

**PORTOLA CITY COUNCIL  
MEETING MINUTES  
June 28<sup>th</sup>, 2017  
6:00 p.m.**

**1. CALL TO ORDER**

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

**2. PLEDGE OF ALLEGIANCE**

Mayor Pro Tem Morton led the Council in a moment of silence in respect for the recently deceased Mayor John Larrieu and then led the Council in the reciting of the pledge of allegiance.

**3. ROLL CALL**

Councilmembers Oels, Cooley, Powers and Mayor Pro Tem Morton. City Manager Robert Meacher, Finance Officer Susan Scarlett, City Attorney Steve Gross and City Clerk Melissa Klundby were also in attendance.

**4. PUBLIC COMMENT**

Larry Douglas made general public comments regarding the mismanagement of the City of Portola, the failed Fire Tax Assessment and the current City Manager contract.

**5. CITY COMMUNICATIONS**

**A. City Council/Committee Reports**

Councilmember Cooley reported that he had attended meetings of the Infrastructure and Finance and Administration Committees and noted that the items covered during these meeting were discussions which were agendized for tonight's meeting.

Councilmember Powers stated that he had attended meetings of the Infrastructure and Transportation Committees.

Councilmember Oels reported he had attended a meeting of the Upper Feather River Management Committee.

Mayor Pro Tem Morton announced that the memorial services for Mayor John Larrieu would be held on July 8<sup>th</sup> at the Portola Catholic Church at 10 a.m. with a reception following at the Portola High School.

**B. City Manager Report**

City Manager Meacher made a report on the water main break which occurred on North Gulling, the start of the Railroad Days committee meetings, attendance at a meeting of SCORE; and attendance at a League of California Cities which he attended with Susan Scarlett, wherein CALPERs was discussed in detail.

**C. Staff Communications**

Susan Scarlett, City Finance Officer, reported that attendance at the League of California Cities meeting with Mr. Meacher was very informative and that increased CALPERs premiums are anticipated.

Amanda Duff, Portola Volunteer Fire Department Secretary, gave the Council a detailed discussion of the current fire department operations and goals (see attached).

Charles Brashear, Community Service Officer, reported they had cleared 2 abatements through compliance; however 12 new cases were opened, leaving 165 open abatement cases.

## 6. CONSENT CALENDAR

- A. **Minutes** – Adopt the minutes of the City Council regular meeting held on June 14, 2017.
- B. **Claims** – Adopt Resolution No. 2320 authorizing payment of claims for the period of June 10, 2017 through June 23, 2017.

Finding no public or Council comment, Councilmember Powers made a motion to adopt the minutes of the City Council meeting held on May 24, 2017 and Resolution No. 2318 authorizing payment of claims for the period of May 20, 2017 through June 9 2017. Mayor Pro Tem Morton seconded the motion and it was unanimously approved.

## 7. PRESENTATIONS

None

## 8. ORDER OF BUSINESS

- A. **Vacancy on the City Council**– Announce a vacancy on the City Council/Review and consider the process to fill a vacancy on the City Council. Discussion, possible action.

Mayor Pro tem Morton announced a vacancy on the City Council due to the recent passing of Mayor John Larrieu. Staff discussed the options for filling the vacancy, including going to a special election or filling the vacancy via appointment. Councilmember Oels made a motion to advertise the vacancy and solicit letters of interest due to the City Clerk by 5pm on July 26<sup>th</sup>, 2017 for appointment to the Council at the August 9<sup>th</sup>, 2017 City Council meeting. Finding no public comment Councilmember Powers seconded the motion and it was unanimously approved.

- B. **Selection of a Mayor and Mayor Pro Tem**– Make appointment of the Mayor and consider nominations and make appointments for the Mayor Pro Tem position. Discussion, possible action.

Staff reported that the standard protocol for filling the vacancy of a Mayoral position was to appoint the Mayo Pro Tem as Mayor and select a new Mayor Pro Tem. Mayor Pro tem Morton noted that Councilmember Cooley was in the Council seat which was next to sit as Mayor Pro Tem. The Council concurred with this selection and Mayor Pro Tem Morton made a motion to appoint herself formally as Mayor and to appoint Councilmember Cooley as Mayor Pro Tem. Finding no public comment Councilmember Powers seconded the motion and it was unanimously approved.

