



City of Portola
AGENDA

Regular Meeting

October 09, 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 - Resolution No. 2598

AP Void Checks 46230-46297

AP Checks 46298-46332

Payroll Remit Check 17436

Total Accounts payable \$80,444.58

Total Payroll \$25,582.95

Payroll Remit Check \$129.03

Total \$106,156.56

B. Adopt minutes of Special meeting September 23, 2024 and Regular meeting September 25, 2024

5. Bridge Monitoring

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

Bridge Instrumentation. Review and approve costs for implementing an active bridge monitoring

system.

6. Intermountain Disposal - Rate Increase

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

Review and discuss the proposed 2025 Intermountain Disposal rate increase. Direct staff to commence the Proposition 218 process.

7. 7th Cycle Housing Element Update

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

Review updated draft of the 7th Cycle Housing Element and direct staff to submit to the State Department of Housing and Community Development.

8. Plumas Unified School District Impact Fee

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

Update the information regarding the Plumas Unified School District Impact Fee

9. Local Hazard Mitigation Plan

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

Consider participation in the Plumas County Multi-Jurisdictional Hazard Mitigation Plan. Provide direction to staff regarding preparation of the Local Hazard Mitigation Plan.

10. Adjournment

RESOLUTION NO. 2598

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORTOLA
AUTHORIZING PAYMENT OF CLAIMS FOR THE PERIOD
SEPTEMBER 26, 2024 THROUGH OCTOBER 9, 2024.**

**ACCOUNTS PAYABLE
VOID CHECKS: 46230-46297
CHECK RUN: 46298-46332**

**PAYROLL
REMITTANCE CHECKS: 17436**

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:	\$ 80,444.58
PAYROLL:	\$ 25,582.95
PAYROLL REMIT:	\$ 129.03
TOTAL:	\$ 106,156.56

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 9th day of October 2024 by the following vote:

AYES:

NOES: NONE

ABSTAIN: NONE

ABSENT: NONE

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 October 9, 2024.

Susan Scarlett, Interim City Manager

PACKET: 00445 AP 10.09.24

VENDOR SET: 01 CITY OF PORTOLA

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----	ITM DATE BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT/NAME	DISTRIBUTION
01-	*VOIDED CHECK*				
-046230	10/01/2024				
	PC	VOID	CK# 046230 10/01/2024	1099:	
01-	*VOIDED CHECK*				
-046231	10/01/2024				
	PC	VOID	CK# 046231 10/01/2024	1099:	
01-	*VOIDED CHECK*				
-046232	10/01/2024				
	PC	VOID	CK# 046232 10/01/2024	1099:	
01-	*VOIDED CHECK*				
-046233	10/01/2024				
	PC	VOID	CK# 046233 10/01/2024	1099:	
01-	*VOIDED CHECK*				
-046234	10/01/2024				
	PC	VOID	CK# 046234 10/01/2024	1099:	
01-	*VOIDED CHECK*				
-046235	10/01/2024				
	PC	VOID	CK# 046235 10/01/2024	1099:	
01-	*VOIDED CHECK*				
-046236	10/01/2024				
	PC	VOID	CK# 046236 10/01/2024	1099:	
01-	*VOIDED CHECK*				
-046237	10/01/2024				
	PC	VOID	CK# 046237 10/01/2024	1099:	
01-	*VOIDED CHECK*				
-046238	10/01/2024				
	PC	VOID	CK# 046238 10/01/2024	1099:	

PACKET: 00445 AP 10.09.24

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SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----	ITM DATE BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT/NAME	DISTRIBUTION
01-	*VOIDED CHECK*				
-046239	10/01/2024				
	PC	VOID	CK# 046239 10/01/2024	1099:	
01-	*VOIDED CHECK*				
-046240	10/01/2024				
	PC	VOID	CK# 046240 10/01/2024	1099:	
01-	*VOIDED CHECK*				
-046241	10/01/2024				
	PC	VOID	CK# 046241 10/01/2024	1099:	
01-	*VOIDED CHECK*				
-046242	10/01/2024				
	PC	VOID	CK# 046242 10/01/2024	1099:	
01-	*VOIDED CHECK*				
-046243	10/01/2024				
	PC	VOID	CK# 046243 10/01/2024	1099:	
01-	*VOIDED CHECK*				
-046244	10/01/2024				
	PC	VOID	CK# 046244 10/01/2024	1099:	
01-	*VOIDED CHECK*				
-046245	10/01/2024				
	PC	VOID	CK# 046245 10/01/2024	1099:	
01-	*VOIDED CHECK*				
-046246	10/01/2024				
	PC	VOID	CK# 046246 10/01/2024	1099:	
01-	*VOIDED CHECK*				
-046247	10/01/2024				
	PC	VOID	CK# 046247 10/01/2024	1099:	

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DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----	ITM DATE BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT/NAME	DISTRIBUTION
01-	*VOIDED CHECK*				
-046248	10/01/2024				
	PC	VOID	CK# 046248 10/01/2024	1099:	
01-	*VOIDED CHECK*				
-046249	10/01/2024				
	PC	VOID	CK# 046249 10/01/2024	1099:	
01-	*VOIDED CHECK*				
-046250	10/01/2024				
	PC	VOID	CK# 046250 10/01/2024	1099:	
01-	*VOIDED CHECK*				
-046251	10/01/2024				
	PC	VOID	CK# 046251 10/01/2024	1099:	
01-	*VOIDED CHECK*				
-046252	10/01/2024				
	PC	VOID	CK# 046252 10/01/2024	1099:	
01-	*VOIDED CHECK*				
-046253	10/01/2024				
	PC	VOID	CK# 046253 10/01/2024	1099:	
01-	*VOIDED CHECK*				
-046254	10/01/2024				
	PC	VOID	CK# 046254 10/01/2024	1099:	
01-	*VOIDED CHECK*				
-046255	10/01/2024				
	PC	VOID	CK# 046255 10/01/2024	1099:	
01-	*VOIDED CHECK*				
-046256	10/01/2024				
	PC	VOID	CK# 046256 10/01/2024	1099:	

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-----ID-----	ITM DATE BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT/NAME	DISTRIBUTION
01-	*VOIDED CHECK*				
-046257	10/01/2024				
	PC	VOID	CK# 046257 10/01/2024	1099:	
01-	*VOIDED CHECK*				
-046258	10/01/2024				
	PC	VOID	CK# 046258 10/01/2024	1099:	
01-	*VOIDED CHECK*				
-046259	10/01/2024				
	PC	VOID	CK# 046259 10/01/2024	1099:	
01-	*VOIDED CHECK*				
-046260	10/01/2024				
	PC	VOID	CK# 046260 10/01/2024	1099:	
01-	*VOIDED CHECK*				
-046261	10/01/2024				
	PC	VOID	CK# 046261 10/01/2024	1099:	
01-	*VOIDED CHECK*				
-046262	10/01/2024				
	PC	VOID	CK# 046262 10/01/2024	1099:	
01-	*VOIDED CHECK*				
-046263	10/01/2024				
	PC	VOID	CK# 046263 10/01/2024	1099:	
01-	*VOIDED CHECK*				
-046264	10/01/2024				
	PC	VOID	CK# 046264 10/01/2024	1099:	
01-	*VOIDED CHECK*				
-046265	10/01/2024				
	PC	VOID	CK# 046265 10/01/2024	1099:	

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-----ID-----	ITM DATE BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT/NAME	DISTRIBUTION
01-	*VOIDED CHECK*				
-046266	10/01/2024				
	PC	VOID	CK# 046266 10/01/2024	1099:	
01-	*VOIDED CHECK*				
-046267	10/01/2024				
	PC	VOID	CK# 046267 10/01/2024	1099:	
01-	*VOIDED CHECK*				
-046268	10/01/2024				
	PC	VOID	CK# 046268 10/01/2024	1099:	
01-	*VOIDED CHECK*				
-046269	10/01/2024				
	PC	VOID	CK# 046269 10/01/2024	1099:	
01-	*VOIDED CHECK*				
-046270	10/01/2024				
	PC	VOID	CK# 046270 10/01/2024	1099:	
01-	*VOIDED CHECK*				
-046271	10/01/2024				
	PC	VOID	CK# 046271 10/01/2024	1099:	
01-	*VOIDED CHECK*				
-046272	10/01/2024				
	PC	VOID	CK# 046272 10/01/2024	1099:	
01-	*VOIDED CHECK*				
-046273	10/01/2024				
	PC	VOID	CK# 046273 10/01/2024	1099:	
01-	*VOIDED CHECK*				
-046274	10/01/2024				
	PC	VOID	CK# 046274 10/01/2024	1099:	

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		ITM DATE			GROSS	P.O. #		
-----ID-----	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT/NAME	DISTRIBUTION			
=====								
01-	*VOIDED CHECK*							
=====								
-046275	10/01/2024							
	PC	VOID	CK# 046275 10/01/2024	1099:				
=====								
01-	*VOIDED CHECK*							
=====								
-046276	10/01/2024							
	PC	VOID	CK# 046276 10/01/2024	1099:				
=====								
01-	*VOIDED CHECK*							
=====								
-046277	10/01/2024							
	PC	VOID	CK# 046277 10/01/2024	1099:				
=====								
01-	*VOIDED CHECK*							
=====								
-046278	10/01/2024							
	PC	VOID	CK# 046278 10/01/2024	1099:				
=====								
01-	*VOIDED CHECK*							
=====								
-046279	10/01/2024							
	PC	VOID	CK# 046279 10/01/2024	1099:				
=====								
01-	*VOIDED CHECK*							
=====								
-046280	10/01/2024							
	PC	VOID	CK# 046280 10/01/2024	1099:				
=====								
01-	*VOIDED CHECK*							
=====								
-046281	10/01/2024							
	PC	VOID	CK# 046281 10/01/2024	1099:				
=====								
01-	*VOIDED CHECK*							
=====								
-046282	10/01/2024							
	PC	VOID	CK# 046282 10/01/2024	1099:				
=====								
01-	*VOIDED CHECK*							
=====								
-046283	10/01/2024							
	PC	VOID	CK# 046283 10/01/2024	1099:				

