

RESOLUTION NO. 2527

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORTOLA
PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE
PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR OF
CALIFORNIA MARCH 4, 2020, AND RE-AUTHORIZING REMOTE
TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE CITY OF
PORTOLA FOR THE PERIOD OF SEPTEMBER 11TH, 2022 TO OCTOBER 10TH,
2022 PURSUANT TO BROWN ACT PROVISIONS.**

WHEREAS, the City of Portola is committed to preserving and nurturing public access and participation in meetings of the City Council; and

WHEREAS, all meetings of the City of Portola’s legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the City’s legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provision for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the City’s boundaries, caused by natural, technological or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, the Governor of California issued a proclamation of a state of emergency March 4, 2020 and the City Council of the City of Portola previously proclaimed by Official Proclamation on March 19, 2020, finding that the requisite conditions exist for the legislative bodies of the City of Portola to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of section 54953; and

WHEREAS, as a condition of extending the use of the provisions found in section 54953(e), the City Council must reconsider the circumstances of the state of emergency that exists in the City of Portola, and the City Council has done so; and

WHEREAS, emergency conditions persist in the City of Portola specifically, a novel coronavirus, COVID-19, which symptoms include fever, cough, and shortness of breath with outcomes ranging from mild to severe illness, and in some cases death; and

WHEREAS, Plumas County, where the residents of the City of Portola reside, reports that many cases of COVID-19 and its variants continue to be contracted regularly within the county; and

WHEREAS, the City of Portola does hereby find that the Existence of a Local Emergency due to the COVID-19 Pandemic has caused, and will continue to cause, conditions of peril to the safety of persons within the City that are likely to be beyond the control of services, personnel, equipment, and facilities of the City of Portola and desires to affirm a local emergency exists and re-ratify the proclamation of state of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency persisting, the City Council does hereby find that the legislative bodies of the City of Portola shall continue to conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as

authorized by subdivision (e) of section 54953, and that such legislative bodies shall continue to comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, the City Council of the City of Portola has been conducting meeting via live streaming at: <https://zoom.us/j/3583067836> or by phone at: 1.669.900.6833, meeting ID 358 306 7836 so that the public may participate in the City Council meetings;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF PORTOLA DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Affirmation that Local Emergency Persists. The City Council hereby considers the conditions of the state of emergency in the City of Portola and proclaims that a local emergency persists throughout the City, and the novel coronavirus, COVID-19, continues to persist within the City as well as throughout Plumas County at a rate that poses significant risk to the health of all citizens.

Section 3. Re-ratification of Governor’s Proclamation of a State of Emergency. The City Council hereby ratifies the Governor of the State of California’s Proclamation of State of Emergency, effective as of its issuance date of March 19, 2020 .

Section 4. Remote Teleconference Meetings. The City Manager and legislative bodies of the City of Portola are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, continuing to conduct open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) September 11th, 2022, or such time the City Council adopts a subsequent resolution in accordance with Government Code section 54953(3) to extend the time during which the legislative bodies of the City of Portola may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the City Council of the City of Portola , this 28th day of September 2022, by the following vote:

AYES: _____

NOES: _____
ABSENT: _____
ABSTAIN: _____

Pat Morton, Mayor

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 Resolution was duly passed and adopted by the City Council at the City of Portola Regular meeting thereof held on September 28th, 2022.

Jason Shaw, Deputy City Clerk

RESOLUTION NO. 2528

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORTOLA
AUTHORIZING PAYMENT OF CLAIMS FOR THE PERIOD
AUGUST 25, 2022 THROUGH SEPTEMBER 28, 2022.**

**ACCOUNTS PAYABLE
CHECK NUMBERS: 44200-44254
CHECK NUMBERS: 44255-44285
(VOIDED CHECKS 44127,44129,44177)**

**PAYROLL
CHECK NUMBERS: 17180-17190
CHECK NUMBERS: 17191-17194**

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.

**ACCOUNTS PAYABLE: \$ 113,836.52
PAYROLL: \$ 51,919.37
TOTAL: \$ 165,755.89**

NOW THEREFORE BE IT RESOLVED THAT all claims and demands represented are just and proper and legal demands or claims against the City of Portola, and the payment of any such demands is approved and authorized.

PASSED, APPROVED AND ADOPTED this 28th day of September, 2022 by the following vote:

AYES: _____

NOES: _____
ABSTAIN: _____
ABSENT: _____

Pat Morton, Mayor

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 Resolution was duly passed and adopted by the City Council at the City of Portola Regular meeting thereof held on September 28, 2022.

