

City of Loyalton
Financial Report
As of April 11, 2018

Accrual Basis

	Apr 11, 18
ASSETS	
Current Assets	
Checking/Savings	
Enterprise Loan MM 0559	332,824.61
General Funds	
General Checking 1956- NEW	146,143.20
General Contingency Saving 0322	129,668.56
Total General Funds	275,811.76
Designated Funds	
WWTP Settlement MM 4321	2,678,106.96
Fire Dept. Reserve 7243	40,073.52
WWTP Construction 1990	5,975.21
Community Dev Block Grant 0059	4,456.57
Total Designated Funds	2,728,612.26
Cash Drawer	450.00
Total Checking/Savings	3,337,698.63
Accounts Receivable	
Accounts Receivable	77,362.68
Total Accounts Receivable	77,362.68
Other Current Assets	
Grants Receivable	-89,591.19
CDBG Loans Receivable	14,104.53
Due From Other Funds	389,174.04
Due From Sewer Fund	-30,000.00
Accounts Receivable- Government	
Accounts Receivable (State of C	-20.04
General Accounts Receivable	-600.00
Accounts Receivable- Government - Other	-100.00
Total Accounts Receivable- Government	-720.04
Accounts Receivable- Proprietar	
Reserve for Bad Debt	-188,104.18
Accts Receivable- Late Fees Wat	4,763.74
Accts Receivable- Late Fees Sew	11,943.55
Sewer Ent. Accounts Receivable	196,272.76
Water Ent. Accounts Receivable	
Reconnect fee	-857.58
Water Ent. Accounts Receivable - Other	97,263.39
Total Water Ent. Accounts Receivable	96,405.81
Total Accounts Receivable- Proprietar	121,281.68
Total Other Current Assets	404,249.02
Total Current Assets	3,819,310.33
Fixed Assets	
Fixed Assets	
Construction in Progress	238,826.18
Land	352,112.00
Buildings	1,029,606.34
Improvements	11,667,426.16
Machinery and Equipment	1,298,766.42
Accumulated Depreciation	-4,619,593.00
Total Fixed Assets	9,967,144.10
Total Fixed Assets	9,967,144.10
TOTAL ASSETS	13,786,454.43

**City of Loyalton
Financial Report
As of April 11, 2018**

Accrual Basis

	Apr 11, 18
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	71,527.79
Total Accounts Payable	71,527.79
Other Current Liabilities	
Current Portion-Long Term Debt	-123,505.60
Due to Other Governments	41,836.27
Due to Other Funds	389,174.04
Sales Tax Payable	-1,024.00
J. Cussins Converted Sick Liabi	26,757.55
Due to General Fund	-30,000.00
Accrued Bond Interest Payable	59,544.70
Accrued Payroll	
Propriety Accrued Payroll	
Water Ent. Accrued Payroll	132.51
Sewer Ent. Accrued Payroll	335.51
Total Propriety Accrued Payroll	468.02
Governmental Accrued Payroll	5.67
Total Accrued Payroll	473.69
Customer Deposits	200.00
Payroll Liabilities	
Employee Liability Deductions	-1,273.81
State Taxes	132.78
Federal Taxes	-284.23
Payroll Liabilities - Other	8,866.08
Total Payroll Liabilities	7,440.82
Total Other Current Liabilities	370,897.47
Total Current Liabilities	442,425.26
Long Term Liabilities	
John Deere Credit Payable70422	-0.03
John Deere Credit Payable 5215	21,284.56
Bonds Payable	
USDA 92-07	3,215,000.00
Note Payable- Water Proj 91-05	978,400.00
USDA Sewer 92-01	835,338.00
USDA Sewer 92-03	124,491.00
Total Bonds Payable	5,153,229.00
Total Long Term Liabilities	5,174,513.53
Total Liabilities	5,616,938.79
Equity	
Unassigned (Fund Equity)	199,791.14
Reserved Funds	32,967.98
Invested in Fixed Assets	4,956,179.67
Unreserved Fund Balance	2,138,391.17
Net Income	842,185.68
Total Equity	8,169,515.64
TOTAL LIABILITIES & EQUITY	13,786,454.43

City of Loyalton
Revenue & Expenditures
 July 1, 2017 through April 11, 2018

	Jul 1, '17 - Apr 11, 18
Ordinary Income/Expense	
Income	
Transfer In	67,741.45
Building Permits	5,442.13
Donations	11,747.13
Property Taxes	
Supplemental	1,172.54
Homeowners	395.22
Clerk Fees	875.60
Secured	18,608.81
Unsecured	1,359.79
Prior Year	42.39
Total Property Taxes	22,454.35
Taxes & License Revenue	
Sales & Use	48,046.10
Franchise	6,630.39
License & Permits	4,996.00
Total Taxes & License Revenue	59,672.49
Intergovernmental - Federal	
USDA Grant	92,204.00
FEMA Grant Revenue	51,266.00
Intergovernmental - Federal - Other	14,253.27
Total Intergovernmental - Federal	157,723.27
Intergovernmental - State	
OES Grant Revenue	12,817.00
Road Maintenance & Rehab	1,004.19
VLF Swap	29,568.00
Motor Vehicle	404.77
Traffic Congestion Relief	874.22
Highway Users Tax	
2103 (Gas Tax)	2,327.15
2105	3,138.08
2106	4,527.92
2107	4,016.36
2107.5	1,000.00
Total Highway Users Tax	15,009.51
Intergovernmental - State - Other	55,850.94
Total Intergovernmental - State	115,528.63
Enterprise Income	
Sewer Service Income	
Sewer Service Income - Other	20.00
Late Fees Sewer	2,127.57
Sewer Service Income - Other	217,624.16
Total Sewer Service Income	219,771.73
Water Service Income	
Connection Fee	3,250.00
Late Fees Water	1,063.76
Water Service Income - Other	112,243.53
Total Water Service Income	116,557.29
Charges for Services Misc	10.00
Total Enterprise Income	336,339.02

