



**REGULAR CITY COUNCIL MEETING  
MEETING AGENDA  
WEDNESDAY, MARCH 9, 2016**

**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.*

**Jennifer Ray, Mayor**

**Robert Bergman, Council Member**

**Evans Phelps, Vice Mayor**

**Terri Andersen, Council Member**

**Duane Strawser, 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.

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

**Roll Call:** Andersen, Bergman, Strawser, Vice Mayor Phelps, & Mayor Ray

**PLEDGE OF ALLEGIANCE**

Led by North Star Chapter DeMolay

**PROCLAMATION:** Proclaiming March 2016 as March for Meals Month

**PRESENTATION:** Swearing in of Reserve Officers Shayne Robert McLaughlin and Shane Michael Scrimager

## 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:** Award Contract for New Sewer Line on Providence Mine Road in Nevada City

**Recommendation:** Pass Resolution 2016-XX to award a contract in the amount of \$29,148, plus \$3,500 contingencies to C&D Contractors Inc., Nevada City, CA for a new sewer line on Providence Mine Road in Nevada City and authorize Mayor to sign.

**B. Subject:** Nevada City Farmers Market Street Closure Request

**Recommendation:** Review and authorize Nevada City Farmers Market street closure request per application.

### 4. APPROVAL OF ACTION MINUTES:

A. City Council Meeting – February 24, 2016

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

**A. Subject:** 2<sup>nd</sup> Quarter Financial Update, Fiscal year (fy) 15/16

**Recommendation:** Receive and file

**B. Subject:** City of Nevada City Budget Calendar 2016-2017

**Recommendation:** Review and approve the attached budget calendar with recommended operating and capital budget preparation schedule for fiscal year 2016-2017.

**6. PUBLIC HEARINGS:**

- A. Subject:** Hosted Short-term Rental Registration Fee and Good Neighbor Policy  
**Recommendation:** Pass 1) Resolution 2016-XX adopting a processing fee for reviewing registration forms for hosted short-term rentals; and 2) Resolution 2016-XX adopting a “Good Neighbor Policy” to be distributed to renters of hosted short-term rental units.

**7. OLD BUSINESS:**

- A. Subject:** Proposed Three-Month Designated Smoking Area Pilot Project  
**Recommendation:** Approve three-month designated smoking are pilot project in the Commercial Street Parking Lot.
- B. Subject:** Robinson Plaza Tables and Chairs  
**Recommendation:** 1) Find the project categorically exempt pursuant to CEQA Guideline §15301; and 2) Approve the design and placement of permanent table and chair units at Robinson Plaza.

**8. NEW BUSINESS:**

**9. CORRESPONDENCE:**

**10. ANNOUNCEMENTS:**

**11. CITY MANAGER’S REPORT:**

**12. ADJOURNMENT**

**Certification of Posting of Agenda**

I, Catrina Olson, Assistant City Manager for the City of Nevada City, declare that the foregoing agenda for the March 9, 2016 Regular Meeting of the Nevada City City Council was posted March 4, 2016 at the office of the City of Nevada City (City Hall). The agenda is also posted on the City’s website [www.nevadacityca.gov](http://www.nevadacityca.gov).

Signed this March 4, 2016 at Nevada City, California

\_\_\_\_\_, Catrina Olson, Assistant City Manager

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

March 30, 2016	Regular City Council Meeting (Rescheduled from March 23)
March 31, 2016	Cesar Chavez Day Holiday – City Hall Closed
April 13, 2016	Regular Council Meeting
April 27, 2016	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.*

## REPORT TO CITY COUNCIL

City of Nevada City  
317 Broad Street  
Nevada City, CA 95959  
www.nevadacityca.gov

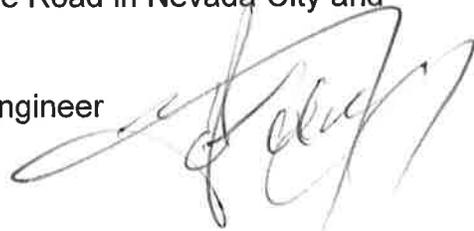
March 9, 2016

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**TITLE:** Award Contract for new Sewer Line on Providence Mine Road in Nevada City.

**RECOMMENDATION:** Pass Resolution 2016-XX to Award a Contract in the Amount of \$29,148 plus \$3,500 contingencies to C&D Contractors Inc., Nevada City, CA for a new Sewer Line on Providence Mine Road in Nevada City and Authorize Mayor to sign.

**CONTACT:** William J. Falconi, <sup>Assist</sup> Consulting City Engineer



### **BACKGROUND/DISCUSSION:**

The City has a very old sewer line coming from Lindley Avenue, under private property to the intersection of Ridge Road and Zion Street/ Nevada City Highway. This existing line has limited capacity and is located on private property. Therefore, City staff has designed a new sewer line to divert flows from Zion Street and connect to the existing sewer main on Providence Mine Road.

City Staff advertised and received three bids and they are as follows:

- |                            |           |
|----------------------------|-----------|
| • Hansen Bros. Enterprises | \$ 64,645 |
| • C&D Construction         | \$ 29,148 |
| • Robinson Enterprises     | \$ 61,380 |

### **FISCAL IMPACT:**

Sewer line replacement funds

### **ATTACHMENTS:**

- ✓ Resolution 2016-XX

**RESOLUTION 2016-XX**

**A RESOLUTION OF THE CITY OF NEVADA CITY  
TO AWARD A CONTRACT TO C&D CONTRACTORS INC., NEVADA CITY, CA FOR  
A NEW SEWER LINE ON PROVIDENCE MINE ROAD IN NEVADA CITY AND  
AUTHORIZE MAYOR TO SIGN**

**BE IT RESOLVED**, the City Council of the City of Nevada City to award the contract in the Amount of \$29,148 plus \$3,500 contingencies to C&D Contractors Inc., Nevada City, CA for a new Sewer Line on Providence Mine Road in Nevada City and Authorize Mayor to sign.

**PASSED AND ADOPTED** at a regularly scheduled meeting of the Nevada City City Council held on this 9<sup>th</sup> day of March, 2016 by the following vote:

**AYES: RAY, PHELPS, ANDERSEN, STRAWSER, BERGMAN**

**NOES: NONE**

**ABSENT: NONE**

**ABSTAIN: NONE**

\_\_\_\_\_  
**Jennifer Ray, 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)

March 9, 2016

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**TITLE:** Nevada City Farmers Market Street Closure Request

**RECOMMENDATION:** Review and authorize Nevada City Farmers Market street closure request per application.

**CONTACT:** Mark Prestwich, City Manager

**BACKGROUND / DISCUSSION:** On February 9, 2016, the City received an application for the Saturday Nevada City Farmers Market series of events beginning June 4 and running through November 19. The proposed event hours are 8:30am to 1:00pm as they were in 2015 as are the proposed street closures:

- Union Street between Broad Street and Main
- Robinson Plaza

A summary of the specific event characteristics and recommended staff conditions are included in the application packet.

**ENVIRONMENTAL CONSIDERATIONS:** Not applicable.

**FISCAL IMPACT:** Not applicable.

**ATTACHMENT:**

- ✓ Street Closure/Special Event Application



## DRAFT CITY OF NEVADA CITY SPECIAL EVENT APPLICATION / CONTRACT

### OVERVIEW

Thank you for choosing the City of Nevada City as the location for your event. The City requires the submittal of a Special Event Application as a pre-condition of considering whether to enter into an agreement to grant temporary use of all or any portion of a public street, sidewalk or alley.

Application materials must be completed in full and submitted to the City at least 90 days prior to your event date, and no more than one year in advance of the event date. Applications are accepted on a first-come, first-served basis. A non-refundable application fee must be paid upon submission of your completed application. Fees are described in the "Fees" section below. Use "NA" for "not applicable" to questions or sections that do not apply to your event. Incomplete applications will not be accepted and will delay processing which could affect the availability of your preferred event date or location. Please note the information you provide becomes public information.

City staff review application materials and prepare a Draft Special Event Contract (which may include additional requirements to ensure a safe event) for consideration by the City Council at a formal noticed public meeting. Applicants are strongly encouraged to attend the designated City Council meeting in order to discuss their proposed event and answer related questions. Please ensure you have City Council approval before marketing or advertising your event.

### APPLICANT AUTHORIZATION AND INDEMNITY

To the extent allowed by law, Applicant agrees to defend, indemnify, and hold harmless the City of Nevada City, its agents, officials, and employees from and against all claims, damages, losses, injuries, illness, accidents relating to, arising out of, or resulting from, the use of this Special Event Application and the information contained therein, and any resulting Contract.

Applicant acknowledges that the information provided in this Application is true and accurate to the best of Applicant's knowledge and belief.

I have read, understand and agree to comply with all the information provided in the Special Event Application (attached) and any resulting permits and Special Event Contract if approved by the City Council.

  
Signature of Applicant

February 9, 2016  
Date

Jane Sangwine-Yager  
Printed Name and Title of Applicant

(Person signing must be the same person who is listed as the Applicant on page 2.)

**APPLICANT INFORMATION**

Name of Requested Event Nevada City Farmers Market

Name of Applicant/Responsible Party Jane Sangwine-Yager

(Must match name on Page 1)

Sponsoring Organization/Company Nevada City Farmers Market Association, NCFMA

Street Address PO Box 2476 Apt/Unit/Suite \_\_\_\_\_

City NC State CA Zip Code 95959

Email secretaryncfma@gmail.com

Daytime Phone 470-9144 Cell Phone 530-368-7577

**Does the sponsoring organization/party have experience producing similar events?**

Yes /  No (Circle One)

**Event Contact for Public Information**

Name Stephanie Stevens, market manager Contact Phone 530-206-3000

Email manager@ncfarmersmarket.org

Website ncfarmersmarket.org

**Day of Event Contact Information**

On-site Contact Name Stephanie Stevens

On-site Contact Cell Number 530-206-3000

**Day of Event ALTERNATE Contact Information**

On-site Contact Name Jane Sangwine-Yager

On-site Contact Cell Number 530-368-7577

## EVENT DETAILS

**Event Description.** Please attach a detailed description of your event to this application (e.g. Overall summary, Is it open to the public? How will it be publicized? Is it kid/family friendly? Can it go forward rain or shine? Etc.) **Attached**

**Type of Event** (Check all that apply)

Parade/Procession  Concert  
 Street Festival/Block Party  Run/Walk/Bicycle  
 Fundraiser  Other: farmers market

Has this event been produced before?  Yes  No  
Is this an annual event?  Yes  No  
Will there be an admission or entry fee?  Yes  No  
If yes, fee per adult: \$ \_\_\_\_\_ Fee per child: \$ \_\_\_\_\_

### [For Parades Only]

Number of units and floats for parade: \_\_\_\_\_

**Event Date(s)** 25 Saturdays from June 4 to November 19, 2016

### Expected number of:

Attendees 800 Participants 60 Volunteers 10

**Event Hours** Start 8:30 am End 1:00 pm

**Set-up** Date each Sat Time 6:30 am

**Break Down** Date each Sat Time 2:00 pm

**Names of street(s), sidewalk(s), alley(s) proposed to be closed** (attach additional pages or complete attached map if necessary). Note that it may be necessary to consult with a Police Sergeant (265-2626) and/or the Director of Public Works (265-2496) to accurately identify requested street closures. **Map Attached**

Union Street between Broad & Main  
Robinson Plaza between \_\_\_\_\_ & \_\_\_\_\_  
\_\_\_\_\_ between \_\_\_\_\_ & \_\_\_\_\_  
\_\_\_\_\_ between \_\_\_\_\_ & \_\_\_\_\_



## FEES

The City requires the payment of a non-refundable application fee upon submission of your completed application. Late fees apply to applications filed less than 90 days in advance of an event. The City does not guarantee any application submitted less than 45 days in advance will be able to be submitted to the City Council for consideration prior to the planned event. Please select from the following table the fee(s) that apply to your application:

- \$100 Timely application for single new event OR old event with new sponsor
- \$50 Timely application for repeat of event with same sponsor
- \$25 For each additional application for new event by the same sponsor
- \$10 For each additional application for repeat of event with same sponsor
- \$75 Additional fee for applications filed less than 90 days in advance of an event

\$ 50 Total Fees

## EVENT REQUIREMENTS

**Alcohol.** If alcohol is sold at your event, an Alcohol Permit from California Alcohol Beverage Control (ABC) is required. Please contact ABC at (916) 419-1319.

**Amplified Sound.** If the event will have amplified sound, applicant is required to have an event staff member responsible for monitoring sound levels to assure compliance with City noise standards when sound/music/noise may be audible beyond the event venue.

**Business License.** All vendors participating in an event held in Nevada City must obtain a current business license. For information about business license requirements, call City Hall at (530) 265-2496.

**Event Notification.** An event can change the normal flow of residential and business activity potentially causing a negative impact on the community. As the event organizer, you are responsible for notifying those residents and businesses that are adjacent to the planned closure prior to submission of your Application. Applicants must meet the Event Notification requirements unless the event is sponsored by the Nevada City Chamber of Commerce or has been approved and held annually in the same manner for three or more years. The preferred method of notification is the Requested Special Event Notification Form (Addendum A). Unless otherwise exempt, your application materials must include a signed Notification Certification (Addendum B) confirming adjacent residents and businesses were notified of the planned event.

**Form of Payment.** The City accepts payment in the form of cash, personal/business check, money order or cashier's check. Please note there will be a \$25 service charge for all returned checks.

**Insurance.** The applicant and/or the sponsoring organization is required to provide proof of insurance. A current or valid Certificate of General Liability Insurance in the amount of \$1,000,000 and an endorsement (CG2026 or equivalent) naming the City of Nevada City as additional insured will be required at least 30 days prior to the event.

**Parking.** Applicants will be required to work with the Nevada City Police Department to facilitate ingress/egress requirements for event participants.

**Restrooms.** Public restrooms are limited to two, one at Robinson Plaza and one in the Commercial Street parking lot. If your event is planned for more than 50 people or in an area away from either public restroom, you may be required to provide restroom accommodations and hand washing facilities for event attendees in the quantity prescribed by the City.

**Waste Management/Recycling.** You are responsible for properly disposing of all waste and garbage throughout the term of your event, and immediately upon conclusion of the event the area must be returned to a clean condition. Therefore, the City may require the applicant to provide trash and recycling containers if the event involves food or drink vendors. Should cleanup be inadequate or damage to City property occurs, you will be billed at full recovery rates, plus overhead for cleanup and repair.

## CHECKLIST

Thank you for completing the Special Event Application. Before you submit your application to the City of Nevada City, please make sure you have completed the following steps:

Sign AND date your application.

Attach a detailed event description to the application.

Secure required insurance for the event.

Include a Notification Certification confirming businesses and residents have been notified of the planned event. **N/A Event has been approved and held annually in the same manner since 2008.**

Calculate and include the applicable fee.

