



**REGULAR CITY COUNCIL MEETING  
MEETING AGENDA  
WEDNESDAY, FEBRUARY 28, 2018**

**Closed Session – 6:00 PM  
Regular Meeting - 6:30 PM**

**City Hall – Beryl P. Robinson, Jr. Conference Room  
317 Broad Street, Nevada City, CA 95959**

**MISSION STATEMENT**

*The City of Nevada City is dedicated to preserving and enhancing its small town character and historical architecture while providing quality public services for our current and future residents, businesses and visitors.*

**Duane Strawser, Mayor**

**Reinette Senum, Council Member**

**David Parker, Vice Mayor**

**Evans Phelps, Council Member**

**Valerie Moberg, Council Member**

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The City Council welcomes you to its meetings which are scheduled at 6:30 PM on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays of each month. Your interest is encouraged and appreciated. This meeting is recorded on DVD and is televised on local public television Channel 17. Other special accommodations may be requested to the City Clerk 72 hours in advance of the meeting. Please turn off all cell phones or similar devices. Action may be taken on any agenda item. Agenda notices are available at City Hall. Materials related to an item on this Agenda submitted to the Council after distribution of the agenda packet are available for public inspection in the City Hall at 317 Broad Street, Nevada City, CA during normal business hours.

**ANY MEMBER OF THE PUBLIC DESIRING TO ADDRESS THE COUNCIL ON ANY ITEM ON THIS AGENDA:** After receiving recognition from the Mayor, give your name and address, and then your comments or questions. Please direct your remarks to the Councilmembers. In order that all interested parties have an opportunity to speak, please limit your comments to the specific item under discussion. All citizens will be afforded an opportunity to speak, consistent with their Constitutional rights. Time limits shall be at the Mayor's discretion. **IF YOU CHALLENGE** the Council's decision on any matter in court, you will be limited to raising only those issues you or someone else raised at the meeting or Public Hearing described on this agenda, or in written correspondence delivered to the City Council at, or prior to, the meeting or Public Hearing.

**CLOSED SESSION – 6:00 PM**

1. Pursuant to Government Code Section 54956.9(d)(2) the City Attorney Hal DeGraw is requesting a closed session regarding significant exposure to litigation in one potential case.
2. Pursuant to Government Code Section 54957(b)(1) a closed session is requested with City Manager Catrina Olson and City Attorney Hal DeGraw on a personnel matter.

**REGULAR MEETING – 6:30 PM - Call to Order**

**Roll Call:** Moberg, Phelps, Senum, Vice Mayor Parker, & Mayor Strawser

**PLEDGE OF ALLEGIANCE**

**PROCLAMATIONS:** “Thomas A. Coleman Day” – February 28<sup>th</sup>, 2018

**PRESENTATIONS:**

**BUSINESS FROM THE FLOOR**

**1. PUBLIC COMMENT**

Under Government Code Section 54954.3, members of the public are entitled to address the City Council concerning any item within the Nevada City Council’s subject matter jurisdiction. Comments on items **NOT ON THE AGENDA** are welcome at this time. Normally, public comments are limited to no more than three minutes each. **Except for certain specific exceptions, the City Council is prohibited from discussing or taking action on any item not appearing on the posted agenda.**

**2. COUNCIL MEMBERS REQUESTED ITEMS AND COMMITTEE REPORTS:**

**3. CONSENT ITEMS:**

All matters listed under the Consent Calendar are to be considered routine by the City Council and will be enacted by one motion in the form listed. There will be no separate discussion of these items unless, before the City Council votes on the motion to adopt, members of the Council, City staff or the public request specific items to be removed from the Consent Calendar for separate discussion and action.

**A. Subject:** Notice Of Completion For 2017 Measure “S” Paving And Reconstruction Of Various Streets In Nevada City

**Recommendation:** Pass Resolution 2018-XX approving a Notice of Completion for the construction of 2017 Measure “S” Paving and Reconstruction of Various Streets and authorize Mayor to sign.

**B. Subject:** Notice Of Completion For The Chamber Of Commerce Building Roof In Nevada City

**Recommendation:** Pass Resolution 2018-XX approving a Notice of Completion for the replacement of the Chamber of Commerce Building Roof and authorize Mayor to sign.

**C. Subject:** Award Of Contract Change Order For Sewer Repairs At West Broad And Various Locations In Nevada City

**Recommendation:** Pass Resolution 2018-XX awarding a contract change order to CME Services in the amount of \$17,000 for Sewer Repairs at West Broad and Various Locations in Nevada City and authorize the Mayor to sign.

**4. APPROVAL OF ACTION MINUTES:**

**A.** Strategic Planning Meeting – February 7, 2018

**B.** City Council Meeting – February 14, 2018

**5. DEPARTMENT REQUESTED ACTION ITEMS AND UPDATE REPORTS:**

- A. Subject:** 1st Quarter Financial Update, Fiscal Year (FY) 17/18  
**Recommendation:** Receive and file.

**6. PUBLIC HEARINGS:**

**7. OLD BUSINESS:**

- A. Subject:** An Ordinance Of The City Of Nevada City Retitling And Amending Section 9.22.110 Of Chapter 9.22 Of The Nevada City Municipal Code, Entitled 'Additional Requirements For Cultivation Facilities' Relating To Medical Cannabis Dispensaries And Other Cannabis Businesses And Activity  
**Recommendation:** Provide direction to staff on whether or not bring back for a first reading the attached Ordinance No. 2018-XX retitling and amending Section 9.22.110 of Chapter 9.22 of the Nevada City Municipal Code for the purpose of limiting cultivation sizes that may be permitted within city limits.
- B. Subject:** Review City Attorney Memorandum And Consider Drafting An Amendment To Nevada City Municipal Code Section 17.142.030 To Include Language That Addresses The Matter Of Proximity Of Cannabis Businesses To Day Care Centers And Youth Centers And Define Terms  
**Recommendation:** Review City Attorney memorandum and provide direction to the City Manager and City Attorney to draft language regarding separation from day care centers and youth centers with a definition of these terms amending Nevada City Municipal Code section 17.142.030.

**8. NEW BUSINESS:**

- A. Subject:** Consideration Of A Proposal By Owner Of National Hotel To Vacate National Alley As A Public Roadway  
**Recommendation:** In conformance with Section 65402 of the Government Code, City Council directs Planning Commission to review the application for vacation of National Alley and its conformance with the General Plan. This shall include a public hearing, CEQA Environmental Assessment and a review of applicable policies, regulations and mitigation measures. The Planning Commission shall provide recommendation to the City Council for vacation of the alley with conditions of approval within forty (40) days after the matter is submitted to it.
- B. Subject:** LAFCo Review Of The Nevada City Sphere Of Influence (SOI) Update  
**Recommendation:** Receive and file.
- C. Subject:** Resolution Of Intent Of The City Of Nevada City To Annex Those Properties Already Served With City Sewer And Intervening Properties For Which City Services Are Readily Available: H.E.W. Property And Adjacent Properties; Cemetary Properties On Red Dog Road And Park Avenue Extension And Adjacent Properties;

Caltrans Property And Adjacent Properties; And The Nevada County Juvenile Hall And Adjacent Properties

**Recommendation:** Adopt Resolution 2018-XX of Intent to Annex those properties already served with City sewer and intervening/adjacent properties for which city services are readily available.

**D. Subject:** Nevada City Three-Year Goals And Six-Month Strategic Objectives

**Recommendation:** Review and approve City of Nevada City three-year goals and six-month strategic objectives.

**9. CORRESPONDENCE:** Letters from the Community

**10. ANNOUNCEMENTS:**

**11. CITY MANAGER'S REPORT:**

**12. ADJOURNMENT**

**Certification of Posting of Agenda**

I, Loree' McCay, Deputy City Clerk for the City of Nevada City, declare that the foregoing agenda for the February 28, 2018 Regular Meeting of the Nevada City City Council was posted February 23<sup>rd</sup>, 2018 at the entrance of City Hall. The agenda is also posted on the City's website [www.nevadacityca.gov](http://www.nevadacityca.gov).

Signed February 23<sup>rd</sup>, 2018 at Nevada City, California

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Loree' McCay, Deputy City Clerk

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**CITY OF NEVADA CITY  
City Council  
Long Range Calendar**

March 14, 2018	Regular Council Meeting
March 28, 2018	Regular Council Meeting
March 30, 2018	Cesar Chavez Day Observed
April 11, 2018	Regular Council Meeting
April 25, 2018	Regular Council Meeting

NOTE: This list is for planning purposes; items may shift depending on timing and capacity of a meeting.

**NOTICE:** *As presiding officer, the Mayor has the authority to preserve order at all City Council meetings, to remove or cause the removal of any person from any such meeting for disorderly conduct, or for making personal, impertinent, or slanderous remarks, using profanity, or becoming boisterous, threatening or personally abusive while addressing said Council and to enforce the rules of the Council.*



# CITY OF NEVADA CITY

CALIFORNIA

## PROCLAMATION

BY THE MAYOR, DUANE STRAWSER

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**WHEREAS**, Thomas A. Coleman has been a key part of the Nevada City scene for 50+ years while serving the Citizens in both the private and public sectors; and,

**WHEREAS**, Thomas purchased the National Hotel in Nevada City in 1979 and has since that time operated the Hotel, managed and operated the Bar, presided over the 150<sup>th</sup> anniversary of the National Hotel in 2006 and also helped in the dining room and throughout the Hotel for nearly 40 years; and,

**WHEREAS**, Thomas operated the Hotel during some of the most trying times in recent history, including the biggest downturn in the Nevada City economy since the closing of the mines during WWII; and,

**WHEREAS**, Thomas has, during the years, served on many City committees as well as the Chamber of Commerce (serving as a board member), the Nevada City Rotary Club and countless other contributions; and,

**WHEREAS**, culminating with Thomas retiring (at age 80) and passing the baton to new management and ownership in February 2018. May they be worthy stewards, for it will be a large task to fill Thomas' shoes.

**NOW, THEREFORE**, I, Duane Strawser, Mayor of the City of Nevada City, Proclaim this day, **Wednesday, February 28, 2018**, as Thomas A. Coleman Day for his numerous contributions to the current and past citizens of Nevada City.

**IN WITNESS WHEREOF**, I, Duane Strawser, have hereunder set my hand and caused the official seal of the City of Nevada City to be affixed on this 28<sup>th</sup> day of February, 2018.

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Duane Strawser, Mayor

## REPORT TO CITY COUNCIL

FEBRUARY 28, 2018

City of Nevada City  
317 Broad Street  
Nevada City, CA 95959  
[www.nevadacityca.gov](http://www.nevadacityca.gov)

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**TITLE:** Notice Of Completion For 2017 Measure “S” Paving And Reconstruction Of Various Streets In Nevada City

**RECOMMENDATION:** Pass Resolution 2018-XX approving a Notice of Completion for the construction of 2017 Measure “S” Paving and Reconstruction of Various Streets and the authorize Mayor to sign.

**CONTACT:** Bryan McAlister, City Engineer

**BACKGROUND / DISCUSSION:** On August 23, 2017 the City Council awarded Central Valley Engineering & Asphalt the contract for the 2017 Paving and Reconstruction of Various Streets project. This project consists of Measure “S” street improvements including grinding, reshaping, overlay of existing pavement, new pavement, drainage improvements, curb replacement and sidewalk improvements at various locations throughout the City. Streets rehabilitated include Upper Park Avenue, South Pine Street, Sacramento Street, Mt Calvary Street, Cross Street and Jordan Street. Staff is recommending the City Council pass a resolution approving a Notice of Completion for the project.

**FISCAL IMPACT:** The project was funded by Measure “S” tax funds.

**ATTACHMENT:**

- ✓ Resolution 2018-XX Notice of Completion and Authorize Mayor to Sign
- ✓ Notice of Completion

**RESOLUTION NO. 2018-XX**

**RESOLUTION FOR THE CITY OF NEVADA CITY  
AUTHORIZING THE MAYOR TO SIGN A NOTICE OF COMPLETION FOR  
2017 MEASURE "S" PAVING AND RECONSTRUCTION OF  
VARIOUS STREETS IN NEVADA CITY**

**IT IS HEREBY RESOLVED** by the City Council of the City of Nevada City that the Mayor is authorized to sign a "Notice of Completion", a copy of which is attached hereto and labeled "Exhibit A" which completes the construction of the 2017 Measure "S" paving and reconstruction of various streets.

**IT IS FURTHER RESOLVED** that the City Clerk is authorized to file said "Notice of Completion" with the Nevada County Recorder's Office.

**PASSED AND ADOPTED** at the regular scheduled meeting of the City Council held on the 28<sup>th</sup> day of February 2018 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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**Duane Strawser, Mayor**

**ATTEST:**

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**Niel Locke, City Clerk**

EXHIBIT A

RECORDING REQUESTED BY and  
WHEN RECORDING MAIL TO:

**DEPUTY CITY CLERK  
CITY OF NEVADA CITY  
317 Broad Street  
Nevada City, CA 95959**

SPACE ABOVE THIS LINE FOR DEPUTY CITY CLERK'S USE ONLY

**NOTICE OF COMPLETION**

**NOTICE IS HEREBY GIVEN THAT:**

1. That the undersigned is OWNER or agent of the OWNER of the interest of estate stated below in the property hereinafter described.
2. The FULL NAME of the OWNER is: **City of Nevada City**
3. The FULL ADDRESS of the OWNER is: **317 Broad St, Nevada City, CA 95959**
4. The nature of the INTEREST or Estate of the undersigned is: **FEE**
5. A work of improvement on the property hereinafter described was COMPLETED: **February 28, 2018**
6. The work of improvement completed is described as follows: **2017 Measure "S" Paving and Reconstruction of Various Streets in the City of Nevada City.**
7. The NAME OF THE ORIGINAL CONTRACTOR, if any, for such work of improvement is:  
**Central Valley Engineering & Asphalt**
8. The location of said project work is: **Various locations in Nevada City including Upper Park Avenue, South Pine Street, Sacramento Street, Mt Calvary Street, Cross Street and Jordan Street.**
9. The property of which said work of improvement was completed is in the City of Nevada City, County of Nevada, State of California and is described as follows: **Various Streets in Nevada City.**

City of Nevada City  
Owner

by: \_\_\_\_\_  
Duane Strawser, Mayor

"I certify under penalty of perjury that the foregoing is true and correct."

\_\_\_\_\_  
(Date and Place)

\_\_\_\_\_  
(Signature)

## REPORT TO CITY COUNCIL

City of Nevada City  
317 Broad Street  
Nevada City, CA 95959  
[www.nevadacityca.gov](http://www.nevadacityca.gov)

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FEBRUARY 28, 2018

**TITLE:** Notice Of Completion For The Chamber Of Commerce Building Roof In Nevada City

**RECOMMENDATION:** Pass Resolution 2018-XX approving a Notice of Completion for the replacement of the Chamber of Commerce Building Roof and authorize the Mayor to sign.

**CONTACT:** Bryan McAlister, City Engineer

**BACKGROUND / DISCUSSION:** On September 27, 2017 the City Council awarded Extreme Roofing the contract for the Chamber of Commerce Building Roof replacement project. The project consists of replacement of the existing roof on the city owned Chamber of Commerce building located at 130/132 Main Street, Nevada City including but not limited to replacing the existing metal roof with a new metal roof.

**FISCAL IMPACT:** The project was funded by the fiscal year 2017-2018 General Fund Buildings and Grounds budget for capital outlay.

**ATTACHMENT:**

- ✓ Resolution 2018-XX Notice of Completion and Authorize Mayor to Sign
- ✓ Notice of Completion

**RESOLUTION NO. 2018-XX**

**RESOLUTION FOR THE CITY OF NEVADA CITY  
AUTHORIZING THE MAYOR TO SIGN A NOTICE OF COMPLETION FOR  
CHAMBER OF COMMERCE BUILDING ROOF IN NEVADA CITY**

**IT IS HEREBY RESOLVED** by the City Council of the City of Nevada City that the Mayor is authorized to sign a "Notice of Completion", a copy of which is attached hereto and labeled "Exhibit A" which completes the construction of the Chamber of Commerce Building Roof Replacement project.

**IT IS FURTHER RESOLVED** that the City Clerk is authorized to file said "Notice of Completion" with the Nevada County Recorder's Office.

**PASSED AND ADOPTED** at the regular scheduled meeting of the City Council held on the 28<sup>th</sup> day of February 2018 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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**Duane Strawser, Mayor**

**ATTEST:**

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**Niel Locke, City Clerk**

EXHIBIT A

RECORDING REQUESTED BY and  
WHEN RECORDING MAIL TO:

**DEPUTY CITY CLERK  
CITY OF NEVADA CITY  
317 Broad Street  
Nevada City, CA 95959**

SPACE ABOVE THIS LINE FOR DEPUTY CITY CLERK'S USE ONLY

**NOTICE OF COMPLETION**

**NOTICE IS HEREBY GIVEN THAT:**

1. That the undersigned is OWNER or agent of the OWNER of the interest of estate stated below in the property hereinafter described.
2. The FULL NAME of the OWNER is: **City of Nevada City**
3. The FULL ADDRESS of the OWNER is: **317 Broad St, Nevada City, CA 95959**
4. The nature of the INTEREST or Estate of the undersigned is: **FEE**
5. A work of improvement on the property hereinafter described was COMPLETED: **February 28, 2018**
6. The work of improvement completed is described as follows: **Chamber of Commerce Building Roof Replacement in Nevada City.**
7. The NAME OF THE ORIGINAL CONTRACTOR, if any, for such work of improvement is: **Extreme Roofing**
8. The location of said project work is: **Chamber of Commerce Building at 130/132 Main Street.**
9. The property of which said work of improvement was completed is in the City of Nevada City, County of Nevada, State of California and is described as follows: **130/132 Main Street in Nevada City, CA.**

City of Nevada City  
Owner

by: \_\_\_\_\_  
Duane Strawser, Mayor

"I certify under penalty of perjury that the foregoing is true and correct."

\_\_\_\_\_  
(Date and Place)

\_\_\_\_\_  
(Signature)

# REPORT TO CITY COUNCIL

City of Nevada City  
317 Broad Street  
Nevada City, CA 95959  
[www.nevadacityca.gov](http://www.nevadacityca.gov)

February 28, 2018

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**TITLE:** Award Of Contract Change Order For Sewer Repairs At West Broad And Various Locations In Nevada City

**RECOMMENDATION:** Pass Resolution 2018-XX awarding a contract change order to CME Services in the amount of \$17,000 for Sewer Repairs at West Broad and Various Locations in Nevada City and authorize the Mayor to sign.

**CONTACT:** Bryan K. McAlister, City Engineer

**BACKGROUND/DISCUSSION:** The Contract for Sewer Repairs at West Broad and Various Locations was awarded by the City Council on April 12, 2017. The project is currently under construction. During construction it was determined that additional work is needed in two locations.

1.) West Broad Street Sewer

During replacement of sewer facilities it was determined that additional 100lf of sewer pipe replacement was necessary on West Broad Street. The extra work involves replacement of damaged or deteriorated sections of water and sewer pipe. The additional cost for the extra work is \$14,000. This cost was calculated at actual hours on Time and Materials basis in accordance with the contract requirements for additional work.

2.) West Broad Street Storm Drain

Additional pipe replacement of existing storm drain was also identified by staff as being necessary prior to completion of sewer repair and trench patch paving in this area. The extra work involves replacement of damaged or deteriorated sections of storm drain pipe. The additional cost for extra work is \$3,000.

This additional work is necessary for continued service to residents in the City. The change order amount was reviewed by City staff and determined to be a fair and reasonable price for additional services using crews and personnel familiar with the project.

**FISCAL CONSIDERATIONS:** The project will be funded as follows: \$14,000 Sewer Fund and 3,000 Measure S Funds for Street Storm Drain Repair.

**ATTACHMENT:**

- ✓ Contract Change Order for Sewer Repairs at West Broad Street and Various Locations
- ✓ Resolution 2018-XX

**Change Order Agreement No. 1**

**THIS CHANGE ORDER AGREEMENT NO. 1** is made this \_\_\_\_\_ day of \_\_\_\_\_, between the CITY OF NEVADA CITY, a municipal corporation, hereinafter called "City," and CME SERVICES, hereinafter called "Contractor."

**WHEREAS**, City has caused to be prepared certain plans, specifications and other contract documents pertaining to the SEWER REPAIRS AT WEST BROAD AND VARIOUS LOCATIONS in said City: and

**WHEREAS**, after notice duly given, City has awarded the contract for such work to Contractor;

**WHEREAS**, in accordance with the original contract, if for any reason it becomes necessary or desirable to change the alignment, dimensions, or design of the work, the City shall have the right to issue written change orders therefore.

**NOW, THEREFORE, IT IS AGREED** by and between said parties as follows:

1. Change Order Scope of Work. The contractor agrees to furnish all labor, materials, tools and equipment, required to complete the additional work as described herein, in Nevada City, California, in accordance with the plans, specifications and other contract representation made in meetings. All such work shall be performed in a good and workmanlike manner and to the satisfaction of the designer of said project.

1.) West Broad Street Sewer

During replacement of sewer facilities it was determined that additional 100lf of sewer pipe replacement was necessary on West Broad Street. The extra work involves replacement of damaged or deteriorated sections of water and sewer pipe. The additional cost for extra work is \$14,000. This cost was calculated at actual hours on Time and Materials basis in accordance with the contract requirements for additional work.

2.) West Broad Street Storm Drain

Additional pipe replacement of existing storm drain was also identified by staff as being necessary prior to completion of sewer repair and trench patch paving in this area. The extra work involves replacement of damaged or deteriorated sections of storm drain pipe. The additional cost for extra work is \$3,000.

2. Contract Price. As consideration for all such work, City agrees to pay to Contractor the total sum of **Seventeen Thousand 00/100 (\$17,000.00) Dollars**, payable in the manner hereinafter set forth.

3. Extension of Time. The Contractor shall commence the work and shall prosecute the same with due diligence until completion and acceptance by City; and the Contractor is entitled to an extension of **fifteen (15) working days** in addition to the original contract time of completion for all additional work associated with this change order.

Executed in duplicate this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**ATTEST: CITY OF NEVADA CITY**

\_\_\_\_\_

**By:** \_\_\_\_\_  
**(Mayor)**

**By:** \_\_\_\_\_  
**(Contractor)**

**By:** \_\_\_\_\_  
**(Authorized Officer)**

## **Project Specifications**

### **PROJECT LIMITS**

Various Locations, as shown on the plans.

### **PROJECT DESCRIPTION**

The project consists of water service line installation and water and sewer repairs at various locations as shown on the plans. Methods of installation shall be selected by the contractor, however it is expected that there will be minimal or no disturbance of private home landscaping, fencing and hardscaping.

### **TRAFFIC CONTROL**

When work is being performed, all streets shall have one lane of traffic available for alternating traffic. At all times when work is not being performed, streets and driveways shall be safe for through traffic and pedestrians. Lane closure shall comply with California Department of Transportation, "Manual of Traffic Controls for Construction and Maintenance Work Zones" current edition. Notify Public Works Supt or City Engineer no fewer than two days in advance of proposed lane closure or driveway closure. The contractor shall coordinate and verify with City staff that homeowners have been provided sufficient notice of any disruption of service including water, sewer or road access.

### **CONSTRUCTION NOTES**

All improvements shall be constructed in accordance with the plans and details for the project and the latest edition of Caltrans Standard Plans and Standard Specifications and the Uniform Plumbing Code.

### **MATERIAL NOTES**

#### **SEWER LINE PIPE AND FITTINGS**

Contractor shall provide and install all material necessary for the project including pipe, fittings, wyes, pipe connections, trench resurfacing, excavation, bedding and backfill. Hydrostatic test, mandrel testing and/or television testing shall be provided as required by the City Engineer.

Sewer Pipe and Fittings: PVC SDR-35 conform to ASTM D 3034 for diameters from 4" to 15" with integral-bell gasket joints. Rubber gaskets shall be factory installed and conform to ASTM F 477. Pipe joints shall conform to ASTM D 3212.

Trench backfill shall consist of sand bedding around pipe per Standard Specifications and trench zone backfill from top of sand bedding to bottom of roadway pavement section with slurry cement backfill or compacted aggregate base.

#### **SEWER MANHOLES**

Contractor shall provide and install all material necessary for manhole installation in accordance with the standard specifications. Manholes shall be watertight structures. The inside base of manholes shall be shaped to provide channels conforming to the size and crown of the inlets and outlets. Pipe penetrations shall be sealed with a watertight seal.

## SEWER CLEANOUTS

Contractor shall provide and install all material necessary for sewer lateral connections under bid item for sewer pipe and bid item for cleanouts. Cleanouts shall be installed for each building lateral and on the upstream side of any fitting with 45 degree or greater bend. Cleanouts shall be boxed to grade with a cast iron lid.

## WATER LINE PIPE AND FITTINGS

Contractor shall provide and install all material necessary for the project including tubing, and pipe, horizontal and vertical elbows, short pipe pieces, corporation stops, piping connections, couplings, jointing materials, warning tape, valve box and lid, excavation, bedding and backfill. Water pipe 4" and larger shall be CL150 C900. Water pipe smaller than 4" shall be PE polyethylene water supply line. Flushing, disinfection testing and pressure testing shall be provided.

Trench backfill shall consist of sand bedding around pipe per Standard Specifications and trench zone backfill from top of sand bedding to bottom of roadway pavement section with slurry cement backfill or compacted aggregate base.

## WATER SERVICES

New saddles and taps will be Corporation Stops with a double brass saddle for a 6" water main. Water service will be shut off and restarted by City personnel. Each shut off beyond 10 hours will result in a charge of \$70 per hour with a 4hour minimum.

B-16 Water Meter boxes shall be placed and centered on water meters.

## **GENERAL NOTES**

Refer to City of Nevada City General Notes and Specifications.

**RESOLUTION NO. 2018-XX**

**A RESOLUTION OF THE CITY OF NEVADA CITY  
TO AWARD A CONTRACT CHANGE ORDER TO CME SERVICES FOR SEWER  
REPAIRS AT WEST BROAD STREET AND VARIOUS LOCATIONS IN NEVADA  
CITY AND AUTHORIZE MAYOR TO SIGN**

**BE IT RESOLVED**, the City Council of the City of Nevada City to award the Contract change order to CME Services in the amount of \$17,000 for Sewer Repairs at West Broad Street and Various Locations in Nevada City and authorize the Mayor to sign.

**PASSED AND ADOPTED** at the regular scheduled meeting of the City Council held on the 28<sup>th</sup> day of February 2018 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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**Duane Strawser, Mayor**

**ATTEST:**

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**Niel Locke, City Clerk**

**CITY OF NEVADA CITY  
ACTION MINUTES  
STRATEGIC PLANNING RETREAT  
SPECIAL CITY COUNCIL MEETING OF FEBRUARY 7, 2018**

**CONTINENTAL BREAKFAST – 8:00 AM**

**SPECIAL MEETING – 8:30 AM - Call to Order**

**Roll Call:** Present: Phelps, Moberg, Vice Mayor Parker, Mayor Strawser  
Absent until 9 AM: Senum,

**PLEDGE OF ALLEGIANCE**

**CONSENT ITEMS:**

**A. Subject:** City Of Nevada City To Authorize The Mayor To Sign A Letter Of Support On Behalf Of Nevada City For Bear Yuba Land Trust And Partners Pines To Mines Trail

**Recommendation:** Authorize the Mayor to sign a letter of support for Bear Yuba Land Trust and Partners Pines to Mines Trail.

**B. Subject:** Rescind Resolution No. 2017-87 And Approve Resolution 2018-04 The City Council Of The City Of Nevada City, California Calling A Municipal Election For June 5, 2018; Submitting A Cannabis Business Tax Ordinance To The Voters At That Election; Requesting The Assistance Of The County Of Nevada In Connection With That Election; And Requesting Consolidation Of That Election With Any Other Election Held On That Date

**Recommendation:** Rescind Resolution No. 2017-87 and approve Resolution 2018-04 submitting a cannabis business tax ordinance to the voters at the June 5, 2018 election, request for assistance of the County of Nevada in connection with that election and request for the consolidation of that election with any other election held on that date.

