

July 2, 2018

City of Loyalton
Attn: Fabian Plazola
2180 Front Street
Loyalton CA 96118

Phone #: 530-721-1705
Agreement #: R02128 Renewal
Account #: 104779 / Terms: 2
cityofloyalton@digitalpath.net

Dear Fabian,

Cashman Equipment would like to thank you for the opportunity to submit the following quote for a Scheduled Maintenance Agreement on the following generator set:

- **OLYMPIAN**, model number: **D80P4**, serial number: **D4P00354**

From **August 01, 2018** to **July 31, 2020** your equipment will be visited every **180** days.

On every visit, a Level I Inspection will be performed.

A Level I service consists of the following:

Visual Inspection – Inspect engine, radiator and generator for debris, loose or broken fittings, hoses or wires and guards. Record findings.

Belts - Inspect for worn, broken or loose belts. Tighten as necessary. Record findings.

Cooling System - Maintain proper coolant level, inspect hoses, couplings and radiator cap. Record findings.

Jacket Water Heater - Check for proper operation. Adjust if applicable and necessary. Record findings.

Air Cleaner Elements - Check and record blockage.

Engine Crankcase - Check the oil level. Add if necessary.

Governor - Check for proper operation. Maintain oil level (if required).

Fuel System - Inspect for leaks, from day tank supply lines to the engine, drain water from fuel/water separator (if necessary), check fuel tank level and check fuel filter indicator (if equipped). Record findings.

Batteries - Maintain electrolyte level, check connections for tightness, measure battery voltage under starter load, clean corrosion on top of batteries and battery terminals. Record findings.

Battery Charger – Check for proper operation, adjust if necessary. Record findings.

Engine Protective Devices – Check; test for proper operation.

Control Panel, Gauges and Indicators - Inspect the condition of all gauges and indicators, replace burnt-out bulbs (if necessary), check condition of wiring. Record findings.

Las Vegas
P.O. 271630
Las Vegas, Nevada 89127-1630
702-649-8777
Fax 702-639-5090

Reno
P.O. 7520
Reno, Nevada 89510
775-358-5111
Fax 775-332-2454

Elko
P.O. 2028
Elko, Nevada 89803
775-738-9871
Fax 775-738-7865

Winnemucca
3050 W. Railroad St.
Winnemucca, Nevada 89445
775-623-1121
Fax 775-623-4944

Start engine - Run the engine approx. 30 minutes (up to operating temperature).

Oil pressure - Inspect for proper oil pressure and record readings

Fuel pressure - Inspect for proper fuel pressure and record readings.

Frequency - Inspect for correct RPM/HZ. Adjust if needed and record readings.

Voltage - Inspect for correct voltage. Adjust if needed and record readings.

Leaks - Inspect and note any leaks, (oil, coolant, fuel, air or exhaust).

AUTOMATIC TRANSFER SWITCH (WITH PROPER AUTHORIZATION)

1. Initiate automatic transfer switch.
2. Observe operation of the automatic transfer switch.
3. Transfer building load to genset.
4. Verify voltage match with utility and genset.
5. Record duration of timers.
6. Observe operation of generator set and automatic transfer switch in the automatic mode.

AFTER UNIT IS STOPPED:

Automatic switches - Ensure that all switches are in the correct position.

Day tank - Inspect for float and pump operation, record fuel level.

Malfunction/Discrepancy - Record and report any malfunctions/discrepancies IAW this scheduled maintenance procedure to the facility manager.

REVIEW

1. Report to the facility Chief Engineer or Facility Manager.
2. Submit checklist of the reading and notes on the condition of the unit.
3. Report any discrepancies noted IAW this schedule.
4. Make recommendations if needed.

A Level II inspection and service will be performed (once) annually.

A Level II service consists of the following:

Fuel System - Change fuel filters.

Air Cleaner Elements - Change when needed. **Additional charges will apply.**

Engine Crankcase - Change engine oil and filters. **Take sample for analysis.**

Cooling System - Check for proper mixture of antifreeze. **Take sample for analysis.**

REVIEW

1. Report to the facility Chief Engineer or Facility Manager.
2. Submit checklist of the reading and notes on the condition of the unit.
3. Report any discrepancies noted IAW this schedule.
4. Make recommendations if needed.

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The following are the costs for the previous described services including travel time, labor and parts.

NOTE: Batteries will be replaced only as required and will be invoiced separately.

- (4) SEMI-ANNUAL payments of..... \$ 445.00 _____
- or
- (2) ANNUAL payments of..... \$ 890.00 _____
- or
- (1) Total Contract payment of..... \$ 1,780.00 _____

Please initial preferred payment option and services above.

Unless otherwise noted, quoted costs assume service will be provided during Cashman Equipment's normal field service hours of 07:00am to 03:30pm Monday through Friday.

The above scheduled maintenance levels will describe the condition of the generator set and switchgear at the time of our visit. Either party may cancel this agreement with a (30) day written notice.

Sincerely,

Jered Betancourt

Cashman Equipment Power Solutions
 Product Support Sales Representative
 Cell: (775) 386-3611
 Fax: (775) 332-2454
jeredbetancourt@cashmanequipment.com

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CASHMAN EQUIPMENT COMPANY
 3300 ST. ROSE PARKWAY
 HENDERSON, NV 89052
 1-800-937-2326

CUSTOMER SUPPORT AGREEMENT

Cashman Equipment Company ("Cashman") is pleased to enter into this Customer Support Agreement with you as our valued customer ("Customer").

DATES			
Proposal Date	07/02/18	Proposal Expiration Date	08/02/18
Service Start Date	08/01/18	Service End Date	07/31/20

CUSTOMER INFORMATION			
Customer Name	City of Loyaltan	Customer PO	Customer # 104779
Address (mailing)	605 School St	City	Loyaltan State CA Zip 96118
Address (billing)	PO BOX 128	City	Loyaltan State CA Zip 96118
Customer Contact	Fabian Plazola	Phone	(530) 721-1705 Ext.
Email	cityofloyaltan@digitalpath.net	Fax	()

CASHMAN INFORMATION	
Representative	Jered Betancourt Contract #
Email	jeredbetancourt@cashmanequipment.com Phone (775) 386-3611

PRICE	See attached proposal (excludes freight charges, travel time, consumables, environmental tax and sales tax unless expressly stated otherwise)
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SCOPE OF WORK	See attached proposal
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This Customer Support Agreement consists of (a) this agreement, (b) the attached proposal, (c) the customer support agreement terms and conditions available at www.CashmanEquipment.com/terms in effect on the date of the Customer's signature below and (d) all materials incorporated by reference in the customer support agreement terms and conditions. By signing below, Cashman and Customer agree to all terms and conditions of this Customer Support Agreement.

Customer may execute this Customer Support Agreement up to and including the Proposal Expiration Date listed above or (if earlier) in the attached proposal, after which the offer to enter into this Customer Support Agreement will automatically expire unless extended in writing by Cashman. If Customer modifies this Customer Support Agreement or signs this Customer Support Agreement after the Proposal Expiration Date, this Customer Support Agreement will become an offer by Customer to Cashman to perform services, which Cashman may reject or accept by signing below.


This Customer Support Agreement will be effective as of the date of the last signature below and may be executed in counterparts, each of which will be valid and enforceable so long as they are identical (if not, the version signed by Cashman will control). Facsimile and electronic signatures will be equivalent to originals.

Cashman is committed to being a value-added partner in your success. We appreciate the opportunity to support your business and look forward to working with you.

CASHMAN EQUIPMENT COMPANY

 Signature Date
 Jered Betancourt/ Power PSSR
 Printed Name / Title

CUSTOMER


 Signature Date 7-18-18
 MARK MARIN - Mayor
 Printed Name / Title



July 2, 2018

City of Loyalton
Attn: Fabian Plazola
2180 Front Street
Loyalton CA 96118

Phone #: 530-721-1705
Agreement #: R02168 Renewal
Account #: 104779 / Terms: 2
cityofloyalton@digitalpath.net

Dear Fabian,

Cashman Equipment would like to thank you for the opportunity to submit the following quote for a Scheduled Maintenance Agreement on the following generator set located at the Wastewater Treatment Plant:

- Caterpillar, model number: C9, serial number: C9E01812

From August 01, 2018 to July 31, 2020 your equipment will be visited every 180 days.

On every visit, a Level I Inspection will be performed.

A Level I service consists of the following:

- Visual Inspection** – Inspect engine, radiator and generator for debris, loose or broken fittings, hoses or wires and guards. Record findings.
- Belts** - Inspect for worn, broken or loose belts. Tighten as necessary. Record findings.
- Cooling System** - Maintain proper coolant level, inspect hoses, couplings and radiator cap. Record findings.
- Jacket Water Heater** - Check for proper operation. Adjust if applicable and necessary. Record findings.
- Air Cleaner Elements** - Check and record blockage.
- Engine Crankcase** - Check the oil level. Add if necessary.
- Governor** - Check for proper operation. Maintain oil level (if required).
- Fuel System** - Inspect for leaks, from day tank supply lines to the engine, drain water from fuel/water separator (if necessary), check fuel tank level and check fuel filter indicator (if equipped). Record findings.
- Batteries** - Maintain electrolyte level, check connections for tightness, measure battery voltage under starter load, clean corrosion on top of batteries and battery terminals. Record findings.
- Battery Charger** – Check for proper operation, adjust if necessary. Record findings.
- Engine Protective Devices** – Check; test for proper operation.
- Control Panel, Gauges and Indicators** - Inspect the condition of all gauges and indicators, replace burnt-out bulbs (if necessary), check condition of wiring. Record findings.

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Fax 775-623-4944

Start engine - Run the engine approx. 30 minutes (up to operating temperature).

Oil pressure - Inspect for proper oil pressure and record readings

Fuel pressure - Inspect for proper fuel pressure and record readings.

Frequency - Inspect for correct RPM/HZ. Adjust if needed and record readings.

Voltage - Inspect for correct voltage. Adjust if needed and record readings.

Leaks - Inspect and note any leaks, (oil, coolant, fuel, air or exhaust).

AUTOMATIC TRANSFER SWITCH (WITH PROPER AUTHORIZATION)

1. Initiate automatic transfer switch.
2. Observe operation of the automatic transfer switch.
3. Transfer building load to genset.
4. Verify voltage match with utility and genset.
5. Record duration of timers.
6. Observe operation of generator set and automatic transfer switch in the automatic mode.

AFTER UNIT IS STOPPED:

Automatic switches - Ensure that all switches are in the correct position.

Day tank - Inspect for float and pump operation, record fuel level.

Malfunction/Discrepancy - Record and report any malfunctions/discrepancies IAW this scheduled maintenance procedure to the facility manager.

REVIEW

1. Report to the facility Chief Engineer or Facility Manager.
2. Submit checklist of the reading and notes on the condition of the unit.
3. Report any discrepancies noted IAW this schedule.
4. Make recommendations if needed.

A Level II inspection and service will be performed (once) annually.

A Level II service consists of the following:

Fuel System - Change fuel filters.

Air Cleaner Elements - Change when needed. **Additional charges will apply.**

Engine Crankcase - Change engine oil and filters. **Take sample for analysis.**

Cooling System - Check for proper mixture of antifreeze. **Take sample for analysis.**

REVIEW

1. Report to the facility Chief Engineer or Facility Manager.
2. Submit checklist of the reading and notes on the condition of the unit.
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Quote # 070218-JB-C2

The following are the costs for the previous described services including travel time, labor and parts.

NOTE: Batteries will be replaced only as required and will be invoiced separately.

- (4) SEMI-ANNUAL payments of..... \$ 692.75 _____
- or
- (2) ANNUAL payments of..... \$ 1,385.50 _____
- or
- (1) Total Contract payment of..... \$ 2,771.00 _____

Please initial preferred payment option and services above.

Unless otherwise noted, quoted costs assume service will be provided during Cashman Equipment's normal field service hours of 07:00am to 03:30pm Monday through Friday.

The above scheduled maintenance levels will describe the condition of the generator set and switchgear at the time of our visit. Either party may cancel this agreement with a (30) day written notice.

Sincerely,

Jered Betancourt

Cashman Equipment Power Solutions
 Product Support Sales Representative
 Cell: (775) 386-3611
 Fax: (775) 332-2454
 jeredbetancourt@cashmanequipment.com

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CUSTOMER SUPPORT AGREEMENT

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Proposal Date	07/02/18	Proposal Expiration Date	08/02/18
Service Start Date	08/01/18	Service End Date	07/31/20

CUSTOMER INFORMATION			
Customer Name	City of Loyalton	Customer PO	Customer # 104779
Address (mailing)	605 School St	City Loyalton	State CA Zip 96118
Address (billing)	PO BOX 128	City Loyalton	State CA Zip 96118
Customer Contact	Fabian Plazola	Phone (530) 721-1705	Ext.
Email	cityofloyalton@digitalpath.net		Fax ()

CASHMAN INFORMATION	
Representative	Jered Betancourt
Contract #	
Email	jeredbetancourt@cashmanequipment.com
Phone	(775) 386-3611

PRICE	See attached proposal (excludes freight charges, travel time, consumables, environmental tax and sales tax unless expressly stated otherwise)
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SCOPE OF WORK	See attached proposal
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Customer may execute this Customer Support Agreement up to and including the Proposal Expiration Date listed above or (if earlier) in the attached proposal, after which the offer to enter into this Customer Support Agreement will automatically expire unless extended in writing by Cashman. If Customer modifies this Customer Support Agreement or signs this Customer Support Agreement after the Proposal Expiration Date, this Customer Support Agreement will become an offer by Customer to Cashman to perform services, which Cashman may reject or accept by signing below.

This Customer Support Agreement will be effective as of the date of the last signature below and may be executed in counterparts, each of which will be valid and enforceable so long as they are identical (if not, the version signed by Cashman will control). Facsimile and electronic signatures will be equivalent to originals.

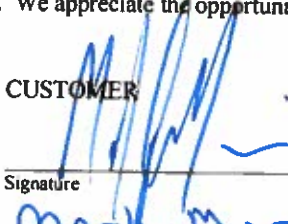
Cashman is committed to being a value-added partner in your success. We appreciate the opportunity to support your business and look forward to working with you.

CASHMAN EQUIPMENT COMPANY

Signature _____ Date _____

Jered Betancourt/ Power PSSR
 Printed Name / Title

CUSTOMER

Signature  Date 7-18-18

Mark Martin - Mayor
 Printed Name / Title

July 2, 2018

City of Loyalton
Attn: Fabian Plazola
2180 Front Street
Loyalton CA 96118

Phone #: 530-721-1705
Agreement #: R02127 Renewal
Account #: 104779 / Terms: 2
cityofloyalton@digitalpath.net

Dear Fabian,

Cashman Equipment would like to thank you for the opportunity to submit the following quote for a Scheduled Maintenance Agreement on the following generator set located at the City Hall:

- KOHLER, model number: 370771, serial number: 70RZ272

From August 01, 2018 to July 31, 2020 your equipment will be visited every 180 days.

On every visit, a Level I Inspection will be performed.

A Level I service consists of the following:

Visual Inspection – Inspect engine, radiator and generator for debris, loose or broken fittings, hoses or wires and guards. Record findings.

Belts - Inspect for worn, broken or loose belts. Tighten as necessary. Record findings.

Cooling System - Maintain proper coolant level, inspect hoses, couplings and radiator cap. Record findings.

Jacket Water Heater - Check for proper operation. Adjust if applicable and necessary. Record findings.

Air Cleaner Elements - Check and record blockage.

Engine Crankcase - Check the oil level. Add if necessary.

Governor - Check for proper operation. Maintain oil level (if required).

Fuel System - Inspect for leaks, from day tank supply lines to the engine, drain water from fuel/water separator (if necessary), check fuel tank level and check fuel filter indicator (if equipped). Record findings.

Batteries - Maintain electrolyte level, check connections for tightness, measure battery voltage under starter load, clean corrosion on top of batteries and battery terminals. Record findings.

Battery Charger – Check for proper operation, adjust if necessary. Record findings.

Engine Protective Devices – Check; test for proper operation.

Control Panel, Gauges and Indicators - Inspect the condition of all gauges and indicators, replace burnt-out bulbs (if necessary), check condition of wiring. Record findings.

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Start engine - Run the engine approx. 30 minutes (up to operating temperature).

Oil pressure - Inspect for proper oil pressure and record readings

Fuel pressure - Inspect for proper fuel pressure and record readings.

Frequency - Inspect for correct RPM/HZ. Adjust if needed and record readings.

Voltage - Inspect for correct voltage. Adjust if needed and record readings.

Leaks - Inspect and note any leaks, (oil, coolant, fuel, air or exhaust).

AUTOMATIC TRANSFER SWITCH (WITH PROPER AUTHORIZATION)

1. Initiate automatic transfer switch.
2. Observe operation of the automatic transfer switch.
3. Transfer building load to genset.
4. Verify voltage match with utility and genset.
5. Record duration of timers.
6. Observe operation of generator set and automatic transfer switch in the automatic mode.

AFTER UNIT IS STOPPED:

Automatic switches - Ensure that all switches are in the correct position.

Day tank - Inspect for float and pump operation, record fuel level.

Malfunction/Discrepancy - Record and report any malfunctions/discrepancies IAW this scheduled maintenance procedure to the facility manager.

REVIEW

1. Report to the facility Chief Engineer or Facility Manager.
2. Submit checklist of the reading and notes on the condition of the unit.
3. Report any discrepancies noted IAW this schedule.
4. Make recommendations if needed.

A Level II inspection and service will be performed (once) annually.

