

**REGULAR MEETING MINUTES
PORTOLA CITY COUNCIL
35 THIRD AVENUE | PORTOLA, CA 96122
JANUARY 27, 2021 | 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. Member of the public were able to join the meeting via Zoom live streaming. Mayor Powers called the meeting to order at 6:00 p.m.

2. ROLL CALL

Councilmembers Tom Cooley, Phil Oels, Mayor Pro Tem Pat Morton, and Mayor Bill Powers responded to the roll call. City Manager Lauren Knox, City Attorney Steve Gross, Finance Officer Susan Scarlett, Deputy City Clerk Tara Kindall, City Planner Karen Downs, and Accounting Technician Chancy Weaver were also present. Councilmember Stan Peiler was absent.

3. PUBLIC COMMENT

Mayor Powers called for any public comment. There were no comments submitted in writing prior to the meeting and no one on the Zoom meeting platform engage in making any comments via the live streaming or chat platform.

4. CITY COMMUNICATIONS

A. City Council Communications/Committee Reports

Councilmember Cooley reported that he attended a Gold Mountain Community Services Board meeting, a Finance and Administration Committee meeting, a Fire Ad Hoc Committee meeting, and a Beckwourth Fire Board meeting.

Councilmember Oels reported that he attended a Transportation meeting.

Mayor Pro Tem Pat Morton reported that she attended a Finance and Administration Committee meeting, a Fire Ad Hoc meeting, and a Beckwourth Fire Board meeting.

Mayor Powers reported that he attended a Transportation Commission meeting and a virtual coffee klatch with some folks at Grizzly Ranch.

B. Staff Communications/Fire Chief Report/Sheriff’s Report

Chad Hermann reported that they have had very trying times dealing with COVID with the community, staff, and correctional facility. They continue to be diligent responding to all the calls, however, because of safety reasons they have had to handle some of the lower-level offenses committed with just citations. They are now hoping with the vaccines in place they can move forward and get back to normal routine and address those offenses as they need to be addressed. They have continued to address the vandalism and tagging happening in the community and encouraged everyone to report any issues and crimes as they happen, so they are able to follow up on those reports. Sargent Mike Meisenheimer added a quick update on a couple of vehicular incidents and that the deputies have been increasing their patrols around the city. He thanked Todd Roberts and his crew for the work they did on the generator.

C. City Manager Report

City Manager Knox reported that she received an anonymous letter regarding a car parked in an alley. The individual referenced that the car belonged to an individual seemed to have ties to the current fire service provider and city council, so they were assuming nothing was being done because of that. She was able to review the car in question and noted that it is not in the right of way and it is not impeding any emergency vehicles. Since the letter was anonymous, she does not have anyway to follow up with the writer, but she did want to follow up with Council in case they were contacted concerning the matter. The “Protecting your City from Wildfire” conference is happening next Tuesday and Wednesday the 2nd and 3rd. The letter drafted for the aggregate mine project has been sent to the County and posted on our website. Starting in February, the Fire Chief, Sheriff’s Office, and Air Quality will give their reports in the first meeting of the month.

5. CONSENT CALENDAR

Councilmember Oels moved and Councilmember Cooley seconded a motion to approve the consent calendar as submitted:

- A. **Claims** – Adopt Resolution No. 2454 authorizing payment of claims for the period of January 8, 2021 through January 22, 2021.

Accounts Payable:	\$ 65,587.92
Payroll:	<u>\$ 32,736.48</u>
Total:	\$ 98,324.40

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

6. ORDER OF BUSINESS

A. Local Emergency Services Study Group Update.

Councilmember Cooley and Mayor Pro Tem Morton provided a detailed update of where the Study Group is at currently and what their next steps are. At the last meeting of the group on November 10th the representative from Sierra Valley Fire District stated that they do not wish to participate. The members of the Study Group are part of a Memorandum of Understanding that provides a provision for the withdrawal process and the 60-day written notice that must be given, there is a copy of the letter sent to Sierra Valley that states this in the packet. The group will continue to go forward. This will include dissolving the six districts and replacing them with one district. It is important that the Study Group knows going forward who all the participants will be as they will need to employ a consultant to conduct a preliminary feasibility study. Daniel Smith, Beckwourth Board Chair and Cary Curtis with Gold Mountain Community Services District both expressed their support for this project and feel it is the right direction for our area at this time.

