

CITY OF LOYALTON

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



OFFICE OF THE MAYOR

**AGENDA FOR THE REGULAR MEETING OF THE
LOYALTON CITY COUNCIL
6:00 P.M. – CITY HALL AUDITORIUM
605 SCHOOL STREET
FEBRUARY 16TH, 2021
NEXT ORDINANCE #423
NEXT RESOLUTION NO. 1-2021**

**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**
 1. Letter From Cindy Smith regarding Banners for High School Seniors
6. **APPROVAL OF MINUTES**
 - Regular Meeting January 19th, 2021 (Attachment)
7. **STAFF REPORTS**
8. **TIMED ITEM 6:30 PUBLIC HEARING HOUSING ELEMENT UPDATE**
 1. Review Draft Housing Element and Staff Report

9. 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.**

10. FIRE DEPARTMENT REPORT

1. Discussion and Possible action to approve updated Financial Policy for The Fire Department.
2. Discussion and Possible action regarding purchase of surplus Brush Engine For Fire Department.
3. Discussion and Possible action regarding purchase of Pagers for Fire Dept. Not to exceed \$4,500
4. Discussion and Possible action regarding purchase of Turn out for Fire Dept. Not to exceed \$4,000

11. FINANCIAL COMMITTEE REPORTS

1. Financial Committee Report/Update
 - Approval of Reconciled Accounts for January 2021 (Attachment)
 - Approval of Bill Sheet January 2021 (Attachment)
 - Acknowledgment of Approval of Fund Transfer from General 1956 to Enterprise Loan MM 0559 not to exceed \$24,000.00 (Attachment)
 - Acknowledgment of Approval of Fund Transfer from WWTP Settlement 4387 to General 1956 for Farr West Clean-up and Abatement Order-Phase 2 to #5 not to exceed \$2,372.75 (Attachment)

12. PUBLIC WORKS COMMITTEE REPORTS/PARK AND RECREATION

13. OTHER COMMITTEE REPORTS

14. DISCUSSION AND POSSIBLE ACTION ITEMS

1. Discussion and Possible Action regarding Broadband for the City of Loyalton. (Presentation via Zoom)
2. Discussion and Possible Action regarding City Maintenance Worker Employment opportunity.
3. Discussion and Possible Action regarding nominees for the 6th Annual Richard Meder Award.
4. Discussion and Possible Action regarding Dodge pickup.

5. Discussion and Possible Action regarding removal of Jillian Freeto from all Plumas Accounts.
6. Discussion and Possible Action regarding contract snow removal.
7. Discussion and Possible Action regarding approval of Request for Purchase Form.

15. **CLOSED SESSION**

1. Employee evaluation, Personnel Matters

16. **AGENDA INPUT FOR UPCOMING MEETINGS**

17. **BOARD MEMBER CLOSING REMARKS**

18. **ADJOURNMENT**

January 19th, 2021

REGULAR MEETING

The Regular meeting of the Loyalton City Council was called to order by Mayor Brooks Mitchell on January 19th, 2021 at 6:00 p.m. Loyalton City Auditorium

COUNCIL MEMBERS PRESENT

Mayor Mitchell, S. Jackson, N. Rogers, J. Markum, D. Riede,

COUNCIL MEMBERS ABSENT

STAFF PRESENT

City Clerk- Kathy LeBlanc, Bookkeeper- Jamie Stockdale

GUESTS PRESENT

J. Mertton, J. Buck, H. Wilds, P. DeMartini,

APPROVAL OF AGENDA

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

ANNOUNCEMENTS

1. Councilmember Riede announced that our new WWTP Operator will begin work tomorrow.

APPROVAL OF MINUTES

1. It was moved by J. Markum, seconded by D. Riede to approve the minutes of the Regular Meeting of December 15th, 2020. Motion unanimously carried.

STAFF REPORTS/WRITTEN COMMUNICATIONS

1. City Clerk K. Leblanc announced that water rates will increase from \$117.63 to \$118.64 it is the annual increase.

2. Vice-Mayor Jackson gave a report on the COVID Virus. She reported on the Cares Act funds remaining in our account which are approximately \$4,400. She stated that the County is now giving vaccines according to a tier system.

PUBLIC COMMENT

1. Henry Wilds gave a report on Broadband services for the City of Loyalton. Mayor Mitchell asked Mr. Wilds to bring back something for the council and it will be put on the February Agenda.

FIRE DEPARTMENT REPORT

No Fire Department report was given.

DISCUSSION AND POSSIBLE ACTION:

1. It was moved by S. Jackson, seconded by J. Markum to approve the procedure of transferring the entire net income from the Fire Department Budget into the Fire Department reserve account after the Council accepts the Final Audit each year. Motion unanimously carried.
2. It was moved by S. Jackson, seconded by J. Markum to approve the completing of the transfer of the City's contribution (the \$10,000 annual amount to the Fire Department from the General Fund) to the Fire Department Budget on July 1st (or the first business day of July) of each Fiscal year. Motion unanimously carried.
3. It was moved by S. Jackson, seconded by J. Markum to approve the procedure of coding personnel hours (bookkeeping staff) to the Fire Department as part of their annual operating budget. Motion unanimously carried.
4. It was moved by S. Jackson, seconded by J. Markum to approve the transfer of \$4,100 clerical cost from General Fund to Fire department budget for 2020. Motion unanimously carried.
5. It was moved by S. Jackson, seconded by J. Markum to approve moving forward from 1/1/21 hours spent by bookkeeping staff directly relating to the Fire Department only be classified as personnel expense on the Fire Department operating budget. Motion unanimously carried.
6. After a brief discussion, It was moved by J. Markum to approve procedure that when the Fire Department equipment is surplussed the revenues will be recorded to the Fire Department Budget as "Other Income" and will be available to be transferred to the Fire Department reserve if there is Net Income after the FY Audit is completed. Motion failed due to lack of second. After more discussion on this it was moved by S. Jackson, seconded by J. Markum to approve procedure that when the Fire Department equipment is surplussed the revenues will be recorded to the Fire Department Budget as "Other Income" and will be available to be transferred to the Fire Department reserve if there is Net Income after the FY Audit is completed. Roll Call: S. Jackson-Aye, J. Markum-Aye, N. Rogers-Aye, D. Reide-Aye, Mayor Mitchell-No. Motion carried.
7. After a discussion the item for approval of the updated Financial Policy will be added to the next agenda.

FINANCIAL COMMITTEE REPORT/UPDATE

S. Jackson reported that the Finance Committee met with the Fire Department and Bookkeeping Staff and scheduled a Finance Meeting for the second Tuesday of every month.

1. It was moved by S. Jackson, seconded by D. Riede to approve the reconciled Accounts for December 2020. Motion unanimously carried.
2. After a brief discussion, It was moved by S. Jackson, seconded by D. Riede to approve the bill sheet for December 2020 not to exceed \$234,452.09. Motion unanimously carried.

ACKNOWLEDGEMENT OF APPROVAL OF FUNDS TRANSFERS

1. It was moved by D. Riede, 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 S. Jackson, seconded by J. Markum to approved transfer from WWTP Settlement 4387 to General 1956 for Farr West Clean-Up and Abatement Order-Phase 2 #5 not to exceed \$4,746.75. Motion unanimously carried.
3. It was moved by J. Markum, seconded by S. Jackson to approve fund transfer from LAIF account 496 to General 1956 interest to cover retiree pay not to exceed \$30,700.00. Motion unanimously carried.

REIMBURSEMENT FOR USDA

None

PUBLIC WORKS COMMITTEE REPORTS/PARK AND RECREATION

1. Councilmember Markum inquired about the status of the pool. City Clerk will contact insurance company to check on status of insurance claim.
2. Councilmember Rogers reported that the maintenance crew have scheduled several training sessions for their water certification.