A Level II service consists of the following:

Fuel System - Change fuel filters.

Air Cleaner Elements - Change when needed. **Additional charges will apply.**

Engine Crankcase - Change engine oil and filters. **Take sample for analysis.**

Cooling System - Check for proper mixture of antifreeze. **Take sample for analysis.**

REVIEW

1. Report to the facility Chief Engineer or Facility Manager.
2. Submit checklist of the reading and notes on the condition of the unit.
3. Report any discrepancies noted IAW this schedule.
4. Make recommendations if needed.

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Quote # 070218-JB-C3

The following are the costs for the previous described services including travel time, labor and parts.

NOTE: Batteries will be replaced only as required and will be invoiced separately.

- (4) SEMI-ANNUAL payments of..... \$ 478.50 _____
- or
- (2) ANNUAL payments of..... \$ 957.00 _____
- or
- (1) Total Contract payment of..... \$ 1,914.00 _____

Please initial preferred payment option and services above.

Unless otherwise noted, quoted costs assume service will be provided during Cashman Equipment's normal field service hours of 07:00am to 03:30pm Monday through Friday.

The above scheduled maintenance levels will describe the condition of the generator set and switchgear at the time of our visit. Either party may cancel this agreement with a (30) day written notice.

Sincerely,

Jered Betancourt

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Kathy LeBlanc

From: Joy Markum [obejoyous@gmail.com]
Sent: Tuesday, July 10, 2018 9:04 PM
To: Kathy LeBlanc
Subject: Council Agenda

Please put on the agenda

D/PA on indemnification fees and wood stove permits

Michael H. Welbourn

Subject: Evexia Science

To: City of Loyalton, City Council

I wish to take issue and point out to the City of Loyalton on my behalf and others, also representing the East Sierra Valley Chamber of Commerce as President with regards to Evexia Science wanting to move their marijuana distribution/warehouse/business from Truckee to Loyalton.

People move to Sierra County and Sierra Valley not necessarily because of employment but to raise their families in a better environment from which they came and live a better life escaping metropolitan areas in California or elsewhere. Sierra County has very little crime, great schools, home town and country living, a great place to retire and much, much more. Free enterprise and the entrepreneurial spirit is just that, open market, free trade, but the City of Loyalton can do a lot better in business choices than a marijuana warehouse granting them a business license.

The Chamber of Commerce works to improve our tourism and business climate within Sierra County and Sierra Valley of which I can speak of. The suggested business venture offered by Evexia Science is not a good fit for the City Loyalton or our tourism especially downtown or that of our community but that is an opinion, I can't speak for Sierra County as that is not my place but given the most recent results of the last election concerning commercial growth of marijuana is a strong indicator that a business such as this is not in good taste, so to speak.

I find Evexia Science tactics or attempt at getting a business license as being under handed and that of wanting to sneak through a license and where they seek to place this facility as yet without property ownership even thinking the citizens of Loyalton should want such a business within the City limits. To be reasonable, if such a project were to move forward and what was once to be a business park in the area of the Loyalton Co-Gen now owned by American Renewable Power (ARP) would be a better fit than downtown Loyalton.

The people of Sierra County voted overwhelmingly no on commercial growing of marijuana in Sierra County which should set the tone for no commercial distribution/warehousing within Sierra County, again an opinion.

Given that Evexia Science request for a business license is on the agenda for July 17th 2018 for a marijuana drug distribution/warehouse center in downtown Loyalton, this should be tabled or voted down in the best interest of the City of Loyalton until all legal property owners are made aware of its full impact upon real estate, personal property, property values, community, City of Loyaltons business landscape, the business ethics of such a venture and in my opinion this should include that of Sierra County.

The City of Loyalton just dodged a bullet with the Board of Supervisors and sixty percent of concerned citizens as to the fitness of the City of Loyalton to remain an incorporated entity in hopes they will straighten their act up as this issue is still very much on the table of the registered voters who live within the city of Loyalton.

Thank you and my best regards,



Michael H. Welbourn

President/Board Director East Sierra Valley Chamber of Commerce info@eastsierravalleychamber.com

530-993-0453

ORDINANCE NO. 418

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOYALTON, COUNTY OF SIERRA BANNING THE ESTABLISHMENT AND OPERATION OF MEDICAL MARIJUANA DISPENSARIES WITHIN THE CITY

WHEREAS, in 1996, California voters enacted the Compassionate Use Act (CUA), which permits qualified patients and their primary caregivers to possess and cultivate marijuana for medical purposes where the medical use has been recommended by a physician; and

WHEREAS, the State enacted Senate Bill 420 to clarify the terms of the CUA, extend the scope of the CUA, and permit cities to adopt rules and regulations consistent with the CUA and Senate Bill 420; and

WHEREAS, SB 420 permits qualified patients and their primary caregivers to collectively or cooperatively cultivate marijuana for medical purposes; it does not, however, address the role of dispensaries, nor does it require municipalities to provide for medical marijuana dispensaries; and

WHEREAS, although an initial goal of the CUA was to encourage cooperation between state and federal officials, the federal Drug Enforcement Agency has enforced the Controlled Substances Act against dispensary operators and others who help supply patients in California with medical marijuana; and

WHEREAS, under the Controlled Substances Act, marijuana is a "Schedule I Drug," which is defined as a drug or other substance that has a high potential for abuse and Section 841 of the Controlled Substances Act prohibits the manufacture, distribution or dispensing of marijuana; and

WHEREAS, the United States Supreme Court has held that the federal government has the authority to prohibit the manufacture, distribution and dispensing of marijuana under the Controlled Substances Act, regardless of whether these acts are done pursuant to the CUA; and

WHEREAS, City staff and the City Attorney have consulted with other jurisdictions regarding issues relating to the establishment and operation of MMDS; and

WHEREAS, the City's Municipal Code currently does not specifically list or identify MMD's as an allowed use; and

WHEREAS, some communities with MMDS have reported adverse impacts on the health, safety, and welfare of the community such as criminal activity in and around the dispensaries, loitering, noise, traffic, complaints from neighbors regarding the smell, and inadequate property maintenance; and

WHEREAS, the operation of MMDS results in increased demands for police patrols and responses, which the Sierra County Sheriff Department is not adequately staffed to handle; and

WHEREAS, this Ordinance will not conflict with the CUA or SB 420 because it will not impact a qualified patient or primary caregiver's right to cultivate and possess medical marijuana under State law; and

WHEREAS, the presence of medical marijuana dispensaries causes adverse secondary impacts that are detrimental to the health, safety, and welfare of the community, which include, but are not limited to the substantial likelihood for increases in criminal activity, illegal drug activity, robbery of persons leaving dispensaries, loitering around dispensaries, falsely obtained identification cards, and burglaries at dispensaries; and

NOW, THEREFORE, the City Council of the City of Loyalton does ordain as follows:

Section 1. Findings

In adopting this Ordinance, the City Council finds as follows:

1. Section 841 of the Controlled Substances Act prohibits the manufacture, distribution or dispensing of marijuana, and the United States Supreme Court has held that the federal government has the authority to prohibit the manufacture, distribution and dispensing of marijuana under the Controlled Substances Act, regardless of whether these acts are done pursuant to the Compassionate Use Act.
2. State law permits qualified patients and their primary caregivers to collectively or cooperatively cultivate marijuana for medical purposes, but neither the CUA nor SB 420 addresses the legality of medical marijuana dispensaries.
3. The City's prohibition of medical marijuana dispensaries is consistent with federal law because federal law expressly prohibits dispensing marijuana
4. The City's prohibition of medical marijuana dispensaries is also consistent with State law because State law does not specifically permit MMDS, and the Ordinance will not impact a qualified patient or primary caregiver's right to cultivate and possess medical marijuana pursuant under State law.
5. The secondary impacts associated with MMDS, such as the substantial likelihood for increases in criminal activity, illegal drug activity, robbery of persons leaving dispensaries, loitering around dispensaries, falsely obtained identification cards, and burglaries at dispensaries, adversely impact the health, safety, and welfare of the community and will require increased law enforcement patrols that will place a heavy burden on the City of Loyalton and Sierra County's limited law enforcement resources.

Section 2. Compliance with California Environmental Quality Act

The City Council finds that this Ordinance is not subject to the California Environmental Quality Act ("CEQA") pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines because it has no

potential for resulting in physical change to the environment, directly or indirectly, and it prevents changes in the environment pending the completion of the contemplated study.

Section 3. Severability

If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid, the remainder of the Ordinance, including the application of such part or provision to other persons or circumstances shall not be affected thereby and shall continue in full force and effect. To this end, provisions of this ordinance are severable. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase hereof irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses, or phrases be held unconstitutional, invalid, or unenforceable.

Section 4. Effective Date and Publication

This Ordinance of the City of Loyaltan shall be effective thirty (30) days after the date of its passage. Before expiration of fifteen (15) days after its passage, this Ordinance or a summary thereof as provided in Government Code Section 36933, shall be published at least once in a newspaper of general circulation published and circulated in the City of Loyaltan, along with the names of the City Council voting for and against its passage.

This ordinance was introduced at a Regular Meeting of the City Council of the City of Loyaltan duly held on January 15, 2013. The ordinance was finally passed and adopted at the Regular Meeting of the City Council of the City of Loyaltan duly held on February 19, 2013, by the following vote:

AYES: B. Mitchell, B. Ferguson, E. Teague, C. McHenry, P. Whitley

NOES: None

ABSENT: None

ABSTAIN: None

ATTEST:


CITY CLERK, Tracy Smith

I, Tracy Smith, City Clerk of the City of Loyalty, do hereby certify that the foregoing Ordinance was duly and regularly passed by the City Council of the City of Loyalty at a Regular Meeting held on February 19, 2013.


CITY CLERK, Tracy Smith

CASHMAN

CASHMAN EQUIPMENT COMPANY
 3300 ST. ROSE PARKWAY
 HENDERSON, NV 89052
 1-800-937-2326

CUSTOMER SUPPORT AGREEMENT

Cashman Equipment Company ("Cashman") is pleased to enter into this Customer Support Agreement with you as our valued customer ("Customer").

<u>DATES</u>			
Proposal Date	07/02/18	Proposal Expiration Date	08/02/18
Service Start Date	08/01/18	Service End Date	07/31/20

<u>CUSTOMER INFORMATION</u>			
Customer Name	City of Loyalton	Customer PO	Customer # 104779
Address (mailing)	2180 Front Street	City	Loyalton State CA Zip 96118
Address (billing)	PO BOX 128	City	Loyalton State CA Zip 96118
Customer Contact	Fabian Plazola	Phone	(530) 721-1705 Ext.
Email	cityofloyalton@digitalpath.net	Fax	()

<u>CASHMAN INFORMATION</u>	
Representative	Jered Betancourt Contract #
Email	jeredbetancourt@cashmanequipment.com Phone (775) 386-3611

<u>PRICE</u>
See attached proposal (excludes freight charges, travel time, consumables, environmental tax and sales tax unless expressly stated otherwise)

<u>SCOPE OF WORK</u>
See attached proposal

This Customer Support Agreement consists of (a) this agreement, (b) the attached proposal, (c) the customer support agreement terms and conditions available at www.CashmanEquipment.com/terms in effect on the date of the Customer's signature below and (d) all materials incorporated by reference in the customer support agreement terms and conditions. By signing below, Cashman and Customer agree to all terms and conditions of this Customer Support Agreement.

Customer may execute this Customer Support Agreement up to and including the Proposal Expiration Date listed above or (if earlier) in the attached proposal, after which the offer to enter into this Customer Support Agreement will automatically expire unless extended in writing by Cashman. If Customer modifies this Customer Support Agreement or signs this Customer Support Agreement after the Proposal Expiration Date, this Customer Support Agreement will become an offer by Customer to Cashman to perform services, which Cashman may reject or accept by signing below.

This Customer Support Agreement will be effective as of the date of the last signature below and may be executed in counterparts, each of which will be valid and enforceable so long as they are identical (if not, the version signed by Cashman will control). Facsimile and electronic signatures will be equivalent to originals.

Cashman is committed to being a value-added partner in your success. We appreciate the opportunity to support your business and look forward to working with you.

CASHMAN EQUIPMENT COMPANY

CUSTOMER

Signature _____ Date _____
 Jered Betancourt/ Power PSSR
 Printed Name / Title _____

Signature _____ Date _____
 Printed Name / Title _____

July 2, 2018

City of Loyalton
Attn: Fabian Plazola
2180 Front Street
Loyalton CA 96118

Phone #: 530-721-1705
Agreement #: R02128 Renewal
Account #: 104779 / Terms: 2
cityofloyalton@digitalpath.net

Dear Fabian,

Cashman Equipment would like to thank you for the opportunity to submit the following quote for a Scheduled Maintenance Agreement on the following generator set:

- OLYMPIAN, model number: D80P4, serial number: D4P00354

From **August 01, 2018** to **July 31, 2020** your equipment will be visited every **180** days.

On every visit, a Level I Inspection will be performed.

A Level I service consists of the following:

Visual Inspection – Inspect engine, radiator and generator for debris, loose or broken fittings, hoses or wires and guards. Record findings.

Belts - Inspect for worn, broken or loose belts. Tighten as necessary. Record findings.

Cooling System - Maintain proper coolant level, inspect hoses, couplings and radiator cap. Record findings.

Jacket Water Heater - Check for proper operation. Adjust if applicable and necessary. Record findings.

Air Cleaner Elements - Check and record blockage.

Engine Crankcase - Check the oil level. Add if necessary.

Governor - Check for proper operation. Maintain oil level (if required).

Fuel System - Inspect for leaks, from day tank supply lines to the engine, drain water from fuel/water separator (if necessary), check fuel tank level and check fuel filter indicator (if equipped). Record findings.

Batteries - Maintain electrolyte level, check connections for tightness, measure battery voltage under starter load, clean corrosion on top of batteries and battery terminals. Record findings.

Battery Charger – Check for proper operation, adjust if necessary. Record findings.

Engine Protective Devices – Check; test for proper operation.

Control Panel, Gauges and Indicators - Inspect the condition of all gauges and indicators, replace burnt-out bulbs (if necessary), check condition of wiring. Record findings.

Las Vegas
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Fax 702-639-5090

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Fax 775-332-2454

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Elko, Nevada 89803
775-738-9871
Fax 775-738-7865

Winnemucca
3050 W. Railroad St.
Winnemucca, Nevada 89445
775-623-1121
Fax 775-623-4944

Start engine - Run the engine approx. 30 minutes (up to operating temperature).

Oil pressure - Inspect for proper oil pressure and record readings

Fuel pressure - Inspect for proper fuel pressure and record readings.

Frequency - Inspect for correct RPM/HZ. Adjust if needed and record readings.

Voltage - Inspect for correct voltage. Adjust if needed and record readings.

Leaks - Inspect and note any leaks, (oil, coolant, fuel, air or exhaust).

AUTOMATIC TRANSFER SWITCH (WITH PROPER AUTHORIZATION)

1. Initiate automatic transfer switch.
2. Observe operation of the automatic transfer switch.
3. Transfer building load to genset.
4. Verify voltage match with utility and genset.
5. Record duration of timers.
6. Observe operation of generator set and automatic transfer switch in the automatic mode.

AFTER UNIT IS STOPPED:

Automatic switches - Ensure that all switches are in the correct position.

Day tank - Inspect for float and pump operation, record fuel level.

Malfunction/Discrepancy - Record and report any malfunctions/discrepancies IAW this scheduled maintenance procedure to the facility manager.

REVIEW

1. Report to the facility Chief Engineer or Facility Manager.
2. Submit checklist of the reading and notes on the condition of the unit.
3. Report any discrepancies noted IAW this schedule.
4. Make recommendations if needed.

A Level II inspection and service will be performed (once) annually.

A Level II service consists of the following:

Fuel System - Change fuel filters.

Air Cleaner Elements - Change when needed. **Additional charges will apply.**

Engine Crankcase - Change engine oil and filters. **Take sample for analysis.**

Cooling System - Check for proper mixture of antifreeze. **Take sample for analysis.**

REVIEW

1. Report to the facility Chief Engineer or Facility Manager.
2. Submit checklist of the reading and notes on the condition of the unit.
3. Report any discrepancies noted IAW this schedule.
4. Make recommendations if needed.

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Fax 775-823-4944



Quote # 070218-JB-C1

The following are the costs for the previous described services including travel time, labor and parts.

NOTE: Batteries will be replaced only as required and will be invoiced separately.

- (4) SEMI-ANNUAL payments of..... \$ 445.00 _____
- or
- (2) ANNUAL payments of..... \$ 890.00 _____
- or
- (1) Total Contract payment of..... \$ 1,780.00 _____

Please initial preferred payment option and services above.

Unless otherwise noted, quoted costs assume service will be provided during Cashman Equipment's normal field service hours of 07:00am to 03:30pm Monday through Friday.

The above scheduled maintenance levels will describe the condition of the generator set and switchgear at the time of our visit. Either party may cancel this agreement with a (30) day written notice.

Sincerely,

Jered Betancourt

Cashman Equipment Power Solutions
 Product Support Sales Representative
 Cell: (775) 386-3611
 Fax: (775) 332-2454
 jeredbetancourt@cashmanequipment.com

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CASHMAN

CASHMAN EQUIPMENT COMPANY
 3300 ST. ROSE PARKWAY
 HENDERSON, NV 89052
 1-800-937-2326

CUSTOMER SUPPORT AGREEMENT

Cashman Equipment Company ("Cashman") is pleased to enter into this Customer Support Agreement with you as our valued customer ("Customer").

