

City of Loyalton
Financial Report
 As of September 11, 2019

	Sep 11, 19
ASSETS	
Current Assets	
Checking/Savings	
Enterprise Loan MM 0559	288,516.13
General Funds	
General Checking 1956- NEW	178,337.56
General Contingency Saving 0322	34,801.82
Total General Funds	213,139.38
Designated Funds	
WWTP Settlement (LAIF)	2,007,736.13
WWTP Settlement MM 4387 (New)	571,067.38
Fire Dept. Reserve 7243	182,163.64
WWTP Construction 1990	4,854.14
Community Dev Block Grant 0059	10,588.24
Total Designated Funds	2,776,409.53
Cash Drawer	450.00
Total Checking/Savings	3,278,515.04
Accounts Receivable	
Accounts Receivable	43,048.33
Total Accounts Receivable	43,048.33
Other Current Assets	
Grants Receivable	-79,061.19
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	16,585.65
Accts Receivable- Late Fees Sew	35,561.22
Sewer Ent. Accounts Receivable	237,213.41
Water Ent. Accounts Receivable	
Reconnect fee	-874.10
Water Ent. Accounts Receivable - Other	123,574.25
Total Water Ent. Accounts Receivable	122,700.15
Total Accounts Receivable- Proprietar	223,956.25
Total Other Current Assets	517,432.81
Total Current Assets	3,838,996.18
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	1,347,347.69
Accumulated Depreciation	-4,619,593.00
Total Fixed Assets	10,015,725.37
Total Fixed Assets	10,015,725.37

City of Loyalton
Financial Report
As of September 11, 2019

	<u>Sep 11, 19</u>
Total Long Term Liabilities	5,174,513.53
Total Liabilities	5,533,107.55
Equity	
Unassigned (Fund Equity)	199,791.14
Reserved Funds	32,967.98
Invested in Fixed Assets	4,956,179.67
Unreserved Fund Balance	3,249,087.93
Net Income	-116,412.72
Total Equity	8,321,614.00
TOTAL LIABILITIES & EQUITY	13,854,721.55

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Accrual Basis

City of Loyalton
Income & Expenses
 July 1 through September 11, 2019

	Jul 1 - Sep 11, 19
Ordinary Income/Expense	
Income	
Building Permits	3,386.34
Property Taxes	
Supplemental	246.03
Homeowners	401.42
Clerk Fees	33.55
Secured	10,621.22
Unsecured	60.39
Total Property Taxes	11,362.61
Taxes & License Revenue	
Sales & Use	33,058.25
License & Permits	50.00
Total Taxes & License Revenue	33,108.25
Intergovernmental - State	
Road Maintenance & Rehab	2,516.81
Highway Users Tax	
2103 (Gas Tax)	948.90
2105	650.00
2106	999.69
2107	560.01
2107.5	1,000.00
Total Highway Users Tax	4,158.60
Total Intergovernmental - State	6,675.41
Enterprise Income	
Sewer Service Income	
Late Fees Sewer	12,813.60
Sewer Service Income - Other	61,224.30
Total Sewer Service Income	74,037.90
Water Service Income	
Connection Fee	50.00
Late Fees Water	6,406.82
Water Service Income - Other	46,286.38
Total Water Service Income	52,743.20
Charges for Services Misc	100.00
Total Enterprise Income	126,881.10
Charges for Current Services	
Copies & Faxes	103.40
Rent Income	
Auditorium Rental	130.00
Social Hall	195.00
Rent Income - Other	1,800.00
Total Rent Income	2,125.00
Total Charges for Current Services	2,228.40
Revenue Use of Money & Property	
Interest Income	8,402.80
Total Revenue Use of Money & Property	8,402.80
Miscellaneous Revenue	
S.C.O.R.E.	890.14
Total Miscellaneous Revenue	890.14

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09/17/19

Accrual Basis

City of Loyaltan
Income & Expenses
July 1 through September 11, 2019

	<u>Jul 1 - Sep 11, 19</u>
Miscellaneous	
Meals	30.71
Miscellaneous - Other	-181.09
Total Miscellaneous	-150.38
Office Expense	1,384.03
Operating Supplies	3,496.97
Telephone	477.81
Travel	400.68
Services and Supplies - Other	89.00
Total Services and Supplies	74,512.82
Total Expense	266,253.02
Net Ordinary Income	-73,317.97
Other Income/Expense	
Other Expense	
Debt Service	
Interest Expense	
Interest 91-05 Water	21,213.00
Total Interest Expense	21,213.00
Principal	19,800.00
Total Debt Service	41,013.00
Capital Outlay	
Professional Fees	2,182.75
Total Capital Outlay	2,182.75
Total Other Expense	43,195.75
Net Other Income	-43,195.75
Net Income	-116,513.72

FARR WEST
ENGINEERING

September 10, 2019

City of Loyalton
605 School St.
PO Box 128
Loyalton, CA 96118

Re: Bid Acceptance of Beckwith Road Pavement Repair

Dear Council Members:

On September 6, 2019 Farr West held a bid opening for the Beckwith Road Pavement Repair Project on behalf of the City of Loyalton. Bid information was compiled and Q&D Construction LLC was the apparent low bidder with a bid price of \$110,005.00. The Engineer's Estimate was \$120,000. A total of one (1) bid was received.

Farr West Engineering has evaluated the Q&D Construction LLC Bid and finds that it complies with the prescribed requirements of the Bid Form, and therefore is considered "responsive". We have also performed a due diligence check on the company by checking provided references, System for Award Management, California State Contractor's Board, Secretary of State, and the Labor Commissioner. The references were all positive; the consensus is that Q&D Construction LLC is qualified to perform and complete the work associated with this project. A search with the Contractor's Board shows no disciplinary action against them and they are within their licensed limits. A search for debarment on the System for Award Management shows no action. A search of the Secretary of State shows that they are in good standing. Lastly, a search of the Labor Commissioner shows no actions, pending or filed, against them.

Q&D Construction LLC has over 30 years of experience in the construction industry and has performed similar projects in the past. Based on the review of their bid and background check, Farr West finds Q&D Construction LLC as being a "responsible" Bidder and we recommend awarding them the Construction Contract for the bid amount plus a force account in the amount of \$15,000. The force account is intended as a contingency item to cover any unforeseen circumstances or quantity overruns that may cause an increase to the bid amount. Including a contingency item will allow construction to proceed without interruption or delays caused by requiring further Council approval. The total contract amount would be \$125,005.00.

I have attached the bid tab, Q&D Construction LLC bid, and notice of award, for your reference.

If you have any questions or require additional information regarding this letter, please feel free to contact me.

Thank you,



Keith Karpstein, P.E.

Attached: Bid tab, Q&D Construction LLC bid, and notice of award for your review and signature of approval

NOTICE OF AWARD

Date of Issuance:

Owner: City of Loyalton

Owner's Contract No.:

Engineer: Farr West Engineering

Engineer's Project No.: #1678

Project: Beckwith Road Pavement Repair

Contract Name: Beckwith Road Pavement Repair

Bidder: Q&D Construction

TO BIDDER:

You are notified that Owner has accepted your Bid dated September 6, 2019 for the above Contract, and that you are the Successful Bidder and are awarded a Contract for:

Beckwith Road Pavement Repair Project

The Contract Price of the awarded Contract is: \$ 125,005.00

- unexecuted counterparts of the Agreement accompany this Notice of Award, and one copy of the Contract Documents accompanies this Notice of Award, or has been transmitted or made available to Bidder electronically.
- a set of the Drawings will be delivered separately from the other Contract Documents.

You must comply with the following conditions precedent within 15 days of the date of receipt of this Notice of Award:

1. Deliver to Owner [3] counterparts of the Agreement, fully executed by Bidder.
2. Deliver with the executed Agreement(s) the Contract security [e.g., performance and payment bonds] and insurance documentation as specified in the Instructions to Bidders and General Conditions, Articles 2 and 6.
3. Other conditions precedent (if any):

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within ten days after you comply with the above conditions, Owner will return to you one fully executed counterpart of the Agreement, together with any additional copies of the Contract Documents as indicated in Paragraph 2.02 of the General Conditions.

Owner:

Authorized Signature

By: Sarah Jackson

Title: Mayor

Copy: Engineer

BID OPENING FORM
Beckwith Road Pavement Repair
City of Loyaltan, CA

Bid Opening Location: Port West Program, 4510 Langley Lane Home, NY 89511
 Date: Friday, September 6, 2019
 Time: 1:00 PM
 Owner: City of Loyaltan
 Engineer: Port West Engineering

Bid Item	Description	Quantity	Units	ENGINEER'S GROUND OR PROBABLE COST		QAD Construction		UNIT PRICE		TOTAL	AVRAGE		ARBIDAN	
				Unit Price	Total	Unit Price	Total	Unit Price	Total		Unit Price	Total	Unit Price	Total
1	Machine and Depreciation C.Y.E. 5%	1	L.S.	\$1,715.00	\$1,715.00	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	
2	Gravel	1	L.S.	\$1,500.00	\$1,500.00	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	
3	Gravel	1	L.S.	\$1,500.00	\$1,500.00	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	
4	1" A/C Pavement	674	S.Y.	\$11,200.00	\$11,200.00	\$40.00	\$27,080.00	\$40.00	\$27,080.00	\$40.00	\$27,080.00	\$40.00	\$27,080.00	
5	Remove and Replace of concrete curb and gutter	56	L.F.	\$200.00	\$11,200.00	\$170.00	\$9,520.00	\$170.00	\$9,520.00	\$170.00	\$9,520.00	\$170.00	\$9,520.00	
6	Over Excavation and Backfill	213	C.Y.	\$715.00	\$151,715.00	\$10.00	\$2,130.00	\$10.00	\$2,130.00	\$10.00	\$2,130.00	\$10.00	\$2,130.00	
7	18" Aggregate Base Course	172	S.Y.	\$20.00	\$3,440.00	\$10.00	\$1,720.00	\$10.00	\$1,720.00	\$10.00	\$1,720.00	\$10.00	\$1,720.00	
8	18" Aggregate Base Course	172	S.Y.	\$20.00	\$3,440.00	\$10.00	\$1,720.00	\$10.00	\$1,720.00	\$10.00	\$1,720.00	\$10.00	\$1,720.00	
9	Adjust Existing Retaining Wall	2	S.F.	\$1,600.00	\$3,200.00	\$2,000.00	\$4,000.00	\$2,000.00	\$4,000.00	\$2,000.00	\$4,000.00	\$2,000.00	\$4,000.00	
10	Traffic Sign Installation	2	P.A.	\$500.00	\$1,000.00	\$1,000.00	\$2,000.00	\$1,000.00	\$2,000.00	\$1,000.00	\$2,000.00	\$1,000.00	\$2,000.00	
11	Additional Over Excavation and Backfill (if necessary Item)	122	C.Y.	\$715.00	\$86,210.00	\$10.00	\$1,220.00	\$10.00	\$1,220.00	\$10.00	\$1,220.00	\$10.00	\$1,220.00	
12	Force Account (if necessary Item)	1	L.S.	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	
Base Bid Total:										\$0.00	\$125,005.00	\$125,005.00	\$125,005.00	

