



Regular Meeting

AGENDA

Regular Meeting

February 26, 2025 06:00 PM

35 Third Ave, Portola, CA 96122

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

[t:https://zoom.us/j/3583067836](https://zoom.us/j/3583067836)

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

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 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.

Meeting facilities are accessible to persons with disabilities. Reasonable efforts will be made to accommodate the participation of persons with disabilities in the City's public meetings. If special accommodation is needed, please notify the City at 530.832.6801 at least 48 hours prior to the meeting

1. Call to Order

- A. Pledge of Allegiance
- B. Roll Call

2. Public Comments

☒ Discussion  [Comment](#)

This section is intended to provide members of the public with an opportunity to comment on any subject that does not appear on this agenda. Please note that California law prohibits the City Council from taking action on any matter which is not on the posted agenda, unless it is determined to be an urgency item by the City Council. Any member of the public wishing to address the City Council during “**PUBLIC COMMENT**” shall first secure permission of the presiding officer, stand; may give his/her name and address to the Clerk for the record. Each person addressing the City Council shall be limited to five minutes ordinarily, unless the presiding officer indicates a different amount will be allotted.

3. City Communications

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

A. City Council Communications

B. Staff Communications

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

D. 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-** Adopt Resolution No. 2605. The resolution authorizes payment of payroll from January 11th, 2025, through February 7th, 2025, and payment of accounts payable from January 23rd, 2025, through February 26th, 2025.

The amount of accounts payable claims to be paid is \$213,643.09.

The amount of payroll claims to be paid is \$70,396.45

The total amount to be paid is \$284,039.54.

B. Approval of the amendment to the previously adopted Minutes from 01/08/2025.

Approval of the Minutes from 01/22/2025

C. Renewal of Proclamations:

State of Emergency Gold Complex Fire July 22nd, 2024

State of Emergency Winter Storms January 27th, 2023

5. Grant Closeout- Senate Bill 1383 Short-Lived Climate Pollutant Reduction Act

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

Staff has prepared a staff report detailing the staff recommendation to City Council to closeout grant number OWR2-21-0060.

6. 2024-2025 Midyear Financial Review

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

Review City finances year to date and budget amendment information.

7. Closed Session

☒ Discussion ☒ Possible Action  [Comment](#)


A. Litigation - Pending/Existing Litigation

Conference with Legal Counsel - Existing Litigation Pursuant to Gov. Code Section 54956.9
(d)(1)

8. Report from Closed Session

☒ Discussion  [Comment](#)

9. Adjournment

	Document Name		<i>City Manager Report</i>	
	Document Number	TBD	Revision Letter	A
	Document Location	Server	Revision Date	12/06/2024
	Document Type	Report	Council Adoption Date	Not Applicable
			Resolution No.	Not Applicable

City Manager Report

02/26/2025


General Updates

Gulling Street Bridge

- **Automated monitoring system:**
 - Multiple meetings held with Engineering team and vendor
 - Data dashboard is being finalized with Engineering calcs implemented
 - Target completion: 03/07/2025
- **FEMA Funding:**
 - FEMA Environmental Planning and Historic Preservation (EHP) completed their 8-step review
 - FEMA issued “Final Public Notice” on 02/11/2025 which must be posted for 15 days
 - City posted notice per FEMA requirements and is awaiting next steps from FEMA once the posting period is completed
- **Structural Rehabilitation Funding:**
 - Consultants and staff are prepping application intended for the Caltrans Highway Bridge Program
 - Gathering letters of support from first responders, local stakeholders, State, and Federal Representatives
 - Target submission March 2025

Events Attended

- Attended SCORE Quarterly Board Meeting on 01/24
- Attended CA City Manager’s Conference 02/05 through 02/07

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	Document Type	Report	Council Adoption Date	Not Applicable
			Resolution No.	Not Applicable

Code Enforcement

- **Abandoned Vehicle Abatement (AVA)**
 - Noticing substantially less vehicles on streets overall
- **General Residential Light Cleanup**
 - Continuing to work with residents to provide options for residential cleanup
- Work continues addressing potentially unsafe buildings within the community
- Coordinating with Northern Sierra Air Quality Management District to identify potential properties that may be eligible for wood stove replacement program

Public Works (PW)


- Potholing occurring at least 3 days a week while the weather is sufficient
- Rebuilding of sander to prep for future road work projects
- West Street road repairs underway

Planning

- **Development Agreements**
 - Staff reviewing correspondence from parties for next steps
- **Multi-Jurisdictional Local Hazard Mitigation Plan (MJLHMP) Update**
 - Staff met internally on 02/03 and reviewed hazard table against 2019 LHMP
 - Provided hazard table to MJLHMP Team from County

Community Stakeholders

- **Liberty Utilities**
 - Met with Jennifer Guenther (Senior Manager, Customer Solutions) on 01/28
 - Met with Jennifer and Eric Schwarzrock (President, Liberty Utilities, Lake Tahoe Region) on 02/13

	Document Name		<i>City Manager Report</i>	
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			Resolution No.	Not Applicable

- Discussed community event tentatively scheduled for April in the City
- Discussed mitigating effects of proposed rate increases for residents as well as the City
- Quarterly updates requested to be provided
- Discussed communication hierarchy for emergency situations
- ***Intermountain Disposal***
 - Met with Richard Ross, Ricky Ross, and city consultant on 01/29
 - General discussion around working relationship
- ***CalOES & Local Stakeholders Tabletop***
 - Met with CalOES, PCSO, CHP, Beckworth Peak Fire District, and EPHC on 01/30
 - Discussed plan of action in the event the Gulling Street Bridge was closed
 - After-Action discussion on Gold Complex

Public Relations

Outreach

- Facebook updates are underway on the City's Facebook page
 - Attempting to provide an update roughly once a week
- General focus is on critical messaging, winter weather advisories & preparation, and general updates

Public Records Requests (PRR)

January 2025 PRR Metrics	
Total Number of PRR¹	20
<i>Number of Unique Requestor(s)²</i>	<i>2</i>
<i>Number of Repeat Requestor(s)³</i>	<i>18</i>

¹ Total PRR indicates PRR entered via the CivAssist system during the month

² Unique Requestor(s): Individuals or entities that have submitted at least one request within the reporting period, with each requestor counted only once

³ Repeat Requestor(s): Individuals or entities that submit multiple requests over the reporting period

RESOLUTION NO. 2605

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORTOLA
AUTHORIZING PAYMENT OF CLAIMS FOR PAYROLL FOR THE PERIOD
JANUARY 11TH 2025, THROUGH FEBRUARY 7TH, 2025 AND ACCOUNTS
PAYABLE FROM
JANUARY 23RD, 2025, THROUGH FEBRUARY 26TH, 2025**

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.

Check Nos: 46666-46753	Amount \$213,643.09
46676-46679, 46686,46690-46691, 46693, 46696-46698 and 46714	VOID
Total Accounts Payable	\$213,643.09
Payroll: 1/11/2025-1/24/2025 1/25/2025-2/07/2025 Total Payroll	 \$33,273.99 \$37,122.46 \$70,396.45
Total Claims	\$284,039.54

PASSED, APPROVED AND ADOPTED this 26th day of February 2025, by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

Jim Murphy, Mayor

ATTEST:

Malachi Mansfield, Deputy City Clerk

I, Malachi Mansfield, Deputy City Clerk of the City of Portola, do hereby certify that the above and foregoing Resolution was duly passed and adopted by the City Council of the City of Portola at a regular meeting thereof held on February 26th, 2025.

Malachi Mansfield, Deputy City Clerk

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0007	ALPINE FIRE SERVICES, INC							
C-CHECK	ALPINE FIRE SERVICES, INVOIDED	V	2/12/2025			046676		931.20CR
0007	ALPINE FIRE SERVICES, INC							
C-CHECK	ALPINE FIRE SERVICES, INVOIDED	V	2/12/2025			046677		2,065.67CR
0007	ALPINE FIRE SERVICES, INC							
C-CHECK	ALPINE FIRE SERVICES, INVOIDED	V	2/12/2025			046678		931.20CR
0008	ALWAYS ANSWER							
C-CHECK	ALWAYS ANSWER VOIDED	V	2/12/2025			046679		305.32CR
0086	FOLCHI LOGGING & CONSTR., INC.							
C-CHECK	FOLCHI LOGGING & CONSTR.VOIDED	V	2/12/2025			046686		4,761.90CR
0105	INTERMOUNTAIN DISPOSAL							
C-CHECK	INTERMOUNTAIN DISPOSAL VOIDED	V	2/12/2025			046690		10.66CR
0105	INTERMOUNTAIN DISPOSAL							
C-CHECK	INTERMOUNTAIN DISPOSAL VOIDED	V	2/12/2025			046691		239.33CR
0105	INTERMOUNTAIN DISPOSAL							
C-CHECK	INTERMOUNTAIN DISPOSAL VOIDED	V	2/12/2025			046693		10.66CR
0129	LEAGUE OF CALIFORNIA CITIES							
C-CHECK	LEAGUE OF CALIFORNIA CITVOIDED	V	2/12/2025			046696		1,385.00CR
0129	LEAGUE OF CALIFORNIA CITIES							
C-CHECK	LEAGUE OF CALIFORNIA CITVOIDED	V	2/12/2025			046697		1,762.00CR
0129	LEAGUE OF CALIFORNIA CITIES							
C-CHECK	LEAGUE OF CALIFORNIA CITVOIDED	V	2/12/2025			046698		1,385.00CR
0239	THATCHER , INC							
C-CHECK	THATCHER , INC VOIDED	V	2/12/2025			046714		1,253.94CR

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	0	0.00	0.00	0.00
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:	12 VOID DEBITS	0.00		
	VOID CREDITS	15,041.88CR	15,041.88CR	0.00

TOTAL ERRORS: 0

VENDOR SET: 01	BANK: *	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			12	15,041.88CR	0.00	0.00
BANK: *		TOTALS:	12	15,041.88CR	0.00	0.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000014	SWIMOUTLET							
I-202502043044	SWIMOUTLET	R	2/12/2025			046666		
100 411-600.06	MATERIALS AND SUPPLIES	SWIMOUTLET		81.64				81.64
000018	CINTAS							
I-202502043074	CINTAS	R	2/12/2025			046667		
710 311-600.18	PROFESSIONAL SERVICES	FIRST AID SUPPLIES		54.63				
100 111-600.18	PROFESSIONAL SERVICES	FIRST AID SUPPLIES		76.54				131.17
000029	COUNTRY BREEZE CLEANING							
I-202502043051	COUNTRY BREEZE CLEANING	R	2/12/2025			046668		
100 111-600.45	BUILDING EXPENSE	COUNTRY BREEZE CLEAN		133.33				
710 311-600.45	BUILDING EXPENSE	COUNTRY BREEZE CLEAN		133.33				
720 311-600.45	BUILDING EXPENSE	COUNTRY BREEZE CLEAN		133.34				400.00
000060	STREAMLINE							
I-202502043045	STREAMLINE	R	2/12/2025			046669		
100 413-601.04	CITY WEB PAGE	ANNUAL DUESwww.cityo		261.60				
100 112-601.04	CITY WEB PAGE	ANNUAL DUESwww.cityo		2,616.00				
710 311-601.04	City Web Page	ANNUAL DUESwww.cityo		1,308.00				
720 311-601.04	City Web Page	ANNUAL DUESwww.cityo		1,046.40				5,232.00
000078	CLARK PEST CONTROL							
I-202502053093	CLARK PEST CONTROL	R	2/12/2025			046670		
100 413-600.45	BUILDING EXPENSE	CLARK PEST CONTROL		98.00				98.00
000083	TCE SOLUTIONS							
I-202502053092	TCE SOLUTIONS	R	2/12/2025			046671		
100 212-600.95	CODE ENFORCEMENT	CODE ENF TRAINING		1,600.00				1,600.00
000086	ADCOCK - CRESCENT TOW AND REPA							
I-202502053099	ADCOCK - CRESCENT TOW AND REPA	R	2/12/2025			046672		
100 212-600.95	CODE ENFORCEMENT	ADCOCK - CRESCENT TO		2,500.00				2,500.00
000090	BONNELL INDUSTRIES, INC.							
I-202502053089	BONNELL INDUSTRIES, INC.	R	2/12/2025			046673		
208 317-600.07	EQUIPMENT REPAIR/MAINTENANCE	THROTTLE BRACKET		57.11				57.11
000096	JACKSON LEWIS P.C.							
I-202502043076	JACKSON LEWIS P.C.	R	2/12/2025			046674		
100 111-601.16	LEGAL-OTHER	REPRESENTATION - 4A2		2,440.50				2,440.50
000097	WATER & EARTH TECHNOLOGIES, IN							
I-202502053097	WATER & EARTH TECHNOLOGIES, IN	R	2/12/2025			046675		
100 311-700.15	Bridge	WATER & EARTH TECHNO		14,824.47				14,824.47

