RIO DELL CITY COUNCIL
STUDY SESSION
REGULAR MEETING
MARCH 17, 2009
MINUTES

The Study Session/Regular Meeting of the Rio Dell City Council was called to order at 5:30 P.M. by Mayor Woodall.

ROLL CALL: Present: Mayor Woodall, Councilmembers Barsanti, Dunker, Marks, and Thompson

Others Present: City Manager Flemming, Finance Director Beauchaine, and City Clerk Dunham (Chief of Police Hill and Acting Director of Public Works Jensen arrived at 6:30 P.M. for the Regular Meeting)

STUDY SESSION MATTERS

City Council Department Budget Discussion
City Manager Flemming referred to the City's Travel Policy Resolution No. 809-2002 for review.

Finance Director Beauchaine presented an outline of the City Council Budget items for discussion and Year-to-Date General Ledger Reports. She stated the report reflected the $5,000 budget adjustment authorized by the City Council from the Finance Department Budget and said she also added expense accounts by name moving expenses from account 5123 (Automobile – Transportation) to individual City Council line items to reflect actual year-to-date expenses incurred by each council member.

Councilmember Thompson asked if she had the ability to set up sub-categories within the individual council member line items; Stephanie stated the accounting software does not have that option available so other miscellaneous expenses incurred by council members would be charged to that line item.

Mayor Woodall stated the Council should look at what the City can afford to budget in regard to travel and training for city council members and make sure it is of benefit to the City.

Finance Director Beauchaine suggested the Council implement a separate travel policy for city council members as the City's current travel policy is designed more for city staff.

Discussion continued regarding the approval process for City Council travel expenses. Mayor Woodall stated as council members, they have an idea of projected travel expenses and felt any

proposed travel expense should be brought before the Council for approval before the expense is incurred.

Finance Director Beauchaine said there seemed to be some different ideas on how travel should be approved and what the City can afford to budget for City Council Travel/Training Expense. As a result, she suggested the Council come up with a policy and budget they all agree on which provides a detailed outline of the procedures for incurring travel expenses. With this in place, there would be no need for the Council to approve individual trips provided the expenses are budgeted.

Councilmember Thompson said it seemed like the travel expenses for Council escalated when Councilmember Dunker was appointed as President of the Local Regional Division of the League of California Cities.

City Manager Flemming stated City Council's can be involved at various levels whether it be local, regional or at the State level depending how the City wishes to be represented.

Councilmember Thompson said he agreed that the City should be fully represented at the local level but was uncertain about the benefit of representation through the League of California at the State level.

Finance Director Beauchaine stated that it is difficult to gauge the benefit of political networking.

Mayor Woodall asked Councilmember Dunker to review the schedule of LOCC meetings and identify the ones that he felt were mandatory for him to attend.

Councilmember Dunker reviewed the schedule stating there are four Division meetings, four Statewide Policy Committee meetings, and the Annual Conference which he said is the most important meeting for networking. In addition to those meetings, are the Leadership meetings which he said are paid for by the LOCC, with the exception of mileage reimbursement.

It was noted that the original travel budget was set at $5,000; with an additional $5,000 transferred from the Finance Department Budget to cover expenses through the remainder of the fiscal year. The current actual year-to-date expenses showed $8,789, leaving a balance of $1,211.

Councilmember Marks suggested Councilmember Dunker present a schedule of meetings by priority along with a travel budget for City Council approval at the beginning of each fiscal year.

Councilmember Thompson stated as we establish a policy, we should consider the idea of sending an alternate to the LOCC meetings every other time to help educate more than one Councilmember. He said he was reluctant to spend money for travel other than locally due to upcoming expenses related to the wastewater treatment facility. He further suggested that the City Manager push to bring training to Humboldt County and to include in the new policy that local training will be encouraged. He said the City should first think about building reserves and paying its' employees.

Councilmember Dunker suggested talking to other Mayors and City Managers to see how they rate the benefits of council training and networking and to review current policies from cities of similar size.

Councilmember Dunker was asked to identify the meetings he planned to attend through the end of the fiscal year. He identified four additional meetings with an estimated expense of $3,100.

Councilmember Marks commented that she felt only two of the four should be approved to avoid going over budget again.

Finance Director Beauchaine reiterated the need for a City Council Travel Policy.

Councilmember Barsanti said he found it hard to believe that Councilmember Dunker's attendance at LOCC meetings was not of benefit to the City although it was difficult to determine the level of benefit. He suggested the Council approve scheduled trips for the remainder of the fiscal year without going over budget then come up with a plan to handle travel expense in the future.

Councilmember Marks said there was a check on the check register for approval tonight to Councilmember Dunker for mileage reimbursement in the amount of $826.20 for his last LOCC conference in Sacramento and said with that in mind the Council shouldn't approve anymore travel expenditures for this budget year.

