



MEETING DATE: February 14, 2024

FROM: Susan Scarlett

RE: Mid-year financial update 2023-2024 and 2024-2025 Budget

EXECUTIVE SUMMARY:

Attached you will find reports to review for the 22-23 year to date:

Attachment #1 -Cash and Receivables report comparison for the fiscal year end 2021, 2022 and 2023 and Year to Date 1-31-2024.

Attachment #2-Spread sheets with the summary of the City finances through January 31, 2024. Page one of the spread sheets is the Budget to Actual for the General Fund; the Special Revenue funds and Fund 215 and page 2 has the Enterprise Funds.

Attachment #3-Behind those two spread sheets is the 3-page backup for the “other expenses” and “capital outlay” line items for the summary sheets.

Attachment #4-Major revenue source comparisons

Attachment #5-Budget schedule for review and discussion.

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

ATTACHMENTS:

- A. CASH AND RECEIVABLES
- B. 2023-2024 BUDGET SPREAD SHEET MID YEAR REVIEW
- C. OTHER 2023-2024 OTHER EXPENSE
- D. 2023-2024 GF TAX REVENUE COMPARISONS
- E. BUDGET SCHEDULE 2024-2025

CITY OF PORTOLA CASH AND RECEIVABLES BALANCES

1/31/2024 6/30/2023 6/30/2022 6/30/2021

FUND 100-GENERAL FUND - Unrestricted	\$ 2,048,848.17	\$ 2,293,518.04	\$ 2,580,389.28	\$ 2,472,063.35
Reserved Grants				
Woodstove Changeout	\$ 851.12	\$ 851.12	\$ 851.12	\$ 851.12
Traffic Impact Fee	\$ 81,642.00	\$ 81,642.00	\$ 81,642.00	\$ 77,931.00
Vehicle Abatement		\$ -	\$ 12,567.54	\$ 15,152.30
Disc Golf Set aside	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	
Total Cash	\$ 2,138,841.29	\$ 2,383,511.16	\$ 2,682,949.94	\$ 2,565,997.77
Receivables/State/Plumas County/Other	\$ 12,786.48	\$ 382,207.88	\$ 247,431.24	\$ 176,564.71
Landfill Closure Loan Due from Solid Waste				\$ -
Note Receivable EPHC	\$ 87,130.28	\$ 104,643.12	\$ 134,498.78	\$ 161,412.97
Total Receivables	\$ 99,916.76	\$ 486,851.00	\$ 381,930.02	\$ 337,977.68
Total Cash and Receivables	\$ 2,238,758.05	\$ 2,870,362.16	\$ 3,064,879.96	\$ 2,903,975.45

FUND 207-GAS TAX - STREETS	(89,797.91)			\$ -
FUND 208-GAS TAX - SNOW REMOVAL	(105,932.01)			\$ 13,177.25
FUND 211 RMRA	155,337.73	\$ 124,366.48	\$ 85,856.20	\$ 44,862.09

FUND 215-CDBG	\$ 15,882.26	\$ 25,284.58	\$ 42,521.20	\$ 89,405.45
Notes Receivable - RLF				
CDBG Loans	\$ 43,525.40	\$ 43,525.40	\$ 43,525.40	\$ 43,525.40

FUND 216-STIP PROJECTS	\$ (35,990.06)	\$ (96,456.90)	\$ (33,066.50)	\$ (154,483.19)
Prepaid		\$ 3,248.98	\$ 9,331.00	\$ 69,629.75
Receivable		\$ 315,331.58	\$ 24,024.50	\$ 79,897.17

FUND 710-WATER	\$ 1,819,389.73	\$ 1,714,477.30	\$ 1,540,970.67	\$ 1,412,973.30
Debt Service Reserve	\$ 68,362.00	\$ 68,362.00	\$ 68,362.00	\$ 68,362.00
Facility Fee Reserve	\$ 310,736.00	\$ 310,736.00	\$ 306,721.00	\$ 302,706.00
Infrastructure Maintenance account	\$ 225,994.65	\$ 225,994.65	\$ 225,994.65	\$ 202,861.71
WTP Maintenance account	\$ 550,020.00	\$ 550,020.00	\$ 504,185.00	\$ 458,350.00
Total Cash	\$ 2,974,502.38	\$ 2,869,589.95	\$ 2,646,233.32	\$ 2,445,253.01

