

**PORTOLA CITY COUNCIL  
SPECIAL MEETING  
MAY 2, 2012  
4:30 P.M.**

**CALL TO ORDER**

Mayor Mark called the meeting to order at 4:30 p.m.

**ROLL CALL**

Councilmember Weaver, Mayor Pro Tem Larrieu and Mayor Mark responded to the roll call. Councilmembers McBride and Oels were absent. City Manager Leslie Tigan, Finance Officer Susan Scarlett and Public Works Manager Todd Roberts were also in attendance.

**PUBLIC COMMENT**

There were no comments from the public.

Councilmember McBride arrived at the meeting at 4:31 p.m. Councilmember Oels arrived at the meeting at 4:49 p.m.

**ORDER OF BUSINESS**

A. 2012/2013 Operating Budget

City Manager Leslie Tigan and Finance Officer Susan Scarlett presented a preliminary 2012/2013 budget to the City Council. They explained that during the meeting the City Council would go over the budget and make suggestions for changes if necessary. The Council will also review the list of add-on items and take action to include those items in the budget.

City Council and staff reviewed the projected revenues and expenditures in each fund and discussed various issues including the projected expense of the Landfill closure project and projections for Fire Department expenses if some type of Joint Powers arrangement could be finalized with the Beckwourth Fire Department. Staff reported that the budget presented showed the lowest possible expenses necessary to provide the current level of City services.

After reviewing the list of proposed add-ons to the budget the City Council took the following actions:

<u>Item</u>	<u>Action</u>
City Web Site Update	Directed staff to prepare an RFP
Fire Department SCBA Survey Software	Include the projected \$72,705.50 expense in the budget Revisit the issue when the need for a survey arises
City Manager recruitment	Include the projected \$10,000 in the budget
City Engineer 5% increase	Include the increase in the budget
Zoning Ordinance Update	Delay the project to a later date
Housing Element Update	Include \$2,000 in the budget for the project
Railroad Days	Discuss if a request for funds is presented
Concerts In the Park	Discuss if a request for funds is presented
Water Meters on Springs	Include \$8,000 in the budget for the project
Water/Sewer Master Plan Update	Not necessary at this time
2.4% COLA for employees	Do not include in the budget
Temporary Employees	Include and amount not to exceed \$30,000
Broadcast of Council Meetings	Include the request of \$550 per month
Internet reimbursement	Discontinue the practice
Finance Officer Contract	Revise as recommended, savings of \$13,199.44
Fire Department	Continue discussion with Beckwourth Fire Dept.
Sheriff Contract	Hold with the \$75,000 expense

Ms. Scarlett noted that merit step increases for the three employees eligible for the steps were included in the budget presented to the City Council. Mayor Mark suggested that the employees could be asked if they would be willing to voluntarily forego their steps as they had two years ago.

Councilmember McBride and Mayor Pro Tem Larrieu indicated that they did not feel the expense of the steps had much of an impact on the budget and felt the employees were deserving. It was the consensus of the Council to have the employees meet with the Finance & Administration Committee and then the Committee could bring a recommendation back to the City Council.

Ms. Scarlett presented budget worksheets that showed the comparison of a budget with water and sewer rates remaining constant to projections that included a rate increase as outlined in the rate study. Mayor Mark indicated that the Rebuilding Portola group would be making a presentation to the City Council next week and felt their report may include information that would assist the City Council in making a decision on rates. It was the consensus of the City Council to await the report and hold another work session for the discussion of rates.

### **ADJOURNMENT**

There being no further business to discuss it was moved by Mayor Pro Tem Larrieu, seconded by Councilmember McBride to adjourn the meeting at 7:10 p.m. All members present voted in favor.

Leslie Tigan, CMC  
City Clerk