



City of Portola
AGENDA

Regular Meeting
May 22, 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. 2576 authorizing payment of claims for the period of May 9th, 2024 through May 22nd, 2024.

Accounts Payable: \$106,760.45

Payroll: \$26,704.88

Total: \$133,465.33

AP Check Run #45877 – 45906

Payroll Check Run #17345 – 17346

Payroll Remittance Check #17347

- B. Approval of the City Council Minutes from 5-8-2024 and the Budget Workshop Minutes from 5-8-2024

5. Proposition 68 Resolution No. 2577 to be able to apply for grant funds.

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

Review the Proposition 68 resolution from the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018. The City was awarded \$177,952 through the

program. Review possible project for the grant funds.

6. Road Maintenance and Rehabilitation Resolution No. 2578.

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

Review and approve the uses for 2024-2025 funds and adopt Resolution No. 2578.

7. PG&E Settlement Funds for Fire Departments

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

Review the balance of the PG&E Settlement funds and their use

8. Workplace Violence Protection Plan Review

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

Discussion with possible approval of the proposed Workplace Violence Protection Plan (WVPP) for State of California SB 553 compliance.

9. Tax lien purchase of property through Plumas County

☒ Discussion ☒ Possible Action  [Comment](#)

Review the possible tax lien sale and discuss payment.

10. Intermountain change of service day information

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

Review the Intermountain Disposal change of service for the South Side.

11. Adjournment

RESOLUTION NO. 2576

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORTOLA
AUTHORIZING PAYMENT OF CLAIMS FOR THE PERIOD
MAY 9, 2024, THROUGH MAY 22, 2024.**

**ACCOUNTS PAYABLE
CHECK RUN: 45877 – 45906**

**PAYROLL
CHECK RUN: 17345 – 17346
REMITTANCE CHECK: 17347**

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:	\$106,760.45
PAYROLL:	<u>\$ 26,704.88</u>
TOTAL:	<u>\$133,465.33</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 22th 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 22, 2024.

Jason Shaw, Deputy City Clerk

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
000010	I-202405162310	RENO PAINT MART INC CABOOSE PAINT	R	5/22/2024		660.64	045877	660.64
000029	I-202405162303	COUNTRY BREEZE CLEANING CLEANING SERVICES	R	5/22/2024		400.00	045878	400.00
000058	I-202405162311	HOBBS COMPANY LIMITED WATER EQUIP REPAIR	R	5/22/2024		94.57	045879	94.57
000065	I-202405162323	ARIA FILTRA LDWTP EQUIP MAINT	R	5/22/2024		7,064.37	045880	7,064.37
000066	I-202405162325	HIVAC CORPORATION LDWTP EQUIP REPAIR	R	5/22/2024		1,696.04	045881	1,696.04
000067	I-202405162324	WATERS VACUUM TRUCK SERVICE SEWER MAINT	R	5/22/2024		2,425.00	045882	2,425.00
000068	I-202405162326	NEVADA POWER PRODUCTS INC MATERIALS & SUPPLIES	R	5/22/2024		1,687.99	045883	1,687.99
0005	I-202405162304	AIRGAS, INC. ACETLENE/OXYGEN	R	5/22/2024		427.14	045884	427.14
0010	I-202405162320	AMAZON CAPITOL SERVICES MATERIALS & SUPPLIES	R	5/22/2024		1,380.96	045885	1,380.96
0021	I-202405162298	AT&T 800 EMER LINE	R	5/22/2024		8.86	045886	8.86
0023	I-202405162322	AT&T CALNET 3 SCADA LDWTP	R	5/22/2024		88.13	045887	88.13
0035	I-202405162308	BRADY INDUSTRIES MATERIALS & SUPPLIES	R	5/22/2024		233.60	045888	233.60
0052	I-202405162297	CITY OF PORTOLA WATER/SEWER BILLS	R	5/22/2024		2,110.88	045889	2,110.88
VOID	045890	VOID CHECK	V	5/22/2024			045890	**VOID**
0090	I-202405162312	GRAINGER INC MATERIALS & SUPPLIES	R	5/22/2024		53.65	045891	53.65

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
0101	I-202405162305	HUNT & SONS, INC. FUEL CHARGES	R	5/22/2024		3,040.41	045892	3,040.41
0105	I-202405162321	INTERMOUNTAIN DISPOSAL REFUSE COLLECTION	R	5/22/2024		891.67	045893	891.67
0111	I-202405162316	JEFFERSON SUPPLY COMPANY SEWER LINE REPAIR	R	5/22/2024		3,877.00	045894	3,877.00
0136	I-202405162300	MANHARD CONSULTING PLANNING	R	5/22/2024		3,060.00	045895	3,060.00
0173	I-202405162302	PITNEY BOWES INC POSTAGE METER SUPPLIES	R	5/22/2024		284.84	045896	284.84
0188	I-202405162327	PORTER SIMON CORPORATION LEGAL SERVICES	R	5/22/2024		7,729.00	045897	7,729.00
0192	I-202405162296	PURCHASE POWER METER POSTAGE	R	5/22/2024		1,041.98	045898	1,041.98
0218	I-202405162315	SILVER STATE ANALYTICAL WATER/WASTEWATER TESTING	R	5/22/2024		2,564.00	045899	2,564.00
0234	I-202405162313	SUPERIOR POOL PRODUCTS, LLC POOL MATERIALS & SUPPLIES	R	5/22/2024		567.62	045900	567.62
0235	I-202405162319	SUSAN SCARLETT ACCOUNTING SERVICES	R	5/22/2024		5,500.00	045901	5,500.00
0239	I-202405162299	THATCHER , INC CHEMICALS	R	5/22/2024		3,306.73	045902	3,306.73
0240	I-202405162306	THOMAS G. VALENTINO SW CONSULTING SERVICES	R	5/22/2024		1,080.00	045903	1,080.00
0255	I-202405162301	US DEPARTMENT OF AGRICULTURE LOAN 91-04	R	5/22/2024		51,945.70	045904	51,945.70
0256	I-202405162307	USA BLUE BOOK INC WATER LINE REPAIR	R	5/22/2024		2,361.30	045905	2,361.30
0264	I-202405162314	WESTERN NEVADA SUPPLY MATERIALS & SUPPLIES	R	5/22/2024		1,178.37	045906	1,178.37

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT

* * B A N K T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	29	0.00	106,760.45	106,760.45
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:	 30	 0.00	 106,760.45	 106,760.45

** REGISTER GRAND TOTALS *

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	29	0.00	106,760.45	106,760.45
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:	30	0.00	106,760.45	106,760.45

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT

100	5/2024	14,657.10CR
207	5/2024	1,211.18CR
208	5/2024	1,198.11CR
215	5/2024	275.00CR
710	5/2024	69,376.75CR
720	5/2024	16,650.43CR
730	5/2024	3,391.88CR
=====		
ALL		106,760.45CR



City of Portola
Minutes
Regular Meeting
May 08, 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 Leah Turner

Staff Present: Interim City Manager - Susan Scarlett; Deputy City Clerk- Jason Shaw

2. Public Comments

Chuck Dayton from Jefferson Supply Company left a public comment about Intermountain Disposal (IMD) recycling. Lindsey Shaw from the public left a public comment about wanting to see wrestling in the park.

Mayor Pro Tem Jim Murphy noted that the next Infrastructure Committee meeting will be held on June 18th. The Committee will not discuss individual customer complaints but will look at the overall level of service provided by IMD.

3. CITY COMMUNICATIONS

A. City Council Communications / Committee Reports

Councilmember Leah Turner: Had a meeting with Director of Public Works Todd Roberts on the dog park and he is currently getting estimates for the cost of fencing.

Councilmember Bill Powers: Attended the Infrastructure Committee meeting. Thought it was a good start and the committee will meet again about IMD in the future.

Mayor Pro Tem Jim Murphy: Attended the Infrastructure Committee meeting.

Mayor Pat Morton: None

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

Fire Report: There was no fire report.

Sheriff's Report: There was no sheriff's report.

Air Quality Report by Deputy City Clerk Jason Shaw: There will be a home heating event on May 14th from 12-4 at the Portola Library. Green waste month has been moved to June instead of May and goes from June 1st through the 25th. Residents of Portola can drop off their green waste for free at the Delleker Transfer Station during this time but they ask residents to please separate pine needles from other green waste before dropping the waste off.