SALARY SCHEDULE APPENDIX A

PERMANENT FULL TIME/OR CERTIFIED

STEPS	A	B	C	D	E
GRADE I	18.00	18.90	19.85	20.84	21.88
GRADE II	24.00	25.20	26.46	27.78	29.17

STEPS GRADE I CERTIFIED WATER OR SEWER
 STEPS GRADE II CERTIFIED WATER AND SEWER

REGULAR PART TIME/SEASONAL

STEPS	A	B	C	D	E
GRADE I	17.50	18.38	19.29	20.25	21.26
GRADE II	19.50	20.48	21.50	22.58	23.71

PROBATIONARY PERIOD FOR REGULAR/ PART TIME/ SEASONAL
 FIRST SIX MONTHS \$12.00 PER HOUR, SECOND SIX MONTHS \$13.00 PER HOUR. AFTER ONE YEAR SEE ABOVE SCHEDULE

STEPS A,B,C,D,E EACH REPRESENT 2 YEARS

5% STEP INCREASES EVERY TWO YEARS THROUGH 10 YEARS ARE NOT MANDATORY BUT MAY BE GIVEN DEPENDING ON THE COST OF LIVING, EMPLOYEE EVALUATION AND THE ECONOMIC CONDITIONS OF THE CITY.

SALARY RANGE FOR PERMANENT FULL TIME WILL BE BASED ON THE HOURLY RATE DEPENDING ON EXPERIENCE.

SALARY RANGE FOR REGULAR/ PART TIME /SEASONAL WILL BE BASED ON THE HOURLY RATE DEPENDING ON EXPERIENCE

DAY LABOR / EXTRA HELP

STEPS	A	B	C	D	E
	14.00	15.00	16.00	17.00	18.00

RANGE FROM \$14.00 TO \$18.00 DEPENDING ON TYPE OF JOB AND RELATED EXPERIENCE

PROBATION- REGULAR/ PART TIME/ SEASONAL
 1ST SIX MONTHS \$15.50, 2ND SIX MONTHS \$17.50

PROFESSIONAL/LICENSED

PLUMBERS, ELECTRICIANS, ECT. ARE PAID ON AN AGREED UPON BILLED BASIS

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 ABOVE SCHEDULE 15.00 17.20

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Fixed Assets	
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Unreserved Fund Balance	3,249,087.93
Net Income	-94,129.92
Total Equity	<u>8,343,896.80</u>
TOTAL LIABILITIES & EQUITY	<u><u>13,872,658.04</u></u>

City of Loyalton
Income & Expenses
 July 1 through September 11, 2019

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Miscellaneous Revenue	
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Total Miscellaneous Revenue	890.14

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Income & Expenses
 July 1 through September 11, 2019

	<u>Jul 1 - Sep 11, 19</u>
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Miscellaneous - Other	-181.09
Total Miscellaneous	-150.38
Office Expense	876.78
Operating Supplies	3,312.76
Telephone	477.81
Travel	400.68
Services and Supplies - Other	89.00
Total Services and Supplies	70,735.33
Total Expense	225,986.94
Net Ordinary Income	-50,934.17
Other Income/Expense	
Other Expense	
Debt Service	
Interest Expense	
Interest 91-05 Water	21,213.00
Total Interest Expense	21,213.00
Principal	19,800.00
Total Debt Service	41,013.00
Capital Outlay	
Professional Fees	2,182.75
Total Capital Outlay	2,182.75
Total Other Expense	43,195.75
Net Other Income	-43,195.75
Net Income	-94,129.92

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09/11/19

Cash Basis

City of Loyalton

Bills Paid

08/01/2019-08/31/2019

Type	Date	Num	Name	Memo	Paid Amo...
Enterprise Loan MM 0559					
Check	08/31/2019			Service Charge	-2.00
Total Enterprise Loan MM 0559					
General Funds					
General Checking 1956- NEW					
Check	08/31/2019			Service Charge	-22.00
Liability Check	08/01/2019	EFT	Employment Development Dep...	69817369 (PP 08.01.2019-08.31.2019) CalPERS	-16.83
Liability Check	08/01/2019	EFT	US Treasury-941	94-6000364 (PP 08.01.2019-08.31.2019) CalPERS	-99.00
Liability Check	08/09/2019	EFT	Employment Development Dep...	69817369 (PPE 8.3.19)	-60.17
Liability Check	08/09/2019	EFT	US Treasury-941	94-6000364 (PPE 8.3.19)	-1,491.18
Bill Pmt -Check	08/09/2019	EFT	Nationwide	PPE 08.3.2019	-221.73
Bill Pmt -Check	08/16/2019	EFT	Home Depot	6035322501434199	-876.97
Check	08/07/2019	EFT	Chargeback - NSF	NSF	-116.63
Bill Pmt -Check	08/23/2019	EFT	Pitney Bowes Inc Purchase Pow...	8000-9000-0953-9911	-176.00
Bill Pmt -Check	08/23/2019	EFT	Nationwide	PPE 08.17.2019	-242.48
Liability Check	08/23/2019	EFT	Employment Development Dep...	69817369 (PPE 08.17.2019)	-61.89
Liability Check	08/23/2019	EFT	US Treasury-941	94-6000364 (PPE 08.17.2019)	-1,775.96
Liability Check	08/23/2019	EFT	Employment Development Dep...	69817369 (PPE 08.17.2019)	-15.84
Bill Pmt -Check	08/23/2019	EFT	Office Depot	6011 5661 5318 4480	-89.01
Liability Check	08/26/2019	EFT	Employment Development Dep...	69817369 (CalPERS Lump Sum Settlement-McGarity)	-267.03
Liability Check	08/26/2019	EFT	US Treasury-941	94-6000364 (CalPERS Lump Sum Settlement-McGarity)	-782.00
Liability Check	08/30/2019	EFT	Employment Development Dep...	69817369 (CalPERS September 2019-Cussins, Jardin, Y...	-17.65
Liability Check	08/30/2019	EFT	US Treasury-941	94-6000364 (CalPERS September 2019-Cussins, Jardin, ...	-105.00
Check	08/23/2019	EFT	Chargeback - NSF	NSF (Robin Ponciano)	-130.00
Bill Pmt -Check	08/29/2019	EFT	Bank of America	5472064000010235	-138.96
Bill Pmt -Check	08/29/2019	EFT	Bank of America	5472064000010235	-475.68
Paycheck	08/01/2019	5792	Cussins, John C		-1,096.86
Paycheck	08/01/2019	5793	Jardin, Patsy E		-1,741.09
Paycheck	08/01/2019	5794	Yegge, Donald M.		-486.42
Bill Pmt -Check	08/01/2019	5795	Postmaster	August 2019 Water/Sewer Billing	-93.24
Bill Pmt -Check	08/05/2019	5796	Liberty Utilities		-8,456.17
Bill Pmt -Check	08/05/2019	5797	Sierra Valley Home Center	1100	-884.43
Bill Pmt -Check	08/05/2019	5798	Verizon Wireless	370745244-000001	-38.01
Paycheck	08/09/2019	5799	Bennett, Kenneth E		-1,590.46
Paycheck	08/09/2019	5800	Cussins, John C		0.00

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09/11/19

Cash Basis

City of Loyalton

Bills Paid

08/01/2019-08/31/2019

Type	Date	Num	Name	Memo	Paid Amo...
Paycheck	08/23/2019	5838	Rogers, Nancy R.		-45.71
Paycheck	08/23/2019	5839	Bennett, Kenneth E		-1,548.04
Paycheck	08/23/2019	5840	Jordan, Keith S.		-1,601.13
Paycheck	08/23/2019	5841	LeBlanc, Katherine L		-821.16
Paycheck	08/23/2019	5842	Smith, Tracy A		-521.40
Paycheck	08/23/2019	5843	Willis, Charlotte L		-536.63
Bill Pmt -Check	08/23/2019	5844	AT&T CALNET 3		-93.00
Bill Pmt -Check	08/23/2019	5845	Frasure & Son Cleaning	Carpet Cleaning- City Hall & Museum	-580.00
Bill Pmt -Check	08/23/2019	5846	Intermountain Disposal, Inc.	Account code LOYCI (Invoice 64302, 64746, 64747, 64...	-392.24
Bill Pmt -Check	08/23/2019	5847	Ken Morgan	Chlorine Injection Issues(Labor & Travel Time) 08.06.2...	-490.00
Bill Pmt -Check	08/23/2019	5848	Sierra Environmental Monitori...	LOY-001	-282.00
Bill Pmt -Check	08/23/2019	5849	Sloan Sakai-Attorneys at Law	Invoice 40890-Matter 3117/002 (City of Loyalton, et al...	-556.50
Paycheck	08/23/2019	5850	McGarity, Orville D		-4,389.09
Bill Pmt -Check	08/23/2019	5854	S.C.O.R.E.	2019-2020 Liability Insurance (Installment #2) August ...	-1,856.00
Bill Pmt -Check	08/23/2019	5855	S.C.O.R.E.	2019-2020 Liability Insurance (Installment #3) Septem...	-1,856.00
Bill Pmt -Check	08/28/2019	5856	Postmaster	September 2019 Water/Sewer Billing	-93.80
Bill Pmt -Check	08/28/2019	5857	Liberty Utilities		-8,805.22
Bill Pmt -Check	08/23/2019	5858	City of Portola	Inspections (5.5 hours @ \$28.00 Hour)	-154.00
Bill Pmt -Check	08/30/2019	5859	Verizon Wireless	370745244-000001	-38.01
Bill Pmt -Check	08/27/2019	5860	L. N. Curtis & Sons	Inv.# 312183 Tail Light Red, Turn Amber, Dome Clear	-186.29
Bill Pmt -Check	08/27/2019	5861	Plumas Sierra Rural Electric		-7,732.13
Bill Pmt -Check	08/27/2019	5862	Plumas-Sierra Telecomm.	Broadband, Account #37225 (09.01.2019-09.31.2019)	-109.00
Bill Pmt -Check	08/27/2019	5863	Sierra Environmental Monitori...	LOY-001	-244.00
Total General Checking 1956- NEW					-92,778.74
General Contingency Saving 0322					
Total General Contingency Saving 0322					
Total General Funds					-92,778.74
Designated Funds					
WWTP Settlement MM 4321					
Total WWTP Settlement MM 4321					
WWTP Construction 1990					
Check	08/31/2019			Service Charge	-2.00