Jason Shaw, Deputy City Clerk

PACKET: 00111 AP RUN 7.14.2022

VENDOR SET: 01 CITY OF PORTOLA

**** CHECK LISTING ****

BANK: PC POOLED CASH - PLUMAS

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
000009	I-202209070596	CRESCENT TOW & REPAIR VEHICLE ABATEMENT	R	9/14/2022		2,500.00	044200	2,500.00
000022	I-202209080635	APRIL HEGUERA SIERRA ROC BANK PAYMENT	R	9/14/2022		1,400.00	044201	1,400.00
000024	I-202209070589	CYGNUS HOME SERVICE POOL CONCESSIONS	R	9/14/2022		973.79	044202	973.79
000025	I-202209070621	AUTO & TRUCK ELECTRIC IN WATER/SEWER EQUIP REPAIR	R	9/14/2022		1,314.34	044203	1,314.34
0008	I-202209070606	ALWAYS ANSWER 800 NUMBER	R	9/14/2022		46.50	044204	46.50
0012	I-202209070586	AMERICAN RED CROSS LIFEGUARD TRAINING	R	9/14/2022		90.00	044205	90.00
0015	I-202209080632	AMERIGAS POOL PROPANE	R	9/14/2022		205.73	044206	205.73
0015	I-202209080633	AMERIGAS NORTH SIDE FIREHALL PROPANE	R	9/14/2022		933.44	044207	933.44
0015	I-202209080634	AMERIGAS SOUTH SIDE FIRE HALL TANK FEE	R	9/14/2022		12.86	044208	12.86
0022	I-202209070611	AT&T LDWTP LONG DISTANCE CHARGES	R	9/14/2022		75.49	044209	75.49
0048	I-202209070612	CBC COMPANIES-FACTUAL DATA UB CREDIT CHECKS	R	9/14/2022		34.50	044210	34.50
0052	I-202209080630	CITY OF PORTOLA WATER/SEWER BILLS	R	9/14/2022		15,122.94	044211	15,122.94
VOID	044212	VOID CHECK	V	9/14/2022			044212	**VOID**
0053	I-202209070615	CIVICPLUS CITY WEBSITE	R	9/14/2022		900.00	044213	900.00
0054	I-202209070595	CLIFTONLARSONALLEN LLP AUDITING SERVICES	R	9/14/2022		4,000.00	044214	4,000.00

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
0055	I-202209070602	COATES TIRE CENTER VEH/EQUIP REPAIR	R	9/14/2022		75.49	044215	75.49
0078	I-202209070613	ENCOMPASS XEROX COPIES	R	9/14/2022		166.68	044216	166.68
0090	I-202209070619	GRAINGER LDWTP EQUIP REPAIR	R	9/14/2022		357.52	044217	357.52
0093	I-202209070623	GRIZZLY ELECTRIC/RANDY VERNON PARK ELECTRICAL REPAIRS	R	9/14/2022		911.48	044218	911.48
0101	I-202209070593	HUNT & SONS, INC. FUEL CHARGES	R	9/14/2022		4,323.80	044219	4,323.80
0103	I-202209070607	IEDA LABOR RELATIONS CONSULTING	R	9/14/2022		245.30	044220	245.30
0111	I-202209070624	JEFFERSON SUPPLY COMPANY MATERIALS & SUPPLIES	R	9/14/2022		2,380.74	044221	2,380.74
0118	I-202209070588	KANSAS LIFE INSURANCE CO EMPLOYEE LIFE INSURANCE	R	9/14/2022		66.43	044222	66.43
0133	I-202209070605	LIBERTY UTILITIES CITY ELECTRIC BILLS	R	9/14/2022		7,817.57	044223	7,817.57
0136	I-202209070594	MANHARD CONSULTING PLANNING SERVICES	R	9/14/2022		480.00	044224	480.00
0141	I-202209070625	MCI MEGA PREFERRED 800 LONG DISTANCE CHARGES	R	9/14/2022		45.61	044225	45.61
0148	I-202209070601	NAPA SIERRA MATERIALS & SUPPLIES	R	9/14/2022		526.19	044226	526.19
0153	I-202209070618	NEVADA SMALL ENGINES STREET EQUIP REPAIR	R	9/14/2022		940.60	044227	940.60
0159	I-202209070587	OFFICE DEPOT OFFICE SUPPLIES	R	9/14/2022		412.57	044228	412.57
0162	I-202209070626	OPERATING ENGINEERS EMPLOYEE INSURANCE	R	9/14/2022		8,337.00	044229	8,337.00

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
0173	I-202209070627	PITNEY BOWES POSTAGE MACHINE LEASE	R	9/14/2022		469.75	044230	469.75
0174	I-202209070604	PLANWEST PARTNERS FEASIBILITY STUDY	R	9/14/2022		2,705.00	044231	2,705.00
0175	I-202209070599	PLUMAS ACE HARDWARE MATERIALS & SUPPLIES	R	9/14/2022		1,062.30	044232	1,062.30
0178	I-202209080636	PLUMAS COUNTY CLERK ELECTION COSTS	R	9/14/2022		500.00	044233	500.00
0183	I-202209070622	PLUMAS SANITATION LDWTP TANK PUMPING	R	9/14/2022		1,050.00	044234	1,050.00
0184	I-202209070591	PLUMAS SIERRA RURAL ELECTRIC LDWTP ELECTRIC	R	9/14/2022		1,580.87	044235	1,580.87
0185	I-202209070592	PLUMAS SIERRA TELECOMMUNICAT INTERNET SERVICES	R	9/14/2022		382.00	044236	382.00
0192	I-202209070628	PURCHASE POWER POSTAGE FOR METER	R	9/14/2022		52.92	044237	52.92
0218	I-202209070616	SILVER STATE ANALYTICAL WATER/WASTEWATER TESTING	R	9/14/2022		416.00	044238	416.00
0220	I-202209080631	SINDEX PRINTING & GRAPHICS UTILITY BILLS	R	9/14/2022		1,327.50	044239	1,327.50
0231	I-202209070590	SUCCEED.NET WEBHOSTING	R	9/14/2022		67.85	044240	67.85
0240	I-202209070614	THOMAS G. VALENTINO SOLID WASTE CONSULTING SERVICE	R	9/14/2022		2,565.00	044241	2,565.00
0246	I-202209070600	TYLER TECHNOLOGIES, INC INCODE SB2 GRANT	R	9/14/2022		660.00	044242	660.00
0250	I-202209070620	UNITED RENTALS NORTHWEST INC. LDWTP EQUIP REPAIR	R	9/14/2022		901.41	044243	901.41
0253	I-202209070629	US BANCORP CITY CREDIT CARD BILLS	R	9/14/2022		338.75	044244	338.75

