



City of Portola
AGENDA

Regular Meeting
March 27, 2024 06:00 PM
35 Third Ave, Portola, CA 96122
<https://www.cityofportola.com/>
<https://zoom.us/j/3583067836>

Mayor Pat Morton • Mayor Pro-Tem Jim Murphy • Councilmember Bill Powers • Councilmember Stan Peiler • Councilmember Leah Turner

REASONABLE ACCOMMODATIONS

The City Council welcomes you to its meetings which are regularly held the second and fourth Wednesday of each month at 6:00 p.m. at the City Hall Council Chambers. Your interest and participation is encouraged and welcome.

As a courtesy, the City Council meeting is also accessible to the public via live streaming at: <https://zoom.us/j/3583067836> or by phone at: Phone Number 1.669.900.6833; Meeting ID: 358 306 7836. **Online and telephonic access does not guarantee the public the ability to observe the meeting in the event there is a disruption or connectivity issues that affect broadcasting. Members of the public who want to be assured that they have the ability to observe the meeting and make comment during the meeting, should attend the meeting in-person.**

Any person desiring to address the City Council or any committee, commission or agency under the jurisdiction of the City Council, on any item not on the agenda may do so during public comment period. Public comment during the meeting will be accepted in person only.

Public Comment can be made by clicking on the "[comment](#)" section directly from the agenda, next to each agenda item.

Public comment will also be accepted via email sent to Deputy City Clerk, at admin@cityofportola.com which if received at least 24 hours prior to commencement of the meeting will be distributed to the Council and posted to the City's website prior to the meeting.

Meeting facilities are accessible to persons with disabilities. Reasonable efforts will be made to accommodate the participation of the disabled in the City's public meetings. If special accommodation for the disabled is needed, please notify the City at 530.832.6801 at least 48 hours prior to the meeting.

1. Call to Order

- A. Pledge of Allegiance
- B. Roll Call

2. Public Comments

☒ Discussion  [Comment](#)

This section is intended to provide members of the public with an opportunity to comment on any subject that does not appear on this agenda. Please note that California law prohibits the City Council from taking action on any matter which is not on the posted agenda, unless it is determined to be an urgency item by the City Council. Any member of the public wishing to address the City Council during “**PUBLIC COMMENT**” shall first secure permission of the presiding officer, stand; may give his/her name and address to the Clerk for the record. Each person addressing the City Council shall be limited to three minutes ordinarily, unless the presiding officer indicates a different amount will be allotted.

3. CITY COMMUNICATIONS

☒ Discussion  [Comment](#)

A. City Council Communications / Committee Reports

B. Staff Communications / Fire Report / Sheriff's Report / Air Quality Report

4. Consent Agenda

☒ Discussion ☒ Possible Action  [Comment](#) [View Item](#)

These items are expected to be routine and non-controversial. The City Council will act upon them at one time without discussion. Any Councilmembers, staff member or interested party may request that an item be removed from the consent agenda for discussion. Additional budget appropriations will require a four/fifths roll call vote.

A. **Claims-** Adopt Resolution No. 2570 authorizing payment of claims for the period of March 14th, 2024 through March 27th, 2024.

Accounts Payable: \$184,771.22

Payroll: \$47,625.56

Total: \$232,396.78

AP Check Run #45721 - 45753

Voided Checks: #44488, 45517, 45325

Payroll Check Run #17336 - 17337

B. Approval of the Minutes from 3-20-24

5. Public Comment – 2024/2025 Budget Preparation

☒ Discussion ☒ Possible Action  [Comment](#)

Receive public comment relating to the preparation of the 2024/2025 City Budget. Provide direction to staff

6. Search for Regular Full-Time City Manager

☒ Discussion ☒ Possible Action  [Comment](#) [View Item](#)

Review and discuss recruitment process, timeline, and compensation for a City Manager. Direction to staff

7. Review Ad Hoc Committee Tasks

☒ **Discussion** ☒ **Possible Action**  [Comment](#)

Review and discuss, with possible action, the Permanent Manager Ad Hoc Committee's tasks.

