



City of Portola  
**AGENDA**

**Regular Meeting**  
**May 28, 2025 06:00 PM**  
**35 Third Ave, Portola, CA 96122**  
<https://www.cityofportola.com/>

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 and make comment during the meeting, should attend the meeting in-person.

Any person desiring to address the City Council or any committee, commission or agency under the jurisdiction of the City Council, on any item not on the agenda may do so during public comment period. Public comment during the meeting will be accepted in person only.

Public Comment can be made 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
- B. Pledge of Allegiance

**2. Public Comments**

☒ **Discussion**  [Comment](#)

This section is intended to provide members of the public with an opportunity to comment on any

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

### 3. City Communications

☒ Discussion  [Comment](#)

A. City Council Communications

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

C. Staff Communications

D. 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. 2614. The resolution authorizes payment of payroll from May 3rd, 2025 through May 16th, 2025 and accounts payable from May 15th, 2025 through May 28th, 2025

The amount of payroll to be paid is \$34,040.27.

The amount of accounts payable to be paid is \$157,015.07.

The total amount to be paid is \$191,055.34.

B. Minutes

Adopt the minutes of the May 14th, 2025 Regular City Council Meeting.

Adopt the minutes of the May 14th, 2025 Budget Workshop Special Meeting.

### 5. Ordinance No. 363: Designate Fire Hazard Severity Zones

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

Adoption of Ordinance No. 363 Fire Hazard Severity Zones as recommended by the California Department of Forestry and Fire Protection pursuant to Government Code Section 51178.

### 6. Consider Resolution 2613 Project List in Consideration of SB-1 the Road Repair and Accountability Act.

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

Staff will present Resolution No. 2613 to the council. Resolution No. 2613 establishes a list of projects to be considered for funding from the Road Maintenance and Rehabilitation account (RMRA), created by SB 1. The California Transportation Commission (CTC) has reviewed this resolution as part of the process required and approved the version presented to City Council.

#### **7. 2025 Pool Season Schedule & Fees**

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

Staff will present the schedule & proposed fees for the pool for the 2025 season.

#### **8. Adjournment**

**RESOLUTION NO. 2614**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORTOLA  
AUTHORIZING PAYMENT OF CLAIMS FOR PAYROLL FOR THE PERIOD  
MAY 3<sup>rd</sup>, 2025, THROUGH MAY 16<sup>th</sup>, 2025 AND ACCOUNTS PAYABLE FROM  
MAY 15<sup>th</sup>, 2025, THROUGH MAY 28<sup>th</sup>, 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.

<b>Check Nos:</b>	<b>Amount</b>
47016-47045	\$157,015.07
N/A	<b>VOID</b>
<b>Total Accounts Payable</b>	<b>\$157,015.07</b>
<b>Payroll:</b>	
<b>May 3<sup>rd</sup>, 2025-May 16<sup>th</sup>, 2025</b>	\$34,040.27
<b>Total Payroll</b>	
<b>Total Claims</b>	<b>\$191,055.34</b>

**PASSED, APPROVED AND ADOPTED** this 28<sup>th</sup> day of May 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 May 28th, 2025.

\_\_\_\_\_  
Malachi Mansfield, Deputy City Clerk

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1	MOUNTAIN HARDWARE& SPORTS							
	I-202505153410 EGO	R	5/15/2025			047016		
	100 311-600.91 GRANT EXPENDITURES	EGO EQUIPMENT		39,275.90				39,275.90
0005	AIRGAS, INC.							
	I-202505153384 AIRGAS, INC.	R	5/28/2025			047017		
	710 311-600.07 EQUIPMENT REPAIR/MAINTENANCE	ACETLENE / OXYGEN		128.85				
	720 311-600.07 EQUIPMENT REPAIR/MAINTENANCE	ACETLENE / OXYGEN		128.85				
	710 311-600.07 EQUIPMENT REPAIR/MAINTENANCE	ALUMINUM		53.40				
	710 311-600.08 VEHICLE REPAIR & MAINTENANCE	ALUMINUM		53.40				
	710 311-600.06 MATERIALS AND SUPPLIES	NITROGEN		99.00				463.50
0015	AMERIGAS							
	I-202505153385 AMERIGAS	R	5/28/2025			047018		
	100 411-600.04 GAS AND ELECTRIC	PROPANE		577.17				577.17
0023	AT&T CALNET 3							
	I-202505213417 AT&T CALNET 3	R	5/28/2025			047019		
	710 325-600.05 TELEPHONE	SCADA - LDWTP		31.94				
	710 311-600.05 TELEPHONE	SCADA		31.94				
	100 111-600.05 TELEPHONE	FAX		31.95				95.83
0039	BULLET INFORMATION TECHNOLOGY							
	I-202505203413 BULLET INFORMATION TECHNOLOGY	R	5/28/2025			047020		
	710 311-600.18 PROFESSIONAL SERVICES	IT SERVICES		540.00				
	720 311-600.18 PROFESSIONAL SERVICES	IT SERVICES		540.00				
	100 111-600.18 PROFESSIONAL SERVICES	IT SERVICES		540.00				
	100 411-600.18 PROFESSIONAL SERVICES	IT SERVICES		455.00				2,075.00
0078	ENCOMPASS							
	I-202505213419 ENCOMPASS	R	5/28/2025			047021		
	100 111-600.06 MATERIALS AND SUPPLIES	XEROX COPIES		31.15				
	100 113-600.06 MATERIALS AND SUPPLIES	XEROX COPIES		31.15				
	710 311-600.06 MATERIALS AND SUPPLIES	XEROX COPIES		20.76				
	720 311-600.06 MATERIALS AND SUPPLIES	XEROX COPIES		20.76				103.82
0105	INTERMOUNTAIN DISPOSAL							
	I-202505153389 INTERMOUNTAIN DISPOSAL	R	5/28/2025			047022		
	710 311-600.94 REFUSE COLLECTION	DELLEKER TRANSFER ST		14.67				
	720 311-600.94 REFUSE COLLECTION	DELLEKER TRANSFER ST		14.68				29.35
0111	JEFFERSON SUPPLY COMPANY							
	I-202505153388 JEFFERSON SUPPLY COMPANY	R	5/28/2025			047023		
	207 315-600.06 MATERIALS AND SUPPLIES	SHOVEL		22.51				
	720 311-600.07 EQUIPMENT REPAIR/MAINTENANCE	SUMP PUMP		198.41				
	720 311-600.76 LINE REPAIR	VARIOUS PARTS		3,773.17				3,994.09

