

CITY OF LOYALTON

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



OFFICE OF THE MAYOR

**AGENDA FOR THE REGULAR MEETING OF THE
LOYALTON CITY COUNCIL
6:00 P.M. – CITY HALL AUDITORIUM
605 SCHOOL STREET
AUGUST 17TH, 2021
NEXT ORDINANCE #423
NEXT RESOLUTION NO. 3-2021**

**AGENDA & PACKET AVAILABLE ON CITY WEB SITE
cityofloyalton.org**

Any person with a disability may submit a request for reasonable modification or accommodation to the above-described means for accessing and offering comment at the meeting to Kathy LeBlanc, City Clerk, at [\[ofclerk-cityofloyalton@psln.com\]](mailto:ofclerk-cityofloyalton@psln.com) who will swiftly resolve such request.

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **APPROVAL OF AGENDA**
5. **ANNOUNCEMENTS**
6. **APPROVAL OF MINUTES**
Regular Meeting July 20th, 2021 (Attachment)
7. **STAFF REPORTS**
 1. Letter from Bill Powers-Mayor City of Portola (Attachment)
 2. Update on Prop 68
8. **PUBLIC COMMENT**

This is an opportunity for members of the public to address the Council on items which are not on the agenda. Please state your name for the record. Comments are limited to three minutes. Written comments should be submitted to the City Clerk 24 hours prior to the meeting to allow for distribution. Under Government Code Section 54954.2 – Brown Act, the Council **cannot take action on any item not on the posted agenda**

9. **FIRE DEPARTMENT REPORT**
10. **FINANCIAL COMMITTEE REPORTS**
 1. Financial Committee Report/Update
 - Approval of Reconciled Accounts for July 2021 (Attachment)
 - Approval of Bill Sheet July 2021 (Attachment)
 - Acknowledgment of Approval of Fund Transfer from General 1956 to Enterprise Loan MM 0559 not to exceed \$24,000.00 (Attachment)
 - Discussion and Possible Action regarding Transfer from Cal-Trust for Emergency Water Repairs (Attachment)
11. **PUBLIC WORKS COMMITTEE REPORTS/PARK AND RECREATION**
12. **OTHER COMMITTEE REPORTS**
13. **DISCUSSION AND POSSIBLE ACTION ITEMS**
 1. Discussion and Possible Action regarding Building Permits.
 2. Discussion and Possible Action regarding Security Cameras for Park.
 3. Discussion and Possible Action regarding Task Order#8 from Farr-West Engineering. (Attachment)
 4. Discussion and Possible Action regarding resignation of Nancy Rogers from Loyaltan City Council.
14. **CLOSED SESSION**
 1. Closed Session Pursuant to Government Code Section 54957, Public Employee Performance Evaluation (WWTP Operator)
 2. Closed Session Pursuant to Government Code Section 54956.9 (d) (2), Threat of Litigation, One Case
15. **AGENDA INPUT FOR UPCOMING MEETINGS**
16. **BOARD MEMBER CLOSING REMARKS**
17. **ADJOURNMENT**

July 20th, 2021

REGULAR MEETING

The Regular meeting of the Loyalton City Council was called to order by Mayor S. Jackson on July 20th, 2021 at 6:00 p.m. Loyalton City Auditorium

COUNCIL MEMBERS PRESENT Mayor S. Jackson, N. Rogers, J. Markum, D. Riede, J. Gerow

COUNCIL MEMBERS ABSENT

STAFF PRESENT

City Clerk- Kathy LeBlanc, Jamie Stockdale-Bookkeeper

GUESTS PRESENT

J. Mertton, J. Buck, R. DeMartini, P. DeMartini, D. Lawlor,

APPROVAL OF AGENDA

It was moved by J. Markum, seconded by N. Rogers to approve the agenda as presented. Motion unanimously carried.

ANNOUNCEMENTS

City Clerk Kathy LeBlanc gave an update on the pool clean-up she stated that the project should start next week.

APPROVAL OF MINUTES

1. It was moved by J. Markum, seconded by N. Rogers to approve the minutes of the Regular Meeting of June 15th, 2021 Motion unanimously carried.

STAFF REPORTS/WRITTEN COMMUNICATIONS

1. Mayor Jackson gave a report on the Zoning Code updates.

PUBLIC COMMENT

1. J. Buck stated that there is \$500.00 for information due the vandalism at the pool.

2. P. DeMartini inquired about the Planning and Building Services

FIRE DEPARTMENT REPORT

Assistant Chief R. DeMartini reported to the council stating that they have had 112 calls so far this year. He also informed the council that Fire Season is upon us and asked that everyone stay vigilant, if you see something say something. He also stated that the new engine is ready to go out if needed.

FINANCIAL COMMITTEE REPORT/UPDATE

Councilmember Markum reported that the budget is quickly being depleted and recommended a spending freeze except for emergency items. It was approved by consensus of the council to approve the spending freeze. She also reported that the audit for 19-20 is completed and we should have a final audit in 2 weeks.

1. It was moved by J. Markum, seconded by N. Rogers to approve the reconciled Accounts for June 2021. Motion unanimously carried.
2. It was moved by J. Markum, seconded by N. Rogers to approve the bill sheet not to exceed \$108,465.64 Motion unanimously carried.

