

**PORTOLA CITY COUNCIL
MEETING MINUTES
May 22, 2019
6:00 p.m.**

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

Mayor Cooley led the Council in the reciting of the pledge of allegiance.

3. ROLL CALL

Councilmembers Morton, Powers, Mayor Pro Tem Oels, and Mayor Cooley were present. Councilmember Peiler was absent.

Interim City Manager Leslie Chrysler, Finance Officer Susan Scarlett, City Attorney Steve Gross and City Clerk Melissa Klundby were also in attendance.

4. PUBLIC COMMENT

Kevin Walsh introduced himself and his wife and gave the Council a report on a non-profit organization they were starting called PIC (Portola Improvement Coalition). Kevin reported that this group was working to remove trash in and around the Portola City limits. Kevin asked the Council to review disposal options for the trash and noted they would be meeting with staff to further review the PIC mission and goals.

Julie Ruiz, Northern Sierra Air Quality District representative, presented the Council with information on an Air Pollution Control Specialist I position that the district is hiring.

5. CITY COMMUNICATIONS

A. City Council/Committee Reports

Councilmember Powers reported on his attendance at the Transportation Meeting and reported that May is Mental Health Awareness Month.

Mayor Pro Tem Oels reported in his attendance at the Transportation Meeting, the Fire Safe Council meeting in Quincy, and the Firewise Council/Community Meeting in Portola. Councilmember Oels requested more community involvement on the FireWise Council.

Councilmember Morton reported on her participation in the High School Scholarship interview process and reported that she had attended the Firewise Council/Community Meeting in Portola. She also reported that she had attended several ad hoc committee meetings on the City Manager hiring process.

Mayor Cooley reported on his attendance at the Plumas Regional Transportation meeting at the Portola Library and that he had attended several ad hoc committee meetings on the City Manager hiring process.

B. Staff Communications/Fire Chief Report

Bob Frank delivered the monthly call log; which included 14 medical calls, 2 structure fires, and 2 miscellaneous fires. He also reported that he was working on an AED (automated external defibrillator) program for local businesses and has been gearing his department up for the Lost and Found Bike Race.

City Attorney, Steve Gross, reported that he had attended a breakout session on Cannabis Regulation and the 6th Cycle Housing Element requirements as part of his attendance at the Annual City Attorney Conference.

C. City Manager Report

Leslie Chrysler, Interim City Manager, reported on the memo that Kevin Sankey, Code Compliance Officer, had provided the Council and that he was looking to present information to the Council at a future meeting. Leslie also reported that the Lost and Found Bike Race event was still looking for volunteers and that volunteer information could be found on their website. She also noted that she had limited hours left in the fiscal year and would be on vacation from June 13th through July 8th, but would be available via phone or email during that period of time.

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 April 24, 2019 and the Special Meeting held on May 8, 2019.
- B. Claims** – Adopt Resolution No. 2393 authorizing payment of claims for the period of April 20, 2019 through May 17, 2019.

***Resolution No. 2393
A Resolution of the City Council of the City of Portola
Authorizing Payment of Claims for the Period
April 20, 2019 through May 17, 2019***

Finding no Council or public comment on the minutes of the meeting held on April 24, 2019 or Resolution 2393, Councilmember Powers made a motion to adopt the minutes of the City Council regular meeting held on April 24, 2019 and Resolution No. 2393 authorizing payment of claims for the period of April 20, 2019 through May 17, 2019. Mayor Pro Tem Oels seconded the motion and it carried unanimously by those in attendance following a roll call vote.

7. ORDER OF BUSINESS

- A. Proclamation of Youth Week** – Adopt Proclamation in Support of Youth Week, May 1 through May 7, 2019. Discussion, possible action.

City Clerk, Melissa Klundby, reported that this item had been requested by the local Elks group and that the Council reviewed this annually. The Council requested that in the future this agenda item be brought to the Council at the Council meeting preceding youth week. Finding no further comment, Councilmember Morton made a motion to adopt the presented Proclamation in Support of Youth Week from May 1 through May 7, 2019. Councilmember Powers seconded the motion and it carried unanimously by those in attendance, following a roll call vote.

B. Amended Resolution 2391 for Road Maintenance & Rehabilitation Act, Senate Bill 1 funded projects- Review and consider adoption of Amended Resolution 2391, A Resolution of the City of Portola Adopting a List of Projects for the Fiscal Year 2019-20 Funded by SB1: The Road Repair and Accountability Act of 2017. Discussion, possible action.