DATES			
Proposal Date	07/02/18	Proposal Expiration Date	08/02/18
Service Start Date	08/01/18	Service End Date	07/31/20

CUSTOMER INFORMATION			
Customer Name	City of Loyalton	Customer PO	Customer # 104779
Address (mailing)	2180 Front Street	City	Loyalton State CA Zip 96118
Address (billing)	PO BOX 128	City	Loyalton State CA Zip 96118
Customer Contact	Fabian Plazola	Phone	(530) 721-1705 Ext.
Email	cityofloyalton@digitalpath.net		Fax ()

CASHMAN INFORMATION	
Representative	Jered Betancourt Contract #
Email	jeredbetancourt@cashmanequipment.com Phone (775) 386-3611

PRICE	See attached proposal (excludes freight charges, travel time, consumables, environmental tax and sales tax unless expressly stated otherwise)
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SCOPE OF WORK	See attached proposal
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This Customer Support Agreement consists of (a) this agreement, (b) the attached proposal, (c) the customer support agreement terms and conditions available at www.CashmanEquipment.com/terms in effect on the date of the Customer's signature below and (d) all materials incorporated by reference in the customer support agreement terms and conditions. By signing below, Cashman and Customer agree to all terms and conditions of this Customer Support Agreement.

Customer may execute this Customer Support Agreement up to and including the Proposal Expiration Date listed above or (if earlier) in the attached proposal, after which the offer to enter into this Customer Support Agreement will automatically expire unless extended in writing by Cashman. If Customer modifies this Customer Support Agreement or signs this Customer Support Agreement after the Proposal Expiration Date, this Customer Support Agreement will become an offer by Customer to Cashman to perform services, which Cashman may reject or accept by signing below.

This Customer Support Agreement will be effective as of the date of the last signature below and may be executed in counterparts, each of which will be valid and enforceable so long as they are identical (if not, the version signed by Cashman will control). Facsimile and electronic signatures will be equivalent to originals.

Cashman is committed to being a value-added partner in your success. We appreciate the opportunity to support your business and look forward to working with you.

CASHMAN EQUIPMENT COMPANY

CUSTOMER

Signature _____ Date _____
 Jered Betancourt/ Power PSSR
 Printed Name / Title

Signature _____ Date _____

 Printed Name / Title

July 2, 2018

City of Loyalton
Attn: Fabian Plazola
2180 Front Street
Loyalton CA 96118

Phone #: 530-721-1705
Agreement #: R02168 Renewal
Account #: 104779 / Terms: 2
cityofloyalton@digitalpath.net

Dear Fabian,

Cashman Equipment would like to thank you for the opportunity to submit the following quote for a Scheduled Maintenance Agreement on the following generator set located at the Wastewater Treatment Plant:

- Caterpillar, model number: C9, serial number: C9E01812

From **August 01, 2018** to **July 31, 2020** your equipment will be visited every **180** days.

On every visit, a Level I Inspection will be performed.

A Level I service consists of the following:

Visual Inspection – Inspect engine, radiator and generator for debris, loose or broken fittings, hoses or wires and guards. Record findings.

Belts - Inspect for worn, broken or loose belts. Tighten as necessary. Record findings.

Cooling System - Maintain proper coolant level, inspect hoses, couplings and radiator cap. Record findings.

Jacket Water Heater - Check for proper operation. Adjust if applicable and necessary. Record findings.

Air Cleaner Elements - Check and record blockage.

Engine Crankcase - Check the oil level. Add if necessary.

Governor - Check for proper operation. Maintain oil level (if required).

Fuel System - Inspect for leaks, from day tank supply lines to the engine, drain water from fuel/water separator (if necessary), check fuel tank level and check fuel filter indicator (if equipped). Record findings.

Batteries - Maintain electrolyte level, check connections for tightness, measure battery voltage under starter load, clean corrosion on top of batteries and battery terminals. Record findings.

Battery Charger – Check for proper operation, adjust if necessary. Record findings.

Engine Protective Devices – Check; test for proper operation.

Control Panel, Gauges and Indicators - Inspect the condition of all gauges and indicators, replace burnt-out bulbs (if necessary), check condition of wiring. Record findings.

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Fax 702-639-5090

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Fax 775 332 2454

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Fax 775-738-7865

Winnemucca
3050 W. Railroad St.
Winnemucca, Nevada 89445
775-623 1121
Fax 775-623-4944

Start engine - Run the engine approx. 30 minutes (up to operating temperature).

Oil pressure - Inspect for proper oil pressure and record readings

Fuel pressure - Inspect for proper fuel pressure and record readings.

Frequency - Inspect for correct RPM/HZ. Adjust if needed and record readings.

Voltage - Inspect for correct voltage. Adjust if needed and record readings.

Leaks - Inspect and note any leaks, (oil, coolant, fuel, air or exhaust).

AUTOMATIC TRANSFER SWITCH (WITH PROPER AUTHORIZATION)

1. Initiate automatic transfer switch.
2. Observe operation of the automatic transfer switch.
3. Transfer building load to genset.
4. Verify voltage match with utility and genset.
5. Record duration of timers.
6. Observe operation of generator set and automatic transfer switch in the automatic mode.

AFTER UNIT IS STOPPED:

Automatic switches - Ensure that all switches are in the correct position.

Day tank - Inspect for float and pump operation, record fuel level.

Malfunction/Discrepancy - Record and report any malfunctions/discrepancies IAW this scheduled maintenance procedure to the facility manager.

REVIEW

1. Report to the facility Chief Engineer or Facility Manager.
2. Submit checklist of the reading and notes on the condition of the unit.
3. Report any discrepancies noted IAW this schedule.
4. Make recommendations if needed.

A Level II inspection and service will be performed (once) annually.

A Level II service consists of the following:

Fuel System - Change fuel filters.

Air Cleaner Elements - Change when needed. **Additional charges will apply.**

Engine Crankcase - Change engine oil and filters. **Take sample for analysis.**

Cooling System - Check for proper mixture of antifreeze. **Take sample for analysis.**

REVIEW

1. Report to the facility Chief Engineer or Facility Manager.
2. Submit checklist of the reading and notes on the condition of the unit.
3. Report any discrepancies noted IAW this schedule.
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Quote # 070218-JB-C2

The following are the costs for the previous described services including travel time, labor and parts.

NOTE: Batteries will be replaced only as required and will be invoiced separately.

- (4) SEMI-ANNUAL payments of..... \$ 692.75 _____
- or
- (2) ANNUAL payments of..... \$ 1,385.50 _____
- or
- (1) Total Contract payment of..... \$ 2,771.00 _____

Please initial preferred payment option and services above.

Unless otherwise noted, quoted costs assume service will be provided during Cashman Equipment's normal field service hours of 07:00am to 03:30pm Monday through Friday.

The above scheduled maintenance levels will describe the condition of the generator set and switchgear at the time of our visit. Either party may cancel this agreement with a (30) day written notice.

Sincerely,

Jered Betancourt

Cashman Equipment Power Solutions
 Product Support Sales Representative
 Cell: (775) 386-3611
 Fax: (775) 332-2454
 jeredbetancourt@cashmanequipment.com

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CASHMAN

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 HENDERSON, NV 89052
 1-800-937-2326

CUSTOMER SUPPORT AGREEMENT

Cashman Equipment Company ("Cashman") is pleased to enter into this Customer Support Agreement with you as our valued customer ("Customer").

<u>DATES</u>			
Proposal Date	07/02/18	Proposal Expiration Date	08/02/18
Service Start Date	08/01/18	Service End Date	07/31/20

<u>CUSTOMER INFORMATION</u>			
Customer Name	City of Loyalton	Customer PO	Customer # 104779
Address (mailing)	2180 Front Street	City	Loyalton State CA Zip 96118
Address (billing)	PO BOX 128	City	Loyalton State CA Zip 96118
Customer Contact	Fabian Plazola	Phone	(530) 721-1705 Ext.
Email	cityofloyalton@digitalpath.net		Fax ()

<u>CASHMAN INFORMATION</u>	
Representative	Jered Betancourt Contract #
Email	jeredbetancourt@cashmanequipment.com Phone (775) 386-3611

<u>PRICE</u>
See attached proposal (excludes freight charges, travel time, consumables, environmental tax and sales tax unless expressly stated otherwise)

<u>SCOPE OF WORK</u>
See attached proposal

This Customer Support Agreement consists of (a) this agreement, (b) the attached proposal, (c) the customer support agreement terms and conditions available at www.CashmanEquipment.com/terms in effect on the date of the Customer's signature below and (d) all materials incorporated by reference in the customer support agreement terms and conditions. By signing below, Cashman and Customer agree to all terms and conditions of this Customer Support Agreement.

Customer may execute this Customer Support Agreement up to and including the Proposal Expiration Date listed above or (if earlier) in the attached proposal, after which the offer to enter into this Customer Support Agreement will automatically expire unless extended in writing by Cashman. If Customer modifies this Customer Support Agreement or signs this Customer Support Agreement after the Proposal Expiration Date, this Customer Support Agreement will become an offer by Customer to Cashman to perform services, which Cashman may reject or accept by signing below.

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Cashman is committed to being a value-added partner in your success. We appreciate the opportunity to support your business and look forward to working with you.

CASHMAN EQUIPMENT COMPANY

CUSTOMER

Signature _____ Date _____
 Jered Betancourt/ Power PSSR
 Printed Name / Title

Signature _____ Date _____

 Printed Name / Title

July 2, 2018

City of Loyalton
Attn: Fabian Plazola
2180 Front Street
Loyalton CA 96118

Phone #: 530-721-1705
Agreement #: R02127 Renewal
Account #: 104779 / Terms: 2
cityofloyalton@digitalpath.net

Dear Fabian,

Cashman Equipment would like to thank you for the opportunity to submit the following quote for a Scheduled Maintenance Agreement on the following generator set located at the City Hall:

- KOHLER, model number: 370771, serial number: 70RZ272

From **August 01, 2018** to **July 31, 2020** your equipment will be visited every **180** days.

On every visit, a Level I Inspection will be performed.

A Level I service consists of the following:

Visual Inspection – Inspect engine, radiator and generator for debris, loose or broken fittings, hoses or wires and guards. Record findings.

Belts - Inspect for worn, broken or loose belts. Tighten as necessary. Record findings.

Cooling System - Maintain proper coolant level, inspect hoses, couplings and radiator cap. Record findings.

Jacket Water Heater - Check for proper operation. Adjust if applicable and necessary. Record findings.

Air Cleaner Elements - Check and record blockage.

Engine Crankcase - Check the oil level. Add if necessary.

Governor - Check for proper operation. Maintain oil level (if required).

Fuel System - Inspect for leaks, from day tank supply lines to the engine, drain water from fuel/water separator (if necessary), check fuel tank level and check fuel filter indicator (if equipped). Record findings.

Batteries - Maintain electrolyte level, check connections for tightness, measure battery voltage under starter load, clean corrosion on top of batteries and battery terminals. Record findings.

Battery Charger – Check for proper operation, adjust if necessary. Record findings.

Engine Protective Devices – Check; test for proper operation.

Control Panel, Gauges and Indicators - Inspect the condition of all gauges and indicators, replace burnt-out bulbs (if necessary), check condition of wiring. Record findings.

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Start engine - Run the engine approx. 30 minutes (up to operating temperature).

Oil pressure - Inspect for proper oil pressure and record readings

Fuel pressure - Inspect for proper fuel pressure and record readings.

Frequency - Inspect for correct RPM/HZ. Adjust if needed and record readings.

Voltage - Inspect for correct voltage. Adjust if needed and record readings.

Leaks - Inspect and note any leaks, (oil, coolant, fuel, air or exhaust).

AUTOMATIC TRANSFER SWITCH (WITH PROPER AUTHORIZATION)

1. Initiate automatic transfer switch.
2. Observe operation of the automatic transfer switch.
3. Transfer building load to genset.
4. Verify voltage match with utility and genset.
5. Record duration of timers.
6. Observe operation of generator set and automatic transfer switch in the automatic mode.

AFTER UNIT IS STOPPED:

Automatic switches - Ensure that all switches are in the correct position.

Day tank - Inspect for float and pump operation, record fuel level.

Malfunction/Discrepancy - Record and report any malfunctions/discrepancies IAW this scheduled maintenance procedure to the facility manager.

REVIEW

1. Report to the facility Chief Engineer or Facility Manager.
2. Submit checklist of the reading and notes on the condition of the unit.
3. Report any discrepancies noted IAW this schedule.
4. Make recommendations if needed.

A Level II inspection and service will be performed (once) annually.

A Level II service consists of the following:

Fuel System - Change fuel filters.

Air Cleaner Elements - Change when needed. **Additional charges will apply.**

Engine Crankcase - Change engine oil and filters. **Take sample for analysis.**

Cooling System - Check for proper mixture of antifreeze. **Take sample for analysis.**

REVIEW

1. Report to the facility Chief Engineer or Facility Manager.
2. Submit checklist of the reading and notes on the condition of the unit.
3. Report any discrepancies noted IAW this schedule.
4. Make recommendations if needed.

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Fax 775-623-4944



The following are the costs for the previous described services including travel time, labor and parts.

NOTE: Batteries will be replaced only as required and will be invoiced separately.

- (4) SEMI-ANNUAL payments of..... \$ 478.50 _____
or
- (2) ANNUAL payments of..... \$ 957.00 _____
or
- (1) Total Contract payment of..... \$ 1,914.00 _____

Please initial preferred payment option and services above.

Unless otherwise noted, quoted costs assume service will be provided during Cashman Equipment's normal field service hours of 07:00am to 03:30pm Monday through Friday.

The above scheduled maintenance levels will describe the condition of the generator set and switchgear at the time of our visit. Either party may cancel this agreement with a (30) day written notice.

Sincerely,

Jered Betancourt

Cashman Equipment Power Solutions
Product Support Sales Representative
Cell: (775) 386-3611
Fax: (775) 332-2454
jeredbetancourt@cashmanequipment.com

Las Vegas
P.O. 271630
Las Vegas, Nevada 89127-1630
702-649-8777
Fax 702-639-5090

Reno
P.O. 7520
Reno, Nevada 89510
775-358-5111
Fax 775-332-2454

Elko
P.O. 2028
Elko, Nevada 89803
775-738-9871
Fax 775-738-7065

Winnemucca
3050 W Railroad St
Winnemucca, Nevada 89445
775-623-1121
Fax 775-623-4944

City of Loyalton
Financial Report
 As of July 11, 2018

	Jul 11, 18
ASSETS	
Current Assets	
Checking/Savings	
Enterprise Loan MM 0559	248,076.34
General Funds	
General Checking 1956- NEW	135,089.03
General Contingency Saving 0322	129,733.95
Total General Funds	264,822.98
Designated Funds	
WWTP Settlement MM 4321	2,645,478.22
Fire Dept. Reserve 7243	94,623.19
WWTP Construction 1990	9,328.49
Community Dev Block Grant 0059	5,682.11
Total Designated Funds	2,755,112.01
Cash Drawer	450.00
Total Checking/Savings	3,268,461.33
Accounts Receivable	
Accounts Receivable	77,313.95
Total Accounts Receivable	77,313.95
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	-40.82
General Accounts Receivable	-600.00
Accounts Receivable- Government - Other	-100.00
Total Accounts Receivable- Government	-740.82
Accounts Receivable- Proprietar	
Reserve for Bad Debt	-188,104.18
Accts Receivable- Late Fees Wat	4,450.97
Accts Receivable- Late Fees Sew	11,317.96
Sewer Ent. Accounts Receivable	107,541.10
Water Ent. Accounts Receivable	
Reconnect fee	-857.58
Water Ent. Accounts Receivable - Other	52,833.53
Total Water Ent. Accounts Receivable	51,975.95
Total Accounts Receivable- Proprietar	-12,818.20
Total Other Current Assets	270,128.36
Total Current Assets	3,615,903.64
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	1,352,092.86
Accumulated Depreciation	-4,619,593.00
Total Fixed Assets	10,020,470.54
Total Fixed Assets	10,020,470.54
TOTAL ASSETS	13,636,374.18

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

	Jul 11, 18
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	36,779.10
Total Accounts Payable	36,779.10
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	27,267.01
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	-1,742.25
State Taxes	136.34
Federal Taxes	-135.79
Payroll Liabilities - Other	9,278.10
Total Payroll Liabilities	7,536.40
Total Other Current Liabilities	371,502.51
Total Current Liabilities	408,281.61
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	5,582,795.14
Equity	
Unassigned (Fund Equity)	199,791.14
Reserved Funds	32,967.98
Invested in Fixed Assets	4,956,179.67
Unreserved Fund Balance	2,541,902.07
Net Income	322,738.18
Total Equity	8,053,579.04
TOTAL LIABILITIES & EQUITY	13,636,374.18

City of Loyalton
Revenue & Expenditures
 July 1 - 11, 2018

	Jul 1 - 11, 18
Ordinary Income/Expense	
Income	
Intergovernmental - Federal	
USDA Grant	362,797.00
Total Intergovernmental - Federal	362,797.00
Charges for Current Services	
Rent Income	900.00
Service Area Revenue	10,000.00
Total Charges for Current Services	10,900.00
Total Income	373,697.00
Gross Profit	373,697.00
Expense	
Repairs & Maintenance	1,769.00
Equipment Repair & Maintenance	3,674.04
Salaries and Wages	
Workers Comp.	4,483.90
Total Salaries and Wages	4,483.90
Employee Benefits	
Nationwide City	48.36
Health Insurance	254.67
Total Employee Benefits	303.03
Services and Supplies	
Advertising	86.25
Contracted Services	
Professional Fees	1,250.00
Total Contracted Services	1,250.00
Insurance	
Liability Insurance	19,464.31
Property Insurance	15,736.18
Insurance - Other	243.00
Total Insurance	35,443.49
Office Expense	348.00
Telephone	15.00
Services and Supplies - Other	3,586.11
Total Services and Supplies	40,728.85
Total Expense	50,958.82
Net Ordinary Income	322,738.18
Net Income	322,738.18

