



City of Portola
AGENDA

Regular Meeting
May 08, 2024 06:00 PM
35 Third Ave, Portola, CA 96122
<https://www.cityofportola.com/>
[t:https://zoom.us/j/3583067836](https://zoom.us/j/3583067836)

Mayor Pat Morton • Mayor Pro-Tem Jim Murphy • Councilmember Bill Powers • 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
- C. City Manager's 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. 2574 authorizing payment of claims for the period of April 25th, 2024 through May 8th, 2024.

Accounts Payable: \$123,898.55

Payroll: \$26,177.73

Total: \$150,076.28

AP Check Run #45841 – 45876

Payroll Check Run #17341 – 17343

Payroll Remittance Check #17344

- B. Approval of the City Council Minutes from 4-24-24

5. Renew State of Emergency Proclamation

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

Review and continue the Local Emergency Proclaimed by the Proclamation of the City of Portola on March 8, 2023.

6. City Council Vacancy

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

Discuss the City Council vacancy and review the vacancy notice.

7. Mayor's Appointments to the Integrated Waste Management Task Force and Emergency Services Policy Committee

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

Appointments to the Integrated Waste Management Task Force (aka the Solid Waste Task Force) and the Emergency Services Policy committee vacancies will be discussed with options to fill.

8. Resolution No. 2575 to Surplus the 1948 Ford firetruck

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

Review the resolution to surplus the 1948 Ford firetruck

9. Community Engagement Officer Job Description

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

Discussion with possible approval of the Community Engagement Officer job description, hours, and pay scale.

10. Adjournment

RESOLUTION NO. 2574

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORTOLA
AUTHORIZING PAYMENT OF CLAIMS FOR THE PERIOD
APRIL 25, 2024, THROUGH MAY 8, 2024.**

**ACCOUNTS PAYABLE
CHECK RUN: 45841 – 45876**

**PAYROLL
CHECK RUN: 17341 – 17343
REMITTANCE CHECK: 17344**

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:	\$123,898.55
PAYROLL:	<u>\$ 26,177.73</u>
TOTAL:	<u>\$150,076.28</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 8th day of May, 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 May 8, 2024.

Jason Shaw, Deputy City Clerk

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
0008	I-202405022265	ALWAYS ANSWER 800 NUMBER	R	5/08/2024		61.50	045841	61.50
0015	I-202405022281	AMERIGAS SS FIREHALL PROPANE	R	5/08/2024		274.01	045842	274.01
0019	I-202405022290	AQUA SIERRA CONTROLS INC. WATER/SEWER PROF SERVICES	R	5/08/2024		1,728.89	045843	1,728.89
0022	I-202405022273	AT&T LDWTP LONG DISTANCE	R	5/08/2024		38.75	045844	38.75
0023	I-202405022271	AT&T CALNET 3 SCADA LDWTP	R	5/08/2024		89.34	045845	89.34
0027	I-202405022260	BASTIAN ENGINEERING ENGINEERING PROF SERVICES	R	5/08/2024		3,505.43	045846	3,505.43
0035	I-202405022283	BRADY INDUSTRIES MATERIALS & SUPPLIES	R	5/08/2024		155.09	045847	155.09
0078	I-202405022276	ENCOMPASS XEROX COPIES	R	5/08/2024		135.76	045848	135.76
0083	I-202405022278	FEATHER PUBLISHING COMPANY,IN VISITORS GUIDES	R	5/08/2024		1,045.00	045849	1,045.00
0103	I-202405022264	IEDA LABOR RELATIONS CONSULTING	R	5/08/2024		253.89	045850	253.89
0111	I-202405022287	JEFFERSON SUPPLY COMPANY WATER/SEWER LINE REPAIR	R	5/08/2024		190.37	045851	190.37
0118	I-202405022274	KANSAS LIFE INSURANCE CO EMPLOYEE LIFE INSURANCE	R	5/08/2024		78.86	045852	78.86
0133	I-202405022282	LIBERTY UTILITIES CITY ELECTRIC BILLS	R	5/08/2024		48,131.37	045853	48,131.37
0141	I-202405022277	MCI MEGA PREFERRED 800 LONG DISTANCE #	R	5/08/2024		44.47	045854	44.47
0146	I-202405022291	MUELLER CO. - HERSEY METERS WATER METERS	R	5/08/2024		32,976.36	045855	32,976.36

