

RESOLUTION NO. 2561

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORTOLA
AUTHORIZING PAYMENT OF CLAIMS FOR THE PERIOD
SEPTEMBER 28, 2023 THROUGH OCTOBER 11, 2023.**

**ACCOUNTS PAYABLE
CHECK NUMBERS: 45259 – 45297**

**PAYROLL
CHECK NUMBERS: 17311 – 17312**

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:	\$181,260.32
PAYROLL:	<u>\$ 24,683.63</u>
TOTAL:	\$205,943.95

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 11th day of October, 2023 by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

Bill Powers, 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 October 11, 2023.

Jason Shaw, Deputy City Clerk

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
000009	I-202310051665	CRESCENT TOW & REPAIR ARPA	R	10/11/2023		1,375.00	045259	1,375.00
000051	I-202310051698	CUTTING IMAGE DOG LICENSES	R	10/11/2023		669.00	045260	669.00
000052	I-202310051699	INDUSTRIAL CHEM LABS SEWER MAINT	R	10/11/2023		114.28	045261	114.28
0008	I-202310051673	ALWAYS ANSWER 800 NUMBER	R	10/11/2023		55.41	045262	55.41
0015	I-202310051693	AMERIGAS TANK FEES	R	10/11/2023		15.00	045263	15.00
0015	I-202310051694	AMERIGAS LDWTP PROPANE	R	10/11/2023		580.04	045264	580.04
0022	I-202310051679	AT&T LDWTP LONG DISTANCE	R	10/11/2023		226.36	045265	226.36
0031	I-202310051692	BECKWOURTH FIRE DISTRICT FIRE SERVICES	R	10/11/2023		42,000.00	045266	42,000.00
0039	I-202310051675	BULLET INFORMATION TECHNOLOGY IT SERVICES	R	10/11/2023		1,330.00	045267	1,330.00
0054	I-202310051678	CLIFTONLARSONALLEN LLP AUDITING SERVICES	R	10/11/2023		19,750.00	045268	19,750.00
0062	I-202310051669	CSG CONSULTANTS, INC. CODE ENFORCEMENT	R	10/11/2023		4,384.00	045269	4,384.00
0063	I-202310051681	CURRENT ELECTRIC & ALARM, INC ALARM SERVICES	R	10/11/2023		555.00	045270	555.00
0098	I-202310051668	HOLIDAY SIGNS HOLIDAY SIGNS	R	10/11/2023		22.00	045271	22.00
0103	I-202310051676	IEDA LABOR RELATIONS CONSULTING	R	10/11/2023		253.89	045272	253.89
0105	I-202310051667	INTERMOUNTAIN DISPOSAL REFUSE COLLECTION	R	10/11/2023		812.76	045273	812.76

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
0105	I-202310051691	INTERMOUNTAIN DISPOSAL ARPA	R	10/11/2023		21,110.01	045274	21,110.01
0111	I-202310051666	JEFFERSON SUPPLY COMPANY WATER LINE REPAIR	R	10/11/2023		1,211.23	045275	1,211.23
0118	I-202310051670	KANSAS LIFE INSURANCE CO EMPLOYEE LIFE INSURANCE	R	10/11/2023		69.54	045276	69.54
0133	I-202310051688	LIBERTY UTILITIES CITY ELECTRIC BILLS	R	10/11/2023		14,619.05	045277	14,619.05
0136	I-202310051680	MANHARD CONSULTING PLANNING SERVICES	R	10/11/2023		5,120.00	045278	5,120.00
0141	I-202310051682	MCI MEGA PREFERRED 800 LONG DISTANCE CHARGES	R	10/11/2023		47.96	045279	47.96
0148	I-202310051696	NAPA SIERRA MATERIALS & SUPPLIES	R	10/11/2023		1,090.43	045280	1,090.43
0162	I-202310051702	OPERATING ENGINEERS EMPLOYEE HEALTH INSURANCE	R	10/11/2023		11,696.00	045281	11,696.00
0174	I-202310051685	PLANWEST PARTNERS FEASIBILITY STUDY	R	10/11/2023		5,800.69	045282	5,800.69
0184	I-202310051672	PLUMAS SIERRA RURAL ELECTRIC LDWTP ELECTRIC	R	10/11/2023		2,145.25	045283	2,145.25
0185	I-202310051701	PLUMAS SIERRA TELECOMMUNICAT CITY INTERNET	R	10/11/2023		387.00	045284	387.00
0192	I-202310051677	PURCHASE POWER METER POSTAGE FEES	R	10/11/2023		65.39	045285	65.39
0197	I-202310051684	REIMER PEST & WEED CONTROL SEWER MAINT	R	10/11/2023		975.00	045286	975.00
0219	I-202310051683	SILVER STATE BARRICADE & SIGN STREET REPAIR	R	10/11/2023		575.00	045287	575.00
0222	I-202310051695	SMALL CITIES ORGANIZED RISK WORKERS COMP	R	10/11/2023		27,428.78	045288	27,428.78

