

**PORTOLA CITY COUNCIL
SPECIAL MEETING
MINUTES
December 4th, 2013 7:00 p.m.**



CALL TO ORDER

Mayor Larrieu called the meeting to order a 7:00 p.m. 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 Interim City Manager Todd Roberts and City Clerk Tiana Bradley were also in attendance.

PUBLIC COMMENT

Portola Resident Maria Drummond commented on a recent sewer leak located in the middle of Nevada Street which is located in front of her property, Ms. Drummond requested more information on City Ordinance pertaining to responsibility for repairing the leak. Mayor Larrieu directed staff to look into this issue.

CITY COMMUNICATIONS

A. City Council/Committee Reports

Finance Officer Susan Scarlett reported to the Council that the Transportation Committee had met this week and that 5.7million out of 19 million dollars for county wide projects will be set aside for the second phase of the A15 and North Loop Project. Ms. Scarlett also mentioned that these funds are provided by the State.

Mayor Larrieu reported to the Council that LAFCO will be meeting the following Monday, December 9th, 2013.

A. City Manager Report:

Interim City Manager Todd Roberts reported to the Council that the City had entered into a contract with Jon Kennedy to provide Economic Development Consulting Services which would include the following:

- Business planning for new and existing businesses
- Assistance with Public Engagement
- State and Federal Lobbying

Mr. Roberts provided information to the Council on the upcoming Christmas Tree Lighting ceremony on Friday, December 6th, 2013 which including the following information:

- Commercial Street will be closed by 5:00 p.m.
- The light parade will commence at 6:00 p.m., and Santa will be arriving via Fire Truck
- Immediately following the Light Parade the City will light the fire pit.

Mr. Roberts noted that Council Member Gault has suggested on previous occasions that the City Council provide information to the public about attending City Council meetings and public comment. Mr. Roberts noted that new information had been included on the City Council again.

ORDER OF BUSINESS

A. City Council Vacancy– Review letters of interest and pose questions to individuals who have submitted letter of interest to be considered for appointment to the vacant City Council Seat. Consider appointment to fill the vacant seat on the City

Council Member Michelle Gault excused herself from the participation in this agenda item and left the room.

City Planner, Karen Downs informed the Council that one of candidates, Mr. William Powers, had submitted a letter that stated that he had a pre-planned trip and may be late in attending the meeting.

Mayor Larrieu read the letter, Mr. Powers submitted in regards to his pre-planned trip and his desired interest to be part of the City Council.

Letters of interest were received from the following candidates:

- William Powers
- John Gault
- Larry Douglas

Mr. Douglas was the first candidate to have questions posed by the City Council in consideration for appointment to the vacant City Council Seat.

Mr. Douglas began with an opening statement in which he expressed his interest in the City Council position, which would be help with the economic recovery of the city, assist with more involvement with community members; continue the path of Julianna Mark, and to assist in the marketing of the City as it is an attraction. Mr. Douglas mentioned that he believed the main focus would be on the use of public funds.

The City Council posed the following same questions to each of the candidates:

1) DESCRIBE YOUR INTEREST IN SERVING ON THE CITY COUNCIL?

Mayor Larrieu informed the public that Mr. Douglas expressed his interest in his opening statement.

2) WHAT SETS YOU APART FROM OTHER CANDIDATES

Mr. Douglas informed the City Council that he has had 30 years of experience being self employed, had a education background in business management, and has dedicated his free time to community service and does not have any conflicts of interest.

3) WHAT ARE SOME OF YOUR PRIORITIES OF THE CITY

Mr. Douglas informed the City Council that Economic Development was his main priority.

4) WHAT KIND OF STEPS WOULD BE NECESSARY TO BRING BACK BUSINESSES TO PORTOLA?

Mr. Douglas informed the City Council that using Portola's water assets and location would attract business to the City.

5) HOW WOULD YOU WORK IN PARTNERING WITH THE COUNTY SUPERVISORS?

Mr. Douglas informed the City Council that he would help with consolidating water, and partnerships with Community Development Grant funds, and make water and sewer services more affordable.

6) *HOW DO YOU THINK FUNDS COULD BE SECURED TO MAINTAIN AND REPAIR ROADS?*

Mr. Douglas informed the City Council that proper grant writing to gain funds would assist.

7) *HOW WILL YOU ENSURE THE CITY MANAGER POSITION IS FILLED BY AND HONEST AND ETHICAL PERSON WHO CONSULTS WITH THE CITY COUNCIL BEFORE MAKING IMPORTANT DECISIONS?*

Mr. Douglas informed the City Council that there would be a need to look at the Municipal Code and realize what his or her jobs duties are and let them proceed to do so, while setting polices as a City Council.

