



CITY OF PORTOLA

CITY COUNCIL REGULAR MEETING AGENDA

REGULAR MEETING
WEDNESDAY, FEBRUARY 23, 2022
6:00 P.M.

CITY HALL COUNCIL CHAMBERS
35 THIRD AVENUE
PORTOLA, CA 96122

COUNCILMEMBERS ATTENDING VIA TELECONFERENCE AS PERMITTED BY CALIFORNIA GOVERNOR NEWSOM EXECUTIVE ORDER N-29-20

COUNCILMEMBERS

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

CITY STAFF

Interim City Manager Jon Kennedy
Public Works Director Todd Robert
City Attorney Steve Gross
Finance Officer Susan Scarlett
Deputy City Clerk Tara Kindall

The City Council welcomes you to its meetings which are regularly held the second and fourth Wednesday of each month at 6:00 p.m. Your interest and participation is encouraged and welcome.

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 the City of Portola's February 23, 2022 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 do so during public comment. Public comments made during a regular Council meeting may be recorded. Public comment will be accepted via email or chat 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. Please direct your comments to Tara Kindall, Deputy City Clerk, tkindall@cityofportola.com or access the chat function on the Zoom meeting platform during the live stream. Members of the public may submit their comments in writing to be included in the public record.

Any person with a disability may submit a request for reasonable modification or accommodation to the above-described means for accessing and offering comment at the meeting to Tara Kindall at tkindall@cityofportola.com who will swiftly resolve such request.

CONSENT CALENDAR: These items include routine financial and administrative actions. All items on the consent calendar will be voted on at the same time during the meeting under “Consent Calendar”. If you wish to have an item removed from the Consent Calendar, you may do so by addressing the presiding officer.

Copies of staff reports or other written documentation relating to each item of business referred to on this agenda are on file in the Office of the City Clerk and are available for public inspection. If you have any questions on any agenda items, contact the City at 530.832.6801.

Meeting facilities are accessible to persons with disabilities. Reasonable efforts will be made to accommodate 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.

For additional information visit the City of Portola Web Page: www.cityofportola.com.

**CITY COUNCIL AGENDA
REGULAR MEETING
FEBRUARY 23, 2022
6:00 P.M.**

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. PUBLIC 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.

5. CITY COMMUNICATIONS

A. City Council Communications/Committee Reports

B. Staff Communications

C. City Manager Report

6. CONSENT CALENDAR

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. Minutes – Adopt the minutes of the City Council Regular meeting held on November 10, 2021 and the City Council Special Meeting held on November 19, 2021. [pages 1-5]

B. Claims – Adopt Resolution No. 2499 authorizing payment of claims for the period of February 5, 2022 through February 16, 2022. [pages 7-13]

Accounts Payable:	\$ 76,771.90
Payroll:	<u>\$ 43,410.45</u>
Total:	\$120,182.35

7. ORDER OF BUSINESS

A. Lost and Found Gravel Grinder.

Consideration of a request for funding for the Lost & Found Gravel Grinder Festival, 2022 – Requested amount \$16,847 – Discussion and possible action [pages 15-17]

B. Financial update to mid-year information.

Finance Officer Susan Scarlett will update Council with information that was not available when she did the mid-year review. Discussion item only. [pages 19-21]

C. Resolution No. 2500 Concerning COVID Remote Meetings.

Review Resolution No. 2500 which re-ratifies the proclamation of a state of emergency and re-authorize remote teleconference meetings of the legislative bodies of the City of Portola. Discussion and possible action. [pages 23-26]

A Resolution of the City Council of the City of Portola proclaiming a local emergency persists, re-ratifying the Proclamation of a State of Emergency by Governor of California March 4, 2020, and re-authorizing remote teleconference meetings of the legislative bodies of the City of Portola for the period of February 12, 2022 to March 11, 2020 pursuant to Brown Act provisions.

8. ADJOURNMENT

**REGULAR MEETING MINUTES
PORTOLA CITY COUNCIL
35 THIRD AVENUE | PORTOLA, CA 96122
NOVEMBER 10, 2021 | 6:00 P.M.**

1. CALL TO ORDER

Councilmembers attended this meeting via teleconference as permitted by California Governor Newsom Executive Order N-29-20. Members of the public were able to join the meeting via Zoom live streaming. Mayor Powers called the meeting to order at 6:00 p.m.

