



**REGULAR CITY COUNCIL MEETING
MEETING AGENDA
WEDNESDAY, SEPTEMBER 14, 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.

Evans Phelps, Mayor

**Reinette Senum, Council Member
David Parker, Council Member**

**Duane Strawser, Vice Mayor
Valerie Moberg, Council Member**

The City Council welcomes you to its meetings which are scheduled at 6:30 PM on the 2nd and 4th 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: Moberg, Parker, Senum, Vice Mayor Strawser, & Mayor Phelps

PLEDGE OF ALLEGIANCE

PROCLAMATION: Prostate Cancer Awareness Month – September 2016

PRESENTATION:

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: Amendment No. 1 to City Agreement with The Mercer Group, Inc. for Classification and Compensation Study Services

Recommendation: Pass a Motion authorizing Amendment No. 1 in the amount of \$1,000 to the City Agreement with The Mercer Group, Inc. for a total not to exceed agreement amount of \$10,850 and the Mayor to sign.

B. Subject: Chinese New Year Parade & Festival Street Closure Request

Recommendation: Review and authorize Chinese New Year Parade & Festival street closure request per application.

C. Subject: Bad Debt Write-Off for Fiscal Year 2015-16

Recommendation: Pass Resolution No. 2016-XX Approving Bad Debt Write-Off for Fiscal Year 2015-16.

D. Subject: Fiscal Year (FY) 2015-2016 Year End Budget Amendment

Recommendation: Pass Resolution 2016-XX adopting amendments to the Nevada City FY 2015-2016 Budget.

4. APPROVAL OF ACTION MINUTES:

A. City Council Meeting – August 24, 2016

B. Special City Council Meeting – August 25, 2016

5. DEPARTMENT REQUESTED ACTION ITEMS AND UPDATE REPORTS:

A. Subject: 2016 City Council Meeting Calendar

Recommendation: Provide direction to the City Manager.

6. PUBLIC HEARINGS:

7. OLD BUSINESS:

A. Subject: Request for Continuance of Public Hearing Appeal of Planning Commission Decision to Deny the Architectural Review Application of Charlotte

Dewar to Construct a Front Entry Façade on the Accessory Building located at 254 Boulder Street

Recommendation: Pass a Motion continuing Public Hearing to City Council Meeting of September 28, 2016.

- B. Subject:** Reject Bids on Nevada City Swimming Pool Structural Repair Project; Amend City Agreement with Neil O. Anderson & Associates to Update Engineering Plans; Preparation of Updated Funding Strategy

Recommendation: Pass a Motion 1) rejecting bids on the Nevada City Swimming Pool Structural Repair Project, 2) authorizing the City Manager to execute an amendment to the City agreement with Neil O. Anderson & Associates, a subsidiary of Terracon Consultants, Inc., up to amount not to exceed \$5,000 to update engineering plans and seek bids for a complete pool shell replacement, and 3) directing the City Manager to develop an updated funding strategy for the pool rehabilitation project.

8. NEW BUSINESS:

- A. Subject:** Nevada City Farmers Market Association Winter-Spring Market Request

Recommendation: Review and authorize request by Nevada City Farmers Market Association to hold six certified farmers markets in Robinson Plaza on the first Saturday of each month from December 2016 to May 2017.

- B. Subject:** Yuba River Bicycle Music Festival Street Closure Request

Recommendation: Review and authorize Yuba River Bicycle Music Festival street closure request per application.

- C. Subject:** Nevada City Three Year Goals and Six-Month Strategic Objectives

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

9. CORRESPONDENCE:

10. ANNOUNCEMENTS:

11. CITY MANAGER'S REPORT:

12. ADJOURNMENT

Certification of Posting of Agenda

I, Mark Prestwich, City Manager for the City of Nevada City, declare that the foregoing agenda for the September 14, 2016 Regular Meeting of the Nevada City City Council was posted September 9, 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.

Signed September 9, 2016 at Nevada City, California

_____, Mark Prestwich, City Manager

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

September 28, 2016	Regular Council Meeting
October 12, 2016	Regular Council Meeting
October 26, 2016	Regular Council Meeting
November 9, 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

September 14, 2016

TITLE: Amendment No. 1 to City Agreement with The Mercer Group, Inc. for Citywide Classification and Compensation Study Services

RECOMMENDATION: Pass a Motion authorizing Amendment No. 1 in the amount of \$1,000 to the City agreement with The Mercer Group, Inc. for a total not to exceed agreement amount of \$10,850 and the Mayor to sign.

CONTACT: Mark Prestwich, City Manager

BACKGROUND / DISCUSSION: In January 2016, the City entered into a \$9,850 agreement with The Mercer Group, Inc. to perform a classification and compensation study. Completion of this work assisted the City with reaching mutually agreeable bargaining unit agreements recently approved by the City Council.

Given The Mercer Group's work with performing the above study, Staff is recommending The Mercer Group, Inc. assist the City with updating of the City's job descriptions to reflect current duties. The City has negotiated a fee of \$1,000 for the preparation of 20 job descriptions.

ENVIRONMENTAL CONSIDERATIONS: Not applicable.

FINANCIAL CONSIDERATIONS: The fiscal year 2016-17 budget is able to accommodate the \$1,000 amendment to the agreement.

ATTACHMENT:

- ✓ Proposed agreement with The Mercer Group, Inc.

**AMENDMENT NO. 1 TO
PROFESSIONAL SERVICES AGREEMENT WITH
THE MERCER GROUP, INC.**

This Amendment No. 1 (“Amendment”) effective this _____ day of September, 2016 is executed by and between **THE CITY OF NEVADA CITY** (“City”) and **THE MERCER GROUP, INC.** (“Consultant”). Said Agreement will amend the Professional Services Agreement for classification and compensation study services (“Agreement”) made and entered into between the parties effective January 27, 2016 (“Effective Date”) by and between the City of Nevada City (City) and The Mercer Group, Inc. (Consultant). The City and Consultant are hereinafter referred to as “Parties”.

RECITALS

This agreement is entered into in consideration of the following matters:

WHEREAS, Consultant has completed all the services authorized under the existing agreement, but the City desires additional consultant services to prepare current job descriptions for each City classification:

AGREEMENT

NOW, THEREFORE, City and Consultant agree as follows:

1. The “Compensation and Billing” Section 2.1 is hereby amended to read, in its entirety:

- 2.1. Compensation. Consultant shall be paid in accordance with the Method of Billing described in Section 2.3 below. Consultant’s total compensation shall not exceed Nine Thousand Eight Hundred Fifty Dollars (\$9,850.00). Notwithstanding above, Consultant shall also be compensated an additional One Thousand Dollars (\$1,000.00) to prepare 20 job descriptions for City classifications.

