



City of Portola
AGENDA

Regular Meeting
June 11, 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](#) [View Item](#)

A. City Council Communications

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

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. 2615. The resolution authorizes payment of payroll from May 17th, 2025, through May 30th, 2025, and payment of accounts payable from May 29th, 2025, through June 11th, 2025.

The amount of payroll to be paid is \$36,563.19

The amount of accounts payable to be paid is \$54,207.39

The total amount to be paid is \$90,770.58

B. Minutes:

Adopt the minutes from the May 28th, 2025 Regular Meeting of the City Council.

C. Renewal of Proclamations:

State of Emergency Gold Complex Fire July 22nd, 2024

State of Emergency Winter Storms January 27th, 2023

5. PUBLIC HEARING - Proposed 2025-2026 Budget

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

Receive public comment on the proposed 2025-2026 budget for the City of Portola. Changes to the

proposed budget since the budget workshop include adding the COLA and all of the projects from the additional information page into the budget itself.

6. PUBLIC HEARING - Regarding Job Vacancies, Recruitment and Retention Efforts

☒ Discussion ☒ Possible Action  [Comment](#)

Receive public comment regarding job vacancies, recruitment and retention efforts per AB 2561.

7. Joint Town Hall with Plumas County District 1 Supervisor: Recap

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

Staff will provide the recap of the Joint Town Hall event held on 05/29/2025. Discussion topics for the event that were handed out at the event are attached to this agenda item.

8. Ratification of Grant Application and Agreement between the Northern Sierra Air Quality Management District and the City of Portola

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


Staff will present the agreement for City Council to consider ratification of the application and agreement.

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

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

Staff will present Resolution Number 2610 to the council. Approval of the resolution will initiate the transfer of Assessor Parcel Number 128-010-057 from Plumas County to the City of Portola.

10. 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

06/11/2025


General Updates

Gulling Street Bridge

- **Automated monitoring system:**
 - The engineering team has no current concerns with the existing data trends
 - Zero alarm thresholds have been reported
- **Phase 1- FEMA Funding (Riprap):**
 - Next Steps:
 - Permitting through US Army Corps of Engineers, Sacramento District
 - Engineering team and staff drafting permit for application
 - Material and equipment sourcing have been confirmed by staff
 - Target work completion = Summer 2025
- **Phase 2- Structural Rehabilitation Funding (Highway Bridge Program):**
 - Staff is reviewing proposal to complete application

Public Works

- **Portola Pool Update:**
 - Pool opened for swim team practice the week of 05/26/2025
- **Commercial Street:**
 - Work completed on area affected by water leak
 - General road maintenance and patching occurred

	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

League of California Cities Annual Conference

- October 8-10, Long Beach, CA
- Registration is open, \$725 per member attending

Website

- Work has commenced on redesign
- Navigation menus have been trimmed down to enhance user experience
- Focus is on getting most often requested information readily available
 - Electronic fillable forms
 - FAQs
 - “Welcome Packet” being created

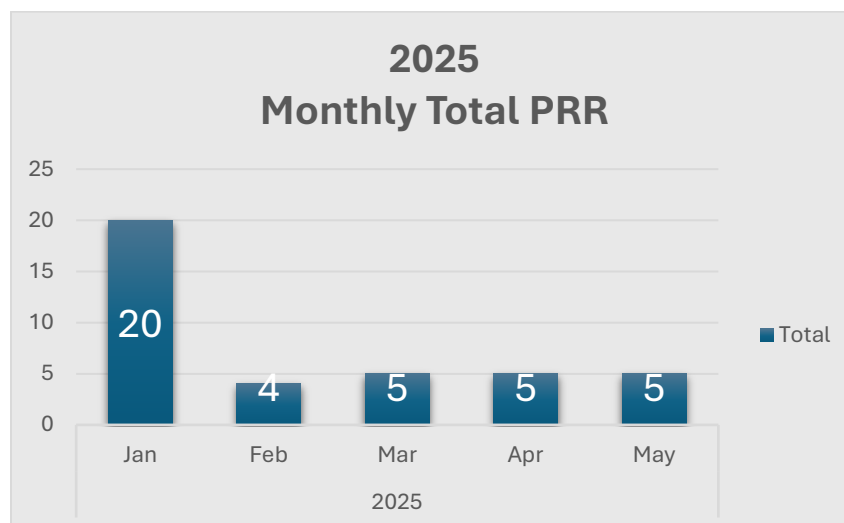
Public Records Requests (PRR)

May 2025 PRR Metrics	
Total Number of PRR¹	5
<i>Number of submissions by Unique Requestor(s)²</i>	1
<i>Number of submissions by Repeat Requestor(s)³</i>	4

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

² Unique Requestor(s): Individuals or entities that have submitted 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. 2615

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORTOLA
AUTHORIZING PAYMENT OF CLAIMS FOR PAYROLL FOR THE PERIOD
MAY 17th, 2025, THROUGH MAY 30th, 2025 AND ACCOUNTS PAYABLE
FROM
MAY 29th, 2025, THROUGH JUNE 11th, 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: 47043-47115	Amount \$54,207.39
47046-47072,47080	VOID
Total Accounts Payable	\$54,207.39
Payroll: 05/17/2025-05/30/2025	\$36,563.19
Total Payroll	\$36,563.19
Total Claims	\$90,770.58

PASSED, APPROVED AND ADOPTED this 11th day of June 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 June 11th, 2025.

Malachi Mansfield, Deputy City Clerk

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
C-CHECK	VOID CHECK	V	6/11/2025			047080		

* * 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:	1 VOID DEBITS	0.00		
	VOID CREDITS	0.00	0.00	

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: * TOTALS:	1	0.00	0.00	0.00
BANK: * TOTALS:	1	0.00	0.00	0.00

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	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000027 I-202506043445	NATIONAL INDUSTRIAL & SAFETY S NATIONAL INDUSTRIAL & SAFETY S	R	6/11/2025	295.00		047073		295.00
0008 I-202506043425	ALWAYS ANSWER ALWAYS ANSWER	R	6/11/2025	46.52		047074		46.52
0010 I-202506043423	AMAZON CAPITOL SERVICES AMAZON CAPITOL SERVICES	R	6/11/2025	77.17		047075		77.17
0015 I-202506043427	AMERIGAS AMERIGAS	R	6/11/2025	671.77		047076		671.77
0016 I-202506043426	AMERIGEN POWER SOLUTIONS AMERIGEN POWER SOLUTIONS	R	6/11/2025	708.09		047077		708.09
0019 I-202506043424	AQUA SIERRA CONTROLS INC. AQUA SIERRA CONTROLS INC.	R	6/11/2025	2,266.45		047078		2,266.45
0052 I-202506043428	CITY OF PORTOLA CITY OF PORTOLA	R	6/11/2025	3,301.26		047079		3,301.26
0078 I-202506043432	ENCOMPASS ENCOMPASS	R	6/11/2025	177.34		047081		177.34
0086 I-202506043433	FOLCHI LOGGING & CONSTR., INC. FOLCHI LOGGING & CONSTR., INC.	R	6/11/2025	1,716.00		047082		1,716.00
0090 I-202506043434	GRAINGER INC GRAINGER INC	R	6/11/2025	535.54		047083		535.54
0101 I-202506053464	HUNT & SONS, INC. HUNT & SONS, INC.	R	6/11/2025	2,948.57		047084		2,948.57
0105 I-202506043437	INTERMOUNTAIN DISPOSAL INTERMOUNTAIN DISPOSAL	R	6/11/2025	821.12		047085		821.12
0105 I-202506043438	INTERMOUNTAIN DISPOSAL INTERMOUNTAIN DISPOSAL	R	6/11/2025	228.67		047086		228.67
0105 I-202506043439	INTERMOUNTAIN DISPOSAL INTERMOUNTAIN DISPOSAL	R	6/11/2025	224.94		047087		224.94
0111 I-202506043435	JEFFERSON SUPPLY COMPANY JEFFERSON SUPPLY COMPANY	R	6/11/2025	1,362.91		047088		1,362.91

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	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0118 I-202506043440	KANSAS LIFE INSURANCE CO KANSAS LIFE INSURANCE CO	R	6/11/2025	80.75		047089		80.75
0132 I-202506043441	LEWISPORT USA LEWISPORT USA	R	6/11/2025	445.09		047090		445.09
0141 I-202506043444	MCI MEGA PREFERRED MCI MEGA PREFERRED	R	6/11/2025	50.28		047091		50.28
0175 I-202506043448	PLUMAS ACE HARDWARE INC PLUMAS ACE HARDWARE INC	R	6/11/2025	2,916.41		047092		2,916.41
0188 I-202506043447	PORTER SIMON CORPORATION PORTER SIMON CORPORATION	R	6/11/2025	9,619.00		047093		9,619.00
0219 I-202506043451	SILVER STATE BARRICADE & SIGN SILVER STATE BARRICADE & SIGN	R	6/11/2025	627.65		047094		627.65
0220 I-202506043454	SINDEX PRINTING & GRAPHICS INC SINDEX PRINTING & GRAPHICS INC	R	6/11/2025	2,770.00		047095		2,770.00
0234 I-202506043452	SUPERIOR POOL PRODUCTS, LLC SUPERIOR POOL PRODUCTS, LLC	R	6/11/2025	523.78		047096		523.78
0235 I-202506043453	SUSAN SCARLETT SUSAN SCARLETT	R	6/11/2025	420.00		047097		420.00
0247 I-202506053463	U.S. BANK U.S. BANK	R	6/11/2025	3,933.49		047098		3,933.49
0252 I-202506043449	UNITED STATES POSTAL SERVICE UNITED STATES POSTAL SERVICE	R	6/11/2025	100.00		047100		100.00
0260 I-202506043457	VERIZON WIRELESS VERIZON WIRELESS	R	6/11/2025	354.71		047101		354.71
0260 I-202506043458	VERIZON WIRELESS VERIZON WIRELESS	R	6/11/2025	358.92		047102		358.92
0260 I-202506043459	VERIZON WIRELESS VERIZON WIRELESS	R	6/11/2025	108.05		047103		108.05
0264 I-202506043460	WESTERN NEVADA SUPPLY WESTERN NEVADA SUPPLY	R	6/11/2025	647.09		047104		647.09

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	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000078 I-202506043431	CLARK PEST CONTROL CLARK PEST CONTROL	R	6/11/2025	98.00		047105		98.00
000029 I-202506043429	COUNTRY BREEZE CLEANING COUNTRY BREEZE CLEANING	R	6/11/2025	400.00		047106		400.00
0273 I-202506043430	CUTTING EDGE SUPPLY CUTTING EDGE SUPPLY	R	6/11/2025	286.65		047107		286.65
000040 I-202506043436	INLAND EMPIRE IND SUP INC INLAND EMPIRE IND SUP INC	R	6/11/2025	317.15		047108		317.15
0055 I-202506043442	LES SCHWAB TIRE CENTER LES SCHWAB TIRE CENTER	R	6/11/2025	102.48		047109		102.48
000098 I-202506043461	MDK,LLC WESTERN ENVIRONMENTA MDK,LLC WESTERN ENVIRONMENTA	R	6/11/2025	3,279.14		047110		3,279.14
000102 I-202506043446	NORTHERN TOOL COMMERCIAL ACCOU NORTHERN TOOL COMMERCIAL ACCOU	R	6/11/2025	396.80		047111		396.80
000010 I-202506043450	RENO PAINT MART INC RENO PAINT MART INC	R	6/11/2025	1,194.94		047112		1,194.94
000083 I-202506043455	TCE SOLUTIONS TCE SOLUTIONS	R	6/11/2025	1,280.00		047113		1,280.00
0239 I-202506043456	THATCHER , INC THATCHER , INC	R	6/11/2025	8,285.98		047114		8,285.98
000094 I-202506043462	WESTERN INDUSTRIAL PARTS, INC WESTERN INDUSTRIAL PARTS, INC	R	6/11/2025	229.68		047115		229.68

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	41	54,207.39	0.00	54,207.39
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

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	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
VENDOR SET: 01	BANK: PC	TOTALS:	NO 41	INVOICE AMOUNT 54,207.39	DISCOUNTS 0.00			CHECK AMOUNT 54,207.39
BANK: PC	TOTALS:		41	54,207.39	0.00			54,207.39
REPORT TOTALS:			41	54,207.39	0.00			54,207.39

SELECTION CRITERIA

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

CHECK SELECTION

CHECK RANGE: 047073 THRU 047115
DATE RANGE: 0/00/0000 THRU 99/99/9999
CHECK AMOUNT RANGE: 0.00 THRU 999,999,999.99
INCLUDE ALL VOIDS: YES

PRINT OPTIONS

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



City of Portola
Minutes
Regular Meeting
May 28, 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, Deputy City Clerk Malachi Mansfield, Finance Officer Susan Scarlett (Zoom), City Attorney Steve Gross (Zoom)

B. Pledge of Allegiance

Led by Mayor Jim Murphy

2. Public Comments

No Public Comment

3. City Communications

A. City Council Communications

Councilmember Turner: Turner met with Public Relations Officer Brian Attama and spoke about his work and the challenges he faces. Turner also attended the Firetruck Dedication ceremony at the Williams House.

Councilmember Morton: Morton attended the Firetruck Dedication ceremony at the Williams House and attended a Memorial Day ceremony at the cemetery.

Councilmember Battaglia: Battaglia attended the wildfire preparedness fair in Quincy Ca. representing the Portola area. She went to the Lost Sierra Chamber of Commerce and discussed the event plans for Railroad Days.

Mayor Pro Tem Powers: Powers met with Councilmember Battaglia to discuss hazardous fuels reduction. Powers expressed the need for cooperation between local fire hazard mitigation agencies. Powers also expressed thanks to the Department of Public Works in their efforts in getting the parks ready for summer. Powers also attended the Firetruck Dedication ceremony.

Mayor Murphy: Murphy attended the Firetruck Dedication ceremony and accepted a dedication plaque on behalf of the city council.

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

Beckwourth Peak Fire Protection District: No report.

Plumas County Sheriff: No report.

Northern Sierra Air Quality District: Councilmember Mikki Battaglia reported for the NSAQD. Green waste disposal begins June 1st. Announcements for the disposal program has been made on district websites and social media. Forms for Firewise equity tracking has been distributed. The form aims to capture actual costs as well as sweat-equity, the data is used in grant reporting.

C. Staff Communications

City Manager Ryan Bonk reported: A community cleanup day has been planned for June 7th. The city pool has been opened to the swim team for practices. Prop 68 vaulted toilets are scheduled to be installed on June 6th, ahead of the upcoming Gravel Grinder event. A town hall is scheduled for May 29th, attendance is looking to be substantial.

A joint effort by the Hospital, Forestry and the City of Portola have removed illegal encampments.

D. City Manager Report

4. **Consent Agenda**

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.

The consent agenda was adopted with an amendment to the minutes of the Regular City Council Meeting on May 14th fixing an omitted word.

Councilmember Turner commented on an expense that will be reimbursed.

Public Comment: None

Councilmember Pat Morton 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

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

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 Leah Turner**
Aye **Councilmember Mikki Battaglia** Aye **Councilmember Pat Morton**

6. **Consider Resolution 2613 Project List in Consideration of SB-1 the Road Repair and Accountability Act.** 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. **2025 Pool Season Schedule & Fees**

The first proposal to approve the schedule was motioned by Councilmember Turner, Councilmember Battaglia second. The motion passed unanimously.

The second proposal to adopt a fee schedule was presented to the council. Councilmember Turner motioned and Councilmember Morton second. The council voted unanimously to adopt rate two as presented by staff.

The third proposal was to accept the buy-one get-one pass for the PTA. Councilmember Turner motioned with findings that the proposal encourages pool use and it will benefit the city. Mayor Pro Tem Powers second with findings that adoption of the proposal displays cooperation between city and its citizens and inhabitation of the surrounding area. Councilmember Turner approved the findings of the second. The proposal passed unanimously.

City Attorney Steve Gross provided expert guidance to the council.

Public Comment: Mrs. Murphy commented.

8. **Adjournment**

The Regular Meeting of the City Council adjourned at 6:35 PM.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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


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

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

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


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

PROCLAIMED this 8th day of March 2023




Mayor Pro Tem, City of Portola, Bill Powers

ATTEST:



Jason Shaw, Deputy City Clerk

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



Jason Shaw, Deputy City Clerk



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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


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

PROCLAIMED this 24th day of July 2024



Mayor, City of Portola, Pat Morton

ATTEST:



Todd Roberts, Director of Public Works

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



Todd Roberts, Director of Public Works

CITY OF PORTOLA										
2025-2026 PROPOSED BUDGET										
		GAS TAX	GAS TAX	RMRA	ECONOMIC				SOLID	
		Streets	Snow		DEVELOPMENT				WASTE	
ACCOUNT/FUND	GENERAL FUND	207	208	211	CDBG	STIP	WATER	SEWER	730	TOTAL
	100				215	216	710	720		
REVENUE	1,335,161.15	60,893.00	100,000.00	58,386.00			1,192,500.00	832,000.00	301,000.00	3,879,940.15
INTERFUND TRANSFERS		236,404.72	214,063.84							450,468.56
										-
PERSONNEL	337,009.51	138,427.72	158,245.82				452,069.41	319,985.73	75,167.37	1,480,905.56
POSTAGE	6,200.00						4,500.00	4,200.00	2,800.00	
CITY WEBPAGE	3,600.00						1,500.00	1,200.00		
GAS & ELECTRIC	49,000.00		10,000.00				13,000.00	45,000.00		
TELEPHONE	7,500.00						5,500.00	4,500.00		
MATERIALS AND SUPPLIES	30,150.00	12,000.00	15,000.00				22,000.00	30,000.00	3,000.00	
EQUIP REPAIR/MAINT	5,500.00	7,000.00	25,000.00				20,000.00	25,000.00	1,500.00	
VEHICLE REPAIR/MAINT	500.00	1,500.00	18,000.00				7,500.00	7,500.00		
VEHICLE FUEL	5,000.00	9,000.00	10,000.00				12,000.00	8,000.00		
LEGAL FEES	68,077.68						12,377.76	12,377.76	10,314.80	
INSURANCE	45,820.73		15,948.02				32,009.63	41,280.96	7,544.73	
PROFESSIONAL SVCS	95,360.00	1,500.00					50,000.00	160,000.00	10,000.00	
ADVERTISING/NOTICES	850.00									
CODE REFERENCE UPDATE	4,400.00						1,700.00	1,500.00		
CIVIC PROMO & MARKETING	750.00									
CONFERENCE/TRAVEL	10,000.00									
DUES/MEMBERSHIPS	4,150.00						4,000.00	2,000.00		
BUILDING EXPENSE	7,500.00		250.00				5,000.00	9,500.00		
STREET REPAIR		10,000.00	20,000.00	168,000.00						
ACCOUNTING FEES	13,200.00	6,190.00	6,190.00				17,160.00	17,160.00	6,600.00	
AUDITING FEES	11,340.00	1,680.00	1,680.00				11,760.00	11,760.00	3,780.00	
TRAINING/EDUCATION	500.00						1,200.00	1,500.00		
WATER AND SEWER	69,750.00						850.00	800.00		
TECH SUPPORT - INCODE SOFTWARE	7,271.34						11,596.75	9,940.00	3,976.00	
OTHER EXPENSE/SEE ATTACHED	359,740.95	110,000.00	30,000.00				490,646.10	293,000.00	100,050.00	1,383,437.05
EQUIPMENT LEASE/RENTAL	4,700.00						6,000.00	2,500.00		13,200.00
CAPITAL OUTLAY/OTHER	6,700.00		3,750.00				66,675.00	182,875.00	1,400.00	261,400.00
INTEREST							32,150.00			32,150.00
TRANSFERS OUT	450,468.56									450,468.56
										-
TOTAL EXPENSES	1,605,038.77	297,297.72	314,063.84	168,000.00	-	-	1,281,194.65	1,191,579.45	226,132.90	5,083,307.33
REVENUE	1,335,161.15	297,297.72	314,063.84	58,386.00	-		1,192,500.00	832,000.00	301,000.00	4,330,408.71
EXPENDITURES	1,605,038.77	-	-	168,000.00	-	-	1,281,194.65	1,191,579.45	226,132.90	3,621,561.17
PRINCIPAL PAYMENTS							38,000.00			38,000.00
										-
										-
FACILITY FEE/SINKING FUND/LANDFILL CLOSURE FUND							45,835.00		83,000.00	128,835.00
(USE OF) OR INCREASE IN FUND BALANCE	(269,877.62)	-	-	(109,614.00)	-		(172,529.65)	(359,579.45)	(8,132.90)	(919,733.62)