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
0133	LIBERTY UTILITIES							
I-202505203416	LIBERTY UTILITIES	R	5/28/2025			047024		
100 311-600.04	GAS AND ELECTRIC	ELECTRIC		1,610.66				
100 413-600.04	GAS AND ELECTRIC	ELECTRIC		93.20				
100 414-600.04	GAS AND ELECTRIC	ELECTRIC		267.19				
100 411-600.04	GAS AND ELECTRIC	ELECTRIC		912.33				
207 213-600.41	STREET LIGHTING	ELECTRIC		542.22				
710 311-600.04	GAS AND ELECTRIC	ELECTRIC		591.16				
720 311-600.04	GAS AND ELECTRIC	ELECTRIC		1,580.53				5,597.29
0136	MANHARD CONSULTING							
I-202505153402	MANHARD CONSULTING	R	5/28/2025			047025		
100 117-600.18	PROFESSIONAL SERVICES	PROFESSIONAL PLANNIN		7,995.00				7,995.00
0148	NAPA SIERRA							
I-202505153392	NAPA SIERRA	R	5/28/2025			047026		
710 311-600.06	MATERIALS AND SUPPLIES	VARIOUS SUPPLIES		49.30				
208 317-600.42	STREET REPAIR	PROPANE		156.82				206.12
0159	OFFICE DEPOT							
I-202505153393	OFFICE DEPOT	R	5/28/2025			047027		
100 111-600.06	MATERIALS AND SUPPLIES	OFFICE SUPPLIES		11.45				
100 112-600.06	MATERIALS AND SUPPLIES	OFFICE SUPPLIES		2.86				
100 113-600.06	MATERIALS AND SUPPLIES	OFFICE SUPPLIES		11.45				
100 114-600.06	MATERIALS AND SUPPLIES	OFFICE SUPPLIES		2.86				
100 117-600.06	MATERIALS AND SUPPLIES	OFFICE SUPPLIES		2.86				
720 311-600.06	MATERIALS AND SUPPLIES	OFFICE SUPPLIES		11.45				
730 311-600.06	MATERIALS AND SUPPLIES	OFFICE SUPPLIES		2.86				
710 311-600.06	MATERIALS AND SUPPLIES	OFFICE SUPPLIES		11.47				57.26
0162	OPERATING ENGINEERS _PUBLIC EM							
I-202505213418	OPERATING ENGINEERS _PUBLIC EM	R	5/28/2025			047028		
100 113-510.01	PERSONNEL COSTS	HEALTH INS		299.62				
100 114-510.01	PERSONNEL COSTS	HEALTH INS		299.62				
100 311-510.01	PERSONNEL COSTS	HEALTH INS		749.05				
207 315-510.01	PERSONNEL COSTS	HEALTH INS		898.86				
208 317-510.01	PERSONNEL COSTS	HEALTH INS		1,797.72				
710 311-510.01	PERSONNEL COSTS	HEALTH INS		5,692.78				
720 311-510.01	PERSONNEL COSTS	HEALTH INS		4,494.30				
730 311-510.01	PERSONNEL COSTS	HEALTH INS		749.05				14,981.00
0173	PITNEY BOWES INC							
I-202505153396	PITNEY BOWES INC	R	5/28/2025			047029		
100 111-600.48	EQUIPMENT LEASE	XEROX LEASE		140.92				
100 113-600.48	EQUIPMENT LEASE	XEROX LEASE		140.93				
710 311-600.48	EQUIPMENT LEASE	XEROX LEASE		93.95				
720 311-600.48	EQUIPMENT LEASE	XEROX LEASE		93.95				469.75

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0185	PLUMAS SIERRA TELECOMMUNICAT							
I-202505203412	PLUMAS SIERRA TELECOMMUNICAT	R	5/28/2025			047030		
710 325-600.05	TELEPHONE		INTERNET SERVICES	70.00				
710 311-600.05	TELEPHONE		INTERNET SERVICES	59.50				
720 311-600.05	TELEPHONE		INTERNET SERVICES	59.50				
100 113-600.05	TELEPHONE		INTERNET SERVICES	11.90				
100 111-600.05	TELEPHONE		INTERNET SERVICES	34.01				
710 311-600.05	TELEPHONE		INTERNET SERVICES	30.00				
720 311-600.05	TELEPHONE		INTERNET SERVICES	30.00				
100 211-600.05	TELEPHONE		INTERNET SERVICES	5.95				
100 413-600.05	TELEPHONE		INTERNET SERVICES	7.14				
100 413-600.05	TELEPHONE		INTERNET SERVICES	119.00				427.00
0192	PURCHASE POWER - PITNEY BOWES							
I-202505153400	PURCHASE POWER - PITNEY BOWES	R	5/28/2025			047031		
100 111-600.02	POSTAGE		POSTAGE	502.78				
100 113-600.02	POSTAGE		POSTAGE	507.78				
710 311-600.02	POSTAGE		POSTAGE	502.78				
720 311-600.02	POSTAGE		POSTAGE	502.78				
730 311-600.02	POSTAGE		POSTAGE	497.76				2,513.88
0231	SUCCEED.NET							
I-202505153399	SUCCEED.NET	R	5/28/2025			047032		
100 112-601.04	CITY WEB PAGE		WEB HOSTING	42.50				
100 413-601.04	CITY WEB PAGE		WEB HOSTING	42.50				85.00
0235	SUSAN SCARLETT							
I-202505153403	SUSAN SCARLETT	R	5/28/2025			047033		
100 113-600.10	ACCOUNTING FEES		ACCOUNTING SERVICES	1,100.00				
207 315-600.10	ACCOUNTING FEES		ACCOUNTING SERVICES	495.00				
208 317-600.10	ACCOUNTING FEES		ACCOUNTING SERVICES	495.00				
710 311-600.10	ACCOUNTING FEES		ACCOUNTING SERVICES	1,430.00				
720 311-600.10	ACCOUNTING FEES		ACCOUNTING SERVICES	1,430.00				
730 311-600.10	ACCOUNTING FEES		ACCOUNTING SERVICES	550.00				5,500.00
0256	USA BLUE BOOK INC							
I-202505153407	USA BLUE BOOK INC	R	5/28/2025			047034		
720 311-600.07	EQUIPMENT REPAIR/MAINTENANCE		SEWER DISCHARGING TO	2,614.97				2,614.97
0271	ZERO WASTE USA							
I-202505203415	ZERO WASTE USA	R	5/28/2025			047035		
100 414-600.06	MATERIALS AND SUPPLIES		WASTE BAGS	507.60				507.60