IN WITNESS WHEREOF, the parties have executed this Agreement.

Dated: _____, 2016

CONSULTANT

The Mercer Group, Inc.

Dated: _____, 2016

THE CITY OF NEVADA CITY

_____, Mayor

ATTEST:

By: _____
Niel Locke, City Clerk

APPROVED AS TO FORM:

By: _____
Hal DeGraw, City Attorney

REPORT TO CITY COUNCIL

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

September 14, 2016

TITLE: Nevada City Chinese New Year Parade and Festival Street Closure Request

RECOMMENDATION: Review and authorize Nevada City Chinese New Year Parade and Festival street closure request per application.

CONTACT: Mark Prestwich, City Manager

BACKGROUND / DISCUSSION: The Chinese New Year Parade and Festival event is a street festival with a parade planned for February 12, 2017 celebrating the Chinese New Year sponsored by Community Asian Theatre of the Sierra (CATS). The event is expected to draw a minimum of 500 to 700 attendees.

The applicant for the Chinese New Year Parade and Festival is proposing the event take place on Union Street between Commercial Street and Commercial and Coyote Streets; Commercial Street between Broad and Union Streets; Main Street between Commercial Street; Pine Street between Commercial Street; and York Street between Commercial Street. The proposed event hours are Noon to 4:00pm. Set-up is to begin at 10:00am and breakdown to be completed 4:00pm.

A summary of the specific event characteristics are included in the application packet.

FISCAL IMPACT: None.

ATTACHMENTS:

- ✓ Street Closure/Special Event Application



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

CITY OF NEVADA CITY
PAID
JUL 21 2016
RCPT #4182 AMT \$100

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.

J Wood
Signature of Applicant

7/20/16
Date

JEANNIS WOOD, EXECUTIVE DIRECTOR OF CATS
Printed Name and Title of Applicant

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

COMMUNITY THEATRE OF THE SIERRA
1 THE

APPLICANT INFORMATION

Name of Requested Event Nevada City Chinese New Year Parade and Festival

Name of Applicant/Responsible Party JEANNIE WOOD
(Must match name on Page 1)

Sponsoring Organization/Company Community Asian Theatre of the Sierra (CATS)

Street Address POB 1266 Apt/Unit/Suite _____

City Grass Valley State CA Zip Code 95945

Email info@catsweb.org

Daytime Phone 530-263-6457 Cell Phone 530-263-6457

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

Yes / No (Circle One)

Event Contact for Public Information

Name JEANNIE WOOD Contact Phone 530-265-2990

Email info@catsweb.org

Website www.catsweb.org

Day of Event Contact Information

On-site Contact Name JEANNIE WOOD

On-site Contact Cell Number 530-263-6457

Day of Event ALTERNATE Contact Information

On-site Contact Name VIRGIL WONG

On-site Contact Cell Number 530-913-6663

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.)

Type of Event (Check all that apply)

- Parade/Procession
- Street Festival/Block Party
- Fundraiser
- Concert
- Run/Walk/Bicycle
- Other: _____

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: 10 MAY.

Event Date(s) Feb. 12, 2017

Expected number of:
 Attendees 500-700 Participants _____ Volunteers 20

Event Hours Start 12:00 pm End 4:00 pm
 Set-up 2/12/17 Date 10:00 a.m. Time 10:00 a.m.
 Break Down Date 2/12/17 Time 4:00 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.

Union between Commercial & Coyote
Commercial between Broad & Union
Main between Commercial & _____
Pine between Commercial & _____
York ~ Commercial

Please note whether your event includes any of the following*:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Amplified sound | <input type="checkbox"/> Concessions |
| <input checked="" type="checkbox"/> Food Vendors | <input checked="" type="checkbox"/> Stages/Platforms |
| <input type="checkbox"/> Food Cooking | <input checked="" type="checkbox"/> Tents/Temporary Structures (exhibitors) |
| <input type="checkbox"/> Alcohol sales | <input type="checkbox"/> Animals will be present |
| <input type="checkbox"/> Temporary Lighting | |

*If any of the above are checked, please include additional details below.

Microphones + sound system for MCs + entertainers
food truck; drinks (coffee, soda, water)
and dessert booth
Robinson Plaza staging
non profit exhibitors
facepainter, balloon vendor
arts + crafts vendors

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 but more than 45 days in advance

\$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.

[Internal Use Only]

Police Comments:

ORGANIZERS TO; POST ALL NO PARKING SIGNS
72 HRS PRIOR TO EVENT; TO SET UP BARRICADES
AS REQUIRED; AND TO PROVIDE SUFFICIENT
VOLUNTEERS TO AID IN STREET CLOSURES, CROWD
AND TRAFFIC CONTROL

ORGANIZERS SHALL CLEAR STREETS & OPEN
FOR TRAFFIC AT END OF THE EVENT; STACK
BARRICADES BACK IN ORIGINAL LOCATION

Fire Comments:

Must maintain 14 ft. FIRE LANES.

No parking in RED ZONES.

No blocking of FIRE HYDRANTS.

CS

Public Works Comments:

DPW will supply no parking barricade and
road closed barricade where needed.

extra trash and recycle will be placed
next to chamber for volunteers to set in place

Description

Nevada City Chinese New Year Parade and Festival, 2017

Sunday, February 12, 2017

This is the 6th annual event, celebrating the Lunar New Year, Year of the Rooster, and honoring the Chinese pioneers of the Sierra Foothills.

Parade will begin from the Chinese Monument on Commercial Street at 12pm, making a right turn onto Union Street and then circling back to the Robinson Plaza, where units will disburse.

Entertainment will take place at the Plaza and parts of Union Street at the end of the parade.

Exhibitors and vendors will line Union Street beginning at 10am.

This is a family-friendly event. We expect a minimum 500 to 700 attendees, or more.

REPORT TO CITY COUNCIL

SEPTEMBER 14, 2016

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

TITLE: Bad Debt Write-Off for Fiscal Year 2015-16

RECOMMENDATION: Pass Resolution No. 2016-XX Approving Bad Debt Write-Off for Fiscal Year 2015-16.

CONTACT: Catrina Olson, Assistant City Manager

BACKGROUND / DISCUSSION: Some residents of the City of Nevada City incur a debt for water and/or sewer usage and there is limited opportunity to collect those debts. Good accounting procedures direct the City to write off debts doubtful for collection.

Three delinquent accounts have been forwarded to the Nevada County Tax Collectors Department as they are the legal owners of that property and three accounts have been sent to collections as they are not the property owners but have vacated the property. The amount proposed for bad-debt write off is \$2,835.94.

ENVIRONMENTAL CONSIDERATIONS: Not applicable.

FINANCIAL CONSIDERATIONS: The City has been unable to collect to date on the bad-debt.