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0007	ALPINE FIRE SERVICES, INC							
D-202502103102	ALPINE FIRE SERVICES, INC	V	2/12/2025			046676		931.20
0007	ALPINE FIRE SERVICES, INC							
M-CHECK	ALPINE FIRE SERVICES, INVOIDED	V	2/12/2025			046676		931.20CR
0007	ALPINE FIRE SERVICES, INC							
I-202502043068	ALPINE FIRE SERVICES, INC	V	2/12/2025			046677		2,065.67
0007	ALPINE FIRE SERVICES, INC							
M-CHECK	ALPINE FIRE SERVICES, INVOIDED	V	2/12/2025			046677		2,065.67CR
0007	ALPINE FIRE SERVICES, INC							
I-202502103103	ALPINE FIRE SERVICES, INC	V	2/12/2025			046678		931.20
0007	ALPINE FIRE SERVICES, INC							
M-CHECK	ALPINE FIRE SERVICES, INVOIDED	V	2/12/2025			046678		931.20CR
0008	ALWAYS ANSWER							
D-202502103104	ALWAYS ANSWER	V	2/12/2025			046679		
I-202502043063	ALWAYS ANSWER	V	2/12/2025			046679		305.32
0008	ALWAYS ANSWER							
M-CHECK	ALWAYS ANSWER	VOIDED V	2/12/2025			046679		305.32CR
0010	AMAZON CAPITOL SERVICES							
I-202502053087	AMAZON CAPITOL SERVICES	R	2/12/2025			046680		
710 311-600.76	LINE REPAIR	MAKITA BREAKER HAMME		1,000.21				
710 311-600.06	MATERIALS AND SUPPLIES	OFFICE SUPPLIES		253.63				
720 311-600.76	LINE REPAIR	MAKITA BREAKER HAMME		1,090.45				
710 311-600.07	EQUIPMENT REPAIR/MAINTENANCE	WATERPROOF COVER		66.91				
100 111-600.06	MATERIALS AND SUPPLIES	CAMERA - LITHIUM BAT		76.14				
720 311-600.06	MATERIALS AND SUPPLIES	VARIOUS		90.26				
207 315-600.06	MATERIALS AND SUPPLIES	VARIOUS		90.25				
208 317-600.06	MATERIALS AND SUPPLIES	VARIOUS		116.71				
100 413-600.06	MATERIALS AND SUPPLIES	KWICKSET LOCK		94.36				
730 311-600.06	MATERIALS AND SUPPLIES	VARIOUS SPLIT		90.25				2,969.17
0015	AMERIGAS							
I-202502043069	AMERIGAS	R	2/12/2025			046681		
208 317-600.04	GAS AND ELECTRIC	PROPANE		489.88				
100 311-600.04	GAS AND ELECTRIC	PROPANE		679.62				
710 325-600.04	GAS AND ELECTRIC	PROPANE		1,068.11				2,237.61

2/19/2025 9:12 AM
 VENDOR SET: 01 City of Portola
 BANK: PC POOLED CASH - PLUMAS
 DATE RANGE: 0/00/0000 THRU 99/99/9999

A/P HISTORY CHECK REPORT

PAGE: 4

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0023	AT&T CALNET 3							
I-202502043067	AT&T CALNET 3	R	2/12/2025			046682		
710 325-600.05	TELEPHONE	SCADA - LDWTP		32.38				
710 311-600.05	TELEPHONE	SCADA		31.53				
100 111-600.05	TELEPHONE	CITY HALL FAX		62.40				126.31
0046	EMPIRE SOUTHWEST, LLC							
I-202502053094	EMPIRE SOUTHWEST, LLC	R	2/12/2025			046683		
208 317-600.07	EQUIPMENT REPAIR/MAINTENANCE	MOTOR/CABLE PARTS		297.62				
710 311-600.07	EQUIPMENT REPAIR/MAINTENANCE	CATERPILLAR BKT 12"/		1,483.09				
720 311-600.07	EQUIPMENT REPAIR/MAINTENANCE	CATERPILLAR BKT 12"/		1,483.09				3,263.80
0052	CITY OF PORTOLA							
I-202502043070	CITY OF PORTOLA	R	2/12/2025			046684		
100 311-601.10	WATER	CITY HALL		60.22				
100 311-601.11	SEWER	CITY HALL		45.23				
100 414-601.10	WATER	PARKS		1,183.50				
100 411-601.10	WATER	441 S GULLING		414.37				
100 411-601.11	SEWER	PARK BATHROOM		19.85				
100 414-601.11	SEWER	PARK BATHROOM		66.27				
100 413-601.10	WATER	WILLIAMS HOUSE		37.06				
100 413-601.11	SEWER	WILLIAMS HOUSE		45.23				
710 311-601.10	WATER	PW		26.25				
720 311-601.10	WATER	PW		26.25				
710 311-601.11	SEWER	PW		45.24				1,969.47
0078	ENCOMPASS							
I-202502043071	ENCOMPASS	R	2/12/2025			046685		
100 111-600.06	MATERIALS AND SUPPLIES	XEROX COPIES		42.51				
100 113-600.06	MATERIALS AND SUPPLIES	XEROX COPIES		42.51				
710 311-600.06	MATERIALS AND SUPPLIES	XEROX COPIES		28.34				
720 311-600.06	MATERIALS AND SUPPLIES	XEROX COPIES		28.33				141.69
0086	FOLCHI LOGGING & CONSTR., INC.							
D-202502103106	FOLCHI LOGGING & CONSTR., INC.	V	2/12/2025			046686		
I-202502053091	FOLCHI LOGGING & CONSTR., INC.	V	2/12/2025			046686		
I-202502103107	FOLCHI LOGGING & CONSTR., INC.	V	2/12/2025			046686		4,761.90
0086	FOLCHI LOGGING & CONSTR., INC.							
M-CHECK	FOLCHI LOGGING & CONSTR.VOIDED	V	2/12/2025			046686		4,761.90CR
0090	GRAINGER INC							
I-202502043078	GRAINGER INC	R	2/12/2025			046687		
720 311-600.06	MATERIALS AND SUPPLIES	VARIOUS SUPPLIES		59.62				
710 311-600.06	MATERIALS AND SUPPLIES	VARIOUS SUPPLIES		321.05				
208 317-600.07	EQUIPMENT REPAIR/MAINTENANCE	VARIOUS SUPPLIES		86.63				
710 325-600.06	MATERIALS AND SUPPLIES	VARIOUS SUPPLIES		73.45				
710 311-600.76	LINE REPAIR	VARIOUS SUPPLIES		109.31				650.06

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0094	H & E EQUIPMENT SERVICES							
I-202502053095	H & E EQUIPMENT SERVICES	R	2/12/2025			046688		
100 311-700.15	Bridge	DIESEL BOOM RENTAL		5,165.05				5,165.05
0097	HERCULES INDUSTRIES, INC.							
I-202502043079	HERCULES INDUSTRIES, INC.	R	2/12/2025			046689		
710 311-600.06	MATERIALS AND SUPPLIES	HERCULES INDUSTRIES,		550.01				
720 311-600.06	MATERIALS AND SUPPLIES	HERCULES INDUSTRIES,		550.01				1,100.02
0105	INTERMOUNTAIN DISPOSAL							
D-202502113112	INTERMOUNTAIN DISPOSAL	V	2/12/2025			046690		10.66
0105	INTERMOUNTAIN DISPOSAL							
M-CHECK	INTERMOUNTAIN DISPOSAL	VOIDED V	2/12/2025			046690		10.66CR
0105	INTERMOUNTAIN DISPOSAL							
I-202502043080	INTERMOUNTAIN DISPOSAL	V	2/12/2025			046691		239.33
0105	INTERMOUNTAIN DISPOSAL							
M-CHECK	INTERMOUNTAIN DISPOSAL	VOIDED V	2/12/2025			046691		239.33CR
0105	INTERMOUNTAIN DISPOSAL							
I-202502043081	INTERMOUNTAIN DISPOSAL	R	2/12/2025			046692		
100 111-600.94	REFUSE COLLECTION	INTERMOUNTAIN DISPOS		86.33				
710 311-600.94	REFUSE COLLECTION	INTERMOUNTAIN DISPOS		323.68				
720 311-600.94	REFUSE COLLECTION	INTERMOUNTAIN DISPOS		323.68				
100 414-600.94	REFUSE COLLECTION	INTERMOUNTAIN DISPOS		223.90				957.59
0105	INTERMOUNTAIN DISPOSAL							
I-202502113113	INTERMOUNTAIN DISPOSAL	V	2/12/2025			046693		10.66
0105	INTERMOUNTAIN DISPOSAL							
M-CHECK	INTERMOUNTAIN DISPOSAL	VOIDED V	2/12/2025			046693		10.66CR
0111	JEFFERSON SUPPLY COMPANY							
I-202502043077	JEFFERSON SUPPLY COMPANY	R	2/12/2025			046694		
710 311-600.76	LINE REPAIR	GALV T&C PIPE		808.60				
100 111-600.45	BUILDING EXPENSE	VARIOUS PARTS		165.58				
710 325-600.07	EQUIPMENT REPAIR/MAINTENANCE	LDWTP BRASS ANGLE ST		107.23				1,081.41
0118	KANSAS LIFE INSURANCE CO							
I-202502043072	KANSAS LIFE INSURANCE CO	R	2/12/2025			046695		
100 111-510.01	PERSONNEL COSTS	LIFE INSURANCE PREMI		14.44				
100 113-510.01	PERSONNEL COSTS	LIFE INSURANCE PREMI		7.64				
100 114-510.01	PERSONNEL COSTS	LIFE INSURANCE PREMI		1.70				
100 311-510.01	PERSONNEL COSTS	LIFE INSURANCE PREMI		4.25				
207 315-510.01	PERSONNEL COSTS	LIFE INSURANCE PREMI		5.10				
208 317-510.01	PERSONNEL COSTS	LIFE INSURANCE PREMI		5.10				