2. PLEDGE OF ALLEGIANCE

Mayor Powers let the pledge of allegiance.

3. ROLL CALL

Councilmembers Tom Cooley, Phil Oels, Mayor Pro Tem Pat Morton, and Mayor Bill Powers responded to the roll call. City Manager Lauren Knox, City Attorney Steve Gross, Finance Officer Susan Scarlett, and Deputy City Clerk Tara Kindall were also present. Councilmember Stan Peiler was absent.

4. PUBLIC COMMENT

BJ does not want the proposed paving to narrow the highway in Portola. There were no other citizens who wished to comment.

5. CITY COMMUNICATIONS

A. City Council Communications/Committee Reports

Councilmember Oels reported that he did not attend any meetings, but he did submit the Fire Wise application.

Councilmember Cooley reported that he attended a Sheriff's Contract Ad Hoc meeting, a Fire Study Group meeting kick off with consultants, and a LAFCo meeting.

Mayor Pro Tem Morton reported that she attended two Sheriff's Ad Hoc committee meetings and a Fire Study Group meeting.

Mayor Powers reported that he attended a LAFCo meeting, he and Lauren met with Hannah Hepner and Danielle, he also attended a STAC Committee meeting which is a subcommittee of the Transportation Commission.

B. Staff Communications

There were no Fire or Sheriff's reports tonight.
Melissa Klundby with Air Quality reported that we are in the winter curtailment period now.

C. City Manager Report

City Manager Knox reported that the Old Town Christmas and Renegade Light Parade planning is underway. Currently, the Marketplace will be downtown from 3-7 PM with, hopefully, a raffle for the kids, the Renegade Light Parade will begin lining up at 5:15 and begin at 5:30. The route takes approximately 45 minutes. Still working on some of the other pieces for that event. There was a request to have a community meeting regarding the Disc Golf Course to talk about the area and desired outcomes. She was involved with the Sheriff AD Hoc Committee meeting, the LESSG meeting, and met with Hannah Hepner. She also reported that Karen Downs, the City Planner, has been working on the General Plan update to include items following the Community Development Committee meetings. She also attended a SCORE Board meeting and training.

6. CONSENT CALENDAR

Councilmember Oels moved and Mayor Pro Tem Morton seconded a motion to approve the consent calendar as amended:

- A. **Claims** – Adopt Resolution No. 2488 authorizing payment of claims for the period of October 22, 2021 through November 1, 2021.

Accounts Payable:	\$ 47,946.54
Payroll:	<u>\$ 29,898.46</u>
Total:	\$ 77,845.00

Roll call vote, yes: Cooley, Oels, Morton, and Powers. So carried.
Roll call vote, no: none.
Roll call vote, absent: Peiler.

7. ORDER OF BUSINESS

- A. **Resolution No. 2489 Concerning COVID Remote Meetings.**

Deputy City Clerk Kindall presented for Council's consideration Resolution No. 2489 which re-ratifies the proclamation of a state of emergency and re-authorizing remote teleconference meeting of the legislative bodies of the City of Portola. Councilmember Cooley moved and Councilmember Oels seconded a motion to adopt Resolution No. 2486:

A Resolution of the City Council of the City of Portola proclaiming a local emergency persists, re-ratifying the proclamation of a state of emergency by the Governor of California Executive Order N-29-20, and re-authorizing remote teleconference meetings of the

legislative bodies of the City of Portola for the period of November 13, 2021 to December 13, 2021 pursuant to Brown Act provisions.

Roll call vote, yes: Cooley, Oels, Morton, and Powers. So carried.

Roll call vote, no: none.

Roll call vote, absent: Peiler.

B. Holiday Schedule.

Deputy City Clerk Kindall reviewed the annual holiday schedule for the Thanksgiving and Christmas holidays. Normally, the second meeting in the months of November and December are cancelled due to their close proximity to the holidays, however, the second meeting in December, the 22nd, needs to be kept on Council's calendar to allow for a public hearing.

Mayor Pro Tem Morton moved and Councilmember Oels seconded a motion to cancel the Regular meeting of November 24, 2021.

Roll call vote, yes: Cooley, Oels, Morton, and Powers. So carried.

Roll call vote, no: none.

Roll call, absent: Peiler.