PACKET: 00111 AP RUN 7.14.2022

VENDOR SET: 01 CITY OF PORTOLA

BANK: PC POOLED CASH - PLUMAS

**** CHECK LISTING ****

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
0256	I-202209070617	USA BLUE BOOK LDWTP EQUIP REPAIR	R	9/14/2022		1,790.89	044245	1,790.89
0260	I-202209070608	VERIZON WIRELESS LDWTP DATA PLAN	R	9/14/2022		108.05	044246	108.05
0260	I-202209070609	VERIZON WIRELESS CITY LANDLINES	R	9/14/2022		492.91	044247	492.91
0260	I-202209070610	VERIZON WIRELESS CITY CELL PHONES	R	9/14/2022		326.31	044248	326.31
0275	I-202209070603	EIP HOLDINGS II LLC BECKWOURTH REPEATER RENT	R	9/14/2022		189.00	044249	189.00
1	I-202209070597	PORTOLA VILLAGE PHARMACY BL RT	R	9/14/2022		224.00	044250	224.00
1	I-202209070598	SANDI TRENNER LAP SWIM REFUND	R	9/14/2022		10.00	044251	10.00

* * B A N K T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	51	0.00	71,917.08	71,917.08
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	1	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
BANK TOTALS:	52	0.00	71,917.08	71,917.08

** REGISTER GRAND TOTALS *

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	51	0.00	71,917.08	71,917.08
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	1	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	52	0.00	71,917.08	71,917.08

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
100	9/2022	34,818.90CR
207	9/2022	5,434.23CR
208	9/2022	1,495.02CR
215	9/2022	200.00CR
501	9/2022	8,648.73CR
710	9/2022	12,106.01CR
720	9/2022	5,992.48CR
730	9/2022	3,221.71CR
=====		
ALL		71,917.08CR

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

PACKET: 00110 US - Refund
VENDOR SET: 01 CITY OF PORTOLA
BANK: PC POOLED CASH - PLUMAS

**** CHECK LISTING ****

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
1	I-000202209070583	JONES, ERNEST L JONES, ERNEST L	R	9/14/2022		22.39	044252	22.39
1	I-000202209070584	HILDEBRAND, DERRY L HILDEBRAND, DERRY L	R	9/14/2022		53.88	044253	53.88
1	I-000202209070585	BREAUX, KYLE BREAUX, KYLE	R	9/14/2022		202.38	044254	202.38

* * B A N K T O T A L S * *

	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	3	0.00	278.65	278.65
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
BANK TOTALS:	3	0.00	278.65	278.65

PACKET: 00110 US - Refund
VENDOR SET: 01 CITY OF PORTOLA
BANK: ALL

**** CHECK LISTING ****

** REGISTER GRAND TOTALS *

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	3	0.00	278.65	278.65
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	3	0.00	278.65	278.65

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
710	9/2022	278.65CR
=====		
ALL		278.65CR

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

PACKET: 00118 AP RUN 9.28.2022
 VENDOR SET: 01 CITY OF PORTOLA
 BANK: PC POOLED CASH - PLUMAS

**** CHECK LISTING ****

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
000009	I-202209210648	CRESCENT TOW & REPAIR AVA ABATEMENT	R	9/28/2022		1,500.00	044255	1,500.00
000025	I-202209210643	AUTO & TRUCK ELECTRIC IN WATER/SEWER EQUIP REPAIR	R	9/28/2022		156.98	044256	156.98
000026	I-202209210667	CALIFORNIA WATER ENVIRONMENT AS RECASENS MEMBERSHIP FEE	R	9/28/2022		200.00	044257	200.00
000027	I-202209210665	NATIONAL INDUSTRIAL & SAFETY SU MATERIALS & SUPPLIES	R	9/28/2022		422.50	044258	422.50
0005	I-202209210661	AIRGAS, INC. ACETYLENE/OXYGEN	R	9/28/2022		230.32	044259	230.32
0010	I-202209210641	AMAZON CAPITOL SERVICES MATERIALS & SUPPLIES	R	9/28/2022		1,315.76	044260	1,315.76
VOID	044261	VOID CHECK	V	9/28/2022			044261	**VOID**
0021	I-202209210659	AT&T 800 EMER LINE	R	9/28/2022		4.76	044262	4.76
0022	I-202209210652	AT&T LDWTP LONG DISTANCE	R	9/28/2022		50.77	044263	50.77
0023	I-202209210658	AT&T CALNET 3 SCADA/LDWTP	R	9/28/2022		75.99	044264	75.99
0048	I-202209210650	CBC COMPANIES-FACTUAL DATA UB CREDIT CHECKS	R	9/28/2022		115.00	044265	115.00
0057	I-202209210639	CONNOLLY ENGINEERING PLAN REVIEWS	R	9/28/2022		250.07	044266	250.07
0062	I-202209210663	CSG CONSULTANTS CODE ENFORCEMENT SERVICES	R	9/28/2022		6,240.00	044267	6,240.00
0073	I-202209210638	EASTERN PLUMAS HEALTHCARE PATO SEWER VACCINES	R	9/28/2022		459.00	044268	459.00
0086	I-202209210656	FOLCHI LOGGING & CONSTR., INC. WATER LINE REPAIR ROAD BASE	R	9/28/2022		761.48	044269	761.48

