

CITY OF LOYALTON

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



OFFICE OF THE MAYOR

**AGENDA FOR THE REGULAR MEETING OF THE
LOYALTON CITY COUNCIL
6:00 P.M. – CITY HALL AUDITORIUM
605 SCHOOL STREET
MARCH 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] 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 Gary Price regarding update on Housing Element.
 2. Letter from B. Mitchell resigning his council seat.
6. **APPROVAL OF MINUTES**
Regular Meeting February 16th, 2021 (Attachment)
7. **STAFF REPORTS**
8. **RE-APPOINTMENT OF MAYOR AND VICE MAYOR**
9. **RE-APPOINTMENT OF COMMITTEES**
 1. LAFCO
 2. Sierra Valley Groundwater

10. **TIMED ITEM 6:30 Louis Sequeido**
1. Update on Proposition For Loyalton Pool.
2. Update on Sierra Valley Little League.

11. **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.**

12. **FIRE DEPARTMENT REPORT**

13. **FINANCIAL COMMITTEE REPORTS**

1. Financial Committee Report/Update

- Approval of Reconciled Accounts for February, 2021 (Attachment)
- Approval of Bill Sheet February 2021 (Attachment)
- Acknowledgment of Approval of Fund Transfer from General 1956 to Enterprise Loan MM 0559 not to exceed \$30,000.00 (Attachment)
- Acknowledgment of Approval of Fund Transfer from Fire Department Reserve 7243 to Fire Department General Fund 1956 for purchase of new Fire Engine from Truckee Meadows Fire not to exceed \$20,000 (Attachment).
- Acknowledgments of Approval of Fund Transfer from Fire Department General 1956 to Fire Department Reserve 7243 for Sheep Fire 8/2020 not exceed \$41,410.69.
- Acknowledgments of Approval of Fund Transfer from Fire Department General 1956 to Fire Department Reserve 7243 for Apple Fire 8/2020 not exceed \$732.78.
- Acknowledgments of Approval of Fund Transfer from Fire Department General 1956 to Fire Department Reserve 7243 for Loyalton Fire 8/2020 not exceed \$27,829.29.
- Acknowledgments of Approval of Fund Transfer from Fire Department General 1956 to Fire Department Reserve 7243 for BTU North Complex fire 9/2020 not exceed \$32,562.21

14. **PUBLIC WORKS COMMITTEE REPORTS/PARK AND RECREATION**

15. **OTHER COMMITTEE REPORTS**

16. DISCUSSION AND POSSIBLE ACTION ITEMS

1. Discussion and Possible Action regarding Purchase of Maintenance Truck.
2. Discussion and Possible Action regarding Task Order #7 from Farr West in Regards to Preliminary Environmental Hazard Assessment Report (Attachment)
3. Discussion and Possible Action regarding filling vacancy on City Council.

17. AGENDA INPUT FOR UPCOMING MEETINGS

18. BOARD MEMBER CLOSING REMARKS

19. ADJOURNMENT

February 16th, 2021

REGULAR MEETING

The Regular meeting of the Loyalton City Council was called to order by Vice-Mayor S. Jackson on February 16th, 2021 at 6:00 p.m. Loyalton City Auditorium

COUNCIL MEMBERS PRESENT

Vice-Mayor S. Jackson, N. Rogers, J. Markum, D. Riede,

COUNCIL MEMBERS ABSENT

B. Mitchell

STAFF PRESENT

City Clerk- Kathy LeBlanc, Bookkeeper- Jamie Stockdale

GUESTS PRESENT

J. Mertton, B. Mertton, S. Heywood, C. Smith, J. Buck, J. Freeto, R. DeMartini, P. DeMartini, S. Dryden, G. Price, W. Price

APPROVAL OF AGENDA

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

ANNOUNCEMENTS

1. Cindy Smith addressed the council on putting up banners for the Loyalton High Seniors on the light post. After a brief discussion, It was moved by D. Riede, seconded by N. Rogers to approve the banners. Motion carried

APPROVAL OF MINUTES

1. It was moved by D. Riede, seconded by N. Rogers to approve the minutes of the Regular Meeting of January 19th, 2021. Motion carried.

STAFF REPORTS/WRITTEN COMMUNICATIONS

None

TIMED ITEM 6:30 PUBLIC HEARING HOUSING ELEMENT UPDATE

Gary Price reported to the council on the Housing Element and Staff Report. He stated that the draft has been circulated and that the State has approved the funding for the Housing Element and we are just waiting on the Grant agreement. He also spoke on the Regional needs allocation, low income housing, flood plain and the zoning code which will be incorporated into the Housing Element. He stated that he has been in contact with the City Attorney for his legal review which should cost the City around \$2,000.00. Vice-Mayor Jackson opened the Public Hearing on the Housing Element for Public comments, the following comment were heard:

1. P. Demartini had a question on the low income housing area which could be used for Low Income Housing.
2. J. Freeto question the flood Mitigation and stated that the area has flooded in the past.
3. J. Mertton would like to have a larger map of the Land Use .

After hearing no more comments Vice-Mayor Jackson closed the Public Hearing. It was then moved by J. Markum, seconded by N. Rogers to approve the cost for the legal review with our attorney. Motion carried.

PUBLIC COMMENT

None

FIRE DEPARTMENT REPORT

Chief Haywood reported to the council on acquiring a brush engine and the need for turn outs and pagers which are agenized items.

DISCUSSION AND POSSIBLE ACTION:

1. After a brief discussion regarding the Financial Policy for the Fire Department and with the changes that Vice-Mayor Jacks on will make, It was moved by J. Markum, seconded by N. Rogers to approve the Financial Policy for the Fire Department. Motion carried.
2. It was moved by J. Markum, seconded by D. Riede to approve the purchase of the surplus Brush Engine. Motion carried.
3. It was moved by J. Markum, seconded by N. Rogers to approve the purchase of Pagers for the Fire Department not to exceed \$4,500. Motion carried.
4. It was moved by J. Markum, seconded by N. Rogers to approve the purchase of Turn-Outs for the Fire Department not to exceed \$4,000. Motion carried.