OTHER COMMITTEE REPORTS

DISCUSSION AND POSSIBLE ACTION ITEMS

1. After a brief discussion it was moved by D. Reide, seconded by N. Rogers to approve the hire of Phil Wall for WWTP Operator for 3 days a week, 12 hour days with a year probation period. Motion unanimously carried.
2. Mayor Mitchell reported that 2 bids were received for the John Deere Backhoe. It was moved by S. Jackson, seconded by D. Riede to accept the bid from Einen Grandi in the amount of \$12,750. Motion unanimously carried. City Clerk will contact Mr. Grandi with the results of the bid opening.
3. Vice-Mayor Jackson reported to the Council on the use of the Social Hall for COVID related issues. It was moved by J. Markum, seconded by S. Jackson to use the Social Hall for COVID until the County and City COVID order is lifted. Motion unanimously carried.
4. After a brief discussion it was moved by S. Jackson, seconded by D. Riede to approve purchase of heater for the Social Hall with left over COVID funds. Motion unanimously carried.
5. It was moved by S. Jackson, seconded by D. Riede to approval to solicit bids from other propane company's. Motion unanimously carried.
6. It was moved by S. Jackson, seconded by J. Markum to approve Business License for Bob Feeny-Timber Café. Motion unanimously carried.

IMPUP FOR UPCOMING MEETINGS

1. Broadband for Loyalto
2. Richard Meder Award nominees.
3. Financial Policy for the Fire Department
4. Closed Session Employee Evaluation

CLOSING REMARKS

None

Meeting Adjourned

APPROVED: _____
Mayor Brooks Mitchell

ATTEST: _____

Kathy LeBlanc, City Clerk

February 10, 2021

To: Loyalton City Council

I am a parent of a current Loyalton High School Senior. I am looking for ways to recognize the seniors as Covid-19 has diminished the opportunities for this in our current year. I would like to utilize at least two, possibly all four, of the empty banner spots on the antique lamp posts in town. The banners would be 18 inches wide, matching banners that are already up, and the length would also match the settings of the holders as they are. I would like to hang them as soon as possible and keep them up through June of this year.

Please let me know if this is possible and the next steps to take to make this happen.

Thank-you.

Sincerely,

A handwritten signature in cursive script that reads "Cindy Smith".

Cindy Smith

Phone: 530-993-1352

CITY OF LOYALTON PUBLIC HEARING NOTICE

NOTICE IS HEREBY GIVEN that the City of Loyalton will hold a workshop during the regular City Council meeting on Tuesday, February 16, 2020, at 6:00 p.m. at the Loyalton City Hall Auditorium at 605 School Street, Loyalton, to consider the following:

- **2019-24 Housing Element Update**

The purpose of the Housing Element, part of the City's General Plan, is to address existing and future housing needs for all Loyalton residents and economic groups. The City conducted a workshop to obtain preliminary public comments on October 20, 2020 to receive comments on the current 2014-19 Housing Element and to kick off the update process. The City just completed the first draft of the 2019-2024 Housing Element Update document and has circulated it for public comment. This upcoming February 16, Workshop is intended to provide opportunity to the public to review and offer comments on the Draft Housing Element Update document. Please feel welcome to download a copy of the final draft at:

<https://www.cityofloyalton.org/>

Copies of the draft document are also available for purchase or review at City Hall at 605 School Street, Loyalton, CA during normal business hours. All interested persons are invited to present testimony on the matter at the meeting, and/or submit written comments prior to and/or during the meeting. Additional information may be obtained regarding this matter and you may also request an electronic version of the document by contacting Kathy LeBlanc, City Clerk, (530) 993-6750 or by e-mail at ofclerk-cityofloyalton@psln.com

The City of Loyalton does not discriminate in housing or employment on the basis of race, religion, sex, age, national origin, or disability. The location of the public hearing is fully accessible to mobility-impaired individuals.

In compliance with the Americans with Disabilities Act, the City of Loyalton encourages those with disabilities to participate fully in the public hearing process. If you require special accommodations in order for you to attend or participate in this public meeting process, please contact the City Clerk at (530) 993-6750 or by e-mail at cityofloyalton@psln.com well in advance of the public hearing so that we may make every reasonable effort to accommodate you.

POSTED: February 5, 2021
By: Kathy LeBlanc
City Clerk

**CIUDAD DE LOYALTON
AVISO DE AUDIENCIA PÚBLICA**

POR LA PRESENTE SE DA AVISO de que la Ciudad de Loyalton llevará a cabo un taller durante la reunión regular del Concejo Municipal el martes 16 de febrero de 2020 a las 6:00 p.m. en el Auditorio del Ayuntamiento de Loyalton en 605 School Street, Loyalton, para considerar lo siguiente:

- **Actualización del elemento de vivienda 2019-24**

El propósito del Elemento de Vivienda, parte del Plan General de la Ciudad, es abordar las necesidades de vivienda existentes y futuras para todos los residentes y grupos económicos de Loyalton. La Ciudad llevó a cabo un taller para obtener comentarios públicos preliminares el 20 de octubre de 2020 para recibir comentarios sobre el Elemento de Vivienda 2014-19 actual e iniciar el proceso de actualización. La Ciudad acaba de completar el primer borrador del documento de Actualización del Elemento de Vivienda 2019-2024 y lo ha distribuido para comentarios públicos. Este próximo taller del 16 de febrero tiene como objetivo brindar la oportunidad al público de revisar y ofrecer comentarios sobre el documento de Actualización del Borrador del Elemento de Vivienda. Siéntase bienvenido a descargar una copia del borrador final en:

<https://www.cityofloyalton.org/>

Todas las personas interesadas están invitadas a presentar su testimonio sobre el asunto en la reunión y / o enviar comentarios por escrito antes de la reunión. Las copias del borrador del documento están disponibles para su compra o revisión en el Ayuntamiento en 605 School Street, Loyalton, CA. Se puede obtener información adicional sobre este asunto y también puede solicitar una versión electrónica del documento comunicándose con Kathy LeBlanc, Secretaria Municipal, (530) 993-6750 o por correo electrónico a ofclerk-cityofloyalton@psln.com

La Ciudad de Loyalton no discrimina en materia de vivienda o empleo por motivos de raza, religión, sexo, edad, origen nacional o discapacidad. La ubicación de la audiencia pública es totalmente accesible para personas con problemas de movilidad.

De conformidad con la Ley de Estadounidenses con Discapacidades, la Ciudad de Loyalton alienta a las personas con discapacidades a participar plenamente en el proceso de audiencia pública. Si necesita adaptaciones especiales para poder asistir o participar en este proceso de reunión pública, comuníquese con el Secretario de la Ciudad al (530) 993-6750 o por correo electrónico a cityofloyalton@psln.com con suficiente anticipación a la

audiencia pública. que podemos hacer todos los esfuerzos razonables para adaptarse a usted.

PUBLICADO: 1 de octubre de 2020
Por: Kathy LeBlanc
Secretario de la ciudad

CITY OF LOYALTON

CITY COUNCIL STAFF REPORT

MEETING OF: February 16, 2021

Subject: 2019-24 Housing Element Update Workshop

From: Kathy LeBlanc, City Clerk
Gary Price, Contract Planner



Recommended Action: Review the preliminary draft 2019-24 Housing Element, consider public comments and offer any comments to the consultant/staff team at the workshop. This second workshop on subject is intended to provide opportunity for the City Council and the public to review the Preliminary Public Draft. No action is at this time. The public, and/or Councilmembers may review the document from the City's Website at:

<https://www.cityofloyalton.org/>

BACKGROUND:

The Housing Element, one of seven State mandated elements that comprise the General Plan, is a policy document that provides an assessment of housing characteristics and needs in the community and establishes programs to improve housing to meet these needs. In accordance with California Government Code Sections 65580-65589, the Housing Element must be updated regularly; generally, every 4 to 5 years. Loyalton's current Housing Element was approved by the State Department of Housing and Community Development ("HCD") for the period 2014-19 (5th State Planning Cycle). Also, for the City to access important grants, such as from the Community Development Block Grant Program, the City must have an up-to-date HCD-approved Housing Element. Consequently, the City is pursuing an update of the Housing element for the period 2019-24 (6th State Planning Cycle).