ACKNOWLEDGEMENT OF APPROVAL OF FUNDS TRANSFERS

1. It was moved by J. Markum, seconded by N. Rogers to approve the fund transfer from General 1956 to Enterprise MM 0559 not to exceed \$24,000. Motion unanimously carried.
2. It was moved by J. Markum, seconded by N. Rogers to approve fund transfer from Fire Department Reserve (7243) to General Account (1956) for work on brush truck not to exceed \$2,088.33. Motion unanimously carried.
3. It was moved by J. Markum, seconded by N. Rogers to approve fund transfer from Fire Department Reserve (7243) to General Account (1956) for payment's on engines not to exceed \$2,762.38. Motion unanimously carried.
4. After a brief discussion on past due accounts, It was moved by J. Markum, seconded by N. Rogers to approve new payment plans for past due accounts. Motion unanimously carried.

REIMBURSEMENT FOR USDA

None

PUBLIC WORKS COMMITTEE REPORTS/PARK AND RECREATION

1. Councilmember Rogers reported that we have had several water breaks recently and are in the process of being fixed. A brief discussion was had in regards to obtaining a grant for new waterlines in the City. Mayor Jackson asked about the fence at replacing the fence at the park. She stated to look into replacing the fence with rocks providing we have enough. She would also like to get an estimate for either a wooden or chain link fence. Mayor Jackson stated that she will meet with Sierra County for the Building and Planning Department.

OTHER COMMITTEE REPORTS

1. Councilmember Riede gave a brief report on the street signs that need to be replaced. It was moved by J. Markum, seconded by N. Rogers to approve the purchase of signs not to exceed \$3,000.00. Motion unanimously carried. She also reported to the council on the possibility of a FLAP Grant to have our streets resurfaced. She will report back to council on the progress.

DISCUSSION AND POSSIBLE ACTION ITEMS

1. It was moved by D. Riede, seconded by N. Rogers to approve and adopt Amendment to Ordinance 391 for monthly compensation to council members Motion unanimously carried.
2. It was moved by D. Riede, seconded by N. Rogers to approve and adopt Amendment to Ordinance 375 for Animal Control. Motion unanimously carried.
3. After a brief discussion on a City Employee responding to Wild Life Fires outside of Loyalton. It was moved by J. Markum, seconded by D. that the employee to get permission from the Mayor before responding. Motion unanimously carried.
4. The item regarding the Mertton Property will be added to the next agenda.
5. Mayor Jackson addressed the council on the curb and gutter clean up. She would like to know what can be taken to the landfill. She would like maintenance to begin to clean up curbs and gutters.
6. After a brief discussion on the Sewer Rate Increase, It was moved by J. Markum, seconded by N. Rogers to approve the scale for the sewer rate increase. Motion unanimously carried.
7. It was moved by D. Riede, seconded by N. Rogers to approve the Business License for Cori Tidwell-MESD. Motion carried, with J. Markum voting no.
8. After a brief discussion it was moved by J. Markum, seconded by D. Riede to write of debts for water/sewer accounts 206 & 208 not to exceed \$320,511.57. Motion unanimously carried.
9. Mayor Jackson addressed the council on a Out of Service agreement with Route 49 Partners (Trailer Park) she stated that a letter will be sent to LAFCO.

INPUT FOR UPCOMING MEETINGS

Mertton Property
Employee Review
Park Grant

CLOSING REMARKS

None

Meeting Adjourned

APPROVED: _____
Mayor Jackson

ATTEST: _____

Kathy LeBlanc, City Clerk

Kathy LeBlanc

From: Sarah Jackson [sarah.cityofloyalton@gmail.com]
Sent: Tuesday, August 03, 2021 9:12 AM
To: Kathy LeBlanc
Subject: Fwd: Coordinated Letters to Our Judges

HI Kathy - please add this to the August agenda.

Sarah

----- Forwarded message -----

From: Sarah Jackson <sarah.cityofloyalton@gmail.com>
Date: Tue, Aug 3, 2021 at 9:12 AM
Subject: Re: Coordinated Letters to Our Judges
To: Bill Powers <bpowers96122@gmail.com>

HI Bill - thank you for your email - I will bring this forward to our council at the August meeting for consideration. I don't see it being an issue for us to send a letter of support regarding this issue. Is there a specific county agency you have in mind that could utilize the space most effectively?

Stay Safe! and I'll be in contact soon.

Sarah Jackson, Mayor
City of Loyalton

On Thu, Jul 29, 2021 at 3:05 PM Bill Powers <bpowers96122@gmail.com> wrote:

Hi Sarah,

At last night's Portola City Council meeting, we discussed a draft letter to our two Plumas County Superior Court judges and your Superior Court judge, requesting that they join us in contacting the Administration of Courts and try to get some positive action toward the empty and almost abandoned "new" courthouse that was built here a decade ago. It's empty except for a small office space in the back used by a CalTrans engineer working in the area. What we would like is to have the AOC lease it at nominal cost or sell/give it to a county or regional agency to use and maintain so it doesn't go to waste, and to keep it up so it isn't vandalized and isn't an eyesore. During the discussion, a council member suggested getting a letter from you (as well as both boards of supervisors) to further encourage the judges to weigh in on the letter to the AOC, since our judges' predecessors were the reason to build it in the first place. Please let me know what you think.

We have a number of "refugees" camped out in our park here, with shower accommodations at the city pool and several groups providing food to them. I imagine you might have a few like we do also that are staying with friends. Such a siege this year, as if last year wasn't trauma enough!

I hope you are well and safe, and the fires that have so far missed our two little towns are the last we have to witness this year!