### Submit your completed application to:

City of Nevada City  
Attn. Special Event Applications  
317 Broad Street  
Nevada City, CA 95959

[Internal Use Only]

**Police Comments:**

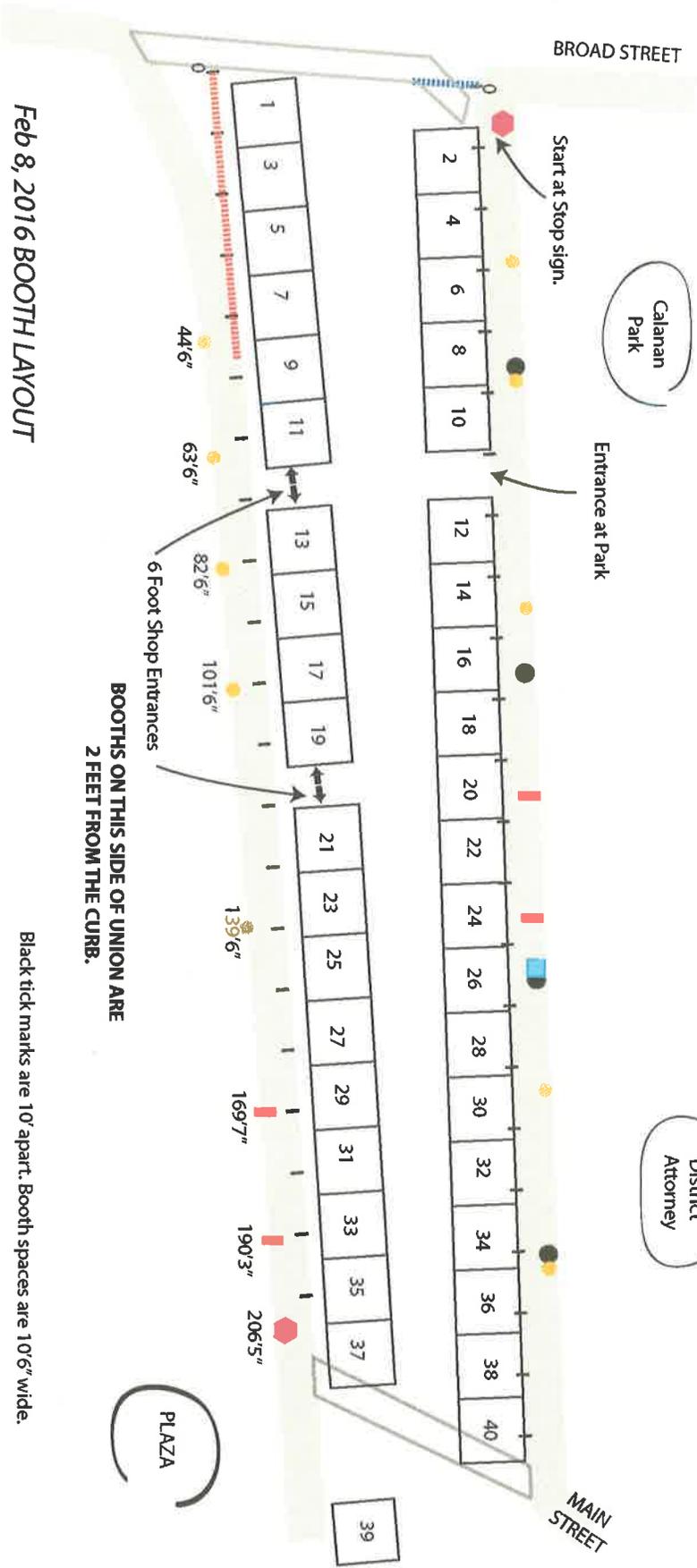
NO ADDITIONAL STAFFING NEEDED. EVENT STAFF TO SET UP & TAKE DOWN BARRICADES OFFICERS WILL CITE/TOW VEHICLES AS REQUIRED THE MONITOR EVENT EVENT STAFF TO POST NO PARKING SIGN 72 HRS BEFORE STREET CLOSURE

**Fire Comments:**

Must maintain 14 ft. FIRE LANE.  
No parking in RED ZONES.  
No blocking FIRE HYDRANTS.

**Public Works Comments:**

DPS to provide st closed and extra barricades. To be placed by event staff.



**Feb 8, 2016 BOOTH LAYOUT**

- Street Lamp
  - Parking Meter
  - Stop Sign
  - Handicapped Parking Sign
  - Inside Edge of Red Curb Paint
- Scale 1 inch = 20 feet

**CITY OF NEVADA CITY  
DRAFT ACTION MINUTES  
REGULAR CITY COUNCIL MEETING OF FEBRUARY 24, 2016**

**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 Corey Shaver, 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.

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

**Roll Call:** Present: Andersen, Bergman, Strawser, Vice Mayor Phelps, & Mayor Ray

**PLEDGE OF ALLEGIANCE**

**PROCLAMATION:** Proclamation Acknowledging March 2016 as DeMolay Month in Nevada City.

**PRESENTATION:** None

**1. BUSINESS FROM THE FLOOR-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:**

City Manager Prestwich requested the City Council add a Closed Session item at the conclusion of the meeting to discuss significant exposure to litigation.

**Action:** Motion by Strawser, seconded by Andersen, to add a Closed Session pursuant to Government Code Section 54956.9(d)(2) regarding a significant exposure to litigation in one potential case.

**(Approved 5 - 0)**

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

**3. CONSENT ITEMS:**

- A. Subject:** Amendment No. 1 to Nevada City Fire Department Employees Association Memorandum of Understanding (MOU) – Addition of the Classification Firefighter  
**Recommendation:** Review and approve Amendment No. 1 to the Nevada City Fire Department Employees Association MOU for the incorporation of the classification for a firefighter effective January 30, 2016.

**B. Subject:** Fire Activity Report – January 2016  
**Recommendation:** Receive and file.

**C. Subject:** Award Contract for CCTV Sanitary Sewer Inspection Project  
**Recommendation:** Pass Resolution 2016-XX 1) Finding the project categorically exempt pursuant to California Environmental Quality Act (CEQA) Guideline §15306; and 2) Awarding a Contract in the Amount of \$31,631.20 plus \$3,000 contingencies to Nor-Cal Pipeline Services, Fairfield, CA for CCTV Sanitary Sewer Inspection and Authorizing Mayor to sign.

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

#### **4. APPROVAL OF ACTION MINUTES:**

A. City Council Meeting – City Council Meeting – February 10, 2016

**Action:** Motion by Phelps, seconded by Strawser to approve the February 10, 2016 Minutes amended to add that Council Member Bergman dissented on the Council's direction related to the Inclement Weather Shelter Request related to Agenda Item 8(A).  
**(Approved 5 - 0)**

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

#### **6. PUBLIC HEARINGS:**

#### **7. OLD BUSINESS:**

#### **8. NEW BUSINESS:**

**A. Subject:** 30<sup>th</sup> Annual Spring Run Street Closure Request  
**Recommendation:** Review and authorize 30<sup>th</sup> Annual Spring Run street closure request per application.

**Action:** Motion by Phelps, seconded by Strawser to authorize the 30<sup>th</sup> Annual Spring Run street closure request per application.  
**(Approved 5 - 0)**

**B. Subject:** Review of Community Economic Support Program Applications  
**Recommendation:** Review proposals and provide guidance related to the funding requests and the amount of funding to incorporate into the Fiscal Year 2016/17 budget.

**Action:** Motion by Strawser, seconded by Phelps to incorporate \$5,000 in the Fiscal Year 2016/17 City General Fund budget to allocate \$1,000 each for five Community Economic Support Program applications, including an Update to the Historic Nevada City Tourist Map, 7-Hills Sign Replacement Project, Display Cases for Fire Station No. 1, SYRCL Water Conservation School Assembly funding, and Providence Spur Trail Improvement Project.  
**(Approved 5 - 0)**

**C. Subject:** Update on City of Nevada City June 2016 Ballot Measures

**Recommendation:** Receive and file. If necessary and desired, designate author(s) of rebuttal argument for Measure X.

**Action:**

Information Only.

**9. CORRESPONDENCE:**

**10. ANNOUNCEMENTS:**

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

City Manager Prestwich indicated Staff had concerns with the proposed designated smoking areas and would be bringing back a recommendation for a limited three-month pilot project at the March 9 Council meeting.

**12. CLOSED SESSION (Added to agenda with 5-0 vote)**

Pursuant to Government Code Section 54956.9(d)(2) the contract City Attorney is requesting a closed session regarding a significant exposure to litigation in one potential case.

Consulting City Attorney DeGraw reported out of Closed Session that direction was provided to staff.

**13. ADJOURNMENT – 7:50 pm**

**ATTEST:**

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**Jennifer Ray, Mayor**

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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)

March 9, 2016

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**TITLE: 2nd Quarter Financial Update, Fiscal Year (fy) 15/16**

**RECOMMENDATION:** Receive and file.

**CONTACT:** Catrina Olson, Assistant City Manager

**BACKGROUND / DISCUSSION:**

As of December 31, 2015, the City has a cumulative cash total of \$2.5 million vs. \$3.2 million December 31, 2014, including \$1.0 million in the Local Agency Investment Fund (LAIF) yielding .32%, and \$1.5 million in Certificates of Deposit (CD's) with an average portfolio maturity of 2.7 years and an average yield of 1.1%. The reduced cash flow year over year is significantly tied to the project work that the City has been conducting associated to grants and is timing related as the City submits for reimbursements.

The City's General Fund long term debt was \$14.6k as of December 31, 2015 vs. \$464k December 31, 2014. The substantial reduction in debt is associated to the payoff of the transfer of funds for fy 14/15 to Nevada County, and not obtaining a loan against Nevada City property taxes for fy 15/16.

The City's Enterprise Fund long term debt was \$4.2 million as of December 31, 2015 vs. \$4.4 million as of December 31, 2014, \$217k lower, associated to regular principal reduction payments.

As of December 31, 2015, General Fund revenues were \$955k vs. \$994k December 31, 2014, a decrease of \$38k, year over year (yoy) associated with a decline in safety revenue collections based on a one-time collection of asset forfeiture funds in the 2<sup>nd</sup> quarter of fy 14/15 (these are restricted use funds within the General Fund). General Fund revenues received at \$955k were 28% (not quite 50% associated to timing in receipt of property taxes, \$763k) of the \$3.4 million budget.

As of December 31, 2015, General Fund expenditures were at \$1.9 million vs. \$1.9 million December 31, 2014, a decrease of \$27k yoy. General Administration expenditures at \$420k were 46% of the \$912k operational budget. The Fire Department expenditures at \$294k were 57% of the \$516k operational budget and is associated to

the additional staffing coverage. The Police Department expenditures at \$811k were 49% of the \$1.7 million budget. The Department of Public Works expenditures at \$190k were 47% of the \$409k operational budget. The Parks and Recreation Department expenditures at \$144k were 53% of the \$273k budget. The Veteran's Building expenditures at \$22k were 45% of the \$49k budget. Typically at the completion of the 2<sup>nd</sup> quarter departmental expenditures should be approximately 50% of budget. Overall operational expenditures at \$1.9 million were 51% of the \$3.73 million budget.

The General Fund had expenditures exceeding revenues of \$954k as of December 31, 2015, higher than fy 14/15 because the City chose not to do a borrowing against property taxes from Nevada County. However, if the borrowing is not considered, expenditures exceeding revenues are virtually flat to the fy 14/15. The City has a positive unassigned fund balance of \$347k ending fy 14/15 and has maintained a continued improving economic financial position over the last four 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 December 31, 2015, Special Fund revenues were \$1.1k and were 31% of the \$3.55 million budget. The City's two special tax measures have been performing on budget. The City has received \$252k in Measure "S" sales tax revenues or 45% of the \$558k budget, and \$186k in Measure "L" sales tax revenues or 45% of \$419k budget. Most Special Fund revenues are tied to the timing of expenditures by the City and reimbursement based.

As of December 31, 2015, the Special Fund expenditures including capital outlay were \$1.2 million or 33% of the overall \$3.8 million budget. Special Fund expenditures are all timing related.

As of December 31, 2015, Water Fund revenues were \$403k vs. \$449k December 31, 2014. The decrease in Water Fund revenues of \$46k were associated to community water conservation efforts during the ongoing drought conditions. Water Fund revenues received at \$403k or 48% of the \$835k budget.

As of December 31, 2015 the Water Fund expenditures were at \$266k vs. \$405k December 31, 2014. The decrease of \$139k in Water Fund expenditures was associated primarily to capital outlay that was expended during the first two quarters of 2014 that has not been expended in the same two quarters for 2015, as well as a reduction in salaries and benefits associated with staffing changes. The Water

Department and Water Distribution fund with expenditures of \$266k or 33% of the \$745k operational and capital budget.

The Water Fund had revenues exceeding expenditures of \$137k as of December 31, 2015. The Water Fund has experienced an improved financial position ending fy 14/15 at \$(168k). With continued conservation efforts, 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 December 31, 2015, the Wastewater Fund revenues were \$550k vs. \$671k December 31, 2014. The decrease in Wastewater Fund revenues of \$120k was associated to the Wastewater rate structure change to 40% fixed and 60% flow based on January/February water usage and a decrease in program income that the City receives from Robinson Enterprises for leachate hauling. Wastewater Fund revenues received at \$550k were 41% of the \$1.3 million budget.

As of December 31, 2015, the Wastewater Fund expenditures were at \$632k vs. \$644k December 31, 2014. The small decrease of \$13k in Wastewater Fund expenditures was associated to a reduction in expenditures for equipment repair and maintenance in comparison to the same time last year. The Wastewater Department and Wastewater Distribution fund with expenditures of \$632k were 41% of the \$1.6 million operational and capital outlay budget.

The Wastewater Fund had expenditures exceeding revenues of \$82k as of December 31, 2015. The Wastewater Fund continues to maintain a positive fund position with an unrestricted balance of \$2.3 million ending fy 14/15.

**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  
December 31, 2015

Cash Balances as of December 31, 2015

	1) Checking Account Citizens	\$ (147,718.00)	
	2) Core Account	\$ 16,473.91	
	3) LAIF	\$ 1,032,803.00	
	4) Fire Department	\$ 69,509.00	
	5) Certificates of Deposit	\$ 1,487,000.00	See attached schedule
<b>Total City Cash Accounts</b>		<b>\$ 2,458,068</b>	<b>**Ties to Fund balances</b>
	6) Petty Cash	\$ 175.00	
<b>Other Cash Accounts</b>		<b>175.00</b>	
<b>TOTAL CASH</b>		<b>\$ 2,458,242.91</b>	

		FY 15-16 Activity to December 31, 2015	FY 14-15 Activity to December 31, 2014	\$ Change
<u>General Fund Balances:</u>				
	100 GENERAL FUND	\$ (171,992)	\$ (124,233)	\$ (47,759)
<b>Subtotal General Funds</b>		<b>\$ (171,992)</b>	<b>\$ (124,233)</b>	<b>\$ (47,759)</b>
<u>Special Revenues:</u>				
	200 AB1600	\$ 191,849	\$ 157,665	\$ 34,184
	201 P&R QUIMBY	\$ 29,064	\$ 28,937	\$ 127
	205 DONATION PRJT	\$ 14,338	\$ 8,418	\$ 5,920
	209 NEVADA/MAIN PRJ	\$ (11,709)	\$ (6,506)	\$ (5,203)
	210 GAS TAX-STREETS	\$ 105,538	\$ 120,013	\$ (14,475)
	212 RSTP/STIP	\$ (603)	\$ (1,092)	\$ 489
	215 RURAL PLANNING	\$ (469,533)	\$ (37,720)	\$ (431,813)
	217 REG.TRAFFIC MIT	\$ 1	\$ -	\$ 1
	218 FEMA	\$ (394)	\$ -	\$ (394)
	219 FEMA	\$ (3,333)	\$ -	\$ (3,333)
	220 INDIAN TRAILS	\$ 47,609	\$ 50,443	\$ (2,834)
	221 UST PROJECT	\$ (11,025)	\$ (11,299)	\$ 274
	229 BROWNSFIELD '10	\$ (70,354)	\$ (92,154)	\$ 21,800
	230 TAX - FIRE DEPT	\$ 1,716	\$ 1,716	\$ -
	231 2003 FIRE TAX	\$ 3,285	\$ 3,300	\$ (15)
	241 NC REC/QUIMBY	\$ (3,233)	\$ (3,219)	\$ (14)
	250 CDBG ENTERPRISE	\$ (122,788)	\$ (101,678)	\$ (21,110)
	265 CABY - NEV CITY	\$ (533,563)	\$ (213,452)	\$ (320,111)
	266 CABY- MISC AGENCY	\$ (480,608)	\$ (101,880)	\$ (378,728)
	271 PROP 172	\$ 51,785	\$ 33,302	\$ 18,483
	272 MATHIVET	\$ 72,439	\$ 72,122	\$ 317
	280 MEASURE "L"	\$ 457,909	\$ 406,451	\$ 51,458
	273 SLESF	\$ 79,366	\$ 98,497	\$ (19,131)
	710 CONSTITUTION DAY PARADE	\$ 1,195	\$ 1,098	\$ 97
	715 MEASURE "S"	\$ 503,234	\$ 308,805	\$ 194,429
	770 BECKER	\$ 18,105	\$ 18,026	\$ 79
<b>Subtotal Special Revenues</b>		<b>\$ (129,710)</b>	<b>\$ 739,793</b>	<b>\$ (869,503)</b>
<u>Enterprise Funds:</u>				
	600 WATER FUND	\$ 90,690	\$ (15,788)	\$ 106,478
	614 WATER-AB1600	\$ 23,677	\$ 8,985	\$ 14,692
	625 WTP - UPGRADE	\$ (15,890)	\$ (15,785)	\$ (105)
	650 SEWER FUND	\$ 2,645,133	\$ 2,640,767	\$ 4,366
	654 SEWER-AB1600	\$ 16,160	\$ 5,181	\$ 10,979
	695 VETERAN'S BLDG	\$ -	\$ -	\$ -
<b>Subtotal Enterprise Funds</b>		<b>\$ 2,759,770</b>	<b>\$ 2,623,360</b>	<b>\$ 136,410</b>
<b>TOTAL OF FUNDS</b>		<b>\$ 2,458,068</b>	<b>\$ 3,238,920</b>	<b>\$ (780,852)</b>

