



# CITY OF PORTOLA

## CITY COUNCIL REGULAR MEETING AGENDA

**REGULAR MEETING**  
**WEDNESDAY, JANUARY 26, 2022**  
**6:00 P.M.**

**CITY HALL COUNCIL CHAMBERS**  
**35 THIRD AVENUE**  
**PORTOLA, CA 96122**

### **COUNCILMEMBERS ATTENDING VIA TELECONFERENCE AS PERMITTED BY CALIFORNIA GOVERNOR NEWSOM EXECUTIVE ORDER N-29-20**

#### **COUNCILMEMBERS**

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

#### **CITY STAFF**

City Manager Lauren Knox  
Public Works Director Todd Robert  
City Attorney Steve Gross  
Finance Officer Susan Scarlett  
Deputy City Clerk Tara Kindall

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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. Your interest and participation is encouraged and welcome.

As permitted by Executive Order N-29-20, proclaiming a State of Emergency in the State of California, the City Council Chamber at City Hall will not be accessible to the public for the City of Portola's January 26, 2022 Regular City Council meeting.

The City Council meeting is 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.

Any person desiring to address the City Council on any item not on the agenda may do so during public comment. Public comments made during a regular Council meeting may be recorded. Public comment will be accepted via email or chat on any item on the agenda at any time beginning at 6:00 p.m. and ending at the close of public comment on the item. Please direct your comments to Tara Kindall, Deputy City Clerk, [tkindall@cityofportola.com](mailto:tkindall@cityofportola.com) or access the chat function on the Zoom meeting platform during the live stream. Members of the public may submit their comments in writing to be included in the public record.

Any person with a disability may submit a request for reasonable modification or accommodation to the above-described means for accessing and offering comment at the meeting to Tara Kindall at [tkindall@cityofportola.com](mailto:tkindall@cityofportola.com) who will swiftly resolve such request.

CONSENT CALENDAR: These items include routine financial and administrative actions. All items on the consent calendar will be voted on at the same time during the meeting under “Consent Calendar”. If you wish to have an item removed from the Consent Calendar, you may do so by addressing the presiding officer.

Copies of staff reports or other written documentation relating to each item of business referred to on this agenda are on file in the Office of the City Clerk and are available for public inspection. If you have any questions on any agenda items, contact the City at 530.832.6801.

Meeting facilities are accessible to persons with disabilities. Reasonable efforts will be made to accommodate participation of the disabled in the City’s public meetings. If special accommodation for the disabled is needed, please notify the City at 530.832.6801 at least 48 hours prior to the meeting.

For additional information visit the City of Portola Web Page: [www.cityofportola.com](http://www.cityofportola.com).

**CITY COUNCIL AGENDA  
REGULAR MEETING  
JANUARY 26, 2022  
6:00 P.M.**

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. PUBLIC 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 three minutes ordinarily, unless the presiding officer indicates a different amount will be allotted.

**5. CITY COMMUNICATIONS**

**A. City Council Communications/Committee Reports**

**B. Staff Communications/Fire Report/Sheriff’s Report/Air Quality Report**

**C. City Manager Report**

**6. CONSENT CALENDAR**

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. Minutes** – Adopt the minutes of the City Council Regular meeting held on October 13, 2021. [pages 1-5]
- B. Claims** – Adopt Resolution No. 2495 authorizing payment of claims for the period of January 6, 2022 through January 21, 2022. [pages 7-11]

Accounts Payable:	\$ 114,833.27
Payroll:	<u>\$ 36,836.56</u>
Total:	\$ 151,669.83

## **7. ORDER OF BUSINESS**

### **A. Resolution No. 2496 Concerning COVID Remote Meetings.**

Review Resolution No. 2496 which re-ratifies the proclamation of a state of emergency and re-authorize remote teleconference meetings of the legislative bodies of the City of Portola. Discussion and possible action. [pages 13-16]

*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 January 12, 2022 to February 11, 2022 pursuant to Brawn Act provisions.*

### **B. Mid-Year Financial Update 2021-2022 and Draft Budget Schedule.**

Review and update on financials and budget schedule by Finance Officer Susan Scarlett. Discussion and possible action. [pages 17-26]

### **C. NSAQMD MOU**

Renewal of a Memorandum of Understanding with the Northern Sierra Air Quality Management District that relates to the wood stove change out program. Discussion and possible action. [pages 27-33]

### **D. COVID-19 Update**

Review the Emergency Proclamation ratified by Council on March 20, 2020 as it relates to the COVID-19 pandemic. Discussion and possible action. [pages 35-.38]

## **8. CLOSED SESSION – Conference with Legal Counsel.**

Closed session pursuant to Government Code section 54956.9(d)(1); Conference with Legal Counsel regarding California Labor Commissioner, State Case Number WC-CM-846897.

## **9. ADJOURNMENT**

**REGULAR MEETING MINUTES  
PORTOLA CITY COUNCIL  
35 THIRD AVENUE | PORTOLA, CA 96122  
OCTOBER 13, 2021 | 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. Members of the public were able to join the meeting via Zoom live streaming. Mayor Powers called the meeting to order at 6:00 p.m.

**2. ROLL CALL**

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

**3. PUBLIC COMMENT**

Mr. Brian Attama made a statement about the fire department consolidation. Deputy City Clerk read a statement by Ms. Ashlee Sims concerning the Local Emergency Services Study Group. There were no other citizens who wished to comment.

**4. CITY COMMUNICATIONS**

**A. City Council Communications/Committee Reports**

Councilmember Peiler had nothing to report.

Councilmember Oels reported that the bench project is done. He built 12 benches.

Councilmember Cooley reported that he has been doing fuel reduction work at the Disc golf course and attended the LESSG meeting.

Mayor Pro Tem Morton reported that she attended an LESSG meeting and a Sheriff's contract Ad Hoc committee meeting.

Mayor Powers had nothing to report.

## **B. Staff Communications**

Fire Chief Bret Russell reported that the month of September there were 43 total calls, 15 in Beckwourth and 28 in Portola. The State Fire Marshal has mandated that all Fire Chiefs have pre fire plans and inspections and he was able to contact a retired Fire Marshal as a consultant to come to the department to look over the pre fire plans and perform the inspections to get the department up to the State Fire Marshal standards. The “new to us” Type 1 Fire Engine from the City of Sparks has arrived. Gay Miller previously reported that they were awarded the FEMA SCBA grant and they are now working through the requirements of that grant. They have begun a monthly officers meeting prior to the monthly business meeting. They are working on policy, procedures and operating guidelines updates, specifically a take home vehicle policy to help with response times. They are in the planning stages of a “Burn Box” training for firefighters. This is something that includes several fire departments and has been very beneficial and well received by the different departments. They will have two of the Type 1 Fire Engines and the Antique Engine participating in the homecoming parade.

Sergeant Klundby with Plumas County Sheriff’s office reported between September 13 and today there have been 122 calls for service in Portola, 16 reports, 1 mental health, 4 intox. and drugs, 5 property crimes, 4 physical, 1 disturbance, and 1 missing person. He also wants to give a shout out to the Code Enforcement Officer. It’s been good to work with her and feels she’s a great hire.