**CITY OF PORTOLA
2025-2026
OTHER EXPENSES**

OTHER EXPENSE	PROPOSED
GENERAL FUND (100)	
ARPA PROJECTS	28,417.95
BANK CHARGES	2,200.00
BRIDGE	62,000.00
CODE ENFORCEMENT - AVA	20,000.00
ELECTION SUPPLIES	
EVENTS-MISC	
LAFCO	50,123.00
LEGAL - OTHER	31,000.00
MEDICAL AND PHYSICALS	
MUSIC IN THE PARK	10,000.00
PUBLIC RECORDS REQUESTS	10,000.00
POOL CONCESSION SUPPLIES	750.00
REFUSE COLLECTION	3,350.00
SHERIFF CONTRACT	130,000.00
SHERIFF SUB-STATION	
TAX ADMINISTRATION FEES	8,000.00
UNIFORMS	250.00
WILLIAMS HOUSE REPAIR	3,000.00
WILLIAMS HOUSE WEB PAGE	650.00
WOODSTOVE CHANGEOUT	
TOTAL	359,740.95
GAS TAX SECTION 2107/2107.5 (FUND 207)	
STREET LIGHTING	110,000.00
TOTAL	110,000.00
SNOW REMOVAL (FUND 208)	
PRIVATE CONTRACTORS	30,000.00
PROPERTY DAMAGE	
TOTAL	30,000.00

**CITY OF PORTOLA
2025-2026
OTHER EXPENSES**

OTHER EXPENSE	PROPOSED
STIP (216)	
WATER FUND (710)	
CHEMICALS	20,000.00
COMMUNICATION EXPENSE	400.00
LAKE DAVIS WTP	173,246.10
PERMIT FEES	7,000.00
REFUSE COLLECTION	3,000.00
TESTING WATER	12,000.00
WATER LINE REPAIRS	95,000.00
WATER METERS	30,000.00
WATER PURCHASE	150,000.00
TOTAL	490,646.10
SEWER FUND (720)	
PERMIT FEES	25,000.00
REFUSE COLLECTION	3,000.00
SEWER LINE REPAIRS	20,000.00
SYSTEM MAINT/SEWER POND	130,000.00
TESTING SEWER	50,000.00
SEWER CHEMICALS	65,000.00
TOTAL	293,000.00
SOLID WASTE (730)	
PERMIT FEES	35,000.00
POST-CLOSURE CARE COSTS	20,000.00
TESTING AND REPORTING - LANDFILL	45,050.00
TOTAL	100,050.00

**CITY OF PORTOLA
2025-2026
OTHER EXPENSES**

CAPITAL OUTLAY/ OTHER	PROPOSED
GENERAL FUND (100)	
City Hall Roof	6,700.00
TOTAL	6,700.00
SPECIAL REVENUE FUNDS	
Backhoe Blade - Snow	3,750.00
TOTAL	3,750.00
WATER FUND	
SCADA System Upgrade	54,000.00
City Hall Roof	6,000.00
Backhoe Blade	1,875.00
Clean North Side Tank	4,800.00
TOTAL	66,675.00
SEWER FUND	
SCADA System Upgrade	30,000.00
Sewer Bypass pump	20,000.00
City Hall Roof	6,000.00
Backhoe Blade	1,875.00
Auxiliary Pump for Sewer System	15,000.00
Sewer 6 Acre Bypass	110,000.00
TOTAL	182,875.00
SOLID WASTE FUND	
City Hall Roof	1,400.00
TOTAL	1,400.00
RESERVES	
GENERAL FUND	
TRAFFIC IMPACT FEES	
WATER FUND	
FACILITY FEES RESERVE	
LD WTP MAINTENANCE RESERVE	45,835.00
SEWER FUND	
WASTEWATER CAPITAL RESERVE FUND	
FACILITY FEES RESERVE	

CITY OF PORTOLA
2025-2026
PROPOSED BUDGET

FUND: General (100)
DEPARTMENT: ALL

REVENUE

ACCT NO.	DESCRIPTION	2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024 ACTUAL	2024-2025 ADOPTED	2024-2025 YTD 5-29-25	2025-2026 PROPOSED
GENERAL REVENUE AND TAXES							
401.00	Property Taxes - Secured	247,512.97	287,766.53	327,792.77	300,000.00	167,888.08	310,000.00
401.01	Property Taxes - Unsecured	7,229.80	7,174.23	10,569.96	8,000.00	8,395.54	9,000.00
401.02	Home Owners Tax Relief	2,265.78	1,974.78	2,078.42	1,700.00	3,965.79	2,500.00
401.03	Sales Tax	322,531.87	330,510.77	364,140.22	320,000.00	248,759.08	320,000.00
401.04	Transfer Tax	9,488.78	8,482.59	6,104.42	6,500.00	2,693.61	5,000.00
401.05	Transient Occupancy Tax	43,578.93	36,621.14	60,199.38	50,000.00	51,406.58	60,000.00
401.06	Fire Assessment	18,075.92	19,118.31	19,426.52	-		
401.08	Supplemental Taxes	5,130.02	4,148.85	9,628.61	4,000.00		4,000.00
401.09	Property Tax Interest	356.59	50.52	11,336.75	2,000.00	1,090.67	2,000.00
401.10	Traffic Impact Fee	3,711.00				3,711.00	
401.11	Stranded Supplemental	7,181.52	3,712.17				
403.01	Interest Income/Investments	8,462.81	49,300.57	81,634.68	65,000.00	75,758.94	80,000.00
403.11	EPHC Interest Income	1,983.13	2,117.26	3,775.53	2,507.00	2,348.03	1,193.20
404.36	Coronavirus Relief Fund		-				
404.37	Coronavirus Fiscal Recovery	32,317.61	217,919.26	123,651.38	75,400.00	59,391.80	28,417.95
407.00	Refunds/Reimbursements						
407.04	FEMA Reimbursement					13,737.59	
407.05	Returned Checks	(110.00)	(2,380.69)	2,266.41		512.31	
407.10	Returned Check Fee	70.00	(70.00)	110.00		160.00	
407.16	Insurance Recovery						
408.00	Donation/Contributions						
409.00	Miscellaneous Income	5,457.24	452.33	4,185.66		907.29	
DEPT 111 GENERAL GOVERNMENT							
402.01	Business License	14,806.00	15,705.00	16,204.00	15,000.00	10,839.00	15,000.00
402.02	Electric Franchise	23,719.26	24,364.50	41,222.39	40,000.00	23,628.52	25,000.00
402.04	Business License ADA Fee	450.00	547.20	459.60		298.80	
404.01	Motor Vehicle In-Lieu Fees	175,085.88	186,049.71	204,357.85	200,000.00	124,029.40	220,000.00
DEPT 117 PLANNING & COMMUNITY DEVELOPMENT							
402.08	Zoning/Subdivision Fees	735.00	-	420.00	450.00		
404.16	Grant	53,054.66	118,912.29	52,417.76			
409.00	Miscellaneous	2,442.64		367.50		420.00	

GENERAL FUND 2025-2026 PROPOSED BUDGET

CITY OF PORTOLA 2025-2026 PROPOSED BUDGET

FUND: General (100)

DEPARTMENT: ALL

ACCT NO.	DESCRIPTION	2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024 ACTUAL	2024-2025 ADOPTED	2024-2025 YTD 5-29-25	2025-2026 PROPOSED
DEPT 114	BUILDING & SAFETY						
402.06	Woodstove Inspection Permit	1,449.00	900.00	898.00	1,000.00	500.00	
402.07	Building Permits	20,416.68	25,680.78	20,005.96	20,000.00	30,909.00	35,000.00
405.05	Plan Check Fees		42.00				
405.06	State Strong Motion Fees						
DEPT 211	FIRE DEPARTMENT						
404.16	Grant						
404.40	Local Emergency Svcs Group	36,000.00	13,000.00	15,000.00	-		
408.00	Donations	1,250.00	500.00	600.00			
208.01	PG&E Settlement Funds	50,000.00					
DEPT 212	LAW ENFORCEMENT						
404.28	COPS Funding	163,223.55	100,000.19	251,430.23	170,000.00	147,031.50	175,000.00
404.34	Vehicle Abatement			12,931.66	5,000.00	6,279.19	12,000.00
406.01	Fines & Forfeitures	199.52	190.36	275.52	100.00		
DEPT 213	OTHER PUBLIC SAFETY						
402.05	Dog Licenses	894.00	1,936.00	384.00	1,400.00	390.00	1,400.00
404.12	Prop 172	8,615.13	10,849.13	8,952.00	8,000.00	4,380.16	8,000.00
406.02	Animal Control Fines						
DEPT 311	PUBLIC WORKS						
406.05	CRRSSA/BRIDGE					21,200.00	
DEPT 414	PARKS & RECREATION						
404.5	Event/Camping Income	8,035.00	13,616.00	12,412.50			
409.27	Disc Golf Donations	9,683.63					
DEPT 411	POOL						
405.10	Rec. Fees - Swim Lessons	12,900.00	7,280.00	9,740.00	6,000.00	3,120.00	9,800.00
405.20	Fitness Pass	2,693.00	(10.00)	885.00		650.00	600.00
405.21	Pool Rental						
405.22	Rec. Fees - Pool Admission	15,054.65	11,694.62	14,548.00	9,500.00	6,901.95	9,500.00
405.23	Rec. Fees - Pool Concession	3,366.26	1,664.01	648.25		1,246.05	1,500.00
405.24	Rec. Fees - Rentals	(570.00)	2.50			250.00	250.00
405.25	Rec Fees - Swim Team		300.00				
409.00	Miscellaneous Income		125.00				
DEPT 412	RIVERWALK						
404.20	Riverwalk		27,756.73				
DEPT 413	WILLIAMS HOUSE						
409.16	Williams House		8,232.25				
	Total General Fund Revenues	1,318,747.83	1,536,236.89	1,691,060.93	1,311,557.00	1,022,799.88	1,335,161.15

GENERAL FUND 2025-2026

PROPOSED BUDGET

CITY OF PORTOLA 2025-2026 PROPOSED BUDGET

FUND: General (100)

DEPARTMENT: ALL

EXPENDITURES

ACCT NO.	DESCRIPTION	2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024 ACTUAL	2024-2025 ADOPTED	2024-2025 YTD 5-29-25	2025-2026 PROPOSED
	111 - GENERAL GOVERNMENT						
510.01	Personnel	61,764.60	54,702.67	65,442.66	68,048.67	59,469.35	72,674.14
600.02	Postage	1,693.61	2,408.94	2,312.76	2,500.00	3,404.43	3,200.00
600.05	Telephone/Internet	1,790.67	1,566.08	1,617.85	2,000.00	1,553.67	2,000.00
600.06	Materials & Supplies	6,073.10	3,781.17	5,149.63	5,000.00	3,849.25	5,000.00
600.07	Equipment Repair/Maintenance		244.83				
600.13	Legal Fees	36,906.66	26,955.61	37,825.54	56,000.00	53,093.00	51,574.00
600.14	Public Records Requests		9,670.10		20,000.00	13,652.90	10,000.00
600.15	Insurance	6,268.98	7,296.69	9,250.93	10,499.00	11,841.11	5,381.79
600.18	Professional Services	2,958.34	1,501.34	3,120.98	3,500.00	5,844.00	4,000.00
600.20	Advertising/Notices	-	151.77	1,140.00	250.00	805.87	350.00
600.22	Code Reference Update	2,385.78	2,324.00	2,924.00	3,000.00	761.25	3,000.00
600.30	Conference/Travel	108.90	643.26	216.80	1,000.00	2,473.30	7,500.00
600.31	Dues/Membership	857.66	1,704.00	1,726.00	1,800.00	640.00	1,800.00
600.32	Training and Education					104.00	
600.45	Building Expense	835.73	2,277.97	1,898.47	2,000.00	7,866.17	2,500.00
600.48	Equipment Lease	1,528.96	1,534.36	1,645.01	2,200.00	1,929.05	2,500.00
600.94	Refuse Collection	853.18	1,119.74	936.97	950.00	972.85	950.00
601.16	Legal - Other				25,000.00	10,338.50	31,000.00
	Capital Outlay						
700.05	Computer Equipment						
700.09	Software and Upgrades		3,649.94				
General Government - Total Expenses		124,026.17	121,532.47	135,207.60	203,747.67	178,598.70	203,429.93

GENERAL FUND 2025-2026 PROPOSED BUDGET

CITY OF PORTOLA 2025-2026 PROPOSED BUDGET

FUND: General (100)

DEPARTMENT: ALL

EXPENDITURES

ACCT NO.	DESCRIPTION	2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024 ACTUAL	2024-2025 ADOPTED	2024-2025 YTD 5-29-25	2025-2026 PROPOSED
	112 - ELECTED OFFICIALS						
510.01	Personnel	22,473.31	20,507.80	19,538.98	21,020.62	19,143.46	21,020.62
600.06	Materials & Supplies	697.25	558.83	504.45	1,000.00	437.93	1,000.00
600.20	Advertising/Notices	150.87			200.00	228.00	300.00
600.27	Civic Promotion & Marketing	521.70	412.04	448.75	500.00	1,492.42	750.00
600.30	Conference/Travel		2,016.48			1,199.30	1,500.00
600.31	Dues/Membership	239.00	4.00	239.00	250.00	816.31	1,000.00
600.35	Election Supplies		4,965.39	218.77	6,000.00		
601.04	City Web Page	2,873.12	407.04	2,467.04	3,400.00	3,023.44	3,600.00
601.06	Events(moved to Parks)						
ELECTED OFFICIALS - TOTAL EXPENSE		26,955.25	28,871.58	23,416.99	32,370.62	26,340.86	29,170.62

CITY OF PORTOLA 2025-2026 PROPOSED BUDGET

FUND: General (100)

DEPARTMENT: ALL

EXPENDITURES

ACCT NO.	DESCRIPTION	2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024 ACTUAL	2024-2025 ADOPTED	2024-2025 YTD 5-29-25	2025-2026 PROPOSED
	113 - FINANCE						
510.01	Personnel	18,934.99	14,646.20	12,886.67	12,323.07	12,983.22	12,979.35
600.02	Postage	1,881.15	2,418.68	2,301.96	2,500.00	3,409.43	3,000.00
600.05	Telephone	1,008.20	649.10	631.62	800.00	645.46	800.00
600.06	Materials & Supplies	1,573.63	2,037.47	2,294.98	2,500.00	1,901.71	2,500.00
600.07	Equipment Repair/Maintenance	462.00	760.50	1,916.69	1,000.00		1,000.00
600.10	Accounting Fees	14,400.00	14,400.00	15,000.00	15,840.00	15,400.00	13,200.00
600.11	Auditing Fees	8,640.00	8,640.00	10,260.00	10,800.00	10,800.00	11,340.00
600.15	Insurance	2,075.41	1,761.73	2,339.53	2,578.00	1,877.69	1,819.70
600.20	Advertising/Notices	-		452.95	200.00	80.00	200.00
600.23	Tax Administration Fees	3,501.66	10,493.06	8,376.28	7,000.00	5,848.14	8,000.00
600.24	Bank Charges	2,116.92	2,500.17	2,207.10	2,300.00	1,036.00	2,200.00
600.30	Conference/Travel				1,000.00		1,000.00
600.31	Dues/Membership	282.00	137.00	147.00	350.00	164.35	350.00
600.47	Technical Support - Incode	2,800.29	122.50	3,521.07	4,742.18	4,742.18	4,953.65
600.48	Equipment Lease	1,528.98	1,534.46	1,645.10	2,200.00	1,929.05	2,200.00
600.68	Cash over short	-	(0.27)	(2.63)		(226.02)	
600.99	Miscellaneous Expense						
	Capital Outlay						
700.09	Software & Upgrades		2,100.00				
Finance - Total Expense		59,205.23	62,200.60	63,978.32	66,133.25	60,591.21	65,542.70

GENERAL FUND 2025-2026 PROPOSED BUDGET

CITY OF PORTOLA 2025-2026 PROPOSED BUDGET

FUND: General (100)
DEPARTMENT: ALL

EXPENDITURES

ACCT NO.	DESCRIPTION	2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024 ACTUAL	2024-2025 ADOPTED	2024-2025 YTD 5-29-25	2025-2026 PROPOSED
	114 - BUILDING & SAFETY						
510.01	Personnel	29,804.85	26,380.70	32,903.81	32,423.99	29,575.92	31,855.35
600.05	Telephone	1,211.46	1,099.05	1,018.84	1,200.00	1,009.86	1,200.00
600.06	Materials & Supplies	454.62	611.38	556.98	750.00	426.40	750.00
600.08	Vehicle Maintenance	326.15	363.13	(363.13)	500.00		
600.09	Vehicle Fuel	73.01	79.26		300.00		
600.18	Professional Services	100.16	627.59		1,000.00		1,000.00
600.22	Code Reference Update			177.60	1,200.00	170.00	1,400.00
600.30	Conference/Travel				3,000.00		
600.31	Dues/Memberships	-	145.00				
600.44	State Strong Motion Fees						
600.47	Tech Support - Incode software			1,793.54	2,529.16	2,529.16	2,317.69
600.95	Code Enforcement	18,482.50	25,220.00	16,038.92			
601.09	Woodstove Change Out	-	-	-			
	Capital Outlay						
700.05	Computer Equipment						
700.09	Software		1,800.00				
Building & Safety - Total Expense		50,452.75	56,326.11	52,126.56	42,903.15	33,711.34	38,523.04

GENERAL FUND 2025-2026 PROPOSED BUDGET

CITY OF PORTOLA 2025-2026 PROPOSED BUDGET

FUND: General (100)

DEPARTMENT: ALL

EXPENDITURES

ACCT NO.	DESCRIPTION	2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024 ACTUAL	2024-2025 ADOPTED	2024-2025 YTD 5-29-25	2025-2026 PROPOSED
117 - PLANNING AND COMMUNITY DEVELOPMENT							
510.01	Personnel	11.42	2,685.01	1,714.34	540.18	2,039.06	-
600.05	Telephone			172.78		415.61	
600.06	Materials & Supplies	258.80	165.73	176.77	350.00	1,204.48	250.00
600.13	Legal Fees	10,875.46	7,351.53	10,593.06	13,440.00	13,013.98	12,377.76
600.18	Professional Services *	9,460.57	10,857.50	20,207.64	49,846.14	58,106.25	75,000.00
600.20	Advertising & Notices	30.00	158.00	284.02		249.32	
600.31	Dues & Memberships Parcel Quest			160.00	900.00	900.00	1,000.00
600.88	LAFCO	47,199.53	49,464.10	67,347.07	50,021.00	50,021.00	50,123.00
600.91	Grant Expenditures	99,979.56	28,493.16	21,315.76		71.75	
	*Includes						
	Safety element update						
	Municipal Code Amendments						
Planning & Comm.Develop. - Total Expense		167,815.34	99,175.03	121,971.44	115,097.32	126,021.45	138,750.76

GENERAL FUND 2025-2026	PROPOSED BUDGET
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FUND: General (100)
DEPARTMENT: ALL

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**CITY OF PORTOLA
2025-2026
PROPOSED BUDGET**

FUND: General (100)

DEPARTMENT: ALL

EXPENDITURES

ACCT NO.	DESCRIPTION	2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024 ACTUAL	2024-2025 ADOPTED	2024-2025 YTD 5-29-25	2025-2026 PROPOSED
	212 - LAW ENFORCEMENT						
510.01	Personnel Costs	-	-	-	54,994.29	44,978.05	56,280.79
600.05	Telephone	775.59	847.91	883.45	750.00	605.90	750.00
600.06	Materials & Supplies-repeater	2,031.26	299.85	1,051.76	1,000.00	1,289.89	1,000.00
600.08	Vehicle Repair & Maintenance	57.63	53.13		500.00		500.00
600.09	Vehicle Fuel	305.38			1,000.00	1,218.39	1,500.00
600.13	Legal Fees	5,692.50	327.00		2,500.00	287.84	4,125.92
600.14	Sheriff's Services	130,000.00	130,000.00	130,000.00	130,000.00	130,000.00	130,000.00
600.15	Insurance	1,383.61	1,105.01	1,559.69	1,720.00	1,355.66	4,549.25
600.18	Professional Services	56,370.96	17,400.00	3,709.17			15,360.00
600.32	Training & Education	-	-		2,000.00	2,036.60	500.00
600.34	Uniforms	-	-		1,000.00	276.01	250.00
600.95	Code Enforcement/AVA	750.00	14,435.00	7,463.00	25,000.00	30,219.45	20,000.00
700.05	Computer Equipment		Crescent tow				
	Capital Outlay						
700.41	Sheriff's Sub-station	-	2,049.88	-	-	-	-
Law Enforcement - Total Expense		197,366.93	166,517.78	144,667.07	220,464.29	212,267.79	234,815.96
	213-OTHER PUBLIC SAFETY						
600.16	Animal Control	-					