PACKET: 00118 AP RUN 9.28.2022
 VENDOR SET: 01 CITY OF PORTOLA
 BANK: PC POOLED CASH - PLUMAS

**** CHECK LISTING ****

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
0090	I-202209210649	GRAINGER SEWER MATERIALS & SUPPLIES	R	9/28/2022		102.80	044270	102.80
0111	I-202209210642	JEFFERSON SUPPLY COMPANY MATERIALS & SUPPLIES	R	9/28/2022		69.71	044271	69.71
0118	I-202209210651	KANSAS LIFE INSURANCE CO EMPLOYEE LIFE INSURANCE	R	9/28/2022		37.11	044272	37.11
0139	I-202209210645	MCCOLLUM EQUIPMENT REPAIR EQUIPMENT REPAIR	R	9/28/2022		3,390.19	044273	3,390.19
0188	I-202209210644	PORTER SIMON CORPORATION LEGAL PROFESSIONAL SERVICES	R	9/28/2022		6,065.00	044274	6,065.00
0192	I-202209210662	PURCHASE POWER METER POSTAGE	R	9/28/2022		562.08	044275	562.08
0212	I-202209210646	SIERRA CONTROLS, LLC LDWTP EQUIP REPAIRS	R	9/28/2022		321.75	044276	321.75
0218	I-202209210654	SILVER STATE ANALYTICAL WATER/WASTEWATER TESTING	R	9/28/2022		2,647.00	044277	2,647.00
0235	I-202209210657	SUSAN SCARLETT ACCOUNTING SERVICES	R	9/28/2022		5,000.00	044278	5,000.00
0235	I-202209210664	SUSAN SCARLETT PUBLIC RECORDS/SB2 INCODE	R	9/28/2022		2,596.06	044279	2,596.06
0239	I-202209210640	THATCHER COMPANY LDWTP CHEMICALS	R	9/28/2022		1,445.55	044280	1,445.55
0246	I-202209210660	TYLER TECHNOLOGIES, INC SB2 GRANT INCODE	R	9/28/2022		2,300.00	044281	2,300.00
0256	I-202209210655	USA BLUE BOOK LDWTP EQUIP REPAIR	R	9/28/2022		3,150.68	044282	3,150.68
0264	I-202209210647	WESTERN NEVADA SUPPLY WATER LINE REPAIR	R	9/28/2022		1,096.86	044283	1,096.86
0275	I-202209210653	EIP HOLDINGS II LLC BECKWORTH REPEATER RENT	R	9/28/2022		189.00	044284	189.00

PACKET: 00118 AP RUN 9.28.2022
 VENDOR SET: 01 CITY OF PORTOLA
 BANK: PC POOLED CASH - PLUMAS

**** CHECK LISTING ****

VENDOR I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
1	JULIA MURRAY PAYROLL CHECK	R	9/28/2022		884.37	044285	884.37
* * B A N K T O T A L S * *							
REGULAR CHECKS:				CHECK AMT		TOTAL APPLIED	
HANDWRITTEN CHECKS:				41,640.79		41,640.79	
PRE-WRITE CHECKS:				0.00		0.00	
DRAFTS:				0.00		0.00	
VOID CHECKS:				0.00		0.00	
NON CHECKS:				0.00		0.00	
CORRECTIONS:				0.00		0.00	
BANK TOTALS:				41,640.79		41,640.79	

9/21/2022 2:29 PM
PACKET: 00118 AP RUN 9.28.2022
VENDOR SET: 01 CITY OF PORTOLA
BANK: ALL

**** CHECK LISTING ****

** REGISTER GRAND TOTALS *

* * * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	30	0.00	41,640.79	41,640.79
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	1	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	31	0.00	41,640.79	41,640.79

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
100	9/2022	18,407.50CR
207	9/2022	1,429.61CR
208	9/2022	396.71CR
215	9/2022	250.00CR
501	9/2022	37.11CR
710	9/2022	11,037.40CR
720	9/2022	5,401.81CR
730	9/2022	4,680.65CR
ALL		41,640.79CR

TOTAL ERRORS: 0 TOTAL WARNINGS: 0



**City of Portola
Minutes
Regular Meeting
August 24, 2022 06:00 PM
35 Third Ave Portola 96122
<https://www.cityofportola.com/>**

Mayor Pat Morton • Mayor Pro Tem Tom Cooley • Councilmember Phil Oels • Councilmember Stan Peiler • Councilmember Bill Powers

1. Call to Order

The meeting was called to order at 6:00 pm by Mayor Pat Morton.

A. Pledge of Allegiance

Lead by Mayor Pat Morton

B. Roll Call

Present: Mayor Pat Morton, Mayor Pro Tem Tom Cooley, Councilmember Phil Oels, Councilmember Stan Peiler, Councilmember Bill Powers

Staff Present:

Interim City Manager Jon Kennedy

Finance Officer Susan Scarlett

Deputy City Clerk Mercadez Flewell

2. Public Comments

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 three minutes ordinarily, unless the presiding officer indicates a different amount will be allotted.

Josh Hart provided comment regarding public record requests

Ashlee Sims provided comment regarding public record requests

Antoinette Quesenberry provided public comment

Crystal Baltzell provided a thank you to the city regarding the city allowing the pool to be open and have a swim match, the swim team had the biggest match since they have started with 22 swimmers.

3. CITY COMMUNICATIONS

A. City Council Communications / Committee Reports

Councilmember Oels attended the Firewise meeting in Quincy, the Firewise meeting in Portola, music in the park, and the transportation commission meeting.

Councilmember Powers attended the transportation commission meeting and he expressed a huge thank you to Tom Cooley for filling in for him at the music in the park event while he was unable to attend, powers also mentions that the last music in the park will be Friday August 26th and it is fiesta themed

Councilmember Peiler hasn't attended any meetings, however he wanted to look into a way of thanking two elderly couples he sees everyday picking up trash around the ball parks in Portola

Mayor Pro Tem Cooley attended the Firewise meeting in Quincy, the Firewise meeting in Portola, the Beckwourth Fire District board meeting, the music in the park events, and the LESSG meeting

Mayor Morton attended the LESSG meeting and music in the park

B. Staff Communications / Fire Report / Sheriff's Report / Air Quality Report

Finance Officer Susan Scarlett reported spending 50 hours a week for the audit and will not be able to address public records requests until after Sept 12th once the audit is turned in. All PRQs that have come in have been addressed.