ATTACHMENT:

- ✓ Resolution No. 2016-XX

RESOLUTION NO. 2016-XX

**A RESOLUTION OF THE CITY OF NEVADA CITY APPROVING
BAD DEBT WRITE-OFF FOR FISCAL YEAR 2015-16**

WHEREAS, some previous residents of the City of Nevada City incurred a debt for water and sewer usage to the City of Nevada City; and

WHEREAS, there is limited opportunity to collect those debts; and

WHEREAS, good accounting procedures direct the City to write off debts doubtful for collection; and

WHEREAS, three delinquent customers, Sasaki, Maison, and Olson have been forwarded to the Nevada County Tax Collectors Department to be collected on the property tax roll.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Nevada City, hereby approves the write-off of the following bad debt as listed:

Customer	Amount Owed	Utility
Lynn Bramkamp	\$ 2.55	Water/Sewer
Peter Braid	\$ 84.60	Sewer
Susan Edwards	\$ 118.60	Water/Sewer
Delima Hallett	\$ -6.86	Water/Sewer
William Scott Jackson	\$ 138.00	Water/Sewer
Carol Jackson	\$ 144.80	Water/Sewer
William Johnston	\$ 535.37	Water/Sewer
Joe & Al Satake	\$ 61.05	Water/Sewer
Karen Meyer	\$ 16.43	Water/Sewer
Allen Mitchum	\$ 32.14	Water/Sewer
Dan Murphey	\$ 123.34	Water/Sewer
Marian O'neill	\$ -.01	Sewer
C.L. Price	\$ 4.12	Water/Sewer
Karen Sayer	\$ 78.68	Water/Sewer
Clifford Smith	\$ 52.27	Water/Sewer
Georgia Williams	\$ 142.40	Water/Sewer
Ronald Sasaki	\$ 557.80	Sewer
Brett Maison	\$ 197.06	Sewer
Mark Olson	\$ 553.60	Sewer
TOTAL	\$ 2835.94	

PASSED AND ADOPTED at the regular meeting of the City Council of the City of Nevada City on the 14th day of September by the following vote:

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

Evans Phelps, Mayor

ATTEST:

Niel Locke, City Clerk

REPORT TO CITY COUNCIL

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

September 14, 2016

TITLE: Fiscal Year (FY) 2015-2016 Year End Budget Amendment

RECOMMENDATION: Pass Resolution 2016-XX adopting amendments to the Nevada City FY 2015-2016 Budget.

CONTACT: Catrina Olson, Assistant City Manager

BACKGROUND / DISCUSSION:

It has been identified during the audit process that there are several funds that will need year-end adjustments to their corresponding budgets. The funds that have been identified for amendment are as follows:

- Fund 715 - Measure S (Capital Outlay)
- Fund 265 - CABY Nevada City (Capital Outlay, Operations, and Grant Revenue)
- Fund 600 - Water Fund (Capital Outlay, Operations, and Grant Revenue)

The original Measure “S” capital outlay budget was \$460k. The actual spent during FY 2015-2016 was \$781k. The recommendation is to increase the capital budget by \$320k reducing the net revenue over expenditures from \$1,923 to expenditures over revenue of (\$318k).

Currently grant fund 265 – CABY Nevada City has been treated as a governmental fund. The projects for the grant are water fund related and for this reason operational and capital expenditures, as well as the grant reimbursements received must be reported as enterprise funds. The recommendation is to transfer the original CABY Nevada City grant reimbursement budget of \$854k, operational budget of \$361k and capital outlay budget of \$493k to the water fund.

FISCAL IMPACT:

The Measure “S” fund expenditures will increase by \$318k decreasing the fund balance. The fund budget for 265 CABY Nevada City will reduce to \$0 and the water fund budget will increase in revenues and expenditures by \$854k.

ATTACHMENTS:

- ✓ Resolution 2016-XX adopting amendments to the Nevada City FY 2015-2016 Budget.

RESOLUTION NO. 2016-XX

**A RESOLUTION OF THE CITY OF NEVADA CITY ADOPTING AMENDMENTS
TO THE CITY FY 2015/16 BUDGET**

WHEREAS, it has been identified during the audit process that there are several funds that will need year-end adjustments to their corresponding budgets; and

WHEREAS, the funds that have been identified for amendments are as follows:

- Fund 715 – Measure S (Capital Outlay)
- Fund 265 – CABY Nevada City (Capital Outlay, Operations, and Grant Revenue)
- Fund 600- Water Fund (Capital Outlay, Operations, and Grant Revenue; and

WHEREAS, the original Measure “S” capital outlay budget was \$460k. The actual spent during FY 2015/16 was \$781k. The need is to increase the capital budget by \$320k reducing the net revenue over expenditures from \$1,923 to expenditures over revenue of (\$318k); and

WHEREAS, currently grant fund 265 – CABY Nevada City has been treated as a governmental fund. The projects for the grant are water fund related and for this reason operational and capital expenditures, as well as the grant reimbursements received must be reported as enterprise funds. The need is to transfer the original CABY Nevada City grant reimbursement budget of \$854k, operational budget of \$361k and capital outlay budget of \$493k to the water fund.

THEREFORE BE IT RESOLVED by the City Council of the City of Nevada City as follows: The Measure “S” fund expenditures will increase by \$318k decreasing the fund balance. The fund budget for 265 CABY Nevada City will reduce to \$0 and the water fund budget will increase in revenues and expenditures by \$854k.

PASSED AND ADOPTED at a regularly scheduled meeting of the City Council of Nevada City held this 14th day of September, 2016 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Evans Phelps, Mayor

ATTEST:

Niel Locke, City Clerk

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

NOTE: This meeting is available to view on the City's website 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: Moberg, Parker, Senum, Vice Mayor Strawser & Mayor Phelps

PLEDGE OF ALLEGIANCE

PROCLAMATION: Mayor Phelps issued proclamations celebrating the 20th Anniversary of Touchdown Productions and the 20th Anniversary of the Sierra College Campus in Nevada County.

PRESENTATION: Mayor Phelps presented certificates to outgoing Planning Commissions Brad Croul, Pamela Meek and John Parent.

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.

2. COUNCIL MEMBERS REQUESTED ITEMS AND COMMITTEE REPORTS:

Please refer to the meeting video on the City's website at www.nevadacityca.gov for additional comments.