The City Council conducted an initial public workshop on October 20, 2020, which overviewed newer statutes that have impacted the City and identified what changes would be needed to the current Housing Element to bring it up to compliance. The workshop also provided an opportunity for the Council to become more familiar with the document and to offer comments about any changes that needed to be referenced in the new document.

The draft was submitted to the California Department of Housing and Community Development (HCD) for initial review on February 4, 2021. HCD has 60 days to conduct a compliance review of the document. Once the document is adjusted to comply, the final draft will be presented to the City Council for adoption during a third public hearing. Once HCD receives the final adopted document, it will be certified by the State within 90 days.

Organization/Format of the New Housing Element Document: The proposed Draft has been completely reorganized from the current housing element with six main sections and two supporting appendices as follows:

Main Document

Introduction

Regulatory Framework

Housing Needs Assessment

Housing Achievements During the 2014-19 RHNA Cycle

Goals, Objectives, Policies, and Programs for the 2019-24 and Strategy

Supporting Appendices

Public Participation Program

List of Achievements

Recent State Housing Laws: Recent legislation, pertinent to the preparation of the Housing Element, and housing element law include the following:

- SB 1069 (Section 65852 of the California Government Code) – Accessory Dwelling Units
- AB 1397 (Sections 65580, 65583 and 65583.2 of the California Government Code) – Housing Package that includes accelerating affordable housing development, revises methodology for determining realistic development capacity, reduces constraints to the production of affordable housing and creates new opportunities for housing development.
- SB 2135 (Section 54220 of the California Government Code)-Requires the City to provide opportunity to provide affordable housing on surplus City property.
- SB 35 (Section 65400 of the California Government Code) – Requires the City to adopt regulations to provide a streamlined process (non-discretionary approval of qualifying affordable housing projects) within prescribed timelines without any environmental review.
- AB 1763 (California Government Code Sections 65915-65918) – Requires significant development incentives to encourage 100% affordable housing projects which apply for density bonuses.

Regional Housing Needs Allocation (RHNA): With each housing element cycle, HCD determines the number of projected housing units each jurisdiction is required to accommodate,

in terms of land/zoning availability, for the projected household growth needs for all income levels as projected by HCD. The two critical income levels are Very Low and Low (affordable ranges). This allocation is called RHNA or Regional Housing Need Allocation. The RHNA allocation for Loyalton during the 2019-24 RHNA Cycle is a production opportunity for one very low, and one low-income housing unit for Loyalton.

Vacant Site/Housing Capacity for Lower-Income Housing Units: To comply with this RHNA that meets State housing requirements, the City identified one parcel as shown in the attached map. A 1.61 acre portion of Assessor's Parcel No. 017-050-001 (Zoned R-2, Multiple Family Residential) is shown to have the capacity to produce about 20 high density housing units (refer to Pages 63 to 65 of the draft document).

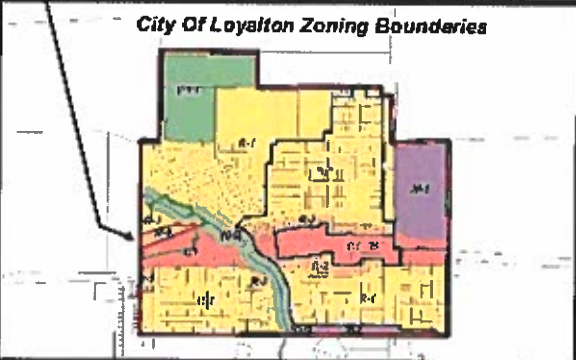
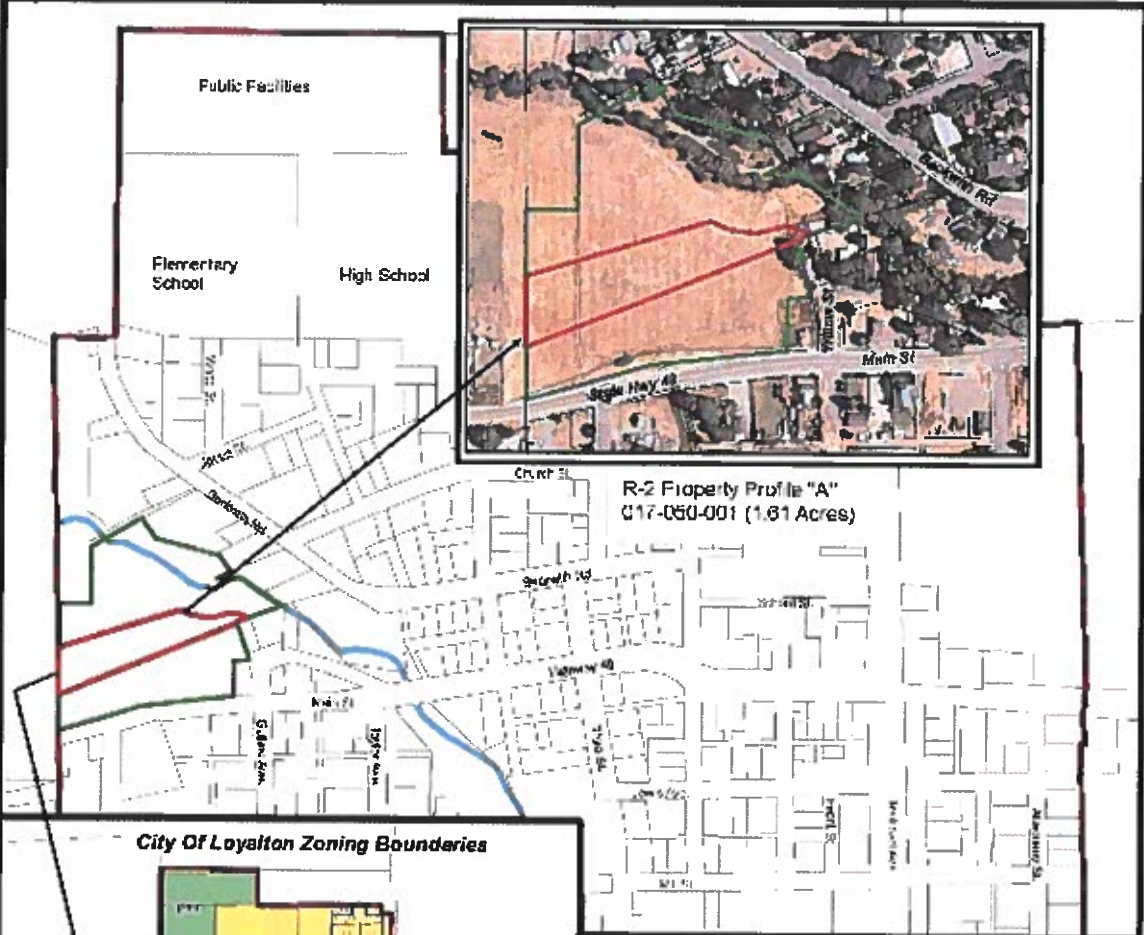
Housing Element Programs: To comply with State Housing law, the Housing Element requires to be updated with a number of new and/or revised programs that should be considered. Given the City's limited resources, programs were developed with the understanding that some would not be able to be achieved due to limited financial and other resource deficiencies. However, to the extent the City has financial resources, several programs are identified with some costs offset from the LEAP Grant funding that the City recently was awarded. Some of the more significant programs for discussion are as follows:

NEW PROGRAM 1-2-1, Density Bonus Implementation: Continue to implement the City's density bonus ordinance that offers increased discretionary density and/or an additional incentive to affordable housing developments that provide affordable. Density bonus regulations will also be amended to include additional incentives to density bonuses in accordance with AB 1743, California Government Code § 65915 (Refer to Program 3-3-1).

