



**City of Portola
 Regular Meeting
 January 25, 2023 06:00 PM
 35 Third Ave Portola 96122
<https://www.cityofportola.com/>**

COUNCILMEMBERS

Mayor Tom Cooley • Mayor Pro Tem Bill Powers • Councilmember Pat Morton • Councilmember Stan Peiler • Councilmember Leah Turner

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

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

The City Council meeting is accessible to the public via live streaming at: <https://zoom.us/j/3583067836> or by phone at: Phone Number 1.669.900.6833; Meeting ID: 358 306 7836.

Any person desiring to address the City Council on any item not on the agenda may, after accurately identifying themselves, do so during public comment. Public comment will be accepted during the meeting via Zoom using the “Raise Hand” feature or *9 on a telephone on any item on the agenda at any time beginning at 6:00 p.m. and ending at the close of public comment on the item.

Public Comment can be made by clicking on the “comment” section directly from the agenda, next to each agenda item.

Public comment will also be accepted via email sent to Deputy City Clerk, admin@cityofportola.com which if received at least [24 or 48] hours prior to commencement of the meeting will be distributed to the Council and posted to the City’s website prior to the meeting

1. Call to Order

- A. Pledge of Allegiance
- B. Roll Call

2. Public Comments

Discussion  [Comment](#)

This section is intended to provide members of the public with an opportunity to comment on any subject that does not appear on this agenda. Please note that California law prohibits the City Council from taking action on any matter which is not on the posted agenda, unless it is determined to be an urgency item by the City Council. Any member of the public wishing to address the City Council during “**PUBLIC COMMENT**” shall first secure permission of the presiding officer, stand; may give his/her name and address to the Clerk for the record. Each person addressing the City Council shall be limited to three minutes ordinarily, unless the presiding officer indicates a different amount will be allotted.

3. CITY COMMUNICATIONS

Discussion  [Comment](#)

A.
City Council Communications / Committee Reports

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

C.
City Manager Report

4. Consent Agenda

Discussion Possible Action  [Comment](#) 

These items are expected to be routine and non-controversial. The City Council will act upon them at one time without discussion. Any Councilmembers, staff member or interested party may request that an item be removed from the consent agenda for discussion. Additional budget appropriations will require a four/fifths roll call vote.

A.
Claims- Adopt Resolution No. 2540 authorizing payment of claims for the period of January 12, 2022 though January 25, 2023
Accounts Payable: \$ 53,278.38
Payroll: \$ 25,319.02
Total: \$ 78,597.40
Payroll Checks 17227 - 17229
AP Run Checks 44568 - 44594

B.
Minutes - Approval of October 26th, 2022 and January 11th, 2023 Minutes

5. Mid-year Financial Update 2022-2023 and Draft Budget Schedule

Discussion Possible Action  [Comment](#) 

Review an update on financials at mid-year and discuss the draft budget schedule by Finance Officer Susan Scarlett

6. Mayor Committee Appointments

Discussion Possible Action  [Comment](#)

Review, discuss, and make changes to current committee appointments

7. Appointment of Ad Hoc Committee for Interim City Manager labor negotiations

Discussion Possible Action  [Comment](#)

Create an ad hoc committee to serve as and be the designated labor negotiators to negotiate with the Interim City Manager

8. Closed Session pursuant to Government Code section 54957.6

Discussion Possible Action  [Comment](#)

Conference with Labor Negotiators, City representatives - those individuals who were designated in agenda item number 7 above, Unrepresented employee - Interim City Manager

9. Adjournment

RESOLUTION NO. 2540

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORTOLA
AUTHORIZING PAYMENT OF CLAIMS FOR THE PERIOD
JANUARY 12, 2023 THROUGH JANUARY 25, 2023.**

**ACCOUNTS PAYABLE
CHECK NUMBERS: 44568 – 44594**

**PAYROLL
CHECK NUMBERS: 17227 – 17229**

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

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

ACCOUNTS PAYABLE:	\$ 53,278.38
PAYROLL:	<u>\$ 25,319.02</u>
TOTAL:	\$ 78,597.40

NOW THEREFORE BE IT RESOLVED THAT all claims and demands represented are just and proper and legal demands or claims against the City of Portola, and the payment of any such demands is approved and authorized.

PASSED, APPROVED AND ADOPTED this 25th day of January, 2023 by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

Tom Cooley, Mayor

ATTEST:

Jason Shaw, Deputy City Clerk

I, Jason Shaw, Deputy City Clerk of the City of Portola, do hereby certify that the above and foregoing Resolution was duly passed and adopted by the City Council at the City of Portola Regular meeting thereof held on January 25, 2023.

