

# CITY OF LOYALTON

## CITY COUNCIL STAFF REPORT

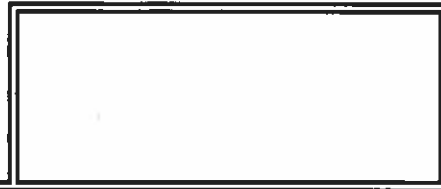
MEETING OF: August 18, 2020

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**Subject:** Housing Element and Zoning Code Updates

**From:** Kathy LaBlanc, City Clerk



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**Recommended Action:** Approve the attached agreement with Price Consulting Services for securing LEAP funding and update of the Housing Element and Zoning Code

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**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, generally, every five years.

The City's current Housing Element, approved by the California Department of Housing and Community Development (HCD) on August 10, 2015, for the 5th Housing Cycle, carried the City through to June 30, 2019. The City is currently out of compliance. To comply the element needs to be updated for the 6th Housing Cycle for the period of December 31, 2019 and August 31, 2024. Attached is a letter from HCD regarding housing element status. Also, several housing laws have been enacted by the State that impact the City, such as requirements to amend the Zoning Code to address new Accessory Dwelling Units. Attached are two articles regarding some of the more recent housing statutes.

Updating the Housing Element precludes the State from penalizing the City and opens up opportunities to funding grants, such as Community Development Block Grants.

Due to the specialized nature of the Housing Element, the update needs to be conducted by a qualified consultant. The selected consultant, Price Consulting Services (PCS), is qualified to provide the City specialized planning services to conduct an update of the Housing Element and Zoning Code. PCS has significant experience in updating housing elements and is familiar with updating the City's previous Housing Element. PCS has other related experience updating other housing elements for other agencies, such as County of Clearlake, County of Williams, County of Colfax, County of Colusa and the County of Shasta.

*Grant Funding Available:* HCD is offering grants for facilitating housing development, including full reimbursement/payment for the cost of preparing the Housing Element and Zoning Code updates. A separate item on this City Council Agenda, includes a request for the Council to adopt a resolution approving application for this funding. It is noted that PCS has obtained this funding grant for the County of Modoc and is preparing a similar program for them. Upon submittal of the LEAP Grant Application, the City can start incurring expenses to prepare the Housing Element and Zoning Code updates and will be reimbursed for these expenses once the Grant Agreement is executed between the City and HCD within the next three months.

Attached is an agreement with PCS for a fee not to exceed \$50,000 for updating the Housing Element and Zoning Code to comply with State Housing law and to provide services in obtaining LEAP funding to pay for this work.

**RECOMMENDATION:** The City Council should approve the agreement with Price Consulting Services to prepare and submit the LEAP Grant Application and update the Housing Element and Zoning Code to comply with State law.

**ATTACHMENTS:**

- Agreement with Price Consulting Services
- Letter from HCD to City of Loyalton
- Articles on Housing Element Compliance

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
DIVISION OF HOUSING POLICY DEVELOPMENT**

2020 W. El Camino Avenue, Suite 500  
Sacramento, CA 95833  
(916) 263-2911 / FAX (916) 263-7453  
[www.hcd.ca.gov](http://www.hcd.ca.gov)



January 24, 2020

Sarah Jackson, Mayor  
City of Loyalton  
P.O. Box 128  
Loyalton, CA 96118

**RE: City of Loyalton's Failure to Submit a Timely 6<sup>th</sup> Cycle Housing Element Update**

Dear Sarah Jackson:

The California Department of Housing and Community Development (HCD) would like to remind the City of Loyalton that it is subject to revise its Housing Element for the 6<sup>th</sup> cycle planning period (6<sup>th</sup> cycle) pursuant to Government Code section 65588, subdivision (e).

The 6<sup>th</sup> cycle update was due August 31, 2019. However, that date has passed and the City of Loyalton has failed to submit and adopt an updated Housing Element. As a result, the City of Loyalton's Housing Element does not comply with Housing Element law (Article 10.6 of the Government Code) and has been out of compliance since August 31, 2019.

The Permanent Local Housing Allocation program (PLHA) is a formula grant available to both entitlement and non-entitlement jurisdictions. The Notice of Funding Availability will be released in February 2020 with applications accepted over-the-counter beginning April 2020 through July 2020. Funding to eligible jurisdictions is available on a non-competitive basis, provided jurisdictions meet basic threshold requirements. Housing element compliance is one of threshold requirements. Without housing element compliance, the City of Loyalton is ineligible to apply for and access these funds. In addition, other funding sources such as SB 2 Planning Grants, CalTrans Senate Bill (SB) 1 Sustainable Communities grants, and the Strategic Growth Council and HCD's Affordable Housing and Sustainable Communities program consider housing element compliance and/or annual reporting requirements pursuant to Gov. Code section 65400.

Sarah Jackson, Mayor  
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As a reminder, to meet the 6<sup>th</sup> cycle update requirements, the City of Loyalton must submit a draft Housing Element to HCD for review, consider HCD's written findings, adopt the Housing Element, and submit it to HCD for review and certification. For more information, please visit our website at: <https://www.hcd.ca.gov/community-development/housing-element/docs/6th-web-he-duedate.pdf> or contact Melinda Coy at (916) 263-7425.

Sincerely,

A handwritten signature in black ink, appearing to read "Zachary Olmstead". The signature is written in a cursive, flowing style.

Zachary Olmstead  
Deputy Director

**PROFESSIONAL SERVICES CONTRACT  
BETWEEN CITY OF LOYALTON AND GARY PRICE,  
PRICE CONSULTING SERVICES  
FOR PROFESSIONAL PLANNING SERVICES IN PREPARATION OF  
UPDATE TO HOUSING ELEMENT AND ZONING CODE FOR THE 6<sup>TH</sup> REGIONAL  
HOUSING NEEDS ALLOCATION**

This Professional Services contract for professional planning services (“Agreement”) is made and entered into on the date hereinafter set forth and effective \_\_\_\_\_, 2020, by and between **THE CITY OF LOYALTON** (“City”) and **GARY PRICE, PRICE CONSULTING SERVICES** (“Consultant”).

**RECITALS**

This Agreement is entered into in consideration of the following matters:

**WHEREAS**, City is required to periodically update the Housing Element of its General Plan and Zoning Code to maintain uninterrupted State approval to remain eligible for State and Federal housing grants and funding City needs to submit a final draft of an updated Element to the California Department of Housing and Community Development (HCD); and

**WHEREAS**, Consultant has extensive planning experience and assisted the City with professional planning services to secure HCD certification of the 2014-2019, Housing Element; and

**WHEREAS**, the parties desire by this Agreement to establish the terms, conditions and scope of work Consultant will provide for the City in preparing and securing HCD certification of an update to the City’s Housing Element for the 6<sup>th</sup> Housing Element Cycle.

**AGREEMENT**

**NOW, THEREFORE**, City and Consultant agree as follows:

1. **Scope of Services**

City agrees to engage and Consultant agrees to perform for City those services requiring special planning skills, including those services generally described in Exhibit A, City of Loyalton Housing Element Update 6<sup>th</sup> Housing Element Cycle Scope of Work dated August 10, 2020, attached hereto as Exhibit “A” and incorporated by such reference, in compliance with all applicable Federal, State and local laws, rules and regulations.

## 2. Term

The term of this agreement shall commence upon execution of this Agreement by both parties and continue until the completion of all projects as reflected by filing, approval, and certification by HCD of a Housing Element through August 31, 2021, or until terminated by either party pursuant to paragraph 8 of this Agreement.

## 3. Relationship and Licensing

In providing services hereunder, Consultant, and the agents and employees thereof, shall act in an independent capacity and as an independent contractor and not as officers, employees or agents of City. Consultant warrants that he is qualified and competent to provide all services under this Agreement and that Consultant holds all necessary and appropriate licenses therefore.

## 4. Compensation

For the services provided pursuant to this Agreement, Consultant shall receive compensation, including authorized reimbursements, for all Services rendered under this Agreement at the rates set forth in Exhibit "A", but shall not exceed \$50,000. Consultant shall submit to City a monthly itemized statement of charges which indicates work completed and hours of services rendered by Consultant. Said charges shall be payable by City within thirty (30) days of receipt. This consideration shall be full compensation for all of Consultant's expenses incurred in the performance of this Agreement, including, without limitation, transportation, cell phone and e-mail costs to be borne by Consultant and no additional expenses are to be charged unless they are made with express written consent of City.

## 5. Maintenance of Records and Ownership of Work

Books, documents, papers, accounting records, and other evidence pertaining to work done pursuant to this Agreement on behalf of City, shall be maintained by the Consultant and made available for inspection, audit, and copying by the City at reasonable times during the term of this Agreement and for a period of four years following expiration of termination of this Agreement. All documents and materials prepared pursuant to this Agreement shall be considered the property of the City for which it was prepared and shall be maintained at or turned over to the City upon demand, but in any event upon completion of the work.

## 6. Indemnity

Consultant agrees to defend, indemnify and save harmless the City, its officers, agents, and employees, from any and all claims and losses arising out of or resulting from the negligent performance of work hereunder or willful misconduct by Consultant, except for those arising out of resulting from the City's active negligence or willful misconduct. Upon challenge and or claim filed following the adoption of the Housing Element, Consultant's liability is limited to

repair or correct any deficiencies the he is directly responsible for. Correcting other deficiencies that may have resulted through the City's action or inaction will be corrected or modified by Consultant subject to the attached fee schedule.

#### 7. Insurance

Consultant shall take out, and maintain during the life of this Agreement, insurance policies to cover liabilities that may be incurred in performance of this Agreement, including comprehensive general liability insurance covering death, bodily or personal injury and property damage with combined single limits of no less than Five Hundred Thousand Dollars (\$500,000.00) per incident or occurrence; and owned/non-owned automobile liability insurance for any motor vehicle utilized by Consultant in performing services under this Agreement with limits of no less than Fifty Thousand Dollars (\$50,000), unless such coverage is deemed unnecessary by the Small Cities Organized Risk Effort (SCORE) and waived by City. Consultant also certifies under section 1861 of the Labor Code that Consultant is aware of the provisions of section 3700 of the Labor Code requiring every employer to be insured against liability for workmen's compensation or to undertake self-insurance in accordance with the provisions of that code, and that Consultant will comply with such provisions before commencing the performance of the work of this Agreement. This coverage applies to Gary Price, Principal for Price Consulting Services and does not apply to others assigned to tasks as described in Section 9 of this agreement.

#### 8. Termination

This Agreement may be terminated: (a) by either party at any time for failure of the other party to comply with the terms and conditions of this Agreement; (b) by either party upon Thirty (30) days prior written notice to the other party; or (c) upon mutual written agreement of the parties. In the event of termination, Consultant shall stop work immediately upon the effective date of termination and shall be entitled compensation at the agreed rate until that date.

#### 9. Assignment

Except as provided herein, Consultant shall not assign, delegate, or transfer this Agreement or any rights hereunder without prior written consent of the City, which may be withheld for any reason.

#### 10. Integration

This Agreement represents the entire understanding of City and Consultant as to provision of planning services related to updating the Housing Element and Zoning Code for the 6<sup>th</sup> Regional Housing Needs Allocation Planning Cycle. No alteration or variation of the terms of this Agreement shall be valid unless in writing signed by the parties hereto.

11. Modification. This Agreement may be modified during the Term only by written agreement signed by both parties.

12. Notices. All written notices required under this Agreement shall be personally delivered or sent by certified mail or overnight delivery with verification of receipt to the parties as follows:

To the Consultant:  
Gary Price  
Price Consulting Services

Nevada City, CA 95959

To the City:  
City of Loyalton  
P.O. Box 128  
Loyalton, CA 96118  
Attention: Mayor of City

13. Entire Agreement. Each party to this Agreement acknowledges that no representation, inducement, or promise has been made regarding the subject matter of this Agreement which is not included in this Agreement (including the exhibit).

14. Survival. Notwithstanding anything to the contrary contained herein, any covenants, agreements or other provisions of this Agreement that by their terms are to be observed, performed or satisfied at or after termination or expiration of this Agreement shall survive any such termination or expiration of this Agreement until fully observed, performed or satisfied.

15. Choice of Law. This Agreement shall be construed in accordance with the law of the state of California.

16. Venue and Attorneys' Fees. In the event of any litigation to enforce or interpret the provisions of this Agreement, or the parties' rights and liabilities arising out of this Agreement, or the performance hereunder, litigation shall be maintained in the Superior Court of California in and for the County of Sierra. The prevailing party in action to enforce or interpret this Agreement shall be awarded its reasonable attorneys' fees and costs.

17. Severability. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, the remaining provisions shall continue in full force without being impaired or invalidated in any way.

18. Waiver. The failure of either party to insist on strict compliance with any of the terms of this Agreement shall not be deemed to be a waiver of any such term, nor shall any waiver or relinquishment of any right or power under this Agreement be deemed to be a waiver or relinquishment of such right or power at any other time.



IN WITNESS WHEREOF, the parties have executed this Agreement.

Dated: \_\_\_\_\_

THE CITY OF LOYALTON

\_\_\_\_\_  
Sarah Jackson, Mayor  
City of Loyalton

Dated: \_\_\_\_\_

CONSULTANT

\_\_\_\_\_  
Gary Price, Price Consulting Services

**Exhibit A**  
**Scope of Work**  
**City of Loyalton 2020 Housing Element and Zoning Code Update**  
**August 10, 2020**

**Project Understanding**

The City of Loyalton needs to update their General Plan Housing Element and Zoning Code for the 6<sup>th</sup> Housing Cycle and to comply with State Housing Element law. The City's current Housing Element, approved by the California Department of Housing and Community Development (HCD) on August 10, 2015, for the 5<sup>th</sup> Housing Cycle, carried the City through to June 30, 2019. To comply with State Housing Law, the element will need to be updated for the 6<sup>th</sup> Housing Cycle for the period of December 31, 2018 and August 31, 2024.

The selected consultant, Price Consulting Services (PCS), is qualified to provide the City of Loyalton specialized planning services to conduct an update of the Housing Element and the Zoning Code. PCS has significant experience in updating housing elements and preparing zoning amendments and is familiar with updating the City's previous Housing Element and Zoning Code. PCS has other related experience updating other housing elements for other agencies, such as City of Nevada City, City of Clearlake, City of Williams, City of Colfax, City of Colusa and the Counties of Shasta and Modoc.

The following summarizes what is needed to complete the project in a timely manner, addressing State Housing Laws pertaining to the Housing Element and the Zoning Code. Please refer to various attachments:

Attachment A- Rates of Services/Fee Schedule/Budget  
Attachment B - Project Schedule

**Assigned Tasks**

**Task 1 – Review of Existing Housing Element and Zoning Code**

A meeting will be held with the City Council and/or staff to discuss the proposed work tasks, the existing Housing Element and current Zoning Code and provide an overview of needed updates and changes to the Housing Element and Zoning Code for compliance with State Housing Laws. This will include an overview of Loyalton's local housing conditions, trends, concerns, improvement needs and long-term planning objectives more specifically described as follows;

- Evaluation of the effectiveness and appropriateness of current policies and programs identifying any constraints to implementation;
- Comparative review of the identified goals in the current Housing Elements to actual accomplishments during the planning period;

- Review of the current Housing Element to State Housing Laws with identification of any deficiencies or omissions and a summary of how these results are important to revision of the Housing Elements;
- Review of Housing Elements internal consistency with other elements of the General Plan, including Land Use Elements and include recommended changes to other elements of the two General Plans in compliance with State Law.
- Review and discuss relevant documents and data that will be needed to prepare the Housing Element;
- Identify key community members to help research information and help develop effective inter-agency collaborations;
- Establish a regular schedule of communication;
- Review of the Zoning Code to comply with current State Housing Laws; and
- Review and refine the scope of services based on Council and/or staff and consultant discussions of the underlying goals, priorities and parameters of the work program.

**Task 2 – Conduct Public Outreach with City Council for Understanding Housing Element Update Program:** PCS will prepare and present a report to the City Council that summarizes detailed expectations for completing the Housing Element Update and future requirements to comply with other related Housing Element statutes. This will include circulation of the current Housing Element for agency and public comment, assembling related comments from the public, identification of compliance requirements to meet RHNA, including future amendments to the General Plan and the Zoning Code.

**Task 3 – Prepare Housing Element Update:** PCS will assemble a revised Draft Housing Element document, as required by law, to address the 2019-24 planning period to address the County’s housing needs.

- a. Update 2014-19 Housing Element document in the same format that will include an analysis of population and employment trends and documentation of projections and a quantification of the City’s existing and projected housing needs for all income levels, including extremely low-income households.
- b. Update analysis and documentation of household characteristics, including level of payment compared to ability to pay, housing characteristics, including overcrowding, and housing stock condition.
- c. Update description and analysis of fees and exactions and their proportion to the development costs for both a typical single- and multifamily housing development. This will include a general estimate of total construction costs, including materials and labor, for typical residential development.

- d. Update analysis of processing and permitting procedures and timeframe for a typical single- and multi-family developments, including type of permit, level of review, approval findings and any discretionary approval procedures.
- e. Update analysis of constraints on housing for persons with disabilities, including an evaluation of zoning, development standards, building codes, and process and permit procedures as potential constraints on housing for persons with disabilities.
- f. Provide inventory of land suitable for residential development, including vacant sites and sites having the potential for redevelopment, and an analysis of the relationship of zoning and public facilities and services to these sites (Section 65583(a) (3)). The inventory of land suitable for residential development will be used to identify sites that can be developed for housing to comply with the RHNA. The analysis will include a summary of programs needed to comply with RHNA, including possible amendments to the General Plan and Zoning Code to timely meet RHNA.
- g. Provide a section of environmental constraints that analyzes realistic development capacity for City for qualifying properties that need to address such things as floodplains and limited infrastructure that have the potential to impact the development viability of the identified sites
- h. Update a housing constraints analysis to demonstrate that the City has sufficient capacity to accommodate the identified housing need for emergency shelters. This will include mapping of areas that are close to public services.
- i. Update a complete revised administrative draft report to encompass recommendations made by staff, the City Council and HCD. This will result in production of a Public Draft Housing Element Update. The administrative and public draft will be transmitted in a reproducible hardcopy to the City. An electronic copy in Microsoft Word Format (MS Word) and Portable Document Format (PDF) will also be provided.

PCS will develop a Housing Element incorporating changes as required by law. It will also include soliciting comments from various affected public and non-profit agencies and the City Council regarding information and programs in the current Housing Element that need to be updated and/or revised. This solicitation will also include outreach to various Native American tribes in accordance with SB 18 and AB 52. This task will include updating various tables and analysis and all other provisions as mandated by the State, including steps that the City will need to address its housing needs. In conjunction with the data packages for City of Loyalton provided by HCD, CHAD's publication, "Building Blocks for Effective Housing Elements" will be used to help analyze the data and to consider housing trends to address the following evaluations:

- An assessment of housing needs and an inventory of resources and constraints relevant to the meeting of these needs.
- Analysis of population and employment trends and documentation of projections and a quantification of the City's existing and projected housing needs for income levels. These

existing and projected needs will include the City's share of the regional housing needs assessment.