FUND 720-SEWER	\$ 1,602,823.23	\$ 1,490,752.99	\$ 1,397,604.71	\$ 1,285,253.55
Wastewater Capital Reserve	\$ 218,666.66	\$ 218,666.66	\$ 211,715.70	\$ 209,903.72
Infrastructure Maintenance account	\$ 292,077.93	\$ 292,077.93	\$ 292,077.93	\$ 252,913.93
Facility Fee Reserve	\$ 279,080.50	\$ 279,080.50	\$ 273,756.50	\$ 268,432.50
Total Cash	\$ 2,392,648.32	\$ 2,280,578.08	\$ 2,175,154.84	\$ 2,016,503.70

FUND 730-SOLID WASTE	\$ 518,049.65	\$ 412,838.74	\$ 326,810.54	\$ 236,568.86
Landfill Closure Maintenance Account	\$ 326,290.27	\$ 326,290.27	\$ 230,663.29	\$ 118,739.92
Total Cash	\$ 844,339.92	\$ 739,129.01	\$ 557,473.83	\$ 355,308.78

CITY OF PORTOLA															
2023-2024 BUDGET VERSUS YTD AS OF 1-31-2024 (Preliminary, coding changes may apply)															
		YEAR	% YTD		YEAR	% YTD		YEAR	% YTD		YEAR	% YTD	ECONOMIC	YEAR	% YTD
		TO DATE		GAS TAX	TO DATE		GAS TAX	TO DATE		RMRA	TO DATE		DEVELOPMENT	TO DATE	
	GENERAL FUND			Streets			Snow						CDBG		
ACCOUNT/FUND	100			207			208			211			215		
REVENUE	1,266,906.05	379,374.16	30%	58,667.00	31,444.22	54%	204,125.00	-	0%	53,913.00	23,646.78	44%	600.00	306.00	51%
INTERFUND TRANSFERS				106,076.01	89,747.88	85%	142,337.47	105,932.01	74%						
PERSONNEL	233,674.05	161,892.23	69%	64,253.01	81,785.11	127%	164,688.75	51,678.53	31%				7,343.72	5,574.95	76%
POSTAGE	5,500.00	2,020.00	37%												
BOOKS & SUBS															
GAS & ELECTRIC	41,800.00	24,088.77	58%				8,000.00	3,077.74	38%						
TELEPHONE	8,900.00	4,712.49	53%												
MATERIALS AND SUPPLIES	25,450.00	13,898.03	55%	7,000.00	5,799.98	83%	15,000.00	7,972.95	53%						
EQUIP REPAIR/MAINT	7,500.00	2,116.09	28%	8,000.00	2,380.56	30%	40,000.00	10,673.41	27%						
VEHICLE REPAIR/MAINT	3,000.00		0%	1,500.00		0%	18,000.00	8,986.06	50%						
VEHICLE FUEL	3,300.00	1,899.07	58%	8,000.00	4,328.41	54%	15,000.00	1,664.90	11%						
LEGAL FEES	75,300.00	25,336.84	34%										5,000.00		0%
