

**PORTOLA CITY COUNCIL  
REGULAR MEETING  
SEPTEMBER 11, 2019  
6:00 P.M.**

**CALL TO ORDER**

Mayor Cooley called the meeting to order at 6:00 p.m. A moment of silence was observed with special consideration being given for Patriot Day, Mayor Cooley then led the pledge of allegiance.

**ROLL CALL**

Councilmembers Morton, Powers, Mayor Pro Tem Oels and Mayor Cooley responded to the roll call. Councilmember Peiler was absent and Mayor Pro Tem Oels participated telephonically from 109 Virgilia Avenue, Portola. City Manager Lauren Knox, City Attorney Steve Gross, Finance Officer Susan Scarlett, Public Works Director Todd Roberts and Deputy City Clerk Leslie Chrysler were also in attendance.

**PUBLIC COMMENT**

Snow Plowing

Portola resident Richard Johnson commented that he was glad to see the City working on the ditch issue at his property but had some concerns about the City's snow plowing techniques. He suggested the City employees should be better trained to make improvement to the snow plowing. He also commented that the City needed to remove snow around fire hydrants.

**CITY COMMUNICATIONS/COMMITTEE REPORTS**

Councilmember Morton reported that she had attended a Firewise meeting and participated in a meeting with Fire Departments and CalFire.

Councilmember Powers reported that he attended a Transportation Commission meeting and attended a meeting in Sacramento regarding student mental health policies. He noted that Governor Newsom had signed legislation relating to school suspensions that will help keep students in school.

Mayor Pro Tem Oels noted that he was still dealing with medical issues.

Mayor Cooley reported on the following: Firewise meeting; weed abatement work at the West End Park and Memorial Hall with help from Bob & Pat Morton and Dave Rudolph; Ad Hoc Fire Meeting with Chief Frank to discuss disposal of supplies; Abandoned Vehicle Abatement meeting with some progress being made; meeting with Fire Departments and CalFire with CalFire Unit Chief Scott Packwood in attendance; meeting with Senior Apartment management company representative; a League webinar relating to cannabis regulations; attendance at the Board meeting of Eastern Plumas Rural Fire Protection District.

Mayor Cooley then introduced City Manager Lauren Knox to the public.

## **CITY MANAGER'S REPORT**

Ms. Knox thanked the Council for the opportunity to serve the City stating that she was glad to be here. She explained that there had been a notice in the newspaper regarding the installation of a monopine cell tower in the City and noted that the City had not received an application at this time.

## **STAFF COMMUNICATIONS/FIRE CHIEF REPORT**

Chief Frank reported that during the month of August there had been 29 medical calls, 3 smoke checks, 1 vehicle accident and 1 fire alarm. He distributed an updated map of the Walker Fire, reported that EPRFD was providing medical coverage at High School football games and that EPRFD had worked with the Gold Mountain community on an evacuation drill. He also explained that the August call volume was the highest in the county.

Finance Officer Susan Scarlett reported that Accounting Technician Chancy Weaver had attended a Government Accounting Class in Gilroy and next month she will be attending training provided by CalPers in Sacramento.

Deputy City Clerk Leslie Chrysler reported on her attendance at a recent joint Quincy/Lost Sierra Chamber mixer and explained that with Lauren Knox taking the position of City Manager she would be assisting with City Clerk duties as needed.

## **CONSENT CALENDAR**

Public comment was called for, being none, it was moved by Councilmember Morton seconded by Councilmember Powers to approve the consent calendar as presented. All members present voted in favor. Councilmember Peiler was absent.

- A. Minutes – Adopted the minutes of the regular meeting held on August 14, 2019.
- B. Claims – Adopted Resolution No. 2408 authorizing payment of claims for the period August 10, 2019 to September 6, 2019.

Accounts Payable:	\$ 123,957.20
Payroll:	\$ 77,362.08
Total:	\$ 201,319.28

## **ORDER OF BUSINESS**

- A. 18/19 Finance Report Update and Budget Amendments

Finance Officer Susan Scarlett presented the City Council with preliminary figures for the year end of the 18/19 Fiscal Year. She reviewed the actual revenues received by the City through Plumas County including property tax and also sales tax revenue received through the state. She continued with an update on cash and receivables balances throughout the various funds. Ms. Scarlett moved on with a report of the preliminary year end balances explaining that there were still some expenditures to book and a final report with budget amendments should be ready in October.

Ms. Scarlett then explained that there were still funds in the current budget for road repairs and public works would be expending the remaining funds shortly. She noted that the Council could expect a budget amendment to add additional road repair funds at a future meeting.

Regular Meeting  
September 11, 2019

With no additional comments or questions from the public or Council Ms. Scarlett ended her report. She then noted that the Plumas County Flood Control District had provided her with a copy of a letter from the State which seemed to show increases to the City's water purchase. She noted that she would be reviewing in the correspondence and reporting back to the City.

B. City Council Committee/Board Appointments

Deputy City Clerk Leslie Chrysler explained that with the new City Manager on board it would be necessary for the Mayor to make changes to some of the committee/board appointments. She suggested having Ms. Knox take over seats on the Airport Land Use Commission, Integrated Waste Management Board, SCORE and the Emergency Services Policy Committee. She also noted that the other City seat on the Emergency Services Policy Committee should be held by the Mayor and requested that change also be considered.

There being no further discussion Mayor Cooley made the appointments as requested.

C. Public Works Truck and Equipment Purchase

Public Works Director Todd Roberts, Finance Officer Susan Scarlett and Deputy City Clerk Leslie Chrysler presented a proposal for the purchase of four new trucks and associated equipment, including snow plows to the City Council. Staff reported on expenses for repair and maintenance to trucks and equipment during the past three years and explained that they felt a purchase of new trucks and equipment would serve the City better than the continual down time and repairs of the old equipment. Staff reviewed the cost of the purchase through existing government contracts and outlined how the expense was proposed to be spread throughout the funds. Staff also explained that they had reviewed the option of financing the equipment but felt the City was in a financial position to be comfortable with purchasing new equipment using fund balance.

Mr. Roberts explained the need to purchase trucks that would be able to function as snow plows and as utility trucks. He noted that the purchase included on dump bed with the other three trucks having utility beds. He also noted that two plows for the older trucks were included in the request.

Portola resident Bob Morton explained that the Ford trucks being requested were the best for the job since they had heftier frames than other brands.

Mayor Cooley asked Chief Frank if he had any comments and the Chief agreed with Mr. Morton that the Ford trucks would be best for the job.

After a brief discussion it was moved by Councilmember Morton, seconded by Councilmember Oels to approve a budget amendment not to exceed \$375,000 for purchase of the trucks as presented in the staff report. All members present voted in favor. Councilmember Peiler was absent.

**ADJOURNMENT**

There being no further business to discuss Mayor Cooley adjourned the meeting at 7:02 p.m.

Leslie Chrysler, CMC  
Deputy City Clerk