

Villa Park City Council Special Meeting

February 8, 2016
2:00 p.m. – Workshop



Greg Mills, *Mayor*
Rick Barnett, *Mayor Pro Tem*
Robert Collacott, *Councilman*
Diana Fascenelli, *Councilwoman*
Bill Nelson, *Councilman*

City of Villa Park, 17855 Santiago Boulevard, Villa Park, CA

GENERAL PROTOCOL

The City of Villa Park City Council welcomes you to this meeting and encourages your participation. Regular City Council meetings are held on the fourth Tuesday of each month at 6:30 p.m.

Agenda Information

This agenda contains a brief general description of each item to be considered. The Agenda and supporting documentation is available at 4:00 p.m. on the Friday prior to the Council meeting at the City Clerk's Office located at City Hall, 17855 Santiago Blvd, Villa Park, during regular business hours, 8:00 a.m. - 5:00 p.m. Monday through Friday, as well as on the City's Website www.villapark.org. Any documents received after the agenda packet distribution, are available at the Council meeting, City Clerk Office counter, and are posted on the City's Website. Information may be obtained by calling the City Clerk's Office at (714) 998-1500.

Public Testimony

Pursuant to Government Code Section 54954.3, the public may comment on any agenda item before or during consideration by the City Council, and on any other matters under the Council's jurisdiction. Applicants making presentations to the Council on agenda items are given sufficient time to address the Council and are also provided an opportunity to address questions from the public. The public is then allowed up to five (5) minutes to speak on that specific agenda item. General public comments are agendized under Public Comments section at the **beginning** of the 6:30 p.m. Session. **WHEN SPEAKING**, please face the City Council and state your name and address for the record.

TO SPEAK ON ANY ITEM ON THE AGENDA, complete a speaker's card located at the entrance to the Council Chambers. Enter the item's Agenda number on your speaker card and give it to the City Clerk. **WHEN SPEAKING**, please face the City Council and state your name and address for the record. *The Mayor will call on you to speak when that Agenda item is considered.*

Televised Meeting Schedule

City Council meetings are televised live on Time Warner Cable Channel 3 and AT&T U-verse Channel 99 and streamed live and on-demand on the City's website.

Any writings or documents provided to a majority of the Villa Park City Council regarding any item on this agenda will be made available for public inspection at City Hall located at 17855 Santiago Boulevard, Villa Park, California during normal business hours, Monday through Friday from 8:00 a.m. to 5:00 p.m. In addition, such writings and documents will be posted on the City's website at www.villapark.org.

PLANNING WORKSHOP
2:00 p.m. – City Council Conference Room

CALL TO ORDER / ROLL CALL

PLEDGE OF ALLEGIANCE TO THE FLAG

PUBLIC COMMENTS

At this time, members of the public may address the Council on any off-agenda items within the subject matter jurisdiction of the Council, provided that NO action may be taken on off-agenda items unless authorized by law. Comments are limited to five minutes per person and thirty minutes for all comments.

MAYOR AND COUNCILMEMBER MATTERS

1. [City Council work plan and goals, mission, vision and values.](#)

RECOMMENDATION: Review and discuss current mission statement, vision, and values for the purpose of confirming, modifying or rewriting them for future use and reference.

2. [Discussion of City Council Agenda processes; meeting protocols; City Council business practices and operating procedures; and City Council policies, procedures and business protocols.](#)

RECOMMENDATION: Review, evaluate and discuss agenda processes; meeting protocols; and city council policies, procedures, and business protocols and consider any changes, additions, deletions, or modifications related to the same.

ADJOURNMENT

AFFIDAVIT OF POSTING

I, Jarad L. Hildenbrand, City Clerk of the City of Villa Park, California, do hereby certify that on the 29th day of January, 2016, I did post a true and correct copy of Said Agenda in the designated area(s) at 3:00 PM:

17855 Santiago Boulevard, Villa Park, California
www.villapark.org

IN WITNESS WHEREOF, I have hereunto set my hand this 29th day of January, 2016.

Jarad L. Hildenbrand
City Clerk

To: Mayor and City Council

From: Jarad Hildenbrand, City Manager 

Subject: CITY COUNCIL WORK PLAN AND GOALS, MISSION, VISION AND VALUES

BACKGROUND

The City Council has established a practice of conducting a workshop annually to set the vision for our City and adopts goals that reflect that vision and guide decision-making at all levels of City government. This goal setting process builds Council consensus on policies and projects that impact City residents, businesses and the community as a whole. It is once again time to conduct another workshop for the purpose of revisiting these important subjects and determining whether any additions, deletions, changes, modifications are warranted or desired.

