



City of Portola

AGENDA

Regular Meeting

September 25, 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 for regular meetings will also be accepted via email sent to the Administrative 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. Roll Call

B. Pledge of Allegiance

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 five minutes ordinarily, unless the presiding officer indicates a different amount will be allotted.

3. City Communications

☒ Discussion  [Comment](#)

A. City Council Communications

B. Reports: Beckwourth Peak Fire Protection District/ Plumas County Sheriff/Northern Sierra Air Quality

C. Staff Communications

D. Interim City Manager 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 -

AP Checks 46202-46229 \$61863.02

Payroll Checks 17431-17434 \$28,436.48

Payroll Remit Check 17435 129.03

Total \$90,428.53

B. Adopt minutes of September 11, 2024

C. Proclamations for Emergencies - Renew the Emergency declaration for both the 2023 Winter storms and the Gold Complex Fire.

5. 2023-2024 Review of Financial Information and Budget Amendments

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

Review changes made during the 2023-2024 Fiscal year.

6. Closed Session

☒ Discussion ☒ Possible Action  [Comment](#)

A. Public Employee Appointment

Closed Session pursuant to Government Code Section 54957 – Public Employee Appointment

City Manager

7. Adjournment

RESOLUTION NO. 2597

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORTOLA
AUTHORIZING PAYMENT OF CLAIMS FOR THE PERIOD
SEPTEMBER 12, 2024 THROUGH SEPTEMBER 25, 2024.**

**ACCOUNTS PAYABLE
CHECK RUN: 46202-46229**

**PAYROLL
CHECK RUN: 17431-17434
REMITTANCE CHECKS: 17435**

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:	\$ 61,863.02
PAYROLL:	\$ 28,436.48
PAYROLL REMIT:	\$ 129.03
TOTAL:	\$ <u>90,428.53</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 25th day of September 2024 by the following vote:

AYES:

NOES

ABSTAIN:

ABSENT:

Pat Morton, Mayor

ATTEST:

Susan Scarlett, Interim City Manager

I, Susan Scarlett, Interim City Manager 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 September 25, 2024.

Susan Scarlett, Interim City Manager

VENDOR SET: 01 City of Portola
BANK: PC POOLED CASH - PLUMAS
DATE RANGE: 9/25/2024 THRU 9/25/2024

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000029	COUNTRY BREEZE CLEANING							
I-202409122643	CLEANING SERVICES	R	9/25/2024	400.00		046202		400.00
000073	THE ALMANOR FOUNDATION							
I-202409122645	ADVERTISING	R	9/25/2024	80.00		046203		80.00
000078	CLARK PEST CONTROL							
I-202409122632	WILLIAMS HOUSE PEST CONTROL	R	9/25/2024	98.00		046204		98.00
00008	ALWAYS ANSWER							
I-202409122627	800 NUMBER	R	9/25/2024	72.39		046205		72.39
0021	AT&T							
I-202409122639	800 EMER LINE	R	9/25/2024	4.43		046206		4.43
0027	BASTIAN ENGINEERING							
I-202409122638	ENGINEERING SERVICES	R	9/25/2024	483.34		046207		483.34
0034	BLUE TARP FINANCIAL, INC							
I-202409122633	MATERIALS & SUPPLIES	R	9/25/2024	42.89		046208		42.89
0055	COATES TIRE CENTER							
I-202409122634	VEH/EQUIP REPAIR	R	9/25/2024	1,286.78		046209		1,286.78
0090	GRAINGER INC							
I-202409122628	SEWER LINE REPAIR	R	9/25/2024	23.79		046210		23.79
0111	JEFFERSON SUPPLY COMPANY							
I-202409122629	WATER LINE REPAIR	R	9/25/2024	173.75		046211		173.75
0122	KIMBALL MIDWEST INC							
I-202409122636	EQUIP REPAIR	R	9/25/2024	110.01		046212		110.01
0139	MCCOLLUM EQUIPMENT REPAIR							
I-202409122635	EQUIP REPAIR	R	9/25/2024	11,673.47		046213		11,673.47
0146	MUELLER CO. - HERSEY METERS							
I-202409122631	WATER LINE REPAIR	R	9/25/2024	1,571.66		046214		1,571.66
0159	OFFICE DEPOT							
I-202409122637	OFFICE SUPPLIES	R	9/25/2024	64.94		046215		64.94
0183	PLUMAS SANITATION, INC							
I-202409122630	LDWTP PROF SERVICES	R	9/25/2024	1,840.00		046216		1,840.00