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-----ID-----	ITM DATE BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT/NAME	DISTRIBUTION
01-	*VOIDED CHECK*				
-046284	10/01/2024 PC VOID	CK# 046284 10/01/2024		1099:	
01-	*VOIDED CHECK*				
-046285	10/01/2024 PC VOID	CK# 046285 10/01/2024		1099:	
01-	*VOIDED CHECK*				
-046286	10/01/2024 PC VOID	CK# 046286 10/01/2024		1099:	
01-	*VOIDED CHECK*				
-046287	10/01/2024 PC VOID	CK# 046287 10/01/2024		1099:	
01-	*VOIDED CHECK*				
-046288	10/01/2024 PC VOID	CK# 046288 10/01/2024		1099:	
01-	*VOIDED CHECK*				
-046289	10/01/2024 PC VOID	CK# 046289 10/01/2024		1099:	
01-	*VOIDED CHECK*				
-046290	10/01/2024 PC VOID	CK# 046290 10/01/2024		1099:	
01-	*VOIDED CHECK*				
-046291	10/01/2024 PC VOID	CK# 046291 10/01/2024		1099:	
01-	*VOIDED CHECK*				
-046292	10/01/2024 PC VOID	CK# 046292 10/01/2024		1099:	

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-----ID-----	ITM DATE BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT/NAME	DISTRIBUTION
01-	*VOIDED CHECK*				
-046293	10/01/2024				
	PC	VOID	CK# 046293 10/01/2024	1099:	
01-	*VOIDED CHECK*				
-046294	10/01/2024				
	PC	VOID	CK# 046294 10/01/2024	1099:	
01-	*VOIDED CHECK*				
-046295	10/01/2024				
	PC	VOID	CK# 046295 10/01/2024	1099:	
01-	*VOIDED CHECK*				
-046296	10/01/2024				
	PC	VOID	CK# 046296 10/01/2024	1099:	
01-	*VOIDED CHECK*				
-046297	10/01/2024				
	PC	VOID	CK# 046297 10/01/2024	1099:	
01-	*VOIDED CHECK*				
-046304	0/00/0000 0055				
	PC	VOID	CK# 046304 10/09/2024	1099: N	
01-	*VOIDED CHECK*				
-046315	0/00/0000 0162				
	PC	VOID	CK# 046315 10/09/2024	1099: N	
01-	*VOIDED CHECK*				
-046324	0/00/0000 0239				
	PC	VOID	CK# 046324 10/09/2024	1099: N	
01-0008	ALWAYS ANSWER				
I-202410012691	10/01/2024	ALWAYS ANSWER	57.39		
	PC	CK# 046299 10/09/2024		1099: N	
		ALWAYS ANSWER		710 311-600.05	28.70
				TELEPHONE	
		ALWAYS ANSWER		720 311-600.05	28.69
				TELEPHONE	
		=== VENDOR TOTALS ===	57.39		

PACKET: 00445 AP 10.09.24

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DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		ITM DATE	BANK CODE	-----DESCRIPTION-----	GROSS	P.O. #	DISCOUNT	G/L ACCOUNT/NAME	DISTRIBUTION
=====									
01-0015	AMERIGAS								

I-202410012685	10/01/2024	AMERIGAS			535.78				
	PC			CK# 046300 10/09/2024		1099: N			
				PROPANE		100 311-600.04			535.78
						GAS AND ELECTRIC			
	=== VENDOR TOTALS ===				535.78				
=====									
01-0015	AMERIGAS								

I-202410012686	10/01/2024	AMERIGAS			1.07				
	PC			CK# 046301 10/09/2024		1099: N			
				500 G TANK		710 311-600.04			1.07
						GAS AND ELECTRIC			
	=== VENDOR TOTALS ===				1.07				
=====									
01-0015	AMERIGAS								

I-202410012687	10/01/2024	AMERIGAS			697.57				
	PC			CK# 046302 10/09/2024		1099: N			
				AMERIGAS		100 411-600.04			697.57
						GAS AND ELECTRIC			
	=== VENDOR TOTALS ===				697.57				
=====									
01-0052	CITY OF PORTOLA								

I-202410012693	10/01/2024	CITY OF PORTOLA			5,645.72				
	PC			CK# 046303 10/09/2024		1099: N			
				WATER		100 311-601.10			125.84
						WATER			
				SEWER		100 311-601.11			45.23
						SEWER			
				WATER		100 414-601.10			3,559.91
						WATER			
				WATER		100 411-601.10			1,505.78
						WATER			
				SEWER		100 411-601.11			19.85
						SEWER			
				WATER		100 413-601.10			176.02
						WATER			
				SEWER		100 413-601.11			45.23
						SEWER			
				WATER		710 311-601.10			26.25
						WATER			
				WATER		720 311-601.10			26.25
						WATER			
				SEWER		710 311-601.11			45.23
						SEWER			
				SEWER		100 414-601.11			70.13
						SEWER			

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DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----	ITM DATE BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT/NAME	DISTRIBUTION
01-0052	CITY OF PORTOLA	(** CONTINUED **)			
=== VENDOR TOTALS ===			5,645.72		
01-0063	CURRENT ELECTRIC & ALARM, INC				
I-202409302659	9/30/2024	CURRENT ELECTRIC & ALARM, INC	555.00		
	PC	CK# 046307 10/09/2024		1099: N	
		ALARM SYSTEM MONITORING		100 413-600.45	135.00
				BUILDING EXPENSE	
		ALARM SYSTEM MONITORING		100 111-600.45	135.00
				BUILDING EXPENSE	
		ALARM SYSTEM MONITORING		100 411-600.45	90.00
				BUILDING EXPENSE	
		ALARM SYSTEM MONITORING		710 325-600.45	195.00
				BUILDING EXPENSE	
=== VENDOR TOTALS ===			555.00		
01-0078	ENCOMPASS				
I-202410012681	10/01/2024	ENCOMPASS	224.03		
	PC	CK# 046308 10/09/2024		1099: N	
		COPIER EXP		100 111-600.06	67.21
				MATERIALS AND SUPPLIES	
		ENCOMPASS		100 113-600.06	67.21
				MATERIALS AND SUPPLIES	
		ENCOMPASS		710 311-600.06	44.80
				MATERIALS AND SUPPLIES	
		ENCOMPASS		720 311-600.06	44.81
				MATERIALS AND SUPPLIES	
=== VENDOR TOTALS ===			224.03		
01-0118	KANSAS LIFE INSURANCE CO				
I-202409302662	9/30/2024	KANSAS LIFE INSURANCE CO	61.83		
	PC	CK# 046309 10/09/2024		1099: N	
		PREMIUM		100 111-510.01	10.49
				PERSONNEL COSTS	
		PREMIUM		100 113-510.01	5.64
				PERSONNEL COSTS	
		PREMIUM		100 114-510.01	1.30
				PERSONNEL COSTS	
		PREMIUM		100 311-510.01	2.85
				PERSONNEL COSTS	
		PREMIUM		207 315-510.01	3.57
				PERSONNEL COSTS	
		PREMIUM		208 317-510.01	3.82
				PERSONNEL COSTS	
		PREMIUM		710 311-510.01	19.96
				PERSONNEL COSTS	

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=====					
01-0118	KANSAS LIFE INSURANCE CO	(** CONTINUED **)			
		PREMIUM		720 311-510.01	11.80
				PERSONNEL COSTS	
		PREMIUM		730 311-510.01	2.40
				PERSONNEL COSTS	
=== VENDOR TOTALS ===			61.83		
=====					
01-0133	LIBERTY UTILITIES				
=====					
I-202410012676	10/01/2024	LIBERTY UTILITIES	7,140.56		
	PC	CK# 046310 10/09/2024		1099: N	
		ELECTRIC		710 311-600.04	928.99
				GAS AND ELECTRIC	
		ELECTRIC		207 213-600.41	374.28
				STREET LIGHTING	
		ELECTRIC		100 211-600.04	437.85
				GAS AND ELECTRIC	
		ELECTRIC		100 311-600.04	692.97
				GAS AND ELECTRIC	
		ELECTRIC		100 413-600.04	144.65
				GAS AND ELECTRIC	
		ELECTRIC		720 311-600.04	3,052.14
				GAS AND ELECTRIC	
		ELECTRIC		100 411-600.04	1,509.68
				GAS AND ELECTRIC	
=== VENDOR TOTALS ===			7,140.56		
=====					
01-0136	MANHARD CONSULTING				
=====					
I-202409302666	9/30/2024	MANHARD CONSULTING	10,850.00		
	PC	CK# 046311 10/09/2024		1099: N	
		PLANNING		100 117-600.18	10,850.00
				PROFESSIONAL SERVICES	
=== VENDOR TOTALS ===			10,850.00		
=====					
01-0141	MCI MEGA PREFERRED				
=====					
I-202410012671	10/01/2024	MCI MEGA PREFERRED	54.93		
	PC	CK# 046312 10/09/2024		1099: N	
		800 LONG DIST		710 311-600.05	54.93
				TELEPHONE	
=== VENDOR TOTALS ===			54.93		

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-----ID-----	ITM DATE BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT/NAME	DISTRIBUTION
01-0148	NAPA SIERRA				
I-202410012674	10/01/2024	NAPA SIERRA	811.87		
	PC	CK# 046313 10/09/2024		1099: N	
		VEHICLE SUPP		207 315-600.06	46.22
				MATERIALS AND SUPPLIES	
		NAPA SIERRA		208 317-600.08	765.65
				VEHICLE REPAIR & MAINTENANCE	
		=== VENDOR TOTALS ===	811.87		
01-0159	OFFICE DEPOT				
I-202409302669	9/30/2024	OFFICE DEPOT	220.11		
	PC	CK# 046314 10/09/2024		1099: N	
		OFFICE SUPPLIES		100 111-600.06	44.02
				MATERIALS AND SUPPLIES	
		OFFICE SUPPLIES		100 112-600.06	11.01
				MATERIALS AND SUPPLIES	
		OFFICE SUPPLIES		100 113-600.06	44.02
				MATERIALS AND SUPPLIES	
		OFFICE SUPPLIES		100 114-600.06	11.01
				MATERIALS AND SUPPLIES	
		OFFICE SUPPLIES		100 117-600.06	11.01
				MATERIALS AND SUPPLIES	
		OFFICE SUPPLIES		720 311-600.06	44.02
				MATERIALS AND SUPPLIES	
		OFFICE SUPPLIES		710 311-600.06	44.02
				MATERIALS AND SUPPLIES	
		OFFICE SUPPLIES		730 311-600.06	11.00
				MATERIALS AND SUPPLIES	
I-202410012680	10/01/2024	OFFICE DEPOT	204.50		
	PC	CK# 046314 10/09/2024		1099: N	
		OFFICE SUPPLIES		100 111-600.06	40.90
				MATERIALS AND SUPPLIES	
		OFFICE SUPPLIES		100 112-600.06	10.23
				MATERIALS AND SUPPLIES	
		OFFICE SUPPLIES		100 113-600.06	40.90
				MATERIALS AND SUPPLIES	
		OFFICE SUPPLIES		100 114-600.06	10.23
				MATERIALS AND SUPPLIES	
		OFFICE SUPPLIES		100 117-600.06	10.23
				MATERIALS AND SUPPLIES	
		OFFICE SUPPLIES		720 311-600.06	40.90
				MATERIALS AND SUPPLIES	
		OFFICE SUPPLIES		710 311-600.06	40.90
				MATERIALS AND SUPPLIES	
		OFFICE SUPPLIES		730 311-600.06	10.21
				MATERIALS AND SUPPLIES	
		=== VENDOR TOTALS ===	424.61		