Finance Director Beauchaine clarified what she thought reflected the wishes of the Council stating that staff would process mileage reimbursement requests from Council members for local mileage however any travel expenses to be incurred for out of the area travel would need to be approved by the City Council in advance. Also the Council will adopt a travel policy for City Council before the next fiscal year.

Councilmember Dunker said it sounded a little discriminatory to say that reimbursement for mileage within Humboldt County is allowed but out of the County is not; Finance Director Beauchaine pointed out that travel within the County would most likely not exceed the current budget.

Finance Director Beauchaine stated she would be scheduling a budget study session in the next couple of weeks to discuss details of the next fiscal years budget which will be an appropriate time to address the travel budget for council. She noted that it had been proposed that the revenue received from lease agreements with US Cellular and T-mobile be designated for City Council expenditures.

The study session ended at 6:37 P.M.

Mayor Woodall called the regular meeting to order at 6:40 P.M.

CONSENT CALENDAR

Motion was made by Thompson/Marks to approve the consent calendar including the General check register for check numbers 26870-26953 totaling $115,339.53; and the Payroll check register for check numbers 14550-14572 totaling $24,986.26. Motion carried 5-0.

ORDINANCES/SPECIAL RESOLUTIONS

Approve Resolution No. 1040-2009 Designation of Authorized Representatives State Water Resources Control Board City of Rio Dell
Finance Director Beauchaine explained the City has several applications on file with the State Revolving Loan Fund and the City is required to update it's Authorized Representative Resolution to remain active. She said the previous resolution was adopted on February 17, 2007 which named the City Manager and Finance Director as the City's Authorized Representatives. This resolution does not recommend any changes.

Motion was made by Marks/Barsanti to approve Resolution No. 1040-2009 *Re-designating the City Manager and Finance Director as Authorized Representatives of the City with State Water Resources Control Board.* Motion carried 5-0.

SPECIAL CALL ITEMS

Approve Corrected Total for Wastewater Scope of Services 2008-01 Amendment 2009-01 Previously Authorized
Acting Director of Public Works Jensen stated that due to a simple addition error, an incorrect total was shown on the Wastewater Scope of Services 2008-01 Amendment 2009-01 "Summary Table" previously submitted and approved by the City Council at the February 17, 2009 meeting. The correct total in that column should have read $22,400 rather than $19,900 as presented. The new adjusted total for the additional Scope of Services is $68,900. He said that although the actual Scope Amendment had the correct dollar amount, the spreadsheet that was attached to the Amendment reflected the incorrect amount so staff thought it would be appropriate to clarify the error with Council.

Motion was made by Thompson/Barsanti to approve the corrected total for Wastewater Scope of Services 2008-01 Amendment 2009-01 previously authorized. Motion carried 5-0.

PUBLIC PRESENTATIONS

None

REPORTS/STAFF COMMUNICATIONS

City Manager Flemming reported on recent activities and meetings stating there was a meeting of the Traffic Committee; the City applied for funding for the Wildwood Ave. Paving Project; she attended a funding fare with other staff members; she had a very successful meeting regarding the Wastewater Facilities Plan; and said the City annexation application would be going before LAFCo tomorrow.

Acting Director of Public Works Jensen reported on recent activities in the public works department and reported the installation of the traffic signs had been completed and were awaiting the delivery of the remaining Street name signs; he attended the meeting on the Final Wastewater Facilities Plan; was working on the mapping for the Wildwood Ave, Paving Project; and reported on scheduled training for public works staff.

Finance Director Beauchaine reported on recent activities in the finance department and stated the majority of her time was spent on the mid-year budget reports and the draft budget for the 2009/10 fiscal year. She noted she had also attended the recent funding fare; and a meeting in Eureka regarding USDA funding for the Wastewater Facilities Project.

COUNCIL REPORTS/COMMUNICATIONS

Councilmember Thompson asked if a Joint meeting with the Planning Commission had been scheduled; City Manager Flemming commented that we would be scheduling that meeting but George Williamson had been focused on the annexation application to LAFCo during the last few weeks and had not yet coordinated a date with the City.

CLOSED SESSION

Mayor Woodall announced the council would be adjourning to closed session to discuss *Public Employee Performance Evaluation – City Manager* and asked for public comment. There being no public comment, the Council adjourned to closed session at 6:57 P.M.

The regular meeting reconvened at 8:45 P.M. Mayor Woodall announced there was no reportable action taken in closed session.

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 8:47 P.M. to the April 7, 2009 regular meeting.

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Julie Woodall, Mayor

Attest:

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Karen Dunham, City Clerk