



City of Portola

## AGENDA

### Regular Meeting

July 10, 2024 06:00 PM

35 Third Ave, Portola, CA 96122

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

Mayor Pat Morton • Mayor Pro-Tem Jim Murphy • Councilmember Bill Powers • Councilmember Leah Turner • Councilmember Mikki Brown

### 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](mailto: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. CITY COMMUNICATIONS

☒ Discussion  [Comment](#)

A. City Council Communications

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

C. City Manager's Report

## 3. 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. 2590 authorizing payment of claims for the period of June 27, 2024, through July 4, 2024

Accounts Payable: \$201,311.24

Payroll: \$38,191.13

Total: \$239,502.37

AP SPECIAL CHK 46002

AP CHK RUN 46003 – 46055

AP VOID CHK 45994 and 45914

PAYROL CHK 17368 – 17384

PAYROLL REMIT CHK 17385

B. Approval of the City Council Minutes from 6-26-2024 Special Meeting and 6-26-2024 Regular Meeting.

## 4. CSG Contract for limited Code Enforcement services

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

## 5. Adjournment

**RESOLUTION NO. 2590**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORTOLA  
AUTHORIZING PAYMENT OF CLAIMS FOR THE PERIOD  
JUNE 27, 2024, THROUGH JULY 4, 2024.**

**ACCOUNTS PAYABLE  
CHECK RUN: 46003-46055  
SPECIAL CHECK: 46002  
VOIDED CHECKS: 45994, 45914**

**PAYROLL  
CHECK RUN: 17368-17384  
REMITTANCE CHECKS: 17385**

**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.

<b>ACCOUNTS PAYABLE:</b>	<b>\$ 201,311.24</b>
<b>PAYROLL:</b>	<b><u>\$ 38,191.13</u></b>
<b>TOTAL:</b>	<b>\$ 239,502.37</b>

**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 10<sup>th</sup> day of July, 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 July 10, 2024.

\_\_\_\_\_  
Jason Shaw, Deputy City Clerk

VENDOR SET: 01 CITY OF PORTOLA  
PACKET: 00403 SPECIAL AP CHK 6.24.2024  
FUND : 208 SNOW REMVL FUND SEC.2107  
DEPARTMENT: 317 Snow Removal

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-000054	BRAVO TRANSMISSION	I-202406242425	208-317-600.08	VEH REPAIR	046002	1,662.74
DEPARTMENT 317 Snow Removal					TOTAL:	1,662.74
FUND 208 SNOW REMVL FUND SEC.21					TOTAL:	1,662.74

VENDOR SET: 01 CITY OF PORTOLA

ITEMS PRINTED: PAID, UNPAID

PACKET: 00403 SPECIAL AP CHK 6.24.2024

FUND : 710 WATER SERVICE FUND

DEPARTMENT: 311 Public Works

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-000054	BRAVO TRANSMISSION	I-202406242425	710-311-600.08	VEH REPAIR	046002	1,662.74
DEPARTMENT 311 Public Works					TOTAL:	1,662.74
FUND 710 WATER SERVICE FUND					TOTAL:	1,662.74

VENDOR SET: 01 CITY OF PORTOLA

ITEMS PRINTED: PAID, UNPAID

PACKET: 00403 SPECIAL AP CHK 6.24.2024

FUND : 720 SEWER SERVICE FUND

DEPARTMENT: 311 Public Works

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-000054	BRAVO TRANSMISSION	I-202406242425	720-311-600.08	VEH REPAIR	046002	1,662.74
				DEPARTMENT 311 Public Works	TOTAL:	1,662.74
				FUND 720 SEWER SERVICE FUND	TOTAL:	1,662.74
					REPORT GRA TOTAL:	4,988.22

## \*\* G/L ACCOUNT TOTALS \*\*

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====		
				ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG
2023-2024	208-317-600.08	VEHICLE REPAIR & MAINTENAN	1,662.74	18,000	2,366.81				
	710-311-600.08	VEHICLE REPAIR & MAINTENAN	1,662.74	5,000	8,221.85-	Y			
	720-311-600.08	VEHICLE REPAIR & MAINTENAN	1,662.74	5,000	7,317.69-	Y			
** 2023-2024 YEAR TOTALS			4,988.22						

## \*\* DEPARTMENT TOTALS \*\*

ACCT	NAME	AMOUNT
208-317	Snow Removal	1,662.74
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208 TOTAL	SNOW REMVL FUND SEC.2107	1,662.74
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710-311	Public Works	1,662.74
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710 TOTAL	WATER SERVICE FUND	1,662.74
-----		
720-311	Public Works	1,662.74
-----		
720 TOTAL	SEWER SERVICE FUND	1,662.74
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** TOTAL **		4,988.22