4:21 PM
07/11/18
Cash Basis

City of Loyalton
Bills Paid

As of July 11, 2018

Type	Date	Num	Name	Memo	Paid Amount
Enterprise Loan MM 0559					
Check	06/30/2018			Service Charge	-2.00
Bill Pmt -Check	07/03/2018	155	USDA 92-01	Case #04-046-0946000364, Code 92, Loan Num...	-51,147.09
Bill Pmt -Check	07/03/2018	156	USDA 92-03	Case # 04-046-0946000364, Code 92, Loan Num...	-7,306.54
Bill Pmt -Check	07/03/2018	157	USDA 92-07	Case #04-046-0946000364, Code 92 Loan 07	-104,425.00
Total Enterprise Loan MM 0559					-162,880.63
General Funds					
General Checking 1956- NEW					
Liability Check	06/29/2018	EFT	Employment Development De...	69817369 (PPE 06.23.2018)	-14.76
Liability Check	06/29/2018	EFT	Employment Development De...	69817369 (PPE 06.23.2018)	-0.15
Liability Check	06/29/2018	EFT	US Treasury-941	94-6000364 (PPE 06.23.2018)	-736.40
Bill Pmt -Check	06/29/2018	EFT	Nationwide		-142.33
Bill Pmt -Check	07/03/2018	EFT	Bank of America	5472064000010235	-1,483.86
Bill Pmt -Check	07/11/2018	EFT	Pitney Bowes Supplies	Account 0015184768	-182.30
Bill Pmt -Check	06/26/2018	5083	Amerigas*	201913977	-802.11
Bill Pmt -Check	06/26/2018	5084	AT&T CALNET 3		-88.36
Bill Pmt -Check	06/26/2018	5085	California Rural Water Associ...	Membership Dues, Sep 2018 - Sep 2019	-495.00
Bill Pmt -Check	06/26/2018	5086	Pape Machinery - POWERPL...	Account 8850390707 (PO 6724) 3-Lawn Mower B...	-56.08
Bill Pmt -Check	06/26/2018	5087	Sierra Environmental Monitori...	LOY-001	-145.00
Bill Pmt -Check	06/26/2018	5088	State Controller's Office	Annual Street Report 16/17 FY, Customer ID:CIT...	-1,429.66
Bill Pmt -Check	06/26/2018	5089	USA Blue Book	Customer No. 70944, Inv. 590322 PO 6746	-91.09
Bill Pmt -Check	06/26/2018	5090	Verizon Wireless	370745244-000001	-38.01
Paycheck	06/29/2018	5091	Jordan, Keith S.		-1,189.67
Paycheck	06/29/2018	5092	LeBlanc, Katherine L.		-726.21
Paycheck	06/29/2018	5093	Markum, Joy L.		-45.72
Paycheck	06/29/2018	5094	Rogers, Nancy R.		-45.72
Paycheck	06/29/2018	5095	Smith, Tracy A.		-613.12
Paycheck	06/29/2018	5096	LeBlanc, Katherine L.		-138.52
Paycheck	06/29/2018	5097	Smith, Tracy A.		-128.03
Paycheck	06/29/2018	5098	Marin, Mark J.		-45.72
Bill Pmt -Check	06/28/2018	5099	POSTMASTER	July 2018 Water/Sewer Billing	-93.80
Bill Pmt -Check	06/29/2018	5100	Kathy LeBlanc	Mileage Reimbursement - SCORE 06.14.2018 & ...	-207.10
Check	06/28/2018	5101	Barone Demolition	Indemnification Deposit Refund (712 Main St.) Cr...	-250.00
Check	06/28/2018	5102	James Bevins	Indemnification Deposit Refund (10 Jones St.) Cr...	-250.00
Bill Pmt -Check	07/03/2018	5103	Sierra Booster	Maintenance Worker Position-06.14.2018 Publishi...	-55.00
Bill Pmt -Check	07/03/2018	5104	Sierra Environmental Monitori...	LOY-001	-244.00
Bill Pmt -Check	07/03/2018	5105	Thatcher Company	39500	-709.00
Bill Pmt -Check	07/03/2018	5106	Liberty Utilities		-4,288.30
Paycheck	06/30/2018	5107	Marsh, Jacob T.		-603.96
Bill Pmt -Check	07/11/2018	5114	Current Electric & Alarm	Inv. 9214 (System Monitoring 3rd qtr.)	-120.00
Bill Pmt -Check	07/11/2018	5115	Feather Publishing	WWTP Operator Worker Ad (Account 00015481)	-26.25
Bill Pmt -Check	07/11/2018	5116	Home Depot	6035322501434199	-192.14
Bill Pmt -Check	07/11/2018	5117	Plumas-Sierra Telecomm.	Broadband, Account # 37225 (07.01.2018-07.31.2...	-109.00
Bill Pmt -Check	07/11/2018	5118	Plumas Sierra Rural Electric		-2,840.11
Bill Pmt -Check	07/11/2018	5119	Porter Simon Professional Ser...	92132-13200M	-1,040.00
Bill Pmt -Check	07/11/2018	5120	S.C.O.R.E.	VOID:	0.00
Bill Pmt -Check	07/11/2018	5121	Sierra Controls, LLC	Project SR18-2629 Loyalton-Irrigation Wet Well H...	-657.64
Bill Pmt -Check	07/11/2018	5122	Sierra Environmental Monitori...	LOY-001	-622.00
Bill Pmt -Check	07/11/2018	5123	SVHC- Sierra Valley Home Ce...	1100	-53.95
Bill Pmt -Check	07/11/2018	5124	WIN-911 Software	WIN-911-MAINT-R (Annual Maintenance & Supp...	-495.00
Bill Pmt -Check	07/11/2018	5125	Xerox Corporation	951429299	-348.00
Bill Pmt -Check	07/11/2018	5126	S.C.O.R.E.	1QTR 2018/19 Comp	-4,483.90
Bill Pmt -Check	07/11/2018	5127	S.C.O.R.E.	2018-2019 EAP Insurance (Annual)	-243.00
Bill Pmt -Check	07/11/2018	5128	S.C.O.R.E.	2018-2019 Property/Liability Insurance	-2,933.37
Total General Checking 1956- NEW					-29,503.34
General Contingency Saving 0322					
Total General Contingency Saving 0322					
Total General Funds					-29,503.34
Designated Funds					
WWTP Settlement MM 4321					
Bill Pmt -Check	06/26/2018	0104	Amiad USA Inc.	P.O. 6736 USDA Grant Funded for WWTP Repairs	-1,657.46
Bill Pmt -Check	06/26/2018	0105	Jones Precision Key & Lock	PO 6764 (USDA PP67)	-3,586.11
Bill Pmt -Check	06/26/2018	0106	Kunsmann Fence Company	Fence Replacement-WWTP (USDA-Farr West) P...	-1,769.00

4:21 PM
07/11/18
Cash Basis

City of Loyalton
Bills Paid

As of July 11, 2018

Type	Date	Num	Name	Memo	Paid Amount
Bill Pmt -Check	06/26/2018	0107	Precision Crane & Hoist Servi...	Inv. 27374 (PO 6765) USDA-FarrWest (PP 67)	-760.00
Total WWTP Settlement MM 4321					-7,772.57
WWTP Construction 1990					
Check	06/30/2018			Service Charge	-2.00
Bill Pmt -Check	07/03/2018	1199	Energy Systems	PO No. 6737 Kubota Engine Mobile Generator w/...	-13,352.63
Bill Pmt -Check	07/03/2018	1200	Farr West Engineering		-43,800.24
Bill Pmt -Check	07/03/2018	1201	Hoffman Southwest Corp.		-72,804.77
Bill Pmt -Check	07/03/2018	1202	PAC MACHINE CO., INC.	PO 6730 City of Loyalton Pump (USDA-Farr West)	-30,899.00
Bill Pmt -Check	07/03/2018	1203	Pape Machinery	1115021	-100,828.31
Bill Pmt -Check	07/03/2018	1204	Ryan Process Inc.		-6,845.10
Bill Pmt -Check	07/03/2018	1205	Sierra Controls, LLC	Project 18-5621-PMA Loyalton-Preventive Mainte...	-56,280.00
Bill Pmt -Check	07/11/2018	1206	WWTP Settlement 4321	USDA Reimbursement for WWTP Project Vendor...	-33,628.97
Total WWTP Construction 1990					-358,441.02
Community Dev Block Grant 0059					
Total Community Dev Block Grant 0059					
Total Designated Funds					-366,213.59
TOTAL					-558,597.56

City of Loyalton
Unpaid Bills
As of July 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
Audit Adjustments 2015					
General Journal	07/01/2017	COLR...			-3,753.00
Total Audit Adjustments 2015					-3,753.00
Hach Company					
Bill	06/13/2018	Inv. 11...	07/13/2018		4,299.30
Total Hach Company					4,299.30
Home Depot					
Credit	08/12/2017	9292845			-13.48
Deposit	02/02/2018	16400...			13.48
Total Home Depot					0.00
Pape Machinery - POWERPLAN					
Credit	11/26/2014	CM 92...			-6.00
Total Pape Machinery - POWERPLAN					-6.00
S.C.O.R.E.					
Bill	07/01/2018	FY19 ...	06/30/2019		32,267.12
Total S.C.O.R.E.					32,267.12
Sierra County Auditor					
Bill	07/03/2018	Augus...	08/01/2018		1,250.00
Total Sierra County Auditor					1,250.00
Western Hydro Corporation					
Credit	07/02/2014	CM 15...			-299.37
Total Western Hydro Corporation					-299.37
TOTAL					36,404.65

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	08/03/18	
	Water		1,500.00
	Sewer		4,500.00
General Fund	Enterprise Loan MM 0559	8/10/18	
	Water		1,500.00
	Sewer		4,500.00
General Fund	Enterprise Loan MM 0559	8/17/18	
	Water		1,500.00
	Sewer		4,500.00
General Fund	Enterprise Loan MM 0559	8/24/18	
	Water		1,500.00
	Sewer		4,500.00
General Fund	Enterprise Loan MM 0559	8/31/18	
	Water		1,500.00
	Sewer		4,500.00

THIS TOTAL

\$30,000.00

This authorization took place at the council meeting held on 7/17/18 and will be further reflected in the council minutes of this meeting.

Authorized Signature

Mark Marin, Mayor, Dated 7/17/18

Acknowledgement of Approval, City of Loyaltyon

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

Transfer From	Transfer To	Date	Amount
WWTP Constr. (1990)	WWTP Settlement (4321)	07.17.2018	\$33,628.97
TOTAL			\$33,628.97

This authorization took place at the regular council meeting held on 07/17/2018 and will be further reflected in the council minutes of this meeting.

Authorized Signature _____

Mark Marin, Mayor, Dated 07/17/2018



BETTY T. YEE
California State Controller

June 28, 2018

Ms. Tracy Smith
Bookkeeper
City of Loyalton
PO Box 128
Loyalton, CA 96118

Dear Ms. Smith:

The State Controller's Office, Division of Audits, is available to assist in preparing your fiscal year 2017-18 Annual Street Report on a cost-recovery basis. The estimated cost for our assistance should not exceed \$1500. This preparation fee may be charged to your Special Gas Tax Street Improvement Fund.

If you would like our office to provide this service, please complete and return:

- The Contract for Services to Prepare the Annual Street Report (three copies); and
- The Contract Information Sheet for scheduling assistance.

Please return the above documents by July 31, 2018, to the attention of Lisa Tam at the State Controller's Office, Division of Audits, Local Government Audits Bureau, Post Office Box 942850, Sacramento, California 94250-5874.

Scheduling priority will be given to those who respond promptly. If you have any questions, please contact Masha Vorobyova at (916) 324-5610 or email at AUDStreetsRoads@sco.ca.gov.

Sincerely,

A handwritten signature in blue ink, appearing to read "Efren Loste".

EFREN LOSTE, Chief
Local Government Audits Bureau
Division of Audits

EL/lt

Enclosures



BETTY T. YEE
California State Controller

**CONTRACT FOR SERVICES TO PREPARE
THE ANNUAL STREET REPORT**

This contract is executed in triplicate, between the Office of the State Controller, Division of Audits, and the City of Loyalton.

Whereas Section 2151 of the *California Streets and Highways Code* requires the cities to file an Annual Street Report;

Whereas Section 2151 of the *California Streets and Highways Code* requires this Report to be filed with the Controller on or before October 1 of each year; and

Whereas the Controller is able to furnish and the city wishes to receive the services of the Controller to prepare its report; now therefore, in consideration of the following promises and conditions, the parties hereby agree that:

- I. For the fiscal year ended June 30, 2018, the Controller shall assist in the preparation of the city's report.
- II. The report shall be in the form prescribed by the Controller.
- III. The report shall include a statement of all revenues and expenditures concerning city streets, and shall be prepared from the city's records made available to the Controller.
- IV. The report will be prepared from the city's unaudited records, and no determination shall be made at time of preparation regarding the accuracy of the records or the legality of the expenditures reported herein. The city understands that the report is subject to subsequent review by the Controller and exceptions may be taken at the time regarding the legality of expenditures contained in the report or the accuracy of the records from which the report was prepared.
- V. The Controller will furnish sufficient personnel to complete the report on or before October 1, 2018, except that the Controller is excused from such date if the city's accounting records and personnel are not ready for the preparation of the report at the time scheduled by the Controller and the city or if circumstances beyond the control of the parties prevent completion.
- VI. The city will designate a management-level individual to be responsible and accountable for overseeing the non-audit service.
- VII. The city will establish and monitor the performance of the non-audit service to ensure that it meets management's objectives.

- VIII. The city will make any decision that involves management functions related to the non-audit service and accepts full responsibility for such decisions.
- IX. The city will evaluate the adequacy of the services performed and any findings that result.
- X. This contract is subject to the Controller's charges for services rendered, and such charges shall be computed in accordance with Sections 8755 and 8755.1 of the *State Administrative Manual*. Charges shall include both direct and indirect costs, and shall be expressed in dollars per unit time whenever possible.
- XI. Except as provided in paragraph XII, the aggregate cost of services provided under this agreement shall not exceed \$1500.
- XII. If unforeseen circumstances develop during the course of the Controller's preparation of the report and additional time is needed to complete preparation, the parties will confer; and if it is agreed that the preparation of the report is to continue, the Controller is to be compensated for any additional time required. In any case, the Controller shall be compensated for services rendered prior to the development of such unforeseen circumstances.
- XIII. Upon completion of the report, the Controller will furnish one copy to the city and will retain one copy.
- XIV. The city will pay the Controller for services rendered in a timely manner (including additional time pursuant to paragraph XII) and hereby warrants that funds are available from which payment may be made.
- XV. Either party may terminate this contract by giving seven days written notice. Notice may be served in person or by mail on the officer at the following address and is effective upon receipt. During the seven-day period, the Controller may continue with the preparation of the report then in progress.

Efren Loste, Chief
 Local Government Audits Bureau
 Division of Audits
 Post Office Box 942850
 Sacramento, CA 94250-5874

City of Loyalton

BETTY T. YEE
 STATE CONTROLLER

By: _____
 Signature

By: _____

Printed Name:

JEFFREY V. BROWNFIELD
 Chief, Division of Audits

Title: _____

Date: _____

Address: _____

Date: _____



Tracy Smith <loyalton.klombardi@gmail.com>

Evexia

Bradford Liebman <bliebman@comcast.net>
To: loyalton.klombardi@gmail.com
Cc: Jeffrey Naughton <jeffrey@jeffreynaughton.com>

Tue, Jul 17, 2018 at 9:36 AM

Dear Loyalton City of Commerce:

My name is Bradford Liebman. I am 79 years old and suffer from diabetes and a very difficult tremor. I have been under the care of many physicians of every specialty in the effort to solve this problem. No one was able to help me - I was quite helpless -until now. Under the advice and care of Jeffrey Naughton and his fine staff at Evexia, I am now free from the tremor I was unable to cure. My primary physician is now recommending other patients that have similar problems to contact Evexia for the treatment I now enjoy.

Please be aware that Jeffrey Naughton and his staff are knowledgeable, professional, and caring in every aspect - they deserve your approval to continue the fine work they are providing. You will not be disappointed - this operation will make the town of Loyalton proud.

Sincerely,

Bradford Liebman

Kathy LeBlanc

From: Laura Ryan [lauracryan63@gmail.com]
Sent: Tuesday, July 17, 2018 11:14 AM
To: cityofloyalton@digitalpath.net
Subject: Jeffrey Naughton

Dear Loyalton Town Council:

This letter is in reference to Jeffrey Naughton's character and his proposed cannabis business. I am sorry I am not able to come to tonight's meeting.

I have lived in Truckee since 1987. I managed the Best Western for 20 years before retiring. My husband, Mike, is a veterinarian and owned Sierra Pet Clinic before his retirement in 2009. We both are in support of Jeffrey, whom we have known for years.

Had Truckee decided to allow a cannabis dispensary and manufacturing I would have supported Jeffrey 100%. He is honest, hard working, intelligent and has been paying taxes on his business for years. You would be hard pressed to find someone as diligent and caring with as much business sense as Jeff.