**Action:** Motion by Evans, seconded by Parker to approve Consent Item 3A as presented.  
**(Approved 4 - 0) - Senum Absent**

**Action:** Item 3B Pulled by City Manager to Discuss Slight Changes to Ballot Question Wording provided in the staff report then put forward for approval. Motion by Evans, seconded by Moberg to approve insertion of "(marijuana)" Consent Item 3A as presented.  
**(Approved 4 - 0) - Senum Absent**

**STRATEGIC PLANNING RETREAT AGENDA:**

Opening Remark and Introduction of the Facilitator and Recorder – Catrina Olson, City Manager

Role of the Facilitator, Recorder, Group and Public; Strategic Planning Elements; Agenda – Marilyn Snider, Facilitator – Snider and Associates

Introductions of the Group

Nevada City:

- Mission/Purpose Statement
- Vision Statement
- Core Values/Guiding Principles
- Three-Year Goals (2016-2019)

What Are the Strengths and the Accomplishments of the City of Nevada City since the August 18, 2017 Strategic Planning Retreat?

What Are the City’s Current Internal Weaknesses/Challenges?

What Are the External Factors/Trends (e.g., political, economic, social, technological) that Will/Might Have an Impact on the City of Nevada City in the Coming Year:

- Positively (opportunities)?
- Negatively (threats)?

Review and Revise, if needed the Three-Year Goals (what the City of Nevada City needs to accomplish)

Identify Six-Month Strategic Objectives (how the goals will be addressed – by when, who will be accountable, for what specific, measurable results) for each of the Three-Year Goals

Next Steps/Follow-Up Process (including setting a date in 6 months to update the strategic plan)

Summary of the Retreat and Closing Remarks

**12. ADJOURNMENT – 1:30 pm**

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**Duane Strawser, Mayor**

**ATTEST:**

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**Niel Locke, City Clerk**

**CITY OF NEVADA CITY  
ACTION MINUTES  
REGULAR CITY COUNCIL MEETING OF FEBRUARY 14, 2018**

**NOTE:** This meeting is available to view on the City's website [www.nevadacityca.gov](http://www.nevadacityca.gov) – Go to Quick Links and Click on Agendas & Minutes and find the Archived Videos in the middle of the screen. Select the meeting date and Click on Video to watch the meeting. For website assistance, please contact Loree' McCay, Deputy City Clerk at (530) 265-2496, ext 133.

- City Council Meetings are available on DVD. To order, contact City Hall - cost is \$15.00 per DVD.
- Closed Session Meetings are not recorded.

**CLOSED SESSION – 6:00 PM**

1. Pursuant to Government Code Section 54957(b)(1) a closed session is requested with City Manager Catrina Olson and City Attorney Hal DeGraw on a personnel matter.
2. Pursuant to Government Code Section 54956.9 the City Manager Catrina Olson and City Attorney Hal DeGraw are requesting a closed session conference to confer on litigation involving the City in the case of City of Nevada City v. Letty Cano Barocia, *et al.*, Sacramento County Superior Court Case No. TBD, Claim No. NCWA-556924.
3. Pursuant to Government Code Section 54956.9 the Consulting City Attorney's Hal DeGraw and P. Scott Browne are requesting a closed session conference to confer on litigation involving the City in the case of Friends of Spring Street vs. Nevada City, *et al.*, Nevada County Superior Court Case No. CIV 1304393, Appellate Case No. C081195.

**REGULAR MEETING – 6:30 PM - Call to Order**

**Roll Call:** Present: Moberg, Phelps, Senum, Vice Mayor Parker, & Mayor Strawser

**PLEDGE OF ALLEGIANCE**

Consulting City Attorney, Hal DeGraw reported out of Closed Session:

1. Staff to proceed as directed.
2. Accepted settlement apportionment as proposed.
3. Staff to proceed as directed.

**PROCLAMATIONS:** None

**PRESENTATIONS:** CABY Presentation by Katie Burdick

## **BUSINESS FROM THE FLOOR**

### **1. PUBLIC COMMENT** (Per Government Code Section 54954.3)

Please refer to the meeting video on the City's website at [www.nevadacityca.gov](http://www.nevadacityca.gov).

### **2. COUNCIL MEMBERS REQUESTED ITEMS AND COMMITTEE REPORTS:**

Please refer to the meeting video on the City's website at [www.nevadacityca.gov](http://www.nevadacityca.gov) for comments.

**A. Subject:** Resolution Of The City Of Nevada City Council Calling For California's US Senators To Introduce The We The People Constitutional Amendment

**Recommendation:** Pass Resolution 2018-05 calling for California's US Senators to introduce the We The People Constitutional Amendment.

**Action:** Motion by Phelps, seconded by Senum to approve Item 2A as presented.  
**(Approved 5 - 0)**

### **3. CONSENT ITEMS:**

**A. Subject:** Fire Activity Report – January 2018

**Recommendation:** Receive and file.

**B. Subject:** Accounts Payable Activity Report – January 2018

**Recommendation:** Receive and file.

**C. Subject:** A Resolution Of The City Council Of Nevada City To Adopt A Determination Of A CalPERS Member's Industrial Disability Retirement For Police Officer Shane Franssen

**Recommendation:** Pass Resolution 2018-06 to adopt a determination of a CalPERs member's industrial disability retirement for Police Officer Shane Franssen.

**D. Subject:** A Resolution Of The City Council Of Nevada City To Adopt A Determination Of A CalPERS Member's Industrial Disability Retirement For Police Officer Gary Scott Clendenen

**Recommendation:** Pass Resolution 2018-07 to adopt a determination of a CalPERs member's industrial disability retirement for Police Officer Gary Scott Clendenen.

**Action:** Motion by Senum, seconded by Parker to approve Consent Items 3A - 3D as presented.  
**(Approved 5 - 0)**

#### 4. APPROVAL OF ACTION MINUTES:

A. City Council Meeting – January 24<sup>th</sup>, 2018

**Action:** Motion by Senum, seconded by Parker to approve January 24<sup>th</sup>, 2018 minutes as presented.  
**(Approved 3 – 0: 2 Abstained - Moberg & Phelps (due to absence))**

#### 5. DEPARTMENT REQUESTED ACTION ITEMS AND UPDATE REPORTS:

A. **Subject:** Request The Nevada City, City Council To Review And Approve The Letter to CalPERS Requesting That CalPERS Forgo The 180 Day Waiting Period For Officer Gary Clendenen To Allow Return To Employment With The City Of Nevada City As A Non-Sworn Part-Time Retired Annuitant  
**Recommendation:** Approve the attached letter to CalPERS requesting Officer Gary Clendenen be allowed to return to employment with the City of Nevada City as a non-sworn part-time retired annuitant and forgo the 180 day standard separation of employment generally required by CalPERS.

**Action:** Motion by Phelps, seconded by Parker to approve as presented.  
**(Approved 5 - 0)**

B. **Subject:** Brownfields Clean-up Project on Providence Mine Site  
**Recommendation:** Accept and File

**Action:** No action.

C. **Subject:** Acceptance Of Audit Report For Fiscal Year 2016/2017  
**Recommendation:** Review and accept the City of Nevada City Annual Financial Statements and Management Letter for year ended June 30, 2017.

**Action:** No action.

D. **Subject:** Request For Direction On Handling Of Large Number Of Applications To Operate Other Medical Cannabis Businesses  
**Recommendation:** Provide direction to staff on the handling of pending applications to operate other medical cannabis businesses.

**Action:** No action.

#### 6. PUBLIC HEARINGS:

#### 7. OLD BUSINESS:

**A. Subject:** Review Draft Amendment Ordinance 2018-XX To Ordinance 2017-06 Section 9.22.040 (Medical Cannabis Businesses) Amending Item A.1 (Medical Cannabis Dispensaries) To Allow Nevada City Council To Increase Permitted Medical Cannabis Dispensaries From One (1) To Three (3)

**Recommendation:** Waive reading of the Ordinance, read title only and introduce for the first reading.

**Action:** In advance of vote, Council was polled. Parker, Strawser, Senum and Phelps all preferred one (1) dispensary and Phelps preferred three (3). These results prompted the Council to take no action on item 7A.

**(No action taken)**

**8. NEW BUSINESS:**

**A. Subject:** A Resolution Of City Council Of The City Of Nevada City Setting Aside Decision Granting Appeal Of Planning Commission Decision

**Recommendation:** Pass Resolution 2018-08 setting aside decision granting appeal of planning commission decision.

**Action:** Motion by Moberg, seconded by Parker to approve as presented.

**(Approved 5 - 0)**

**9. CORRESPONDENCE:**

**10. ANNOUNCEMENTS:**

Please refer to the meeting video on the City's website at [www.nevadacityca.gov](http://www.nevadacityca.gov).

**11. CITY MANAGER'S REPORT:**

**12. ADJOURNMENT – 10:39 pm**

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**Duane Strawser, Mayor**

**ATTEST:**

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**Niel Locke, City Clerk**

# REPORT TO CITY COUNCIL

City of Nevada City  
317 Broad Street  
Nevada City, CA 95959  
[www.nevadacityca.gov](http://www.nevadacityca.gov)

February 28, 2018

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**TITLE:** 1<sup>st</sup> Quarter Financial Update, Fiscal Year (FY) 17/18

**RECOMMENDATION:** Receive and file.

**CONTACT:** Catrina Olson, City Manager

**BACKGROUND / DISCUSSION:**

As of September 30, 2016, the City had \$521k in the General Checking, \$686 million in the Local Agency Investment Fund (LAIF) yielding .60%, and \$1.24 million in Certificates of Deposit (CD's) with an average portfolio maturity of 3 years and an average yield of 1.2%. The cumulative cash total for the City was \$2.54 million vs. \$3.12 million September 30, 2015. The reduced cash flow is significantly tied to the project work that the City has been conducting associated to grants and Measure "S" and is timing related as the City submits for reimbursements.

The City's General Fund does not currently have any long term debt as of September 30, 2016 vs. \$14.6k September 30, 2015. The reduction in debt is associated to the payoff of vehicles that were purchased through Ford. The City did not take a transfer of funds leveraging Nevada City Property Taxes from Nevada County for the fy 16/17.

The City's Enterprise Fund long term debt was \$4.1 million as of September 30, 2016 vs. \$4.3 million as of September 30, 2015, \$170k lower, associated to regular principal reduction payments.

As of September 30, 2016, General Fund revenues were \$726k vs. \$556k September 30, 2015, an increase of \$170k, year over year (yoy) associated with increases in sales tax, transient occupancy tax, business licenses and other income. The increase in sales taxes is timing related as the City received and posted a sales tax payment that didn't post until early October last fiscal year. The increase in business licenses is related to the fee structure change and approximately \$20k is related to businesses opting to pay for a 3 year business license which is considered unearned revenue and will be moved into the next fiscal year during the year-end close. The increase in other income is associated to the final insurance reimbursement for the Police Department 2015 Chevy Tahoe and is a one-time revenue. General Fund revenues received at \$726k were 20%

(not quite 25% associated to timing in receipt of property taxes) of the \$3.5 million budget. Extracting the \$20k of unearned revenue, the additional sales tax payment of \$60.8k and the insurance claim reimbursement of \$11.2k would leave revenues at \$634k for the 1<sup>st</sup> quarter still higher comparatively yoy.

As of September 30, 2016, the General Fund expenditures were at \$1.26 million vs. \$1.04 million September 30, 2015, an increase of \$222k yoy. General Administration expenditures at \$230k were 24% of the \$949k operational and capital budget. The Fire Department expenditures at \$233k were 34% of the \$803k operational and capital. Salary and benefit costs for two of the new Firefighters will be covered by Measure "L" funds for the first 9 months of fy 16/17. The City has secured funding through ballot Measure "C" for the three additional positions that were added at Station 54 to replace those removed by the Consolidated Fire District. The City will begin using these funds for the three positions beginning April 2017 upon receipt of the first new special tax revenue installment. The Police Department expenditures at \$529k were 32% of the \$1.66 million budget. The Department of Public Works expenditures at \$109k were 27% of the \$409k operational budget. The Parks and Recreation Department expenditures at \$101k were 37% of the \$273k budget. The Park and Recreation Department's budget overage as of the end of the 1<sup>st</sup> quarter for fy 15/16 was tied to the seasonality of the expenditures for the pool and pool programs. The Veteran's Building expenditures at \$12k were 24% of the \$49k budget. Typically at the completion of the 1<sup>st</sup> quarter departmental expenditures should be approximately 25% of budget. Overall operational expenditures at \$1.04 million were 28% of the \$3.73 million budget.

The General Fund had expenditures exceeding revenues of \$532k as of September 30, 2016, higher than the previous fiscal year because the City had capital outlay expenditures in the Fire Department and the Police Department that were not expended in the 15/16 fiscal year. The City has a positive unassigned fund balance of \$591k ending fy 15/16 and has maintained a continued improving economic financial position over the last five fiscal years. It continues to be crucial that City Staff monitor incoming revenues and prioritize and review program expenditures to support preserving and improving the current financial status.

As of September 30, 2016, Special Fund revenues were \$559k and were 15% of the \$3.69 million budget. The City's two special tax measures have performing on budget. The City has received \$154k in Measure "S" sales tax revenues and were 26% of the \$595k budget, and \$114k in Measure "L" sales tax revenues and were 26% of \$435k budget. Most Special Fund revenues are tied to the timing of expenditures by the City and reimbursement based.

As of September 30, 2016, the Special Fund expenditures including capital outlay were \$181k and were 1% of the overall \$3.8 million budget. Special Fund expenditures are all timing related.

As of September 30, 2016, the Water Fund revenues were \$180k vs. \$162k September 30, 2015. The increase in Water Fund revenues of \$18.3k was associated to increased water consumption compared to the same time last year. Water Fund revenues received at \$180k were 24% of the \$762k budget.

As of September 30, 2016 the Water Fund expenditures were at \$192k vs. \$178k September 30, 2015. The increase of \$14k in Water Fund expenditures was associated primarily to an increase in water equipment repair and maintenance and the purchase of NID water. The Water Department and Water Distribution fund with expenditures of \$191k were 25% of the \$778k operational and capital budget.

The Water Fund had expenditures exceeding revenues of \$12k as of September 30, 2016. The Water Fund had been experiencing an improved unrestricted financial position, however, has experienced continued erosion ending fy 14/15 at \$(168k) and now ending fy 15/16 \$(324k). If conservation practices of recent years remain, the City will continue to experience a slowing in Water Fund revenues, and with the increase in expenditures for necessary repairs, it is critical that City Staff explore efficiencies in operations and reductions in expenditures to maintain the improving financial position of the Water Fund.

As of September 30, 2016, the Wastewater Fund revenues were \$244k vs. \$187k September 30, 2015. The increase in Wastewater Fund revenues of \$56k was associated to the fee structure revenue collection correction. Last fiscal year the financial system was programmed incorrectly and the City was under billing wastewater charges. The error was found and corrected and the City has been collecting the correct amount including back charges. Wastewater Fund revenues received at \$244k were 20% of the \$1.3 million budget.

As of September 30, 2016, the Wastewater Fund expenditures were at \$483k vs. \$466k September 30, 2015. The increase of \$17k in Wastewater Fund expenditures was associated to capital outlay of \$88k for the Wastewater Treatment Plant. The Wastewater Department and Wastewater Distribution fund with expenditures of \$483k were 29% of the \$1.67 million operational and capital outlay budget.

The Wastewater Fund had expenditures exceeding revenues of \$238k as of September 30, 2016. The Wastewater Fund continues to maintain a positive fund position with an

unrestricted balance of \$2.0 million ending fy 15/16. However, the last 3 fiscal years has experienced significant erosion. City Staff will need to closely monitor incoming revenues, which wastewater rates have not been adjusted since 2005, and prioritize and review operational and capital expenditures to support preserving and improving the wastewater fund financial status.

**ATTACHMENTS:**

- Fund Financial Status Report
- Statement of Condition
- Revenue and Expenditure Report (General Fund, Special Funds, Water Fund & Sewer Fund)
- Major Revenue Graphs

**CITY OF NEVADA CITY**  
Fund - Financial Status Report  
September 30, 2017

Cash Balances as of September 30, 2017

1) Checking Account Citizens	\$	280,230.74	
2) Core Account	\$	4,480.13	
3) LAIF	\$	489,614.88	
4) Fire Department	\$	126,030.04	
5) Certificates of Deposit	\$	991,000.00	see attachment A

Total City Cash Accounts **\$ 1,891,356** \*\*Ties to Fund balances

6) Petty Cash **\$ 475.00**

Other Cash Accounts **475.00**

**TOTAL CASH** **\$ 1,891,830.59**

		FY 17-18 Activity to September 30, 2016	FY 16-17 Activity to September 30, 2016	\$ Change
<b>General Fund Balances:</b>				
100 GENERAL FUND	\$	750,523	\$ 697,350	\$ 53,173
<b>Subtotal General Funds</b>	\$	<b>750,523</b>	\$ <b>697,350</b>	\$ <b>53,173</b>

Special Revenues:

200 AB1600	\$	90,469	\$ 187,273	\$ (96,804)
201 P&R QUIMBY	\$	26,217	\$ 29,263	\$ (3,046)
205 DONATION PRJT	\$	14,221	\$ 14,228	\$ (7)
209 NEVADA/MAIN PRJ	\$	(288,899)	\$ (60,852)	\$ (228,047)
210 GAS TAX-STREETS	\$	(18,789)	\$ (39,707)	\$ 20,918
212 RSTP/STIP	\$	(1)	\$ (605)	\$ 604
215 RURAL PLANNING	\$	197,219	\$ (107,718)	\$ 304,937
217 REG.TRAFFIC MIT	\$	-	\$ 1	\$ (1)
218 FEMA	\$	(106,469)	\$ (394)	\$ (106,075)
219 CEC GRANT	\$	-	\$ (3,333)	\$ 3,333
220 INDIAN TRAILS	\$	46,530	\$ 46,620	\$ (90)
221 UST PROJECT	\$	(11,034)	\$ (11,025)	\$ (9)
223 CALFIRE GRANT	\$	(192,894)	\$ -	\$ (192,894)
224 LCWF POOL REHAB	\$	(217,181)	\$ (7,295)	\$ (209,886)
227 LITTLE DEER CRK	\$	(138,374)	\$ (24,835)	\$ (113,539)
229 BROWNSFIELD '10	\$	8,645	\$ 670	\$ 7,975
230 TAX - FIRE DEPT	\$	1,686	\$ 1,708	\$ (22)
231 2003 FIRE TAX	\$	3,244	\$ 3,269	\$ (25)
241 NC REC/QUIMBY	\$	(3)	\$ (3,255)	\$ 3,252
250 CDBG ENTERPRISE	\$	3,201	\$ (126,205)	\$ 129,406
265 CABY - NEV CITY	\$	(231,478)	\$ 17,919	\$ (249,397)
266 CABY- MISC AGENCY	\$	(526,271)	\$ (473,858)	\$ (52,413)
271 PROP 172	\$	83,093	\$ 69,191	\$ 13,902
272 MATHIVET	\$	42,695	\$ 72,935	\$ (30,240)
280 MEASURE "L"	\$	301,743	\$ 286,664	\$ 15,079
285 MEASURE "C"	\$	75,001	\$ -	\$ 75,001
273 SLESF	\$	57,587	\$ 82,374	\$ (24,787)
710 CONSTITUTION DAY PARADE	\$	(1,374)	\$ 1,245	\$ (2,619)
715 MEASURE "S"	\$	258,719	\$ 144,251	\$ 114,468
770 BECKER	\$	18,374	\$ 18,229	\$ 145
<b>Subtotal Special Revenues</b>	\$	<b>(504,123)</b>	\$ <b>116,758</b>	\$ <b>(620,881)</b>

Enterprise Funds:

600 WATER FUND	\$	(250,169)	\$ (598,742)	\$ 348,573
614 WATER-AB1600	\$	26,069	\$ 25,867	\$ 202
625 WTP - UPGRADE	\$	(1)	\$ (1,279)	\$ 1,278
650 SEWER FUND	\$	1,852,658	\$ 2,283,581	\$ (430,923)
654 SEWER-AB1600	\$	16,399	\$ 16,270	\$ 129
<b>Subtotal Enterprise Funds</b>	\$	<b>1,644,956</b>	\$ <b>1,725,697</b>	\$ <b>(80,741)</b>

**TOTAL OF FUNDS** **\$ 1,891,356** **\$ 2,539,805** **\$ (648,449)**

**City of Nevada City - Investment Schedule 2017/18**  
**Attachment A**

<u>Institution</u>	<u>Amount</u>	<u>Rate</u>	<u>Purchase Date</u>	<u>Maturity Date</u>	<u>Term</u>	<u>FDIC Ins.</u>
GE Capital Bank Inc. Retail	\$247,000	1.80%	9/8/2014	9/5/2018	4 Yr	Yes
Capital One Bank USA National Assn Glen Allen	\$248,000	1.10%	8/24/2016	8/24/2018	2 Yr	Yes
Ally Bank Midvale	\$248,000	1.50%	2/9/2017	2/11/2019	2 Yr	Yes
Wells Fargo Bank	\$248,000	1.80%	4/12/2017	4/12/2019	2 Yr	Yes

**December 31, 2016**

<i>General Checking</i>	\$ 450,493.81
<i>Core Money Market</i>	\$ 4,478.47
<i>LAIF</i>	\$ <u>486,565.36</u>
<b><i>Cash On Hand</i></b>	\$ 941,537.64

*CD's* \$991,000

***Total Cash*** \$ 2,258,506.00

**City of Nevada City  
Statement of Condition  
September 30, 2017**

<u>Cash &amp; Investments</u>	<u>Actual</u> <u>September 30, 2017</u>	<u>Actual</u> <u>September 30, 2016</u>
Checking	\$ 280,231	\$ 520,847
Core Account	\$ 4,480	\$ 16,482
LAIF	\$ 489,615	\$ 685,524
Certificates of Deposit	\$ 991,000	\$ 1,239,000
Fire Department	\$ 126,030	\$ 77,953
Petty Cash	\$ 475	\$ 475
<b>Total Cash &amp; Investments</b>	<b>\$ 1,891,831</b>	<b>\$ 2,540,280</b>

<u>Debt Governmental Activities</u>	<u>Balance</u> <u>September 30, 2017</u>	<u>Balance</u> <u>September 30, 2016</u>	<u>Comments</u>
<b>Leases:</b>			
Ford Motor Credit Municipal	\$ -	\$ -	
<b>Loans:</b>			
<b>Total Governmental Debt</b>	<b>\$ -</b>	<b>\$ -</b>	

Debt Business Type Activities (Water&Wastewater)

<b>COP's:</b>			
Citizens - Wastewater Treatment Plant Refunding 2008	\$ 431,574	\$ 494,566	Payments made twice yearly Jun/Dec
USDA - Wastewater COP's Series 2005	\$ 1,861,000	\$ 1,895,000	Payments made twice yearly Dec/July (1st pmt Int only/2nd pmt princ. & int)
USDA - Wastewater COP's Series 2007	\$ 1,565,000	\$ 1,593,000	Payments made twice yearly Dec/July (1st pmt Int only/2nd pmt princ. & int)
<b>Loan:</b>			
First Security Finance - Water Plant Bond Refi	\$ -	\$ -	Payments made twice yearly Mar/Sept
<b>Total Business Type Debt</b>	<b>\$ 3,857,574</b>	<b>\$ 3,982,566</b>	

<u>PERs projected Contribution Rates:</u>	<u>Empl. Contrib. 17/18</u>	<u>Empl. Contrib. 18/19</u>	<u>Unfunded Accrued Liability as of 6/30/17</u>
Miscellaneous Employees	23.465% + 8%	33.150% + 8%	\$ 2,144,980
Safety Employees	36.272% + 9%	38.843% + 9%	\$ 2,573,046
<b>2nd Tier Retirement (employee contributes 5% towards 7% employee portion)</b>			
Miscellaneous Employees (2%@60)	7.806% + 7%	8.271% + 7%	\$ 7,803
Safety Employees (2%@55)	13.117% + 7%	N/A	\$ 2,193
<b>PEPRA (new members)</b>			
Miscellaneous Employees (2%@62)(Employee contributes 6.25%)	6.533% + 6.25%	7.213% + 6.25%	\$ 9,167
Safety Employees (2.7%@57) (Employee contributes 9.5%)	9.519% + 9.5%	10.622% + 9.5%	\$ 1,655
			<b>\$ 4,738,844</b>

**City of Nevada City  
Revenues & Expenditures General Fund  
September 30, 2017**

	<u>Actual</u> <u>September 30, 2017</u>	<u>Actual</u> <u>September 30, 2016</u>	<u>Adopted Annual Budget</u> <u>FY 17/18</u>	<u>\$\$</u> <u>Annual Budget</u>	<u>%</u>
<b>Revenues - Governmental Activities</b>					
Sales Taxes	\$ 254,622	\$ 251,990	\$ 991,000	\$ (736,378)	26%
Property Taxes (includes prop tax in lieu of VLF)	\$ 61,641	\$ 61,564	\$ 1,501,735	\$ (1,440,094)	4%
Transient Occupancy Taxes	\$ 118,556	\$ 95,395	\$ 405,000	\$ (286,444)	29%
Franchises	\$ 29,408	\$ 17,146	\$ 151,345	\$ (121,937)	19%
Licenses & Permits	\$ 73,704	\$ 80,571	\$ 73,620	\$ 84	100%
Planning	\$ 5,780	\$ 5,980	\$ 27,000	\$ (21,220)	21%
Parks & Recreation	\$ 46,990	\$ 45,387	\$ 137,700	\$ (90,710)	34%
Veteran's Building	\$ 4,094	\$ 3,909	\$ 20,000	\$ (15,906)	20%
Parking Meters	\$ 17,678	\$ 31,755	\$ 95,000	\$ (77,322)	19%
Safety (includes PD POST, Fire Department/Strike, Asset Forfeiture/mvif etc)	\$ 96,984	\$ 71,825	\$ 244,250	\$ (147,266)	40%
Grants	\$ -	\$ -	\$ 20,964	\$ (20,964)	0%
Sale of Real Property	\$ -	\$ -	\$ 750,000	\$ (750,000)	0%
All Other Revenues	\$ 21,598	\$ 33,632	\$ 78,615	\$ (57,017)	27%
<b>Total Governmental Revenue</b>	<b>\$ 731,055</b>	<b>\$ 699,154</b>	<b>\$ 4,496,229</b>	<b>\$ (2,958,157)</b>	<b>16%</b>

**Funds from Other Financing Sources**

Transfers In (fire taxes, CABY Admin., SLESF, Prop 172, Measure L)

\$ -	\$ -	\$ 172,500
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<b>TOTAL GENERAL FUND REVENUES</b>	<b>\$ 731,055</b>	<b>\$ 699,154</b>	<b>\$ 4,668,729</b>
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**Expenditures - Governmental Activities**

General Government (Finance & Administration)	\$ 127,703	\$ 126,432	\$ 520,605	\$ (392,902)	25%
Capital Outlay	\$ -	\$ -	\$ -	\$ -	
A-87 Cost Allocation Adjustment	\$ -	\$ -	\$ (356,727)	\$ -	
City Council	\$ 699	\$ 1,625	\$ 17,800	\$ (17,101)	4%
A-87 Cost Allocation Adjustment	\$ -	\$ -	\$ 1,668	\$ -	
Planning Commission	\$ 53	\$ 646	\$ 5,950	\$ (5,897)	1%
A-87 Cost Allocation Adjustment	\$ -	\$ -	\$ 467	\$ -	
City Attorney	\$ 18,432	\$ 20,186	\$ 117,175	\$ (98,744)	16%
Capital Outlay	\$ -	\$ -	\$ -	\$ -	
City Planner	\$ 32,428	\$ 35,355	\$ 158,510	\$ (126,082)	20%
Capital Outlay	\$ -	\$ -	\$ -	\$ -	
A-87 Cost Allocation Adjustment	\$ -	\$ -	\$ 18,311	\$ -	
City Manager	\$ 17,112	\$ 45,451	\$ 151,753	\$ (134,641)	11%
Capital Outlay	\$ -	\$ -	\$ -	\$ -	
A-87 Cost Allocation Adjustment	\$ -	\$ -	\$ (50,631)	\$ -	
City Clerk&Treasurer	\$ 696	\$ 696	\$ 2,584	\$ (1,888)	27%
Fire Department	\$ 223,151	\$ 232,514	\$ 477,757	\$ (254,606)	47%
Capital Outlay	\$ -	\$ 42,244	\$ 5,000	\$ (5,000)	0%
A-87 Cost Allocation for Administrative Staff - Charge to FD	\$ -	\$ -	\$ 30,407	\$ -	
Police Department	\$ 499,615	\$ 512,009	\$ 1,656,757	\$ (1,157,142)	30%
Capital Outlay	\$ -	\$ 17,224	\$ 20,000	\$ (20,000)	0%
A-87 Cost Allocation for Administrative Staff - Charge to PD	\$ -	\$ -	\$ 70,201	\$ -	
Public Works (b&g, streets)	\$ 123,008	\$ 99,823	\$ 511,611	\$ (388,603)	24%
Capital Outlay	\$ -	\$ 637	\$ 17,750	\$ (17,750)	
A-87 Cost Allocation for Administrative Staff - Charge to PW	\$ -	\$ -	\$ 56,189	\$ -	
Community Agency Support	\$ 1,478	\$ 2,295	\$ 59,965	\$ (58,487)	2%
Park and Recreation (p&r, pool, summer prg.)	\$ 98,627	\$ 107,581	\$ 304,273	\$ (205,646)	32%
Capital Outlay	\$ -	\$ -	\$ 708,440	\$ (708,440)	
A-87 Cost Allocation for Administrative Staff - Charge to P&R	\$ -	\$ -	\$ 55,369	\$ -	
Veteran's Building	\$ 10,327	\$ 12,845	\$ 52,366	\$ (42,039)	20%
A-87 Cost Allocation for Administrative Staff - Veteran's Building	\$ -	\$ -	\$ 1,192	\$ -	
<b>Total General Fund Expenditures</b>	<b>\$ 1,153,326</b>	<b>\$ 1,257,564</b>	<b>\$ 4,614,742</b>	<b>\$ (3,592,930)</b>	<b>25%</b>