VENDOR SET: 01 City of Portola
BANK: PC POOLED CASH - PLUMAS
DATE RANGE: 9/25/2024 THRU 9/25/2024

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0188	PORTER SIMON CORPORATION							
I-202409122641	LEGAL SERVICES	R	9/25/2024	17,982.00		046217		17,982.00
0217	SIERRA PROMOTIONS							
I-202409122640	CODE OFFICER UNIFORM	R	9/25/2024	53.63		046218		53.63
0218	SILVER STATE ANALYTICAL							
I-202409122644	WATER/WASTE WATER TESTING	R	9/25/2024	2,444.00		046219		2,444.00
0235	SUSAN SCARLETT							
I-202409122642	ACCOUNTING SERVICES	R	9/25/2024	5,500.00		046220		5,500.00
000047	ALL ELECTRIC MOTORS INC							
I-202409192652	ALL ELECTRIC MOTORS INC	R	9/25/2024	676.58		046221		676.58
0005	AIRGAS, INC.							
I-202409192653	AIRGAS, INC.	R	9/25/2024	446.98		046222		446.98
0023	AT&T CALNET 3							
I-202409192651	AT&T CALNET 3	R	9/25/2024	92.53		046223		92.53
0133	LIBERTY UTILITIES							
I-202409192656	LIBERTY UTILITIES	R	9/25/2024	6,019.62		046224		6,019.62
0173	PITNEY BOWES INC							
I-202409192649	PITNEY BOWES INC	R	9/25/2024	284.84		046225		284.84
0192	PURCHASE POWER							
I-202409192650	PURCHASE POWER	R	9/25/2024	1,576.70		046226		1,576.70
0212	SIERRA CONTROLS, LLC							
I-202409192655	SIERRA CONTROLS, LLC	R	9/25/2024	7,409.75		046227		7,409.75
0239	THATCHER , INC							
I-202409192654	THATCHER , INC	R	9/25/2024	1,253.94		046228		1,253.94
0275	EIP HOLDINGS II LLC							
I-202409192648	EIP HOLDINGS II LLC	R	9/25/2024	197.00		046229		197.00

VENDOR SET: 01 City of Portola
BANK: PC POOLED CASH - PLUMAS
DATE RANGE: 9/25/2024 THRU 9/25/2024

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
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* * T O T A L S * *	NO			INVOICE AMOUNT		DISCOUNTS		CHECK AMOUNT
REGULAR CHECKS:	28			61,863.02		0.00		61,863.02
HAND CHECKS:	0			0.00		0.00		0.00
DRAFTS:	0			0.00		0.00		0.00
EFT:	0			0.00		0.00		0.00
NON CHECKS:	0			0.00		0.00		0.00
VOID CHECKS:	0	VOID DEBITS	0.00					
		VOID CREDITS	0.00	0.00		0.00		

TOTAL ERRORS: 0

	NO			INVOICE AMOUNT		DISCOUNTS		CHECK AMOUNT
VENDOR SET: 01 BANK: PC TOTALS:	28			61,863.02		0.00		61,863.02
BANK: PC TOTALS:	28			61,863.02		0.00		61,863.02
REPORT TOTALS:	28			61,863.02		0.00		61,863.02

SELECTION CRITERIA

VENDOR SET: 01-CITY OF PORTOLA
VENDOR: ALL
BANK CODES: All
FUNDS: All

CHECK SELECTION

CHECK RANGE: 000000 THRU 999999
DATE RANGE: 9/25/2024 THRU 9/25/2024
CHECK AMOUNT RANGE: 0.00 THRU 999,999,999.99
INCLUDE ALL VOIDS: YES

PRINT OPTIONS

SEQUENCE: CHECK NUMBER

PRINT TRANSACTIONS: YES
PRINT G/L: NO
UNPOSTED ONLY: NO
EXCLUDE UNPOSTED: NO
MANUAL ONLY: NO
STUB COMMENTS: NO
REPORT FOOTER: NO
CHECK STATUS: NO
PRINT STATUS: * - All



City of Portola

Minutes

Regular Meeting

September 11, 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.

Mayor Pat Morton offers a moment of silence in remembrance of September 11, 2001.

Mayor Pat Morton reads a statement, for the record, regarding members of the public disrupting Council meetings. Guidelines are outlined, and the public is informed that they may be removed from the meeting.

A. Roll Call

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

Staff Present: Steve Gross, City Attorney; Susan Scarlett, Interim City Manager/Finance Officer.

