



GRASS VALLEY

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

Tuesday, May 12, 2026 at 6:00 PM

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

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

E-Mail: info@cityofgrassvalley.com

Web Site: www.cityofgrassvalley.com

AGENDA

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

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

MEETING NOTICE

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

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

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

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

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

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

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

REPORT OUT OF CLOSED SESSION

INTRODUCTIONS AND PRESENTATIONS

1. Poppy Day Proclamation
2. Local and Community History Month Proclamation
3. District Attorney Family Justice Center Presentation

CITY UPDATE

4. Nugget Update

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

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

5. Approval of the Regular Meeting Minutes of April 28th, 2026.

Recommendation: Council approve minutes as submitted.

6. Consideration of Waste Management’s annual fee adjustments and new fees for service and disposal.

CEQA: Not a project

Recommendation: That Council adopt Resolution 2026-11 adjusting service and disposal rates to Waste Management’s fee schedule.

7. Professional Services Agreement with WBCP, Inc. to Conduct an Executive Recruitment for the Position of City Manager

CEQA: Not a project

Recommendation: Approve a Professional Services Agreement with WBCP, Inc. for an Amount Not to Exceed \$36,800 to Conduct an Executive Recruitment for the Position of City Manager and Authorize the Mayor to Sign the Agreement

8. California Air Resources Board (CARB) Community Planning and Capacity Building Grant Application - *Future Paths Grass Valley: Everyday Mobility Connecting People and Places Project*

CEQA: Not a project

Recommendation: That the City Council adopt Resolution No. 2026-12 authorizing the Deputy City Manager to execute all documents necessary to accept and administer the California Air Resources Board (CARB) Community Planning and Capacity Building Grant for the *Future Paths Grass Valley: Everyday Mobility Connecting People and Places Project*, and authorize the Finance Director to process supplemental appropriations consistent with the grant documents.

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

REORGANIZATION RELATED ITEMS

PUBLIC HEARING

ADMINISTRATIVE

BRIEF REPORTS BY COUNCIL MEMBERS

CONTINUATION OF PUBLIC COMMENT

ADJOURN

POSTING NOTICE

This is to certify that the above notice of a meeting of The City Council, scheduled for Tuesday, May 12, 2026, at 6:00 p.m., was posted at city hall, easily accessible to the public, as of 5:00 p.m. Friday, May 8, 2026.

Taylor Whittingslow, City Clerk



PROCLAMATION

AMERICAN LEGION AUXILIARY VETERAN’S POPPY DAY

May 22, 2026

Whereas, the American Legion Auxiliary annually conducts Poppy Day to honor the service and sacrifice of our nation’s veterans, while raising support for disabled veterans, widows, and orphans; and

Whereas, the red poppy has long been recognized as a national symbol of remembrance for those who have given their lives in all wars; and

Whereas, these symbolic poppies are assembled by veterans as part of therapeutic and rehabilitation programs, including those at veterans’ hospitals and the Yountville Veterans Home of California, providing both meaningful activity and financial assistance; and

Whereas, the distribution of poppies serves as a visible reminder of the sacrifices made by members of the Armed Forces and offers the community an opportunity to show gratitude and support;

NOW, THEREFORE, that the City Council of the City of Grass Valley does hereby recognize **May 22, 2026 as American Legion Auxiliary Veteran’s Poppy Day** in Grass Valley, and encourages all residents to wear a poppy as a symbol of remembrance and to support the efforts of the American Legion Auxiliary in serving veterans and their families.

Dated this 12th day of May 2026

Hilary Hodge, Mayor

Haven Caravelli, Vice Mayor

Jan Arbuckle, Council Member

Joseph Bonomolo, Council Member

Thomas Ivy, Council Member



PROCLAMATION

Local and Community History Month
May 2026

WHEREAS, the land now known as Grass Valley is part of the ancestral and traditional homelands of Indigenous peoples whose history, culture, and stewardship long predate the Gold Rush era and continue to shape our community, and Grass Valley’s history has been further defined by the diverse people, cultures, and events that have contributed to its development from the Gold Rush era to the present day; and

WHEREAS, preserving and sharing our local history fosters community pride, strengthens civic engagement, and provides valuable insight into the people and places that define Grass Valley and the greater Nevada County region; and

WHEREAS, local historical resources—including historic homes, downtown buildings, archives, artifacts, and oral histories—serve as important educational tools for residents and visitors alike; and

WHEREAS, organizations such as the Nevada County Historical Society, local historians, and community members play a vital role in documenting, preserving, and celebrating our shared heritage; and

WHEREAS, the City of Grass Valley is committed to promoting opportunities for the public to explore and engage with local history through programs such as the guided and self-guided walking tours, historical exhibits, and community storytelling; and

WHEREAS, recognizing Local and Community History Month encourages residents of all ages to learn about, appreciate, and contribute to the ongoing story of our community;

NOW, THEREFORE, that the City Council of the City of Grass Valley hereby declares the month of May as Local and Community History Month in the City of Grass Valley, and encourages all residents, businesses, and visitors to explore, celebrate, and preserve the rich history of our community.

Dated this 12th day of May 2026

Hilary Hodge, Mayor

Haven Caravelli, Vice Mayor

Jan Arbuckle, Council Member

Joseph Bonomolo, Council Member

Thomas Ivy, Council Member



GRASS VALLEY

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

Tuesday, April 28, 2026 at 6:00 PM

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MINUTES

CALL TO ORDER

Meeting called to order at 6:02 pm.

PLEDGE OF ALLEGIANCE

Mayor Hodge led the pledge of allegiance.

ROLL CALL

PRESENT

Councilmember Jan Arbuckle

Councilmember Joe Bonomolo

Councilmember Tom Ivy

Vice Mayor Haven Caravelli

Mayor Hilary Hodge

AGENDA APPROVAL -

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

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

REPORT OUT OF CLOSED SESSION

No reportable action on labor negotiations. For the Hiring of City Manager the council reviewed recruiter proposals and gave direction to staff to enter into negotiations with one vendor and bring back a contract at the next meeting.

INTRODUCTIONS AND PRESENTATIONS

CITY UPDATE

1. Downtown Construction Update

PUBLIC COMMENT -

Speakers 1 thru 2

Virtual comments attached.

CONSENT ITEMS -

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

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

2. Approval of the Regular Meeting Minutes of April 14th, 2026

Recommendation: Council approve minutes as submitted.

3. Second reading of an Ordinance of the City Council of the City of Grass Valley adding section 17.74.060(A.5.) Of chapter 17.74 and section 17.81.130 (C.) of Chapter 17.81, Title 17 of the Grass Valley Municipal Code regarding tolling provisions and expiration terms for development entitlements and tentative maps

CEQA: Not a Project under CEQA pursuant to CEQA Guidelines §15378

Recommendation: Hold a second reading, waive full reading, to adopt Ordinance No. 841 adding section 17.74.060(A.5.) of chapter 17.74 and section 17.81.130 (C.) of Chapter 17.81, Title 17 of the Grass Valley Municipal Code regarding tolling provisions and expiration terms for development entitlements and tentative maps (Attachment 1)

4. Nevada County Transportation Commission FY 2026/27 Overall Work Program Approval

CEQA: N/A - Not a Project

Recommendation: That Council: 1) review the projects proposed for inclusion in the Nevada County Transportation Commission FY 2026/27 Overall Work Program, 2) adopt a Resolution approving the projects for inclusion in the Nevada County Transportation Commission Overall Work Program

5. AB 481 - Military Equipment Annual Inventory and Report; renewal of ordinance #815

CEQA: Not a Project

Recommendation: (1) Renew previously adopted ordinance #815 pursuant to requirements of AB-481; (2) Approve the attached Annual Military Equipment Report and Annual Inventory Report- “Addendum A” and “Addendum B” respectively; (3) Approve the expenditure of \$1824.32 to replenish equipment stock; (4) deem three UAV devices as “surplus personal property”; (5) direct the department head, with approval of the City Manager, to dispose of surplus personal property in accordance with 3.08.220 B,3,c of the municipal code.

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

REORGANIZATION RELATED ITEMS

PUBLIC HEARING

ADMINISTRATIVE

6. Resolution Recognizing and Adopting *Culture Forward 2026-2032: Nevada County’s Arts & Culture Action Plan*

CEQA: Not a project

Recommendation: Adopt a Resolution 2026-09 recognizing and adopting *Culture Forward 2026-2032* as a guiding framework supporting the continued vitality of arts, culture, and the creative economy in Nevada County.

Eliza Tudor, from the Nevada County Arts and Cultural Council, gave presentation to the Council.

Public comment: Robin Galvin-Davis

Motion to adopt a Resolution 2026-09 recognizing and adopting *Culture Forward 2026-2032* as a guiding framework supporting the continued vitality of arts, culture, and the creative economy in Nevada County made by Councilmember Arbuckle, Seconded by Councilmember Bonomolo.

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

BRIEF REPORTS BY COUNCIL MEMBERS

Councilmember Bonomolo did a ride along with GVPD, and was on the radio with Jason Tedder. Councilmember Ivy attended a Pioneer Community Energy Board meeting, attended the Car Show, meeting with staff on the Biomass facility, walked Independence trail. Councilmember Arbuckle attended the National League of Cities Small Cities meeting, On the Town, Sierra Nevada Memorial Hospital Woman's talk, Sierra Nevada Memorial Foundation Dinner, GVDA Chamber board meeting, League of California Cities, League of Cities board meeting, Vice Mayor Caravelli attended a meeting with staff, and the National Therapy Dog Day event. Mayor Hodge attended the State of the Yuba, Chamber mixer, poet reading at the Center, Car Show, Recreation Fair, Sierra College Time Capsule.

CONTINUATION OF PUBLIC COMMENT

ADJOURN

Meeting adjourned at 6:53 pm

Hilary Hodge, Mayor

Taylor Whittingslow, City Clerk

Adopted on: _____



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

Title: Consideration of Waste Management’s annual fee adjustments and new fees for service and disposal.

CEQA: Not a project

Recommendation: That Council adopt Resolution 2026-11 adjusting service and disposal rates to Waste Management’s fee schedule.

Prepared by: Zac Quentmeyer, Deputy Public Works Director

Council Meeting Date: 5/12/2026

Date Prepared: 5/5/2026

Agenda: Consent

Background Information: In 2012, the City entered into a 20-year franchise agreement with Waste Management to provide for a full range of solid waste, recycling, and green waste services. In 2024, the City amended the contract to include organic waste services. The original resolution included service rates and specific services Waste Management was to provide to the City. Per the 20-year franchise agreement the City is obligated to increase the rate by CPI annually. Attached is the updated rate schedule and CPI calculation table from Waste Management to amend the fee schedule to address the following:

1. Annual CPI adjustments of 3.79% for services and 4.00% for the disposal gate fee at the transfer station. These rates are consistent with the existing agreement and will commence July 1, 2026.

Council Goals/Objectives: The execution of this action attempts to achieve Strategic Goals #4&5 - Economic Development and Vitality and High-Performance Government and Quality Service for the FY 2026/27.

Fiscal Impact: Increased service fees for residents and businesses, but consistent with the Contract

Funds Available: N/A

Account #: N/A

Reviewed by: City Manager

Attachments: R2026-11; Proposed Fees and CPI adjustment table

RESOLUTION NO 2026-11

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GRASS VALLEY ADDING NEW RATES TO WASTE MANAGEMENT'S SERVICE SCHEDULE

WHEREAS, the City Council adopted an updated franchise agreement with Waste Management in 2012, and

WHEREAS, the City Council amended the franchise agreement with Waste Management in 2024, and

WHEREAS, Waste Management may request annual rate adjustments or establish charges for fees not specified in the original agreement, and

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

The City Council finds the proposed rate adjustment in accordance with the Franchise Agreement between Grass Valley and Waste Management, and

The City Council finds the proposed changes to the Rate Sheet appropriate and in accordance with the Franchise Agreement, and

The City Council hereby adopts the attached "Exhibit A" to be added to the Rate Sheet and become effective on July 1, 2026.

ADOPTED as a Resolution of the City Council of the City of Grass Valley at a meeting thereof held on May 12, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ASBTAINING:

Hilary Hodge, Mayor

ATTEST: _____

Taylor Whittingslow, City Clerk

APPROVED AS TO FORM: _____

David Ruderman, City Attorney



Grass Valley
Rates Effective July 1, 2026

RESIDENTIAL	DISPOSAL (GATE FEE)			SERVICE			Total Current Rates Eff. 7/01/2025	Total New Rates Effective 7/1/2026	Percent Increase
	Current - Eff. 7/1/2025	4.00% * Disposal Price Adjustment	New - Eff. 7/01/2026	Current - Eff. 7/1/2025	3.79% CPI Increase	New - Eff. 7/01/2026			
TRASH SERVICES									
1 - 35G CART TRASH - INCLUDES RECYCLE AND ORGANICS	\$8.59	\$0.34	\$8.93	\$31.58	\$1.20	\$32.78	\$40.17	\$41.71	3.83%
1 - 64G CART TRASH - INCLUDES RECYCLE AND ORGANICS	\$15.16	\$0.61	\$15.77	\$35.23	\$1.34	\$36.57	\$50.39	\$52.34	3.87%
1 - 96G CART TRASH - INCLUDES RECYCLE AND ORGANICS	\$17.10	\$0.68	\$17.78	\$38.08	\$1.44	\$39.52	\$55.18	\$57.30	3.84%
1 - 35G - SENIOR/LOW INCOME - INCLUDES RECY AND ORGANICS	\$6.27	\$0.25	\$6.52	\$22.13	\$0.84	\$22.97	\$28.40	\$29.49	3.84%
ADDITIONAL 35G TRASH CARTS	\$1.13	\$0.05	\$1.18	\$5.43	\$0.21	\$5.64	\$6.56	\$6.82	3.96%
ADDITIONAL 64G TRASH CARTS	\$1.13	\$0.05	\$1.18	\$5.43	\$0.21	\$5.64	\$6.56	\$6.82	3.96%
ADDITIONAL 96G TRASH CARTS	\$1.13	\$0.05	\$1.18	\$5.43	\$0.21	\$5.64	\$6.56	\$6.82	3.96%
RECYCLE SERVICES									
1 - 35 GAL RECYCLING - WITH TRASH SERVICE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1 - 64 GAL RECYCLING - WITH TRASH SERVICE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1 - 96 GAL RECYCLING - WITH TRASH SERVICE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ADDITIONAL 35G RECYCLE CART (AFTER TWO CARTS)	\$0.00	\$0.00	\$0.00	\$3.47	\$0.13	\$3.60	\$3.47	\$3.60	3.75%
ADDITIONAL 64G RECYCLE CART (AFTER TWO CARTS)	\$0.00	\$0.00	\$0.00	\$3.47	\$0.13	\$3.60	\$3.47	\$3.60	3.75%
ADDITIONAL 96G RECYCLE CART (AFTER TWO CARTS)	\$0.00	\$0.00	\$0.00	\$3.47	\$0.13	\$3.60	\$3.47	\$3.60	3.75%
GREENWASTE SERVICES									
64G ORGANICS CART	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
ADDITIONAL 64G ORGANICS CARTS	\$1.13	\$0.05	\$1.18	\$5.18	\$0.20	\$5.38	\$6.31	\$6.56	3.96%
EXTRA PICKUPS									
35G - SERVICE DAY EXTRA PICKUP	\$1.23	\$0.05	\$1.28	\$8.77	\$0.33	\$9.10	\$10.00	\$10.38	3.80%
64G - SERVICE DAY EXTRA PICKUP	\$1.23	\$0.05	\$1.28	\$8.77	\$0.33	\$9.10	\$10.00	\$10.38	3.80%
96G - SERVICE DAY EXTRA PICKUP	\$1.23	\$0.05	\$1.28	\$8.77	\$0.33	\$9.10	\$10.00	\$10.38	3.80%
35G - NON-SERVICE DAY EXTRA PICKUP	\$1.23	\$0.05	\$1.28	\$58.26	\$2.21	\$60.47	\$59.49	\$61.75	3.80%
64G - NON-SERVICE DAY EXTRA PICKUP	\$1.23	\$0.05	\$1.28	\$58.26	\$2.21	\$60.47	\$59.49	\$61.75	3.80%
96G - NON-SERVICE DAY EXTRA PICKUP	\$1.23	\$0.05	\$1.28	\$58.26	\$2.21	\$60.47	\$59.49	\$61.75	3.80%

