

# Gridley City Council – Regular Meeting Agenda

Tuesday, January 20, 2026; 6:00 pm  
Gridley City Hall, 685 Kentucky Street, Gridley, CA 95948

*“Our purpose is to continuously enhance our community’s vitality and overall quality of life. We are committed to providing high quality, cost-effective municipal services and forming productive partnerships with our residents and regional organizations. We collectively develop, share, and are guided by a clear vision, values, and meaningful objectives.”*

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The Public is encouraged to attend and participate in person. Comments from the public on agenda items will be accepted until 4 pm on January 20, 2025, via email to [csantana@gridley.ca.us](mailto:csantana@gridley.ca.us) or via the payment/document drop box at Gridley City Hall and will be conveyed to the Council for consideration.

You may view using the following link, ID, and passcode:

<https://us06web.zoom.us/j/87964267091?pwd=Fm7XE9vW1Srswf0gGfb6aj9aaCSqtX.1>

Webinar ID: 879 6426 7091

Passcode: 619286

**CALL TO ORDER** - Mayor Farr

**ROLL CALL**

**PLEDGE OF ALLEGIANCE** – Mayor Farr

**PROCLAMATION** – None

**INTRODUCTION OF NEW OR PROMOTED EMPLOYEES**

- Jason Dyer, Cal Fire Division Chief

**COMMUNITY PARTICIPATION FORUM** - *Members of the public may address the City Council on matters not listed on the agenda. The City Council may not discuss nor take action on any community participation item brought forward by a member of the community. Comments are requested to be limited to three (3) minutes.*

**CONSENT AGENDA**

## 1. City Council Minutes

City Council to review and approve regular City Council minutes

*Recommended Action(s):*

- Approve regular City Council meeting minutes dated December 15<sup>th</sup>, 2025
- Approve special City Council meeting minutes dated November 3<sup>rd</sup> and December 15<sup>th</sup>, 2025, and January 5<sup>th</sup>, 2026

## **2. Volunteer Fire Assistance Grant**

City Council to review and approve the Cal Fire Cooperative Fire Protection Grant Agreement #7FG25022

*Recommended Action(s):*

- a. Approve Resolution 2025-R-001: a Resolution approving the Cal Fire Cooperative Fire Protection Grant Agreement #7FG25022
- b. Authorize Mayor to execute necessary documents

## **ITEMS FOR CONSIDERATION –**

### **3. Comprehensive Cost Allocation, and Master Fee Study Contract Award**

City Council to review and consider award of contract for the Comprehensive Cost Allocation, and Master Fee Study to Matrix Consulting Group.

*Recommended Action(s):*

- a. Award the Comprehensive Cost Allocation, and Master Fee Study to Matrix in the amount of \$34,000
- b. Authorize City Administrator to execute any necessary agreements

### **4. On-Call Professional Planning Services**

City Council consideration of approval of Professional Services Agreements with seven qualified firms to provide on-call planning and related professional services as needed.

*Recommended Action(s):*

- a. Authorize the City Administrator to execute the professional agreements with each firm, and
- b. Authorize the City Administrator to issue task orders in accordance with their terms and applicable procurement policies as needed

### **5. Gridley Vierra Park – Snack Bar Building HVAC Replacement**

City Council to review attached HVAC proposals to replace the unit at the Gridley Vierra Park Snack Bar Building

*Recommended Action(s):*

- a. Approve the replacement of the HVAC system at the Gridley Vierra Park snack bar building and authorize staff to proceed with Dake Bros Heating and Air LLC in the amount of \$8,240
- b. Authorize Public Works Director to execute any necessary documents

**COUNCIL COMMITTEE REPORTS** - *Brief reports on conferences, seminars, and meetings attended by the Mayor and City Council members, if any.*

**CITY ADMINISTRATOR REPORTS** - *Brief updates and reports on conferences, seminars, and meetings attended by the City Administrator, if any.*

## **DEPARTMENT UPDATE REPORTS**

6. Update to Litigation Regarding 110 and 390 Virginia St. – Deputy City Attorney Landon Little
7. Quarterly Investment Update – Finance Director Martin Pineda, Business Services Supervisor Miguel Chavez
8. Police Department Quarterly Report – Police Chief Todd Farr

**POTENTIAL FUTURE CITY COUNCIL ITEMS** - *(Appearing on the Agenda within 30 days):*

Energy Efficiency Contract Review	2/2/2025
Randolph Lot Use Agreement - GUSD	2/2/2025
Public Works – Sewer Grinder Repair	2/2/2025
Engineering – City Standards	2/2/2025

## **CLOSED SESSION –**

9. Closed session discussion with legal counsel pursuant to Government Code 54956.95 – Liability Claim of Joseph Martin
10. Pursuant to Government Code 54957.6: Conference with Labor Negotiator, Elisa Arteaga, City Administrator, for discussion of progress of collective bargaining discussions with City Employee represented classes – IBEW

**ADJOURNMENT** – adjourning to a regular meeting on February 2, 2026

**NOTE 1: POSTING OF AGENDA**- This agenda was posted on the public bulletin board at City Hall at or before 6:00 p.m., January 17<sup>th</sup>, 2026. This agenda along with all attachments is available for public viewing online at [www.gridley.ca.us](http://www.gridley.ca.us) and at the Administration Counter in City Hall, 685 Kentucky Street, Gridley, CA.

**NOTE 2: REGARDING UNSCHEDULED MATTERS** – In accordance with state law, it shall be the policy of this Council that no action shall be taken on any item presented during the public forum or on unscheduled matters unless the Council, by majority vote, determines that an emergency situation exists, or, unless the Council by a two-thirds vote finds that the need to take action arose subsequent to the posting of this agenda.



# Gridley City Council – Special City Council Meeting Minutes

## Study Session

Monday, November 3, 2025; 5:00 pm  
Gridley City Hall, 685 Kentucky Street, Gridley, CA 95948

*“Our purpose is to continuously enhance our community’s vitality and overall quality of life. We are committed to providing high quality, cost-effective municipal services and forming productive partnerships with our residents and regional organizations. We collectively develop, share, and are guided by a clear vision, values, and meaningful objectives.”*

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### CALL TO ORDER

**COMMUNITY PARTICIPATION FORUM** - *Members of the public may address the City Council on matters not listed on the agenda. The City Council may not discuss nor take action on any community participation item brought forward by a member of the community. Comments are requested to be limited to three (3) minutes.*

**CONSENT AGENDA** - None

### STUDY SESSION - ITEMS FOR DISCUSSION

#### 1. Draft Sidewalk and Tree Ordinance Update

Staff recommends the City Council review and provide feedback on both the draft sidewalk ordinance and tree ordinance update during this study session

*Recommended Action(s):*

- a. provide feedback on the draft sidewalk ordinance and draft tree ordinance

City Administrator Elisa Arteaga opened the item and stated that, due to a missing exhibit in the draft tree ordinance, the Council would instead review the draft sidewalk ordinance update.

Arteaga explained that the meeting was a study session intended to receive Council direction on potential revisions to the ordinance. She reiterated, as discussed at a prior study session, that the proposed changes are based on recommendations from the City’s liability carrier, NCCSIF, and are intended to clarify liability by assigning responsibility for sidewalk maintenance and repair to the adjacent property owner. She also noted that the Council may consider establishing a hardship assistance program for qualifying property owners.

The Council discussed several key issues, including the desire to avoid aggressive enforcement following adoption of the ordinance, clarification of property owner responsibility and liability when purchasing property with existing sidewalk damage, and the cost recovery process, including the City’s authority to place liens on properties for unpaid repair costs.

Arteaga stated that all Council comments were noted and that a revised ordinance would be brought back to the Council for consideration.

**CLOSED SESSION - None**

**ADJOURNMENT**

With no further items left to discuss, Mayor Farr adjourned to the next regular meeting on November 3<sup>rd</sup>, 2025.

Approve: \_\_\_\_\_  
Elisa Arteaga, City Clerk

DRAFT

# Gridley City Council – Special City Council Meeting Agenda

Monday, December 15, 2025; 5:30 pm

Gridley City Hall, 685 Kentucky Street, Gridley, CA 95948

*“Our purpose is to continuously enhance our community’s vitality and overall quality of life. We are committed to providing high quality, cost-effective municipal services and forming productive partnerships with our residents and regional organizations. We collectively develop, share, and are guided by a clear vision, values, and meaningful objectives.”*

## CALL TO ORDER

Mayor Farr called the meeting to order at 5:30 pm.

## ROLL CALL

Present: Johnson, Roberts, Farr, Calderon, Sanchez

Absent: None

Arriving after roll call: None

Staff Present:

Elisa Arteaga, City Administrator  
Landon Little, Deputy City Attorney  
Martin Pineda, Finance Director  
Dave Harden, City Engineer  
Jerry Cox, Public Works Director  
Todd Farr, Police Chief  
Christopher Smith, Principal Planner  
Carmen Santana, Deputy City Clerk

## COMMUNITY PARTICIPATION FORUM

The forum was opened, and seeing as no one was present to speak was closed.

## PROCLAMATION – Proclamation and Special Recognition Honoring the Retirement of Fire Chief Chip Fowler

Mayor Farr read a proclamation honoring retiring Fire Chief Chip Fowler and personally thanked Chief Fowler for his dedicated service to the city.

Councilmember Sanchez also expressed appreciation for Chief Fowler’s contributions.

Representatives from Cal Fire along with City staff, addressed the Council to commend Chief Fowler for his leadership, mentorship, and years of service.

**ADJOURNMENT**

Mayor Farr adjourned to the next regular meeting on December 15<sup>th</sup>, 2025.

Approve: \_\_\_\_\_

Elisa Arteaga, City Clerk

DRAFT

# Gridley City Council – Regular Meeting Minutes

Monday, December 15, 2025; 6:00 pm  
Gridley City Hall, 685 Kentucky Street, Gridley, CA 95948

*“Our purpose is to continuously enhance our community’s vitality and overall quality of life. We are committed to providing high quality, cost-effective municipal services and forming productive partnerships with our residents and regional organizations. We collectively develop, share, and are guided by a clear vision, values, and meaningful objectives.”*

## CALL TO ORDER

Mayor Farr called the meeting to order at 6:00 pm.

## ROLL CALL

Present:	Johnson, Roberts, Farr, Calderon, Sanchez
Absent:	None
Arriving after roll call:	None
Staff Present:	Elisa Arteaga, City Administrator Landon Little, Deputy City Attorney Martin Pineda, Finance Director Dave Harden, City Engineer Jerry Cox, Public Works Director Todd Farr, Police Chief Christopher Smith, Principal Planner Carmen Santana, Deputy City Clerk

## PLEDGE OF ALLEGIANCE

Councilmember Roberts led the Pledge of Allegiance.

## PROCLAMATION – None

## INTRODUCTION OF NEW OR PROMOTED EMPLOYEES - None

## COMMUNITY PARTICIPATION FORUM

Jose Santana, 982 Fairview Dr., Gridley, read his letter that addressed the Council regarding concerns shared by himself and neighboring residents about high school students parking along nearby streets and leaving trash behind, among other issues. He presented the Council with signatures from neighbors who share these concerns, as well as correspondence from the Gridley High School principal.

Dave Garner, 375 Hazel St., Gridley, addressed the Council to express his concerns regarding the upcoming PG&E power shutoffs and the Caltrans highway improvement project.

## **CONSENT AGENDA**

### **1. City Council Minutes**

City Council to review and approve regular City Council minutes

*Recommended Action(s):*

- a. Approve regular City Council meeting minutes dated December 1<sup>st</sup>, 2025
- b. Approve special City Council meeting minutes dated December 2<sup>nd</sup>, 2025
- c. Approve emergency City Council meeting minutes dated December 2<sup>nd</sup>, 2025

### **2. Expenditure Reports**

City Council to review and approve the expenditure reports for September, October and November 2025

*Recommended Action(s):*

- a. Approve expenditure reports for September, October and November 2025

### **3. Power Content Label**

City Council to review and approve the 2024 Power Content Label

*Recommended Action(s):*

- a. Approve Resolution 2025-R-032: a Resolution of the City Council of the City of Gridley Approving the Attestation of Veracity of the 2024 Power Source Disclosure Report, the 2024 Power Content Label and Submission of The Report to The California Energy Commission the attached 2024 Power Content Label as required by NCPA

## **ROLL CALL**

Motion: Roberts

Second: Johnson

Action: approve consent agenda as presented

Ayes: Roberts, Farr, Johnson, Sanchez

Noes: None

Absent: Calderon

Abstain: None

Motion passed, 4-0

## **ITEMS FOR CONSIDERATION –**

#### **4. Americans with Disabilities Act (ADA) Self-Evaluation and Transition Plan**

City Council to review to award contract for the ADA Self Evaluation and Transition Plan to Disability Access Consultants, LLC (DAC) in the amount of \$89,960

*Recommended Action(s):*

- a. Award the ADA Self-Evaluation and Transition Plan to DAC, LLC in the amount of \$89,960
- b. Authorize City Administrator to execute any necessary agreements
- c. Approve Resolution 2025-R-033: a resolution approving the supplemental appropriation for the ADA Self-Evaluation and Transition Plan

City Engineer Dave Harden presented the item and recommended that the City award the contract for the development of an Americans with Disabilities Act (ADA) Self-Evaluation and Transition Plan to Disability Access Consultants, LLC (DAC), in the amount of \$89,960. Harden explained that the ADA requires public agencies to evaluate their programs, services, and facilities to ensure compliance with federal accessibility standards. Under Title II of the ADA, cities are required to prepare and maintain an ADA Self-Evaluation and Transition Plan to identify physical and programmatic barriers and to establish a prioritized schedule for their removal.