Cheers,
Bill Powers, Mayor
City of Portola

Acknowledgement of Approval, City of Loyalton

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

General Account (1956)	7/31/2021	(\$137,369.69)	Reconciled	8/11/2021
CDBG Account (0059)	7/31/2021	(\$14,166.76)	Reconciled	8/11/2021
F.D. Reserve (7243)	7/31/2021	(\$162,008.72)	Reconciled	8/10/2021
General Savings (0322)	7/31/2021	(\$29,425.70)	Reconciled	8/11/2021
Enterprise-W&S (0559)	7/31/2021	(\$247,100.34)	Reconciled	8/10/2021
WWTP Settle. (4387)	7/31/2021	(\$195,427.34)	Reconciled	8/10/2021
Cares Act (0998)	7/31/2021	(\$0.00)	Reconciled	8/10/2021
LAIF Account (496)	7/31/2021	(\$2,030,878.36)	Reconciled	8/03/2021
CalTrust (29130)	7/31/2021	(\$101,474.40)	Reconciled	8/03/2021

This authorization took place at the council meeting held on 08/17/21 and will be further reflected in the council minutes of this meeting.

Authorized Signature

Sarah Jackson, Mayor, Dated 08/17/21

8:12 AM

08/03/21

Cash Basis

City of Loyaltan
Bills Paid
As of July 31, 2021

Type	Date	Num	Name	Memo	Paid Amount
Enterprise Loan MM 0559					
Bill Pmt -C...	07/02/2021	173	USDA 92-01	Interest and Principal Payment	-53,311.59
Bill Pmt -C...	07/02/2021	174	USDA 92-03	Interest and Principal Payment	-7,680.29
Bill Pmt -C...	07/02/2021	175	USDA 92-07		-107,912.50
Total Enterprise Loan MM 0559					-168,904.38
General Funds					
General Checking 1956- NEW					
Check	07/01/2021		United Healthcare Insuran...	J Cussins Health Insurance	-297.49
Liability Ch...	07/09/2021		Employment Development...	69817369	-137.01
Liability Ch...	07/09/2021		US Treasury-941	94-6000364	-1,285.16
Check	07/12/2021		Jerry Gerow	VOID: Reimbursement - Folchi's ...	0.00
Check	07/23/2021		Bank of America	5472064000010235	-4,863.38
Transfer	07/22/2021			Funds Transfer: Reimburse Fire...	2,762.38
Transfer	07/22/2021			Funds Transfer: For BofA charg...	2,088.33
Liability Ch...	07/23/2021		Employment Development...	69817369	-180.95
Liability Ch...	07/23/2021		US Treasury-941	94-6000364	-1,426.88
Check	07/01/2021	7002	Kathy LeBlanc	City Clerk July 2021	-150.00
Check	07/01/2021	7003	Sarah Jackson	City Council July 2021	-150.00
Check	07/01/2021	7004	Jerry Gerow	City Council July 2021	-150.00
Check	07/01/2021	7005	Joy Markum	City Council July 2021	-150.00
Check	07/01/2021	7006	Darlene Riede	City Council July 2021	-150.00
Check	07/01/2021	7007	Nancy Rogers	City Council July 2021	-150.00
Check	07/01/2021	7008	John Cussins Retiree	July 2021	-1,171.76
Check	07/01/2021	7009	Patsy Jardin Retiree	July 2021	-1,946.75
Check	07/01/2021	7010	Donald Yegge Retiree	July 2021	-513.55
Check	07/01/2021	7011	Orville McGarity Retiree	July 2021	-268.36
Bill Pmt -C...	07/01/2021	7017	Alliant Insurance Services,...	CRIME0708 / CL142052	-1,100.00
Check	07/01/2021	7022	Petty Cash (Jamie Stockd...	Petty Cash	-45.50
Paycheck	07/09/2021	7023	Jordan, Keith S.		-1,546.78
Paycheck	07/09/2021	7024	LeBlanc, Katherine L		-690.00

8:12 AM

08/03/21

Cash Basis

City of Loyalton
Bills Paid
As of July 31, 2021

Type	Date	Num	Name	Memo	Paid Amount
Paycheck	07/09/2021	7025	Morrow, Brandon C		-1,191.07
Paycheck	07/09/2021	7026	Stockdale, Jamie		-1,139.15
Paycheck	07/09/2021	7027	Wall, Phillip G		-1,445.19
Check	07/14/2021	7032	Jerry Gerow	Reimbursement for Laminating ...	-31.39
Check	07/14/2021	7033	Patsy Jardin Retiree	Mileage Reimbursement	-54.88
Check	07/14/2021	7034	Nancy Rogers	Mileage Reimbursement Trans...	-56.00
Bill Pmt -C...	07/14/2021	7035	Clark Pest Control of Stoc...		-95.00
Bill Pmt -C...	07/14/2021	7036	Farr West Engineering		-921.50
Bill Pmt -C...	07/14/2021	7037	Les Schwab		-634.21
Bill Pmt -C...	07/14/2021	7038	Plumas-Sierra Telecomm.		-218.00
Bill Pmt -C...	07/14/2021	7039	Plumas Sierra Rural Electric		-5,556.47
Bill Pmt -C...	07/14/2021	7040	Porter Simon Professional ...		-1,200.00
Bill Pmt -C...	07/14/2021	7041	Silver State Analytical Lab...	92132-13200M	-63.00
Bill Pmt -C...	07/14/2021	7042	Western Nevada Supply	Effluent Weir Vault	-226.36
Bill Pmt -C...	07/14/2021	7043	Xerox Corporation	34860	-340.18
Paycheck	07/23/2021	7044	Jordan, Keith S.	VOID: Item mis classed caught ...	0.00
Paycheck	07/23/2021	7045	LeBlanc, Katherine L		-671.45
Paycheck	07/23/2021	7046	Morrow, Brandon C	VOID: Item mis classed caught ...	0.00
Paycheck	07/23/2021	7047	Stockdale, Jamie		-1,230.63
Paycheck	07/23/2021	7048	Wall, Phillip G		-1,598.40
Bill Pmt -C...	07/21/2021	7050	AT&T CALNET 3		-102.58
Bill Pmt -C...	07/21/2021	7051	Gary Price	Housing Element	-2,600.00
Bill Pmt -C...	07/21/2021	7052	Intermountain Disposal, Inc.		-154.62
Bill Pmt -C...	07/21/2021	7053	Kunsmann Fence Co.	Fence Repair	-575.00
Bill Pmt -C...	07/21/2021	7054	Pitney Bowes Inc Purchas...	8000-9000-0953-9911	-35.92
Bill Pmt -C...	07/21/2021	7055	Resource Development C...	Emergency Repair Work at Chur...	-6,069.08
Bill Pmt -C...	07/21/2021	7056	Silver State Analytical Lab...		-207.00
Check	07/22/2021	7057	Loyalton Volunteer Fire As...	Reimbursement for Mechanic	-2,762.38
Paycheck	07/23/2021	7058	Jordan, Keith S.		-1,431.79
Paycheck	07/23/2021	7059	Morrow, Brandon C		-1,413.50
Check	07/28/2021	7060	Postmaster		-123.48
Check	07/28/2021	7072	Loyalton Volunteer Fire As...	Reimbursement for work done o...	-340.00