8. Interim City Manager

☒ **Discussion** ☒ **Possible Action**  [Comment](#)

Search for, appointment and/or engagement of Interim City Manager

9. Closed Session

☒ **Discussion** ☒ **Possible Action**  [Comment](#)

A. Public Employee Appointment

Closed Session pursuant to Government Code Section 54957 – Public Employee Appointment - Interim City Manager

10. Closed Session

☒ **Discussion** ☒ **Possible Action**  [Comment](#)

A. Labor Negotiations Pursuant to Government Code Section 54957.6

Conference with Labor Negotiators - Negotiating parties for the City, Mayor Morton and Mayor Pro-Tem Murphy

11. Adjournment

RESOLUTION NO. 2570

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORTOLA
AUTHORIZING PAYMENT OF CLAIMS FOR THE PERIOD
MARCH 14, 2024 THROUGH MARCH 27, 2024.**

**ACCOUNTS PAYABLE
CHECK RUN: 45721 – 45753
VOIDED CHECKS: 44488, 45517, 45325**

**PAYROLL
CHECK NUMBERS: 17336 – 17337**

WHEREAS, the City Council of the City of Portola has been fully advised that all such claims and demands are legal obligations of the City; and,

WHEREAS, the City Council has fully considered the claims and money demands and payment thereof as set forth below and in "Exhibit A" attached hereto and incorporated herein.

ACCOUNTS PAYABLE:	\$184,771.22
PAYROLL:	<u>\$ 47,625.56</u>
TOTAL:	<u>\$232,396.78</u>

NOW THEREFORE BE IT RESOLVED THAT all claims and demands represented are just and proper and legal demands or claims against the City of Portola, and the payment of any such demands is approved and authorized.

PASSED, APPROVED AND ADOPTED this 27th day of March, 2024 by the following vote:

AYES: _____
NOES: _____
ABSTAIN: _____
ABSENT: _____

Pat Morton, Mayor

ATTEST:

Jason Shaw, Deputy City Clerk

I, Jason Shaw, Deputy City Clerk of the City of Portola, do hereby certify that the above and foregoing Resolution was duly passed and adopted by the City Council at the City of Portola Regular meeting thereof held on March 27, 2024.

Jason Shaw, Deputy City Clerk

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
000017	I-202403212147	JENSEN PRECAST WATER LINE REPAIR	R	3/27/2024		1,101.06	045721	1,101.06
000025	I-202403212146	AUTO & TRUCK ELECTRIC IN EQUIP REPAIR	R	3/27/2024		535.91	045722	535.91
000062	I-202403212174	MGE ENGINEERING INC BRIDGE	R	3/27/2024		28,325.53	045723	28,325.53
000063	I-202403212173	SCL NORTH STREET SUPPLIES	R	3/27/2024		1,888.42	045724	1,888.42
0005	I-202403212166	AIRGAS, INC. ACETLENE/OXYGEN	R	3/27/2024		384.83	045725	384.83
0015	I-202403212143	AMERIGAS SS FIREHALL PROPANE	R	3/27/2024		1,242.82	045726	1,242.82
0015	I-202403212144	AMERIGAS PW PROPANE	R	3/27/2024		446.21	045727	446.21
0016	I-202403212152	AMERIGEN POWER SOLUTIONS LDWTP PROF SERVICES	R	3/27/2024		581.34	045728	581.34
0019	I-202403212148	AQUA SIERRA CONTROLS INC. SEWER PROF SERVICES	R	3/27/2024		1,753.58	045729	1,753.58
0021	I-202403212159	AT&T 800 EMER LINE	R	3/27/2024		4.43	045730	4.43
0023	I-202403212163	AT&T CALNET 3 LDWTP SCADA	R	3/27/2024		88.27	045731	88.27
0039	I-202403212155	BULLET INFORMATION TECHNOLOGY IT SERVICES	R	3/27/2024		1,400.00	045732	1,400.00
0122	I-202403212170	KIMBALL MIDWEST INC MATERIALS & SUPPLIES	R	3/27/2024		418.08	045733	418.08
0136	I-202403212162	MANHARD CONSULTING PLANNING SERVICES	R	3/27/2024		6,320.00	045734	6,320.00
0149	I-202403212164	NATIONWIDE EMPLOYEE BOND INSURANCE	R	3/27/2024		1,170.00	045735	1,170.00

