has continued to work with DTSC to finalize the cleanup plan and we anticipate the cleanup to begin in Spring 2026. Additionally, in 2025, the City met with Habitat for Humanity several times and issued permits for three residential units, and approved entitlement for 16 additional units.	Persons	51	https://www.nevadacountyca.gov/m/newsflash/home/detail/8542
Program 29: Development Code, Policies and Procedures Review	To streamline development and building permit applications, in consultation with the development community, the City will continue to review its Development Code, policies and procedures and incorporate new systems to streamline the City's development review processes.	Annual Review with Supportive Housing provisions within 1 year of Housing Element adoption	6th Cycle	continuous	The City allows transitional and supportive housing in residential zones in the same manner as residential uses in those zones, to streamline development of a variety of housing types. Further, in 2025 staff has continued to update a comprehensive review of the Development Code to identify barriers to housing and clarity issues. The review resulted in a list of suggested changes to be made in 2026. The City is currently working with HCD to update its ADU Ordinance.	Other		none
Program 30: Lower Income By-Right Zoning	To streamline development and building permit applications for lower income multiple family housing units in accordance with Government Code 65583.2 et. seq.	Within 2 years of adoption of Housing Element.	6th Cycle	continuous	The City allows residential uses, including single-family and multi-family, by-right in the R-3 zone district, including lower-income housing. The City has supported Habitat for Humanity in issuance of 3 building permits, and 16 additional housing entitlements in 2025. The City also supported the expansion of the Sierra Guest Home supportive housing facility, and has recently met with a potential developer of a 10-unit SB 35 project, for which staff provided a Housing Development Pre-Application Form.	Units	29	none



City of Grass Valley City Council Agenda Action Sheet

Title: Review of 2025 General Plan Annual Progress Report

CEQA: Not a project

Recommendation: Receive and File. No formal action required.

Prepared by: Amy Wolfson, City Planner

Council Meeting Date: March 10, 2025

Date Prepared: February 25, 2025

Agenda: Consent

Background Information: The City of Grass Valley General Plan was adopted in November 1999. The City's last Housing Element was adopted in August 2019. Government Code Section 65400 mandates that cities and counties submit an annual progress report (APR) on the General Plan and progress on its implementation to the legislative body, the Governor's Office of Planning and Research (OPR) and the Housing and Community Development Department (HCD) by April 1 of each year. The intent of the legislation is to ensure that the City's General Plan is relied upon for land use decisions and that it remains an effective tool for guiding development. The report provides the City Council with information regarding the current status of the General Plan policies and their implementation during the past year. The attached document fulfills Government Code Section 65400.

The purpose of the APR is to provide the public and decision makers with an update of the City's progress in implementing its General Plan vision. Staff reviewed actions and projects that progressed over the 2025 calendar year. A secondary purpose of the APR is to fulfill the housing element statutory requirements regarding the City's progress in meeting its share of regional housing needs and its efforts to remove government constraints to the development of housing in accordance with Government Code Section 65584.3(c) and 65584.5(b)(5). The Housing Element APR has separate reporting requirements and forms, which will be submitted electronically by the City by the April 1, deadline.

Council Goals/Objectives: This General Plan APR does not meet any specific or general goal or objective but is mandated by the State.

Fiscal Impact: Preparation of the General Plan APR has been completed with existing staffing resources. No impact to the General Fund will occur.

Reviewed by: City Manager

ATTACHMENT:

Attachment 1 - 2025 General Plan Annual Progress Report with Attachments

City of Grass Valley 2025 General Plan Annual Progress Report



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PURPOSE OF GENERAL PLAN ANNUAL REPORT

California Government Code Section 65400 mandates that cities and counties submit an annual progress report (APR) on the General Plan and progress on its implementation to the legislative body, the Governor’s Office of Planning and Research (OPR) and the Housing and Community Development Department (HCD). The four purposes of the annual report are to:

1. Provide information to assess progress on implementation of the General Plan in accordance with the stated goals, policies, and implementation measures.
2. Provide information to identify necessary course adjustments or modifications to the General Plan to improve implementation.
3. Provide a clear correlation between land use decisions made during the reporting period, and the goals, policies, and implementation measures of the General Plan.
4. Provide information regarding local agency progress in meeting its share of regional housing needs and local efforts to remove governmental constraints to the development of housing.

This document fulfills Government Code Section 65400; however, it should be noted that Charter Cities such as Grass Valley were exempt of this General Plan requirement prior to 2019. Accordingly, other than the Housing Element Annual Progress Report, the City has not submitted annual reports prior to that date.

The purpose of the APR is to provide the public and decision makers with an update of the City’s progress in implementing its General Plan vision. This annual assessment provides an opportunity to adjust or modify its policies, goals, and objectives to ensure that the City meets its stated vision. A secondary purpose of the APR is to fulfill housing element statutory requirements regarding the City’s progress in meeting its share of regional housing needs and its efforts to remove government constraints to the development of housing in accordance with Government Code Section 65584.3(c) and 65584.5(b)(5). The Housing Element APR has separate reporting requirements and forms, which have been submitted electronically by the City by the April 1, deadline.

CITY OF GRASS VALLEY GENERAL PLAN BACKGROUND

The Grass Valley General Plan Update commenced June 30, 1998, with a “kickoff” meeting at the Grass Valley City Hall. From the onset, the Grass Valley General Plan Update was aided by the leadership of an appointed Steering Committee. The Steering Committee had eight members, appointed by the City Council. Two were Council members, two were members of the Planning Commission, and four were Members-at-Large. The Steering Committee guided General Plan activities through bi-monthly meetings with staff and consultants; sponsored Public Workshops designed to afford members of the public opportunity to participate in General Plan development; and served as the City’s decision-making body throughout General Plan formulation.

General Plan Elements – The 2020 Grass Valley General Plan includes the following General Plan Elements: Land Use

- Circulation

- Conservation/Open Space (formally separate elements being combined)
- Housing
- Noise
- Safety (formally Safety and Seismic Safety Elements, being combined)
- Community Design (formally Urban Design)
- Historical
- Recreation
- Mineral Management

The City's General Plan addresses State General Plan requirements. California law requires that every city and county adopt a long-term General Plan that addresses eight specific topics or "elements." The General Plan must be internally consistent and contain the State Government Code requirements.

CITY'S RESPONSIBILITY

The effectiveness of the General Plan ultimately depends on how it is implemented and maintained over time. State law requires that most actions of local governments affecting the physical environment be consistent with the General Plan. This implementation of the Plan is the responsibility of numerous departments and divisions including:

- City Manager's Office (City Clerk, Economic Development and Communications)
- Administrative Services Department (Finance & Human Resources)
- Community Development Department (Planning, Building, Housing & Code Compliance)
- Public Works & Engineering (Community Services, Facilities and Maintenance)
- Fire Department (Fire abatement) and,
- Police Department (Community Services, Information Technology & Animal Control)

Additionally, several other governmental agencies provide services within the City. While these agencies are neither part of the City's operational structure nor directly responsible for implementation of the General Plan, the City does coordinate its activities with these other agencies and relies upon their assistance for full implementation of the General Plan. These agencies include, but are not limited to the following:

- Nevada Irrigation District
- Nevada Union High School
- Nevada County Local Agency Formation Commission
- Nevada County Community Development Agency

AMENDMENTS TO THE GENERAL PLAN

State law allows the City to amend its General Plan no more than four times per year (Charter Cities are Exempt from this requirement). Amendments may be proposed and acted upon at any time

during the year and one action may include multiple amendments. Any changes to the General Plan require a public hearing by the City Council upon recommendation by the Planning Commission and include evaluation of the environmental impacts as required by the California Environmental Quality Act. (CEQA).

There was one notable General Plan text amendment to the Land Use Element in 2025, made in an effort to support an affordable housing project initiated by Nevada County Habitat for Humanity. The amendment added language to the Business Park (BP) land use designation that allows affordable, residential-only projects in the Business Park land use designation when a proposed housing project is needed to satisfy State-mandated housing targets established by the California Housing and Community Development (HCD) Department through their Regional Housing Needs Allocation (RHNA) process. Prior to the amendment, residential development within the BP designation needed to be subordinate and concurrent with a commercial project.

2025 MAJOR MILESTONES & PROJECTS

The following actions and projects within the City of Grass Valley furthered policies and goals of the 2020 General Plan

The following City Council Actions taken in 2025 supported safety policy, **6-SP**: to incorporate fire hazard reduction considerations into land use plans/patterns, both public and private:

- Used Measure B funds to purchased Fireside Defensible Space Inspection Software – City Council 1/14/2025
- Adopted the Nevada County Multi-Jurisdictional Hazard Mitigation Plan – City Council 2/11/2025
- Authorized purchase of an EMS Staff Commend Vehicle to replace current EMS vehicle for improved operational safety response 11/25/2025
- Authorized purchase of two sets of hydraulic vehicle extraction tools
- Adoption of Local Responsibility Area Fire Hazard Severity Zone Maps – City Council 5/27/2025
- Purchase of a 107-foot ladder truck to enhance the Fire Department’s response capabilities – authorized 4/8/2025
- Purchase of a Skid Steer Masticator for wildfire vegetation removal and vegetation maintenance – 6/24/2025

The following City Council Actions taken in 2025 supported circulation policy, **3-SP**: Improve public transportation to better link existing and future residential areas with high traffic generating/industrial nodes:

- Intersection improvements at Main Street and South Auburn Street to revert to a stop-controlled intersection – Approved by City Council 1/14/2025
- Downtown Street Rehabilitation Project– Approved the streets rehabilitation project in February 25, 2025, South Auburn St between Main St and Neal St and East Main St between Richardson St and Church St. Other work includes concrete curb, gutter and sidewalk improvements, drainage improvements, pavement marking and striping, and signage Improvements occurred in spring 2025. - City Council 2/25/2025

The following City Council Action taken in 2025 supported circulation policy, **2-CP**, to plan for multi-purpose transportation/recreation and pedestrian facilities to optimize facility usage and enhance potential funding:

- Enter into a contract for design and environmental support services for proposed restoration of the Memorial Park Magenta Drain - City Council 2/25/2025

The following City Council Action taken in 2025 supported historic element policy, **7-HP**: Rehabilitate older commercial areas utilizing Façade Improvements Program and other programs:

- Adopt an Ordinance consistent with SB-10, allowing up to 10 dwelling units to properties within the Town Core zoning designation – City Council 3/11/2025

The following City Council Action taken in 2025 supported circulation policy, **19-CP**: Add vehicular parking in the downtown area.

- Completed the Mill Street Parking Lot construction project – City Council 3/11/2025

The following City Council Actions taken in 2025 supported Safety Element policy, **12-SP**: Maintain a high level of inter-jurisdictional cooperation and coordination, including appropriate automatic aid agreements with fire protection/suppression agencies automatic aid agreements with fire protection/ suppression agencies in western Nevada County

- Worked with Nevada County on the purchase of Tablet Command, a software platform to improve the interoperability amongst various fire agencies throughout the County – City Council 2/11/2025
- Authorized submittal of a Building Resilient Infrastructure and Communities (BRIC) Grant in collaboration with the Fire Safe Council to support efforts to strengthen critical infrastructure, implement hazard fuels reduction using nature-based solutions, assist with hazard tree removal, expand the home hardening retrofit program, enhance the green waste program, and provide community education initiatives for the City - City Council 2/11/2025
- Enter and agreement with Nevada County on a Boundary Drop Response Plan, ensuring that the closest available resource will respond to an emergency regardless of jurisdictional boundary - City Council 3/11/2025
- Designate the City Manager to represent City on California Forest Improvement Program (CFIP) grant application agreements to support forest thinning and forest health improvements - 9/23/2025

The following City Council Actions taken in 2025 supported Circulation Element policies, **11-CO** Develop and implement a comprehensive traffic safety program, including improvement of facilities serving pedestrian needs; **13-CO** Improvement of the transportation system to facilitate commerce and economic development; and **14-CO** Improvements and maintenance of adequate emergency access throughout the city:

- Annual Measure E Street Rehabilitation Project for the pavement resurfacing of East Main St, Brunswick Ave, Dorsey Dr, Sutton Way, Olympic Park Circle, Old Tunnel Road and Sierra College Drive. Project work primarily includes a micro surfacing overlay, pavement markings, and striping improvements – Authorized by City Council 4/8/2025
- Adopted the 5-year Capital Project List and budgets covering FY 25/26 through FY 29/30 – 6/10/2025

- Completed the Condon Park Road Maintenance Project – 6/24/2025
- Completed the Bennett Street Bridge Maintenance Project – 6/24/2025

The following City Council Actions taken in 2025 supported Recreation Element policy, **1-RP** to provide parks and open space of different sizes and types to respond to the needs of a diverse population, including trails for pedestrian and equestrian use, bicycle pathways, linear parkways and park-like natural areas

- Established an Ad Hoc Committee for the Condon Park Skatepark Expansion project. – 5/27/2025

The following City Council Action taken in 2025 supported Conservation /Open Space Element policy, **21-COSP** to Continue to implement water quality improvement plans, including storm water separation and sewage treatment plant expansion

- Authorized bids for the Slate Creek Lift Station Pump Replacement Project – 8/12/2025; contract awarded 10/28/2025

The following City Council Action taken in 2025 supported Land Use Element policy, **39-LUP**, assure that acceptable inter-agency agreements regarding future service and facility provision are in place prior to approval of any major new development.

- Execute an agreement amendment with Nevada Irrigation District to allow the City to expand its service area to parcels along LaBarr Meadows Road for improved service – 8/12/2025

The following City Council Action taken in 2025 supported Land Use Element policies **33-LUP**, to promote Downtown as a hub for area cultural, entertainment and retail development.

- Adopted Ordinance for art installations throughout the City -9/23/2025

The following City Council Action taken in 2025 supported Circulation and Community Design Element policies **11-CP**, Design selected streets and intersections employing modern roundabouts and other traffic calming techniques; and **5-CDP**, design and construct streetscape improvements along South Auburn Street and Colfax Avenue as they enter downtown to enhance the area visually and to improve pedestrian access.

- Approved engineering for the downtown Grass Valley roundabout project – 11/5/2025

The following City Council Actions taken in 2025 supported Land Use, objective, 13-LUO, to provide sufficient affordable housing units for those working in Grass Valley.

- Approved extension of a Standard Agreement with the California Department of Housing And Community Development (HCD) to preserve eligibility for the use of these funds should the state unfreeze them in the future to support local housing activities , including construction, rehabilitation, and assistance to low-income households – 11/12/2025
- Approved a General Plan text amendment to allow residential-only projects, without a commercial component, when part of an affordable housing project proposed within the Business Park land use designation. 11/25/2025

The following City Council Action taken in 2025 supported Recreation and Community Design

Element policies 6-RP, to provide non-motorized linkages between parks and open spaces; and **4-CDP**, to provide connections for automobiles, bicycles and/or pedestrians between neighborhoods and commercial districts when neighborhood safety and character are not compromised.

- Authorized submittal of a Caltrans Sustainable Transportation Planning Grant for the Trolley Trail Multimodal Connector Study – 12/9/2025

Commercial Projects:

The following projects approved in 2025 supported Land Use goals **6-LUG** to Promote a jobs/housing balance within the Grass Valley region in order to facilitate pleasant, convenient and enjoyable working conditions for residents, including opportunities for short home to work journeys; and **7-LUG**, to create a healthy economic base for the community, including increasing employment opportunities through attraction of new and compatible industry and commerce, and through retention, promotion and expansion of existing businesses

- Approved entitlement for an Issued a building permit for the Jada Windows expansion building for a ±70,000 square foot window and door manufacturing building for Jada Windows in March 2024. The entitlement approved February 2025, building permit issued September 2025
- Issued building permits for an 80-room hotel project on Plaza Drive in May 2025. Certificate of Occupancy is anticipated in Spring 2026.
- Certificate of Occupancy for a new Sherwin Williams paint store in September 2025.

The following projects approved in 2025 supported Land Use policy **35-LUP** to recognize the importance of and encourage home-based businesses that do not conflict with the character of established neighborhoods

- The City issued 26 home-based businesses within the 2025 calendar year.

Residential Projects:

The following residential projects approved in 2025 supported Land Use policies and objectives **28-LUP**, to promote the construction of affordable housing utilizing the techniques and approaches described in this General Plan; and 13-LUO, to provide sufficient affordable housing units for those working in Grass Valley.

- *Habitat for Humanity - Entitlement granted for a 16-unit Habitat for Humanity affordable housing project on Gates Place.*
- *An expansion of the Sierra Guest Home, was approved in January 2024 for a total of 27 supportive housing rooms, including two full apartment units; The Certificate of Occupancy.*

The following residential projects approved in 2025 supported Land Use and Community Design policies, **24-LUP**, on large parcels, encourage clustering of residential units on the most developable portions of the site in order to reduce infrastructure and other housing-related construction costs; **25-LUP**, to utilize clustering and other land use techniques to protect environmentally sensitive resources, such as heritage trees and wetlands; and 17-CDP, to assure adequate City design review

of all new development.

- Loma Rica Ranch – Approved in 2019, the City issued 39 building permits for new home construction in 2025 for the new subdivision known as Loman Rica Ranch. Phase 1 of the Specific Plan has been approved with entitlement for 235 total homes.
- *Gilded Springs* – Staff issued eight building permits, adding to the four previously issued, for residential construction in 2025 for this 26-unit residential infill subdivision.
- *Ridge Village/McKenna Subdivisions* – 34 single family infill lots with floor plans ranging in size from 1,200 to 3,000 square feet. Subdivision improvements are complete. Staff has had conversations with several potential developers in 2025 and anticipates development will occur in 2026
- *The Pines of Grass Valley* – Currently reviewing grading permit for a 108 for-rent 1- & 2-bedroom apartments. The resort-style apartment project includes a swimming pool, hot tub, sundeck, private cabanas with TVs, fire pit, outdoor Yoga Studio, on-site business center, smart home features, on-site deli and market. Staff has continued to work with the developer to address retaining wall and grading permit corrections.
- *Timberwood Estates* – 45 single family home development, offering semi-customized homes in three sizes from 1,804 to 2,224 square feet, including 2-car garages. Building permits are issued in 2021. Buildout is on-going, with the majority of building permits issued in 2023. Staff has had several conversations with potential lot-purchasers in 2025 and is anticipating that the remaining lots will be built out in 2026.

The following residential projects approved in 2025 supported Community Design policy, **9-CDP**, to continue to allow second units on lots in single-family residential areas subject to appropriate development standards and design criteria.

- The City issued building permits for eight Accessory Dwelling units in 2025

PRIOR YEARS APPROVED PROJECTS

- Target shopping center remodel and site improvements, completed in 2024.
- *Brunswick Commons*: 41-unit affordable rental apartment project, designed to provide housing targeting the homeless and mentally ill, with a Certificate of Occupancy issued in 2022.
- *Southern Sphere of Influence Planning and Annexation Project* – 1) an amendment to the General Plan land use designations on 237 of the 400 acres; 2) a prezone amendment on 237 of the 400 acres of land to various zone districts consistent with the proposed General Plan amendments; 3) an expansion of the boundaries and amendment to the Southeast Industrial District Combining Zone; 4) an amendment to add 31 acres to the City's Sphere of Influence; and 5) the annexation of approximately 400 acres.
- *Grass Valley RV Resort and Annexation Project* – The Grass Valley RV Park Resort and Annexation

Project consists of 147 space RV Park Resort with 15 glamping spaces for short term camping on ±20 acres. The project also includes the annexation of ±25 acres of property into the City limits with a zoning designation that permits commercial and residential and combinations thereof.

- *Brockington Center Frontage Landscaping* – The Brockington (Safeway) shopping center frontage landscaping improvement project includes installation of several decorative rock walls and new parking lot landscaping.
- *Condon Park Accessibility & Parking Lot Improvement Project* – The Condon Park Accessibility Project was initiated 2020 and completed in 2021. The project included grading and resurfacing the trail, repaving the roadway, and repairing and installing sidewalk to meet current ADA standards. The 2021 Parking Lot Improvement Project included installation of a new restroom building, repaving of the LOVE building and baseball field parking lots, and extension of existing concrete walkway.
- *Slate Creek Road & Drainage Improvements* – The Slate Creek Road & Drainage Improvement project includes replacing drainage culvert, installing infiltration trenches, repaving and other needed improvements on Slate Creek Road to the City limits.
- *Dutch Bros Coffee* – The construction of a ±900 square foot Dutch Bros with drive-through was completed in 2021.
- *McDonald's Remodel* – The project consists of a façade, décor, drive-thru and restroom upgrade, as well as a 1,200 square foot building addition is under construction through 2021 with completion in 2022.
- *Wendy's Restaurant* – A ±2,366 square foot Wendy's restaurant with drive-through with parking and landscaping is under construction in 2021 with completion in 2022.
- *West Olympia Hotel* – A two-story, 74 room hotel that includes a pool and fitness center was approved by the Planning Commission on December 15th, 2020. Construction is anticipated in Spring/Summer 2022
- *Brunswick Commons* – The project is a mixture of affordable housing and homeless resource center which includes transitional housing units. The project is a Nevada County sponsored project consisting of 41 units of affordable housing for homeless and mentally ill. Also included are 33 one bedroom and 8 two-bedroom units. The project is being constructed in 2021 with completion in Spring/Summer 2022.
- *Coach N Four Motel* – Nevada County's 18-unit motel will initially continue as temporary emergency housing for people experiencing homelessness, with a focus on families, veterans, and other vulnerable groups. Construction to convert the Coach N Four Motel into permanent housing has commenced in 2021 with completion slated in 2022.
- *Quick Quack Carwash* – Development Review was approved for the car wash facility in June 2022; A building permit was issued in December 2022, and Certificate of Occupancy was granted in November 2023.

STATUS OF GENERAL PLAN IMPLEMENTATION ACTIONS

The following table outlines selected General Plan policies and action items that the City made notable progress towards in 2025. The table is not a comprehensive list of all policies and action items in the General Plan; many policies/actions are under ongoing implementation and may not be listed. As most of the General Plan policies and related action items have been implemented through the adoption of ordinance and resolutions, incorporated into the regular governmental activities of the applicable departments, or included in development proposals as they are reviewed for consistency with the City’s policies, the purpose of providing the policy implementation below is simply to streamline the review and highlight the annual progress efficiently.

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 a 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 Historic area.
- Diversify the economy and locate industry to avoid undue traffic.
- Preserve scenic beauty and character.

To implement the City’s 2020 General Plan, the City adopted a strategic plan, last updated in April 2022. The concept of a long-range Strategic Plan was 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 would 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 contributors 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 & Vitality; 5) High Performance Government & Quality Service; 6) Public Safety; 7) Water & Wastewater Systems & Underground Infrastructure.

HOUSING ELEMENT ANNUAL PROGRESS REPORT

The State Department of Housing and Community Development (HCD), acting as the City’s Council of Governments, has determined the amount of affordable housing assigned to the City of Grass Valley for the planning period, known as the Regional Housing Needs Assessment (RHNA). The 2019 – 2027 RHNA adopted by HCD allocates 743 housing units to the City of Grass Valley. This represents the number of housing units the City is responsible for accommodating during this planning period. The RHNA identifies 269 units, approximately 36 percent, to be affordable to very low- and low-

income households. The above-moderate income category represents the greatest need for Grass Valley's total share of regional housing at 349 units or 47%. HCD has recently communicated the allocation for the 7th Cycle Housing Element Update and the number of residential units allocated to Grass Valley is nearly double that.

Over the past several years, the Planning Division has processed an average of 50 planning and zoning applications annually. Applications include General Plan Amendments, Rezones, Development Review Permits, Tentative Maps, Planned Developments, Use Permits, Lot Line Adjustments, etc.

Within the eight-year housing cycle to date, the city has permitted 206 units. We have entitlements for a total of 413 additional units including those approved but not yet built in Loma Rica, Timberwood Estates, Berriman Ranch, and the Pines. Based on average annual build-out, the City can expect an additional 50 to 75 units by the end of the housing cycle in 2027, which means we will likely fall short of the units allocated for all income targets. The City is not responsible for ensuring build-out of their target allocation and is only responsible for ensuring there is adequate capacity to accommodate the build-out. However, jurisdictions do incur some consequences when build-out, largely not within their control, is not achieved including loss of some local control. If a jurisdiction misses its housing production goals, it becomes subject to the "builder's remedy," allowing developers to submit projects that do not comply with local zoning and general plan standards, provided the project includes a certain percentage of affordable housing (typically 20% for lower-income or 100% for moderate-income). Developers also may take advantage of Streamlined Ministerial Approval (SB 35) for qualifying housing projects, which also must include a minimum of affordable units.

State law requires the city to complete a review of the implementation of the programs in the State Certified Housing Element. **Table D** attached lists each of the programs in the Housing Element and indicates the timeframe to complete the program and the City's efforts to date. As the table illustrates, and as noted above, the City will likely fall short of its allocated housing targets for its 2019 – 2027 State Certified Housing Element.

The attached information is a summary of the housing unit activity of the City of Grass Valley during 2025. The information is an excerpt summary of Tables of the State Department of Housing and Community Development.



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

Title: Approval of Memorandum of Understanding Between the City of Grass Valley and Public Safety Management Unit #10

CEQA: Not a project

Recommendation: That the City Council adopt resolution approving the Memorandum of Understanding (MOU) between the City of Grass Valley and the newly established Public Safety Management Unit #10, effective February 15, 2026 through June 30, 2026.

Prepared by: Taylor Whittingslow, Deputy City Manager

Council Meeting Date: 3/10/2026

Date Prepared: 3/5/2026

Agenda: Consent

Background Information: Historically, certain public safety management positions were included in Unit #1 - Management/Supervisory Professional & Confidential Employees. Due to the unique operational, scheduling, and benefit structures associated with public safety personnel, it was determined that separating these positions into a distinct bargaining unit would better address their specific needs and working conditions.

As a result, affected employees formed Public Safety Management Unit #10, which includes supervisory and management personnel within the Police and Fire Departments.

This separation allows the City and the affected employees to address public safety-specific operational issues while maintaining consistency with the City's overall labor relations structure.

The proposed Memorandum of Understanding for Unit #10 was developed by adapting the existing Unit #1 MOU, removing provisions that were not applicable to public safety management positions and keeping the provisions relevant to emergency services personnel.

The Unit agreed that the new agreement would remain largely consistent with the existing Unit #1 terms, with no substantive changes to compensation or benefits, with the following exception:

- Retiree Medical Benefit: Unit #10 employees will receive the same retiree medical benefit structure currently provided to Firefighter Union Local 3800 (Unit #8).

Aside from these modifications, the agreement maintains existing compensation structures, leave programs, retirement provisions, and other employment conditions already in place within the City's labor agreements. The MOU outlines wages, benefits, and working conditions for employees in the unit pursuant to the Meyers-Milias-Brown Act and the City's Employer-Employee Relations Resolution.

Because this is a newly formed unit, the agreement is structured as a short-term contract lasting through June 30, 2026. This allows the City and Unit #10 time to evaluate the new structure and return during the next negotiation cycle to address any necessary adjustments.

Council Goals/Objectives: This item executes portions of the work tasks towards achieving /maintaining the Strategic Plan goal to maintain a Productive and Efficient Workforce

Fiscal Impact: The proposed agreement is not expected to create a significant fiscal impact. The MOU largely mirrors the terms previously applied to the affected employees under Unit #1, with the addition of retiree medical benefits aligned with Unit #8 provisions.

Any associated costs are expected to be absorbed within existing departmental budgets.

Funds Available: N/A

Account #: N/A

Reviewed by: City Manager

Attachments: R2026-03 & MOU

RESOLUTION NO. 2026-03

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GRASS VALLEY
ADOPTING A MEMORANDUM OF UNDERSTANDING WITH THE GRASS VALLEY
PUBLIC SAFETY MANAGEMENT (UNIT #10) FOR THE PERIOD FEBRUARY 15,
2026 - JUNE 30, 2026**

WHEREAS, the labor negotiations team appointed to represent the City Council of the City of Grass Valley and representatives of the Grass Valley Public Safety Management (Unit #10) have engaged in conversations to create the labor Memorandum of Understanding (“MOU”) between the City and Unit 10; and

WHEREAS, the parties came to an agreement which incorporates updates to the attached Memorandum of Understanding;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GRASS VALLEY, as follows:

1. The above recitals are true and correct and are a substantive part of this Resolution.
2. The City Council of the City of Grass Valley approves the Memorandum of Understanding for the Grass Valley Public Safety Management (Unit #10) for the period of February 15, 2026, through June 30, 2026, and authorizes the City Manager to execute said Side Letter.

PASSED AND ADOPTED as a Resolution of the City Council of Grass Valley at a meeting thereof held on the 10th day of March 2025 by the following vote:

AYES: Councilmember
 NOES: Councilmember
 ABSENT: Councilmember
 ABSTAINING: Councilmember

 Hilary Hodge, Mayor

ATTEST:

APPROVED AS TO FORM:

 Taylor Whittingslow, City Clerk

 Michael Colantuono, City Attorney

MEMORANDUM OF UNDERSTANDING
BETWEEN THE CITY OF GRASS VALLEY CITY COUNCIL
AND
PUBLIC SAFETY MANAGEMENT UNIT #10
February 15, 2026 – June 30, 2026

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AGREEMENT DESCRIBING SALARIES, BENEFITS AND WORKING CONDITIONS
APPROVED BY CITY OF GRASS VALLEY CITY COUNCIL FOR AND ON BEHALF OF THE
EMPLOYMENT CLASSIFICATIONS IN THE CITY'S UNIT #10 PUBLIC SAFETY
MANAGEMENT

PREAMBLE

This Memorandum of Understanding (the "Agreement" or the "MOU") is made and entered into by and between the City of Grass Valley and the Public Safety Management Employee Unit # 10 ("Unit"), pursuant to the Meyers-Milias-Brown Act of the State of California and the City of Grass Valley's Employer-Employee Relations Resolution (No 93-40).

This Memorandum of Understanding, hereinafter referred to as "MOU" or "Agreement", describes salaries, benefits and working conditions approved by the City of Grass Valley, hereinafter referred to as the "City", for employees in City Unit #10 – Public Safety Management, hereinafter referred to as "Employees".

The parties to this Memorandum of Understanding have met and conferred in good faith on matters within the scope of representation pursuant to Section 3500 et seq. of the California Government Code and the City of Grass Valley's Employer-Employee Relations Resolution (No 93-40).

ARTICLE 1- RECOGNITION

The City recognizes the Unit as the sole and exclusive representative of the City classifications listed in Appendix A.

During the term of this Agreement, the City agrees not to meet and confer with any other organization on matters upon which the Unit is the exclusive representative, and which is within its scope of representation.

The Meyers-Milias-Brown Act (MMBA) does not define either "confidential" or "management" employees, and Government Code section 3507.5 authorizes each local agency to adopt procedures for determining which of its employees will be designated confidential or managerial. The MMBA, however, does not exclude management and confidential employees from the definition of employees entitled to the organizational and representation rights of the Act. This MOU defines a "Confidential Employee" as "an employee who, in the course of his or her duties, has access to information relating to the City's administration of employer-employee relations, as determined by the City Manager." It defines "Management/Supervisory Professional Employee" as "an employee having responsibility for formulating, administering, or managing the implementation of City policies or programs, as determined by the City Manager." While employees designated as Confidential Employees may be represented by the Unit, the parties acknowledge and agree that such designated employees may not represent the Unit, participate in the bargaining process, or share any confidential information in connection with labor relations that would undermine the respective roles of each party in the bargaining process.

It is acknowledged and agreed that the following management positions are expressly excluded from representation by the Unit and from coverage under this MOU: All elected officials, the City Manager, the City Clerk, all Department Directors.

ARTICLE 2- SUPPORT OF AGREEMENT AND MEET AND CONFER PROCESS

The Unit agrees that it shall utilize the regular meet and confer process and endeavor to reach agreement on wages, hours and conditions of employment only through that process. The City agrees to utilize the meet and consult process exclusively in a good faith attempt to reach consensus regarding wages, hours and conditions of employment. Unit representatives agree to pursue the "Open Door" policy of the City to resolve disputes that might arise concerning the interpretation or application of this Agreement. During the term of this MOU the parties agree, should the meet and confer process not be successful in addressing matters under this agreement, the parties will use the dispute resolution process as provided herein or within the Civil Service Rules as a means of adjudicating disputes between them.

ARTICLE 3- EMPLOYEE ASSOCIATION RIGHTS

A. Unit 10 Member Meetings

Unit Members may meet to address Unit business as necessary during non-work time. The Unit members are responsible to ensure meeting spaces are properly secured and clean. Unit members may meet to address Unit business during reasonable times that impact the member's work hours with prior written approval from the City Manager or their designee, which will not be unreasonably denied, and prior written notice to the member's Department Head.

B. Bulletin Boards

The Unit may use bulletin boards designated for its use in appropriate places. All items to be posted shall be officially authorized by Unit #10 representatives and will include the date of posting and the date of removal.

C. Use of Facilities

Unit #10 members may use designated facilities, depending upon availability of space, for meeting purposes at no charge upon prior written approval from the City Manager, their designee or Department Head. No request for use of City facilities shall be unreasonably denied. City use of any facility will have priority over Unit use and may require the Unit to reschedule or relocate meetings.

D. List of Designated Representatives

Unit 10 will file with the Human Resources Manager annually, and update as needed, a list of Unit's Designated Representatives.

ARTICLE 4- MANAGEMENT RIGHTS AND RESPONSIBILITIES

Procedural Prerogatives - It is understood that the City retains the procedural prerogative to initiate or to refrain from initiating actions that may affect Unit members' wages, hours and conditions of employment and that such actions, once initiated by the City are subject only to the express procedural limitations that may be set forth in the MOU, Civil Service Rules, Charter or other law. Such matters include, but are not limited to, the procedural rights to contract out work not performed by active unit members, to transfer, lay off, terminate or otherwise discipline employees, to reasonably accommodate qualified disabled persons/employees, to make technological improvements, and to take necessary action to implement the terms and conditions of the Memorandum of Understanding.

Unit 10 recognizes and agrees that the City, on its own behalf and on behalf of the electors of the City, retains and reserves unto itself, limited only by the articles of this Agreement, all powers, rights, authority,

duties and responsibilities conferred upon, and vested in it, expressed or implied, by the laws and the Constitution of the State of California and of the United States and the provisions of the City Charter.

Unit 10 recognizes and agrees that the exercise of the foregoing powers, rights, authority, duties and responsibilities of the City, the adoption of policies, rules, regulations, and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement.

Unit 10 recognizes and agrees that the City's powers, rights, authority, duties and responsibilities include, but without limiting the generality of the foregoing, the exclusive right to manage, plan, organize, staff, direct and control; to determine levels of service; to establish and change standards; to determine solely the extent to which the facilities of any department thereof shall be operated, and the outside purchases of products or services; the right to introduce new or improved methods and facilities and to otherwise take any action desired to run the entire operation efficiently, except as modified by this Agreement.

It is understood and agreed that the specific provisions contained in this Agreement shall prevail over City practices and procedures and over State Laws, and City Charter to the extent permitted by State Law, and that in the absence of specific provisions in this Agreement, such practices and procedures are discretionary with the City. Nothing contained in this Agreement shall be interpreted as to imply or permit the invocation of past practice, or tradition, or accumulation of any employee rights or privileges other than those expressly stated herein. If a conflict arises between this Agreement and a City Charter provision or resolution incorporated herein, the City's Charter provisions or resolution shall prevail.

ARTICLE 5- HOURS OF WORK AND BASIS OF COMPENSATION

A. FLSA Exempt Employees:

This subdivision shall only apply to Unit members who are FLSA exempt.

1. Hours of Employment

The Hours of employment and legal holidays to be observed shall be with due regard for the convenience of the public. Employees in this Unit who are defined as exempt status employees are expected to work whatever number of hours is necessary beyond normal workdays, periods, or weeks without additional compensation to accomplish their duties and responsibilities. Leave time for exempt employees will be accounted for in full day increments.

2. Pay Periods

The "pay period" shall be fourteen (14) calendar days from midnight Sunday to midnight of the second Saturday thereafter and refers to the period for computing compensation due for all normal working days during that period. Payroll checks will be available the ensuing Friday by noon following the end of the pay period. Direct deposit pay checks will have funding available on the morning of the Friday payroll date, pending release by the employee's bank, on the Friday payroll date.

3. Work Periods

- i. The normal work period shall generally be eighty (80) hours within each pay period for each full-time employee unless established otherwise for any classification by the City Council. Employees are expected to engage in those hours of work that are

necessary to fulfill the obligations of their classification. The work period shall coincide with the established two (2) week period (consisting of fourteen (14) days or two (2) weeks) from Saturday midnight to the second (2nd) following Saturday at midnight.

- ii. The normal workday generally means a day on which an employee works eight (8) hours. Employees are expected to engage in those hours of work that are necessary to fulfill the obligations of their classification. Nothing in this section shall prohibit the establishment of alternative work schedules.
- iii. The City will work with representatives of Unit 10 to establish and implement alternative work schedules. The schedules will be implemented to enhance productivity and coordination of work efforts. The normal work week designation may be modified as necessary to implement new work schedules. Alternative work schedules may be terminated by the City with two (2) weeks' notice to employees. The granting or elimination of alternative work schedules is not grievable.

4. Lunch and Rest Periods

- i. Exempt employees are required to work the necessary hours to accomplish required duties and responsibilities. Use of time is to be coordinated with their supervisor.

5. Calculation of Compensation

Compensation is based on the hourly rates and pay schedule set forth in Appendix A. Adjustments in hourly rates are rounded up to the next penny but may not exceed the top of any pay range. Pay is based on two thousand eighty (2,080) hours per year and twenty-six (26) equal pay periods.

B. FLSA Non-Exempt Employees (Shift Work):

This subdivision shall only apply to Unit members who are FLSA non-exempt.

1. Pay Periods:

The "pay period" shall be fourteen (14) calendar days from Sunday at 0800 to 0800 on the second Sunday thereafter, and refers to the period of computing compensation due for all normal working days during that period. Actual payment of payroll shall be made the ensuing Friday following the end of the pay period. The employee or his designee with valid ID may pick up payroll after 12:00 noon that Friday at the employee's assigned station. There are twenty-six (26) equal pay periods per year.

2. Work Periods

- i. For employees assigned to Shift Work, the work period will be twenty-eight (28) day work period.
- ii. The average weekly duty hours shall be fifty-six (56) hours per week for Shift Employees.
- iii. The Bi-weekly average work hours shall be one hundred twelve (112) hours for positions of Firefighter, Engineer and Captain who are assigned shift work Shift Work employees at fire station(s) and shall coincide with the established two (2) week pay period (consisting of fourteen (14) days or two (2) weeks).
- iv. Payroll checks will be available the ensuing Friday by noon following the end of the pay period. Direct deposit pay checks will have funding available on the morning of the Friday payroll date.

3. Calculation of Compensation

- i. Compensation for Shift Work employees is based on twenty-seven hundred, fifty-six (2,756) hours per year. The payment of compensation shall be calculated to the nearest one-quarter (1/4) hour. The amount of salary for the first pay period in a twenty-eight (28) day work period shall be calculated by multiplying the hourly rate by one hundred six (106) hours. The second pay period of a 28-day work period will be one hundred six (106) hours at the hourly rate plus FLSA overtime and other appropriate compensation earned during the entire 28-day work period.
- ii. Compensation is based on the hourly rates and pay schedule set forth in Appendix A. Adjustments in hourly rates are rounded up to the next penny, but may not exceed the top of any pay range.

4. Work Day

- i. For Shift Work Employees working the normal work day means each day on which a shift work employee performs a normal working shift of twenty-four (24) hours including holidays, Saturday and Sunday. No work hours will be added or deducted due to daylight savings changes.

5. Work Schedule

The work schedule for employees will be posted fourteen (14) days prior to the work period. The normal work schedule for 2,080-hour employees is Monday through Friday.

6. Shift Trades

With approval of the department head or designee, the trading of hours between employees may occur without overtime or other financial liability to the City. The trading of time between employees may occur from one work period to another. All such trades will be voluntary by the employees affected. All shift trades shall be scheduled in accordance with Standard Operating Procedure (SOP) #110.

ARTICLE 6- SALARY

A. Salary Schedule

1. Salaries shall remain as set forth in the Unit's salary schedules, attached hereto as Appendix A of this MOU.
2. Exempt employees are paid on a fixed salary and are not compensated on an hourly basis. As needed, they may be required to report their hours for purposes of charging appropriate budgets, grants, etc., for project or program time, or for assessing staff patterns.

B. Overtime (Non-Exempt Employees)

This subdivision shall only apply to Unit members who are FLSA non-exempt.

1. **Policy**- Overtime work shall be discouraged. Each Department Head shall arrange the work of his or her department so that full-time Police Department employees shall normally work

not more than 171 hours in a twenty-eight (28) day work period; full-time Fire Department employees shall normally work not more than 212 hours in a twenty-eight (28) day work period; and that overtime work be held to a minimum consistent with the efficient performance of necessary functions.