CITY OF PORTOLA 2025-2026 PROPOSED BUDGET

FUND: General (100)
DEPARTMENT: ALL

EXPENDITURES

ACCT NO.	DESCRIPTION	2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024 ACTUAL	2024-2025 ADOPTED	2024-2025 YTD 5-29-25	2025-2026 PROPOSED
	311 - PUBLIC WORKS						
510.01	Personnel	83,585.78	74,331.63	99,979.88	73,126.24	88,829.28	82,414.27
600.04	Gas & Electric	19,024.33	17,966.81	21,064.00	25,000.00	19,598.78	30,000.00
600.05	Telephone	445.35	459.51	508.87	500.00	622.67	550.00
600.06	Materials & Supplies	169.72	356.69	368.93	600.00	11.22	600.00
600.08	Vehicle Repair & Maintenance						
600.15	Insurance	8,193.69	11,544.82	12,122.19	13,344.00	15,825.73	11,169.87
600.28	Emergency Management					2,203.94	
600.29	Medical Physicals	-	120.00	120.00	200.00		
600.45	Building Expense	133.81	867.41	211.03	2,000.00	296.04	2,000.00
600.91	Grant expenditures - Air Quality					39,275.90	
601.10	Water	492.58	730.36	768.96	750.00	996.15	1,200.00
601.11	Sewer	497.53	542.76	542.76	600.00	523.87	600.00
700.02	Building & Imp. City Hall Roof						6,700.00
700.03	Machinery & Equipment						
700.24	ADA Compliance						
700.15	Bridge			42,835.15	199,442.47	156,808.96	62,000.00
Public Works-Total Expense		112,542.79	106,919.99	178,521.77	315,562.71	324,992.54	197,234.14
	312-ARPA						
510.01	Personnel -- CCU-ARPA	9,310.92	23,659.61	8,058.34			
600.06	Materials and Supplies	-					
602.12	Community Clean Up - ARPA	23,006.69	194,259.65	96,943.04	75,400.00		
700.03	Machinery & Equipment-ARPA					59,391.80	28,417.95
700.26	Tax Lien Properties -ARPA			18,650.00			
ARPA Total Expense		32,317.61	217,919.26	123,651.38	75,400.00	59,391.80	28,417.95
	315 - STREETS & ROADS						
950.00	Transfer to Fund 207&208	302,615.34	380,190.11	216,189.80	377,623.80	282,459.75	450,468.56
Streets & Roads - Total Expense		302,615.34	380,190.11	216,189.80	377,623.80	282,459.75	450,468.56

GENERAL FUND 2025-2026 PROPOSED BUDGET

**CITY OF PORTOLA
2025-2026
PROPOSED BUDGET**

FUND: General (100)
DEPARTMENT: ALL

EXPENDITURES

ACCT NO.	DESCRIPTION	2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024 ACTUAL	2024-2025 ADOPTED	2024-2025 YTD 5-29-25	2025-2026 PROPOSED
411 -POOL (WAS PARKS & RECREATION until 19-20)							
510.01	Personnel	61,210.47	45,043.34	55,793.30	54,106.40	60,098.24	59,785.00
600.04	Gas & Electric	10,330.94	9,220.25	8,742.80	9,000.00	10,621.87	11,000.00
600.05	Telephone	267.39	247.55	280.88	350.00	495.56	500.00
600.06	Materials & Supplies	9,028.73	8,309.84	13,484.10	5,500.00	18,142.97	11,000.00
600.07	Equipment Repair/Maintenance	1,463.77	1,602.46	2,808.89	1,500.00	569.89	1,500.00
600.15	Insurance	4,445.85	5,641.53	6,397.86	7,036.00	8,028.75	12,574.55
600.18	Professional Services		270.00			455.00	
600.36	Pool Facility	1,014.42	520.75	476.06			
600.38	Pool Concession Supplies	1,646.87	2,228.53	705.57		435.40	750.00
600.45	Building Expense	1,387.10	270.00	1,262.07	1,000.00	2,068.40	1,000.00
600.94	Refuse Collection/split	2,649.86	1,817.94	2,804.87	1,500.00	1,316.84	1,000.00
700.02	Building and Impr.			1,212.22			
700.03	Machinery and Equipment						
601.10	Water/split	4,874.31	11,913.00	11,089.48	20,000.00	5,330.28	20,000.00
601.11	Sewer/split	490.00	300.00	-	500.00	162.27	500.00
POOL - Total Expense		98,809.71	87,385.19	105,058.10	100,492.40	107,725.47	119,609.55
412 - RIVERWALK							
700.49	PLANNING AND DEVELOPMEN	100.00	27,756.76				

CITY OF PORTOLA 2025-2026 PROPOSED BUDGET

FUND: General (100)

DEPARTMENT: ALL

EXPENDITURES

ACCT NO.	DESCRIPTION	2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024 ACTUAL	2024-2025 ADOPTED	2024-2025 YTD 5-29-25	2025-2026 PROPOSED
	413-SAM & ETHEL WILLIAMS HOUSE						
600.04	Gas & Electric	3,004.57	3,742.26	3,276.91	3,600.00	1,217.22	2,500.00
600.05	Telephone/Internet	1,600.03	1,718.33	1,694.57	1,700.00	1,679.25	1,700.00
600.06	Materials and Supplies	2,410.75	1,733.70	97.44	500.00	469.19	550.00
600.15	Insurance	4,752.08	2,708.81	4,583.54	5,041.54	4,378.59	5,295.75
600.45	Building Expense	2,156.64	405.00	645.00	1,000.00	2,523.23	2,000.00
600.94	Refuse Collection	184.36	169.46	182.52	200.00	156.56	200.00
601.04	Web Page	373.23	407.16	607.12	550.00	669.11	650.00
601.10	Water	684.09	1,672.20	1,259.18	1,200.00	838.11	1,100.00
601.11	Sewer	545.34	542.76	542.76	500.00	535.68	550.00
700.02	Building and Improvements	6,524.92		586.72	3,000.00	4,524.07	3,000.00
Williams House-Total Expense		22,236.01	13,099.68	13,475.76	17,291.54	16,991.01	17,545.75
	414 - PARKS AND REC						
510.01	Personnel	1,206.48	7,117.99	2,209.07		114.26	
600.04	Gas and Electric	4,891.87	3,700.70	5,031.27	5,500.00	4,503.88	5,500.00
600.06	Materials & Supplies	12,509.02	8,673.36	10,578.34	6,500.00	5,777.30	7,500.00
600.07	Equipment Repair/Maintenance	2,188.37	3,860.79	2,712.74	3,500.00	1,204.02	3,000.00
600.08	Vehicle Repair/Maintenance	267.74			500.00		
600.09	Vehicle Fuel	4,749.68	4,544.34	3,874.13	3,000.00	2,609.89	3,500.00
600.15	Insurance	-	3,671.08	6,397.86	7,050.00	8,028.75	5,029.82
600.28	Emergency Management		5,905.19	2,220.00			
600.91	Grant Expenditures - FEMA					772.20	
600.91	Prop 68 - Ogals Grant						
600.94	Refuse Collection/split				1,200.00	623.14	1,200.00
601.06	Events (Concerts and Lost and Fou	21,754.91	24,500.00	25,464.39	10,000.00	6,823.25	10,000.00
601.10	Water/ split	34,733.72	47,653.30	33,268.42	45,000.00	30,933.87	45,000.00
601.11	Sewer/ split	671.05	335.03	635.04	650.00	775.00	800.00
700.02	Building and Improvements*	1,087.21		2,473.86	7,700.00		
	*Includes \$6500 Wayfinding Signs in 2024-2025						
PARKS. - Total Expense		84,060.05	109,961.78	94,865.12	90,600.00	62,165.56	81,529.82
Total General Fund Expenses		1,439,484.69	1,664,813.44	1,432,586.71	1,657,686.75	1,496,269.22	1,605,038.78

GENERAL FUND 2025-2026

PROPOSED BUDGET

CITY OF PORTOLA 2025-2026 PROPOSED BUDGET

FUND: Special Revenues (200)
DEPARTMENT: ALL

ACCT NO.	DESCRIPTION	2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024 ACTUAL	2024-2025 ADOPTED	2024-2025 YTD 5-29-25	2025-2026 PROPOSED
	FUND 207						
	REVENUES						
403.01	Interest Income/Investments						
404.05	Gas Tax Section 2105	11,670.95	11,954.06	12,739.56	13,256.00	10,817.99	13,438.00
404.06	Gas Tax Section 2106	9,089.10	9,097.53	9,543.12	9,231.00	8,174.68	9,244.00
404.07	Gas Tax Section 2107/2107.5	14,953.61	17,291.40	18,244.09	15,000.00	15,187.81	19,000.00
404.24	Gas Tax Section 2103	16,628.83	17,115.24	19,102.92	19,811.00	16,501.69	19,211.00
404.32	SB1 Loan Repay						
960.00	Interfund Transfer	122,099.22	102,364.06	174,058.17	193,251.04	199,988.62	236,404.72
	Total Revenues Fund 207	174,441.71	157,822.29	233,687.86	250,549.04	250,670.79	297,297.72
	EXPENDITURES						
510.01	Personnel Costs	96,162.64	84,971.70	132,780.63	138,409.04	145,523.62	138,427.72
600.06	Materials & Supplies	6,659.23	4,073.08	11,461.03	12,000.00	5,874.59	12,000.00
600.07	Equipment Repair/Maint	7,795.25	7,971.58	3,897.72	7,000.00	3,445.97	7,000.00
600.08	Vehicle Repair/Maint	418.14			1,500.00		1,500.00
600.09	Vehicle Fuel	9,000.04	8,403.81	7,890.62	8,000.00	9,827.54	9,000.00
600.10	Accounting Fees	5,400.00	5,400.00	5,775.00	5,940.00	6,140.00	6,190.00
600.11	Auditing Fees	1,210.00	1,210.00	1,140.00	1,200.00	1,199.99	1,680.00
600.18	Professional Services	1,530.38	257.75		1,500.00	348.75	1,500.00
600.28	Emergency Management						
600.41	Street Lighting	38,321.50	38,706.72	65,264.66	65,000.00	73,096.13	110,000.00
600.42	Street Repair	7,944.53	6,827.65	5,478.20	10,000.00	5,214.20	10,000.00
600.45	Building Expense	-					
600.99	Miscellaneous						
		-					
	Total Expenditures Fund 207	174,441.71	157,822.29	233,687.86	250,549.04	250,670.79	297,297.72

SPECIAL REVENUE 2025-2026 PROPOSED BUDGET

CITY OF PORTOLA 2025-2026 PROPOSED BUDGET

FUND: Special Revenues (200)
DEPARTMENT: ALL

ACCT NO.	DESCRIPTION	2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024 ACTUAL	2024-2025 ADOPTED	2024-2025 YTD 5-29-25	2025-2026 PROPOSED
	FUND 208 - Snow Removal						
	REVENUES						
404.07	Gas Tax Section 2107/2107.5	93,053.00	136,331.00	203,841.00	130,000.00	120,487.00	100,000.00
960.00	Interfund Transfer	171,431.12	276,350.42	36,496.45	184,372.76	82,471.13	214,063.84
	Total Revenues Fund 208	264,484.12	412,681.42	240,337.45	314,372.76	202,958.13	314,063.84
	EXPENDITURES						
510.01	Personnel Costs	139,801.45	202,812.36	114,783.26	155,014.76	99,818.84	158,245.82
600.04	Gas & Electric	3,041.20	7,973.37	5,237.97	10,000.00	2,879.64	10,000.00
600.06	Materials & Supplies	13,120.92	13,249.77	14,215.32	15,000.00	7,343.81	15,000.00
600.07	Equipment Repair/Maint	29,987.68	39,551.48	18,058.11	25,000.00	22,903.68	25,000.00
600.08	Vehicle Repair/Maint	14,622.63	18,705.16	15,784.41	18,000.00	16,080.03	18,000.00
600.09	Vehicle Fuel	13,336.67	22,643.43	8,248.41	15,000.00	4,057.08	10,000.00
600.10	Accounting Fees	3,600.00	3,600.00	4,100.00	4,460.00	4,490.00	6,190.00
600.11	Auditing Fees	890.00	890.00	760.00	1,168.00	800.00	1,680.00
600.15	Insurance	15,367.21	15,272.63	18,620.73	20,480.00	16,478.35	15,948.02
600.25	Equipment Rental		9,004.70				
600.28	Emergency Management		6,134.79	87.00			
600.42	Street Repair	15,158.05	17,910.99	9,450.58	20,000.00	8,494.24	20,000.00
600.45	Building Expense	65.56	201.49	64.34	250.00		250.00
600.52	Private Contractors-Snow Removal	27,870.00	54,731.25	36,562.50	30,000.00		30,000.00
600.93	Property Damage	800.00				2,935.62	
600.99	Miscellaneous						
	Capital Outlay						
700.03	Equipment/Vehicles *	-			16,676.84	16,676.84	3,750.00
700.30	Vehicles						
	* Backhoe Blade						
	Total Expenditures Fund 208	277,661.37	412,681.42	245,972.63	331,049.60	202,958.13	314,063.84

SPECIAL REVENUE 2025-2026 PROPOSED BUDGET

**CITY OF PORTOLA
2025-2026
PROPOSED BUDGET**

FUND: Special Revenues (200)
DEPARTMENT: ALL

ACCT NO.	DESCRIPTION	2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024 ACTUAL	2024-2025 ADOPTED	2024-2025 YTD 5-29-25	2025-2026 PROPOSED
FUND 211 - Road Maintenance and Rehabilitation							
	REVENUES						
403.01	Interest Income/Investments	223.56	2,367.47	5,939.17	3,000.00	6,147.77	3,000.00
404.05	RMRA (SB1)	42,358.68	46,866.78	54,192.70	54,389.00	38,042.21	55,386.00
	Total Revenues Fund 211	42,582.24	49,234.25	60,131.87	57,389.00	44,189.98	58,386.00
	EXPENDITURES						
510.01	Personnel Costs						
600.06	Materials & Supplies	-				2,125.81	
600.42	RMRA Projects	57.75		21,790.87	165,000.00		165,000.00
600.18	Professional Services	1010.63	1579.75	968.75	2,000.00	1,960.00	3,000.00
	Total Expenditures Fund 211	1,068.38	1,579.75	22,759.62	167,000.00	4,085.81	168,000.00

ACCT NO.	DESCRIPTION	2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024 ACTUAL	2024-2025 ADOPTED	2024-2025 YTD 5-29-25	2025-2026 PROPOSED
FUND 215-ECONOMIC DEVELOPMENT & CDBG							
403.01	Interest Income/Investments	159.75	629.72	546.64	500.00	95.20	
403.06	Interest Income Note Receivable						
	Total Revenues	159.75	629.72	546.64	500.00	95.20	-
	EXPENDITURES						
510.01	Personnel Costs	11,183.98	10,663.17	7,755.40	3,882.29	3,390.26	
600.10	Accounting Fees	3,000.00	3,000.00	3,125.00	3,342.00	2,750.00	
600.11	Auditing Fees	1,600.00	1,600.00	1,900.00	2,000.00	2,000.01	
600.13	Legal Fees *	3,573.00					
600.18	Professional Services *	3,621.50	15.00	3,830.00			
600.27	Civic Promotion & Marketing	14,600.80	1,045.00	1,045.00			
	*General Plan Update						
	Total Expenditures	37,579.28	16,323.17	17,655.40	9,224.29	8,140.27	-

SPECIAL REVENUE 2025-2026 PROPOSED BUDGET

CITY OF PORTOLA 2025-2026 PROPOSED BUDGET

FUND: Special Revenues (200)
DEPARTMENT: ALL

ACCT NO.	DESCRIPTION	2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024 ACTUAL	2024-2025 ADOPTED	2024-2025 YTD 5-29-25	2025-2026 PROPOSED
	FUND 216-STIP PROJECTS						
407.15	A-15 STIP						
407.13	NORTH LOOP	157,744.64	332,309.58	1,746,223.09	-	306,397.54	-
409.00	Miscellaneous Income						
960.00	Transfer in		1,475.63				
	Total Revenues	157,744.64	333,785.21	1,746,223.09	-	306,397.54	-
700.23	UNDERGROUND TANK	1,617.00	1,475.63				
700.42	NORTH LOOP	157,743.99	332,310.00	2,041,805.02	-	575.21	-
700.50	SOUTHSIDE STIP						
700.51	RIO GRANDE STIP					4,843.75	
	Total Expenditures	159,360.99	333,785.63	2,041,805.02	-	5,418.96	-

SPECIAL REVENUE 2025-2026 PROPOSED BUDGET

FUND: Water (710)
DEPARTMENT: ALL

[illegible]

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CITY OF PORTOLA

2025-2026 PROPOSED BUDGET

FUND: Water (710)

DEPARTMENT: ALL

EXPENDITURES

ACCOUNT NO.	DESCRIPTION	2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024 ACTUAL	2024-2025 ADOPTED	2024-2025 YTD 5-29-25	2025-2026 PROPOSED
	311 - Public Works						
600.02	Postage	4,093.65	4,433.98	3,246.65	4,200.00	3,404.45	4,500.00
600.04	Gas & Electric	6,867.38	3,334.52	3,630.47	6,000.00	12,183.50	13,000.00
600.05	Telephone	4,484.38	4,786.15	5,832.86	5,500.00	4,456.45	5,500.00
600.06	Materials & Supplies	25,804.74	18,515.67	35,786.08	22,000.00	18,635.89	22,000.00
600.07	Equipment Repair/Maint.	16,017.02	19,785.23	16,549.97	15,000.00	20,495.32	20,000.00
600.08	Vehicle Repair/Maint.	1,663.74	1,065.19	13,373.06	5,000.00	6,889.40	7,500.00
600.09	Vehicle Fuel	10,023.82	11,946.51	13,369.26	12,000.00	8,296.96	12,000.00
600.10	Accounting Fees	15,600.00	15,600.00	16,250.00	17,160.00	17,296.20	17,160.00
600.11	Auditing Fees	8,640.00	8,614.64	10,260.00	10,800.00	10,800.00	11,760.00
600.13	Legal	10,065.44	8,847.33	9,983.65	13,104.00	12,443.30	12,377.76
600.15	Insurance	18,547.86	29,221.80	26,794.15	29,797.15	34,464.24	32,009.63
600.18	Professional Services	6,301.36	11,734.05	67,521.44	50,000.00	11,852.54	50,000.00
600.18	Prof Svc Master Plan update						
600.20	Advertising & Notices					693.33	
600.22	Code Reference Update	586.79	300.00	423.44	1,700.00	300.00	1,700.00
600.25	Equipment Rental		6,586.74	452.90	1,000.00	17,475.24	3,000.00
600.26	Communication Expense	329.46	327.42	334.26	400.00	117.26	400.00
600.28	Emergency Management		12,515.74	13,438.45			
600.31	Dues/Memberships	4,757.23	4,636.36	1,220.16	4,000.00	2,446.50	4,000.00
600.32	Training & Education		666.79		800.00	237.50	1,200.00
600.45	Building Expense	2,973.85	1,797.49	2,360.52	3,000.00	1,823.40	5,000.00
600.47	Tech Support - Incode Software	4,783.81		9,613.77	11,065.05	11,065.05	11,596.75
600.48	Equipment Rental	2,091.84	4,672.45	1,096.78	3,000.00	1,286.04	3,000.00
600.51	Testing - Water	9,102.77	9,449.11	8,470.85	12,000.00	12,274.75	12,000.00
600.69	Permit Fees	3,857.01	4,320.09	5,363.81	6,000.00	6,075.17	7,000.00
600.70	Water Meters	-	5,299.44	38,270.18	30,000.00	5,007.29	30,000.00
600.71	Water Supply Purchase	127,301.04	120,505.05	127,990.51	130,000.00	142,570.43	150,000.00
600.76	Water Line Repairs	28,257.81	56,352.82	54,008.87	65,000.00	63,595.89	95,000.00
600.92	Bad Debt Expense	-					
600.94	Refuse Collection	2,088.97	1,799.83	1,862.40	3,000.00	1,589.60	3,000.00
600.99	Miscellaneous						
601.04	City Web page			1,000.00	1,000.00	1,308.00	1,500.00
601.10	Water	285.66	452.03	359.39	450.00	361.71	450.00
601.11	Sewer	180.88	271.32	271.32	300.00	363.54	400.00
601.12	Chemicals			4,123.20	20,000.00	1,496.29	20,000.00
601.16	Legal - Other					672.00	
700.09	Software & Upgrades	-	5,284.50				
510.01	Personnel Costs	273,956.55	443,812.56	458,350.65	444,987.63	394,316.94	452,069.41