B. Pledge of Allegiance

Led by Mayor Pat Morton

2. **Public Comments**

Lindsey Shaw comments regarding development of the dog park in Portola.

3. **City Communications**

A. City Council Communications

Councilmember Mikki Brown: Attended the Plumas County Board of Supervisors meetings of September 3rd and September 10th; attended the Lost Sierra Chamber of Commerce meeting; attended the Plumas County FireSafe Council meeting

Councilmember Leah Turner: No report

Councilmember Bill Powers: No report

Mayor Pro-Tem Jim Murphy: Attended the Small Cities Organized Risk Effort meeting; attended the Plumas County Airport Land Use Commission

Mayor Pat Morton: Attended the Beckwourth Peak Fire Protection District meeting;

attended the Annual Fly-In Pancake Breakfast Event held at Beckwourth-Nervino Airport

B. Reports: Beckwourth Peak Fire Protection District/ Plumas County Sheriff/Northern Sierra Air Quality Report

Beckwourth Peak Fire Protection District: Susan Scarlett, Interim City Manager, shares comments from Jack Rosevear, Fire Chief

Plumas County Sheriff: Chad Hermann, Plumas County Undersheriff gives a report and update on service calls, for the month of August 2024, within the City of Portola; Undersheriff Hermann informs the Council that Measure "D" will be back on the November 2024 ballot, a tax measure to help fund the Plumas County Sheriff and other emergency services.

Northern Sierra Air Quality: Councilmember Mikki Brown gives a report and update on key topics and project updates

C. Staff Communications/Public Engagement Officer/City Attorney

Public Engagement Officer: Brian Attama, Public Engagement Officer is present and gives a report and update on current projects and ongoing training, The Abandoned Vehicle Program is now active again and progress is made; Mr. Attama continues with the code enforcement certified courses.

Deborah Bress, member of the public, comments regarding a trailer near county road A-15, and further requests removal

City Attorney:

Steve Gross, City Attorney addresses the Council regarding comments made by public member, Ashlee Sims and disruption of Council meetings. Mr. Gross clarifies that there has never been a serial meeting of the Council regarding this matter. Mayor Pat Morton may exercise her right, under the Open Meeting Act Law "Brown Act" regarding removal of public members that are disruptive. The City Attorney continued by addressing the Council regarding comments made by public member, Ashlee Sims and public records requests. Mr. Gross clarifies that all phone records of Mayor Pro-Tem Jim Murphy have been made available, and there is no record of a 911 call.

D. Interim City Manager's Report - PRA report

Interim City Manager: Susan Scarlett, Interim City Manager addresses the Council with a report and update on current projects, and meetings attended.

Meeting with Karen Downs, Contract Planner regarding completed and ongoing projects

New security access added to door at Portola City Hall

The Council will need to identify plans by December 31, 2024 for use of ARPA funding, including the dog park project funding, as required under the ARPA guidelines. This matter will be brought to the Council at a regular meeting.

Public Records Act: Susan Scarlett, Interim City Manager gives a report and update on public records act requests. Over a ten-day period, the Interim City Manager has logged approximately 23 hours of time spent. There have been 155 requests received over a three

year period and 54 of them have been since July 11, 2024. To date 35 of the requests since July 11th have been closed. The City of Portola has been billed \$4,956 from the City Attorney, for time spent on public records requests, for the months of July and August.

4. **Consent Agenda**

- A. Claims - Adopt Resolution No. 2595 authorizing payment of claims for the period of August 23, 2024 through September 12, 2024

AP CHK RUN 46161 – 46201 - \$241,168.35

PAYROLL CHK 17420 – 17429 - \$27,215.43

PAYROLL REMIT CHECK 17430 - \$129.03

TOTAL CLAIMS \$268,512.81

- B. Minutes- Approval of the City Council Minutes from August 14, 2024, August 21, 2024 and August 28, 2024

Councilmember Leah Turner requests a correction to the meeting minutes of August 14, 2024. Ms. Turner did not attend Music in the Park, as stated under City Council Communications.

Mayor Pat Morton takes comments from the public and include Deborah Bress.

Approval to adopt Resolution No. 2595 authorizing payment of claims for the period of August 23, 2024 through September 12, 2024; and approve City Council Minutes from August 14, 2024, August 21, 2024 and August 28, 2024, as amended.

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**

5. **Plumas Crisis Intervention and Resource Center**

This matter is before the City Council to consider finalizing the CDBG Forgivable Loan for the property at 165 and 185 Ridge Street, Portola, finding that PCIRC has fulfilled its obligations.