- C. **Public Hearing, Proposed 2017/2018 Operating Budget**- Receive public comment regarding the proposed 2017/2018 Operating Budget. Receive public comment, discussion and possible action.

Mayor Morton opened the public hearing and asked for public comment. Larry Douglas asked for clarification of fund balance and Susan Scarlet provided clarification. Finding no further public comment Mayor Morton closed the public hearing.

**D. 2017/2018 Budget** - Consider adoption of Resolutions 2321, 2322, 2323 and 2324 as they relate to the 2017/2018 City Budget. Discussion and possible action.

*Resolution No. 2321*

*A Resolution of the City Council of the City of Portola  
Approving and Adopting the Annual Appropriations Limit  
for Fiscal Year 2017-2018*

*Resolution No. 2322*

*A Resolution of the City Council of the City of Portola  
Adopting Monthly Rates for Water and Wastewater*

*Resolution No. 2323*

*A Resolution of the City Council of the City of Portola  
Approving the Operating Budget for Fiscal Year 2017/2018*

*Resolution No. 2324*

*A Resolution of the City Council of the City of Portola  
To make Certain Finding Pursuant to  
California Government Code section 66001*

Susan Scarlett provided a brief explanation of Resolution No. 2321. Finding no Council or public comment Councilmember Oels moved adoption of Resolution 2321, Councilmember Powers seconded the motion and it was unanimously approved during a roll call vote.

Staff presented the Council with Resolution 2322, which included a 1.9% increase on the water and sewers base and usage rates per the Councils request in concurrence with the annual cost of living increase. Mayor Morton asked for public comment and Larry Douglas commented that he would not like to see a rate increase but would like to see the all of the water and sewer infrastructure replaced and or fixed. Terri Woods asked if the water conservation restrictions were still in effect. Finding no further comment Councilmember Powers moved adoption of Resolution 2322 and Mayor Pro Tem Cooley seconded the motion. It was unanimously approved during a roll call vote.

Susan Scarlett presented the Council with the 2017/2018 City of Portola Operating budget and Resolution No. 2323. Susan noted that following the Finance and Administration Committee had asked for the following changes:

- Additional \$1500 for the Community Service Officer Vehicle maintenance and repairs
- Additional \$2400 for the Fire Department Personnel budget to fund a secretary position

Susan also noted that this budget included a 1.9% COLA for Personnel, an employee Co-Pay for health care coverage, funding for Concerts in the Park, the Housing Element update; Ordinance updates and other add-on's approved by the Council during the budget process. Susan noted that this budget uses \$22,375.20 of Fund balance in order to cover the expenditures in the adopted budget.

Mayor Morton asked for public comment and Larry Douglas asked if any funding had been set aside for an annual report and General Plan Review. Finding no further discussion Councilmember Oels made a motion to approve the 2017/2018 City of Portola Operating budget and Resolution No. 2323 as presented and Councilmember Powers seconded the motion and it was approved unanimously approved during a roll call vote.

Susan Scarlett reported that Resolution 2324 is a formality that makes finding every five years with respect to the unexpended fund balance in the water and sewer facility and traffic impact fees. The Council reviewed the Resolution and finding no public comment or Council discussion, Mayor Pro Tem

Cooley made a motion to approve Resolution 2324 as presented and identified. Councilmember Powers seconded it and it was unanimously approved during a roll call vote.

**E. Big Fish Creations Contract**- Review and discuss proposed Independent Contractor Agreement for Big Fish Creations. Discussion and/or possible action.

Mayor Pro Tem Cooley reported that the Finance and Administration Committee had reviewed the proposed Independent Contractor Agreement for Big Fish Creations and that the Committee was recommending approval. Mayor Morton noted that the committee would like to recommend the creation of an ad hoc committee to work more closely with Big Fish to meet the City needs. Councilmember Powers requested that the Council consider the addition of verbiage to section 2.5 that states that any adjustments be approved by the City Manager.

