

**CITY OF PORTOLA
FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2020**



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INDEPENDENT AUDITORS' REPORT

Honorable Mayor and Council Members
City of Portola, California

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Portola, California, (the City), as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Honorable Mayor and Council Members
City of Portola

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City, as of June 30, 2020, and the respective changes in financial position, and where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, schedule of proportionate share of the net pension liability/(asset) and related ratios, and budgetary comparison information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The combining and individual nonmajor financial statements, collectively, and the supplementary information are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The supplementary information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Honorable Mayor and Council Members
City of Portola

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated January 12, 2021 on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

A handwritten signature in cursive script that reads "CliftonLarsonAllen LLP".

CliftonLarsonAllen LLP

Roseville, California
January 12, 2021

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**MANAGEMENT'S DISCUSSION
AND ANALYSIS (MD&A)**

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**CITY OF PORTOLA
MANAGEMENT'S DISCUSSION AND ANALYSIS
FISCAL YEAR ENDED JUNE 30, 2020**

This section of the City of Portola (City) annual financial report, presents a discussion and analysis of the City's financial performance during the fiscal year ended June 30, 2020. It should be read in conjunction with the City's basic financial statements following this section.

I. FINANCIAL HIGHLIGHTS

A. Government-Wide Financial Analysis

The assets and deferred outflows of resources of the City exceeded its liabilities and deferred inflows of resources at the close of the most recent fiscal year by \$18,761,912:

- \$12,884,838 represents the City's investment in capital assets, less any related outstanding debt used to acquire those assets (net investment in capital assets).
- \$1,033,277 is available for the City's ongoing obligations related to programs with external restrictions (restricted net position).
- \$4,843,797 is available to fund City programs for citizens and debt obligations to creditors (unrestricted net position).

The City's total net position decreased by \$173,730 from the prior year:

- The \$549,089 decrease in net position net investment in capital assets represents infrastructure and other additions of \$511,239 less depreciation of \$1,089,382 and the retirement of related long-term debt of \$29,000.
- The \$30,845 decrease in restricted net position represents the change in resources that are subject to external restrictions on their use, and is detailed in the government-wide financial analysis section on page 5.

B. Financial Analysis of the City's Funds

The City's governmental funds combined ending fund balance of \$2,807,730 was an decrease of \$232,561 from the prior year ending fund balance of \$3,040,291. Amounts available for spending include restricted, assigned, and unassigned fund balances; these totaled \$2,618,625, or 93% of ending fund balance. Of this amount, \$185,041 is restricted by law or externally imposed requirements.

II. OVERVIEW OF THE FINANCIAL STATEMENTS

A. Government-Wide Financial Statements

The government-wide financial statements provide an overview of the City's finances in a manner similar to a private sector business that is using the accrual basis of accounting. They demonstrate accountability of the City of Portola by showing the extent to which it has met operating objectives efficiently and effectively, using all resources available, and whether it can continue to do so.

**CITY OF PORTOLA
MANAGEMENT'S DISCUSSION AND ANALYSIS
FISCAL YEAR ENDED JUNE 30, 2020**

The **statement of net position** presents information on all of the City's assets, deferred outflows, and deferred inflows, liabilities, with the difference reported as net position. Over time, increases and decreases in net position may serve as a useful indicator of whether the financial position of the City is improving or deteriorating.

The **statement of activities** presents information on expenses and revenues to show how the government's net position changed during the fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues are reported as soon as earned and expenses are reported as soon as incurred even though the related cash flows may not have taken place until future fiscal periods (e.g., earned but unused vacation leave).

Both of these government-wide financial statements distinguish functions of the City that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities of the City include general government, planning and community development, public safety, streets and roads, public works and parks and recreation. The business type activities of the City include water, sewer, and solid waste services.

B. Fund Financial Statements

The fund financial statements provide evidence of accountability by demonstrating compliance with budgetary decisions made in a public forum. A fund is a group of related accounts that are used to maintain control over resources that have been segregated for specific activities or purposes stipulated by laws, regulations or policies. The funds of the City are divided into two categories: governmental and proprietary.

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near term inflows and outflows of spending resources, as well as on balances of spending available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

The City maintains 6 individual governmental funds. On the financial statements for governmental funds, information is presented separately for the General Fund and for the Gas Tax, Snow Removal and State Transportation Improvement Plan funds. Data from nonmajor governmental funds are aggregated into a single column.

Proprietary funds consist of three enterprise funds. Enterprise funds are used to report the same functions presented as business-type activities in the government-wide financial statements. The City uses enterprise funds to account for its water, sewer, and solid waste services.

The Notes to Financial Statements provide additional information that is essential to a full understanding of the information provided in the financial statements.

C. Required Supplementary Information

In addition to the basic financial statements, this report presents actuarial information related to the City's pension plans as well as budgetary comparisons for the General Fund and major special revenue funds as required supplementary information.

**CITY OF PORTOLA
MANAGEMENT'S DISCUSSION AND ANALYSIS
FISCAL YEAR ENDED JUNE 30, 2020**

III. GOVERNMENT-WIDE FINANCIAL ANALYSIS

The City presents its financial statements under the reporting model required by the Governmental and Accounting Standards Board Statement No. 34.

**Condensed Statement of Net Position
June 30, 2020 and 2019**

	Governmental Activities		Business-Type Activities		Total		Total	
	2020	2019	2020	2019	2020	2019	Dollar Change	Percent Change
Current and Other Assets	\$ 3,028,523	\$ 3,302,334	\$ 4,604,041	\$ 3,915,479	\$ 7,632,564	\$ 7,217,813	\$ 414,751	6%
Capital Assets	8,432,071	8,936,967	5,225,596	5,298,789	13,657,667	14,235,756	(578,089)	-4%
Total Assets	11,460,594	12,239,301	9,829,637	9,214,268	21,290,231	21,453,569	(163,338)	-1%
Deferred Outflows of Resources	154,206	240,164	260,477	393,805	414,683	633,969	(219,286)	-35%
Current and Other Liabilities	92,688	134,897	63,595	63,746	156,283	198,643	(42,360)	-21%
Long-Term Liabilities	218,020	348,108	2,300,004	2,511,383	2,518,024	2,859,491	(341,467)	-12%
Total Liabilities	310,708	483,005	2,363,599	2,575,129	2,674,307	3,058,134	(383,827)	-13%
Deferred Inflows of Resources	111,967	43,396	156,728	50,366	268,695	72,289	196,406	272%
Net Invested in Capital Assets	8,432,071	8,936,967	4,452,767	4,496,960	12,884,838	13,433,927	(549,089)	-4%
Restricted	185,041	220,044	848,236	844,078	1,033,277	1,064,122	(30,845)	-3%
Unrestricted	2,575,013	2,796,053	2,268,784	1,641,540	4,843,797	4,437,593	406,204	9%
Total Net Position	\$ 11,192,125	\$ 11,953,064	\$ 7,569,787	\$ 6,982,578	18,761,912	18,935,642	(173,730)	-1%

Net investment in capital assets reflects the City's investment in capital assets (i.e. its land, structures and improvements, infrastructure and equipment). The City uses the capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the City's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

Restricted net position represents 5.5% of the total net position and are resources subject to external restrictions on how they may be used.

Unrestricted net position represents 25.8% of the total net position and may be used to meet the City's ongoing obligations to citizens and creditors.

**CITY OF PORTOLA
MANAGEMENT'S DISCUSSION AND ANALYSIS
FISCAL YEAR ENDED JUNE 30, 2020**

The following highlights significant factors that affected the governmental and business-type activities and contributed to the change in net position:

**Statement of Activities
For the Years Ended June 30, 2020 and 2019**

	Governmental Activities		Business-Type Activities		Total		Total	
	2020	2019	2020	2019	2020	2019	Dollar Change	Percent Change
Program Revenues:								
Charges for Services	\$ 81,651	\$ 114,393	\$ 2,052,052	\$ 2,099,389	\$ 2,133,703	\$ 2,213,782	\$ (80,079)	-4%
Operating Grants and Contributions	672,560	919,069	-	11,485	672,560	930,554	(257,994)	-28%
Capital Grants and Contributions	118,956	21,401	-	-	118,956	21,401	97,555	456%
General Revenues:								
Property Taxes	254,292	241,899	-	-	254,292	241,899	12,393	5%
Other Taxes	367,900	340,488	-	-	367,900	340,488	27,412	8%
Other Revenue	54,553	212,367	81,004	70,948	135,557	283,315	(147,758)	-52%
Total Revenues	1,549,912	1,849,617	2,133,056	2,181,822	3,682,968	4,031,439	(348,471)	-9%
Expenses:								
General Government	249,546	260,710	-	-	249,546	260,710	(11,164)	-4%
Planning and Community Development	134,045	120,781	-	-	134,045	120,781	13,264	11%
Public Safety	388,084	349,653	-	-	388,084	349,653	38,431	11%
Streets and Roads	1,214,772	1,135,127	-	-	1,214,772	1,135,127	79,645	7%
Public Works	102,360	124,748	-	-	102,360	124,748	(22,388)	-18%
Parks and Recreation	222,044	268,834	-	-	222,044	266,834	(44,790)	-17%
Water Service	-	-	827,536	793,923	827,536	793,923	33,613	4%
Sewer Service	-	-	583,742	529,695	583,742	529,695	54,047	10%
Solid Waste	-	-	134,589	165,410	134,589	165,410	(30,841)	-19%
Total Expenses	2,310,851	2,257,853	1,545,847	1,489,028	3,856,698	3,746,881	109,817	3%
Change in Net Position	(760,939)	(408,236)	587,209	692,794	(173,730)	284,558	(458,288)	-161%
Net Position - July 1	11,953,064	12,361,300	6,982,578	6,289,784	18,935,842	18,651,084	284,558	2%
Net Position - June 30	\$ 11,192,125	\$ 11,953,064	\$ 7,569,787	\$ 6,982,578	\$ 18,761,912	\$ 18,935,642	\$ (173,730)	-1%

- Governmental activities reported a \$760,939 decrease in net position, and business-type activities reported an increase of \$587,209, for a net decrease of \$173,730.

IV. FINANCIAL ANALYSIS OF THE CITY'S FUNDS

The City uses fund accounting to ensure and demonstrate compliance with budgetary and legal requirements.

Governmental funds. The general government functions are included in the General and Special Revenue Funds. The focus of the City's governmental funds is to provide information on near-term inflows, outflows, and spendable resources. Such information is useful in assessing the City's financing requirements. In particular, total fund balance less the nonspendable portion is a useful measure of the City's resources available for spending at the end of the fiscal year.

At June 30, 2020, the City's governmental funds reported combined ending fund balances of \$2,807,730. Approximately 93% of this total amount, or \$2,618,625, of the total fund balance is available to meet the City's ongoing general obligation to citizens and creditors. The remainder of fund balance represents amounts that are not in spendable form and is comprised of long-term notes receivable and advances.

**CITY OF PORTOLA
MANAGEMENT'S DISCUSSION AND ANALYSIS
FISCAL YEAR ENDED JUNE 30, 2020**

The General Fund is the main operating fund of the City. At June 30, 2020, total fund balance less the nonspendable portion of the General Fund was \$2,494,751 while total fund balance was \$2,683,856. As measures of the general fund's liquidity, it is useful to note that available fund balance represents 296% of total fund expenditures. It is the City's goal to maintain a minimum level of fund balance sufficient to preserve the City's credit rating in the event that the City needs financing and to maintain sufficient working capital. It is also the City's goal to maintain a comfortable margin of safety to address emergencies and unexpected declines in revenue without borrowing. The City therefore adopted a policy that directs management to maintain a minimum level of unassigned fund balance in the City's General Fund as follows:

The City will strive to maintain an unassigned fund balance in the General Fund of 100% of budgeted general fund operating expenditures each fiscal year. In the event that the balance drops below the established minimum level, the City's governing body will develop a plan to replenish the fund balance.

