

**RESOLUTION NO. 2549**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORTOLA  
AUTHORIZING PAYMENT OF CLAIMS FOR THE PERIOD  
JUNE 15, 2023 THROUGH JUNE 28, 2023.**

**PAYROLL  
CHECK NUMBERS: 17261 – 17271**

**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.

<b>PAYROLL:</b>	<b><u>\$ 24,416.24</u></b>
<b>TOTAL:</b>	<b><u>\$ 24,416.24</u></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 28<sup>th</sup> day of June, 2023 by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

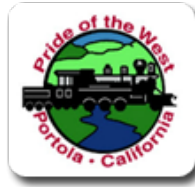
\_\_\_\_\_  
Bill Powers, Mayor

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 June 28th, 2023.

\_\_\_\_\_  
Jason Shaw, Deputy City Clerk



**City of Portola  
Minutes  
Regular Meeting  
May 24, 2023 06:00 PM  
35 Third Ave Portola 96122  
<https://www.cityofportola.com/>**

**COUNCILMEMBERS**

Mayor Bill Powers • Mayor Pro Tem Pat Morton • Councilmember Stan Peiler • Councilmember Leah Turner • Councilmember Jim Murphy

**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 Stan Peiler, Councilmember Leah Turner, Councilmember Jim Murphy  
Staff Present: Interim City Manager - Jon Kennedy, Deputy City Clerk - Jason Shaw, City Attorney - Steve Gross (remotely)

**2. Public Comments**

Phil Derby from the public asked about the status of the Family Resource Center.

Mark from the public commented about a billing issue with IMD over recycling.

**3. CITY COMMUNICATIONS**

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

Councilmember Peiler: Nothing to report,

Councilmember Leah Turner: Nothing to report,

Councilmember Murphy: Attended media event for Western Pacific Railroad Museum (WPRM) where they announced they received a \$1,000,000 grant. He encouraged everyone to attend the museum as they are doing some great things.

Mayor Pro Tem Morton: Attended the regular Beckwourth Fire Department meeting. Also attended the WPRM event and attended the community meeting at CRC over the threat made to the local schools.

Mayor Bill Powers: Attended the Transportation Commission meeting. Attended the Tri-Counties Action Agency meeting in Susanville. The agency is looking to improve transportation routers and allocation money to help fund various programs. Attended a meeting with a non-profit in Fort Bragg. Had informational meeting with Air Quality to look for ways to reduce the torching of trees. Thanked law enforcement for their school action.

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

No Fire Report. Sheriff's Report - No statistics to report, staffing is still a challenge but things are improving, Air Quality Report - Wood stove event was a huge success and for now, curtailment days are over.

**C. City Manager Report**

Interim City Manager Jon Kennedy reported we are dealing with multiple water leaks throughout the city. The leaks are likely due to having to shut off the entire City's water during the winter storms and

then having to recharge the system. First week of the bike race is coming up. The Portola Pool should open once school gets out.

#### 4. **Consent Agenda**

A. **Claims**- Adopt Resolution No. 2546 authorizing payment of claims for the period of April 27, 2023 through May 24, 2023Accounts Payable: \$182,871.19Payroll: \$59,726.34Total: \$242,597.53AP Check Run: #44841- 44914Payroll Check Run: #17248 - 17254 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 Stan Peiler** Aye **Councilmember Leah Turner** Aye **Councilmember Jim Murphy**

B. Approval of Minutes from April 26th, 2023 and May 17th, 2023. 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 Stan Peiler** Aye **Councilmember Leah Turner** Aye **Councilmember Jim Murphy**

#### 5. **Hat Creek Temporary Asphalt Batch Plant**

Mayor Bill Powers said that comments about the proposed temporary asphalt plant in Delleker need to be submitted to Plumas County Planning Commission in writing by June 10th. This is the only way that comments will be counted by the County for this proposed plant. A handout by the County was distributed to the public with instructions on how to submit comments to the County correctly.

Members of the public then gave public comments on the Hat Creek Asphalt plant. Perry Thompson from Hat Creek Construction took questions from the public and the Council about the proposal. Mayor Bill Powers and the Council thanked the Public and all those who attended for being there and voicing their opinions and reiterated that comments must be submitted to the County using the process explained on the handout.