I would highly support Jeffrey as a new business owner in Loyalton.

Respectfully submitted,

Laura Ryan

530 587 3517
530 386 1233

City of Loyalton Financial Analysis

Requested by: California State Water Resources Control Board



Prepared by: Mary Fleming

Rural Community
Assistance Corporation
3120 Freeboard Drive, Suite 201
West Sacramento, CA 95691

June, 2018

This document was prepared using funds under Agreement 15-017-550 with the California State Water Resources Control Board; the total Agreement is for \$3,971,379 and will produce multiple documents.

RCAC is an equal opportunity provider and employer.

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1. Purpose and Objective

Loyalton is a city located in Sierra County, California. According to the American Community Survey, estimates for 2016, Loyalton has a population of nine hundred and sixteen. The city is located along California State Route 49, the Gold Country Highway. According to the United States Census Bureau, the city has a total area of 0.4 square miles, all land.

The City of Loyalton (COL) was incorporated in 1901, as a municipal corporation operating under the general laws of the State of California. COL operates under a Council-Manager form of government and provides services including general government, public works, public safety, water, sewer and parks and recreation.

The State Water Resources Control Board (SWRCB) requested that Rural Community Assistance Corporation (RCAC) provide technical assistance with COL for the water enterprise in the areas of budget development, accounting structure and financial policies and procedures. A financial analysis was also requested. This document contains recommendations for water rate adjustments based on a comparison of projected costs to projected rate revenue.

An accurate and useful financial analysis not only identifies the total annual revenue required by a utility to conduct its normal day-to-day operations, but it also anticipates and plans for future operating and capital needs. Furthermore, the analysis attempts to determine whether the projected revenue under existing rates will satisfy those needs. The primary objective of this process is to ensure that the utility has the ability to obtain sufficient funds to develop, construct, operate, maintain and manage its water system on a continuing basis, in full compliance with federal, state and local requirements.

DISCLAIMER

The recommendations contained in this financial analysis are based on financial information provided to RCAC by the City of Loyalton. Although every effort was made to ensure the reliability of this information, no warranty is expressed or implied as to the correctness, accuracy or completeness of the information contained herein.

2. Financial Planning

The objective of developing a financial plan for a water system is to determine cash needs, revenue requirements and anticipated timing of utility costs to ensure that adequate funds are available to meet operational and maintenance needs as they occur. Financial planning for a small water system normally includes an examination of:

- Operating revenues
- Operation and maintenance (O&M) expenses
- Debt service (principal and interest payments) on borrowed funds
- Reserve requirements

The financial plan calculates the minimum revenues necessary to maintain viable and self-sustaining enterprises.

interest in the amount of \$40,640.50 are paid out of the fund, the Debt Service Reserves will still be fully funded.

Operating Reserve

Operating reserves are established to provide the utility with the ability to withstand short-term cash flow fluctuations. There can be a significant length of time between when a system provides a service and when a customer pays for that service. In addition, a system's cash flow can be affected by weather and seasonal demand patterns. A 45-day operating reserve is a frequently used industry norm. Because of potential delays in collecting payment, many utilities attempt to keep an amount of cash equal to at least 45 days or one-eighth of their annual cash O&M expenses in an operating reserve to mitigate potential cash flow problems. A five-year budget projection was completed assuming a three (3) percent annual inflation rate. The budget assumes operating reserves in the amount of one-eighth or 12.5% of the annual budget will be funded over the five year period.

Emergency Reserve

In addition to operating reserves, emergency reserves are an important tool for financial sustainability. Emergency reserves are intended to help utilities deal with short-term emergencies which arise from time-to-time, such as main breaks or pump failures. The appropriate amount of emergency reserves will vary greatly with the size of the utilities and should depend on major infrastructure assets. An emergency reserve is intended to fund the immediate replacement or reconstruction of the system's single most critical asset; an asset whose failure will result in an immediate water outage or threat to public safety. As mentioned above, U.S.D.A requires that when the Debt Service Reserve account has been fully funded, continued funding of the annual amount of one-tenth of the average annual payment (\$6,222) is required. The annual reserves funded in excess of the required debt service reserves are to be held in a "Renewal and Extension Fund", which may be used for emergency maintenance, for extension to the facilities and for replacement of short-lived assets.

Capital Improvement Reserve

A capital improvement reserve (also called a repair and replacement reserve) is intended to be used for replacing system assets that have become worn out or obsolete. Annual depreciation is frequently used to estimate the minimum level of funding for this capital reserve. But it is important to understand that depreciation expense is an accounting concept for estimating the decline of an asset's useful life and does not represent the current replacement cost of that asset. As an example, a brand new system with a construction cost of \$1 million and a service life of 100 years should, in theory, be setting aside \$10,000 per year to fully capitalize the replacement cost of the infrastructure as it wears out. Many smaller systems find this to be impossible because of the effect on rates, which explains the large number of small systems that are falling into disrepair.

To initiate a capital improvement plan (CIP), a small water or sewer system will start with a list of assets that includes the original purchase costs the expected service life at the time it was put into service, theoretical replacement costs in today's dollars and the remaining service life. It then calculates the monthly and annual reserve that must be collected from each customer to fully capitalize the replacement cost of each asset. In reality, the assets will fail and be replaced gradually, but the replacement cost of water system assets is often a shock to small systems that are struggling to keep rates reasonable.

One alternative method is to set-aside an annual amount equal to one-to-two percent of the total original cost asset value of the utility's property. Larger systems often have sufficient non-operating revenue to fund these reserve levels without affecting rates, but smaller systems often do not, leaving them to fund their CIP reserves from rates alone. An alternative method is to set-aside

minimum charge for having service available. This rate tends to be more equitable to customers as the cost to customer is in direct proportion to the amount used.

- **Inclining or Increasing Block Rate:** This rate is designed to promote water use efficiency, the price of water increases as the amount used increases.

Fixed Versus Variable Expenses

Water must be available to customers at all times whether the customer is using the water or not. A large share of water system costs are associated with bringing the first drop of water to the customer's meter, regardless of whether any water is used. Fixed costs are those that must be recovered by COL to ensure that drinking water is available to its customers.

- **Fixed costs** are usually recovered from each customer on an equal basis through the use of a minimum fee (a minimum monthly bill). Fixed costs may cover 100 percent of some expenses in a system's budget, but only a portion of other types of expenses. For example, fixed expenses generally include all debt service expenses on construction loans, financial reserves for emergencies or equipment replacement, and overhead costs, like insurance and bonding. Fixed costs should also include a portion of other system operating expenses. For example, a percentage of wages and fringe benefits for time spent in reading each meter and preparing each customer's bill.

The method for identifying all or part of some expenses as fixed costs involves determining to what extent each of the line item expenses in the budget benefits every customer of the system regardless of their level of usage. This is a determination that each utility must make for itself. Fixed costs should generally be recovered in a system's minimum bill, the minimum monthly fee charged equally to each customer within each customer classification (residential, commercial, etc.) or by meter size (3/4-inch, 1-inch, etc.).

For small systems with fewer customers, spreading these costs among its customers, the proportion of fixed costs will be higher than larger systems. Many small systems find it impossible to recover all fixed costs in a monthly minimum, so they tend to shift a certain percentage to the variable side. Fixed costs for small systems are usually in the range of one-third to two-thirds of the system's total operating costs and may run even higher for very small systems.

- **Variable costs** are system expenses that are more directly related to how much water is pumped, treated, stored and distributed. Most costs for electricity, operator wages and benefits, chemicals and repairs can be classified as variable costs because they are directly related to the amount of water customer's use. To recover variable expenses, rate structures use a "consumption charge" or "flow charge" per volume, such as per thousand gallons or hundred cubic feet.

4. Customer Water Demands

When analyzing water rates, it is important to understand existing patterns of consumption among the system's customers. A large portion of customers may use a small percentage of water, and a small portion of customers may use a large percentage.

TABLE 2: 2019 Budget #1 Assuming Funding CIP Reserves at 20% of Projected Replacement Costs

City of Loyaltan Water Enterprise Budget #1 Assumes Funding CIP Reserves at 20% of Estimated Replacement Costs	FYE 6/30/2019	Estimated % Fixed Costs	Fixed costs	Variable costs
Cost of goods sold:				
Finance Charge	\$ 30	100%	\$ 30	\$ -
Small Tools & Equipment	\$ 790	100%	\$ 790	\$ -
Repairs & Maintenance	\$ 2,594	80%	\$ 2,075	\$ 519
Building Repairs	\$ 84	100%	\$ 84	\$ -
Security	\$ 102	100%	\$ 102	\$ -
Internet - Broadband	\$ 555	100%	\$ 555	\$ -
Propane	\$ 9	100%	\$ 9	\$ -
Electric - Other	\$ 34,203	5%	\$ 1,710	\$ 32,493
Garbage Disposal	\$ 135	100%	\$ 135	\$ -
Utlldes - Other	\$ 238	100%	\$ 238	\$ -
Equipment Repair & Maintenance	\$ 10,367	80%	\$ 8,294	\$ 2,073
Solid Waste Benefit Assessment	\$ 185	100%	\$ 185	\$ -
Property Tax	\$ 24	100%	\$ 24	\$ -
Taxes - Other	\$ 9	100%	\$ 9	\$ -
Nationwide Employee		100%		
Workers Comp.	\$ 6,438	100%	\$ 6,438	\$ -
Payroll Tax Expense	\$ 5,972	100%	\$ 5,972	\$ -
Salaries and Wages	\$ 64,532	95%	\$ 61,305	\$ 3,227
Nationwide City	\$ 618	100%	\$ 618	\$ -
Health Insurance	\$ 1,355	100%	\$ 1,355	\$ -
Postage	\$ 1,227	100%	\$ 1,227	\$ -
Advertising	\$ 500	100%	\$ 500	\$ -
Automobile Expense - Other	\$ 3,000	95%	\$ 2,850	\$ 150
Bank Service Charges	\$ 55	100%	\$ 55	\$ -
Chemicals	\$ 2,539	80%	\$ 2,031	\$ 508
Health/Drug Screening	\$ 93	100%	\$ 93	\$ -
Professional Fees	\$ 5,751	100%	\$ 5,751	\$ -
Legal Fees	\$ 5,378	100%	\$ 5,378	\$ -
Auditing Expense	\$ 6,747	100%	\$ 6,747	\$ -
Testing	\$ 4,000	100%	\$ 4,000	\$ -
Dues and Subscriptions	\$ 1,000	100%	\$ 1,000	\$ -
Liability Insurance	\$ 7,865	100%	\$ 7,865	\$ -
Property Insurance	\$ 6,289	100%	\$ 6,289	\$ -
Travel for SCORE	\$ 180	100%	\$ 180	\$ -
Insurance - Other	\$ 416	100%	\$ 416	\$ -
Licenses and Permits	\$ 3,804	100%	\$ 3,804	\$ -
Office Expense	\$ 3,281	100%	\$ 3,281	\$ -
Operating Supplies	\$ 561	80%	\$ 449	\$ 112
Telephone	\$ 825	100%	\$ 825	\$ -
Bad Debts	\$ 5,000	100%	\$ 5,000	\$ -
Training	\$ 1,200	100%	\$ 1,200	\$ -
Total Operating Costs	\$ 187,952		\$ 148,871	\$ 39,082
Total Debt Service	\$ 61,854			
Total Operating Costs and Debt Service	\$ 249,806			
Annual Emergency/Short Lived Asset Reserve	\$ 6,222	USDA Required Annual Reserves		
Debt Reserves		Assumes Debt Reserves will be Funded In Full by 6/30/2018		
Annual Operating Reserve	\$ 6,245	12.5% of annual budget funded over 5 years		
Annual Replacement CIP reserve	\$ 74,855	Assumes Funding Reserves @ 20% of Projected Replacement Costs		
Total Annual Reserves	\$ 87,323			
Total Annual Budget	\$ 337,129			
TOTAL ANNUAL OPERATING BUDGET	\$ 187,952			
TOTAL FIXED COST OF ANNUAL BUDGET	\$ 148,871			
% OF ANNUAL BUDGET THAT IS FIXED	79%			
TOTAL VARIABLE COST OF ANNUAL BUDGET	\$ 39,082			
% OF ANNUAL BUDGET THAT IS VARIABLE	21%			

TABLE 3: Current Rate against Projected Costs Based on Budget #1

Current Rates Against 2019 Budget #1 Assuming Funding Reserves at 20% of Replacement Costs	Average Connections	Monthly Rate	Average Monthly Revenue	Average Annual Revenue	
Single Family Residential	298	\$ 32.44	\$ 9,667.12	\$ 116,005.44	
Seasonal Single Family Residential	4	\$ 32.44	\$ 129.76	\$ 1,557.12	
Residential Out of Town - Metered	4	\$ 36.09	\$ 144.36	\$ 1,732.32	
Residential Out of Town - Metered	1	\$ 40.23	\$ 40.23	\$ 482.76	
Duplex	1	\$ 64.88	\$ 64.88	\$ 778.56	
Multi-Family Residential	1	\$ 1,876.68	\$ 1,876.68	\$ 22,520.16	
Trailer Park	1	\$ 259.52	\$ 259.52	\$ 3,114.24	
Church	5	\$ 32.44	\$ 162.20	\$ 1,946.40	
Church - Seasonal	1	\$ 32.44	\$ 32.44	\$ 389.28	
Commercial - 1"	1	\$ 36.21	\$ 36.21	\$ 434.52	
Commercial 3/4"	9	\$ 32.44	\$ 291.96	\$ 3,503.52	
Commercial - Seasonal (4 Months)	1	\$ 32.44	\$ 32.44	\$ 389.28	
Commercial Metered 3/4"	6	\$ 32.44	\$ 194.64	\$ 2,335.68	
Schools 3/4" Meter	3	\$ 168.30	\$ 504.90	\$ 6,058.80	
Schools - 4" Meter	1	\$ 464.66	\$ 464.66	\$ 5,575.92	
ARP	1	\$ 185.54	\$ 185.54	\$ 2,226.48	
Government - Metered - 3/4" Meter	7	\$ 32.44	\$ 227.08	\$ 2,724.96	
Government - Outside City Limits	1	\$ 36.09	\$ 36.09	\$ 433.08	
Government - 2"	1	\$ 168.30	\$ 168.30	\$ 2,019.60	
Hospital/Medical Clinic	1	\$ 32.44	\$ 32.44	\$ 389.28	
Hospital/Medical Clinic	1	\$ 36.21	\$ 36.21	\$ 434.52	
Hospital/Medical Clinic	1	\$ 685.12	\$ 685.12	\$ 8,221.44	
Total Revenue	350		\$ 15,272.78	\$ 183,273.36	
Budget Assuming 3% Inflation per year	6/30/2019	6/30/2020	6/30/2021	6/30/2022	6/30/2023
Total Monthly Required Reserves Fund	\$ 7,277	\$ 7,277	\$ 7,277	\$ 7,277	\$ 7,277
Total yearly required reserve fund (Reduced)	\$ 87,323	\$ 87,458	\$ 87,599	\$ 87,749	\$ 87,899
Debt Service	\$ 61,854	\$ 61,781	\$ 61,769	\$ 61,955	\$ 61,955
Fixed Costs	\$ 148,871	\$ 154,753	\$ 159,275	\$ 163,934	\$ 168,732
Variable Costs	\$ 39,082	\$ 38,688	\$ 39,819	\$ 40,983	\$ 42,183
Total Budget (Including Reserve Funding and Debt Service)	\$ 337,129	\$ 342,680	\$ 348,462	\$ 354,621	\$ 360,769
	6/30/2019	6/30/2020	6/30/2021	6/30/2022	6/30/2023
Estimated Annual Revenue From Water Service	\$ 183,273	\$ 183,273	\$ 183,273	\$ 183,273	\$ 183,273
Net Revenue Over/(under) Costs	\$ (153,856)	\$ (159,407)	\$ (165,189)	\$ (171,348)	\$ (177,495)

7. Rate Adjustment Option #1

Rate adjustment, Option 1, is based on Budget #1. In this option, all users are assigned the same rate according to their meter size and no usage charges are levied on the eleven connections currently having meters read. An 88% rate increase in the first year would be necessary to cover all costs. Subsequent years would require a 1.75% increase to continue covering costs. This would increase single family residential rates to \$60.99 per month or 1.82% of the community's MHI.

the six inch meter to lower the impact on the rates of those vital services. The fee for one EDU is \$37.75 per month. The smallest meter size in Loyalton is 3/4" which equals 1.5 EDUs for a monthly rate of \$56.63. This would put most of the residential connections (those with 3/4" meters) at an affordability index of 1.74%.

TABLE 5: Meter Equivalents

EDU's Based on Size of Water Meter Per AWWA		
Meter Size	Max Flow Limit	# EDUs
5/8"	20 GPM	1.0 EDU
3/4"	30 GPM	1.5 EDU
1"	50 GPM	2.5 EDU
1-1/2"	100 GPM	5.0 EDU
2"	160 GPM	8.0 EDU
3"	350 GPM	17.5 EDU
4"	1000 GPM	50.0 EDU
6"	2000 GPM	100.0 EDU
8"	3500 GPM	175.0 EDU
10"	5500 GPM	275.0 EDU

Meter information based upon AWWA Max. Flow Limit using data from badgermete.com (Kent/ABB/AMCO) and sensus.com

calculation methods as Options # 1 and #2. The reduced budget resulted in lower rates as illustrated in Table 7 and Table 8 in the following pages.