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
000029	COUNTRY BREEZE CLEANING							
I-202505153386	COUNTRY BREEZE CLEANING	R	5/28/2025			047036		
100 111-600.45	BUILDING EXPENSE	JANITORIAL SERVICE		133.33				
710 311-600.45	BUILDING EXPENSE	JANITORIAL SERVICE		133.33				
720 311-600.45	BUILDING EXPENSE	JANITORIAL SERVICE		133.34				400.00
000096	JACKSON LEWIS P.C.							
I-202505153401	JACKSON LEWIS P.C.	R	5/28/2025			047037		
100 111-601.16	LEGAL-OTHER	PROFESSIONAL SERVICE		106.50				106.50
1	MALACHI MANSFIELD							
I-202505153387	REIMBURSEMEN	R	5/28/2025			047038		
100 111-600.30	CONFERENCE/TRAVEL	REIMBURSEMENT - TRAV		508.28				508.28
000069	MARLIN LEASING CORP - PEAC							
I-202505203414	MARLIN LEASING CORP - PEAC	R	5/28/2025			047039		
100 111-600.48	EQUIPMENT LEASE	XEROX LEASE		139.01				
100 113-600.48	EQUIPMENT LEASE	XEROX LEASE		139.01				
710 311-600.48	EQUIPMENT LEASE	XEROX LEASE		92.67				
720 311-600.48	EQUIPMENT LEASE	XEROX LEASE		92.68				463.37
000098	MDK,LLC WESTERN ENVIRONMENTA							
I-202505153408	MDK,LLC WESTERN ENVIRONMENTA	R	5/28/2025			047040		
710 311-600.51	TESTING	LABS/ TESTING		239.59				
720 311-600.51	TESTING	LABS/ TESTING		3,366.10				3,605.69
000048	PACE ENGINEERING INC							
I-202505153395	PACE ENGINEERING INC	R	5/28/2025			047041		
720 311-600.18	PROFESSIONAL SERVICES	ENGINEERING SERVICES		6,011.00				6,011.00
0183	PLUMAS SANITATION, INC							
I-202505153394	PLUMAS SANITATION, INC	R	5/28/2025			047042		
710 325-600.18	PROFESSIONAL SERVICES	PLUMAS SANITATION, I		1,000.00				1,000.00
1	SCOTT SAMPO							
I-202505153404	SNOW EQUIPMENT	R	5/28/2025			047043		
208 317-600.07	EQUIPMENT REPAIR/MAINTENANCE	SNOW PLOW		3,000.00				3,000.00
000083	TCE SOLUTIONS							
I-202505153405	TCE SOLUTIONS	R	5/28/2025			047044		
100 212-600.95	CODE ENFORCEMENT	CODE ENF TRAINING		1,280.00				1,280.00
0255	USDA RURAL DEVELOPMENT							
I-202505153406	USDA RURAL DEVELOPMENT	R	5/28/2025			047045		
710 520-800.01	PRINCIPAL EXPENSE	LOAN		37,000.00				
710 520-800.02	INTEREST EXPENSE	LOAN		16,070.70				53,070.70



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
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* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	30	157,015.07	0.00	157,015.07
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0 VOID DEBITS	0.00		
	VOID CREDITS	0.00	0.00	

TOTAL ERRORS: 0

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

G/L ACCOUNT	NAME	AMOUNT
100 111-600.02	POSTAGE	502.78
100 111-600.05	TELEPHONE	65.96
100 111-600.06	MATERIALS AND SUPPLIES	42.60
100 111-600.18	PROFESSIONAL SERVICES	540.00
100 111-600.30	CONFERENCE/TRAVEL	508.28
100 111-600.45	BUILDING EXPENSE	133.33
100 111-600.48	EQUIPMENT LEASE	279.93
100 111-601.16	LEGAL-OTHER	106.50
100 112-600.06	MATERIALS AND SUPPLIES	2.86
100 112-601.04	CITY WEB PAGE	42.50
100 113-510.01	PERSONNEL COSTS	299.62
100 113-600.02	POSTAGE	507.78
100 113-600.05	TELEPHONE	11.90
100 113-600.06	MATERIALS AND SUPPLIES	42.60
100 113-600.10	ACCOUNTING FEES	1,100.00
100 113-600.48	EQUIPMENT LEASE	279.94
100 114-510.01	PERSONNEL COSTS	299.62
100 114-600.06	MATERIALS AND SUPPLIES	2.86
100 117-600.06	MATERIALS AND SUPPLIES	2.86
100 117-600.18	PROFESSIONAL SERVICES	7,995.00
100 211-600.05	TELEPHONE	5.95
100 212-600.95	CODE ENFORCEMENT	1,280.00
100 311-510.01	PERSONNEL COSTS	749.05
100 311-600.04	GAS AND ELECTRIC	1,610.66
100 311-600.91	GRANT EXPENDITURES	39,275.90
100 411-600.04	GAS AND ELECTRIC	1,489.50
100 411-600.18	PROFESSIONAL SERVICES	455.00
100 413-600.04	GAS AND ELECTRIC	93.20
100 413-600.05	TELEPHONE	126.14



City of Portola  
Minutes  
Regular Meeting  
May 14, 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 Mikki Battaglia, Councilmember Pat Morton

Staff Present: City Manager Ryan Bonk, Finance Officer Susan Scarlet, City Attorney Steve Gross, Deputy City Clerk Malachi Mansfield

**B. Pledge of Allegiance**

Led by Mayor Jim Murphy

**2. Public Comments**

Public Comment:

Leann commented. Jennifer Condliff commented. Nick commented

**3. City Communications**

**A. City Council Communications**

Councilmember Turner: None

Councilmember Morton: None

Councilmember Battaglia: Councilmember Battaglia attended meetings for green waste disposal, Liberty Utilities, and Fire Safe Council.

Mayor Pro-Tem Powers: The next Transportation Committee meeting has been canceled.

Mayor Murphy: Attended a meeting with Truckee Councilmember Courtney Henderson, City Manager Ryan Bonk, and Deputy City Clerk Malachi Mansfield. Mayor Murphy plans to the Firetruck Dedication ceremony at William's House.

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

Beckwourth Peak Fire Protection District: None

Plumas County Sheriff: None

Northern Sierra Air Quality District: The 2018 TAG extension was approved. The 2015 TAG funding has been exhausted. Twenty-three bins for green waste have been distributed. Eighteen chimney vouchers have been given. Four wood stoves, two pellet stoves, and one propane stove have been changed.

C. Staff Communications

City Attorney: Response to allegations of vacancy on the City Council

Information Item: Minutes from the May 5th, 2025 City Manager for Planning Commission Meeting

D. City Manager Report

Plans for the Gulling Street Bridge Riprap are progressing. Public Works is working with the William's House for seasonal maintenance.

**4. Consent Agenda**

A. Claims:

Adopt Resolution No. 2611. The resolution authorizes payment of payroll from April 5th, 2025, through May 2nd, 2025, and payment of accounts payable from April 24th, 2025, through May 14th, 2025.

The amount of payroll to be paid is \$71,245.08.

The amount of accounts payable to be paid is \$120,909.48.

The total amount to be paid is \$192,154.56

B. Minutes:

Adopt the minutes from the April 23rd, 2025 Regular Meeting of the City Council.

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 Leah Turner  
Aye Councilmember Mikki Battaglia   Aye Councilmember Pat Morton

**5. Consider Ordinance No. 363: Designate Fire Hazard Severity Zones**

Public Comment: Jennifer Condliff commented

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 Leah Turner  
Aye Councilmember Mikki Battaglia   Aye Councilmember Pat Morton

**6. Consider Resolution 2610: Accept the Real Property and Parcel, Assessor Parcel Number 128-010-057**

Councilmember Morton moved to send the matter back to the County with a request that the property be tested for environmental contamination. Mayor Pro Tem Powers seconded the motion. The Council unanimously approved the motion. The resolution was not passed.

Public Comment: an anonymous person 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 Leah Turner**  
Aye **Councilmember Mikki Battaglia** Aye **Councilmember Pat Morton**

**7. Closed Session**

- A. Closed Session pursuant to Government Code Section 54957 – Public Employee Performance Evaluation

City Manager No Reportable Action

**8. Adjournment**

The Regular Meeting of the City Council adjourned at 7:16 PM.