NO ERRORS

\*\* END OF REPORT \*\*

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
000018	I-202407022448	CINTAS MEDICAL SUPPLIES	R	7/10/2024		185.09	046003	185.09
000039	I-202407022465	CAPURRO TRUCKING RMRA	R	7/10/2024		2,722.20	046004	2,722.20
000052	I-202407022467	INDUSTRIAL CHEM LABS SEWER MAINT	R	7/10/2024		856.42	046005	856.42
000069	I-202407022450	MARLIN LEASING CORP - PEAC XEROX LEASE	R	7/10/2024		408.62	046006	408.62
000070	I-202407022478	CHUCK DUNN CONCERT IN THE PARK REPRINT	R	7/10/2024		1,000.00	046007	1,000.00
000072	I-202407022466	MOTION & FLOW CONTROL PRO INC EQUIP REPAIR	R	7/10/2024		1,710.88	046008	1,710.88
000075	I-202407022455	BECKWOURTH PEAK FIRE PROTECTION	R	7/10/2024		3,482.15	046009	3,482.15
000077	I-202407022476	NOR CAL CONTROLS INC LDWTP EQUIP REPAIR	R	7/10/2024		1,507.66	046010	1,507.66
000078	I-202407022477	CLARK PEST CONTROL WH PEST CONTROL	R	7/10/2024		105.00	046011	105.00
0010	I-202407022472	AMAZON CAPITOL SERVICES MATERIALS & SUPPLIES	R	7/10/2024		1,663.46	046012	1,663.46
0015	I-202407022445	AMERIGAS SS FIREHALL	R	7/10/2024		12.86	046013	12.86
0022	I-202407022449	AT&T LONG DISTANCE	R	7/10/2024		38.75	046014	38.75
0052	I-202407022456	CITY OF PORTOLA WATER/SEWER BILLS	R	7/10/2024		6,160.02	046015	6,160.02
*VOID*	046016	VOID CHECK	V	7/10/2024			046016	**VOID**
0078	I-202407022453	ENCOMPASS XEROX COPIES	R	7/10/2024		516.40	046017	516.40



\*\*\*\* CHECK LISTING \*\*\*\*

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
0086	I-202407022471	FOLCHI LOGGING & CONSTR., INC. MATERIALS & SUPPLIES	R	7/10/2024		1,278.96	046018	1,278.96
0091	I-202407022468	GRANITE CONSTRUCTION, INC RMRA	R	7/10/2024		14,496.58	046019	14,496.58
0101	I-202407022473	HUNT & SONS, INC. FUEL CHARGES	R	7/10/2024		2,960.81	046020	2,960.81
0105	I-202407022474	INTERMOUNTAIN DISPOSAL REFUSE COLLECTION	R	7/10/2024		682.49	046021	682.49
0111	I-202407022462	JEFFERSON SUPPLY COMPANY MATERIALS & SUPPLIES	R	7/10/2024		901.12	046022	901.12
0124	I-202407022469	KOMATSU EQUIPMENT LF POST CLOSURE	R	7/10/2024		6,971.25	046023	6,971.25
0133	I-202407022457	LIBERTY UTILITIES CITY ELECTRIC	R	7/10/2024		19,690.15	046024	19,690.15
0148	I-202407022444	NAPA SIERRA MATERIALS & SUPPLIES	R	7/10/2024		448.25	046025	448.25
0159	I-202407022446	OFFICE DEPOT MATERIALS & SUPPLIES	R	7/10/2024		165.99	046026	165.99
0174	I-202407022454	PLANWEST PARTNERS INC FEASIBILITY STUDY	R	7/10/2024		5,119.75	046027	5,119.75
0175	I-202407022470	PLUMAS ACE HARDWARE INC MATERIALS & SUPPLIES	R	7/10/2024		2,742.73	046028	2,742.73
0184	I-202407022443	PLUMAS SIERRA RURAL ELECTRIC LDWTP ELECTRIC	R	7/10/2024		1,607.67	046029	1,607.67
0189	I-202407022460	PR DIAMOND PRODUCTS, INC. LINE REPAIR	R	7/10/2024		2,649.31	046030	2,649.31
0234	I-202407022461	SUPERIOR POOL PRODUCTS, LLC POOL SUPPLIES	R	7/10/2024		64.14	046031	64.14
0240	I-202407022447	THOMAS G. VALENTINO CONSULTING SERVICES	R	7/10/2024		720.00	046032	720.00

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
0253	I-202407022475	US BANCORP CITY CREDIT CARD CHARGES	R	7/10/2024		4,565.37	046033	4,565.37
0256	I-202407022464	USA BLUE BOOK INC LDWTP MATERIALS & SUPPLIES	R	7/10/2024		103.53	046034	103.53
0260	I-202407022451	VERIZON WIRELESS LDWTP DATA PLAN	R	7/10/2024		108.05	046035	108.05
0260	I-202407022458	VERIZON WIRELESS CITY CELL PHONES	R	7/10/2024		525.52	046036	525.52
0260	I-202407022459	VERIZON WIRELESS CITY LANDLINES	R	7/10/2024		523.30	046037	523.30
0264	I-202407022463	WESTERN NEVADA SUPPLY WATER LINE REPAIR	R	7/10/2024		1,824.02	046038	1,824.02
1	I-202407022452	AMY TRENNER REIMBURSEMENT	R	7/10/2024		13.70	046039	13.70

* * B A N K T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	36	0.00	88,532.20	88,532.20
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:	37	0.00	88,532.20	88,532.20

\*\* REGISTER GRAND TOTALS \*

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	36	0.00	88,532.20	88,532.20
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:	37	0.00	88,532.20	88,532.20

