



MEETING DATE: February 26, 2025

FROM: Ryan Bonk & Susan Scarlett

RE: 2024-2025 Midyear Financial Review and Budget Discussion

EXECUTIVE SUMMARY:

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

PRESENTATION:

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

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

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

FISCAL IMPACT:

Budget amendments in the General Fund would use Fund balance.

RECOMMENDATION:

Staff recommends the City Council approve the budget amendments presented.

ATTACHMENTS:

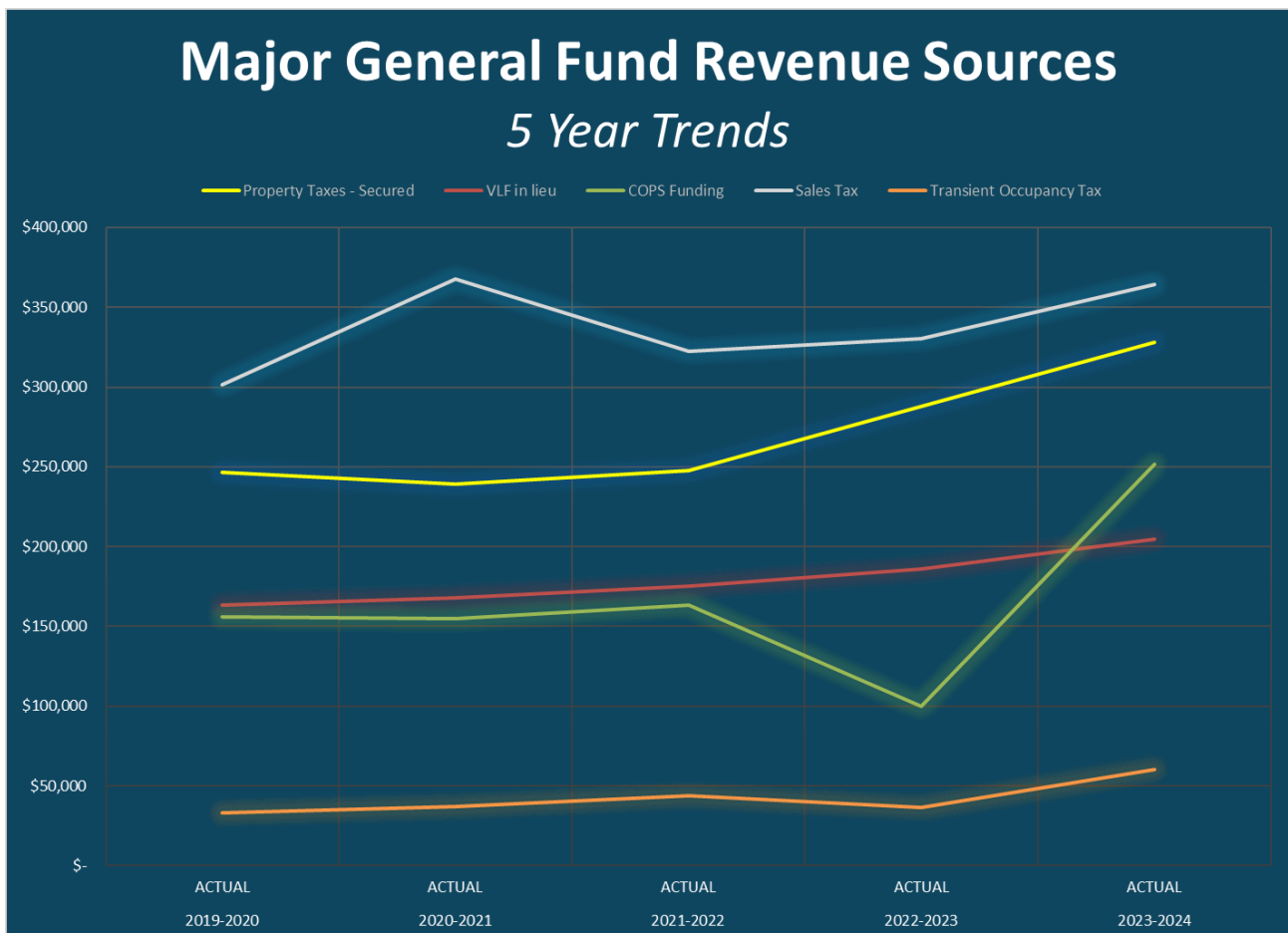
- A. FISCAL YEAR 2024-2025 MIDYEAR REVIEW EXECUTIVE SUMMARY
- B. CASH AND RECEIVABLES
- C. BUDGET AMENDMENT INFORMATION FOR MIDYEAR
- D. 2024-2025 BUDGET SPREAD SHEET MIDYEAR REVIEW
- E. 2024-2025 OTHER EXPENSE BACKUP
- F. BUDGET SCHEDULE 2025-2026



Executive Summary

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

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

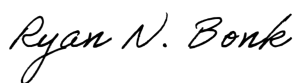


As we update the original fiscal year budget, the staff has summarized a minimal number of budget adjustments to keep the City Council informed. Staff will provide details to all current and proposed budget adjustments for this fiscal year in subsequent discussion during the midyear review. Most of the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

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

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

Ryan N. Bonk

A handwritten signature in cursive script that reads "Ryan N. Bonk".

City Manager

CITY OF PORTOLA CASH AND RECEIVABLES BALANCES

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

2024-2025 Budget Amendment Information

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

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

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

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

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

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

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

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

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

2025-2026 Budget Schedule

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

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