B. Budget Amendment.

The City has been working on much needed repairs and deferred maintenance of the Southside Fire Station. Due to this a budget amendment will be needed to cover the costs of these repairs.

Councilmember Oels moved and Mayor Pro Tem Morton seconded a motion to approve a budget amendment not to exceed \$10,000 that will be coded to the Fire Department Budget in the General Fund.

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

Roll call vote, no: none.

C. Incode Software.

As part of the SB2 grant, the City was awarded grant money to assist in streamlining a permitting process. In the application process, the city developed a plan to do so that included a variety of aspects including front counter improvements, acquisition and implementation of permitting software, and acquisition of mapping technology to better inform development and permitting processes. After an RFP and review of several different software that were either out of our price range or did not include all the functionality we need, Incode a Tyler Technology software, was looked at. Incode will provide the City with the upgrades to our current Utility Billing and Financial Suites in addition to the Building Permitting and Community Development pieces. The quote provided by Incode includes a one-time implementation fee would be around \$61,150, which would be funded by the grant, with recurring yearly fees of approximately \$15,116. The current yearly fees for FundBalance are about \$7,300. Staff recommends and the Finance and Administration Committee support the recommendation to purchase Incode software to replace the Fundbalance software.

Councilmember Cooley moved and Councilmember Oels seconded a motion to approve the acquisition and implementation of Incode software to replace the FundBalance software.

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

Roll call vote, no: none.

D. Website Redesign.

The City's current website is not user friendly, can be difficult to navigate, and needs an update. CivicCMS, who specializes in government website design, has provided the City with a proposal of a one-time website development fee of \$8,900 with an annual fee of \$2,000. We currently pay \$3,000 a year for our current website. The Finance and Administration Committee considered this item and made a recommendation to the Council to move forward with a website redesign and utilize the CivicCMS service.

Councilmember Oels moved and Mayor Pro Tem Morton seconded a motion to approve the City website redesign and utilization of CivicCMS for this service.

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

Roll call vote, no: none.

E. Disc Golf Proposal.

Tim Rhode of the Portola Disc Golf Club regarding a discussion about the potential for a Disc Golf course near the Riverwalk. Mr. Rhode is interested in contributing to the services of HouckDesign. Additionally, HouckDesign is willing to discount their standard cost of service to make this happen, if desired by Council. Based on the cost summary, the potential costs to the City would be around \$13,000-\$15,000 for baskets, tee pads, and signage. Tim Rhode, John Houck, and Dee Leekah presented their vision of this project. They feel will be a great amenity for the community. City Manager Knox mentioned that Council could consider forming an Ad Hoc committee to review this further if they like. City Attorney Gross discussed the CEQA review and the ramifications of a two or three phased project on the CEQA review. Councilmember Oels and Mayor Pro Tem Morton volunteered for the Ad Hoc committee.

F. Independent Contractor Agreement – Susan Scarlett.

Susan Scarlett's independent contractor agreement expires on February 14, 2021. Ms. Scarlett has agreed to continue a similar contract with the City. The minor change to the contract amends the dates and rounds the compensation rate noted in Section 2 of the agreement from \$4,846 to \$5,000. The Finance and Administration Committee have reviewed this item and recommend Council approve the amended agreement.

Councilmember Cooley moved and Councilmember Oels seconded a motion to approve the independent contractor agreement with Susan Scarlett as presented.

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

Roll call vote, no: none.

G. COVID-19 Update.

City Manager Knox reviewed this item. The county is still in the purple tier. As discussed before, this item is being brought before Council every 60 days for their consideration. The main three items include: Utility Billing policy, City Hall access, and the Emergency Proclamation.

Councilmember Oels moved and Mayor Pro Tem Morton seconded a motion to keep the status of the items the same and keep the Emergency Proclamation in place.

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

Roll call vote, no: none.

7. ADJOURNMENT

There being no further business Mayor Powers adjourned the meeting at 7:50 p.m.

Tara Kindall, CMC
Deputy City Clerk