

**PORTOLA CITY COUNCIL
MEETING MINUTES
December 13th, 2017
6:00 p.m.**

1. CALL TO ORDER

Mayor Morton called the meeting to order at 6:00 pm.

2. PEDEGE OF ALLEGIANCE

Mayor Morton led the Council in a moment of silence and then led the Council in the reciting of the pledge of allegiance.

3. ROLL CALL

Councilmember Oels, Powers, Reynolds, Mayor Pro Tem Cooley and Mayor Morton were present. City Attorney Steve Gross, City Manager Robert Meacher, and City Clerk Melissa Klundby were also in attendance.

4. PUBLIC COMMENT

Larry Douglas read a statement to the Council covering numerous topics.

5. CITY COMMUNICATIONS

A. City Council/Committee Reports

Councilmember Oels reported on his attendance at the Transportation Commission meeting, a meeting regarding fuels reduction on the Portola 192 project, and his attendance at a meeting of the Big Fish Ad Hoc Advisory Committee.

Mayor Pro Tem Cooley reported that he had attended several Fire Department Ad Hoc Committee meetings, a meeting regarding the Portola 192 project, a meeting of the Big Fish Ad Hoc Advisory Committee, and a Plumas LAFCO meeting. Mayor Pro Tem Cooley noted that at the LAFCO meeting the Commission discussed the hiring of the new Executive officer, Jennifer Stevens and reported that she is highly qualified for the position.

Councilmember Reynolds reported on her attendance at the tree lighting parade and her contact with local business owners.

Councilmember Powers reported on his attendance at the Transportation Commission meeting, and the Plumas LAFCO meeting.

Mayor Morton reported she had attended several Fire Department Ad Hoc Committee meetings, the Plumas LAFCO meeting, the Christmas Tree lighting and parade, and the Angel Tree Program.

B. City Manager Report

City Manager Robert Meacher reported the meetings regarding the Portola 192 project and meetings regarding technical grant assistance for Portola water and sewer line upgrades are continuing.

C. Staff Communications

Steve Gross, City Attorney, reported that the Cannabis Ordinance adopted at the November 8th, 2017 meeting became effective on December 8, 2017 and that staff had properly notified the State regarding the City Ordinance.

Chuck Brashear, Community Service, Officer reported that to date he has 325 open cases.

6. CONSENT CALENDAR

- A. **Minutes** – Adopt the minutes of the City Council regular meeting held on October 25, 2017.
- B. **Claims** – Adopt Resolution No. 2334 authorizing payment of claims for the period of October 21, 2017 through November 3, 2017.
- C. **Proclamation** - A Proclamation of the City Council of the City of Portola California in Appreciation of Betty Folchi.

Finding no public or Council comment, Mayor Pro Tem Cooley made a motion to adopt the consent calendar as presented. Councilmember Powers seconded the motion and it was unanimously approved through a roll call vote.

7. PRESENTATIONS

- A. **Portola 192** – Presentation on proposed new +/-70 unit apartment complex at Portola 192; update on joint application to Affordable Housing and Sustainable Communities Strategic Growth Council for workforce housing/sustainable transportation funds.

John Hodgson, President of the Hodgson Company and coordinator for the Portola 192 project, appeared telephonically and gave the City Council an overview of the project to date. Mr. Hodgson reported that him and his team are currently seeking a grant through the Affordable Housing & Sustainable Communities (AHSC) program, which utilizes Cap and Trade Funds to develop affordable housing.

Larry Douglas, community member, asked for clarification on the use of Cap and Trade funds and Mr. Hodgson reviewed the definition of Cap and Trade. Mr. Hodgson also reported that in order to qualify for the grant, the proposed project will support alternative transportation including expanding bike lanes, adding van pools and bus shelters to the local area. The project will also feature a complex that supports affordable housing.

Following the presentation by Mr. Hodgson, Councilmember Powers noted that he is very pleased to see forward progress on this development. Mayor Pro tem Cooley stated that he appreciates the quality of the presentation and the thoroughness displayed by John Hodgson's team. Councilmember Oels reported he is very excited for the project and Councilmember Reynolds and Mayor Morton concurred.

In closing John Hodgson thanked the City of Portola staff and contract planner, Karen Downs, for their professionalism and continued work on this project.

8. ORDER OF BUSINESS

- A. **Portola Volunteer Fire Department Ad Hoc Recommendation**- Consider Re-organizing the Portola Volunteer Fire Department and approving a Memorandum of Understanding with Eastern Plumas Rural Fire District to temporarily provide fire and medical response services. Discussion, possible action.

