

**PORTOLA CITY COUNCIL
REGULAR MEETING
DECEMBER 12, 2012
7:00 P.M.**

CALL TO ORDER

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

ROLL CALL

Councilmembers Oels, Weaver, McBride, Mayor Pro Tem Larrieu and Mayor Mark responded to the roll call. City Manager/City Clerk Leslie Tigan, City Attorney Steve Gross, and Finance Officer Susan Scarlett were also in attendance.

PUBLIC COMMENT

Fireman's Christmas Party

Former Fire Chief Curtis Marshall explained that he was concerned that the traditional Children's Christmas Party sponsored by the Fire Department would not continue. He noted that the party was first held in 1933 and it would be a shame if the tradition didn't continue.

It was explained that due to lack of funds and volunteers a scaled down version of the event would happen this year. Other audience members commented that the donations and volunteers were needed in order for the event to continue.

Lake Davis Water

Grizzly Lake Community Service District Chairman Maurice Willis inquired if the City is interested in the Delleker water company out there joining in and getting in to their water coming down from Lake Davis.

CITY COMMUNICATIONS

Integrated Waste Management Board– Ms. Tigan reported that the Board is still reviewing County solid waste contracts.

CITY MANAGER'S REPORT

Ms. Tigan reported on the following; receipt of a letter from Larry Douglas threatening to sue if he is not paid \$50,000, she explained it would not be placed on the agenda unless a Councilmember made a request; upcoming holiday closures; a proposed workshop on Saturday February 9, 2013; donations to Holiday Helping Hands; sewer main problems under Highway 70; the surplus Fire vehicles were accepted by Eastern Plumas Rural Fire Protection District; funds in the Utility Assistance program have been depleted; and the free disposal day held at the Delleker Transfer Station on November 24, 2012 was attended by 68 residents.

CONSENT CALENDAR

It was moved by Mayor Pro Tem Larrieu seconded by Councilmember McBride to approve the consent calendar as presented. All members present voted in favor.

- A. **Minutes** – Adopted the minutes of the regular meeting held on November 14, 2012.
- B. **Claims** – Adopted Resolution No. 2149 authorizing payment of claims for the period November 10, 2012 to December 7, 2012.

Accounts Payable:	\$ 107,067.30
Payroll:	\$ <u>52,295.91</u>
Total:	\$ 159,363.21

ELECTION RESULTS

A. General Municipal Election, Canvas of Votes and Certification of Result

City Clerk Leslie Tigan explained that the results of the November 6, 2012 election had been certified by the Plumas County Clerk and Resolution No. 2150 had been prepared for the City Council to certify the results of the Municipal Election. She also explained that although Christine Pearson was a qualified for the Treasurer position at the time of her nomination she had moved out of Portola and was not qualified to take office at this time. Ms. Tigan explained that another agenda item later in the meeting would allow for discussion of this vacant Treasurer position.

It was moved by Councilmember Oels, seconded by Councilmember Weaver to adopt Resolution No. 2150 declaring the results of the November 6, 2013 election. All members present voted in favor.

Resolution No. 2150

*A Resolution of the City Council of the City of Portola
Reciting the Fact of the General Municipal Election Held in the
City of Portola on November 6, 2012, Declaring the Result and
Such Other Matters as Provided by Law*

B. Presentation

Mayor Mark and City Manager Leslie Tigan presented a plaque to William Weaver to honor his service to the City.

C. City Council Reorganization

City Clerk Leslie Tigan administered the oath of office to Michelle Gault, Phil Oels and John Larrieu.

ROLL CALL

Councilmembers Gault, Oels, McBride, Mayor Pro Tem Larrieu and Mayor Mark responded to the roll call.

ORDER OF BUSINESS

A. Selection of Mayor and Mayor Pro Tem

It was moved by Councilmember McBride, seconded by Councilmember Oels to appoint John Larrieu as Mayor. All members present voted in favor.

It was then moved by Councilmember McBride, seconded by Councilmember Gault to appoint Phil Oels as Mayor Pro Tem. All members present voted in favor.

B. Quarterly Finance Update and Budget Amendments

Finance Officer Susan Scarlett reviewed the City's financials covering the first quarter of the 12/13 Fiscal Year. She explained that expenses and revenues were right in line with where they should be at this time of the year. She also explained that some revenue, and example being property tax, doesn't come to the City until December and some expenses, and example being insurance payments, are paid out in full at the beginning of the fiscal year. Ms. Scarlett reported on the temporary employee wages and outlined funds remaining for payments to them.

Ms. Scarlett reminded the City Council of their adopted GASB54 policy that directs and amount equal to one year of expenses be held as a reserve and responded to questions from the City Council.

Ms. Scarlett then explained that the City's Gas Tax Funds had recently been audited by the State and there had been no findings. During the audit she had been informed that there wasn't a need to keep all the types of gas taxes in separate funds and requested the Council consider approval to combine the gas taxes with the exception of the snow removal fund.

It was then moved by Councilmember Gault, seconded by Councilmember McBride to approve the combination of gas tax funds as presented. All members present voted in favor.

Ms. Scarlet then presented reconciling budget amendments for the 11/12 Fiscal Year for the Council to consider.

It was moved by Councilmember Mark, seconded by Councilmember Gault to approve the budget amendments as presented. All members present voted in favor.

C. Vacancies in Public Offices

City Manager Leslie Tigan reported that there are currently two vacant seats on the Planning Commission, a vacant City Treasurer and with the upcoming resignation of Councilmember McBride on December 31, 2012 there will be a vacancy on the City Council. She outlined the options available to fill the different vacancies and requested direction from the City Council.

After further discussion it was the consensus of the City Council to advertise the positions on the web site and in the paper, requesting letters of interest. Planning Commission seats will remain open until filled with the deadline for submittal of letters for the City Treasurer and City Council seat to be January 16, 2013 to allow for consideration at the January 23, 2013 Council meeting.

D. New Mayors and Council Members Academy

City Manager Leslie Tigan explained that the League of California Cities sponsors a conference for newly elected official in January of each year. She suggested the City Council may wish to consider approval for Councilmember Gault and Mayor Pro Tem Oels to attend the conference in January. She noted that there was not a budget item for this so a budget amendment would need to be approved.

It was moved by Mayor Larrieu, seconded by Councilmember Mark to approve a budget amendment to cover the expense for the two Councilmembers to attend. All members present voted in favor.

E. Abatement

City Manager Leslie Tigan and Community Service Officer Leah Turner reviewed the condition of the property located at 201 Main Street. Ms. Turner explained that the only remaining clean up needed was the removal of a hot tub from the front yard.

Councilmember Mark explained that she was still willing to assist with removal of the hot tub but some obstacles had come up and she hadn't been able to get it moved yet.

It was then moved by Councilmember Gault, seconded by Mayor Pro Tem Oels to extend the time for compliance to January 9, 2013. All members present voted in favor.

ADJOURNMENT

There being no further business it was moved by Councilmember McBride, seconded by Mayor Pro Tem Oels to adjourn the meeting at 8:10 p.m. All members present voted in favor.

Leslie Tigan, CMC
City Clerk