3. CONSENT ITEMS:

- A. Subject:** Fire Activity Report – July 2016
Recommendation: Receive and file.
- B. Subject:** Approval of Memorandum of Understanding Agreements and Side Letter Agreement with City Bargaining Units
Recommendation: Pass a Motion approving Memorandum of Understanding Agreements with Nevada City Miscellaneous Employees Association, Nevada City Management Employees, Nevada City Police Officers Supervisory Association, Nevada City Supervisory Unit, and Side Letter Agreement No. 1 with the Nevada City Police Officers Association.
- C. Subject:** Proposed City Manager Compensation Adjustment
Recommendation: Pass a Motion authorizing a 3% City Manager salary adjustment effective July 1, 2016 and requiring the City Manager to pay an additional 1% of his salary toward the employee portion of pension costs.
- D. Subject:** City Council Liaison to the Save Our Bridge Campaign Committee
Recommendation: Pass a Motion appointing Robert Bergman as a City Council Liaison to the Save Our Bridge Campaign Committee efforts to renovate the Bridgeport Covered Bridge.
- E. Subject:** Award of Contract for New Sidewalk Rail at Various Locations in Nevada City
Recommendation: Pass a Motion awarding a contract to Ace Welding in the amount of \$22,590.00 for New Sidewalk Rail at Various Locations and authorize the Mayor to sign.

Action: City Manager Prestwich indicated the City learned the Local 3800 approved the City/Local 3800 Tentative Agreement after publication of the agenda. Therefore, City Manager Prestwich requested the City Council add the proposed Local 3800 Memorandum of Understanding to Agenda Item B as Attachment F. Copies of the proposed agreement were distributed to the City Council Members and made available to the public. Agenda Items 3D and 3E were pulled from the Consent Calendar for discussion.

Motion by Strawser, seconded by Parker to add item Local 3800 Memorandum of Understanding (Attachment F) to Agenda Item 3B to the agenda.

(Approved 5 – 0)

Motion by Strawser, seconded by Parker to approve Agenda Items 3A, 3B and 3C.

(Approved 5 – 0)

Motion by Parker, seconded by Strawser to approve Agenda Item 3D.

(Approved 5 – 0)

Motion by Senum, seconded by Strawser to approve Agenda Item 3E.

(Approved 5 – 0)

4. APPROVAL OF ACTION MINUTES:

- A. City Council Meeting – August 10, 2016
- B. Special City Council Meeting – August 15, 2016

Action: Motion by Strawser, seconded by Parker to approve the August 10, 2016 Minutes as presented and the August 15, 2016 Minutes with the addition of the City Council Statement.

(Approved 5 – 0)

5. DEPARTMENT REQUESTED ACTION ITEMS AND UPDATE REPORTS:

- A. **Subject:** Review of Planned “Measure C” Open House Schedule (Oral Presentation)
Recommendation: Receive and file.

Action: City Manager Prestwich reviewed the planned Measure “C” Open House schedule with the City Council.

6. PUBLIC HEARINGS:

7. OLD BUSINESS:

- A. **Subject:** Request for Continuance of Public Hearing Appeal of Planning Commission Decision to Deny the Architectural Review Application of Charlotte Dewar to Construct a Front Entry Façade on the Accessory Building located at 254 Boulder Street
Recommendation: Pass a Motion continuing Public Hearing to City Council Meeting of September 14, 2016.

Action: Motion by Strawser, seconded by Senum, to continue Public Hearing to September 14, 2016.

(Approved 5 – 0)

8. NEW BUSINESS:

- A. **Subject:** 2016 Nevada City Community Survey Results
Recommendation: Review, discuss and provide direction to the City Manager.

Action: City Manager Prestwich reviewed results of the 2016 Nevada City Community Survey and indicated the results have been posted to the City’s website (www.nevadacityca.gov).

9. CORRESPONDENCE:

10. ANNOUNCEMENTS:

[Type here]

11. CITY MANAGER'S REPORT:

12. ADJOURNMENT – 7:36 p.m.

ATTEST:

Niel Locke, City Clerk

Evans Phelps, Mayor

**CITY OF NEVADA CITY
DRAFT ACTION MINUTES**

SPECIAL CITY COUNCIL MEETING

AUGUST 25, 2016

**City Hall
317 Broad Street
Nevada City, CA 95959**

SPECIAL MEETING – 8:30 AM - Call to Order

Roll Call:

Council Members Present: Moberg, Parker, Senum, Vice Mayor Strawser, & Mayor Phelps

Planning Commissions Present: Damskey, Hawkins-Snell, Moon, Chair Thiem

Absent: Vice Chair Lauters (Planning Commission)

1. Welcome/Purpose & Public Comment

Mayor Phelps opened the meeting and welcomed the City Council, Planning Commission, staff and members of the public to the City's strategic planning retreat and invited members of the public to speak to items not on the agenda.

Cherrian Chin participated in public comment and indicated she was new to the area and had found it difficult to find a job despite having educational credentials and work experience. She encouraged the City to support efforts to connect its new citizens with jobs in the area.

Mayor Phelps closed Public Comment and introduced Facilitator Marilyn Snider to begin the strategic planning and goal setting discussion.

2. Strategic Planning Retreat and Goal setting Discussion

City Council, Planning Commission Members and Executive Staff participated in identifying 69 strengths and accomplishments of the City over the past two years. Internal weaknesses/challenges and external factors/trends were also discussed.

Participants then brainstormed goals and, by consensus, established four goals including:

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

Four to five six-month objectives were also developed to accompany each of the four goals.

3. Adjournment – 4:30 p.m.

Evans Phelps, Mayor

ATTEST:

Niel Locke, City Clerk

REPORT TO CITY COUNCIL

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

September 14, 2016

TITLE: 2016 City Council Meeting Calendar

RECOMMENDATION: Provide direction to the City Manager.

CONTACT: Mark Prestwich, City Manager

BACKGROUND / DISCUSSION: The City Council typically meets the 2nd and 4th Wednesdays of each month. In 2016, the fourth Wednesday in November falls on the day before Thanksgiving (November 23). The City Council may desire to reschedule this meeting for November 30. Additionally, the City Council may wish to cancel the fourth Wednesday meeting in December on the 28th which has been canceled in prior years.

ENVIRONMENTAL CONSIDERATIONS: Not applicable.

FISCAL IMPACT: Not applicable.

ATTACHMENT: 2016 Calendar

2016

January

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

February

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	1	2	3	4	5
6	7	8	9	10	11	12

March

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

April

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

May

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

June

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

July

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

August

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

September

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

October

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

November

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

December

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

REPORT TO CITY COUNCIL

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

SEPTEMBER 14, 2016

TITLE: Request for Continuance of Public Hearing Appeal of Planning Commission Decision to Deny the Architectural Review Application of Charlotte Dewar to Construct a Front Entry Façade on the Accessory Building located at 254 Boulder Street

RECOMMENDATION: Pass a Motion continuing Public Hearing to City Council Meeting of September 28, 2016.