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
0148	I-202405022262	NAPA SIERRA MATERIALS & SUPPLIES	R	5/08/2024		735.17	045856	735.17
0159	I-202405022270	OFFICE DEPOT OFFICE SUPPLIES	R	5/08/2024		396.07	045857	396.07
0162	I-202405022293	OPERATING ENGINEERS EMPLOYEE HEALTH INSURANCE	R	5/08/2024		13,663.00	045858	13,663.00
0175	I-202405022289	PLUMAS ACE HARDWARE INC MATERIALS & SUPPLIES	R	5/08/2024		1,367.35	045859	1,367.35
0184	I-202405022268	PLUMAS SIERRA RURAL ELECTRIC LDWTP ELECTRIC	R	5/08/2024		1,096.96	045860	1,096.96
0185	I-202405022267	PLUMAS SIERRA TELECOMMUNICAT CITY INTERNET	R	5/08/2024		387.00	045861	387.00
0218	I-202405022288	SILVER STATE ANALYTICAL WATER/WASTEWATER TESTING	R	5/08/2024		2,764.00	045862	2,764.00
0227	I-202405022275	STATE OF CALIFORNIA SIGNALS & LIGHTING	R	5/08/2024		243.51	045863	243.51
0231	I-202405022269	SUCCEED.NET WEB HOSTING	R	5/08/2024		67.85	045864	67.85
0233	I-202405022285	SUNRISE ENVIRONMENTAL SCIENTIFI SEWER MAINT	R	5/08/2024		2,632.29	045865	2,632.29
0239	I-202405022284	THATCHER , INC CHEMICALS	R	5/08/2024		2,103.55	045866	2,103.55
0244	I-202405022292	TRIPLE CROWN PRODUCTS MATERIALS & SUPPLIES	R	5/08/2024		104.23	045867	104.23
0253	I-202405022294	US BANCORP CITY CREDIT CARD CHARGES	R	5/08/2024		5,744.29	045868	5,744.29
VOID	045869	VOID CHECK	V	5/08/2024			045869	**VOID**
0260	I-202405022263	VERIZON WIRELESS CITY CELL PHONES	R	5/08/2024		764.48	045870	764.48

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
0260	I-202405022279	VERIZON WIRELESS LDWTP DATA PLAN	R	5/08/2024		108.05	045871	108.05
0260	I-202405022280	VERIZON WIRELESS CITY LANDLINES	R	5/08/2024		523.30	045872	523.30
0264	I-202405022286	WESTERN NEVADA SUPPLY WATER/SEWER LINE REPAIR	R	5/08/2024		1,917.06	045873	1,917.06
0269	I-202405022261	XEROX FINANCIAL SERVICES COPIER LEASE	R	5/08/2024		268.13	045874	268.13
0275	I-202405022272	EIP HOLDINGS II LLC BECKWOURTH RENT	R	5/08/2024		197.00	045875	197.00
1	I-202405022266	PHIL OELS REIMBURSEMENT	R	5/08/2024		106.17	045876	106.17

* * B A N K T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	35	0.00	123,898.55	123,898.55
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:	1	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:	36	0.00	123,898.55	123,898.55

** REGISTER GRAND TOTALS *

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	35	0.00	123,898.55	123,898.55
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:	1	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:	36	0.00	123,898.55	123,898.55

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT

100	5/2024	12,712.47CR
207	5/2024	29,953.43CR
208	5/2024	2,414.49CR
211	5/2024	620.00CR
215	5/2024	1,091.28CR
710	5/2024	42,860.13CR
720	5/2024	33,704.51CR
730	5/2024	542.24CR
=====		
ALL		123,898.55CR



City of Portola
Minutes
Regular Meeting
April 24, 2024 06:00 PM
35 Third Ave, Portola, CA 96122
<https://www.cityofportola.com/>

1. Call to Order

The meeting was called to order at 6:00 pm by Mayor Pat Morton.

A. Pledge of Allegiance

Led by Mayor Pat Morton

B. Roll Call

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

Staff Present: Interim City Manager - Susan Scarlett; Deputy City Clerk- Jason Shaw, City Attorney - Steve Gross (remotely)

2. Public Comments

There were no public comments.

