

CITY OF PORTOLA
FINANCE & ADMINISTRATION COMMITTEE

Tom Cooley

Pat Morton

AGENDA
SPECIAL MEETING
January 21, 2021
10:00 am
Portola City Hall
35 Third Avenue, Portola

**COUNCILMEMBERS ATTENDING VIA TELECONFERENCE AS PERMITTED BY
CALIFORNIA GOVERNOR NEWSOM EXECUTIVE ORDER N-29-30**

As permitted by Executive order N-29-20, the City Council Chamber at City Hall will not be accessible to the public for the January 21, 2021 Finance & Administration Committee meeting.

The committee meeting is accessible to the public via live streaming at: <https://zoom.us/j/3583067836> or by phone at: Phone Number 1.669.900.6833; Meeting ID: 358 306 7836.

1. **Roll Call**

2. **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.

3. **Order of Business**

- A. **Independent Contractor Agreement – Susan Scarlett** – Discussion and possible recommendation to Council regarding an independent contractor agreement for Susan Scarlett. Discussion and possible action.
- B. **Incode** – Discussion and possible recommendation to Council regarding a potential change to the City’s financial management, utility billing, and community development software, as related to the SB2 Planning Grant award. Discussion and possible action.
- C. **2021/2022 Budget Approach** – Discussion about the approach to the budget process for the upcoming fiscal year. Discussion and possible action.
- D. **Website Redesign** – Discussion and possible recommendation to Council to consider updating the website, including a discussion of a proposal by CivicPlus. Discussion and possible action.

4. **Adjourn**