



Finance and Administration Committee

AGENDA

Finance and Administration Committee – Special Meeting

May 14, 2025 03:00 PM

35 Third Ave, Portola, CA 96122

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

Mayor Jim Murphy • Councilmember Pat Morton

REASONABLE ACCOMMODATIONS

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 on the online agenda by clicking on the "comment" section next to each agenda item listed below. 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. 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. Independent audit provider quote for years 2026-2028

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

Discuss the attached quote provided by Clifton Larson Allen LLP for independent auditing services.

4. Adjournment



CliftonLarsonAllen LLP
CLAconnect.com

April 22, 2025

Susan Scarlett
City of Portola, California
35 Third Ave
Portola, CA 96122

Dear Susan:

Thank you for the opportunity to continue to serve the City of Portola (the City) as your independent audit provider for the years ended June 30, 2026, 2027 and 2028. Over the years, our partnership has been built on a foundation of trust, professionalism, and a shared commitment to excellence. We have thoroughly enjoyed working with your team and are confident that our continued collaboration will continue to enhance our partnership.

Based on our understanding of the City and its operations, we propose fees of \$43,500, \$45,000 and \$46,500 for the years ended June 30, 2026, 2027 and 2028, respectively. The quoted fees include the audit of the basic Financial Statements of the City, calculation of the City's Pension Liability based on CalPERS GASB 68 Cost-Sharing Accounting Valuation Report and the GANN Appropriations Limit agreed upon procedures. The table below breaks down the cost by deliverable.

	JUNE 30, 2026	JUNE 30, 2027	JUNE 30, 2028
AUDIT OF THE CITY' S BASIC FINANCIAL STATEMENTS	\$41,500	\$43,000	\$44,500
CACULATION OF THE CITY'S PENSION LIABILITY BASED ON CALPERS GASB 8 COST-SHARING ACCOUNTING VALUATION REPORT	\$1,250	\$1,250	\$1,250
GANN APPROPRIATIONS LIMIT AGEED UPON PROCEDURES	\$750	\$750	\$750
TOTAL	\$43,500	\$45,000	\$46,500

At CLA, we are committed to a transparent and predictable pricing structure. We limit annual fee increases and adopt a no-surprises approach. This means that you can expect consistent and reliable pricing without unexpected changes. Our goal is to provide exceptional service while maintaining the highest standards of integrity and professionalism. Our fixed-fee quote is designed with an understanding that:

- City personnel will provide documents and information requested in a timely fashion.
- City information will be available in September to begin testwork, or at an agreed upon date.
- The operations of the City do not change significantly.
- There are no significant changes to the scope, including no significant changes in auditing, accounting, or reporting requirements.

Thank you again for this opportunity and please contact us if we can provide additional information on our firm or our proposal.

Sincerely,

CliftonLarsonAllen LLP



Brianne Wiese, CPA
Principal
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