

**PORTOLA CITY COUNCIL
MEETING MINUTES
December 14 2016
6:00 p.m.**

1. CALL TO ORDER

Mayor Powers called the meeting to order at 6:00 pm.

2. PLEDGE OF ALLEGIANCE

Mayor Powers led the Council in a moment of silence and the reciting of the pledge of allegiance.

3. ROLL CALL

Councilmembers Morton, Oels, Mayor Pro Tem Larrieu and Mayor Powers were present. Councilmember Gault was present in the audience. City Manager Robert Meacher, Finance Officer Susan Scarlett, City Attorney Steve Gross, and City Clerk Melissa Klundby were also in attendance.

4. PUBLIC COMMENT

Ron Jacobson, addressed the Council and resigned as Fire Chief for the Portola Volunteer Fire Department, due to personal reasons. The Council thanked him for his service.

Councilmember Gault thanked the Council, City Staff and the citizens of Portola for allowing her to serve them as a Councilmember. Councilmember Gault noted she had moved out of the City limits and was therefore no longer on the Council.

5. ELECTION RESULTS

A. **General Municipal Election, Canvas of Votes and Certification of Result** – Consider adoption of Resolution No. 2301 declaring the results of the November 8, 2016 Municipal Election. Discussion, possible action.

City Clerk, Melissa Klundby presented the Council with Resolution No. 2301, declaring the results of the November 8, 2016 Municipal Election. Finding no public comment Councilmember Morton made a motion to approve Resolution No. 2301 declaring the result of the November 8, 2016 Municipal Election. Mayor Pro tem Larrieu seconded the motion and it was unanimously approved.

B. **Presentation** – Honoring the outgoing members of the City Council.

Mayor Powers presented outgoing Councilmembers Oels and Gault with a certificate thanking them for their service to the City of Portola as members of the City Council.

- C. **City Council Reorganization** – The oath of office will be administered to incoming members of the City Council.

Mayor Powers read a letter from newly elected Councilmember Steve Clifton, wherein Mr. Clifton regretfully informed the Council that he could not accept his seat on the Council due to personal issues.

City Attorney Steve Gross reviewed the procedures for filling the vacancy and the Council determined to agendaize this item at its next regular Council meeting.

The City Clerk proceeded to administer the Oath of Office to newly elected Councilmember Tom Cooley and the elected incumbents Pat Morton and John Larrieu. The newly elected Councilmembers took their seat at the dais.

6. COUNCIL REORGANIZATION

- A. **Selection of Mayor and Mayor Pro Tem** - Consider nominations and make appointments for the Mayor and Mayor Pro Tem positions. Discussion, possible action.

Mayor Powers recommended that Mayor Pro tem Larrieu assume the seat of Mayor and that Councilmember Morton become the Mayor Pro Tem. Finding no public comment Councilmember Oels made a motion to appoint Mayor Pro tem Larrieu as the Mayor. Councilmember Morton seconded the motion and it was unanimously approved.

Councilmember Oels made a motion to appoint Councilmember Morton as the Mayor Pro Tem. Councilmember Powers seconded the motion and it was unanimously approved.

The Council assumed their newly appointed positions.

7. CITY COMMUNICATIONS

A. City Council Communications/Committee Reports

Councilmember Oels and Powers reported on the Plumas LAFCo meeting.

Mayor Pro tem Morton reported on her attendance at a Sierra Valley Land Trust meeting, the annual tree lighting event, the Portola Volunteer Fire departments annual Christmas party, and the Angel Tree programs progress.

B. City Manager Report

City Manager Meacher reported that Staff is working with Schomac Group representatives following the Portola Highlands Special Meeting and they will work on the transition and hiring of a new Portola Volunteer Fire Department Fire Chief.

C. Staff Communications

Chuck Brashear, Community Service Officer reported that abatement issues are at 80% compliance.

Susan Scarlett, Finance Officer, reported that the Accounting position had been filled with a very qualified applicant.