City of Loyalton
Unpaid Bills
As of September 11, 2019

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
California Department of Water Resources					
Bill	07/01/2019	Inv. W...	12/10/2019		1,316.00
Total California Department of Water Resources					1,316.00
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
Sierra Environmental Monitoring, Inc.					
Bill	08/27/2019	Inv. # ...	09/26/2019		63.00
Bill	08/29/2019	Inv. # ...	09/28/2019		63.00
Total Sierra Environmental Monitoring, Inc.					126.00
Thatcher Company					
Credit	07/18/2019	Inv. # ...			-343.20
Credit	10/22/2018	Inv. 50...			-308.88
Bill	10/22/2018	Inv. 50...	11/21/2018	294	308.88
Total Thatcher Company					-343.20
Western Hydro Corporation					
Credit	07/02/2014	CM 15...			-299.37
Total Western Hydro Corporation					-299.37
TOTAL					-312.97

Acknowledgement of Approval, City of Loyalton

The City of Loyalton acknowledges approval of the below listed reconciled Plumas Bank Accounts

General Account (1956)	08.31.2019	(\$211,305.35)	Reconciled	09.10.2019
CDBG Account (0059)	08.20.2019	(\$10,588.24)	Reconciled	08.27.2019
F.D. Reserve (7243)	08.31.2019	(\$182,163.64)	Reconciled	09.10.2019
General Savings (0322)	08.20.2019	(\$34,801.82)	Reconciled	08.27.2019
Enterprise-W&S (0559)	08.31.2019	(\$323,529.13)	Reconciled	09.10.2019
WWTP Constr. (1990)	08.31.2019	(\$4854.14)	Reconciled	09.10.2019
WWTP Settle. (4387)	08.31.2019	(\$571,067.38)	Reconciled	09.10.2019
LAIF Account (496)	08.31.2019	(\$2,007,736.13)	Reconciled	09.10.2019

This authorization took place at the council meeting held on 09/17/2019 and will be further reflected in the council minutes of this meeting.

Authorized Signature Sarah Jackson, Mayor, Dated 09/17/2019

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	10/04/2019	1,500.00
	Water		4,500.00
General Fund	Enterprise Loan MM 0559	10/11/2019	1,500.00
	Water		4,500.00
General Fund	Enterprise Loan MM 0559	10/18/2019	1,500.00
	Water		4,500.00
General Fund	Enterprise Loan MM 0559	10/25/2019	1,500.00
	Water		4,500.00
THIS TOTAL			\$24,000.00

This authorization took place at the council meeting held on 09/17/2019 and will be further reflected in the council minutes of this meeting.

Authorized Signature Sarah Jackson, Mayor, Dated 09/17/2019

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
Cont. Savings (0322)	General (1956)	09.20.2019	\$5,438.12

(Lump Sum Settlement payment for McGarity (\$5,438.12) check issued on 08/23/19)

TOTAL **\$5,438.12**

This authorization took place at the regular council meeting held on 09/17/2019 and will be further reflected in the council minutes of this meeting.

Authorized Signature Sarah Jackson, Mayor, Dated 09/17/2019

City of Loyalton
Credit Card Detail
July 5 through August 4, 2019

Type	Date	Num	Adj	Name	Memo	Class	Cir	Split	Debit	Credit	Balance
B of A CC 2646-J. Evans											
Credit Card Charge	07/06/2019			Whites Sierra Statio...			X	Fuel		24.65	24.65
Total B of A CC 2646-J. Evans									0.00	24.65	24.65
BofA CC 5732-K. Jordan											
Credit Card Charge	07/06/2019			Walmart	5472-0635-74...		X	Office Expense		7.96	7.96
Credit Card Charge	07/24/2019			Quik Stop	54472-0635-7...		X	Fuel		37.36	45.32
Total BofA CC 5732-K. Jordan									0.00	45.32	45.32
BofA CC 8784-S. Haywood											
Credit Card Charge	07/29/2019			Jiffy Lube			X	Equipment Repair ...		61.27	61.27
Credit Card Charge	07/29/2019			Shell Oil Co.			X	Fuel		88.09	149.36
Total BofA CC 8784-S. Haywood									0.00	149.36	149.36
BofA CC 6111- K LeBlanc											
Credit Card Charge	07/08/2019			Amazon	5472-0635-77...		X	Operating Supplies		73.24	73.24
Credit Card Charge	07/08/2019			Amazon	5472-0635-77...		X	Operating Supplies		10.15	83.39
Credit Card Charge	07/08/2019			Amazon	5472-0635-77...		X	Operating Supplies		87.31	170.70
Credit Card Charge	07/10/2019			Nextiva	5472-0635-77...		X	-SPLIT-		95.43	266.13
Credit Card Charge	07/12/2019			Whites Sierra Statio...	5472-0635-77...		X	Fuel		197.40	463.53
Credit Card Charge	07/19/2019			Whites Sierra Statio...	5472-0635-77...		X	Fuel		242.51	706.04
Credit Card Charge	07/26/2019			Whites Sierra Statio...	5472-0635-77...		X	Fuel		101.17	807.21
Credit Card Charge	08/01/2019			Nextiva	5472-0635-77...		X	-SPLIT-		93.96	901.17
Bill	08/04/2019	6111(...		Bank of America	-MULTIPLE-	-MUL...		Accounts Payable	475.68		425.49
Total BofA CC 6111- K LeBlanc									475.68	901.17	425.49
TOTAL									475.68	1,120.50	644.82

**City of Loyalton
General
August 2019**

	General Govern... (General Fund)	Law Enforcemen... (General Fund)	General Fund - O... (General Fund)	Total General Fu...	TOTAL
Ordinary Income/Expense					
Income					
Building Permits	3,386.34	0.00	0.00	3,386.34	3,386.34
Charges for Current Services					
Copies & Faxes	37.20	0.00	0.00	37.20	37.20
Rent Income					
Auditorium Rental	130.00	0.00	0.00	130.00	130.00
Total Rent Income	130.00	0.00	0.00	130.00	130.00
Total Charges for Current Services	167.20	0.00	0.00	167.20	167.20
Revenue Use of Money & Property					
Interest Income	6.10	0.00	0.00	6.10	6.10
Total Revenue Use of Money & Property	6.10	0.00	0.00	6.10	6.10
Miscellaneous Revenue					
S.C.O.R.E.	890.14	0.00	0.00	890.14	890.14
Total Miscellaneous Revenue	890.14	0.00	0.00	890.14	890.14
Total Income	4,449.78	0.00	0.00	4,449.78	4,449.78
Gross Profit	4,449.78	0.00	0.00	4,449.78	4,449.78
Expense					
Utilities					
Internet - Broadband	16.35	0.00	0.00	16.35	16.35
Electric	0.00	0.00	16.08	16.08	16.08
Total Utilities	16.35	0.00	16.08	32.43	32.43
Janitorial	290.00	0.00	0.00	290.00	290.00
Salaries and Wages					
Payroll Tax Expense	48.55	0.00	0.00	48.55	48.55
Payroll Expense	6,169.26	0.00	0.00	6,169.26	6,169.26
Total Salaries and Wages	6,217.81	0.00	0.00	6,217.81	6,217.81
Services and Supplies					
Postage	17.60	0.00	0.00	17.60	17.60
Advertising	81.00	0.00	0.00	81.00	81.00
Bank Service Charges	20.00	0.00	0.00	20.00	20.00
Contracted Services					
Professional Fees	0.00	1,250.00	0.00	1,250.00	1,250.00
Auditing Expense	1,299.00	0.00	0.00	1,299.00	1,299.00

**City of Loyaltton
Water
August 2019**

	Water Fund 752... (Enterprise Fun...)	Total Enterprise...	TOTAL
Ordinary Income/Expense			
Income			
Enterprise Income			
Water Service Income			
Connection Fee	50.00	50.00	50.00
Late Fees Water	315.32	315.32	315.32
Water Service Income - Other	17,292.47	17,292.47	17,292.47
Total Water Service Income	17,657.79	17,657.79	17,657.79
Charges for Services Misc	100.00	100.00	100.00
Total Enterprise Income	17,757.79	17,757.79	17,757.79
Revenue Use of Money & Property			
Interest Income	23.36	23.36	23.36
Total Revenue Use of Money & Property	23.36	23.36	23.36
Total Income	17,781.15	17,781.15	17,781.15
Gross Profit	17,781.15	17,781.15	17,781.15
Expense			
Repairs & Maintenance	101.00	101.00	101.00
Bad Debt	-5,939.09	-5,939.09	-5,939.09
Utilities			
Internet - Broadband	43.60	43.60	43.60
Electric	8,520.23	8,520.23	8,520.23
Total Utilities	8,563.83	8,563.83	8,563.83
Salaries and Wages			
Payroll Tax Expense	370.25	370.25	370.25
Payroll Expense			
Part Time Wages	2,584.53	2,584.53	2,584.53
Payroll Expense - Other	2,255.20	2,255.20	2,255.20
Total Payroll Expense	4,839.73	4,839.73	4,839.73
Total Salaries and Wages	5,209.98	5,209.98	5,209.98
Employee Benefits			
Nationwide City	103.42	103.42	103.42
Health Insurance	127.33	127.33	127.33
Total Employee Benefits	230.75	230.75	230.75
Services and Supplies			