City of Portola

Minutes

2025-2026 Budget Workshop- Special Meeting

May 14, 2025 03:30 PM

35 Third Ave, Portola, CA 96122

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

**1. Call to Order**

The meeting was called to order at 3:30 pm by Mayor Jim Murphy.

**A. Roll Call**

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

Staff Present: City Manager Ryan Bonk, Finance Officer Susan Scarlet, Director of Public Works Todd Roberts, Deputy City Clerk Malachi Mansfield

**2. Public Comments**

Public Comment: None

**3. Budget Workshop**

Finance Officer Susan Scarlet gave an overview of the current budgetary positions of the city.

Director of Public Works Todd Roberts gave comment on costs of a dedicated pavement rehabilitation crew and other public works projects and funding.

Public Comment: None

**4. 2025 Pool Fee Review**

City Manager Ryan Bonk discussed the current city pool fees, and the costs associated with operation of the city pool. Council provided feedback. Direction from the Council for proposed fees to be placed on the agenda at a regular meeting for consideration.

Public Comment: Jennifer Condliif

Mayor Jim Murphy motioned to approve. Councilmember Leah Turner seconded the motion.

The motion passed with the following vote:

5 In Favor 0 Opposed

0 Abstained 0 Absent 0 Recused

**5. Adjournment**

The meeting adjourned at 5:06 PM.

ORDINANCE NO. 363  
AN ORDINANCE OF THE CITY OF PORTOLA, COUNTY OF PLUMAS  
TO DESIGNATE FIRE HAZARD SEVERITY ZONES

The Council of the City of Portola, California, does ordain as follows:

**Section 1. Fire Hazard Severity Zones.** The City of Portola hereby designates the Fire Hazard Severity Zones as recommended by the California Department of Forestry and Fire Protection pursuant to Government Code Section 51178.

**Section 2. Map.** The map, attached hereto as Attachment 1 and entitled “City of Portola Fire Hazard Severity Zones” and dated January 22<sup>nd</sup>, 2025, is the official fire hazard severity zones map for the City of Portola and is hereby incorporated by reference. The official map is also located electronically on the following website: [www.cityofportola.com](http://www.cityofportola.com). The City Council may direct and authorize by resolution that the City post the official map on a different and/or additional website.

**Section 3. CEQA.** The City Council finds the approval of this Ordinance is not subject to the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly. Alternatively, the City Council finds the approval of this ordinance is not a project under CEQA Regulation Section 15061(b)(3) because it has no potential for causing a significant effect on the environment.

**Section 4. Enactment.** This Ordinance shall be effective thirty (30) days from the date of its passage and adoption by the City Council.

**Section 5. Summary Publication and Posting.** Within thirty (30) days after final adoption of this Ordinance, the Deputy City Clerk shall have a summary of this Ordinance prepared and published as required by the California Government Code. Within fifteen (15) days after final adoption of this Ordinance, the Deputy City Clerk shall have it posted in three (3) public places. This Ordinance was introduced, and the second reading was waived at a Regular Meeting of the City Council of the City of Portola duly held on May 14<sup>th</sup>, 2025.

This Ordinance was passed and adopted at the Regular Meeting of the City Council of the City of Portola duly held on May 28<sup>th</sup>, 2025 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

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Deputy City Clerk, Malachi Mansfield

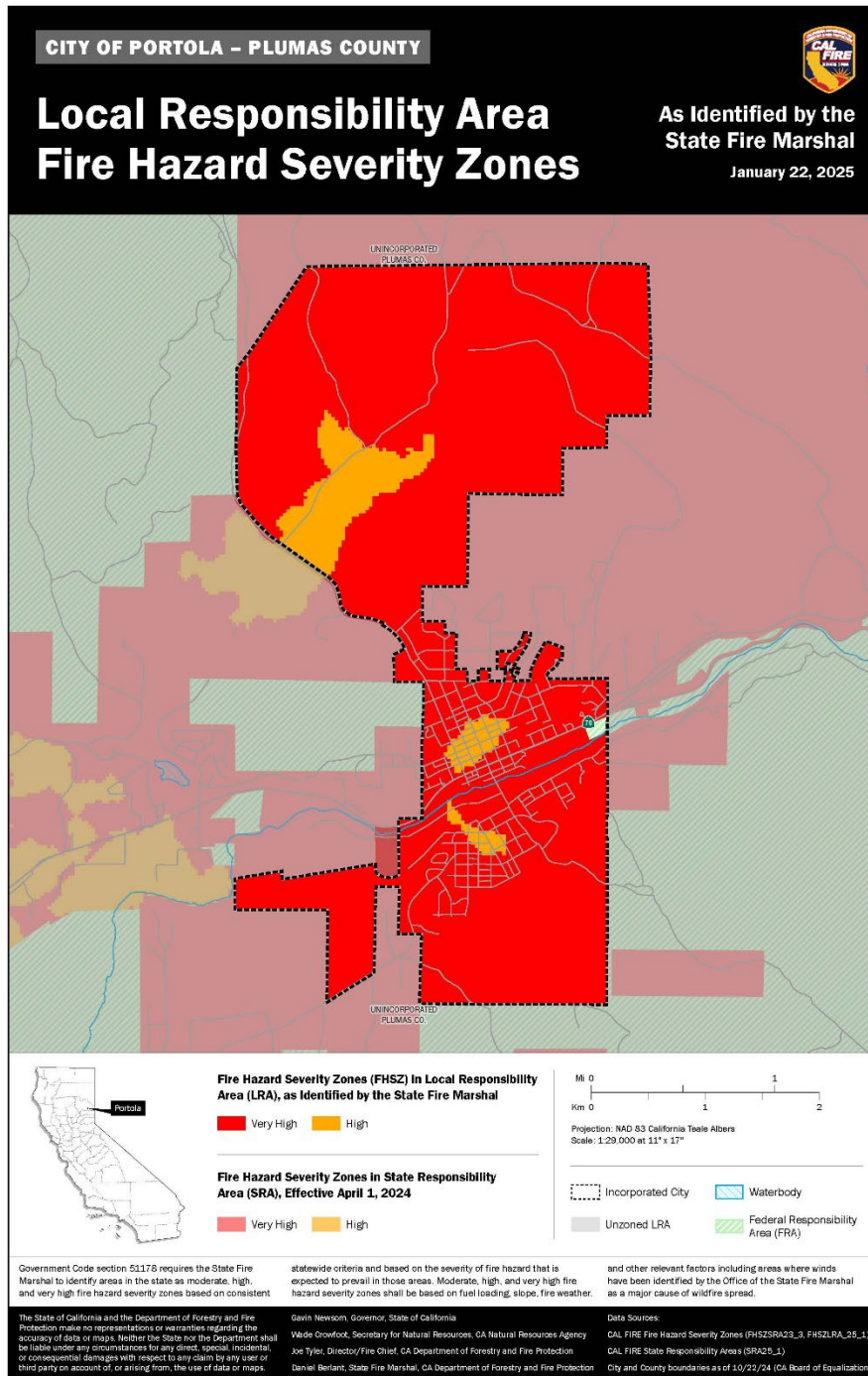
I, Malachi Mansfield, Deputy City Clerk of the City of Portola, do hereby certify that the foregoing Ordinance was duly and regularly passed and adopted by the City Council of the City of Portola at a Regular Meeting held on May 28<sup>th</sup>, 2025.