FINANCIAL COMMITTEE REPORT/UPDATE

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

1. It was moved by J. Markum, seconded by N. Rogers to approve the reconciled Accounts for January 2021. Motion carried.
2. After a brief discussion, It was moved by J. Markum, seconded by D. Riede N. Rogers to approve the bill sheet not to exceed \$49,254.30. Motion 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 carried.
2. It was moved by D. Riede, seconded by N. Rogers to approved transfer from WWTP Settlement 4387 to General 1956 for Farr West Clean-Up and Abatement Order-Phase 2 #5 not to exceed \$2,372.75. Motion carried.

REIMBURSEMENT FOR USDA

None

PUBLIC WORKS COMMITTEE REPORTS/PARK AND RECREATION

1. Councilmember Rogers reported that the water pump for the Ford has to be replaced.
2. Councilmember Riede reported that the Motion Light and the new heater have been installed at the Social Hall.

OTHER COMMITTEE REPORTS

Vice-Mayor Jackson reported that over 800 vaccines have been given. She also reported that the Health Department will be paying \$900.00 per month for the use of the Social Hall for COVID.

DISCUSSION AND POSSIBLE ACTION ITEMS

1. A zoom presentation was given by Aaron Whitfield and Rich Green from Plumas Sierra Telecommunications in regard to Broadband services in Loyalton. No action required.
2. It was moved by J. Markum, seconded by N. Rogers to advertise for a maintenance worker. Motion carried.
3. After a brief discussion it was moved by J. Markum, seconded by N. Rogers to award the 6th and 7th Richard Meder awards to the Loyalton Thrift Store and the Loyalton Museum Volunteers. Motion carried.
4. After a brief discussion on the repairs to the Dodge pickup it was decided by consensus of the council that all repairs must be approved prior to repair being done.
5. It was moved by J. Markum, seconded by N. Rogers to remove Jillian Freeto from all Plumas Bank Accounts. Motion carried.
6. It was moved by J. Markum, seconded by N. Rogers to obtain a list of temporary part-time employee(s) for snow removal. Motion carried.
7. It was moved by J. Markum, seconded by D. Riede to approve the RFP form. Councilmember Rogers opposed. Motion carried.

CLOSED SESSION

Vice-Mayor Jackson adjourned the meeting to go into closed session. Vice-Mayor Jackson reconvened the meeting with the following action reported: 1. Employee Performance Evaluation were accepted and approved. 2. Pay rate was approved.

IMPUP FOR UPCOMING MEETINGS

None

CLOSING REMARKS

None

Meeting Adjourned

APPROVED: _____
Vice-Mayor Jackson

ATTEST: _____

Kathy LeBlanc, City Clerk

DRAFT

Memo

March 8, 2021

To: City Council, City of Loyalton
From: Gary Price, Price Consulting Services
Subject: Status of Housing Element and Zoning Code Update

This is to update you on the status of these projects.

Housing Element Update: The City submitted the Draft Housing Element document for review to the California Department of Housing and Community Development (HCD) on February 2, 2021. This was the same document reviewed by the Council during the February 16, 2021 meeting. I have since met with HCD several times to address some of their comments, and we are on track to adopt the document in April. Comments from HCD were minimal, but some clarifications needed to be made to the document including:

1. Adding a new program to promote accessory dwelling units in the City.
2. Adding provisions for access to the vacant R-2 parcel to reduce development constraints.
3. Clarifying some data in some of the tables.

The draft document is now in for review by the HCD management and we have been told that they will soon be issuing a letter that the document has received preliminary approval in the next few weeks. Once HCD issues the letter, the City will be in good shape to conduct the required noticed public hearing and adopt the Housing Element. The document would then be submitted to HCD for final certification.

Zoning Code Update: A very preliminary draft of the Zoning Code amendments were received by the City last month. Due to the large number of amendments needed to the City's Zoning Code to address newer housing statutes, among other things, it was determined that the entire Zoning Code document needed to be reformatted. I plan to circulate both the reformatted Zoning Code (complete with proposed changes) and the draft ordinance documents to the City Attorney for legal review next week. It is conceivable that this document could be ready for adoption in April along with the Housing Element. However, with both the Housing Element and the Zoning Code Update being large and complex, the Council may wish to segregate reviews for April (Housing Element) and May (Zoning Code Amendments).

LEAP Grant: The actual Grant Agreement for the \$65K Local Early Action Planning grant (issued by HCD), for preparing the Housing Element, Zoning Code Update, and Flood Mitigation Feasibility Analysis, which was awarded to the City in November, 2020, was fully executed on March 2, 2021. So the City can now start obtaining reimbursements for funds the City previously expended on these projects. Jessica Dugan, Farr West Engineering, will be in touch with the City soon to start the flood mitigation feasibility analysis.

Questions: Please feel free to contact Kathy or I with any questions. You can reach me at 530-272-6434.

Cc: Steve Gross, City Attorney
Jessica Dugan, Farr West Engineering
Colin Cross, HCD

tuesday 2/3/2021

Loyalton City Council's

Members of the Council:

I am writing to you to inform the Council that I will be resigning my position of Mayor of the City of Loyalton effective this day (Tuesday 2/2/2021). It has been brought to my attention that with the sale of my home in Loyalton 810 MAIN ST, I no longer am a resident of the City of Loyalton. This is a regret that I can do not undo. It has been a pleasure to sit with this Council as a voting member. I will still be an active member of this Council.