Mission Statement

High-functioning organizations are ones that have a clear and concise Mission or Statement of Purpose. It is a statement of who we are, why we exist, and what we want to always keep in mind as we undertake to serve our constituency. Years ago, the City Council coined the following Mission Statement:

“Our mission is to deliver the best possible service to the residents of Villa Park using the most cost effective and efficient means”

Please think about this statement and whether or not it reasonably reflects your own view of what the City’s primary mission or purpose ought to be. The Council can spend time, if you wish, tweaking this statement or starting all over with the development of a new one. But if it still reads and sounds acceptable to most of you, then you can simply confirm it as our Mission Statement and move on to the discussion of Vision and Values.

Vision Statements

High-functioning organizations also have a clear vision for where they want to go and how they plan to get there. Oftentimes, expressing the collective vision for the City’s future is not as difficult as agreeing upon the priority order in which to undertake those desired future plans. Just as difficult can be reaching consensus on “how” to accomplish the Council’s vision for the future. That said there is great benefit from at least having

agreement on the direction we want to head or the future we want to help shape for our community. In the coming months, as the City Council deliberates on the various budget goals and priorities, more definition of our short-term operational objectives will become clear. The City's adopted General Plan, in many respects, represents the community's collective vision for our future. Last comprehensively updated in 2010, it is the product of extensive public outreach, input, and feedback. But it is also a "big picture" blueprint for the future and there are many additional components to that vision-casting effort that can and should be embellished upon. Villa Park's "vision statement" is presented in the form of City Council Established Goals that Council believes should "guide" the manner in which we implement the General Plan and develop our budgets. The list is as follows:

1. Enhance and maintain the City's fiscal and organizational stability.
2. Maintain the City's low crime rate through the promotion of safe community standards and values.
3. Maintain the City's high quality of life and physical property standards through regular assessment, inventory, maintenance, and improvement of the City's physical infrastructure (streets, storm drains, sewers) and public amenities (parkways and medians).
4. Encourage the improvement of Villa Park Town Center through strong public-private partnerships, promoting a diverse mix of retail tenants and incentivizing private investment in the Center.
5. Develop community awareness and involvement through enhanced community participation, partnerships, and regional programs.

The City Council should review each of the above statements, receive input from each other, and determine if you would like to make any additions, deletions, changes or modifications.

Values

Values reflect how members of the organization will carry out the mission and vision. The following values are reflected in the City's budget:

- We value a personal approach to serving our residents.
- We believe in participative management.
- We encourage employees to enjoy their time at work.
- We encourage ideas that improve the employee, the organization, and the community.
- We value creativity.
- We believe in taking reasonable risks.
- We believe that our employees are the City's most important assets in the provision of high quality services to the community.

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- We value excellence in work product and customer satisfaction.
- We value a high ethical standard.
- We strive to set the standard of excellence and be the model for neighboring communities.

I suggest that we try to focus this list on core values. A few examples that I found are:

- Excellence - Always striving to do better and excelling beyond expectations for the community.
- Communication - Exchanging thoughts, opinions, and information well; relaying messages to the best of our ability with clarity.
- Teamwork - Working well together; combining individual talents and strengths, supporting each other, and then working cooperatively to achieve mutual objectives.
- Commitment - Pledging or engaging ourselves to the people we serve; dedicating our time and energy to that which we believe.
- Respect - Treating others justly, fairly, and with dignity; showing high regard for others and treating them as we would like to be treated.
- Integrity - Always exhibiting sound moral principles, virtues, and good character; demonstrating honesty and trustworthiness in the community.

The City Council should review each of the above statements, receive input from each other, and determine if you would like to make any additions, deletions, changes or modifications.

RECOMMENDATION

That the City Council review and discuss its current mission statement, vision, and values for the purpose of confirming, modifying or rewriting them for future use and reference.

2015-16 City Council Goals & Work Plan

- 1) Enhance and maintain the City's fiscal and organizational stability.
 - Maintain and adopt a timely, healthy, and balanced City budget.
 - Whenever possible add to the City's reserves either generally or for specific purposes such as infrastructure replacement.
 - Pursue grants when appropriate and manage them effectively.
 - Improve public access to information.
 - Continue to analyze contracts for potential cost savings.
 - Continue to provide the City Council with monthly revenue and expenditure variance reports.
 - Analyze processes to deliver City services efficiently thereby reducing the cost of providing such services.
 - Provide appropriate training and development opportunities for all staff.
 - Hold regular "Villa Park Team" meetings so all team members are aware of the "Big Picture" regarding City initiatives.
 - Schedule an annual strategic planning session with the City Council in order to identify priorities and key issues for the following fiscal year.
 - Continue to complete in a timely manner all federal, state, and local reporting requirements.
 - Continue to maintain financial records in accordance with Government Accounting Standards.
 - Pursue Government Finance Officers Association (GFOA) Annual Distinguished Budget Award.