8) *WHAT IS YOUR VISION OF THE FIRE DEPARTMENT AND ITS RELATIONSHIP WITH THE CITIZENS?*

Mr. Douglas informed the City Council that we need to give the Fire Department the necessary tools to complete their duties, these volunteers services are an act of love.

Mr. Gault was the second candidate to have questions posed by the City Council for consideration for appointment to the vacant City Council Seat.

Mr. Gault began with his opening statement and he informed the City on his background in moving to the City of Portola, and his concerns he had in the local government. Mr. Gault expressed the need to have progressive businesses, and the need for the community to work together. Furthermore, Mr. Gault informed the Council that he would be a good liaison and ambassador for the City.

The City Council asked Mr. Gault the following questions:

1) *DESCRIBE YOUR INTEREST IN SERVING ON THE CITY COUNCIL.*

Mr. Gault informed the Council that something struck him, and even though the duration of the term is eleven months Mr. Gault would like to see what he can do.

2) *WHAT SETS YOU APART FROM OTHER CANDIDATES?*

Mr. Gault informed the Council that he has never been on the City Council and believed he could bring some new fresh ideas that would help with Portola's growth.

3) *WHAT ARE SOME OF YOUR PRIORITIES OF THE CITY?*

Mr. Gault informed the Council that bringing jobs to the City would be a priority, as too many citizens have left. Mr. Gault believed that there was need to think outside to box and reach out to the citizens and collaborate.

4) *WHAT KINDS OF STEPS WOULD BE NECESSARY TO BRING BACK BUSINESSES TO PORTOLA?*

Mr. Gault informed the Council that there would be a need to get the City Council and the people of Portola close. The City needs to utilize all resources around the area example: Golf Courses and Water and brand the town to attract and frugally market.

5) *HOW WOULD YOU WORK IN PARTNERING WITH THE COUNTY SUPERVISORS?*

Mr. Gault informed the Council that County Supervisors and the City will need to schedule more time to work together.

6) *HOW DO YOU THINK FUNDS COULD BE SECURED TO MAINTAIN AND REPAIR ROADS?*

Mr. Gault informed the Council that the cost to fix the roads of Portola is a great expense and would welcome any suggestions, and believed this was a bond issue.

7) *HOW WILL YOU ENSURE THE CITY MANAGER POSITION IS FILLED BY AND HONEST AND ETHICAL PERSON WHO CONSULTS WITH THE CITY COUNCIL BEFORE MAKING IMPORTANT DECISIONS?*

Mr. Gault informed the Council that the background checks will need to be deeper and ask more pertinent questions to ensure honesty.

8) *WHAT IS YOUR VISION OF THE FIRE DEPARTMENT AND ITS RELATIONSHIP WITH THE CITIZENS?*

Mr. Gault informed the Council that the Fire Department does a tremendous amount of work and are a fine group of men and women.

Mr. Powers arrived at 7:30 and was the third and final candidate to have questions posed by the City Council for consideration for appointment to the vacant City Council Seat.

Mr. William Powers began with his opening statement, in which he mentioned that he previously ran for City Council and held position for eight years. Mr. Powers hoped that his positive attitude would be recognized as ongoing and wants be the one that helps anyone with ongoing ideas. Mr. Powers provided the Council an example of an accomplishment that stemmed from an idea, in which a group of students assist in making the City an attractive place for others.

The City Council posed the following questions to Mr. Powers as well:

1) *DESCRIBE YOUR INTEREST IN SERVING ON THE CITY COUNCIL*

Mr. Powers informed the Council that his interest in serving on the City Council in his opening statement.

2) *WHAT SETS YOU APART FROM OTHER CANDIDATES?*

Mr. Powers informed the Council that he had more background with government, and had a background in grant writing in which Mr. Powers had written successful grants. Lastly Mr. Powers informed that Council that he has had experience working with state and local budgets.

3) *WHAT ARE SOME OF YOUR PRIORITIES OF THE CITY*

Mr. Powers informed that Council that empty buildings were a concern, furthermore Mr. Powers expressed the needs to work with businesses and building owners. Mr. Powers mentioned that it is a matter of the little things an example: Mayor Pro Tem Oels "Swing Set" raffle this past summer the response was incredible. Secondly the relationship with the youth needed to be upgraded.

4) *WHAT KINDS OF STEPS WOULD BE NECESSARY TO BRING BACK BUSINESSES TO PORTOLA*

Mr. Powers informed the Council that he believed that there is a need to look at the groups quietly merging into the town, an example Bicycle clubs, and the re-opening of the Johnsville Ski lift.

5) *HOW WOULD YOU WORK IN PARTNERING WITH THE COUNTY SUPERVISORS?*

Mr. Powers informed the Council that it was imperative to work with the County Supervisors especially with the Transportation Commission.