8:12 AM

08/03/21

Cash Basis

City of Loyalton

Bills Paid

As of July 31, 2021

Type	Date	Num	Name	Memo	Paid Amount
Bill Pmt -C...	07/28/2021	7073	Liberty Utilities		-9,075.05
Bill Pmt -C...	07/28/2021	7074	Verizon Wireless	370745244-0000001	-198.16
Total General Checking 1956- NEW					-53,284.30
General Contingency Saving 0322					
Total General Contingency Saving 0322					
Total General Funds					-53,284.30
Designated Funds					
WWTP Settlement MM 4321					
Total WWTP Settlement MM 4321					
WWTP Construction 1990					
Total WWTP Construction 1990					
Community Dev Block Grant 0059					
Total Community Dev Block Grant 0059					
Total Designated Funds					
TOTAL					-222,188.68

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	09/03/2021	
	Water		1,500.00
	Sewer		4,500.00
General Fund	Enterprise Loan MM 0559	09/10/2021	
	Water		1,500.00
	Sewer		4,500.00
General Fund	Enterprise Loan MM 0559	09/17/2021	
	Water		1,500.00
	Sewer		4,500.00
General Fund	Enterprise Loan MM 0559	09/27/2021	
	Water		1,500.00
	Sewer		4,500.00
THIS TOTAL			\$24,000.00

This authorization took place at the council meeting held on 8/17/2021 and will be further reflected in the council minutes of this meeting.

Authorized Signature Sarah Jackson, Mayor, Dated 8/17/2020

General Fund		July 1, 2021 - July 31, 2021	Budget
			General Fund
Income			
Transfer In			\$ -
Building Permits			\$ 5,000.00
Taxes & License Revenue			
Property Taxes		\$ 5,090.96	\$ 46,400.00
Sales & Use			\$ 70,000.00
Franchise			\$ 7,347.00
License & Permits		\$ 64.00	\$ 4,500.00
Total Taxes & License Revenue		\$ 5,154.96	\$ 128,247.00
Intergovernmental			
Federal			\$ -
State			\$ -
Total Intergovernmental - Federal		\$ -	\$ -
Charges for Current Services			
Cemetery Plots			\$ 150.00
Copies & Faxes		\$ 109.60	\$ 250.00
Rent Income		\$ 1,030.00	\$ 11,480.00
Service Area Revenue			\$ -
Total Charges for Current Services		\$ 1,139.60	\$ 11,880.00
Revenue Use of Money			
Interest Income- LAIF			\$ 2,848.00
Interest Income- Cal Trust			\$ 540.00
Interest Income- Savings			\$ -
Total Revenue Use of Money		\$ -	\$ 3,388.00
Total Income		\$ 6,294.56	\$ 148,515.00
Expense			
Finance Charge			\$ -
Small Tools & Equipment			\$ -
Small Tools & Equipment			\$ -
Safety		\$ 24.66	\$ -
Total Small Tools & Equipment			\$ -
Repairs & Maintenance		\$ 226.06	\$ 1,000.00
Building Repairs			\$ 2,000.00
Utilities			
Security			\$ 300.00
Internet - Broadband		\$ 16.35	\$ 200.00
Propane			\$ 8,500.00
Electric		\$ 355.33	\$ 5,000.00
Disposal		\$ 69.96	\$ 800.00
Total Utilities		\$ 441.64	\$ 14,800.00
Equipment Repair & Maintenance		\$ 72.57	\$ 1,300.00
Taxes/Solid Waste Fee			
Payroll Expense			
Workers Comp.		\$ 352.26	\$ 1,218.00