\*\* POSTING PERIOD RECAP \*\*

FUND	PERIOD	AMOUNT
100	7/2024	29,847.43CR
207	7/2024	8,901.04CR
208	7/2024	1,975.15CR
211	7/2024	17,218.78CR
710	7/2024	10,607.46CR
720	7/2024	12,282.79CR
730	7/2024	7,699.55CR
=====		
ALL		88,532.20CR

PACKET: 00408 AP RUN 7.10.2024 JULY INV

VENDOR SET: 01 CITY OF PORTOLA

\*\*\*\* CHECK LISTING \*\*\*\*

BANK: PC POOLED CASH - PLUMAS

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
000022	I-202407022427	APRIL HEGUERA CONCERT IN THE PARK	R	7/10/2024		1,400.00	046040	1,400.00
000023	I-202407022429	DRINKING WITH CLOWNS CONCERT IN THE PARK	R	7/10/2024		1,500.00	046041	1,500.00
0006	I-202407022430	ALLIANT INSURANCE SERVICES, INC INSURANCE POLICY	R	7/10/2024		7,123.00	046042	7,123.00
0008	I-202407022434	ALWAYS ANSWER 800 NUMBER	R	7/10/2024		66.45	046043	66.45
0053	I-202407022440	CIVICPLUS CITY WEB SITE	R	7/10/2024		225.00	046044	225.00
0063	I-202407022436	CURRENT ELECTRIC & ALARM, INC ALARM SERVICES	R	7/10/2024		555.00	046045	555.00
0066	I-202407022428	DANIEL HORTON CONCERT IN THE PARK	R	7/10/2024		600.00	046046	600.00
0103	I-202407022439	IEDA LABOR RELATION CONSULTING	R	7/10/2024		262.78	046047	262.78
0134	I-202407022441	LOST SIERRA CHAMBER OF CHAMBER MEMBERSHIP	R	7/10/2024		235.00	046048	235.00
0162	I-202407022442	OPERATING ENGINEERS EMPLOYEE HEALTH INSURANCE	R	7/10/2024		10,883.70	046049	10,883.70
0166	I-202407022433	PARCEL QUEST PARCEL QUEST RENEWAL	R	7/10/2024		2,399.00	046050	2,399.00
0169	I-202407022431	PETE RHODE PA & SOUND	R	7/10/2024		300.00	046051	300.00
0176	I-202407022432	PLUMAS CO FLOOD CONTROL & LD WATER CHARGES	R	7/10/2024		53,547.39	046052	53,547.39
0185	I-202407022438	PLUMAS SIERRA TELECOMMUNICAT CITY INTERNET SERVICES	R	7/10/2024		387.00	046053	387.00
0231	I-202407022437	SUCCEED.NET WEB HOSTING	R	7/10/2024		67.85	046054	67.85

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
0246	I-202407022435	TYLER TECHNOLOGIES, INC INCODE ANNUAL FEES	R	7/10/2024		31,614.13	046055	31,614.13

* * B A N K T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	16	0.00	111,166.30	111,166.30
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
BANK TOTALS:	16	0.00	111,166.30	111,166.30

\*\* REGISTER GRAND TOTALS \*

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	16	0.00	111,166.30	111,166.30
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	16	0.00	111,166.30	111,166.30

\*\* POSTING PERIOD RECAP \*\*

FUND	PERIOD	AMOUNT
100	7/2024	16,831.23CR
207	7/2024	547.39CR
208	7/2024	1,096.92CR
215	7/2024	36.87CR
710	7/2024	72,312.72CR
720	7/2024	16,130.51CR
730	7/2024	4,210.66CR
=====		
ALL		111,166.30CR



City of Portola  
Minutes  
Special Meeting  
June 26, 2024 04:30 PM  
35 Third Ave, Portola, CA 96122  
<https://www.cityofportola.com/>

**1. Call to Order**

The meeting was called to order at 4:30 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 Leah Turner, Councilmember Mikki Brown

Absent: Councilmember Bill Powers

Staff Present: Interim City Manager Susan Scarlett, Deputy City Clerk Jason Shaw via Zoom

**2. Public Comments**

None

**3. Workplace Violence Prevention Plan**

The Council received training on the Workplace Violence Prevention Plan. Councilmember Powers had completed the training earlier.

**4. Adjournment**

5:05 PM



City of Portola  
Minutes  
Regular Meeting  
June 26, 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, Councilmember Mikki Brown

Staff Present: Interim City Manager - Susan Scarlett

**2. Public Comments**

**3. CITY COMMUNICATIONS**

A. City Council Communications / Committee Reports

Councilmember Brown reported on graffiti that she saw on the Riverwalk that was cleaned up quickly by Public Works.

Councilmember Powers reported that he attended the Transportation Commission meeting and Juvenile Justice Coordinating Council.

Councilmember Turner - no report

Mayor Pro Tem Murphy attended a lengthy SCORE meeting where insurance costs for the upcoming year were discussed.

Mayor Morton attended the Transportation Commission meeting and the Gravel Grinder

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

Mayor Morton gave a Fire Report for the 4 Districts that will become the new Beckwourth Peak Fire Protection District. The number of medical calls and fires for the total of the districts which was 47 Regular and 8 Fire calls.

Mikki Brown from Air Quality gave a report that the Plumas County Fire Safe Council shut down the Biomass Project due to economic issues. 12 homes received 2 chords of firewood each under the Firewood Project and there are 5 pending deliveries. The free Greenwaste



program at the transfer station was over on June 25th but they do have vouchers left for curbside green waste pickup.