Thank you
Brooks Mitchell

Acknowledgement of Approval, City of Loyalton

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

General Account (1956)	2/28/2021	(\$121,298.73)	Reconciled	3/10/2021
CDBG Account (0059)	2/20/2021	(\$14,163.47)	Reconciled	3/10/2021
F.D. Reserve (7243)	2/28/2021	(\$46,356.35)	Reconciled	3/10/2021
General Savings (0322)	2/22/2021	(\$29,416.83)	Reconciled	3/10/2021
Enterprise-W&S (0559)	2/28/2021	(\$304,185.66)	Reconciled	3/10/2021
WWTP Settle. (4387)	2/28/2021	(\$200,0106.05)	Reconciled	3/10/2021
Cares Act (0998)	2/28/2021	(\$0.00)	Reconciled	3/10/2021
LAIF Account (496)	2/28/2021	(\$2,026,987.80)	Reconciled	3/10/2021
CalTrust (29130)	2/28/2021	(\$101,372.67)	Reconciled	3/10/2021

This authorization took place at the council meeting held on 03/16/21 and will be further reflected in the council minutes of this meeting.

Authorized Signature Sarah Jackson, Vice Mayor, Dated 03/16/21

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	04/02/2021	
	Water		1,500.00
	Sewer		4,500.00
General Fund	Enterprise Loan MM 0559	04/09/2021	
	Water		1,500.00
	Sewer		4,500.00
General Fund	Enterprise Loan MM 0559	04/16/2021	
	Water		1,500.00
	Sewer		4,500.00
General Fund	Enterprise Loan MM 0559	04/23/2021	
	Water		1,500.00
	Sewer		4,500.00
General Fund	Enterprise Loan MM 0559	04/30/2021	
	Water		1,500.00
	Sewer		4,500.00
THIS TOTAL			\$30,000.00

This authorization took place at the council meeting held on 3/16/2020 and will be further reflected in the council minutes of this meeting.

Authorized Signature Sarah Jackson, Vice Mayor, Dated 3/16/2020

Type	Date	Num	Name	Memo	Paid Amount
Enterprise Loan MM 0559					
Total Enterprise Loan MM 0559					
General Funds					
General Checking 1956- NEW					
Check	02/01/2021		United Healthcare Insurance ...	John Cussin's Health Insurance	-283.11
Liability Ch...	02/03/2021		Employment Development De...	69817369	-37.50
Liability Ch...	02/03/2021		US Treasury-941	94-6000364	-155.00
Liability Ch...	02/05/2021		Employment Development De...	69817369	-369.53
Liability Ch...	02/05/2021		US Treasury-941	94-6000364	-1,261.28
Check	02/17/2021		Bank of America	69817369	-2,658.76
Liability Ch...	02/22/2021		Employment Development De...	94-6000364	-452.14
Liability Ch...	02/22/2021		US Treasury-941	Funds Transfer: To record trans...	-1,798.06
Transfer	02/22/2021			Funds Transfer Funds Transfer ...	15,000.00
Transfer	02/23/2021			March 2021	15,000.00
Check	02/25/2021	6243	Donald Yegge Retiree		-437.31
Paycheck	02/01/2021	6701	Cussins, John C	VOID: Re-entered as non payroll	0.00
Check	02/01/2021	6701	John Cussins Retiree	February 2021	-1,143.52
Paycheck	02/01/2021	6702	Jardin, Patsy E	VOID: Re-entered as non-payroll	0.00
Check	02/01/2021	6702	Patsy Jardin Retiree	February 2021	-1,814.60
Paycheck	02/01/2021	6703	McGarity, Orville D	VOID: Re-entered as non payroll	0.00
Check	02/01/2021	6703	Orville McGarity Retiree	Feb 2021	-265.09
Paycheck	02/01/2021	6704	Yegge, Donald M.	VOID: Re-entered as non payroll	0.00
Check	02/01/2021	6704	Donald Yegge Retiree	February 2021	-437.31
Check	02/01/2021	6705	Kathy LeBlanc	City Clerk February 2021	-150.00
Check	02/01/2021	6706	Sarah Jackson	2021 February Council	-49.50
Check	02/01/2021	6707	Darlene Riede	2021 February Council	-49.50
Check	02/01/2021	6708	Joy Markum	2021 February Council	-49.50
Check	02/01/2021	6709	Nancy Rogers	2021 February Council	-49.50
Check	02/01/2021	6710	Brooks Mitchell	2021 February Council	-49.50
Bill Pmt -C...	02/03/2021	6711	League of California Cities	2021 February Council	-49.50
Bill Pmt -C...	02/03/2021	6712	Liberty Utilities	Membership dues 2021	-467.00
Bill Pmt -C...	02/03/2021	6713	Sheltons' Gas Heating and Ap...	Thrift Store Furnace	-3,454.46
Bill Pmt -C...	02/03/2021	6714	Sierra Booster	Surplus property ad	-496.95
Bill Pmt -C...	02/03/2021	6715	Sierra Valley Home Center	1100	-277.75
Bill Pmt -C...	02/03/2021	6716	Silver State Analytical Laborat...		-286.54
Bill Pmt -C...	02/03/2021	6717	Verizon Wireless	370745244-000001	-261.00
Bill Pmt -C...	02/03/2021	6718	Bastian Engineering		-99.07
Bill Pmt -C...	02/03/2021	6719	Gary Price	Housing Element Update Planni...	-335.00
Bill Pmt -C...	02/03/2021				-5,860.00