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-----ID-----	BANK CODE -----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT/NAME	DISTRIBUTION
=====				
01-0162	OPERATING ENGINEERS			
=====				
I-202410012684	10/01/2024 OPERATING ENGINEERS	11,349.00		
	PC CK# 046316 10/09/2024		1099: N	
	HEALTH INS PREM		100 113-510.01	161.98
			PERSONNEL COSTS	
	HEALTH INS PREM		100 114-510.01	277.68
			PERSONNEL COSTS	
	HEALTH INS PREM		100 311-510.01	615.94
			PERSONNEL COSTS	
	HEALTH INS PREM		207 315-510.01	671.58
			PERSONNEL COSTS	
	HEALTH INS PREM		208 317-510.01	1,357.20
			PERSONNEL COSTS	
	HEALTH INS PREM		215 117-510.01	46.28
			PERSONNEL COSTS	
	HEALTH INS PREM		710 311-510.01	4,340.44
			PERSONNEL COSTS	
	HEALTH INS PREM		720 311-510.01	3,366.35
			PERSONNEL COSTS	
	HEALTH INS PREM		730 311-510.01	511.55
			PERSONNEL COSTS	
	=== VENDOR TOTALS ===	11,349.00		
=====				
01-0175	PLUMAS ACE HARDWARE INC			
=====				
I-202410012675	10/01/2024 PLUMAS ACE HARDWARE INC	1,155.43		
	PC CK# 046317 10/09/2024		1099: N	
	PLUMAS ACE HARDWARE INC		100 212-600.06	8.57
			MATERIALS AND SUPPLIES	
	PLUMAS ACE HARDWARE INC		710 311-600.06	108.18
			MATERIALS AND SUPPLIES	
	PLUMAS ACE HARDWARE INC		720 311-600.06	96.85
			MATERIALS AND SUPPLIES	
	PLUMAS ACE HARDWARE INC		207 315-600.06	676.43
			MATERIALS AND SUPPLIES	
	PLUMAS ACE HARDWARE INC		100 111-600.45	265.40
			BUILDING EXPENSE	
	=== VENDOR TOTALS ===	1,155.43		
=====				
01-0184	PLUMAS SIERRA RURAL ELECTRIC			
=====				
I-202410012672	10/01/2024 PLUMAS SIERRA RURAL ELECTRIC	1,957.09		
	PC CK# 046318 10/09/2024		1099: N	
	ELECTRIC LDWTP		710 325-600.04	1,957.09
			GAS AND ELECTRIC	
	=== VENDOR TOTALS ===	1,957.09		

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-----ID-----	ITM DATE BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT/NAME	DISTRIBUTION
01-0185	PLUMAS SIERRA TELECOMMUNICAT				
I-202410012695	10/01/2024	PLUMAS SIERRA TELECOMMUNICAT	387.00		
	PC	CK# 046319 10/09/2024		1099: N	
		INTERNET		710 325-600.05	60.00
				TELEPHONE	
		INTERNET		710 311-600.05	54.50
				TELEPHONE	
		INTERNET		720 311-600.05	54.50
				TELEPHONE	
		INTERNET		100 113-600.05	10.90
				TELEPHONE	
		INTERNET		100 111-600.05	31.61
				TELEPHONE	
		INTERNET		710 311-600.05	27.25
				TELEPHONE	
		INTERNET		720 311-600.05	27.25
				TELEPHONE	
		INTERNET		100 211-600.05	5.45
				TELEPHONE	
		INTERNET		100 413-600.05	6.54
				TELEPHONE	
		INTERNET		100 413-600.05	109.00
				TELEPHONE	
		=== VENDOR TOTALS ===	387.00		
01-0212	SIERRA CONTROLS, LLC				
I-202409302667	9/30/2024	SIERRA CONTROLS, LLC	537.21		
	PC	CK# 046320 10/09/2024		1099: Y	
		SEWER SUPPLIES		720 311-600.18	537.21
				PROFESSIONAL SERVICES	
		=== VENDOR TOTALS ===	537.21		
01-0218	SILVER STATE ANALYTICAL				
I-202410012689	10/01/2024	SILVER STATE ANALYTICAL	1,103.00		
	PC	CK# 046321 10/09/2024		1099: N	
		TESTING		710 311-600.51	312.00
				TESTING	
		SILVER STATE ANALYTICAL		720 311-600.51	599.00
				TESTING	
		SILVER STATE ANALYTICAL		710 325-600.51	192.00
				TESTING	
		=== VENDOR TOTALS ===	1,103.00		

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ITM DATE		GROSS	P.O. #	
-----ID-----	BANK CODE -----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT/NAME	DISTRIBUTION
=====				
01-0220	SINDEX PRINTING & GRAPHICS INC			
=====				
I-202409302668	9/30/2024	SINDEX PRINTING & GRAPHICS IN	135.00	
	PC	CK# 046322 10/09/2024	1099: N	
		AVA STICKERS	100 212-600.06	135.00
			MATERIALS AND SUPPLIES	
	=== VENDOR TOTALS ===		135.00	
=====				
01-0222	SMALL CITIES ORGANIZED RISK			
=====				
I-202409302664	9/30/2024	SMALL CITIES ORGANIZED RISK	23,764.46	
	PC	CK# 046323 10/09/2024	1099: N	
		2nd Qtr WC Premium	100 111-510.01	475.29
			PERSONNEL COSTS	
		2nd Qtr WC Premium	100 113-510.01	237.64
			PERSONNEL COSTS	
		2nd Qtr WC Premium	100 114-510.01	712.93
			PERSONNEL COSTS	
		2nd Qtr WC Premium	100 311-510.01	2,138.80
			PERSONNEL COSTS	
		2nd Qtr WC Premium	100 411-510.01	1,188.22
			PERSONNEL COSTS	
		2nd Qtr WC Premium	100 112-510.01	237.64
			PERSONNEL COSTS	
		2nd Qtr WC Premium	100 212-510.01	950.58
			PERSONNEL COSTS	
		2nd Qtr WC Premium	207 315-510.01	2,138.80
			PERSONNEL COSTS	
		2nd Qtr WC Premium	208 317-510.01	1,901.16
			PERSONNEL COSTS	
		2nd Qtr WC Premium	215 117-510.01	237.64
			PERSONNEL COSTS	
		2nd Qtr WC Premium	710 311-510.01	7,842.27
			PERSONNEL COSTS	
		2nd Qtr WC Premium	720 311-510.01	4,752.89
			PERSONNEL COSTS	
		2nd Qtr WC Premium	730 311-510.01	950.60
			PERSONNEL COSTS	
	=== VENDOR TOTALS ===		23,764.46	
=====				
01-0249	UNDERGROUND SERVICE ALERT			
=====				
I-202409302663	9/30/2024	UNDERGROUND SERVICE ALERT	300.00	
	PC	CK# 046326 10/09/2024	1099: N	
		MEMBERSHIP DUES	710 311-600.18	150.00
			PROFESSIONAL SERVICES	
		MEMBERSHIP DUES	720 311-600.18	150.00
			PROFESSIONAL SERVICES	
	=== VENDOR TOTALS ===		300.00	

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-----ID-----	ITM DATE BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT/NAME	DISTRIBUTION
01-0260	VERIZON WIRELESS				
I-202409302670	9/30/2024	VERIZON WIRELESS	504.53		
	PC	CK# 046327 10/09/2024		1099: N	
		CELL PHONES		710 311-600.05	209.67
				TELEPHONE	
		CELL PHONES		720 311-600.05	170.11
				TELEPHONE	
		CELL PHONES		100 117-600.05	41.56
				TELEPHONE	
		CELL PHONES		100 411-600.05	41.63
				TELEPHONE	
		CELL PHONES		100 212-600.05	41.56
				TELEPHONE	
		=== VENDOR TOTALS ===	504.53		
01-0260	VERIZON WIRELESS				
I-202410012682	10/01/2024	VERIZON WIRELESS	525.87		
	PC	CK# 046328 10/09/2024		1099: N	
		LAND LINES		710 311-600.05	105.17
				TELEPHONE	
		VERIZON WIRELESS		720 311-600.05	105.17
				TELEPHONE	
		VERIZON WIRELESS		100 111-600.05	78.88
				TELEPHONE	
		VERIZON WIRELESS		100 113-600.05	78.88
				TELEPHONE	
		VERIZON WIRELESS		100 114-600.05	78.88
				TELEPHONE	
		VERIZON WIRELESS		100 311-600.05	78.89
				TELEPHONE	
		=== VENDOR TOTALS ===	525.87		
01-0260	VERIZON WIRELESS				
I-202410012688	10/01/2024	VERIZON WIRELESS	108.05		
	PC	CK# 046329 10/09/2024		1099: N	
		LDWTP DATA PLAN		710 325-600.05	108.05
				TELEPHONE	
		=== VENDOR TOTALS ===	108.05		