Jason Shaw, Deputy City Clerk

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
000027	I-202301170963	NATIONAL INDUSTRIAL & SAFETY SU SNOW MATERIALS & SUPPLIES	R	1/25/2023		478.80	044568	478.80
000029	I-202301170974	COUNTRY BREEZE CLEANING CITY OFFICE CLEANING	R	1/25/2023		400.00	044569	400.00
0005	I-202301170967	AIRGAS, INC. ACETLENE/OXYGEN	R	1/25/2023		235.90	044570	235.90
0015	I-202301170961	AMERIGAS LDWTP PROPANE	R	1/25/2023		1,135.97	044571	1,135.97
0021	I-202301170973	AT&T 800 EMER LINE	R	1/25/2023		4.77	044572	4.77
0039	I-202301170959	BULLET INFORMATION TECHNOLOGY IT SERVICES	R	1/25/2023		1,810.00	044573	1,810.00
0048	I-202301170979	CBC COMPANIES-FACTUAL DATA UB CREDIT CHECKS	R	1/25/2023		34.50	044574	34.50
0055	I-202301170957	COATES TIRE CENTER VEH/EQUIP REPAIR	R	1/25/2023		1,439.11	044575	1,439.11
0062	I-202301170965	CSG CONSULTANTS, INC. CODE ENFORCEMENT SERVICES	R	1/25/2023		6,415.00	044576	6,415.00
0073	I-202301170966	EASTERN PLUMAS HEALTHCARE SEWER VACCINES	R	1/25/2023		378.00	044577	378.00
0098	I-202301170981	HOLIDAY SIGNS HOLIDAY SIGNS	R	1/25/2023		19.00	044578	19.00
0101	I-202301170972	HUNT & SONS, INC. CITY FUEL CHARGES	R	1/25/2023		7,152.06	044579	7,152.06
0118	I-202301170977	KANSAS LIFE INSURANCE CO EMPLOYEE LIFE INSURANCE	R	1/25/2023		69.54	044580	69.54
0136	I-202301170960	MANHARD CONSULTING PLANNING SERVICES	R	1/25/2023		2,960.00	044581	2,960.00
0154	I-202301170964	NORTHERN CALIFORNIA GLOVES SEWER MATERIALS & SUPPLIES	R	1/25/2023		3,103.52	044582	3,103.52

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
0159	I-202301170958	OFFICE DEPOT OFFICE SUPPLIES	R	1/25/2023		119.00	044583	119.00
0173	I-202301170976	PITNEY BOWES POSTAGE SUPPLIES	R	1/25/2023		127.62	044584	127.62
0178	I-202301170978	PLUMAS COUNTY CLERK ELECTION COSTS	R	1/25/2023		4,465.39	044585	4,465.39
0188	I-202301170955	PORTER SIMON CORPORATION LEGAL SERVICES	R	1/25/2023		5,940.00	044586	5,940.00
0192	I-202301170968	PURCHASE POWER POSTAGE SUPPLIES	R	1/25/2023		53.61	044587	53.61
0218	I-202301170969	SILVER STATE ANALYTICAL WATER/WASTE WATER TESTING	R	1/25/2023		349.00	044588	349.00
0235	I-202301170975	SUSAN SCARLETT ACCOUNTING SERVICES	R	1/25/2023		5,000.00	044589	5,000.00
0239	I-202301170971	THATCHER , INC SEWER CHEMICALS	R	1/25/2023		7,410.18	044590	7,410.18
0246	I-202301170980	TYLER TECHNOLOGIES, INC INCODE SB2 GRANT	R	1/25/2023		220.00	044591	220.00
0253	I-202301170956	US BANCORP CITY CREDIT CARD CHARGES	R	1/25/2023		3,506.81	044592	3,506.81
0264	I-202301170970	WESTERN NEVADA SUPPLY SEWER LINE REPAIR	R	1/25/2023		257.60	044593	257.60
0275	I-202301170962	EIP HOLDINGS II LLC BECKWOURTH REPEATER RENT	R	1/25/2023		193.00	044594	193.00
* * B A N K T O T A L S * *			NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED		
REGULAR CHECKS:			27	0.00	53,278.38	53,278.38		
HANDWRITTEN CHECKS:			0	0.00	0.00	0.00		
PRE-WRITE CHECKS:			0	0.00	0.00	0.00		
DRAFTS:			0	0.00	0.00	0.00		
VOID CHECKS:			0	0.00	0.00	0.00		
NON CHECKS:			0	0.00	0.00	0.00		
CORRECTIONS:			0	0.00	0.00	0.00		
BANK TOTALS:			27	0.00	53,278.38	53,278.38		

** REGISTER GRAND TOTALS *

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	27	0.00	53,278.38	53,278.38
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	27	0.00	53,278.38	53,278.38

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
100	1/2023	22,604.75CR
207	1/2023	1,298.57CR
208	1/2023	9,214.37CR
215	1/2023	250.00CR
710	1/2023	4,859.38CR
720	1/2023	14,632.23CR
730	1/2023	419.08CR
=====		
ALL		53,278.38CR



**City of Portola
Minutes
Regular Meeting
October 26, 2022 06:00 PM
35 Third Ave Portola 96122
<https://www.cityofportola.com/>**

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

1. Call to Order

The meeting was called to order at 6:01 pm by Mayor Pat Morton.