#### **ROLL CALL**

Motion: Johnson

Second: Roberts

Action: Motion to award the contract for the ADA Self-Evaluation and Transition Plan to Disability Access Consultants, LLC (DAC) in the amount of \$89,960; authorize the City Administrator to execute all necessary agreements; and approve the supplemental appropriation through Resolution No. 2025-R-033.

Ayes: Roberts, Farr, Johnson, Sanchez

Noes: None

Absent: Calderon

Abstain: None

Motion passed, 4-0

#### **5. Gridley Feather River Sewer Crossing – Contract Amendment**

City Council to authorize the City Administrator to execute a no cost amendment to task order 16-607-206 with Bennett Engineering Services (BENEN) to adjust budget allocation to tasks within the contract and submission of an amendment for grant extension and scope reallocation to California Water Boards Department of Financial Assistance.

*Recommended Action(s):*

- a. Authorize City Administrator to execute the no cost amendment task order 16-607-206 with BENEN

City Engineer Dave Harden presented a PowerPoint highlighting the item and requested that the City Council authorize the City Administrator to execute a no-cost amendment to Task Order No. 16-607-206 with Bennett Engineering. The amendment would adjust the allocation of the budget among tasks within the contract and authorize the submittal of an amendment to the California Water Boards Department of Financial Assistance for a grant extension and scope reallocation.

Harden explained that recent geotechnical borings yielded unfavorable results, requiring Bennett Engineering to explore alternative options for the proposed sewer crossing replacement. Approval of the amendment would reallocate grant-funded dollars back to the planning and design phase in order to further evaluate feasible alternatives.

Councilmember Sanchez expressed concern regarding the amount of funding that has already been expended on the project.

#### **ROLL CALL**

Motion: Johnson

Second: Roberts

Action: Authorize City Administrator to execute the no cost amendment task order 16-607-206 with BENEN

Ayes: Roberts, Farr, Johnson, Sanchez

Noes: None

Absent: Calderon

Abstain: None

Motion passed, 4-0

#### **COUNCIL COMMITTEE REPORTS**

Councilmember Roberts reported that the recent Winter Wonderland Parade was a success.

Mayor Farr reported on his attendance at the NCPA Commission Meeting.

Vice Mayor Johnson reported on his attendance at the Flood Control Agency and Mosquito and Vector Control District meetings.

#### **CITY ADMINISTRATOR REPORTS**

City Administrator Elisa Arteaga reported that the Code Enforcement Department hosted a booth at the Winter Wonderland Parade, coordinated by Pamela Roberts, and she thanked Roberts for her efforts. Arteaga also reported on recent meetings with the City's auditors, representatives from PG&E and IBEW, as well as her participation in an Emergency Operations Center (EOC) training workshop conducted by Fire Chief Chip Fowler.

#### **DEPARTMENT UPDATE REPORTS**

Police Chief Todd Farr stated that, in preparation for the upcoming PG&E scheduled shutoff, the Police Department will be double-staffed during that period.

Fire Chief Chip Fowler provided an update on the most recent Emergency Operations Center (EOC) training, which was conducted by himself and Battalion Chief Mike Conaty.

Finance Director Martin Pineda shared highlights from a meeting he attended with the City's auditors and City Administrator Elisa Arteaga. Pineda also provided an overview of the Recreation Department's activities for the month of December.

Public Works Director Jerry Cox advised the Council that the Public Works Department has ensured all department infrastructure is prepared for the upcoming PG&E shutoff.

Electric Director Ryan Carlson discussed preparations for the scheduled PG&E shutoff and noted that the City's contracted electrical engineer will be on site to perform testing that can only be completed while power is off.

Principal Planner Christopher Smith updated Council about the Housing Element review.

**POTENTIAL FUTURE CITY COUNCIL ITEMS - (Appearing on the Agenda within 30 days):**

Energy Efficiency Contract Review	1/20/2025
Randolph Lot Use Agreement - GUSD	1/20/2025
Public Works – Sewer Grinder Repair	1/20/2025
Engineering – City Standards	1/20/2025

**CLOSED SESSION –**

6. Pursuant to Government Code 54957.6: Conference with Labor Negotiator, Elisa Arteaga, City Administrator, for discussion of progress of collective bargaining discussions with City Employee represented classes – IBEW

Council went into closed session at 7:18 pm.

**Closed Session Roll Call:**

Present: Sanchez, Johnson

Recused: Farr, Roberts

Absent: Calderon

Although a quorum was not present for voting in Closed Session, the City Administrator provided an informational update to those in attendance. No reportable action was taken.

**ADJOURNMENT**

With no further items left to discuss, the meeting was adjourned to the next regular meeting on January 20, 2026.

Approve: \_\_\_\_\_  
Elisa Arteaga, City Clerk



# Gridley City Council – Special City Council Meeting Minutes

Monday, January 5, 2026; 4:00 pm

Gridley City Hall, 685 Kentucky Street, Gridley, CA 95948

*"Our purpose is to continuously enhance our community's vitality and overall quality of life. We are committed to providing high quality, cost-effective municipal services and forming productive partnerships with our residents and regional organizations. We collectively develop, share, and are guided by a clear vision, values, and meaningful objectives."*

## CALL TO ORDER

Vice Mayor Johnson called the meeting to order at 4:00 pm.

## ROLL CALL

Present:	Johnson, Calderon, Sanchez
Absent:	Roberts (recused himself), Farr (recused himself)
Arriving after roll call:	None
Staff Present:	Elisa Arteaga, City Administrator Landon Little, Deputy City Attorney

## COMMUNITY PARTICIPATION FORUM

The forum was opened, and seeing as no one was present to speak, was closed.

## CONSENT AGENDA - None

## ITEMS FOR CONSIDERATION - None

## CLOSED SESSION

1. Pursuant to Government Code 54957.6: Conference with Labor Negotiator, Elisa Arteaga, City Administrator, for discussion of progress of collective bargaining discussions with City Employee represented classes – IBEW

Council went into closed session at 4:00 pm and came out at 4:38 with no reportable action.

## ADJOURNMENT

Vice Mayor Johnson adjourned to the next regular meeting on January 20, 2026.

Approve: \_\_\_\_\_  
Elisa Arteaga, City Clerk



**City Council Agenda Item #2**  
Staff Report

**Date:** January 20, 2026

<input checked="" type="checkbox"/>	Regular
	Special
	Closed
	Emergency

**To:** Mayor and City Council

**From:** Jason Dyer, Fire Chief

**Subject:** Approval of Resolution No 2026-R-001: A Resolution of the City Council of the City of Gridley Authorizing the Gridley Fire Department to receive a Rural Fire Capacity Grant

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**Recommendation**

Staff respectfully requests the City Council approve Resolution 2026-R-001 to allow the Gridley Fire Department to receive a Rural Fire Capacity Grant

**Background**

For several years the City of Gridley has been successful in receiving Rural Fire Capacity (RFC, previously known as Volunteer Fire Assistance, or VFA) Grants that are used to purchase Personal Protective Equipment (PPE) for its volunteer firefighters who assist career firefighters to protect and serve the City of Gridley. The funding of the grant is vital for replacement of aging and worn PPE. The grant is a cost-effective mode for replacement. The cost of outfitting a single volunteer exceeds \$5,000.00. PPE has a shelf life of 10 years and due to the nature of the profession, is subject to extreme use. There are approximately 15 volunteer firefighters that protect the Gridley area and replacement of PPE is ongoing as funding comes available.

**Financial Impact**

This year's Grant is in the amount of \$9,102.00, which is a 50% match with the State of California. The City of Gridley's match of this grant is \$4,551.00.

**Compliance with City Council Strategic Plan or Budget Goals**

This effort complies with the City of Gridley's Budget Goals to reduce taxpayer's expenses by finding grant funding to offset budget impacts.

**Attachments**

Resolution No. 2026-R-001  
RFC Agreement 7FG25022

**RESOLUTION NO.  
2026-R-001**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GRIDLEY AUTHORIZING THE GRIDLEY FIRE DEPARTMENT TO RECEIVE A VOLUNTEER FIRE ASSISTANCE GRANT**

**BE IT RESOLVED** by the Gridley City Council as follows:

1. The Mayor is hereby authorized and directed to execute, on behalf of the City of Gridley, and the State of California Department of Forestry and Fire Protection, a grant in the amount of \$4,551.00 provided under the Cooperative Forestry Assistance Act of 1978 (7FG25022).
2. The City Clerk shall attest to the adoption of this Resolution.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** by Gridley City Council to approve the supplemental appropriation from the account 060-4060-56300 of \$4,551.00 for the cost associated for the equipment to be purchased with this grant. To recognize the grant revenues, approve supplement revenues of \$4,551.00 to account 010-0000-46611.

**I HEREBY CERTIFY** that the foregoing resolution of the City Council of the City of Gridley was duly introduced passed and adopted at a regular meeting of the City Council of the City of Gridley held on January 20, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

APPROVE:

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Elisa Arteaga, City Clerk

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Michael W. Farr, Mayor

**State of California  
Department of Forestry and Fire Protection (CAL FIRE)  
Cooperative Fire Protection  
GRANT AGREEMENT**

**APPLICANT:**

**PROJECT TITLE:** **Volunteer Fire Capacity**

**GRANT AGREEMENT:** **7FG25022**

**PROJECT PERFORMANCE PERIOD** is from date upon approval through **August 31, 2026**.

Under the terms and conditions of this Grant Agreement, the applicant agrees to complete the project as described in the project description, and the State of California, acting through the Department of Forestry & Fire Protection, agrees to fund the project up to the total state grant amount indicated.

**PROJECT DESCRIPTION:** Cost-share funds awarded to provide assistance to rural areas in upgrading their capability to organize, train, and equip local forces for fire protection.

**Total State Grant not to exceed** **\$4,551.00** **(or project costs, whichever is less).**

*\*The Special and General Provisions attached are made a part of and incorporated into this Grant Agreement.*

**STATE OF CALIFORNIA  
DEPARTMENT OF FORESTRY  
AND FIRE PROTECTION**

\_\_\_\_\_  
Applicant

By \_\_\_\_\_

Signature of Authorized Representative

By \_\_\_\_\_

Title: **David Scheurich**  
**Staff Chief, Cooperative Fire Protection**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**CERTIFICATION OF FUNDING**

GRANT AGREEMENT NUMBER <b>7FG25022</b>	PO ID	SUPPLIER ID
FUND <b>0001</b>	FUND NAME General Fund	
PROJECT ID <b>354025DG2012154</b>	ACTIVITY ID SUBGNT	AMOUNT OF ESTIMATE FUNDING <b>\$4,551.00</b>
GL UNIT <b>3540</b>	BUD REF 001	CHAPTER 4
PROGRAM NUMBER <b>9999000FED</b>	ENY <b>2025</b>	ADJ. INCREASING ENCUMBRANCE <b>\$ 0.00</b>
ACCOUNT <b>5340580</b>	ALT ACCOUNT <b>5340580002</b>	ADJ. DECREASING ENCUMBRANCE <b>\$ 0.00</b>
REPORTING STRUCTURE <b>35409206</b>	SERVICE LOCATION <b>92801</b>	UNENCUMBERED BALANCE <b>\$4,551.00</b>

I hereby certify upon my personal knowledge that budgeted funds are available for this encumbrance.

\_\_\_\_\_  
Signature of CAL FIRE Accounting Officer

\_\_\_\_\_  
Date

**VOLUNTEER FIRE CAPACITY PROGRAM  
TERMS AND CONDITIONS**

DEPARTMENT OF FORESTRY AND FIRE PROTECTION

STATE OF CALIFORNIA  
Natural Resources Agency

Agreement for the Volunteer Fire Capacity Program of the  
Cooperative Forestry Assistance Act of 1978

THIS AGREEMENT, made and entered between the STATE of California, acting through the Director of the Department of Forestry and Fire Protection hereinafter called "STATE", and \_\_\_\_\_ hereinafter called "LOCAL AGENCY", covenants as follows:

**RECITALS:**

1. STATE has been approved as a passthrough agent of the United States Department of Agriculture, (USDA), Forest Service for the purpose of administering the Volunteer Fire Capacity program in California, hereinafter referred to as VFC, authorized by the Cooperative Forestry Assistance Act (CFAA) of 1978 (PL 95-313, 92 Stat 365, 16 U.S.C. 2106), as amended.
2. This is a subaward under the FY2025 State of California Volunteer Fire Capacity Projects Grant #25-DG-11052012-154 awarded to STATE by the Forest Service on September 20, 2025. The Federal Assistance Listing for the award is 10.698, Cooperative Fire Program. This subaward is funded solely with Federal funds and is subject to the Office of Management and Budget (OMB) guidance in subparts A through F of 2 CFR Part 200, as adopted and supplemented by the USDA in 2 CFR Part 400, and under certain terms and conditions to LOCAL AGENCY to assist LOCAL AGENCY to upgrade its fire protection capability.
3. LOCAL AGENCY desires to participate in said VFC and agrees to the terms and conditions specified in the Procedural Guide for Volunteer Fire Capacity Program 2025.