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Malachi Mansfield, Deputy City Clerk

## Attachment 1

### City of Portola Fire Hazard Severity Zones January 22<sup>nd</sup> 2025





## **RESOLUTION NO. 2613**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORTOLA ADOPTING A LIST OF PROJECTS FOR FISCAL YEAR 2025-26 FUNDED BY SB 1:**

#### **THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017**

**WHEREAS**, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017 in order to address the significant multi-modal transportation funding shortfalls statewide; and

**WHEREAS**, SB 1 includes accountability and transparency provisions that will ensure the residents of the City of Portola are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

**WHEREAS**, the City of Portola must adopt a list of all projects proposed to receive funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

**WHEREAS**, the City of Portola, will receive an estimated \$55,386 in RMRA funding in Fiscal Year 2025-26 from SB 1; and

**WHEREAS**, this is the 9<sup>th</sup> year in which the City of Portola is receiving SB 1 funding and will enable the City of Portola to continue essential road maintenance and rehabilitation projects, safety improvements, repairing and replacing aging bridges, and increasing access and mobility options for the traveling public that would not have otherwise been possible without SB 1; and

**WHEREAS**, the City of Portola has undergone a robust public process to ensure public input into our community's transportation priorities/the project list; and

**WHEREAS**, the City of Portola used a Pavement Management System to develop the SB 1 project list to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the community's priorities for transportation investment; and

**WHEREAS**, the funding from SB 1 will help the City of Portola maintain and rehabilitate a portion of the main access to City public facilities this year and likely similar projects into the future; and

**WHEREAS**, the 2022 California Statewide Local Streets and Roads Needs Assessment found that the Plumas County streets and roads are in a "at risk" condition and this revenue will help us increase the overall quality of our road system and over the next decade will bring our streets and roads into a good risk condition; and

**WHEREAS**, the SB 1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets infrastructure, and using cutting-edge technology, materials and practices, will have significant positive co-benefits statewide.

**NOW, THEREFORE IT IS HEREBY RESOLVED, ORDERED AND FOUND** by the City Council of the City of Portola, County of Plumas, State of California, as follows:

1. The foregoing recitals are true and correct.
2. The following list of newly proposed projects will be funded in-part or solely with Fiscal Year 2025-26 Road Maintenance and Rehabilitation Account revenues:

**Project Title: Middle Fork Feather River Bridge Rehabilitation**

Project Description: The bridge has a history of exposed and undermined spread footings at Pier 3. Recent Caltrans Under Water Inspection (UWI) reported additional undermining of the spread footing at Pier #3 (Caltrans numbering convention). Settlement monitoring has been initiated, and a comprehensive rehabilitation evaluation is underway. Rehabilitation may include scour protection at Pier 3, deck repair or replacement, seismic and structural retrofits, safety upgrades to the bridge railings, and potential channel modifications to improve hydraulic capacity and flow alignment.

Project Location: South Gulling Street over the Middle Fork Feather River

Estimated Project Schedule: Start 07/2025. Complete estimate is 11/2030.

Estimated Project Useful Life: minimum 2 -5 years.

**Project Title: North and South City Neighborhood Rehabilitation Projects**

Project Description: Road repair and rehabilitation (including pavement grinding, patch resurfacing and pothole repair)

Project Location: North and South City Neighborhood, locations are not yet final.

Estimated Project Schedule: Start 07/2025. Completion estimate is 11/2025 component being funded with RMRA funds.

Estimated Project Useful Life: 2 -5 years.

**PASSED, APPROVED AND ADOPTED** by the Portola City Council, State of California, this this 28th day of May, 2025 by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_

MAYOR, Jim Murphy

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 meeting thereof held on May 28th, 2025

\_\_\_\_\_  
Malachi Mansfield, Deputy City Clerk



**MEETING DATE:** May 28, 2025

**FROM:** Ryan Bonk

**RE:** 2025 Pool Season Schedule & Fees

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## **BACKGROUND:**

In preparation for the 2025 pool season, the staff has reviewed the operating schedule as well as the schedule of fees for services offered.

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## **EXECUTIVE SUMMARY:**

### **Item 1: Schedule**

The proposed operating schedule is similar to last year. The full details of the proposed schedule are attached to this staff report for consideration.

***Opening Day:*** Saturday 06/14/2025

### **Item 2: Fees**

The operation of the pool has historically incurred a deficit covered by use of the general fund. In addition, the macroeconomic conditions have increased operational costs. Factors such as inflation and employee compensation have added additional pressure to the deficit.

In order to absorb some of these pressures, the staff has analyzed our current pool fees. From the analysis, staff believes that the 2025 pool rates should be increased.

Attached to this staff report are the proposed rates.

### **Item 3: C. Roy Carmichael Elementary School Request**

The parent-teacher association has inquired about the City providing a "buy one get one" daily swim pass for roughly 350 students. The PTA is looking to provide these passes in their end of the school year program for the students.

---

## **FISCAL IMPACT:**

### **Item 1: Schedule**

There is no financial impact as the schedule proposed is similar to last year.

## **Item 2: Fees**

The fiscal impact to keeping the pool rates the same is that the use of general fund balance for operating the pool will likely increase. The financial impact to adjusting the pool rates for macroeconomic conditions is that the use of general fund balance for operating the pool could decrease.

## **Item 3: C. Roy Carmichael Elementary School Request**

The financial impact of offering "buy one get one" daily public swim passes for the C. Roy Carmichael Elementary School PTA is negligible as this will not impact the pool operation. The pool will already be open. There is a potential positive financial impact in that increased use might result in increased concession purchases. There is also the potential positive financial impact that agreement to this request would result in the purchase of roughly 175 daily passes that may otherwise not be purchased.

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## **RECOMMENDATION:**

### **Item 1: Schedule**

Staff recommends that the City Council approve of the proposed schedule for the upcoming season.

### **Item 2: Fees**

Staff recommends that the City Council review, discuss, and adjust proposed rates, if needed, to approve final rates for the season.

### **Item 3: C. Roy Carmichael Elementary School Request**

Staff recommends that the City Council consider approval of the "buy one get one" daily public swim passes for the C. Roy Carmichael Elementary School PTA.