The following table presents the revenues from various sources as well as increases or decreases from the prior year in the governmental funds.

Revenue Sources	Revenues Classified by Source Governmental Funds					
	2020		2019		Change	
	Amount	% of Total	Amount	% of Total	Amount	% of Change
Taxes	\$ 622,192	40%	\$ 582,387	33%	\$ 39,805	7%
Licenses and Permits	55,675	4%	88,984	5%	(33,309)	-37%
Fines and Forfeitures	409	0%	521	0%	(112)	-21%
Use of Money and Property	52,229	3%	65,657	4%	(13,428)	-20%
Intergovernmental	790,557	51%	833,300	48%	(42,743)	-5%
Charges for Services	25,567	2%	24,888	1%	679	3%
Other	2,324	0%	146,710	8%	(144,386)	-98%
Total	<u>\$ 1,548,953</u>	<u>100%</u>	<u>\$ 1,742,447</u>	<u>100%</u>	<u>\$ (193,494)</u>	<u>-11%</u>

Significant changes for major revenue sources are explained below.

- Secured Property tax increased \$11,098 and Sales Tax increased \$24,310.
- Building permits decreased \$21,614 from the prior year amount because of no large projects and business licenses decreased by \$7,611 due to timing.
- There was a decrease in the Use of Money and Property due to decreased interest rates.
- Intergovernmental includes an increase in Snow Removal Funds based on the expenses from the prior year and a decrease in the reimbursement from the State for STIP projects.
- The decrease in "other" was due to the payment of a claim that was paid in 2019 in the amount of \$135,353 related to the 2015 Commercial Street Fire.

**CITY OF PORTOLA
MANAGEMENT'S DISCUSSION AND ANALYSIS
FISCAL YEAR ENDED JUNE 30, 2020**

The following table presents expenditures by function compared to prior year's amounts in the governmental funds.

	Expenditures by Function Governmental Funds					
	2020		2019		Change	
	Amount	% of Total	Amount	% of Total	Amount	% of Change
General Government	\$ 214,739	12%	\$ 271,300	15%	\$ (56,561)	-21%
Planning and Community Development	134,045	8%	120,781	7%	13,264	11%
Public Safety	354,229	20%	323,559	18%	30,670	9%
Streets and Roads	844,129	47%	746,553	43%	97,576	13%
Public Works	100,804	6%	139,795	8%	(38,991)	-28%
Parks and Recreation	133,568	8%	151,810	9%	(18,242)	-12%
Total Expenditures	<u>\$ 1,781,514</u>	<u>100%</u>	<u>\$ 1,753,798</u>	<u>100%</u>	<u>\$ 27,716</u>	<u>2%</u>

Significant changes for major functions are explained below:

- General government decreased due to the portion of the paydown of the CalPERS UAL that was applied to payroll in the prior year.
- Planning and Community Development increased due to contract work on the General Plan and other City Planning projects.
- Public safety increased due to the addition of the Community Services Officer as a full-time employee.
- Streets and Roads increased due to increases in both the Street Fund and the Snow Removal Fund. The purchase of essential vehicles for Street and Snow removal purposes was the main reason.
- Public Works had less payroll due to the pay down of the CalPERS UAL that occurred in the prior year. There was also continuing work on the FEMA drainage project by the Church but at a much-reduced amount.
- Parks and Recreation was reduced as there were no startup costs for the Pool for the summer of 2020 due to Covid-19.
- **Proprietary funds.** The City's proprietary funds provide the same type of information found in the government wide financial statements, but in more detail. These funds include the following enterprise funds: Water Service Fund, Sewer Service Fund, and Solid Waste Fund. As of June 30, 2019, the proprietary (enterprise) funds net position was a combined \$7,569,787 with a net investment in capital assets of \$4,452,767 and an unrestricted net position of \$2,268,784.

**CITY OF PORTOLA
MANAGEMENT'S DISCUSSION AND ANALYSIS
FISCAL YEAR ENDED JUNE 30, 2020**

V. BUDGETARY HIGHLIGHTS

The budget documents normally represent a financial plan for the City with four central goals in mind: (1) sustaining the level and quality of basic municipal services currently being provided our residents (2) maintaining the City's infrastructure while implementing scheduled and unscheduled improvements determined at the time of the budget process; (3) providing for some opportunity for investment in additional tools, equipment and programs that foster improvement in the overall aesthetics of the City as well as investment in social activities; and (4) developing plans for improved municipal services with a vision that will lead our community toward growth and tourism. This year's budget, while keeping all four goals in mind, addressed mainly goals number (1) sustaining the level and quality of services currently being provided to our residents and (2) maintaining the City's infrastructure. The challenge in maintaining the City's infrastructure was made more difficult when the City sustained major storm damage. In addition to the past goals there is a renewed emphasis on economic development.

Differences between the original budget and the final amended budget are mainly due to the revenue and expenditures from Grant funds and from Capital projects that are "reimbursed" and in many cases are not reflected in the original budget figures. The reimbursement from FEMA for storms in the prior year is also an example of this.

For the fiscal year 2019/2020 General Fund revenues were more than budget by \$41,386 and General Fund expenditures were \$96,856 less than budgeted. The City originally budgeted a decrease of \$100,613 in fund balance and the final use of fund balance was \$241,074. The major special revenue funds include Streets, Snow removal and the A-15 STIP project. It is difficult to budget the A-15 project ahead of time as these projects can be programmed and go on for years. Snow removal budgeting is also difficult with the main reason being the use of contract snow removal in heavy storm years.

VI. CAPITAL ASSETS AND DEBT ADMINISTRATION

A. Capital Assets

The change in capital assets for the Governmental Activities totaled \$(504,896), net of depreciation for an ending balance of \$8,432,071.

Business-type capital assets for the fiscal year ending June 30, 2020, were \$5,225,596, net of depreciation. This is a decrease in capital assets of \$73,193. More detailed information about the City's capital assets is presented in Note 5 of the basic financial statements.

B. Long-Term Debt

At June 30, 2020, the City had long-term debt outstanding of \$772,829. This is a decrease over June 30, 2019 of \$29,000. The entire long-term debt was attributable to Business-type activities. There is no long-term debt in the Governmental Activities.

More detailed information about the City's long-term liabilities is presented in Note 6 of the basic financial statements.

**CITY OF PORTOLA
MANAGEMENT'S DISCUSSION AND ANALYSIS
FISCAL YEAR ENDED JUNE 30, 2020**

VII. ECONOMIC FACTORS AND NEXT YEAR'S BUDGET AND RATES

Management presented a budget document that attempted to address the current national, state, and local economic conditions and to serve as the City's *policy document*, as an *operations guide*, as a *financial plan* and as a *communication document* to guide the City staff and Portola residents on how the City of Portola conducts its financial business. The challenges of economic conditions, the need to comply with state regulations and the desire to be conservative with the fiscal position of the City are reflected.

For the 2020-2021 budget the process began as usual with City staff preparing draft level of services budgets for each area of the City. In February, City staff, the general public, and City Council participated in a FY 2020-2021 pre-budget preparation Goal Setting Workshop. The budget process continued through March, April and May with revisions to the level of services budgets, additions of "add-ons" and discussion of what would be needed to provide a balanced budget. The challenge of remote meetings brought a new facet to the budget process. The budget included step increases and a 2.7% cost of living raise. The Water and Sewer budgets included the need for the Scada system to be upgraded as well as funding for fire hydrants. The critical need to maintain healthy cash balances is always in the forefront of finance discussions. The City has been able to fund major projects in advance of reimbursements because of the balances that it currently maintains.

The uncertainty of revenues during the Covid-19 stay at home orders was reflected in the final budget. The 2020-2021 budget projected the use of \$293,548 of the General Fund's fund balance to eliminate a shortfall of revenues over expenditures.

While the City always pays close attention to budget amendments and to the use of additional fund balance, some purchases are critical and the Council has an understanding of when those are one time expenditures.

Even though the City continues to recover from past economic downturn and staffing is still at a lower level, the General Fund supports the services necessary for the residents of Portola, including fire, parks, planning, building, streets, snow removal, animal control and law enforcement through a Sheriff's contract for services. The City currently contracts with neighboring Eastern Plumas Fire to perform fire related services through January 31, 2021, and on February 1, 2021, the City will contract with Beckwourth Fire Protection District. Through a Council approved Memorandum of Understanding with five adjacent fire districts, the City is also exploring the possibilities of reorganizing fire and emergency services to explore ways to strengthen and improve upon these services to the area.

In 2018 the City hired a Code Compliance Officer to perform code enforcement, parking enforcement and service-oriented duties as well as work on blight reduction. Blight reduction activities have begun and could increase costs to the City for implementation.

An emphasis on being a business-friendly environment and attracting growth is evident but has not had a major impact on the budget yet. City staff has acquired an SB2 Planning Grant, and a related Local Early Action Planning Grant, and is using the funds in a variety of ways with the goal of improving and streamlining the permit process in an attempt to attract additional growth. The work may also make other services the City provides more efficient as well, including easier acquisition of public records, parcel information, utility billing payments, and answering general inquiries.

**CITY OF PORTOLA
MANAGEMENT'S DISCUSSION AND ANALYSIS
FISCAL YEAR ENDED JUNE 30, 2020**

With regard to the City Enterprise Funds the effects and impacts of changing state and federal government regulation is a constant challenge, but the major challenge the Enterprise Funds face is the aging infrastructure in the City. With no substantial reserves for major repairs, it may take some time for rates to cover the expenses. The Solid Waste Fund was able to reduce the amount owed to the General Fund for the difference between the money set aside for landfill closure and the final cost of the closure. This amount is now under \$2,500 and will be paid in full in the 20-21 Fiscal year. This has enabled the Council to reduce Solid Waste Administration Fees by \$1.00 per month with the hope of continuing that trend. While the landfill is closed, new requirements from the State will make it very difficult to ever decrease the fees. The landfill closure fee that is currently being collected goes entirely to repay the General Fund for the closure loan. Once the General Fund is repaid, the closure fee will be reserved for future needs at the landfill. The Enterprise Funds are "business-type" activities whose expenses need to be covered by the rate payers. The City Council will continue to review the need for any future rate increases each year during the budget process. There was no increase in Water or Sewer rates in the 20-21 Budget. Staff and the City Council are always looking for funding opportunities for infrastructure and are currently attempting to apply for a Clean Water State Revolving Fund grant.

In November 2018 the Council voted to pay down \$400,000 of the unfunded liability which has the potential to save over \$500,000 in interest over time. While CalPERS unfunded liability is a moving target, this is a major step for the City to try and manage the annual payments going forward.

Staff keeps a watchful eye on state and federal issues as well as on the financial health of the City and continually reviews these issues and the possibility of budget adjustments with the City Council. At this point the long-term impact of Covid-19 on the City revenues is still uncertain.

VIII. REQUESTS FOR INFORMATION

This financial report is designed to provide a general overview of the financial activity and condition of the City of Portola to all having such an interest in the City of Portola. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the City of Portola Finance Department, 35 Third Avenue, P.O. Box 1225, Portola, California, 96122.