VENDOR SET: 01 City of Portola
BANK: PC POOLED CASH - PLUMAS
DATE RANGE: 0/00/0000 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0118	KANSAS LIFE INSURANCE CONT							
I-202502043072	KANSAS LIFE INSURANCE CO	R	2/12/2025			046695		
710 311-510.01	PERSONNEL COSTS	LIFE INSURANCE PREMI		27.18				
720 311-510.01	PERSONNEL COSTS	LIFE INSURANCE PREMI		16.14				
730 311-510.01	PERSONNEL COSTS	LIFE INSURANCE PREMI		3.38				84.93
0129	LEAGUE OF CALIFORNIA CITIES							
D-202502113110	LEAGUE OF CALIFORNIA CITIES	V	2/12/2025			046696		1,385.00
0129	LEAGUE OF CALIFORNIA CITIES							
M-CHECK	LEAGUE OF CALIFORNIA CITVOIDED	V	2/12/2025			046696		1,385.00CR
0129	LEAGUE OF CALIFORNIA CITIES							
I-202502043082	LEAGUE OF CALIFORNIA CITIES	V	2/12/2025			046697		1,762.00
0129	LEAGUE OF CALIFORNIA CITIES							
M-CHECK	LEAGUE OF CALIFORNIA CITVOIDED	V	2/12/2025			046697		1,762.00CR
0129	LEAGUE OF CALIFORNIA CITIES							
I-202502113111	LEAGUE OF CALIFORNIA CITIES	V	2/12/2025			046698		1,385.00
0129	LEAGUE OF CALIFORNIA CITIES							
M-CHECK	LEAGUE OF CALIFORNIA CITVOIDED	V	2/12/2025			046698		1,385.00CR
0132	LEWISPORT USA							
I-202502043083	LEWISPORT USA	R	2/12/2025			046699		
207 315-600.42	STREET REPAIR	REFLECTIVE STREET SI		1,198.05				1,198.05
0133	LIBERTY UTILITIES							
I-202502043084	LIBERTY UTILITIES	R	2/12/2025			046700		
100 311-600.04	GAS AND ELECTRIC	ELECTRICITY		1,617.64				
100 413-600.04	GAS AND ELECTRIC	ELECTRICITY		118.76				
100 414-600.04	GAS AND ELECTRIC	ELECTRICITY		603.02				
100 411-600.04	GAS AND ELECTRIC	ELECTRICITY		102.83				
207 213-600.41	STREET LIGHTING	ELECTRICITY		12,772.61				
710 311-600.04	GAS AND ELECTRIC	ELECTRICITY		1,019.99				
720 311-600.04	GAS AND ELECTRIC	ELECTRICITY		3,660.74				19,895.59
0136	MANHARD CONSULTING							
I-202502043065	MANHARD CONSULTING	R	2/12/2025			046701		
100 117-600.18	PROFESSIONAL SERVICES	CODE REVIEW&RESEARCH		3,427.50				3,427.50
0141	MCI MEGA PREFERRED							
I-202502043066	MCI MEGA PREFERRED	R	2/12/2025			046702		
710 311-600.05	TELEPHONE	MCI MEGA PREFERRED		22.65				
720 311-600.05	TELEPHONE	MCI MEGA PREFERRED		22.64				45.29

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0157	O'REILLY AUTO PARTS							
I-202502053088	O'REILLY AUTO PARTS	R	2/12/2025			046703		
710 311-600.08	VEHICLE REPAIR & MAINTENANCE	LIFT	SUPPORT '01 FOR	47.34				47.34
0159	OFFICE DEPOT							
I-202502043064	OFFICE DEPOT	R	2/12/2025			046704		
100 111-600.06	MATERIALS AND SUPPLIES	FILE	FOLDERS; W2 ENV	11.51				
100 112-600.06	MATERIALS AND SUPPLIES	FILE	FOLDERS; W2 ENV	2.88				
100 113-600.06	MATERIALS AND SUPPLIES	FILE	FOLDERS; W2 ENV	11.51				
100 114-600.06	MATERIALS AND SUPPLIES	FILE	FOLDERS; W2 ENV	2.88				
100 117-600.06	MATERIALS AND SUPPLIES	FILE	FOLDERS; W2 ENV	2.88				
710 311-600.06	MATERIALS AND SUPPLIES	FILE	FOLDERS; W2 ENV	11.51				
720 311-600.06	MATERIALS AND SUPPLIES	FILE	FOLDERS; W2 ENV	11.51				
730 311-600.06	MATERIALS AND SUPPLIES	FILE	FOLDERS; W2 ENV	2.85				57.53
0173	PITNEY BOWES INC							
I-202502053098	PITNEY BOWES INC	R	2/12/2025			046705		
100 111-600.02	POSTAGE	INK		35.61				
100 113-600.02	POSTAGE	INK		35.61				
710 311-600.02	POSTAGE	INK		35.61				
720 311-600.02	POSTAGE	INK		35.59				142.42
0175	PLUMAS ACE HARDWARE INC							
I-202502043061	PLUMAS ACE HARDWARE INC	R	2/12/2025			046706		
710 311-600.06	MATERIALS AND SUPPLIES	DEC	30 THRU JAN 24	62.97				
720 311-600.06	MATERIALS AND SUPPLIES	DEC	30 THRU JAN 24	77.92				
207 315-600.06	MATERIALS AND SUPPLIES	DEC	30 THRU JAN 24	136.10				
100 414-600.06	MATERIALS AND SUPPLIES	DEC	30 THRU JAN 24	295.85				
100 111-600.06	MATERIALS AND SUPPLIES	DEC	30 THRU JAN 24	10.02				582.86
0185	PLUMAS SIERRA TELECOMMUNICAT							
I-202502043050	PLUMAS SIERRA TELECOMMUNICAT	R	2/12/2025			046707		
710 325-600.05	TELEPHONE	LDWTP	BROADBAND	60.00				
710 311-600.05	TELEPHONE	PW	BROADBAND	54.50				
720 311-600.05	TELEPHONE	CITY HALL	BROADBAND	54.50				
100 113-600.05	TELEPHONE	CITY HALL	BROADBAND	10.90				
100 111-600.05	TELEPHONE	CITY HALL	BROADBAND	31.61				
710 311-600.05	TELEPHONE	CITY HALL	BROADBAND	27.25				
720 311-600.05	TELEPHONE	CITY HALL	BROADBAND	27.25				
100 211-600.05	TELEPHONE	CITY HALL	BROADBAND	5.45				
100 413-600.05	TELEPHONE	CITY HALL	BROADBAND	6.54				
100 413-600.05	TELEPHONE	WILLIAMS HS	BROADBA	109.00				387.00

VENDOR SET: 01 City of Portola
BANK: PC POOLED CASH - PLUMAS
DATE RANGE: 0/00/0000 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0188	PORTER SIMON CORPORATION							
I-202502053086	PORTER SIMON CORPORATION	R	2/12/2025			046708		
100 111-600.13	LEGAL FEES	PORTER SIMON CORPORA		4,204.75				
100 117-600.13	LEGAL FEES	PORTER SIMON CORPORA		1,146.75				
710 311-600.13	LEGAL FEES	PORTER SIMON CORPORA		1,146.75				
720 311-600.13	LEGAL FEES	PORTER SIMON CORPORA		1,146.75				
100 111-601.16	LEGAL-OTHER	PORTER SIMON CORPORA		3,108.00				
100 111-600.14	Public Records Requests	PORTER SIMON CORPORA		952.00				11,705.00
0212	SIERRA CONTROLS, LLC							
I-202502043062	SIERRA CONTROLS, LLC	R	2/12/2025			046709		
720 311-600.18	PROFESSIONAL SERVICES	FLOW METER INSTALL		611.36				611.36
0218	Silver State Analytical Labora							
I-202502043060	Silver State Analytical Labora	R	2/12/2025			046710		
710 311-600.51	TESTING	LAB TESTING - VARIOU		881.00				
720 311-600.51	TESTING	LAB TESTING - VARIOU		806.00				1,687.00
0222	SMALL CITIES ORGANIZED RISK							
I-202502043059	SMALL CITIES ORGANIZED RISK	R	2/12/2025			046711		
100 111-510.01	PERSONNEL COSTS	3rd QTR WORK COMP PR		475.29				
100 113-510.01	PERSONNEL COSTS	3rd QTR WORK COMP PR		237.64				
100 114-510.01	PERSONNEL COSTS	3rd QTR WORK COMP PR		712.93				
100 311-510.01	PERSONNEL COSTS	3rd QTR WORK COMP PR		2,138.80				
100 411-510.01	PERSONNEL COSTS	3rd QTR WORK COMP PR		1,188.22				
100 112-510.01	PERSONNEL COSTS	3rd QTR WORK COMP PR		237.64				
100 212-510.01	PERSONNEL COSTS	3rd QTR WORK COMP PR		950.58				
207 315-510.01	PERSONNEL COSTS	3rd QTR WORK COMP PR		2,138.80				
208 317-510.01	PERSONNEL COSTS	3rd QTR WORK COMP PR		1,901.16				
215 117-510.01	PERSONNEL COSTS	3rd QTR WORK COMP PR		237.64				
710 311-510.01	PERSONNEL COSTS	3rd QTR WORK COMP PR		7,842.27				
720 311-510.01	PERSONNEL COSTS	3rd QTR WORK COMP PR		4,752.59				
730 311-510.01	PERSONNEL COSTS	3rd QTR WORK COMP PR		950.90				23,764.46
0229	STATE WATER RESOURCES CONTROL							
I-202502043048	STATE WATER RESOURCES	R	2/12/2025			046713		
710 311-600.69	PERMIT FEES	CONNECTIONS - INV #		4,302.04				4,302.04
0239	THATCHER , INC							
I-202502043058	THATCHER , INC	V	2/12/2025			046714		1,253.94
0239	THATCHER , INC							
M-CHECK	THATCHER , INC	VOIDED V	2/12/2025			046714		1,253.94CR

VENDOR SET: 01 City of Portola
BANK: PC POOLED CASH - PLUMAS
DATE RANGE: 0/00/0000 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0240	THOMAS G. VALENTINO ; TGV SO							
I-202502043047	THOMAS G. VALENTINO	R	2/12/2025			046715		
730 311-600.80	POST-CLOSURE CARE COSTS	LANDFILL CONSULT SRV		3,721.60				3,721.60
0246	TYLER TECHNOLOGIES, INC							
I-202502043049	TYLER TECHNOLOGIES, INC	R	2/12/2025			046716		
710 311-600.32	TRAINING AND EDUCATION	INCODE UB BILLING TR		137.50				
720 311-600.32	TRAINING AND EDUCATION	INCODE UB BILLING TR		137.50				275.00
0247	U.S. BANK							
I-202502053096	U.S. BANK	R	2/12/2025			046717		
100 111-600.06	MATERIALS AND SUPPLIES	BUSINESS CARDS - CIT		88.33				
100 111-600.30	CONFERENCE/TRAVEL	SCORE CONFERENCE		183.32				
710 311-600.06	MATERIALS AND SUPPLIES	COMPLIANCE POSTER /		112.23				
720 311-600.06	MATERIALS AND SUPPLIES	OFFC SUPP		112.23				
100 112-600.06	MATERIALS AND SUPPLIES	OFFC SUPP		11.90				
100 113-600.06	MATERIALS AND SUPPLIES	OFFC SUPP		47.60				
100 114-600.06	MATERIALS AND SUPPLIES	OFFC SUPP		11.90				
100 117-600.06	MATERIALS AND SUPPLIES	OFFC SUPP		11.90				
730 311-600.06	MATERIALS AND SUPPLIES	OFFC SUPP		11.90				591.31
0248	ULINE							
I-202502043053	ULINE	R	2/12/2025			046718		
100 111-600.45	BUILDING EXPENSE	INV# 187488941 ITEM		1,283.51				1,283.51
0250	UNITED RENTALS (NORTH AMERICA)							
I-202502043054	UNITED RENTALS (NORTH AMERICA)	R	2/12/2025			046719		
100 311-700.15	Bridge	MISC PARTS		879.45				879.45
0260	VERIZON WIRELESS							
I-202502043055	VERIZON WIRELESS	R	2/12/2025			046720		
710 311-600.05	TELEPHONE	ACCT -02		1.96				
720 311-600.05	TELEPHONE	ACCT -02		1.96				
100 111-600.05	TELEPHONE	ACCT -02		1.49				
100 113-600.05	TELEPHONE	ACCT -02		1.47				
100 311-600.05	TELEPHONE	ACCT -02		1.47				
100 114-600.05	TELEPHONE	ACCT -02		1.47				9.82
0260	VERIZON WIRELESS							
I-202502043056	VERIZON WIRELESS	R	2/12/2025			046721		
710 311-600.05	TELEPHONE	ACCT - 01		0.03				
720 311-600.05	TELEPHONE	ACCT - 01		0.02				0.05