		General Fund
Payroll Tax Expense	\$ 367.97	\$ 6,170.00
Wages Expense		
Part Time Wages	\$ 1,463.08	\$ 31,616.00
Full Time Wages	\$ 2,585.29	
Total Wages Expense		\$ 31,616.00
Total Payroll Expense	\$ 4,048.37	\$ 39,004.00
Employee Benefits		
Retirement	\$ 1,241.74	\$ -
Health Insurance		\$ -
Total Employee Benefits		\$ -
Services and Supplies		
Postage		\$ 50.00
Advertising		\$ 1,000.00
Automobile Expense		
Fuel	\$ 97.47	\$ -
Automobile Expense - Other		\$ 1,500.00
Total Automobile Expense		\$ 1,500.00
Bank Service Charges		\$ -
Chemicals		\$ -
Contracted Services		
Council Expense	\$ 900.00	\$ 10,800.00
Annual Street Report		
FEMA		
Health/Drug Screening		
Professional Fees		\$ 3,000.00
Accounting & Financial		\$ 2,000.00
Legal Fees		\$ 3,000.00
Auditing Expense		\$ 3,000.00
Testing		
Law Enforcement	\$ 1,250.00	\$ 15,000.00
Total Contracted Services		\$ 36,800.00
Dues and Subscriptions		\$ 200.00
Insurance	\$ 1,140.50	
Liability Insurance	\$ 1,176.50	\$ 2,348.00
Travel for SCORE		
Property Insurance	\$ 3,064.71	\$ 5,513.00
Total Insurance	\$ 5,381.71	\$ 7,861.00
Licenses and Permits		
Meals		
Office Expense	\$ 89.39	\$ 1,000.00
Operating Supplies		\$ 1,000.00
Telephone	\$ 14.60	\$ 1,000.00
Training		
Travel	\$ 110.88	
Total Services and Supplies	\$ 5,596.58	\$ 50,411.00
Total Expense	\$ 10,385.22	\$ 108,515.00
Other Expense		

			General Fund
	Transfer Out to Fire Dept		\$ 10,000.00
	Capital Outlay		\$ 30,000.00
	Total Other Expense		\$ 40,000.00
	Total Combined Expense		\$ 148,515.00
	NET Profit / Loss	\$ 6,294.56	\$ -
			General

Water Fund		July 1, 2021 - July 31, 2021	Budget Water
Income			
Transfer In			
Enterprise Income			
Sewer Service Income			
Water Service Income		\$ 24,941.88	\$ 255,000.00
Total Enterprise Income		\$ 24,941.88	\$ 255,000.00
Revenue Use of Money			
Interest Income- LAIF			
Interest Income- Cal Trust			\$ -
Interest Income- Savings			\$ -
Total Revenue Use of Money			\$ -
Total Income		\$ 24,941.88	\$ 255,000.00
Expense			
Finance Charge			\$ -
Small Tools & Equipment			\$ -
Small Tools & Equipment			\$ 2,600.00
Safety			\$ 200.00
Total Small Tools & Equipment			\$ 2,800.00
Repairs & Maintenance		\$ 6,069.08	\$ 8,974.00
Building Repairs			
Utilities			
Security			\$ 200.00
Internet - Broadband		\$ 43.60	\$ 1,308.00
Propane			\$ 1,200.00
Electric		\$ 8,772.65	\$ 7,350.00
Disposal		\$ 7.35	\$ 1,856.00
Total Utilities		\$ 8,823.60	\$ 11,914.00
Equipment Repair & Maintenance			\$ 8,000.00
Taxes/Solid Waste Fee			\$ 250.00
Payroll Expense			
Workers Comp.		\$ 2,818.11	\$ 8,979.00
Payroll Tax Expense		\$ 393.49	\$ 6,294.00
Wages Expense			
Part Time Wages		\$ 1,208.69	\$ 10,117.00
Full Time Wages		\$ 3,267.67	\$ 66,494.00
Total Wages Expense		\$ 4,476.36	\$ 76,611.00
Total Payroll Expense		\$ 7,687.96	\$ 91,884.00
Employee Benefits			
Retirement		\$ 1,329.35	\$ 23,431.00
Health Insurance		\$ 148.75	\$ 446.00
Total Employee Benefits		\$ 1,478.10	\$ 23,877.00
Services and Supplies			
Postage		\$ 79.70	\$ 1,000.00
Advertising			\$ 300.00

		Water
Automobile Expense		
Fuel	\$ 91.61	\$ 625.00
Automobile Expense - Other		\$ 1,300.00
Total Automobile Expense		\$ 1,925.00
Bank Service Charges		\$ 200.00
Chemicals		\$ 2,000.00
Contracted Services		\$ 365.75
Council Expense		\$ -
Annual Street Report		
FEMA		
Health/Drug Screening		\$ 350.00
Professional Fees		\$ 500.00
Accounting & Financial		\$ 4,000.00
Legal Fees		\$ 500.00
Auditing Expense		\$ 5,200.00
Testing		\$ 4,500.00
Law Enforcement		
Total Contracted Services		\$ 15,050.00
Dues and Subscriptions		\$ 200.00
Insurance		
Liability Insurance	\$ 4,800.50	\$ 6,642.00
Travel for SCORE		
Property Insurance	\$ 6,640.21	
Total Insurance		\$ 6,642.00
Licenses and Permits		\$ 4,500.00
Meals		
Office Expense		\$ 1,000.00
Operating Supplies	\$ 113.39	\$ 1,550.00
Telephone	\$ 138.01	\$ 1,134.00
Training		
Travel		
Total Services and Supplies		\$ 11,771.81
Total Expense		\$ 35,830.55
Other Expense		
Transfer Out to Fire Dept		
Debt Service - principal		\$ 19,800.00
Interest Expense		
Interest 91-05 Water		\$ 42,000.00
Interest 92-01 Sewer		
Interest 92-03 Sewer		
Interest 92-07 Sewer		
Total Interest Expense		\$ -
Total Debt Service		\$ 61,800.00
Capital Outlay		\$ 10,000.00
Total Other Expense		\$ 71,800.00
Total Combined Expense		\$ 255,000.00