City of Loyalton
Revenue & Expenditures
 July 1, 2017 through April 11, 2018

	Jul 1, '17 - Apr 11, 18
Charges for Current Services	
Pavilion Deposit	65.00
Copies & Faxes	757.25
Hook-ups	500.00
Cemetery	
Plots	2,000.00
Total Cemetery	2,000.00
Rent Income	
Auditorium Rental	60.00
Social Hall	405.00
Rent Income - Other	8,401.00
Total Rent Income	8,866.00
Service Area Revenue	10,000.00
Charges for Current Services - Other	15,480.62
Total Charges for Current Services	37,668.87
Revenue Use of Money & Property	
Interest Income	3,372.22
Revolving Loan	2,448.42
Total Revenue Use of Money & Property	5,820.64
Miscellaneous Revenue	
S.C.O.R.E.	616.62
Other Income	
Settlement - WWTP	965,000.00
Total Other Income	965,000.00
Miscellaneous Revenue - Other	2,547.67
Total Miscellaneous Revenue	968,164.29
Total Income	1,788,302.27
Gross Profit	1,788,302.27
Expense	
Refund	
Bldg Permit - Indemnification	250.00
Total Refund	250.00
DSA 786 Fees	9.00
Small Tools & Equipment	
Small Tools & Equipment - Other	718.67
Safety	275.38
Small Tools & Equipment - Other	5,110.38
Total Small Tools & Equipment	6,104.43
Repairs & Maintenance	5,454.54
Building Repairs	19.19
Utilities	
Security	360.00
Internet - Broadband	1,628.03
Propane	12,123.48
Electric	
Electric for Discharge	195.45
Electric - Other	71,122.20
Total Electric	71,317.65

City of Loyalton
Revenue & Expenditures
 July 1, 2017 through April 11, 2018

	Jul 1, '17 - Apr 11, 18
Garbage Disposal	1,135.20
Utilities - Other	172.30
Total Utilities	86,736.66
Janitorial	21.51
Equipment Repair & Maintenance	21,159.63
Reconciliation Discrepancies	4.62
Taxes	
Solid Waste Benefit Assessment	4,820.46
Property Tax	585.59
Taxes - Other	91.03
Total Taxes	5,497.08
Salaries and Wages	
Workers Comp.	15,623.48
Payroll Tax Expense	10,434.37
Payroll Expense	
Part Time Wages	43,394.08
Payroll Expense - Other	113,660.15
Total Payroll Expense	157,054.23
Total Salaries and Wages	183,112.08
Employee Benefits	
Nationwide City	727.53
Health Insurance	2,479.20
Total Employee Benefits	3,206.73
Services and Supplies	
Postage	1,352.64
Advertising	451.75
Automobile Expense	
Fuel	5,494.47
Automobile Expense - Other	1,182.34
Total Automobile Expense	6,676.81
Bank Service Charges	94.00
Chemicals	984.85
Contracted Services	
Building Permits	
Indemnification Refund - Permit	250.00
Building Permits - Other	169.00
Total Building Permits	419.00
Health/Drug Screening	653.77
Professional Fees	19,412.50
Legal Fees	110,346.40
Auditing Expense	7,147.00
Consulting	14,171.18
Testing	9,801.00
Contracted Services - Other	159,354.87
Total Contracted Services	321,305.72
Dues and Subscriptions	1,335.60
Equipment Rental	276.03
Insurance	
Liability Insurance	19,090.16

City of Loyalton
Revenue & Expenditures
 July 1, 2017 through April 11, 2018

	Jul 1, '17 - Apr 11, 18
Property Insurance	15,266.56
Travel for SCORE	526.90
Insurance - Other	297.00
Total Insurance	35,180.62
Licenses and Permits	18,950.89
Miscellaneous	
Meals	170.15
Miscellaneous - Other	192.20
Total Miscellaneous	362.35
Office Expense	5,695.94
Operating Supplies	3,203.21
Telephone	2,214.72
Training	36.03
Travel	413.91
Services and Supplies - Other	2,372.76
Total Services and Supplies	400,907.83
Total Expense	712,483.30
Net Ordinary Income	1,075,818.97
Other Income/Expense	
Other Expense	
Transfers Out	67,741.45
Debt Service	
Interest Expense	
Interest 91-05 Water	43,688.25
Interest 92-01 Sewer	37,009.68
Interest 92-03 Sewer	5,514.33
Interest 92-07 Sewer	79,650.00
Total Interest Expense	165,862.26
Total Debt Service	165,862.26
Capital Outlay	
Equipment- Snowplow Truck	7.82
Street Repairs	21.76
Total Capital Outlay	29.58
Total Other Expense	233,633.29
Net Other Income	-233,633.29
Net Income	842,185.68