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0260	VERIZON WIRELESS							
I-202502043057	VERIZON WIRELESS	R	2/12/2025			046722		
710 325-600.05	TELEPHONE	ACCT# -03 / LDTWP DA		108.02				108.02
1	MANSFIELD							
I-202502043046	EMPLOYEE REIMBURSEME	R	2/12/2025			046723		
100 111-600.30	CONFERENCE/TRAVEL	MANSFIELD:EMPLOYEE R		232.40				232.40
1	RECASENS							
I-202502043073	EMPLOYEE REIMBURSEMEN	R	2/12/2025			046724		
710 311-600.31	DUES/MEMBERSHIPS	SWRCB - DWOCF; T2 CE		60.00				60.00
1	FEATHER RIVER DEFENSE							
I-202502053090	VENDOR	R	2/12/2025			046725		
710 311-600.06	MATERIALS AND SUPPLIES	INVERTER / GENERATOR		250.00				
720 311-600.06	MATERIALS AND SUPPLIES	INVERTER / GENERATOR		250.00				500.00
000025	AUTO & TRUCK ELECTRIC IN							
I-202502113115	AUTO & TRUCK ELECTRIC IN	R	2/12/2025			046726		
208 317-600.08	VEHICLE REPAIR & MAINTENANCE	SNOW FLOW MOTOR		811.99				811.99
000033	UES							
I-202502123143	UES	R	2/12/2025			046727		
730 311-600.51	TESTING	GROUNDWATER MONITORI		8,152.00				8,152.00
000048	PACE ENGINEERING INC							
I-202502113127	PACE ENGINEERING INC	R	2/12/2025			046728		
720 311-600.18	PROFESSIONAL SERVICES	ENGINEERING REPORT		3,644.00				3,644.00
000096	JACKSON LEWIS P.C.							
I-202502113123	JACKSON LEWIS P.C.	R	2/12/2025			046729		
100 111-601.16	LEGAL-OTHER	PROF SRVC MONTH END		1,135.50				1,135.50
000098	MDK,LLC WESTERN ENVIRONMENTA							
I-202502113136	MDK,LLC WESTERN ENVIRONMENTA	R	2/12/2025			046730		
710 311-600.51	TESTING	LABS		1,072.73				
720 311-600.51	TESTING	LABS		695.81				1,768.54
0005	AIRGAS, INC.							
I-202502113116	AIRGAS, INC.	R	2/12/2025			046731		
208 317-600.07	EQUIPMENT REPAIR/MAINTENANCE	ACETLENE/OXYGEN		132.89				
208 317-600.08	VEHICLE REPAIR & MAINTENANCE	ACETLENE/OXYGEN		132.89				
710 311-600.07	EQUIPMENT REPAIR/MAINTENANCE	ALUMINUM		54.91				
710 311-600.08	VEHICLE REPAIR & MAINTENANCE	ALUMINUM		54.92				
710 311-600.06	MATERIALS AND SUPPLIES	NITROGEN		102.04				477.65

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0007	ALPINE FIRE SERVICES, INC							
I-202502123142	ALPINE FIRE SERVICES, INC	R	2/12/2025			046732		
100 111-600.18	PROFESSIONAL SERVICES		FIRE EXTINGUISHER	203.27				
710 311-600.18	PROFESSIONAL SERVICES		EXTNGSHR SERVICE/REC	931.20				
720 311-600.18	PROFESSIONAL SERVICES		EXTNGSHR SERVICE/REC	931.20				2,065.67
0008	ALWAYS ANSWER							
I-202502123141	ALWAYS ANSWER	R	2/12/2025			046733		
710 311-600.05	TELEPHONE		FEB - ANSWERING SERV	40.67				
720 311-600.05	TELEPHONE		FEB - ANSWERING SERV	40.67				81.34
0015	AMERIGAS							
I-202502113114	AMERIGAS	R	2/12/2025			046734		
208 317-600.04	GAS AND ELECTRIC		PW PROPANE	428.26				428.26
0027	BASTIAN ENGINEERING							
I-202502113117	BASTIAN ENGINEERING	R	2/12/2025			046735		
100 311-700.15	Bridge		ENGINEER SERVICES	426.25				426.25
0065	D&D SEEDS AND FARM EQUIPMENT S							
I-202502113118	D&D SEEDS AND FARM EQUIPMENT S	R	2/12/2025			046736		
208 317-600.07	EQUIPMENT REPAIR/MAINTENANCE		VALVE ANG	277.98				277.98
0086	FOLCHI LOGGING & CONSTR., INC.							
I-202502123140	FOLCHI LOGGING & CONSTR., INC.	R	2/12/2025			046737		
720 311-600.76	LINE REPAIR		FOLCHI LOGGING & CON	1,587.30				1,587.30
0101	HUNT & SONS, INC.							
I-202502113120	HUNT & SONS, INC.	R	2/12/2025			046738		
100 212-600.09	VEHICLE FUEL		FUEL	236.05				
100 414-600.09	VEHICLE FUEL		FUEL	243.99				
710 311-600.09	VEHICLE FUEL		FUEL	602.52				
720 311-600.09	VEHICLE FUEL		FUEL	324.82				
207 315-600.09	VEHICLE FUEL		FUEL	812.12				
208 317-600.09	VEHICLE FUEL		FUEL	150.67				2,370.17
0103	IEDA							
I-202502113122	IEDA	R	2/12/2025			046739		
100 111-510.01	PERSONNEL COSTS		MOLABOR RELATIONS CO	13.69				
100 113-510.01	PERSONNEL COSTS		MOLABOR RELATIONS CO	6.91				
100 114-510.01	PERSONNEL COSTS		MOLABOR RELATIONS CO	6.07				
100 311-510.01	PERSONNEL COSTS		MOLABOR RELATIONS CO	13.68				
207 315-510.01	PERSONNEL COSTS		MOLABOR RELATIONS CO	12.42				
208 317-510.01	PERSONNEL COSTS		MOLABOR RELATIONS CO	15.80				
710 311-510.01	PERSONNEL COSTS		MOLABOR RELATIONS CO	103.81				
720 311-510.01	PERSONNEL COSTS		MOLABOR RELATIONS CO	80.96				
730 311-510.01	PERSONNEL COSTS		MOLABOR RELATIONS CO	9.44				262.78

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0105	INTERMOUNTAIN DISPOSAL							
I-202502123139	INTERMOUNTAIN DISPOSAL	R	2/12/2025			046740		
720 311-600.94	REFUSE COLLECTION	SEWER PONDS DUMPSTER		239.33				239.33
0129	LEAGUE OF CALIFORNIA CITIES							
I-202502123138	LEAGUE OF CALIFORNIA CITIES	R	2/12/2025			046741		
100 111-600.31	DUES/MEMBERSHIPS	ANNUAL MEMBERSHIP 20		277.00				
100 112-600.31	DUES/MEMBERSHIPS	ANNUAL MEMBERSHIP 20		277.00				
710 311-600.31	DUES/MEMBERSHIPS	ANNUAL MEMBERSHIP 20		554.00				
720 311-600.31	DUES/MEMBERSHIPS	ANNUAL MEMBERSHIP 20		554.00				
100 111-600.31	DUES/MEMBERSHIPS	ANNUAL DUES INV# 542		100.00				1,762.00
0159	OFFICE DEPOT							
I-202502113124	OFFICE DEPOT	R	2/12/2025			046742		
100 111-600.06	MATERIALS AND SUPPLIES	C.H. OFFICE SUPPLIES		28.95				
100 112-600.06	MATERIALS AND SUPPLIES	C.H. OFFICE SUPPLIES		7.24				
100 113-600.06	MATERIALS AND SUPPLIES	C.H. OFFICE SUPPLIES		28.95				
100 114-600.06	MATERIALS AND SUPPLIES	C.H. OFFICE SUPPLIES		7.24				
100 117-600.06	MATERIALS AND SUPPLIES	C.H. OFFICE SUPPLIES		7.24				
720 311-600.06	MATERIALS AND SUPPLIES	C.H. OFFICE SUPPLIES		28.95				
710 311-600.06	MATERIALS AND SUPPLIES	C.H. OFFICE SUPPLIES		28.95				
730 311-600.06	MATERIALS AND SUPPLIES	C.H. OFFICE SUPPLIES		7.22				144.74
0162	OPERATING ENGINEERS _PUBLIC EM							
I-202502113126	OPERATING ENGINEERS _PUBLIC EM	R	2/12/2025			046743		
100 113-510.01	PERSONNEL COSTS	MARCH 2025 COVERAGE		133.82				
100 114-510.01	PERSONNEL COSTS	MARCH 2025 COVERAGE		267.64				
100 311-510.01	PERSONNEL COSTS	MARCH 2025 COVERAGE		669.10				
207 315-510.01	PERSONNEL COSTS	MARCH 2025 COVERAGE		802.92				
208 317-510.01	PERSONNEL COSTS	MARCH 2025 COVERAGE		1,605.84				
215 117-510.01	PERSONNEL COSTS	MARCH 2025 COVERAGE		133.82				
710 311-510.01	PERSONNEL COSTS	MARCH 2025 COVERAGE		5,085.16				
720 311-510.01	PERSONNEL COSTS	MARCH 2025 COVERAGE		4,014.60				
730 311-510.01	PERSONNEL COSTS	MARCH 2025 COVERAGE		669.10				13,382.00
0173	PITNEY BOWES INC							
I-202502113128	PITNEY BOWES INC	R	2/12/2025			046744		
100 111-600.48	EQUIPMENT LEASE	POSTAGE METER LEASE		140.92				
100 113-600.48	EQUIPMENT LEASE	POSTAGE METER LEASE		140.92				
710 311-600.48	EQUIPMENT LEASE	POSTAGE METER LEASE		93.96				
720 311-600.48	EQUIPMENT LEASE	POSTAGE METER LEASE		93.95				469.75
0184	PLUMAS SIERRA RURAL ELECTRIC							
I-202502113130	PLUMAS SIERRA RURAL ELECTRIC	R	2/12/2025			046745		
710 325-600.04	GAS AND ELECTRIC	LDWTP ELECTRICITY		1,486.70				1,486.70

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0192	PURCHASE POWER - PITNEY BOWES							
I-202502113125	PURCHASE POWER - PITNEY BOWES	R	2/12/2025			046746		
100 111-600.02	POSTAGE	METER POSTAGE		42.63				
100 113-600.02	POSTAGE	METER POSTAGE		42.63				
710 311-600.02	POSTAGE	METER POSTAGE		42.63				
720 311-600.02	POSTAGE	METER POSTAGE		42.63				
730 311-600.02	POSTAGE	METER POSTAGE		42.63				213.15
0231	SUCCEED.NET							
I-202502113131	SUCCEED.NET	R	2/12/2025			046747		
100 112-601.04	CITY WEB PAGE	WEB HOSTING		42.50				
100 413-601.04	CITY WEB PAGE	WEB HOSTING		42.50				85.00
0239	THATCHER , INC							
I-202502113132	THATCHER , INC	R	2/12/2025			046748		
720 311-601.12	Chemicals	SODIUM BISULFITE; SA		3,218.64				
710 311-601.12	Chemicals	SANICHLOR		1,253.94				4,472.58
0256	USA BLUE BOOK INC							
I-202502113133	USA BLUE BOOK INC	R	2/12/2025			046749		
720 311-600.07	EQUIPMENT REPAIR/MAINTENANCE	PUMP		986.09				
720 311-600.51	TESTING	USABB pH BUFFER PACK		169.11				
710 311-600.76	LINE REPAIR	SEAL REPAIR CLAMP		286.14				1,441.34
0264	WESTERN NEVADA SUPPLY							
I-202502113137	WESTERN NEVADA SUPPLY	R	2/12/2025			046750		
710 311-600.76	LINE REPAIR	LF1 X 24 MTR		4,220.19				
720 311-600.32	TRAINING AND EDUCATION	FUSION CERT TRAINING		1,082.65				5,302.84
1	ETI INSTRUMENTS							
I-202502113119	BRIDGE EXPENSE	R	2/12/2025			046751		
100 311-700.15	Bridge	SENSORS;PLANNING; FA		37,538.00				37,538.00
1	RYAN BONK							
I-202502113121	EMPLOYEE REIMBURSEME	R	2/12/2025			046752		
100 111-600.30	CONFERENCE/TRAVEL	CITY MANAGER CONFERE		945.86				945.86
1	FOX, LINDA							
I-000202502133144	US REFUND	R	2/13/2025			046753		
710 000-107.00	UTILITY RECEIVABLE	05-022100-98		43.77				43.77

