



GRASS VALLEY

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

Tuesday, October 22, 2024 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 Jan Arbuckle, Vice Mayor Hilary Hodge, Councilmember Bob Branstrom,
Councilmember Haven Caravelli, 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 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. Presentation from Gold Country Senior Services

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.*

2. Approval of the Regular Meeting Minutes of October 8th, 2024.

Recommendation: Council approve minutes as submitted.

3. .Second reading of an ordinance amending 10.64.010, 10.64.020, and 10.64.030 of Chapter 10.64 of Title 10 and adding section 12.16.040 to Chapter 12.16 of Title 12 of the Grass Valley Municipal Code regulating the use of wheeled devices

CEQA: Not a project

Recommendation: That council 1) hold second reading and adopt Ordinance 830, and 2) adopt Resolution 2024-74 directing the posting of signs prohibiting wheeled device in the downtown area.

4. Inspection of Multiple Unit Buildings intended for Human Occupancy Policy

CEQA: Not a project

Recommendation: That the City Council approve the Policy for Inspection of Multiple-Unit Buildings Intended for Human Occupancy, establishing procedures for the inspection and enforcement of health and safety standards in multi-unit buildings, in compliance with applicable California Health & Safety Code sections.

5. Ticket and Pass Distribution Policy

CEQA: Not a project.

Recommendation: That the City Council approve the Ticket and Pass Distribution Policy, ensuring that all tickets and passes distributed by the City are used in furtherance of public purposes, in compliance with the Fair Political Practices Commission (FPPC) regulations under Section 18944.1.

6. Finance Department Restructuring

CEQA: Not a Project

Recommendation: That Council 1) review and approve the proposed reorganization of the Finance Departments; 2) approve the job description and associated salary schedule for the Finance Director and Deputy Finance Director, subject to legal review; 3) approve adding the Finance Director and Deputy Finance Director to the allotted/authorized City positions; 4) review the proposed agreements (including Appendix A) for the Finance Director and Deputy Finance Director positions; 5) authorize the City Manager to execute the Finance Director and/or Deputy Finance Director agreement(s) subject to legal review; and 6) authorize the Administrative Services Director to make any necessary budget adjustments and/or amendments to complete these actions.

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

REORGANIZATION RELATED ITEMS

PUBLIC HEARING

ADMINISTRATIVE

7. Historical Commission Quarterly Update and Request

CEQA: Not a project

Recommendation: That Council 1) Accepts Plaque Language for the Firehouse on Main Street and Mill Street Parking Lot, 2) Directs staff to move forward with landmark submission for the Firehouse on Main Street and Mill Street Parking Lot, and 3) Receives update from Historical Commission.

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, October 22, 2024, at 6:00 p.m., was posted at city hall, easily accessible to the public, as of 5:00 p.m. Friday, October 18, 2024.

Taylor Whittingslow, City Clerk



PROGRAMS AND SERVICES

LESLIE LOVEJOY RN, PH.D.

EXECUTIVE DIRECTOR

WHO WE ARE

- ESTABLISHED IN 1976 AS A 501C(3) NONPROFIT AGENCY SERVING WESTERN NEVADA COUNTY.
- MISSION: WE PROVIDE A RANGE OF PROGRAMS AND SERVICES THAT PROMOTE THE HEALTH, WELL-BEING, AND INDEPENDENCE OF OLDER ADULTS IN OUR COMMUNITY.
- VISION: GOLD COUNTRY SENIOR SERVICES IS A TRUSTED AND RESPECTED PARTNER WITH THE COMMUNITY'S SENIOR POPULATION. IN COLLABORATION WITH OTHER COMMUNITY AGENCIES, WE ACTIVELY ADVOCATE FOR AND CONTINUALLY WORK TO DEVELOP RESOURCES TO MEET THE EXPANDING NEEDS OF SENIORS. THROUGH THE SENIOR CENTER, WE PROVIDE A SPACE FOR SENIORS AND THEIR FAMILY MEMBERS TO ACCESS THE NEEDED INFORMATION AND RESOURCES THAT SUPPORT THE CHALLENGES OF LIVING GRACEFULLY WHILE AGING.
- 14.43 FTE EMPLOYEES, 162 VOLUNTEERS

HOW WE SERVE

- **HEALTHY NUTRITION PROGRAM**

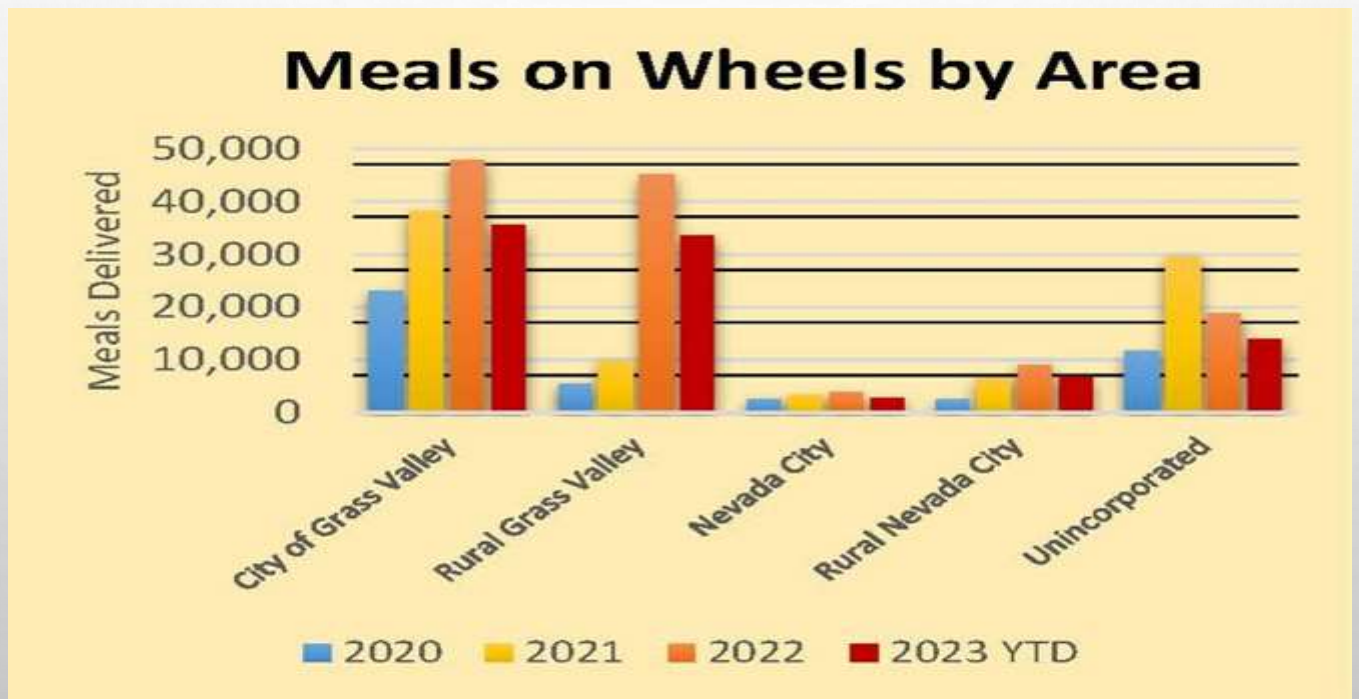
- MEALS ON WHEELS:

HOME DELIVERED MEALS: AVERAGE 169 CLIENTS, 5 MEALS A WEEK, FISCAL YEAR TOTAL OF APPROXIMATELY 46,000 MEALS PER YEAR CURRENT WAITING LIST=28

COMMUNITY/CONGREGATE CAFÉ: MEALS PLUS SOCIALIZATION, AVERAGE # IS 30 CLIENTS PER MEAL, 3 MEALS PER WEEK, YEARLY TOTAL OF APPROXIMATELY 7,800 MEALS

- MEDICALLY TAILORED MEALS: MEDICAL ADULT CLIENTS, 14 MEALS A WEEK X 12 WEEKS, CURRENTLY AT 21 CLIENTS; CAPACITY FOR 30 CLIENTS, YEARLY TOTAL OF APPROXIMATELY 22,000 MEALS

SERVICE AREA



HOW WE SERVE

- **SENIOR FIREWOOD PROGRAM**

261 CLIENTS IN 170 HOUSEHOLDS; AVERAGE AGE: 73

2023: DELIVERED 231.5 CORDS OF DRY WOOD. SOME CLIENTS ALSO RECEIVE MOW

- **PET FOOD PANTRY**

53 PETS, CHERISHED COMPANIONS OF OUR HOMEBOUND SENIORS

- **EMERGENCY PREPAREDNESS AND EMERGENCY MEALS**

- **CASE MANAGEMENT:** LINKAGES AND DEPRESSION SCREENING AND EARLY INTERVENTIONS

HOW WE SERVE

- **SIERRA GOLD COMMUNITY SENIOR CENTER**

OUR HUB: NO ONE IS TURNED AWAY FOR LACK OF FUNDS; MEMBERSHIPS HELP SUPPORT.

NUTRITION SERVICES NOW AT THE CENTER

CURRENT EDUCATIONAL PROGRAMS: CYBER SENIORS TECH LITERACY PROGRAM

FOOD WASTE REQUIREMENTS FOR 2025

EXERCISE, ART, GAMES, BINGO

COMMUNITY RESILIENCE CENTER GRANT

FACILITY RENTAL OPPORTUNITIES AFTER HOURS AND ON WEEKENDS

OUR FUNDING AND NEEDS

- GOLD COUNTRY SENIOR SERVICES IS FUNDED THROUGH GRANTS, DONATIONS, FUNDRAISING EVENTS, SOME REVENUE FROM PROGRAMS AND ACTIVITIES, AND THE RENTAL OF THE FACILITY.

- **NEEDS:**

CLIENT NEEDS THAT ARE PUT ON A WAITLIST DUE TO A LACK OF FUNDING INCLUDE 28

HOMEBOUND SENIORS IN NEED OF MOW; 75 SENIOR HOUSEHOLDS ARE ON A WAIT LIST

FOR FIREWOOD

OUR NEEDS

- SIERRA GOLD COMMUNITY SENIOR CENTER
 - A 3 PHASE DIESEL GENERATOR & FUNDING TO COMPLETE THE COFFEE SHOP
- FUNDING TO MEET THE NEEDS OF THOSE ON OUR WAIT LISTS AND TO SUPPORT THE EXPANDING NEED FOR HEALTHY NUTRITION, SOCIALIZATION, AND WARMTH.



GRASS VALLEY

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

Tuesday, October 08, 2024 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

MINUTES

CALL TO ORDER

The meeting was called to order at 6:03 pm.

PLEDGE OF ALLEGIANCE

Mayor Arbuckle led the pledge of allegiance.

ROLL CALL

PRESENT

- Councilmember Bob Branstrom
- Councilmember Tom Ivy
- Vice Mayor Hilary Hodge
- Mayor Jan Arbuckle

ABSENT

- Councilmember Haven Caravelli

AGENDA APPROVAL -

The motion was made by Vice Mayor Hodge and seconded by Councilmember Branstrom. Voting Yea: Councilmember Branstrom, Councilmember Ivy, Vice Mayor Hodge, Mayor Arbuckle

REPORT OUT OF CLOSED SESSION

No closed session.

INTRODUCTIONS AND PRESENTATIONS

PUBLIC COMMENT -

Virtual Public comment attached.

In-person: Liz Newman, Matthew Coulter.

CONSENT ITEMS -

Requested changes to Item # 2 (Unit 8 MOU), changing the salary schedule for Deputy Fire Marshal working 2080 hours annually had a miscalculation, and change to Item #3 (Loma Rica Landscaping & Lighting) updating engineering report section d to reflect \$57 "monthly" and

updating resolution R2024-71 to reflect accurate amount and R2024-72 to emphasize that there is only one owner of the property.

A motion was made to approve consent with noted changes by Vice Mayor Hodge, seconded by Councilmember Branstrom.

Voting Yea: Councilmember Branstrom, Councilmember Ivy, Vice Mayor Hodge, Mayor Arbuckle

1. Approval of the Regular Meeting Minutes of September 24, 2024

Recommendation: Council approve minutes as submitted.

2. Amended Memorandum of Understanding with the Nevada County Professional Firefighters, IAFF Local 3800 for the Employment Classifications in the City's Employees Unit #8 for the Period July 1, 2024 - December 25, 2025

CEQA: Not a Project

Recommendation: That Council 1) review the Labor Memorandum of Understanding for an eighteen-month period beginning July 1, 2024, through December 31, 2025, between the City of Grass Valley and the Nevada County Professional Firefighters, IAFF Local 3800 for the Employment Classifications in the City's Employees Unit #8; 2) adopt Resolution No. 2024-70 approving Labor Memorandum of Understanding; and 3) and authorizes the City Manager to execute the Labor Memorandum of Understanding subject to legal review.

