

**PORTOLA CITY COUNCIL
SPECIAL MEETING
FEBRAURY 9, 2013
10:00 A.M.**

CALL TO ORDER

Mayor Larrieu called the meeting to order at 7:00 p.m.

ROLL CALL

Councilmembers Morton, Gault, Mark, Mayor Pro Tem Oels and Mayor Larrieu responded to the roll call. City Manager Leslie Tigan, City Attorney Steve Gross, Finance Officer Susan Scarlett, Planner Karen Downs and Administrative Assistant Julie Rizzo were also in attendance.

PUBLIC COMMENT

There were no comments from the public.

ORDER OF BUSINESS

A. City Council Workshop/Training Session

The City Council and staff reviewed and discussed various topics including the following:

- 2013/2014 Budget Goal Setting
- 2013/2014 Staffing Levels
- Review of current revenues and expenditures
- Infrastructure and Equipment Repair and Replacement
- Review and training on Brown Act, Conflicts of Interest, Public Records
- Grants, including CDBG Eligible Projects
- Review of the Municipal Code and enforcement procedures
- Processes to engage the public in various City issues

The City Council directed staff to include in the 2013/2014 draft budget funding to fill the vacant Public Works position, funds to sustain a \$90,000 annual salary for the City Manager and funding of \$80,000 for staffing to fill in for other office duties.

The City Council discussed various ways to secure funding for road improvements including a sales tax increase and bond measure. Replacement of aging equipment was discussed including the possibility of leasing programs.

City Attorney Steve Gross provided a brief training session on the Brown Act, Conflicts of Interest and Public Records. He explained that e-mail communications of the Council members relating to City business and it was explained that Councilmembers could obtain an e-mail address through the City.

Planner Karen Downs reviewed sections of the Portola Municipal Code that are often enforced by staff. She explained that the Planning Commission had finished a review of the Sign Ordinance and had prepared recommendations for revisions to be considered by the City

Council. Ms. Downs explained that the Council should consider a public process to present the proposed changes to local businesses. After a brief discussion it was the consensus of the Council to first review the recommendations of the Planning Commission at a City Council meeting and then schedule a public workshop prior to a public hearing to consider introduction of a revised ordinance.

B. Mayor's Committees

Mayor Larrieu made changes to Committee appointments.

ADJOURNMENT

There being no further business to discuss Mayor Larrieu adjourned the meeting at 3:00 p.m.

Leslie Tigan, CMC
City Clerk