3. CITY COMMUNICATIONS

A. City Council Communications / Committee Reports

Councilmember Leah Turner: Worked with Director of Public Works Todd Roberts on finding a suitable location for the dog park. New location is at Baldwin Park.

Councilmember Stan Peiler: Nothing to Report.

Councilmember Bill Powers: Have 4 bands for Music in the Park so far and looking for 3 more. Attended County Transportation Commission meeting. Cromberg project will begin soon; they will try to limit delays to 30 minutes.

Mayor Pro Tem Jim Murphy: Nothing to Report

Mayor Pat Morton: Attended County Transportation Commission meeting. Also, attended the Finance and Administration meeting.

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

Fire Report by Mayor Pat Morton: Beckwourth Fire reported 22 calls in March.

Air Quality Report by Deputy City Clerk Jason Shaw on behalf of Targeted Airshed Specialist Mikki Brown: There are 20 vouchers left for curbside green waste. There are also vouchers for firewood and chimney sweeps. Air Quality will be hosting its Home Heating Event May 18th at the Veteran's Hall from 12 - 4 PM.

Sherriff's Report: There was no Sherriff's report.

C. City Manager's Report

- Met with Karen Downs and Susan Summerford on Planning. Updated the list of things that need to be done and should have the General Plan up for City Council adoption on June 12th or 26th.
- No new update on the bridge, CalTrans and MGE Engineering are still discussing.
- The Pool is hiring Lifeguards. An ad for Public Works temporary positions has been posted. The City continues the search for a City Manager.
- Hope to have the Pool open by June 14th.
- Budget workshop will be held May 8th at 3:30 PM at City Hall.
- A Baldwin Park is the new location for the dog park.
- The City experienced vandalism last night at the Basketball Courts. A fire was started on the court which damaged the surface of the courts.
- The job description is complete for the Community Engagement Officer. Will be bringing it to the Council at the next meeting for approval.
- Will be attending the Plumas County Disaster Council meeting on Thursday.

4. Consent Agenda

- A. **Claims-** Adopt Resolution No. 2572 authorizing payment of claims for the period of April 11, 2024 through April 24th, 2024.

Accounts Payable: \$107,038.91

Payroll: \$20,785.16

Total: \$127,824.07

AP Check Run #45794 – 45836

Deposit Refund Checks: #45837-45840

Payroll Check: #17339

Payroll Remittance Check #17340

- B. Approval of the City Council Minutes from 4-10-24, 3-27-24, and the Finance and Administration Committee Minutes from 4-10-24

There were no public comments. There was no additional discussion.

Mayor Pro-Tem Jim Murphy motioned to approve. A second was made by Councilmember Stan Peiler.

The roll call vote:

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

5. Councilmember Resignation / Certificate of Appreciation

Councilmember Stan Peiler is resigning from the City Council and this will be his last meeting. Mayor Pat Morton recognized his many years of service on the City Council and to the City of Portola. She presented him with a Certificate of Appreciation. Councilmember Stan Peiler thanked the Council and the City Staff. Mayor Pat Morton excused Councilmember Stan Peiler from the rest of the City Council meeting.

6. Certificate of Appreciation

Mayor Pat Morton thanked Jon Kennedy for his years of service to the City of Portola and presented a Certificate of Appreciation from the City of Portola.

7. Councilmember Vacancy

Interim City Manager Susan Scarlett explained the City Council has 60 days from the date of vacancy to fill the seat. This can be done with an appointment or a special election but the City would have to pay for the special election. An exact figure is not known but estimated costs would likely be between \$5,000 and \$10,000. Typically, the City Council has filled past vacancies by appointment. Interested parties would submit a letter of interest and then at a future meeting they would attend and express their interest to the Council. If there is no appointment or special election, the seat will sit vacant until the general election in November. If the position is left vacant, it might be harder to for the City Council to meet quorum.

Councilmember Leah Turner suggested the Council should work to appoint someone and see who is interested.

The City Council adopted a schedule where letters of interest in the Council vacancy are due by May 30th by 5 PM. The City Council could appoint someone at the June 12th meeting.

There were no public comments.

Councilmember Leah Turner motioned to approve. A second was made by Councilmember Bill Powers.

