

CITY OF PORTOLA

CITY COUNCIL SPECIAL AGENDA

Special Meeting
Wednesday, May 2, 2018
2:00 p.m.

City Hall Council Chambers
35 Third Avenue
Portola, CA 96122



Councilmembers

Mayor Pat Morton
Mayor Pro Tem Tom Cooley
Councilmember Bill Powers
Councilmember Phil Oels
Councilmember Debra Reynolds

City Staff

Public Works Director Todd Roberts
City Clerk Melissa Klundby
City Attorney Steve Gross
Finance Officer Susan Scarlett

The City Council welcomes you to its meetings which are regularly held the second and fourth Wednesday of each month at 6:00 p.m. Your interest and participation is encouraged and welcome.

Any person desiring to address the City Council on any item not on the Agenda may do so during public comment during a regular City Council Meeting. Public comments made during a regular Council meeting may be recorded. Members of the public may submit their comments in writing to be included in the public record.

Copies of staff reports or other written documentation relating to each item of business referred to on this agenda are on file in the Office of the City Clerk and are available for public inspection. If you have any questions on any agenda items, contact the City at (530) 832-6803.

Meeting facilities are accessible to persons with disabilities. Reasonable efforts will be made to accommodate participation of the disabled in the City's public meetings. If special accommodation for the disabled is needed, please notify the City at (530) 832-6803 at least 48 hours prior to the meeting.

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**CITY COUNCIL MINUTES
SPECIAL MEETING
Portola City Hall
35 Third Avenue, Portola CA 96122
May 2nd, 2018
2:00 p.m.**

1. CALL TO ORDER

Mayor Morton called the meeting to order at 2:04 pm.

2. PLEDGE OF ALLEGIANCE

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

3. ROLL CALL

Councilmember Oels, Powers, Reynolds, Mayor Pro Tem Cooley and Mayor Morton were present. City Clerk Melissa Klundby, Public Works Director Todd Roberts and City Finance Officer Susan Scarlet were also in attendance.

4. ORDER OF BUSINESS

- A. **City Manager Position** - (1) Acknowledgment of Robert Meacher's resignation as City Manager, Approval of a Severance Agreement with Robert Meacher; and (2) Determination to Formally Initiate the Recruitment Process for the City Manager Position. Discussion/Possible Action.

The Council reviewed and acknowledged the resignation of Robert Meacher as City Manager and reviewed the proposed severance agreement. The Council then discussed initiating the recruitment process for the City Manager position.

Finding no further discussion, Councilmember Powers made a motion to acknowledge the resignation of Robert Meacher as City Manager, approve the proposed severance package with Robert Meacher and to formally initiate the recruitment process for the City Manager position. Councilmember Oels seconded the motion and it was unanimously approved during a roll call vote.

5. CLOSED SESSION

- A. **City Manager Position** -Closed Session Pursuant to Government Code Section 54957, Public Employee Appointment and/or Employment – Interim City Manager.

The Council adjourned to closed session from 2:10 pm to 2:55 pm.

The Council reported out from closed session that they had unanimously voted to appoint Leslie Chrysler as the Interim City Manager, beginning on May 16, 2018 until June 30, 2020 subject to the conditions of CalPERs retired annuitant procedures and contract negotiations.

6. ORDER OF BUSINESS, continued

- B. **2018/2019-Operating Budget** – Discuss current City Finances. Review the budget worksheets for the 2018/2019 City Budget. Provide direction to staff for changes, additions and/or deletions. Discussion/Possible Action.

Councilmember Powers was absent from 3:25 pm until 3:55 pm.

The Council took a break from 3:25 pm to 3:45 pm.

Public Works Director Todd Roberts reviewed new California compliance requirements with the Council and reported that the existing City snow plow trucks would no longer be in admissions requirements and requested the Council direct him to surplus the vehicles. The Council directed Todd Roberts to surplus the vehicles.

Susan Scarlett reviewed the proposed budget with the Council. The Council then reviewed the proposed list of budget ad-on's.

The Council determined to continue to fund the Concerts in the Park series at an amount of \$6,000 annually.

The Council requested that staff bring back information to the Council on the Lost and Found Party event, after the occurrence of the event, to determine if it should be an annual ad-on.

The Council determined unanimously to not re-contract with Big Fish Creations and to not fund their contract as an add-on for the 18/19 fiscal year.

Susan Jacobson reported that the work of Sports Success should be completed by the end of this fiscal year and the Council determined to not contract with Sports Success as an ad-on for the 18/19 fiscal year.

The Council determined to not budget for Grant Mangers as an ad-on for the 18/19 fiscal year.

The Council further reviewed the list of ad-on's and Susan Scarlett reported she would revise them as directed and provide an updated list at the next special meeting for budget review. The Council also requested to review information on a COLA at the next budget session.

7. ADJOURN

The meeting was adjourned at 4:57 pm

Respectfully Submitted,

Melissa Klundby, City Clerk