Melissa Klundby with Air Quality stated there is enough grant funding available to sponsor one more free green waste day for City of Portola residents only. It will be October 30<sup>th</sup> from 9am to 4pm with a lunch break closure from 12:00 PM-12:30 PM. Please remember to separate out your load.

Ashlee Sims asked the Fire Chief how much the grant amount from FEMA was.

## **C. City Manager Report**

City Manager Knox reported that PHS Homecoming will be on the 22<sup>nd</sup>. There will be a parade. She has continued to have conversations with Air Quality concerning enforcement of wood stove burning.

## **5. CONSENT CALENDAR**

Councilmember Oels moved and Councilmember Peiler seconded a motion to approve the consent calendar as amended:

- A. Claims** – Adopt Resolution No. 2485 authorizing payment of claims for the period of September 3, 2021 (payroll) through October 5, 2021 (payroll and accounts payable).

Accounts Payable:	\$100,110.89
Payroll:	<u>\$ 87,885.97</u>
Total:	\$187,996.86

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

Roll call vote, no: none.

## 6. ORDER OF BUSINESS

### A. COVID Remote Meeting Resolution.

City Attorney Steve Gross explained that this resolution makes the required findings in order for the legislative bodies of the City to continue meeting remotely with certain Brown Act modifications. Those modifications being: while maintaining transparency and public access, local agencies would be able to meet remotely during a declared state emergency; while agencies would still be required to post agendas and meeting information, agencies would not be required to post meeting notices and/or agendas at all teleconference locations when remotely meeting during an emergency; while the public must continue to have access to the remote meeting and provided the ability to make public comment, agencies would not be required to make all remote meeting sites accessible to the public, nor include the remote location details in the meeting notice or agenda during a declared state of emergency; additionally, agency board member would not be required to be a remote site within the territorial bounds of the agency during a declared state of emergency. He noted three corrections that need to be made to the resolution. The first one is removing “Executive Order N-29-20” from the title and replacing it with “on March 4, 2020”. The second is inserting “the Governor of California issued a proclamation of a state of emergency March 4, 2020 and” right behind the Whereas in the 7<sup>th</sup> clause. Thirdly, in the last part of the resolution in Section three the date needs to be changed from the 19<sup>th</sup> to the 4<sup>th</sup>.

Mayor Pro Tem Morton moved and Councilmember Oels seconded a motion to adopt Resolution No. 2486:

*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 the Governor of California Executive Order N-29-20, and re-authorizing remote teleconference meetings of the legislative bodies of the City of Portola for the period of October 13, 2021 to November 13, 2021 pursuant to Brown Act provisions.*

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

Roll call vote, no: none.

**B. Local Emergency Services Study Group (LESSG) Contract.**

City Manager Knox reviewed this item for Council. The Council has previously adopted Resolution 2461 which is a commitment in good faith to be a participating agency in the completion of a feasibility study and to share in the cost of such study. The LESSG has gone through the RFP process and has chosen Planwest Partners as the group to conduct the study. The contract with Planwest Partners is being presented tonight for Council's consideration.

Mayor Pro Tem Morton moved and Councilmember Oels seconded a motion to proceed with the feasibility study for the LESSG and authorize the City Manager to execute the contract, authorize staff to make payments for the contract from the funds received from the participating agencies on deposit with the City, in an amount not to exceed \$30,000, and designate the City Manager as the City's Representative per Section 7 of the contract.

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

Roll call vote, no: none.

**C. Disc Golf Update.**

City Manager Knox reviewed the following items for the Disc Golf Course: approve the soft grand opening on October 23, 2021; approve the use of the course for a tournament held by the Portola Disc Golf Club and the City of Portola; approve the name and logo created by William Marquette and allow the Disc Golf Club to use the logo; approve a set aside reserve of \$7,500 to be used for the course in the future, including a potential redesign, maintenance, and anything else that may arise relating to the course, and approve of staff spending funds donated above that amount for any current needs if any arise; and provide direction to staff to develop more formal policies relating to the disc golf course. Discussion ensued. Mr. Josh Hart has gone to the Riverwalk to look at the Disc Golf Course and feels that there is extensive damage to the habitat. Ms. Ashlee Sims asked for clarification on the funds dispersed for the Disc Golf Course.

Councilmember Peiler moved and Councilmember Oels seconded a motion to approve of the course opening on October 23, 2021, approve the use of the course that day for a tournament for a jointly sponsored event with the Portola Disc Golf Club and the City of Portola, approval of the name and logo as presented, allow the Portola Disc Golf Club to use the logo in their marketing, approve of a set aside in a minimum amount of \$7,500 to be used for the course in the future including a possible redesign, maintenance, or any thing else that may arise, and any monies received in the short term period before we develop a full policy to be utilized to enhance the disc golf course or create whatever is needed, and provide direction to staff to develop more formal policies relating to the disc golf course.

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

Roll call vote, no: none.



**D. Open Flame Burn Ban Ordinance.**

City Manager Knox stated that at the September 22, 2021 Council meeting, Ordinance 360 was introduced and the second reading was waived. This Ordinance amends Section 15.10.026 of the Portola Municipal Code by restricting certain open flame fires, during times when a burn restriction is in place.

Councilmember Oels moved and Councilmember Peiler seconded a motion to adopt Ordinance No. 360: *An Ordinance of the City of Portola, County of Plumas amending Chapter 15.10.026 of the City of Portola Municipal Code exceptions for prohibition of open burning.*

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

Roll call vote, no: none.

**7. ADJOURNMENT**

There being no further business Mayor Powers adjourned the meeting at 7:19 p.m.

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Tara Kindall, CMC  
Deputy City Clerk

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**RESOLUTION NO. 2495**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORTOLA  
AUTHORIZING PAYMENT OF CLAIMS FOR THE PERIOD  
JANUARY 5, 2022 THROUGH JANUARY 21, 2022.**

**ACCOUNTS PAYABLE  
CHECK NUMBERS: 43535-43563**

**PAYROLL  
CHECK NUMBERS: 17036-17041  
(VOIDED CHECKS 17036-17038)**

**WHEREAS**, the City Council of the City of Portola has been fully advised that all such claims and demands are legal obligations of the City; and,

**WHEREAS**, the City Council has fully considered the claims and money demands and payment thereof as set forth below and in "Exhibit A" attached hereto and incorporated herein.

<b>ACCOUNTS PAYABLE:</b>	<b>\$ 114,833.27</b>
<b>PAYROLL:</b>	<b><u>\$ 36,836.56</u></b>
<b>TOTAL:</b>	<b>\$ 151,669.83</b>

**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 26<sup>th</sup> day of January, 2022 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Pat Morton, Mayor

ATTEST:

\_\_\_\_\_  
Tara Kindall, Deputy City Clerk

I, Tara Kindall, 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 January 26, 2022.

