

**PORTOLA CITY COUNCIL  
MEETING MINUTES  
November 14, 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 the reciting of the pledge of allegiance.

**3. ROLL CALL**

Councilmember Oels, Powers and Reynolds, Mayor Pro Tem Cooley and Mayor Morton were present.

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

**4. PUBLIC COMMENT**

Robin Anderson made comments on climate change and the Anderson California fires. She encouraged everyone to take a stance on climate change and to acknowledge that it is happening.

Bob Frank, Eastern Plumas Fire Chief, reported that the recent fire behind the Portola Ball field burned approximately 1 acre and located on both Forest Service and property in the City limits. Bob reported that fire was 100 percent contained in about 30 minutes and that to date a cause was unknown. He did report that a USFS Fire investigator was investigating the cause and that he would report more information as soon as it was known.

Larry Douglas made various comments regarding the recent California fires.

**5. CITY COMMUNICATIONS**

**A. City Council/Committee Reports**

Councilmember Powers noted that his heart was with the families and first responders in Paradise, California. He also thanked Bob Frank, Eastern Plumas Fire Department, the City of Portola, and the USFS for their quick response to the recent fire in Portola. Councilmember Powers also reported that he had attended a meeting of the Transportation Commission.

Mayor Pro Tem Cooley reported that he had attended a meeting of the Finance and Administration Committee and that they were continuing to review policies and would be bringing the Council a Fixed Asset and Surplus Property Policy for review at a future meeting.

Mayor Morton reported that she had also attended a meeting of the Finance and Administration Commission. She also reported she had attended the retirement party/event for Audrey Ellis and presented her with a Certificate of Appreciation for all of her years of service to the local area and the Lost Sierra Chamber of Commerce.

**B. Staff Communications**

None

**C. City Manager Report**

Leslie Chrysler, Interim City Manager, reported on the following:

- Holiday Light Parade and Festival will be on December 7, 2018
- Eastern Plumas Fire Protection District call log
- Staff meeting with Portola Highlands
- Congratulations to the new Councilmember Stan Pieler and incumbents Pat Morton, Phil Oels, and Bill Powers.

**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 Councilmember, 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 October 24, 2018.

**B. Claims** – Adopt Resolution No. 2374 authorizing payment of claims for the period of October 19, 2018 through November 9, 2018.

***Resolution No. 2374  
A Resolution of the City Council of the City of Portola  
Authorizing Payment of Claims for the Period  
October 19, 2018 through November 9, 2018***

City Clerk, Melissa Klundby requested that the minutes be amended to reflect that the Christmas Tree Angel Program was happening at the Catholic Church and not the Baptist Church as reported in the minutes of October 24, 2018. Finding no Council or public comment Mayor Pro Tem Cooley made a motion to adopt the minutes of the City Council regular meeting held on October 24, 2018 with the above noted amendment and to approve Resolution No. 2374 authorizing payment of claims for the period of October 19, 2018 through November 9, 2018. Councilmember Reynolds seconded the motion and it was unanimously approved during a roll call vote.

**7. PRESENTATIONS**

None

## 8. ORDER OF BUSINESS

- A. **Ordinance 352** – Introduce and Waive the Second Reading of Ordinance 352, Adopting Municipal Code Amendments to Chapters 5.06, 9.33 and Title 17 of the Portola Municipal Code. Discussion, possible action.

Leslie Chrysler, Interim City Manager, reported that a Public Hearing had been held on the above Ordinance and that there was no one in attendance at the Public Hearing. Leslie then reported that the Council had extensively reviewed Ordinance 352 at the previous regular meeting and requested that the Council introduce and waive the second reading of Ordinance 352, adopting municipal code amendments to Chapters 5.06, 9.33 and Title 17 of the Portola Municipal Code; and direct staff to bring the Ordinance before the Council at the next regularly scheduled meeting for possible adoption.

Finding no public or Council comment Councilmember Oels made a motion to introduce and waive the second reading of Ordinance 352 as presented. Councilmember Reynolds seconded the motion and it was unanimously carried following a roll call vote.

- B. **Resolution 2375 CalPERS** – Review and Discuss Resolution 2375 to pay down the CalPERS Unfunded Liability. Discussion, possible action.

**Resolution No. 2375**  
**A Resolution of the City Council of the City of Portola**  
**Confirming Payment to California Public Employees**  
**Retirement System (CalPERS) to be applied to**  
**Unfunded Accrued Liability**

Susan Scarlett presented the Council with Resolution 2375 and noted that the Council had reviewed this item at its previous regular meeting and approved signing a commitment letter to pay down the unfunded liability in an amount not to exceed \$400,000 and to enter into a 15 year hard fresh start payment schedule. Mayor Morton asked for public comment and Larry Douglas asked how the City accrued the unfunded liability. Steve Gross, City Attorney, explained the CalPERS unfunded liability. Susan Scarlett also noted that the full actuarial report is available for review online at the CalPERS website.