3:34 PM
04/11/18
Cash Basis

City of Loyalton
Bills Paid

As of April 11, 2018

Type	Date	Num	Name	Memo	Paid Amount
Enterprise Loan MM 0559					
Check	03/31/2018			Service Charge	-2.00
Total Enterprise Loan MM 0559					-2.00
General Funds					
General Checking 1956- NEW					
Check	03/31/2018			Service Charge	-2.00
Liability Check	03/20/2018	EFT	Employment Development De...	69817369	-604.64
Liability Check	03/20/2018	EFT	US Treasury-941	94-6000364	-1,341.00
Liability Check	03/23/2018	EFT	Employment Development De...	69817369 PPE 3/17/18 & 3/31/18	-34.39
Liability Check	03/23/2018	EFT	US Treasury-941	94-6000364 PPE 3/17/18 & 3/31/18	-960.38
Liability Check	03/23/2018	EFT	Employment Development De...	69817369 PPE 3/17/18 & 3/31/18	-199.36
Bill Pmt -Check	03/23/2018	EFT	Nationwide	PPE 03.17.2018	-100.38
Bill Pmt -Check	03/23/2018	EFT	Nationwide	PPE 03.17.2018	-19.50
Liability Check	04/06/2018	EFT	US Treasury-941	94-6000364 PPE 03.31.2018	-863.04
Liability Check	04/06/2018	EFT	Employment Development De...	69817369 PPE 03.31.2018	-27.79
Liability Check	04/06/2018	EFT	Employment Development De...	69817369 PPE 03.31.2018	-176.55
Bill Pmt -Check	04/06/2018	EFT	Nationwide	PPE 03.31.2018	-130.24
Paycheck	03/19/2018	4914	Evans (Fire Fighter), John I.		-5,914.41
Check	03/20/2018	4916	Virginia Bowling	Indemnification Deposit Refund-Building Permit #...	-250.00
Bill Pmt -Check	03/20/2018	4917	Division of the State Architect	4QTR 2017 DSA 786 Fees	-8.10
Bill Pmt -Check	03/20/2018	4918	Pape Machinery - POWERPL...	Account 8850390707	-237.68
Bill Pmt -Check	03/20/2018	4919	S.C.O.R.E.	2017-18 Property / Liability Insurance	-2,863.06
Bill Pmt -Check	03/20/2018	4920	Sierra County Auditor	Police Contract	-1,250.00
Bill Pmt -Check	03/20/2018	4921	United Healthcare Insurance ...	J. Cussins April 2018 Premium - 327802773-1	-254.67
Paycheck	03/23/2018	4922	Cussins, John C		0.00
Paycheck	03/23/2018	4923	Jordan, Keith S.		-1,336.14
Paycheck	03/23/2018	4924	LeBlanc, Katherine L		-759.68
Paycheck	03/23/2018	4925	Marsh, Jacob T		-1,011.58
Paycheck	03/23/2018	4926	Smith, Tracy A		-588.34
Paycheck	03/23/2018	4927	LeBlanc, Katherine L		-138.53
Paycheck	03/23/2018	4928	Marin, Mark J.		-45.72
Paycheck	03/23/2018	4929	Markum, Joy L		-45.72
Paycheck	03/23/2018	4930	Rogers, Nancy R.		-45.72
Paycheck	03/23/2018	4931	Smith, Tracy A		-128.02
Check	03/28/2018	4932	Cussins, John C	Reimbursements	-250.22
Bill Pmt -Check	03/29/2018	4933	POSTMASTER	April 2018 Water/Sewer Billing	-90.44
Bill Pmt -Check	04/04/2018	4934	Kathy LeBlanc	Mileage Reimbursement - SCORE 03.30.2018	-207.10
Bill Pmt -Check	04/04/2018	4935	Keith Jordan	Phone Reimbursement - April 2018	-15.00
Bill Pmt -Check	04/04/2018	4936	Liberty Utilities		-4,166.57
Bill Pmt -Check	04/04/2018	4937	Sierra Environmental Monitori...	LOY-001	-240.00
Bill Pmt -Check	04/04/2018	4938	United Healthcare Insurance ...	J. Cussins May 2018 Premium - 327802773-1	-254.67
Bill Pmt -Check	04/04/2018	4939	Verizon Wireless	370745244-000001	-38.01
Bill Pmt -Check	04/04/2018	4940	SVHC- Sierra Valley Home Ce...	1100	-57.65
Paycheck	04/06/2018	4941	Cussins, John C		0.00
Paycheck	04/06/2018	4942	Jordan, Keith S.		-1,271.73
Paycheck	04/06/2018	4943	LeBlanc, Katherine L		-723.48
Paycheck	04/06/2018	4944	Marsh, Jacob T		-826.57
Paycheck	04/06/2018	4945	Smith, Tracy A		-754.18
Paycheck	04/09/2018	4946	DeMartini, Robert F.		-213.60
Paycheck	04/09/2018	4947	Simerson, Dale A		-177.60
Bill Pmt -Check	04/09/2018	4948	Fire Dept. Reserve Account - ...	Elephant Fire(7.29.18)Funds to Reserve Account	-464.27
Bill Pmt -Check	04/11/2018	4949	Amerigas*	201913977	-2,976.94
Bill Pmt -Check	04/11/2018	4950	AT&T CALNET 3		-88.68
Bill Pmt -Check	04/11/2018	4951	Mountain Messenger	City Clerk Vacancy Notice	-18.75
Bill Pmt -Check	04/11/2018	4952	Plumas-Sierra Telecomm.	Broadband, Account # 37225 (04.1.2018-04.30.20...	-109.00
Bill Pmt -Check	04/11/2018	4953	Plumas Sierra Rural Electric		-2,881.76
Bill Pmt -Check	04/11/2018	4954	Sierra Booster		-284.50
Bill Pmt -Check	04/11/2018	4955	Sierra Environmental Monitori...	LOY-001	-335.00
Bill Pmt -Check	04/11/2018	4956	Sucaba Fleet Services		-1,008.43
Bill Pmt -Check	04/11/2018	4957	Sierra Booster	City Council Opening (10.5.2017 Notice)	-21.00
Paycheck	04/09/2018	4958	Evans (Fire Fighter), John I.		-320.40
Paycheck	04/09/2018	4959	Jordan, Keith S.		-255.78
Paycheck	04/09/2018	4960	Russell (Fire Fighter), Colby D		-266.40
Bill Pmt -Check	04/09/2018	4961	Fire Dept. Reserve Account - ...	Chilcoot Fire (8.22.2017) Funds to Reserve Account	-1,191.41
Total General Checking 1956- NEW					-38,845.78
General Contingency Saving 0322					

3:34 PM
04/11/18
Cash Basis

City of Loyaltan
Bills Paid
As of April 11, 2018

Type	Date	Num	Name	Memo	Paid Amount
Total General Contingency Saving 0322					
Total General Funds					-38,845.78
Designated Funds					
WWTP Construction 1990					
Check	03/31/2018			Service Charge	-2.00
Bill Pmt -Check	03/27/2018	1192	Farr West Engineering		-33,675.21
Bill Pmt -Check	03/27/2018	1193	Sierra Controls, LLC	Project 17-5294-PWP Loyaltan-SCADA Computer...	-4,279.28
Total WWTP Construction 1990					-37,956.49
Community Dev Block Grant 0059					
Total Community Dev Block Grant 0059					
Total Designated Funds					-37,956.49
TOTAL					-76,804.27

City of Loyalton
Unpaid Bills
As of April 11, 2018

Type	Date	Num	Due Date	Aging	Open Balance
AJE					
General Journal	06/30/2012	AJE cx			2,646.60
Total AJE					2,646.60
Amerigas*					
Bill	03/31/2018	Inv. 30...	04/30/2018		474.58
Bill	03/31/2018	Inv. 30...	04/30/2018		511.99
Total Amerigas*					986.57
Audit Adjustments 2015					
General Journal	07/01/2017	COLR...			-3,753.00
Total Audit Adjustments 2015					-3,753.00
Farr West Engineering					
Bill	03/02/2018	Invoc...	04/01/2018	10	22,459.71
Bill	04/06/2018	Invoc...	05/06/2018		23,622.64
Total Farr West Engineering					46,082.35
Home Depot					
Credit	08/12/2017	9292845			-13.48
Deposit	02/02/2018	16400...			13.48
Total Home Depot					0.00
Intermountain Disposal, Inc.					
Bill	03/31/2018	Inv. 60...	04/30/2018		141.90
Total Intermountain Disposal, Inc.					141.90
Pape Machinery - POWERPLAN					
Credit	11/26/2014	CM 92...			-6.00
Total Pape Machinery - POWERPLAN					-6.00
Porter Simon Professional Services					
Bill	03/31/2018	State...	04/30/2018		3,543.60
Total Porter Simon Professional Services					3,543.60
POSTMASTER					
Bill	10/31/2017		11/30/2017	132	225.00
Total POSTMASTER					225.00
S.C.O.R.E.					
Bill	07/01/2017	1718-...	07/31/2017	254	5,726.12
Bill	04/02/2018	Invoc...	05/02/2018		3,905.87
Total S.C.O.R.E.					9,631.99
Sauers Engineering, Inc.					
Bill	04/04/2018	Inv. 11...	05/04/2018		3,148.75
Total Sauers Engineering, Inc.					3,148.75
Sierra Controls, LLC					
Bill	02/28/2018	Invoc...	03/30/2018	12	5,879.70
Total Sierra Controls, LLC					5,879.70
Sierra County Auditor					
Bill	04/09/2018		05/01/2018		1,250.00
Total Sierra County Auditor					1,250.00
Sierra Environmental Monitoring, Inc.					
Bill	04/04/2018	Inv. R...	05/04/2018		40.00
Bill	04/06/2018	Inv. R...	05/06/2018		270.00

