

**REGULAR MEETING MINUTES
PORTOLA CITY COUNCIL
35 THIRD AVENUE | PORTOLA, CA 96122
NOVEMBER 13, 2019 | 6:00 P.M.**

1. CALL TO ORDER

Mayor Cooley called the meeting to order at 6:00 p.m. and requested a moment of silence.

2. PLEDGE OF ALLEGIANCE

City Council, City Staff, and the audience stood and recited the pledge of allegiance.

3. ROLL CALL

Councilmembers Morton, Powers, Mayor Pro Tem Oels and Mayor Cooley responded to the roll call. City Manager Lauren Knox, City Attorney Steve Gross, Finance Officer Susan Scarlett, Public Works Director Todd Roberts, and Deputy City Clerk Tara Kindall were also in attendance. Councilmember Peiler was absent.

4. PUBLIC COMMENT

Mayor Cooley read a letter that was received by the City of Portola into the public record. The letter, written by Daniel T. Harvey who resides at 880 Kandy Lane, Portola, CA 96122, states his concerns and objections to the yard waste burn ban that was placed in effect for the City of Portola. George Omran who resides at 439 Samantha, Portola, CA 96122, stood up and addressed Council. He stated that he lives next door to a house that burned down approximately three weeks ago and he feels that, contrary to what the gentleman who wrote in expressed, it would be extremely difficult for anyone to maintain control of a fire if something happened to cause it to spread. He stated that within minutes the house next door to his was fully engulfed and they almost lost their house as well. He feels that it would be wrong to lift the burn ban.

5. CITY COMMUNICATIONS

A. City Council Communications/Committee Reports

Councilmember Morton reported that she attended the Christmas in Old Town meeting on December 6th. She would like to know if City Council will ride in the parade. Council would be happy to do so. She also mentioned that the high school parade included the street that loops around the hospital on their route and the residents in the assisted living and long term care really enjoyed that. They discussed taking the same route at the meeting.

Councilmember Powers reported that he attended the Behavior and Health open house last night. They discussed their desire to make this facility a location that could assist those with tier three mental health challenges as well as highlighted the improvements they've been able to make and some of the different programs they are able to offer such as an open access day where patients are able to walk in and receive services. At the end of October he attended a

Cal LAFCO conference. It was very interesting and he came away with some good information.

Mayor Pro Tem Oels had nothing to report.

Mayor Cooley reported that he attended a District meeting yesterday where they approved an MOU concerning the Fire Department consolidation.

B. Staff Communications/Fire Chief Report

Finance Officer Scarlett said that she is still working on year end and she's included the State Controllers Street Report. Within that report is the reporting on the snow removal.

Chief Frank reported that in September of 2019 there were a total of 37 calls: 34 medical; 1 vehicle accident; 1 fire alarm; and 1 smoke check. In October of 2019 there were a total of 21 calls: 17 medical, 1 structure fire (no injuries) with 3 vehicles that burned and 1 dog fatality; illegal dumping of ashes on fence; and a vegetation fire on Kandy Lane as a result of ashes from a burn pile re-igniting. That fire ended up burning a fair amount of the fence. He added in response to the letter that Mayor Cooley read earlier that burn piles do start fires that can spread very quickly. He recently was driving home late at night and came across a fire that started from a previous burn from three days earlier so it's best to obey the burn ban and for the community to understand that these are put in place for everyone's safety. There was a possible propane leak at the railroad yard. It ended up being a liquid oxygen tank that had been filled in the cold that he was able to shut off. They conducted a Safe Halloween event at the Northside Station where they gave away 1500 pieces of candy. They are doing another bicycle give away at the school this year as well.

C. City Manager Report

City Manager Knox stated that there is a clerical error on the agenda concerning the resolution numbers and clarified that everything in reference to item 6.B. is for resolution number 2413 and everything in reference to item 7.C. is for resolution number 2414. She also attended the Christmas Light Parade meeting as well and encourages everyone to come out for the event. There will be a Fall Burn Wise Workshop on November 23rd.

6. CONSENT CALENDAR

It was moved by Councilmember Morton and seconded by Mayor Pro Tem Oels to approve the consent calendar as presented:

- A. Minutes** – Adopt the minutes of the City Council regular meeting held on October 23, 2019.
- B. Claims** – Adopt Resolution No. 2413 authorizing payment of claims for the period October 19 to November 8, 2019.

Accounts Payable: \$ 77,964.07

Payroll:	\$ 27,877.96
Total:	\$ 105,842.03

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

7. ORDER OF BUSINESS

A. Sanitary Sewer Master Plan Overflow Policy.

Public Works Director Roberts explained that the State requires the City to adopt a Sanitary Sewer Master Plan Overflow Policy. This will allow the City to obtain the required State discharge permit for our Sewer Bonds. The policy included as *Attachment 1* has been updated to comply with the State of California Wastewater Discharge requirements. Director Roberts gave a brief overview and fielded questions. A brief discussion ensued. Mayor Pro Tem Oels moved and Councilmember Power seconded a motion to adopt the Sanitary Sewer Master Plan with stated changes. All Councilmembers present voted in favor of adoption.

B. Non-Motorized Boat Launch Grant.

City Manager Knox reviewed for Council the status of the West End Park Non-Motorized Boat Launch project. She informed them that the State had reviewed the proposal and came back with an enhanced plan for Council's consideration. There was discussion on the various costs associated with the State's plan and how the enhancements may over improve the area. After review Council consensus was to have the City Manager to look into alternatives and go back to the Division of Boating and Waterways to see if the plan they presented could be narrowed to fit the City needs better.

C. SB2 Planning Grant.

City Manager Knox reviewed the SB2 Planning Grants Program funds item with Council. The SB2 Planning Grant Program assists local governments to accelerate housing production. The City would be eligible for \$160,000.00 from these funds. It is a noncompetitive grant process that would aid the City in obtaining GIS (Geographic Information System) software. This software would significantly enhance the permitting process of the City and update programs to track more efficiently and comprehensively. It would also allow us to determine housing opportunities and develop a marketing package. As this is not a matching grant the City would not have to match those funds in any way. There was further discussion about pricing, long term costs, the benefits of the software, and what an asset it would be for our community. Councilmember Morton moved and Mayor Pro Tem Oels seconded adoption of Resolution 2414.

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

Roll call vote, no: none.

D. Financial Update and Budget Amendments.

Finance Office Scarlett gave a detailed review of the financial update and discussed the budget amendments with Council. After a brief discussion it was moved by Councilmember Powers and seconded by Councilmember Morton to accept the financial update as presented. All Councilmembers present voted in favor of acceptance.

8. ADJOURNMENT

There being no further business to discuss Mayor Cooley adjourned the meeting at 7:10 p.m.

Respectfully submitted,

Tara Kindall, Deputy City Clerk