2. **Defined Overtime** is authorized time worked in excess of 171 hours in a twenty-eight (28) day work period for Police Department employees; and 212 hours in a twenty-eight (28) day work period for Fire Department employees. All work authorized as overtime shall be calculated at the overtime rate which is one and one-half (1-1/2) times the regular hourly rate of pay (such calculation being non-cumulative for the same hours).
3. **Compensatory Time Off**
 - I. All non-exempt positions may receive Compensatory Time Off for overtime worked in lieu of pay upon approval of the Department Head.
 - II. In no event shall an employee be allowed to accumulate in excess of two hundred forty (240) hours of Compensatory Time Off (ninety-six (96) hours for Battalion Chiefs). In the event an employee has accumulated two hundred forty (240) hours (ninety-six (96) hours for Battalion Chiefs) of Compensatory Time Off, payment of overtime shall automatically be made unless mutually agreed otherwise by the City Manager and the employee.
4. **Authorization of Overtime Work-** Overtime work shall be performed only upon express authorization of the Department Head or designee.
5. **Fringe Benefits not Affected by Overtime-** Overtime work shall not be a basis for increasing vacation or sick leave benefits, nor shall it be a basis of advancing completion of required periods for probation, salary advance or evaluation dates or any other benefit.

C. **Interagency Agreement Work --** Employee(s) assigned in writing by their Department Head to work under an interagency agreement will receive hourly compensation, including time and one-half (1/2) pay or other applicable premium pay, provided the City is reimbursed such premium pay under the applicable interagency agreement. Example: If employee serves on an OES strike team or overhead assignment, and the City is reimbursed premium pay, employee will receive such premium pay for all hours outside his/her usual work period. Instances for such premium pay will be indicated on the timecard for the appropriate period. Payment of such premium pay will not be construed as treatment of exempt Unit members as non-exempt under the Fair Labor Standards Act.

D. **Rules for Use of Salary Schedule**

1. Each job has an applicable salary range as identified in Appendix B. All new appointments will generally enter the probationary period at the minimum salary of the applicable range. The City Manager may, upon request of the Department Head, authorize entry at any point in the salary range to compensate for education and experience. Employees shall serve a twelve-month probationary period during which time it may be extended an additional six (6) months by the Department Head.
2. Each employee will receive an annual performance evaluation based on performance objectives including initiative, job knowledge, teamwork, stewardship, ethics, customer service, leadership and, when appropriate, human resources management, process improvement and organizational development. Based upon performance, employees may be granted salary increases of one to five (1 to 5%) percent effective on the anniversary date of appointment and up to the maximum salary range for their current job classification.
3. One Time performance bonuses may be granted to employees who have displayed outstanding performance on a project or other significant work effort. The City Manager, upon recommendation of a Department Head, may grant a performance bonus of up to ten

(10%) percent of an employee's annual base salary, subject to required deductions and taxes. Performance bonuses will generally be awarded as part of the annual performance evaluation process but may be considered at other times upon approval by the City Manager.

4. An employee promoted from their existing position to another with the City, outside of Unit 10 shall move to the closest salary step in the new class that gives a minimum of a five (5%) percent increase, as recommended by the Department Head to the City Manager. If the promotion is to a position within Unit 10 the employee will receive a minimum of a five (5%) percent increase, not to exceed the top of the salary range.
5. **Transfer-** An employee transferred from one department to another in the same classification for a reason other than discipline will continue to receive the same salary and will have no change in their anniversary date.
6. **Out of Class- Special Project Pay-** Employees meeting this temporary classification will be paid a five percent (5%) differential on their base salary for all hours worked in the assigned capacity. This differential shall apply only to hours actually worked in the temporary assignment and shall not be calculated on educational incentives, specialty pays, longevity pay, or any other additional compensation. The assignment of such pay shall not be used as a device for circumventing advancement to a higher paying civil service classification.
 - I. Department Head must appoint employee in writing to an "Acting" status or a "Special Project".
 - II. Department Head may appoint an employee to an "Acting" status or a "Special Project" when it is necessary to maintain proper and efficient departmental operations.
 - III. Department Head must review the need to continue the Acting status or Special Project assignment at minimum every ninety (90) days.
 - IV. Police Lieutenants and Captains may earn an overtime rate calculated at 1 and ½ times the top step hourly rate for a Police Sergeant, plus seven and one-half (7.5%) percent in State Emergencies or Mutual aid requests and only upon approval by the department head or designee.

Management reserves the right to determine whether a Battalion Chief will be used for shift coverage of another Battalion Chief, or whether a qualified actor fills that role on an acting basis.

E. **Other Considerations**

1. **Assigned Vehicles-** Employees may be assigned a City vehicle to perform their work when authorized by the department head. Use of such vehicle is a privilege and not a right and may be revoked at any time by the department head. Personal use of a City vehicle is prohibited except for commuting between work and the employee's primary residence.
2. **Cell Phone Reimbursement-** Based on the defined business need and eligibility per City Policy 500.12, an employee shall be eligible for an allowance of forty-five (\$45) dollars for a voice/text/data plan with a Cellphone requirement per month. In no event may the allowance exceed the price of the voice/text/data plan. It is expected that the allowance will not cover the full cost of the cellular service contract and not be subject to payroll taxes, but the parties agree to comply with applicable tax laws.

F. **Educational Incentive**

Unit members shall be eligible for an academic educational incentive program with a maximum cumulative ceiling of seven and one-half (7.5%) percent of base salary. Only certificates and degrees granted by accredited institutions, which are above the minimum educational requirement of the employee's position, which enhance the employee's abilities and contributions as determined by the Department Head, will be considered. College units obtained to qualify for an incentive cannot be compounded to qualify for an additional incentive. For example, units used to obtain an A.A. and then utilized to obtain a B.A. cannot yield incentives for both degrees.

The eligible degrees, certificates and corresponding incentives are as follows:

Certificate/ Degree	% of Base Salary
Certificate with a minimum of 30 semester Units	2.5% (max 2.5%)
Associates of Science	2.5 %
Associates of Arts	2.5%
Bachelor of Arts (Not cumulative with AA or AS)	5.0%
Bachelor of Science (Not cumulative with AA or AS)	5.0%
Master of Arts or Master of Science	2.5%

The Unit #10 Fire Employees are eligible for Fire Educational Incentive for the following in addition to the general degree eligibility above. Maximum combined eligibility for Fire and general educational incentives is ten (10%) percent:

Certificate/ Degree	% of Base Salary
Executive Chief Officer Course Work	1.25%
Fire Investigator Course Work	1.25%
Confined Space Tech	1.25%
Swift Water Rescue	1.25%
RIC	1.25%
Rescue Systems 1	1.25%
Haz Mat IC	1.25%
Strike Team Leader/Task Force Leader	1.25%
Division/Group Supervisor	1.25%

Expanded Scope EMT Incentive

Unit member EMTs who show, at a minimum, proficiency in all expanded-scope EMT Skills (as defined by SSV) and 12 Lead EKG application shall receive a stipend in the amount of one hundred (\$100) dollars a month. The stipend shall be paid in equal installments on a biweekly basis. For payroll calculation purposes, the stipend shall be converted to an hourly equivalent and included in the employee's regular rate of pay for overtime calculation in accordance with applicable law. The stipend shall not constitute a promotion, reclassification, or assignment to a higher-paying classification.

Proficiency is required within six (6) months of the date of hire. Proficiency shall be proven with an SSV-approved testing process annually. Battalion Chiefs whose appointment to the position began after September 1, 2022, shall maintain Expanded Scope EMT as condition of employment.

EMS Coordinator Incentives

EMS Coordinator shall be eligible for an Academic Education Incentive program with a maximum cumulative (certificates and degrees) ceiling of 11% of base salary. Only the below certificates and degrees granted by accredited institutions, which are above the minimum

educational requirement of the employee's position and enhance the employee's abilities and contributions will be considered. If an application for this incentive is denied it may be grieved.

The eligible degrees and certificates and corresponding incentives are as follows. Maximum combined eligibility is eight and one-half (8.5 %) percent:

Certificate/ Degree	% of Base Salary
AHA ACLS Instructor	1.25%
AHA PALS Instructor, or PEPP Instructor, or APLS Instructor, or Handtevy	1.25%
Instructor AHA CPR Instructor	1.25%
Designated Infection Control Officer (D.I.C.O.)	1.25%
Certificate Basic wildland firefighting certificate	1.25%
(USFS or CalFire) Medical Unit Leader	1.25%
Fire Instructor Series	1.25%

Paramedic Incentive

Administrative EMS Coordinator with a current California paramedic license shall be eligible to receive a paramedic stipend of \$600 a month.

G. POST Incentive

The City shall offer a POST incentive program for Police Department employees with a maximum cumulative ceiling of five (5%) percent of base salary for the following certificates:

POST Certificate	% of Base Salary
Management	5%
Post Command College (or similar executive program)	2.5%

H. Professional Licenses

The City will provide employees required training/educational opportunity and associated funding to maintain required licenses or certificates including renewal fees.

I. Telephone Call Back Pay (Non-Exempt Employees)

This provision shall only apply to Unit members who are FLSA non-exempt. When a non-exempt Unit member is contacted at home for the purpose of work that can be completed at home over the telephone or through other technology, the employee shall be compensated in fifteen (15) minute increments with call back pay at the overtime rate for the performance of that work.

J. Longevity Pay

The City shall pay two and one-half percent (2.5%) of base rate of pay upon the Unit member's completion of ten (10) years of continuous service. Longevity pay shall be paid in equal installments during regular payroll periods and shall be included in the regular rate of pay for purposes of overtime calculation in accordance with applicable law.

ARTICLE 7- LEAVE

A. Absence from Duty

1. FLSA Exempt Unit Members:

- I. The employee or their authorized designee shall report the employee's absence from duty to the employee's Department Head. The employee or authorized designee shall state the reason for absence to the Department Head and, if unauthorized, the absence shall be recorded as absence without leave. An absent employee shall report their return to duty to their Department Head.
 - II. An absence that is not reported as required above shall be recorded as absence without leave.
 - III. Absence from duty without leave for five (5) consecutive days shall be deemed a constructive resignation from City employment.
2. FLSA Non-Exempt Unit Members (Shift Work):
- I. The absence of an employee from duty shall be reported according to department S.O.P. Unauthorized absence from duty is sufficient cause for discipline up to and including termination of employment. Unauthorized absence from duty for two tours (96 hours) within a two week period shall be deemed a voluntary resignation from City employment.

B. Personal Leave

1. The purpose of Personal Leave is to provide Unit members with the ability to accrue time for vacation, sick leave, and personal leave situations.
2. Unit members who are FSLA exempt shall accrue Personal Leave hours at a rate of no less than two hundred fifty-six (256) hours and no more than three hundred twenty-eight (328) hours per year based on years of service as set forth below. One twenty-sixth (1/26) of such Personal Leave amount shall accrue each pay period.
3. Unit members who are FSLA non-exempt shall accrue Personal Leave hours at a rate of no less than three hundred eight-five (385) hours and no more than four hundred sixty-two (462) hours per year based on years of service as set forth below. One twenty-sixth (1/26) of such Personal Leave amount shall accrue each pay period.
4. No employee may carry a balance of more than five hundred twenty (520) hours of Personal Leave. Employees who have accumulated five hundred twenty (520) hours of Personal Leave will accrue no further usable Personal Leave until they have used Personal Leave in an amount sufficient to bring their accumulated Personal Leave balance below five hundred twenty (520) hours. Notwithstanding the preceding sentence, employees who have accumulated five hundred twenty (520) hours of Personal Leave will accumulate sick leave at the same rate as Personal Leave. Sick leave accumulated pursuant to this paragraph shall be automatically placed in a banked leave account to be used as sick leave (only after all other leave banks have been depleted) in accordance with the City's personnel rules, or to be converted to PERS service credit upon retirement from the City in accordance with CalPERS regulations. Employees shall not be paid out upon separation from service for any sick leave banked under this paragraph.
5. Employees may convert up to one hundred twenty (120) hours of accrued Personal Leave to salary compensation once each year. Personal Leave conversion must be submitted by December 20th of each year pursuant to the following:
 - I. Employees utilizing this provision will be required to submit an irrevocable election form by December 31st of the calendar year prior to the calendar year in which the Personal Leave hours to be cashed out are earned.
 - II. Employees that have submitted an irrevocable election form may submit a Personal Leave cash out request form at any time during the calendar year in which the Personal Leave hours are earned.

- III.** The actual payment of the requested hours cannot occur until the hours to be cashed out for that calendar year have accrued. Cash-outs for hours accrued in prior years are not allowed.
- IV.** Employees that submitted an irrevocable election form in the prior year but did not submit a cash out request shall receive their Personal Leave cash out in the last paycheck of the calendar year in which the Personal Leave hours are earned.
- 6.** FLSA Exempt employees who become subject to this Plan on or after July 1, 2020, must convert all accumulated Vacation Leave and Sick Leave to “Personal Leave”. Those hours of Sick Leave or Vacation Leave combined in excess of five hundred twenty (520) hours will be placed in a Sick Leave and Vacation Leave bank account to be utilized by the employee or paid out upon separation from service as set forth herein and converted to banked PERS service credit in accordance with CalPERS regulations. Upon separation from service, the City shall pay employee a one-time lump sum calculated on fifty percent (50%) of the employee’s banked unused Sick Leave and one hundred percent (100%) of the employee’s banked Vacation Leave and Personal Leave accrual balance. For example, if an employee is compensated for four hundred fifty (450) hours of banked Sick Leave, a maximum of fifty percent (50%) , or two hundred twenty-five (225) hours would be included in the one-time lump sum payout and the uncompensated two hundred twenty-five (225) hours would be converted to PERS service credit in accordance with CalPERS regulations.
- 7.** FLSA Non-Exempt employees who become subject to Personal Leave Program must convert first any Vacation Leave and next any Sick Leave to “Personal Leave”. Any hours in excess of seven hundred twenty-eight (728) hours will remain in a Sick Leave account to be utilized by the employee, paid out upon separation from service as set forth herein, or converted to banked PERS service credit in accordance with CalPERS regulations. Upon separation from service, the City shall pay employee a one-time lump sum calculated on fifty (50%) percent of the employee’s banked unused Sick Leave and one hundred (100%) percent of the employee’s banked Vacation Leave and Personal Leave accrual balances. For example, if an employee is compensated for four hundred fifty (450) hours of banked Sick Leave, a maximum of fifty (50%) percent, or two hundred twenty-five (225) hours would be included in the one-time lump sum payout and the uncompensated two hundred twenty-five (225) hours would be converted to PERS service credit in accordance with CalPERS regulations.
- 8.** FLSA Exempt Employees will accrue Personal Leave time at the following rates:
 1 to 2 years of City service = 256 hours
 2 plus years to 5 years = 272 hours (10.46 hours biweekly)
 5 plus years to 10 years = 296 hours (11.38 hours biweekly)
 10 plus years to 20 years = 316 hours (12.15 hours biweekly)
 20 plus years = 328 hours (12.62 hours biweekly)
- 9.** FLSA Non-Exempt Employees will accrue Personal Leave time at the following rates:
 1 to 2 years of City service = 385 hours
 2 plus years to 5 years = 380 hours
 5 plus years to 10 years = 414 hours
 10 plus years to 20 years = 444 hours
 20 plus years = 462 hours

C. Extended Medical Leave

Those employees who have been granted approved extended medical leave shall not be required to provide weekly verification of their medical condition. The City reserves the right to require such verification as the Department Head or Human Resource Office has reason to believe is appropriate.

Failure of an employee to supply the requested verification of medical condition is sufficient cause for termination of the extended medical leave. In the event that an employee faces termination for the sole reason of exhaustion of leave, the City shall meet with the employee to endeavor to reach agreement on alternatives, such as disability retirement, etc.

D. Bereavement Leave

1. FLSA Exempt Employees:

I. Employees may be granted a leave of absence with pay not to exceed a total of forty (40) hours per fiscal year, non-cumulative, for purposes of attending funeral services, making related arrangements for the family, or travel to and from the location of services on account of the death of any member of his/her immediate family. Member of the immediate family means the employee's or the employee's spouse's parent, grandparent, or grandchild; and the employee's spouse, domestic partner, child, child-in-law, sibling, stepparent, parent-in law, and any relative living in the employee's immediate household. It shall be the responsibility of the Department Head to account for such leaves. Leaves of more than forty (40) hours, if approved, shall be charged first against sick leave and then to other accrued leaves if no sick leave is available.

2. FLSA Non-Exempt Employees:

I. Employees shall be granted leave of absence with pay not to exceed forty-eighty (48) hours per fiscal year non-cumulative for the purpose of attending funeral services, making related arrangements for the family or travel to and from the location of services on account of the death of any member of his/her immediate family. Member of the immediate family means the employee's or the employee's spouse's parent, grandparent, or grandchild; and the employee's spouse, domestic partner, child, child-in-law, sibling, stepparent, parent-in law, and any relative living in the employee's immediate household..

II. Leaves in excess of the 48 hours as specified above (or in case of additional deaths) shall be charged to personal leave or compensatory time.

E. Holidays

1. FLSA Exempt Employees:

I. Holidays shall mean those days or hours designated as such by or pursuant to this Agreement, City Ordinance, or Resolution. Holiday time is time off from the normal work period. The Holiday will be the day as observed by the City. The value of a Holiday is eight (8) hours. Total Holiday hours equal eighty-eight (88) hours.

Recognized holidays shall include:

New Year's Day

President's Day

Memorial Day

July 4th

Labor Day

Christmas Day

Martin Luther King Day

Veterans Day

Thanksgiving Day

The Day after Thanksgiving

Christmas Eve

II. Only regular and probationary employees in a current and paid status shall be eligible for holiday leave. A new employee whose first working day is the day after a paid holiday shall not be credited for that holiday. An employee terminating employment for any reason and whose last workday as a paid employee is the date before a holiday shall not be credited for that holiday day. An employee who is on consecutive leave

of absence without pay or sick leave for both the regularly scheduled working day before and after the holiday shall not be credited for the holiday.

- III.** If Unit 10 employees are scheduled to work by their Department Heads or the City Manager or are called to active work on one of the eleven (11) designated holidays, employee shall schedule a corresponding day or days off, with approval of the corresponding Department Head, within two (2) pay periods (before or after) of the actual holiday. Similarly, if employee's regularly scheduled day off occurs on one of the designated holidays, employee shall schedule corresponding time off within the two (2) pay period timeframe, as approved by the corresponding Department Head.

2. FLSA Non-Exempt Employees:

- I.** In lieu of actual holidays, FLSA non-exempt employees will be cashed out six and one-half (6.5) hours of holiday pay each pay period at the employees' base rate plus incentives at the same time and in the same manner as normal payroll is paid

F. Jury Duty Leave

An employee shall be paid his/her normal salary for each workday, or portion thereof, he/she is required to be on jury duty. The employee shall sign over any payment the employee receives for the performance of jury service to the City.

G. Community Service Organization Leave

The City encourages employees to participate and be involved in community service organizations. Employees may participate and be involved as a member or officer in community service organizations, provided the involvement does not create a conflict with the City or impedes the employee from performing their required duties. The City, in consideration of such allowed participation shall not budget, nor pay, nor reimburse the employee for any expenses, costs, fees or other charges of any kind for the employee's participation or involvement in community service organizations. Non-exempt employees will be required to use leave time to participate if work hours are impacted.

H. Family and Medical Care Leave

- 1.** A regular full-time employee, with more than one year of continuous service, or who has worked more than twelve hundred fifty (1,250) hours during the previous twelve (12) months may request an unpaid Family and Medical Care Leave ("FMLA") of absence of up to twelve (12) weeks in any one continuous twelve (12) month period. This leave may be taken for the birth or adoption of a child, to care for a child, spouse or parent who has serious health condition or for the employee's own health which makes him/her unable to perform the essential functions of the job. If this leave is granted, upon return, the employee will be reinstated to the same or a comparable position as the position held before the leave unless such a position no longer exists. The employee must use available leave accruals concurrently with FMLA leave. For leaves related to an employee's own serious condition, or that of an eligible family member, sick leave will be utilized first, followed by other accrual (floating holiday, management leave, CTO, vacation). If all available accrual is depleted, then the employee may continue on unpaid leave until the twelve (12) weeks. If an employee desires to take an FMLA leave not associated with the serious health condition of him or herself, or eligible family member, sick leave hours accrued may not be used.
- 2.** Whenever possible the employee must provide at least thirty (30) days' written notice that they would like to take this leave of absence. When this is not possible the employee must notify their supervisor, in writing, as soon as possible. Failure to comply with these

notification rules may result in the denial or deferral of the requested leave until the employee has complied with the notice provisions.

3. The requesting employee shall provide a certification from the health care provider who is attending to the serious health care condition of the employee or eligible family member. If there is a question concerning this certification, the City reserves the right to require additional certification(s). Unless otherwise agreed to by the City, any Family and Medical Care Leave must be taken in segments of one (1) full workday.
4. An employee has the right to take pregnancy disability leave and some amount of Family and Medical Care Leave. The employee should check with the City Manager or their designee to determine the eligibility of above-mentioned leave.
5. The cost of health care coverage while on a Family and Medical Care Leave less any portion of the premium the employee is required to pay will be paid for by the City for up to twelve (12) weeks. If the employee does not return from leave, they will be responsible for reimbursing the City for the insurance premiums paid on the employees' behalf after the expiration of FMLA leave.
6. While the above provisions will apply to most employees in most circumstances, there are certain exceptions under which the City may refuse to grant a Family and Medical Care Leave.

I. Family Care School Partnership Act

Employees shall be entitled to take advantage of the Family Care School Partnership Act without loss of benefits. Time off taken under this Leave shall, at the employee's election, be either approved unpaid leave or paid by using available compensatory or vacation time.

ARTICLE 9- PROFESSIONAL AND REPRESENTATIONAL EXPENSES

A. Professional Dues and Fees

The City shall budget and pay or reimburse employees for certain professional dues, fees, and costs of the employee necessary for his/her continuation and full participation or membership in state, regional, and local associations or organizations necessary for his/her professional participation, growth and development and for the good of the City, as determined by the Department Head.

B. Travel

The City shall budget and pay or reimburse employees for certain travel, fees, charges, lodging and subsistence and other related expenses of the employee for attending meeting(s) necessary for him/her to properly perform his/her duties or are necessary to continue his/her professional development or to represent the City, as determined by the Department Head. This may include, but is not limited to, associated conferences or meetings; relevant League of California Cities' conferences or meetings; such other state, regional or local governmental related meetings; or relevant training, short courses, institutes, seminars or such other meetings or educational sessions or classes related to his/her position or responsibilities.

C. Civic and Professional Participation

There is a need for the City to be periodically represented, from time to time, by employees through their attendance at or before local civic, service, professional, business, charitable, governmental or other organizations. As such, the City shall budget and pay or reimburse employees for certain expenses resulting from such periodic representational attendance, as authorized by the Department Head.

D. Reimbursement

The City recognizes that to fulfill Paragraphs A, B, and C of this Article certain expenses of a job-affiliated nature may be incurred by the employee in order to perform his/her duties or represent the City. The City shall pay or reimburse the employee for such general expenses as budgeted by the Council for costs that he/she may incur which may include, but are not limited to, costs for meals and lodging, registration fees, parking fees, bridge tolls, subscriptions, periodicals, publications, or professional dues or similar charges.

E. Receipts and Billing

All expenses or costs authorized and incurred under Paragraphs A, B, and C of this Article, as budgeted by the Council, shall be reimbursed or paid by the City to or on behalf of the employee upon receipt of billings, statements, receipts, expense forms or personal affidavits as customarily required by the City for expenditure of funds.

ARTICLE 10- RETIREMENT**A. Retirement Benefits**

1. **Fire Public Safety** - Fire Department employees hired before January 1, 2013 and designated as local public safety members by the City are provided retirement benefits under the Public Employees' Retirement System's Local Public Safety (Fire) three percent at 55 (3% @ 55) formula.
2. **Fire Public Safety PEPRA** - Fire Department employees hired January 1, 2013, or after and designated as local public safety members by the City are provided retirement benefits under the Public Employee Pension Reform Act of 2013 Local Safety (Fire) 2.7% at 57 formula, unless the employee has been employed in with a CalPERS employer within the preceding six (6) months ("Classic" Employee). Classic employees hired on or after January 1, 2013, shall be placed in the 3% at 55 formula.
3. **Police Public Safety (Tier 1)** - Police Department employees hired before July 1, 2011, and designated as local public safety members by the City are provided retirement benefits under the California Public Employee's Retirement System Local Safety (Police) 3% at 50 formula.
4. **Police Public Safety (Tier 2)** - Police Department employees hired on or after July 1, 2011, but before January 1, 2013, and designated as local public safety members by the City are provided retirement benefits under the California Public Employee's Retirement System Local Safety (Police) 3% at 55 formula (Tier 2).
5. **Police Public Safety PEPRA** - Police Department employees hired January 1, 2013, or after and designated as local public safety members by the City are provided retirement benefits under the Public Employee Pension Reform Act of 2013 Local Safety 2.7% at 57 formula, unless the employee has been employed with a CalPERS employer within the preceding six (6) months ("Classic" Employee). Classic employees hired on or after January 1, 2013, shall be placed in the 3% at 55 formula (Tier 2).
6. **Social Security** - Employees are also provided retirement benefits under Social Security.

B. Retirement Contributions

1. Public Safety (Fire) designated employees will pay a pre-tax contribution for retirement for the employee share under CalPERS retirement plan as follows:
Employee will pay the full employee share of 9% (Classic) and 13.75% (PEPRA). PEPRA members are subject to possible increases or decreases to their pension benefit contribution rate based on the results of PERB annual actuarial valuations. PEPRA members shall be solely responsible for paying any such increased or decreased employee contribution rate.

2. Public Safety (Police) designated employees will pay a pre-tax contribution for retirement for the employee share under CalPERS retirement plan as follows:
Employee will pay the employees full 9% (Classic) and 13.75% (PEPRA). PEPRA members are subject to possible increases or decreases to their pension benefit contribution rate based on the results of PERB annual actuarial valuations. PEPRA members shall be solely responsible for paying any such increased or decreased employee contribution rate.
3. The City will pay the full employer contribution to PERS.
4. The City will pay the employer contribution rate for Social Security.
5. The Employee will pay the full amount of the Employee's Contribution rate to Social Security.

C. Supplemental Retirement Benefit

The City shall pay a supplemental benefit to each eligible employee covered under the terms of this MOU who attains minimum retirement age ("Supplemental Retirement Benefit"). The term "minimum retirement age" is the age at which an employee elects to receive a disbursement under the terms of the employee retirement benefit plan. The term "elects" refers to employees who leave City employment for the sole reason of retiring under a PERS regular service retirement, disability retirement or industrial disability retirement and has at least ten (10) years of service with the City of Grass Valley. Those Unit 10 employees forced to retire under disability retirement or industrial disability retirements covered under the terms of this MOU are deemed to have a minimum of ten (10) years of service credit with the City of Grass Valley.

The Supplemental Retirement Benefit shall be a one-time lump sum payment, calculated on the basis of fifty (50%) percent of the straight time value of the retiring employee's accumulated but unused sick leave, up to four hundred fifty (450) hours on the date that the employee retires from City employment. For example, if an employee is compensated for four hundred fifty (450) hours at the fifty (50%) percent rate, the uncompensated two hundred twenty-five (225) hours would go to PERS service credit along with any other accrued hours in excess of four hundred fifty (450) hours. The reference to sick leave days in this Section is for purposes of calculating the benefit provided under this Section only and shall not operate to "vest" sick leave hours or otherwise create any entitlement to pay for those sick leave hours for an employee who terminates employment prior to attaining normal retirement age as defined in this sub- part. The straight-time value of the retiring employee's sick leave hours shall be computed solely and exclusively on the basis of the non-overtime normal wage rate paid to the employee, and no overtime premiums, or any other type of premium pay or pay for working out-of-class or employee benefits or other forms of non-straight time wage compensation shall be used for purposes of calculating the benefits due under this Section.

Any employee that shows an effective date of retirement into the PERS system within one hundred twenty (120) days of separation from employment with the City shall be credited with PERS service credit for all accumulated but unused or uncompensated sick leave.

Consistent with the sick leave provisions of this MOU, any employee whose employment with the City terminates for any reason, as opposed to being reinstated, prior to attaining normal retirement age, forfeits all accumulated but unused sick leave hours, and shall not become entitled or eligible to receive any benefits under the terms of this Section even if the employee is subsequently re-employed by the City. Notwithstanding the limitations contained in the previous sentences, the City shall pay a supplemental benefit consisting of all unused sick leave to the estate of any employee covered by this MOU who is killed in the line of duty. Any rehired or reinstated employee shall

begin to accrue sick leave hours as if they had never worked for the City previously. The Supplemental Retirement Benefit shall not arise or vest until such time as the individual employee applying for the Supplemental Retirement Benefit becomes eligible for the Supplemental Retirement Benefit as provided in this Section and provides written notice to the City Manager of his/her intention to retire from employment with the City. The Supplemental Retirement Benefit shall not modify the City's obligations with respect to other benefits of employment, including, but not limited to, other retirement benefits, health and welfare benefits, sick leave benefits, disability benefits, or any other form of compensation or fringe benefits of whatsoever kind or nature.

D. Retiree Health Insurance Benefit

1. For employees hired prior to January 1, 2024, retiring from the City under PERS, after twenty-five (25) or more years of City service, is eligible for the following retiree health insurance benefit:
 - a. The City will pay the statutory administrative fee for PERS coverage.
 - b. The City will pay fifty (50%) percent of the cost for medical insurance for the employee or employee plus 1. Amount will be equal to lowest cost available PERS insurance plan for Nevada County regardless of the plan selected by the employee of the medical plans offered by the City through PERS.
2. To receive this benefit a retiree must provide annual evidence of the retiree’s health insurance coverage through a PERS health insurance plan to the Human Resources Department.
3. Such benefit will cease upon the retiree receiving medical insurance coverage from a non-PERS medical insurance plan or receiving coverage through Medicare. If a retiree covered under a non-PERS medical insurance loses such coverage, this benefit will start or restart until the retiree is otherwise ineligible.

ARTICLE 11- HEALTH AND WELFARE

A. Insurance Benefits

During the term of this agreement the City will make available medical, dental, and vision insurance benefits to the employee and their dependents.

1. The City will pay a monthly flat rate contribution for health insurance (Medical, Vision, and Dental). The amount paid will be based on the employee’s selection of medical coverage based on the following:
 - I. For employees only: \$1,314
 - II. For employees plus one dependent: \$2,122
 - III. For employees plus two or more dependent: \$2,630
2. If at any point during the term of this agreement increased flat rate contributions for health insurance are provided by the City to either Unit 6 or Unit 8, the amount paid to Unit 10 employees, based on the employee’s selection of medical coverage shown above, shall be immediately adjusted to the highest amount paid to either Unit 6 or Unit 8 employees.
3. All benefits shall be subject to the standard provisions set forth in the insurance policy or policies, or PERS regulations.
4. Employees who waive medical insurance coverage shall receive two hundred fifty (\$250) dollars per month, less the cost of any elected dental and/or vision coverage. Employees must provide proof of alternative health insurance to be eligible for this benefit. The waiver incentive shall be paid on a biweekly basis and shall be included in the employee’s regular rate of pay for purposes of overtime calculations.

- 5. Disputes concerning the hospital/medical, vision and life insurance provided pursuant to this MOU-including, but not limited to, questions as to the scope of benefits or disability coverage, eligibility, and premium rate shall not be subject to the Grievance Procedure.
- 6. The retiree health care benefit is subject to policy or policies or PERS regulations, including the payment of administrative fees, which will be paid by the City. Subject to provisions/policies of the insurance carrier, retirees and their dependents may, at their own expense, continue coverage under the City’s program, which may extend beyond the COBRA period.
- 7. The dental and vision plans selected for Unit members shall be maintained in the Human Resource Office for reference.
- 8. The City agrees to supply life insurance for each employee in the amount of fifty thousand (\$50,000) dollars for each employee, five thousand (\$5,000) dollars for the employee's spouse and fifteen hundred (\$1,500) dollars for other eligible dependents without cost to the employee.

B. Cost Containment Committee

The City shall establish a health care cost containment committee, which shall be advisory only; its purpose shall be to review alternatives, and to recommend long-term strategies. These recommendations will be made to the City Council via the City Manager for review and advisement.

C. Long Term Disability

The City shall provide without cost to the employee an income protection insurance program that shall insure an employee’s income to a maximum of sixty-six and two thirds percent (66 2/3%) of monthly earnings with a ceiling of six thousand dollars (\$6,000) in calculated base. Conditions of coverage shall be controlled by the master agreement with the insurance company.

D. Legal Defense Insurance

The City shall provide legal defense insurance offered through the California Police Officers' Association for Police Department employees. The plan agreed upon contains a zero (\$) dollar deductible and a four hundred and seventy (\$470) dollar annual premium.

E. Short Term Disability Insurance

So long as it is available on a bargaining unit-wide basis only, and solely at employee expense, the City agrees to take the necessary steps to enroll Unit members in the State of California State Disability Insurance Program. It is understood and agreed that any such program will be on an integrated basis (with sick leave or other accruals, as appropriate) and funded by employee payroll deductions. If a less expensive optional STD Insurance program is available, the City and Union will meet to allow the change for the employee group.

During the transition time into SDI (date of signature through July 31, 2024, or effective date of SDI plus an additional six (6) months) the City will cover two thirds (2/3) of base salary up to six thousand (\$6,000) dollars a month for any short-term disability with a doctor’s note and time out exceeds two (2) weeks

ARTICLE 12- SAFETY

A. Safe Conditions, Equipment and Duties

- 1. The City and employees agree to maintain a safe and healthful place of work and to maintain safety as well as sanitary conditions in accordance with all applicable state laws. Unsafe

working conditions or hazardous jobs which jeopardize the health and safety of the employees shall be directed to the attention of the employee's supervisor or Department Head. The City shall investigate the complaint and make any and all corrective measures as deemed necessary by the City. Employees shall cooperate fully in carrying out safe practices and in using safety devices provided by the City.

2. Employees agree that the duties and tasks performed by them shall be performed in a safe and healthful manner.
3. The City agrees to purchase rain gear for employees that are required to work in the elements. All rain gear purchased shall remain the property of the City.
4. Personnel will receive an annual safety allowance of one hundred twenty-five (\$125) dollars per year to be used for safety equipment that assures and enhances the personal and direct safety of the employee and their job. The employee Department Head and the City Safety Officer must approve reimbursement of this allowance. The rollover option extends to personnel to a maximum of two hundred fifty (\$250) dollars and if the allowance is not used in the second year, the benefit will be lost for that year.

B. Uniforms

1. For Battalion Chief the City will provide the following:
 - I. The Battalion Chief shall receive a uniform allowance of thirteen hundred seventy-five (\$1,375) dollars per fiscal year in two installments. Each installment shall be paid in a lump sum of six hundred eighty-seven dollars and fifty cents (\$687.50). The first installment shall be paid the first pay period in July of each year. The second installment shall be paid the first pay period of January of each year. For PERS Classic members, uniform allowance(s) shall be considered pensionable compensation and will be reported to CalPERS each pay period on a prorated basis, to the extent legally permissible. Employees will purchase a Class A uniform within two years of hire. New hires will purchase a Class A uniform within three years of hire.
 - II. Individual S.C.B.A. masks; and
 - III. Other approved work-related benefits as may be appropriate that Firefighters receive.
2. For Sworn Police members the City will provide the following:
 - I. The Sworn Police members shall receive a uniform allowance of thirteen hundred seventy-five (\$1,375.) dollars per fiscal year in two installments. Each installment shall be paid in a lump sum of six hundred eighty-seven dollars and fifty cents (\$687.50). The first installment shall be paid the first pay period in July of each year. The second installment shall be paid the first pay period of January of each year. For PERS Classic members, uniform allowance(s) shall be considered pensionable compensation and will be reported to CalPERS each pay period on a prorated basis, to the extent legally permissible.
 - II. The Police Department employees shall be reimbursed for actual cost of professionally cleaning one uniform per week at an established vendor. For PERS Classic members, the actual average cost per employee of the laundered uniform service shall be considered pensionable compensation and will be reported to CalPERS each pay period on a prorated basis, to the extent legally permissible. In no event shall the cost for maintaining the laundered uniform service exceed one thousand two hundred (\$1,200) dollars per year.

C. Employee Alertness

1. The most effective safety equipment an employee possesses is an alert mind. Conversely, an employee whose judgment, reactions and analytical processes are impaired or influenced by alcohol or drugs poses a risk to themselves, their coworkers and to the public. The City, therefore, expressly retains the right as explained in this Article to verify that employees covered by the Agreement are alert and are not under the influence of alcohol, controlled substances, drugs or other conditions which would tend to affect or impair judgment, reactions or thought processes.
2. The parties recognize the problems associated with alcohol and drug abuse in the workplace and recognize the safety hazard, which would be presented if an employee worked while under the influence of alcohol, intoxicating drugs or controlled substances. The parties further agree that a testing procedure with both privacy and accuracy safeguards is one appropriate means of protecting the safety of employees.
3. The employees and the City have reached complete agreement on a drug and alcohol policy reference in the Personnel Commission Compendium.

D. Drug, Alcohol and Substance Abuse Policy

A model "Chain of Custody" procedure as set forth in the Personnel Commission Compendium will be utilized in the event the City contracts for testing services.

E. Employee Assistance Program

The City has established an Employee Assistance Program. This program provides confidential counseling help for employees and their families. This benefit allows for three (3) visits per year per family member, at no cost to the employee. This program endeavors to provide counseling services for personal problems related to marital/family, relationship problems, alcohol or drug abuse, stress related problems, depression and other types of psychological problems, for employees in need of such referral and intervention.

ARTICLE 13- REDUCTION IN FORCE AND RE-EMPLOYMENT

A. Layoff/furlough Provision

In the City's sole discretion, the City may pursue consideration of a furlough or reduction of hours on a departmental basis lieu of layoff as follows:

1. City Council makes a finding that for reason of lack of work, lack of funds, or for reorganization that a reduction in services is needed.
2. Department Head consults with the Unit to explore alternatives:
 - I. Voluntary furloughs/hours reduction on an individual basis is sought first.
 - II. Involuntary furloughs or reductions in hours may be imposed on a uniform basis by class within a department, but not to exceed forty (40) hours per year. Management is required to meet and confer regarding the impact on unit members resulting from the involuntary furlough.
 - III. Direct cost benefit accruals shall not be reduced for employees. Insurance shall still be paid as provided for in this agreement by the City. Leave accruals will continue with no impact.

ARTICLE 14- GRIEVANCE PROCEDURE

A. Definition

A grievance is any dispute concerning the interpretation or application of this resolution, or of rules or regulations governing personnel practices or working conditions, or of the practical consequences of a City rights decision on wages, hours and other terms and condition of employment.

B. Process

Grievances shall be processed in accordance with procedures established by the City.

C. Procedures

1. All grievances shall be processed only in accordance with the procedures and general conditions set forth below.
2. It is the intent of these procedures to encourage resolution of complaints and grievances informally, at the nearest practical organizational level from which it emanates, and as promptly and fairly as possible to all concerned.
3. Failure of the grievant to follow the time limits set forth herein will constitute a waiver and bar to further processing of the grievance.

D. Informal Grievance

1. Informal Grievance: Within five (5) working days following an occurrence giving rise to a grievance, the employee shall orally present the grievance situation to his/her immediate supervisor. (Exception: where the grievance directly involves the working relationship with the supervisor, the grievance shall be presented to the next higher level of supervision). The employee and supervisor have a mutual responsibility to have the grievance resolved at their level whenever possible.
2. Presentation of an informal grievance shall be necessary prior to processing it further as a formal grievance.

E. Formal Grievance

Formal Grievance: A formal grievance shall only be initiated in writing to each appropriate step of the grievance procedure with a copy to the Human Resource Office.

Step 1:

1. If a mutually satisfactory solution of the grievance was not resolved informally, the employee may file a written grievance with his/her Department Head (or designated representative) within five (5) working days after the last meeting between the employee and supervisor. Within ten (10) working days after the formal grievance is received, the Department Head shall investigate the facts and issues at the earliest date consistent with the nature of the grievance and the normal conduct of the department's business. Within five (5) working days after concluding the investigation, the Department Head shall render a decision in writing to the employee and Human Resource Office.
2. Unless a decision of the Department Head is appealed by the employee to Step 2, in the time limits provided, the grievance shall be deemed resolved, final and binding.

Step 2:

1. If the employee finds that the grievance has not been resolved in Step 1, he/she may, within five (5) working days after the Department Head's decision is rendered, request in writing that the City Manager consider the grievance and decision as rendered by the Department Head. Within ten (10) working days after the grievance is received, the City Manager (or designated representative) shall review the facts, issues and make such further investigation as is necessary

at the earliest date consistent with the nature of the grievance and normal conduct of City business. Within five (5) working days after concluding the review, the City Manager shall render a decision in writing to the employee, Department Head and Human Resource Office.

2. Unless the decision of the City Manager is appealed by the employee to Step 3, in the time provided, the grievance shall be deemed resolved, final and binding.