Finding no further comment Councilmember Powers made a motion to adopt Resolution 2375 as presented. Councilmember Oels seconded the motion and it was unanimously carried following a roll call vote.

- C. **Rio De Las Plumas Sierra Ridge** - Discuss the Sierra Ridge Security Deposit and a Budget Amendment. Discussion, possible action.

Leslie reported that in 2004, developer Doug Auer, submitted plans for an “infill” project known as Sierra Ridge. The project included property between West Spruce and West Loyaltan, however the project was never completed. Leslie reported that the City did receive a deposit of \$10,000 from the developer and that the balance of the Security Deposit was \$9,988.81. Leslie reported that Staff had discussed the need to utilize the funds to secure the property and correct health & safety concerns. Leslie requested that the Council review this issue and approve use of the security deposit and associated budget amendment for the following:

- 1) Secure facility with K-rail like blocks to prevent unauthorized trespassing.
- 2) Replace missing Man-hole covers that are missing.
- 3) Locate and cap open sewer lines to prevent I&I (infiltration).

Mayor Morton asked for public comment. Larry Douglas asked if the deposit was for performance. Councilmember Oels asked if the project was still a viable project and staff reported that it was not.

Finding no further comment Mayor Pro Tem Cooley made a motion to approve use of the security deposit and approve the associated budget amendment as requested. Councilmember Oels seconded the motion and it was unanimously approved.

**D. Code Compliance Officer** Review and Discuss Budget Amendments for the Code Compliance Officer. Discussion, possible action.

On October 22, 2018 interviews for the Code Compliance Officer position were conducted by Leslie Chrysler, Todd Roberts and Jim Murphy. On October 30, 2018 the top candidate was interviewed a second time by Leslie and Todd.

Leslie then reported that a conditional offer of employment has been made to Kevin Sankey and that prior to final offer of employment a background check, medical exam and drug test would be conducted.

Susan Scarlett, Finance Officer, then presented the Council with a budget amendment to cover the cost associated with the new position; which also covered a revision to the COPS Revenue to account for growth funds and a change to the Sheriff Services expenditure to reflect the actual contract cost. Staff further noted that a small portion of the personnel cost has been coded to snow.

Mayor Morton asked for public and Council comment and finding none; Councilmember Powers made a motion to approve the budget amendment as presented to cover the costs associated with the Code Compliance Officer position. Mayor Pro Tem Cooley seconded the motion and it was unanimously approved.

**E. City Clerk and City Treasurer Stipend**– Review and Discuss The City Clerk and City Treasurer Stipend. Discussion, possible action.

***Resolution No. 2376  
A Resolution of the City Council of the City of Portola  
Amending Compensation for the Elected  
City Clerk and City Treasurer***

Leslie reported that California Government Code provides for the positions of City Clerk and City Treasurer to be elected by the voters of the City. Leslie noted that in order to change this to allow for the positions to be appointed; a measure would need to be approved by the voters.

Leslie noted that the City had placed measures to change the positions to appointed in 2000 and 2002 and that each time the measures failed as there was no campaigning or educational materials provided to the voters at either time.

Leslie reported that historically the positions have been held by individuals who are employed by the City in another capacity and that position takes on the role and duties of the elected position as part of that employees paid employment. Leslie further noted that the last time compensation for the positions was set was in 2001 when the compensation was revised to take account for one individual holding both positions.

Management has recently had discussions about what exactly the monthly stipend is expected to compensate the Clerk and Treasurer for and that to recognize that the positions are currently ceremonial in nature staff is recommending that the City Council consider taking action to establish a compensation commensurate with the duties actually performed by the elected individuals.

Mayor Morton asked for public comment and Councilmember Powers made a motion to adopt Resolution No. 2376, and to set compensation for the elected City Clerk and City Treasurer at \$25 per month. Finding no comment, Councilmember Oels seconded the motion and it was unanimously carried following a roll call vote.

**F. Finance Report and Budget Amendments** –Receive a Finance Report and Review and Discuss Budget Amendments for the 2017-2018 Fiscal Year. Discussion, possible action.

Finance Officer, Susan Scarlett, presented the Council with budget Amendments for the 2017-2018 fiscal year which included amendments for unanticipated revenue, interest income and Liberty Utilities adjustments. (see attached). Susan also gave the Council a detailed finance report and noted that nothing seemed out of the ordinary and that a clearer review would be available during the Mid-Year review. Susan also noted that the water and sewer fund had finally finished paying back the Solid Waste fund.

Following a brief discussion, Councilmember Oels made a motion to approve the 2017-2018 fiscal year budget amendments as presented and to accept the finance report. Mayor Pro Tem Cooley seconded the motion and it was unanimously approved.

**9. CLOSED SESSION**

None

**10. ADJOURNMENT**

The meeting was adjourned at 6:50 pm.

Respectfully Submitted,

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Melissa Klundby, City Clerk