COMMERCIAL	DISPOSAL (GATE FEE)			SERVICE			Total Current Rates Eff. 7/01/2025	Total New Rates Effective 7/1/2026	Percent Increase
	Current - Eff. 7/1/2025	4.00% * Disposal Price Adjustment	New - Eff. 7/01/2026	Current - Eff. 7/1/2025	3.79% CPI Increase	New - Eff. 7/01/2026			
TRASH CARTS SERVICES									
1 - 35G CART TRASH	\$5.36	\$0.21	\$5.57	\$18.99	\$0.72	\$19.71	\$24.35	\$25.28	3.82%
1 - 64G CART TRASH	\$10.73	\$0.43	\$11.16	\$37.96	\$1.44	\$39.40	\$48.69	\$50.56	3.84%
1 - 96G CART TRASH	\$16.07	\$0.64	\$16.71	\$67.69	\$2.57	\$70.26	\$83.76	\$86.97	3.83%
TRASH BIN SERVICES									
2 YD 1 X WEEK	\$67.64	\$2.71	\$70.35	\$289.36	\$10.97	\$300.33	\$357.00	\$370.68	3.83%
2 YD 2 X WEEK	\$135.26	\$5.41	\$140.67	\$463.55	\$17.57	\$481.12	\$598.81	\$621.79	3.84%
2 YD 3 X WEEK	\$202.92	\$8.12	\$211.04	\$632.59	\$23.97	\$656.56	\$835.51	\$867.60	3.84%
2 YD 4 X WEEK	\$270.55	\$10.82	\$281.37	\$847.27	\$32.11	\$879.38	\$1,117.82	\$1,160.75	3.84%
2 YD 5 X WEEK	\$338.19	\$13.53	\$351.72	\$1,038.10	\$39.34	\$1,077.44	\$1,376.29	\$1,429.16	3.84%
2 YD 6 X WEEK	\$405.83	\$16.23	\$422.06	\$1,232.43	\$46.71	\$1,279.14	\$1,638.26	\$1,701.20	3.84%
3 YD 1 X WEEK	\$101.45	\$4.06	\$105.51	\$351.73	\$13.33	\$365.06	\$453.18	\$470.57	3.84%
3 YD 2 X WEEK	\$202.92	\$8.12	\$211.04	\$557.15	\$21.12	\$578.27	\$760.07	\$789.31	3.85%
3 YD 3 X WEEK	\$304.37	\$12.17	\$316.54	\$772.50	\$29.28	\$801.78	\$1,076.87	\$1,118.32	3.85%
3 YD 4 X WEEK	\$405.83	\$16.23	\$422.06	\$979.33	\$37.12	\$1,016.45	\$1,385.16	\$1,438.51	3.85%
3 YD 5 X WEEK	\$507.28	\$20.29	\$527.57	\$1,189.02	\$45.06	\$1,234.08	\$1,696.30	\$1,761.65	3.85%
3 YD 6 X WEEK	\$608.70	\$24.35	\$633.05	\$1,418.52	\$53.76	\$1,472.28	\$2,027.22	\$2,105.33	3.85%
4 YD 1 X WEEK	\$135.26	\$5.41	\$140.67	\$439.71	\$16.66	\$456.37	\$574.97	\$597.04	3.84%
4 YD 2 X WEEK	\$270.55	\$10.82	\$281.37	\$711.50	\$26.97	\$738.47	\$982.05	\$1,019.84	3.85%
4 YD 3 X WEEK	\$405.83	\$16.23	\$422.06	\$1,035.90	\$39.26	\$1,075.16	\$1,441.73	\$1,497.22	3.85%
4 YD 4 X WEEK	\$541.06	\$21.64	\$562.70	\$1,350.35	\$51.18	\$1,401.53	\$1,891.41	\$1,964.23	3.85%
4 YD 5 X WEEK	\$676.34	\$27.05	\$703.39	\$1,670.37	\$63.31	\$1,733.68	\$2,346.71	\$2,437.07	3.85%
4 YD 6 X WEEK	\$811.62	\$32.46	\$844.08	\$1,965.13	\$74.48	\$2,039.61	\$2,776.75	\$2,883.69	3.85%
6 YD 1 X WEEK	\$202.92	\$8.12	\$211.04	\$508.70	\$19.28	\$527.98	\$711.62	\$739.02	3.85%
6 YD 2 X WEEK	\$405.83	\$16.23	\$422.06	\$805.68	\$30.53	\$836.21	\$1,211.51	\$1,258.27	3.86%
6 YD 3 X WEEK	\$608.70	\$24.35	\$633.05	\$1,147.98	\$43.51	\$1,191.49	\$1,756.68	\$1,824.54	3.86%
6 YD 4 X WEEK	\$811.62	\$32.46	\$844.08	\$1,540.51	\$58.38	\$1,598.89	\$2,352.13	\$2,442.97	3.86%
6 YD 5 X WEEK	\$1,014.53	\$40.58	\$1,055.11	\$1,817.05	\$68.86	\$1,885.91	\$2,831.58	\$2,941.02	3.86%
6 YD 6 X WEEK	\$1,217.44	\$48.70	\$1,266.14	\$2,145.60	\$81.32	\$2,226.92	\$3,363.04	\$3,493.06	3.87%
8 YD 1 X WEEK	\$266.74	\$10.67	\$277.41	\$661.73	\$25.08	\$686.81	\$928.47	\$964.22	3.85%
8 YD 2 X WEEK	\$533.56	\$21.34	\$554.90	\$982.22	\$37.23	\$1,019.45	\$1,515.78	\$1,574.35	3.86%
8 YD 3 X WEEK	\$800.38	\$32.02	\$832.40	\$1,473.30	\$55.84	\$1,529.14	\$2,273.68	\$2,361.54	3.86%
8 YD 4 X WEEK	\$1,067.14	\$42.69	\$1,109.83	\$1,964.42	\$74.45	\$2,038.87	\$3,031.56	\$3,148.70	3.86%
8 YD 5 X WEEK	\$1,333.96	\$53.36	\$1,387.32	\$2,455.53	\$93.06	\$2,548.59	\$3,789.49	\$3,935.91	3.86%
8 YD 6 X WEEK	\$1,600.71	\$64.03	\$1,664.74	\$2,946.64	\$111.67	\$3,058.31	\$4,547.35	\$4,723.05	3.86%



Grass Valley
Rates Effective July 1, 2026

COMMERCIAL RECYCLE CART SERVICES										
1 - 35 gal recycling - with trash service	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1 - 64 gal recycling - with trash service	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1 - 96 gal recycling - with trash service	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1 - 35G cart recycling - no trash service	\$0.00	\$0.00	\$0.00	\$10.16	\$0.39	\$10.55	\$10.16	\$10.55	\$10.55	3.84%
1 - 64G cart recycling - no trash service	\$0.00	\$0.00	\$0.00	\$10.16	\$0.39	\$10.55	\$10.16	\$10.55	\$10.55	3.84%
1 - 96G cart recycling - no trash service	\$0.00	\$0.00	\$0.00	\$10.16	\$0.39	\$10.55	\$10.16	\$10.55	\$10.55	3.84%
Additional 35 gal recycle cart - after two carts	\$0.00	\$0.00	\$0.00	\$3.39	\$0.13	\$3.52	\$3.39	\$3.52	\$3.52	3.83%
Additional 64 gal recycle cart - after two carts	\$0.00	\$0.00	\$0.00	\$3.39	\$0.13	\$3.52	\$3.39	\$3.52	\$3.52	3.83%
Additional 96 gal recycle cart - after two carts	\$0.00	\$0.00	\$0.00	\$3.39	\$0.13	\$3.52	\$3.39	\$3.52	\$3.52	3.83%
RECYCLE BIN SERVICES										
2 YD - with existing trash service	\$0.00	\$0.00	\$0.00	\$112.49	\$4.26	\$116.75	\$112.49	\$116.75	\$116.75	3.79%
3 YD - with existing trash service	\$0.00	\$0.00	\$0.00	\$127.09	\$4.82	\$131.91	\$127.09	\$131.91	\$131.91	3.79%
4 YD - with existing trash service	\$0.00	\$0.00	\$0.00	\$141.69	\$5.37	\$147.06	\$141.69	\$147.06	\$147.06	3.79%
6 YD - with existing trash service	\$0.00	\$0.00	\$0.00	\$155.55	\$5.90	\$161.45	\$155.55	\$161.45	\$161.45	3.79%
2 YD - WITH NO EXISTING TRASH SERVICE	\$0.00	\$0.00	\$0.00	\$141.69	\$5.37	\$147.06	\$141.69	\$147.06	\$147.06	3.79%
3 YD - WITH NO EXISTING TRASH SERVICE	\$0.00	\$0.00	\$0.00	\$156.31	\$5.92	\$162.23	\$156.31	\$162.23	\$162.23	3.79%
4 YD - WITH NO EXISTING TRASH SERVICE	\$0.00	\$0.00	\$0.00	\$170.91	\$6.48	\$177.39	\$170.91	\$177.39	\$177.39	3.79%
6 YD - WITH NO EXISTING TRASH SERVICE	\$0.00	\$0.00	\$0.00	\$184.79	\$7.00	\$191.79	\$184.79	\$191.79	\$191.79	3.79%
ORGANICS SERVICES										
1 - 64G ORGANICS	\$19.20	\$0.77	\$19.97	\$51.01	\$1.93	\$52.94	\$70.21	\$72.91	\$72.91	3.85%
EXTRA 64G ORGANICS CART	\$19.20	\$0.77	\$19.97	\$51.01	\$1.93	\$52.94	\$70.21	\$72.91	\$72.91	3.85%
TEMPORARY BINS										
Temp 2 YARD BIN	\$15.62	\$0.62	\$16.24	\$79.67	\$3.02	\$82.69	\$95.29	\$98.93	\$98.93	3.82%
Temp 3 YARD BIN	\$23.43	\$0.94	\$24.37	\$119.48	\$4.53	\$124.01	\$142.91	\$148.38	\$148.38	3.83%
Temp 4 YARD BIN	\$31.20	\$1.25	\$32.45	\$123.12	\$4.67	\$127.79	\$154.32	\$160.24	\$160.24	3.84%
Temp 6 YARD BIN	\$46.81	\$1.87	\$48.68	\$153.35	\$5.81	\$159.16	\$200.16	\$207.84	\$207.84	3.84%
EXTRA PICKUPS										
2 YARD - SERVICE DAY EXTRA PICKUP	\$15.62	\$0.62	\$16.24	\$76.04	\$2.88	\$78.92	\$91.66	\$95.16	\$95.16	3.82%
3 YARD - SERVICE DAY EXTRA PICKUP	\$23.43	\$0.94	\$24.37	\$114.05	\$4.32	\$118.37	\$137.48	\$142.74	\$142.74	3.83%
4 YARD - SERVICE DAY EXTRA PICKUP	\$31.20	\$1.25	\$32.45	\$152.05	\$5.76	\$157.81	\$183.25	\$190.26	\$190.26	3.83%
6 YARD - SERVICE DAY EXTRA PICKUP	\$46.81	\$1.87	\$48.68	\$228.08	\$8.64	\$236.72	\$274.89	\$285.40	\$285.40	3.82%
2 YARD - NON-SERVICE DAY EXTRA PICKUP	\$15.62	\$0.62	\$16.24	\$102.48	\$3.88	\$106.36	\$118.10	\$122.60	\$122.60	3.81%
3 YARD - NON-SERVICE DAY EXTRA PICKUP	\$23.43	\$0.94	\$24.37	\$140.47	\$5.32	\$145.79	\$163.90	\$170.16	\$170.16	3.82%
4 YARD - NON-SERVICE DAY EXTRA PICKUP	\$31.20	\$1.25	\$32.45	\$178.47	\$6.76	\$185.23	\$209.67	\$217.68	\$217.68	3.82%
6 YARD - NON-SERVICE DAY EXTRA PICKUP	\$46.81	\$1.87	\$48.68	\$254.54	\$9.65	\$264.19	\$301.35	\$312.87	\$312.87	3.82%
DISPOSAL (GATE FEE)										
ROLL OFF SERVICES	DISPOSAL (GATE FEE)			SERVICE			Total Current Rates Eff. 7/01/2025	Total New Rates Effective 7/1/2026	Percent Increase	
	Current - Eff. 7/1/2025	4.00% * Disposal Price Adjustment	New - Eff. 7/01/2026	Current - Eff. 7/1/2025	3.79% CPI Increase	New - Eff. 7/01/2026				
ROLL OFF BINS										
20 yard to 40 Yard C&D	\$0.00	\$0.00	\$0.00	\$239.05	\$9.06	\$248.11	\$239.05	\$248.11	\$248.11	3.79%
20 yard to 40 Yard Refuse	\$0.00	\$0.00	\$0.00	\$239.05	\$9.06	\$248.11	\$239.05	\$248.11	\$248.11	3.79%
20 yard to 40 Yard Metals	\$0.00	\$0.00	\$0.00	\$239.05	\$9.06	\$248.11	\$239.05	\$248.11	\$248.11	3.79%
20 yard to 40 Yard Wood Lumber	\$0.00	\$0.00	\$0.00	\$239.05	\$9.06	\$248.11	\$239.05	\$248.11	\$248.11	3.79%
20 yard to 40 Yard Recycle - Comingled	\$0.00	\$0.00	\$0.00	\$239.05	\$9.06	\$248.11	\$239.05	\$248.11	\$248.11	3.79%
10 Yard - dirt, rock, concrete only	\$0.00	\$0.00	\$0.00	\$239.05	\$9.06	\$248.11	\$239.05	\$248.11	\$248.11	3.79%
DISPOSAL										
Cost per Ton - Refuse	\$0.00	\$0.00	\$0.00	\$109.70	\$4.16	\$113.86	\$109.70	\$113.86	\$113.86	3.79%
Cost per Ton - C&D	\$0.00	\$0.00	\$0.00	\$93.29	\$3.54	\$96.83	\$93.29	\$96.83	\$96.83	3.79%
Cost per Ton - dirt, rock, concrete (same as C&D rate)	\$0.00	\$0.00	\$0.00	\$93.29	\$3.54	\$96.83	\$93.29	\$96.83	\$96.83	3.79%
Cost per Ton - Metal ** May Vary per 3rd Party Charges	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Cost per Ton - Wood/Lumber/GreenWaste	\$0.00	\$0.00	\$0.00	\$77.15	\$2.92	\$80.07	\$77.15	\$80.07	\$80.07	3.78%
MISCELLANEOUS SERVICES										
Inactivity Fee - Per Day after 7th	\$0.00	\$0.00	\$0.00	\$13.88	\$0.53	\$14.41	\$13.88	\$14.41	\$14.41	3.82%
COMPACTOR: PER CUBIC YARD	\$23.43	\$0.94	\$24.37	\$35.04	\$1.33	\$36.37	\$58.47	\$60.74	\$60.74	3.88%
Relocation Charge - at customer's request	\$0.00	\$0.00	\$0.00	\$95.15	\$3.61	\$98.76	\$95.15	\$98.76	\$98.76	3.79%
Delivery - Applied to Roll off and Instabin	\$0.00	\$0.00	\$0.00	\$95.15	\$3.61	\$98.76	\$95.15	\$98.76	\$98.76	3.79%