Step 3:

1. If the employee finds that the grievance has not been resolved in Step 2, he/she may, within five (5) working days after the City Manager's decision is rendered, request the City Council that it considers the grievance and decision rendered by the City Manager. The employee must submit this request in writing to the City Clerk. The City Council shall commence conducting its review of the grievance at its next regular City Council meeting that is more than fifteen (15) working days after the grievance is received. The City Council shall determine the best means to conduct the review of the facts, issues and such further investigation as is necessary at the earliest date consistent with the nature of the grievance and normal conduct of City business. The City Council, or its designee, shall render a decision in writing to the employee, City Manager, Human Resource Office and Department Head, within five (5) working days from the conclusion of the City Council's review of the grievance.
2. The decision rendered by the City Council shall be final and binding.

F. General Conditions

1. Review and determination of a grievance is only applicable to certain interpretations and applications as set forth under Definitions and, as such, cannot change any City adopted salary schedules/ranges or such other benefits subject to the meet and confer process.
2. Performance Appraisals and merit step determinations are not grievable matters. Performance Appraisals and merit increase concerns should be brought forward to the Human Resource Office, with a final determination to be made by the City Manager. If an employee does not receive a due evaluation within a month after the due date, the employee may file a grievance.
3. Grievances regarding termination of employment may be made only on behalf of an employee who has successfully completed the required probationary period and attained permanent status.
4. An employee may choose to represent himself/herself or select a representative of his/her choice. The employee shall be personally present at any meeting which may be held, unless he/she specifically waives that right in writing.
5. In the event that more than one (1) employee is directly involved in a grievance, they shall select one (1) person from among them to carry the grievance forward on their behalf. This person may also select a representative of his/her choice. The employee shall be present at any meeting held on their behalf, unless he/she specifically waives that right in writing.
6. Any time limit of these procedures may be extended by mutual consent of the parties.
7. During the grievance process, there shall be no interruption of scheduled work of a department or the City.
8. It is understood that the City is currently in the process of revising the Personnel Rules and Regulations, including the Grievance Procedure, and Unit 10 will review and have input to the Grievance Procedures prior to finalization. It is agreed once the Grievance Procedures have been finalized, they will be incorporated into this MOU.

ARTICLE 15- RESIDENTIAL MILEAGE RESTRICTION

Sworn employees in this unit shall live no further than thirty (30) air miles from the City limits. The Fire or Police Department employees shall have discretion to permit sworn employees to live further than thirty (30) air miles from the City limits when, in the Chiefs' opinion, the employee will be capable of responding to an emergency in a reasonable period of time.

ARTICLE 16- MAINTENANCE OF NEGOTIABLE BENEFITS

It is understood and agreed by the parties that there exist within the City certain negotiable past practices, policies, or procedures which pertain to wages, hours, and conditions of employment. Such matters shall not be modified or rescinded during the term of this MOU except by the giving of notice to the employees and providing the opportunity to meet and confer on the matter.

ARTICLE 17- NOTICE

Whenever provision is made in this MOU for the giving, service, or delivery of any notice, statement, or other instrument, the same shall have been deemed as delivered, duly served or given upon personal delivery or upon mailing the same by United States registered or certified mail, proof of service, to the party entitled thereto at the address set forth below:

Employer:

City Manager
City of Grass Valley
125 E. Main Street
Grass Valley, CA 95945

Bargaining Unit:

Unit 10 Representative
City of Grass Valley
125 E. Main Street
Grass Valley, CA 95945

ARTICLE 18- SEVERABILITY SAVINGS CLAUSE

- A. If, during the life of this Agreement, any law or any order issued by a Court or other tribunal of Competent Jurisdiction shall render invalid or restrain compliance with or enforcement of any provision of this Agreement, such provision shall be inoperative so long as such law or order shall remain in effect, but all other provisions of this Agreement shall not be affected thereby and shall continue in full force and effect.
- B. In the event of suspension or invalidation of any Article or Section of this Agreement, the parties mutually agree to meet and negotiate within ninety (90) days after such determination for the purpose of arriving at a mutually satisfactory replacement for such Article or Section.

ARTICLE 19- TERMS OF AGREEMENT

- A. This Agreement shall be effective upon the approval by the City Council and shall continue in full force and effect until June 30, 2026.
- B. This Agreement may be extended; provided that either party notifies the other within thirty (30) days prior to the expiration date of this Agreement of its desire, and both parties mutually agree in writing to the extension.

RECOMMENDATION OF REPRESENTATIVES

The City and representatives of the employees for Unit 10 have held meetings and discussed the above, and representatives of the employees have caused this Agreement to be signed, and the representative of the City has caused this Agreement to be signed to signify their mutual recommendation for approval by the City Council as follows:

Timothy Kiser, City Manager

Brian Blakemore, Unit 10 Representative

David Ruderman, City Attorney

Chris Armstrong, Unit 10 Representative

APPROVAL OF AGREEMENT

Approval and adoption of this Memorandum of Understanding is made this 10th day of March 2026 and is effective from February 15, 2026, through June 30, 2026, by the Grass Valley City Council.

Hilary Hodge, Mayor

Attest:

Taylor Whittingslow, Deputy City Manager/City Clerk

Appendix A

APPENDIX B - PROCEDURE TO MONITOR CHAIN OF CUSTODY

Upon implementation of its drug/alcohol-testing program, the City of Grass Valley should enter a contractual agreement with a NIDA certified physician service, hospital, and/or laboratory.

Inter alia, the contractee should design a chain of custody procedure, a copy of which should be provided by the City to the Bargaining Unit. Items to be addressed include:

- A.** Who will coordinate the urinalysis program? This question really has two parts: What department will be responsible for the program, and who will collect the sample?
- B.** How will sample tampering be prevented?
- C.** Chain of custody samples: Starting at the time of collection, a sample's chain of custody must be documented and protected. Chain of custody is a legal term that refers to the ability to trace the sample from the time it was donated by the employee or applicant through all the steps in the process: from collection, through analysis, to reporting the result.
 - 1.** Were the specimen and the reported result correctly matched?
 - 2.** It will be further required that each time the sample changes hands or is moved from one place to another, it is signed and kept in a secure area to insure against inadvertent or intentional switching with another sample.
 - 3.** The elements of a good chain of custody procedure include the following:
 - I.** The employee should be supervised while delivering the specimen.
 - II.** The specimen container/s, preferably tamper-proof, should be banded directly to the person supervising the collection and labeled and sealed immediately. (The sample should be split, with one container held in reserve for possible re-testing).
 - III.** The collector and the donor should initial the bottle to indicate that both agree that the bottle contains the person's urine specimen.
 - IV.** The name of each person who has access to the specimen should be noted on a form accompanying the specimen.
 - V.** The sample should be kept in a secure place such as a locked room or refrigerator until it is either tested or sent to the laboratory.
 - VI.** Testing performed at the workplace should be done in a secure location to avoid the possibility of a passerby exchanging samples.
 - VII.** The sample must be transported to an outside laboratory. It should be mailed in a sealed container. U.S. Mail, or a commercial postal service or courier is all acceptable means for transporting specimens.
 - VIII.** The specimen must be in the same condition when offered as evidence as it was when taken, unless the change is for a justified purpose such as an alteration required for the testing procedure.
- D.** Further items to be addressed concern the documentation procedures and consequences when an employee:
 - 1.** Refuses to submit a specimen; or
 - 2.** Alleges that he/she cannot provide a specimen.
- E.** Maintenance of confidentiality by facility and employer:
 - 1.** If the medical department does the testing and the results become part of the medical file, that file is protected under law.
 - 2.** Stringent confidentiality is required by all departments of the City. Unless there is justifiable reason to know the test results, the information should be confidential.



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

Title: Purchase of Emergency Backup Generator for Fire Station 1

CEQA: Not a Project

Recommendation: That Council 1) that the City Council authorize the purchase and installation of a replacement emergency generator for Fire Station 1 in an amount not to exceed \$75,000, utilizing Fire Development Impact Fee funds, 2) authorize the Fire Chief to complete the purchase through the Sourcewell cooperative purchasing program, and 3) authorize the Finance Director to make any necessary budget transfers and/or amendments to complete the purchase and installation of the equipment.

Prepared by: Mark Buttron- Fire Chief

Council Meeting Date: 03/04/2026

Date Prepared: 03/10/2026

Agenda: Consent

Background Information: Fire Station 1 serves as one of the City of Grass Valley Fire Department's primary operational facility and houses front-line emergency response apparatus and personnel. The station relies on a backup generator to maintain operations during power outages. The current generator has been in service for over 30 years and is experiencing reliability issues. Due to its age and declining performance, replacement is necessary to ensure the station remains operational during power disruptions.

Fire stations are critical public safety infrastructure and must remain operational during power outages, including those related to storms or wildfire-related Public Safety Power Shutoffs. The replacement generator will provide sufficient capacity to support modern electrical demands within the station and ensure critical systems remain operational, including communications equipment, station alerting systems, lighting, and apparatus bay doors.

The generator will be purchased through the Sourcewell cooperative purchasing program, allowing the City to utilize competitively bid national contracts while reducing procurement time.

Council Goals/Objectives: : Exceptional Public Safety consistent with the City of Grass Valley Strategic Plan

Fiscal Impact: The cost of the generator purchase and installation is estimated not to exceed \$75,000 and will be funded through Fire Development Impact Fees. There is no impact to the General Fund or Measure E funding.

Funds Available: Yes

Account #: Fire Development Impact Fees

Reviewed by: City Manager

Attachments: None



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

Title: Updated Sewer System Management Plan

CEQA: Not a Project

Recommendation: That Council adopts the proposed 2026 revision of the Sewer System Management Plan (SSMP)

Prepared by: Trever Van Noort, Utilities Director

Council Meeting Date: 3/10/26

Date Prepared: 3/4/26

Agenda: Consent

Background Information: The Sewer System Management Plan (SSMP) outlines the City's policies, procedures, and responsibilities for the effective management of the municipal sewer system. It establishes the operational, maintenance, and emergency response protocols necessary to ensure reliable system performance and regulatory compliance. The State Water Resources Control Board requires the City to review and update its SSMP every three years. The most recent revision was approved in 2023. In 2025, the City engaged Larry Walker Associates (LWA) to assist with the required review. LWA determined that the existing SSMP remained effective and recommended only minor updates for this revision cycle.

Council Goals/Objectives: This action promotes the goals of Public Safety and Water and Wastewater Systems and Underground Infrastructure.

Fiscal Impact: None

Funds Available: Yes

Account #:

Reviewed by: ___ City Manager

Attachments: Grass Valley SSMP Update 2026

FEBRUARY 2026

CITY OF GRASS VALLEY

Sewer System Management Plan

PREPARED BY:

lwa
LARRY WALKER
ASSOCIATES

PREPARED FOR:



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1. INTRODUCTION AND GOALS

A Sewer System Management Plan (SSMP) is a document that describes the activities that public agencies use to effectively manage their wastewater collection systems. The City of Grass Valley (City) SSMP outlines the City's policies, procedures, and activities for managing its sanitary sewer system, preventing and responding to spills, and maintaining compliance with applicable regulations. Implementation of the SSMP is coordinated across City departments and includes regular training, field inspections, asset management, and system performance evaluations.

The City has dedicated funds for both short- and long-term repair and replacement of critical mechanical and non-mechanical infrastructure elements of the sewer collection system contained both in annual operating budgets and within the City's Capital Improvement Plan (CIP). Two funding sources (user rates and impact fees) are reviewed annually during the budget process to ensure that program priorities are consistent with the needs of operating an effective utility.

REGULATORY CONTEXT

On May 2, 2006, the California State Water Resources Control Board (SWRCB or State Water Board) promulgated a waste discharge requirement (WDR) permit to provide a consistent, statewide regulatory approach to regulate sanitary sewer systems and address spills. The 2006 Order and its subsequent amendments were superseded by in 2022, with the issuance of Statewide General Waste Discharge Requirements for Sanitary Sewer Systems Order No. WQ 2022-0103-DWQ (2022 SSS WDR). The 2022 SSS WDR was issued on December 6, 2022 and became effective on June 5, 2023.

The 2022 SSS WDR, among other things, requires local public sewer collection system agencies, referred to as "Enrollees," to develop SSMPs.

SEWER SYSTEM MANAGEMENT PLAN GOALS

The goals of the City's Sanitary Sewer System Management Plan (SSMP) are:

- To efficiently and effectively manage, operate, and maintain all components of the City's sewer collection system
- To provide adequate capacity to convey peak wastewater flows. Adequate capacity, for the purposes of this SSMP, is defined as the capacity to convey peak wastewater flows per the City Improvement Standards
- To prevent and reduce the frequency of spills/sanitary sewer overflows (SSO)
- To mitigate the impacts that are associated with any spill that may occur
- To meet all applicable regulatory requirements
- To provide and make available comprehensive staff training on the proper operations and maintenance of the sewer collection system, its infrastructure and equipment

SSMP UPDATES

The City's SSMP was first developed to comply with the 2006 SSS WDR. As required by 2006 regulation, the City has been self-auditing its SSMP and updated it several times over the years. The updates were needed in order to comply with amendments to the 2006 Order and as well as to reflect changing City practices. The most recent update to the SSMP was completed in December 2022. This current update, in 2026, is driven by the 2022 SSS WDR; this update incorporates changes from the 2022 WDR and addresses deficiencies noted in the City's latest SSMP Audit from November 2025. A list of revisions in this latest version of the SSMP is provided in **Appendix G**.

Upon certification by City Council, the City's Legally Responsible Official (LRO) will upload the SSMP to the California Integrated Water Quality System (CIWQS) database, which is the State Water Board's regulatory and water quality information management system.

Per the 2022 SSS WDR, the SSMP must be self-audited at least once every three (3) years and updated every six (6) years from the original adoption date by the Enrollee's governing board. The schedule for required future audits and SSMP updates is provided in **Table 1**.

Table 1: SSMP Implementation Schedule

Activity	Due Date
2028 Internal Audit	February 2, 2028
2031 Internal Audit	February 2, 2031
2031 SSMP Update and Certification	August 2, 2031

COLLECTION SYSTEM ASSET OVERVIEW

The City owns and operates a sewer collection system that collects wastewater from a total service population of approximately 12,800. The City has 3,478 residential and 518 commercial and industrial and sewer connections.

The system is comprised of 1,385 manholes and approximately 98,300 feet of sewer collection system pipelines of varying sizes dependent upon the area dynamics of location and number of customers served. The system also has eight (8) lift stations that are maintained by utility operations personnel. The City owns and manages the lower section of sewer laterals, from the start of public right-of-way to the sewer main. There are no structures diverting storm water to the sewer system. Maps of the City's collection system are available on the City website at: https://www.cityofgrassvalley.com/sites/main/files/fileattachments/11x17_sewer_full_set.pdf?1601677529

The City utilizes NEXGEN Asset Management software for comprehensive sewer collection system work order tracking and asset management. NEXGEN provides asset inventory management, work order tracking, preventive maintenance scheduling, condition assessment capabilities, and integration with the City's GIS database.

2. PUBLIC WORKS DEPARTMENT ORGANIZATIONAL STRUCTURE

This section of the SSMP identifies City staff responsible for implementing this SSMP, responding to spill events, and meeting the spill reporting requirements.

The City's authorized representative in all sewer system matters is the City Manager or his designee. The Utilities Director and the City Engineer have designated authority to submit verbal, electronic, and written reports on behalf of the City to the Central Valley Regional Water Quality Control Board (Central Valley Water Board), State Water Resources Control Board (State Water Board), Nevada County Department of Environmental Health, California, Department of Fish and Game (CDFG), Nevada Irrigation District (NID), and California Office of Emergency Services (CAL-OES).

The City Manager, Utilities Director, and City Engineer are currently enrolled to certify electronic SSO reports submitted to the State Water Board via CIWQS. All management personnel mentioned in this section are authorized to submit CIWQS reports. The contact information for the LROs is provided in **Table 2**.

Organizationally, the Utilities Division and its labor allocation is part of the Department of Public Works and under the direction of the Utilities Director or designee. Ultimately, the Utilities Director is responsible for developing, implementing, and maintaining all elements of the SSMP. Emergency contact information for all personnel, including management staff is readily available to all department staff and on-call personnel.

A copy of the organizational structure is included in **Appendix A**. Further details on the chain of communication for reporting spills is provided in the section, Spill Emergency Response Plan.

Table 2: City's Authorized Representatives (LROs)

Title	Name	Email	Phone Number
City Manager	Timothy Kiser	timk@cityofgrassvalley.com	(530) 274-4312
City Engineer	Bjorn Jones	bjornj@cityofgrassvalley.com	(530) 274-4353
Utilities Director	Trever van Noort	treverv@cityofgrassvalley.com	(530) 274-4371

3. LEGAL AUTHORITY

The City of Grass Valley Municipal Code, Title 13, is the legal authority for regulating the sewer collection system. The City has enforcement authority over sewer violations as established in Title 13 of the Grass Valley Municipal Code. The City has authority for all facilities installed on private property to be maintained, repaired or replaced by the water department without consent or interference of the owner of the property per Municipal Code Section 13.04.200. The City's Building Standards Code is also part of the Municipal Code, Title 13. The Municipal Code can be easily accessed at www.cityofgrassvalley.com in a searchable format.

The City also owns and manages the stormwater infrastructure in the City jurisdiction. At this time, there is no potential for spills to reach a stormwater system outside of the City jurisdiction.

Additionally, the City has authority for designing, constructing, installing, testing, and inspecting all public improvements. The Design Standards and Construction Standards and Standard Details, collectively referred to as "Improvement Standards" were revised most recently in May 2016. The Improvement Standards apply to, regulate, and guide the design and construction of all public improvements, and set guidelines for certain private improvements within the City. The Improvement Standards are posted on the City's website at www.cityofgrassvalley.com.

4. OPERATIONS AND MAINTENANCE PROGRAM

SEWER COLLECTION SYSTEM MAPPING

The City's Engineering Division maintains sewer collection system maps in AutoCAD and record drawings. Sewer collection system maps are available electronically to all field crews, which can submit map change work orders to the Engineering Division if they discover a discrepancy or need to add/remove an element of infrastructure onto the mapping system. The Engineering Division confirms the changes and incorporates the updates into the system through a third-party contractor. The goal is to complete critical revisions within three (3) months and minor revisions annually. These maps are also available on the City website at:

https://www.cityofgrassvalley.com/sites/main/files/fileattachments/11x17_sewer_full_set.pdf?1601677529

PREVENTIVE OPERATIONS AND MAINTENANCE

Preventive maintenance is a key component in the proper operation of the sewer collection system. The City schedules approximately 30 percent of the sewer collection system for cleaning annually. Maintenance equipment includes a truck-mounted hydraulic sewer cleaner and closed circuit television (CCTV) inspection equipment. Increased maintenance priorities are given to those areas that have demonstrated an ability to potentially experience operational difficulties. The City schedules regular maintenance of certain sewer lines with a higher potential for blockages (e.g., locations with a reduced slope, a history of fats, oils, and grease [FOG] or root problems, customer complaints, odor issues) on a more frequent basis. There are currently 19 segments cleaned on a quarterly basis with another 5 segments being cleaned annually, for a total of approximately 1.5 miles of pipe on an increased cleaning frequency. Other areas are added to the list as needed — based on field observations, spill frequency, etc. Once a particular system segment is identified as a "Hot Spot", a reoccurring work order is developed, and field crews are assigned to perform required maintenance on an increased frequency.

The City continually learns from deficiency events such as spills in order to redefine and possibly expand existing maintenance and frequency of service programs. At team meetings, staff regularly discusses "field findings" such as identification of problem areas requiring repair before potential failures, continued maintenance concerns, and development of future individual CIP program elements. Staff add known or suspected problem areas (e.g., frequent spills/stoppages, root intrusion, high flows during storm events) to a tracking spreadsheet. Crews also identify manholes that have high flow during off hours that may indicate inflow and infiltration (I&I).

In the past few years, the City converted its maintenance system to a new work order and mapping software (NEXGEN). Using NEXGEN, each asset (e.g., manhole to manhole gravity sewer

segments, manholes, lift stations, force mains) was assigned a unique identifier and all data associated with that asset (e.g., service calls, spills, repairs, condition assessment, flows) are being recorded with the assets unique identifier. The City will be able to analyze the performance and cost of each asset over time, which, in turn, will become the basis for maintenance and capital improvement decisions.

The City has a goal of conducting CCTV inspections for five miles per year, plus all the segments with a reoccurring work order or where a spill has recently been observed. All CCTV inspections are conducted to Pipeline Assessment Certification Program (PACP) standards. The City also has a push cable camera system capable of inspecting segments of smaller pipe.

Mechanical elements of the system such as lift stations are checked for operational effectiveness at least two times per week; maintenance records for lift stations are kept at each site and in the NEXGEN work order system. Generators at these sites are also tested on a weekly basis. The City is in the process of making improvements at the lift stations to ensure their continued operational reliability:

- Pending future development of the Berriman Ranch housing project, add a new lift station and eliminate the need for the Taylorville lift station.
- Schedule emergency generator fuel polishing every two years to prevent bacterial growth in the fuel tanks.

TRAINING

The City implements a spill training program for first responders that provide training for operation of sewer response equipment (vacuum/jet truck, Ring-O-Matic vacuum, etc.). Standby personnel are required at least 16 hours per year of actual operation of sewer response equipment to increase operational proficiency. Staff are also encouraged to attend trainings, certification seminars, and industry conferences such as those organized by California Water Environment Association (CWEA) on a wide variety of issues, including collection system maintenance and spill prevention. The City also hosts training on their Spill Emergency Response Plan, estimation of spill volume, and electronic CIWQS reporting procedures. The most recent training by the City was conducted on July 23, 2025.

EQUIPMENT AND REPLACEMENT PARTS

The City owns two vacuum/jet trucks, a skid-mounted vacuum on a flatbed, lights, pumps, generators, backhoe, Bobcat, dump truck, and miscellaneous service/utility trucks as well as other equipment needed for sewer line repair. The City also has a large inventory of miscellaneous parts that allow crews to handle emergencies. The City maintains a list of contractors and suppliers that are available in emergencies with equipment and personnel. This list is available in the utility system trucks and at the Corporation Yard.

City staff periodically test and rebuild sewer-cleaning equipment (e.g., root cutter, hydro-pressure) to ensure its performance supports field crew effectiveness and productivity.

The equipment on the City's 'initial-response' truck includes traffic control and containment/cleanup equipment sufficient to respond to a 100 gallon spill. The truck is stocked at all times

and a supply list will be kept on the truck for crews to re-stock any time supplies have been used.

5. DESIGN AND PERFORMANCE PROVISIONS

In May 2016, the City revised its most recent version of the City's Design Standards and Construction Standards and Standard Details, collectively, the "Improvement Standards". The Improvement Standards apply to, regulate, and guide the design and construction of all public improvements, and set guidelines for certain private improvements within the City.

The Improvement Standards contain inspection and testing methods and acceptance thresholds in order for improvements to achieve acceptance. The Engineering Division has licensed professional engineers and competent construction field inspection staff available to ensure strict adherence to the stated design, construction, and testing standards.

Section 8 of the *Design Standards* and Section 5 of the *Construction Standards* apply specifically to the design and construction standards for the sewer collection system and reflect a collaborative effort between the Utilities Divisions to ensure competent design and construction of utility infrastructure.

The Design and Construction Standards are posted on the City's website at: www.cityofgrassvalley.com.

6. SPILL EMERGENCY RESPONSE PLAN

The purpose of the Spill Emergency Response Plan is to convey an orderly, consistent, efficient, and effective response to spill events.

GOALS

The City's goals in responding to spills are to:

- Respond quickly to minimize the volume of the spill
- Eliminate the cause of the spill and restore flow
- Contain spilled wastewater to the maximum extent feasible
- Minimize public contact with the spilled wastewater
- Mitigate the impact of the spill
- Meet the regulatory reporting requirements
- Provide effective public notification when a threat to public health exists
- React to spill events in a manner that instills confidence in the public that the system operators are protecting public health

NOTIFICATION PROCESS

The processes employed to notify the City staff of a spill include: observation by the public, receipt of an alarm, or observation by City staff during the normal course of their work. The notification procedures for working hours and after-hours are presented in **Appendix C**.

Public Observation

Public observation is one of the most common ways that the City is notified of blockages and spills. Contact information for reporting sewer spills and backups are available on the City's website: www.cityofgrassvalley.com. The business hours telephone number for reporting sewer problems is (530) 274-4350 although additional City personnel are trained to respond to these emergency calls and make appropriate staff notifications. The after-hours telephone number is (530) 265-7880 (Sheriff Dispatch).

Normal Work Hours Response Protocol

The City's regular working hours for its sewer staff is Monday through Friday from 7:00 a.m. to 3:30 p.m., except holidays. When a report of a sewer spill or backup is made, City staff receives the call, takes the information from the caller, and communicates the information immediately to the field crew who provide prompt emergency response to the site. Management staff also respond to spill events to ensure protocols and reporting requirements are followed.

After-Hours Response Protocol

Reports from the public are initially received by the Nevada County's Emergency Dispatch Call Center. Once a Dispatcher receives the call and the pertinent information from the caller, the dispatcher communicates the information to the Public Works On-Call Standby Person. Public Works On-Call is staffed at all times outside of those identified as regular working hours. The Dispatcher leaves a message on the City's emergency call line and the message immediately relays to all Public Works On-Call staff member(s).

Receipt of Lift Station and/or Treatment Plant Alarm

If a lift station or treatment plant alarm is received, the appropriate City staff or on-call duty staff is notified via the Wastewater Treatment Plant cellular phones. Treatment plant staff monitor the treatment plants and lift stations via the Supervisory Control and Data Acquisition (SCADA) system.

Staff Observations

City staff conducts periodic inspections of the sewer system facilities as part of their routine maintenance activities. Any issues, concerns, or problems observed with the sewer system facilities are reported to appropriate City personnel who, in turn, respond to potentially emergency situations.

SAFETY

All department first responders are generally responsible for the job site safety and following safety procedures and protocols at all times. In conjunction with the City's National Incident Management System (NIMS) Training, the first employee on site is responsible for all safety

concerns and considerations of the site until he/she is relieved of these responsibilities formally by a more senior employee or responding management personnel. It is understood by all department staff that specialized and possibly extraordinary safety precautions must be observed when performing sewer system emergency and routine maintenance work. These safety precaution considerations include not only working with the potential contamination aspects of sewage but also the work unique environment hazards such as active traffic lanes, working with high pressure water such as that generated by a sewer jet, and other specialized and sometime excessively noisy equipment.

During non-regular work hours, it is critical that City personnel responding to a sewer system event become fully compliant and recognize potential safety hazards of sewer system work. All On-Call Primary Responders are trained in proper sewer system maintenance protocols. In such cases, it is appropriate to take the time to discuss safety issues, consider the order of work, and check safety equipment and make duty assignments according to level and knowledge of assignments before beginning the tasks of the job.

SPILL RESPONSE PROCEDURES

Sewer service calls and lift station alarms are considered high-priority events that require immediate response to the reported location of the event to minimize or eliminate any spills. Crews must respond to the reporting party, lift station, or site of the problem immediately and visually check for potential sewer stoppages or overflows. The goal of each spill response is to preserve and protect public health, environment, and property and to restore the affected area to normalcy as soon as possible.

Responding personnel will work to contain and control the discharge to the maximum extent possible. They will establish safe perimeters and control zones with traffic cones, barricades, vehicles, or terrain to ensure that spill material exposure is contained to as small an area as possible and to eliminate a potential expansion of contamination by outside forces such as vehicles or pedestrians. Every effort is made to prevent the discharge of sewage into waterways or conveyances to waterways both above and below ground. Staff also promptly identify cause and effect of the spill event and/or the need for additional resources (e.g., people, equipment). The Spill Response Procedures are summarized in **Appendix D**.

Dispatch and Initial Assessment of the Situation

- Receive a brief description of the nature of the problem from the person making the report. Fill out the SSO Spill Report Form (**Appendix E**).
- Determine appropriate response measures based on the circumstances and information provided by the caller (e.g., location, weather and traffic conditions, small backup vs. sewage flowing on the ground) and begin the emergency mobilization of manpower, equipment, and resources to the site.
- Verify the existence of an spill or backup upon arrival at the reported location.
- Call the appropriate Public Works Management personnel (during working hours) or the Police Dispatcher or Public Works/Utility Management staff (after-hours) to request additional Public Works/Utility staff to assist in the spill response as necessary.

- Take detailed job notes including notification and arrival time(s), conditions, and any other required information for purposes of external formal notification.
- Use the SSO Spill Report Form (**Appendix E**).
- Take photos to document the incident.
- Take the necessary measures to contain and/or mitigate spilled sewage to the maximum extent feasible regardless of whether the spill or backup is caused by a private lateral or another agency sewer system. City staff is relieved of this duty when representatives of the responsible third party arrive and take control of the site/event. Third party spills are considered as incidents and forms detailing the event are required to be completed.

Restore Flow

- In the event of a sewer system failure event, relieve the stoppage or restore the lift station operation as soon as possible through the use and application of the appropriate equipment.
- If addressing a main blockage, set up downstream of the blockage and hydro-clean or rod upstream from a clear manhole. Attempt to remove the blockage from the system and observe the flow to ensure that the blockage does not recur or transition downstream.
- If the blockage cannot be cleared within 15 minutes of arrival or the sewer requires construction repairs to restore flow, or if the lift station operation cannot be restored within the wet well holding time, initiate expanded containment efforts to the degree practical and/or bypass pumping. If assistance is required, immediately contact the Public Works Director/City Engineer, or designee (all hours) and other required employees.

Initiate Spill Containment Measures

The first responder(s) should attempt to the extent possible to contain as much of the spilled sewage as possible using the following steps:

- Keep sewage from entering the storm drain system to the maximum extent practicable by blocking storm drain inlets and catch basins or by containing and diverting the sewage away from open channels and other storm drain facilities using sandbags, inflatable dams, plastic mats, etc. Sandbags and a spill containment kit are standard equipment in the On-Call Vehicle at all times.
- Review sewer maps for possible temporary upstream flow diversion through bypassing.
- Pump around the blockage/pipe failure/lift station.
- Dike/dam (or sandbag) the spill by building a temporary berm to collect and control the spilled sewage.
- If overflowing sewage has contacted the storm drain system, attempt to contain the spilled sewage by plugging the nearest unaffected downstream storm drain.

- Modify these methods as needed to accommodate wet weather conditions where the feasibility of containment may be impacted by the quantity of stormwater runoff.
- If containing spilled sewage in storm drain system methods are used, thoroughly clean, vacuum, wash, and disinfect the storm drain system as part of the recovery and clean-up phase.

Clean-up

The recovery and clean-up phase begins immediately after the flow is restored and the spilled sewage has been contained to the extent possible. Depending on the situation, the spill recovery and clean up may include:

Recovery of Spilled Sewage

To the extent practicable, crews will vacuum up or pump the spilled sewage and return it back into the sewer collection system.

Clean-up and Disinfection

When disinfecting a sewage-contaminated area, crews will take every effort to ensure that the disinfectant or sewage treated with the disinfectant is not discharged to the storm drain system or surface waters. Methods may include blocking storm drain inlets, containing and diverting disinfectant and sewage away from open channels and other storm drain fixtures, and removing the material with vacuum equipment.

The following clean-up and disinfection procedures should be implemented to reduce the potential for human health issues and adverse environmental impacts that are associated with a spill event. The following procedures described are for dry weather conditions and should be modified as required for wet weather conditions.

Hard Surface Areas

- Collect all sewage solids and sewage-related material either by gloved hand or with the use of various hand tools such as rakes, brooms, and/or shovels.
- Disinfect all areas that were contaminated from the spill using the disinfectant solution of household bleach diluted 10:1 with water. Apply minimal amounts of the disinfectant solution using a hand sprayer.
- Flush wash any affected area with clean water until the water runs clear. Take all safe and reasonable steps to contain and vacuum up the wastewater.
- Repeat the process as often as necessary until it is obvious that additional cleaning is not required, and the area is safe again.

Landscaped and Unimproved Natural Vegetation

- Collect all signs or examples of sewage solids and sewage-related material either by gloved hand or with the use of various hand tools such as rakes, brooms, and/or shovels.
- Wash down the affected area with clean water until the water runs clear. The flushing volume should be approximately three times the estimated volume of the spill.

- Either contain or vacuum up the wash water so that none is released.
- Allow the area to dry. Repeat the process if additional cleaning is required.
- Do not apply disinfectant solution to landscaped areas or unimproved natural vegetation.

Wet Weather Modifications

Management staff may decide to omit flushing and or disinfection during heavy storm events with heavy runoff where spill area flushing is determined not to be required.

Follow-up Activities

In situations where sewage has reached the storm drain system, crews will vacuum/pump out the catch basin and any other portion of the storm drain system that may have contacted the sewage. All vacuumed or pumped material collected is deemed contaminated material and must be returned to the sewer collection system.

During nighttime spill events, a re-inspection should be conducted at first adequate light the following day. The field crew should look for signs of sewage solids and sewage-related material that may warrant additional clean-up activities. Staff shall always err on the side of caution and reinstitute clean-up activities when any doubt exists regarding public safety and overall public health.

Following any re-inspection, the staff will investigate to identify determine the probable cause of the spill event and to identify proactive action(s) that will minimize or eliminate future potential for a spill to reoccur. The investigation should include reviewing all relevant data to determine appropriate positive or corrective action(s), the investigation should include:

- Reviewing and completing the SSO Spill Report Form (**Appendix E**)
- Reviewing past maintenance records
- Reviewing available photographs, where applicable
- Conducting a CCTV inspection within the next two (2) business days after an event, where necessary to determine the line condition
- Interviewing staff who responded to the spill

Water Quality Sampling and Analysis

To determine the extent of any impact of a spill, the City makes every effort to conduct water quality sampling and testing whenever 1,000 gallons or more of untreated sewage enters a surface water. The sampling procedures are summarized below:

- The first responder collects samples as soon as practical after the discovery of the spill event. Sampling kits are available in the Utility System trucks, standby trucks, and at the Corporation Yard.
- For discharges into flowing water (e.g., rivers, creeks), water quality samples should be collected from as near as possible to 100 feet upstream of the spill, from the spill area,

and at 100 feet downstream of the spill at determined intervals. (Coordinate with Nevada County Environmental Health.)

- For discharges into stationary water (e.g., lakes, ponds), water quality samples should be collected from the spill area, at determined sample collection points on either side of the spill. (Coordinate with Nevada County Environmental Health.)
- A certified laboratory will analyze the samples to determine the nature and impact of the discharge. First responders are responsible for collecting the samples and contacting the contract lab to arrange timely pickup of the samples. Information on the contracted laboratory is kept on file at the Corporation Yard. Additional samples will be taken to determine when posting of warning signs can be discontinued. The basic analyses will include *Escherichia coli* (*E. coli*) and ammonia nitrogen.

Public Notification

The public could be at risk and must be warned to avoid all contact with raw sewage and/or contaminated water resulting from a spill or other hazardous material or chemical release which may cause a risk of illness. The extent of public notification shall be at the direction of the Public Works Director/City Engineer, or designee, in conjunction with Nevada County Environmental Health. The design of these procedures and the extent of public notification is needed to preserve public health are unique to each event. Procedures may include:

- Local agencies and individuals may need to be contacted as soon as possible, depending on the situation. For example, the Police Department may be called upon to assist with public notification where determined practical. Public Works staff may decide to close public areas such as parks and will need assistance to communicate with local residents and/or businesses who may be impacted by the sewage spill. Posting of warning signs and control of all contaminated areas and or job site(s) with "Yellow Caution Tape" and barricades may be necessary to keep vehicles and pedestrians away from contact with spilled sewage.
- Warning signage, where deemed as a necessary or appropriate means of public notification shall not be removed until such time as directed by the Public Works Director/City Engineer, or designee. In situations where water sampling is required by environmental health authorities, warning sign posting shall remain in place until analytical results demonstrate that the area is safe for human contact and confirmation authority is received from the Nevada County Department of Environmental Health (A sample of the public notification warning sign is included as **Appendix F**).
- Property and creeks that have been contaminated as by a spill or other hazardous material release should be posted at visible access locations until the risk of contamination has subsided to background levels. The warning signs, once posted, should be checked daily at a minimum to ensure that they are still in place.
- Major spills may warrant broader public notice and possible use of local media. The Public Works Director/City Engineer or designee, in conjunction with Nevada County Environmental Health, will contact local media when deemed appropriate for the

preservation of public health. As with any effective use of media as a public communication tool, it is important that there be a single point of contact to disseminate information and in these instances the Public Works Director/City Engineer or designee is the sole responsible person sanctioned for media contact. The Nevada County Department of Environmental Health may also issue media releases when deemed appropriate.

Estimated Volume of Spilled Sewage

Crews will use standardized industry photograph materials or accepted mathematical calculation means to estimate the volume of the spilled sewage. When possible, the volume estimate will be documented using photos of the spill site before and during the recovery operation. Initial volume estimates will be recorded using the SSO Spill Report Form. Final spill volumes will be reviewed by the City Engineer.

Spill Categories

The State Water Board established guidelines for classifying and reporting spills. Reporting and documentation requirements vary based on the type of spill. The categories of spills are:

- Category 1 – A spill of any volume of sewage that results in a discharge to:
 - A surface water, including a surface water body that contains no flow or volume of water; or
 - A drainage conveyance system that discharges to surface waters when the sewage is not fully captured and returned to the sanitary sewer system or disposed of properly.

Any spill volume not recovered from the storm drain system is considered a discharge to surface water unless the storm drain system discharges to a stormwater infiltration basin or facility.

- Category 2 – A spill of 1,000 gallons or greater that does not discharge to a surface water.:
 - A spill of 1,000 gallons or greater that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system, is a Category 2 spill.
- Category 3 –A spill of equal to or greater than 50 gallons and less than 1,000 gallons, from or caused by a sanitary sewer system regulated under the 2022 SSS WDR that does not discharge to a surface water.
 - A spill of equal to or greater than 50 gallons and less than 1,000 gallons, that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system is a Category 3 spill.
- Category 4 – A spill of less than 50 gallons, from or caused by a sanitary sewer system regulated under the 2022 SSS WDR that does not discharge to a surface water.
 - A spill of less than 50 gallons that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system is a Category 4 spill.

Internal Spill Reporting Procedures

Flow charts outlining internal spill reporting procedures are presented in **Appendix C**.

Category 1 Spills

The first responder will immediately notify, as practical, the Public Works Director/City Engineer or designee. Where deemed appropriate the Public Works Director/City Engineer or appropriate management staff on-call, or designee will meet with field crew(s) at the spill site to assess the situation and document the conditions or potential hazards, possibly with photos. The first senior management staff member is responsible for documenting the spill event using the spill Spill Report Form (**Appendix E**) and turning it in to management staff. A second senior management staff member will review the form for completeness and accuracy and complete CIWQS online form within the time limits required by the State Water Board. In the event of a large spill or one that has increased exposure to diminishing public health, management staff will notify the Public Works Director/City Engineer who may deem it necessary to notify the City Manager and/or City Council.

Other Spills

The first senior management staff member will complete the SSO Spill Report Form (**Appendix E**) and turn it in to the appropriate management staff and complete the CIWQS form within the time limits required by the State Water Board. Management staff will review the form for completeness and accuracy and will forward it to the Public Works Director/City Engineer or designee for further action where appropriate.

External Spills Reporting Procedures

For any spills 1,000 gallons or greater, the responsible LRO will notify the California Office of Emergency Services (Cal-OES) at 800-852-7550 within two hours of being notified of a spill and obtain a spill number to reference in other reports. The following information must be provided in the notification to Cal-OES:

- Name and phone number of the person notifying Cal-OES
- Estimated spill volume (gallons)
- Estimated spill rate from the system (gallons per minute)
- Estimated discharge rate (gallons per minute) directly to surface waters or into the storm drain system where it is not fully captured
- Spill incident description including a brief narrative of the spill event and location (address, city, zip code, closest cross streets and/or landmarks)
- Contact information for the person on-scene
- Date and time the City was informed of the spill event
- Name of the sanitary sewer system causing the spill
- Spill cause or suspected cause (if known)

- Amount of spill contained (gallons)
- Name of surface water receiving or potential receiving discharge
- Description of surface water impact and/or potential impact to beneficial uses

Following the initial notification to Cal-OES and until the LRO or designee certifies the spill report to CIWQS, the LRO or designee must provide updates to Cal-OES if there are substantial changes to the following information:

- Estimated spill volume (increase or decrease in gallons initially estimated)
- Estimated discharge volume discharged directly to surface waters or into the storm drain system where it is not fully captured (increase or decrease in gallons initially estimated)
- Additional impact(s) to surface waters and beneficial uses

CIWQS will be used for reporting spill information to the State Water Board.

The following section details the external reporting response requirements based on the type of spill. Flow charts outlining external spill reporting procedures are also presented in **Appendix C**.