\_\_\_\_\_  
Tara Kindall, Deputy City Clerk

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0235 I-202201110001	SUSAN SCARLETT SUSAN SCARLETT	R	1/13/2022	5,000.00		043535		5,000.00
0010 I-202201120011	AMAZON CAPITOL SERVICES CLERK COMPUTER/SNOW SUPPLIES	R	1/17/2022	1,330.28		043536		1,330.28
0022 I-202201120002	AT&T AT&T	R	1/17/2022	92.96		043537		92.96
0023 I-202201120005	AT&T CALNET 3 PHONE	R	1/17/2022	68.99		043538		68.99
0031 I-202201120008	BECKWOURTH FIRE DISTRICT CONTRACT PAYMENT 6 MONTHS	R	1/17/2022	38,215.50		043539		38,215.50
0052 I-202201120007	CITY OF PORTOLA WATER AND SEWER	R	1/17/2022	2,161.06		043540		2,161.06
0055 I-202201120014	COATES TIRE CENTER VEHICLE REPAIR	R	1/17/2022	4,319.33		043541		4,319.33
0063 I-33508	CURRENT ELECTRIC & ALARM, INC ALARM SERVICE	R	1/17/2022	555.00		043542		555.00
0086 I-202201120012	FOLCHI LOGGING & CONSTR., INC. CONTRACT SNOW REMOVAL	R	1/17/2022	30,067.41		043543		30,067.41
0093 I-202201120009	GRIZZLY ELECTRIC GRIZZLY ELECTRIC	R	1/17/2022	1,623.00		043544		1,623.00
0101 I-270023	HUNT & SONS, INC. VEHICLE FUEL	R	1/17/2022	6,644.57		043545		6,644.57
0111 I-44727/46797	JEFFERSON SUPPLY COMPANY WATER SUPPLIES	R	1/17/2022	530.52		043546		530.52
0133 I-202201120013	LIBERTY UTILITIES ELECTRIC	R	1/17/2022	6,095.48		043547		6,095.48
0141 I-202201120015	MCI MEGA PREFERRED MCI MEGA PREFERRED	R	1/17/2022	44.49		043548		44.49
0148 I-202201120016	NAPA SIERRA VEHICLE/EQUIP REPAIR	R	1/17/2022	463.12		043549		463.12

ENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
159 I-202201120017	OFFICE DEPOT OFFICE SUPPLIES	R	1/17/2022	346.20		043550		346.20
175 I-202201120018	PLUMAS ACE HARDWARE SUPPLIES	R	1/17/2022	1,254.09		043551		1,254.09
199 I-50305	RENO SALVAGE CO. RENO SALVAGE CO.	R	1/17/2022	133.48		043552		133.48
208 I-12641/12621	SAUERS ENGINEERING, INC. PROFESSIONAL SERVICES	R	1/17/2022	4,456.25		043553		4,456.25
218 I-202201120019	SILVER STATE ANALYTICAL SILVER STATE ANALYTICAL	R	1/17/2022	1,165.00		043554		1,165.00
220 I-15531	SINDEX PRINTING & GRAPHICS BILL PRINTING	R	1/17/2022	1,357.50		043555		1,357.50
229 I-LW-1035156	STATE WATER RESOURCES ANNUAL FEES	R	1/17/2022	3,177.34		043556		3,177.34
246 I-025-362561	TYLER TECHNOLOGIES, INC INCODE	R	1/17/2022	605.00		043557		605.00
254 I-202201170020	US BANK CORPORATE PYMT SYSTEMS VISA CARD PURCHASES	R	1/17/2022	1,438.81		043558		1,438.81
256 I-818304	USA BLUE BOOK USA BLUE BOOK	R	1/17/2022	2,393.38		043559		2,393.38
260 I-9895339798	VERIZON WIRELESS CELL PHONES	R	1/17/2022	367.04		043560		367.04
260 I-9895339799	VERIZON WIRELESS LANDLINES	R	1/17/2022	487.69		043561		487.69
260 I-9895339800	VERIZON WIRELESS LDWTP DATA PLAN	R	1/17/2022	108.05		043562		108.05
1 I-202201120004 637 RIDGE ST	DINA MCINTYRE REFUND	R	1/17/2022	331.73		043563		331.73

ENDOR SET: 01 City of Portola  
ANK: PC POOLED CASH - PLUMAS  
ATE RANGE: 0/00/0000 THRU 99/99/9999

ENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
* * T O T A L S * *		NO		INVOICE AMOUNT	DISCOUNTS			CHECK AMOUNT
	REGULAR CHECKS:	29		114,833.27	0.00			114,833.27
	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			0.00
TOTAL ERRORS: 0								
VENDOR SET: 01 BANK: PC TOTALS:		NO		INVOICE AMOUNT	DISCOUNTS			CHECK AMOUNT
		29		114,833.27	0.00			114,833.27
BANK: PC TOTALS:		29		114,833.27	0.00			114,833.27
REPORT TOTALS:		29		114,833.27	0.00			114,833.27

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## CITY COUNCIL AGENDA STAFF REPORT

**DATE:** January 21, 2022

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Tara Kindall, Deputy City Clerk

**MEETING:** January 26, 2022

**SUBJECT:** Resolution No. 2496, re-ratifying the proclamation of a state of emergency and re-authoring remote teleconference meeting of the legislative bodies of the City of Portola.

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At the September 22, 2021, City Attorney Steve Gross updated council concerning Assembly Bill 361, signed by Governor Gavin Newsom on September 16, 2021, which extends the Brown Act modifications that have been in effect since March of 2020. This bill allows the following:

- While maintain transparency and public access, local agencies would be able to meet remotely during a declared state of emergency
- While agencies would still be required to post agendas and meeting information, agencies would not be required to post meeting notices and/or agendas at all teleconference locations when remotely meeting during an emergency
- While the public must continue to have access to the remote meeting and provided the ability to make public comment, agencies would not be required to make all remote meeting sites accessible to the public, nor include the remote location details in the meeting notice or agenda during a declared state of emergency
- Additionally, agency board members would not be required to be a remote site within the territorial bounds of the agency during a declared state of emergency.

City Attorney Gross explained that this resolution would be coming before Council approximately every 30 days for review and reconsideration by Council. Previous Resolutions and time periods: Resolution No. 2486 for October 13, 2021 through November 13, 2021; Resolution No. 2489 November 13, 2021 through December 13, 2021; and Resolution No. 2492 for December 13, 2021 through January 12, 2022.

### **Recommendation:**

Adopt Resolution No. 2496: 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 Executive Order N-29-20, and re-authorize remote teleconference meetings of the legislative bodies of the City of Portola for the period of December 13, 2021 to January 12, 2022 pursuant to Brown Act provisions.

*Attachments:*

*Attachment 1: Resolution No. 2496*

**RESOLUTION NO. 2496**

**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 JANUARY 12, 2022 TO FEBRUARY 11, 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) January 12, 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 26<sup>th</sup> day of January 2022, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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Pat Morton, Mayor

ATTEST:

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Tara Kindall, Deputy City Clerk

I, Tara Kindall, 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 January 26, 2022.

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Tara Kindall, Deputy City Clerk

## **CITY COUNCIL AGENDA STAFF REPORT**

**DATE:**        **January 16, 2022**

**TO:**            Honorable Mayor and Members of the City Council

**FROM:**        Susan Scarlett, Finance Officer

**MEETING:**   **January 26, 2022**

**SUBJECT:**    Mid-year financial update 2021-2022 and draft budget schedule

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Attached you will find reports to review for the 21-22 year to date:

Attachment #1 -Cash and Receivables report comparison for the fiscal year end 2017, 2018, 2019, 2020 and 2021.