Grass Valley
Rates Effective July 1, 2026

ANCILLARY SERVICES	DISPOSAL (GATE FEE)			SERVICE			Total Current Rates Eff. 7/01/2025	Total New Rates Effective 7/1/2026	Percent Increase
	Current - Eff. 7/1/2025	4.00% * Disposal Price Adjustment	New - Eff. 7/01/2026	Current - Eff. 7/1/2025	3.79% CPI Increase	New - Eff. 7/01/2026			
RESIDENTIAL ANCILLARY SERVICES									
BAD/RETURN CHECK FEE	\$0.00	\$0.00	\$0.00	\$25.00	N/A	\$25.00	\$25.00	\$25.00	0.00%
ACTIVATION/DELIVERY FEES	\$0.00	\$0.00	\$0.00	\$24.86	\$0.94	\$25.80	\$24.86	\$25.80	3.78%
RESTART FEE W/O DELIVERY	\$0.00	\$0.00	\$0.00	\$19.89	\$0.75	\$20.64	\$19.89	\$20.64	3.77%
RESTART FEE W/DELIVERY	\$0.00	\$0.00	\$0.00	\$57.85	\$2.19	\$60.04	\$57.85	\$60.04	3.79%
EARLY RETRIEVAL RESIDENTIAL - SERVICE LESS THAN 1YR	\$0.00	\$0.00	\$0.00	\$41.34	\$1.57	\$42.91	\$41.34	\$42.91	3.80%
RESIDENTIAL CART REPLACEMENT FEE	\$0.00	\$0.00	\$0.00	\$123.99	\$4.70	\$128.69	\$123.99	\$128.69	3.79%
LATE FEE IS 2.5% OR \$5.00 WHICH EVER IS GREATER	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
RESIDENTIAL MULTIPLE CART EXCHANGE FEE (MORE THAN 1 CART CHANGE WITHIN 12 MONTHS)	\$0.00	\$0.00	\$0.00	\$60.99	\$2.31	\$63.30	\$60.99	\$63.30	3.79%
OVERAGE CHARGE	\$12.00	\$0.48	\$12.48	12.36	0.47	12.83	24.36	\$25.31	3.90%
COMMERCIAL ANCILLARY SERVICES									
BAD/RETURN CHECK FEE	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$25.00	0.00%
ACTIVATION/DELIVERY FEES	\$0.00	\$0.00	\$0.00	\$41.34	\$1.57	\$42.91	\$41.34	\$42.91	3.80%
RESTART FEE W/O DELIVERY	\$0.00	\$0.00	\$0.00	\$19.89	\$0.75	\$20.64	\$19.89	\$20.64	3.77%
RESTART FEE W/DELIVERY	\$0.00	\$0.00	\$0.00	\$57.85	\$2.19	\$60.04	\$57.85	\$60.04	3.79%
OVERAGE CHARGE	\$0.00	\$0.00	\$0.00	\$109.19	\$4.14	\$113.33	\$109.19	\$113.33	3.79%
LATE FEE IS 2.5% OR \$5.00 WHICH EVER IS GREATER	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
SALE OF LOCKS	\$0.00	\$0.00	\$0.00	\$47.42	\$1.80	\$49.22	\$47.42	\$49.22	3.80%
LOCK FEE PER BIN / PER OCCURANCE MONTHLY	\$0.00	\$0.00	\$0.00	\$1.55	\$0.06	\$1.61	\$1.55	\$1.61	3.87%
PUSH OUT FEE 10'-20' FEET- Per Bin Per Service	\$0.00	\$0.00	\$0.00	\$2.71	\$0.10	\$2.81	\$2.71	\$2.81	3.69%
PUSH OUT FEE 20' OR MORE -Per Bin Per Service	\$0.00	\$0.00	\$0.00	\$5.43	\$0.21	\$5.64	\$5.43	\$5.64	3.87%
Difficult to Service / Scout Truck Services									
CONTAMINATION CHARGE - 35 Gal*	N/A	N/A	N/A	N/A	N/A	N/A	\$5.62	\$5.84	
CONTAMINATION CHARGE - 64 Gal*	N/A	N/A	N/A	N/A	N/A	N/A	\$11.24	\$11.68	
CONTAMINATION CHARGE - 96 Gal*	N/A	N/A	N/A	N/A	N/A	N/A	\$19.34	\$20.09	
CONTAMINATION CHARGE - 2 YARD BIN*	N/A	N/A	N/A	N/A	N/A	N/A	\$82.45	\$85.61	
CONTAMINATION CHARGE - 4 YARD BIN*	N/A	N/A	N/A	N/A	N/A	N/A	\$132.79	\$137.88	
CONTAMINATION CHARGE - 6 YARD BIN*	N/A	N/A	N/A	N/A	N/A	N/A	\$164.35	\$170.67	
Residential Payment Convenience fee**	\$0.00	N/A	\$0.00	\$1.99	N/A	\$1.99	\$1.99	\$1.99	0.00%
Commercial Payment Convenience fee**	\$0.00	N/A	\$0.00	\$9.99	N/A	\$9.99	\$9.99	\$9.99	0.00%

*Commercial Contatmination Charge - If recycle bin is more than 5% contaminated, customer will be charged 100% of the corresponding monthly trash rate for equivalent bin size.
**Subject to third party increase



City of Grass Valley City Council Agenda Action Sheet

Title: Professional Services Agreement with WBCP, Inc. to Conduct an Executive Recruitment for the Position of City Manager

CEQA: Not a project

Recommendation: Approve a Professional Services Agreement with WBCP, Inc. for an Amount Not to Exceed \$36,800 to Conduct an Executive Recruitment for the Position of City Manager and Authorize the Mayor to Sign the Agreement

Prepared by: David J. Ruderman, City Attorney

Council Meeting Date: May 12, 2026

Date Prepared: May 7, 2026

Agenda: Consent

Background: The City of Grass Valley is undertaking a recruitment process to fill the position of City Manager. Engaging a professional recruitment firm will help the City Council ensure a thorough, transparent, and competitive process, and attract highly qualified candidates for this critical leadership position to the City of Grass Valley.

To ensure a comprehensive and competitive search process, the City issued a Request for Proposals (RFP) and received proposals from five (5) executive recruitment firms with experience in public sector executive placements.

Summary: At its April 28, 2026, Closed Session meeting, City Council evaluated the submitted proposals based on several criteria, including relevant experience, understanding of Grass Valley’s vision and values, ability to meet the City’s desired timeline, and overall cost.

Each of the proposals was well-qualified, with proposed scope of services including stakeholder engagement, candidate recruitment and screening, interview facilitation, and assistance with final selection and contract negotiations. Wendi Brown Creative Partners (WBCP) demonstrated extensive experience, particularly in recruitments for nearby jurisdictions, at a competitive cost among the five firms, with a total not-to-exceed amount of \$36,800.

Additionally, WBCP provided a recruitment timeline that demonstrated the ability to meet the City’s desire for a new City Manager to be in place in approximately 12 weeks.

Staff recommends that the City Council approve a professional services agreement with WBCP in an amount not to exceed \$36,800 to conduct an executive recruitment for the position of City Manager and authorize the Mayor to execute.

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

Fiscal Impact: The total cost of the agreement shall not exceed \$36,800. Approximately one-third of the cost (\$12,267) will be paid during the current fiscal year from account 100-601-51110. The remaining two-thirds (\$24,533) will be included in the Fiscal Year 2026-27 budget.

Funds Available: N/A **Account #:** 100-601-51110, Contractual Services

Reviewed by:

Attachments:

Professional Services Agreement

**PROFESSIONAL SERVICES AGREEMENT
FOR CONSULTANT SERVICES**

(City of Grass Valley / WBCP, Inc.)

1. IDENTIFICATION

This PROFESSIONAL SERVICES AGREEMENT (“Agreement”) is entered into by and between the City of Grass Valley, a California municipal corporation (“City”), and WBCP, Inc., an Oregon corporation (“Consultant”).

2. RECITALS

- 2.1. City has determined that it requires the following professional services from a consultant: Recruitment services to secure a candidate to serve as the City Manager of the City of Grass Valley.
- 2.2. Consultant represents that it is fully qualified to perform such professional services by virtue of its experience and the training, education and expertise of its principals and employees. Consultant further represents that it is willing to accept responsibility for performing such services in accordance with the terms and conditions set forth in this Agreement.
- 2.3. Consultant represents that it has no known relationships with third parties, City Council members, or employees of City which would (1) present a conflict of interest with the rendering of services under this Agreement under Government Code Section 1090, the Political Reform Act (Government Code Section 81000 *et seq.*), or other applicable law, (2) prevent Consultant from performing the terms of this Agreement, or (3) present a significant risk of the disclosure of confidential information.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, City and Consultant agree as follows:

3. DEFINITIONS

- 3.1. “Scope of Services”: Such professional services as are set forth in Consultant’s April 16, 2026 proposal to City attached hereto as Exhibit A and incorporated herein by this reference.
- 3.2. “Agreement Administrator”: The Agreement Administrator for this project is David J. Ruderman, City Attorney. The Agreement Administrator shall be the principal point of contact at the City for this project. All services under this Agreement shall be performed at the request of the Agreement Administrator. The Agreement Administrator will establish the timetable for completion of services and any interim milestones. City reserves the right to change this designation upon written notice to Consultant
- 3.3. “Approved Fee Schedule”: Consultant’s compensation rates are set forth in the fee schedule attached hereto as Exhibit A and incorporated herein by this reference. This fee schedule shall

remain in effect for the duration of this Agreement unless modified in writing by mutual agreement of the parties.

- 3.4. “Maximum Amount”: The highest total compensation and costs payable to Consultant by City under this Agreement. The Maximum Amount under this Agreement is \$36,800 (flat rate).
- 3.5. “Commencement Date”: May 12, 2026.
- 3.6. “Termination Date”: October 31, 2026

4. CAMPAIGN CONTRIBUTIONS

This Agreement is subject to Government Code section 84308. Consultant shall disclose any contribution to an elected or appointed City official’s campaign or committee of more than \$500 in 12 months preceding the Commencement Date or earlier date provided by the statute, by Consultant, its, her, or his agent, or another party affiliated with Consultant. Consultant shall provide a signed copy of the attached Campaign Contribution Disclosure Form to City before, or concurrently with, Consultant’s execution of this Agreement and no later than the Commencement Date.

5. TERM

The term of this Agreement shall commence at 12:00 a.m. on the Commencement Date and shall expire at 11:59 p.m. on the Termination Date unless extended by written agreement of the parties or terminated earlier under Section 17 (“Termination”) below. Consultant may request extensions of time to perform the services required hereunder. Such extensions shall be effective if authorized in advance by City in writing and incorporated in written amendments to this Agreement.

6. CONSULTANT’S DUTIES

- 6.1. **Services.** Consultant shall perform the services identified in the Scope of Services. City shall have the right to request, in writing, changes in the Scope of Services. Any such changes mutually agreed upon by the parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement.
- 6.2. **Coordination with City.** In performing services under this Agreement, Consultant shall coordinate all contact with City through its Agreement Administrator.
- 6.3. **Budgetary Notification.** Consultant shall notify the Agreement Administrator, in writing, when fees and expenses incurred under this Agreement have reached eighty percent (80%) of the Maximum Amount. Consultant shall concurrently inform the Agreement Administrator, in writing, of Consultant’s estimate of total expenditures required to complete its current assignments before proceeding, when the remaining work on such assignments would exceed the Maximum Amount.
- 6.4. **Business License.** Consultant shall obtain and maintain in force a City business license for the duration of this Agreement.

- 6.5. **Professional Standards.** Consultant shall perform all work to the standards of Consultant's profession and in a manner reasonably satisfactory to City. Consultant shall keep itself fully informed of and in compliance with all local, state, and federal laws, rules, and regulations in any manner affecting the performance of this Agreement, including all Cal/OSHA requirements, the conflict-of-interest provisions of Government Code § 1090 and the Political Reform Act (Government Code § 81000 et seq.).
- 6.6. **Avoid Conflicts.** During the term of this Agreement, Consultant shall not perform any work for another person or entity for whom Consultant was not working at the Commencement Date if such work would present a conflict interfering with performance under this Agreement. However, City may consent in writing to Consultant's performance of such work.
- 6.7. **Appropriate Personnel.** Consultant has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. Wendi Brown shall be Consultant's project administrator and shall have direct responsibility for management of Consultant's performance under this Agreement. No change shall be made in Consultant's project administrator without City's prior written consent.
- 6.8. **Substitution of Personnel.** Naming any persons in the proposal or Scope of Services constitutes a promise to the City that those persons will perform and coordinate their respective services under this Agreement. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence upon written approval of City. If City and Consultant cannot agree as to the substitution of key personnel, City may terminate this Agreement for cause.
- 6.9. **Permits and Approvals.** Consultant shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary for Consultant's performance of this Agreement. This includes, but shall not be limited to, professional licenses, encroachment permits, and building and safety permits and inspections.
- 6.10. **Notification of Organizational Changes.** Consultant shall notify the Agreement Administrator, in writing, of any change in name, ownership or control of Consultant's firm or of any subcontractor. Change of ownership or control of Consultant's firm may require an amendment to this Agreement.
- 6.11. **Records.** Consultant shall maintain all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to Consultant under this Agreement. All such documents shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of City. In addition, pursuant to Government Code § 8546.7, if the amount of public funds expended under this Agreement exceeds \$10,000, all such documents and this Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of City, for a period of three (3) years after final payment under this Agreement.

- 6.12. **Use of Artificial Intelligence.** If Consultant uses any artificial intelligence tool, platform, or system (including, without limitation, large language models, generative AI, or automated drafting tools but not including routine productivity tools like spell or grammar checkers) in the performance of the Scope Services or preparation of any deliverables, Consultant shall, at City's election communicated in writing at any time during the term of this Agreement: (a) clearly identify all materials, documents, analyses, or work product that were prepared, in whole or in material part, with the assistance of such tools, such identification to be included in writing at the time of delivery; or (b) ensure that a qualified human professional reviews all AI-assisted work product prior to submission to City, which review shall include a reasonable assessment of (i) factual accuracy, (ii) the absence of material errors, hallucinations, or unsupported conclusions, and (iii) the absence of bias that could affect the reliability or fairness of the work product. Regardless of which approach is elected, Consultant shall remain solely responsible for the accuracy, completeness, and quality of all deliverables.

7. SUBCONTRACTING

- 7.1. **General Prohibition.** This Agreement covers professional services of a specific and unique nature. Except as otherwise provided herein, Consultant shall not assign or transfer its interest in this Agreement or subcontract any services to be performed other than by an amendment to this Agreement.
- 7.2. **Consultant Responsible.** Consultant shall be responsible to City for all services to be performed under this Agreement.
- 7.3. **Identification in Fee Schedule.** All subcontractors shall be specifically listed, and their billing rates identified in the Approved Fee Schedule, Exhibit B. Any changes must be approved by the Agreement Administrator in writing.
- 7.4. **Compensation for Subcontractors.** City shall pay Consultant for work performed by its subcontractors, if any, only at Consultant's actual cost plus an approved mark-up as set forth in the Approved Fee Schedule, Exhibit B. Consultant shall be liable and accountable for all payments, compensation, and federal and state taxes to all subcontractors performing services under this Agreement. City shall not be liable for any payment, compensation, or federal and state taxes to or for any subcontractors.

8. COMPENSATION

- 8.1. **General.** City agrees to compensate Consultant for the services provided under this Agreement, and Consultant agrees to accept payment in accordance with the Fee Schedule in full satisfaction for such services. Compensation shall not exceed the Maximum Amount. Consultant shall not be reimbursed for any expenses unless provided for in this Agreement or authorized in writing by the Agreement Administrator in advance.
- 8.2. **Invoices.**
- 8.2.1. Consultant shall bill the City the flat rate in thirds as provided for in Exhibit A.

- 8.2.2. For any additional services the City requests, Consultant shall submit to City an invoice, on a monthly basis or as otherwise agreed to by the Agreement Administrator, for services performed pursuant to this Agreement. Each invoice shall identify the Maximum Amount, the services rendered during the billing period, the amount due for the invoice, and the total amount previously invoiced. All labor charges shall be itemized by employee name and classification or position with the firm, the corresponding hourly rate, the hours worked, a description of each labor charge, and the total amount due for labor charges.
- 8.3. **Taxes.** City shall not withhold applicable taxes or other payroll deductions from payments made to Consultant except as otherwise required by law. Consultant shall be solely responsible for calculating, withholding, and paying all taxes.
- 8.4. **Disputes.** The parties agree to meet and confer at mutually agreeable times to resolve any disputed amounts in an invoice submitted by Consultant.
- 8.5. **Additional Work.** Consultant shall not be reimbursed for any expenses incurred for work performed outside the Scope of Services unless prior written approval is given by the City through a fully executed written amendment to this Agreement. Consultant shall not undertake any such work without prior written approval of the Project Administrator.
- 8.6. **City Satisfaction as Precondition to Payment.** Notwithstanding any other terms of this Agreement, no payments shall be made to Consultant until City is satisfied that the services are satisfactory.
- 8.7. **Right to Withhold Payments.** If Consultant fails to provide a deposit or promptly satisfy an indemnity obligation described in Section 12, City shall have the right to withhold payments under this Agreement to offset that amount.