C. City Manager's Report

Interim City Manager Susan Scarlett gave updates on City projects and on meetings she attended.

- The Firewise agreement approved by the City Council has been executed.
- The Infrastructure Committee held a meeting with Intermountain Disposal, City Consultant Tom Valentino and City Attorney Steve Gross.
- The City is looking to hire more Lifeguards for the pool.
- Will be meeting with the new Fire District, Beckwourth Peak Fire Protection District on Monday about the transfer of assets and other transition topics.
- She and Director of Public Works Todd Roberts had a meeting with the Sierra Buttes Trail Stewardship representatives about the upcoming Gravel Grinder. In the future, they are going to take over camping and the City will no longer directly fund the event (they keep the revenue from camping during the event instead). They will receive funding from the City this year because it's already been budgeted for.
- Had a meeting with Liberty Power and Mayor Pat Morton about the high cost of energy bills and the recent power outages.
- Paving projects should begin in the City shortly. Will be using Road Maintenance and Rehabilitation funds which restricts which roads can be worked on. Hoping to get started on that next week.
- Multiple job postings are currently on the Portola website and posted elsewhere; Still looking for Lifeguards, temporary public works employees, and a City Manager. There is also a vacancy on the City Council that needs to be filled.

Overall, things are moving along nicely.

4. Consent Agenda

- 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

Councilmember Leah Turner asked a question about a bill for water meters. Interim City Manager Susan Scarlett explained that the reason the bill was so high is for 2 years they were sending bills to the wrong email account. That issue has now been corrected and the bills should not be as high in the future.

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**

5. **. Renew State of Emergency Proclamation**

Deputy City Clerk Jason Shaw explained that this was the same renewal we have done before for the winter storm disaster that occurred last year. We need to keep this state of emergency active so that way we can continue to work with FEMA and Cal OES on public assistance funding. So far The City has been awarded \$69,022.55 in public assistance funding for the costs associated with the 2023 winter storm disaster and there is still more to come.

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

The roll call vote:

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

6. **City Council Vacancy**

Interim City Manager Susan Scarlett brought this up as a reminder that there is a vacancy on the Portola City Council. Citizens of Portola are encouraged submit a letter of interest for the open seat. Letters of interest will be accepted through May 30th.

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

Interim City Manager Susan Scarlett explained that the former City Manager was on these committees and now there are vacancies that need to be filled.

Chuck Dayton from Jefferson Supply Company asked about the details of the Intergrated Waste Management Task Force (IWMTF).

The Portola Council tabled the vacancy appointment on the IWMTF for another meeting because of the open vacancy on the City Council.

Mayor Pat Morton appointed herself and Susan Scarlett to the Emergency Services Policy Committee (ESPC). Councilmember Leah Turner is remaining on the committee.

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

There were no public comments or discussion.

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**

9. Community Engagement Officer Job Description

Interim City Manager Susan Scarlett went over the specifics of the position. This position was created because the City is no longer using contracted services.

The job description was worked on by Councilmember Leah Turner and Mayor Pro Tem Jim Murphy. Staff recommends approving the job description, the hours, the pay rate and the title and to direct staff to fly the position for hire as soon as possible.

Motion to approve the job description, the pay rate at \$30/Hour, the 32 hours of work per week and the job title and to direct staff to fly the position for hire.

Mayor Pro-Tem Jim Murphy 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**

10. Adjournment

Meeting Adjourned by Mayor Pat Morton at 6:36 PM.



City of Portola

Minutes

Budget Workshop

May 08, 2024 03:30 PM

35 Third Ave, Portola, CA 96122

<https://www.cityofportola.com/>

1. Call to Order

The meeting was called to order at 3:40 pm by Mayor Pat Morton.

Councilmember Bill Powers joined the workshop at 4:00 p.m.

A. Roll Call

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

Staff Present: Interim City Manager Susan Scarlett and Deputy City Clerk Jason Shaw

2. Public Comments

3. Budget Workshop

Interim City Manager Susan Scarlett reviewed the draft of the budget for the 2024-2025 year. Each fund was discussed. A list of items that were not in the operating budget was discussed and the items moved to the operating budget. The budget reflects step increases for full time employees and an estimated 4% COLA. Figures for the April COLA were not available at that time.

4. Adjournment



MEETING DATE: May 22, 2024

FROM: Susan Scarlett

RE: Proposition 68 Per Capita Program

BACKGROUND:

The Per Capita Program originated from Proposition 68 which was approved by the voters in 2018. It is the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018. The City was awarded \$177,952 through the program. Deadlines have been extended and we are still eligible for this grant.

EXECUTIVE SUMMARY:

Staff has reviewed this grant and we have a project in mind that we feel fits this funding. We have secured quotes from LB Foster on vault restrooms to be placed in the Riverwalk/Disc Golf area for public use.

The first step in the process of using these grant funds is to adopt the resolution attached. Once the resolution is passed by the City Council we can move forward with completing and submitting an application. Whether the Council decides on this use of the funds or chooses some other project the resolution is required.

RECOMMENDATION:

Approve Resolution 2577. Direct staff to apply for grant funds

FISCAL IMPACT:

We anticipate minor impact as the City is listed as a severely disadvantaged community and therefore there is no match.

ATTACHMENTS:

- A. PER CAPITA RESOLUTION 2577
- B. PORTOLA ROCKYMOUNTAIN-SW 4.2024-1
- C. PORTOLA ROCKYMOUNTAIN-NO STAMPS SW 4.2024-1

RESOLUTION NO. 2577

RESOLUTION OF THE CITY OF PORTOLA APPROVING APPLICATION(S) FOR PER
CAPITA GRANT FUNDS

WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility by the Legislature of the State of California for the administration of the Per Capita Grant Program, setting up necessary procedures governing application; and

WHEREAS, said procedures established by the State Department of Parks and Recreation require the grantee's Governing Body to certify by resolution the approval of a project application(s) before submission of said application(s) to the State; and

WHEREAS, the grantee will enter into a contract(s) with the State of California to complete project(s);

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Portola hereby:

1. Approves the filing of project application(s) for Per Capita program grant project(s); and
2. Certifies that said grantee has or will have available, prior to commencement of project work utilizing Per Capita funding, sufficient funds to complete the project(s); and
3. Certifies that the grantee has or will have sufficient funds to operate and maintain the project(s), and
4. Certifies that all projects proposed will be consistent with the park and recreation element of the City of Portola general or recreation plan (PRC §80063(a)), and
5. Certifies that these funds will be used to supplement, not supplant, local revenues in existence as of June 5, 2018 (PRC §80062(d)), and
6. Certifies that it will comply with the provisions of §1771.5 of the State Labor Code, and
7. (PRC §80001(b)(8)(A-G)) To the extent practicable, as identified in the "Presidential Memorandum--Promoting Diversity and Inclusion in Our National Parks, National Forests, and Other Public Lands and Waters," dated January 12, 2017, the City of Portola will consider a range of actions that include, but are not limited to, the following:
 - (A) Conducting active outreach to diverse populations, particularly minority, low-income, and disabled populations and tribal communities, to increase awareness within those communities and the public generally about specific programs and opportunities.
 - (B) Mentoring new environmental, outdoor recreation, and conservation leaders to increase diverse representation across these areas.
 - (C) Creating new partnerships with state, local, tribal, private, and nonprofit organizations to expand access for diverse populations.

(D) Identifying and implementing improvements to existing programs to increase visitation and access by diverse populations, particularly minority, low-income, and disabled populations and tribal communities.

(E) Expanding the use of multilingual and culturally appropriate materials in public communications and educational strategies, including through social media strategies, as appropriate, that target diverse populations.

(F) Developing or expanding coordinated efforts to promote youth engagement and empowerment, including fostering new partnerships with diversity-serving and youth-serving organizations, urban areas, and programs.

(G) Identifying possible staff liaisons to diverse populations.

8. Agrees that to the extent practicable, the project(s) will provide workforce education and training, contractor and job opportunities for disadvantaged communities (PRC §80001(b)(5)).
9. Certifies that the grantee shall not reduce the amount of funding otherwise available to be spent on parks or other projects eligible for funds under this division in its jurisdiction. A one-time allocation of other funding that has been expended for parks or other projects, but which is not available on an ongoing basis, shall not be considered when calculating a recipient's annual expenditures. (PRC §80062(d)).
10. Certifies that the grantee has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Procedural Guide; and
11. Delegates the authority to the City Manager, and in his/her absence to the Interim City Manager, or designee to conduct all negotiations, sign and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the grant scope(s); and
12. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.