For **Category 1 Spills**, the following reporting requirements apply:

- Within 15 calendar days of the conclusion of spill response and remediation, the LRO or designee will certify the final report in CIWQS. The LRO or designee can update the certified report as new or changed information becomes available up to 90 days after the spill end date. After 90 days, a request must be made directly to the State Water Board at sanitarysewer@waterboards.ca.gov to amend the report. The updates can be submitted at any time and must be certified.
- In addition, for Category 1 Spills where 50,000 gallons or more of sewage reach a surface water or enter the storm drain system and is not fully captured and returned to the sewer collection system, the LRO will prepare and certify in CIWQS a *Spill Technical Report* within 45 calendar days after the end date of the spill. The requirements for the *Spill Technical Report* are detailed in the *SSO Documentation and Record Keeping Requirements* section.

For **Category 2 Spills**, the LRO or designee must submit a Draft Spill Report to CIWQS within three business days of being notified of the spill event. Within 15 calendar days, the LRO or designee must submit the Certified Spill Report to CIWQS. Upon completion of the Certified Spill Report, a final spill event identification number will be issued by CIWQS. The LRO or designee can update the certified report as new or changed information becomes available up to 90 days after the spill end date. After 90 days, a request must be made directly to the State Water Board at sanitarysewer@waterboards.ca.gov to amend the report. The updates can be submitted at any time and must be certified.

For **Category 3 Spills**, the LRO or designee must submit a certified report to CIWQS within 30 business days after the end of the calendar month for all Category 3 Spills that occurred in the calendar month (e.g., all Category 3 spills occurring in the month of February must be reported and certified by March 30). The LRO or designee can update the certified report as new or

changed information becomes available up to 90 days after the spill end date. After 90 days, a request must be made directly to the State Water Board at sanitarysewer@waterboards.ca.gov to amend the report. The updates can be submitted at any time and must be certified.

For **Category 4 Spills**, the LRO or designee must submit a certified report to CIWQS within 15 days after the end of a calendar quarter for all Category 4 Spills that occurred in that calendar quarter (e.g., all Category 4 spills occurring in the January to March quarter must be reported and certified by April 15). The LRO or designee can update the certified report as new or changed information becomes available up to 90 days after the spill end date. After 90 days, a request must be made directly to the State Water Board at sanitarysewer@waterboards.ca.gov to amend the report. The updates can be submitted at any time and must be certified.

For **privately-owned sanitary sewer systems or privately-owned lateral spills**, images and documentation shall be filed for the City's own records. This documentation should specify that the sewage discharge was caused by a private lateral and identify the responsible party (other than the City), if known. Reporting private lateral spills to the CIWQS database is not required.

If CIWQS is not available, the Utilities Superintendent/City Engineer or designee will email all required information to the Central Valley Water Board office (916-464-4660) in accordance with the time schedules identified above. In such event, the City will submit the appropriate reports using CIWQS as soon as practical.

Spill Documentation and Recordkeeping Requirements

The first management responder will complete an electronic work order and make any final changes to the SSO Spill Report Form.

Category 1 SSO Spill Report

The Draft SSO Spill Report for a **Category 1 Spill** must include, at a minimum, the following information:

- Contact information, including the name and telephone number of the City's contact person to respond to spill-specific questions
- Spill location name
- Date and time the City was notified of, or self-discovered, the spill
- Arrival time of first responder
- Estimated spill start date and time
- Date and time the City notified Cal-OES and the assigned control number
- Description, photographs, and global positioning system (GPS) coordinates of the sewer collection system where the spill originated
 - If a single spill event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the spill appearance point explanation
- Estimate total spill volume exiting the sewer collection system

- Description and photographs of the extent of the spill and its boundaries
- Did the spill reach the storm drain system? If yes:
 - Description of the storm drain system transporting the spill
 - Photographs of the storm drain system entry location(s)
 - Estimate spill volume fully recovered from the storm drain system
 - Estimated spill volume remaining in the storm drain system
- Description and photographs of all discharge point(s) into the surface water
- Estimated spill volume discharged to surface water
- Estimated total spill volume recovered

The Certified SSO Spill Report for a **Category 1 Spill** must include the information in the Draft SSO Spill Report and, at a minimum, the following information:

- Description of the spill event destination(s), including GPS coordinates, if available, that represent the full spread and reach of the spill
- Spill end date and time
- Description of how the spill volume estimations were calculated, including at a minimum:
 - The methodology, assumptions, and type of data, such as SCADA records, flow monitoring, or other telemetry information, used to estimate the volume of the spill discharged and the volume of the spill recovered
 - The methodology, assumptions, and type of data used to estimate the spill start and end times
- Spill cause(s) (e.g., root intrusion, grease deposit)
- System failure location (e.g., main, lateral, lift station)
- Description of the pipe material and estimated age of the pipe material at the failure location
- Description of the impact of the spill
- Whether or not the spill was associated with a storm event
- Description of the spill response activities including description of the immediate spill containment and clean-up efforts
- Description of spill corrective action, including steps planned or taken to reduce, eliminate, and prevent recurrence of the spill, and a schedule for major milestones for those steps
- Spill response completion date
- Detailed narrative of the investigation and investigation findings of cause of spill
- Reasons for on-going investigation (if applicable) and the expected completion date

- Name and type of receiving water(s)
- Description of the receiving water(s), including, but not limited to:
 - Impacts on aquatic life
 - Public closure, restricted public access, temporary restricted use, and/or posted health warnings due to spill
 - Responsible entity for closing/restricting use of receiving water
 - Number of days closed/restricted as a result of the spill
- Whether or not the spill was located within 1,000 feet of a municipal water intake or municipal groundwater well
- If water quality samples are collected, identify the sample locations and the parameters for which the samples were analyzed. If no samples were taken, it should be reported as N/A

For spills where 50,000 gallons or more reach surface water drainage channel or surface water or enter the storm drain system and is not fully captured and returned to the sewer collection system, the LRO will prepare a *Spill Technical Report*. At a minimum, the *Spill Technical Report* will include the following information:

- Causes and circumstances of the spill
 - Complete and detailed explanation of how and when the spill was discovered
 - Photographs illustrating the spill origin, the extent and reach of the spill, storm drain system entrance and exit, receiving water, and post-clean-up site conditions
 - Diagram showing the spill failure point, appearance point(s), spill flow path, and final destination(s)
 - Detailed description of the methodology employed and available data used to calculate the volume of the spill and, if applicable, the spill volume recovered
 - Detailed description of the cause(s) of the spill
 - Description of the pipe material and the estimated age of the pipe material at the failure location
 - Description of the impact of the spill
 - Copies of original field crew records used to document the spill
 - Historical maintenance records for the failure location
- The City's response to spill
 - Chronological narrative description of all actions taken by enrollee to terminate the spill
 - Explanation of how the Spill Emergency Response Plan was implemented to respond to and mitigate the spill
 - Final corrective action(s) completed and/or planned to be completed, including a schedule for actions not yet completed

- Local regulatory enforcement action taken against an illicit discharge in response to this spill, as applicable
- Identifiable system modifications and operations and maintenance program modifications needed to prevent recurrence
- Necessary modifications to the Spill Emergency Response Plan to incorporate lessons learned in responding to and mitigating the spill
- Water Quality Monitoring
 - Description of all water quality sampling activities conducted
 - List of pollutants and parameters monitored, sampled, and analyzed
 - Laboratory results, including laboratory reports
 - Detailed location map illustrating all water quality sampling points
 - Other regulatory agencies receiving sample results (if applicable)
- Evaluation of spill impact(s), including a description of short- and long-term impact(s) to beneficial uses of the surface water

Category 2 SSO Spill Report

The Draft SSO Spill Report for a **Category 2 Spill** must include, at a minimum, the following information:

- Contact information, including the name and telephone number of the City's contact person to respond to spill-specific questions
- Spill location name
- Date and time the City was notified of, or self-discovered, the spill
- Arrival time of first responder
- Estimated spill start date and time
- Date and time the City notified Cal-OES and the assigned control number
- Description, photographs, and GPS coordinates of the sewer collection system where the spill originated
 - If a single spill event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the spill appearance point explanation
- Estimate total spill volume exiting the sewer collection system
- Description and photographs of the extent of the spill and its boundaries
- Did the spill reach the storm drain system? If yes:
 - Description of the storm drain system transporting the spill
 - Photographs of the storm drain system entry location(s)
 - Estimate spill volume fully recovered from the storm drain system

- Estimated spill volume remaining in the storm drain system
- Estimated total spill volume recovered

The Certified SSO Spill Report for a **Category 2 Spill** must include the information in the Draft SSO Spill Report and, at a minimum, the following information:

- Description of the spill event destination(s), including GPS coordinates, if available, that represent the full spread and reach of the spill
- Spill end date and time
- Description of how the spill volume estimations were calculated, including at a minimum:
 - The methodology, assumptions, and type of data, such as SCADA records, flow monitoring, or other telemetry information, used to estimate the volume of the spill discharged and the volume of the spill recovered
 - The methodology, assumptions, and type of data used to estimate the spill start and end times
- Spill cause(s) (e.g., root intrusion, grease deposit)
- System failure location (e.g., main, lateral, lift station)
- Description of the pipe/infrastructure material and estimated age of the pipe material at the failure location
- Description of the impact of the spill
- Whether or not the spill was associated with a storm event
- Description of the spill response activities including description of the immediate spill containment and clean-up efforts
- Description of spill corrective action, including steps planned or taken to reduce, eliminate, and prevent recurrence of the spill, and a schedule for major milestones for those steps
- Spill response completion date
- Detailed narrative of the investigation and investigation findings of cause of spill
- Reasons for on-going investigation (if applicable) and the expected completion date
- Whether or not the spill was located within 1,000 feet of a municipal water intake or municipal groundwater well

Category 3 SSO Spill Report

The monthly reporting for all **Category 3 Spills** must include, at a minimum, the following information:

- Contact information, including the name and telephone number of the City's contact person to respond to spill-specific questions

- Spill location name
- Date and time the City was notified of, or self-discovered, the spill
- Arrival time of first responder
- Estimated spill start date and time
- Description, photographs, and GPS coordinates of the sewer collection system where the spill originated
 - If a single spill event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the spill appearance point explanation
- Estimate total spill volume exiting the sewer collection system
- Description and photographs of the extent of the spill and its boundaries
- Did the spill reach the storm drain system? If yes:
 - Description of the storm drain system transporting the spill
 - Photographs of the storm drain system entry location(s)
 - Estimate spill volume fully recovered from the storm drain system
 - Estimated spill volume discharged to a groundwater infiltration basin or facility (if applicable)
- Estimated total spill volume recovered
- Description of the spill event destination(s), including GPS coordinates, if available, that represent the full spread and reach of the spill
- Spill end date and time
- Description of how the spill volume estimations were calculated, including at a minimum:
 - The methodology, assumptions, and type of data, such as SCADA records, flow monitoring, or other telemetry information, used to estimate the volume of the spill discharged and the volume of the spill recovered
 - The methodology, assumptions, and type of data used to estimate the spill start and end times
- spill cause(s) (e.g., root intrusion, grease deposit)
- System failure location (e.g., main, lateral, lift station)
- Description of the pipe/infrastructure material and estimated age of the pipe material at the failure location
- Description of the impact of the spill
- Whether or not the spill was associated with a storm event

- Description of the spill response activities including description of the immediate spill containment and clean-up efforts
- Description of spill corrective action, including steps planned or taken to reduce, eliminate, and prevent recurrence of the spill, and a schedule for major milestones for those steps
- Detailed narrative of the investigation and investigation findings of cause of spill

Category 4 SSO Spill Report

The quarterly reporting for all **Category 4 Spills** must include, at a minimum, the following information:

- Contact information, including the name and telephone number of the City's contact person to respond to spill-specific questions
- Spill location name
- Date and time the City was notified of, or self-discovered, the spill
- Description and GPS coordinates for the sewer collection system location where the spill originated
- Did the spill reach the storm drain system? If yes:
 - Description of the storm drain system transporting the spill
 - Estimate spill volume fully recovered from the storm drain system
 - Estimated spill volume remaining in the storm drain system
- Estimated total spill volume exiting the sewer collection system
- Spill date and start time
- Spill cause(s) (e.g., root intrusion, grease deposit)
- System failure location (e.g., main, lateral, lift station)
- Description of the spill response activities including description of the immediate spill containment and clean-up efforts
- Description of how the spill volume estimations were calculated, including at a minimum:
 - The methodology, assumptions, and type of data, such as SCADA records, flow monitoring, or other telemetry information, used to estimate the volume of the spill discharged and the volume of the spill recovered
 - The methodology, assumptions, and type of data used to estimate the spill start and end times
- Description of the implemented system and/or operations and maintenance modifications

The Sanitary Sewer System Waste Discharge Requirements (SSS WDR) requires that individual spill records be maintained by the City for a minimum of five (5) years from the date of the spill.

This period may be extended if requested by the Central Valley Water Board Executive Officer. All records are made available upon request from State or Central Valley Water Board staff.

Post-Spill Event Debriefing and Training

Every spill is an opportunity to evaluate the response and reporting procedures. Each spill event is unique, with its own elements and challenges including volume, cause, location, terrain, and other parameters.

Monthly staff meetings include a detail discussion of spills to discuss what worked and where improvements could be made in responding to and mitigating future spills. The meetings will identify corrective actions that could have prevented most recent spills from occurring. Participants will also review reports, investigation results, and status of corrective actions for most recent spill events.

Training related to the Spill Emergency Response Plan is scheduled annually. All employees are required to attend, and a log of attendees is kept. Other informal training sessions take place throughout the year as needed, but informal training sessions are not logged. Staff are also encouraged to attend trainings, certification seminars, and industry conferences such as those organized by CWEA on a wide variety of issues, including collection system maintenance, spill prevention, and spill emergency response.

7. SEWER PIPE BLOCKAGE CONTROL PROGRAM

Section 13.12.040 of the City's Municipal Code prohibits discharges of wastes which contain more than 200 mg/L of fats, oils, and grease (FOG) materials, as well as any solid or viscous substance capable of causing obstruction to the flow in sewers or other interference with the proper operation of the sewerage system, including rags and debris.

The City operates a FOG Control Program requiring all Food Service Establishments (FSEs) to register with the program by contacting the City's FOG Program administrator. The City has the authority to require installation of grease interceptors at facilities with the potential to discharge FOG and maintains a list of businesses with grease traps and other grease capturing devices. The City inspects commercial user grease traps to ensure operability and monitors monthly grease hauler reports from grease producing facilities. Businesses that fail inspections receive compliance assistance including specified service deadlines and follow-up re-inspections.

Collection system personnel are continually on alert during routine system maintenance activities for the existence of grease, roots, and other potential blockage-causing substances, identification of new areas of possible concern, and additional maintenance requirements. The City conducts routine jetting cycles with increased frequency in areas with known issues.

The City provides public education and outreach to promote proper disposal of FOG and other pipe-blocking substances through multiple channels. Educational information is maintained on the City's Water & Wastewater Systems webpage, advising residents and businesses against disposing of grease, pharmaceuticals, herbicides, oil-based paints and solvents, chlorine, and other substances that can cause blockages or interfere with system operations.

Some local FOG disposal facilities are the City of Auburn Recycling Drop-off Center and Recology Auburn Placer Transfer Station. Commercial food service establishments in Grass Valley must contract with licensed IKG (Inedible Kitchen Grease) haulers who are registered with the California Department of Food and Agriculture to collect and recycle their FOG waste.

8. SYSTEM EVALUATION, CAPACITY ASSURANCE AND CAPITAL IMPROVEMENTS

Utility System personnel work closely with the Engineering Division to identify and prioritize structural deficiencies within the system as part of the CIP. The CIP is updated at least annually with priorities shifting as needed to reflect the urgency of system segment rates of deterioration. The City typically budgets annually for collection system improvements, including manhole and sewer line rehabilitation, lift station upgrades, and improvements need on specific segments. The manhole and sewer line rehabilitation projects are mainly intended to reduce and/or eliminate spill and I&I issues. Rehabilitation involves slip-lining, cured-in-place lining, and pipe bursting and replacement.

In 2017 Stantec completed a Sewer System Master Plan for Grass Valley. The objectives of the Sewer System Master Plan were to determine the capacity and limitations of the existing collection system under three future development / service area expansion scenarios and to identify physical modifications, renovations, and additions to the existing sewer collection system necessary to meet current and future needs. Analyses indicated that most sewer lines are adequately sized for the anticipated flows and identified sections of the sewer collection system that needed to be upsized to meet future conditions.

The City uses the Sewer System Master Plan to review collection system capacity, assess needed improvements, and as a general planning tool to ensure adequate wastewater collection and treatment to meet future needs.

REHABILITATION AND REPLACEMENT PLAN

Utility system personnel work closely with the Engineering Division to identify and prioritize structural deficiencies within the system as part of the CIP. Segments of pipe at risk of failure are treated with urgency and repaired or replaced either through the deployment of in-house maintenance crews or by external licensed contractors who have extensive experience with the type of system repair that is required. The CIP is re-evaluated as part of the preparation of the City's annual budget with priorities shifting as needed to reflect the urgency of particular system segment rates of deterioration. The City typically plans collection system improvements including manhole and sewer line rehabilitation, lift station upgrades, and improvements need on specific segments annually. The manhole and sewer line rehabilitation projects are mainly intended to reduce and/or eliminate spill and address I&I issues. Rehabilitation involves slip-lining, cured-in-place lining, and pipe bursting and replacement.

CAPITAL IMPROVEMENT PLAN

Sewer CIP projects are primarily funded through the Sewer Enterprise Fund, which is supported by sewer user rates. The FY 2025-26 Sewer Enterprise Fund budget totals \$10.43 million in

expenditures, with revenues of \$5.64 million from rate collections and the use of fund reserves for capital project completion. Sewer rates are established based on the adopted Sewer Rate Study to ensure adequate funding for ongoing operations, maintenance, and capital improvements. The annual operations and maintenance budget for the collection system is \$862,000. The City also pursues external funding opportunities including state and federal grants when available for eligible sewer infrastructure projects. The Sewer Enterprise Fund is projected to maintain a fund balance of approximately \$4.65 million at the end of FY 2025-26, with \$4.38 million reserved for specific capital purposes.

9. MONITORING, MEASUREMENT AND PROGRAM MODIFICATIONS

As noted earlier in the Spill Emergency Response Plan, the City learns from deficiency events such as spills in order to redefine and possibly expand existing maintenance and frequency of service programs. Additionally, at team meetings, staff regularly discuss "field findings" such as needs for repair, and increased attention discussions that are fruitful not only in identifying problem areas before potential failure but also for the continued maintenance as well as development of future individual CIP program elements. During these meetings, staff discuss current maintenance methods and how or if they can be improved.

The City also tracks the effectiveness of the SSMP through performance indicators. The City keeps track of the number of spills over the past 12 months, total volume of spills, spill causes (roots, grease, debris, etc.), and miles of sewer lines evaluated using CCTV. Maintenance activities such as ratio of planned sewer cleaning to unplanned sewer cleaning and the backlog of repair, rehabilitation, and replacement projects are also closely monitored to inform any needed SSMP modifications. Based on this information, the Utilities Director, in collaboration with the Engineering Department, will assess and update the SSMP as appropriately.

10. INTERNAL AUDITS

The City plans to complete a review of the SSMP every three years or more often if deficiencies are noticed. The audits evaluate the SSMP effectiveness and identify any deficiencies and steps to correct them. Audit reports are kept on file, as well as uploaded to CIWQS.

11. COMMUNICATION PROGRAM

The City regularly updates its website with information about City activities as an effective method for providing alerts and news to the public. The main page of the website provides important announcements, public hearings notices, links to agendas and minutes for City Council meetings, and other key information for City residents. The SSMP is certified by the City Council during a public hearing. The SSMP will be updated and re-certified by City Council every six years, or more frequently, if significant updates are necessary. The SSMP is also available on the City's website at: <https://www.grassvalleyca.gov/post/water-wastewater-systems>.

The City does not have any tributary or satellite collection systems; there is no need to establish communication protocols for any such agencies.

APPENDICES

Appendix A: Public Works Department Organization Chart

Appendix B: Emergency Contact Numbers

Appendix C: City of Grass Valley Standby Call Flow Chart

Appendix D: Sewer Backup Prevention & Response

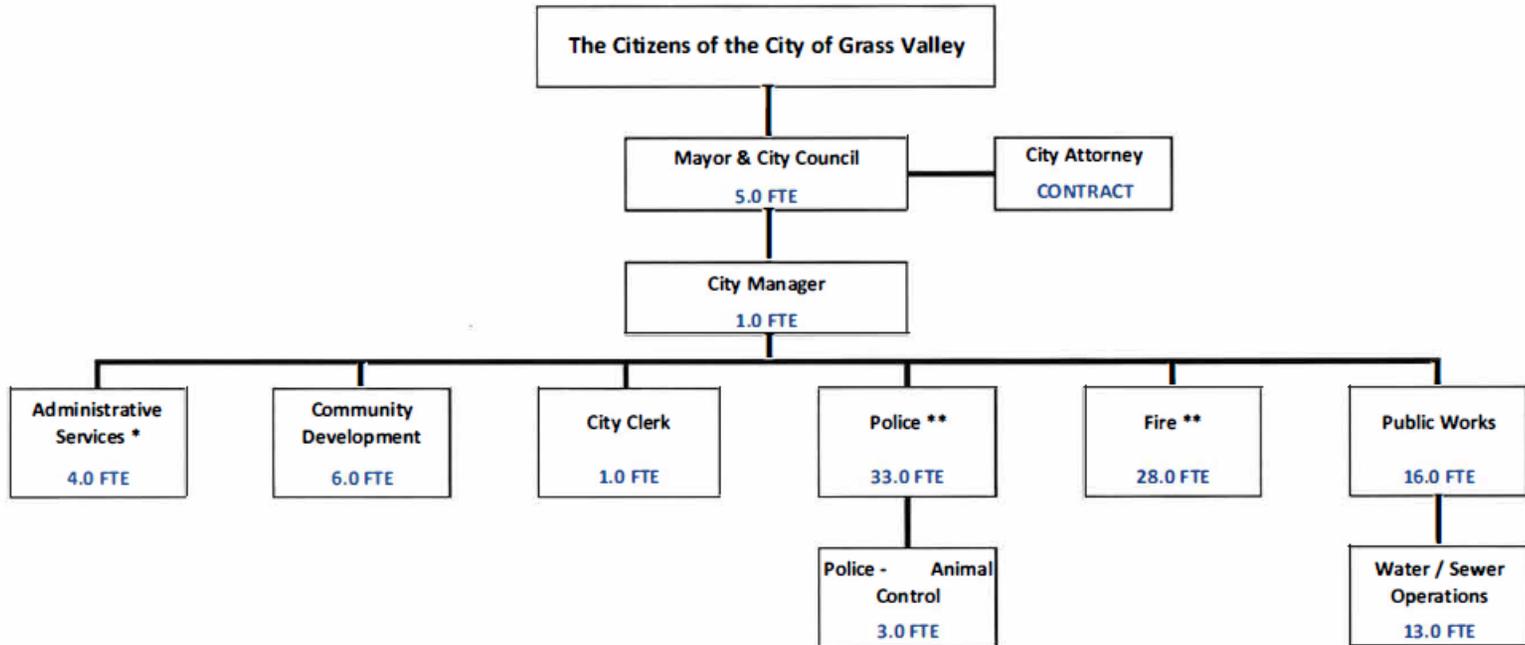
Appendix E: Sanitary System Overflow Initial Assessment Form

Appendix F: Example Spill Warning Sign

Appendix G: SSMP Revisions

APPENDIX A

Public Works Department Organization Chart



Total Full Time Equivalent Positions Funded - FY 2022-23: 110.0 FTE

Frozen / De-Funded Positions (not included in above chart): 0.0 FTE

* Contracted Positions / Functions - Police:

- Information Technology Operations

** Contracted Functions - Police / Fire:

- Dispatching Services

- Includes Nevada City Contracted Services Provided by City of Grass Valley

APPENDIX B

Emergency Contact Numbers

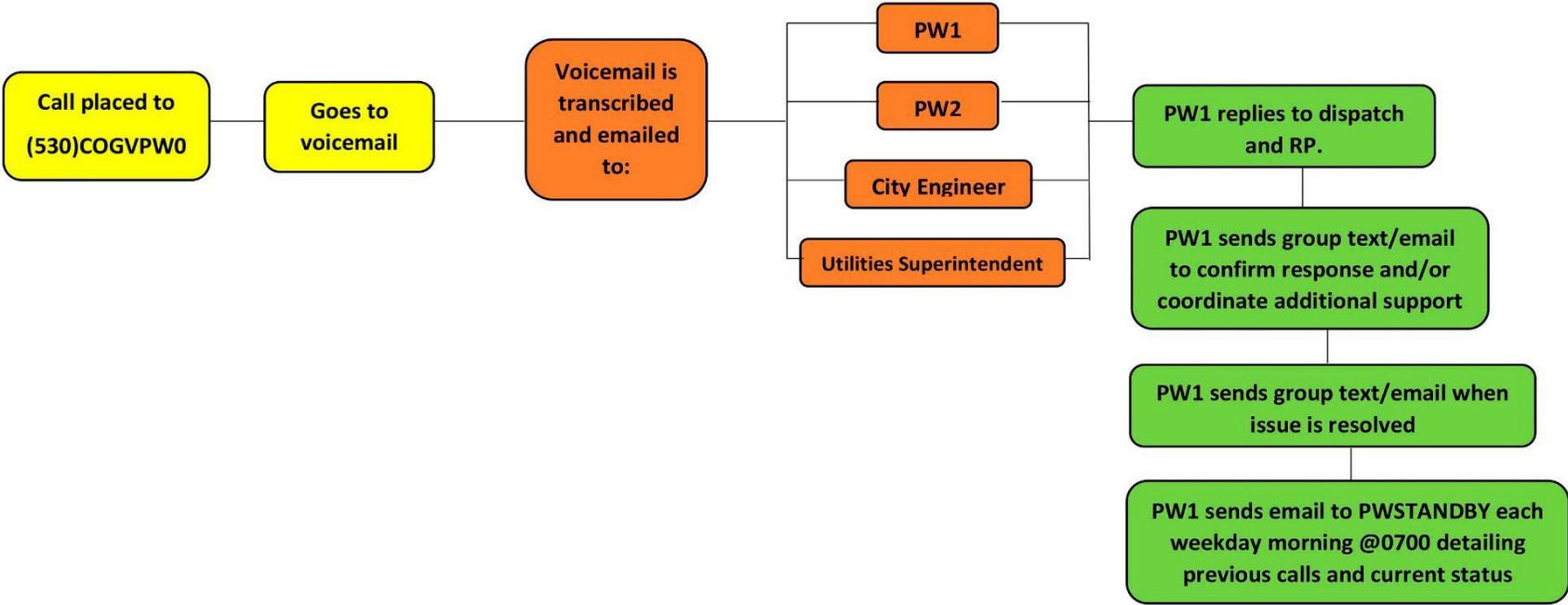
EMERGENCY CONTACT NUMBERS

Emergency	911
Sheriff Dispatch	530-265-7880
Fire Department	911
Integral Networks	916-626-4000
Nevada Irrigation District	530-273-6185
	530-273-3346 (after hours)
Ferguson/Groeniger	916-455-3333
KNCO	530-272-3424
Beekeeper Hotline	530-675-2924
Robinson Enterprises	530-265-5844
Grey Electric	530-273-0686
Mr. Rooter Plumbing	530-802-2407
Contractors	
C&D	530-265-6938
Hansen Brothers	530-273-3381 (office)
	530-913-3935 (Jeff Hansen)
Rentals	
Rain for Rent	530-662-1024
United Rentals	530-743-8989
Pump Trucks	
Navo & Sons	530-273-2964
Tall Boots	530-274-78-67
Urke	530-274-3902
Fuel Trucks	
JH Petroleum	530-273-6925 (office)
	530-432-1791 (Dave Knappen)
	530-320-4432 (Dean Southerland)

APPENDIX C

City of Grass Valley Standby Call Flow Chart

City of Grass Valley Standby Call Flow Chart



APPENDIX D

Sewer Backup Prevention & Response

INCIDENT REPORTED TO MEMBER

Backup is NOT due to Agency's Sewer Line Failure

Field Crew Initial Response:
Refer to Response Procedures

- Advise Customer to keep pets, children and others away from spill area
- Initial Assessment/Determine Cause
- Document spill completely with photographs, diagrams, narrative, etc.
 - Do not contaminate unaffected areas
- Always Use the Buddy System when entering private property
- Remain Calm and Professional

Backup is due to a Sewer Line Failure

Inform Customer:

- Agency not responsible
- Crew may not service private lines
- If plumbing work was completed recently, advise to contact plumber
- Recommend using cleaning contractor

Inform Customer:

- SPLM and Restoration Firm will arrive soon
- Do not attempt to clean affected area yourself
- Do not remove items from affected area

Field Crew Immediately:

- Relieve cause
- Notify on-call supervisor and **Sierra Pacific Loss Management (SPLM)**. SPLM will call Restoration Firm.
- If Restoration Firm arrives before SPLM, authorize **emergency cleaning only**
- Ensure complete photo documentation of affected and unaffected areas
- Complete Initial Assessment Form

Provide Response Kit and all documentation to Sierra Pacific Loss Management (SPLM)

SPLM

Review with Customer:

- Customer Information brochure (including instructions for obtaining a claim form).
- Customer Information Letter & Cleaning Release.
- Hotel Selection & Release Form.
- Only emergency services are authorized in the field.
- Future expenses/questions are referred to the George Hills Claims Adjuster (contact information is included in Customer Information Letter).

SPLM will:

- Review Scope of Work with Restoration Firm
- Contact George Hills Claims Adjuster and provide Customer contact information, extent of backup, and approved scope of emergency services
- Review documentation to ensure cause and extent of backup is evident
 - Complete Sewer Backup Incident Report
 - Take additional photos, if necessary

If ANY of the following circumstances exist:

- Overflow exceeds 1,000 gal.
- Imminent and Substantial danger to human health
- Fish killed
- Spill reaches receiving waters
- Discharged to Storm Drain and not fully recovered

IMMEDIATE REGULATORY NOTIFICATIONS ARE REQUIRED

Forward completed Response Kit to Claims Adjuster

Complete Regulatory Notifications Worksheet

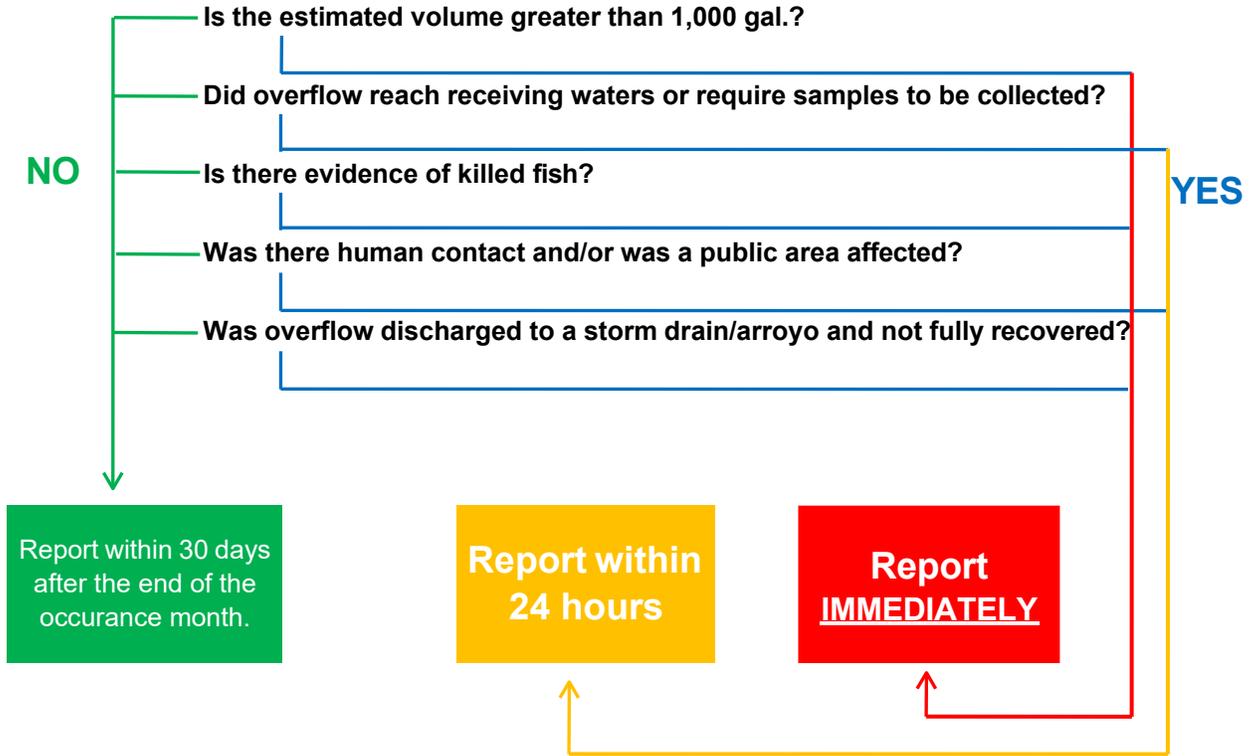
APPENDIX E

Sanitary System Overflow Initial Assessment Form

Sanitary System Overflow Regulatory Notice Worksheet

Item # 8.

EVALUATE INCIDENT



REPORT INCIDENT

OVERFLOW CIRCUMSTANCE:	NOTIFICATION REQUIRED TO:				
	OES	RWQCB	SWRCB	Cnty. Health Department	DFG
≥ 1,000 gal.	Red	Red	Red	Red	White
Imminently and substantially endangers human health	Red	Red	Red	Red	White
Fish have been killed	Red	Red	Red	Red	Red
Any amount discharged to storm drain; not fully recovered	White	White	Red	White	White
Receiving waters reached and/or required sampling	White	Yellow	Red	Yellow	Red
Posting of public warning signs were required	White	Yellow	White	Yellow	White
ALL SSO Incidents (including incidents when regulatory notices are not otherwise required)	White	White	Green	White	White
Optional Report: Incident due to problem in private service lateral	White	Blue	Blue	White	White

Contact information for each agency is on the other side of this form.

Sanitary System Overflow Regulatory Notice Worksheet

Item # 8.

If you are not authorized to perform regulatory reporting, please notify one of the following agency personnel immediately:

Name: _____	Phone: _____	<i>day</i>	_____	<i>after hours</i>	<input type="checkbox"/>
Name: _____	Phone: _____	<i>day</i>	_____	<i>after hours</i>	<input type="checkbox"/>
Name: _____	Phone: _____	<i>day</i>	_____	<i>after hours</i>	<input type="checkbox"/>

*SWRCB Legally Responsible Official (LRO) is the person authorized to complete and sign SSO reports online.

REGULATORY CONTACT INFORMATION

OES	Governor's Office of Emergency Services	800-852-7550	Volume is ≥ 1,000 gal., human health is substantially and imminently endangered, and/or fish have been killed.	
RWQCB	Regional Water Quality Control Board	916-464-3291	Volume is ≥ 1,000 gal., human health is substantially and imminently endangered, and/or fish have been killed.	
		RB5sSpillReporting@waterboards.ca.gov	Reached and/or required sampling of receiving waters, and/or required posting of public warnings	
		v	Optional Report when caused by a problem in a private service lateral	
SWRCB	State Water Resources Control Board	LRO only: Report Online www.swrcb.ca.gov/ciwqs	Volume is ≥ 1,000 gal., human health is substantially and imminently endangered, fish have been killed, discharged to storm drain and not fully recovered, reached and/or required sampling of receiving waters.	
			All overflow and backup incidents, including incidents where other regulatory notice is not required.	
			Incomplete reports must be finished within 15 days.	Optional report when caused by problems in a private service lateral. Provide as much information as possible, indicate cause and identify responsible party.
County Health Department	Nevada County Public Health Department	530-265-1222 Press "3" for Env'tl Health env.health@co.nevada.ca.us	Volume is ≥ 1,000 gal., human health is substantially and imminently endangered, and/or fish have been killed.	
			Discharged to storm drain and not fully recovered, reached and/or required sampling of receiving waters, and/or required posting of public warnings.	
DFG	Department of Fish and Game, Spill Prevention & Response	24 Hr Dispatch: 916-445-0380 Press "2" to report pollution incident.	Fish have been killed, reached and/or required sampling of receiving waters.	

APPENDIX F

Example Spill Warning Sign

WARNING

SEWAGE POLLUTED WATER

**AVOID CONTACT UNTIL
THIS SIGN HAS BEEN REMOVED**

For further information regarding this incident call
The City of Grass Valley Public Works (530) 274-4350

For information Regarding Health Concerns call
Nevada County Environmental Health Dept. (530) 265-1222

APPENDIX G

Log of SSMP Revisions

SSMP REVISIONS

Date	Revisions Made
February 2026	<p>Following an internal SSMP Audit conducted in 2025, in early 2026 revisions were made to address updated requirements from the 2022 SSS WDR and to account for any changes to the City’s procedures since the previous SSMP update in 2022. These revisions are listed below.</p> <p><i>Element 1. Introduction and Goals</i></p> <ul style="list-style-type: none"> • Added discussion on regulatory background • Added schedule for the required SSMP audits and updates • Updated the SSMP goals • Expanded the collection system inventory discussion <p><i>Element 2. Public Works Department Organizational Structure</i></p> <ul style="list-style-type: none"> • Added the names and contact information for the City’s LROs and other staff responsible for implementing the SSMP <p><i>Element 3. Legal Authority</i></p> <ul style="list-style-type: none"> • Added references to Section 13 of the City's Municipal Code detailing access to private property for sewer maintenance and repair <p><i>Element 4. Operations and Maintenance Program</i></p> <ul style="list-style-type: none"> • Added information on availability of sewer system maps on City website • Updated information on City’s transition to Nexgen software <p><i>Element 6. Spill Emergency Response Plan</i></p> <ul style="list-style-type: none"> • Updated spill categories and reporting requirements to conform with revised specifications in the 2022 SSS WDR <p><i>Element 7. Sewer Pipe Blockage Control Program</i></p> <ul style="list-style-type: none"> • Added discussion on other pipe-blocking substances, in addition to FOG <p><i>Element 8. System Evaluation, Capacity Assurance and Capital Improvements</i></p> <ul style="list-style-type: none"> • Updated information on the City’s current CIP, including budgets and funding • Added discussion on Rehabilitation and Replacement planning (previously in Element 4) <p><i>Element 9. Internal Audits</i></p> <ul style="list-style-type: none"> • Information was added to note that audits are now available in CIWQS <p><i>Element 11. Communication Program</i></p> <ul style="list-style-type: none"> • Added information for City website where SSMP will be posted, once certified by City Council <p><i>Appendices</i></p> <ul style="list-style-type: none"> • Updated the Public Works Organizational Chart in Appendix A • Updated Regulatory Contacts in Appendix E • Removed old Appendix G which included an internal SOP for claims and liability • Created new Appendix G to track SSMP updates



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

Title: Amendment to Legal Services Agreement with Colantuono, Highsmith & Whatley, PC

CEQA: Not a project

Recommendation: Approve Amendment to the Agreement for Legal Services with Colantuono, Highsmith & Whatley, PC, designating David J. Ruderman as City Attorney and Michael G. Colantuono as Assistant City Attorney, and adjusting rates for litigation, labor and employment, other specialized legal services, and reimbursable services.

Prepared by: Timothy M. Kiser, City Manager

Council Meeting Date: 03/10/2026

Date Prepared: 03/04/2026

Agenda: Consent

Background Information: Colantuono, Highsmith & Whatley, PC (“CHW”) has provided legal services to the City of Grass Valley since October 2011. Over the course of the last fifteen years, CHW has continued to deliver a high level of responsive legal services and advice to the City.

This amendment reflects a transition in designated legal staffing within the firm. The amendment formally designates David J. Ruderman as City Attorney and Michael G. Colantuono as Assistant City Attorney. Under the amendment, Mr. Ruderman will attend regularly scheduled Council meetings as he has been, supervise all legal services provided under the agreement, and ensure continuity of representation. The agreement also maintains provisions allowing the firm to assign qualified attorneys as necessary to support City operations and ensure consistent attendance at Council meetings

This amendment also raises the fee for special counsel work CHW performs, but does not change the retainer for general counsel services. CHW last raised the fees charged to the City in September of 2023. In recognition of the fact that over the last three years inflation has aggregated approximately 8%, City staff recommends an increase in special counsel and reimbursable rates to ensure the City has access to CHW’s full suite of attorneys to support City operations. Effective with the new fiscal year, rates will be as follows:

Level of Service	Current Rate	New Rate
Legal Retainer (monthly)	\$6,500	\$6,500 (<i>no change</i>)
4% for Costs (monthly)	\$260	\$260 (<i>no change</i>)
Special Projects	\$260 / hr	\$285 / hr
Labor, Litigation & Specialized Services	\$285 / hr	\$325 / hr
Reimbursed	\$310 / hr	\$360 / hr

Should the City Council approve this Amendment, upon full execution, the designation of Mr. Ruderman as City Attorney will be effective and the City Clerk will administer the Oath of Office to Mr. Ruderman. The rate adjustment, however, will not be effective until July 1, 2026 to allow the City to include the change in its FY 2026-2027 budget.

