

**PORTOLA CITY COUNCIL
MEETING MINUTES
June 13th, 2018
6:00 p.m.**

1. CALL TO ORDER

Mayor Morton called the meeting to order at 6:00 pm.

2. PLEDGE OF ALLEGIANCE

Mayor Morton led the Council in a moment of silence and then led the Council in the reciting of the pledge of allegiance.

3. ROLL CALL

Councilmember Oels, Powers, Mayor Pro Tem Cooley and Mayor Morton were present. Councilmember Reynolds was absent. Interim City Manager Leslie Chrysler, City Attorney Steve Gross, City Finance Officer Susan Scarlet and City Clerk Melissa Klundby were also in attendance.

4. PUBLIC COMMENT

Larry Douglas made comments on his concerns over City financial support for the Plumas County Sheriff and his attendance at the meeting hosted by Supervisor Sanchez regarding the Eastern Plumas County Fire Departments.

5. CITY COMMUNICATIONS

A. City Council/Committee Reports

Councilmember Oels reported that he was currently working on a grant for fuels reduction on the Portola 192 project site.

Councilmember Powers reported he had attended the Juvenile Justice Commission meeting, the “Block Part” hosted the Fair Commissioner John Steffanic, and on his participation in Gravel Grinder Lost and Found Bike Race aid station and after party event.

Mayor Pro Tem Cooley reported on his attendance at the Gravel Grinder Lost and Found Bike Race aid station and after party event. He also reported on his attendance at the Plumas LAFCo meeting and the meeting hosted by Supervisor Sanchez regarding the Eastern Plumas County Fire Departments. Mayor Pro Tem Cooley reported that at this meeting Jennifer Stevenson, the new Plumas LAFCo Executive Officer, gave a presentation on the history, funding and future option for the Eastern Plumas Fire Districts.

Mayor Morton reported on her attendance at the Plumas LAFCo meeting and noted that the Commission voted to continue to not pay a stipend for attendance to its Commissioner’s. She also reported that she had attended a budget workshop and participated in registering campers for the Lost and Found Bike Race event and attended the race after party in the park

B. City Manager Report

Interim City Manager, Leslie Chrysler, reported that she had been gone the previous two weeks and was working to review pending projects for Council and staff review.

C. Staff Communications

Susan Scarlett, City Finance Officer reported that she had recently attended a CALPERs webinar regarding the City unfunded liability and that she will be working on a new amortization schedule which would potentially save the City money.

Mayor Morton read the City a thank you letter from Sports Success regarding the kid's race event during the Lost and Found after party.

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 May 23rd, 2018 and the minutes of the Special Meeting held on May 30th, 2018.

Finding no public or Council comment, Councilmember Powers made a motion to adopt the minutes of the City Council regular meeting held May 23rd, 2018 and the minutes of the Special Meeting held on May 30th, 2018. Councilmember Oels seconded the motion and it was unanimously approved.

7. PRESENTATIONS

None

8. ORDER OF BUSINESS

- A. **Public Hearing- 2018/2019 Operating Budget**- Receive public comment regarding the 2018/2019 Operating Budget. Discussion and possible action.

Mayor Morton opened the public hearing and asked for public comment. Finding none Mayor Morton closed the public hearing.

- B. **2018/2019 Budget** - Consider adoption of Resolutions 2354, 2355, 2356 relating to the 2018/2019 City Budget. Discussion and possible action.

*Resolution No. 2354
A Resolution of the City Council of the City of Portola
Approving and Adopting the Annual Appropriations Limit
for Fiscal Year 2018/2019*

Susan Scarlett reviewed the appropriations limit Resolution. Finding no public or Council comment, Councilmember Powers made a motion to approve Resolution 2354 as presented. Councilmember Oels seconded the motion and it was approved unanimously during a roll call vote by those in attendance.

Resolution No. 2355
A Resolution of the City Council of the City of Portola
Adopting Monthly Rates for Water and Wastewater
for Fiscal Year 2018/2019

Susan Scarlett reviewed the Resolution and noted that the Council had requested a 1% percent increase to the water and sewer rates which was included in Resolution presented.

Larry Douglas asked for clarification on the increase and Proposition 218 requirements. City Attorney Steve Gross explained the Council had previously voted to increase the rates to the full amount approved by the previous Proposition 218 study. Mr. Gross then explained that the Council had then discounted the rates and had been implementing lesser discounts, each subsequent year. Mr. Gross explained that under the previous Proposition 218 requirements the Council could raise the rates to meet the amount previously approved.

Finding no further public or Council comment, Councilmember Oels made a motion to approve Resolution 2355 as presented. Councilmember Powers seconded the motion and it was approved unanimously during a roll call vote by those in attendance.

