

RESOLUTION NO. 2562

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORTOLA
AUTHORIZING PAYMENT OF CLAIMS FOR THE PERIOD
OCTOBER 12, 2023 THROUGH NOVEMBER 8, 2023.**

**ACCOUNTS PAYABLE
CHECK NUMBERS: 45298 – 45376**

**PAYROLL
CHECK NUMBERS: 17313 – 17318**

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:	\$ 152,041.60
PAYROLL:	<u>\$ 56,441.09</u>
TOTAL:	\$ 208,482.69

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 8th day of November, 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 November 8, 2023.

Jason Shaw, Deputy City Clerk

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
000008	I-202310191705	NUTRIEN AG SOLUTIONS INC PARKS EMER MANAGEMENT	R	10/25/2023		2,220.00	045298	2,220.00
000027	I-202310191726	NATIONAL INDUSTRIAL & SAFETY SU MATERIALS & SUPPLIES	R	10/25/2023		358.80	045299	358.80
000029	I-202310191712	COUNTRY BREEZE CLEANING CLEANING SERVICES	R	10/25/2023		400.00	045300	400.00
000050	I-202310191709	SHAVER EQUIPMENT COMPANY INC WATER EQUIP RENTAL	R	10/25/2023		7,200.00	045301	7,200.00
000053	I-202310191736	B & I BACKFLOW TESTING SPECIALTY WATER PROF SERVICES	R	10/25/2023		1,475.17	045302	1,475.17
00005	I-202310191721	AIRGAS, INC. ACETYLENE/OXYGEN	R	10/25/2023		406.44	045303	406.44
0010	I-202310191722	AMAZON CAPITOL SERVICES MATERIALS & SUPPLIES	R	10/25/2023		1,561.21	045304	1,561.21
0021	I-202310191720	AT&T 800 EMER LINE	R	10/25/2023		4.41	045305	4.41
0023	I-202310191719	AT&T CABINET 3 SCADA LDWTP	R	10/25/2023		75.60	045306	75.60
0027	I-202310191706	BASTIAN ENGINEERING ENGINEERING SERVICES	R	10/25/2023		271.21	045307	271.21
0034	I-202310191713	BLUE TARP FINANCIAL, INC MEMBERSHIP FEE	R	10/25/2023		42.89	045308	42.89
0048	I-202310191718	CBC COMPANIES-FACTUAL DATA UB CREDIT CHECKS	R	10/25/2023		52.50	045309	52.50
0052	I-202310191717	CITY OF PORTOLA WATER SEWER BILLS	R	10/25/2023		7,043.96	045310	7,043.96
VOID	045311	VOID CHECK	V	10/25/2023			045311	**VOID**
0060	I-202310191710	COSTCO COSTCO MEMBERSHIP	R	10/25/2023		60.00	045312	60.00

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
0062	I-202310191708	CSG CONSULTANTS, INC. CODE ENFORCEMENT	R	10/25/2023		4,384.00	045313	4,384.00
0096	I-202310191728	HARBOR FREIGHT TOOLS EQUIP & VEH REPAIR	R	10/25/2023		741.36	045314	741.36
0097	I-202310191727	HERCULES INDUSTRIES, INC. PARKS MATERIALS	R	10/25/2023		445.38	045315	445.38
0101	I-202310191715	HUNT & SONS, INC. FUEL CHARGES HEATING OIL	R	10/25/2023		6,692.32	045316	6,692.32
VOID	045317	VOID CHECK	V	10/25/2023			045317	**VOID**
0111	I-202310191714	JEFFERSON SUPPLY COMPANY WATER SUPPLIES	R	10/25/2023		12.86	045318	12.86
0139	I-202310191730	MCCOLLUM EQUIPMENT REPAIR EQUIP REPAIR	R	10/25/2023		1,613.19	045319	1,613.19
0153	I-202310191733	NEVADA SMALL ENGINES POOL EQUIP MAINT	R	10/25/2023		675.18	045320	675.18
0159	I-202310191716	OFFICE DEPOT OFFICE SUPPLIES	R	10/25/2023		714.55	045321	714.55
0175	I-202310191731	PLUMAS ACE HARDWARE MATERIALS & SUPPLIES	R	10/25/2023		565.98	045322	565.98
0183	I-202310191729	PLUMAS SANITATION, INC SEPTIC TANK DUMPING	R	10/25/2023		1,420.00	045323	1,420.00
0188	I-202310191707	PORTER SIMON CORPORATION LEGAL SERVICES	R	10/25/2023		5,715.00	045324	5,715.00
0189	I-202310191724	PR DIAMOND PRODUCTS, INC. WATER LINE REPAIRS	R	10/25/2023		301.00	045325	301.00
0218	I-202310191725	SILVER STATE ANALYTICAL WATER/WASTEWATER TESTING	R	10/25/2023		2,186.00	045326	2,186.00
0235	I-202310191711	SUSAN SCARLETT ACCOUNTING SERVICES	R	10/25/2023		5,000.00	045327	5,000.00