Council Goals/Objectives: The execution of this action attempts to achieve Strategic Goal #5 - High-Performance Government and Quality Service.

Fiscal Impact: There is no immediate fiscal impact with this proposed action, and the long-term fiscal impact can be addressed in future budgets.

Funds Available: Yes

Account #: General Fund, Water Fund,
Sewer Fund

Reviewed by: City Manager

Attachments: Amendment to Legal Services Agreement

AMENDMENT TO
AGREEMENT FOR SERVICES

THIS AMENDMENT (“Amendment”) is made and entered into on the 10th day of March 2026 by and between the City of Grass Valley (“City”) and COLANTUONO, HIGHSMITH & WHATLEY, PC (“Firm”). City and Firm are referred to as “Parties” in this Amendment and, each, as a “Party.”

RECITALS

WHEREAS, on October 4, 2011, the City approved a Professional Services Agreement with COLANTUONO & LEVIN, A Professional Corporation to discharge the duties of the office of City Attorney and to designate a member of the Firm as City Attorney; and

WHEREAS, COLANTUONO & LEVIN, A Professional Corporation, later changed its name to COLANTUONO, HIGHSMITH & WHATLEY, PC; and

WHEREAS, the Parties amended the Agreement to increase the rates of compensation to the Firm as of July 1, 2016, January 1, 2017, August 25, 2021, and September 26, 2023; and

WHEREAS, the parties wish to amend the Agreement to designate David J. Ruderman as City Attorney and Michael G. Colantuono as Assistant City Attorney and adjust rates for litigation, labor and employment, other specialized legal services, and reimbursable services.

NOW, THEREFORE, THE CITY AND FIRM AGREE AS FOLLOWS:

1. Section 2 (Designation of City Attorney and Assistant City Attorney) to the Agreement is hereby amended to state:

David J. Ruderman is designated as City Attorney. The parties understand and agree that the Firm may, from time to time, utilize other attorneys within the Firm to assist Mr. Ruderman in the performance of this Agreement but that Mr. Ruderman will attend all regularly scheduled Council meetings and make best efforts to attend all special Council meetings unless excused by Council or the City Manager or absent due to illness, an annual vacation, or to limited business commitments (such as a conference of the League of California Cities) and will supervise all services rendered under this Agreement. Michael G. Colantuono is designated as Assistant City Attorney. Should there be an occasion where the two designated attorneys are not available, it is the Firm's responsibility to ensure that a competent attorney is available for attendance at Council meetings.

2. Exhibits A and B to the Agreement are hereby amended to read as stated in the attachments to this Amendment.
3. All other terms, conditions, and provisions of the Agreement as amended to date, to the extent not modified by this Amendment, shall remain in full force and effect.

4. The increased rates provided here shall be effective for services provided on or after July 1, 2026.

TO EFFECTUATE THIS AMENDMENT, the Parties have caused their duly authorized representatives to execute this Amendment on the dates set forth below.

“CITY”
City of Grass Valley, California

“FIRM”
Colantuono, Highsmith & Whatley, PC

By: _____
Signature

By: _____
Signature

Hilary Hodge, Mayor
Date: _____

Michael G. Colantuono, President
Date: _____

ATTEST:

By: _____
Signature

Taylor Whittingslow, City Clerk

EXHIBIT "A"
SCOPE OF SERVICES AND APPLICABLE BILLING RATES

I. GENERAL LEGAL SERVICES

A. *Retainer Services.* The general legal services to be provided by the Firm to the City are based on the Request for Proposal issued by the City and the Proposal provided by the Firm, and include the following:

1. Provide routine legal assistance, advice and consultation to the City Council and to City staff relating to general public law issues, potential tort liability, and risk management.
2. Prepare and review legal opinions, ordinances, resolutions, agreements, and related documents.
3. Attend all meetings of the City Council. Attend additional such meetings of the Planning Commission and other Boards and Commissions of the City as may from time to time be requested by the City, not to exceed two per month.
4. Monitor pending state and federal legislation and regulations, and new case law, as appropriate.
5. Perform legal work pertaining to property acquisition and disposal, public improvements, utilities, rights of way, and easements.
6. Assist the City in the development of legal and judicial remedies and processes as to code compliance issues, including assisting the City in implementing provisions of its Administrative Penalty Ordinance. Services do not include litigation or filing of judicial actions.
7. Prepare and / or review correspondence to be sent by City staff on legal matters such as public records requests, open meeting provisions, ethics questions, conflict of interest issues, municipal code violations, and Municipal Code or state law interpretations.
8. Perform such other or additional general legal services as may be requested by the City, acting by and through the City Council or the City Manager.
9. Administer contracts that the City may have with other legal counsel, as directed by the City.
10. Provide attorneys on-site for regular office hours a minimum of twice per month for a total of 8 hours per month as requested by the City Manager or the City Council. Additional office hours will be provided as requested by the City Manager or the City Council and compensated pursuant to paragraph B. below.
11. Perform all duties of the office of City Attorney as provided in State law, the Grass Valley Municipal Code and Charter, except to the extent such duties are provided for in Sections II or III below.

The general legal services specified in this Paragraph A shall be provided at the rate of \$6,500 per month except as provided in paragraph B. below plus a 4 percent fee in lieu of out-of-pocket costs (\$260 per month). The City acknowledges that this sum is expected to fund approximately 25 to 30 hours per month, on average, of retainer services and City Manager and City Attorney shall cooperate and establish priorities for work to limit the City's demand for retainer services to that amount and to require the City Attorney to work efficiently to provide for the City's general legal service needs within that retainer.

B. Special Projects. Additional office hours requested by the City Manager or the City Council, and services on any single project or matter which would otherwise be within the scope of paragraph A (Retainer Services) that the City Attorney and City Manager mutually agree is reasonably likely to require more than 12 hours of professional services, shall be compensated at the rate of \$285 per hour in addition to the retainer provided for in paragraph A. above.

C. Task Billing. Upon request by City, Firm will propose flat-fee amounts to cover specific tasks under paragraph B. of this Section and under Sections II – IV below. When such task, flat-fee arrangements have been agreed upon, they shall control over the rates provided by this Agreement.

II. LITIGATION SERVICES

A. The Firm will provide litigation services to the City in any and all matters assigned by the City, except as delegated pursuant to paragraph 11 of the Agreement, or as otherwise agreed in writing by the Firm and the City. Litigation oversight services such as review of invoices, coordination of activities, communication of City Council direction, and similar administrative tasks will be included in General Legal Services at the rates set forth in Section I.

B. The litigation services specified in paragraph II. A. shall be billed at the regular hourly rates of the attorneys and other professionals providing such services at the time those services are provided to a maximum of \$325 per hour, or as otherwise agreed pursuant to paragraph I.C. above. The non-retainer rates in effect on the Effective Date of this Agreement are set forth in Exhibit B.

III. LABOR AND EMPLOYMENT LEGAL SERVICES

A. The Firm will provide labor, employment and personnel legal services before initiation of litigation to the City in any and all matters assigned by the City, except as delegated pursuant to paragraph 11 of the Agreement, or as otherwise agreed in writing by the Firm and the City. This paragraph excludes attendance at Council closed sessions and basic review of agreements as prepared as part of the normal course of work of the City Council, which routine services are covered under Section I above.

B. The labor, employment and personnel services specified in paragraph A shall be billed at the regular hourly rates of the attorneys and other professionals providing such services at the time those services are provided to a maximum of \$325 per hour, except as otherwise agreed pursuant to paragraph I.C. above.

IV. OTHER SPECIALIZED LEGAL SERVICES

The specialized legal services (excluding those described above) to be provided by the Firm to the City shall include the following:

1. Other than routine advice regarding taxes, assessments, fees and other financial advice.
2. Environmental Legal Services other than routine review of negative declarations, environmental impact reports and other project-level environmental documentation.
3. Real Estate and Eminent Domain Services other than routine review of escrow documents, title reports, and contracts of sale.
4. Insurance Coverage Services, such as advice and representation regarding disputes with a risk pool or another insurance provider other than routine advice to tender claims to insurers.
5. Post-Redevelopment Services to the City and its Successor Agency.
6. Water Law Services.
7. Such other specialized services as the City may require which are not generally provided by an in-house City Attorney's office.

The specialized legal services specified in this paragraph shall be billed at the regular hourly rates of the attorneys providing such services at the time those services are provided up to a maximum of \$325 per hour. The non-retainer rates in effect on the Effective Date of this Agreement are set forth in Exhibit B.

IV. REIMBURSED SERVICES

When the City is to be reimbursed for the Firm's services, as by a developer for work on a land use issue, the Firm may bill at the regular hourly rates of the attorneys providing such services at the time those services are provided up to a maximum of \$360 per hour.

Exhibit B

Non-Retainer Hourly Billing Rates as of July 1, 2026:

Shareholders and senior contract attorneys	\$360
7 th year and more senior associates	\$360
6 th year associates	\$355
5th year associates	\$355
4th year associates	\$320
3rd year associates	\$310
2nd year associates	\$300
1st year associates	\$275
Law Clerks	\$245
Paralegals	\$220



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

Title: Approval of modifications of Police Chief, and Fire Chief, Appendix A of their respective employment agreement.

CEQA: Not a project

Recommendation: That Council 1) approve the Amendment No. 1 and amended Appendix A of the Police Chief and Fire Chief Employment Agreements to modify the Retiree Health Plan Benefit, subject to legal review; and 2) authorize the City Manager to execute the Amendments subject to legal review.

Prepared by: Timothy M. Kiser, City Manager

Council Meeting Date: 03/10/2026

Date Prepared: 03/04/2026

Agenda: Consent

Background Information: In order to retain and appropriately compensate the Police Chief and Fire Chief positions, staff is proposing amendments to the existing retiree health benefit to better align with benefits provided to other public safety employee groups. The proposed revisions would increase the minimum service requirement for eligibility from 10 years to more than 20 years and limit the benefit to 50% of the lowest-cost CalPERS medical plan until the retiree becomes eligible for Medicare coverage. These changes create a more sustainable and consistent structure while maintaining a meaningful long-term benefit for key leadership positions.

Maintaining competitive compensation and benefits for executive public safety positions is essential for the City of Grass Valley to attract and retain experienced leadership in an increasingly competitive labor market. The Police Chief and Fire Chief positions play critical roles in ensuring the safety of the community and the effective operation of City services. Retaining qualified and experienced leadership in these roles provides organizational stability, preserves institutional knowledge, and supports consistent implementation of City Council priorities.

Stable and effective leadership within the Police and Fire Departments directly contributes to service reliability, employee development, sound fiscal management, and long-term organizational success. The proposed revisions represent a balanced approach that strengthens long-term sustainability while ensuring the City remains competitive with comparable agencies.

These updates reflect the City's continued commitment to supporting high-quality leadership and maintaining a strong and effective public safety organization that serves the needs of the Grass Valley community.

Council Goals/Objectives: This proposed action executes portions of the work tasks towards achieving / maintaining the Strategic Plan goal to maintain a Productive and Efficient Workforce.

Fiscal Impact: The cost differential savings realized through the underfilling of various management positions will offset the cost of the proposed contract adjustments for the Police Chief, and Fire Chief.

Funds Available: N/A

Account #: General Fund Account 100

Reviewed by: City Manager

Attachments:

- Amendment No. 1 for Agreement for Police Chief
- Amendment No. 1 for Agreement for Fire Chief

**FIRST AMENDED EMPLOYMENT AGREEMENT BETWEEN
CITY OF GRASS VALLEY AND ALEX GAMMELGARD**

This First Amended Employment Agreement (“Agreement”) is effective as of the 10th day of March 2026 by and between the City of Grass Valley (“City”) and Alex Gammelgard (“Police Chief” or “Employee”) (collectively, the “Parties”).

RECITALS

WHEREAS, the City and Employee entered into an Employment Agreement (the “Original Agreement”) for their service in the position of Police Chief effective 11/25/2025.

WHEREAS, the City Council desires to provide the Employee with modified retiree health plan benefits in recognition of exemplary service to the City, to retain long-serving employees with more than twenty (25) years of service; and

WHEREAS, parties may modify the Agreement upon mutual written agreement.

NOW, THEREFORE, in consideration of the mutual covenants and agreements set forth herein the adequacy of which is hereby acknowledged by the PARTIES to be sufficient, the PARTIES agree as follows:

TERMS AND CONDITIONS

1. Remove and replace Item E. of *Appendix A - Compensation and Benefits* related to Life Insurance and Long-Term Disability, EAP, Retiree Health Plan, other Benefits, and Special Provisions section, with the attached *Appendix A – Compensation and Benefits* dated March 10, 2026, reflecting a change in retiree health plan benefits.
2. All other terms, conditions, and provisions of the Original Agreement to the extent not modified by this Agreement, shall remain in full force and effect.

TO EFFECTUATE THIS AGREEMENT, the parties have caused their duly authorized representatives to execute this Agreement on the dates set forth below.

CITY
City of Grass Valley

EMPLOYEE

By: _____
Tim Kiser
City Manager

By: _____
Alex Gammelgard, Police Chief

Date: _____

Date: _____

Attest:

By: _____
Taylor Whittingslow
Deputy City Manager

Date: _____

Approved as to form:

By: _____
David Ruderman,
City Attorney

Date: _____

Appendix 1 - Compensation and Benefits

Life Insurance and Long-Term Disability, EAP, Retiree Health Plan, other Benefits, and Special Provisions

A. EMPLOYEE CONTRIBUTIONS

Employee contributions towards health benefits are on a pre-tax basis and subject to IRS rules.

B. LIFE INSURANCE

The City shall provide term Life insurance benefits for the Employee, without cost to the Employee, of 1.5 times their annual salary up to two hundred thousand dollars (\$200,000) for the Employee, five thousand dollars (\$5,000) for the Employee's spouse and fifteen hundred dollars (\$1,500) for eligible dependent children without cost to the employee.

C. SHORT TERM/LONG TERM DISABILITY INSURANCE

Short Term – There is no short-term disability coverage however employee may elect to pay into State Disability Insurance (SDI) at no cost to the City, or they may use any leave bank to cover short term disability exceeding 10 workdays and with a doctor's note.

Long Term - The City shall provide without cost to the Employee an income protection insurance program that shall insure an Employee's income to a maximum of sixty-six and two thirds percent (66 2/3%) of monthly earnings with a ceiling of six thousand dollars (\$6,000) in calculated base. Conditions of coverage shall be controlled by the master agreement with the insurance company.

D. EMPLOYEE ASSISTANCE PROGRAM

The City has an established Employee Assistance Program. This program provides confidential counseling help for employees and their families. The Employee Assistance program provides for up to 3 visits.

E. RETIREE HEALTH PLAN BENEFIT

Employees who become subject to this Plan, who retire from the City in good standing, who have at least twenty years of Grass Valley service, who elect to retain CalPERS medical coverage and who are of full retirement age shall be entitled to payment of up to \$500 towards the CalPERS premium for a single party until such time as the Employee is eligible to receive Medicare or is hired and has healthcare coverage available from the new employment.

Appendix 1 - Compensation and Benefits

If the Employee so desires, his/her spouse may be added at the additional cost difference of the Employee plus one and the Employee pays the difference. If the Employee retiree selects a health plan that costs less than the City's contribution, they will not be eligible to receive the cash difference. All premium contributions must be received one month in advance and it is the responsibility of the Employee retiree to ensure that the City receives payment. Failure to pay the retiree's contribution in a timely manner (i.e., within 30 days of due date) will result in the loss of the benefit.

Employees who become subject to this Plan, who retire from the City in good standing, who have at least twenty-five years of Grass Valley service, who are of full retirement age shall be eligible for the following retiree health insurance benefit:

- a. The City will pay the statutory administrative fee for PERS coverage.
- b. The City will pay a portion of the cost for health coverage under either a PERS or non-PERS medical insurance plan, for the employee or employee plus 1. The amount will not exceed 50% of the lowest cost available PERS insurance plan for Nevada County of the medical plans offered by the City to active employees through PERS, regardless of the plan selected by the employee.

If the Employee so desires, his/her spouse or family member(s) may be added at the additional cost difference and the Employee pays the difference. If the Employee retiree selects a health plan that costs less than the City's contribution, they will not be eligible to receive the cash difference from the City.

Personal Leave

The purpose of Personal Leave is to provide Employees the ability to accrue time for vacation, sick leave and personal leave situations.

Employees shall accrue Personal Leave hours at a rate of no less than 256 hours and no more than 328 hours per year based on years of service as set forth below. One twenty-sixth (1/26) of such Personal Leave amount shall accrue each pay period.

No Employee may carry a balance of more than 520 hours of their Personal Leave. Employees who have accumulated 520 hours of Personal Leave will accrue no further Personal Leave until they have used Personal Leave in an amount sufficient to bring their accumulated Personal Leave balance below 520 hours. Employees may convert up to 160 hours of accrued Personal Leave to salary compensation once each year. Personal Leave conversion of a maximum of 160 hours to salary must be submitted by December 20th of each year. 100% of Personal Leave hours in excess of the maximum accrual amount may be converted to banked PERS service credit in accordance with CalPERS regulations.

Employees who become subject to this Plan after July 1, 2011, must convert all accumulated Vacation Leave, Sick Leave to "Personal Leave". Those hours of Sick Leave or Vacation Leave combined in excess of 520 hours will be placed in a Sick Leave and Vacation Leave bank account

Appendix 1 - Compensation and Benefits

to be utilized by the Employee, or paid out upon separation from service as set forth herein, or converted to banked PERS service credit in accordance with CalPERS regulations. Upon separation from service, the City shall pay employee a one-time lump sum calculated on Fifty (50%) Percent of the employee’s banked unused Sick Leave and one hundred (100%) percent of the employee’s banked Vacation Leave. (For example, if an employee is compensated for 450 hours of sick leave at 50% of the value, the uncompensated 225 hours would go to PERS service credit as allowed by PERS.)

Employees will accrue Personal Leave time at the following rates:

- 1 to 2 years of city service = 256 hours
- 2 plus years to 5 years = 272 hours (10.46 hours biweekly)
- 5 plus years to 10 years = 296 hours (11.38 hours biweekly)
- 10 plus years to 20 years = 316 hours (12.15 hours biweekly)
- 20 plus years = 328 hours (12.62 hours biweekly)

After 2 plus years of city service, credit for prior public service may be included for purposes of calculating annual time subject to the City Manager approval. Prior public service shall be similar in nature to the duties being performed by the Employee for City to be eligible for this benefit.

Certifications

The City shall pay the costs associated with obtaining and maintaining special certificates that are required by the State of California, the City of Grass Valley or any governmental agency to obtain and maintain as a condition of employment.

Holidays

Employees are entitled to 12 paid holidays as listed below. Recognized Holidays shall include:

- | | |
|------------------------|----------------------------|
| New Year’s Eve | New Year’s Day |
| Presidents Day | Veterans Day |
| Martin Luther King Day | Thanksgiving Day |
| Memorial Day | The Day After Thanksgiving |
| July 4 th | Christmas Eve |
| Labor Day | Christmas Day |

A paid holiday is equivalent to eight hours, for a total of 96 hours per year. Holiday hours are accrued outside of Personal Leave, must be used within the calendar year accrued. Unused holiday hours may not be carried over into any subsequent calendar year or "cashed out."

Appendix 1 - Compensation and Benefits

Special Provisions

A. PUBLIC SAFETY ALLOWANCE

The Police Chief, and Fire Chief shall be provided a uniform and cleaning allowance. The amount of the benefit will be the same as established under Unit 6 for the Police Chief and under Unit 8 for the Fire Chief.

The Police Chief shall receive an annual stipend of \$1,000 for attending community events.

B. VEHICLE ALLOWANCE

The Police Chief, and Fire Chief shall be provided a vehicle. Other Employees may be granted a car allowance subject to the City Manager’s approval and in accordance with City adopted policies. Employees will have access to City “Pool” vehicles for conducting City business or will be eligible for mileage reimbursement for personal vehicle use when conducting City business in accordance with City adopted policies.

C. TRAINING/MEMBERSHIPS

Employees shall be entitled to training, travel, workshops, and professional memberships, for the purpose of personal growth and enrichment subject to the annual amounts budgeted each year in the respective department for this purpose. City agrees to reimburse Employee for reasonable expenses for training, travel, workshops and professional memberships which have been authorized by the City Budget and approved in advance by the City Manager. Employee must submit expense receipts, statements or personal affidavits, and audit thereof in like manner as other demands against the City.

D. PUBLIC EMPLOYEES RETIREMENT SYSTEM

All Employees will be members of the California Public Employees Retirement System as provided by the terms of the contracts between the City of Grass Valley and the California Public Employees Retirement System.

Salary Schedule

<i>Position</i>	<i>Annual Salary</i>		
	<i>Min</i>	<i>Mid</i>	<i>Max</i>
Fire Chief	\$ 152,149.54	\$ 185,317.09	\$ 228,883.20

Appendix 1 - Compensation and Benefits

Item # 10.

Police Chief	\$ 159,478.26	\$ 194,180.73	\$ 228,883.20
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**FIRST AMENDED EMPLOYMENT AGREEMENT BETWEEN
CITY OF GRASS VALLEY AND MARK BUTTRON**

This First Amended Employment Agreement (“Agreement”) is effective as of the 10th day of March 2026 by and between the City of Grass Valley (“City”) and Mark Buttron (“Fire Chief” or “Employee”) (collectively, the “Parties”).

RECITALS

WHEREAS, the City and Employee entered into an Employment Agreement (the “Original Agreement”) for their service in the position of Fire Chief effective 11/25/2025.

WHEREAS, the City Council desires to provide the Employee with modified retiree health plan benefits in recognition of exemplary service to the City, to retain long-serving employees with more than twenty (25) years of service; and

WHEREAS, parties may modify the Agreement upon mutual written agreement.

NOW, THEREFORE, in consideration of the mutual covenants and agreements set forth herein the adequacy of which is hereby acknowledged by the PARTIES to be sufficient, the PARTIES agree as follows:

TERMS AND CONDITIONS

1. Remove and replace Item E. of *Appendix A - Compensation and Benefits* related to Life Insurance and Long-Term Disability, EAP, Retiree Health Plan, other Benefits, and Special Provisions section, with the attached *Appendix A – Compensation and Benefits* dated March 10, 2026, reflecting a change in retiree health plan benefits.
2. All other terms, conditions, and provisions of the Original Agreement to the extent not modified by this Agreement, shall remain in full force and effect.

TO EFFECTUATE THIS AGREEMENT, the parties have caused their duly authorized representatives to execute this Agreement on the dates set forth below.

CITY
City of Grass Valley

EMPLOYEE

By: _____
Tim Kiser
City Manager

By: _____
Mark Buttron, Fire Chief

Date: _____

Date: _____

Attest:

By: _____
Taylor Whittingslow
Deputy City Manager

Date: _____

Approved as to form:

By: _____
David Ruderman,
City Attorney

Date: _____

Appendix 1 - Compensation and Benefits

Life Insurance and Long-Term Disability, EAP, Retiree Health Plan, other Benefits, and Special Provisions

A. EMPLOYEE CONTRIBUTIONS

Employee contributions towards health benefits are on a pre-tax basis and subject to IRS rules.

B. LIFE INSURANCE

The City shall provide term Life insurance benefits for the Employee, without cost to the Employee, of 1.5 times their annual salary up to two hundred thousand dollars (\$200,000) for the Employee, five thousand dollars (\$5,000) for the Employee's spouse and fifteen hundred dollars (\$1,500) for eligible dependent children without cost to the employee.

C. SHORT TERM/LONG TERM DISABILITY INSURANCE

Short Term – There is no short-term disability coverage however employee may elect to pay into State Disability Insurance (SDI) at no cost to the City, or they may use any leave bank to cover short term disability exceeding 10 workdays and with a doctor's note.

Long Term - The City shall provide without cost to the Employee an income protection insurance program that shall insure an Employee's income to a maximum of sixty-six and two thirds percent (66 2/3%) of monthly earnings with a ceiling of six thousand dollars (\$6,000) in calculated base. Conditions of coverage shall be controlled by the master agreement with the insurance company.

D. EMPLOYEE ASSISTANCE PROGRAM

The City has an established Employee Assistance Program. This program provides confidential counseling help for employees and their families. The Employee Assistance program provides for up to 3 visits.

E. RETIREE HEALTH PLAN BENEFIT

Employees who become subject to this Plan, who retire from the City in good standing, who have at least twenty years of Grass Valley service, who elect to retain CalPERS medical coverage and who are of full retirement age shall be entitled to payment of up to \$500 towards the CalPERS premium for a single party until such time as the Employee is eligible to receive Medicare or is hired and has healthcare coverage available from the new employment.

Appendix 1 - Compensation and Benefits

If the Employee so desires, his/her spouse may be added at the additional cost difference of the Employee plus one and the Employee pays the difference. If the Employee retiree selects a health plan that costs less than the City's contribution, they will not be eligible to receive the cash difference. All premium contributions must be received one month in advance and it is the responsibility of the Employee retiree to ensure that the City receives payment. Failure to pay the retiree's contribution in a timely manner (i.e., within 30 days of due date) will result in the loss of the benefit.

Employees who become subject to this Plan, who retire from the City in good standing, who have at least twenty-five years of Grass Valley service, who are of full retirement age shall be eligible for the following retiree health insurance benefit:

- a. The City will pay the statutory administrative fee for PERS coverage.
- b. The City will pay a portion of the cost for health coverage under either a PERS or non-PERS medical insurance plan, for the employee or employee plus 1. The amount will not exceed 50% of the lowest cost available PERS insurance plan for Nevada County of the medical plans offered by the City to active employees through PERS, regardless of the plan selected by the employee.

If the Employee so desires, his/her spouse or family member(s) may be added at the additional cost difference and the Employee pays the difference. If the Employee retiree selects a health plan that costs less than the City's contribution, they will not be eligible to receive the cash difference from the City.

Personal Leave

The purpose of Personal Leave is to provide Employees the ability to accrue time for vacation, sick leave and personal leave situations.

Employees shall accrue Personal Leave hours at a rate of no less than 256 hours and no more than 328 hours per year based on years of service as set forth below. One twenty-sixth (1/26) of such Personal Leave amount shall accrue each pay period.

No Employee may carry a balance of more than 520 hours of their Personal Leave. Employees who have accumulated 520 hours of Personal Leave will accrue no further Personal Leave until they have used Personal Leave in an amount sufficient to bring their accumulated Personal Leave balance below 520 hours. Employees may convert up to 160 hours of accrued Personal Leave to salary compensation once each year. Personal Leave conversion of a maximum of 160 hours to salary must be submitted by December 20th of each year. 100% of Personal Leave hours in excess of the maximum accrual amount may be converted to banked PERS service credit in accordance with CalPERS regulations.

Employees who become subject to this Plan after July 1, 2011, must convert all accumulated Vacation Leave, Sick Leave to "Personal Leave". Those hours of Sick Leave or Vacation Leave combined in excess of 520 hours will be placed in a Sick Leave and Vacation Leave bank account

Appendix 1 - Compensation and Benefits

to be utilized by the Employee, or paid out upon separation from service as set forth herein, or converted to banked PERS service credit in accordance with CalPERS regulations. Upon separation from service, the City shall pay employee a one-time lump sum calculated on Fifty (50%) Percent of the employee’s banked unused Sick Leave and one hundred (100%) percent of the employee’s banked Vacation Leave. (For example, if an employee is compensated for 450 hours of sick leave at 50% of the value, the uncompensated 225 hours would go to PERS service credit as allowed by PERS.)

Employees will accrue Personal Leave time at the following rates:

- 1 to 2 years of city service = 256 hours
- 2 plus years to 5 years = 272 hours (10.46 hours biweekly)
- 5 plus years to 10 years = 296 hours (11.38 hours biweekly)
- 10 plus years to 20 years = 316 hours (12.15 hours biweekly)
- 20 plus years = 328 hours (12.62 hours biweekly)

After 2 plus years of city service, credit for prior public service may be included for purposes of calculating annual time subject to the City Manager approval. Prior public service shall be similar in nature to the duties being performed by the Employee for City to be eligible for this benefit.

Certifications

The City shall pay the costs associated with obtaining and maintaining special certificates that are required by the State of California, the City of Grass Valley or any governmental agency to obtain and maintain as a condition of employment.

Holidays

Employees are entitled to 12 paid holidays as listed below. Recognized Holidays shall include:

- | | |
|------------------------|----------------------------|
| New Year’s Eve | New Year’s Day |
| Presidents Day | Veterans Day |
| Martin Luther King Day | Thanksgiving Day |
| Memorial Day | The Day After Thanksgiving |
| July 4 th | Christmas Eve |
| Labor Day | Christmas Day |

A paid holiday is equivalent to eight hours, for a total of 96 hours per year. Holiday hours are accrued outside of Personal Leave, must be used within the calendar year accrued. Unused holiday hours may not be carried over into any subsequent calendar year or "cashed out."

Appendix 1 - Compensation and Benefits

Special Provisions

A. PUBLIC SAFETY ALLOWANCE

The Police Chief, and Fire Chief shall be provided a uniform and cleaning allowance. The amount of the benefit will be the same as established under Unit 6 for the Police Chief and under Unit 8 for the Fire Chief.

The Police Chief shall receive an annual stipend of \$1,000 for attending community events.

B. VEHICLE ALLOWANCE

The Police Chief, and Fire Chief shall be provided a vehicle. Other Employees may be granted a car allowance subject to the City Manager’s approval and in accordance with City adopted policies. Employees will have access to City “Pool” vehicles for conducting City business or will be eligible for mileage reimbursement for personal vehicle use when conducting City business in accordance with City adopted policies.

C. TRAINING/MEMBERSHIPS

Employees shall be entitled to training, travel, workshops, and professional memberships, for the purpose of personal growth and enrichment subject to the annual amounts budgeted each year in the respective department for this purpose. City agrees to reimburse Employee for reasonable expenses for training, travel, workshops and professional memberships which have been authorized by the City Budget and approved in advance by the City Manager. Employee must submit expense receipts, statements or personal affidavits, and audit thereof in like manner as other demands against the City.

D. PUBLIC EMPLOYEES RETIREMENT SYSTEM

All Employees will be members of the California Public Employees Retirement System as provided by the terms of the contracts between the City of Grass Valley and the California Public Employees Retirement System.

Salary Schedule

<i>Position</i>	<i>Annual Salary</i>		
	<i>Min</i>	<i>Mid</i>	<i>Max</i>
Fire Chief	\$ 152,149.54	\$ 185,317.09	\$ 228,883.20

Appendix 1 - Compensation and Benefits

Item # 10.

Police Chief	\$ 159,478.26	\$ 194,180.73	\$ 228,883.20
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**City of Grass Valley
City Council
Agenda Action Sheet**

Title: Approval of Resolution No. 26-04 Support for a Potential Bear Yuba Land Trust Purchase of Land.

CEQA: Not a project

Recommendation: That Council approve Resolution No.26-04 supporting the Bear Yuba Land Trust's potential purchase of potential open space/recreational property.

Prepared by: Timothy M. Kiser, City Manager

Council Meeting Date: 03/10/2026

Date Prepared: 03/04/2026

Agenda: Consent

Background Information: The Bear Yuba Land Trust (BYLT) has approached the City regarding a unique and time-sensitive opportunity to acquire approximately 135 acres of forested land containing streams, mature trees, and natural habitat for permanent preservation. Properties of this size and proximity to the City are rare, and acquisition would represent a significant long-term investment in open space conservation, recreational access, and wildfire resilience for the Grass Valley community.

Through discussions with BYLT staff, several shared goals have been identified for the property, including preservation of forested open space, expansion of passive recreational opportunities, and development of an interconnected trail system. The property presents a unique opportunity to expand and enhance the City's existing trail network, with the potential to create meaningful trail connections to Empire Mine State Park and other nearby recreational areas. These connections would improve public access to natural areas, promote healthy outdoor activity, and create long-term recreational benefits for residents and visitors.

In addition to its recreational and conservation value, the property offers important public safety benefits. The site could support development of a shaded fuel break between the Cedar Ridge neighborhood and the Bennett Street area, helping reduce wildfire risk approaching the City from the south. This type of strategic vegetation management can play a meaningful role in community wildfire protection. The effectiveness of this effort could potentially be expanded through future coordination with California State Parks to reduce fuel loading on adjacent Empire Mine State Park lands.

While BYLT will serve as the lead agency for acquisition, the property's location, wildfire protection value, and trail connectivity opportunities make this project of significant interest to the City. Preservation of this land would represent a lasting investment in the community's quality of life, environmental stewardship, and public safety – creating a legacy asset that future generations will benefit from and enjoy.

Staff is requesting City Council support through the attached resolution to assist BYLT in pursuing acquisition of the property. The resolution expresses the City’s intent to partner with BYLT, as appropriate, by providing support services such as grant writing assistance, in-kind services including vegetation management and mastication, and other technical or operational assistance that may be beneficial during the acquisition and early stewardship phases.

Future City financial participation, if any, would depend on grant availability or other funding sources and would be subject to separate City Council review and approval. Adoption of the resolution does not commit the City to any specific financial obligation but demonstrates the City’s support for preserving this important property and pursuing a rare opportunity to expand open space, enhance wildfire protection, and improve recreational connectivity within the community.

Council Goals/Objectives: This proposed action executes portions of the work tasks towards achieving / maintaining the Strategic Plan goal to improve the parks and trails systems.

Fiscal Impact: There is no immediate fiscal impact with this proposed action.

Funds Available: N/A

Account #: N/A

Reviewed by: City Manager

Attachments:

- Map of the property
- Resolution No. 26-04

RESOLUTION NO. 2026-04**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GRASS VALLEY SUPPORTING THE BEAR YUBA LAND TRUST IN THE ACQUISITION AND PRESERVATION OF APPROXIMATELY 135 ACRES OF FORESTED OPEN SPACE FOR TRAIL CONNECTIVITY, WILDFIRE RESILIENCE, AND NATURAL RESOURCE PROTECTION**

WHEREAS, the Bear Yuba Land Trust (BYLT) has identified an opportunity to acquire approximately 135 acres of forested property (APN's 009-630-040, 009-630-032, 009-630-024, 009-600-033, 009-600-026, 009-600-030-510, 009-600-030-520, 009-600-031-510, 009-600-031-520) located in proximity to the City of Grass Valley for the purpose of permanent preservation; and

WHEREAS, the property contains forested open space, streams, and natural habitat that would be protected for the long-term benefit of the community; and

WHEREAS, properties of this size and proximity to the City represent a rare opportunity to preserve open space while expanding recreational opportunities for residents and visitors; and

WHEREAS, acquisition of the property would support expansion of the City's trail network and provide potential trail connectivity to Empire Mine State Park and other recreational areas; and

WHEREAS, the property also provides an opportunity to improve community wildfire resilience through the potential development of a shaded fuel break between the Cedar Ridge neighborhood and the Bennett Street area; and

WHEREAS, the Bear Yuba Land Trust will serve as the lead agency in pursuing acquisition and preservation of the property; and

WHEREAS, the City of Grass Valley recognizes the public benefit of preserving open space, enhancing recreational opportunities, and supporting wildfire mitigation efforts; and

WHEREAS, the City may be able to support the project through partnership efforts including grant writing assistance, technical assistance, and in-kind services such as vegetation management and mastication; and

WHEREAS, any future financial contribution by the City would be subject to separate City Council review and approval;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Grass Valley as follows:

1. The City Council supports the Bear Yuba Land Trust’s efforts to acquire and preserve approximately 135 acres of forested property for open space protection, trail connectivity, and wildfire resilience.
2. The City Council expresses its intent to partner with the Bear Yuba Land Trust, when appropriate and beneficial, by providing support services including grant writing assistance, technical assistance, and in-kind services such as vegetation management and mastication, subject to available resources.
3. This Resolution does not commit the City to any specific financial obligation. Any future financial participation shall require separate City Council consideration and approval.

PASSED AND ADOPTED by the City Council of the City of Grass Valley this 10th day of March, 2026, by the following vote:

AYES:
 NOES:
 ABSENT:
 ABSTAINING:

 Hilary Hodge, Mayor

ATTEST: _____
 Taylor Day, City Clerk

APPROVED AS TO FORM: _____
 David Ruderman, City Attorney



City of Grass Valley City Council Agenda Action Sheet

Title: Loma Rica Open Space and Trail Adoption by Bicyclists of Nevada County

CEQA: Not a project

Recommendation: That the Council approve the proposed trail adoption by Bicyclists of Nevada County (BONC).

Prepared by: Timothy M. Kiser, City Manager

Council Meeting Date: 03/10/2026

Date Prepared: 03/04/2026

Agenda: Consent

Background Information: In November 2024, the City Council accepted approximately 176 acres of the Loma Rica Ranch property, located east of Brunswick Road and on both sides of Idaho Maryland Road. This property contains significant natural resources, including forested landscapes, wildlife habitat, and scenic open space that provide valuable environmental and recreational opportunities for the Grass Valley community. The preservation of this property reflects the City’s ongoing commitment to protecting open space while providing responsible public access for outdoor recreation.

In January 2012, the City of Grass Valley established the Adopt-A-Park/Trail/Median Program. The purpose of this program is to support the preservation, maintenance, and stewardship of the City’s green spaces, including parks, trails, and landscaped medians. One of the most important ways to ensure these spaces remain safe, attractive, and accessible to the public is through ongoing maintenance and community involvement. The program provides an opportunity for community groups, organizations, and volunteers to partner with the City to help care for these important public assets.

Recently, Bicyclists of Nevada County (BONC), a long-standing local nonprofit organization dedicated to promoting safe and responsible cycling and trail stewardship, approached the City with interest in adopting and maintaining several trails within the Loma Rica Open Space area (see attached map). Through participation in the Adopt-A-Park/Trail/Median Program, BONC proposes to assist the City with maintaining and improving existing trails, installing appropriate wayfinding signage, and helping enhance the overall recreational experience for residents and visitors who enjoy walking, hiking, and bicycling in the area.

Under the program, BONC would work closely with City staff on any trail improvements, maintenance activities, or signage installations to ensure they are consistent with City standards and environmental protections. The organization has also expressed a strong interest in assisting with periodic cleanup efforts along the trails to help protect the natural environment and maintain the ecological value of the open space.

As part of their proposal, BONC has expressed a desire to name one of the trails in memory of their friend and fellow local cyclist, Shawn Hall, who recently passed away. Shawn was a passionate advocate for outdoor recreation, trail access, and responsible cycling throughout Nevada County. Naming a trail in his honor would recognize his contributions to the cycling community.

Naming the trail(s) may also provide an opportunity to generate community support and potential funding for signage, materials, and ongoing maintenance efforts led by BONC to enhance and care for the trail system. Any proposed trail names or signage installations would be reviewed and approved by Public Works staff to ensure that the size, design, placement, and wording are consistent with the City's Adopt-A-Park/Trail/Median Program guidelines and established City standards.

Although participation in the Adopt-A-Park/Trail/Median Program does not require formal City Council approval, staff felt it was appropriate to bring this opportunity forward to highlight the program and the positive community partnership being developed with BONC. Their involvement represents a valuable collaboration that will help the City maintain and enhance the recently acquired Loma Rica Ranch open space while expanding recreational opportunities for the public.

Council Goals/Objectives: This proposed action executes portions of the work tasks towards achieving / maintaining the Strategic Plan goal to improve the parks and trails systems.

Fiscal Impact: There is no immediate fiscal impact with this proposed action.

Funds Available: N/A

Account #: N/A

Reviewed by: City Manager

Attachments:

- Map of the property

Map of Proposed Property



 BONC Proposed Trail adoption area.



City of Grass Valley City Council Agenda Action Sheet

Title: Centreville Bike Park Project- Authorization to Award Contract

CEQA: Categorically Exempt - Section 15332 “In-Fill Development Projects”

Recommendation: That Council 1) award a Design Build contract for the Centreville Bike Park Project to Dynamic Trades, Inc., 2) authorize the Mayor to execute the contract, subject to legal review and, 3) authorize the City Engineer to approve construction change orders of up to 10% of the contract amount.

Prepared by: Zac Quentmeyer

Council Meeting Date: March 10, 2026

Date Prepared: March 4, 2026

Agenda: Consent

Background Information: On February 11, 2026, the City released a Request for Proposals (RFP) for Design-Build services for the Centreville Bike Park Project. The Project includes the design and construction of a new asphalt bike pump track and associated site amenities.

By the proposal deadline, four firms submitted proposals. A panel of three evaluators reviewed and ranked the proposals in accordance with evaluation criteria established in the RFP, which included:

- Proposer team qualifications
- Technical approach
- Proposed project schedule.

Based on evaluators’ scoring, Dynamic Trades, Inc. was identified as the top-ranking firm and the proposer offering the best overall value to the City.

Although the RFP primarily requested proposals for construction of the pump track, several firms submitted optional enhancements to the scope of work. Dynamic Trades, Inc. proposed an alternative that includes construction of the project parking lot with lighting and a restroom facility. Incorporating these supporting features concurrently with the bike park construction presents a cost-effective opportunity and enhances overall site functionality

Staff recommends that Council award a Design Build contract to Dynamic Trades, Inc., in the amount of \$1,402,575.22 and authorize the City Engineer to approve construction change orders of up to 10% of the contract amount.