City of Nevada City  
Statement of Condition  
December 31, 2015

<u>Cash &amp; Investments</u>	<u>Actual</u> <u>December 31, 2015</u>	<u>Actual</u> <u>December 31, 2014</u>
Checking	\$ 517,289	\$ 138,310
Core Account	\$ 16,474	\$ 26,761
LAIF	\$ 1,031,635	\$ 1,528,478
Certificates of Deposit	\$ 1,487,000	\$ 1,487,000
Fire Department	\$ 67,630	\$ 58,371
Petty Cash	\$ 175	\$ 175
<b>Total Cash &amp; Investments</b>	<b>\$ 3,120,203</b>	<b>\$ 3,239,095</b>

<u>Debt Governmental Activities</u>	<u>Balance</u> <u>December 31, 2015</u>	<u>Balance</u> <u>December 31, 2014</u>	<u>Comments</u>
<b>Leases:</b>			
Oshkosh Capital - Fire Engine	\$ -	\$ 35,693	Payments made once yearly Oct
Ford Motor Credit Municipal	\$ 14,598	\$ 28,326	Payments made once yearly Apr
<b>Loans:</b>			
<b>Trans:</b>			
*Nevada County - Transfer of Funds	\$ -	\$ 400,000	Payments withheld at 50% from Property Tax Installments - 10% less of principal annually
<b>Total Governmental Debt</b>	<b>\$ 14,598</b>	<b>\$ 464,019</b>	

<u>Debt Business Type Activities (Water&amp;Wastewater)</u>	<u>Balance</u> <u>December 31, 2015</u>	<u>Balance</u> <u>December 31, 2014</u>	<u>Comments</u>
<b>COP's:</b>			
Citizens - Wastewater Treatment Plant Refunding 2008	\$ 562,223	\$ 622,474	Payments made twice yearly Jun/Dec
USDA - Wastewater COP's Series 2005	\$ 1,928,000	\$ 1,960,000	Payments made twice yearly Dec/July (1st pmt Int only/2nd pmt princ. & int)
USDA - Wastewater COP's Series 2007	\$ 1,620,000	\$ 1,646,000	Payments made twice yearly Dec/July (1st pmt Int only/2nd pmt princ. & int)
<b>Loan:</b>			
All Points Capital Corp - Water Plant Bond Refi	\$ 96,712	\$ 189,581	Payments made twice yearly Mar/Sept
PG&E - Energy Efficiency Retrofit Loan Program (OBF)	\$ -	\$ 5,790	Payments made monthly
<b>Total Business Type Debt</b>	<b>\$ 4,206,935</b>	<b>\$ 4,423,845</b>	

<u>PERs projected Contribution Rates:</u>	<u>Empl. Contrib. 15/16</u>	<u>Empl. Contrib. 14/15</u>
Miscellaneous Employees (4% employee contrib. as of 07/15)	18.197%+ 8%	15.701%+ 8%
Safety Employees (Fire 4% & PD 6.5% employee contrib. as of 7/15)	27.27%+ 9%	27.849%+ 9%
<b>2nd Tier Retirement (employee contributes 5% towards 7% employee portion)</b>		
Miscellaneous Employees (2%@60)	7.271%+7%	8.435%+7%
Safety Employees (2%@55)	12.212%+7%	16.094%+7%
<b>PEPRA (new members)</b>		
Miscellaneous Employees (2%@62)(Employee contributes 6.25%)	6.209% + 6.25%	6.25% + 6.25%
Safety Employees (2.7%@57) (Employee contributes 9.5%)	9.069% + 9.5%	9.5% + 9.5%

City of Nevada City  
Revenues & Expenditures - General Fund  
December 31, 2015

	Actual December 31, 2015	Actual December 31, 2014	Adopted Annual Budget FY 15/16	Annual Budget FY 15/16	% Annual Budget
<b>Revenues - Governmental Activities</b>					
Sales Taxes (includes prop. tax in lieu of sales tax)	\$ 341,763	\$ 342,960	\$ 901,820	\$ (560,057)	38%
Property Taxes (includes prop. tax in lieu of VLF)	\$ 53,873	\$ 57,001	\$ 1,376,350	\$ (1,322,477)	4%
Transient Occupancy Taxes	\$ 163,421	\$ 157,481	\$ 275,000	\$ (111,579)	59%
Franchises	\$ 52,843	\$ 50,248	\$ 151,000	\$ (98,157)	35%
Licenses	\$ 57,438	\$ 60,700	\$ 63,600	\$ (6,162)	90%
Planning	\$ 19,043	\$ 6,835	\$ 30,000	\$ (10,957)	63%
Parks & Recreation	\$ 43,867	\$ 47,104	\$ 151,380	\$ (107,513)	29%
Veteran's Building	\$ 8,226	\$ 7,231	\$ 14,000	\$ (5,774)	59%
Parking Meters	\$ 50,459	\$ 43,153	\$ 90,500	\$ (40,041)	56%
Safety (includes PD POST, Fire Department Staff, Asset Forfeiture/Inv. etc)	\$ 96,498	\$ 135,933	\$ 254,000	\$ (157,502)	38%
Grants	\$ 63,041	\$ 5,000	\$ 8,786	\$ (3,786)	57%
All Other Revenues	\$ 955,472	\$ 993,610	\$ 3,419,986	\$ (2,424,005)	28%
<b>Total Governmental Revenue</b>	\$ 955,472	\$ 993,610	\$ 3,419,986	\$ (2,424,005)	28%
<b>Funds from Other Financing Sources</b>					
Transfers in (fire taxes, CABY Admin., SLESF, Prop 172, Measure 1)	\$ -	\$ -	\$ 559,871	\$ -	
Proceeds from Debt (1st & 2nd Funds Transfer payments due from January 2015 & May 2015 property tax installments \$400k)	\$ -	\$ 400,000	\$ -	\$ -	
<b>TOTAL GENERAL FUND REVENUES</b>	\$ 955,472	\$ 1,393,610	\$ 3,979,857	\$ -	
<b>Expenditures - Governmental Activities</b>					
General Government (Finance & Administration)	\$ 231,170	\$ 277,394	\$ 494,462	\$ (263,292)	47%
Capital Outlay	\$ -	\$ -	\$ (356,727)	\$ -	
A-87 Cost Allocation Adjustment	\$ 4,839	\$ 4,157	\$ 13,000	\$ (8,161)	37%
City Council	\$ -	\$ -	\$ 1,668	\$ -	
A-87 Cost Allocation Adjustment	\$ 3,064	\$ 2,294	\$ 4,050	\$ (966)	76%
Planning Commission	\$ -	\$ -	\$ 467	\$ -	
A-87 Cost Allocation Adjustment	\$ 31,160	\$ 16,377	\$ 111,065	\$ (79,905)	28%
City Attorney	\$ -	\$ -	\$ -	\$ -	
Capital Outlay	\$ 71,910	\$ 54,599	\$ 135,627	\$ (63,717)	53%
City Planner	\$ -	\$ -	\$ -	\$ -	
Capital Outlay	\$ -	\$ -	\$ 18,311	\$ -	
A-87 Cost Allocation Adjustment	\$ 76,658	\$ 70,370	\$ 154,218	\$ (77,560)	50%
City Manager	\$ -	\$ -	\$ -	\$ -	
Capital Outlay	\$ -	\$ -	\$ (50,636)	\$ -	
A-87 Cost Allocation Adjustment	\$ 1,478	\$ 1,282	\$ 2,584	\$ (1,106)	57%
City Clerk & Treasurer	\$ 293,929	\$ 283,939	\$ 515,683	\$ (221,754)	57%
Fire Department	\$ -	\$ -	\$ 5,000	\$ (5,000)	0%
Capital Outlay	\$ -	\$ -	\$ 30,407	\$ -	
A-87 Cost Allocation for Administrative Staff - Charge to FD	\$ 810,915	\$ 788,628	\$ 1,659,959	\$ (849,084)	49%
Police Department	\$ 12,268	\$ 41,416	\$ 40,000	\$ (27,732)	31%
Capital Outlay	\$ -	\$ -	\$ 70,201	\$ -	
A-87 Cost Allocation for Administrative Staff - Charge to PD	\$ 189,704	\$ 228,139	\$ 407,811	\$ (218,107)	47%
Public Works (b&g, streets)	\$ -	\$ -	\$ -	\$ -	
Capital Outlay	\$ -	\$ -	\$ 56,189	\$ -	
A-87 Cost Allocation for Administrative Staff - Charge to PW	\$ 16,380	\$ 7,845	\$ 42,425	\$ (26,045)	39%
Community Agency Support	\$ 144,473	\$ 137,985	\$ 272,716	\$ (128,243)	53%
Park and Recreation (p&r, pool, summer prg.)	\$ -	\$ -	\$ -	\$ -	
Capital Outlay	\$ -	\$ -	\$ 55,369	\$ -	
A-87 Cost Allocation for Administrative Staff - Charge to P&R	\$ 21,985	\$ 22,312	\$ 48,618	\$ (26,633)	45%
Veteran's Building	\$ -	\$ -	\$ 1,192	\$ -	
A-87 Cost Allocation for Administrative Staff - Veteran's Building	\$ 1,909,933	\$ 1,936,747	\$ 3,733,699	\$ (1,944,647)	51%
<b>Total General Fund Expenditures</b>	\$ 1,909,933	\$ 1,936,747	\$ 3,733,699	\$ (1,944,647)	51%
<b>NET GENERAL FUND REVENUES/EXPENDITURES</b>	\$ (954,461)	\$ (543,137)	\$ 246,158	\$ -	

**City of Nevada City  
Revenues & Expenditures Committed Funds  
December 31, 2015**

<u>Revenues - Special</u>	Fund	<u>Actual December 31, 2015</u>	<u>Adopted Annual Budget FY 15/16</u>	<u>Variance to Budget</u>
AB1600 Mitigation Fees	200	\$ 3,731	\$ 10,955	\$ (7,224)
Donation Projects	205	\$ 8,541	\$ -	\$ 8,541
Highway Bridge Grant Project	209	\$ 3,153	\$ 50,000	\$ (46,847)
Gas Tax	210	\$ 48,138	\$ 71,589	\$ (23,451)
NCTC Local Ped & Bike	213	\$ -	\$ 25,000	\$ (25,000)
CMAQ Streets and Roads	215	\$ 5,238	\$ 260,000	\$ (254,762)
Regional Traffic Mitigation	217	\$ -	\$ 3,880	\$ (3,880)
FEMA Grant	218	\$ 816	\$ -	\$ 816
CEC Grant	219	\$ -	\$ -	\$ -
Indian Trails	220	\$ 18	\$ -	\$ 18
Brownsfield '10 Grant Reimbursement	229	\$ 88,437	\$ -	\$ 88,437
Fire Tax	230/231	\$ 5,001	\$ 94,000	\$ (88,999)
CDBG-Enterprise	250	\$ 43,136	\$ 195,000	\$ (151,864)
CABY - Nev City	265	\$ 44,242	\$ 854,375	\$ (810,133)
CABY - Washington	266	\$ 41,933	\$ 727,000	\$ (685,067)
Sierra Streams	270	\$ -	\$ 150,000	\$ (150,000)
Prop 172	271	\$ 14,895	\$ 30,000	\$ (15,105)
SLESF - Supplemental Law Enforcement	273	\$ 25,023	\$ 100,175	\$ (75,152)
Measure "L" Sales Tax	280	\$ 186,595	\$ 418,500	\$ (231,905)
Constitution Day	710	\$ 5,100	\$ 7,500	\$ (2,400)
Measure "S" Sales Tax	715	\$ 252,186	\$ 558,850	\$ (306,664)
Special Revenue Interest (if no other revenue/expense)		\$ 77	\$ 505	\$ (428)
<b>Total Special Revenue</b>		<b>\$ 776,259</b>	<b>\$ 3,557,329</b>	<b>\$ (2,780,642)</b>

