

PORTOLA CITY COUNCIL
SPECIAL MEETING MINUTES
July 17th, 2018
3:00 p.m.

1. CALL TO ORDER

2. ROLL CALL

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

Leah Turner, City Fire Department Coordinator and City of Portola employee, was also in attendance.

3. ORDER OF BUSINESS

- A. **Employee position creation and budgeting strategies** - Consider development of a new employment position within the City to address code enforcement, blight reduction and other duties. Review the 18/19 Budget, discuss budget priorities and funding for the new position. Discussion, possible action and/or direction to staff.

Leslie Chrysler presented the Council with the draft Sheriff Department contract approved by the Council at its meeting of July 11th, 2018. Leslie noted the terms of the contract were agreed to by all parties in a meeting with staff, Sheriff Greg Hagwood and Supervisor Mike Sanchez, Leslie reported that the contract had not yet been approved by the Plumas County Board of Supervisors.

Leslie and Susan Scarlett also reviewed the history of the COPS funding, the Community Service Officer (CSO) Program and potential options for funding a future CSO program/employee.

The Council determined that their priorities were weed abatement, vehicle abatement, animals at large, and blight reduction.

Public Works Director, Todd Roberts discussed potential Ordinance changes that would require mandatory inspections and maintenance of rental properties in order to reduce blight.

Following public comment and Council discussion the Council determined its three main goals were 1)Sewer and Water Infrastructure improvements, 2) Road repairs; and 3) Code Enforcement.

The Council then directed staff to work on a job description for a full time Community Service Officer Position for review by the Council.

4. ADJOURN

The meeting was adjourned at 4:17 p.m.

Respectfully Submitted,

Melissa Klundby, City Clerk