Attachment #2-Spread sheets with the summary of the City finances through December 31, 2021. 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-Draft 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.

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## CITY OF PORTOLA CASH AND RECEIVABLES BALANCES

	6/30/2021	6/30/2020	6/30/2019	6/30/2018	6/30/2017
<b>FUND 100-GENERAL FUND</b>	\$ 2,472,063.35	\$ 2,342,438.75	\$ 2,470,823.25	\$ 2,458,754.95	\$ 2,097,493.69
Reserved Grants			\$ -	\$ -	\$ 6,880.00
Woodstove Changeout	\$ 851.12	\$ 851.12	\$ 851.12	\$ 851.12	\$ 851.12
Traffic Impact Fee	\$ 77,931.00	\$ 77,931.00	\$ 77,931.00	\$ 77,931.00	\$ 77,931.00
Vehicle Abatement	\$ 15,152.30	\$ 48,541.12	\$ 51,142.19	\$ 51,142.19	
<b>Total Cash</b>	<b>\$ 2,565,997.77</b>	<b>\$ 2,469,761.99</b>	<b>\$ 2,600,747.56</b>	<b>\$ 2,588,679.26</b>	<b>\$ 2,183,155.81</b>
Receivables/State/Plumas County/Other	\$ 176,564.71	\$ 109,724.58	\$ 117,950.12	\$ 137,479.14	\$ 147,730.15
Landfill Closure Loan Due from Solid Waste	\$ -	\$ 2,922.16	\$ 123,894.38	\$ 245,044.85	\$ 363,640.42
Due from Solid Waste				\$ -	\$ 68,096.84
Due from Solid Waste-Transfer Station				\$ -	\$ 22,501.00
Note Receivable EPHC	\$ 161,412.97	\$ 186,183.17	\$ 208,009.39	\$ 230,519.27	\$ 254,797.86
<b>Total Receivables</b>	<b>\$ 337,977.68</b>	<b>\$ 298,829.91</b>	<b>\$ 449,853.89</b>	<b>\$ 613,043.26</b>	<b>\$ 856,766.27</b>
<b>Total Cash and Receivables</b>	<b>\$ 2,903,975.45</b>	<b>\$ 2,768,591.90</b>	<b>\$ 3,050,601.45</b>	<b>\$ 3,201,722.52</b>	<b>\$ 3,039,922.08</b>
<b>FUND 207-GAS TAX - STREETS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>FUND 208-GAS TAX - SNOW REMOVAL</b>	<b>\$ 13,177.25</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>FUND 211 RMRA</b>	<b>\$ 44,862.09</b>	<b>\$ 7,016.56</b>	<b>\$ 38,983.93</b>	<b>\$ 7,955.14</b>	
<b>FUND 215-CDBG</b>	<b>\$ 89,405.45</b>	<b>\$ 110,746.63</b>	<b>\$ 131,796.92</b>	<b>\$ 114,253.21</b>	<b>\$ 159,522.16</b>
Notes Receivable - RLF		\$ -	\$ -	\$ 37,961.88	\$ 37,961.88
CDBG Loans	\$ 43,525.40	\$ 51,135.40	\$ 51,135.40	\$ 51,135.40	\$ 51,135.40
Attachment 1					
<b>FUND 216-STIP PROJECTS</b>	<b>\$ (154,483.19)</b>	<b>\$ (229,542.69)</b>	<b>\$ 13,155.41</b>	<b>\$ (172,886.16)</b>	<b>\$ (141,839.40)</b>
Prepaid	\$ 69,629.75				
Receivable	\$ 79,897.17	\$ 314,684.20			
<b>FUND 710-WATER</b>	<b>\$ 1,412,973.30</b>	<b>\$ 1,347,752.32</b>	<b>\$ 1,128,930.23</b>	<b>\$ 931,000.37</b>	<b>\$ 625,364.01</b>
Debt Service Reserve	\$ 68,362.00	\$ 68,362.00	\$ 68,362.00	\$ 68,362.00	\$ 90,237.00
Facility Fee Reserve	\$ 302,706.00	\$ 302,706.00	\$ 302,706.00	\$ 298,691.00	\$ 298,691.00
Infrastructure Maintenance account	\$ 202,861.71	\$ 185,027.43	\$ 85,000.00		
WTP Maintenance account	\$ 458,350.00	\$ 412,515.00	\$ 366,680.00	\$ 320,845.00	\$ 275,000.00
<b>FUND 720-SEWER</b>	<b>\$ 1,285,253.55</b>	<b>\$ 1,180,435.52</b>	<b>\$ 1,078,833.88</b>	<b>\$ 1,072,228.39</b>	<b>\$ 710,104.48</b>
Wastewater Capital Reserve	\$ 209,903.72	\$ 208,734.81	\$ 204,576.79	\$ 200,050.16	\$ 197,249.22
Infrastructure Maintenance account	\$ 252,913.93	\$ 197,394.23	\$ 107,366.80		
Facility Fee Reserve	\$ 268,432.50	\$ 268,432.50	\$ 268,432.50	\$ 263,108.50	\$ 263,108.50
<b>FUND 730-SOLID WASTE</b>	<b>\$ 236,568.86</b>	<b>\$ 180,570.49</b>	<b>\$ 85,828.08</b>	<b>\$ -</b>	<b>\$ 5,000.00</b>
Landfill Closure Maintenance Account	118,739.92				