NOW THEREFORE, it is mutually agreed between the parties as follows:

4. **APPROVAL:** This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. LOCAL AGENCY may not commence performance until such approval has been obtained.
5. **INCORPORATION:** The Procedural Guide for Volunteer Fire Capacity Program 2025, submitted Application for Funding and associated Grant Assurances are hereby incorporated by reference as part of the Grant Agreement.
6. **TIMELINESS:** Time is of the essence in this Agreement.
7. **FORFEITURE OF AWARD:** LOCAL AGENCY must return this Agreement and required resolution properly signed and executed to STATE at the email address specified in paragraph 12, with a timestamp no later than January 31, 2026 or LOCAL AGENCY will forfeit the funds.

8. **GRANT AND BUDGET CONTIGENCY CLAUSE:** It is mutually understood between the parties that this **Agreement** may have been written for the mutual benefit of both parties before ascertaining the availability of congressional appropriation of funds, to avoid program and fiscal delays that would occur if the **Agreement** were executed after that determination was made.

This **Agreement** is valid and enforceable only if sufficient funds are made available to the STATE by the United States Government for the **State Fiscal Year 2025** for the purpose of this program. In addition, this **Agreement** is subject to any additional restrictions, limitations, or conditions enacted by the Congress or to any statute enacted by the Congress that may affect the provisions, terms, or funding of this **Agreement** in any manner.

The parties mutually agree that if the Congress does not appropriate sufficient funds for the program, this **Agreement** shall be amended to reflect any reduction in funds.

The STATE has the option to invalidate the **Agreement** under the 30-day cancellation clause or to amend the **Agreement** to reflect any reduction in funds.

9. **REIMBURSEMENT:** STATE will reimburse LOCAL AGENCY, from funds made available to STATE by the Federal Government, an amount not to exceed **\$4,551.00** on a 50/50 matching funds basis, for the performance of specific projects and/or purchase of specific items identified in Proposed Project, Application for Funding, attached hereto. **Reimbursement will be only for those projects accomplished and/or items purchased between THE LAST SIGNATORY DATE ON PAGE 1 and AUGUST 31, 2026.** This sum is the sole and maximum payment that STATE will make pursuant to this **Agreement**. **LOCAL AGENCY must bill STATE at the e-mail address specified in paragraph 12, with a timestamp no later than NOVEMBER 1, 2026 in order to receive the funds.** The bill submitted by LOCAL AGENCY must clearly delineate the projects performed and/or items purchased. A vendor's invoice and proof of payment to vendor(s) must be included for items purchased.

10. **LIMITATIONS:** LOCAL AGENCY shall notify STATE prior to purchase of any Equipment as defined under 2 CFR 200.1 "Equipment." Expenditure of the funds distributed by STATE herein is subject to the same limitations as placed by the VFC, upon expenditure of United States Government Funds. Pursuant to 2 CFR 200.313 Equipment, subject to the obligations and conditions set forth in that section; title to any equipment and supplies acquired under this **Agreement** vests with the LOCAL AGENCY. For any equipment items over \$10,000, the federal government may retain a vested interest in accordance with paragraph 17 below.

11. **MATCHING FUNDS:** Any and all funds paid to LOCAL AGENCY under the terms of this **Agreement**, hereinafter referred to as "VFC Funds", shall be matched by LOCAL AGENCY on a dollar-for-dollar basis, for each project listed on attachment(s) hereto identified as "Proposed Project". No amount of unpaid "contributed" or "volunteer" labor or services shall be used or consigned in calculating the matching amount "actually spent" by LOCAL AGENCY.

LOCAL AGENCY shall not use VFC Funds as matching funds for other federal grants, including Department of Interior (USDI) Rural Fire Assistance grants, nor use funds from other federal grants, including USDI Rural Fire Assistance grants, as matching funds for VFC Funds.

12. **ADDRESSES:** The mailing addresses of the parties hereto under the terms of the Agreement are:

LOCAL AGENCY: \_\_\_\_\_

Attention: \_\_\_\_\_  
 Telephone Number(s): \_\_\_\_\_  
 E-mail: \_\_\_\_\_

STATE: **Department of Forestry and Fire Protection  
 Grants Management Unit, Attn: VFC  
 P. O. Box 944246  
 Sacramento, California 94244-2460  
 E-MAIL: [CALFIRE.GRANTS@fire.ca.gov](mailto:CALFIRE.GRANTS@fire.ca.gov)**

13. **PURPOSE:** Any project to be funded hereunder must be intended to specifically assist LOCAL AGENCY to organize, train, and/or equip local firefighting forces in the aforementioned rural area and community to prevent or suppress fires which threaten life, resources, and/or improvements within the area of operation of LOCAL AGENCY. Project funds are not to be used for research and development.

14. **COMBINING:** In the event funds are paid for two or more separate, but closely related projects, the 50/50 cost-sharing formula will be applied to the total cost of such combined projects.

15. **OVERRUNS:** In the event that the total cost of a funded project exceeds the estimate of costs upon which this Agreement is made, LOCAL AGENCY may request additional funds to cover the **Agreement** share of the amount exceeded. However, there is no assurance that any such funds are, or may be, available for reimbursement. Any increase in funding will require an amendment.

16. **UNDERRUNS:** In the event that the total cost of a funded project is less than the estimate of costs upon which this **Agreement** is made, LOCAL AGENCY may request that additional eligible projects/items be approved by STATE for **Agreement** funding. However, there is no assurance that any such approval will be funded. Approval of additional projects/items, not listed on the Proposed Project application, made by STATE, will be in writing and will require an amendment.

17. **FEDERAL INTEREST IN EQUIPMENT:** Items of equipment with a current fair market value in excess of \$10,000 (per-unit) may be retained or sold by LOCAL AGENCY once it is no longer needed for the original project, program, or for other activities supported by the awarding Federal agency. However, the Federal agency is entitled to an amount calculated by multiplying the percentage of the Federal agency's contribution towards the original purchase by the current market value or proceeds from the sale. If the equipment is sold, the STATE may permit the LOCAL AGENCY to retain, from the Federal share, \$1,000 of the proceeds to cover expenses associated with the selling and handling of the equipment. LOCAL AGENCY will notify STATE of the disposal of such items.

18. **EQUIPMENT INVENTORY:** Any single item purchased in excess of \$10,000 will be assigned a VFC Property Number by the STATE. LOCAL AGENCY shall forward a copy of the purchase documents listing the item, brand, model, serial number, any LOCAL AGENCY property number assigned, and a LOCAL AGENCY contact and return address to STATE at the address specified in paragraph 12. The STATE will advise the LOCAL AGENCY Contact of the VFC Property Number assigned.
19. **AUDIT:** LOCAL AGENCY agrees that the STATE, the Department of General Services, the California State Auditor, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this **Agreement**. LOCAL AGENCY agrees to maintain such records for possible audit for a minimum of five (5) years after final payment, unless a longer period of records retention is stipulated. LOCAL AGENCY agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, LOCAL AGENCY agrees to include a similar right of the State of California to audit records and interview staff in any subcontract related to performance of this **Agreement**. (GC 8546.7, PCC 10115 et seq., CCR Title 2, Section 1896).
20. **DISPUTES:** In the event of any dispute over qualifying matching expenditures of LOCAL AGENCY or audit findings, the dispute will be decided by STATE and its decision shall be final and binding.
21. **MONITORING:** LOCAL AGENCY agrees to the monitoring of activities as necessary by STATE to ensure that the award is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the agreement; and that performance goals are achieved.
22. **INDEMNIFICATION:** LOCAL AGENCY agrees to indemnify, defend, and save harmless, the STATE, its officers, agents, and employees, from any and all claims and losses, accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this **Agreement**, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by LOCAL AGENCY in the performance of this **Agreement**.
23. **CIVIL RIGHTS:** LOCAL AGENCY agrees to comply with civil rights requirements as detailed in the Complying With Civil Rights Requirements brochure (FS-850) and the And Justice For All poster (AD-475A). The poster is to be placed at all public points of contact/reception areas.
24. **DRUG-FREE WORKPLACE REQUIREMENTS:** LOCAL AGENCY will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:
  - a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.

- b. Establish a Drug-Free Awareness Program to inform employees about:
  - 1) the dangers of drug abuse in the workplace;
  - 2) the person's or organization's policy of maintaining a drug-free workplace;
  - 3) any available counseling, rehabilitation and employee assistance programs; and,
  - 4) penalties that may be imposed upon employees for drug abuse violations.
- c. Every employee who works on the proposed **Agreement** will:
  - 1) receive a copy of the company's drug-free workplace policy statement; and,
  - 2) agree to abide by the terms of the company's statement as a condition of employment on the **Agreement**.

Failure to comply with these requirements may result in suspension of payments under the **Agreement** or termination of the **Agreement** or both and LOCAL AGENCY may be ineligible for funding of any future State **Agreement** if the department determines that any of the following has occurred: (1) the LOCAL AGENCY has made false certification, or violated the certification by failing to carry out the requirements as noted above. (GC 8350 et seq.)

- 25. **TERM:** The term of the **Agreement** SHALL COMMENCE ON THE LAST SIGNATORY DATE ON PAGE 1 and continue through August 31, 2026.
- 26. **TERMINATION:** This **Agreement** may be terminated by either party giving 30 days written notice to the other party or provisions herein amended upon mutual consent of the parties hereto.
- 27. **AMENDMENTS:** No amendment or variation of the terms of this **Agreement** shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or **Agreement** not incorporated in the **Agreement** is binding on any of the parties.
- 28. **INDEPENDENT CONTRACTOR:** LOCAL AGENCY, and the agents and employees of LOCAL AGENCY, in the performance of this **Agreement**, shall act in an independent capacity and not as officers or employees or agents of the STATE or the Federal Government.
- 29. **INDIRECT RATE:** LOCAL AGENCY may not assess an indirect rate in excess of their Federally approved Negotiated Indirect Cost Rate Agreement (NICRA) or a de minimis rate if LOCAL AGENCY does not have an approved NICRA, not to exceed 15%. LOCAL AGENCY may also elect not to assess an indirect rate. The approved indirect cost rate at the time of execution is 0%.

30. MEDIA: LOCAL AGENCY shall acknowledge STATE and USDA Forest Service support in any publications, audiovisuals and electronic media developed as a result of this award.

It is encouraged to give public notice of the receipt of this award and announce progress and accomplishments, acknowledging STATE and USDA Forest Service support. Follow direction in USDA Supplemental 2 CFR 415.2.

31. ASSIGNMENT: This Agreement is not assignable by LOCAL AGENCY either in whole or in part.



**City Council Agenda Item #3**  
**Staff Report**

<b>Date:</b>	January 20, 2026	<input checked="" type="checkbox"/>	Regular
<b>To:</b>	Mayor and City Council	<input type="checkbox"/>	Special
<b>From:</b>	Martin Pineda, Finance Director	<input type="checkbox"/>	Closed
<b>Subject:</b>	Comprehensive Cost Allocation, and Master Fee Study RFP – Accept Matrix Consulting Group's Proposal		

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### **Recommendation**

City staff respectfully recommend Gridley City Council Staff:

1. Accept the proposal from Matrix Consulting Group in the amount not to exceed \$34,000 and
2. Authorize the City Administrator to sign all agreements/contracts with Matrix Consulting Group

### **Background**

The city of Gridley has not had a comprehensive review of its user fees, cost recovery levels, and cost allocation methodologies to ensure compliance with applicable laws, fiscal responsibility, and transparency. Due to the City's organizational structure, service levels, and regulatory environment significantly evolving, its crucial for the city complete a comprehensive review. Additionally, recent changes in state law and court rulings underscore the importance of maintaining accurate and legally defensible fee structures, particularly for development impact fees subject to nexus requirements under the Mitigation Fee Act (Government Code §66000 et seq.).

To address these needs and with Gridley Council approval, staff issued and RFP. We received one proposal from Matrix Consulting Group "MCG".

### **Experience:**

- MCG has over 20 years' experience in public sector financial and management consulting experience.
- Extensive work with Administrative Governmental functions.
- Strong focus on Defensibility and Documentation.
- Broad experience in Administrative Services, Parks and Rec, Community Development, and Public Safety.
- MCG has worked with City of Chico, Town of Paradise, and City of Fort Bragg. The full list is on their proposal on pages 6 and 7.

- The work will be done by Matrix Employees – No subcontractors will be used.

MCG focuses on transparency and data-driven decision-making. They have also prepared a plan on both the Cost Allocation and Master Fee Study. MCG will deliver excel modules and training material for City staff to use moving forward and update with council approval.

Originally, City Staff wanted to start in February 2026 and adopted by July 2026. MCG is proposing to complete the start in February 2026, projection completion in May 2026, council presentations and follow up meetings as needed in June/July 2026, and implementation in August/September 2026.

### **Fiscal Impact**

The proposed cost is \$34,000. This cost is all inclusive and includes all meetings and presentations with City staff/council. Includes City staff training and support as well as post-project support at no additional cost. A supplemental appropriation will follow if approved.