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-----ID-----	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT/NAME	DISTRIBUTION
=====					
01-0062	CSG CONSULTANTS, INC.				
=====					
I-202409302658	9/30/2024	CSG CONSULTANTS, INC.	6,505.00		
	PC	CK# 046306 10/09/2024		1099: N	
		CODE ENFORCEMENT		100 212-600.95	6,505.00
				CODE ENFORCEMENT	
	=== VENDOR TOTALS ===		6,505.00		
=====					
01-0275	EIP HOLDINGS II LLC				
=====					
I-202409302660	9/30/2024		197.00		
	PC	CK# 046330 10/09/2024		1099: Y	
		TOWER RENT		100 111-600.06	28.14
				MATERIALS AND SUPPLIES	
		TOWER RENT		100 212-600.06	28.14
				MATERIALS AND SUPPLIES	
		TOWER RENT		100 211-600.26	28.14
				COMMUNICATION EXPENSE	
		TOWER RENT		207 315-600.06	28.14
				MATERIALS AND SUPPLIES	
		TOWER RENT		208 317-600.06	28.14
				MATERIALS AND SUPPLIES	
		TOWER RENT		710 311-600.26	28.14
				COMMUNICATION EXPENSE	
		TOWER RENT		720 311-600.06	28.16
				MATERIALS AND SUPPLIES	
	=== VENDOR TOTALS ===		197.00		
=====					
01-0055	LES SCHWAB TIRE CENTER				
=====					
I-202410012683	10/01/2024	LES SCHWAB TIRE CENTER	2,356.50		
	PC	CK# 046305 10/09/2024		1099: N	
		2020 F550 SD, LIC 1597947		710 311-600.08	1,178.25
				VEHICLE REPAIR & MAINTENANCE	
		2020 F550 SD, LIC 1597947		720 311-600.08	1,178.25
				VEHICLE REPAIR & MAINTENANCE	
	=== VENDOR TOTALS ===		2,356.50		
=====					
01-000069	MARLIN LEASING CORP - PEAC				
=====					
I-202409302665	9/30/2024	MARLIN LEASING CORP - PEAC	449.78		
	PC	CK# 046298 10/09/2024		1099: N	
		COPIER LEASE		100 111-600.48	134.93
				EQUIPMENT LEASE	
		COPIER LEASE		100 113-600.48	134.93
				EQUIPMENT LEASE	
		COPIER LEASE		710 311-600.48	89.96
				EQUIPMENT LEASE	
		COPIER LEASE		720 311-600.48	89.96
				EQUIPMENT LEASE	

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=====					
01-000069	MARLIN LEASING CORP - PEAC	(** CONTINUED **)			
=== VENDOR TOTALS ===			449.78		
=====					
01-1	MISCELLANEOUS				
=====					
I-202410012678	10/01/2024	HOWARD KOONTZ: TRAVEL REIMBUR	949.30		
	PC	CK# 046331 10/09/2024		1099: N	
		HOWARD KOONTZ: TRAVEL REIMBURS		100 112-600.30	949.30
				CONFERENCE/TRAVEL	
=== VENDOR TOTALS ===			949.30		
=====					
01-1	MISCELLANEOUS				
=====					
I-202410012694	10/01/2024	KELLIE PATO: REIMBURSEMENT	120.00		
	PC	CK# 046332 10/09/2024		1099: N	
		KELLIE PATO: REIMBURSEMENT		710 311-600.06	120.00
				MATERIALS AND SUPPLIES	
=== VENDOR TOTALS ===			120.00		
=====					
01-0239	THATCHER , INC				
=====					
I-202410012692	10/01/2024	THATCHER , INC	980.00		
	PC	CK# 046325 10/09/2024		1099: N	
		THATCHER , INC		710 325-601.12	980.00
				CHEMICALS	
=== VENDOR TOTALS ===			980.00		
=== PACKET TOTALS ===			80,444.58		

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** T O T A L S **

INVOICE TOTALS	80,444.58
DEBIT MEMO TOTALS	0.00
CREDIT MEMO TOTALS	0.00

BATCH TOTALS	80,444.58
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** G/L ACCOUNT TOTALS **

BANK	YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====	
					ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE
2024-2025	100-000-200.00		AP PENDING/DUE TO POOL	36,982.78-*					
	100-111-510.01		PERSONNEL COSTS	485.78	68,048	42,753.13			
	100-111-600.05		TELEPHONE	110.49	2,000	1,541.93			
	100-111-600.06		MATERIALS AND SUPPLIES	180.27	5,000	4,207.58			
	100-111-600.45		BUILDING EXPENSE	400.40	2,000	1,362.74-	Y		
	100-111-600.48		EQUIPMENT LEASE	134.93	2,200	1,627.54			
	100-112-510.01		PERSONNEL COSTS	237.64	21,020	15,701.07			
	100-112-600.06		MATERIALS AND SUPPLIES	21.24	1,000	837.01			
	100-112-600.30		CONFERENCE/TRAVEL	949.30	0	949.30-	Y		
	100-113-510.01		PERSONNEL COSTS	405.26	12,323	8,721.80			
	100-113-600.05		TELEPHONE	89.78	800	540.90			
	100-113-600.06		MATERIALS AND SUPPLIES	152.13	2,500	2,093.22			
	100-113-600.48		EQUIPMENT LEASE	134.93	2,200	1,627.55			
	100-114-510.01		PERSONNEL COSTS	991.91	32,423	24,776.41			
	100-114-600.05		TELEPHONE	78.88	1,200	900.15			
	100-114-600.06		MATERIALS AND SUPPLIES	21.24	750	587.01			
	100-117-600.05		TELEPHONE	41.56	0	124.62-	Y		
	100-117-600.06		MATERIALS AND SUPPLIES	21.24	350	325.51			
	100-117-600.18		PROFESSIONAL SERVICES	10,850.00	10,000	5,740.00-	Y		
	100-211-600.04		GAS AND ELECTRIC	437.85	0	1,161.41-	Y		
	100-211-600.05		TELEPHONE	5.45	0	361.53-	Y		
	100-211-600.26		COMMUNICATION EXPENSE	28.14	0	84.42-	Y		
	100-212-510.01		PERSONNEL COSTS	950.58	54,994	47,073.37			
	100-212-600.05		TELEPHONE	41.56	750	541.01			
	100-212-600.06		MATERIALS AND SUPPLIES	171.71	1,000	334.21			
	100-212-600.95		CODE ENFORCEMENT	6,505.00	10,000	2,535.00			
	100-311-510.01		PERSONNEL COSTS	2,757.59	73,126	41,304.92			
	100-311-600.04		GAS AND ELECTRIC	1,228.75	25,000	20,733.07			
	100-311-600.05		TELEPHONE	78.89	500	284.49			
	100-311-601.10		WATER	125.84	750	192.60			
	100-311-601.11		SEWER	45.23	600	419.08			
	100-411-510.01		PERSONNEL COSTS	1,188.22	54,106	5,786.51			
	100-411-600.04		GAS AND ELECTRIC	2,207.25	9,000	398.23			
	100-411-600.05		TELEPHONE	41.63	350	145.98			
	100-411-600.45		BUILDING EXPENSE	90.00	1,000	754.61			
	100-411-601.10		WATER	1,505.78	20,000	18,494.22			

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-----ID-----	BANK CODE -----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT/NAME		
** G/L ACCOUNT TOTALS **					
BANK YEAR	ACCOUNT NAME	AMOUNT	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET OVER AVAILABLE BUDG
	100-411-601.11 SEWER	19.85	500	480.15	
	100-413-600.04 GAS AND ELECTRIC	144.65	3,600	3,263.32	
	100-413-600.05 TELEPHONE	115.54	1,700	1,153.47	
	100-413-600.45 BUILDING EXPENSE	135.00	1,000	482.01	
	100-413-601.10 WATER	176.02	1,200	546.10	
	100-413-601.11 SEWER	45.23	500	319.08	
	100-414-601.10 WATER	3,559.91	45,000	24,654.22	
	100-414-601.11 SEWER	70.13	650	421.11	
	207-000-200.00 AP PENDING/DUE TO POOL	3,939.02-*			
	207-213-600.41 STREET LIGHTING	374.28	65,000	45,601.87	
	207-315-510.01 PERSONNEL COSTS	2,813.95	138,409	97,755.97	
	207-315-600.06 MATERIALS AND SUPPLIES	750.79	12,000	10,146.74	
	208-000-200.00 AP PENDING/DUE TO POOL	4,055.97-*			
	208-317-510.01 PERSONNEL COSTS	3,262.18	155,014	130,193.13	
	208-317-600.06 MATERIALS AND SUPPLIES	28.14	15,000	14,003.03	
	208-317-600.08 VEHICLE REPAIR & MAINTEN	765.65	18,000	16,363.03	
	215-000-200.00 AP PENDING/DUE TO POOL	283.92-*			
	215-117-510.01 PERSONNEL COSTS	283.92	3,882	2,325.14	
	710-000-200.00 AP PENDING/DUE TO POOL	19,292.82-*			
	710-311-510.01 PERSONNEL COSTS	12,202.67	444,987	319,651.61	
	710-311-600.04 GAS AND ELECTRIC	930.06	6,000	3,409.47	
	710-311-600.05 TELEPHONE	480.22	5,500	3,965.76	
	710-311-600.06 MATERIALS AND SUPPLIES	357.90	22,000	18,411.13	
	710-311-600.08 VEHICLE REPAIR & MAINTEN	1,178.25	5,000	3,485.71	
	710-311-600.18 PROFESSIONAL SERVICES	150.00	50,000	47,661.01	
	710-311-600.26 COMMUNICATION EXPENSE	28.14	400	315.58	
	710-311-600.48 EQUIPMENT LEASE	89.96	3,000	2,618.35	
	710-311-600.51 TESTING	312.00	12,000	9,570.00	
	710-311-601.10 WATER	26.25	450	323.77	
	710-311-601.11 SEWER	45.23	300	186.94	
	710-325-600.04 GAS AND ELECTRIC	1,957.09	25,000	18,314.28	
	710-325-600.05 TELEPHONE	168.05	3,000	2,341.11	
	710-325-600.45 BUILDING EXPENSE	195.00	2,000	1,610.00	
	710-325-600.51 TESTING	192.00	1,000	808.00	
	710-325-601.12 CHEMICALS	980.00	17,000	1,350.11	
	720-000-200.00 AP PENDING/DUE TO POOL	14,404.31-*			
	720-311-510.01 PERSONNEL COSTS	8,131.04	289,442	204,773.70	
	720-311-600.04 GAS AND ELECTRIC	3,052.14	40,000	27,941.34	
	720-311-600.05 TELEPHONE	385.72	4,500	3,147.34	
	720-311-600.06 MATERIALS AND SUPPLIES	254.74	30,000	27,550.29	
	720-311-600.08 VEHICLE REPAIR & MAINTEN	1,178.25	5,000	2,861.57	
	720-311-600.18 PROFESSIONAL SERVICES	687.21	70,000	59,661.03	

PACKET: 00445 AP 10.09.24

VENDOR SET: 01 CITY OF PORTOLA

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----	BANK CODE	ITM DATE -----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT/NAME	DISTRIBUTION
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** G/L ACCOUNT TOTALS **

BANK	YEAR	ACCOUNT	NAME	AMOUNT	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
		720-311-600.48	EQUIPMENT LEASE	89.96	2,500	2,118.34		
		720-311-600.51	TESTING	599.00	25,000	22,970.00		
		720-311-601.10	WATER	26.25	450	323.77		
		730-000-200.00	AP PENDING/DUE TO POOL	1,485.76-*				
		730-311-510.01	PERSONNEL COSTS	1,464.55	53,491	37,503.65		
		730-311-600.06	MATERIALS AND SUPPLIES	21.21	3,000	2,342.04		
		999-000-110.00	DUE FROM GENERAL FUND	36,982.78 *				
		999-000-120.70	DUE FROM GAS TAX SEC 210	3,939.02 *				
		999-000-120.80	DUE FROM SNOW RMVL SEC 2	4,055.97 *				
		999-000-121.50	DUE FROM COMM DEV BLK GR	283.92 *				
		999-000-171.00	DUE FROM WATER SERVICE	19,292.82 *				
		999-000-172.00	DUE FROM SEWER SERVICE	14,404.31 *				
		999-000-173.00	DUE FROM SOLID WASTE	1,485.76 *				
		** 2024-2025 YEAR TOTALS		80,444.58				

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

** END OF REPORT **



City of Portola
Minutes
Special Meeting
September 23, 2024 01:00 PM
35 Third Ave, Portola, CA 96122
<https://www.cityofportola.com/>

1. Call to Order

The meeting was called to order at 1:00 pm by Mayor Pat Morton.