City of Loyalton
Bills Paid
 As of February 28, 2021

Type	Date	Num	Name	Memo	Paid Amount
Bill Pmt -C...	02/03/2021	6720	Intermountain Disposal, Inc.		-154.62
Paycheck	02/05/2021	6721	Bennett, Kenneth E		-1,488.26
Paycheck	02/05/2021	6722	Freeto, Jillian		-420.12
Paycheck	02/05/2021	6723	Jordan, Keith S.		-1,481.11
Paycheck	02/05/2021	6724	LeBlanc, Katherine L		-634.72
Paycheck	02/05/2021	6725	Stockdale, Jamie		-1,029.16
Paycheck	02/05/2021	6726	Wall, Phillip G		-753.94
Bill Pmt -C...	02/10/2021	6727	Amerigas*	201913977	-3,343.99
Bill Pmt -C...	02/10/2021	6728	Farr West Engineering	Cleanup and abatement order P...	-2,372.75
Bill Pmt -C...	02/10/2021	6729	Joshua's Ironworks, Inc.	Tow Dodge to Sierra Garage	-195.00
Bill Pmt -C...	02/10/2021	6730	Kelly Champion		-490.00
Bill Pmt -C...	02/10/2021	6731	Pape Machinery - POWERPL...		-1,201.22
Bill Pmt -C...	02/10/2021	6732	Plumas-Sierra Rural Electric		-109.00
Bill Pmt -C...	02/10/2021	6733	Plumas Sierra Rural Electric		-5,251.21
Bill Pmt -C...	02/10/2021	6734	Porter Simon Professional Ser...	92132-13200M	-180.00
Bill Pmt -C...	02/10/2021	6736	Xerox Corporation	951429299	-266.80
Check	02/10/2021	6740	John Evans	Sheep Fire (8/19/2020-8/31/2020)	-11,602.35
Check	02/10/2021	6741	Robert DeMartini	Sheep Fire (8/19/2020-8/31/2020)	-12,464.16
Check	02/10/2021	6742	Dale Simerson	Sheep Fire (8/19/2020-8/31/2020)	-12,464.16
Check	02/10/2021	6743	Benjamin Tidwell	Sheep Fire (8/19/2020-8/31/2020)	-12,464.16
Bill Pmt -C...	02/10/2021	6744	S.C.O.R.E.		-1,286.32
Bill Pmt -C...	02/10/2021	6745	League of California Cities	Membership dues for Sac Valle...	-100.00
Paycheck	02/19/2021	6747	Bennett, Kenneth E		-1,505.11
Paycheck	02/19/2021	6748	Freeto, Jillian		-355.03
Paycheck	02/19/2021	6749	Jordan, Keith S.		-1,516.43
Paycheck	02/19/2021	6750	LeBlanc, Katherine L		-690.65
Paycheck	02/19/2021	6751	Stockdale, Jamie		-1,032.80
Paycheck	02/19/2021	6752	Wall, Phillip G		-1,590.38
Paycheck	02/19/2021	6753	Bennett, Kenneth E		-916.37
Paycheck	02/19/2021	6754	Freeto, Jillian		-62.52
Check	02/10/2021	6755	Robert DeMartini	BTU North Complex (9/08/2020...	-11,126.29
Check	02/10/2021	6756	Ora Heaston	BTU North Complex (9/08/2020...	-11,126.29
Check	02/10/2021	6757	Dale Simerson	BTU North Complex (9/08/2020...	-11,126.29
Check	02/17/2021	6758	Colby Russell	Loyalton Fire (8/14/2020 - 8/18/...	-3,556.35
Check	02/17/2021	6759	Megan Andaluz	Loyalton Fire (8/14/2020 - 8/18/...	-812.88
Check	02/17/2021	6760	Robert DeMartini	Loyalton Fire (8/14/2020 - 8/18/...	-3,014.43
Check	02/17/2021	6761	Ora Heaston	Loyalton Fire (8/14/2020 - 8/18/...	-3,014.43
Check	02/17/2021	6762	Dale Simerson	Loyalton Fire (8/14/2020 - 8/18/...	-3,014.43
Check	02/17/2021	6763	Keith Jordan	Loyalton Fire (8/14/2020 - 8/18/...	-3,014.43

Type	Date	Num	Name	Memo	Paid Amount
Check	02/17/2021	6764	John Evans		-7,327.80
Bill Pmt -C...	02/17/2021	6765	Amerigas*	Apple Fire (8/2/2020 - 8/10/2020) 201913977	-582.20
Bill Pmt -C...	02/17/2021	6766	AT&T CALNET 3		-100.68
Bill Pmt -C...	02/17/2021	6767	HUNT & SONS, INC	90582	-536.01
Bill Pmt -C...	02/17/2021	6768	Integrity Heating and Air	New heater in Social Hall	-3,850.00
Bill Pmt -C...	02/17/2021	6769	L. N. Curtis & Sons	Annual Compressor Service	-1,189.43
Bill Pmt -C...	02/17/2021	6770	Silver State Analytical Laborat...		-126.00
Check	02/17/2021	6771	Office Depot Business Credit	6011566601303179	-288.93
Check	02/24/2021	6772	Loyalton Volunteer Fire Associ...	Fuel reimbursement	-36.50
Bill Pmt -C...	02/25/2021	6773	Amerigas*	201913977	-3,063.35
Bill Pmt -C...	02/25/2021	6774	Cashman Equipment Company		-6,267.61
Bill Pmt -C...	02/26/2021	6775	Federal Licensing, Inc.	19235	-230.00
Bill Pmt -C...	02/25/2021	6776	Flag Store	Flags	-110.00
Bill Pmt -C...	02/25/2021	6777	Sierra Garage	Dodge Ram repair	-1,235.62
Bill Pmt -C...	02/25/2021	6778	Silver State Analytical Laborat...		-365.00
Check	02/25/2021	6788	Postmaster		-136.00
Total General Checking 1956- NEW					-145,721.77
General Contingency Saving 0322					
Total General Contingency Saving 0322					
Total General Funds					-145,721.77
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					-145,721.77