### **Attachments**

Matrix Consulting Group Proposal



# PROPOSAL TO CONDUCT A COST ALLOCATION PLAN AND MASTER FEE STUDY

JANUARY 9, 2026

GRIDLEY, CALIFORNIA

**MATRIX**  
CONSULTING GROUP

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Martin Pineda, Finance Director  
City of Gridley  
685 Kentucky Street  
Gridley, CA 95948

RFP Title: Cost Allocation Plan, Master Fee Study, with Optional Nexus Study

Dear Mr. Pineda:

Matrix Consulting Group, Ltd. is pleased to submit our proposal to conduct a Cost Allocation Plan and Master Fee Study for the City of Gridley. Our proposal is based on our review and understanding of the issued Request for Proposal and will demonstrate the exceptional skills and experience required to meet the City's needs. It will also establish the additional value of choosing our firm.

Our experience providing similar services, along with our understanding of impact and implementation issues, comes from working with clients across California. Recent Northern California clients include Butte County, Chico and Paradise; and Daly City, Dublin, Fort Bragg, Hercules, Los Altos Hills, Livermore, Millbrae, Milpitas, Redwood City, San Mateo, San Ramon, South San Francisco, and Sunnyvale.

At Matrix Consulting Group, we distinguish ourselves from our competitors through our commitment to delivering unparalleled value. Our staff possess a deep understanding of the service and process assumptions underlying service costs. This dual expertise allows us to provide comprehensive insights and solutions that optimize efficiency and maximize our clients' value. Matrix will perform the services and comply with the requirements set forth in the RFP, including any addenda.

I am the firm's President, authorized to represent the firm contractually. Courtney Ramos, a senior vice president and leader of the financial services practice, can provide any additional information you may need during the evaluation period. She can be reached at the address and phone number below or via email at [cramos@matrixcg.net](mailto:cramos@matrixcg.net).

A handwritten signature in blue ink that reads "Alan D. Pennington".

**ALAN D. PENNINGTON**

President, Matrix Consulting Group, Ltd.  
1875 S. Grant Street, Suite 960  
San Mateo, CA 94402  
650-858-0507 (phone) 650-397-4050 (fax)  
[apennington@matrixcg.net](mailto:apennington@matrixcg.net)  
[www.matrixcg.net](http://www.matrixcg.net)

## FIRM QUALIFICATIONS

Matrix Consulting Group, Ltd. is a management consulting firm that provides quality analytical assistance to local and state governments. Our history and composition are summarized below:

- Our headquarters are in California (with headquarters in San Mateo and a satellite office in Irvine). We have offices and staff located throughout the country (in 17 states) and one in Canada. The project team will serve the City from its two California offices.
- We are comprised of 32 full-time and seven part-time management consultants who specialize in analyzing local government functions across the entire spectrum of operational areas. We have a dedicated team of financial services professionals. Over the past 5 years, our staffing has increased by 88%.
- We will not use any subcontractors to complete this project for the City of Gridley.
- Since our founding over 23 years ago, we have worked with almost 2,000 government agencies, conducting cost-of-service and management studies and providing recommendations for operational improvements and cost recovery.

The market and service focus of Matrix Consulting Group has always been financial, management, staffing, and operations analysis of local government. The following outlines the core financial services provided by our firm:

### Full Cost Plans

- OMB 2 CFR Part 200 Cost Plans
- Indirect Cost Rate Proposals
- Internal Service Fund Analyses

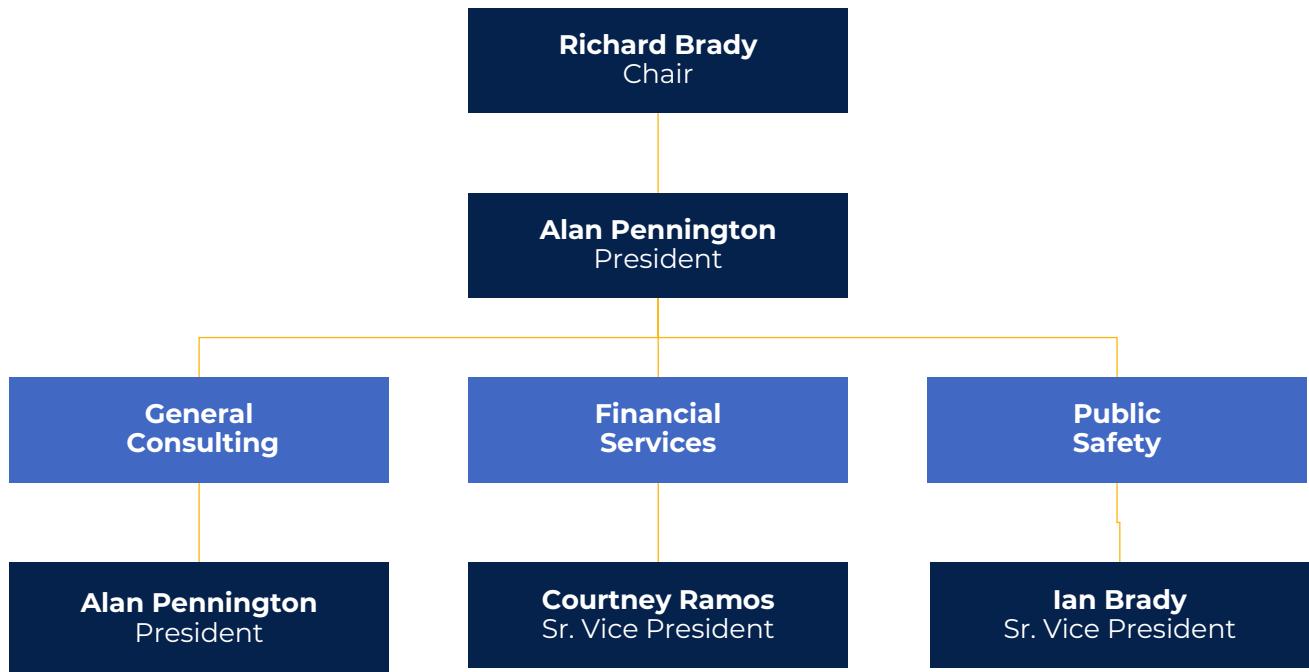
### User Fee Studies

- Development Impact Fee Studies
- Fully Burdened Hourly Rates
- Revenue Projections

No other firm better understands how public agencies operate or how to help them thrive.

## FIRM ORGANIZATION

The following chart provides an overview of our major service areas and the practice leaders for those areas.



Due to the diversity of its practice areas, Matrix Consulting Group brings a comprehensive understanding of how to support jurisdictions' operations while providing sound financial analysis. Additional firm details can be made available as needed.

## COST ALLOCATION PLAN EXPERIENCE

Our firm has over 23 years of experience developing Full Cost and OMB-compliant Cost Allocation Plans and Indirect Cost Rate Proposals for various municipal organizations across the United States. Our goal is to document and define the services being provided and allocate costs to all beneficiaries. The following points highlight our experience developing cost allocation plans and metrics:

- **Administrative Functions:** Our firm has extensive experience evaluating processes and functions across Finance, Human Resources, Purchasing, and related areas, from basic tasks and responsibilities to process improvement and oversight controls. Our project teams understand the core administrative services and the time required to complete processes. They are adept at helping staff determine the time spent on a task at the daily, weekly, monthly, or annual level.
- **Governmental Functions:** Matrix Consulting Group has worked with and participated in hundreds of management studies. Additionally, we have extensive experience working with and presenting to various boards, councils, subcommittees, and the public. Our understanding of the different service types enables our project teams to assess the optimal allocation of services. Our team understands how these costs should be treated in both a Full Cost Plan and an OMB-compliant plan, and we make staff aware of standard practices and aggressive allocation options.
- **Internal Services:** Matrix Consulting Group has significant experience evaluating services and functions associated with facilities maintenance, fleet services, and information technology. While these services can be part of the general fund or internal services, their allocation is essential when understanding the indirect costs associated with any fund, department, or program.

- **Indirect Cost Rate Proposals:** Our firm's experience ranges from developing citywide proposals to developing departmental and divisional rates. We review all indirect costs related to the service and program areas, determine whether they are allowable, and then set up the indirect cost rate calculation. We are versed in provisional, final fixed, and carry-forward fixed rates. We work with our clients to review rates, outline appropriate applications, and customize templates in accordance with cognizant agency guidelines.

Our project team members are well-versed in the Office of Management and Budget (OMB) cost-allocation guidelines, Generally Accepted Accounting Principles (GAAP), and best practices outlined by the Governmental Finance Officers Association (GFOA) regarding cost allocation and cost recovery. We are committed to ensuring that all allocated cost centers comply with state and local laws, use fair and equitable allocation metrics, and have their allocations documented and defensible.

## FEE STUDY EXPERIENCE

Our firm has extensive experience conducting comprehensive user fee studies for various municipal organizations and departments. When conducting comprehensive user fee studies, the focus is often on Community Development (building, planning, and engineering) and Parks and Recreation services. The following points highlight our experience in these areas:

- **Community Development:** Our firm has extensive experience evaluating development review permitting functions for Building, Planning, Engineering, and Fire Prevention. From the basic process steps for submitting, reviewing, inspecting, and approving applications and permits to the development of processes, procedures, and cost recovery goals, our project teams can address topics such as:
  - The best metrics for assessing fees are building valuation, square footage, construction estimate, or the number of fixtures.
  - Appropriate deposit amounts, guidelines, and processes to ensure actual cost recovery is achieved.
  - Setting fees at levels that both recover costs and are not cost-prohibitive.
  - Cost recovery and implementation options for support services, including General Plan Updates, Technology Fees, GIS, and other related services.

Beyond understanding processes and assessing time estimates, our project teams are aware of the cross-departmental support associated with application and permit services. These costs are included in the full cost calculation and can be expressed separately as part of the established fees.

- **Parks and Recreation:** Matrix Consulting Group has worked with all types of recreation functions, including traditional parks and recreation, libraries, and open-space preserves. Our experience spans master and strategic planning, park condition assessments, program staffing, and cost recovery. Our project teams are well-versed in the areas that most impact cost recovery, including:
  - The best use of a tiered recovery approach, such as resident versus non-resident, or profit versus non-profit.

- Setting fees according to the cost recovery pyramid ensures that premium services have a higher cost recovery.

The goal of reviewing parks and recreation service costs is to ensure that fees and rates are set at a level that allows the City to continue serving the community in a manner consistent with current goals and commitments.

Our firm also has extensive experience calculating the cost of administrative services, such as Finance and City Clerk, as well as public safety services, including Police, Animal Control, Fire Prevention, and EMS. All our cost of service and user fee studies are developed in compliance with California State regulations, including Propositions 218 and 26, as well as government codes 66014 and 66016, which stipulate that user fees charged by local agencies "...may not exceed the estimated reasonable cost of providing the service for which the fee is charged".

## EXPERIENCE AND REFERENCES

The following sections outline recent clients for whom we have provided similar services, including specific references.

### RECENT COST ALLOCATION CLIENTS

The following table provides a sampling of California jurisdictions for which we have provided similar services within the last five (5) years, including the types of services provided to each jurisdiction:

Jurisdiction	Full Cost	OMB	Indirect Rates	Annual Plan
Citrus Heights, CA	X	X		
Cupertino, CA	X	X		
Daly City, CA	X			
Dixon, CA	X	X		
Downey, CA	X	X		
Dublin, CA	X	X		
Elk Grove, CA	X	X		X
Fairfield, CA	X	X		
Fort Bragg, CA	X	X	X	X
Hercules, CA	X	X		
Livermore, CA	X	X		X
Millbrae, CA	X	X		
Paradise, CA	X	X		
Pacific Grove, CA	X	X		
Palo Alto, CA	X			
Redwood City, CA	X	X		
Richmond, CA	X	X	X	
Sacramento Regional Transit, CA		X	X	X
San Mateo, CA	X	X		X
San Ramon, CA	X			
South San Francisco, CA	X	X		
Sunnyvale, CA		X	X	X
Thousand Oaks, CA	X	X		X

We are happy to provide additional project details upon request.

### RECENT FEE STUDY CLIENTS

The following table includes a sampling of California clients over the last five (5) years for whom we have provided similar scopes of service:

Jurisdiction	Planning Fees	Building Fees	Engineering Fees	Fire Fees	Admin Fees	Police Fees	Recreation Fees
Butte County, CA	X	X	X	X	X	X	
Capitola, CA	X	X	X				X
Chico, CA	X	X	X	X			
Citrus Heights, CA	X	X	X		X	X	X
Cupertino, CA	X	X	X				X
Dixon, CA	X	X	X	X	X	X	
Downey, CA	X	X	X	X	X	X	X
Dublin, CA	X	X	X	X	X	X	X
Elk Grove, CA	X	X	X				
Livermore, CA	X	X	X	X			
Los Altos Hills, CA	X	X	X			X	
Menifee, CA	X	X	X	X	X	X	X
Millbrae, CA	X	X	X			X	
Mill Valley, CA	X	X	X			X	
Pacific Grove, CA	X	X	X	X	X		
Palo Alto, CA	X	X	X	X	X	X	X
Paradise, CA	X	X	X	X	X	X	
Redwood City, CA	X	X	X	X	X	X	X
San Mateo, CA	X	X	X				
San Ramon, CA	X	X	X			X	X
Santa Clara, CA	X	X	X	X	X	X	X
South Pasadena, CA	X	X	X	X	X	X	
So. San Francisco, CA	X	X	X	X	X	X	X
Stockton, CA	X	X	X	X			
Vacaville, CA	X	X	X	X	X	X	
Winters, CA	X	X	X	X	X	X	

Details about any project above are available upon request.

