



City of Portola

Minutes

2025-2026 Budget Prep: Council & Staff Goal Setting - Special Meeting

March 05, 2025 03:30 PM

35 Third Ave, Portola, CA 96122

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

1. **Call to Order**

The meeting was called to order at 3:30 pm by Mayor Jim Murphy.

The Pledge of Allegiance as lead by Mayor Murphy.

A.

B. Roll Call

Present: Mayor Jim Murphy, Mayor Pro-Tem Bill Powers, Councilmember Leah Turner, Councilmember Mikki Battaglia, Councilmember Pat Morton

Staff Present: City Manager Ryan Bonk, Finance Officer Susan Scarlet, Deputy City Clerk Malachi Mansfield, Director of Public Works Todd Roberts, Public Engagement Officer Brian Attama.

2. **Strength, Weaknesses, Opportunities, and Threats (SWOT Analysis)**



Staff and Council deliberated on a SWOT analysis of the city.

Public Comment: None

3. **Council & Staff Goal Setting**

The staff and city council discussed items related to budget preparation for the next fiscal year. This discussion represents the initial goals and potential budget items for next fiscal year. City Staff will now begin reviewing each item listed for feasibility and potential inclusion in the draft budget for fiscal year 2025-2026.

The items are as follows:

General:

- Music in the Park
- Other Events
- Voice Notification System

- Tobacco Ordinance
- Public Relations Electronic Info Board

Public Works:

- Gulling St. Bridge Riprap
- Gulling St. Bridge Structural Rehab
- Dedicated Pavement Rehabilitation Crew
- City Hall Roof Replacement
- Street Lighting, Energy Efficiency Upgrades
- Fresh Water Tank Cleaning- One Tank Per Year (3 tanks)
- Diesel Powered Sewer Pump – North
- Sierra Controls SCADA System (Required by DHS)
- Engineering Report Infrastructure Overall

Code Enforcement:

- Community Cleanup Days
- Property Cleanup- Bins, Rolloffs, Labor
- AVA Program
- Weed Abatement Program
- Animal Control Contract
- Senior Code Consulting
- FTE

Administrative:

- Website Revamp
- Quality Management/ Electronic Archive
- Performance Management System
- Fee Assessment
 - o Pool
 - o Planning
 - o Dog License
 - o Business License
 - o License Enforcement

Public Comment: None

4. **Adjournment**

The meeting adjourned at 5:10 PM.