City of Loyalton
Unpaid Bills
As of April 11, 2018

Type	Date	Num	Due Date	Aging	Open Balance
Bill	04/09/2018	Inv. R...	05/09/2018		90.00
Total Sierra Environmental Monitoring, Inc.					400.00
Western Hydro Corporation					
Credit	07/02/2014	CM 15...			-299.37
Total Western Hydro Corporation					-299.37
Wiley's Mobile Mechanics					
Bill	04/07/2018	2001 ...	04/07/2018	4	345.40
Total Wiley's Mobile Mechanics					345.40
WWW Construction, Inc.					
Bill	02/27/2015	2121	03/29/2015	1109	1,000.00
Total WWW Construction, Inc.					1,000.00
Xerox Corporation					
Bill	04/01/2018	Inv. 09...	05/01/2018		304.30
Total Xerox Corporation					304.30
TOTAL					71,527.79

Acknowledgement of Approval, City of Loyalton

The City of Loyalton acknowledges approval of the below listed Transfer(s) of Funds.

Transfer From	Transfer To	Date	Amount
General Fund	Enterprise Loan MM 0559	5/4/18	
	Water		1,500.00
	Sewer		4,500.00
General Fund	Enterprise Loan MM 0559	5/11/18	
	Water		1,500.00
	Sewer		4,500.00
General Fund	Enterprise Loan MM 0559	5/18/18	
	Water		1,500.00
	Sewer		4,500.00
General Fund	Enterprise Loan MM 0559	5/25/18	
	Water		1,500.00
	Sewer		4,500.00

THIS TOTAL

\$24,000.00

This authorization took place at the council meeting held on 4/17/18 and will be further reflected in the council minutes of this meeting.

Authorized Signature

Mark Marin, Mayor, Dated 4/17/18

Acknowledgement of Approval, City of Loyalton

The City of Loyalton acknowledges approval of the below listed Transfer(s) of Funds.

Transfer From	Transfer To	Date	Amount
General Fund Funds to be distributed per attached, JE # 362	Fire Department Elephant Head Fire	4/17/2018	\$1367.03

THIS TOTAL

\$1367.03

This authorization took place at the council meeting held on 4/17/18 and will be further reflected in the council minutes of this meeting.

Authorized Signature

Mark Marin, Mayor, Dated 4/17/18

JE # 362

Elephant Fire - July 2017 **\$ 1,367.03**

Personnel \$ 902.76 **\$ 902.76**

Engine Hours \$ 340.00

Surcharge - Engine \$ -

Surcharge - Personnel

Administrative Rate 10% \$ 124.27

\$ 464.27

LVFD Reserve Account

\$ 1,367.03

Personnel

Robert DeMartini (Co. Officer) \$ 213.60

Dale Simerson (Operator) \$ 177.60

John Pang (Firefighter) \$ 170.52

Matt McGuire (Firefighter) \$ 170.52

James Wright (Firefighter) \$ 170.52

\$ 902.76 **\$ 902.76**

Fuel 7/29/2017 \$ 13.00

7/29/2017 \$ 40.38

EQ Rep/Maint \$ -

\$ 53.38

Acknowledgement of Approval, City of Loyalton

The City of Loyalton acknowledges approval of the below listed Transfer(s) of Funds.

Transfer From	Transfer To	Date	Amount
General Fund Funds to be distributed per attached, JE # 366	Fire Department Chilcoot Fire	4/17/2018	\$2,545.55

THIS TOTAL

\$2,545.55

This authorization took place at the council meeting held on 4/17/18 and will be further reflected in the council minutes of this meeting.

Authorized Signature

Mark Marin, Mayor, Dated 4/17/18

JE# 366

Chilcoot Fire-August 2017 \$ 2,545.55

Personnel \$ 1,354.14 \$ 1,354.14

Engine Hours \$ 960.00

Surcharge - Engine \$ -

Surcharge - Personnel

Administrative Rate 10% \$ 231.41

\$ 1,191.41

LVFD Reserve Account

\$ 2,545.55

Personnel

John Evans (Co. Officer) \$ 320.40

Colby Russell (Operator) \$ 266.40

Keith Jordan (Firefighter) \$ 255.78

John Pang (Firefighter) \$ 255.78

James Wright (Firefighter) \$ 255.78

\$ 1,354.14

\$ 1,354.14

Fuel

EQ Rep/Maint \$ -

\$ -

Acknowledgement of Approval, City of Loyalton

The City of Loyalton acknowledges approval of the below listed Transfer(s) of Funds.

Transfer From	Transfer To	Date	Amount
General Fund	Fire Department	4/17/2018	8,800.11
Funds to be distributed per attached, JE # 359	Eureka Fire		

THIS TOTAL

\$8,800.11

This authorization took place at the council meeting held on 4/17/18 and will be further reflected in the council minutes of this meeting.

Authorized Signature

Mark Marin, Mayor, Dated 4/17/18

JÉ # 359

Eureka Fire - September 2017

10,340.69

Personnel 9,400.63 9,400.63

Engine Hours 0.00

Surcharge - Engine 0.00

Surcharge - Personnel 940.06

940.06

LVFD Reserve Account

10,340.69

Personnel

Workers' Comp 1,013.96

UI 526.62

John Evans-Co. Officer 7,860.05

9,400.63

9,400.63

Fuel 9/16/2017 44.02

9/21/2017 80.12

EQ Rep/Maint 0.00

124.14



April 6, 2018

City of Loyalton
605 School Street
PO Box 128
Loyalton, CA 96118

Re: Summary of Bids for the Church Street Sewer Rehabilitation Project and Options to Proceed

Dear Council Members:

On March 30, 2018, the bid opening for the **Church Street Sewer Rehabilitation Project** (Project) was held at the Farr West Engineering office in Reno, Nevada. Sierra Nevada Construction was the apparent low bidder with a total bid cost of \$369,007.00. The Engineer's Estimate was \$264,000.00. A total of two (2) bids were received.