## REFERENCES

The following table provides references for three recent clients for whom similar services were provided and managed by the Project Team.

## CHICO, CA



Brendan Vieg  
Community Development  
Director  
530-879-6806  
[Brendan.vieg@chicoca.gov](mailto:Brendan.vieg@chicoca.gov)

Matrix Consulting Group worked with the Development Services Department of the City of Chico to conduct a department-wide user fee study covering Building, Fire, Engineering, and Planning services. In addition to recalculating the General Plan Maintenance and Technology surcharges administered by the Department, the project team assisted the City in transitioning from square-footage- and occupancy-based building fees to a valuation-based fee structure. The study also expanded on-site and off-site improvement tiers for Engineering fees and adjusted Planning deposit amounts to better recover the initial cost of services. In advance of the City Council meeting, the project team met with the Chico Builders Association to address questions from the development community regarding proposed fee increases, the methodology used, and other related concerns.

## FORT BRAGG, CA



Isaac Whippy  
City Manager  
707-961-2829 ext. 103  
[iwhippy@fortbraggca.com](mailto:iwhippy@fortbraggca.com)

Matrix Consulting Group has provided ongoing support to the City of Fort Bragg, including a review and update of their Cost Allocation Plan and Indirect Cost Rate Proposal, development of an OMB-compliant cost allocation plan, and a review of internal service fund allocations for facilities, information technology, and fleet. While reviewing the plans, the project team identified opportunities for improvement and provided recommendations to better align the City's methodologies with best management practices. The City recently engaged Matrix Consulting Group to complete an annual update to the Cost Allocation Plan, including a true up based on actual expenditures.

## PARADISE, CA



Aimee Beleu  
Finance Director  
530-872-6291  
[abeleu@townofparadise.com](mailto:abeleu@townofparadise.com)

Matrix Consulting Group was contracted by the Town of Paradise to conduct a town-wide user fee study and to develop two Cost Allocation Plans: a full-cost plan and an OMB-compliant plan. Results from the full-cost plan were layered into overhead calculations to establish fully burdened hourly rates used in the user fee analysis, while the OMB-compliant plan was prepared for grant and reimbursement purposes.

The Town last completed a fee study in 2017. The updated user fee study evaluated fee-based services for Business Licensing, Animal Control, Building, Fire, Police, Public Works, and Onsite Sanitation. The project team ensured that Business Licensing, Animal Control, and Police fees aligned with applicable municipal code requirements. For development-related services, the team expanded Building fees to accommodate new development activity, added higher valuation-based tiers for Engineering projects, and updated Planning and Onsite Sanitation fees to reflect the Town's current service offerings.

## QUALIFICATION OF TEAM

The project team assigned to this project all have substantial experience developing cost allocation plans and user fee studies for local government clients. All project team members are full-time employees of Matrix Consulting Group; we will not be using any subcontractors. The following chart outlines our project team and reporting structure.



Our proposed project team will be available to the City throughout the engagement. Additional internal staff can be made available if needed to meet City workloads and timelines. The following provides brief resumes for each proposed project team member.



### Khushboo Ingle

Vice President

Ms. Ingle is a Vice President with 13 years of experience who manages cost allocation plans, user fees, development impact fees, and cost of service engagements. Her experience with the firm includes participation in operational audit engagements focusing on organization, staffing, and internal processes.

Khushboo has completed over 250 costs of service studies. Recent California clients include Burlingame, Redwood City, Elk Grove, South San Francisco, West Sacramento, Daly City, Fairfield, Citrus Heights, Dixon, San Ramon, Dublin, San Mateo, Mountain View, Sunnyvale, and Cupertino.

Khushboo received a B.A. in International Economics and an M.A. in International Affairs from the University of California – San Diego and is certified in Revenue Enhancement Best Practices.

Her role on this project would be to serve as the **Project Manager**, involved in leading meetings, developing draft results, and reviewing results. Mrs. Ingle is located out of the Irvine, CA office.

**Madison Dixon**

Senior Consultant

Ms. Dixson is an analyst who assists our senior staff with cost allocation plans, user fees, development impact fees, and cost of service engagements. Madison has participated in numerous cost allocation and cost of service studies.

Madison has been with the firm for four years. Northern California clients include Burlingame, Daly City, Los Altos Hills, Millbrae, Elk Grove, Milpitas, Orange, Menifee, Redwood City, San Mateo, San Ramon, Saratoga, South San Francisco, Sunnyvale, and West Sacramento.

Madison has a B.A. in Anthropology from the University of California – Irvine. She is also certified in Revenue Enhancement Best Practices.

Her role on this project would be to serve as **Senior Analyst**, involved in attending meetings, data input, and developing models. Ms. Dixson is located out of the Irvine, CA office.

**Shawn Chadwick - Leone**

Consultant

Mr. Leone is an analyst who has recently joined our firm to assist our staff on cost-of-service engagements, including cost allocation plans, user fees, and development impact fee studies.

Shawn has recently assisted with projects in California including Butte County, Fort Bragg, Chico, and Belmont.

Shawn has B.S. in Business Administration and Accounting from the University of California - Riverside.

His role on this project would be to serve as an **Analyst**, involved in attending meetings, data input, and comparative survey support. Mr. Leone is located out of the Irvine, CA office.

Additional detailed information regarding team qualifications can be provided upon request.

## PROJECT UNDERSTANDING

Given the ongoing challenges of balancing service delivery with fiscal responsibility, ensuring equitable cost distribution among residents, businesses, and developers is paramount. This balance is achieved through the development of Cost Allocation Plans and User Fee Studies, which provide the foundation for transparent, legally defensible, and financially sound municipal operations. The process and purpose associated with each of these studies include:

- **Cost Allocation Plan:** Analytically identify and allocate indirect costs across city departments to ensure accurate financial reporting and federal/state compliance. This plan will document the proper distribution of overhead costs, ensure eligibility for federal grants through compliant cost accounting practices, and create transparency in cost sharing while adhering to fiscal best practices.
- **User Fee Study:** Examine the relationship between service costs and user fees to ensure those benefiting from specific services pay their proportionate share. This study will determine whether current fees adequately cover service delivery costs, thereby establishing a baseline for achieving cost recovery goals while balancing accessibility with fiscal sustainability.

Together, these studies form a comprehensive framework for financial management that promotes transparency, equity, and sustainability. They enable decision-makers to make data-driven decisions about service delivery and ensure that costs are fairly distributed among those who benefit from municipal services. These studies allow jurisdictions to adapt to changing conditions while maintaining the fiscal health necessary to serve their communities effectively.

## GENERAL PROJECT APPROACH

Our firm's approach to project management and quality control is grounded in proven practices that balance technical objectivity with client collaboration. By combining data-driven analysis, interactive engagement, and subject matter expertise, we ensure each project is both accurate and responsive to organizational needs. While every project is unique, each is managed according to the following values:

-  **Jurisdiction-specific Data-Driven analysis** providing objective, transparent foundations for decision-making.
-  **Collaborative Interactions** ensure that staff expertise is reflected in process assumptions and that stakeholder input is appropriately recognized.
-  Over 20 years of **Technical Expertise** relating to federal and state regulations associated with cost analysis, as well as best management practices for cost recovery.
-  **Quality Control** is paramount, ensured through detailed project planning, defined responsibilities, and regular client reviews. This is achieved by validating financial analyses by tying expenditure data to budget documents and cross-checking metric workloads with published reports.

 **Knowledge Transfer** is a critical component of our methodology, ensuring that staff gain a clear understanding of the study's process, outcomes, and impacts, while also building the capacity to evaluate options and implement recommendations effectively.

Our integrated approach combines analytical rigor, collaborative practices, and technical excellence to create a comprehensive framework that delivers trustworthy outcomes, enhances team capabilities, and facilitates the translation of study results into actionable implementations—all while maintaining strict adherence to project schedules and budgets.

## MAJOR CHALLENGES AND SPECIAL CONSIDERATIONS

While the methodology for these engagements is standardized, certain factors may require special consideration, as they can affect the project schedule and the level of refinement achievable during specific phases of the analysis.

-  Requested data may vary in availability, format, or level of detail. Additional coordination may be required to reconcile information across reports and files in order to confirm assumptions and ensure the analysis accurately reflects current activities.
-   These studies require staff time for data collection, participation in interviews, and review of interim and final deliverables. Matrix makes every effort to minimize impacts on City staff and to remain respectful of their time and competing responsibilities.
-  Various parts of these studies rely on historical cost structures or established workflows that may no longer fully align with current service models. Confirming and updating these assumptions may require additional review and discussion to ensure results appropriately reflect present-day operations.
-  Differences in staffing structures, operational workflows, and service delivery approaches across departments may necessitate tailored analytical considerations to maintain consistency and comparability across the study.

Our approach accounts for these considerations through proactive coordination, structured data validation, and flexible scheduling. By recognizing these considerations early in the process, we maintain project momentum while delivering accurate, defensible results.

## SAMPLE REPORT

The Matrix approach has been successfully applied to similar cost allocation and user fee study engagements, enabling our clients to implement results confidently, respond to audit and community questions, and apply updates efficiently. The following link provides the final Cost Allocation and User Fee Study reports Matrix developed for the Town of Paradise.

<https://drive.google.com/drive/folders/1u5GgQi-B0Kvz0oC2Gjj90yGv-FSpQlj0>

We would be happy to provide additional samples upon request.

## PROJECT PLAN

The City has requested a Full Cost Allocation and User Fee Study. The following tasks outline how we will conduct the two studies requested by the City.

### PROJECT-WIDE TASKS

Two (2) key tasks would initiate this project. The following tasks are related to both the cost plan and the user fee study scopes of work.

#### TASK 1: KICKOFF - STUDY OBJECTIVES AND PROJECT SCHEDULE

Once the data has been collected, the project team will meet with City staff to discuss the identified issues and clarify any City concerns regarding the current cost allocation and fee study methodology. Discussions will include:

- Review the City's specific needs and critical issues surrounding the development and implementation of the cost plan and fee studies.
- Discuss concerns or issues that should be addressed during the development of the study.
- Discussions will be held regarding the current fee structure and any potential changes.
- Review and identify existing cost recovery policies or established subsidies.

At the conclusion of the meeting, the project team and the designated City staff will better understand the overall approach and methodology the team will use to conduct the Cost Plan and Comprehensive Fee study.

#### TASK RESULT

We will present the City with a project schedule.

#### TASK 2: DATA COLLECTION

Before any initial meetings, Matrix Consulting Group will provide the City with a list of initial data requirements for the study. This will allow our project team to review this information thoroughly in preparation for initial discussions with staff. A typical list of data collection items includes:

- Budgeted expenditures on a fund, department, and line-item basis.
- Copy of any prior studies
- List of all budgeted personnel by fund, department, and division.
- Organizational chart.

- Chart of accounts.
- Most recently completed Fiscal Year revenue reports
- A list of all current fees being charged will be included in the analysis.
- A list of comparative jurisdictions is to be included in the analysis.

The above list is just a sampling of the type of information that will be requested. Providing these items enables our project team to become familiar with the City's structure and current financial practices.

## TASK RESULT

We will provide the City a data collection list.

## COST ALLOCATION PLAN TASKS

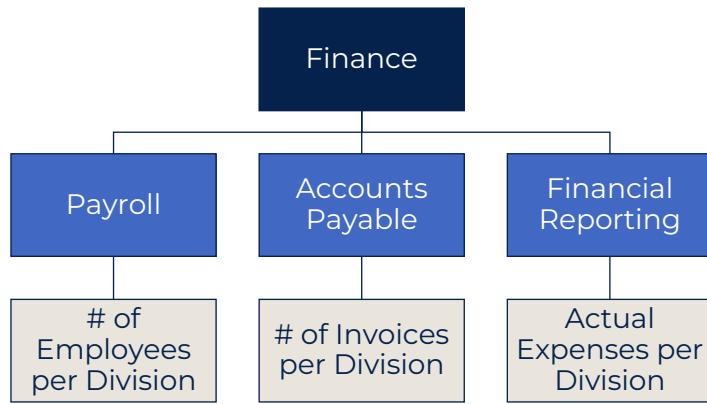
The City is looking to update its Cost Allocation Plan to ensure appropriate capture of indirect costs associated with programs and services. The plan's results will provide the city with direct and indirect costs for its service operations, facilitating the development of fully burdened hourly rates for staff positions. The following outlines the tasks and deliverables for developing a full cost allocation plan.

### TASK 1: INTERVIEW STAFF AND GATHER ALLOCATION METRICS

The project team would review the City's budget and financial structure to identify which City departments and services to allocate. To structure a custom cost allocation model, our project team would perform the following:

- ❖ Review and discuss the accounting structure (at both the fund and organizational levels) based on budgeted expenditures to identify any anomalies relative to prior years.
- ❖ Identify and meet specific central services departments to develop allocation bases and ensure that the plan reflects the following aspects:
  - All services provided by the City are identified and documented in the Cost Allocation Plan.
  - The allocation bases discussed for use reflect the current level of effort and are most relatable to the service being performed.