A. Roll Call

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

B. Pledge of Allegiance

Led by Mayor Pat Morton

2. Designation of Applicant's Agent Resolution for Non-State Agencies

Interim City Manager Scarlett reviewed documents that had originally been completed in February for the Disaster Declaration DR-4699 from the winter storms of 2023. The original documents were not sufficient for CalOES. A new resolution, No. 2596 was presented and adopted.

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

The roll call vote:

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

3. Closed Session

- A. Closed Session pursuant to Government Code Section 54957 – Public Employee
Appointment
City Manager
No Action

4. Adjournment

The City Council came out of closed session with no reportable action. Adjournment at 5:17 PM



City of Portola
Minutes
Regular Meeting
September 25, 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 read 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 public meeting. Lindsey Shaw comments.

A. Roll Call

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

Staff Present: Susan Scarlett, Interim City Manager/Finance Officer

B. Pledge of Allegiance

Led by Mayor Pat Morton

2. Public Comments

Lindsey Shaw comments regarding property on the corner of Commercial Street, Portola.

3. City Communications

A. City Council Communications

Councilmember Leah Turner continues to work with the Interim City Manager to solidify a location for a dog park.

Councilmember Bill Powers was contacted by a constituent regarding late night parties near the Portola Memorial Hall.

Councilmember Mikki Brown attended the Gold Mountain Fire Wise meeting. Discussion was held regarding updating fire wise information, and reactivating in the City of Portola.

Mayor Pro-Tem Jim Murphy attended the Eastern Plumas Healthcare District fundraiser; reached out to U.S. Representative, Kevin Kiley regarding the Portola bridge project.

Mayor Pat Morton - No report

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

Beckwourth Peak Fire Protection District: Susan Scarlett, Interim City Manager shares report from Jack Rosevear, Fire Chief. There is a request of the City Council to set a date, in 2025 for dedication of Station 1 in remembrance of City of Portola Mayor, Tom Cooley.

Plumas County Sheriff: No report

Northern Sierra Air Quality: Report and update by Councilmember Mikki Brown regarding winter curtailment.

C. Staff Communications

No report

D. Interim City Manager Report

Susan Scarlett, Interim City Manager gives a report and update on meetings attended and project updates.

Portola Bridge - various meetings with MGE, and Caltrans local assistance office regarding monitoring and funding.

Employee Hiring - the position of Accounting Technician has been filled, and the position of Administrative Clerk is open.

Code Enforcement - continue to work with Irma on a contract.

Meeting with Tracey Ferguson, Plumas County Planning Director regarding a resolution passed by the school district, adopting a \$5.17 per square foot economic impact fee on all new construction.

The annual audit is ongoing. Ms. Scarlett continues to work with the auditors, as needed.

4. **Consent Agenda**

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.

Adopted Resolution No. 2597, approving all claims, as recommended and submitted.

Approved minutes of September 11, 2024, as presented.

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

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. 2023-2024 Review of Financial Information and Budget Amendments

The Council received a report from Susan Scarlett, Interim City Manager/Finance Officer regarding changes to the original budget and other finance related items. The City Council approved budget amendments for the 2023-2024 Fiscal Year, as well as moving the balance of the MGE contract to the 2024-2025 budget.

Councilmember Leah Turner 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. Closed Session

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

City Manager

No Action

7. Adjournment

The meeting was adjourned at 7:07 p.m. by Mayor Pat Morton, to meet again on October 9, 2024 at 6:00 p.m.



MEETING DATE: October 9, 2024

AGENDA ITEM: 5. Bridge Monitoring

FROM: Susan Scarlett

RE: Bridge Monitoring

BACKGROUND:

Currently the bridge is being monitored by hand by City Staff. Staff feels that a more consistent method of monitoring would be essential. Martin McIlroy from MGE spoke to the Council at the September 11, 2024 meeting regarding the status of the bridge and different monitoring options.

City staff has been meeting with Mr. McIlroy and other consultants on this issue. Attached is the quote recommendation.

RECOMMENDATION:

Staff recommends approving the quote, installation which is estimated at \$15,000 and a "contingency" with a not to exceed of \$65,000 total.

FISCAL IMPACT:

Fiscal impact will be the not to exceed. Funds from the Road Maintenance and Repair Act are able to be used this year for the bridge and could offset most of this cost if no other funding is secured.

ATTACHMENTS:

- A. -202064-CITY OF PORTOLA - SCOUR.XLSX - GOOGLE SHEETS
- B. INSTALLATION

DATE:	9/19/2024
TITLE:	City of Portola Scour Monitoring System
QUOTED BY:	Andrew Ehlers
EMAIL:	andrew@etisensors.com

PREPARED FOR:	Martin McIlroy
AGENCY:	MGE Engineering
PHONE:	916-421-1000
EMAIL:	mmcilroy@mgeeng.com
ADDRESS:	7415 Greenhaven Ddrive Sacramento, CA 95831

ETI INSTRUMENT SYSTEMS, INC.

40504 Weld County Road 17
Severance, CO 80524
Phone: (970) 484-9393
Cell: (970) 443-3399
FED. ID. # 84-4648781

Quotation Total: \$ 37,538.00

QUOTATION:	202064
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ITEM NO.	HARDWARE, TELEMETRY AND DATA FEES	UNIT	QTY	AMOUNT
1	Monitoring Station with CR1000X Data Logger	Each	1	\$ 10,809.25
	X-Y Tilt Sensor	Each	4	
2	Cellular Modem with 5 Year Data Plan	Year	5	\$ 7,528.75
3	Cloud Hosted Data Server with Web Display	Year	5	\$ 8,200.00
	Alarm Notification (included)			
	5 Year Data Plan			
ITEMS TOTAL:				\$ 26,538.00
ITEM NO.	LABOR DESCRIPTION			AMOUNT
4	Project Management, Construction Planning, Installation Details			\$ 6,000.00
5	Fabrication, Assembly, Programming, Bench Testing			\$ 5,000.00
				\$ -
LABOR TOTAL:				\$ 11,000.00
				-
TOTAL:				\$ 37,538.00

ETI will provide the scour monitoring system components. Installation of the scour monitoring system will be completed by a separate contractor.

**WATER & EARTH
TECHNOLOGIES**

Date

9/25/2024

Quotation XPMG001**Prepared for:**

MGE Engineering
Attn: Martin W. McIlroy
7415 Greenhaven Drive
Sacramento, CA 95831
mmcilroy@mgeeng.com

Federal Tax Identification No.

84-1440328

Quote Valid Thru

10/25/2024

Prepared by: Markus Ritsch

Water & Earth Technologies, Inc.
40504 Weld Co Rd 17
Severance, CO 80524
Phone (970) 225-6080
email: mlritsch@wetec.us

Quote Title: Gulling Street Bridge Scour System Installation**Quote Information**

This quote provided by Water & Earth Technologies, Inc. (WET) is for the installation of the scour monitoring system at the Gulling Street Bridge. The scour monitoring system will be provided by ETI Instruments, Inc. and will consist of one (1) radar water surface elevation sensor, four (4) tilt sensors, one (1) NEMA enclosure containing a CR1000X data logger, cell modem (Verizon), 12v battery, solar panel and solar charging regulator. The NEMA enclosure will be mounted to the guardrail of the bridge. The radar sensor will be installed inside the NEMA enclosure. The four (4) tilt sensors will be mounted at locations specified by MGE Engineering. Once installed, the system will be tested to ensure sensor readings are sent to the Bridge Monitor Cloud Software (supplied by TriLynx Systems, Inc.) for data storage, analysis, visualization and alarm notification. WET will provide one fully equipped field service vehicle and two field engineers to install and test the system. Any required permitting and traffic control is not included in this quote and is assumed to be provided by MGE Engineering.

Item Description	Unit Price	Qty	Units	Amount
Installation Labor - Field Engineer	\$ 150.00	24	Hr	\$ 3,600.00
Installation Labor - Field Tech I	\$ 120.00	24	Hr	\$ 2,880.00
Mobilization	\$ 1,650.00	2	Day	\$ 3,300.00
Per Diem (Food and Lodging) 2 people for 5 days total	\$ 490.00	5	Day	\$ 2,450.00
Misc. Installation Hardware/Conduit Procured in California	\$ 1,000.00	1	N/A	\$ 1,000.00
Project Management	\$ 200.00	4	Hr	\$ 800.00
Rental Equipment (boom truck)	\$ 800.00	1	N/A	\$ 800.00
				\$ -
Items Total				\$ 14,830.00

Total Cost	\$ 14,830.00
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MEETING DATE: October 9, 2024

AGENDA ITEM: 6. Intermountain Disposal - Rate Increase

FROM: Tom Valentino, Solid Waste consultant

RE: 2025 Refuse Collection Rate Increase

BACKGROUND:

BACKGROUND Under the revised and amended franchise agreement between the City of Portola and Intermountain Disposal Company, the company is entitled to an annual rate adjustment for changes in the cost of doing business, consistent with Section 5.3 of the agreement.

The adjustment for increases of the cost of doing business is based on U.S. Bureau of Labor Statistics and the U.S. Energy Information Administration data for consumer indices and fuel price changes over a one-year period (August 2023 to August 2024). Specifically, the two federal agency statistics used to calculate the annual increase are:

Ø Bureau of Labor Statistics Consumer Price Index for All West Urban Consumers, Non-Seasonally Adjusted; and

Ø Energy Information Administration California No. 2 Diesel Retail Prices.

Staff calculated the inflation and diesel fuel increases using August 2023 and August 2024 federal data and the calculation procedure stated in section 5.3 of the franchise agreement. The combined CPI/Diesel Fuel rate increase is 0.61%. Intermountain Disposal's accounting firm VT Accounting Associates separately calculated the CPI and Fuel increases and agreed with our calculation.

