

CITY OF PORTOLA
FINANCE & ADMINISTRATION COMMITTEE

Tom Cooley

Pat Morton

AGENDA
SPECIAL MEETING
November 14, 2018
3:00 pm
Portola City Hall
35 Third Avenue, Portola

Meeting facilities are accessible to persons with disabilities. Reasonable efforts will be made to accommodate participation of the disabled in the City's public meetings. If special accommodation for the disabled is needed, please notify the City at (530) 832-6803 at least 48 hours prior to the meeting.

1. **Call To Order**
2. **Roll Call**
3. **Public Comment**

This section is intended to provide members of the public with an opportunity to comment on any subject that does not appear on this agenda. Please note that California law prohibits the Committee from taking action on any matter which is not on the posted agenda, unless it is determined to be an urgency item by the City Council. Any member of the public wishing to address the Committee during "PUBLIC COMMENT" shall first secure permission of the presiding officer, stand; may give his/her name and address to the Clerk for the record. Each person addressing the City Council shall be limited to five minutes ordinarily, unless the presiding officer indicates a different amount will be allotted.

4. **Order of Business**

- A. **Fixed Asset and Surplus Property Policy-** Review and discuss City of Portola Fixed Asset and Surplus Property Policy. Discussion, possible recommendation to City Council.
- B. **City Manager Job Description and Recruitment Process-** Review and discuss City Manager Job Description and Recruitment Process. Discussion and possible direction to Staff.

5. **Adjourn**