A. Pledge of Allegiance

Lead by Mayor Pat Morton

B. Roll Call

Present: Mayor Pat Morton, Mayor Pro Tem Tom Cooley, Councilmember Phil Oels, Councilmember Stan Peiler

Absent: Councilmember Bill Powers

Staff Present:

Public Works Director Todd Roberts, Financial Officer Susan Scarlett, City Manager Jon Kennedy

2. Public Comments

No Public Comments

3. CITY COMMUNICATIONS

A. City Council Communications / Committee Reports

Mayor Pro Tem Tom Cooley gave an update on the draft of the feasibility study for the formation of a new fire district that was presented to the LAFCO Commission in October. The draft was also presented to LESSG and the Beckwourth Fire District which unanimously approved it.

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

Nothing to report.

C. City Manager Report

Nothing to report.

4. Consent Agenda

A. Claims- Adopt Resolution No. 2531 authorizing payment of claims for the period of October 13, 2022 through October 26, 2022

Accounts Payable: \$76,261.04

Payroll: \$23,559.64

Total: \$ 99,820.68

AP Run Checks 44331 - 44365

Payroll Checks 17201 - 17204

B. Approval of October 12, 2022 Minutes

Councilmember Phil Oels motioned to approve. A second was made by Councilmember Stan Peiler. The roll call vote:

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

5. **Water Line Relocation** Councilmember Phil Oels motioned to approve. A second was made by Councilmember Stan Peiler. The roll call vote:

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

Public Works Director Todd Roberts commented on the current state of the water lines crossing Highway 70. Sewer lines across highway 70 can be relocated during Caltrans's Cromberg Rehabilitation project which will start in May 2023. The city will have to pay for part of this relocation operation but its a good time to do it. The amount the city has to pay is estimated at \$120,000.

Jon Kennedy stated that they need the city council to approve the expenditure for the Department of Transportation to move along with the project.

Ashlee Sims wanted to know what businesses would be effected by the projects. Todd Roberts said that very few businesses should be effected by the project.

More details about the project will be released in the future.

6. **Sheriffs Contract** motioned to approve. A second was made by Councilmember Phil Oels. The roll call vote:

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

Jon Kennedy stated that the Year to Date contract for 2022 and 2023 was identical to the last contract with only the names and dates having changed The contract amount comes out to \$130,000. Tom Cooley noted that in past years the contract did not include animal control services but in this contract it did.

7. **Approval of Q&D Agreement regarding the North Loop Project** Councilmember Phil Oels motioned to approve. A second was made by Councilmember Stan Peiler. The roll call vote:

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

The city council discussed and approved \$2,209,000 for the first phase of the North Loop Project. The contractor for the project is Q & D Construction LLC.

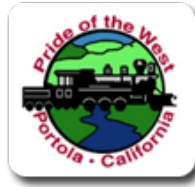
8. **Modified Council Meeting Schedule for November and December** Councilmember Stan Peiler motioned to approve. A second was made by Councilmember Phil Oels. The roll call vote:

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

Historically, the second city council meeting in November and December have been cancelled due to the holidays. The city council decided to cancel two meetings during the upcoming holiday season; the meeting for November 23rd and the meeting for December 21st.

9. **Adjournment**

Meeting adjourned at 6:34 PM



**City of Portola
Minutes
Regular Meeting
January 11, 2023 06:00 PM
35 Third Ave Portola 96122
<https://www.cityofportola.com/>**

Mayor Tom Cooley • Mayor Pro Tem Bill Powers • Councilmember Pat Morton • Councilmember Stan Peiler • Councilmember Leah Turner

1. Call to Order

The meeting was called to order at 6:00 pm by Mayor Tom Cooley.

A. Pledge of Allegiance

Lead by Mayor Tom Cooley

B. Roll Call

Present: Mayor Tom Cooley, Mayor Pro Tem Bill Powers, Councilmember Pat Morton, Councilmember Leah Turner

Absent: Councilmember Stan Peiler

Staff Present:

Interim City Manager Jon Kennedy and Deputy City Clerk Jason Shaw attended in person; Financial Officer Susan Scarlett and City Attorney Steve Gross attended remotely by Zoom

2. Public Comments

There were no public comments.

3. CITY COMMUNICATIONS

A. City Council Communications / Committee Reports

Leah Turner: Nothing to Report.

Pat Morton: Attended 2 LESS-G Meetings. Angels program provided Christmas for 183 children and provided meals for 118 families

Tom Cooley: Attended LESS-G meetings; This weekend there are public workshops for the new fire district; he encourages the public to come out and both meetings are open to the public. There will also be refreshments served at the meetings.

Bill Powers: Contacted by some of the previous bands for Music in the Park that they are interested in playing again; Needs to book bands soon as their schedules are filling up fast, no later than April; may have to cut down the number of days by 1 because the budget was spread thin last year

Stan Peiler: Absent so no report.

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

Fire Report: Nothing to Report

Sheriff's Report: Next meeting will give a report as things are very busy

Air Quality Report: First curtailment day since Christmas. If anyone wants to know the days or has any other questions, they can always be reached online or by phone.

C. City Manager Report

Fire workshops this weekend; Saturday is the Portola one. We have been updating personnel policies. Wants to take credit but much of the praise should go to Susan Scarlett. City sent out a notice to all utility customers that shut offs will begin again starting April first. Over \$200,000 on accounts are in arrears. Customers will be offered to pay off the balance due over a 12 month period and have to stay current on their current bills. City is still dealing with snow removal. We are working on a better system for affordable housing in the town. There may even be an ordinance on tiny homes in the future.