9. PREVAILING WAGES

Consultant is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., (“Prevailing Wage Laws”), which require the payment of prevailing wage rates and the performance of other requirements on certain “public works” and “maintenance” projects. This Agreement is subject to Prevailing Wage Laws, for all work performed under this Agreement for which the payment of prevailing wage is required by those laws. Consultant shall defend, indemnify, and hold the City, its elected officials, officers, employees, and agents free and harmless from any claim or liability arising out of any failure or alleged failure of Consultant to comply with the Prevailing Wage Laws.

10. OWNERSHIP OF WRITTEN PRODUCTS

All reports, documents or other written material, and all electronic files, including computer-aided design files, developed by Consultant in the performance of this Agreement (such written material and electronic files are collectively known as “written products”) shall be and remain the property of City without restriction or limitation upon its use or dissemination by City except as provided by law.

Consultant may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by Consultant.

11. RELATIONSHIP OF PARTIES

- 11.1. **General.** Consultant shall be a wholly independent contractor as to the City under this Agreement.
- 11.2. **No Agent Authority.** Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or to otherwise act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not represent in any manner that it is, or that any of its agents or employees are, employees of City.
- 11.3. **Independent Contractor Status.** Under no circumstances shall Consultant or its employees look to the City as an employer. Consultant shall not be entitled to any benefits. City makes no representation as to the effect of this independent contractor relationship on Consultant's previously earned California Public Employees Retirement System ("CalPERS") retirement benefits, if any, and Consultant specifically assumes the responsibility for making such a determination. Consultant shall be responsible for all reports and obligations including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation, and other applicable federal and state taxes.
- 11.4. **Indemnification of CalPERS Determination.** If Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

12. INDEMNIFICATION

- 12.1. **Definitions.** For purposes of this Section, "Consultant" shall include Consultant, its officers, employees, servants, agents, or subcontractors, or anyone directly or indirectly employed by either Consultant or its subcontractors, in the performance of this Agreement. "City" shall include City, its officers, agents, employees and volunteers.
- 12.2. **Consultant to Indemnify City.** To the fullest extent permitted by law, Consultant shall indemnify, hold harmless, and defend City from and against all claims, losses, costs or expenses for any personal injury or property damage arising out of or in connection with Consultant's alleged negligence, recklessness or willful misconduct or other wrongful acts, errors or omissions of Consultant or failure to comply with any provision in this Agreement.
- 12.3. **Scope of Indemnity.** Personal injury shall include injury or damage due to death or injury to any person, whether physical, emotional, consequential or otherwise. Property damage shall include injury to any personal or real property. Consultant shall not be required to indemnify

PSA for Consulting Services

Page 6 of 16

City for such loss or damage as is caused by the sole active negligence or willful misconduct of the City.

- 12.4. **Attorney Fees.** Such costs and expenses shall include reasonable attorney' fees for counsel of City's choice, expert fees, and all other costs and fees of litigation. Consultant shall not be entitled to any refund of attorney' fees, defense costs, or expenses if it is adjudicated to have been non-negligent.
- 12.5. **Defense Deposit.** The City may request a deposit for defense costs from Consultant with respect to a claim. If the City requests a defense deposit, Consultant shall provide it within 15 days of the request.
- 12.6. **Waiver of Statutory Immunity.** The obligations of Consultant under this Section are not limited by the provisions of any workers' compensation act or similar act. Consultant expressly waives its statutory immunity under such statutes or laws as to City.
- 12.7. **Indemnification by Subcontractors.** Consultant agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Section from every subcontractor or any other person or entity involved in the performance of this Agreement on Consultant's behalf.
- 12.8. **Insurance Not a Substitute.** City does not waive any indemnity rights by accepting any insurance policy or certificate required pursuant to this Agreement. Consultant's indemnification obligations apply whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

13. INSURANCE

- 13.1. **Insurance Required.** Consultant shall maintain insurance as described in this Section and shall require all its subcontractors, consultants, and other agents to do the same. Approval of the insurance by the City shall not relieve or decrease any liability of Consultant. Any requirement for insurance to be maintained after completion of the work shall survive this Agreement.
- 13.2. **Documentation of Insurance.** City will not execute this Agreement until it has received a complete set of all required documentation of insurance coverage. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. Consultant shall file with City:
- Certificate of Insurance, indicating companies acceptable to City, with a Best's Rating of no less than A:VII showing. The Certificate of Insurance must include the following reference: City of Grass Valley – City Manager Recruiting Services
 - Documentation of Best's rating acceptable to the City.
 - Original endorsements effecting coverage for all policies required by this Agreement.
 - Complete, certified copies of all required insurance policies, including endorsements affecting the coverage.

13.3. **Coverage Amounts.** Insurance coverage shall be at least in the following minimum amounts:

- Professional Liability Insurance: \$1,000,000 per occurrence,
\$2,000,000 aggregate
- General Liability:
 - General Aggregate: \$2,000,000
 - Products Comp/Op Aggregate \$2,000,000
 - Personal & Advertising Injury \$1,000,000
 - Each Occurrence \$1,000,000
 - Fire Damage (any one fire) \$ 50,000
 - Medical Expense (any 1 person) \$ 5,000
- Workers' Compensation:
 - Workers' Compensation Statutory Limits
 - EL Each Accident \$1,000,000
 - EL Disease - Policy Limit \$1,000,000
 - EL Disease - Each Employee \$1,000,000
- Automobile Liability
 - Any vehicle, combined single limit \$1,000,000

Any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements or limits shall be available to the additional insured. Furthermore, the requirements for coverage and limits shall be the greater of (1) the minimum coverage and limits specified in this Agreement, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured.

13.4. **General Liability Insurance.** Commercial General Liability Insurance shall be no less broad than ISO form CG 00 01. Coverage must be on a standard Occurrence form. Claims-Made, modified, limited or restricted Occurrence forms are not acceptable.

13.5. **Worker's Compensation Insurance.** Consultant is aware of the provisions of Section 3700 of the Labor Code which requires every employer to carry Workers' Compensation (or to undertake equivalent self-insurance), and Consultant will comply with such provisions before commencing the performance of the work of this Agreement. If such insurance is underwritten by any agency other than the State Compensation Fund, such agency shall be a company authorized to do business in the State of California. If Consultant is an individual and has no employees, the Project Administrator may accept an affirmation of that fact in lieu of proof of workers compensation insurance.

13.6. **Automobile Liability Insurance.** Covered vehicles shall include owned, if any, non-owned, and hired automobiles and trucks.

13.7. **Professional Liability Insurance or Errors & Omissions Coverage.** The deductible or self-insured retention may not exceed \$50,000. If the insurance is on a Claims-Made basis, the

retroactive date shall be no later than the commencement of the work. Coverage shall be continued for two years after the completion of the work by one of the following: (1) renewal of the existing policy; (2) an extended reporting period endorsement; or (3) replacement insurance with a retroactive date no later than the commencement of the work under this Agreement.

The Project Administrator may, in his or her sole discretion, waive the requirement for Professional Liability Insurance by initialing here:

Initials: _____

Name: _____

- 13.8. **Claims-Made Policies.** If any of the required policies provide coverage on a claims-made basis, the Retroactive Date must be shown and must be before the date of this Agreement or the beginning of work under this Agreement. Claims-Made Insurance must be maintained, and evidence of insurance must be provided for at least five (5) years after completion of work under this Agreement. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the effective date of this Agreement, the Consultant must purchase “extended reporting” coverage for a minimum of five (5) years after completion of work under this Agreement.
- 13.9. **Additional Insured Endorsements.** The City, its City Council, Commissions, officers, and employees must be endorsed as additional insureds for each policy required herein, other than Professional Errors and Omissions and Worker’s Compensation, for liability arising out of ongoing and completed operations by or on behalf of the Consultant. Consultant’s insurance policies shall be primary as respects any claims related to or as the result of the Consultant’s work. Any insurance, pooled coverage or self-insurance maintained by the City, its elected or appointed officials, officers, agents, employees, volunteers, or consultants shall be non-contributory. All endorsements shall be signed by a person authorized by the insurer to bind coverage on its behalf. General liability coverage can be provided using an endorsement to the Consultant’s insurance at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37.
- 13.10. **Failure to Maintain Coverage.** In the event any policy is canceled prior to the completion of work under this Agreement and the Consultant does not furnish a new certificate of insurance prior to cancellation, City has the right, but not the duty, to obtain the required insurance and deduct the premium(s) from any amounts due the Consultant under this Agreement. Failure of the Consultant to maintain the insurance required by this Agreement, or to comply with any of the requirements of this Section, shall constitute a material breach of this Agreement.
- 13.11. **Notices.** Consultant shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. Consultant shall provide no less than 30 days’ notice of any cancellation or material change to policies required by this Agreement. Consultant shall provide proof that cancelled or expired policies of insurance

have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks before expiration of the coverages. The name and address for Additional Insured Endorsements, Certificates of Insurance and Notices of Cancellation is: City of Grass Valley, Attn: Taylor Whittingslow, 125 East Main Street, Grass Valley, CA 95945.

- 13.12. **Consultant's Insurance Primary.** The insurance provided by Consultant, including all endorsements, shall be primary to any coverage available to City. Any insurance or self-insurance maintained by City and/or its officers, employees, agents or volunteers, shall be in excess of Consultant's insurance and shall not contribute with it.
- 13.13. **Waiver of Subrogation.** Consultant hereby waives all rights of subrogation against the City. Consultant shall additionally waive such rights either by endorsement to each policy or provide proof of such waiver in the policy itself.
- 13.14. **Report of Claims to City.** Consultant shall report to the City, in addition to the Consultant's insurer, all insurance claims submitted to Consultant's insurer in connection with the services under this Agreement.
- 13.15. **Premium Payments and Deductibles.** Consultant must disclose all deductibles and self-insured retention amounts to the City. The City may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within retention amounts. Ultimately, City must approve all such amounts before execution of this Agreement.
- City has no obligation to pay any premiums, assessments, or deductibles under any policy required in this Agreement. Consultant shall be responsible for all premiums and deductibles in all of Consultant's insurance policies.
- 13.16. **Duty to Defend and Indemnify.** Consultant's duties to defend and indemnify City under this Agreement shall not be limited by the foregoing insurance requirements and shall survive the expiration of this Agreement or its early termination.

14. MUTUAL COOPERATION

- 14.1. **City Cooperation in Performance.** City shall provide Consultant with all pertinent data, documents and other requested information as are reasonably available for the proper performance of Consultant's services under this Agreement.
- 14.2. **Consultant Cooperation in Defense of Claims.** If any claim or action is brought against City relating to Consultant's performance in connection with this Agreement, Consultant shall render any reasonable assistance that City may require in the defense of that claim or action.

15. NOTICES

Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on: (i) the day of delivery if delivered by hand, facsimile or overnight courier service during Consultant's and City's

regular business hours; or (ii) on the third business day following deposit in the United States mail if delivered by mail, postage prepaid, to the addresses listed below (or to such other addresses as the parties may, from time to time, designate in writing).

If to City:

Jennifer Styczynski
City of Grass Valley
Finance Department
125 E Main Street
Grass Valley, CA 95945
Telephone: (530) 274-4302
Facsimile: (530) 274-4399

If to Consultant:

Wendi Brown, Founder/President
WBCP, Inc.
213 E Main St.
Rogue River, OR 97537
Telephone: 541-664-0376

With courtesy copy to:

David J. Ruderman, Esq.
Grass Valley City Attorney
Colantuono, Highsmith & Whatley, PC
420 Sierra College Drive, Suite 140
Grass Valley, CA 95945
Telephone: (530) 432-7357
Facsimile: (530) 432-7356

16. SURVIVING COVENANTS

The parties agree that the covenants contained in Section 6.11 (Records), Section 11.4 (Indemnification of CalPERS Determination), Section 12 (Indemnification), Section 13.8 (Claims-Made Policies), Section 14.2 (Consultant Cooperation in Defense of Claims), and Section 19.1 (Confidentiality) of this Agreement shall survive the expiration or termination of this Agreement.

17. TERMINATION

- 17.1. **City Termination.** City may terminate this Agreement for any reason on five calendar days' written notice to Consultant. Consultant agrees to cease all work under this Agreement on or before the effective date of any notice of termination. All City data, documents, objects, materials or other tangible things shall be returned to City upon the termination or expiration of this Agreement.
- 17.2. **Consultant Termination.** Consultant may terminate this Agreement for a material breach of this Agreement upon 30 days' notice to allow City time to procure replacement services.
- 17.3. **Compensation Following Termination.** Upon termination, Consultant shall be paid based on the work satisfactorily performed at the time of termination. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the services required by this Agreement. The City shall have the benefit of such work as may have been completed up to the time of such termination.

PSA for Consulting Services

Page 11 of 16

- 17.4. **Remedies.** City retains all available legal and equitable remedies for Consultant's breach of this Agreement.

18. INTERPRETATION OF AGREEMENT

- 18.1. **Governing Law.** This Agreement shall be governed and construed in accordance with the laws of the State of California.
- 18.2. **Integration of Exhibits.** All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the provisions of this Agreement and its exhibits, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between City and Consultant with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations from this Agreement shall be effective and binding only if made in writing and executed by City and Consultant.
- 18.3. **Headings.** The headings and captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are for convenience of reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph thereof at the head of which it appears, the language of the section or paragraph shall govern in the construction of this Agreement.
- 18.4. **Pronouns.** Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).
- 18.5. **Severability.** If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to the extent necessary to, cure such invalidity or unenforceability, and shall be enforceable in its amended form. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.
- 18.6. **No Presumption Against Drafter.** Each party had an opportunity to consult with an attorney in reviewing and drafting this agreement. Any uncertainty or ambiguity shall not be construed for or against any party based on attribution of drafting to any party.

19. GENERAL PROVISIONS

- 19.1. **Confidentiality.** All data, documents, discussion, or other information developed or received by Consultant for performance of this Agreement are deemed confidential and Consultant shall not disclose them without prior written consent by the Project Administrator. City shall grant such consent if disclosure is legally required. Consultant shall return all City data to City upon the termination or expiration of this Agreement.

- 19.2. **Conflicts of Interest.** Consultant warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid, nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Consultant further agrees to file, or shall cause its employees or subcontractors to file, a Statement of Economic Interest under the Political Reform Act with the City's Filing Officer if required under state law in the performance of the services. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. No City Councilmember, officer, or employee of City, during the term of his or her service to City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising from it.
- 19.3. **Multiple Phased Projects.** Pursuant to Government Code section 1097.6, Consultant's duties and services under this Agreement shall not include preparing or assisting City with any portion of City's preparation of a request for proposals, request for qualifications, or any other solicitation regarding a subsequent or additional contract with City. City shall at all times retain responsibility for public contracting, including with respect to any subsequent phase of this project. Consultant's participation in the planning, discussions, or drawing of project plans or specifications, if any, shall be limited to conceptual, preliminary, or initial plans or specifications. Consultant shall cooperate with City to ensure that all bidders for a subsequent contract on any subsequent phase of this project have access to the same information, including all conceptual, preliminary, or initial plans or specifications prepared by Consultant, if any, pursuant to this Agreement.
- 19.4. **Non-assignment.** Consultant shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without City's prior written consent, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any party other than Consultant.
- 19.5. **Binding on Successors.** This Agreement shall be binding on the successors and permitted assigns of the parties.
- 19.6. **No Third-Party Beneficiaries.** Except as expressly stated herein, there is no intended third-party beneficiary of any right or obligation assumed by the parties under this Agreement.
- 19.7. **Time of the Essence.** Time is of the essence for each and every provision of this Agreement.
- 19.8. **Non-Discrimination.** Consultant shall not discriminate against any employee or applicant for employment because of race, sex (including pregnancy, childbirth, or related medical condition), creed, national origin, color, disability as defined by law, disabled veteran status, Vietnam veteran status, religion, age (40 and above), medical condition (cancer-related), marital status, ancestry, or sexual orientation or any other unlawful basis. Employment actions to which this provision applies shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; or in terms, conditions or privileges of

employment, and selection for training. Consultant shall post this nondiscrimination clause in conspicuous places, available to employees and applicants for employment.