It was anticipated that the Project would be solely funded by an existing USDA grant; however, there are not sufficient funds remaining in the USDA grant to fund the entire Project as bid. Additionally, USDA representatives have confirmed that the City of Loyalton (City) will not be eligible to extend the USDA grant beyond June 30, 2018. Therefore, it appears the City is left with the following options to proceed:

1. *Award the Project to Sierra Nevada Construction, use the \$264,000 funds available in the USDA grant, and finance the remainder of the project (and any cost overruns) through the City funds.* It should be noted that the City currently has a number of other high priority projects (i.e., the outstanding 2013 Cleanup and Abatement Order) that are also in need of funding.
2. *Attempt to negotiate with Sierra Nevada Construction to build only portions of the project not exceeding the \$264,000 USDA grant funds.* This option may be a time-consuming alternative and does not meet project goals. For example, only a portion of the pipe and structures would be replaced, parsing out the project in multiple phases or sections will likely result in a higher overall cost, and if negotiations were to fail no replacement would occur and time would have expired to explore alternative avenues for expending the USDA funds. It should be noted that the USDA does not view this option favorably.
3. *Reject all bids and postpone the Project until it can be combined with other City construction projects.* If the Project was included in future work, the larger project may garner a more competitive construction cost. Additionally, Farr West could assist in identify parts/materials needed at the wastewater plant to help address concerns raised in the 2013 Cleanup and Abatement Order that would expend the remaining USDA grant money.

Farr West is ready and able to proceed with the City Council's selected path forward. If you have any questions or require additional information regarding this letter, please feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Samantha Stoughtenger".

Samantha Stoughtenger
Senior Engineer



United States Department of Agriculture

Rural Development

April 11, 2018

P.O. Box 1656
Woodbridge, CA
95258

Voice (916) 212-5088

Fax (844) 206-6799

City of Loyalton
Mr. Mark Marin, Mayor
P.O. Box 128
Loyalton, CA 96118

Subject: City of Loyalton – Church Street Sewer Line Replacement Project

Mr. Marin,

As you are aware the bids for the Church Street Sewer Line Replacement Project have come in @ \$369,007 vs. the engineer's estimate of \$264,000, an increase of \$105,007. Even though the low bid exceeds the project budget USDA is recommending that the City move forward as soon as possible with the project using either settlement funds or reducing the scope of work as outlined in the engineer's proposal of 12/4/17 to make up the difference. This is because the project must be substantially complete by June 30, 2018 or the City risk a cancellation of USDA grant funds.

As confirmed with the engineer the City has already spent \$47,000 toward the project to cover Farr West Engineering fees. This project is important and will help to reduce the I&I (Infiltration/Inflow) impact on the Wastewater Treatment Plant. If the City Council approves to move forward on the project using settlement funds or reduce the scope of work planned by the engineer, you will need to inform USDA. The amount and source of any additional funds for the project being committed by the City is to be identified.

Thank you!

Sincerely,

Douglas Colucci
Community Programs Specialist

Farr West Engineering, Samantha Stoughtenger, Reno, CA
USDA, Rural Development, WEP Program Director, Santa Maria, CA
USDA, Rural Development, State Engineer, Davis, CA

USDA is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (PDF), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

ORDINANCE NO. 420

AN ORDINANCE OF THE CITY OF LOYALTON, COUNTY OF SIERRA, STATE OF CALIFORNIA, REPEALING SECTION 2.04.010, ENTITLED "MEETINGS" AND ADDING A NEW SECTION 2.04.010, ENTITLED "MEETINGS", TO PART 2, CHAPTER 2.04 OF THE LOYALTON MUNICIPAL CODE

THE CITY COUNCIL OF THE CITY OF LOYALTON DOES ORDAIN as follows:

Ordinance Section One: Part 2, Chapter 2.04, Section 010, of the Loyalton Municipal Code is hereby repealed in its entirety and a new Part 2, Chapter 2.40, Section 010, is hereby added to read as follows:

PART 2 ADMINISTRATION

CHAPTER 2.04 CITY COUNCIL

2.04.010 Meetings

The regular meeting of the Council shall be on a day, at a location and have a starting time as set forth in a resolution adopted by the Council. Special meetings may be held as provided for in a resolution adopted by the Council.

Ordinance Section Two: This ordinance shall take effect thirty (30) days after its passage. Within fifteen (15) days after its passage, the Deputy City Clerk/ City Clerk shall cause this ordinance to be posted with the names of those City Council members voting for and against the ordinance in at least three public places in the City, as authorized by Government Code Section 36933.

Introduced, at a regular meeting of the City Council held on the 20th day of March , 2018, by the City Council of the City of Loyalton, State of California, by the following roll call vote, to-wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

CITY OF LOYALTON

, Mayor

APPROVED AS TO FORM:

Steven C. Gross, City Attorney

ATTEST:

. Deputy City Clerk

CITY OF LOYALTON

RESOLUTION NO. 3-2018

*A Resolution of the City Council of the City of Loyalton
Establishing the Day, Location and Starting Time for Regular Council Meetings*

WHEREAS, the City Council passed and adopted Ordinance No. 420 on April 17, 2018, which became effective on April 17, 2018 which repealed Section 2.04.010, entitled "Meetings" and added a new Section 2.04.010, entitled "Meetings", to part 2, Chapter 2.04 of the Loyalton Municipal Code; and

WHEREAS, the City Councils needs to establish the day, location and starting time for its regular meetings.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Loyalton, as follows:

1. All of the recitals set forth above are adopted as findings of the City Council.
2. The regular meetings of the City Council shall be the third Tuesday of each and every month at Loyalton City Hall, 605 School Street or Loyalton Social Hall, 105 Beckwith St., Loyalton, Ca. The starting time will be 6:00 P.M. When a regular meeting falls on a legal holiday, the meeting shall be held on the next business day at 6:00 P.M. Special meetings may be held as necessary.

PASSED AND ADOPTED this 17th day of April, 2018, by City Council of the City of Loyalton at a meeting duly called and held within the City by the following roll call vote:

AYES:

NOES:

ABSENT:

_____, Mayor
City of Loyalton

ATTEST:
Deputy City Clerk

APROVED AS TO FORM:

Steven C. Gross, City Attorney

NOTICE TO ALL PROPERTY OWNERS

The City of Loyalty is starting a clean-up project in the City of Loyalty. We are requesting that all City Property owners and renters begin to clean up their yards and privately owned lots of junked and inoperable vehicles, miscellaneous junk, as well of the weeds and uncontrollable vegetation growth to lower the possibility of a rodent infestation and a fire hazard.

The presence of the debris on the property creates a public nuisance in accordance to City of Loyalty Ordinance #90-379 Section 6.60.020 and 6.60.030 (see attached ordinance). Although you may think that you are not responsible because the property is held in estate in a parents name as a co-occupant you have an obligation to keep it clear. If the City has to take action to clear the property you will be responsible for paying the cost of clean-up incurred by the City.