Costs Covered by REAP Grant

NEW PROGRAM 3-2-1, Extending City Services to Housing Located Outside the City: The City shall support replacement housing projects within adjoining territory outside the City's jurisdiction (on a case-by-case basis) by making available water and/or sewer services for replacement of existing housing. This shall include extending services to the former Loyalton Mobile Home park (undergoing housing replacement) and maintaining extended services to Sierra Valley Senior Apartments, both of which are located within the jurisdiction of Sierra County.

City of Loyaltan Vacant R2 Land Inventory



City of Loyaltan Current Vacant R-2 Residential Property Profile

- Parcel Boundary Which Contains R-2 Zoning
- R-2 Vacant Zoning Boundary

Only portions of the vacant property is zoned Residential.

Z O N I N G		(C-S) Open Space		Combining District "B"
		(P-F) Public Facilities		Historic Combining District "H"
		C-1 Commercial		
		M-1 Light Industrial		
		M-2 Heavy Industrial		
		R-1 Residential Single Family		
		R-2 Residential Multiple Family		

Legend

- City Boundary
- Parcels
- Smithneck Creek

McLamb 1/25/22

NEW PROGRAM 3-3-1, Housing Element Regulatory Amendments: Amend the Zoning Code and other regulations to comply with State Housing Law and review the Zoning Code annually to determine if additional updates need to be completed as needed. Immediate Zoning Code/Other Regulation Amendments shall include:

Costs Covered by REAP Grant

- a. Incorporate reduced parking standards to limit off-street parking requirements for qualifying lower income housing projects in accordance with AB 744.
- b. Allow for accessory and junior accessory units in accordance with California Government Code § 65852 and replace with accessory unit requirements.
- c. To define and address low barrier navigation centers/housing.
- d. Revise definition of family/household in compliance with State Housing Law.
- e. Address employee and agricultural worker housing in accordance with the Employee Housing Act (Health and Safety Codes 17021.5, 17021.5 and 17021.6) to allow employee housing accommodations for 6 or fewer persons.
- f. To allow residential uses by right for housing developments which at least 20% of the units are affordable to lower income households on vacant sites that were identified in the two previous housing elements to comply with California Government Code § 65583.2(c) as referenced in Table 9.4-6 of this Housing Element.
- g. To address provisions of SB 35 for certain qualified housing projects for streamlined, ministerial approval process.
- h. To allow large family daycare homes by right.
- i. Revise the reasonable accommodation regulations to remove barriers to reasonable accommodations in compliance with SB 520.
- j. Clarify Group Housing provisions in accordance with State housing law.

NEW PROGRAM 3-3-4, Local Hazard Mitigation Plan: In accordance with State Housing Code (and funding availability), the City will amend the General Plan as follows:

- a. In accordance with SB 379 the City will amend the Safety Element of the General Plan to include analysis and policies regarding climate adaption.
- b. In accordance with AB 162 the City will amend the Safety Element of the General Plan to include analysis and policies regarding flood hazards and flood management to address flood-related constraints to housing development in the City.

c. In accordance with SB 1241 the City will amend the Safety Element of the General Plan to include analysis and policies regarding fire hazards and impacts and mitigation for housing in the City.

d. In accordance with California Government Code § 65302 (h), amend various sections of the in General Plan to incorporate goals, policies and objectives related to environmental justice.

NEW PROGRAM 3-3-5, Floodplain Mitigation Program: The City will conduct an engineered study of development constraints to all residentially zoned vacant parcels located in the floodplain within Loyalton. The study will provide recommendations for appropriate mitigation for development of housing within these areas to help reduce constraints to housing development within these areas. The City will coordinate study with property owners and potential housing developers to improve housing development prospects in Loyalton.

Costs Covered by REAP Grant

NEW PROGRAM 3-3-6, Lot Split Program: The City shall encourage the development of Residential Multiple Family R-2 Zoned sites on all parcels listed in Figure 4-4 (Assessor's Parcels 017-050-001 and 017-066-008) of this Housing Element, by waiving subdivision, lot line adjustment and lot merger applications and expediting approval of these applications to create separate parcels of at least 0.5 acres to develop higher density residential development. The City's Website shall include mapping and related information to market this program to property owners and future developers.

NEW PROGRAM 4-1-1, Market Rate Housing Program: The City will encourage the production of market-rate rental and ownership housing for moderate- and above moderate-income households through its land development policies.

PROGRAM 4-1-2, Housing Rehabilitation and Homebuyers Assistance: The City shall investigate the possibility of collaborating with other local agencies to secure grant funding and provide a low-income homeowners housing rehabilitation program and homebuyers assistance program for Loyalton. The Plumas County Community Development Commission (PCCDC) provides an energy assistance program for low-income families. PCCDC has indicated an interest in exploring the development of a Housing Rehabilitation Program and Homebuyers Assistance Program with Loyalton and Sierra County using funding such as CDBG.

REVISED PROGRAM 5-1-1, Assistance to public regarding housing and housing discrimination and Affirmatively Furthering Fair Housing: The City will develop a plan to Affirmatively Further Fair Housing (AFFH). The AFFH Plan shall take actions to address significant disparities in housing needs and in access to opportunity for all persons regardless of race, religion, sex, marital status, ancestry, national origin, color, familial status, or disability, and other characteristics protected by the California Fair Employment and Housing Act (Part 2.8

(commencing with Section 12900) of Division 3 of Title 2), Section 65008, and any other state and federal fair housing and planning law.

LEAP Grant Status: On November 19, 2020, the City received an award letter from HCD that approved the City's Local Early Action Planning (LEAP) Grant for \$65K to pay the full costs of preparing the housing element, update of the zoning code and prepare a flood mitigation study to address future development feasibility of vacant lots along Smithneck Creek (within the floodplain). The City is waiting to receive the LEAP Grant Agreement from HCD. Once the agreement is fully executed the City can start the process of reimbursement for expenses associated with the Housing Element project. Last correspondence with HCD indicated that their contracts department is backed up with no firm projection of when the document will be ready for execution.

QUESTIONS/COMMENTS: Please feel welcome to contact the City's Contract Planner, Gary Price, at (530) 218-1059 or gary@plannerprice.com with any questions regarding the draft document before the meeting. It is always good to provide staff the opportunity to address questions before the meeting to allow time to research answers and possibly present them for the understanding of the entire commission at the meeting.

ATTACHMENT:

1. 2019-24 Housing Element Draft

Addendum – Loyalton Fire Department
The City of Loyalton Financial Policy

The addendum specifically addresses the City of Loyalton Fire Department budget and financial policies.

1. The City of Loyalton commits to an annual budgeted contribution (typically \$10,000) to the City of Loyalton Fire Department budget. This amount will be transferred from the General Fund to the Fire Department budget annually on July 1st, or the first business day of each fiscal year.
2. The Fire Department budget will be reviewed periodically at Finance Committee meetings as well as Regular City Council meetings.
3. When Fire Department equipment is surplussed or sold the revenues will be recorded to the Fire Department Budget as “other income” and will be available to be transferred to the Fire Department Reserve account if there is Net Income after the FY audit is completed.
4. The entire Net Income from the Fire Department budget will be transferred into the Fire Department Reserve account after the City Council accepts the Final Audit each Fiscal Year.
5. Hours spent by City bookkeeping staff directly relating the Fire Department only will be classified as personnel expense in the Fire Department operating budget.
6. Expenses relating to the generator that is shared with Sierra County Health & Human Services will be paid in full by the City of Loyalton and listed as an expense on the Fire Department Budget. The City bookkeeping staff will invoice the County for their portion and when paid it will be recorded as income in the Fire Department budget.
7. The City of Loyalton Fire Department participates in Wildland Firefighting which brings additional firefighting revenue into the City with the intent to fund future purchases of firefighting equipment to include vehicles. The City of Loyalton Fire Department budget will be updated to include Wildland Firefighting Revenue and Expenses.
 - a) Personnel wages for Wildland Firefighting will be paid with a 1099.
 - b) Expenses relating Wildland Firefighting will be paid with Engine Revenue.
 - c) All remaining Wildland Firefighting revenue will be included in the annual Net Income and be transferred to the Fire Department Reserve Account after the FY audit is completed.
8. All reviews or changes to the Fire Department Financial Policy will include input and agreement from the designated Fire Chief and Assistant Fire Chief.