									Water
						NET Profit / Loss	\$ (10,888.67)	\$	-
									Water

Sewer Fund		July 1, 2021 - July 31, 2021	Budget
			Sewer
Income			
Transfer In			
Enterprise Income			
Sewer Service Income	\$	31,173.00	\$ 355,000.00
Water Service Income			
Total Enterprise Income	\$	31,173.00	\$ 355,000.00
Charges for Current Services			
Cemetery Plots			
Copies & Faxes			
Rent Income			
Service Area Revenue			
Total Charges for Current Services			\$ -
Revenue Use of Money			
Interest Income- LAIF	\$	1,656.80	\$ 6,052.00
Interest Income- Cal Trust	\$	14.66	\$ -
Interest Income- Savings			\$ -
Total Revenue Use of Money	\$	1,671.46	\$ 6,052.00
Total Income	\$	32,844.46	\$ 361,052.00
Expense			
Finance Charge			
			\$ -
Small Tools & Equipment			
Small Tools & Equipment			\$ 800.00
Safety			\$ 200.00
Total Small Tools & Equipment			\$ 1,000.00
Repairs & Maintenance	\$	575.00	\$ 2,000.00
Building Repairs			
Utilities			
Security			\$ 75.00
Internet - Broadband	\$	43.60	\$ 540.00
Propane			\$ 3,613.00
Electric	\$	2,791.53	\$ 30,000.00
Disposal	\$	47.93	\$ 650.00
Total Utilities	\$	2,883.06	\$ 34,878.00
Equipment Repair & Maintenance			
			\$ 6,000.00
Taxes/Solid Waste Fee			
			\$ 860.00
Payroll Expense			
Workers Comp.	\$	2,818.11	\$ 8,779.00
Payroll Tax Expense	\$	333.05	\$ 6,094.00
Wages Expense			
Part Time Wages	\$	1,208.01	\$ 8,280.00
Full Time Wages	\$	2,960.19	\$ 54,404.00
Total Wages Expense	\$	4,168.20	\$ 62,684.00
Total Payroll Expense			\$ 77,557.00
Employee Benefits			

		Sewer
Retirement	\$ 1,329.33	\$ 23,431.00
Health Insurance	\$ 148.74	\$ 446.00
Total Employee Benefits	\$ 1,478.07	\$ 23,877.00
Services and Supplies		
Postage	\$ 79.70	\$ 1,000.00
Advertising		\$ 300.00
Automobile Expense		
Fuel	\$ 184.39	\$ 2,456.00
Automobile Expense - Other		\$ 1,000.00
Total Automobile Expense	\$ 184.39	\$ 3,456.00
Bank Service Charges		\$ 200.00
Chemicals		\$ 2,000.00
Contracted Services	\$ 365.75	
Council Expense		\$ -
Annual Street Report		
FEMA		
Health/Drug Screening		
Professional Fees		\$ 1,770.00
Accounting & Financial		\$ 4,000.00
Legal Fees		\$ 500.00
Auditing Expense		\$ 5,200.00
Testing	\$ 405.00	\$ 7,250.00
Law Enforcement		
Total Contracted Services	\$ 770.75	\$ 18,720.00
Dues and Subscriptions		\$ 800.00
Insurance		
Liability Insurance	\$ 4,800.50	\$ 6,115.00
Travel for SCORE		
Property Insurance	\$ 6,640.21	
Total Insurance	\$ 11,440.71	\$ 6,115.00
Licenses and Permits		\$ 20,000.00
Meals		
Office Expense		\$ 500.00
Operating Supplies	\$ 141.26	\$ 3,605.00
Telephone	\$ 186.77	\$ 1,134.00
Training		
Travel		
Total Services and Supplies	\$ 12,803.58	\$ 57,830.00
Total Expense	\$ 17,739.71	\$ 204,002.00
Other Expense		
Transfer Out to Fire Dept		
Debt Service - principal	\$ 113,800.00	\$ 106,540.00
Interest Expense		
Interest 91-05 Water		
Interest 92-01 Sewer	\$ 15,811.59	\$ 34,025.00
Interest 92-03 Sewer	\$ 2,380.29	\$ 5,098.00
Interest 92-07 Sewer	\$ 36,912.50	\$ 76,387.00
Total Interest Expense	\$ 55,104.38	\$ 115,510.00

				Sewer
	Total Debt Service	\$	168,904.38	\$ 222,050.00
	Capital Outlay			
	Total Other Expense	\$	168,904.38	\$ 222,050.00
	Total Combined Expense	\$	186,644.09	\$ 426,052.00
	NET Profit / Loss	\$	(153,799.63)	\$ (65,000.00)
				Sewer