Thank you for your cooperation

ORDINANCE NO. 90 - 379

**AN ORDINANCE OF THE CITY OF LOYALTON
RELATING TO PROPERTY MAINTENANCE**

The City Council of the City of Loyalton does hereby ordain and adopt Chapter 6.60, an addition to Part 6, Public Peace, Health and Safety, of the City of Loyalton Ordinances:

6.60.010	Definitions
6.60.020	Unlawful Residential Property Nuisance
6.60.030	Unlawful Nonresidential Property Nuisance
6.60.040	Declaration of Public Nuisance
6.60.050	Notification of Nuisance
6.60.060	Administrative Hearing to Abate Nuisance
6.60.070	Notice of Hearing
6.60.080	Administrative Hearing by City Council
6.60.090	Abatement by Owner
6.60.100	Hearing Procedure Before City Council
6.60.110	Abatement by City
6.60.120	Limitation of Filing Judicial Action
6.60.130	Demolition
6.60.140	Notice of Intent to Demolish
6.60.150	Record of Costs of Abatement
6.60.160	Assessment Lien
6.60.170	Alternative Actions Available
6.60.180	Violation and Penalties
6.60.190	Effective Date and Posting of Ordinance

6.60.010 DEFINITIONS

- A. Back Yard "Back Yard" shall mean that portion of property between a building and the back property line.
- B. Building "Building" shall mean any house, garage, duplex, apartment, condominium, stock cooperative, and other residential and nonresidential structures.
- C. City "City" shall mean the City of Loyalton.
- D. City Council "City Council" shall mean the City Council of the City of Loyalton.
- E. Front Yard "Front Yard" shall mean that portion of property between the street and a building.

- F. Owner "Owner" shall mean any person owning property, as shown on the last equalized county assessment roll or the lessee, tenant or other person having control or possession of the property.
- G. Person "Person" shall mean any individual, partnership, corporation, association or other organization, however formed.
- H. Property "Property" shall mean (a) all nonresidential zoned real property and any building located on such property (referred to as "nonresidential property") and (b) all residential zoned real property and any building located on such property (referred to herein as "residential property").

6.60.020 UNLAWFUL RESIDENTIAL PROPERTY NUISANCE

It shall be unlawful for any person owning, leasing, renting, occupying or having charge or possession of any residential property in the City to maintain or to allow to be maintained such property in such manner that any of the following conditions are found to exist thereon, for an unreasonable period of time and visible from a public street or neighboring property, except as may be allowed by any other provision of law; including provisions of City Ordinances:

- A. The accumulation of dirt, litter or debris including, but not limited to boxes, bins, containers, junk, trash, salvage, materials, broken or discarded furniture, household equipment and furnishings, shopping carts or any other similar materials;
- B. Attractive nuisances dangerous to children including abandoned, broken or neglected equipment, machinery, refrigerators and freezers, hazardous pools, ponds and excavations;
- C. Overgrown vegetation likely to harbor rats and/or vermin or exhibit a potential fire hazard, dead weeds, decayed, diseased or hazardous trees and other vegetation constituting an unsightly appearance or which are potentially dangerous to the public health and/or safety or obstruct a necessary view of drivers on public streets or private driveways;
- D. Graffiti on the exterior of any building, fence or other structure;
- E. Buildings which are abandoned, boarded up, partially destroyed, or left in a state of partial construction and such buildings which are unpainted or where the paint on the building exterior is mostly worn off.

6.60.030 UNLAWFUL NONRESIDENTIAL PROPERTY NUISANCE

It shall be unlawful for any person owning, leasing, renting, occupying or having charge or possession of any nonresidential property in the City to maintain or to allow to be maintained such property in such manner that any of the following conditions are found to exist thereon for an unreasonable period of time and visible from a public street or neighboring property, except as may be allowed by any other provision of law including provisions of City Ordinances:

- A. The accumulation of dirt, litter or debris including, but not limited to boxes, bins, containers, junk, trash, salvage, materials, broken or discarded furniture, household equipment and furnishings, shopping carts or any other similar materials;
- B. Attractive nuisances dangerous to children including abandoned, broken or neglected equipment, machinery, refrigerators and freezers, hazardous pools, ponds and excavations;
- C. Overgrown vegetation likely to harbor rats and/or vermin or exhibit a potential fire hazard, dead weeds, decayed, diseased or hazardous trees and other vegetation constituting an unsightly appearance or which are potentially dangerous to the public health and/or safety or obstruct a necessary view of drivers on public streets or private driveways;
- D. Graffiti on the exterior of any building, fence or other structure;
- E. Buildings which are abandoned, boarded up, partially destroyed, or left in a state of partial construction and such buildings which are unpainted or where the paint on the building exterior is mostly worn off.

6.60.040 DECLARATION OF PUBLIC NUISANCE

Any property found to be maintained in violation of Sections 6.60.020 or 6.60.030 is hereby declared to be a public nuisance and shall be abated by rehabilitation, removal, demolition, or repair pursuant to the procedures set forth herein. The procedures for abatement set forth herein shall not be exclusive and shall not in any manner limit or restrict the City from enforcing other City Ordinances or abating public nuisances in any other manner provided by law.

6.60.050 NOTIFICATION OF NUISANCE

Whenever the City Council determines that any property within the City is being maintained contrary to one or more of the provisions of Sections 6.60.020 or 6.60.030,

CITY OF LOYALTON

RESOLUTION NO: 4-2018

A Resolution of the City Council of the City of Loyalton Establishing the Findings of the Administrative Hearing on Abatement of Nuisance for Personal Property

WHEREAS, the City prepared and served a Notice of Administrative Hearing dated March 5, 2018 on Jason Kelly, owner of the property located at 220 Beckwith Street, Loyalton Ca.; and

WHEREAS, the City conducted an administrative hearing on March 20, 2018 and accepted testimony and evidence;

NOW THEREFORE, BE IT RESOLVED the City Council hereby makes the following findings and issues the following order:

Findings:

1. The City Council adopts the above recitals as findings of fact and makes the following additional findings.
2. At the administrative hearing on March 20, 2018, Jason Kelly appeared and testified that a trailer had been kept on his property at 220 Beckwith Street, City of Loyalton for more than 14 days.
3. The City Council finds that a trailer has been kept on 220 Beckwith Street, City of Loyalton for more than 14 days;
4. The City Council finds that Jason Kelly, owner of property located at 220 Beckwith Street, City of Loyalton, is in violation of ordinance of 90-378 (section 6.70.020) and that the trailer must be removed from the property in order to abate the nuisance created thereby.

Order:

It is hereby ordered by the City Council that Jason Kelley remove the trailer on 220 Beckwith Street, City of Loyalton and thereby abate the nuisance by June 1, 2018.