Ashlee Sims provided public comment on Susan's report.

Air Quality report from Mikki Brown - Chimney sweep vouchers will be given out to EPA certified wood stove owners. There is an electric heat pump program being offered to city residents; for more information go to the air quality web site. There is a burn wise event on Sept 24 at the Vets hall in Portola from 11 to 3.

C. City Manager Report

Interim City Manager Jon Kennedy has nothing additional to report and will address the agenda items.

4. **Resolution No 2523 Concerning COVID Remote Meetings** Councilmember Bill Powers motioned to approve. A second was made by Councilmember Phil Oels. The roll call vote:

Aye **Mayor Pat Morton** Aye **Mayor Pro Tem Tom Cooley** Aye **Councilmember Phil Oels**
Aye **Councilmember Stan Peiler** Aye **Councilmember Bill Powers**

Councilmember Powers addressed that the remote meetings have been positive since he was able to attend meetings remotely.

Mayor Morton expressed she would love to open meetings to the public but we are unable to accommodate the public due to the council chambers being so small.

Josh Hart provided public comment. Ashlee Sims provided public comment. Crystal Baltzell provided public comment.

5. **Consent Agenda**

- A. **Claims-** Adopt Resolution No. 2524 authorizing payment of claims for the period of August 11, 2022 through August 24, 2022

Accounts Payable: \$ 40,784.84

Payroll: \$ 27,492.13

Total: \$ 68,276.97

Payroll Checks 17168-17179

Special Payroll Check 17167

AP Run Checks 44178-44199

Special AP Run Check 44177

B. Approval of August 10, 2022 Minutes

Councilmember Stan Peiler motioned to approve. A second was made by Councilmember Bill Powers. The roll call vote:

Aye **Mayor Pat Morton** Aye **Mayor Pro Tem Tom Cooley** Aye **Councilmember Phil Oels**
Aye **Councilmember Stan Peiler** Aye **Councilmember Bill Powers**

Ashlee Sims left public comment about K & B Transport. Susan Scarlett let her know that's the company

that the materials to repave the river walk were purchased from.

6. **Groundwater Monitoring Services** Councilmember Phil Oels motioned to approve. A second was made by Mayor Pro Tem Tom Cooley. The roll call vote:

Aye **Mayor Pat Morton** Aye **Mayor Pro Tem Tom Cooley** Aye **Councilmember Phil Oels**
Aye **Councilmember Stan Peiler** Aye **Councilmember Bill Powers**

Tom Valentino went over the agreement that was provided by McGinnley for ground water monitoring services, Tom would like the Council to review the agreement and move forward.

7. **North Loop Bid Phase 1** Councilmember Phil Oels motioned to approve. A second was made by Councilmember Bill Powers. The roll call vote:

Aye **Mayor Pat Morton** Aye **Mayor Pro Tem Tom Cooley** Aye **Councilmember Phil Oels**
Aye **Councilmember Stan Peiler** Aye **Councilmember Bill Powers**

Dan Bastian explained that this is a continuation to the North Loop project that was approved by the council at the July Meeting. The contract with the state requires that the bids be read out loud and the lowest bid is to be rewarded with the project. Dan has spoken to Q & D Constriction LLC as they were the lowest bidder and they are excited to have gotten the bid. Dan anticipates the project will begin May of 2023 and hopes to be finished by October of 2023.

8. **Abandoned vehicle abatement program** Mayor Pro Tem Tom Cooley motioned to approve. A second was made by Councilmember Bill Powers. The roll call vote:

Aye **Mayor Pat Morton** Aye **Mayor Pro Tem Tom Cooley** Aye **Councilmember Phil Oels**
Aye **Councilmember Stan Peiler** Aye **Councilmember Bill Powers**

Susan Scarlett explained that both the City as well as the County need to participate in this program, it was suspended because both the City and County had not spent the funds quickly enough. The County and the City have both spent enough funds for the program to be re-instated.

Ashlee Sims asked about 8 questions, Susan Scarlett said she will make it a public records request and provide answers to all questions.

9. **Fire Service Assessment** Councilmember Bill Powers motioned to approve. A second was made by Councilmember Phil Oels. The roll call vote:

Aye **Mayor Pat Morton** Aye **Mayor Pro Tem Tom Cooley** Aye **Councilmember Phil Oels**
Aye **Councilmember Stan Peiler** Aye **Councilmember Bill Powers**

Susan Scarlett explained that this is the fire tax roll that the city reviews and approves every year. This will allow the county to include the fire tax on the parcels in the city limits.

Councilmember Oels asked if this was the original resolution that helped build the northside fire hall, Susan explained that it had helped but now the funds that come in from it go towards the fire services for the City of Portola.

10. **Adjournment**

Mayor Pat Morton adjourned the meeting at 6:56 p.m.



**City of Portola
Minutes
Regular Meeting
June 08, 2022 06:00 PM
35 Third Ave Portola 96122
<https://www.cityofportola.com/>**

Mayor Pat Morton • Mayor Pro Tem Tom Cooley • Councilmember Phil Oels • Councilmember Stan Peiler • Councilmember Bill Powers

1. Call to Order

The meeting was called to order at 6:00 pm by Mayor Pat Morton.

A. Pledge of Allegiance

Lead by Mayor Pat Morton

B. Roll Call

Present: Mayor Pat Morton, Mayor Pro Tem Tom Cooley, Councilmember Phil Oels, Councilmember Bill Powers

Absent: Councilmember Stan Peiler

Staff Present:

Interim City Manager - Jon Kennedy

Finance Officer - Susan Scarlett

Deputy City Clerk - Mercadez Flewell

City Attorney - Steve Gross

2. Public Comments

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 three minutes ordinarily, unless the presiding officer indicates a different amount will be allotted.