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**BASIC FINANCIAL STATEMENTS –
GOVERNMENT-WIDE FINANCIAL STATEMENTS**

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**CITY OF PORTOLA
STATEMENT OF NET POSITION
JUNE 30, 2020**

	Primary Government		Totals
	Governmental Activities	Business-Type Activities	
ASSETS			
Cash and Investments	2,357,594	3,377,309	5,734,903
Restricted Assets:			
Restricted Cash	-	848,236	848,236
Imprest Cash	375	-	375
Accounts Receivable	8,033	368,592	376,625
Interest Receivable	7,178	12,826	20,004
Due From Other Governments	415,103	-	415,103
Loans and Notes Receivable, Net	237,318	-	237,318
Internal Balances	2,922	(2,922)	-
Capital Assets:			
Nondepreciable	984,574	218,841	1,203,415
Depreciable, Net	7,447,497	5,006,755	12,454,252
Total Assets	<u>11,460,594</u>	<u>9,829,637</u>	<u>21,290,231</u>
DEFERRED OUTFLOWS OF RESOURCES			
Deferred Pensions	<u>154,206</u>	<u>260,477</u>	<u>414,683</u>
LIABILITIES			
Accounts Payable	45,890	24,141	70,031
Accrued Salaries and Benefits Payable	8,197	9,759	17,956
Deposits	12,523	25,545	38,068
Unearned Revenue	26,078	-	26,078
Accrued Interest	-	4,150	4,150
Long-Term Liabilities:			
Portion Due or Payable Within One Year:			
Compensated Absences	12,993	13,866	26,859
Notes Payable	-	30,000	30,000
Portion Due or Payable After One Year:			
Compensated Absences	13,359	14,256	27,615
Notes Payable	-	742,829	742,829
Liability for Landfill Postclosure	-	1,299,579	1,299,579
Net Pension Liability	191,668	199,474	391,142
Total Liabilities	<u>310,708</u>	<u>2,363,599</u>	<u>2,674,307</u>
DEFERRED INFLOWS OF RESOURCES			
Deferred Pensions	<u>111,967</u>	<u>156,728</u>	<u>268,695</u>
NET POSITION			
Net Investment in Capital Assets	8,432,071	4,452,767	12,884,838
Restricted:			
Planning and Community Development	57,718	-	57,718
General Government	127,323	-	127,323
Capital Improvements	-	779,874	779,874
Debt Service	-	68,362	68,362
Unrestricted	2,575,013	2,268,784	4,843,797
Total Net Position	<u><u>11,192,125</u></u>	<u><u>7,569,787</u></u>	<u><u>18,761,912</u></u>

See accompanying Notes to Financial Statements.

**CITY OF PORTOLA
STATEMENT OF ACTIVITIES
FISCAL YEAR ENDED JUNE 30, 2020**

Functions/Programs	Expenses	Program Revenues		
		Fees, Fines and Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions
Primary Government				
Governmental Activities:				
General Government	\$ 249,546	\$ 34,597	\$ 383,241	\$ -
Planning and Community Development	134,045	1,406	-	-
Public Safety	388,084	20,080	-	-
Streets and Roads	1,214,772	-	289,319	118,956
Public Works	102,360	-	-	-
Parks and Recreation	222,044	25,568	-	-
Total Governmental Activities	<u>2,310,851</u>	<u>81,651</u>	<u>672,560</u>	<u>118,956</u>
Business-Type Activities:				
Water Service	827,536	1,005,282	-	-
Sewer Service	583,742	719,907	-	-
Solid Waste	134,569	326,863	-	-
Total Business-Type Activities	<u>1,545,847</u>	<u>2,052,052</u>	<u>-</u>	<u>-</u>
Total City of Portola	<u>\$ 3,856,698</u>	<u>\$ 2,133,703</u>	<u>\$ 672,560</u>	<u>\$ 118,956</u>

General Revenues

Taxes:

Property Taxes

Sales and Use Taxes

Other

Unrestricted Interest and Investment Earnings

Miscellaneous

Total General Revenues

Change in Net Position

Net Position - Beginning of Year

Net Position - End of Year

See accompanying Notes to Financial Statements.

Net (Expense) Revenue and
Changes in Net Position

Primary Government		
Governmental Activities	Business-Type Activities	Total
\$ 168,292	\$ -	\$ 168,292
(132,639)	-	(132,639)
(368,004)	-	(368,004)
(806,497)	-	(806,497)
(102,360)	-	(102,360)
(196,476)	-	(196,476)
(1,437,684)	-	(1,437,684)
-	177,746	177,746
-	136,165	136,165
-	192,294	192,294
-	506,205	506,205
(1,437,684)	506,205	(931,479)
254,292	-	254,292
301,530	-	301,530
66,370	-	66,370
52,229	75,621	127,850
2,324	5,383	7,707
676,745	81,004	757,749
(760,939)	587,209	(173,730)
11,953,064	6,982,578	18,935,642
\$ 11,192,125	\$ 7,569,787	\$ 18,761,912

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**BASIC FINANCIAL STATEMENTS –
FUND FINANCIAL STATEMENTS**

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**CITY OF PORTOLA
BALANCE SHEET
GOVERNMENTAL FUNDS
JUNE 30, 2020**

	General	State Transportation Improvement Plan	Gas Tax 2107	Snow Removal	Other Governmental Funds	Total
ASSETS						
Cash and Investments	\$ 2,239,844	\$ -	\$ 4,170	\$ 1,386	\$ 112,194	\$ 2,357,594
Imprest Cash	375	-	-	-	-	375
Notes Receivable	186,183	-	-	-	51,135	237,318
Accounts Receivable	8,033	-	-	-	-	8,033
Interest Receivable	6,838	-	-	-	340	7,178
Due From Other Funds	229,543	-	-	-	-	229,543
Advances to Other Funds	2,922	-	-	-	-	2,922
Due From Other Governmental Agencies	94,854	314,684	-	-	5,565	415,103
Total Assets	\$ 2,768,592	\$ 314,684	\$ 4,170	\$ 1,386	\$ 169,234	\$ 3,258,066
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCE						
Liabilities:						
Accounts Payable	\$ 32,820	\$ -	\$ 1,736	\$ -	\$ 11,334	\$ 45,890
Accrued Salaries and Benefits Payable	4,166	-	2,434	1,386	211	8,197
Unearned Revenue	26,078	-	-	-	-	26,078
Deposits From Others	12,523	-	-	-	-	12,523
Due to Other Funds	-	229,543	-	-	-	229,543
Total Liabilities	75,587	229,543	4,170	1,386	11,545	322,231
Deferred Inflows of Resources:						
Unavailable Revenue	9,149	118,956	-	-	-	128,105
Total Deferred Inflows of Resources	9,149	118,956	-	-	-	128,105
Fund Balance:						
Nonspendable	189,105	-	-	-	-	189,105
Restricted	127,323	-	-	-	57,718	185,041
Assigned	-	-	-	-	99,971	99,971
Unassigned	2,367,428	(33,815)	-	-	-	2,333,613
Total Fund Balance	2,683,856	(33,815)	-	-	157,689	2,807,730
Total Liabilities, Deferred Inflows of Resources, and Fund Balance	\$ 2,768,592	\$ 314,684	\$ 4,170	\$ 1,386	\$ 169,234	\$ 3,258,066

See accompanying Notes to Financial Statements.

**CITY OF PORTOLA
RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET
TO THE GOVERNMENT-WIDE STATEMENT OF NET POSITION –
GOVERNMENTAL ACTIVITIES
JUNE 30, 2020**

Fund Balance - Total Governmental Funds (From Previous Page)	\$ 2,807,730
 Amounts Reported for Governmental Activities in the Statement of Net Assets are Different Because:	
Capital Assets Used in Governmental Activities are not Financial Resources and, therefore, are not Reported in the Governmental Funds.	8,432,071
Deferred Outflows of Resources as Reported in the Statement of Net Position	154,206
Deferred Inflows of Resources as Reported in the Statement of Net Position	(111,967)
 Unavailable Revenues and Long-Term Assets Represent Amounts That are not Available to Fund Current Expenditures and, Therefore, are not Reported in the Governmental Funds:	
Unavailable Revenues	128,105
Compensated Absences	(26,352)
Net Pension Liability	<u>(191,668)</u>
 Net Position of Governmental Activities	 <u><u>\$ 11,192,125</u></u>

See accompanying Notes to Financial Statements.

CITY OF PORTOLA
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN
FUND BALANCES – GOVERNMENTAL FUNDS
FISCAL YEAR ENDED JUNE 30, 2020

	General	State Transportation Improvement Plan	Gas Tax 2107	Snow Removal	Other Governmental Funds	Total
REVENUES						
Taxes	\$ 622,192	\$ -	\$ -	\$ -	\$ -	\$ 622,192
Licenses and Permits	55,675	-	-	-	-	55,675
Fines, Forfeitures and Penalties	409	-	-	-	-	409
Use of Money and Property	49,934	-	-	-	2,295	52,229
Intergovernmental	339,136	195,728	50,882	168,370	36,441	790,557
Charges for Services	25,567	-	-	-	-	25,567
Other Revenues	2,324	-	-	-	-	2,324
Total Revenues	<u>1,095,237</u>	<u>195,728</u>	<u>50,882</u>	<u>168,370</u>	<u>38,736</u>	<u>1,548,953</u>
EXPENDITURES						
Current:						
General Government	214,739	-	-	-	-	214,739
Planning and Community Development	99,974	-	-	-	34,071	134,045
Public Safety	296,778	-	57,451	-	-	354,229
Streets and Roads	-	123,033	238,684	413,565	68,847	844,129
Public Works	100,804	-	-	-	-	100,804
Parks and Recreation	133,568	-	-	-	-	133,568
Total Expenditures	<u>845,863</u>	<u>123,033</u>	<u>296,135</u>	<u>413,565</u>	<u>102,918</u>	<u>1,781,514</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	249,374	72,695	(245,253)	(245,195)	(64,182)	(232,561)
OTHER FINANCING SOURCES (USES)						
Transfers In	-	-	245,253	245,195	-	490,448
Transfers Out	<u>(490,448)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(490,448)</u>
Total Other Financing Sources (Uses)	<u>(490,448)</u>	<u>-</u>	<u>245,253</u>	<u>245,195</u>	<u>-</u>	<u>-</u>
Net Change in Fund Balances	(241,074)	72,695	-	-	(64,182)	(232,561)
Fund Balances - Beginning of Year	<u>2,924,930</u>	<u>(106,510)</u>	<u>-</u>	<u>-</u>	<u>221,871</u>	<u>3,040,291</u>
Fund Balances - End of Year	<u>\$ 2,683,856</u>	<u>\$ (33,815)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 157,689</u>	<u>\$ 2,807,730</u>

See accompanying Notes to Financial Statements.

**CITY OF PORTOLA
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE
GOVERNMENT-WIDE STATEMENT OF ACTIVITIES – GOVERNMENTAL ACTIVITIES
FISCAL YEAR ENDED JUNE 30, 2020**

Net Change to Fund Balance - Total Governmental Funds **\$ (232,561)**

Amounts Reported for Governmental Activities in the
Statement of Activities are Different Because:

Governmental Funds Report Capital Outlay as Expenditures. However,
in the Statement of Activities, the Cost of Those Assets is Allocated
Over Their Estimated Useful Lives and Reported as Depreciation
Expense.