C. SB1383 Resolution No. 2490 – CalRecycle Organic Waste.

City Manager Knox reviewed SB 1383, legislation that would institute mandatory organic collection services. Tom Valentino, our Solid Waste Consultant expanded further that for rural communities within California, such as ours, an exemption can be obtained for a five-year period.

Councilmember Oels moved and Councilmember Cooley seconded a motion to approve Resolution No. 2490 to obtain an exemption from organic waste collection requirements until December 31, 2026.

A Resolution of the City Council of the City of Portola affirming an exemption from the requirements of mandatory organics collection services.

Roll call vote, yes: Cooley, Oels, Morton, and Powers. So carried.

Roll call vote, no: none.

Roll call vote, absent: Peiler.

D. Intermountain Disposal (IMD) Automated Side Loader Request.

City Manager Knox state that the City has received a request from IMD to use an automated side loader, which would require that the all customers stop using their own trash can and begin to use the waste carts provided by IMD. This would increase the cost of the service to our citizens. Out of 788 total residential customers, 183 supply their own cans. IMD has agreed to waive the waste cart delivery fee if this is approved. A brief discussion ensued.

Councilmember Cooley moved and Councilmember Oels seconded a motion to direct staff to amend the Franchise Agreement with IMD to allow for their requested use of an automated side loader.

Roll call vote, yes: Cooley, Oels, Morton, and Powers. So carried.
Roll call vote, no: none.
Roll call vote, absent: Peiler.

E. Code Enforcement Presentation.

Code Enforcement Officer Irma Gowin gave a thorough presentation and overview of code enforcement services. A brief discussion ensued.

F. COVID-19 Update.

City Manager Knox reviewed the essential worker pay that was instituted at the beginning of the pandemic. It was not known at that time that this would continue for over a year. The employees understood that this was a temporary increase and now that significant measures have been put in place to ensure employee and customer safety, so it's time for Council to think about how they would like to proceed. A brief discussion ensued. Mayor Pro Tem Morton moved and Councilmember Cooley seconded a motion to discontinue the essential worker pay by the end of the current pay period.

Roll call vote, yes: Cooley, Oels, Morton, and Powers. So carried.

Roll call vote, no: none.

Roll call vote, absent: Peiler

City Manager Knox also mentioned that there is a program from the State about utility bills in arrears, so that is being looked at to ascertain if this would be something the City could utilize to help with the utility customers impacted by the pandemic.

8. Closed Session – Conference with Legal Counsel – Anticipated Litigation.

Closed session pursuant to Government Code section §54956.9(d)(2), one case.

Mayor Powers recessed the Regular meeting at 7:58 p.m. to go into closed session.

Mayor Powers reopened the Regular meeting at 8:30 p.m. and stated that there was no action taken in the Closed Session.

9. ADJOURNMENT

There being no further business Mayor Powers adjourned the meeting at 8:30 p.m.

Tara Kindall, CMC
Deputy City Clerk

**SPECIAL MEETING MINUTES
PORTOLA CITY COUNCIL
35 THIRD AVENUE | PORTOLA, CA 96122
NOVEMBER 19, 2021 | 2:00 P.M.**

1. CALL TO ORDER

Councilmembers attended this meeting via teleconference as permitted by California Governor Newsom Executive Order N-29-20. Members of the public were able to join the meeting via Zoom live streaming. Mayor Powers called the meeting to order at 2:00 p.m.

2. PLEDGE OF ALLEGIANCE

The pledge of allegiance was deferred.

3. ROLL CALL

Councilmembers Tom Cooley, Phil Oels, Stan Peiler, Mayor Pro Tem Pat Morton, and Mayor Bill Powers responded to the roll call. City Manager Lauren Knox, City Attorney Steve Gross, Finance Officer Susan Scarlett, and Deputy City Clerk Tara Kindall were also present.

4. PUBLIC COMMENT

There was no public comment.

5. CLOSED SESSION

Mayor Powers recessed the regular session at 2:02 p.m. to go into a closed session pursuant to Government Code §54956.9(d)(2): conference with legal counsel; anticipated litigation. Mayor Pro Tem Morton recessed the closed session and reopened the regular session at 3:16 p.m.

Mayor Pro Tem Morton stated that there was no action taken during the closed session.