6) *HOW DO YOU THINK FUNDS COULD BE SECURED TO MAINTAIN AND REPAIR ROADS?*

Mr. Powers informed the Council that if there is a state of degradation then there would be the possibility to reach out to the state for funds. Nevertheless fixing all roads would need be completed in section.

7) *HOW WILL YOU ENSURE THE CITY MANAGER POSITION IS FILLED BY AND HONEST AND ETHICAL PERSON WHO CONSULTS WITH THE CITY COUNCIL BEFORE MAKING IMPORTANT DECISIONS?*

Mr. Powers informed the Council that there would be a need for pointed questions without breaking violations and acquire information on how the public would perceive them.

8) *WHAT IS YOUR VISION OF THE FIRE DEPARTMENT AND ITS RELATIONSHIP WITH THE CITIZENS?*

Mr. Powers informed that Council that he would like to see more celebration of the abilities of the Fire Department; they are the pride of the City. Mr. Powers also like to let the community know that the Fire Department always needs more volunteers.

Mayor Larrieu opened the floor public comment.

The following individual brought forth a comment:

- Ken Tibbedeaux.

Mayor Larrieu closed public comment.

Mayor Pro Tem Oels expressed his concern for having a husband and wife serving on the same City Council and then asked if this would be legal.

Mayor Larrieu informed Mr. Oels that according to the City Attorney this would not be illegal, nevertheless there may be concerns surrounding the Brown Act.

Karen Downs informed the City Council that there would be no Brown Act Violation if Mr. Gault was appointed to City Council.

It was then moved by Mayor Pro Tem Oels and seconded by Councilmember Pat Morton to nominate Mr. William Powers to fill the vacancy on the Portola City Council. All Councilmember's voted in favor.

- A. **City Council Reorganization** – Administer oath of office to appointed member of the City Council.

City Clerk Tirana Bradley administered the oath of office to Mr. William Powers as the newly appointed member of the City Council.

ROLL CALL

Council Members, Morton, Gault, Powers, Mayor Pro Tem Oels and Mayor Larrieu responded to the roll call.

ORDER OF BUSINESS (continued)

- B. **City Manager Vacancy** - Consider options for filling the vacant City Manager position, including the approval of associated documents. Discussion, direction to staff, possible action

A City Council Ad Hoc Committee appointed by Mayor John Larrieu consisting of City Council Members Phil Oels and Michelle Gault was created to research the City Manager recruitment

process, update the City Manager Job Description, and update the City Manager recruitment brochure. The Committee was assisted in this process by former City Manager Jim Murphy, City Staff, and other interested members of the public who desired to submit input to the Committee.

Mayor Larrieu reported that the Ad hoc Committee had reviewed the job description, recruitment brochure and timeline on how the hiring of a new City Manager would transpire.

Jim Murphy explained in further detail the process the Ad Hoc Committee recommended to that of the City Council for hiring of a new City Manager which included recruitment process, Timeline, Job Description and interview process. Mr. Murphy recommended that the Council identify one key person that answers all inquiries, questions and communicates with applicants, interested applicants and it not be Councilmember.

Mayor Larrieu recommended City Planner Karen Downs be that one person with the consent of the Council. All Councilmember's agreed that Karen should be the contact person.

Mayor Larrieu opened the floor to public comment. The following individuals brought forth comments:

- John Kennedy
- Leah Turner
- Kim Tibbedeaux
- Larry Douglas
- Tiana Bradley
- Jim Murphy
- Cal Patterson.

Mayor Larrieu closed public comment.

Councilmember Gault requested to change all contract employees to under the City Council under Resolution at the next City Council meeting.

There was a consensus by the City Council to adopt the Job Description as printed.

The Council then discussed the recruitment brochure and Mayor Larrieu opened the floor to public comment. The following individuals brought forth comments:

- John Kennedy
- Jim Murphy

Mayor Larrieu closed public comment.

Mayor Larrieu requested to have the word south from the Recruitment Brochure and only include Lake Tahoe.

It was then moved by Mayor Pro Tem Oels and seconded by Councilmember Gault to approve the City Manager Brochure Job Description with the two words changes. All members voted in favor.

Mayor Larrieu Informed the Public that the City Council was now at the completion of the first five items on the timeline.

There was a consensus by the City Council to adopt the Process & Timeline as printed.

Mayor Larrieu opened the floor the floor to public comment. The following individuals brought forth comments:

- Jim Murphy
- Kim Tibbedeaux
- Dennis Dickinson

Mayor Larrieu recessed the meeting to closed session at 8:38 p.m.

CLOSED SESSION

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

Mayor Larrieu reconvened the meeting to open session at 8:53 p.m.

REPORT FROM CLOSED SESSION

There was no reportable action.

ADJOURNMENT

There being no further business to discuss Mayor Larrieu adjourned the meeting at 8:55p.m.

Respectfully Submitted,

Tiana Bradley
City Clerk

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