The following is a sample flowchart visually representing the discussion outcome; the first level is the central services department, the second level is the identified service category, and the third level is the basis by which costs will be allocated:



The points above provide examples of detailed, in-depth discussions the project team will have with City departments involved in the cost allocation process. At this point, the team would contact each department and request specific allocation metrics, such as purchase orders, invoices, and square footage per facility.

## TASK RESULT

Allocation metric requests from support departments.

## TASK 2: REVIEW OF DRAFT COST ALLOCATION PLAN METRICS

Based on the units of service identified in Task 1 and the allocation metrics collected, the project team will compile allocation statistic workbooks for review with specific central service departments. The purpose of these workbooks is to review the initial results of the allocation metrics gathered by the project team. The following graphic shows an example of the allocation workbook:

Fund	Dept	Desc	# of AR Transactions	Allocation %
1	10	City Manager	3	0.87%
1	16	Human Resources	30	8.75%
1	20	City Attorney	30	8.75%
1	30	Police	68	19.83%
1	35	Fire	1	0.29%
1	40	Development Services	7	2.04%
1	50	Public Works Streets	5	1.46%
1	50	Public Works Facilities	1	0.29%
1	50	Community Services	185	53.94%
10		Water	1	0.29%
14		Sewer	8	2.33%
29		Self-Insured Liability Fund	4	1.17%
<b>TOTAL</b>			<b>343</b>	<b>100.00%</b>

In the sample graphic, based on the number of AR Transactions, the primary support is for Community Services (54%) across all Parks and Recreation transactions, followed by Police (20%). Based on the results of this sample, the project team will verify with Finance that the statistics have been allocated to

the appropriate fund/department and that the resulting percentage accurately reflects the support being provided by the accounts receivable staff and function.

This type of detailed review is critical for developing a defensible cost allocation plan. It also ensures that departmental and City staff are comfortable using the allocation metrics and the support provided.

#### TASK RESULT

Draft allocation workbooks.

### **TASK 3: STRUCTURE AND PREPARE A DRAFT FULL COST ALLOCATION PLAN**

Once the central service departments and administrative functional areas agree on the appropriate allocation metrics for services and allowable administrative or other indirect costs, those costs are allocated to each benefiting department, operating unit, or fund.

At this point, the project team will begin customizing the cost plan to ensure that the methodologies and assumptions comply with federal regulations and general accounting principles. The draft cost allocation plan results will be provided to staff in Excel format, with numerical data, before developing a draft report, along with a comparison to existing cost allocation results.

#### TASK RESULT

Draft cost allocation (Excel results) comparison to existing cost allocation results.

### **TASK 4: FINALIZE COST ALLOCATION PLAN**

The project team will finalize the Cost Allocation Plan and report upon its review and approval by the central service departments and the Finance Department. The final deliverables for the Cost Allocation Plan will include a report that includes all detailed allocation schedules, cost schedules, summary schedules, and narrative information on the central services covered.

#### TASK RESULT

Final cost allocation report.

### **COMPREHENSIVE USER FEE STUDY TASKS**

The City intends to conduct a comprehensive fee study to align fees with current services and costs and ensure compliance with existing state rules and regulations. The following tasks provide an overview of the level of detail utilized in the study.

## TASK 1: DEVELOP A SCHEDULE OF CURRENT AND POTENTIAL FEES FOR SERVICE

The scope of this effort will be all user fees charged by the City. Current and potential fees will be identified and documented. The project team will work with staff to review current fee schedules in detail, line by line. This meeting is critical to ensuring staff can incorporate updates or changes to the fee study in response to code changes, regulatory updates, staffing, processes, or technological changes. The focus of this meeting will be the following:

- **Renaming fees:** Rewording or renaming services to clarify their identity.
- **Eliminating fees:** Removing any outdated services or fees.
- **Adding new fees:** Capturing any new services or breaking out existing fee categories to identify all the services being provided and potential fees for services that could be provided.
- **Recategorization of fees:** Collapsing or expanding multiple fee ranges to more accurately capture the services being provided.

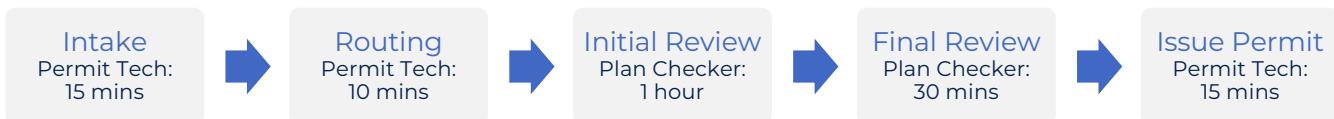
It is important to note that this meeting occurs first to ensure that any significant proposed structural changes are captured before collecting time estimate information or developing draft fee results. However, adjustments can be made throughout the study.

### TASK RESULT

Our team will develop a proposed fee structure.

## TASK 2: CONDUCT TIME DATA GATHERING WORKSHOPS

The project team will conduct workshops to gather time estimates for each service included in the study, interview key fire personnel, and analyze the various activities being performed. The flowchart illustrates the steps involved in permit processing and the time required for each step.



As shown in the flowchart, the application/permit processing steps will be documented in detail. Staff will be provided a copy of the time estimate workbook for review and completion as needed.

### TASK RESULT

We will create and provide time estimate workbooks.

## TASK 3: DEVELOP FULLY BURDENED HOURLY RATES

Based on the City's staffing and budget information, the project team will calculate fully burdened hourly rates, which include both direct and indirect costs. The following points highlight the cost components and factors included in fully burdened rates:

- **Direct costs:** This component includes the salary and benefits for each employee or position, as reflected in City staffing and salary reports.
- **Indirect costs—Departmental:** This component covers administrative and management support for line-level staff, as well as operational services and supplies used to execute job duties. It is developed through staff interviews and budget analysis.
- **Indirect costs—Citywide:** This component encompasses citywide support, including finance and HR support provided by other departments or staff.

Once the cost components have been documented and developed, the project team will review the MOUs and discuss them with staff to determine appropriate productive-hour calculations. Focusing on available hours will ensure that fully burdened hourly rates account for leave accruals (including holidays, vacation, and sick leave) and any meetings or training. The project team will utilize the results of this task and Task 2 to calculate the full cost of services.

### TASK RESULT

Calculated fully burdened hourly rates.

## TASK 4: PERFORM A TOTAL COST ANALYSIS

Matrix Consulting Group's costing model is built based on the City's operations, budget details, and intended uses for the results. This method is a jurisdiction-specific approach for cost analysis of user-fee services. It is a "bottom-up" approach, the most defensible methodology for calculating user fees. The methodology incorporates time-estimate and fully burdened hourly-rate information. The following graphic shows the cost calculation:



This costing method uses time and annual activity data to establish the cost of providing services on a unit and annual basis. Once the time spent on a fee activity is determined for each individual or position, the team uses its fee and rate software to apply the fully burdened hourly rates from the previous task.

The resulting costs are presented at both the unit and annual levels and compared to the existing fee schedule and revenue reports. The City will receive detailed information regarding cost recovery surpluses and deficits on both a detailed (per unit) and global (annualized) level, as well as an understanding of cost components for each service.

#### **TASK RESULT**

Per unit and annual fee study results.

### **TASK 5: REVIEW/REVISE FEE STUDY RESULTS**

Because the analysis of service fees is based on estimates and information provided by City staff, all participants must be comfortable with our methodology and the data they have provided.

During this phase, the project team would provide staff with copies of draft results workbooks outlining time estimates and per-unit results calculated during the study. We would review these results and make adjustments as needed to ensure they are defensible and reflect staff time and effort spent providing services.

#### **TASK RESULT**

Draft Result fee workbooks.

### **TASK 6: CONDUCT A MARKET RATE SURVEY OF SIMILAR JURISDICTIONS**

The project team will work with the City to identify comparable jurisdictions in Butte County and across the Northern Sacramento Valley, depending on the services under review. This survey activity will be conducted utilizing the following:

- Developing fee scenarios for the City to compare with other jurisdictions.
- Graphing the results of the fee analysis for easy visual comparison purposes.
- Collecting contextual information such as population size, budget, staffing, the last time a fee study was done, and the last fee schedule update.

As market surveys do not adequately inform about the relationship between a jurisdiction's costs and fees, these steps ensure we provide the City with the most information possible.

#### **TASK RESULT**

Comparative graphs included in the draft report.

## **TASK 7: PREPARE A DRAFT FEE STUDY REPORT**

Upon completion of the fee study, we will prepare a detailed report summarizing the results of each task described above. This report will include:

- A succinct executive summary discussing the study, methodology, and results.
- A narrative describing the services included in the study.
- By department, sections on proposed modifications to the current fee schedule, including the addition or removal of new fees for services.
- By department, sections on each fee's per-unit and annual results.
- A comparative survey section outlines key fees and compares them to those of other local jurisdictions. The section also provides contextual information regarding budget and staffing.

The draft report will be provided to City staff for review and comments.

### **TASK RESULT**

Draft fee study report.

## **TASK 8: FINALIZE FEE STUDY REPORT**

Any edits or revisions to the draft user fee study report will be incorporated into the finalized report. This final report will incorporate all elements of the draft fee study report, along with any additional cost-recovery and policy considerations.

### **TASK RESULT**

Final fee study report.

## **TASK 9: MASTER FEE SCHEDULE**

Once the fee report has been finalized, the project team will develop a master fee schedule for the City. This document outlines all citywide fees, including the current fee amount, the full cost, and the City's proposed fee. In addition to the Master Fee Schedule, the project team will set up a separate tab with linked formulas that allow staff to enter an annual CPI factor and generate updated fees.

### **TASK RESULT**

Master Fee Schedule

## **TASK 10: PRESENTATION OF RESULTS**

Presenting results to City officials and/or stakeholders is crucial to the engagement's overall success. Because the study's product is often controversial, this final step aims to present a succinct summary to decision-makers that provides key information. We will attend and present the study at least three (3) meetings, including those of the City Council, appropriate subcommittees, or outside stakeholders.

### **TASK RESULT**

Matrix will attend City Council and Sub-Committee meetings and present the study to stakeholders.

## **TASK 11: EXCEL-BASED MODEL AND TRAINING**

The City wishes to update the final version of the study to reflect additions, revisions, or deletions to costs or service types. Our technical model would enable the City to adapt and continuously update the study annually as the organization evolves.

While the models are structured in Excel, the technical models are *proprietary* and for internal use only by City staff. With our model based on Excel, the requirements for software training, new software products, updates, licensing, and other support would be minimized.

After the final draft of the cost allocation study is approved, the project team will meet with and train designated City employees on how to use the model.

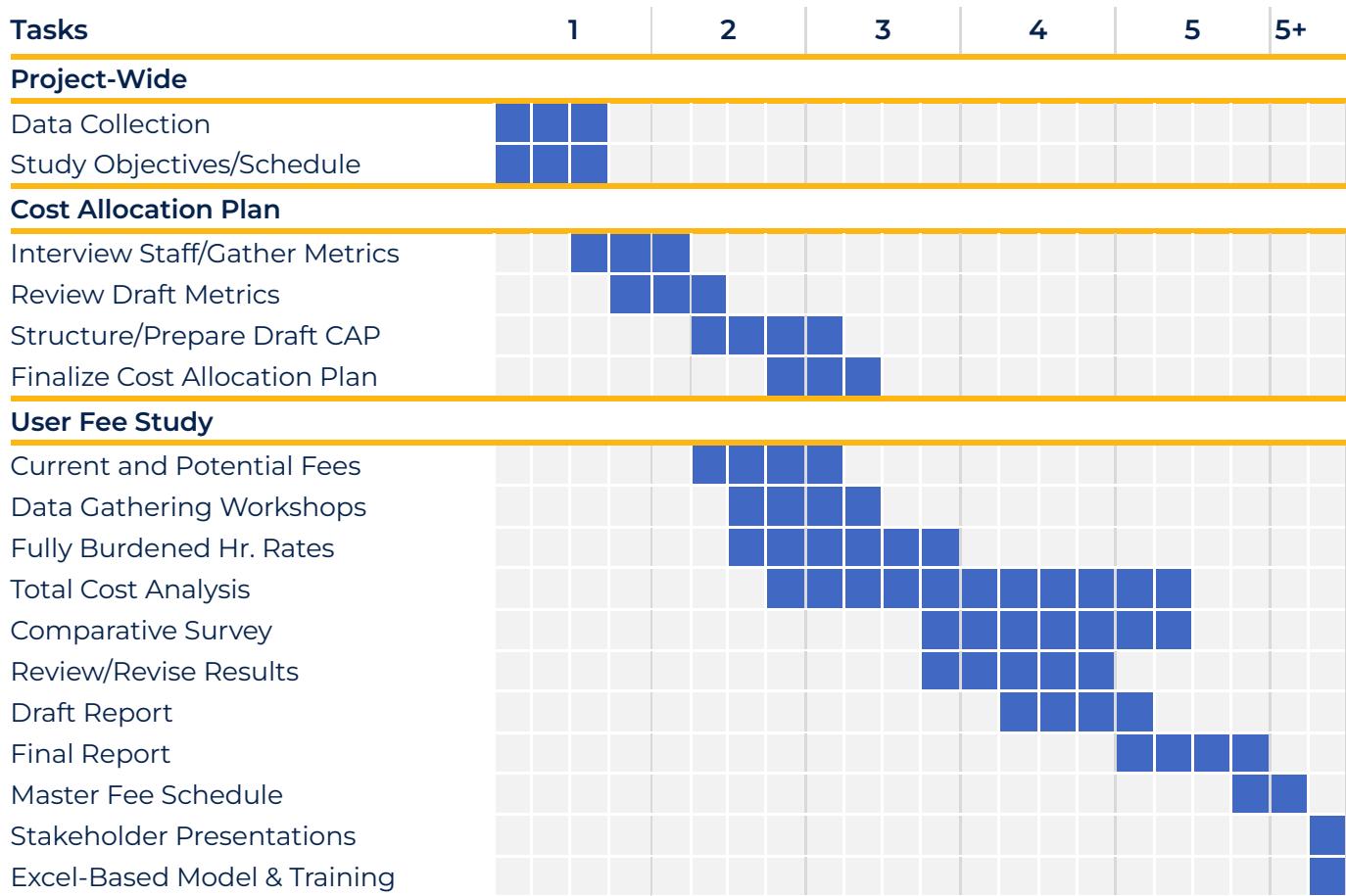
### **TASK RESULT**

Model, backup documentation, and user guide.

