

**REGULAR MEETING MINUTES  
PORTOLA CITY COUNCIL  
35 THIRD AVENUE | PORTOLA, CA 96122  
MARCH 25, 2020 | 6:00 P.M.**

**1. CALL TO ORDER**

Councilmembers attended this meeting via teleconference as permitted by California Governor Newsom Executive Order N-29-20. Members of the public were able to join the meeting via Zoom live streaming. Mayor Oels called the meeting to order at 6:02 p.m.

**2. ROLL CALL**

Councilmembers Cooley, Morton, Mayor Pro Tem Bill Powers, and Mayor Oels responded to the roll call. City Manager Lauren Knox, City Attorney Steve Gross, Finance officer Susan Scarlett, Deputy City Clerk Tara Kindall, and City Engineer Dan Bastian were also in attendance. Councilmember Peiler was absent.

**4. PUBLIC COMMENT**

Mayor Oels called for any public comment. There were no comments submitted in writing prior to the meeting and no one on the Zoom meeting platform engaged in making any comments via the chat platform.

**5. CITY COMMUNICATIONS**

**A. City Council Communications/Committee Reports**

Councilmember Morton had two meetings scheduled, but both were cancelled.

Mayor Pro Tem Powers missed the Transportation Commission meeting, but did check in afterward for an update.

Councilmember Cooley participated in a LAFCo Ad Hoc Budget Committee meeting.

Mayor Oels participated in a teleconference meeting of the Transportation Commission.

**B. Staff Communications/Fire Chief Report**

No reports were given. The Deputy City Clerk did mention two verbal corrections to the February 26, 2020 and March 11, 2020 minutes. She excluded the telephonic location to the minutes included in the packet, but will add it to the final minutes. Also, the language on the Agenda for the March 20, 2020 Special Session minutes that allowed the meeting to be conducted via teleconference per Governor Newsom's executive order was omitted on the minutes, but will be added to the final.

### **C. City Manager Report**

City Manager Knox gave a detailed update on the COVID-19. Since the March 20, 2020 meeting staff has been actively monitoring the situation as it develops. There is a lot of information at all levels: Federal; State; and County to sort through and disseminate to our community. We are participating in Joint Information Committee teleconference calls bi-weekly to keep updated with County Public Health. In conjunction with our Mutual Aid Agreement with the County, the City is actively participating in gathering specific information regarding resources within our community. This will help establish a resource inventory list. City Hall employees continue to work daily and are available for customers to make appointments with if necessary. We are waiving all penalties and not processing any shut offs during the months of March and April to help assist residents during this time. To comply with the governor's stay at home order some staff is staggering their work schedules, however, all necessary services of water, sewer, and street clearing will continue uninterrupted. To limit exposure staff is staying as separated as possible and we are willing to deliver necessary items, such as Council Packets, to any Councilmember as needed. ID badges have been created for all essential employees. Staff also participates in a daily briefing to be made aware of any new and pertinent information. Councilmember Cooley asked how the customers were responding and if we needed more assistance. City Manager Knox stated that the customers are great and understanding of these necessary precautions. Local businesses are also responding appropriately to the social distancing and stay at home orders.

## **6. CONSENT CALENDAR**

Councilmember Morton moved and Mayor Pro Tem Powers seconded a motion to approve the consent calendar as corrected:

**A. Minutes** – adopt the minutes of the City Council Regular meeting held on February 26, 2020 and March 11, 2020 and the City Council Special meeting held on March 20, 2020.

**B. Claims** – Adopt Resolution No. 2422 authorizing payment of claims for the period of March 5, 2020 to March 18, 2020.

Accounts Payable:     \$ 78,049.26

Payroll:                 \$ 26,645.95

Total:                   \$103,695.21

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

Roll call vote, no: none.

## **7. ORDER OF BUSINESS**

### **A. RFP for drilling/boring samples A15 project.**

City Engineer Dan Bastian reviewed this project for Council. He and City Attorney Gross had the opportunity to speak regarding this item and it is being suggested that Council approve the RFP in substantially the form as provided. He gave Council some background on this item. A short discussion ensued. Mayor Pro Tem Powers moved and Councilmember Morton a motion to approve the RFP as amended.

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

**B. Ordinance 355 adoption.**

City Manager Knox briefly reviewed this item. This ordinance allows for the City to impose a real property lien for certain delinquent service charges. Mayor Pro Tem Powers moved and Councilmember Cooley seconded a motion to adopt Ordinance 355.

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

Roll call vote, no: none.

**C. Updated Utility Billing policy to comply with SB 998.**

City Manager Knox gave a brief update on this item. This act requires us to amend our current Utility Billing policy to comply with SB 998 also known as the Water Shut off Protection Act. City Attorney Gross stated that there are many procedural changes due to this senate bill, but he feels that we have included all the necessary changes in this updated policy. Resolution No. 2423 is included in their packet. This resolution will allow the City to make changes to the current policy. Councilmember Cooley moved and amended and Councilmember Morton seconded and amended a motion to approve the adoption of the policy and the adoption of Resolution No. 2423.

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

Roll call vote, no: none.

**8. ADJOURNMENT**

There being no further business to discuss Mayor Oels adjourned the meeting at 6:37 p.m.

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Tara Kindall, CMC  
Deputy City Clerk