3. Loma Rica Landscaping and Lighting District - Approve Engineer's Report and Intent to Annex

CEQA: Not a Project

Recommendation: That Council 1) adopt Resolution 2024-71 approving the Engineer's Report without modifications and 2) adopt Resolution 2024-72 declaring the intent to annex property and levy assessments for Fiscal Year 2025-26 for the Residential Landscaping and Lighting District No. 1988-2, Zone VI - Loma Rica Annexation 2024-01

4. Approval of a range increase and Executive Contract Appendix

CEQA: Not a project

Recommendation: That Council 1) approve a 4% increase to the pay ranges for all Executive Contract Employees & change the retiree Health Plan Benefit to allow all executives to be eligible; 2) review the proposed Amendment to the Employment Agreements (including Appendix A) with Department Directors, City Clerk, and Deputy Directors; 3) authorize the City Manager to execute the agreements subject to legal review; 4) authorize the Finance Director or the City Manager's designee to make any necessary budget adjustments and/or amendments to complete this action.

5. Appointment of Planning Commissioner

CEQA: Not a Project

Recommendation: That Council approve the appointment of Matthew Wich as Planning Commissioner for Councilmember Ivy.

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

REORGANIZATION RELATED ITEMS

PUBLIC HEARING

6. Second Reading of Ordinance No. 829 Increasing Compensation for Mayor and City Councilmembers

CEQA: Not a Project.

Recommendation: That the Council hold a second, waive full reading and read by title only, and adopt Ordinance No. 829 Increasing Compensation for Mayor and City Councilmembers.

Tim Kiser, City Manager, introduced the item to the council.

Public Comment: Matthew Coulter

The motion was made to hold a second, waive full reading and read by title only, and adopt Ordinance No. 829 Increasing Compensation for Mayor and City Councilmembers by Vice Mayor Hodge, Seconded by Councilmember Branstrom. Voting Yea: Councilmember Branstrom, Councilmember Ivy, Vice Mayor Hodge
Voting Nay: Mayor Arbuckle

7. Introduction of an ordinance amending 10.64.010, 10.64.020, and 10.64.030 of Chapter 10.64 of Title 10 and adding section 12.16.040 to Chapter 12.16 of Title 12 of the Grass Valley Municipal Code regulating use of wheeled devices

CEQA: Not a project

Recommendation: Introduce the attached ordinance, waive full reading, and read by Title Only

Alex Gammelgard, Police Chief, gave the council an overview of the item.

Public comment: Joy Porter, Unknown, Matthew Coulter

Striking "with the exception of skateboards" from section 4 and item #2 of the ordinance.

A motion was made to introduce the attached ordinance, with the striking of "with the exception of Skateboards" 12.16.000 a.2. and waive full reading and read by Title Only by Councilmember Branstrom, Seconded by Vice Mayor Hodge.

Voting Yea: Councilmember Branstrom, Councilmember Ivy, Vice Mayor Hodge, Mayor Arbuckle

ADMINISTRATIVE

8. Downtown Public Restroom Project (Church Street Parking Lot)

CEQA: Exempt - Not a Project

Recommendation: That Council 1) review a proposed public restroom project funding; 2) authorize the Mayor to sign a Memorandum of Understanding (MOU) with GVDA for funding a portion of the proposed restroom, subject to legal review; and 3) authorize the Administrative Services Director to make necessary budget adjustments or transfers to add the project current budget.

Tim Kiser, City Manager, gave the council an overview of the item.

Public Comment: Joy Porter, Matthew Coulter

Motion made to 1) review a proposed public restroom project funding; 2) authorize the Mayor to sign a Memorandum of Understanding (MOU) with GVDA for funding a portion of the proposed restroom, subject to legal review; and 3) authorize the Administrative Services Director to make necessary budget adjustments or transfers to add the project current budget by Vice Mayor Hodge, Seconded by Councilmember Branstrom.

Voting Yea: Councilmember Branstrom, Councilmember Ivy, Vice Mayor Hodge, Mayor Arbuckle

9. Resolution in support of Proposition 36

CEQA: Not a project.

Recommendation: Adopt Resolution 2024-73 in support of Proposition 36, the Homelessness, Drug Addiction, and Theft Reduction Act

Alex Gammelgard, police chief, gave a presentation to the council.

Public Comment: Sandra Peterson, Walter, Matthew Coulter

Motion made to Adopt Resolution 2024-73 in support of Proposition 36, the Homelessness, Drug Addiction, and Theft Reduction Act by Councilmember Branstrom, Seconded by Mayor Arbuckle.

Voting Yea: Councilmember Branstrom, Mayor Arbuckle

Voting Nay: Vice Mayor Hodge

Voting Abstaining: Councilmember Ivy

Motion passes. **

**This differs from the video minutes because, after the meeting, it was clarified that under Robert's Rules of Order, an abstention is not counted toward the quorum, meaning a 2-1 vote is sufficient for the motion to pass.

BRIEF REPORTS BY COUNCIL MEMBERS

Branstrom attended the Brewfest and an ERC Meeting. Councilmember Ivy met with Congressman Kiley to discuss a biomass plant, participated in a Softball tournament, and came in 2nd place. Vice Mayor Hodge attended a Music in the Mountain event off Broad Street and saw the production of Shortz. Mayor Arbuckle Presented a Key to the City, attended a League of California Conference, and gave a reminder that it is Nation Breast Cancer Awareness Month. The Health Fair is on November 9th.

ADJOURN

The meeting adjourned at 8:02 pm.

Jan Arbuckle, Mayor

Taylor Whittingslow, City Clerk

Adopted on: _____

Taylor Whittingslow

From: BOMAR RONDA - Voicemail box 8880 <noreply@voicemail.goto.com>
Sent: Tuesday, October 8, 2024 10:30 AM
To: Public Comments
Subject: Voicemail from [REDACTED] on Oct 8 2024 10:27 AM
Attachments: 1728408425-00000371.mp3



You received a new voicemail message



New voicemail message

Time: Tuesday, October 8 2024 10:27 AM

From: [REDACTED]

Duration: 54 seconds

Voicemail box: 8880

Transcript: Hi, my name is Rhonda Beaumar. My phone number is 530-575-1810 and I'm a resident at 210 Sutton Way, the Cedar Park Apartments where they just took our carports away. I am in, I'd like to go to the hearing on the 24th and I was wondering if I could get information regarding that. And I've already submitted my opinion via the email. So if somebody could let me know, I would love to go to the hearing. I need to know where and what's time. And once again, my number is 530-575-1810. Thank you.

[Rate this transcript's accuracy](#)



Mailbox Capacity: 97/99 available

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333 Summer St, Boston, MA 02210, United States

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Taylor Whittingslow

From: Ronda Bomar [REDACTED]
Sent: Monday, October 7, 2024 9:32 PM
To: Public Comments
Subject: Ronda Bomar tenant at 210 Sutton Way- Cedar Park Apartments

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

Hello. I writing on behalf of my residence in the Cedar Park Apartments. I moved in here in December of 2021. My lease states that I have a car Port included in my rent. And now I do not..... the CHA tore my car port and every other car port in here down. They need to rebuild them.... Especially after seeing the insurance claim money the received!! it's ridiculous. CHA is also negligent is taking care of this property during the winter snow. They never have snow removal for the walk ways, side walks and the handicap parking spots. My walk way is always cover in ice because it gets no sun in the winter. And it is never taken care of for safety. I would always ask the previous apartment manager and the handy man and nothing was ever done. I am old! But I felt especially bad the people that are older then I. And the CHA was neglectful the winter we had snowmageddon.... I think it was 2022. All the needed to do was hire snow removal company to clean off the car ports and maintain the clean up. They did nothing !!!! Nothing. Except Tara down the carports. That in its self created more of a hazard! Leaving big sharp pieces of metal out in the parking spots. For days! I am understanding that these carports were built at different times. Different phases. The first phase was done by a company that didn't do the last phases, and those carports with held the snow impact. But yes, all they need to do is prepare for the weather and hire snow removal to clean it up and maintain..... it is incredibly dark out there in night with out the carport. No light. They won't even fix the light in my stair well. Can't see the stairs at night. My neighbor goes to work at the hospital at 3:30 AM. Plus the hot sun beating down on my truck, damaging it. My roof top liner is starting to rot and hang down. There are many more layers to the lack of care the owners have for our complex.... And a carport is part of my lease! Make them put the carports back! It's for safety Issues Thank you!

Ronda Bomar

#218
[REDACTED]

YUBA★BLUE

116 Mill Street Grass Valley, CA 95945

Office: 530-273-0840 email: yubablue@sbcglobal.net web: www.iloveyubablue.com

City Council Members,

I am sorry I cannot be there in person to share my excitement over the MOU that is before Council this evening regarding the partnership between the Grass Valley Downtown Association and The City of Grass Valley to share in the costs of building a public restroom in Downtown Grass Valley.

Inquiries for public restrooms is the single most asked question we from customers daily. We have tried to let people use our employee restroom, as I know many other businesses have. We have also had costly repairs to the ancient plumbing after doing so and no longer offer it to those patrons visiting our store. Sending people several blocks down to the existing restroom is often met with confusion and ire from those visiting our establishment.

I have also served on the GVDA board for 8 years and solving this issue has always been something we wanted to accomplish. I am proud that our organization is in a solvent position and can now contribute to the building of the restrooms and hope you will see the value of adding restrooms to our beautiful Mill Street Plaza.

Together we can use our collective capacity to bring a formidable shopping and dining destination to our locals and visitors.

Thank you!

Lillie Robertson

Owner, Yuba Blue

Property Owner, 114 Mill St.

GVDA Board Member, Past Chair

Board of Directors

OFFICERS

President

Bob Medlyn

Beam Easy Living Center

Vice-President

Jay Strauss

J R Strauss Law Group

Secretary/Treasurer

Suzanne Voter

Home Heroes Lending

Member-at-Large

Machen MacDonald

ProBrilliance Leadership
Institute

DIRECTORS

Buckley Armacher

Budget Blinds

Barbara Bashall

Individual Member

Debbe Blakemore

Alpine Storage

Joy Porter

Winding Road Imagery

Susan Rice

Individual Member

Lillie Robertson

Yuba Blue

Steve Sanchez

Sierra Gold Parks
Foundation

Executive Director

Robin Galvan-Davies

October 7, 2024

Mayor Jan Arbuckle
City of Grass Valley
125 East Main Street,
Grass Valley, CA 95945

RE: RESOLUTION NO. 2024-73 in Support of Proposition 36, The Homelessness, Drug Addiction, and Theft Reduction Act

Dear Mayor Arbuckle and Council Members, The Grass Greater Grass Valley Chamber is in favor of and encourages the Council to adopt Resolution No. 2024-73 in support of Proposition 36.

Since its inception, Prop 47, achieved notable success in making California's criminal justice system more equitable, but Prop 47 has also led to unintended consequences over the past decade, impacting the safety and wellbeing of our rural community.

Prop 36, the Homelessness, Drug Addiction, and Theft Reduction Act is a bi-partisan measure that provides common sense, targeted reforms to Prop 47 that, with the recently adopted legislative Retail Theft Package, provide more tools to increase safety in our communities.

The elements of Prop 36 allow critical behavioral health services, drug treatment, and job training within our justice system for people who are homeless and suffering from mental illness or struggling with substance abuse.

We are in favor of Prop 36's common sense, targeted reforms to Prop 47 that, with the recently adopted legislative Retail Theft Package, provide more tools to increase safety in our communities.

Thank you in advance for your consideration and anticipation adoption of Resolution No. 2024-73 in Support of Proposition 36, The Homelessness, Drug Addiction, and Theft Reduction Act.

Sincerely,



Robin Galvan-Davies
Executive Director

October 7, 2024

Board of Directors

OFFICERS

Chair

Joy Porter

Winding Road Imagery

Vice-Chair

Lillie Piland

Yuba Blue

Treasurer

Debbe Blakemore

Associate Member

DIRECTORS

Sue Amick

Foothill Mercantile

Nicole Arbaugh

Stucki Jewelers

Craig Hamilton

RHF Properties

Christine Larkin

Cake Bakery

Penny Short

Tess' Kitchen

Robert Medlyn

Beam Easy Living Center

Jay Strauss

JR Strauss Law Group

Suzanne Voter

Home Heros Lending

Executive Director

Robin Galvan-Davies

Mayor Jan Arbuckle
City of Grass Valley
125 East Main Street,
Grass Valley, CA 95945

RE: RESOLUTION NO. 2024-73 in Support of Proposition 36, The Homelessness, Drug Addiction, and Theft Reduction Act

Dear Mayor Arbuckle and Council Members, The Grass Valley Downtown Association is in favor of and encourages the Council to adopt Resolution No. 2024-73 in support of Proposition 36.