<b>NET GENERAL FUND REVENUES/EXPENDITURES</b>	<b>\$ (422,271)</b>	<b>\$ (558,410)</b>	<b>\$ 53,987</b>
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**City of Nevada City  
Revenues & Expenditures Committed Funds  
September 30, 2017**

<u>Revenues - Special</u>	Fund	Actual September 30, 2017		Adopted Annual Budget FY 17/18	Variance to Budget
AB1600 Mitigation Fees	200	\$ -	\$	24,790	\$ (24,790)
Donation Projects	205	\$ -	\$	\$ -	\$ -
Highway Bridge Grant Project	209	\$ -	\$	500,000	\$ (500,000)
Gas Tax	210	\$ 22,675	\$	84,085	\$ (61,410)
NCTC RSTP & Local Ped & Bike	212/213	\$ -	\$	55,000	\$ (55,000)
CMAQ Streets and Roads	215	\$ 240,037	\$	418,500	\$ (178,463)
Regional Traffic Mitigation	217	\$ -	\$	15,080	\$ (15,080)
FEMA Grant	218	\$ -	\$	994,000	\$ (994,000)
LWCF - Pool Rehab	224	\$ -	\$	460,000	\$ (460,000)
Little Deer Creek	227	\$ -	\$	250,000	\$ (250,000)
Brownsfield '10 Grant Reimbursement	229	\$ 7,166	\$	100,000	\$ (92,834)
Fire Tax	230/231	\$ 4,930	\$	100,500	\$ (95,570)
NC Rec/Quimby Park & Recreation Mitigation	241	\$ -	\$	\$ -	\$ -
CDBG-Enterprise	250	\$ -	\$	280,465	\$ (280,465)
CABY - Nev City	265	\$ -	\$	640,000	\$ (640,000)
CABY - Washington	266	\$ -	\$	990,050	\$ (990,050)
Prop 172	271	\$ 7,146	\$	30,000	\$ (22,854)
SLESF - Supplemental Law Enforcement	273	\$ 50,057	\$	100,175	\$ (50,118)
Measure "L" Sales Tax	280	\$ 123,992	\$	467,000	\$ (343,008)
Measure "C"	285	\$ 119,783	\$	465,000	\$ (345,217)
Constitution Day	710	\$ 4,000	\$	6,000	\$ (2,000)
Measure "S" Sales Tax	715	\$ 166,081	\$	629,150	\$ (463,069)
Special Revenue Interest		\$ 205	\$	1,050	\$ (845)
<b>Total Special Revenue</b>		<b>\$ 746,071</b>	<b>\$</b>	<b>6,610,845</b>	<b>\$ (5,863,928)</b>

**Expenditures - Special Revenue Activities**

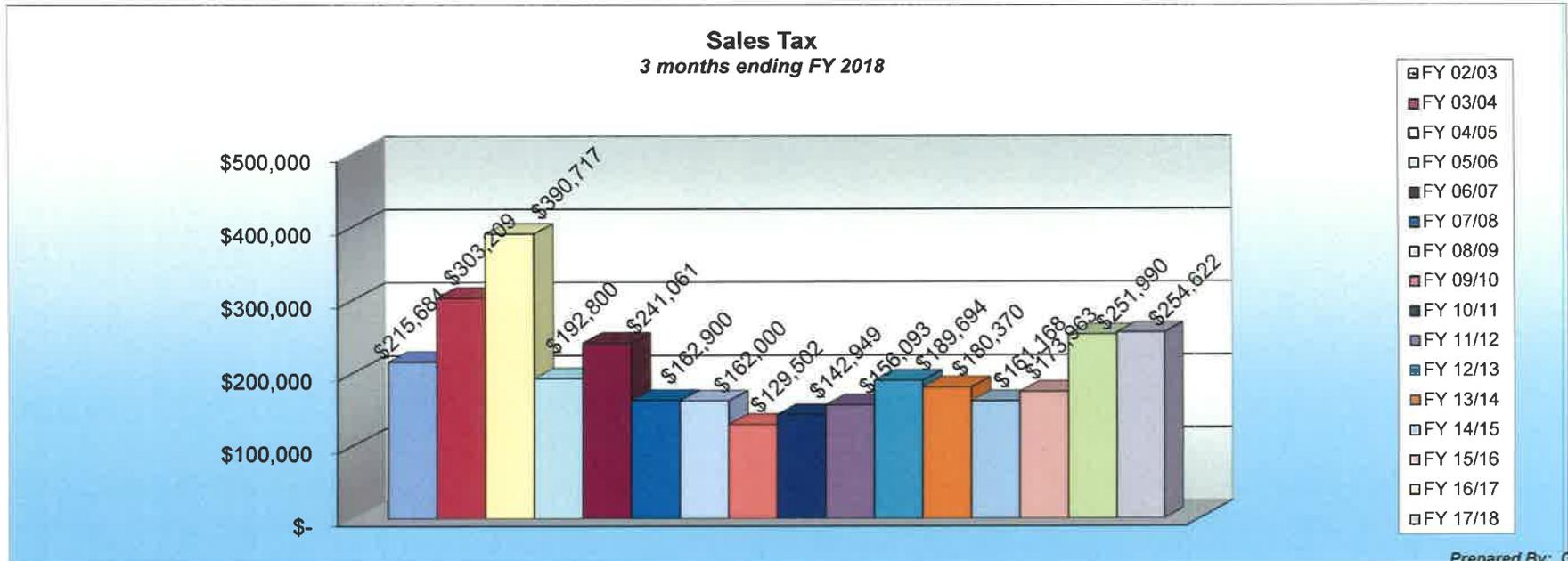
AB1600	200	\$ -	\$	37,485	\$ (37,485)
P&R Quimby	201	\$ -	\$	19,000	\$ -
Donation Projects	205	\$ -	\$	500	\$ (500)
Highway Bridge Grant Project	209	\$ 251	\$	\$ -	\$ 251
<i>Capital Outlay</i>		\$ 2,779	\$	500,000	\$ (497,221)
Gas Tax	210	\$ 27,658	\$	82,500	\$ (54,842)
<i>Capital Outlay</i>		\$ -	\$	\$ -	\$ -
NCTC RSTP & Local Ped & Bike	212/213	\$ -	\$	\$ -	\$ -
<i>Capital Outlay</i>		\$ -	\$	55,000	\$ (55,000)
CMAQ - ST&RD	215	\$ -	\$	\$ -	\$ -
<i>Capital Outlay</i>		\$ -	\$	420,000	\$ (420,000)
Regional Traffic Mitigation	217	\$ -	\$	15,080	\$ (15,080)
FEMA Grant	218	\$ 12,244	\$	783,000	\$ (770,756)
<i>Capital Outlay</i>		\$ 31,545	\$	211,000	\$ (179,456)
Indian Trails	220	\$ -	\$	1,000	\$ (1,000)
CalFire Grant	223	\$ 236	\$	\$ -	\$ -
LWCF-Pool Rehab	224	\$ -	\$	\$ -	\$ -
<i>Capital Outlay</i>		\$ 202,855	\$	460,000	\$ (257,145)
Little Deer Creek	227	\$ 6,083	\$	250,000	\$ (243,917)
Brownsfield '10	229	\$ 1,167	\$	100,000	\$ (98,833)
Fire Tax	230/231	\$ -	\$	100,500	\$ (100,500)
NC Rec/Quimby Park & Recreation Mitigation	241	\$ -	\$	\$ -	\$ -
<i>Capital Outlay</i>		\$ -	\$	\$ -	\$ -
CDBG	250	\$ -	\$	20,930	\$ (20,930)
<i>Capital Outlay</i>		\$ -	\$	259,535	\$ (259,535)
CABY - Nev City	265	\$ 90	\$	345,000	\$ (344,910)
<i>Capital Outlay</i>		\$ 2,528	\$	96,400	\$ (93,872)
CABY - Washington	266	\$ 4,532	\$	696,165	\$ (691,634)
Prop 172	271	\$ -	\$	30,000	\$ (30,000)
Mathivet	272	\$ -	\$	25,000	\$ (25,000)
SLESF - Supplemental Law Enforcement	273	\$ -	\$	100,000	\$ (100,000)
Measure "L"	280	\$ 2,500	\$	489,585	\$ (487,085)
<i>Capital Outlay</i>		\$ -	\$	140,800	\$ (140,800)
Measure "C"	285	\$ 64,606	\$	411,244	\$ (346,638)
Constitution Day	710	\$ 3,835	\$	6,000	\$ (2,165)
Measure "S"	715	\$ 18,816	\$	312,841	\$ (294,025)
<i>Capital Outlay</i>		\$ 455	\$	225,000	\$ (224,545)
A-87 Cost Allocation for Administrative Staff - Charge to Special Revenues		\$ -	\$	29,500	\$ (29,500)
<b>Total Special Revenue Expenditures</b>		<b>\$ 382,177</b>	<b>\$</b>	<b>6,223,065</b>	<b>\$ (5,822,124)</b>

**City of Nevada City  
Revenues & Expenditures Enterprise Funds  
September 30, 2017**

	<u>Actual</u> <u>September 30, 2017</u>	<u>Actual</u> <u>September 30, 2016</u>	<u>Annual Budget</u> <u>FY 17/18</u>	<u>\$\$</u> <u>Annual Budget</u>	<u>%</u>
<b><u>Water Fund Revenues</u></b>					
Water Fund (includes interest)	\$ 198,949	\$ 179,947	\$ 827,825	\$ (628,876)	24%
Water AB1600 Mitigation	\$ 20	\$ 7	\$ -		
<b>Total Water Revenues</b>	<b>\$ 198,969</b>	<b>\$ 179,954</b>	<b>\$ 827,825</b>	<b>\$ (628,856)</b>	<b>24%</b>
<b><u>Water Fund Expenditures</u></b>					
Water Plant	\$ 91,395	\$ 146,577	\$ 334,147	\$ (242,752)	27%
Capital Outlay	\$ -	\$ 3,775	\$ 97,500	\$ (97,500)	0%
Water Distribution	\$ 44,073	\$ 40,867	\$ 181,987	\$ (137,914)	24%
Capital Outlay	\$ -	\$ 637	\$ 177,500	\$ (177,500)	
A-87 Cost Allocation for Administrative Staff - Charge to Water	\$ -	\$ -	\$ 72,338		
<b>Total Water Expenditures</b>	<b>\$ 135,467</b>	<b>\$ 191,856</b>	<b>\$ 863,472</b>	<b>\$ (728,005)</b>	<b>16%</b>
<b>NET WATER FUND REVENUES/EXPENDITURES</b>	<b>\$ 63,502</b>	<b>\$ (11,903)</b>	<b>\$ (35,647)</b>		
<b><u>Wastewater Fund Revenues</u></b>					
Wastewater Plant (includes interest)	\$ 220,150	\$ 232,430	\$ 1,313,010	\$ (1,092,860)	17%
Wastewater - Program Income	\$ -	\$ 12,000	\$ 60,000	\$ (60,000)	
Wastewater AB1600 Mitigation	\$ 15	\$ 5	\$ -		
<b>Total Wastewater Revenues</b>	<b>\$ 220,165</b>	<b>\$ 244,435</b>	<b>\$ 1,373,010</b>	<b>\$ (1,152,845)</b>	<b>16%</b>
<b><u>Wastewater Fund Expenditures</u></b>					
Wastewater Plant	\$ 352,878	\$ 357,883	\$ 1,048,809	\$ (695,931)	34%
Capital Outlay	\$ 12,536	\$ 88,309	\$ 182,500	\$ (169,964)	7%
Wastewater Collection	\$ 50,888	\$ 36,076	\$ 188,834	\$ (137,946)	27%
Capital Outlay	\$ 108,123	\$ 637	\$ 227,500	\$ (119,377)	48%
A-87 Cost Allocation for Administrative Staff - Charge to Wastewater	\$ -	\$ -	\$ 89,233		
<b>Total Wastewater Expenditures</b>	<b>\$ 524,425</b>	<b>\$ 482,905</b>	<b>\$ 1,736,876</b>	<b>\$ 1,212,451</b>	<b>30%</b>
<b>NET WASTEWATER FUND REVENUES/EXPENDITURES</b>	<b>\$ (304,260)</b>	<b>\$ (238,470)</b>	<b>\$ (363,866)</b>		

**YTD Analysis Sales Tax (includes property in lieu of sales tax)  
3200-107**

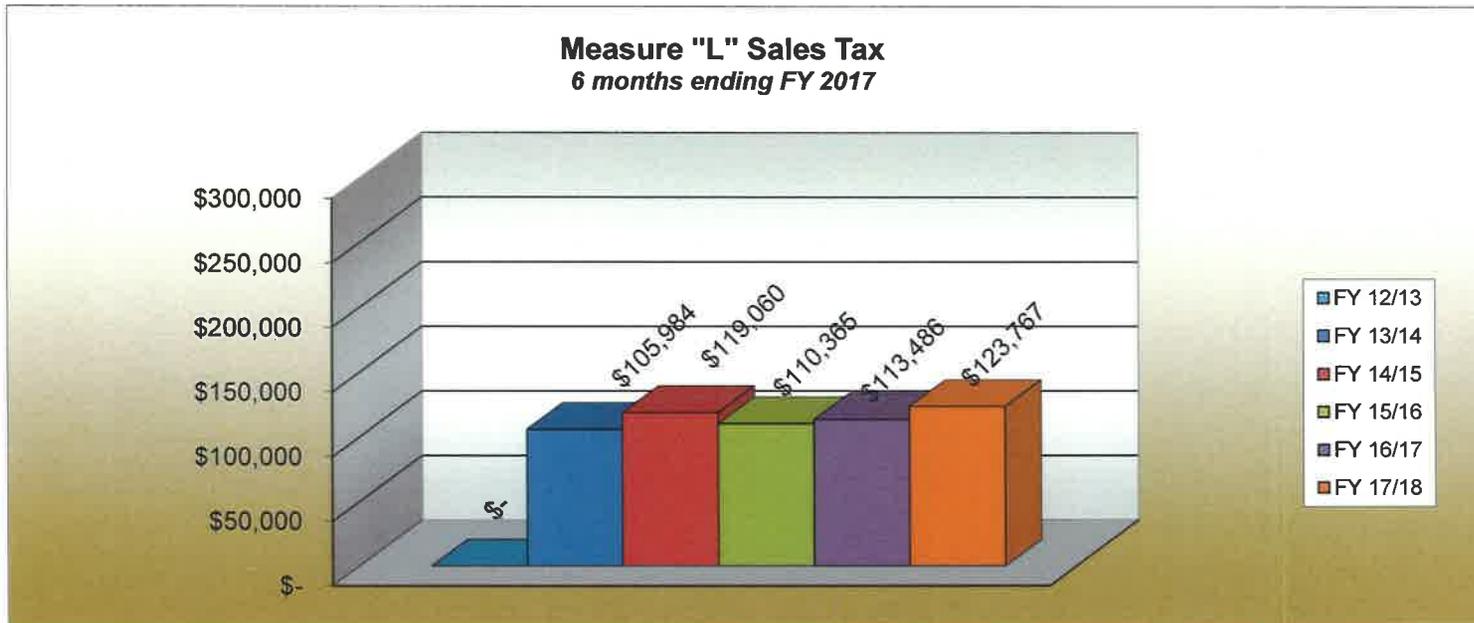
	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>total</u>
FY 02/03	\$ 63,300	\$ 76,900	\$ 75,484	\$ 64,100	\$ 81,000	\$ 123,550	\$ 72,500	\$ 96,700	\$ 117,170	\$ 64,700	\$ 86,200	\$ 67,900	\$ 989,504
FY 03/04	\$ 62,500	\$ 73,900	\$ 166,809	\$ 69,800	\$ 93,000	\$ 118,483	\$ 84,900	\$ 113,200	\$ 124,281	\$ 63,800	\$ 85,100	\$ 104,040	\$ 1,159,813
FY 04/05	\$ 78,400	\$ 104,500	\$ 207,817	\$ 57,300	\$ 76,400	\$ 85,698	\$ 74,000	\$ 98,700	\$ -	\$ 147,721	\$ 77,300	\$ 58,957	\$ 1,066,793
FY 05/06	\$ 82,600	\$ 110,200	\$ -	\$ 94,004	\$ 73,700	\$ 114,885	\$ 202,709	\$ 105,000	\$ -	\$ 99,035	\$ 212,337	\$ 89,076	\$ 1,183,547
FY 06/07	\$ 75,600	\$ 100,800	\$ 64,661	\$ 62,700	\$ 83,700	\$ 117,358	\$ 206,922	\$ 101,300	\$ -	\$ 150,002	\$ 200,622	\$ 91,491	\$ 1,255,156
FY 07/08	\$ 69,800	\$ 93,100	\$ -	\$ 137,713	\$ 58,800	\$ 64,326	\$ 261,046	\$ 107,800	\$ 42,475	\$ 45,700	\$ 241,146	\$ 109,416	\$ 1,231,322
FY 08/09	\$ -	\$ 78,700	\$ 83,300	\$ 50,100	\$ 66,800	\$ 120,161	\$ 162,516	\$ 81,400	\$ -	\$ -	\$ 106,987	\$ 152,525	\$ 902,489
FY 09/10	\$ 56,100	\$ 66,500	\$ 6,902	\$ 51,400	\$ -	\$ 73,747	\$ 154,471	\$ -	\$ 97,734	\$ 28,400	\$ 148,071	\$ 31,725	\$ 715,050
FY 10/11	\$ 36,500	\$ 48,700	\$ 57,749	\$ 35,100	\$ 46,800	\$ 96,873	\$ 123,798	\$ 63,700	\$ 36,695	\$ 34,100	\$ 125,998	\$ 62,874	\$ 768,887
FY 11/12	\$ 41,800	\$ 55,800	\$ 58,493	\$ 44,800	\$ 44,000	\$ 79,233	\$ 154,208	\$ 62,200	\$ 59,591	\$ 35,900	\$ 155,408	\$ 75,347	\$ 866,780
FY 12/13	\$ 43,800	\$ 58,400	\$ 87,494	\$ 52,200	\$ 69,600	\$ 35,096	\$ 164,179	\$ 67,700	\$ 44,530	\$ 41,500	\$ 168,679	\$ 66,270	\$ 899,448
FY 13/14	\$ 52,300	\$ 69,700	\$ 58,370	\$ 46,300	\$ 61,700	\$ 56,847	\$ 161,122	\$ 65,900	\$ 60,167	\$ 36,100	\$ 159,922	\$ 97,309	\$ 925,737
FY 14/15	\$ 54,200	\$ 72,200	\$ 34,768	\$ 45,500	\$ 60,700	\$ 75,592	\$ 179,747	\$ 71,000	\$ 49,672	\$ 45,200	\$ 186,647	\$ 80,897	\$ 956,123
FY 15/16	\$ 48,264	\$ 63,800	\$ 61,898	\$ 49,600	\$ 66,200	\$ 52,000	\$ 51,300	\$ 68,500	\$ 75,726	\$ 57,700	\$ 76,800	\$ 87,926	\$ 759,715
FY 16/17	\$ 62,100	\$ 82,800	\$ 107,090	\$ 60,800	\$ 81,200	\$ 114,963	\$ 68,800	\$ 91,700	\$ 72,127	\$ 50,100	\$ 66,700	\$ 109,486	\$ 967,866
FY 17/18	\$ 68,100	\$ 90,800	\$ 95,722										\$ 254,622



Prepared By: Catrina Olson  
2/23/2018

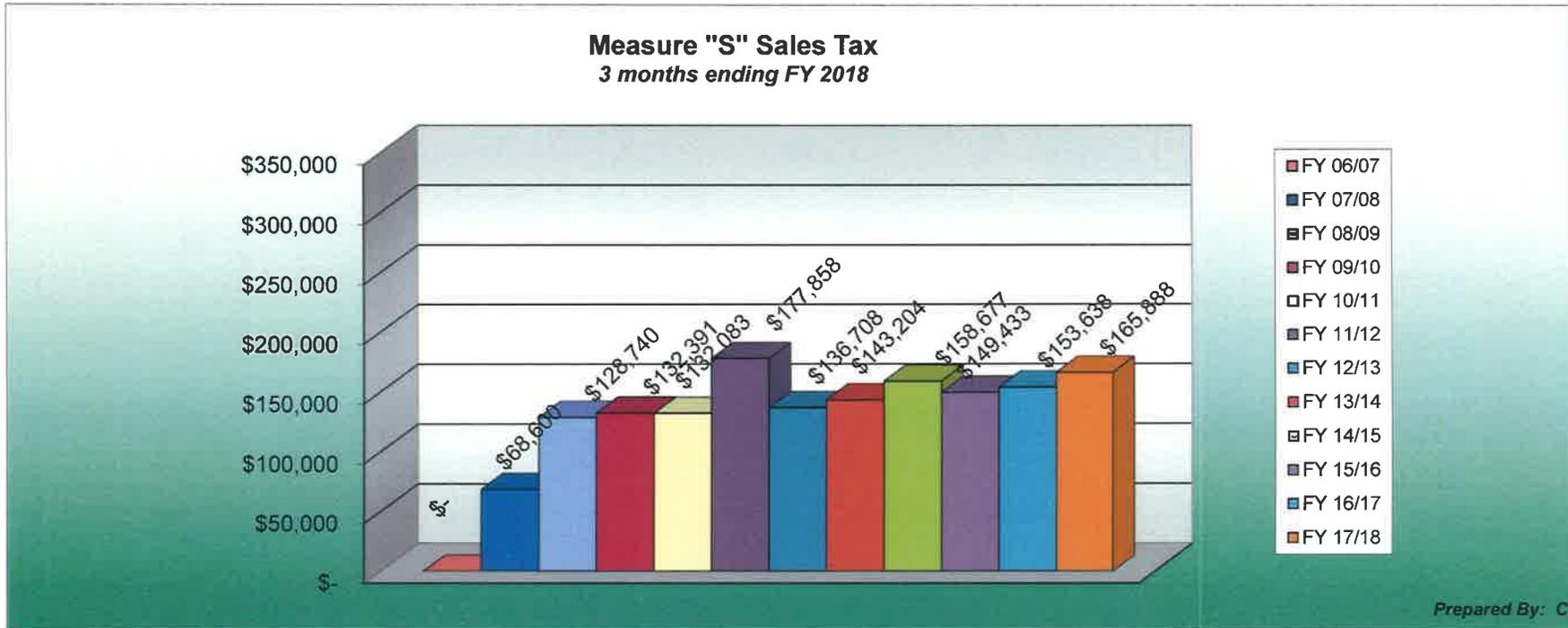
**YTD Analysis Measure "L" Sales Tax  
3200-107**

	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>total</u>
FY 12/13										\$ 26,822	\$ 26,400	\$ 35,200	\$ 88,422
FY 13/14	\$ 26,400	\$ 35,200	\$ 44,384	\$ 30,200	\$ 40,200	\$ 36,796	\$ 30,500	\$ 40,700	\$ 45,879	\$ 31,700	\$ 42,200	\$ 20,971	\$425,130
FY 14/15	\$ 29,100	\$ 38,800	\$ 51,160	\$ 30,400	\$ 40,500	\$ 45,730	\$ 33,000	\$ 44,000	\$ 26,978	\$ 25,500	\$ 34,000	\$ 61,573	\$460,741
FY 15/16	\$ 33,200	\$ 44,200	\$ 32,965	\$ 32,600	\$ 43,500	\$ 22,286	\$ 32,800	\$ 43,700	\$ 36,510	\$ 28,100	\$ 37,500	\$ 23,889	\$411,250
FY 16/17	\$ 30,300	\$ 40,400	\$ 42,786	\$ 29,800	\$ 39,800	\$ 52,729	\$ 32,400	\$ 43,200	\$ 39,589	\$ 25,500	\$ 34,000	\$ 49,276	\$459,779
FY 17/18	\$ 30,500	\$ 40,600	\$ 52,667										\$123,767



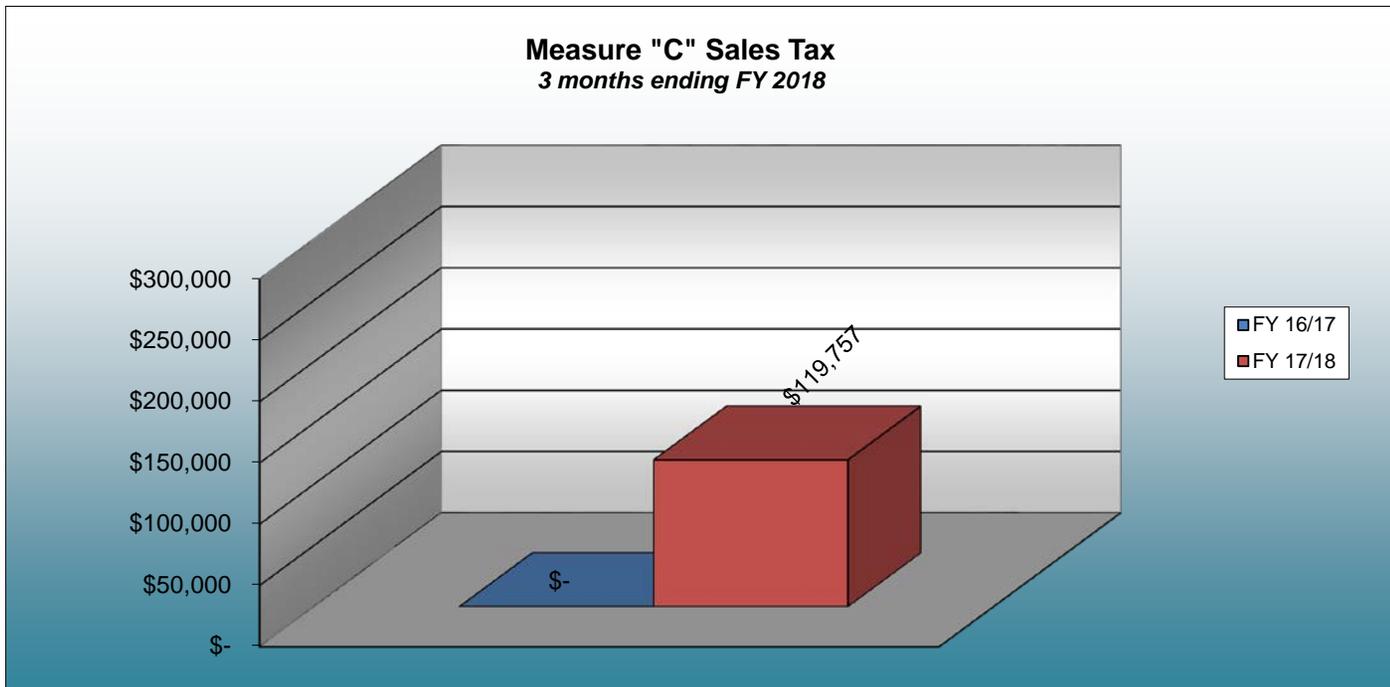
**YTD Analysis Measure "S" Sales Tax  
3200-107**