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
0154	I-202403212149	NORTHERN CALIFORNIA GLOVES MATERIALS & SUPPLIES	R	3/27/2024		410.51	045736	410.51
0157	I-202403212157	O'REILLY AUTO PARTS VEH PARTS	R	3/27/2024		63.96	045737	63.96
0159	I-202403212156	OFFICE DEPOT OFFICE SUPPLIES	R	3/27/2024		213.41	045738	213.41
0162	I-202403212142	OPERATING ENGINEERS EMPLOYEE HEALTH INSURANCE	R	3/27/2024		13,663.00	045739	13,663.00
0180	I-202403212158	PLUMAS COUNTY ENVIRONMENTAL SWIMMING POOL PERMIT	R	3/27/2024		238.00	045740	238.00
0183	I-202403212169	PLUMAS SANITATION, INC SEWER PROF SERVICES	R	3/27/2024		7,040.00	045741	7,040.00
0188	I-202403212172	PORTER SIMON CORPORATION LEGAL FEES	R	3/27/2024		5,970.00	045742	5,970.00
0192	I-202403212165	PURCHASE POWER POSTAGE FOR METER	R	3/27/2024		1,620.84	045743	1,620.84
0218	I-202403212168	SILVER STATE ANALYTICAL WATER/WASTE WATER TESTING	R	3/27/2024		1,759.00	045744	1,759.00
0222	I-202403212171	SMALL CITIES ORGANIZED RISK EAP INSURANCE	R	3/27/2024		1,041.00	045745	1,041.00
0235	I-202403212154	SUSAN SCARLETT ACCOUNTING SERVICES	R	3/27/2024		5,500.00	045746	5,500.00
0239	I-202403212151	THATCHER , INC SEWER CHEMICALS	R	3/27/2024		17,156.18	045747	17,156.18
0250	I-202403212153	UNITED RENTALS NORTHWEST INC. BRIDGE	R	3/27/2024		2,194.47	045748	2,194.47
0256	I-202403212150	USA BLUE BOOK INC MATERIALS & SUPPLIES	R	3/27/2024		588.94	045749	588.94
0264	I-202403212145	WESTERN NEVADA SUPPLY LINE REPAIR	R	3/27/2024		1,292.54	045750	1,292.54

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
0269	I-202403212167	XEROX FINANCIAL SERVICES COPIER LEASE CONTRACT	R	3/27/2024		268.13	045751	268.13
0275	I-202403212161	EIP HOLDINGS II LLC BECKWOURTH REPEATER RENT	R	3/27/2024		197.00	045752	197.00
1	I-202403212160	JENNIFER SCHUMAKE REIMBURSE	R	3/27/2024		64.22	045753	64.22

* * B A N K T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	33	0.00	104,941.68	104,941.68
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
BANK TOTALS:	33	0.00	104,941.68	104,941.68

** REGISTER GRAND TOTALS *

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	33	0.00	104,941.68	104,941.68
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	33	0.00	104,941.68	104,941.68

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT

100	3/2024	48,242.00CR
207	3/2024	3,083.14CR
208	3/2024	3,476.53CR
215	3/2024	321.28CR
710	3/2024	11,939.48CR
720	3/2024	36,592.86CR
730	3/2024	1,286.39CR
=====		
ALL		104,941.68CR



City of Portola
Minutes
Special Meeting
March 20, 2024 05:00 PM
35 Third Ave, Portola, CA 96122
<https://www.cityofportola.com/>

1. Call to Order

The meeting was called to order at 5:06 pm by Mayor Pat Morton.

A. Roll Call

Present: Mayor Pat Morton, Mayor Pro-Tem Jim Murphy, Councilmember Bill Powers, Councilmember Leah Turner

Absent: Councilmember Stan Peiler

Staff Present: City Attorney - Steve Gross (remotely) , Deputy City Clerk - Jason Shaw

2. Closed Session

A. Closed Session pursuant to Government Code Section 54957 – Public Employee Performance Evaluation - City Manager

No reportable action was taken.

3. Adjournment

Mayor Pat Morton Adjourned the meeting at 6:15 PM.



The City of Portola, California invites you
to consider leading the City as its next
City Manager

This position will remain open until filled

The first round of applications will be reviewed beginning

The City of Portola (pop.2,104) is a California General Law city with a Council-Manager form of government. It is the only incorporated city within Plumas County. Five members are elected to the City Council along with a City Clerk and City Treasurer. The City is a full-service city, including: water, wastewater, street maintenance, snow removal, emergency management, solid waste, animal control, building regulation, planning, parks and recreation, a seasonal swimming pool, code enforcement, and law enforcement (under contract with the Plumas County Sheriff's Office).