INSURANCE	57,879.86	58,198.65	101%				17,763.60	17,731.53	100%						
PROFESSIONAL SVSC	166,600.00	94,874.17	57%	1,500.00		0%				1,000.00	1,588.75	159%	6,600.00	320.00	5%
ADVERTISING/NOTICES	1,150.00		0%												
CODE REFERENCE UPDATE	4,200.00	3,101.60	74%	-											
CIVIC PROMO & MARKETING	500.00	448.75	90%												
CONFERENCE/TRAVEL	5,000.00	216.80	4%												
DUES/MEMBERSHIPS	3,300.00	402.00	12%												
BUILDING EXPENSE	17,000.00	2,545.95	15%	250.00		0%	250.00	64.34	26%						
STREET REPAIR				30,000.00	4,260.00	14%	30,000.00	872.55	3%	120,000.00		0%			
ACCOUNTING FEES	15,040.00	8,400.00	56%	4,000.21	3,300.00	82%	5,875.33	2,450.00	42%				3,125.04	1,750.00	56%
AUDITING FEES	10,260.00	10,260.00	100%	1,390.00	1,140.00	82%	1,110.00	760.00	68%				1,900.00	1,900.00	100%
TRAINING/EDUCATION															
WATER AND SEWER	66,800.00	38,464.09	58%												
COMMUNICATION EXPENSE	-	193.56													
OTHER EXPENSE/SEE ATTACHED	467,324.07	361,005.02	77%	39,000.00	18,198.04	47%	31,000.00		0%						
EQUIPMENT LEASE/RENTAL	3,000.00	1,528.90	51%												
CAPITAL OUTLAY/OTHER	2,000.00	465.49	23%	-	-		-	-							
INTEREST															
TRANSFERS OUT	258,413.48	195,679.89	76%												
TOTAL EXPENSES	1,482,891.46	1,011,748.39	68%	164,893.22	121,192.10	73%	346,687.68	105,932.01	31%	121,000.00	1,588.75	1%	23,968.76	9,544.95	40%
REVENUE	1,266,906.05	379,374.16	30%	164,743.01	121,192.10	74%	346,462.47	105,932.01	31%	53,913.00	23,646.78	44%	600.00	306.00	51%
EXPENDITURES	1,482,891.46	1,011,748.39	68%	164,893.22	121,192.10	73%	346,687.68	105,932.01	31%	121,000.00	1,588.75	1%	23,968.76	9,544.95	40%
PRINCIPAL PAYMENTS															
FACILITY FEE/SINKING FUND/LANDFILL CLOSURE FUND															
(USE OF) OR INCREASE IN FUND BALANCE	(215,985.41)	(632,374.23)		(150.21)	-		(225.21)	0.00		(67,087.00)	22,058.03		(23,368.76)	(9,238.95)	