Approved and adopted the 22nd day of May, 2024.

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 foregoing Resolution was duly passed and adopted by the City Council of the City of at a meeting thereof held on May 22, 2024.

Jason Shaw, Deputy City Clerk



CXT® Precast Concrete Products manufactures restroom, shower and concession buildings in multiple designs, textures and colors. The roof and walls are fabricated with high strength precast concrete to meet all local building codes and textured to match local architectural details. All CXT buildings are designed to meet A.D.A. and to withstand heavy snow, high wind and category E seismic loads. All concrete construction also makes the buildings easy to maintain and withstand the rigors of vandalism. The buildings are prefabricated and delivered complete and ready-to-use, including plumbing and electrical where applicable. With thousands of satisfied customers nationwide, CXT is the leader in prefabricated concrete restrooms.

1. ORDERING ADDRESS(ES): CXT Precast Concrete Products, 606 N. Pines Road, Suite 202, Spokane Valley, WA 99206

2. ORDERING PROCEDURES: Fax 509-928-8270

3. PAYMENT ADDRESS(ES):

Remitting by check:

CXT, Inc., PO Box 676208, Dallas, TX 75267-6208

Remitting by ACH or wire transfer:

Beneficiary: CXT, Inc.

Beneficiary Bank: PNC Bank, Pittsburgh, PA

Account: 1077766885 ABA/Routing: 043000096

Email remittance details to AR@lbfoster.com

4. WARRANTY PROVISIONS: CXT provides a one (1) year warranty. The warranty is valid only when concrete is used within the specified loadings. Furthermore, said warranty includes only the related material necessary for the construction and fabrication of said concrete components. All other non-concrete components will carry a one (1) year warranty. CXT warrants that all goods sold pursuant hereto will, when delivered, conform to specifications set forth above. Goods shall be deemed accepted and meeting specifications unless notice identifying the nature of any non-conformity is provided to CXT in writing within the specified warranty. CXT, at its option, will repair or replace the goods or issue credit for the customer provided CXT is first given the opportunity to inspect such goods. It is specifically understood that CXT's obligation hereunder is for credit, repair or replacement only, F.O.B. CXT's manufacturing plants, and does not include shipping, handling, installation or other incidental or consequential costs unless otherwise agreed to in writing by CXT.

This warranty shall not apply to:

1. Any goods which have been repaired or altered without CXT's express written consent, in such a way as in the reasonable judgment of CXT, to adversely affect the stability or reliability thereof;

2. To any goods which have been subject to misuse, negligence, acts of God or accidents; or

3. To any goods which have not been installed to manufacturer's specifications and guidelines, improperly maintained, or used outside of the specifications for which such goods were designed.

5. TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE): All prices subject to the "Conditions of Sale" listed on the CXT quotation form.

Customers are responsible for marking exact location building is to be set; providing clear and level site, free of overhead and/or underground obstructions; and providing site accessible to normal highway trucks and sufficient area for the crane to install and other equipment to perform the contract requirements. Site must allow for the crane to be within three feet of the building location and the truck to be within three feet of the crane. Customer shall provide notice in writing of low bridges, roadway width or grade, unimproved roads or any other possible obstacles to access. CXT reserves the right to charge the customer for additional costs incurred for

special equipment required to perform delivery and installation. Customers will negotiate installation on a project-by-project basis, which shall be priced as separate line items. For more information regarding installation and truck turning radius guidelines please see our website at <http://www.cxtinc.com>.

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Should the delivery and installation costs increase due to changes in the delivery period, this increase will be added to the price originally quoted, and will be subject to the contract payment terms.

In the event that the delivery is delayed more than 90 days after the agreed to schedule and through no fault of CXT, then in addition to the remedies above, a storage fee of 1-1/2% of contract price per month or any part of any month will be charged.

****Customer is responsible for all local permits and fees.**

6. DELIVERY CHARGE: All prices F.O.B. origin prepaid and added to invoice. CXT operates three (3) manufacturing plants in the United States and will deliver from the closest location on our carriers.

7. PAYMENT TERMS: All orders are cash in advance. At CXT's discretion, credit may be given after approval of credit application. Payment to CXT by the purchaser of any approved credit amount is net 30 days after submission of invoice to purchaser. Interest at a rate equal to the lower of (i) the highest rate permitted by law; or (ii) 1.5% per month will be charged monthly on all unpaid invoices beginning with the 35th day (includes five (5) day grace period) from the date of the invoice. Under no circumstance can retention be taken. If CXT initiates legal proceeding to collect any unpaid amount, purchaser shall be liable for all of CXT's costs, expenses and attorneys' fees and costs of any appeal.

8. LIMITATION OF REMEDIES: In the event of any breach of any obligations hereunder; breach of any warranty regarding the goods, or any negligent act or omission of any party, the parties agree to submit all claims to binding arbitration. Any settlement reached shall include all reasonable costs including attorney fees. In no event shall CXT be subject to or liable for any incidental or consequential damages. Without limitation on the foregoing, in no event shall CXT be liable for damages in excess of the purchase price of the goods herein offered.

9. DELIVERY INFORMATION: All prices F.O.B. origin prepaid and added to invoice. CXT operates three (3) manufacturing plants in the United States and will deliver from the closest location on our carriers. Use the information below to determine the origin:

- F.O.B. 6701 E. Flamingo Avenue, Building 300, Nampa, ID 83687 applies to: AK, CA, HI, ID, MT, ND, NV, OR, SD, UT, WA, WY.

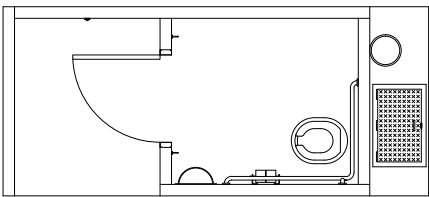
- F.O.B. 901 North Highway 77, Hillsboro, TX 76645 applies to AR, AZ, CO, IA, KS, LA, MN, MO, MS, NE, NM, OK, TX.

- F.O.B. 362 Waverly Road, Williamstown, WV 26183 applies to AL, CT, DE, FL, GA, IL, IN, KY, MA, MD, ME, MI, NC, NH, NJ, NY, OH, PA, PR, RI, SC, TN, VA, VT, WI, WV.

- Prices exclude all federal/state/local taxes. Tax will be charged where applicable if customer is unable to provide proof of exemption.

ROCKY MOUNTAIN – 6’ 6” x 14’ 8”

Rocky Mountain is a single vault style restroom. Standard features include polyethylene lined concrete vault, simulated board and batt upper and rock lower textured walls, simulated cedar shake textured roof, off loaded and set up at site.



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		Price Per Unit	
Base Price		\$	\$
Added Cost Options		Click to Select	
Earth Work (includes excavation, backfill and cleanup)		\$	
Custom Wall Texture		\$	
Optional Roof Texture	Ribbed Metal	\$	
Insulated Roof Panel		\$	
Room Wastebasket		\$	
Stainless Steel Riser		\$	
Hand Sanitizer Dispenser		\$	
Baby Changing Table		\$	
Fiberglass Doors		\$	
Owl Guard		\$	
Marine Package (excluding fiberglass doors and frames, and front window frames)		\$	
Solar Light Kit		\$	
Solar Fan Kit		\$	
Rain Vent Cap		\$	
Timed Lock System		\$	
Total for Added Cost Options:		\$	
Custom Options:		\$	
Engineering and State Fees:		\$	
Estimated One-Way Transportation Costs to Site (quote):		\$	
Estimated Tax:		\$	
Total Cost per Unit Placed at Job Site:		\$	

Estimated monthly payment on 5 year lease

Other Options							
One Color:	Two-Tone Color:	Top Section:	Bottom Section:	Rock Color:			
	Walls						
	Roof	Floor Plan:	Toilet Paper Holder:				
Deadbolt Lock:	Privacy Latch ADA Handle:						
Signage:	Wall Vent Location: (upon entering door)						
Men	Women	Unisex	Accessible	Right Side	Left Side	Rear	Door

*Building includes restroom signs in Braille and roman lettering.
Notes:



This price quote is good for 60 days from date below, and is accurate and complete.	I accept this quote. Please process this order.
	Company Name
CXT Sales Representative	Company Representative
Date	Date



CXT® Precast Concrete Products manufactures restroom, shower and concession buildings in multiple designs, textures and colors. The roof and walls are fabricated with high strength precast concrete to meet all local building codes and textured to match local architectural details. All CXT buildings are designed to meet A.D.A. and to withstand heavy snow, high wind and category E seismic loads. All concrete construction also makes the buildings easy to maintain and withstand the rigors of vandalism. The buildings are prefabricated and delivered complete and ready-to-use, including plumbing and electrical where applicable. With thousands of satisfied customers nationwide, CXT is the leader in prefabricated concrete restrooms.