Ashlee Sims addressed some issues with the city regarding the council

3. CITY COMMUNICATIONS

A. City Council Communications / Committee Reports

Councilmember Oels reported he has helped the city with some yard work as well as the hospital road

Councilmember Powers reported he will be leaving the meeting early today, he was unable to attend the gravel grinder race as he was not in town

Councilmember Cooley reported he attended the Beckwourth Fire Board Meeting and the gravel grinder.

Mayor Morton reported she attended the Beckwourth Fire Department Board meeting, notified more of the public of the gravel grinder race and was present Saturday for a portion of the gravel grinder.

B. Staff Communications / Fire Report / Sheriff's Report / Air Quality Report

Chief Russell reported that in 2022 there have been 129 in Portola and 37 in Beckwourth. The high call volume is nation wide right now due to the wildland fire season.

C. City Manager Report

Interim City Manager Jon Kennedy reported that the city is continuing to work on the software conversion. He attended the gravel grinder race and it was a nice turn out an went well. The pancake breakfast went well.

4. **Consent Agenda**

A. **Claims-** Adopt Resolution No. 2508 authorizing payment of claims for the period of May 26, 2022 through June 08, 2022

Accounts Payable: \$ 74,496.83

Payroll: \$ 18,571.14

Total: \$ 93,067.97

Payroll Chk -170889 - 17094

Ap Check Run 43953 - 43987

Ap Check Deposit Refund 43988-43989 \$224.70

AP VOID Check 43553 \$4,456.25

B. Minutes - Adopt Minutes of the City Council Regular Meeting held on May 25, 2022

Councilmember Bill Powers motioned to approve. A second was made by Councilmember Phil Oels. The roll call vote:

Aye **Mayor Pat Morton** Aye **Mayor Pro Tem Tom Cooley** Aye **Councilmember Phil Oels**
Aye **Councilmember Bill Powers** Absent **Councilmember Stan Peiler**

5. **Public Hearing: 2022-2023 Proposed Operating Budget**

Mayor Morton opened the Public Hearing. There were no Public Comments. Susan Scarlett addressed the changes that had been made since the Council reviewed the budget.

Changes were made to Music in the Park and the City Attorney fees. The budget will be presented at the June 22nd agenda for adoption. Mayor Morton closed the Public Hearing.

Tom Cooley thanked Susan Scarlett for all the hard work she has put into the budget.

6. **Ordinance to comply with SB 1383 Reduction of disposal of organic waste.**

A.

Councilmember Phil Oels motioned to approve. A second was made by Mayor Pro Tem Tom Cooley. The roll call vote:

Aye **Mayor Pat Morton** Aye **Mayor Pro Tem Tom Cooley** Aye **Councilmember Phil Oels**
Absent **Councilmember Stan Peiler** Absent **Councilmember Bill Powers**

Interim City Manager Jon Kennedy reported that the City is required to have this ordinance in place, but staff is still working on the language to request additional time to delay implementation.

City Attorney, Steve Gross explained the ordinance and requirements in more detail.

Motion was made to waive the first reading with the ordinance to return the the next regular meeting for adoption.

7. **Manhard Contract** Mayor Pro Tem Tom Cooley motioned to approve. A second was made by Councilmember Phil Oels. The roll call vote:

Aye **Mayor Pat Morton** Aye **Mayor Pro Tem Tom Cooley** Aye **Councilmember Phil Oels**
Absent **Councilmember Stan Peiler** Absent **Councilmember Bill Powers**

Susan Scarlett reviewed the Contract changes including the change in terms to 2 years with an annual adjustment that was requested by City staff.

Karen Downs made herself available just in case the council had any questions.

Tom Cooley reported for the persons attending via zoom that the firm is charging their rates at the lowest rate possible to the City.

The Council approved the contract and authorized the Interim City Manager to sign.

8. **City Attorney Agreement** Councilmember Phil Oels motioned to approve. A second was made by Mayor Pro Tem Tom Cooley. The roll call vote:

Aye **Mayor Pat Morton** Aye **Mayor Pro Tem Tom Cooley** Aye **Councilmember Phil Oels**
Absent **Councilmember Stan Peiler** Absent **Councilmember Bill Powers**

Steve Gross reported that he has been the City's Attorney since 1997 and he has enjoyed working with the City. Steve further explained the reasoning for the requested rate increases. While his agreement allows the adjustment of the rate without the Council approval, Mr. Gross said he felt it was good to review with the Council and make sure they want to continue with his services.

Councilmember Cooley praised the work of the City Attorney. All Council members agreed and approved the rate increase.

9. **Pay Schedules and Job Classifications** Councilmember Phil Oels motioned to approve. A second was made by Mayor Pro Tem Tom Cooley. The roll call vote:

Aye **Mayor Pat Morton** Aye **Mayor Pro Tem Tom Cooley** Aye **Councilmember Phil Oels**
Absent **Councilmember Stan Peiler** Absent **Councilmember Bill Powers**

Susan Scarlett reviewed a proposed updated Step program for the Full- time City employees. The new Step program includes the current year Cola of 4.7%. The amounts from the new Step program would take effect July 2, 2022 and are reflected in the publicly available pay schedule in compliance with CCR 570.5. The annual date for Step increases will change for all full-time employees to the July 2nd date. The new Step program was approved by the Council and Resolution No. 2509 was adopted.

10. **Adjournment**

Pat Morton adjourned the meeting at 6:50 p.m.

**REGULAR MEETING MINUTES
PORTOLA CITY COUNCIL
35 THIRD AVENUE | PORTOLA, CA 96122
March 09, 2022 | 6:00 P.M.**

1. CALL TO ORDER

Councilmembers attended this meeting via teleconference as permitted by California Governor Newsom Executive Order N-29-20. Member of the public were able to join the meeting via Zoom live streaming. Mayor Morton called the meeting to order at 6:00 p.m.