WATER FUND 2025-2026

PROPOSED BUDGET

CITY OF PORTOLA

2025-2026 PROPOSED BUDGET

FUND: Water (710)
DEPARTMENT: ALL

EXPENDITURES

ACCOUNT NO.	DESCRIPTION	2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024 ACTUAL	2024-2025 ADOPTED	2024-2025 YTD 5-29-25	2025-2026 PROPOSED
	Capital Outlay						
700.02	Building and Improvements						6,000.00
700.03	Machinery & Equip.	-	-	49,137.50	85,545.82	80,649.30	1,875.00
700.05	Computer Equipment						
700.30	Vehicles						
700.36	System Improvements **	6,867.00	8,580.00	59,723.27	25,000.00		58,800.00
700.80	Depreciation Expense	153,496.74	139,711.69	139,599.49			
700.10	Public Works Yard						
700.99	Fixed Asset Offset Account	(6,867.06)	(8,580.00)	(107,985.77)			
	**Scada Upgrade & Clean North Side Tank						
	325 - Lake Davis WTP						
510.01	Personnel Costs					1,007.02	18,437.16
600.04	Gas and Electric	22,660.21	25,754.00	23,932.74	25,000.00	19,691.53	25,000.00
600.05	Telephone	3,234.74	3,036.13	3,020.81	3,000.00	2,202.95	3,000.00
600.06	Materials and Supplies	186.26	1,066.65	2,923.69	2,000.00	4,677.35	3,000.00
600.07	Equipment Repair / Maintenance	4,425.12	15,238.70	23,118.49	15,000.00	6,382.27	20,000.00
600.15	Insurance						32,408.94
600.18	Professional Services/Pall	5,630.84	17,864.69	8,184.11	10,000.00	19,430.57	20,000.00
600.45	Building Maintenance	975.00	585.00	780.00	2,000.00	880.59	2,000.00
600.51	Lab Testing Fees	582.00	1,087.00		1,000.00	192.00	1,000.00
600.69	CDPH Fees	150.34	315.35	218.76	300.00	175.01	300.00
601.12	Chemicals	19,596.63	17,690.55	8,218.96	17,000.00	20,526.15	25,000.00
601.13	Residual Solids Disposal						
601.14	Cleaning Chemicals Disposal	2,275.00	1,050.00	1,672.94	4,000.00		4,000.00
700.36	System Improvements **						19,100.00
	**Scada Upgrade						
	520 -1996/97 Water Projects						
	Debt Service ends 2037						
800.01	Principal Expense	32,000.00	33,000.00	35,000.00	37,000.00	37,000.00	38,000.00
800.02	Interest Expense	37,141.40	35,541.40	33,891.41	31,615.00	32,141.41	32,150.00
800.99	Principal Offset Account	(32,000.00)	(33,000.00)	(35,000.00)			
	Total Water Fund Expenditures	839,017.28	1,075,875.97	1,198,045.45	1,186,724.65	1,051,250.33	1,319,194.65

WATER FUND 2025-2026 PROPOSED BUDGET

CITY OF PORTOLA
2025-2026 PROPOSED BUDGET

FUND: Sewer (720)
DEPARTMENT: ALL

REVENUE

[illegible]

Sewer Fund 2025-2026 PROPOSED BUDGET

CITY OF PORTOLA
2025-2026 PROPOSED BUDGET

FUND: Sewer (720)
DEPARTMENT: ALL

EXPENDITURES

ACCOUNT NO.	DESCRIPTION	2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024 ACTUAL	2024-2025 ADOPTED	2024-2025 YTD 5-29-25	2025-2026 PROPOSED
	311 - Public Works						
600.02	Postage	3,906.15	4,434.02	3,370.27	4,200.00	3,404.41	4,200.00
600.04	Gas & Electric	20,660.96	16,367.12	55,466.62	40,000.00	39,410.89	45,000.00
600.05	Telephone	3,646.08	4,107.19	5,264.12	4,500.00	4,165.73	4,500.00
600.06	Materials & Supplies	44,468.05	28,255.40	27,178.73	30,000.00	16,524.65	30,000.00
600.07	Equipment Repair/Maint.	18,167.69	30,950.79	27,717.23	25,000.00	24,639.01	25,000.00
600.08	Vehicle Repair/Maint.	1,547.17	1,394.39	12,468.90	5,000.00	6,850.00	7,500.00
600.09	Vehicle Fuel	7,229.40	8,837.44	7,740.07	8,000.00	4,666.54	8,000.00
600.10	Accounting Fees	13,200.00	13,200.00	13,750.00	14,520.00	15,096.20	17,160.00
600.11	Auditing Fees	8,640.00	8,640.00	10,260.00	10,800.00	10,800.00	11,760.00
600.13	Legal	10,065.44	7,351.53	9,983.65	13,104.00	12,443.31	12,377.76
600.15	Insurance	35,389.26	38,388.24	42,662.63	47,250.00	41,873.83	41,280.96
600.18	Professional Services	21,498.35	36,897.28	76,632.80	70,000.00	98,833.11	160,000.00
600.18	Prof. Svcs. Master Plan update						
600.20	Advertising & Notices					693.33	
600.22	Code Reference Update	586.79	300.00	300.00	1,500.00	300.00	1,500.00
600.25	Equipment Rental		13,303.01				
600.28	Emergency Mgmt/Flood		22,685.06	14,056.72			
600.29	Medical Physicals		837.00		750.00		
600.30	Conference/Travel						
600.31	Dues/Membership	649.10	2,143.89	111.20	1,000.00	1,576.50	2,000.00
600.32	Training/Education				800.00	1,220.15	1,500.00
600.45	Building Expense	1,938.04	1,797.61	2,782.87	4,500.00	1,550.68	9,500.00
600.47	Tech support-Incode software	4,083.74	-	8,605.31	9,484.00	9,484.00	9,940.00
600.48	Equipment Lease	1,019.28	1,023.05	1,096.83	2,500.00	1,220.80	2,500.00
600.51	Testing - Sewer	17,379.24	29,486.78	26,110.84	25,000.00	44,189.73	50,000.00
600.69	Permit Fees	11,254.00	9,885.00	11,092.48	15,000.00	11,056.00	25,000.00
600.76	Sewer Line Repairs	14,415.26	7,160.88	22,569.96	20,000.00	21,742.61	20,000.00
600.90	System Maintenance*	9,721.56	51,438.06	23,350.39	125,000.00	34,345.79	130,000.00
600.92	Bad Debt Expense	-					
600.94	Refuse Collection	1,705.83	1,799.84	1,862.41	3,000.00	3,187.54	3,000.00
600.99	Miscellaneous						
601.04	City Web page			1,000.00	1,000.00	1,046.40	1,200.00
601.10	Water	334.30	452.03	359.39	450.00	330.58	450.00
601.11	Sewer	316.64	271.44	271.44	350.00	67.86	350.00
601.12	Sewer Chemicals		58,718.22	60,184.94	65,000.00	36,638.39	65,000.00
	*includes sludge removal and sewer pond electrical conduit and wire replacement						
510.01	Personnel Costs	251,869.98	344,831.76	331,033.14	289,442.05	286,668.03	319,985.73

Sewer Fund 2025-2026 PROPOSED BUDGET

CITY OF PORTOLA
2025-2026 PROPOSED BUDGET

FUND: Sewer (720)
DEPARTMENT: ALL

EXPENDITURES

ACCOUNT NO.	DESCRIPTION	2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024 ACTUAL	2024-2025 ADOPTED	2024-2025 YTD 5-29-25	2025-2026 PROPOSED
	Capital Outlay						
700.02	Building Improvement						6,000.00
700.03	Machinery & Equip	9,498.84	10,358.16		112,545.82	80,649.82	1,875.00
700.05	Computer Equipment						
700.30	Vehicles						
700.32	System Improvement	836.00	-		25,000.00		175,000.00
700.09	Software	-	5,284.50				
700.80	Depreciation Expense	127,006.04	112,257.13	107,114.61			
700.99	Fixed Asset Offset Account	(10,334.84)	(10,358.16)				
910.00	Loss on Equipment						
	Total Sewer Fund Expenditures	630,698.35	862,498.66	904,397.55	974,695.87	814,675.89	1,191,579.45

Sewer Fund 2025-2026 PROPOSED BUDGET

**CITY OF PORTOLA
2025-2026
PROPOSED BUDGET**

FUND: Solid Waste (730)
DEPARTMENT: ALL

REVENUE

ACCOUNT NO.	DESCRIPTION	2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024 ACTUAL	2024-2025 ADOPTED	2024-2025 YTD 5-29-25	2025-2026 PROPOSED
	Use of Money & Property						
403.01	Interest Income/Investments	1,593.15	14,500.23	31,772.29	25,000.00	31,636.65	30,000.00
	Fines & Forfeitures						
406.09	10% Late Penalty		5,025.99	7,143.70	10,000.00	6,204.56	8,000.00
407.04	FEMA/OES Reimbursement						
409.00	Miscellaneous Income						
	Charges for Services						
430.00	Solid Waste Franchise Fee	49,643.44	55,917.51	67,504.53	60,000.00	55,053.44	60,000.00
430.01	Landfill Gate Fees	8.83					
430.03	Landfill Closure Fees	111,923.37	95,626.98	83,143.96	84,000.00	69,167.05	83,000.00
430.08	Solid Waste Fee	136,374.46	118,320.82	120,179.85	120,000.00	99,942.56	120,000.00
	Recycling						
440.11	Recycling Grant						
	322-SB 1383 Grant						
440.12	SB 1383 grant		20,000.00				
	Total Solid Waste Revenues	299,543.25	309,391.53	309,744.33	299,000.00	262,004.26	301,000.00

SOLID WASTE FUND 2025-2026 PROPOSED BUDGET

**CITY OF PORTOLA
2025-2026
PROPOSED BUDGET**

FUND: Solid Waste (730)
DEPARTMENT: ALL

EXPENDITURES

ACCOUNT	DESCRIPTION	2021-2022	2022-2023	2023-2024	2024-2025	2024-2025	2025-2026
NO.		ACTUAL	ACTUAL	ACTUAL	ADOPTED	YTD 5-29-25	PROPOSED
	311 - Public Works						
600.02	Postage	992.01	1,217.66	1,864.22	1,700.00	3,097.94	2,800.00
600.06	Materials & Supplies	2,911.78	1,405.75	1,257.95	3,000.00	2,335.46	3,000.00
600.07	Equipment Repair/Maintenance	574.06	3,181.43		1,000.00	1,167.35	1,500.00
600.08	Vehicle Repair/ Maintenance	191.12					
600.10	Accounting Fees	4,800.00	4,800.00	5,000.00	5,280.00	5,500.00	6,600.00
600.11	Auditing Fees	2,880.00	2,880.00	3,420.00	3,600.00	3,600.00	3,780.00
600.13	Legal	375.00	9,346.00	2,882.30	5,000.00	575.67	10,314.80
600.15	Insurance	4,150.83	4,237.57	5,283.83	5,820.00	5,005.83	7,544.73
600.18	Professional Services	12,110.00	4,860.00	6,081.62	10,000.00	4,365.00	10,000.00
600.28	Emergency Management			886.14			
600.45	Building Expense	33.99			250.00		
600.47	Tech Support-Incode software			3,280.85	3,793.74	3,793.74	3,976.00
600.51	Testing and Reporting *	-	-		45,050.00	19,043.88	45,050.00
600.69	Permit Fees	-	-		35,000.00	28,864.00	35,000.00
600.80	Post-closure Care Costs	-	-	49,389.99	20,000.00	6,579.10	20,000.00
600.83	Recycling Grant Expenditures	-	101.97				
600.75	Landfill Closure Cost	115,318.94	48,224.94				
600.92	Bad Debt Expense						
700.02	Building and Impr						1,400.00
700.09	Software		2,523.00				
700.32	System Improvement						
700.80	Depreciation Expense	3,145.44	3,106.67	254.00			
700.99	Fixed Asset Offset Account						
	*This is Mcginley						
	**Landfill damage - sediment						
510.01	Personnel Costs	33,850.84	41,533.62	51,376.99	53,491.41	56,724.08	75,167.37
	322 - SB 1383						
600.06	Personnel/Administration		3,478.88	765.00	3,000.00	13,878.93	-
	Total Solid Waste Expenditures	181,334.01	130,897.49	131,742.89	195,985.15	154,530.98	226,132.90

SOLID WASTE FUND 2025-2026 PROPOSED BUDGET

CITY OF PORTOLA					2025-2026 Payroll - Proposed Budget with 2.44% COLA													
2025-2026 BUDGET	Total																	
	Salaries/ Benefits	Dept No.																%
Employee Name			100	100	207	207	208	208	215	215	710	710	720	720	730	730	Total	Total
City Manager	220,470.20	111	14%	30,865.83	5%	11,023.51	5%	11,023.51		-	32%	70,550.46	30%	66,141.06	14%	30,865.83	220,470.20	100%
Deputy Clerk	72,546.05	111	28%	20,312.89	1%	725.46	1%	725.46		-	30%	21,763.81	30%	21,763.81	10%	7,254.60	72,546.05	100%
Office Clerk	62,656.59	111	11%	6,892.22	1%	626.57	1%	626.57		-	40%	25,062.64	40%	25,062.64	7%	4,385.96	62,656.59	100%
Accounting Technician	104,703.18	113	12%	12,564.38	3%	3,141.10	3%	3,141.10			42%	43,975.34	37%	38,740.18	3%	3,141.10	104,703.18	100%
Utility Technician	155,190.42	311	19%	29,486.18	12%	18,622.85	15%	23,278.56			48%	74,491.40	6%	9,311.43	0%	-	155,190.42	100%
Utility Technician	138,167.60	311	1%	1,381.68	2%	2,763.35	3%	4,145.03			53%	73,228.83	39%	53,885.36	2%	2,763.35	138,167.60	100%
Public Works Maintenance	117,062.36	311	5%	5,853.12	22%	25,753.72	18%	21,071.22			32%	37,459.95	14%	16,388.73	9%	10,535.61	117,062.36	100%
Community Engagement	62,534.21	212	90%	56,280.79			10%	6,253.42									62,534.21	100%
PW & Bldg. Svcs Manager	194,118.44	311	6%	11,647.11	10%	19,411.84	11%	21,353.03			31%	60,176.71	24%	46,588.42	6%	11,647.11	170,824.22	88%
		114	12%	23,294.21													23,294.21	12%
Flat rate PERS	73,016.00	111	20%	14,603.20	7%	5,111.12	8%	5,841.28		-	32%	23,365.12	29%	21,174.64	4%	2,920.64	73,016.00	100%
Sub-Total Permanent	1,200,465.03			213,181.61		87,179.52		97,459.18		-		430,074.27		299,056.27		73,514.20	1,200,465.03	
City Council	4,071.67	112	100%	4,071.67		-		-				-		-		-	4,071.67	100%
City Council	4,071.67	112	100%	4,071.67		-		-				-		-		-	4,071.67	100%
City Council	4,071.67	112	100%	4,071.67		-		-				-		-		-	4,071.67	100%
City Council	4,071.67	112	100%	4,071.67		-		-				-		-		-	4,071.67	100%
City Clerk	339.31	112	100%	339.31		-		-				-		-		-	339.31	100%
City Council	4,071.67	112	100%	4,071.67		-		-				-		-		-	4,071.67	100%
City Treasurer	322.95	112	100%	322.95													322.95	100%
Planning Commission	0.00	117	100%	-		-		-				-		-		-	-	100%
Planning Commission	0.00	117	100%	-		-		-				-		-		-	-	100%
Planning Commission	0.00	117	100%	-		-		-				-		-		-	-	100%
Planning Commission	0.00	117	100%	-		-		-				-		-		-	-	100%
Planning Commission	0.00	117	100%	-		-		-				-		-		-	-	100%
Sub-Total Part-Time	21,020.62			21,020.62													21,020.62	
Estimated O/T Pay-Office Staff	1,383.24	113	30%	414.97		-		-			35%	484.13	35%	484.13		-	1,383.24	100%
Estimated O/T Pay-Public Works	26,359.90	311	10%	2,635.99		-	55%	14,497.94			20%	5,271.98	15%	3,953.98		-	26,359.90	100%
On Call Pay	16,451.01							-			50%	8,225.50	50%	8,225.50		-	16,451.01	100%
Sub-Total Overtime/On-call	44,194.15			3,050.96		-		14,497.94				13,981.62		12,663.62		-	44,194.15	
Sub-Totals By Fund	1,265,679.80			237,253.18	7%	87,179.52	9%	111,957.12	0%	0.00	35%	444,055.89	25%	311,719.89	6%	73,514.20	1,265,679.80	
Public Works-Temp	165,316.80	311	19%	31,410.19	31%	51,248.21	28%	46,288.70			16%	26,450.69	5%	8,265.84	1%	1,653.17	165,316.80	100%
Summer Pool-Temps	59,785.00	411	100%	59,785.00													59,785.00	100%
Building	8,561.14	114		8,561.14													8,561.14	
Totals by Fund w/ Temps	1,499,342.74			337,009.51		138,427.72		158,245.82		-		470,506.57		319,985.73		75,167.37	1,499,342.74	1,499,342.74

