

**REGULAR MEETING MINUTES
PORTOLA CITY COUNCIL
35 THIRD AVENUE | PORTOLA, CA 96122
April 8, 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 6:00 p.m.

2. ROLL CALL

Councilmembers Tom Cooley, Pat Morton, Stan Peiler, Mayor Pro Tem Bill Powers, and Mayor Phil Oels responded to the roll call. City Manager Lauren Knox, City Attorney Steve Gross, Finance officer Susan Scarlett, Deputy City Clerk Tara Kindall, and Code Compliance Officer Kevin Sankey were also present.

4. PUBLIC COMMENT

Mayor Oels called for any public comment. Deputy City Clerk Kindall read into the record a statement that was emailed to her by Josh Hart regarding COVID-19/Telecom Fire/Health Hazard Response issues. City Manager Knox also relayed a comment from Leslie Chrysler who wanted to express her thanks to Council for allowing the Historical Society to utilize the City's contract with Dell to purchase a computer for the William's House. No other comments were submitted and no one joining the meeting via the Zoom platform came forward with any comments.

Councilmember Cooley asked if it would be possible to get a copy of the statement read into the record that was sent in by Josh Hart. Deputy City Clerk said she will email the statement to Council as Mr. Hart had requested her to forward it on to them.

5. CITY COMMUNICATIONS

A. City Council Communications/Committee Reports

Councilmember Morton reported that she attended three Fire Ad Hoc Committee meetings.

Councilmember Cooley reported that he also attended the Fire Ad Hoc Committee meetings.

Councilmember Peiler reported that the hospital is doing everything that they can to protect the community and staff as well.

Mayor Pro Tem Powers reported that he is pleased with the efforts he has seen by our businesses and community members in response to COVID-19.

Mayor Oels stated that he doesn't have anything to report. He has been keeping an eye on the businesses and community as well, but he has been self-isolating at home.

B. Staff Communications/Fire Chief Report

Chief Bob Frank sent his report to City Manager Knox to read into the record:

There were 11 medical calls and two carbon monoxide alarms. Due to the COVID-19 concerns, I have no other business to report at this time. EPRFD has been following all CDC, State and County protocols and guidelines to ensure that all area firefighters and EMS responders stay safe and healthy in order that our community is taken care of. If there are other questions or concerns please don't hesitate to contact me. Chief Bob Frank.

Finance Officer Susan Scarlett reported that she participated in a webinar with CalPERS about their assets and where they stand and their concerns about the uncertainty during this time, right now they are only down 4% so they aren't greatly concerned at this time, however the recalculation at the end of this year may produce some additional unfunded liabilities.

C. City Manager Report

City Manager Knox reported that COVID-19 is at the top of the list, however, this will be reviewed later in the meeting as it is an item on this week's agenda. Public Works has several projects: they are beginning to fix pot holes on the city streets, there is also an item in Council's boxes that explains how the courts regard pot holes and the accidents that occur due to pot holes; Willow Springs pipeline has some portions that are exposed and have large trees growing on top of it and will be doing maintenance on those; they are fixing water leaks; and will get the street sweeper up and running soon. The Gravel Grinder Bike Race has been cancelled due to COVID-19 concerns. SB2 Planning Grant is being implemented. Right now software for permitting, GIS and a public access portal is being reviewed. SB998, the Water Shutoff Protection Act, is currently being translated into the required languages, there will be a new format for the utility bills that will include specific messaging in English and the other five required languages on the bill in conjunction with a mass mailer that will be produced to communicate those changes and other pertinent information for customers. Inter Mountain Disposal is having some issues with where to take green waste with the cogeneration plant in Loyalton shutting down so alternatives are being looked into. There is a food drive tomorrow that the City is hosting in partnership with Plumas County and the Rotary. It will be from 10 am to 2 pm at the Veteran's Hall with all current safety precautions in place.

6. CONSENT CALENDAR

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

A. Minutes – adopt the minutes of the City Council Regular meeting held on March 25, 2020.

B. Claims – Adopt Resolution No. 2424 authorizing payment of claims for the period of March 19, 2020 to April 3, 2020.

Accounts Payable: \$ 30,314.62

Payroll: \$ 41,777.32

Total: \$ 72,091.94

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

Roll call vote, no: none.

7. ORDER OF BUSINESS

A. Public Comment – 2020/2021 Budget Preparation.

Finance Officer Susan Scarlett mentioned that this year's budget will be a challenge with all the uncertainties. The governor said that sales tax could be deferred by businesses for up to 12 months. The City will eventually get that money, but there will be some timing issues. Property tax is okay as it is slow moving. The expectation is that the highway user's tax and the road maintenance and rehabilitation money will decline over this next year. The budget will be put together responsive to our challenges. Normally we see around \$250,000 a year in revenue from sales tax, but we don't know yet how the deferment program may affect this. Council requested Finance Officer Scarlett to keep them posted with any developments. There was one public comment received from Leslie Chrysler in regards to Williams House. There are some outside structural issues that she would Council to consider in this year's budget. Perhaps a partnership with the Historical Society to help with the repairs. There was no further public comment.

B. COVID-19

City Manager Knox explained that instead of just giving a report as she has done in the past, she felt it would be best to make COVID-19 its own item on the agenda that way Council could ask questions and there could be discussion concerning this issue. She reviewed and updated Council with the City's response to COVID-19. The situation changes frequently. The City actively monitors the situation and has since it began in March. There are frequent meetings and participation in the County's Joint Information Committee on a weekly basis to stay current with what is happening on both the local and state level and how that effects Portola. City Hall is observing all social distancing guidelines to help keep employees and the public as safe as possible. While we are closed to public traffic inside City Hall we are still working and available to assist community members via the phone, email and regular mail. A makeshift kiosk has been set up outside to assist customers in dropping off their payment. Staff continues to take extra precautions by cleaning and frequent handwashing and also monitoring to make sure they do not have any symptoms to keep everyone as safe as possible. Some employees are able to work

remotely part of the time, but with a skeleton crew it is difficult to do all our work that way. Staff is actively disseminating pertinent information from the CDC, California Health Department, and the Plumas County Health Agency on our website and social media. Staff is also working with the County as a liaison with our area assisting with a needs inventory. The playground structures have been cordoned off to discourage use. Addition signage has been posted to encourage social distancing in the green spaces at the various parks. Council then engaged in a lengthy discussion concerning various aspects of COVID-19 and the effect on our community. Some of the points of concern/interest discussed were: a system the older population could use to signal for non-emergent help; some of the local businesses are slower to comply with health agency's guidance's; request for assistance has been submitted to FEMA; and utility billing concerns with late fees and inability to pay; it was agreed that the utility billing topic should be an agenda item at the next meeting.

8. CLOSED SESSION

A. Public Employee Performance Evaluation.

City Council and City Manager Knox entered into a closed session pursuant to Government Code section 54957 at 7:17 p.m.

City Council and City Manager Knox closed the Closed Session and resumed the Regular Meeting at 7:51 p.m.

9. ADJOURNMENT

There being no further business to discuss Mayor Oels adjourned the meeting at 7:52 p.m.

Tara Kindall, CMC
Deputy City Clerk