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Thank you in advance for your consideration and anticipation adoption of Resolution No. 2024-73 in Support of Proposition 36, The Homelessness, Drug Addiction, and Theft Reduction Act.

Sincerely,



Robin Galvan-Davies
Executive Director
Grass Valley Downtown Association

Taylor Whittingslow

From: Hayley Watson [REDACTED]
Sent: Monday, September 30, 2024 1:18 PM
To: Public Comments
Subject: Stop light

You don't often get email from tardisthief10@gmail.com. [Learn why this is important](#)

Hi, I would like to make a complaint about the stoplight at the bottom of Main Street. Main Street is part of my commute and the traffic has been backed up all the way to Alta St. It's also very chaotic when there are multiple cars trying to figure out whose turn it is. I would appreciate a return to a normal spotlight, especially during busy hours. Thank you.

Taylor Whittingslow

From: ZUEHLKE J SAM - Voicemail box 8880 <noreply@voicemail.goto.com>
Sent: Monday, September 30, 2024 10:48 AM
To: Public Comments
Subject: Voicemail from [REDACTED] on Sep 30 2024 10:44 AM
Attachments: 1727718251-000007b7.mp3



You received a new voicemail message



New voicemail message

Time: Monday, September 30 2024 10:44 AM

From: [REDACTED]

Duration: 2 minutes 12 seconds

Voicemail box: 8880

Transcript: Oh, good morning. My name is Julius Zelke Jr. I live at 11812 Alta Vista Avenue, right next to the Martino Park. My fence line goes to the park. It's me and the park are neighbors. There's a dead tree. If you're coming in to the park from the back end, which is off the Alta Vista Ave, right next to NID, right through the gate. In less than 100 feet, you have a dead tree on your side. It's been dead. I've called. It's dead as a doornail, and I think it's going to kill my last three pine trees. That's a pine tree, and it's killing mine. please take your tree down. It's happened before. I lost two giant pine trees to dead trees in the park. Now it's going to happen again. Your tree may kill three of mine and then two more in the parks. The tree's not that big. You can get somebody out there, Cut it down in a couple hours. Get it out of here. I don't understand. My phone number is 274-1936. Of course, 530. I've called early in the summer. I've called in the medium of the summer. No help from the city. Well, please cut that dead pine tree down. The limbs are hanging over the walkway where everybody walks. I'd hate to see limbs fall right on people. And then I can worry about

my trees. Nobody's going to help me with my trees. Please help yourself with yours.
Thank you very much.

[Rate this transcript's accuracy](#)



Mailbox Capacity: 97/99 available

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Taylor Whittingslow

From: Tim McCall [REDACTED]
Sent: Thursday, September 26, 2024 2:41 PM
To: COGV General Voicemail
Subject: Videos and Audio

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

Your website, under PUBLIC MEETINGS - AGENDAS & MINUTES, states that City Council meeting Videos and Audio are available via the links in the table.

There are no links to video or audio in the table.

Please provide a method for retrieving the links to video and audio for various council meetings.

Thank you

Tim McCall

Taylor Whittingslow

From: Judith A Lowry [REDACTED]
Sent: Wednesday, September 25, 2024 9:34 AM
To: COGV General Voicemail
Subject: Form submission from: Contact us



09/25/2024 - 9:33am

City of Grass Valley »

WEBFORM SUBMISSION

Submitted by anonymous user:
[2607:fb91:7922:ba76:5524:d9e6:ee9f:b88f]

Your name:
Judith A Lowry

Your e-mail:
[REDACTED]

Your Phone Number:
5309138295

Message:
LET cc'd to Grass Valley City Council
Elias,
This is not a submission for publication, but a personal letter of clarification for you, Ms Boll-See and Mr. Conley. I do not expect a response, you just need to know.

Thank you for your interest one of my submissions, but I must withdraw that dated letter in light of new developments. Currently, I am occupied with the restoration of my restaurant in Susanville. This restoration will take at least a year as we are doing it right and going deep into this 1920's era structure to ensure that my hometown will have the finest dining establishment and cocktail lounge in Lassen County.

I have also established an office In Susanville in order to work closely with my tribes in the Lassen and Plumas chapters of CHIRP, an organization I founded and funded for ten years in Nevada City. I am now learning more from my Maidu cousins about the relationship between Nevada County's CHIRP and the Tsi-Akim Corporation (aka the Taylorsville Rancheria, a splinter group of the mighty eight tribe

Mountain Maidu Summit Consortium). As you know, the Tsi-Akim corporation was founded by your sheriff's mother Eileen Moon and her uncle Don Ryberg. You may also be interested in the matter of Don's personal Mountain Maidu village built (un-permitted by your county code compliance) at Burton Ranch, in the heart of Nisenan homelands. Perhaps you should speak with Izzy Martin about that, as she has been a Tsi-Akim supporter for decades and would have much better information for you than I. Hank Meals would also be a great source of information as he alerted Nisenan supporters about the Maidu's "village" with a series of 20 some photographs of the site that he was surprised to discover a couple of years ago.

Additionally, I am in a new studio in Susanville, working toward my forty-year career retrospective exhibition, to be held at the Nevada Museum of Art early next year. The museum is in the process of completing its 64 million dollar expansion and, as a representative of the Great Basin Native Arts Group based in Carson City, NV, I am incredibly honored that my solo exhibit has been chosen to inaugurate the amazing new space. I am respectfully requesting that the Union not cover that story, please. I am not a Nevada City artist, so there is no need. I have already put Eliza Tudor on notice that this exhibit has nothing to do with Nevada County, or the Nevada County Arts Council, nor any of the artists who have participated in CHIRP, Uba Seo or Seven Stars. Those small town organizations, with which I have no affiliation, need not bother to pay attention to my accomplishments, just as they have not paid notice to my concerns about what CHIRP's Nevada County Chapter, and the Nevada City and Grass Valley Councils are doing to The Kelly-Enos family. Besides that, there is so much more you do not know. I simply need to leave Nevada County behind me and heal in my homelands from all the abuse I have received since the late 1990's, simply for doing what was right.

My husband and I have lived in Nevada City since 1996 and over that time he has demonstrated great affection, compassion and generosity toward your county. That came to an abrupt end at the mid-June Nevada City Council meeting where the Mayor publicly abused and humiliated me, in an effort to suppress my comments, in a clear violation of the Brown Act. The NC Council followed her lead, cementing this painful decision for us to move on from the foothills after 28 years and many partnerships, to support our own beloved home counties for the duration. Orange County, Lassen and Plumas Counties have many of the same challenges that Nevada County has, but the topic in this case is worthiness. Nevada County overall, on the issue of correct tribal identity and proper treatment of the true First Peoples of Nevada County, and in particular Rose Kelly-Enos and her descendants, has failed miserably. This is unforgivable and unacceptable. In time you will come to see this. I do wish you all well going forward, but I would be very happy never to see my name printed in the Union again.

Sincerely,

Judith Lowry-Croul

Attachment(s) (if applicable):

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

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City of Grass Valley City Council Agenda Action Sheet

Title: Second reading of an ordinance amending 10.64.010, 10.64.020, and 10.64.030 of Chapter 10.64 of Title 10 and adding section 12.16.040 to Chapter 12.16 of Title 12 of the Grass Valley Municipal Code regulating the use of wheeled devices

Recommendation: That council 1) hold second reading and adopt Ordinance 830, and 2) adopt Resolution 2024-74 directing the posting of signs prohibiting wheeled device in downtown area

Prepared by: Alexander K. Gammelgard, Chief of Police

Council Meeting Date: 10/22/2024

Date Prepared: 10/16/2024

Agenda: Consent

Background Information: On 10/8/2024, City Council held a public hearing and introduced the attached ordinance for it's first reading. During discussion, and in a subsequent motion, the words "with the exception of skateboards" were deleted from the introduced ordinance in reference to 12.64.040 A. 2. This amendment to the introduced ordinance essentially treats all wheeled devices and similar devices the same, including the exception to allow riding/use of wheeled devices In an effort to update the City's municipal code after the completion of the Mill Street Plaza, the attached ordinance would make applicable amendments/additions to the code in order to more clearly regulate many types of wheeled devices.

The ordinance will prohibit the riding of defined devices on and along pedestrian walks and public right of ways in designated areas of the City. The ordinance itself, in section 12.16.040, will regulate the use of specified wheeled devices in the downtown core specifically. This, paired with resolution 2024-74, will clearly define the areas in which riding of specified wheeled devices is prohibited.

In addition to the area mentioned above, these amendments/additions would also allow regulation of the riding of skateboards in parking lots, and near commercial and multifamily residential buildings as well. Those areas also require sign posting and notification by property owners to the City of the implementation of prohibitions (10.64.030).

The ordinance also provides the option for the Council to adopt additional location-based regulations of wheeled devices by resolution, should there be a future desire to expand areas under the City's control in which regulations should be implemented (10.64.030).

Council Goals/Objectives: The execution of this action attempts to achieve the following Strategic Goals:

GOAL #1: COMMUNITY & SENSE OF PLACE

GOAL #2: SAFE AND RELIABLE TRANSPORTATION SYSTEM

GOAL #6 - SAFE PLACE TO LIVE, WORK AND PLAY

Fiscal Impact: N/A

Funds Available: N/A

Account #: N/A

Reviewed by: City Manager

ORDINANCE NO. 830

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GRASS VALLEY AMENDING SECTIONS 10.64.010, 10.64.020, AND 10.64.030 OF CHAPTER 10.64 OF TITLE 10 AND ADDING SECTION 12.16.040 TO CHAPTER 12.16 OF TITLE 12 OF THE GRASS VALLEY MUNICIPAL CODE REGULATING USE OF WHEELED DEVICES

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF GRASS VALLEY:

SECTION 1. CODE AMENDMENT. Section 10.64.010 of Chapter 10.64 of Title 10 of the Grass Valley Municipal Code is amended to read as follows:

The purpose of this chapter is to regulate the use of wheeled devices, including but not limited to bicycles, scooters, rollerblades, roller skates, skateboards, and other similar wheeled devices not necessary for mobility, in parking lots, near commercial and multifamily residential buildings, and on and along pedestrian walks and public right of ways in designated areas of the city identified by posted signs.

SECTION 2. CODE AMENDMENT. Section 10.64.020 of Chapter 10.64 of Title 10 of the Grass Valley Municipal Code is amended to read as follows:

"Pedestrian walk" means those areas of the city, usually a public sidewalk, but may include an alley, roadway, parking lot, or any way or place used for pedestrian foot traffic or for wheelchairs.

"Skateboard" means a mechanism having two or more sets of wheels, often resembling wheels on roller skates, which are fastened to a platform, commonly constructed to accommodate a standing person. Skateboards are normally propelled by the operator pushing off the ground with one foot or by the force of gravity, but may be operated by an engine, motor or similar device.

SECTION 3. CODE AMENDMENT. Section 10.64.030 of Chapter 10.64 of Title 10 of the Grass Valley Municipal Code is amended to read as follows:

A. No person shall use or operate a skateboard within any parking lot of or within 20 feet of the entrance to any commercial building or multifamily

residential building which has been posted by the property owner or manager with a sign(s) as described below.

1. Signs shall be posted along each exterior entrance to the parking lot and along each exterior entrance of the commercial building or multifamily residential building, in plain view of pedestrians and motor vehicle operators entering the parking lot or building at such entrances. Additional signs may be posted at the property owner's or manager's discretion. These signs shall be maintained by the property owner or manager.
2. Each such sign shall state: "SKATEBOARDING PROHIBITED" and underneath "City of Grass Valley Municipal Code Section 10.64.030." The signs shall be not less than one square foot in area and with letters not less than two inches in height.
3. A property owner or manager shall give written notice of such posting to the city chief of police not less than 24 hours before posting such signs.
4. A property owner or manager may withdraw from the provisions of this chapter by notifying the city chief of police, in writing, of such withdrawal, and removing the signs.

B. The director of public works shall post or erect or cause to be posted or erected signs prohibiting the use, operation, or riding of wheeled devices, such as bicycles, scooters, rollerblades, roller skates, skateboards, or other similar wheeled devices not necessary for mobility in places designated by resolution of the city council.