PASSED AND ADOPTED, This 17th day of April, 2018, by the City of Loyalton at a meeting duly called and held within the City by the following roll call vote:

AYES:

NOES:

ABSENT:

_____, Mayor
City of Loyalton

ATTEST:

Deputy City Clerk

CITY OF LOYALTON

RESOLUTION NO: 5-2018

A Resolution of the City Council of the City of Loyalton Establishing the Findings of the Administrative Hearing on Abatement of Nuisance for Personal Property

WHEREAS, the City prepared and served a Notice of Administrative Hearing dated March 5, 2018 on Barbara Massey, owner of the property located at 501 Lewis Street, Loyalton Ca.; and

WHEREAS, the City conducted an administrative hearing on March 20, 2018 and accepted testimony and evidence;

NOW THEREFORE, BE IT RESOLVED the City Council hereby makes the following findings and issues the following order:

Findings:

1. The City Council adopts the above recitals as findings of fact and makes the following additional findings.
2. At the administrative hearing on March 20, 2018, Barbara Massey appeared and testified that a trailer had been kept on her property at 501 Lewis Street, City of Loyalton for more than 14 days.
3. The City Council finds that a trailer has been kept on 501 Lewis Street, City of Loyalton for more than 14 days;.
4. The City Council finds that Barbara Massey, owner of property located at 501 Lewis Street, City of Loyalton, is in violation of ordinance of 90-378 (section 6.70.020) and that the trailer must be removed from the property in order to abate the nuisance created thereby.

Order:

It is hereby ordered by the City Council that Barbara Massey remove the trailer on 501 Lewis Street, City of Loyalton and thereby abate the nuisance by June 1, 2018.

PASSED AND ADOPTED, This 17th day of April, 2018, by the City of Loyalton at a meeting duly called and held within the City by the following roll call vote:

AYES:

NOES:

ABSENT:

ATTEST:

_____, Mayor
City of Loyalton

Deputy City Clerk

AGED BALANCES

CITY OF LOYALTON

DATE: 04/12/2018 AUTHOR: LOCAC1

CRITERIA: ACCT#: 0 - 999999999 NAME: 0 - Z ZIP: 0 - 0 * includes unbilled transactions

STATUS KEY: N=NORMAL W=NEW C=CUTOFF O=CHARGE OFF I=INACTIVE F=FINAL D=DISABLED R=RENTER L=LANDLORD

Acct#	Stat	Customer	Current	Over 30	Over 60	Over 90	Balance
7	F	MASSEY, KENNETH	\$0.00	\$0.00	\$0.00	\$209.07	\$209.07
42	N	SWENOR, STEVEN	\$104.67	\$104.67	\$104.67	\$18105.63	\$18419.64
61	N	WILSON, JOHN	\$104.67	\$104.67	\$104.67	\$2325.75	\$2639.76
100	C	MORRISON, REX	\$0.00	\$0.00	\$104.67	\$185.89	\$290.56
104	C	WILKINSON, JOSH	\$0.00	\$0.00	\$0.00	\$394.65	\$394.65
107	C	WEIR, KEVIN	\$0.00	\$0.00	\$0.00	\$517.94	\$517.94
149	C	KIMPSON, CINDY	\$0.00	\$0.00	\$0.00	\$9467.12	\$9467.12
177	F	MATHIS, ROSE	\$0.00	\$0.00	\$0.00	\$1413.34	\$1413.34
206	C	LOYALTON MOBILE	\$0.00	\$0.00	\$0.00	\$25043.01	\$25043.01
208	C	LOYALTON MOBILE	\$0.00	\$0.00	\$0.00	\$279444.89	\$279444.89
297	F	SILVA, LEE	\$0.00	\$0.00	\$0.00	\$2029.84	\$2029.84
307	N	WHITE BROTHERS	\$34.15	\$34.14	\$34.06	\$32.44	\$134.79
372	F	HUDSON, JEANINE	\$0.00	\$0.00	\$0.00	\$557.87	\$557.87
450	N	CABRERA, CARLOS	\$104.67	\$104.67	\$104.67	\$422.01	\$736.02
460	F	MADDALENA, SHAWNA	\$0.00	\$0.00	\$0.00	\$2077.76	\$2077.76
498	N	WHITE, WAYNE	\$104.67	\$104.66	\$104.41	\$99.44	\$413.18
3411562	N	TIDWELL, ALLAN	\$104.67	\$104.67	\$104.67	\$645.81	\$959.82
Totals(17):			\$557.50	\$557.48	\$661.82	\$342,972.46	\$344,749.26

Kathy LeBlanc

From: Steven C. Gross [gross@PorterSimon.com]
Sent: Tuesday, April 03, 2018 11:20 AM
To: Kathy LeBlanc
Subject: RE:

Kathy,

Here is a summary of what we discussed:

1. The letter from Legal Aid cities statutes that aren't applicable to the City. The letter states that his client is not asserting that the City's ordinance is illegal; his client just wants the City to consider an exception and for the City to provide water service to Ms. Allen. The letter claims that Ms. Allen is a lawful tenant with the right to reside in the unit. My position is that the City's ordinance is lawful and that we have the right to reasonably determine that Ms. Allen does in fact have the legal authority to occupy the premises and be responsible for the payment for water service. The City is not required to do anything different as a result of this letter.
2. The City is not required to place an item on the agenda at the request of Ms. Allen or any other citizen. The City Council meeting is a business meeting of the City Council. The Mayor and/or the City Council members decide what items will be on the agenda. Ms. Allen has the right to come and speak to the Council under the public comment portion of the agenda.

Please let me know if you have any questions. Thanks

Steve



Steven C. Gross
PORTER SIMON | Professional Corporation
40200 Truckee Airport Road, Suite One | Truckee, CA 96161
530.587.2002 ext. 4485 | 530.587.1316 fax

gross@portersimon.com | www.portersimon.com

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From: Kathy LeBlanc [<mailto:cityofloyalton@digitalpath.net>]
Sent: Tuesday, April 03, 2018 11:04 AM
To: Steven C. Gross
Subject:

Can you e-mail what you just told me on the phone so I can explain it to the councilmembers.

Thanks,
Kathy

LEGAL SERVICES
of
NORTHERN CALIFORNIA

To: Loyalton City Council
From: Herb Whitaker, Managing Attorney
Re: Michele Allen, 606 Lewis Street, Loyalton, Ca.
Request for Reasonable Accommodation for water service
Date: March 14, 2018

Honorable Council Members:

My office represents Michele Allen. The purpose of this letter is to request that you allow an exception to the City of Loyalton's rules regarding providing water service to an occupant who is not the owner of the property served. Ms. Allen is making this request as a reasonable accommodation due to her status as a person with a disability. She is willing to pay a deposit in advance to ensure that the water bill will be paid, and she is requesting service for a limited time of three months, until she can relocate.

Statement of Facts.

