



CITY OF PORTOLA

CITY COUNCIL REGULAR MEETING AGENDA

REGULAR MEETING
WEDNESDAY, FEBRUARY 24, 2021
6:00 P.M.

CITY HALL COUNCIL CHAMBERS
35 THIRD AVENUE
PORTOLA, CA 96122

COUNCILMEMBERS ATTENDING VIA TELECONFERENCE AS PERMITTED BY CALIFORNIA GOVERNOR NEWSOM EXECUTIVE ORDER N-29-20

COUNCILMEMBERS

Mayor Bill Powers
Mayor Pro Tem Pat Morton
Councilmember Tom Cooley
Councilmember Phil Oels
Councilmember Stan Peiler

CITY STAFF

City Manager Lauren Knox
Public Works Director Todd Roberts
Finance Officer Susan Scarlett
City Attorney Steve Gross
Deputy City Clerk Tara Kindall

The City Council welcomes you to its meetings which are regularly held the second and fourth Wednesday of each month at 6:00 p.m. Your interest and participation is encouraged and welcome.

As permitted by Executive Order N-29-20, proclaiming a State of Emergency in the State of California, the City Council Chamber at City Hall will not be accessible to the public for the City of Portola's February 24, 2021 Regular City Council meeting.

The City Council meeting is accessible to the public via live streaming at: <https://zoom.us/j/3583067836> or by phone at: Phone Number 1.669.900.6833; Meeting ID: 358 306 7836.

Any person desiring to address the City Council on any item not on the Agenda may do so during public comment. Public comments made during a regular Council meeting may be recorded. Public comment will be accepted via email or chat on any item on the agenda at any time beginning at 6:00 p.m. and ending at the close of public comment on the item. Please direct your comments to Tara Kindall, Deputy City Clerk, tkindall@cityofportola.com or access the chat function on the Zoom meeting platform during the live stream. Members of the public may submit their comments in writing to be included in the public record.

Any person with a disability may submit a request for reasonable modification or accommodation to the above-described means for accessing and offering comment at the meeting to Tara Kindall at tkindall@cityofportola.com who will swiftly resolve such request.

CONSENT CALENDAR: These items include routine financial and administrative actions. All items on the consent calendar will be voted on at the same time during the meeting under “Consent Calendar”. If you wish to have an item removed from the Consent Calendar, you may do so by addressing the presiding officer.

Copies of staff reports or other written documentation relating to each item of business referred to on this agenda are on file in the Office of the City Clerk and are available for public inspection. If you have any questions on any agenda items, contact the City at 530.832.6801.

Meeting facilities are accessible to persons with disabilities. Reasonable efforts will be made to accommodate participation of the disabled in the City’s public meetings. If special accommodation for the disabled is needed, please notify the City at 530.832.6801 at least 48 hours prior to the meeting.

For additional information visit the City of Portola Web Page: www.cityofportola.com.

**CITY COUNCIL AGENDA
REGULAR MEETING
FEBRUARY 24, 2021
6:00 P.M.**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**

This section is intended to provide members of the public with an opportunity to comment on any subject that does not appear on this agenda. Please note that California law prohibits the City Council from taking action on any matter which is not on the posted agenda, unless it is determined to be an urgency item by the City Council. Any member of the public wishing to address the City Council during “PUBLIC COMMENT” shall first secure permission of the presiding officer, stand; may give his/her name and address to the Clerk for the record. Each person addressing the City Council shall be limited to three minutes ordinarily, unless the presiding officer indicates a different amount will be allotted.

4. CITY COMMUNICATIONS

A. City Council Communications/Committee Reports

B. Staff Communications

C. City Manager Report

5. CONSENT CALENDAR

These items are expected to be routine and non-controversial. The City Council will act upon them at one time without discussion. Any Councilmembers, staff member or interested party may request that an item be removed from the consent agenda for discussion. Additional budget appropriations will require a four/fifths roll call vote.

A. Minutes – Adopt the minutes of the City Council Special Meeting held on October 28, 2020 and the Regular Meeting held on October 28, 2020.

B. Claims – Adopt Resolution No. 2457 authorizing payment of claims for the period of February 5, 2021 through February 18, 2021.

Accounts Payable:	\$ 62,182.14
Payroll:	<u>\$ 29,813.78</u>
Total:	\$ 91,995.92

6. ORDER OF BUSINESS

A. Records Retention Schedule Adoption

Review and consideration of updated Records Management Policy and Retention Schedule and adoption of Resolution No. 2458. Discussion and possible action.

A Resolution of the City Council of the City of Portola Rescinding Resolutions No. 1355 and No. 1500 establishing and adopting and amending a Records Management and Records Retention Policy, respectively, and adopting a new Records Management Policy and Records Retention Schedule.

B. General Plan 2045

Receive information on the General Plan 2045 status. Discussion and possible action.

C. Change the Office Clerk Position to Full Time

Review and consider amending the Office Clerk position from part-time to full-time. Discussion and possible action.

D. Usage of Park Facilities/Pool Discussion

Update and provide guidance to Staff concerning usage of park facilities and the pool in relation to COVID-19. Discussion and possible action.

7. ADJOURNMENT