9. Rate Adjustment Option #3

Rate adjustment, Option #3 is calculated the same as Rate Adjustment Option #1 but is based on Budget #2. In this option, all users are assigned the same rate according to their meter size and no usage charges are levied on the eleven connections currently having meters read. A 53% rate increase in the first year would be necessary to cover all costs. Subsequent years would require a 2% increase to continue covering costs. This would increase single family residential rates to \$49.63 per month or 1.48% of the community's MHI.

10. Rate Adjustment Option #4

Rate Adjustment, Option #4, assigns equivalent dwelling units (EDUs) to each meter size based on maximum flow limits. The assignment of EDUs is the same as in Rate Adjustment Option #2. The affordability index in this option is 1.39% of the MHI for those connections with ¾" meters.

TABLE 8: Rate Adjustment Option #4

Rate Adjustment Optin #4 Based on Budget #2; CIP Reserves Funded at \$15k Annually	# of Units	Meter Size	Current Rate	EDU	Adjusted Monthly Rate	Average Monthly Revenue	Average Annual Revenue
		5/8"		1.0	\$ 31.10		
Single Family Residential	298	3/4"	\$ 32.44	1.50	\$ 46.65	\$ 13,902	\$ 166,820
Seasonal Single Family Residential	4	3/4"	\$ 32.44	1.50	\$ 46.65	\$ 187	\$ 1,073
Residential Out of Town - Metered	4	3/4"	\$ 36.09	1.50	\$ 46.65	\$ 187	\$ 2,239
Residential Out of Town - Metered	1	1"	\$ 40.23	2.50	\$ 77.75	\$ 78	\$ 933
Duplex	2	3/4"	\$ 32.44	1.50	\$ 46.65	\$ 93	\$ 1,120
Multi-Family Residential	52	3/4"	\$ 36.09	1.50	\$ 46.65	\$ 2,426	\$ 29,110
Trailer Park	8	3/4"	\$ 259.52	1.50	\$ 46.65	\$ 373	\$ 4,478
Church	5	3/4"	\$ 32.44	1.50	\$ 46.65	\$ 233	\$ 2,799
Church - Seasonal	1	3/4"	\$ 32.44	1.50	\$ 46.65	\$ 47	\$ 187
Commercial - 1"	1	1"	\$ 36.21	2.50	\$ 77.75	\$ 78	\$ 933
Commercial 3/4"	9	3/4"	\$ 32.44	1.50	\$ 46.65	\$ 420	\$ 5,038
Commercial - Seasonal (4 Months)	1	3/4"	\$ 32.44	1.50	\$ 46.65	\$ 47	\$ 187
Commercial Metered 3/4"	6	3/4"	\$ 32.44	1.50	\$ 46.65	\$ 280	\$ 3,359
Schools 2" Meter	3	2"	\$ 168.30	8.00	\$ 248.80	\$ 746	\$ 8,957
Schools - 4" Meter	1	4"	\$ 464.66	45.00	\$ 1,399.50	\$ 1,400	\$ 16,794
ARP	1	2"	\$ 185.54	8.00	\$ 248.80	\$ 249	\$ 2,986
Government - Metered - 3/4" Meter	7	3/4"	\$ 32.44	1.50	\$ 46.65	\$ 327	\$ 3,919
Government - Outside City Limits	1	3/4"	\$ 36.09	1.50	\$ 46.65	\$ 47	\$ 560
Government - 2"	1	2"	\$ 168.30	8.00	\$ 248.80	\$ 249	\$ 2,986
Hospital/Medical Clinic	1	3/4"	\$ 32.44	1.50	\$ 46.65	\$ 47	\$ 560
Hospital/Medical Clinic	1	1"	\$ 36.21	2.50	\$ 77.75	\$ 78	\$ 933
Hospital/Medical Clinic	1	6"	\$ 685.12	60.00	\$ 1,866.00	\$ 1,866	\$ 22,392
Total Base Rate Revenue	409					\$ 23,356	\$ 278,361
Budget Assuming 3% Annual Inflation on Operating Costs	6/30/2019	6/30/2020	6/30/2021	6/30/2022	6/30/2023		
Total Monthly Required Reserves Fund	\$ 2,289	\$ 2,289	\$ 2,289	\$ 2,289	\$ 2,289		
Total yearly required reserve fund (Reduced)	\$ 27,468	\$ 27,603	\$ 27,744	\$ 27,894	\$ 28,044		
Debt Service	\$ 61,954	\$ 61,781	\$ 61,769	\$ 61,955	\$ 61,955		
Fixed Costs	\$ 148,871	\$ 154,753	\$ 159,275	\$ 163,934	\$ 168,732		
Variable Costs	\$ 39,082	\$ 38,688	\$ 39,819	\$ 40,983	\$ 42,183		
Total Budget (Including Reserve Funding an	\$ 277,374	\$ 282,825	\$ 288,607	\$ 294,766	\$ 300,914		
	6/30/2019	2% Increase over 2019 6/30/2020	2% Increase over 2020 6/30/2021	2% Increase over 2021 6/30/2022	2% Increase over 2022 6/30/2023		
Estimated Annual Revenue From Water Service	\$ 278,361	\$ 283,928	\$ 289,606	\$ 295,398	\$ 301,306		
Net Revenue Over/(under) Costs	\$ 987	\$ 1,103	\$ 999	\$ 632	\$ 393		

12. Impact of Delaying Rate Increase

Delaying a rate increase will ultimately result in paying a higher rate than if the increase had been implemented earlier. Table #9 illustrates the impact of delaying an increase, based on an assumed increase to \$48 in the first year. The table examines the impact of implementing the rate increase immediately versus waiting between one to five years. To collect the same amount of dollars waiting five years would make the rate \$68.08 per month higher than if the rate increase were implemented in the first year.

TABLE 10: Impact of Delaying Rate Increase

Assumes \$32.44 Current Base Monthly Rate							
	Current Year	Year 1	Year 2	Year 3	Year 4	Year 5	Accumulated Dollars Collected
Implementing Rate Increase Immediately - 60% Increase From Year 1 to Year 5							
% Annual Increase Over Current Rate		48%	51%	54%	57%	60%	
% Annual Increase Over Prior Year		48%	2%	2%	2%	2%	
Rate	\$ 32.44	\$ 48.00	\$ 48.96	\$ 49.94	\$ 50.94	\$ 51.96	\$ 282.24
Waiting 1 Year to Increase Rates - 85% Increase from Year 1 to Year 5							
% Annual Increase Over Current Rate		0%	51%	61%	73%	85%	
% Annual Increase Over Prior Year		0%	51%	6.75%	7.50%	6.66%	
Rate	\$ 32.44	\$ 32.44	\$ 48.96	\$ 52.27	\$ 56.19	\$ 59.93	\$ 282.24
Waiting 4 Years to Increase Rates - 198% From Year 1 to Year 5							
% Annual Increase Over Current Rate		0%	0%	0%	73%	198%	
% Annual Increase Over Prior Year		0%	0%	0%	73%	72%	
Rate	\$ 32.44	\$ 32.44	\$ 32.44	\$ 32.44	\$ 55.96	\$ 96.52	\$ 282.24
Waiting 5 Years to Increase Rates - 270% From Year 1 to Year 5							
% Annual Increase Over Current Rate		0%	0%	0%	0%	270%	
% Annual Increase Over Prior Year		0%	0%	0%	0%	270%	
Rate	\$ 32.44	\$ 32.44	\$ 32.44	\$ 32.44	\$ 32.44	\$ 120.04	\$ 282.24

seasonal and annual water demands will help determine operation needs, budget forecasts and rate adjustments.

- COL should determine which of the options in this document is most suitable for the water enterprise and for the community.
- COL should raise rates as soon as possible to provide sufficient revenues for funding future operations and to adequately fund reserves.
- When an adjusted rate structure has been selected, COL should begin the Proposition 218 process.
- COL should implement the rate adjustment as soon as possible.
- COL should establish policies for reserve accounts as recommended above and distribute existing unrestricted reserves accordingly. CIP reserves should be moved to and maintained in the highest interest bearing accounts available to offset inflation.

AGED BALANCES

CITY OF LOYALTON

DATE: 07/16/2018 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	\$17972.16	\$18286.17
61	N	WILSON, JOHN	\$104.67	\$104.67	\$104.67	\$2459.76	\$2773.77
100	C	MORRISON, REX	\$0.00	\$0.00	\$0.00	\$290.56	\$290.56
104	F	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
372	F	HUDSON, JEANINE	\$0.00	\$0.00	\$0.00	\$557.87	\$557.87
450	N	CABRERA, CARLOS	\$104.67	\$104.67	\$104.67	\$436.02	\$750.03
460	F	MADDALENA, SHAWNA	\$0.00	\$0.00	\$0.00	\$2077.76	\$2077.76
3411562	N	TIDWELL, ALLAN	\$104.67	\$104.67	\$104.67	\$659.82	\$973.83
8695902	C	BLACK, MARK	\$0.00	\$0.00	\$17.16	\$343.11	\$360.27
8695903	C	DEESE, SHANNON	\$0.00	\$0.00	\$22.98	\$459.52	\$482.50
8695904	C	PERRY, MIKE	\$0.00	\$0.00	\$5.53	\$110.59	\$116.12
8695905	C	JOHNSON, RANDY	\$0.00	\$0.00	\$5.53	\$110.59	\$116.12
8695906	C	SELBY, BOYD	\$0.00	\$0.00	\$17.13	\$342.68	\$359.81
8695909	F	ROBERTSON, VALERIE	\$0.00	\$0.00	\$17.14	\$342.83	\$359.97
8695910	C	RADOMSKA, JENNIFER	\$0.00	\$0.00	\$28.80	\$575.92	\$604.72
8695911	C	ALLEN, DAVID	\$0.00	\$0.00	\$5.53	\$110.59	\$116.12
8695912	C	CLEGHORN, JEFF	\$0.00	\$0.00	\$4.97	\$99.44	\$104.41
8695913	C	ALVAREZ, MIKE	\$0.00	\$0.00	\$25.89	\$517.86	\$543.75
8695914	C	PREWITT, TAMMY	\$0.00	\$0.00	\$5.81	\$116.12	\$121.93
8695918	C	CHURCH, JOHN	\$0.00	\$0.00	\$22.98	\$459.52	\$482.50
8695919	C	RIMMER, ERNEST	\$0.00	\$0.00	\$28.80	\$575.92	\$604.72
Totals(28):			\$418.68	\$418.68	\$626.93	\$347,138.50	\$348,602.79



York Risk Services Group, Inc
P.O. Box 619079
Roseville CA 95661
Phone: (916) 960-0900
Fax: (800) 921-7683

ASSIGNMENT ACKNOWLEDGMENT

ATTENTION:	Kathy LeBlanc
FAX NO./EMAIL:	cityofloyalton@digitalpath.net
INSURED:	City of Loyalton
MEMBER:	Donald Yegge
DATE OF LOSS:	1/1/2018
OUR CLAIM NUMBER:	SCGA01965D1
ADJUSTER:	Cameron Dewey
ADJUSTER'S PHONE:	916-960-0997
ADJUSTER'S EMAIL:	cameron.dewey@yorkrsg.com
TODAY'S DATE	June 27, 2018
BRIEF FACTS OF CLAIM:	<u>Unpaid monthly retirement benefits</u> If you have questions or further information regarding this claim, please contact the handling adjuster at his or her telephone number, email address or mailing address listed above.



York Risk Services Group, Inc
P.O. Box 619079
Roseville CA 95661
Phone: (916) 960-0900
Fax: (800) 921-7683

ASSIGNMENT ACKNOWLEDGMENT

ATTENTION:	Kathy LeBlanc
FAX NO./EMAIL:	cityofloyalton@digitalpath.net
INSURED:	City of Loyalton
MEMBER:	John Cussins
DATE OF LOSS:	1/1/2018
OUR CLAIM NUMBER:	SCGA01965C1
ADJUSTER:	Cameron Dewey
ADJUSTER'S PHONE:	916-960-0997
ADJUSTER'S EMAIL:	cameron.dewey@yorkrsg.com
TODAY'S DATE	June 27, 2018
BRIEF FACTS OF CLAIM:	<u>Unpaid monthly retirement benefits</u> If you have questions or further information regarding this claim, please contact the handling adjuster at his or her telephone number, email address or mailing address listed above.



York Risk Services Group, Inc
P.O. Box 619079
Roseville CA 95661
Phone: (916) 960-0900
Fax: (800) 921-7683

ASSIGNMENT ACKNOWLEDGMENT

ATTENTION:	Kathy LeBlanc
FAX NO./EMAIL:	cityofloyalton@digitalpath.net
INSURED:	City of Loyalton
MEMBER:	<u>Patsy Jardin</u>
DATE OF LOSS:	1/1/2018
OUR CLAIM NUMBER:	SCGA01965B1
ADJUSTER:	Cameron Dewey
ADJUSTER'S PHONE:	916-960-0997
ADJUSTER'S EMAIL:	cameron.dewey@yorkrsg.com
TODAY'S DATE	June 27, 2018
BRIEF FACTS OF CLAIM:	<u>Unpaid monthly retirement benefits</u> If you have questions or further information regarding this claim, please contact the handling adjuster at his or her telephone number, email address or mailing address listed above.



York Risk Services Group, Inc
P.O. Box 619079
Roseville CA 95661
Phone: (916) 960-0900
Fax: (800) 921-7683

ASSIGNMENT ACKNOWLEDGMENT

ATTENTION:	Kathy LeBlanc
FAX NO./EMAIL:	cityofloyalton@digitalpath.net
INSURED:	City of Loyalton
REGARDING:	<u>Oroville McGarity</u>
DATE OF LOSS:	1/1/2018
OUR CLAIM NUMBER:	SCGA01965A1
ADJUSTER:	Cameron Dewey
ADJUSTER'S PHONE:	916-960-0997
ADJUSTER'S EMAIL:	cameron.dewey@yorkrsg.com
TODAY'S DATE	June 27, 2018
BRIEF FACTS OF CLAIM:	Unpaid monthly retirement benefits. If you have questions or further information regarding this claim, please contact the handling adjuster at his or her telephone number, email address or mailing address listed above.

1 Seth W. Wiener, California State Bar No. 203747
2 LAW OFFICES OF SETH W. WIENER
3 609 Karina Court
4 San Ramon, CA 94582
5 Telephone: (925) 487-5607

6 Attorney for Claimants
7 John Cussins, Donald Yegge, Patsy Jardin, Oroville McGarity

8 JOHN CUSSINS, DONALD YEGGE, CLAIM FORM
9 PATSY JARDIN, OROVILLE MCGARITY,

10 Claimants,

11 vs.

12 CITY OF LOYALTON; CALIFORNIA
13 PUBLIC EMPLOYEES' RETIREMENT
14 SYSTEM,

15 Respondents.

16 TO Respondents CITY OF LOYALTON and CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT
17 SYSTEM:

18 PLEASE TAKE NOTICE that pursuant to Government Code § 910 *et seq.*, the Claimants listed
19 below are filing a claim against you.

20 (a) **The name and post office address of the claimants.**

- 21 - John Cussins, P.O. Box 713, Loyalton, CA 96118;
- 22 - Donald Yegge, P.O. Box 336, Loyalton, CA 96118;
- 23 - Patsy Jardin, P.O. Box 538, Loyalton, CA 96118;
- 24 - Oroville McGarity, 505 Meeker Street, Loyalton, CA 96118.

25 (b) **The post office address to which the persons presenting the claim desires notices to be sent.**

- 26 - Seth W. Wiener, Esq., Law Offices of Seth W. Wiener, 609 Karina Court, San Ramon, CA
27 94582.

28 (c) **The date, place and other circumstances of the occurrence or transaction which gave rise to
the claim asserted.**

1 The city of Loyalton ("Loyalton") originally contracted with the California Public Employees'
2 Retirement Income System (CalPERS) for pension benefits in January 1986. Loyalton voluntarily
3 terminated its contract with CalPERS effective March 2013. In June 2014, CalPERS provided Loyalton
4 with an invoice for the termination liability in the amount of \$1,661,897, and has sent multiple payment
5 demands to Loyalton. To date, Loyalton has not made any payments towards its voluntary termination
6 costs, and on December 14, 2016, CalPERS declared Loyalton in default of its obligations to CalPERS
7 after failing to pay what it owes to fund its pension plan. As a result of Loyalton's default, effective
8 January 1, 2018, CalPERS and Loyalton ceased paying any monthly retirement benefits to the
9 Claimants, pursuant to Government Code § 20577.

10 **(d) A general description of the indebtedness, obligation, injury, damage or loss incurred so far**
11 **as it may be known at the time of presentation of the claim.**

12 Each of the Claimants has suffered damages in the form of unpaid monthly retirement benefits.

13 **(e) The name or names of the public employee or employees causing the injury, damage, or**
14 **loss, if known.**

15 - Anthony Suine, Janine Dickey, CalPERS – Benefit Services Division, P.O. Box 942711,
16 Sacramento, CA 94229-2711.