CONTACT: Amy Wolfson, City Planner

BACKGROUND / DISCUSSION:

On March 30, 2016, Council heard an appeal by Charlotte Dewar requesting that Council overturn the Planning Commission's decision to deny the Architectural Review application for the front entry façade of her accessory building. Council has voted to continue the item at several subsequent meetings, with the most recent continuance occurring at the August 24, 2016 meeting. At that meeting, Council set a date for the appellant to return on September 14, 2016, based on the discussion at a subcommittee meeting held at the appellant's property on August 12, 2016.

APPELLANT REQUEST FOR CONTINUANCE:

The appellant, Charlotte Dewar has indicated that neither she nor her attorney is available for the September 14, 2016 meeting and is requesting a continuance to the meeting of September 28, 2016. She has indicated that her architect is currently working on the design modifications discussed at the subcommittee meeting which include: 1) construction of a large garden wall and gate designed with a barn concept with the purpose of screening the proposed entry from public view, and 2) modifying the entry facade to scale back its overall depth.

STAFF RECOMMENDATION

After considering the appellant's update on availability and design modification progress, Council may make a motion to continue this item for the September 28, 2016 meeting to have the appellant come before Council with her re-designed proposal for the front entry façade with a mitigating wall and gate screening concept for the accessory building located at 254 Boulder Street.

REPORT TO CITY COUNCIL

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

September 14, 2016

TITLE: Reject Bids on Nevada City Swimming Pool Structural Repair Project; Amend City Agreement with Neil O. Anderson & Associates to Update Engineering Plans; Preparation of Updated Funding Strategy

RECOMMENDATION: Pass a Motion 1) rejecting bids on the Nevada City Swimming Pool Structural Repair Project, 2) authorizing the City Manager to execute an amendment to the City agreement with Neil O. Anderson & Associates, a subsidiary of Terracon Consultants, Inc., up to amount not to exceed \$5,000 to update engineering plans and seek bids for a complete pool shell replacement, and 3) directing the City Manager to develop an updated funding strategy for the pool rehabilitation project.

CONTACT: Bryan McAlister, P.E., P.L.S, City Engineer

BACKGROUND / DISCUSSION: In January 2015, the City hired Neil O. Anderson & Associates to perform an engineering study of the 1939-built Nevada City swimming pool in Pioneer Park and develop a plan to cost-effectively rehabilitate the pool's deteriorating surface. The City postponed bidding the project for one year in order to seek grant funding to offset project costs and successfully secured a federal Land Water Conservation Fund (LWCF) grant to fund up to \$125,000 of project costs.

In August 2016, the City advertised and solicited bids for the Nevada City Swimming Pool Structural Repair Project. Due to an effort to keep project costs low, the repair solution consisted of incorporating dowels into the existing individual slabs of the pool surface in order to create a new surface. The estimated construction cost to rehabilitate the City's swimming pool was \$209,000, resulting in an anticipated City General Fund project expense of approximately \$125,000 when considering engineering expenses and grant fund offsets. This approach was anticipated to expand the useful life of the pool by 10 to 20 years. However, the bids received exceeded the construction estimate by nearly \$135,000 (see below).

Tricon Aquatics	\$344,411
Waterworks Industries	\$382,350

The above figures begin to approach the estimated cost of a new pool shell (\$500,000 to \$600,000) which would extend the estimated useful life by an additional 20 to 30 years.

In the course of discussing the project with prospective contractors, it was learned some contractors expressed concern with the current design, fearing allowing the original

individual concrete slabs to remain would contribute to accelerated cracking and possible leaking of the pool's surface.

For all of the above reasons, Staff is recommending the City Council reject the bids received on the pool repair project and initiate a strategy to pursue a complete replacement of the pool's shell for the first time in its nearly 80 year life span. The first required step is to update engineering drawings to rebid the full replacement project and an alternate slightly scaled back approach consisting of a rebuilt bottom surface. Staff is seeking authorization to execute an amendment up to \$5,000 to facilitate preparation of the updated plans. Staff is further recommending the City Council direct the City Manager to prepare an updated funding strategy to complete the project without placing excessive debt on the City General Fund and finish the project in time for the 2017 swim season.

ENVIRONMENTAL CONSIDERATIONS: Not applicable

FISCAL IMPACT: The City's approved Fiscal Year 2016-17 General Fund budget has the resources to absorb a \$5,000 amendment to the existing agreement for engineering plan services.

ATTACHMENTS: None

REPORT TO CITY COUNCIL

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

September 14, 2016

TITLE: Nevada City Farmers Market Association Winter-Spring Market Request

RECOMMENDATION: Review and authorize request by Nevada City Farmers Market Association to hold six certified farmers markets in Robinson Plaza on the first Saturday of each month from December 2016 to May 2017.

CONTACT: Mark Prestwich, City Manager

BACKGROUND / DISCUSSION: The Nevada City Farmers Market Association has submitted a request to the City seeking permission to hold a smaller scale certified farmers market in Robinson Plaza between December 2016 and May 2017. The market would be limited to six booths and extend the season for what the recent Nevada City Community Survey indicated was a very popular community event.

The proposed winter-spring market would consist of only farmers and ranchers, many of which have been requesting a year-round market for some time. Market hours would run from 9:00 a.m. to noon with one additional hour before and after for setup and takedown. No street closures are necessary.

Staff recommends approval of the use pending completion of the City's standard Facility Rental Contract which includes a requirement for a \$1,000,000 General Liability Insurance policy.

ENVIRONMENTAL CONSIDERATIONS: Not applicable.

FISCAL IMPACT: Not applicable.

ATTACHMENT:

- ✓ Letter from Nevada City Farmers Market Association



Nevada City Farmers Market Association
P.O. Box 2476
Nevada City, CA 95959
ncfarmersmarket.org

June 4 to November 19, 2016
Saturday Mornings 8:30 to 1:00
Union Street, Nevada City

August 4, 2016

Mark Prestwich
City Manager
City of Nevada City

Dear Mark,

The Nevada City Farmers Market Association would like permission to hold six certified farmers markets in Robinson Plaza on the first Saturday* of each month, December 2016 to May 2017. The market hours will be 9 a.m. to noon. We request the use of the Plaza from 8 a.m. to 1 p.m. to allow for setup and takedown.

The proposed market will not require street closures.

The existing summer-fall farmers market on Union Street is actually two events, a certified farmers market on the shady side of the street and a community event on the remainder of the street and in Robinson Plaza. Our local farmers and ranchers have been requesting a year-round market for some time. The proposed winter-spring market will consist only of farmers and ranchers, at most 6 booths. By having it in the Plaza our costumers, many of whom shop in inclement weather, will have a familiar location.

Please let me know if you require further information.

Thank you very much for your attention,

Jane Sangwine-Yager
Volunteer and Operations Manager
530-368-7577
secretaryncfma@gmail.com

* December 3, 2016, and January 7, February 4, March 4, April 1, and May 6 in 2017.