#### 6. **Adjournment**

Adjournment at 8:14 PM by Bill Powers



**City of Portola  
Minutes  
Regular Meeting  
June 14, 2023 06:00 PM  
35 Third Ave Portola 96122  
<https://www.cityofportola.com/>**

**COUNCILMEMBERS**

Mayor Bill Powers • Mayor Pro Tem Pat Morton • Councilmember Stan Peiler • Councilmember Leah Turner • Councilmember Jim Murphy

**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 Stan Peiler, Councilmember Leah Turner, Councilmember Jim Murphy  
Staff Present: Interim City Manager - Jon Kennedy, Deputy City Clerk - Jason Shaw, City Attorney - Steve Gross (remotely), Financial Officer Susan Scarlett (remotely), Engineer Dan Bastian

**2. Public Comments**

There were no public comments

**3. CITY COMMUNICATIONS**

A. City Council Communications / Committee Reports

Councilmember Peiler commented on how successful the bike race was, and how clean the visitors left them properties.

Councilmember Murphy agreed with Stan

Nothing to report from Councilmember Turner

Mayor Pro-Tem Morton attended the LESSG meeting, and Lafco. She provided the BFPD fire report as well.

Mayor Powers attended the bike race, Transportation Commission and Lafco

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

Fire report provided by Mayor Pro-Tem Morton. Undersheriff Hermann reported on the positive experience during the bike race and commented that the tourism season is beginning to ramp up.

Mikki from Air Quality reported on grant funding and gave a report on the wood stove change-out program.

C. City Manager Report

Interim City Manager reported the pool is open. lessons will begin in July, and the swim team has been permitted to sell concessions as a fundraiser.

Next year's Gravel Grinder is requesting June 15th as next year's race, and Mayor Pro-Tem Morton reminded the public that it's also High School graduation weekend.

**4. Consent Agenda**

A. **Claims**- Adopt Resolution No. 2547 authorizing payment of claims for the period of May 25, 2023 through June 14, 2023Accounts Payable: \$90,343.03Payroll: \$56,400.60Total: \$146,743.63AP Check Run #44915- 44964Payroll Check Run #17255 - 17260 Councilmember Leah Turner motioned to approve. A second was made by Mayor Pro Tem Pat Morton. The roll call vote:

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

5. **Renew State of Emergency Proclamation** Mayor Pro Tem Pat Morton motioned to approve. A second was made by Councilmember Jim Murphy.

The motion passed with the following vote:

5  **In Favor**  0  **Opposed**  
 0  **Abstained**  0  **Absent**

Interim City Manager Jon Kennedy explained we have to do this every 60 days and it was the same process as the last time. The meeting dates don't always perfectly align with the 60 days so we need to approve it sometimes before the time lapses. Councilmember Leah Turner asked how long we need to do this for. Jon Kennedy stated as long as state funds are available to us for this emergency. Once there is no more opportunity for funding, the SOE can end.

6. **Contract 22 - Portola STIP - North Loop Phase 1 Progress Payment No. 1**

Engineer Dan Bastian went over the nature of the work for the first payment of the North Loop Phase 1 project. The work is related to 32 potholes that were done. There were no public comments. Motion to approve the first payment of the North Loop Phase 1 project in the amount of \$75,177.04

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

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

7. **Resolution 2548 - A resolution of the City Council of the City of Portola adopting a list of projects for the fiscal year 2023-34 funded by SB-1**

Engineer Dan Bastian said that this is apart of government transparency and we have to specify how this money is going to be spent.

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

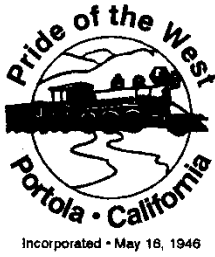
Aye  **Mayor Bill Powers**  Aye  **Mayor Pro Tem Pat Morton**  Aye  **Councilmember Stan Peiler**  Aye  **Councilmember Leah Turner**  Aye  **Councilmember Jim Murphy**

8. **Public Hearing: 2023-2024 Proposed Operating Budget**

Financial Officer Susan Scarlett went over the changes to do the proposed budget since the Budget workshop. Mayor Bill Powers opened the public hearing for the 2023-2024 proposed operating budget. There were no comments or questions from the public. Mayor Bill Powers then closed the public hearing for public comment.

9. **Adjournment**

Meeting adjourned at 6:41 PM by Mayor Bill Powers.