6. ADJOURNMENT

There being no further business Mayor Pro Tem Morton adjourned the meeting at 3:18 p.m.

Tara Kindall, CMC
Deputy City Clerk

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RESOLUTION NO. 2499

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORTOLA
AUTHORIZING PAYMENT OF CLAIMS FOR THE PERIOD
FEBRUARY 5, 2022 THROUGH FEBRUARY 16, 2022.**

**ACCOUNTS PAYABLE
CHECK NUMBERS: 43622 – 43668
(VOID AP CHECKS 43607 & 43590)**

**PAYROLL
CHECK NUMBERS: 17049 - 17053**

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:	\$ 76,771.90
PAYROLL:	\$ <u>43,410.45</u>
TOTAL:	\$ <u>120,182.35</u>

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 23rd day of February, 2022 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Pat Morton, Mayor

ATTEST:

Tara Kindall, Deputy City Clerk

I, Tara Kindall, 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 February 23, 2022.

Tara Kindall, Deputy City Clerk

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VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
0005	I-9986209822	AIRGAS, INC. ACETLENE/OXYGEN	R	2/23/2022		215.02	043622	215.02
0007	I-02-04122	ALPINE FIRE SERVICES, INC FIRE DEPARTMENT PRO SERVICES	R	2/23/2022		923.46	043623	923.46
0010	I-202202170069	AMAZON CAPITOL SERVICES EQUIPMENT REPAIR	R	2/23/2022		519.98	043624	519.98
0015	I-202202170074	AMERIGAS CITY HALL PROPANE	R	2/23/2022		3,735.51	043625	3,735.51
0015	I-202202170075	AMERIGAS WTP PROPANE	R	2/23/2022		1,517.59	043626	1,517.59
0015	I-202202170076	AMERIGAS NORTH SIDE FIRE HALL PROPANE	R	2/23/2022		1,131.20	043627	1,131.20
0015	I-202202170077	AMERIGAS SOUTH SIDE FIRE HALL PROPANE	R	2/23/2022		8,972.33	043628	8,972.33
0015	I-202202170078	AMERIGAS PUBLIC WORKS PROPANE	R	2/23/2022		3,892.60	043629	3,892.60
0019	I-32175	AQUA SIERRA CONTROLS INC. SEWER PROFESSIONAL SERVICES	R	2/23/2022		1,934.00	043630	1,934.00
0021	I-202202160060	AT&T 800 EMERGENCY LINE	R	2/23/2022		4.79	043631	4.79
0023	I-202202170071	AT&T CALNET 3 SCADA	R	2/23/2022		67.32	043632	67.32
0035	I-7174159	BRADY INDUSTRIES WATER/SEWER BUILDING SUPPLIES	R	2/23/2022		173.10	043633	173.10
0039	I-202202170070	BULLET INFORMATION TECHNOLOGY IT COMPUTER PROF SERVICES	R	2/23/2022		1,482.00	043634	1,482.00
0052	I-202202160055	CITY OF PORTOLA CITY WATER SEWER BILLS	R	2/23/2022		2,161.06	043635	2,161.06
VOID	043636	VOID CHECK	V	2/23/2022			043636	**VOID**

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
0062	I-41525	CSG CONSULTANTS CODE ENFORCEMENT	R	2/23/2022		4,940.00	043637	4,940.00
0090	I-202202160064	GRAINGER GRAINGER	R	2/23/2022		239.25	043638	239.25
0096	I-974405	HARBOR FREIGHT TOOLS SNOW SUPPLIES	R	2/23/2022		188.84	043639	188.84
0101	I-296329/301529	HUNT & SONS, INC. FUEL CHARGES	R	2/23/2022		4,667.94	043640	4,667.94
0105	I-202202160057	INTERMOUNTAIN DISPOSAL REFUSE COLLECTION	R	2/23/2022		516.78	043641	516.78
0111	I-202202170068	JEFFERSON SUPPLY COMPANY SUPPLIES	R	2/23/2022		424.65	043642	424.65
0122	I-202202160066	KIMBALL MIDWEST SNOW MATERIALS	R	2/23/2022		199.38	043643	199.38
0129	I-641329	LEAGUE OF CALIFORNIA CITIES MEMBERSHIP DUES	R	2/23/2022		1,352.00	043644	1,352.00
0136	I-67063	MANHARD CONSULTING PLANNING PROFESSIONAL SERVICES	R	2/23/2022		1,150.00	043645	1,150.00
0139	I-3458	MCCOLLUM EQUIPMENT REPAIR WATER/SEWER EQUIPMENT REPAIR	R	2/23/2022		1,846.94	043646	1,846.94
0145	I-249423/249909	MILL SUPPLY, INC SNOW EQUIP REPAIR	R	2/23/2022		549.54	043647	549.54
0148	I-202202160058	NAPA SIERRA PARTS & SUPPLIES	R	2/23/2022		703.61	043648	703.61
0154	I-546460 A & B	NORTHERN CALIFORNIA GLOVES SNOW MATERIALS	R	2/23/2022		278.41	043649	278.41
0180	I-IN0006810	PLUMAS COUNTY ENVIRONMENTAL CITY POOL PERMIT	R	2/23/2022		238.00	043650	238.00
0183	I-19785	PLUMAS SANITATION SEWER PROFESSIONAL SERVICES	R	2/23/2022		400.00	043651	400.00