REPORT TO CITY COUNCIL

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

September 14, 2016

TITLE: Yuba River Bicycle Musical Festival Street Closure Request

RECOMMENDATION: Review and authorize Yuba River Bicycle Music Festival street closure request per application.

CONTACT: Mark Prestwich, City Manager

BACKGROUND / DISCUSSION: On April 5, 2016, the City received an application for a second installment of the Yuba River Bicycle Music Festival on Saturday, October 1. The event was previously held in 2014. The applicant expects the event will attract approximately 400 attendees. Proposed event hours are 5:00pm to 10:30pm. One street closure is proposed:

- Commercial Street between Pine Street & Main Street.

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**

CITY OF NEVADA CITY
DRAFT
AUG 11 2016
RCPT.
AMT. \$125.0

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

Date

Kipchoye Spencer

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 YUBA RIVER BICYCLE MUSIC FESTIVAL

Name of Applicant/Responsible Party KIPCHOGE SPENCER
(Must match name on Page 1)

Sponsoring Organization/Company The Pleasant Revolution

Street Address 20682 New Rome Apt/Unit/Suite _____

City Nevada City State CA Zip Code 95959

Email kipchoge@gmail.com

Daytime Phone _____ Cell Phone 530 388 0476

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

Yes No (Circle One)

Event Contact for Public Information

Name KIPCHOGE Contact Phone 530 362 8797
~~530 388 0476~~

Email KIPCHOGE@GMAIL.COM

Website WWW.YUBARIVERBMF.COM

Day of Event Contact Information

On-site Contact Name KALYANA ALGRABELI

On-site Contact Cell Number 530 559 5153

Day of Event ALTERNATE Contact Information

On-site Contact Name GERALD BURRAGE THOMAS SPELLMAN

On-site Contact Cell Number 530 264 5137

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.)

Type of Event (Check all that apply)

- Parade/Procession
- Street Festival/Block Party
- Fundraiser
- Concert
- Run/Walk/Bicycle
- Other: _____

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

[For Parades Only]

Number of units and floats for parade: _____

Event Date(s) OCT 1 2016

Expected number of:

Attendees 400 Participants 100 Volunteers 20

Event Hours Start 5pm End 10pm

Set-up Date Oct 1 Time 4pm

Break Down Date Oct 1 Time 10-11 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.

Commercial St between MAIN & N PINE
 _____ between _____ & _____
 _____ between _____ & _____
 _____ between _____ & _____

Please note whether your event includes any of the following*:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Amplified sound | <input type="checkbox"/> Concessions |
| <input type="checkbox"/> Food Vendors | <input checked="" type="checkbox"/> Stages/Platforms |
| <input type="checkbox"/> Food Cooking | <input checked="" type="checkbox"/> Tents/Temporary Structures |
| <input type="checkbox"/> Alcohol sales | <input type="checkbox"/> Animals will be present |
| <input checked="" type="checkbox"/> Temporary Lighting | |

*If any of the above are checked, please include additional details below.

Amplified sound - bike powered electricity powers a small (1000w) sound system. Several bands will play through this system.

Temp Lighting - we also have bike powered stage lights

Stage - last time we used a small riser that the city supplied. We'd like to do so again if it's still available

Tents - we may have a couple of vendor booths in the street. They will not be selling anything but will be local non-profit organizations.

This is our second Yuba River Bicycle Music Festival. We plan to largely follow the same itinerary as the first one two years ago. We start the day with music in Condon Park and then have a group ride to Nevada City, where we'll set up our human powered stage and have more music. This family friendly event promotes the use of bicycles as the most fun and eco-conscious way of transporting your family. We hope to use this festival as a springboard for further sustainable transportation advocacy in the county. The event is free and open to the public. Light rain will be enjoyed, but heavy sustained rain would shut us down.

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 but more than 45 days in advance

\$ 125 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.
- 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

REPORT TO CITY COUNCIL

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

September 14, 2016

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

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

CONTACT: Mark Prestwich, City Manager

BACKGROUND/DISCUSSION:

On September 25, 2016, the City Council, Planning Commission, and executive staff held a planning retreat in the City Hall Council Chambers, facilitated by Marilyn M. Snider. The focus of the 2016 retreat included the identification of new three-year goals for the organization and six-month strategic objectives.

Prior to identifying draft goals, attendees participated in a S.W.O.T. (strengths, weaknesses, opportunities, threats) analysis, including the identification and celebration of 69 accomplishments over the prior two years.

After considerable engagement and refinement by attendees, the resulting four draft 2014-2017 goals emerged, not in priority order:

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

Each of the Council goals have four to five specific six month objectives. The City Council, Planning Commission and staff will meet again on February 13, 2017 to review progress on each objective and consider establishment of additional six-month objectives.

ENVIRONMENTAL CONSIDERATIONS: Not applicable.

FINANCIAL CONSIDERATIONS: Not applicable.

ATTACHMENTS:

- ✓ Strategic Planning Retreat Three-Year Goals and Notes
- ✓ Six-Month Strategic Objectives

NEVADA CITY SIX-MONTH STRATEGIC OBJECTIVES

August 25, 2016 – February 15, 2017

THREE-YEAR GOAL: <i>Enhance and maintain City infrastructure and facilities</i>						
WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. By February 15, 2017	Planning Director and Planning Commissioner Skyler Moon	Identify rules and regulations (e.g., streets, trees, sidewalks) for the public and how to simplify them to be more user friendly for citizens and merchants and present recommendations for action to the Planning Commission and City Council.				
2. By February 15, 2017	Public Works Superintendent and City Engineer (co-leads) and Council Member Duane Strawser	Identify opportunities and recommend to the City Manager and City Council for action a plan to improve pedestrian friendly environments.				
3. By February 15, 2017	Council Member Duane Strawser, Public Works Superintendent and City Engineer	Develop draft maps and schematics and hold community workshops to obtain feedback regarding improved citywide public parking options and present the results to the Planning Commission, City Manager and City Council.				
4. By February 15, 2017, contingent upon funding	City Engineer	Procure contractors for reconstruction of the swimming pool shell.				
5. By February 15, 2017	Assistant City Manager (lead), Public Works Superintendent and City Engineer, with input from the Department Heads	Develop and present to the City Council for action an updated Capital Improvement Plan.				

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

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. By November 8, 2016	Mayor Evans Phelps, working with the City Manager and Executive Team	Provide public information at Public Safety Open Houses related to Measure C.				
2. By January 15, 2017 and quarterly thereafter	Assistant City Manager and City Engineer	Report to the City Council the steps to complete a full AB1600 study tied to the citywide Capital Improvement Plan.				
3. By February 1, 2017	City Manager	Present to the City Council a Hotel Incentive Program for consideration.				
4. By February 15, 2017	Assistant City Manager, in consultation with the Department Directors	Recommend to the City Council for consideration an updated citywide fee structure for non-Enterprise services.				

