

# CITY OF PORTOLA CITY COUNCIL AGENDA

Special Meeting  
Thursday, November 14, 2013  
6:00 p.m.

City Hall Council Chambers  
35 Third Avenue  
Portola, CA 96122



Councilmembers

Mayor John Larrieu  
Mayor Pro Tem Phil Oels  
Councilmember Michelle Gault  
Councilmember Pat Morton

City Staff

Interim City Manager Todd Roberts  
City Attorney Steve Gross  
Finance Officer Susan Scarlett  
Planner Karen Downs  
City Clerk Tiana Bradley

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For additional information visit the City of Portola Web Page

[www.ci.portola.ca.us](http://www.ci.portola.ca.us)

*Copies of staff reports or other written documentation relating to each item of business referred to on this agenda are on file in the Office of the City Clerk and are available for public inspection. If you have any questions on any agenda items, contact the City at (530) 832-4216.*

*Meeting facilities are accessible to persons with disabilities. Reasonable efforts will be made to accommodate participation of the disabled in the City's public meetings. If special accommodation for the disabled is needed, please notify the City at (530) 832-6803 at least 48 hours prior to the meeting.*

**CITY COUNCIL AGENDA  
SPECIAL MEETING  
NOVEMBER 14, 2013 6:00 p.m.**

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

**4. PUBLIC COMMENT**

**5. CITY COMMUNICATIONS**

**A. City Council/Committee Reports**

**B. City Manager's Report-** Introduction of new employees

**6. CONSENT CALENDAR**

**A. Minutes** - Adopt the minutes of the Regular Meeting held on October 23, 2013 and the Special Meetings held on October 30, 2013 and November 4, 2013.

**B. Claims** - Adopt Resolution No. 2184 authorizing payment of claims for the period of October 19, 2013 through November 8, 2013.

Accounts Payable: \$	135,257.15
Payroll: \$	<u>32,263.40</u>
Total: \$	167,520.55

**7. ORDER OF BUSINESS**

**A. Finance and Budget Report** – Receive an update on year-to-date finances. Discussion, possible action.

**B. Utility Billing Policy** – Consider introduction of Ordinance No. 340 making revisions to the City's utility billing procedures. Discussion, possible action.

*Ordinance No. 340*

*An Ordinance of the City of Portola, County of Plumas  
Amending, Adding and Deleting Certain Sections of the  
Portola Municipal Code Relating to Utility Billing*

- C. **Staffing Review** - Consider options for filling the vacant City Manager position and alternatives to staffing. Discussion, direction to staff, possible action.
- D. **Discontinue Emergency** - Consider discontinuation of the emergency action approved in Resolution No. 2181 to repair the roof at the South Side Fire Hall. Discussion, possible action.

## 8. CLOSED SESSION

- A. **Performance Review**- Pursuant to Government Code Section 54957, Public Employee Performance Reviews; Interim City Manager and Contract Finance Officer
- B. **Public Employee Appointment/Employment** - Pursuant to Government Code Section 54957; City Manager and/or Interim City Manager
- C. **Anticipated Litigation** - Pursuant to Government Code Section 54956.9(d)(2); One Case
- D. **Conference with Real Property Negotiators** – Pursuant to Government Code Section 54956.8  
Property: APN 025-100-030  
Agency Negotiators: Phil Oels, Tom Valentino, Todd Roberts  
Negotiation Party: Jeff Carmichael  
Under Negotiation: Price and Terms

## 9. ADJOURNMENT