4. **Resolution No 2537 Concerning COVID Remote Meetings** Councilmember Pat Morton motioned to approve. A second was made by Mayor Pro Tem Bill Powers. The roll call vote:

Aye **Mayor Tom Cooley** Aye **Mayor Pro Tem Bill Powers** Aye **Councilmember Pat Morton** Aye **Councilmember Leah Turner** Absent **Councilmember Stan Peiler**

5. Consent Agenda

- A. **Claims-** Adopt Resolution No. 2538 authorizing payment of claims for the period of December 15, 2022 though January 11, 2023

Accounts Payable: \$ 287,902.34

Payroll: \$ 48,562.98

Total: \$ 336,465.32

Payroll Checks 17221 - 17226

AP Run Checks 44495 - 44567

- B. **Minutes** - Approval of December 14, 2022 Minutes

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

Aye **Mayor Tom Cooley** Aye **Mayor Pro Tem Bill Powers** Aye **Councilmember Pat Morton** Aye **Councilmember Leah Turner** Absent **Councilmember Stan Peiler**

6. **Public Hearing on Proposed 2023 Refuse Collection rates** Mayor Pro Tem Bill Powers motioned to approve. A second was made by Councilmember Pat Morton. The roll call vote:

Aye **Mayor Tom Cooley** Aye **Mayor Pro Tem Bill Powers** Aye **Councilmember Pat Morton** Aye **Councilmember Leah Turner** Absent **Councilmember Stan Peiler**

Pat Morton said we may need additional ordinances to address complaints. Tom Cooley mentioned that this is just for a rate increase and that the wording in the agreement is very specific. Jon Kennedy said he could help address some of these complaints but the rate itself was figured out with formulas. Most of the complaints received about IMD are clerical in nature; not a week goes by without the City Manager handling a complaint about IMD; They do a decent job of picking up the garbage but the complaints are legit and there are things they need to work on. Jon Kennedy said he will make sure IMD is compliant with the franchise agreement.

Steve Gross mentioned the current agreement was for a 10 year period starting in 2017. The agreement between the city and IMD is typical for garbage agreements as a large amount of capital investment is required for a business of this nature. The agreement has been amended twice since it started. Tonight though is really just about the 2023 rates.

Tom Cooley pointed out another thing to consider is the nature of the relationships with county services; IMD also has contracts with other agencies in the county.

Tom Cooley then officially opened the Public Hearing for the IMD rate increase. Lindsey Shaw left a public comment asking about possible public assistance for refuse fees. Steve Gross responded that he was not aware of any such programs for refuse pickup. Mikki mentioned that air quality does offer free E-waste pickup. Tom Cooley then closed the public hearing.

7. **Closed Session pursuant to Government Code section 54957**

No reportable action was taken.

8. **Adjournment**

Meeting was adjourned at 7:38 PM by Tom Cooley

CITY COUNCIL AGENDA STAFF REPORT

DATE: **January 18, 2023**

TO: Honorable Mayor and Members of the City Council

FROM: Susan Scarlett, Finance Officer

MEETING: **January 25, 2023**

SUBJECT: Mid-year financial update 2022-2023 and draft budget schedule

Attached you will find reports to review for the 22-23 year to date:

Attachment #1 -Cash and Receivables report comparison for the fiscal year end 2020, 2021 and 2022.

Attachment #2-Spread sheets with the summary of the City finances through December 31, 2022. Page one of the spread sheets is the Budget to Actual for the General Fund; the Special Revenue funds and Fund 215 and page 2 has the Enterprise Funds.

Attachment #3-Behind those two spread sheets is the 3-page backup for the “other expenses” and “capital outlay” line items for the summary sheets.

Attachment #4-Major revenue source comparisons

Attachment #5-Draft budget schedule for review and discussion.

Please feel free to call me in advance of the meeting with any questions you have that might take additional research.