General Fund

General Fund		Current Date: 02/28/2020	2020/2021 Budget
Ordinary Income/Expense			
Income			
Building Permits	696.00	\$ 4,000.00	
Donations	86.00		
Property Taxes			
Supplemental	502.50		
Homeowners	407.26		
Clerk Fees	983.28		
Secured	37,866.75		
Unsecured			
Prior Year	246.09		
Total Property Taxes	40,005.88	\$ 45,000.00	
Taxes & License Revenue			
Sales & Use	43,905.37	\$ 70,000.00	
Franchise		\$ 7,700.00	
Taxes & License Revenue - Other	172.00		
License & Permits	4,960.00	\$ 4,500.00	
Total Taxes & License Revenue	49,037.37	\$ 82,200.00	
Charges for Current Services			
Cemetary Plots			
Copies & Faxes	299.20		
Rent Income			
Auditorium Rental			
Social Hall			
Rent Income - Other	10,766.00	\$ 10,800.00	
Service Area Revenue			
Charges for Current Services - Other	65.00		
Total Charges for Current Services	11,130.20	\$ 10,800.00	
Revenue Use of Money & Property			
Interest Income	21.30	\$ 14,400.00	
Revolving Loan		\$ 2,000.00	
Total Revenue Use of Money & Property	21.30		
Miscellaneous Revenue			
Miscellaneous Revenue - SCORE		\$ 5,000.00	
Miscellaneous Other	451.37		
Total Income	101,428.12	\$ 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: 02/28/2020	2020/2021 Budget
	Safety	59.98	\$ 500.00
	Total Small Tools & Equipment	367.34	
	Repairs & Maintenance	2,496.07	\$ 2,400.00
	Building Repairs	3,363.00	\$ 23,520.00
	Utilities		
	Other	16.76	
	Security	144.00	\$ 200.00
	Internet - Broadband	114.45	\$ 200.00
	Propane	5,047.21	\$ 5,000.00
	Electric	2,258.63	\$ 5,000.00
	Electric for Discharge		
	Garbage Disposal	549.31	\$ 760.00
	Total Utilities	8,130.36	
	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	2,309.85	\$ 2,300.00
	Payroll Expense		
	Part Time Wages	13,192.89	\$ 17,840.00
	Payroll Expense - Other	96.67	
	Total Payroll Expense	16,249.32	
	Salaries and Wages - Other	12,704.14	\$ 12,670.00
	Total Salaries and Wages	28,953.46	
	Employee Benefits		
	Nationwide City		
	Retirement	2,761.76	\$ 14,400.00
	Health Insurance		
	Total Employee Benefits	2,761.76	
	Services and Supplies		
	Postage	179.21	\$ 200.00
	Advertising	554.40	\$ 400.00
	Automobile Expense		
	Fuel	395.84	\$ 600.00
	Automobile Expense - Other	554.84	\$ 60.00
	Total Automobile Expense	950.68	
	Bank Service Charges	20.29	\$ 250.00
	Chemicals		
	Contracted Services		

General Fund

General Fund		Current Date: 02/28/2020	2020/2021 Budget
	Council Expense	2,812.50	\$ 4,770.00
	Health/Drug Screening		
	Professional Fees	1,327.90	\$ 2,000.00
	Consulting	1,171.50	
	Legal Fees	1,924.16	\$ 3,000.00
	Auditing Expense	2,608.50	\$ 5,000.00
	Accounting & Financial	1,444.00	\$ 7,000.00
	Building Permits		\$ 1,000.00
	Law Enforcement	7,500.00	\$ 15,000.00
	Total Contracted Services	18,788.56	
	Dues and Subscriptions	1,838.15	\$ 250.00
	Insurance		
	Liability Insurance	1,668.30	\$ 3,370.00
	Travel for SCORE		\$ 375.00
	Property Insurance		\$ 1,120.00
	Insurance - Other	5,851.00	\$ 1,065.00
	Total Insurance	7,519.30	
	Licenses and Permits		
	Miscellaneous	83.33	
	Meals		
	Total Miscellaneous	83.33	
	Office Expense	1,660.42	\$ 6,000.00
	Operating Supplies	901.90	\$ 500.00
	Telephone	262.36	\$ 670.00
	Training		
	Travel		
	Services and Supplies - Other	208.83	
	Total Services and Supplies	32,967.43	8,270.00
	Total Expense	84,918.14	\$ 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	\$ 94,918.14	\$ 183,400.00
	Net Income	\$ 6,509.98	\$ (20,000.00)
	DRAFT		

WATER

Draft Budget	Current Date: 2/28/2021	Budget 2020/2021
Ordinary Income/Expense		
Enterprise Income		
Water Service Income	278,333.40	
Connect/Disconnect Fee		
Late Fees Water		
Uncollectible		
Water Service Income - Other		245,000.00
Total Water Service Income	278,333.40	245,000.00
Revenue Use of Money & Property		
Interest Income	1,909.98	15,300.00
Revolving Loan		-
Total Revenue Use of Money & Property	1,909.98	15,300.00
Total Income	280,243.38	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	893.27	2,000.00
Building Repairs		
Utilities		
Other		
Security	48.00	75.00
Internet - Broadband	305.20	540.00
Propane	619.57	400.00
Electric	44,776.17	65,500.00
Electric for Discharge		
Garbage Disposal	59.25	82.00
Total Utilities	45,808.19	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	2,298.37	4,500.00
Payroll Expense		

WATER

Draft Budget		Current Date: 2/28/2021	Budget 2020/2021
	Part Time Wages	11,821.99	25,000.00
	Payroll Expense - Other	12.67	300.00
	Total Payroll Expense	11,834.66	25,300.00
	Salaries and Wages - Other	14,269.35	28,000.00
	Total Salaries and Wages	33,601.68	66,100.00
	Employee Benefits		
	Nationwide City		
	Retirement	14,284.90	15,300.00
	Health Insurance	990.87	
	Total Employee Benefits	15,275.77	15,300.00
	Services and Supplies		
	Postage	942.90	1,200.00
	Advertising	309.39	
	Automobile Expense		
	Fuel	576.07	1,100.00
	Automobile Expense - Other	513.73	200.00
	Total Automobile Expense	1,089.80	1,300.00
	Bank Service Charges	123.63	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	1,025.50	4,300.00
	Legal Fees	206.67	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	11,532.17	21,083.00
	Dues and Subscriptions	1,278.49	1,400.00
	Insurance		
	Liability Insurance	3,975.24	11,000.00
	Travel for SCORE		
	Property Insurance		5,000.00
	Insurance - Other	56.00	720.00
	Total Insurance	4,031.24	16,720.00
	Licenses and Permits	3,502.00	4,000.00
	Miscellaneous	83.33	
	Meals		
	Total Miscellaneous	83.33	-