1. ORDERING ADDRESS(ES): CXT Precast Concrete Products, 606 N. Pines Road, Suite 202, Spokane Valley, WA 99206

2. ORDERING PROCEDURES: Fax 509-928-8270

3. PAYMENT ADDRESS(ES):

Remitting by check:

CXT, Inc., PO Box 676208, Dallas, TX 75267-6208

Remitting by ACH or wire transfer:

Beneficiary: CXT, Inc.

Beneficiary Bank: PNC Bank, Pittsburgh, PA

Account: 1077766885 ABA/Routing: 043000096

Email remittance details to AR@lbfoster.com

4. WARRANTY PROVISIONS: CXT provides a one (1) year warranty. The warranty is valid only when concrete is used within the specified loadings. Furthermore, said warranty includes only the related material necessary for the construction and fabrication of said concrete components. All other non-concrete components will carry a one (1) year warranty. CXT warrants that all goods sold pursuant hereto will, when delivered, conform to specifications set forth above. Goods shall be deemed accepted and meeting specifications unless notice identifying the nature of any non-conformity is provided to CXT in writing within the specified warranty. CXT, at its option, will repair or replace the goods or issue credit for the customer provided CXT is first given the opportunity to inspect such goods. It is specifically understood that CXT's obligation hereunder is for credit, repair or replacement only, F.O.B. CXT's manufacturing plants, and does not include shipping, handling, installation or other incidental or consequential costs unless otherwise agreed to in writing by CXT.

This warranty shall not apply to:

1. Any goods which have been repaired or altered without CXT's express written consent, in such a way as in the reasonable judgment of CXT, to adversely affect the stability or reliability thereof;

2. To any goods which have been subject to misuse, negligence, acts of God or accidents; or

3. To any goods which have not been installed to manufacturer's specifications and guidelines, improperly maintained, or used outside of the specifications for which such goods were designed.

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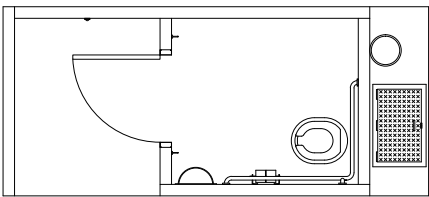
- F.O.B. 901 North Highway 77, Hillsboro, TX 76645 applies to AR, AZ, CO, IA, KS, LA, MN, MO, MS, NE, NM, OK, TX.

- F.O.B. 362 Waverly Road, Williamstown, WV 26183 applies to AL, CT, DE, FL, GA, IL, IN, KY, MA, MD, ME, MI, NC, NH, NJ, NY, OH, PA, PR, RI, SC, TN, VA, VT, WI, WV.

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		Price Per Unit	
Base Price		\$	\$
Added Cost Options		Click to Select	
Earth Work (includes excavation, backfill and cleanup)		\$	
Custom Wall Texture		\$	
Optional Roof Texture	Ribbed Metal	\$	
Insulated Roof Panel		\$	
Room Wastebasket		\$	
Stainless Steel Riser		\$	
Hand Sanitizer Dispenser		\$	
Baby Changing Table		\$	
Fiberglass Doors		\$	
Owl Guard		\$	
Marine Package (excluding fiberglass doors and frames, and front window frames)		\$	
Solar Light Kit		\$	
Solar Fan Kit		\$	
Rain Vent Cap		\$	
Timed Lock System		\$	
Total for Added Cost Options:		\$	
Custom Options:		\$	
Engineering and State Fees:		\$	
Estimated One-Way Transportation Costs to Site (quote):		\$	
Estimated Tax:		\$	
Total Cost per Unit Placed at Job Site:		\$	

Estimated monthly payment on 5 year lease

Other Options				
One Color:	Two-Tone Color:	Top Section:	Bottom Section:	Rock Color:
	Walls			
	Roof	Floor Plan:	Toilet Paper Holder:	
Deadbolt Lock:	Privacy Latch ADA Handle:			
Signage:	Wall Vent Location: (upon entering door)			
Men Women Unisex Accessible	Right Side	Left Side	Rear	Door

*Building includes restroom signs in Braille and roman lettering.
Notes:



<p>This price quote is good for 60 days from date below, and is accurate and complete.</p> <p>CXT Sales Representative</p> <p>Date</p>	<p>I accept this quote. Please process this order.</p> <p>Company Name</p> <p>Company Representative</p> <p>Date</p>
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MEETING DATE: May 22, 2024

FROM: Susan Scarlett

RE: Road Maintenance and Rehabilitation Account (RMRA) Funds
Resolution No. 2578

BACKGROUND:

In 2017, the State Legislature signed the Road Repair and Accountability Act (Senate Bill 1) into law.

This act created the Road Maintenance and Rehabilitation Account (RMRA) to address deferred maintenance on the state highway system and the local street and road system. SB 1 requires the California Transportation Commission (CTC) to adopt performance criteria, consistent with a specified asset management plan, to ensure efficient use of certain funds available for the program.

SB 1 also requires the City to annually adopt a list of projects planned to be completed with SB 1 RMRA funding. The list is required to be approved by the City Council at a public meeting and included in the City budget. Resolution 2578, addresses the requirement and contains the project list.

RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 2578. Following Council approval, the appropriate documentation will be submitted to the CTC by staff, as outlined above.

ATTACHMENTS:

- A. CITY OF PORTOLA RESOLUTION 2578 FY-2024-25

RESOLUTION NO. 2578

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORTOLA ADOPTING A LIST OF PROJECTS FOR FISCAL YEAR 2024-25 FUNDED BY SB 1:

THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017

WHEREAS, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017 in order to address the significant multi-modal transportation funding shortfalls statewide; and

WHEREAS, SB 1 includes accountability and transparency provisions that will ensure the residents of the City of Portola are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

WHEREAS, the City of Portola must adopt a list of all projects proposed to receive funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

WHEREAS, the City of Portola, will receive an estimated \$53,744 in RMRA funding in Fiscal Year 2024-25 from SB 1; and

WHEREAS, this is the 8th year in which the City of Portola is receiving SB 1 funding and will enable the City of Portola to continue essential road maintenance and rehabilitation projects, safety improvements, repairing and replacing aging bridges, and increasing access and mobility options for the traveling public that would not have otherwise been possible without SB 1; and

WHEREAS, the City of Portola has undergone a robust public process to ensure public input into our community's transportation priorities/the project list; and

WHEREAS, the City of Portola used a Pavement Management System to develop the SB 1 project list to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the community's priorities for transportation investment; and

WHEREAS, the funding from SB 1 will help the City of Portola maintain and rehabilitate a portion of the main access to City public facilities this year and likely similar projects into the future; and

WHEREAS, the 2021 California Statewide Local Streets and Roads Needs Assessment found that the City of Portola streets and roads are in a "poor" condition and this revenue will help us increase the overall quality of our road system and over the next decade will bring our streets and roads into a good risk condition; and

WHEREAS, the SB 1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets infrastructure, and using cutting-edge technology, materials and practices, will have significant positive co-benefits statewide.

NOW, THEREFORE IT IS HEREBY RESOLVED, ORDERED AND FOUND by the City Council of the City of Portola, County of Plumas, State of California, as follows:

1. The foregoing recitals are true and correct.
2. The following list of newly proposed projects will be funded in-part or solely with Fiscal Year 2024-25 Road Maintenance and Rehabilitation Account revenues:

Project Title: Middle Fork Feather River Bridge Rehabilitation

Project Description: The bridge has a history of exposed and undermined spread footings at Piers 3 and 4. Recent Caltrans Under Water Inspection (UWI) reported additional undermining of the spread footing at Pier #3 (Caltrans numbering convention). Settlement monitoring and rehabilitation work is required.