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CITY OF PORTOLA															
2021-2022 BUDGET VERSUS YTD AS OF 12-31-2021 (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		
<b>REVENUE</b>	1,020,086.19	469,496.41	46%	55,443.00	27,966.86	50%	77,500.00		0%	41,182.00	14,398.38	35%	750.00	35.67	5%
<b>INTERFUND TRANSFERS</b>				151,626.48	-	0%	153,499.70	-	0%						
PERSONNEL	245,560.17	154,377.06	63%	96,309.36	46,234.74	48%	93,278.90	51,471.44	55%				10,340.73	5,746.51	56%
POSTAGE	5,500.00	1,583.10	29%												
BOOKS & SUBS															
GAS & ELECTRIC	30,000.00	16,882.88	56%				4,000.00	-	0%						
TELEPHONE	8,050.00	4,326.43	54%												
MATERIALS AND SUPPLIES	25,200.00	14,848.23	59%	10,000.00	2,502.84	25%	12,000.00	5,458.04	45%						
EQUIP REPAIR/MAINT	6,000.00	2,222.51	37%	6,000.00	3,417.29	57%	20,000.00	6,713.56	34%						
VEHICLE REPAIR/MAINT	2,500.00	4,660.42	186%	2,500.00	245.09	10%	15,000.00	2,493.83	17%						
VEHICLE FUEL	1,500.00	3,075.67	205%	5,000.00	4,169.97	83%	6,500.00	1,456.62	22%						
LEGAL FEES	65,000.00	25,411.12	39%										10,000.00	3,573.00	
INSURANCE	38,222.80	37,822.41	99%				13,260.80	15,367.21	116%						
PROFESSIONAL SVSC	151,690.00	80,870.32	53%	-	895.13						259.88		5,000.00	1,336.50	
ADVERTISING/NOTICES	1,400.00	150.87	11%												
CODE REFERENCE UPDATE	4,700.00	1,874.00	40%	-											
CIVIC PROMO & MARKETING	500.00	521.70	104%										8,000.00	13,825.80	173%
CONFERENCE/TRAVEL	4,000.00	-	0%												
DUES/MEMBERSHIPS	3,350.00	327.00	10%												
BUILDING EXPENSE	8,250.00	222.87	3%	500.00	-	0%	1,000.00	-	0%						
STREET REPAIR				30,000.00	1,116.47	4%	30,000.00	116.73	0%	41,122.00		0%			
ACCOUNTING FEES	14,400.15	7,200.00	50%	5,650.12	2,700.00	48%	3,850.00	1,800.00	47%				3,000.04	1,500.00	50%
AUDITING FEES	8,640.00	6,993.00	81%	1,110.00	777.00	70%	1,110.00	518.00	47%				1,600.00	1,295.00	81%
TRAINING/EDUCATION															
WATER AND SEWER	64,050.00	30,890.46	48%												
COMMUNICATION EXPENSE	300.00	167.29	56%												
OTHER EXPENSE/SEE ATTACHED	224,249.53	106,575.73	48%	50,000.00	15,883.09	32%	31,000.00		0%						
EQUIPMENT LEASE/RENTAL	2,700.00	1,689.86	63%												
CAPITAL OUTLAY/OTHER	5,000.00	5,329.94		-	-		-	-							
INTEREST															
TRANSFERS OUT	315,126.18		0%												
<b>TOTAL EXPENSES</b>	1,235,888.83	508,022.87	41%	207,069.48	77,941.62	38%	230,999.70	85,395.43	37%	41,122.00	259.88	1%	37,940.77	27,276.81	72%
<b>REVENUE</b>	1,020,086.19	469,496.41	46%	207,069.48	27,966.86	14%	230,999.70	-	0%	41,182.00	14,398.38	35%	750.00	35.67	5%
<b>EXPENDITURES</b>	1,235,888.83	508,022.87	41%	207,069.48	77,941.62	38%	230,999.70	85,395.43	37%	41,122.00	259.88	1%	37,940.77	27,276.81	72%
PRINCIPAL PAYMENTS															
FACILITY FEE/SINKING FUND/LANDFILL CLOSURE FUND															
(USE OF) OR INCREASE IN FUND BALANCE	(215,802.64)	(38,526.46)		0.00	(49,974.76)	21	0.00	(85,395.43)		60.00	14,138.50		(37,190.77)	(27,241.14)	

CITY OF PORTOLA											
2021-2022 BUDGET VERSUS YTD AS OF 12-31-2021 (Preliminary, coding changes may apply)											
		YEAR	% YTD		YEAR	% YTD		YEAR	% YTD		
		TO DATE			TO DATE		SOLID	TO DATE		YEAR	
	WATER			SEWER			WASTE			TO DATE	
ACCOUNT/FUND	710			720			730			TOTAL	
										TOTAL	
<b>REVENUE</b>	913,500.00	425,549.11	47%	686,500.00	295,821.61	43%	261,500.00	131,712.78	50%	3,056,461.19	1,364,980.82
<b>INTERFUND TRANSFERS</b>										305,126.18	-
										-	-
PERSONNEL	307,599.63	155,045.04	50%	274,015.60	145,735.85	53%	35,856.79	20,011.23	56%	1,062,961.18	578,621.87
POSTAGE	4,000.00	2,085.30	52%	4,000.00	1,897.80	47%	1,700.00	547.78	32%	15,200.00	6,113.98
BOOKS & SUBS										-	-
GAS & ELECTRIC	5,000.00	781.21	16%	22,000.00	4,929.49	22%				61,000.00	22,593.58
TELEPHONE	5,000.00	2,082.99	42%	4,000.00	1,689.47	42%				17,050.00	8,098.89
MATERIALS AND SUPPLIES	20,000.00	4,217.70	21%	22,000.00	6,079.73	28%	5,000.00	2,134.01	43%	94,200.00	35,240.55
EQUIP REPAIR/MAINT	7,000.00	3,926.23	56%	20,000.00	6,085.34	30%	1,000.00	574.06	57%	60,000.00	22,938.99
VEHICLE REPAIR/MAINT	5,000.00	581.03	12%	5,500.00	424.14	8%		191.12		30,500.00	8,595.63
VEHICLE FUEL	5,500.00	4,810.27	87%	5,500.00	2,842.79	52%				24,000.00	16,355.32
LEGAL FEES	11,700.00	3,542.69	30%	11,700.00	3,542.69	30%	1,000.00	-		99,400.00	36,069.50
INSURANCE	15,071.23	18,576.03	123%	30,016.54	35,417.42	118%	3,978.24	4,150.83	104%	100,549.61	111,333.90
PROFESSIONAL SVSC	50,000.00	3,455.33	7%	80,000.00	6,036.22	8%	10,000.00	4,680.00	47%	296,690.00	97,533.38
ADVERTISING/NOTICES										1,400.00	150.87
CODE REFERENCE UPDATE	1,700.00	75.00	4%	1,700.00	75.00	4%				8,100.00	2,024.00
CIVIC PROMO & MARKETING										8,500.00	14,347.50
CONFERENCE/TRAVEL										4,000.00	-
DUES/MEMBERSHIPS	2,800.00	2,318.56	83%	1,200.00	198.43	17%				7,350.00	2,843.99
BUILDING EXPENSE	3,000.00	639.22	21%	1,500.00	441.90	29%		-		14,250.00	1,303.99
STREET REPAIR										101,122.00	1,233.20
ACCOUNTING FEES	15,599.83	7,800.00	50%	13,200.00	6,600.00	50%	4,800.00	2,400.00	50%	60,500.14	30,000.00
AUDITING FEES	8,640.00	6,993.00	81%	8,640.00	6,993.00	81%	2,880.00	2,331.00	81%	32,620.00	25,900.00
TRAINING/EDUCATION	800.00		0%	800.00		0%				1,600.00	-
WATER AND SEWER	700.00	140.79	20%	660.00	332.41	50%				65,410.00	30,890.46
COMMUNICATION EXPENSE	400.00	167.46	42%							700.00	334.75
OTHER EXPENSE/SEE ATTACHED	335,800.00	110,404.11	33%	102,300.00	19,706.44	19%	75,000.00	39,529.75	53%	818,349.53	292,099.12
EQUIPMENT LEASE/RENTAL	2,000.00	1,635.79	82%	15,000.00	563.26	4%				19,700.00	3,888.91
CAPITAL OUTLAY/OTHER	30,000.00	933.06	3%	40,000.00	-	0%				75,000.00	6,263.00
INTEREST	37,150.00	18,570.70	50%							37,150.00	18,570.70
TRANSFERS OUT										315,126.18	-
										-	-
<b>TOTAL EXPENSES</b>	874,460.69	348,781.51	40%	663,732.14	249,591.38	38%	141,215.03	76,549.78	54%	3,432,428.64	1,373,819.28
<b>REVENUE</b>	913,500.00	425,549.11	47%	686,500.00	295,821.61	43%	261,500.00	131,712.78	50%	3,361,587.37	1,364,980.82
<b>EXPENDITURES</b>	874,460.69	348,781.51	40%	663,732.14	249,591.38	38%	141,215.03	76,549.78	54%	3,432,428.64	1,373,346.08
PRINCIPAL PAYMENTS	32,000.00						100,000.00			132,000.00	-
										-	-
FACILITY FEE/SINKING FUND/LANDFILL CLOSURE FUND	45,835.00									45,835.00	-
(USE OF) OR INCREASE IN FUND BALANCE	(38,795.69)	76,767.60		22,767.86	22,462,30.23		20,284.97	55,163.00		(248,676.27)	(8,838.46)