City of Loyaltan
WWTP & Sewer
August 2019

	WWTP Po... (Sewer Fu...)	Sewer Fun... (Sewer Fu...)	Total Sew... (Enterpris...)	Total Ente...	TOTAL
Ordinary Income/Expense					
Income					
Enterprise Income					
Sewer Service Income	0.00	630.63	630.63	630.63	630.63
Late Fees Sewer	0.00	18,798.65	18,798.65	18,798.65	18,798.65
Sewer Service Income - Other					
Total Sewer Service Income	0.00	19,429.28	19,429.28	19,429.28	19,429.28
Total Enterprise Income	0.00	19,429.28	19,429.28	19,429.28	19,429.28
Revenue Use of Money & Property					
Interest Income	172.21	70.07	242.28	242.28	242.28
Total Revenue Use of Money & Property	172.21	70.07	242.28	242.28	242.28
Total Income	172.21	19,499.35	19,671.56	19,671.56	19,671.56
Gross Profit	172.21	19,499.35	19,671.56	19,671.56	19,671.56
Expense					
Repairs & Maintenance	0.00	551.00	551.00	551.00	551.00
Bad Debt	0.00	-11,878.19	-11,878.19	-11,878.19	-11,878.19
Utilities					
Internet - Broadband	0.00	43.60	43.60	43.60	43.60
Electric	0.00	3,938.50	3,938.50	3,938.50	3,938.50
Total Utilities	0.00	3,982.10	3,982.10	3,982.10	3,982.10
Equipment Repair & Maintenance	0.00	290.00	290.00	290.00	290.00
Salaries and Wages					
Payroll Tax Expense	0.00	591.54	591.54	591.54	591.54
Payroll Expense					
Part Time Wages	0.00	2,702.86	2,702.86	2,702.86	2,702.86
Payroll Expense - Other	0.00	5,029.64	5,029.64	5,029.64	5,029.64
Total Payroll Expense	0.00	7,732.50	7,732.50	7,732.50	7,732.50
Total Salaries and Wages	0.00	8,324.04	8,324.04	8,324.04	8,324.04
Employee Benefits					
Nationwide City	0.00	103.43	103.43	103.43	103.43
Health Insurance	0.00	127.34	127.34	127.34	127.34
Total Employee Benefits	0.00	230.77	230.77	230.77	230.77
Services and Supplies					
Postage	0.00	126.10	126.10	126.10	126.10
Bank Service Charges	0.00	2.50	2.50	2.50	2.50

**City of Loyaltan
Streets
August 2019**

	Gas Tax 9422-1 (Streets and Highwa...)	Streets and Highway... (Streets and Highwa...)	Total Streets and Hi... (Special Revenue)	Total Special Revenue	TOTAL
Ordinary Income/Expense					
Income					
Intergovernmental - State					
Road Maintenance & Rehab	0.00	1,194.74	1,194.74	1,194.74	1,194.74
Highway Users Tax					
2103 (Gas Tax)	664.82	0.00	664.82	664.82	664.82
2105	0.00	368.05	368.05	368.05	368.05
2106	0.00	500.44	500.44	500.44	500.44
2107	0.00	189.77	189.77	189.77	189.77
Total Highway Users Tax	664.82	1,058.26	1,723.08	1,723.08	1,723.08
Total Intergovernmental - State	664.82	2,253.00	2,917.82	2,917.82	2,917.82
Total Income	664.82	2,253.00	2,917.82	2,917.82	2,917.82
Gross Profit	664.82	2,253.00	2,917.82	2,917.82	2,917.82
Expense					
Utilities					
Internet - Broadband	0.00	5.45	5.45	5.45	5.45
Electric	146.77	3,182.02	3,328.79	3,328.79	3,328.79
Total Utilities	146.77	3,187.47	3,334.24	3,334.24	3,334.24
Salaries and Wages	0.00	83.10	83.10	83.10	83.10
Payroll Tax Expense	0.00	1,086.29	1,086.29	1,086.29	1,086.29
Total Salaries and Wages	0.00	1,169.39	1,169.39	1,169.39	1,169.39
Services and Supplies					
Contracted Services	0.00	1,299.00	1,299.00	1,299.00	1,299.00
Auditing Expense	0.00	1,299.00	1,299.00	1,299.00	1,299.00
Total Contracted Services	0.00	2,598.00	2,598.00	2,598.00	2,598.00
Insurance					
Property Insurance	0.00	371.20	371.20	371.20	371.20
Total Insurance	0.00	371.20	371.20	371.20	371.20
Office Expense	0.00	16.20	16.20	16.20	16.20
Operating Supplies	0.00	4.46	4.46	4.46	4.46
Telephone	0.00	4.71	4.71	4.71	4.71
Total Services and Supplies	0.00	1,695.57	1,695.57	1,695.57	1,695.57

**City of Loyalton
Park
August 2019**

12:52 PM
09/11/19
Accrual Basis

	Park Rental Bui... (Park 9420-1)	Park 9420-1 - Ot... (Park 9420-1)	Total Park 9420-1 (General Fund)	Total General F...	TOTAL
Ordinary Income/Expense					
Income					
Charges for Current Services					
Rent Income	900.00	0.00	900.00	900.00	900.00
Total Charges for Current Services	900.00	0.00	900.00	900.00	900.00
Total Income	900.00	0.00	900.00	900.00	900.00
Gross Profit	900.00	0.00	900.00	900.00	900.00
Expense					
Utilities					
Electric	0.00	24.66	24.66	24.66	24.66
Total Utilities	0.00	24.66	24.66	24.66	24.66
Salaries and Wages					
Payroll Tax Expense	0.00	24.01	24.01	24.01	24.01
Payroll Expense	0.00	313.75	313.75	313.75	313.75
Total Salaries and Wages	0.00	337.76	337.76	337.76	337.76
Services and Supplies					
Miscellaneous	0.00	-181.09	-181.09	-181.09	-181.09
Total Services and Supplies	0.00	-181.09	-181.09	-181.09	-181.09
Total Expense	0.00	181.33	181.33	181.33	181.33
Net Ordinary Income	900.00	-181.33	718.67	718.67	718.67
Net Income	900.00	-181.33	718.67	718.67	718.67

**City of Loyalton
Social Hall
August 2019**

	Social Hall 9420 (Park 9420-1)	Total Park 9420-1 (General Fund)	Total General Fund	TOTAL
Ordinary Income/Expense				
Income				
Charges for Current Services				
Rent Income	130.00	130.00	130.00	130.00
Social Hall	130.00	130.00	130.00	130.00
Total Rent Income	130.00	130.00	130.00	130.00
Total Charges for Current Services	130.00	130.00	130.00	130.00
Total Income	130.00	130.00	130.00	130.00
Gross Profit	130.00	130.00	130.00	130.00
Net Ordinary Income	130.00	130.00	130.00	130.00
Net Income	<u>130.00</u>	<u>130.00</u>	<u>130.00</u>	<u>130.00</u>

City of Loyaltyon
MUSEUM
August 2019

	Museums 9410 (General Fund)	Total General Fund	TOTAL
Ordinary Income/Expense			
Expense			
Utilities			
Electric	149.99	149.99	149.99
Total Utilities	149.99	149.99	149.99
Janitorial	290.00	290.00	290.00
Total Expense	439.99	439.99	439.99
Net Ordinary Income	-439.99	-439.99	-439.99
Net Income	-439.99	-439.99	-439.99

**City of Loyaltyon
Cemetery
August 2019**

	Cemeteries 9220-1 (General Fund)	Total General Fund	TOTAL
Ordinary Income/Expense			
Expense			
Salaries and Wages	1.46	1.46	1.46
Payroll Tax Expense	19.00	19.00	19.00
Payroll Expense			
Total Salaries and Wages	20.46	20.46	20.46
Total Expense	20.46	20.46	20.46
Net Ordinary Income	-20.46	-20.46	-20.46
Net Income	-20.46	-20.46	-20.46

**City of Loyaltyon
Fire Department
August 2019**

	Fire Department 7707-1 (General Fund)	Total General Fund	TOTAL
Ordinary Income/Expense			
Income			
Revenue Use of Money & Property			
Interest Income	30.94	30.94	30.94
Total Revenue Use of Money & Property	30.94	30.94	30.94
Total Income	30.94	30.94	30.94
Gross Profit	30.94	30.94	30.94
Expense			
Small Tools & Equipment			
Small Tools & Equipment - Other	186.29	186.29	186.29
Total Small Tools & Equipment	186.29	186.29	186.29
Utilities			
Electric	331.38	331.38	331.38
Total Utilities	331.38	331.38	331.38
Services and Supplies			
Telephone	50.62	50.62	50.62
Total Services and Supplies	50.62	50.62	50.62
Total Expense	568.29	568.29	568.29
Net Ordinary Income	-537.35	-537.35	-537.35
Net Income	-537.35	-537.35	-537.35

PERMANENT FULL TIME / OR CERTIFIED

STEPS A B C D E

GRADE I 18.00 18.90 19.85 20.84 21.88
water OR Sewer

GRADE II 24.00 25.20 26.46 27.78 29.17
water & Sewer

REGULAR PART TIME / SEASONAL

STEPS A B C D E

GRADE I 17.50 18.38 19.29 20.25 21.26

GRADE II 19.50 20.48 21.50 22.58 23.71

DAY LABOR / EXTRA HELP

STEPS A B C D E
14.00 15.00 16.00 17.00 18.00

PROBATION - REGULAR / PARTTIME / SEASONAL

1ST 6 mo 2ND 6 mo
15.50 + 2.00 17.50

CITY OF LOYALTON

COUNTY OF SIERRA
605 SCHOOL STREET
P.O. BOX 128
LOYALTON, CALIFORNIA 96118
(530) 993-6750
cityofloyalton@digitalpath.net



OFFICE OF THE MAYOR

September 20, 2018

State Water Resources Control Board

To Whom It May Concern:

The following is a duty statement for Operator in training:

1. Maintenance Wastewater Treatment Facility

DESCRIPTION- Under the general supervision of the Chief Plant Operator this position entails the operation of all processes and equipment of the wastewater treatment plant. This includes responsibility for carrying out stated operational procedures and having a comprehensive knowledge of plant operations. The operator must be able to perform routing duties independently in a safe and workmanship-like manner and recognize and report unusual conditions; perform hard manual tasks for maintenance and operation of facilities in a safe and orderly manner; perform skilled work to operate maintain, inspect, and monitor the wastewater collections system including lift stations; and, must be able swim. The duties are more specifically set forth below into the categories of general, maintenance, operational, and safety duties.

