

**PORTOLA CITY COUNCIL
MEETING MINUTES
November 28, 2018
6:00 p.m.**

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

Mayor Morton led the Council in the reciting of the pledge of allegiance.

3. ROLL CALL

Councilmember Oels, Powers and Reynolds, Mayor Pro Tem Cooley and Mayor Morton were present.

Interim City Manager Leslie Chrysler and City Clerk Melissa Klundby were also in attendance.

4. PUBLIC COMMENT

None

5. CITY COMMUNICATIONS

A. City Council/Committee Reports

Councilmember Oels reported that he had attended a meeting of the Transportation Commission, completed fuels reduction work in Dixie Valley and secured a right of way for the Lost and Found Bike race event for 2019.

Councilmember Powers reported that he had attended a meeting of the Transportation Commission and worked on his rental property which would be used by a victim family who had lost their home in the Paradise Fire.

B. Staff Communications

None

C. City Manager Report

Leslie Chrysler, Interim City Manager, reported on the following:

- State sales tax revenue had increased by 17%
- The annual tree lighting parade would be held on the Friday, December 7 at 6:00 pm.
- The City would be switching to the Verizon phone system on Friday, November 30, 2018

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 Councilmember, 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 14, 2018.
- B. **Claims** – Adopt Resolution No. 2377 authorizing payment of claims for the period of November 9, 2018 through November 23, 2018.

Resolution No. 2377
A Resolution of the City Council of the City of Portola
Authorizing Payment of Claims for the Period
November 9, 2018 through November 23, 2018

Finding no Council or public comment, Councilmember Powers made a motion to adopt the minutes of the City Council regular meeting held on November 14, 2018 to approve Resolution No. 2377 authorizing payment of claims for the period of November 9, 2018 through November 23, 2018. Councilmember Oels seconded the motion and it was unanimously approved during a roll call vote.

7. PRESENTATIONS

None

8. ORDER OF BUSINESS

- A. **Ordinance 352** – Consider Adoption of Ordinance 352, Adopting Municipal Code Amendments to Chapters 5.06, 9.33 and Title 17 of the Portola Municipal Code. Discussion, possible action.

Interim City Manager Leslie Chrysler, presented the Council with Ordinance 352 and noted that it had been extensively reviewed at two previous meeting. Mayor Morton asked for public and Council comment. Finding no comment, Councilmember Oels made a motion to adopt Ordinance 352, Adopting Municipal Code Amendments to Chapters 5.06, 9.33 and Title 17 of the Portola Municipal Code and requested the City Clerk post appropriate notice. Councilmember Powers seconded the motion and it was unanimously approved during a roll call vote.

- B. **Fixed Assets and Surplus Property Policy and Procedures**– Review the Fixed Assets and Surplus Property Policy and Consider adoption of Resolution No. 2378, Adopting and Establishing a Fixed Assets and Surplus Property Policy. Discussion, possible action.

Resolution No. 2378
A Resolution of the City Council of the City of Portola
Adopting a Fixed Assets and Surplus Policy

Interim City Manager Leslie Chrysler, presented the Fixed Assets and Surplus Property Policy and requested that the Council consider adoption of Resolution No. 2378, Adopting and Establishing a Fixed Assets and Surplus Property Policy. Leslie noted that the Finance and Administration Committee had reviewed the updated policy and that the policy was made consistent with current practices and law. Leslie noted that two changes from the previous policy included a change in the fixed assets threshold from \$2,500 to \$5,000 and allowed for media/internet bidding procedures.

Mayor Morton asked for public and Council comment and finding no comment requested a motion and a second. Councilmember Powers made a motion to adopt Resolution No. 2378, Adopting and Establishing a Fixed Assets and Surplus Property Policy. Councilmember Oels seconded the motion and it was carried unanimously during a roll call vote.

9. CLOSED SESSION

None

10. ADJOURNMENT

The meeting was adjourned at 6:10 pm in memory of John Larrieu.

Respectfully Submitted,

Melissa Klundby, City Clerk