**Expenditures - Special Revenue Activities**

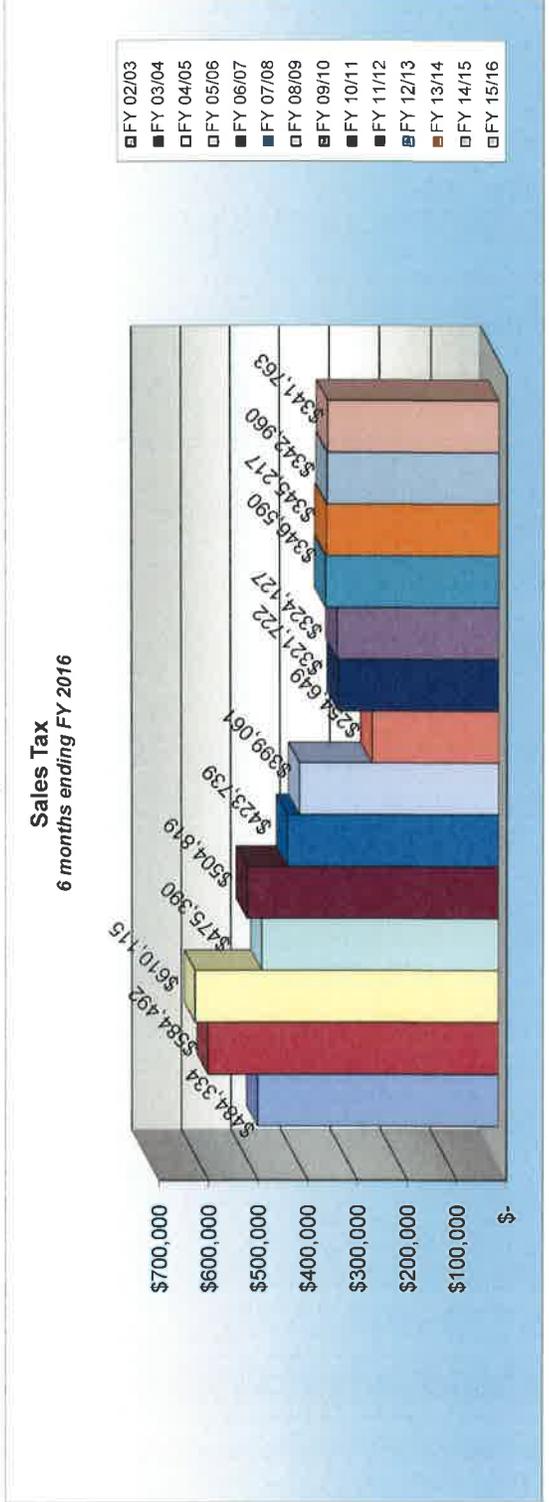
AB1600	200	\$ 4,969	\$ 15,000	\$ (10,031)
<i>Capital Outlay</i>				\$ -
Donation Projects	205	\$ -	\$ -	\$ -
Highway Bridge Grant Project	209	\$ -	\$ -	\$ -
<i>Capital Outlay</i>		\$ 5,174	\$ 50,000	\$ (44,826)
Gas Tax	210	\$ 14,352	\$ 75,000	\$ (60,648)
<i>Capital Outlay</i>				\$ -
Local Ped & Bike	213	\$ -	\$ 25,000	\$ (25,000)
<i>Capital Outlay</i>				\$ -
CMAQ - ST&RD	215	\$ 9	\$ -	\$ 9
<i>Capital Outlay</i>		\$ 443,093	\$ 260,000	\$ 183,093
Regional Traffic Mitigation	217	\$ -	\$ 3,880	\$ (3,880)
CEC Grant	219	\$ 3,333	\$ -	\$ 3,333
Indian Trails	220	\$ 981	\$ 300	\$ 681
Brownsfield '10	229	\$ 149,225	\$ -	\$ 149,225
Fire Tax	230/231	\$ -	\$ 94,000	\$ (94,000)
CDBG	250	\$ 54,129	\$ 120,000	\$ (65,871)
<i>Capital Outlay</i>			\$ 75,000	\$ (75,000)
CABY - Nev City	265	\$ (4,632)	\$ 361,375	\$ (366,007)
<i>Capital Outlay</i>		\$ 120,997	\$ 493,000	\$ (372,003)
CABY - Washington	266	\$ 255,247	\$ 727,000	\$ (471,753)
Sierra Streams	270	\$ -	\$ 150,000	\$ (150,000)
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	\$ 52,432	\$ 491,775	\$ (439,343)
<i>Capital Outlay</i>		\$ 42,388	\$ 141,600	\$ (99,212)
Constitution Day	710	\$ 5,004	\$ 7,500	\$ (2,496)
Measure "S"	715	\$ 54,136	\$ 96,927	\$ (42,791)
<i>Capital Outlay</i>		\$ 36,779	\$ 460,000	\$ (423,222)
<i>A-87 Cost Allocation for Administrative Staff - Charge to Special Revenues</i>				
<b>Total Special Revenue Expenditures</b>		<b>\$ 1,237,614</b>	<b>\$ 3,802,357</b>	<b>\$ (2,564,743)</b>

City of Nevada City  
Revenues & Expenditures Enterprise Funds  
December 31, 2015

	Actual December 31, 2015	Actual December 31, 2014	Annual Budget FY 15/16	Annual Budget FY 15/16	%
	\$	\$	\$	\$	Annual Budget
<b>Water Fund Revenues</b>					
Water Fund (includes interest)	402,930	449,063	835,143	835,143	48%
Water AB1600 Mitigation	9	2	-	-	48%
<b>Total Water Revenues</b>	<b>402,939</b>	<b>449,066</b>	<b>835,143</b>	<b>835,143</b>	<b>48%</b>
<b>Water Fund Expenditures</b>					
Water Plant	186,662	239,224	476,139	476,139	39%
Capital Outlay	4,638	8,684	108,000	103,362	4%
Water Distribution	74,359	85,994	160,368	160,368	46%
Capital Outlay	-	71,287	-	-	-
A-87 Cost Allocation for Administrative Staff - Charge to Water	-	-	72,343	72,343	-
<b>Total Water Expenditures</b>	<b>265,659</b>	<b>405,188</b>	<b>816,850</b>	<b>816,850</b>	<b>33%</b>
<b>NET WATER FUND REVENUES/EXPENDITURES 07/2014-09/2014</b>	<b>137,280</b>	<b>43,877</b>	<b>18,293</b>	<b>18,293</b>	
<b>Wastewater Fund Revenues</b>					
Wastewater Plant (includes interest)	541,742	664,771	1,329,511	1,329,511	41%
Wastewater - Program Income	8,400	6,000	-	-	8,400
Wastewater AB1600 Mitigation	-	-	-	-	-
<b>Total Wastewater Revenues</b>	<b>550,142</b>	<b>670,771</b>	<b>1,329,511</b>	<b>1,329,511</b>	<b>41%</b>
<b>Wastewater Fund Expenditures</b>					
Wastewater Plant	473,711	568,744	1,038,652	1,038,652	46%
Capital Outlay	35,073	6,500	215,000	179,927	16%
Wastewater Collection	83,788	69,049	197,405	113,617	42%
Capital Outlay	39,205	-	150,000	110,795	26%
A-87 Cost Allocation for Administrative Staff - Charge to Wastewater	-	-	89,233	89,233	-
<b>Total Wastewater Expenditures</b>	<b>631,778</b>	<b>644,293</b>	<b>1,690,290</b>	<b>1,058,512</b>	<b>37%</b>
<b>NET WASTEWATER FUND REVENUES/EXPENDITURES 07/2014-09/2014</b>	<b>(81,636)</b>	<b>26,478</b>	<b>(360,779)</b>	<b>(360,779)</b>	

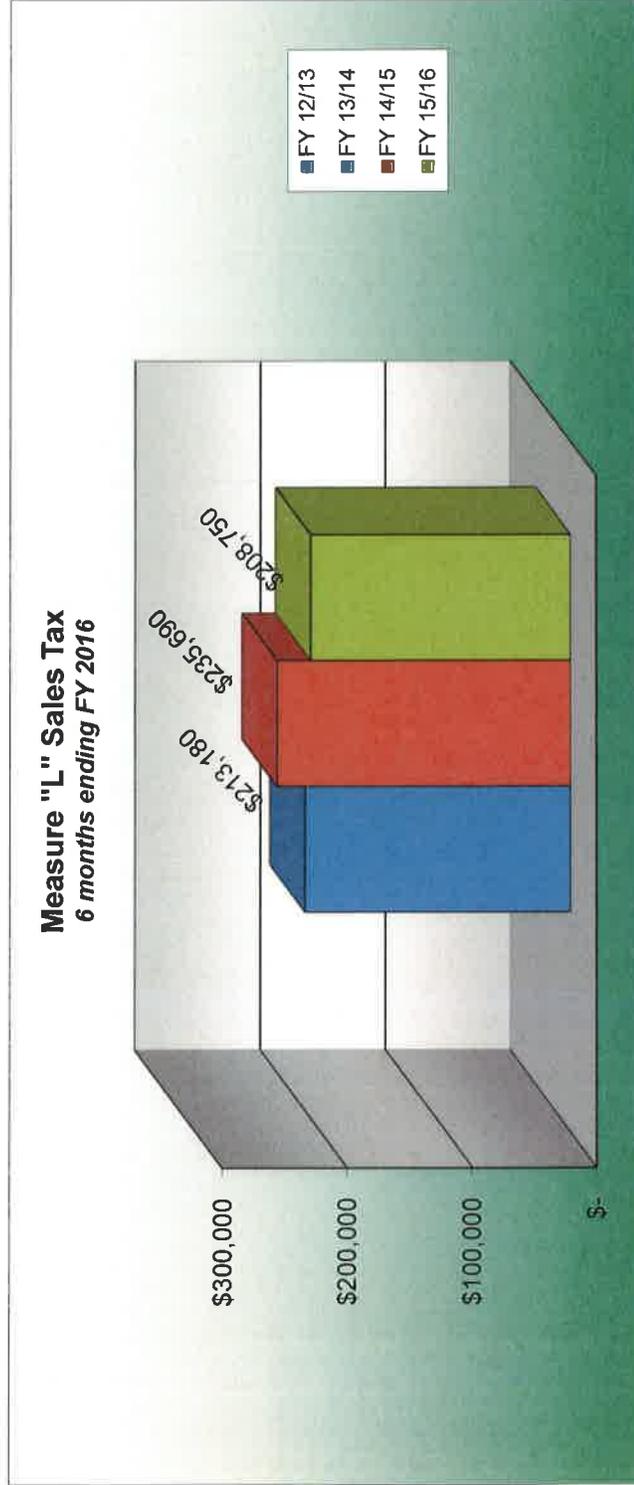
**YTD Analysis Sales Tax (includes property in lieu of sales tax)  
3200-107**

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	total
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	\$ 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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 341,763



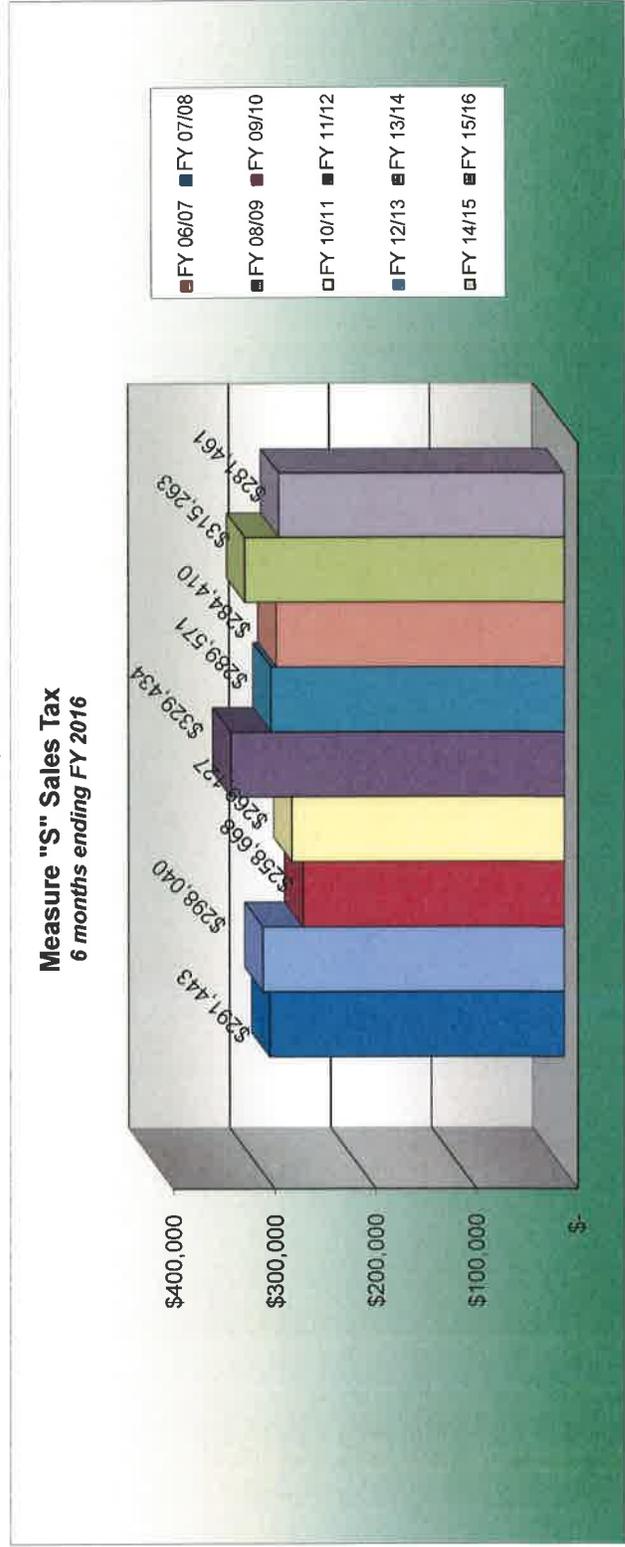
**YTD Analysis Measure "L" Sales Tax  
3200-107**

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	total
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	\$ 208,750						\$ 208,750



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

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	total
FY 06/07													
FY 07/08	\$ 29,400	\$ 39,200	\$ -	\$ 79,769	\$ 42,100	\$ 100,974	\$ 40,100	\$ 53,400	\$ 79,588	\$ 22,600	\$ 30,100	\$ 58,800	\$ 58,800
					\$ 291,443								\$ 654,459
FY 08/09	\$ 48,800	\$ 79,940	\$ 79,940	\$ 45,200	\$ 60,200	\$ 63,900	\$ 51,400	\$ 56,300	\$ -	\$ 47,701	\$ 33,100	\$ 101,532	\$ 588,073
					\$ 298,040								\$ 495,131
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
					\$ 258,668								\$ 529,534
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
					\$ 268,127								\$ 638,861
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
					\$ 329,434								\$ 542,981
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
					\$ 289,571								\$ 558,777
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
					\$ 284,410								\$ 576,588
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
					\$ 315,263								\$ 281,461
FY 15/16	\$ 44,700	\$ 59,600	\$ 45,133	\$ 44,000	\$ 58,600	\$ 29,429							\$ 281,461
					\$ 281,461								

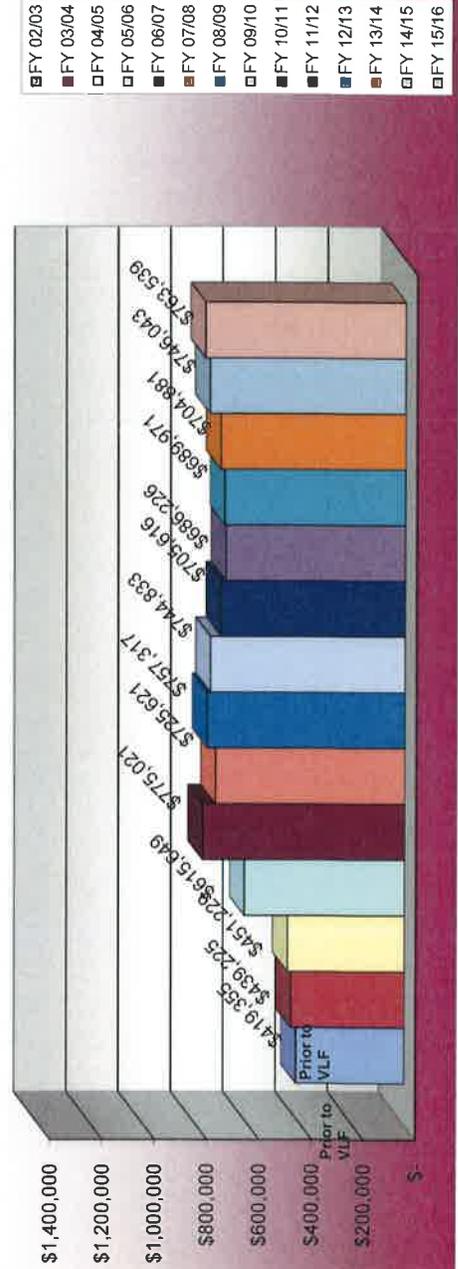


**YTD Analysis Property Taxes  
3100**

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	total
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						\$ 763,539

