



Regular meeting August 14, 2024

## AGENDA

### Regular Meeting

August 14, 2024 06:00 PM

35 Third Ave, Portola, CA 96122

<https://www.cityofportola.com/>

Mayor Pat Morton • Mayor Pro-Tem Jim Murphy • Councilmember Bill Powers • Councilmember Leah Turner • Councilmember Mikki Brown

### REASONABLE ACCOMMODATIONS

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. at the City Hall Council Chambers. Your interest and participation is encouraged and welcome.

As a courtesy, the City Council meeting is also 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. **Online and telephonic access does not guarantee the public the ability to observe the meeting in the event there is a disruption or connectivity issues that affect broadcasting. Members of the public who want to be assured that they have the ability to observe the meeting and make comment during the meeting, should attend the meeting in-person.**

Any person desiring to address the City Council or any committee, commission or agency under the jurisdiction of the City Council, on any item not on the agenda may do so during public comment period. Public comment during the meeting will be accepted in person only.

Public Comment can be made by clicking on the "comment" section directly from the agenda, next to each agenda item.

Public comment will also be accepted via email sent to the Administrative Clerk, at [admin@cityofportola.com](mailto:admin@cityofportola.com) which if received at least 24 hours prior to commencement of the meeting will be distributed to the Council and posted to the City's website prior to the meeting.

Meeting facilities are accessible to persons with disabilities. Reasonable efforts will be made to accommodate the 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.

#### 1. Call to Order

A. Pledge of Allegiance

B. Roll Call

## 2. Public Comments

☒ Discussion  [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.

## 3. City Communications

☒ Discussion  [Comment](#)

A. City Council Communications

B. Staff Communications/Fire Report/Sheriff's Report/Air Quality Report

C. City Manager's Report

## 4. Consent Agenda

☒ Discussion ☒ Possible Action  [Comment](#) [View Item](#)

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. Claims - Adopt Resolution No. 2593 authorizing payment of claims for the period of July 19, 2024 through August 8, 2024.

AP Check Run 46085 – 46141 - \$105,236.01

AP UB Deposit Refund Check 46142 - \$183.44

AP Void Check 46000 - \$100.00

AP Void Check 45951 - \$813.00

Payroll Check 17397 – 17407 - \$32,962.58

Payroll Remit Check 17408 - \$129.03

B. Approval of City Council Minutes from the Regular meetings of 2-14-24, 3-13-24 and the Special Meeting of 7-25-24

## 5. Consider Approval of a Lot Merger

☒ Discussion ☒ Possible Action  [Comment](#) [View Item](#)

The City received a complete Lot Merger application package for 464 and 452 Cedar Ridge Road, APNs 126-184-016 and 126-184-017, to merge the two contiguous parcels. The application has been reviewed by Dan Bastian, City Engineer (review memo attached) and has been deemed to be complete and in conformance with City Code requirements for a Merger of Contiguous Parcels of

Land (Portola Municipal Code Chapter 16.45) and relevant development standards (PMC Chapter 17.16).

**6. Landowner agreement for the Eastern Plumas County Wildfire Protection Project**

☒ Discussion ☒ Possible Action  [Comment](#) [View Item](#)

Review the Landowner agreement and direct the Interim City Manager to execute the agreement

**7. Update to the Pay schedule in compliance with CCR 570.5 for the Community Engagement Officer position**

☒ Discussion ☒ Possible Action  [Comment](#) [View Item](#)

Consider a name change to the Community Engagement Officer position and update the Pay schedule with the name change and step increases.

**8. Update on City Manager Recruitment**

☒ Discussion ☒ Possible Action  [Comment](#)

Receive an update on the progress of the City Manager Recruitment - Discuss the Ad Hoc committee and Council member involvement and the process going forward.

**9. Public Records requests**

☒ Discussion ☒ Possible Action  [Comment](#) [View Item](#)

Review Public records requests and associated costs

**10. Designate Elections Official**

☒ Discussion ☒ Possible Action  [Comment](#) [View Item](#)

The Council will consider designating an Elections Official for the General Municipal Election Scheduled to be held on November 5, 2024.

**11. Receive Certification of Insufficient Nominees and Schedule a Special Meeting**

☒ Discussion ☒ Possible Action  [Comment](#) [View Item](#)

The Council will receive a Certification of Insufficient Nominees for the General Municipal Election Scheduled to be held on November 5, 2024 and consider scheduling a special meeting to appoint candidates to office.

**12. Backhoe Purchase**

☒ Discussion ☒ Possible Action  [Comment](#) [View Item](#)

Review the quote for the purchase of a backhoe and staff's recommendation.

**13. Adjournment**