

# CITY OF PORTOLA FINANCE & ADMINISTRATION COMMITTEE

*Tom Cooley*

*Pat Morton*

## AGENDA SPECIAL MEETING

**July 28<sup>th</sup>, 2017  
2:00 pm**

**Portola City Hall  
35 Third Avenue, Portola**

1. Call To Order
2. Roll Call
3. Order of Business
  - A. **Personnel Policy**- Review and discuss City of Portola Personnel Policy updates and additions. Discussion, possible recommendation to City Council.
  - B. **Job Descriptions**- Review and discuss various City of Portola personnel Job Descriptions. Discussion, possible recommendation to City Council.
  - C. **Portola Volunteer Fire Department**- Discussion and review of the Fire Department Budget, staffing, and policies and procedures. Discussion, possible recommendation to City Council.
4. Adjourn