Project Location: South Gulling Street over the Middle Fork Feather River

Estimated Project Schedule: Start 07/2024. Complete TBD based on the component being funded with RMRA funds.

Estimated Project Useful Life: minimum 2 -5 years.

Project Title: North and South City Neighborhood Rehabilitation Projects

Project Description: Road repair and rehabilitation

Project Location: North and South City Neighborhood, locations not yet final.

Estimated Project Schedule: Start 09/2024. Complete 11/2024 based on the component being funded with RMRA funds.

Estimated Project Useful Life: 2 -5 years.

PASSED, APPROVED AND ADOPTED by the Portola City Council, State of California, this this 22nd day of May 2024 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

MAYOR, Pat Morton

ATTEST: _____
Jason Shaw, 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 22, 2024

Jason Shaw, City Clerk



MEETING DATE: May 22, 2024

FROM: Susan Scarlett

RE: PG&E settlement funds

BACKGROUND:

In June of 2022, as part of the Dixie Fire settlement negotiated by the District Attorney, the City fire department received \$50,000. The City has used \$32,040.48 on equipment and supplies for the Portola Volunteer Fire Department. With the formation of the Beckwourth Peak Fire Protection District coming up quickly staff feels that the balance of the funds should be transferred to the newly formed consolidated district.

RECOMMENDATION:

Direct staff to send the balance of \$17,959.52 to the Beckwourth Peak Fire Protection District.

FISCAL IMPACT:

This balance will close out the use of the \$50,000 from the Dixie Fire settlement and allow the funds to be used by the new District.



MEETING DATE: May 22, 2024

FROM: Jason Shaw

RE: Workplace Violence Protection Plan

BACKGROUND:

On September 20, 2023, Governor Gavin Newsom signed [Senate Bill No. 553](#) ("SB 553") into law, which requires covered California employers to take steps to prevent and respond to workplace violence. Notably, SB 553 adds Section 6401.9 to the California Labor Code, which, effective July 1, 2024, requires covered employers to adopt a comprehensive workplace violence prevention plan and training program.

EXECUTIVE SUMMARY:

In order to comply with SB 553, City Staff has generated a comprehensive Workplace Violence Protection Plan (WVPP) and associated training program. This plan is based off a template provided by Cal OSHA and has been tailored to the needs of the City of Portola and its employees. All employees will be required to go through training on the WVPP.

RECOMMENDATION:

Staff recommends the City Council approve the Workplace Violence Protection Plan at the May 22nd City Council meeting so staff can implement the WVPP and associated training before the July 1st deadline.

FISCAL IMPACT:

Cost of training is estimated at \$1650 per session. Options are being reviewed.

WORKPLACE VIOLENCE PREVENTION PROGRAM FOR THE CITY OF PORTOLA

The City of Portola's Workplace Violence Prevention Plan (WVPP) addresses the hazards known to be associated with the four types of workplace violence as defined by Labor Code (LC) section 6401.9.

Date of Last Revision(s): 5/16/2024

Date of Council Approval: 5/22/2024

DEFINITIONS

Emergency - Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

Engineering controls - An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.

Log - The violent incident log required by LC section 6401.9.

Plan - The workplace violence prevention plan required by LC section 6401.9.

Serious injury or illness - Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

Threat of violence - Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

Workplace violence - Any act of violence or threat of violence that occurs in a place of employment.

Workplace violence includes, but is not limited to, the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
- The following are the four workplace violence types:

Type 1 violence - Workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.

Type 2 violence - Workplace violence directed at employees by customers, vendors, or visitors.

Type 3 violence - Workplace violence against an employee by a present or former employee, supervisor, or manager.

Type 4 violence - Workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.

Workplace violence does not include lawful acts of self-defense or defense of others.

Work practice controls - Procedures and rules which are used to effectively reduce workplace violence hazards.

RESPONSIBILITY

The WVPP administrators, the City Manager* the Director of Public Works**, and the City Clerk***, have the authority and responsibility for implementing the provisions of this plan for City of Portola. If there are multiple persons responsible for the plan, their roles will be clearly described. (*All references in this plan to the City Manager are deemed to include an Interim City Manager, if there is one. **All references in this plan to the Director of Public Works are deemed to be references to an Interim Director of Public Works, if there is one. ***All references in this plan to the City Clerk shall be deemed to be references to a Deputy City Clerk, if there is one.)

Example:

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
Susan Scarlett	City Manager (CM)	Overall responsibility for the plan; <i>The CM approves the final plan and any major changes and oversees training, investigations and reporting.</i>	530-832-6800	citymanager@cityofportola.com
Todd Roberts	Director of Public Works (Dir. of PW)	Responsible for employee involvement and training; <i>The Dir. of PW organizes safety meetings, updates training materials, and handles any reports of workplace violence.</i>	530-832-6809	troberts@cityofportola.com
Jason Shaw	Deputy City Clerk (CC)	Assists employee involvement and training; <i>The CC helps organize safety meetings, updates training materials, and helps handle any reports of workplace violence.</i>	530-832-6801	admin@cityofportola.com

All managers and supervisors are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the WVPP.

EMPLOYEE ACTIVE INVOLVEMENT

The City of Portola ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan:

- Management will work with and allow employees and authorized employee representatives to participate in:
 - Identifying, evaluating, and determining corrective measures to prevent workplace violence. Management will have yearly safety meetings with employees to discuss identification of workplace violence related concerns/hazards, evaluate those hazards and/or concerns, and how to correct them. These meetings could involve brainstorming sessions, discussions of recent incidents, reviews of safety procedures, and additional training sessions as necessary.
 - Designing and implementing training. Employees are encouraged to participate in designing and implementing training programs, and their suggestions will be incorporated into the training materials. Suggestions for updates to the WVPP or other City Policies can always be made to the City Manager.

- Reporting and investigating workplace violence incidents. Any incident of workplace violence should be reported as soon as possible using the Incident Report Form and Workplace Violence Log. Any involvement of emergency services should also be reported.
- Management will ensure that all workplace violence policies and procedures within this written plan are clearly communicated and understood by all employees. Managers and supervisors will enforce the rules fairly and uniformly.
- All employees will follow all workplace violence prevention plan directives, policies, and procedures, and assist in maintaining a safe work environment.
 - Additional rules and regulations regarding workplace violence can be found in the City of Portola Personnel Policy, Section 7.3.
- The plan will always be in effect and in all work areas and be specific to the hazards and corrective measures for each work area and operation.

EMPLOYEE COMPLIANCE

The City of Portola has a system in place to ensure that employees comply with the rules and work practices that are designed to make the workplace more secure and safe, including:

- Train employees, supervisors, and managers in the provisions of City of Portola Workplace Violence Prevention Plan (WVPP).
- Effective procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP.
 - As part of the employment agreement and/or by accepting employment with the City, all employees must agree to the City of Portola Personnel Policy, Workplace Violence Prevention Plan, and all rules and policies of the City of Portola at time of hire.
 - Incidents that occur during work hours or at the workplace must be reported using an Incident Report Form.
- Recognize employees who demonstrate safe work practices that promote the WVPP in the workplace by emails or certificate of recognition from the City of Portola.
- Discipline employees for failure to comply with the WVPP. Disciplinary procedures will follow what is written in the City of Portola Employee Personnel Policy.
- A strict non-retaliation policy is in place. Incidents of retaliation against a coworker for reporting an incident could result in disciplinary action including possible suspension or termination. Disciplinary procedures can be found in the City of Portola Personnel Policy.

COMMUNICATION WITH EMPLOYEES

We recognize that open, two-way communication between our management team and staff, about workplace violence issues is essential to a safe and productive workplace. The following communication system is designed to facilitate a continuous flow of workplace violence prevention information between management and staff in a form that is readily understandable by all employees, and consists of one or more of the following:

- New employee orientation includes workplace violence prevention policies and procedures.
- Workplace violence prevention training programs.
- Regularly scheduled meetings that address security issues and potential workplace violence hazards
- Effective communication between employees and supervisors about workplace violence prevention and violence concerns.