- 19.9. **Waiver.** No provision, covenant, or condition of this Agreement shall be deemed to have been waived by City or Consultant unless in writing signed by one authorized to bind the party asserted to have consented to the waiver. The waiver by City or Consultant of any breach of any provision, covenant, or condition of this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other provision, covenant, or condition.
- 19.10. **Excused Failure to Perform.** Consultant shall not be liable for any failure to perform if Consultant presents acceptable evidence, in City's sole judgment, that such failure was due to causes beyond the control and without the fault or negligence of Consultant.
- 19.11. **Remedies Non-Exclusive.** Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance from the exercise by either party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any or all such other rights, powers or remedies.
- 19.12. **Attorneys' Fees.** If legal action shall be necessary to enforce any term, covenant or condition contained in this Agreement, the prevailing party shall be entitled to an award of reasonable and actual attorneys' fees and costs expended in the action.
- 19.13. **Venue.** The venue for any litigation shall be Nevada County, California and Consultant hereby consents to jurisdiction there for purposes of resolving any dispute or enforcing any obligation arising under this Agreement.
- 19.14. **Counterparts; Electronic Signatures.** This Agreement may be signed in one or more counterparts, each of which shall be deemed an original, but all of which together shall be deemed one and the same instrument. The parties acknowledge and agree that this Agreement may be executed by electronic signature, which shall be considered as an original signature for all purposes. Without limitation, "electronic signature" shall include faxed or emailed versions of an original signature, electronically scanned and transmitted versions (e.g., via pdf) of an original signature, or a digital signature.

[Signature Page Follows]

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

[Two signatures are required to bind a corporation]

“City”
City of Grass Valley

“Consultant”
WBCP, INC.

By: _____
Signature

By: _____
Signature

Printed: Hilary Hodge

Printed: Wendi Brown

Title: Mayor

Title: Founder/President

Date: _____

Date: _____

By: _____
Signature

Printed: _____

Title: _____

Date: _____

Attest:

By: _____
Taylor Whittingslow, City Clerk

Date: _____

Approved as to form:

By: _____
David J. Ruderman, City Attorney

Date: _____

EXHIBIT A
SCOPE OF SERVICES

PSA for Consultant Services (Without Federal Funding)

CAMPAIGN CONTRIBUTION DISCLOSURE PROVISIONS

Cities are subject to the campaign disclosure provisions detailed in Government Code Section 84308.

Please carefully read the following information to determine if the provisions apply to you. If you determine that the provisions are applicable, the Campaign Disclosure Form must be completed and returned to the City with your application.

1. No City councilmember or commissioner shall accept, solicit, or direct a contribution of more than \$500 from any party,¹ financially interested participant,² or agent³ while a proceeding is pending or for 12 months subsequent to the date a final decision is rendered by the City. This prohibition commences when your application has been filed, or the proceeding is otherwise initiated.

2. A party to a City proceeding shall disclose on the record of the proceeding any contribution of more than \$500 made to any councilmember or commissioner by the party, or agent, during the preceding 12 months. No party to or participant in a City proceeding shall make a contribution of more than \$500 to a councilmember or commissioner during the proceeding and for 12 months after the City makes a final decision. No agent to a party or participant shall make a contribution in any amount to a councilmember or commissioner during the proceeding and for 12 months after the City makes a final decision.

3. Before rendering a decision on a City proceeding, any councilmember or commissioner who received a contribution of more than \$500 in the preceding 12 months from any party to a proceeding, or agent, shall disclose that fact on the record of the proceeding, and shall be disqualified from participating in the proceeding. However, if any councilmember or commissioner receives a contribution that otherwise would require disqualification, and returns the contribution within 30 days of: (a) making the decision, or (b) knowing about the contribution and the relevant proceeding, whichever comes last, that councilmember or commissioner may participate in the proceeding.

¹ "Party" is defined as any person who files an application for, or is the subject of, a proceeding.² "Participant" is defined as any person who actively supports or opposes a particular decision in a proceeding.

³ "Agent" is defined as a person who represents a party in connection with a proceeding for compensation who appears before or otherwise communicates with the City for the purpose of influencing the proceeding. If an individual acting as an agent also is acting as an employee or member of a law, architectural, engineering, or consulting firm, or a similar entity or corporation, both the individual and the entity or corporation are agents. When a closely held corporation is a party to a proceeding, the majority shareholder is subject to these provisions.

To determine whether you or your agent made a campaign contribution of more than \$500 to a councilmember or commissioner in the past 12 months, all contributions made by you or your agent in that time must be aggregated.

Names of current City councilmembers and commissioners are available on the City's website. If you have questions about Government Code Section 84308, FPPC regulations, or the Campaign Disclosure Form, please contact the City Clerk.

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

(a) Document:

- License
- Lease
- Permit
- Franchise
- Other Contract
- Other Entitlement

Name and address of any party, participant, or agent who has contributed more than \$500 to any councilmember or commissioner in the preceding 12 months:

1. _____
2. _____
3. _____

(b) Date and amount of contribution:

Date _____ Amount \$ _____

Date _____ Amount \$ _____

Date _____ Amount \$ _____

(c) Name of councilmember or commissioner to whom contribution was made:

1. _____
2. _____
3. _____

(d) I certify that the above information is provided to the best of my knowledge.

Printed Name _____

Signature _____

Date _____ Phone _____

To be completed by City:

Document No: _____



RECRUITMENT SERVICES



GRASS VALLEY
A PLACE TO LIVE AND THRIVE

CITY MANAGER

APRIL 16, 2026

TABLE OF CONTENTS

SUBJECT	PAGE
COVER LETTER	1 – 2
A. FIRM EXPERIENCE	3 – 10
i. EXECUTIVE SUMMARY	3
ii. PAST CLIENTS & RECRUITMENTS	4 – 8
iii. OUR APPROACH TO DIVERSITY	9
iv. WHY CHOOSE US	10
B. WBCP PERSONNEL & QUALIFICATIONS	11 – 15
i. ORGANIZATIONAL CHART	11
ii. KEY STAFF	12 – 14
iii. REFERENCES	15
C. SAMPLE WORK	16 – 22
i. MARKETING MATERIALS	16
ii. CANDIDATE REFERENCE REPORTS	17 – 20
iii. CANDIDATE INTERVIEW QUESTIONS	21 – 22
D. TENTATIVE SCHEDULE & PLAN	23 – 26
i. RECRUITMENT TIMELINE	23
ii. RECRUITMENT STRATEGY/PHASES	24 – 25
iii. SCOPE OF WORK	26
iv. GUARANTEE	26
E. COST	27 – 28
F. OTHER	29

APRIL 16, 2026

Jennifer Styczynski
Finance Director
125 East Main Street
Grass Valley, CA 95945



RE: City of Grass Valley – City Manager Recruiting Services

It is our pleasure to submit this proposal for recruitment services to secure your ideal candidate to serve as the City Manager of the City of Grass Valley. **WBCP has worked on many City Manager recruitments, and we look forward to the opportunity to partner with your organization on this critical position!**

We trust our proposal will showcase our client-focused recruitment process and will act as a testament that we are passionate about what we do to make our clients happy.

WBCP, Inc. was selected, through a national request for proposal process, as the single-awarded vendor for executive recruitment services through a national competitive process conducted by the National Association of Counties (NACo) under the Public Promise Procurement (PPP) program. This cooperative purchasing agreement, with San Diego County serving as the Lead Public Agency (LPA), allows public sector organizations across the U.S. to satisfy competitive procurement requirements and contract directly with WBCP—without the delays or added costs of a traditional RFP process. The PPP/LPA partnership ensures that organizations can engage WBCP quickly, compliantly, and with confidence in the value and quality of service delivered. **Learn more here: <https://wbcpinc.com/naco>.**

It has been proven that great employees are looking for great employers, not just a paycheck. WBCP provides a broader perspective to recruitment services – going beyond securing the ideal candidate – we brand your organization as an employer of choice. We use eye-catching marketing materials, innovative search practices, and responsive and respectful communications with your applicants and stakeholders. **Additionally, we guarantee this placement for 12 months, and we provide a fair and equal recruitment process that also focuses on attracting ethnic and gender-diverse applicant pools.**

WBCP is talented at working with you to identify the strengths, challenges, and opportunities of this job, the ideal candidate, and your community and organizational culture. WBCP will work with your stakeholders to design a recruitment strategy that will include a customized engagement process. We will have a series of meetings, discussions, stakeholder interviews, and survey(s) to get to know you, the organization, the community, the culture, and the staff whom the future City Manager will lead.

My team and I know the California candidate marketplace and have many clients in your region, such as the **County of Placer, County of Sacramento, County of Nevada, City of Roseville, City of Lincoln, City of Colfax, City of Sacramento, and City Davis (just to name a few)**. We have exceptional experience successfully recruiting for City Manager positions, with several recent notable recruitments including, but not limited to:

- **City Manager, City of Milpitas, CA (active)**
- **City Manager, City of Dunsmuir, CA (active)**
- **City Manager, City of Goodyear, AZ**
- **City Manager, City of Pasadena, CA**
- **City Manager, City of Malibu, CA**
- **City Manager, City of Santa Monica, CA**

To see a full list of our clients and successful recruitments, visit: <https://tinyurl.com/373euxjy>

We have over two decades of experience in public sector executive search services and have provided direct search services through WBCP since 2004. WBCP's executive recruiters are all highly personable and have unique backgrounds that make them well-equipped to take on your recruitments, as you will read their biographies in this proposal. WBCP now has offices in California, Oregon, Washington, Texas, Arizona, South Dakota, and Florida.

Recruiting top talent has become the number-one topic among administrators. New and innovative recruitment strategies are critical to identifying and securing candidates with a deep understanding of how to assess and meet community needs and address future challenges. WBCP understands the complexity of community leadership, and we are prepared to provide a thorough, complete, and fair recruitment process to provide a diverse applicant pool. **Upon our 2025 year-end review, we found that over the last three years 68% of our placed candidates came from diverse backgrounds.** In fact, we are often selected and told that we bring a larger, more qualified and diverse groups of candidates than they have ever received from past professional recruiters.

Clients also choose our firm over others because of our ability to work with your support staff and stakeholder group (including boards, appointed/elected officials, and engaged constituents), manage all details of a recruitment process, and secure great candidates. Our dedication and commitment to the client are complemented by our deep understanding and ability to effectively navigate challenging political climates.

Our clients have great things to say about the quality of the service we provide and the amazing candidates we find them, In fact, many of our clients are return customers. Please feel comfortable reaching out to these organizations to get their feedback directly.

Lastly, we love what we do, and we are passionate about finding exceptional candidates who are also passionate about serving others. WBCP's staff are driven and desire to exceed client expectations. I appreciate your consideration in retaining our services and hope to have an opportunity to work with you in the future.

Best Regards,



Wendi Brown | Founder/President, WBCP, INC.
wendi@wbcpinc.com | 541-664-0376
www.wbcpinc.com

DIVERSITY

68%

*of WBCP candidates
placed in positions
come from a diverse
background*

i. EXECUTIVE SUMMARY.....

Principal: Wendi Brown, President/CEO

Company Legal Name: WBCP, Inc. (W. Brown Creative Partners)

Tax ID: 81-5454037

Website: www.wbcpinc.com

Phone: 866-929-WBCP (9227) / 541-664-0376

Address:

- **Oregon (3 offices including WBCP, Inc. Headquarters):** 213 E Main St., Rogue River, OR, 97537; Grants Pass, Medford, and Tigard
- **California (6 offices):** San Jose, Gilroy, Roseville, Camarillo, Marina Del Rey, and Santa Barbara
- **Washington (2 offices):** Seattle and Walla Walla
- **Texas:** Dallas
- **Arizona:** Douglas
- **South Dakota:** Mitchell
- **Florida (2 offices):** Minneola and Jacksonville



WOMEN OWNED

WBCP is a 100% women-owned business, an S Corporation, not part of a parent company, and is a registered small business through the US Small Business Administration (SBA). WBCP is registered to do business in all states we serve, and files and pays California S Corporation and personal income tax to the State of California.

BUSINESS HISTORY

WBCP, Inc. has been in business since 2004, and serves nonprofit and public sector organizations. WBCP offers a variety of services, including: partial and full service search services for individual contributor, supervisor, management and executive management positions; human resources consulting: organizational development, training, classification and compensation studies, analysis and assessments, etc.

ii. PAST CLIENTS & RECRUITMENTS.....

WBCP has over 20 years of experience providing search services for public sector and non-profit organizations. We have successfully secured professionals and provided other consulting services in **California, Arizona, Colorado, Idaho, Nevada, New York, Oregon, Ohio, Texas, Utah, and Washington.**

CITIES & TOWNS

California

- Anaheim
- Encinitas
- Marina
- Redding
- South Pasadena
- Arcata
- Fremont
- Milpitas
- Riverside
- Sutter Creek
- Atwater
- Fresno
- Napa
- Rocklin
- Truckee
- Banning
- Gilroy
- Novato
- Roseville
- Ventura
- Berkeley
- Goleta
- Ontario
- Sacramento
- Vernon
- Calistoga
- Hemet
- Orinda
- San Francisco
- Victorville
- Ceres
- Irvine
- San Jose
- Watsonville
- Chino
- Laguna Beach
- San Rafael
- West Hollywood
- Colfax
- Larkspur
- Santa Maria
- Windsor
- Corte Madera
- Lincoln
- Santa Monica
- Culver City
- Livermore
- Santa Paula
- Davis
- Livingston
- Santa Rosa
- Dunsmuir
- Long Beach
- Solvang
- Emeryville
- Los Altos
- Port Hueneme
- Sonoma
- Portola Valley

Oregon

- Ashland
- Independence
- Astoria
- Newport
- Central Point
- Pendleton
- Garibaldi
- Phoenix
- Gold Hill
- Rogue River
- Grants Pass
- Talent
- Hubbard
- Tillamook

Arizona

- Chandler
- Phoenix
- Goodyear

Texas

- Fort Worth

Utah

- Park City

Washington

- Duvall

Ohio

- West Chester



COUNTIES

California

- Alameda
- Monterey
- San Luis Obispo
- Alpine
- Napa
- Santa Barbara
- Colusa
- Nevada
- Santa Clara
- Contra Costa
- Orange
- Santa Cruz
- Del Norte
- Placer
- Shasta
- Fresno
- Riverside
- Solano
- Humboldt
- Sacramento
- Sonoma
- Lake
- San Benito
- Stanislaus
- Los Angeles
- San Bernardino
- Tehama
- Marin
- San Diego
- Tulare
- Mariposa
- San Francisco
- Tuolumne
- Mendocino
- San Mateo
- Yuba
- Merced
- San Joaquin
- Yolo
- Mono
- Sutter

Colorado

- Boulder
- El Paso
- Larimer

Oregon

- Jackson
- Lane

Washington

- King

North Dakota

- Cass

Texas

- Comal



ii. PAST CLIENTS & RECRUITMENTS.....

LOCAL AND NATIONAL COUNCILS, BOARDS, DISTRICTS, AND JOINT POWERS AUTHORITIES (JPAS)

National

- Hass Avocado Board (HAB)
- North American Blueberry Council / U.S. Highbush Blueberry Council(NABC/USHBC)

California

- Amador Water Agency
- Association of California Water Agencies (ACWA)
- Alameda–Contra Costa Transit District (AC Transit)
- Bay Area Rapid Transit District (BART)
- Bear Valley Community Services District
- Boulder Creek Fire Protection District
- California Municipal Utilities Association (CMUA)
- California Prison Industry Authority (CALPIA)
- Cosumnes Community Services District
- Dublin San Ramon Services District
- Irvine Ranch Water District
- John Wayne Airport
- Los Angeles County Employees Retirement Association (LACERA)
- Los Angeles Unified School District (LAUSD)
- Los Angeles World Airports (LAWA)
- Mendocino County Air Quality Management District
- Metropolitan Transportation Commission (MTC)
- Metropolitan Water District of Southern California
- Modesto Irrigation District
- Monterey One Water
- Nevada Irrigation District
- Newark Chamber of Commerce
- Oakland Housing Authority
- Olivehurst Public Utility District

- Orange County Employees Retirement System (OCERS)Port of Long Beach
- Port of San Diego
- Placer County Transportation Planning Agency (PCTPA)
- Sacramento Area Flood Control Agency (SAFCA)
- Sacramento Employment & Training Agency (SETA)
- Sacramento Public Library Authority
- Sacramento Sewer District
- Sacramento Suburban Water District
- San Benito Council of Governments
- San Benito County Water District
- San Diego Port Authority
- San Joaquin County Employees' Retirement Association (SJCERA)
- San Rafael Sanitation District (SRSD)
- Santa Clarita Valley Water Agency
- Sonoma County Library
- Tri-City Mental Health Authority (TCMHA)
- Truckee-Donner Public Utility District (TDPUD)
- Tuolumne Utilities District
- Turlock Irrigation District
- Trabuco Canyon Water District
- Valley Consortium for Medical Education (VCME)
- Valley Water
- Water Forum
- West Basin Municipal Water District
- Trindel

Oregon

- Jackson County Fire District 5
- Rogue Valley Sewer Services

Idaho

- Teton County Joint Housing Authority (TCJHA)



ii. PAST CLIENTS & RECRUITMENTS.....