- Analysis and documentation of household characteristics, including level of payment compared to ability to pay, housing characteristics, and housing conditions. In addition to the HCD data sets, interviews will be conducted with developers, realtors and property managers to develop data and study market trends for new and existing owner and renter occupied housing stock.
- An inventory of land suitable for residential development, including vacant sites, sites having potential for redevelopment, and an analysis of zoning, public facilities, and services to these sites. The housing market study prepared for the housing characteristic study will also be used to analyze suitable residential development. Maps will be produced that shows vacant and underutilized residential zone and by Assessor's Parcel numbers. A table will be included that cross references the map that presents a realistic projected housing count that will demonstrate how the City can meet the Regional Housing Needs requirements. PCS will work directly with the Planning Director, other the Council and/or staff and agencies staff to update the vacant land map.
- Analysis of potential and actual government constraints upon the maintenance, improvement, or development of housing for all income levels, such as land use controls, building codes, impact fees and local processing and permit procedures. The analysis will include recommendation on how the City may remove governmental constraints that could restrict the City's ability to meet its share of regional housing allocations. PCS will obtain information from the City and other public agencies to develop complete descriptions and analysis of constraints, including sewer and water capacities and abilities to serve housing development needs.
- Analysis of potential and actual constraints upon the development, maintenance, and improvement of housing for persons with disabilities (developmental, etc.) and demonstrate local efforts to remove governmental constraints that hinder housing development for persons with disabilities.
- Analysis of potential and actual non-governmental constraints on the maintenance, improvement, or development of housing for all income levels.
- Analysis of any special housing needs, such as those of physically or developmentally disabled, elderly, large families, farm works, female head of households, and families and persons in need of emergency shelter and recommendations to meet those needs.
- Analysis of opportunities for energy conservation for residential development.
- Analysis of existing affordable housing developments that is eligible to convert to non-low-income housing uses during the next 10 years due to termination of subsidy contracts, mortgage prepayment, or expiration of use restrictions.

- Review of secondary/accessory dwelling unit housing, density bonuses as required by State Housing Law as needed.
- Analysis of requirements and policies for rehabilitated housing units and update as needed.

**The Plan will consist of the following:**

***Past Accomplishments*** – Accomplishments since the adoption of the current Housing Element will be evaluated to determine the need to modify existing programs, introduce new programs, and eliminate obsolete programs in the current Housing Elements. PCS will develop a matrix of program achievements with respect to objectives contained in the current Housing Element.

***Housing Programs*** – A set of existing, modified, and new programs to implement the goals and policies of the Element will be developed. The housing programs will build upon applicable programs developed in the previous Housing Element. With Council and/or staff input, existing housing programs will be revised, augmented or removed, as necessary. A comprehensive plan will be developed to meet the following criteria and the City’s concerns pursuant to State law:

- Identify the availability of sites for a variety of housing types to meet the City’s identified housing needs;
- Develop programs to assist in the development, maintenance, improvement, and preservation of affordable housing for all economic groups;
- Address, and where appropriate, mitigate the constraints which government imposes on the maintenance, improvement, and development of housing;
- Ensure that housing opportunities are available for all persons regardless of age, religion, sex, marital status, ancestry, national origin, or color; and
- Achieve internal consistency with other general plan elements, community goals, and planning documents.

***Administrative Draft Report*** – An administrative draft report will be prepared and submitted to the Council and/or staff for review and comment. The report components are listed below.

- Community profiles that includes an economic and demographic analysis, a housing needs assessment and a summary of the housing stock;
- A summary of housing constraints and resources available to accomplish the housing needs;
- Housing plan that summarizes past accomplishments, as well as policies and programs that the City can utilize to achieve the housing goals.

**Public Draft Report** – The administrative draft report will be revised to incorporate Council and/or staff’s comments. This will result in production of a Public Draft Housing Element Update. The public draft will be transmitted in a reproducible electronic format to the City.

#### **Task 4 – Community Workshops/Survey**

PCS will manage a Public Participation Program to include conducting two Housing Element and Zoning Code Update Workshops. HCD requires that special efforts be made to outreach to the low- and moderate-income persons, persons with special needs, and organizations involved in the development of affordable housing or in the provision of supportive services for persons with special needs. PCS will work with the Council and/or staff to develop a list of agencies to receive direct invitation to the workshop. This will include preparing public notices and other invitations to solicit public input on the City’s housing needs and collaborate with City Council and/or staff to present the purpose of the Housing Element update and the scope of work. Noticing will include online release of the preliminary draft, noticing of availability to various public and non-profit agencies, and posting at agency locations, as well as a range of locations where the notice to the workshops should be posted. The City’s website will also be used to post the current housing element (soliciting comments for the Update) and the draft updated document. The initial kick off workshop, consisting of a joint meeting of the City Council, will be held to address the current Housing Element and Zoning Code and to obtain comments regarding information needs for the updates. In addition, a housing needs survey will be conducted through direct mailing and website posting asking the public their opinions on housing needs for Loyalton. A second workshop would then be held with the City Council after the public draft Housing Element has been circulated and final public comments assembled to create a draft document ready for circulation to HCD. PCS will prepare all workshop materials and provide a complete presentation of the Housing Element Update Program.

#### **Task 5 – HCD (Liaison) Review Process**

The Draft Housing Element will be submitted to the State, HCD for review of substantial compliance with State law. During this phase, PCS will maintain close contact with HCD staff to answer any questions early in the review process. During the review process, HCD may take up to 60 days to review the Housing Element. PCS will work with HCD to respond to all their comments and perfect policies and programs that meet HCD requirements but fit into the City’s organizational and resource needs. This can often be facilitated so that the final draft reflects HCD expectations for an expedited final approval by HCD. Upon revision, any policy and programmatic changes will be clearly written in ~~strikeout~~/underline format and incorporated into the Draft Housing Element so that decision-makers are aware of the changes requested by HCD.

#### **Task 6 – Adoption Hearings/Final Draft**

After the Housing Element has been reviewed by HCD, PCS will coordinate with the Council and/or staff in conducting public hearings before the City Council on the Draft Element and draft amendments to the Zoning Code. The Final Draft will be transmitted to the City in a reproducible electronic format for review and comment by the Council and/or staff. The Final Draft will be posted on the agency’s website.

### **Task 7 – Final State Certification**

PCS will assist the City to achieve HCD approval of the Housing Element and Zoning Code updates after adoption. PCS will work closely with HCD and the City to ensure the document meets State requirements and will recommend modifications if required to obtain certification. PCS will work with the Council and/or staff to work out any final details. The final Housing Element document and Accessory Dwelling Unit Zoning sections of the Code will then be submitted to HCD for certification. HCD generally prepares a letter within a few weeks indicating that the Housing Element document is approved subject to final adoption. Once HCD has issued the approval letter, PCS will finalize the document and provide to the City electronic copies.

### **Task 8 – Zoning Code Amendments**

In accordance with Task 1, PCS will review the City Zoning Code and recommend revisions necessary and related to the Housing Element Update and State Housing Law to ensure compliance with related State Housing Law, and shall coordinate review with HCD. This will include creation of new Zoning regulations regarding Accessory Dwellings (ADU) which requires that these new regulations be approval by HCD. In addition to new ADU requirements, a number of other State Housing regulations were adopted that also require the City to further amend the Zoning Code to address such things as low barrier navigation centers, new density bonus requirements, farmworker housing allowances, and facilitated housing development requirements. PCS will produce formal ordinance amendments of the Zoning Code, circulate to HCD for review and then coordinate adoption of the new regulations with the City Council. The Zoning Code amendment program will be incorporated into the Housing Element Update process to minimize the need for separate meetings with the City Council concerning the Housing Element Update.

### **Task 9 – Local Early Action Planning Grants program**

As the beginning of this process, PCS will prepare and coordinate submission of Local Early Action Planning Grants program or LEAP Grant application to pay for the costs associated with update of the Housing Element and Zoning Code Updates. This task will include coordination with the Council and/or staff on preparing the application, coordination with HCD to obtain this funding and assistance with the grant agreement and securing funding from HCD.

### **Assumptions**

1. PCS will physically attend no more than four meeting with the City Council. PCS will attend meetings with staff by telephone on an as needed basis. Additional meetings that require physical attendance to the area may be conducted upon request of the Council and/or staff subject to the hourly rates, travel costs and materials.
2. City shall maintain and update its website for posting required notices and applicable Housing Element and Zoning documents.



3. City is responsible for the cost of publishing all notices and filing environmental documents.
4. City is responsible for mailing notices and correspondence for public and agency reviews.
5. City is responsible for printing materials at all public meetings.
6. City will have websites that consultant can post notices and electronic documents on.
7. City is responsible for the cost of publishing all notices and filing environmental documents.
8. City is responsible for mailing notices and correspondence for public and agency reviews.
9. Under the provision of this scope of work, it is assumed that the Housing Element Update and Zoning Code qualify under the general rule of the California Environmental Quality Act Guidelines. Section 15061(b)(3) states that CEQA applies only to projects, "Where it can be seen with certainty there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA." As such, no formal environmental review is required. Should formal environmental review be determined to be needed, PCS can undertake that activity as an additional task.

**Attachment A**  
**City of Loyalton 2020 Housing Element and Zoning Code Update**  
**Schedule/Timeline**

PCS expects to complete all work within ten months of contract execution. However, the PCS team cannot be responsible for the review schedule of HCD, and therefore cannot guarantee a final project completion date. Also, much timing is based on staff priorities and their ability to complete major tasks, such as Zoning Code, conducting public hearings, etc. Based on the estimated schedule, the City should receive HCD certification sometime in August, 2021 (assuming a contract execution date with PCS in August, 2020).

**Attachment B**  
**City of Loyaltan 2020 Housing Element and Zoning Code Update**  
**Rates for Services**

PCS will complete all tasks (excluding optional tasks) to the satisfaction of City Planning Director, for a fee not to exceed \$50,000 according to the following cost by assigned task:

- 1. Housing Element Update ..... \$ 32,405
- 2. Zoning Code Update ..... 12,285
- 3. LEAP Funding Grant Work..... \$ 5,310
- 4. **Total** ..... **\$ 50,000**

In recent housing element updates PCS was able to complete projects under budget with remaining budget being applied to other projects. Additional planning work beyond the scope of work identified within this proposal shall be charged based on PCS fee schedule as follows:

**Price Consulting Services**  
**2020-21 Fee Schedule**

Principal/Owner

- PCS Normal Rate ..... \$150/hour
- Government Discount Rate (for this project) \$ 130/hour**

PCS Team Rates

- Assistant Planner ..... \$80/hour
- GIS Specialist..... \$75/hour
- Editor ..... \$40/hour

Other Direct Expenses

- Mileage Reimbursement ..... IRS Current Rate

Monthly statements of services will be prepared covering charges incurred for the previous month. Any payment received after thirty (30) days would result in a ten percent late charge.

## **AB 1397**

### **HOUSING ELEMENT LAW SITE IDENTIFICATION STRENGTHENED**

#### **OVERVIEW**

The 2017 California legislative session yielded a “housing package” of 15 bills that significantly increased both the available financing of affordable housing development and the obligation of local governments to plan, zone and approve affordable housing developments. This memorandum focuses on [AB 1397](#) (Low) which substantially strengthens the obligations in Housing Element Law<sup>1</sup> that housing elements identify and zone sufficient sites to address the community’s share of need for lower income housing and make those sites available early in the housing element planning period with access to public infrastructure.

AB 1397 tightens and adds long needed specificity to the obligation in Housing Element Law that housing elements identify and make available sites for the community’s Regional Housing Needs Allocation (RHNA) for lower income households. There are now stricter requirements for the adequacy of sites, including non-vacant sites, and sites that were identified in previous elements. As well as requirements that sites have sufficient available infrastructure.

The bill applies to housing element updates/revisions and amendments and development approvals beginning January 1, 2018. The Department of Housing and Community Development (“HCD”) will be publishing technical assistance and eventually guidance memoranda interpreting the bill and explaining how the department will implement the requirements some time in 2018. See [HCD's California's 2017 Housing Package](#). Below is a summary, description and identification of possible implementation issues.

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<sup>1</sup> Government Code §§ 65580 – 65589.8.

## SUMMARY

AB 1397 amends the Housing Element Law, specifically Government Code §§ 65580, 65583 and 65583.2.<sup>2</sup> Its purpose is to strengthen the obligation of local governments to identify a supply of adequate sites available to meet their housing needs for all income levels in their housing elements. (§65580(g)) Generally, the legislation provides:

- ***Land Inventory Sites Must Be “Available” and May Only Include Non-Vacant Sites with Realistic Development Potential.*** Now, sites must not only be suitable for housing, but be available and either vacant or have a “realistic and demonstrated potential for redevelopment during the planning period” for the designated income level.
- ***Presumption of Impediment for “Non-Vacant” Sites.*** Besides demonstrating a realistic potential for redevelopment, there is now a presumption that an existing use on a non-vacant site will impede development if more than 50% of the sites identified as available to accommodate the lower income RHNA are non-vacant.
- ***Stronger Infrastructure Requirements.*** Sites identified to accommodate the lower income RHNA must be served by water, sewer and “dry” utilities.
- ***Re-identification of Sites from Prior Elements Allowed Only if 20% Lower Income Inclusionary & By-Right Development Required.*** Sites identified in prior housing elements may only be included in a new element as available to accommodate the lower income RHNA if they are rezoned for by-right development and require at least 20% of the housing on those sites be affordable to lower income households.
- ***Stricter Requirements for Sites Smaller than ½ Acre or Greater than 10 Acres.*** To identify these sites as available to accommodate lower income housing the analysis must demonstrate a history of affordable housing development on sites of these sizes.
- ***Limitations on Assigning Unit Capacity to Sites.*** Calculating the unit capacity for sites must be realistic based on analysis demonstrating a history of development of affordable housing at the assigned density. A site cannot be presumed to accommodate the maximum density permitted.

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<sup>2</sup> All citations are to the Government Code unless otherwise indicated.

## DETAILS

### **Adds a Finding & Declaration that Maintaining Sites to Meet the RHNA is Essential.**

The bill first added subsection (f) to § 65580, the provision of the Housing Element Law setting out California’s statewide housing goal and the purpose of the Housing Element Law:

(f) Designating and maintaining a supply of land and adequate sites suitable, feasible, and available for the development of housing sufficient to meet the locality’s housing need for all income levels is essential to achieving the state’s housing goals and the purposes of this article.

[Stats. 2017, ch. 375, § 1.]

### **Sites in the Land Inventory Must Have Demonstrated Potential for Development.**

Next the legislation amended the land inventory requirement adding that, in addition to being suitable, the sites included in the inventory must be “available” and non-vacant sites must have a “realistic and demonstrated potential for redevelopment during the [housing element] planning period to meet the locality’s housing need for a designated income level.” (§ 65583(a)(3))

### **Analysis of Governmental & Nongovernmental Constraints—Adds NIMBY Opposition.**

*Governmental Constraints.* The analysis of governmental constraints must now include “any locally adopted ordinances that directly impact the cost and supply of residential development.” (§65583(a)(5)) This clarification was likely added as part of the negotiations over passage of AB 1505<sup>3</sup> which authorized application of inclusionary housing laws to rental housing development. However, HCD has always required communities to analyze local inclusionary zoning laws as a possible constraint to housing development as part of the required housing element constraints analysis. None of the analyses done over the years has found that inclusionary laws present a constraint to accommodating the community’s RHNA. The additional language clarifies the substantive requirement rather than adding one.

*Nongovernmental Constraints.* The analysis of nongovernmental constraints now includes helpful language requiring review of:

[R]equests to develop housing at densities below those anticipated in the analysis required by subdivision (c) of Section 65583.2 [detailed site analysis], and the length of time between receiving approval for a housing development and submittal of an application for building permits for that housing development that hinder the

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<sup>3</sup> See PILP’s Summary of [AB 1505](#).

construction of a locality's share of the regional housing need . . . . The analysis shall also demonstrate local efforts to remove nongovernmental constraints that create a gap between the locality's planning for the development of housing for all income levels and the construction of that housing.

(§ 65583(a)(6)) The addition of this language will compel jurisdictions to expressly address NIMBY opposition to housing development, especially affordable housing development.

**Adds Specific Limitations and Requirements for Sites in the Land Inventory. (§65583.2)**

***Assessor Parcel Number Mandatory***

- AB 1397 limits the site specific identification required of sites in the inventory exclusively to the assessor parcel number (APN). The prior language had allowed "or other unique reference."

***Nonresidential Sites***

- Inclusion of non-residentially zoned sites is permitted only if the sites can be redeveloped for residential use "and for which the housing element includes a program to rezone the site . . . to permit residential use. . . ." These non-residential sites must include "sites owned or leased by a city, county, or city and county." (§65583.2(a)(4))

***Realistic Site Capacity for Accommodation of the RHNA***

- For all sites in the inventory, the jurisdiction must determine the number of units "that can realistically be accommodated" for lower, moderate or above moderate-income housing. (§65583.2(c)) The number of units that can be accommodated in addition to being based on land use controls and site improvement requirements, must now consider:
  1. The realistic development capacity of the site.
  2. Typical densities of existing or approved developments at a similar affordability level.
  3. The "current or planned availability and accessibility of sufficient water, sewer and dry utilities." (§65583.2(c)(2))

***Including Sites Identified in Prior Elements That Remain Available***

- *Neither on-vacant Sites* identified in a prior housing element nor *vacant sites* identified in the last two housing elements may not be counted towards the lower income RHNA need unless:

1. The sites are zoned at the “default” densities presumed adequate in §65583.2(c)(3),
  2. The “site is subject to a program in the housing element requiring rezoning within three years of the beginning of the planning period to allow residential use *by right* for housing developments”<sup>4</sup> and
  3. “[A]t least 20 percent of the units are affordable to lower income households.” (§65583.2(c))
- A site *approved* for development of housing affordable to lower income households at the time of the adoption of the housing element “may be presumed to be realistic for development to accommodate lower income housing need.” (§65583.2(c)(2)(C))

***Sites for a “Variety of Types of Housing”***

- *Adds Supportive Housing and Single Room Occupancy Units* to the list of housing types that are included in the jurisdiction’s analysis determining whether the inventory can provide a variety of types of housing. The other housing types that were already listed are multifamily rental housing, factory-built housing, mobilehomes, housing for agricultural employees, supportive housing, single room occupancy units, emergency shelters, and transitional housing.

***Site Size***

- Sites Smaller than ½ Acre. These small sites may not be attributed to accommodating the community’s RHNA for lower income housing unless the housing element demonstrates “that sites of equivalent size were successfully developed during the prior planning period for an equivalent number of lower income housing units” or unless the locality provides HCD with evidence that the site is otherwise adequate to accommodate lower income housing. (§65583.2(c)(2)(A))
- Sites Greater than 10 Acres. These large sites are not “available” for the lower income need unless the community demonstrates “that sites of equivalent size were successfully developed during the prior planning period for an equivalent number of lower income housing units” or unless the locality provides HCD other evidence that the site can be developed as lower income housing. (§65583.2(c)(2)(B))

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<sup>4</sup> The by-right development requirement does not apply to a city in an unincorporated area in a nonmetropolitan county as defined in §65583.2(c)(3)(B)(ii). (65583.2(c))



**Requirements for Including Non-vacant Sites; Presumption of Impediment to New Development.**

Jurisdictions increasingly rely on non-vacant sites when identifying parcels available for lower income housing development in their housing elements. AB 1397 adds specific criteria for assessment of the realistic availability of non-vacant sites during the planning period and creates a *presumption* that an existing use will “impede additional residential development, absent findings based on substantial evidence that the use is likely to be discontinued during the planning period.” (§65583.2(g)(2)) This requirement is very important because it is the staying power of existing *use* of a non-vacant site that determines whether a site is actually likely to be available during the planning period.