2. PLEDGE OF ALLEGIANCE

Mayor Morton led the pledge of allegiance.

3. ROLL CALL

Councilmembers Phil Oels, Stan Peiler, Bill Powers (via zoom), Mayor Pro Tem Tom Cooley, and Mayor Pat Morton responded to the roll call. Interim City Manager Jon Kennedy, City Attorney Steve Gross, Finance Officer Susan Scarlett, Deputy City Clerk Tara Kindall were also present.

4. PUBLIC COMMENT

Mayor Morton called for any public comment. There were no comments submitted in writing prior to the meeting. Informed resident spoke about concerns they had regarding the Interim City Manager and City Council as well as concerns regarding the gravel grinder bike race.

5. CITY COMMUNICATIONS

A. City Council Communications/Committee Reports

Councilmember Powers reported that he attended the transportation committee meeting and a webinar.

Councilmember Peiler had nothing to report.

Mayor Pro Tem Cooley reported that he attended the LESSG meeting.

Mayor Morton reported that she attended LESSG meeting.

Councilmember Oels reported that he attended the transportation committee meeting and a webinar.

Ashlee Sims had questions regarding the LESSG still going on after a letter she had received from Steve Gross that stated after two years of the project it would need to be closed or opened to the public, Councilmember Cooley and Steve Gross will be looking into the exact date the LESSG started and report back to Ashlee for an answer to her question.

B. Staff Communications/Fire Chief Report

Floyed Meyers reported on behalf of Beckwourth Fire district: there were 25 calls total for the month of February, 9 in Beckwourth and 16 in Portola. Beckwourth Fire District has officially separated financially from the county starting March 1st, the EMR class that began in January will be ending the month of March, a hazmat class will begin the end of March, and on February 26th BFD held a live fire burn at the old fireside building in Beckwourth. It went very smoothly and was a great training opportunity.

Julie Hunter reported for Air Quality: The month of May will be free green waste disposal for the residents of City of Portola, this is something Air Quality works with IMD on every year, they will also be looking in to trying to do two weeks in the month of September. If there are any other questions regarding this program, please contact air quality.

C. City Manager Report

Interim City manager Jon Kennedy reported that the public works team will begin to get the city prepped for the gravel grinder race, even though it isn't until June there is plenty of work that needs to be done to prepare for all the racers and campers. Kennedy will be working closely with Beckwourth Fire District who plans to host a pancake breakfast the day after the big race. Kennedy is working with Susan Scarlett and Councilmember Peiler with the HARPA funds, they are going to be looking into a program to hopefully start in the city to clean up the resident's yards.

6. CONSENT CALENDAR

Councilmember Powers moved and Councilmember Oels seconded a motion to approve the consent calendar as submitted with the corrections that need to be made on December 29ths special meeting:

Roll call vote, yes: Oels, Peiler, Powers, Cooley, and Morton. So carried.

Roll call vote, no: none.

A. Minutes – Adopt the minutes of the City Council Regular meetings held on December 22, 2021, January 12, 2022, January 26, 2022, February 9, 2022, February 23, 2022, and the City Council Special Meeting held on December 29, 2021.

B. Claims – Adopt Resolution No. 2501 authorizing payment of claims for the period of February 17, 2022 through March 3, 2022.

Accounts Payable:	\$194,455.59
Payroll:	<u>\$ 19,224.57</u>
Total:	\$213,680.16

Pat Morton received notice from Ashlee Sims that in the minutes for December's Special meeting minutes need some corrections. After Pat reviewed the minutes, she agreed stating that on the closed session report it needs to have no action was taken as well as the council had appointed an ADHOC committee for the Interim City Manager position

Ashlee Sims stated that she feels her public comment wasn't interpreted correctly on the February 23rd meeting.

Informed Resident would like items removed from the consent agenda to be reviewed prior to approval. Steve Gross informed the council that it is up to their discretion if it is removed and reviewed or to stay on tonight's agenda and be approved.

Antoinette Quesenberry reported that she is disappointed with the group of people that continue to request excessive material from the city council and believes that it is doing more harm than good at this point and apologizes to the city council.

7. ORDER OF BUSINESS

A. City Engineer Employment Agreement.

Review new employment agreement with City Engineer, Dan Bastian for the North Loop STIP Project as per Cal Trans requirements. Authorize staff to execute agreement as per Council's direction. Discussion and possible action.

Interim City Manager Jon Kennedy explained to the best of his knowledge about what Cal-Trans requires of the city's engineer employment and agreements for each project. Due to the terms of the project and the current contract/agreement, that city needs to have another contract/agreement so that terms do not get mixed up or confused with the other projects Dan Bastian works on.

Councilmember Oels asked if these funds are reimbursable back to the City, Susan Scarlett answered stating yes, all funds will be reimbursable.

Ashlee Sims asked why the date on the contract is for March 8th and not the 9th, she also wanted to know why there needed to be another contract, Jon Kennedy answered that in his opening statement, she also was concerned about what this project was for, Mayor Morton stated that it is a paving project that will be done in three phases, and it will begin on Joy way in Portola.

Informed Resident stated that the city could save a lot of questions and time if they would provide all supporting documents for the agenda items.

Councilmember Oels moved and Councilmember Peiler seconded to motion to approve city engineer employment agreement.

Roll call vote, yes: Oels, Peiler, Powers, Cooley, and Morton. So carried.

Roll call vote, no: none.

