

# CITY OF PORTOLA

## CITY COUNCIL REGULAR MEETING AGENDA

**Regular Meeting**  
**Wednesday, June 28, 2017**  
**6:00 p.m.**

**City Hall Council Chambers**  
**35 Third Avenue**  
**Portola, CA 96122**



### Councilmembers

Mayor - Vacant  
Mayor Pro Tem Pat Morton  
Councilmember Tom Cooley  
Councilmember Bill Powers  
Councilmember Phil Oels

### City Staff

City Manager Robert Meacher  
Public Works Director Todd Roberts  
City Attorney Steve Gross  
Finance Officer Susan Scarlett  
City Clerk Melissa Klundby

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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.

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. Members of the public may submit their comments in writing to be included in the public record.

**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) 832-6803.

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) 832-6803 at least 48 hours prior to the meeting.

For additional information visit the City of Portola Web Page [www.cityofportola.com](http://www.cityofportola.com)

**CITY COUNCIL AGENDA  
REGULAR MEETING  
June 28<sup>th</sup>, 2017  
6:00 p.m.**

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

**4. 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 five minutes ordinarily, unless the presiding officer indicates a different amount will be allotted.

**5. CITY COMMUNICATIONS**

**A. City Council Communications/Committee Reports**

**B. City Manager Report**

**C. Staff Communications**

**6. 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 regular meeting held on June 14, 2017.

B. **Claims** – Adopt Resolution No. 2320 authorizing payment of claims for the period of June 10, 2017 through June 23, 2017.

**7. PRESENTATIONS**

None

## 8. ORDER OF BUSINESS

- A. **Vacancy on the City Council**– Announce a vacancy on the City Council/Review and consider the process to fill a vacancy on the City Council. Discussion, possible action.
- B. **Selection of a Mayor and Mayor Pro Tem** – Make appointment of the Mayor and consider nominations and make appointments for the Mayor Pro Tem position. Discussion, possible action.
- C. **Public Hearing, Proposed 2017/2018 Operating Budget**- Receive public comment regarding the proposed 2017/2018 Operating Budget. Receive public comment, discussion and possible action.
- D. **2017/2018 Budget** - Consider adoption of Resolutions 2321, 2322, 2323 and 2324 as they relate to the 2017/2018 City Budget. Discussion and possible action.

***Resolution No. 2321***

***A Resolution of the City Council of the City of Portola  
Approving and Adopting the Annual Appropriations Limit  
for Fiscal Year 2017-2018***

***Resolution No. 2322***

***A Resolution of the City Council of the City of Portola  
Adopting Monthly Rates for Water and Wastewater***

***Resolution No. 2323***

***A Resolution of the City Council of the City of Portola  
Approving the Operating Budget for Fiscal Year 2017/2018***

***Resolution No. 2324***

***A Resolution of the City Council of the City of Portola  
To make Certain Finding Pursuant to  
California Government Code section 66001***

- E. **Big Fish Creations Contract**- Review and discuss proposed Independent Contractor Agreement for Big Fish Creations. Discussion and/or possible action.
- F. **Community Connections**- Review and discuss renewal for the City of Portola to Renew Membership as an Annual Sponsor. Discussion and possible action.
- G. **Financial Update**-Review and Discuss Year to Date Finances including possible Budget Amendments for Fiscal Year 2016-2017. Discussion and/or possible action.
- H. **Utility Billing Bad Debt** - Review and Discuss Utility Bad Debt Write-Off Request. Discussion and/or possible action.
- I. **Community Wildfire Protection Plan**- Report and Recommendation from the FireWise Ad Hoc Committee to adopt the City of Portola Community Wildfire Protection Plan of November 14, 2012. Discussion and/or possible action.

**J. Mayor's Committees** – The Mayor will make appointments to vacancies on committees, boards and commissions. Discussion, possible action.

**9. CLOSED SESSION**

None

**10. MEETING ADJOURNED IN MEMORY OF JOHN LARRIEU**