- Posted or distributed workplace violence prevention information.
- How employees can report a violent incident, threat, or other workplace violence concern to employer or law enforcement without fear of reprisal or adverse action.
- Employees can anonymously report a violent incident, threat, or other violence concerns.
- In an emergency, staff should call 911.
- Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety.
- Employees' concerns will be investigated in a timely manner, and they will be informed of the results of the investigation and any corrective actions to be taken.
- Updates on the status of investigations and corrective actions are provided to employees through email and at staff meetings.

PROCEDURE

The City of Portola will implement the following effective procedures:

- All threats or acts of workplace violence are reported to an employee's supervisor or manager, who will inform the WVPP administrator. This will be accomplished by filling out an Incident Report Form and returning it to their supervisor or the City Clerk.
- All incidents must be reported directly to the City Manager within 24 hours.
- In an emergency or if there is an active threat of violence, employees can reach out to Plumas County Sheriff by calling 911.
- The Incident Reporting Form can be found at City Hall in the lobby or on cityofportola.com

EMERGENCY RESPONSE PROCEDURES

The City of Portola has in place the following specific measures to handle actual or potential workplace violence emergencies:

- Effective means to alert employees of the presence, location, and nature of workplace violence emergencies through email or telephone. Employees may also be alerted verbally by other employees.
- The Alarm System or Panic Button can also be used to alert employees and emergency services of an emergency.
- The City of Portola has maps of evacuation routes, and instructions for sheltering in place. These are located at the end of the WVPP and on file with the City Clerk.
- How to obtain help from staff, security personnel, or law enforcement:

In the event of an emergency, including a Workplace Violence Emergency, contact the following:

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
Todd Roberts	Director of Public Works	Responsible for emergency response, hazard identification, and coordination with other employers: The Dir. Of PW conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.	530-249-1004	troberts@cityofportola.com

- For Emergency Services or the Sheriff, call 911 to report the workplace violence emergency.
- Direct line to the Sheriff Substation in Portola is 530-283-6375
- Animal control can be reached at 530-283-3673.
- Beckwourth Peak Fire Protection District can be reached at 530-832-1008
- Eastern Plumas Health Care in Portola can be reached at 530-832-6500

WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

The following policies and procedures are established and required to be conducted by City of Portola to ensure that workplace violence hazards are identified and evaluated:

- Inspections shall be conducted when the plan is first established, after each workplace violence incident, and whenever the employer is made aware of a new or previously unrecognized hazard.
- Review all submitted/reported concerns of potential hazards:
 - By email to the City Manager, Director of Public Works, or City Clerk
 - In the City Manager's box in the City Manager Office or the HR Box located in the Clerk's Office
 - Directly to the City Manager or City Clerk
 - Incident Report Form
 - Voicemail/email/text messages
 - By mail (can be anonymous)

Periodic Inspections

Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. This may require assessment for more than one type of workplace violence. Periodic Inspections shall be conducted yearly.

Periodic inspections to identify and evaluate workplace violence and hazards will be performed by the following designated personnel in the following areas of the workplace:

Specific Person Name/Job Title	Area/Department/Specific location
Todd Roberts – Director of Public Works	Public Works Building and Yard, Pool, Parks, Water Plant, Sewer Ponds and Pumps
Jason Shaw – Deputy City Clerk	City Hall

Inspections for workplace violence hazards include assessing:

- The exterior and interior of the workplace for its attractiveness to robbers.
- The need for violence surveillance measures, such as mirrors and cameras.
- Procedures for employee response during a robbery or other criminal act.
- Procedures for reporting suspicious persons or activities.
- The location of posted emergency numbers.
- Location and functionality of first aid and defibrillator.
- Whether employees have access to a telephone with an outside line.
- Whether employees have effective escape routes from the workplace.
- Whether employees have a designated safe area where they can go to in an emergency.
- Adequacy of workplace security systems, such as security alarms, door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems.
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of the City of Portola.
- Access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one of our employees is having a dispute.
- Frequency and severity of employees' reports of threats of physical or verbal abuse by those inside or outside the organization.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain

or pressure in the workplace or other emergency where violence or the threat of violence took place.

WORKPLACE VIOLENCE HAZARD CORRECTION

Workplace violence hazards will be evaluated and corrected in a timely manner. The City of Portola will implement the following effective procedures to correct workplace violence hazards that are identified:

- If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s), all exposed employee(s) will be removed from the situation except those necessary to correct the existing condition.
- All corrective actions taken will be documented and dated. A memo of the corrective action should be included with the original incident report. Updates of the corrective action should be given through email.
- Examples of corrective measures for reducing incidents of workplace violence hazards are:
 - Improve lighting around and at the workplace.
 - Post of signs notifying the public that limited cash is kept on the premises and that cameras are monitoring the facility.
 - Utilize surveillance measures, such as cameras and mirrors, to provide information as to what is going on outside and inside the workplace and to dissuade criminal activity.
 - Install security surveillance cameras in and around the workplace.
 - Install new security door locks that use a more secure entry system.
 - Provide workplace violence systems, such as door locks, violence windows, physical barriers, emergency alarms and restraint systems by:
 - Ensure the adequacy of workplace violence systems.
 - Post emergency telephone numbers for law enforcement, fire, and medical services
 - Control, access to, and freedom of movement within, the workplace by non-employees, include recently discharged employees or persons with whom one of our employees is having a dispute.
 - Install effective systems to warn others of a violence danger or to summon assistance, e.g., alarms or panic buttons.
 - Ensure employees have access to a telephone with an outside line.
 - Provide employee training/re-training(refreshers) on the WVPP, which could include but not limited to the following:
 - Recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
 - Ensure that all reports of violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace are handled effectively by management and that the person making the report is not subject to retaliation by the person making the threat.
 - Improve how well our City of Portola's management and employees communicate with each other.

- Procedures for reporting suspicious persons, activities, and packages.
- Provide/review employee, supervisor, and management training on emergency action procedures.
- Ensure adequate employee escape routes in case of an emergency.
- Increase awareness by employees, supervisors, and managers of the warning signs of potential workplace violence. This will be done through required yearly training.
- Ensure that employee disciplinary and discharge procedures address the potential for workplace violence. Disciplinary procedures can be found in the City of Portola Personnel Policy.

PROCEDURES FOR POST INCIDENT RESPONSE AND INVESTIGATION

After a workplace incident, the WVPP administrator or their designee will implement the following post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable.
- Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- Review security footage of existing security cameras if applicable.
- Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the cause of the incident.
- Take corrective action to prevent similar incidents from occurring.
- Record the findings and ensuring corrective actions are taken.
- Obtain any reports completed by law enforcement.
- The violent incident log (please see attached, pg. 16) and Incident Reporting Form (please see attached, pg.17) will be used for every workplace violence incident and will include information, such as:
 - The date, time, and location of the incident.
 - The workplace violence type or types involved in the incident.
 - A detailed description of the incident.
 - A classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.
 - A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.
 - A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.

- The type of incident, including, but not limited to, whether it involved any of the following:
 - Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
 - Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
 - Threat of physical force or threat of the use of a weapon or other object.
 - Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
 - Animal attack.
 - Other.
- Consequences of the incident, including, but not limited to:
 - Whether security or law enforcement was contacted and their response.
 - Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
 - Information about the person completing the log, including their name, job title, and the date completed.
- Reviewing all previous incidents.
- Counseling services are available to employees and their family.
- Other needs such as additional support or medical time off shall be discussed with the employee, their supervisor, and the City Manager.

The City of Portola will make sure that no personal identifying information is recorded or documented in the written investigation report. This includes information which would reveal identification of any person involved in a violent incident, such as the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity.

TRAINING AND INSTRUCTION

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace violence practices. These sessions could involve presentations, discussions, and practical exercises. Training and instruction will be provided as follows:

- When the WVPP is first established.
- Annually to ensure all employees understand and comply with the plan.
- Whenever a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan. The additional training may be limited to addressing the new workplace violence hazard or changes to the plan.
- New Employees will be given an overview and a copy of the WVPP on date of hire. They will be scheduled for the next annual WVPP training or whenever the next training occurs.