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
VOID	045289	VOID CHECK	V	10/11/2023			045289	**VOID**
0231	I-202310051700	SUCCEED.NET WEB HOSTING	R	10/11/2023		67.85	045290	67.85
0240	I-202310051674	THOMAS G. VALENTINO SW CONSULTING	R	10/11/2023		630.00	045291	630.00
0250	I-202310051664	UNITED RENTALS NORTHWEST INC. WATER EMER MANAGEMNET	R	10/11/2023		2,393.56	045292	2,393.56
0252	I-202310051689	UNITED STATES POSTAL SERVICE PERMIT POSTAGE	R	10/11/2023		1,500.00	045293	1,500.00
0260	I-202310051686	VERIZON WIRELESS LDWTP DATA PLAN	R	10/11/2023		108.05	045294	108.05
0260	I-202310051687	VERIZON WIRELESS CITY LAND LINES	R	10/11/2023		537.23	045295	537.23
0260	I-202310051697	VERIZON WIRELESS CITY CELL PHONES	R	10/11/2023		1,585.10	045296	1,585.10
0264	I-202310051671	WESTERN NEVADA SUPPLY WATER LINE REPAIR	R	10/11/2023		9,954.46	045297	9,954.46

* * B A N K T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	38	0.00	181,260.32	181,260.32
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:	39	0.00	181,260.32	181,260.32

** REGISTER GRAND TOTALS *

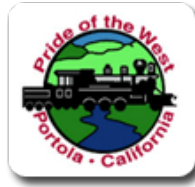
* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	38	0.00	181,260.32	181,260.32
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	1	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	39	0.00	181,260.32	181,260.32

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
100	10/2023	99,571.72CR
207	10/2023	9,970.02CR
208	10/2023	4,574.20CR
215	10/2023	1,111.50CR
710	10/2023	37,783.23CR
720	10/2023	24,755.45CR
730	10/2023	3,494.20CR
=====		
ALL		181,260.32CR

TOTAL ERRORS: 0

TOTAL WARNINGS: 0



City of Portola
Minutes
Regular Meeting
September 27, 2023 06:00 PM
35 Third Ave Portola, 96122
<https://www.cityofportola.com/>

1. Call to Order

The meeting was called to order at 6:00 pm by Mayor Bill Powers.

A. Pledge of Allegiance

Lead by Mayor Bill Powers

B. Roll Call

Present: Mayor Bill Powers, Mayor Pro Tem Pat Morton, Councilmember Leah Turner, Councilmember Jim Murphy

Absent: Councilmember Stan Peiler

Staff Present: Deputy City Clerk - Jason Shaw, Financial Officer - Susan Scarlett, Interim City Manager - Jon Kennedy

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.

There were no public comments.

3. CITY COMMUNICATIONS

A. City Council Communications / Committee Reports

Councilmember Stan Peiler was absent.

Councilmember Leah Turner: Attended the Yes for Measure E and F forum.

Councilmember Murphy: No report but has a comment. Wants to see more reported in agendas. Will speak to the City Manager more about what he means. Wants this issue to be discussed with possible action at the next City Council meeting.

Mayor Pro Tem Pat Morton: Working right now on the Angel's program. Attended the Transportation Commission meeting, the Beckwourth Fire Department meeting, Air Quality Control Board meeting, and the Yes for Measure E and F forum. Also, attended the Cromberg Project / Highway 70 meeting and gave suggestions on increasing crosswalk safety on Highway 70.

Mayor Bill Powers: Attended the Transportation Commission meeting, Air Quality Control Board meeting, and the Cromberg Project / Highway 70 meeting. There will be another Cromberg Project meeting held in October. County is currently patching A-23. Also, Attended the Yes for Measure E and F forum. Finally, attended the Tri-County meeting in Quincy. Wanted to note that that an Infrastructure Committee meeting is being setup.

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

Fire Report by Mayor Pro Tem Pat Morton: Since last reporting, we had 41 calls in the city limits of

Portola.

Air Quality Report by Mikki Brown: 2 Curtailment days recently but those were due to the recent wildfires. Still don't have enough people to install heat pumps and weatherization. Working on strategies on how to increase the number of qualified installers in the area.

Held Air Quality Control Board meeting at City hall with people from all over the State and locally. Hoped it helped them better understand the local needs and expectations with heating sources. Trying to give residents multiple ways to heat their homes in winter.