The roll call vote:

Aye **Mayor Pat Morton** Aye **Mayor Pro-Tem Jim Murphy** Aye **Councilmember Bill Powers** Aye **Councilmember Leah Turner** Absent **Councilmember Stan Peiler**

8. Mayor's Appointment to the Airport Land Use Commission

Mayor Pat Morton appointed Mayor Pro Tem Jim Murphy to the vacancy on the Airport Land Use Commission.

There were no public comments.

9. Water Treatment Plant Ownership Resolution #2573

Interim City Manager Susan Scarlett went over the history of the ownership of the water treatment plant. We now have a good path forward on getting the ownership transfer finished. City Attorney Steve Gross has been working diligently with the County on getting good language for this Resolution. The Resolution will give ownership and responsibility of operating the water treatment plant officially to the City of Portola.

If the Council passes it tonight, it still needs to be approved by the County Board of Supervisors to complete the transfer.

There were no public comments.

Mayor Pro-Tem Jim Murphy motioned to approve. A second was made by Councilmember Bill Powers.

The roll call vote:

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

10. Surplus 1948 Ford firetruck

Interim City Manager Susan Scarlett stated that the Finance and Administration Committee met and discussed declaring the 48 Ford Firetruck surplus. The truck is not included in the asset transfers to the new district. The Finance and Administration committee recommendation was to surplus. The Council was in agreement and there will be a Resolution to formally surplus the vehicle on the next agenda.

Councilmember Bill Powers motioned to approve. A second was made by Councilmember Leah Turner.

The roll call vote:

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

11. Landowner Agreement for the Eastern Plumas Wildfire Protection Project

Interim City Manager Susan Scarlett explained that Cal Fire awarded 6 million to Plumas Fire Safe Council. The complete coverage map was included in the backup documents. Map includes 3,000 acres total and over 200 landowners.

City Attorney Steve Gross had some questions about insurance.

Mayor Pro Tem Jim Murphy asked City Attorney Steve Gross if he should recuse himself due to living close to the properties being discussed. City Attorney Steve Gross recommended that he should do so given his close proximity. Mayor Pro Tem Jim Murphy left the chambers for the discussion and the vote.

There were no public comments.

Councilmember Leah Turner is in favor of the proposal due to past wildfires in the area. The motion to approve was made with the stipulation that City Attorney Gross approve wording in the contract regarding insurance. Direction was given for the Interim City Manager to execute the agreement with that stipulation.

Councilmember Leah Turner motioned to approve. A second was made by Councilmember Bill Powers.

The roll call vote:

Aye **Mayor Pat Morton** Aye **Councilmember Bill Powers** Aye **Councilmember Leah Turner** Absent **Councilmember Stan Peiler** Recused **Mayor Pro-Tem Jim Murphy**

12. Adjournment

Meeting adjourned by Mayor Pat Morton at 6:45 PM.

Proclamation of the City of Portola, County of Plumas, State of California, Proclaiming Existence of a Local Emergency by the Director of Emergency Services, Appointing an Assistant Director of Emergency Services, Delegating Certain Powers and Duties to the Assistant Director of Emergency Services and Authorizing the Assistant Director of Emergency Services to Exercise such Powers and Duties to Address Impacts of the 2023 Winter Storms

WHEREAS, on or about January 27, 2023, the City of Portola began experiencing severe winter storms which have continued through the first week of March 2023 (“2023 Winter Storms”). through the week.

WHEREAS, the 2023 Winter Storms have, among other things, caused pipes to freeze, water mains to break, disruption in traffic along roadways.

WHEREAS, further conditions of extreme peril are threatened by forecasted storms due to strike the City of Portola in the next few weeks.

WHEREAS, these conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of the City.

WHEREAS, the City Council of the City of Portola is not in session and cannot immediately be called into session.

WHEREAS, the Mayor of the City of Portola is not available and pursuant to California Government Code Section 36802, if the Mayor is absent or unable to act, the Mayor Pro Tem shall serve until the Mayor returns or is able to act and the Mayor Pro Tem has all of the powers and duties of the Mayor.

WHEREAS, the aforesaid conditions are of extreme peril and warrant and necessitate the proclamation of the existence of a local emergency in accordance with and as authorized by Portola Municipal Code Section 2.32.

WHEREAS, it would be prudent to appoint a person to the office of Assistant Director of Emergency Services and delegate certain powers and duties to that office.