Expenditures for General Capital Assets, Infrastructure, and Other Related Capital Assets Adjustments	\$ 324,170	
Less: Current Year Depreciation	<u>(829,066)</u>	(504,896)

Revenues in the Statement of Activities That do not Provide Current Financial Resources are not Reported as Revenues in the Governmental Funds.	959
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Some Expenses Reported in the Statement of Activities do not
Require the Use of Current Financial Resources and, Therefore, are
not Reported as Expenditures in Governmental Funds:

Change in Compensated Absences	5,213
Change in Accrued Net Pension Liability	<u>(29,654)</u>

Change in Net Position of Governmental Activities	<u>\$ (760,939)</u>
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**CITY OF PORTOLA
STATEMENT OF FUND NET POSITION
PROPRIETARY FUNDS
JUNE 30, 2020**

	Business-Type Activities - Enterprise Funds			Total
	Water Service	Sewer Service	Solid Waste	
ASSETS				
Current Assets:				
Cash and Investments	\$ 1,818,909	\$ 1,377,830	\$ 180,570	\$ 3,377,309
Interest Receivable	6,653	5,634	539	12,826
Accounts Receivable	196,888	131,508	40,196	368,592
Restricted Assets:				
Restricted Cash	371,068	477,168	-	848,236
Total Current Assets	<u>2,393,518</u>	<u>1,992,140</u>	<u>221,305</u>	<u>4,606,963</u>
Noncurrent Assets:				
Capital Assets:				
Nondepreciable	141,024	46,395	31,422	218,841
Depreciable, Net	2,664,002	2,328,907	13,846	5,006,755
Total Noncurrent Assets	<u>2,805,026</u>	<u>2,375,302</u>	<u>45,268</u>	<u>5,225,596</u>
Total Assets	5,198,544	4,367,442	266,573	9,832,559
DEFERRED OUTFLOWS OF RESOURCES	<u>129,865</u>	<u>115,432</u>	<u>15,180</u>	<u>260,477</u>
LIABILITIES				
Current Liabilities:				
Accounts Payable	14,036	9,045	1,060	24,141
Accrued Salaries and Benefits Payable	4,708	4,425	626	9,759
Deposits	25,545	-	-	25,545
Accrued Interest	3,646	504	-	4,150
Liability for Compensated Absences	6,819	6,181	866	13,866
Notes Payable - Current Portion	30,000	-	-	30,000
Total Current Liabilities	<u>84,754</u>	<u>20,155</u>	<u>2,552</u>	<u>107,461</u>
Noncurrent Liabilities				
Liability for Compensated Absences	7,011	6,355	890	14,256
Advances From Other Funds	-	-	2,922	2,922
Landfill Closure and Postclosure	-	-	1,299,579	1,299,579
Notes Payable	742,829	-	-	742,829
Net Pension Liability	101,992	86,849	10,633	199,474
Total Noncurrent Liabilities	<u>851,832</u>	<u>93,204</u>	<u>1,314,024</u>	<u>2,259,060</u>
Total Liabilities	936,586	113,359	1,316,576	2,366,521
DEFERRED INFLOWS OF RESOURCES	<u>75,288</u>	<u>70,594</u>	<u>10,846</u>	<u>156,728</u>
NET POSITION				
Net Investment in Capital Assets	2,032,197	2,375,302	45,268	4,452,767
Restricted:				
Debt Service	68,362	-	-	68,362
Facility Fees	302,706	268,433	-	571,139
Capital Projects	-	208,735	-	208,735
Unrestricted	1,913,270	1,446,451	(1,090,937)	2,268,784
Total Net Position	<u>\$ 4,316,535</u>	<u>\$ 4,298,921</u>	<u>\$ (1,045,669)</u>	<u>\$ 7,569,787</u>

See accompanying Notes to Financial Statements.

CITY OF PORTOLA
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND NET POSITION
PROPRIETARY FUNDS
FISCAL YEAR ENDED JUNE 30, 2020

	<u>Business-Type Activities - Enterprise Funds</u>			Total
	<u>Water Service</u>	<u>Sewer Service</u>	<u>Solid Waste</u>	
OPERATING REVENUES				
Fines	\$ 33,269	\$ 20,103	\$ 4,152	\$ 57,524
Charges for Services	972,013	699,804	322,711	1,994,528
Total Operating Revenues	<u>1,005,282</u>	<u>719,907</u>	<u>326,863</u>	<u>2,052,052</u>
OPERATING EXPENSES				
Salaries and Wages	286,791	260,936	36,839	584,566
Services and Supplies	355,481	213,106	17,381	585,968
Landfill Closure Costs	-	-	74,961	74,961
Depreciation	145,173	109,700	5,388	260,261
Total Operating Expenses	<u>787,445</u>	<u>583,742</u>	<u>134,569</u>	<u>1,505,756</u>
Operating Income (Loss)	217,837	136,165	192,294	546,296
NONOPERATING REVENUE (EXPENSE)				
Interest Income (Loss)	40,330	33,909	1,382	75,621
Other Revenues	5,133	250	-	5,383
Debt Service Interest and Fiscal Charges	(40,091)	-	-	(40,091)
Total Nonoperating Revenue (Expenses)	<u>5,372</u>	<u>34,159</u>	<u>1,382</u>	<u>40,913</u>
Changes in Net Position	223,209	170,324	193,676	587,209
Net Position - Beginning of Year	<u>4,093,326</u>	<u>4,128,597</u>	<u>(1,239,345)</u>	<u>6,982,578</u>
Net Position - End of Year	<u>\$ 4,316,535</u>	<u>\$ 4,298,921</u>	<u>\$ (1,045,669)</u>	<u>\$ 7,569,787</u>

See accompanying Notes to Financial Statements.

**CITY OF PORTOLA
STATEMENT OF CASH FLOWS
PROPRIETARY FUNDS
FISCAL YEAR ENDED JUNE 30, 2020**

	Business-Type Activities - Enterprise Funds			Total
	Water Service	Sewer Service	Solid Waste	
CASH FLOWS FROM OPERATING ACTIVITIES				
Cash Receipts From Customers	\$ 976,850	\$ 704,787	\$ 324,948	\$ 2,006,585
Cash Paid to Suppliers for Goods and Services	(359,797)	(213,250)	(77,039)	(650,086)
Cash Paid to Employees for Services	(265,245)	(239,491)	(33,513)	(538,249)
Net Cash Provided (Used) by Operating Activities	351,808	252,046	214,396	818,250
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES				
Cash Repayments From (to) Other Funds	-	-	(120,972)	(120,972)
Other Revenues	5,133	250	-	5,383
Net Cash Provided (Used) by Noncapital Financing Activities	5,133	250	(120,972)	(115,589)
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES				
Principal Repayments on Long-Term Debt	(29,000)	-	-	(29,000)
Interest Repayments Related to Capital Purposes	(40,091)	-	-	(40,091)
Payments Related to the Acquisition of Capital Assets	(93,534)	(93,534)	-	(187,068)
Net Cash Provided (Used) by Capital and Related Financing Activities	(162,625)	(93,534)	-	(256,159)
CASH FLOWS FROM INVESTING ACTIVITIES				
Interest Received or Paid	43,983	37,025	1,318	82,326
Net Cash Provided (Used) by Investing Activities	43,983	37,025	1,318	82,326
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	238,299	195,787	94,742	528,828
Cash and Cash Equivalents - Beginning of Year	1,951,678	1,659,211	85,828	3,696,717
CASH AND CASH EQUIVALENTS - END OF YEAR	<u>\$ 2,189,977</u>	<u>\$ 1,854,998</u>	<u>\$ 180,570</u>	<u>\$ 4,225,545</u>
RECONCILIATION OF CASH AND CASH EQUIVALENTS TO THE STATEMENT OF NET POSITION				
Cash and Cash Equivalents in Current Assets	\$ 1,818,909	\$ 1,377,830	\$ 180,570	\$ 3,377,309
Cash and Cash Equivalents in Restricted Assets	371,068	477,168	-	848,236
Total Cash and Cash Equivalents	<u>\$ 2,189,977</u>	<u>\$ 1,854,998</u>	<u>\$ 180,570</u>	<u>\$ 4,225,545</u>

See accompanying Notes to Financial Statements.

**CITY OF PORTOLA
STATEMENT OF CASH FLOWS (CONTINUED)
PROPRIETARY FUNDS
FISCAL YEAR ENDED JUNE 30, 2020**

	Business-Type Activities - Enterprise Funds			Total
	Water Service	Sewer Service	Solid Waste	
RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES				
Operating Income (Loss)	\$ 217,837	\$ 136,165	\$ 192,294	\$ 546,296
Adjustments to Reconcile Operating Income				
(Loss) to Cash Flows From Operating Activities:				
Depreciation	145,173	109,700	5,388	260,261
Changes in Assets and Liabilities:				
(Increase) Decrease in:				
Utilities Receivable	(28,432)	(15,120)	(1,915)	(45,467)
Customer Deposits	(702)	-	-	(702)
Increase (Decrease) in:				
Accounts Payable	(4,316)	(144)	(55)	(4,515)
Accrued Expenses	2,304	2,387	375	5,066
Unearned Revenues	-	-	-	-
Liability for Compensated Absences	(1,997)	(1,748)	(302)	(4,047)
Closure/Postclosure Liability	-	-	15,358	15,358
Net Pension Liability	21,941	20,806	3,253	46,000
	<u>\$ 351,808</u>	<u>\$ 252,046</u>	<u>\$ 214,396</u>	<u>\$ 818,250</u>
Net Cash Provided (Used) by Operating Activities	<u>\$ 351,808</u>	<u>\$ 252,046</u>	<u>\$ 214,396</u>	<u>\$ 818,250</u>

See accompanying Notes to Financial Statements.

NOTES TO FINANCIAL STATEMENTS

The notes provided in the Financial Section of this report are considered an integral and essential part of adequate disclosure and fair presentation of this report. The notes include a Summary of Significant Accounting Policies for the City, and other necessary disclosures of pertinent matter relating to the financial position of the City. The notes express significant insight to the financial statements and are conjunctive to understanding the rationale for presentation of the financial statements and information contained in this document.

**CITY OF PORTOLA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The City of Portola is governed by an appointed City Manager and elected five-member Council, from which a mayor is elected annually.

A. Description of Reporting Entity

The accounting methods and procedures adopted by the City conform to generally accepted accounting principles as applied to governmental entities. These financial statements present the government and its component units, entities for which the government is considered to be financially accountable.

Reporting for component units on the City's financial statements can be blended or discretely presented. Blended component units, although legally separate entities, are, in substance, part of the government's operations. Blended component units are an extension of the City and so data from these units are combined with data of the primary government. Discretely presented component units, on the other hand, are reported in a separate column in the combined financial statements to emphasize they are legally separate from the City.

The City had no blended or discretely presented component units as of June 30, 2020.

B. Basis of Financial Presentation

1. Government-Wide Financial Statements

The statement of net position and statement of activities display information about the City and its components. These statements include the financial activities of the overall government. These statements distinguish between the governmental and business-type activities of the City. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which are primarily supported by fees charged to external parties.

The statement of activities presents a comparison between direct and indirect expenses and program revenues for each segment of the business-type activities of the City and for each function of the City's governmental activities. Direct expenses are those that are specifically associated with a program or a function and; therefore, are clearly identifiable to a particular function. Indirect expenses are those that are allocated to a program or a function from the City's centralized general service function based on the cost allocation principles established by the Federal Office of Management and Budget (OMB). Program revenues include 1) charges paid by the recipients of goods or services offered by the programs, 2) fines and penalties ordered by the courts, 3) licenses and permits charged by the programs, and 4) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented instead as general revenues.

When both restricted and unrestricted net positions are available, restricted resources are used first then the unrestricted resources are depleted.

**CITY OF PORTOLA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020**

2. Fund Financial Statements

The fund financial statements provide information about the City's funds. Separate statements for each fund category – governmental and proprietary – are presented. The emphasis of fund financial statements is on major governmental and enterprise funds, each displayed in a separate column. The City reports all enterprise funds as major funds. All remaining governmental funds are separately aggregated and reported as nonmajor funds.

Proprietary fund operating revenues, such as charges for services, result from exchange transactions associated with principal activity of the fund. Exchange transactions are those in which each party receives and gives up essentially equal values. Non-operating revenues, such as subsidies and investment earnings, result from nonexchange transactions or ancillary activities.

The City reports the following major governmental funds:

- The *General Fund* is the primary operating fund of the City. It is used to account for all financial resources and transactions except those required to be accounted for in another fund.
- The *State Transportation Improvement Plan (STIP) Fund* is used to account for projects that are funded using State Transportation Improvement Program monies.
- The *Gas Tax 2107 Fund* is used to account for State Gas Tax Funds and transactions associated with street maintenance and repair.
- The *Snow Removal Fund* is used to account for State Funds for Snow Removal and all associated costs to the City.

