

**PORTOLA CITY COUNCIL
SPECIAL MEETING
FEBRUARY 22, 2012
3:30 P.M.**

CALL TO ORDER

Mayor Mark called the meeting to order at 3:30 p.m.

ROLL CALL

Councilmembers Wilson, McBride, Weaver, Mayor Pro Tem Larrieu and Mayor Mark responded to the roll call. City Manager Leslie Tigan, City Attorney Steve Gross and Finance Officer Susan Scarlett were also in attendance.

PUBLIC COMMENT

There were no comments from the public.

ORDER OF BUSINESS

A. City Council 2012/2013 Short-range Goal Setting

City Manager Leslie Tigan explained that the purpose of this special meeting was to allow time for the City Council to set goals for the upcoming fiscal year. Goals outlined by the Council would then be utilized by staff during budget preparation. She explained that the Council would be asked to complete the SWOT process, outlining the City's **S**trengths, **W**eaknesses, **O**pportunities and **T**hreats.

Ms. Tigan then explained the first the Council would receive a brief synopsis of the City's finances to assist with the process.

Finance Officer Susan Scarlett presented a brief history of the City's finances; she outlined the cash balances in each fund since 1998. Ms. Scarlett explained reasons for large increases or decreases to funds each year and noted how the balances reflected decisions of previous Councils and showed the City's continual efforts to provide economic development opportunities to the community.

Ms. Tigan then walked the City Council through the SWOT process. Following the discussion, lists of strengths, weaknesses and opportunities were developed that consisted of the following:

Strengths

Three new businesses in town
Beckwourth Tavern re-opened
City Finances
Gulling Street Improvements
Strong Public Works Staff
Parks
Courthouse
Fire Department
Clean City
Community Service Officer
City staffing and organization
Cooperation
A-15 project
Backhoe

Weaknesses

Solar Lights
Streets & Sidewalks
Street Striping – is it necessary
Vacant Houses
Missing 24 hour services
Lack of facilities for teens
Jobs
Use of City Ball Fields

It was the consensus of the City Council to utilize the following list of opportunities as goals for the 2012/2013 budget preparation.

Opportunities

Water Treatment Plant – use more water
Expand use of water
Renewable Energy
Landfill Closure
Water Conservation – Baldwin Park garden
City Ball Fields – needs research
Use of Surveys – needs research
Leave Public Works position vacant
City Manager Position – Finance & Administration Committee
Contracts - Finance & Administration Committee
Railroad Days – support as City can
CDBG Grants – move forward as proposed

ADJOURNMENT

There being no further business to discuss it was moved by Mayor Pro Tem Larrieu, seconded by Councilmember Weaver to adjourn the meeting at 5:10 p.m. All members present voted in favor.

Leslie Tigan, CMC
City Clerk