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## **ATTACHMENTS:**

- A. 2025 POOL SCHEDULE - POOL OPERATIONAL HOURS
- B. 2025 POOL FEES

## 2025 POOL OPERATING HOURS

	Group Session 1 Schedule						
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:30-8:00 am	Reserved for parties	Opening Duties 7:30-8am	Opening Duties 7:30-8am	Opening Duties 7:30-8am	Opening Duties 7:30-8am	Opening Duties 7:30-8am	
8:00 AM		Adult Only Lap Swim 8-9am	Adult Only Lap Swim 8-9am	Adult Only Lap Swim 8-9am	Adult Only Lap Swim 8-9am	Adult Only Lap Swim 8-9am	
8:30 AM							
9:00 AM		Swim Team Practice 9-10am	Swim Team Practice 9-10am	Swim Team Practice 9-10am	Swim Team Practice 9-10am	Swim Team Practice 9-10am	
9:30 AM							
10:00 AM	Party Slot 10am-12pm	Group Session 1 Levels 3 & 4 10-10:30 am	Group Session 1 Levels 3 & 4 10-10:30 am	Group Session 1 Levels 3 & 4 10-10:30 am	Group Session 1 Levels 3 & 4 10-10:30 am	Group Session 1 Levels 3 & 4 10-10:30 am	Party Slot 10am-12pm
10:30 AM		Levels 1 & 2 10:30-11 am	Levels 1 & 2 10:30-11 am	Levels 1 & 2 10:30-11 am	Levels 1 & 2 10:30-11 am	Levels 1 & 2 10:30-11 am	
11:00 AM		Levels 3 & 4 11-11:30 am	Levels 3 & 4 11-11:30 am	Levels 3 & 4 11-11:30 am	Levels 3 & 4 11-11:30 am	Levels 3 & 4 11-11:30 am	
11:30 AM		Levels 1 & 2 11:30-12pm Opening Duties Public Swim 11:30-12pm	Levels 1 & 2 11:30-12pm Opening Duties Public Swim 11:30-12pm	Levels 1 & 2 11:30-12pm Opening Duties Public Swim 11:30-12pm	Levels 1 & 2 11:30-12pm Opening Duties Public Swim 11:30-12pm	Levels 1 & 2 11:30-12pm Opening Duties Public Swim 11:30-12pm	Opening Duties 11:30-12pm
12:00 PM	Party Slot 12pm-2pm	Public Swim 12pm-5pm	Public Swim 12pm-5pm	Public Swim 12pm-5pm	Public Swim 12pm-5pm	Public Swim 12pm-5pm	Public Swim 12pm-5pm
12:30 PM							
1:00 PM							
1:30 PM							
2:00 PM	Party Slot 2pm-4pm						
2:30 PM							
3:00 PM							
3:30 PM							
4:00 PM	Party Slot 4pm-6pm						
4:30 PM							
5:00 PM		Group Session 1 Levels 1 & 2 5-5:30pm	Group Session 1 Levels 1 & 2 5-5:30pm	Group Session 1 Levels 1 & 2 5-5:30pm	Group Session 1 Levels 1 & 2 5-5:30pm	Group Session 1 Levels 1 & 2 5-5:30pm	
5:30 PM		Levels 3 & 4 5:30-6pm & Parent/Child	Levels 3 & 4 5:30-6pm & Parent/Child	Levels 3 & 4 5:30-6pm & Parent/Child	Levels 3 & 4 5:30-6pm & Parent/Child	Levels 3 & 4 5:30-6pm & Parent/Child	Party Slot 5pm-7pm
6:00 PM		Water Aerobics 6-7pm	Water Aerobics 6-7pm	Water Aerobics 6-7pm	Water Aerobics 6-7pm	Water Aerobics 6-7pm	
6:30 PM							
7:00 PM		Swim Team Practice 7-8pm	Swim Team Practice 7-8pm	Swim Team Practice 7-8pm	Swim Team Practice 7-8pm	Swim Team Practice 7-8pm	
7:30 PM							
8:00 PM		Closing Duties 8-8:30pm	Closing Duties 8-8:30pm	Closing Duties 8-8:30pm	Closing Duties 8-8:30pm	Closing Duties 8-8:30pm	
8:30 PM							

	Private Session 1 Schedule						
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:30-8:00 am	Reserved for parties	Opening Duties 7:30-8am	Opening Duties 7:30-8am	Opening Duties 7:30-8am	Opening Duties 7:30-8am	Opening Duties 7:30-8am	
8:00 AM		Adult Only Lap Swim 8-9am	Adult Only Lap Swim 8-9am	Adult Only Lap Swim 8-9am	Adult Only Lap Swim 8-9am	Adult Only Lap Swim 8-9am	
8:30 AM							
9:00 AM		Swim Team Practice 9-10am	Swim Team Practice 9-10am	Swim Team Practice 9-10am	Swim Team Practice 9-10am	Swim Team Practice 9-10am	
9:30 AM							
10:00 AM	Party Slot 10am-12pm	Private Session 1 10-10:45 am	Private Session 1 10-10:45 am	Private Session 1 10-10:45 am	Private Session 1 10-10:45 am	Private Session 1 10-10:45 am	Party Slot 10am-12pm
10:45 AM							
10:45 AM		Private Session 1 10:45-11:30	Private Session 1 10:45-11:30	Private Session 1 10:45-11:30	Private Session 1 10:45-11:30	Private Session 1 10:45-11:30	
11:30 AM							Opening Duties 11:30-12pm
12:00 PM	Party Slot 12pm-2pm	Public Swim 12pm-5pm	Public Swim 12pm-5pm	Public Swim 12pm-5pm	Public Swim 12pm-5pm	Public Swim 12pm-5pm	Public Swim 12pm-5pm
12:30 PM							
1:00 PM							
1:30 PM							
2:00 PM	Party Slot 2pm-4pm						
2:30 PM							
3:00 PM							
3:30 PM							
4:00 PM	Party Slot 4pm-6pm						
4:30 PM							
5:00 PM							
5:30 PM		Private Session 1 5-5:45pm	Private Session 1 5-5:45pm	Private Session 1 5-5:45pm	Private Session 1 5-5:45pm	Private Session 1 5-5:45pm	Party Slot 5pm-7pm
6:00 PM		Water Aerobics 6-7pm	Water Aerobics 6-7pm	Water Aerobics 6-7pm	Water Aerobics 6-7pm	Water Aerobics 6-7pm	
6:30 PM							
7:00 PM		Swim Team Practice 7-8pm	Swim Team Practice 7-8pm	Swim Team Practice 7-8pm	Swim Team Practice 7-8pm	Swim Team Practice 7-8pm	
7:30 PM							
8:00 PM		Closing Duties 8-8:30pm	Closing Duties 8-8:30pm	Closing Duties 8-8:30pm	Closing Duties 8-8:30pm	Closing Duties 8-8:30pm	
8:30 PM							