**Property Tax Payment Due January 10, 2016**

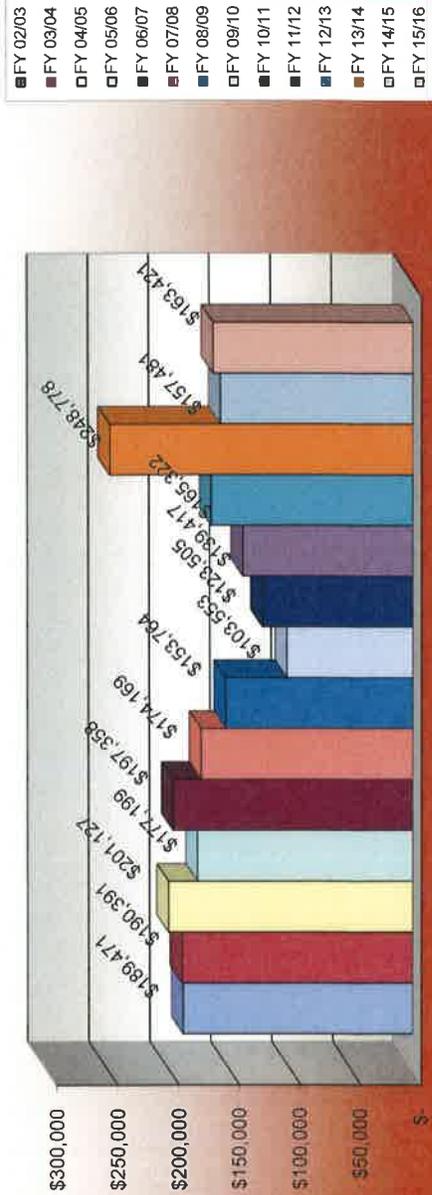
**Property Taxes  
7 months ending FY 2016**



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

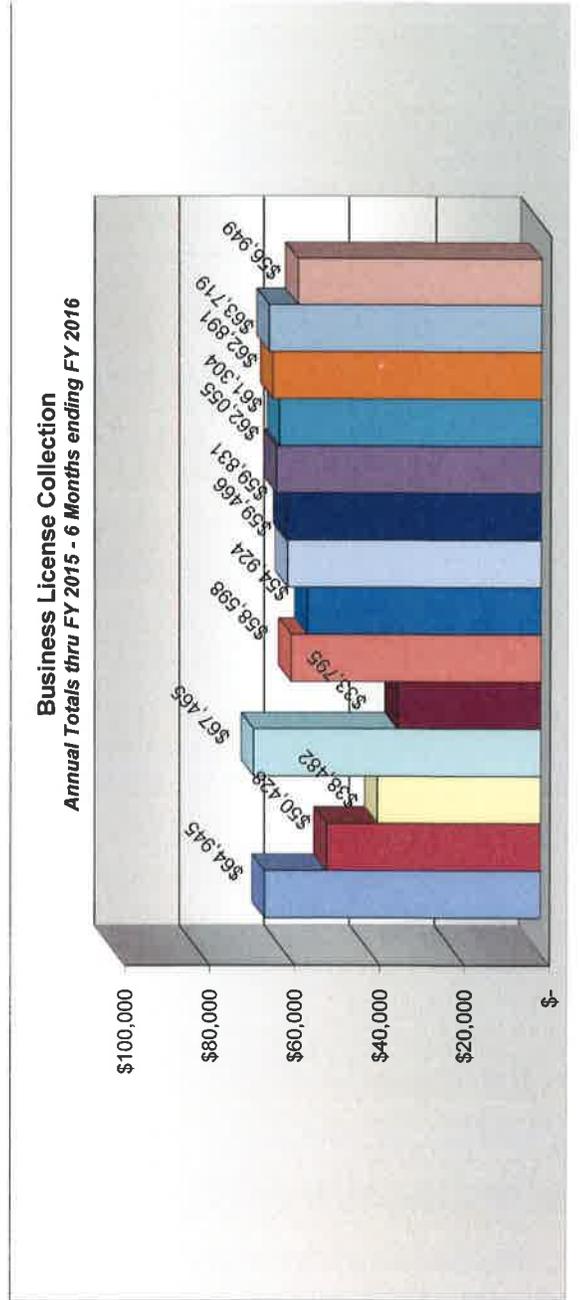
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	total
FY 02/03	\$ 57,886	\$ 25,244	\$ 3,400	\$ 62,205	\$ 32,690	\$ 8,046	\$ 54,132	\$ 24,000	\$ 3,569	\$ 37,733	\$ 15,546	\$ 22,222	\$ 346,672
FY 03/04	\$ 62,309	\$ 19,941	\$ 11,871	\$ 62,958	\$ 20,964	\$ 12,349	\$ 40,321	\$ 34,518	\$ 8,842	\$ 41,374	\$ 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							\$ 163,421

**TOT Collection  
6 months ending FY 2016**



**YTD Business Licenses  
3300-120**

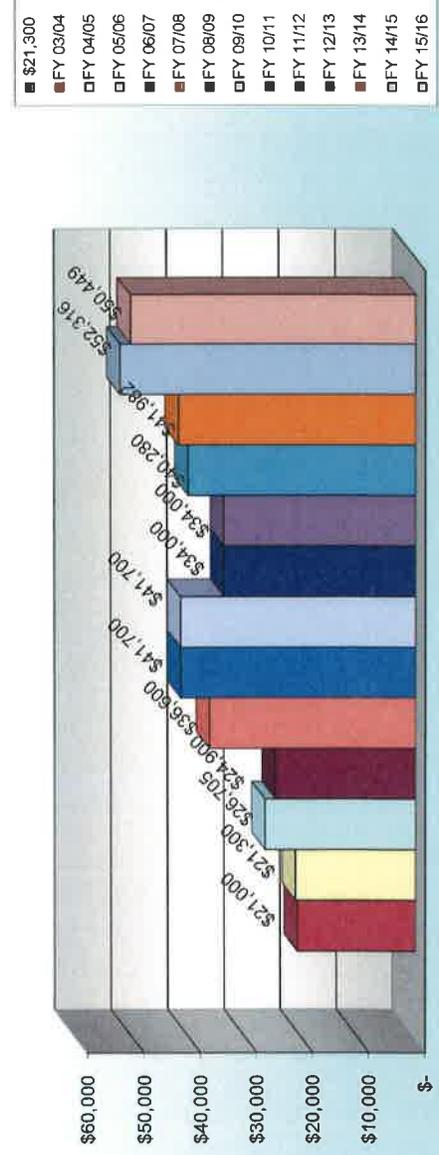
	<u>YTD</u>
FY 02/03	\$ 64,945
FY 03/04	\$ 50,428
FY 04/05	\$ 38,482
FY 05/06	\$ 67,465 (accrued for 05/06 audit \$35389.50)
FY 06/07	\$ 33,795 (reverse for 05/06 accrual \$35389.50 the \$35k was an unrealized overaccrual)
FY 07/08	\$ 58,598
FY 08/09	\$ 54,924
FY 09/10	\$ 59,466
FY 10/11	\$ 59,831
FY 11/12	\$ 62,055
FY 12/13	\$ 61,304
FY 13/14	\$ 62,891
FY 14/15	\$ 63,719
FY 15/16	\$ 56,949



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

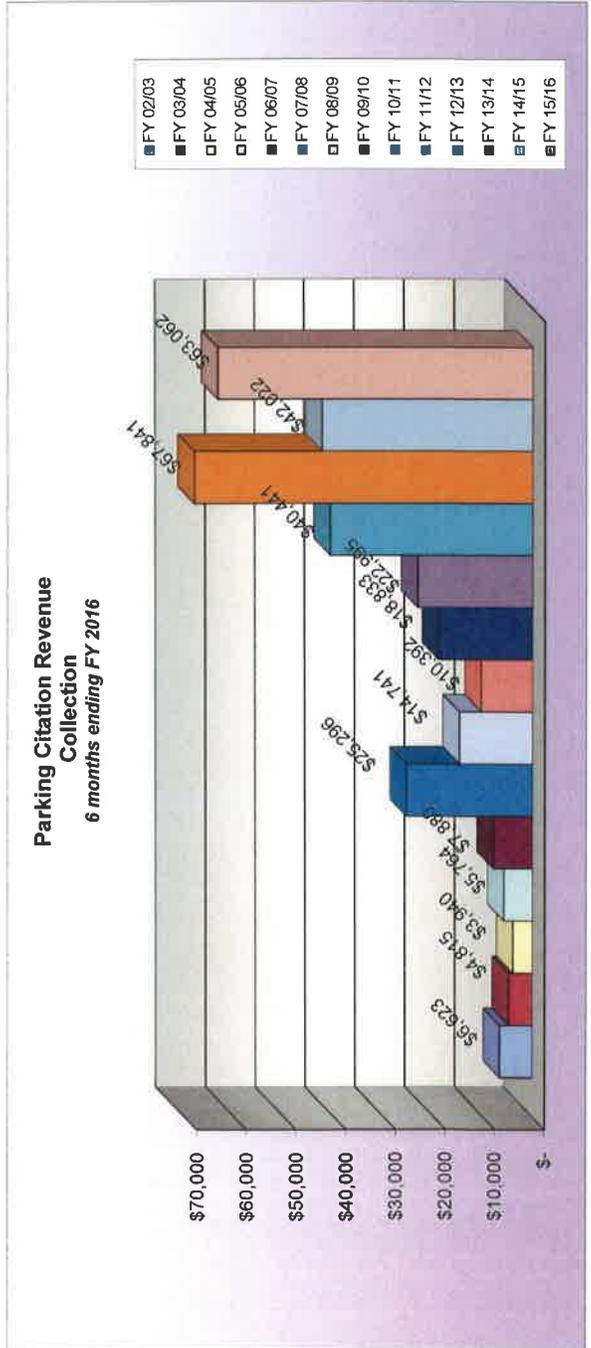
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
FY 02/03	\$ 4,700	\$ 2,000	\$ 4,700	\$ 3,200	\$ 3,700	\$ 3,000	\$ 2,200	\$ 4,700	\$ 3,200	\$ 3,500	\$ 6,700	\$ 3,700	\$ 45,300
					\$ 21,300								
FY 03/04	\$ 3,200	\$ 4,200	\$ 3,200	\$ 3,000	\$ 4,200	\$ 3,200	\$ 2,500	\$ 2,700	\$ 3,200	\$ 6,748	-	\$ 6,900	\$ 43,048
					\$ 21,000								
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
					\$ 21,300								
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
					\$ 26,705								
FY 06/07	\$ -	\$ 7,700	\$ 3,700	\$ 4,200	\$ -	\$ 7,400	\$ 4,000	\$ -	\$ 5,400	\$ 5,700	\$ 4,000	\$ 7,300	\$ 49,400
					\$ 23,000								
FY 07/08	\$ 2,200	\$ 7,500	\$ -	\$ 10,200	\$ 5,000	\$ -	\$ 5,500	\$ 4,125	\$ -	\$ 7,500	\$ 5,500	\$ 9,742	\$ 57,267
					\$ 24,900								
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
					\$ 36,600								
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
					\$ 41,700								
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
					\$ 34,000								
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
					\$ 34,000								
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
					\$ 40,280								
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
					\$ 41,982								
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
					\$ 52,316								
FY 15/16	\$ 7,587	\$ 14,281	\$ 6,453	\$ 8,440.29	\$ 7,522	\$ 6,155							\$ 50,449
					\$ 50,449								

**Meter Revenue Collection  
6 months ending FY 2016**



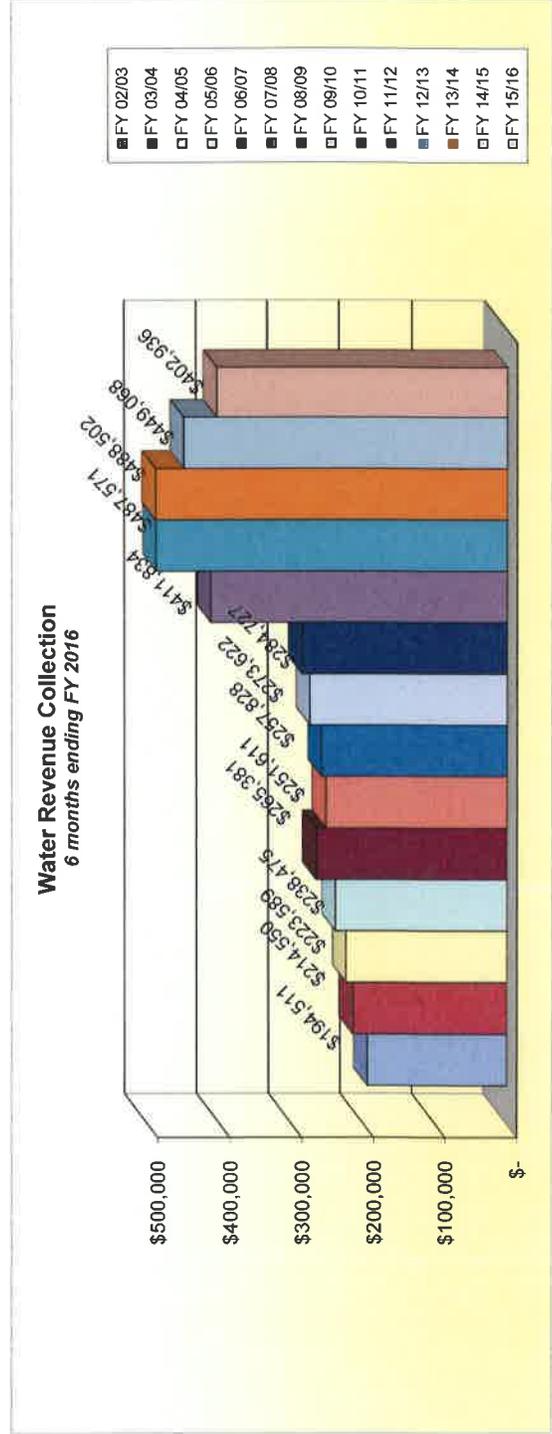
**YTD Analysis Parking Citations Collection  
3700-162**

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
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	\$ 6,623	\$ (10)	\$ 2,882	\$ 1,762	\$ 1,576	\$ 1,938	\$ 571	\$ 13,534
FY 04/05	\$ 891	\$ 1,076	\$ -	\$ 847	\$ 1,126	\$ 4,815	\$ 1,144	\$ (114)	\$ 1,618	\$ 450	\$ 795	\$ 1,645	\$ 9,478
FY 05/06	\$ 584	\$ 987	\$ 589	\$ 997	\$ 902	\$ 3,940	\$ 1,705	\$ 765	\$ 612	\$ 452	\$ 270	\$ 885	\$ 8,953
FY 06/07	\$ 681	\$ 716	\$ 511	\$ 1,839	\$ 2,048	\$ 5,764	\$ 2,085	\$ 1,561	\$ 965	\$ 472	\$ 865	\$ 2,170	\$ 15,448
FY 07/08	\$ 4,367	\$ 7,172	\$ -	\$ 5,300	\$ 6,101	\$ 7,880	\$ 2,356	\$ 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	\$ 25,296	\$ 1,715	\$ 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	\$ 14,741	\$ 1,172	\$ 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	\$ 10,392	\$ 2,559	\$ 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	\$ 18,833	\$ 5,180	\$ 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	\$ 22,995	\$ 3,161	\$ 4,436	\$ 4,165	\$ 5,760	\$ 2,752	\$ 2,309	\$ 64,581
FY 13/14	\$ 7,983	\$ 13,950	\$ 12,969	\$ 10,788	\$ 12,784	\$ 40,441	\$ 9,367	\$ 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	\$ 67,841	\$ 5,098	\$ 2,461	\$ 7,385	\$ 8,053	\$ 8,721	\$ 8,729	\$ 80,861
FY 15/16	\$ 8,681	\$ 13,166	\$ 9,457	\$ 68	\$ 11,294	\$ 42,022	\$ 20,396	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 63,062