CITY OF PORTOLA											
2023-2024 BUDGET VERSUS YTD AS OF 1-31-2024 (Preliminary, coding changes may apply)											
		YEAR	% YTD		YEAR	% YTD		YEAR	% YTD		YEAR
		TO DATE			TO DATE		SOLID	TO DATE			TO DATE
	WATER			SEWER			WASTE				TOTAL
ACCOUNT/FUND	710			720			730				TOTAL
REVENUE	1,002,000.00	588,072.38	59%	775,995.00	418,025.48	54%	303,165.00	162,134.96	53%	3,665,371.05	1,603,003.98
INTERFUND TRANSFERS										248,413.48	195,679.89
										-	-
PERSONNEL	378,157.89	256,334.41	68%	318,714.18	163,583.11	51%	50,217.42	22,110.13	44%	1,217,049.02	742,958.47
POSTAGE	4,200.00	2,022.50	48%	4,200.00	2,022.51	48%	1,700.00	672.60	40%	15,600.00	6,737.61
BOOKS & SUBS										-	-
GAS & ELECTRIC	6,000.00	1,634.78	27%	20,000.00	19,783.49	99%				75,800.00	48,584.78
TELEPHONE	5,000.00	3,218.82	64%	4,000.00	2,809.12	70%				17,900.00	10,740.43
MATERIALS AND SUPPLIES	21,000.00	24,901.24	119%	26,000.00	12,611.32	49%	4,000.00	387.37	10%	98,450.00	65,570.89
EQUIP REPAIR/MAINT	10,000.00	9,913.74	99%	25,000.00	11,266.15	45%	1,000.00		0%	91,500.00	36,349.95
VEHICLE REPAIR/MAINT	5,000.00	7,989.29	160%	5,000.00	7,238.51	145%	-			32,500.00	24,213.86
VEHICLE FUEL	10,000.00	8,405.02	84%	8,000.00	4,270.04	53%				44,300.00	20,567.44
LEGAL FEES	13,104.00	4,242.18	32%	13,104.00	4,242.18	32%	5,000.00	1,218.80		111,508.00	35,040.00
INSURANCE	25,897.22	26,262.13	101%	40,684.10	41,018.11	101%	5,026.32	5,017.07	100%	147,251.10	148,227.49
PROFESSIONAL SVSC	50,000.00	13,139.74	26%	80,000.00	14,578.25	18%	10,000.00		0%	315,700.00	124,500.91
ADVERTISING/NOTICES								2,967.00		1,150.00	2,967.00
CODE REFERENCE UPDATE	1,700.00	300.00	18%	1,500.00	300.00	20%				7,400.00	3,701.60
CIVIC PROMO & MARKETING										500.00	448.75
CONFERENCE/TRAVEL										5,000.00	216.80
DUES/MEMBERSHIPS	3,500.00	1,220.16	35%	1,200.00	111.20	9%				8,000.00	1,733.36
BUILDING EXPENSE	3,000.00	933.31	31%	1,500.00	933.36	62%	250.00			22,250.00	4,476.96
STREET REPAIR										180,000.00	5,132.55
ACCOUNTING FEES	16,243.41	9,100.00	56%	13,750.00	7,700.00	56%	5,000.00	2,800.00	56%	63,033.99	35,500.00
AUDITING FEES	10,260.00	10,260.00	100%	10,260.00	10,260.00	100%	3,420.00	3,420.00	100%	38,600.00	38,000.00
TRAINING/EDUCATION	1,200.00		0%	800.00		0%				2,000.00	-
WATER AND SEWER	750.00		0%	800.00	407.71	51%				68,350.00	38,464.09
COMMUNICATION EXPENSE	400.00	193.56	48%							400.00	387.12
OTHER EXPENSE/SEE ATTACHED	344,584.00	130,344.99	38%	227,584.00	55,717.15	24%	136,170.00	49,070.01	36%	1,245,662.07	614,335.21
EQUIPMENT LEASE/RENTAL	2,500.00	509.68	20%	2,000.00	509.70	25%				7,500.00	2,548.28
CAPITAL OUTLAY/OTHER	128,000.00	46,078.63	36%							130,000.00	46,544.12
INTEREST	33,891.00	16,945.71	50%							33,891.00	16,945.71
TRANSFERS OUT										258,413.48	195,679.89
										-	-
TOTAL EXPENSES	1,074,387.52	573,949.89	53%	804,096.28	359,361.91	45%	221,783.74	87,662.98	40%	4,239,708.66	2,270,980.98
REVENUE	1,002,000.00	588,072.38	59%	775,995.00	418,025.48	54%	303,165.00	162,134.96	53%	3,913,784.53	1,798,683.87
EXPENDITURES	1,074,387.52	573,949.89	53%	804,096.28	359,361.91	45%	221,783.74	87,662.98	40%	4,239,708.66	2,270,573.27
PRINCIPAL PAYMENTS	35,000.00									35,000.00	-
										-	-
FACILITY FEE/SINKING FUND/LANDFILL CLOSURE FUND	45,835.00						95,000.00			140,835.00	-
(USE OF) OR INCREASE IN FUND BALANCE	(153,222.52)	14,122.49		(28,101.28)	58,663.57		(13,618.74)	74,471.98		(501,759.13)	(472,297.11)