The City reports all of its enterprise funds as major funds:

- The *Water Service Fund* is used to account for water services provided to the residents of the City and for a small number of residents directly outside the City.
- The *Sewer Service Fund* is used to account for sewer services.
- The *Solid Waste Fund* is used to account for the franchised curbside refuse and recycling collection provided to residences and businesses within the City and for the landfill postclosure maintenance costs.

C. Basis of Accounting

The government-wide and proprietary financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred, regardless of when the related cash flows take place. Nonexchange transactions, in which the City gives (or receives) values without directly receiving (or giving) equal value in exchange, include property and sales taxes, grants, entitlements, and donation. On the accrual basis, property tax revenues are recognized in the fiscal year for which the taxes are levied. Sales taxes are recognized when the underlying transactions take place. Revenues from grants, entitlements, and donations are recognized in the fiscal year in which all eligible requirements have been satisfied.

**CITY OF PORTOLA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020**

Governmental funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, expenditures are recorded when the related liability is incurred except the unmatured interest on long-term debt, and expenses related to compensated absences and claims and judgments are recorded only when payment is due. General capital assets acquisitions are reported as expenditures in governmental funds. Proceeds of general long-term debt and capital leases are reported as other financial sources. Revenues are recorded when they are both measurable and available to finance expenditures during the fiscal period.

Property and sales taxes, interest, state and federal grants, and charges for services are accrued when their receipt occurs within sixty days after the end of the accounting period so as to be both measurable and available. Revenues earned but not received within sixty days after the end of the accounting period, on the other hand, are recorded as receivables and deferred inflows.

Proprietary fund operating revenues, such as charges for services, result from exchange transactions associated with the principal activity of the fund. Exchange transactions are those in which each party receives and gives up essentially equal values. Nonoperating revenues, such as subsidies and investment earnings, result from nonexchange transactions or ancillary activities.

D. Use of Estimates

The preparation of the financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the general purpose financial statements and the reported amount of revenue and expenditures or expenses during the reporting period. Actual results could differ from those estimates.

E. Interfund Transactions and Balances

Interfund transactions are either reflected as loans, services provided, reimbursements, or transfers. Loans are reported as receivable and payables as appropriate, are subject to elimination upon consolidation and are referred to as either "due to/due from other funds" (i.e., the current portion of interfund loans) or "advances to/from other funds" (i.e., the noncurrent portion of interfund loans). Any residual balances outstanding between the governmental activities and the business-type activities are reported in the government-wide financial statements as "internal balances".

Advances between funds, are reported in the fund financial statements, are offset by a fund balance reserve account in applicable governmental funds to indicate that they are not available for appropriation and are not available financial resources.

Reimbursements are when one fund incurs a cost, charges the appropriate benefiting fund, and reduces its related cost as a reimbursement. All other interfund transactions are treated as transfers. Transfers between governmental or proprietary funds are netted as part of the reconciliation to the government-wide presentation.

CITY OF PORTOLA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

F. Capital Assets

Capital assets (including infrastructure) are recorded at historical cost or estimated historical cost if actual historical cost is not available. Contributed capital assets are valued at their acquisition value. Capital assets include public domain (infrastructure) consisting of certain improvements including roads, bridges and water/sewer systems. The City is not required to retroactively report infrastructure and therefore has elected not to do so. The City defines capital assets as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of one year. Capital assets used in operations are depreciated or amortized (assets under capital leases) using the straight-line method over the lesser of the capital lease period or their estimated useful lives in the government-wide statements.

The estimated useful lives are as follows:

Buildings	50 years
Infrastructure	15 to 30 years
Building improvements	10 to 30 years
Equipment	3 to 20 years

G. Property Tax

Plumas County assesses properties, bills, collects, and distributes property taxes to the City. For this service, the County charges the City an administration fee.

Property taxes attach as an enforceable lien on property as of March 1. Taxes are levied on July 1, and are payable in two installments on December 10 and April 10. The County bills and collects property taxes and remits them to the City in installments during the year.

H. Cash and Investments

For purposes of the Statement of Cash Flows – Proprietary Funds, the City considers all short-term highly liquid investments, including restricted cash and investments, to be cash and cash equivalents. Amounts held in the City’s investment pool are available on demand; thus, they are considered highly liquid and cash equivalents for purposes of the Statement of Cash Flows – Proprietary Funds.

I. Fair Value Measurements

Certain assets and liabilities are required to be reported at fair value. The fair value framework provides a hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements) and the lowest priority to unobservable inputs (Level 3 measurements). The three levels of fair value hierarchy are described as follows:

Level 1 - Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets.

**CITY OF PORTOLA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020**

Level 2 - Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly and fair value is determined through the use of models or other valuation methodologies including:

- Quoted prices for similar assets or liabilities in active markets;
- Quoted prices for identical or similar assets or liabilities in markets that are inactive;
- Inputs other than quoted prices that are observable for the asset or liability;
- Inputs that are derived principally from or corroborated by observable market data by correlation or other means.

Level 3 - Inputs to the valuation methodology are unobservable and significant to the fair value measurement. These unobservable input reflect the City's own assumptions about the inputs market participants would use in pricing the asset or liability (including assumptions about risk). These unobservable inputs are developed based on the best information available in the circumstances and may include the City's own data.

J. Receivables

Receivables consist of property taxes, sales taxes and grants from other governmental agencies. As of June 30, 2020, no balance has been provided as an allowance for doubtful accounts because in the opinion of management all receivables are considered collectible.

K. Compensated Absences

The following is the City's policy on compensated absences upon discontinuation of services:

<u>Employee Status</u>	<u>Percent of Sick Hours Received</u>	<u>Percent of Vacation Hours Received</u>
Part-time	25	100
Full-time	25	100

The annual leave includes vacation and sick leave. City employees have vested interests in the amount of annual leave accrued and are paid on termination.

The city accrues accumulated unpaid compensated absences when earned (or estimated to be earned) by the employee. The noncurrent (the amount estimated to be used in subsequent fiscal years) for governmental funds is maintained separately and represents a reconciling item between the fund and government-wide presentation.

In accordance with the provisions of the GASB No. 16, *Accounting for Compensated Absences*, no liability is recorded for nonvesting accumulated rights to receive sick pay benefits.

**CITY OF PORTOLA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020**

L. Pensions

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the City's California Public Employees' Retirement System (CalPERS) plans (Plans) and additions to/deductions from the Plans' fiduciary net position have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

M. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period and so will *not* be recognized as an outflow of resources (expense/expenditure) until then. The City has two items which qualify for reporting in this category. See pension disclosure Footnote 9.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period and so will *not* be recognized as an inflow of resources (revenue) until that time. The City has two items which qualify for reporting in this category. See pension disclosure Footnote 9. Accordingly, the item, *unavailable revenue*, is reported only in the governmental funds balance sheet. The governmental funds report unavailable revenues from intergovernmental revenues. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available.

NOTE 2 NET POSITION/FUND BALANCE

Net Position

The government-wide activities financial statements utilize a net position presentation. Net position is categorized as net investment in capital assets, restricted and unrestricted.

Net Investment in Capital Assets – This category groups all capital assets, including infrastructure, into one component of net position. Accumulated depreciation and the outstanding balances of debt that are attributable to the acquisition, construction, or improvement of these assets reduce the balance in this category.

Restricted Net Position – This category presents external restrictions imposed by creditors, grantors, contributors or laws or regulations of other governments and restrictions imposed by law through constitutional provisions or enabling legislation.

Unrestricted Net Position – This category represents net position of the City, not restricted for any project or other purpose.

**CITY OF PORTOLA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020**

Fund Equity

In the fund financial statements, governmental funds report fund balance as nonspendable, restricted, committed, assigned, or unassigned based primarily on the extent to which the City is bound to honor constraints on how specific amounts can be spent.

Nonspendable fund balance – amounts that cannot be spent because they are either (a) not spendable in form or (b) legally or contractually required to be maintained intact.

Restricted fund balance – amounts with constraints placed on their use that are either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.

Committed fund balance – amounts that can only be used for specific purposes determined by formal action of the highest level of decision-making authority and that remain binding unless removed in the same manner.

The underlying action that imposed the limitation needs to occur no later than the close of the reporting period.

Assigned fund balance – amounts that are constrained by the *intent* to be used for specific purposes. The intent can be established at either the highest level of decision-making, or by a body or an official designated for that purpose. This is also the classification for residual funds in the special revenue funds.

Unassigned fund balance – the residual classification for the General Fund that includes amounts not contained in the other classifications. In other funds, the unassigned classification is used only if expenditures incurred for specific purposes exceed the amounts restricted, committed, or assigned to those purposes.

The City Council establishes, modifies, or rescinds fund balance commitments and assignments by passage of an ordinance or resolution. This is done through adoption of the budget and subsequent budget amendments that occur throughout the year. When both restricted and unrestricted resources are available for use, it is the City's policy to use restricted resources first, followed by the unrestricted, committed, assigned and unassigned resources as they are needed.

NOTE 3 CASH AND INVESTMENTS

At June 30, 2020, total City cash and investments at fair value were as follows:

Petty Cash	\$	375
Cash in Bank		654,247
LAIF		5,928,892
Total	<u>\$</u>	<u>6,583,514</u>

**CITY OF PORTOLA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020**

Total cash and investments at June 30, 2020 were presented on the City's financial statements as follows:

Cash and Investments	\$ 5,734,903
Imprest Cash	375
Restricted Assets:	
Cash	848,236
Total	<u>\$ 6,583,514</u>

Restricted cash and investments in the enterprise fund are comprised of funds held for debt service, facility fees, and wastewater treatment capital improvements.

Investments

At June 30, 2020, the City had the following investments:

	<u>Par</u>	<u>Cost</u>	<u>Fair Value</u>
Investments:			
Local Agency Investment Fund (LAIF)	5,928,892	5,928,892	5,928,892
Total Investments	<u>\$ 5,928,892</u>	<u>\$ 5,928,892</u>	<u>\$ 5,928,892</u>

Interest Rate Risk

The City manages its exposure to declines in fair values by investing excess cash in the State's Local Agency Investment Fund. Funds held in this account are available on demand.

Credit Risk

The City authorizes participation in the following types of investments: FDIC Insured Accounts, Local Agency Investment Fund, and United States Government Securities. The following is a summary of the credit quality distribution and concentration of credit risk by investment type as a percentage of the City Investment Pool's fair value at June 30, 2020.

	<u>Moody's</u>	<u>Percent of Portfolio</u>
Local Agency Investment Fund (LAIF)	Unrated	100.00%
Total Pooled Investments		<u>100.00%</u>

Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in the event of a failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. As of June 30, 2020, the recorded amount of the City's deposits was \$654,247 and the bank balance was \$824,287. Of the bank statement balance, \$250,000 was covered by federal depository insurance and \$574,287 was subject to collateralization.

**CITY OF PORTOLA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020**

Local Agency Investment Fund

The City maintains an investment in the State of California Local Agency Investment Fund (LAIF). LAIF is part of the Pooled Money Investment Account (PMIA), an investment pool consisting of funds held by the state in addition to those deposited in LAIF. All PMIA funds are managed by the Investment Division of the State Treasurer's Office. This fund is not registered with the Securities and Exchange Commission as an investment company, but is required to invest according to California Government Code.

The Local Investment Advisory Board (Board) has oversight responsibility for LAIF. The Board consists of five members as designated by State Statute. At June 30, 2020, the City's investment position in LAIF was \$5,928,892 which approximates fair value and is the same as value of the pool shares. The total amount invested by all public agencies in PMIA on that day was \$100,978,752,029. Of that amount, 2.21% was invested in structured notes and asset-backed securities with the remaining 97.79% invested in other non-derivatives financial reports.