**YTD Analysis Water Revenue  
600-3800**

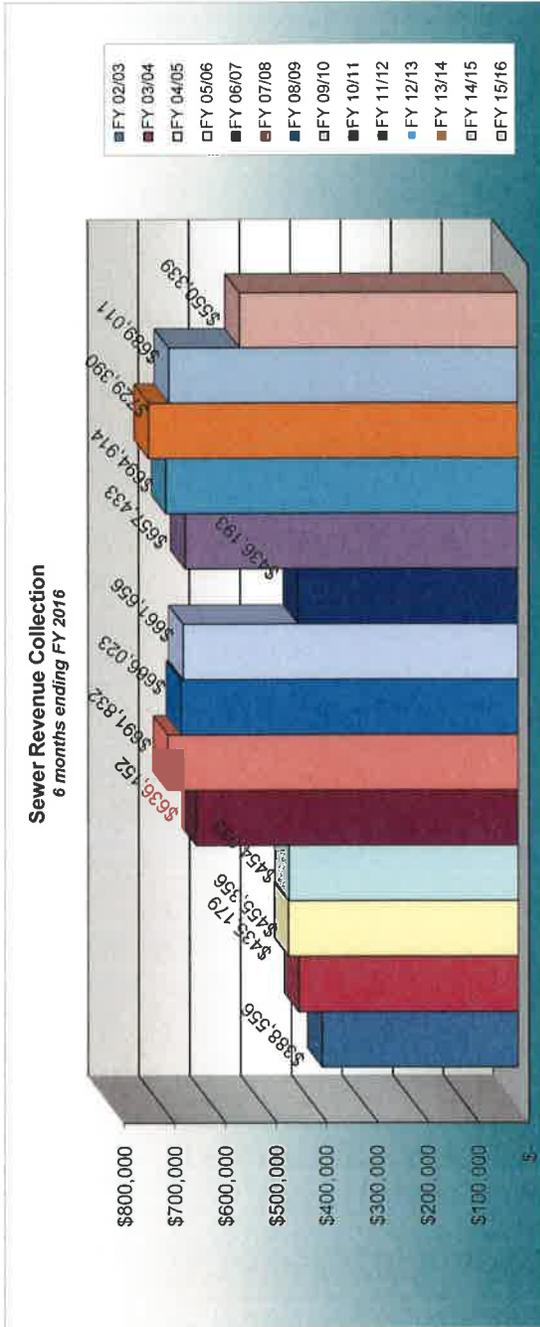
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	total
FY 02/03	\$ -	\$ 65,551	\$ -	\$ 65,110	\$ (400)	\$ 64,249	\$ -	\$ 63,631	\$ (3,647)	\$ 64,131	\$ (198)	\$ 73,010	\$ 391,437
FY 03/04	\$ -	\$ 72,943	\$ (29)	\$ 70,783	\$ -	\$ 70,852	\$ -	\$ 70,292	\$ -	\$ 79,284	\$ -	\$ 110,223	\$ 474,349
FY 04/05	\$ 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	\$ 174	\$ 161,486	\$ -	\$ 161,771	\$ 47	\$ 79,457	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 402,936



**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
						\$ 366,556							
FY 03/04	\$ -	\$ 145,389	\$ (703)	\$ 144,365	\$ -	\$ 146,128	\$ -	\$ 144,085	\$ -	\$ 150,461	\$ -	\$ 260,209	\$ 989,933
						\$ 435,179							
FY 04/05	\$ -	\$ 147,363	\$ -	\$ 155,843	\$ -	\$ 152,150	\$ -	\$ 147,597	\$ -	\$ 158,575	\$ 18,888	\$ 189,239	\$ 989,656
						\$ 455,356							\$ 18,888 program income
FY 05/06	\$ -	\$ 166,888	\$ (1,169)	\$ 129,604	\$ -	\$ 158,910	\$ (70)	\$ 174,912	\$ 59,445	\$ 210,454	\$ 52,975	\$ 224,723	\$ 1,176,471
						\$ 454,033							\$ 52,975 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
						\$ 656,162							\$ 22,900 program income
FY 07/08	\$ (1,011)	\$ 216,250	\$ 22	\$ 246,719	\$ (180)	\$ 230,033	\$ 12,411	\$ 213,604	\$ -	\$ 252,356	\$ 22,146	\$ 281,574	\$ 1,453,923
						\$ 691,832							\$ 22,146 program income
FY 08/09	\$ 221,389	\$ 180	\$ 218,946	\$ 180	\$ 218,946	\$ 11,148	\$ 220,233	\$ -	\$ -	\$ 243,601	\$ 24,396	\$ 205,915	\$ 1,371,316
						\$ 666,023							\$ 24,396 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
						\$ 661,656							\$ 4,496 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
						\$ 436,193							\$ 63,426 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
						\$ 657,433							\$ 42 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
						\$ 694,914							\$ 46,273 program income
FY 13/14	\$ 53,301	\$ 223,197	\$ 128	\$ 228,948	\$ 20	\$ 223,796	\$ 1,489	\$ 219,455	\$ 5,051	\$ 219,724	\$ 141	\$ 209,630	\$ 1,384,889
						\$ 729,390							\$ 141 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
						\$ 689,011							\$ 557 program income
FY 15/16	\$ 226	\$ 187,285	\$ 74	\$ 170,840	\$ 8,454	\$ 183,462	\$ 550,339						\$ 550,339
													\$ 8,454 program income

(Includes program income, interest, & connection charges)



# REPORT TO CITY COUNCIL

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

March 9, 2016

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**TITLE:** City of Nevada City Budget Calendar 2016-2017

**RECOMMENDATION:** Review and approve the attached budget calendar with recommended operating and capital budget preparation schedule for fiscal year 2016-2017.

**CONTACT:** Catrina Olson, Assistant City Manager

**BACKGROUND / DISCUSSION:**

The City of Nevada City prepares and operating and capital improvement budget every fiscal year. The upcoming budget cycle is for fiscal year 2016-2017. City staff begins developing the next fiscal year budget in March during the mid-year budget cycle, followed by public workshops with City Council in May/June. Adoption of the final budget is scheduled for the second City Council meeting in June.

It is being recommended that the City Council budget workshop be held on May 17, 2016 from approximately 9:00 a.m. to 11:00 a.m. to provide City staff adequate time to implement City Council recommendations and comments to the final draft of the budget prior to adoption at the June 8, 2016 City Council meeting.

**FISCAL IMPACT:**

There are no fiscal impacts related to approval of the attached budget calendar.

**ATTACHMENTS:**

- ✓ Budget Calendar 2016-2017

## **City of Nevada City Budget Calendar 2016-2017**

The City of Nevada City prepares an Operating and Capital Improvement Budget every year. The upcoming Operating Budget cycle is for fiscal year 2016-2017. City staff begins developing the next fiscal year budget in March during the mid-year budget cycle, followed by public workshops with the City Council in May/June, and adoption scheduled for the first City Council meeting in June. Below are frequently asked questions about the City's budget process.

### **What is a Fiscal Year?**

The City's fiscal year runs from July 1 through June 30 each year. The State of California uses the same fiscal year as county and city governments. However, the federal government's fiscal year runs from October 1 through September 30, while many private businesses use the calendar year January 1-December 31 as their fiscal year. A fiscal year represents an accounting cycle for measuring results of operation and the City's financial position.

### **How does the City's Operating Budget differ from the Capital Improvement Program (CIP)?**

The City's Operating Budget is an itemized plan of estimated City revenues (money expected to be received in taxes, fees, and grants) and City expenditures (money expected to be spent on programs, services, and administration) projected and officially adopted by the City Council for the budget cycle. The City's Operating Budget focuses on the day to day management and functioning of City services and includes, but is not limited to the following: staff costs, such as fire, police, and recreation personnel; other program costs such as tools and supplies; and contracted services such as police dispatch and animal control. By State law, the City's Operating Budget must be adopted by the City Council as a balanced budget (projected costs are equal to or less than expected revenue), no later than June 30th each year.

While the Operating Budget focuses on the on-going costs of conducting the City's business, the Capital Improvement Program (CIP) focuses on the larger-scale construction/renovation of City projects/facilities, such as parks, bicycle/pedestrian improvements, major street improvements, water and sewer infrastructure improvements and public building construction/renovation (the costs of maintaining/servicing City projects/facilities are operating costs). The CIP budget also has a long-term focus with projects and activities being projected over a five year period and updated each year during the operating budget cycle. Capital improvement projects are often multi-year projects that draw upon many different funding sources, including regional transportation taxes (Measure S), developer fees, user fees, bond issuance, and grants. Many of these revenue sources can only be used for capital improvement projects and cannot be transferred to the City's operating budget and used for on-going operational costs. Each CIP cycle is a spending plan that is determined through a public hearing(s) where the City Council prioritizes projects (based upon available restricted and/or unrestricted revenue sources and the evolving needs of the City). The CIP may include projects that are unfunded or partially funded and typically there are more CIP projects than funds available.

### **What is the City's operating budget philosophy?**

The City Council's adopted major operating budget principle is that "current year expenditures should be supported by current year revenues. One-time revenues should not be used for ongoing costs, but should instead be used for necessary one-time only expenditures or to strengthen fund reserves".

### **What is the size of the City's General Fund Operating Budget?**

The projected revenue for the mid-year operating budget for fiscal year 2015-2016 (effective July 1, 2015 through June 30, 2016) is \$3.42 million while the budget anticipates \$3.73 million in expenditures prior to transfers of \$381k. Police and fire services comprise 57% of the City's general fund operating costs. City staff anticipates that the next budget cycle will focus on maintaining current levels of City services and programs while holding costs to a minimum in order to follow the City's adopted budget management policy that current year expenditures should be supported by current year revenues.

### **When will the City adopt the Operating Budget for fiscal year 2016-2017?**

According to State law, the City Council must adopt a balanced operating budget for the next budget cycle by June 30th. Staff has already started the process of putting together a proposed initial draft operating budget for City Council and public review. Below is the budget adoption schedule (may be subject to change). All of the meetings listed below are open to the public.

March 9 <sup>th</sup>	City Council adopts budget calendar
March 14 <sup>th</sup> – 31 <sup>st</sup>	Budget process begins – Departments prepare budget worksheets
April 5 <sup>th</sup> – 8 <sup>th</sup>	Budget Review Assistant City Manager and Department Heads
April 14 <sup>th</sup>	Budget Review and Update City Manager and Assistant City Manager
April 28 <sup>th</sup>	Review Budget Adjustments to 1 <sup>st</sup> Draft City Manager and Assistant City Manager
May 17 <sup>th</sup>	City Council Budget Workshop <i>(or suggestions for a morning or evening)</i>
June 8 <sup>th</sup>	City Council adoption of final fiscal year 16-17 budget

# REPORT TO CITY COUNCIL

City of Nevada City

317 Broad Street  
Nevada City, CA 95959

[www.nevadacityca.gov](http://www.nevadacityca.gov)

March 9, 2016

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## **TITLE: Hosted Short-Term Rental Registration Fee and Good Neighbor Policy**

### **RECOMMENDATION:**

1. Pass Resolution 2016-XX adopting a processing fee for reviewing registration forms for hosted short-term rentals.
2. Pass Resolution 2016-XX adopting a “Good Neighbor Policy” to be distributed to renters of hosted short-term rental units.

**CONTACT:** Amy Wolfson, City Planner

**BACKGROUND / DISCUSSION:** On December 9, 2015 the City Council adopted Ordinance 17.72 of the zoning regulations in Title 17 of the City Municipal Code allowing hosted short term rentals within Nevada City residential zones. The adopted ordinance includes a provision for the City to adopt procedures for processing the registration of hosted short-term rental units. To date, staff has prepared a registration questionnaire to be submitted with the required business license application. In order to compensate for staff time to review and archive registration forms staff is proposing a \$100 registration fee to be submitted in addition to the business license application fee.

Staff has also prepared a “Good Neighbor Policy” to distribute to renters pursuant to Condition B.10 of the adopted ordinance which allows for conduct guidelines set forth by the City to be distributed to renters. This policy document is intended to discourage inappropriate behavior during a renter’s stay in order to preserve the integrity of the surrounding neighborhood.

**ENVIRONMENTAL CONSIDERATIONS:** California courts have held that CEQA does not apply to voter-sponsored (petition) initiatives and CEQA Guidelines §15378(b)(3) now provides such initiatives are not “projects” subject to environmental review. Since the above Resolutions are being requested as a means to implement the previously adopted initiative, they are also not subject to environmental review.

**FINANCIAL CONSIDERATIONS:** The requested registration fee will offset costs associated with processing hosted short-term rental registration forms. There is no financial consideration associated with the “Good Neighbor Policy.”

### **ATTACHMENTS:**

- Exhibit A – Draft Good Neighbor Policy
- Exhibit B – Draft Resolution, Registration Fee
- Exhibit C – Draft Resolution, Good Neighbor Policy
- Exhibit D – Ordinance 2015-12 (Hosted Short-Term Rentals)



# City of Nevada City

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## HOSTED SHORT-TERM RENTAL GOOD NEIGHBOR POLICY

Dear Guest,

**Welcome to Nevada City!** Hosted short-term rentals are an ideal way to share our beautiful historic town with guests around the world. This manner of guest accommodation allows you an experience that is authentic to residential living in Nevada City. Because this authentic experience necessitates that non-residents immerse themselves into established residential neighborhoods, it is important that all guests demonstrate respect for the community and the people that call our town home. To that end, Nevada City respectfully requests that you abide by the following "Good Neighbor Policy:"

1. **24-Hour Contact Information.** If at any time you have concerns about your stay, please call the 24-hour contact number listed below. In the event of an emergency, please call 911.

**Host owner/manager contact number:** \_\_\_\_\_

2. **Respect for Neighbors.** Be friendly and courteous, and treat your neighbors like you wish to be treated. Please be familiar with and abide by any "house rules" imposed by the host including, but not limited to smoking, parking, occupancy limitation, and pet supervision.
3. **Noise.** Nighttime noise limits and quiet hours are imposed **from 9pm to 7am**. Please be considerate of the neighborhood and your neighbor's right to quiet enjoyment of their home and property. All guests shall abide by the noise controls established for residential uses in Chapter 8.20 of the Municipal Code.
4. **Maintenance of Property:** Please pick up after yourself and keep the property clean, and free of trash.
5. **Property Use.** In no instance may a short-term rental agreement allow for commercial meetings such as luncheons, parties, weddings, charitable fundraising, or other special event gathering.
6. **Pets.** If pets are allowed under the terms of your rental agreement, please promptly clean-up after them. Prevent excessive and prolonged barking and keep pets from roaming the neighborhood. Store pet food indoors and in a secure manner in order to prevent enticement of wildlife and pests onto the premises.
7. **Parking & Traffic Safety.** Please park on-site whenever possible. Do not park on lawns or park in a manner which blocks driveways, sidewalks, or alleys. Drive slowly through neighborhoods and watch for pedestrians and children playing. No more than one vehicle is permitted for each short-term rental.
8. **Tenant/Guest Responsibility:** Only registered guests and approved visitors are permitted on the premises of the hosted short-term rental property. All guests and visitors are expected to follow the Good Neighbor Guidelines. Please read your rental agreement for additional terms and restrictions.

Thank you for your cooperation in maintaining the neighborly fabric of Nevada City's residential community. We hope you enjoy your stay as a guest in our very special town.