SECTION 4. CODE ADOPTION. Section 12.16.040 of Chapter 12.16 of Title 12 of the Grass Valley Municipal Code is added to read as follows:

12.16.040 – Use of Wheeled Devices in Downtown Core

A. No person shall ride, use, or operate a bicycle, skateboard, scooter (with or without an electric motor), rollerblades, roller skates, or other similar wheeled device not necessary for mobility upon any street, sidewalk, or public right of way within the downtown core boundaries, as that term is defined in Section 8.20.130(B)(1)(a), when signs are posted giving notice of the restriction, except as follows:

1. Wheeled devices necessary for mobility, such as wheelchairs and knee scooters, may be ridden, used, or operated as intended on any public sidewalk, road, or street in the downtown core.
2. Wheeled devices may be used in areas designed for automobiles and bicycles if operated therein accordance with State and local law. This section shall not be construed as permitting the riding, using, or operating of any wheeled device on sidewalks or on streets or roadways closed to vehicular traffic.
3. Bicycles, skateboards, scooters, rollerblades, roller skates, and other similar wheeled devices may be carried by or propelled alongside a walking pedestrian.

SECTION 5. CEQA FINDINGS. This Ordinance is not a project within the meaning of Section 15378 of the California Environmental Quality Act (CEQA) Guidelines because it has no potential to result in physical change in the environment, directly or indirectly. This Ordinance is also exempt under CEQA Guideline 15061(b)(3) because it can be seen with certainty that there is no possibility that the Ordinance may have a significant effect on the environment.

SECTION 6. SEVERABILITY. If any section, subsection, sentence, clause, phrase or portion of this Ordinance or its application to any person or circumstance is held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance or its application to other persons and circumstances. The City Council of the City of Grass Valley declares that it would have adopted this Ordinance and each section, subsection, sentence, clause, phrase or portion thereof despite the fact that any one or more sections, subsections, sentences, clauses, phrases, or portions be declared invalid or unconstitutional and, to that end, the provisions hereof are hereby declared to be severable.

SECTION 7. Effective Date. This Ordinance shall be in full force and effect 30 days after its adoption under Article VII, § 2 of the Grass Valley City Charter.

SECTION 8. Publication. The City Clerk shall certify to the passage and adoption of this Ordinance and shall cause the same to be published once in *The Union*, a newspaper of general circulation printed, published, and circulated within the City.

INTRODUCED and first read at a regular meeting of the City Council on the 8th day of October 2024.

FINAL PASSAGE AND ADOPTION by the City Council was at a meeting held on the 22nd day of October 2024 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINING:

Jan Arbuckle, Mayor

ATTEST:

Taylor Whittingslow, City Clerk

APPROVED AS TO FORM:

Michael G. Colantuono, City Attorney

RESOLUTION NO. 2024-74**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GRASS VALLEY DIRECTING THE POSTING OF SIGNS PROHIBITING WHEELED DEVICES IN DESIGNATED AREAS**

WHEREAS, Chapter 10.64 of the Grass Valley Municipal Code (“GVMC”) regulates the use of wheeled devices, including, but not limited to, bicycles, scooters, rollerblades, roller skates, skateboards, and other similar wheeled devices not necessary for mobility;

WHEREAS, section 10.64.030(B) of the GVMC provides that the Director of Public Works shall post or erect or cause to be posted or erected signs prohibiting the use, operation, or riding of wheeled devices, such as bicycles, scooters, rollerblades, roller skates, skateboards, or other similar wheeled devices not necessary for mobility in places designated by resolution of the City Council;

WHEREAS, section 12.16.040 of the GVMC prohibits the riding, using, or operating of wheeled devices unnecessary for mobility within the downtown core boundaries when signs are posted giving notice of the restriction, with certain exceptions;

WHEREAS, section 8.20.130(B)(1)(a) of the GVMC defines the “downtown core boundaries” as West Main Street from South School Street to East Main Street to Bennett Street to Tinloy Street to Neal Street to South Church Street to West Main Street. The boundaries also include Mill Street from Neal Street to the western entrance/exit of the Safeway shopping center, including the public sidewalk on both sides of the perimeter boundary streets; and

WHEREAS, the City Council now finds it necessary and desirable for signs to be posted giving notice of a prohibition on wheeled devices, subject to the exceptions set forth in 12.16.040 of the GVMC, within the downtown core boundaries.

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

SECTION 1. The foregoing recitals are each true and correct and incorporated herein by this reference.

SECTION 2. The City Council hereby designates the area within the downtown core boundaries as an area in which no bicycle, skateboard, scooter (with or without an electric motor), rollerblades, roller skates, or other similar wheeled device not necessary for mobility may be ridden, used, or operated upon any street, sidewalk, or public right of way therein, subject to the following exceptions:

1. Wheeled devices necessary for mobility, such as wheelchairs and knee scooters, may be ridden, used, or operated as intended on any public sidewalk, road, or street in the downtown core.
2. Wheeled devices may be used in areas designed for automobiles and bicycles if operated therein accordance with State and local law. This section shall not be construed as permitting the riding, using, or operating of any wheeled device on sidewalks or on streets or roadways closed to vehicular traffic.
3. Bicycles, skateboards, scooters, rollerblades, roller skates, and other similar wheeled devices may be carried by or propelled alongside a walking pedestrian.

SECTION 3. The City Council hereby directs the Public Works Director, or designee thereof, to post or erect or cause to be posted or erected signs giving notice of this prohibition within the downtown core boundaries and throughout the downtown core.

SECTION 4. The adoption of this Resolution is not a project within the meaning of Section 15378 of the California Environmental Quality Act (CEQA) Guidelines because it has no potential to result in physical change in the environment, directly or indirectly. The adoption of this Resolution is also exempt from CEQA by CEQA Guideline 15061(b)(3) because it can be seen with certainty that there is no possibility that prohibiting certain use of wheeled devices in the downtown core may have a significant effect on the environment.

SECTION 5. This Resolution shall be effective 30 days after the adoption of Ordinance 830 adding Section 12.16.040 to Chapter 12.16 of Title 12 of the Grass Valley Municipal Code.

SECTION 6. The City Clerk shall certify to the passage and adoption of this Resolution and shall cause the same to be published or posted according to law.

ADOPTED as a Resolution of the Council of the City of Grass Valley at a meeting thereof held on the 22nd day of October 2024 by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAINING:

Jan Arbuckle, Mayor

ATTEST:

Taylor Whittingslow, City Clerk

APPROVED AS TO FORM:

Michael G. Colantuono, City Attorney



City of Grass Valley City Council Agenda Action Sheet

Title: Inspection of Multiple Unit Buildings intended for Human Occupancy Policy

CEQA: Not a project

Recommendation: That the City Council approve the Policy for Inspection of Multiple-Unit Buildings Intended for Human Occupancy, establishing procedures for the inspection and enforcement of health and safety standards in multi-unit buildings, in compliance with applicable California Health & Safety Code sections.

Prepared by: Taylor Whittingslow, Deputy City Manager

Council Meeting Date: 10/22/2024

Date Prepared: 10/17/2024

Agenda: Consent

Background Information: Multiple-unit buildings are critical to housing in the City of Grass Valley, and it is essential to ensure that these buildings meet health and safety standards. State law, particularly the California Health & Safety Code sections 17920.3 and 17920.10, outlines specific standards regarding substandard housing conditions and lead hazards in residential buildings. This proposed policy aims to address the inspection of such buildings and the handling of violations.

The proposed policy will provide clear procedures for building inspectors and code enforcement officers to follow when investigating complaints, inspecting units, and addressing any substandard or hazardous conditions that could affect other units in a building. The policy will also ensure compliance with state regulations while promoting tenant safety and landlord accountability.

The policy outlines a step-by-step procedure for inspectors to follow when they receive a complaint about a possible violation in a multiple-unit building. The key points of the policy are summarized below:

1. Respond to Initial Complaint: When a complaint is received regarding a potential violation, inspectors must:
 - a. Inspect the specific unit or portion of the building that is in question.
 - b. Document any violations found, including substandard conditions under Health & Safety Code section 17920.3 or lead hazards under section 17920.10.
 - c. Advise the property owner or operator of necessary corrective actions and schedule a reinspection.
2. Consider Other Units: If a violation is found in one unit, inspectors must evaluate whether it is likely that the violation could affect additional units in the building

based on professional judgment and specific factors, including the building type, age, and history of violations.

3. Determine Scope of Additional Inspections: Inspectors should make reasonable attempts to inspect adjacent units and others as warranted by the scope of the issue. If widespread violations are suspected, a larger percentage of the units should be inspected. If severe building-wide conditions are detected, all units may be subject to inspection.
4. Contact the Property Owner: Upon determining that additional inspections are needed, inspectors must notify the property owner or landlord, explaining the inspection process and providing a notice of violation or order to abate where necessary.
5. Schedule Reinspection: Reinspection will be scheduled to ensure compliance after corrective actions are advised—the policy guides scheduling and coordinating these inspections, especially in multiple-unit cases.
6. Address Non-Responses or Refusals: If residents do not respond or refuse access to their units, alternate units may be inspected. If unsafe conditions are suspected, the City may seek an inspection warrant to ensure the health and safety of residents.
7. Free Reports on Request: Complaining tenants or occupants must be provided with free copies of inspection reports and citations. If the inspection reveals conditions affecting multiple units, reports must also be provided to all potentially affected tenants.
8. Fees: The City may impose fees if a material violation of health and safety standards is found, but the policy prohibits inspection fees unless a violation is confirmed. The City may, however, charge fees to support a rental property inspection program.

The proposed Policy for Inspection of Multiple-Unit Buildings Intended for Human Occupancy promotes safe living environments by establishing a clear and consistent inspection process. It ensures that violations in one unit are properly assessed for their potential impact on other units, supports tenant safety, and holds property owners accountable for maintaining their buildings in compliance with health and safety standards.

Council Goals/Objectives: The execution of this action attempts to achieve the following Strategic Goals: Goal #6 - Safe Place to Live, Work and Play

Fiscal Impact: None **Funds Available:** N/A **Account #:** N/A

Reviewed by: City Manager

Attachments:

1. Policy for Inspection of Multiple-Unit Buildings Intended for Human Occupancy
2. Sample Health & Safety Code Violations Inspection Report

**CITY OF GRASS VALLEY ADMINISTRATIVE
POLICIES AND PROCEDURES**



Number: _____
Effective Date: _____
Revised: _____
Authority: Council
City Administrator: City Manager

SUBJECT: Inspection of Multiple Unit Buildings intended for Human Occupancy

PURPOSE

This policy establishes procedures for building inspectors and code enforcement officers in the City of Grass Valley to address substandard conditions in multiple-unit buildings any part of which is intended for human occupancy. These procedures must be followed when a building inspector or code enforcement officer inspects one unit in a multiple-unit building, and determines the unit is substandard or in violation of lead hazard rules in the State Housing Law and that those defects or violations could reasonably affect other units in the building.

REFERENCES

California Health & Safety Code section 17970.5;
 California Health & Safety Code section 17970.7;
 California Health & Safety Code section 17920.3;
 California Health & Safety Code section 17920.10.

POLICY / PROCEDURE FOR INSPECTION OF MULTIPLE-UNIT BUILDINGS

1. **RESPOND TO INITIAL COMPLAINT.** Upon receiving a complaint from a tenant, a resident, an occupant, or an agent of any of them, regarding a potential violation of Health & Safety Code sections 17920.3 or 17920.10, a building inspector must:
 - Inspect the building, or portion of the building intended for human occupancy, or the premises on which it is located, that may be in violation;
 - Document any violations of Health & Safety Code section 17920.10 based on a reasonably competent and diligent visual inspection of the property;
 - Document any substandard conditions under Health & Safety Code section 17920.3; and
 - Include such documentation in an inspection report;
 - Advise the owner or operator of each violation and each action required taken to remedy the violation; and
 - Schedule a reinspection to verify correction of violations.

2. **CONSIDER OTHER UNITS.** If a building inspector has determined that one unit in a multiple-unit building is substandard under Health & Safety Code section 17920.3, or is in violation of Health & Safety Code section 17920.10, the inspector should consider whether those defects or violations have the potential to affect other units of the building.

3. **CRITERIA FOR CONSIDERING OTHER UNITS.** When considering if the substandard condition or violation could reasonably affect other units, a building inspector should draw on his or her experience and professional judgment and the circumstances. A building inspector **must** consider at least these factors:
 - the building type, age, size, and type of construction;
 - cause of the substandard condition; and
 - history of violations.

4. **CONCLUDE BASED ON CRITERIA.** Based upon these considerations, a building inspector should conclude:
 - Whether the defect or violation has the potential to affect other units; and
 - The likely scope of the defect or violation throughout the building.