CITY OF PORTOLA CASH AND RECEIVABLES BALANCES

	6/30/2022	6/30/2021	6/30/2020
FUND 100-GENERAL FUND - Unrestricted	\$ 2,580,389.28	\$ 2,472,063.35	\$ 2,342,438.75
Reserved Grants			
Woodstove Changeout	\$ 851.12	\$ 851.12	\$ 851.12
Traffic Impact Fee	\$ 81,642.00	\$ 77,931.00	\$ 77,931.00
Vehicle Abatement	\$ 12,567.54	\$ 15,152.30	\$ 48,541.12
Disc Golf Set aside	\$ 7,500.00		
Total Cash	\$ 2,682,949.94	\$ 2,565,997.77	\$ 2,469,761.99
Receivables/State/Plumas County/Other	\$ 247,431.24	\$ 176,564.71	\$ 109,724.58
Landfill Closure Loan Due from Solid Waste		\$ -	\$ 2,922.16
Due from Solid Waste			
Due from Solid Waste-Transfer Station			
Note Receivable EPHC	\$ 134,498.78	\$ 161,412.97	\$ 186,183.17
Total Receivables	\$ 381,930.02	\$ 337,977.68	\$ 298,829.91
Total Cash and Receivables	\$ 3,064,879.96	\$ 2,903,975.45	\$ 2,768,591.90
FUND 207-GAS TAX - STREETS		\$ -	\$ -
FUND 208-GAS TAX - SNOW REMOVAL		\$ 13,177.25	\$ -
FUND 211 RMRA	\$ 85,856.20	\$ 44,862.09	\$ 7,016.56
FUND 215-CDBG	\$ 42,521.20	\$ 89,405.45	\$ 110,746.63
Notes Receivable - RLF			\$ -
CDBG Loans	\$ 43,525.40	\$ 43,525.40	\$ 51,135.40
FUND 216-STIP PROJECTS	\$ (33,066.50)	\$ (154,483.19)	\$ (229,542.69)
Prepaid	\$ 9,331.00	\$ 69,629.75	
Receivable	\$ 24,024.50	\$ 79,897.17	\$ 314,684.20
FUND 710-WATER	\$ 1,540,970.67	\$ 1,412,973.30	\$ 1,347,752.32
Debt Service Reserve	\$ 68,362.00	\$ 68,362.00	\$ 68,362.00
Facility Fee Reserve	\$ 306,721.00	\$ 302,706.00	\$ 302,706.00
Infrastructure Maintenance account	\$ 225,994.65	\$ 202,861.71	\$ 185,027.43
WTP Maintenance account	\$ 504,185.00	\$ 458,350.00	\$ 412,515.00
Total Cash	\$ 2,646,233.32	\$ 2,445,253.01	\$ 2,316,362.75
FUND 720-SEWER	\$ 1,397,604.71	\$ 1,285,253.55	\$ 1,180,435.52
Wastewater Capital Reserve	\$ 211,715.70	\$ 209,903.72	\$ 208,734.81
Infrastructure Maintenance account	\$ 292,077.93	\$ 252,913.93	\$ 197,394.23
Facility Fee Reserve	\$ 273,756.50	\$ 268,432.50	\$ 268,432.50
Total Cash	\$ 2,175,154.84	\$ 2,016,503.70	\$ 1,854,997.06
FUND 730-SOLID WASTE	\$ 326,810.54	\$ 236,568.86	\$ 180,570.49
Landfill Closure Maintenance Account	\$ 230,663.29	\$ 118,739.92	

CITY OF PORTOLA															
2022-2023 BUDGET VERSUS YTD AS OF 12-31-2022 (Preliminary, coding changes may apply)															
		YEAR	% YTD	YEAR	% YTD	YEAR	% YTD	YEAR	% YTD		YEAR	% YTD	ECONOMIC	YEAR	% YTD
		TO DATE		TO DATE		TO DATE		TO DATE		RMRA	TO DATE		DEVELOPMENT	TO DATE	
ACCOUNT/FUND	GENERAL FUND			GAS TAX Streets		GAS TAX Snow							CDBG		
	100			207		208				211			215		
REVENUE	1,045,400.00	438,376.00	42%	55,053.00	25,018.29	45%	120,000.00	0%	48,010.00	23,048.77	48%	80.00	112.76	141%	
INTERFUND TRANSFERS				121,266.68	-	0%	110,583.57	-	0%						
PERSONNEL	238,655.31	143,653.60	60%	76,109.68	43,115.85	57%	86,006.55	73,314.15	85%				10,366.08	5,649.87	55%
POSTAGE	5,500.00	2,062.88	38%												
BOOKS & SUBS															
GAS & ELECTRIC	37,000.00	15,871.03	43%				3,500.00	1,455.36	42%						
TELEPHONE	8,900.00	4,051.24	46%												
MATERIALS AND SUPPLIES	26,700.00	8,510.81	32%	8,000.00	3,002.21	38%	12,000.00	6,438.92	54%						
EQUIP REPAIR/MAINT	7,500.00	2,755.42	37%	7,000.00	2,953.67	42%	20,000.00	3,035.96	15%						
VEHICLE REPAIR/MAINT	3,500.00	858.93	25%	1,500.00	-	0%	15,000.00	1,112.03	7%						
VEHICLE FUEL	3,500.00	2,468.02	71%	8,000.00	4,177.09	52%	10,000.00	2,716.56	27%						
LEGAL FEES	75,600.00	12,253.76	16%										5,600.00	-	
INSURANCE	38,805.48	44,301.00	114%				16,066.90	15,122.71	94%						
PROFESSIONAL SVSC	139,500.00	71,915.40	52%	1,500.00						866.25		5,000.00	15.00		
ADVERTISING/NOTICES	1,400.00	-	0%												
CODE REFERENCE UPDATE	4,700.00	2,324.00	49%	-											
CIVIC PROMO & MARKETING	500.00	412.04	82%												#DIV/0!
CONFERENCE/TRAVEL	4,500.00	208.13	5%												
DUES/MEMBERSHIPS	3,600.00	57.00	2%												
BUILDING EXPENSE	12,450.00	2,378.64	19%	250.00	-	0%	250.00	-	0%						
STREET REPAIR				30,000.00	5,978.77	20%	30,000.00	747.52	2%	84,000.00	0%				
ACCOUNTING FEES	14,400.15	7,200.00	50%	3,850.00	2,700.00	70%	5,650.12	1,800.00	32%			3,000.04	1,500.00	50%	
AUDITING FEES	8,640.00	8,640.00	100%	1,110.00	1,210.00	109%	1,110.00	890.00	80%			1,600.00	1,600.00	100%	
TRAINING/EDUCATION															
WATER AND SEWER	56,350.00	52,836.65	94%												
COMMUNICATION EXPENSE	300.00	189.57	63%												
OTHER EXPENSE/SEE ATTACHED	321,544.10	216,428.87	67%	39,000.00	15,837.75	41%	31,000.00		0%						
EQUIPMENT LEASE/RENTAL	2,800.00	1,539.92	55%												
CAPITAL OUTLAY/OTHER	-	27,704.95		-	-		-	-							
INTEREST															
TRANSFERS OUT	241,850.25		0%												
TOTAL EXPENSES	1,258,195.29	628,621.86	50%	176,319.68	78,975.34	45%	230,583.57	106,633.21	46%	84,000.00	866.25	1%	25,566.12	8,764.87	34%
REVENUE	1,045,400.00	438,376.00	42%	176,319.68	25,018.29	14%	230,583.57	-	0%	48,010.00	23,048.77	48%	80.00	112.76	141%
EXPENDITURES	1,258,195.29	628,621.86	50%	176,319.68	78,975.34	45%	230,583.57	106,633.21	46%	84,000.00	866.25	1%	25,566.12	8,764.87	34%
PRINCIPAL PAYMENTS															
FACILITY FEE/SINKING FUND/LANDFILL CLOSURE FUND															
(USE OF) OR INCREASE IN FUND BALANCE	(212,795.29)	(190,245.86)		-	(53,957.05)		0.00	(106,633.21)		(35,990.00)	22,182.52		(25,486.12)	(8,652.11)	

