

**PORTOLA CITY COUNCIL  
BUDGET WORKSHOP MINUTES  
MAY 14<sup>TH</sup>, 2014  
3:00 p.m.**

**1. CALL TO ORDER**

Mayor Oels called the meeting to order at 3:00 pm.

**2. PLEDGE OF ALLEGIANCE**

Mayor Oels led the Council in reciting of the pledge of allegiance.

**3. ROLL CALL**

Councilmembers Morton, Larrieu, and Powers, Mayor Pro Tem Gault and Mayor Oels responded to the roll call. City Planner Karen Downs, City Clerk Melissa Klundby, and Finance Officer Susan Scarlett were also in attendance.

**4. PUBLIC COMMENT**

None

**5. ORDER OF BUSINESS**

**A. 2014/2015-Operating Budget** – Review the worksheets for the 2014/2015 City Budget. Provide direction to staff for changes, additions and/or deletions.

Susan Scarlett gave a detailed review of the historical fund balance use and reported that the proposed budget starts out using \$70,000 of fund balance.

The Council then looked at the changes included in the proposed budget which included a change to the employee health care plan that is projected to decrease the City of Portola health care obligations by approximately \$24,000 annually.

Leah Turner, City of Portola Community Services Officer, read a statement to the Council on behalf of the benefited non-salary city employees requesting that no changes be made to the health care plan, as the proposed plan includes significant decreases in coverage and increases in out of pocket expenses to the to the employees. The Council then further discussed health care options, costs, and alternative plans and plan payment options for the employees.

The Council also looked at proposed staffing changes, including moving funds in the amount of \$25,000 from the Sheriff's Department contract to the Community Service Officer position; and the hiring of a 24 hour per week permanent part-time employees to cover front office duties.

The Council also discussed potential budget add-on's and other items that included:

- South Side Fire Hall painting and repairs
- Water meter replacements

- Joy Way Vault upgrades and replacements
- Sonic Solutions for the treatment of suspended solids in wastewater treatment
- Spray field installation, for sewer sludge treatment
- The paving of Colorado Street
- A Mussel Study, mandated by the State of California
- Volunteer Firefighter turnout replacement
- Pool facilities
- Election supplies
- Parks and Recreation maintenance

The Council directed Susan Scarlett, City of Portola Finance Officer to include the following in the draft 2014/2015 Budget:

- Approval of scheduled eligible Employee Step increases
- 1.5% COLA for employees
- Employee health benefit changes to the presented Plan D benefit package and/or the option for Employees to keep Plan A (the current plan), if they pay the monthly difference in plan costs
- An opt-out plan for employees who have other primary medical insurance
- Staffing changes as presented, including the hiring of a front office employees for 24 hours per week at \$12.00 per hour, and the use of funding to move Leah Turner back to performing the duties of the Community Service Officer through the COPS grant monies
- Water and Sewer rate increase at the COLA rate of 1.5%
- Add-on items as presented in the proposed budget worksheets

## **6. ADJOURNMENT**

There being no further business to discuss Mayor Oels adjourned the meeting at 5:25 p.m.

Respectfully Submitted, \_\_\_\_\_  
Melissa Klundby, City Clerk