

**PORTOLA CITY COUNCIL
SPECIAL MEETING
MINUTES
November 14th, 2013 6:00 p.m.**



CALL TO ORDER

Mayor Larrieu called the meeting to order a 6:00pm and led the pledge of allegiance.

ROLL CALL

Councilmember's, Morton, Gault, Mayor Pro Tem Oels and Mayor Larrieu responded to the roll call. Finance Officer Susan Scarlett, Planner Karen Downs and City Attorney Steve Gross were also in attendance.

PUBLIC COMMENT

Bill Mainland - Commented on a newspaper article regarding City of Portola Staff.

Larry Douglas - Commented on the current state of the City of Portola.

Jim Murphy – Commented on financial state of the City of Portola, and the City Manager position.

Terry Woods – Commented on allegations of harassment.

Dennis Dickinson – Provided updates on the possible Radio Station in the City of Portola.

CITY COMMUNICATIONS

A. City Council/Committee Reports

Council Member Pat Morton reported that the Christmas Tree Lighting and Electric parade will take place on Friday, December 6th 2013 with Commercial Street closing at 5:00 p.m.

B. City Manager Report:

Portola City Planner Karen Downs introduced the new city employee Melissa Klundby to the City Council. Melissa was hired part time for an administrative services position.

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

Motion was made by Councilmember Morton and seconded by Mayor Pro Tem Oels to approve the consent calendar. All members present voted in favor.

ORDER OF BUSINESS

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

Finance Officer, Susan Scarlett provided the City Council with a summary of the City Finances through October 31st, 2013, which included the General Fund, Special Revenue funds, Enterprise Funds, other Expenses, Capital Outlay and information on Temporary Employees thru October 31st. Susan also provided the Council an 11 page Expenditure Report. The City Council and Finance Officer Susan Scarlett discussed the Finance Reports.

Several community members questioned the financial stability of the City and Susan reported that the City has been very fiscally responsible and has a healthy reserve and a balanced budget. Susan Scarlett and Steve Gross also informed the public about the actual amounts of their salaries, noting that they are comparable to similar positions in similar sized cities.

Mayor Larrieu thanked Steve Gross, City Attorney for his invaluable service to the City Staff, Council, and Community. Mayor Larrieu reported that Steve has continued to give the City highly professional and timely service. The Council agreed that they are appreciative to have such a highly professional level of legal service available to them at any time.

Mayor Larrieu also noted that he is extremely appreciative and satisfied with the high level of professional services that Susan Scarlett offers to the City in her role as Finance Officer. Mayor

Larrieu applauded her fiscal conservative approach to managing the Cities budget and the entire Council gave her a standing ovation in appreciation of her services to the City.

Councilmember Gault reported the she would like to start an “I Love Portola” organization that would bring positive, civic minded activities to the City. Councilmember Gault encouraged the public to contact her should they have any questions.

- 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***

Portola City Planner, Karen Downs provided the City Council with proposed draft policy changes concerning the City of Portola Utility Billing policy. These changes were:

- 1) Require the property owner to take responsibility for the utility bill, while allowing the property owner to authorize the City to send the bill and collect payment from a tenant or property manager
- 2) Implement the service availability charge that was presented in the 5 year rate study completed by HDR Engineering and approved in the Prop 218 process.

Following discussion Councilmember Gault made a motion to approve the introduction of Ordinance No. 340. Mayor Larrieu seconded the motion. The motion was approved with Mayor Larrieu, Councilmember Gault, and Councilmember Pat Morton voting in favor of the Introduction of Ordinance Introduction 340. Mayor Pro Tem Oels voted against the Introduction of Ordinance Introduction 340. Motion was carried.

- C. Staffing Review** - Consider options for filling the vacant City Manager position and alternatives to staffing. Discussion, direction to staff, possible action.

City of Portola Planner, Karen Downs reported that the Council had interviewed two applicant for the City Manger position during the Special City Council Meeting held on Monday, November 4th, 2013. The interviews were held in closed session. The City Council explained that the applicants interviewed were from applications received during the initial recruitment process. Mayor Larrieu reported that the Council has determined that it is in the best interest of the City to reopen the recruitment process.

Karen Downs and Steve Gross discussed the measures that needed to be taken to fill the vacant City Manager Position.

Several members of the community expressed an interest in the recruitment process and it was determined by the Council to form an Ad Hoc Committee to provide recommendation to the Council concerning the job description, recruitment timeline and brochure filling the vacant City Manager position.

A motion was made by Mayor Larrieu and seconded by Councilmember Morton to appoint Mayor Pro Tem Oels and Councilmember Gault to the Ad Hoc Committee. All Council members voted in favor. It was determined that the committee would report back to the City Council on November 22nd, 2013. Mayor Larrieu encouraged any community members who had input regarding this process to contact Mayor Pro Tem Oels and Councilmember Gault directly prior to that date.

- 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.

Mayor Pro Tem Oels reported that repairs to the roof at the South Side Fire Hall have been completed. All Councilmember's agreed to discontinue the emergency.

Mayor Larrieu recessed the meeting to closed session at 8:15 p.m.

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

Mayor Larrieu reconvened the meeting to open session at 9: 24 p.m.

REPORT FROM CLOSED SESSION

- A. **Performance Review**- Pursuant to Government Code Section 54957, Public Employee Performance Reviews; Interim City Manager and Contract Finance Officer

By unanimous vote, the City Council gave its highest level of accolades and appreciation and its complete and unanimous support of both the 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

No reportable action

- C. **Anticipated Litigation** - Pursuant to Government Code Section 54956.9(d)(2); One Case

No reportable action

- 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

Motion was made by Councilmember Gault and seconded by Mayor Pro Tem Oels to approve the MOU with Frank J. Carmichael and authorize the Mayor to sign the MOU for the purchase of approximately 16.7 acres of land adjacent to the landfill to accommodate the landfill closure. All Councilmember's voted in favor

ADJOURNMENT

There being no further business to discuss Mayor Larrieu adjourned the meeting at 9:26 p.m.

Respectfully Submitted,

Tiana Bradley
City Clerk

Special Meeting
November 14th, 2013