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
0250	I-202310191732	UNITED RENTALS NORTHWEST INC. LANDFILL CHIPPER	R	10/25/2023		886.14	045328	886.14
0253	I-202310191735	US BANCORP CREDIT CARD CHARGES	R	10/25/2023		876.11	045329	876.11
0256	I-202310191734	USA BLUE BOOK SEWER MAINT	R	10/25/2023		574.44	045330	574.44
0264	I-202310191704	WESTERN NEVADA SUPPLY WATER LINE REPAIR	R	10/25/2023		1,094.40	045331	1,094.40
0269	I-202310191723	XEROX FINANCIAL SERVICES COPIER LEASE	R	10/25/2023		268.13	045332	268.13

* * B A N K T O T A L S * *
 REGULAR CHECKS: 33 NO# DISCOUNTS 0.00 CHECK AMT 55,338.23 TOTAL APPLIED 55,338.23
 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: 2 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: 35 0.00 55,338.23 55,338.23

** REGISTER GRAND TOTALS *

* * T O T A L S * *
 REGULAR CHECKS: 33 NO# DISCOUNTS CHECK AMT TOTAL APPLIED
 HANDWRITTEN CHECKS: 0 0.00 55,338.23 55,338.23
 PRE-WRITE CHECKS: 0 0.00 0.00 0.00
 DRAFTS: 0 0.00 0.00 0.00
 VOID CHECKS: 2 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: 35 0.00 55,338.23 55,338.23

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
100	10/2023	22,381.59CR
207	10/2023	1,125.79CR
208	10/2023	2,066.01CR
215	10/2023	250.00CR
710	10/2023	19,456.54CR
720	10/2023	7,517.64CR
730	10/2023	2,540.66CR
ALL		55,338.23CR

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
000054	I-202311021775	BRAVO TRANSMISSION VEH REPAIR	R	11/08/2023		4,989.31	045333	4,989.31
000055	I-202311021774	BRUCE MACKAY PUMP & WELL SERVIC WATER SYSTEM IMPROVEMENTS	R	11/08/2023		1,441.44	045334	1,441.44
0008	I-202311021741	ALWAYS ANSWER 800 NUMBER	R	11/08/2023		66.45	045335	66.45
0015	I-202311021739	AMERIGAS SS FIREHALL PROPANE	R	11/08/2023		35.99	045336	35.99
0022	I-202311021765	AT&T LDMTP LONG DISTANCE	R	11/08/2023		39.15	045337	39.15
0025	I-202311021756	ATLAS COPCO COMPRESSORS, LLC LDMTP PROF SERVICES	R	11/08/2023		2,541.30	045338	2,541.30
0035	I-202311021757	BRADY INDUSTRIES MATERIALS & SUPPLIES	R	11/08/2023		640.99	045339	640.99
0054	I-202311021740	CLIFTONLARSONALLEN LLP AUDITING SERVICES	R	11/08/2023		7,300.00	045340	7,300.00
0062	I-202311021777	CSG CONSULTANTS, INC. CODE ENFORCEMENT	R	11/08/2023		3,973.00	045341	3,973.00
0078	I-202311021766	ENCOMPASS XEROX COPIES	R	11/08/2023		124.98	045342	124.98
0086	I-202311021759	FOLCHI LOGGING & CONSTR., INC. WATER LINE REPAIR/IMPROVEMENTS	R	11/08/2023		6,280.93	045343	6,280.93
0088	I-202311021738	GLOBALSTAR USA ANNUAL FEES	R	11/08/2023		1,053.75	045344	1,053.75
0090	I-202311021763	GRAINGER SNOW SUPPLIES	R	11/08/2023		39.04	045345	39.04
0103	I-202311021742	IEDA LABOR RELATIONS CONSULTING	R	11/08/2023		253.89	045346	253.89
0105	I-202311021778	INTERMOUNTAIN DISPOSAL ARPA	R	11/08/2023		1,136.98	045347	1,136.98

