

**PLACENTIA CITY COUNCIL
PLACENTIA REDEVELOPMENT AGENCY
PLACENTIA INDUSTRIAL COMMERCIAL DEVELOPMENT AUTHORITY
ADJOURNED REGULAR MEETING MINUTES
June 10, 2014
5:00 p.m. – Administrative Conference Room
401 E. Chapman Avenue, Placentia, CA**

CALL TO ORDER: Mayor Nelson called meeting to order at 5:06 p.m.

ROLL CALL:

PRESENT: Underhill, Yamaguchi, Aguirre, Nelson
ABSENT: Wanke

ORAL COMMUNICATIONS: None

I. Interviews for the Cultural Arts Commission, Financial Audit Oversight Committee, Historical Committee, Planning Commission, Recreation and Parks Commission, Senior Advisory Committee, and Traffic Safety Commission (materials available in City Clerk's Office)

Council/Agency Members interviewed the following candidates: Richard Pana, Devon Gray and Sergio Hidalgo.

RECESS: The City Council and Boards of Directors will recess to their adjourned regular meeting.

CALL TO ORDER:

PRESENT: Underhill, Yamaguchi, Aguirre, Nelson
ABSENT: Wanke

STAFF PRESENT: City Administrator/Executive Director, Troy L. Butzlaff; City Attorney/Authority Counsel, Andrew V. Arczynski; Assistant City Administrator Damien R. Arrula; Director of Administrative and Community Services, Steve Pischel; Chief Financial Officer Linda G. Magnuson; Chief of Police. Hicks; Deputy Police Ward Smith; Deputy Director of Community Services, Jon Nicks; Finance Manager, Michael Nguyen; Senior Management Analyst, Michael McConaha; Interim Deputy City Clerk, Diaz; City Clerk Specialist, Martinez; Management Analyst Maggie Le

INVOCATION: Chief of Police Hicks

PLEDGE OF ALLEGIANCE: Mayor Nelson

ORAL COMMUNICATIONS:

Craig Green, City Treasurer, suggested that Council should have more time to review the proposed Preliminary Operating and Capital Improvement Program Budget for Fiscal Year 2014-15. He inquired about the estimated revenue for the projected change in financial position for Measure M. He inquired about the Community Facilities District (CFD). He inquired about loans, and gross revenues. Mr. Green asked if the net revenue from the special CFD assessment include the amount in reserves in the fiscal agent. Mr. Butzlaff provided him information he requested from the CIP. He requests the reports from the past 7 years.

CITY COUNCIL/BOARD MEMBERS COMMENTS AND REPORTS:

Councilmember Underhill addressed the issue of the public requesting documents during a City Council meeting. She suggested that Council should approved documents requested by the public.

1. CONSENT CALENDAR:

COUNCIL/SUCCESSOR AGENCY/ICDA CONSENT CALENDAR: None

COUNCIL CONSENT CALENDAR: None

ICDA CONSENT CALENDAR: None

2. PUBLIC HEARINGS:

COUNCIL/SUCCESSOR AGENCY/ICDA: None

COUNCIL: None

SUCCESSOR AGENCY: None

ICDA: None

3. OLD BUSINESS:

COUNCIL/SUCCESSOR AGENCY/ICDA OLD BUSINESS:

a. **Presentation and Discussion of Preliminary Operating and Capital Improvement Program Budgets for Fiscal Year 2014-15**

- 1) Provide appropriate direction to Staff on the Preliminary Operating and Capital Improvement Program Budgets for Fiscal Year 2014-15

City Administrator Butzlaff provided a brief overview about Agenda Item 3.a. He introduced Chief Financial Officer Magnuson.

Chief Financial Officer Magnuson announced that the General Fund budget is balanced with a net of \$48 dollars. She presented to Council a PowerPoint presentation on the Preliminary Operating and Capital Improvement Program Budget for Fiscal Year 2014-15. She presented slides including: Budget Presentation Outline, Projected Change in Financial Position Fiscal Year 2014-15, General Fund Preliminary Operating Budget Summary. She noted that the net change in fund balance at the end of fiscal year is \$48. She noted that the estimated unassigned fund balance Reserve is \$1,438,488. She continued with slides including: FY 2014-15 General Funds Revenue, FY 2014-15 General Fund expenditures. She noted that there was no cost of living increase, and most employees are now contributing towards the full employee share for retirement. She continued the presentation with slides including: General Fund Expenditure Summary, Cost Savings Measures Implemented.

Discussion ensued between Council and Staff. They discussed a ten percent (10%) reduction of the workers' compensation fund, risk management funds, and the uncertainty of claims received each year.

Chief Financial Officer Magnuson continued the presentation with slides including: Cost Saving Measures Implemented.

Chief Financial Officer Magnuson introduced Director of Administrative and Community Services Pischel.