COLA	STEPS			Annual Pay Rate	With Steps	With Cola	Health Ins	PERS @ Various%	Life Ins	FICA 7.65%	Workers Comp	SUI 6.2% (First \$7,000)		AUTO & CELL	Total Benefits	Salaries & Benefits	
3,538.00		City Manager		145,000.00	145,000.00	148,538.00	33,915.00	11,542.00	42.00	11,363.16	8,936.05	434.00		5,700.00	71,932.20	220,470.20	
1,319.45		Deputy Clerk		54,075.84	54,075.84	55,395.29	4,800.00	4,304.44	42.00	4,237.74	3,332.58	434.00	-		17,150.76	72,546.05	
1,125.48		Office Clerk		46,126.08	46,126.08	47,251.56	4,800.00	3,671.64	42.00	3,614.74	2,842.65	434.00			15,405.03	62,656.59	
1,489.06		Accounting Technician		61,027.20	61,027.20	62,516.26	28,209.00	4,857.77	142.68	4,782.49	3,760.98	434.00	-		42,186.92	104,703.18	
1,865.31		Public Works Maintenance		76,447.32	76,447.32	78,312.63	28,209.00	17,812.23	374.00	5,990.92	24,057.64	434.00	-		76,877.78	155,190.42	
1,691.41		Utility Technician		69,320.16	69,320.16	71,011.57	33,915.00	5,517.88	42.00	5,432.39	21,814.75	434.00	-		67,156.02	138,167.60	
1,347.43		Public Works Maintenance		55,222.39	55,222.39	56,569.82	33,915.00	4,395.70	42.00	4,327.59	17,378.25	434.00			60,492.54	117,062.36	
1,218.05		Community Engagement		49,920.00	49,920.00	51,138.05		3,973.63		3,912.06	3,076.46	434.00			11,396.16	62,534.21	
2,773.09		PW & Bldg. Svcs Manager		113,651.20	113,651.20	116,424.29	28,209.00	26,480.73	251.88	8,906.46	13,412.08	434.00	-		77,694.15	194,118.44	
-																	
		Flat rate PERS						73,016.00							73,016.00	73,016.00	
16,367.28	\$ -																
				670,790.19	670,790.19	687,157.47	195,972.00	155,572.01	978.56	52,567.55	98,611.45	3,906.00	-	5,700.00	513,307.56	1,200,465.03	
		City Council		3,600.00						275.40	196.27				471.67	4,071.67	
		City Council		3,600.00						275.40	196.27				471.67	4,071.67	
		City Council		3,600.00						275.40	196.27				471.67	4,071.67	
		City Council		3,600.00						275.40	196.27				471.67	4,071.67	
		City Clerk		300.00				-		22.95	16.36				39.31	339.31	
		City Council		3,600.00						275.40	196.27				471.67	4,071.67	
		City Treasurer		300.00						22.95	-				22.95	322.95	
		Planning Commission								-	-		-		-	-	
		Planning Commission								-	-		-		-	-	
		Planning Commission								-	-		-		-	-	
		Planning Commission								-	-		-		-	-	
		Planning Commission								-	-		-		-	-	
		Total Part-Time		18,600.00	18,600.00	18,600.00		-		1,422.90	997.72	-			2,420.62	21,020.62	
		Estimated O/T Pay-Office Staff:		-						-			-			-	
		Estimated O/T Pay-Office Staff		1,223.00	1,223.00	1,223.00				93.56	66.68				160.24	1,383.24	
				-						-	-		-		-		
		Estimated O/T Pay-Public Works		20,380.00	20,380.00	20,380.00				1,559.07	4,420.83				5,979.90	26,359.90	
											-				-		
		On Call Pay		12,719.00	12,719.00	12,719.00				973.00	2,759.01				3,732.01	16,451.01	
		Total Overtime Pay		34,322.00	34,322.00	34,322.00	-	-	-	2,625.63	7,246.51	-	-		9,872.15	44,194.15	
											-						
1,265,679.80		Totals		723,712.19	723,712.19	740,079.47	195,972.00	155,572.01	978.56	56,616.08	106,855.67	3,906.00	-	5,700.00	1,989,391.99	1,265,679.80	
		Public Works-Temp		130,000.00	130,000.00	130,000.00		10,231.00		9,945.00	11,668.80	3,472.00	-		35,316.80	165,316.80	
		Summer Pool-Temps		50,000.00	50,000.00	50,000.00				3,825.00	4,488.00	1,472.00	-		9,785.00	59,785.00	
				8,561.14	8,561.14	8,561.14					-				8,561.14	8,561.14	
				912,273.33	912,273.33	928,640.61	195,972.00	165,803.01	978.56	70,386.08	123,012.47	8,850.00	-	5,700.00	1,499,342.74	1,499,342.74	-



City of Portola

35 Third Avenue - PO. Box 1225
Portola, California 96122
Phone: (530) 832-4216
Fax: (530) 832-5418
www.cityofportola.com

Joint Town Hall: Plumas County District I Supervisor & City of Portola City Manager

Location:

Veterans Memorial Hall
449 W Sierra St
Portola CA, 96122

Cohosted By:

Plumas County District I Supervisor, Mr. Dwight Ceresola
City of Portola City Manager, Mr. Ryan Bonk

Listed below are the discussion topics for this event.

1. Beckwourth Peak Fire Protection District & Fire Season Preparations
2. Wolves in Plumas County
3. Gulling Street Bridge Project
4. Caltrans Cromberg Combined Project
5. Green Waste Disposal & General Updates
6. General questions, comments, or concerns



MEETING DATE: June 11, 2025

AGENDA ITEM: 9. Ratification of Grant Agreement between the Northern Sierra Air Quality Management District and the City of Portola

FROM: Ryan Bonk

RE: Ratification of Grant Agreement between the Northern Sierra Air Quality Management District and the City of Portola

BACKGROUND:

The City and Northern Sierra Air Quality Management District (NSAQMD) have entered into a grant agreement. The agreement is for the City to purchase applicable zero emission lawn and garden equipment as outlined in the agreement. The City agrees to destroy existing operable combustion equipment that will be replaced by the zero emission equipment.

NSAQMD agrees to reimburse the City for up to \$40,000.00 for the purchase of applicable zero emission lawn and garden equipment per the agreement.

The City staff is seeking Council decision to ratify the grant application and agreement.

EXECUTIVE SUMMARY:

Grant Details:

Project and grant details, including identification of the Grant Manager:

See executive summary and full grant agreement attached. Grant Managers will be Ryan Bonk and Todd Roberts.

Budget summary:

Reimbursement of up to \$40,000.00 from NSAQMD. Staff time to manage grant is minimal and will not be reimbursed.

Administration requirements and funding source:

Funding source is NSAQMD. Administrative requirements for this grant are minimal.

Match requirements and funding source:

No match requirements.

Advance allowance:

Not applicable.

Compliance/Grant requirements:

The City agrees to destroy existing operable combustion equipment that will be replaced by the zero emission equipment.

Grantee responsibilities:

See full grant agreement attached.

FISCAL IMPACT:

There is no financial impact as the City will be reimbursed up to \$40,000.00 for the purchase of equipment per the agreement.

RECOMMENDATION:

Staff recommends that the City Council ratify both the application and agreement.

ATTACHMENTS:

- A. AGREEMENT
- B. APPLICATION

Agreement Number –2025-01 L&G

GRANT AGREEMENT

between

The Northern Sierra Air Quality Management District

And

City of Portola

This Agreement is made and entered into this: **March 17, 2025** by and between the Northern Sierra Air Quality Management District (NSAQMD), an air quality management district formed pursuant to the laws of the State of California, and the City of Portola (Participant).

WITNESSETH

This Agreement (“Agreement”) between the Northern Sierra Air Quality Management District (NSAQMD), a public agency of the State of California, hereinafter referred to as “District” and City of Portola, hereinafter referred to as “Participant”:

WHEREAS, pursuant to Health and Safety Code 44281(c), the District may undertake programs that include financial assistance or other incentives for the funding of projects that enable the deployment of alternative, advanced, and cleaner technologies to support the State’s air quality goals; and

WHEREAS, public and private entities are eligible to apply unless otherwise stated. Public entities include but are not limited to State, metropolitan, county, city, multi-county special district (e.g. water district), school district, university, and federal agencies and organizations; and

NOW, THEREFORE, based on their mutual promises, covenants, and conditions, the parties hereby agree as follows:

1. PROJECT

Applicant shall perform all activities and work necessary to implement and complete the project set forth in the Voucher Application which is incorporated herein as Exhibit A. Participant agrees to purchase applicable equipment as outlined in the District Carl Moyer Procedure Guidelines, Appendix F: Lawn and Garden Program Guidelines and all current program guidelines. Participant represents that the Participant has the expertise necessary to adequately purchase new zero emission lawn and garden equipment and to destroy the existing operable combustion equipment as specified in Exhibit A.

In the event of any conflict between or among the terms and conditions of this Agreement, the exhibits incorporated herein, and the documents referred to and incorporated herein, such conflict shall be resolved by giving precedence in the following order of priority:

1. The text of this Agreement;
2. Exhibit A, to this Agreement;
3. The Carl Moyer Program Guidelines (April 27, 2017), Carl Moyer Infrastructure Guidelines, Appendix F: : Lawn and Garden Program Guidelines

Eligible costs are limited to the below:

Equipment Type	Maximum Voucher Amount**
Chainsaws, Trimmers, Edgers, & Brushcutters Including charging cable & additional batteries	\$700
Leaf Blowers & Vacuums Including charging cable & additional batteries	\$1,400
Walk Behind Lawn Mowers Including charging cable & additional batteries	\$1,500
Ride-on or Stand/Sit Mowers Including charging cable & additional batteries	\$15,000
**Maximum reimbursement amount not to exceed total cost of eligible purchase including taxes, fees, charging cord, and additional batteries.	

2. PERIOD OF PERFORMANCE/TIMETABLE AND REQUIREMENTS

Participant shall complete purchase within one year of the signing of this Agreement, unless this Agreement is terminated sooner as provided for elsewhere in this Agreement.

Participant shall fill out necessary paperwork and become a vendor with Nevada County in order to receive reimbursement for the applicable purchases, prior to a request for reimbursement.

Participant attests that the existing combustion (gas powered) lawn and garden equipment is currently operable.

Participant shall, within 30 days of purchasing new equipment, destroy (make inoperable) old operable combustion (gas powered) lawn and garden equipment and provide proof to the District.

Participant shall provide the District with proof of payment and purchase with a written request for reimbursement.

Agreement shall be in place for three (3) years. With the equipment date of purchase commencing the agreement life.

3. QUALIFICATIONS

- A.** The Applicant is a public agency located in the State of California and is located within Plumas, Sierra or Nevada County.
- B.** The project must comply with all applicable federal, State, local laws and requirements including environmental laws, and State building, environmental and fire codes.
- C.** Applicant will ensure that the equipment be in operating condition throughout the contract term.

5. RECORD KEEPING AND REPORTING

Annually, through the term of this Agreement or any amendments to it and starting one year from the day of the NSAQMD payment, participant shall provide the NSAQMD access to inspect the lawn and garden equipment purchased and its related records; if requested.

Applicant must allow NSAQMD staff with access to to verify and document that the zero emission lawn and garden equipment purchased is the same as documented in the provided proof of purchase.

Participant shall keep, and provide to NSAQMD or its agents, upon request, accurate financial records (including invoices on which Agreement was based) necessary to enable NSAQMD to review Participant's performance of this Agreement. These records shall demonstrate the grant funding has been used for the purchase of zero emission lawn and garden equipment of the same form and function as described in Exhibit A to this Grant Agreement. Participant shall maintain all such records for at least three years after the date on which Grant funds were received.

NSAQMD may take photos of the equipment and may keep photos in the project file. If photos are requested at the minimum, the photos will include equipment manufacturers, model number, and serial number as available.

6. COMPENSATION

NSAQMD agrees to reimburse Participant for up to: **\$40,000** ("Total Grant Award") and as outlined in Exhibit A. Participant will only be reimbursed for the eligible cost limits outlined in the table located on page two of this agreement and as verified by paid invoices submitted to the District by the Participant. The grant award will not exceed the Total Grant Award noted above, or the total allowable reimbursements; whichever is less.

Payments: Only expenditures incurred by Participant in the direct performance of this Agreement can be reimbursed by NSAQMD. Participant become a vendor with Nevada County and shall invoice the NSAQMD final payment once the necessary the zero emission lawn and garden equipment has been purchased and received in full and the old operable combustion (gas powered) lawn and garden equipment has been documented as destroyed.

Payments by NSAQMD to Participant for any services detailed in Exhibit A shall be permitted only after said services have been satisfactorily rendered, and after a written request and claim from Participant for such payment has been received by NSAQMD. Said written request shall set forth the work completed in the claim period and shall include copies of any and all invoices or financial records needed to verify that stated costs have been incurred by Participant.

NSAQMD shall pay Participant the amount of the Total Grant Award within thirty (30) calendar days after receiving a request for payment and verifying that services have been satisfactorily completed as cited in the invoice.

Participant expressly understands, acknowledges and agrees that NSAQMD will use reasonable efforts to budget and allocate funds to support this Agreement, however NSAQMD cannot make any guarantees as to the availability or amount of any future reimbursement pursuant to this Agreement except for the Total Grant Award expressly set forth above. Any and all future decisions to budget for or expend monies to support this reimbursement agreement are subject to the sole discretion of the NSAQMD Board and, therefore, this Agreement creates no right or entitlement to any future reimbursement whatsoever. NSAQMD shall have no obligation whatsoever to budget or expend monies for the purpose of fully funding this reimbursement agreement nor to use any funds other than Carl Moyer grant funds for the purpose of funding this Agreement.

Any and all obligations or commitments to reimburse Participant under this Agreement shall expire as of the earlier of (a) December 31, 2026 or (b) termination of the Agreement pursuant to Paragraph 9, below; and that this Agreement may be terminated whether or not Participant has received its full reimbursement for the Total Grant Award. Therefore, Participant further understands, acknowledges, and agrees that this Agreement may terminate before full reimbursement for the Total Grant Award may be made.

The amount to be paid to Participant under this Agreement shall include all sales and use taxes incurred pursuant to this Agreement, if any, including any such taxes due on equipment purchased by Participant, as outlined in Exhibit A.

Claims and all supporting documentation shall be submitted via mail to the Northern Sierra Air Quality Management District (NSAQMD), PO Box 2227 Portola CA. 96122, Attention: Melissa Klundby , and via email to: melissak@myairdistrict.com

Close-out Period: All final claims for repayment shall be submitted by Participant to NSAQMD within sixty (60) days following the final month of activities for which payment is claimed. No action will be taken by NSAQMD on claims submitted beyond the 60-day close-out period.

7. NON-ALLOCATION OF FUNDS

The terms of this Agreement and the services to be provided there under are contingent on the approval and appropriation of funds by the NSAQMD, the State of California and the federal government. NSAQMD upon giving **seven (7) calendar days written notice** to Participant, shall have the right to terminate its obligations under this Agreement if the NSAQMD, the Federal Government or the State of California, as the case may be, does not appropriate funds sufficient to discharge NSAQMD's obligations coming due under this Agreement.

8. INDEPENDENT PARTICIPANT

In performance of the work, duties, and obligations assumed by Participant under this Agreement, it is mutually understood and agreed that Participant, including any and all of Participant's officers, agents, and employees, will at all times be acting and performing as an independent Participant and shall act in an independent capacity and not as an officer, agent, servant, employee, joint venturer, partner, or associate of NSAQMD. Furthermore, except for requirements specifically stated in this Agreement, NSAQMD shall have no right to control, supervise or direct the manner or method by which Participant shall perform its work and function. However, NSAQMD shall retain the right to administer this Agreement so as to verify that Participant is performing its obligations in accordance with the terms and conditions thereof. Participant and NSAQMD shall comply with all applicable provisions of law and the rules and regulations, if any, of governmental authorities having jurisdiction over matters the subject thereof.

Because of its status as an independent Participant, Participant shall have absolutely no right to employment rights and benefits available to NSAQMD employees. Participant shall be solely liable and responsible for providing to, or on behalf of, itself all legally required employee benefits. In addition, Participant shall be solely responsible and hold NSAQMD harmless from all matters relating to payment of Participant's employees, including compliance with social security, withholding, and all other regulations governing such matters. It is acknowledged that during the term of this Agreement, Participant may be providing services to others unrelated to NSAQMD or to this Agreement.

9. TERMINATION

Breach of Agreement: NSAQMD may immediately suspend or terminate this Agreement, in whole or in part, for any of the following reasons:

1. An illegal or improper use of funds;
2. A failure to comply with any term of this Agreement;
3. A substantially incorrect or incomplete report submitted to NSAQMD;
4. Improperly performed services; or
5. Participant breaches any requirements of the Carl Moyer Program Guidelines (April 27, 2017) and applicable Carl Moyer Program Advisories.

In no event shall any payment by NSAQMD constitute a waiver by NSAQMD, the CARB (California Air Resources Control Board) or their designee(s) of any breach of this

Agreement or any default which may then exist on the part of Participant, nor shall such payment impair or prejudice any remedy available to NSAQMD, the CARB or their designee(s) with respect to the breach or default. NSAQMD, the CARB or their designee(s) shall have the right to demand of Participant the repayment to NSAQMD of any funds disbursed to Participant under this Agreement which in the judgment of NSAQMD, the ARB or their designee(s) were not expended in accordance with the terms of this Agreement. Participant shall promptly refund any such funds upon demand.

In addition to immediate suspension or termination, NSAQMD, the CARB or their designee(s) may impose any other remedies available at law, in equity, or otherwise specified in this Agreement.

Without Cause: Either party may terminate this Agreement at any time after giving the other party at least thirty (30) days advance written notice of intention to terminate. Upon such termination, all the work, if any, produced by Participant shall be promptly delivered to NSAQMD.

10. MODIFICATION

Any matters of this Agreement may be modified from time to time by the written consent of all the parties without in any way affecting the remainder.

11. NON-ASSIGNMENT

Neither party shall assign, transfer, or subcontract this Agreement, nor their rights or duties under this Agreement, without the prior express, written consent of the other party.

12. INDEMNIFICATION

Participant agrees to indemnify, save, hold harmless, and at NSAQMD's request, defend NSAQMD, its boards, committees, representatives, officers, agents, and employees from and against any and all costs and expenses (including reasonable attorneys' fees and litigation costs), damages, liabilities, claims, and losses (whether in contract, tort, or strict liability, including, but not limited to, personal injury, death, and property damage) occurring or resulting to NSAQMD which arises from any negligent or wrongful acts or omissions of Participant, its officers, agents, subcontractors, or employees in their performance of this Agreement.

In addition, by signing this agreement, Participant affirms that the project proposed in Exhibit A to this Grant Agreement has not been funded and is not being considered for funding by another air district, ARB, or any other public agency. Any applicant who is found to have submitted multiple applications for the same project may be banned by the ARB from submitting future applications to Carl Moyer Program solicitations and may be subject to criminal sanctions. A project funded cooperatively by multiple air districts is eligible for funding if the project parameters are coordinated amongst the participating districts and the project meets all applicable Carl Moyer Program criteria. Applicants are allowed to re-apply for project funding if a previous application has been

rejected and is no longer being considered for funding or if the applicant withdraws the previous application from the other funding source.

14. AUDITS AND INSPECTIONS

Participant shall at any time during regular business hours, and as often as NSAQMD, the CARB or their designee(s) may deem necessary, make available to and permit NSAQMD, the CARB or their designee(s) to inspect and audit all of the Participant's equipment and/or records necessary to determine Participant's compliance with the terms of this Agreement.

Participant shall be subject to an audit by NSAQMD, the CARB or their designee(s) to determine if the revenues received by Participant were spent for the reduction of pollution as provided in this Agreement and to determine whether said funds were utilized as provided by law and this Agreement. If, after audit, NSAQMD, the CARB or their designee(s) makes a determination that funds provided to the Participant pursuant to this Agreement were not spent in conformance with this Agreement or any other applicable provisions of law, Participant agrees to immediately reimburse NSAQMD all funds determined to have been expended not in conformance with this Agreement.

Participant shall retain all records and data for activities performed under this Agreement for at least three (3) years from the date of final payment under this Agreement or until all state and federal audits are completed for that fiscal year, whichever is later.

The Participant understands and agrees that the CARB has the authority and reserves the right to monitor and enforce the terms of the contract at any time during the project life. The NSAQMD, the CARB or their designee(s) may seek whatever legal, equitable and other remedies are available under State law for the owner's failure to comply with the Carl Moyer Program requirements and failure to fully perform under the grant agreement.

15. NOTICES

The persons and their addresses having authority to give and receive notices under this Agreement are as follows:

PARTICIPANT

Ryan N Bonk
City Manager
City of Portola
PO Box 1225
Portola, CA 96122

NSAQMD

Julie Hunter
Air Pollution Control Officer
Northern Sierra Air Quality Management District
PO Box 2227
Portola, CA 96122

Any and all notices between NSAQMD and Participant provided for or permitted under this Agreement or by law shall be in writing and shall be deemed duly served when personally delivered to one of the parties, or in lieu of such personal service, when deposited in the United States mail, postage prepared, addressed to such party.

16. POLITICAL ACTIVITY PROHIBITED

None of the funds, materials, property, or services provided under this Agreement shall be used for any political activity, or to further the election or defeat of any candidate for public office.

17. LOBBYING PROHIBITED

None of the funds provided under this Agreement shall be used for publicity, lobbying, or propaganda purposes designed to support or defeat legislation before the Congress of the United States of America or the Legislature of the State of California.

18. CONFLICT OF INTEREST

No officer, employee, or agent of NSAQMD who exercises any function or responsibility for planning and carrying out the services provided under this Agreement shall have any direct or indirect personal financial interest in this Agreement. Participant shall comply with all federal and state conflict of interest laws, statutes, and regulations, which shall be applicable to all parties and beneficiaries under this Agreement and any officer, agent, or employee of NSAQMD.

19. GOVERNING LAW

This Agreement shall be governed in all respects by the laws of the State of California. Venue for any action arising out of this Agreement shall only be in Nevada, Plumas or Sierra County(ies), California.