**CITY OF PORTOLA  
2021-2022  
OTHER EXPENSES**

<b>OTHER EXPENSE</b>		<b>AS OF 12-31</b>	<b>%</b>
<b>GENERAL FUND (100)</b>			
ANIMAL CONTROL	6,000.00	-	0%
BANK CHARGES	2,000.00	1,048.95	52%
CITY PARK IMPROVEMENTS			
CITY WEB PAGE	2,000.00	669.60	33%
WILLIAMS HOUSE WEB PAGE	400.00	169.65	42%
CODE ENFORCEMENT	15,000.00	8,580.00	57%
EVENTS - CONCERTS IN THE PARK	7,000.00	4,535.00	65%
ELECTRIC CHARGING STATION	-		
ELECTION SUPPLIES			
SB2 GRANT	-	37,701.53	
LAFCO	47,199.53	47,199.53	100%
LOST AND FOUND RACE			
MEDICAL AND PHYSICALS	500.00		0%
MISCELLANEOUS			
POOL CONCESSION SUPPLIES	2,500.00	1,516.86	61%
REFUSE COLLECTION	2,150.00	2,218.66	103%
SHERIFF CONTRACT	130,000.00	-	0%
SHERIFF SUB-STATION			
TAX ADMINISTRATION FEES	7,000.00	-	0%
TECHNICAL SUPPORT	2,500.00	2,800.29	112%
WOODSTOVE CHANGEOUT		135.66	
<b>TOTAL</b>	<b>224,249.53</b>	<b>106,575.73</b>	<b>48%</b>
<b>GAS TAX SECTION 2107/2107.5 (FUND 207)</b>			
STREET LIGHTING	50,000.00	15,883.09	32%
<b>TOTAL</b>	<b>50,000.00</b>	<b>15,883.09</b>	<b>32%</b>
<b>SNOW REMOVAL (FUND 208)</b>			
PRIVATE CONTRACTORS	30,000.00		0%
PROPERTY DAMAGE	1,000.00		0%
<b>TOTAL</b>	<b>31,000.00</b>	<b>-</b>	<b>0%</b>

**CITY OF PORTOLA  
2021-2022  
OTHER EXPENSES**

OTHER EXPENSE		AS OF 12-31	%
<b>CDBG (FUND 215)</b>			
<b>WATER FUND (710)</b>			
LAKE DAVIS WTP	93,500.00	33,855.41	36%
PERMIT FEES	6,000.00	679.67	11%
REFUSE COLLECTION	3,300.00	1,253.04	38%
TECH SUPPORT	5,000.00	4,783.81	96%
TESTING WATER	18,000.00	4,302.32	24%
WATER LINE REPAIRS	30,000.00	9,209.91	31%
WATER METERS	30,000.00	-	0%
WATER PURCHASE	150,000.00	56,319.95	38%
BAD DEBT	-	-	
<b>TOTAL</b>	<b>335,800.00</b>	<b>110,404.11</b>	<b>33%</b>
<b>SEWER FUND (720)</b>			
LEGAL OTHER	-		
PERMIT FEES	9,000.00	2,000.00	22%
REFUSE COLLECTION	3,300.00	869.85	26%
SEWER LINE REPAIRS	10,000.00	3,073.98	31%
SYSTEM MAINT/SEWER POND	50,000.00	3,014.63	6%
TECH SUPPORT	5,000.00	4,083.74	82%
TESTING SEWER	25,000.00	6,664.24	27%
BAD DEBT			
<b>TOTAL</b>	<b>102,300.00</b>	<b>19,706.44</b>	<b>19%</b>
<b>SOLID WASTE (730)</b>			
PERMIT FEES	30,000.00	25,580.00	85%
POST-CLOSURE CARE COSTS	20,000.00	9,949.75	50%
TESTING LANDFILL	25,000.00	4,000.00	16%
RECYCLING GRANT EXPENDITURES			
BAD DEBT	-	-	
<b>TOTAL</b>	<b>75,000.00</b>	<b>39,529.75</b>	<b>53%</b>

**CITY OF PORTOLA  
2021-2022**

<b>CAPITAL OUTLAY/ OTHER</b>	<b>OTHER EXPENSES</b>	<b>AS OF 12-31</b>	<b>%</b>
<b>GENERAL FUND (100)</b>			
WILLIAMS HOUSE REPAIR		5,329.94	
FIRE HOUSE ROOF	5,000.00		
<b>TOTAL</b>	<b>5,000.00</b>	<b>5,329.94</b>	<b>107%</b>
<b>SPECIAL REVENUE FUNDS</b>			
<b>TOTAL</b>	<b>-</b>	<b>-</b>	
<b>WATER FUND</b>			
UPDATED SCADA	15,000.00		0%
HYDRANTS	15,000.00		0%
<b>TOTAL</b>	<b>30,000.00</b>	<b>-</b>	<b>0%</b>
<b>SEWER FUND</b>			
SEWER UPGRADES FOR NPDES PERMITTING	25,000.00		0%
UPDATED SCADA	15,000.00		0%
<b>TOTAL</b>	<b>40,000.00</b>	<b>-</b>	<b>0%</b>
<b>SOLID WASTE FUND</b>			
MACHINERY & EQUIPMENT			
<b>RESERVES</b>			
<b>GENERAL FUND</b>			
TRAFFIC IMPACT FEES			
<b>WATER FUND</b>			
FACILITY FEES RESERVE			
LD WTP MAINTENANCE RESERVE	45,835.00		
<b>SEWER FUND</b>			
WASTEWATER CAPITAL RESERVE FUND			
FACILITY FEES RESERVE			

# DRAFT 2022-2023 Budget Schedule

<b>Council-Staff Goals Discussion during Council meeting</b>	<b>** February 9</b>
Budget Worksheets to staff	February 23
Current Level of service Budgets due from staff	March 23
Finance Department - Evaluation of Current Level of Service Budget	March 24 - April 22
New Project – Capital Project Requests due from City Staff	April 6
<b>Public Comment to City Council re: Budget Preparation</b>	<b>** March 23</b>
<b>Public Comment to City Council re: Budget Preparation</b>	<b>** April 13</b>
Finance Department Delivers Proposed Budget to City Manager	May 2
Draft of Year 2022-2023 Budget Delivered to City Council For Review	May 11
<b>City Council Budget Work Sessions/Presentations by Staff</b>	<b>** May 18 3:00 pm</b>
<b>City Council Budget Work Session (if needed)</b>	<b>** May 25</b>
Proposed 2022-2023 FY Budget Submitted to City Council And Filed with City Clerk for Public Review	June 3
<b>2022-2023 FY Proposed Budget, Public Hearing</b>	<b>** June 8</b>
<b>City Council Adopts Final 2022-2023 FY Budget</b>	<b>** June 22</b>

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

## CITY COUNCIL AGENDA STAFF REPORT

**DATE:** January 19, 2022  
**TO:** Honorable Mayor and Members of the City Council  
**FROM:** Lauren Knox, City Manager  
**MEETING:** January 26, 2022  
**SUBJECT:** NSAQMD MOU

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### **Background:**

In March of 2016, Council approved of a Memorandum of Understanding (MOU) between the City of Portola and the Northern Sierra Air Quality Management District (NSAQMD) as part of the wood stove changeout program. The MOU was initially drafted to allow the District to implement the Wood Stove Change-out Program. It also allows for the City to process the applicable permits for the change out, and destroy the non-compliant stoves as a service, which is then reimbursed by the NSAQMD.