NONPROFITS

National

- Futures Without Violence (Family Violence Prevention Fund)
- Radio Bilingüe

California

- Center Point
- Central California Legal Services (CCLS)
- Community Food Bank
- Downtown Streets Team
- First 5 (Alameda County, California Association, Fresno, Santa Barbara County, San Mateo)
- Gold Coast Health

- Greater Richmond Interfaith Program (GRIP)
- Northern Valley Catholic Social Service (NVCSS)
- Options Recovery
- San Francisco Estuary Institute
- West Angeles Church of God in Christ

Oregon

- Community Works
- Dogs for Better Lives / Dogs for the Deaf
- Southern Oregon Regional Economic Development, Inc. (SORED)



**CENTRAL CALIFORNIA
LEGAL SERVICES**
JUSTICE. EQUITY. POWER.



radio bilingüe
Red Nacional de Radio Pública Latina



Southern Oregon Regional
Economic Development, Inc.



Transitions-Mental
Health Association



**Northern Valley
Catholic Social Service**
INSPIRING HOPE & TRANSFORMING LIVES



PRIVATE ORGANIZATIONS

- CDS Publications
- Central California Truck and Trailer
- Morton & Pitalo
- NAVA
- Prentice | Long, PC Law Firm
- SWEED
- Tekmanagement
- Touchstone Accounting

CONSULTING SERVICES

Cities

- Fremont (CA)
- Medford (OR)
- Santa Maria (CA)
- Santa Paula (CA)

Counties

- Humboldt (CA)
- Mariposa (CA)
- Santa Barbara (CA)
- San Luis Obispo (CA)

Schools

- Monterey High School



MEDFORD
OREGON



City of
Santa Maria



ii. PAST CLIENTS & RECRUITMENTS.....

INDUSTRIES

- Organizational Leadership
- Economic Development
- Facilities & Operations
- Financial, Administrative Services, Accounting, Auditing
- Health & Human Services, Housing, Unhoused
- HR, Risk, Labor/Employee Relations
- Information Technology
- Legal, Counsel, Clerk
- Library
- Marketing, Communications, PR
- Parks & Rec, Community Services, Arts
- Planning, Environmental, Community Development, Building, Transit
- Public Safety
- Public Works, Transportation, Engineering

BELOW IS A LIST OF SIMILAR RECRUITMENTS WBCP HAS MANAGED:**ORGANIZATIONAL LEADERSHIP**

- City Manager, City of Atwater, CA
- City Manager, City of Boulder City, NV
- City Manager, City of Ceres, CA
- City Manager, City of Colfax, CA
- City Manager, City of Dunsmuir, CA 2022
- City Manager, City of Dunsmuir, CA (active)
- City Manager, City of Garibaldi, OR
- City Manager, City of Gold Hill, OR
- City Manager, City of Goodyear, AZ
- City Manager, City of Independence, OR
- City Manager, City of Malibu, CA
- City Manager, City of Milpitas (active)
- City Manager, City of Oxnard, CA
- City Manager, City of Pasadena, CA 2021
- City Manager, City of Pasadena, CA 2026
- City Manager, City of Parlier, CA
- City Manager, City of Petaluma, CA
- City Manager, City of Phoenix, OR
- City Manager, City of Port Hueneme, CA
- City Manager, City of Santa Maria, CA
- City Manager, City of Santa Monica, CA
- City Manager, City of Santa Rosa, CA
- City Manager, City of Sonoma, CA
- City Manager, City of Talent, OR
- City Manager, City of Tillamook, OR
- City Manager, City of Ventura, CA
- City Administrator, City of Duvall, WA
- City Administrator, City of Hubbard, OR
- City Administrator, City of Rogue River, OR
- Town Manager, Town of Truckee, CA
- Town Manager, Town of Windsor, CA
- Town Manager, Town of Portola Valley, CA
- Interim City Manager, City of Milpitas, CA
- Assistant City Manager (Municipal Services), City of Sacramento, CA
- Assistant City Manager (Public Safety), City of Sacramento, CA
- Assistant City Manager, City of Beverly Hills, CA
- Deputy City Manager, City of Long Beach, CA
- Chief Executive Officer, CalPIA (California Prison Authority), CA
- Chief Executive Officer, Downtown Streets Team, CA
- Chief Executive Officer, Newark Chamber of Commerce, CA
- Chief Executive Officer, San Joaquin County Employees' Retirement Association (SJCERA), CA
- Chief Executive Officer, San Joaquin Tributaries Authority, CA
- County Executive Officer, County of Santa Cruz, CA
- County Executive Officer, County of Shasta, CA
- County Administrative Officer, San Benito County, CA
- County Administrative Officer, County of Tuolumne, CA
- Chief Administrative Officer, Port of San Diego, CA



ii. PAST CLIENTS & RECRUITMENTS.....

ORGANIZATIONAL LEADERSHIP (CON'T)

- Deputy Chief Administrative Officer, San Diego County, CA
- Deputy Chief Administrative Officer – Budget, San Benito County, CA
- ACAO – Assistant County Administrator, County of San Joaquin, CA
- ACAO/HR Director, County of Mariposa, CA
- ACEO – Assistant County Administrative Officer, County of Santa Barbara, CA
- ACEO – Assistant County Executive Officer, County of Napa, CA
- Assistant Executive Officer, Los Angeles County Employees Retirement Association (LACERA), CA
- General Manager, Bear Valley Community Services District, CA
- General Manager, Los Angeles Public Media, CA
- General Manager, Olivehurst Public Utility District, CA
- General Manager, Radio Bilingüe, CA
- General Manager, San Benito County Water District, CA
- General Manager, Santa Cruz County Animal Services Authority, CA
- General Manager, Tuolumne Utilities District, CA
- General Manager, Trabuco Canyon Water District, CA
- Deputy General Manager, City of Ontario, CA
- Chief Operating Officer, Futures Without Violence, CA
- Chief Operating Officer – IT and Administrative Services, Valley Water, CA
- Chief Operating Officer – Water Utility Enterprise, Valley Water, CA
- Chief Operating Officer/Executive Director, Valley Consortium of Medical Education, CA
- Assistant General Manager Water Operations, Modesto Irrigation District, CA
- Executive Director, Association of California Water Agencies, CA
- Executive Director, California Municipal Utilities Association (CMUA), CA
- Executive Director, First 5 Association of California, CA
- Executive Director, Water Forum, CA
- Executive Director, San Benito Council of Governments, CA
- Executive Director, Placer County Transportation Planning Agency, CA
- Executive Director, Teton County Joint Housing Authority, ID
- Executive Director, Trindel, Risk Management, CA
- Executive Director, Arts Commission, County of Santa Barbara, CA
- Executive Director, Latino Public Broadcasting, CA
- Executive Director, Northern Valley Catholic Social Service, Redding, CA
- Executive Director, Greater Richmond Interfaith Program, CA
- Executive Director, Options Recovery Services, CA
- Executive Director, Sacramento Employment and Training Agency (SETA), CA
- Executive Director, Southern Oregon Regional Economic Development, Inc. (SORED), OR
- Executive Director, Pacific Gateway Workforce Innovation Network (PGWIN), City of Long Beach, CA
- Executive Director, Tri-City Mental Health Authority, CA
- Executive Director, First 5 Fresno, CA
- Executive Director, First 5 Santa Barbara County, CA
- Executive Director – Police Accountability Board, City of Rochester, NY
- Executive Director, San Joaquin Tributaries Authority, CA
- Assistant Executive Director, First 5 San Mateo, CA
- Chief Deputy Director, ISD, County of Los Angeles, CA
- Vice President, Center Point, Inc., CA
- Executive Vice President, Center Point, CA

Check out our full list of
recruitments here:
<https://tinyurl.com/373euxjy>

iii. OUR APPROACH TO DIVERSITY.....

RECRUITING WITH DIVERSITY IN MIND:

Since partnering with the country’s largest network of diversity job boards, we have seen a 21% increase in diverse applicants and a 13% increase in diverse candidates placed in positions with our clients. This demonstrates WBCP's dedication to expanding outreach and removing barriers to apply, ensuring access to a highly qualified and diverse applicant pool.

600 Diversity Job Boards:

When you post a job with WBCP, it is automatically shared across 600 diversity job boards, maximizing reach and ensuring access to a wide and inclusive pool of talent. We also utilize the largest diversity database with over 160 million resumes and 15,000 community based organization contacts to expand our search.

LinkedIn:

As LinkedIn recruiters, we have access to over 1 Billion profiles, allowing us to evaluate candidates' backgrounds, education, experience, licensure, and more.

AI:

WBCP also leverages AI tools to gather additional information to effectively reach future applicants and candidates contact information for emails and phone numbers.

WBCP understands the complexities of meeting the needs of a diverse community, and we provide a thorough, complete, and fair recruitment process.



Streamline and Satisfy the RFP Process to receive recruiting on demand. Reach out to WBCP today for more information.



iv. WHY CHOOSE US.....

WHY CHOOSE WBCP

Proven Expertise:

- **Over 20 Years in Business and 100+ Years of Experience:** With over a century of combined experience, our recruitment professionals excel in public service sectors, including cities, counties, utilities, special districts, joint powers authorities, and non-profits. Our proven track record ensures expertise tailored to your needs.
- **100% Success Rate:** In 2024, we achieved a 100% success rate, successfully filling every position we managed including partial and full scope services from engineering, planning, finance, health and human services, legal, legislative, hard-to-fill civil service positions, and many more! We deliver results no matter what the challenge.

Employer Recognition: WBCP has been recognized as Oregon's TOP 100 EMPLOYERS.

HR Teams Trust Us: We simplify the recruitment process, managing every detail so HR teams can focus on other priorities. From sourcing candidates to scheduling interviews and providing updates, our seamless approach saves time, reduces stress, and ensures results.

Strategic Marketing and Advertising: Our marketing team designs targeted campaigns using diverse, cost-effective channels powered by AI. These campaigns maximize reach while staying within budget and include:

- **Diverse Applicant Pools:** Access to over 600 diversity-focused job boards, 15,000 diversity affiliations, and 120 million resumes ensures diversity is integral to our process.
- **LinkedIn Recruiter Expertise:** With access to 230 million U.S. profiles, we connect you with top-tier talent.
- **AI-Driven Talent Acquisition:** Advanced AI strategies enhance efficiency and uncover new candidate engagement opportunities.

Trusted Partners and Culture Cultivators: We go beyond finding candidates by building trust with your team and stakeholders. Our tailored strategies align top talent with your organizational culture, ensuring a collaborative and thoughtful recruitment process.

Recruiting with Competencies: Ensures a fair, measurable, and effective hiring process. This strategic approach helps identify the client's needs and then assesses candidates on the critical skills and behaviors for success.

Benefits:

- **Fairness:** Focuses on role-specific competencies.
- **Measurability:** Provides objective evaluation criteria.
- **Better Matches:** Aligns talent with organizational and cultural needs.
- **Equitable:** Reduces bias with standardized assessments.

Recruiting with competencies delivers high-quality, measurable solutions that ensure the best candidates for your team's success and cultural alignment.

Timely and effective background and

Reference Checks: WBCP partners with a trusted third party for thorough background checks and relies on a 30-year public safety veteran, retired as a police chief, and an expert in employee investigations, to conduct expert reference verifications. This ensures accuracy, professionalism, and confidence in every hiring decision.

Guaranteed Satisfaction: We stand behind our work with a 12-24 month guarantee. If the initial placement doesn't work out, we will conduct a replacement search at no additional consulting fee, ensuring lasting value for your investment.

i. ORGANIZATIONAL CHART.....



CREATIVE PARTNERS / SENIOR ADVISORS

BRUCE GRIFFITHS <i>Organizational Development/ IO Psychologist</i>	STEVE BROWN <i>National Account Manager</i>	BILL LANDIS <i>Public Safety Investigator</i>	ALAN ROSEN <i>Executive Recruiter/ Sr. Facilitator</i>	BERNIE LICATA <i>Organizational Development Consultant</i>
SCOTT BECKSTEAD, JD <i>Sr. Advisor</i>	MIKE LUKEN <i>Sr. Facilitator</i>	WILLIAM RACOWSCHI <i>Fire/Public Safety</i>	CHRISTY WURSTER <i>Sr. Facilitator</i>	RIVKAH SASS <i>Retired Library Director/Sr. Facilitator</i>

WBCP STATISTICS

WBCP is a 100% woman-owned business. Staff and consultants are a diverse mix of gender/ethnicity
Age ranges from 24 - 70+



ii. KEY STAFF.....

WENDI BROWN
*Lead Consultant/
Sr. Executive
Recruiter*



I am the President of WBCP, with over 20 years of experience in marketing and advertising and combine this with my background in recruiting to successfully place hard-to-fill, management, and executive positions. My team and I are passionate about helping organizations improve their recruitment services, place great talent, conduct department assessments, redesign antiquated processes, revise job descriptions, conduct salary and benchmark studies, and more. I have worked in various industries – advertising and public relations, national real estate franchisor, global manufacturing – and I have worked with nonprofit and public sector organizations since 1999. Formerly, I was an internal Human Resources Consultant for the County of Orange, California, providing countywide communications, human resources, executive search, and recruiter training services to the Assistant Chief Executive Office/Human Resources Director and, at that time, 25 decentralized departments, with 17,000 employees, serving a community of 300,000. I have a Bachelor’s of Science in Business Administration with an emphasis in Marketing from Colorado Technical University; have earned several certificates in Project Management, Global Business, Marketing, and Human Resources; and working toward a Master’s in Management at Southern Oregon University.

TERRI MAUS-NISICH
Sr. Executive Recruiter



Terri Maus-Nisich holds a pivotal role as one of our Senior Executive Recruiters, leveraging her extensive background as a distinguished leader in local government. With a local government career spanning over 40 years, Terri's journey includes transformative roles within the County of Santa Barbara, where she ascended from Parks Director to Assistant County Executive Officer, overseeing vital municipal and health/human service departments. Her remarkable impact encompasses leadership in Homeless Services, Communications, and Emergency Management, driving community engagement, disaster recovery, and support for vulnerable populations. Before her tenure in Santa Barbara, Terri spent 15 years with the City of Santa Clarita in roles ranging from analyst to Deputy City Manager. Throughout her remarkable career, Terri prioritized strategic planning, organizational development, and innovative problem-solving, garnering numerous awards. She holds a Bachelor’s Degree from UC Santa Barbara, a Masters of Public Administration from Cal State Northridge, and a graduate certificate from Harvard University’s JFK School of Government.

ii. KEY STAFF.....

LAUREN GERSON-GREENE
Executive Recruiter



Lauren Gerson is a seasoned Executive Recruiter at WBCP, where she draws on over 15 years of experience in career services, customer relations, and operations. Her recruiting expertise extends across various industries, with notable success in health and human services, utilities, and finance. Lauren has helped organizations across multiple states fill hard-to-hire positions at every level, from individual contributors to executives. Lauren’s diverse professional journey began in operations and events management, where she honed her expertise in human resources, business management, and regulatory compliance. She later transitioned to career services, and prior to joining WBCP, worked with a career coaching company helping job-seekers better leverage their skills and overcome barriers to employment. Lauren holds a Bachelor’s degree in Philosophy from Whittier College. She brings a unique perspective to her role, and is committed to making a positive impact both professionally and personally. With her unwavering dedication and client-centric focus, Lauren continues to drive success and excellence in executive recruitment at WBCP.