Transfer Station Fee Increases

The Plumas County Board of Supervisors approved fee increases at the Delleker Transfer Station of 8.91% (effective July 5, 2022) and 6.09% (effective July 1, 2024). IMD seeks to increase refuse collection rates for the transfer station increases, consistent with section 5.5 of the franchise agreement - Pass-Through Costs.

To determine the percentage of the two transfer station increases to pass-through to the refuse collection rates, VT Accounting Associates provided IMD financial information for 2023. VT states IMD had total revenue of \$627,927 and disposal fees at the transfer station of \$150,777 in 2023. Disposal fees (\$150,777) as a percentage of revenue (\$627,927) is 24.0 percent.

To calculate the transfer station fee increases on the 2025 refuse collection rates, we sum the two fee increases and multiply the sum by 24.0%. The result is a 3.60% increase for trash disposal services, effective 2025.

Proposed 2025 refuse collection rate sheets and the federal data sheets are attached.

RECOMMENDATION:

Staff recommends that the City Council review the proposed 2025 refuse collection rates and direct staff to commence the Proposition 218 process to approve the 2025 rates. Following written notification of the proposed 2025 rates to affected residents and businesses in Portola, there is a 45-day public comment period. Staff anticipates a public hearing on the 2025 rates at a city council meeting on December 11, 2024

ATTACHMENTS:

- A. 2025 RATE INCREASE V 3.0 W FED DATA

INTERMOUNTAIN DISPOSAL COMPANY
ANNUAL ADJUSTMENT OF RATES FOR THE 2025 CALENDAR YEAR (RATE YEAR 8)

Annual Rate Adjustment Calculated per Section 5.3 of the Franchise Agreement, as Amended August 25, 2021

Rate Adjustment Calculations

Adjust for Changes in CPI and Fuel Costs August 2023 through August 2024

% Increase = 90% Annual Change West Region CPI (Aug/Aug) + 10% Annual Change California Fuel (Aug/Aug)

August 2022 West Urban CPI: 326.234 Data Reference: <https://data.bls.gov/cgi-bin/surveymost?cu>

August 2023 West Urban CPI: 333.442

August 2022 EIA Cal Diesel Fuel: \$5.518 Date Reference: [www.eia.gov/dnav/pet/pet_pri_gnd_dcus_sca_m .htm](http://www.eia.gov/dnav/pet/pet_pri_gnd_dcus_sca_m.htm)

August 2023 EIA Cal Diesel Fuel: \$4.758

CPI/Fuel Rate Increase = 0.61%

Adjust for Increased Disposal Fees at Delleker Transfer Station

DTS Disposal Fee Increase Effective July 5, 2022 8.91%

DTS Disposal Fee Increase Effective July 1, 2024 6.09%

Disposal Cost as Percentage of Total IMD Revenues (2023) 24.0%

Disposal Fee Rate Increase (15.00% x 0.240) = 3.60%

INTERMOUNTAIN DISPOSAL PROPOSED 2025 RATE INCREASE
RATES EFFECTIVE JANUARY 1, 2025 UPON APPROVAL FROM PORTOLA CITY COUNCIL

COMMERCIAL AND RESIDENTIAL CAN RATES
2025 RATE INCREASE (RATE YEAR 8)

Item	Current 2024 Monthly Rates	CPI/Diesel Fuel Increase (0.61%)	Delleker Transfer Station Fee Increases (3.60%)	Proposed 2025 Monthly Rates
<i>Wastecarts</i>				
32 Gallon Cart	\$15.39	\$0.09	\$0.55	\$16.03
64 Gallon Cart	\$20.92	\$0.13	\$0.75	\$21.80
96 Gallon Cart	\$26.48	\$0.16	\$0.95	\$27.59
<i>Replace Carts</i>				
32 Gallon Cart	\$77.84	\$0.47	-	\$78.31
64 Gallon Cart	\$88.23	\$0.54	-	\$88.77
96 Gallon Cart	\$108.99	\$0.66	-	\$109.65
<i>Recycling Service</i>				
64 Gallon Cart	\$5.43	\$0.03	-	\$5.46
<i>Green Waste Service</i>				
96 Gallon Cart	\$16.75	\$0.10	\$0.60	\$17.45
<i>Extra Services</i>				
New Service & Reinstatement Fee	\$8.66	\$0.05	-	\$8.71
Backyard Collection	\$8.67	\$0.05	-	\$8.72
Car Tire	\$5.50	\$0.03	\$0.20	\$5.73
Truck Tire	\$11.19	\$0.07	\$0.40	\$11.66
Appliances	\$26.36	\$0.16	\$0.95	\$27.47
Mattress/Box Spring	\$52.59	\$0.32	\$1.89	\$54.80
Waste Cart Delivery	\$15.60	\$0.10	-	\$15.70
One-Time Collection, Up to Four Cans	\$26.09	\$0.16	-	\$26.25
Returned Check Fee	\$54.30	\$0.33	-	\$54.63

INTERMOUNTAIN DISPOSAL PROPOSED 2025 RATE INCREASE
RATES EFFECTIVE JANUARY 1, 2025 UPON APPROVAL FROM PORTOLA CITY COUNCIL

COMMERCIAL BIN SERVICE RATES
2025 RATE INCREASE (RATE YEAR 8)

Item	Pick-ups Per Week	Current 2024 Monthly Rates	CPI/Diesel Fuel Increase (0.61%)	Delleker Transfer Station Fee Increases (3.60%)	Proposed 2025 Monthly Rates
<i>Bin Size</i>					
1 CY	1x	\$67.87	\$0.41	\$2.44	\$70.72
	2x	\$135.63	\$0.83	\$4.88	\$141.34
	3x	\$203.29	\$1.24	\$7.32	\$211.85
					-
1.5 Cy	1x	\$102.16	\$0.62	\$3.68	\$106.46
	2x	\$204.18	\$1.25	\$7.35	\$212.78
	3x	\$306.21	\$1.87	\$11.02	\$319.10
2 CY	1x	\$150.80	\$0.92	\$5.43	\$157.15
	2x	\$301.47	\$1.84	\$10.85	\$314.16
	3x	\$452.11	\$2.76	\$16.28	\$471.15
3 CY	1x	\$254.66	\$1.55	\$9.17	\$265.38
	2x	\$509.17	\$3.11	\$18.33	\$530.61
4 CY	1x	\$271.06	\$1.65	\$9.76	\$282.47
	2x	\$542.01	\$3.31	\$19.51	\$564.83
5 CY	1x	\$338.78	\$2.07	\$12.20	\$353.05
	2x	\$677.40	\$4.13	\$24.39	\$705.92
6 CY	1x	\$421.70	\$2.57	\$15.18	\$439.45
	2x	\$843.27	\$5.14	\$30.36	\$878.77
8 CY	1x	\$593.28	\$3.62	\$21.36	\$618.26
	2x	\$1,186.39	\$7.24	\$42.71	\$1,236.34
<i>Extra Services</i>					
New Service & Reinstatement Fee		\$8.66	\$0.05	-	\$8.71
Extra Yardage		\$17.55	\$0.11	\$0.63	\$18.29
Extra Cans		\$6.69	\$0.04	\$0.24	\$6.97
Container Delivery		\$58.82	\$0.36	-	\$59.18
Container Relocation		\$29.39	\$0.18	-	\$29.57
Weekly Rental Charge					
1 CY		\$10.83	\$0.07	-	\$10.90
1.5 CY		\$16.28	\$0.10	-	\$16.38
2 CY		\$23.97	\$0.15	-	\$24.12
3 Cy		\$40.57	\$0.25	-	\$40.82
4 CY		\$43.02	\$0.26	-	\$43.28
5 Cy		\$53.99	\$0.33	-	\$54.32
Car Tire		\$5.50	\$0.03	\$0.20	\$5.73
Truck Tire		\$11.19	\$0.07	\$0.40	\$11.66
Return Charge		\$12.99	\$0.08	-	\$13.07
Off-Day Collection		\$25.96	\$0.16	-	\$26.12
Bear-Resistant Bin		\$22.21	\$0.14	-	\$22.35
Bin Unlock/Lock		\$42.23	\$0.26	-	\$42.49
Bin Repair Per Hour		\$78.43	\$0.48	-	\$78.91

INTERMOUNTAIN DISPOSAL PROPOSED 2025 RATE INCREASE
RATES EFFECTIVE JANUARY 1, 2025 UPON APPROVAL FROM PORTOLA CITY COUNCIL

ROLL-OFF BOX RATES
2025 RATE INCREASE (RATE YEAR 8)

	ROLL-OFF BOXES				Delivery Charge		
	Current 2024 Rates	CPI/Diesel Fuel Increase (0.61%)	Delleker Transfer Station Fee Increases (3.60%)	Proposed 2025 Rates	Current 2024 Rates	CPI/Diesel Fuel Increase (0.61%)	Proposed 2025 Rates
Box Size							
10 CY	\$328.28	\$2.00	\$11.82	\$342.10	\$57.39	\$0.35	\$57.74
12 CY	\$409.58	\$2.50	\$14.74	\$426.82	\$57.39	\$0.35	\$57.74
20 CY	\$569.04	\$3.47	\$20.49	\$593.00	\$57.39	\$0.35	\$57.74
25 CY	\$685.67	\$4.18	\$24.68	\$714.53	\$57.39	\$0.35	\$57.74
30 CY	\$835.65	\$5.10	\$30.08	\$870.83	\$57.39	\$0.35	\$57.74
40 CY	\$1,135.21	\$6.92	\$40.87	\$1,183.00	\$57.39	\$0.35	\$57.74
Demurrage Charge							
Daily	\$17.37	\$0.11	-	\$17.48			
Weekly	\$50.69	\$0.31	-	\$51.00			
Extra Services							
Off-Day Relocation, Per Hour	\$113.55	\$0.69	-	\$114.24			
Overweight Per ton (>8Tons)	\$100.82	\$0.62	\$3.63	\$105.07			
Standby Monday- Friday, Per Hour	\$109.93	\$0.67	-	\$110.60			
Standby Off Hours, Per Hour	\$170.33	\$1.04	-	\$171.37			



Databases, Tables & Calculators by Subject

Change Output Options:

From: 2014 To: 2024 GO

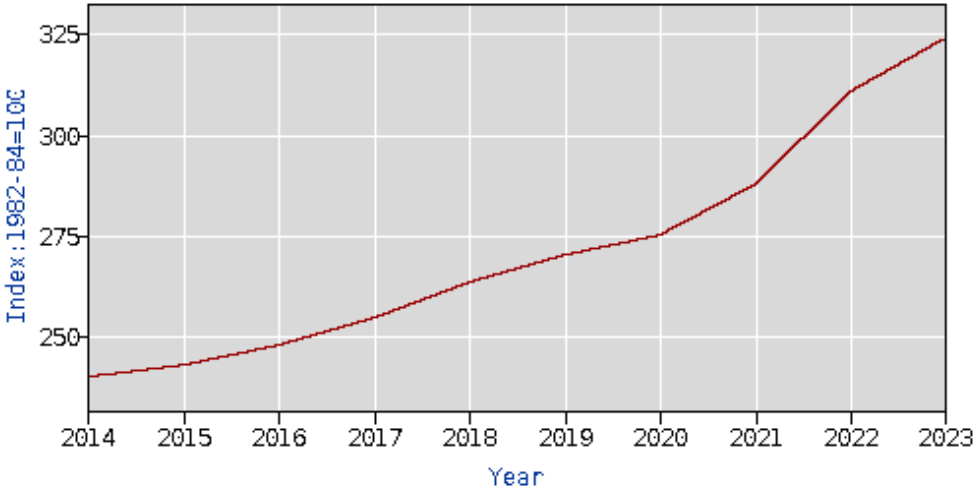
☒ include graphs ☐ include annual averages [More Formatting Options](#)

[Special Notices](#) 4/25/2024

Data extracted on: September 11, 2024 (11:52:08 AM)

Consumer Price Index for All Urban Consumers (CPI-U)

Series Id: CUUR0400SA0
Not Seasonally Adjusted
Series Title: All items in West urban, all urban consumers, not seasonally adjusted
Area: West
Item: All items
Base Period: 1982-84=100



Download: [xlsx](#)

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2014	236.707	237.614	239.092	239.808	241.350	241.616	241.850	241.660	241.920	241.650	240.220	239.095	240.215	239.365	241.066
2015	238.318	239.748	241.690	242.302	244.227	244.332	245.040	244.737	244.257	244.341	243.749	243.434	243.015	241.770	244.260
2016	244.600	244.821	245.404	246.589	247.855	248.228	248.375	248.498	249.234	249.897	249.448	249.516	247.705	246.250	249.161
2017	250.814	252.252	252.949	253.806	254.380	254.469	254.708	255.282	256.504	257.223	257.126	257.347	254.738	253.112	256.365
2018	258.638	259.986	260.994	262.037	263.240	263.732	263.971	264.395	265.105	266.195	265.658	265.209	263.263	261.438	265.089
2019	265.624	266.215	267.370	269.522	270.880	270.957	271.029	271.264	272.102	273.524	273.128	272.584	270.350	268.428	272.272
2020	273.340	274.412	273.995	272.913	273.062	274.155	275.597	276.443	276.422	276.876	276.875	276.593	275.057	273.646	276.468
2021	277.238	278.702	280.625	283.507	285.793	288.263	289.863	290.393	291.053	293.397	294.986	296.102	287.494	282.355	292.632
2022	298.705	301.158	305.082	307.145	309.645	313.496	313.951	314.013	315.094	317.299	315.919	314.599	310.509	305.872	315.146
2023	317.477	319.130	320.715	322.187	323.525	324.448	324.865	326.234	327.491	327.708	326.299	325.932	323.834	321.247	326.422
2024	328.053	329.339	332.202	334.050	334.292	333.662	333.174	333.442						331.933	

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Petroleum & Other Liquids

Weekly Retail Gasoline and Diesel Prices

(Dollars per Gallon, Including Taxes)

Area:

California

▼

Period:

Monthly

▼

Show Data By:

<div><div><div>Product</div><div>Area</div></div></div>	<div>Graph</div>	<div>Clear</div>	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	View History
Gasoline - All Grades	<input type="checkbox"/>		4.831	5.255	5.118	4.777	4.590	4.451	2000-2024
All Grades - Reformulated Areas	<input type="checkbox"/>		4.831	5.255	5.118	4.777	4.590	4.451	1995-2024
Regular	<input type="checkbox"/>		4.720	5.145	5.005	4.663	4.471	4.332	2000-2024
Reformulated Areas	<input type="checkbox"/>		4.720	5.145	5.005	4.663	4.471	4.332	1995-2024
Midgrade	<input type="checkbox"/>		5.028	5.433	5.310	4.982	4.796	4.663	2000-2024
Reformulated Areas	<input type="checkbox"/>		5.028	5.433	5.310	4.982	4.796	4.663	1995-2024
Premium	<input type="checkbox"/>		5.159	5.590	5.454	5.112	4.944	4.801	2000-2024
Reformulated Areas	<input type="checkbox"/>		5.159	5.590	5.454	5.112	4.944	4.801	1995-2024
Diesel (On-Highway) - All Types	<input type="checkbox"/>		5.216	5.239	5.078	4.927	4.901	4.758	1995-2024
Ultra Low Sulfur (15 ppm and Under)	<input type="checkbox"/>		5.216	5.239	5.078	4.927	4.901	4.758	2007-2024

Click on the source key icon to learn how to download series into Excel, or to embed a chart or map on your website.

- = No Data Reported; -- = Not Applicable; NA = Not Available; W = Withheld to avoid disclosure of individual company data.

Notes: Conventional area is any area that does not require the sale of reformulated gasoline. All types of finished motor gasoline may be sold in this area. RFG area is an ozone nonattainment area designated by the U.S. Environmental Protection Agency (EPA), which requires the use of reformulated gasoline. We stopped publishing Low Sulfur On-Highway Diesel (LSD) prices at the U.S. level on December 8, 2008, because fewer stations were selling LSD as a result of EPA diesel fuel regulations. We continued to collect LSD prices from retail outlets and included them in the Diesel Average All Types price until July 26, 2010, when no more outlets reported LSD sales. Beginning July 26, 2010, publication of Ultra Low Sulfur Diesel (ULSD) price became fully represented by the Diesel Average All Types price. As of December 1, 2010 (September 1, 2006 in California), any on-highway diesel fuel sold is ULSD as mandated by EPA on-highway diesel fuel regulations. We did not collect weekly retail motor gasoline data between December 10, 1990, and January 14, 1991. Monthly and annual averages are simple averages of the weekly data. For months and years with incomplete weekly data series, the monthly and/or annual averages are not available. On May 14, 2018, we implemented [statistical methodology changes](#) to improve the accuracy of the weekly retail gasoline price estimates. As a result of these statistical methodology changes, the published retail gasoline estimates for May 14, 2018, are not directly comparable to those published for May 7, 2018. On June 13, 2023, we implemented [statistical methodology changes](#) to improve the accuracy of the weekly retail on-highway diesel fuel price estimates. As a result of these statistical methodology changes, the published retail on-highway diesel fuel prices for June 13, 2022 are not directly comparable to those published for June 6, 2022. See Definitions, Sources, and Notes link above for more information on this table.

Release Date: 9/9/2024
Next Release Date: 9/16/2024



MEETING DATE: October 9, 2024

AGENDA ITEM: 7. 7th Cycle Housing Element Update

FROM: Karen Downs

RE: 7th Cycle Housing Element

BACKGROUND:

After review at the August 28, 2024 City Council meeting, the draft 7th Cycle Housing Element was available for public review and comment through September 26, 2024. No comments were received, however, recent information regarding the approved housing developments in Portola has emerged.

The draft has been updated to reflect the current status of the Portola 192 and Woodbridge/Portola Highlands developments.

EXECUTIVE SUMMARY:

RECOMMENDATION:

Staff recommends the following motion regarding the 7th Cycle Housing Element: "Following review of the updated draft of the 7th Cycle Housing Element, the City Council directs staff to submit to the State Department of Housing and Community Development."

ATTACHMENTS:

- A. PUBLIC REVIEW DRAFT- CITY OF PORTOLA 7TH CYCLE HOUSING ELEMENT - REDLINE PAGES

Approved Housing Developments Housing Opportunities

Portola Highlands and Portola 192 are areas within the City with the opportunity to have larger-scale housing developments. The information below is provided based on the underlying zoning designation and development potential of the sites. -with approved Tentative Maps.

Portola Highlands

The 398 acre Portola Highlands ~~project area allows for is a 398-acre~~ residential and commercial development. The ~~maximum-anticipated residential~~ development ~~potential is will be~~ 1,005 dwelling units (DUs) plus mixed use and commercial area, broken down as follows:

- Low Density Residential: 189 dwelling units
- Medium Density Residential: 522 dwelling units
- High Density Residential: 234 dwelling units
- Mixed use multi-family residential: 60 dwelling units
- Commercial Development: 170,000 square feet, including 25,500 square feet of retail, 68,000 square feet of office, and 76,500 square feet of light industrial.

The project is currently undeveloped and represents the largest contiguous undeveloped area within the corporate limits of the City, full development will ultimately double the size of the City of Portola. Residential land uses will include a broad variety of housing types and styles, compatible with existing housing in the City of Portola. Housing types will include single family homes, attached housing, and senior housing. It is anticipated that the residential units will range from approximately 800 square feet to 4,000 square feet.

Residential unit types will range from small homes and apartments to large, estate homes. The predominant lot size range is 8,000 to 12,000 square feet. The dwelling sizes in these parcels would range from approximately 1,600 square feet to 3,200 square feet. There is also an affordable housing obligation which will be detailed in the inventory analysis presented in chapter three of this document.

There is an approved Development Agreement (DA) on the project site, however there has been no construction activity since it was approved in 2007. In accordance with the DA, the City Council will conduct a review of the may consider canceling and terminating it for inactivity.

Portola 192

~~The approved Final Map (Resolution No. 1881, June 28, 2006) for The~~ Portola 192 ~~area is allows for~~ residential and commercial development opportunities, as follows:

- approximately ~~183-189~~ single family homes ~~ranging from .52 to 1.15 acres~~
- ~~6 single family homes ranging from 2 to 3 acres~~
- maximum of 10,000 square feet of retail and/or service commercial use
- approximately 70 multi-family housing units

The project is currently undeveloped and there has been no -construction activity since it was approved in 2003.

In 2018, an application for the Affordable Housing and Sustainable Communities Program was submitted for the construction of affordable housing on the project site. Although the application was not funded, it is expected possible that ~~the a similar~~ project ~~will~~may be submitted for additional ~~similar~~ funding opportunities. The project concept includes 72 affordable rental units in two-story structures plus a 3,500 sq. ft. community building with leasing offices, kitchen, computer lab, bike storage with bike repair kiosk, and common laundry facilities. As included in the AHSC application, 15 units are intended to be restricted to 30% AMI, 26 units to 50% AMI, and 30 units to 60% AMI, plus the manager's unit.