# City of Portola

35 Third Avenue • P.O. Box 1225  
Portola, California 96122  
Fax: (530) 832-5418  
(530) 832-4216  
[www.ci.portola.ca.us](http://www.ci.portola.ca.us)

M E M O  
June 20, 2023

TO: Portola City Council and  
Jon Kennedy, City Manager

FROM: Daniel B. Bastian, City Engineer

RE: **CONTRACT 22- PORTOLA STIP – NORTH LOOP PHASE I  
Change Order 23-01**

Attached is subject Change Order 23-01 which relates to a “Value Engineering Cost Proposal” (VECP) 002 by Q&D Construction.

This Change Order is present to you as a formality. Joy Way was pulverized on June 15, 2023, in accordance with VECP 002. Therefore, part of the VECP 002 work has already been performed. One of the challenges with construction work is trying to keep the work progressing and this Change Order required my approval before City Council action could be obtained. I discussed the general nature of this Change Order with Jon before the work was done and considering the reduction in project cost, Jon’s comments to me and the Caltrans District 2 approval (noted in the Discussion and recommendation below), I verbally authorized the VECP 002 work on or about June 14, 2023.

## **BACKGROUND**

The contractor has proposed a change to the construction plans that would result in a decrease of the total project cost of \$129,715.60.

The proposed change essentially pulverizes the existing Joy Way pavement and mixes that pulverized asphalt cement in with the underlying aggregate base and subbase in lieu of the adopted construction plan which was removal of 14” of the existing road prism and replacing the removed material with 10” of aggregate base along with a subgrade enhancement fabric. The 4” of Hot Mix Asphalt to-be-placed on top of the prepared base remains the same.

Near the end of the project, VECP 002 indicates that Portland cement will be added to 10” inches of the water conditioned mixed material resulting in a base which is 3% cement (which is referred to as “Cement Treated Base” (CTB)).

## **DISCUSSION AND RECOMMENDATION**

I discussed VECP 002 with the Plumas County Engineer and Caltrans District 2. My

understanding is that the proposed CTB is commonly used and has a comparable useful life to what was designed for this project. Beyond the cost savings, a significant value to the VECP 002, in my opinion, is that it will reduce the damage to the neighborhood roads that would be used to off haul the unclassified road prism material and on haul the 10" of class 2 aggregate base. Damage to our fragile roads was a significant issue for the A15 projects and will be avoided with VECP 002.

The contract specifications (i.e., Caltrans Standard Specifications 2018) require that the cost savings for VECP be shared with the contractor. For a net credit of \$129,715.60, Q&D Construction LLC would receive 50% of the savings, or \$64,857.80 (per STD Specification 4-1.07B – "Obligates the Department to pay you 50 percent of the estimated net savings"). The other 50% would be a decrease in the project construction cost, or \$64,857.80 in this case. Change Order 23-01 has been prepared to reflect these shared savings.

On May 17, 2023, I had an email discussion with Caltrans District 2 on the VECP 002 with Nicole Fortner. Her last email comments to me are noted below:

*Good Afternoon Dan,*

*While we do typically review Contract Change Orders on Federally funded projects to insure eligibility for reimbursement, that is not a requirement for State-Only Funded projects. With that being said, some agencies prefer to have Caltrans review it for eligibility just to make sure they are covered should an audit of the project happen, to reduce the risk of needing to pay back funds that may be deemed ineligible under the particular funding.*

*In regards to the scope you have mentioned below, I do not see any issues with the work being eligible for reimbursement under the project funding. Usually with a change in road construction method, the questions typically reviewed are:*

*Does it confirm to design standards (Caltrans, AASHTO, etc.)?  
Does it hold up to the project lifetime originally programmed?  
Are there any unforeseen issues that may come up from using the newly proposed method (some designs don't hold up as well in some climates)?*

***Given that your proposed VECP doesn't raise any concerns to the above questions, I would say the City is safe to proceed with approving the VECP and issuing the CCO to the Contractor for the work. [emphasis added]***

*Feel free to include a copy of this email in your project files along with the VECP and CCO for audit purposes.*

*Let me know if you have any further questions.*

*Nicole D. Fortner, PE  
Acting DLAE/Office Chief  
Local Assistance Program Manager  
Office of Local Assistance  
Caltrans, District 2"*

I recommend that the City Council approve Change Order 23-01 and authorize the Mayor to execute the attached form.