Following a brief discussion Councilmember Oels made a motion to approve the contract with the suggested amendment to item 2.5 and to appoint Councilmember Oels and Mayor Pro Tem Cooley as an ad hoc committee to meet to discuss the goal and workload for Big Fish Creation. Councilmember Powers seconded the motion and it was unanimously approved.

**F. Community Connections**- Review and discuss renewal for the City of Portola to Renew Membership as an Annual Sponsor. Discussion and possible action.

City Clerk Melissa Klundby reported that the \$100.00 annual sponsorship was due to Community Connections. Ms. Klundby reminded the Council of the groups' mission and previous presentation. Mayor Morton asked for public comment and Larry Douglas requested that a link to Community Connections be added to the City website. Finding no further comment or discussion, Mayor Pro Tem Cooley made a motion to approve the annual sponsor membership renewal for Community Connections in an amount of \$100.00. Councilmember Powers seconded the motion and it was unanimously approved.

**G. Financial Update**-Review and Discuss Year to Date Finances including possible Budget Amendments for Fiscal Year 2016-2017. Discussion and/or possible action.

Susan Scarlett presented the Council with budget amendments for Fiscal Year 2016-2017. These amendments included grant fund recognition, election supply expenditures, legal fees for the failed fire tax measure, and reporting of A-15 revenues and expenditures. Finding no public comment Mayor Pro Tem Cooley made a motion to approve the budget amendments as proposed. Councilmember Oels seconded the motion and it was unanimously approved.

**H. Utility Billing Bad Debt** - Review and Discuss Utility Bad Debt Write-Off Request. Discussion and/or possible action.

Susan Scarlet reported that before the Council changed Utility Billing to be in the name of the property owner, tenants would move out of town with a past due balance and there was no way for the City to recover the funds. Susan reported that these accounts are past the statute of limitations for collections and need to be written off.

Susan also discussed several options for collecting bad debt in the future, noting that staff will bring these options to the Council at a later date.

Mayor Morton asked for public comment and Larry Douglas comment that he sees problems with the availability rate.

Finding no further discussion Councilmember Oels made a motion to write off any bad debt over four years old in the amounts presented to the Council: Water Fund \$21,922.68; Sewer Fund \$13,907.50 and Solid Waste \$9,981.65. Councilmember Powers seconded the motion and it was unanimously approved.

- I. Community Wildfire Protection Plan**- Report and Recommendation from the FireWise Ad Hoc Committee to adopt the City of Portola Community Wildfire Protection Plan of November 14, 2012. Discussion and/or possible action.

Councilmember Oels reported that the Firewise Ad Hoc committee had met with Susan McCourt, Mike Callaghan; City staff and telephonically with Cathy Prudhomme, Firewise USA Program Manager, on June 13<sup>th</sup> to determine the process for becoming a Firewise Community. Councilmember Oels stated that the Ad Hoc committee and staff researched the requirements for becoming FireWise and reviewed the 2012 Community Wildfire Protection Plan prepared by Resource Concepts, Inc.

The Ad hoc Committee and Staff recommended that the Council review the make the Community Wildfire Protection Plan and vote to adopt the Plan. Councilmember Oels also requested that he initiate a current fire wise assessment of the community at no cost to the City. The Council further discussed the method for in kind contribution in the form of volunteer hours.

Finding no public or Council comment Mayor Pro Tem Cooley made a motion to adopt the City of Portola Community Wildfire Protection Plan of November 14, 2012 and to forward it to the appropriate agency for signatures. Councilmember Oels seconded the motion and it was unanimously approved.

- J. Mayor's Committees** – The Mayor will make appointments to vacancies on committees, boards and commissions. Discussion, possible action.

Mayor Morton made the following committee appointments to fill vacancies:

LAFCo – Tom Cooley  
Transportation Commission- Phil Oels  
DEAL- Bill Powers  
Emergency Services- Pat Morton

There was no Council or public comment and the Council concurred with the appointments.

## **9. CLOSED SESSION**

None

## **10. MEETING ADJOURNED IN MEMORY OF JOHN LARRIEU**

The meeting was adjourned at 8:00 pm.

Respectfully Submitted,

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Melissa Klundby, City Clerk