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
0184	I-202202160059	PLUMAS SIERRA RURAL ELECTRIC LDWTP ELECTRIC	R	2/23/2022		1,471.41	043652	1,471.41
0188	I-202202160056	PORTER SIMON CORPORATION LEGAL FEES	R	2/23/2022		7,200.00	043653	7,200.00
0192	I-202202160063	PURCHASE POWER POSTAGE/SUPPLIES	R	2/23/2022		242.47	043654	242.47
0212	I-122837	SIERRA CONTROLS, LLC SEWER PROFESSIONAL SERVICES	R	2/23/2022		1,427.72	043655	1,427.72
0218	I-202202160067	SILVER STATE ANALYTICAL WATER/WASTERWATER TESTING	R	2/23/2022		1,559.00	043656	1,559.00
0225	I-PSO008439-1	SONSRAY MACHINERY, LLC SNOW EQUIP REPAIR	R	2/23/2022		114.54	043657	114.54
0227	I-SL220754	STATE OF CALIFORNIA SIGNALS AND LIGHTING	R	2/23/2022		768.31	043658	768.31
0230	I-202202170072	STATE WATER RESOURCES CONTROL COREY SMITH D1 CERT	R	2/23/2022		50.00	043659	50.00
0231	I-190098	SUCCEED.NET WEB HOSTING	R	2/23/2022		67.85	043660	67.85
0233	I-128043	SUNRISE ENVIRONMENTAL WATER/SEWER SUPPLIES	R	2/23/2022		170.76	043661	170.76
0235	I-202202160061	SUSAN SCARLETT ACCOUNTING SERVICES	R	2/23/2022		5,000.00	043662	5,000.00
0239	I-2022400102513	THATCHER COMPANY SEWER SUPPLIES	R	2/23/2022		5,994.92	043663	5,994.92
0244	I-291117	TRIPLE CROWN PRODUCTS SNOW SUPPLIES	R	2/23/2022		40.81	043664	40.81
0246	I-025-366784	TYLER TECHNOLOGIES, INC INCODE SB2 GRANT	R	2/23/2022		2,942.50	043665	2,942.50
0252	I-202202160062	UNITED STATES POSTAL SERVICE PERMIT POSTAGE	R	2/23/2022		1,500.00	043666	1,500.00

PACKET: 00014 Direct Payables 2.23.22

VENDOR SET: 01 CITY OF PORTOLA

**** CHECK LISTING ****

BANK: PC POOLED CASH - PLUMAS

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
0253	I-202202170073	US BANCORP CITY CREDIT CARD PURCHASES	R	2/23/2022		1,708.60	043667	1,708.60
0264	I-202202160065	WESTERN NEVADA SUPPLY WATER TESTING	R	2/23/2022		2,087.71	043668	2,087.71

* * B A N K T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	46	0.00	76,771.90	76,771.90
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	1	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
BANK TOTALS:	47	0.00	76,771.90	76,771.90

PACKET: 00014 Direct Payables 2.23.22
VENDOR SET: 01 CITY OF PORTOLA
BANK: ALL

**** CHECK LISTING ****

** REGISTER GRAND TOTALS *

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	46	0.00	76,771.90	76,771.90
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	1	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	47	0.00	76,771.90	76,771.90