5. **DETERMINE ADDITIONAL INSPECTIONS.** A building inspector should then determine how many additional units should be inspected, as aligned with the two conclusions in paragraph 4.
 - If concluding the defect or violation has the potential to affect other units, a building inspector **must** make reasonable attempts to inspect the units adjacent to, above, and below the unit in which the defect or violation was found, consistent with existing law and inspection practices.
 - If concluding the defect or violation has the potential to affect more units beyond the units adjacent to, above, and below the unit in which the defect or violation was found, the building inspector **must** also make reasonable attempts to inspect those units, as aligned with the likely scope of the defect or violation throughout the building.
 - If concluding the likely scope of the defect or violation is small and limited, a building inspector should seek to inspect only the units adjacent to, above, and below the unit in which the defect or violation was found, and any further likely affected units.
 - If concluding the likely scope of the defect or violation is large and likely to affect a larger percentage of units, a building inspector should seek to inspect a larger percentage of units in the building.
 - If after inspection of the first unit or after additional inspections, a building inspector finds severe, building-wide defects or violations, he or she may inspect all units on the premises.

6. **CONTACT THE PROPERTY OWNER.** If concluding that the defect or violation has the potential to affect other units, a building inspector **should** contact the property owner, landlord, or known representatives, to explain the reason for the inspections and to request cooperation and attention to any confirmed violations. The City **must** also provide the property owner with a notice or order to repair or abate, within a reasonable

time after the inspection is completed. The City **must** advise the building owner or operator of each known violation, and each action required to remedy the violation.

7. COORDINATE ADDITIONAL UNIT INSPECTIONS. For each unit that a building inspector seeks to inspect, he or she should follow the City's standard inspection practices, including providing a Correction Notice
 - If concluding the likely scope of the defect or violation is large or building-wide, a building inspector should additionally post a Correction Notice on-site, in common areas. The building inspector should establish one or more days on which residents may schedule an inspection. Software solutions may be used to share available inspection times, coordinate inspections, and to efficiently complete a large volume of inspections.
8. SCHEDULE REINSPECTIONS. After providing the notice or order to repair or abate mentioned above, and advising on the known violations and actions required to remedy the violations, the City **must** reasonably attempt to schedule reinspection of affected units to verify correction of violations.
9. NON-RESPONSES AND REFUSALS. If a resident fails to respond to the Request for Inspection, or refuses to allow access and inspection, his or her unit need not be inspected and another unit may be selected as a replacement. The goal of inspecting additional units is to assess housing and building conditions with the consent of residents, and without unduly disrupting their privacy. If a building inspector reasonably suspects that unsafe conditions are present in a unit, continued efforts to gain access may be pursued. If a building inspector believes residents' health and safety may be compromised by reasonably suspected unsafe housing conditions, he or she may seek an inspection warrant from the Nevada County Superior Court if the resident(s) do not consent to an inspection.
10. FREE REPORTS ON REQUEST. The City must provide a complaining tenant, resident, occupant, or their agents free, certified copies of an inspection report and citations issued. If an inspection reveals a condition potentially affecting multiple tenants, residents, or occupants, the City must provide all potentially affected tenants, residents, occupants, or their agents free copies of the inspection report and citations issued.
11. FEES. The City may not collect fees from a property owner or an owner's agent for a property inspection or inspection report under these procedures, unless it finds a material violation of Health & Safety Code section 17920.10 or deems and declares the property substandard under Health & Safety Code section 17920.3. However, the City is not prohibited from imposing fees on rental property owners to support a rental property inspection program, or otherwise from imposing generally applicable charges, fees, or assessments to cover the costs of required inspections or inspection reports.



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

Title: Ticket and Pass Distribution Policy

CEQA: Not a project.

Recommendation: That the City Council approve the Ticket and Pass Distribution Policy, ensuring that all tickets and passes distributed by the City are used in furtherance of public purposes, in compliance with the Fair Political Practices Commission (FPPC) regulations under Section 18944.1.

Prepared by: Taylor Whittingslow, Deputy City Manager

Council Meeting Date: 10/22/2024

Date Prepared: 10/17/2024

Agenda: Consent

Background Information: The FPPC regulations require that any distribution of tickets or passes by a public entity be documented and reported if they are provided to a public official for no or inadequate consideration. This policy is necessary to ensure transparency and accountability in ticket and pass distribution, aligning with the City's commitment to ethical governance.

The Ticket and Pass Distribution Policy sets forth guidelines and procedures for distributing tickets and passes to City officials or at their request. It ensures that such distribution serves a legitimate public purpose and is reported according to FPPC regulations.

Key Aspects of the Policy:

1. **Public Purpose Requirements:** Tickets or passes distributed to City officials must serve specific public purposes, such as promoting City events, highlighting community resources, or supporting economic development. The City Manager or their designee will ensure that each distribution meets one of the identified purposes.
2. **Reporting Requirements:** The distribution of tickets or passes must be reported on FPPC Form 802 within 45 days of issuance. The report will be posted on the City's website and shared with the FPPC for transparency.
3. **Exemptions:** The policy details certain exemptions, such as tickets or passes received from sources other than the City, ceremonial roles, or when tickets are treated as taxable income.
4. **Restrictions:** Tickets or passes distributed under this policy cannot be sold,

transferred, or reimbursed. They are intended for personal use only by the City official or their immediate family.

5. Delegation of Authority: The City Manager will have the authority to distribute tickets and passes, ensuring proportional and equitable distribution among City officials.

Adopting the Ticket and Pass Distribution Policy provides a clear framework for the lawful distribution of tickets and passes, ensuring compliance with FPPC regulations and reinforcing the City's commitment to ethical governance.

Council Goals/Objectives: This executes portions of work tasks to achieve/maintain the Strategic Plan—Open and Collaborative City Government.

Fiscal Impact: N/A

Funds Available: N/A

Account #: N/A

Reviewed by: City Manager

Attachments:

1. Ticket and Pass Distribution Policy
2. FPPC Form 802 (Sample)

**CITY OF GRASS VALLEY ADMINISTRATIVE
POLICIES AND PROCEDURES**



Number: _____
Effective Date: 10/22/2024

Revised: _____
Authority: Council
City Administrator: City Manager

SUBJECT: Ticket and Pass Distribution Policy

- I. **PURPOSE** To ensure all tickets and passes distributed by the City to an official of the City, or at the behest of an official of the City, are issued in furtherance of public purposes of the City as required under Section 18944.1 of the Regulations of the Fair Political Practices Commission (“FPPC”).

- II. **POLICY:** The City’s distribution of any Ticket or Pass to a City Official, or at the request of a City Official, for which no consideration of equal value is provided by the City Official, must further or accomplish a public purpose set forth herein and be reported in accordance with the procedures set forth below.

- III. **DEFINITIONS:**
 - A. **City Official:** Every official, officer, agent and employee of the City who is obligated to file an annual Statement of Economic Interests (FPPC Form 700) under the Political Reform Act or the City’s current conflict of interest code.
 - B. **FPPC Regulations:** The Fair Political Practices Commission regulations contained in Title 2, Division 6 of the California Code of Regulations, Sections 18110 et seq., as the same may be amended from time to time.
 - C. **Ticket:** Anything that provides access, entry, or admission to a specific future event or function and for which similar Tickets are sold to the public to view, listen to, or otherwise take advantage of the attraction or activity for which the Ticket is sold and includes any benefits that the Ticket provides.
 - D. **Pass:** A Ticket that provides repeated access, entry, or admission to a facility or series of events and for which similar Passes are sold to the public.

- IV. **PUBLIC PURPOSES:** The City may provide a Ticket or Pass to a City Official for any of the following City purposes, provided the City Manager or designee thereof determines that providing the Ticket or Pass actually benefits the City by accomplishing one or more of the following:
 - A. Promotion of City-controlled or sponsored events, activities, or programs, including conventions and conferences.
 - B. Promotion of community programs and resources available to City employees, including nonprofit organizations and youth programs.
 - C. Highlighting the achievements of City officials, employees, or stakeholders.
 - D. Promotion of private facilities available to City residents, including charitable and nonprofit facilities.
 - E. Promotion of public facilities available to City employees.
 - F. Promotion of City growth and development, including economic development and job creation opportunities.

- G. Promotion of special events conducted pursuant to a contract to which the City is party.
 - H. Promotion of the City on a local, regional, state, or national scale.
 - I. Promotion of open government by participation of public officials at business or community events.
 - J. Implementation of written contracts under which Tickets or Passes are required to be made available for City use.
 - K. Furtherance of employment retention programs or to support general employee morale, retention, or to reward public service, provided the Ticket or Pass is not distributed to City Councilmembers, the City Manager, political appointees, or department heads for their personal use.
 - L. Furtherance of special outreach programs for veterans, teachers, emergency services, and other civil service occupations.
 - M. To reward a City staff member for contributions to the City or community.
 - N. Any similar purpose stated in any City contract or by resolution of the City Council.
- V. PROCEDURE:**
- A. Within 30 days of adoption or amendment of this Policy, the Policy shall be posted on the City's website and a link to the website that displays City's Policy shall be e-mailed to the FPPC in order for the FPPC to post the link on its website.
 - B. Within 45 days of distribution of a Ticket or Pass, the City must report the distribution on FPPC Form 802 containing the information required to be reported under Regulation 18944.1(d); post the Form 802 on the City's website; and e-mail a link to the website that displays the City's Form 802s to the FPPC in order for the FPPC to post the link on its website.
- VI. GUIDELINES:**
- A. This Policy and the City's Form 802s are public records and are subject to inspection and copying under Government Code section 81008.
 - B. This Policy does not apply to the following:
 - i. *Other Items of Value.* Any other item of value provided to City or any City Official such as food, beverages, or other items, regardless of whether received gratuitously or for which consideration is provided.
 - ii. *Sources Other than City.* Tickets or Passes provided by sources other than the City.
 - iii. *Taxable Income.* A Ticket or Pass received by a City Official from the City where both the City Official and City treat and report the value of the Ticket or Pass as taxable income consistent with applicable state and federal income tax laws and the Ticket is reported as income.
 - iv. *Reimbursement.* A Ticket or Pass distributed by the City to a City Official if such City Official pays to City the fair value of the Ticket within 30 days of receipt.
 - v. *Ceremonial Roles.* A Ticket provided to a City Official so that the City Official may perform a ceremonial role on behalf of the City or as part of

their job duties to assist the official performing the ceremonial role as provided by Section 18942(a)(13) of the FPPC Regulations.

- C. The distribution of Tickets or Passes pursuant to this Policy shall not constitute a “gift” to the City Official receiving the Ticket; however, other benefits, such as food or beverage or other gifts provided to the City Official that are not given to the general public as part of the Ticket or Pass admission, will need to be accounted for as gifts.
- D. If the City receives complimentary Tickets or Passes that are earmarked for particular City Officials, then the Tickets or Passes are considered gifts to that particular City Official. If these Tickets or Passes are not returned unused to the provider within thirty (30) days of receipt, then the City Official must comply with the applicable FPPC gift limit regulations and reporting regulations.
- E. Tickets or Passes distributed to a City Official pursuant to this Policy must not be transferred to any other person except to members of such City Official’s immediate family (spouse, registered domestic partner, or dependent children) solely for their personal use, which personal use may include no more than one guest accompanying the City Official or their immediate family member.
- F. No person who receives a Ticket or Pass pursuant to this Policy may sell or receive reimbursement for the value of such Ticket or Pass. If a City Official transfers a Ticket or Pass received from the City to another person, as opposed to returning the ticket to the City for redistribution or as provided in subsection E above, then the value of the transferred Ticket(s) or Pass(es) shall constitute a gift and shall be reportable as provided by the regulations of the FPPC.
- G. Any City official may refrain from using or return any Ticket or Pass to the City.
- H. The City delegates the authority to distribute any Ticket and Pass under this Policy to the City Manager or their designee. Such authority includes the power to distribute a Ticket to the City Manager provided that doing so is otherwise consistent with this Policy. The City Manager shall have the authority, in their sole discretion, to establish procedures for the distribution of Tickets or Passes in accordance with this Policy. Tickets and Passes must not be distributed disproportionately to City Councilmembers, the City Manager, political appointees, or department heads.

VII. RESPONSIBILITY FOR REVIEW: The City Manager will review this policy at least every 5 years.



City of Grass Valley City Council Agenda Action Sheet

Title: Finance Department Restructuring

CEQA: Not a Project

Recommendation: That Council 1) review and approve the proposed reorganization of the Finance Departments; 2) approve the job description and associated salary schedule for the Finance Director and Deputy Finance Director, subject to legal review; 3) approve adding the Finance Director and Deputy Finance Director to the allotted/authorized City positions; 4) review the proposed agreements (including Appendix A) for the Finance Director and Deputy Finance Director positions; 5) authorize the City Manager to execute the Finance Director and/or Deputy Finance Director agreement(s) subject to legal review; and 6) authorize the Administrative Services Director to make any necessary budget adjustments and/or amendments to complete these actions.