This policy is in effect as of 01/01/2021 and will remain in effect until changed by City Council, the Fire Chief and the Assistant Fire Chief.

By: _____
Mayor, City of Loyalton date

By: _____
Fire Chief, City of Loyalton date

By: _____
Assistant Fire Chief, City of Loyalton date

Acknowledgement of Approval, City of Loyalton

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

General Account (1956)	1/31/2021	(116,009.44)	Reconciled	2/09/2021
CDBG Account (0059)	1/20/2021	(\$14,162.72)	Reconciled	2/09/2021
F.D. Reserve (7243)	1/31/2021	(\$46,353.51)	Reconciled	2/09/2021
General Savings (0322)	1/20/21	(\$29,414.77)	Reconciled	2/1/2021
Enterprise-W&S (0559)	1/31/2021	(\$335,264.64)	Reconciled	2/09/2021
WWTP Settle. (4387)	1/31/2021	(\$200,088.63)	Reconciled	2/09/2021
Cares Act (0998)	1/31/2021	(\$4,556.56)	Reconciled	2/09/2021
LAIF Account (496)	1/31/2021	(\$2,056,987.80)	Reconciled	2/09/2021
CalTrust (29130)	1/31/2021	(\$101,344.18)	Reconciled	2/10/2021

This authorization took place at the council meeting held on 02/16/21 and will be further reflected in the council minutes of this meeting.

Authorized Signature Sarah Jackson, Vice Mayor, Dated 02/16/21

8:41 AM
02/08/21
Cash Basis

City of Loyaltyon
Bills Paid
As of January 31, 2021

Type	Date	Num	Name	Memo	Paid Amount
Enterprise Loan MM 0559					
Check	01/01/2021	170	USDA 92-01	Interest-Case #04-046-09460...	-15,811.59
Check	01/01/2021	171	USDA 92-03	Interest-Case #04-046-09460...	-2,380.29
Check	01/01/2021	172	USDA 92-07	Interest-Case #04-046-09460...	-36,912.50
Total Enterprise Loan MM 0559					-55,104.38
General Funds					
General Checking 1956- NEW					
Liability Check	01/07/2021		Employment Development D...	69817369	-37.84
Liability Check	01/07/2021		US Treasury-941	94-6000364	-160.00
Liability Check	01/08/2021		Employment Development D...	69817369	-333.04
Liability Check	01/08/2021		US Treasury-941	94-6000364	-1,128.60
Bill Pmt -Check	01/06/2021		United Healthcare Insurance ...	John Cussins Health Insurance	-283.11
Check	01/13/2021		Bank of America	5472064000010235	-760.02
Liability Check	01/20/2021		US Treasury-941	94-6000364	-320.00
Liability Check	01/20/2021		Employment Development D...	69817369	-75.38
Bill Pmt -Check	01/06/2021	6641	Sierra County Auditor	Police Contract/ February 2021	-1,250.00
Check	01/01/2021	6662	Sarah Jackson	January 2021 Council	-49.50
Check	01/01/2021	6663	Brooks Mitchell	January 2021 Council	-49.50
Check	01/01/2021	6664	Nancy Rogers	January 2021 Council	-49.50
Check	01/01/2021	6665	Darlene Riede	January 2021 Council	-49.50
Check	01/01/2021	6666	Kathy LeBlanc	January 2021 City Clerk	-150.00
Paycheck	01/08/2021	6667	Bennett, Kenneth E		-1,449.64
Paycheck	01/08/2021	6668	Freeto, Jillian		-600.85
Paycheck	01/08/2021	6669	Jordan, Keith S.		-1,452.85
Paycheck	01/08/2021	6670	LeBlanc, Katherine L		-637.51
Paycheck	01/08/2021	6671	Stockdale, Jamie		-1,035.74
Bill Pmt -Check	01/08/2021	6672	Farr West Engineering		-11,486.55
Bill Pmt -Check	01/08/2021	6673	Gary Price	Housing Element	-3,750.00
Bill Pmt -Check	01/08/2021	6674	Liberty Utilities		-3,340.58
Bill Pmt -Check	01/08/2021	6675	Plumas-Sierra Telecomm.		-109.00

City of Loyaltton
Bills Paid

As of January 31, 2021

Type	Date	Num	Name	Memo	Paid Amount
Bill Pmt -Check	01/08/2021	6676	Plumas Sierra Rural Electric		-4,299.30
Check	01/08/2021	6677	Division of the State Architect	Attn: Fiscal Services	-16.40
Check	01/01/2021	6678	Joy Markum	January 2021 Council	-49.50
Bill Pmt -Check	01/06/2021	6679	Sierra Booster	Surplus Items	-277.75
Bill Pmt -Check	01/13/2021	6680	Beckwourth Fire District	Training at Washoe County R...	-150.00
Bill Pmt -Check	01/14/2021	6681	Business Radio Licensing		-190.00
Bill Pmt -Check	01/13/2021	6682	Cashman Equipment Company	Generator repair	-752.14
Bill Pmt -Check	01/13/2021	6683	Porter Simon Professional S...	92132-13200M	-277.50
Bill Pmt -Check	01/13/2021	6684	S.C.O.R.E.	Workers Compensation	-6,499.12
Bill Pmt -Check	01/13/2021	6685	Silver State Analytical Labora...	Effluent Weir Vault	-63.00
Bill Pmt -Check	01/20/2021	6686	AT&T CALNET 3		-98.55
Bill Pmt -Check	01/20/2021	6687	East Sierra Valley Chamber	E.S.V.C.C Membership renewal	-50.00
Bill Pmt -Check	01/20/2021	6688	Intermountain Disposal, Inc.		-154.62
Bill Pmt -Check	01/20/2021	6689	Pitney Bowes Inc Purchase ...	8000-9000-0953-9911	-11.93
Bill Pmt -Check	01/20/2021	6690	Silver State Analytical Labora...		-366.00
Bill Pmt -Check	01/20/2021	6691	Xerox Corporation	951429299	-187.37
Bill Pmt -Check	01/20/2021	6692	Clark Pest Control of Stockto...	Pest away	-95.00
Paycheck	01/22/2021	6693	Bennett, Kenneth E		-1,468.28
Paycheck	01/22/2021	6694	Freeto, Jillian		-230.56
Paycheck	01/22/2021	6695	Jordan, Keith S.		-1,461.58
Paycheck	01/22/2021	6696	LeBlanc, Katherine L		-632.22
Paycheck	01/22/2021	6697	Stockdale, Jamie		-1,036.27
Check	01/27/2021	6698	Postmaster	W/S bills	-136.40
Bill Pmt -Check	01/27/2021	6699	Liberty Utilities	Street Lights	-1,725.10
Bill Pmt -Check	01/27/2021	6700	Silver State Analytical Labora...		-467.00
Total General Checking 1956-NEW					-49,254.30
General Contingency Saving 0322					
Total General Contingency Saving 0322					

8:41 AM
02/08/21
Cash Basis

City of Loynton
Bills Paid
As of January 31, 2021

Type	Date	Num	Name	Memo	Paid Amount
Total General Funds					-49,254.30
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					-104,358.68