The City Council receives a report from Kate Rahmeyer, Executive Director. Following brief discussion by Councilmembers, motion is made by Mayor Pro-Tem Jim Murphy, and second by Councilmember Bill Powers finding that PCIRC has fulfilled its obligations for property at 165 and 185 Ridge Street, Portola, and finalize the CDBG Forgivable Loan, and authorize the Interim City Manager to sign the necessary documents.

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**

6. Bridge Update

This matter is for informational purposes only, there is no required action by City Council.

The City Council receives an update on meetings with Caltrans, MGE and the City regarding funding and steps to move forward with the bridge project. Martin McIlroy, representing MGE is present and addresses the City Council. There is brief discussion regarding the purchase of an active monitoring station for the bridge. The permanent monitor would be active 24/7 and would provide any activity/movement of the bridge. The cost of the equipment is being researched. This matter will be brought to the City Council at a later date. Mr. McIlroy reports that, to date, there have been no deflections in the bridge.

Mayor Pat Morton takes comments from the public and include Kate Rahmeyer, Larry Douglas, Deborah Bress, and Lindsey Shaw.

7. Wastewater Funding options

This matter is before the City Council to discuss options of a two-phase approach for a potential sewer grant versus grant and loan funding.

Susan Scarlett, Interim City Manager addresses the City Council. The fiscal impact is either that the City use the phased approach to be able to use grant funds or wants to complete the whole project which would add \$14m in debt to the sewer fund at an undetermined interest rate. City staff recommends the phase approach.

Mayor Pat Morton takes comments from the public and include Deborah Bress and Ashlee Sims.

Following discussion, a motion is requested to give direction to move forward with the two-phase approach, as recommended, so that grant funds would be available for the total project

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

8. Amendment to the Beckwourth Peak Fire Protection District Asset Transfer Agreement

This matter is before the City Council to consider an amendment to the Beckwourth Peak Fire Protection District asset transfer agreement. The amendment is regarding the Deeds of Trust for the Fire stations.

Mayor Pat Morton takes comments from the public and include Larry Douglas, Deborah Bress, and Ashlee Sims.

Following discussion, there is approval of Amendment No. 1 to the original agreement and authorization for the Interim City Manager to execute the amendment and documents.

Councilmember Mikki Brown 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**

9. Beckwourth Peak Repeater transfer of lease

This matter is before the City Council to consider transfer of a lease for the Beckwourth Peak Repeater from the City of Portola to the Beckwourth Peak Fire Protection District. The City does not use the repeater and Beckwourth Peak Fire Protection District has asked that it be transferred to them.

Mayor Pat Morton takes comments from the public and include Ashlee Sims, Deborah Bress, Larry Douglas, and Lindsey Shaw.

Following brief discussion, the action is to approve the Assignment between the City of Portola and Beckwourth Peak Fire Protection District, and authorize the Interim City Manager to execute the assignment and deliver to EIP Holdings II, LLC.

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**

10. Discuss outreach for Highway 70 lane reassignment project

Susan Scarlett, Interim City Manager informs the City Council and members of the public that the public meeting regarding possible lane reassignment/restriping on Highway 70 is currently scheduled for October 2, 2024 at the Portola Veterans Hall. The meeting will be held from 4:30 p.m. to 6:00 p.m., with a 5:00 p.m. presentation by Caltrans.

Caltrans is currently preparing a flyer for distribution to the public.

11. Adjournment

Mayor Pat Morton adjourns the meeting at 7:51 p.m., to meet again in a regular meeting of the Portola City Council on September 25, 2024 at 6:00 p.m.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

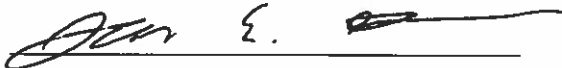
IT IS FURTHER PROCLAIMED AND ORDERED that the local emergency proclaimed herein shall be reviewed by the City Council for the need to continue it at least once every sixty (60) days until the City Council terminates the local emergency and the City Council shall proclaim the termination of the local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

PROCLAIMED this 8th day of March 2023



Mayor Pro Tem, City of Portola, Bill Powers

ATTEST:



Jason Shaw, Deputy City Clerk

I, Jason Shaw, Deputy City Clerk of the City of Portola, do hereby certify that the above and foregoing Proclamation was duly proclaimed by the Mayor Pro Tem of the City of Portola in his capacity as the Director of Emergency Services on March 8, 2023.



