

**PORTOLA CITY COUNCIL
REGULAR MEETING
SEPTEMBER 12, 2012
7:00 P.M.**

CALL TO ORDER

Mayor Mark called the meeting to order at 7:00 p.m. and led the pledge of allegiance.

ROLL CALL

Councilmembers Oels, Weaver, McBride, Mayor Pro Tem Larrieu and Mayor Mark responded to the roll call. City Manager/City Clerk Leslie Tigan, City Attorney Steve Gross and Finance Officer Susan Scarlett were also in attendance.

PUBLIC COMMENT

Citizen Concerns

Portola resident Larry Douglas explained that since the election the citizens have been concerned about the resignation of Bill Kennedy and the following appointment process, the Prop 218 process because they wanted a vote of the people, he stated that he felt the Grand Jury did a great job and suggested the Councilmember should understand that just because something is legal doesn't make it ethical. He continued to suggest the Council should review employee health benefits.

Plumas County Cuts

Portola resident Ken Tibbedeaux suggested the City should look at closing on Fridays to mirror the cuts made a Plumas County.

CITY MANAGER'S REPORT

Ms. Tigan reported on the following: Grants received for hazardous fuel reduction at the City's Willow Springs property and CDBG funds for park bathrooms and the building for the Crisis Intervention Center; Community Leaders breakfast with Senator Gaines in Quincy on September 27th; installation of the sewer grinder; the water pressure issue north of Joy Way; sewer pond land application project and the hospital boiler project.

Finance Officer Susan Scarlet updated the Council on the recent gas tax audit and explained that the item would be on an upcoming agenda.

CONSENT CALENDAR

It was moved by Councilmember Weaver seconded by Councilmember McBride to approve the consent calendar as presented. All members present voted in favor.

- A. Minutes – Adopted the minutes of the regular meeting held on August 8, 2012, the special meetings held on August 23 & 29, 2012.
- B. Claims – Adopted Resolution No. 2140 authorizing payment of claims for the period August , 2012 to September 7, 2012.

Accounts Payable:	\$ 97,692.94
Payroll:	<u>\$ 51,086.50</u>
Total:	\$ 148,779.44

PRESENTATION

- A. Lost Sierra Rec & Tech

Bob Marshal, Plumas Sierra Rural Electric Coop and Audrey Ellis, Eastern Plumas Chamber of Commerce provided the Council with a presentation on their Rec & Tech marketing plan for the area. They requested the City consider appointing a liaison.

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September 12, 2012

ORDER OF BUSINESS

A. Web Site Revision

City Manager Leslie Tigan explained that this item had been discussed at the last Council meeting and the City Council had requested additional time to review the proposals. She explained that since the last meeting the Councilmembers had been forwarded an e-mail from Eastern Plumas Chamber providing links to websites hosted by Chamber Nation and Councilmembers Oels and Weaver had participated in an interactive presentation of Civic Plus.

Audrey Ellis, Eastern Plumas Chamber, introduced Richard Scully who would be working to develop the City's website if the Chamber were selected. Mr. Scully provided a demonstration explaining how the City would be able to work with the content of the web site once developed. He outlined the training and support services that would be available to the City. Mr. Scully also directed the City Council to a sample web site which shows what the City web site could look like.

Councilmember McBride explained that he would like some additional time to look through the sample web site developed by Mr. Scully.

After further discussion it was the consensus of the City Council to place the item on the next agenda to allow Councilmembers more time to consider the options.

B. Abatement

City Manager Leslie Tigan explained that the property located at 201 Main Street had completed all notification requirements of the municipal code abatement process and could be scheduled for abatement by the City. She explained that the condition of the property had not changed and if the City were to pursue the abatement records would be kept of the City's expenses that would then be presented to the property owner for payment. If the property owner failed to pay the charges would then be placed as a lien against the property.

Property owner Christian Villafuerte addressed the City Council. He explained that he did not know the property was in such a bad condition since he did not live in the area. He requested the City Council consider giving him an extension of time to complete the clean-up.

After a brief discussion it was moved by Mayor Pro Tem Larrieu, seconded by Councilmember Weaver to extend the date for compliance with the clean up to October 10, 2012 due to good cause being shown by the property owner and direct the property owner to work with the Community Service Office to prepare a timeline for the clean up. All members present voted in favor.

C. Planning Commission Appointment

City Manager Leslie Tigan explained that since July there has been a vacancy on the Planning Commission and the City had received a letter of interest from Mike Matus.

Mayor Mark then appointed Mike Matus to fill a term on the Planning Commission which will end in July 2014.

D. City Manager Recruitment

City Manager Leslie Tigan explained that the City Council had approved funding the 2012/2013 budget for the recruitment of a City Manager. During budget workshops the City Council had agreed with the recommendation of the Finance & Administration Committee to utilize the services of a consultant to assist with the recruitment process.

Ms. Tigan then introduced retired City Manager Earl Wilson to the City Council. She explained that staff had met with Mr. Wilson and developed a scope of services to be included in a contract for the City Council to consider.

Mr. Wilson addressed the City Council, he explained that the hiring of a City Manager was one of the most important decisions that a Councilmember would make during their term. He

outlined the process the City Council would take part in beginning with making decisions about what traits and expertise the Council would want to see in the City Manager, moving through the advertising stage, accepting and reviewing applications and then determining the final candidates. Mr. Wilson presented a timeline and a draft budget for the recruitment process for the City Council to review.

Ms. Tigan explained that the contract for services with Mr. Wilson is for a total of \$4,000, the remainder of the \$10,000 budget item would cover expenses associated with advertising, background investigations and any travel that the City may decide to cover for candidates.

After a brief discussion it was moved by Mayor Pro Tem Larrieu, seconded by Councilmember McBride to approve the contract for recruitment services with Earl Wilson. All members present voted in favor.

E. 2011/2012 Plumas County Grand Jury Report

City Manager Leslie Tigan explained that following the discussion at the last City Council meeting staff had started on a draft of the response to the Grand Jury report. She noted that quite a few of the findings and recommendations required a response from the City Council.

The City Council reviewed each finding and recommendation of the Grand Jury and assisted with responses. Ms. Tigan explained that a revised response would be provided at the next Council meeting.

F. City Engineer Employment Agreement

City Manager Leslie Tigan explained that with the ever changing Caltrans projects came the ever changing employment agreement with the City Engineer. She reminded the City Council that the City would be reimbursed for all costs associated with this employment agreement. The City had been approved to move forward with the engineering and permitting portion of the second phase of the A15 project and the employment contract would need to be amended to provide for the costs associated with this engineering work. She presented a new employment agreement for consideration.

It was then moved by Mayor Pro Tem Larrieu, seconded by Councilmember McBride to approved the employment agreement with Dan Bastian. All members present voted in favor.

Mayor Mark recessed the meeting to closed session at 9:25 p.m.

CLOSED SESSION

A. Existing Litigation - - Pursuant to Government Code Section 54956.9
Claim of Mills(York Claim #SCGA01640A2)

The meeting was reconvened to open session at 9:30 p.m.

REPORT FROM CLOSED SESSION

It was reported that by unanimous vote the City Council rejected the claim of Donna Mills.

ADJOURNMENT

There being no further business it was moved by Councilmember Weaver, seconded by Councilmember McBride to adjourn the meeting at 9:32 p.m. All members present voted in favor.

Leslie Tigan, CMC
City Clerk

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