SEWER

Sewer	Current Date: 1/31/2021	Budget 2020/2021
Ordinary Income/Expense		
Income		
Transfer In from 4387 Settlement Reserve		\$ 30,000.00
Enterprise Income		
Sewer Service Income		
Late Fees Sewer		-
Uncollectible		-
Sewer Service Income - Other	329,231.06	350,000.00
Total Sewer Service Income	329,231.06	350,000.00
Revenue Use of Money & Property		
Interest Income	436.03	15,300.00
Dividend Income - CalTrust	241.80	
Revolving Loan		-
Total Revenue Use of Money & Property	677.83	15,300.00
Total Income	329,908.89	380,000.00
Expense		
Late Fee		
Finance Charge		
Small Tools & Equipment		
Safety	81.20	
Small Tools & Equipment - Other	47.49	1,000.00
Total Small Tools & Equipment	128.69	1,000.00
Repairs & Maintenance	360.66	8,000.00
Building Repairs		
Utilities		
Other – generator fuel		
Security	48.00	75.00
Internet - Broadband	261.60	540.00
Propane	1,636.06	2,200.00
Electric	16,874.13	36,000.00
Electric for Discharge		
Garbage Disposal	339.26	650.00
Total Utilities	19,159.05	39,465.00
Equipment Repair & Maintenance	1,084.14	8,000.00
Taxes		
Solid Waste Benefit Assessment	861.96	840.00
Taxes - Other		
Total Taxes	861.96	840.00
Salaries and Wages		
Workers Comp.	5,199.30	8,200.00
Payroll Tax Expense	2,892.90	6,800.00

SEWER

Sewer	Current Date: 1/31/2021	Budget 2020/2021
Payroll Expense	12.66	
Part Time Wages	10,650.68	25,000.00
Payroll Expense - Temp		
Total Payroll Expense	10,650.68	25,000.00
Salaries and Wages - Other	23,657.80	50,000.00
Total Salaries and Wages	42,400.68	90,000.00
Employee Benefits		
Nationwide City		
Retirement	11,086.05	15,300.00
Health Insurance	990.90	3,400.00
Total Employee Benefits	12,076.95	18,700.00
Services and Supplies		
Postage	686.57	1,200.00
Advertising	309.36	
Automobile Expense		
Fuel	1,160.62	1,200.00
Automobile Expense - Other	554.84	500.00
Total Automobile Expense	1,715.46	1,700.00
Bank Service Charges	249.26	50.00
Chemicals	1,790.71	2,000.00
Contracted Services		
FEMA		
Annual Street Report		
Health/Drug Screening		30.00
Professional Fees		2,100.00
Consulting/accounting&Financial	927.50	4,500.00
Legal Fees	120.00	2,000.00
Auditing Expense	5,127.00	5,200.00
Testing	3,533.00	5,000.00
Contracted Services - Other	3,648.50	4,050.00
Total Contracted Services	13,356.00	22,880.00
Dues and Subscriptions	344.30	200.00
Equipment Rent		
Insurance		
Liability Insurance	3,516.71	8,000.00
Travel for SCORE		
Property Insurance		5,000.00
Insurance - Other		
Total Insurance	3,516.71	13,000.00
Licenses and Permits	20,932.12	19,265.00
Miscellaneous	83.34	
Meals		

SEWER

Sewer		Current Date: 1/31/2021	Budget 2020/2021
Total Miscellaneous		83.34	-
Office Expense		853.09	1,000.00
Operating Supplies		958.54	3,500.00
Telephone		794.72	1,500.00
Training			
Travel			200.00
Services and Supplies - Other		33.69	
Total Services and Supplies		45,623.87	6,200.00
Total Expense		121,696.00	232,500.00
Other Expense			
Transfers Out			
Debt Service - principal		165,204.38	
Interest Expense			
Interest 92-01 Sewer		16,621.59	
Interest 92-03 Sewer		2,495.04	
Interest 92-07 Sewer		37,775.00	
Total Interest Expense		56,891.63	
Total Debt Service		222,096.01	190,000.00
Total Other Expense			
Total Expenses		343,792.01	422,500.00
Capital Outlay- Construction Repairs		165,699.70	30,000.00
Net Income		\$ (179,582.82)	\$ (72,500.00)
USDA 92-01			53,150.00
USDA 92-03			\$7,495.00
USDA 92-07			\$99,999.99
DRAFT			

WATER

	Current Date: 1/31/2021	Budget 2020/2021
Draft Budget		
Ordinary Income/Expense		
Enterprise Income		
Water Service Income		
Connect/Disconnect Fee		
Late Fees Water		
Uncollectible		
Water Service Income - Other	231,797.17	245,000.00
Total Water Service Income	231,797.17	245,000.00
Revenue Use of Money & Property		
Interest Income	63.54	15,300.00
Revolving Loan		-
Total Revenue Use of Money & Property	63.54	15,300.00
Total Income	231,860.71	260,300.00
Expense		
Late Fee		
Finance Charge		
Small Tools & Equipment		
Small Tools & Equipment - Other	70.45	300.00
Safety	81.20	200.00
Total Small Tools & Equipment	151.65	500.00
Repairs & Maintenance	275.46	2,000.00
Building Repairs		
Utilities		
Other		
Security	48.00	75.00
Internet - Broadband	261.60	540.00
Propane	490.22	400.00
Electric	39,691.94	65,500.00
Electric for Discharge		
Garbage Disposal	51.51	82.00
Total Utilities	40,543.27	66,597.00
Equipment Repair & Maintenance	128.71	6,100.00
Taxes		
Solid Waste Benefit Assessment	191.46	250.00
Taxes - Other		-
Total Taxes	191.46	250.00
Salaries and Wages		
Workers Comp.	5,199.30	8,300.00
Payroll Tax Expense	1,871.77	4,500.00
Payroll Expense		

WATER

	Current Date: 1/31/2021	Budget 2020/2021
Draft Budget		
Part Time Wages	10,521.18	25,000.00
Payroll Expense - Other	12.67	300.00
Total Payroll Expense	10,533.85	25,300.00
Salaries and Wages - Other	12,004.70	28,000.00
Total Salaries and Wages	29,609.62	66,100.00
Employee Benefits		
Nationwide City		
Retirement	11,086.07	15,300.00
Health Insurance	990.87	
Total Employee Benefits	12,076.94	15,300.00
Services and Supplies		
Postage	686.58	1,200.00
Advertising	309.39	
Automobile Expense		
Fuel	308.07	1,100.00
Automobile Expense - Other	513.73	200.00
Total Automobile Expense	821.80	1,300.00
Bank Service Charges	125.63	50.00
Chemicals	1,243.06	2,200.00
Contracted Services		
Annual Street Report		
Health/Drug Screening		33.00
Professional Fees		1,000.00
Consulting/accounting&financial	892.50	4,300.00
Legal Fees	120.00	1,000.00
Auditing Expense	5,127.00	5,200.00
Testing	4,209.00	5,500.00
Contracted Services - Other	964.00	4,050.00
Total Contracted Services	11,312.50	21,083.00
Dues and Subscriptions	1,278.49	1,400.00
Insurance		
Liability Insurance	3,516.71	11,000.00
Travel for SCORE		
Property Insurance		5,000.00
Insurance - Other		720.00
Total Insurance	3,516.71	16,720.00
Licenses and Permits	3,502.00	4,000.00
Miscellaneous	83.33	
Meals		
Total Miscellaneous		-

