

ORDINANCES

CITY COUNCIL
June 25, 2002

To: Mayor and City Council

From: George J. Rodericks, City Manager

SUBJECT: ADMINISTRATIVE POLICY MANUAL AND ORDINANCE NO. 2002-0484

BACKGROUND

Article 3-2 of the Villa Park Municipal Code contains the City's administrative and personnel policies. Staff has reviewed the Article and found that many of the policies are out of date and/or no longer applicable to the City's current operation.

In addition, it has been determined that there are a number of required and/or recommended policies that are not a part of the City's codified policy guide. Some of these include policies on nepotism, sexual harassment, family and medical leave, and disciplinary actions.

FINDINGS

After reviewing Article 3-2, staff recommends revoking the chapter and incorporating all of the existing policies and several new policies into an Administrative Policy Manual that can be adopted by the City Council and kept as a living document. The Manual will be updated each year as benefits change and/or policies are revised.

Staff has provided the City Council with a copy of the proposed Administrative Policy Manual. The Manual covers all of the City's existing policies and adds many new policies. Some of the new policies, such as the equal opportunity employment policy, are required as the City receives federal or state funding. CalOSHA requires other policies for health and safety. In addition, the CJPIA, the City's insurer, recommends various policies for risk reduction.

Some of the new policies included in the Policy Manual address:

Equal Opportunity Employment	Acceptance of Gifts
Employment of Relatives	Sexual Harassment
Drug & Alcohol	Americans with Disabilities Act
Federally Funded Programming	Disciplinary Policy
Grievance Policy	Dress Code
Injury and Illness Prevention	Hazardous Materials
Bloodborne Pathogen Exposure	Use of Email, Internet, and Voicemail
Code of Ethics & Values	Conference and Workshop Attendance
Incident Reporting	Vehicle Accident Reporting
Modified Duty	Emergency Staffing

In addition to the above policies, the Manual includes policies on Council-Manager Relations, City Council Operations, and Facility Use.

The Council-Manager Policy provides an overview of the role of City Manager and how the position interacts with the City Council. The City Council Operations Policy provides an overview of Council meeting etiquette and Robert's Rules of Order.

The Facility Use Policy is an update to the City's existing facility use policy. The intent of the update to this policy is to again formalize the policy and highlight key areas for future enforcement. In addition, the policy has been revised to give priority to Villa Park non-profit community groups. A paragraph addressing the potential of a security deposit has been included. Some of the key provisions of the policy include:

- Alcohol is prohibited in or upon any City of Villa Park facility.
- Live animals are not permitted in the facility.
- Special Event insurance must be purchased through the City of Villa Park CJPIA Special Events Insurance Program if the event qualifies as a special event. Insurance fees are non-refundable once the reservation takes place.
- A security deposit may be required for use of the facility. A non-refundable portion of the security deposit will be retained for equipment replacement and general wear of the facility. For reimbursement of the remaining portion of the security deposit, the facility must be left without damage according to all guidelines. The staff on site will determine if applicant has complied. Security deposits shall be returned by mail within 15 working days after the event.
- Only qualifying Villa Park non-profit community groups may make reservations. Use is intended for the residents of Villa Park or organizations in which residents of Villa Park are active participants. In order to qualify as a Villa Park non-profit community group, the group must submit the following:
 - A valid membership roster showing a minimum Villa Park resident membership of 75%.
 - A roster of the group Board of Directors showing 100% Villa Park resident status.
 - A valid non-profit tax I.D. number (if available) and a Villa Park contact mailing address.
- The reservation applicant must be a Villa Park resident and show proof of this residency by presenting a picture I.D. and/or utility bill to staff upon submittal of reservation application. A Villa Park resident must serve as the authorized representative reserving the facility and must be present at all times.
- Non-profit Villa Park community groups not meeting the above criteria may reserve the facility with the understanding that City sponsored events and events by qualifying non-profit groups take priority over all other usage of the facilities. Usage may be discontinued at any time if a City sponsored event or valid non-profit group requires the facility.
- Permittees will be required to have not less than one adult chaperon for each 10 minors present during use of the facilities.

- “Groups must be registered with the State of California as a non-profit organization.” will be removed from the policy.
- “Open flames are not permitted in the facility.” will be added to the policy.

FISCAL IMPACT

None.

RECOMMENDATION

It is recommended that the City Council approve the Administrative Policy Manual and introduce for first reading Ordinance NO. 2002-0484, An Ordinance of the City Council of the City of Villa Park amending Chapter III of the Villa Park Municipal Code relating to Personnel.