

SPECIAL MEETING MINUTES
PORTOLA CITY COUNCIL
35 THIRD AVENUE | PORTOLA, CA 96122
April 15, 2020 | 4:00 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 4:00 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, Finance Officer Susan Scarlett, Deputy City Clerk Tara Kindall, and Code Compliance Officer Kevin Sankey were also present.

3. 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 who wished to comment.

4. ORDER OF BUSINESS

A. COVID-19

Resolution 2425. Resolution 2425: *A Resolution of the City of Portola to temporarily authorize increased authority of the City Manager due to the Emergency Declaration.* This resolution outlines to mechanism to increase the city manager's discretionary spending limit for items related to the COVID-19 emergency situation. Modeled off of a similar approach taken by the Gold Mountain CDS this was discussed in the Finance and Administration Committee meeting. The thought behind this is it allows for a quicker response by the City for specific items, like an infrastructure failure, without having to convene the entire Council to approve a larger expenditure. Also, it would allow for continuity of operations in an instance such as the inability to gather a Council quorum. This is a precautionary measure to ensure that the City can provide essential services during this time. The City Manager would be in consultation with the Mayor before approving any large expenditure. The Finance and Administration Committee recommend approval of this resolution to Council. Council consensus was that it would be wise to have this resolution in place during this time. It was moved by Councilmember Morton and seconded by Councilmembers Peiler and Powers to adopt Resolution 2425.

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

Roll call vote, no: none.

Employee Compensation. Employee compensation was also discussed at the Finance and Administration committee meeting, as well as with Finance Officer Scarlett and City Attorney Gross. Due to the small staff size of the City and the fact that each employee is integral to maintaining City functions at all times. In order to not only retain the current staff it was important to this group that there was recognition that by asking the employees to come to work they were potentially putting themselves and their families at risk by doing so. It has been recommend by the Finance and Administration committee to include this \$200 per week benefit, described as an essential/critical worker pay, be in place for the duration of the emergency proclamation. It was moved by Councilmember Cooley and seconded by Councilmember Morton to approve the temporary essential/critical worker pay benefit of \$200 per week for full time employees and a proportionate increase for part time/temporary employees for the duration of the City declared emergency. Roll call vote, yes: Cooley, Morton, Peiler, Powers, and Oels. So carried. Roll call vote, no: none. It was also mentioned that we may need to hire another temporary employee as the season progresses.

Burn Ban and Green Waste. Council and staff then went into discussion concerning temporarily lifting the burn ban and the acceptance of green waste. The varied topics discussed were: temporarily lifting the burn ban to encourage residents to continue cleaning up their yard, the effects open burning would have on air quality and COVID-19; the cost of green waste pick up through Intermountain Disposal; access and cost per yard to dispose of green waste at the Delleker transfer station; the free green waste disposal program typically done by IMD is having some challenges and may have to be rescheduled. Consensus of Council was to continue this item and for Staff to gather more information and present it to Council at the next Regular Session Council meeting.

5. ADJOURNMENT

There being no further business to discuss Mayor Oels adjourned the meeting at 4:39 p.m.

Tara Kindall, CMC
Deputy City Clerk