**CITY OF PORTOLA
2023-2024
OTHER EXPENSES**

OTHER EXPENSE	AMENDED	AS OF 1-31	%
GENERAL FUND (100)			
ARPA PROJECTS	150,000.00	102,259.43	68%
BANK CHARGES	2,300.00	1,197.00	52%
CITY PARK IMPROVEMENTS - CLOCK PARK CLOCKS			
CITY WEB PAGE	3,400.00	1,070.77	31%
WILLIAMS HOUSE WEB PAGE	407.00	237.51	58%
CODE ENFORCEMENT - AVA	30,000.00	16,723.92	56%
EMERGENCY MANAGEMENT		2,220.00	
GRANT EXPENDITURES		14,275.76	
LAFCO	67,347.07	67,347.07	100%
LESSG	20,000.00	9,600.69	48%
MEDICAL AND PHYSICALS	200.00	-	
MUSIC IN THE PARK	9,000.00	6,864.39	76%
PG&E SETTLEMENT- FIRE	15,000.00	-	0%
POOL CONCESSION SUPPLIES	2,000.00	-	0%
PUBLIC RECORDS REQUESTS	2,500.00	-	
REFUSE COLLECTION	4,470.00	2,353.67	53%
SHERIFF CONTRACT	130,000.00	130,000.00	100%
SIERRA BUTTES GRAVEL GRINDER CITY PARTICIPATION	16,000.00	-	
TAX ADMINISTRATION FEES	7,000.00	700.00	10%
TECHNICAL SUPPORT - Incode SaaS Fees	4,700.00	5,700.00	121%
WILLIAMS HOUSE REPAIR	3,000.00	196.45	7%
WOODSTOVE CHANGEOUT		258.36	
TOTAL	467,324.07	361,005.02	77%
GAS TAX SECTION 2107/2107.5 (FUND 207)			
STREET LIGHTING	39,000.00	18,198.04	47%
TOTAL	39,000.00	18,198.04	47%
SNOW REMOVAL (FUND 208)			
PRIVATE CONTRACTORS	30,000.00		0%
PROPERTY DAMAGE	1,000.00		0%
TOTAL	31,000.00	-	0%

**CITY OF PORTOLA
2023-2024
OTHER EXPENSES**

OTHER EXPENSE	AMENDED	AS OF 1-31	%
STIP (216)			
UNDERGROUND TANK	10,000.00		
NORTH LOOP			
WATER FUND (710)			
EMERGENCY MANAGEMENT		13,438.45	
EQUIPMENT RENTAL		452.90	
LAKE DAVIS WTP	86,700.00	39,996.90	46%
PERMIT FEES	6,000.00	2,236.36	37%
REFUSE COLLECTION	3,300.00	1,196.29	36%
TECH SUPPORT & SaaS Fees	10,584.00	6,117.83	58%
TESTING WATER	18,000.00	6,108.85	34%
WATER CHEMICALS		5,563.05	
WATER LINE REPAIRS	60,000.00	51,326.16	86%
WATER METERS	30,000.00	3,908.20	13%
WATER PURCHASE	130,000.00		0%
	-	-	
TOTAL	344,584.00	130,344.99	38%
SEWER FUND (720)			
EMERGENCY MANAGEMENT		14,086.72	
MEDICAL PHYSICALS	1,000.00		0%
PERMIT FEES	15,000.00	10,756.00	72%
REFUSE COLLECTION	3,000.00	946.93	32%
SEWER CHEMICALS	40,000.00		0%
SEWER LINE REPAIRS	10,000.00	3,923.48	39%
SYSTEM MAINT/SEWER POND	120,000.00	8,040.58	7%
TECH SUPPORT & SaaS Fees	13,584.00	6,117.84	45%
TESTING SEWER	25,000.00	11,845.60	47%
TOTAL	227,584.00	55,717.15	24%
SOLID WASTE (730)			
PERMIT FEES	35,000.00	28,203.00	81%
POST-CLOSURE CARE COSTS	20,000.00	135.00	1%
TECH SUPPORT	1,120.00	2,523.00	225%
TESTING AND REPORTING LANDFILL	45,050.00	17,187.87	38%
SB 1383 GRANT EXPENDITURES	15,000.00	135.00	1%
LANDFILL DAMAGE - SEDIMENT	20,000.00	886.14	4%
TOTAL	136,170.00	49,070.01	36%