Director of Administrative and Community Services Pischel continued with the presentation with the slides including: Personnel Overview, Personnel Overview (continued). He noted the proposed changes of Staff positions including: held or converted to part time, unfunded positions, position adjustments, and title changes and funding allocation change.

Discussion ensued between Council and Staff. They discussed any adjustment changes in the current labor groups, and concerns with vacancies within the Placentia Police Department and new operating schedule.

Mayor Nelson noted that the presentation should include the costs savings with the current labor groups.

Chief Financial Officer Magnuson continued with the presentation with slides including: Legislative Department.

Mayor Pro Tem Aguirre inquired about the City Clerk expense decrease in the budget.

Chief Financial Officer Magnuson noted that the full time salaries in City Clerk operations have been moved to Records Division. She continued the presentation with the slides including: Administration Department.

Mayor Nelson inquired about the increase in funds for Disaster Preparedness.

Director of Administrative and Community Services Pischel noted that this is due to grant funding.

Chief Financial Officer Magnuson continued the presentation with slides including: Administration Department other funds, Finance Department (general fund), Finance Department (other funds), and Development Services Department. She introduced Assistant City Administrator Arrula.

Assistant City Administrator Arrula noted that the items listed on the details portion of the Development Services budget include funds for economic development. He noted that this is the first time Staff is allocating funds to implement a new economic development program. He noted that the increase in planning costs is due to anticipated developments and Department restructuring.

Councilmember Yamaguchi inquired about the previous Buxton Study.

City Administrator Butzlaff noted that they can use some elements of the Buxton Study. He noted that the State is looking into eliminating the enterprise zones.

Councilmember Yamaguchi inquired if there are funds available to streamline the process for the completion of the General Plan.

Assistant City Administrator Arrula noted that there is currently enough funds budgeted for the completion of updating the General Plan. He noted that he met with General Plan Advisory Committee and suggested different goals for the City.

Chief Financial Officer Magnuson continued with her presentation with slides including: Public Safety Department.

City Administrator Butzlaff noted that an agreement letter was adopted last Council meeting for the Board of Supervisors to agree to a fee increase for animal control services. He noted that the fees may change.

Chief Financial Officer Magnuson continued with her presentation with slides including: Public safety Department (other funds), Engineering Services Department (General Fund), Engineering Services Department (other funds), and Maintenance Services Department (General Fund).

Discussion ensued between City Council and Staff. They discussed park maintenance reductions throughout the City in comparison to the previous year, and the responsibility of maintenance for Tri-City Park.

Chief Financial Officer Magnuson continued with the presentation with slides including: Community Services Department (General Fund), Community Services Department (other funds), General Government Department (General Fund), and Environmental Services Department (all funds).

Discussion ensued between City Council and Staff. They discussed air quality management and refuse maintenance, and street sweeping services.

Chief Financial Officer Magnuson continued with the presentation with slides including: Risk Administration Department (other funds), Health & Welfare Department (other funds), and Five Year Forecast.

Mayor Nelson inquired about other City employees, with the difference between tier one and tier two employees.

Discussion ensued between City Council and Staff. The discussed the differences between tier one and tier two employees, and emergency preparedness: materials and supplies.

City Council thanked Staff for all their work on the City's Budget and presentations.

City Administrator Butzlaff noted the proposed budget and the CIP will be presented at the June 17, 2014 City Council meeting for adoption.

COUNCIL OLD BUSINESS: None

SUCCESSOR AGENCY OLD BUSINESS: None

ICDA OLD BUSINESS: None

4. NEW BUSINESS:

COUNCIL/SUCCESSOR AGENCY/ICDA NEW BUSINESS: None

COUNCIL NEW BUSINESS: None

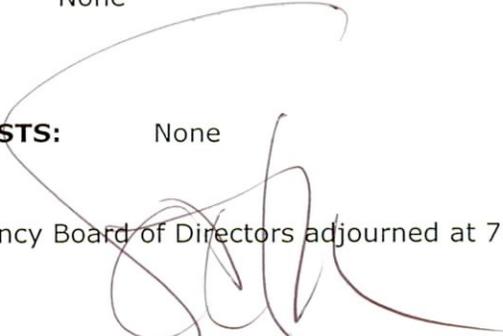
SUCCESSOR AGENCY NEW BUSINESS: None

ICDA NEW BUSINESS: None

CITY COUNCIL/BOARD MEMBERS REQUESTS: None

ADJOURNMENT:

The City Council/Successor Agency/ICDA Agency Board of Directors adjourned at 7:25 p.m. to June 17, 2014 at 5:30 p.m.



SCOTT W. NELSON
MAYOR/AGENCY CHAIR

ATTEST:



PATRICK J. MELIA, CITY CLERK/AGENCY
SECRETARY

