

**PORTOLA CITY COUNCIL
REGULAR MEETING
NOVEMBER 14, 2012
7:00 P.M.**

CALL TO ORDER

Mayor Mark called the meeting to order at 7:00 p.m. and led the pledge of allegiance.

ROLL CALL

Councilmembers Oels, Weaver, McBride, Mayor Pro Tem Larrieu and Mayor Mark responded to the roll call. City Manager/City Clerk Leslie Tigan, City Attorney Steve Gross, Public Works & Building Services Manager Todd Roberts and Planner Karen Downs were also in attendance.

PUBLIC COMMENT

There were no comments from the public.

CITY COMMUNICATIONS

SCORE – Ms. Tigan reported that she, along with Finance Officer Susan Scarlett, had attended the recent SCORE training day and meeting. She reported that it was a very informative meeting, providing valuable information.

CITY MANAGER'S REPORT

Ms. Tigan congratulated Michelle Gault, John Larrieu and Phil Oels on their success in the City Council election. She also thanked William Weaver for his service invited him to continue to participate in meetings as an audience member. Ms. Tigan continued to report on the following; an upcoming vacancy on the Planning Commission; the League of California Cities Legislative briefing; a recent Rec & Tech meeting; and the Planning Commission's continuing review of the sign ordinance.

Ms. Tigan also explained that Finance Office Susan Scarlett was not able to attend the meeting due to an accident; the finance update , Agenda Item C, would be rescheduled for the next meeting.

CONSENT CALENDAR

It was moved by Mayor Pro Tem Larrieu seconded by Councilmember McBride to approve the consent calendar as presented. All members present voted in favor.

- A. Minutes – Adopted the minutes of the regular meeting held on October 10, 2012 and the special meeting held on October 30, 2012.
- B. Claims – Adopted Resolution No. 2148 authorizing payment of claims for the period October 6, 2012 to November 9, 2012.

Accounts Payable:	\$ 235,255.37
Payroll:	\$ <u>86,081.66</u>
Total:	\$ 321,337.03

PRESENTATION

- A. Local Hazard Mitigation Plan (LHMP) & Community Wildfire Protection Plan (CWPP)

Planner Karen Downs introduced Jon Simpson of Wood Rodgers who provided an overview of the draft LHMP and CWPP.

ORDER OF BUSINESS

A. LHMP & CWPP Public Hearing

Planner Karen Downs explained that the LHMP and CWPP were in the final draft form. The City is required to conduct a public hearing and then submit the plans to CalEMA and FEMA for approval.

Mayor Mark opened the public hearing at 7:32 p.m.

Portola resident Larry Douglas asked if Lake Davis was addressed in the LHMP.

Portola Resident Kim Tibbedeaux asked if the City would be responsible for events that may happen in the 1.5 mile radius.

Councilmember Oels questioned if there is any authority to force property owners to comply with the recommendations.

The public hearing was closed at 7:40 p.m.

City Manager Leslie Tigan explained that the cost of the plans were funded by a grant the City was awarded and that other grant opportunities may require the City to have these plans in place.

After a brief discussion it was moved by Councilmember Weaver, seconded by Councilmember Oels to authorize submittal of the draft plans to the appropriate State and Federal agencies. All members present voted in favor.

B. Fire Department

City Manager Leslie Tigan explained that there were four issues relating to the Fire Department to discuss.

First she explained that the City Council had directed staff to work with Beckwourth Fire Department to explore some type of joint arrangement for fire protection services. She reported that she, along with the City Attorney, Fire Chief and Councilmember Weaver had met with representatives from the Beckwourth Department and had drafted a Joint Powers Agreement, but when the draft was reviewed by members of the Portola Fire Department, including the Chief, there was no support to move forward. She also noted that it seemed the Council may have also changed their position on the matter. After a brief discussion it was the consensus of the City Council to discontinue talks with the Beckwourth Fire Department.

Ms. Tigan then requested the City Council consider a budget amendment to cover expenses associated with OSHA required immunizations for the Fire Department volunteers and for the stipend fees that are paid to the fire fighters at the end of the year. An additional \$4,250 was necessary for the immunizations with an additional \$2,000 necessary for the fire fighter fees. Ms. Tigan presented a history of the fees that were paid to the fire fighters and explained that this expense has continually increased over the years.

Fire Chief Schiavone explained that the City Council may want to consider setting a budget amount for the year that would then be divided equally per response, he indicated that he felt a process like that would simplify the budgeting process.

Ms. Tigan noted that the Council could discuss that possibility during budget workshops.

It was then moved by Mayor Pro Tem Larrieu, seconded by Councilmember McBride to approve the budget amendment as presented. All members present voted in favor.