#### C. City Manager's Report

Interim City Manager Scarlett reported the following:

-Scarlett gave an update on Lost and Found Gravel Grinder – there were 969 racers and the City received \$12,412.50 in camping fees.

-Dan Bastian, Todd Roberts and Interim City Manager Scarlett went to Richard Johnson's to look at the drainage. Dan Bastian thought it had held up well and was going to review some property lines and will get back to us. We will contact Mr. Johnson at that point.

– The street sweeper broke down on commercial street but has been fixed. It might be on its last legs but Public works will repair it as long as possible.

-The Loss control grant funds provided by SCORE have been rolled over to 24-25 and there are specific projects already in the works for that funding

-Scarlett reported that AT&T sent a letter regarding rural areas and telephone service. AB 2797 has been introduced

#### 4. Consent Agenda

A. **Claims-** Adopt Resolution No. 2583 authorizing payment of claims for the period of June 13th, 2024 through June 26, 2024.

Accounts Payable: \$94,926.11

Payroll: \$26,291.06

Total: \$121,217.17

AP Check Run #45967 – 46000

AP Special Check #45966

AP Deposit Refund Check #46001

AP Voided Checks: #45906,55922

Payroll Check Run #17341 – 17343

Payroll Remittance Check #17344

B. Approval of the City Council Minutes from 6-12-2024

Mayor Morton corrected item B. on the Consent Agenda. The items should read "Approval of the City Council minutes from 6-12-24 as amended". 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   Aye Councilmember Mikki Brown

5. **Renew State of Emergency Proclamation** Councilmember Bill Powers motioned to approve. A second was made by Councilmember Mikki Brown.

The roll call vote:

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

6. **City Manager and Community Engagement Officer recruitment**

The City Council received an update from the Ad Hoc committee and from Leslie Chrysler on the recruitment efforts for City Manager. At this time no candidates are being interviewed. The position will be posted again and the City will be looking for a broader range of advertising options. The City Council gave direction to increase the salary range to a range of \$120,000 to \$160,000. Mayor Pro-tem Murphy said that some of the SCORE cities are looking for City Managers and all are having the same situation.

Interim City Manager Scarlett reported on the recruitment efforts for the Community Engagement Officer. The City has applicants to interview and initial interviews will be conducted during the second week of July.

7. **GANN Limit, Investment Policy, Pay Schedules and CCR 570.5 resolution and Budget Adoption**

A. Review and adopt Resolution 2586, Investment Policy

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 Aye Councilmember Mikki Brown

B. Review and adopt Resolution 2587, Pay schedules and CCR 570.5 compliance

Councilmember Bill Powers motioned to approve. A second was made by Councilmember Mikki Brown.

The roll call vote:

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

C. Review and adopt Resolution 2588, GANN appropriations limit

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 Aye Councilmember Mikki

**Brown**

D. Review and adopt Resolution 2589, adopting the 24-25 City of Portola budget.

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 Aye Councilmember Mikki Brown

**8. City of Portola Landfill required Agreement and Resolution NO. 2584**

Interim City Manager Scarlett discussed the Pledge of Revenue Agreement and Resolution for the City Landfill. Scarlett pointed out that wording on the resolution when the City first received it needed to be changed and CalRecycle was contacted and worked with the City on that change.

She also pointed out that the City sets aside all of the Landfill closure fees annually to be able to meet any obligations regarding the Landfill.

Mayor Pro-Tem Murphy reported that the City insurance pool, SCORE, offers Landfill insurance. Staff will look into that.

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 Aye Councilmember Mikki Brown

**9. City of Portola Operational Procedures for Purchasing Materials, Supplies, Parts and Equipment and Public Works Improvements update and Resolution NO. 2585**

Interim City Manager Scarlett discussed the need for an update to the Purchasing Policy for the City. She explained the changes being made to the policy which included changing the term City Administrator or City Manager, deleting the references to purchase orders and increasing the limits for quotes and bids. Public works project limits stay the same as they are governed by California law. Councilmember Mikki Brown 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 Aye Councilmember Mikki Brown

**10. City of Portola and Beckwourth Peak Fire Protection District Asset Transfer Agreement**

The Council considered the Asset transfer agreement between the City of Portola and the new Beckwourth Peak Fire Protection District. The agreement was passed with the effective date of June 30, 2024 and two minor changes. 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 Aye Councilmember Mikki Brown

**11. Adjournment**

Mayor Morton adjourned the meeting at 6:46 PM



**MEETING DATE:** July 10, 2024

**FROM:** Susan Scarlett

**RE:** CSG Agreement for limited services

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**BACKGROUND:**

The City is in the process of recruiting a Community Engagement Officer. As part of the job description this position will handle abandoned vehicles. Until such time as that person is hired and trained it is critical to be able to deal with abandoned vehicles in the City.

At this time staff is asking for an agreement with CSG consultants to have a person one day every two weeks. This would allow the City to process abandoned vehicles and help train the new employee.

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**RECOMMENDATION:**

Approve an agreement with CSG for limited services for a maximum duration July 15, 2024, to December 31, 2024.