Yours truly,

---

Amy Wolfson  
Nevada City Planner

**RESOLUTION NO. 2016-XX**

**RESOLUTION FOR THE CITY OF NEVADA CITY TO ADOPT A  
ONE-TIME FEE TO PROCESS HOSTED SHORT-TERM  
RENTAL APPLICATIONS**

**WHEREAS**, at the regular meeting on December 9, 2015, the City Council adopted Ordinance No. 2015-12 adding Section 17.72.080 to Chapter 17.72 of the Zoning Regulations in Title 17 of the Nevada city Municipal Code allowing Hosted Short-Term Rentals in Nevada City Residential Zones; and

**WHEREAS**, a fee is needed to provide reimbursement for staff time in administering and processing hosted short-term rental applications; and

**WHEREAS**, the City of Nevada City provided proper notice and held a Public Hearing at its meeting of March 9, 2016.

**NOW THEREFORE, BE IT RESOLVED**, the City of Nevada City adopts a one-time fee retroactive to the effective date of Ordinance 2015-12 to process hosted short-term rental applications, in the amount of \$100 for estimated staff time, City overhead and archiving costs.

**PASSED AND ADOPTED** at the regularly scheduled meeting of the Nevada City City Council held on the 9<sup>th</sup> day of March, 2016 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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**Jennifer Ray, Mayor**

**ATTEST:**

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**Niel Locke, City Clerk**

**RESOLUTION NO. 2016-XX**

**RESOLUTION FOR THE CITY OF NEVADA CITY TO ADOPT A  
GOOD NEIGHBOR POLICY FOR GUESTS OF  
HOSTED SHORT-TERM RENTALS**

**WHEREAS**, at the regular meeting on December 9, 2015, the City Council adopted Ordinance No. 2015-12 adding Section 17.72.080 to Chapter 17.72 of the Zoning Regulations in Title 17 of the Nevada city Municipal Code allowing Hosted Short-Term Rentals in Nevada City Residential Zones; and

**WHEREAS**, condition B.10 of the hosted short term rental ordinance allows for conduct guidelines set forth by the City of Nevada City to be presented to hosted short-term renters prior to, or upon their occupancy of the unit; and

**WHEREAS**, a Good Neighbor Policy is intended to protect residential neighborhoods from inappropriate behavior during guests' stays in Nevada City's residential neighborhoods;

**NOW THEREFORE, BE IT RESOLVED**, the City of Nevada City adopts the attached "Hosted Short-Term Rental Good Neighbor Policy," Exhibit A.

**PASSED AND ADOPTED** at the regularly scheduled meeting of the Nevada City City Council held on the 9<sup>th</sup> day of March, 2016 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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**Jennifer Ray, Mayor**

**ATTEST:**

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**Niel Locke, City Clerk**

**ORDINANCE NO. 2015-12**

**AN ORDINANCE OF THE CITY OF NEVADA CITY ADDING  
A NEW SECTION 17.72.080 TO CHAPTER 17.72 OF THE ZONING REGULATIONS IN TITLE 17  
OF THE NEVADA CITY MUNICIPAL CODE ALLOWING HOSTED SHORT-TERM RENTALS IN  
NEVADA CITY RESIDENTIAL ZONES**

**WHEREAS**, an Initiative petition to enact zoning ordinance and general plan amendments to allow hosted short term rentals was duly circulated and certified by the county elections official as containing the verified signatures of an adequate number of voters; and

**WHEREAS**, at its regular meeting on November 18, 2015, when presented with the certification, the City Council decided adopt the Initiative, a copy of which is attached hereto and incorporated by such reference, without change pursuant to California Elections Code §9215; and

**WHEREAS**, at said regular meeting, the content of the zoning regulation amendment was introduced and the City Council adopted Resolution No. 2015-51 adopting the Initiative measure without change to the ordinance amendment promoted therein and directed preparation of implementing ordinances:

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

SECTION I:

As provided in Section 2 of the approved Initiative, there is hereby added to the Nevada County Municipal Code, a new Section 17.72.080 of Chapter 17.72 which is to read as set forth in Exhibit "A", attached hereto and incorporated by such reference.

SECTION II:

This Ordinance shall become effective thirty (30) days after the adoption date thereof and within fifteen (15) days of the passage of this Ordinance, the City Clerk shall publish this Ordinance in The Union, a newspaper of general circulation.

**PASSED AND ADOPTED** at a regularly scheduled meeting of the City Council of Nevada City held this 9th day of December, 2015 by the following vote:

**AYES: PHELPS, STRAWSER, BERGMAN**

**NOES: RAY, ANDERSEN**

**ABSTAIN: NONE**

**ABSENT: NONE**

**ATTEST:**

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

  
\_\_\_\_\_  
Jennifer Ray, Mayor

**“Section 17.72.080 Hosted short-term rentals.**

A. Definitions. The following terms shall have the following definitions in this section.

1. “Manager” shall mean the Owner or an agent of the Owner responsible for managing the Hosted short-term rental of a Unit(s) under this section.
2. “Property” shall mean a single-family residential.
3. “Owner” shall mean the record owner of the Property.
4. “Hosted short-term rental” shall mean the rental of all or a portion of a Unit for less than thirty (30) days.
5. “Unit” shall mean a room or dwelling unit on a Property used for sleeping or living quarters, including a guest house located on the Property.

B. Hosted short-term rentals. Notwithstanding anything to the contrary in this code, including Sections 17.72.038 and 17.72.120, the Hosted short-term rental of Units within a Property by the Owner is permitted within all residential zones and uses subject to the following terms and conditions:

1. The Owner shall register the Property annually with the City prior to offering any Unit for Hosted short-term rental. The Owner and Manager shall affirm in such registration that he, she or it shall comply with all requirements of this Section. The City may adopt and modify procedures for the registration of Properties consistent with the requirements of this Section. However, the issuance of a registration shall be processed ministerially upon the filing of a full and complete application by the Owner.
2. No more than two (2) Units within a Property may be rented or offered for rent at the same time.
3. The Owner or Manager shall reside at the Property or in Nevada County to ensure adequate and timely response to any police, code enforcement or other City action related to the Property. The Owner or Manager shall provide emergency contact information to the City with its annual registration.
4. Units shall comply with all applicable building and similar codes, including providing all required sanitation facilities.
5. No more than one (1) vehicle per Unit shall be allowed during each Hosted short-term rental.
6. The Owner or Manager shall comply with the requirements of Chapter 3.24 of this Code, including paying all applicable transient occupancy tax.
7. This Section does not and is not intended to permit an Owner to

use his or her Property solely for Hosted short-term rentals.

8. The Owner and Manager shall comply with all applicable provisions of this Code and other applicable law. This Section does not authorize any activity otherwise prohibited by applicable law. Without limiting the foregoing, commercial meetings such as luncheons, parties, weddings, charitable fundraising, or other gathering for direct or indirect compensation are not allowed. In addition to any other applicable remedies, any violation of this section shall constitute a public nuisance.

9. Owner or Manager, prior to the initial hosted short-term rental, will distribute a courtesy neighborhood notice of their intent to provide hosted short-term rental(s) and how short-term renters will be accessing the residence.

10. Conduct Guidelines set forth by the City of Nevada City shall be presented to hosted short-term renters prior to or upon their occupancy of the unit.

# REPORT TO CITY COUNCIL

City of Nevada City  
317 Broad Street  
Nevada City, CA 95959

March 9, 2016

[www.nevadacityca.gov](http://www.nevadacityca.gov)

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**TITLE:** Proposed Three-Month Designated Smoking Area Pilot Project

**RECOMMENDATION:** Approve three-month designated smoking area pilot project in the Commercial Street Parking Lot.

**CONTACT:** Mark Prestwich, City Manager; Bryan McAlister, City Engineer

**BACKGROUND / DISCUSSION:** On February 24, 2016, the City Council reviewed receptacle designs for two previously approved designated smoking areas in the Historic District. At the meeting, the City Council authorized City staff to move forward with the receptacle design but also requested staff relocate the two designated smoking areas as follows:

- 1) Relocate the previously approved Commercial Street Parking Lot designated smoking area (shown in the attached Commercial St. map) to the location of the bench adjacent to the fence.
- 2) Relocate the previously approved designated smoking area in the Nevada Street parking lot to the Spring Street parking lot.

The City Engineer has toured the Commercial Street parking lot and identified a few challenges with the requested modification. In order to properly adhere to Americans with Disabilities Act (ADA) requirements, it would be necessary to remove a significant amount of concrete to provide a safe at-grade smoking area accessible by wheelchair near the bench location. The City Engineer has indicated this will be much more expensive than the original location because of concrete removal and the need to construct a new curb closer to the fence. Additionally, the bench location is near a Family Child Care Home where children are present, which presents concerns about second hand smoke exposure.

The City has also received a significant amount of correspondence from residents and merchants near the Spring Street parking lot expressing concerns about the presence of a designated smoking area near their property. Staff has identified a location adjacent to the freeway that would be as minimally impactful to businesses/residents as possible (see attached Spring St. map).

However, based on the above considerations, staff is recommending the City Council consider authorizing a limited three-month pilot project in the Commercial Street parking lot's original location which can be implemented without concrete modifications. Following the three-month pilot, Staff will provide the Council with a report on how the designated area worked including impact on litter, loitering, compliance, etc. This will provide the Council with the opportunity to evaluate whether to continue with the

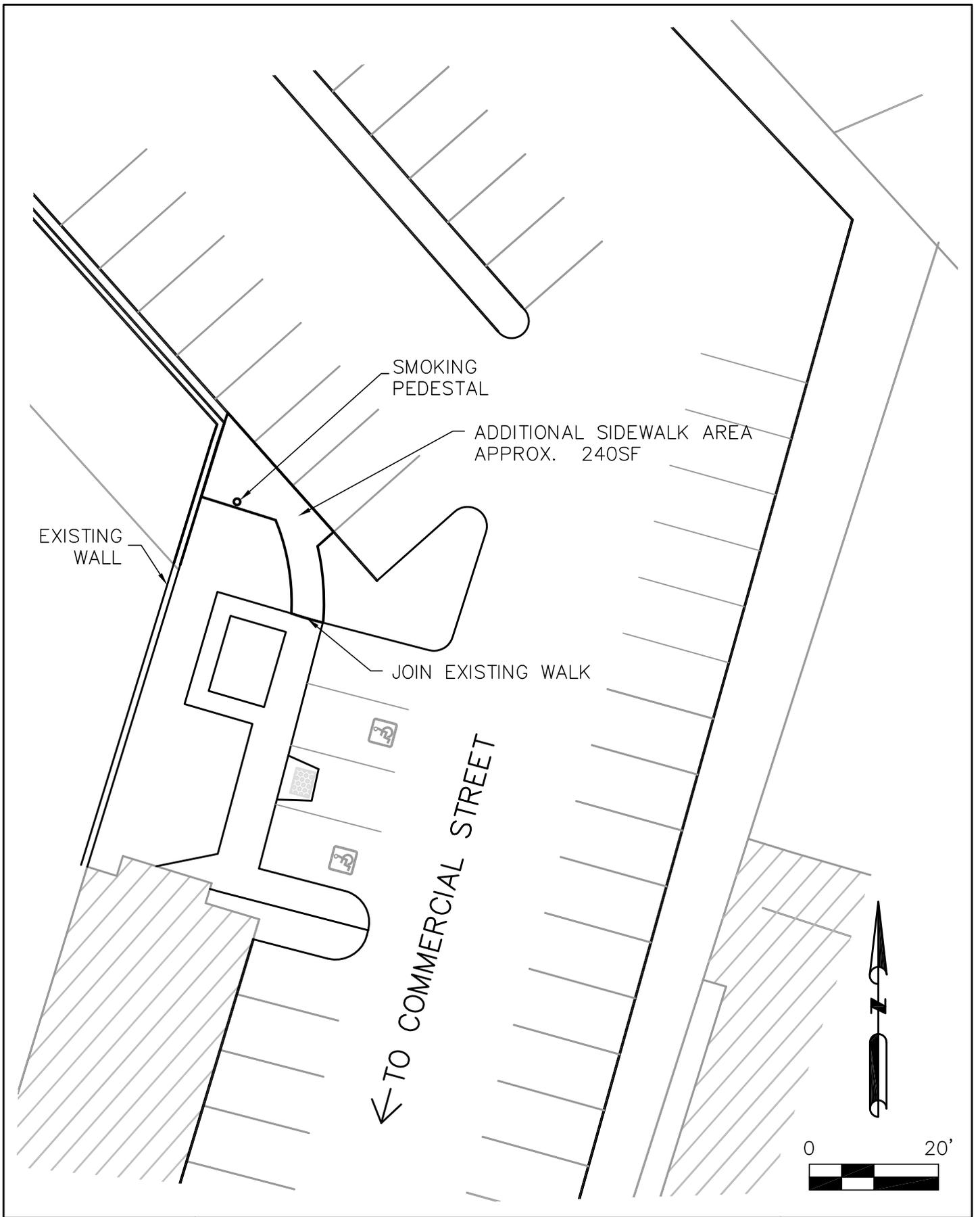
Commercial Street designated smoking area and location, and whether or not to consider adding additional locations in the future.

**ENVIRONMENTAL CONSIDERATIONS:** Establishing designated smoking areas with properly designed fire resistant receptacles and the placement of receptacles in various locations assists in cleaning the environment in the immediate area, reducing the amount of toxic waste entering the drains ultimately ending up in Deer Creek and other streams, reducing the fire dangers associated with the careless discarding of cigarettes, and reducing second hand smoke exposure.

**FISCAL IMPACT:** Not applicable

**ATTACHMENTS:**

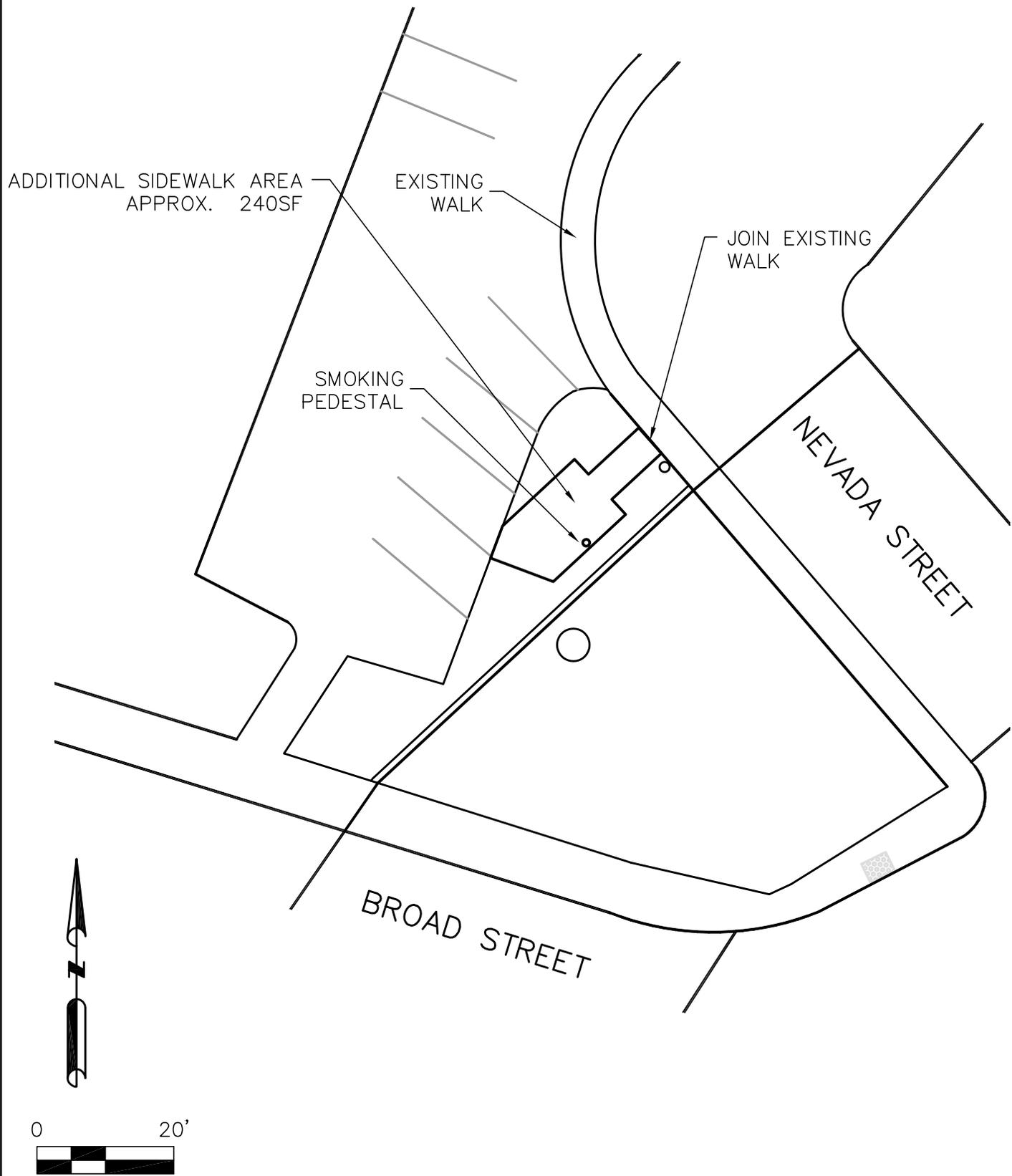
- Commercial Parking Lot Map
- Spring Street Parking Lot Map
- Nevada Street Parking Lot Map