LEVI KUHLMAN
Executive Recruiter



Levi Kuhlman is an Executive Recruiter at WBCP, and an experienced professional with a multifaceted career spanning across executive recruitment, real estate, and entrepreneurship. He has worked extensively with local municipalities, special districts, and not-for-profit organizations across the Western region, with a focus in California, Oregon, and Idaho. Levi has conducted many successful recruitments in various industries including planning, rent stabilization and housing, engineering, finance, city management, transportation and transit, community development, building and safety, public safety, risk management, and information technology. Levi serves as a skilled and diplomatic liaison, earning a reputation for his personalized approach to recruiting. Before joining the ranks of WBCP, he advocated on behalf of tenants, landlord, and clients. With a diverse skill set and a commitment to excellence, Levi continues to make significant contributions to WBCP, his clients, and broadening the professional community one recruitment at a time.

ii. KEY STAFF.....

**JOSETTE REINA-
LUKEN**

Executive Recruiter



Josette, an Executive Recruiter at WBCP, specializes in government finance and the water industry with nearly 30 years of experience. Her career began in IT, managing software implementations and leading training and sales teams. After earning her MBA, she transitioned to municipal agencies, holding various management positions, including Administrative Manager and Financial Manager. With expertise in budgeting, strategic planning, and organizational development, Josette has made significant contributions to the agencies she's served. She holds a Bachelor's Degree in Political Science/Public Administration from the University of South Florida, an MBA from the University of Phoenix, and certificates in Human Resources from the California State University and Leadership from the University of Davis.

SHANI PEARCE

Executive Recruiter



Shani Pearce brings over 15 years of corporate and public sector experience to her role as an Executive Recruiter at WBCP, with a background spanning executive support, human resources, project management, and regulatory compliance. She began her career with the City of Medford, working closely with executive leadership on labor relations, wellness initiatives, recruitment, and large-scale events. In the private sector, she advanced as a Human Resources Business Partner, specializing in recruitment, training, and organizational development, before joining a multi-billion-dollar, multi-state energy company where she progressed into project management, overseeing compliance, licensing, permitting, and stakeholder engagement. Alongside her corporate work, Shani co-founded a wedding and event business, further demonstrating her creativity and logistical expertise. At WBCP, she brings this diverse experience to lead recruitment processes, engage with clients, source candidates, and ensure a seamless candidate experience, making her a trusted partner to clients and a valued member of the WBCP team.

REVIEW OTHER EMPLOYEES & CONSULTANT PARTNERS ON OUR WEBSITE: WWW.WBCPINC.COM/WBCP-TEAM

iii. REFERENCES.....

1-City of Santa Monica, California

Similar Positions Filled:

- City Manager

Contact Information:

- Michael Arnoldus, Human Resources Manager - Michael.Arnoldus@santamonica.gov | 310-458-8613
- Dana Brown, Director of Human Resources - Dana.Brown@santamonica.gov

2-City of Pasadena, California

Similar Positions Filled:

- City Manager

Contact Information:

- Tiffany Jacobs-Quinn, Human Resources Director - tjacobsquinn@cityofpasadena.net | 626-744-4126

3-City of Goodyear, Arizona

Similar Positions Filled:

- City Manager

Contact Information:

- Lyman Locket, Human Resources Director - lyman.locket@goodyearaz.gov | 623-208-8365

4-City of Colfax, California

Similar Positions Filled:

- City Manager

Contact Information:

- Mike Luken, Interim City Manager - mluken78@gmail.com | 916-997-2760

i. MARKETING MATERIALS.....

Click below to see our marketing samples for similar positions. To see all of our brochures, visit: wbcpsc.com/closed-jobs-private/ and use the password: wbcpsc202510*

- [City Manager, City of Pasadena, CA \(active\)](#)
- [City Manager, City of Milpitas, CA \(active\)](#)
- [City Manager, City of Goodyear, AZ](#)
- [City Manager, City of Malibu, CA](#)
- [City Manager, City of Santa Monica, CA](#)
- [Town Manager, Town of Truckee, CA](#)
- [City Manager, City of Boulder City, NV](#)
- [City Manager, City of Colfax, CA](#)
- [City Manager, City of Petaluma, CA](#)
- [City Manager, City of Santa Rosa, CA](#)
- [City Manager, City of Oxnard, CA](#)
- [City Manager, City of Port Hueneme, CA](#)
- [City Manager, City of Independence, OR](#)
- [City Administrator, City of Duvall, WA](#)
- [City Manager, City of Sonoma, CA](#)

ii. CANDIDATE REFERENCE REPORTS.....

TABLE OF CONTENTS

REFERENCES	PAGE
CANDIDATE NAME	
SUPERVISORY / MANAGEMENT:	
Supervisor Name - Supervisor Title Agency Name	page 1 - page 2
PEER / COMMUNITY PARTNER:	
Peer Name - Peer Title Agency Name	page 3 - page 4
Peer Name - Peer Title Agency Name	page 5 - page 5
STAFF / DIRECT REPORT:	
Staff Name - Staff Title Agency Name	page 6 - page 7
Staff Name - Staff Title Agency Name	page 8 - page 9
Background Check:	
Credit Report	Included as a separate attachment
Education Verification	Included as a separate attachment
Background Reports	Included as a separate attachment

ii. CANDIDATE REFERENCE REPORTS.....

CANDIDATE NAME

SUPERVISOR

Supervisor Name – *Title, Organization, City, State when supervising candidate

Ms. *Supervisor Name* supervised Mr. *Candidate Name* from *year* – *year* when he was a *Job Title* for *Organization Name*. He left to *reason for leaving*. He directly reported to her during that time and left the position in *year*. She said they had daily contact during that time.

Interpersonal Strengths:

- *Excellent interpersonal skills*
- *Highly regarded and easy to work with*
- *Calm and collected*

Communication:

- *Strong written communication*
- *Clear and concise*
- *Responsive*

Leadership:

- *Excellent leader*
- *Confident*
- *Leadership style respected by staff and colleagues*

Politics:

- *Maintains a cool head under pressure*
- *Always remains professional*

Work Related Conflicts:

- *None. Calm demeanor*

Ability to present complex information to non-technical people/ Public Speaking:

- *Adept and experienced at presenting to the Board of Supervisors*
- *Strong technical skills and use of presentation tools*
- *Presentations are clear and informative*

Aware of any legal claims, claims of inappropriate conduct, or knowledge of her release or resignation because of a complaint or wrongdoing?

- *No*

Management Style:

- *Empowers staff and delegates effectively*
- *Establishes clear expectations*
- *Recognizes staff's strengths*

Additional:

- *Has the utmost respect for him*
- *Doesn't give references for everyone but was more than willing to do so for him*
- *Gives him the highest possible reference*
- *Will be a loss for *organization name* if he leaves*

ii. CANDIDATE REFERENCE REPORTS.....

CANDIDATE NAME

PEER

Peer Name - *Title, Organization, City, State when working with candidate

Ms. *Peer Name* worked with Mr. *Candidate Name* from *year* - *year* when they were both *Job Titles* at the *Organization Name*. She said they had daily contact during that time and were peers.

Interpersonal Strengths:

- *Highly emotionally intelligent*
- *Friendly and thoughtful*
- *Helpful and supportive*

Communication:

- *Excellent communication skills*
- *Timely in his responses*

Leadership:

- *Supportive leader*
- *Respected by staff*

Politics:

- *Adept at navigating politics*
- *Understands people and their motivations*
- *Highly ethical*

Work Related Conflicts:

- *None.*

Ability to present complex information to non-technical people/ Public Speaking:

- *Presented frequently to Executive leadership*
- *Detailed and articulate*
- *Always well prepared*

Aware of any legal claims, claims of inappropriate conduct, or knowledge of her release or resignation because of a complaint or wrongdoing?

- *No*

Management Style:

- *Grounded*
- *Empathetic*
- *Results-oriented*

Additional:

- *Extremely responsible; provides all sides of an issue for consideration when tasked with bringing answers to the Board of Supervisors*
- *The *Organization name* will be a good fit*

Opportunities for growth:

- *Believed he had abilities for bigger things and more responsibility than his position provided*

ii. CANDIDATE REFERENCE REPORTS.....

CANDIDATE NAME

SUBORDINATE

Subordinate Name - *Title, Organization, City, State when reporting to the candidate

Ms. *Peer Name* worked for Mr. *Candidate Name* from *year* - *year* when he was the *Job Title* at the *Organization Name*. She directly reported to him and said they had daily contact during that time.

Interpersonal Strengths:

- *Approachable*
- *Excellent interpersonal skills*
- *Personable and professional*

Communication:

- *Clear and concise*
- *Professional presentation*
- *Strong written communication skills*
- *Responsive*

Leadership:

- *Compassionate and understanding*
- *Team-oriented*
- *Enjoys being a mentor*
- *Accountable and reliable*

Politics:

- *Politically savvy*
- *Anticipates politics in his decision making*

Work Related Conflicts:

- *None. Very calm*

Ability to present complex information to non-technical people/ Public Speaking:

- *Presented frequently to the County Board*
- *Stellar presenter*
- *Knows his audience*
- *Always well prepared*

Aware of any legal claims, claims of inappropriate conduct, or knowledge of her release or resignation because of a complaint or wrongdoing?

- *No*

Management Style:

- *Invested in staff development*
- *Fosters positive morale*
- *Professional but empathetic*

Additional:

- *Made for the Director position, as if the recruitment brochure had been written with him in mind*
- *A great fit for the *Organization Name**

Opportunities for growth:

- *Takes on a lot but is able to handle it*

iii. CANDIDATE INTERVIEW QUESTIONS.....

POSITION TITLE - ORGANIZATION NAME
TECHNICAL/LEADERSHIP PANEL

Candidate: _____

Panel Member: _____

QUESTIONS	COMMENTS
<p>1. Please provide the panel with a brief overview of your background and experience and why you believe you should be the next Finance Director.</p>	<p>5 MINUTES</p>
<p>2. Please share your experience overseeing and developing staff and briefly describe your overall leadership philosophy?</p>	<p>5 MINUTES</p>
<p>3. Please describe in detail how you have developed an organization’s budget, your experience presenting complex budgets to governing boards for consideration and the tools you use to ensure the administration of that budget is successful.</p>	<p>5 MINUTES</p>
<p>4. In your experience, how have you handled situations where an organization’s 5-Year forecast shows red ink? Can you walk us through a specific example of a time when you had to reconcile issues of red ink in the budget forecast, and what steps did you take to address the issue?</p>	<p>5 MINUTES</p>
<p>5. How do you typically work with your staff to help them understand how to work with elected officials who may not fully understand or appreciate the recommendations from experts regarding best practices in budgeting and financial planning? Can you give us an example of a time when you had to navigate this situation, and what strategies did you use to help your staff move forward?</p>	<p>5 MINUTES</p>

iii. CANDIDATE INTERVIEW QUESTIONS.....

POSITION TITLE - ORGANIZATION NAME
TECHNICAL/LEADERSHIP PANEL

QUESTIONS	COMMENTS
<p>6. Share any experience you have with revamping internal controls for an organization. If you have any specific experience conducting fee studies to ensure full cost recovery of business permits or implementing a new financial system – please elaborate on that.</p>	<p>5 MINUTES</p>
<p>7. Please share with us what a culture of belonging means to you and why it is important?</p> <ul style="list-style-type: none"> • Can you give me an example of how you have made your colleagues feel a sense of inclusion, belonging, and equity? 	<p>5 MINUTES</p>
<p>8. How do you develop relationships with other department directors and staff to foster interdepartmental cooperation and trust?</p>	<p>5 MINUTES</p>
<p>9. We have reached the conclusion of this interview. Is there anything you would like to share with the panel that we have not asked you?</p>	<p>5 MINUTES</p>

i. RECRUITMENT TIMELINE.....

*BELOW IS A SAMPLE OF AN EXECUTIVE SEARCH TIMELINE THAT
WBCP WILL CUSTOMIZE FOR THIS RECRUITMENT*

Week 1:

- Secure services with search firm, WBCP, Inc.
 - WBCP can schedule a Kickoff meeting as soon as we are selected.
- WBCP: review search parameters and recruiting processes with Client
 - Interview with hiring authority and other stakeholders for competencies
 - Identification of advertising venues and ideal candidate prospects
 - Calls, meetings, or coordination with other stakeholders for information gathering

Weeks 1 + 2:

- Develop and approvals: recruitment process, deadlines, ad plan and strategy, recruitment timeline and brochure
- Print coordination (if applicable)

Weeks 2 + 3:

- **OPEN RECRUITMENT AND AD PLAN:** Implement marketing plan and direct mail (if applicable)
- Secure panel member calendars
- Timeline may be extended if direct mail piece is included (i.e., print/postage)
- Finalize panel members and interview logistics and invitations to panel members

Weeks 4, 5, + 6:

- Receive applications –Collect and source applicants will continue until recruitment closes

Weeks 7 + 8:

- **CLOSE RECRUITMENT AND ADVERTISING**
- Conduct initial phone screen to identify shortlist of candidates
- Preliminary check on shortlist candidates (Google search)
- Candidate profiles developed and short list recommendations to client

Weeks 9 + 10:

- **MEETING – Client confirms selection of candidates to be advanced to panel interviews**
- Finalize questions, presentation, in-basket (as determined)
- Coordinates invitations with selected top candidates (shortlist)
- Produce panel candidate interview packets

Weeks 10 + 11:

- WBCP facilitates interview process – Interview process will be customized based on client and community needs:
 - **Day 1: Panel Interviews Conducted; Day 2: 2nd Interviews with executive leaders;**
 - 3rd interviews may be scheduled as needed with Boards/Commissions, etc.;
 - As needed schedule staff and/or community discussions/meetings

Week 12:

- WBCP conducts background and reference checks (backgrounds may be conducted by Client if current contract exists)
- WBCP conducts full reference checks for candidate(s) selected for Board/Commission interviews; or when Client is interested in making an offer

NEGOTIATIONS / HIRE:

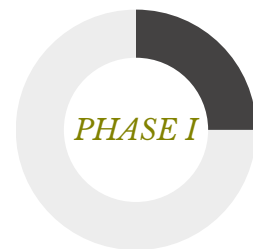
- Hire date to accommodate possible candidate relocation
- Client (WBCP available to assist in process) conducts offer and facilitates salary negotiations with preferred candidate

ii. RECRUITMENT STRATEGY / PHASES.....

WBCP knows how to customize your search strategy to meet your unique recruitment needs. We customize your recruitment based on the specific needs, target audience, and challenges for each recruitment; however, below is a baseline approach for most recruitments.

CLIENT & STAKEHOLDER MEETINGS

We require the Client and/or Search Committee, and other stakeholders identified by the Client, be involved in the initial and final phases of this recruitment. These are critical phases to ensure we obtain a clear sense of the priorities and the successful hire of the right candidate. WBCP will meet with various stakeholders as warranted by the Client and the level of the position in the organization. These meetings will allow us an opportunity to gather information and gain knowledge about the organization, community, and unique aspects of the recruitment to design the ideal candidate professional profile, advertising materials, and strategic approach



FEEDBACK OUTCOME / TIMELINE DEVELOPMENT

Following the Client/stakeholder meetings, we will develop a detailed timeline for the recruitment along with a proposed advertising plan for approval.

CREATIVE DEVELOPMENT

Immediately following the client feedback activities, we will draft the competencies for the recruitment and advertising material/recruitment brochure for the Client’s review. This information will summarize what was learned from Client-related interviews and will be used to advertise the opening.

MARKETING STRATEGY & IMPLEMENTATION

WBCP will execute a customized marketing/ad plan once the job announcement is created. An ad plan could include the following (based on assumptions), and will be customized based on information gathered in Phase I:

DIGITAL ADVERTISING WITH DIVERSITY IN MIND

WBCP utilizes digital advertising to obtain diverse applicant pools, leveraging local and national job boards, associations, and social media. In partnership with a diversity platform, our postings reach up to 600 local employment and diversity websites, connecting across 15,000+ community organizations and niche sites, tapping into a job bank of 2 million resumes. Upon our 2025 year-end review, we found that over the last three years 68% of our placed candidates came from diverse backgrounds.