The facts of her situation are quite unique and will not set a negative precedent for the City. She was a tenant of Ronald Wayne Cowser, renting from him at his residence at 606 Lewis Street in Loyalton. The water utilities were in Mr. Cowser's name. After Mr. Cowser passed away in January of 2018, she continued residing in the premises and asked to be able to pay the water bill and have the service placed in her name. Her request was denied, and the services were terminated on March 5, 2018. She is a senior and a person with a disability. Her only income is Social Security Disability. Because of her disability, it is especially damaging to her health to be without water services. She is currently forced to purchase water, but due to her disability, she is unable to lift the water herself, and has to get help to haul it into her residence.

Request for exception to the City rules.

I am informed that the City recently amended its ordinances to require that water services only be provided upon the request of the owner of the property, or to a person occupying the property, upon the request of the owner and approval of the City. City Ordinance 7.03E. The minutes of the Council meeting state that the purpose behind this amendment is the problem of tenants leaving the property with an outstanding bill.

In researching the law regarding the provision of water utilities, I was unable to find any specific legal authority stating that a municipal utility could or could not impose an owner approval restriction, as Loyalton has done. However, the amendments appear to be contrary to the accepted principles governing a utility service's obligations to provide services to the public.

Metairie Lodge Regional Office
190 Reamer Street
Auburn, CA 95603
P: 530.823.7560
F: 530.823.7601
www.lsnr.net

A Legal Services Corporation Program 

The general service duties of a utility are found at Public Utilities Code Sec. 451, which provides in part:

"Every public utility shall furnish and maintain such adequate, efficient, just, and reasonable service...as are necessary; to promote the safety, health, comfort, and convenience of its patrons, employees, and the public.

All rules made by public utility affecting or pertaining to its charges or service to the public shall be just and reasonable."

Though this language is quite broad, it is said to be a codification of the traditional common law rule that: "All public utilities—investor owned, municipal or cooperative—are subject to a common law duty to serve....The utility must provide service to any member of the public living within the utility's service area who has applied for service and is willing both to pay for the service and comply with the utility's rules and regulations." National Consumer Law Center, *Access to Utility Service* (5th ed. 2011), p. 17. The text cites, the U.S. Supreme Court case of *N.Y. ex rel. Woodhaven Gaslight Co. v. Public Service Comm'n*, 269 U.S. 244, (1925), ("When reasonably required, the company is in duty bound to furnish gas to inhabitants of the territory covered by its franchise."). It further cites 73B C.J.S. *Public Utilities* §8, 143-45 (1983), ("...[a] public utility is obligated by the nature of its business to furnish its service or commodity to the general public, or that part of the public which it has undertaken to serve, without arbitrary discrimination...Such duties arise from the public nature of a utility, and statutes providing affirmatively therefor are merely declaratory of the common law.")

The Public Utilities Code specifically recognizes the obligation of a utility to provide services to tenants in certain circumstances, even when the service is terminated to the owner. PUC § 777 provides in pertinent part:

"(a) This section applies if there is a landlord-tenant relationship between the residential occupants and the owner, manager, or operator of the dwelling.

(b) If an electrical, gas, heat, or water corporation furnishes individually metered residential service to residential occupants of a detached single-family dwelling, a multiunit residential structure, mobilehome park, or permanent residential structure in a labor camp...the corporation shall make every good faith effort to inform the residential occupants, by means of written notice, when the account is in arrears, that service will be terminated at least 10 days prior to termination. The written notice shall further inform the residential occupants that they have the right to become customers, to whom the service will then be billed, without being required to pay any amount which may be due on the delinquent account." (emphasis added.)

PUC § 777.1 provides similar protections and recognition of rights of non-owner occupants in master metered housing units.

Obviously, a categorical ban on renters accounts without owner agreement would run afoul of the above cited provisions, where applicable. One must interpret these laws to mean that the City should serve all members of the public who are willing and able to pay, and not just property owners. It seems unfair to group all tenants together and exclude them for service, because some individuals in the past did not pay their bills.

Ms. Allen is not arguing that the new City ordinance is illegal. She is merely requesting that the City exercise its authority to approve an exception to the general rule due to her circumstances. The City is the only water provider for our community. She is a lawful tenant with the right to reside in this unit

until a rightful owner or probate administrator comes forward and establishes a right of possession. She is only requesting temporary services for a limited period of time, until she can relocate. She estimates this to be within three months. She is willing to pay a deposit in advance for the water services that she uses, and therefore the City will not be at risk of an unpaid bill.

Please consider her request for services. You can reply to me or contact Ms. Allen directly at the following address:
606 Lewis Street, Loyalton, Ca. 96118.

Thank you for your consideration.

A handwritten signature in cursive script, appearing to read "W. H. Whitaker", written over a horizontal line.

W. H. Whitaker
Managing Attorney

LEGAL SERVICES
of
NORTHERN CALIFORNIA

**RETAINER AGREEMENT
LIMITED REPRESENTATION**

I. AUTHORIZATION

Legal Services of Northern California (LSNC) will represent me with regard to the following work: negotiation and letter to the Loyalton City Council requesting provision of water services

II. LSNC'S DUTIES

A. Services

1. LSNC will help me *only* as listed above. LSNC's duties end when it has finished the work listed above, *or* when LSNC or I end representation.
2. I know that the LSNC advocate handling my case at any given time may not be an attorney. In all cases, however, an attorney will supervise the handling of my case.

B. Communication

1. My LSNC advocate will stay in touch as needed for me to make informed decisions on my case and to find out important information.
2. The advocate will keep me reasonably informed about the status of my case. LSNC will promptly provide me with information that I request as long as my request is reasonable.
3. LSNC will keep all our communications confidential, in keeping with the California Rules of Professional Conduct and applicable Federal law.

III. THE CLIENT'S DUTIES

Communication and Cooperation

I agree to cooperate fully with the advocate in the preparation and handling of my case. I understand that my advocate may need to contact me with questions or may ask for information or documents. I agree to respond to my advocate promptly (within 24 hours whenever possible) and to provide any information or documents my advocate requests as soon as possible.

My telephone number is (530) 277-2345. If my telephone number changes or is no longer working, I will tell my advocate immediately.

RECEIVED
MAR 19 2018

**DECLARATION OF CITIZENSHIP
DECLARACION DE CIUDADANIA**

Client Name/Nombre del Cliente: Michele Allen
Date of Intake/Fecha de la Entrevista: _____

U.S. CITIZEN CIUDADANO DE LOS EE.UU

1. Oral Attestation (telephone intake only)
2. Declaration of Citizenship

I declare that I am a citizen of the United States of America.
Yó declaro que soy ciudadano de los Estados Unidos.

Signature/Firma: Michele A. Allen
Date/Fecha: 3/14/18