GRASS VALLEY
A PLACE TO LIVE AND THRIVE

CENTERVILLE BIKE PARK PROJECT

PROJECT NO.24-08

PREPARED BY



DYNAMIC
TRADES, INC.



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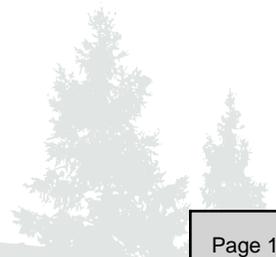
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Section 1 Experience & Qualifications

Proposal Transmittal Letter

ATTN:

Grass Valley City Hall - Zac Quentmeyer
City of Grass Valley, Engineering Division
125 East Main Street, Grass Valley, CA 96945

Dear Zac, Bjorn and the City of Grass Valley;

Dynamic Trades Inc. has completely reviewed, understands and agrees to be bound by the requirements of the Request for Proposals and Qualifications for Design-Build Services for the Centerville Bike Park Project NO.24-08 signed by Bjorn P. Jones (PE, City Engineer) on 2/11/2026. We also acknowledge Addendums NO. 1 and NO. 2 issued via the City of Grass Valley website.

The following documents outline our comprehensive response and proposal to Design and Build the Centerville Bike Park Phase 1 from start to finish as outlined in the RFP documents.

As President at Dynamic Trades, I Noah Price have full and complete trust that we have the best team assembled to build the best bike park that will serve our community with excellence in both the design and construction as well as the long lasting finished product. As a complete and unified team we are honored and excited for this opportunity further the mission of the City of Grass Valley.

We respectfully submit our proposal,

Signature: _____

Date: 02/25/2026

Noah Price, President

(208) 304-2762

nprice@dynamictrades.com



Project Team Profile

Our proposed project team is a well rounded group of individuals with a clear understanding of their role through all phases of this project. Each member of our team brings to the table, a certain set of skills that compliment each other, and a mindset that we are all working toward the same goal of going above and beyond to ensure this project is a success.

Noah Price - Project Manager

Noah will be the central point of contact for all parties and will be the team leader. Noah has enjoyed a career in construction since high school. Starting in custom homes, Noah fell in love with craftsmanship and building beautiful projects. After many years in residential construction Noah became a commercial construction superintendent for Dynamic Trades and then moved forward to become a Project Manager. He now sits on the Board and is President of Dynamic Trades. He has a proven track record of maintaining on-schedule completions of each project while monitoring the quality of craftsmanship of our Subcontractors. By establishing close working relationships with both our project management team and clients, he has become respected nationwide for his commitment to exceeding the expectations of both quality of work and time management on each project.

John Mostead - Senior Estimator

As senior estimator, John is highly skilled at compiling resources to provide accurate, hard cost estimates. His knowledge of the construction process allows him to define scopes of work and to identify potential for value engineering. John is also proficient in helping to ensure that our client's projects are operating on schedule while monitoring the needs of both the Subcontractors and Superintendents.

Andrew Hoang - Project Engineer

As Project Engineer, Andrew plays a vital role in the success of the estimating department, coordinating subcontractor participation, and assisting estimators during both design and construction. Key roles include coordinating bids, RFI's, and assisting estimators in passing the project to the active project team.



Alicia Fiack - Project Coordinator

Responsible for overseeing and managing the logistical and administrative aspects of construction projects from start to finish. Key duties for Alicia include managing project submittals, scheduling, material, RFIs, subcontracts, and maintaining project documentation. She actively assists the superintendent and project manager on a daily basis with project needs.

Owen Swinney - Superintendent

Owen has been in the Construction Industry for the majority of his life. He has a take-on all attitude and is a solution oriented individual. He started his career in residential and transitioned into commercial for the past 5 years. Owen has worked on breweries, mental healthcare facilities and several other projects for Dynamic Trades. Owen provides daily onsite leadership, coordination and schedule for sub trade work as well and inspections from 3rd partied and local AHJs.

Michelle Smith - Project Accountant

Supports the project management team in the financial administration of the projects. Responsible for managing contract documentation, invoicing, and change order processes to ensure accuracy, compliance, and timely execution.



Key Project Staff

While DTI provides a complete project team to manage and ensure the project runs smoothly, we have intentionally selected key partners to that bring specific professional experience to the table, ensuring project success and top quality craftsmanship. See below for an introduction to our key subcontractors.



H Tracks USA

San Diego, CA DIR#2000016904

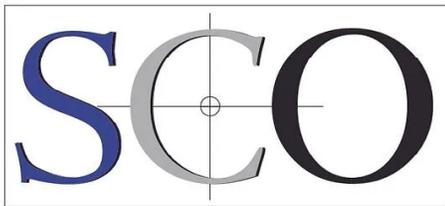
H Tracks is an international pump track builder/designer. They have built over 150 pump tracks in Europe alone. H Tracks prides themselves on quality, professional grade tracks for communities to enjoy.

Project Manager: Brin Belknap

Project Superintendant: Mike Saavedra

Design Manager: Benoit Blondet

Engineer of record: Benoit Blondet



PLANNING • ENGINEERING • SURVEYING

SCO Planning & Engineering, Inc.

Grass Valley, CA

SCO offers expert planning, engineering, and surveying solutions for Sierra Foothills and mountain regions for clients including residents, utility companies, regulatory agencies and District Staff.

Design Manager: Martin Wood

Director of Civil Engineering: Jason Barnum



Hansen Bros. Enterprises

Grass Valley, CA DIR#1000000150

HBE is a residential and commercial turn key site developer for Nevada County and surrounding areas. Locally based in Grass Valley, HBE has the ability to predict challenges that may arise during the initial build.

Project Superintendant: John Schies

Construction Project Manager: Jeff Hansen



GRASS VALLEY
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DYNAMIC
TRADES, INC.

Item # 13.



Weiss Landscaping

Nevada City, CA DIR#1000010284

Weiss Landscaping encompasses Residential Landscape Construction, Commercial Landscape Construction, and Commercial Landscape Maintenance to meet client needs in Nevada County, Placer County, Yuba County, and the Sierras. From Landscape & Irrigation Design/ Installation to value engineering, Weiss Landscaping is familiar with the land for a successful project.

Project Superintendent: Eric Martin

Construction Project Manager: Bob Zucca



Modus Manufacturing

Rough and Ready, CA DIR#2000003002

Modus Manufacturing specializes in design/engineering, custom manufacturing and miscellaneous & structural steel installation for commercial and public works in Placer/Nevada County and surrounding areas.

Construction Project Manager: Riley Nelson

Engineer of record: Brandon Smith



Experience & Reference Projects

Dynamic Trades, Inc.

The Learning Experience, Sacramento, CA

Contract Total: \$3,522,332.00

Completion: 3/25/2023

Reference: Mikol Maitland, 530-302-7075

Full site development and construction of a 10,000sf daycare facility including 6,000sf playground and sports field.

Tower Theater Historical Renovation, Roseville, CA

Contract Total: \$916,044.00

Completion: 10/11/2025

Reference: Dave Billington, 517-607-2451

Full design build implemented on a historical building to preserve the integrity of the original construction means and methods.

Sugar Bowl Sporthaus Renovation

Contract Total: \$1,512,221.00

Completion: 11/14/2025

Reference: Chris Parker, 530-426-6705

Remodel and Interior renovation due to Fire Damage at the Sporthaus Gym and Spa at the Sugar Bowl residences. This was a very fast paced project requiring close communication with client and designers, with scope often being revised regularly.

SCO Planning & Engineering, Inc.

Loma Rica Ranch, Grass Valley, CA

Thomas Baldacci, 925-328-1000

Planning, surveying and civil design of the Loma Rica Ranch Planned Development for 234 single family homes and duplexes. This project included extensive infrastructure, roadway design, signalized intersection, paved trail network and creek crossing bridges in the Grass Valley community.

Coldstream Planned Development & Affordable Housing, Truckee, CA

Provided civil engineering, planning, surveying, and entitlement work for approval of the APA award winning Coldstream Planned Development Specific Plan. Following planning



approval, SCO has been instrumental in design and success of the phases 1, 2, & 3 improvements composed of utilities (water, sewer, storm drain, dry-utilities coordination) and roadway infrastructure to support mixed use, residential and affordable housing in a clustered design setting. This project includes approximately 1 mile of Class 1 Bike Trails and creek crossing bridge.

Hansen Bros. Enterprises

Loma Rica Ranch, Grass Valley, CA

Thomas Baldacci, 925-328-1000

Implementation of site work, clearing, mass grading, underground utilities and paving.

City of Grass Valley Street Rehab, Grass Valley, CA

Bjorn Jones, 530-274-4353

Rebuild city street, including relocating of underground, replace curb, gutter, sidewalk improve and repave

Weiss Landscaping

Loma Rica Ranch, Grass Valley, CA

Thomas Baldacci, 925-328-1000

Implemented large scape installation of irrigation and plant materials with extensive use of Northern California native and drought tolerant plant species.

Modus Manufacturing

Loma Rica Ranch, Grass Valley, CA

Bob Zucca, 530-913-3205

Manufactured and installed the shade structure a the Loma Rica Ranch Development.

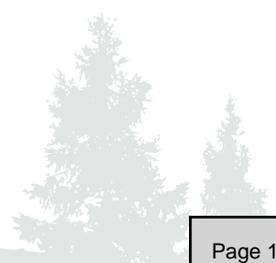
City of Lathrop Park Improvements, Lathrop CA

Mike Malarae, 209-570-5209

Fabricated and installed 300' of new hand railings, site features and fencing in a public park in Lathrop California.

H Tracks USA

- Built over 150 pump tracks internationally.
- See Exhibit D for complete list of project experience.





Section 2

Technical Approach

Problem Statement

The Centerville Bike Park Project represents a transformative opportunity for the City of Grass Valley to create a world-class, multi-use recreational facility that serves riders of all ages and skill levels while integrating seamlessly into the surrounding park environment. Our Design-Build team is committed to delivering a safe, durable, and aesthetically harmonious bike park that becomes a signature community destination, promoting physical fitness, outdoor recreation, and skill development.

Our approach leverages the full advantages of the Design-Build delivery method, providing a single point of responsibility for design, permitting, construction, and closeout. This integrated approach ensures streamlined communication, accelerated project delivery, cost certainty, and superior constructibility. From the earliest design concept through final construction and operations training, our team will maintain a collaborative, transparent relationship with the City representatives, stakeholders, and the community.

Community engagement is a central component of our approach. Through public meetings, interactive feedback tools, and coordination with City staff, we will ensure the bike park meets the needs of local users, reflects community values, and generates broad public support. In addition, our team will provide comprehensive project management, construction oversight, quality assurance, and documentation, including As-Built drawings and operations manuals, ensuring a seamless transition to City operations.

Our solution addresses key project challenges including balancing aesthetic and functional design, managing environmental sensitivity, and ensuring multi-user safety through innovative design strategies, careful material selection, and proven construction practices with trusted subcontractors. The resulting facility will not only meet the City's immediate recreational needs but also serve as a lasting legacy for the Grass Valley community, offering a signature experience that encourages active lifestyles, skill development, and inclusive outdoor recreation.



Our Design-Build team brings the expertise, experience, and vision necessary to deliver a high-quality, sustainable, and community-focused bike park that will become a valued and enduring amenity for Grass Valley residents and visitors.

Key Project Challenges

The Design-Build Team recognizes several potential challenges that must be diligently addressed:

- **Balancing Durability with Aesthetic Integration:** The facility must offer high-performance riding surfaces while blending into the natural surroundings.
- **Environmental Sensitivity and Drainage:** Proper water management is essential to avoid track degradation, sediment accumulation, and maintenance issues.
- **Multi-User Safety:** Designing for riders of varied ages and abilities requires thoughtful separation of flows, predictable lines, visibility, and risk mitigation.
- **Budget Management:** Delivering a signature community amenity within the contract GMP requires efficient design, material selection, schedule control and creative collaboration between all stakeholders
- **Community Expectations:** Incorporating public input while maintaining project feasibility, schedule, and design integrity.
- **Year-Round Durability:** Ensuring materials, slopes, and surface transitions withstand seasonal conditions and intensive use.



Scope of Work

Dynamic Trades Inc. Acknowledges Addendum NO. 1 issued for this RFP, limiting the SOW to the asphalt pump track area and asphalt path immediately surrounding the track. Below this, you will find the Phase 1 Scope of Work capturing the addendum.

Following the Phase 1 Scope of Work, Dynamic Trades proposes a complete project. Dynamic Trades believes it is in the City of Grass Valley's best interest to complete the project as outlined in our add alternate. This will create better value in construction and will more efficiently utilize design and planning resources.

In our sealed proposal, you will find a Schedule of Values that aligns with the limited Phase 1 Scope of Work per Addendum NO. 1 as well as the DTI proposed add alternate for a complete project.

Phase 1 Scope of work

Division 01 - General Requirements

Architectural and Engineering Services

Civil Design

- Provide Civil design drawings which incorporate the following:
 - Topographic survey utilizing record maps, deeds and base map previously prepared by SCO.
 - Includes a Biological Resources Assessment Technical Report and preparation of the records search/Cultural Sensitivity Report.
- Schematic Design Drawings (30% set)
 - Identify existing utilities, wet and dry utility service connections with local municipality, preliminary grading design and coordination with the design team and City of Grass Valley.
 - Coordinate with overall design team to create and draft "overall schematic site plan" to include bike track, perimeter 6 ft. wide asphalt trail.
 - Coordinate with Design Team and City of Grass Valley to get feedback, input and indicate options based upon layout. Revise concept plans as necessary.
 - Prepare preliminary quantities of civil engineering/site components.
- Design Development Drawings (90% set)



- Incorporation of design comments from the design team, City of Grass Valley and agency review comments.
- Review and incorporate design team comments, City of Grass Valley comments and agency review comments.
- Expand civil schematic site plan to full civil design set including (cover sheet, construction notes, demo/topographic, water pollution prevention plan, overall grading and drainage plan, blow-ups and construction details.
- Refine Grading & Drainage Plan and coordinate with design team. Grading to have detailed finish grade contours, spot elevations and earthwork quantities. Special attention will be given to minimizing slopes, prevention of erosion and ease of constructibility, access and overall aesthetics of the completed project.
- Incorporate recommendations/notes from Geotechnical report, if available.
- Coordinate with design team for ideal access and movements of pedestrians and bicyclists to restrooms, bridge crossing and the bike track, taking consideration of future phases for ease of future expansion and completion of the park.
- Prepare Drainage Report of the site with both pre-post analysis for mitigating the required storm events and water quality in conformance with City of Grass Valley MS-4 drainage treatment requirements.
- Refine stormwater treatment areas to meet requirements, ease of maintenance, efficiency and long-term resilience of the facilities.
- Submit to Nevada Irrigation District and City of Grass Valley as necessary for respective review of proposed civil drawings.
- Construction Drawings (100% Set)
 - Further refine 90% set with additional blow-ups or detailed grading, or drainage areas.
 - Address and integrate City of Grass Valley, NID and design team comments into overall Civil Set. Resubmit and process through to approval/permit issuance.
 - Final coordination with design team for finalization of construction civil set.
 - Coordinate the preparation of Storm Water Pollution Prevention Plan (SWPPP) to obtain a WDID # from State Regional Water Quality Control Board. Refine Water Pollution Prevention plan to match final drawings to be included in SWPPP document.

Testing and Inspecting Services

- Provide special inspections for compaction rates for earthwork operations.



Quality Requirements

- Provision of temporary water meter to provide temporary for dust mitigation and construction means and methods.
- Provide generators and fuel for temporary power for the duration of the project.

Temporary Fencing

- Provide and install temporary screened fencing to secure the site during the course of construction.

Sanitary Facilities

- Provide temporary sanitation facilities for the duration of the project.

Construction Waste Management & Disposal

- Dumpster and disposal for construction debris throughout duration of project.

Performance Requirements

- Provide equipment to maneuver and locate project specific material and accessories.

Division 02 - Existing Conditions

Surveying

- Provide construction staking for two vertical benchmark locations, for key grade break and angle points for the perimeter trail surrounding the bike track.

Division 13 - Special Construction

Athletic and Recreational Special Construction

- Provide design and construction of a 8,180 SF asphalt riding surface pump track comparable to Section 4 Exhibit D attached below.
- Provide and install geotextile fabric between native soils and aggregate base for stabilization.
- Provide and install compacted aggregate base for all elevation changes in the pump track.
- Provide and install 3” asphalt layer for the 8,180 SF rideable surface.
- Provide and install 8,000 SF of hydroseeding with a seed mixed suited for the local climate over all embankment areas.

Division 31 - Earthwork

Grading

- Provide labor and equipment for clearing and grubbing
- Provide labor and equipment to import engineered fill for the pump track.



- Provide labor and equipment for rough grading of the pump track.
- Provide labor and equipment for finish grading of the pump track and 6' pathway surrounding the pump track.

Erosion and Sedimentation Controls

- Provide and install straw wattles and silt fencing as needed per developed Water Pollution Control Plan by the civil engineer.
- This proposal does not include a SWPPP plan since this project is under the threshold of disturbing more than 1 acre of land.

Division 32 - Exterior Improvements

Asphalt Paving

- Provide and install 2" of HMA pavement over 6" of class II aggregate base for the proposed 6' pathway surrounding the pump track.

Site Furnishings

- Provide and install 3 park benches at the pump track location that match the current design of the benches installed at the adjacent Loma Rica property.
- Provide and install 3 waste receptacles that are vandal resistant.

Irrigation

- Provide and install irrigation sleeving as needed for irrigation within the limits of construction set by Section 4 Exhibit C.
- Provide and install irrigation sleeving stub ups for continuation by others for phase 2 of the project.
- Provide and install 500 LF of mainline irrigation piping.
 - Mainline piping will connect to existing 1-1/4" irrigation line previously stubbed up from adjacent Loma Rica Park Development.
- Provide and install 2,550 LF of lateral irrigation line.
- Provide and install 625 LF of irrigation wire.
 - Irrigation wire will connect to existing 3/4" conduit with control wire stubbed up from adjacent Loma Rica Park Development.
- Provide and install 5 irrigation valves.
- Provide and install 1 quick connects.



Planting

- Provide and install (15) 15 gallon trees.
- Provide and install (53) 5 gallon shrubs.
- Provide and install (89) 1 gallon plants.
- Provide and install 8,000 SF of hydro seeding for the pump track embankments denoted above.
- Provide and install 100 yards of native bark mulch.

Exclusions

- Permits and plan check fees.
- Testing, handling, or removal of hazardous materials.
- Special or extended warranties that cannot be provided by supplier, manufacturer, and subcontractor.
- Builders' Risk Insurance.
- Any development or city impact fees.
- Utility company meters, permits and fees.
- Onsite security.
- Hard rock digging or removal of boulders etc.
- Provision of a geotechnical report for civil improvements.
- Retention ponds, infiltration basins and underground drainage chambers.
- Dewatering and moisture conditioning after inclement weather.
- Any work outside of the limits of work set fourth per Section 4 Exhibit C.
- Modifications to the existing bridge or existing asphalt path that are on property.
- Provision of a bid bond.

DTI Proposed Scope of Work

Division 01 - General Requirements

Architectural and Engineering Services

Civil Design

- Provide Civil design drawings which incorporate the following:
 - Topographic survey utilizing record maps, deeds and base map previously prepared by SCO.
 - Includes a Biological Resources Assessment Technical Report and preparation of the records search/Cultural Sensitivity Report.
- Schematic Design Drawings (30% set)



- Identify existing utilities, wet and dry utility service connections with local municipality, preliminary grading design and coordination with the design team and City of Grass Valley.
- Identify existing utilities (P.G.&E. and N.I.D.) to potentially service the site.
- Layout and design connection for water service from NID to service the restroom, drinking fountain and landscape facilities onsite.
- Coordinate with project landscape architect to identify appropriate backflow device and point of connection.
- Coordinate with overall design team to create and draft “overall schematic site plan” to include bike track, perimeter 6 ft. wide asphalt trail, parking lot, restrooms and driveway approach/connection to Centerville Road.
- Confirm striping for ADA, standard, or compact stalls. Identify signage locations.
- Identify curb, parking blocks, dike and drainage conveyance hardscape and different surfacing types. Identify Path of travel from ADA spaces to the buildings, trailheads.
- Perform preliminary grading design to identify key slope criteria for access and walkways, finish floor elevations, necessary clearing limits, identify drainage treatment and water quality areas and approximate sizing for schematic purposes.
- Identify main utilities, their connection points and routing to service the project: Water, Sewage Disposal, Electric.
- Coordinate with Design Team and City of Grass Valley to get feedback, input and indicate options based upon layout. Revise concept plans as necessary.
- Prepare preliminary quantities of civil engineering/site components.
- Design Development Drawings (90% set)
 - Incorporation of design comments from the design team, City of Grass Valley and agency review comments.
 - Review and incorporate design team comments, City of Grass Valley comments and agency review comments.
 - Expand civil schematic site plan to full civil design set including (cover sheet, construction notes, demo/topographic, water pollution prevention plan, overall grading and drainage plan, overall utilities plan, blow-ups and construction details.
 - Refine Grading & Drainage Plan and coordinate with design team. Grading to have detailed finish grade contours, spot elevations and earthwork quantities. Special attention will be given to minimizing slopes, prevention of erosion and ease of constructibility, access and overall aesthetics of the completed project.
 - Incorporate recommendations/notes from Geotechnical report, if available.



- Coordinate with design team for ideal access and movements of pedestrians and bicyclists to restrooms, bridge crossing and the bike track, taking consideration of future phases for ease of future expansion and completion of the park.
- Prepare Drainage Report of the site with both pre-post analysis for mitigating the required storm events and water quality in conformance with City of Grass Valley MS-4 drainage treatment requirements.
- Refine stormwater treatment areas to meet requirements, ease of maintenance, efficiency and long-term resilience of the facilities.
- Detail connection to NID water main in Centerville Road and design installation of water service for both restroom and landscape facilities. Coordinate with landscape consultant for backflow prevention device location.
- Submit to Nevada Irrigation District, City of Grass Valley and P.G.&E. as necessary for respective review of proposed civil drawings.
- Construction Drawings (100% Set)
 - Further refine 90% set with additional blow-ups of ADA, or detailed grading, or drainage areas.
 - Address and integrate City of Grass Valley, NID and design team comments into overall Civil Set. Resubmit and process through to approval/permit issuance.
 - Final coordination with design team for finalization of construction civil set.
 - Coordinate the preparation of Storm Water Pollution Prevention Plan (SWPPP) to obtain a WDID # from State Regional Water Quality Control Board. Refine Water Pollution Prevention plan to match final drawings to be included in SWPPP document.

Structural Design

- Full structural plans, details, and calculations for permit submittal which include:
 - Foundation drawings to support new loading.
 - Design of CMU walls including required structural detailing of connections and anchorage.
 - Design of structural roof assembly.
 - Response to all plan checker comments and corrections to plans and/or calculations.

Electrical and Plumbing Design

- Electrical/lighting design suitable for permitting, including photometrics, outdoor lighting design, and power/lighting to restrooms.
- Plumbing design for the restrooms, suitable for permitting.
- Title 24 Energy Calculations and Reports as required for the project.
- Response to all plan checker comments and corrections to plans and/or calculations.



Testing and Inspecting Services

- Provide special inspection for tensile strength of the restroom foundation.
- Provide special inspection for grout filling of CMU walls.
- Provide special inspection for welding of structural steel and roof decking.
- Provide special inspections for compaction rates for earthwork operations.

Quality Requirements

- Provision of temporary water meter to provide temporary for dust mitigation and construction means and methods.
- Provide generators and fuel for temporary power for the duration of the project.

Temporary Fencing

- Provide and install temporary screened fencing to secure the site during the course of construction.

Sanitary Facilities

- Provide temporary sanitation facilities for the duration of the project.

Construction Waste Management & Disposal

- Dumpster and disposal for construction debris throughout duration of project.

Performance Requirements

- Provide equipment to maneuver and locate project specific material and accessories.

Division 02 - Existing Conditions

Surveying

- Provide construction staking for two vertical benchmark locations, for key grade break and angle points for the parking lot improvements, proposed restroom facility structure, perimeter trail surrounding the bike track and for the ramp and ADA access to the restroom facility structure.

Division 03 - Concrete

Structural Concrete

- Provide and install 6” slab on grade with perimeter footings to support the load of the CMU restroom facility structure.



Division 04 - Masonry

Concrete Unit Masonry

- Provide and install 8x8x16 split faced CMU construction up to 7'-4" AFF for the perimeter walls of the restroom facility structure.
- CMU construction will be grout filled and reinforced with rebar as calculated per structural drawings.

Division 05 - Metals

Structural Steel Framing

- Provide and install a structural roof assembly for the restrooms with the following:
 - Structural steel tubing to frame a gable style roof system with a 4/12 pitch.
 - Intermediate support spans to support the 26 Gauge standing seam metal roof panels.
 - Fascia will be from 16 Gauge galvanized steel.
 - Vents will be fabricated from 3/16" stainless steel steel woven wire mesh.

Division 08 - Openings

Doors and Frames

- Provide and install 3 welded door frames with exterior hollow metal doors.
- Provide locking hardware with door closer.

Division 09 - Finishes

Painting

- Provide 1 coat of primer and 2 coats of exterior finish paint for the three new doors.
- Provide 1 coat of primer and 2 coats of anti graffiti paint on the interior of the restrooms.

Division 10 - Specialties

Signage

- Provide and install ADA compliant signage for the restrooms.
- Provide and install signage for facility rules, safety information for the pump track.

Toilet, Bath and Laundry Accessories

- Provide and install three grab bars, one mirror, one manual paper towel dispenser, one dual roll toilet tissue dispenser and one baby changing station in each single stall restroom. Two restrooms in total.



Division 13 - Special Construction

Athletic and Recreational Special Construction

- Provide design and construction of a 8,180 SF asphalt riding surface pump track comparable to Section 4 Exhibit D attached below.
- Provide and install geotextile fabric between native soils and aggregate base for stabilization.
- Provide and install compacted aggregate base for all elevation changes in the pump track.
- Provide and install 3” asphalt layer for the 8,180 SF rideable surface.
- Provide and install 8,000 SF of hydroseeding with a seed mixed suited for the local climate over all embankment areas.
- Provide and install of the structural Wall Ride Module consisting of a galvanized and powder coated steel frame with micro perforated metal riding surface.
 - The Wall Ride will be installed as an elevated feature on the berm section.

Division 22 - Plumbing

Common Work Results for Plumbing

- Provide and install the following for a complete restroom facility:
 - Two steel wall mounted water closets with cold water service piping.
 - Two steel wall mounted lavatories with hot and cold water service piping.
 - Two floor drains with trap primers.
 - One high/lo drinking fountain section in the alcove between restrooms.
 - One steel utility sink in the utility room.
 - One 10 gallon electric water heater to provide hot water to the lavatories and utility sink.
 - All hot, cold and sewer piping will be surface mounted in the utility room as applicable for servicing purposes.

Division 26 - Electrical

Common Work Results for Electrical

- Provide and install the following:
 - Electrical Service
 - Installation of a new 200A meter–main on the restroom building.
 - Grounding, bonding, labeling, and terminations per code.
 - Restroom Interior Lighting
 - (1) LED fixture and control in men's restroom.
 - (1) LED fixture and control in women's restroom.
 - Exterior Building Lighting



- Installation of approximately 3–4 wall-mounted LED fixtures around the restroom structure.
- Water Heater Circuit
 - Dedicated 30–40A circuit to the water heater.
- Parking Lot Lighting System
 - Installation of a timer-controlled circuit feeding five (5) pole lights in the parking area.
 - Trenching from restroom building to pole locations (~150').
 - Construction of five (5) concrete pole bases including excavation, rebar/bolt cages, conduit stubs, forming, and concrete.
 - Setting of five (5) steel poles with LED heads, wiring, terminations, and commissioning.

Division 31 - Earthwork

Grading

- Provide labor and equipment for clearing and grubbing
- Provide labor and equipment to import engineered fill for the parking lot and pump track.
- Provide labor and equipment for rough grading of the parking lot and pump track.
- Provide labor and equipment for finish grading of the 10' asphalt pathway connecting to the existing bridge, parking lot, pump track and 6' pathway surrounding the pump track.

Erosion and Sedimentation Controls

- Provide and install straw wattles and silt fencing as needed per developed Water Pollution Control Plan by the civil engineer.
- This proposal does not include a SWPPP plan since this project is under the threshold of disturbing more than 1 acre of land.

Division 32 - Exterior Improvements

Asphalt Paving

- Provide and install 3" of HMA pavement over 6" of class II aggregate base for the proposed parking lot.
 - Parking lot HMA asphalt will connect directly with the Centerville Road asphalt road system.
 - The transition area for the adjoining pavement sections will be saw cut to ensure a smooth transitions between existing and new HMA paving.
- Provide and install 2" of HMA pavement over 6" of class II aggregate base for the proposed 6' pathway surrounding the pump track.



- Provide and install 2” of HMA pavement over 6” of class II aggregate base for the proposed 10’ pathway from walkway entrance south of the parking lot to the existing bridge.

Site Concrete

- Provide and install 310 SF of concrete sidewalk from the parking lot to the new restroom location.
- Concrete sidewalk will be 4” PCC with wire mesh reinforcement.
- No curbing for the parking lot is included in this proposal.

Paving Specialties

- Provide and install parking lot striping for 2 ADA stalls and approximately 20 standard parking stalls.
- Provide and install wheel stops for all parking stalls.
- Provide and install parking stall signage for ADA stalls.

Site Furnishings

- Provide and install 3 park benches at the pump track location that match the current design of the benches installed at the adjacent Loma Rica property.
- Provide and install 3 waste receptacles that are vandal resistant.

Irrigation

- Provide and install irrigation sleeving as needed for irrigation within the limits of construction set by Section 4 Exhibit C.
- Provide and install irrigation sleeving stub ups for continuation by others for phase 2 of the project.
- Provide and install 600 LF of mainline irrigation piping.
 - Mainline piping will connect to existing 1-1/4” irrigation line previously stubbed up from adjacent Loma Rica Park Development.
- Provide and install 3,000 LF of lateral irrigation line.
- Provide and install 750 LF of irrigation wire.
 - Irrigation wire will connect to existing 3/4” conduit with control wire stubbed up from adjacent Loma Rica Park Development.
- Provide and install 6 irrigation valves.
- Provide and install 2 quick connects.
- Provide and install irrigation controller, if needed, to service phase 2 continuation from new NID water service provided by others.



Planting

- Provide and install (22) 15 gallon trees.
- Provide and install (53) 5 gallon shrubs.
- Provide and install (110) 1 gallon plants.
- Provide and install 11,840 SF of hydro seeding for the pump track embankments denoted above.
- Provide and install 140 yards of native bark mulch.

Division 33 - Utilities

Water Utilities

- Provide and install 125 LF of 1” water service from the water meter (water meter provided by NID).

Sanitary Sewage Utilities

- Provide and install 150 LF of 4” sewer service to existing manhole with an inside drop.

Strom Drainage Utilities

- Provide and install 400 LF of 12” HDPE storm drain piping.
- Provide and install 4 drain inlets.

Exclusions

- Permits and plan check fees.
- Testing, handling, or removal of hazardous materials.
- Special or extended warranties that cannot be provided by supplier, manufacturer, and subcontractor.
- Builders’ Risk Insurance.
- Any development or city impact fees.
- Utility company meters, permits and fees.
- Onsite security.
- Hard rock digging or removal of boulders etc.
- Provision of a geotechnical report for civil improvements.
- Retention ponds, infiltration basins and underground drainage chambers.
- Dewatering and moisture conditioning after inclement weather.
- Any work outside of the limits of work set fourth per Section 4 Exhibit C.
- Modifications to the existing bridge or existing asphalt path that are on property.
- Provision of a bid bond.



Project Management & Partnering

Dynamic Trades, Inc. – General Contractor

Our project management approach for the City of Grass Valley Bike Park Project is centered on clear communication, proactive coordination, and a collaborative partnering philosophy that aligns with the City’s expectations. We understand that this project requires not only technical expertise, but a contractor capable of working seamlessly with City staff to deliver a community asset that is safe, durable, and thoughtfully designed.

Project Management Approach

Our Project Manager, Noah Price, will oversee all project phases—scope management, scheduling, budgeting, submittals, and daily administration. Noah will serve as the primary point of contact for the City, ensuring consistent communication and alignment throughout the life of the project.

A key responsibility of our management team is facilitating the development of final designs in partnership with the City. We will incorporate City input, secure approvals, and ensure that all design decisions support constructibility, safety, and the long-term success of the bike park.

Team Assembly & Partnering Philosophy

The City has emphasized the importance of selecting a contractor who is both highly capable and compatible. Our team structure reflects this priority.

Key Personnel:

- Noah Price – Project Manager
- John Mostead – Sr. Estimator
- Alicia Fiack – Project Coordinator
- Owen Swinney – Project Superintendent

Subcontractors:

- SCO Planning & Engineering, Inc. – Engineering & Surveying
- Hansen Bros. Enterprises – Sitework (Earthwork, Concrete, Asphalt)
- H Tracks USA – Pump Track Designer/Builder
- Weiss Landscaping – Landscaping Contractor
- Modus Manufacturing – Steel Fabrication



To cultivate a strong partnering environment, we will:

- Conduct regular partnering and alignment meetings
- Establish transparent communication channels
- Share schedule, cost, and procurement updates openly
- Encourage joint problem-solving and responsiveness
- Maintain a unified commitment to safety, quality, and project goals

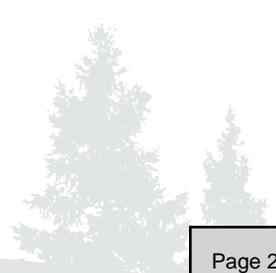
Our firm is built on the belief that great projects are delivered through strong relationships—and we will carry that same ethos into our work with the City of Grass Valley.

City Collaboration & Involvement

City participation is essential to project success. We will collaborate with City staff throughout:

- Design and design refinement
- Construction planning and sequencing
- Active construction activities
- Testing, inspection, and commissioning

We will provide routine progress reports, milestone reviews, and construction updates, ensuring the City has meaningful input and full visibility from start through completion. While relational communication and reporting will be at the center of our approach to the project DTI while also utilize construction software such as Smartsheets and Procore to maintain accuracy, organization and access to all project information.





Project Approach

Dynamic Trades Inc. is committed to delivering a collaborative, transparent, and technically sound design-build process that brings the City’s vision to life while ensuring constructibility, long-term performance, and public safety. We believe that our highly experienced local partners—including SCO (Planner/Designer), Hansen Bros (Civil Engineering/Contractor), Weiss Landscaping, and Modus Manufacturing— we will bring familiarity and understanding to the City of Grass Valley. We also believe that the best quality pump track should delivered to Grass Valley. Through combining our local experts with international talent in H Tracks (Pump Track Builder) we will provide an integrated approach to completing this project and delivering a world class experience to our community.

1. DESIGN APPROACH

Taking Existing Concepts to Final Design

SCO will lead the design effort, building upon the City’s existing conceptual documents and refining them through a collaborative and iterative process. Early workshops will be held with City staff to confirm program intent, site constraints, and operational needs. Dynamic Trades Inc. will facilitate structured design reviews at 30%, 60%, and 90% design milestones, ensuring alignment with stakeholder expectations, permitting requirements, and long-term maintainability.

Design Firm Involvement During Construction, Testing & Startup

SCO and Htracks Designers will maintain continuous engagement throughout construction. Their role will include:

- Field verification and responsiveness to RFIs
- Oversight on critical installations, tolerances, and performance-based elements (including pump track geometry)
- Participation in quality checks, punch walks, and performance testing
- Support for commissioning, including documentation and training for City staff

This ensures design intent is maintained and the facility functions exactly as envisioned.

Sequencing & Coordination of Design, Construction, Testing, and Training

Dynamic Trades Inc. will implement a phased and overlapping workflow that maintains momentum while protecting quality:



- **Design Finalization & Early Procurement**
 - DTI will perform early integration of Modus Manufacturing, Weiss Landscaping and H Tracks to finalize materials and long-lead landscape elements.
 - DTI will manage and lead Pre-construction coordination among all partners to ensure seamless construction.
- **Pump Track Design and Construction**
 - H Tracks USA will integrate immediately after civil design preparation and then mirror the same sequence in construction once the site is prepared for their installation. H Tracks ensuring proper grading, sub-base preparation, and drainage.
- **Testing, Commissioning & Staff Training**
 - DTI will lead joint participation from SCO, HBE, Modus, Weiss and H Tracks USA, to achieve final acceptance of the project.
 - While H tracks deliver training sessions for smooth operation of the highlight of the park in the pump track, all partners will provide testing, training and warranties for all elements of the completed project.

Integration of Design & Construction Organization

Dynamic Trades Inc. will lead weekly design-build coordination meetings from the date of initial notice to proceed and will continue through till final acceptance of the project is issued. These will include SCO, all subcontractors, and City representatives. Topics will include:

- Constructibility reviews
- Value engineering opportunities
- Cost and schedule updates
- Red flag identification/mitigation
- Field condition adjustments

Meetings will be held with a mixed (in person/ conference call in) attendance policy to ensure that communication and progress are continual. This approach to weekly meetings allow for ease of access, accountability, and trackable reporting on the contents of each meeting.

Dynamic Trades will utilize Procore Technology to maintain organize and project information including but not limited to:

- Design Conceptual Documents and Construction Drawings as they progress
- Weekly Meeting Minutes
- Requests for information both internally between partners and to the City Of Grass Valley
- Submittals and Specifications



- Daily Logs of construction progress and site photos
- Design and Construction Schedule

This integrated structure ensures decisions are made holistically and proactively.

2. QUALITY MANAGEMENT

Overall Quality Approach

Dynamic Trades Inc. will implement a project-specific Quality Management Plan emphasizing:

- Alignment with design intent
- Material and workmanship standards
- Continuous field inspections
- Subcontractor accountability
- Documentation and transparent communication with the City

Quality will be embedded into every phase—from pre-construction coordination through post-completion review.

Staffing & Resource Commitment

Dynamic Trades and its partners are fully prepared and able to commit the appropriate resources and staff to this project. This project is of the proper size for each partner that it will neither absorb all of each contractors resources or impact resources so little that it doesn't receive the attention it deserves. This allows for each partner to bring its resources and staff to the table as an incredible asset to the project.

While the assigned staff and resources from Dynamic Trades are described earlier in this proposal some of the key dedicated staff are listed

- **Project Manager** – Primary point of contact and is responsible for the project as a whole. He lives in the City of Grass Valley and will attend meetings in person and visit the site while under construction multiple times per week and maintain daily responses, delegation and leadership from project award to completion.
- **Superintendent** – Our Superintendent Owen Swinney will be onsite everyday and lead the tradesman crews through scheduling, inspections, quality control and safety. While under active construction this project will be his only project and his sole focus. Owen lives 10 minutes from the project location.



- **Project Coordinator** – Alicia is vital to the project through Documentation control, RFI/ submittal management, quality tracking, schedule assistance and meeting coordination.

Each subcontractor provides discipline-specific supervisors and skilled labor to maintain consistent quality, performance and production across all scopes. Each contractor has confirmed availability for staff and resources for the entire project duration.

Understanding of Design Change Process

Dynamic Trades Inc. has much experience with the fluid nature of design-build delivery. We utilize a structured process where:

- Potential changes are evaluated for technical impact, cost, schedule, and user experience
- SCO provides design validation
- The City is presented with clear options before decisions are made
- All changes are documented through formal submittal and approval workflows

Procedures for Identifying Potential Causes of Unacceptable Work

Our team utilizes a combination of proactive measures, including:

- Pre-activity conferences with subcontractors
- Daily quality inspections by the Superintendent
- Third-party testing and verification where applicable
- Checklists tied to each major element of work (civil, pump track, fabrications, landscaping)
- Immediate correction protocols for any variances

3. PROJECT SAFETY

Dynamic Trades Inc. maintains a zero-incident safety culture and will implement a comprehensive Site-Specific Safety Plan (SSSP). Safety protocols will address:

- Worker protection (PPE, hazard communication, training)
- Public safety, especially in community-accessible areas
- Clear site boundaries, signage, and controlled access points
- Daily tailgate meetings and weekly safety audits
- Coordination with City staff and consultants working near or visiting the site
- Emergency response planning

All subcontractors, including H Tracks USA, Hansen Bros, Weiss Landscaping, and Modus Manufacturing, will comply with Dynamic Trades' safety standards and OSHA requirements.



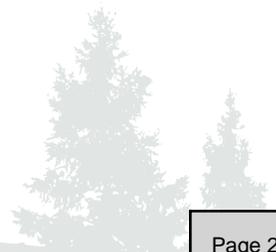
Project Schedule

Dynamic Trades uses Smartsheets to manage the design and the construction schedule. Procure will be a central point of communication future activities as well as tracking progress. See Section 4, Exhibit C for Full Schedule and Gantt View.