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**FISCAL IMPACT:**

Not to exceed \$15,000

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**ATTACHMENTS:**

- A. CSG CONTRACT FOR CODE ENFORCEMENT - 07-02-2024 (01167889-2)

**CITY OF PORTOLA PROFESSIONAL SERVICES AGREEMENT WITH  
CSG CONSULTANTS, INC.**

THIS PROFESSIONAL SERVICES AGREEMENT (“Agreement”) is entered into and effective as of July 15, 2024 (“Effective Date”), by and between the City of Portola, a municipal corporation (“City”) and CSG Consultants, Inc. (“Consultant”) (collectively, the “Parties”).

WHEREAS, the Parties enter into this Agreement for the purpose of Consultant providing professional services to City under the terms and conditions set forth herein.

THEREFORE, in consideration of the mutual covenants contained in this Agreement, the Parties agree as follows:

1. Services. Consultant shall provide the professional services as described in and in accordance with the schedule set forth in Exhibit A, attached hereto and incorporated herein (“Scope Services”).

2. Compensation.

A. For the performance of the Services described in Exhibit A hereto City shall compensate Consultant on a time-and-materials basis at the compensation rates specified in Consultant's Fee Schedule included in Exhibit B; provided, however, that total compensation for the performance by Consultant of all Services under all Task Orders shall not exceed fifteen thousand dollars (\$15,000) for the term of this Agreement, said amount being referred to herein as the “not-to-exceed” amount.

B. Consultant shall submit detailed monthly invoices reflecting all services performed during the preceding month and including a revised schedule for performance and additional documentation requested by City, as applicable.

C. Consultant shall be compensated for services in addition to those described in Exhibit A, only if Consultant and City execute a written amendment to this Agreement describing the additional services to be performed and the compensation to be paid for such services. In no case shall the total compensation under this Agreement exceed the “not-to-exceed” amount specified in Paragraph A, above, without prior written authorization of the City.

D. City’s obligation to pay compensation to Consultant as provided herein is contingent upon Consultant's performance of the Services pursuant to the terms and conditions of this Agreement and any amendments thereto. Payment shall be made within thirty (30) days of receipt of Consultant's invoice. Notwithstanding any other provision herein, Consultant shall not be paid any compensation until Consultant has complied with City’s Business License Ordinance.

3. Term. The term of this Agreement commences on the Effective Date, and terminates on December 31, 2024, unless sooner terminated in accordance with Section 4. Upon termination, any and all of City's documents or materials provided to Consultant and any and all of the documents or materials prepared for City or relating to the performance of the Services, shall be delivered to City as soon as possible, but not later than fourteen (14) days after termination of the Agreement.

4. Termination. City may terminate this Agreement without cause upon ten (10) days' written notice. City may immediately terminate or suspend this Agreement for cause. Cause for immediate termination or suspension shall include, but not be limited to, any breach of this Agreement by Consultant or Consultant's bankruptcy or insolvency. Upon receipt of notice of termination or suspension for cause, Consultant shall immediately stop all work in progress under this Agreement. In the event of early termination of this Agreement by City, Consultant shall be entitled to payment for all Services performed to the date of termination to the extent such Services were performed to the satisfaction of City in accordance with the terms and conditions of this Agreement. If City terminates this Agreement for cause, Consultant shall be liable to City for any excess cost City incurs for completion of the Services.

5. Consultant's Representation: Independent Contractor. Consultant represents that Consultant possesses distinct skills in performing the Services. City has relied upon said representation as a material inducement to enter into this Agreement. Consultant shall, therefore, provide properly skilled and technical personnel to perform all Services under this Agreement. It is expressly understood that Consultant, its agents and employees shall act in an independent capacity and as an independent contractor and not as officers, employees or agents of City. This Agreement shall not be construed as an agreement for employment.

6. Facilities and Equipment. Consultant shall, at its sole cost and expense, finish all facilities and equipment that may be required for furnishing Services pursuant to this Agreement, City shall furnish to Consultant no facilities or equipment, unless the City otherwise agrees in writing to provide the same.

7. Licenses, Permits, Etc. Consultant shall, at Consultant's sole cost and expense, keep in effect and require its subcontractors, if any, to keep in effect at all times during the term of this Agreement any licenses, permits or other such approvals which are legally required for performing the Services.

8. Time. Consultant shall devote such time to the performance of the Services as may be reasonably necessary for satisfactory performance of Consultant's obligations pursuant to this Agreement.

9. Inspection. Consultant shall provide City every reasonable opportunity to ascertain that the Services as being performed in accordance with the requirements and intentions of this Agreement. All work done and materials furnished, if any, shall be subject to inspection and approval by City. The inspection of such work shall not relieve Consultant of any of its obligations pursuant to this Agreement.

10. Progress Reports. Upon City's request, Consultant shall provide, in a form acceptable to City, written progress reports of all oral and written observations, opinions, recommendations, analyses, progress and conclusions related to Consultant's performance of the Services.

11. Confidentiality. In the course of providing services for City, Consultant may have access to trade secrets and confidential information, disclosure of which is protected or limited by law. Consultant shall not directly or indirectly disclose or use any such confidential information, except as required for the performance of the Services.