Fair Value Measurement

The City categorizes its fair value investments within the fair value hierarchy established by generally accepted accounting principles. LAIF is the City's only investment and it is measured on amortized cost basis as of June 30, 2020.

NOTE 4 LOANS AND NOTES RECEIVABLE

During the fiscal year ended June 30, 2012, the City extended a loan to Eastern Plumas Health Care District in the amount of \$348,000. The loan bears initial interest of 1.48% per year to be adjusted annually to reflect LAIF interest rate plus 1%. The term of the loan is 168 months. As of June 30, 2020, the outstanding balance was \$186,183. The City also issued Community Development Block Grant (CDBG) loans in the amount of \$51,135. The total loans and notes receivable at June 30, 2020 is \$237,318.

**CITY OF PORTOLA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020**

NOTE 5 CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2020 was as follows:

	Balance July 1, 2019	Additions	Transfers and Retirements	Balance June 30, 2020
Governmental Activities				
Capital Assets, Not Being Depreciated:				
Land	\$ 746,277	\$ -	\$ -	\$ 746,277
Construction in Progress	116,592	121,705	-	238,297
Total Capital Assets, Not Being Depreciated	862,869	121,705	-	984,574
Capital Assets, Being Depreciated:				
Infrastructure	13,681,298	16,600	-	13,697,898
Buildings and Improvements	1,680,115	-	-	1,680,115
Machinery and Equipment	1,510,192	185,865	(98,032)	1,598,025
Total Capital Assets, Being Depreciated	16,871,605	202,465	(98,032)	16,976,038
Less Accumulated Depreciation for:				
Infrastructure	(6,499,141)	(85,788)	-	(6,584,929)
Buildings and Improvements	(1,148,983)	(61,318)	-	(1,210,301)
Machinery and Equipment	(1,149,383)	(681,960)	98,032	(1,733,311)
Total Accumulated Depreciation	(8,797,507)	(829,066)	98,032	(9,528,541)
Total Capital Assets, Being Depreciated, Net	8,074,098	(626,601)	-	7,447,497
Governmental Activities				
Capital Assets, Net	\$ 8,936,967	\$ (504,896)	\$ -	\$ 8,432,071

	Balance July 1, 2019	Additions	Transfers Adjustments and Retirements	Balance June 30, 2020
Business-Type Activities				
Capital Assets, Not Being Depreciated:				
Land	\$ 62,844	\$ -	\$ -	\$ 62,844
Construction in Progress	126,052	29,945	-	155,997
Total Capital Assets, Not Being Depreciated	188,896	29,945	-	218,841
Capital Assets, Being Depreciated:				
Buildings and Improvements	8,593,575	-	-	8,593,575
Machinery and Equipment	1,198,016	157,124	(29,256)	1,325,884
Total Capital Assets, Being Depreciated	9,791,591	157,124	(29,256)	9,919,459
Less Accumulated Depreciation for:				
Buildings and Improvements	(3,651,369)	(215,327)	-	(3,866,696)
Machinery and Equipment	(1,030,329)	(44,935)	29,256	(1,046,008)
Total Accumulated Depreciation	(4,681,698)	(260,262)	29,256	(4,912,704)
Total Capital Assets, Being Depreciated, Net	5,109,893	(103,138)	-	5,006,755
Business-Type Activities, Net	\$ 5,298,789	\$ (73,193)	\$ -	\$ 5,225,596

**CITY OF PORTOLA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020**

Depreciation expense was charged to functions/programs of the primary government as follows:

Governmental Activities:	
General Government	\$ 29,375
Public Protection	27,307
Public Ways and Facilities	1,124
Streets and Roads	656,618
Snow Removal	9,927
Recreation and Culture	104,715
Total Depreciation Expense - Governmental Activities	<u>\$ 829,066</u>
Business-Type Activities:	
Water Fund	\$ 145,173
Sewer Fund	109,700
Solid Waste Fund	5,388
Total Depreciation Expense - Business-Type Activities	<u>\$ 260,261</u>

NOTE 6 LONG-TERM LIABILITIES

Long-term liabilities at June 30, 2020 consisted of the following:

<u>Business-Type Activities</u>	<u>Date of Issue</u>	<u>Date of Maturity</u>	<u>Interest Rates</u>	<u>Annual Principal Installments</u>	<u>Original Issue Amount</u>	<u>Outstanding at June 30, 2020</u>
1997 Special Assessment Water Improvement Note Payable <i>(to Finance Improvements to the City's Water System)</i>	1997	5/1/2037	5.00%	\$5,000-\$25,000	\$ 1,173,000	\$ 772,829
Total Business-Type Activities					<u>\$ 1,173,000</u>	<u>\$ 772,829</u>

The following is a summary of long-term liabilities transactions for the year ended June 30, 2020:

	<u>Balance July 1, 2019</u>	<u>Additions</u>	<u>Deletions</u>	<u>Adjustment</u>	<u>Balance June 30, 2020</u>	<u>Amounts Due Within One Year</u>
Governmental Activities:						
Compensated Absences	\$ 31,565	\$ 12,993	\$ (18,206)	\$ -	\$ 26,352	\$ 12,993
Total	<u>\$ 31,565</u>	<u>\$ 12,993</u>	<u>\$ (18,206)</u>	<u>\$ -</u>	<u>\$ 26,352</u>	<u>\$ 12,993</u>
Business-Type Activities:						
Notes Payable from Direct Borrowing	\$ 801,829	\$ -	\$ (29,000)	\$ -	\$ 772,829	\$ 30,000
Postclosure Costs	1,284,221	74,961	-	(59,603)	1,299,579	-
Compensated Absences	32,169	13,866	(17,913)	-	28,122	13,866
Total	<u>\$ 2,118,219</u>	<u>\$ 88,827</u>	<u>\$ (46,913)</u>	<u>\$ (59,603)</u>	<u>\$ 2,373,425</u>	<u>\$ 43,866</u>

**CITY OF PORTOLA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020**

The City's outstanding note payable for business-type activities is secured by water service revenue. As of June 30, 2020, annual debt service requirements of business-type activities to maturity are as follows:

Year Ending June 30,	Business-Type Activities	
	Notes Payable from Direct Borrowing	
	Principal	Interest
2021	\$ 30,000	\$ 38,650
2022	32,000	37,150
2023	33,000	35,550
2024	35,000	33,900
2025	37,000	32,150
2026-2030	211,000	131,500
2030-2035	269,000	73,100
2036-2037	126,000	9,500
Total	<u>\$ 773,000</u>	<u>\$ 391,500</u>

NOTE 7 INTERFUND TRANSACTIONS AND BALANCES

The composition of interfund balances as of June 30, 2020 is as follows:

Due To/From Other Funds:

Receivable Fund	Payable Fund	Amount	Purpose
General Fund	STIP	<u>\$ 229,543</u>	To cover cash deficit expected to be recovered through future revenues.

Advances To/From Other Funds:

Receivable Fund	Payable Fund	Amount	Purpose
General Fund	Solid Waste	<u>\$ 2,922</u>	To cover cash deficit expected to be recovered through future revenues.

Transfers:

Transfers are used to subsidize various City operations. The following schedule briefly summarizes the City's transfer activity for the fiscal year ended June 30, 2020:

Transfer From	Transfer to	Amount
General Fund	Gax Tax 2107	\$ 245,253
	Snow Removal	245,195
		<u>\$ 490,448</u>

**CITY OF PORTOLA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020**

NOTE 8 FUND DISCLOSURES

The following funds had a net position/fund balance deficit at the end of the fiscal year:

Enterprise Funds:	
Solid Waste Fund	<u>\$ (1,045,669)</u>
Special Revenue Funds:	
STIP	<u>\$ (33,815)</u>

The Solid Waste Fund has incurred a deficit net position balance as a result of recognition of the estimated liability for the landfill postclosure care costs. The City has established a solid waste surcharge included in its utility billings to reduce the deficit in this fund.

The STIP Fund has a deficit fund balance of \$33,815, which is expected to be eliminated by future revenues and general fund transfers, if needed.

NOTE 9 DEFINED BENEFIT PENSION PLANS

A. General Information about the Pension Plans

1. Plan Description

The City of Portola provides pension benefits to eligible employees through cost sharing multiple-employer defined benefit pension plans (pension plans) administered by the California Public Employees Retirement System (PERS), a public employee retirement system which acts as a common investment and administrative agent for participating public entities within the State of California. All qualified permanent and probationary employees are eligible to participate in the City's pension plans. The City's Miscellaneous Plans (Tier I and Tier II) and PEPRA Miscellaneous Plan are cost-sharing multiple-employer defined benefit plans. Benefit provisions and other requirements are established by state statute and City resolution. The City's defined benefit pension plans provide retirement and disability benefits, annual cost-of-living adjustments and death benefits to plan members and their beneficiaries. The City selects optional benefit provisions by contract with PERS and adopts those benefits through City ordinance. Copies of PERS annual financial reports which include required supplementary information (RSI) for each plan may be obtained from PERS Executive Offices, Lincoln Plaza North, 400 Q Street, Sacramento, CA 95811.

2. Benefits Provided

All pension plans provide benefits, upon retirement, disability, or death of members. Retirement benefits are based on years of service, final average compensation, and retirement age. Employees terminating before accruing five years of retirement service credit forfeit the right to receive retirement benefits unless they establish reciprocity with another public agency within a prescribed time period. Non-vested

**CITY OF PORTOLA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020**

employees who terminate service are entitled to withdraw their accumulated contributions plus accrued interest. Employees who terminate service after earning five years of retirement service credit may leave their contributions on deposit and elect to take a deferred retirement. Differences between expected and actual experience for vested and nonvested benefits may result in an increase or decrease to pension expense and net pension liability.

Nonservice related disability benefits are provided to miscellaneous members. The benefit is based on final compensation, multiplied by *service*, which is determined as follows:

- *Service* is CalPERS credited service, for members with less than 10 years of service or greater than 18.518 years of service; or
- *Service* is CalPERS credited service plus the additional number of years that the member would have worked until age 60, for members with at least 10 years but not more than 18.518 years of service. Death benefits are based upon a variety of factors including whether the participant was retired or not.

Annual cost-of-living adjustments (COLAs) after retirement are provided in all plans. COLAs are granted to retired members each May based upon the Bureau of Labor Statistics Average Consumer Price Index for All Urban Consumers for the previous calendar year and is subject to a maximum of 2% per annum.

The Plans' provisions and benefits in effect at June 30, 2020, are summarized as follows:

	Miscellaneous Tier I	Miscellaneous Tier II	PEPRA
Hire Date	Prior to July 1, 2012	On or after July 1, 2012	On or after January 2, 2013
Benefit Formula	2.7% at 55	2.0% at 60	2.0% at 62
Benefit Vesting Schedule	5 Years of Credited Service	5 Years of Credited Service	5 Years of Credited Service
Benefit Payments	Monthly for Life	Monthly for Life	Monthly for Life
Retirement Age	50	50	52
Monthly Benefits, as % of Eligible Compensation	2.0%-2.7%	1.1%-2.4%	1.0%-2.5%
Required Employee Contribution Rates	8.0%	7.0%	6.3%
Required Employer Contribution Rates	10.007%	10.007%	6.250%
Status	Open	Open	Open

**CITY OF PORTOLA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020**

3. Employees Covered

Information regarding the number of employees covered by the benefit terms for the Miscellaneous Plans is not available for cost-sharing multiple-employer defined benefit pension plans.

4. Contributions

Section 20814 of the California Public Employees' Retirement Law requires the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. Funding contributions for both Plans are determined annually on an actuarial basis as of June 30 by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The City is required to contribute the difference between the actuarially determined rate and the contribution rate of employees.