CITY OF PORTOLA											
2022-2023 BUDGET VERSUS YTD AS OF 12-31-2022 (Preliminary, coding changes may apply)											
		YEAR	% YTD		YEAR	% YTD		YEAR	% YTD		
		TO DATE			TO DATE		SOLID	TO DATE		YEAR	
	WATER			SEWER			WASTE			TO DATE	
ACCOUNT/FUND	710			720			730			TOTAL	
										TOTAL	
REVENUE	908,000.00	478,044.64	53%	707,200.00	308,608.32	44%	293,958.00	115,170.00	39%	3,177,701.00	1,388,378.78
INTERFUND TRANSFERS										231,850.25	-
										-	-
PERSONNEL	388,595.50	169,242.07	44%	302,201.73	140,509.58	46%	33,127.41	16,107.16	49%	1,135,062.26	591,592.28
POSTAGE	4,000.00	2,043.96	51%	4,000.00	2,043.96	51%	1,700.00	556.88	33%	15,200.00	6,707.68
BOOKS & SUBS										-	-
GAS & ELECTRIC	6,000.00	1,495.57	25%	20,000.00	5,353.44	27%				66,500.00	24,175.40
TELEPHONE	5,000.00	2,074.25	41%	4,000.00	1,754.86	44%				17,900.00	7,880.35
MATERIALS AND SUPPLIES	20,000.00	7,614.44	38%	25,000.00	6,376.09	26%	5,000.00	1,012.15	20%	96,700.00	32,954.62
EQUIP REPAIR/MAINT	10,000.00	4,305.57	43%	20,000.00	6,603.71	33%	1,000.00	678.03	68%	65,500.00	20,332.36
VEHICLE REPAIR/MAINT	5,000.00	152.17	3%	5,000.00	112.19	2%	200.00			30,200.00	2,235.32
VEHICLE FUEL	9,000.00	5,987.95	67%	7,000.00	3,750.13	54%				37,500.00	19,099.75
LEGAL FEES	13,104.00	2,270.82	17%	13,104.00	2,270.82	17%	1,120.00	6,465.20		108,528.00	23,260.60
INSURANCE	18,027.07	21,771.50	121%	34,359.50	36,059.93	105%	4,666.96	4,347.56	93%	111,925.91	121,602.70
PROFESSIONAL SVSC	50,000.00	1,153.33	2%	80,000.00	9,693.33	12%	10,000.00	8,579.97	86%	286,000.00	92,223.28
ADVERTISING/NOTICES										1,400.00	-
CODE REFERENCE UPDATE	1,700.00	300.00	18%	1,500.00	300.00	20%				7,900.00	2,924.00
CIVIC PROMO & MARKETING										500.00	412.04
CONFERENCE/TRAVEL										4,500.00	208.13
DUES/MEMBERSHIPS	3,500.00	2,617.00	75%	1,200.00	162.00	14%				8,300.00	2,836.00
BUILDING EXPENSE	3,000.00	777.21	26%	1,500.00	777.26	52%	250.00	-		17,700.00	3,933.11
STREET REPAIR										144,000.00	6,726.29
ACCOUNTING FEES	15,599.83	7,800.00	50%	13,200.00	6,600.00	50%	4,800.00	2,400.00	50%	60,500.14	30,000.00
AUDITING FEES	8,640.00	8,614.64	100%	8,640.00	8,640.00	100%	2,880.00	2,880.00	100%	32,620.00	32,474.64
TRAINING/EDUCATION	1,200.00		0%	800.00		0%				2,000.00	-
WATER AND SEWER	750.00	302.81	40%	750.00	302.87	40%				57,850.00	52,836.65
COMMUNICATION EXPENSE	400.00	189.57	47%							700.00	379.14
OTHER EXPENSE/SEE ATTACHED	318,500.00	106,217.99	33%	108,000.00	20,280.06	19%	87,000.00	33,999.88	39%	905,044.10	392,764.55
EQUIPMENT LEASE/RENTAL	2,500.00	513.35	21%	15,000.00	513.35	3%				20,300.00	2,566.62
CAPITAL OUTLAY/OTHER	16,400.00	7,937.07	48%	34,500.00	47,748.91	138%				50,900.00	83,390.93
INTEREST	35,550.00	17,770.70	50%							35,550.00	17,770.70
TRANSFERS OUT										241,850.25	-
										-	-
TOTAL EXPENSES	936,466.40	371,151.97	40%	699,755.23	299,852.49	43%	151,744.37	77,026.83	51%	3,562,630.66	1,571,892.82
REVENUE	908,000.00	478,044.64	53%	707,200.00	308,608.32	44%	293,958.00	115,170.00	39%	3,409,551.25	1,388,378.78
EXPENDITURES	936,466.40	371,151.97	40%	699,755.23	299,852.49	43%	151,744.37	77,026.83	51%	3,562,630.66	1,571,287.14
PRINCIPAL PAYMENTS	33,000.00						100,000.00			133,000.00	-
										-	-
FACILITY FEE/SINKING FUND/LANDFILL CLOSURE FUND	45,835.00									45,835.00	-
(USE OF) OR INCREASE IN FUND BALANCE	(107,301.40)	106,892.67		7,444.77	8,755.83		42,213.63	38,143.17		(331,914.41)	(183,514.04)