NSAQMD staff approached City staff regarding the need to renew the MOU. The draft MOU is attached, which updates the dates and rates utilized for reimbursement.

### **Recommendation:**

Approve of the MOU and authorize staff to execute on behalf of the City.

### *Attachments:*

*Attachment 1 – MOU between the City of Portola and NSAQMD*

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**MEMORANDUM OF UNDERSTANDING**

**BETWEEN THE CITY OF PORTOLA  
AND  
THE NORTHERN SIERRA AIR QUALITY MANAGEMENT DISTRICT**

THIS MEMORANDUM OF UNDERSTANDING (“MOU”) is made and entered into this \_\_\_\_\_, by the CITY OF PORTOLA (“City”) and the NORTHERN SIERRA AIR QUALITY MANAGEMENT DISTRICT (“NSAQMD”) to allow the District to jointly implement a Wood Stove Change-out Program (“Program”) in the Greater Portola Federal Non-Attainment Area to help achieve air quality attainment status.

WHEREAS, the United States Environmental Protection Agency (USEPA) has found that the Greater Portola Federal Non-Attainment Area of the NSAQMD has remained an air quality non-attainment area for years; and

WHEREAS, NSAQMD applied to USEPA and received grant funding (2018 Targeted AirShed Grant) to implement a wood stove change-out program in the area; and

WHEREAS, City has the authority, capability and workforce to process applicable permits for the wood stove change-out and receive the non-compliant stove in accordance with state and federal law; and

WHEREAS, City further has the capacity to cause the non-compliant stove to be made useless and destroyed, and collected for final disposition and recycling; and

WHEREAS, NSAQMD has identified City as capable of the tasks presented; and

WHEREAS, NSAQMD Board of Directors and Portola City Council respectively and separately authorized the establishment of an MOU between the two entities, and for City to provide services to NSAQMD, and for NSAQMD to pay City for services provided.

NOW THEREFORE, in consideration of the promises and covenants set forth herein, the parties agree as follows:

1. Scope of Services

1.1 City agrees to provide services related to NSAQMD’s Program as requested by NSAQMD. Those services may include, but are not limited to, the following:

- a) Issuing woodstove permit for the installation of new, compliant heating devices within the City limits of the City of Portola. The permit and final inspection fee is paid directly to the City by District-approved heating device retailer/installer.

- b) Accepting and storing removed, non-compliant heating device into the City's designated repository.
  - c) Destroying non-compliant heating device and ensuring destroyed device goes to a metal recycler.
  - d) Maintaining an accurate record of the destruction of non-compliant heating device processes including before and after photos and a Verification of Destruction form.
  - e) Providing copies of all permitting and destruction photos and documentation to NSAQMD.
- 1.2 City will log the activities performed at the request of NSAQMD or as is required for the completion of work on the Program in an administrative logbook. The administrative logbook will include a description of the activity, from request of permit to final disposition of the non-compliant heating device, and time spent in process. Copies of the log book pages will be submitted to NSAQMD as support documentation for the NSAQMD's billing statements.
- 1.3 City will perform work with the thoroughness and competence that would be expected of an experienced and knowledgeable air pollution control district staff member. City staff shall conduct themselves in a professional manner and behave in a manner that is courteous and respectful of the public.

## 2. Geographic Area of Service for the Collection and Destruction of Woodstoves

City will provide for the destruction of woodstoves throughout the Greater Portola Federal Non-Attainment Area. A map of the Program area is attached as Exhibit A.

## 3. Payment

- 3.1 NSAQMD agrees to reimburse City for the services covered by this Agreement at the City's hourly reimbursement rate:
- Maintenance Worker \$37/hour
  - Office Clerk (\$24.13/hour)
  - Building Inspector \$24/hour (this is for any services provided above and beyond the permit fee paid by the heating device retailer/installer)

Any potential increases in the hourly rate must be authorized by NSAQMD in writing, thirty (30) days in advance of said increase. NSAQMD will also provide for equipment necessary, or provide reimbursement to City, to complete the Program, as authorized by NSAQMD. The maximum sum payable under this MOU for the five years of the grant (May 1, 2020 – April 30, 2025) is \$17,700. The amount paid to City shall constitute full payment for all services set forth herein. City shall not be reimbursed for any additional expenses incurred beyond this maximum amount without prior written

agreement by the NSAQMD. The City will not be required to provide services when those services will not be reimbursed.

- 3.2 City shall bill NSAQMD not more often than quarterly based upon the time spent on services rendered for that quarterly billing period. City agrees to provide a detailed invoice, including copies of timecards, separating charges as assigned to various tasks of field work and administration to NSAQMD by the fifteenth day following the end of the quarter. NSAQMD agrees to pay City within thirty (30) days of receipt of invoice.
- 3.3 NSAQMD retains the right to require proof of services performed or costs incurred prior to any payment under this Agreement.

#### 4. Agreement Period

- 4.1 The conditions of this agreement shall remain in effect on a year round basis with an effective date upon the final signatures by both parties.
- 4.2 This agreement may be canceled by either party upon serving thirty (30) days notice in writing to the other party.
- 4.3 This agreement shall be in effect until cancelled and may be amended by the further agreement of both parties.

#### 5. City Employees

- 5.1 City employees shall perform the duties outlined in this MOU as City Employees, and not as employees of NSAQMD. City acknowledges that City is not entitled to any of NSAQMD's fringe benefits, including without limitation, paid holidays, life insurance, sick leave, or travel or any other expenses in connection with services performed hereunder.
- 5.2 Hiring and Supervision. The responsibility for hiring and supervision of all City employees, including establishing standards of performance, assignment of personnel, maintaining discipline, determining training required, maintaining personnel files, and other matters relating to the performance of services and control of personnel shall remain with the City.
- 5.2 The City and District agree that neither Party is an agent or employee of the other Party for any purpose and is not entitled to any of the benefits provided by any Party to its employees. This MOU shall not be construed as forming a partnership or any other association or agency among the City and Department.

#### 6. Ownership of Documents

City agrees to provide copies to NSAQMD, upon termination of this Agreement, all documents, drawings, photographs, and other written or graphic material, however produced, received from NSAQMD and used by City in the performance of its services hereunder. All work papers, drawings, internal memoranda, graphics, photographs, and any written or graphic material, however produced, prepared by City in connection with its performance of services hereunder shall be, and shall remain after termination of this Agreement, the property of NSAQMD and may be used by the NSAQMD for any purpose whatsoever. NSAQMD agrees that any future use of documents produced by City under the terms of this Agreement shall be at the sole discretion of the NSAQMD and City shall bear no liability for the decisions on whether and how to use such documents.