B. Net Pension Liability

The City's net pension liability for the Plan is measured as the total pension liability, less the pension plan's fiduciary net position. The net pension liability of the Plan is measured as of June 30, 2019, using an annual actuarial valuation as of June 30, 2018 rolled forward to June 30, 2019 using standard update procedures. A summary of principal assumptions and methods used to determine the net pension liability is shown below.

1. Actuarial Assumptions

The total pension liabilities in the June 30, 2018 actuarial valuations were determined using the following actuarial assumptions:

	<u>Miscellaneous</u>	<u>PEPRA</u>
Valuation Date	June 30, 2019	June 30, 2019
Measurement Date	June 30, 2018	June 30, 2018
Actuarial Cost Method	Entry-Age Normal	
Actuarial Assumptions:		
Discount Rate	7.00%	7.00%
Inflation	2.50%	2.50%
Payroll Growth	3.00%	3.00%
Projected Salary Increase	Varies by Entry Age and Service	
Investment Rate of Return	7.00%(1)	7.00%(1)
Mortality	Derived Using CalPERS' Membership Data for All Funds	

(1) Net of Pension Plan Investment Expenses, Including Inflation.

The underlying mortality assumptions and all other actuarial assumptions used in the June 30, 2018 valuation were based on the results of a April 2014 actuarial experience study for the period 1997 to 2011. Further details of the Experience Study can be found on the CalPERS website.

**CITY OF PORTOLA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020**

2. Change of Assumption

In 2018, demographic assumptions and inflation rate were change in accordance to the CalPERS Experience Study and Review of Actuarial Assumptions December 2017. There were no changes in the discount rate.

3. Discount Rate

The discount rate used to measure the total pension liability was 7.00% for each Plan. To determine whether the municipal bond rate should be used in the calculation of a discount rate for each plan, CalPERS stress tested plans that would most likely result in a discount rate that would be different from the actuarially assumed discount rate. Based on the testing, none of the tested plans run out of assets. Therefore, the current 7.00% discount rate is adequate and the use of the municipal bond rate calculation is not necessary. The long term expected discount rate of 7.00% will be applied to all plans in the Public Employees Retirement Fund (PERF). The stress test results are presented in a detailed report that can be obtained from the CalPERS website.

Any changes to the discount rate will require Board action and proper stakeholder outreach. For these reasons, CalPERS expects to continue using a discount rate net of administrative expenses for GASB 67 and 68 calculations through at least the 2019-2020 fiscal year. CalPERS will continue to check the materiality of the difference in calculation until there is a change in methodology.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension investment expense and inflation) are developed for each major asset class.

The long-term expected rate of return includes both short-term and long-term market return expectations as well as the expected pension fund cash flows. Such cash flows were developed assuming that both members and employers will make their required contributions on time and as scheduled in all future years. Using historical returns of all the funds' asset classes, expected compound (geometric) returns were calculated over the short-term (first 10 years) and the long-term (11-60 years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and rounded down to the nearest one quarter of 1%.

The long-term expected real rates by asset class can be found in CalPERS' Comprehensive Annual Financial Report for the fiscal year ended June 30, 2020.

**CITY OF PORTOLA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020**

C. Changes in the Net Pension Liability

1. Sensitivity of the Net Pension Liability to Change in the Discount Rate

The following presents the net pension liability of the City for each Plan, calculated using the discount rate for each Plan, as well as what the City's net pension liability would be if it were calculated using a discount rate that is 1-percentage points lower or 1-percentage point higher than the current rate:

	1% Decrease 6.15%	Current Discount Rate 7.15%	1% Increase 8.15%
Net Pension Liability	\$ 885,813	\$ 391,142	\$ (17,174)

2. Pension Plan Fiduciary Net Position

Detailed information about each pension plan's fiduciary net position is available in the separately issued CalPERS financial reports.

D. Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions

For the year ended June 30, 2020, the City recognized pension expense of \$169,713. Pension expense represents the change in the net pension liability during the measurement period, adjusted for actual contributions and the deferred recognition of changes in investment gain/loss, actuarial gain/loss, actuarial assumptions or method, and plan benefits.

At June 30, 2020, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences Between Expected and Actual Experience	\$ 27,166	\$ 2,105
Changes in Assumptions	18,651	6,612
Change in Employer's Proportion and Differences Between the Employer's Contributions and the Employer's Proportionate Share of Contributions	246,769	31,484
Net Difference Between Projected and Actual Earnings on Pension Plan Investments	-	6,838
Change in Employer's Proportion	28,038	221,656
City Contribution Subsequent to the Measurement Date	94,059	
Total	\$ 414,683	\$ 268,695

\$94,059 reported as deferred outflows of resources related to pensions resulting from City contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2021. Other amounts

**CITY OF PORTOLA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020**

reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ending June 30,	Deferred Outflows/(Inflows) of Resources
2021	\$ 31,948
2022	8,186
2023	10,414
2024	1,381
Total	\$ 51,929

NOTE 10 OTHER POST-EMPLOYMENT BENEFITS

The City does not offer health insurance benefits to its retirees. By resolution number 2071 the City has confirmed that retirees are only eligible to receive those benefits offered to them by participation in the State of California Public Employees Retirement System (PERS), as well as those that they may be eligible for under the federal Medicare program.

NOTE 11 LANDFILL CLOSURE AND POSTCLOSURE CARE COST

The City is responsible for one closed landfill site. State and federal laws and regulations require the City to place a final cover on its landfill site when it stops accepting waste and perform certain maintenance and monitoring functions at the site for thirty years after closure. GASB Statement No. 18 requires a portion of these closure and postclosure care costs be reported as an operating expense in each period based on landfill capacity used as of each statement of net position date. Since the landfill is no longer accepting waste, the entire estimated expense and related liability have been reported.

As of June 30, 2020, the City's estimated liability for postclosure maintenance costs for the landfill was \$1,299,579. This estimate is based on the amount that would be paid if all equipment, facilities, and services required to close and/or monitor the landfills were acquired as of the balance sheet date. The costs for landfill postclosure maintenance costs are based on yearly estimates, reviewed by the California Integrated Waste Management Board, as prepared by TGV Solid Waste, Inc. Actual costs may be higher due to inflation, change in technology, or changes in regulations. The City has applied the annual inflation factor to the liability each year and has reduced the liability by actual expenses incurred.

The City is required by the California Code of Regulations to demonstrate financial responsibility for postclosure maintenance costs. The City has met this requirement for the Portola landfill through a pledge of revenue.

**CITY OF PORTOLA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020**

NOTE 12 RISK MANAGEMENT

The City of Portola is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; error and omissions; injuries to employees; and natural disasters. The City participates in joint powers agreements through the Small Cities Organized Risk Effort (SCORE) and California Joint Powers Risk Management Authority (CJPRMA). The relationship between the City and the JPAs is such that the JPAs are not considered a component unit of the City for financial reporting purposes.

The JPAs arrange for and provide liability coverage for members. Each JPA is governed by a board consisting of a representative from each member. The Board controls the operations of the JPA including selection of management and approval of operating budgets, independent of any influence by the members beyond their representation on the board. Each member pays a premium commensurate with the level of coverage requested and shares surpluses and deficits proportionate to their participation in the JPA.

The City participates in a Banking Plan for the first \$25,000 of loss. The portion of loss greater than \$25,000 but less than \$500,000 is shared among the Member Cities in the Shared Risk Pool. The City participates in the CJPRMA for the portion of losses greater than \$500,000 to a maximum of \$10,000,000. The liability related to the Banking Plan was deemed immaterial.

The Authority establishes claims liabilities based on estimates of the ultimate cost of claims (including future claim adjustment expenses that have been reported but not settled, and of claims that have been incurred but not reported (IBNR)). The length of time for which such costs must be estimated varies in the coverage involved. Estimated amounts of salvage and subrogation and excess-insurance recoverable on unpaid claims are deducted from the liability for unpaid claims.

NOTE 13 COMMITMENTS AND CONTINGENCIES

The City is subject to various lawsuits, inverse condemnation cases, personnel actions, and other actions incidental to the ordinary course of City operations. In the opinion of the City attorney, the total potential claims against the City covered by insurance resulting from litigation would not materially affect the financial statements of the City at June 30, 2020.

The COVID-19 pandemic is having significant effects on global markets, supply chains, businesses, and communities. Specific to the City, COVID-19 may impact tax and service revenues. Management believes the City is taking appropriate action to mitigate the negative impact, however, the full impact of COVID-19 is unknown and cannot be reasonably estimated as these events are still developing.

NOTE 14 EXCESS EXPENDITURES OVER BUDGET

The City had expenditures that exceeded its budget in the Gas Tax fund by \$9,338.

REQUIRED SUPPLEMENTARY INFORMATION

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CITY OF PORTOLA
**SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY/
 (ASSET) AND RELATED RATIOS**
YEAR ENDED JUNE 30, 2020

Miscellaneous Plans – Cost-sharing Multiple-Employer Defined Benefit Pension Plans

Last 10 Fiscal Years*

	<u>6/30/2020</u> <u>6/30/2019</u>	<u>6/30/2019</u> <u>6/30/2018</u>	<u>6/30/2018</u> <u>6/30/2017</u>	<u>6/30/2017</u> <u>6/30/2016</u>	<u>6/30/2016</u> <u>6/30/2015</u>	<u>6/30/2015</u> <u>6/30/2014</u>
Proportionate Share of the Net Pension Liability	\$ 381,142	\$ 709,707	\$ 708,789	\$ 577,890	\$ 394,917	\$ 237,694
Proportion of the Net Pension Liability	0.010%	0.019%	0.018%	0.017%	0.014%	0.010%
Covered Payroll	\$ 194,362	\$ 181,423	\$ 259,958	\$ 317,876	\$ 337,555	\$ 580,058
Proportionate Share of the Net Pension Liability as a Percentage of Covered Payroll	201.2%	391.2%	272.7%	181.8%	117.0%	41.0%
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	77.73%	77.69%	75.39%	75.87%	79.89%	81.15%

*Amounts presented above were determined as of June 30. Additional years will be presented as they become available.

CITY OF PORTOLA
SCHEDULE OF PENSION PLAN CONTRIBUTIONS
YEAR ENDED JUNE 30, 2020

Miscellaneous Plans – Cost-sharing Multiple-Employer Defined Benefit Pension Plans

Last 10 Fiscal Years*

	<u>6/30/2020</u>	<u>6/30/2019</u>	<u>6/30/2018</u>	<u>6/30/2017</u>	<u>6/30/2016</u>	<u>6/30/2015</u>
Actuarially Determined Contribution	\$ 39,456	\$ 34,427	\$ 48,061	\$ 48,041	\$ 52,222	\$ 24,089
Contributions in Relation to the Actuarially						
Determined Contributions	<u>94,059</u>	<u>471,085</u>	<u>64,595</u>	<u>45,970</u>	<u>43,236</u>	<u>41,882</u>
Contributions Deficiency (Excess)	<u>\$ (54,603)</u>	<u>\$ (436,658)</u>	<u>\$ (16,534)</u>	<u>\$ 2,071</u>	<u>\$ 8,986</u>	<u>\$ (17,793)</u>
Covered Payroll	\$ 192,472	\$ 186,866	\$ 181,423	\$ 259,958	\$ 317,876	\$ 337,555
Contributions as a Percentage of						
Covered Payroll	48.87%	252.10%	35.60%	17.68%	13.60%	12.41%

*Amounts presented above were determined as of June 30. Additional years will be presented as they become available.