Jason Shaw, Deputy City Clerk



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

WHEREAS, on or about July 22, 2024, four fires ignited in Plumas County, including the Mill Fire 1, Mill Fire 2, Mill Fire 3, and Smith Fire (collectively the “Gold Complex Fire”); and

WHEREAS, the Gold Complex Fire has created the existence of extreme peril to the safety of persons and property within the City of Portola (“City”); and

WHEREAS, the raging fire has resulted in evacuation orders and warnings requiring citizens in and around the City to be uplifted and forced from their homes and the City to evacuate City Hall; and

WHEREAS, these conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of the City and requiring the combined forces of other political subdivisions to combat; and

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

WHEREAS, the aforesaid conditions are of extreme peril and warrant and necessitate the proclamation of the existence of a local emergency in accordance with and as authorized by Portola Municipal Code Section 2.32 and California Government Code Sections 8630-8634; and

WHEREAS, it would be prudent to request the Governor of the State of California to proclaim a State of Emergency for the City of Portola; and

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

WHEREAS, the City may proclaim a local emergency pursuant to California Government Code Sections 8630 -8634 and during periods of local emergency, the City has full power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans, or agreements therefor, and state agencies may provide mutual aid to the City, and the City may promulgate orders and regulations necessary to provide for the protection of life and property, including orders or regulations imposing a curfew within designated boundaries where necessary to preserve the public order and safety. Such orders and regulations and amendments and rescissions thereof shall be in writing and shall be given widespread publicity and notice.

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

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

may provide mutual aid, including personnel, equipment, and other available resources as needed to assist the City of Portola during this emergency.

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

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

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

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

PROCLAIMED this 24th day of July 2024

Mayor, City of Portola, Pat Morton

ATTEST:

Todd Roberts, Director of Public Works

I, Todd Roberts, Director of Public Works of the City of Portola, do hereby certify that the above and foregoing Proclamation was duly proclaimed by the Mayor of the City of Portola in her capacity as the Director of Emergency Services on July 24, 2024.

Todd Roberts, Director of Public Works



MEETING DATE: September 25, 2024

AGENDA ITEM: 5. 2023-2024 Review of Financial Information

FROM: Susan Scarlett

RE: Brief review of financial and budget information

BACKGROUND:

Each year the Council receives a report regarding updates to Financial Statements for the prior Fiscal Year. Budget amendments already approved and additional amendments such as unanticipated revenue and information on transfers to “set asides” are discussed.

RECOMMENDATION:

Approve budget amendments for the 2023-2024 Fiscal Year as well as moving the balance of the MGE contract to the 2024-2025 budget.

ATTACHMENTS:

A. 2023-2024 INFORMATION

2023-2024 Budget Information					
		Original Budget	Amendments	Amended Budget	Council Approval
100-414-404.50	Event Income - camping		12,000.00	12,000.00	
100-117-404.16	SB2 and LEAP Grant reimbursement	-	40,000.00	40,000.00	11/13/2019
100-117-600.91	SB2 and LEAP Grant funding		20,000.00	20,000.00	11/13/2019
207-315-510.01	Street personnel	64,253.01	50,000.00	114,253.01	
208-317-510.01	Snow Removal personnel	164,688.75	(50,000.00)	114,688.75	1/2 Reimb.
216-000-407.13	North Loop		2,050,000.00	2,050,000.00	100 % State
216-315-700.42	North Loop		2,040,000.00	2,040,000.00	100 % State
Unanticipated Revenue					
100-000-401.00	Secured Property Tax	250,000.00	50,000.00	300,000.00	
100-000-401.03	Sales Tax	300,000.00	60,000.00	360,000.00	
100-000-403.01	Interest Income	40,000.00	40,000.00	80,000.00	
100-212-404.28	COPS Funding	160,000.00	90,000.00	250,000.00	
710-311-700.80	Depreciation		139,599.49		
710-311-700.99	Fixed Asset Offset		107,985.77		
720-311-700.80	Depreciation		107,114.61		
730-311-700.80	Depreciation		254.76		
Funds to Beckwourth Peak Fire Protection District					
	Local Emergency Services Study Group			3,482.15	
	PG&E Dixie Fire Funds			17,959.12	
730-000-100.19	Transfer to Landfill Closure set aside		95,626.98	95,626.98	
			Budget	Actual 23-24	24-25 Budget
100-311-700.15	Bridge		162,768.00	42,835.15	119,932.85