Sheriff's Report: There was no Sheriff's Report

C. City Manager Report

We have been having weekly meetings with Cal OES and FEMA as part of the process for getting funding for the damages associated with the 2023 winter storm. Right now this is not considered a snow event by FEMA so we are unable to claim any direct snow damage. Even still we should be looking at getting about \$60,000 from FEMA for winter storm damage. Deputy City Clerk Jason Shaw has been working with FEMA on inputting all our storm damage claims.

The City is still working on repairing leaks but we are almost done with 2 more remaining. Both these leaks are fairly large so they have taken more time.

Sours Engineering is finishing up the GPS locations of our sewer system. This will be a huge benefit for Public Works.

4. Consent Agenda

A. **Claims-** Adopt Resolution No. 2560 authorizing payment of claims for the period of September 14, 2023 through September 27, 2023 Accounts Payable: \$1,325,740.34 Payroll: \$23,074.61 Total: \$1,348,814.95 AP Check Run #45180 - 45258 Payroll Check Run #17307 - 17310

B. Approval of the Minutes from 9-13-23

Councilmember Leah Turner asked a few clarifying questions about some of the AP checks. Financial Officer Susan Scarlett explained what the expenses were for.

Councilmember Leah Turner motioned to approve. A second was made by Councilmember Jim Murphy. The roll call vote:

Aye **Mayor Bill Powers** Aye **Mayor Pro Tem Pat Morton** Aye **Councilmember Leah Turner** Aye **Councilmember Jim Murphy** Absent **Councilmember Stan Peiler**

5. Renew State of Emergency Proclamation

Interim City Manager Jon Kennedy explained that we have to renew this every 60 days as we have before to continue the State of Emergency from the winter storm. We have to do this as long as we are applying for public assistance for some of the damages related to the disaster. Should be wrapped up soon.

Councilmember Leah Turner motioned to approve. A second was made by Councilmember Jim Murphy. The roll call vote:

Aye **Mayor Bill Powers** Aye **Mayor Pro Tem Pat Morton** Aye **Councilmember Leah Turner** Aye **Councilmember Jim Murphy** Absent **Councilmember Stan Peiler**

6. Fire Service Contract 2023-2024

Interim City Manager Jon Kennedy said the only changes that were made to the contract were the dates of the contract and the amount, which is now \$84,000 for 12 months of service.

However, a couple of additional changes will need to be made to the contract at the meeting. The contract will need to be approved as amended. Interim City Manager Jon Kennedy mentioned a few dates within page 2 that needed to be amended.

If Measure E and F passes, this contract would not continue into the next fiscal year. There will be a period of transition.

Councilmember Leah Turner asked about some language on appendix A, page 5. Says that if we are not following that language it should be removed. The City Manager and City Council agree to her amendment.

Councilmember Leah Turner asked about the status of fire equipment and the City Council agreed that they want notification if something occurs with the equipment.

Councilmember Jim Murphy asked what the fee was for last year and Financial Officer Susan Scarlet

responds that the fee for last year was \$78,294.

Mayor Pro Tem Pat Morton motioned to to approve the Fire Service Contract for the year 2023-2024 in the amount of \$84,000 passes as amended.

Mayor Pro Tem Pat Morton motioned to approve. A second was made by Councilmember Jim Murphy. The roll call vote:

Abstained **Mayor Bill Powers** Abstained **Mayor Pro Tem Pat Morton**
Abstained **Councilmember Leah Turner** Abstained **Councilmember Jim Murphy**
Absent **Councilmember Stan Peiler**

7. Review 6/30/2023 year end including budget amendments and set asides.

Financial Officer Susan Scarlett gave an update on the audit first. Said the field work was already done and the final report should be out sometime at the end of October or early November. The auditors mentioned that everything looks good so far.

Financial Officer Susan Scarlett then went over the budget amendments and set asides. Mentioned we have to do this every year; that sometimes we don't know how these are going to go.

SB1383 funds need to be spent but cities are struggling to find ways to do it. Believes the deadline for these funds will be extended.

Mayor Pro Tem Pat Morton motioned to approve. A second was made by Councilmember Leah Turner. The roll call vote:

Aye **Mayor Bill Powers** Aye **Mayor Pro Tem Pat Morton** Aye **Councilmember Leah Turner** Aye **Councilmember Jim Murphy** Absent **Councilmember Stan Peiler**

8. Adjournment

7:05 PM by Mayor Bill Powers.