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
0118	I-202311021771	KANSAS LIFE INSURANCE CO EMPLOYEE LIFE INSURANCE	R	11/08/2023		69.54	045348	69.54
0124	I-202311021755	KOMATSU EQUIPMENT EQUP REPAIR	R	11/08/2023		6,132.06	045349	6,132.06
0136	I-202311021764	MANHARD CONSULTING PLANNING SERVICES	R	11/08/2023		960.00	045350	960.00
0141	I-202311021751	MCI MEGA PREFERRED 800 LONG DISTANCE	R	11/08/2023		44.45	045351	44.45
0148	I-202311021746	NABA SIERRA MATERIALS & SUPPLIES	R	11/08/2023		3,604.26	045352	3,604.26
0162	I-202311021776	OPERATING ENGINEERS EMPLOYEE HEALTH INSURANCE	R	11/08/2023		11,696.00	045353	11,696.00
0175	I-202311021753	PLUMAS ACE HARDWARE MATERIALS & SUPPLIES	R	11/08/2023		893.20	045354	893.20
0183	I-202311021760	PLUMAS SANITATION, INC SEWER PROF SERVICES	R	11/08/2023		490.00	045355	490.00
0184	I-202311021750	PLUMAS SIERRA RURAL ELECTRIC LDWTP ELECTRIC	R	11/08/2023		1,647.98	045356	1,647.98
0185	I-202311021749	PLUMAS SIERRA TELECOMMUNICAT CITY INTERNET SERVICES	R	11/08/2023		387.00	045357	387.00
0191	I-202311021769	PRINTING SYSTEMS ACCOUNTS PAYABLE CHECKS	R	11/08/2023		199.01	045358	199.01
0192	I-202311021770	PURCHASE POWER POSTAGE FOR METER	R	11/08/2023		77.43	045359	77.43
0195	I-202311021762	RAIN FOR RENT SEWER EMER MANAGEMENT	R	11/08/2023		7,059.79	045360	7,059.79
0208	I-202311021758	SAUERS ENGINEERING, INC. WATER PROF SERVICES	R	11/08/2023		4,547.82	045361	4,547.82
0218	I-202311021744	SILVER STATE ANALYTICAL WATER/WASTEWATER TESTING	R	11/08/2023		767.00	045362	767.00

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
0231	I-202311021748	SUCCEED.NET WEB HOSTING	R	11/08/2023		67.85	045363	67.85
0239	I-202311021743	THATCHER, INC CHEMICALS	R	11/08/2023		3,484.69	045364	3,484.69
0250	I-202311021761	UNITED RENTALS NORTHWEST INC. WATER EQUIP RENTAL	R	11/08/2023		452.90	045365	452.90
0253	I-202311021773	US BANCORP CITY CREDIT CARD CHARGES	R	11/08/2023		1,637.31	045366	1,637.31
0255	I-202311021752	US DEPARTMENT OF AGRICULTURE LOAN INTEREST	R	11/08/2023		16,945.71	045367	16,945.71
0256	I-202311021745	USA BLUE BOOK WATER LINE REPAIR/SUPPLIES	R	11/08/2023		344.70	045368	344.70
0260	I-202311021747	VERIZON WIRELESS CITY CELL PHONES	R	11/08/2023		1,197.97	045369	1,197.97
0260	I-202311021767	VERIZON WIRELESS LDWTP DATA PLAN	R	11/08/2023		108.05	045370	108.05
0260	I-202311021768	VERIZON WIRELESS CITY LAND LINES	R	11/08/2023		523.81	045371	523.81
0264	I-202311021754	WESTERN NEVADA SUPPLY SYSTEM IMPROVEMENTS	R	11/08/2023		3,000.50	045372	3,000.50
0275	I-202311021772	EIP HOLDINGS II LLC BECKWOURTH REPEATER RENT	R	11/08/2023		193.00	045373	193.00