The Community

Portola treasures its quality of life, safe living environment, affordable lifestyle, and its desirability for raising a family in a rural setting. Located in the eastern portion of scenic Plumas County in the high Sierra, the City takes pride in its close social

community networks and year-round outdoor recreational opportunities.

Portola was founded as a Western Pacific Railroad hub and still serves the Union Pacific Railroad's beautiful Feather River route. The Western Pacific Railroad Museum located in the City enables visitors a hands-on experience including the opportunity to actually operate a locomotive.

The Middle Fork of the Feather River flows through the City and features a river walk, fishing, and other water-based recreational opportunities. The community is the home of quality schools and offers a critical access hospital with 24/7 ER and ambulance service that serves a wide variety of needs, including professional long-term care. Portola has a socially and racially diverse population. Employment for its residents includes professional services, Forest Service, railroad, logging, healthcare, and a variety of small business ownerships. Residents, numerous retirees, and visitors alike can enjoy the disc golf course located within the City as well as seven excellent golf courses within a 10-mile radius. Portola is the epicenter of endless bike, OHV, and snowmobile trails north of Lake Tahoe. Fine dining and vacation retreats are prominent in the vicinity. Reno, Nevada and the Truckee/Lake Tahoe area are less than an hour away.

The Position:

The City Manager position is codified in the City of Portola Municipal Code. The Manager reports to the City Council and serves as the chief administrative and operations officer of the City. The City Manager is responsible for assisting the City Council in developing policies, and short-term and long-term goals and objectives. He/she delivers and presents the City's operational budget to the City Council for review and approval; is responsible for procedures and policies to facilitate the City's day-to-day and long-range activities, as well as developing and maintaining constructive working relationships with intergovernmental organizations, the community, and private businesses. The City Manager is an Exempt Employee of the City that serves at the will of the City Council under a contractual relationship.

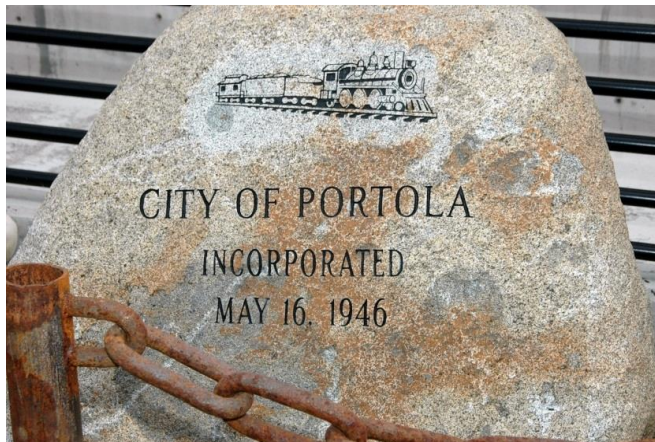
Duties include: management, supervision and evaluation of all City staff; administering and implementing all human resource functions of the organization including the hiring, training, and professional development of municipal employees; overseeing financial matters including budget development, municipal bonding and debt service;



coordinating and administering planning and community development activities on local and regional land use matters; administering contracts for services including: finance, law enforcement, animal control, legal, solid waste management, and engineering; development and administration of various grant applications; monitoring and facilitating operations of the City's water and wastewater utility systems; managing franchise agreements for electric power supply and refuse collection; directing communication with citizens by website and social media; resolving citizen complaints or problems which cannot be appropriately handled by support staff; acting as the technical advisor to the City Council; and performing other duties and functions as the Council shall from time-to-time assign.

Ideal Candidate:

The ideal candidate is capable of managing a small city with a staff who all "wear many hats". Desirable qualities of the new City Manager include an ability to establish and maintain cooperative working relations with City staff,



elected and appointed government officials, community groups, and contractors; experience with economic development, management of development agreements; public relations and good communication skills; an understanding of Federal laws and regulations, California municipal and employment law, the Public Records Act, The Brown Act, and an in-depth knowledge of a full-service city daily responsibilities,

emergency management and disaster response operations, and financial recovery mechanisms.