## **TIMELINE**

Studies of this nature typically take approximately five months (20 weeks) to complete. For the City to implement the fees by July 1, 2026, they would need to be adopted by May 1, 2026. This would mean that the project would need to conclude at the end of March, with presentations in April. The City does not intend to commence the project until February 2026, resulting in a timeline of less than 8 weeks to complete it. This is not feasible. As such, we recommend that the City set a completion date of May 2026 for presentations in June / July 2026 and for fee implementation by August / September 2026.

The following chart provides a week-by-week outline of the proposed schedule for completing the project:



This timeline includes a typical two-week turnaround for City staff to review materials and information, and can be adjusted based on City staff priorities.

## STAFF ASSIGNMENTS

All project team members will be involved in all tasks, except for the presentations, which the Project Manager will conduct. A detailed projection of hours by staff classification is included in our Cost Proposal.

## COST PROPOSAL

Matrix Consulting Group proposes to conduct a Cost Allocation Plan and Master Fee Study for the City of Gridley, all for a fixed fee of **\$34,000**. The table below outlines our proposed study costs, including time allocations and hourly rates for each staff category.

Task	Project Manager	Analysts (2)	Total Cost
<b>Project-Wide</b>			
Data Collection	2	4	\$1,100
Study Objectives/Schedule	2	2	\$800
<b>Cost Allocation Plan</b>			
Interview Staff / Gather Metrics	2	6	\$1,400
Review Draft Metrics	0	6	\$900
Structure/Prepare Draft CAP	2	18	\$3,200
Finalize Cost Allocation Plan	2	6	\$1,400
<b>Master Fee Study</b>			
Current and Potential Fees	2	6	\$1,400
Data Gathering Workshops	2	8	\$1,700
Fully Burdened Hr. Rates	2	10	\$2,000
Total Cost Analysis	2	24	\$4,100
Comparative Survey	0	12	\$1,800
Review/Revise Results	4	18	\$3,700
Draft Report	8	20	\$5,000
Final Report	2	6	\$1,400
Master Fee Schedule	0	4	\$600
Stakeholder Presentations	8	0	\$2,000
Model & Training	0	10	\$1,500
<b>Total Hours</b>	<b>40</b>	<b>160</b>	
Hourly Rate	\$250	\$150	
<b>Total Professional Fees</b>	<b>\$10,000</b>	<b>\$24,000</b>	<b>\$34,000</b>
<b>Total Project Cost</b>			<b>\$34,000</b>

This cost is all-inclusive and includes a fixed fee for any additional costs that may arise. Our typical practice is to bill for hours worked every month, up to the contract amount.

Matrix Consulting Group is committed to helping our clients develop accurate, defensible cost-of-service methodologies, ensuring they can effectively implement the study results. Our project team will work with City staff to clarify the results and help incorporate them into the final materials.

Our client support continues after the final report is issued. We understand that questions may arise well after project completion and are committed to working with our clients to answer any questions about methodologies and the application of results. This support is provided to our clients at no extra cost.



## OPTIONAL SERVICES

Matrix Consulting Group understands the optional request for a Nexus Study, but is not bidding on the additional scope in this proposal.

Furthermore, if discussions with City staff indicate that an OMB-compliant Cost Allocation Plan is needed for grant purposes, the project team can discuss an additional scope of work at that time, if requested.

**City Council Item #4**  
Staff Report

**Date:** January 20, 2026

**To:** Mayor and City Council

**From:** Christopher Smith, Planning Department

**Subject:** Consideration of On-Call Professional Planning Services Agreements

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<b>X</b>	Regular
	Special
	Closed
	Emergency

**Recommendation**

City staff recommends the City Council approve the Professional Services Agreements with the following seven firms for on-call planning and related professional services, and authorize the City Administrator to execute the agreements and issue task orders in accordance with their terms and applicable procurement policies:

1. ECORP Consulting, Inc.
2. LACO Associates
3. CSG Consultants, Inc.
4. PlaceWorks, Inc.
5. MNS Engineers, Inc.
6. Harris & Associates, Inc.
7. EMC Planning Group, Inc.

**Summary**

The City issued a Request for Qualifications (RFQ) seeking qualified professional firms to provide on-call planning and related technical services. The purpose of the RFQ was to establish a pool of qualified consultants to supplement City staff capacity and provide specialized expertise in areas including current planning, environmental review (CEQA), long-range planning, housing policy, and technical analysis.

The City received multiple Statements of Qualifications from firms with a broad range of expertise and experience. Staff reviewed and evaluated the submittals to determine which firms would best meet the City's needs across the full range of anticipated assignments.

**Discussion**

*Evaluation Approach*

Rather than selecting firms solely based on general qualifications, staff evaluated proposals based on the following factors:

1. Demonstrated expertise in specific functional areas, including:
  - a. Environmental review and CEQA compliance;

- b. Long-range and policy planning (General Plan, Zoning Code, and Specific Plans);
- c. Current planning and entitlement processing;
- d. Housing and State mandate implementation; and
- e. Technical and specialty services.

2. Practical ability to provide timely service to the City, including proximity for assignments that benefit from in-person coordination and participation in public meetings and hearings.
3. Multidisciplinary value, with preference given to firms offering in-house services beyond planning (such as engineering, surveying, environmental sciences, building services, or GIS) to improve coordination and reduce reliance on subconsultants.
4. Breadth and redundancy, to avoid over-reliance on a single firm and to ensure continuity of service in the event of conflicts of interest, workload constraints, or specialized project needs.

### ***Recommended Firms***

Based on this evaluation, staff recommends establishing an on-call pool of seven firms, each selected for a distinct area of strength:

<u>Firm</u>	<u>Primary Strength</u>	<u>Rationale</u>
ECORP Consulting	CEQA and technical environmental	Strong environmental, permitting, and technical analysis expertise with regional presence
LACO Associates	Integrated planning and engineering	Multidisciplinary services including engineering, surveying, environmental, and grants
CSG Consultants	Staff augmentation and local expertise	Local leadership, familiarity with regional agencies, and strong municipal staffing experience
PlaceWorks	Long-range and policy planning	Extensive experience with General Plans, Specific Plans, and zoning modernization
MNS Engineers	Infrastructure-integrated planning	Planning grounded in engineering, surveying, and infrastructure feasibility
Harris & Associates	Planning, CEQA, and engineering integration	Broad interdisciplinary capacity across planning, environmental, and infrastructure
EMC Planning Group	Policy and CEQA craftsmanship	High-quality long-range and environmental planning expertise

### ***Fiscal Impact***

Approval of the recommended Professional Services Agreements does not, by itself, result in a direct fiscal impact.

All agreements will be established on an on-call, as-needed basis with not-to-exceed amounts and will be funded through existing departmental budgets or project-specific funding sources when task orders are issued.

Expenditures will occur only when specific task orders are authorized, and all task orders will be subject to budget availability and applicable procurement and authorization requirements. The on-call structure allows the City to manage costs by engaging consultants only when needed and only for defined scopes of work.

#### **Environmental Review**

Establishing a diversified on-call consultant pool will allow the City to respond efficiently to fluctuating workloads, access specialized expertise as needed, and reduce reliance on any single consultant while maintaining fiscal and operational flexibility.

#### **Attachments**

Exhibit A – Proposals (due to the size of the attachment, it can be found on the City Council page as supplemental information for the January 20<sup>th</sup>, 2026 Council meeting)



**City Council Agenda Item #5**  
**Staff Report**

**Date:** January 20, 2026  
**To:** Mayor and City Council  
**From:** Elisa Arteaga, City Administrator  
**Subject:** Gridley Vierra Park Snack Bar Building – HVAC System Replacement

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<input checked="" type="checkbox"/>	Regular
<input type="checkbox"/>	Special
<input type="checkbox"/>	Closed
<input type="checkbox"/>	Emergency

**Recommendation**

Approve the replacement of the HVAC system at the Gridley Vierra Park snack bar building and authorize staff to proceed with Dake Bros Heating and Air LLC in the amount of \$8,240 for installation of a new HVAC system.

**Background**

The HVAC system at the Gridley Vierra Park snack bar building is no longer operational. This issue was brought to the City's attention by Gridley Little League, who utilize the facility under a Use of Public Places Agreement currently on file with the City.

Following notification of the issue, the matter was discussed at multiple Public Works Committee meetings in 2025. Staff was directed to obtain quotes for repair and replacement options. After reviewing the available options, the Public Works Committee's final recommendation was to bring the quotes forward to City Council for decision and direction.

Staff received the following quotes:

- Dake Bros Heating and Air LLC: \$8,240 for a new HVAC system (recommended)
- Other new system quotes:
  - Delta Air Company: \$10,600
  - Duncan's Heating & Air: \$10,700
- Refurbished system option with Royale Aie: \$7,900

While the refurbished option is slightly less expensive, staff recommends installation of a new system to ensure long-term reliability, efficiency, and reduced maintenance costs.

**Financial Impact**

This item was not included in the budget. We can use Carbon Credit funds to pay for the replacement. If approved, a Supplemental Appropriation will follow.

**Compliance with City Council Strategic Plan or Budget Goals**

Replacing the HVAC system supports the City's goals of maintaining public facilities, ensuring safe and functional amenities for community organizations, and responsibly managing City-owned assets.

**Attachments**

HVAC replacement quotes



# Dake Bros Heating & Air LLC

2146 Spruce Street | Gridley, California 95948  
530-300-2317 | dakebros@gmail.com

**RECIPIENT:****Jerry Cox**

194 Washington Street  
Snack Bar  
Gridley, California 95948

**Quote #1**

Sent on Jan 07, 2026

**Total** **\$8,240.00**

Product/Service	Description	Qty.	Unit Price	Total
Little League snack bar HVAC unit replacement	<p>We will proceed with the removal of the old system and ensure its disposal at an appropriate facility. A new roof curb will be installed, along with a 2.5-ton American Standard (Trane) package unit. Additionally, we will install a new electrical disconnect and breaker, as well as a new programmable thermostat.</p> <p>New return air grills and supply air registers will be installed, as the existing ones are in very poor condition. Our team will also inspect the ducting and provide a quote as necessary. A system startup will be conducted to verify that all unit operations are within factory specifications.</p> <p>Please note the following warranties:</p> <ul style="list-style-type: none"><li>- 10-year warranty on the compressor</li><li>- 20-year warranty on the heat exchanger.</li></ul>	1	\$8,240.00	\$8,240.00

**Total**

**\$8,240.00**

This quote is valid for the next 30 days. \*\* Payment due upon completion\*\*

# DE AIR COMPANY

2710 B, Feather River Blvd.  
Oroville, CA 95965

State Contractors  
Lic#478347



Telephone  
(530) 534-8691  
Fax (530) 534-1686

## Proposal and Agreement

Customer Name CITY OF GRIDLEY

Phone \_\_\_\_\_ Date 6/11/2025

Address \_\_\_\_\_

Job Address LITTLE LEAGUE SNACKBAR

City, State, Zip GRIDLEY

Work Phone (s) \_\_\_\_\_

We will furnish, install and service the equipment listed below at the price, terms and conditions outlined on both sides of this proposal.