**CITY OF PORTOLA
2022-2023
OTHER EXPENSES**

OTHER EXPENSE	AMENDED	AS OF 12-31	%
GENERAL FUND (100)			
ANIMAL CONTROL	4,000.00	-	0%
ARPA - COMMUNITY CLEANUP		60,536.46	
BANK CHARGES	2,000.00	1,350.02	68%
CITY PARK IMPROVEMENTS - CLOCK PARK CLOCKS	1,000.00		0%
CITY WEB PAGE	3,400.00	203.52	6%
WILLIAMS HOUSE WEB PAGE	400.00	203.58	51%
CODE ENFORCEMENT - PROFESSIONAL SERVICES	20,000.00	26,710.00	134%
ELECTRIC CHARGING STATION	500.00		0%
ELECTION SUPPLIES	8,000.00	500.00	6%
EVENTS (9,000 MUSIC IN PARK, 20,000 GRAVEL GRINDER)	29,000.00	8,500.00	29%
GRANT SB2 AND LEAP		39,774.70	
LAFCO	49,464.10	49,464.10	100%
LESSG	20,000.00	7,021.25	35%
MEDICAL AND PHYSICALS		120.00	
PG&E SETTLEMENT- FIRE	35,000.00	4,937.73	14%
POOL CONCESSION SUPPLIES	2,500.00	654.74	26%
PUBLIC RECORDS REQUESTS		8,894.10	
REFUSE COLLECTION	3,780.00	1,646.79	44%
SHERIFF CONTRACT	130,000.00	-	0%
SHERIFF SUB-STATION		1,926.00	
TAX ADMINISTRATION FEES	7,000.00	3,501.66	50%
TECHNICAL SUPPORT	3,000.00	122.50	4%
WILLIAMS HOUSE REPAIR	2,500.00		0%
WOODSTOVE CHANGEOUT		361.72	
TOTAL	321,544.10	216,428.87	67%
GAS TAX SECTION 2107/2107.5 (FUND 207)			
STREET LIGHTING	39,000.00	15,837.75	41%
TOTAL	39,000.00	15,837.75	41%
SNOW REMOVAL (FUND 208)			
PRIVATE CONTRACTORS	30,000.00		0%
PROPERTY DAMAGE	1,000.00		0%
TOTAL	31,000.00	-	0%

**CITY OF PORTOLA
2022-2023
OTHER EXPENSES**

OTHER EXPENSE	AMENDED	AS OF 12-31	%
STIP (216)			
UNDERGROUND TANK	10,000.00	952.88	
NORTH LOOP		44,567.10	
WATER FUND (710)			
LAKE DAVIS WTP	86,200.00	40,364.77	47%
PERMIT FEES	6,000.00	693.91	12%
REFUSE COLLECTION	3,300.00	593.74	18%
TECH SUPPORT	5,000.00	-	0%
TESTING WATER	18,000.00	3,212.37	18%
WATER LINE REPAIRS	30,000.00	13,815.29	46%
WATER METERS	30,000.00	217.18	1%
WATER PURCHASE	140,000.00	47,320.73	34%
	-	-	
TOTAL	318,500.00	106,217.99	33%
SEWER FUND (720)			
	-		
PERMIT FEES	15,000.00	9,885.00	66%
REFUSE COLLECTION	3,000.00	593.74	20%
SEWER LINE REPAIRS	10,000.00	1,983.44	20%
SYSTEM MAINT/SEWER POND	50,000.00	1,258.98	3%
TECH SUPPORT	5,000.00	-	0%
TESTING SEWER	25,000.00	6,099.90	24%
MEDICAL PHYSICALS		459.00	
TOTAL	108,000.00	20,280.06	19%
SOLID WASTE (730)			
PERMIT FEES	30,000.00	28,290.00	94%
POST-CLOSURE CARE COSTS	20,000.00	4,211.00	21%
TESTING LANDFILL	25,000.00	-	0%
SB 1383 GRANT EXPENDITURES	12,000.00	1,498.88	
		-	
TOTAL	87,000.00	33,999.88	39%