Prior to AB 1397’s amendments, communities relying on sites with existing uses to accommodate the RHNA need had to identify the specific development potential of the site and provide an explanation of the methodology used, considering the extent to which an existing use was an impediment to additional residential development, development trends, market conditions and regulatory incentives. (§65583.2(g)(1)) Under the amendments, the methodology now must *also* consider:

- The jurisdiction’s “past experience with converting existing uses to higher density residential development.”
- The “current market demand for the existing use.”
- “An analysis of any existing leases or other contracts that would perpetuate the existing use or prevent redevelopment of the site for additional residential development.” (§65583.2(g)(1))

And when a community relies on non-vacant sites to accommodate 50% or more of its lower income RHNA, its analysis must also overcome the presumption that the existing use constitutes an impediment to residential development. (§65583.2(g)(2))

**Replacement Housing Requirements Apply to Inventoried Sites Where Affordable Housing Was Demolished or Vacated Within the Last 5 Years.** (§65583.2(g)(3))

Sites that have or have had residential units, but where the units were vacated or demolished within the last five years, do not qualify as sites available to accommodate the RHNA unless replacement housing has been developed and the units are or were:

- Subject to recorded covenants restricting rents to lower income households;
- Subject to rent control; *or*
- Occupied by very low or low income households

Replacement housing requirements must meet the same requirements as those in Density Bonus Law (§ 65915(c)(3)), which apply to developers seeking a density bonus, incentives or concession after vacating or demolishing affordable or rent controlled units.

### SOME IMPLEMENTATION ISSUES

- **Applicability.** The AB 1397 amendments became effective January 1, 2018. Consequently, any amendments, revisions or updates to a local housing element after January 1, 2018 must comply with the legislation. If a jurisdiction amends a housing element to add additional sites to the land inventory or to amend the program of actions section to include a program to rezone additional sites, the sites must be identified, analyzed and zone in conformance with the requirements of AB 1397.
- **AB 1397 Requirements and the Requirements of the No-Net-Loss Law.** If the impetus for the new identification or rezoning is the requirements of the No-Net-Loss Law (Gov. Code §65863), including the amendments to that law made by [SB 166](#) (see below), the additional sites must also comply with the requirements AB 1397. Under the §65863 as amended by SB 166, jurisdictions must ensure that “at all times” the land inventory and site identification program are sufficient to accommodate the unmet RHNA for lower and moderate income households. Consequently, because SB 166 in some cases will require amendments to the land inventory or site program in the housing element, the AB 1397 requirements will apply.
- **“Realistic Development Capacity.”** Now, in addition assessing site capacity based on land use controls and site improvement requirements, the locality must also analyze the typical densities of existing and approved developments at the affordability level attributed to the site in the housing element. In some cases it may not be realistic to assume that a site will be developed at the density to which it is zoned.
- **Availability of Infrastructure.** The site capacity must also be based on “current or planned availability and accessibility of sufficient water, sewer and dry utilities.” A site identified to accommodate some of the lower income housing RHNA may not have utilities available that are realistically accessible if they are not proximate to the site and if there is no program to make the utilities accessible.
- **Non-Vacant Sites—Existing Use an Impediment to New Development?** There is a presumption that an existing use creates an impediment if more than 50% of the sites relied on to meet the lower income RHNA are non-vacant. So, a first question will be whether a site relied on is non-vacant. And the answer will turn first on the particular use. All sites are zoned for some use, but may not be *in use*.

For example, HCD sometimes has deemed a non-vacant site in use as a parking lot but subject to a program to rezone it for multifamily residential development as a site that, though in use, is available for development. With the amendments of AB 1397, the existing use as a parking lot should be analyzed as a possible impediment to new development.

And if more than 50% of the lower income need is accommodated on sites in use, before the site could be identified as one available for housing, the jurisdiction must overcome the presumption by showing: 1) past experience with converting parking lots to higher density residential development, 2) the current market demand for the parking lot will not impede redevelopment, and 3) existing leases or contracts would not legally prevent redevelopment of the site. This requires real analysis and outreach to determine whether the site is actually available.

- **“Recycled” Sites from Prior Elements.** In addition to ensuring that these “recycled” sites will be subject to a 20% lower income inclusionary requirement and developable by-right, a question could arise as to whether these requirements apply to sites in jurisdictions that have not adopted housing elements for one or more prior planning periods. This requirement is akin to the application of the “carryover” statute (Gov. Code §65584.09) to jurisdictions that did adopt housing element for the prior planning periods and therefore did not identify adequate sites to meet the RHNA. The resolution of the issue seems fairly straightforward—if the jurisdiction wishes to rely on sites that were not developed during the last planning period, whether it adopted a housing element or not, those sites must carry a 20% inclusionary and a by-right requirement to include them in its housing element inventory for lower income housing need.
- **Replacement Housing Requirements.** Because the site inventory may not include sites where affordable housing units or housing covered by rent control or other rent restrictions was demolished or vacated within the last five years, questions will arise about historical use of the site. The updated or amended housing element should include an analysis of any prior use to ensure that the housing element properly analyzes all replacement requirements.

**Contact PILP!** The Public Interest Law Project provides technical assistance and advocacy support to local legal services organizations engaging in housing element advocacy. Address: 449 15<sup>th</sup> Street, Suite 301, Oakland, CA 94612; Telephone: 510-891-9794; Email: [admin@pilpca.org](mailto:admin@pilpca.org); Website: [www.pilpca.org](http://www.pilpca.org).

LEGAL ALERTS | OCT 16, 2019

# California Paves Way for More ADUs

Part 5: New California Housing Laws



As part of its response to California's housing crisis, the Legislature passed a handful of new laws that further limit local regulation of accessory dwelling units, or ADUs. The Legislature's goal is to accelerate ADU development throughout the State. Historically, an ADU is usually

a second small residence on the same grounds as a single-family home, such as a back house or an apartment over a garage.

## AB 881, SB 13 and AB 68[1]

### More Locations

- State law now clearly prohibits a city from requiring a minimum lot size.
- ADUs are now allowed on lots with multifamily dwellings (not just single-family dwellings).
- The no-setback rule is expanded beyond just nonconforming garages to include any existing structure, or any *new* structure in the same place and with the same dimensions as an existing structure.
- The most a city may require for a side or rear setback is now 4 feet.
- Before, the adequacy of water and sewer services and ADU impact on traffic flow and public safety were just examples of reasons that might justify a city in restricting ADUs in a certain area. Now, they're the only allowed reasons, and cities must consult with utility providers before deciding that water and sewer services are inadequate.

### Fewer Opportunities to Regulate Size

- Minimum size must be 220 square feet, or as low as 150 square feet if the city has adopted a lower efficiency-unit standard by local ordinance.
- Maximum size must be at least 850 square feet for attached and detached studio and one-bedroom ADUs and at least 1,000 square feet for two or more bedrooms. In practice, an ADU might be limited to less than these minimum maximums by the application of development standards, such as lot coverage and floor-area ration. But another new provision prohibits the application of any standard that wouldn't allow for at least an 800-square foot, 16-foot tall ADU with 4-foot side and rear setbacks.
- Converted ADUs may now include an expansion of the existing structure of

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## Related Practices

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up to 150 square feet for ingress and egress.

- Attached ADUs are no longer limited to 1,200 square feet — just 50 percent of the existing primary dwelling.

#### *Less Parking*

- Cities may no longer require replacement parking when a garage is converted to an ADU.
- A city cannot require ADU parking within a 1/2 mile of public transit. State law now clarifies that “public transit” includes any bus stop, which may considerably expand parking-exempt areas for many cities.

#### *More Limited Review*

- Whether or not a city has a compliant ADU ordinance, it must ministerially approve a compliant ADU, and now a junior ADU as well, within 60 days of receiving a complete application — a decrease from 120 days. But the city must extend that time if an applicant requests it. Cities may charge a fee to recover review costs.
- Any new primary dwelling that requires a discretionary review may still be subjected to the normal discretionary process, and consideration of an ADU on the same lot may be delayed until the primary dwelling is approved. But the ADU decision must remain ministerial.
- Cities now have to approve new detached ADUs with only a building permit (as they do for converted ADUs), without applying any standard except for 4-foot setbacks, an 800-square foot max and a 16-foot height limit.
- Cities may not require correction of physical nonconforming zoning conditions for an ADU or junior ADU.

#### *Multiple ADUs and Multifamily*

- Cities must now allow both a junior ADU and either a converted ADU or a detached building-permit-only ADU on the same lot.
- A city must now allow junior ADUs even if the city doesn't have an ADU ordinance, in which case it may only impose the few standards in state law.
- Cities must now allow multiple converted ADUs on lots with a multifamily dwelling.
- Cities must now allow up to two detached ADUs on lots with a multifamily dwelling, subject only to a 16-foot height limit and 4-foot setback.

#### *More Limited Fees*

- Utility providers are now more limited in whether and how they can charge connection fees and capacity charges.
- Impact fees are prohibited for ADUs smaller than 750 square feet. They're allowed for large ADUs, but only proportional to the primary dwelling.

#### *No Owner-occupancy*

- All ADUs are exempt from owner-occupancy requirements until Jan. 1, 2025. Cities may then impose occupancy requirements, but only to ADUs created after that date.

### *No Short-term*

- Cities may no longer allow short-term rentals of ADUs.

### *Heavier Consequences for Cities*

- Now, a local ADU ordinance is null and void if it does not fully comply with whatever the current state law requires — not just with the 2017 amendments (which was previously the case). So cities will have to proactively conform their ordinances before changes in state law take effect or continually risk voiding their entire local ordinance.
- Cities are more accountable now to the California Department of Housing Community Development for confirming their local ordinances to the state ADU law, and HCD may refer a violation to the Attorney General.

### **AB 671 and AB 139[2]**

*Housing elements must now promote ADUs for affordable rent. HCD must provide financial incentives.*

Every general plan housing element must now include, as part of its program to make adequate provision for the housing needs of all economic segments of the community, a "plan that incentivizes and promotes the creation of [ADUs] that can be offered at affordable rent ... for very low, low, and moderate-income households." For its part, HCD is charged with developing "a list of existing state grants and financial incentives" for ADU developers and operators by the end of 2020.

In practice, cities and counties will likely need to not only discuss their ADU ordinance and report on ADU development in their housing elements, but also report on what they are doing to promote affordable rental of those ADUs. The upside is that affordable ADUs may count toward fulfilling regional housing needs allocations, also known as RHNA, requirements.

### **AB 670**

*Home Owner Associations are now limited like local agencies in restricting ADUs.*

State law has limited local agencies in restricting ADUs for a while now, but hasn't addressed private restrictions such as HOA Covenant, Conditions & Restrictions, or CC&Rs. AB 670 makes any governing HOA document void and unenforceable to the extent that it prohibits, or effectively prohibits, the construction or use of ADUs or junior ADUs. AB 670 does permit an HOA to place "reasonable restrictions" on ADUs and junior ADUs in common interest developments, as long as the restrictions do not discourage ADU or junior ADU construction or unreasonably increase the cost to construct them. (Like cities, HOAs are bound to disagree with ADU proponents over what those standards

mean in practice.) The new law does not define what sort of "restrictions" are "reasonable," but the bill does not require an HOA to follow the same exact standards that the city or county has adopted, leaving open the possibility that the HOA might still have its own "reasonable restrictions" that differ from those of the local agency.

While HOA regulation of ADUs is not directly a local agency's business, it is helpful for cities and counties to keep this in mind since they receive complaints from time to time from residents concerned about government approval of uses that violate CC&Rs.

#### **AB 587**

*Separate sale or conveyance of ADUs is now okay in limited situations.*

State law generally prohibits local ADU ordinances from allowing ADUs to be sold or otherwise conveyed separately from the primary dwelling. But AB 587 creates a limited exception by allowing (though not requiring) cities to adopt ordinances authorizing ADUs to be conveyed separately from the primary dwelling if certain conditions are met. These conditions include, among others, that the property was built by a qualified nonprofit, there is an enforceable restriction on the use of the land between the nonprofit and qualified low-income buyer and the property is held in a tenancy-in-common agreement that:

- gives the low-income buyer an undivided, unequal interest in the property based on the size of the dwelling,
- gives the nonprofit a right of first refusal to buy back the property if the buyer wishes to sell,
- requires the buyer to occupy the residence as his or her principal residence, and
- contains affordability restrictions on the sale or conveyance of the property ensuring that the property will remain low-income housing for at least 45 years.

This new, narrow exception appears to be a concession aimed at a particular project or model.

Note that this exception is not automatic. The local agency must choose to provide it, and it will likely be of only limited interest to most jurisdictions where there is no qualified nonprofit ready to proceed under this model.

#### **The Bottom Line**

Nearly every — if not every — city and county in the state will need to amend its ADU ordinance in time to take effect before Jan. 1, or the ordinance will be void and the agency will have to approve ADUs ministerially without applying any architectural, landscaping, zoning or development standard.

*With California's housing shortage reaching crisis levels, the state Legislature and Gov. Gavin Newsom approved a slew of new bills this session aimed at helping the situation. Using a mix of carrots and sticks, these laws will change how cities and counties address housing shortages in their own communities. Watch for more Legal Alerts analyzing the new laws and how they impact your agency.*

**Also in BB&K's Housing Series:**

- [Omnibus Housing Bill Adds Teeth to Housing Element Law Enforcement](#)
- [Surplus Land Act Requirements Expand for Local Agencies](#)
- [Tenant Protection Act Sets Statewide Rent Caps and Eviction Rules](#)
- [SB 330 Limits Local Laws Over Housing Developments](#)
- [Housing Density Bonus and Reporting Changes for Local Agencies](#)

If you have any questions about new ADU laws and how they may impact your agency, please contact the authors of this Legal Alert listed to the right in the firm's [Municipal Law](#) practice group, or your BB&K attorney.

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<sup>[1]</sup> "When, during a calendar year, two or more bills amending the same code section become law, the bill enacted last (with a higher chapter number) becomes law and prevails over ("chapters out") the code section in the bill or bills previously enacted. Chaptering out can be prevented with the adoption of "double jointing" amendments." (Cal. State Legist. Glossary, s.v. chaptering out.) AB 68 was "double-jointed" with AB 881 and SB 13, and AB 881 was enacted last, so sections 1.5 and 2.5 of AB 881 are the operative provisions resulting from the passage of all three bills in the order in which they were enacted.

<sup>[2]</sup> AB 671 and AB 139 were double-jointed bills. Section 1.5 of AB 671 governs because it was enacted last.



Kathy LeBlanc

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**From:** Gary Price [gary@plannerprice.com]  
**Sent:** Tuesday, August 25, 2020 3:10 PM  
**To:** Kathy LeBlanc  
**Cc:** Jessica Dugan; Lucas Tipton  
**Subject:** FW: Loyalton LEAP Grant

**To:** Honorable Mayor, Sarah Jackson, and Members of the City Council  
**From:** Gary Price, Price Consulting Services  
**Date:** August 25, 2020  
**Subject:** LEAP Funding Grant (Item 15 (2) on Tonight's Meeting Agenda

In discussions with Councilmember Brooks Mitchell we were brainstorming projects/activities that would fit within the scope of the LEAP funding grant that I am assisting the City with obtaining for the Housing Element Update. We decided to reach out to Farr West Engineering, who is conducting flood studies for the City to see if there may be some possible projects needed to help facilitate housing in the City; the main criteria for the grant. In the email chain below, you can see that there may be benefits to the City for conducting a flood mitigation study for vacant residentially zoned properties within Loyalton to help reduce development constraints, which in turn could facilitate future housing development in the City.

Should the Council wish to pursue this idea, the City could provide direction to staff/consultant team to include this additional study in the LEAP funding grant application. It would be a fairly simple matter to include this request for the remaining \$15K grant funding into our LEAP funding grant application for the housing element update program. So, with the housing element and the flood study, the City would benefit from the entire \$65 grant. We would need to run this idea by the State to make sure it would meet the grant guidelines, but we think there is a good chance that it would.

Of course we would be open to discuss other ideas for using the remaining \$15K of the grant for other possible activities that would result in reducing constraints to housing production.

Upon receiving direction from the Council to include this additional level of work into the LEAP Funding Grant, we will move forward with preparing the complete application to the State over the next few weeks. Another option would be to further discuss options and provide us with these ideas.

The Council should still approve the adopting the resolution for the LEAP Funding Grant regardless of what activities are selected in the grant application. We can figure these out later if needed.

Thanks for your consideration of this request.

I apologize for not being able to attend this meeting tonight. I had planned to attend the meeting last week, but that meeting was cancelled. I made previous plans to attend the City of Clearlake Planning Commission meeting tonight.

Respectfully Submitted,

Gary Price, Principal

**Price Consulting Services**  
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**From:** Jessica Dugan <[jdugan@farrwestengineering.com](mailto:jdugan@farrwestengineering.com)>  
**Sent:** Tuesday, August 25, 2020 2:23 PM  
**To:** Gary Price <[gary@plannerprice.com](mailto:gary@plannerprice.com)>; Lucas Tipton <[lucas@farrwestengineering.com](mailto:lucas@farrwestengineering.com)>  
**Subject:** RE: Loyalton LEAP Grant

Hi Gary,

It was nice meeting you as well.

Thank you for talking with us about the City of Loyalton's potential application for LEAP grant funding.

We welcome the opportunity to work with the City and propose to complete a preliminary environmental hazard assessment for parcels within the 100-year floodplain. An additional proposed task would include identifying potential flood control mitigation measures to be evaluated in housing development projects, establishing procedures and requirements for the City to conduct floodplain administration, and identifying potential funding sources for larger scale floodplain analysis including residential zoning areas.

I agree with your characterization of our discussion in your email below. We would propose one Scope of Work with 2 tasks; that detail can worked out in any next steps.

Please keep us posted on the City's decision and the LEAP grant development.

Thank You!  
Jessica

Jessica Dugan  
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**From:** Gary Price <[gary@plannerprice.com](mailto:gary@plannerprice.com)>  
**Sent:** Tuesday, August 25, 2020 2:10 PM  
**To:** Lucas Tipton <[lucas@farrwestengineering.com](mailto:lucas@farrwestengineering.com)>  
**Cc:** Jessica Dugan <[jdugan@farrwestengineering.com](mailto:jdugan@farrwestengineering.com)>  
**Subject:** RE: Loyalton LEAD Grant

Hi Lucas and Jessica,

Great meeting with you all today.