The City of Portola will provide its employees with training and instruction on the definitions found on page 1 of this plan and the requirements listed below:

- The employer's WVPP, how to obtain a copy of the employer's plan at no cost, and how to participate in development and implementation of the employer's plan.
- How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal.
- Workplace violence hazards specific to the employees' jobs, the corrective measures the City of Portola has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- The violent incident log and how to obtain copies of records pertaining to hazard identification, evaluation and correction, training records, and violent incident logs.
- Opportunities the City of Portola has for interactive questions and answers with a person knowledgeable about the City of Portola's plan.
- Strategies to void/prevent workplace violence and physical harm, such as:
 - How to recognize workplace violence hazards including the risk factors associated with the four types of workplace violence.
 - Ways to defuse hostile or threatening situations.
- Employee routes of escape.
- Emergency medical care response in the event of any violent act upon an employee.
- Post-event trauma counseling for employees.

Note: *Employers must use training material appropriate in content and vocabulary to the educational level, literacy, and language of employees.*

EMPLOYEE ACCESS TO THE WRITTEN WVPP

The City of Portola ensures that the WVPP shall be in writing and shall be available and easily accessible to employees, authorized employee representatives, and representatives of Cal/OSHA at all times. This will be accomplished by:

- Whenever an employee requests a copy of the written WVPP, They will be provided with a printed copy of the WVPP, unless the employee agrees to receive an electronic copy.
- A digital copy of the WVPP will be available upon request. A request can be made to the City Clerk.
- A written copy of the WVPP will be kept on file in the Clerk's Office for easy access to the plan.

RECORDKEEPING

The City of Portola will:

- Create and maintain records of workplace violence hazard identification, evaluation, and correction, for a minimum of five (5) years.
- Create and maintain training records for a minimum of one (1) year and include the following:
 - Training dates.
 - Contents or a summary of the training sessions.
 - Names and qualifications of persons conducting the training.
 - Names and job titles of all persons attending the training sessions.
- Maintain violent incident logs for minimum of five (5) years.
- Maintain records of workplace violence incident investigations for a minimum of five (5) years.
 - The records shall not contain medical information per subdivision (j) of section 56.05 of the Civil Code.
- All records of workplace violence hazard identification, evaluation, and correction; training, incident logs and workplace violence incident investigations required by LC section 6401.9(f), shall be made available to Cal/OSHA upon request for examination and copying.

EMPLOYEE ACCESS TO RECORDS

The following records shall be made available to employees and their representatives, upon request and without cost, for examination and copying within **15 calendar days of a request**:

- Records of workplace violence hazard identification, evaluation, and correction.
- Training records.
- Violent incident logs.

REVIEW AND REVISION OF THE WVPP

The City of Portola's WVPP will be reviewed for effectiveness:

- At least annually.
- When a deficiency is observed or becomes apparent.
- After a workplace violence incident.

Review and revision of the WVPP will include the procedures listed in the EMPLOYEE ACTIVE INVOLVEMENT section of this WVPP, as well as the following procedures to obtain the active involvement of employees in reviewing the plan's effectiveness:

- Review of City of Portola's WVPP should include, but is not limited to:
 - Review of incident investigations and the violent incident log.
 - Assessment of the effectiveness of security systems, including alarms, emergency response, barriers to entry, and security procedures.
- Review that violence risks are being properly identified, evaluated, and corrected. Any necessary revisions are made promptly and communicated to all employees. These revisions could involve changes to procedures, updates to contact information, and additions to training materials.

EMPLOYER REPORTING RESPONSIBILITIES

As required by California Code of Regulations (CCR), Title 8, Section 342(a). Reporting Work-Connected Fatalities and Serious Injuries, The City of Portola will immediately report to Cal/OSHA any serious injury or illness (as defined by CCR, Title 8, Section 330(h)), or death (including any due to Workplace Violence) of an employee occurring in a place of employment or in connection with any employment.

We, the City of Portola, adopted by the City Council of the City of Portola on 5/22/2024 hereby authorize and ensure, the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. The City of Portola is committed to promoting a culture of safety and violence prevention in our workplace and believe that these policies and procedures will help us achieve that goal.

Adopted by the City Council of the City of Portola on 5/22/2024.

Interim City Manager, Susan Scarlett _____

Date _____

Attested by Deputy City Clerk City of Portola _____

Date _____

Violent Incident Log

This log must be used for every workplace violence incident that occurs in our workplace. At a minimum, it will include the information required by LC section 6401.9(d).

The information that is recorded will be based on:

- Information provided by the employees who experienced the incident of violence.
- Witness statements.
- All other investigation findings.

All information that personally identifies the individual(s) involved will be omitted from this log, such as:

- Names
- Addresses – physical and electronic
- Telephone numbers
- Social security number

The following are the four workplace violence types:

Type 1 violence - Workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.

Type 2 violence - Workplace violence directed at employees by customers, vendors, or visitors.

Type 3 violence - Workplace violence against an employee by a present or former employee, supervisor, or manager.

Type 4 violence - Workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.

[Enter the date the incident occurred (Day, Month, Year)]

[Enter the time (or approximate time) that the incident occurred] a.m./p.m.

Location(s) of Incident	Workplace Violence Type (Indicate which type(s) (Type 1, 2,3,4))
[Enter location(s) where the incident occurred]	[Enter the workplace violence type(s)]

Check which of the following describes the type(s) of incident, and explain in detail:

Note: It's important to understand that "Workplace Violence Type" and "Type of Incident" have separate requirements. **For this part of the log, "Type of Incident" specifically refers to the nature or characteristics of the incident being logged. It does not refer to the type of workplace violence.**

- Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
- Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.

- Threat of physical force or threat of the use of a weapon or other object.
- Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
- Animal attack.
- Other.

Explain: [Provide a detailed description of the incident and any additional information on the violence incident type and what it included. Continue on separate sheet of paper if necessary.]

This image shows a full page of white paper with horizontal black lines, resembling notebook paper. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

Workplace violence committed by: [For confidentiality, only include the classification of who committed the violence. See this log for examples.]

Circumstances at the time of the incident: [write/type what was happening at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.]

Where the incident occurred: [Where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.]

Consequences of the incident, including, but not limited to:

- Whether security or law enforcement was contacted and their response.
- Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.

[Include information on what the consequences of the incident were.]

- Were there any injuries? Yes or No. Please explain:

[Indicate here if there were any injuries, if so, provide description of the injuries]

- Were emergency medical responders other than law enforcement contacted, such as a Fire Department, Paramedics, On-site First-aid certified personnel? Yes or No. If yes, explain below:

Did the severity of the injuries require reporting to Cal/OSHA? If yes, document the date and time this was done, along with the name of the Cal/OSHA representative contacted.

A copy of this violent incident log needs to be provided to the employer. Indicate when it was provided and to whom.