## CITY COUNCIL AGENDA STAFF REPORT

**DATE:** June 22, 2023

**MEETING:** June 28, 2023

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

**FROM:** Susan Scarlett, Finance Officer

**SUBJECT:** GANN Limit, Investment Policy, Pay Schedules and CCR 570.5 resolution, reduction in Landfill Closure Fee and Budget Adoption

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The budget process for the 2023-2024 Fiscal year budget began in January with the calendar for the budget schedule. Staff began working on the budget and had public comment opportunities in March and April. A draft budget was presented to the Council at a Budget Work Session on May 17<sup>th</sup> and again at a public hearing for the budget on June 14<sup>th</sup>. Changes were made for the June 14<sup>th</sup> meeting and one additional change has been made since that time and will be reviewed with the Council at the June 28th meeting.

In addition to the resolution adopting the Operating Budget there are resolutions for the Annual Investment Policy, the GANN Appropriations limit, CCR 570.5 resolution and pay scale and a resolution for a Reduction of the Landfill Closure/Post Closure Fee.

Recommendation: It is requested that the Council consider each resolution individually. Staff recommends the Adoption of the following Resolutions:

Resolution No. 2550 A Resolution of the City Council of the City of Portola approving and adopting the annual appropriations limit for the fiscal year 2023-2024.

Resolution No. 2551 A Resolution of the City Council of the City of Portola acknowledging the review, receipt and filing of the Statement of Investment Policy.

Resolution No. 2552 A Resolution for the City Council of the City of Portola adopting the Pay Schedules and Job Classifications for the 2023-2024 Fiscal Year

Resolution No. 2553 A Resolution of the City Council of the City of Portola adopting the monthly rate for the Landfill Closure/Post Closure Fee.

Resolution No. 2554 A Resolution for the City Council of the City of Portola adopting the Operating Budget for the 2023-2024 Fiscal Year.



**RESOLUTION NO. 2550**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORTOLA  
APPROVING AND ADOPTING THE ANNUAL APPROPRIATIONS LIMIT  
FOR FISCAL YEAR 2023-2024**

**WHEREAS**, the voters of the State of California on November 6, 1979 added Article XIII B to the State Constitution placing various limitations on the appropriations of the state and local governments; and,

**WHEREAS**, Article XIII B provided that the appropriations limit for the fiscal year 2023/2024 is calculated by adjusting the base year of appropriations of the fiscal year 2022/2023 for changes in the cost of living and populations; and,

**WHEREAS**, the City of Portola has complied with all the provisions of Article XIII B in determining the appropriations limit for fiscal year 2023/2024.

**NOW THEREFORE, BE IT RESOLVED** that the appropriations subject to limitations in fiscal year 2023/2024 shall be \$2,558,955.79.

**PASSED, APPROVED AND ADOPTED** this 28th day of June 2023 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
MAYOR, BILL POWERS

ATTEST:

\_\_\_\_\_  
Deputy City Clerk, Jason Shaw

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 of the City of Portola at a regular meeting thereof held on June 28, 2023.

\_\_\_\_\_  
Deputy City Clerk, Jason Shaw

## RESOLUTION NO. 2551

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORTOLA ACKNOWLEDGING THE REVIEW, RECEIPT AND FILING OF THE STATEMENT OF INVESTMENT POLICY

**WHEREAS**, the Legislature of the State of California has declared that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern (California Government Code sections 53600.6 and 53630.1); and

**WHEREAS**, the legislative body of a local agency may invest surplus monies not required for the immediate necessities of the local agency in accordance with the provisions of California Government Code Sections 5922 and 53601 et seq.; and

**WHEREAS**, the Finance Officer of the City of Portola shall annually prepare and submit a statement of investment policy, and any changes thereto, shall be considered by the legislative body at a public meeting; (CGC 53646(a)); and

**WHEREAS**, the Finance Officer of the City of Portola declares the Annual Statement of Investment Policy to be as follows:

#### **POLICY**

It shall be the policy of the City of Portola to invest funds in a manner that provides the highest investment return possible consistent with maximum security while meeting daily cash flow demands and conforming to all other statutes governing the investment of City funds.

#### **SCOPE**

This investment policy shall apply without exception to any and all financial assets and funds of the City of Portola. These funds are accounted for in the Comprehensive Annual Financial Report.

#### **PRUDENCE**

The standard of prudence to be used by investment officials shall be the “prudent investor” standard (CGC 53600.3):

*When investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, a trustee shall act with care, skill, prudence and diligence under circumstances then prevailing, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency.*

Investment officers acting in accordance with the investment policy and exercising due diligence shall not be held personally responsible for an individual security’s credit risk or market price changes, provided that the reporting requirements of this policy are made in a timely manner and appropriate action is taken to control adverse developments.