Centerville Bike Park	Duration	Start	Finish
Project Timeline	148d	03/10/26	10/17/26
Key Milestones	134d	03/10/26	09/17/26
Award of Contract	0	03/10/26	03/10/26
City Issues Notice to Proceed	0	03/24/26	03/24/26
City Kick Off Meeting/ Pre-Con Conference	0	03/31/26	03/31/26
Design Complete	0	06/02/26	06/02/26
Onsite Start date	0	06/30/26	06/30/26
Substantial Completion	0	09/04/26	09/04/26
Final Acceptance	0	09/16/26	09/16/26
Park Open to Public	0	09/17/26	09/17/26

Drawings & Diagrams

See Section 4 Exhibits for drawings and diagrams.





Section 3 Proposal

Schedule of Values

See below for outline of Schedule of Values for reference only for Phase 1. See Sealed Proposal base Schedule of Values and DTI Proposed SOW Schedule of Values.

ITEM #	DIVISION	DESCRIPTION OF WORK	SCHEDULED VALUE
1	Division 1	Onsite Supervision	
2	Division 1	Architectural and Engineering Services	
3	Division 1	Testing & Inspecting	
4	Division 1	Temp Utilities	
5	Division 1	Temp Facilities	
6	Division 1	Field Office	
7	Division 1	Construction Waste Management and Removal	
8	Division 1	Equipment Rental	
9	Division 1	Temp Labor	
10	Division 1	Final Clean-up/Site Clean-up	
11	Division 2	Surveying	
12	Division 13	Athletic and Recreational Special Construction	
13	Division 31	Earthwork and Grading	
14	Division 31	Erosion and Sedimentation Controls	
15	Division 32	Asphalt Paving	
16	Division 32	Site Furnishings	
17	Division 32	Landscape and Irrigation	
18	Division 33	Strom Drainage Utilities	
SUBTOTAL		MARKED UP COST OF WORK	
19	Other	Insurance and Performance Bond	
SUBTOTAL		COST OF WORK	

20	Other	General Conditions Cost - (AIA GMP Exhibit E)	
21	Other	Contingency 10%	
22	Other	Contractor's Fee 6%	

TOTALS:	Gross Max Price	
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Section 4 Exhibits

Exhibit A: General Information

Dynamic Trades, Inc and all of its subcontractors are in possession of all required licenses, registrations, and credentials in good standing that are required to design and construct the project.

Dynamic Trades, Inc. holds a current General A & B License.
CA License # 874896
DIR #1000055439

Dynamic Trades, Inc. confirms we have the capacity to obtain all required payment and performance bonding, liability insurance, and errors and omissions insurance, as well as a financial statement demonstrating to the city’s satisfaction that the design-build entity has the capacity to complete the project.

- Financial statement and a current COI can be provided upon request.
- A bid bond was obtained, but was not included in our proposal due to RFI response.

Dynamic Trades, Inc. has not had a surety company finish work on any project within the past five years.

Dynamic Trades, Inc. has not been involved in any of the following actions:

- Civil or criminal violations of the Occupational Safety and Health Act against any member of the design-build entity;
- Civil or criminal violations of the Contractors' State License Law against any member of the design-build entity;
- Any conviction of any member of the design-build entity of submitting a false or fraudulent claim to a public agency;
- Civil or criminal violations of federal or state law governing the payment of wages, benefits, or personal income tax withholding, or of Federal Insurance Contributions Act (FICA) withholding requirements, state disability insurance withholding or unemployment insurance payment requirements against any member of the design-build entity. For purposes of this section, only violations by a design-build entity member as an employer shall be deemed applicable, unless it is shown that the design-build entity member, in his or her capacity as an



employer, had knowledge of a subcontractor's or employee's violations or failed to comply with the conditions set forth in Section 1775(b) of the State Labor Code.

- Civil or criminal violations of federal or state law against any design-build entity member governing equal opportunity employment, contracting or subcontracting.
- Any construction or design claim or litigation totaling more than fifty thousand dollars pending or settled against any member of the design-build entity over the last five years;
- Any debarment, disqualification or removal from a federal, state, or local government public works project.

Dynamic Trades, Inc. confirms we will comply with all other provisions of law applicable to the project. The declaration shall state that reasonable diligence has been used in its preparation and that it is true and complete to the best of the signer's knowledge.

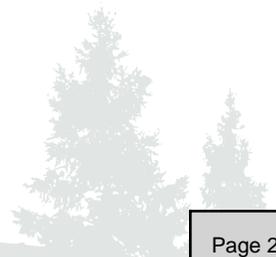


Exhibit B: Schedules

Grass Valley Centerville Phase 1	Duration	Start	Finish
Project Timeline	148d	03/10/26	10/07/26
Key Milestones	134d	03/10/26	09/17/26
Award of Contract	0	03/10/26	03/10/26
City Issues Notice to Proceed	0	03/24/26	03/24/26
City Kick Off Meeting/ Pre-Con Conference	0	03/31/26	03/31/26
Design Complete	0	06/02/26	06/02/26
Onsite Start date	0	06/30/26	06/30/26
Substantial Completion	0	09/04/26	09/04/26
Final Acceptance	0	09/16/26	09/16/26
Park Open to Public	0	09/17/26	09/17/26
Pre-construction / Design	59d	03/31/26	06/22/26
Prepare 30% Design Drawings	10d	03/31/26	04/13/26
Facilitate Public Outreach via Meeting #1 (Youth)	10d	04/14/26	04/27/26
Facilitate Public Outreach via Meeting #1 (Families and Adults)	10d	04/14/26	04/27/26
Facilitate Public Outreach via Social Media/Internet	10d	04/14/26	04/27/26
Complete City Review and Designation of Required Surveys, Studies and Reports	5d	04/14/26	04/20/26
Complete Archeology, Biology, Enviro as necessary	10d	04/21/26	05/04/26
Prepare 90% Design Drawings	15d	04/28/26	05/18/26
City and Stakeholder Review	5d	05/19/26	05/26/26
Prepare 100% Construction Documents	5d	05/27/26	06/02/26
Submit for Appropriate Permits (Building/Civil/Landscape)	3d	06/03/26	06/05/26
Permit Submission Comments	4d	06/08/26	06/11/26
Permit Submission Repsonse and Resubmission	4d	06/12/26	06/17/26
Permit Approval and Issuance for Construction	3d	06/18/26	06/22/26
Division 1 - General Requirements	54d	06/30/26	09/16/26
Site Supervision	54d	06/30/26	09/16/26
Site Fencing	54d	06/30/26	09/16/26



Field Office	54d	06/30/26	09/16/26
Temp Sanitary Facilities	54d	06/30/26	09/16/26
Construction Dumpster/ Site Equipment as needed	54d	06/30/26	09/16/26
Division 2 - Existing Conditions	43d	06/30/26	08/31/26
Surveys and Staking #1	2d	06/30/26	07/01/26
Surveys and Staking #2	2d	08/28/26	08/31/26
Division 13 - Special Construction / PUMP TRACK	26d	07/28/26	09/01/26
Initial Layout and Base Shaping	10d	07/28/26	08/10/26
Testing and Track Confirmation	3d	08/11/26	08/13/26
Asphalt Install	10d	08/14/26	08/27/26
Wall Ride Install	2d	08/28/26	08/31/26
Track Striping	1d	09/01/26	09/01/26
Division 31 - Earthwork	16d	07/02/26	07/27/26
SWPPP Install	1d	07/02/26	07/02/26
Clearing and Grubbing	1w	07/07/26	07/13/26
Rough Grading for Pump Track	2w	07/14/26	07/27/26
Division 32 - Exterior Improvements	29d	07/28/26	09/04/26
Asphalt Path Ways	5d	08/21/26	08/27/26
Install Irrigation	2w	07/28/26	08/10/26
Landscape Install	5d	08/28/26	09/03/26
Site Benches and Accessories	1d	09/04/26	09/04/26
Project Close Out	22d	09/08/26	10/07/26
All Trade Punchlist	7d	09/08/26	09/16/26
Permit Final Inspections	7d	09/08/26	09/16/26
Submit As-Builts	15d	09/17/26	10/07/26
Prepare Final Close Out Paperwork Files	15d	09/17/26	10/07/26
Final Invoicing	15d	09/17/26	10/07/26





DTI Proposed Scope of Work (Add Alternate)	Duration	Start	Finish
Project Timeline	175d	03/10/26	11/13/26
Key Milestones	161d	03/10/26	10/26/26
Award of Contract	0	03/10/26	03/10/26
City Issues Notice to Proceed	0	03/24/26	03/24/26
City Kick Off Meeting/ Pre-Con Conference	0	03/31/26	03/31/26
Design Complete	0	06/09/26	06/09/26
Onsite Start date	0	07/23/26	07/23/26
Substantial Completion	0	10/14/26	10/14/26
Final Acceptance	0	10/23/26	10/23/26
Park Open to Public	0	10/26/26	10/26/26
Pre-construction / Design	74d	03/31/26	07/15/26
Prepare 30% Design Drawings	10d	03/31/26	04/13/26
Facilitate Public Outreach via Meeting #1 (Youth)	10d	04/14/26	04/27/26
Facilitate Public Outreach via Meeting #1 (Families and Adults)	10d	04/14/26	04/27/26
Facilitate Public Outreach via Social Media/Internet	10d	04/14/26	04/27/26
Complete City Review and Designation of Required Surveys, Studies and Reports	5d	04/14/26	04/20/26
Complete Archeology, Biology, Enviro as necessary	10d	04/21/26	05/04/26
Prepare 90% Design Drawings	15d	04/28/26	05/18/26
City and Stakeholder Review	10d	05/19/26	06/02/26
Prepare 100% Construction Documents	5d	06/03/26	06/09/26
Submit for Appropriate Permits (Building/Civil/Landscape)	3d	06/10/26	06/12/26
Permit Submission Comments	10d	06/15/26	06/26/26
Permit Submission Repsonse and Resubmission	5d	06/29/26	07/07/26
Permit Approval and Issuance for Construction	6d	07/08/26	07/15/26
Division 1 - General Requirements	67d	07/23/26	10/26/26
Site Supervision	67d	07/23/26	10/26/26
Site Fencing	67d	07/23/26	10/26/26
Field Office	67d	07/23/26	10/26/26
Temp Sanitary Facilities	67d	07/23/26	10/26/26
Construction Dumpster/ Site Equipment as needed	67d	07/23/26	10/26/26



Division 2 - Existing Conditions	43d	07/23/26	09/22/26
Surveys and Staking #1	2d	07/23/26	07/24/26
Surveys and Staking #2	2d	09/21/26	09/22/26
Division 3 - Structural Concrete	11d	08/25/26	09/09/26
Dig Footings for Bathrooms	2d	08/25/26	08/26/26
Form Footings	2d	08/27/26	08/28/26
Pour Footings/Slab	2d	09/08/26	09/09/26
Division 4 - Masonry	12d	09/10/26	09/25/26
Install CMU for Bathrooms	10d	09/10/26	09/23/26
Grout Fill CMU	2d	09/24/26	09/25/26
Division 5 - Metals	7d	09/28/26	10/06/26
Install Structural Steel for Bathroom Roof	5d	09/28/26	10/02/26
Install Metal Roofing Panels	2d	10/05/26	10/06/26
Division 8 - Openings	5d	10/07/26	10/13/26
Install Doors Bathrooms	2d	10/07/26	10/08/26
Install Door Hardware	1d	10/13/26	10/13/26
Division 9 - Finishes	2d	10/09/26	10/12/26
Paint Bathroom Doors	2d	10/09/26	10/12/26
Division 10 - Specialties	1d	10/13/26	10/13/26
Install Signage	1d	10/13/26	10/13/26
Install Bathroom Accessories	1d	10/13/26	10/13/26
Division 13 - Special Construction / PUMP TRACK	26d	08/18/26	09/23/26
Initial Layout and Base Shaping	10d	08/18/26	08/31/26
Testing and Track Confirmation	3d	09/01/26	09/03/26
Asphalt Install	10d	09/04/26	09/18/26
Wall Ride Install	2d	09/21/26	09/22/26
Track Striping	1d	09/23/26	09/23/26
Division 22 - Plumbing	32d	08/31/26	10/14/26
Underground Plumb Rough In	3d	08/31/26	09/02/26
Wall Rough In	5d	09/24/26	09/30/26
Top Out	5d	09/24/26	09/30/26



Install Finished	2d	10/13/26	10/14/26
Division 26 - Electrical	32d	08/31/26	10/14/26
Underground Electrical Rough	3d	08/31/26	09/02/26
Wall Rough In	5d	09/24/26	09/30/26
Top Out	5d	09/24/26	09/30/26
Install Fixtures	2d	10/13/26	10/14/26
Potential Site Lighting	15d	09/09/26	09/29/26
Division 31 - Earthwork	21d	07/27/26	08/24/26
SWPPP Install	1d	07/27/26	07/27/26
Clearing and Grubbing	1w	07/28/26	08/03/26
Rough Grading for Pump Track	2w	08/04/26	08/17/26
Rough Grading for Parking/Bathrooms	3w	08/04/26	08/24/26
Division 32 - Exterior Improvements	36d	08/25/26	10/14/26
Curbs, Gutters, Concrete Side walks	10d	09/21/26	10/02/26
Asphalt Path Ways	5d	09/21/26	09/25/26
Install Irrigation	2w	08/25/26	09/08/26
Landscape Install	5d	10/05/26	10/09/26
Site Benches and Accessories	1d	10/12/26	10/12/26
Parking Lot Asphalt	2d	10/12/26	10/13/26
Parking Lot Striping	1d	10/14/26	10/14/26
Division 33 - Utilities	20d	07/28/26	08/24/26
Install Water Service / Meter	15d	07/28/26	08/17/26
Install Sanitary Sewer from Utility Connection	15d	07/28/26	08/17/26
Install Power / Meter	20d	07/28/26	08/24/26
Install Storm Drainage	20d	07/28/26	08/24/26
Project Close Out	22d	10/15/26	11/13/26
All Trade Punchlist	7d	10/15/26	10/23/26
Permit Final Inspections	7d	10/15/26	10/23/26
Submit As-Builts	15d	10/26/26	11/13/26
Prepare Final Close Out Paperwork Files	15d	10/26/26	11/13/26
Final Invoicing	15d	10/26/26	11/13/26



Exhibit C: Limits of Construction

Phase 1



DTI Proposed Scope

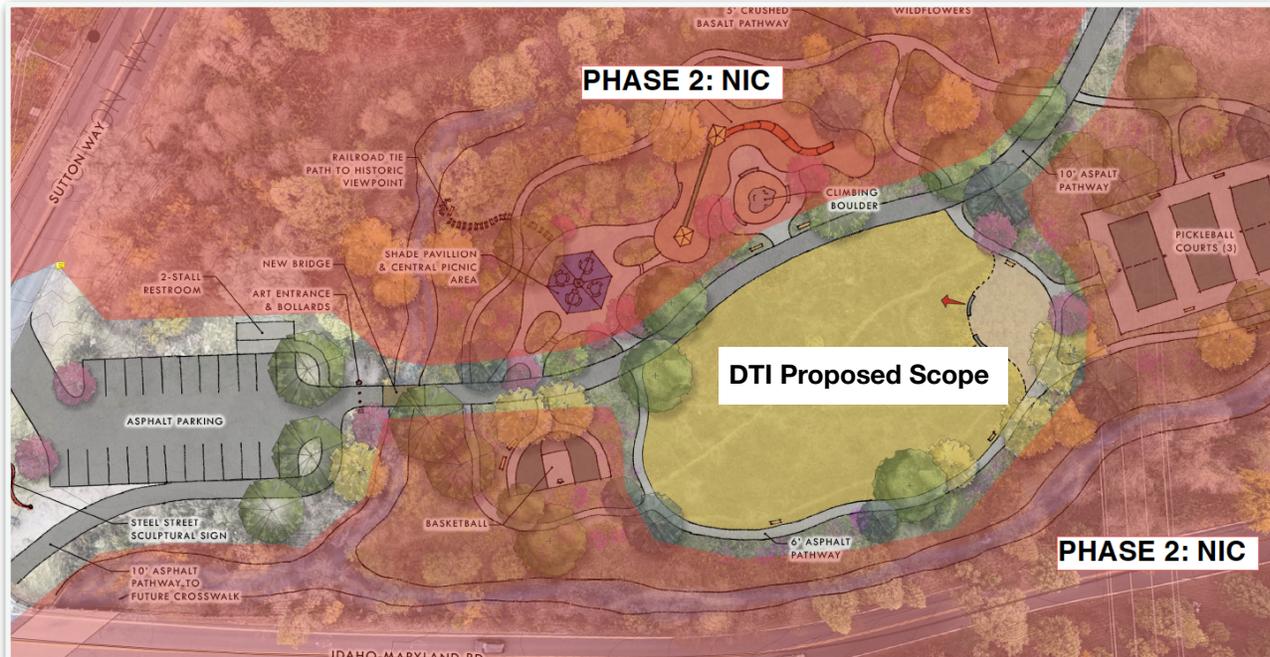


EXHIBIT D

GRASS-VALLEY, CA

DESIGN AND CONSTRUCTION OF A PUMPTRACK FOR THE CITY OF GRASS-VALLEY, CA



TECHNICAL NOTE



SPECIALISTS IN CUSTOM TRACKS CONSTRUCTION

Presentation of the project

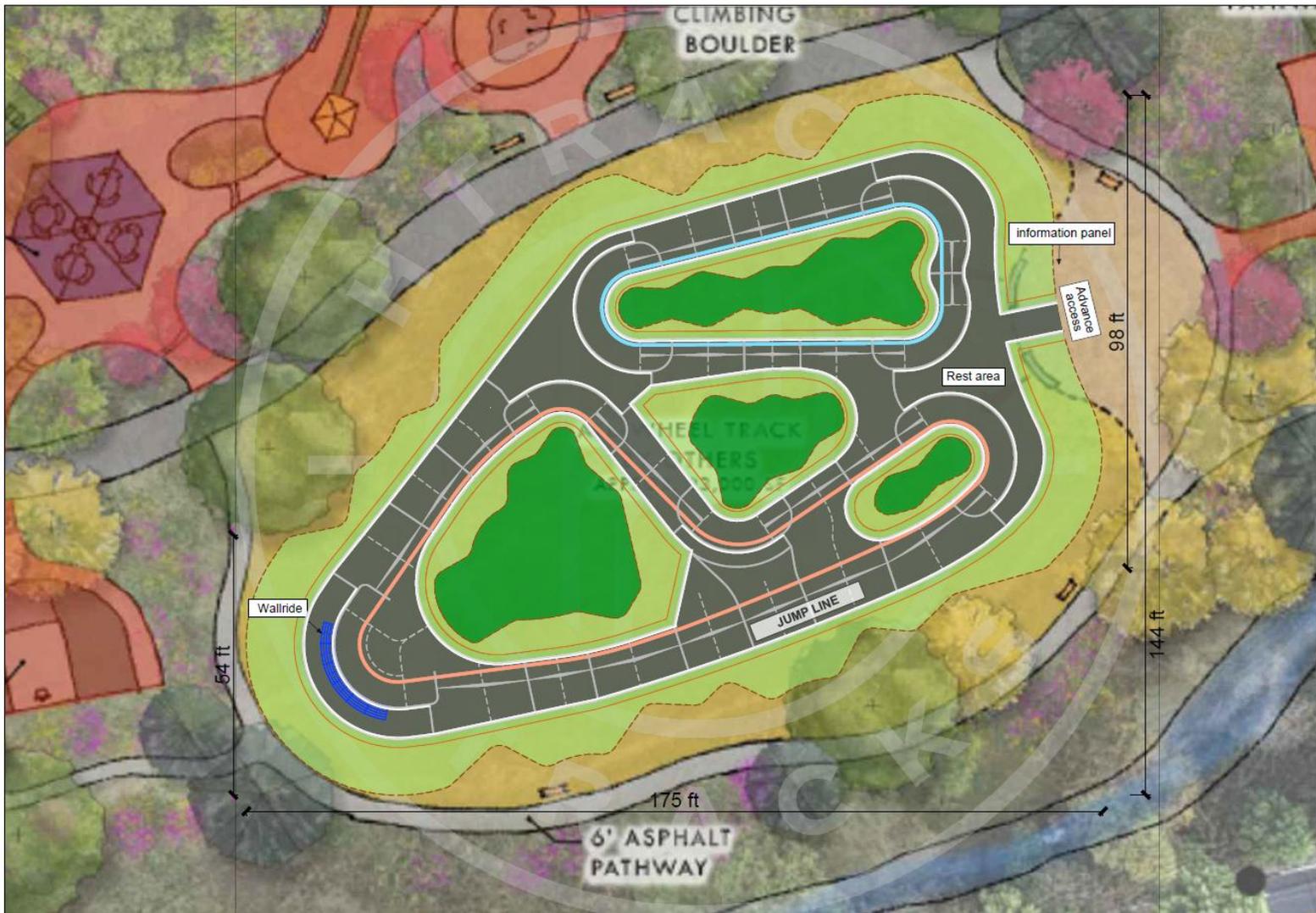


1. DESCRIPTION OF THE ROUTE VERSION N°2

The proposed course is as follows:

- * A loop with a developed (3D) length of approximately 230ft, of intermediate difficulty (blue).
- * A loop with a developed (3D) length of approximately 430ft, of advanced difficulty (red).
- * The track width throughout the entire course is a minimum of 2.00 m
- * The developed (3D) length of all tracks is approximately 660 ft, with a riding surface of about 8,180 SF.

Proposed layout (see Appendix – Site Plan)



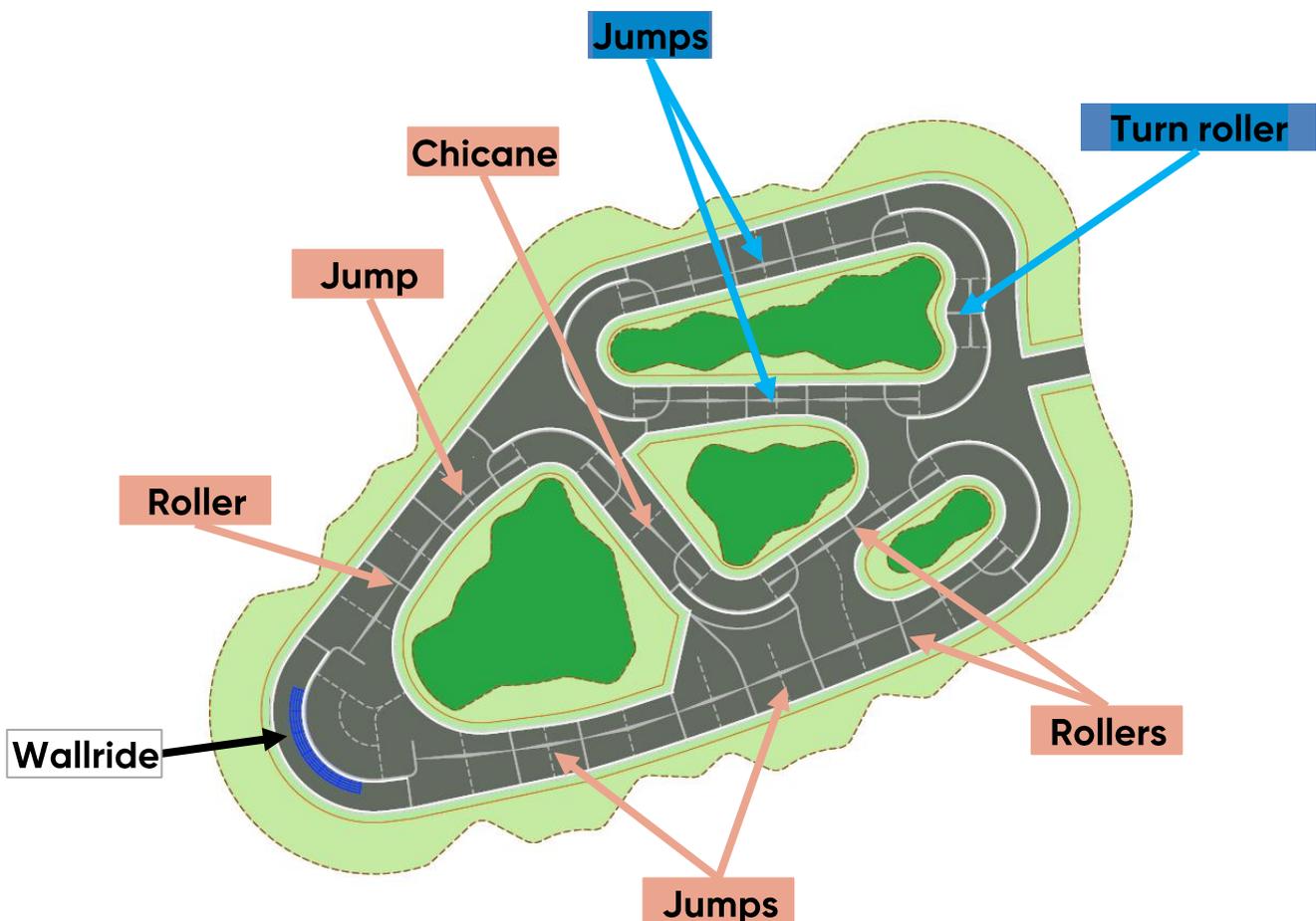
Presentation of the project



1. DESCRIPTION OF THE ROUTE N°2

Details of the Pumptrack

- The main feature of these tracks, setting them apart from existing pump tracks in the area, is the creation of different types of jumps, adding a fun element to the track.
- The position of certain turns makes it possible, during periods of low traffic, to perform transfers, opening up new possibilities for sequences and new skiing sensations.
- The dimensions and shapes of the jumps are adapted to all levels, in order to satisfy both beginners and experienced amateurs and guarantee total safety.
- The outer turning radius of the turns are between 12,50ft and 13,00ft depending on the possible approach speeds according to the track design.
- A turn with roller skates extending onto the starting platform will provide a unique gliding sensation, similar to that experienced when surfing.



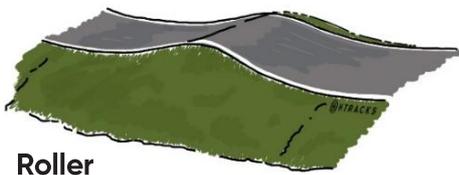
Presentation of the project



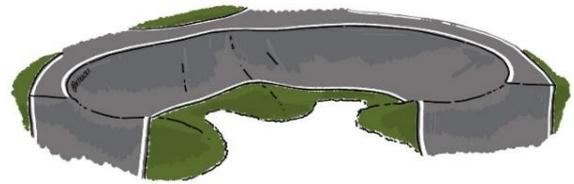
1. DESCRIPTION OF THE ROUTE

Details of the Pumptrack

- The jumps come in a **variety of sizes and shapes**, adapted to different skill levels. Their layout has been designed to offer **continuous progression** while avoiding monotony. This translates into **varying heights** from one side of the track to the other and the possibility of adjusting the length of the jump depending on **the chosen trajectory**.



Roller



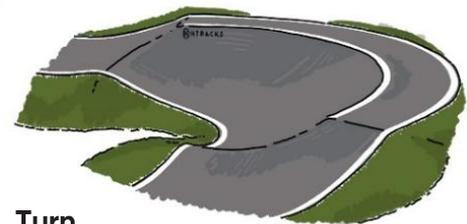
Turn roller



Chicane



Jump



Turn

Exemple of a turn with a roller at the entrance



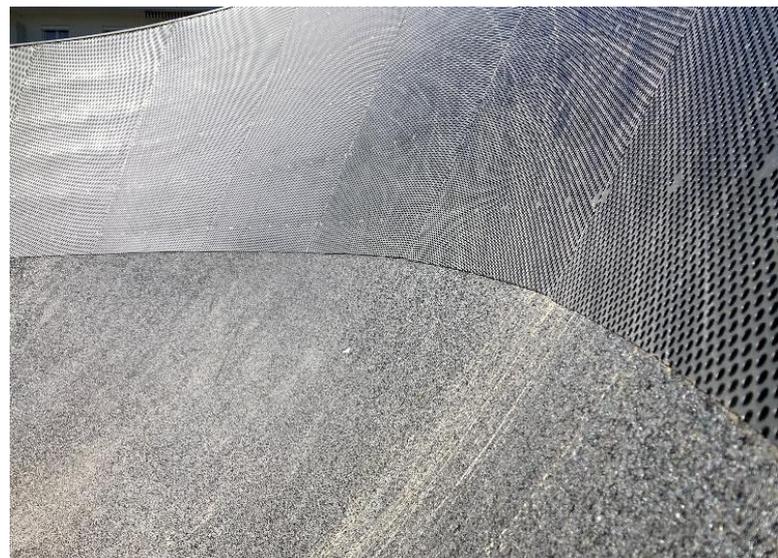
Presentation of the project



1. DESCRIPTION OF THE ROUTE

Details of the Pumptrack – Wallride

- **The addition of a wallride to the pump track will create an area with multiple possibilities**, thereby enhancing the appeal of the site as a whole.
- **This type of equipment increases the height of the turn** and adds an extra element of fun for both beginners and experts who want to climb as high as possible on this module. It also guarantees room for improvement for most users and prevents boredom.
- In order **to integrate this element into its visual and cultural environment**, our wall rides are available in a wide range of colors (for example, a RAL color identical to the furniture to match **the city's graphic charter**).



Presentation of the project



1. DESCRIPTION OF THE ROUTE

Details of the Pumptrack – Wallride

- The position of the Wallride on a turn with an angle of less than 180° makes it safer and easier to use because the entrances/exits are more open than on a turn with an angle of 180° or more.
- The inner area of the turn with the wall ride will be covered over a larger surface area than on simple turns in order to allow for more direct trajectories and limit run-offs.
- In order to blend perfectly into the landscape, the Wallride's cladding is made of micro-perforated metal sheets, creating a transparent effect that preserves visual perspectives.
- It is strongly recommended not to plant vegetation directly behind the structure, as this prevents the creation of a hidden space that is conducive to anti-social behavior (traffic, littering, urination, etc.).
- In order to facilitate any maintenance operations, vegetation planting must allow for sufficient clearance, and the species chosen must not colonize the structure.



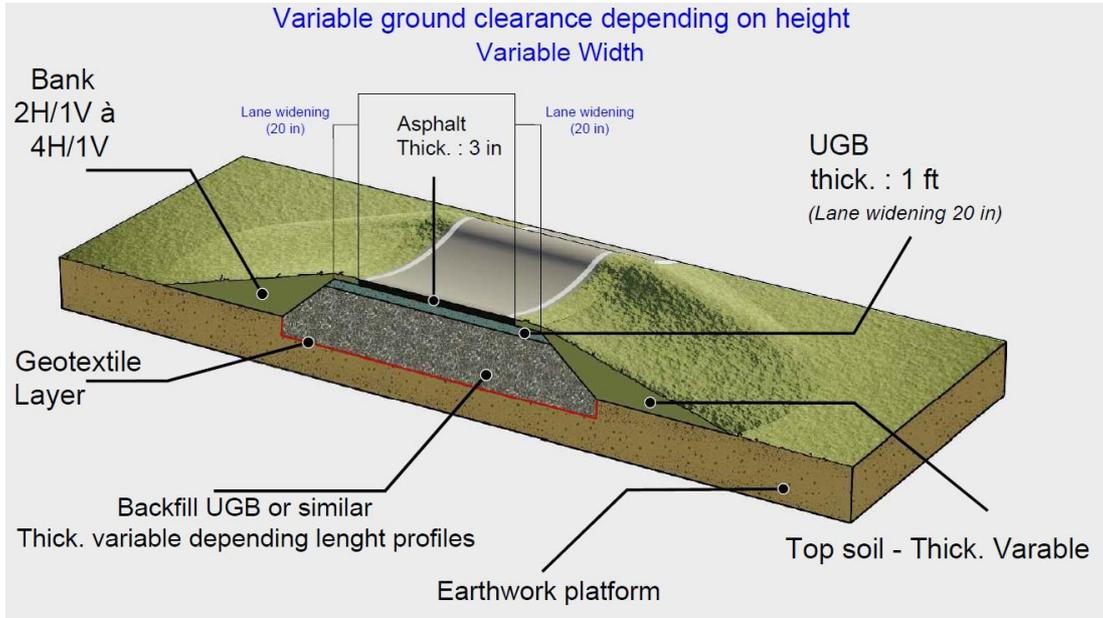
Pumptrack in Bagnères de Luchon (31) completed in 2024



Presentation of the project

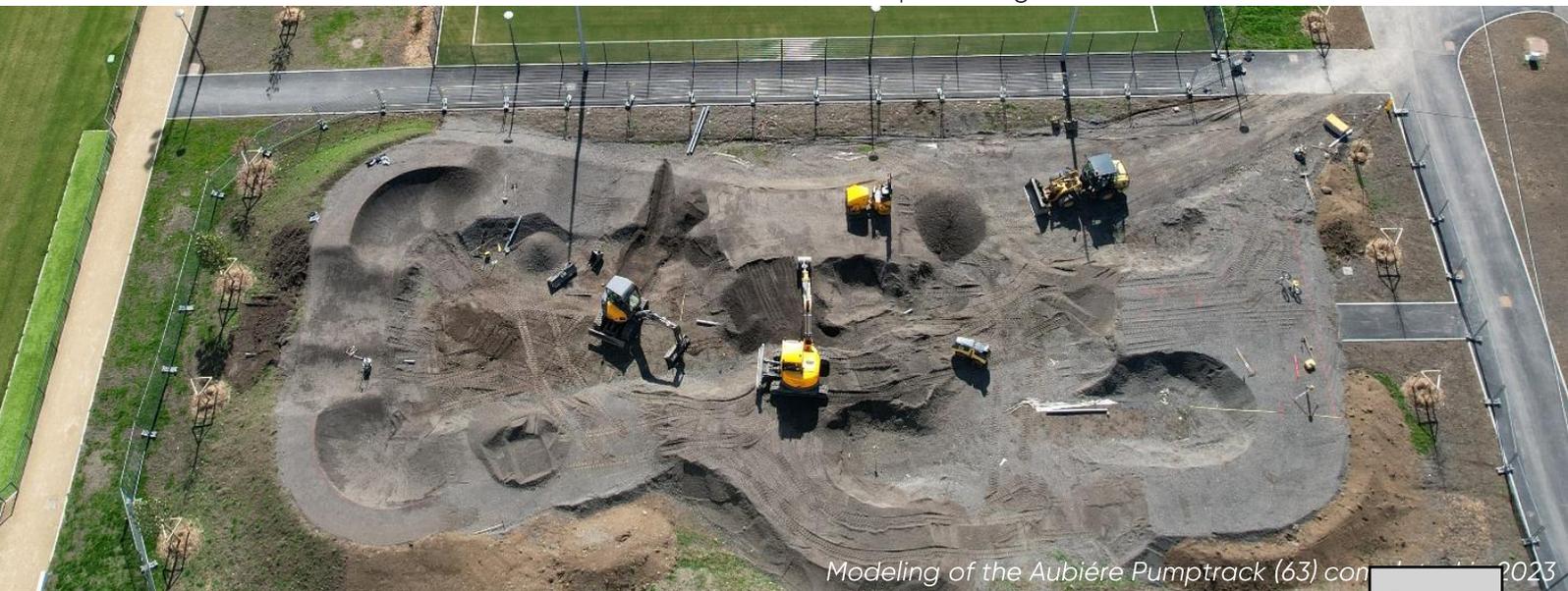


1. TYPICAL CROSS-SECTIONAL PROFILES



In order to ensure safety for users of all levels, the width of the track will be at least 6,50ft. This minimum width allows for a greater variety of trajectories, particularly in order to be able to avoid a user on the ground in the event of a fall.

- **The track will consist** of a base layer of 0/20 gravel or similar, and a black BBS 0/6 or similar asphalt surface.
- **The use of asphalt as a wearing course does not require any special maintenance.**
- **This structure ensures a stable structure** that will remain intact over time and require only regular mowing of the embankments and areas surrounding the track.
- **The embankments** will be covered with a layer of topsoil and grassed over.

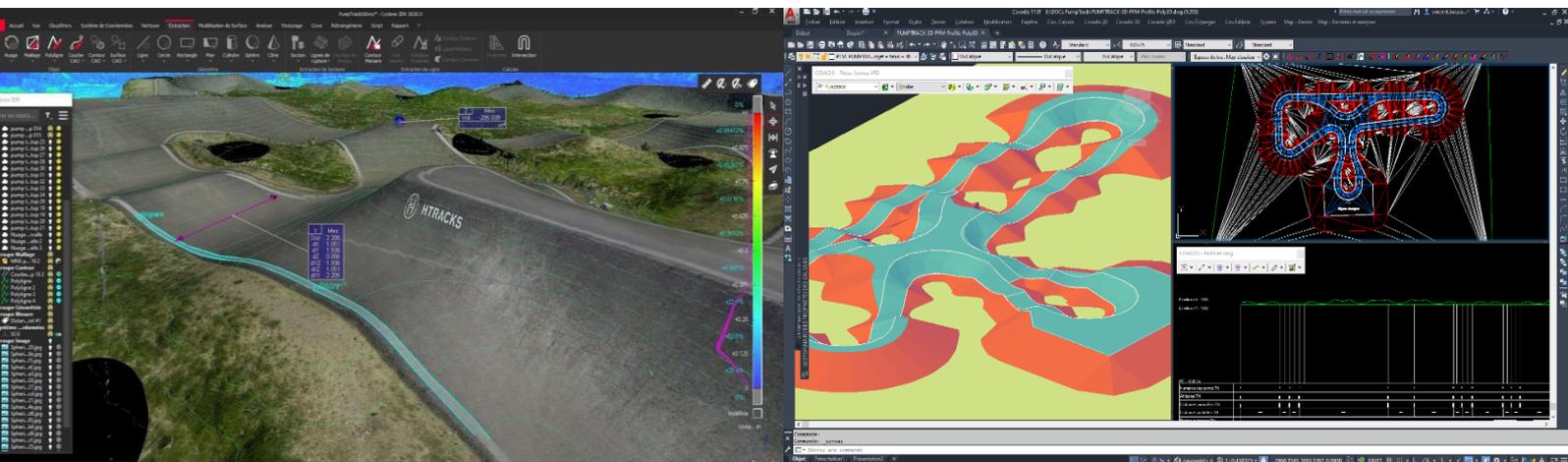


Materials, processes, and means of execution



1. DESIGN AND EXECUTION STUDIES

- Design and execution studies are carried out within the HTracks design office, which has the appropriate software (AutoCAD and Covadis) and equipment (workstation, plotter, etc.).
- His specialized technical skills (BMX tracks, pump tracks, and skate park design) and general skills (roadworks and various networks, earthworks) enable him to work independently and respond quickly when designing and carrying out studies for entire projects and making changes during implementation.
- This also allows project owners and project managers to have a **single point of contact during all phases of design and execution.**





Materials, processes, and means of execution

2. MATERIALS USED

- Below is a list of the main supplies and their origins. Product data sheets and approval requests can be provided at the request of the project owner.
- **The quarry materials listed below will be sourced from sites closest to the construction sites in order to support the local economy and limit the project's carbon footprint.**

GNT 0/20



ASPHALT BBS 0/6



The asphalt mix used will be a very fine 0/6 hot mix developed through experience and partnership with asphalt plants, which has earned HTracks a reputation, particularly among skateboard users, who are demanding when it comes to tread quality.

The asphalt mix will contain a high proportion of limestone to promote lightening of the surface over time.

The rate of use of recycled bituminous materials depends on the source of the stock available at the time of paving, ranging from 10% for those derived from asphalt concrete to 40% for those derived from bituminous gravel.

Supply management and monitoring :

- Delivery by semi-truck to limit truck rotations.
- Precise unloading on site to avoid storage and the use of machinery.
- Real-time monitoring of quantities used.
- The above quarry materials will be sourced from sites closest to the construction sites in order to boost the local economy and limit the project's carbon footprint.

Materials, processes, and means of execution



6. PROCESSES OF EXECUTION

- For several years, our team has been carrying out pumptrack development work as well as associated network and road and utilities work. It has extensive knowledge and expertise in dealing with the various issues that arise in this type of market.
- **HTracks attaches great importance to the finish of its tracks, but also to the angles and radii of curves.** Indeed, as the principle of the Pumptrack is based on the use of arm and leg flexion/extension, the position and design of each obstacle must be carefully thought out and modified if necessary during construction.
- The asphalt surface is specifically formulated so that the small wheels of skateboards, scooters, and rollerblades glide smoothly. **The carefully crafted grain closure** limits injuries during unprotected falls.
- The chamfers at the edge of the track are struck manually during application to avoid sharp angles.

Our work will mainly include :

- * Site installations and layout
- * Preparation of the subgrade
- * Profiling of the pump track layout
- * Adjustment and compaction of the layout
- * Application of asphalt to the created profiles
- * Application of topsoil for connection to the naturale terrain
- * Installation of the information panel
- * Cleaning

HTracks, with its extensive experience working with practitioners in each of the relevant disciplines:

- Applies to remove compaction marks when laying the surface.
- Systematically cuts and removes accidental "asphalt drips" during installation.
- Carefully select the materials for the perimeter finish and systematically remove small stones (<40 mm) that could interfere with play if thrown onto the court..
- Place the warning strips after testing the track to best guide novice users.
- Pay particular attention to asphalt joints during installation to make them virtually invisible and, above all, resistant to traffic.