**CITY OF PORTOLA
2023-2024
OTHER EXPENSES**

CAPITAL OUTLAY/ OTHER	AMENDED	AS OF 1-31	%
GENERAL FUND (100)			
PAINT CABOOSE	2,000.00	465.49	23%
TOTAL	2,000.00	465.49	23%
SPECIAL REVENUE FUNDS			
TOTAL	-	-	
WATER FUND			
3 PHASE POWER - WTP	50,000.00		0%
WILLOW SPRINGS - EXCAVATING	30,000.00	46,078.63	154%
SOFT EXCAVATION TRAILER	40,000.00		0%
LINE LOCATOR	3,000.00		0%
TRENCHER	5,000.00		0%
TOTAL	128,000.00	46,078.63	36%
SEWER FUND			
TOTAL	-	-	
SOLID WASTE FUND			
MACHINERY & EQUIPMENT			
RESERVES			
GENERAL FUND			
TRAFFIC IMPACT FEES			
WATER FUND			
FACILITY FEES RESERVE			
LD WTP MAINTENANCE RESERVE	45,835.00		0
SEWER FUND			
WASTEWATER CAPITAL RESERVE FUND			
FACILITY FEES RESERVE			

CITY OF PORTOLA

GENERAL FUND MAJOR REVENUE SOURCES 4 YEARS AND YEAR TO DATE

DESCRIPTION	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2023-2024
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	AS OF 1-31-24
Property Taxes - Secured	246,268.84	239,206.47	247,512.97	287,766.53	250,000.00	14,171.48
Property Taxes - Unsecured	6,544.47	6,725.40	7,229.80	7,174.23	7,500.00	567.94
Home Owners Tax Relief	1,688.33	731.44	2,265.78	1,974.38	1,700.00	257.07
Transfer Tax	5,947.93	4,855.88	9,488.78	8,482.59	6,500.00	
Fire Assessment	17,708.06	16,983.09	18,075.92	19,118.31	17,000.00	1,646.61
Supplemental Taxes	7,677.15	2,936.73	5,130.02	4,148.85	4,000.00	3,405.25
Property Tax Interest	1,478.64	1,199.36	356.59	50.52	150.00	3,304.63
VLF in lieu	163,071.17	167,969.71	175,085.88	186,049.71	180,000.00	
COPS Funding	155,947.62	154,787.91	163,223.55	100,000.19	160,000.00	65,271.26
Vehicle Abatement						2,959.95
Fines & Forfeitures	408.58	282.64	199.52	-	-	-
Prop 172	5,717.11	5,158.23	8,615.13	10,849.13	8,000.00	1,587.60
Total through Plumas County	612,457.90	600,836.86	637,183.94	625,614.44	634,850.00	93,171.79
Sales Tax	301,529.73	367,472.52	322,531.87	330,510.77	300,000.00	157,977.95
Transient Occupancy Tax	33,348.38	37,005.61	43,578.93	36,621.14	40,000.00	31,037.10

The Property Tax 2023-2024 numbers are the 2022-2023 "true up"

The COPS 2023-2024 represents the growth funds from 2021-2022 that would have been in 2022-2023

2024-2025 Budget Schedule

Council-Staff Goal Setting	** February 21 3:00
Budget Worksheets to staff	February 21
Current Level of service Budgets due from staff	March 20
Finance Department - Evaluation of Current Level of Service Budget	March 25- April 24
New Project – Capital Project Requests due from City Staff	April 3
Public Comment to City Council re: Budget Preparation	** March 27
Public Comment to City Council re: Budget Preparation	** April 10
Finance Department Delivers Proposed Budget to City Manager	April 29
Draft of Year 2024-2025 Budget Delivered to City Council For Review	May 2
City Council Budget Work Sessions/Presentations by Staff	** May 8 3:00 pm
City Council Budget Work Session (if needed)	** May 22
Proposed 2024-2025 FY Budget Submitted to City Council And Filed with City Clerk for Public Review	June 6
2024-2025 FY Proposed Budget, Public Hearing	** June 12
City Council Adopts Final 2024-2025 FY Budget	** June 26

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