20. BINDING ON SUCCESSORS

This Agreement, including all covenants and conditions contained herein, shall be binding upon and inure to the benefit of the parties, including their respective successors-in-interest, assigns, and legal representatives.

21. TIME IS OF THE ESSENCE

It is understood that for Participant's performance under this Agreement, time is of the essence. The parties reasonably anticipate that Participant will, to the reasonable satisfaction of NSAQMD, complete all activities provided herein within the time schedule outlined in the attachments to this Agreement, provided that Participant is not caused unreasonable delay in such performance.

22. DATA OWNERSHIP

Upon termination or expiration of this Agreement, all data which is received, collected, produced, or developed by Participant under this Agreement shall become the exclusive property of NSAQMD, provided, however, Participant shall be allowed to retain a copy of any non-confidential data received, collected, produced, or developed by Participant under this Agreement, subject to NSAQMD's exclusive ownership rights stated herein. Accordingly, Participant shall, if requested, surrender to NSAQMD all such data which is

in its possession (including its subcontractors or agents), without any reservation of right or title, not otherwise enumerated herein. NSAQMD shall have the right at reasonable times during the term of this Agreement to inspect and reproduce any data received, collected, produced, or developed by Participant under this Agreement. No reports, professional papers, information, inventions, improvements, discoveries, or data obtained, prepared, assembled, or developed by Participant, pursuant to this Agreement, shall be released or made available (except to NSAQMD) without prior, express written approval of NSAQMD while this Agreement is in force.

23. NO THIRD-PARTY BENEFICIARIES

Notwithstanding anything else stated to the contrary herein, it is understood that Participant's services and activities under this Agreement are being rendered only for the benefit of NSAQMD, and no other person, firm, corporation, or entity shall be deemed an intended third-party beneficiary of this Agreement.

24. SEVERABILITY

In the event that any one or more of the provisions contained in this Agreement shall for any reason be held to be unenforceable in any respect by a court of competent jurisdiction, such holding shall not affect any other provisions of this Agreement, and the Agreement shall then be construed as if such unenforceable provisions are not a part hereof.

25. TITLE TO EQUIPMENT

Title to and risk of loss of equipment purchased with funds received through this Agreement shall, at all times, vest in and with Participant. Participant acknowledges that NSAQMD did not supply, design or manufacture the equipment or any of its components. This equipment is commercially manufactured and sold by a manufacturer to be determined by Participant. NSAQMD specifically disclaims all warranties, express and implied, including the implied warranties of merchantability and fitness for the intended purpose, as to the purchased equipment, any test equipment or field tests. In no event shall NSAQMD be liable to Participant or any third party for any direct, indirect, consequential, special, incidental, or punitive damages for the design, manufacture, operation, maintenance, performance, or demonstration of the purchased equipment under any theory, including but not limited to, tort, contract, breach of warranty, or strict liability.

26. RIGHTS TO EMISSION REDUCTIONS

With the exception of early compliance credits authorized by State statute or regulations written by the California Air Resources Board, Participant transfers and conveys to NSAQMD all rights and claim to ownership of the emission reductions achieved through the project funded by this Agreement. Participant shall not use or attempt to use the emission reductions achieved by the project as emission reduction credits. Participant hereby fully and completely relinquishes such rights for the useful life of the project as specified in Exhibit A.

27. SPECIAL CONDITIONS

Agreement Completion: The NSAQMD, at its discretion, may instead elect to modify the said schedule unless such an extension is not possible as a result of regulatory requirements.

Sale and Damage of Zero Emission Equipment:

Sale: The Participant during the life of this Agreement, may not sale or dispose of any operable zero emission lawn and garden equipment purchased through this agreement for the life of this contract.

Damage: If for any reason, the zero-emission lawn and garden equipment is(are) damaged but repairable during the life of this Agreement, the Participant shall notify the NSAQMD of this fact in writing within 15 days and begin working with the NSAQMD to promptly complete one of the two options listed below:

(a) Participant shall have the purchased zero-emission lawn and garden equipment repaired if feasible.

(b) If repairs are feasible and the Participant elects not to have the damaged zero-emission lawn and garden equipment repaired, then the Participant shall repay the NSAQMD the full amount of the original grant award or less at the discretion of the APCO.

28. ENTIRE AGREEMENT

This Agreement constitutes the entire Agreement between Participant and NSAQMD with respect to the subject matter hereof and supersedes all previous negotiations, proposals, commitments, writings, advertisements, publications, and understandings of any nature whatsoever unless expressly included in this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the day and year first hereinabove written. Electronic signatures are acceptable.

Approved: *Ryan N. Bonk* Date: 03/17/2025
City of Portola
Ryan N Bonk
City Manager

Approved: _____ Date: _____
Northern Sierra Air Quality Management District
Julie Hunter
Air Pollution Control Officer

VOUCHER APPLICATION FORM**Applicant Information:**

City of Portola

Organization Name (as it appears on IRS Form W-9) Box 1225 Employer/Tax Identification Number Portola CA 96122

Mailing Address 255 Third Ave City Portola State CA Zip Code 96122

Physical Address (if different) Portola, CA City Portola State CA Zip Code 96122

General Locations of Equipment Use (Counties, Cities, etc.) _____

Primary Contact: Todd Roberts Title: Public Works Supervisor

Phone Number: 530-251-6048 Email: troberts@cityofportola.com

Existing Equipment to be Replaced (use additional pages as necessary):

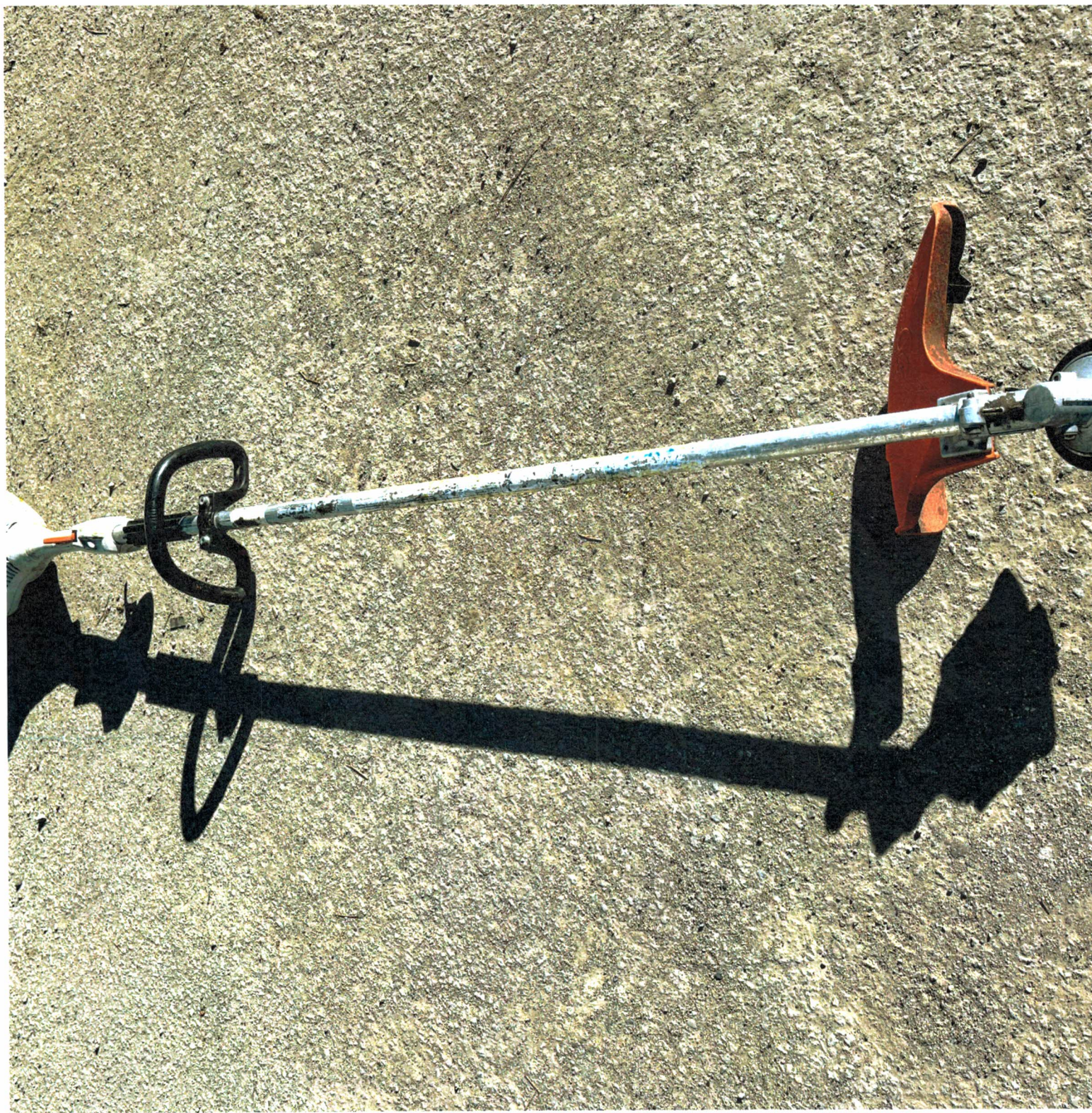
<input type="checkbox"/> Chainsaw <input type="checkbox"/> Polesaw <input checked="" type="checkbox"/> String Trimmer <input type="checkbox"/> Brushcutter <input type="checkbox"/> Hedge Trimmer <input type="checkbox"/> Edger <input type="checkbox"/> Leaf Blower <input type="checkbox"/> Leaf Vacuum <input type="checkbox"/> Walk-Behind Mower <input type="checkbox"/> Ride-On/Stand Mower		
<u>STIHL</u>	<u>N/A</u>	<u>N/A</u>
Manufacturer	Model Year (if known)	Engine Family (on engine plate)
<input type="checkbox"/> Chainsaw <input type="checkbox"/> Polesaw <input checked="" type="checkbox"/> String Trimmer <input type="checkbox"/> Brushcutter <input type="checkbox"/> Hedge Trimmer <input type="checkbox"/> Edger <input type="checkbox"/> Leaf Blower <input type="checkbox"/> Leaf Vacuum <input type="checkbox"/> Walk-Behind Mower <input type="checkbox"/> Ride-On/Stand Mower		
<u>STIHL</u>	<u>N/A</u>	<u>N/A</u>
Manufacturer	Model Year (if known)	Engine Family (on engine plate)
<input type="checkbox"/> Chainsaw <input type="checkbox"/> Polesaw <input checked="" type="checkbox"/> String Trimmer <input type="checkbox"/> Brushcutter <input type="checkbox"/> Hedge Trimmer <input type="checkbox"/> Edger <input type="checkbox"/> Leaf Blower <input type="checkbox"/> Leaf Vacuum <input type="checkbox"/> Walk-Behind Mower <input type="checkbox"/> Ride-On/Stand Mower		
<u>STIHL</u>	<u>N/A</u>	<u>N/A</u>
Manufacturer	Model Year (if known)	Engine Family (on engine plate)
<input type="checkbox"/> Chainsaw <input type="checkbox"/> Polesaw <input checked="" type="checkbox"/> String Trimmer <input type="checkbox"/> Brushcutter <input type="checkbox"/> Hedge Trimmer <input type="checkbox"/> Edger <input type="checkbox"/> Leaf Blower <input type="checkbox"/> Leaf Vacuum <input type="checkbox"/> Walk-Behind Mower <input type="checkbox"/> Ride-On/Stand Mower		
<u>ECHO</u>	<u>N/A</u>	<u>N/A</u>
Manufacturer	Model Year (if known)	Engine Family (on engine plate)

Attach: a quote for below listed equipment replacements

Application continues on next page...

District Use Only	
Date Received: <u>2-26-25</u>	Eligibility Verified By: _____
	Date: _____





VOUCHER APPLICATION FORM**Applicant Information:**

City of Portola

Organization Name (as it appears on IRS Form W-9) Box 1225 Employer/Tax Identification Number Portola CA 96122

Mailing Address 35 Third Ave City Portola State CA Zip Code 96122

Physical Address (if different) Portola, CA City Portola State CA Zip Code 96122

General Locations of Equipment Use (Counties, Cities, etc.) _____

Primary Contact: Todd Roberts Title: Public Works Supervisor

Phone Number: 530-251-6048 Email: troberts@cityofportola.com

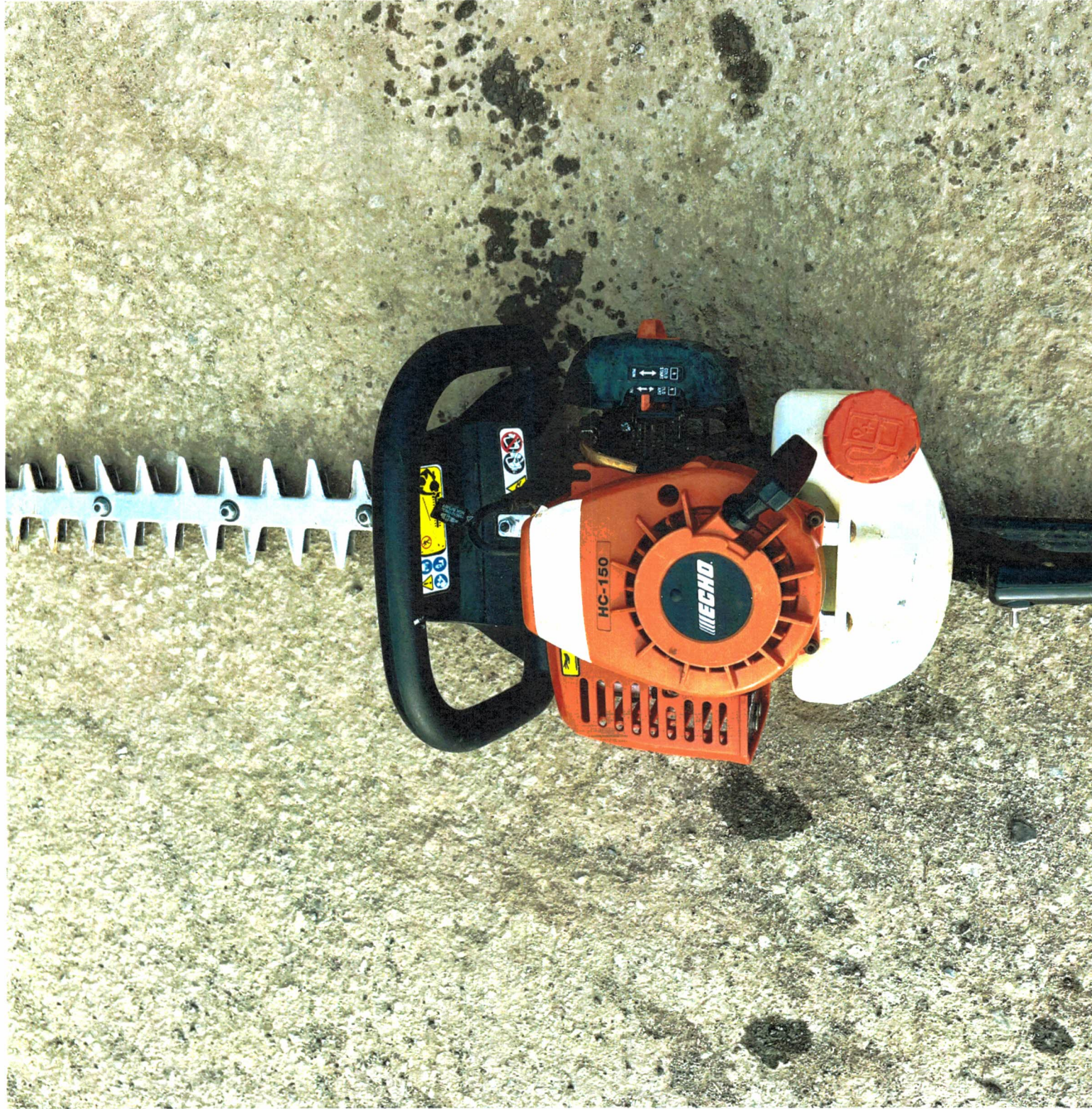
Existing Equipment to be Replaced (use additional pages as necessary):

<input type="checkbox"/> Chainsaw <input type="checkbox"/> Polesaw <input type="checkbox"/> String Trimmer <input type="checkbox"/> Brushcutter <input checked="" type="checkbox"/> Hedge Trimmer <input type="checkbox"/> Edger <input type="checkbox"/> Leaf Blower <input type="checkbox"/> Leaf Vacuum <input type="checkbox"/> Walk-Behind Mower <input type="checkbox"/> Ride-On/Stand Mower		
<u>ECHO</u>	<u>N/A</u>	<u>BEHXS.0214R1</u>
Manufacturer	Model Year (if known)	Engine Family (on engine plate)
<input type="checkbox"/> Chainsaw <input type="checkbox"/> Polesaw <input type="checkbox"/> String Trimmer <input type="checkbox"/> Brushcutter <input type="checkbox"/> Hedge Trimmer <input type="checkbox"/> Edger <input type="checkbox"/> Leaf Blower <input type="checkbox"/> Leaf Vacuum <input type="checkbox"/> Walk-Behind Mower <input type="checkbox"/> Ride-On/Stand Mower		
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Manufacturer	Model Year (if known)	Engine Family (on engine plate)
<input type="checkbox"/> Chainsaw <input type="checkbox"/> Polesaw <input type="checkbox"/> String Trimmer <input type="checkbox"/> Brushcutter <input type="checkbox"/> Hedge Trimmer <input type="checkbox"/> Edger <input type="checkbox"/> Leaf Blower <input type="checkbox"/> Leaf Vacuum <input type="checkbox"/> Walk-Behind Mower <input type="checkbox"/> Ride-On/Stand Mower		
Manufacturer	Model Year (if known)	Engine Family (on engine plate)

Attach: a quote for below listed equipment replacements

Application continues on next page...

District Use Only	
Date Received: _____	Eligibility Verified By: _____
	Date: _____



ECHO Hedge

EMISSION CONTROL INFORMATION

ENGINE FAMILY: BEHXS 0214KI DISPLACEMENT 21.2cc

EMISSION COMPLIANCE PERIOD: 300Hours

THIS ENGINE MEETS 2011 U.S. EPA EXH/EVP AND CALIFORNIA
EXH AND EVP EMISSION REGULATIONS FOR S.O.R.E. REFER TO OWNER
MANUAL FOR MAINTENANCE SPECIFICATIONS AND ADJUSTMENTS

YAMABIKO CORP.

JUN 2011



CITY

VOUCHER APPLICATION FORM**Applicant Information:**City of Portola

Organization Name (as it appears on IRS Form W-9)

Employer/Tax Identification Number

Box 1225

Mailing Address

Portola

City

CA

State

96122

Zip Code

35 Third Ave

Physical Address (if different)

Portola

City

CA

State

96122

Zip Code

Portola, CA

General Locations of Equipment Use (Counties, Cities, etc.)

Primary Contact: Todd RobertsTitle: Public Works SupervisorPhone Number: 530-291-6048Email: troberts@cityofportola.com**Existing Equipment to be Replaced (use additional pages as necessary):**☒ Chainsaw ☐ Polesaw ☐ String Trimmer ☐ Brushcutter ☐ Hedge Trimmer ☐ Edger☐ Leaf Blower ☐ Leaf Vacuum ☐ Walk-Behind Mower ☐ Ride-On/Stand MowerSTIHLN/AAAHX5.0324RE

Manufacturer

Model Year (if known)

Engine Family (on engine plate)

☒ Chainsaw ☐ Polesaw ☐ String Trimmer ☐ Brushcutter ☐ Hedge Trimmer ☐ Edger☐ Leaf Blower ☐ Leaf Vacuum ☐ Walk-Behind Mower ☐ Ride-On/Stand MowerECHON/AAEHX5.0505EB

Manufacturer

Model Year (if known)

Engine Family (on engine plate)

☐ Chainsaw ☐ Polesaw ☐ String Trimmer ☐ Brushcutter ☐ Hedge Trimmer ☐ Edger☐ Leaf Blower ☐ Leaf Vacuum ☐ Walk-Behind Mower ☐ Ride-On/Stand Mower

Manufacturer

Model Year (if known)

Engine Family (on engine plate)

☐ Chainsaw ☐ Polesaw ☐ String Trimmer ☐ Brushcutter ☐ Hedge Trimmer ☐ Edger☐ Leaf Blower ☐ Leaf Vacuum ☐ Walk-Behind Mower ☐ Ride-On/Stand Mower

Manufacturer

Model Year (if known)

Engine Family (on engine plate)

Attach: a quote for below listed equipment replacements

Application continues on next page...