2. General Task

Operate, maintain, inspect and monitor the wastewater treatment collection system. Operate designated City equipment such as pumps, valves, electrical motors, and generators or operate a designated element of the treatment process in a safe and workmanship-like manner. Perform general cleaning of all sewage treatment equipment and facilities, including preventive maintenance and painting. Perform a variety of manual tasks requiring the handling of equipment exposed to sewage, the collection of sewage samples, and other samples on a prescribed schedule. Work overtime, perform on call duty, and perform other related operational and maintenance task as required.

3. Maintenance

Clean motorized bar screen daily, Maintain floating aerators, Maintain the collection equipment and keep it clean and orderly, Perform cleanup and yard maintenance as required, including but not limited to, maintenance of graded borders and weed control with hand and power tools, Perform maintenance/rehabilitation on all City sewers. Repair and inspect manholes and sewer lines. Install new sewer appurtenances and connections. Perform lubrication, painting, cleaning, and routine maintenance

of equipment and plant buildings. Perform corrective maintenance and manual labor tasks when required. Recommend changes to maintenance programs.

4. Operation

Operate valves as directed by the Chief Plant Operator, Inspect entire site daily year round, Monitor the performance and operate the collection system, Maintain plant and equipment operating records and submit reports as required. Maintain laboratory and collection records, Read meters and gauges, records and make reports. Perform routine and special tests and chemical analysis of collected samples. Perform special and routine laboratory testing for control and environmental monitoring programs. Conduct sampling program, perform or assign non routine analysis. Maintain an inventory of chemicals and supplies. Report supplies or changes needed for the operation of the City facility. Understand proper operational procedures. Recognize changes in normal operations and investigate the cause. Remove stoppages in the collection system using both mechanical and hydraulic equipment. Answer phone call and respond to inquiries or direct them to the proper individual. Perform unskilled tasks assisting skilled tradesman in repair of sewage treatment equipment. Excavate and backfill trenches with hand or power equipment. Load and unload materials. Operate trucks, tractors, shovels, concrete mixers, jackhammers, sand blasting and grouting equipment as well as a variety of hand tools. Any other duties that are required at the Wastewater Treatment Plant under supervision of operator.

A handwritten signature in blue ink, appearing to read 'John Cussins', with a long horizontal flourish extending to the right.

John Cussins
Chief Plant Operator

State of California
State Water Resources Control Board



This is to certify that pursuant to the provisions of Chapter 9, Division 7 of the
California Water Code

Keith S. Jordan

has acknowledged intent to become a certified Wastewater Treatment Plant
Operator and is recognized as an

Operator In Training - OIT-I

City of Loyalton WWTP

Felicia Marcus
Chair

Issued Date: 10/23/2018

Expiration Date: 10/23/2021

State of California
State Water Resources Control Board



This is to certify that pursuant to the provisions of Chapter 9, Division 7 of the
California Water Code

Kenn E. Bennett

has acknowledged intent to become a certified Wastewater Treatment Plant
Operator and is recognized as an

Operator In Training - OIT-I

City of Loyalton WWTP

Felicia Marcus
Chair

Issued Date: 10/24/2018

Expiration Date: 10/24/2021

CHAPTER 10. DEPUTY CLERK

- 10.0 The City may hire one or more Deputy Clerks to work under the management and supervision of the City Clerk. Deputy Clerk(s) will perform any duties delegated by the City Clerk to include those listed in paragraphs 10.1 through 10.9.
- 10.1 Receive and safely keep any monies collected such as water, sewer, license, etc.
- 10.2 Prepare paper work relative to collection of license fees, etc.
- 10.3 Work with City Clerk to keep files up to date and accessible
- 10.4 Work with City Clerk to prepare and post all legal documents such as ordinances, Legal postings, etc.
- 10.5 Be responsible for Petty Cash and reconcile weekly, deposit all deposits weekly.
- 10.6 Help with preparation of agendas if needed
- 10.7 Do all copying of City paperwork as requested.
- 10.8 File all paperwork properly (all originals must stay in office files)
- 10.9 Answer phones and email messages if confidential do not open and notify Mayor or Vice Mayor or if not available another Council member immediately.

CHAPTER 11. CITY MAINTENANCE WORKERS

- 11.0 Maintenance Workers Duties
 - 11.0.1 Operate and maintain the City's water and sewer systems.
 - 11.0.2 Maintain taps on City mains for water and sewer hook-ups.
 - 11.0.3 Install new pipes as required and log actions.
 - 11.0.4 Operate and maintain the fluoridation system.
 - 11.0.5 Make repairs on the water and sewer systems as needed and also any buildings housing the systems.
 - 11.0.6 Act as custodian of the water and sewer departments, equipment and supplies.
 - 11.0.7 Bring to the attention of the Council any inadequacies that may be detected.
 - 11.0.8 Perform any cut-offs as provided by City ordinances.
 - 11.0.9 Perform other jobs as directed by Council or Planning Commission.
 - 11.0.10 Make complete inventory of heavy equipment and nonexpendable tools yearly.
 - 11.0.11 Maintain an ongoing inventory of equipment and tools that are expendable.
 - 11.0.12 Report to City Hall daily, as early as his/her schedule permits, to confer with the City Clerk, Mayor or office personnel concerning requests.
 - 11.0.13 As time allows, perform any jobs requested by Department Commissioners which are on file with the City Clerk.

- 11.3.5 Perform lubrication, painting, cleaning, and routine maintenance of equipment and plant buildings.
- 11.3.6 Perform corrective maintenance and manual labor tasks when required.
- 11.3.7 Recommend changes to maintenance programs.
- 11.4 Operation
 - 11.4.0 Operate valves at each cell daily.
 - 11.4.1 Inspect entire site daily year round.
 - 11.4.2 Monitor the performance and operate the collection system.
 - 11.4.3 Maintain plant and equipment operating records and submit reports as required. Maintain laboratory and collection records.
 - 11.4.4 Read meters and gauges, records and make reports.
 - 11.4.5 Perform routine and special tests and chemical analysis of collected samples. Perform special and routine laboratory testing for control and environmental monitoring programs. Conduct sampling program, perform or assign non routine analysis
 - 11.4.6 Maintain an inventory of chemicals and supplies.
 - 11.4.7 Report supplies or changes needed for the operation of the City facility.
 - 11.4.8 Understand proper operational procedures. Recognize changes in normal operations and investigate the cause.
 - 11.4.9 Remove stoppages in the collection system using both mechanical and hydraulic equipment.
 - 11.4.10 Answer phone calls and respond to inquiries or direct them to the proper individual.
 - 11.4.11 Perform unskilled tasks assisting skilled tradesman in repair of sewage treatment equipment.
 - 11.4.12 Excavate and backfill trenches with hand or power equipment.
 - 11.4.13 Load and unload materials.
 - 11.4.14 Operate trucks, tractors, shovels, concrete mixers, jackhammers, sand blasting and grouting equipment as well as a variety of hand tools.
- 11.5 Safety
 - 11.5.0 Perform all duties in a safety-conscious manner and comply with all safety rules.
 - 11.5.1 Insure the City facilities are kept in a clean, neat and safe manner.
 - 11.5.2 Perform the duties of Hazard Communication officer, and monitoring laboratory quality control program, in a safe and professional manner.
 - 11.5.3 Set up safe traffic control systems for all work in public right-of-ways.
- 11.6 Minimum Qualifications

Training and experience: Requires State of California operators in training certification. One year experience in wastewater plant or similar experience. High school diploma or GED equivalent. Maintain a valid Class B California driver's license and an acceptable driving record for insurability.
- 11.7 Knowledge and Abilities

Ability to understand and follow plant operation manuals. Ability to follow oral and written instruction. Ability to establish and maintain a cooperative relationship with

Kathy LeBlanc

From: Sarah Jackson [sarah.cityofloyalton@gmail.com]
Sent: Wednesday, September 11, 2019 11:17 AM
To: Kathy LeBlanc
Subject: Re: SALARY SCHEDULE

This all looks good except California Minimum wage is \$12.00 so this should be updated to \$12.00 per hours and second 6 months possibly \$13 per hour.

**PROBATIONARY PERIOD FOR REGULAR/ PART TIME/ SEASONAL
FIRST SIX MONTHS \$10.00 PER HOUR, SECOND SIX MONTHS \$12.00 PER HOUR. AFTER ONE YEAR
SEE
ABOVE SCHEDULE**

On Wed, Sep 11, 2019 at 10:49 AM Kathy LeBlanc <ofclerk-cityofloyalton@psln.com> wrote:

Here you go have a great day

Louis A. Basile
Kelley R. Carroll*†
Steven C. Gross*
Brian C. Hanley*



David W. Wolfe*
Ethan J. Bimberg*

Stephen C. Lieberman,
1941-2016
Dennis W. De Cuir, A Law
Corporation, Of Counsel

† Certified Specialist in Estate
Planning, Trust & Probate
Law
(California Board of Legal
Specialization)
* Also licensed in Nevada

draft

er 9, 2019

Via U.S. Mail and Certified Mail -
Return Receipt Requested

City of Loyalton, CA
Management Ordinance

I serve as the City Attorney for the City of Loyalton ("City"). The City understands that you own the property located at 308 Main St. and 201 Patton St., City of Loyalton, CA ("Property") and that the Property is situated in a floodplain. The City further understands that sometime during the summer of 2018 you, or someone on your behalf, constructed a dam or barricade that had the effect of re-directing water flow from the Property to adjacent properties. Apparently you, or someone on your behalf, have again recently [began/completed] construction of another dam or barricade on the Property that consists of among other things earth and some sort of foam material that will likely have the effect of preventing the flow of water onto and through the Property and unnaturally diverting it to adjacent properties. You did not obtain a permit from the City for the construction activities performed in 2018 or 2019.