THREE-YEAR GOAL: <i>Reduce homelessness and transient population</i>						
WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. At the October 26, 2016 City Council meeting	City Planner	Coordinate a County Social Services representative presentation to the City Council regarding a County Homeless Needs Assessment, including mental health needs and services.				
2. At the November 9, 2016 City Council meeting	Council Members Duane Strawser and Reinette Senum, working with the Police Chief and with input from the homeless and non-profit organizations at a town hall meeting	Develop a plan to reduce homelessness and present to the City Council.				
3. By December 15, 2016	City Council (Reinette Senum-lead)	Consider establishment of a Homeless Advocacy Group to work with other groups and to lobby the State for programs and funding to reduce homelessness.				
4. By February 15, 2017	City Planner (lead), Council Member Reinette Senum and Police Chief	Identify potential parameters (e.g., size, costs, zoning, building permits) for a Tiny House Pilot Program and present recommendations/options to the City Council for action.				
5. By February 15, 2017	Police Chief and Council Member Reinette Senum, working with Cal Growers	Identify resources (e.g., quality of life issues, lodging) and the enforcement processes for the transient population and update and distribute the information fliers to transients and businesses.				

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

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. Beginning in October 2016 and bimonthly thereafter	Each Department Head	Present to the City Manager and Supervisor of Parks and Recreation a list of their department's activities for possible inclusion in the City newsletter (included in the water bill) and the City website to inform the public about the activities of the City.				
2. By October 15, 2016	Each Department Head	Identify and present to the City Manager and City Council for direction regarding implementation by volunteers at least one area where volunteers can help the City and what they are needed to do.				
3. By December 15, 2016	City Manager and Management Team	Prioritize volunteer areas for implementation, distribute the activities to appropriate departments or organizations and identify options for development of a Volunteer Program.				
4. By February 15, 2017	City Manager and Council Member David Parker	Develop and present to the City Council a Community Awareness Program to increase awareness and the number of volunteers for the City.				

N E V A D A C I T Y
STRATEGIC PLANNING RETREAT
August 25, 2016 * Council Chambers

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

MISSION STATEMENT

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

VISION STATEMENT

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

CORE VALUES

not in priority order

The City of Nevada City values...

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

THREE-YEAR GOALS

2016-2019 * not in priority order

Enhance and maintain City infrastructure and facilities

Improve and manage fiscal stability and sustainability

Reduce homelessness and transient population

Increase community awareness and involvement

S.W.O.T. ANALYSIS

Strengths – Weaknesses - Opportunities - Threats

WHAT ARE THE STRENGTHS AND ACCOMPLISHMENTS OF THE CITY OF NEVADA CITY IN THE PAST TWO YEARS?

Brainstormed Perceptions

- Measure S street improvements – have done an amazing job
- Retained a Fire department despite a challenge from another department
- Completed three EPA brownfields grants and were awarded another one
- Cultural events and activities in town
- Community Connect Program with the Police Department, with Cup With a Cop
- Plan in place to increase by 100 the parking spots in downtown
- Completed fuels reduction on projects on City-owned properties
- Abated three long-term code compliance issues
- Completed a salary survey
- Placed 1300 feet of distribution system
- Unqualified opinions on the audit for the past two years
- New sidewalks and improvements
- Installed continuous monitoring at water and wastewater for our potable water tanks that allow us to be more careful with our water levels
- \$400,000 CMAQ grant to work on E. Broad Street
- Completed fire clearing on about 30 acres of open space with a FEMA grant
- Started Sugarloaf annexation
- Landed future industry potential into Nevada City
- Balanced the budget, even with revenues being down
- Passed Measure X – business license simplification measure
- Put terrazzo lights on Commercial Street
- Adopted an economic plan called NC Forward
- Got a new campground
- Landed the third stage of the Tour of California
- Citywide cleaning
- Benches and seating at Robinson Plaza
- 10 years into the Measure S Program
- Clean air vehicles in our Waste District
- Secured outside funds for IT improvements in the Police Department
- Have a plan to reuse Meybert Bridge
- Upgrade controls at the Water Plant from 1976 vintage to current
- Working to reduce vacancies in downtown properties
- City created an Economic Development Fund and Community Investment Fund
- Completed a study on the Water District and sewer collections system
- Started a new undergrounding district
- Striker House opened
- Implemented a City Attorney Transition Plan
- Conducted a community survey – people love Nevada City
- Reduced Part 1 crime by 48% last year
- Started an electronic building permit process
- CABY water grant is two-thirds complete--\$1.4 million for Nevada City and \$1.2 million for the town of Washington (which we're managing)
- We got a new City Canine (Rüdiger)

- Nevada City Film Festival
- Wild & Scenic Film Festival
- New website
- Passed a marijuana ordinance smoothly and quickly
- We have body cameras and tasers for the Police Department
- Passed Measure Y allowing AirBnB
- Kept businesses vibrant
- There are good restaurants
- Continued increased in General Fund reserves from Measure L
- Completed \$100,000 CDBG grant for ADA improvements for curb cuts and sidewalk repair
- We strengthened the no smoking ordinance to include e-cigarettes and vaping
- We launched a Water and Wastewater Study – the results will be released soon
- We acquired parts from decommissioned plants
- Council adopted a formula ordinance that limits chain stores
- Replaced gas lines at the Wastewater Treatment Plant
- Hired a new City Engineer
- Received multiple grants for park improvements (approximately \$400,000)
- Public Works Director transition
- Utilized unclaimed water, saving the City millions of gallons of water
- Secured two grants (about \$70,000) for clean air vehicles (two motorcycles and one vehicle)
- Success with water conservation during the drought (approximately 25% reduction)
- A ballot measure has been passed on the November 2016 ballot for a tax to fund police and fire services – Measure C
- Transitioned to a new City Planner
- We resolved a Police Association grievance
- We adopted MOUs for 2-year all-City bargaining units
- Adopted an Energy Action Plan
- We implemented monthly business walks with the Chamber
- Implemented a Public Safety Equipment Loan Program

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

Brainstormed Perceptions

- Lack of updated technology in the Council Chambers
- Outdated General Plan
- Inadequate staffing in certain departments
- Lack of staffing and funds
- Finance and Administration Department understaffed due to funding allocation to help the Fire Department
- Lack of funding to maintain and update City facilities – diversion of Measure L funds
- Losing staff because of higher pay by other jurisdictions
- Lack of funding for Fire Department
- Not enough parking downtown
- 25% staff reduction that affects service levels and ability to take on new projects
- Lack of revenue
- Not meeting community expectations
- Lack of sufficient funding to complete pool renovation
- Lack of Police enforcement
- Not enough jobs and businesses
- Police staff injuries
- Challenge in educating newly appointed Commission members

- Not enough affordable housing
- Do not have a modern financial system
- Understaffed, underfunded Police Department
- Not returning phone calls and emails – lack of communication
- Challenges of the bark beetle affecting trees

WHAT ARE THE EXTERNAL FACTORS/TRENDS THAT WILL/MIGHT HAVE A POSITIVE IMPACT ON THE CITY IN THE NEXT THREE YEARS?