District Use Only

Date Received: _____

Eligibility Verified By: _____

Date: _____



EMISSION CONTROL

ENGINE FAMILY: AEHXS. 0505EB DISPLACEMENT
EMISSION COMPLIANCE PERIOD: 300Hours.
THIS ENGINE MEETS U.S.EPA EXH REGS FOR
REFER TO OWNER'S MANUAL FOR MAINTENANCE
SPECIFICATIONS AND ADJUSTMENTS.

YAMABIKO CORP

CHAIN SAW
37G1
WITH AMERICAN
BOARD SAFETY
OR SOLINE
WS

ECHO
chainsaw



MS



STIHL ANDREAS STIHL AG & CO. KG
ENGINE FAMILY: AABXS.0324RE; D.O.M.: 05.10; DISPL.: 32 cc; EMISSIONS: 2007 AND LATER CALIFORNIA EXH AND EUP
SMALL OFF ROAD ENGINES: EMISSION COMPLIANCE PERIOD: 50 HRS.
FOR MAINTENANCE, SPECIFICATIONS, ADJUSTMENT AND...

ADVERTENCIA
Lea y siga todas las precauciones de seguridad.
manual de instrucciones, que está a su disposición.
El uso indebido puede causar daños personales graves.

VOUCHER APPLICATION FORM**Applicant Information:**

City of Portola

Organization Name (as it appears on IRS Form W-9) Box 1235 Employer/Tax Identification Number Portola CA 96122

Mailing Address 35 Third Ave City Portola State CA Zip Code 96122

Physical Address (if different) Portola, CA City Portola State CA Zip Code 96122

General Locations of Equipment Use (Counties, Cities, etc.)

Primary Contact: Todd Roberts Title: Public Works Supervisor

Phone Number: 530-251-6048 Email: troberts@cityofportola.com

Existing Equipment to be Replaced (use additional pages as necessary):

<input type="checkbox"/> Chainsaw <input checked="" type="checkbox"/> Polesaw <input type="checkbox"/> String Trimmer <input type="checkbox"/> Brushcutter <input type="checkbox"/> Hedge Trimmer <input type="checkbox"/> Edger <input type="checkbox"/> Leaf Blower <input type="checkbox"/> Leaf Vacuum <input type="checkbox"/> Walk-Behind Mower <input type="checkbox"/> Ride-On/Stand Mower		
<u>STIHL</u>	<u>N/A</u>	<u>AABXS.0274RY</u>
Manufacturer	Model Year (if known)	Engine Family (on engine plate)
<input type="checkbox"/> Chainsaw <input type="checkbox"/> Polesaw <input type="checkbox"/> String Trimmer <input type="checkbox"/> Brushcutter <input type="checkbox"/> Hedge Trimmer <input type="checkbox"/> Edger <input type="checkbox"/> Leaf Blower <input type="checkbox"/> Leaf Vacuum <input type="checkbox"/> Walk-Behind Mower <input type="checkbox"/> Ride-On/Stand Mower		
Manufacturer	Model Year (if known)	Engine Family (on engine plate)
<input type="checkbox"/> Chainsaw <input type="checkbox"/> Polesaw <input type="checkbox"/> String Trimmer <input type="checkbox"/> Brushcutter <input type="checkbox"/> Hedge Trimmer <input type="checkbox"/> Edger <input type="checkbox"/> Leaf Blower <input type="checkbox"/> Leaf Vacuum <input type="checkbox"/> Walk-Behind Mower <input type="checkbox"/> Ride-On/Stand Mower		
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<input type="checkbox"/> Chainsaw <input type="checkbox"/> Polesaw <input type="checkbox"/> String Trimmer <input type="checkbox"/> Brushcutter <input type="checkbox"/> Hedge Trimmer <input type="checkbox"/> Edger <input type="checkbox"/> Leaf Blower <input type="checkbox"/> Leaf Vacuum <input type="checkbox"/> Walk-Behind Mower <input type="checkbox"/> Ride-On/Stand Mower		
Manufacturer	Model Year (if known)	Engine Family (on engine plate)

Attach: a quote for below listed equipment replacements

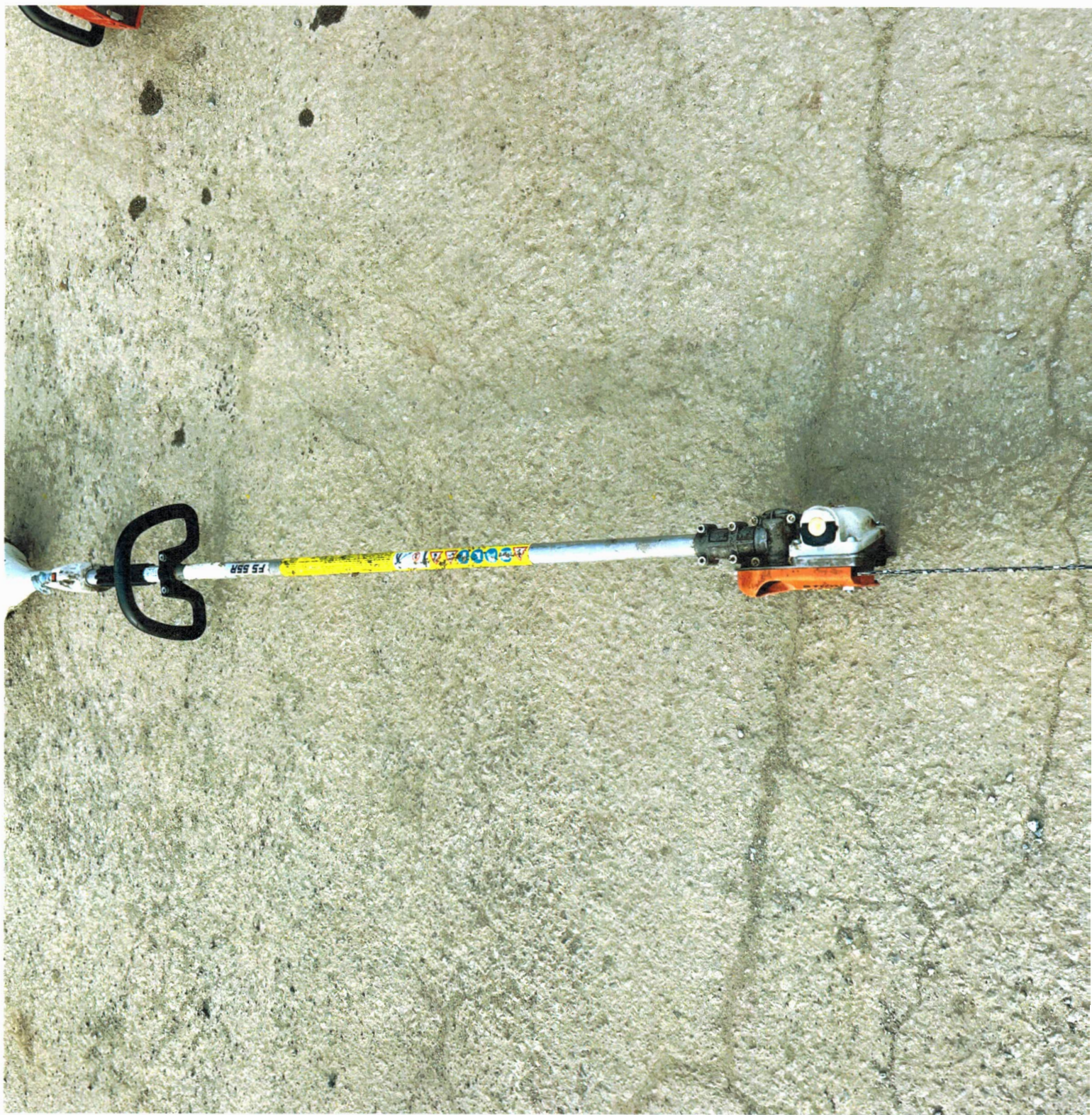
Application continues on next page...

District Use Only

Date Received: _____

Eligibility Verified By: _____

Date: _____



STIHL ANDREAS STIHL AG & Co. KG; IMPORTANT EMISSIONS INFORMATION
ENGINE FAMILY: AA8XS.0274RY; D.O.M.: 12.10; DISPL.: 27 cc
EMISSION CONTROL SYSTEM: EM; THIS ENGINE MEETS 2007 AND
LATER CALIFORNIA EXH AND EVP EMISSION REGULATIONS FOR
SMALL OFF ROAD ENGINES. EMISSION COMPLIANCE PERIOD: 50 HRS.
REFER TO OWNER'S MANUAL FOR MAINTENANCE, SPECIFICATIONS,
ADJUSTMENTS AND CATEGORY.

4140 SP-4.1

STIHL
CHAIN SAW

VOUCHER APPLICATION FORM**Applicant Information:**City of Portola

Organization Name (as it appears on IRS Form W-9)

Employer/Tax Identification Number

Box 1225PortolaCA96122

Mailing Address

City

State

Zip Code

35 Third AvePortolaCA96122

Physical Address (if different)

City

State

Zip Code

Portola, CA

General Locations of Equipment Use (Counties, Cities, etc.)

Primary Contact: Todd RobertsTitle: Public Works SupervisorPhone Number: 530-291-6048Email: troberts@cityofportola.com**Existing Equipment to be Replaced (use additional pages as necessary):**☐ Chainsaw ☐ Polesaw ☐ String Trimmer ☐ Brushcutter ☐ Hedge Trimmer ☐ Edger☒ Leaf Blower ☐ Leaf Vacuum ☐ Walk-Behind Mower ☐ Ride-On/Stand MowerSHINDAIWA2018?HEX5.0214KG

Manufacturer

Model Year (if known)

Engine Family (on engine plate)

☐ Chainsaw ☐ Polesaw ☐ String Trimmer ☐ Brushcutter ☐ Hedge Trimmer ☐ Edger☒ Leaf Blower ☐ Leaf Vacuum ☐ Walk-Behind Mower ☐ Ride-On/Stand MowerHusqvarna2018?HHQZ5 0505BP

Manufacturer

Model Year (if known)

Engine Family (on engine plate)

☐ Chainsaw ☐ Polesaw ☐ String Trimmer ☐ Brushcutter ☐ Hedge Trimmer ☐ Edger☐ Leaf Blower ☐ Leaf Vacuum ☐ Walk-Behind Mower ☐ Ride-On/Stand Mower

Manufacturer

Model Year (if known)

Engine Family (on engine plate)

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Manufacturer

Model Year (if known)

Engine Family (on engine plate)

Attach: a quote for below listed equipment replacements

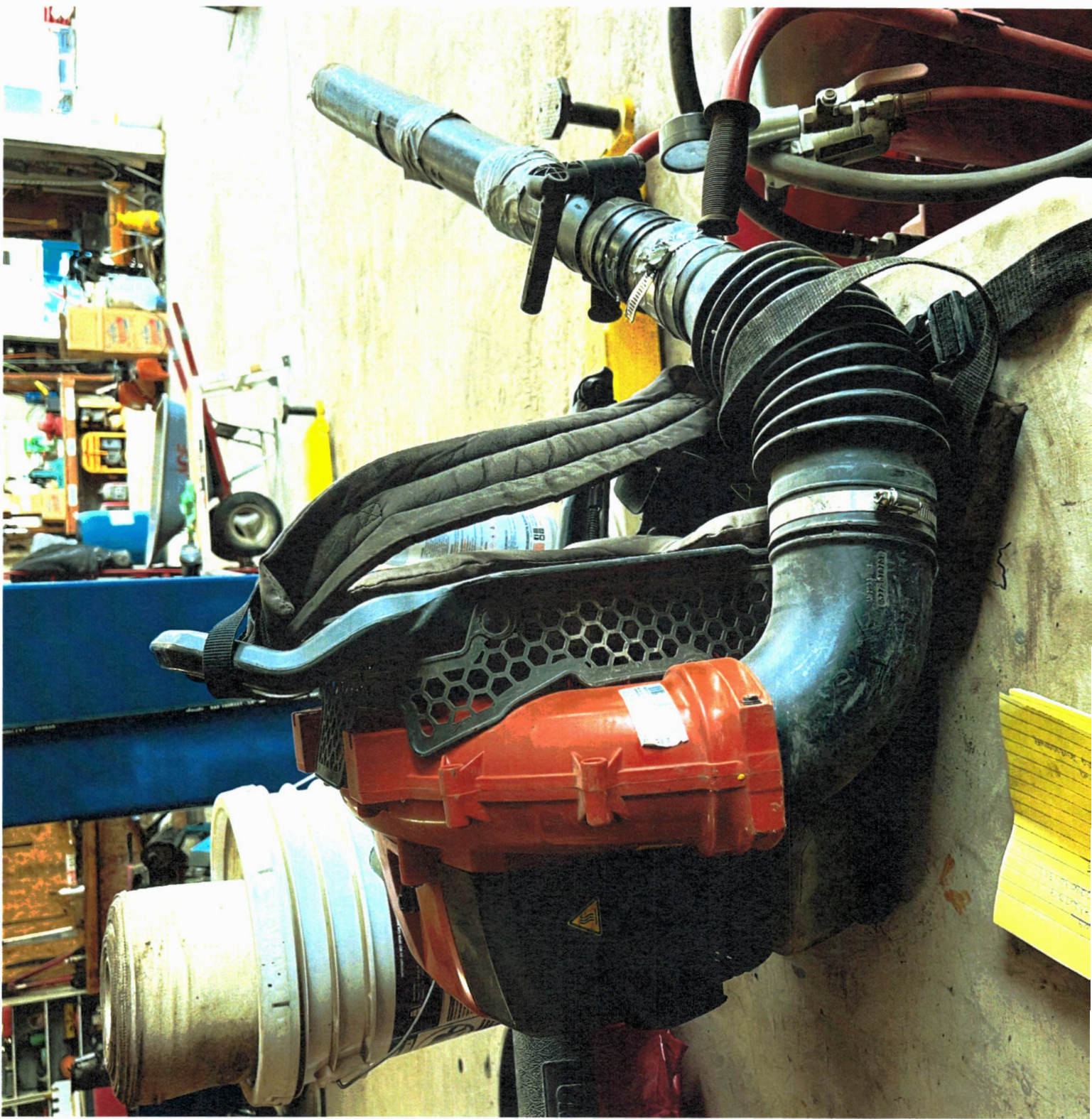
Application continues on next page...

District Use Only

Date Received: _____

Eligibility Verified By: _____

Date: _____



EMISSION CONTROL INFORMATION



150BT/350BT/350BF

HUSQVARNA AB HUSKVARNA SWEDEN

THIS ENGINE MEETS U.S. EPA AND CALIFORNIA
EXH/EVP REGS FOR 2017 S.O.R.E.

ENGINE FAMILY: HHQZS.0505BP DISPL.: 50cc

EMISSION CONTROL SYSTEM: EXH; EM/EVP; SP

COMPLIANCE PERIOD : 300 HOURS

MANUFACTURED : Nov.2017

REFER TO OPERATOR'S MANUAL FOR MAINTENANCE,
SPECIFICATIONS AND ADJUSTMENTS.

Husqvarna
Blower



Standard Blower

EMISSION CONTROL INFORMATION

ENGINE FAMILY: HEHXS 0214KG DISPLACEMENT: 21.2cc

EMISSION COMPLIANCE PERIOD: 300Hours

THIS ENGINE MEETS 2017 U.S. EPA EXH/VEP & CALIFORNIA
EXH/VEP EMISSION REGULATIONS FOR S.O.R.E. REFER TO OWNER'S
MANUAL FOR MAINTENANCE SPECIFICATIONS AND ADJUSTMENTS.

YAMABIKO CORP. SEP 2017 

VOUCHER APPLICATION FORM**Applicant Information:**

City of Portola
 Organization Name (as it appears on IRS Form W-9) Employer/Tax Identification Number

Box 1225 Portola CA 96122
 Mailing Address City State Zip Code

35 Third Ave Portola CA 96122
 Physical Address (if different) City State Zip Code

Portola, CA
 General Locations of Equipment Use (Counties, Cities, etc.)

Primary Contact: Todd Roberts Title: Public Works Supervisor

Phone Number: 530-251-6048 Email: t.roberts@cityofportola.com

Existing Equipment to be Replaced (use additional pages as necessary):

<input type="checkbox"/> Chainsaw <input type="checkbox"/> Polesaw <input type="checkbox"/> String Trimmer <input type="checkbox"/> Brushcutter <input type="checkbox"/> Hedge Trimmer <input type="checkbox"/> Edger <input type="checkbox"/> Leaf Blower <input type="checkbox"/> Leaf Vacuum <input type="checkbox"/> Walk-Behind Mower <input checked="" type="checkbox"/> Ride-On/Stand Mower		
<u>Ransomes</u>	<u>1988?</u>	<u>N/A</u>
Manufacturer	Model Year (if known)	Engine Family (on engine plate)
<input type="checkbox"/> Chainsaw <input type="checkbox"/> Polesaw <input type="checkbox"/> String Trimmer <input type="checkbox"/> Brushcutter <input type="checkbox"/> Hedge Trimmer <input type="checkbox"/> Edger <input type="checkbox"/> Leaf Blower <input type="checkbox"/> Leaf Vacuum <input type="checkbox"/> Walk-Behind Mower <input checked="" type="checkbox"/> Ride-On/Stand Mower		
<u>JOHN-DEERE XL178</u>	<u>N/A</u>	<u>N/A</u>
Manufacturer	Model Year (if known)	Engine Family (on engine plate)
<input type="checkbox"/> Chainsaw <input type="checkbox"/> Polesaw <input type="checkbox"/> String Trimmer <input type="checkbox"/> Brushcutter <input type="checkbox"/> Hedge Trimmer <input type="checkbox"/> Edger <input type="checkbox"/> Leaf Blower <input type="checkbox"/> Leaf Vacuum <input type="checkbox"/> Walk-Behind Mower <input type="checkbox"/> Ride-On/Stand Mower		
<input type="checkbox"/> Chainsaw <input type="checkbox"/> Polesaw <input type="checkbox"/> String Trimmer <input type="checkbox"/> Brushcutter <input type="checkbox"/> Hedge Trimmer <input type="checkbox"/> Edger <input type="checkbox"/> Leaf Blower <input type="checkbox"/> Leaf Vacuum <input type="checkbox"/> Walk-Behind Mower <input type="checkbox"/> Ride-On/Stand Mower		
<input type="checkbox"/> Chainsaw <input type="checkbox"/> Polesaw <input type="checkbox"/> String Trimmer <input type="checkbox"/> Brushcutter <input type="checkbox"/> Hedge Trimmer <input type="checkbox"/> Edger <input type="checkbox"/> Leaf Blower <input type="checkbox"/> Leaf Vacuum <input type="checkbox"/> Walk-Behind Mower <input type="checkbox"/> Ride-On/Stand Mower		
Manufacturer	Model Year (if known)	Engine Family (on engine plate)

Attach: a quote for below listed equipment replacements

Application continues on next page...

District Use Only

Date Received: _____

Eligibility Verified By: _____

Date: _____





JOHN DEERE

Product Identification Number

H0L178X100143

LX178 TRACTOR

DEERE & COMPANY

MADE IN U.S.A.

