

**NOTICE OF CALL OF SPECIAL MEETING  
TO THE MEMBERS OF THE SUSANVILLE CITY COUNCIL:**

You are hereby notified that a SPECIAL MEETING of the Susanville City Council will be held in the Council Chambers of City Hall in the City of Susanville at 66 North Lassen Street, Susanville, California on **November 19, 2013 at 1:30 p.m.** to transact the following business:

Call Meeting to Order  
Roll Call of City Councilmembers

- 1     **APPROVAL OF THE AGENDA:**
- 2     **PUBLIC COMMENT:**   Members of the public may address the Council concerning **any item on the agenda** prior to or during consideration of that item.
- 3     **CLOSED SESSION:**  
A     PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE – pursuant to Government Code §54957
- 4     **RETURN TO OPEN SESSION:**  
A     Consider appeal of Jennifer Boyles regarding Public Employee Dismissal/Release as established by Employee Disciplinary Procedures (Resolution No. 04-3848)
- 5     **ADJOURNMENT:**

  
\_\_\_\_\_  
Rod E. De Boer, Mayor

ATTEST:

  
\_\_\_\_\_  
Gwenna MacDonald, City Clerk

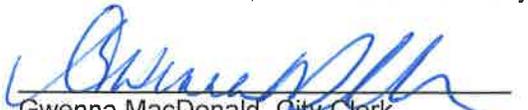
**AFFIDAVIT OF MAILING NOTICE**

I, the undersigned City Clerk of the City of Susanville, California do hereby certify that an original of the **NOTICE OF CALL OF SPECIAL MEETING, November 19, 2013 at 1:30 p.m.** was delivered to each and every person set forth on the list contained herein on the 14<sup>th</sup> day of October, 2013. A copy of said Notice is attached hereto.

Said mailing was completed by placing an original of said Notice in a sealed envelope, with postage prepaid, and depositing same in the U.S. Mail at Susanville, California.

I declare under penalty of perjury that the foregoing is true and correct.

Dated at Susanville, California this 14<sup>th</sup> day of November, 2013.

  
\_\_\_\_\_  
Gwenna MacDonald, City Clerk

Rod De Boer	hand-delivered
Brian Wilson	hand-delivered
Lino P. Callegari	hand-delivered
Nicholas McBride	hand-delivered
Cheryl McDonald	hand-delivered

**SUBMITTED BY:** Jared G. Hancock

**MEETING DATE:** November 19, 2013

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE – pursuant to Government Code §54957

**SUMMARY:** Ms. Jennifer Boyles was terminated effective August 14, 2013 from her position of Office Manager in the Finance Division. Pursuant to the City of Susanville Employee Disciplinary procedures adopted by City Council per Resolution No. 04-3848, an employee is entitled to appeal the decision to the City Council. The employee may be represented by legal counsel, call witnesses, or provide any relevant documentary evidence pertaining to the termination. Ms. Boyles has requested an appeal to be held in open session. The City Council shall issue a written determination within 21 days of the hearing, and the decision of the City Council will be final in this matter.

**FISCAL IMPACT:** None

**ACTION REQUESTED:** Provide Direction to Staff.

**ATTACHMENTS:** Closed Session Attachments:

- Correspondence including documentation sent to Jennifer Boyles regarding disciplinary action

Public Attachments:

- Disciplinary Policies
- Employee Manual