	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>total</u>
FY 06/07												\$ 58,800	\$ 58,800
FY 07/08	\$ 29,400	\$ 39,200	\$ -	\$ 79,769	\$ 42,100	\$ 100,974	\$ 40,100	\$ 53,400	\$ 79,588	\$ 22,600	\$ 30,100	\$ 137,228	\$ 654,459
FY 08/09		\$ 48,800	\$ 79,940	\$ 45,200	\$ 60,200	\$ 63,900	\$ 51,400	\$ 56,300	\$ -	\$ 47,701	\$ 33,100	\$ 101,532	\$ 588,073
FY 09/10	\$ 37,200	\$ 49,600	\$ 45,591	\$ 40,200	\$ 44,700	\$ 41,377	\$ 38,000	\$ -	\$ 86,066	\$ 28,100	\$ 41,000	\$ 43,297	\$ 495,131
FY 10/11	\$ 35,100	\$ 46,800	\$ 50,183	\$ 36,800	\$ 49,000	\$ 51,244	\$ 38,300	\$ 51,100	\$ 44,096	\$ 30,100	\$ 44,200	\$ 52,610	\$ 529,534
FY 11/12	\$ 37,600	\$ 50,100	\$ 90,158	\$ 37,000	\$ 49,300	\$ 65,276	\$ 41,100	\$ 54,800	\$ 44,133	\$ 32,300	\$ 43,100	\$ 93,994	\$ 638,861
FY 12/13	\$ 51,300	\$ 68,400	\$ 17,008	\$ 43,500	\$ 58,000	\$ 51,363	\$ 42,400	\$ 56,400	\$ 41,623	\$ 33,600	\$ 44,800	\$ 34,587	\$ 542,981
FY 13/14	\$ 41,900	\$ 55,800	\$ 45,504	\$ 45,900	\$ 61,200	\$ 34,106	\$ 42,700	\$ 56,900	\$ 48,950	\$ 35,400	\$ 47,200	\$ 43,217	\$ 558,777
FY 14/15	\$ 40,600	\$ 54,100	\$ 63,977	\$ 40,900	\$ 54,600	\$ 61,086	\$ 44,200	\$ 58,900	\$ 38,774	\$ 34,400	\$ 45,800	\$ 39,251	\$ 576,588
FY 15/16	\$ 44,700	\$ 59,600	\$ 45,133	\$ 44,000	\$ 58,600	\$ 29,429	\$ 44,000	\$ 58,600	\$ 52,555	\$ 38,500	\$ 51,300	\$ 31,193	\$ 557,609
FY 16/17	\$ 40,800	\$ 54,400	\$ 58,438	\$ 40,000	\$ 53,300	\$ 71,113	\$ 43,700	\$ 58,200	\$ 53,134	\$ 34,600	\$ 46,100	\$ 61,254	\$ 615,039
FY 17/18	\$ 40,800	\$ 54,400	\$ 70,688										\$ 165,888



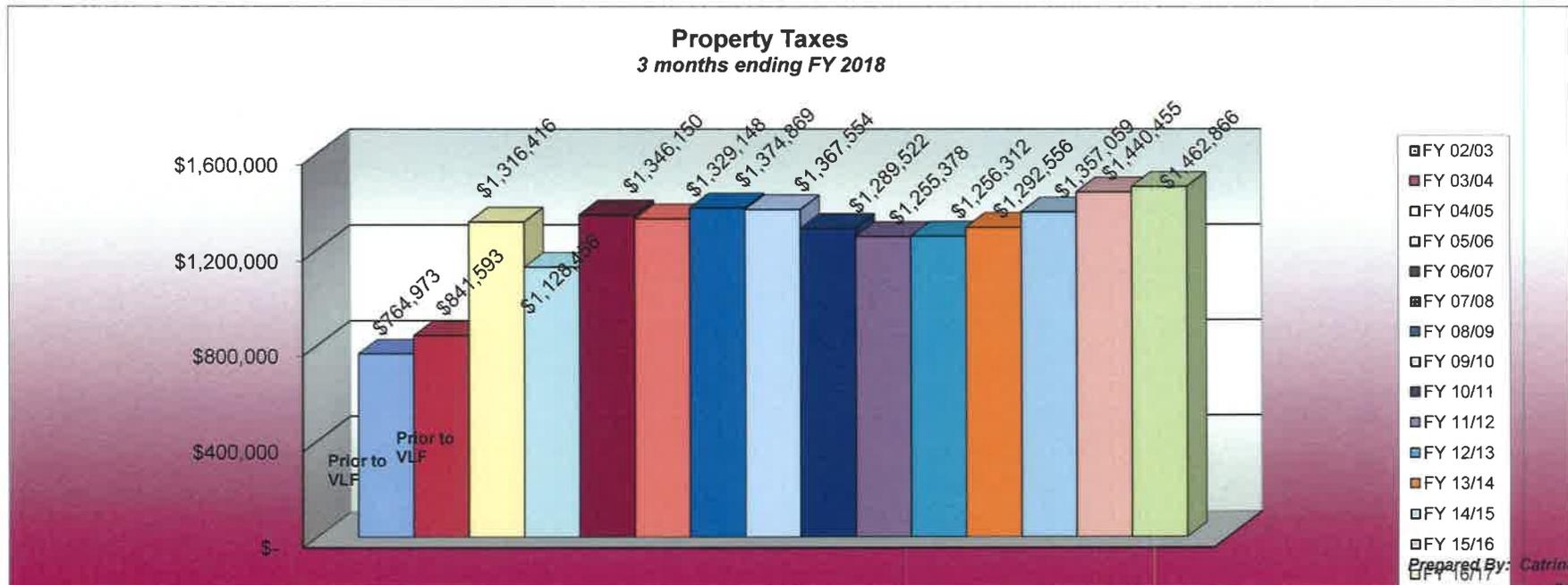
**YTD Analysis Measure "C" Sales Tax  
3200-107**

	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>total</u>
FY 16/17										\$ 26,449	\$ 26,400	\$ 35,200	\$ 88,049
FY 17/18	\$ 26,400	\$ 35,200	\$ -	\$ 58,157									\$ 119,757
			\$ 119,757										



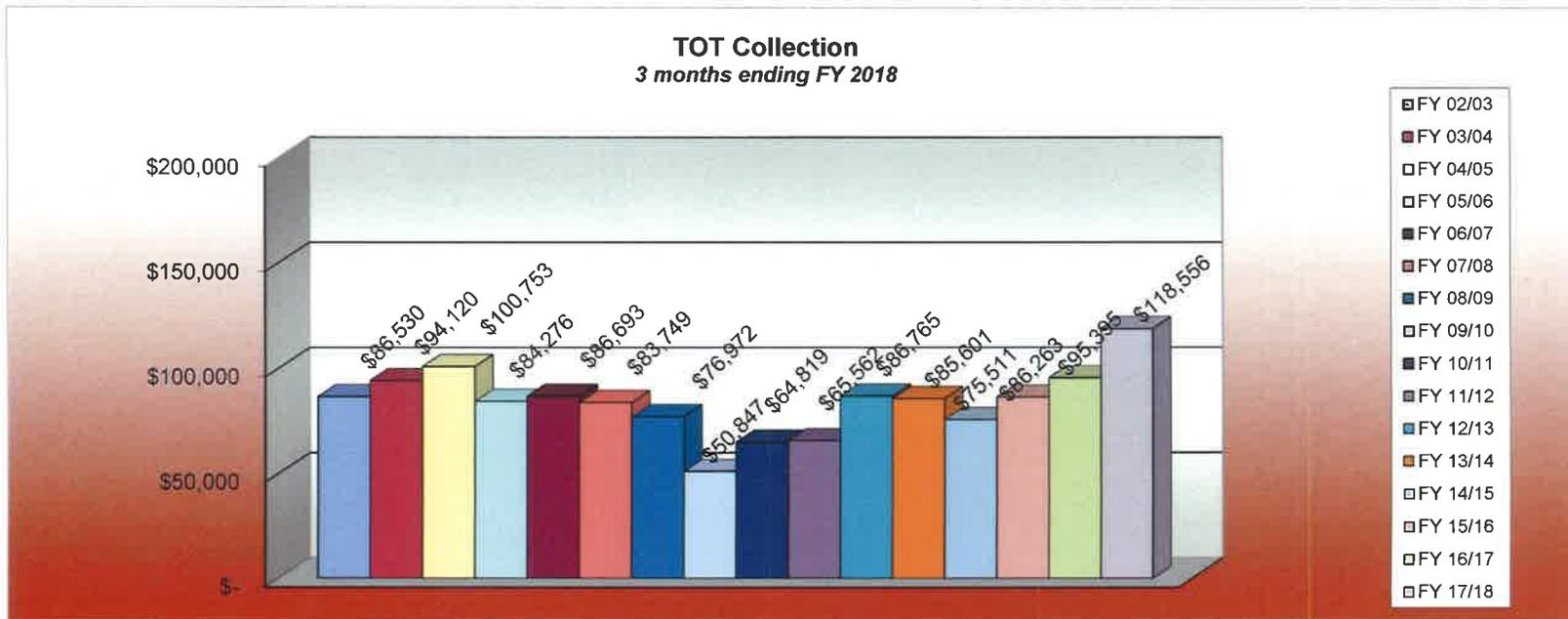
**YTD Analysis Property Taxes  
3100**

	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>total</u>
FY 02/03						\$ 20	\$419,355				\$ 303,583	\$ 42,015	\$ 764,973
FY 03/04							\$439,225				\$ 140,135	\$262,233	\$ 841,593
FY 04/05							\$451,229				\$ 793,856	\$ 71,331	\$ 1,316,416
FY 05/06							\$615,649				\$ 439,110	\$ 73,696	\$ 1,128,456
FY 06/07							\$775,021				\$ 505,087	\$ 66,041	\$ 1,346,150
FY 07/08							\$725,621				\$ 541,000	\$ 62,527	\$ 1,329,148
FY 08/09							\$757,317				\$ 555,497	\$ 62,054	\$ 1,374,869
FY 09/10							\$744,833				\$ 567,056	\$ 55,666	\$ 1,367,554
FY 10/11							\$705,616				\$ 534,009	\$ 49,896	\$ 1,289,522
FY 11/12							\$686,226				\$ 522,126	\$ 47,026	\$ 1,255,378
FY 12/13							\$689,971				\$ 515,379	\$ 50,963	\$ 1,256,312
FY 13/14							\$704,881				\$ 530,673	\$ 57,001	\$ 1,292,556
FY 14/15							\$746,043				\$ 557,144	\$ 53,873	\$ 1,357,059
FY 15/16							\$763,539				\$ 615,353	\$ 61,563	\$ 1,440,455
FY 16/17							\$795,443				\$ 605,782	\$ 61,641	\$ 1,462,866
FY 17/18													



**YTD Analysis Transient Occupancy Tax  
3200-106**

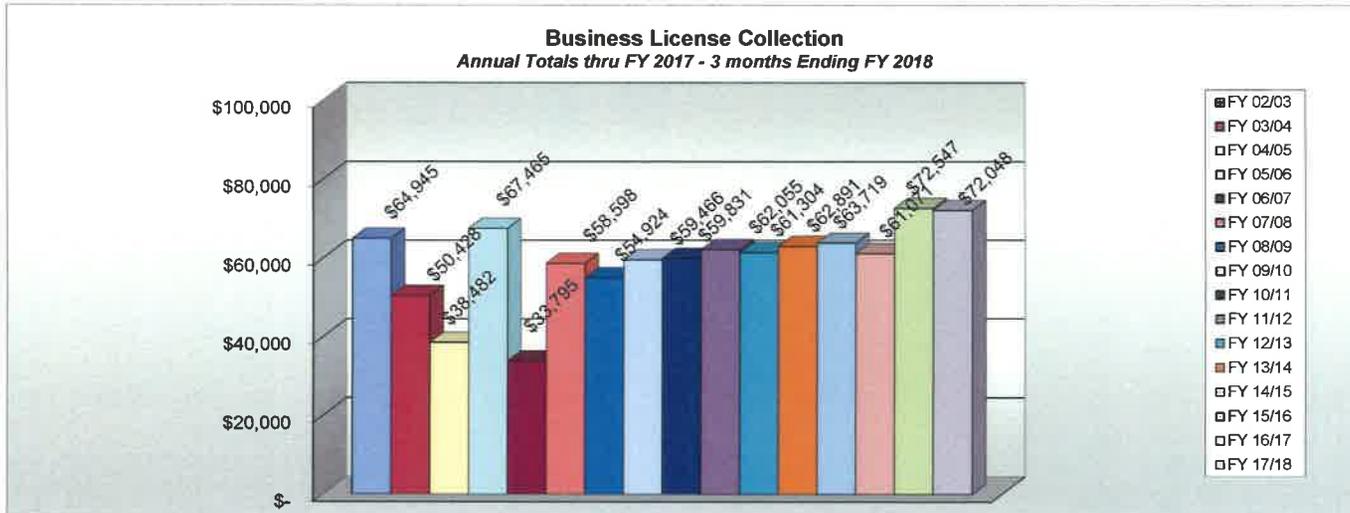
	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>total</u>
FY 02/03	\$ 57,886	\$ 25,244	\$ 3,400	\$ 62,205	\$ 32,690	\$ 8,046	\$54,132	\$ 24,000	\$ 3,569	\$ 37,733	\$ 15,546	\$ 22,222	\$346,672
FY 03/04	\$ 62,309	\$ 19,941	\$ 11,871	\$ 62,958	\$ 20,964	\$ 12,349	\$40,321	\$ 34,518	\$ 8,842	\$ 41,374	\$ 10,951	\$ 10,578	\$336,975
FY 04/05	\$ 61,619	\$ 25,050	\$ 14,084	\$ 60,440	\$ 30,827	\$ 9,106	\$46,591	\$ 35,178	\$ 6,329	\$ 10,349	\$ 34,107	\$ 10,662	\$344,342
FY 05/06	\$ 3,412	\$ 72,828	\$ 8,036	\$ 78,308	\$ 4,509	\$ 10,105	\$66,086	\$ 18,053	\$ 4,631	\$ 4,849	\$ 53,530	\$ 2,921	\$327,268
FY 06/07	\$ 19,279	\$ 59,088	\$ 8,326	\$ 74,099	\$ 20,238	\$ 16,328	\$17,162	\$ 57,461	\$ 6,273	\$ 19,647	\$ 35,888	\$ 10,656	\$344,444
FY 07/08	\$ 22,782	\$ 53,480	\$ 7,486	\$ 75,807	\$ 7,784	\$ 6,829	\$63,626	\$ 4,068	\$ 4,522	\$ 28,673	\$ 15,264	\$ 3,893	\$294,215
FY 08/09	\$ 17,503	\$ 51,500	\$ 7,969	\$ 24,812	\$ 43,993	\$ 7,987	\$25,032	\$ 7,618	\$ 7,358	\$ 18,375	\$ 10,039	\$ (18,827)	\$203,360
FY 09/10	\$ 18,178	\$ 25,562	\$ 7,107	\$ 32,603	\$ 8,556	\$ 11,546	\$18,366	\$ 13,477	\$ 6,930	\$ 12,371	\$ 8,627	\$ 16,976	\$180,299
FY 10/11	\$ 36,641	\$ 13,936	\$ 14,242	\$ 34,421	\$ 10,348	\$ 13,916	\$20,191	\$ 11,108	\$ 4,775	\$ 12,078	\$ 15,478	\$ (201)	\$186,933
FY 11/12	\$ 20,422	\$ 32,092	\$ 13,049	\$ 39,416	\$ 15,389	\$ 19,049	\$33,209	\$ 18,064	\$ 5,239	\$ 26,328	\$ 14,286	\$ 31,110	\$267,654
FY 12/13	\$ 30,720	\$ 26,910	\$ 29,135	\$ 44,698	\$ 22,224	\$ 11,635	\$34,497	\$ 15,100	\$ 7,129	\$ 17,782	\$ 16,834	\$ 14,218	\$270,883
FY 13/14	\$ 43,388	\$ 20,864	\$ 21,350	\$139,377	\$ 6,414	\$ 17,386	\$41,066	\$ 3,571	\$ 8,612	\$ 11,378	\$ 21,373	\$ 5,989	\$340,766
FY 14/15	\$ 52,346	\$ 13,222	\$ 9,943	\$ 25,243	\$ 42,520	\$ 14,207	\$26,458	\$ 34,115	\$ 5,217	\$ 41,202	\$ 1,664	\$ 21,457	\$287,593
FY 15/16	\$ 46,582	\$ 21,775	\$ 17,906	\$ 7,732	\$ 55,544	\$ 13,882	\$23,931	\$ 54,258	\$ 4,625	\$ 50,453	\$ 12,864	\$ 14,261	\$323,814
FY 16/17	\$ 57,419	\$ 20,595	\$ 17,380	\$ 92,630	\$ 18,835	\$ 19,822	\$63,347	\$ 12,167	\$ 6,658	\$ 46,098	\$ 11,472	\$ 35,192	\$401,616
FY 17/18	\$ 35,639	\$ 63,502	\$ 19,415										\$118,556



**YTD Business Licenses  
3300-120**

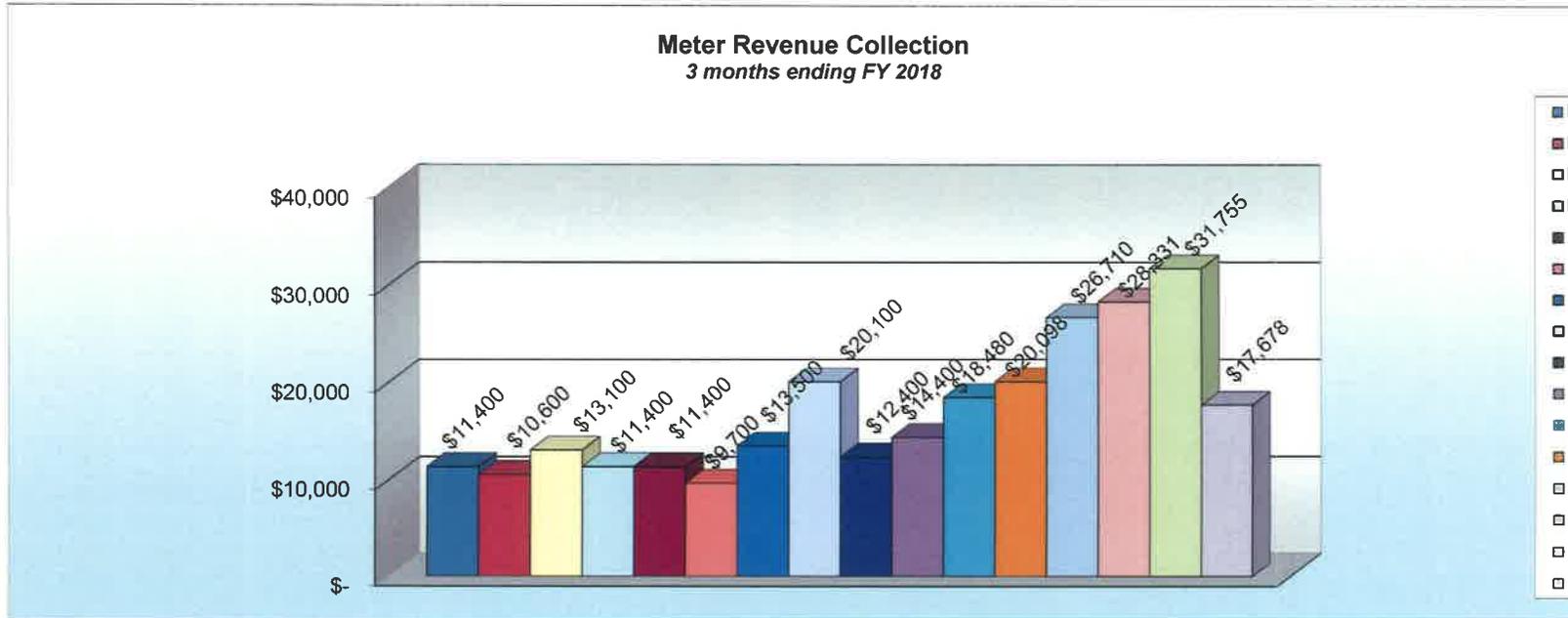
YTD

FY 02/03	\$ 64,945
FY 03/04	\$ 50,428
FY 04/05	\$ 38,482
FY 05/06	\$ 67,465 <i>(accrued for 05/06 audit \$35389.50)</i>
FY 06/07	\$ 33,795 <i>(reverse for 05/06 accrual \$35389.50 the \$35k was an unrealized overaccrual)</i>
FY 07/08	\$ 58,598
FY 08/09	\$ 54,924
FY 09/10	\$ 59,466
FY 10/11	\$ 59,831
FY 11/12	\$ 62,055
FY 12/13	\$ 61,304
FY 13/14	\$ 62,891
FY 14/15	\$ 63,719
FY 15/16	\$ 61,071
FY 16/17	\$ 72,547
FY 17/18	\$ 72,048



**YTD Analysis Parking Meter Collection  
3700-166**

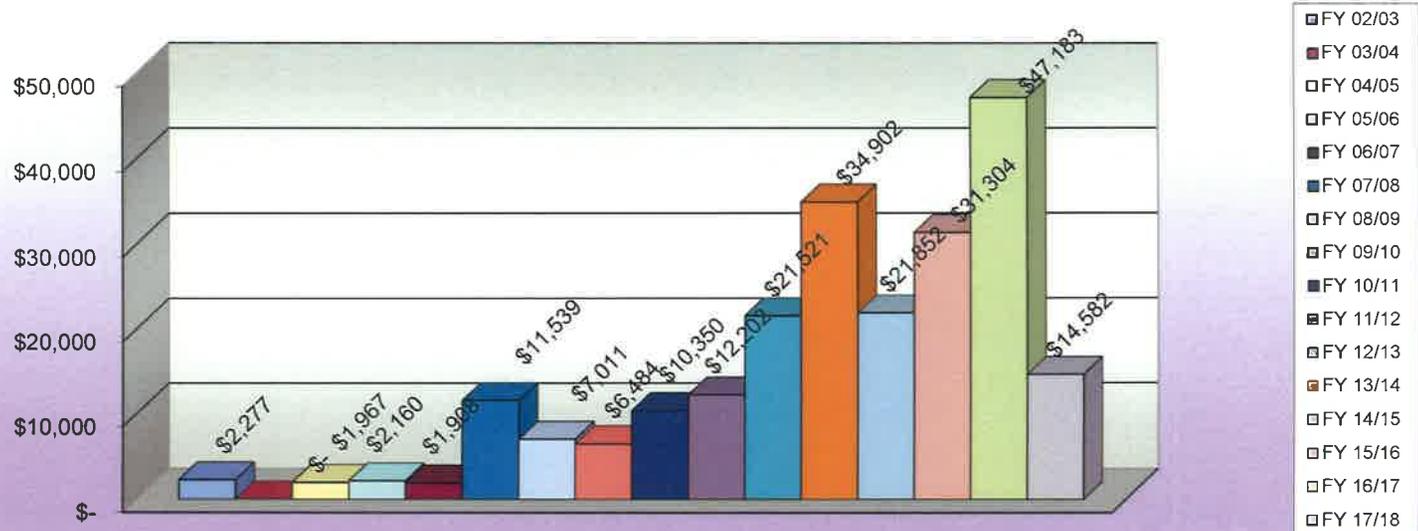
	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>total</u>
FY 02/03	\$ 4,700	\$ 2,000	\$ 4,700	\$ 3,200	\$ 3,700	\$ 3,000	\$ 2,200	\$ 4,700	\$ 3,200	\$ 3,500	\$ 6,700	\$ 3,700	\$ 45,300
FY 03/04	\$ 3,200	\$ 4,200	\$ 3,200	\$ 3,000	\$ 4,200	\$ 3,200	\$ 2,500	\$ 2,700	\$ 3,200	\$ 6,748	\$ -	\$ 6,900	\$ 43,048
FY 04/05	\$ 3,700	\$ 5,200	\$ 4,200	\$ -	\$ 4,000	\$ 4,200	\$ 2,700	\$ 3,200	\$ 3,500	\$ 4,774	\$ 2,700	\$ 3,700	\$ 41,874
FY 05/06	\$ 4,700	\$ 4,700	\$ 2,000	\$ 4,700	\$ 5,400	\$ 5,205	\$ -	\$ 3,700	\$ 5,700	\$ -	\$ 5,200	\$ 4,700	\$ 46,005
FY 06/07	\$ -	\$ 7,700	\$ 3,700	\$ 4,200	\$ -	\$ 7,400	\$ 4,000	\$ -	\$ 5,400	\$ 5,700	\$ 4,000	\$ 7,300	\$ 49,400
FY 07/08	\$ 2,200	\$ 7,500	\$ -	\$ 10,200	\$ 5,000	\$ -	\$ 5,500	\$ 4,125	\$ -	\$ 7,500	\$ 5,500	\$ 9,742	\$ 57,267
FY 08/09	\$ 3,500	\$ 5,000	\$ 5,000	\$ 6,200	\$ 5,500	\$ 11,400	\$ 6,700	\$ 7,200	\$ -	\$ 6,200	\$ 6,200	\$ 13,078	\$ 75,978
FY 09/10	\$ 8,200	\$ 6,700	\$ 5,200	\$ 8,200	\$ 8,200	\$ 5,200	\$ 7,200	\$ 9,215	\$ 6,200	\$ 7,385	\$ 7,200	\$ 1,822	\$ 80,722
FY 10/11	\$ 4,000	\$ 8,400	\$ -	\$ 7,200	\$ 7,200	\$ 7,200	\$ 7,200	\$ 6,400	\$ -	\$ 7,200	\$ 7,200	\$ 15,400	\$ 77,400
FY 11/12	\$ -	\$ 8,200	\$ 6,200	\$ 6,200	\$ 6,200	\$ 7,200	\$ 7,400	\$ 8,200	\$ 5,200	\$ 7,200	\$ 7,200	\$ 13,049	\$ 82,249
FY 12/13	\$ 3,080	\$ 8,200	\$ 7,200	\$ 7,200	\$ 7,200	\$ 7,400	\$ 7,200	\$ 5,200	\$ 6,919	\$ 7,200	\$ 8,108	\$ 12,747	\$ 87,653
FY 13/14	\$ 6,285	\$ 6,886	\$ 6,927	\$ 7,513	\$ 7,582	\$ 6,789	\$ 12,321	\$ 60	\$ 13,092	\$ 7,026	\$ 6,310	\$ 11,088	\$ 91,879
FY 14/15	\$ 6,491	\$ 7,514	\$ 12,705	\$ 9,941	\$ 6,502	\$ 9,163	\$ 7,498	\$ 7,683	\$ 7,968	\$ 7,592	\$ 8,112	\$ 3,456	\$ 94,626
FY 15/16	\$ 7,587	\$ 14,291	\$ 6,453	\$ 8,440	\$ 7,532	\$ 6,155	\$ 6,995	\$ 6,158	\$ 8,594	\$ 8,781	\$ 8,945	\$ 5,600	\$ 95,531
FY 16/17	\$ 8,025	\$ 9,003	\$ 14,727	\$ 6,802	\$ 8,196	\$ 8,547	\$ 7,920	\$ 7,858	\$ 7,106	\$ 9,629	\$ 8,751	\$ 8,440	\$ 105,004
FY 17/18	\$ 8,165	\$ 9,313	\$ 200										\$ 17,678