Part 14 of the City of Loyalton Municipal Code constitutes the City's Floodplain Management Ordinance ("Ordinance"). A copy of the Ordinance is enclosed for your reference. The purpose of the Ordinance is to protect the public health, safety and general welfare and to minimize public and private losses due to flood conditions by including provisions that are designed to, among other things, protect human life and health, minimize the expenditure of public money for costly flood control projects, minimize the need for rescue and relief efforts

40200 Truckee Airport Road, Truckee, California 96161 phone (530) 587-2002 fax (530) 587-1316

TAHOE CITY • RENO

associated with flooding and generally undertaken at the expense of the general public and to ensure that those who occupy the areas of special flood hazard assume some responsibility for their actions. (Chapter 14.03.)

In order to accomplish those purposes, the Ordinance includes several methods and provisions to accomplish its goals, including to control the alteration of natural floodplains, including facilities which serve such uses, be protected against flood damage at the time of initial construction, control filling, grading dredging, and other development which may increase flood damage and prevent or regulate the construction of flood barriers which will unnaturally divert flood waters or which may increase flood hazards in other areas. (Chapter 14.04.)

The Ordinance provides that a development permit shall be obtained before any construction or other development begins within any area of special flood hazard. Application for a development permit can be made on forms furnished by the Floodplain Administrator. (Chapter 14.13.) The Sierra County Director of Planning and Public Works serves as the Floodplain Administrator.

The Ordinance provide further that no development, structure or land shall hereafter be constructed, located, extended, converted, or altered without full compliance with the term of this ordinance and other applicable regulations. Violation of the requirements (including violations of conditions and safeguards established in connection with conditions) shall constitute a misdemeanor. Nothing herein shall prevent the City Council of the City of Loyalton from taking such lawful action as is necessary to prevent or remedy any violation. (Chapter 14.08.)

The dam, barricade and/or earthen berm that was constructed on your property in 2018 and the one that is currently under construction has and likely will alter the floodplain, may increase flood damage and will unnaturally divert flood waters or which may increase flood hazards in other areas and there must be permitted in accordance with the Ordinance. Because neither has been permitted, they constitute violations of the Ordinance.

The City hereby demands that you immediately remedy the violations. They may be remedied by obtaining the necessary permits or removing them. If you do not undertake and complete remedial action by September 30, 2019, the City will institute enforcement action to remedy the violations.

Very truly yours,

PORTER SIMON
Professional Corporation

STEVEN C. GROSS
gross@portersimon.com

SCG:rr
Enclosure

{00843765.DOC 1 }

The LAFCo law has many procedural requirements that would need to be complied with, including deadlines or times for performance of certain steps in the process. Sierra County LAFCo may have additional requirements. My understanding of this process is listed below. All references below to "LAFCo" are to the Sierra County LAFCo, unless otherwise stated. Essentially, there are four primary steps in the process, each have its own subset of steps. The four primary steps are:

1. Initiation of Proceedings
 2. Consideration by LAFCo
 3. Election
 4. Completion of Proceedings
-
1. Initiation of Proceedings
 - a. LAFCo can't initiate
 - b. Initiation by Petition
 - i. Petition must comply with requirements established by LAFCo
 - ii. Must be signed by 25% of the voters in the City
 - iii. LAFCo must approve the petition and find
 1. Disincorporation is consistent with ability to provide for a sustainable system for the delivery of services
 2. Review MSRs and Spheres of Influence and disincorporation must address any necessary changes to spheres of influence
 3. Consider a comprehensive fiscal analysis (such an analysis would need to be prepared)
 4. Must consider report of Executive Officer and public comment during public hearing
 5. Service responsibilities of City would need to be reassigned
 - c. Initiation by Resolution
 - i. May be by the City, County or other affected local district
 - ii. Must comply with the Petition requirements
 2. Consideration by LAFCo
 - a. Conduct Public Hearing
 - b. Must Address all issues identified in Section 1.b.iii above
 - c. LAFCo has broad powers to impose conditions on disincorporation; however, LAFCo can no
 - i. Violate the Lafco law
 - ii. There can be no impairment of the City's creditors
 3. Election
 - a. After LAFCo approves disincorporation, it must be approved by the voters
 - b. Majority vote required to approve
 - c. No election if majority protest
 - d. May be by mailed ballot and compliance with election laws
 4. Completion of Proceedings
 - a. Certificate of Completion after the election results
 - b. Certificate of Satisfaction of conditions imposed
 - c. Effective date within about 9 months

I hope this is helpful. I'm glad that Tim will be able to attend the meeting. Please let me know if you have additional questions. Thanks

Steve



Sarah Jackson <sarah.cityofloyalton@gmail.com>

RE: info for next City Council Meeting

1 message

Steve Gross <gross@portersimon.com>

Fri, Sep 6, 2019 at 8:27 AM

To: Sarah Jackson <sarah.cityofloyalton@gmail.com>, Tim Beals <tbeals@sierracounty.ca.gov>

Good morning Sara and Tim
if there is an interest or if we spend more time exp
 Initial Discussion to determine

I was in meetings all day yesterday and couldn't respond. Tim is the LAFCo Executive Officer and the expert among us. While I will provide some thoughts, I have not reviewed Cortese Knox Hertzberg (the LAFCo law) in preparing this email and will defer to Tim. Tim, please feel free to correct any errors in my outline below.

The LAFCo law has many procedural requirements that would need to be complied with, including deadlines or times for performance of certain steps in the process. Sierra County LAFCo may have additional requirements. My understanding of this process is listed below. All references below to "LAFCo" are to the Sierra County LAFCo, unless otherwise stated. Essentially, there are four primary steps in the process, each have its own subset of steps. The four primary steps are:

1. Initiation of Proceedings
2. Consideration by LAFCo
3. Election
4. Completion of Proceedings

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4. Must consider report of Executive Officer and public comment during public hearing
5. Service responsibilities of City would need to be reassigned

b. Initiation by Resolution

i. May be by the City, County or other affected local district

ii. Must comply with the Petition requirements

2. Consideration by LAFCo

- a. Conduct Public Hearing
- b. Must Address all issues identified in Section 1.b.iii above
- c. LAFCo has broad powers to impose conditions on disincorporation; however, LAFCo can no

9/16/2019

Gmail - RE: info for next City Council Meeting

- i. Violate the Lafco law
- ii. There can be no impairment of the City's creditors

3. Election

- a. After LAFCo approves disincorporation, it must be approved by the voters
- b. Majority vote required to approve
- c. No election if majority protest
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- a. Certificate of Completion after the election results
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l

I hope this is helpful. I'm glad that Tim will be able to attend the meeting. Please let me know if you have additional questions. Thanks

Steve



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

gross@portersimon.com | www.portersimon.com

CONFIDENTIALITY NOTICE: This communication and any accompanying documents are confidential and privileged. They are intended for the sole use of the addressee. If you receive this transmission in error, you are advised that any disclosure, copying, distribution, or the taking of any action in reliance upon the communication is strictly prohibited. Moreover, any such inadvertent disclosure shall not compromise or waive the attorney-client privilege as to this communication or otherwise. If you have received this communication in error, please contact me by e-mail or by telephone at (530) 587-2002. Thank you.

From: Sarah Jackson <sarah.cityofloyalton@gmail.com>
Sent: Thursday, September 5, 2019 9:24 AM
To: Steve Gross <gross@portersimon.com>; Tim Beals <tbeals@sierracounty.ca.gov>
Subject: info for next City Council Meeting

Hi Steve & Tim -

Through the Grand Jury report and through a bunch of verbal requests by the Citizens of Loyalton we would like to present a brief update at the next meeting about what the process of dis-incorporation looks like, steps to take, pros and cons, what happens with the water and sewer services, what happens to the City's debt obligations, etc.

My understanding of it process is that:

- LAFCO would have to meet to approve
- the County would have to "agree" to it,
- a services district would need to be formed for the water and sewer services
- a vote on a general election ballot would need to occur
- if all of that is approved then the County and City would need to hash out employee status, payment of debts, continued payment of settlement/retirement agreements.

Some Pros and Cons I have heard are:

Pros - consolidate government in an extremely small county, no longer splitting tax revenue out to the City, losing the jurisdictional line at the city limits

Cons - lose an annual law enforcement grant of approximately \$100k, feeling of disconnect between the most populous city in the county and the location of the county seat/government.

Thank you for any info I can share with the Council and at the next meeting.

Sarah Jackson

Financial Policy & Procedures for the City of Loyalton

Finance Committee

The function of the Finance Committee is to supplement the work of City Council with responsibility for: 1) developing an annual budget, 2) monitoring and recommending budget adjustments during the fiscal year, 3) monitoring the performance of investments, and 4) selection and collaboration with a CPA/auditor. The chair of the Finance Committee shall be appointed by the Mayor.

Financial Accounts

The Financial Committee will authorize all accounts and financial instruments (i.e. checking, savings, investment, etc). Changes to any account must be approved first by the chair of the Financial Committee and then approved by a 4/5 vote of the City Council.

Check Signing Authority

The City Council will set limits to the authority any officer or employee may expend, as well as define two persons as the required number of signatures and processes for reimbursements, including the required submission of receipts in a timely manner. Similar authority will apply to the issuance and use of credit or debit cards.

Document Retention and Destruction

The City Council will adopt a record retention and document destruction schedule, including checks, receipts, tax returns, purchase orders, etc. See Enclosure 1.

Voiding a check

To void a check the check will be stamped void and the signature line will be removed before being placed in numerical order in the designated file. Checks are never to be written out payable to cash, or signed by designated signatures if blank.

Whistle Blower

The City Council will adopt a Whistleblower Policy. Council members will complete the policy acknowledgement form on an annual basis which will be retained by the Deputy City Clerk. See Enclosure 2. This policy encourages persons (staff or volunteers) to report perceived or real

irregularities in operations allowing a “whistle blower” to approach a council member without endangering their position or job. Information from a whistleblower should be communicated in a timely fashion.

Conflicts of Interest

The City Council will annually review the adopted Conflict of Interest Policy. See Enclosure 3. Council members and staff are expected to disclose potential or existing conflicts of interest at least annually and throughout the year on a regular and consistent basis.

No council member shall participate in the selection or award of a contract if a conflict of interest real or perceived, would be involved.

Nondiscrimination policy:

The City of Loyalton is committed to providing equal procurement and contracting opportunities for all qualified person(s) and entities regardless of race, color, religion, sex, age, national origin, disability, veteran status, or political affiliation.

It is the policy of the City of Loyalton that small business concerns, owned and controlled by socially and economically disadvantaged individuals and small concerns owned and controlled by women shall have the maximum practicable opportunity to participate in performing contracts led by the City of Loyalton.