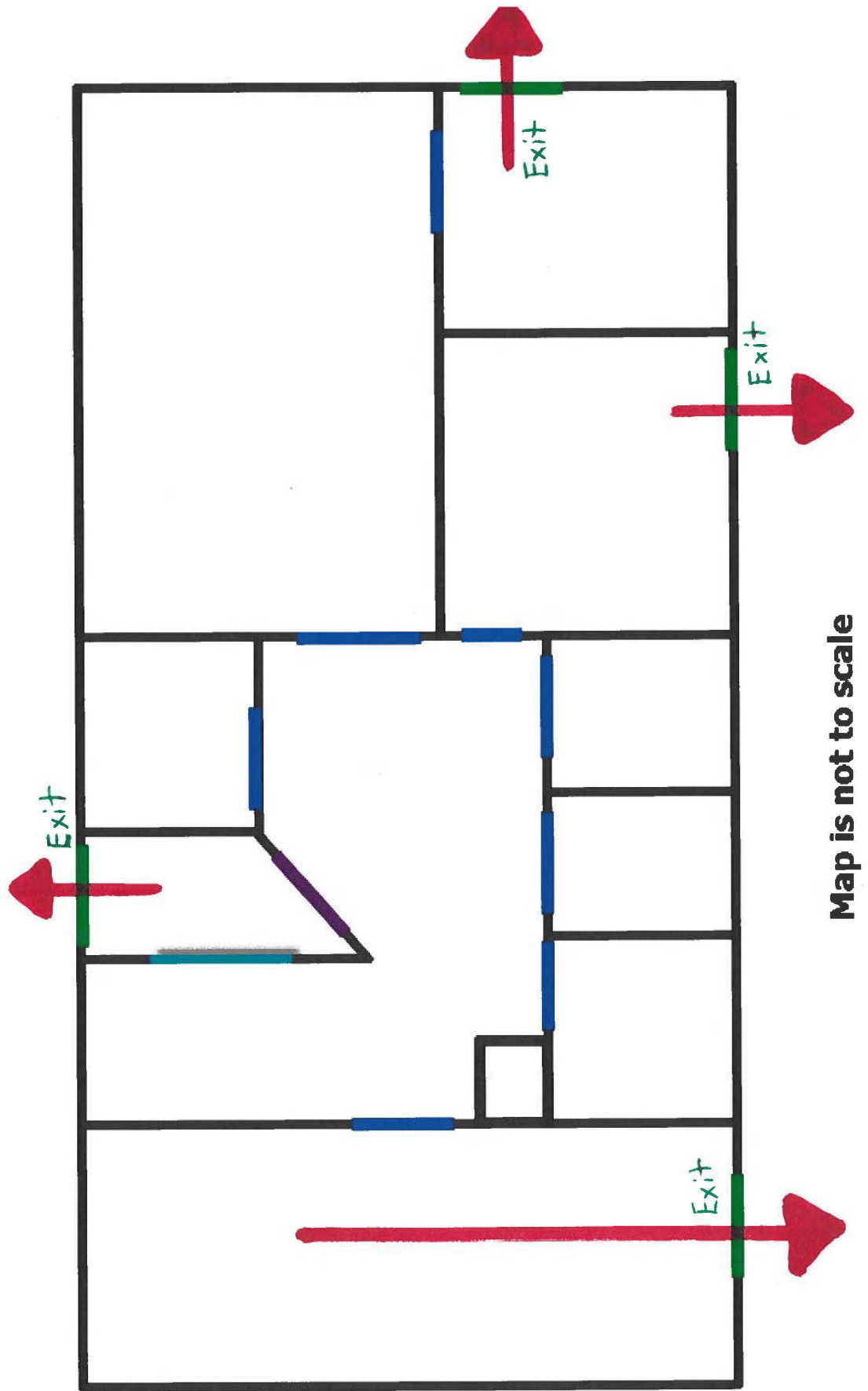
This violent incident log was completed by:

[Name of person completing this log], [Job Title of person completing this log], [Date this log was completed]

[Signature of person completing this log]

[Date of completion]

City Hall Evacuation Plan



Violent Incident Log

This log must be used for every workplace violence incident that occurs in our workplace. At a minimum, it will include the information required by LC section 6401.9(d).

The information that is recorded will be based on:

- Information provided by the employees who experienced the incident of violence.
- Witness statements.
- All other investigation findings.

All information that personally identifies the individual(s) involved will be omitted from this log, such as:

- Names
- Addresses – physical and electronic
- Telephone numbers
- Social security number

The following are the four workplace violence types:

Type 1 violence - Workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.

Type 2 violence - Workplace violence directed at employees by customers, vendors, or visitors.

Type 3 violence - Workplace violence against an employee by a present or former employee, supervisor, or manager.

Type 4 violence - Workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.

Date of incident: _____

Time of incident: _____

Location(s) of Incident	Workplace Violence Type (Indicate which type(s) (Type 1, 2,3,4)

Check which of the following describes the type(s) of incident, and explain in detail:

Note: It's important to understand that "Workplace Violence Type" and "Type of Incident" have separate requirements. **For this part of the log, "Type of Incident" specifically refers to the nature or characteristics of the incident being logged. It does not refer to the type of workplace violence.**

- Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
- Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.

- Threat of physical force or threat of the use of a weapon or other object.
- Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
- Animal attack.
- Other.

Explain:

[illegible]

Workplace violence committed by: _____

Circumstances at the time of the incident:

Where the incident occurred: _____

Consequences of the incident, including, but not limited to:

- Whether security or law enforcement was contacted and their response.
- Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.

- Were there any injuries? Yes or No. Please explain:

- Were emergency medical responders other than law enforcement contacted, such as a Fire Department, Paramedics, On-site First-aid certified personnel? Yes or No. If yes, explain below:

Did the severity of the injuries require reporting to Cal/OSHA? If yes, document the date and time this was done, along with the name of the Cal/OSHA representative contacted.

A copy of this violent incident log needs to be provided to the employer. Indicate when it was provided and to whom.

This violent incident log was completed by:

Name: _____ Title: _____ Date: _____

Signature _____ Date: _____



MEETING DATE: May 22, 2024

FROM: Susan Scarlett

RE: Intermountain Disposal change of service days

BACKGROUND:

The City of Portola has been informed that Intermountain Disposal will change the service days for the South side of Portola. Attached is a letter from IMD describing the change as well as the notice they will use and a new recycling calendar.

RECOMMENDATION:

Review the information and provide input to Intermountain Disposal regarding implementation

ATTACHMENTS:

- A. RESIDENTIAL COLLECTION SERVICE DAY CHANGE
- B. NEW SERVICE DAY NOTICE AND COP RECYCLING MONDAY SERVICE 2024 (002)



InterMountain Disposal, Inc.

Solid Waste Management and Recycling

INTERMOUNTAIN DISPOSAL, INC.
DBA: INTERMOUNTAIN DISPOSAL - COUNTY DIVISION
DBA: INTERMOUNTAIN DISPOSAL - PORTOLA DIVISION
DBA: INTERMOUNTAIN DISPOSAL - SIERRA DIVISION

Susan Scarlett
Portola Interim City Manager
P. O. Box 1225
Portola, CA 96122

May 9, 2024

Re: **Residential Collection Service Day Change**

Dear Susan,

As discussed with the Infrastructure Committee May 1st 2024. To streamline the collection of residential Solid waste/Recycling in the City of Portola. There will be a residential service day change.

The residents that will be affected by this change will be South Portola residents only.

ACTION:

Collection of Residential Solid waste/Recycling in South Portola will no longer be serviced on Thursdays. Solid waste/Recycling in South Portola will now be serviced on Mondays along with the North Portola residents.

ACTION PLAN:

PER ARTICLE 3.3 COLLECTION SERVICES.

IMD will inform residents on the southside with a flyer informing them of the service day change and an updated recycling calendar. IMD will make contact with all residents who did not receive a flyer with a voice call/email.

Once the flyers/Recycling calendars have been distributed and voice calls have been made. Service will again restart for the southside residents Monday of the following week.

TIME LINE:

Flyers/Recycling calendars will be distributed and voice calls made May 23rd 2024 for the cancellation of Thursday service. Service will then start backup on Monday May 27th 2024.

The IMD team looks forward to working with the City of Portola residents in making this a seamless transition.

Sincerely,

Richard Ross, COO
Intermountain Disposal, Inc.



InterMountain Disposal Inc.
intermountaindisposal.com 530-832-4879

Notice

New Service Collection Day!

Your service day will be changing to a new day starting next week.

Please see below for your new service day.

	Monday
	Tuesday
	Wednesday
	Thursday
	Friday

We appreciate your continued business and cooperation during this change. If you have inquiries please contact our office at info@intermountaindisposal.com.

Thank you,
Intermountain/Sierra Disposal



InterMountain Disposal Inc.
intermountaindisposal.com 530-832-4879

Aviso

¡Nuevo día de recogida del servicio!

Su día de servicio cambiará a un nuevo día a partir de la próxima semana.

Por favor, vea a continuación para su nuevo día de servicio.

	Lunes
	Martes
	Miércoles
	Jueves
	Viernes

Apreciamos su negocio continuoy cooperación durante este cambio. Si tiene consultas, comuníquese con nuestro oficina en info@intermountaindisposal.com.

Gracias,
Intermountain/Sierra Disposal



InterMountain Disposal Inc.
www.intermountaindisposal.com
info@intermountaindisposal.com
(530) 832-4879

2024 - City of Portola Residential Recycling Schedule

Service Days - **Monday** ☐

Accepted items are:

- CRV aluminum, glass and plastic
- 1 & 2 plastic only
- Clean cardboard broken down

- Have waste carts out at 7am curbside

- All recycling needs to be placed inside the waste cart with the lid securely closed.

- Extras will not be collected.

- Any contaminated material will be billed to the customer at an extra charge.

- Recycling does not need to be sorted. Please do not bale or put in plastic bags, keep it loose.

- No grocery store plastic bags allowed

January

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				