**YTD Analysis Parking Citations Collection  
3700-162**

	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>total</u>
FY 02/03	\$ -	\$ -	\$ 2,277	\$ 1,054	\$ 1,666	\$ 1,626	\$ -	\$ 2,220	\$ 825	\$ 2,824	\$ -	\$ 1,718	\$ 14,210
FY 03/04	\$ -	\$ -	\$ -	\$ 2,236	\$ 1,425	\$ 1,154	\$ (10)	\$ 2,882	\$ 1,762	\$ 1,576	\$ 1,938	\$ 571	\$ 13,534
FY 04/05	\$ 891	\$ 1,076	\$ -	\$ 847	\$ 1,126		\$ 1,144	\$ (114)	\$ 1,618	\$ 450	\$ 795	\$ 1,645	\$ 9,478
FY 05/06	\$ 584	\$ 987	\$ 589	\$ 997	\$ 902	\$ 1,705	\$ 205	\$ 765	\$ 612	\$ 452	\$ 270	\$ 885	\$ 8,953
FY 06/07	\$ 681	\$ 716	\$ 511	\$ 1,839	\$ 2,048	\$ 2,085	\$ 1,535	\$ 1,561	\$ 965	\$ 472	\$ 865	\$ 2,170	\$ 15,448
FY 07/08	\$ 4,367	\$ 7,172		\$ 5,300	\$ 6,101	\$ 2,356	\$ 1,370	\$ 3,353	\$ 3,684	\$ 3,125	\$ 4,450	\$ 4,265	\$ 45,543
FY 08/09	\$ 1,735	\$ 3,366	\$ 1,910	\$ 3,210	\$ 2,805	\$ 1,715	\$ 1,243	\$ 2,766	\$ 4,045	\$ 3,480	\$ 2,240	\$ 3,379	\$ 31,894
FY 09/10	\$ 1,566	\$ 3,881	\$ 1,037	\$ 1,261	\$ 1,475	\$ 1,172	\$ 740	\$ 1,460	\$ 4,011	\$ 6,860	\$ 3,095	\$ 2,980	\$ 29,538
FY 10/11	\$ 1,934	\$ 4,484	\$ 3,932	\$ 4,563	\$ 1,361	\$ 2,559	\$ 1,104	\$ 2,557	\$ 1,862	\$ 2,658	\$ 3,128	\$ 2,321	\$ 32,463
FY 11/12	\$ 2,406	\$ 5,767	\$ 4,029	\$ 1,709	\$ 3,904	\$ 5,180	\$ 1,730	\$ 3,511	\$ 2,575	\$ 4,086	\$ 3,802	\$ 3,618	\$ 42,317
FY 12/13	\$ 8,740	\$ 2,053	\$ 10,728	\$ 6,705	\$ 9,054	\$ 3,161	\$ 4,436	\$ 4,165	\$ 4,718	\$ 5,760	\$ 2,752	\$ 2,309	\$ 64,581
FY 13/14	\$ 7,983	\$ 13,950	\$ 12,969	\$ 10,788	\$ 12,784	\$ 9,367	\$ 8,422	\$ 10,165	\$ 12,348	\$ 10,014	\$ 11,345	\$ 9,648	\$ 129,783
FY 14/15	\$ 1,648	\$ 12,581	\$ 7,623	\$ 6,727	\$ 8,345	\$ 5,098	\$ 3,490	\$ 2,461	\$ 7,385	\$ 8,053	\$ 8,721	\$ 8,729	\$ 80,861
FY 15/16	\$ 8,681	\$ 13,166	\$ 9,457	\$ 68	\$ 11,294	\$ 20,396	\$ 15,149	\$ 14,996	\$ 21,626	\$ 17,617	\$ 20,457	\$ 25,428	\$ 178,335
FY 16/17	\$ 18,065	\$ 15,188	\$ 13,930	\$ 13,994	\$ 11,254	\$ 12,068	\$ 3,636	\$ 13,711	\$ 13,068	\$ 9,890	\$ 6,151	\$ 1,279	\$ 132,234
FY 17/18	\$ 4,545	\$ 4,055	\$ 5,982										\$ 14,582

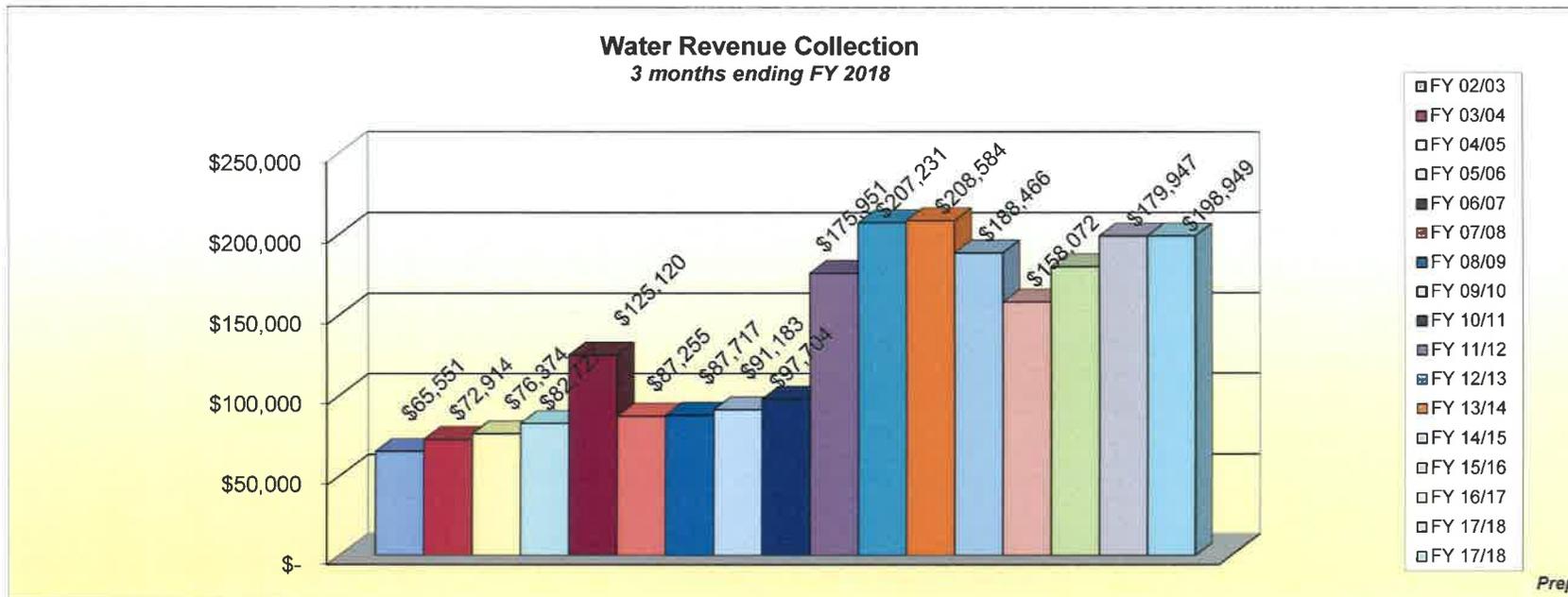
**Parking Citation Revenue  
Collection  
3 months ending FY 2018**



Prepared By: Catrina Olson  
2/23/2018

**YTD Analysis Water Revenue  
600-3800**

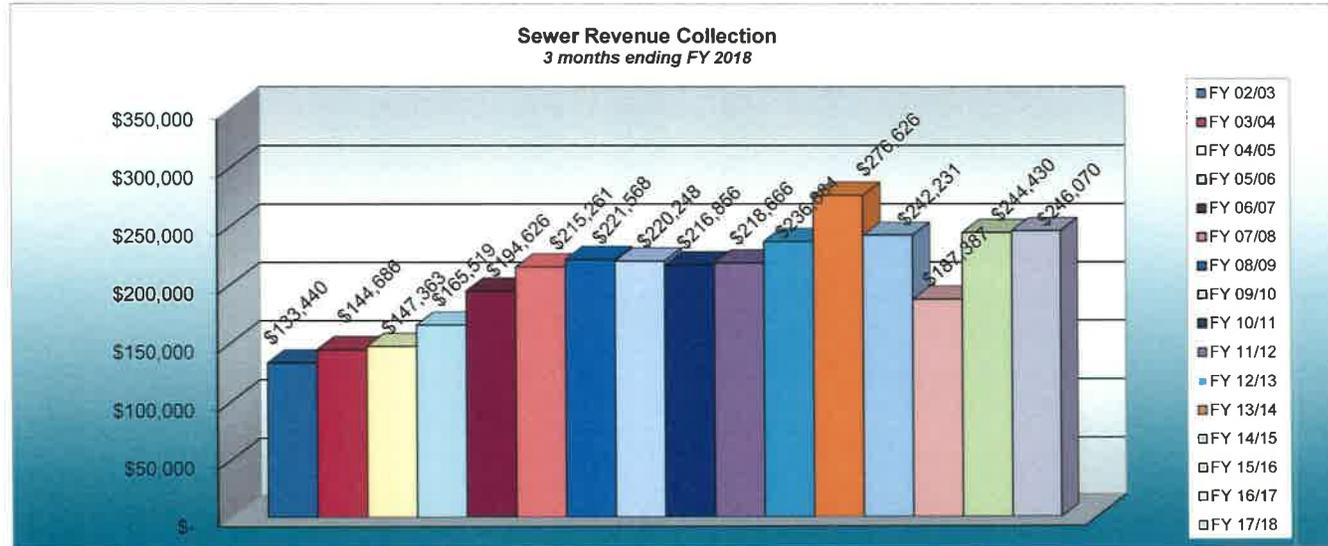
	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>total</u>
FY 02/03	\$ -	\$ 65,551	\$ -	\$ 65,110	\$ (400)	\$ 64,249	\$ -	\$ 63,631	\$ (3,647)	\$ 64,131	\$ (198)	\$ 73,010	\$ 391,437
FY 03/04	\$ -	\$ 72,943	\$ (29)	\$ 70,783	\$ -	\$ 70,852	\$ -	\$ 70,292	\$ -	\$ 79,284	\$ -	\$ 110,223	\$ 474,349
FY 04/05	\$ 50	\$ 76,324	\$ -	\$ 73,476	\$ -	\$ 73,739	\$ -	\$ 61,202	\$ -	\$ 77,026	\$ -	\$ 66,403	\$ 428,220
FY 05/06	\$ -	\$ 83,311	\$ (585)	\$ 79,214	\$ -	\$ 76,535	\$ (52)	\$ 74,947	\$ -	\$ 78,957	\$ -	\$ 76,286	\$ 468,613
FY 06/07	\$ -	\$ 127,617	\$ (2,497)	\$ 60,253	\$ -	\$ 80,008	\$ (25)	\$ 78,836	\$ 25	\$ 80,749	\$ -	\$ 114,814	\$ 539,779
FY 07/08	\$ 945	\$ 86,117	\$ 192	\$ 81,508	\$ (180)	\$ 83,030	\$ (72)	\$ 82,701	\$ 138	\$ 87,953	\$ 144	\$ 70,900	\$ 493,375
FY 08/09	\$ -	\$ 87,007	\$ 710	\$ 84,937	\$ 1,264	\$ 83,911	\$ (2,880)	\$ 99,508	\$ 18	\$ 83,642	\$ (72)	\$ 79,284	\$ 517,329
FY 09/10	\$ 41	\$ 91,030	\$ 112	\$ 91,078	\$ 985	\$ 90,376	\$ 831	\$ 1,958	\$ 88,554	\$ 2,885	\$ 93,589	\$ 89,907	\$ 551,345
FY 10/11	\$ -	\$ 3,945	\$ 93,760	\$ 3,888	\$ 90,748	\$ 92,387	\$ -	\$ 103,460	\$ (2,074)	\$ 93,604	\$ (605)	\$ 130,156	\$ 609,269
FY 11/12	\$ 37	\$ 180,527	\$ (4,613)	\$ 135,509	\$ (220)	\$ 100,593	\$ 1,290	\$ 112,159	\$ 54	\$ 95,213	\$ (71)	\$ 154,609	\$ 775,088
FY 12/13	\$ 304	\$ 207,380	\$ (452)	\$ 172,393	\$ (1,858)	\$ 109,805	\$ (688)	\$ 104,465	\$ 144	\$ 111,234	\$ 854	\$ 167,830	\$ 871,410
FY 13/14	\$ 243	\$ 208,697	\$ (355)	\$ 158,209	\$ 50	\$ 121,659	\$ 1,581	\$ 103,964	\$ 434	\$ 110,258	\$ 102	\$ 151,242	\$ 856,083
FY 14/15	\$ 251	\$ 188,177	\$ 38	\$ 152,804	\$ 767	\$ 107,031	\$ (303)	\$ 107,307	\$ 4,832	\$ 103,012	\$ (467)	\$ 142,414	\$ 805,863
FY 15/16	\$ 110	\$ 157,962	\$ -	\$ 166,095	\$ 47	\$ 76,372	\$ (732)	\$ 104,136	\$ 41	\$ 113,052	\$ 174	\$ 127,315	\$ 744,573
FY 16/17	\$ 237	\$ 179,478	\$ 233	\$ 167,947	\$ (597)	\$ 114,832	\$ 200	\$ 102,843	\$ 35	\$ 102,303	\$ 357	\$ 177,985	\$ 845,852
FY 17/18	\$ 123	\$ 198,911	\$ (85)										\$ 198,949



Prepared By: *Catrina Olson*  
2/23/2018

**YTD Analysis Sewer Revenue  
650-3800**

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	total	
FY 02/03	\$ 1,175	\$132,265	\$ -	\$131,021	\$ (2,959)	\$127,053	\$ -	\$130,493	\$ -	\$ 126,641	\$ 7	\$123,313	\$ 769,010	
FY 03/04	\$ -	\$145,389	\$ (703)	\$144,365	\$ -	\$146,128	\$ -	\$144,085	\$ -	\$ 150,461	\$ -	\$260,209	\$ 989,933	
FY 04/05	\$ -	\$147,363	\$ -	\$155,843	\$ -	\$152,150	\$ -	\$147,597	\$ -	\$ 158,575	\$ 18,888	\$189,239	\$ 969,656	\$18,888 program income
FY 05/06	\$ -	\$166,688	\$ (1,169)	\$129,604	\$ -	\$158,910	\$ (70)	\$174,912	\$ 59,445	\$ 210,454	\$ 52,975	\$224,723	\$ 1,176,471	\$205,437 program income
FY 06/07	\$ -	\$197,031	\$ (2,405)	\$200,755	\$ 22,900	\$217,871	\$ 11,070	\$191,778	\$ -	\$ 193,793	\$ -	\$214,798	\$ 1,247,591	\$90,590 program income
FY 07/08	\$ (1,011)	\$216,250	\$ 22	\$246,719	\$ (180)	\$230,033	\$ 12,411	\$213,604	\$ -	\$ 252,356	\$ 22,146	\$261,574	\$ 1,453,923	\$109,870 program income
FY 08/09		\$221,389	\$ 180	\$218,946	\$ -	\$225,508	\$ 11,148	\$220,233	\$ -	\$ 243,601	\$ 24,396	\$205,915	\$ 1,371,316	\$44,020 program income
FY 09/10	\$ 1,900	\$218,419	\$ (71)	\$219,086	\$ 4,785	\$217,537	\$ (25)	\$ 843	\$ 219,737	\$ 4,496	\$218,201	\$218,286	\$ 1,323,195	\$9,965 program income
FY 10/11	\$ (3)	\$ 343	\$216,516	\$ 2,049	\$217,466	\$ (179)	\$303,269	\$259,607	\$ 12,472	\$ 219,547	\$ 63,426	\$294,548	\$ 1,589,061	\$276,435 program income
FY 11/12	\$ 130	\$218,474	\$ 63	\$219,975	\$ -	\$218,792	\$ 3,343	\$220,465	\$ 42	\$ 220,026	\$ (53)	\$237,589	\$ 1,338,845	\$17,145 program income
FY 12/13	\$ 72	\$236,619	\$ 193	\$221,841	\$ 68	\$236,121	\$ 9,298	\$219,176	\$ 2,502	\$ 281,899	\$ 46,273	\$321,680	\$ 1,575,743	\$248,878 program income
FY 13/14	\$53,301	\$223,197	\$ 128	\$228,948	\$ 20	\$223,796	\$ 1,499	\$219,455	\$ 5,051	\$ 219,724	\$ 141	\$209,630	\$ 1,384,889	\$58,520 program income
FY 14/15	\$ 55	\$239,871	\$ 2,305	\$220,141	\$ 118	\$226,522	\$ 5,280	\$244,755	\$ 5,741	\$ 229,881	\$ 557	\$224,204	\$ 1,399,428	\$46,580 program income
FY 15/16	\$ 320	\$186,993	\$ 74	\$170,840	\$ 8,454	\$183,462	\$ 14,577	\$188,060	\$ 1,033	\$ 257,845	\$ 50,366	\$261,886	\$ 1,323,909	\$118,872 program income
FY 16/17	\$12,389	\$232,359	\$ (318)	\$231,373	\$ (717)	\$218,433	\$ (1,654)	\$227,985	\$ 78,379	\$ 279,987	\$ 2,130	\$317,481	\$ 1,597,828	\$263,640 program income
FY 17/18	\$ 349	\$245,220	\$ 501										\$ 246,070	



## REPORT TO CITY COUNCIL

City of Nevada City  
317 Broad Street  
Nevada City, CA 95959  
[www.nevadacityca.gov](http://www.nevadacityca.gov)

FEBRUARY 28, 2018

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**TITLE:** An Ordinance Of The City Of Nevada City Retitling And Amending Section 9.22.110 Of Chapter 9.22 Of The Nevada City Municipal Code, Entitled ‘Additional Requirements For Cultivation Facilities’ Relating To Medical Cannabis Dispensaries And Other Cannabis Businesses And Activity

**RECOMMENDATION:** Provide direction to staff on whether or not bring back for a first reading the attached Ordinance No. 2018-XX retitling and amending Section 9.22.110 of Chapter 9.22 of the Nevada City Municipal Code for the purpose of limiting cultivation sizes that may be permitted within city limits.

**CONTACT:** Amy Wolfson, City Planner

**BACKGROUND / DISCUSSION:** On June 28, 2017, the City Council adopted Ordinance 2017-10, amending chapter 9.22 of title 9 of the Nevada City municipal code to allow for the establishment, permitting, and regulation of medical cannabis cultivation, manufacturing, distributing, and testing laboratory businesses to operate within the city, provided they receive a permit from the City and comply with all state and local legal requirements. The ordinance allows the planning commission to issue permits to qualified applicants at approved locations for any of the above categories of medical cannabis business. The Ordinance includes “Operating Requirements for Medical Cannabis Businesses (§9.22.090)” that are applicable to all medical cannabis businesses and goes on to require additional operating requirements for medical cannabis dispensaries (§9.22.100), cultivation facilities (§9.22.110), and manufacturing businesses (§9.22.120).

The additional requirements in place for medical cannabis cultivation facilities prohibit outdoor operations and requires that plants not be visible to the public. It also requires submission of an odor mitigation plan and an operations plan to address drainage and runoff impacts. The ordinance does not currently provide any limit on the size of cultivation facilities. Mayor Strawser has requested that staff draft language to amend the ordinance with a suggested size limitation for council’s consideration. The timing of this request did not allow enough time to provide notice of a public hearing so staff is seeking direction on whether to bring this back for a first reading at the March 14, 2018 city council meeting.

**PROPOSED ORDINANCE:** The draft Ordinance before you amends section §9.22.110 of the City Municipal Code, adding subsection ‘H’ which would limit medical cannabis cultivation facilities to an indoor facility no larger than 2,500 square feet. This is consistent with two of the state’s cultivation license types “Specialty Cottage Indoor” or “Specialty Cottage Mixed Light Tier 1 and 2.” The State has other license types for larger cultivation sites up to 22,000 square feet. As currently adopted, applicants could apply for a facility of that size. If the ordinance is amended as drafted, state license types that allow for cultivation sites larger than 2,500 square feet would not be available to applicants within city limits.

The City does not currently have any applications seeking a medical cannabis cultivation facility. Staff has recently received a request for zoning verification of a site intended for medical cannabis manufacturing, cultivation, and distribution. The zoning verification letter does not indicate a size expectation for the cultivation component, but the floor plan on file for the requested facility is smaller than 2,500 square feet so the Ordinance amendment as drafted is not expected to affect the requestor's future proposal.

Finally, staff is suggesting that the title of Section 9.22.110 of the City Municipal Code be retitled as follows "Additional Requirements for Medical Cannabis Cultivation Facilities." The revised wording to include "medical cannabis" in the title provides consistency with the other titles. This amendment will also provide added clarity as to the medical nature of all cannabis businesses that may receive a permit to operate within the city.

**ENVIRONMENTAL CONSIDERATIONS:** This ordinance amendment is considered exempt from review under the California Environmental Quality Act pursuant to Title 14, Chapter 3, California Code of Regulations, CEQA Guidelines Section 15061 (b)(3) – Activity is not subject to CEQA because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment. Amending the existing ordinance to add a limitation on medical cannabis cultivation size will provide limitations similar to other businesses that deal in non-cannabis products that are already authorized within the City.

**FISCAL IMPACT:** This Ordinance amendment will not impact the fee structure currently in place for all medical cannabis business applications.

**ATTACHMENTS:**

- ✓ Draft Ordinance No. 2018-XX, amending Section 9.22.110 of the City Municipal Code to include a size limitation on medical cannabis cultivation facilities

**ORDINANCE NO. 2018-XX**

**AN ORDINANCE OF THE CITY OF NEVADA CITY  
RETITLING AND AMENDING SECTION 9.22.110 OF CHAPTER 9.22  
OF THE NEVADA CITY MUNICIPAL CODE ENTITLED 'ADDITIONAL  
REQUIREMENTS FOR CULTIVATION FACILITIES' RELATING TO MEDICAL  
CANNABIS DISPENSARIES AND OTHER CANNABIS BUSINESSES AND  
ACTIVITY**

**WHEREAS**, the City Council passed and adopted Ordinance No. 2017-05 on March 22, 2017, enacting Chapter 17.140 of the Nevada City Municipal Code regulating personal cannabis cultivation regulations; and

**WHEREAS**, said regulations prohibited outdoor personal cultivation of cannabis and imposed limitations on personal indoor cannabis cultivation including limitations on size not to exceed 25 square feet or six living plants without approval of the Chief of Police based upon a documented showing of medical necessity; and

**WHEREAS**, the City Council passed and adopted Ordinance No. 2017-10 on June 28, 2017, amending Chapter 9.22 of the Nevada City Municipal Code entitled Medical Cannabis Dispensaries and other Cannabis Businesses and Activity that allowed for the establishment, permitting and regulating of other medical cannabis businesses, including commercial medical cannabis cultivation facilities, and

**WHEREAS**, said regulations prohibited outdoor cultivation of cannabis and required that all allowed medical cannabis cultivation must occur indoors, but failed to include any size limitations on commercial medical cannabis cultivation facilities when adding section 9.22.110 entitled Additional Requirements for Cultivation Facilities (potentially creating confusion by omitting the "Medical" modifier); and

**WHEREAS**, the State's emergency regulations define "canopy" and list in Section 8201 cultivation licenses types it may issue depending on size ranging from "Specialty Cottage Indoor" with a cultivation site of 500 square feet or less of total canopy (mixed light up to 2,500 square feet, through "Small Indoor" with a cultivation site between 5,001 and 10,000 square feet; and "Medium Indoor" with a cultivation site between 10,001 and 22,000 square feet, and it is desirable to limit the size of allowed commercial medical cannabis cultivation facilities the City may allow..

**NOW THEREFORE, BE IT ORDAINED** by the City Council of the City of Nevada City as follows:

SECTION I:

To follow the format of preceding and following sections and to make clear that all City cannabis regulations relate to medical, not recreational, cannabis the title of Section 9.22.110 of Chapter 9.22 of the Nevada County Municipal Code is hereby amended to read as follows:

**“9.22.110 Additional Requirements for Medical Cannabis Cultivation Facilities.”**

SECTION II:

Section 9.22.110 is amended to add subsection H to read as follows:

“H. Indoor facilities for medical cannabis cultivation shall not exceed Two Thousand Five Hundred (2,500) square feet and shall for and secure a State Cultivation license of either the ‘Specialty Cottage Indoor’ or ‘Specialty Cottage Mixed-Light Tier 1 and 2’ type”.

SECTION III:

In all other respects Chapter 9.22 shall remain unchanged and in full force and effect.

SECTION IV:

This Ordinance shall become effective 30 days after its final adoption and a copy of this ordinance shall be published in The Union, a newspaper of general circulation, within fifteen (15) days of the date of its passage.

**PASSED AND ADOPTED** this \_\_\_ day of \_\_\_\_\_, 2018 by the following vote:

**AYES:**  
**NOES:**  
**ABSENT:**  
**ABSTAIN:**

\_\_\_\_\_  
**Duane Strawser, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Niel Locke, City Clerk**

## REPORT TO CITY COUNCIL

City of Nevada City  
317 Broad Street  
Nevada City, CA 95959  
[www.nevadacityca.gov](http://www.nevadacityca.gov)

February 28, 2018

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**TITLE: Review City Attorney Memorandum And Consider Drafting An Amendment To Nevada City Municipal Code Section 17.142.030 To Include Language That Addresses The Matter Of Proximity Of Cannabis Businesses To Day Care Centers And Youth Centers And Define Terms**

**RECOMMENDATION:** Review City Attorney memorandum and provide direction to the City Manager and City Attorney to draft language regarding separation from day care centers and youth centers with a definition of these terms amending Nevada City Municipal Code section 17.142.030.

**CONTACT:** Catrina Olson, City Manager

**BACKGROUND / DISCUSSION:**

A memorandum from Hal DeGraw, City Attorney addressing regulations concerning excessive concentration and location of cannabis businesses to day care centers and youth centers was provided at the February 14, 2018 meeting and is attached to the staff report being presented.

At that meeting the information was reviewed, however, direction was not provided as to how to proceed with the information provided.

In the memorandum from Hal DeGraw, City Attorney the conclusion regarding separation was as follows:

*There is no need to reconsider approved cannabis businesses, but any approval of any future applications for medical cannabis dispensaries and other medical cannabis businesses should require 600' of separation from day care centers and youth centers to conform to State licensure regulations and our City requirements should be changed to add that location requirement and define "youth centers".*

Staff requests that the City Council review the information provided in the memorandum and provide direction to staff regarding drafting amended language to address the matter of proximity of cannabis businesses to day care centers and youth centers and define these terms.

**ATTACHMENTS:**

- ✓ Memorandum – Hal DeGraw, City Attorney

**DATE:** February 7, 2018

**TO:** City Council

**FROM:** Hal DeGraw, City Attorney

**SUBJECT:** State regulations concerning excessive concentration and location of dispensaries

**BACKGROUND:**

The City has approved one application of "Elevation 2477" to operate a medical cannabis dispensary at 569 Searls Avenue pursuant to Ordinance No. 2017-06 which limited the initial maximum number of permits to one for the first 12 months. This selection was made on a split vote of the Council following a long selection process in which three applicants were determined to be similarly qualified. Following the selection process at its December 13, 2017 meeting a majority of the Council indicated an interest in expanding the number of dispensaries allowed from 1 to 3, considering only the two other applications it had for the two additional dispensaries. The Council directed staff to draft an ordinance amendment increasing the maximum number of dispensaries allowed to three in the first year so that the other two applicants could be considered.

Staff drafted and presented such an amendment to the Council at its January 10<sup>th</sup> meeting, but no action was taken pursuant to staff's recommendation that it first have an opportunity to study the state regulations on excessive concentration and present findings to the Council. The Council also requested staff to look into the issue of what the State required with regard to separation from other uses, such as "youth centers". This memorandum is intended to address those issues

**ANALYSIS:**

Whether our local ordinance provides so or not, cities must comply with any **preemptive** State requirements with regard to location or concentration of dispensaries. In fact, under subsection A of §9.22.090 of the adopted City ordinance on operating requirements for medical cannabis dispensaries, it is provided that "Nothing in this Chapter shall be construed as authorizing any actions which violate state law with regard to the operation of a medical cannabis business."

**Concentration issue:**

The draft regulations of the State Bureau of Cannabis Control in §5019 provide:

*"(a) In determining whether to grant, deny, or renew a license for a retail license or micro business license, the Bureau shall consider if an excessive concentration exists in the area where the licensee will operate. For the purposes of this section 'excessive concentration' applies when either of the following conditions exist:*

*(1) The ratio of licenses to population within the census tract or census division in which the applicant premises is located exceeds the ratio of licenses to population in the county in which the applicant premises is located, unless denial of the application would unduly limit the development of the legal market so as to perpetuate the illegal market for cannabis or cannabis products.*

- (2) *The ratio of retail licenses or micro business licenses to the population within the census tract, census division, or jurisdiction exceeds that allowable by local ordinance adopted under section 26200.*"

Two things are apparent in reading this regulation:

- 1) the "excessive concentration" the State is concerned about relates to the total number of dispensaries in a city rather than to their proximity to each other, and
- 2) the conditions are set forth in the alternative so that the number allowed need only meet one condition, not both.

As long as there are currently no other dispensaries in Nevada County, there is no way the City could allow even one dispensary meeting the ratio test until more than 32 were allowed county-wide. However, this is not the end of meeting the State regulatory requirements. The conditions to be met are stated in the alternative and the second one demonstrates that the State will defer to local jurisdictions regarding the number of licenses allowed for cannabis businesses, i.e. the State regulations will allow the City to have 3 medical cannabis dispensaries if that number does not exceed that allowed by local ordinance.

Although not controlling so long as the second condition is met, the alternative part of the first condition suggests that in setting the number of licenses allowable, lawmakers should consider what number of dispensaries should be allowed so as not to unduly limit the development of the legal market in medical cannabis and perpetuate the illegal market.

#### **Separation from other uses issue:**

The Application Procedure for Medical Cannabis Dispensary Permits approved by Resolution No. 2017-37 adopted on June 14, 2017 provides with regard to the proposed location under the description of evaluation criteria:

"Your application must include the APN, address, and a detailed description of the proposed location. ... This section should also describe all schools, preschools, or public parks within six hundred (600) linear feet of the business's property lines. The MCD must be located in the appropriate City zone and meet all of the locational requirements as described in NCMC Section 17.142."