Prepared by: Timothy Kiser, City Manager

Council Meeting Date: 10/22/2024

Date Prepared: 10/16/2024

Agenda: Consent

Background Information:

The City has evolved significantly over the years, largely thanks to the efforts of Andy Heath, our Administrative Services Director. Andy has been instrumental in stabilizing our financial situation, implementing sound fiscal policies, and ensuring that we remain financially secure for years to come. His dedication has positioned the City for long-term success and sustainability. However, as Andy begins to explore new opportunities, the City must also prepare for this transition and the future.

To facilitate this, staff is proposing a strategic reorganization within the Finance Department. This reorganization includes reestablishing the Finance Director position to replace the current Administrative Services Director role. The Finance Director will be crucial in leading the City through this period of change, ensuring that our financial management practices continue seamlessly and that we remain aligned with our long-term goals. This position will be responsible for overseeing all aspects of the City's finances, including budgeting, auditing, and financial reporting, and will play a key role in advising the City Council and executive team on critical financial decisions. By creating this dedicated role, the City aims to maintain the high standards of fiscal responsibility that have been established and continue the progress made under Andy's leadership, ensuring a smooth and effective transition.

Additionally, staff is proposing the creation of a Deputy Finance Director position within the organization. This role would offer greater flexibility by allowing the Dep

Administrative Services position to be staffed at a lower level of responsibility and experience, creating opportunities for internal development and growth over time.

Council Goals/Objectives: This item executes portions of work tasks towards achieving/maintaining the Strategic Plan - High Performance Government & Quality Service and Productive and Efficient Workforce.

Fiscal Impact: This restructuring will result in long-term salary savings, and there are currently sufficient funds available from existing vacancies within the Department to cover the costs of the Finance Director position.

Funds Available: Yes

Account #: Various

Reviewed by: __ City Manager

Attachments:

- 1. Job Description for Finance Director And Deputy Finance Director
- 2. Proposed agreements including Appendix A

**City of Grass Valley
JOB DESCRIPTION**



FINANCE DIRECTOR

Department: Finance Director

FLSA Status: Exempt

Reports To: City Manager

Unit: Contract (At Will)

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

The Finance Director is a full-time, salaried executive position within the Finance Department, reporting directly to the City Manager and serving at the City Manager's discretion on an at-will, contractual basis.

This position is responsible for the overall management and leadership of the Finance Department for the City of Grass Valley, encompassing financial operations, human resources, and risk management functions. The Finance Director exercises discretion in developing, managing, and implementing administrative and fiscal policies, as well as in strategic planning for financial, human resources, and risk management initiatives.

The Finance Department includes the following divisions:

- **Finance:** Manages accounting, treasury, debt management, purchasing, budgeting, capital planning, risk and insurance management, management analysis, and strategic planning.
- **Human Resources:** Supports department heads in recruitment, selection, promotion, classification, and compensation of employees; oversees employee benefits and services; and maintains central personnel records and files

In addition to these responsibilities, the Finance Director serves as the City Treasurer, coordinates activities with other departments and external agencies, and provides high-level administrative support to the City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Manager or his/her designee. Exercises direct supervision over subordinate professional, technical, clerical and management staff.

ESSENTIAL FUNCTIONS *The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

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

**City of Grass Valley
JOB DESCRIPTION**



FINANCE DIRECTOR

1. Oversee and manage all financial services and activities of the Finance Department, including general accounting, fiscal reporting, accounts payable/receivable, payroll, business licensing, taxation, inventory management, internal controls, external audit coordination, and the preparation, analysis, presentation, and updating of the annual budget. Recommend and implement policies and procedures.
2. Ensure accurate maintenance of the City's accounting records and timely submission of all required formal annual reports, including those for the State Controller's Office, City Manager, City Council, and other local, state, and federal agencies.
3. Serve as City Treasurer, managing the investment of City funds in collaboration with the City Manager.
4. Oversee the recruitment, selection, promotion, and classification processes, as well as compensation plans and employee benefits.
5. Manage personnel actions, including addressing grievances, liaising with City personnel, and collaborating with employee relations committees.
6. Assist the City Manager and City Council with labor negotiations, coordinating the City's bargaining team and supporting the City's labor negotiator.
7. Administer the City's insurance programs, including health, liability, workers' compensation, life, and casualty insurance. Serve on the CIRA Joint Powers Authority Board for risk management matters.
8. Develop and implement departmental goals, objectives, and priorities for each service area; establish and enforce policies and procedures.
9. Establish appropriate staffing levels and monitor service efficiency; evaluate and adjust service delivery methods as needed to improve effectiveness.
10. Assess and monitor workload, administrative systems, and internal reporting relationships; identify opportunities for improvement and implement necessary changes.
11. Plan, direct, and coordinate the Finance Department's work plan, assigning projects and responsibilities; review and evaluate work methods and procedures; and work with key staff to resolve issues.
12. Recruit, train, motivate, and evaluate department personnel; provide training opportunities and manage employee performance, including implementing discipline when necessary.

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



FINANCE DIRECTOR

13. Oversee the preparation and administration of the department's budget, approve forecasts, manage expenditures, and make necessary adjustments.
14. Lead the City's budget process, analyzing revenues and expenditures, preparing budget documents for City Manager and Council review, and producing monthly or quarterly financial reports.
15. Provide technical guidance and leadership on financial matters to City management, including debt management and liaison duties with financial institutions.
16. Support the City Manager with financial recommendations and reports, prepare correspondence, and attend City Council meetings as needed.
17. Represent the Finance Department in interactions with other departments, elected officials, and external agencies, coordinating activities and collaborating effectively.
18. Engage with the public on financial matters, addressing sensitive inquiries and complaints, and providing clear explanations of department policies and programs.
19. Participate in various boards, commissions, and committees as assigned.
20. Supervise and review the work of department staff, ensuring alignment with City goals and policies. Monitor work progress to ensure compliance, accuracy, and quality standards.
21. Play an active role in staff selection, training, evaluation, and disciplinary procedures, working with employees to correct deficiencies and enhance performance.
22. Ensure compliance with applicable safety, quality, and procedural standards across department activities.
23. Stay current with industry trends and developments in public administration, finance, and human resources by attending professional meetings and training.
24. Perform other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES: *The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

Knowledge of:

1. Comprehensive understanding of the operations, services, and activities involved in municipal finance and accounting programs.
2. Knowledge of governmental accounting standards and generally accepted accounting principles (GAAP).

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



FINANCE DIRECTOR

3. Expertise in financial management, including governmental accounting, auditing, and cash management principles, practices, methods, and techniques.
4. Proficiency in debt management, including the structure of debt and knowledge of human resources, risk management, and safety practices and procedures.
5. Strong understanding of municipal budget preparation and administration, including program analysis, revenue forecasting, and financial planning.
6. Knowledge of grants administration processes, including application, compliance, and reporting requirements.
7. Ability to apply organizational and management practices for analyzing and evaluating programs, policies, and operational needs.
8. Skill in program development and administration, as well as principles of supervision, training, and performance evaluation.
9. Familiarity with relevant federal, state, and local laws, codes, and regulations, particularly those impacting finance, human resources, and related program areas.
10. Proficiency in financial and statistical trend analysis, including forecasting and reporting.
11. Advanced skills in preparing and presenting technical, administrative, and complex financial reports effectively.
12. Awareness of recent developments, current literature, and resources relevant to assigned programs and services.
13. Proficiency with modern office procedures, methods, and technology, including computers and software for word processing, spreadsheets, and other financial applications.

Ability to:

1. Oversee and manage comprehensive municipal finance and accounting programs effectively.
2. Supervise and manage other assigned service areas, including human resources, risk management, information technology, and safety programs.
3. Provide high-level, responsible staff support to the City Manager, City management, City Council, and other boards, commissions, and committees as assigned. Address and respond to sensitive community and organizational issues, concerns, and needs.
4. Offer strategic direction and leadership for the City's financial programs and initiatives.

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



FINANCE DIRECTOR

5. Evaluate programs, policies, and operational needs; make adjustments as necessary. Develop and implement sound accounting and data management systems and procedures.
6. Interpret and apply relevant federal, state, and local policies, laws, and regulations while ensuring compliance with generally accepted accounting principles (GAAP).
7. Plan, organize, direct, and coordinate the work of staff; delegate authority and responsibilities appropriately.
8. Recruit, supervise, train, and evaluate staff to ensure effective performance.
9. Identify and analyze problems; develop and evaluate alternative solutions, anticipate consequences, and implement recommendations to support organizational goals.
10. Research, analyze, and assess new methods and techniques for service delivery and operational improvement.
11. Collect, evaluate, and interpret complex data and information, including detailed financial data, to inform decision-making.
12. Analyze and interpret financial reports with accuracy and insight.
13. Prepare clear, concise, and comprehensive administrative and financial reports, presenting financial data in an accessible manner.
14. Develop, manage, and oversee large and complex budgets; monitor and audit cash-handling procedures for accuracy and compliance.
15. Perform treasury functions and manage debt-related activities effectively.
16. Present information clearly and respond to questions from management, regulatory agencies, business representatives, and the public.
17. Negotiate and manage contracts with external parties and service providers.
18. Communicate clearly and effectively, both orally and in writing.
19. Establish and maintain positive and productive working relationships with colleagues, external partners, and community members.
20. Demonstrate proficiency in proper English, spelling, and grammar for professional communication.
21. Understand occupational hazards and implement standard safety practices to maintain a safe working environment.

QUALIFICATIONS

To perform this job successfully, the incumbent must be able to perform each of the essential duties satisfactorily. Reasonable accommodations may be made to enable

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City of Grass Valley
JOB DESCRIPTION



FINANCE DIRECTOR

incumbents with disabilities to perform the essential functions. The requirements listed are representative of the knowledge, skill and/or ability required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

1. Environment: Standard office setting with some travel to attend meetings; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.
2. Physical: Primary functions require sufficient physical ability to work in an office setting and operate office equipment.
3. Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.
4. Hearing: Hear in the normal audio range with or without correction.
5. Must be free from any physical, emotional or mental condition which might adversely affect the ability to perform essential job duties.
6. On a continuous basis, sit at a desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk, perform simple grasping and fine manipulation, use telephone and communicate through written means.
7. May be required to lift and move as much as 35 pounds.

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

Education/Training:

1. A Bachelor's degree from an accredited college or university with major coursework in accounting, finance, business administration, or a related field is required. Alternatively, an Associate's degree with a minimum of five years of experience as a Finance Director in a municipal setting, performing similar duties outlined in this job description, may be considered.

Experience:

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

**City of Grass Valley
JOB DESCRIPTION**

Item # 6.



FINANCE DIRECTOR

1. A minimum of six years of progressively responsible professional experience in finance and accounting, including at least three years in a management or administrative role. Experience in human resources management is desirable.

GENERAL

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

I have read and understand the contents of this job description, and I have received a copy of this job description for my records.

Print Name: _____

Signature: _____

Date: _____

Adopted:

Revised:

U:\personnel\Job Descrip\20241002 Finance Director Job Description.docx

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

City of Grass Valley
JOB DESCRIPTION

Item # 6.



DEPUTY FINANCE DIRECTOR

Department: Finance Director

FLSA Status: Exempt

Reports To: Finance Director

Unit: Contract (At Will)

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

The Deputy Finance Director is a full-time, salaried executive position within the Finance Department, reporting directly to the Finance Director and serving at the City Manager's discretion on an at-will, contractual basis.

This position supports the overall management and leadership of the Finance Department for the City of Grass Valley, encompassing financial operations, human resources, and risk management functions. The Deputy Finance Director assists the Finance Director in developing, managing, and implementing administrative and fiscal policies, as well as in strategic planning for financial, human resources, and risk management initiatives.

In addition to these responsibilities, the Deputy Finance Director coordinates activities with other departments and external agencies and provides administrative support to the Finance Director and City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Finance Director. Exercises direct supervision over subordinate professional, technical, clerical and management staff.

ESSENTIAL FUNCTIONS *The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Assist in overseeing and managing financial services and activities within the Finance Department, including general accounting, fiscal reporting, accounts payable/receivable, payroll, business licensing, taxation, inventory management, internal controls, external audit coordination, and the preparation, analysis, and presentation of the annual budget. Support the implementation of policies and procedures.