Streets Fund		July 1, 2021 - July 31, 2021	Budget
			Streets
Income			
Transfer In			\$ -
Intergovernmental - Streets			
Road Maintenance & Rehab	\$ 1,411.37	\$ 13,256.00	
VLF Swap		\$ 31,999.00	
Motor Vehicle			
Traffic Congestion Relief		\$ 560.00	
Highway Users Tax			
2103 Gass Tax	\$ 707.24	\$ 5,200.00	
2105	\$ 378.81	\$ 4,000.00	
2106	\$ 528.89	\$ 6,000.00	
2107	\$ 519.09	\$ 5,400.00	
2107.5	\$ 1,000.00	\$ 1,000.00	
Total Highway Users Tax	\$ 3,134.03	\$ 16,400.00	
Total Intergovernmental - Streets	\$ 4,545.40	\$ 62,215.00	
Revenue Use of Money			
Interest Income- LAIF		\$ -	
Interest Income- Cal Trust		\$ -	
Interest Income- Savings		\$ -	
Total Revenue Use of Money		\$ -	
Total Income	\$ 4,545.40	\$ 62,215.00	
Expense			
Finance Charge			\$ -
Small Tools & Equipment			\$ -
Small Tools & Equipment		\$ 1,000.00	
Safety		\$ 500.00	
Total Small Tools & Equipment		\$ 1,500.00	
Repairs & Maintenance			\$ 8,500.00
Building Repairs			
Utilities			
Security			
Internet - Broadband	\$ 5.45	\$ 75.00	
Propane		\$ 600.00	
Electric	\$ 2,008.12	\$ 26,758.00	
Disposal		\$ 31.00	
Total Utilities	\$ 2,013.57	\$ 27,464.00	
Equipment Repair & Maintenance			\$ 2,730.00
Taxes/Solid Waste Fee			
Payroll Expense			
Workers Comp.	\$ 352.27	\$ 1,218.00	
Payroll Tax Expense	\$ 136.22	\$ 843.00	
Wages Expense			
Part Time Wages		\$ 760.00	
Full Time Wages	\$ 1,464.30	\$ 8,700.00	

		Streets
Total Wages Expense	\$ 1,464.30	\$ 9,460.00
Total Payroll Expense	\$ 1,952.79	\$ 11,521.00
Employee Benefits		
Retirement		\$ -
Health Insurance		\$ -
Total Employee Benefits		\$ -
Services and Supplies		
Postage		\$ 60.00
Advertising		\$ -
Automobile Expense		
Fuel	\$ 399.91	\$ 800.00
Automobile Expense - Other		\$ -
Total Automobile Expense	\$ 399.91	\$ 800.00
Bank Service Charges		\$ -
Chemicals		\$ -
Contracted Services		
Council Expense		\$ -
Annual Street Report		\$ 1,000.00
FEMA		
Health/Drug Screening		
Professional Fees		
Accounting & Financial		\$ 1,000.00
Legal Fees		
Auditing Expense		\$ 2,300.00
Testing		
Law Enforcement		
Total Contracted Services		\$ 4,300.00
Dues and Subscriptions		\$ 50.00
Insurance		
Liability Insurance	\$ 1,190.00	\$ 2,000.00
Travel for SCORE		
Property Insurance	\$ 2,043.15	\$ 2,000.00
Total Insurance	\$ 3,233.15	\$ 4,000.00
Licenses and Permits		
Meals		
Office Expense		
Operating Supplies		\$ 350.00
Telephone	\$ 4.86	\$ 40.00
Training		
Travel		
Total Services and Supplies	\$ 3,637.92	\$ 9,600.00
Total Expense	\$ 7,604.28	\$ 61,315.00
Other Expense		
Transfer Out to Fire Dept		
Debt Service - principal		
Capital Outlay		
Total Other Expense		

					Streets	
				Total Combined Expense	\$ 7,604.28	\$ 61,315.00
				NET Profit / Loss	\$ (3,058.88)	\$ 900.00
						Streets

Fire Fund		July 1, 2021 - July 31, 2021	
			Fire
Income			
Transfer In			\$ 10,000.00
Charges for Current Services			
Cemetary Plots			
Copies & Faxes			
Rent Income			
Service Area Revenue			\$ 40,800.00
Total Charges for Current Services			\$ 40,800.00
Revenue Use of Money			
Interest Income- LAIF			\$ -
Interest Income- Cal Trust			\$ -
Interest Income- Savings			\$ 120.00
Total Revenue Use of Money			\$ 120.00
Total Income			\$ 50,920.00
Expense			
Finance Charge			\$ -
Small Tools & Equipment			
Small Tools & Equipment			\$ 8,500.00
Safety			\$ -
Total Small Tools & Equipment			\$ 8,500.00
Repairs & Maintenance	\$ 21.41		\$ 3,500.00
Building Repairs			\$ 500.00
Utilities			
Security			
Internet - Broadband	\$ 109.00		\$ 1,308.00
Propane			\$ 1,643.00
Electric	\$ 385.90		\$ 4,457.00
Disposal	\$ 29.38		\$ 371.00
Total Utilities	\$ 524.28		\$ 7,779.00
Equipment Repair & Maintenance	\$ 3,422.54		\$ 6,930.00
Taxes/Solid Waste Fee			
Payroll Expense			
Workers Comp.	\$ 704.53		\$ 2,550.00
Payroll Tax Expense			
Wages Expense			
Part Time Wages			
Full Time Wages			
Total Wages Expense			
Total Payroll Expense			\$ 2,550.00
Employee Benefits			
Retirement			\$ -
Health Insurance			\$ -
Total Employee Benefits			\$ -
Services and Supplies			