City of Portola

Agenda 01/22/2025 - Public Comments

3. Consent Agenda

Date Posted
Comment
<p>01/21/2025 05:57PM</p> <p>Lindsey</p> <p>1. FEMA Funding Process: In response to the statement "Lindsey Shaw: She inquired about the FEMA funding process. She expressed concern over the scheduling of the bridge monitoring. She also commented on public records requests," I would like to clarify:</p> <p>I inquired about the FEMA funding process.</p> <p>I did not express concern over the scheduling of the bridge monitoring. Instead, I asked how the bridge monitoring installation could be scheduled if it had not yet been authorized. This was a straightforward question, not a statement of concern.</p> <p>I did not raise concerns about public records requests during that discussion.</p> <p>2. Budget Acronyms: In response to the statement "Lindsey Shaw: expressed concern over several line items," I would like to clarify:</p> <p>I did not express concern over any line items in the budget.</p> <p>I simply asked what specific acronyms meant to ensure I understood the items correctly.</p> <p>3. Source of Funds and Sheriff Salary Adjustments: In response to the statement "Lindsey Shaw: expressed concern over the source of the funds. She expressed concerns over funding and salary adjustments for Plumas County Sheriff," I would like to clarify:</p> <p>I stated that I supported law enforcement services and expressed satisfaction with the sheriff's current services.</p> <p>I did not express concerns about funding or salary adjustments for the sheriff. I merely suggested that it would be prudent to anticipate a possible request for increased funding in the future and to prepare next year's budget accordingly to ensure continuity of services.</p> <p>4. Public Records Requests: In response to any references suggesting I raised concerns over public records requests, I would like to clarify:</p> <p>I have asked questions regarding the public records request process in the past, but I did not express concerns about this during these discussions.</p>



City of Portola
Minutes
Regular Meeting
January 08, 2025 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 Jim Murphy.

A moment of silence was observed for the passing of Former President Jimmy Carter.

A moment of silence was observed for those affected by wildfires in the Los Angeles region.

A. Roll Call

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

Absent: Councilmember Leah Turner, Councilmember Mikki Battaglia

Staff Present: City Manager Ryan Bonk, Finance Officer Susan Scarlett (Zoom), City Attorney Steve Gross (Zoom), Administrative Clerk Malachi Mansfield

B. Pledge of Allegiance

Led by Mayor Jim Murphy

2. **Public Comments**

None

3. **City Communications**

A. City Council Communications

Councilmember Morton: Councilmember Morton attended the Transportation Commission in December. Councilmember Morton also worked on the Angel Tree Project that served approximately 200 local children, and Eastern Plumas Community Assistance Network (EPCAN) served 400 meals.

Mayor Pro-Tem Powers: Mayor Pro-Tem Powers attended a Local Agency Formation Commission (LAFCo) meeting held in Chester, California.

Mayor Pro-Tem Powers also participated in the Transportation Commission.

Mayor Murphy: Mayor Murphy attended LAFCo.

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

Quality District

No representative was available from the Beckwourth Peak Fire Protection District. City Manager Ryan Bonk stated that the report will be available in the next agenda.

Plumas County Sheriff Seargent Klundby: Seargent Klundby presented a report to the council. He stated that the sheriff's activity slows down during the winter months. The calls for service are as follows:

One hundred eighty-three calls for service in the surrounding area, ninety-three calls for service in the City of Portola, five welfare checks, nine disturbing the peace, eight suspicious calls, five crimes against people, seven property crimes, and two arrests related to controlled substances. Property crimes have been down throughout the county.

City Manager Ryan Bonk presented the air quality report as prepared by Councilmember Battaglia. A summary is as follows:

Residents are urged to use best practices when burning firewood to help reduce smoke output. Moisture meters are available to the public to ensure low moisture wood burning. Thirty-six heating devices were installed in the calendar year 2024. One hundred and two chimney sweep vouchers were redeemed.

C. Staff Communications

None

D. City Manager Report

City Manager Ryan Bonk presented the city manager report. A summary of that report follows:

The monitoring of the Gulling Street bridge is being presented. The details will be available under agenda item six of this agenda.

The city is in communication with FEMA members to secure funding for projects relating to the Gulling St. bridge. The city has sent a letter to the California Office of Emergency Services (CalOES) for review.

The work of Brian Attama was highlighted. Multiple vehicles have been removed in compliance with city ordinance. Six public nuisances have been addressed.

City Manager Ryan Bonk also summarized the work of the public works team. Public Works is continuing to repair potholes and fix manhole covers.

City Manager Ryan Bonk met with community stakeholders such as representatives from Sierra Butte Trail Stewardship, Lost & Found Gravel Festival, representatives from Feather River College, and Intermountain Disposal.

The city is focused on enhancing the user experience for the website.

2024 public records requests have increased to one hundred and seven requests. The request count is up from 2023 by 206%. Certified mail was sent in response to a request by "Scrintch", and it was returned.

Public Comment:

Lindsey Shaw: ~~She inquired about the FEMA funding process. She expressed concern over the scheduling of the bridge monitoring. She also commented on public records requests.~~
Commented.

City Manager Ryan Bonk responded that FEMA funding is not under the city's control.
Bridge scheduling was also addressed.

4. Consent Agenda

- A. Claims - Adopt Resolution No. 2602 authorizing payment of claims for Payroll for the period November 11, 2024 through December 27, 2024 and Accounts Payable for the period of November 12, 2024 through December 25, 2024.

Total Accounts Payable Claims: \$165,364.51

Total Payroll Claims: \$75,246.43

Total Claims: \$240,611.12

- B. Minutes of the Regular meeting December 11, 2024- Approve the minutes of the Regular meeting from December 11, 2024.

- C. Renewal of Proclamations:

State of Emergency Gold Complex Fire July 22nd, 2024

State of Emergency Winter Storms January 27th, 2023

Public Comment:

Lindsey Shaw: ~~expressed concern over several line items.~~Commented. Mayor Murphy and Finance Officer Susan Scarlett commented

Councilmember Pat Morton motioned to approve. Mayor Pro-Tem Bill Powers seconded the motion.

The roll call vote:

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

5. Mayoral appointments

Mayor Jim Murphy reviewed the standing committee appointments. Councilmember Mikki Battaglia was substituted for Mayor Jim Murphy on the Airport Land Use Commission.

Mayor Pro-Tem Bill Powers motioned to approve. Councilmember Pat Morton seconded the motion.

The motion passed with the following vote:

3 In Favor 0 Opposed
___ Abstained 2 Absent ___ Recused

6. Installation of Bridge Monitoring Equipment Agreement- Water & Earth Technologies, Inc.

Public Comment-

Lindsey Shaw: ~~asked questions about the competitive bidding process.~~Commented.

Ashlee Sims: expressed concern over documentation and speed. Ashlee Sims also expressed concern over competitive bidding.

Finance Officer Susan Scarlett: Bridge monitoring is a critical issue that was decided with the counsel of Martin McIlroy, an engineering consultant for the city.

Mayor Pro-Tem Bill Powers: expressed relief at seeing the project advance. He also reminded the council that while the city is in an advantageous position financially, the general fund does not contain the funds necessary to initiate major bridge construction.

Councilmember Pat Morton motioned to approve. Mayor Jim Murphy seconded the motion.

The roll call vote:

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

7. Ratify Agreement for Law Enforcement Services

The city approved the agreement for law enforcement services with Plumas County Sheriff's department in July of 2024. This agenda item is to ratify the agreement.

Public Comment:

Lindsey Shaw: ~~expressed concern over the source of the funds. She expressed concerns over funding and salary adjustments for Plumas County Sheriff.~~Commented.

Ashlee Sims: wanted clarification from the council about how code enforcement is funded. She also expressed concerns over live-able wages for law enforcement.

The council confirmed that these funds are from the general funds.

Mayor Pro-Tem Bill Powers: elaborated on COPS funding source.

Finance Officer Susan Scarlett: elaborated further that the funding for law enforcement at the county level comes from property taxes as well. She also explained that law enforcement officer's wages are decided by the county.

Councilmember Pat Morton motioned to approve. Mayor Pro-Tem Bill Powers seconded the motion.

The roll call vote:

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

8. Draft Budget Schedule 2025-2026 Fiscal Year

The draft budget schedule for 2025-2026 was presented by Finance Officer Susan Scarlett. It includes an initial council staff goal setting for February 19th. The draft budget schedule includes dates for public participation. The draft budget schedule is anticipated to be adopted by

June 25th, 2025.

9. **Adjournment**

The meeting of the city council adjourned at 6:51 PM.



City of Portola
Minutes
Regular Meeting
January 22, 2025 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 Jim Murphy.

A. Roll Call

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

B. Pledge of Allegiance

Led by Mayor Jim Murphy

C. Public Comment: None

2. City Communications

A. City Council Communications

Councilmember Leah Turner:

Councilmember Turner participated in a discussion related to the Abandoned Vehicle Abatement Committee with Jennifer Langston. That committee contacted multiple agencies within the region.

Plumas County- District Attorney David Hollister stated informally that repeat offenders may be prosecuted.

Public Engagement Officer Brian Attama- cars are being towed and people are complying with notices.

Councilmember Pat Morton:

Councilmember Morton Attended a transportation meeting. Final numbers for the Angel program and EFCAMP programs are as follow:

Angel program: 240 children

EFCAMP: 600 people

Councilmemeber Mikki Battaglia:

Councilmemeber Battaglia attended the Fires Safe council meeting on January 9th.

Mayor Pro-Tem Bill Powers:

Mayor Pro-Tem Powers voiced his concern over the dryer than average winter and the possibility of wildfires. He stressed that owners of property need to be informed of the benefits of fire prevention even if they are not full-time residents of the City.

Mayor Jim Murphy:

Mayor Murphy encouraged the staff and council members to engage in committee meetings and budgetary meetings.

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

Beckwourth Peak Fire Protection District:

City Manager Ryan Bonk provided the city council with a report for review. Mr. Bonk noted that the district responded to 688 incidents in 2024.

Northern Sierra Air Quality Control District:

Councilmember Mikki Battaglia reported for the NSAQD. The City of Portola is on track to meet the older air quality standards of 12 mcg per cubic meter. Newer standards are 9 mcg per cubic meter.

- C. Staff Communications

NONE

- D. City Manager Report

City Manager Ryan Bonk provided an update on the Gulling St. Bridge on the city's website. The monitoring equipment was installed successfully on January 15th and 16th. The bridge monitoring equipment detects any minor shifts of the bridge. Mr. Bonk also commented on ongoing public works activities such as regrading of Taylor St. and fire hydrant maintenance. The new recycling center is waiting for Calrecycle to approve the facility.

Councilmember Turner pointed out that it is the City's responsibility to perform maintenance and testing on the fire hydrants.

Mayor Murphy expressed gratitude that the city was able to publish updated and accurate information regarding the Gulling St. Bridge.