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
100	2/2022	34,588.50CR
207	2/2022	2,197.05CR
208	2/2022	9,017.44CR
215	2/2022	445.00CR
710	2/2022	12,111.64CR
720	2/2022	17,937.27CR
730	2/2022	475.00CR
=====		
ALL		76,771.90CR

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

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CITY COUNCIL AGENDA STAFF REPORT

DATE: February 18, 2022
TO: Honorable Mayor and Members of the City Council
FROM: Tara Kindall, Deputy City Clerk
MEETING: February 23, 2022
SUBJECT: Lost & Found Gravel Grinder 2022

The Lost & Found Gravel Grinder 2022 Bike Race is in the planning stages. The day of the race is Saturday, June 4th. You will find attached a report (Attachment 1) from Sierra Buttes Trail Stewardship giving a brief summary of last year's race and a plan, request, and budget for this year's race for Council's consideration.

2019's event sold out and having the Portola City Park as the venue was a great success. The plan for 2022 is to expand the race to include 2000 racers and an added e-bike category to allow for greater participation. The race will again start and end in Portola with a "bigger and better" after party there.

This event brings in a significant number of people to Portola and the hope is to not only boost tourism during the event, but also highlight Portola so event goers will come back to enjoy the area anytime. A key strategy to be successful in doing this is to enhance community engagement so that overall awareness of the event is heightened. It will be important to promote the event to local businesses and residents so they are aware of the benefits to them and Portola. This is an opportunity to build a great annual event that everyone looks forward to.

A few of the requests for this year's event are:

- More road closures on South Gulling Street
- More traffic control on the bridge during the race
- Maintaining adequate shower temperatures at the pool
- Expand camping
- Having the City manage the porta-potty's; making sure they are clean and well stocked
- Increase community engagement
- Have the City be the co-applicant with Sierra Buttes for the CalTrans permit
- Incorporate kid's races coordinated by the City
- Financial commitment of \$16,847 (Attachment 2)

Recommendation:

Review and discuss the request of the Sierra Buttes Trail Stewardship for the Lost & Found Gravel Grinder and determine the City's level of participation.

Attachments:

Attachment 1 – Sierra Buttes Trail Stewardship Report
Attachment 2 – Sierra Buttes Trail Stewardship Budget



Attachment 1

SIERRA BUTTES TRAIL STEWARDSHIP

550 Crescent Street, Quincy, CA 95971

www.sierratrails.org

Lost & Found Gravel Grinder 2020 - City of Portola

- 2019 Summary
 - Sold out event at 1,500 participants
 - The Portola City Park venue was a success with a greater racer attendance in town and more locals at the after party
 - Some locals still seemed surprised by what was going on so we need more local “ownership” & awareness of the event
 - More community awareness should create more local involvement
- 2020 Plan
 - Increase racer numbers to 2000 (1,681 registered as of 2020-03-05, so we are on track to sell out at 2k)
 - Added e-bike category to allow for greater participation
 - Bigger and better party
 - Multiple live music performers,
 - Early performance to keep people engaged before/after awards
 - Second band, same timing as 2019
 - More community engagement
 - Promote volunteering
 - Prepare businesses for 2,500 to 3,000 extra people in town
 - The overall goal is to promote Portola so people come ride when there is not an event going on
- Requests:
 - More road closures on S Gulling St and traffic control on the bridge when the majority of the riders come back to the park
 - Confirm showers will be HOT at the pool. Water heater failed in 2019 and we had multiple complaints of cold showers
 - Look into a “shower trailer”?
 - Expanded camping - keep this growing as the event grows
 - City to manage camping porta potties with sufficient cleaning schedule & toilet paper for porta potties
 - City to manage garbage collection at all camping sites
 - Engaging local community
 - Local businesses
 - Expo participation (local rate)
 - Gas stations and grocery stores well stocked
 - CalTrans permit
 - SBTS co-applicant with city as in 2019
 - City to own and manage kids races
 - Financial commitment:
 - See attached budget