17 - Mark Marin, Current Mayor and Brooks Mitchell, Former Mayor – City of Loyalton, 210 Front
18 Street, Loyalton, CA 96118;

19 **(f) The amount claimed if it totals less than ten thousand dollars (\$10,000) as of the date of**
20 **presentation of the claim, including the estimated amount of any prospective injury, damage, or**
21 **loss, insofar as it may be known at the time of the presentation of the claim, together with the basis**
22 **of computation of the amount claimed. If the amount claimed exceeds ten thousand dollars**
23 **(\$10,000), no dollar amount shall be included in the claim. However, it shall indicate whether the**
24 **claim would be a limited civil case.**

25 The amount claimed by each of the Claimants exceeds ten thousand dollars, and would not be a
26 limited civil case.

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Dated: June 26, 2018

LAW OFFICES OF SETH W. WIENER



By: _____
Seth W. Wiener
Attorney for Claimants
John Cussins, Donald Yegge, Patsy Jardin, Oroville
McGarity

1 Seth W. Wiener, California State Bar No. 203747
2 LAW OFFICES OF SETH W. WIENER
3 609 Karina Court
4 San Ramon, CA 94582
5 Telephone: (925) 487-5607

6
7 Attorney for Claimants
8 John Cussins, Donald Yegge, Patsy Jardin, Oroville McGarity

9
10
11 JOHN CUSSINS, DONALD YEGGE,
12 PATSY JARDIN, OROVILLE MCGARITY,

PROOF OF SERVICE

13 Claimants,

14 vs.

15 CITY OF LOYALTON; CALIFORNIA
16 PUBLIC EMPLOYEES' RETIREMENT
17 SYSTEM,

18 Respondents.

19 I, the undersigned, hereby certify that I am a citizen of the United States, over the age of 18 years, and
20 am not a party to the within action. I am employed in the City and County of Contra Costa, California,
21 and my business address is 609 Karina Court, San Ramon, CA 94582. I am readily familiar with my
22 employer's business practice for collection and processing of correspondence for mailing with the
23 United States Postal Service. On the date listed below, following ordinary business practice, I served
24 the following document(s):

- CLAIM FORM

25 on the governmental entities listed below:

- City of Loyalton, 605 School Street, Loyalton, California 96118, cityofloyalton@digitalpath.net
- California Public Employees' Retirement Income System, 400 Q Street, Lincoln Plaza East, Suite 1820, Sacramento, CA 95811

26 (By OVERNIGHT COURIER) I placed, on the date shown below, at my place of business, a true copy
27 thereof, enclosed in a sealed envelope, for delivery by an overnight courier, addressed to those listed
28 above.

(By EMAIL): To the City of Loyalton at the email address listed above.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and
correct and that this Proof of Service was executed on June 26, 2018 at San Ramon, California.



Seth W. Wiener

ENTERED

JUL 03 2018

BY: _____



York Risk Services Group, Inc.
P.O. Box 619079,
Roseville, CA 95661
Phone: (916) 960-0900 Fax: (800) 921-7683

VOICE: 916-960-0997
FAX: (530) 255-9095

June 29, 2018

PERSONAL AND CONFIDENTIAL

Mark Marin, Mayor
P.O. Box 128
Loyalton
California 96118

RE: Our Client : S.C.O.R.E. Liability
Member : City of Loyalton
Claimant : Oroville McGarity
Date of Loss : 1/1/2018
File Number : SCGA01965A1

Dear Mark:

As you know we are the claims administrators for SCORE, of which you are a part of. I have reviewed the claim presented by former employees regarding pension contributions.

As you know SCORE follows the MOC as outlined by CJPRMA. In part the policy states:

SECTION VI – EXCLUSIONS

12) Elected Officials – Employees - Restitution

Claims by any covered party against its own past or present elected or appointed officials, employees or volunteers, where such claim seeks damages or restitution payable to the covered party.

13) Employee Benefit Plans Benefits payable under any employee benefit plan (whether the plan is voluntarily established by the covered party or mandated by statute) because of unlawful discrimination. This exclusion applies whether the covered party may be liable as an employer or in any other capacity.

15) ERISA Claims arising out of the Employee Retirement Income Security Act of 1974 or any law amendatory thereof, or any similar law or liability arising out of fiduciary activities as respects employee benefits plans

At this time I would urge you to have your City Attorney involved in this matter and if a complaint is filed, please send to me for a coverage review based on the allegations contained therein.

As always, should you have any questions or concerns please feel free to contact the undersigned.

Sincerely,

Cameron Dewey
Unit Manager
York Risk Services Group, Inc.
cameron.dewey@yorkrsg.com

cc: Kathy LaBlanc

CITY OF LOYALTON

COUNTY OF SIERRA
210 FRONT STREET
P.O. BOX 128
LOYALTON, CALIFORNIA 96118
(530) 993-6750
FAX (530) 993-6752



OFFICE OF THE MAYOR

APPLICATION FOR A BUSINESS LICENSE

Name of Owner of Business: Evexia Science LLC
(First) (Middle) (Last)
 Address: 14696 Christie Ln Truckee CA 96161 Telephone: 206-790-5173
 Name of Business: Evexia Science
 Nature of Business: Commercial Cannabis Activity: * ->
 State Contractors License No. N/A Resale License No. Y
 Permanent Location of Business: 706 Main Street Loyalton CA 96118 Telephone: 206-790-5173
 Is Business a Corporation or Partnership? Yes No
 If so, please indicate the name(s), address(s), and title(s) of officer(s) or partner(s):
Jeffrey J. Abington (President) 14696 Christie Ln Truckee CA 96161

Annual Gross Receipts from Business \$ < 750,000
(The City needs this information to determine the tax due per quarter. See schedule below.)

7/13/2018 [Signature] President
Date Signature Title

Sales or use tax may apply to your business activities. You may seek, written advice regarding the application of tax for your particular business by writing to the nearest State Board of Equalization office.

TAXES (Section 5.04.220 of Loyalton Municipal Code)

All businesses having gross receipts of:

- A. Less than \$10,000 annually - Fee of \$ 60.00 per year
- B. Between \$10,000 and 50,000 annually - Fee of \$ 100.00 per year
- C. Between \$ 50,000 and \$100,000 annually - Fee of \$ 140.00 per year
- D. Between \$100,000 and \$150,000 annually - Fee of \$ 180.00 per year
- E. More than \$150,000 annually - Fee of \$ 220.00 per year

Fee received _____
 Date received _____

City Clerk: _____ Date: _____

* Adult Use Retail, Adult + Medical use wholesale distribution Adult + medical use delivery + Adult + Medical use manufacturing. (Type 12 microbusiness)

Chair
ice Chair
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URKE
UNN
GHIELMETTI
UARDINO
STINE KEHOE
ES MADAFFER
SEPH TAVAGLIONE
AUL VAN KONYNENBURG

SENATOR JIM BEALL, Ex Officio
ASSEMBLY MEMBER JIM FRAZIER, Ex Officio
SUSAN BRANSEN, Executive Director



RECEIVED JUL 02 2018

CALIFORNIA TRANSPORTATION COMMISSION

1120 N STREET, MS-52
SACRAMENTO, CA 95814
P. O. BOX 942873
SACRAMENTO, CA 94273-0001
(916) 654-4245
FAX (916) 653-2134
<http://www.catc.ca.gov>

June 28, 2018

The Honorable Mark Marin
Mayor of the City of Loyalton
P.O. Box 128
Loyalton, CA 96118

July Agenda
res
Project list
Resolution

Dear Mayor Marin:

The California Transportation Commission (Commission) has not received the City of Loyalton's (City) adopted proposed project list for Fiscal Year 2018-19 Road Maintenance and Rehabilitation Account Local Streets and Roads Program (Program) funding. As a result, the City was not included in the Initial Report of Eligible Cities and Counties transmitted to the State Controller for program funding. If the City's adopted proposed project list is not completed and submitted to the Commission by August 1, 2018 in accordance with the Commission's 2018 program guidelines the City will not be eligible for Fiscal Year 2018-19 Program Funding.

Specifically, for jurisdictions to receive Fiscal Year 2018-19 Program Funding, they must comply with Streets and Highways Code Section 2034 which outlines the eligibility requirements that cities and counties must meet each year.

The City may qualify for program funding if the following is completed and submitted to the Commission by **August 1, 2018**:

- An updated proposed project list intended to utilize Road Maintenance and Rehabilitation Account funds; and
- An adopted proposed project list resolution by the city council at a regular public meeting.

Mark Marin, Mayor of the City of Loyalton

June 28, 2018

Page 2 of 2

The source of formula funding for the Program was established by Senate Bill (SB) 1 (Beall, Chapter 5, Statutes of 2017) and provides funding to address basic road maintenance, rehabilitation and critical safety needs on the local streets and road system.

For further information regarding Road Maintenance and Rehabilitation Account funding and the Local Streets and Roads program, please see the Local Streets and Roads Funding Annual Reporting Guidelines, available online at: <http://catc.ca.gov/programs/sb1/lrsp/>.

Given the critical nature of this funding, I am writing to request that the City provide the following information to the Commission via email to LSR@dot.ca.gov no later than **July 10, 2018**:

- 1.) Confirmation receipt of this correspondence. *emailed 7-6-18*
- 2.) Notice of intent to seek subsequent eligibility for funding. Include the date of the next Council meeting when the project list will be adopted via resolution to confirm that the action will take place prior to August 1; or
- 3.) Inform the Commission that the City will not seek eligibility for Fiscal Year 2018-19 Program funding.

If you have any questions, please contact Alicia Sequeira Smith, Local Streets and Roads Program Manager, at Alicia.Sequeira@catc.ca.gov or (916) 651-6143.

Sincerely,

Susan Bransen

SUSAN BRANSEN

Executive Director

cc: Commissioners, California Transportation Commission
Derek Dolfie, Policy Analyst, League of California Cities

Local Streets and Roads Program

Agency Name:	Loyalton
Agency Contact:	Mark Marin
	(530) 993-6750
LoCode:	5119
	cityofloyalton@digitalpath.net

FY	17/18
----	-------

Summary of Proposed Project List

Project No.	Project Title	Project Description	Project Location	Estimated Completion Date (mm/dd/yyyy)		Estimated Useful Life (# of yrs)	
				Pre-Construction	Construction	Min.	Max.
PP01	City Streets	CHIP SEAL AND SLURRY	CITY OF LOYALTON	04/2018	06/2018	5	10
PP02	STOP SIGN AND SIGNAGE	NEW STOP SIGN AND PAINTING	CITY OF LOYALTON	04/2018	06/2018	2	5
PP03	POT HOLE	FIX POTHOLE THROUGHOUT THE CITY	CITY OF LOYALTON	04/2018	06/2018	2	4
PP04							
PP05							
PP06							
PP07							
PP08							
PP09							
PP10							
PP11							
PP12							
PP13							
PP14							
PP15							
PP16							
PP17							
PP18							
PP19							
PP20							
PP21							
PP22							
PP23							

Senate Bill (SB) 1 Proposed Project List Form**Part 1: General Information****Local Streets and Roads Program*****Agency Name:** (Select from dropdown list)**LoCode:**

Loyalton

5119

Agency Address:**City:*****ZIP Code:**

Box 128

Loyalton

CA

96118

Agency Contact:**Agency Contact Title:**

Mark Marin

Mayor

Agency Contact Phone No.:** (i.e. 1234567890)Agency Contact Email Address:**

(530) 993-6750

cityofloyalton@digitalpath.net

Funding for Fiscal Year:

FY 17/18

***Budget Support Documentation: ?**

Please briefly describe the budget support documentation being provided.

RESOLUTION 6-2017 ATTACHED

Average Network PCI:**Measurement Date:**

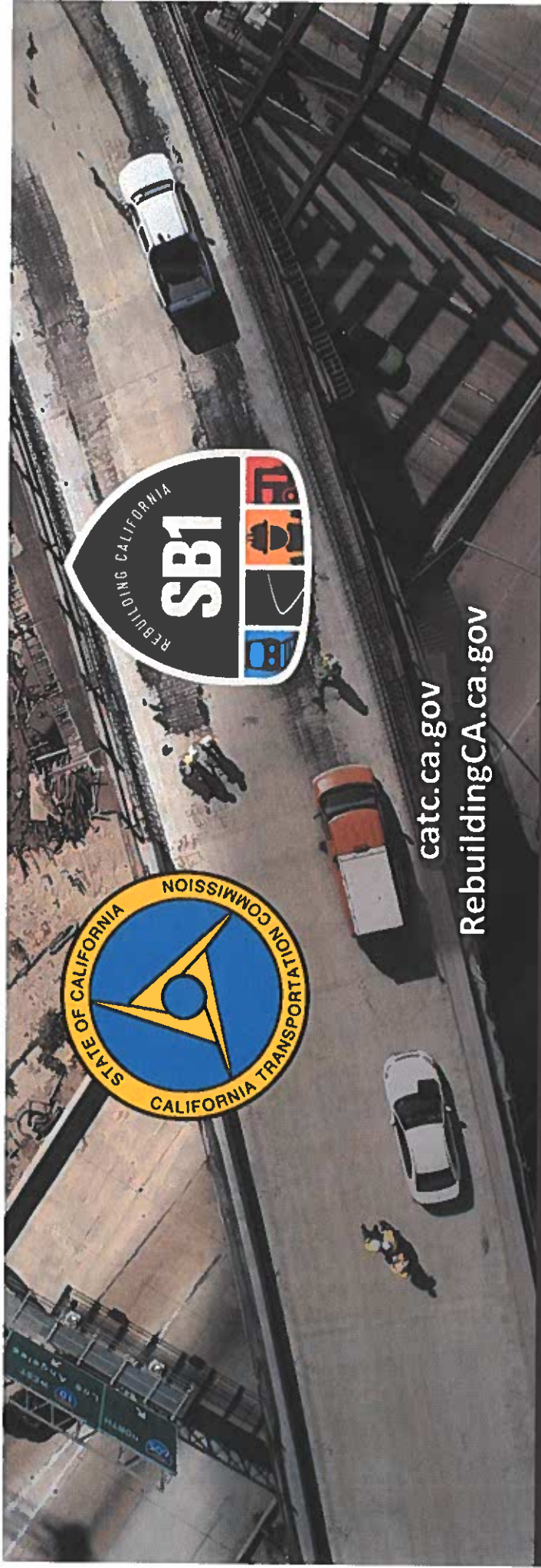
(Month)

(Year)

Additional Information: ?**Project Flexibility:**

Pursuant to SHC Section 2034(a)(1), this project list shall not limit the flexibility of an eligible city or county to fund projects in accordance with local needs and priorities, so long as the projects are consistent with SHC Section 2030(b). After submittal of the project list to the Commission, in the event a city or county elects to make changes to the project list pursuant to the statutory provision noted above, formal notification of the Commission is not required. However, the Project Expenditure Report form that is due to the Commission by October 1st each year, will provide an opportunity for jurisdictions to annually communicate such changes to the Commission as part of the regular reporting process.

*** Required information**



SB1 Programs Project Intake Tool

April 2, 2018

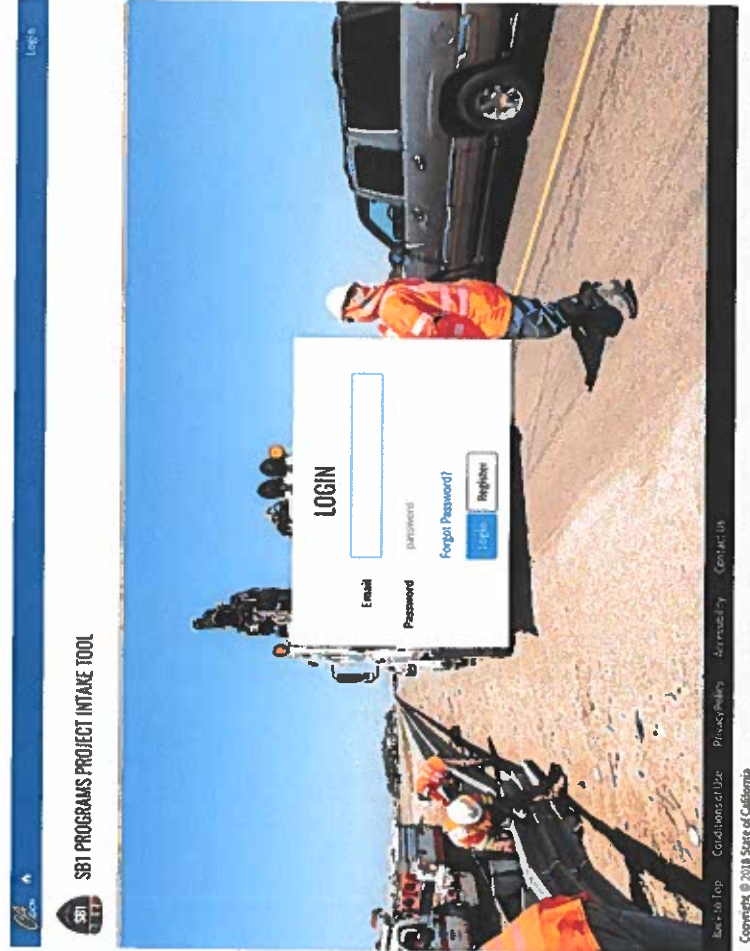
Alicia Sequeira Smith and Laura Pennebaker, California Transportation Commission
Local Streets and Roads Program



SB1 Programs Project Intake Tool

<https://sb1intaketool.dot.ca.gov/login/auth>

Login and Registration



REGISTER

Please fill out the form to register for an account.
All fields are required

First Name	Jane	Last Name	Doe
Email	jane.doe@caltc.ca.gov	Phone Number	(916) 555-2352
Job Title	Director of Best Transportation		
Agency (type to filter list)	California Transportation Commission		
Password	Confirm Password

Follow Password Requirements

Passwords must be between 8 and 64 characters long and contain at least one uppercase letter, one lowercase letter, one number, and one symbol (!@#\$%^&)

Submit

Finalizing Registration (New Users)



Tue 3/13/2018 1:24:2 PM

SB1 Programs Project Intake Tool <no-reply@dot.ca.gov>

Account Approved

To: Senwera, Alisa N@CATC

Retention Policy: Enforced: Inbox (20 day (4 months))

Expires: 7/11/2018

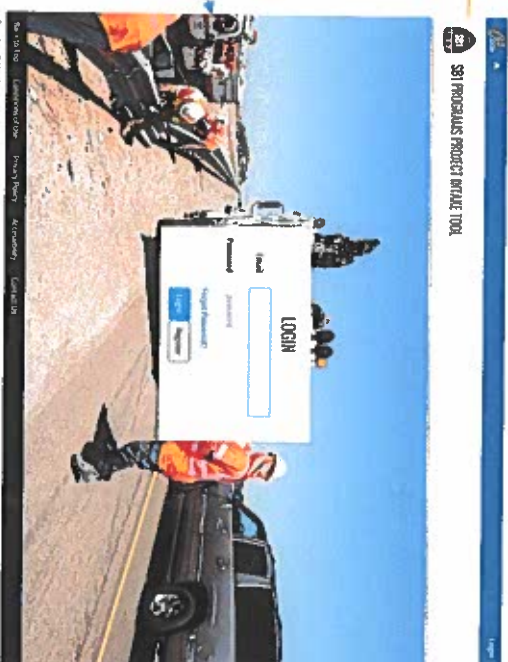
Hi Alisa,

Your SB1 Programs Project Intake Tool account has been approved. [Click here to login.](#)

Once you have received the following email click "here" to verify your email and log into your account.