8. CONSENT CALENDAR

- A. **Minutes** – Adopt the minutes of the City Council regular meeting held on November 9th, 2016 the Special Meeting November 14th; the Special meeting of November 30th, and the Special meeting of December 6th, 2016.
- B. **Claims** – Adopt Resolution No. 2302 authorizing payment of claims for the period of November 4, 2016 through December 9th, 2016.

Finding no Council or public comment, Councilmember Powers made a motion to adopt the minutes of the City Council regular meeting held on November 9th, 2016 the Special Meeting November 14th; the Special meeting of November 30th, and the Special meeting of December 6th, 2016 and to adopt Resolution No. 2302 authorizing payment of claims for the period of November 4, 2016 through December 9th, 2016. Councilmember Oels seconded the motion and it was unanimously approved.

9. ORDER OF BUSINESS

- A. **Vacancies in Public Officers** – Review and consider the process to fill existing vacancy for the City Treasurer. Discussion, possible action.

City Clerk, Melissa Klundby reported that no one had ran for the Treasurer position and outlined the City process for appointing the Clerk as the Treasurer; or for advertising for and filling the vacancy through appointment or Special Election. Finding no public comment Councilmember Cooley made a motion to appoint City Clerk, Melissa Klundby as the City Treasurer. Mayor Pro Tem Morton seconded the motion and it was unanimously approved.

- B. **Fire Tax Ordinance 345** - Introduce and Waive the Second Reading of Ordinance 345, Fire Tax Assessment. Discussion, possible action.

Staff presented the Council with Ordinance 345, An Ordinance of the City of Portola, County of Plumas Adding Chapter 3.22 of the City of Portola Municipal Code Providing for a Fire Protection and Emergency Response Tax. Finding no Council discussion Mayor Larrieu asked for public comment. Cal Patterson commented that the Fire Tax Assessment committee had reviewed and discussed the assessment amount following the public outreach meeting, and that the committee fully supports and recommends the assessments presented.

Mayor Pro Tem Morton made a motion to introduce and waive the Second Reading of Ordinance 345, An Ordinance of the City of Portola, County of Plumas Adding Chapter 3.22 of the City of Portola Municipal Code Providing for a Fire Protection and Emergency Response Tax. Councilmember Powers seconded the motion and it was approved during a roll call vote.

- C. **New Mayors & Council Members Academy** - Consider approval for and budget amendments for attendance at this conference sponsored by the League of California Cities. Discussion, possible action.

City Manager Robert Meacher presented the Council with information and the cost for attendance at the annual League of California Cities New Mayors & Council Members Academy. City Manager Meacher requested attendance by himself and newly appointed Councilmember Cooley. The Council discussed the cost of attendance and the value of sending the City Manager in conjunction with the newly appointed Councilmember. Councilmember Oels and Cooley expressed concerns with the additional cost of sending the City Manager. Following further discussion the Council asked for public comment and Bob Morton commented that the Council should wait until a new Councilmember was appointed to fill the vacant Council seat. Finance Officer Susan Scarlett noted that due to the timing of the event, this was not an option.

Mayor Pro Tem Morton made a motion to approve the request as presented and to send both the new Councilmember and the City Manager to the New Mayors & Council Members Academy. Councilmember Oels seconded the motion and it was approved by all in attendance.

- A. **Finance Update** – Receive a finance update for Fiscal year 2016-2017. Discussion and/or possible action.

Finance Officer Susan Scarlett gave the Council a brief finance update and reviewed a list of budget amendments needed.

10. CLOSED SESSION

- A. **Public Employee Mid-Year Performance Evaluation** - Closed session pursuant Government Code section 54957, Mid-Year City Manager performance review.

There was no reportable action from the closed session.

11. ADJOURNMENT

Councilmember Oels made a motion to adjourn the meeting. Mayor Pro tem Morton seconded the motion and the meeting was adjourned at 8:27 p.m.

Respectfully Submitted,

Melissa Klundby, City Clerk