**CITY OF PORTOLA
2022-2023
OTHER EXPENSES**

CAPITAL OUTLAY/ OTHER	AMENDED	AS OF 12-31	%
GENERAL FUND (100)			
RIVERWALK		27,704.95	
WILLIAMS HOUSE			
TOTAL	-	27,704.95	
SPECIAL REVENUE FUNDS			
TOTAL	-	-	
WATER FUND			
REPLACE TANK TO TOWN FLOW METER	4,500.00		
HYDRANTS	7,900.00		
UPGRADE POWER FOR JOY WAY PRV	4,000.00	-	0%
TOTAL	16,400.00	7,937.07	48%
SEWER FUND			
PORTABLE PUMP	4,500.00	-	
CLEAN OUT SEWER PONDS	30,000.00		
TOTAL	34,500.00	47,075.67	136%
SOLID WASTE FUND			
MACHINERY & EQUIPMENT			
RESERVES			
GENERAL FUND			
TRAFFIC IMPACT FEES			
WATER FUND			
FACILITY FEES RESERVE			
LD WTP MAINTENANCE RESERVE	45,835.00		
SEWER FUND			
WASTEWATER CAPITAL RESERVE FUND			
FACILITY FEES RESERVE			

CITY OF PORTOLA

General Fund Major Revenue Sources

6 Year Comparison and Year to Date

DESCRIPTION	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2022-2023
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	YTD 12-31-2022
Property Taxes - Secured	213,283.43	226,305.27	235,170.26	246,268.84	239,206.47	247,512.97	250,000.00	12,962.69
Property Taxes - Unsecured	5,605.46	6,010.22	6,015.41	6,544.47	6,725.40	7,229.80	7,000.00	44.21
Home Owners Tax Relief	1,816.82	1,822.41	1,702.09	1,688.33	731.44	2,265.78	1,700.00	261.17
Transfer Tax	2,382.56	3,903.81	7,152.54	5,947.93	4,855.88	9,488.78	6,000.00	1,190.74
Fire Assessment	20,375.66	18,362.04	19,274.38	17,708.06	16,983.09	18,075.92	17,000.00	1,867.33
Supplemental Taxes	4,999.14	6,912.07	5,093.56	7,677.15	2,936.73	5,130.02	3,600.00	
Property Tax Interest	373.75	601.65	713.62	1,478.64	1,199.36	356.59	500.00	33.37
VLF in lieu	142,517.18	148,024.30	154,657.92	163,071.17	167,969.71	175,085.88	177,000.00	
COPS Funding	135,176.88	139,416.40	148,746.51	155,947.62	154,787.91	163,223.55	155,000.00	
Vehicle Abatement		-	-					
Fines & Forfeitures	344.97	735.92	520.59	408.58	282.64	199.52	200.00	
Prop 172	4,759.74	5,623.96	6,211.62	5,717.11	5,158.23	8,615.13	5,700.00	1,596.43
Administrative Fee						(3,501.66)		
Total through Plumas County	531,635.59	557,718.05	585,258.50	612,457.90	600,836.86	633,682.28	623,700.00	17,955.94
Sales Tax	266,883.69	300,809.49	277,219.00	301,529.73	367,472.52	322,531.87	290,000.00	108,050.32
Transient Occupancy Tax	29,342.97	30,412.32	29,754.10	33,348.38	37,005.61	43,578.93	40,000.00	12,732.53

DRAFT 2023-2024 Budget Schedule

Council-Staff Goals Discussion during Council meeting	** February 22
Budget Worksheets to staff	February 22
Current Level of service Budgets due from staff	March 22
Finance Department - Evaluation of Current Level of Service Budget	March 23- April 24
New Project – Capital Project Requests due from City Staff	April 5
Public Comment to City Council re: Budget Preparation	** March 22
Public Comment to City Council re: Budget Preparation	** April 12
Finance Department Delivers Proposed Budget to City Manager	May 3
Draft of Year 2023-2024 Budget Delivered to City Council For Review	May 10
City Council Budget Work Sessions/Presentations by Staff	** May 17 3:00 pm
City Council Budget Work Session (if needed)	** May 24
Proposed 2023-2024 FY Budget Submitted to City Council And Filed with City Clerk for Public Review	June 2
2023-2024 FY Proposed Budget, Public Hearing	** June 7
City Council Adopts Final 2023-2024 FY Budget	** June 21

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