WATER

	Current Date: 1/31/2021	Budget 2020/2021
Draft Budget		
Office Expense	811.61	1,000.00
Operating Supplies	305.32	1,500.00
Telephone	615.44	1,000.00
Training		
Travel		
Services and Supplies - Other		
Total Services and Supplies	24,528.53	51,453.00
Total Expense	107,505.64	208,300.00
Other Expense		
Transfers Out		
Debt Service - principal	20,600.00	
Interest Expense		
Interest 91-05 Water	20,867.50	
Total Interest Expense		
Total Debt Service	41,467.50	42,000.00
Total Other Expense		
Total Expenses		250,300.00
Deferred Maintenance		10,000.00
Net Income	\$ 124,355.07	\$ -
USDA Loan 91-05		\$ 62,281.00

General Fund

General Fund	Current Date: 1/31/2021	2020/2021 Budget
Ordinary Income/Expense		
Income		
Building Permits	86.00	\$ 4,000.00
Donations	696.00	
Property Taxes		
Supplemental	502.50	
Homeowners	407.26	
Clerk Fees	983.28	
Secured	37,866.75	
Unsecured	246.09	
Prior Year		
Total Property Taxes	40,005.88	\$ 45,000.00
Taxes & License Revenue		
Sales & Use	39,491.45	\$ 70,000.00
Franchise		\$ 7,700.00
Taxes & License Revenue - Other		
License & Permits	4,900.00	\$ 4,500.00
Total Taxes & License Revenue	44,391.45	\$ 82,200.00
Charges for Current Services		
Cemetary Plots		
Copies & Faxes	299.20	
Rent Income		
Auditorium Rental		
Social Hall		
Rent Income - Other	7,266.00	\$ 10,800.00
Service Area Revenue		
Charges for Current Services - Other	65.00	
Total Charges for Current Services	7,630.20	\$ 10,800.00
Revenue Use of Money & Property		
Interest Income	16.17	\$ 14,400.00
Revolving Loan		\$ 2,000.00
Total Revenue Use of Money & Property	16.17	
Miscellaneous Revenue	188.42	
Miscellaneous Revenue - SCORE		\$ 5,000.00
Miscellaneous Other	262.95	
Total Income	93,277.07	\$ 163,400.00
Expense		
Late Fee /DSA 796 Fees	69.00	
Finance Charge	28.11	
Small Tools & Equipment		
Small Tools & Equipment - Other	307.36	\$ 200.00

General Fund

General Fund		Current Date: 1/31/2021	2020/2021 Budget
Safety		59.98	\$ 500.00
Total Small Tools & Equipment		367.34	
Repairs & Maintenance		2,116.07	\$ 2,400.00
Building Repairs		3,363.00	\$ 23,520.00
Utilities			
Other			
Security		144.00	\$ 200.00
Internet - Broadband		98.10	\$ 200.00
Propane		3,441.73	\$ 5,000.00
Electric		1,858.60	\$ 5,000.00
Electric for Discharge			
Garbage Disposal		479.73	\$ 760.00
Total Utilities		6,022.16	
Equipment Repair & Maintenance		965.57	\$ 500.00
Taxes			
Solid Waste Benefit Assessment		4,816.04	\$ -
Taxes - Other			
Total Taxes		4,816.04	\$ -
Salaries and Wages			
Workers Comp.		649.91	\$ 1,500.00
Payroll Tax Expense		1,863.54	\$ 2,300.00
Payroll Expense		78.67	
Part Time Wages		11,294.96	\$ 17,840.00
Payroll Expense - Other			
Total Payroll Expense		13,887.08	
Salaries and Wages - Other		11,016.04	\$ 12,670.00
Total Salaries and Wages		24,903.12	
Employee Benefits			
Nationwide City			
Retirement		8,652.04	\$ 14,400.00
Health Insurance			
Total Employee Benefits		8,652.04	
Services and Supplies			
Postage		162.75	\$ 200.00
Advertising		382.25	\$ 400.00
Automobile Expense			
Fuel		395.84	\$ 600.00
Automobile Expense - Other		554.84	\$ 60.00
Total Automobile Expense		950.68	
Bank Service Charges		18.29	\$ 250.00
Chemicals			
Contracted Services			

General Fund

General Fund		Current Date: 1/31/2021	2020/2021 Budget
Council Expense		2,812.48	\$ 4,770.00
Health/Drug Screening			
Professional Fees		1,327.90	\$ 2,000.00
Consulting		1,456.50	
Legal Fees		1,837.50	\$ 3,000.00
Auditing Expense		2,608.50	\$ 5,000.00
Accounting & Financial		1,360.00	\$ 7,000.00
Building Permits			\$ 1,000.00
Law Enforcement		8,750.00	\$ 15,000.00
Total Contracted Services		20,152.88	
Dues and Subscriptions		1,604.22	\$ 250.00
Insurance			
Liability Insurance		1,553.67	\$ 3,370.00
Travel for SCORE			\$ 375.00
Property Insurance			\$ 1,120.00
Insurance - Other		5,837.00	\$ 1,065.00
Total Insurance		7,390.67	
Licenses and Permits			
Miscellaneous		284.53	
Meals			
Total Miscellaneous		284.53	
Office Expense		1,555.78	\$ 6,000.00
Operating Supplies		457.25	\$ 500.00
Telephone		242.90	\$ 670.00
Training			
Travel			
Services and Supplies - Other		213.00	
Total Services and Supplies		33,415.20	8,270.00
Total Expense		84,717.65	\$ 139,620.00
Other Expense			
Transfers Out		10,000.00	\$ 13,780.00
Prior Period Adjustment			
Capital Outlay			
Parks & Rec Grant Match			\$ 30,000.00
Construction Costs			
Total Construction Costs			
Total Other Expense			\$ 43,780.00
Total Expenses		\$ 84,717.65	\$ 183,400.00
Net Income		\$ 8,559.42	\$ (20,000.00)
DRAFT			

FIRE Dept

FIRE DEPT		Current Date: 1/31/2021	Budget 2020/2021
Ordinary Income/Expense			
Income			
Transfer In From General		10,000.00	10,000.00
Service Area Revenue			45,000.00
Charges for Current Services - Other		376.07	
Total Charges for Current Services		10,376.07	45,000.00
Revenue Use of Money & Property			
Interest Income		29.17	-
Revolving Loan			-
Total Revenue Use of Money & Property		29.17	-
Miscellaneous Revenue - SCORE		-	-
Total Income		10,405.24	55,000.00
Expense			
Late Fee		19.00	-
Finance Charge		1.00	-
Fire Fighting Expenses		853.46	-
Small Tools & Equipment			
Safety		4,913.86	4,400.00
Small Tools & Equipment - Other		3,688.15	5,200.00
Total Small Tools & Equipment		8,602.01	9,600.00
Repairs & Maintenance		3,479.33	2,000.00
Building Repairs		241.25	-
Utilities			
Other			
Security			
Internet - Broadband			
Propane		327.32	1,200.00
Electric		2,497.57	4,400.00
Electric for Discharge			
Garbage Disposal		206.12	440.00
Total Utilities		3,031.01	6,040.00
Equipment Repair & Maintenance		7,702.39	2,000.00
Taxes			
Solid Waste Benefit Assessment		1,394.12	1,400.00
Taxes - Other			
Total Taxes		1,394.12	1,400.00
Salaries and Wages			
Workers Comp.		1,299.83	2,000.00
Payroll Tax Expense		15.81	-
Payroll Expense			
Part Time Wages		134.16	-
Payroll Expense - Other			-
Fire Fighting Wages			-
Total Payroll Expense		1,449.80	2,000.00
Salaries and Wages - Other			
Total Salaries and Wages		1,449.80	2,000.00
Employee Benefits			
Nationwide City			
Retirement			
Health Insurance			
Total Employee Benefits			-
Services and Supplies			