#### **OBJECTIVES**

When investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, the primary objectives of investment activities, in absolute priority order, shall be:

1. Safety: Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.
2. Liquidity: The investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements that might reasonably be anticipated.
3. Yield: The investment portfolio shall be designed with the objective of attaining the highest investment return consistent with safety and liquidity have been met.

#### **DELEGATION OF AUTHORITY**

Management responsibility for the investment program is hereby delegated to the Finance Officer. The Finance Officer is a trustee and fiduciary subject to the prudent investor standard.

#### **ETHICS AND CONFLICT OF INTEREST**

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

**AUTHORIZED INVESTMENTS:**

- 1. **FDIC Insured Accounts:** Monies required for immediate cash flow needs shall be deposited in an interest-bearing FDIC insured checking account at a bank in Portola.
- 2. **Local Agency Investment Fund (LAIF):** Monies not required for immediate cash flow needs shall be deposited in LAIF, a special fund in the California State Treasury.
- 3. **U.S. Government Securities:** Restricted to use for contributions if any trust funds are needed.

Prohibited Investments. Under the provisions of CGC 53601.6, the City of Portola shall not invest any funds covered by this Investment Policy in inverse floaters, range notes, interest-only strips derived from mortgage pools or any investment that may result in a zero-interest accrual if held to maturity.

**PUBLIC TRUST**

All participants in the investment process shall act as custodians of the public trust. Investment officials shall recognize that the investment portfolio is subject to public review and evaluation. The overall program shall be designed and managed with a degree of professionalism that is worthy of the public trust. In a diversified portfolio it must be recognized that occasional measurement losses are inevitable, and must be considered within the context of the overall portfolio’s investment return, provided that adequate diversification has been implemented.

**DIVERSIFICATION**

The City of Portola will diversify its investments in keeping with the objectives enunciated in this Statement of Investment Policy.

**REPORTING**

The Finance Officer shall submit to the City Council a quarterly investment report that shall include copies of the latest statements from institutions in which funds are placed.

The report shall certify that all investment actions executed since the last report have been made in full compliance with the Investment Policy and that the City of Portola will meet all expenditure obligations that might be reasonably anticipated for the next six months.

**INVESTMENT POLICY ADOPTION**

The investment policy and modifications, if any, shall be adopted annually by resolution of the City Council at a public meeting.

**NOW, THEREFORE, THE PORTOLA CITY COUNCIL HEREBY RESOLVES** that the foregoing be received and filed as the Annual Statement of Investment Policy for the City of Portola.

**PASSED, APPROVED AND ADOPTED** this 28th day of June 2023 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
MAYOR, Bill Powers

ATTEST:

\_\_\_\_\_  
DEPUTY CITY CLERK, Jason Shaw

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 of the City of Portola at a regular meeting thereof held on June 28, 2023.

\_\_\_\_\_  
DEPUTY CITY CLERK, Jason Shaw

**RESOLUTION NO. 2552**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORTOLA  
ADOPTING THE PAY SCHEDULES AND JOB CLASSIFICATIONS  
EFFECTIVE JULY 1, 2023**

**WHEREAS**, the City Council shall establish by resolution, in accordance with CCR 570.5, a Pay schedule and Job Classifications plan; and,

**WHEREAS**, said Plan will include a descriptive title, salary ranges and the number of allocated positions; and,

**WHEREAS**, during the Fiscal Year 2023/2024 needs may arise to amend the Pay schedule and Job Classifications; and,

**WHEREAS**, the City Council will review said Schedules and Classifications each year as part of the budget process and adjust accordingly by adopting a new resolution; and

**WHEREAS**, the City Manager may hire new employees within the salary range and classifications in accordance with the schedule.

**NOW THEREFORE, BE IT HEREBY RESOLVED** that the City Council of the City of Portola does hereby adopt the Pay Schedules and Job Classifications.

**PASSED, APPROVED AND ADOPTED** this 28th day of June 2023 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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MAYOR, BILL POWERS

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 of the City of Portola at a regular meeting thereof held on June 28, 2023.