WHEREAS, the City may proclaim a local emergency pursuant to California Government Code Sections 8630 and the City may promulgate orders and regulations necessary to provide for the

protection of life and property, including orders or regulations imposing a curfew within designated boundaries where necessary to preserve the public order and safety. Such orders and regulations and amendments and rescissions thereof shall be in writing and shall be given widespread publicity and notice.

WHEREAS, the City of Portola is not formally asking for CDAA funding at this time.

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that in accordance with Portola Municipal Code Section 2.32 and California Government Code Sections 8630-8634 and in my capacity as the Director of Emergency Services in the absence of the Mayor pursuant to California Government Code Section 36802, I hereby declare a local emergency due to conditions of extreme peril that the 2023 Winter Storms, their impacts and responses thereto pose to the safety of persons and property within the City of Portola.

IT IS FURTHER PROCLAIMED AND ORDERED that the City of Portola is not formally asking for CDAA funding at this time.

IT IS FURTHER PROCLAIMED AND ORDERED that in accordance with Portola Municipal Code Section 2.32, the City's Director of Emergency Services is authorized to use and employ any of the property, services, personnel, and resources of the City, to command the aid of as many citizens as may be necessary to help mitigate this emergency and that County and State agencies may provide mutual aid, including personnel, equipment, and other available resources as needed to assist the City of Portola during this emergency.

IT IS FURTHER PROCLAIMED AND ORDERED that in accordance with Portola Municipal Code Section 2.32 and in my capacity as the Director of Emergency Services, I hereby appoint the City Manager to the office of Assistant Director of Emergency Services.

IT IS FURTHER PROCLAIMED AND ORDERED that in accordance with Portola Municipal Code Section 2.32 and in my capacity as the Director of Emergency Services, I hereby delegate to the Assistant Director of Emergency Services all the powers and duties of the Director of Emergency Services set forth in Portola Municipal Code Section 2.32 during the existence of the local emergency proclaimed herein and authorize the Assistant Director of Emergency Services to exercise all such powers and duties during the existence of the local emergency proclaimed herein.

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the emergency organization of the City of Portola shall be those prescribed by state law, by ordinances, and resolutions of the City of Portola; and that this emergency proclamation shall expire seven (7) days after issuance unless confirmed and ratified by the City Council of the City of Portola.

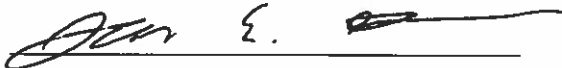
IT IS FURTHER PROCLAIMED AND ORDERED that the local emergency proclaimed herein shall be reviewed by the City Council for the need to continue it at least once every sixty (60) days until the City Council terminates the local emergency and the City Council shall proclaim the termination of the local emergency at the earliest possible date that conditions warrant.

PROCLAIMED this 8th day of March 2023



Mayor Pro Tem, City of Portola, Bill Powers

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 Proclamation was duly proclaimed by the Mayor Pro Tem of the City of Portola in his capacity as the Director of Emergency Services on March 8, 2023.



Jason Shaw, Deputy City Clerk



City Council Vacancy

The City of Portola is seeking letters of interest from citizens interested in serving on the City Council to fill a vacancy. The selected person will be appointed and serve as Council member until the general municipal election in November 2024.

To be eligible for appointment, a person must be a registered voter, live within the City limits of the City of Portola, and submit a letter of interest as to why they wish to serve on the Portola City Council. The individual selected should be able to participate in Council meetings and Commissions and Committees as appointed. The City Council holds regular meetings the 2nd and 4th Wednesdays of each month at 6:00 P.M.

Interested persons for the City Council position must:

- Submit a letter of interest and any relevant qualifications to the Portola City Clerk by 5:00 P.M. on May 30th, 2024, at 35 Third Ave, Portola CA 96122.
- Attend the June 12th City Council meeting at 6:00 P.M. at City Hall to be interviewed.
- Must be at least 18 years of age.
- Must be a resident and registered voter of the City of Portola.
- Will be required to file a Statement of Economic Interest (Form 700).

The City Council will consider all letters of interest and may make an appointment by a majority vote of the Council at the Council meeting on June 12th, 2025, at 6:00 P.M.

Please contact the City Clerk at admin@cityofportola.com or phone 530-832-6801 for further information.