Ms. Tigan continued to explain that the Fire Department had received a request to donate two pieces of equipment that have been placed out of service. She noted that the request was for the equipment to be donated to a Fire Department in Mexico and requested the City Attorney advise the City Council on what action they may be able to take.

City Attorney Steve Gross explained that the City Council does have the authority to declare the equipment as surplus and set up a fair and impartial way to dispose of the equipment. This could include a sealed bidding process that would be open to the public. He also explained that it is common for California Fire Department to transfer equipment to other departments, there is a state wide mutual aid procedure and keeping the equipment in the confines of the State would constitute a public benefit. He explained that since the request was not from a California department he felt that a donation would constitute a gift of public funds and suggested the Council consider a bidding process that would allow the requestor to participate.

A member of the audience suggested that ranchers may also be interested in acquiring the equipment.

Councilmember McBride explained that he knew of a local Fire Department that would be interested in acquiring the equipment and asked if the City could transfer the equipment to them. Mr. Gross explained that if the equipment was to be used for a public use the City could transfer it to another public agency.

After a brief discussion it was moved by Councilmember Weaver, seconded by Councilmember Oels to declare the equipment, a 1966 Ford Engine and a Dodge Ambulance as surplus and authorize the disposal of them to a public agency for public use, if not disposed of in that manner within a month then to authorize the sale of the equipment through a public bidding process. All members present voted in favor.

Ms. Tigan then presented a fire safety flyer to the City Council and requested approval for the Fire Department volunteers to distribute the flyer in the City door to door.

It was moved by Mayor Pro Tem Larrieu, seconded by Councilmember Oels to authorize the distribution as requested. All members present voted in favor.

D. Web Site Revision

City Manager Leslie Tigan explained the City staff had worked with the Chamber to develop an agreement for the web site revision services. She reviewed highlights of the agreement, including the termination clause with the Council.

Eastern Plumas Chamber Director Audrey Ellis thanked the City Council for their support and expressed her enthusiasm for working with the City on the project.

It was moved by Councilmember Oels, seconded by Mayor Pro Tem Larrieu to approve the agreement with the Chamber of Commerce. All members present voted in favor.

E. Sewer Jetter

City Manager Leslie Tigan explained that City staff had determined the need to replace the old sewer jetter truck that has passed its useful life due to the necessary parts for repairs being obsolete.

Public Works Manager Todd Roberts explained that a jetter is essential for cleaning out sewer blockages which can lead to backups in buildings and discharges into the river. He explained that he had researched the purchase of a new jetter and had found a trailer mounted unit that would satisfy the City's needs. The jetter is available under a contract through HCA, the same organization utilized when the City purchased the backhoe. The cost of the trailer unit is \$55,000.

Ms. Tigan presented charts outlining the number and severity of sewer backup claims submitted by SCORE Cities in past years and noted that these type of claims are expensive for Cities to handle. She suggested the Council may want to request staff to gather more information and return for action at the next meeting.

Following a lengthy discussion it was moved by Mayor Pro Tem Larrieu, seconded by Councilmember McBride to authorize the purchase of the jetter trailer and approve a budget amendment for the expense. All members present voted in favor.

Mayor Mark excused herself from the meeting at 8:30 p.m.

F. Abatement

City Manager Leslie Tigan and Community Service Officer Leah Turner reviewed the condition of the property located at 201 Main Street. Ms. Turner explained that the only remaining clean up needed was the removal of a hot tub from the front yard.

Councilmember McBride explained that he would be able to assist with the removal of the hot tub and suggested extending the time.

It was then moved by Mayor Pro Tem Larrieu, seconded by Councilmember Oels to extend the time for compliance to December 12, 2012. All members present voted in favor. Mayor Mark was absent.

G. Recording of City Council Meetings

City Manager Leslie Tigan presented an agreement between the City and Digital Distinction for recording and broadcasting of City Council meetings for consideration.

It was moved by Councilmember Oels, seconded by Councilmember McBride to approve the agreement. All members present voted in favor. Mayor Mark was absent.

H. City Manager Recruitment

City Manager Leslie Tigan presented draft advertising materials for the City Manager position to the City Council. She requested the City Council consider a revision to the City Manager job description that would allow a candidate to utilize training and experience as an alternative to fill the education requirement and also consider approval of an annual salary range from \$75,000 - \$95,000.

Following a brief discussion it was moved by Councilmember Weaver, seconded by Councilmember McBride to approve the job description revision, the salary range and the advertising material. All members present voted in favor. Mayor Mark was absent.

ADJOURNMENT

There being no further business it was moved by Councilmember Weaver, seconded by Councilmember McBride to adjourn the meeting at 8:55 p.m. All members present voted in favor. Mayor Mark was absent.

Leslie Tigan, CMC
City Clerk