FIRE Dept

FIRE DEPT		Current Date: 1/31/2021	Budget 2020/2021
	Postage	19.05	-
	Advertising	159.15	-
	Automobile Expense		
	Fuel	2,649.30	1,800.00
	Automobile Expense - Other	873.68	-
	Total Automobile Expense	3,522.98	1,800.00
	Bank Service Charges	55.00	30.00
	Equipment Rent		170.00
	Chemicals		-
	Contracted Services		
	Annual Street Report		-
	Health/Drug Screening		-
	Professional Fees		-
	Consulting		-
	Legal Fees	480.00	420.00
	Auditing Expense	1,549.00	-
	Testing	1,274.00	-
	Contracted Services - Other	2,376.00	-
	Total Contracted Services	5,679.00	420.00
	Dues and Subscriptions	95.00	
	Insurance		
	Liability Insurance	649.92	110.00
	Travel for SCORE		-
	Property Insurance		640.00
	Insurance - Other		-
	Total Insurance	649.92	750.00
	Licenses and Permits		
	Miscellaneous		
	Meals	671.89	-
	Miscellaneous - Other	22.58	
	Total Miscellaneous	694.47	
	Office Expense	229.48	100.00
	Operating Supplies	57.95	754.00
	Telephone	367.25	700.00
	Training	150.00	
	Travel	1,088.77	
	Services and Supplies - Other	254.65	
	Total Services and Supplies	13,022.67	4,724.00
	Total Expense	41,245.84	29,764.00
	Capital Outlay - Truck Payment		15,536.00
	Total Expense and Capital Outlay	41,245.84	45,300.00
	Net Income	(30,840.60)	9,700.00
	Other Income		
	Sale of Assets	\$ 14,250.00	
	Community Leasing		15536.2
	DRAFT		

Streets Highways

Streets	Current Date: 1/31/2021	2020/2021 Budget
Ordinary Income/Expense		
Income		
Transfer In From General		3,780.00
Property Taxes		
Admin Fee		2,400.00
Interest Income		
Intergovernmental - State		
Road Maintenance & Rehab	8,221.90	13,800.00
VLF Swap		28,800.00
Motor Vehicle		
Traffic Congestion Relief		860.00
Highway Users Tax		
2103 (Gas Tax)	3,073.20	5,300.00
2105	2,095.78	3,900.00
2106	3,071.07	6,000.00
2107	2,893.75	5,400.00
2107.5	1,000.00	1,000.00
Total Highway Users Tax	12,133.80	21,600.00
Total Intergovernmental - State	20,355.70	65,060.00
Total Income	20,355.70	71,240.00
Expense		
Late Fee		
Finance Charge		
Small Tools & Equipment	41.39	
Small Tools & Equipment - Other		
Safety		
Total Small Tools & Equipment	41.39	
Repairs & Maintenance	650.55	4,600.00
Building Repairs		
Utilities		
Other		
Security		
Internet - Broadband	32.70	
Propane	61.29	
Electric	15,429.49	44,000.00
Electric for Discharge		
Garbage Disposal		
Total Utilities	15,523.48	44,000.00
Equipment Repair & Maintenance	19.30	3,500.00
Taxes		
Solid Waste Benefit Assessment	91.60	
Taxes - Other		
Total Taxes	91.60	
Salaries and Wages		
Workers Comp.	649.90	1,200.00
Payroll Tax Expense	369.47	720.00
Payroll Expense		
Part Time Wages	42.00	
Payroll Expense - Other		8,100.00
Total Payroll Expense	42.00	8,100.00
Salaries and Wages - Other	4,022.14	
Total Salaries and Wages	5,083.51	10,020.00
Employee Benefits		
Nationwide City		

Streets Highways

Streets	Current Date: 1/31/2021	2020/2021 Budget
Retirement		
Health Insurance		
Total Employee Benefits	0.00	
Services and Supplies		
Postage	32.90	
Advertising		
Automobile Expense	41.12	
Fuel		1,300.00
Automobile Expense - Other		
Total Automobile Expense	41.12	1,300.00
Bank Service Charges		
Chemicals		
Contracted Services		
Annual Street Report		1,500.00
Health/Drug Screening		
Professional Fees		
Consulting/Accounting&Financial		
Legal Fees		
Auditing Expense	2,298.50	1,300.00
Testing		
Contracted Services - Other	29.98	
Total Contracted Services	2,328.48	2,800.00
Dues and Subscriptions		
Insurance		
Liability Insurance	554.21	3,300.00
Travel for SCORE		
Property Insurance		1,200.00
Insurance - Other		
Total Insurance	554.21	4,500.00
Licenses and Permits		
Miscellaneous		
Meals		
Total Miscellaneous	0.00	
Office Expense		80.00
Operating Supplies	10.68	400.00
Telephone	28.54	40.00
Training		
Travel		
Services and Supplies - Other		
Total Services and Supplies	2,995.93	9,120.00
Total Expense	24,405.76	71,240.00
Other Expense		
Transfers Out		
Capital Outlay		
Construction Costs		
Total Capital Outlay		
Total Other Expense		
Net Income	-\$4,050.06	
DRAFT		

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 Water	03/05/2021	1,500.00
	Sewer		4,500.00
General Fund	Enterprise Loan MM 0559 Water	03/12/2021	1,500.00
	Sewer		4,500.00
General Fund	Enterprise Loan MM 0559 Water	03/19/2021	1,500.00
	Sewer		4,500.00
General Fund	Enterprise Loan MM 0559 Water	03/26/2021	1,500.00
	Sewer		4,500.00
THIS TOTAL			\$24,000.00

This authorization took place at the council meeting held on 2/16/2020 and will be further reflected in the council minutes of this meeting.

Authorized Signature Sarah Jackson, Vice Mayor, Dated 2/16/2020

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
WWTP Settlement (4387)	General (1956)	2/16/2021	
Clean up and Abatement Order			
Phase 2 – to #5			\$2372.75
TOTAL			\$2372.75

This authorization took place at the regular council meeting held on 2/16/2021 and will be further reflected in the council minutes of this meeting.

Sarah Jackson, Vice Mayor, Dated 2/16/2021

Authorized Signature

FARR WEST ENGINEERING

5510 LONGLEY LANE
RENO, NEVADA 89511
PHONE: (775) 851-4788
billing@farrwestengineering.com

CITY OF LOYALTON
PO BOX 128
LOYALTON, CA 96118-0128

Invoice number 14893
Date 02/05/2021

Project R4442-1781 LOYALTON, CITY OF -
CLEANUP AND ABATEMENT ORDER
(CAO) – PHASE 2

Period 1/01/21 to 1/29/21

Cleanup and Abatement Order (CAO) – Phase 2
TO #5

Description of Services: Work completed during this billing period included a project meeting with City staff, preparation of the CAO resolution letter, submission of the CAO resolution letter to the RWQCB, and project management related items.

Professional Services

	Hours	Rate	Billed Amount
Deidre Blanton	0.50	80.00	40.00
Kristi Thompson	10.75	93.00	999.75
Lucas Tipton	7.75	172.00	1,333.00
Professional Services subtotal	19.00		2,372.75

Invoice total **2,372.75**

Invoice Summary

Description	Contract Amount	Current Billed	Prior Billed	Total Billed	Remaining
Task 1.0 - Project Management	8,500.00	40.00	8,990.50	9,030.50	-530.50
Task 2.0 - CAO Reporting	11,500.00	2,332.75	13,374.00	15,706.75	-4,206.75
Task 3.0 - Pond Leak Detection Testing Oversight	12,500.00	0.00	12,240.75	12,240.75	259.25
Task 4.0 - Pond Leak Detection Subconsultant Services	226,526.50	0.00	210,483.25	210,483.25	16,043.25
Task 5.0 - Project Contingency	18,894.50	0.00	7,660.00	7,660.00	11,234.50
Total	277,921.00	2,372.75	252,748.50	255,121.25	22,799.75



City of Loyalton Request for Purchase

Date _____

Name _____

Department _____

Item

Quantity

Cost

Total _____

Statment: Attach estimate
Name of Company where work will be done:
Purpose:

Signature of Department Committee _____	Date _____
Signature of Financial Committee _____	_____