



City of Portola

Minutes

Finance and Administration Committee

April 10, 2024 03:30 PM

35 Third Ave, Portola, CA 96122

<https://www.cityofportola.com/>

**1. Call to Order**

The meeting was called to order at 3:30 pm by Mayor Pat Morton.

**A. Roll Call**

Present: Mayor Pat Morton, Mayor Pro Tem Jim Murphy

Staff Present: Interim City Manager, Susan Scarlett; Deputy City Clerk, Jason Shaw

**2. Public Comments**

There were no public comments

**3. Budget discussion**

During salary review in 2022 all full time staff at that time were changed to a July 1st date for STEP increases. STEPS were set up for every two years with a satisfactory review. The STEP increase of 5% will be discussed and recommended in the 24-25 budget. COLA adjustments will be calculated and taken to the Council for review in the budget process. Interim City Manager Susan Scarlett brought up SB-329, which allows for the pay of Council members to be increased for the first time in very long time. The Committee recommended taking this issue to the full Council at the budget workshop.

**4. Pool Operations**

Interim City Manager Susan Scarlett reviewed the background check requirements for those over 18 working with children. SB 506 has been reviewed with the City Attorney. The Pool Manager and lifeguards over 18 are subject to this requirement. Live Scans are required and Mayor Pro Tem Jim Murphy stated he recommended doing paper background checks in addition to just live scanning. It was noted there was a person in town who could do live scanning or it can be done through the sheriff's office. Interim City Manager Susan Scarlett asked if the Pool Manager position and the Lifeguard positions should be flown. The Committee gave direction for the positions to be flown.

**5. Surplus Fire truck**

There is a 48 Ford Firetruck that is not being transferred to the Beckwourth Peak Fire District. Interim City Manager Susan Scarlett recommended to the committee that this vehicle should be

made surplus. She gave copies of the surplus policy to the committee. The committee agreed that it should be surplus as specified in the City's surplus policy. The item will come back to the full council.

Mayor Pro Tem Murphy had a question about the Council reviewing and accepting the construction of the viewing garage at the Williams house for the Historical Firetruck. Interim City Manager Susan Scarlett said they could do that once all the work was completed. It was suggested to have a ceremony when transferring the 1939 LaFrance Fire truck to its new home.

## **6. Adjournment**

Committee Meeting Adjourned at 3:55 PM by Mayor Pat Morton.