

City Administrators Report

June 5-18, 2025

2040 Plan

We will be holding a meeting to discuss the 2040 Vision Plan on Monday, July 8th, at 11:30 AM. This date and time were selected based on availability feedback and what worked best for the majority of the individuals involved in the planning process. We will be

- To conduct a comprehensive review of the current 2040 Plan.
- To discuss and document which components of the plan have already been completed.
- To identify sections that require updates or revisions, ensuring the plan reflects current conditions, priorities, and future projections.

This meeting will serve as an opportunity for all stakeholders to align on the next steps and contribute input toward refining and finalizing the updates.

We will ask each group to share any progress reports, observations, or suggestions related to the plan. Participation and insights are essential to ensure the 2040 Plan remains a practical and forward-thinking guide for the City of Nevada's long-term development goals.

Jimmy T's workshop

Last week, I attended a workshop led by Jim Thompson, which served as an excellent refresher on best practices for communities pursuing grants and strategies for driving local improvement initiatives.

- The session covered the dos and don'ts of grant applications, emphasizing how to position a community for success when seeking funding at the state and federal levels.
- Jim provided valuable insights into how communities can enhance their development efforts, particularly through thoughtful planning, realistic goal setting, and leveraging available state-supported programs.

A significant portion of the workshop focused on downtown buildings—how to approach their renovation correctly and the importance of maintaining historical and structural integrity during rehabilitation efforts.

Jim highlighted:

- Proper renovation techniques that align with both community character and state compliance standards.
- State tools and resources available to assist communities in revitalizing their downtown areas, including technical assistance, funding opportunities, and design support.

Overall, the session offered practical guidance and reaffirmed key principles for effective community development. It was both informative and timely, especially as we continue to evaluate local opportunities for improvement and revitalization.

SS4A Grant

We are continuing to make progress on organizing the necessary materials and information for MIPA (Metropolitan Planning Area collaboration) as part of our effort to pursue the Safe Streets and Roads for All (SS4A) grant.

At this stage, we are still actively working to compile all required documentation and coordinate with the appropriate partners to ensure a strong, cohesive application. This includes gathering data, confirming project scopes, and aligning regional priorities that support our vision for safer and more connected transportation infrastructure.

Our next scheduled meeting is set for June 23rd, during which we will discuss:

- Current progress on the application preparation

- Any outstanding items that need to be addressed
- Roles and responsibilities for the next phase
- A clear roadmap for finalizing and submitting the grant proposal

We're committed to maintaining momentum and ensuring that all elements of the MIPA partnership are in place to position us for a competitive submission under the SS4A program.

Splashpad

We had another productive meeting today with JEO, during which they presented additional concept designs for the splashpad project. We feel confident that this discussion helped us significantly narrow down our options, bringing us closer to selecting a final design that aligns with our vision. However, there are still a few specific areas where we need further clarification to ensure all aspects are fully understood and feasible. Additionally, we're interested in exploring customization options to make the splashpad fully inclusive for users of all abilities. To that end, we've requested cost estimates and feasibility assessments for some of these custom features. JEO will be following up with us once they receive the necessary information from their suppliers and vendors. At that point, we'll be able to evaluate whether the proposed customizations can be implemented and at what cost. This next step will be crucial in finalizing both the design and the budget moving forward.

WWTP

We are approaching substantial completion on both the lift station and the wastewater treatment facility, and overall progress continues to move forward. However, there are several important updates and considerations regarding contractor requests and outstanding items. Both contractors have submitted requests for retroactive substantial completion dates. While it is procedurally possible to grant retroactive dates, the specific dates being proposed are not feasible. This is due to the fact that certain contractual and operational requirements were not met by the dates they requested.

To address this, HR Green (HRG) is preparing a formal letter to the contractors. The letter will clearly state that the requested dates are not recommended for approval, citing specific items that remained incomplete at the time.

One of the major outstanding items is related to the HVAC system:

- The system was recently subjected to testing and balancing procedures, which are necessary for proper system certification.
- Unfortunately, the system did not pass this initial testing.
- WBCI, the contractor responsible for the HVAC installation, has been responsive and is actively addressing all issues identified by HRG.
- Based on current progress and ongoing corrective measures, there is a possibility that substantial completion may be awarded by the end of July, pending successful resolution of all remaining concerns.