## EQUIPMENT SPECIFICATIONS

Make TRANE Model Number(s) 5YCC4030A1070

SEER 14.3 EER 81% AFUE 30,000 Btuh Cooling 70,000 Btuh Heating 1200 CFM

Installation shall include: \_\_\_\_\_

1. REPLACE EXISTING 1.5TON HVAC UNIT WITH A NEW TRANE 2.5 TON HVAC UNIT ON A NEW ROOF CURB	
INCLUDES CRANE SERVICE	\$10,600.00
2. INSTALL SINGLE ZONE 30,000 BTU MINI SPLIT HEAT PUMP. REMOVE ROOF TOP HVAC AND	
INSTALL SHEET METAL CAP ON EXISTING ROOF CURB. INCLUDES CRANE SERVICE	\$10,150.00

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- New \_\_\_\_\_ Amp disconnect
- New low voltage wiring
- New weather resistant equipment stand
- New reinforced equipment pad
- New properly sized refrigerant lines
- New clean, dry ACR copper tubing
- Insulate refrigerant suction line(s)
- Install refrigerant drier(s)
- Charge to manufacturer's specs
- Evacuate refrigerant system

- Remove existing equipment from premises
- Install energy saving setback thermostat
- New copper wire from \_\_\_\_\_ to \_\_\_\_\_
- Make air tight plenum transition
- \_\_\_\_\_ new supply diffuser(s)
- New duct run from \_\_\_\_\_ to \_\_\_\_\_
- Noise reducing flexible duct connector
- Balance for uniform supply air distribution
- New gas piping from \_\_\_\_\_ to \_\_\_\_\_
- Clean work area to customer's satisfaction

- New condensate drain system
- New condensate pump
- New high efficiency air filter
- New return air filter grill
- Meet all code requirements
- Complete system start up
- 10 \_\_\_\_\_ year parts warranty
- 3 \_\_\_\_\_ year labor warranty
- \_\_\_\_\_ year service agreement

Installed Price \$ \_\_\_\_\_

Taxes \$ INCLUDED

Total Amount \$ \_\_\_\_\_

Down Payment \$ \_\_\_\_\_

Balance Due \$ \_\_\_\_\_

\*\* WARRANTY REGISTRATION REQUIRED

\*\* ALL EQUIPMENT AND INSTALLATION SCHEDULE ARE SUBJECT  
TO AVAILABILITY.

\*\* QUOTE EXPIRES 14 DAYS FROM QUOTE DATE.

Terms: BALANCE DUE UPON STARTUP

Acceptance (Customer)

Approval (Company)

By \_\_\_\_\_ Date \_\_\_\_\_ By \_\_\_\_\_ Date \_\_\_\_\_



530.899.9999

2530 Zanella Way  
Chico, CA 95928  
www.WeCareRoyalAire.com

Job #: 5/28/2025  
Date: TBD  
Time Install Date: TBD  
Time:  

## WORK ORDER

## CUSTOMER INFORMATION

Customer Name: Little LeagueProject Address: 200 Washinton St. Gridley Ca

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: 530-228-7117 State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

## NEW EQUIPMENT

## COMFORT

	STANDARD	GOOD	BETTER	BEST
<input type="checkbox"/> Air Conditioner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Coil	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Furnace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Package Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Heat Pump	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Air Handler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Mini Split	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> ECO Water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Thermostat _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Whole House Fan	<input type="checkbox"/>	<input type="checkbox"/> Water Heater		
<input type="checkbox"/> Dual Fuel				
<input type="checkbox"/> IAQ				<input type="checkbox"/> Tank/Tankless
				<input type="checkbox"/> Zoned Comfort

Lennox LRP16 3Ton Heat Pump Refurbished  
Roof Mount Package Unit with Curb Adaptor,  
Includes Permits, Taxes, Labor and All  
Materials

Scope Of Work Roof Package UnitDesign Pac U D H HVAC Capacity 3TonEquipment Location Roof

## ENERGY INDEPENDENCE

- Solar Module(s) With Manufacturer 25 Year Performance Warranty
- Enphase Inverter(s) With Manufacturer 25 Year Parts Warranty
- Enphase Ensemble With Manufacturer 10 Year Parts Warranty
- Customer Monitored Envoy With Manufacturer 2 Year Parts Warranty
- Combiner Box With Manufacturer 5 Year Parts Warranty
- 10 Year Workmanship Warranty

## QUALITY INSTALLATION

- Drop Cloth/Floor Saver Protection
- Complete Cleanup & Vacuuming
- Replaced Components Disposal
- Permit
- Code Compliance
- Smoke C0 Detector
- Insulation SF R
- Certified Refrigerant Handling

- N.E.M. Interconnection
- Circuit Breaker
- Reconnect Exist. Wiring
- Power Circuit
- Weatherproof Elec. Disconnect
- Control Wiring
- Vibration/Shock Isolators
- Support: Pad Curb Stand

- Reconnect Exist. Ductwork
- Insulate Ductwork
- Seal Ductwork
- Add Supply Metallic Aluminum Galvanized
- Add Return Metallic Aluminum Galvanized

- Flue Piping Metal PVC
- Condensate Piping/Pump
- Ceiling Saver Kit
- Opt-sized Refrigerant Piping
- Gas Piping
- Architectural Piping Cover

Ancillary Work Provided By \_\_\_\_\_ And Paid For By Royal Aire

## QUALITY ASSURANCE, WARRANTY, GUARANTEE, AND SERVICE

## HVAC

- Heat Exchanger 5yr
- Compressor 5yr
- Furnace Parts 5yr
- A/C Parts 5yr
- Labor 1yr

## SOLAR

- Labor \_\_\_\_\_
- Manufacturer Warranties

## SERVICE &amp; MAINTENANCE

- NATE-Certified Professional Technicians
- Perpetual Labor Warranty With Club Plan (Up to 10 Years on HVAC)
- JMA Visits   (HVAC)
- Licensed & Insured
- 100% Satisfaction Guarantee

Notes: \_\_\_\_\_

Site Inspection Provided By Jake Brown

## SITE PLAN

## INVESTMENT TERMS

\*Only Items Listed Are Included In This Work Order

## BUYERS RIGHT TO CANCEL

You, the buyer, may cancel this transaction in accordance with California law. See the notice of cancellation for an explanation of this right on the reverse side.

CASH  FINANCING \_\_\_\_\_

CHECK # \_\_\_\_\_ Exp. Date \_\_\_\_\_ / \_\_\_\_\_

ACCT # \_\_\_\_\_ Auth Code \_\_\_\_\_ Credit Plan \_\_\_\_\_ Amount Financed \_\_\_\_\_

Description Bill On Completion

All products, services and/or representations of performance and/or outcome promised to me (verbally or in writing) are listed in the work order. Initials \_\_\_\_\_

Customer Name Little League Signature \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Customer Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

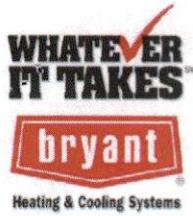
Advisor Name Jake Brown Signature \_\_\_\_\_

See Reverse Side for Terms &amp; Conditions

RA L C# \_\_\_\_\_

DocuSigned by:

4523A93443B744B  
RAHA-17534Date 5/28/2025 Comfortable CA ©2021 Royal Aire



Duncan's Building  
Heating & Air  
Licensed-Insured  
PO Box 67  
Oregon House, CA 95962  
(530) 370-6235  
[duncan@duncansair.com](mailto:duncan@duncansair.com)  
License # 770898 B / C20  
Since 1998



Date Friday, June 20, 2025

ESTIMATE

**Project:**

Gridley Snack Bar

Attn: Jerry Cox

Address: 200 Washington St.

Gridley, Ca. 95948

Phone: 530-693-0480

Email: [jcox@gridley.ca.us](mailto:jcox@gridley.ca.us)

**Description of work performed or proposed:**

Condensing unit - 37MAHAQ24AA3

Highwall head unit - 615AHAQ24XA3

Install a new R-454b single head Bryant mini-split air conditioning system. Please see below for details.

- Remove existing roof top package unit and properly dispose of.
- Use Power from Existing Package unit to be abandoned.
- Mount head unit on back wall of snack bar.
- Cut a hole in the cinder block wall.
- Run freon lines and communication cables from head units to condenser location on the roof.
- Run condensate lines down the outside of the building for proper drainage.
- Cut off Factory Flares on the line sets and reflare at the head units and at the condenser (this is done to reduce the chances of freon leaks in the flare fittings)
- Connect line sets at both ends.
- Connect communication cable.
- Pressure test the lines with nitrogen and check for leaks.
- Add any flashings needed to complete project.
  - Cover and seal roof penetrations from package unit.

- Earthquake strap condenser to the new curb. Code requirement.
- Triple evacuate refrigeration system and charge to factory specifications.
- Conduct start up. Test in both heat and cool modes.

- Payment due upon completion of work.

- The Price above reflects cash or check payment. Credit card payments require 2.5% increase for credit card fees incurred.
  - This estimate is valid for 15 days.

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Respectfully,

Grand Total: \$10,700.00

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Andrew D Duncan:

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*The above work is to be performed in accordance with the drawings and specifications and or as defined above, and completed in substantial workmanlike manner for the sum of @ tax included \$10,700.00. Any alteration from above involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the proposed cost, billed at \$105.00 dollars per hour, plus material. This work will have a complete mechanics lien on file for all work and material. Late payment penalty is 5% for each month the payment is delinquent. Deposit is to be considered nonrefundable. The Price above reflects cash or check payment. 2.5% increase for credit card/Venmo fees incurred for amounts exceeding \$250.00\*\* This estimate is good for 15 days. Estimate is subject to change due to requirements of the project.*

# Current Portfolio

City of Gridley, CA portfolio as of 12.31.2025

## Your Portfolio

MM Fund  
Securities  
Total Portfolio

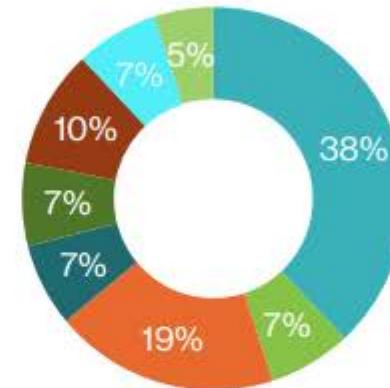
## Book Value + Accrued

\$113,078  
\$12,430,070  
\$12,543,146

## Your Securities

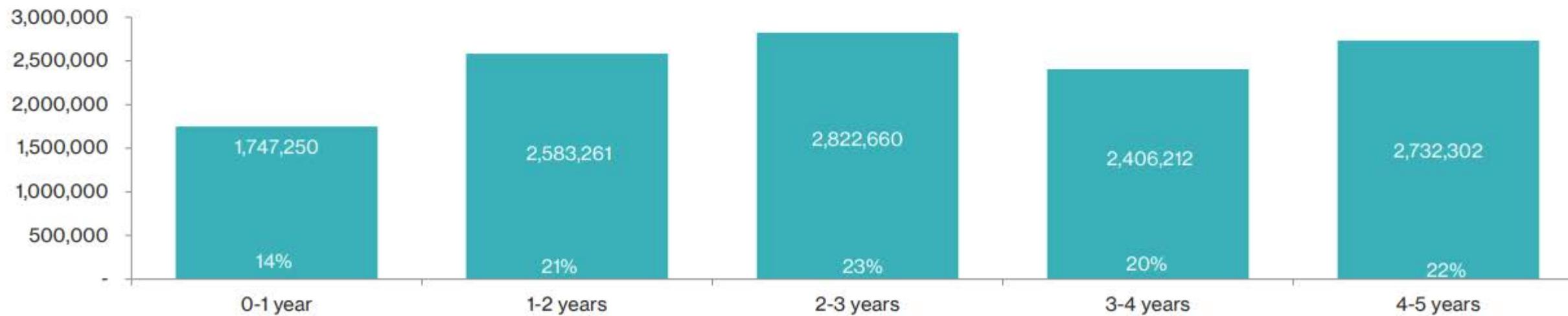
Weighted Average Maturity 2.63 years  
Estimated Yield 4.29%  
2025 Calendar Year Net Income \$474,454.92

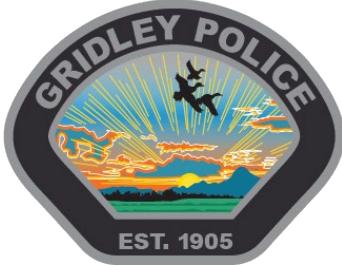
## Your Asset Allocation



- US Treasuries
- US Government Agencies
- Corporate Notes
- Commercial Paper
- ABS
- MBS
- Municipal Bonds
- Negotiable CDs

## Your Maturity Distribution - Principal Cost





# Quarterly Council Report

## City of Gridley

Todd W. Farr  
Chief of Police



### Arrest and Incident Summary Activity for October to December 2025:

- Adult Arrests
- Juvenile Arrests
- Misdemeanor Arrests
- Felony Arrests
- Felony Crimes Reported
- Misdemeanor Crimes

#### Quarterly      Year Total

77	380
0	8
76	299
15	63
41	186
96	336

- Total Incidents

3,559	14,663
-------	--------

- Battery
- Burglary
- Deceased Person
- Vandalism
- Stolen Vehicle
- Robbery
- Public Intoxication
- Medical Aid
- Area Checks
- Pedestrian Checks
- Disturbing the Peace
- Animal Calls

13	43
4	20
3	13
23	69
16	34
0	1
6	14
28	137
961	3,975
95	374
65	328
335	998

- Total 911 Calls
- Total Accidents
- Total Traffic Citations
- DUI Arrest
- Traffic Stops

544	2,082
13	82
203	1,068
12	41
526	2,455

**Response times for this month are as follows:**

Priority 1- Events that involve injury and are life threatening or in progress.

Priority 2- Events that involve property loss or damage.

Priority 3-Events that do not involve injury, threat of life, property loss or damage.

**Priority Times:**

Priority 1: 3:13 MIN

Priority 2: 4:05 MIN

Priority 3: 4:10 MIN

Overall average response times to all calls for service:

4:13 Min.