## 7. Jurisdiction

This Agreement shall be governed by and construed in accordance with the laws of the State of California. Any suit, action, or proceeding brought under the scope of this Agreement shall be brought and maintained to the extent allowed by law in the County of Plumas, California.

## 8. Hold Harmless

- 8.1 NSAQMD agrees to defend, indemnify and hold harmless City, its directors, officers, servants and agents for any and all reasonable expenses, claims, liabilities, lawsuits and judgments which may occur as a result of any negligent willful acts or omissions on the part of City, or its directors, officers, employees, and agents, in any way connected with the performance of its duties and obligations pursuant to the Agreement. This provision shall survive any termination of the Agreement.
- 8.2 City agrees to defend, indemnify and hold harmless the NSAQMD, its directors, officers, servants and agents for any and all reasonable expenses, claims, liabilities, lawsuits and judgments which may occur as a result of any negligent willful acts or omissions on the part of NSAQMD, or its directors, officers, employees, and agents, in any way connected with the performance of its duties and obligations pursuant to this Agreement. This provision shall survive any termination of this Agreement.
- 8.3 Each party shall be financially responsible for all damages and losses caused by the negligent or willful misconduct of that Party, its officers, and employees.
- 8.4 Neither Party shall be liable to the other Party for any loss, damage, liability, claim or cause of action for damage to or destruction of property or for the injury to or death of persons arising solely from any act or omission of the other Party's officers, agents, or employees.
- 8.5 A Party against whom any claim arising from any subject matter of this MOU is filed shall give prompt written notice of the filing of the claim to the all other Party.

## 9. Notices

9.1 All notices relative to this MOU shall be given in writing and shall be personally served or sent by certified mail and become effective upon receipt. The Parties shall be addressed as follows, or at any other address designated by notice:

City: City Manager  
PO Box 1225  
Portola, CA 96122

NSAQMD: Air Pollution Control Officer  
200 Litton Dr., #320  
Grass Valley, CA 95945

**IN WITNESS WHEREOF**, the Parties hereto have caused this Memorandum of Understanding to be executed, the day and year first-above written.

**Northern Sierra Air Quality Management District**

\_\_\_\_\_  
Air District Board, Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Gretchen Bennitt  
Air Pollution Control Officer

\_\_\_\_\_  
Date

**City of Portola**

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date

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## CITY COUNCIL AGENDA STAFF REPORT

**DATE:** January 20, 2022  
**TO:** Honorable Mayor and Members of the City Council  
**FROM:** Lauren Knox, City Manager  
**MEETING:** January 26, 2022  
**SUBJECT:** COVID-19 Update

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### **Background**

The City Council must review the Emergency Proclamation related to COVID-19 for its' continuance.

#### *Emergency Proclamation*

The emergency proclamation was ratified by the Council on March 20<sup>th</sup>, 2020. As part of the proclamation, the Council reviewed regularly for the need for its continuance.

A verbal update will be provided for Council's consideration and discussion. Council should discuss these matters and provide any necessary direction to staff.

### **Recommendation:**

Discuss the COVID-19 situation and provide direction regarding the City's response. Discussion and possible action.

#### *Attachments:*

*Attachment 1 – COVID-19 Emergency Proclamation*

**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 COVID-19**

**WHEREAS**, a novel coronavirus, COVID-19, causes infectious disease and was first detected in Wuhan City, Hubei Province, China in December 2019. Symptoms of COVID-19 include fever, cough, and shortness of breath; outcomes have ranged from mild to severe illness, and in some cases death.

**WHEREAS**, Chinese health officials have reported tens of thousands of cases of COVID-19 in China, with the virus reportedly spreading from person-to-person. COVID-19 illnesses, most of them associated with travel from Wuhan, are also being reported in a growing number of international locations, including the United States.

**WHEREAS**, the number of reported cases of COVID-19 has escalated dramatically over a short period of time, and on January 30, 2020, the World Health Organization (WHO) declared the outbreak a "public health emergency of international concern" followed by a declaration on March 11, 2020, characterizing the outbreak as a "pandemic."

**WHEREAS**, WHO officials now report that sustained human-to-human transmission of the virus is occurring. Transmission from asymptomatic individuals has been documented. Suspected community transmission of the virus is occurring in the United States. Although the majority of individuals infected with COVID-19 recover from the disease without special treatment, there is significant potential for serious infection and death.

**WHEREAS**, on January 31, 2020, United States Health and Human Service Secretary Alex M. Azar II declared a public health emergency for the United States to aid the nation's healthcare community in responding to COVID-19.

**WHEREAS**, on February 27, 2020, the CDC issued new guidelines to screen individuals suffering from a fever and/or signs/symptoms of lower respiratory illness (e.g. cough or shortness of breath) for COVID-19 for a history of travel from China, Iran, Italy, Japan, and South Korea as well as patients suffering from a fever with severe acute lower respiratory illness (e.g., pneumonia, ARDS) requiring hospitalization and without alternative explanatory diagnosis (e.g., influenza).



**WHEREAS**, this is a rapidly evolving situation and as of March 18, 2020 there are seven hundred and fifty-one (751) confirmed cases of COVID-19 in California and thirteen (13) confirmed fatalities in California, seven thousand seven hundred and fifteen (7,715) confirmed cases of COVID-19 in the United States and one hundred and twenty-five (125) confirmed fatalities in the United States, as well as two hundred and eighteen thousand six hundred and twenty-nine (218,629) confirmed cases of COVID-19 and eight thousand nine hundred and forty (8,940) fatalities worldwide.

**WHEREAS**, on March 13, 2020, the President of the United States declared a national emergency to respond to COVID-19.

**WHEREAS**, on March 13, 2020, there are eight confirmed cases of COVID-19 in Placer County and one case in Shasta County, and on March 17, 2020 there are 12 confirmed cases in Washoe County, Nevada.

**WHEREAS**, there will be more confirmed cases in California from non-travel, community transmission due to the increase of these cases in the country, combined with the worldwide uncontrolled spread of COVID-19.

**WHEREAS**, approximately 28% of Plumas County's population is age 65 years or over, and older adults and individuals with underlying health conditions are particularly vulnerable to COVID-19.

**WHEREAS**, the Plumas County Public Health Officer declared a local health emergency on March 16, 2020 because the potential introduction of COVID-19 in Plumas County is a threat to the public health within the meaning of Health & Safety Code section 101080.

**WHEREAS**, the potential introduction of COVID-19 in the City of Portola is a threat to the public health and individual and community responses could put stresses and strains on the City's infrastructure and ability to provide critical services.

**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 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

**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 -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 COVID-19 and responses thereto pose to the safety of persons and property within the City of Portola.

**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 19<sup>th</sup> day of March, 2020



\_\_\_\_\_  
Mayor, City of Portola, Phil Oels

ATTEST:



\_\_\_\_\_  
Tara Kindall, City Clerk

I, Tara Kindall, City Clerk 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 his capacity as the Director of Emergency Services on March 19, 2020.



\_\_\_\_\_  
Tara Kindall, City Clerk