Public Comment: None

3. Consent Agenda

- A. Claims- Adopt Resolution No. 2603 authorizing payment of claims for Payroll for the period December 28, 2024 through January 10, 2025 and Accounts Payable for the period of December 26th, 2024 through January 10th, 2025.

Total Accounts Payable Claims: \$184,806.65

Total Payroll Claims: \$32,249.57

Total Claims: \$217,056.22

Voids- 46662

B. Minutes of the Regular meeting January 8th, 2025- Approve the minutes of the Regular meeting from January 8th, 2025

Public Comment: None

Councilmember Pat Morton motioned to approve. Councilmember Leah Turner seconded the motion.

The roll call vote:

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

4. **Participation in Multi-Jurisdictional Local Hazard Mitigation Plan**

City Planning Consultant Karen Downs:

Karen Downs updated the council on the activities of MJLHMP. The council considered alternatives presented and voted to follow the recommendation of the staff as follows:

Based on review of the minimal limitations associated with a lapse in LHMP approval (from November 2025 to June 2026), and with input from Cal OES that the lapse would not affect the City's eligibility for disaster reimbursement costs, staff recommends that the City Council abandon the "LHMP Light" update process and continue participation with the MJHMP process.

Public Comment: None

Councilmember Leah Turner motioned to approve. Councilmember Mikki Battaglia seconded the motion.

The roll call vote:

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

5. **Portola Youth and Tobacco: Smoke Free High County Presentation**

The council heard a presentation from Regina Martinez on behalf of Smoke Free High Country regarding youth tobacco cessation.

City Attorney Steve Gross clarified and elaborated that administration of a new city ordinance would incur an administrative cost. These ordinances would require enforcement and compliance. Gross further clarified that it is possible that seeking an ordinance would require judicial support from the county.

City Attorney Steve Gross' comments in no way reflect a bias or negativity towards the proposed ordinance and his comments were provided strictly as matter of expert legal opinion.

Public Comment: Pastor Richard Blaire gave public comment in support of measures to reduce youth tobacco use.

The council unanimously agreed that more information is needed on the subject. Regina Martinez will continue communication with City Manager Ryan Bonk.

6. **Bank Account Signature Authorization and Removal**

The motion to add Ryan Bonk and to remove Jon Kennedy as signatory authority on the city's

financial accounts was voted on as follows:

Public Comment: None

Councilmember Mikki Battaglia motioned to approve. Councilmember Leah Turner seconded the motion.

The roll call vote:

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

7. Agreement for Professional Services: TCE Solutions Inc.

Staff have prepared a report for the draft agreement for professional services. The services being considered are Senior Code Enforcement Services for Fiscal Year 2024-2025. The council finds the resource to be a valuable addition to the code enforcement efforts of the city. Councilmember Mikki Battaglia reports that Public Engagement Officer Brian Attama and Deputy Sheriff Sergeant Klumby have both reported that TCE Solutions have provided valuable contributions in the past.

The agreement will be in effect for fiscal year 2024-2025.

Budget Breakdown:

Adopted Budget Fiscal Year 2024-2025: \$10,000

Not to Exceed Services Council Approval 07/10/2024: \$15,000

YTD Spend: \$12,902.50 (Includes \$4,000 in towing costs that may be covered by abandoned vehicle abatement funds)

Estimated Balance: \$12,097.50

TCE Solutions Inc. Not To Exceed: \$12,000

Public Comment: None

Councilmember Leah Turner motioned to approve. Mayor Pro-Tem Bill Powers seconded the motion.

The roll call vote:

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

8. Resolution 2604- Adopting Rules of Decorum for Public Meetings

Approval of Resolution 2604- Adopting Rules of Decorum is recommended by the staff.

City Attorney Steve Gross commented to clarify some of the changes in the resolution from the normal statement at the beginning of meetings.

Public Comment: None

Councilmember Mikki Battaglia motioned to approve. Councilmember Leah Turner seconded the motion.

The roll call vote:

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

9. Closed Session

A. Closed Session Pursuant to Government Code Section 54956.9(d)(2) , Threat of Litigation, One Case.

No reportable action

10. Adjournment

The regular meeting of the city council adjourned at 8:15 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 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

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.

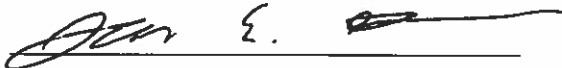
IT IS FURTHER PROCLAIMED AND ORDERED that the local emergency proclaimed herein shall be reviewed by the City Council for the need to continue it at least once every sixty (60) days until the City Council terminates the local emergency and the City Council shall proclaim the termination of the local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





MEETING DATE: February 26, 2025

FROM: Ryan Bonk & Tom Valentino- Solid Waste Consultant

RE: SB 1383 Local Assistance Grant Program- Grant Closeout

BACKGROUND:

The City received a grant from the California Department of Resources, Recovery and Recycling (CalRecycle) for the period September 2022 through February 2025 to financially help the City achieve compliance with Portola's obligations under Senate Bill 1383 Short-Lived Climate Pollutant Reduction Act.

EXECUTIVE SUMMARY:

The City has performed all viable SB 1383 requirements and grant compliance activities within our purview.

Various activities were performed to comply with SB 1383 as follows:

On November 11, 2021, the Portola City Council approved Resolution No. 2490 which temporarily exempted the city of Portola from the SB 1383 requirement of mandatory organics collection due to its designation as a rural jurisdiction until December 31, 2026; On January 13, 2022, the city of Portola received a letter from CalRecycle approving the organics collection waiver. On June 22, 2022 the Portola City Council approved Ordinance 361, which created Chapter 8.05 of the city Municipal Code providing for the reduction of organic waste disposal.

Other applicable SB 1383 requirements and grant compliance activities applying to the city of Portola which have been met to date include:

- Develop an understanding of grant processes and procedures.
- Obtain reliable contractor declarations.
- Commence Corrective Action Plan negotiations and deadlines with CalRecycle staff and implement the CAP to the satisfaction of CalRecycle through issuance of Compliance Report in March 2023.
- Develop applicable CALGreen and Water Efficient Building Codes amendments to city codes and obtain City Council approvals for adoption of Ordinance No. 362 Amending Chapter 13.40 and Chapter 15.04 and Creating Chapter 15.11 of the City of Portola Municipal Code on December 13, 2022.
- Prepare and post documentation on city website for Organic Waste and Edible Food

Recovery Education and Outreach.

- Prepare Annual Outreach to affected Tier 1 and Tier 2 entities in 2023, 2024 and 2025 and document compliance for recycled paper procurement, organic waste reduction education and outreach, and edible food recovery.
- Prepare and Issue grant expense reports and final report.

FISCAL IMPACT:

The City received \$20,000 of funding via the grant program, which was the minimum allowable amount through the program. The total spent throughout the course of the grant was \$6,796.07. The City will return \$13,203.93 in unused grant funds.

There is no impact to the City's finances.

RECOMMENDATION:

Staff recommends that the council approve the closeout of the grant and return the remaining unused grant funds.



MEETING DATE: February 26, 2025

FROM: Ryan Bonk & Susan Scarlett

RE: 2024-2025 Midyear Financial Review and Budget Discussion

EXECUTIVE SUMMARY:

The executive summary has been provided as an attachment to this staff report. The City Manager will provide highlights from the summary.

PRESENTATION:

Attached you will find reports to review for the 24-25 year through January 31, 2025:

- Cash and Receivables report comparison for the fiscal year end 2021, 2022, 2023 and 2024 and 2025 to January 31
- Review of budget amendment information
- Spread sheets with the summary of the City finances through January 31, 2025. Page one of the spread sheets is the Budget to Actual for the General Fund; the Special Revenue funds and Fund 215 and page 2 has the Enterprise Funds
- Behind those two spread sheets is the 3-page backup for the "other expenses" and "capital outlay" line items for the summary sheets
- Draft budget schedule for review and discussion

Please feel free to call staff in advance of the meeting with any questions you have that might take additional research.

FISCAL IMPACT:

Budget amendments in the General Fund would use Fund balance.

RECOMMENDATION:

Staff recommends the City Council approve the budget amendments presented.

ATTACHMENTS:

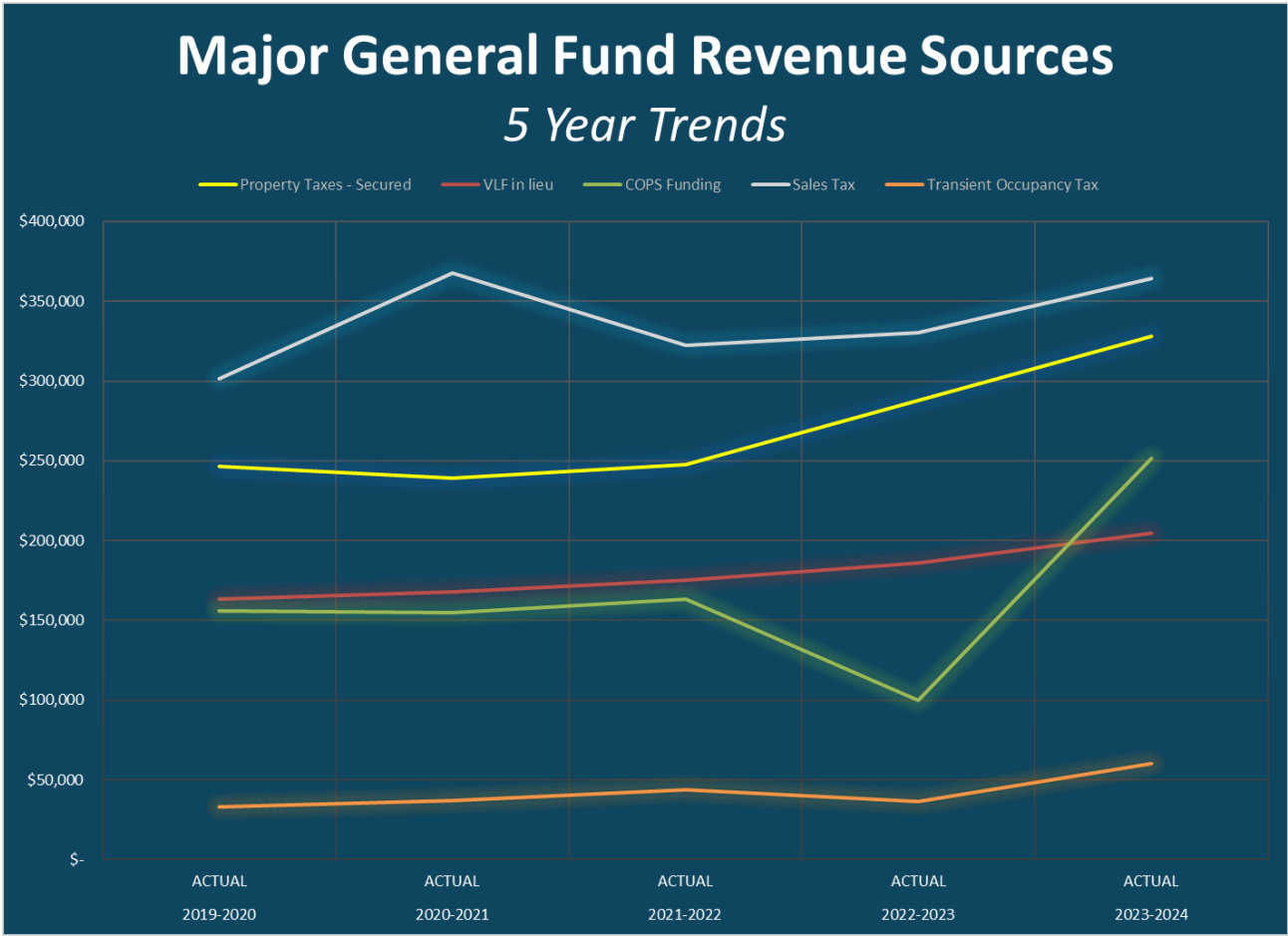
- A. FISCAL YEAR 2024-2025 MIDYEAR REVIEW EXECUTIVE SUMMARY
- B. CASH AND RECEIVABLES
- C. BUDGET AMENDMENT INFORMATION FOR MIDYEAR
- D. 2024-2025 BUDGET SPREAD SHEET MIDYEAR REVIEW
- E. 2024-2025 OTHER EXPENSE BACKUP
- F. BUDGET SCHEDULE 2025-2026



Executive Summary

As of January 2025, the City of Portola remains in a strong fiscal position, demonstrating continued financial stability. **The general fund revenue stands at 56% of the budget year to date while expenditures are at 44% of the budget year to date.**

Major general fund revenue sources are trending in alignment with historical trends as evidenced below:

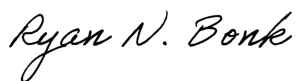


As we update the original fiscal year budget, the staff has summarized a minimal number of budget adjustments to keep the City Council informed. Staff will provide details to all current and proposed budget adjustments for this fiscal year in subsequent discussion during the midyear review. Most of the budget adjustments have already been reviewed and approved by City Council throughout the fiscal year.