MEETING DATE: May 8, 2024

FROM: Susan Scarlett

RE: Mayor's appointments to the Integrated Waste Management Board and the Emergency Services Policy committee

BACKGROUND:

Two appointments are needed at this time. The Integrated Waste Management Task Force meets in coordination with Plumas County in Quincy typically once a quarter. The bylaws state that the City is to appoint two members (one regular and one alternate). There is no requirement for elected officials or staff as community members are also appointed. The Emergency Services Policy Committee is called during an emergency and should include the Mayor and City Manager.

RECOMMENDATION:

Discuss the Integrated Waste Management Task Force (aka the Solid Waste Task Force) and the Emergency Services Policy committee vacancies and options to fill.

FISCAL IMPACT:

None



MEETING DATE: May 8, 2024

FROM: Susan Scarlett

RE: 1948 Ford Firetruck

EXECUTIVE SUMMARY:

At the Council meeting on April 24th the Council reviewed information about the 1948 Ford Firetruck that is not part of the transfer of equipment to the new Beckwourth Peak Fire District. At the recommendation of the Finance and Administration Committee, the Council approved the the recommendation to surplus the 1948 Ford Firetruck and directed staff to bring forward a resolution. The Council will consider Resolution No 2575 to surplus the 1948 Ford Firetruck.

RECOMMENDATION:

Approve Resolution Number 2575

FISCAL IMPACT:

Possible income

RESOLUTION NO. 2575

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORTOLA
FINDING THAT CERTAIN PROPERTY
OWNED BY THE CITY IS SURPLUS TO THE CITY’S NEEDS
AND DIRECTING THAT THE PROPERTY BE SOLD**

WHEREAS, the City owns the following property;

- 1948 Ford Firetruck – Chassis Number 1637706

WHEREAS, the above property has been identified by City staff as not necessary for the City’s use; and

WHEREAS, the City Council believes it is prudent to dispose of the City-owned surplus property; and

WHEREAS, the City plans to be advertised for sale through a properly noticed bidding process.

NOW, THEREFORE, BE IT RESOLVED that the City Council adopts the above recitals as its findings; and

BE IT FURTHER RESOLVED that, for the reasons set forth above, the City Council declares the above-described property, as surplus property; and

BE IT FURTHER RESOLVED that the City actively pursue disposal of the above-described property.

PASSED, APPROVED AND ADOPTED this 8th day of May, 2024 by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

Mayor, Pat Morton

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 of the City of Portola at a meeting thereof held on May 8th, 2024.

Jason Shaw, Deputy City Clerk



MEETING DATE: May 8, 2024

FROM: Susan Scarlett

RE: Community Engagement Officer job position

BACKGROUND:

The Council directed staff to discontinue an outside contract for Code enforcement. A committee consisting of Councilmember Turner and Mayor Pro Tem Murphy met to do a job description for a Community Engagement Officer position. The job description is attached.

EXECUTIVE SUMMARY:

Actions necessary to move this item forward:

- Approve the job description
 - Approve the number of hours and hourly pay recommended by the committee
 - Decide on a title for the position
 - Direct staff to fly the position
-

RECOMMENDATION:

The Council should review and approve the job description, approve hours and compensation and a title. Direct staff to fly the position.

FISCAL IMPACT:

The position is proposed for a 32 hour work week at \$30.00 an hour. The cost for this position is offset partially by COPS funds. The need for an outside firm to perform these functions is eliminated.

ATTACHMENTS:

A. COMMUNITY ENGAGEMENT OFFICER 4-26-24

Community Engagement Officer

*Specifications are intended to present a descriptive list of the range of duties performed by employees. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision, performs a variety of technical duties in support of the City's local code enforcement program; monitors and enforces a variety of applicable ordinances, codes, and regulations related to zoning, land use, nuisance housing, building codes, health and safety, blight, graffiti, water waste, and other matters of public concern; and serves as a resource and provides information on City regulations to property owners, residents, businesses, the general public, and other City departments.

ESSENTIAL FUNCTIONS

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices. Listed below are the essential functions of the job which include the following duties and requirements.