12. Conflict of Interest. Consultant represents that it presently has no interest, and covenants that it shall not acquire any interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of the Services hereunder. Consultant further covenants that, in the performance of this Agreement, it shall not employ any subcontractor or person having such a conflict of interest. Consultant represents that no one who has or will have any financial interest under the Agreement is an officer or employee of City. If such conflict of interest arises during this Agreement or any extension, Consultant will immediately advise City and City may, at its sole discretion, immediately terminate this Agreement.

13. Consultant Not Agent. Except as City may specify in writing, Consultant shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent. Consultant shall have no authority, express or implied, pursuant to this Agreement to bind City to any obligation whatsoever.

14. Standard of Performance. Consultant shall perform all the Services in a manner consistent with the standards of Consultant's profession or, if no such professional standard, in a manner consistent with the standards applicable to said Consultant or type of work. All instruments of service of whatsoever nature, which Consultant delivers to City pursuant to this Agreement, shall be prepared to comply and conform to the standards of Consultant's type of work. All such instruments of service shall become the sole and exclusive property of City upon delivery of the same.

15. Assignment/Transfer. Consultant shall make no assignment or transfer in whole or in part of this Agreement shall be made without the prior written consent of City.

16. Subcontractors. Consultant shall directly perform all Services and shall not subcontract any portion of performance of the Services without the prior written consent of City. Any such subcontractors shall be required to comply, to the full extent applicable, with the terms and conditions of this Agreement. Upon execution of this Agreement, Consultant shall furnish a separate schedule of names and addresses of subcontractors, if any, and shall notify City in advance if changes in subcontractors occur.

17. Statement of Economic Interests. The City may determine that the certain of Consultant's employees must file a Form 700, Statement of Economic Interests, as required by the City's Conflict of Interest Code. If such is the case, the City Clerk's office will provide the Consultant with the form and Consultant shall file form with the City Clerk's office. Said filing shall



include an Assuming Office Statement within thirty (30) days of execution of this Agreement, annual statements on or before April 1 of each year, and a Leaving Office Statement within thirty (30) days after termination of this Agreement or any extensions thereto.

18. Internal Revenue Service Form W-9. The City may determine that the Consultant must file an Internal Revenue Service Form W-9, Request for Taxpayer Identification Number and Certification, as required by City to comply with regulations of the United States Department of the Treasury. If such is the case, the Finance Department shall provide the Consultant with the required form. Consultant shall complete and file the form with City before any payment for Services under this Agreement is rendered.

19. Business License. Consultant shall file and require all its subcontractors to file, a Business License Application as required by the City. The City shall provide the Consultant with the required form. Consultant shall and require all its subcontractors to complete and file the form with the City and shall pay or cause to be paid the business license fee before any payment for Services under this Agreement is rendered.

20. Compliance With All Laws. Consultant and any subcontractors shall fully comply with all applicable local, state and federal rules, laws, regulations and ordinances pertaining to performance of the Services required hereunder, including the Americans with Disabilities Act and any copyright, patent or trademark law. To the extent that any other government agency or entity provides compensation for any Services, Consultant shall comply with all rules and regulations applicable to such fiscal assistance. Consultant's failure to comply with any law(s) or regulations(s) applicable to the performance of the Services hereunder shall, at the discretion of the City, be deemed to constitute a breach of contract.

21. Discrimination. During the performance of this Agreement, Consultant shall not discriminate against any employee or applicant for employment because of race, religion, creed, color, national origin, ancestry, gender, sexual orientation, age or physical or mental disability in violation of any applicable law.

22. Notice. Except as otherwise specified in this Agreement, all notices to be sent pursuant to this Agreement shall be made in writing and sent to the Parties at their respective addresses specified below or to such other address as a Party may designate by written notice delivered to the other Party in accordance with this Section. All such notices shall be sent by:

- A. Personal delivery, in which case notice is effective upon delivery;
- B. Certified or registered mail, return receipt requested, in which case notice shall be deemed delivered on receipt if delivery is confirmed by a return receipt;
- C. Nationally recognized overnight courier, with charges prepaid or charged to the sender's account, in which case notice is effective on delivery if delivery is confirmed by the delivery service; or
- D. Facsimile transmission, in which case notice shall be deemed delivered

upon transmittal, provided that (a) a duplicate copy of the notice is promptly delivered by first-class or certified mail or by overnight delivery, or (b) a transmission report is generated reflecting the accurate transmission thereof. Any notice given by facsimile shall be considered to have been received on the next business day if it is received after 5:00 p.m. recipient's time or on a non-business day.

City:

City Manager  
City of Portola  
35 3<sup>rd</sup> Avenue  
Portola, CA 96122  
Email: [sscarlett@yahoo.com](mailto:sscarlett@yahoo.com)  
Phone #: 530-832-6800

Consultant:

Cyrus Kianpour  
CSG Consultants, Inc.  
550 Pilgrim Drive  
Foster City, CA 94404  
Email: [Contracts@csgengr.com](mailto:Contracts@csgengr.com)  
Phone#: (650) 522-2500

23. Ownership of Documents. All original papers, documents or computer material on disk or microfilm, and copies thereof, produced as a result of this Agreement (collectively “Project Documents”), shall be the property of the City and may not be used by Consultant without the written consent of City. Consultant shall provide documents in electronic form in a format required by the City. Copies of such documents or papers shall not be disclosed to others without the written consent of the City Manager or his or her designated representative. City agrees to indemnify and hold Consultant harmless for claims resulting from City’s alteration for another City project, of said Project Documents.