Nevada City Municipal Code section 17.142.030 with regard to location states:

" Medical cannabis dispensaries shall be permitted only as follows:

- (a) In the following zoning designations: general Business (GB), excluding those properties designated with an Historic District (HD) overlay, Local Business (LB), and Light Industrial (LI) Zones.
- (b) No closer than six hundred (600) feet from any portion of any parcel in the City limits containing any of the following:
  - (1) A school, including pre-school, transitional kindergarten, and K-12 that is in existence at the time the initial medical cannabis dispensary permit is issued; or
  - (2) A public park that is managed by the City of Nevada City that is in existence at the time the initial medical cannabis dispensary permit is issued."

On November 16, 2017, California state regulators released 276 pages of draft Emergency Cannabis Regulations that were adopted for State licensing beginning on January 1, 2018. Section 5026(a) of those Regulations provides the following minimum distance requirements for commercial medicinal and adult-use cannabis industries, as summarized in a Meyers Nave Legal Alert:

“A premises cannot be located within a 600-foot radius of a school providing instruction in kindergarten or any grades 1 through 12, day care center, or youth center that is in existence at the time the license is issued. A local jurisdiction should consider defining what a youth center is. Youth centers come in many shapes and sizes with various types of operations and operators.”

That summary further provides:

“Section 5026(b) provides that notwithstanding subsection (a), if a local jurisdiction has issued a license or permit to conduct commercial cannabis activity at a premises that is located within a 600-foot radius of a school providing instruction in kindergarten or any grades 1 through 12, day care center, or youth center, the Bureau may approve the premises for licensure if the following conditions are met: (1) The applicant submits a copy of a valid license or permit from the local jurisdiction with the application for licensure; and (2) The local jurisdiction notifies the Bureau that the applicant is in compliance with all applicable local ordinances and regulations pursuant to Business and Professions Code section 26055(g)(2)(C).”

Note that in addition to the 600' separation of medical cannabis dispensaries from schools and parks required by Nevada City's adopted Municipal Code provisions, the State Regulations also require a 600' separation of all commercial cannabis businesses (including dispensaries) from day care centers or youth centers (to be defined locally). The second part of the location section of the State regulations indicates that the State will defer to the local jurisdictions as to approved permits in issuing its licenses - so that the omission of consideration of separation of the approved dispensary location from a youth center will not preclude State licensure. However, any future applications should also require 600' separations from day care centers and youth centers and our location criteria should be so changed (defining youth centers as suggested by the State Regulations) for medical cannabis dispensaries as well as any other cannabis businesses allowed.

## **CONCLUSIONS:**

**Concentration:** Existing State regulations do not preclude the City from increasing the number of medical cannabis dispensaries allowed in the City from one to three. The State regulations address concentration in terms of the overall number within the City, rather than their proximity to each other, and generally defer to the City in terms of setting a maximum number of dispensaries allowed.

**Separation:** There is no need to reconsider approved cannabis businesses, but any approval of any future applications for medical cannabis dispensaries and other medical cannabis businesses should require 600' of separation from day care centers and youth centers to conform to State licensure regulations and our City requirements should be changed to add that location requirement and define “youth centers”.

## REPORT TO CITY COUNCIL

City of Nevada City  
317 Broad Street  
Nevada City, CA 95959  
[www.nevadacityca.gov](http://www.nevadacityca.gov)

FEBRUARY 28, 2018

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**TITLE: Consideration Of A Proposal By Owner Of National Hotel To Vacate National Alley As A Public Roadway**

**RECOMMENDATION:** In conformance with Section 65402 of the Government Code, City Council directs Planning Commission to review the application for vacation of National Alley and its conformance with the General Plan. This shall include a public hearing, CEQA Environmental Assessment and a review of applicable policies, regulations and mitigation measures. The Planning Commission shall provide recommendation to the City Council for vacation of the alley with conditions of approval within forty (40) days after the matter is submitted to it.

**CONTACT:** Catrina Olson, City Manager  
Bryan McAlister, City Engineer

**BACKGROUND / DISCUSSION:** The National Exchange Hotel Company, current owner of the National Hotel at 211 Broad Street, has submitted a proposal to vacate National Alley as a public right-of-way. This includes a request to relocate pedestrian access to a location adjacent to the property line, relocate utility easements as required and vacate National Alley as vehicular right-of-way in exchange for fee title to similar area under relocated pedestrian walk.

A list of streets previously vacated or abandoned by the City and reasons for the vacation or abandonment is provided herein as an attachment for reference.

Applicant shall provide a title report with the vacation request which vests fee title of National Alley right-of-way in exchange for a reservation of utility easement and pedestrian walk right-of-way at the perimeter of the property line, and provide legal descriptions associated with this request. The proposed vacation shall be referred to affected City departments and local utility companies, to request written confirmation that there is no objection to abandonment of public utilities easement. The alley shall be evaluated by City staff and the Planning Commission to determine if it is not necessary to serve present or future traffic needs in the area and that the vacation of the alley is in conformance with the General Plan and Circulation Element. An Initial Study shall be prepared by the City of Nevada City to analyze whether the project may cause any significant effect on the environment.

The Planning Commission shall hold a public hearing to receive and consider evidence both oral and documentary. Section 8313 of the Streets and Highways Code states that the Planning Commission shall review the proposed vacation and report on its

conformance with the General Plan. Section 65402 of the Government Code requires that the Planning Commission report to the City Council as to whether the disposal of real property conforms to the City of Nevada City General Plan.

**FISCAL IMPACT:** To be determined as part of Planning Commission review.

**ATTACHMENTS:**

- ✓ Proposal to vacate National Alley
- ✓ Site drawings and photos
- ✓ List of streets abandoned by the City

**VIA EMAIL**

2/23/18

Catrina Olson  
317 Broad Street  
Nevada City, CA 95959

**RE: REQUEST FOR NATIONAL ALLEY VACATION**

Mrs. Olson,

Per precedent under Title 7, 6500-66499.59, sub section Planning and Zoning 6500-66210, Chapter 3 Local planning 65100-65763, Article 7 Administration of general planning 655402; **211 Broad St, LLC** formally request and presents a proposal to Vacate the National Alleyway and vehicular ride away. 211 Broad St LLC will provide the City a reserve to utility easement under said ground and comparable square footage at the perimeter of the property line (as shown in renderings) in exchange for the City usage to relocate the National Alleyway.

Thank you.

Jordan Fife

Jordan Fife  
Managing Partner

NATIONAL EXCHANGE HOTEL COMPANY (DBA 211 Broad ST LLC)

[www.NationalExchangeHotels.com](http://www.NationalExchangeHotels.com)

[Howdy@NationalExchangeHotels.com](mailto:Howdy@NationalExchangeHotels.com)

C- 760-641-2159







NATIONAL EXCHANGE HOTEL

FREEWAY ENTRANCE  
20 49  
WEST SOUTH

FREEWAY ENTRANCE  
20 49  
WEST SOUTH

END ROAD WORK

UNION  
STOP



**LIST OF STREETS ABANDONED BY NEVADA CITY**

<u>STREET</u>	<u>YEAR</u>	<u>REASON FOR ABANDONMENT</u>
Bridge Street (creek crossing to Zion)	1862	Bridge washed out
Conley Street (W Broad to Orchard)	1875	Catholic Cemetery
Mt. Calvary (Cross to S Pine)	1900	Piety Hill Subdivision
Jordan Street (Cross to S Pine)	1900	Piety Hill Subdivision
China Street	1910	Manzanita Subdivision
Washington Road (Coyote to Nevada)	1930	SR20 Construction
Manzanita Street (WA to Maz Diggins)	1930	SR20 Construction
Winter Street (WA to Church)	1961	Courthouse Construction
Uren Street (B to Coyote)	1968	SR 20/49 Freeway Construction
Main Street (Nevada to Coyote)	1968	SR 20/49 Freeway Construction

DATED: February 23, 2018

CITY OF NEVADA CITY  
ENGINEERING DEPARTMENT

## REPORT TO CITY COUNCIL

**City of Nevada City**  
317 Broad Street  
Nevada City CA 95959  
[www.nevadacityca.gov](http://www.nevadacityca.gov)

**FEBRUARY 28, 2018**

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**TITLE:** LAFCo Review Of The Nevada City Sphere Of Influence (SOI) Update

**RECOMMENDATION:** Receive and file.

**CONTACT:** Amy Wolfson, City Planner

**BACKGROUND / DISCUSSION:** At the September 21, 2018 LAFCo meeting, commissioners directed LAFCo staff to move forward with determining the appropriate level of environmental review pursuant to the California Environmental Quality Act (CEQA) necessary for the Nevada City SOI Update. They continued action on the SOI update until LAFCo staff is prepared to provide a more specific recommendation regarding environmental review.

LAFCo staff has distributed a "Request for Proposals (RFP)" to environmental consulting firms asking that they reflect their ability to prepare an environmental document that analyzes the environmental impacts of three SOI alternatives, attached and summarized as follows:

- LAFCo staff's original recommendation entailing a significant reduction in the city's SOI boundary
- Nevada City staff's recommendation which retains the existing SOI boundaries
- An alternative compromise that considers aspects of both LAFCo staff's and Nevada City staff's recommendations

*The compromise alternative was the result of productive discussions between City and LAFCo staff in defining the scope of environmental review for the SOI update. The compromise boundary achieves many of the City's objectives in retaining important areas in the sphere. In addition, it will provide environmental analysis for desired annexations, at a nominal cost to the City. LAFCo has indicated that it is willing to include this compromise alternative (including environmental analysis to support the annexations) in the environmental analysis so long as the City is supportive of the "intent to annex," along with the requested financial contribution. LAFCo is expected to consider the recommendation on the appropriate level of environmental review at their next meeting, tentatively scheduled for **Thursday, March 22, 2018.***

**ENVIRONMENTAL CONSIDERATIONS:** Not applicable

**FISCAL IMPACT:** Not applicable

**ATTACHMENTS:**

- ✓ LAFCo Staff's distributed RFP with attached alternative SOI Maps

Nevada County  
Local  
Agency  
Formation  
Commission

LAFCo  
950 Maidu Avenue  
Nevada City, CA 95959  
Phone: 530-265-7180  
E mail [lafco@co.nevada.ca.us](mailto:lafco@co.nevada.ca.us)  
<https://www.mynevadacounty.com/907>

Richard Anderson  
*County*

Patrick Flora  
*Cities*

Kurt Grundel, **Vice-Chair**  
*Districts*

Evans Phelps  
*Cities*

Josh Susman  
*Public*

Hank Weston, **Chair**  
*County*

Nick Wilcox  
*Districts*

Ben Aguilar  
*Cities Alternate*

Ed Beckenbach  
*Districts Alternate*

Gloria Glenn  
*Public Alternate*

Dan Miller  
*County Alternate*

SR Jones  
*Executive Officer*

P. Scott Browne  
*Legal Counsel*

Deborah Gilcrest  
*Clerk/Analyst*

Marianna Brewer  
*Administrative Accountant*

January 16, 2018

TO: Interested Parties

FR: SR Jones, LAFCo Executive Officer

RE: **Request for Proposals – Nevada City Sphere of Influence  
Update Environmental Impact Report (EIR)**

The Nevada Local Agency Formation Commission (LAFCo) is seeking proposals from experienced consultants to prepare an Environmental Impact Report (EIR) to review the update of the sphere of influence plan for the City of Nevada City.

The EIR will provide information for the Sphere of Influence Update for the city, including the potential environmental impacts of each alternative sphere of influence boundary (these would constitute the project alternatives as outlined in the enclosed RFP).

LAFCo is seeking consultants with experience in the areas of the California Environmental Quality Act (CEQA), preparation of CEQA documents, including EIRs, and a general knowledge of LAFCo Law (the Cortese-Knox-Hertzberg Act).

A detailed Request for Proposal and Scope of Services submission requirements, selection process, and a tentative schedule are available on the Nevada LAFCo website at [www.mynevadacounty.com/907](http://www.mynevadacounty.com/907), or at 950 Maidu Avenue, Suite 270, Nevada City. Relevant informational documents including General Plans and LAFCo policies, have been posted to a Dropbox account and interested applicants should contact LAFCo staff to receive a link.

**The deadline for submitting proposals is Friday, February 9, 2018.**

Feel free to contact us at 530.265.7180 if you have any questions or if you would like to attain additional information.

**LOCAL AGENCY FORMATION COMMISSION  
OF NEVADA COUNTY**

Request for Proposals for  
Environmental Review for Sphere Plan Review/Update

**1. INTRODUCTION**

The Nevada County Local Agency Formation Commission (Nevada LAFCo) is seeking proposals from qualified planning and environmental consulting firms for the preparation of an environmental impact report and associated documents for the Sphere of Influence Plan Update for the City of Nevada City.

Proposals should reflect a firm's ability to prepare the necessary environmental documentation to analyze the environmental impacts of the proposed project as well as possible alternatives. Proposals must be submitted to Nevada LAFCo, 950 Maidu Ave., Nevada City, California 95959. Proposals must be submitted by February 9, 2018 to be considered.

**2. SUBJECT AGENCY**

LAFCo is updating the sphere of influence of the City of Nevada City. Nevada City is a town with a population of approximately 3,145 located in western Nevada County. The City provides a full portfolio of municipal services, including treated water, public sewer, police, fire protection and recreation. The City's jurisdictional boundaries include approximately 1280 acres. The current sphere of influence includes approximately 2900 acres.

**3. BACKGROUND**

A sphere of influence is defined as a plan for the probable physical boundary and service area of a local agency, as determined by the Local Agency Formation Commission. The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 defines the purpose and intent of a sphere of influence as an important tool for "planning and shaping the logical and orderly development and coordination of local agencies so as to advantageously provide for the present and future needs of the county and its communities." Annexations to a city or district cannot be approved by LAFCo unless they are consistent with the agency's sphere of influence. Therefore, including property within the city's sphere implies annexation within the timeframe of the sphere of influence plan. Nevada County LAFCo sphere of influence policy requires a sphere of influence plan to include a sphere map and phased annexation plan for the depicted territory defining the probable boundary of the agency's service area twenty years after adoption of the plan (the long-term horizon) and identifying a near-term horizon for lands likely to be annexed in the next five years.

**4. PROJECT DESCRIPTION**

The selected consultant will prepare an EIR and associated documents which fully comply with the requirements of the California Environmental Quality Act (CEQA) for the update of the Nevada City Sphere of Influence Plan.

Adoption of a sphere of influence does not change existing land uses or designations, zoning regulations, or the jurisdictional boundary of the subject agency. However, territory included in the City's sphere will be eligible to receive City services, including public sewer service, if the City submits an annexation proposal or application for extension of services to LAFCo and it is approved. Availability of sewer service permits substantially increased intensity of development over what would be allowed with septic systems. Lands annexed to the City will be subject to the City's land use authority and development requirements.

LOCAL AGENCY FORMATION COMMISSION OF NEVADA COUNTY  
RFP for EIR for Nevada City Sphere Plan Review/Update

Thus, the environmental analysis will evaluate the environmental impacts that would likely result from development that would be supported by the extension of the City's services into the territory included in the City's sphere.

As required by CEQA Guidelines § 15125(a), the baseline for the environmental analysis shall be the present physical environment and development within the area of the sphere recommended by LAFCo and within each alternative. The baseline is not the uses allowed under the existing County General Plan. The EIR shall review at an appropriate level of analysis the direct and indirect environmental impacts associated with the potential extension of agency services to areas within the recommended sphere and each of the various alternatives.

In developing such analysis, it may generally be assumed that the level of development facilitated by the extension of services will be consistent with that allowed under the City's General Plan currently in effect. However, some consideration must be given to the potential for change in land use regulation to allow increased intensity of use given the City's ability to provide sewer service to such properties and demand for additional housing in the county.

The project is more of a program level EIR as opposed to a project EIR. The level of analysis will therefore necessarily focus on the broad impacts of potential development, rather than site specific impacts.

Specific Impact Analyses

- With respect to impacts on traffic, the Nevada County Transportation Commission has developed a regional traffic model and capital improvement plan that can substantially assist in the analysis and mitigation of the traffic impacts of development of the sphere.
- The EIR shall include a green house gas impact analysis, based on projected development of the sphere.
- With respect to public services, LAFCo has fairly up to date Municipal Services Reviews for the City and City services which will assist in assessing the impacts on those services. However, with respect to water supply and service, that may need to be updated with more recent data.

Where appropriate, the environmental analysis in the EIR prepared for the applicable general plan may be incorporated into the environmental document.

**5. SCOPE OF WORK**

5.1. General

- 5.1.1. Nevada LAFCo has prepared an update to the Nevada City Sphere of Influence Plan, including a recommended sphere of influence map. The recommended map (*Exhibit 1*) removes territory from the City's previous sphere of influence map that is unlikely to require the City's services within the timeframe of the sphere plan, by virtue of being already developed for uses that do not require City services or where the provision of City services would be infeasible. The recommended map indicates a five-year horizon identifying territory expected to be annexed within five years as well as the twenty-year horizon. The environmental document should include an alternatives analysis that reviews environmental impacts arising from adoption of this sphere of influence boundary.
- 5.1.2. The City has indicated it would prefer to retain in its sphere all territory included in its current sphere of influence (as initially adopted in 1983 and updated in 2008). The

LOCAL AGENCY FORMATION COMMISSION OF NEVADA COUNTY  
RFP for EIR for Nevada City Sphere Plan Review/Update

territory the City would like to have included in its sphere is depicted on a map provided herein as *Exhibit 2*. The environmental document should include an alternatives analysis that reviews environmental impacts arising from adoption of this sphere of influence boundary.

5.1.3. The City and LAFCo staff have developed a 'consensus map' that removes some territory from the City's sphere and retains some of the lands recommended for removal pursuant to the original LAFCo staff recommendation. The environmental document must include an alternatives analysis that reviews environmental impacts arising from adoption of this larger sphere of influence. *Exhibit 3* depicts the consensus map. The environmental document should include an alternatives analysis that reviews environmental impacts arising from adoption of this sphere of influence boundary. Note that it also provides the location of four areas the City would initiate for annexation; the environmental impacts associated with annexation of these areas should be included in the EIR.

5.1.4. The consultant is expected to work throughout the project in close consultation with the LAFCo Executive Officer and with the Commission's Legal Counsel and to perform work that is consistent with Nevada LAFCo policies and procedures and the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (also referred to as "LAFCo law"). The consultant is also expected to consult with City staff; participate in meetings with LAFCo and City staff, public groups, and other interested agencies or parties (see below for further details); and make written and/or oral presentations to the Commission.

5.2. Major Tasks and Work Plan Components: The consultant will be responsible for providing all work, oversight, management and administration of the environmental document. The consultant shall be responsible for all procedural steps, including proposed scheduling and timing to comply with CEQA legal requirements and for preparation of essential documents: e.g., Notice of Preparation, administrative draft environmental document, Notice of Availability, public review draft environmental document, Notice of Completion, final environmental document, Notice of Determination, Statement of Findings of Fact and Overriding Considerations, and Mitigation Monitoring and Reporting Measures. LAFCo will file all required notices.

Proposals should reflect a firm's ability to prepare the environmental documentation necessary to analyze the environmental impacts of the update of each agency's sphere of influence, as well as possible alternatives. The analyses must satisfy the requirements of the California Environmental Quality Act (CEQA), including the recently adopted requirements pertaining to determination and evaluation of potential greenhouse gas (GHG) emissions.

Each proposal should include a general statement demonstrating an understanding of the work as outlined and describing the general approach to be taken in accomplishing it. The statement should make evident the consultant's experience and qualifications required to perform the required analysis and should provide a "not-to-exceed" estimate of costs for CEQA analysis. The project alternatives will include the following:

- Original LAFCo Staff Recommendation: The sphere of influence would include approximately 1,650 acres, as depicted in Exhibit 1.
- City Recommendation: The sphere of influence would include the lands contained within the 2008 sphere of influence, as depicted in Exhibit 2.

LOCAL AGENCY FORMATION COMMISSION OF NEVADA COUNTY  
RFP for EIR for Nevada City Sphere Plan Review/Update

- LAFCo/City Consensus Alternative: A map denoting the consensus boundary of the sphere of influence is provided in Exhibit 3. This alternative would also include the initiation of four specific annexations following the completion of the EIR; the EIR should provide analysis sufficient to support the City's rezoning and annexation of these four areas. ***This variation is to be considered the Preferred Alternative for the purposes of the EIR.***
  - No Project Alternative: This alternative includes adoption of a coterminous sphere of influence, meaning the City's sphere includes only the territory within the City's jurisdictional boundary, as depicted in Exhibit 4.
- 5.2.1. The consultant shall prepare the following work program components; all work products of consultant and all subconsultants shall be the property of Nevada LAFCo.
- 5.2.2. In consultation with LAFCo staff and Legal Counsel, review LAFCo's Sphere Plan Update, relevant City studies and plans, as well as other applicable regional data, and prepare a technical memorandum outlining the EIR approach and analysis assumptions for purposes of framing the environmental review. These assumptions shall be consistent with the overall project description above.
- 5.2.3. Work closely with LAFCo and City staff, including attending meetings, to identify pertinent information and studies, either by the consultant or consultant's subcontractors that should be used and incorporated into the scope of the Draft EIR.
- 5.2.4. In consultation with LAFCo staff and Legal Counsel,
- Prepare and submit to LAFCo staff for review the Notice of Preparation;
  - Circulate the NOP to all responsible and interested agencies and to the OPR for a 30-day comment period;
  - If LAFCo determines that a public scoping meeting is needed, conduct the meeting (please provide a separate cost proposal for this step);
  - Meet with City staff;
  - Review all comments received in response to the NOP and the scoping meeting (if held); and
  - Develop the scope and contents of the EIR.
- 5.2.5. Undertake, either directly or by contracting with subcontractors, all specific and technical studies determined to be necessary to prepare a Draft EIR in full compliance with CEQA.
- 5.2.6. Review the environmental impacts associated with the proposed sphere update with LAFCo and City staff; recommend feasible measures that should be applied to mitigate project impacts to a less than significant level; and identify significant impacts that cannot be mitigated. ***NOTE: LAFCo has very limited administrative or regulatory authority that would enable it to implement mitigation measures directly. You will need to work closely with LAFCo staff on development of proposed mitigation measures to insure that they can be implemented.***
- 5.2.7. Provide two (2) hard copies and an electronic copy (in MS Word format) of the Administrative Draft to LAFCo staff for review and comment. LAFCo staff will forward

LOCAL AGENCY FORMATION COMMISSION OF NEVADA COUNTY  
RFP for EIR for Nevada City Sphere Plan Review/Update

- copies of the Administrative Draft to City staff and LAFCo Legal Counsel for review and comment, which will be expected to take two weeks.
- 5.2.8. Incorporate all comments on the Administrative Draft into the Public Review Draft (DEIR).
- 5.2.9. Coordinate with LAFCo staff regarding distribution of the DEIR and any technical appendices, providing to LAFCo staff electronic copies in both MS Word and Adobe PDF formats, of the DEIR and all technical appendices. The PDF version shall be provided as both a complete, integrated document and in separate chapters or sections.
- 5.2.10. Prepare and submit to LAFCo staff:
- The Notice of Availability (NOA). LAFCo will publish the NOA and will file it with the County Clerk.
  - The Notice of Completion (NOC). LAFCo will file the NOC with the OPR, along with the NOA and 15 printed copies of the DEIR.
- 5.2.11. Present the DEIR analysis at a minimum of two meetings:
- Before the City Council, and
  - Before the Nevada LAFCo Commissioners
- The consultant's proposal should indicate a specific fee to be charged for attendance at any additional meetings considered necessary by LAFCo staff.
- 5.2.12. Review the oral testimony and written comments received during circulation of the DEIR with LAFCo staff and Legal Counsel and determine appropriate responses.
- 5.2.13. In consultation with LAFCo staff and Legal Counsel, prepare a final EIR including appropriate responses to comments, both written and oral, and if appropriate, a Mitigation Monitoring and Reporting Program (MMRP).
- 5.2.14. Coordinate with LAFCo staff regarding distribution of the final EIR and all technical appendices; provide LAFCo with electronic versions of the final EIR and all appendices in both MS Word and PDF formats.
- 5.2.15. Consultant shall work with LAFCo staff and shall be responsible to insure that the documents required by CEQA to be made available to the public during the preparation of the environmental document are made available. Those requirements are set forth in Pub. Res. Code §§ 21061, 21081.6(a) (2), 21092(b) (1), and 21152, CEQA Guidelines §§15130, 15087, 15148, 15091 (e), 15094(b)(9), and 15208, and elsewhere in CEQA. Consultant shall also work with LAFCo to insure that the Record of Proceedings (ROP) for the project as set forth in PRC §21167.6 (e) is maintained and updated as the project proceeds so that the "whole record" is available for review by the decision-makers at the time the decision is made on the project, as required by Pub. Res. Code §§21064.5, 21080(c)(1) and (2) and (D), 21082.2, and 21157.5 (b).
- 5.2.16. Present the final EIR analysis for each agency's sphere of influence to Nevada LAFCo at up to two public hearings.
- 5.2.17. Complete and provide to LAFCo the Department of Fish and Game (DFG) No Effect Determination form; LAFCo will transmit the request for approval to the DFG.

LOCAL AGENCY FORMATION COMMISSION OF NEVADA COUNTY  
RFP for EIR for Nevada City Sphere Plan Review/Update

- 5.2.18. Prepare proposed final adoption documentation (e.g., Findings required by CEQA Guidelines § 15091 and 15092 and Statement of Overriding Considerations) if necessary and provide an administrative draft to LAFCo staff and Legal Counsel for review and comment. Prepare a final set of documents based upon the comments of LAFCo staff and Legal Counsel.
- 5.2.19. If necessary, modify the final EIR based on certification by LAFCo and provide electronic copies of the final documents, including the findings of fact and overriding considerations, MMRP, and all appendices in MS Word and PDF formats
- 5.2.20. Prepare and submit to LAFCo the Notice of Determination; LAFCo staff will file the NOD with the county Clerk/Recorder.
- 5.3. Obtaining Information and Relevant Data: The consultant will take the lead in gathering data and relevant environmental documents, plans, and/or studies available from public agencies. LAFCo staff will serve as a resource and liaison for locating information and providing contacts and obtaining other source materials. In preparing the proposal, background documents and reports are available for review via “Dropbox;” a link will be provided by LAFCo staff upon request.
- 5.4. Mapping: Nevada LAFCo utilizes Nevada County's GIS (Geographic Information System) Department for mapping and will work with the County to make applicable GIS base layers (parcels, roads, hydrology, General Plan and zoning designations) available to the consultant. The consultant will be responsible for preparing all maps for inclusion in the draft and final EIR and for providing the data to LAFCo in a GIS-based format for inclusion in the County's GIS.
- 5.5. Meetings: LAFCo is the primary contact for the consultant and is responsible for scheduling any public meetings that the consultants are expected to attend. The proposal should consider attendance at all meetings with LAFCo and agency staff, one meeting with each agency's Board of Directors, and up to four public hearings (two for each agency sphere) for presentations to the Nevada LAFCo Commissioners. A separate cost item should be included for one public scoping meeting if considered necessary by LAFCo staff. Any additional meetings requested by LAFCo staff or Legal Counsel may be charged on a time and materials basis if approved in advance.
- 5.6. Detailed Work Plan and Schedule: Prior to beginning work on the project, the consultant is required to prepare and submit, for approval by the LAFCo Executive Officer, a detailed work plan and time schedule for completion of the project. The plan and schedule should define the tasks associated with the project and identify appropriate progress benchmarks and deliverables to measure work performance. It is expected that the consultant will utilize existing documents and completed studies where appropriate (as noted above) to obtain data for inclusion in the proposed EIR. The existing documents can also be referenced in the proposed EIR. The use of such resources is expected to significantly reduce the amount of time it would normally take the consultant to prepare an EIR. The consultant's work plan and schedule should take into account the availability and use of existing information.

**6. WIDER CONTEXT**

- 6.1. Prior Regulatory and Environmental Review History

LOCAL AGENCY FORMATION COMMISSION OF NEVADA COUNTY  
RFP for EIR for Nevada City Sphere Plan Review/Update

LAFCo adopted the original sphere of influence for Nevada City in 1983. Nevada City's present boundaries include approximately 1280 acres in 1761 parcels. The current sphere of influence includes approximately 2900 acres in 950 parcels.

The 1983 sphere of influence was adopted with a finding of exemption to CEQA. In 2008, the sphere plan was reviewed and updated, but the Commission did not modify the sphere boundary. Because there was no change in the sphere boundary, the environmental review was limited and the Commission adopted a Negative Declaration. Consequently, there has not been any substantial environmental review done of the City sphere plan itself prior to the current project.