Lost & Found Gravel Festival 2022	Budget
Band and two solo performers	\$3,500
Stage, Lighting & Sound for entertainment & Public Announcements	\$1,500
QTY 8 - 10 Yard Dumpsters \$329.13 per unit (Parklands, campground areas)	\$2,633
50 Portable Toilets @ \$95 ea 1 Deliver Charge \$700 (Parklands and camping), 10 Accessible Toilets @ \$180 ea, 1 Delivery Charge \$300 (parklands and camping), 16 Handwash Stations @ \$100 ea, 1 Delivery Charge \$300, 3 Service Calls @ \$150 ea	\$9,900
CHP Lead-Out & Course Marshaling, two officers, dedicated (cost from 2019)	\$2,526
Secure Bike Valet Infrastructure	\$1,000
Total Budgeted Expenses	\$21,059
Expense Revenue Share - City of Portola	
80% Cost Share Contribution from City of Portola	\$16,847

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CITY COUNCIL AGENDA STAFF REPORT

DATE: February 17, 2021

TO: Honorable Mayor and Members of the City Council

FROM: Susan Scarlett, Finance Officer

MEETING: February 23, 2021

SUBJECT: Update to mid-year information

Attached you will find the information that was not available when we did the mid-year review. I have updated the spread sheet to include the 2020-2021 audited actual numbers as well as budget and year to date figures for 2021-2022.

Discussion, no action needed

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

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CITY OF PORTOLA

General Fund Major Revenue Sources

6 Year Comparison and Year to Date

DESCRIPTION	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2021-2022
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	YTD 1/31/22
Property Taxes - Secured	212,435.92	213,283.43	226,305.27	235,170.26	246,268.84	239,206.47	250,000.00	130,087.98
Property Taxes - Unsecured	5,265.60	5,605.46	6,010.22	6,015.41	6,544.47	6,725.40	6,500.00	6,927.60
Home Owners Tax Relief	1,909.83	1,816.82	1,822.41	1,702.09	1,688.33	731.44	1,700.00	730.26
Transfer Tax	5,153.35	2,382.56	3,903.81	7,152.54	5,947.93	4,855.88	2,000.00	4,337.52
Fire Assessment	18,097.13	20,375.66	18,362.04	19,274.38	17,708.06	16,983.09	18,500.00	11,148.38
Supplemental Taxes	3,402.00	4,999.14	6,912.07	5,093.56	7,677.15	2,936.73	3,500.00	1,613.87
Property Tax Interest	238.27	373.75	601.65	713.62	1,478.64	1,199.36	750.00	142.39
VLF in lieu	124,029.57	142,517.18	148,024.30	154,657.92	163,071.17	167,969.71	168,000.00	86,322.67
COPS Funding	125,051.75	135,176.88	139,416.40	148,746.51	155,947.62	154,787.91	138,618.00	106,997.46
Vehicle Abatement	4,051.26		-	-				24.29
Fines & Forfeitures	473.25	344.97	735.92	520.59	408.58	282.64	200.00	
Prop 172	5,643.08	4,759.74	5,623.96	6,211.62	5,717.11	5,158.23	5,000.00	4,421.36
Administrative Fee								(3,501.66)
Total through Plumas County	505,751.01	531,635.59	557,718.05	585,258.50	612,457.90	600,836.86	594,768.00	349,252.12
Sales Tax	271,488.51	266,883.69	300,809.49	277,219.00	301,529.73	367,472.52	285,000.00	135,783.66
Transient Occupancy Tax	28,071.75	29,342.97	30,412.32	29,754.10	33,348.38	37,005.61	30,000.00	26,634.73

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CITY COUNCIL AGENDA STAFF REPORT

DATE: February 18, 2022

TO: Honorable Mayor and Members of the City Council

FROM: Tara Kindall, Deputy City Clerk

MEETING: February 23, 2022

SUBJECT: Resolution No. 2500, re-ratifying the proclamation of a state of emergency and re-authoring remote teleconference meeting of the legislative bodies of the City of Portola.

At the September 22, 2021, City Attorney Steve Gross updated council concerning Assembly Bill 361, signed by Governor Gavin Newsom on September 16, 2021, which extends the Brown Act modifications that have been in effect since March of 2020. This bill allows the following:

- While maintain transparency and public access, local agencies would be able to meet remotely during a declared state of emergency
- While agencies would still be required to post agendas and meeting information, agencies would not be required to post meeting notices and/or agendas at all teleconference locations when remotely meeting during an emergency
- While the public must continue to have access to the remote meeting and provided the ability to make public comment, agencies would not be required to make all remote meeting sites accessible to the public, nor include the remote location details in the meeting notice or agenda during a declared state of emergency
- Additionally, agency board members would not be required to be a remote site within the territorial bounds of the agency during a declared state of emergency.