24. Indemnification. Consultant agrees to indemnify, including the cost to defend, the City and its officers, officials, employees, and volunteers from and against any and all claims, demands, costs, or liability that arise out of, or pertain to, or relate to the negligence, recklessness, or willful misconduct of Consultant or its employees or agents in the performance of Services under this Agreement, but this indemnity does not apply to liability for damages arising from the sole negligence, active negligence, or willful acts of the City; and does not apply to any passive negligence of the City unless caused at least in part by the Consultant.

25. Insurance. Consultant shall procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Services hereunder by the Consultant, Consultant’s agents, representatives and employees.

A. Minimum Scope of Insurance. Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage (occurrence form CG 000 1).
2. Insurance Services Office form number CA 0001 (Ed. 12 /90) covering Automobile Liability, code 1 (any auto), or code 8,9 if no owned auto.
3. Workers’ Compensation Insurance as required by the State of California and Employers’ Liability Insurance. If no employees are utilized, the Consultant shall sign a declaration as described in California Health and Safety Code Section 19825.
4. Professional liability insurance appropriate to the Consultant’s profession. Architects’ and Engineers’ coverage is to be endorsed to include contractual liability.

B. Minimum Limits of Insurance. Consultant shall maintain limits no less than the following:

- I. General Liability: \$2,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: \$2,000,000 per accident for bodily injury and property damage.
3. Workers' Compensation: statutory limit; Employer's Liability: \$1,000,000 per accident for bodily injury or disease.
4. Professional liability: \$1,000,000 per occurrence or claim as approved by the City's City Manager.

C. Umbrella or Excess Insurance. The limits of insurance required in this Agreement may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of the City.

D. Deductibles and Self-Insured Retention. Any deductibles or self-insured retentions must be declared to and approved by the City and shall not reduce the limits of liability. Policies containing any self-insured retention provision shall provide or be endorsed to provide that the self-insured retention may be satisfied by either the named Insured or the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees and volunteers, or the Consultant shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.

E. Other Insurance Provisions.

I. The Commercial General Liability and Automobile Liability policies are to contain, or be endorsed to contain, the following provisions:

- a. The City, its officers, officials, employees and volunteers (the "Additional Insureds") are to be covered as insureds as respects liability arising out of work or operations as performed by or on behalf of the Consultant; or automobiles owned, leased; hired or borrowed by the

Consultant.

b. For any claims related to this Agreement, the Consultant's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees and volunteers. Any insurance or self- insurance maintained by the City, its officers, officials, employees or volunteers shall be in excess of the Consultant's insurance and shall not contribute with it. The Additional Insured coverage under the Consultant's policy shall be at least as broad as ISO Form CG 20 01 04 13.

c. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either Party, unless thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.

2. The Workers' Compensation endorsement shall contain a Waiver of Subrogation against the City. The Consultant shall provide to the City an endorsement from the Workers' Compensation insurer, if any, agreeing to waive all rights of subrogation against the City for injuries to employees of the Insured resulting from work for the City or use of the City's premises or facilities.

3. It shall be a requirement under this Agreement that any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements and /or limits included above shall be available to the City. Furthermore, the requirements for coverage and limits shall be (1) the minimum coverage and limits specified in this Agreement; or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured; whichever is greater.

F. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City.

G. Verification of Coverage. Consultant shall furnish the City with original certificates and amendatory endorsements effecting coverage required by this Agreement. The endorsements should be on forms provided by the City or on other than the City's forms provided those endorsements conform to the City's requirements. All certificates and endorsements are to be received and approved by the City before Services commence. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

H. Subcontractors. Consultant shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor prior to commencement of subcontractor's work. Consultant agrees to include with all subcontractors in their subcontract the same requirements stated herein including the indemnity and insurance requirements. Subcontractors hired by Consultant agree to be bound to Consultant and the City in the same manner and to the same extent as Consultant is bound to City under this Agreement. Subcontractor further agrees to include these same provisions with any Sub-subcontractor. A copy of these indemnity and insurance

provisions shall be furnished by Consultant to any subcontractor. The Consultant shall require all subcontractors to provide a valid certificate of insurance and the required endorsements included in the agreement prior to commencement of any work and Consultant shall provide proof of compliance to the City. If City is not furnished separate endorsements for each subcontractor prior to the commencement of subcontractor's work, then Consultant shall include all subcontractors as insureds under its policies.

26. Amendment. This Agreement may be amended only by a written instrument executed by both Parties.

27. Litigation. If litigation ensues between City and a third-party which pertains to the subject matter of Consultant's Services hereunder, Consultant, upon request from City, agrees to testify therein at a reasonable and customary fee.

28. Construction. This Agreement is the product of negotiation and compromise on the part of both Parties and that the Parties agree that, notwithstanding Civil Code Section 1654, any uncertainty in the Agreement shall not be construed against the drafter of the Agreement.

29. Governing Law; Venue; Attorneys' Fees. This Agreement shall be enforced and interpreted under the laws of the State of California and the City of Portola. Any action arising from or brought in connection with this Agreement shall be venue in a court of competent jurisdiction in the County of Plumas, State of California. The prevailing Party in any suit or action regarding this Agreement shall be entitled to an award of its reasonable attorneys' fees and costs, including the costs of any experts.