CITY OF PORTOLA
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN
FUND BALANCES – BUDGET AND ACTUAL
GENERAL FUND
FISCAL YEAR ENDED JUNE 30, 2020

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
REVENUES				
Taxes	\$ 573,400	\$ 573,400	\$ 622,192	\$ 48,792
Licenses and Permits	74,700	74,700	55,675	(19,025)
Fines, Forfeitures and Penalties	500	500	409	(91)
Use of Money and Property	55,726	55,726	49,934	(5,792)
Intergovernmental	305,000	319,400	339,136	19,736
Charges for Services	30,125	30,125	25,567	(4,558)
Other Revenues	-	-	2,324	2,324
Total Revenues	<u>1,039,451</u>	<u>1,053,851</u>	<u>1,095,237</u>	<u>41,386</u>
EXPENDITURES				
Current:				
General Government	232,902	234,102	214,739	19,363
Planning and Community Development	95,093	104,242	99,974	4,268
Public Safety	288,685	291,083	296,778	(5,695)
Public Works	96,589	132,489	100,804	31,685
Parks and Recreation	160,702	180,803	133,568	47,235
Total Expenditures	<u>873,971</u>	<u>942,719</u>	<u>845,863</u>	<u>96,856</u>
Excess (Deficiency) of Revenues Over Expenditures	165,480	111,132	249,374	138,242
OTHER FINANCING SOURCES (USES)				
Transfers Out	(266,093)	(490,449)	(490,448)	1
Total Other Financing Sources (Uses)	<u>(266,093)</u>	<u>(490,449)</u>	<u>(490,448)</u>	<u>(1)</u>
Net Change in Fund Balances	(100,613)	(379,317)	(241,074)	138,243
Fund Balances - Beginning of Year	<u>2,924,930</u>	<u>2,924,930</u>	<u>2,924,930</u>	<u>-</u>
Fund Balances - End of Year	<u>\$ 2,824,317</u>	<u>\$ 2,545,613</u>	<u>\$ 2,683,856</u>	<u>\$ 138,243</u>

CITY OF PORTOLA
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN
FUND BALANCES – BUDGET AND ACTUAL
STATE TRANSPORTATION IMPROVEMENT FUND
FISCAL YEAR ENDED JUNE 30, 2020

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
REVENUES				
Intergovernmental	\$ -	\$ 195,728	\$ 195,728	\$ -
Total Revenues	<u>-</u>	<u>195,728</u>	<u>195,728</u>	<u>-</u>
EXPENDITURES				
Current:				
Streets and Roads	-	123,033	123,033	-
Total Expenditures	<u>-</u>	<u>123,033</u>	<u>123,033</u>	<u>-</u>
Net Change in Fund Balances	-	72,695	72,695	-
Fund Balances - Beginning of Year	<u>(106,510)</u>	<u>(106,510)</u>	<u>(106,510)</u>	<u>-</u>
Fund Balances - End of Year	<u>\$ (106,510)</u>	<u>\$ (33,815)</u>	<u>\$ (33,815)</u>	<u>\$ -</u>

**CITY OF PORTOLA
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN
FUND BALANCES – BUDGET AND ACTUAL
GAS TAX 2107 FUND
FISCAL YEAR ENDED JUNE 30, 2020**

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
REVENUES				
Intergovernmental	\$ 47,300	\$ 47,300	\$ 50,882	\$ 3,582
Total Revenues	<u>47,300</u>	<u>47,300</u>	<u>50,882</u>	<u>3,582</u>
EXPENDITURES				
Current:				
Public Safety	60,000	60,000	57,451	2,549
Streets and Roads	175,124	226,797	238,684	(11,887)
Total Expenditures	<u>235,124</u>	<u>286,797</u>	<u>296,135</u>	<u>(9,338)</u>
Excess (Deficiency) of Revenues Over Expenditures	(187,824)	(239,497)	(245,253)	(5,756)
OTHER FINANCING SOURCES (USES)				
Transfers In	187,824	246,097	245,253	(844)
Total Other Financing Sources (Uses)	<u>187,824</u>	<u>246,097</u>	<u>245,253</u>	<u>(844)</u>
Net Change in Fund Balances	-	6,600	-	(6,600)
Fund Balances - Beginning of Year	-	-	-	-
Fund Balances - End of Year	<u>\$ -</u>	<u>\$ 6,600</u>	<u>\$ -</u>	<u>\$ (6,600)</u>

**CITY OF PORTOLA
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN
FUND BALANCES – BUDGET AND ACTUAL
SNOW REMOVAL FUND
FISCAL YEAR ENDED JUNE 30, 2020**

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
REVENUES				
Intergovernmental	\$ 162,000	\$ 162,000	\$ 168,370	\$ 6,370
Total Revenues	<u>162,000</u>	<u>162,000</u>	<u>168,370</u>	<u>6,370</u>
EXPENDITURES				
Current:				
Streets and Roads	240,269	418,504	413,565	4,939
Total Expenditures	<u>240,269</u>	<u>418,504</u>	<u>413,565</u>	<u>4,939</u>
Excess (Deficiency) of Revenues Over Expenditures	(78,269)	(256,504)	(245,195)	11,309
OTHER FINANCING SOURCES (USES)				
Transfers In	78,269	244,351	245,195	844
Total Other Financing Sources (Uses)	<u>78,269</u>	<u>244,351</u>	<u>245,195</u>	<u>844</u>
Net Change in Fund Balances	-	(12,153)	-	12,153
Fund Balances - Beginning of Year	-	-	-	-
Fund Balances - End of Year	<u>\$ -</u>	<u>\$ (12,153)</u>	<u>\$ -</u>	<u>\$ 12,153</u>

**CITY OF PORTOLA
NOTE TO REQUIRED SUPPLEMENTARY INFORMATION
JUNE 30, 2020**

BUDGETS AND BUDGETARY ACCOUNTING

The City follows these procedures in establishing the budgetary data reflected in the financial statements:

1. The City Manager submits to the City Council a proposed operating budget for the fiscal year commencing the following July 1. The operating budget includes proposed expenditures and the means of financing them.
2. Public hearings are conducted to obtain taxpayer comments.
3. The budget is legally enacted through passage of a resolution.
4. Budget adjustments from reserves and between funds are approved by the City Council and budget transfers within fund or department are approved by the City Manager. Expenditures may not legally exceed budgeted appropriations at the fund level for all funds without the City Council's approval.
5. Budgets are adopted for the General Fund and Special Revenue Funds.
6. Formal budgetary integration is employed as a management control device during the year in all funds.

Budgets are adopted on a basis consistent with generally accepted accounting principles (GAAP) for all funds.

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SUPPLEMENTARY INFORMATION

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NONMAJOR SPECIAL REVENUE FUNDS

**CITY OF PORTOLA
COMBINING BALANCE SHEET
NONMAJOR SPECIAL REVENUE FUNDS
JUNE 30, 2020**

	Road Maintenance and Rehabilitation Account	Community Development Block Grant	Total
ASSETS			
Cash and Investments	\$ 1,447	\$ 110,747	\$ 112,194
Due from other governments	5,565	-	5,565
Interest Receivable	4	336	340
Notes Receivable, Net	-	51,135	51,135
Total Assets	\$ 7,016	\$ 162,218	\$ 169,234
LIABILITIES AND FUND BALANCE			
Liabilities:			
Accounts Payable	\$ 433	\$ 10,901	\$ 11,334
Accrued Salaries and Benefits Payable	-	211	211
Total Liabilities	433	11,112	11,545
Fund Balance:			
Restricted	6,583	51,135	57,718
Assigned	-	99,971	99,971
Total Fund Balance	6,583	151,106	157,689
Total Liabilities and Fund Balance	\$ 7,016	\$ 162,218	\$ 169,234

**CITY OF PORTOLA
 COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND
 CHANGES IN FUND BALANCES
 NONMAJOR SPECIAL REVENUE FUNDS
 FISCAL YEAR ENDED JUNE 30, 2020**

	Road Maintenance and Rehabilitation Account	Community Development Block Grant	Total
REVENUES			
Use of Money and Property	\$ 4	\$ 2,291	\$ 2,295
Intergovernmental	36,441	-	36,441
Total Revenues	<u>36,445</u>	<u>2,291</u>	<u>38,736</u>
EXPENDITURES			
Current:			
Streets and Roads	68,847	-	68,847
Planning and Community Development	-	34,071	34,071
Total Expenditures	<u>68,847</u>	<u>34,071</u>	<u>102,918</u>
Net Change in Fund Balances	(32,402)	(31,780)	(64,182)
Fund Balances - Beginning of Year	<u>38,985</u>	<u>182,886</u>	<u>221,871</u>
Fund Balances - End of Year	<u>\$ 6,583</u>	<u>\$ 151,106</u>	<u>\$ 157,689</u>

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OTHER REPORTS

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**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Honorable Mayor and Council Members
Portola, California

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Portola (the City) as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise The City of Portola's basic financial statements, and have issued our report thereon dated January 12, 2021.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Honorable Mayor and Council Members
City of Portola

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



CliftonLarsonAllen LLP

Roseville, California
January 12, 2021



CliftonLarsonAllen LLP
CLAconnect.com

To the Honorable Members of the
City Council of Portola
City of Portola
Portola, California

We have audited the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of City of Portola as of and for the year ended June 30, 2020, and have issued our report thereon dated January 12, 2021. We have previously communicated to you information about our responsibilities under auditing standards generally accepted in the United States of America and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. Professional standards also require that we communicate to you the following information related to our audit.

Significant audit findings

Qualitative aspects of accounting practices

Accounting policies

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by City of Portola are described in Note 1 to the financial statements.

No new accounting policies were adopted and the application of existing policies was not changed during 2020.

We noted no transactions entered into by the entity during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

- Management's estimate of the landfill liability is based on an engineering estimate. We evaluated the key factors and assumptions used to develop the landfill liability in determining that it is reasonable in relation to the financial statements taken as a whole.
- Management's estimate of the pension liability is based on an actuarial estimate. We evaluated the key factors and assumptions used to develop the pension liability in determining that it is reasonable in relation to the financial statements taken as a whole.

Financial statement disclosures

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. There were no particularly sensitive financial statement disclosures.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties encountered in performing the audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Uncorrected misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management did not identify and we did not notify them of any uncorrected financial statement misstatements.

Corrected misstatements

None of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements with management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. No such disagreements arose during our audit.

Management representations

We have requested certain representations from management that are included in the management representation letter dated January 12, 2021.

Management consultations with other independent accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the entity's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Significant issues discussed with management prior to engagement

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to engagement as the entity's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our engagement.

Other information in documents containing audited financial statements

With respect to the required supplementary information (RSI) accompanying the financial statements, we made certain inquiries of management about the methods of preparing the RSI, including whether the RSI has been measured and presented in accordance with prescribed guidelines, whether the methods of measurement and preparation have been changed from the prior period and the reasons for any such changes, and whether there were any significant assumptions or interpretations underlying the measurement or presentation of the RSI. We compared the RSI for consistency with management's responses to the foregoing inquiries, the basic financial statements, and other knowledge obtained during the audit of the basic financial statements. Because these limited procedures do not provide sufficient evidence, we did not express an opinion or provide any assurance on the RSI.

With respect to the Combining and Individual Nonmajor Fund Statements (collectively, the supplementary information) accompanying the financial statements, on which we were engaged to report in relation to the financial statements as a whole, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period or the reasons for such changes, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves. We have issued our report thereon dated January 12, 2021.

Our auditors' opinion, the audited financial statements, and the notes to financial statements should only be used in their entirety. Inclusion of the audited financial statements in a document you prepare, such as an annual report, should be done only with our prior approval and review of the document.

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This communication is intended solely for the information and use of the City Council and management of City of Portola and is not intended to be, and should not be, used by anyone other than these specified parties.

CliftonLarsonAllen LLP

CliftonLarsonAllen LLP

Roseville, California
January 12, 2021