An area of concern to highlight is the Gulling Street Bridge critical infrastructure project. Although expenditures related to this project are being realized, staff remains confident that external funding resources will be utilized to absorb a portion of the financial exposure to the city.

Overall, staff remains committed to upholding fiduciary responsibilities and looks forward to another year of financial stability for the City of Portola!

Ryan N. Bonk

A handwritten signature in black ink that reads "Ryan N. Bonk". The signature is written in a cursive, flowing style.

City Manager

CITY OF PORTOLA CASH AND RECEIVABLES BALANCES

	1/31/2025	6/30/2024	6/30/2023	6/30/2022	6/30/2021
FUND 100-GENERAL FUND - Unrestricted	\$ 2,756,028.20	\$ 2,615,616.62	\$ 2,293,518.04	\$ 2,580,389.28	\$ 2,472,063.35
Reserved Grants					
Woodstove Changeout	\$ 851.12	\$ 851.12	\$ 851.12	\$ 851.12	\$ 851.12
Traffic Impact Fee	\$ 81,642.00	\$ 81,642.00	\$ 81,642.00	\$ 81,642.00	\$ 77,931.00
Vehicle Abatement	\$ 12,931.66	\$ 12,931.66	\$ -	\$ 12,567.54	\$ 15,152.30
Disc Golf Set aside	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	
Total Cash	\$ 2,858,952.98	\$ 2,718,541.40	\$ 2,383,511.16	\$ 2,682,949.94	\$ 2,565,997.77
Receivables/State/Plumas County/Other	\$ -	\$ 149,471.79	\$ 382,207.88	\$ 247,431.24	\$ 176,564.71
Landfill Closure Loan Due from Solid Waste				\$ -	\$ -
Note Receivable EPHC	\$ 56,543.80	\$ 74,558.25	\$ 104,643.12	\$ 134,498.78	\$ 161,412.97
Total Receivables	\$ 56,543.80	\$ 224,030.04	\$ 486,851.00	\$ 381,930.02	\$ 337,977.68
Total Cash and Receivables	\$ 2,915,496.78	\$ 2,942,571.44	\$ 2,870,362.16	\$ 3,064,879.96	\$ 2,903,975.45
FUND 207-GAS TAX - STREETS	(121,039.57)			\$ -	\$ -
FUND 208-GAS TAX - SNOW REMOVAL	(144,725.40)			\$ 13,177.25	
FUND 211 RMRA	192,696.84	179,678.46	\$ 124,366.48	\$ 85,856.20	\$ 44,862.09
FUND 215-CDBG	\$ 1,295.55	\$ 9,344.72	\$ 25,284.58	\$ 42,521.20	\$ 89,405.45
Notes Receivable - RLF					
CDBG Loans	\$ 43,525.40	\$ 43,525.40	\$ 43,525.40	\$ 43,525.40	\$ 43,525.40
FUND 216-STIP PROJECTS	\$ (295,868.56)	\$ (295,293.35)	\$ (96,456.90)	\$ (33,066.50)	\$ (154,483.19)
Prepaid			\$ 3,248.98	\$ 9,331.00	\$ 69,629.75
Receivable	306,398.00	306,398.00	\$ 315,331.58	\$ 24,024.50	\$ 79,897.17
FUND 710-WATER	\$ 1,626,999.90	\$ 1,632,664.61	\$ 1,714,477.30	\$ 1,540,970.67	\$ 1,412,973.30
Debt Service Reserve	\$ 68,362.00	\$ 68,362.00	\$ 68,362.00	\$ 68,362.00	\$ 68,362.00
Facility Fee Reserve	\$ 314,751.00	\$ 314,751.00	\$ 310,736.00	\$ 306,721.00	\$ 302,706.00
Infrastructure Maintenance account	\$ 225,994.65	\$ 225,994.65	\$ 225,994.65	\$ 225,994.65	\$ 202,861.71
WTP Maintenance account	\$ 595,855.00	\$ 595,855.00	\$ 550,020.00	\$ 504,185.00	\$ 458,350.00
Total Cash	\$ 2,831,962.55	\$ 2,837,627.26	\$ 2,869,589.95	\$ 2,646,233.32	\$ 2,445,253.01
FUND 720-SEWER	\$ 1,535,537.36	\$ 1,564,720.25	\$ 1,490,752.99	\$ 1,397,604.71	\$ 1,285,253.55
Wastewater Capital Reserve	\$ 227,653.86	\$ 227,653.86	\$ 218,666.66	\$ 211,715.70	\$ 209,903.72
Infrastructure Maintenance account	\$ 292,077.93	\$ 292,077.93	\$ 292,077.93	\$ 292,077.93	\$ 252,913.93
Facility Fee Reserve	\$ 279,080.50	\$ 279,080.50	\$ 279,080.50	\$ 273,756.50	\$ 268,432.50
Total Cash	\$ 2,334,349.65	\$ 2,363,532.54	\$ 2,280,578.08	\$ 2,175,154.84	\$ 2,016,503.70
FUND 730-SOLID WASTE	\$ 568,940.39	\$ 503,491.90	\$ 412,838.74	\$ 326,810.54	\$ 236,568.86
Landfill Closure Maintenance Account	\$ 409,434.23	\$ 409,434.23	\$ 326,290.27	\$ 230,663.29	\$ 118,739.92
Total Cash	\$ 978,374.62	\$ 912,926.13	\$ 739,129.01	\$ 557,473.83	\$ 355,308.78

2024-2025 Budget Amendment Information						
		Original Budget	Amendments	Amended Budget	YTD 1-31	Council Approval
100-117-510.01	Planning Payroll	25,386.32	(24,846.14)	-		
100-117-600.18	Move payroll to Prof Services	10,000.00	24,846.14	34,846.14		
100-117-600.18	Added LHMP		15,000.00	49,846.14	33,922.50	10/9/2024
100-111-600.14	Public Records Requests		20,000.00		11,256.00	
100-111-601.16	Legal - Litigation	-	25,000.00		1,316.00	
100-212-600.95	Code Enforcement - CSG Contract	10,000.00	15,000.00	25,000.00	19,082.50	7/10/2024
100-311-700.15	Bridge - MGE Contract	-	134,442.47	134,442.47	73,130.61	9/25/2024
100-311-700.15	Monitoring	-	65,000.00	65,000.00		10/9/2024
208-317-700.03	Backhoe	-	16,676.84	16,676.84	16,676.84	8/14/2024
710-311-700.03	Backhoe		75,045.82	75,045.82	75,045.82	8/14/2024
720-311-700.03	Backhoe		75,045.82	75,045.82	75,045.82	8/14/2024

CITY OF PORTOLA															
2024-2025 BUDGET VERSUS YTD AS OF 1-31-2025 (Preliminary, coding changes may apply)															
		YEAR	% YTD		YEAR	% YTD		YEAR	% YTD		YEAR	% YTD	ECONOMIC	YEAR	% YTD
		TO DATE		GAS TAX	TO DATE		GAS TAX	TO DATE		RMRA	TO DATE		DEVELOPMENT	TO DATE	
	GENERAL FUND			Streets			Snow						CDBG		
ACCOUNT/FUND	100			207			208			211			215		
REVENUE	1,311,557.00	733,878.30	56%	57,298.00	33,979.05	59%	130,000.00		0%	57,389.00	28,339.45	49%	500.00	92.77	19%
INTERFUND TRANSFERS				193,251.04		0%	201,049.60		0%						
PERSONNEL	341,429.60	210,051.98	62%	138,409.04	97,723.32	71%	155,014.76	64,530.48	42%				3,882.29	2,884.98	74%
POSTAGE	5,000.00	4,469.86	89%												
CITY WEB PAGE	3,400.00	474.95	14%												
GAS & ELECTRIC	43,100.00	22,834.54	53%				10,000.00	1,664.92	17%						
TELEPHONE	7,300.00	5,795.16	79%												
MATERIALS AND SUPPLIES	23,700.00	21,112.12	89%	12,000.00	4,310.60	36%	15,000.00	6,275.37	42%						
EQUIP REPAIR/MAINT	6,000.00	1,127.29	19%	7,000.00	299.76	4%	25,000.00	16,483.78	66%						
VEHICLE REPAIR/MAINT	1,500.00		0%	1,500.00		0%	18,000.00	11,507.32	64%						
VEHICLE FUEL	4,300.00	2,484.06	58%	8,000.00	5,282.32	66%	15,000.00	2,080.46	14%						
LEGAL FEES	71,940.00	46,752.82	65%												
INSURANCE	47,268.54	50,751.28	107%				20,480.00	16,478.35	80%						
PROFESSIONAL SVSC	29,500.00	37,619.03	128%	1,500.00	155.00	10%				2,000.00	1,960.00				
ADVERTISING/NOTICES	650.00	1,363.19	210%												
CODE REFERENCE UPDATE	4,200.00	525.00	13%	-											
CIVIC PROMO & MARKETING	500.00	447.42	89%												
CONFERENCE/TRAVEL	5,000.00	1,964.26	39%												
DUES/MEMBERSHIPS	3,300.00	1,871.00	57%												
BUILDING EXPENSE	7,200.00	9,931.78	138%				250.00		0%						
STREET REPAIR				10,000.00	2,449.84	24%	20,000.00	2,782.26	14%	165,000.00	2,125.81	1%			
ACCOUNTING FEES	15,840.00	9,240.00	58%	5,940.00	3,665.00	62%	4,460.00	2,510.00	56%				3,342.00	1,925.00	58%
AUDITING FEES	10,800.00	10,800.00	100%	1,200.00	1,199.99	100%	1,168.00	800.00	68%				2,000.00	2,000.01	100%
TRAINING/EDUCATION	2,000.00	2,140.60	107%												
WATER AND SEWER	69,200.00	32,450.14	47%												
TECH SUPPORT - INCODE	7,271.34	7,271.34	100%												
OTHER EXPENSE/SEE ATTACHED	513,763.47	229,100.19	45%	65,000.00	39,932.79	61%	30,000.00	2,935.62	10%						
EQUIPMENT LEASE/RENTAL	4,400.00	2,464.05	56%												
CAPITAL OUTLAY/OTHER	6,500.00		0%	-			16,676.84	16,676.84	100%						
INTEREST															
TRANSFERS OUT	377,623.80		0%												
TOTAL EXPENSES	1,612,686.75	713,042.06	44%	250,549.04	155,018.62	62%	331,049.60	144,725.40	44%	167,000.00	4,085.81	2%	9,224.29	6,809.99	74%
REVENUE	1,311,557.00	733,878.30	56%	250,549.04	33,979.05	14%	331,049.60	-	0%	57,389.00	28,339.45	49%	500.00	92.77	19%
EXPENDITURES	1,612,686.75	713,042.06	44%	250,549.04	155,018.62	62%	331,049.60	144,725.40	44%	167,000.00	4,085.81	2%	9,224.29	6,809.99	74%
PRINCIPAL PAYMENTS															
FACILITY FEE/SINKING FUND/LANDFILL CLOSURE FUND															
(USE OF) OR INCREASE IN FUND BALANCE	(301,129.75)	20,836.24		-	(121,039.57)		(0.00)	(144,725.40)		(109,611.00)	24,253.64		(8,724.29)	(6,717.22)	