Sounds like you are on board with help the City apply for a \$15K remainder of the LEAP Grant funding with preparing a drainage study for the City of Loyalton that would include an evaluation of all vacant residential parcels located in the flood plain and developing some general standards for mitigation and facilitated approval of development on those sites. This could include some hazard assessments (not to exceed \$9,750) and the remainder \$5,250 to be allocated on recommendations on facilitating development on these properties, including looking at options for designating a City Floodplain Administrator, improved data for environmental review for drainage impact mitigation, and providing a summary of funding sources for potential flood management of these sites.

If the City is ok with that approach, I would like to work with you to develop a more detailed scope of work and budget that we can incorporate into the LEAP Funding Grant Application that I plan that should be submitted to the State over the next week or so.

Please feel free to review this and add changes as appropriate.

I would like to forward this onto the City Council for their review at tonight's meeting.

Let me know your thoughts on this by 4 pm today. The City Clerk indicated that she needed the email from us by 5 pm today.

Best Regards,

Gary

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530-272-6434 (Business)

530-218-1059 (Cell)

[www.plannerprice.com](http://www.plannerprice.com)



---

**From:** Lucas Tipton <[lucas@farrwestengineering.com](mailto:lucas@farrwestengineering.com)>

**Sent:** Monday, August 24, 2020 9:30 AM

**To:** Gary Price <[gary@plannerprice.com](mailto:gary@plannerprice.com)>

**Cc:** Jessica Dugan <[jdugan@farrwestengineering.com](mailto:jdugan@farrwestengineering.com)>

**Subject:** Loyalton LEAD Grant

Gary,

Good morning, I hope the fire stayed away from your property over the weekend. It sure was a smoky mess in Reno all weekend. Would you have time at 10:00 am or 2:00 pm tomorrow to discuss your project with our Environmental & Regulatory Specialist? We have put together a few ideas that we would like to bounce off of you. Let me know what time works best and I can send out a meeting invite.

Regards,



**Lucas Tipton, P.E.**

Principal Engineer

Farr West Engineering

5510 Longley Lane

Reno, NV 89511

Main: (775) 851-4788

Direct: (775) 853-7253

Cell: (775) 815-3289

Fax: (775) 851-0766

[www.farrwestengineering.com](http://www.farrwestengineering.com)

### Acknowledgement of Approval, City of Loyalton

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

|                        |         |                  |            |           |
|------------------------|---------|------------------|------------|-----------|
| General Account (1956) | 7/31/20 | (159,522.14)     | Reconciled | 8/11/2020 |
| CDBG Account (0059)    | 7/20/20 | (\$10,597.29)    | Reconciled | 8/06/2020 |
| F.D. Reserve (7243)    | 7/31/20 | (\$51,229.86)    | Reconciled | 8/10/2020 |
| General Savings (0322) | 7/20/20 | (\$29,400.93)    | Reconciled | 8/06/2020 |
| Enterprise-W&S (0559)  | 7/31/20 | (\$387,574.44)   | Reconciled | 8/10/2020 |
| WWTP Settle. (4387)    | 7/31/20 | (\$354,428.17)   | Reconciled | 8/10/2020 |
| LAIF Account (496)     | 5/31/20 | (\$2,049,388.75) | Reconciled | 8/10/2020 |
| CalTrust (29130)       | 7/31/20 | (\$101,240.90)   | Reconciled | 8/10/2020 |

This authorization took place at the council meeting held on 08/18/20 and will be further reflected in the council minutes of this meeting.

\_\_\_\_\_  
Authorized Signature Sarah Jackson, Mayor, Dated 08/18/20

## 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) | 8/18/2020 | 302.50 |
| WWTP Settlement (4387) | General (1956) | 8/18/2020 | 703.50 |

**Clean up and Abatement Order (COA) – Phase 2 to #5**

**TOTAL** **1,006.00**

This authorization took place at the regular council meeting held on 8/18/2020 and will be further reflected in the council minutes of this meeting.

\_\_\_\_\_  
Authorized Signature Sarah Jackson, Mayor, Dated 8/18/2020

# 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 14025  
Date 08/07/2020

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

Period 7/01/20 to 7/31/20

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

Description of Services: Work completed during this billing period included correspondence with the City regarding pond level, coordination with Layfield regarding September leak detection services, and project management related items.

### Professional Services

|                                | Hours | Rate   | Billed Amount |
|--------------------------------|-------|--------|---------------|
| Alexa Kinsinger                | 3.75  | 98.00  | 367.50        |
| Lucas Tipton                   | 2.00  | 168.00 | 336.00        |
| Professional Services subtotal | 5.75  |        | 703.50        |
| Invoice total                  |       |        | <b>703.50</b> |

### Invoice Summary

| Description   | Contract Amount   | Current Billed | Prior Billed     | Total Billed     | Remaining         |
|---|-------------------|----------------|------------------|------------------|-------------------|
| Task 1.0 - Project Management                         | 8,500.00          | 483.00         | 2,747.50         | 3,230.50         | 5,269.50          |
| Task 2.0 - CAO Reporting                              | 11,500.00         | 73.50          | 5,291.00         | 5,364.50         | 6,135.50          |
| Task 3.0 - Pond Leak Detection Testing Oversight      | 12,500.00         | 147.00         | 7,035.75         | 7,182.75         | 5,317.25          |
| Task 4.0 - Pond Leak Detection Subconsultant Services | 180,921.00        | 0.00           | 65,575.25        | 65,575.25        | 115,345.75        |
| Task 5.0 - Project Contingency                        | 14,500.00         | 0.00           | 0.00             | 0.00             | 14,500.00         |
| <b>Total</b>  | <b>227,921.00</b> | <b>703.50</b>  | <b>80,649.50</b> | <b>81,353.00</b> | <b>146,568.00</b> |

# 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 13795  
Date 07/10/2020

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

Period 5/30/20 to 6/30/20

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

Description of Services: Calls and emails with John about pH treatment options available to Grandi Ranch.  
Email collaboration with Layfield Group about leak detection testing.

### Professional Services

|                                | Hours | Rate   | Billed Amount |
|--------------------------------|-------|--------|---------------|
| Alexa Kinsinger                | 2.00  | 98.00  | 196.00        |
| Deidre Blanton                 | 0.50  | 75.00  | 37.50         |
| Kenneth Johnson                | 0.50  | 138.00 | 69.00         |
| Professional Services subtotal | 3.00  |        | 302.50        |

Invoice total **302.50**

### Invoice Summary

| Description   | Contract Amount   | Current Billed | Prior Billed     | Total Billed     | Remaining         |
|---|-------------------|----------------|------------------|------------------|-------------------|
| Task 1.0 - Project Management                         | 8,500.00          | 160.00         | 2,587.50         | 2,747.50         | 5,752.50          |
| Task 2.0 - CAO Reporting                              | 11,500.00         | 142.50         | 5,148.50         | 5,291.00         | 6,209.00          |
| Task 3.0 - Pond Leak Detection Testing Oversight      | 12,500.00         | 0.00           | 7,035.75         | 7,035.75         | 5,464.25          |
| Task 4.0 - Pond Leak Detection Subconsultant Services | 180,921.00        | 0.00           | 65,575.25        | 65,575.25        | 115,345.75        |
| Task 5.0 - Project Contingency                        | 14,500.00         | 0.00           | 0.00             | 0.00             | 14,500.00         |
| <b>Total</b>  | <b>227,921.00</b> | <b>302.50</b>  | <b>80,347.00</b> | <b>80,649.50</b> | <b>147,271.50</b> |

10:23 AM

08/10/20

Cash Basis

City of Loyaltyon  
Bills Paid  
As of July 31, 2020

| Type                           | Date       | Num | Name | Memo           | Paid Amount |
|--------------------------------|------------|-----|------|----------------|-------------|
| <b>Enterprise Loan MM 0559</b> |            |     |      |                |             |
| Transfer                       | 07/03/2020 |     |      | Funds Transfer | 1,500.00    |
| Transfer                       | 07/03/2020 |     |      | Funds Transfer | 4,500.00    |
| Transfer                       | 07/10/2020 |     |      | Funds Transfer | 1,500.00    |
| Transfer                       | 07/10/2020 |     |      | Funds Transfer | 4,500.00    |
| Transfer                       | 07/17/2020 |     |      | Funds Transfer | 1,500.00    |
| Transfer                       | 07/17/2020 |     |      | Funds Transfer | 4,500.00    |
| Transfer                       | 07/24/2020 |     |      | Funds Transfer | 1,500.00    |
| Transfer                       | 07/24/2020 |     |      | Funds Transfer | 4,500.00    |
| Transfer                       | 07/31/2020 |     |      | Funds Transfer | 1,500.00    |
| Transfer                       | 07/31/2020 |     |      | Funds Transfer | 4,500.00    |
| Check                          | 07/31/2020 |     |      | Service Charge | -2.00       |

Total Enterprise Loan MM 0559

29,998.00

**General Funds**

**General Checking 1956- NEW**

|                  |            |  |                        |                           |           |
|------------------|------------|--|------------------------|---------------------------|-----------|
| Liability Che... | 07/10/2020 |  | Employment Developm... | 69817369                  | -32.89    |
| Liability Che... | 07/10/2020 |  | US Treasury-941        | 94-6000364                | -1,091.46 |
| Liability Che... | 07/24/2020 |  | Employment Developm... | 69817369                  | -41.51    |
| Liability Che... | 07/24/2020 |  | US Treasury-941        | 94-6000364                | -1,079.50 |
| Transfer         | 07/31/2020 |  | US Treasury-941        | Funds Transfer Farr We... | 661.50    |
| Liability Che... | 07/30/2020 |  |                        | 94-6000364 Q2             | -825.39   |
| Transfer         | 07/03/2020 |  |                        | Funds Transfer            | -1,500.00 |
| Transfer         | 07/03/2020 |  |                        | Funds Transfer            | -4,500.00 |
| Transfer         | 07/10/2020 |  |                        | Funds Transfer            | -1,500.00 |
| Transfer         | 07/10/2020 |  |                        | Funds Transfer            | -4,500.00 |
| Transfer         | 07/17/2020 |  |                        | Funds Transfer            | -1,500.00 |
| Transfer         | 07/17/2020 |  |                        | Funds Transfer            | -4,500.00 |
| Transfer         | 07/24/2020 |  |                        | Funds Transfer            | -1,500.00 |
| Transfer         | 07/24/2020 |  |                        | Funds Transfer            | -4,500.00 |
| Transfer         | 07/31/2020 |  |                        | Funds Transfer            | -1,500.00 |
| Transfer         | 07/31/2020 |  |                        | Funds Transfer            | -4,500.00 |



10:23 AM

08/10/20

Cash Basis

City of Loyalton

**Bills Paid**

As of July 31, 2020

| Type            | Date       | Num     | Name                         | Memo                         | Paid Amount |
|-----------------|------------|---------|------------------------------|------------------------------|-------------|
| Transfer        | 07/31/2020 |         |                              |                              | -4,500.00   |
| Check           | 07/25/2020 | AUT...  | Intuit Inc.                  | Funds Transfer<br>7602626054 | -20.00      |
| Bill Pmt -Ch... | 07/27/2020 | EFT ... | United Healthcare Insur...   | J. Cussins November 2...     | -268.42     |
| Paycheck        | 07/01/2020 | 6311    | Cussins, John C              |                              | -1,140.52   |
| Paycheck        | 07/01/2020 | 6312    | Jardin, Patsy E              |                              | -1,812.26   |
| Paycheck        | 07/01/2020 | 6313    | McGarity, Orville D          |                              | -265.09     |
| Paycheck        | 07/01/2020 | 6314    | Yegge, Donald M.             |                              | -437.31     |
| Paycheck        | 07/10/2020 | 6318    | Bennett, Kenneth E           |                              | -1,469.15   |
| Paycheck        | 07/10/2020 | 6319    | Castillo, Jerry              |                              | -103.00     |
| Paycheck        | 07/10/2020 | 6320    | Freeto, Jillian              |                              | -540.47     |
| Paycheck        | 07/10/2020 | 6321    | Jordan, Keith S.             |                              | -1,508.53   |
| Paycheck        | 07/10/2020 | 6322    | LeBlanc, Katherine L         |                              | -729.06     |
| Paycheck        | 07/10/2020 | 6323    | Stockdale, Jamie             |                              | -768.08     |
| Bill Pmt -Ch... | 07/16/2020 | 6325    | Liberty Utilities            |                              | -5,509.87   |
| Bill Pmt -Ch... | 07/16/2020 | 6326    | Amerigas*                    | 201913977                    | -75.06      |
| Bill Pmt -Ch... | 07/16/2020 | 6329    | Sierra Valley Home Ce...     | 6-26 strmnt                  | -337.57     |
| Bill Pmt -Ch... | 07/16/2020 | 6330    | Clark Pest Control of St...  |                              | -95.00      |
| Bill Pmt -Ch... | 07/01/2020 | 6331    | Silver State Analytical L... | Effluent Weir Vault          | -63.00      |
| Bill Pmt -Ch... | 07/01/2020 | 6332    | Plumas-Sierra Telecom...     | Acct: 37225                  | -109.00     |
| Bill Pmt -Ch... | 07/01/2020 | 6333    | S.C.O.R.E.                   |                              | -6,499.12   |
| Bill Pmt -Ch... | 07/01/2020 | 6335    | Plumas Sierra Rural Ele...   |                              | -5,278.51   |
| Check           | 07/16/2020 | 6337    | Office Depot Business ...    | 6011566601303179             | -895.48     |
| Paycheck        | 07/24/2020 | 6338    | Bennett, Kenneth E           |                              | -1,487.79   |
| Paycheck        | 07/24/2020 | 6339    | Jordan, Keith S.             |                              | -1,490.54   |
| Paycheck        | 07/24/2020 | 6340    | LeBlanc, Katherine L         |                              | -658.64     |
| Paycheck        | 07/24/2020 | 6341    | Stockdale, Jamie             |                              | -1,176.97   |
| Check           | 07/24/2020 | 6342    | Marc Nieminen- Vendor        | Social Hall Work             | -2,188.00   |
| Check           | 07/23/2020 | 6343    | Freeto, Jillian              |                              | -735.20     |
| Bill Pmt -Ch... | 07/27/2020 | 6344    | Sierra County Auditor        | Police Contract              | -1,250.00   |
| Bill Pmt -Ch... | 07/27/2020 | 6345    | AT&T CALNET 3                |                              | -91.21      |
| Bill Pmt -Ch... | 07/27/2020 | 6346    | Pitney Bowes Supplies        |                              | -196.97     |
| Bill Pmt -Ch... | 07/27/2020 | 6347    | Silver State Analytical L... |                              | -425.00     |

10:23 AM

08/10/20

Cash Basis

City of Loyaltyon

**Bills Paid**

As of July 31, 2020

| Type                                   | Date       | Num    | Name                         | Memo                     | Paid Amount       |
|--|------------|--------|------------------------------|--------------------------|-------------------|
| Bill Pmt -Ch...                        | 07/27/2020 | 6348   | Intermountain Disposal,...   |                          | -148.90           |
| Bill Pmt -Ch...                        | 07/27/2020 | 6349   | Xerox Corporation            | 951429299                | -255.12           |
| Bill Pmt -Ch...                        | 07/27/2020 | 6350   | L. N. Curtis & Sons          | Leather Driver Gloves    | -15.96            |
| Check                                  | 07/29/2020 | 6361   | Postmaster                   |                          | -113.75           |
| Bill Pmt -Ch...                        | 07/31/2020 | 6362   | Farr West Engineering        |                          | -661.50           |
| Bill Pmt -Ch...                        | 07/31/2020 | 6363   | Liberty Utilities            |                          | -7,155.50         |
| Bill Pmt -Ch...                        | 07/27/2020 | 6364   | Sierra Valley Home Ce...     | 1100                     | -232.50           |
| Bill Pmt -Ch...                        | 07/29/2020 | 6365   | Silver State Analytical L... | Effluent Weir Vault      | -63.00            |
| Bill Pmt -Ch...                        | 07/18/2020 | 6366   | Verizon Wirelless            | 370745244-000001         | -101.79           |
| Check                                  | 07/29/2020 | 6373   | Brooks Mitchell              | Reimburse for Ruseum ... | -547.50           |
| Check                                  | 07/01/2020 | EFT... | Bank of America              | 5472064000010235         | -835.92           |
| Total General Checking 1956- NEW       |            |        |                              |                          | -80,165.51        |
| <b>General Contingency Saving 0322</b> |            |        |                              |                          |                   |
| Total General Contingency Saving 0322  |            |        |                              |                          |                   |
| Total General Funds                    |            |        |                              |                          | -80,165.51        |
| <b>Designated Funds</b>                |            |        |                              |                          |                   |
| <b>WWTP Settlement MM 4321</b>         |            |        |                              |                          |                   |
| Total WWTP Settlement MM 4321          |            |        |                              |                          |                   |
| <b>WWTP Construction 1990</b>          |            |        |                              |                          |                   |
| Total WWTP Construction 1990           |            |        |                              |                          |                   |
| <b>Community Dev Block Grant 0059</b>  |            |        |                              |                          |                   |
| Total Community Dev Block Grant 0059   |            |        |                              |                          |                   |
| Total Designated Funds                 |            |        |                              |                          |                   |
| <b>TOTAL</b>                           |            |        |                              |                          | <b>-50,167.51</b> |

### Acknowledgement of Approval, City of Loyalton

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

| Transfer From | Transfer To             | Date       | Amount   |
|---------------|-------------------------|------------|----------|
| General Fund  | Enterprise Loan MM 0559 | 09/04/2020 |          |
|               | Water                   |            | 1,500.00 |
|               | Sewer                   |            | 4,500.00 |
| General Fund  | Enterprise Loan MM 0559 | 09/11/2020 |          |
|               | Water                   |            | 1,500.00 |
|               | Sewer                   |            | 4,500.00 |
| General Fund  | Enterprise Loan MM 0559 | 09/18/2020 |          |
|               | Water                   |            | 1,500.00 |
|               | Sewer                   |            | 4,500.00 |
| General Fund  | Enterprise Loan MM 0559 | 09/25/2020 |          |
|               | Water                   |            | 1,500.00 |
|               | Sewer                   |            | 4,500.00 |

**THIS TOTAL**

**\$24000.00**

This authorization took place at the council meeting held on 08/18/2020 and will be further reflected in the council minutes of this meeting.

\_\_\_\_\_  
Authorized Signature Sarah Jackson, Mayor, Dated 08/18/2020

**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          |
|---|-----------------------------------|-----------|-----------------|
| Fire Department Reserve (7243)<br>(7243)                  | Fire Dept. General Fund<br>(1956) | 8/18/2020 | 4,045.00        |
| Reimbursement for cost charged to transport Water Tender. |                                   |           |                 |
| <b>TOTAL</b>  |                                   |           | <b>4,045.00</b> |

This authorization took place at the council meeting held on 8/18/20 and will be further reflected in the council minutes of the meeting.

\_\_\_\_\_ Sarah Jackson, Mayor, Dated 8/18/20

Authorized Signature

## Billing Invoice for Water Tender Transport

Drive new Loyalton Fire Department water tender from Midwest Fire in South Dakota to Loyalton California.