1. Perform a variety of field and office work in support of the City's local code enforcement program; enforce compliance with City regulations and ordinances including those pertaining to zoning, land use, nuisance housing, building codes, health and safety, blight, abandoned vehicle identification and removal and other matters of public concern. May be required to issue citations and/or red tag vehicles.
2. Receive and respond to citizen complaints and reports from other agencies and departments on alleged violations of City zoning and related municipal codes and ordinances; interview complainant and witnesses; conduct investigations and provide recommendations for resolution.
3. Conduct field investigations; inspect properties for violations; attempt to make contact at the residence or business in order to resolve violation; issue and post warning notices, notices of violation, corrective notices, orders to comply, and related documentation for code violations; schedule and perform all follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances; issue administrative and parking citations and notices of violation as necessary.
4. Prepare evidence in support of legal actions taken by the City; appear in court as necessary; testify at hearings and in court proceedings as required.
5. Maintain accurate documentation and case files on all investigations, inspections, enforcement actions, and other job-related activities including accurate and detailed information regarding code enforcement activity to substantiate violations; draw diagrams and illustrations and take photographs.
6. Prepare a variety of written reports, memos, and correspondence related to enforcement activities.
7. Patrol assigned area in a City vehicle to identify and evaluate problem areas and/or ordinance violations; determine proper method to resolve violations.
8. Attend meetings and serve as a resource to other City departments, the general public, and outside agencies in the enforcement of zoning regulations; provide research and documentation for meetings; interpret and explain municipal codes and ordinances to members of the general public, contractors, business owners, and other interested groups in the field, over the counter, and on the telephone.
9. Operate computer to enter, process, and acquire data relative to complaints, inspection sites, and effective code enforcement; research complaints.

10. Locate vacant residences and businesses; secure buildings with proper materials as necessary; post the property as necessary; check vacant buildings regularly for transient activity and other forms of vandalism.
11. May assist in researching, drafting, and rewriting municipal codes; participate in the development of forms and processes utilized to address various issues.
12. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Pertinent codes, ordinances, laws, and regulations pertaining to zoning, nuisance abatement, property maintenance, building, health and safety and related areas.
Procedures involved in the enforcement of codes and regulations including methods and techniques of conducting and documenting field investigations.
City services and organizational structure as they relate to code compliance.
Legal actions applicable to code enforcement compliance.
Effective public relations practices.
Principles and procedures of record keeping.
Methods and techniques of business correspondence and technical report preparation.
Modern office procedures, methods, and equipment including computers and supporting word processing and spreadsheet applications.
Occupational hazards and standard safety practices.
Geographic features and locations within the area served.

Ability to:

Independently perform a full range of municipal code enforcement and compliance duties.
Interpret and apply applicable codes, ordinances, and regulations related to zoning, nuisance abatement, and health and safety issues.
Inspect and identify violations of applicable codes and ordinances.
Enforce pertinent codes, ordinances, laws, and regulations with impartiality and efficiency.
Respond to inquiries, complaints, and requests for service in a fair, tactful, and firm manner.
Investigate complaints and mediate resolutions in a timely and tactful manner.
Prepare accurate and detailed documentation of investigation findings.
Maintain complex logs, records, and files.
Research, compile, and collect data.
Prepare clear and concise technical reports.
Make oral presentations or testify in court.
Work independently in the absence of supervision.
Read County Assessors maps and property profiles.
Read and interpret legal documents and descriptions.
Understand and follow oral and written instructions.
Type and enter data accurately at a speed necessary for successful job performance.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Work a 4 day a week schedule that may need to be adjusted for special events.

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to completion of the twelfth grade supplemented by specialized training and/or college level coursework in criminal justice, public administration, business administration, or other related field.

Experience:

One year of work experience involving a high level of public contact including some experience dealing with the public in an enforcement, inspection, investigation, or customer service capacity. Experience that includes the enforcement of municipal codes is highly desirable.

License or Certificate:

Possession of an appropriate, valid driver's license.

Successful completion of P.O.S.T. 832 P.C. course within six months of hire.

Possession of, or ability to obtain within one year of appointment, certification as a Code Enforcement Officer issued by the CACEO.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Indoor and outdoor environments; work alone; travel from site to site; incumbents may be exposed to noise, dust, inclement weather conditions, and potentially hostile environments.

Physical: Primary functions require sufficient physical ability and mobility to work in an office and field environment; to stand, stoop, reach, bend, kneel, squat, climb ladders, and walk on uneven terrain, loose soil, and sloped surfaces; to lift and/or carry light weights; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; ability to operate a vehicle to travel to various locations; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction