

CITY OF PORTOLA CITY COUNCIL AGENDA

Special Meeting
Wednesday, January 29, 2014
7:00 p.m.

City Hall Council Chambers
35 Third Avenue
Portola, CA 96122



Councilmembers

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

City Staff

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

The City Council welcomes you to its meetings which are regularly held the second and fourth Wednesday of each month at 7:00 p.m. Your interest and participation is encouraged and welcome.

Any person desiring to address the City Council on any item not on the Agenda may do so during public comment. Public comments made during a regular Council meeting may be recorded. Members of the public may submit their comments in writing to be included in the public record.

CONSENT CALENDAR: These items include routine financial and administrative actions. All items on the consent calendar will be voted on at the same time during the meeting under "Consent Calendar". If you wish to have an item removed from the Consent Calendar, you may do so by addressing the presiding officer.

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) 832-6803.

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.

For additional information visit the City of Portola Web Page www.cityofportola.com

**CITY COUNCIL AGENDA
SPECIAL MEETING
January 29, 2014 7:00 p.m.**

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. PUBLIC COMMENT**

This section is intended to provide members of the public with an opportunity to comment on any subject that does not appear on this agenda. Please note that California law prohibits the City Council from taking action on any matter which is not on the posted agenda, unless it is determined to be an urgency item by the City Council. Any member of the public wishing to address the City Council during "PUBLIC COMMENT" shall first secure permission of the presiding officer, stand; give his/her name to the Clerk for the record, and address the City Council. Each person addressing the City Council shall be limited to five minutes ordinarily.

5. CITY COMMUNICATIONS

- A. City Council/Committee Reports**
- B. City Manager's Report**

6. PRESENTATION

- A. Presentation of Certificate of Appreciation to Tiana Bradley for her service to the City of Portola as the City Clerk**

7. CONSENT CALENDAR

- A. Minutes - Adopt the minutes of the Regular Meeting held January 8, 2014.**
- B. Claims -
Adopt Resolution No. 2189 authorizing payment of claims for the period January 3rd, 2014 through January 17, 2014**

Accounts Payable: \$74,497.07
Payroll: \$17,643.66
Total: \$92,140.73

8. ORDER OF BUSINESS

- A. **Solid Waste Franchise Agreement Amendments** – Review proposed changes to the City’s Solid Waste Ordinance and Franchise Agreement. Consider approval of changes and direction to staff to make formal changes in the documents. Discussion, possible action and/or direction to staff.
- B. **Update on Grant Activity provided by High Sierra Grants-** Discussion reviewing grant activity and progress related to the High Sierra Grants contract. Discussion, possible action.
- C. **Utility Billing**– Public Hearing; Consider adoption of Resolution No. 2190, Amending the City Utility Billing Policy to require that all utility bills be in the name of the property owner and to require all customers to, at a minimum, pay the service availability charge for water and/or sewer. Discussion, possible action.

Resolution No. 2190

A Resolution of the City Council of the City of Portola Establishing a City Utility Billing Policy

- D. **Conditional Use Permit**– Public Hearing; Resolution No. 14-01. Consider the approval of a Conditional Use Permit (CUP) for property located at 241 Commercial Street and, to allow the operation of lodging use (hostel) in a Core Commercial zone APN 126-075-006. Discussion, possible action.

Resolution No. 14-01

A Resolution of the City Council of the City of Portola Approving a Conditional Use Permit (CUP) for property located at 241 Commercial Street and, to allow the operation of lodging use (hostel) in a Core Commercial zone, APN 126-075-006

- E. **Community Development Block Grant Application-** Public Hearing; Discussion of Possible State CDBG Application. Discussion, possible action.
- F. **Community Development Block Grant (CDBG) Disaster Recovery Initiative (DRI) Project Closeout**– Public Hearing; Community Development Block Grant (CDBG) Disaster Recovery Initiative (DRI) Project Closeout for 10-DRI-6789. Discussion, direction to staff.

Resolution No. 2191

A Resolution of the City Council of the City of Portola Approving the Final Product and Receiving Public Comment on the Community Development Block Grant (CDBG) Disaster Recovery Initiative (DRI) Project Closeout 10-DRI-6789

- G. **LAFCo**–Review of letter submitted to Mayor Oels from Trent Saxton concerning City of Portola Budget Contributions to Plumas LAFCo. Discussion and direction to staff.
- H. **City Clerk Vacancy** – Review and consider the process to fill the vacancy for the City Clerk and potentially filling the vacancy. Discussion, possible action.
- I. **Ethics and Brown Act Training**- Discuss City Council attendance at required Ethics and Brown Act training. Discussion, possible action.
- J. **Administrative Services Training** – Consider a budget amendment to allow additional training for Administrative Services including the preparation of agendas, minutes, record keeping, contracts, research methods, ordinance, resolution, election, etc. Discussion, possible action.
- K. **Planning Commission Appointment**- The Mayor will consider appointments to the Planning Commission. Discussion, possible action.

9. ADJOURNMENT