Travel Time: 3 days                      7/23/20 to 7/25/20

Pay Rate: \$33/hr for 72 hours    Total **\$2376.00**

Hourly rate based on Cal OES/Federal contract rate for 2020

**Make check payable to Ora Heaston for \$2376.00 (from LVFD reserve account)**

This is for travel time only, and does not include flights, lodging, fuel, and food which was charged to the City Credit Card.

7/14/20

These are the receipts for Ora Hezston's inspection visit

These are part of the new apparatus purchase and come from reserve account.

Thank You  
Shawn Haywood

Minerva's  
301 South Phillips Ave  
Sioux Falls, SD 57104  
605-334-0386

Server: Roger DOB: 07/09/2020  
3:24 PM 07/09/2020  
14/1 6/60119

SALE 6291480

Card #XXXXXXXXXXXX8784  
Amount present: Yes  
Method: S

Approval: 04/2E

Amount: \$39.78  
+ Tip: 10.00  
= Total: 49.78

I agree to pay the above total amount according to the card issuer agreement.

X.

Thank You  
Tell us how we're doing at  
feedback@minervas.net

# Reno-Tahoe Intl Airp

PO BOX 12490  
Reno NV 89510  
775-328-6566

Receipt 0013/0018/802 07/10/20 19:44:42

010100 Pay Parking Ticket 28.00 \$  
07/09/20 04:19 - 07/10/20 19:44  
Length of stay. 1 Days, 15:25

Total Amount 28.00 \*

Credit Mastercard 28.00

## Mastercard

MASTERCARD  
CARD \*\*\*\*\*8784  
AUTHORIZATION 09905E  
TOTAL USD\$28.00

APPROVED

UID 280856  
TRAN 0000000b75f61b02

\*\*\*\*\*  
\*\* Thank you  
\*\* Open 24 hours  
\*\*\*\*\*

## GOLDEN WEST DINING LLC

711 MAIN ST  
LOYALTON, CA 96118  
5302516639

ORDER:  
Dine in

Cashier: Libby  
10-Jul-2020 8:40:36P  
Transaction 200017

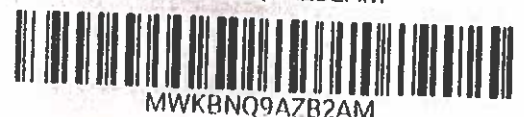
Subtotal \$26.1  
Ca Sales Tax 7.25% \$1.8  
Total \$27.8  
CREDIT CARD AUTH MASTERCARD 8784 \$27.8  
Tip 8.00  
Total 35.80

Retain this copy for statement validation

10 Jul 2020 9:17:14P  
\$27.89 | Method: EMV  
MASTERCARD XXXXXXXXXXXX8784  
SHAWN HAYWOOD  
Reference ID: 019300512666 | Auth ID: 03050E  
MID: \*\*\*\*\*8886  
AID: A0000000041010  
AuthNtwkNm: MASTERCARD  
SIGNATURE VERIFIED

Unable to cc  
at airport  
ate upon  
return

Online: <https://clover.com/p/MWKBNQ9AZB2AM>



Order 8QGREG6R8D48  
Payment MWKRNQ9AZB2AM

2615 E Colorado Blvd  
Spearfish SD 57783

SPEEDY MART  
00010117711  
2615 E COLORADO BL  
SPEARFISH , SD  
07/23/2020 976025090  
08:30:59 AM

8784  
MASTERCARD

INVOICE 082643  
AUTH 00-04611C  
REF660130723200826

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*  
PUMP# 1  
DIESEL 2 CR 79.642G  
PRICE/GAL \$2.349

FUEL TOTAL \$ 69.63  
\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

CREDIT \$ 69.63

COMPLETION  
SWIPE Exp.Date: \*\*/\*\*  
Batch: 66 Seq Num: 13  
Term ID: 1  
Workstation ID: 00  
Your opinion  
counts! Enter to  
Win 1 of 60 \$25  
gas gift cards!!!  
Provide feedback  
[www.gasvisit.com](http://www.gasvisit.com)

Thank You for stopping @  
Phillips 66 Exit 14!!!



Store 67 Dir David Diamond  
Main (307) 686-7352 Rx: (307) 687-2996  
2610 South Douglas Highway  
Gillette WY 82718

MEAT

BF TRI TIP ROAST 20.68 S

PRODUCE

1.96 lb @ \$3.99 /lb  
WT ASPARAGUS GREEN 7.82 S

DELI

FLX SALAD SMOKED 7.67 S

TAX 0.00  
\*\*\* BALANCE 36.17

-----  
Credit Purchase 07/23/20 15:43  
CARD # \*\*\*\* \*8784  
REF 98001290099 AUTH 0006029C

PAYMENT AMOUNT 36.17

-----  
AL MASTERCARD  
AID A0000000041010  
IVR 8000008000  
TSI 6800

Mastercard 36.17

CHANGE 0.00  
TOTAL NUMBER OF ITEMS SOLD = 3  
07/23/20 15:43 67 6 140 2395

-----  
YOUR CASHIER TODAY WAS ashley

-----  
HOW WAS YOUR SHOPPING EXPERIENCE?  
WE VALUE YOUR FEEDBACK!  
ENTER TO WIN A \$100.00 GIFT CARD  
GO TO: [www.albertsons.com/survey](http://www.albertsons.com/survey)  
ENTER THE SURVEY CODE BELOW:  
6707/2315:436/140



00006700601402007231543

Thank you for shopping Albertsons  
For just for U or Rewards questions  
call 877-276-9637 or [Albertsons.com](http://Albertsons.com)



TA #060 Salt Lake City, UT  
 8836 North Highway 40  
 Tooele, UT 84074  
 801-250-8585

st: Wendy 07/24/2020  
 der#502 6:49 PM  
 50105

edium Combo 1 0.00  
 Bacon King VM 11.24  
 medium Fry  
 medium Cola

btotal 11.24  
 x 0.78

**Go Total 12.02**

009 #XXXXXXXXXXXX8784 12.02  
 Auth:00587C

Visit [www.mybkexperience.com](http://www.mybkexperience.com)  
 Store #12132 to Rate Us  
 Visit [www.TellTheBell.com](http://www.TellTheBell.com)  
 Store # 020291 to Rate Us  
 Service Manager: (801)-250-8

PETRO #392  
 Manager: 775-752-2000

E 7/24/20 21:01  
 V# 9035884  
 P# 03  
 PRICE LEVEL: SELF  
 PRODUCT: DIESEL  
 GALLONS: 32.455  
 PRICE/G: \$2.499  
 SALE \$81.11  
 CREDIT \$81.11

\$81.11  
 \*\*\*\*\*8784  
 y: Chip Read  
 LABEL: MASTERCARD

Net: MASTERCARD  
 Issuer  
 A0000000041010  
 #: 04528C  
 Code: 000  
 16183277163

FREE WHOPPER OVER

DUPLICATE MAY NOT BE VALID FOR REFUND  
 CITY MRKT FUEL #412

RAWLINS  
 WY 82301  
 (307) 328-1421 Store  
 \*\*\*\*\*

PUMP# 5  
 DIESEL @2.099 /gal  
 VOLUME 35.568 gal

GAS TOTAL 74.66  
 TAX 0.00  
 \*\*\*\*BAI 74.66

RAWLINS, WY 82301  
 MASTERCARD Purchase  
 \*\*\*\*\*8784 - C.  
 REF#: 08175C. TOTAL: 74.66  
 AID: A0000000041010  
 IC: E398F68FE2891035

MASTERCARD 74.66  
 07/24/20 11:52am  
 412.120.151 88888120  
 I agree to pay the  
 above Total Amount  
 according to Card  
 Agreement

Flying J #761  
 1920 Harrison Drive  
 Evanston  
 (307) 789-9129

Invoice # 22252  
 Date 07/24/20  
 Time 16:45  
 Auth # 04268C

MC  
 Acct#  
 \*\*\*\*\*8784

| Pump | Gallons | Price    |
|------|---------|----------|
| 01   | 27.646  | \$ 2.599 |

| Product | Amount   |
|---------|----------|
| ADs11   | \$ 71.85 |

Total Sale \$ 71.85

SALE - Card Swiped

Thank You For  
 Choosing Pilot  
 Please Come Again

Thank you



Petro Wells #0392  
 1440 6th St.  
 Wells NV 89835  
 775-752-2000

Receipt # 42104463  
 Fri Jul 24, 2020  
 Jacob 260757  
 Register #42  
 Type: SALE (COPY)

| Qty | Name         | Price | Total |
|-----|--------------|-------|-------|
| 1   | DEF          | 2.999 | 10.00 |
|     | Pump:        | 3     |       |
|     | Gallons:     | 3.334 |       |
|     | Price / Gal: | 2.999 |       |

Sale Total 10.00  
 Sales Tax Total 0.00  
**Total \$10.00**

Received  
 MASTERCARD 10.00  
 XXXXXXXXXXXX8784 INSERT  
 APPROVED 04605C  
 Auth. Code: 04605C  
 Invoice NO. 12167  
 AID: a0000000041010  
 APP: MASTERCARD  
 No CVM  
 TID: \*\*\*\*\*4001  
 Card Entry Method: Chip Read  
 Payment Network: 14  
 Authorized by Issuer

PROMPTS  
 TruckingCompanyNam: PRIVATE  
 VehicleID : 01

Store Manager: 775-752-2000

Please come again!







# RAMADA

Ramada Hotel & Suites Sioux Falls, SD  
 1301 West Russell Street  
 Sioux Falls, SD 57104  
 Tel: (605) 336-1020 Fax: (605) 336-3030

07/10/20

|  |                   |       |             |               |
|--|-------------------|-------|-------------|---------------|
| <b>EXPEDIA INCORPORATED</b><br>333 108th Avenue Northeast<br>Bellevue WA 98004-5703<br>United States<br><br>Heaston, Ora | Folio No. :       | 26254 | Room No. :  | 167           |
|  | A/R Number :      |       | Arrival :   | 07/09/20      |
|  | Group Code :      |       | Departure : | 07/10/20      |
|  | Company :         |       | Conf. No. : | 80641EC111371 |
|  | Wyndham Rewards : |       | Rate Code : | SOE           |
|  | Invoice No. :     |       | Page No. :  | 1 of 1        |

| Date     | Description      | Charges      | Credits      |
|----------|------------------|--------------|--------------|
| 07/09/20 | Room Charge      | 84.99        |              |
| 07/09/20 | State Tax - 8%   | 6.80         |              |
| 07/09/20 | City Tax - 2%    | 1.70         |              |
| 07/09/20 | CVB Lodging Tax  | 2.00         |              |
| 07/10/20 | American Express |              | 95.49        |
|          | XXXXXXXXXXXX6229 |              |              |
|          | <b>Total</b>     | <b>95.49</b> | <b>95.49</b> |
|          | <b>Balance</b>   | <b>0.00</b>  |              |

**Guest Signature:** \_\_\_\_\_

Please contact the Manager about any issues with your stay. Ramada or affiliates may contact you about goods and services unless you call 877-227-3557 or write to Wyndham Worldwide Hotels, Inc. 22 Sylvan Way, Parsippany, NJ 07054 to opt out. View our Ramada Worldwide website about privacy.

Thank you for staying with us.  
 It was our pleasure to serve you.

7/6 - Pickup filled @ Whites, no receipt  
 ~ \$50-60

Subject: Fwd: Your trip confirmation (RNO - FSD)  
To: <[heywoodshawn@gmail.com](mailto:heywoodshawn@gmail.com)>

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

From: American Airlines <[no-reply@notify.email.aa.com](mailto:no-reply@notify.email.aa.com)>  
Date: Mon, Jul 6, 2020, 7:23 PM  
Subject: Your trip confirmation (RNO - FSD)  
To: [ORA.HEASTON@GMAIL.COM](mailto:ORA.HEASTON@GMAIL.COM) <[ORA.HEASTON@gmail.com](mailto:ORA.HEASTON@gmail.com)>

American Airlines 



Issued: July 6, 2020



## Your trip confirmation and receipt

### Record Locator: BGSJJP

We charged \$468.20 to card ending in 8784 for your ticket purchase.

A face covering is required while flying on American, except for very young children or anyone with a condition that prevents them from wearing one. You also may be required by local law to wear a face covering in the airport where your trip begins, where it ends or where you connect. [Read more about travel requirements.](#)

You'll need your record locator to find your trip at the kiosk and when you call Reservations.

[Manage your trip](#)

Thursday, July 9, 2020

RNO

PHX

06:20 AM > 08:02 AM

AA 112

Seat: 25F  
Class: Economy (G)  
Meals:

PHX FSD

08:52 AM > 01:40 PM

AA 5834

Seat: 16F  
Class: Economy (G)  
Meals:

[Free entertainment with the American app »](#)

---

Friday, July 10, 2020

FSD PHX  
03:50 PM > 04:42 PM

AA 5834

Seat: 16F  
Class: Economy (G)  
Meals:

PHX RNO  
05:28 PM > 07:12 PM

AA 421

Seat: 25A  
Class: Economy (G)  
Meals:

---


Earn 10,000 bonus miles

Plus a \$50 statement credit after qualifying purchases and no annual fee

[Learn more »](#)



## Your trip receipt

 MasterCard  
XXXX XXXX XXXX 8784

**ORA HEASTON**  
[Join AAdvantage »](#)

---

|                                       |          |
|---------------------------------------|----------|
| New ticket                            | \$468.20 |
| Ticket #: 0012131924842               |          |
| [ \$439.00 + Taxes and fees \$29.20 ] |          |

---

|              |                 |
|--------------|-----------------|
| <b>Total</b> | <b>\$468.20</b> |
|--------------|-----------------|

---

|                                    |                 |
|------------------------------------|-----------------|
| <b>Total cost (all passengers)</b> | <b>\$468.20</b> |
|------------------------------------|-----------------|

## Bag information

### Checked bags

#### Online\*

|                     |                     |
|---------------------|---------------------|
| 1 <sup>st</sup> bag | 2 <sup>nd</sup> bag |
| \$30.00             | \$40.00             |

#### Airport

|                     |                     |
|---------------------|---------------------|
| 1 <sup>st</sup> bag | 2 <sup>nd</sup> bag |
| \$30.00             | \$40.00             |

Maximum dimensions: 62 inches / 158 centimeters  
Maximum weight: 50 pounds / 23 kilograms

Dimensional size is calculated as: length + width + height

\*Available beginning 24 hours (and up to 4 hours) before departure.

\*\*Bag fees apply at each Checkin location. Additional allowances and/or discounts may apply.

## Bag and optional fees

---

### Carry-on bags (Domestic)

#### 1<sup>st</sup> carry-on

Includes: purse, briefcase, laptop bag, or similar item that must fit under the seat in front of you.

#### 2<sup>nd</sup> carry-on

Maximum dimensions not to exceed: 22" long x 14" wide x 9" tall (56 x 35 x 23 cm).

---



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EXPLORE FREE ENTERTAINMENT ON YOUR FLIGHT

More hotel deals and more miles  
Book your next stay

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Get the American Airlines app



Additional Services are subject to credit card approval at time of ticketing. Additional Services may appear on multiple accompanied documents as a matter of reference.

If you have purchased a NON-REFUNDABLE fare, the itinerary must be canceled before the ticketed departure time of the first unused coupon or the ticket has NO VALUE. If the fare allows changes, a fee may be assessed for changes and restrictions may apply.

You have up to 24 hours from the time of ticket purchase to receive a full refund if you booked at least 2 days before departure. You must [log in on aa.com](#) or [Contact Reservations](#) to cancel. Once cancelled, your refund will be processed automatically. [Refunds](#).

Some American Airlines check-in counters do not accept cash as a form of payment. For more information, visit our [Airport Information](#) page.

#### SERVICE & SUPPORT ANIMAL REQUIREMENTS

For travel on or after April 1, 2019, the policy for traveling with Emotional Support and Service animals has changed. Visit [Traveling with Service Animals](#) for more information.



Some everyday products, like e-cigarettes and aerosol spray starch, can be dangerous when transported on the aircraft in carry-on and/or checked baggage. Changes in temperature or pressure can cause some items to leak, generate toxic fumes or start a fire. Carriage of prohibited items may result in fines or in certain cases imprisonment. Please ensure there are no forbidden hazardous materials in your baggage like:



Some Lithium batteries (e.g. spares in checked baggage, batteries over a certain size), Explosives / Fireworks, Strike anywhere matches/ Lighter fluid, Compressed gases / Aerosols Oxygen bottles/ Liquid oxygen, Flammable liquids, Pesticides/ Poison, Corrosive material.

There are special exceptions for small quantities (up to 70 ounces total) of medicinal and toilet articles carried in your luggage, spare lithium batteries for most consumer electronic devices in carry-on baggage, and certain smoking materials carried on your person.

Certain items are required to be carried with you onboard the aircraft. For example, spare lithium batteries for portable electronic devices, cigarette lighters and e-cigarettes must be removed from checked or gate-checked baggage and carried onboard the aircraft. However, e-cigarettes may not be used on-board the aircraft.

Traveling with medical oxygen, liquid oxygen, mobility aids and other assistive devices may require airline pre-approval or be restricted from carriage entirely. Passengers requiring these items should contact the airline operator for information on use of such devices.

To change your reservation, please call 1-800-433-7300 and refer to your record locator.

#### NOTICE OF INCORPORATED TERMS OF CONTRACT

Air Transportation, whether it is domestic or international (including domestic portions of international journeys), is subject to the individual terms of the transporting air carriers, which are herein incorporated by reference and made part of the contract of carriage. Other carriers on which you may be ticketed may have different conditions of carriage. International air transportation, including the carrier's liability, may also be governed by applicable tariffs on file with the U.S. and other governments and by the Warsaw Convention, as amended, or by the Montreal Convention. Incorporated terms may include, but are not restricted to: 1. Rules and limits on liability for personal injury or death, 2. Rules and limits on liability for baggage, including fragile or perishable goods, and availability of excess valuation charges, 3. Claim restrictions, including time periods in which passengers must file a claim or bring an action against the air carrier, 4. Rights on the air carrier to change terms of the contract, 5. Rules on reconfirmation of reservations, check-in times and refusal to carry, 6. Rights of the air carrier and limits on liability for delay or failure to perform service, including schedule changes, substitution of alternate air carriers or aircraft and rerouting.

You can obtain additional information on items 1 through 6 above at any U.S. location where the transporting air carrier's tickets are sold. You have the right to inspect the full text of each transporting air carrier's terms at its airport and city ticket offices. You also have the right, upon request, to receive (free of charge) the full text of the applicable terms incorporated by reference from each of the transporting air carriers. Information on ordering the full text of each air carrier's terms is available at any U.S. location where the air carrier's tickets are sold or you can click on the Conditions of Carriage link below.

Air transportation on American Airlines and the American Eagle carriers® is subject to American's [conditions of carriage](#).

For more on Canada passenger protection regulations visit [aa.com/CanadaPassengers](http://aa.com/CanadaPassengers).