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

REGULAR CHECKS:	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
HANDWRITTEN CHECKS:	41	0.00	96,449.23	96,449.23
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
BANK TOTALS:	41	0.00	96,449.23	96,449.23

**** CHECK LISTING ****

** REGISTER GRAND TOTALS *

* * T O T A L S * *				
	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	41	0.00	96,449.23	96,449.23
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	41	0.00	96,449.23	96,449.23

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
100	11/2023	11,827.52CR
207	11/2023	1,232.61CR
208	11/2023	8,159.89CR
215	11/2023	726.14CR
710	11/2023	53,358.30CR
720	11/2023	20,065.51CR
730	11/2023	1,079.26CR
ALL		96,449.23CR

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

11/02/2023 1:49 PM
 PACKET: 00296 US - Refund
 VENDOR SET: 01 CITY OF PORTOLA
 BANK: PC POOLED CASH - PLUMAS

REFUNDS CHECK REGISTER
 ***** CHECK LISTING *****

PAGE: 1

VENDOR I.D. NAME CHECK TYPE CHECK DATE DISCOUNT AMOUNT CHECK NO# CHECK AMOUNT

1 I-000202311021779 TINER, WILLIAM & PAULA R 11/08/2023 148.34 045374 148.34

* * B A N K T O T A L S * *
 REGULAR CHECKS: 1 0.00 148.34 148.34
 HANDWRITTEN CHECKS: 0 0.00 0.00 0.00
 PRE-WRITE CHECKS: 0 0.00 0.00 0.00
 DRAFTS: 0 0.00 0.00 0.00
 VOID CHECKS: 0 0.00 0.00 0.00
 NON CHECKS: 0 0.00 0.00 0.00
 CORRECTIONS: 0 0.00 0.00 0.00
 BANK TOTALS: 1 0.00 148.34 148.34

** REGISTER GRAND TOTALS *

NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
1	0.00	148.34	148.34
0	0.00	0.00	0.00
0	0.00	0.00	0.00
0	0.00	0.00	0.00
0	0.00	0.00	0.00
0	0.00	0.00	0.00
0	0.00	0.00	0.00
0	0.00	0.00	0.00
1	0.00	148.34	148.34

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
710	11/2023	148.34CR
ALL		148.34CR

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

*** CHECK LISTING ***

VENDOR I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
1	GREENLY, RICHARD & EILEE	R	11/08/2023		37.42	045375	37.42
1	SMANIA, CELINE	R	11/08/2023		68.38	045376	68.38

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

REGULAR CHECKS:	2	DISCOUNTS	0.00	CHECK AMT	105.80	TOTAL APPLIED	105.80
HANDWRITTEN CHECKS:	0		0.00		0.00		0.00
PRE-WRITE CHECKS:	0		0.00		0.00		0.00
DRAFTS:	0		0.00		0.00		0.00
VOID CHECKS:	0		0.00		0.00		0.00
NON CHECKS:	0		0.00		0.00		0.00
CORRECTIONS:	0		0.00		0.00		0.00
BANK TOTALS:	2		0.00		105.80		105.80

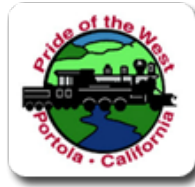
** REGISTER GRAND TOTALS *

NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
2	0.00	105.80	105.80
0	0.00	0.00	0.00
0	0.00	0.00	0.00
0	0.00	0.00	0.00
0	0.00	0.00	0.00
0	0.00	0.00	0.00
0	0.00	0.00	0.00
0	0.00	0.00	0.00
2	0.00	105.80	105.80

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
710	11/2023	105.80CR
ALL		105.80CR

TOTAL ERRORS: 0 TOTAL WARNINGS: 0



**City of Portola
Minutes
Regular Meeting
October 11, 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

Absent: Councilmember Stan Peiler, Councilmember Jim Murphy

Staff Present: City Attorney Steve Gross (remotely), Deputy City Clerk - Jason Shaw, Financial Officer - Susan Scarlett, Interim City Manager- Jon Kennedy

2. Public Comments

Lindsey Shaw from the public commented she wanted chickens allowed in the city limits. Councilmember Leah Turner explained that they are already allowed except for roosters.