Brainstormed Perceptions

- Community volunteers who help when and where they can
- Green Screen Institute
- Potential Courthouse restoration
- Teaming with the County for sidewalk and streets projects
- 4 newly opened restaurants
- State creating a Cultural Arts District soon
- Tenant for the Alpha Building
- Improvements that have been done on the Alpha Building
- Renovation of the Tinnery Building
- Coastland Engineering identifying the strengths and weaknesses of water and wastewater distribution and collection system
- Grants (e.g., for sidewalks, biking, active transportation)
- State funding for the Bridgeport Bridge
- Funding from the State (e.g., for the Fair)
- Use of vacant elementary school building
- Charter schools as schools
- AirBnB is helping with lodging and TOT
- Potential for improvements at the National Hotel
- Increase in tourism
- Cooperation with nonprofits for Pioneer Park improvements
- Miriam Morris’s contribution to downtown beautification
- Willingness of the community to focus on the homeless issue
- Improvement of the trail network
- Possible impacts and contributions of our local nonprofits
- Wonderful cultural events and activities in town
- A couple of housing projects
- We have a company that is installing high speed fiber optic cable – helping create renewed interest by high tech
- We have award-winning beers
- Open discussion with the County about the future of cannabis
- Opening of Striker House
- New ownership of the Stone House
- Campground opening
- Increased sales tax
- Bay Area is getting too expensive
- Potential for new business in the cannabis industry
- Positive community support for enhanced police services
- Increase in assessed property values
- Possible Fire Safe Council grant
- Possible passage of Measure C
- New courthouse

- We've been highlighted nationally as being one of the prettiest towns
- Good public schools
- Potential grants for removal of dead and dying trees
- County grants for affordable housing
- Potential biomass plant
- Work of the Chamber
- Sierra Commons and its contribution to our local economy
- Retaining public school buildings

WHAT ARE THE EXTERNAL FACTORS/TRENDS THAT WILL/MIGHT HAVE A NEGATIVE IMPACT ON THE CITY IN THE NEXT THREE YEARS?

Brainstormed Perceptions

- Drug problem
- Yuba River Charter School leaving
- Natural disasters (e.g., forest fire)
- Pine beetles
- Loss of merchants
- Rise in homeless
- Unfunded State mandates
- Unprecedented climate change
- Increase in minor crimes
- Loss of technology companies
- State-imposed water cuts
- Lawsuits
- National vitriol
- Lack of inter-agency cooperation
- Global economy
- Rising property prices
- Lack of housing affordability
- Cost of new construction
- State (over)regulations
- Unregulated weed economy
- State bureaucracy
- Lack of mental health services
- Lack of jobs for young people
- Competition by the Internet business affecting our local merchants
- Trans Pacific Partnership
- Negative interactions with the transient population
- Early release of prisoners
- Social unrest
- Jail letting inmates out in the middle of the night
- Negativity of social media
- Wastewater regulations
- Negative press by local media
- Nonprofits inability to work together for the same cause

IDENTIFY THREE YEAR GOALS (WHAT THE CITY NEEDS TO ACCOMPLISH)

Brainstormed Goals:

- Enhance streetscapes
- Complete a Lighting Plan
- Update Council Chambers projector system
- Complete wastewater and water infrastructure improvements
- Increase staffing for Police and Fire Departments
- Develop an economic base to provide adequate City funding for staffing, infrastructure and services
- Provide vitality for Pioneer Park (e.g., programs)
- Enhance technology
- Adopt Master Plan for the Old Airport property
- Enhance economic vitality
- Repair and maintain the infrastructure and facilities
- Reinststate the Recreation Committee
- Pursue Airport to Solar Farm
- Add to the trails system
- Open dispensary
- Create a community garden
- Implement a Town Square pilot
- Expand affordable housing for local residents
- Develop and implement a City Wellness Plan
- Improve and manage fiscal stability and sustainability
- Incorporate tiny houses into zoning
- Address issues with the homeless (e.g., drugs, alcohol, panhandling, litter)
- Promote Planning Commission education
- Obtain funding for maintenance of open space parcels and trails
- Define the balance between preservation and progress
- Increase parking
- Install solar panels for LED terrazzo lights
- Update the General Plan
- Attract and retain quality employees
- Address transient issues and needs
- Budget for sewage collection
- Provide more recycling locations
- Create business reinvestment (e.g., National Hotel)
- Purchase land from the federal government that we rent for our water reservoir
- Improve involvement of businesses and community

NEXT STEPS/FOLLOW-UP PROCESS

WHEN	WHO	WHAT
By August 30, 2016	All	Read the Strategic Planning Retreat record.
By August 31, 2016	City Manager	Place the “Strengths,” Mission, Vision, Core Values and Three-Year Goals on the City’s website.
September 6, 2016	Management Team (City Manager-lead)	Review the “Current Internal Weaknesses/ Challenges” list for possible action items.
By September 9, 2016	City Manager and Department Heads	Share and discuss the updated strategic plan with staff.
September 14, 2016 Council meeting	City Council	Present the Strategic Plan to the public.
By the October 26, 2016 City Council meeting	City Manager (lead), Police Chief and Mayor Evans Phelps	Evaluate and present to the City Council for action options, with pros and cons, for a medical marijuana dispensary.
Monthly	Management Team and City Council	Monitor progress on the strategic planning goals and objectives and revise objectives (add, amend and/or delete), as needed.
Monthly	City Manager	Prepare and distribute to the City Council, Planning Commission, Management Team and staff the updated Strategic Plan Monitoring Matrix.
February 13, 2017 (Monday) 8:30-3:30	City Council, Planning Commission & Management Team	Strategic Planning Retreat to: - more thoroughly assess progress on the Goals and Strategic Objectives - develop new 6-Month Strategic Objectives for each of the Three-Year Goals.

STRATEGIC PLAN ELEMENTS

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

“SWOT” ANALYSIS

Assess the organization’s:

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

MISSION/PURPOSE STATEMENT

States WHY the organization exists and WHOM it serves

VISION STATEMENT

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

CORE VALUES

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

THREE YEAR GOALS

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

THREE YEAR KEY PERFORMANCE MEASURES

WHAT success will look like when the goal is achieved

SIX MONTH STRATEGIC OBJECTIVES

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

FOLLOW-UP PROCESS

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