WATER

Draft Budget		Current Date: 2/28/2021	Budget 2020/2021
	Office Expense	907.92	1,000.00
	Operating Supplies	855.92	1,500.00
	Telephone	654.37	1,000.00
	Training		
	Travel		
	Services and Supplies - Other		
	Total Services and Supplies	26,554.22	51,453.00
	Total Expense	122,604.95	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	\$ 157,638.43	\$ -

SEWER

Sewer		Current Date: 2/28/2021	Budget 2020/2021
Ordinary Income/Expense			
Income			
Transfer In from 4387 Settlement Reserve		165,358.75	\$ 30,000.00
Enterprise Income			
Sewer Service Income			
Late Fees Sewer			-
Uncollectible			-
Sewer Service Income - Other		415,522.31	350,000.00
Total Sewer Service Income		415,522.31	350,000.00
Revenue Use of Money & Property			
Interest Income		19,079.98	15,300.00
Dividend Income - CalTrust		241.79	
Revolving Loan			-
Total Revenue Use of Money & Property		19,321.77	15,300.00
Total Income		434,844.08	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		978.47	8,000.00
Building Repairs			
Utilities			
Other – generator fuel			
Security		48.00	75.00
Internet - Broadband		305.20	540.00
Propane		2,394.80	2,200.00
Electric		19,510.24	36,000.00
Electric for Discharge			
Garbage Disposal		385.64	650.00
Total Utilities		22,643.88	39,465.00
Equipment Repair & Maintenance		5,920.77	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		3,619.37	6,800.00

SEWER

	Sewer	Current Date: 2/28/2021	Budget 2020/2021
	Payroll Expense	12.66	
	Part Time Wages	11,951.49	25,000.00
	Payroll Expense - Temp		
	Total Payroll Expense	11,951.49	25,000.00
	Salaries and Wages - Other	28,795.13	50,000.00
	Total Salaries and Wages	49,565.29	90,000.00
	Employee Benefits		
	Nationwide City		
	Retirement	14,284.81	15,300.00
	Health Insurance	990.90	3,400.00
	Total Employee Benefits	15,275.71	18,700.00
	Services and Supplies		
	Postage	942.89	1,200.00
	Advertising	309.36	
	Automobile Expense		
	Fuel	1,582.81	1,200.00
	Automobile Expense - Other	749.84	500.00
	Total Automobile Expense	2,332.65	1,700.00
	Bank Service Charges	251.26	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	1,060.50	4,500.00
	Legal Fees	386.67	2,000.00
	Auditing Expense	5,127.00	5,200.00
	Testing	4,024.00	5,000.00
	Contracted Services - Other	3,983.50	4,050.00
	Total Contracted Services	14,581.67	22,880.00
	Dues and Subscriptions	344.30	200.00
	Equipment Rent		
	Insurance		
	Liability Insurance	3,975.24	8,000.00
	Travel for SCORE		
	Property Insurance		5,000.00
	Insurance - Other	56.00	
	Total Insurance	4,031.24	13,000.00
	Licenses and Permits	20,932.12	19,265.00
	Miscellaneous	83.34	
	Meals		

SEWER

Sewer		Current Date: 2/28/2021	Budget 2020/2021
Total Miscellaneous		83.34	-
Office Expense		997.03	1,000.00
Operating Supplies		1,881.12	3,500.00
Telephone		880.22	1,500.00
Training			
Travel			200.00
Services and Supplies - Other		29.52	
Total Services and Supplies		49,387.43	6,200.00
Total Expense		144,762.20	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
Capital Outlay- Construction Repairs		165,958.75	30,000.00
Total Other Expense			
Total Expenses		366,858.21	422,500.00
Net Income		\$ 67,985.87	\$ (72,500.00)
DRAFT			

FIRE Dept

FIRE DEPT		Current Date: 2/28/2020	Budget 2020/2021
Ordinary Income/Expense			
Income			
Transfer In From General		10,000.00	10,000.00
Service Area Revenue		20,813.64	45,000.00
Charges for Current Services - Other		376.07	
Total Charges for Current Services		31,189.71	45,000.00
Revenue Use of Money & Property			
Interest Income		35.16	-
Revolving Loan			-
Total Revenue Use of Money & Property		35.16	-
Miscellaneous Revenue - SCORE		-	-
Fire Fighting Revenue			
Fire Fighting Revenue - Admin		27,364.95	
Fire Fighting Revenue - Enging		118,526.00	
Fire Fighting Revenue - Personnel		155,123.29	
Total Fire Fighting Revenue		301,014.24	
Total Income		332,239.11	55,000.00
Expense			
Late Fee		19.00	-
Finance Charge		1.00	-
Fire Fighting Expenses		-	-
Fire Fighting Expense - Personnel		106,981.91	
Fire Fighting Expense - Other		1,945.29	
Total Fire Fighting Expense		108,927.20	
Small Tools & Equipment		4,913.86	
Safety			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		3,570.48	2,000.00
Building Repairs		241.26	-
Utilities			
Other			
Security			
Internet - Broadband			
Propane		909.52	1,200.00
Electric		2,869.84	4,400.00
Electric for Discharge			
Garbage Disposal		237.04	440.00
Total Utilities		4,016.40	6,040.00
Equipment Repair & Maintenance		6,357.47	2,000.00
Taxes			
Solid Waste Benefit Assessment		1,394.12	1,400.00