3. CITY COMMUNICATIONS

A. City Council Communications / Committee Reports

Councilmember Stan Peiler and Councilmember Jim Murphy were Absent.

Councilmember Leah Turner: Nothing to report

Mayor Pro Tem Pat Morton: Working on the Angel's program and Yes on Measure E and campaign.

Mayor Bill Powers: Nothing to report.

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

Fire Report by Mayor Pro Tem Pat Morton: Beckwourth Fire answered 42 calls in the City of Portola since the last report.

Sherriff's Report by Undersheriff Chad Hermann: Staffing is still challenging. Plumas County approved a 20% pay increase but there is still a long road ahead with staffing. Should hopefully be back to normal patrols in the next 6 months. Also, the department has been dealing with an increase in medical calls in the last few months.

Air Quality Report by Targeted Airshed Grant Specialist Mikki Brown: In the 2023, the grant has funded 98 installations. The 2015 grant is now in its final quarter. Between the two other grants, the program remains funded though 2026.

Curtaiment has been in effect since September 1st but the air quality has been fantastic so not many curtaiment days are predicted.

Free green disposal days announced. Residence of Portola can take their green waste for free to the Delleker transfer station from Oct 14 - Oct 24.

C. City Manager Report

Interim City Manager Jon Kennedy said that FEMA and Cal OES had onsite visits with the City today over the damages caused by the winter storm disaster. They were joined by Deputy City Clerk Jason

Shaw and Director of Public Works Todd Roberts.

Has been dealing with the concerns regarding the need for BFPD and Graeagle FPD's continued response to cover the EPRFPD EMS calls

The community clean up has been wrapped up. Will go more into this under the ARPA Fund section of the agenda.

The City has fixed its last water leak

Been working with Plumas County on property loans to be able to purchase the La Jolla properties.

The County still needs to approve the Sheriff's contract but should soon.

Interim City Manager Jon Kennedy stated that we have now received over \$36,000 for utility bills from Project Go. The program is still running though March 31st, 2024.

Interim City Manager Jon Kennedy noted they are already working on the Chamber Christmas Tree lighting and that the Chamber is working on the Railroad Days Revival that will take place on October 28th.

4. **Consent Agenda**

- A. **Claims**- Adopt Resolution No. 2561 authorizing payment of claims for the period of September 28th, 2023 through October 11th, 2023. Accounts Payable: \$181,260.32 Payroll: \$24,683.63 Total: \$205,943.95 AP Check Run #45259 - 45297 Payroll Check Run #17311 - 17312
- B. Approval of the Minutes from 9-27-23

Councilmember Leah Turner had a question about a payment to Planwest. Interim City Manager Jon Kennedy explained it was for a study done on the potential new Fire Department.

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** Absent **Councilmember Stan Peiler** Absent **Councilmember Jim Murphy**

5. **City Engineer employment agreement amendment**

Interim City Manager Jon Kennedy explained this needed to be drafted because there are a few more months left on the project Dan Bastian is working on for the City, and his contract expires this month. The amendment was drafted by City Attorney Steve Gross and its for the same amount as before. City Attorney Steve Gross confirmed what Jon Kennedy stated.

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 Leah Turner** Absent **Councilmember Stan Peiler** Absent **Councilmember Jim Murphy**

6. **Part Time City Planner** Councilmember Leah Turner motioned to approve. A second was made by Mayor Pro Tem Pat Morton.

The motion passed with the following vote:

3 **In Favor** 0 **Opposed**
0 **Abstained** 2 **Absent**

Interim City Manager Jon Kennedy explained that the City used to have Karen Downs working as the planner but then she went to Manhard Consulting.

Since then, the City has paid Manhard Consulting various for planning services. However, the costs of this, in many cases, outweigh the fees collected for service.

Interim City Manager Jon Kennedy pointed out that planning items are not getting done and we are not serving the public quickly enough.

Mayor Bill Powers asked Director of Public Works Todd Roberts about time it takes to do a lot line adjustment. Director of Public Works Todd Roberts responded that it's not a simple answer.