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



DEPUTY FINANCE DIRECTOR

2. Ensure the accurate maintenance of the City's accounting records
3. Support the Finance Director/City Treasurer in managing the investment of City funds, working collaboratively with the City Manager.
4. Assist in overseeing the recruitment, selection, promotion, and classification processes, as well as in managing compensation plans and employee benefits within the department.
5. Support personnel actions, including addressing grievances, liaising with City personnel, and collaborating with employee relations committees.
6. Assist the City with labor negotiations, including coordinating with the City's bargaining team and supporting the City's labor negotiator.
7. Support the administration of the City's insurance programs, including health, liability, workers' compensation, life, and casualty insurance.
8. Serve as the Finance Director in the absence of the Finance Director.
9. Help establish Finance Department staffing levels and monitor service efficiency; assist in evaluating and adjusting service delivery methods as needed to improve effectiveness.
10. Assist in planning, directing, and coordinating the Finance Department's work plan, assigning projects and responsibilities; review and evaluate work methods and procedures, and collaborate with key staff to resolve issues.
11. Support the recruitment, training, motivation, and evaluation of department personnel; provide training opportunities and assist in managing employee performance, including implementing discipline when necessary.
12. Assist in the preparation and administration of the department's budget, review forecasts, monitor expenditures, and recommend necessary adjustments.
13. Support the City's budget process by analyzing revenues and expenditures, preparing draft budget documents for the Finance Director, City Manager, and Council review, and producing monthly or quarterly financial reports.
14. Assist the City Manager and Finance Director with financial analysis, recommendations, and reports; prepare correspondence and attend City Council meetings as required.
15. Represent the Finance Department in interactions with other departments, elected officials, and external agencies, facilitating communication and collaboration.
16. Engage with the public on financial matters, addressing inquiries and complaints, and providing clear and concise explanations of department policies and programs.

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



DEPUTY FINANCE DIRECTOR

17. Review the work of department staff under the direction of the Finance Director, ensuring alignment with City goals, policies, and quality standards.
18. Ensure department compliance with applicable safety, quality, and procedural standards.
19. Stay informed on industry trends and developments in public finance and administration by attending professional meetings and training.
20. Perform other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES: *The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

Knowledge of:

1. Principles and practices of municipal finance, including governmental fund accounting, budgeting, auditing, and utility billing operations, as well as the use of relevant computer software management and reporting systems.
2. Principles and practices of leadership, motivation, team building, and conflict resolution.
3. Knowledge of public sector human resources administration, including recruitment and selection, classification and compensation, organizational analysis and development, performance management, employee benefits administration, leave management, deferred compensation, and public retirement systems.
4. Understanding of pertinent local, state, and federal rules, regulations, and laws.
5. Principles and practices of organizational analysis, management, and effective decision-making.
6. Principles and practices of supervision, employee training, and personnel management. Comprehensive understanding of the operations, services, and activities involved in municipal finance and accounting programs.
7. Principles of governmental accounting standards and generally accepted accounting principles (GAAP).
8. Debt management, including the structure of debt and knowledge of human resources, risk management, and safety practices and procedures.
9. Municipal budget preparation and administration, including program analysis, revenue forecasting, and financial planning.
10. Knowledge of grant administration processes, including application, compliance, and reporting requirements.

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



DEPUTY FINANCE DIRECTOR

11. Program development and administration, as well as principles of supervision, training, and performance evaluation.
12. Skills in preparing and presenting technical, administrative, and complex financial reports effectively.
13. Proficiency with modern office procedures, methods, and technology, including computers and software for word processing, spreadsheets, and other financial applications.

Ability to:

1. Oversee and manage comprehensive municipal finance and accounting programs effectively.
2. Supervise and manage other assigned service areas, including human resources, risk management, information technology, and safety programs.
3. Provide high-level, responsible staff support to the City Manager, City management, City Council, and other boards, commissions, and committees as assigned. Address and respond to sensitive community and organizational issues, concerns, and needs.
4. Offer strategic direction and leadership for the City's financial programs and initiatives.
5. Evaluate programs, policies, and operational needs; make adjustments as necessary. Develop and implement sound accounting and data management systems and procedures.
6. Interpret and apply relevant federal, state, and local policies, laws, and regulations while ensuring compliance with generally accepted accounting principles (GAAP).
7. Plan, organize, direct, and coordinate the work of staff; delegate authority and responsibilities appropriately.
8. Recruit, supervise, train, and evaluate staff to ensure effective performance.
9. Identify and analyze problems; develop and evaluate alternative solutions, anticipate consequences, and implement recommendations to support organizational goals.
10. Research, analyze, and assess new methods and techniques for service delivery and operational improvement.
11. Collect, evaluate, and interpret complex data and information, including detailed financial data, to inform decision-making.
12. Analyze and interpret financial reports with accuracy and insight.

QUALIFICATIONS

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



DEPUTY FINANCE DIRECTOR

To perform this job successfully, the incumbent must be able to perform each of the essential duties satisfactorily. Reasonable accommodations may be made to enable incumbents with disabilities to perform the essential functions. The requirements listed are representative of the knowledge, skill and/or ability required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

1. Environment: Standard office setting with some travel to attend meetings; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.
2. Physical: Primary functions require sufficient physical ability to work in an office setting and operate office equipment.
3. Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.
4. Hearing: Hear in the normal audio range with or without correction.
5. Must be free from any physical, emotional or mental condition which might adversely affect the ability to perform essential job duties.
6. On a continuous basis, sit at a desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk, perform simple grasping and fine manipulation, use telephone and communicate through written means.
7. May be required to lift and move as much as 35 pounds.

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

Education/Training:

1. A Bachelor's degree from an accredited college or university with major coursework in accounting, finance, business administration, or a related field is required. Alternatively, an Associate's degree with a minimum of six years of experience as a Deputy Finance Director or higher position in a municipal setting,

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**City of Grass Valley
JOB DESCRIPTION**

Item # 6.



DEPUTY FINANCE DIRECTOR

performing similar duties outlined in this job description, may be considered.

Experience:

1. Experience in human resources and risk management is desirable.
2. License or Certificate Possession of a valid California driver's license.

GENERAL

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

I have read and understand the contents of this job description, and I have received a copy of this job description for my records.

Print Name: _____

Signature: _____

Date: _____

Adopted:

Revised:

U:\personnel\Job Descrp\20241002 Deputy Finance Director Job Description.docx

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

**EMPLOYMENT AGREEMENT BETWEEN THE CITY OF GRASS VALLEY
AND Name
FINANCE DIRECTOR**

1. Effective Date

This Agreement shall become effective when it has been executed by “Director”, hereinafter referred to as “Finance Director” or Employee, and the City Manager, as duly approved by Resolution of the City Council, has executed it.

2. Term of Employment

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

3. Duties; Hours of Work

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

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

4. Compensation

A. Finance Director shall receive an annual base salary of \$XXX,XXX.00, payable in equal bi-weekly payments to be made at the same time as other employees are paid.

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

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

D. As consideration for the annual opportunity to be considered for increased compensation pursuant to sub-paragraph B above, Employee specifically waives any right to a 4/5 vote of the City Council prior to removal from his or her position, as may be provided under City Charter Article IX, Section 2. Employee acknowledges that the City Manager is

the appointing authority and may also remove Employee from this position without action of the City Council.

5. Health Insurance

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

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

6. Annual Leave

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

7. Retirement

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

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

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

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

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

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

8. Deferred Compensation

Subsequent to the first year of employment under this contract, City will deposit to Finance Director’s deferred compensation account via bi-weekly payroll a performance bonus contribution of up to \$4,000 annually.

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

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

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

9. Annual Performance Evaluation

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

10. Indemnification

City shall defend, hold harmless and indemnify Finance Director against any claim, demand, judgment, or action of any type or kind arising within the course and scope of Finance Director’s employment to the extent required by Government Code Sections 825 and 995. Notwithstanding anything to the contrary in this section, pursuant to Government Code Section 53243.1, if the City provides funds for the legal criminal defense of Employee, any funds provided for that purpose shall be fully reimbursed by Employee to the City if Employee is convicted of a crime involving an abuse of office or position. Employee recognizes that City shall have the right to compromise and settle all actions or proceedings in which City is providing Employee a defense, even if Employee objects to such compromise or settlement.

11. Other Terms and Conditions of Employment

A. The City Council may from time to time fix other terms and conditions of employment relating to the performance of Finance Director, provided such terms and

conditions are not inconsistent with or in conflict with the provision of this Agreement, the Grass Valley Charter or Municipal Code, or other applicable law.

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

C. Finance Director shall be exempt from paid overtime compensation.

12. Termination

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

B. If Finance Director is terminated by the City Manager without cause, Finance Director after termination will be entitled to up to three months of severance pay at Finance Director's base salary rate plus payment in a lump sum of the following: 1) 100% of any accrued, but unused Personal Leave and vacation leave, if any; and 2) 50% of the value of unused sick leave, if applicable, to the extent not used for PERS Service Credit, if any. Finance Director shall be entitled to severance pay under this subsection only upon execution of a claim waiver and release of liability. Severance pay, if any, shall be paid monthly until Employee is gainfully employed or the 3-month limit has been reached, whichever is less. Employee shall provide notification of gainful employment to City immediately upon commencing such employment if such employment commences within three months of Employee's termination from City. Notwithstanding anything to the contrary in this subsection, pursuant to Government Code Section 53243.2, if the Agreement is terminated, any cash settlement related to the termination that Employee may receive from City shall be fully reimbursed to City if Employee is convicted of a crime involving an abuse of his or her office or position.

C. If Finance Director is terminated by the City for cause, Finance Director is not entitled to any severance pay whether or not advance notice of termination is provided; however, payment for accrued, unused Personal Leave, sick leave and/or vacation leave, if applicable, shall be paid as provided in sub-paragraph B above. If Finance Director is

terminated for cause, Finance Director must be given notice of the cause and supporting evidence. Finance Director is entitled to meet with the City Manager at which time Finance Director may reply orally and/or in writing to the cause and supporting evidence. The meeting is not an evidentiary hearing. There is no right to appeal the City Manager's decision. The City Manager's decision is final, and nothing in this subsection shall be deemed to impose a "for cause" requirement to terminate Employee's employment with City. The specification of causes for termination below is solely for the purpose of determining whether Employee is entitled to severance pay. For purposes of this Agreement, the term "for cause" shall include, but is not limited to, any of the following:

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

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

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

13. Compliance With Law

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

14. General Provisions

- A. This Agreement constitutes the entire agreement between the parties. City and Finance Director hereby acknowledge that they have neither made nor accepted any other promise or obligation with respect to the subject matter of this Agreement.
- B. If any provision or any portion of this Agreement is held to be unconstitutional, invalid or unenforceable, the remainder of the Agreement shall be deemed severable and shall not be affected and shall remain in full force and effect.

- C. Any notice to City pursuant to this Agreement shall be given in writing, either by personal service or by registered or certified mail, postage prepaid, addressed as follows:

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

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

- D. If an action at law or in equity is necessary to enforce or interpret this Agreement, the prevailing party in that action shall be entitled to reasonable and actual attorney's fees and costs with respect to the prosecution or defense of the action.
- E. A waiver of any of the terms and conditions of this Agreement shall not be construed as a general waiver and either party shall be free to enforce any term or condition of this Agreement with or without notice to the other notwithstanding any prior waiver of that term or condition.

15. Amendments

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

Dated: _____

 Tim Kiser, City Manager

Dated: _____

 XXXX XXX, Finance Director

Approved as to form:

Dated: _____

 Michael G. Colantuono, City Attorney

**EMPLOYMENT AGREEMENT BETWEEN THE CITY OF GRASS VALLEY
AND **Name**
DEPUTY FINANCE DIRECTOR**

15. Effective Date

This Agreement shall become effective when it has been executed by “Director”, hereinafter referred to as “Deputy Finance Director” or Employee, and the City Manager, as duly approved by Resolution of the City Council, has executed it.

16. Term of Employment

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

17. Duties; Hours of Work

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

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

18. Compensation

A. Deputy Finance Director shall receive an annual base salary of \$XXX,XXX.00, payable in equal bi-weekly payments to be made at the same time as other employees are paid.

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

C. Salary may be reduced in the event Deputy Finance Director receives an unsatisfactory evaluation, either at the annual evaluation or at any additional evaluation completed by the City Manager. Compensation may be reduced as determined by the City

Manager within the salary range (Compensation and Benefits - Appendix A) for the Deputy Finance Director.

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

19. Health Insurance

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

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

20. Annual Leave

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

21. Retirement

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

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

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

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

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

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

22. Deferred Compensation

Subsequent to the first year of employment under this contract, City will deposit to Deputy Finance Director’s deferred compensation account via bi-weekly payroll a performance bonus contribution of up to \$4,000 annually.