In addition, the ideal candidate will be a team builder; be a self-starter and motivator, provide creative solutions, and be calm under pressure. He or she must be able to provide leadership that will inspire, motivate, and empower staff and department heads to achieve the City Council's goals. The ability to strategically present all viable options and alternatives for the City Council's

consideration with full disclosure of pros/cons without bias is essential as well as a commitment to transparency in government.

The City Manager is expected to reach out and be a part of the community with respect for its needs and desires, to have early involvement with community organizations and to attend community functions.

Opportunities and Challenges:

GROW CITY REVENUES TO ASSURE ON-GOING FISCAL STABILITY

As a result of the City Council's conservative budget and financial management policies, the City enjoys a strong and stable fiscal situation. In order to keep that stability, it is imperative to review and search for revenue sources.

STRENGTHEN COMMUNITY CONNECTIONS AND ENGAGEMENT

Expanding the City's use of social media and other methods of communications to more effectively inform and engage citizens in City activities and issues is a key priority for the City Council.

BLIGHT REMOVAL

A major priority for the City Council is to improve the general look of the City to attract new residents, businesses and recreation opportunities.

Education, Experience, and Other Requirements:

A Bachelor's degree in public administration, business administration or a related field with strong management and budget capabilities is required (Master's degree preferred) and at least five current years of successful, progressively responsible management experience in municipal government or other local government agencies (experience in California preferred). Equivalent combinations of education and applicable professional work experience will be considered that will have imparted to the candidate the several capabilities, skills and attributes identified above. Demonstrated records of accomplishment in management and a history of stable employment are essential attributes.

Special Requirements:

Must be able to attend meetings of City Council and other boards and commissions as required and travel to meetings and conferences as necessary. Must possess a valid California Driver's License and provide evidence of automobile for business use insurance at the time of appointment. Must be able to meet bonding requirements and must qualify for membership in the International City/County Management Association (ICMA). Must be willing to relocate to the Portola area, with a 15-minute response time to City Hall (preferably within the City limits).

Salary:

Salary: \$95,000 - \$125,000 DOE

Benefits:

Management Leave – Annual rate of 40 hours, prorated from date of hire;

Vacation – Based on years of service up to 20 days annually;

Sick Leave – Accrued at 4 hours for every 80 hours worked;

Holidays–14 days annually;

Medical/Dental/Vision/Prescription Drugs – Choice of two generous plans available with significant amount paid by City for Employee or Employee + Family. Further details upon request;

Retirement: CalPERS Classic Member – 2.7% at 55 employees pay 8%: New member 2% at 62 with 7.75% employee share

Life Insurance

Auto: City provided or Auto Allowance

Payment for Professional Organization Membership

Relocation expenses: negotiable

Application:

Call 530.832.6803 for more information or to request an application form and recruitment brochure. The application form and brochure are also available on-line at www.cityofportola.com. **A City application, cover letter, and resume must be provided to the City** and may be mailed to:

City Manager Recruitment

City of Portola

35 Third Ave

P.O. Box 1225

Portola, CA 96122

or sent electronically to with the subject line: **City Manager Recruitment**

Questions should be directed to

Special Note: Communication with City Council Members in advance or during the selection process is prohibited and will result in disqualification.

Population	City	Salary range	
3,342	Nevada City	\$ 164,302.00	
3,215	Mt Shasta	\$ 140,000.00	
6,607	Loomis	\$ 204,813-\$206,968	
3,261	Rio Dell	\$ 111,522-\$135,556	
4,858	Willits	\$ 124,000-\$153,654	
2,693	Weed	\$ 124,932-\$149,904	
1,990	Biggs	\$ 76,898-\$124,000	
11,593	Susanville	\$120,923-\$162,048	
3,811	Wheatland	\$ 151,102.00	
2,590	Sutter Creek	\$121,000-\$133,120	
2,045	Belvedere	\$ 196,956.00	
2,016	Colfax	\$ 148,227.00	

Population

2,782	Alturas	Non City Manager City
209	Amador	Non City Manager City
752	Etna	Non City Manager City
655	Fort Jones	Non City Manager City
842	Loyalton	Non City Manager City
1,494	Montague	Non City Manager City
492	Point Arena	Non City Manager City
967	Tulelake	Non City Manager City