

**SPECIAL MEETING MINUTES
PORTOLA CITY COUNCIL
35 THIRD AVENUE | PORTOLA, CA 96122
MARCH 20, 2020 | 4:00 P.M.**

**THE COUNCILMEMBERS, CITY ATTORNEY, AND FINANCE OFFICER ATTENDED THIS MEETING
VIA TELECONFERENCE AS PERMITTED BY CALIFORNIA GOVERNOR NEWSOM
EXECUTIVE ORDER N-29-20.**

1. CALL TO ORDER

Mayor Oels called the meeting to order at 4:01 p.m.

2. ROLL CALL

Councilmembers Cooley, Morton, Peiler, Mayor Pro Tem Powers and Mayor Oels 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 in attendance.

3. PUBLIC COMMENT

None received by the Deputy City Clerk prior to the meeting and no comment was given by members of the public joining the meeting via Zoom.

4. ORDER OF BUSINESS

A. Ratification of Emergency Declaration Proclamation for COVID-19 (Coronavirus).

City Manager Knox reviewed in detail the Proclamation, Resolution No. 2421 and explained the different steps taken by the City thus far regarding this declaration of emergency. The information concerning COVID-19 (Coronavirus) is rapidly changing and is something that is being actively and closely monitored by staff. Federally, the key message from the White House as relayed through the California League of Cities in response and recovery to this outbreak is Locally Executed, State Managed and Federally Supported. The State is working closely with FEMA. Governor Newsom has issued a State wide stay at home order encouraging citizens to stay at home and only go out to acquire essential services such as food, gas, prescriptions, medical attention, banking services, laundry, and government functions. Plumas County declared an emergency March 16, 2020 through Public Health with the County Board of Supervisors ratifying that declaration on March 17, 2020. Mayor Oels signed an Emergency Declaration Proclamation on March 19, 2020. The proclamation assigns the duties of the Director of Emergency Services to the City Manager. The City official opened the Emergency Operation Center as of Wednesday, March 18, 2020 and have been operating at a Level 2 Emergency. The main objectives of the EOC have been monitoring, receiving, analyzing, and disseminating pertinent information to our residents and local businesses. This information changes rapidly so we are focused on monitoring the situation very carefully to ensure that our residents are protected. We also want to make sure that any information we release is consistent with the County and State and that we are releasing only accurate and timely information. As part of the EOC we are tasked with implementing and tracking all of our tasks and duties

in response to this incident, daily briefings are being held, and the duty officer right now is the City Manager. We are working very closely with our local hospital and have included an Eastern Plumas Healthcare liaison in our daily briefings as well as participating in the Plumas County Joint Information Center discussions to make certain that our information is accurate and also to be a resource for the County if they need us. The County is the public health agency and we are here to support them. Our other main focus is to continue providing essential services of water, wastewater, and street clearing to our residents. We are waiving additional penalties to the utility bills and will not be processing any water shutoffs. We have put in extra precautions in place here at City Hall. We are open by appointment only to customers, but are still here to answer phone calls answer emails and the drop box is always open for customers to make their payments as well as our online payment portal. We are practicing social distancing and have instituted additional cleaning procedures. We are staggering work schedules as much as possible to reduce physical contact, but still maintain operations. We will continue to operate the EOC while this emergency is actively declared. While being proactive, duties may shift as this situation continues, but we are ready to add additional roles and help as needed during this time. There are guidelines in place that may allow for certain reimbursement so we will continue to accurately track our time and resources spent on the emergency. Next week's regular meeting will be held via teleconference. Mayor Pro Tem Powers moved and Councilmembers Morton and Cooley seconded a motion to adopt Resolution No. 2421, *A Resolution of the City Council of the City of Portola ratifying the proclamation of the City's Director of Emergency Services proclaiming a local emergency and related matters to address COVID-19.*

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

Roll call vote, no: none.

5. ADJOURNMENT

There being no further business to discuss Mayor Oels adjourned the meeting at 4:14 p.m.

Tara Kindall, CMC
Deputy City Clerk