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

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

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

23. Annual Performance Evaluation

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

24. Indemnification

City shall defend, hold harmless and indemnify Deputy Finance Director against any claim, demand, judgment, or action of any type or kind arising within the course and scope of Deputy Finance Director’s employment to the extent required by Government Code Sections

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

25. Other Terms and Conditions of Employment

A. The City Council may from time to time fix other terms and conditions of employment relating to the performance of Deputy Finance Director, provided such terms and conditions are not inconsistent with or in conflict with the provision of this Agreement, the Grass Valley Charter or Municipal Code, or other applicable law.

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

C. Deputy Finance Director shall be exempt from paid overtime compensation.

26. Termination

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

B. If Deputy Finance Director is terminated by the City Manager without cause, Deputy Finance Director after termination will be entitled to up to three months of severance pay at Deputy Finance Director's base salary rate plus payment in a lump sum of the following: 1) 100% of any accrued, but unused Personal Leave and vacation leave, if any; and 2) 50% of the value of unused sick leave, if applicable, to the extent not used for PERS Service Credit, if any. Deputy Finance Director shall be entitled to severance pay under this subsection only upon execution of a claim waiver and release of liability. Severance pay, if any, shall be paid monthly until Employee is gainfully employed or the 3-month limit has been reached, whichever is less. Employee shall provide notification of gainful employment to City

immediately upon commencing such employment if such employment commences within three months of Employee's termination from City. Notwithstanding anything to the contrary in this subsection, pursuant to Government Code Section 53243.2, if the Agreement is terminated, any cash settlement related to the termination that Employee may receive from City shall be fully reimbursed to City if Employee is convicted of a crime involving an abuse of his or her office or position.

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

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

D. Deputy Finance Director may voluntarily terminate his or her employment, by resignation or retirement or some other similar manner, upon at least one-month notice. In this circumstance, Deputy Finance Director is not entitled to any severance pay.

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

27. Compliance With Law

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

28. General Provisions

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

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

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

- I. If an action at law or in equity is necessary to enforce or interpret this Agreement, the prevailing party in that action shall be entitled to reasonable and actual attorney’s fees and costs with respect to the prosecution or defense of the action.
- J. A waiver of any of the terms and conditions of this Agreement shall not be construed as a general waiver and either party shall be free to enforce any term or condition of this Agreement with or without notice to the other notwithstanding any prior waiver of that term or condition.

15. Amendments

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

Dated: _____

Tim Kiser, City Manager

Dated: _____

XXXX XXX, Deputy Finance Director

Approved as to form:

Dated: _____

Michael G. Colantuono, City Attorney

Appendix A - 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 ten 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 A - 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 waiving health care coverage shall receive two hundred fifty dollars (\$250) per month less the cost of any elected dental or vision insurance per month until eligible for Medicare or is hired and has healthcare coverage available from the new employment. Employees waiving health care coverage must produce evidence of insurance through another source. Any payment due Employees for waiving medical insurance coverage shall be paid in a lump sum per month.

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 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 the 50% rate, the uncompensated 225 hours would go to PERS service credit as allowed by PERS.)

Employees will accrue Personal Leave time at the following rates:

Appendix A - Compensation and Benefits

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."

Special Provisions

A. PUBLIC SAFETY ALLOWANCE

The Police Chief, Deputy 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 & Deputy Police Chief and under Unit 8 for the Fire Chief.

Appendix A - Compensation and Benefits

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

B. VEHICLE ALLOWANCE

The Police Chief, Deputy Police Chief, Fire Chief and Public Works Director 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.

Appendix A - Compensation and Benefits

Salary Schedule

<i>Position</i>	<i>Annual Salary</i>		
	<i>Min</i>	<i>Mid</i>	<i>Max</i>
Administrative Services Director	\$ 139,107.94	\$ 169,938.80	\$ 200,769.66
Deputy Administrative Services Director	\$ 132,628.24	\$ 156,660.48	\$ 180,692.72
City Clerk	\$ 86,941.63	\$ 102,520.72	\$ 118,099.80
Deputy City Clerk/Management Services Analyst	\$ 78,248.07	\$ 92,268.95	\$ 106,289.82
Deputy City Manager I	\$ 108,665.00	\$ 126,446.04	\$ 144,237.08
Deputy City Manager II	\$ 139,107.94	\$ 169,938.80	\$ 200,769.66
City Engineer	\$ 130,413.71	\$ 159,686.70	\$ 188,959.68
City Planner	\$ 108,665.00	\$ 126,446.04	\$ 144,237.08
Community Development Director	\$ 130,413.71	\$ 159,686.70	\$ 188,959.68
Finance Director	\$ 130,413.71	\$ 159,686.70	\$ 188,959.68
Deputy Finance Director	\$ 119,380.30	\$ 146,187.92	\$ 172,986.37
Fire Chief	\$ 152,149.54	\$ 185,317.09	\$ 218,484.63
Police Chief	\$ 159,478.26	\$ 194,180.73	\$ 228,883.20
Deputy Police Chief	\$ 143,530.43	\$ 176,535.74	\$ 209,535.04
Public Works Director of Operations	\$ 130,413.71	\$ 159,686.70	\$ 188,959.68
Utilities Director	\$ 130,413.71	\$ 159,686.70	\$ 188,959.68



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

Title: Historical Commission Quarterly Update and Request

CEQA: Not a project

Recommendation: That Council 1) Accepts Plaque Language for the Firehouse on Main Street and Mill Street Parking Lot, 2) Directs staff to move forward with landmark submission for the Firehouse on Main Street and Mill Street Parking Lot, and 3) Receives update from Historical Commission.

Prepared by: Taylor Whittingslow, Deputy City Manager

Council Meeting Date: 10/22/2024

Date Prepared: 10/17/2024

Agenda: Administrative

Background Information:

1. Approval of Plaque Language and Submission for Landmark Status: Mill Street Parking Lot

The proposed plaque language for the Mill Street Parking Lot and the application for landmark status are attached for the Council's review. The Historical Commission wants the language approved by the Council and to direct Staff to move forward with the application to the Landmarks Commission.

2. Approval of Plaque Language and Submission for Landmark Status: Firehouse on Main Street

Like the Mill Street Parking Lot, the proposed plaque language and application for the Firehouse on Main Street are attached for review and approval. The Historical Commission is looking to have the language approved by the council and to direct Staff to move forward with the application to the Landmarks Commission.

3. Discussion and Direction on the Historic Walking Tour of Mill and Main Streets

Historical Commission to present the following:

- a. Examples of walking tours such as Loomis and other locations
- b. Utilizing QR codes alongside physical descriptions to enhance the tour experience.

4. Discussion of Historic Sites

The Commission is reviewing three key historic sites: the Narrow-Gauge Wall on Bennett Street, St. Joseph’s Cultural Center, and the Pioneer Cemeteries.

6. Commission Structure

The Commission reports strong collaboration among members, typically at two-hour meetings. No changes to the current structure are suggested.

7. Other Directions from the Council

The Commission is open to additional guidance and directives from the Council on relevant matters.

Council Goals/Objectives: This executes portions of work tasks to achieve/maintain the Strategic Plan—Open and Collaborative City Government.

Fiscal Impact: N/A

Funds Available: N/A

Account #: N/A

Reviewed by: City Manager

Attachments: Proposed plaque language for Firehouse on Main Street & Mill Street Parking Lot.

EAGLE HOSE COMPANY

The Grass Valley Fire Department was first organized in 1853. It is the third oldest active fire department west of the Mississippi River.

Founded in 1866 and housed at this site, Eagle Hose Company #2 was

one of four Volunteer Fire Brigades that proudly served and protected

Grass Valley for over 100 years. Volunteer fire fighters were alerted and directed to the area of a blaze by the Alarm Siren system, which used a neighborhood numbering system located on the fire alarm box.

With the advent of electronic communication, the Alarm Siren System became obsolete

CITY OF GRASS VALLEY INFO

NEVADA COUNTY

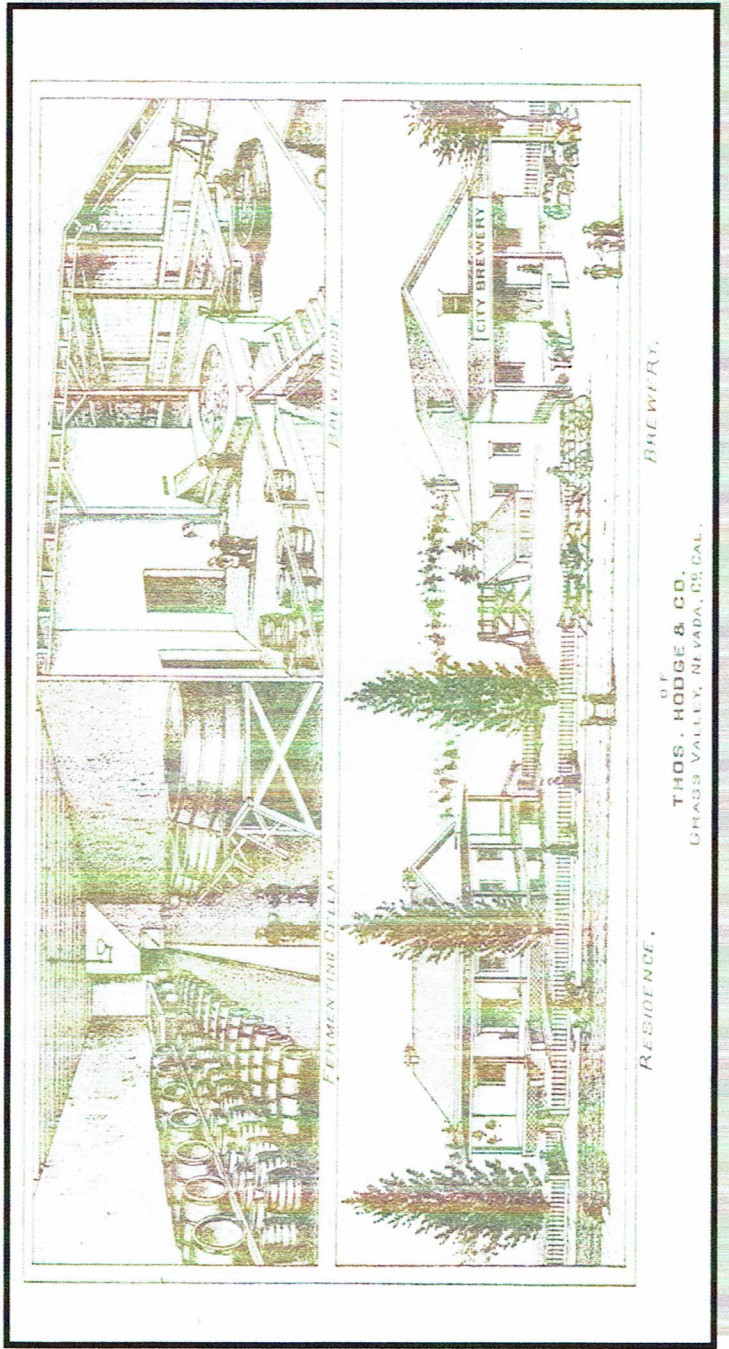
HISTORICAL LANDMARKS

LOGO

GRASS VALLEY FIRE ALARM BOX LOCATIONS

- 2- Auburn and Neal Streets
- 3- Auburn and Race Streets
- 4- Mill and Rhode Island Streets
- 5- School and Neal Streets
- 12- Corner of Main and Mill Streets
- 13- Mill and Neal Streets
- 14- Church and Walsh Streets
- 21- Maiden Ln and Washington Street
- 23- Bennett and Henderson Streets
- 24- Main and Bennett Streets
- 31- Empire and Auburn Streets
- 41- Church and Chapel Streets
- 42- Walsh and Pleasant Streets
- 43- French Ave and Brighton Street
- 51- Main and Alta Streets
- 52- Church and Richardson Streets
- 53- Corner of Auburn and Chester Sts

WALSH SAWMILL/CITY BREWERY



At this site, where Wolf Creek flows toward Boston Ravine, James Walsh established a sawmill to provide lumber for a mining camp as it evolved into the small city of Grass Valley. Built in July of 1850, it was Grass Valley's first business enterprise. Mill and Walsh Streets got their names from this business and this early pioneer. Judge Walsh was elected Justice of the Peace for Grass Valley. He served as Chairman of the Board of Supervisors and State Senator.

In later years, Thomas Hodge built the City Brewery on this site which continued to operate under various owners from 1873 to 1909. Hodge was a resident of Grass Valley for 55 years and passed away at his stone Cornish-style cottage located next door, which still exists today. The City Brewery was a thriving business during the Gold Rush, making regular deliveries by wagon to every mining camp within a 30 mile radius.

City of Grass Valley Logo

Nevada County Historical