

**PORTOLA CITY COUNCIL
SPECIAL MEETING MINUTES
February 1, 2017
1:00 p.m.**

1. CALL TO ORDER

Mayor Powers called the meeting to order at 2:00 pm.

2. ROLL CALL

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

3. PUBLIC COMMENT

Larry Douglas made comment concerning his recent letters to the City Council.

Dennis Dickenson commented on self-defense classes he is organizing.

4. ORDER OF BUSINESS

- A. **Councilmember Appointment City Council Vacancy** – Review letters of interest and pose questions to individuals who have submitted a letter of interest to be considered for appointment to the vacant City Council seat. Consider an appointment to fill a vacancy on the City Council. Discussion, possible action.

Mayor Larrieu presented the letter of interest received from Phil Oels, noting it was the only letter of interest turned in by the advertised deadline. Finding no Council or Public comment, Mayor Pro Tem Morton made a motion to appoint Phil Oels to the vacant Councilmember position. Councilmember Powers seconded the motion and it was unanimously approved.

- B. **City Council Reorganization** – Administer oath of office to appointed member of the City Council. Discussion, possible action.

The City Clerk administered an Oath of Office to newly appointed Councilmember Oels and he took seat with the Council.

- C. **City Council Goal Setting and Budget Workshop** - The City Council and staff will engage in general discussions relating to City finance, goals and budget setting. Action may be taken in the form of direction to staff, setting priorities, or developing schedules.

The Council and Public had a discussion relating to City goals and budget setting. The Council identified City's SWOT- Success, Weakness, Opportunities and Threats (financial). See attached.

Susan Scarlett, City Fiance Officer also gave a review of the use of fund balance from 2008-2016, a comparison of revenues through Plumas County, and reviewed the budget adoption calendar.

5. ADJOURNMENT

Councilmember Powers made a motion to adjourn the meeting. Mayor Pro Tem Morton seconded the motion and the meeting was adjourned at 3:30 p.m.