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**Jamie Stockdale**

---

**From:** shawn heywood [heywoodshawn@gmail.com]  
**Sent:** Thursday, August 6, 2020 5:07 PM  
**To:** Charlotte Willis  
**Subject:** Fwd: eTicket Itinerary and Receipt for Confirmation ODLGH9

Here is Ora's receipt  
Thanks  
Shawn



Mon, Jul 20, 2020

# Thank you for choosing United.

A receipt of your purchase is shown below. Please retain this email receipt for your records.

**Note:** There are travel restrictions in place due to the coronavirus. Check our [Important notices page](#) for the latest updates

Confirmation Number:

## ODLGH9

**Flight 1 of 2 UA5386** Class: United Economy (E)

Wed, Jul 22, 2020

### 06:00 AM

Reno, NV, US (RNO)

Wed, Jul 22, 2020

### 09:05 AM

Denver, CO, US (DEN)

Flight Operated by Skywest Airlines dba United Express.

**Flight 2 of 2 UA5330** Class: United Economy (E)

Wed, Jul 22, 2020

### 10:07 AM

Denver, CO, US (DEN)

Wed, Jul 22, 2020

### 12:40 PM

Sioux Falls, SD, US (FSD)

Flight Operated by Skywest Airlines dba United Express.

### Traveler Details

HEASTON/ORADOUGLAS

eTicket number: 0162317932745

Seats: RNO-DEN -----  
DEN-FSD 24D

**Purchase Summary**

Method of payment: **Master Card ending in 8784**  
Date of purchase: **Mon, Jul 20, 2020**

Airfare: **463.00 USD**  
September 11th Security Fee: **5.60 USD**  
U.S. Passenger Facility Charge: **9.00 USD**

Total Per Passenger: **477.60 USD**

**Total: 477.60 USD**

**Fare Rules**

Additional charges may apply for changes in addition to any fare rules listed.

NONREF/0VALUAFTDPT

Cancel reservations before the scheduled departure time or TICKET HAS NO VALUE.

**Baggage allowance and charges for this itinerary**

| Origin and destination for checked baggage                              | 1st bag charge | 2nd bag charge | 1st bag weight and dimensions | 2nd bag weight and dimensions |
|---|----------------|----------------|-------------------------------|-------------------------------|
| Wed, Jul 22, 2020<br>Reno, NV, US (RNO)<br>to Sioux Falls, SD, US (FSD) | 35 USD         | 45 USD         | 50lbs(23kg) - 62in(157cm)     | 50lbs(23kg) - 62in(157cm)     |

**Important Information about MileagePlus Earning**

- Accruals vary based on the terms and conditions of the traveler's frequent flyer program, the traveler's frequent flyer status and the itinerary selected. United MileagePlus® mileage accrual is subject to the rules of the MileagePlus program
- Once travel has started, accruals will no longer display. You can view your MileagePlus account for posted accrual
- You can earn up to 75,000 award miles per ticket. The 75,000 award miles cap may be applied to your posted flight activity in an order different than shown
- Accrual is only displayed for MileagePlus members who choose to accrue to their MileagePlus account.
- Our Premier Program changes January 1, 2020. If your itinerary includes travel with a scheduled departure in 2020, you may see our old Premier accrual metrics if 1) you booked prior to May 1, 2019 and are viewing an emailed receipt or 2) you booked prior to August 1, 2019 and are viewing a receipt online. The terms and conditions of Premier qualification can be found at [united.com/qualify](http://united.com/qualify).

**eTicket Reminders**

- **Check-in Requirement** - Bags must be checked and boarding passes obtained at least 45 minutes prior to scheduled departure. Baggage will not be accepted and advance seat assignments may be cancelled if this condition is not met. **EXCEPTION:** When departing from Anchorage, Atlanta, Austin, Baltimore, Chicago, Cincinnati, Cleveland, Dallas/Ft. Worth, Denver, Detroit, Fort

Lauderdale, Greenville-Spartanburg, Guam, Honolulu, Houston, Indianapolis, Jacksonville, Kona, Las Vegas, Los Angeles, Maui, Miami, New York (LGA), Newark, Orange County (SNA), Orlando, Philadelphia, Phoenix, Pittsburgh, Raleigh/Durham, Reno, San Diego, San Francisco, San Juan, PR (60 minutes), Savannah, Seattle, St. Louis, St. Thomas, U.S. Virgin Islands (60 minutes), Tampa, Washington, DC (both IAD and DCA), the check in requirement time for Passengers and Bags is 45 minutes except where noted.

- **Boarding Requirement** - Passengers must be prepared to board at the departure gate with their boarding pass at least 15 minutes prior to scheduled departure.
- Failure to meet the **Boarding Requirements** may result in cancellation of reservations, denied boarding, removal of checked baggage from the aircraft and loss of eligibility for denied boarding compensation.
- Bring your boarding pass or this eTicket Receipt along with [photo identification](#) to the airport.
- The FAA now restricts carry-on baggage to one bag plus one personal item (purse, briefcase, laptop computer, etc.) per passenger. The fare rules for your ticket may restrict your carry-on baggage allowance even further.
- For up to the minute flight information, sign-up for our [Flight Status Updates](#) or call 1-800-824-6200; in Spanish 1-800-426-5561.
- If flight segments are not flown in order, your reservation will be cancelled. Rebooking will be subject to the fare rules governing your ticket.
- For the most current status of your reservation, go to our [Flight Status](#) page.
- Your eTicket is non transferable and valid for 1 year from the issue date unless otherwise noted in the fare rules.

### **Data Protection Notice**

Your personal data will be processed in accordance with the applicable carrier's privacy policy and if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at <http://www.iatatravelcenter.com/privacy> or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred

### **Hazardous materials**

Federal law forbids the carriage of hazardous materials on board aircraft in your luggage or on your person. A violation can result in five years' imprisonment and penalties of \$250,000 or more (49 U.S.C. 5124). Hazardous materials include explosives, compressed gases, flammable liquids and solids, oxidizers, poisons, corrosives and radioactive materials. Common examples of hazardous materials/dangerous goods include spare or loose lithium batteries, fireworks, strike-anywhere matches, aerosols, pesticides, bleach and corrosive materials. Additional information can be found on:

- [united.com restricted items page](#)
- [FAA website Pack Safe page](#)
- [TSA website Prohibited Items page](#)

### **Refunds Within 24 Hours**

When you book and ticket a reservation through [united.com](#), the United mobile app, the United Customer Contact Center, at our ticket counters or city ticket offices, or if you use MileagePlus® miles to book an award ticket, we will allow you to cancel the ticketed reservation without penalty and receive a 100 percent refund of the ticket price to the original form of payment if you cancel the reservation within 24 hours of purchase and if the reservation is made one week or more prior to scheduled flight departure.

### **Disinsection Notice**

Certain countries require that the passenger cabins of aircraft be treated with insecticides. For additional information and a list of those countries, please visit the [U.S. Department of Transportation's disinsection website](#).

### **IMPORTANT CONSUMER NOTICES**

**Tickets** - For tickets issued March 3 through March 31, 2020, customers will be permitted to change without paying a change fee to a

flight of equal or lesser value for travel up to 24 months from the original ticket issue date. For tickets issued between April 1, 2020, and July 31, 2020, customers will be permitted to change without paying a change fee to a flight of equal or lesser value for travel up to 12 months from the original ticket issue date. If the new flight is priced higher, the customer may change for no change fee but must pay the fare difference. If the new flight is priced lower, the customer may change without paying a change fee but no residual value will be given.

**Changes/Cancellations:** If the customer decides to change or cancel the flight they booked between March 3, 2020 and before March 31, 2020, they can retain the value of the ticket to be applied to a new ticket without a change fee for travel up to 24 months from the original ticket issue date. If the customer decides to change or cancel the flight they booked between April 1, 2020, and July 31, 2020, they can retain the value of the ticket to be applied to a new ticket without a change fee for travel up to 12 months from the original ticket issue date. Any changes or cancellation must occur prior to ticketed travel date.

**Fare Validity:** This applies to all tickets, all UA fare types, all destinations, all points-of-sale, all travel dates available for sale, provided ticket number starts with 016.

**Miscellaneous:** Fares, fees, rules and offers are subject to change without notice. Seats are capacity-controlled and may not be available on all flights or days. Some fares are non-refundable except during the first 24 hours after purchase. Other restrictions may apply.

**Notice of Baggage Liability Limitations** - For domestic travel between points within the United States (except for domestic portions of international journeys), United's liability for loss of, damage to, or delay in delivery of a customer's checked baggage is limited to \$3,500 per ticketed customer unless a higher value is declared in advance and additional charges are paid (not applicable to wheelchairs or other assistive devices). For such travel, United assumes no liability for high value, fragile, perishable, or otherwise excluded items; excess valuation may not be declared on certain types of valuable articles. Further information may be obtained from the carrier. For international travel governed by the Warsaw Convention (including the domestic portions of the trip), maximum liability is approximately 640 USD per bag for checked baggage, and 400 USD per passenger for unchecked baggage. For international travel governed by the Montreal Convention (including the domestic portions of the trip), maximum liability is 1,288 SDRs per passenger for baggage, whether checked or unchecked. For baggage lost, delayed, or damaged in connection with domestic travel, United requires that customers provide preliminary notice within 24 hours after arrival of the flight on which the baggage was or was to be transported and submit a written claim within 45 days of the flight. For baggage damaged or delayed in connection with most international travel (including domestic portions of international journeys), the Montreal Convention and United require customers to provide carriers written notice as follows: (a) for damaged baggage, within seven days from the date of receipt of the damaged baggage; (b) for delayed baggage, within 21 days from the date the baggage should have been returned to the customer. Please refer to Rule 28 of United's Contract of Carriage for important information relating to baggage and other limitations of liability.

**Notice of Incorporated Terms** - Transportation is subject to the terms and conditions of United's Contract of Carriage, which are incorporated herein by reference. Incorporated terms may include, but are not limited to: 1. Limits on liability for personal injury or death of the customer, and for loss, damage, or delay of goods and baggage, including high value, fragile, perishable, or otherwise excluded items. 2. Claims restrictions, including time periods within which customers must file a claim or bring an action against the carrier. 3. Rights of the carrier to change terms of the contract. 4. Rules about reconfirmation of reservations, check-in times, and refusal to carry. 5. Rights of the carrier and limits on liability for delay or failure to perform service, including schedule changes, substitution of an alternate air carrier or aircraft, and rerouting. The full text of United's Contract of Carriage is available at [united.com](http://united.com) or you may request a copy at any United ticket counter. Passengers have the right, upon request at any location where United's tickets are sold within the United States, to receive free of charge by mail or other delivery service the full text of United's Contract of Carriage.

**Notice of Certain Terms** - If you have purchased a restricted ticket, depending on the rules applicable to the fare paid, one or more restrictions including, but not limited to, the following may apply to your travel: (1) the ticket may not be refundable but can be exchanged for a fee for another restricted fare ticket meeting all the rules/restrictions of the original ticket (including the payment of any difference in fares); (2) a fee may apply for changing/canceling reservations; or (3) select tickets may not be eligible for refunds or

changes even for a fee; (4) select tickets have no residual value and cannot be applied towards the purchase of future travel; or (5) travel may be restricted to specific flights and/ or times and a minimum and/or maximum stay may be required. United reserves the right to refuse carriage to any person who has acquired a ticket in violation of any United tariffs, rules, or regulations, or in violation of any applicable national, federal, state, or local law, order, regulation, or ordinance. Notwithstanding the foregoing, you are entitled to a full refund if you cancel a ticket purchased at least a week prior to departure within 24 hours of purchase.

**Notice of Boarding Times** - For Domestic flights, customers must be at the boarding gate at least 15 minutes prior to scheduled departure. For International flights, customers must be at the boarding gate at least 30 minutes prior to scheduled departure. The time limits provided by United in this Notice are minimum time requirements. Customer and baggage processing times may differ from airport to airport. Please visit [united.com](http://united.com) for information regarding airport-specific boarding times. It is the customer's responsibility to arrive at the airport with enough time to complete check-in, baggage, and security screening processes within these minimum time limits. Please be sure to check flight information monitors for the correct boarding gate and the departure time of your flight. Failure to be at the boarding gate by the required time could result in the loss of your seat without compensation, regardless of whether you are already checked in or have a confirmed seat and boarding pass.

**ADVICE TO INTERNATIONAL PASSENGERS ON LIMITATIONS OF LIABILITY** - Passengers embarking upon a journey involving an ultimate destination or a stop in a country other than the country of departure are advised that the provisions of an international treaty (the Warsaw Convention, the 1999 Montreal Convention, or other treaty), as well as a carrier's own contract of carriage or tariff provisions, may be applicable to their entire journey, including any portion entirely within the countries of departure and destination. The applicable treaty governs and may limit the liability of carriers to passengers for death or personal injury, destruction or loss of, or damage to, baggage, and for delay of passengers and baggage. Additional protection can usually be obtained by purchasing insurance from a private company. Such insurance is not affected by any limitation of the carrier's liability under an international treaty. For further information please consult your airline or insurance company representative.

**Notice - Overbooking of Flights** - Airline flights may be overbooked, and there is a slight chance that a seat will not be available on a flight for which a person has a confirmed reservation. If the flight is overbooked, no one will be denied a seat until airline personnel first ask for volunteers willing to give up their reservation in exchange for compensation of the airline's choosing. If there are not enough volunteers, the airline will deny boarding to other persons in accordance with its particular boarding priority. With few exceptions, including failure to comply with the carrier's check-in deadlines, which are available upon request from the air carrier, persons, denied boarding involuntarily are entitled to compensation. The complete rules for the payment of compensation and each airline's boarding priorities are available at all airport ticket counters and boarding locations. *Some airlines do not apply these consumer protections to travel from some foreign countries, although other consumer protections may be available. Check with your airline or your travel agent.*



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 Omaha, NE 68154-9150  
 www.caltrust.org  
 Email: CalTRUSTSupport@ultimusfundsolutions.com  
 Fax: 402-963-9094  
 Phone: 833-CALTRUST (225-8787)

## Investment Account Summary

07/01/2020 through 07/31/2020

### SUMMARY OF INVESTMENTS

| Fund   | Account Number | Total Shares Owned | Net Asset Value per Share on Jul 31 (\$) | Value on Jul 31 (\$) | Average Cost Amount (\$) | Cumulative Unrealized Gain/(Loss) (\$) |
|--|----------------|--------------------|--|----------------------|--------------------------|--|
| CITY OF LOYALTON                               | 20100029130    |                    |  |                      |                          |  |
| CalTRUST Short Term Fund                       | 20100029130    | 10,013.937         | 10.11                                    | 101,240.90           | 100,641.64               | 599.26                                 |
| <b>Portfolios Total value as of 07/31/2020</b> |                |                    |  | <b>101,240.90</b>    |                          |  |

### DETAIL OF TRANSACTION ACTIVITY

| Activity Description            | Activity Date | Amount (\$)             | Amount in Shares | Balance in Shares | Price per Share (\$)               | Balance (\$)      | Average Cost Amt (\$) | Realized Gain/(Loss) (\$) |
|---------------------------------|---------------|-------------------------|------------------|-------------------|------------------------------------|-------------------|-----------------------|---------------------------|
| <b>CalTRUST Short Term Fund</b> |               | <b>CITY OF LOYALTON</b> |                  |                   | <b>Account Number: 20100029130</b> |                   |                       |                           |
| Beginning Balance               | 07/01/2020    |                         |                  | 10,006.283        | 10.11                              | 101,163.52        |                       |                           |
| Accrual Income Div Reinvestment | 07/31/2020    | 77.38                   | 7.654            | 10,013.937        | 10.11                              | 101,240.90        | 0.00                  | 0.00                      |
| Unrealized Gain/(Loss)          |               |                         |                  |                   |                                    | 0.00              |                       |                           |
| <b>Closing Balance as of</b>    | <b>Jul 31</b> |                         |                  | <b>10,013.937</b> | <b>10.11</b>                       | <b>101,240.90</b> |                       |                           |

Please note that this information should not be construed as tax advice and it is recommended that you consult with a tax professional regarding your account.

# California State Treasurer *Fiona Ma, CPA*



Local Agency Investment Fund  
P.O. Box 942809  
Sacramento, CA 94209-0001  
(916) 653-3001

August 10, 2020

[LAIF Home](#)  
[PMIA Average Monthly Yields](#)

## CITY OF LOYALTON

CITY CLERK  
P.O. BOX 128  
LOYALTON, CA 96118

### Tran Type Definitions

Account Number: 98-46-496

July 2020 Statement

| Effective Date | Transaction Date | Tran Type | Confirm Number | Web Confirm Number | Authorized Caller | Amount   |
|----------------|------------------|-----------|----------------|--------------------|-------------------|----------|
| 7/15/2020      | 7/14/2020        | QRD       | 1647662        | N/A                | SYSTEM            | 6,889.72 |
| 7/15/2020      | 7/29/2020        | QRD       | 1651127        | N/A                | SYSTEM            | 560.92   |

### Account Summary

|                   |          |                    |              |
|-------------------|----------|--------------------|--------------|
| Total Deposit:    | 7,450.64 | Beginning Balance: | 2,041,938.11 |
| Total Withdrawal: | 0.00     | Ending Balance:    | 2,049,388.75 |



**From:** Gary Price [gary@plannerprice.com]  
**Sent:** Tuesday, August 25, 2020 3:10 PM  
**To:** Kathy LeBlanc  
**Cc:** Jessica Dugan; Lucas Tipton  
**Subject:** FW: Loyalton LEAP Grant

**To:** Honorable Mayor, Sarah Jackson, and Members of the City Council  
**From:** Gary Price, Price Consulting Services  
**Date:** August 25, 2020  
**Subject:** LEAP Funding Grant (Item 15 (2) on Tonight's Meeting Agenda

In discussions with Councilmember Brooks Mitchell we were brainstorming projects/activities that would fit within the scope of the LEAP funding grant that I am assisting the City with obtaining for the Housing Element Update. We decided to reach out to Farr West Engineering, who is conducting flood studies for the City to see if there may be some possible projects needed to help facilitate housing in the City; the main criteria for the grant. In the email chain below, you can see that there may be benefits to the City for conducting a flood mitigation study for vacant residentially zoned properties within Loyalton to help reduce development constraints, which in turn could facilitate future housing development in the City.

Should the Council wish to pursue this idea, the City could provide direction to staff/consultant team to include this additional study in the LEAP funding grant application. It would be a fairly simple matter to include this request for the remaining \$15K grant funding into our LEAP funding grant application for the housing element update program. So, with the housing element and the flood study, the City would benefit from the entire \$65 grant. We would need to run this idea by the State to make sure it would meet the grant guidelines, but we think there is a good chance that it would.

Of course we would be open to discuss other ideas for using the remaining \$15K of the grant for other possible activities that would result in reducing constraints to housing production.

Upon receiving direction from the Council to include this additional level of work into the LEAP Funding Grant, we will move forward with preparing the complete application to the State over the next few weeks. Another option would be to further discuss options and provide us with these ideas.

The Council should still approve the adopting the resolution for the LEAP Funding Grant regardless of what activities are selected in the grant application. We can figure these out later if needed.

Thanks for your consideration of this request.