FIRE Dept

FIRE DEPT		Current Date: 2/28/2020	Budget 2020/2021
	Taxes - Other		
	Total Taxes	1,394.12	1,400.00
	Salaries and Wages		
	Workers Comp.	1,299.83	2,000.00
	Payroll Tax Expense	29.10	-
	Payroll Expense		-
	Part Time Wages	239.16	-
	Payroll Expense - Other		-
	Fire Fighting Wages		-
	Total Payroll Expense	1,568.09	2,000.00
	Salaries and Wages - Other		
	Total Salaries and Wages	1,568.09	2,000.00
	Employee Benefits		
	Nationwide City		
	Retirement		
	Health Insurance		
	Total Employee Benefits		-
	Services and Supplies		
	Postage	19.05	-
	Advertising	159.15	-
	Automobile Expense		
	Fuel	2,572.60	1,800.00
	Automobile Expense - Other	243.64	-
	Total Automobile Expense	2,816.24	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	140.00	-
	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	5,819.00	420.00
	Dues and Subscriptions	205.00	
	Insurance		
	Liability Insurance	649.92	110.00
	Travel for SCORE		-
	Property Insurance		640.00

FIRE Dept

FIRE DEPT		Current Date: 2/28/2020	Budget 2020/2021
	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	1,144.93	100.00
	Operating Supplies	1,161.04	754.00
	Telephone	421.39	700.00
	Training	150.00	
	Travel	1,088.77	
	Services and Supplies - Other	254.65	
	Total Services and Supplies	14,638.61	4,724.00
	Total Expense	149,335.64	29,764.00
	Capital Outlay - Truck Payment		15,536.00
	Total Expense and Capital Outlay	149,335.64	45,300.00
	Net Income	182,903.47	9,700.00
	DRAFT		

Streets Highways

		Current Date: 2/28/2021	2020/2021 Budget
Streets			
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		8,331.83	13,800.00
VLF Swap			28,800.00
Motor Vehicle			
Traffic Congestion Relief			860.00
Highway Users Tax			
2103 (Gas Tax)		3,410.46	5,300.00
2105		2,398.97	3,900.00
2106		3,567.21	6,000.00
2107		3,308.88	5,400.00
2107.5		1,000.00	1,000.00
Total Highway Users Tax		13,685.52	21,600.00
Total Intergovernmental - State		22,017.35	65,060.00
Total Income		22,017.35	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		38.15	
Propane		190.63	
Electric		17,443.47	44,000.00
Electric for Discharge			
Garbage Disposal			
Total Utilities		17,672.25	44,000.00
Equipment Repair & Maintenance		1,220.52	3,500.00
Taxes			
Solid Waste Benefit Assessment		91.60	

Streets Highways

		Current Date: 2/28/2021	2020/2021 Budget
	Streets		
	Taxes - Other		
	Total Taxes	91.60	
	Salaries and Wages		
	Workers Comp.	649.90	1,200.00
	Payroll Tax Expense	591.68	720.00
	Payroll Expense		
	Part Time Wages	42.00	
	Payroll Expense - Other		8,100.00
	Total Payroll Expense	1,283.58	8,100.00
	Salaries and Wages - Other	5,787.24	
	Total Salaries and Wages	7,070.82	10,020.00
	Employee Benefits		
	Nationwide City		
	Retirement		
	Health Insurance		
	Total Employee Benefits		
	Services and Supplies		
	Postage	49.35	
	Advertising		
	Automobile Expense		
	Fuel	319.77	1,300.00
	Automobile Expense - Other	41.12	
	Total Automobile Expense	360.89	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		
	Total Contracted Services	2,298.50	2,800.00
	Dues and Subscriptions		
	Insurance		
	Liability Insurance	668.84	3,300.00
	Travel for SCORE		
	Property Insurance		1,200.00

Streets Highways

Streets		Current Date: 2/28/2021	2020/2021 Budget
	Insurance - Other	14.00	
	Total Insurance	682.84	4,500.00
	Licenses and Permits		
	Miscellaneous		
	Meals		
	Total Miscellaneous	0.00	
	Office Expense		80.00
	Operating Supplies	23.53	400.00
	Telephone	28.53	40.00
	Training		
	Travel		
	Services and Supplies - Other		
	Total Services and Supplies	3,443.64	9,120.00
	Total Expense	30,190.77	71,240.00
	Other Expense		
	Transfers Out		
	Capital Outlay		
	Construction Costs		
	Total Capital Outlay		
	Total Other Expense		
	Net Income	-\$8,173.42	-
	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
Fire Department Reserve (7243)	Fire Dept. General Fund (1956)	3/16/2021	\$20,000.00
For Purchase of new Fire Engine from Truckee Meadows Fire			
		TOTAL	\$20,000.00

This authorization took place at the council meeting held on 3/16/2021 and will be further reflected in the council minutes of the meeting.

Authorized Signature Sarah Jackson, Mayor, Dated 3/16/2021

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
Fire Dept. General Fund (1956)	Fire Department Reserve (7243)	3/16/2021	\$41,410.69
Funds to be transferred for Sheep Fire 08/2020			
		TOTAL	\$41,410.69

This authorization took place at the council meeting held on 3/16/21 and will be further reflected in the council minutes of the meeting.

_____ Sarah Jackson, Mayor, Dated 3/16/2021

Authorized Signature

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
Fire Dept. General Fund (1956)	Fire Department Reserve (7243)	3/16/2021	\$732.78
Funds to be transferred for Apple Fire 08/2020			
		TOTAL	\$732.78

This authorization took place at the council meeting held on 3/16/21 and will be further reflected in the council minutes of the meeting.

