

**Portola City Council  
Regular Meeting  
August 14, 2013  
7:00pm**

**Call to Order**

Mayor Larrieu called the meeting to order at 7:03pm and led the pledge of allegiance.

**Roll Call**

Councilmembers Morton, Gault, Mark, Mayor Pro Tem Oels and Mayor Larrieu responded to the roll call. City Manager Ian Kaiser, Finance Officer Susan Scarlett, Planner Karen Downs, and City Clerk were also present during the meeting.

**Public Comment**

Portola Resident Larry Douglas, 25 Commercial Street explained that the public is not able to fully participate in local government. The City Council needs to change the image they present themselves to the local community. Mr. Douglas felt that economic recovery is vital and to verify information that is provided by the financial officer.

**City Communications**

Councilmember Michelle Gault noted her involvement in developing an Economic Development Committee. Mayor Pro Tem Oels noted the water subsidy fund, and that a total of \$370 dollars were raised in the raffle of a porch swing. Half of the proceeds would go to benefit the Portola Resource Center with the water subsidy fund. The other half would pay costs associated with the Street Dance (band). The porch swing would be raffled during Railroad Days at the Street Dance. Councilmember Pat Morton noted the establishment of the Portola Business Association. Currently there were a total of 12 members. Councilmember Morton noted an event would be held on the first Saturday of each month. The upcoming event held by the Business Association will be the Community Yard Sale on September 7, 2013. Councilmember Juliana Mark noted her involvement in a new business adventure Event Rental Company and her involvement in the Economic Development Committee. Mayor Larrieu noted a previous meeting involving SSTAC Social Services Transportation Advisory Committee to meet the needs of the community. The next meeting is in Quincy.

**City Managers Report**

Mr. Kaiser presented the First Monthly Report for Portola which included the following Rate Mediation, Changes to staff, the creation of a new Strategic Planning Committee, and

collaboration with the schools to create a Youth Council and Youth Business Summit City Clerk Tiana Bradley would assist with this project. Mr. Kaiser said that at the next city council meeting there would be a presentation conducted by a grant writer to address the ways in which the image of Portola can be changed to gain grant money.

### **Financial Report**

Susan Scarlett reported that there has been a .48% decline in property tax. Supplemental taxes are coming in higher due to additions to houses and add-ons. The format of expenditures has changed.

### **Department Report**

Todd Roberts reported that there was a water leak on Ridge and Plumas St. that had been repaired, 3<sup>rd</sup> and Pacific had a valve repaired and paved over. There was a water leak on Commercial St. that has been repaired. The water treatment plant has been up and running for 6 weeks. It is the longest it's ever been functioning. George T Hall used computers to work on malfunctioning compressors. To find the problem, we had to work our way backwards. There was pressure relief valve that went bad and the temporary solution was to fix existing valve. Flow meter went bad and it was estimated the cost would amount to \$6,000 dollars. Todd is trying to get a reduction on the cost for a new meter. The Sixth Street well will have a flow test completed and be sampled for arsenic.

### **Planning Department Report**

Karen Downs reported that two business license applications were received and reviewed. ABC licenses were received and reviewed. CDBG grants for Portola bathrooms and for the Portola Resource Center has been opened for escrow and that means rehab can be started. FEMA approved the Local Hazard Mitigation Plan and Community Wildfire Protection Plan. Currently the Planning Dept. is working on a grant for the Musser Cabin property for a trails plan.

### **Consent Calendar**

It was moved by Councilmember Morton and seconded by Councilmember Mark to approve the Consent Calendar as presented. All members present voted in favor.

- A. Minutes – Councilmember Gault made motion to remove the minutes on July 24, 2013 since the workshop minutes 11 of July and water forum minutes on the 17 have not been approved/adopted. Councilmember Morton seconded the motion. Therefore minutes were not adopted.
- B. Claims - Adopted the Authorization of payment of claims for the period

Accounts Payable: \$ 95,823.60  
Payroll: \$ 35,303.09  
Total: \$ 131,126.69

### **Order of Business**

#### A. Resolution No. 2175

***A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORTOLA AUTHORIZING  
A FIVE PERCENT REDUCTION IN THE WATER UTILITY EFFECTIVE FOR THE  
AUGUST BILLING CYCLE.***

Portola Resident Bob Morton 180 W. Mohawk Ave., asked the City Council members not to approve the adoption of a 5% water rate reduction effective for the August billing cycle. He felt it would bring a minimal benefit to the community a savings of three to five dollars. Mr. Morton proposed that we continue to pay what we are paying and use money to be put into a fund for future expenses.