The City's current General Plan was updated in 1986. The EIR for the City's General Plan Update was prepared and certified in 1985. In 2009, the City updated the General Plan Land Use Element; the Housing Element was last updated in 2014; no environmental review was conducted as the City found the project exempt from CEQA.

Nevada County's General Plan was comprehensively updated in 1996 with a full EIR; since that time, the County has updated the Safety Element (2008) and the Circulation Element and the Housing Element (2010). In 2014, the County updated the Land Use Element and the Housing Element, and also adopted amendments to the Safety and Noise Elements. These were done following preparation of a Mitigated Negative Declaration.

Given the age and limitations of the existing general plan EIR's, their usefulness in assessing the environmental impacts within the proposed sphere may be limited.

## 6.2. Relevant Plans and Policies

The County General Plan includes goals and policies designed to promote coordination between City and County land use designations in lands included within a city's sphere of influence. These policies also encourage city annexation of lands proposed for development within city spheres of influence. (Goal 1.8, Policies 1.8.1 – 1.8.11)

Nevada LAFCo's policies on spheres of influence are set forth in Chapter III of the Commission's Policies. The Policies provide broad guidance relative to determination of appropriate sphere of influence boundaries and also provide for the Commission to designate "Areas of Interest" beyond an agency's sphere of influence where the land use or other decisions of the land use agency may have impacts on another local agency.

The relevant portions of the County General Plan, City General Plan and LAFCo policies should be considered in discussing the regulatory context of the project.

LAFCo staff initially recommended a reduction to the City's sphere of influence in consideration of Commission sphere policies barring inclusion of lands that are unlikely to require the agency's services within the timeframe of the sphere plan. The lands recommended for exclusion included approximately 1160 acres in 513 parcels, of which 930 acres in 430 parcels are improved. Staff's recommendation would provide for an "Area of Interest" that would include all the lands omitted from the City's sphere. A map depicting this option is included in this RFP as Exhibit 1.

The City opposed the LAFCo staff recommendation, pointing out that the County's General Plan policies relative to coordination of land uses within a city's sphere of influence provided the City with land use control over the sphere lands. Thus, removing lands from the sphere would eliminate the City's ability to control land use within the omitted areas. The City has

LOCAL AGENCY FORMATION COMMISSION OF NEVADA COUNTY  
RFP for EIR for Nevada City Sphere Plan Review/Update

also prepared an ‘annexation plan’ describing how the City would annex and provide municipal services to the lands within the 2008 sphere, as depicted on Exhibit 2.

LAFCo and City staff have jointly developed a consensus map that retains some of the lands proposed for removal. The staff have agreed to include a provision in the sphere plan for the City to initiate annexation of four discrete areas, three of which contain parcels that are already connected to the City’s sewer system. The EIR should include information adequate to support the City’s rezoning and annexation of these areas. A map depicting this alternative is included herein as Exhibit 3.

**7. TENTATIVE SCHEDULE**

The consultant shall provide a proposed schedule for completion of the environmental documentation, keeping in mind the available environmental information provided in the environmental documents prepared for the General Plans of the two land use agencies (City of Nevada City and the County of Nevada). LAFCo would like as expeditious a schedule as reasonably possible without adversely impacting quality or increasing the cost of the project.

**8. PROPOSAL FORMAT**

A proposal that is timely received will be reviewed by LAFCo staff to determine if it is complete and addresses all of the following points:

- A brief description of the consultant's firm and a statement of the firm's qualifications for performing the needed services, and those of any subcontractors intended to be used.
- A summary of the firm's experience with similar projects.
- A statement of the consultant's understanding of the proposed projects and of the environmental analysis necessary for sphere of influence updates.
- A statement indicating the firm's approach to the project, including a description of the main tasks to be completed during the project and a time schedule reflecting the completion of each task and delivery of products.
- A specific discussion of how the consultant intends to develop the GHG emissions analysis and proposed methodology to comply with CEQA Guidelines Section 15064.4.
- An organization chart depicting the project team that will perform the work on each project and a brief summary of the qualifications and experience of each team member, including length of service with the firm, and resume.
- A detailed cost proposal with subtotals for each of the major tasks identified in the proposal. Please include time allotments for all assigned employees and budgeted dollar amounts for each subcontractor as well as all other direct and indirect costs. Consultant participation in meetings and public hearings should be specifically identified. Hourly rates for participation in additional meetings should also be identified.
- A list of references for lead staff and a brief description of similar projects he or she has conducted, including contact person and phone number.

Please feel free to include any other information you feel is relevant to LAFCo's review and selection process.

LOCAL AGENCY FORMATION COMMISSION OF NEVADA COUNTY  
RFP for EIR for Nevada City Sphere Plan Review/Update

**9. DEADLINE FOR SUBMISSION OF PROPOSAL**

Five hard copies and one electronic copy of the proposal shall be received no later than **February 9, 2018** at the offices of Nevada LAFCo, 950 Maidu Avenue, Nevada City, California 95959.

**10. SELECTION PROCEDURE**

All proposals that are timely submitted will be screened by a selection committee. The recommended proposal will be considered by the LAFCo Commission before the contract is awarded. Nevada LAFCo reserves the right to reject any and all proposals, waive any irregularity in the proposals, and/or to conduct further negotiations with any firm that has submitted a proposal.

**11. CONTRACT AND INSURANCE**

Nevada LAFCo uses a standard form of contract, a sample of which available upon request. It incorporates standard insurance requirements, including provision of insurance certificates.

Although the standard contract is subject to negotiated revision before execution by the parties, by submission of a proposal or statement of qualifications the potential consultant indicates that except as specifically and expressly noted in its submission, it has no objection to the standard LAFCo contract or any of its provisions, and if selected will enter into a final agreement based substantially upon that contract.

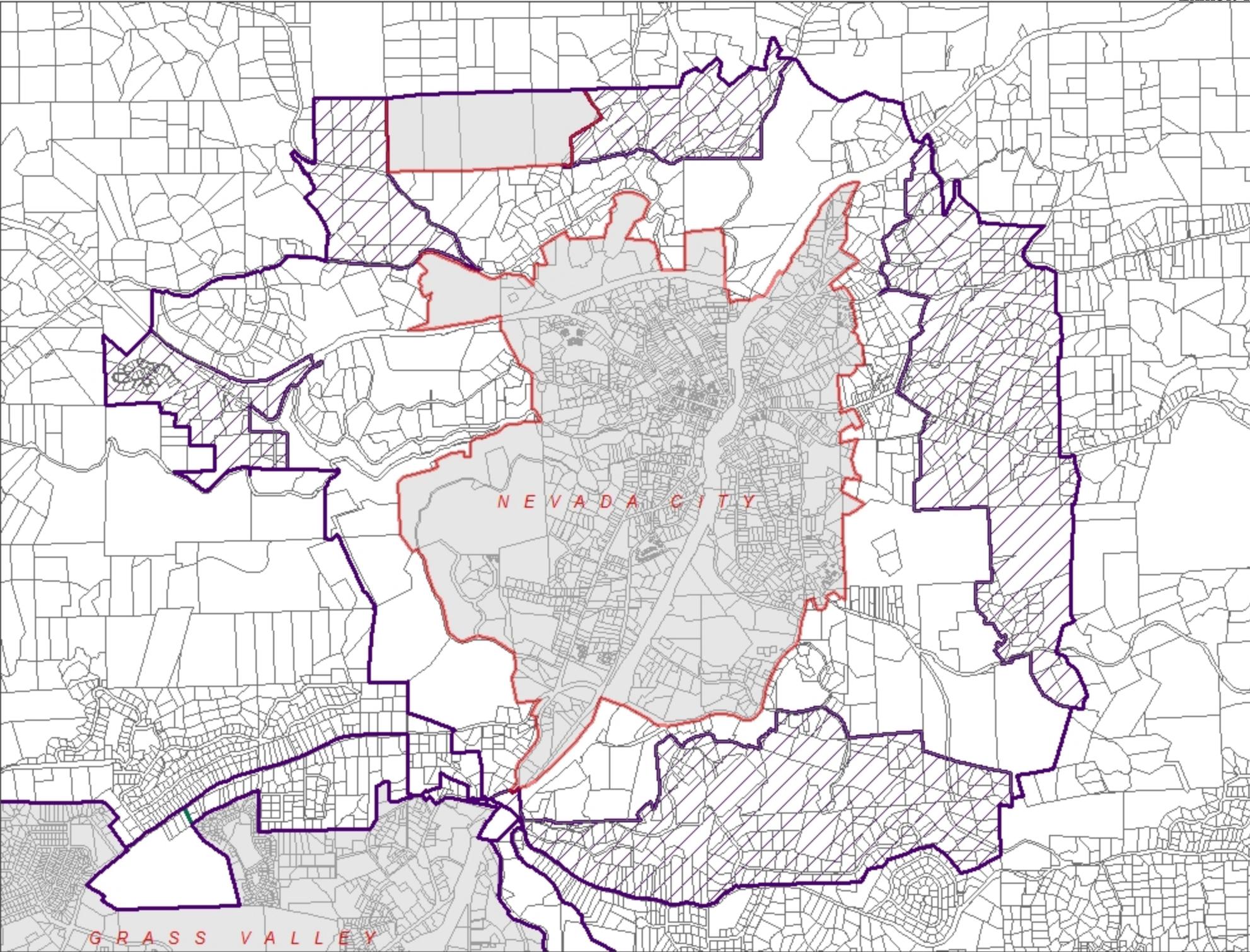
**12. CONTACT PERSON**

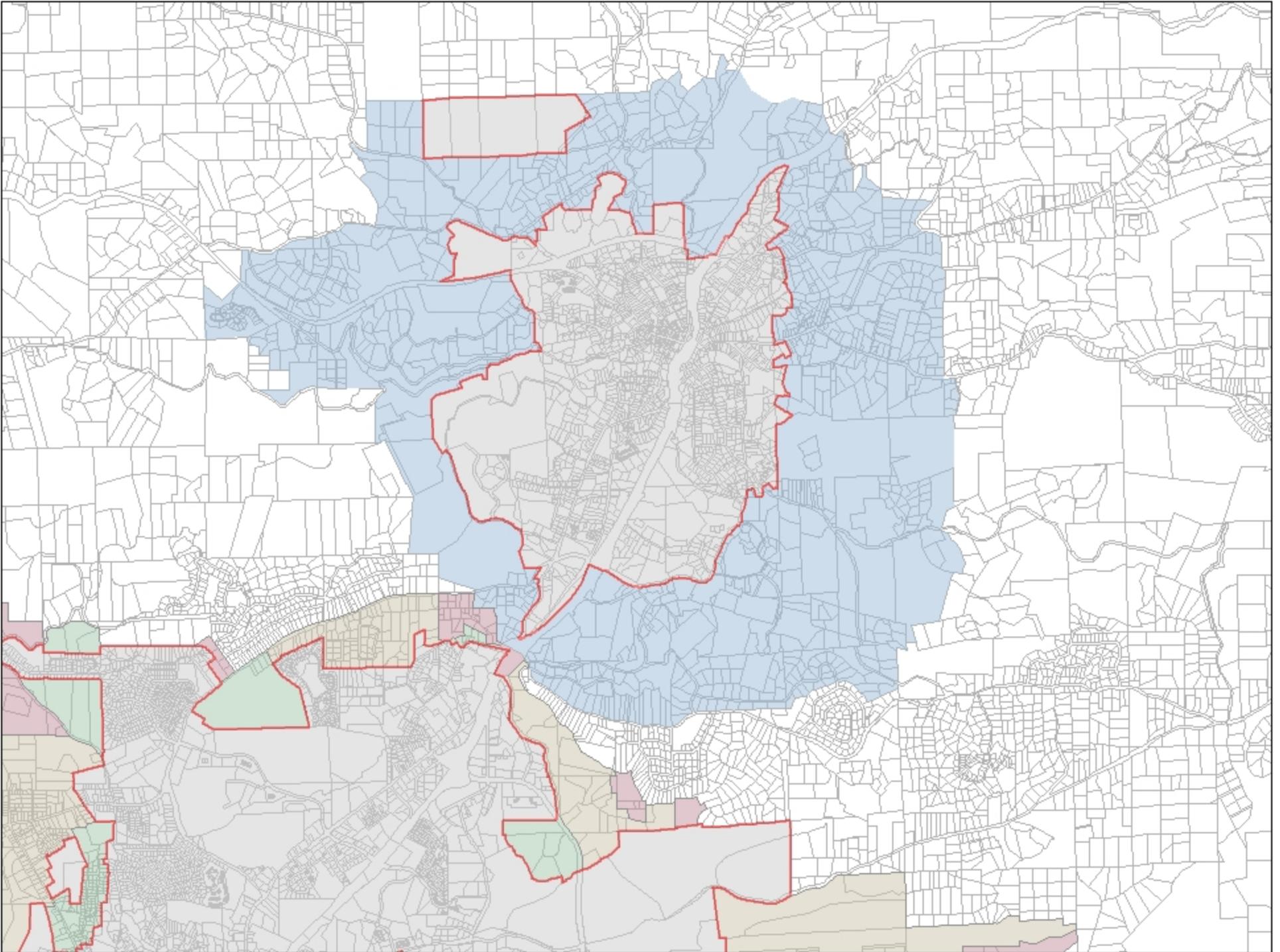
Direct all inquiries regarding the RFP process or proposal submissions to:  
SR Jones, Executive Officer  
Local Agency Formation Commission of Nevada County  
950 Maidu Avenue  
Nevada City, California 95959  
Phone: (530) 265-7180  
Email: SR.Jones@co.nevada.ca.us

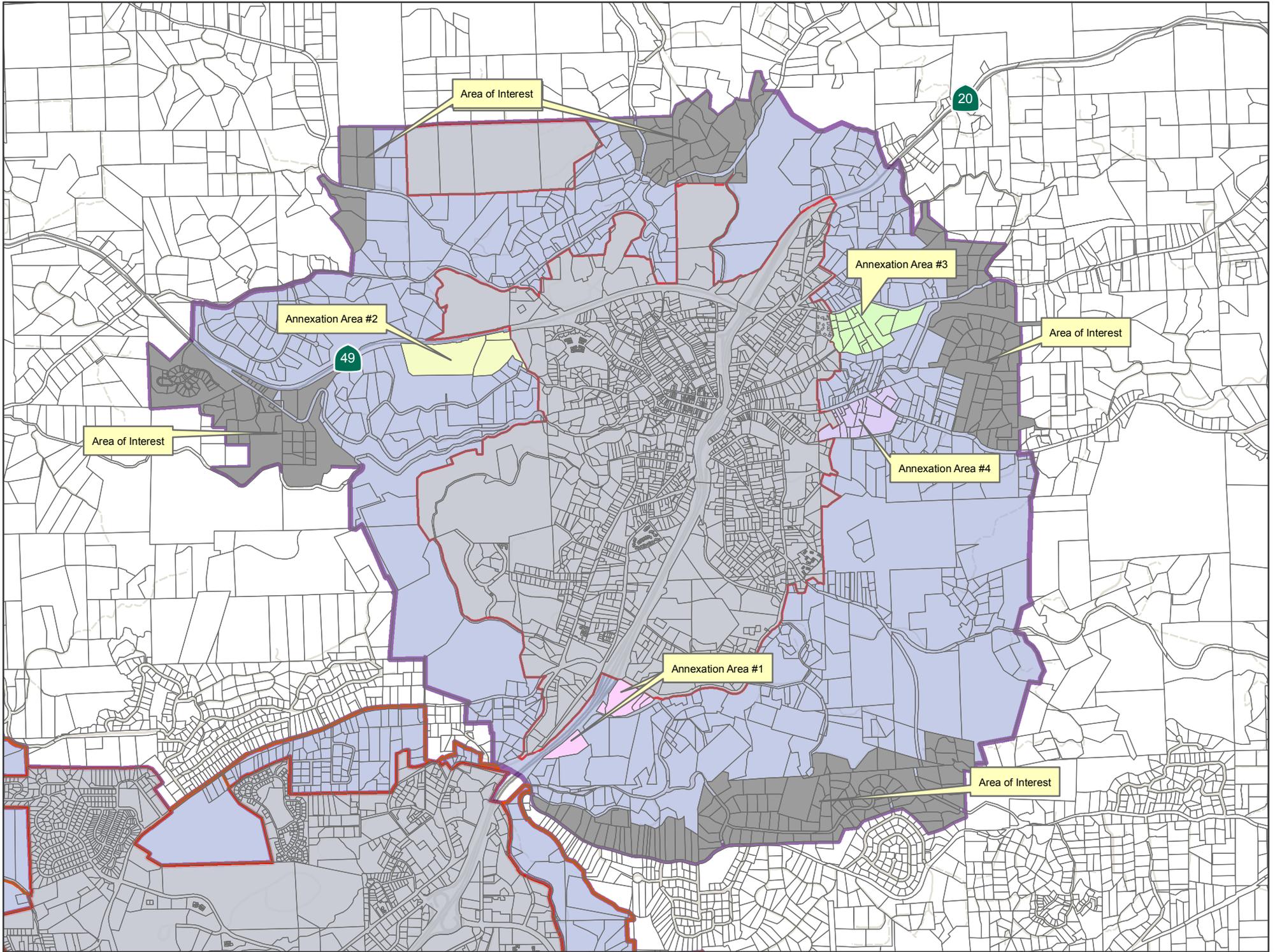
**Exhibits:**

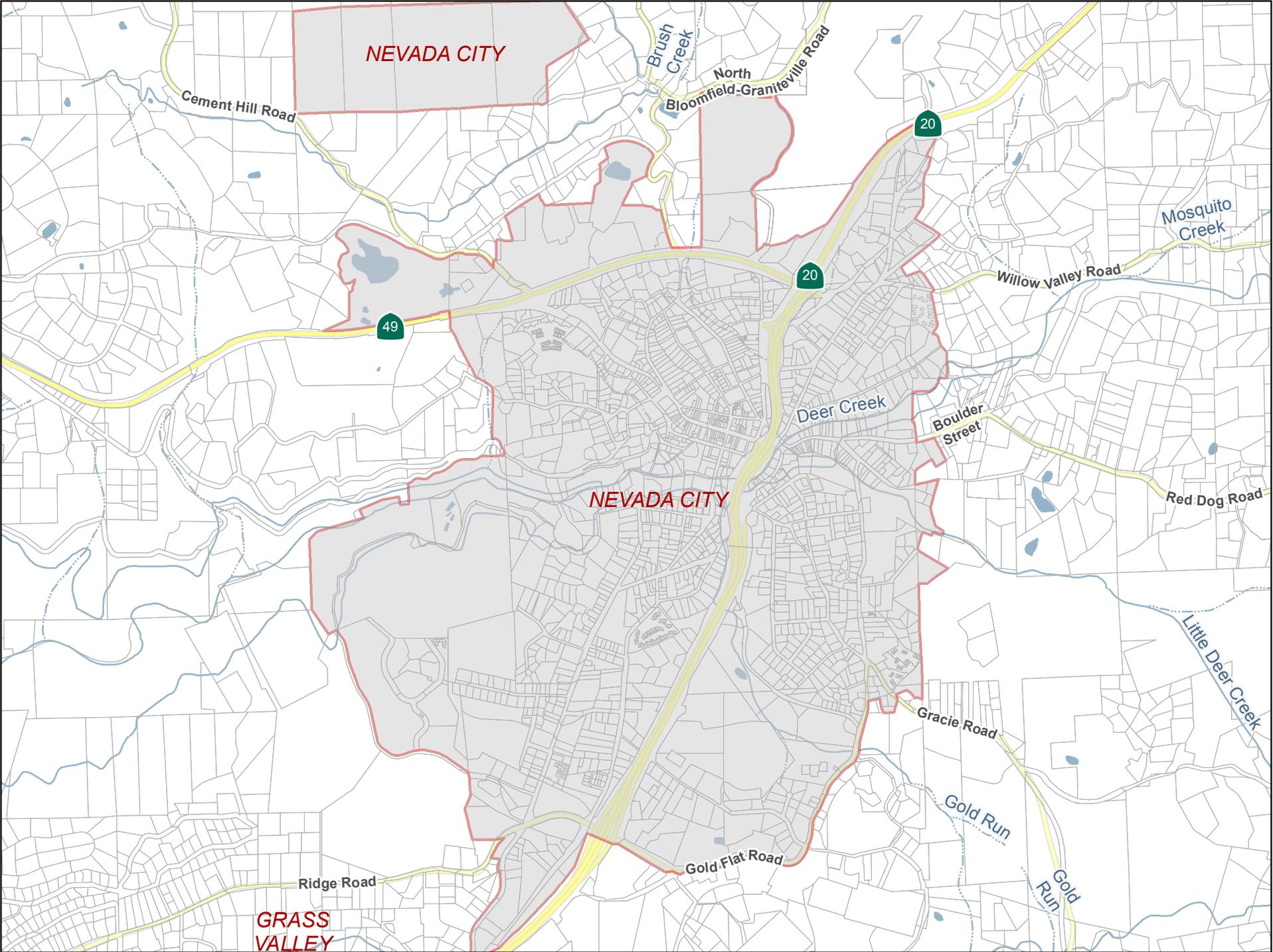
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- 1 Map depicting the original LAFCo staff recommendation
- 2 Map depicting the 2008 sphere of influence
- 3 Map depicting the consensus sphere boundary, including four annexation areas
- 4 Map depicting a coterminous sphere of influence, for purposes of providing a “no project” alternative









## REPORT TO CITY COUNCIL

FEBRUARY 28, 2018

City of Nevada City  
317 Broad Street  
Nevada City CA 95959  
[www.nevadacityca.gov](http://www.nevadacityca.gov)

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**TITLE:** Resolution Of Intent Of The City Of Nevada City To Annex Those Properties Already Served With City Sewer And Intervening Properties For Which City Services Are Readily Available: H.E.W. Property And Adjacent Properties; Cemetary Properties On Red Dog Road And Park Avenue Extension And Adjacent Properties; Caltrans Property And Adjacent Properties; And The Nevada County Juvenile Hall And Adjacent Properties

**RECOMMENDATION:** Adopt Resolution 2018-XX of Intent to Annex those properties already served with City sewer and intervening/adjacent properties for which City services are readily available.

**CONTACT:** Amy Wolfson, City Planner

**BACKGROUND / DISCUSSION:** The City is currently providing City sewer service to several properties outside city limits. The main line extension to these properties has the ability to provide service to several additional intervening properties. The City intends to ultimately annex its entire sphere of influence and these areas represent those that should be prioritized due to the current service or due to the readily accessible service:

- Area 1 (five parcels): Includes the California Department of Transportation facility (currently connected to City sewer), the Prospector's Nursery, and the Little Friends Child Development Center, along Gold Flat Road.
- Area 2 (three parcels): Includes County Juvenile Hall (currently connected to City sewer), and two adjacent and vacant County-owned properties, located south of Hwy 49.
- Area 3 (18 parcels): Includes the H.E.W. Building (privately owned and currently connected to City sewer) and the Nevada Cemetery District offices (also connected to City sewer) along Willow Valley Road. There are 14 intervening parcels that are privately owned, two of which are undeveloped.
- Area 4 (22 parcels): Includes four cemetery facilities that are either privately or publicly managed along Boulder Street and Park Avenue Extension and 18 intervening properties. The City Engineer has indicated that this is an area of planned walkable improvements.

The Local Area Formation Commission (LAFCo) staff is currently in the process of considering environmental review and preparing an appropriate environmental document pursuant to the California Environmental Quality Act (CEQA) for a revision to the Nevada City Sphere of Influence (SOI). This review will analyze

three alternative SOI boundaries, all of which encompass the properties referenced in the attached resolution indicating the City's Intent to annex. All of these properties are either already served with City sewer or are situated in a manner that sewer service is readily available.

**RESOLUTION OF INTENT:** If resolved to do so by the attached Resolution of Intent, Council will authorize staff to proceed with a pre-zone recommendation for the subject properties. After such time that the Planning Commission makes a recommendation, the City Council will ultimately determine pre-zoning for the subject properties. At that time the City Council may also act on a Resolution of Application to begin the annexation process with the Local Area Formation Commission (LAFCo) staff.

**ENVIRONMENTAL CONSIDERATIONS:** Staff anticipates that most of the environmental concerns regarding the properties intended for annexation will be addressed in a LAFCo SOI Environmental Impact Report (EIR) enabling city staff to tier off of the LAFCo EIR with a Notice of Exemption or minimal additional environmental review. Passage of the Resolution of Intent is not considered a "project" under the California Environmental Quality Act (CEQA). Environmental analysis will be considered with the pre-zoning.

**FISCAL IMPACT:** There is no immediate fiscal impact with the adoption of a Resolution of Intent to Annex. However, the subsequent pre-zoning and annexation will require environmental review and staff time. As part of the EIR proposed for the SOI revision (estimated cost range up to \$100,000), LAFCo staff have offered to analyze the impacts associated with annexing the four "intent to annex" areas referenced in the Resolution. LAFCo staff have requested that the City pay \$1,000 toward this environmental analysis.

**ATTACHMENTS:**

- ✓ Resolution 2018-XX: Resolution Of Intent To Annex Those Properties Already Served With City Sewer And/Or Water And Intervening Properties Whereby City Services Are Readily Available
- ✓ Exhibit – Resolution 2018-XX Map

**RESOLUTION NO. 2018-XX**

**RESOLUTION OF INTENT OF THE CITY OF NEVADA CITY  
TO ANNEX THOSE PROPERTIES ALREADY  
SERVED WITH CITY SEWER AND INTERVENING PROPERTIES  
FOR WHICH CITY SERVICES ARE READILY AVAILABLE:  
H.E.W. PROPERTY AND ADJACENT PROPERTIES;  
CEMETARY PROPERTIES ON RED DOG ROAD AND  
PARK AVENUE EXTENSION AND ADJACENT PROPERTIES;  
CALTRANS PROPERTY AND ADJACENT PROPERTIES; AND  
THE NEVADA COUNTY JUVENILE HALL AND ADJACENT PROPERTIES**

**WHEREAS**, that property referenced as “Area 1,” consisting of approximately 27 acres and 5 parcels including: approximately 10 acres at 10057 Gold Flat Road, owned by the State of California and developed for their Department of Transportation district facilities and already served by City sewer, and including approximately 7 acres of intervening/adjacent private property developed with the ‘Little Friends Child Development Center’ at 10114 Granholm Lane and developed with the ‘Prospector’s Nursery’ at 10003 Granholm Lane, for which city sewer service is readily available, and including approximately 10 acres of Caltrans right-of-way; and

**WHEREAS**, that property referenced as “Area 2,” consisting of approximately 44 acres and 3 parcels including: approximately 10 acres at 15434 State Highway 49 owned by the County of Nevada and developed with their Juvenile Hall facility for which the city currently provides sewer service, and including approximately 23 acres of adjacent vacant property owned by the County of Nevada for which sewer is readily available, and including approximately 1 acre of Caltrans right-of-way; and

**WHEREAS**, that property referenced as “Area 3,” consisting of approximately 29 acres and 18 parcels including: 12 acres of privately-owned property (4.5 acres undeveloped and 7.5 acres developed) at 10433 Willow Valley Road, commonly known as the H.E.W. property, currently vacant after public use thereof was discontinued in the late 1990s and already connected to the City sewer system; and including 2.4 acres of publicly managed cemetery district property, developed with district offices at 10523 Willow Valley Road for which sewer is readily available and including approximately 14.6 acres of intervening private property, of which two parcels are undeveloped and for which City sewer is readily available, and

**WHEREAS**, that property referenced as “Area 4,” consisting of approximately 29 acres and 22 parcels, including 11 acres of privately and publicly managed cemetery facilities at 10563, 10546, and 10580 Red Dog Road, and including approximately 12 acres of intervening private property of which one parcel is vacant and for which the City intends to extend walkable improvements and for which city sewer is readily available; and

**WHEREAS**, said properties are all within the Nevada City Sphere of Influence, attached as Exhibit A, and modified to reflect intended annexation areas 1 through 4 with all of the improved portions thereof being in the current annexation sphere, as approved by Nevada County LAFCo to promote logical and orderly development in Resolution No. 08-15 adopted October 8, 2008; and

**WHEREAS**, the Nevada City General Plan states it to be the City’s intention to ultimately include its entire sphere of influence within its boundaries and that each proposal for

annexation will be judged individually on its physical, fiscal, and aesthetic compatibility with the goals and policies of the City of Nevada City; and;

**NOW THEREFORE BE IT RESOLVED**, by the City Council as the governing body of the City of Nevada City that it is the intent and desire of Nevada City to annex the properties that are currently being served by Nevada City sewer and/or water service, along with intervening properties into the City as soon as it is appropriate to file an application with LAFCo do so, in advance of or concurrent with consideration and processing of any project thereon.