DRAFT

Table 27: Income Groups- Plumas County 2021 (4 persons per household)

Income Group	Number of Households	Income Range (\$)
Extremely Low Income	1,656	\$0 to \$24,999
Very Low Income	656	\$25,000 to \$34,999
Low Income	1,260	\$35,000 to \$49,999
Median Income	1,518	\$50,000 to \$74,999
Moderate Income	964	\$75,000 to \$99,999

Source: HCD Income Limits; 2021

For the period 2019-2024, the City of Portola has been given a construction need (through the HCD Regional Housing Needs Assessment (RHNA)) of 37 new affordable housing units; 6 Very Low, 7 Low, 6 Moderate, and 18 Above Moderate income group units. The specific need by income group is detailed in the Table 28. Since 2019, there has been 2 Certificates of Occupancy issued for conventional homes and 0 for manufactured homes. The Site Inventory (Section 3.2) establishes land available for these 37 RHNA units.

Table 28: Regional Housing Need Allocation

Projected Needs (Regional Housing Need Allocation)						
Jurisdiction	Very-Low	Low	Moderate	Above-Moderate	Total	
Plumas County	44	31	35	81	191	
Portola	6	7	6	18	37	
Percentage of Total	16%	19%	16%	49%	100%	19%
Unincorporated Plumas County	38	24	29	63	154	
Percentage of Total	24.7%	15.6%	18.8%	40.9%	100.0%	81%

* For Extremely Low Income jurisdictions may either use available Census data to calculate the number of projected extremely low-income households (see Overpayment tab) or presume 50 percent of the very low-income households qualify as extremely low-income households. Source: <https://www.hcd.ca.gov/sites/default/files/docs/planning-and-community/housing-element/plumas-county-regional-housing-need-determination-and-plan-for-the-seventh-housing-element.pdf>

Portola Highlands ~~is currently the largest proposed development within City Limits~~ represents the largest contiguous undeveloped area within the corporate limits of the City. The anticipated development at build out will develop approximately 1,005 housing units ~~as a condition of approval~~ and the Development Agreement includes that, 12% of the proposed housing is required to be affordable to low- and moderate-income households consistent with the City's Housing Element. Of the 1,005 units 189 are approved for low-density residential, 522 for medium-density residential, 234 for high density residential, and 60 in commercial mixed-use development. Approximately 121 units, including the 60-unit senior complex mentioned above, are required to target low- and moderate-income households. The remaining housing units will be available for above moderate-income households and are not expected to be deed restricted. The remaining low-income units are proposed to be Low Income Housing Tax Credit (LIHTC, an indirect Federal subsidy) units in a multi-family complex.



The Portola Highlands Affordable Housing Master Plan includes the following:

- Deed restrictions shall be placed for a minimum of thirty years.
- Due to the estimated number of years required to achieve project build-out the MP is to be revised to include some mechanism for re-considering the allocation of housing type over time so as to allow for some flexibility for both the developer and the City to address needs as they may change over time. This mechanism will require city approval and adoption at a publicly noticed hearing.
- A 1 to 1 ratio for low vs. moderate income units is required and that a 55 to 45 ratio be applied to for sale units vs. rental units based on census bureau statistics.

Although no very-low or extremely-low are required of this project, the City will support any developer of affordable housing within the Portola Highlands project with assistance in their application for affordable housing funds which will result in the development of very-low and extremely-low units on-site. This will be made a policy of this Housing Element. In addition, all sites within the project area that are zoned high density ~~will be eligible for re-zoning to a potential~~ have a maximum density of 15 units per acre, subject to environmental review.

There is an approved Development Agreement (DA) on the project site, however there has been no construction activity since it was approved in 2007. In accordance with the DA, the City Council may conduct a review of the DA and consider canceling and terminating it for inactivity.

The Portola 192 area has an underlying zoning designation of Low Density Residential and Commercial Mixed Use. With existing project approvals, there is no ~~project does not include a~~ requirement for affordable housing to be provided. However, it is ~~anticipated possible~~ that the multi-family portion of the project (72 units) will be built as affordable housing. As included in the ~~previously-submitted~~ AHSC Application, 15 units ~~will~~ would be restricted to 30% AMI, 26 units to 50% AMI, and 30 units to 60% AMI, plus the manager's unit.

Table 29: Units Built, Under Construction, and/or Approved

Project Name		Status (Built, Under Construction, Approved)	Total Units	Number of VL/ED Units	Number of L Units	Number of M Units	Number of Above Moderate Units	Methodology of Affordability Determination
Portola Highlands		Approved (Tentative Map)	1,005	0	60	61	884	Sales Price Rent Price
Portola	192-Multi-Family	Approved	72	15	56	0	0	Rent Price
Portola	192-Single Family	Approved (Tentative Map)	189				189	N/A
TOTAL			1,266					



MEETING DATE: October 9, 2024

AGENDA ITEM: 8. Plumas Unified School District Impact Fee

FROM: Susan Scarlett

RE: Plumas Unified School District impact fee update

BACKGROUND:

On September 23, 2024 Tracey Ferguson, Plumas County Director of Planning contacted the city regarding a resolution that was to go into affect on November 10th imposing an impact fee for the School District.

The fee study that was done for the District used Portola 192 and the Highlands Project as the basis for the Level 1 fee of \$5.17 per square foot. The City was never contacted for information about these development agreements.

The Portola 192 development agreement terms began in 2003.

The Highlands has had no activity or contact with the City that staff knows of since 2019. That development agreement began in 2007 which means no activity for 17 years.

RECOMMENDATION:

Discuss the two development agreements and the options going forward.



MEETING DATE: October 9, 2024

AGENDA ITEM: 9. Local Hazard Mitigation Plan

FROM: Karen Downs

RE: Multi-jurisdictional Local Hazard Mitigation Plan

BACKGROUND:

In accordance with the Code of Federal Regulations (CFR), related to Local Mitigation Plans, “a local jurisdiction must review and revise its plan to reflect changes in development, progress in local mitigation efforts, and changes in priorities, and resubmit it for approval within 5 years in order to continue to be eligible for mitigation project grant funding” (44 CFR Section 201.6(d)(3)).

On October 14, 2020, the City of Portola City Council adopted the City of Portola Local Hazard Mitigation Plan (LHMP) Update. The LHMP was then approved by the Federal Emergency Management Agency (FEMA) and is effective for 5 years following approval, through November 30, 2025.

Jurisdictions may participate in a multi-jurisdictional hazard mitigation plan (MJHMP), prepared for multiple jurisdictions instead of a single jurisdiction. The purpose of the MJHMP is to guide multi-jurisdictional hazard mitigation planning and resources to better protect the people and property of the County from the effects of natural hazard events, demonstrating the community’s commitment to reducing risks from hazards and serving as a tool to help decision makers direct and support local mitigation projects and activities in the County, City, and partner special districts.

EXECUTIVE SUMMARY:

Status of the Plumas County Multi-Jurisdictional Hazard Mitigation Plan

In 2023, Plumas County developed a grant application package for funds to prepare a Multi-Jurisdictional Hazard Mitigation Plan (MJHMP). During the application preparation process, Tracey Ferguson, Plumas County Planning Director reached out to then-City Manager Jon Kennedy and then-Mayor Bill Powers to ask if the City wanted to participate in the Plumas County Multi-Jurisdictional Hazard Mitigation Plan Update.

One of the requirements for the City to participate in the grant was to submit a Letter of Intent. Mayor Powers sent a Letter of Intent to Plumas County, indicating that the City of Portola would participate in the MJHMP. * Please note that the Letter of Intent was not considered by the City Council at a City Council meeting.

On August 4, 2023, Plumas County submitted the grant application to California Office of Emergency Services (Cal OES) to prepare the MJHMP with seven Jurisdictions (Plumas County, City of Portola, Grizzly Lake Community Services District, Indian Valley Community Services District, Plumas-Eureka Community Services District, Chester Public Utility District, and Feather River Resource Conservation District).

Since the application submittal, the County has been approved to receive funding from Cal OES for the Prepare CA Match Program and for the MJHMP through FEMA.

Budget:

\$266,530 Cal OES/FEMA HMGP Grant (Federal Share)

\$83,300 Cal OES Prepare CA Match Program (State Match)

\$349,830 TOTAL

Current Status

On August 21, 2024, Plumas County released a Request for Proposals (RFP) to solicit a consult to assist with the preparation of the MJHMP. The RFP deadline was September 23, 2024. Notification of the preferred consultant is anticipated to be no later than October 15, 2024, with contract execution by the County Board of Supervisors in early November 2024. The project schedule is anticipated to run between November 2024 and June 2026, with 3 months of grant closeout thereafter.

City of Portola LHMP

Portola's LHMP is effective through November 30, 2025; however, the MJHMP is not expected to be adopted until June 2026. There is no process where the City's LHMP can be extended until the MJHMP is adopted. To continue to be eligible for mitigation project grant funding, the City must have an adopted/current Hazard Mitigation Plan.

If the City decides to participate in the MJHMP, FEMA suggested a "light update" to be adopted by November 30, 2025. The update will be related to monitoring, evaluating, and updating to FEMA's recently-updated policies, while fully participating in the MJHMP process. It is assumed that the FEMA reviewer of the "light update" will understand that the City is a participant in the upcoming MJHMP, and may apply a different review standard.

Alternatively, the City may choose to not participate in the MJHMP and develop a complete update of the LHMP.

Analysis

To remain in compliance, the City is required to have an updated HMP by November 30, 2025. The City may either complete a "light update" and participate in the Plumas County MJHMP or preparing a complete update of the LHMP.

Benefits of participating in the MJHMP:

- Hazards/disasters are regional and impacts are not bounded by City limits. The MJHMP will offer a regional approach to minimizing the impact of hazards/disasters.
- Various agencies can join together to better identify issues and provide solutions.

- Grant funding is available for preparation of the MJHMP and the City would be a partner in that funding.

Please note that the City will still have to prepare the “light update” for FEMA approval. Additionally, the City will be tied to the MJHMP timeline going forward. If a future update of the MJHMP is not approved by FEMA prior to its expiration, the City will be out of compliance unless it prepared its own LHMP.

Benefits of preparing a complete update of the LHMP:

- City has the autonomy to conduct its own planning process.
- City has the ability to guide the timeline.

RECOMMENDATION:

Staff recommends that the City Council formalize its intent to participate in the Plumas County MJHMP, and direct staff to begin preparation of the “light update”.

FISCAL IMPACT:

Estimated cost for the Light update is \$15,000. Prior Local Hazard Mitigation Plan for the City was approximately \$140,000
