

# CITY OF PORTOLA

## CITY COUNCIL REGULAR MEETING AGENDA

**Regular Meeting**  
**Wednesday, September 26, 2018**  
**6:00 p.m.**



**City Hall Council Chambers**  
**35 Third Avenue**  
**Portola, CA 96122**

### Councilmembers

Mayor Pat Morton  
Mayor Pro Tem Tom Cooley  
Councilmember Bill Powers  
Councilmember Phil Oels  
Councilmember Debra Reynolds

### City Staff

Interim City Manager Leslie Chrysler  
Public Works Director Todd Roberts  
Finance Officer Susan Scarlett  
City Attorney Steve Gross  
City Clerk Melissa Klundby

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The City Council welcomes you to its meetings which are regularly held the second and fourth Wednesday of each month at 6:00 p.m. Your interest and participation is encouraged and welcome.

Any person desiring to address the City Council on any item not on the Agenda may do so during public comment. Public comments made during a regular Council meeting may be recorded. Members of the public may submit their comments in writing to be included in the public record.

**CONSENT CALENDAR:** These items include routine financial and administrative actions. All items on the consent calendar will be voted on at the same time during the meeting under "Consent Calendar". If you wish to have an item removed from the Consent Calendar, you may do so by addressing the presiding officer.

Copies of staff reports or other written documentation relating to each item of business referred to on this agenda are on file in the Office of the City Clerk and are available for public inspection. If you have any questions on any agenda items, contact the City at (530) 832-6803.

Meeting facilities are accessible to persons with disabilities. Reasonable efforts will be made to accommodate participation of the disabled in the City's public meetings. If special accommodation for the disabled is needed, please notify the City at (530) 832-6803 at least 48 hours prior to the meeting.

For additional information visit the City of Portola Web Page [www.cityofportola.com](http://www.cityofportola.com)

**CITY COUNCIL AGENDA  
REGULAR MEETING  
September 26, 2018  
6:00 p.m.**

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. PUBLIC COMMENT**

This section is intended to provide members of the public with an opportunity to comment on any subject that does not appear on this agenda. Please note that California law prohibits the City Council from taking action on any matter which is not on the posted agenda, unless it is determined to be an urgency item by the City Council. Any member of the public wishing to address the City Council during “PUBLIC COMMENT” shall first secure permission of the presiding officer, stand; may give his/her name and address to the Clerk for the record. Each person addressing the City Council shall be limited to five minutes ordinarily, unless the presiding officer indicates a different amount will be allotted.

**5. CITY COMMUNICATIONS**

- A. City Council Communications/Committee Reports**
- B. Staff Communications**
- C. City Manager Report**

**6. CONSENT CALENDAR**

These items are expected to be routine and non-controversial. The City Council will act upon them at one time without discussion. Any Councilmembers, staff member or interested party may request that an item be removed from the consent agenda for discussion. Additional budget appropriations will require a four/fifths roll call vote.

- A. Minutes** – Adopt the minutes of the City Council regular meeting held on September 12, 2018.
- B. Claims** – Adopt Resolution No. 2368 authorizing payment of claims for the period of September 8, 2018 through, September 21, 2018.

***Resolution No. 2368  
A Resolution of the City Council of the City of Portola  
Authorizing Payment of Claims for the Period  
September 8, 2018 through September 21, 2018***

## 7. PRESENTATIONS

None

## 8. ORDER OF BUSINESS

- A. **Railroad Days** – Receive a presentation from the Railroad Days Committee. Discuss the future of the Railroad Days event. Discussion, possible action
- B. **Employment Agreement-City Engineer**- Review an Employment Agreement for the City Engineer for the Caltrans North Loop project. Discussion, possible action.
- C. **Utility Billing**– Review Amendments to the Utility Billing Policy and Consider adoption of Resolution No. 2369, amending the City Utility Billing Policy and Resolution 2370, Adopting and Establishing a Shut-Off Fee Process for Utility Billing Customers. Discussion, possible action.

*Resolution No. 2369*

*A Resolution of the City Council of the City of Portola Amending and Adopting the City Utility Billing Policy*

*Resolution No. 2370*

*A Resolution of the City Council of the City of Portola Establishing and Adopting a Shut-Off Fee Process for Utility Billing Customers*

- D. **Public Hearing - Grant Closeout of Community Development Block Grant Closeout, 14-CDBG-12-9885**. Receive Public Comment and Consider Resolution 2371. Discussion and/or possible action.

*Resolution No. 2371*

*A Resolution of the City Council of the City of Portola for Grant closeout of Community Development Block Grant Closeout, 14-CDBG-9885, Fire Station/Equipment Purchase*

- E. **Appointment of Reviewing Party for Processing a Conditional Use Permit**– Discuss appointment of Karen Downs, Manhard Consulting, to process an application for a Conditional Use Permit from applicant Jan Breitweiser. Discussion, possible action.
- F. **CalPERS** – Review the current Actuarial Reports from CalPERS. Discuss options for paying the unfunded liability. Discussion, possible action.
- G. **Mayor Committee Appointment** – Make Mayoral appointment of a Councilmember to the Abandoned Vehicle Abatement Committee per regulatory requirements. Discussion and/or possible action.

## 9. CLOSED SESSION

None

## 10. ADJOURNMENT