---

Jason Shaw, Deputy City Clerk

POSITION	HOURLY RATES							
	Step 1	Step 2	Step 3	Step 4	Step 5	L 1	L 2	L 3
City Manager (1)	61.80	0	0	0	0	64.89	68.13	71.54
Administrative Services Manager (Not currently filled)	36.53	0	0	0	0	38.36	40.27	42.29
Public Works & Building Services Manager (1)	50.22	0	0	0	0	52.73	55.37	58.14
Code Compliance (Not currently filled)	20.16	21.16	22.22	23.33	24.50	25.73	27.01	28.36
Water/Sewer Utility Technician (or Public Works Supervisor) (2)	30.64	32.17	33.78	35.46	37.25	39.11	41.07	43.12
Public Works Maintenance (1)	23.25	24.41	25.64	26.91	28.26	29.67	31.16	32.71
Accounting Technician (1)	28.32	29.74	31.23	32.79	34.43	36.15	37.96	39.86
Administrative Clerk (1)	23.90	25.10	26.35	27.67	29.05	30.50	32.03	33.63
Office Clerk (1)	20.39	21.4	22.47	23.59	24.78	26.02	27.32	28.69

Management does not have steps

There are 5 Steps and are every two years

Longevity is 5% at 15, 20 and 25 years Full-time employees with continuous service measure from date of hire

**RESOLUTION NO. 2553**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORTOLA  
ADOPTING THE MONTHLY RATE FOR  
THE SOLID WASTE LANDFILL CLOSURE FEE**

**WHEREAS**, in June of 1990 Resolution 1116 was passed establishing a Landfill Closure Fee; and

**WHEREAS**, said fee was established to cover costs associated with the Solid Waste Landfill, landfill closure and post closure: and,

**WHEREAS**, while preparing the Fiscal Year 2023/2024 City Budget, the Portola City Council has reviewed the fee charged for landfill closure/post closure; and,

**WHEREAS**, the City Council has determined that the fee currently charged by the City is sufficient to cover the costs associated with services provided by the City for the 2023/2024 fiscal year and to start a set aside for future obligations at the Landfill; and,

**NOW THEREFORE, BE IT HEREBY RESOLVED** by the City Council of the City of Portola that the current monthly fee of \$7.38 for solid waste landfill closure charged to City utility customers be reduced by \$1.00 per month and the new monthly fee is hereby adopted effective with the bill dated August 1<sup>st</sup> 2023:

Landfill Closure Fee                      \$6.38

**PASSED, APPROVED AND ADOPTED** this 28th day of June 2023 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
MAYOR, BILL POWERS

ATTEST:

\_\_\_\_\_  
DEPUTY CITY CLERK, Jason Shaw

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 of the City of Portola at a regular meeting thereof held on June 28, 2023.

\_\_\_\_\_  
DEPUTY CITY CLERK, Jason Shaw

**RESOLUTION NO. 2554**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORTOLA  
APPROVING THE OPERATING BUDGET FOR FISCAL YEAR 2023/2024**

**WHEREAS**, the City Manager has proposed an Operating Budget for Fiscal Year 2023/2024 and presented it to the City Council. The budget balances revenues and expenditures in the General Fund by using fund balance; and,

**WHEREAS**, on June 28, 2023 the City Council of the City of Portola considered the Operating and Capital Improvement Budget for Fiscal Year 2023/2024; and,

**WHEREAS**, the City Council considered the budget at a duly scheduled public hearing and meeting and all persons were given the opportunity to be heard; and,

**WHEREAS**, the City Council has reviewed the proposed Operating Budget and the funds included therein for the period of July 1, 2023 through June 30, 2024 and does hereby find the documents to be sound plans for the financing of required municipal operations, services and capital improvements both ordered upon the City and desired by the City.

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

1. Any unused appropriations at the end of the Fiscal Year 2023/2024 will be shown as fund balance in each of the funds.
2. The City Manager is authorized to cause the acquisition and/or purchase of equipment, materials, supplies, personnel services, and other items provided for in said Fiscal Year Budget in accordance with the City's purchasing policy which has been previously reviewed and approved by the City Council.
3. The City Council of the City of Portola does hereby approve and adopt the Final Budget for Fiscal Year 2023/2024.

**PASSED, APPROVED AND ADOPTED** this 28th day of June 2023 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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MAYOR, Bill Powers

ATTEST:

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DEPUTY CITY CLERK, Jason Shaw

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 of the City of Portola at a regular meeting thereof held on June 28, 2023.

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DEPUTY CITY CLERK, Jason Shaw