



City of Portola  
Minutes  
Special Meeting  
February 21, 2024 03:00 PM  
35 Third Ave, Portola, CA 96122  
<https://www.cityofportola.com/>

**1. Call to Order**

The meeting was called to order at 3:00 pm by Mayor Pat Morton.

**A. Roll Call**

Present: Mayor Pat Morton, Mayor Pro-Tem Jim Murphy, Councilmember Leah Turner

Absent: Councilmember Bill Powers, Councilmember Stan Peiler

Staff Present: Interim City Manager, Jon Kennedy; Finance Officer, Susan Scarlett; Deputy City Clerk, Jason Shaw, Public Works Director, Todd Roberts

**2. Budget Workshop / Goal Setting**

Mayor Pat Morton opened the budget workshop.

Interim City Manager Jon Kennedy and Finance Officer Susan Scarlett listed goals for Finance, for the City Manager, goals for Public Works, and goals for the overall City.

Some of the goals that were mentioned included items to assist in creating ordinances to assist with affordable housing challenges.

The ADA ramp at city hall needs repair. Was damaged during the Winter Storm Disaster last year.

Finish the Code Enforcement job description and put that position out for hire.

Plan to mitigate the bridge scouring issues

Policy goals include updates to the personnel policy and purchasing agreement. Personnel policy is almost done but the purchasing agreement has not been updated in a long time.

Director of Public Works Todd Robert listed the goals and needs for Public Works. One of the major points was a new California law concerning what private water laterals are built out of. Public Works will have to check every private lateral in the City and inform the residence what the material is made out of. If the lateral is made out of lead, then in the future it will need to be replaced. Will likely need to hire temporary employees to help with this over the summer.

Going to have to haul sludge from the sewer ponds in the future; looking into getting a Public Works employee training and licensing to haul the sludge for the City.

Looking into adding year round camping for the City. Maybe at the West End Park. Same location that the dog park may be located at but both can be next to each other. Will likely be a dry campground but does have water access.

Interim City Manager Jon Kennedy asked each Councilmember what goals they had for the following year and had them collectively rate their budget goals on a scale of 0 -5. **5 being highest priority and 0 being least priority.** The Council listed how important they felt each goal was to the City.

Councilmember Bill Powers was not present but passed along his list of goals. He wanted more funding for Music in the Park, an increase from \$9,000 to \$10,000. Wanted the City to look into purchasing a wood chipper for public use and also a burn box. Wants to look into doing Commercial St. beautification. **The Council collectively gave the Music in the Park funding a 2 and rated the other goals a 0.** They decided not to increase the Music in the Park funding.

Councilmember Leah Turner wanted funding for the Dog Park and funding earmarked for bridge repairs. **The bridge repairs were given a 5 rating and the Dog Park was already being done by the City so it was not given a rating.**

Mayor Pro Tem Murphy wanted to continue looking for a permanent City Manager and wanted electronic and other alerts to go out to the Citizens of the town. The idea came up for a flyer announcing the new website to go out with the next utility bills. **Both of these goals were given the highest priority, a 5.**

Mayor Pat Morton also wanted to see more outreach with the town including the old town merchants. Possibility bringing back the Old Town Merchant Association. She wanted the City to look into reaching out to the Railroad again to work with them on local issues. **Outreach was given a 4 rating and the Railroad a 2.66.**

### 3. Adjournment

Mayor Pat Morton adjourned the meeting at 4:30 PM.