If the embedded link in the email doesn't redirect you to the login page, please follow the link below.

<https://sb1intaketool.dot.ca.gov/login/auth>



Getting Started

Dashboard

Alicia Smith
Caltrans

Create Submittal

Manage Submittals

View Projects

My Profile

If you are establishing the first "Submittal Package" for your city/county, select "Create Submittal". The "New Project Submittal" form will then appear, this form will be used to establish agency contact information (only one agency submittal can be made each FY).

- Tips for filling out the "New Project Submittal" Form:**
- All fields with an * are required.
 - Submittal Title, Agency Name, LoCode, & State are auto populated fields.
 - Ensure the "Funding for Fiscal Year" section is reflecting the correct year your submittal is for.

NEW PROJECT SUBMITTAL

*Fields marked with * are required*

Program: Local Street and Road Program

Scientific Title: LSR 2018-020

Agency Address*
Agency Name: Caltrans
City: CA
State: CA
Zip Code*
LoCode: 400

Agency Contact*
Agency Contact Title*
Agency Contact Email Address*

Agency Contact Phone*

Funding for Fiscal Year: FY 18/19

If the Form Above Doesn't Appear Please go to Slide 7 For Special Instructions.



New Project Submittal Form Cont.



SBI PROGRAMS Support Documentation

Support Documentation Support Documentation

Pursuant to Streets and Highways Code Section 2034 all projects must be adopted by resolution by the applicable city council or county board of supervisors at a regular public meeting.

Funding for Fiscal Year:

Projects Users

Click on a "?" and it will open a detailed explanation.

Must include average PCI if it is 80 or above and the City/County will be funding other transportation priorities.

Select Files to Upload* ?
pdf, doc/docx, and xls/xlsx only

Don't Forget to Upload File

Average Network PCI:

Measurement Date:

Additional Information ?

Explain how RMRA Projects were identified, priorities set, and how they meet the Local Streets and Roads criteria as defined in the guidelines.

Project Flexibility:

Pursuant to SHC Section 2034(a)(1), this project list shall not limit the flexibility of an eligible city or county to fund projects in accordance with local needs and priorities, so long as the projects are consistent with SHC Section 2030(b). After submittal of the project list to the Commission, in the event a city or county elects to make changes to the project list pursuant to the statutory provision noted above, formal notification of the Commission is not required. However, the Project Expenditure Report form that is due to the Commission by October 1st each year, will provide an opportunity for jurisdictions to annually communicate such changes to the Commission as part of the regular reporting process.

Reminder, "New Project Submittal" establishes your overall package not a specific project.

Save and Continue

Special Message



Dashboard

Alicia Smith
Caltrans

Create Submittal

Manage Submittals

View Projects

My Profile

Select "Create Submittal" on the dashboard, only one agency submittal can be made each FY. If a submittal has already been started or submitted for review the following message will appear.

NEW PROJECT SUBMITTAL

If your city or county has already created a package within the system and you receive this message, please click "here". This will take you directly to your submittals page where you can add projects to the package. If your city or county has already submitted the package for review, please contact CTC immediately. If CTC has not "accepted" the submittal at that time, CTC will then be able to return the package to you and you will be able to add more projects.

There are no programs accepting new submittals from Caltrans. Either this agency has already created submittals for all programs, or the deadlines have expired.

Click [here](#) to view your agency's submittals.

If you need additional assistance, please Contact CTC.

Adding Projects to a Saved Submittal

After a Package is Created



SUBMITTALS

LSR-2019-6200

Program: Local Streets and Roads Program

Address: 1120 N 21st

Contact: Awesome Postum
Phone: (916) 555-2332
Avg. Milewest PDI: N/A

Agency: Caltrans
City: Sacramento

Title: Queen Awesome
Email: awesome.postum@delcra.gov
Measurement Date: N/A

Date Created: 01/13/2018
State: CA
Zip Code: 95814

Support Documentation: Resolution for project list approval on March 10, 2018

Additional Information: These projects meet the overall SMC 2020 (C)(1), within the following parameters

PROJECTS

ID	TITLE	Description	Location	Estimated Completion	Useful Life	View/Edit
PP001	Road To Awesome	Project is .25 miles of non-awesomeness roadway (i.e., East Awesome Lane and First Street	Alphabet Soup Lane	Pre-Construction: 08/2018 Construction: 09/2018	Min: 5 Max: 15	View/Edit
PP002	ABC 123	Connecting ABC to 123		07/2018	5	View/Edit

Submit for review

Add Project

A submittal must reflect this symbol in order to ensure you can add projects for your city or county. You will not have this option once it is submitted for review.

You can add projects to any submittal prior to selecting "Submit for review"

As a reminder, it is imperative all parties who have a role in submitting or adding projects to the final submittal verify it is complete prior to selecting "Submit for Review". Remember to select "Save and Next" after completing each project, this will save all of your information and allow you to revisit and make changes prior to submitting.

Entering Project Specifics



NEW PROPOSED PROJECT

Fields marked with * are required

Local Streets and Roads Program

Submittal	Submittal Status	Project Status
LSR-2019-5200	PENDING	PENDING

Project Title
All fields with an asterisk are required.

Project Type ? * If "Other" is selected, please explain ?

Project Description ?

Project Location ?

Project ID (if any)

Legislative Districts
* State Senate * State Assembly

Project Specifics Cont.



All fields with an asterisk are required.

Project Location *

Estimated Completion Date

*Pre-Construction *Construction *Min *Max

Estimated Useful Life

Estimated Total Project Cost

Additional Project Elements ?

Does project include element(s) as described in SHC 2030 (c)-(f)?

Sustainability ? Technologies ?

Climate Change ? Complete Streets ?

Description of Elements (optional)

Cities and Counties must consider these project elements, to the extent that they are cost-effective and feasible. Please select and describe any that apply.

Select "Save and Continue" to save the information as you are entering it and before moving to the next page, which is for entering another project.

Save and Continue

Save and Duplicate

Cancel

Select "Save and Duplicate" to save the information entered and replicate another form prefilled for an additional project. This is ideal when you are submitting similar projects. (see next slide)

Select "Cancel" to clear your entry and remove from your project list. Or it can be used once your project entry has been completed and saved. The is equivalent "finish" button (see slide 10).

Selecting “Save and Duplicate”



Project Title

Project Type ? Road Grade Separation If "Other" is selected, please explain ?

Project Description ? Connecting ABC to 123 Legislative Districts: State Senate 12, State Assembly 3

Project Location ?

Pre-Construction	Construction	Estimated Useful Life		Estimated Total Project Cost
		Min	Max	
07/2018	09/2018	5	15	

Additional Project Elements ?
 Does project include element(s) as described in SHC 2030 (4-10)?

Sustainability ? Technologies ?

Climate Change ? Complete Streets ?

Description of Elements (optional)

Fields That Remain Filled:	Fields That Need Re-Entering:
<ul style="list-style-type: none"> Project Type Project Description Legislative Districts Estimated Completion Date Additional Project Elements 	<ul style="list-style-type: none"> Project Title Project ID Project Location Estimated Total Project Cost Description of Elements

*This is ideal for general paving/resurfacing projects that will be taking place around the same time and have the majority of the same elements.

Selecting Cancel



Alphabet Soup Lane

Estimated Completion Date

Pre-Construction

08/2019

Construction

10/2019

Estimated Useful Life

Estimated Total Project
Cost

Additional Project Elements ?

Does project include element(s) as described in SHC 2030 (c)

Sustainability ?

Technologies ?

Climate Change ?

Complete Streets ?

Message from webpage

2 Data entered on this page will not be saved! Are you sure?

OK Cancel

Save and Continue

Save and Duplicate

Cancel

Adding Projects to a Saved Submittal



SUBMITTALS

LSR-2019-6200
 LSR-2019-6200
 California

LSR-2019-6200

FY 18/19

A submittal must reflect this symbol in order to ensure you can add projects for your city or county. You will not have this option once it is submitted for review.

Program
 Local Streets and Roads Program

Address 1220 N St

Agency California
City Sacramento

Phone (916) 555-2222
Phone N/A
Web N/A

Additional Information
 Resolution for project list approval on March 10, 2018

Date Created 03/13/2018
State CA
Zip Code 95814

Title Queen Awesoms
Email awesoms.postsum@dc.ca.gov
Submission Date N/A

PROJECTS

ID #	Title	Description	Location	Estimated Completion	Usable Life	View/Edit
PROJ01	Road To Awesoms	Project is .35 miles of non-awesoms roadway (D&...	East Awesoms Lane and First Street	Pre-Construction: 08/2018 Construction: 09/2018	5 Year	
PROJ02	ABC123	Connecting ABC to 123	Alphabet Soap Lane	07/2018 09/2018	5 Year	

You can add projects to any submittal prior to selecting "submit for review"

As a reminder, it is imperative all parties who have a role in submitting or adding projects to the final submittal verify it is complete prior to selecting "Submit for Review". Remember to select "Save and Continue" after completing each project, this will save all of your information and allow you to revisit and make changes prior to submitting.

Track, Edit, and View Project Submittals



SB1 PROGRAMS PROJECT INTAKE TOOL

Dashboard Submittals Projects Users

Dashboard

Alicia Smith

Dashboard navigation menu:

- Create Submittal
- Manage Submittals (highlighted in red)
- View Projects
- My Profile

Select "Manage Submittals" on the Dashboard to View Projects Submitted to CTC for Review and Those Pending Submission.

User can edit information

User can easily identify those projects not yet submitted for review.

Add additional projects to your package prior to submitting to CTC for review. It is imperative your city or county ensure a complete package (project list and supporting documentation), are compiled prior to submitting for review to CTC.

Project Details for ISB 2013-5100

Project: Local Storm and Flood mgmt plan

Address: 11284 St. Ackerman

City: Ackerman

County: CA

Size: 4504

Permit #: 13181355212

App. Received: 03/15/13

Support Submittals: Support Submittals for project ISB 2013-5100

Additional Submittals: These projects need the user of SAC 27881 (CS), within the following parameters

PROJECTS	STATUS	ESTIMATED COMPLETION	COMPLETION	QUALITY
Project 1: Student of Engineering Services, Inc., Local Storm and Flood mgmt plan	04/2013	09/2013	9	11

14

Before Submitting



Submit Projects

Are you sure you want to submit these projects?
You will no longer be able to edit this submittal.

Dashboard Submittals Projects Users

DATE CREATED
02/13/2018

ZIP CODE
95014

STATE
CA

FY 18/19

SR# 2018-6200

Program
Local Streets and Road

Address
1120 N St

Contact
Awesome Postum

Phone
(916) 555-2232

Ag. Network ID
N/A

Support Documentation
Resolution for project let approval on March 10, 2018

Additional Information
These projects meet the overall SHC 2010 (C/P), within the following parameters

View Data

Verify this is a complete package with all necessary supporting documents and full project lists prior to selecting "Yes".

Submittal Screen and Confirmation



SUBMITTALS

LSR-2018-6200

FY 17/18

LSR-2018-6200
 Category: Caltrans
LSR-2019-6200
 Category: Caltrans

Program
 Local Streets and Roads Program
Address
 1334 Main Street
Contact
 Chris Driller
Phone
 (916) 554-1008
Ang. Network PCI
 N/A
Support Documentation
 test documentation
Agency
 Caltrans
City
 Sacramento
State
 CA
Zip Code
 95814
Date Created
 02/20/2018
Title
 Analyst
Email
 chris.driller@dot.ca.gov
Measurement Date
 N/A
Additional Information
 N/A

Project Submitted and Pending CTC Approval



PROJECTS

ID #	Title	Description	Location	Estimated Completion	Useful Life	View/Edit
PP001	Test Project 1	Test Description Project	test location description	Pre-Construction: 09/2018 Construction: 09/2019	Min: 50 Max: 50	View/Edit
PP002	test	test	test	09/2020	5	10

Confirmation Email



SBI Programs Project Intake Tool <no-reply@dot.ca.gov>



To:

Thank you for your SBI Local Streets and Roads Funding Proposed Project List Submittal, it has been received. If staff has any questions or needs additional information, someone will contact you.

If you need to contact program staff please send an email to lstr@catc.ca.gov

Once you have successfully submitted your project lists to CTC for review, you will receive a confirmation of receipt email for your records. Please note, this email will only go to the email on file as the contact for the "Agency" when setting up the accounts. If you submitted and did not receive an email, please select the "Contact Us" tab on the dashboard to notify us.

Returned Submittal Email



Wed 3/14/2018 1:16 PM

SB1 Programs Project Intake Tool <no-reply@dot.ca.gov>

SB1 Project Proposal Returned

To: Driller, Chris@DOT; Sequeira, Alcaia H@CATC

Retention Policy Enforced: Inbox 120 day (4 months)

You replied to this message on 3/14/2018 1:18 PM.

Expires 7/12/2018

Your SB 1 Local Streets and Roads Program Funding Proposed Project List Submittal was returned by CTC for the following reason(s):

Incomplete Submittal

A detailed explanation will be provided by CTC staff as to why the submittal was returned.

Please make any necessary corrections and resubmit. If you need assistance please contact program staff at lsr@catc.ca.gov.

Thank you

Should you receive an email with "SB1 Project Proposal Returned" in the subject line, please note you will be asked to clarify or fix any of the areas or items identified in the email and resubmit within the designated timeline.

Printing Project Status Reports



Dashboard

Alicia Smith

My Profile

Create Submittal

Manage Submittals

View Projects

Select "View Projects" to view Status, Details, and Access the Export List with Project Specifics. Ideal for Posting On-Line and Presenting at Board/Council Meetings.

Proposed Project List

Filter Projects

Agency	Program	Funding FY	Selected	Proposed	Project Type	Project Title	Submit Date	Status
Caltrans	Local Streets and Roads Program	1724	CSF 2012-6200	PP01	Other	Test Project 1	07/09/2013	Reviewed
Caltrans	Local Streets and Roads Program	1724	LPF 2012-6200	PP02	Other	Test	07/21/2013	Reviewed
Caltrans	Local Streets and Roads Program	1819	LPF 2013-6200	PP01	Complete Street Components	Test 11/1/2012	03/13/2013	Pending

Run an excel report of all submittals, it will include project specifics, status and all relevant dates.

Print

Export

Export to Excel



Verification of Submittal Acceptance



SUBMITTALS FY 18/19

Submission ID	Status	Program	Agency	Date Created
LSR-2018-6200	Caltrans	Local Streets and Roads Program	Caltrans	03/13/2018
LSR-2019-6200	Caltrans	Local Streets and Roads Program	Caltrans	03/13/2018

LSR-2019-6200

Program: Local Streets and Roads Program

Address: 1120 N St

City: Sacramento

State: CA

Zip Code: 95814

Date Created: 03/13/2018

Contact: [Queen Awesome](#)

Phone: (916) 555-2332

Email: awesome.rossum@dot.ca.gov

Avg. Network PCI: N/A

Measurement Date: N/A

Support Documentation: [Resolution for project list approval on March 10, 2018](#)

Additional Information: [These projects meet the overall SIC 2030 \(6/1\), within the following parameters](#)

This will appear once a submittal has been "Accepted"

Go to the "View Submittals" tab on your Dashboard to easily view project details and status on one page.

Contact Us



Dashboard

Alicia Smith
Caltrans

Create Submittal

A button with a document icon and the text "Create Submittal".

Manage Submittals

A button with a list icon and the text "Manage Submittals".

View Projects

A button with a folder icon and the text "View Projects".

My Profile

A button with a person icon and the text "My Profile".

[Conditions of Use](#) [Privacy Policy](#) [Accessibility](#) **Contact Us**

8 State of California

Should you have any questions or run into any issues with the tool, please select the "Contact Us" tab at the bottom of your Dashboard. An email will populate for CTC, please include as much detail as possible so we may best assist you.

Thank You



More Information

.....
Email: LSR@catc.ca.gov

Alicia.Sequeira@catc.ca.gov

Laura.Pennebaker@catc.ca.gov

CTC-LSR Program Website:

<http://catc.ca.gov/programs/sb1/l srp/>