Circumstances under which sole sourcing is allowable.

Noncompetitive proposals: Proposals from any source shall be used only when the award of a contract is infeasible under one of the methods specified above and one of the following circumstances applies;

- a) The item is available from only one single source.
- b) The event of an anticipated or emergency circumstance where repairs must be made immediately, such purchases or contracts may be made based on availability of qualified providers. Written notice of such procurement shall be given to the council.
- c) The awarding Agency (such as USDA) authorizes noncompetitive proposals.
- d) After solicitation of a number of sources, competition is determined inadequate.

The bookkeeping staff will maintain a checklist of documents to be included in each contractor files, for example: signed contract, any amendments, taxpayer identification forms (TIN), copies of current business/operating license, applications, reports, and of invoices and payments.

Audits

The City Council will adhere to a policy for the periodic audit, review or compilation of the City's finances. The bookkeeper will be appointed to work with the selected independent auditor and to present the final audit for approval by the City Council.

IRS Form 990

Prior to submission of Form 990, the Information Return to the IRS, the City Council will have the opportunity to review.

Investments

The City Council will adopt an investment schedule to address savings and reserves to best safeguard the funds in a conservative manner. The chair of the finance committee will be responsible for periodically review investments and continue looking for safe investments to report to the Council members. All investments must be approved by a 4/5 vote of the City Council.

Savings Reserves

The City may maintain a savings reserve equal to a 2% percentage of the annual budget. Savings over the minimum amount may be used for community projects that advance strategic plan and benefit the City of Loyaltan.

Chart of Accounts

A chart of accounts will be established for consistent structure so that each budget line item is described in detail for complete understanding and comparative analysis.

Budgeting

The Council will approve a balanced budget annually, two months in advance of the fiscal year. Financial reports based on the budget will be provided and officially accepted at the regular monthly City Council meeting.

Independent Contractor Status

Any person working as an independent contractor shall meet the criteria established by the IRS confirming independent versus employee status.

Insurance

The City Council will maintain caution in avoiding risks and protecting assets. Insurance coverages will be considered and acquired, including general liability, council members and employee liability.

The City Council will rely on legal, accounting, investment and insurance counsel when adopting or amending policies.

ENCLOSURE 1
DOCUMENT RETENTION POLICY

ARTICLE I
PURPOSE

The purposes of this document retention policy are for The City of Loyalton ("City") to enhance compliance with the Sarbanes-Oxley Act and to promote the proper treatment of corporate records of the City.

ARTICLE II
POLICY

Section 1. General Guidelines. Records should not be kept if they are no longer needed for the operation of the business or required by law. Unnecessary records should be eliminated from the files. The cost of maintaining records is an expense which can grow unreasonably if good housekeeping is not performed. A mass of records also makes it more difficult to find pertinent records.

From time to time, the City may establish retention or destruction policies or schedules for specific categories of records in order to ensure legal compliance, and also to accomplish other objectives, such as preserving intellectual property and cost management. Several categories of documents that warrant special consideration are identified below. While minimum retention periods are established, the retention of the documents identified below and of documents not included in the identified categories should be determined primarily by the application of the general guidelines affecting document retention, as well as the exception for litigation relevant documents and any other pertinent factors.

Section 2. Exception for Litigation Relevant Documents. The City of Loyalton expects all officers, Council Members, and employees to comply fully with any published records retention or destruction policies and schedules, provided that all officers, council members, and employees should note the following general exception to any stated destruction schedule: If you believe, or the City informs you, that City records are relevant to litigation, or potential litigation (i.e., a dispute that could result in litigation), then you must preserve those records until it is determined that the records are no longer needed. That exception supersedes any previously or subsequently established destruction schedule for those records.

Section 3. Minimum Retention Periods for Specific Categories.

(a) Organizational Documents. Organizational records include the City's articles of incorporation, by-laws and IRS Form 1023, Application for Exemption. Organizational records should be retained permanently. IRS regulations require that the Form 1023 be available for public inspection upon request.

(b) Tax Records. Tax records include, but may not be limited to, documents concerning payroll, expenses, proof of contributions made by donors, accounting procedures, and other documents concerning the City's revenues. Tax records should be retained for at least seven years from the date of filing the applicable return.

(c) Employment Records/Personnel Records. State and federal statutes require the City to keep certain recruitment, employment and personnel information. The City should also keep personnel files that reflect performance reviews and any complaints brought against the City or individual employees under applicable state and federal statutes. The City should also keep in the employee's personnel file all final memoranda and correspondence reflecting performance reviews and actions taken by or against personnel. Employment applications should be retained for three years. Retirement and pension records should be kept permanently. Other employment and personnel records should be retained for seven years.

(d) Council and Committee Materials. Meeting minutes should be retained in perpetuity in the City's minute book. A clean copy of all other Council and Committee materials should be kept for no less than three years by the City.

(e) Press Releases/Public Filings. The City should retain permanent copies of all press releases and publicly filed documents under the theory that the City should have its own copy to test the accuracy of any document a member of the public can theoretically produce against the City.

(f) Legal Files. Legal counsel should be consulted to determine the retention period of particular documents, but legal documents should generally be maintained for a period of ten years.

(g) Marketing and Sales Documents. The City should keep final copies of marketing and sales documents for the same period of time it keeps other corporate files, generally three years. An exception to the three-year policy may be sales invoices, contracts, leases, licenses, and other legal documentation. These documents should be kept for at least three years beyond the life of the agreement.

(h) Contracts. Final, execution copies of all contracts entered into by the City should be retained. The City should retain copies of the final contracts for at least three years beyond the life of the agreement, and longer in the case of publicly filed contracts.

(i) Correspondence. Unless correspondence falls under another category listed elsewhere in this policy, correspondence should generally be saved for two years.

(j) **Banking and Accounting.** Accounts payable ledgers and schedules should be kept for seven years. Bank reconciliations, bank statements, deposit slips and checks (unless for important payments and purchases) should be kept for three years. Any inventories of products, materials, and supplies and any invoices should be kept for seven years.

(k) **Insurance.** Expired insurance policies, insurance records, accident reports, claims, etc. should be kept permanently.

(l) **Audit Records.** External audit reports should be kept permanently. Internal audit reports should be kept for three years.

Section 4. Electronic Mail. E-mail that needs to be saved should be either:

- (i) printed in hard copy and kept in the appropriate file; or
- (ii) downloaded to a computer file and kept electronically or on disk as a separate file.

The retention period depends upon the subject matter of the e-mail, as covered elsewhere in this policy.

ENCLOSURE 2
WHISTLEBLOWER POLICY

This policy is intended to encourage council members, staff (paid and volunteer) and others to report suspected or actual occurrence(s) of illegal, unethical or inappropriate events (behaviors or practices) without retribution.

1. The Whistleblower should promptly report the suspected or actual event to his/her supervisor.
2. If the Whistleblower would be uncomfortable or otherwise reluctant to report to his/her supervisor, then the Whistleblower could report the event to the next highest or another level of management, including to an appropriate Council committee or member.
3. The Whistleblower can report the event with his/her identity or anonymously.
4. The Whistleblower shall receive no retaliation or retribution for a report that was provided in good faith – that was not done primarily with malice to damage another or the organization.
5. A Whistleblower who makes a report that is not done in good faith is subject to discipline, including termination of the employee relationship, or other legal means to protect the reputation of the organization and members of its Council and staff.
6. Anyone who retaliates against the Whistleblower (who reported an event in good faith) will be subject to discipline, including termination employee status.
7. Crimes against person or property, such as assault, rape, burglary, etc., should immediately be reported to local law enforcement personnel.
8. Supervisors, managers and/or Council members who receive the reports must promptly act to investigate and/or resolve the issue.
9. The Whistleblower shall receive a report within ten business days of the initial report, regarding the investigation, disposition or resolution of the issue.
10. If the investigation of a report, that was done in good faith and investigated by internal personnel, is not to the Whistleblower's satisfaction, then he/she has the right to report the event to the appropriate legal or investigative agency.

11. The identity of the Whistleblower, if known, shall remain confidential to those persons directly involved in applying this policy, unless the issue requires investigation by law enforcement, in which case members of the organization are subject to subpoena.

WHISTLEBLOWER POLICY ACKNOWLEDGMENT

I hereby state that I affirm that I have:

- a. Received a copy of the Whistleblower policy,
- b. Read and understand the policy, and
- c. Have agreed to comply with the policy, and

Print Name:

Signature:

Date:

ENCLOSURE 3
CONFLICT OF INTEREST POLICY

ARTICLE I - PURPOSE

The purpose of the conflict of interest policy is to protect The City of Loyalton's (City) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or council member of the City or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest.

ARTICLE II - DEFINITIONS

1. "Interested Person." Any council member, officer, or member of a committee with governing delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
2. "Financial Interest." A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - a. An ownership or investment interest in any entity with which the City has a transaction or arrangement,
 - b. A compensation arrangement with the City or with any entity or individual with which the City has a transaction or arrangement, or
 - c. An opportunity to acquire an ownership or investment interest in, or compensation arrangement with, any entity or individual with which the City is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A "Financial Interest" is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing council or committee decides that a conflict of interest exists.

ARTICLE III - PROCEDURES

1. **Duty to Disclose.** In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the "Financial Interest" and be given the opportunity to disclose all material facts to the directors and members of committees with governing council delegated powers considering the proposed transaction or arrangement.
2. **Determining Whether a Conflict of Interest Exists.** After disclosure of the "Financial Interest" and all material facts, and after any discussion with the "Interested Person", he/she shall

leave the governing Council or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining council or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

a. An "Interested Person" may make a presentation at the governing council or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

b. The chairperson of the governing council or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

c. After exercising due diligence, the governing council or committee shall determine whether the City can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing council or committee shall determine by a majority vote of the disinterested council members whether the transaction or arrangement is in the City's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy

a. If the governing council or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing council or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

ARTICLE IV - RECORDS OF PROCEEDINGS

The minutes of the governing council and all committees with council delegated powers shall contain:

a. The names of the persons who disclosed or otherwise were found to have a "Financial Interest" in connection with an actual or possible conflict of interest, the nature of the

“Financial Interest”, any action taken to determine whether a conflict of interest was present, and the governing council’s or committee’s decision as to whether a conflict of interest in fact existed.

b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

ARTICLE V - ANNUAL STATEMENTS

Each council member, principal officer and member of a committee with governing council delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy, and
- c. Has agreed to comply with the policy

Disclosure and Signature Page follows

CONFLICT OF INTEREST POLICY ACKNOWLEDGMENT

I hereby state that I affirm that I have:

- a. Received a copy of the conflicts of interest policy,
- b. Read and understand the policy,
- c. Have agreed to comply with the policy, and
- d. Understand the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

I also hereby affirm that I understand that conflicts may need to be disclosed on a case-by-case basis. In these instances, I will alert the assigning party to the conflict immediately.