_____ Sarah Jackson, Mayor, Dated 3/16/2021

Authorized Signature

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
Fire Dept. General Fund (1956)	Fire Department Reserve (7243)	3/16/2021	\$27,829.29
Funds to be transferred for Loyalton Fire 08/2020			
		TOTAL	\$27,829.29

This authorization took place at the council meeting held on 3/16/21 and will be further reflected in the council minutes of the meeting.

_____ Sarah Jackson, Mayor, Dated 3/16/2021

Authorized Signature

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
Fire Dept. General Fund (1956)	Fire Department Reserve (7243)	3/16/2021	\$32562.21
Funds to be transferred for BTU North Complex Fire 09/2020			
			TOTAL \$32,562.21

This authorization took place at the council meeting held on 3/16/21 and will be further reflected in the council minutes of the meeting.

_____ Sarah Jackson, Mayor, Dated 3/16/2021

Authorized Signature

Kathy LeBlanc

From: Lucas Tipton [lucas@farrwestengineering.com]
Sent: Wednesday, March 10, 2021 5:19 PM
To: Kathy LeBlanc
Cc: gary@plannerprice.com; Jessica Dugan
Subject: LEAP Grant Services + Additional Services
Attachments: ExhibitA_TO_7_Hazard Analysis-Signed.pdf

Kathy,

I am reaching out to you today with two items which require City action/input. The first is related to the attached Task Order #7 which provides Farr West the ability to assist with the planning work Gary Price is providing the City under the LEAP grant funding. We have worked with Gary since late summer and understand that our work will be a useful component to his larger study/plan that he is preparing. Additionally, all of this work is eligible for reimbursement through the LEAP grant and has been factored into the requested budget from its inception. If you could please place this Task Order on the next City Council agenda for consideration and approval (hopefully) it will allow us to commence work on the Hazard Assessment and meet the project deadline of June 30, 2021.

The second item is probably more for Nancy or Darlene as it relates to the WWTP. We are currently waiting to hear back from the State Water Resources Quality Control Board on whether or not our CAO Resolution letter has been accepted and if the CAO will be rescinded, however a critical component on remaining in compliance is a weekly whale monitoring program which Farr West will provide. Our original plan was to present the City with a new Task Order or contract for this work following the RWQCB acceptance, although that is coming slower than originally expected. I am starting to get concerned that if we have too big of a gap in our whale monitoring program that the State will view the City as once again being out of compliance and request significant and costly improvements to the WWTP. So what I would like to propose to the City is authorization to use the General Services 2020-2021 contract (Task Order 6) to pay for whale monitoring services through June 30, 2021 or until a new contract is in place. Per our records the General Services contract has approximately \$7,000 in budget remaining which would be sufficient for the time period being proposed. I do not necessarily think that this item needs to go on a Council agenda since the Council already allocated funds for these unforeseen services/requests, however I would be happy to discuss this further with staff or at an upcoming Council meeting if you would prefer.

That is all I have for today Kathy and please feel free to contact me anytime regarding either of these items or to request my attendance at an upcoming City Council meeting.

Regards,



Lucas Tipton, P.E.
Principal Engineer
Farr West Engineering
5510 Longley Lane
Reno, NV 89511

Main: (775) 851-4788
Direct: (775) 853-7253

Task Order

Task Order Number: #7

Date: March 10, 2021

Title: Preliminary Environmental Hazard Assessment Report

Project Description: Complete a Preliminary Environmental Hazard Assessment Report for the City of Loyalton ("City"). This Report will be completed under a Local Early Action Planning (LEAP) Grant from the California Department of Housing and Community Development (HCD). The Master Services Agreement is amended and supplemented to include the following agreement of the parties:

PART 1 – SERVICES

Task 1 - Basic Services

Objective

Complete a Preliminary Environmental Hazard Assessment Report, including floodplain mitigation options, and evaluation of select parcels within the 100-year floodplain. Determining and designating the parcels within the 100-year floodplain will improve data for environmental review of parcels for housing development. The report will enable the City to develop appropriate standards for mitigation and thus facilitate approval of development in housing opportunities. This Report is being proposed to be completed under a LEAP grant awarded to the City by HCD.

Approach

The following approach applies:

- Farr West will perform a preliminary identification of potential environmental hazards within the 100- year floodplain within the City.
- Farr West will identify potential flood control mitigation measures to be evaluated in housing development projects in the City.
- Farr West will establish recommended procedures and requirements for the City to conduct floodplain administration.
- Farr West will identify potential funding sources for larger scale floodplain analysis including residential zoning areas.

Deliverables

The following will be delivered under this task:

- Monthly status updates and invoices.
- Administrative Draft Preliminary Environmental Hazard Assessment Report for review
- Final Preliminary Environmental Hazard Assessment Report
- Presentation of Final Report for approval and/or adoption by the City

Assumptions

The following assumptions apply:

- The Administrative Draft will be reviewed by City representatives and outside consultants identified by the City. Comments will be returned to Farr West within 2 weeks for incorporation into the Final Draft.
- 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.
- Per the LEAP grant application guidelines, flood hazard analysis activities within this project shall not exceed 65% of the budget (\$15,000), or not to exceed \$9,750. Additional analysis activities in this project include identification of other natural hazards, creation of proposed regulations related to housing development in the floodplain and identification of potential mitigation measures and funding sources.
- It is expected that all work under this Task Order will be reimbursable under the LEAP Grant.

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: March 10, 2021

End of Contract: June 30, 2021

Owner: City of Loyaltan

Engineer: Farr West Engineering

By: _____

By:  _____

Print Name: _____

Print Name: Lucas Tipton, P.E. _____

Title: _____

Title: Principal _____

Date Signed: _____

Date Signed: 3/10/2021 _____

March 5, 2021

To Whom It May Concern;

I would like to become a member of the City Council of Loyalton, California. I am the chef at the Senior Center and want to contribute to our community.

Sincerely,

Gail Verver

PO Box 973
Loyalton, CA 96118

Cell: 775 434 5445