		Fire
	Postage	\$ 35.00
	Advertising	\$ 200.00
	Automobile Expense	
	Fuel	\$ 96.26
	Automobile Expense - Other	\$ 500.00
	Total Automobile Expense	\$ 4,224.00
	Bank Service Charges	\$ -
	Chemicals	
	Contracted Services	
	Council Expense	\$ -
	Annual Street Report	
	FEMA	
	Health/Drug Screening	\$ 1,560.00
	Professional Fees	\$ 2,400.00
	Accounting & Financial	\$ 280.00
	Legal Fees	\$ 500.00
	Auditing Expense	\$ 1,850.00
	Testing	\$ 1,600.00
	Law Enforcement	
	Total Contracted Services	\$ 8,190.00
	Dues and Subscriptions	\$ 202.00
	Insurance	
	Liability Insurance	\$ 27.00
	Travel for SCORE	
	Property Insurance	\$ 2,043.15
	Total Insurance	\$ 2,070.15
	Licenses and Permits	
	Meals	\$ 500.00
	Office Expense	
	Operating Supplies	\$ 2,600.00
	Telephone	\$ 660.00
	Training	\$ 1,410.00
	Travel	\$ 600.00
	Total Services and Supplies	\$ 21,161.00
	Total Expense	\$ 50,920.00
	Other Expense	
	Transfer Out to Fire Dept	
	Capital Outlay	
	Total Other Expense	
	Total Combined Expense	\$ 6,038.38
	NET Profit / Loss	\$ (6,038.38)
		Fire



**FARR CONSTRUCTION CORPORATION dba.
RESOURCE DEVELOPMENT COMPANY**
1050 Linda Way Sparks, NV 89431-5598 (775) 356-8004
Nevada License No. 75026 / California License No. 893537

INVOICE

Number:155

Date: 7/31/21

Bill to:

City of Loyalton
605 School St
Loyalton, CA 96118

Job: 21-044-A

Customer Code	Purchase Order No.	Salesperson	Terms
CIT008			N30

Remarks: Emergency Repair Work #3-Gulling Ave

Quantity	Description	U/M	Unit Price	Extension
14.000	Operator	HRS	135.000	1,890.00
28.000	Laborer	HRS	98.510	2,758.28
5.250	Supervisor	HRS	145.000	761.25
2.000	Project Manager	HRS	120.000	240.00
14.000	Bobtail Dump Truck	HRS	79.480	1,112.72
6.000	4000 Gal Water Truck	HRS	71.550	429.30
1.000	Materials	EA	636.460	636.46

Subtotal:	7,828.01
Total:	7,828.01



**FARR CONSTRUCTION CORPORATION dba.
RESOURCE DEVELOPMENT COMPANY**

1050 Linda Way Sparks, NV 89431-5598 (775) 356-8004
Nevada License No. 75026 / California License No. 893537

INVOICE

Number:154

Date: 7/31/21

Bill to:

Job: 21-044-A

City of Loyalton
605 School St
Loyalton, CA 96118

Customer Code	Purchase Order No.	Salesperson	Terms
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CIT008			N30
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Remarks:	Emergency Repair Work #2-Church
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Quantity	Description	U/M	Unit Price	Extension
16.000	Operator	HRS	135.000	2,160.00
2.000	Operator-OT	HRS	202.500	405.00
16.000	Laborer	HRS	98.510	1,576.16
2.000	Laborer-OT	HRS	147.770	295.54
4.000	Supervisor	HRS	145.000	580.00
2.000	Project Manager	HRS	120.000	240.00
18.000	F-350 Work Truck	HRS	54.690	984.42
14.000	Bobtail Dump Truck	HRS	79.480	1,112.72

Subtotal:	7,353.84
Total:	7,353.84

Task Order

Task Order Number: #08

Date: July 1, 2021

Title: Fiscal Year 2022 General Services

Project Description: Provide on-call professional engineering services to the City of Loyaltan ("City").

The Master Services Agreement is amended and supplemented to include the following agreement of the parties.

PART 1 – SERVICES

Task 1 - Basic Services

Objective

Provide professional engineering services on an on-call basis as requested by the City.

Approach

The following approach applies:

- Farr West will respond to requests generated by the City.
- Farr West will attend meetings or make site visits as requested by the City.
- Farr West will develop Scopes of Work for larger projects and generate individual task orders for significant projects as requested by the City.
- Farr West will prepare Contract Documents and Technical Specifications for the bidding of improvement projects as requested by the City.
- Farr West will review product submittals and provide construction engineering as requested by the City.

Deliverables

The following will be delivered under this task:

- Monthly status updates and invoices.
- Maps, exhibits, and permit applications.

Assumptions

The following assumptions apply:

- Any amendment to the Project budget will be executed in writing between the City and Farr West with Exhibit F of the Master Services Agreement.
- A new General Services Task Order shall be executed every year.

PART 2 – COMPENSATION

The City of Loyaltan shall pay Farr West on a time and materials basis, including travel, not to exceed Fifteen Thousand Dollars (\$15,000.00). Hourly rates and other expenses shall be in accordance with

Exhibit C of the Master Services Agreement (Standard Hourly Rates). A breakdown of the individual task budgets is as follows:

Task 1	Basic Services	\$15,000
	TOTAL:	\$15,000

PART 3 – SCHEDULE

The following is a proposed schedule to be used as a general guideline only.


Notice to Proceed: July 1, 2021

End of Contract: June 30, 2022

Owner: City of Loyalton

Engineer: Farr West Engineering

By: _____

By:  _____

Print Name: _____

Print Name: Lucas Tipton, P.E.

Title: _____

Title: Principal Engineer

Date Signed: _____

Date Signed: August 4, 2021

This is my official letter
I am stepping down from Council. I do want
to thank all the people who have stood behind me.
I want to also thank the Council member
I talked into running along with Kathy and Keith.
I have nothing to say to the rest of you.
I have blocked all Councils and City Hall
numbers.

Please remove my name from the alarm
company and remove my phone number from City Hall
recording.

I have returned all keys to Kathy
August 9th 2021
Nancy Pogue