The City Manager is authorized to take all steps necessary to communicate this desire to LAFCo, the County of Nevada, and any subsequent purchaser, owner, or potential developer of the above properties to preserve and protect the interests of the City and to initiate annexation procedures when appropriate.

**PASSED AND ADOPTED** by the City Council of the City of Nevada City held on 28<sup>th</sup> of February 2018 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

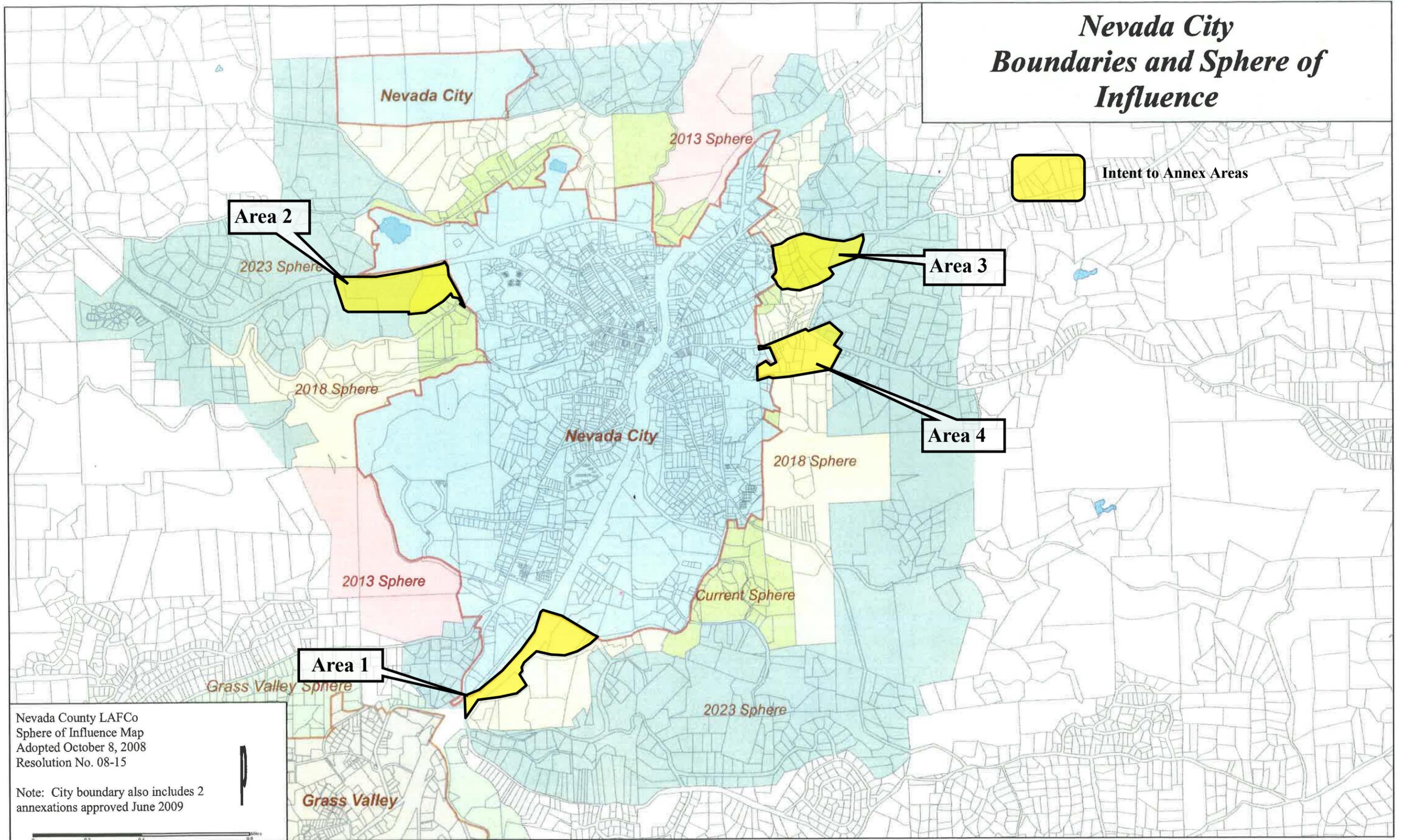
**ABSTAIN:**

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**Duane Strawser, Mayor**

**ATTEST:** \_\_\_\_\_  
**Niel Locke, City Clerk**

Sphere of Influence Map modified to reflect intended annexation areas 1 through 4



**List of Properties in intended annexation areas 1 through 4**

<b>Parcel Number</b>	<b>Site Address</b>	<b>Owner</b>
<b>AREA 1</b>		
35-230-33	10114 GRANHOLM LANE	APPLEGATE E MARK TRSTE
35-230-36	10266 GRANHOLM LANE	CALIFORNIA STATE OF
35-230-35	10057 GOLD FLAT ROAD	CALIFORNIA STATE OF
35-230-37	10310 GRANHOLM LANE	CALIFORNIA STATE OF
35-240-09	10003 GRANHOLM LANE	WHITE DOUGLAS G & PAMELA S
<b>Area 2</b>		
05-050-15	15434 STATE HIGHWAY 49	NEVADA COUNTY OF
05-050-28	15380 KAHELE COURT	NEVADA COUNTY OF
05-050-32	15405 KAHELE COURT	COUNTY OF NEVADA
<b>Area 3</b>		
36-310-10	14612 HARTEER PLACE	KITCH DENNIS TRSTE ETAL
36-310-11	14594 HARTEER PLACE	CISOWSKI JUDY A TRSTE
36-310-10	14614 HARTEER PLACE	KITCH DENNIS TRSTE ETAL
36-310-12	14597 HARTEER PLACE	ST JAMES BONNIE S
36-310-08	10369 WILLOW VALLEY ROAD	CAPPS TIMOTHY J
36-310-36	10349 WILLOW VALLEY ROAD	CASTO RANDALL G & KAREN L TRSTES
36-310-58	14607 PEAR TREE LANE	DOEHNE EDWARD F III & AUDREY TRSTES
36-310-60	10399 WILLOW VALLEY ROAD	COURTYARDS AT DEER CREEK LLC
36-310-60	10433 WILLOW VALLEY ROAD	COURTYARDS AT DEER CREEK LLC
36-310-60	10523 WILLOW VALLEY ROAD	COURTYARDS AT DEER CREEK LLC
36-310-61	10523 WILLOW VALLEY ROAD	NEVADA COUNTY CEMETERY DIST
36-310-44	14700 HARTEER PLACE	ROBERTS FREDDIE L & SHEILA
36-310-55	10317 WILLOW VALLEY ROAD	KALBAUGH EDWARD J ETAL
36-310-64	14663 PEAR TREE LANE	BERTONCINI JANET
36-310-39	10599 WILLOW VALLEY ROAD	COURTYARDS AT DEER CREEK LLC
36-310-56	14715 PEAR TREE LANE	KOECKRITZ PAUL M & JUDIE T
36-310-66	14648 PEAR TREE LANE	BERTONCINI JANET
36-310-12	14599 HARTEER PLACE	ST JAMES BONNIE S
36-310-45	14648 HARTEER PLACE	HANF ADAM J & JAMIE R
36-310-46	14649 HARTEER PLACE	BAKER STUART M TRSTE ETAL
36-310-71	10285 WILLOW VALLEY ROAD	AHRNS KAREN
36-310-72	10297 WILLOW VALLEY ROAD	MCGARR MICHAEL W & BEVERLY K TRSTES
<b>AREA 4</b>		
36-330-09	10546 RED DOG ROAD	SIERRA MEMORIAL LAWN A CORP
36-360-12	11055 REEF POINT	ETTLIN DANA J & MARY E TRSTES
36-360-13	10246 PARK AVENUE EXTENSION	JACOBS EDWARD G & GEORGIA L ETAL
36-360-14	10296 PARK AVENUE EXTENSION	MENDOZA BEATRICE T TRSTE
36-360-15	10314 PARK AVENUE EXTENSION	MAY ROBERT L TRSTE
36-360-03	10407 REEF POINT	JONES WALTER H & NANCY K TRSTES
36-360-07	10455 BOULDER STREET	WALSH LAWRENCE M
36-360-10	10465 BOULDER STREET	HJORD LENNART & INGEGERD
36-330-10	10585 BOULDER STREET	EGAN CONOR
36-330-11	10577 BOULDER STREET	DE GIORGIS JANE TRSTE
36-330-13	10580 RED DOG ROAD	NEVADA CEMETERY DISTRICT
36-360-08	10491 BOULDER STREET	SCHNEIDER CHRISTOPHER S TRSTE ETAL
36-360-11	11045 REEF POINT	HOFLAND KARIN
36-360-23	10523 BOULDER STREET	SELF NEDRA J TRSTE
36-360-16	10338 PARK AVENUE EXTENSION	JOHNSON RICHARD B & KAY K
36-360-22	10519 BOULDER STREET	MOODY DEBRA L TRSTE
36-360-24	10529 BOULDER STREET	MOODY DEBRA L TRSTE
36-360-03	10409 REEF POINT	JONES WALTER H & NANCY K TRSTES
36-360-04	10417 BOULDER STREET	CRADDOCK JOYCE
36-360-05	10433 BOULDER STREET	DEJESUS RYAN & NATALIE ETAL
36-360-06	10443 BOULDER STREET	LEEVEER BRENT & DONNA
36-360-26	10563 RED DOG ROAD	NEVADA LODGE #13 F + AM
36-360-25	10563 RED DOG ROAD	SIERRA MEMORIAL LAWN

# REPORT TO CITY COUNCIL

City of Nevada City  
317 Broad Street  
Nevada City, CA 95959  
[www.nevadacityca.gov](http://www.nevadacityca.gov)

February 28, 2018

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**TITLE:** Nevada City Three-Year Goals And Six-Month Strategic Objectives

**RECOMMENDATION:** Review and approve City of Nevada City three-year goals and six-month strategic objectives.

**CONTACT:** Catrina Olson, City Manager

**BACKGROUND/DISCUSSION:**

On February 7, 2018, the City Council, Planning Commission, and executive staff held a planning retreat in the City Hall Council Chambers, facilitated by Marilyn M. Snider. The focus of the 2018 retreat included the identification of three-year goals for the organization and six-month strategic objectives.

Prior to identifying draft goals, attendees participated in S.W.O.T (strengths, weaknesses, opportunities, threats) analysis, including the identification and celebration of 46 accomplishments since the August 2017 Strategic Planning Retreat.

After considerable engagement and refinement by attendees, the resulting four draft three year goals were solidified, not in priority order:

- Enhance and maintain City infrastructure and facilities;
- Improve and manage fiscal stability and sustainability;
- Reduce homelessness and transient population; and
- Increase community awareness and involvement.

The attendees then reviewed the above mentioned goals and developed 18 specific six month strategic objectives, specific performance measures, and a follow-up process to ensure progress is monitored.

**ENVIRONMENTAL CONSIDERATIONS:** Not applicable.

**FINANCIAL CONSIDERATIONS:** Not applicable.

**ATTACHMENTS:**

1. Strategic Planning Retreat Three-Year Goals and Notes
2. Six-Month Strategic Objectives

**N E V A D A C I T Y**  
**STRATEGIC PLANNING RETREAT**  
**February 7, 2018 \* Council Chambers**

Marilyn Snider, Facilitator -- Snider and Associates (510) 531-2904  
Michelle Snider Luna, Recorder – Snider Education & Communication (510) 610-8242

**MISSION STATEMENT**

The City of Nevada City is dedicated to preserving and enhancing its small town character and historical architecture while providing quality public services for our current and future residents, businesses and visitors.

**VISION STATEMENT**

Nevada City, nestled in the Sierra foothills, will be a vibrant, uniquely beautiful small town that balances art and culture, historical preservation and progress.

**CORE VALUES**

not in priority order

The City of Nevada City values...

- ♦ *A commitment to public service*
- ♦ *Ethical and transparent behavior*
  - ♦ *Fiscal responsibility*
- ♦ *Preserving and enhancing our community*
- ♦ *Excellent, responsive customer service*
- ♦ *A commitment to our community as a whole*

**THREE-YEAR GOALS**

2016-2019 \* not in priority order

*Enhance and maintain the infrastructure and facilities*

*Improve and manage fiscal stability and sustainability*

*Reduce homelessness and transient population*

*Increase community communication, awareness and involvement*

## **S.W.O.T. ANALYSIS**

**Strengths – Weaknesses - Opportunities - Threats**

### **WHAT ARE THE STRENGTHS AND ACCOMPLISHMENTS OF THE CITY OF NEVADA CITY SINCE THE AUGUST 2017 STRATEGIC PLANNING RETREAT?**

Brainstormed Perceptions

- Youth Connect Program with the school district
- Swimming pool got repaired
- National Hotel has a prospective new owner
- Expanded our Hotel Incentive Program
- We got a cannabis dispensary approved
- Put a roof on the South Yuba Canal building
- We got a new City Manager
- Kept a winter warming shelter facility for the homeless
- Completed CABY grant for water lines – approximately \$1.5 million
- Remodeled the internal portion of the Police Department
- Wastewater plant has an updated chlorine gas and sulfur sensor system with a full alarm
- Adopted a conceptual route for Sugar Loaf Trail
- Finished the design of refurbishing the bathrooms in Pioneer Park
- Recovered from last year's storm damage
- Had our first public meeting for the master plan for the Old Airport Property
- Made a resolution to become 100% renewable by 2050
- Adopted a social media policy
- Added additional Park Eazy parking spaces
- Stabilized staffing in the Police Department
- New trash cans and recycling receptacles
- Purchased the private residence in the middle of Pioneer Park
- Got the first round of the Aaron and Ellen Clark Sergeant statue
- Finished environmental on the Nevada Street Bridge Replacement Project
- Moving forward on lower Commercial Street remodel
- Improved our Police Department Property Room
- Launched the Volunteer Nevada City website
- We adopted a volunteer policy
- Did some testing to check on possible lead in water and gave the residents good results at Chief Kelly Co-Housing
- Increased community involvement (e.g., Pioneer Park Community Watch)
- National Night Out with all regional law enforcement
- Continued adding reserves to the General Fund through Measure L
- Two cannabis manufacturing authorizations
- Leased the Zion Street Yard – provided rental space and kept an existing business
- Completed a qualified opinion on the audit
- Nevada City/Grass Valley/Truckee have established with the State of California an official Cultural Arts District – we're the only rural district
- Annexation of Sugar Loaf
- City banner system has been installed

- Updated over 2000 feet of collection system
- Finished the Little Deer Creek Phase I restoration
- Reroofed Seaman's Lodge
- We finished the design for underground utility lines for the upper part of Broad Street
- Secured funding from SB1 (transportation) for \$270,000
- Finished the design of new sidewalk from Sacramento Street to Pioneer Park
- We spent \$500,000 of Measure S funding on repair of streets and sidewalks
- City-wide cleanup in Fall
- Approved bus service from Nevada City to the Yuba River

## **WHAT ARE THE CITY'S CURRENT INTERNAL WEAKNESSES/CHALLENGES?**

### Brainstormed Perceptions

- Challenge of fully staffing and turnover for Water, Wastewater and Public Works
- Limited staffing
- Lack of clarity on how to ensure historic preservation
- Limited affordable housing
- Lack of competitive salaries and benefits
- Lack of funding for public utilities and infrastructure
- Lack of response time at Public Works
- Down staffing in Police Department because of injuries
- Old, outdated public restrooms throughout the city
- Fragmented views and direction on the homeless issue
- Lack of AirBnB enforcement
- Lack of smoking ordinance enforcement
- Not keeping dirty sidewalks clean
- Cannabis is taking too much time
- Unused commercial space
- Outdated software systems
- Lack of a code enforcement officer
- Insufficient funding
- Lack of telecom ordinance
- Limited high speed internet
- Outdated and poorly maintained City Hall bathrooms and roof
- Lack of definition of roles
- Lack of public murals
- Lack of code enforcement
- Complaints that it is too hard to get businesses going

**WHAT ARE THE EXTERNAL FACTORS/TRENDS THAT WILL/MIGHT HAVE A POSITIVE IMPACT ON THE CITY IN THE COMING YEAR?**

Brainstormed Perceptions

- City's architecture is a draw for people to come here
- Stone House is open
- Legalization of marijuana may reduce migrant cannabis workers
- Potential of increased tax revenue from sale of medical marijuana
- State grants
- Documentary about Nevada City ("Redefining Prosperity")
- Yuba River
- Yuba Bus
- Refurbishment of the National Hotel
- Nevada City Farmers Market is getting larger
- A lot of people putting money into historical building preservation
- Wild & Scenic Film Festival and Nevada City Film Festival
- Sugar Loaf Trail – draw of a new trail in town
- Governor's veto of SB649 – small cells bill
- Continued increase in assessed property valuations
- Economy is good – people are spending more money
- Legalization of marijuana helping to give us a guideline of what we can do
- Increase in taxable businesses in light industry zone
- Cultural Arts District – State funded and a regional draw
- Continued presence of Nevada City on Top 10 lists
- The past holiday season was one of the best in the city – the town was packed

**WHAT ARE THE EXTERNAL FACTORS/TRENDS THAT WILL/MIGHT HAVE A NEGATIVE IMPACT ON THE CITY IN THE COMING YEAR?**

Brainstormed Perceptions

- Not enough snowpack
- Fire
- People leaving the city – some cannot afford to live here
- Increase in homelessness
- Lack of mental health support
- Opioid addiction
- ICE threats to workers
- Tourism decline
- Tree mortality
- Potential crime related to cannabis
- NIMBYism (not in my backyard)
- Inaccurate news reporting
- Disrespect of public bathrooms
- Loss of revenues due to businesses leaving
- Lack of housing stock
- Pyromaniac homeless individuals
- Trimmers
- Aggressive telecom speculation
- Aging population

- County and adjacent cities aren't doing anything about cannabis – putting all the pressure on us
- Lack of funds from DC and Sacramento
- Current Federal policy and perspective
- Nuclear holocaust
- Stock market availability
- War
- Climate change
- Environmental impacts of cannabis (e.g., runoff)
- Income inequality
- Stress on retirement system and medical system
- Possible dark drug money coming in
- CAVE people (citizens against virtually everything)

**NEXT STEPS/FOLLOW-UP PROCESS**

WHEN	WHO	WHAT
February 7, 2018	Admin Services Manager	Place the “Strengths,” on the City’s website.
February 8, 2018	City Manager	Send the Strategic Plan to invitees unable to attend or who had to leave early.
Within 24 hours of receipt	All	Read the Strategic Planning Retreat record.
February 20, 2018	City Manager and Management Team	Review “Current Weaknesses” list for possible action items.
By February 21, 2018	City Manager and Management Team	Share and discuss the updated Strategic Plan with staff face-to-face.
February 28, 2018 City Council meeting	City Council	Present the draft Strategic Plan to the public and formally adopt it.
Monthly	Management Team and City Council	Monitor progress on the strategic planning goals and objectives and revise objectives (add, amend and/or delete), as needed.
Monthly	City Manager & Admin Services Manager	Prepare and distribute to the City Council, Planning Commission, Management Team and staff, and post on the website, the updated Strategic Plan Monitoring Matrix.
August 17, 2018 8:00/8:30-3:30	City Council, Planning Commission & Management Team	Strategic Planning Retreat to: - more thoroughly assess progress on the Goals and Strategic Objectives - develop new 6-Month Strategic Objectives for each of the Three-Year Goals.

# **STRATEGIC PLAN ELEMENTS**

Marilyn Snider, Strategic Planning Facilitator - Snider and Associates – (510) 532-2904

## **“SWOT” ANALYSIS**

Assess the organization’s:

- Internal **S**trengths      - Internal **W**eaknesses
- External **O**pportunities      - External **T**hreats

## **MISSION/PURPOSE STATEMENT**

States **WHY** the organization exists and **WHOM** it serves

## **VISION STATEMENT**

A vivid, descriptive image of the future—what the organization will **BECOME**

## **CORE VALUES**

What the organization values, recognizes and rewards—strongly held beliefs that are freely chosen, publicly affirmed, and acted upon with consistency and repetition

## **THREE YEAR GOALS**

**WHAT** the organization needs to accomplish (consistent with the Mission and moving the organization towards its Vision) – usually limited to 4 or 5 key areas

## **THREE YEAR KEY PERFORMANCE MEASURES**

**WHAT** success will look like when the goal is achieved

## **SIX MONTH STRATEGIC OBJECTIVES**

**HOW** the Goals will be addressed: By when, who is accountable to do what for each of the Goals

## **FOLLOW-UP PROCESS**

Regular, timely monitoring of progress on the goals and objectives; includes setting new objectives every six months

**NEVADA CITY**  
**SIX-MONTH STRATEGIC OBJECTIVES**  
**February 7, 2018 – August 1, 2018**

<b>THREE-YEAR GOAL:</b> <i>Enhance and maintain the infrastructure and facilities</i>						
<b>WHEN</b>	<b>WHO</b>	<b>WHAT</b>	<b>STATUS</b>			<b>COMMENTS</b>
			DONE	ON TARGET	REVISED	
1. By May 1, 2018	City Engineer and Councilmember Reinette Senum	Identify and present to the City Council for direction and to the public for input, options for one-way or closed streets for downtown.				
2. By June 1, 2018	City Engineer (lead), Public Works Superintendent and City Manager	Provide to the City Council for consideration recommendations for funding, including a possible Measure S amendment, to include water/sewer collection/distribution improvements.				
3. By June 1, 2018	City Engineer and Mayor Duane Strawser	Develop and present to the City Council for consideration schematic plans for Spring Street/National Alley parking, with pedestrian connections and right-of-ways.				
4. By August 1, 2018	City Engineer, working with Water Treatment staff	Present a procurement proposal to BLM for their property for the Water Plant and surrounding property.				
5. By August 1, 2018	Mayor and City Engineer, working with CalTrans	Present to the City Council for action a plan to change the existing aluminum rails on Nevada City bridges to a more compatible historic theme.				

**THREE-YEAR GOAL:** *Improve and manage fiscal stability and sustainability*

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. By March 15, 2018	City Attorney (lead), City Manager and City Planner	Present a proposal to the City Council for consideration for refinement/slowing down the cannabis business application process to be more efficient and for better utilization of staff and funding resources.				
2. By April 15, 2018	City Manager (lead), Admin Services Manager, Accountant, Customer Service Rep, working with staff and MGT consultant	Update the City's A87 Cost Allocation Plan (direct and indirect City costs) and present to the City Council during the budget process.				
3. By May 15, 2018	City Manager and Admin Services Manager	Complete a Wastewater Rate Study and bring to City Council for consideration an updated 5-Year Rate Schedule.				
4. By June 1, 2018	Admin Services Manager (lead), City Manager and City Engineer	Complete a RFP and bring a contract to the City Council for a consultant to complete the AB1600 Study regarding impact fees.				
5. By June 15, 2018	City Manager (lead), Admin Services Manager and Councilmember Valerie Moberg	Identify non-compliant AirBnBs and identify methods of better TOT collection.				
6. By June 15, 2018	City Planner (lead), City Manager and Admin Services Manager	Assess cannabis business costs and permitting processes to determine appropriate fees and the permit renewal process.				

**THREE-YEAR GOAL:** *Reduce homelessness and transient population*

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. By April 1, 2018	Mayor Duane Strawser, Police Chief and City Manager, working with Brendan Phillips of County Social Services, the County Court System, Local Police Agencies and the DA's Office	Develop collaborative strategies to reduce homelessness.				
2. At the May 23, 2018 Council meeting	Police Chief (lead), Mayor Duane Strawser and City Attorney	Prepare ordinance amendments to elevate the penalties regarding quality of life violations to misdemeanors and present to the City Council for consideration.				
3. At the July 25, 2018 Council meeting	City Planner (lead), City Attorney and Planning Commissioner Jason Rainey, with input from the Planning Commission	Draft an ordinance that addresses incentives for developers and residents for affordable housing and present to the City Council for consideration.				

**THREE-YEAR GOAL:** *Increase community communication, awareness and involvement*

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. Bimonthly (by the 15 <sup>th</sup> of the month prior to utility billings)	Mayor and the Department Heads	Provide written information about current/upcoming projects for inclusion in the Nevada City Newsletter.				
2. By March 1, 2018	Parks and Recreation Supervisor	Distribute the Volunteer Coordinator job description to community groups (e.g., Chamber of Commerce, Service Clubs) to assist in recruiting.				
3. At the May 9, 2018 Council meeting	City Manager and Parks and Recreation Supervisor	Report to the City Council the guidelines for use of the City social media accounts by staff.				
4. By July 1, 2019	City Manager (lead), Admin Services Manager, Parks and Recreation Supervisor and consultant Jesse Lockes	Create City social media accounts.				

Madelyn Helling, Chair/Director  
Jim Fessler, Vice Chair  
Ron Kapper, Treasurer  
John Swisher, Board Member  
Grover Cleveland, Curator  
John Christensen, Restoration Mgr.  
Arlene Sipelle, Gift Shop Mgr.



NCNGRR Museum  
5 Kidder Court  
(Mail: P.O. Box 2392)  
Nevada City, CA 95959  
Tel: 530-470-0902  
www.NCNGRRMuseum.org

## Nevada County Narrow Gauge Railroad Co.

February 7, 2018

TO: City Council, Planning Commission  
City Manager, Department Heads,  
Staff Members

The Railroad Museum had a very busy, productive 2017 as the following statistics indicate. Our volunteers do a wonderful job in making the Railroad Museum a vital part of the community and a credit to the City of Nevada City.

The following statistics are as of December 31, 2017:

Visitors:	<u>California Cities (not local)</u>	<u>States (not CA)</u>	<u>Countries</u>
January-June	147	30	8
July-December	243	35	15

Volunteer Hours: 17,634

Visitors: 8,019

In 2016 we had 60,846 Website hits. In 2017 this figure has astonishingly doubled.

Our volunteers continue to be so grateful and thankful to all of Nevada City representatives for their generosity and willingness to support the Museum in its goals of preserving history and being of value to the City and its economy. Thank you.

  
Madelyn Helling  
Chair/Director



JOIN US NEXT YEAR:  
JANUARY 17-21, 2019

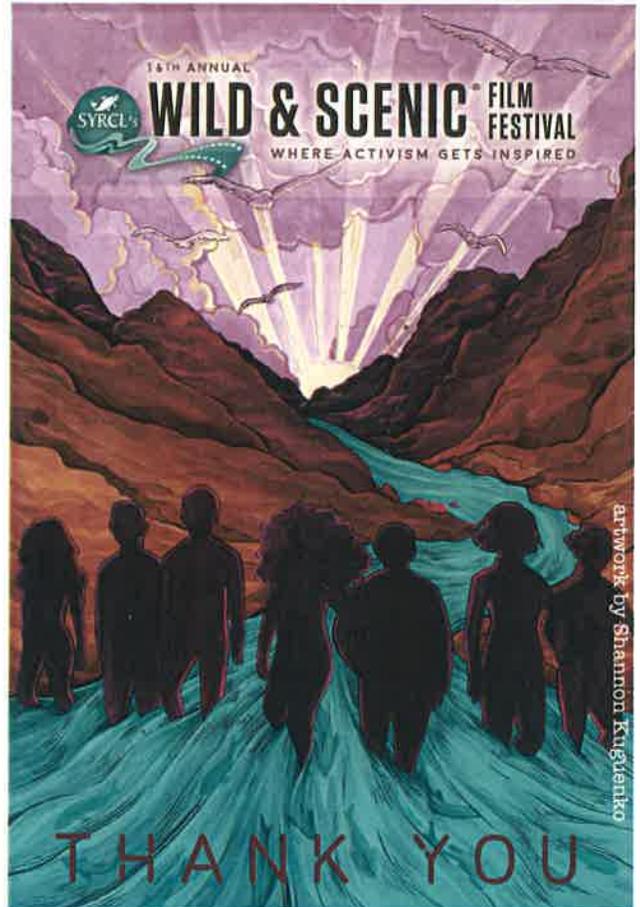


a production of the



SOUTH YUBA RIVER CITIZENS LEAGUE  
313 Railroad Ave. #101  
NEVADA CITY, CA 95959  
530.265.5961

yubariver.org  
wildandscenicfilmfestival.org



Thank you for hosting the  
2018 Wild & Scenic Film Festival  
at Vets Hall, City Hall, and  
Robinson Plaza. Your support  
makes this event possible  
year after year. We are so  
fortunate to have space for  
the community to come  
together for activism

With gratitude,  
Jess Smigonski  
WSFF Festival Liaison