2016

Nevada City ~ Commercial Street  
Designated Smoking Area

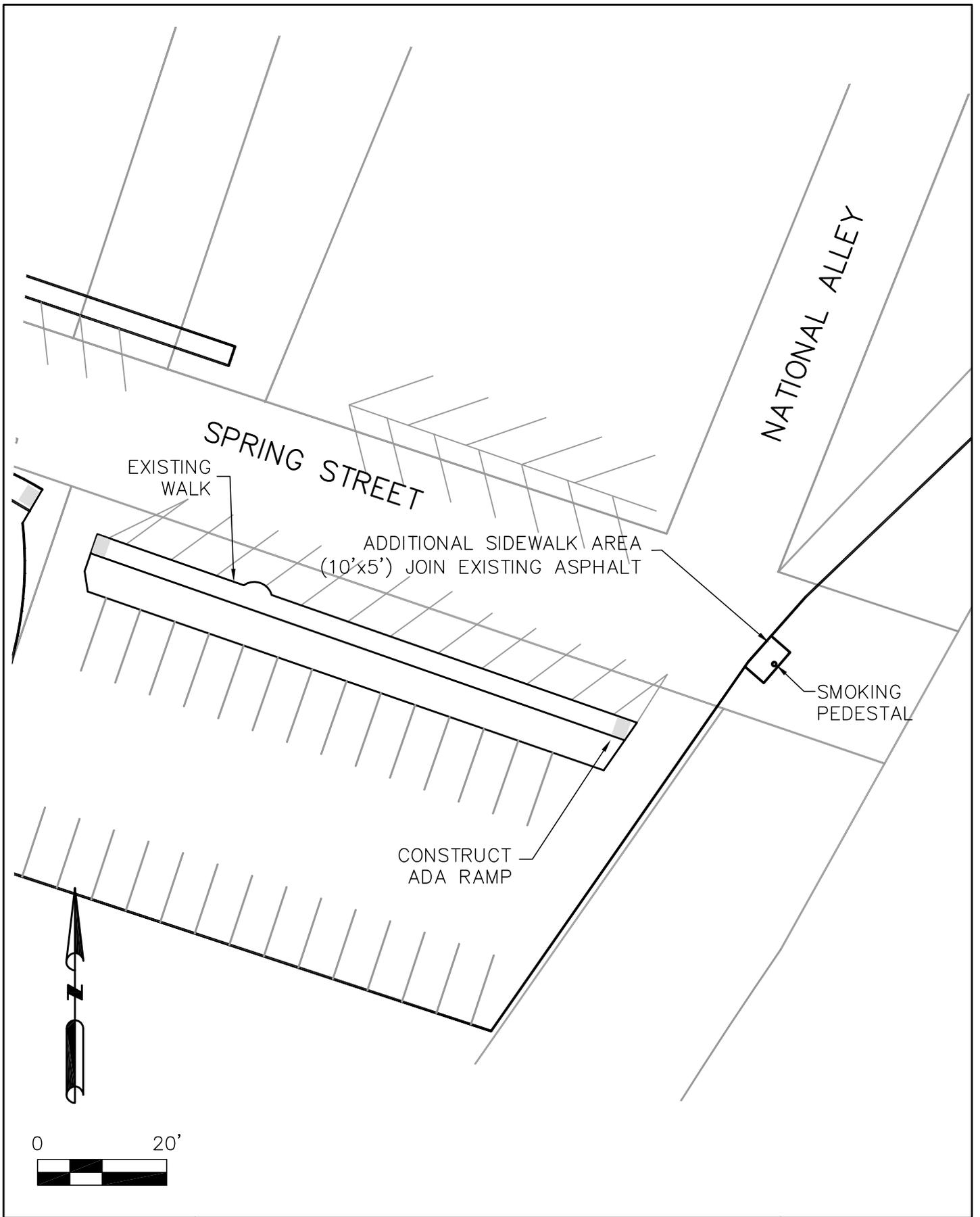
3 of 4



2016

Nevada City ~ Nevada/Broad St.  
Designated Smoking Area

4 of 4



2016

Nevada City ~ Spring Street  
Designated Smoking Area

2 of 4

# REPORT TO CITY COUNCIL

**City of Nevada City**

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

**March 9, 2016**

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**TITLE: Robinson Plaza Tables and Chairs**

**RECOMMENDATION:**

1. Find the project categorically exempt pursuant to CEQA Guideline §15301
2. Approve the design and placement of permanent table and chair units at Robinson Plaza

**CONTACT:** Amy Wolfson, City Planner

**BACKGROUND / DISCUSSION:**

On March 25, 2015, the City Council authorized a proposal to place two tables and accompanying chairs in Robinson Plaza for a trial period of June 1 through October 31. The City experienced no reported vandalism or complaints during the trial period. During this period, volunteers from the Chamber of Commerce and local businesses assisted with cleaning and placement of umbrellas.

On October 28, 2015, the City Council reviewed the trial project and indicated they were supportive of the placement of up to three permanent tables with a size limitation of 36" in diameter. The Council also discussed the idea of utilizing a local designer/manufacturer to work with the Planning Commission on bringing forward a formal proposal for Council approval.

On December 10, 2015, the Planning Commission reviewed an initial proposal to place permanent tables and chairs in Robinson Plaza. At that meeting, Vice Mayor Phelps presented Commissioners with several design options by Mark Oldland, a local metal-smith and furniture maker. Among the discussion items, the Commissioners discussed: the number of seats, whether or not to include backs, whether or not the table tops should be grid or solid style, and color choices. Vice Mayor Phelps offered to refer the discussion items back to Mr. Oldland, including a design that included three table shapes which incorporate three different back styles pursuant to the Commission discussion.

With consideration of testimony heard at previous public meetings, along with the discussion at the December Planning Commission meeting, Mr. Oldland provided revised conceptual drawings to the Planning Commission on February 18, 2016. The design proposal included three steel tables with connected chairs that would be bolted to the existing brick surface of the plaza.

## **PLANNING COMMISSION RECOMMENDATION:**

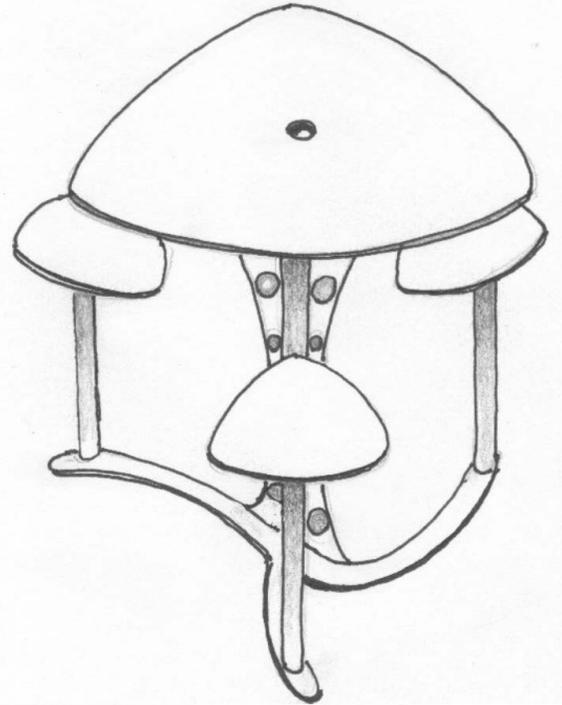
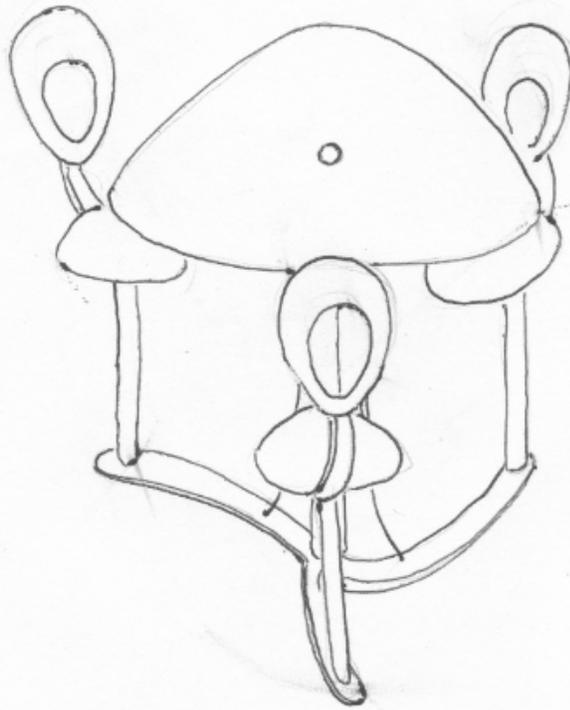
- The Planning Commission made the following recommendation at their December 10, 2016 meeting:
- Three table Chair Units:
  - 30-inch triangular unit with 2 chairs (with space available to accommodate accessibility needs)
  - 30-inch triangular unit with 3 chairs
  - 40x50-inch rectangular unit with 4 chairs
- Solid surface top
- Backless to accommodate versatile use, cost reduction, visual simplicity
- Color: Cardinal Power Coatings, textured Mock Rock (T091-GR309)
- Placement: Two units to be placed in existing location of temporary units, and one unit to be determined onsite with Commissioners Croul and Meek in conjunction with the Council

**ENVIRONMENTAL CONSIDERATIONS:** The CEQA Guidelines for Categorical Exemption §15301 includes minor alteration of existing public or private facilities involving no or negligible expansion of use beyond the existing use. Consistent with this exemption, the addition of permanent tables and chairs to Robinson Plaza will not expand the use, as it will remain public open space with the versatility to accommodate an array of community gatherings. The table and chair features will merely offer a place for those gathered at community events to sit comfortably.

**FINANCIAL CONSIDERATIONS:** The total cost of the units will be approximately \$8,700 plus tax for a backless chair option. The City's donation account has \$2,500 available, which could be supplemented by an external fundraising effort.

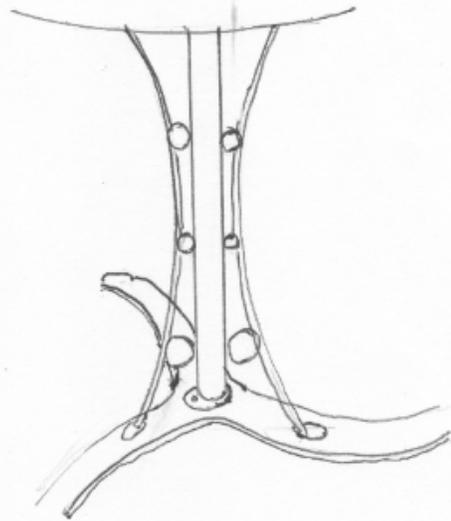
## **ATTACHMENTS:**

- Exhibit A – Conceptual Drawings
- Exhibit B – Detail Summary by Mark Oldland

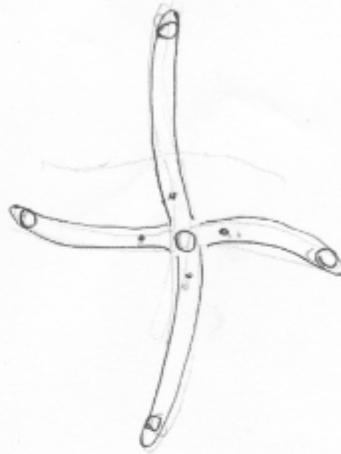
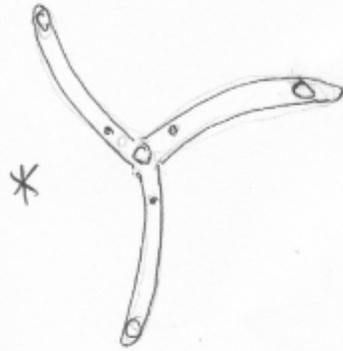


component

detail - table  
pedestals

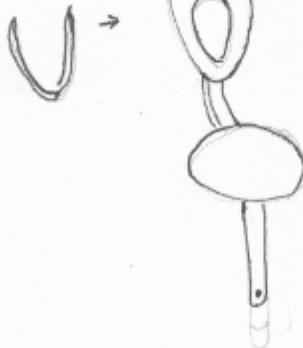


component details - continued -



ensemble  
bases

back rest  
reinforcing  
bar



seating  
modules

\* one base truncated one side for A.D.A. access

Mark Oldland *sculptor, designer*

32796 Ridge Rd. Dutch Flat, CA. 95714-0011

markoldlandart.com

email: alpinexile@gmail.com ph. 530 205 5838

Details regarding Nevada City's Robinson Plaza - proposed integrated seats /tables.

Specific info. as I understand it:

3 units total

- one with seating for 3 three people
- one with seating for 2 people with a wheelchair friendly (open) side
- one with seating for 4 people

Please reference the associated drawings-

Recommendations:

-Solid tops. This style would facilitate easier cleaning (crumbs are one thing, while liquids (especially the sweet variety) are quite another. Cost would increase considerably for perforated /open tops as they require more frame support and extra work at the edge. Also, the best choice in my mind would be a product known as 'punch plate', which is costly material.

The powder coating would also become more challenging /expensive with a perforated build.

-Finish. The neutral 'mock rock' which resembles granite, is the best user-friendly choice by far.

-Back rests. Seats with backs are sensible, but only if immovable (no pivot for easier access). Also, space from seat to table edge would be maxed for the sake of access if back rests are desired.

Build details:

Involved in the build are 1/4" plate (tops, seats, backs), pipe (pedestals), round bar (central pedestals), solid spheres of various diameters (central pedestals) and channel (seat to back connectors), 1/2"x 6" curvilinear plates (bases).

All would require sandblasting after fabrication to ensure best possible powder coat (finish) results.

Overall cost: As presently conceived, with my recommendations accepted:

8,700. without backs

10,900. with backs -550. additional cost on teardrop style backs (for 9 of them)

Then there is sales tax, as well.

I was called on to investigate available /historical materials at the city yard. While drawn to the possibility of integrating old, elaborately cast hydrants, I realized it's not plausible due to the dimensions of the table tops in relation to those of the hydrants. Knocking knees against such things is no fun.

Timeframe on these is contingent on the variables of two committees, as well as any prior constraints regarding my commitments /workload and the powder coater's scheduling.

I appreciate your consideration -Mark