30. Non-Waiver. The City's failure to enforce any provision of this Agreement or the waiver thereof in a particular instance shall not be construed as a general waiver of any part of such provision. The provision shall remain in full force and effect.

31. Severability. If any term or portion of this Agreement is held to be invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement shall continue in full force and effect.

32. No Third Party Beneficiaries. The Parties do not intend to create, and nothing in this Agreement shall be construed to create, any benefit or right in any third party.

33. Mediation. The Parties agree to make a good faith attempt to resolve any dispute arising out of this Agreement through mediation prior to commencing litigation. The Parties shall mutually agree upon the mediator and shall divide the costs of mediation equally. Mediation shall be conducted in Portola, California unless the Parties agree to conduct it in a different location.

34. Consultant's Books and Records.

A. Consultant shall maintain any and all ledgers, books of accounts, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services, or expenditures and disbursements charged to the City for a minimum

period of three (3) years or for any longer period required by law, from the date of final payment to Consultant pursuant to this Agreement.

B. Consultant shall maintain all documents and records which demonstrate performance under this Agreement for a minimum period of three (3) years or for any longer period required by law, from the date of termination or completion of this Agreement.

C. Any records or documents required to be maintained pursuant to this Agreement shall be made available for inspection or audit, at any time during regular business hours, upon written request by the City Manager or City Attorney, or a designated representative of these officers. Copies of such documents shall be provided to the City for inspection at Portola City Hall when it is practical to do so. Otherwise, unless an alternative is mutually agreed upon, the records shall be available at Consultant's address indicated for receipt of notices in this Agreement.

D. Where City has reason to believe that such records or documents may be lost or discarded due to dissolution, disbandment or termination of Consultant's business, City may, by written request by any of the above-named officers, require that custody of the records be given to the City and that the records and documents be maintained by the City. Access to such records and documents shall be granted to any party authorized by Consultant, Consultant's representatives, or Consultant's successor in interest.

35. Headings. The headings used in this Agreement are for convenience only and are not intended to affect the interpretation or construction of any provisions herein.

36. Survival. All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating liability between City and Consultant shall survive the termination or completion of this Agreement for the fullest period of time allowed by law.

37. Entire Agreement. This Agreement, including the exhibits attached hereto and incorporated herein, constitutes the entire agreement between the Parties with respect to the Services, and supersedes all prior agreements or understandings, oral or written, between the Parties in this regard.

[Signature page to follow]

CITY OF PORTOLA

By:\_\_\_\_\_

Name: Susan Scarlett

Title: Interim City Manager

Date:\_\_\_\_\_

CSG CONSULTANTS,  
INC.

By:\_\_\_\_\_

Name: Cyrus Kianpour

Title: President

Date:\_\_\_\_\_



## **EXHIBIT A SCOPE OF WORK**

CSG will assist the City in managing Code Enforcement complaints and cases including to complaint, intake, responding to complaints, inspections, noticing, vehicle enforcement, and any other related duties as needed at the direction of the City Manager.

CSG utilizes best practices and commonly used tools in code enforcement, including administrative remedies, and will focus and attempt with early notifications. The use of courtesy notices, door hangers (if applicable), and verbal communication will always be the initial approach. This is in great part that it is known that once a party is aware of issues, they are often willing to comply and bring violations into compliance. Additionally, CSG will assist in and provide training of City staff to assure continuation of these practices and services to best serve the community.

CSG will represent the City to address inoperative vehicles and current or outstanding cases, especially those with health and safety concerns. Our focus is always to work as collaboratively as possible, and to guide cases and solutions towards self-compliance. Additional issues involving blight or visual impacts, along with any other code related concerns will also be addressed.

The strongest emphasis will be to address the community's inoperable and abandoned vehicle concerns. Our team members implement and enforce regulations managed by the local vehicle authority in accordance with California Highway Patrol's (CHP) HP-1 guidelines. Our officer(s) will implement appropriate action consistent with the municipal codes and local authority's regulations in identifying inoperative and abandoned vehicles, properly noticing property and vehicle owners, and carrying out abatements actions as needed. CSG team members will work closely with the city and local authority in the documentation process, and will offer recommendations to current policies when applicable.

**EXHIBIT B  
FEE SCHEDULE**

**CODE ENFORCEMENT SERVICES**

CSG's fee schedule for its Code Enforcement services is provided in the table below. Our hourly rates cover general overhead expenses such as mileage and most other equipment necessary to execute the job requirements.

PERSONNEL	HOURLY RATE
Code Enforcement Manager	\$210
Senior Code Enforcement Officer	\$160
Code Enforcement Officer II	\$130
Code Enforcement Officer I	\$105
Overtime Rate (in excess of 8 hours per day)	1.5 x Hourly Rate

*All hourly rates include overhead costs including, but not limited to, salaries, benefits, workers' compensation insurance, travel and office expenses. Overtime services and services provided outside of normal business hours will be billed at 1.5x the applicable hourly rate. "On Call" work performed outside of any regular assignments, will be billed on a four-hour minimum basis. On July 1 of each year following the contract start year, CSG will initiate a rate increase based on change in CPI for the applicable region. CSG will deliver an invoice every month for services rendered during the previous month.*