City Attorney Gross explained that this resolution would be coming before Council approximately every 30 days for review and reconsideration by Council. Previous Resolutions and time periods: Resolution No. 2486 for October 13, 2021 through November 13, 2021; Resolution No. 2489 November 13, 2021 through December 13, 2021; Resolution No. 2492 for December 13, 2021 through January 12, 2022; and Resolution No. 2496 for January 12, 2022 through February 11, 2022.

Recommendation:

Adopt Resolution No. 2500: A Resolution of the City Council of the City of Portola proclaiming a local emergency persists, re-ratifying the proclamation of a state of emergency by Governor of California Executive Order N-29-20, and re-authorize remote teleconference meetings of the legislative bodies of the City of Portola for the period of February 12, 2022 through March 11, 2022 pursuant to Brown Act provisions.

Attachments:

Attachment 1: Resolution No. 2496

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RESOLUTION NO. 2500

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORTOLA
PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE
PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR OF
CALIFORNIA MARCH 4, 2020, AND RE-AUTHORIZING REMOTE
TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE CITY OF
PORTOLA FOR THE PERIOD OF FEBRUARY 12, 2022 TO MARCH 11, 2022
PURSUANT TO BROWN ACT PROVISIONS.**

WHEREAS, the City of Portola is committed to preserving and nurturing public access and participation in meetings of the City Council; and

WHEREAS, all meetings of the City of Portola's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the City's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provision for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the City's boundaries, caused by natural, technological or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, the Governor of California issued a proclamation of a state of emergency March 4, 2020 and the City Council of the City of Portola previously proclaimed by Official Proclamation on March 19, 2020, finding that the requisite conditions exist for the legislative bodies of the City of Portola to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of section 54953; and

WHEREAS, as a condition of extending the use of the provisions found in section 54953(e), the City Council must reconsider the circumstances of the state of emergency that exists in the City of Portola, and the City Council has done so; and

WHEREAS, emergency conditions persist in the City of Portola specifically, a novel coronavirus, COVID-19, which symptoms include fever, cough, and shortness of breath with outcomes ranging from mild to severe illness, and in some cases death; and

WHEREAS, Plumas County, where the residents of the City of Portola reside, reports that many cases of COVID-19 and its variants continue to be contracted regularly within the county; and

WHEREAS, the City of Portola does hereby find that the Existence of a Local Emergency due to the COVID-19 Pandemic has caused, and will continue to cause, conditions of peril to the safety of persons within the City that are likely to be beyond the control of services, personnel, equipment, and facilities of the City of Portola and desires to affirm a local emergency exists and re-ratify the proclamation of state of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency persisting, the City Council does hereby find that the legislative bodies of the City of Portola shall continue to conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as

authorized by subdivision (e) of section 54953, and that such legislative bodies shall continue to comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, the City Council of the City of Portola has been conducting meeting via live streaming at: <https://zoom.us/j/3583067836> or by phone at: 1.669.900.6833, meeting ID 358 306 7836 so that the public may participate in the City Council meetings;

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

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Affirmation that Local Emergency Persists. The City Council hereby considers the conditions of the state of emergency in the City of Portola and proclaims that a local emergency persists throughout the City, and the novel coronavirus, COVID-19, continues to persist within the City as well as throughout Plumas County at a rate that poses significant risk to the health of all citizens.

Section 3. Re-ratification of Governor’s Proclamation of a State of Emergency. The City Council hereby ratifies the Governor of the State of California’s Proclamation of State of Emergency, effective as of its issuance date of March 19, 2020 .

Section 4. Remote Teleconference Meetings. The City Manager and legislative bodies of the City of Portola are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, continuing to conduct open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) January 12, 2022, or such time the City Council adopts a subsequent resolution in accordance with Government Code section 54953(3) to extend the time during which the legislative bodies of the City of Portola may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the City Council of the City of Portola , this 23rd day of February 2022, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Pat Morton, Mayor

ATTEST:

Tara Kindall, Deputy City Clerk

I, Tara Kindall, 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 February 23, 2022.

Tara Kindall, Deputy City Clerk