

**PORTOLA CITY COUNCIL  
REGULAR MEETING  
MAY 23, 2012  
7:00 P.M.**

**CALL TO ORDER**

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

**ROLL CALL**

Councilmembers Oels, McBride, Weaver and Mayor Pro Tem Larrieu responded to the roll call. Mayor Mark was absent. City Manager/City Clerk Leslie Tigan, Finance Officer Susan Scarlett and Public Works Manager Todd Roberts were also in attendance.

**PUBLIC COMMENT**

**Employee Benefits**

Portola resident Larry Douglas suggested the City Council consider changes to the City employee benefit package.

**CITY COMMUNICATIONS**

***Transportation Commission*** – Ms. Scarlett reported that the Commission had received a presentation on a bio-diesel pilot program and reviewed the budget.

**CITY MANAGER'S REPORT**

Ms. Tigan reported on the following: on going efforts to make sure Railroad Days takes place; local events for National Get Outdoors Day; and a vacancy on the Planning Commission. She also reported that she had reviewed the Rebuilding Portola report with Mayor Mark and would be scheduling it for discussion in July due to the committee's break.

**ADDITIONAL AGENDA ITEM**

City Manager Leslie Tigan requested the City Council consider adding an urgency item to the agenda. She explained that following the posting of the agenda the City had received information regarding repairs to the pool that would need immediate action from the City Council due to the scheduled opening date of the pool.

It was then moved by Councilmember Weaver, seconded by Councilmember Oels to add an item to the agenda for discussion and possible action regarding investigation into leaks at the pool. All members present voted in favor. Mayor Mark was absent.

**CONSENT CALENDAR**

It was moved by Councilmember McBride seconded by Councilmember Weaver to approve the consent calendar as presented. All members present voted in favor. Mayor Mark was absent.

- A. **Minutes** – Adopted the minutes of the special meeting held on May 2, 2012 and the regular meeting held on May 9, 2012.
- B. **Claims** – Adopted Resolution No. 2124 authorizing payment of claims for the period May 5, 2012 to May 18, 2012.

Accounts Payable:	\$ 37,048.66
Payroll:	<u>\$ 36,145.57</u>
Total:	\$ 73,194.23

## **ORDER OF BUSINESS**

### A1. City Pool Leak Investigation

City Manager Leslie Tigan explained that when preparing the City pool for the upcoming summer opening staff has realized there is a leak resulting in the a loss of about 4 to 6 inches of water per day. She reported that staff has been unable to determine the exact location of the leak and subsequently called Tricon Construction who complete the most recent construction project at the pool.

Tricon Construction is recommending the City engage the services of a leak detection company to work in conjunction with them to find the leak. The expense associated with this is estimated to be approximately \$8,000. She explained that staff was requesting the Council consider authorization of the expense. Ms. Tigan also noted that once the leak is found it may be necessary to call a special meeting of the City Council to address repairs.

It was then moved by Councilmember Weaver, seconded by Councilmember McBride to approve an amount not to exceed \$8,000 for pool leak investigation. All members present voted in favor. Mayor Mark was absent.

### A. Public Hearing, Environmental Reclamation Center (ERC) Rate Increase

City Manager Leslie Tigan explained the representatives from Intermountain Disposal (IMD) had met with the Infrastructure Committee to discuss a request, pursuant to the Franchise Agreement, for an increase of fees at the ERC. The Infrastructure Committee was presenting a recommendation for approval of the requested rate increase. The increase would raise the rate from \$1.11 per cubic yard of green waste to \$2.36 per cubic yard for loads up to 5 cubic yards and to \$3.27 per cubic yard for loads over 5 cubic yards.

Mayor Pro Tem Larrieu opened the public hearing at 7:15 p.m.

Portola resident Bob Morton asked how big a cubic yard is. IMD representative Richard Ross stated that a cubic yard of green waste is approximately 7 large garbage bags.

Portola resident Larry Douglas thanked IMD for the great job they do and voiced his support of the rate increase.

Mayor Pro Tem Larrieu closed the public hearing at 7:17 p.m.

It was then moved by Councilmember Weaver, seconded by Councilmember McBride to adopt Resolution No. 2125 authorizing the rate increase. All members present voted in favor. Mayor Mark was absent.

#### ***Resolution No. 2125***

#### ***A Resolution of the City Council of the City of Portola Adopting a Fee Schedule for the Environmental Reclamation Center (ERC)***

### B. West Street Safe Routes to Schools (SR2S)

City Manager Leslie Tigan presented a report from City Engineer Dan Bastian regarding the bids received for the SR2S project. She explained that Mr. Bastian was requesting the Council consider award of the bid to Sierra Nevada Construction and authorization for the City Manager to execute the Notice of Award and Notice to Proceed.

After a brief discussion it was moved by Councilmember Weaver, seconded by Councilmember McBride to approve award of the bid to Sierra Nevada Construction and authorize the City Manager to execute the Notice of Award and Notice to Proceed. All members present voted in favor. Mayor Mark was absent.

C. City Contracts

City Manager Leslie Tigan reported that the Finance and Administration Committee, following direction from the City Council, had reviewed City contracts and had proposed changes to the City Council at an earlier budget workshop.

Ms. Tigan presented revised and updated contracts for Accounting Services, Engineering Services and Law Enforcement Services to the City Council.

She explained that the Law Enforcement Contract with the Sheriff Department would remain the same for the 12/13 Fiscal year with a cost of \$75,000.

The contract for Engineering Services included a 5% increase as recommended by the Committee. She noted that a large amount of Engineering Services are reimbursed by applicants or other agencies.

The contract for Accounting Services with Susan Scarlett contained revisions that result in an annual savings of approximately \$13,000. The revised contract included the following changes; removed the clause that authorizes any COLA approved for employees also be approved for the contract Finance Officer; clarified that the only travel reimbursement is for travel outside the County and updated the scope of work to include the State Controller's Report and compliance with GASB.

After a brief discussion it was moved by Councilmember Weaver, seconded by Councilmember McBride to approve the contracts for Law Enforcement, Engineering Services and Accounting Services as presented. All members present voted in favor. Mayor Mark was absent.

**ADJOURNMENT**

There being no further business it was moved by Mayor Pro Tem Larrieu, seconded by Councilmember Oels to adjourn the meeting at 7:30 p.m. All members present voted in favor. Mayor Mark was absent

Leslie Tigan, CMC  
City Clerk