

**PORTOLA CITY COUNCIL  
SPECIAL MEETING MINUTES  
February 7, 2018  
6:00 p.m.**

**1. CALL TO ORDER**

Mayor Morton called the meeting to order at 1:40 pm.

**2. ROLL CALL**

Councilmember Oels, Powers, Reynolds, Mayor Pro Tem Cooley and Mayor Morton were present. City Attorney Steve Gross, City Manager Robert Meacher, City Finance Officer Susan Scarlett and City Clerk Melissa Klundby were also in attendance.

**2. CLOSED SESSION**

**A. Public Employee Performance Evaluation** - Closed session pursuant Government Code section 54957, Mid-Year City Manager performance review.

Mayor Morton opened the closed session and City Manager Robert Meacher, City Finance Officer Susan Scarlett and City Clerk Melissa Klundby left the Council Chambers.

Mayor Morton reported out from closed session that the Council unanimously agreed to give Robert Meacher a favorable performance evaluation and thanked him for his work with the City. Mayor Morton then reported that the Council also unanimously agreed to immediately begin the process to recruit and hire a new City Manager to begin at the termination date of the current City Manager contract of November 30<sup>th</sup>, 2018.

**3. ORDER OF BUSINESS – RETURN TO OPEN SESSION - To begin at 3:00 pm or as soon thereafter as possible**

**A. Finance Review** – Review of Finances from City Finance Officer Susan Scarlett. Discussion, possible action.

Susan Scarlett gave a review of the City of Portola finances, including a proposed budget schedule, a review of the cash and receivables balance, and a review of property tax revenues. Overall Susan noted that the year to date budget is on track. The Council briefly discussed the budget and thanked Susan for her presentation.

**B. City Council Budget Workshop** - The City Council and staff will engage in general discussions relating to goals and budget setting for the coming fiscal year. Action may be taken in the form of direction to staff, setting priorities, or developing schedules.

The City Council and public engaged in a SWOT Analysis, which identifies the Strengths, Weaknesses, Opportunities and Threats to the City. The Council identifies the below:

### **Strengths**

Working relationships  
Local Airport  
Proximity to Reno  
Housing Element update – in progress  
Water Sewer Master Plan update – in progress

### **Weaknesses**

Portola Volunteer Fire Department  
Blight Reduction  
Code Enforcement  
Community Spirit  
Section 8 housing inspections

### **Opportunities**

Event based tourism  
Fire Wise Community recognition  
Portola Volunteer Fire Department restructuring  
Street lighting replacement with LED bulbs for energy efficiency  
Affordable housing development with the Portola 192 project

### **Threats**

Portola Volunteer Fire Department  
Water Security  
Aging water and sewer infrastructure  
Roads

The Council then used the above information to develop staff goals for the 2018/2019 fiscal year. The goals identified were:

### **Goals**

Hiring of a new City Manager, following the retirement of the current City Manager  
Restructuring the Portola Volunteer Fire Department  
Development of a Community Spirit  
Becoming a Fire Wise Community  
Section 8 housing inspection coordination  
Creation and presentation of a Master Project List at City Council meetings

## **4. Adjournment**

The meeting was adjourned at 4:35 pm.