A. Music in the Park.

Consideration of a Budget Amendment to fund the 2022 Music in the Park Series.
Discussion and possible action

Susan Scarlett addressed that this is an event the city has been doing for many years now and this item would allow the city to prepare a year in advance for booking the bands. In 2010 while working with the Eastern Plumas Chamber of commerce they realized that by the time the city was finalizing their budget was when the chamber of commerce was already beginning to book bands. Doing this amendment will help with the stress of the budget.

Councilmember Powers addressed that there will hopefully be 6 performances if the budget can afford it, the weekend of the fair will be skipped and there will be a couple of food trucks that will be participating this year as well.

Councilmember Powers asked if there is a way to incorporate vender booths like there has been in the past to really get the community together after COVID. Councilmember Powers stated that he will be reaching out to the local businesses, but they may not be able to participate due to staffing.

Councilmember asked what the dollar amount is, Susan Scarlett let him know it is budgeted at \$7,000.00.

Councilmember Oels moved and Councilmember Peiler seconded to motion to approve an amendment to the budget to fund 2022 music in the park.

Roll call vote, yes: Oels, Peiler, Powers, Cooley, and Morton. So carried.

Roll call vote, no: none.

B. ADJOURNMENT

There being no further business Mayor Morton adjourned the meeting at 6:50 p.m.

Jason Shaw
Deputy City Clerk

CITY COUNCIL AGENDA STAFF REPORT

DATE: September 16, 2022

TO: Honorable Mayor and Members of the City Council

FROM: Susan Scarlett, Finance Officer

MEETING: September 28, 2022

SUBJECT: Financial update and Budget amendments

Receive a report regarding updates to Financial Statements for the 2021-2022 Fiscal Year. Discuss budget amendments already approved and additional amendments and information on transfers to “set asides”.

Recommendation: Approve budget amendments for the 21-22 Fiscal year end.

2021-2022 Budget Amendments approved to date					
		Original Budget	Amendments	Amended Budget	Council Approval
100-114-600.95	CSG Consultants	15,000.00	10,000.00	25,000.00	2/9/2022
100-212-600.18	CSG Consultants	30,000.00	10,000.00	40,000.00	2/9/2022
100-414-601.06	Lost and Found Gravel Grinder 22		16,847.00	16,847.00	2/23/2022
100-211-700.05	Fire Dept Equipment	-	2,500.00	2,500.00	1/27/2021
100-211-600.45	Fire Dept Building	2,500.00	7,500.00	10,000.00	1/27/2021
Budget Amendments - Set Asides - Other					
Unanticipated Revenue					
100-000-404.37	Coronavirus Fiscal Recovery	-	32,000.00	32,000.00	
100-211-408.01	PG&E Settlement	-	50,000.00	50,000.00	
Reimbursement Requests					
100-117-400.16	SB2 Grant reimbursement	-	53,000.00	53,000.00	
100-414-601.06	Music in Park - Summer of 22	-	7,000.00	7,000.00	3/9/2022
100-414-601.06	Music in Park - Summer of 22	7,000.00	2,000.00	9,000.00	5/25/2022
Expenditures					
100-117-600.91	SB2 and LEAP		100,000.00	100,000.00	11/13/2019
100-211-600.18	LESSG	20,000.00	20,245.00	40,245.00	10/13/2021
100-211-600.19	SCBA Grant match and hoses		8,018.00	8,018.00	11/12/2020
100-312-510.01	ARPA personnel		9,400.00	9,400.00	4/27/2022
100-312-602.12	ARPA Commuity Clean Up		23,000.00	23,000.00	4/27/2022
100-411-510.01	Pool Personnel	47,527.10	14,000.00	61,271.00	
208-317-510.01	Snow Removal personnel	93,278.90	47,000.00	140,278.90	1/2 Reimb.
215-117-600.27	Disc Golf/Riverwalk Fire prevention	8,000.00	7,000.00	15,000.00	
216-000-407.13	North Loop		175,000.00		100 % State
216-315-700.42	North Loop		168,000.00		100 % State

710-311-700.80	Depreciation		153,496.74		
710-311-700.99	Fixed Asset Offset		6,867.06		
720-311-700.80	Depreciation		127,006.04		
720-311-700.99	Fixed Asset Offset		10,334.84		
730-311-700.80	Depreciation		3,145.44		
216-000-960.00	Transfer from GF to STIP		9,085.00		Annual budgets
	LESSG Partner Balances		8,383.68		
	LESSG City Balance		4,657.60		
710-000-100.08	Transfer to Infrastructure set aside		23,132.94		
720-000-100.08	Transfer to Infrastructure set aside		39,164.00		
730-000-100.19	Transfer to Landfill Closure set aside		111,923.37		
100-000-100.50	Disc Golf Set aside		7,500.00		10/13/2021

CITY COUNCIL AGENDA STAFF REPORT

DATE: September 16, 2022

TO: Honorable Mayor and Members of the City Council

FROM: Susan Scarlett, Finance Officer

MEETING: September 28, 2022

SUBJECT: City of Portola Audit Proposal

We have obtained a 3-year proposal for audit and financial statement work from Clifton LarsonAllen LLP, Certified Public Accountants and experts in government standards. The work includes completing the annual audit for the City and preparation of the financial statements. The preparation of the pension liability and the report on GANN appropriation's limit calculations are also included. The previous three years cost for all services was \$32,000 per year and despite rising costs on their part in excess of 20% in the last two years they kept to the amount. The current quote is \$38,000 for FY 23, \$40,000 for FY 24 and \$42,000 for FY 25.

This is highly specialized work and staff recommends continuing with the services of CliftonLarsonAllen. While there is a lead auditor, the firm changes auditors who work on our account approximately every two years so we always have a fresh set of eyes on our records.

Recommendation: It is recommended that the City Council approve the use of CliftonLarsonAllen, LLP as the Auditors for the City and authorize the Interim City Manager to execute a 3-year contract.