

**PORTOLA CITY COUNCIL  
REGULAR MEETING  
MINUTES  
January 8<sup>th</sup>, 2014 7:00 p.m.**



**CALL TO ORDER**

Mayor Oels called the meeting to order at 7:00 pm and led the pledge of allegiance.

**ROLL CALL**

Council Members, Morton, Larrieu, Powers, Mayor Pro Tem Gault and Mayor Oels responded to the roll call. City Attorney Steve Gross, Planner Karen Downs, Interim City Manager Todd Roberts, Finance Officer Susan Scarlett and City Clerk Tiana Bradley were also in attendance.

**PUBLIC COMMENT**

Larry Douglas - Informed the Council that his business, Portola Resource Center, recently had their business license renewed. Mr. Douglas also expressed his concerns with the economic state of the City, the process of the hiring of a new City Manager and recent employment contracts.

**CITY COMMUNICATIONS**

**A. City Council/Committee Reports**

Mayor Pro Tem Gault reported on the "I Love Portola" group and announced that the first meeting will be held on January 23rd, 2014 @ 7:00 p.m. Currently Mayor Pro Tem Gault is in the process of collaborating with the high school to develop a YouTube video contest where the students would express why they love the City of Portola. Mayor Pro Tem Gault also reported she recently met with John Scism to look at the old bowling alley building, and learned that it would require a lot of work to get it running again.

## **B. City Manager Report**

Interim City Manager Todd Roberts reported the following:

- The City of Portola is running an ad in the Portola Reporter and making a few phone calls to fill the vacant seats on the Planning Commission. Currently, there are only two Commission members and the Planning Commission is unable to meet due to a lack of a quorum.
- The City has advertised with the following for City Manager recruitment: Western City Magazine, League of California Cities, Jobs Available, ICMA, Portola Reporter, SCORE, California Municipal Clerks Association, California Society of Municipal Finance Officers, Careers in Government, USC School of Public Policy, Cal Poly San Luis Obispo School of Public Administration, Municipal Management Association of Northern California and Southern California and Craigslist.
- As of the January 7<sup>th</sup>, the City of Portola has received four fully completed application packages, and five incomplete application packages.

## **CONSENT CALENDER**

Councilmember Larrieu motioned to approve the consent calendar; Councilmember Powers seconded the motion. The motion was approved 5- 0.

## **ORDER OF BUSINESS**

- A. **2013 City Audit Presentation**– Presentation of 2013 Audit information. Discussion, direction to staff, possible action.

Finance Officer Susan Scarlett introduced Elba Zungia from Gallina LLP, Certified Public Accountants, the firm who prepared the City of Portola's Audit for the year ending on June 30 2013. Elba Zuniga provided the City Council with a synopsis of the audit, and presented the City Council with financial statements.

Following clarifying questions by the Council concerning the restricted funds, the City enterprise funds and the A15 road repair project, Mayor Oels opened the floor to public comment. The following individuals brought forth comments: Terry Woods, Cal Patterson & Larry Douglas. Mayor Oels closed public comment

Finance Officer Susan Scarlett and Ms. Zungia noted that Audit indicated that the City of Portola is fiscally viable and that its reserve funds are healthy. Ms. Zungia noted that the information provided for the Audit does not indicate in any way that the City is in danger of bankruptcy.

Ms. Scarlett reported that the City of Portola does not have long term retirement or health insurance benefits due to its past employees and Council members, and that these practices have been beneficial and relieved the City of the long term financial obligations that other agencies may experience as a contributing factor to budgetary issues. Ms. Scarlett noted that the City

does have an aging water and sewer infrastructure and that the water and sewer funds can be used to address these issues in the future.

- B. **League of California Cities New Mayors and Council Members Academy** – Consider a budget amendment to allow newly appointed City Council members to attend training. Discussion, possible action.

Budget guidelines set forth by the City Council require that the Council make travel decisions on a case by case basis.

The League of California Cities is sponsoring its annual New Mayors and Council Members Academy in Sacramento January 22-24, 2014. Councilmember Powers and Morton have not attended the training and Staff presented this information to the City Council so they could consider approval of a budget amendment to cover the expenses for attendance.

Councilmember Larrieu made a motion to approve a budget amendment to allow Councilmember Powers and Councilmember Morton to attend, The League of California Cities Conference in Sacramento. Mayor Oels seconded the Motion. All Councilmember's voted in favor, 5 to 0.

- C. **Mayor's Committee Appointments**- Mayoral appointments to committees, boards, and commissions. Discussion, possible action.

Mayor Oels reviewed the Committee appointments and considered appointments to various committees.

Mayor Oels determined to keep the seat on the SCORE appointment vacant until the City of Portola had a seated City Manager.

Mayor Oels made a motion to appoint Councilmember Bill Powers to the Infrastructure Committee, Mayor Pro Tem Gault to the Community Development Committee and Mayor Pro Tem Gault to the Integrated Waste Management Board.

Mayor Oels opened the floor to public comment. The following individuals had comments: Cal Patterson, Terry Swaford. Mayor Oels closed public comment.

Mayor Pro Tem Gault made a motion to approve the changes to the standing committees by appointment. Councilmember Powers seconded the motion. All Councilmember's voted in favor, 5 to 0.

- D. **Fiscal Year 2014-2015 Budget Schedule and Goal Setting Process** – Review the proposed 2014/2015 budget schedule and discuss the goal setting process. Discussion, direction to staff.

The City Council reviewed the schedule for preparing the budget and a Council/Staff Goal Setting Workshop was scheduled for Saturday February 15<sup>th</sup>, 2014 at 10:00 a.m.

E. **Independent Contractor Agreement Amendment** – Review and consider approval of contract amendments for Independent Contractors. Discussion, possible action

Planner Karen Downs reported to the City Council that the contracts for the City Engineer and Finance Officer were being presented, at the request of the Council, for amendments to the termination sections of the agreements to read that the City can only terminate the agreement for these positions by a vote of at least three members of the City Council and the written recommendation of the City Manager.

Mayor Oels opened the floor to public comment. The following individuals had comments: Terry Woods, Bob Morton & Larry Douglas. Mayor Oels closed public comment.

Councilmember Larrieu made the motion to accept the independent contractor's agreements. Mayor Pro Tem Gault seconded the motion. All Councilmember's voted in favor 5 to 0.

F. **Meeting Schedule** –Review of conflicts for regular City Council meeting dates of January 22, 2014 and February 12, 2014. Discussion, possible action.

Karen Downs reported that there would not be a quorum for the regularly scheduled meeting on January 22<sup>nd</sup> and that the regularly scheduled meeting of February 12 is a Holiday (Presidents Day).

The Council and Staff reviewed their calendars and determined to cancel the regular meeting dates of January 22<sup>nd</sup> and February 12<sup>th</sup>, 2014 and to schedule special meetings on January 29<sup>th</sup> and February 11<sup>th</sup>, 2014.

Mayor Pro Tem Gault made a motion to approve the meeting date changes. Councilmember Morton seconded the motion. All Councilmember's voted in favor. 5 to 0.

**CLOSED SESSION**

There were no items on the closed session agenda.

**ADJOURNMENT**

There being no further business to discuss Mayor Oels adjourned the meeting at 8:05 p.m.

Respectfully Submitted,

\_\_\_\_\_  
Tiana Bradley, City Clerk

Regular Meeting  
January 8<sup>th</sup>, 2014