	Group Session 2 Schedule						
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:30-8:00 am	Reserved for parties	Opening Duties 7:30-8am	Opening Duties 7:30-8am	Opening Duties 7:30-8am	Opening Duties 7:30-8am	Opening Duties 7:30-8am	
8:00 AM		Adult Only Lap Swim 8-9am	Adult Only Lap Swim 8-9am	Adult Only Lap Swim 8-9am	Adult Only Lap Swim 8-9am	Adult Only Lap Swim 8-9am	
8:30 AM							
9:00 AM		Swim Team Practice 9-10am	Swim Team Practice 9-10am	Swim Team Practice 9-10am	Swim Team Practice 9-10am	Swim Team Practice 9-10am	
9:30 AM							
10:00 AM	Party Slot 10am-12pm	Group Session 2 Levels 3 & 4 10-10:30 am	Group Session 2 Levels 3 & 4 10-10:30 am	Group Session 2 Levels 3 & 4 10-10:30 am	Group Session 2 Levels 3 & 4 10-10:30 am	Group Session 2 Levels 3 & 4 10-10:30 am	Party Slot 10am-12pm
10:30 AM		Levels 1 & 2 10:30-11 am	Levels 1 & 2 10:30-11 am	Levels 1 & 2 10:30-11 am	Levels 1 & 2 10:30-11 am	Levels 1 & 2 10:30-11 am	
11:00 AM		Levels 3 & 4 11-11:30 am	Levels 3 & 4 11-11:30 am	Levels 3 & 4 11-11:30 am	Levels 3 & 4 11-11:30 am	Levels 3 & 4 11-11:30 am	
11:30 AM		Levels 1 & 2 11:30-12pm Opening Duties Public Swim 11:30-12pm	Levels 1 & 2 11:30-12pm Opening Duties Public Swim 11:30-12pm	Levels 1 & 2 11:30-12pm Opening Duties Public Swim 11:30-12pm	Levels 1 & 2 11:30-12pm Opening Duties Public Swim 11:30-12pm	Levels 1 & 2 11:30-12pm Opening Duties Public Swim 11:30-12pm	Opening Duties 11:30-12pm
12:00 PM	Party Slot 12pm-2pm	Public Swim 12pm-5pm	Public Swim 12pm-5pm	Public Swim 12pm-5pm	Public Swim 12pm-5pm	Public Swim 12pm-5pm	Public Swim 12pm-5pm
12:30 PM							
1:00 PM							
1:30 PM							
2:00 PM	Party Slot 2pm-4pm						
2:30 PM							
3:00 PM							
3:30 PM	Party Slot 4pm-6pm						
4:00 PM							
4:30 PM							
5:00 PM		Group Session 2 Levels 1 & 2 5-5:30pm	Group Session 2 Levels 1 & 2 5-5:30pm	Group Session 2 Levels 1 & 2 5-5:30pm	Group Session 2 Levels 1 & 2 5-5:30pm	Group Session 2 Levels 1 & 2 5-5:30pm	
5:30 PM		Levels 3 & 4 5:30-6pm & Parent/Child	Levels 3 & 4 5:30-6pm & Parent/Child	Levels 3 & 4 5:30-6pm & Parent/Child	Levels 3 & 4 5:30-6pm & Parent/Child	Levels 3 & 4 5:30-6pm & Parent/Child	Party Slot 5pm-7pm
6:00 PM		Water Aerobics 6-7pm	Water Aerobics 6-7pm	Water Aerobics 6-7pm	Water Aerobics 6-7pm	Water Aerobics 6-7pm	
6:30 PM							
7:00 PM		Swim Team Practice 7-8pm	Swim Team Practice 7-8pm	Swim Team Practice 7-8pm	Swim Team Practice 7-8pm	Swim Team Practice 7-8pm	
7:30 PM							
8:00 PM		Closing Duties 8-8:30pm	Closing Duties 8-8:30pm	Closing Duties 8-8:30pm	Closing Duties 8-8:30pm	Closing Duties 8-8:30pm	
8:30 PM							



	Private Session 2 Schedule						
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:30-8:00 am	Reserved for parties	Opening Duties 7:30-8am	Opening Duties 7:30-8am	Opening Duties 7:30-8am	Opening Duties 7:30-8am	Opening Duties 7:30-8am	
8:00 AM		Adult Only Lap Swim 8-9am	Adult Only Lap Swim 8-9am	Adult Only Lap Swim 8-9am	Adult Only Lap Swim 8-9am	Adult Only Lap Swim 8-9am	
8:30 AM							
9:00 AM		Swim Team Practice 9-10am	Swim Team Practice 9-10am	Swim Team Practice 9-10am	Swim Team Practice 9-10am	Swim Team Practice 9-10am	
9:30 AM							
10:00 AM	Party Slot 10am-12pm	Private Session 2 10-10:45 am	Private Session 2 10-10:45 am	Private Session 2 10-10:45 am	Private Session 2 10-10:45 am	Private Session 2 10-10:45 am	Party Slot 10am-12pm
10:45 AM							
10:45 AM		Private Session 2 10:45-11:30	Private Session 2 10:45-11:30	Private Session 2 10:45-11:30	Private Session 2 10:45-11:30	Private Session 2 10:45-11:30	
11:30 AM							Opening Duties 11:30-12pm
12:00 PM	Party Slot 12pm-2pm	Public Swim 12pm-5pm	Public Swim 12pm-5pm	Public Swim 12pm-5pm	Public Swim 12pm-5pm	Public Swim 12pm-5pm	Public Swim 12pm-5pm
12:30 PM							
1:00 PM							
1:30 PM							
2:00 PM	Party Slot 2pm-4pm						
2:30 PM							
3:00 PM							
3:30 PM							
4:00 PM	Party Slot 4pm-6pm						
4:30 PM							
5:00 PM		Private Session 2 5-5:45pm	Private Session 2 5-5:45pm	Private Session 2 5-5:45pm	Private Session 2 5-5:45pm	Private Session 2 5-5:45pm	
5:30 PM							Party Slot 5pm-7pm
6:00 PM		Water Aerobics 6-7pm	Water Aerobics 6-7pm	Water Aerobics 6-7pm	Water Aerobics 6-7pm	Water Aerobics 6-7pm	
6:30 PM							
7:00 PM		Swim Team Practice 7-8pm	Swim Team Practice 7-8pm	Swim Team Practice 7-8pm	Swim Team Practice 7-8pm	Swim Team Practice 7-8pm	
7:30 PM							
8:00 PM		Closing Duties 8-8:30pm	Closing Duties 8-8:30pm	Closing Duties 8-8:30pm	Closing Duties 8-8:30pm	Closing Duties 8-8:30pm	
8:30 PM							