Mayor Morton referred to the in depth staff report and reported that the Ad Hoc Committee recommends the Council direct the City Manager to place the Fire Department in a state of administrative stand down, suspending all Portola Fire Department response to emergency medical or fire calls, and approve an Memorandum of Understanding with Eastern Plumas Rural Fire District to temporarily provide replacement fire and medical response services. The Committee further recommended that volunteers who have completed the necessary application procedures and provided evidence of their qualification to meet City and department policies remain on the Department and continue attending weekly training and assisting, as necessary, with the restructuring of the Department. The Committee recommends that the Council review and approve future organizational improvements to the oversight and management of the Fire Department, enacting any necessary changes to ordinances, policies or procedures to assist in returning the Fire Department to active status. Discussion, possible action.

City Manager Robert Meacher noted that due to the significant deficiencies found in current department operations staff fully supports the recommendation of the Ad Hoc committee, noting that an administrative stand down is necessary to avoid further City liability.

Mayor Morton asked for public comment. Larry Douglas thanked the volunteer fire fighters for their services. Dave Maddelena suggested the establishment of a Board of Directors for the department and Jason Perkins stated that he thinks the current Chief and Amanda Duff are responsible for the deficiencies that currently exist in the department. Bob Morton noted that he is hearing that there is a lack of leadership in the department and commended the Council for their actions. Mike Ferrell thanked the ad hoc committee for their support, stressed the importance of City financial support for the department and stated that he believes the department will take this opportunity to create a better department.

Councilmember Powers made a motion to approve the Memorandum of Understanding with Eastern Plumas Rural Fire District to temporarily provide fire and medical response services. Councilmember Oels seconded the motion and it was unanimously approved during a roll call vote.

Councilmember Powers made a motion to approve the ad hoc committee's recommendation (stated above). Councilmember Reynolds seconded the motion and it was unanimously approved.

B. Consulting Contract for Planning Services with Manhard Consulting - Review and Consider renewing a Contract for Services with Manhard Consulting for Planning Consulting Services. Discussion and Possible Action.

Robert Meacher presented the Council with a contract renewal for Manhard Consulting for Planning Consulting Services and noted that the only changes to the contract are an increase in the hourly rate from \$90.00 to \$100.00 per hour. Mr. Meacher reminded the Council that the standard consulting rate for services from Manhard Consulting is \$130.00.

Larry Douglas commented that several deficiencies in regard to planning exist in the City and recommended the Council not renew the contract.

Mayor Pro Tem Cooley noted that Karen Downs, a former City employee, has extensive knowledge of the City and recommended renewal of the contract.

Councilmember Oels made a motion to approve the contract renewal as presented. Councilmember Powers seconded the motion and it was unanimously approved.

C. Housing Element - Review and provide direction to staff on 5th Cycle Housing Element update draft policies and public participation strategies. Discussion and Possible Action.

Contract Planner Karen Downs noted that the City Housing Element is out of date and that funding had been approved for its renewal. Karen presented the Council with draft documents regarding the Housing element. The Council discussed the purpose of the Housing Element and the need for public participation in its update. Karen Downs reported that other agencies use targeted mailings and associated public meeting to get public participation. Following a further brief discussion, Mayor Morton directed staff to continue to work with Karen on the development of a targeted public outreach program to get public participation in the Housing Element update.

D. Ordinance 347 - Consider Introduction and Waiver of the Second Reading of Ordinance No. 347, AMENDING CHAPTER 15 OF THE PORTOLA MUNICIPAL CODE TO ADOPT THE 2016 CALIFORNIA BUILDING STANDARDS CODE AND REMOVE REFERENCES TO OUTDATED CODE SECTIONS. Discussion, possible action.

Karen presented the Council with Ordinance 347, which brings portions of the City of Portola municipal code into compliance with current California Building Standards.

Finding no discussion, Councilmember Oels made a motion to introduction and waive the second Reading of Ordinance No. 347. Councilmember Powers seconded the motion and it was approved unanimously during a roll call vote.

9. CLOSED SESSION

- A. **Exposure to Litigation** - Closed session pursuant to Government Code Section 54956.9(d)(2), Conference with legal counsel, Exposure to litigation; 1 case.

This agenda item was canceled.

10. ADJOURNMENT

The meeting was adjourned at 6:58 pm.

Respectfully Submitted,

Melissa Klundby, City Clerk