I apologize for not being able to attend this meeting tonight. I had planned to attend the meeting last week, but that meeting was cancelled. I made previous plans to attend the City of Clearlake Planning Commission meeting tonight.

Respectfully Submitted,

Gary Price, Principal

**Price Consulting Services**  
530-272-6434 (Business)  
530-218-1059 (Cell)  
[www.plannerprice.com](http://www.plannerprice.com)



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**From:** Jessica Dugan <jdugan@farrwestengineering.com>  
**Sent:** Tuesday, August 25, 2020 2:23 PM  
**To:** Gary Price <gary@plannerprice.com>; Lucas Tipton <lucas@farrwestengineering.com>  
**Subject:** RE: Loyalton LEAP Grant

Hi Gary,

It was nice meeting you as well.

Thank you for talking with us about the City of Loyalton's potential application for LEAP grant funding.

We welcome the opportunity to work with the City and propose to complete a preliminary environmental hazard assessment for parcels within the 100-year floodplain. An additional proposed task would include identifying potential flood control mitigation measures to be evaluated in housing development projects, establishing procedures and requirements for the City to conduct floodplain administration, and identifying potential funding sources for larger scale floodplain analysis including residential zoning areas.

I agree with your characterization of our discussion in your email below. We would propose one Scope of Work with 2 tasks; that detail can worked out in any next steps.

Please keep us posted on the City's decision and the LEAP grant development.

Thank You!  
Jessica

Jessica Dugan  
Main: (775) 851-4788  
Direct: (775) 997-7495  
[www.farrwestengineering.com](http://www.farrwestengineering.com)

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**From:** Gary Price <gary@plannerprice.com>  
**Sent:** Tuesday, August 25, 2020 2:10 PM  
**To:** Lucas Tipton <lucas@farrwestengineering.com>  
**Cc:** Jessica Dugan <jdugan@farrwestengineering.com>  
**Subject:** RE: Loyalton LEAD Grant

Hi Lucas and Jessica,

Great meeting with you all today.

Sounds like you are on board with help the City apply for a \$15K remainder of the LEAP Grant funding with preparing a drainage study for the City of Loyalton that would include an evaluation of all vacant residential parcels located in the flood plain and developing some general standards for mitigation and facilitated approval of development on those sites. This could include some hazard assessments (not to exceed \$9,750) and the remainder \$5,250 to be allocated on recommendations on facilitating development on these properties, including looking at options for designating a City Floodplain Administrator, improved data for environmental review for drainage impact mitigation, and providing a summary of funding sources for potential flood management of these sites.

If the City is ok with that approach, I would like to work with you to develop a more detailed scope of work and budget that we can incorporate into the LEAP Funding Grant Application that I plan that should be submitted to the State over the next week or so.

Please feel free to review this and add changes as appropriate.

I would like to forward this onto the City Council for their review at tonight's meeting.

Let me know your thoughts on this by 4 pm today. The City Clerk indicated that she needed the email from us by 5 pm today.

Best Regards,

Gary

**Price Consulting Services**

530-272-6434 (Business)

530-218-1059 (Cell)

[www.plannerprice.com](http://www.plannerprice.com)



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**From:** Lucas Tipton <[lucas@farrwestengineering.com](mailto:lucas@farrwestengineering.com)>

**Sent:** Monday, August 24, 2020 9:30 AM

**To:** Gary Price <[gary@plannerprice.com](mailto:gary@plannerprice.com)>

**Cc:** Jessica Dugan <[jdugan@farrwestengineering.com](mailto:jdugan@farrwestengineering.com)>

**Subject:** Loyaltan LEAD Grant

Gary,

Good morning, I hope the fire stayed away from your property over the weekend. It sure was a smoky mess in Reno all weekend. Would you have time at 10:00 am or 2:00 pm tomorrow to discuss your project with our Environmental & Regulatory Specialist? We have put together a few ideas that we would like to bounce off of you. Let me know what time works best and I can send out a meeting invite.

Regards,



**Lucas Tipton, P.E.**

Principal Engineer

Farr West Engineering

5510 Longley Lane

Reno, NV 89511

Main: (775) 851-4788

Direct: (775) 853-7253

Cell: (775) 815-3289

Fax: (775) 851-0766

[www.farrwestengineering.com](http://www.farrwestengineering.com)

WATER

|  | July 1 through<br>July 31 2020 | Budget<br>2020/2021 |
|--|--------------------------------|---------------------|
| <b>Ordinary Income/Expense</b>                   |                                |                     |
| <b>Enterprise Income</b>                         |                                |                     |
| <b>Water Service Income</b>                      |                                |                     |
| Connect/Disconnect Fee                           |                                |                     |
| Late Fees Water                                  |                                |                     |
| Uncollectible                                    |                                |                     |
| Water Service Income - Other                     |                                |                     |
| <b>Total Water Service Income</b>                | -                              |                     |
| <b>Revenue Use of Money &amp; Property</b>       |                                |                     |
| Interest Income                                  |                                |                     |
| Revolving Loan                                   |                                |                     |
| <b>Total Revenue Use of Money &amp; Property</b> | -                              | -                   |
| <b>Total Income</b>                              | -                              | -                   |
| <b>Expense</b>                                   |                                |                     |
| <b>Late Fee</b>                                  |                                |                     |
| <b>Finance Charge</b>                            |                                |                     |
| <b>Small Tools &amp; Equipment</b>               |                                |                     |
| Small Tools & Equipment - Other                  |                                |                     |
| Safety   |                                |                     |
| <b>Total Small Tools &amp; Equipment</b>         | -                              | -                   |
| <b>Repairs &amp; Maintenance</b>                 | 10.80                          |                     |
| <b>Building Repairs</b>                          |                                |                     |
| <b>Utilities</b>                                 |                                |                     |
| Other  |                                |                     |
| Security   |                                |                     |
| Internet - Broadband                             | 43.60                          |                     |
| Propane  |                                |                     |
| Electric   | 6,332.76                       |                     |
| Electric for Discharge                           |                                |                     |
| Garbage Disposal                                 | 7.07                           |                     |
| <b>Total Utilities</b>                           | 6,383.43                       | -                   |
| <b>Equipment Repair &amp; Maintenance</b>        |                                |                     |
| <b>Taxes</b>                                     |                                |                     |
| Solid Waste Benefit Assessment                   |                                |                     |
| Taxes - Other                                    |                                |                     |
| <b>Total Taxes</b>                               | -                              | -                   |
| <b>Salaries and Wages</b>                        |                                |                     |
| <b>Workers Comp.</b>                             |                                |                     |
| Payroll Tax Expense                              | 238.79                         |                     |
| Payroll Expense                                  |                                |                     |
| Part Time Wages                                  | 1,499.96                       |                     |
| Payroll Expense - Other                          | 1,621.65                       |                     |
| <b>Total Payroll Expense</b>                     | 3,121.61                       | -                   |
| Salaries and Wages - Other                       |                                |                     |
| <b>Total Salaries and Wages</b>                  | 3,360.40                       | -                   |
| <b>Employee Benefits</b>                         |                                |                     |
| Nationwide City                                  |                                |                     |
| Retirement                                       | 1,605.99                       |                     |
| Health Insurance                                 | 141.55                         |                     |
| <b>Total Employee Benefits</b>                   | 1,747.54                       | -                   |

WATER

|                                    | July 1 through<br>July 31 2020 | Budget<br>2020/2021 |
|------------------------------------|--------------------------------|---------------------|
| <b>Services and Supplies</b>       |                                |                     |
| Postage                            | 56.88                          |                     |
| Advertising                        |                                |                     |
| Automobile Expense                 |                                |                     |
| Fuel                               |                                |                     |
| Automobile Expense - Other         |                                |                     |
| <b>Total Automobile Expense</b>    | -                              | -                   |
| Bank Service Charges               |                                |                     |
| Chemicals                          | 100.00                         |                     |
| Contracted Services                |                                |                     |
| Annual Street Report               |                                |                     |
| Health/Drug Screening              |                                |                     |
| Professional Fees                  |                                |                     |
| Consulting/accounting&financial    |                                |                     |
| Legal Fees                         |                                |                     |
| Auditing Expense                   |                                |                     |
| Testing                            | 164.00                         |                     |
| Contracted Services - Other        | 964.00                         |                     |
| <b>Total Contracted Services</b>   | 1,128.00                       | -                   |
| Dues and Subscriptions             |                                |                     |
| Insurance                          |                                |                     |
| Liability Insurance                | 2,599.65                       |                     |
| Travel for SCORE                   |                                |                     |
| Property Insurance                 |                                |                     |
| Insurance - Other                  |                                |                     |
| <b>Total Insurance</b>             | 2,599.65                       | -                   |
| Licenses and Permits               |                                |                     |
| Miscellaneous                      |                                |                     |
| Meals                              |                                |                     |
| <b>Total Miscellaneous</b>         | -                              | -                   |
| Office Expense                     | 131.77                         |                     |
| Operating Supplies                 | 10.73                          |                     |
| Telephone                          | 88.93                          |                     |
| Training                           |                                |                     |
| Travel                             |                                |                     |
| Services and Supplies - Other      |                                |                     |
| <b>Total Services and Supplies</b> | 4,115.96                       | -                   |
| <b>Total Expense</b>               | 15,618.13                      | -                   |
| <b>Other Expense</b>               |                                |                     |
| Transfers Out                      |                                |                     |
| Debt Service - principal           |                                |                     |
| Interest Expense                   |                                |                     |
| Interest 91-05 Water               |                                |                     |
| <b>Total Interest Expense</b>      |                                |                     |
| <b>Total Debt Service</b>          | -                              | -                   |
| <b>Total Other Expense</b>         | -                              | -                   |
| <b>Total Expenses</b>              | 15,618.13                      | -                   |
| <b>Net Income</b>                  | \$ (15,618.13)                 | \$ -                |

WATER

|       |  | July 1 through<br>July 31 2020 | Budget<br>2020/2021 |
|-------|--|--------------------------------|---------------------|
| DRAFT |  |                                |                     |



**SEWER**

|                                |  |          | <b>Actuals<br/>July 1, 2019<br/>through June 30,<br/>2020</b> | <b>Budget<br/>2020/2021</b> |
|--------------------------------|--|----------|---|-----------------------------|
|                                | <b>Sewer</b>                                     |          |   |                             |
| <b>Ordinary Income/Expense</b> |  |          |   |                             |
|                                | <b>Income</b>                                    |          |   |                             |
|                                | <b>Transfer In</b>                               |          |   |                             |
|                                | <b>Enterprise Income</b>                         |          |   |                             |
|                                | <b>Sewer Service Income</b>                      |          |   |                             |
|                                | Late Fees Sewer                                  |          |   |                             |
|                                | Uncollectible                                    |          |   |                             |
|                                | Sewer Service Income - Other                     |          |   |                             |
|                                | <b>Total Sewer Service Income</b>                | -        |   |                             |
|                                | <b>Revenue Use of Money &amp; Property</b>       |          |   |                             |
|                                | Interest Income                                  |          |   |                             |
|                                | Revolving Loan                                   |          |   |                             |
|                                | <b>Total Revenue Use of Money &amp; Property</b> | -        |   |                             |
|                                | <b>Total Income</b>                              | -        |   |                             |
|                                | <b>Expense</b>                                   |          |   |                             |
|                                | <b>Late Fee</b>                                  |          |   |                             |
|                                | <b>Finance Charge</b>                            |          |   |                             |
|                                | <b>Small Tools &amp; Equipment</b>               |          |   |                             |
|                                | Safety   |          |   |                             |
|                                | Small Tools & Equipment - Other                  |          |   |                             |
|                                | <b>Total Small Tools &amp; Equipment</b>         | -        |   |                             |
|                                | <b>Repairs &amp; Maintenance</b>                 | 40.80    |   |                             |
|                                | <b>Building Repairs</b>                          |          |   |                             |
|                                | <b>Utilities</b>                                 |          |   |                             |
|                                | Other – generator fuel                           |          |   |                             |
|                                | Security   |          |   |                             |
|                                | Internet - Broadband                             | 43.60    |   |                             |
|                                | Propane  |          |   |                             |
|                                | Electric   | 1,863.12 |   |                             |
|                                | Electric for Discharge                           |          |   |                             |
|                                | Garbage Disposal                                 | 53.23    |   |                             |
|                                | <b>Total Utilities</b>                           | 2,000.75 |   |                             |
|                                | <b>Equipment Repair &amp; Maintenance</b>        |          |   |                             |
|                                | <b>Taxes</b>                                     |          |   |                             |
|                                | Solid Waste Benefit Assessment                   |          |   |                             |
|                                | Taxes - Other                                    |          |   |                             |
|                                | <b>Total Taxes</b>                               | -        |   |                             |
|                                | <b>Salaries and Wages</b>                        |          |   |                             |
|                                | Workers Comp.                                    |          |   |                             |
|                                | Payroll Tax Expense                              | 388.60   |   |                             |
|                                | Payroll Expense                                  |          |   |                             |
|                                | Part Time Wages                                  | 1,505.21 |   |                             |

## SEWER

|  |                                  | <b>Actuals<br/>July 1, 2019<br/>through June 30,<br/>2020</b> | <b>Budget<br/>2020/2021</b> |
|--|----------------------------------|---|-----------------------------|
|  | <b>Sewer</b>                     |   |                             |
|  | Payroll Expense - Temp           |   |                             |
|  | <b>Total Payroll Expense</b>     | 1,893.81  | -                           |
|  | Salaries and Wages - Other       | 3,574.45  |                             |
|  | <b>Total Salaries and Wages</b>  | 5,468.26  | -                           |
|  | <b>Employee Benefits</b>         |   |                             |
|  | Nationwide City                  |   |                             |
|  | Retirement                       | 1,606.00  |                             |
|  | Health Insurance                 | 141.56  |                             |
|  | <b>Total Employee Benefits</b>   | 1,747.56  | -                           |
|  | <b>Services and Supplies</b>     |   |                             |
|  | Postage                          | 56.87   |                             |
|  | Advertising                      |   |                             |
|  | Automobile Expense               |   |                             |
|  | Fuel                             |   |                             |
|  | Automobile Expense - Other       |   |                             |
|  | <b>Total Automobile Expense</b>  | -   | -                           |
|  | Bank Service Charges             |   |                             |
|  | Chemicals                        |   |                             |
|  | <b>Contracted Services</b>       |   |                             |
|  | FEMA                             |   |                             |
|  | Annual Street Report             |   |                             |
|  | Health/Drug Screening            |   |                             |
|  | Professional Fees                |   |                             |
|  | Consulting/accounting&Financial  |   |                             |
|  | Legal Fees                       |   |                             |
|  | Auditing Expense                 |   |                             |
|  | Testing                          | 324.00  |                             |
|  | Contracted Services - Other      |   |                             |
|  | <b>Total Contracted Services</b> |   | -                           |
|  | Dues and Subscriptions           |   |                             |
|  | Equipment Rent                   |   |                             |
|  | <b>Insurance</b>                 |   |                             |
|  | Liability Insurance              | 2,599.65  |                             |
|  | Travel for SCORE                 |   |                             |
|  | Property Insurance               |   |                             |
|  | Insurance - Other                |   |                             |
|  | <b>Total Insurance</b>           | 2,599.65  | -                           |
|  | Licenses and Permits             |   |                             |
|  | <b>Miscellaneous</b>             |   |                             |
|  | Meals                            |   |                             |
|  | <b>Total Miscellaneous</b>       | -   | -                           |
|  | Office Expense                   | 131.77  |                             |
|  | Operating Supplies               | 379.54  |                             |



**SEWER**

|              |  |  |                                      | <b>Actuals</b>          |                  |
|--------------|--|--|--------------------------------------|-------------------------|------------------|
|              |  |  |                                      | <b>July 1, 2019</b>     |                  |
|              |  |  |                                      | <b>through June 30,</b> | <b>Budget</b>    |
|              |  |  |                                      | <b>2020</b>             | <b>2020/2021</b> |
| <b>Sewer</b> |  |  |                                      |                         |                  |
|              |  |  | <b>Telephone</b>                     | 130.04                  |                  |
|              |  |  | <b>Training</b>                      |                         |                  |
|              |  |  | <b>Travel</b>                        |                         |                  |
|              |  |  | <b>Services and Supplies - Other</b> |                         |                  |
|              |  |  | <b>Total Services and Supplies</b>   |                         | -                |
|              |  |  | <b>Total Expense</b>                 | 11,816.22               | -                |
|              |  |  | <b>Other Expense</b>                 |                         |                  |
|              |  |  | <b>Transfers Out</b>                 |                         |                  |
|              |  |  | <b>Debt Service - principal</b>      |                         |                  |
|              |  |  | <b>Interest Expense</b>              |                         |                  |
|              |  |  | <b>Interest 92-01 Sewer</b>          |                         |                  |
|              |  |  | <b>Interest 92-03 Sewer</b>          |                         |                  |
|              |  |  | <b>Interest 92-07 Sewer</b>          |                         |                  |
|              |  |  | <b>Total Interest Expense</b>        |                         |                  |
|              |  |  | <b>Total Debt Service</b>            |                         |                  |
|              |  |  | <b>Total Other Expense</b>           |                         |                  |
|              |  |  | <b>Total Expenses</b>                |                         | -                |
|              |  |  |                                      |                         |                  |
|              |  |  | <b>Net Income</b>                    |                         | \$ -             |
|              |  |  | <b>DRAFT</b>                         |                         |                  |
|              |  |  |                                      |                         |                  |
|              |  |  |                                      |                         |                  |
|              |  |  |                                      |                         |                  |

General Fund

| General Fund                                     | July 1 through July 31 | 2020/2021 Budget |
|--|------------------------|------------------|
| <b>Ordinary Income/Expense</b>                   |                        |                  |
| <b>Income</b>                                    |                        |                  |
| Building Permits                                 |                        | \$ 4,000.00      |
| Donations  |                        |                  |
| Property Taxes                                   |                        |                  |
| Supplemental Homeowners                          |                        |                  |
| Clerk Fees                                       |                        |                  |
| Secured  |                        |                  |
| Unsecured  |                        |                  |
| Prior Year                                       |                        |                  |
| <b>Total Property Taxes</b>                      | 0.00                   | \$ 45,000.00     |
| <b>Taxes &amp; License Revenue</b>               |                        |                  |
| Sales & Use                                      | 9,900.00               | \$ 70,000.00     |
| Franchise  |                        | \$ 7,700.00      |
| License & Permits                                |                        | \$ 4,500.00      |
| <b>Total Taxes &amp; License Revenue</b>         | 9,900.00               | \$ 82,200.00     |
| <b>Charges for Current Services</b>              |                        |                  |
| Cemetary Plots                                   |                        |                  |
| Copies & Faxes                                   |                        |                  |
| Rent Income                                      |                        |                  |
| Auditorium Rental                                |                        |                  |
| Social Hall                                      |                        |                  |
| Rent Income - Other                              | 65.00                  | \$ 10,800.00     |
| Service Area Revenue                             |                        |                  |
| Charges for Current Services - Other             |                        |                  |
| <b>Total Charges for Current Services</b>        | 65.00                  | \$ 10,800.00     |
| <b>Revenue Use of Money &amp; Property</b>       |                        |                  |
| Interest Income                                  | 2.33                   | \$ 44,000.00     |
| Revolving Loan                                   |                        | \$ 2,000.00      |
| <b>Total Revenue Use of Money &amp; Property</b> | 2.33                   |                  |
| <b>Miscellaneous Revenue</b>                     |                        |                  |
| Miscellaneous Revenue - SCORE                    |                        | \$ 5,000.00      |
| Miscellaneous Other                              |                        |                  |
| <b>Total Income</b>                              | 9,967.33               | \$ 193,000.00    |
| <b>Expense</b>                                   |                        |                  |
| Late Fee /DSA 796 Fees                           |                        |                  |
| Finance Charge                                   |                        |                  |
| Small Tools & Equipment                          |                        |                  |
| Small Tools & Equipment - Other                  | 33.76                  | \$ 200.00        |