Specific points relating to the construction site

As the site is located near an urban area, special measures will be taken to minimize disruption and ensure the safety of site users (fencing off the work area, limiting vehicle movement, using environmental mats when filling vehicle tanks, etc.).

Our expertise is summarized in a video attached in the appendix or accessible by following the link below :

<https://youtu.be/467N-yS7NQY>



List of our references

Refer to the attached reference dossier.

2019

- 13 achievements including: Samatan (32), Chengdu (Chine), Reims (51), Saint Drézéry (34).

2020

- 14 achievements including: Les Pennes Mirabeau (13), Montpellier (34), Pourrières (83), Campus Hfarm (Italie), Voisin le Bretonneux (78).

2021

- 19 achievements including: Palaja (11), Lorlanges (43), Peynier (13), Le Barcarès (66), Montoir de Bretagne (44), Grenade (31).

2022

- 24 achievements including: Calvisson (30), Langeac (43), Plonéis (29), Rochefort (17), Agen (47), Castries (34), Gémenos (13), Perpignan (66).

2023

- 27 achievements including: Montpellier (34), St-Blancard (32), Aubière (63), Montauban (82), Villenave-d'Ornon (33), Isbergues (62), St-Nazaire (44), Libourne (33), La Farm (51), Pertuis (84)

2024

- La Roque d'Anthéron (13) – Pumptrack – january 2024
- Vergèze (30) – Pumptrack – january 2024
- Claret (34) – Pumptrack – february 2024
- Livinhac (12) – Pumptrack – march 2024
- Monbeton (82) – Pumptrack – march 2024
- Cornillon (30) – Pumptrack – march 2024
- Château L'Evêque (24) – Pumptrack – march 2024
- Penne D'Agenais (47) – Pumptrack – april 2024
- Riedisheim (68) – Pumptrack – april 2024
- Miribel (01) – Pumptrack – april 2024
- Neuville-sur-Vanne (10) – Pumptrack – april 2024
- Locmaria (44) – Pumptrack – april 2024
- Friville-Escarbotin (80) – Pumptrack – may 2024
- Romans-sur-Isère (26) – Pumptrack – may 2024
- La Mielleraye de Bretagne (44) – Pumptrack – may 2024
- Saint-Paulien (43) – Pumptrack – may 2024
- Santes (59) – Pumptrack – june 2024
- Négrepelisse (31) – Pumptrack – june 2024
- Balesta (31) – Pumptrack – june 2024
- Bagnères de Luchon (31) – Pumptrack – june 2024
- Fort-Mahon-Plage (80) – Pumptrack – june 2024
- Roquefort (47) – Pumptrack – july 2024
- St-Martin D'Ablois (51) – Pumptrack – july 2024
- Montauban (82) – Pumptrack – july 2024
- Rennes (35) – Pumptrack – september 2024
- Toulouse (31) – Pumptrack – september 2024
- Sanilhac marchaneix (24) – Pumptrack – september 2024
- Mondonville (31) – Pumptrack – september 2024
- Le Chambon-Feugerolles (42) – Pumptrack – september 2024
- Labastidette (31) – Pumptrack – september 2024

2024 (following)

- Villenauxe-la-Grande (10) – Pumptrack – october 2024
- Carbonne (31) – Pumptrack – october 2024
- Velaux (13) – Pumptrack – november 2024
- Avignon (84) – Piste BMX Événementielle – november 2024
- Belleneuve (21) – Pumptrack – november 2024
- Saint-Marcel-de-Careiret (30) – Pumptrack – november 2024
- Saint-Zacharie (83) – Pumptrack – december 2024

2025

- Tavernes (83) – Pumptrack – january 2025
- Nouméa (N.Calédonie) – Piste de race – january 2025
- Saint-Colomban (44) – Pumptrack – january 2025
- Thoiry (01) – Pumptrack – february 2025
- Mazingarbe (62) – Pumptrack – february 2025
- Pont Saint-Martin (44) – Pumptrack – march 2025
- L'Isle-Jourdain (31) – Pumptrack – march 2025
- Saint-Viaud (44) – Pumptrack – march 2025
- Bicqueley (54) – Pumptrack – april 2025
- Injoux-Génissiat (01) – Pumptrack – april 2025
- Thil (01) – Piste BMX Race – april 2025
- Chelles (77) – Pumptrack – april 2025
- marchac-Sur-Don (44) – Pumptrack – april 2025
- Larra (31) – Pumptrack – april 2025
- Mesquer (44) – Pumptrack – may 2025
- La Biolle (73) – Pumptrack – may 2025
- Barbercy-Saint-Sulpice (10) – Pumptrack – june 2025
- Muret (31) – Pumptrack – june 2025
- Halluin (59) – Pumptrack – july 2025
- Gap (05) – Pumptrack – july 2025
- Les Pennes-Mirabeau (13) – Piste de race – august 2025
- Lafrançaise (82) – Pumptrack – september 2025
- Ernee (53) – Pumptrack – september 2025
- Thyez (74) – Pumptrack – september 2025
- Lillers (62) – Pumptrack – september 2025
- Cordemays (44) – Pumptrack – september 2025
- Courchevel (73) – Pumptrack – september 2025
- Bezannes (51) – Pumptrack – october 2025
- La Limouzinière (44) – Pumptrack – october 2025
- St-Felix-De-Lodez (34) – Pumptrack – october 2025
- Bras (83) – Pumptrack – november 2025
- Flassans-Sur-Issole (83) – november 2025
- Nantes (44) – november 2025
- Prunay (51) – Pumptrack – November 2025
- Grans (13) – Décembre 2025
- Private client (San Bernadino, CA, USA) – December 2025

2026

- Saix (81) – Pumptrack – January 2026
- Dammarie-les-Lys (77) – Pumptrack – January 2026
- Romilly-sur-Seine (10) – Pumptrack – January 2026

GRASS-VALLEY, CA

DESIGN AND CONSTRUCTION OF A PUMPTRACK FOR THE CITY OF GRASS-VALLEY, CA



HUMAN RESOURCES



SPECIALISTS IN CUSTOM TRACKS CONSTRUCTION



Matériaux, procédés et moyens d'exécution

1. DESIGN AND MANAGEMENT TEAM

- **The site team will include, at a minimum, the project manager, the site supervisor, and three to four qualified technicians.** During the installation of the coating, the workforce will be reinforced to ensure sufficient manpower.
- **The continuous on-site presence of the project manager** enables daily communication with the client representative and ensures that the right decisions can be made quickly, preventing any interruption of the construction work.



1

PROJECT MANAGEMENT

Brian BELKNAP
 CEO HTRACKS USA
 → Mountain Bike and motocross rider.



2

ADMINISTRATIVE AND FINANCIAL MANAGEMENT

Melissa TORRES
 ADMINISTRATIVE AND FINANCIAL MANAGER AT HTRACKS



3

PROJECT DESIGN

Benoit BLONDET
 RESEARCH MANAGER AT HTRACKS
 → State-licensed architect, BMX rider



4

SITE MANAGEMENT

Alex DROPSY
 CONSTRUCTION MANAGER AT HTRACKS
 → Former PRO BMX Rider and official shaper for the Crankworx Tour since 2007.



5

PROJECT IMPLEMENTATION

Virgile HAUTOT
 RESEARCH MANAGER AT HTRACKS
 → Former surveyor, BMX rider

- 1/ Brian BELKNAP
- 2/ Melissa TORRES
- 3/ Benoit BLONDET
- 4/ Alex DROPSY
- 5/ Virgile HAUTOT

Execution Resources



2. EXECUTION TEAM ALIGNMENT AND LAYOUT

•The layout preparation and associated works (earthworks and utility networks) are carried out entirely by Htracks' teams (composed exclusively of skilled practitioners), with no tasks subcontracted.



1



2



3



4

- 1/ Jérémy BERTHIER
- 2/ Mike Saavedra
- 3/ Samar CARRILLO
- 4/ Nicolas BERTIER

Excavator Operator

Jérémy BERTHIER (10years of experiences)
 → French Mountain Bike PRO RIDER

Compaction Operator

Mike SAAVEDRA (Site manager)
 Trail builder and pump track specialist with 20+ years of experience designing, shaping, and building world-class dirt jumps, bike parks, and public asphalt pump tracks.
 → Known for precise shaping, creative course design, and leading high-performance crews on major North American projects. Skilled in client communication, flow development, project leadership, and delivering parks that serve riders of all ages and abilities.

Supply Operator

Samar CARRILLO
 → BMX rider

Multiskilled Technician

Nicolas BERTIER (12years of experiences)
 Civil Engineering Technician Specializing in Earthworks and Asphalt Paving at HTRACKS
 → French BMX Rider and official shaper for the Crankworx Tour since 2007.



Execution Resources

3. EXECUTION TEAM FLOORING INSTALLATION

• The pumptrack surface installation is carried out entirely by HTracks' teams.



1/ Compaction Team
 2/ Manual Grading Team
 3/ Paving Team

Application supervisor

Mike SAAVEDRA (Site manager)

Manual Grading Technicians

Samar CARRILLO

Compaction Specialists

Silvain FIORENTINI,

→ French Mountain Bike Rider

Supply Operator

Connor WYGAERTS

→ Mountain Bike Rider

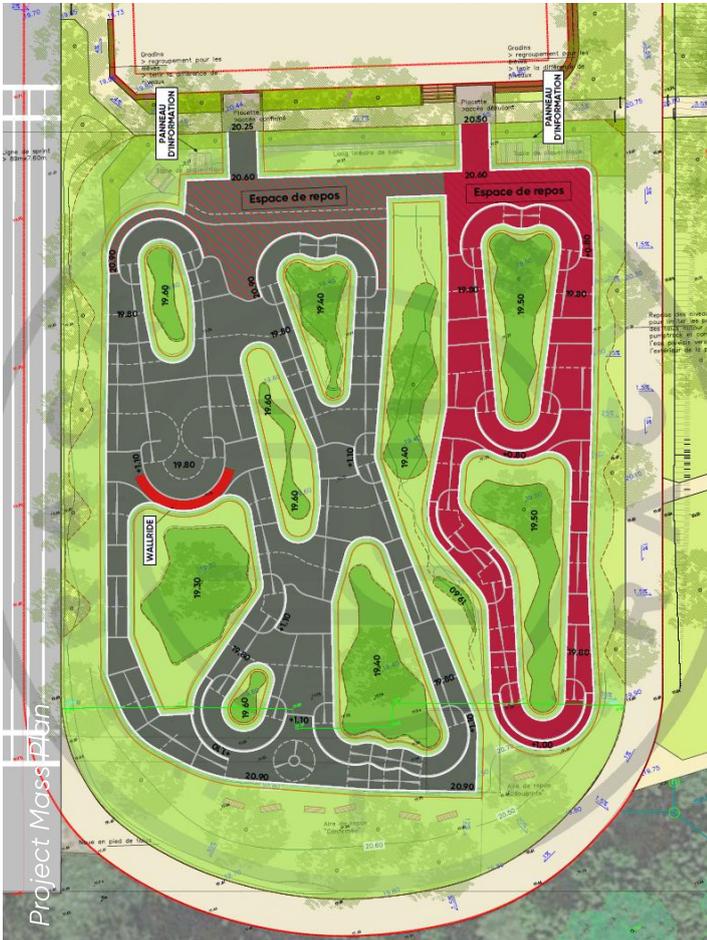
Multiskilled Technician

Max BIMAR

→ French former BMX PRO RIDER

Sal SAAVEDRA

→ Mountain Bike Rider



St-Nazaire, Loire-Atlantique

Date : July 2023
 Duration of work : 3 weeks
 Asphalt surface : 22,000 SF
 Design & Construction







GRASS VALLEY
A PLACE TO LIVE AND THRIVE

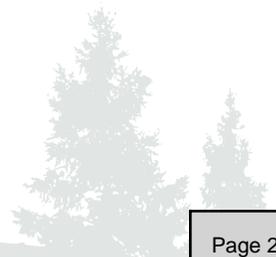


DYNAMIC
TRADES, INC.

Item # 13.

Exhibit E: SCO Preliminary Civil Backgrounds

See Civil Background inserts.





GRASS VALLEY
A PLACE TO LIVE AND THRIVE



DYNAMIC
TRADES, INC.

Item # 13.

Exhibit F: Addenda

See following for signed Addendum NO. 1 dated 01/17/2026 and Addendum NO. 2 dated 01/19/2026.





**CITY OF GRASS VALLEY
ENGINEERING DIVISION**

January 17, 2026

ADDENDUM NO. 1

REQUEST FOR PROPOSALS

FOR

CENTREVILLE BIKE PARK PROJECT

PROPOSAL DUE DATE – WEDNESDAY, February 25, 2026

ADDENDUM NO. 1

PROJECT: CENTREVILLE BIKE PARK PROJECT

PROPOSAL DUE DATE: WEDNESDAY, FEBRUARY 25, 2026

Below are responses to inquiries received prior to the deadline established in Section 1C in the subject RFP.

Question # 1: Is this project subject to a Project Labor Agreement (PLA)?

Response: No

Question # 2: Is prior prequalification required to bid on this project?

Response: No

Question # 3: Is there a mandatory pre-bid meeting for the project?

Response: No

Question # 4: Is a bid bond is required?

Response: No, a bid bond is not required.

Question # 5: Is the city interested in developing a park that is eligible to host UCI sanctioned events such as The Pump Track World Championships?

Response: This is not a primary goal of the project. Parking constraints at the project site will limit the ability to hold large events.

Question # 6: Can you confirm the 6' asphalt pathway is only the portion surrounding the pump track and not the future basketball courts and pickleball courts.

Response: Yes, the 6' asphalt pathway surrounding the pump track shown on the conceptual drawing shall be completed with this project. The other amenities (basketball courts, shade pavilion, play area, pickleball courts) and associated paths are phase 2 improvements to be completed with a separate project.

Question # 7: For the bid, do we need to provide the "list of subcontractors" form found on page 17 of the construction contract?

Response: No, a list of subcontractors is not required to be provided with the RFP proposal submittal.

Question # 8: Do we need to provide a copy of sub-contractors CA contractor's license in our proposal submittal?

Response: No.

Question # 9: Can you provide a DWG or PDF file of the Conceptual Plan completed by Melton Design Group?

Response: Yes, a copy of the Conceptual Plan completed by Melton Design Group has been added to the website RFP Documents:
<https://www.cityofgrassvalley.com/post/current-bid-documents>

Question # 10: Can the city provide a list of plan holders?

Response: A list of plan holders is not available. However, the following is a list of entities the City has shared the release of the Project RFP with:

- American Ramp Company
- H Tracks
- Action Sports Design
- Avid Trails
- Frontier Skateparks
- Spohn Ranch Skateparks
- PumpTrax USA
- Nevada County Contractors Association
- Constructconnect
- JPB Designs Inc.
- Dynamic Trades Inc.
- Studio OLA Landscape and Architectural Design

Question # 11: Can you please confirm if the parking lot and restroom facility are to be included in this project? It is still based on the Project Overview section, there is no mention of amenities outside of the actual bike park, however the schematic design does not show the parking lot or restroom in phase 2. Please clarify the exact scope the city is requesting.

Response:

- All wheel track: included in "phase 1" per project overview section
- 6' Asphalt Pathway: included in "phase 1" per project overview section

- Pickleball courts: "phase 2"
- Basketball: "phase 2"
- Shade Pavillion and Picnic Area: "phase 2"
- Treetop Walk Play Area & Climbing Boulder: "phase 2"
- Sculptural Sign: "phase 2"
- 5' crushed basalt pathway: Phase 2
- Railroad tie path to historic viewpoint: Phase 2
- Native wildflowers: Phase 2
- Asphalt parking lot: Phase 2
- 10' Asphalt pathway to future crosswalk: Phase 2
- 2 stall restrooms: Phase 2
- Art entrance and bollards: Phase 2
- 10' asphalt pathway: Existing.

Issued By:

Zac Quentmeyer
Deputy Public Works Director

Date

I HAVE READ AND UNDERSTAND THIS ADDENDUM

Signature

Bidder



GRASS VALLEY
A PLACE TO LIVE AND THRIVE

**CITY OF GRASS VALLEY
ENGINEERING DIVISION**

January 19, 2026

ADDENDUM NO. 2

REQUEST FOR PROPOSALS

FOR

CENTREVILLE BIKE PARK PROJECT

PROPOSAL DUE DATE – WEDNESDAY, February 25, 2026

ADDENDUM NO. 1

PROJECT: CENTREVILLE BIKE PARK PROJECT

PROPOSAL DUE DATE: WEDNESDAY, FEBRUARY 25, 2026

Below are responses to inquiries received prior to the deadline established in Section 1C in the subject RFP.

Question # 1: The RFP states that irrigation shall be included. Is there a water tie in point on the site currently, or is the Contractor responsible for providing water service to the site?

Response: There is not currently a water tie in point on the site. The contractor is responsible for providing service to the site. Nevada Irrigation District is the water utility provider to the site area.

Irrigation is not necessarily required for the project. Firms may choose to propose alternative solutions to plantings to define circulation areas, provide spectator buffers, support erosion control, etc.

Question # 2: Is an electronic submission of our proposal acceptable? Or does a hard copy need to be mailed in?

Response: Per Section I.B, proposers must submit:

- One (1) printed copy, and
- One (1) electronic complete copy on USB (searchable PDF)

Question # 3: Does the city have a preference for stormwater management tactics? IE one large storm basin for the entire park or localized infiltration of runoff via sumps/rain gardens (subject to geotechnical testing).

Response: The RFP requires positive drainage and erosion control but does not prescribe a specific stormwater strategy. The City is open to proposer recommendations that:

- Ensure positive runoff away from the riding surface
- Prevent ponding and sediment accumulation
- Are supported by geotechnical and hydraulic analysis
- Minimize long-term maintenance
- Integrate with the park's natural aesthetic

Both regional and distributed approaches (e.g., basin vs. localized infiltration) may be considered if they meet these objectives and applicable standards.

Question # 4: Have project kickoff and completion dates been set?

Response: No. The City expects proposers to include a project schedule from NTP through completion in their proposal.

Question # 5: Will this project be subject to CEQA review and approval?

Response: Yes. The specific CEQA pathway has not been finalized. Proposers should assume the project will require appropriate environmental review and should demonstrate familiarity with CEQA-compliant design and documentation. The City will confirm the CEQA approach during the design phase.

Issued By:

Zac Quentmeyer
Deputy Public Works Director

Date

I HAVE READ AND UNDERSTAND THIS ADDENDUM

Signature

Bidder

Centreville Bike Park Project 24-08 RFP Proposal Scoring

Reviewer	Frontier / Studio OLA	American Ramp Company	Dynamic Trades. Inc	Avid Trails
Reviewer #1	65	84	87	82
Reviewer #2	64	85	89	80
Reviewer #3	64	87	89	81
Total Points- 300	193	256	265	243



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

Title: Memorial Park Magenta Drain Restoration Project- Environmental Services

CEQA: N/A - Procedural Motion

Recommendation: The Council 1) approves a change order with Dudek for additional environmental consulting services for the Memorial Park Magenta Drain Restoration Project, 2) authorize the Deputy Public Works Director to execute all related documents, subject to legal review and, 3) authorize the Finance Director to make any necessary budget adjustments and transfers.

Prepared by: Zac Quentmeyer

Council Meeting Date: March 10, 2026

Date Prepared: March 5, 2026

Agenda: Consent

Background Information: In 2023, the City was awarded \$319,847.94 in Proposition 1, Round 2 IRWM Implementation grant funds to restore a portion of the Magenta Drain running through Memorial Park. In February of 2025, the City contracted with Dedek to provide design and environmental services for the project. During project development, the consultant encountered additional complexities in the environmental permitting process, which requires a higher level of technical analysis and coordination than initially anticipated. These include expanded jurisdictional determinations, additional field assessments, and the need for supplemental design iterations to address agency feedback and ensure full compliance with federal, state, and local environmental regulations.

To cover these unforeseen costs, staff proposes reallocating \$42,538 of the total grant award from the construction phase to the planning and design phase. This ensures the project remains fully grant-funded without requiring additional City resources. This budget modification will allow continued progress toward implementation of the Magenta Drain Restoration Project objectives. Staff and the consultant intend to make minor landscaping design adjustments to maintain project goals while working with a reduced construction phase budget.

Council Goals/Objectives: The Magenta Drain Restoration Project executes portions of work tasks towards achieving/maintaining Strategic Plan Goal - Recreation and Parks.

Fiscal Impact: The change order amount is \$42,538. Grant funds will be reallocated from the construction phase to the planning and design phase of the project.

Funds Available: Prop 1 grant funds.

Account #: 300-406-66653

Reviewed by: City Manager

Attachments: Dudek Change Order Scope of Service Proposals

TO: ZAC QUENTMEYER
SUBJECT: REVISED SCOPE AND BUDGET AUGMENTATION REQUEST TO PROVIDE A CULTURAL RESOURCE REPORT FOR THE MEMORIAL PARK MAGENTA DRAIN RESTORATION PROJECT

March 2, 2026

Zac Quentmeyer, Deputy Public Works Director
City of Grass Valley
125 E. Main Street
Grass Valley, CA 95945

Subject: Revised Scope and Budget Augmentation Request to Provide a Cultural Resource Report for the Memorial Park Magenta Drain Restoration Project

Dear Zac Quentmeyer:

Dudek initially provided a proposal for a streamlined project delivery for the Memorial Park Magenta Drain Restoration project. The original scope of work assumed that the project would be exempt from the California Environmental Quality Act (CEQA) under the Statutory Exemption for Restoration Projects (SERP) process through the California Department of Fish and Wildlife (CDFW) and that the project would have no impacts to aquatic resources under the jurisdiction of the U.S. Army Corps of Engineers (USACE). Under these assumptions, the project would not require a cultural resources assessment because without a federal permit, i.e., a Clean Water Act permit from the USACE, the project would not be subject to the requirements of the National Historic Preservation Act and the use of a CEQA Statutory Exemption only requires that a lead agency demonstrate that a project is consistent with the criteria for that exemption.

However, as discussed during our meeting on January 8th, 2026 and during our pre-application meeting on February 19th, 2026, USACE has claimed jurisdiction over the Magenta Drain, and thus a USACE Clean Water Act permitting process is required. A cultural resources assessment meeting the requirements of Section 106 of the National Historic Preservation Act is a critical component of the USACE Clean Water Act permitting process. Given that the cultural resources assessment is required for the USACE permitting, we recommend an alternate pathway for CDFW permitting under the Habitat Restoration and Enhancement Act (HREA). This process is faster and more cost-effective than the SERP process, but it requires use of the CEQA Class 33 Categorical Exemption for Small Habitat Restoration Projects. Use of a Categorical Exemption instead of a Statutory Exemption also requires a cultural resources assessment.

Thus, to meet the requirements of the Clean Water Act permitting through USACE and the CEQA Class 33 Categorical Exemption requirements to support the HREA process, we propose to conduct the following cultural resources investigation and analysis tasks.

Scope of Services

Task 5.2.1 Archaeological Resources Inventory

Inventory

Dudek will conduct a records search for the full project boundary and a half-mile radius around the boundary at the North Central Information Center to obtain information on previously recorded cultural resources and

investigations. We anticipate direct costs for the records search to be no more than \$1,500 and that this search may require up to 6-8 weeks to return results.

We will also initiate correspondence with the Native American Heritage Commission (NAHC) to request a search of the Sacred Lands File for any known Native American resources identified within the project site. As part of the results of this search, the NAHC will provide a Contact List of tribal individuals and organizations that may have additional information concerning resources in the vicinity. Dudek assumes that Native American coordination and/or consultation pursuant to Assembly Bill (AB) 52 will be completed by the City.

Following archival research, Dudek will complete an intensive pedestrian survey of the project site. This is anticipated to take one archaeologist a single 8-hour day of fieldwork, including travel time. It is assumed that the project survey area will not exceed 2 acres and that access will be arranged by the City prior to survey for any portions of the survey area that are not publicly accessible. For the purposes of this scope, Dudek assumes that no new archaeological resources will be identified. Dudek also assumes that no previously recorded archaeological resources will require updated documentation or evaluation. We assume that if any tribes request for a Native American monitor to be present during our field survey, any associated costs will be the responsibility of the City. It is our understanding that the City will be responsible for all communication and consultation with Native American tribes pursuant to the requirements of AB 52. For Section 106 compliance, Dudek will conduct Tribal outreach in coordination with the City to ensure no conflict with the CEQA AB 52 process.

Deliverables:

- Information Center Records Search
- NAHC Sacred Lands File search

Assumptions:

- Total survey area will not exceed 2 acres.
- No residual hazardous materials are present within the project site that would be disturbed or require removal.
- Native American coordination and/or consultation pursuant to Assembly Bill (AB) 52 will be completed by the City.

Cost for Task 5.2.1 **\$5,984.00**

Task 5.2.2 Built Environment Resources Research and Inventory

This scope of work includes tasks to complete the inventory and evaluation of historic built environment resources in conformance with the California Environmental Quality Act (CEQA), Section 106 of the National Historic Preservation Act (NHPA), the National Environmental Policy Act, and all applicable local municipal guidelines and regulations.

Records Search Review and Background Research: Dudek built environment cultural resources staff will review the CHRIS records search that will be completed at the North Central Information Center (NCIC) as part of the Archaeological Resource Inventory task. The purpose of the records search is to identify any previously recorded historic built environment resources that may be located within the study area. As part of this task, Dudek will conduct background research to develop an appropriate historic context to evaluate the significance of historic

TO: ZAC QUENTMEYER
 SUBJECT: REVISED SCOPE AND BUDGET AUGMENTATION REQUEST TO PROVIDE A CULTURAL RESOURCE REPORT FOR THE MEMORIAL PARK MAGENTA DRAIN RESTORATION PROJECT

resources identified within the study area. Dudek assumes that the City will share information about the history of the park and the built resources within it. Dudek will also coordinate with local historical societies, advocacy groups/stakeholders who may have information on the historic resources within the study area. This coordination will include limited outreach via emails and phone calls concerning resources in the area. No follow-up phone calls or in-person meetings are included in this task.

Area of Potential Effects Map and Survey: Upon completion of the records search review, Dudek will delineate an area of potential effects (APE) map in accordance with Section 106 regulations and USACE federal permitting requirements. The map will consider project related potential direct and indirect effects on any historic properties within the APE. Dudek will prepare up to 3 versions of the APE map (2 drafts and 1 final) for review and approval by the USACE. Following approval of the APE map, Dudek qualified staff will conduct an intensive-level field survey to record historic era, built resources (45 years of age or older) in the APE. Dudek assumes that the only built environment resource that will require inventory and evaluation is the Magenta Drain channel. The field survey will be conducted by Dudek qualified staff as part of the archaeological survey.

Deliverables:

- Historical society outreach
- Up to 3 versions of the APE map (2 drafts and 1 final) for review and approval by the USACE

Assumptions:

- The APE will include the four APNs that comprise Memorial Park as well as five individual features within the park.
- The field survey will require two specialists working no more than one 8-hour field day.
- The City will share information about the history of the park and the built resources within it.
- Resources within the APE can be documented from publicly accessible areas.

Task 5.2.3 Cultural Resources Inventory and Evaluation Report

Dudek will prepare a Cultural Resources Inventory and Evaluation Report that will summarize the results of the survey, research, and property significance evaluations for both archaeology and built environment using the USACE Section 106 report template. Dudek assumes that the cultural resources technical report prepared for the USACE will be sufficient to support the findings in the CEQA document.

The report will include a project description, regulatory framework, all sources consulted, research and field methodology, and recommendations for appropriate management. We assume no more than three (3) versions of the APE map and the report will be required.

A schedule for project deliverables will be determined upon notice to proceed, but generally we require 8-10 weeks to prepare a technical report. Should the USACE require additional resources be included in the APE and evaluated, a budget augment will be required. Should the technical report find that there are historic properties in the APE, Dudek can prepare a Section 106 Finding of Effect report in accordance with 36 CFR § 800.5(a). A revised scope of work and budget augment will be submitted at that time.

TO: ZAC QUENTMEYER
SUBJECT: REVISED SCOPE AND BUDGET AUGMENTATION REQUEST TO PROVIDE A CULTURAL RESOURCE REPORT FOR THE MEMORIAL PARK MAGENTA DRAIN RESTORATION PROJECT

Deliverables:

- Draft, revised and final Cultural Resources Inventory and Evaluation Report meeting CEQA and Section 106 standards
- DPR Forms

Assumptions:

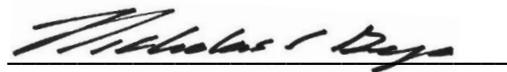
- The project would not cause a substantial adverse change in the significance of any historical resources; thus, a Section 106 Finding of Effect report will not be required.
- No new archaeological resources will be identified.
- No previously recorded archaeological resources will require updated documentation or evaluation.

Cost for Tasks 5.2.2 and 5.2.3 **\$11,910.00**

TOTAL COST **\$17,894.00**

Please reach out with any questions regarding the scope and budget augmentation request. Dudek is excited to keep advancing the Memorial Park Magenta Drain project goals and helping the City construct a successful and lasting project.

Sincerely,



Nick Deyo
Senior Landscape Architect

Att.: Zac Quentmeyer
cc: Bjorn Jones, Amy Kesler-Wolfson, Katherine Waugh (Dudek)

March 2, 2026

Zac Quentmeyer, Deputy Public Works Director
125 E. Main Street
Grass Valley, CA 95945

Subject: Revised Scope of Work for Waters of the U.S. Permitting Support and Regulatory Services for the Memorial Park Magenta Drain Restoration Project, City of Grass Valley, Nevada County, California¹

Dear Zac Quentmeyer:

Dudek is providing this Scope of Work for Waters of the U.S. (WOTUS) Permitting Support and Regulatory Services for the Memorial Park Magenta Drain Restoration Project (project), located in City of Grass Valley (City), Nevada County, California. Initially, Dudek provided a proposal for services that included tasks for biological and/or aquatic resource surveys; aquatic resources delineation with reporting and verification request; as well as permitting preparation and coordination support with California Department of Fish and Wildlife (CDFW)- North Central Region 2, and the Regional Water Quality Control Board (RWQCB)- Lahontan 6.

Since the preparation of the previous proposal, and execution of various tasks, Dudek has obtained further information regarding moving forward with permitting for the project. These items include the following:

- U.S. Army Corps of Engineers (USACE)- Approved Jurisdictional Determination (AJD; SPK-2025-00351), concluding that the project area aquatic resources are federal WOTUS and subject to permitting compliance with the USACE for Clean Water Act (CWA) Section 404, and the RWQCB for CWA Section 401.
- Completed a pre-application meeting with the RWQCB confirming compliance with CWA Section 401 through the Statewide Restoration General Order Notice of Intent (NOI) (RWQCB February 18, 20206).
- Completed a pre-application meeting with the CDFW confirming compliance with California Fish and Game Code (FGC) Section 1600 et. seq. through the Habitat Restoration and Enhancement Act (HREA) Form 1653 (CDFW February 18, 2026); and
- Completed a pre-application meeting with the USACE- Sacramento District confirming compliance for CWA Section 404 will be completed through the NOI process for restoration projects. During this meeting, several avenues for permitting compliance for CWA Section 404 were discussed. These options are discussed further comprise the subject material of this Scope (USACE February 19, 2026). See below.

¹ Version 2, Updated from January 2026 proposal based on pre-application meeting completed between the City of Grass Valley and U.S. Army Corps of Engineers.

Scope of Work

TASK 5.3. WOTUS PERMITTING SUPPORT AND REGULATORY SERVICES

As noted above, all options for permitting the restoration project for CWA Section 404 compliance was discussed during the pre-application meeting with the USACE. The options discussed include the following:

- Regional General Permit 16- Aquatic Habitat Restoration and Enhancement Activities.
- Nationwide Permit (NWP) 18- Minor Discharges; and/or
- NWP 27- Aquatic Habitat Restoration, Enhancement, and Establishment Activities.

For the USACE to make the best recommendation for permitting WOTUS to the project team (City), Dudek will prepare a preliminary aquatic resources impact map and provide it to the USACE project members for review and feedback.

Dudek understands that any permit path selected will take approximately the same time duration to get approved. This includes deeming the application complete and covers consultation with State Historic Preservation Office (SHPO) for federal compliance with the National Heritage Protection Act (NHPA) Section 106 compliance (Cultural resource services have been provided in a separate scope from Dudek, Task 5.2). Dudek will complete the selected pre-construction notification (PCN) or application. Each will require the following information:

- A completed NWP PCN or Regional General Permit 16 Form.
- A description of the project activity and potential impacts to WOTUS.
- A description and quantification of project impacts (area and linear feet of impacts) to aquatic resources, specifically within the ordinary high water mark (OHWM).
- An Aquatic Resources Delineation Report (ARDR) and AJD approval.
- Project maps and drawings of the project designs and impact areas prepared in accordance with the current map and drawing standards issued by the USACE South Pacific Division.
- Design drawings.
- Copies of any permanent or temporary disturbance activities such as grading.
- Approvals and certifications that are being obtained from other federal, state, and local agencies as needed.
- A discussion of avoidance and minimization measures (AMMs).
- Review and descriptions of NWP general conditions as needed.
- NHPA Section 106 consultation concurrence documentation.

Under this task Dudek has allotted time for coordination with the USACE and any additional information requests from the USACE to support NWP/Application processing. Dudek has also incorporated time for a Water Permitting Specialist/Biologist and a GIS Specialist to support this process.

Task 5.3 Assumptions:

- Dudek assumes this task order will cover the preparation, coordination, and meeting time with the USACE and the City for the pre-application meeting.
- We assume that NHPA Section 106 consultation will be required for historical resources to deem the USACE permit complete. Dudek assumes the USACE will be the Lead Agency for this consultation.
- The City will review the application once and provide one round of comments prior to finalization and submittal to the USACE.
- This cost estimate assumes a need to respond to up to one round of USACE comments only.
- We assume that the project will not result in a loss of aquatic resources acreage or linear feet beyond those authorized under the NWP or General Permit, and will therefore not require a compensatory mitigation.
- At the time this Scope was developed, it is assumed that compliance with CWA Section 401 can be met through an Notice of Intent (NOI) with the RWQCB; and California FGC 1602 can be met through the an HREA.
- We assume that the project would not trigger impacts to any state and/or federally listed species required an Incidental Take Permit (ITP) with the CDFW, and or the U.S. Fish and Wildlife Service (USFWS).
- Dudek cannot control the amount of time it will take the USACE to review our PCN or Regional Permit application or complete the NHPA Section 106 process to issue a final permit.

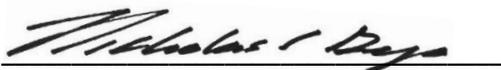
Task 5.3 Deliverables:

- Draft and Final version of the NWP PCN or General Permit package (digital format).
- Submit materials to the USACE- Sacramento District via Sacramento District’s beta version of the Regulatory Request System (RRS), or USACE DoD SAFE site- whichever is working and directed for submittal by the USACE PMs.

TOTAL COST\$11,060.00

Please reach out with any questions regarding this scope and budget augmentation request (Task Order 04). Dudek is excited to keep advancing the Memorial Park Magenta Drain project and further aiding the City in constructing a successful and lasting park feature.

Sincerely,



Nick Deyo
Senior Landscape Architect

cc: Bjorn Jones, Amy Kesler-Wolfson (City of Grass Valley); Morgan Kennedy, Katherine Waugh (Dudek)



City of Grass Valley City Council Agenda Action Sheet

Title: Resolution Number 26-05 “Appointing Police Chief Alex Gammelgard as Interim City Manager”

CEQA: Not a project

Recommendation: By MOTION, adopt Resolution Number 26-05 “Appointing Police Chief Alex Gammelgard as Interim City Manager”

Prepared by: Tim Kiser, City Manager

Council Meeting Date: March 10, 2026

Date Prepared: March 3, 2026

Agenda: Consent

Background: Tim Kiser recently provided notice that he will be stepping down as City Manager effective March 19, 2026. The City of Grass Valley is thus in the process of recruiting the position of City Manager. During such recruitment, the City wishes to appoint a person with specialized skills qualified to fill the position on an interim basis in order to prevent stoppage of public business and continue Municipal operations during recruitment for a permanent appointment.

Mr. Alex Gammelgard, who is the City’s current Police Chief, has been employed by the City since January 2005 and brings over 25 years of experience in both the public and private sectors. If appointed to the position of Interim City Manager, Mr. Gammelgard would receive \$500 per pay period in compensation and \$200 per pay period in deferred compensation while performing Interim City Manager duties in addition to his normal salary. Mr. Gammelgard would continue to perform Police Chief duties while serving as Interim City Manager.

Upon the conclusion of Mr. Gammelgard’s appointment as Interim City Manager and in the event Mr. Gammelgard is not appointed to the position of City Manager, his role would revert to Police Chief.

The attached Resolution Number 26-05 will provide for Interim City Manager services during the recruitment process for a permanent City Manager.

Council Goals/Objectives: This item executes portions of the work tasks towards achieving /maintaining the Strategic Plan goal to maintain a Productive and Efficient Workforce

Fiscal Impact: With some salary savings from the vacancy of the City Manager, and the reallocation from General fund into Sewer and Water fund for the Police Chief, there will be sufficient funds.

Funds Available: Yes **Account #:** 100-General, 510-Sewer, 500-Water

Reviewed by: City Manager

Attachments: Resolution

CITY COUNCIL OF THE CITY OF GRASS VALLEY

RESOLUTION NO. 26-05

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GRASS VALLEY
 APPOINTING POLICE CHIEF ALEX GAMMELGARD AS INTERIM CITY
 MANAGER

WHEREAS, the City of Grass Valley is in the process of filling the position of City Manager, which shall become vacant on March 20, 2026, with the resignation of current City Manager Tim Kiser; and

WHEREAS, during any recruitment for a permanent City Manager, the City desires to appoint a person with specialized skills qualified to fill the position on an interim basis in order to prevent stoppage of public business and continue Municipal operations during recruitment for a permanent appointment; and

WHEREAS, Grass Valley Charter, Article VIII, Section 1 establishes the office of City Manager and Municipal Code section 2.05.010(C) authorizes the City Council to appoint the City Manager; and

WHEREAS, the City Council, through review of the annual budget, sets salaries paid and special compensation; and

WHEREAS, Alex Gammelgard (“Employee”) is the Police Chief, who has been employed by the City since January 2005 and brings over 25 years of experience in both the public and private sectors; and

WHEREAS, the City Council wishes to appoint Employee to the position of Interim City Manager on an interim basis; and

WHEREAS, the City Council desires that Employee continue to perform the duties of Police Chief for the duration of his appointment as Interim City Manager; and

WHEREAS, Government Code section 20480(a) limits out-of-class appointments to 960 hours in a fiscal year; and

WHEREAS, in addition to Employee’s regular wages as Police Chief, Employee shall receive \$500 per pay period in compensation and \$200 per pay period in deferred compensation for the duration of his appointment as Interim City Manager;

WHEREAS, this temporary out of class assignment to perform duties of the City Manager in addition to Employee’s regular Chief of Police duties is not intended to modify his PERS safety classification, and Employee understands this additional compensation for the out of class assignment is not pensionable; and

WHEREAS, the City Council shall review Employee’s performance and compensation after six months of Employee’s appointment as Interim City Manager if

no permanent City Manager has been appointed by that time; and

WHEREAS, the City Council reserves its right under Grass Valley Municipal Code section 2.05.010(D) to remove Employee from the Interim City Manager position; and

WHEREAS, upon the conclusion of Employee’s appointment as Interim City Manager (an out of class assignment in addition to Employee’s regular assignment as Chief of Police), for any or no reason, Employee’s role shall revert to his existing Police Chief classification, with all the rights, duties, and responsibilities thereto; and

WHEREAS, the reversion noted above shall in no way impair Employee’s status as an at-will employee, with no property interest in the position of employment; and

WHEREAS, Employee has agreed to fill the position of Interim City Manager under the terms outlined above.

NOW, THEREFORE, BE IT RESOLVED, THAT THE CITY COUNCIL OF THE CITY OF GRASS VALLEY DOES RESOLVE AS FOLLOWS:

1. The recitals above are incorporated herein by reference.
2. The City Council hereby appoints Police Chief Alex Gammelgard (“Employee”) to the position of Interim City Manager for a period effective March 20, 2026 until the City Council’s appointment of a City Manager to the City of Grass Valley, under the terms detailed in the recitals above.
3. Employee’s appointment as Interim City Manager shall conclude upon the City Council’s appointment of a City Manager to the City of Grass Valley.
4. This Resolution is hereby adopted and becomes effective and in full force immediately upon adoption.

I HEREBY CERTIFY that the foregoing resolution was adopted at a regular meeting of the Grass Valley City Council on the 10th day of March, 2026, by the following vote, to wit:

AYES: Councilmembers
 NOES: Councilmembers
 ABSTAIN: Councilmembers
 ABSENT: Councilmembers

Mayor of the City of Grass Valley

Attest:

Approved as to form:

City Clerk of the City of Grass Valley

City Attorney for the City of Grass Valley