Mr. Kaiser said that we would have more funding go into the reserve we will not be going into the red. Our reserve is greater in the adopt rate than in the proposed rate. We are meeting our debt expenses. Proposal of 5% is good not a lot but a compatible solution.

Portola Resident Larry Douglas, 25 Commercial Street said we were in the red on the budget. The Water fund has not been solvent but red Mayor Larrieu corrected Larry Douglas and said it is solvent.

City Clerk Tiana Bradley took Roll Call. It was moved by Mayor Pro Tem Oels and seconded by Councilmember Gault to adopt Resolution No. 2175. Councilmember Morton was concerned with the language; that people might think it was only effective for the August billing cycle. She motioned to change the language to read "...effective beginning with the August billing cycle." Councilmember Gault seconded the motion. All members present voted in favor, approving Resolution No. 2175 with the amended language.

#### B. Law Enforcement Services

Councilmember Gault explained her concern for the Sheriff's Department as they are short staffed. Mr. Ian Kaiser explained their comment is to increase visibility and comply with state law enforcement rules that the city gets from cops. Contract is to increase visibility and in six months be looked at again. Reports of incidences would be provided monthly to the City Council.

Portola Resident Bob Morton had a question “Who do we call for City Ordinance violations Leah Turner or the Sheriffs Dept?” Mr. Ian Kaiser said code enforcement issues that don’t require a police officer Leah Turner will respond. The county has hired a new Animal Control Officer so issues with animals. Contract will help with implementation of better communication to the public. It was moved by Councilmember Gault and seconded by Councilmember Mark. All members voted in favor.

C. Resolution No. 2176

***RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORTOLA DESIGNATING IAN KAISER THE VOTING DELEGATE AND COUNCILMEMBERS MICHELLE GAULT AND PHIL OELS AS THE ALTERNATES FOR THE LEAGUE OF CALIFORNIA CITIES ANNUAL BUSINESS MEETING TO BE HELD SEPTEMBER 18<sup>TH</sup> - 20<sup>TH</sup>, 2013***

It was moved by Councilmember Morton and seconded by Councilmember Gault to approve Resolution No. 2176. All members voted in favor.

D. City Engineer Employment Agreement

City Engineer Dan Bastian explained that the A15 project would be the next large project, this project is called the STP program and would partner with the county, the project came forth after a study report was conducted of the North Loop, Joy Way, Ellen and piece of Magnolia. The project qualified due to their poor road conditions and congestion. A15 is labeled as Phase 1 of the project.

The cost would be an estimated total 2.3 million and preliminary work has already been completed. The state allocates money for this project and all is 100 percent reimbursable. The funds that are not used go back to the state.

In order to approve the States reimbursable funds the State wants a city employed City Engineer not a Contract Engineer. The City Council would need to allow a contract to be passed for a total \$138,000 dollars for the next phase. The next phase is the design. To continue the City needs a City Engineer who would receive a W2.

The proceeds for the next step of the project would begin winter 2015. It was moved by Councilmember Mark and seconded by Mayor Pro Tem Oels to approve the Employment Agreement. All members present voted in favor.

E. Brown Act and Agenda Workshop

The City Council looked to plan a date. Mr. Kaiser stated that he contacted the firm and said that they would be providing dates by the next Council meeting.

F. Council Meeting Change

There was a Consensus to have two meetings and a workshop in between, therefore no motion needed.

Mayor Larrieu recessed the meeting to closed session at 8:10 p.m.

**Closed Session**

A. Existing Litigation – Pursuant to Government Code Section 54956.9(d)(1). City of Portola vs. State of California Department of Fish & Game, Case No. CV09-00065

Mayor Larrieu reconvened the meeting to open session at 8:35 p.m.

**Report from Closed Session**

No Action was reported.

**Adjournment**

There being no further business to discuss Mayor Larrieu adjourned the meeting at 8:36 p.m. All Members present voted in favor.

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Tiana Bradley  
Appointed City Clerk