MOLINE, ILLINOIS

PULL OUT
TRACTOR

VOUCHER APPLICATION FORM**Applicant Information:**

City of Portola

Organization Name (as it appears on IRS Form W-9) Box 1225 Employer/Tax Identification Number Portola CA 96122

Mailing Address 35 Third Ave City Portola State CA Zip Code 96122

Physical Address (if different) Portola, CA City Portola State CA Zip Code 96122

General Locations of Equipment Use (Counties, Cities, etc.) _____

Primary Contact: Todd Roberts Title: Public Works Supervisor

Phone Number: 530-251-6048 Email: troberts@cityofportola.com

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<u>Honda</u>	<u>N/A</u>	<u>N/A</u>
Manufacturer	Model Year (if known)	Engine Family (on engine plate)
<input type="checkbox"/> Chainsaw <input type="checkbox"/> Polesaw <input type="checkbox"/> String Trimmer <input type="checkbox"/> Brushcutter <input type="checkbox"/> Hedge Trimmer <input type="checkbox"/> Edger <input type="checkbox"/> Leaf Blower <input type="checkbox"/> Leaf Vacuum <input checked="" type="checkbox"/> Walk-Behind Mower <input type="checkbox"/> Ride-On/Stand Mower		
<u>Troy Bilt</u>	<u>N/A</u>	<u>JBSXS1401VA</u>
Manufacturer	Model Year (if known)	Engine Family (on engine plate)
<input type="checkbox"/> Chainsaw <input type="checkbox"/> Polesaw <input type="checkbox"/> String Trimmer <input type="checkbox"/> Brushcutter <input type="checkbox"/> Hedge Trimmer <input type="checkbox"/> Edger <input type="checkbox"/> Leaf Blower <input type="checkbox"/> Leaf Vacuum <input type="checkbox"/> Walk-Behind Mower <input type="checkbox"/> Ride-On/Stand Mower		
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Manufacturer	Model Year (if known)	Engine Family (on engine plate)

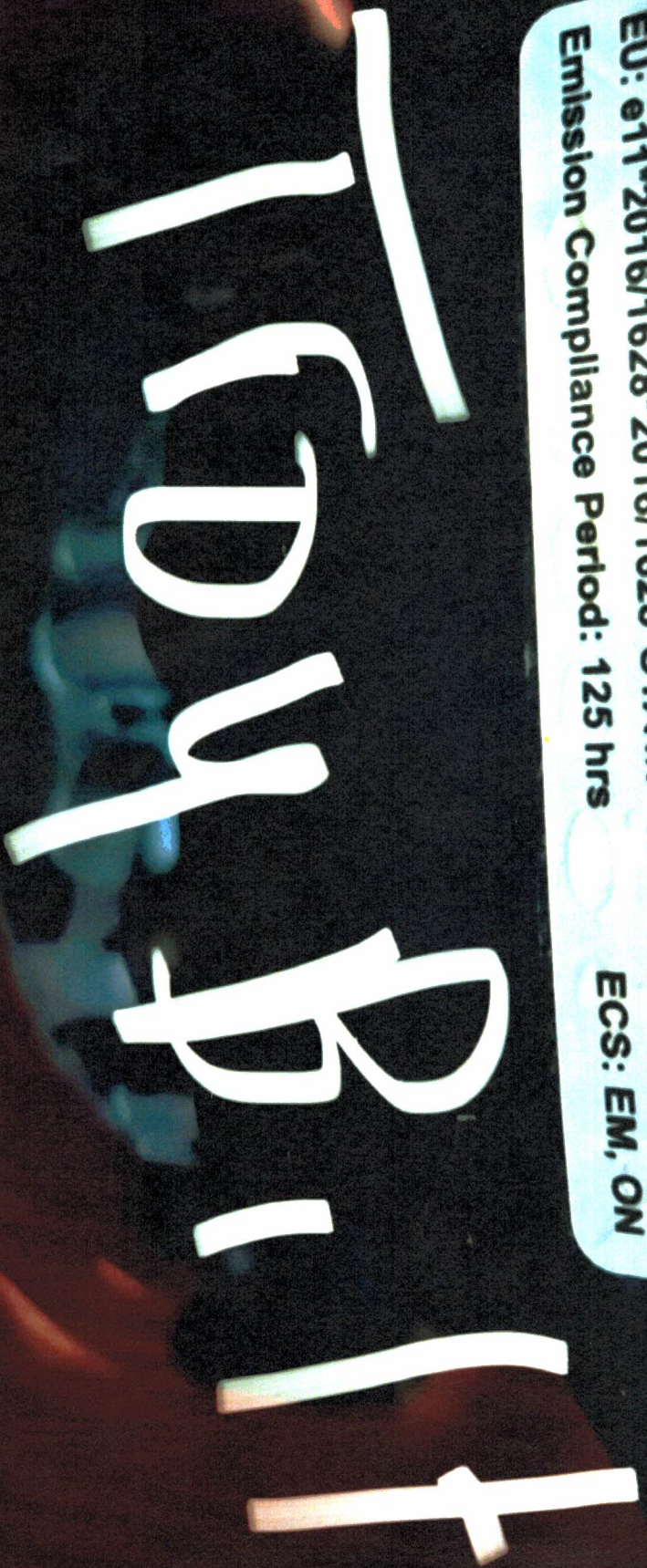
Attach: a quote for below listed equipment replacements

Application continues on next page...

District Use Only	
Date Received: _____	Eligibility Verified By: _____
	Date: _____







383537

Air Index #: 3

JBSXPNHQNV5

10 Least Clean

ECS: EM, ON

Emission Compliance Period: 125 hrs

APPLICATION FORM (continued)**Total Number of New Equipment Requested By Category:**Chainsaws/Polesaws: 3 Trimmers: 4 Edgers: _____ ~~Brushcutters:~~ ^{HEXIE TRIMMER} 1Leaf Blowers/Vacuums: 2 Walk-Behind Mowers: 2 Ride-On/Standing Mowers: 2**Co-Funding Disclosure:**

Please list any other financial incentives, including tax credits or deductions, grants, or other public financial assistance for the proposed purchase of replacement lawn & garden equipment:

APPLICANT CERTIFICATION:

I certify the following:

- a. The organization completing this application resides in the State of California.
- b. The existing lawn & garden equipment to be replaced is currently owned and operated by the applicant, is operational, and has been owned and operated by the applicant for at least two years.
- c. The organization applying for funding intends to own and operate the new, cordless zero-emission electric lawn & garden equipment in California for a minimum of 36 months and is not acquiring the replacement lawn & garden equipment for resale.
- d. The organization applying for funding has disclosed all additional co-funding sources and discounts that will be applied to this purchase.
- e. The organization applying for funding has not purchased replacement equipment that they are seeking funding for prior to applying to this program.
- f. I understand that I must enter into a contract with the Air District prior to purchasing the new equipment or destroying the old equipment.
- g. I understand that an incomplete or illegible application may be immediately rejected, and I will be notified.
- h. I understand as an applicant that incentive programs have limited funds and shall terminate upon depletion of program funding.
- i. I understand that the existing combustion equipment must be destroyed and made inoperable within 30 days of the purchase of new equipment.
- j. I understand that I am responsible to pay the Merchant for the purchase price of new equipment, and that I must provide proof of payment to the District to seek reimbursement.
- k. The Air District issuing the voucher does not warranty any equipment purchased under this voucher program, including, but not limited to, the quality or functionality of the lawn & garden equipment.
- l. Applications will be treated in accordance with Public Records Act requirements. Certain information, subject to those requirements, may be publicly disclosed.

☒ The information provided in this application is true and correct and meets the minimum requirements of the Carl Moyer Commercial Lawn and Garden program.

Applicant Name (Print): Tono RobertsTitle: Dir. of public worksApplicant Signature: Date: 2/24/25**District Use Only**

Date Received: _____

Eligibility Verified By: _____

Date: _____



MEETING DATE: June 11, 2025

AGENDA ITEM: 9. Consider Resolution 2610: Accept the Real Property and Parcel, Assessor Parcel Number 128-010-057

FROM: Ryan Bonk

RE: Resolution 2610- Accepting ownership of Assessor's Parcel Number 128-010-057 (Water Treatment Plant Adjacent Parcel)

BACKGROUND:

On 04/24/2024, the City adopted Resolution 2573, which authorized the transfer of the Lake Davis Water treatment plant to the City of Portola. Plumas County Public Works has identified that the parcel 128-010-057 to the west of the water treatment plant should also be transferred. At the time of the initial transfer, this parcel was missed.

On 05/14/2025, Staff presented this resolution to City Council. The City Council took action to send the matter back to the County with a request that the property be tested for environmental contamination.

This request has been made to the County. The County's response is attached to this staff report.

On 05/27/2025, Staff examined the site proposed to be transferred again. Staff confirmed that the parcel is currently being utilized to dispense of wash water from the Water Treatment plant via a hard piped sprinkler system that staff believes was installed during the initial construction of the Water Treatment Plant. Staff also believes there is no indication that the existing parcel was developed based on current conditions.

ALTERNATIVES CONSIDERED:

Based on the County's response, staff does not believe an environmental assessment will be performed unless done so by the City. Given this condition, staff has examined the following alternatives:

Alternative 1: Relocate the existing hard piped sprinkler system to City property

Considerations:

1. Available land: Staff is uncertain if there is currently enough usable land on our parcel to relocate the system. Physical space concerns are amplified by the existing septic leach field, which is another restriction on physical space available to relocate the sprinklers.
2. Cost: The cost of relocating the existing system is estimated to be roughly \$50,000. If city staff were utilized to perform this work, the opportunity cost would be removing staff from ongoing and/or other projects with an already limited workforce.

Alternative 2: City performs environmental study

Considerations:

1. Cost of performing studies is estimated to be roughly \$15,000 for phase 1 and \$35,000 for phase 2

Alternative 3: Transfer is not completed. County potentially surpluses the land.

Considerations:

1. If land was acquired by another party, the City would likely need to find a solution to the wash water dispensing. The solution would potentially be subject to the same considerations as Alternative 1.

DISCUSSION:

The City requested the following information from Plumas County in order to gain a comprehensive understanding of the reasoning of this request.

City Request: Was this parcel contemplated to be transferred to the City as part of the conveyance of the water treatment plant?

Plumas County Response: This parcel was missed initially when the first parcel was transferred to the City. The current parcel is an integral part of the water treatment plant due to wash water being disposed of on this parcel.

City Request: Why wasn't the parcel conveyed to the City previously?

Plumas County Response: Again it wasn't clear at the time that wash water is disposed of on this parcel by sprinklers.

City Request: Why does the County want to transfer ownership of the parcel to the City?

Plumas County Response: As stated above this parcel is needed for disposal of wash water.

City Request: Do you know if oil or other contaminants were put on the property at any point?

Plumas County Response: I am not aware of any oil or other contamination on this parcel which is wooded and not developed.

RECOMMENDATION:

Staff believes that transfer of ownership of the parcel from the County to the City is the best available path forward for the following reasons:

- Current hard piped sprinkler system on parcel in question
- Examination of parcel in question by staff that appears to indicate there has been no development or use that would have exposed the land to contaminants

- Statement from the County that they are not aware of any oil or other contamination on the parcel
- Statement from County in response to the request by the City for environmental studies
- Cost to City to perform environmental studies
- Concerns over the viability of relocating existing sprinkler system
- Cost to City to relocate existing sprinkler system inn both direct costs and opportunity costs

Staff recommends the City Council adopt resolution number 2610 authorizing the transfer of the parcel.

FISCAL IMPACT:

There is no financial impact to the City.

ATTACHMENTS:

- A. COUNTY RESPONSE TO ENVIRONMENTAL STUDY REQUEST
- B. RESOLUTION 2610

From: [Thorman, Rob](#)
To: [Ryan Bonk, City Manager](#)
Cc: [scarlettbiz@yahoo.com](#); [Brechtel, Josh](#); [Todd Roberts](#); [gross@portersimon.com](#); [Admin](#); [Hammond, Andrew](#); [Goss, Kevin](#)
Subject: RE: 2nd Parcel Transfer for the Lake Davis Water Treatment Facility
Date: Wednesday, May 21, 2025 3:52:34 PM
Attachments: [image001.png](#)

Ryan,

From your email below, I assume the City of Portola is looking for an environmental site assessment which range in cost from approximately \$15,000 for a phase 1 up to \$35,000 for a phase 2 assessment. While in theory I understand the City trying to reduce risk on this transfer, but Plumas has already spent a considerable amount of money over two decades working to transfer the treatment plant and pipeline maintenance responsibilities to the City of Portola. These considerable costs have included paving the site, perimeter fencing, repair of pipeline valves and now expecting an invoice of up to \$20,000 for DWR to perform a required inspection on the pipeline prior to transferring maintenance responsibility.

My understanding of the subject property is that it has been used primarily for disposal of wash water from the water treatment plant. I see no reason to believe any contaminants would be present on this property, especially with the expected continued required use of the property by the City of Portola for water treatment.

Plumas County has no use for this property since the water treatment plant has been transferred to the City of Portola. In fact this parcel of bare land should have been transferred with the treatment plant, but was an oversight at the time. Further, no environmental site assessment was requested for the transfer of the treatment plant parcels. Plumas County has recently begun the process of appraising surplus land and divesting the County of it. This land would also likely be surplus if the city of Portola didn't need it for the treatment plant operation. Please correct me if I am wrong in this assumption that this property is needed to dispose of wash water.

Lets discuss this further if needed.

Rob Thorman P.E.

Public Works Director

Phone: 530-283-6495

Email: RobThorman@countyofplumas.com

1834 E Main Street

Quincy, CA 95971

www.PlumasCounty.us

From: Ryan Bonk, City Manager <CityManager@cityofportola.com>

RESOLUTION NO. 2610

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORTOLA
ACCEPTING THE REAL PROPERTY AND PARCEL KNOWN AS ASSESSOR
PARCEL NUMBER 128-010-057 INTO THE OWNERSHIP OF THE CITY**

WHEREAS, the City Council of the City of Portola has been fully advised of the current and proposed transfer of ownership of the parcel designated as APN: 128-010-057,

WHEREAS, the City Council of the City of Portola has found and determined, and does hereby find and determine, that it is in the best interest of the City of Portola to accept the grant of real property in fee simple consisting of the parcel described as APN: 128-010-057 from the Plumas County Flood Control & Water Conservation District as described in the Legal Description attached hereto as Exhibit A and the Legal Boundary Map attached hereto as Exhibit B. This includes all structures on the parcels that comprise the parcel as depicted on the Satellite Map attached hereto as Exhibit C, and any and all property and to accept the Grant Deed attached hereto as Exhibit D for such real property,

WHEREAS, the City Council of the City of Portola has found and determined, and does hereby find and determine, that the City of Portola will accept any and all operation and maintenance responsibilities for the parcel as described herein immediately upon approval of the Plumas County Board of Supervisors of a resolution granting the real property to the City and the execution and delivery of the authorized Grant Deed.

NOW, THEREFORE, the Portola City Council hereby resolves that upon approval of the Plumas County Board of Supervisors of a resolution granting the real property to the City, the City of Portola will accept the Grant Deed, transferring the real property described as APN: 128-010-057.

PASSED, APPROVED AND ADOPTED this 11th day of June 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 June 11th, 2025.

Malachi Mansfield, Deputy City Clerk

EXHIBIT A
LEGAL DESCRIPTION

Those portions of the lands of Section 12, T. 23 N., R. 13 E., M.D.M., conveyed to Plumas County Flood Control, being a portion of "Parcel 33" of Book 8 of Parcel Maps, Page 18 filed June 12th, 1981, in the office of the county recorder of Plumas County, California. Also known as Assessor Parcel Number (APN): 128-010-057.

The certain land more particularly described as follows:

Beginning at the most Northerly corner of said Parcel 33, being also the Northwesterly corner of the parcel labeled, "Plumas County Flood Control", being the TRUE POINT OF BEGINNING;

thence, along the line common to said parcels, S 26°20'31" E, 441.98 feet to the Southerly corner of said County parcel;

thence, along the Southerly line of said County parcel, N 64°34'58" E, 324.68 feet;

thence, S 26°20'31" E, 133.00 feet;

thence S 64°34'58" W, 324.68 feet;

thence, S 58°42'03" W, 713.49 feet to the Easterly line of the parcel conveyed to the State of California, by deed recorded in Volume 376 of Plumas County Official Records, at page 488;

thence, along said line N 31°35'47" W, 610.09 feet;

thence, N 48°46'15" W, 29.49 feet to the Northwesterly line of said Parcel 33;

thence, along said line N 63°31'19" E, 777.95 feet; returning to the TRUE POINT OF BEGINNING, also being the TRUE POINT OF TERMINUS.

Containing 491,852 square feet (11.291 acres), more or less.



EXHIBIT B
LEGAL BOUNDARY MAP

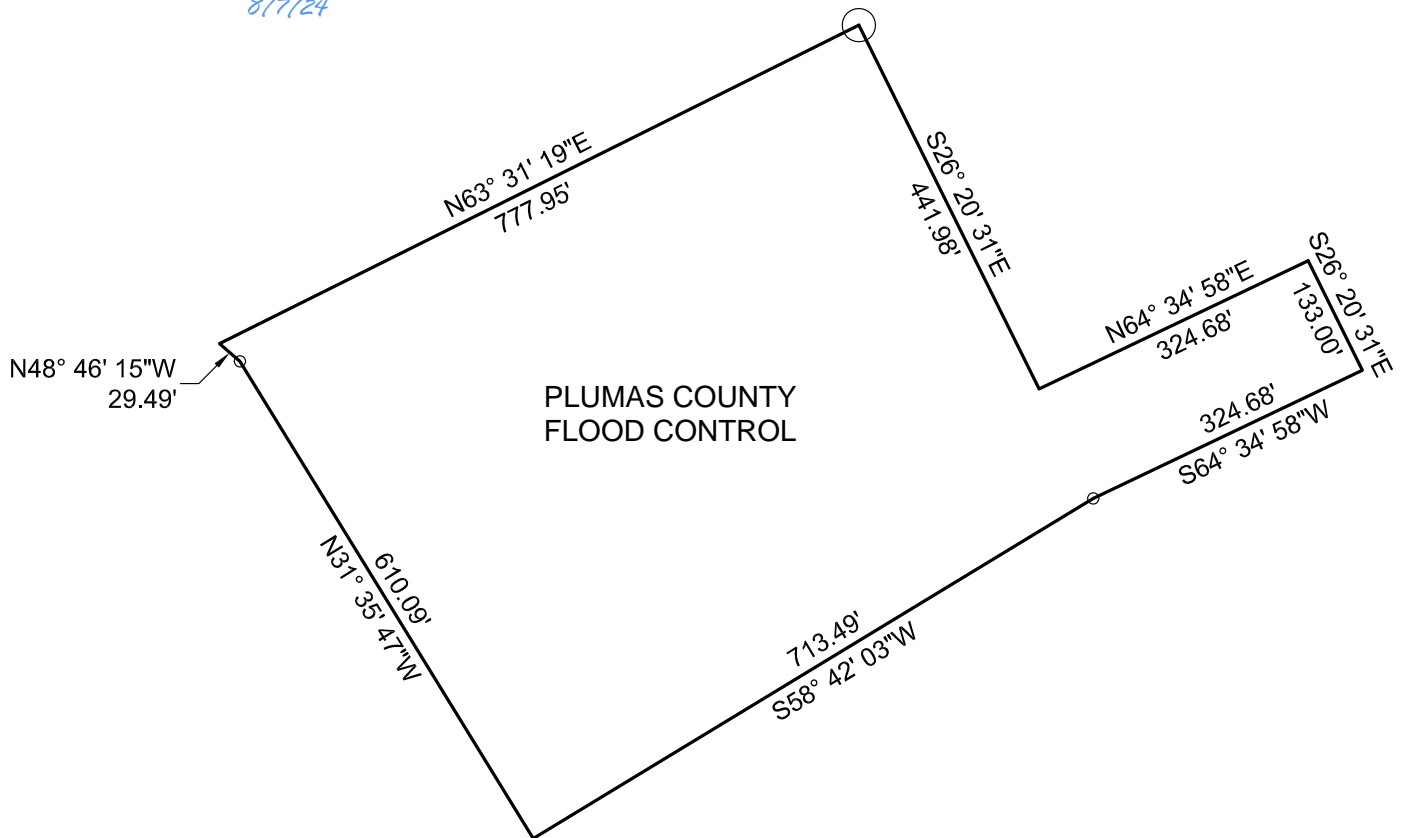


EXHIBIT C



EXHIBIT D

Recorded at the Request of:
Plumas County Public Works
1834 E Main St
Quincy, CA 95971

When Recorded Return to:
Plumas County Public Works
1834 E Main St
Quincy, CA 95971

Grant Deed

This deed, between Plumas County Flood Control and Water Conservation District (Grantor) and City of Portola (Grantee), free of all encumbrances, hereby grants the real property described herein.

Legal Description

See attached Exhibit "B" - Legal Description

APN: 128-010-057

Dated: _____

State of California
County of Plumas

On _____ before me _____, a Notary Public personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s), whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that his/her/their signature(s) on the instrument the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument. I certify under PENALTY OF PERJURY under the WITNESS my hand and official seal.

Signature: _____