

CITY OF PORTOLA
FINANCE & ADMINISTRATION COMMITTEE

Tom Cooley

Pat Morton

AGENDA
SPECIAL MEETING

January 10th, 2018

2:00 pm

Portola City Hall

35 Third Avenue, Portola

1. Call To Order
2. Roll Call
3. Order of Business
 - A. **FEMA** - Review and discuss FEMA grant funding and projects with Public Works Director Todd Roberts. Discussion, and direction/ recommendation to staff.
 - B. **Personnel Policy**- Review and discuss City of Portola Personnel Policy updates and additions and the steps necessary to finish the policy and the ordinance. Discussion, possible recommendation to City Council.
 - C. **Portola Fire Department**- Discuss and Review payment and volunteer versus employee status of Portola Volunteer Fire Fighters. Discussion, and direction/ recommendation to staff.
 - D. **Finance Officer Contract Renewal**- Review and discuss City of Portola Finance Officer Contract. Discussion, possible recommendation to City Council.
 - E. **Investment Policy** – Review and discuss the required investment policy.
 - F. **City Manager Position**- Review and discuss City Manager Contract and City Manager position and selection process, job description and timeline. Discussion, possible recommendation to City Council.
 - G. **Introductory Discussion** - Brief discussion of rental Business licensees and City Franchise Fees.
4. Adjourn