- 2) Maintain the City's low crime rate through the promotion of safe community standards and values.
 - Ensure a safe community and protect rights of citizens.
 - Continue to strengthen sheriff-community relations including fraud training opportunities for residents.
 - Preserve the School Resource Officer (SRO) program contingent upon continued Citizens' Option Public Safety (COPS) funding.
 - Implement directed patrols, when necessary, as an intervention method to reduce crime in specific areas of the City.
 - Find compliant ways to spend the City's California Law Enforcement Equipment Program (CLEEP) allocation for purposes that will enhance community safety.
 - Continue the revitalized implementation of the CERT program and strengthen resident involvement through communication and enhanced neighborhood watch programs.

- Continue to publicly recognize the accomplishments of individual Deputies.
 - Invite Sheriff Hutchens to at least one major City event per year and see that she is publicly recognized.
 - Continue to promote the “Do Not Solicit” Registry.
 - Continue to manage patrol accountability.
- 3) Maintain the City’s high-quality of life and physical property standards through regular assessment, inventory, maintenance, and improvement of the City’s physical infrastructure (streets, storm drains, sewers) and public amenities (parkways and medians).
- Continue to improve City entry monument signs per the master plan and construct as many as fiscally possible.
 - Continue to identify median landscaping restoration projects, with the goal of completing several each year.
 - Support and respond to neighborhood needs.
 - Complete Zoning Code Update to improve processing, readability, and eliminate conflicting code sections.
 - Continue to pursue the implementation of a Community Preservation Program (code enforcement) including the possible adoption of a rental inspection ordinance.
 - Complete the scheduled street maintenance projects as outlined in the City’s Capital Improvement Program.
- 4) Encourage the improvement of Villa Park Town Center through strong public-private partnerships, promoting a diverse mix of retail tenants while incentivizing private investment in the Center.
- Continue to explore ways of implementing strategies that will improve the quality and quantity of Town Center tenants.
 - Consider hosting an annual meeting with the Town Center property owners and semi-annual meetings with the tenants for purposes of discussing mutual concerns and cooperative solutions.
- 5) Develop community awareness and involvement through enhanced community participation, partnerships, and regional programs.
- Maintain the City’s strong policy of public transparency by providing regular public information via the web, local news media, direct communication with residents, etc.
 - Provide support to the Villa Park Community Services Foundation, the Friends of the Villa Park Library and other community organizations.
 - Periodically hold Town Hall meetings on subjects of community wide interest that are not related to the internal management matters (e.g. personnel performance, salaries, interagency negotiations, etc.) of the City organization.

To: Mayor and City Council

From: Jarad Hildenbrand, City Manager 

Subject: **DISCUSSION OF CITY COUNCIL AGENDA PROCESSES;
MEETING PROTOCOLS; CITY COUNCIL BUSINESS PRACTICES
AND OPERATING PROCEDURES; AND CITY COUNCIL
POLICIES, PROCEDURES AND BUSINESS PROTOCOLS.**

BACKGROUND

Provided below is information related to past Council's discussion of such matters as City Council – City Staff Relations and how individual Councilmembers can place a report on the City Council meeting agenda. Also listed for possible consideration are several other Council Policies, Procedures, and Business Protocols pertaining to the conduct of City Council meetings and the handling of routine business matters. The Council may choose to discuss some or all of the listed items and provide staff with new direction if necessary.

Council Policies and Procedures

There are several routine business practices and Council protocols that the City Council has established. For the most part, they seem to be working well for both the Council and staff. Nevertheless, now is the time to once again review these business practices and protocols and either confirm or modify as desired.

1. Practice for placing items on the agenda. Past concerns included utilization of staff time for Council generated agenda items; an interest in having a mechanism for individual Councilmembers to surface issues; and how items are framed on the agenda. The practice for placing items on the agenda has never been formalized as a City Council Policy. Currently, any Councilmember may place an item on the agenda at any time.
2. Communications with staff. The City Manager and Council agreed to follow existing practices, as described below:
 - a) Councilmembers may communicate with staff, but it is not appropriate to give orders to any subordinates of the City Manager.
 - b) Councilmembers should send a copy to the City Manager of all emails they send to staff.
 - c) The City Manager provides the same substantive information to all Councilmembers.