Resolution No. 2356
A Resolution of the City Council of the City of Portola
Approving the Operating Budget for Fiscal Year 2018/2019

Susan Scarlett presented the Council with the final operating budget for Fiscal Year 2018/2019. Susan reported that the budget included previously approved Council budget expenditures and that the additions/changes included the following:

- Reduction in Plumas LAFCo contribution
- Inclusion of \$18,000 in expenditures for the Lake Davis treatment plant fencing project

Larry Douglas asked if the budget included contributions from Gold Mountain for Fire Protection Services and Susan responded that they did not, as Gold Mountain CSD is no longer contracting with the City for those services since the City has suspended operations of its fire department.

Finding no further comment Councilmember Oels made a motion to approve Resolution 2356 as presented. Councilmember Powers seconded the motion and it was approved unanimously during a roll call vote by those in attendance.

- C. **Investment Policy**- Review Resolution 2357, Acknowledging the Review, Receipt and Filing of the Statement of the Investment Policy. Discussion and possible action.

Resolution 2357
A Resolution of the City Council of the City of Portola
Acknowledging the Review, Receipt and Filing
of the Statement of the Investment Policy

Susan Scarlett reported that Resolution 2357 is one which should be done annually and noted that there were no substantive changes from previous policies.

Steve Clifton asked if the City used an outside investment company or person. Susan responded they did not. Mayor Pro Tem Cooley noted that Susan Scarlett does not personally invest City funds, the group the City invests with does.

Finding no further comment Councilmember Powers made a motion to approve Resolution 2357 as presented. Councilmember Oels seconded the motion and it was approved unanimously during a roll call vote by those in attendance.

- D. **Fire Service Contract**- Review Contract for Services between the City of Portola and Eastern Plumas Fire Protection District. Discussion and possible action.

Interim City Manager, Leslie Chrysler presented the Council with a Contract for Services between the City of Portola and Eastern Plumas Fire Protection District. Leslie noted the contract was for two years, \$60,000 annually, terminable by both parties; and included use of the City of Portola Fire Halls and equipment by the District.

Attorney Steve Gross noted that Eastern Plumas Fire District's attorney had not had an opportunity to evaluate the proposed contract but asked the Council to consider its approval in substantive form.

Mayor Morton asked for public comment.

Bob Morton commented that someone should notify the newspaper and personally thank the Eastern Plumas Fire District for its assistance to the City of Portola.

Finding no further discussion, Councilmember Powers made a motion to authorize a continuation of the current Memorandum of Understanding through the end of June and to approve the Contract presented in substantive form. Mayor Pro Tem Cooley seconded the motion and it was approved unanimously by those in attendance.

- E. **Mayor Appointment**- Discuss Appointment of a Councilmember to represent the City of Portola as a non-voting representative of the City on the Eastern Plumas Fire Protection District Board. Discussion and Mayoral Appointment.

Chief Bob Frank noted that the Eastern Plumas Fire Protection District Board would like a City council member to attend District Board meeting. The Council discussed this and Councilmember Oels volunteered to attend District meetings which are held the 2nd Tuesday of each month.

Mayor Moron appointed Councilmember Oels as a non-voting representative of the City on the Eastern Plumas Fire Protection District Board. The Council concurred with the appointment.

- F. **Claims** – Adopt Resolution No. 2353 authorizing payment of claims for the period of May 18th, 2018 through June 8th, 2018. Discussion and possible action.

Interim City Manager, Leslie Chrysler reported that this item was removed from the consent calendar and placed on the regular items of business because there had been numerous questions and public comment on claims. Leslie noted that if there continued to be no public comment on this item it would be moved back to the consent calendar at a future meeting.

Mayor Morton asked for Council and public comment on Resolution 2353. Finding none, Councilmember Powers made a motion to approve Resolution 2353. Mayor Pro Tem Cooley seconded the motion and it was approved unanimously by a roll call vote by those in attendance.

- G. **Budget Amendments** – Receive and Review 2017/2018 Fiscal Year Budget Amendments. Discussion and possible action.

Susan Scarlett presented the Council with details regarding requested Budget Amendments (see attachments). After a brief discussion Mayor Pro Tem Cooley made a motion to adopt the 2017/2018 Fiscal Year Budget amendments as presented. Councilmember Powers seconded the motion and it was unanimously approved by those in attendance.

Councilmember Powers left the meeting to attend a previously scheduled engagement.

9. CLOSED SESSION

- A. **Public Safety** – Closed Session Pursuant to Government Code Section 54957(a).

There was no reportable action from the closed session.

10. ADJOURNMENT

The meeting was adjourned at 7:15 pm.

Respectfully Submitted,

Melissa Klundby, City Clerk