	Group Session 3 Schedule						
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:30-8:00 am	Reserved for parties	Opening Duties 7:30-8am	Opening Duties 7:30-8am	Opening Duties 7:30-8am	Opening Duties 7:30-8am	Opening Duties 7:30-8am	
8:00 AM		Adult Only Lap Swim 8-9am	Adult Only Lap Swim 8-9am	Adult Only Lap Swim 8-9am	Adult Only Lap Swim 8-9am	Adult Only Lap Swim 8-9am	
8:30 AM							
9:00 AM		Swim Team Practice 9-10am	Swim Team Practice 9-10am	Swim Team Practice 9-10am	Swim Team Practice 9-10am	Swim Team Practice 9-10am	
9:30 AM							
10:00 AM	Party Slot 10am-12pm	Group Session 3 Levels 3 & 4 10-10:30 am	Group Session 3 Levels 3 & 4 10-10:30 am	Group Session 3 Levels 3 & 4 10-10:30 am	Group Session 3 Levels 3 & 4 10-10:30 am	Group Session 3 Levels 3 & 4 10-10:30 am	Party Slot 10am-12pm
10:30 AM		Levels 1 & 2 10:30-11 am	Levels 1 & 2 10:30-11 am	Levels 1 & 2 10:30-11 am	Levels 1 & 2 10:30-11 am	Levels 1 & 2 10:30-11 am	
11:00 AM		Levels 3 & 4 11-11:30 am	Levels 3 & 4 11-11:30 am	Levels 3 & 4 11-11:30 am	Levels 3 & 4 11-11:30 am	Levels 3 & 4 11-11:30 am	
11:30 AM		Levels 1 & 2 11:30-12pm Opening Duties Public Swim 11:30-12pm	Levels 1 & 2 11:30-12pm Opening Duties Public Swim 11:30-12pm	Levels 1 & 2 11:30-12pm Opening Duties Public Swim 11:30-12pm	Levels 1 & 2 11:30-12pm Opening Duties Public Swim 11:30-12pm	Levels 1 & 2 11:30-12pm Opening Duties Public Swim 11:30-12pm	Opening Duties 11:30-12pm
12:00 PM	Party Slot 12pm-2pm	Public Swim 12pm-5pm	Public Swim 12pm-5pm	Public Swim 12pm-5pm	Public Swim 12pm-5pm	Public Swim 12pm-5pm	Public Swim 12pm-5pm
12:30 PM							
1:00 PM							
1:30 PM							
2:00 PM	Party Slot 2pm-4pm						
2:30 PM							
3:00 PM							
3:30 PM	Party Slot 4pm-6pm						
4:00 PM							
4:30 PM							
5:00 PM		Group Session 3 Levels 1 & 2 5-5:30pm	Group Session 3 Levels 1 & 2 5-5:30pm	Group Session 3 Levels 1 & 2 5-5:30pm	Group Session 3 Levels 1 & 2 5-5:30pm	Group Session 3 Levels 1 & 2 5-5:30pm	
5:30 PM		Levels 3 & 4 5:30-6pm & Parent/Child	Levels 3 & 4 5:30-6pm & Parent/Child	Levels 3 & 4 5:30-6pm & Parent/Child	Levels 3 & 4 5:30-6pm & Parent/Child	Levels 3 & 4 5:30-6pm & Parent/Child	Party Slot 5pm-7pm
6:00 PM		Water Aerobics 6-7pm	Water Aerobics 6-7pm	Water Aerobics 6-7pm	Water Aerobics 6-7pm	Water Aerobics 6-7pm	
6:30 PM							
7:00 PM		Swim Team Practice 7-8pm	Swim Team Practice 7-8pm	Swim Team Practice 7-8pm	Swim Team Practice 7-8pm	Swim Team Practice 7-8pm	
7:30 PM							
8:00 PM		Closing Duties 8-8:30pm	Closing Duties 8-8:30pm	Closing Duties 8-8:30pm	Closing Duties 8-8:30pm	Closing Duties 8-8:30pm	
8:30 PM							

	Private Session 3 Schedule						
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:30-8:00 am	Reserved for parties	Opening Duties 7:30-8am	Opening Duties 7:30-8am	Opening Duties 7:30-8am	Opening Duties 7:30-8am	Opening Duties 7:30-8am	
8:00 AM		Adult Only Lap Swim 8-9am	Adult Only Lap Swim 8-9am	Adult Only Lap Swim 8-9am	Adult Only Lap Swim 8-9am	Adult Only Lap Swim 8-9am	
8:30 AM							
9:00 AM		Swim Team Practice 9-10am	Swim Team Practice 9-10am	Swim Team Practice 9-10am	Swim Team Practice 9-10am	Swim Team Practice 9-10am	
9:30 AM							
10:00 AM	Party Slot 10am-12pm	Private Session 3 10-10:45 am	Private Session 3 10-10:45 am	Private Session 3 10-10:45 am	Private Session 3 10-10:45 am	Private Session 3 10-10:45 am	Party Slot 10am-12pm
10:45 AM		Private Session 3 10:45-11:30	Private Session 3 10:45-11:30	Private Session 3 10:45-11:30	Private Session 3 10:45-11:30	Private Session 3 10:45-11:30	
10:45 AM							
11:30 AM							Opening Duties 11:30-12pm
12:00 PM	Party Slot 12pm-2pm	Public Swim 12pm-5pm	Public Swim 12pm-5pm	Public Swim 12pm-5pm	Public Swim 12pm-5pm	Public Swim 12pm-5pm	Public Swim 12pm-5pm
12:30 PM							
1:00 PM							
1:30 PM							
2:00 PM	Party Slot 2pm-4pm						
2:30 PM							
3:00 PM							
3:30 PM							
4:00 PM	Party Slot 4pm-6pm						
4:30 PM							
5:00 PM		Private Session 3 5-5:45pm	Private Session 3 5-5:45pm	Private Session 3 5-5:45pm	Private Session 3 5-5:45pm	Private Session 3 5-5:45pm	
5:30 PM		Party Slot 5pm-7pm					
6:00 PM	Water Aerobics 6-7pm		Water Aerobics 6-7pm	Water Aerobics 6-7pm	Water Aerobics 6-7pm	Water Aerobics 6-7pm	
6:30 PM	Swim Team Practice 7-8pm		Swim Team Practice 7-8pm	Swim Team Practice 7-8pm	Swim Team Practice 7-8pm	Swim Team Practice 7-8pm	
7:00 PM							
7:30 PM							
8:00 PM		Closing Duties 8-8:30pm	Closing Duties 8-8:30pm	Closing Duties 8-8:30pm	Closing Duties 8-8:30pm	Closing Duties 8-8:30pm	
8:30 PM							

# 2025 Pool Fee Proposal

Category	Current Rate	Proposed Rate 1	Proposed Rate 2	Final Rate
<b>Public Swim (Daily Rates)</b>				
1-5 Years	\$ 2.00	Not Applicable	Not Applicable	
6-17 Years	\$ 4.00	Not Applicable	Not Applicable	
Infants	Not Applicable	FREE	FREE	
Youth Ages (2-17)	Not Applicable	\$ 5.00	\$ 5.00	
Adults Ages (18-59)	\$ 5.00	\$ 7.00	\$ 7.00	
Seniors (60+)	\$ 3.00	\$ 5.00	\$ 4.00	
<b>Public Swim (Season Pass)</b>				
Individual	\$ 60.00	\$ 80.00	\$ 80.00	
Family (up to 6 people)	\$ 125.00	\$ 180.00	\$ 180.00	
Senior (60+)	\$ 50.00	\$ 60.00	\$ 55.00	
<b>Lap Swim/ Water Aerobics (Daily Rates)</b>				
Adults Ages (18-59)	\$ 5.00	\$ 7.00	\$ 7.00	
Seniors (60+)	\$ 3.00	\$ 5.00	\$ 4.00	
<b>Lap Swim/ Water Aerobics (Season Pass)</b>				
Adults Ages (18-59)	Not Applicable	\$ 125.00	\$ 125.00	
Seniors (60+)	Not Applicable	\$ 80.00	\$ 80.00	
<b>Swim Lessons</b>				
Group (2 weeks, 1/2 hour lessons)	\$ 50.00	\$ 70.00	\$ 70.00	
Private (1 week, 45 min lessons)	\$ 70.00	\$ 90.00	\$ 90.00	
<b>Swim Party</b>				
2 Hour private swim party	\$ 125.00	\$ 175.00	\$ 200.00	
<b>Penguin Swim Team Annual Fee</b>				
Annual Fee	\$ 800.00	\$ 1,000.00	\$ 1,150.00	