EMAIL & DIRECT MAIL ADVERTISING

In addition to tapping into WBCP’s existing pool of potential applicants, we have the capability to access various professional lists. We actively seek out additional lists through associations, contacts, and other strategic channels.

SOURCING/HEADHUNTING

WBCP employs a proactive approach by reaching out to targeted individuals and cultivating new connections through referrals from reputable sources. As a LinkedIn recruiter, we harness the power of over 350 million profiles to identify and engage with ideal candidates. Additionally, WBCP utilizes cutting-edge AI tools for precise Boolean searches, enabling us to uncover niche candidates effectively.

COMMUNICATION WITH CLIENT

We will provide weekly updates on the progress of this search unless the client prefers more or less frequent communications. We tailor our communications in accordance with our Client’s needs.

ii. RECRUITMENT STRATEGY / PHASES.....

RESUME ASSESSMENT

WBCP will review resumes as they are received and/or at the close of the recruitment. Those candidates determined to be the most highly qualified will be selected for a screening interview.

SCREENING INTERVIEWS / REPORT TO CLIENT

WBCP does not restrict the number of applicants or candidates to be screened. Rather, we interview candidates who meet our ideal candidate criteria; frequently this group amounts to 20 candidates, or on average 20% of the applicant pool. Following the completion of the phone screen interviews, we will develop a report/recommended shortlist of candidates, which includes: resumes, cover letters, and a one-page profile summary of candidates' professional history, including a brief overview of WBCP's assessment and the results of their phone screen. We will meet with the selection committee/Client to review this report and select candidates for interviews. In this meeting, we will review the recruitment plan and discuss the final stages of the selection process.



COMMUNICATION WITH CANDIDATES

WBCP will take responsibility for communicating with the applicants/candidates during each phase of the search process and Client should refer any inquiries from potential or existing applicants directly to WBCP.

SELECTION PROCESS

WBCP will design and administer an appropriate final selection process based on the needs of the Client (tailored to the need and recruitment). WBCP will facilitate the invitation and coordination of these meetings/interviews and provide additional assessment tools/recommendations such as interview questions, writing and presentation exercises, problem solving scenarios, etc.

COMMUNICATION WITH CLIENT

Following the interviews and the Client's top candidate(s) selection, we will assist the Client with facilitating a thorough background and reference check. A typical approach includes a review of federal, state, and local criminal background checks and academic verification by a licensed background agency. Reference checks are conducted over the phone by a senior consultant and a final report is provided to the Client. References are completed on candidate(s) being considered after initial/panel interviews.



NEGOTIATIONS

Once the client reviews and is comfortable with the findings in the background and reference report, we are available to assist with negotiations on compensation, benefits, start date, and other transition details.

iii. SCOPE OF WORK.....

- Facilitate initial kick-off meeting with Client and other meetings that may include Executive Leadership, staff, community, and other stakeholders to assist with identifying the ideal candidate profile.
- Assist Client hiring authority/stakeholders in modifying the job description (as needed), and develop a recruitment announcement, marketing materials, and advertising plan for the recruitment.
- Attend all other meetings and engagements as needed or identified by the Client.
- Implement advertising plan including: publication, headhunting, direct mail, and other online and email marketing efforts.
- Provide timely updates and progress reports to the client regarding search services; every two weeks or as Client identifies is needed.
- Preliminary internet searches will be conducted on recommended candidates.
- Coordinate interview panel(s) as needed, or coordinate this process with Client.
- Receive and review applicants and screen those applicants to identify top candidates. Top screened paper applicants will be video/phone screened by recruiter to identify the key competencies (technical and interpersonal) to assist in identifying the top group of candidates who will be recommended at the Client/WBCP shortlist meeting.
- Facilitate shortlist meeting with Client – review and select candidates who will be invited to interview.
- Coordinate invitations to candidates.
- Develop interview questions and other selection details to meet specific needs and identify key competencies of candidates.
- Facilitate interviews with panel(s).
- Background and reference checks will be conducted with candidates who are identified as final candidates after initial Client interviews have been conducted. Background checks will be conducted in accordance with local law and typically include the following: criminal (local, state, and federal), education, credit, social security. References will be conducted based on a 360-degree perspective and will include staff, peers, and superiors. Onsite background services are available at an additional fee (see fees for details)
- Facilitate offer and negotiations with selected candidate; as directed by Client.

III. GUARANTEE.....

WBCP Inc. provides either a placement guarantee, or a replacement guarantee as determined by the recruitment outcome and defined below:

Successful Placement Guarantee: We guarantee a successful placement and will provide continued consulting services for one additional recruitment at no extra consulting fee. The client will be responsible for any direct expenses.

OR

Replacement Guarantee: If a candidate selected and appointed by the client leaves their position for any reason before completing **12 months** of service, WBCP will provide consulting services at no additional cost to secure a replacement. The client will be responsible for any direct expenses. This guarantee applies to one replacement within one year of the candidate’s departure.

WBCP will not limit the number of hours we work on a recruitment, rather we charge a flat rate and will spend the time necessary to ensure we are successful. Consulting fees will be billed in thirds at the beginning (open for applications and advertising campaign launched), middle (shortlist selection), and end of the recruitment process (selection made and background/ references concluded).

SERVICE COST PER RECRUITMENT CITY MANAGER

Description of Services/Deliverables:	Inclusive Rate per Recruitment:
<p><u>Consulting Services:</u> Phases I-IV in the proposal's recruitment strategy/phases section and related expenses: Brochure/graphic design; marketing and advertising which may include: print and postage (if applicable); online job boards targeted per recruitment; social media; sourcing; travel to client location (up to two trips); document shipping fees/delivery charges to facilitate virtual meetings, panel packet content; fees for background and reference checks (one candidate); one facilitator and facilitation of one panel per virtual or in person interview day.</p>	<p>\$36,800 (flat rate)</p>

Additional Services Included in Cost

- Extensive stakeholder engagement including virtual stakeholder meetings
- Online Surveys: (includes developing recommended survey questions, creating and distributing the survey link, managing the survey period, and providing the compiled response data for review and analysis.)

Optional Services

- Additional Virtual Interview Facilitation (beyond the two facilitators included): \$750 per day, per consultant
- Additional On-Site Meeting Days/Interviews (beyond the two trips included): \$1,500 per day, per consultant, plus applicable travel expenses*
- Additional Background Checks (beyond one final candidate): \$300 per candidate
- Additional Reference Checks (beyond one final candidate): \$500 per candidate
- Additional Hires (beyond the initial placement): \$9,000 per candidate
- Web Content Accessibility Guidelines (WCAG) Brochure Updates (optional): \$150–\$200 per brochure

**Expense reimbursement for Consultant travel related to additional on-site meeting days is billed at the actual rate (airfare/mileage, lodging) and is the responsibility of the Client.*

Additional Cost

Upon request, WBCP can coordinate candidate travel and related expenses. Since this service falls outside of the standard scope of work, clients who choose this option should anticipate an estimated travel reimbursement of up to \$1,500 per non-local candidate. This estimate typically covers lodging, primary transportation, and/or a stipend.

Cost and Timeline Policy

1. Work Performed Out of Scope: To deliver optimal results, adherence to agreed-upon dates and times for critical recruitment milestones (e.g., shortlist meeting and interview dates) is required. Any changes to these timelines after the recruitment process has commenced may result in:

a. **Forfeiture of the Recruitment Guarantee:** Deviating from the agreed timeline will void the recruitment services guarantee if the deviation is significant enough to affect the overall outcome of the recruitment (i.e., losing ideal candidates due to a prolonged timeline)

b. **Additional Charges:** Adjustments to timelines will incur additional fees for additional administrative work, rescheduling, etc., billed at our standard hourly rate of \$250.

These policies ensure clarity, fairness, and high-quality outcomes for all parties involved.

Proposal Negotiations

While our standard pricing reflects the value and quality of our recruitment services, we recognize that each client's needs are unique. As such, we are open to discussing pricing options and also offer flexible partial search services that can be tailored to meet your specific requirements.



INSURANCE

WBCP and its sub-consultants have reviewed the contractual agreement and the Insurance Requirements. If selected, WBCP will execute said agreement and will provide the required insurance documents. WBCP will submit certificates of insurance as evidence of the required coverage limits. Insurance policies include: liability, errors and omissions, workers compensation, and vehicle insurance.

CONFIDENTIALITY SAFEGUARDS

Confidentiality is paramount in the work we do. We ensure that the client and candidate information we receive, and conversations with our client (and certainly discussions in closed session) are kept confidential. There are several physical safeguards we have in place including: locked and alarmed office space, password, and encryption protected information on our computers and servers, multiple backup systems. As information is shared with our client, we discuss the importance of confidentiality and why it is important to the candidates they are considering but also brands the organization appropriately. We also ask candidates who are interviewed to keep candidate information confidential, as they may see or meet a candidate during the process. We emphasize that confidentiality is not just until the recruitment is completed, and a candidate is hired, confidentiality is in perpetuity. Leaked information is not a reputation that a client wants to receive, as this could deter future applicants from applying.

ORGANIZATIONAL DIVERSITY STATEMENT

WBCP embraces cross-cultural diversity and we are committed to equitable treatment and elimination of discrimination in all its forms at all organizational levels and throughout all consulting practices, including search services. We strive to reach diverse groups of people to inform them of leadership opportunities. Upon our 2025 year-end review, we found that over the last three years 68% of our placed candidates came from diverse backgrounds. We will make extensive efforts to attract a qualified applicant pool that represents a broad range of gender and ethnically diverse individuals.

FORCE MAJEURE

Client agrees that WBCP, Inc. is not responsible for any events or circumstances beyond its control (e.g., including but not limited to war, riots, embargoes, strikes, and/or Acts of God) that prevent WBCP, Inc. from meeting its obligations under this Agreement.

Wendi Brown, President

APRIL 16, 2026

Date

Client, Title

Date



ACKNOWLEDGMENT AND AFFIDAVIT

NAME OF COMPANY WBCP Inc.

ADDENDA:

This Proposal is submitted with respect to the changes to the Request for Proposals included in addenda number/s _____

All Addenda must be signed and returned with the Proposal in order for the Proposal to be considered responsive.

SERVICE AGREEMENT ACKNOWLEDGMENT:

The sample City of Grass Valley Professional Services Agreement attached to the Request for his Proposal has been reviewed and accepted:


- without qualifications
- with the following proposed exceptions/alterations:

(List proposed exceptions/alterations and attach supplemental pages as necessary)

PROPOSER'S AFFIDAVIT:

By my signature on this proposal I certify, under penalty of perjury under the laws of the State of California, that the foregoing questionnaire and the following statements are true and correct:

1. That the proposal is genuine and not collusive or sham; that all statements of fact in the proposal are true;
2. That the proposal was not made in the interest or behalf of any person, partnership, company, association, organization or corporation not named or disclosed;
3. That the Proposer has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding
4. That the Proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract
5. That the Proposer has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.
6. That the Proposer has not been debarred from participation in any State or Federal works project.

	04/16/2026
(Proposer Signature)	(Date)

Wendi Brown	President/CEO
(Name of Proposer)	(Title)



City of Grass Valley City Council Agenda Action Sheet

Title: California Air Resources Board (CARB) Community Planning and Capacity Building Grant Application - *Future Paths Grass Valley: Everyday Mobility Connecting People and Places Project*

CEQA: Not a project

Recommendation: That the City Council adopt Resolution No. 2026-12 authorizing the Deputy City Manager to execute all documents necessary to accept and administer the California Air Resources Board (CARB) Community Planning and Capacity Building Grant for the *Future Paths Grass Valley: Everyday Mobility Connecting People and Places Project*, and authorize the Finance Director to process supplemental appropriations consistent with the grant documents.

Prepared by: Taylor Whittingslow, Deputy City Manager

Council Meeting Date: 5/12/2026

Date Prepared: 5/7/2026

Agenda: Consent

Background Information: The California Air Resources Board (CARB) administers the Community Planning and Capacity Building (PCB) Grant Program, which funds community-centered planning efforts that reduce greenhouse gas emissions, improve transportation equity, strengthen community resilience, and expand access to clean mobility options in underserved communities.

On February 10, 2026, the City of Grass Valley submitted an application to CARB for the *Future Paths Grass Valley: Everyday Mobility Connecting People and Places Project*. The proposed project focuses on improving safe, affordable, and connected nonvehicle transportation throughout the City through community-guided planning, active transportation connectivity analysis, bicycle education planning, and multimodal mobility improvements.

Since submission, City staff has received informal notification that the project has been recommended for funding. As such, this staff report is intended to authorize the Deputy City Manager to execute grant-related documents and administrative actions necessary to move forward once formal award documentation is issued.

The project proposes to evaluate and plan a connected network of off-street greenways and shared-use pathways linking neighborhoods, schools, transit opportunities, community facilities, and commercial destinations through open space rather than along high-traffic roadways. The project prioritizes transportation equity, climate resiliency, and greenhouse gas reduction goals while improving mobility options for

students, families, seniors, low-income households, and residents with mobility limitations.

The City of Grass Valley will serve as the Lead Applicant and fiscal sponsor for the grant. Bear Yuba Land Trust will serve as the primary Community-Based Organization Sub-Applicant leading outreach and engagement efforts. Additional project partners include the Nevada County Transportation Commission, Grass Valley Police Department, Nevada Joint Union High School District, Grass Valley School District, Union Hill School District, Nevada County Superintendent of Schools, Nevada City Rancheria Nisenan, Nevada County Food Bank, and several community-based organizations.

The attached resolution authorizes:

- 1. Acceptance and administration of the CARB grant funding;
- 2. Execution of associated grant and program documents by the Deputy City Manager; and
- 3. Supplemental appropriations and related financial actions necessary to implement the project in accordance with CARB requirements.

The grant is focused solely on planning and capacity-building activities. No construction activities are proposed as part of this funding phase

Council Goals/Objectives: The contract will meet the City’s Strategic Plan goal of providing high performance government and quality customer service.

Fiscal Impact: None

Funds Available: n/a

Account #:n/a

Reviewed by: Deputy City Manager

Attachments: R2026-12

RESOLUTION NO. 2026-12

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GRASS VALLEY AUTHORIZING THE DEPUTY CITY MANAGER TO EXECUTE DOCUMENTS NECESSARY TO ACCEPT AND ADMINISTER THE CALIFORNIA AIR RESOURCES BOARD COMMUNITY PLANNING AND CAPACITY BUILDING GRANT FOR THE *FUTURE PATHS GRASS VALLEY: EVERYDAY MOBILITY CONNECTING PEOPLE AND PLACES PROJECT*, AND AUTHORIZING THE FINANCE DIRECTOR TO PROCESS SUPPLEMENTAL APPROPRIATIONS CONSISTENT WITH THE GRANT DOCUMENTS

WHEREAS, the California Air Resources Board (CARB) administers the Community Planning and Capacity Building (PCB) Grant Program to support projects that reduce greenhouse gas emissions, improve transportation equity, strengthen community resilience, and expand access to clean mobility options; and

WHEREAS, on February 10, 2026, the City of Grass Valley submitted a grant application to CARB for the *Future Paths Grass Valley: Everyday Mobility Connecting People and Places Project*, a community-guided planning initiative focused on improving safe and connected multimodal transportation opportunities throughout the City; and

WHEREAS, the proposed project includes planning activities related to off-street greenways, shared-use pathways, bicycle education planning, multimodal connectivity, community engagement, and transportation equity improvements; and

WHEREAS, the City Council desires to authorize the City Manager to execute grant-related documents necessary to accept and administer the grant funding and authorize the Finance Director to process supplemental appropriations consistent with grant requirements.

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

1. The Deputy City Manager is authorized to execute documents necessary to accept and administer the California Air Resources Board Community Planning and Capacity Building Grant for the *Future Paths Grass Valley: Everyday Mobility Connecting People and Places Project*.
2. The Finance Director is authorized to process any supplemental appropriations and related financial actions consistent with the grant documents and program requirements.

ADOPTED as a Resolution of the City Council of the City of Grass Valley at a regular meeting held on the 12th day of May 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINING:

Hilary Hodge, Mayor

ATTEST:

APPROVED AS TO FORM:

Taylor Whittingslow, City Clerk

David Ruderman, City Attorney