- d) A Councilmember's request for staff assistance or information should not require more than one hour of staff time.
 - e) Councilmembers should contact the City Manager or staff regarding issues or questions they have about agenda items prior to Council meetings. The purpose of this is to either answer the question in advance, or to ensure that staff can fully answer the question at a Council meeting. Councilmembers and staff all benefit from staff being fully prepared by knowing such issues or questions in advance. Additionally, if a Councilmember can have his/her question(s) answered prior to the meeting, it will save the time of the other Councilmembers and the public at the meeting.
 - f) The City Manager provides information to the City Council as soon as it is available.
 - g) Councilmembers let the City Manager know any information they have that they wish to be conveyed to other Councilmembers. The purpose of this is to ensure their colleagues are informed about matters that an individual Councilmember has knowledge about and wishes to share with others while being mindful of the constraints of the Brown Act.
 - h) Councilmembers inform the City Manager when they meet with staff from another public agency. Additionally, Councilmembers make it clear they are not representing the City Council, unless they are in the meeting as a designated representative of the Council.
 - i) Councilmembers are mindful that their requests for City Attorney research or assistance may cost money.
3. City Council meeting start time. Conducting Closed Sessions as appropriate before the start of the Regular City Council meeting at 6:30 p.m
 4. Protocol for Delivery of Agenda Packets. Agenda packets are distributed the Wednesday preceding the Council meeting.
 5. Procedure for establishing Time Limits on speakers. Council has expressed a desire to limit all speakers to five minutes.
 6. Procedure for setting Time Limits on Agenda Item discussions. No established practice thus far.
 7. Policy for Business Practices, such as conference and meeting attendance/cost reimbursement and pre-meeting meals. Each Councilmember is allocated \$3,000 for travel and meetings.
 8. Protocol for determining the seating of Council and staff at the Council Dias. Mayor's prerogative.
 9. Procedure for handling the Issuance of Proclamations and Certificates of Recognition/Commendation. See attached City Council Policy K – Procedures for Ceremonial documents.

10. Practice for the use of official City stationery. In general, City staff produces all official correspondence by members of the City Council using City letterhead. Committee chairs are authorized to produce correspondence on City letterhead providing that the viewpoint represents a majority of the City Council and a copy of the correspondence is provided to the City Clerk prior to distribution.
11. Practice for the use of City seal. It is unlawful for any person to make or use the seal, or reproduction thereof, for any purpose other than for the official business of the City, its Council, officers or departments, unless expressly approved by the City Council.

RECOMMENDATION

That the City Council review, evaluate and discuss agenda processes; meeting protocols; and city council policies, procedures, and business protocols and consider any changes, additions, deletions, or modifications related to same.

ATTACHMENTS:

City Council Policy K – Procedures for Ceremonial documents

Section K Procedures for Ceremonial documents

PURPOSE

The purpose of this policy is to establish guidelines for the issuance of ceremonial documents including proclamations and certificates of appreciation/recognition.

Policy

A. Requests for Recognition Criteria:

The City of Villa Park will consider a request for a proclamation or certificate of appreciation/recognition from any group or individual, as long as the request has some type of local relevance and/or promotes activities taking place in the City of Villa Park. All requests are subject to approval by and prepared on behalf of the Mayor or the Mayor's designee. The general criteria for the issuance of these types of recognition are:

1. Issues with widespread community interest or concern, with a primary emphasis on requests that are in support of City Council goals and objectives.
2. Recognition of a local, civic organization, group or individual achieving outstanding or significant accomplishments.
3. Acknowledgment of significant events or celebrations.

B. Ceremonial Documents:

1. Certificates

Certificates of Appreciation/Recognition may be issued for the following (not an exhaustive list):

- Heroism
- Eagle Scout achievement
- School or sports groups achievements
- Non-profit corporations
- Retirements
- Individuals or groups who have made significant contributions to the community

Information required: a summary of the achievement or an overview of the years of service or specific contributions to the community.

2. Proclamations

Proclamations may be issued for the following (not an exhaustive list):

- Civic celebrations
- Organizations contributing to the economic development of the City
- Issues with widespread community interest with a primary emphasis on requests in support of City Council's goals and objectives
- Significant community based events
- Significant anniversaries of City of Villa Park based institutions, corporations, community partners, and non-profit organizations
- Fundraisers benefiting the citizens of Villa Park

Information required: A brief history of the organization or a description of the purpose, goals, mottos or theme of the event is required to complete the proclamation. If funds are to be raised, who will benefit from the event, and what will take place during the time of celebration/recognition, including dates and times.

C. Receiving Requests:

To start the ceremonial document process an individual or organization must first submit a written request. Requests received will be administered by the City Manager's Office as approved by the Mayor or Mayor's designee.

The City reserves the right to determine the appropriateness and the type of document to be issued based on the information provided by the requesting individual and/or organization. Submission of a request, does not guarantee the issuance of a ceremonial document.

All requests must include the name and daytime phone number of the contact person.

Submitting a draft with your request of the document desired will expedite the process considerably.

Please specify whether the document should be mailed, held for pick-up, or presented at a special event or City Council meeting. Documents will be presented at special events pending the availability of the Mayor, his/her designee or other city official to honor such requests. Presentation at a specific City Council meeting must be approved in advance by the City Manager or his/her designee.

Only one ceremonial document will be issued per event.

END