Councilmember Leah Turner asked how many hours a week would this position work? Financial Officer Susan Scarlet responded that its not fixed; that it is an "as needed" position. They likely will work remotely but will come into City Hall as needed.

The City is currently paying consultants \$120 to \$160 an hour, The City would pay this position \$45 an

hour. The belief is the City can get a qualified candidate at that rate.

Motion to approve the hiring of a part time City Planner for the City of Portola.

7. ARPA Update and Discussion

Financial Officer Susan Scarlet gave an update on the ARPA funds. Interim City Manager Jon Kennedy said that for the clean up program, the City cleaned 302 properties, with 13 more pending, in 2 seasons. The City also removed 89 abandoned vehicles. He further stated that now was the time to have a conversation on what to do with the remaining funds. The City has until December 2024 to decide.

Mayor Bill Powers asked about the purchasing of the La Jolla property. Interim City Manager Jon Kennedy explained that it had to be approved by the County first.

Interim City Manager asked the council if there was anything else specific they wanted to use the ARPA funds for such as the dog park.

Councilmember Leah Turner then went over the specifics of the possible layouts and locations of the dog park. There would still be an area for camping.

Interim City Manager Jon Kennedy talked to staff about maintenance concerns and they reported it shouldn't be too much.

Mayor Pro Tem Pat Morton raised a concern about parking near the dog park. Councilmember Leah Turner said that if parking was a concern, there was another possible alternative spot that they could have an MOU with Plumas County for. Interim City Manager Jon Kennedy then asked the council if they could reach consensus on a direction and dollar amount for the dog park.

Mikki Brown from the public commented it was a good idea. Lindsey Shaw from the public wanted to be sure there was garbage service.

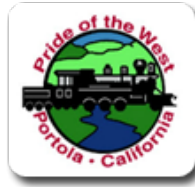
The City Council reached a consensus on allowing staff to create a Dog Park within the City with a budget set at \$15,000.

8. Councilmember Discussion on informational matters - Councilmember Murphy

Due to Councilmember Jim Murphy's absence, this item was tabled until the next meeting he can be in attendance.

9. Adjournment

Meeting adjourned by Mayor Bill Powers at 6:52 PM.



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:

Aye **Mayor Bill Powers** Aye **Mayor Pro Tem Pat Morton** Aye **Councilmember Leah Turner** Aye **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.

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 Impacts of the 2023 Winter Storms

WHEREAS, on or about January 27, 2023, the City of Portola began experiencing severe winter storms which have continued through the first week of March 2023 (“2023 Winter Storms”) through the week.

WHEREAS, the 2023 Winter Storms have, among other things, caused pipes to freeze, water mains to break, disruption in traffic along roadways.

WHEREAS, further conditions of extreme peril are threatened by forecasted storms due to strike the City of Portola in the next few weeks.

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 Mayor of the City of Portola is not available and pursuant to California Government Code Section 36802, if the Mayor is absent or unable to act, the Mayor Pro Tem shall serve until the Mayor returns or is able to act and the Mayor Pro Tem has all of the powers and duties of the Mayor.

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.

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 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.

WHEREAS, the City of Portola is not formally asking for CDAA funding at this time.

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 in the absence of the Mayor pursuant to California Government Code Section 36802, I hereby declare a local emergency due to conditions of extreme peril that the 2023 Winter Storms, their impacts and responses thereto pose to the safety of persons and property within the City of Portola.

IT IS FURTHER PROCLAIMED AND ORDERED that the City of Portola is not formally asking for CDAA funding at this time.

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.

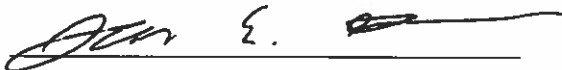
IT IS FURTHER PROCLAIMED AND ORDERED that the local emergency proclaimed herein shall be reviewed by the City Council for the need to continue it at least once every sixty (60) days until the City Council terminates the local emergency and the City Council shall proclaim the termination of the local emergency at the earliest possible date that conditions warrant.

PROCLAIMED this 8th day of March 2023



Mayor Pro Tem, City of Portola, 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 Proclamation was duly proclaimed by the Mayor Pro Tem of the City of Portola in his capacity as the Director of Emergency Services on March 8, 2023.



Jason Shaw, Deputy City Clerk