Print Name:

Signature:

Date: _____

DISCLOSURES

NAME OF ORGANIZATION

LEVEL OF INVOLVEMENT
(Council/Board Member, Volunteer, Staff Member, Consultant)

OTHER DISCLOSURES

Michael H. Welbourn

Subject:

LETTER TO MAYOR SARAH JACKSON CITY OF LOYALTON, STEVE GROSS CITY ATTORNEY CITY OF LOYALTON, CITY COUNCIL CITY OF LOYALTON

RECEIVED
SEP 20 2019

BY: _____

Subject: Notarized letter of an official complaint, September 20th 2019 to Ms. Sarah Jackson Mayor, City of Loyalton, Mr. Steve Gross, City Attorney, City of Loyalton and City Council, Loyalton CA

At the City Council meeting a public forum held Tuesday September 14th 2019 at 18:00 hours referencing the Agenda For The Regular Meeting Of The Loyalton City Council Section 14, Discussion and Possible Items, Item #2 – Discussion and response to Mr. Keith Nielson regarding construction in a floodplain zone.

- 1. With regards to the City of Loyalton and my request for information of what the City of Loyalton and what actions will be taken in addressing this issue to Mr. Keith Nielson, property owner of 308 Main St. and 206 Patton St. property being located directly behind 52, 53, 54 Patterson Circle and 110 Taylor Street. It is my understanding the City Attorney Mr. Steve Gross instructed the City Council in how to respond to Mr. Keith Nielson an issue relating to public health and safety pursuant to State of California, Federal and FEMA, FLaw and I trust City of Loyalton Municipal Code and Ordinances regarding this floodplain issue and construction/obstruction of a fence/barricade and well placed dirt berms to raise the floodplain level and alter the direction of Smithneck Creek in a time of flooding in their communication to Mr. Nielson and I question why it is being shrouded in mystery.**
- 2. Mr. Nielson actions are clearly in defiance of FEMA, State and Federal Law and that of the City of Loyalton Municipal Code and Ordinances, those Municipal Codes and Ordinances having been sent to me by Mayor Jackson in her email on August 21st 2019 at 15:46 covering Floodplain Management in Section 14. Mr. Nielson to the best of my knowledge has never witnessed or seen flooding of this area or the devastation in the aftermath as a result of Smithneck Creek breaching its bank and this is the most common flooding occurrence in this area and within the United States according to FEMA and the OES, Governor's Office of Emergency Services.**
- 3. City of Loyalton Municipal Code/Ordinance Section 14.01.220 Floodways – prohibits encroachments of any kind that will increase the base flood elevation during a flood occurrence.**
- 4. City of Loyalton Municipal Code/Ordinance Section 14.05.80 classifies fencing, rock, gravel, fill. etc an "Obstruction" if it changes the direction, impedes the flow of water. Obstructions are prohibited in the flood zones unless a variance is granted.**
- 5. The following was sent to me, received from FEMA and Cal OES, Governor's Office of Emergency Services in which it states: Floodplain Management Bulletin FEMA P-993 / July 2014 of which has not been superseded, referencing Section 3, Floodplain Management Variance 3.1 Types of Variances: There are only two types of variances allowed by State law: 1. Use variances. Local officials permit a property owner to use a building or parcel for a purpose not normally allowed in a particular zone. 2. Area variances. An area variance may be granted when a property owner is able to show that there are serious, practical difficulties associated with complying with the dimensional requirements of the zoning ordinance, such as setback requirements or maximum height restrictions.**

6. **NFIP Variance Regulations:** The following sections describe each criterion of the variances regulations as stated in 44 CFR 60.6(A)(1) Variances shall not be issued by a community with any designated regulatory floodway if any increase in flood levels during the base flood discharge would result. 3.3.1 Floodways: Communities should not issue variances for construction with a floodway if the variance will result in an increase in flood levels during the base flood event.
7. **Floodway Definition** is defined in the NFIP regulations as: Channel of a river or other water course and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height.
8. **Increased Flood Heights:** 3.3.5 – Development that receives a variance must not cause an increase in water surface elevations (WSEs) during floods of any magnitude, not just the base flood. 44 CFR 60.6(A)(3)(III) Variances shall only be issued by a community upon a determination that the granting of a variance will not result in increased flood heights.
9. **Public Safety and Nuisances:** 3.3.6 Variances must not result in additional threats to public safety or create nuisances. Local flood damage prevention ordinances and minimum NFIP requirements are intended to help protect health, safety, well-being, and property of the local citizens. 44 CFR 60.(A)(3)(III) A variance will not cause additional threats to public safety or create nuisances. 10.
10. It gives me no pleasure having to make comments of people who are seriously naïve and who has so little disregard for important issue as in the case of Mr. Mitchel as to make such comments as related to floodplain management as it comes from FEMA to the State of California since the City of Loyalton joined the Federal Emergency Management Agency in the National Flood Program June 4th 1976 where applicable statutory and regulatory policy are mandatory where parties have voluntarily entered into an agreement requiring compliance with FEMA guidance.
11. **The Emergency Management Institute's Mission:** To support the Department of Homeland Security and FEMA's goals by improving the competencies of the U.S. officials in Emergency Management at all levels of government to prepare for, protect against, respond to, recover from, and mitigate the potential effects of all types of disasters and emergencies on the American people.
12. Again having been in touch with FEMA, the office of FEMA Mitigation, Oakland CA and have been informed that each year FEMA initiates studies and restudies of flood hazards in communities across the United States and this is based on a priority level. After the community participates in a Community-Initiated Map Revisions through the CTP Initiative it can take up to eighteen months, NOT five to seven years as stated by Mr. Mitchel of the city council.
13. I have been informed from both FEMA and OES and find this quite odd that no one recalls with whom I spoke of a Mr. Mitchel from the City of Loyalton nor any Loyalton City Council Member having been in contact with them, nor is FEMA aware of anyone having been sent to Loyalton in recent months to look at any floodplain issue as Mr. Mitchel of the Loyalton City Council would have you think having been stated at Tuesdays meeting. I have been informed that map revision processing is accomplished in two ways, once FEMA is contacted they will process a request to revise the flood hazard map on a as built conditions, either by Physical Map Revision (PMR) or Letter of Map Revision (LOMR). This corrupt and misleading City Council information provided by Mr. Mitchel who has so little grasp of the subject matter as to try to circumvent facts while discussing issue of

floodplain management, this needs to end and turned over to a responsible party such as Sierra County as the City of Loyalton Ordinance still have Sierra County Department of Public Works as Floodplain Manger and that is where it should be, with the County!

- 14. It is inept on the part of Mr. Mitchel's in his comment and actions as a City Council Member for not wanting or seeing a need/requirement for having a floodplain manager. This cavalier attitude from city management makes one question the competency of the City Council to govern or handle an issue of this magnitude or at any governing level for that matter that places so many homes from Patterson Ave, Patterson Circle, Taylor St. and those on the North side of highway 49 at risk in the designated floodplain areas.**

- 15. The seriousness and magnitude of this issue to the property owners in the cult-ti-sac/Patterson Circle and the homes on the South side of Patterson Circle located on Patterson Avenue to Taylor Street are highly effected and the home owners to which I have spoken trust the City of Loyalton will take the necessary, aggressive or legal action if required to resolve this issue with Mr. Nielson having placed these obstructions on his property and there removal as soon as possible pursuant to FEMA, State of California Rules and Regulation and that of City of Loyalton's Municipal Codes and Ordinances so this will not happen again furthering the need and requirement to have a Code Enforcement Officer and a Floodplain Manager in an incorporated city, we trust these issue as in the aforementioned will be accomplished in a responsible and timely manner.**

Thank you,



Michael H. Welbourn

CALIFORNIA ACKNOWLEDGMENT

CIVIL CODE § 1189

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of Plumas

On 9/20/19
Date

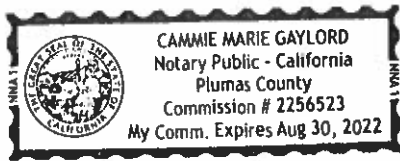
before me, Cammie Marie Gaylord Notary Public
Here Insert Name and Title of the Officer

personally appeared Michael Welbourn
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Place Notary Seal and/or Stamp Above

Signature Cammie Marie Gaylord
Signature of Notary Public

OPTIONAL

Completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: _____

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Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

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Partner – Limited General

Individual Attorney in Fact

Trustee Guardian or Conservator

Other: _____

Signer is Representing: _____

Signer's Name: _____

Corporate Officer – Title(s): _____

Partner – Limited General

Individual Attorney in Fact

Trustee Guardian or Conservator

Other: _____

Signer is Representing: _____



**CALIFORNIA
RECEIVERSHIP**
GROUP, BC

RECEIVED

SEP 09 REC'D

BY: _____

September 5, 2019

City of Loyalton – City Hall
P.O. Box 128
Loyalton, CA 96118

RE: County of Sierra v. Loyalton Mobile Home Park; Case No. 7677; Notice of Sale

PLEASE TAKE NOTICE THAT on September 27, 2019 at 10:30 a.m. in Department 1 of the Sierra County Courthouse located at 100 Courthouse Square, Downieville, CA 95936, the Honorable Charles Ervin will conduct an open bidding process for the sale of receivership property located at 205 and 300 Hill Street, Loyalton, California 96118 APN 016-040-080-0, 017-120-001-0, and 017-120-006-0, (collectively “Property”). Prospective bidders should refer to Sections 701.510 to 701.680, inclusive, of the Code of Civil Procedure for provisions governing the terms, conditions, minimum bid, and effect of the sale and the liability of defaulting bidders.

Sincerely,

Tom Yatteau
Counsel
California Receivership Group, BC