CITY OF PORTOLA											
2024-2025	BUDGET VERSUS YTD	AS OF 1-31-2025	(Preliminary, coding changes may apply)								
		YEAR	% YTD		YEAR	% YTD		YEAR	% YTD		YEAR
		TO DATE			TO DATE		SOLID	TO DATE			TO DATE
	WATER			SEWER			WASTE				
ACCOUNT/FUND	710			720			730			TOTAL	TOTAL
REVENUE	1,197,000.00	660,296.07	55%	825,000.00	437,188.67	53%	299,000.00	154,848.69	52%	3,877,744.00	2,048,623.00
INTERFUND TRANSFERS										394,300.64	-
										-	-
PERSONNEL	444,987.63	255,854.39	57%	289,442.05	182,321.79	63%	53,491.41	38,315.39	72%	1,426,656.78	851,682.33
POSTAGE	4,200.00	2,234.93	53%	4,200.00	2,234.92	53%	1,700.00	2,076.89	122%	15,100.00	11,016.60
CITY WEB PAGE	1,000.00			1,000.00						5,400.00	-
GAS & ELECTRIC	6,000.00	7,773.29	130%	40,000.00	23,602.80	59%				99,100.00	55,875.55
TELEPHONE	5,500.00	3,218.43	59%	4,500.00	2,982.32	66%				17,300.00	11,995.91
MATERIALS AND SUPPLIES	22,000.00	10,103.66	46%	30,000.00	10,981.51	37%	3,000.00	1,609.21	54%	105,700.00	54,392.47
EQUIP REPAIR/MAINT	15,000.00	16,722.75	111%	25,000.00	13,102.28	52%	1,000.00	1,167.35	117%	79,000.00	48,903.21
VEHICLE REPAIR/MAINT	5,000.00	6,212.05	124%	5,000.00	6,201.14	124%	-			31,000.00	23,920.51
VEHICLE FUEL	12,000.00	5,088.80	42%	8,000.00	3,111.26	39%				47,300.00	18,046.90
LEGAL FEES	13,104.00	8,444.30	64%	13,104.00	8,444.31	64%	5,000.00	575.67	12%	103,148.00	64,217.10
INSURANCE	29,797.00	34,171.74	115%	47,250.00	41,581.33	88%	5,820.00	5,005.83	86%	150,615.54	147,988.53
PROFESSIONAL SVSC	50,000.00	9,419.03	19%	70,000.00	67,943.48	97%	10,000.00	5,445.00	54%	163,000.00	122,541.54
ADVERTISING/NOTICES		693.33			693.33					650.00	2,749.85
CODE REFERENCE UPDATE	1,700.00	300.00	18%	1,500.00	300.00	20%				7,400.00	1,125.00
CIVIC PROMO & MARKETING										500.00	447.42
CONFERENCE/TRAVEL										5,000.00	1,964.26
DUES/MEMBERSHIPS	4,000.00	1,777.50	44%	1,000.00	911.50	91%				8,300.00	4,560.00
BUILDING EXPENSE	3,000.00	1,290.08	43%	4,500.00	892.86	20%	250.00			15,200.00	12,114.72
STREET REPAIR										195,000.00	7,357.91
ACCOUNTING FEES	17,160.00	10,146.20	59%	14,520.00	8,606.20	59%	5,280.00	3,080.00	58%	66,542.00	39,172.40
AUDITING FEES	10,800.00	10,800.00	100%	10,800.00	10,800.00	100%	3,600.00	3,600.00	100%	40,368.00	40,000.00
TRAINING/EDUCATION	800.00	100.00	13%	800.00		0%				3,600.00	2,240.60
WATER AND SEWER	750.00	419.31	56%	800.00	280.25	35%				70,750.00	32,450.14
TECH SUPPORT - INCODE	11,065.05	11,065.05	100%	9,484.00	9,484.00	100%	3,793.74	3,793.74	100%	31,614.13	31,614.13
OTHER EXPENSE/SEE ATTACHED	345,700.00	272,903.29	79%	253,750.00	42,514.93	17%	103,050.00	35,417.68	34%	1,311,263.47	622,804.50
EQUIPMENT LEASE/RENTAL	4,000.00	821.35	21%	2,500.00	821.37	33%				10,900.00	4,106.77
CAPITAL OUTLAY/OTHER	113,807.80	75,045.82	66%	137,545.82	75,045.82	55%				274,530.46	166,768.48
INTEREST	31,615.00	16,070.71	51%							31,615.00	16,070.71
TRANSFERS OUT										377,623.80	-
										-	
TOTAL EXPENSES	1,152,986.48	760,676.01	66%	974,695.87	512,857.40	53%	195,985.15	100,086.76	51%	4,694,177.18	2,397,302.05
REVENUE	1,197,000.00	660,296.07	55%	825,000.00	437,188.67	53%	299,000.00	154,848.69	52%	4,272,044.64	2,048,623.00
EXPENDITURES	1,152,986.48	760,676.01	66%	974,695.87	512,857.40	53%	195,985.15	100,086.76	51%	4,694,177.18	2,396,127.54
PRINCIPAL PAYMENTS	37,000.00									37,000.00	-
										-	-
FACILITY FEE/SINKING FUND/LANDFILL CLOSURE FUND	45,835.00						84,000.00	41,968.27		129,835.00	-
(USE OF) OR INCREASE IN FUND BALANCE	(38,821.48)	(100,379.94)		(149,695.87)	(75,668.73)		19,014.85	12,793.66		(588,967.54)	(348,679.05)

**CITY OF PORTOLA
2024-2025
OTHER EXPENSES**

OTHER EXPENSE	AMENDED	AS OF 1-31	%
GENERAL FUND (100)			
ARPA PROJECTS	75,400.00	59,391.80	79%
BANK CHARGES	2,300.00	604.05	26%
BRIDGE	199,442.47	73,130.61	37%
WILLIAMS HOUSE WEB PAGE	550.00	237.51	43%
CODE ENFORCEMENT - AVA	25,000.00	19,082.50	76%
ELECTION SUPPLIES	6,000.00	-	
EMERGENCY MANAGEMENT		2,203.94	
EVENTS - MISC	1,000.00		
LAFCO	50,021.00	50,021.00	100%
LEGAL - OTHER		1,316.00	
MEDICAL AND PHYSICALS	200.00		
MUSIC IN THE PARK	9,000.00	6,823.25	76%
POOL CONCESSION SUPPLIES		435.40	
PUBLIC RECORDS REQUESTS		11,776.90	
REFUSE COLLECTION	3,850.00	1,356.36	35%
SHERIFF CONTRACT	130,000.00		0%
TAX ADMINISTRATION FEES	7,000.00	700.00	10%
UNIFORMS	1,000.00	276.01	
WILLIAMS HOUSE REPAIR	3,000.00	1,744.86	58%
WOODSTOVE CHANGEOUT			
TOTAL	513,763.47	229,100.19	45%
GAS TAX SECTION 2107/2107.5 (FUND 207)			
STREET LIGHTING	65,000.00	39,932.79	61%
TOTAL	65,000.00	39,932.79	61%
SNOW REMOVAL (FUND 208)			
PRIVATE CONTRACTORS	30,000.00	-	0%
PROPERTY DAMAGE		2,935.62	
TOTAL	30,000.00	2,935.62	10%

**CITY OF PORTOLA
2024-2025
OTHER EXPENSES**

OTHER EXPENSE	AMENDED	AS OF 1-31	%
STIP (216)			
WATER FUND (710)			
COMMUNICATION EXPENSE	400.00	117.26	29%
EQUIPMENT RENTAL		17,475.24	
LAKE DAVIS WTP	79,300.00	54,151.19	68%
PERMIT FEES	6,000.00	1,773.13	30%
REFUSE COLLECTION	3,000.00	647.36	22%
TESTING WATER	12,000.00	6,078.65	51%
WATER CHEMICALS	20,000.00	2,750.23	14%
WATER LINE REPAIRS	65,000.00	44,032.70	68%
WATER METERS	30,000.00	3,307.10	11%
WATER PURCHASE	130,000.00	142,570.43	110%
	-	-	
TOTAL	345,700.00	272,903.29	79%
SEWER FUND (720)			
EMERGENCY MANAGEMENT			
MEDICAL PHYSICALS	750.00		0%
PERMIT FEES	15,000.00	11,056.00	74%
REFUSE COLLECTION	3,000.00	1,319.94	44%
SEWER CHEMICALS	65,000.00	1,651.62	0%
SEWER LINE REPAIRS	20,000.00	12,095.96	60%
SYSTEM MAINT/SEWER POND	125,000.00	4,950.46	4%
TESTING SEWER	25,000.00	11,440.95	46%
TOTAL	253,750.00	42,514.93	17%
SOLID WASTE (730)			
PERMIT FEES	35,000.00	28,864.00	82%
POST-CLOSURE CARE COSTS	20,000.00	1,372.50	7%
TESTING AND REPORTING LANDFILL	45,050.00	5,181.18	12%
SB 1383 GRANT EXPENDITURES	3,000.00		0%
TOTAL	103,050.00	35,417.68	34%

**CITY OF PORTOLA
2024-2025
OTHER EXPENSES**

CAPITAL OUTLAY/ OTHER	AMENDED	AS OF 1-31	%
GENERAL FUND (100)			
TOTAL	-	-	
SPECIAL REVENUE FUNDS			
FUND 208			
BACKHOE	16,676.84	16,676.84	100%
TOTAL	16,676.84	16,676.84	100%
WATER FUND			
SCADA SYSTEM UPGRADE	25,000.00		
ROCK SCREEN	7,500.00		
SEA CONTAINERS	3,000.00		
BACKHOE	75,045.82	75,045.82	100%
TOTAL	110,545.82	75,045.82	68%
SEWER FUND			
SCADA SYSTEM UPGRADE	25,000.00	-	
SEWER BYPASS PUMP	20,000.00		
ROCK SCREEN	7,500.00		
SEA CONTAINERS	3,000.00		
FLOW METER	7,000.00		
BACKHOE	75,045.82	75,045.82	100%
TOTAL	137,545.82	75,045.82	55%
SOLID WASTE FUND			
RESERVES			
GENERAL FUND			
TRAFFIC IMPACT FEES			
WATER FUND			
FACILITY FEES RESERVE			
LD WTP MAINTENANCE RESERVE	45,835.00		0
SEWER FUND			
WASTEWATER CAPITAL RESERVE FUND			
FACILITY FEES RESERVE			

2025-2026 Budget Schedule

Council-Staff Goal Setting	** March 5 3:30
Budget Worksheets to staff	March 5
Current Level of service Budgets due from staff	March 26
Staff - Evaluation of Current Level of Service Budget	March 27- April 23
New Project – Capital Project Requests due from City Staff	April 2
Public Comment to City Council re: Budget Preparation	** March 26
Public Comment to City Council re: Budget Preparation	** April 9
Draft of Year 2025-2026 Budget Delivered to City Council for Review	May 1
City Council Budget Work Sessions/Presentations by Staff	** May 7 3:30 pm
Proposed 2025-2026 FY Budget Submitted to City Council And Filed with City Clerk for Public Review	June 5
2025-2026 FY Proposed Budget, Public Hearing	** June 11
City Council Adopts Final 2025-2026 Fiscal Year Budget	** June 25

Note: (**) denotes City Council involvement in budget review process