

**SPECIAL MEETING MINUTES  
PORTOLA CITY COUNCIL  
35 THIRD AVENUE | PORTOLA, CA 96122  
May 20, 2020 | 3:00 P.M.**

**1. CALL TO ORDER**

Councilmembers attended this meeting via teleconference as permitted by California Governor Newsom Executive Order N-29-20. Members of the public were able to join the meeting via Zoom live streaming. Mayor Oels called the meeting to order at 3:04 p.m.

**2. ROLL CALL**

Councilmembers Tom Cooley, Pat Morton, Mayor Pro Tem Bill Powers, and Mayor Phil Oels responded to the roll call. City Manager Lauren Knox, Finance Officer Susan Scarlett, Public Works Director Todd Roberts, and Deputy City Clerk Tara Kindall were also present. Councilmember Stan Peiler was absent.

**3. PUBLIC COMMENT**

Mayor Oels called for any public comment. There were no comments submitted in writing prior to the meeting and no one on the Zoom meeting platform who wished to comment.

**4. ORDER OF BUSINESS**

**A. 2020/2021 Budget Workshop.**

City Manager Lauren Knox and Finance Officer Susan Scarlett reviewed in detail the proposed 2020/2021 budget. Due to the current situation with COVID-19 it will be difficult to determine how much business closures will affect City revenues. With that in mind, it was decided to keep revenue figures conservative this year.

It is staff's recommendation that there is no increase in Water and Sewer fees this year which Council concurs with. Staff also recommends that the solid waste fee be reduced by \$1. Council was in agreement with this change as well.

There are step increases included for employees who are eligible. The COLA, which would be 2.7%, will be reviewed during the add-ons. Payroll also reflects an increase in the worker's comp rates that we receive from SCORE. There is also an increase in the unfunded liability and the employer percentages for PERS.

Add-ons are not included in this meeting and Council felt it would be appropriate to have those presented as an item on a Regular Session agenda.

Staff continues working on information in the following areas: updated revenue projections; planning professional services; underground tank expense, and Williams House repairs.

**5. ADJOURNMENT**

There being no further business to discuss Mayor Oels adjourned the meeting at 4:32 p.m.

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Tara Kindall, CMC  
Deputy City Clerk