CITY COUNCIL AGENDA STAFF REPORT

DATE: October 3, 2023

TO: Honorable Mayor and Members of the City Council

FROM: Jon Kennedy, City Manager

MEETING: October 11, 2023

SUBJECT: City Engineer Employment Agreement

The City Engineer currently has an employment agreement (as required by Caltrans) for the State Transportation Improvement Program (STIP) project of the North Loop. The current agreement expires at the end of October. An amendment to February of 2024 is necessary to finish out the project and invoicing Caltrans. This amendment does not add any costs to the agreement.

Recommendation: Approve the amendment for Dan Bastian's agreement through February of 2024

**AMENDMENT NUMBER ONE
TO
CITY OF PORTOLA
CITY ENGINEER
REVISED AND AMENDED
EMPLOYMENT AGREEMENT**

This Amendment Number One (“Amendment One”) to City of Portola City Engineer Revised and Amended Employment Agreement made this 1st day of October 2023 (“Amendment One Effective Date”), between the CITY OF PORTOLA, Plumas County, California, herein referred to as “Employer”, and DANIEL B. BASTIAN, herein referred to as “Employee”. Employer and Employee may also be referred to herein as “Party” or “Parties”.

RECITALS

- A. WHEREAS Employer and Employee entered into that certain City of Portola City Engineer Revised and Amended Employment Agreement made on March 8, 2022 (“Agreement”); and
- B. WHEREAS, the parties desire to amend the Agreement by extending its term.

AGREEMENT

Employee is willing to be employed by Employer, and Employer is willing to employ Employee, on the terms, conditions, and in consideration of the mutual covenants and promises of the Parties, as hereafter set forth.

- 1. AMENDMENT TO THE AGREEMENT. As of the Amendment One Effective Date, the Agreement is hereby amended or revised as follows:

Section 1, TERM, is amended and restated in its entirety as follows:

- 1. TERM.

Employer hereby employs Employee as City Engineer of the City of Portola and Employee hereby accepts and agrees to the employment and agrees to serve and perform in

that capacity as directed by the City Council or the City Manager of the City of Portola.

This Agreement shall be in effect for a period of 24 months, beginning on the March 8, 2022, and ending on February 29, 2024. This Agreement may be extended or renewed by mutual agreement of the Parties.

2. MISCELLANEOUS. Except as specifically amended by this Amendment Number One, all terms and conditions of the Agreement and the Amendment shall remain unchanged and in full force and effect.

Executed at Portola, California, on the date first above written.

Employer
CITY OF PORTOLA

Employee
DANIEL B. BASTIAN

By: _____
Jon Kennedy, Interim City Manager

Daniel B. Bastian

Dated: _____

Dated: _____

Approved as to Form:

Dated: _____

Steven C. Gross, City Attorney

CITY COUNCIL AGENDA STAFF REPORT

DATE: **October 5, 2023**

TO: Honorable Mayor and Members of the City Council

FROM: Jon Kennedy, Interim City Manager and Susan Scarlett, Finance Officer

MEETING: **October 11, 2023**

SUBJECT: Part time Planner

The City had a part-time Planner as an employee from 2005 through 2016. At that time the City began contracting with Manhard Consulting for planning services. While the contract with Manhard Consulting has been productive the staff, including Karen from Manhard, feel that there are times a part-time Planner as an employee would be a more expedited process.

The final hourly wage for this position in 2016 was \$32.93 an hour and if cost of living amounts are factored in the current rate would be \$40.97. That does not take into account the changes made last year. City staff is asking for this position to start at \$45.00.

Recommendation: Direct the City Manager to recruit and hire a part time Planner as an employee

CITY COUNCIL AGENDA STAFF REPORT

DATE: **October 3, 2023**

TO: Honorable Mayor and Members of the City Council

FROM: Jon Kennedy, City Manager and Susan Scarlett, Finance Officer

MEETING: **October 11, 2023**

SUBJECT: ARPA Funds status and use

In March of 2021 the American Rescue Plan Act was signed into law. This included funds for State and Local Fiscal Recovery. The City received funding in two payments with the total being \$461,698.

In April of 2022 the City Council approved the use of funds for a Community Cleanup which was consistent with the State and Local Fiscal Recover Fund rules. The program has been ongoing since then with 302 properties cleaned up and 89 abandoned vehicles removed, 49 towed and 40 voluntarily removed.

In November of 2022 the Council approved the application to purchase tax-defaulted property from Plumas County in order to purchase properties within Portola for health and safety reasons and with a potential to promote housing. This is still in process and the final dollar amount is not known that this time. Our estimate was \$25,000.

As of now we estimate \$100,000 left in this funding. A stop has been put on the Community Cleanup until the Council can decide if there are other uses of these funds that they would like to see that are consistent with the rules such as the proposed dog park.