Interim City Manager Leslie Chrysler presented the Council with amended Resolution 2391. Leslie explained that the State was requiring additional description in the resolution as it pertained to the project area descriptions. Finding no Council or public comment, Mayor Pro Tem Oels made a motion to adopt amended Resolution No. 2391 as presented. Councilmember Powers seconded the motion and it carried unanimously following a roll call vote by those in attendance.

C. Local Hazard Mitigation Plan- Review the proposed updates to the Local Hazard Mitigation Plan and provide direction to staff on mitigation measures. Discussion, direction to staff and possible action.

The Council welcomed contract planner Karen Downs, who appeared telephonically. Karen presented the Council with information relating to the Local Hazard Mitigation Plan, the process for updating the plan, the timeline for the updates and the new state requirements for the plan. Mayor Cooley asked for Council comment and the Council discussed the evacuation plan and the fire hazard severity map. Mayor Cooley then asked for public comment and Kevin Walsh commented on fire hazard safety and fuels cleanup. Steve Clifton commented on coordinating efforts with the Forest Service when fuels cleanup was happening on property adjacent to Forest Service property.

The Council thanked Karen for her work on the plan and concurred with the timeline and process presented.

D. Auditing Services Contract Renewal –Review contract for auditing services with CliftonLarsonAllen. Discussion and/or possible action.

Susan Scarlett presented the Council with a contract renewal for auditing services with CliftonLarsonAllen. Susan noted that this is a highly specialized service and that although it is the same company, CliftonLarsonAllen provides the city with a different auditor every two years, so that a fresh set of eyes conducts the audit. Susan noted that the annual cost was rising from \$30,500 to \$32,000 and that the contract presented was for 3 years.

Councilmember Powers reported that he is very happy with the services provided by CliftonLarsonAllen and finding no public comment, Councilmember Morton made a motion to approve the contract for auditing services with CliftonLarsonAllen as presented. Councilmember Powers seconded the motion and it carried unanimously by those in attendance.

- E. Review of Emergency Action on North Lift Station Upgrades**–Review finding that an emergency exists and dispensing with competitive bidding for upgrades needed at the Northside Sewer Lift Station. Consider continuing the emergency action, discussion, possible action.

Leslie reported that the pumps had been installed and the project was completed and reported that the Council could find that an emergency no longer existed. Finding no Council or public comment, Mayor Pro Tem Oels made a motion to conclude the emergency dispensing with competitive bidding for upgrades needed at the Northside Sewer Lift Station. Councilmember Powers seconded the motion and it carried unanimously by those in attendance.

- F. 2019/2020 Budget Workshop** – Discuss current City Finances. Review the draft budget worksheets for the 2019/2020 City Budget. Provide direction to staff for changes, additions and/or deletions. Discussion/Possible Action.

City Finance Officer, Susan Scarlett and Interim City Manager, Leslie Chrysler presented the Council with draft budget worksheets for the 2019/2020 City Budget. The Council reviewed the list of ad-on's and the summary sheet. The Council then discussed the proposed COLA (Cost of Living Adjustment) rate increase of 3.3%.

Mayor Pro Tem Oels reported that he feels the City owes it to its citizens to not increase the water and sewer rates.

Mayor Cooley reported that he also does not want to increase rates but that as stewards of the water and sewer systems for the City of Portola he thinks it is important and responsible to continue to save funds for infrastructure improvements and replacement.

Mayor Cooley asked for public comment and finding none, Councilmember Morton made a motion directing to staff to prepare the draft budget as presented with an employee COLA of 3.3% and including an increase the water and sewer base rates of 3.3%, leaving the water consumption rate the same and decreasing the solid waste fee by \$1.00. Councilmember Powers seconded the motion and it passed; 3 to 1, with Mayor Pro Tem Oels voting no.

8. CLOSED SESSION

- A. Public Employee Appointment** – Pursuant to Government Code Section 54957(b)(1); City Manager

The Council took a 5 minute recess at 7:00 pm and met in closed session at approximately 7:05 pm. There was no reportable action from closed session.

9. ADJOURNMENT

The Council adjourned at 8:20 pm

Respectfully Submitted,

Melissa Klundby, City Clerk