General Fund

| General Fund |   | July 1 through July<br>31 | 2020/2021 Budget |
|--------------|---|---------------------------|------------------|
|              | <b>Safety</b>                             | 26.23                     | \$ 500.00        |
|              | <b>Total Small Tools &amp; Equipment</b>  | 59.99                     |                  |
|              | <b>Repairs &amp; Maintenance</b>          | 650.67                    | \$ 2,400.00      |
|              | <b>Building Repairs</b>                   | 2,188.00                  | \$ 23,520.00     |
|              | <b>Utilities</b>                          |                           |                  |
|              | <b>Other</b>                              |                           |                  |
|              | <b>Security</b>                           |                           | \$ 200.00        |
|              | <b>Internet - Broadband</b>               | 16.35                     | \$ 200.00        |
|              | <b>Propane</b>                            |                           | \$ 5,000.00      |
|              | <b>Electric</b>                           | 663.34                    | \$ 5,000.00      |
|              | <b>Electric for Discharge</b>             |                           |                  |
|              | <b>Garbage Disposal</b>                   | 88.60                     | \$ 760.00        |
|              | <b>Total Utilities</b>                    | 768.29                    |                  |
|              | <b>Equipment Repair &amp; Maintenance</b> |                           | \$ 500.00        |
|              | <b>Taxes</b>                              |                           |                  |
|              | <b>Solid Waste Benefit Assessment</b>     |                           | \$ -             |
|              | <b>Taxes - Other</b>                      |                           |                  |
|              | <b>Total Taxes</b>                        | 0.00                      | \$ -             |
|              | <b>Salaries and Wages</b>                 |                           |                  |
|              | <b>Workers Comp.</b>                      |                           | \$ 1,500.00      |
|              | <b>Payroll Tax Expense</b>                | 226.37                    | \$ 2,300.00      |
|              | <b>Payroll Expense</b>                    |                           |                  |
|              | <b>Part Time Wages</b>                    | 964.89                    | \$ 12,840.00     |
|              | <b>Payroll Expense - Other</b>            |                           |                  |
|              | <b>Total Payroll Expense</b>              | 1,191.26                  |                  |
|              | <b>Salaries and Wages - Other</b>         | 1,988.87                  | \$ 12,670.00     |
|              | <b>Total Salaries and Wages</b>           | 3,180.13                  |                  |
|              | <b>Employee Benefits</b>                  |                           |                  |
|              | <b>Nationwide City</b>                    |                           |                  |
|              | <b>Retirement</b>                         | 641.03                    | \$ 22,790.00     |
|              | <b>Health Insurance</b>                   |                           |                  |
|              | <b>Total Employee Benefits</b>            | 641.03                    |                  |
|              | <b>Services and Supplies</b>              |                           |                  |
|              | <b>Postage</b>                            |                           | \$ 200.00        |
|              | <b>Advertising</b>                        |                           | \$ 100.00        |
|              | <b>Automobile Expense</b>                 |                           |                  |
|              | <b>Fuel</b>                               | 158.88                    | \$ 600.00        |
|              | <b>Automobile Expense - Other</b>         |                           | \$ 60.00         |
|              | <b>Total Automobile Expense</b>           | 158.88                    |                  |
|              | <b>Bank Service Charges</b>               | 30.00                     | \$ 250.00        |
|              | <b>Chemicals</b>                          |                           |                  |
|              | <b>Contracted Services</b>                |                           |                  |

General Fund

| General Fund |                                    | July 1 through July 31 | 2020/2021 Budget   |
|--------------|------------------------------------|------------------------|--------------------|
|              | Council Expense                    |                        | \$ 4,770.00        |
|              | Health/Drug Screening              |                        |                    |
|              | Professional Fees                  |                        | \$ 2,000.00        |
|              | Consulting                         |                        |                    |
|              | Legal Fees                         | 1,040.00               | \$ 3,000.00        |
|              | Auditing Expense                   |                        | \$ 5,000.00        |
|              | Accounting & Financial             | 1,855.00               | \$ 7,000.00        |
|              | Building Permits                   |                        | \$ 1,000.00        |
|              | Law Enforcement                    | 1,250.00               | \$ 15,000.00       |
|              | <b>Total Contracted Services</b>   | <b>4,145.00</b>        |                    |
|              | Dues and Subscriptions             | 899.00                 | \$ 250.00          |
|              | Insurance                          |                        |                    |
|              | Liability Insurance                | 1,039.85               | \$ 3,370.00        |
|              | Travel for SCORE                   |                        | \$ 375.00          |
|              | Property Insurance                 |                        | \$ 1,120.00        |
|              | Insurance - Other                  |                        | \$ 1,065.00        |
|              | <b>Total Insurance</b>             | <b>1,938.85</b>        |                    |
|              | Licenses and Permits               |                        |                    |
|              | Miscellaneous                      |                        |                    |
|              | Meals                              |                        |                    |
|              | <b>Total Miscellaneous</b>         | <b>0.00</b>            |                    |
|              | Office Expense                     | 1,221.42               | \$ 7,000.00        |
|              | Operating Supplies                 | 144.96                 | \$ 500.00          |
|              | Telephone                          | 64.37                  | \$ 680.00          |
|              | Training                           |                        |                    |
|              | Travel                             |                        |                    |
|              | Services and Supplies - Other      |                        |                    |
|              | <b>Total Services and Supplies</b> | <b>8,602.48</b>        | \$ 8,180.00        |
|              | <b>Total Expense</b>               | <b>7,488.11</b>        | \$ 143,720.00      |
|              | Other Expense                      |                        |                    |
|              | Transfers Out                      |                        | \$ 13,780.00       |
|              | Prior Period Adjustment            |                        |                    |
|              | Capital Outlay                     |                        |                    |
|              | Parks & Rec Grant Match            |                        | \$ 30,000.00       |
|              | Construction Costs                 |                        |                    |
|              | <b>Total Construction Costs</b>    | <b>0.00</b>            |                    |
|              | <b>Total Other Expense</b>         |                        | \$ 43,780.00       |
|              |                                    |                        | \$ 187,500.00      |
|              | <b>Net Income</b>                  | <b>\$2,479.22</b>      | <b>\$ 5,500.00</b> |
|              | DRAFT                              |                        |                    |

FIRE Dept

| FIRE DEPT  |        | July 1 through<br>July 31, 2020 | Budget 2020/2021 |
|--|--------|---------------------------------|------------------|
| <b>Ordinary Income/Expense</b>                   |        |                                 |                  |
| <b>Income</b>                                    |        |                                 |                  |
| Transfer In                                      |        |                                 | 10,000.00        |
| Service Area Revenue                             |        |                                 | 45,000.00        |
| Charges for Current Services - Other             |        |                                 |                  |
| <b>Total Charges for Current Services</b>        | -      |                                 |                  |
| <b>Revenue Use of Money &amp; Property</b>       |        |                                 |                  |
| Interest Income                                  |        |                                 |                  |
| Revolving Loan                                   |        |                                 |                  |
| <b>Total Revenue Use of Money &amp; Property</b> | -      |                                 |                  |
| Miscellaneous Revenue                            |        |                                 |                  |
| Miscellaneous Revenue - SCORE                    |        |                                 |                  |
| Miscellaneous Other                              |        |                                 |                  |
| <b>Total Income</b>                              |        |                                 | 55,000.00        |
| <b>Expense</b>                                   |        |                                 |                  |
| Late Fee   |        |                                 |                  |
| Finance Charge                                   |        |                                 |                  |
| Fire Fighting Expenses                           |        |                                 |                  |
| Small Tools & Equipment                          |        |                                 |                  |
| Small Tools & Equipment - Other                  |        |                                 |                  |
| Safety   | 26.23  |                                 | 4,400.00         |
| Small Tools & Equipment - Other                  | 33.76  |                                 | 5,200.00         |
| <b>Total Small Tools &amp; Equipment</b>         | 59.99  |                                 | 9,600.00         |
| Repairs & Maintenance                            |        |                                 | 2,000.00         |
| Building Repairs                                 |        |                                 |                  |
| <b>Utilities</b>                                 |        |                                 |                  |
| Other  |        |                                 |                  |
| Security   |        |                                 |                  |
| Internet - Broadband                             |        |                                 |                  |
| Propane  |        |                                 | 1,200.00         |
| Electric   | 338.78 |                                 | 4,400.00         |
| Electric for Discharge                           |        |                                 |                  |
| Garbage Disposal                                 | 28.30  |                                 | 440.00           |
| <b>Total Utilities</b>                           | 367.08 |                                 | 6,040.00         |
| Equipment Repair & Maintenance                   |        |                                 | 2,000.00         |
| <b>Taxes</b>                                     |        |                                 |                  |
| Solid Waste Benefit Assessment                   |        |                                 | 1,400.00         |
| Taxes - Other                                    |        |                                 |                  |
| <b>Total Taxes</b>                               |        |                                 |                  |
| <b>Salaries and Wages</b>                        |        |                                 |                  |
| Workers Comp.                                    |        |                                 | 2,000.00         |
| Payroll Tax Expense                              |        |                                 |                  |
| Payroll Expense                                  |        |                                 |                  |
| Part Time Wages                                  |        |                                 |                  |
| Payroll Expense - Other                          |        |                                 |                  |
| Fire Fighting Wages                              |        |                                 |                  |
| <b>Total Payroll Expense</b>                     |        |                                 |                  |
| Salaries and Wages - Other                       |        |                                 |                  |
| <b>Total Salaries and Wages</b>                  |        |                                 |                  |
| <b>Employee Benefits</b>                         |        |                                 |                  |
| Nationwide City                                  |        |                                 |                  |



FIRE Dept

| FIRE DEPT  |                                    | July 1 through<br>July 31, 2020 | Budget 2020/2021 |
|------------|------------------------------------|---------------------------------|------------------|
|            | Retirement                         |                                 |                  |
|            | Health Insurance                   |                                 |                  |
|            | <b>Total Employee Benefits</b>     |                                 |                  |
|            | Services and Supplies              |                                 |                  |
|            | Postage                            |                                 |                  |
|            | Advertising                        |                                 |                  |
|            | Automobile Expense                 |                                 |                  |
|            | Fuel                               |                                 | 1,800.00         |
|            | Automobile Expense - Other         |                                 |                  |
|            | <b>Total Automobile Expense</b>    |                                 |                  |
|            | Bank Service Charges               | 30.00                           |                  |
|            | Equipment Rent                     |                                 | 170.00           |
|            | Chemicals                          |                                 |                  |
|            | Contracted Services                |                                 |                  |
|            | Annual Street Report               |                                 |                  |
|            | Health/Drug Screening              |                                 |                  |
|            | Professional Fees                  |                                 |                  |
|            | Consulting                         |                                 |                  |
|            | Legal Fees                         | 420.00                          |                  |
|            | Auditing Expense                   |                                 |                  |
|            | Testing                            |                                 |                  |
|            | Contracted Services - Other        |                                 |                  |
|            | <b>Total Contracted Services</b>   | 420.00                          |                  |
|            | Dues and Subscriptions             |                                 |                  |
|            | Insurance                          |                                 |                  |
|            | Liability Insurance                | 779.89                          | 110.00           |
|            | Travel for SCORE                   |                                 |                  |
|            | Property Insurance                 |                                 | 640.00           |
|            | Insurance - Other                  |                                 |                  |
|            | <b>Total Insurance</b>             | 779.89                          | 750.00           |
|            | Licenses and Permits               |                                 |                  |
|            | Miscellaneous                      |                                 |                  |
|            | Meals                              |                                 |                  |
|            | <b>Total Miscellaneous</b>         |                                 |                  |
|            | Office Expense                     |                                 | 100.00           |
|            | Operating Supplies                 | 15.96                           | 750.00           |
|            | Telephone                          | 50.11                           | 700.00           |
|            | Training                           |                                 |                  |
|            | Travel                             |                                 |                  |
|            | Services and Supplies - Other      |                                 |                  |
|            | <b>Total Services and Supplies</b> | 1,295.96                        |                  |
|            | <b>Total Expense</b>               | 1,723.03                        |                  |
|            |                                    |                                 | 43,700.00        |
| Net Income |                                    | (1,723.03)                      | 11,300.00        |
|            | DRAFT                              |                                 |                  |

Streets Highways

| Streets                         |  | July 1 through<br>July 31 2020 | 2020/2021<br>Budget |
|---------------------------------|--|--------------------------------|---------------------|
| <b>Ordinary Income/Expense</b>  |  |                                |                     |
| <b>Income</b>                   |  |                                |                     |
| Transfer In From General        |  |                                | 3,780.00            |
| Property Taxes                  |  |                                |                     |
| Admin Fee                       |  |                                | 2,400.00            |
| Interest Income                 |  |                                |                     |
| Intergovernmental - State       |  | 9,900.00                       |                     |
| Road Maintenance & Rehab        |  |                                | 13,800.00           |
| VLF Swap                        |  |                                | 28,800.00           |
| Motor Vehicle                   |  |                                |                     |
| Traffic Congestion Relief       |  |                                | 860.00              |
| Highway Users Tax               |  |                                |                     |
| 2103 (Gas Tax)                  |  |                                | 5,300.00            |
| 2105                            |  |                                | 3,900.00            |
| 2106                            |  |                                | 6,000.00            |
| 2107                            |  |                                | 5,400.00            |
| 2107.5                          |  |                                | 1,000.00            |
| Total Highway Users Tax         |  | 0.00                           | 21,600.00           |
| Total Intergovernmental - State |  | 0.00                           | 65,060.00           |
| <b>Total Income</b>             |  | <b>9,900.00</b>                | <b>71,240.00</b>    |
| <b>Expense</b>                  |  |                                |                     |
| Late Fee                        |  |                                |                     |
| Finance Charge                  |  |                                |                     |
| Small Tools & Equipment         |  |                                |                     |
| Small Tools & Equipment - Other |  |                                |                     |
| Safety                          |  |                                |                     |
| Total Small Tools & Equipment   |  | 0.00                           |                     |
| Repairs & Maintenance           |  |                                | 4,600.00            |
| Building Repairs                |  |                                |                     |
| Utilities                       |  |                                |                     |
| Other                           |  |                                |                     |
| Security                        |  |                                |                     |
| Internet - Broadband            |  |                                |                     |
| Propane                         |  |                                |                     |
| Electric                        |  |                                | 44,000.00           |
| Electric for Discharge          |  |                                |                     |
| Garbage Disposal                |  |                                |                     |
| Total Utilities                 |  | 0.00                           | 44,000.00           |
| Equipment Repair & Maintenance  |  |                                | 3,500.00            |
| Taxes                           |  |                                |                     |
| Solid Waste Benefit Assessment  |  |                                |                     |
| Taxes - Other                   |  |                                |                     |
| Total Taxes                     |  | 0.00                           |                     |
| Salaries and Wages              |  |                                |                     |
| Workers Comp.                   |  |                                | 1,200.00            |
| Payroll Tax Expense             |  |                                | 720.00              |
| Payroll Expense                 |  |                                |                     |
| Part Time Wages                 |  |                                |                     |
| Payroll Expense - Other         |  |                                | 8,100.00            |
| Total Payroll Expense           |  |                                | 8,100.00            |
| Salaries and Wages - Other      |  |                                |                     |
| Total Salaries and Wages        |  | 0.00                           | 10,020.00           |
| Employee Benefits               |  |                                |                     |
| Nationwide City                 |  |                                |                     |

Streets Highways

| Streets    |                                    | July 1 through<br>July 31 2020 | 2020/2021<br>Budget |
|------------|------------------------------------|--------------------------------|---------------------|
|            | Retirement                         |                                |                     |
|            | Health Insurance                   |                                |                     |
|            | <b>Total Employee Benefits</b>     | 0.00                           |                     |
|            | <b>Services and Supplies</b>       |                                |                     |
|            | Postage                            |                                |                     |
|            | Advertising                        |                                |                     |
|            | Automobile Expense                 |                                |                     |
|            | Fuel                               |                                | 1,300.00            |
|            | Automobile Expense - Other         |                                |                     |
|            | <b>Total Automobile Expense</b>    | 0.00                           | 1,300.00            |
|            | Bank Service Charges               |                                |                     |
|            | Chemicals                          |                                |                     |
|            | <b>Contracted Services</b>         |                                |                     |
|            | Annual Street Report               |                                | 1,500.00            |
|            | Health/Drug Screening              |                                |                     |
|            | Professional Fees                  |                                |                     |
|            | Consulting/Accounting&Financial    |                                |                     |
|            | Legal Fees                         |                                |                     |
|            | Auditing Expense                   |                                | 1,300.00            |
|            | Testing                            |                                |                     |
|            | Contracted Services - Other        |                                |                     |
|            | <b>Total Contracted Services</b>   | 0.00                           | 2,800.00            |
|            | Dues and Subscriptions             |                                |                     |
|            | <b>Insurance</b>                   |                                |                     |
|            | Liability Insurance                |                                | 3,300.00            |
|            | Travel for SCORE                   |                                |                     |
|            | Property Insurance                 |                                | 1,200.00            |
|            | Insurance - Other                  |                                |                     |
|            | <b>Total Insurance</b>             | 0.00                           | 4,500.00            |
|            | Licenses and Permits               |                                |                     |
|            | <b>Miscellaneous</b>               |                                |                     |
|            | Meals                              |                                |                     |
|            | <b>Total Miscellaneous</b>         | 0.00                           |                     |
|            | Office Expense                     |                                | 80.00               |
|            | Operating Supplies                 |                                | 400.00              |
|            | Telephone                          |                                | 40.00               |
|            | Training                           |                                |                     |
|            | Travel                             |                                |                     |
|            | Services and Supplies - Other      |                                |                     |
|            | <b>Total Services and Supplies</b> | 0.00                           | 9,120.00            |
|            | <b>Total Expense</b>               | 0.00                           | 71,240.00           |
|            | <b>Other Expense</b>               |                                |                     |
|            | Transfers Out                      |                                |                     |
|            | Capital Outlay                     |                                |                     |
|            | Construction Costs                 |                                |                     |
|            | <b>Total Capital Outlay</b>        | 0.00                           |                     |
|            | <b>Total Other Expense</b>         |                                |                     |
| Net Income |                                    | \$9,900.00                     |                     |
|            | DRAFT                              |                                |                     |