On a positive note, we have been accepting waste at the new treatment plant since May 1st. While this represents a significant operational milestone, there are still key infrastructure and compliance steps that need to be finalized:

- The old plant is no longer operational, but due to the unresolved issues noted above and the fact that substantial completion has not yet been officially granted, the new facility is not considered fully operational from a contractual or compliance standpoint.

We will continue to monitor all outstanding items closely and work with HRG and the contractors to ensure a timely and complete resolution. If current efforts stay on track, we anticipate reaching full operational certification and formal substantial completion soon. Let me know if you would like this converted into a formal memo or included in a council meeting packet.

CDBG

We will have several important items on the agenda that require your review and approval. The items below are a summary of what is on the agenda.

- a. Code of Conduct. This document ensures that we administer federal grant funds fairly, efficiently, and professionally, while staying compliant with procurement policies and applicable federal and state regulations.
 - We will need to designate a specific individual to receive and respond to any reports of fraud, waste, or abuse."
- b. Excessive Force Resolution. This resolution requires that we enforce all applicable laws related to nonviolent protests—specifically, we must not allow entrances or exits to be physically blocked during a demonstration.
 - We need to identify someone to act as the point of contact for any complaints or inquiries related to excessive force."
- c. Procurement Policy. This policy requires the City to maintain oversight of all contractors to ensure they are meeting the terms and specifications of their contracts.
 - It's important to note that the City, as the subrecipient, will be responsible for resolving any disputes, source evaluations, and contract issues that may arise."
- d. Civil Rights – Equal Opportunity Statement. This commits the City to provide equal access to programs and employment regardless of race, creed, color, religion, or sex.
 - We'll need to appoint a designated person to receive equal opportunity complaints and ensure accessibility in our facilities and programs."
- e. Residential Anti-Displacement and Relocation Plan. This outlines our responsibility to provide relocation assistance to lower-income tenants who are displaced due to demolition or conversion of housing under the CDBG program.
- f. Affirmative Fair Housing Policy. This reaffirms our commitment to promoting fair housing in sales, rentals, financing, and brokerage services. As part of this, we need to identify and publish the name and contact information for a Discrimination Complaint Officer to handle housing bias or discrimination issues."
- g. The Administrative Plan, which outlines our responsibilities as the HUD-designated Responsible Entity under 24 CFR 58.
 - Key duties include: Monitoring timelines (e.g., project bidding and Tier II reviews); Tracking changes in property participation and contract performance; Coordinating with legal counsel on Easement and Construction Agreements; Overseeing change orders and financial participation from property owners; Ensuring invoice approvals are completed before submitting claims to IEDA; Establishing a written policy if we choose to delegate invoice approvals
 - This plan ensures the City is properly overseeing the CDBG project and staying compliant throughout the grant process."

Monthly Meetings

LHD

MIPA

Rotary

CDBG

NEDC



**STAFF MEETING AGENDA
June 19, 2025**

A. Old Business

- a. City Administrator
 - i. CDBG- Environmental, Historical
 - ii. 2040 plan
 - iii. RR- July
 - iv. 51 Acres
 - v. New Plant
 - vi. Decommission, future plans
 - vii. Splashpad
 - viii. Northview
 - ix. Capstone
 - x. Trailside-Keystone; additional lots
 - xi. WWTP- DNR, other Factors
 - xii. Collector line
 - xiii. Kading Property
 - xiv. Street Lights, benches, trash cans
 - xv. Engineering

For: June 23, 2025 Council Meeting

To: Mayor
Nevada City Council
City Administrator

From: Amanda Brewer, Library Director

**Nevada Public Library
Council Report**

MY REPORT

We had our Summer Reading Kickoff on Saturday, June 7th. We had hundreds of adults and kiddos show up to get registered. One of our first kiddo programs for K-3 was an Oreo tasting challenge. They tried 12 different Oreos and had to pick a winner. On the IT front, we are replacing some of our patron computers as they are 3-4 years old and starting to have issues with operating smoothly. We continue to have roof leaks with each rain storm. Central States Roofing repairs them as they occur. This last round of rain came right after we changed our stained ceiling tiles out, naturally. We renewed our seed library license for another year and Kathy and Michelle do an excellent job at managing the program.